

Agenda

East Routt Library District Board of Trustees

Regular Meeting

Wednesday, August 24, 2022

11:30 am

Library Conference Room 201

Call to order

Approval of minutes of the regular meeting of July 27, 2022

Reports

- Financial Report and Cash Disbursements
- Director's Report

Work Session

- The first stage of a 360 Evaluation will be led by Adam Murray, Marmot Library Network Executive Director.

Adjourn

East Routt Library District
Minutes of the Regular Meeting of the Board of Trustees
Wednesday, July 27, 2022
11:30 a.m. in-person and via Zoom

Attendance

Members Present: Molly Hamsher, Becky Lewis, Bob Matteo, Dale Richey (via teleconference), Barb Ross, Denny Swanson
Members Absent: Mike Holloran
Staff: Alys Selby, Carolyn Peters (recorder)
Guest: Dylan Roberts, District 26 State Representative

Call to Order

President Bob Matteo called the meeting to order at 11:37 a.m.

Guest Discussion

Representative Dylan Roberts – PDPA options for library districts

Representative Dylan Roberts and the Board of Trustees discussed the PDPA and expanding investment options.

Approval of the regular meeting minutes of June 22, 2022 Board Meeting

Proposed amendments included wording changes to the following:

- Under Scholarship Award replace the phrase “tax advisor” with “auditor.”
- Add “per trustee” to the ALA membership cost reference--\$125 per year, per trustee.

Action: Barb Ross moved to approve, as amended, the minutes of the Board of Trustees regular meeting held June 22, 2022. Becky Lewis seconded the motion. The motion carried unanimously.

Reports

Financial Report and Cash Disbursements

Discussed collection expenditures and how we might expand collections beyond books: gear, video equipment, household items, etc.

Action: Molly Hamsher moved to accept the Financial Report and Cash Disbursements. Barb Ross seconded the motion. The motion carried unanimously.

Director's Report

Alysa outlined staff's response to an emergency incident and discussed the results of research asking patrons with offensive body odor to leave the library. It was decided that Bud Werner's hygiene response would be reexamined when the Patron Code of Conduct was up for a policy review.

Old Business

United for Libraries Subscription Update

Alysa Selby suggested this be re-visited next month since United for Libraries has not yet responded to inquiries.

Board Portal Feedback & Update

Alysa gave an overview of how to use the new Google Group email list for Trustees (boardoftrustees@steamboatlibrary.org) and shared a document with URLs to the Board Portal and ERLD Google Drive folder. Trustees with private, non-Gmail email accounts were provided with a steamboatlibrary.org email account for portal access. Alysa will create TinyURLs to streamline Board access to these resources.

360 Update

The first phase of 360 review initiating the Library's strategic planning process begins with the Board at the regularly scheduled Board of Trustees meeting August 24, 2022. It will be facilitated by Adam Murray, Executive Director of Marmot Library Network. Becky requested that our mission statement be prominently displayed during the process.

New Business

Certificate of deposit: Maturation – Mtn. Valley Bank, Swanson/Gossard Fund CD (7/22/2022)

Action: Dale Richey moved to move both Certificates of Deposit (expiring 7/22/2022 and 8/19/2022) from Mountain Valley Bank to the COLOTRUST Plus account; Barb Ross seconded the motion. The motion carried unanimously.

2023 Budget Process

Alysa Selby reviewed the timeline she proposed for developing, presenting, and approving the 2023 budget. Bob suggested that computer equipment expenditures be pulled from capital reserves. Everyone preferred the new timeline and the desire to separate expenditures needing Board approval from the budget adoption process. Bob emphasized that we can always add necessary expenditures throughout the year and that not every action affecting the budget needs to be anticipated.

CAL Conference for Trustees

Alysa Selby will research if recorded sessions from the Colorado Association of Libraries conference (CALCON22) may be viewed by trustees this year, and what materials from the conference may be available for access. The Board will consider attending the 2023 conference.

Other Business

2022 Literary Sojourn update

Alysa Selby reported that tickets are still available for September 10th event. The Board discussed giving away tickets to foster more engagement for the event.

Action: Barb Ross moved to immediately donate 20 tickets from the Literary Sojourn budget to individuals and agencies in order to promote attendee diversity and education, and, in two weeks, donate 20 more tickets pending availability. Molly Hamsher seconded the motion. The motion carried unanimously.

Next meeting August 24

The next regular meeting of the Board of Trustees will be held Wednesday, August 24, 2022, at 11:30 a.m., in Conference Room 201 in-person only.

Bob Matteo will send Executive Session tentative dates to Trustees.

Adjourn: There being no further business, the meeting adjourned at 1:38 p.m.

Cash Disbursements & Financial Report

July-August 2022

Financial Report

August 2022

Alysa Selby, Director

Certificate of Deposit Maturation – Mtn Valley Bank (8/19/2022)

Marjorie Wilcox reached out to Joan Ihrig for renewal rates for the \$252K MVB CD that matured on 8/19/2022. MVB quoted us the following rates:

- 12 months at 1.00%
- 2 years at 1.15% APY
- 3years at 1.45%

On August 12, Colotrust Plus+ was earning 2.17% Daily, 2.15% 7 day, 1.82% 30 day, and .70% YTD so we cashed out this CD and moved it to Colotrust as per the July 27, 2022 board recommendation.

Early CD Withdrawal

As requested, Marjorie Wilcox researched penalties and upside potential associated with an early withdrawal of our \$262K Mtn. Valley Bank CD that will mature on May 19, 2023. This CD currently earns .45% interest.

As verified by Joan Ihrig, Mountain Valley Bank Manager, cashing out the CD early is a penalty = 3 months of interest. The following data is an overview of what we might expect if we cashed out early and moved the account to Yampa Valley Bank at the 1-year rate quoted to us in July.

Penalty = $\$262,055 \times .45\% / 12 = \$98 \times 3 \text{ months} = \294.00

Keeping it at MVB = $\$98 \times 10 = \980 (for the next 10 months)--(12 mo interest = \$1,179)

Moving it to Yampa Valley Bank = $\$262,055$ at 1.3% per year = \$3,406/yr

+ \$98 (1st month at MVB)
+ \$98 (2nd month at MVB)
+ \$3406 (1 year's interest at YVB)
- \$294 Penalty
Earn \$3,308 VS \$980

East Routt Library District
GENERAL OPERATING

For the Period From Jul 21, 2022 to Aug 10, 2022

Filter Criteria includes: Report order is by Date. Report is printed with shortened descriptions and in Detail Format.

Date	Check #	Line Description	Debit Amount	Credit Amount	Account Description
7/21/22	43051	Creative Countertops	3,620.00	3,620.00	Furniture & Equipment Cash in Vectra-General Check-in area countertops
7/27/22	43052	June Library Hall Clean Deep Clean 5/30-6/10/22 A-brite, LLC	150.00 1,560.00	1,710.00	Janitorial Expense Janitorial Expense Cash in Vectra-General
7/27/22	43053	Amazon	1,461.60 513.30 93.92 15.94 13.99 17.26 87.70 29.99 146.98	2,380.68	Books - Adults Books - Children Video Recordings - Adult Books - Teen Music Video Recordings - Child Supplies - Library Other Childrens' Program Comp-Hardware & Eq. Cash in Vectra-General
7/27/22	43054	2 Tablets AWE Acquisitions, Inc	7,366.00	7,366.00	Comp-Hardware & Eq. Cash in Vectra-General Replaces AWE Computers
7/27/22	43055	Blackstone Audio	500.93 42.10	543.03	Sound Recordings - Adul Video Recordings - Adult Cash in Vectra-General
7/27/22	43056	E - Z Storage of SB, LLC	225.00	225.00	Rent - Storage Cash in Vectra-General
7/27/22	43057	Jennie Lay	514.29	514.29	Travel Cash in Vectra-General
7/27/22	43058	Quill Corporation	68.00	68.00	Supplies - Office Cash in Vectra-General
7/27/22	43059	Rabbit Ears	109.00	109.00	Special Programs Cash in Vectra-General Author Visit - Jon Kedrowski
7/27/22	43060	Patron Cards Keytag - Library Rainbow Printing	560.00	560.00	Supplies - Library Cash in Vectra-General
7/27/22	43061	Taylor Reardon	135.00	135.00	Other Childrens' Program Cash in Vectra-General
7/27/22	43062	Xerox Corporation	426.92	426.92	Copier & Printer Expense Cash in Vectra-General
7/27/22	81249804	EFTPS	4,945.08 1,156.56 3,670.91	9,772.55	FICA Payable Medicare Payable Federal Withholding Cash in Vectra-General
8/3/22	43063	7/31 Main A-brite, LLC	4,590.00	4,590.00	Janitorial Expense Cash in Vectra-General
8/3/22	43064	7/31/22 Admin A-brite, LLC	835.00	835.00	Janitorial Expense Cash in Vectra-General
8/3/22	43065	ALSCO	114.56	114.56	Maintenance - Carpets Cash in Vectra-General

East Routt Library District
GENERAL OPERATING

For the Period From Jul 21, 2022 to Aug 10, 2022

Filter Criteria includes: Report order is by Date. Report is printed with shortened descriptions and in Detail Format.

Date	Check #	Line Description	Debit Amount	Credit Amount	Account Description
8/3/22	43066	Bicycling	19.99	19.99	Periodicals - Regular Cash in Vectra-General
8/3/22	43067	CEBT/CO Employee Benefit T	7,107.05	7,107.05	Health Insurance Cash in Vectra-General
8/3/22	43068	EBSCO Lib Package (7/22-6/2 CO Library Consortium	2,594.75	2,594.75	On-line Databases Cash in Vectra-General
8/3/22	43069	CO Event Rental	250.02	250.02	Employee Benefits Cash in Vectra-General
8/3/22	43070	Drepung Loseling Monastery, I	3,850.00	3,850.00	Special Programs Cash in Vectra-General
8/3/22	43071	History CO	65.00	65.00	Periodicals - Regular Cash in Vectra-General
8/3/22	43072	Kanopy, LLC	921.00	921.00	Digital Media Cash in Vectra-General
8/3/22	43073	Tanya Lillehoff	51.51	51.51	Employee Benefits Cash in Vectra-General
8/3/22	43074	Luminate Fiber LLC/Luminate	400.00 9.95	409.95	Internet Telephone Cash in Vectra-General
8/3/22	43075	Midwest	8,501.40	8,501.40	Digital Media Cash in Vectra-General
8/3/22	43076	MNI	141.90	141.90	Books - Reference Cash in Vectra-General
8/3/22	43077	OCLC	188.33 320.85	509.18	Cataloging Costs On-line Databases Cash in Vectra-General
8/3/22	43078	Overdrive	9,385.40 3,164.47 60.00 55.00	12,664.87	Digital Media Digital Media Digital Media Digital Media Cash in Vectra-General
8/3/22	43079	Tuck Communication Svc. Inc	52.50	52.50	Telephone Cash in Vectra-General
8/3/22	43080	Yampa Valley Woodworking L	4,986.50	4,986.50	Furniture & Equipment Cash in Vectra-General
8/3/22	43081	Punchbowl Bankcard Center	190.13	71.88 118.25	Library Meetings Comp-License/Suppt/Sof Cash in Vectra-General
8/3/22	43082	Bankcard Center	89.93 19.95 61.00	170.88	Comp-License/Suppt/Sof Bank & Credit card fees Periodicals - Regular Cash in Vectra-General
8/3/22	43083		816.00		Comp-License/Suppt/Sof

Self-check
countertops & youth
display table.

East Routt Library District
GENERAL OPERATING

For the Period From Jul 21, 2022 to Aug 10, 2022

Filter Criteria includes: Report order is by Date. Report is printed with shortened descriptions and in Detail Format.

Date	Check #	Line Description	Debit Amount	Credit Amount	Account Description
			371.25		Comp-License/Suppt/Sof
			120.34		Employee Benefits
			337.40		Advertising & Legals
			27.49		Library Meetings
			110.44		Comp-Hardware & Eq.
		Bankcard Center		1,782.92	Cash in Vectra-General
8/5/22	01298282	Colorado EFT	3,249.00	3,249.00	Colorado Withholding Cash in Vectra-General
8/10/22	08102022		4,969.70		FICA Payable
			1,162.26		Medicare Payable
			3,462.01		Federal Withholding
		EFTPS		9,593.97	Cash in Vectra-General
8/10/22	43085	Aten Design Group	536.25	536.25	Comp-License/Suppt/Sof Cash in Vectra-General
8/10/22	43086	Atmos Energy	467.54	467.54	Utilities Cash in Vectra-General
8/10/22	43087	Kimberly Butler	14.99	14.99	Materials Replacemnt Fe Cash in Vectra-General
8/10/22	43088	CO Event Rental	192.27	192.27	Employee Benefits Cash in Vectra-General
8/10/22	43089	Nina Darlington	160.00	160.00	Cafeteria Plan Payable Cash in Vectra-General
8/10/22	43090	Demco	313.81	313.81	Supplies - Library Cash in Vectra-General
8/10/22	43091	Lorelei Ernst	23.64	23.64	Materials Replacemnt Fe Cash in Vectra-General
8/10/22	43092	Gen5 Holdings, LLC	2,740.51	2,740.51	Maintenance - Repairs Cash in Vectra-General
8/10/22	43093		241.42		Supplies - Maintenance
			30.50		Supplies - Maintenance
			479.41		Supplies - Maintenance
			30.80		Supplies - Maintenance
			300.89		Supplies - Maintenance
			303.85		Supplies - Maintenance
		The Green Company		1,386.87	Cash in Vectra-General
8/10/22	43094	Jeremy Karschner	505.00	505.00	Maintenance - Miscellane Cash in Vectra-General
8/10/22	43095	Tanya Lillehoff	32.50	32.50	Employee Benefits Cash in Vectra-General
8/10/22	43096	Northwest Graphics, Inc.	294.35	294.35	Supplies - Library Cash in Vectra-General
8/10/22	43097	Quill Corporation	90.34	90.34	Supplies - Office Cash in Vectra-General
8/10/22	43098		180.00		Other Childrens' Program

website support

Monk dinner at
the library.

East Routt Library District
GENERAL OPERATING

For the Period From Jul 21, 2022 to Aug 10, 2022

Filter Criteria includes: Report order is by Date. Report is printed with shortened descriptions and in Detail Format.

Date	Check #	Line Description	Debit Amount	Credit Amount	Account Description
		Taylor Reardon		180.00	Cash in Vectra-General
8/10/22	43099		1,580.00		Maintenance - Carpets
		Steamboat Carpet Care		1,580.00	Cash in Vectra-General
8/10/22	43100		412.80		Utilities
		Steamboat Springs Water		412.80	Cash in Vectra-General
8/10/22	43101		397.69		Utilities
		Waste Management of the Roc		397.69	Cash in Vectra-General
8/10/22	43102		65.03		Supplies - Office
		Blair Weibel		65.03	Cash in Vectra-General
	Total		99,476.14	99,476.14	

East Routt Library District
LITERARY SOJOURN

For the Period From Jul 21, 2022 to Aug 10, 2022

Filter Criteria includes: Report order is by Date. Report is printed with shortened descriptions and in Detail Format.

Date	Check #	Line Description	Debit Amount	Credit Amount	Account Description
8/3/22	3090	Middle Dune	1,445.00	1,445.00	Printing Cash in Vectra-Lit Sojour
8/3/22	3091	Bankcard Center	83.20 84.68 13.98 2,156.05	2,337.91	Miscellaneous Expense Postage Miscellaneous Expense Author Lodging Cash in Vectra-Lit Sojour
8/10/22	3092	Unbound Events, Inc./Authors	3,000.00	3,000.00	Authors' Honoraria Cash in Vectra-Lit Sojour
8/10/22	3093	Maaza Mengiste	3,500.00	1,360.40 2,139.60	Authors' Honoraria Author Travel & Meals Cash in Vectra-Lit Sojour
8/10/22	3094	Northwest Graphics, Inc.	67.67	67.67	Printing Cash in Vectra-Lit Sojour
8/10/22	3095	CO Mtn News Media, Co.	119.00	119.00	PR/Mktg/Advert. Cash in Vectra-Lit Sojour
8/10/22	3096	Shteyngart Heavy Ind/Gary Sht	5,000.00	5,000.00	Authors' Honoraria Cash in Vectra-Lit Sojour
8/10/22	3097	EMT Agency LLC	3,500.00	3,500.00	Authors' Honoraria Cash in Vectra-Lit Sojour
	Total		18,969.58	18,969.58	

**East Rouff Library District
Combined Balance Sheet
July 31, 2022**

	General Fund	Debt Service	Literary Sojourn	Swanson/ Gossard	Fixed Assets	Current Year	Prior Year
ASSETS							
Cash and Investments							
Cash	47,426	0	18,282	0	0	65,708	76,412
Investments	7,477,031	1,601,478	269,453	208,979	0	9,556,941	9,130,028
	<u>7,524,457</u>	<u>1,601,478</u>	<u>287,735</u>	<u>208,979</u>	<u>0</u>	<u>9,622,649</u>	<u>9,206,440</u>
Other Assets							
Accounts Receivable	(6)	0	0	0	0	(6)	4
Prepaid Expenses	(95)	0	0	0	0	(95)	5,209
Fixed Assets	0	0	0	0	16,282,748	16,282,748	16,282,748
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>16,282,748</u>	<u>16,282,748</u>	<u>16,282,748</u>
Total Assets	<u><u>7,524,356</u></u>	<u><u>1,601,478</u></u>	<u><u>287,735</u></u>	<u><u>208,979</u></u>	<u><u>16,282,748</u></u>	<u><u>25,905,296</u></u>	<u><u>25,494,401</u></u>
LIABILITIES and FUND BALANCES							
Liabilities							
Accounts Payable	4,524	0	0	0	0	4,524	5,732
	<u>4,524</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,524</u>	<u>5,732</u>
Total Liabilities	4,524	0	0	0	0	4,524	5,732
Fund Balances							
Investment in Fixed Asset	0	0	0	0	16,282,748	16,282,748	16,282,748
Restricted - TABOR	94,752	0	0	0	0	94,752	94,752
Committed - Capital Reserve	5,067,057	0	0	0	0	5,067,057	4,750,179
Unassigned - Operating	1,111,135	0	0	0	0	1,111,135	1,111,134
Restricted - Debt Service	0	805,060	0	0	0	805,060	740,082
Committed - Literary Sojourn	0	0	277,217	0	0	277,217	284,635
Committed - Swanson	0	0	0	59,079	0	59,079	207,110
Committed - Gossard	0	0	0	148,798	0	148,798	0
Current Operations	1,246,887	796,419	10,518	1,102	0	2,054,926	2,018,029
	<u>1,246,887</u>	<u>796,419</u>	<u>10,518</u>	<u>1,102</u>	<u>0</u>	<u>2,054,926</u>	<u>2,018,029</u>
Total Fund Balances	<u><u>7,519,831</u></u>	<u><u>1,601,479</u></u>	<u><u>287,735</u></u>	<u><u>208,979</u></u>	<u><u>16,282,748</u></u>	<u><u>25,900,772</u></u>	<u><u>25,488,669</u></u>
Total Liabilities & Fund Balances	<u><u>7,524,355</u></u>	<u><u>1,601,479</u></u>	<u><u>287,735</u></u>	<u><u>208,979</u></u>	<u><u>16,282,748</u></u>	<u><u>25,905,296</u></u>	<u><u>25,494,401</u></u>

Comparative Income Statement for the Seven Months Ending July 31, 2022

GENERAL FUND

	<u>THIS MONTH</u>			Last Year	<u>YEAR TO DATE</u>			Last Year	<u>TOTAL 2022</u>
	This Year	Budget	Actual to Budget Variance		This Year	Budget	Actual to Budget Variance		<u>BUDGET</u>
REVENUES									
Current Property Tax	55,026	69,131	(14,105)	65,977	2,519,605	2,458,305	61,300	2,441,969	2,490,416
Delinquent Property Tax	(217)	0	(217)	(24)	(1,006)	(5,000)	3,994	(2,953)	(5,000)
Specific Ownership Tax	15,290	16,134	(844)	18,650	104,842	93,942	10,900	113,113	160,000
Book Sales	189	417	(228)	288	1,159	2,915	(1,756)	479	5,000
Copier Revenue	493	300	193	359	2,878	2,100	778	2,063	3,600
Donations	1,449	333	1,116	1,249	3,076	2,335	741	2,967	4,000
Materials Replacemnt Fee	671	583	88	751	4,369	4,085	284	4,260	7,000
Grant Funds	0	0	0	0	26,532	26,532	0	6,439	26,532
Interest Income	11,190	3,333	7,857	2,819	30,642	23,335	7,307	11,334	40,000
Retail Sales	0	0	0	0	0	0	0	4	0
Fax Income	0	0	0	5	0	0	0	22	0
Rental Income	0	0	0	0	0	60	(60)	0	60
Meeting Room, Non-taxa	1,400	450	950	0	4,330	3,150	1,180	120	5,400
Meeting Room, Taxable	2,592	800	1,792	0	4,702	5,600	(898)	0	9,600
Transfer from Reserves	0	0	0	0	0	0	0	0	126,300
Gen Reserves Provision	0	0	0	0	0	0	0	0	100,000
Total Revenues	88,083	91,481	(3,398)	90,074	2,701,129	2,617,359	83,770	2,579,817	2,972,908

Comparative Income Statement for the Seven Months Ending July 31, 2022

	<u>THIS MONTH</u>			Last Year	<u>YEAR TO DATE</u>			Last Year	<u>TOTAL 2022</u>
	This Year	Budget	Actual to Budget Variance		This Year	Budget	Actual to Budget Variance		<u>BUDGET</u>
EXPENSES									
Personnel Costs									
Payroll	80,954	91,394	10,440	93,175	581,096	685,477	104,381	574,545	1,188,139
Retirement Fund	20,815	0	(20,815)	0	20,815	23,596	2,781	22,578	23,596
Prof Develop/Educ	0	453	453	0	1,125	3,175	2,050	350	5,440
Employee Benefits	0	462	462	555	674	3,230	2,556	1,066	5,540
Health Insurance	6,753	8,455	1,702	5,800	47,268	59,187	11,919	35,918	101,462
Scholarship	0	0	0	0	0	9,000	9,000	0	9,000
Work Comp Insurance	0	0	0	0	2,823	3,500	677	4,077	3,500
Payroll Tax Expense	6,271	7,174	903	7,341	44,997	53,811	8,814	45,167	93,269
Total Personnel Costs	114,793	107,938	(6,855)	106,871	698,798	840,976	142,178	683,701	1,429,946
Library Inventory Expenses									
Books	7,526	12,750	5,224	10,726	69,774	89,250	19,476	59,567	153,000
Audio Recordings	6,133	2,933	(3,200)	2,102	12,822	20,531	7,709	12,018	35,200
Videos	430	2,666	2,236	1,964	9,234	18,670	9,436	8,930	32,000
Book & A/V Repair	0	317	317	0	999	2,215	1,216	1,608	3,800
Cataloging Costs	188	292	104	180	1,087	2,040	953	1,942	3,500
On-line Databases	321	4,829	4,508	3,214	35,287	33,806	(1,481)	36,036	57,951
Digital Media	23,405	17,842	(5,563)	16,836	119,016	124,890	5,874	102,967	214,100
Periodicals	65	0	(65)	97	14,733	26,000	11,267	14,360	26,000
Total Inventory Expenses	38,068	41,629	3,561	35,119	262,952	317,402	54,450	237,428	525,551
Administrative Expenses									
Accounting	0	0	0	0	5,500	5,750	250	5,194	5,750
Advertising & Legals	0	208	208	0	2,676	1,460	(1,216)	1,414	2,500
Audio-visual Expense	0	166	166	0	1,095	1,170	75	1,253	2,000
Bank & CC Fees	258	200	(58)	133	1,445	1,400	(45)	1,089	2,400
Cash Short & Over	(1)	0	1	0	13	0	(13)	8	0
Comp-License/Suppt/Soft	0	9,147	9,147	1,324	12,331	64,033	51,702	22,161	109,768
Computer-Hardware	7,513	1,583	(5,930)	0	10,782	11,085	303	741	19,000
Internet	400	200	(200)	800	1,000	1,400	400	2,895	2,400
Copier & Printer Expense	601	650	49	605	4,627	4,550	(77)	5,407	7,800
Courier Service	0	0	0	0	0	0	0	18,827	21,000
Annual Mmbrshp. Dues	3,300	0	(3,300)	1,525	5,257	6,689	1,432	3,311	6,689
Insurance - Prop/Liab	0	0	0	0	30,723	33,000	2,277	30,569	33,000
Improvements (n/d)	0	667	667	0	5,508	4,665	(843)	0	8,000
Innovations/Strategic	0	1,317	1,317	0	0	9,215	9,215	0	15,800

Comparative Income Statement for the Seven Months Ending July 31, 2022

Financial Report - August 2022
Page 10 of 12

	<u>THIS MONTH</u>			Last Year	<u>YEAR TO DATE</u>			Last Year	<u>TOTAL 2022</u>
	This Year	Budget	Actual to Budget Variance		This Year	Budget	Actual to Budget Variance		<u>BUDGET</u>
Janitorial Expense	12,560	11,250	(1,310)	10,850	73,850	78,750	4,900	67,125	135,000
Legal Expense	0	0	0	0	0	0	0	0	0
Maintenance & Repairs	12,169	11,810	(359)	8,958	68,837	82,670	13,833	62,671	141,720
Marmot	0	29,400	29,400	0	87,975	88,200	225	88,439	117,600
Miscellaneous Expense	0	42	42	0	0	290	290	24	500
Postage	0	250	250	51	880	1,750	870	1,477	3,000
Public Rel./Marketing	450	575	125	0	991	4,025	3,034	1,678	6,900
Rent - Storage	450	267	(183)	0	1,800	1,865	65	1,575	3,200
Programs/Events	799	1,725	926	800	7,146	12,075	4,929	5,647	20,700
Supplies	1,515	3,167	1,652	1,530	16,054	22,165	6,111	14,820	38,000
Telephone	345	530	185	541	4,978	3,710	(1,268)	6,400	6,360
Travel	514	1,577	1,063	278	10,863	11,039	176	1,002	18,924
Library Meetings	0	225	225	0	1,758	1,575	(183)	0	2,700
Treasurer's Collection Fee	1,691	2,065	374	2,032	75,391	73,440	(1,951)	73,256	74,400
Utilities	7,255	6,107	(1,148)	5,913	47,621	48,158	537	40,156	86,000
Total Administrative Exp	49,819	83,128	33,309	35,340	479,101	574,129	95,028	457,139	891,111
Capital Expenditures									
Building Improvements	0	0	0	0	9,771	10,000	229	0	112,800
Furniture & Equipment	3,620	4,000	380	(75)	3,620	4,000	380	25,381	13,500
Total Capital Expenditure	3,620	4,000	380	(75)	13,391	14,000	609	25,381	126,300
Total Expenses	206,300	236,695	30,395	177,255	1,454,242	1,746,507	292,265	1,403,649	2,972,908
Total Revenues Less Total Expenses	(118,217)	(145,214)	26,997	(87,181)	1,246,887	870,852	376,035	1,176,168	0

East Rouff Library District
Literary Sojourn Income Statement for the Seven Months Ending July 31, 2022

	This Month	Year to Date	Total 2022 Budget	Year to Date Actual to 2022 Budget Variance	Year to Date 2021
REVENUES					
Donations	5,150	57,843	78,000	(20,157)	15,900
Book Basket Sales	0	0	3,050	(3,050)	0
Grant Income	0	8,000	8,000	0	0
Registrations	540	810	51,750	(50,940)	0
Interest Income	378	1,028	350	678	309
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	6,068	67,681	141,150	(73,469)	16,209
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
EXPENSES					
Author Dinner	0	0	7,200	7,200	0
Authors' Honoraria	5,000	27,000	44,000	17,000	0
Author Lodging	0	0	6,750	6,750	0
Author Travel & Meals	0	7,102	19,000	11,898	0
Bank & credit card charges	29	1,407	250	(1,157)	159
Graphic Design	0	3,500	9,000	5,500	0
Decorations	0	0	500	500	0
Facilities Rental	0	7,466	10,000	2,534	0
Food & Beverage	0	4,026	26,000	21,974	0
Miscellaneous Expense	0	148	250	102	0
Postage	0	90	100	10	0
Printing	0	2,574	8,100	5,526	539
PR/Mktg/Advert.	0	3,289	750	(2,539)	4,000
Supplies	0	561	250	(311)	0
Equipment Rental	0	0	9,000	9,000	0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	5,029	57,163	141,150	83,987	4,698
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net Revenue	1,039	10,518	0	10,518	11,511
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

East Routt Library District
Debt Service Income Statement
For the Seven Months Ending July 31, 2022

	Current Month Actual	Year to Date Actual	Total 2022 Budget	Year to Date Actual To Total 2022 Budget Variance
Revenues				
Property tax revenue	18,118.21	829,626.12	826,606.00	3,020.12
Bond-Delinquent Tax	(77.69)	(360.18)	(5,000.00)	4,639.82
Specific Ownership Tax	5,034.44	34,521.01	69,918.00	(35,396.99)
Interest on tax monies	2,686.91	5,980.00	1,969.00	4,011.00
Proceeds from Refunding Bond	0.00	0.00	0.00	0.00
Bond-Delinq Interest	0.00	0.00	0.00	0.00
Total Revenues	25,761.87	869,766.95	893,493.00	(23,726.05)
Expenses				
Debt Service Principal	0.00	0.00	770,000.00	770,000.00
Debt Service Interest	0.00	48,225.00	96,450.00	48,225.00
Paying Agent Fee	0.00	300.00	300.00	0.00
Treasurer's Collection Fees	556.65	24,822.91	26,743.00	1,920.09
Bond Issuance Costs	0.00	0.00	0.00	0.00
Pymt to Refunding Bond Escrow	0.00	0.00	0.00	0.00
Premium on Refunding Bonds	0.00	0.00	0.00	0.00
Total Expenses	556.65	73,347.91	893,493.00	820,145.09
Net Income	25,205.22	796,419.04	0.00	796,419.04

Director's Report

August 2022

Alysa Selby, Director

Programming

Mandala on the Yampa Update



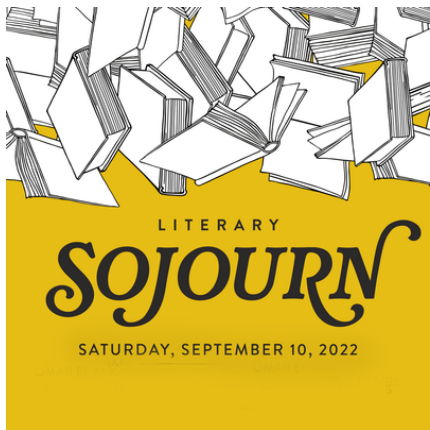
It's no mystery that the Drepung Loseling monk residency was a smashing success. As the monks created this beautiful Akshobya Mandala we saw a 40% average increase in the number of visits to the library with the closing ceremony on Sunday seeing the largest increase of 80%.

380 mandala t-shirts were printed at Ohana, earning us a \$3,625 donation. This, coupled with private

donations totalling \$1,500, brings us to a total of \$5,125 in donations which will cover the budgeted costs for this event. Bud Werner also received loving press from the *Steamboat Pilot* with multiple front-page images and in-depth articles. In addition to a website blog, Jennie also delighted those on Instagram and Facebook with daily short video "reels" detailing the progress, completion, destruction and eventual return to the elements of this iconic art form.

In all, Jennie wrangled over 100 volunteers, put on 7 additional events during the residency, negotiated free housing with Perry Mansfield and made sure the monks were fed three meals a day. It was a herculean effort that garnered love and support for the library and elevated our role in the community. Staff too delighted in this event with the highlight being an intimate dinner with the monks amidst our second-floor stacks.

Next Generation Sojourn Ticket Giveaway



Jennie Lay was thrilled to be able to offer 20 free tickets to help grow our Literary Sojourn audience and since the schools were closed for summer break with no way to reach teachers, students, etc., Jennie created a media campaign to foster a “next generation” of Literary Sojourn bibliophiles.

Targeted to those who (1) have never been to Literary Sojourn, (2) are aged 40 or younger and (3) live in Routt County, applicants could nominate themselves or someone they knew. Jennie flooded Facebook, Instagram, our event newsletters and I

reached out to all of our local non-profit organizations.

To date we have given away 17 tickets (2 declined their nomination) and we have students, teachers, the new high school librarian, firefighters, a magazine editor, a digital marketer, art history PhDs and just all-around great locals attending Literary Sojourn for the first time. Since we've been unable to give away all 20 tickets, we've decided not to give away 20 more at this time.

We are now 70% sold out and Jennie and I have decided that on September 3rd that we will reduce the number of available seats to 25 and cut our losses (unless of course we sell out). This will allow us to remove key seating in the room thereby making it seem as if we did sell out, and it will reduce the dollars we need to spend for lunch.

Personnel & Training

Erin Long had to step away from employment at the Reference desk so Tanya will be hiring again. We hired Nesar Bigzad as our Technology Specialist. Nesar is an Afghan refugee who fled with his wife and two daughters during the 2021 U.S evacuation of Afghanistan. He comes to us with a host of technical skills and we will be investing in training so that he might lead us through our 2023 Drupal 7 website migration.

Professional Development - United for Libraries Update

We have not set up a United for Libraries subscription for Trustees because the Colorado State Library is in the process of negotiating a rate for the entire state. This would involve a new fee structure so until this relationship has been codified, Beth Nawalinski has asked that we hold off registering East Routt Library District Trustees.

Facilities

Door Access Upgrade - Johnson Controls Update

Johnson Controls was onsite to begin the upgrade of our door access system and discovered that additional equipment is needed; the access control box in our server room will need to be replaced at an additional cost of \$4,799.34. Though this increase in cost exceeds budget, it still brings the original bid in cheaper than that provided by Doorway Solutions. Considering that our current system can no longer be backed up and is no longer supported, we have decided to accept this change order rather than spend time searching for an alternative solution.

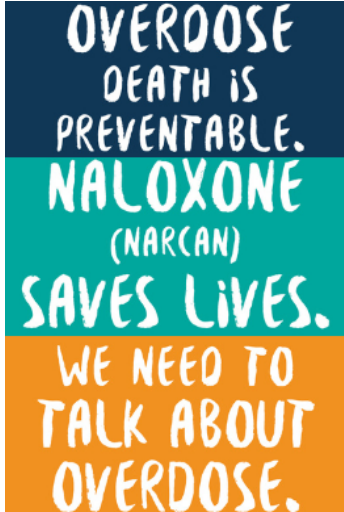
- Doorway Solutions - \$16,300
- Johnson Controls - \$12,440

Health & Safety

COVID Update

We continue to publicly distribute test kits and masks that are being furnished by the Colorado Department of Health and Environment and we had 1 staff contract COVID this month.

Naloxone Harm Reduction Kits and Training



Part education, part training on Monday, August 29 the library will offer two chances for an enlightening and grounded look at the state of substance use in our community and how everyone can help. Following the discussion our presenters will provide training on naloxone (Narcan) and its use in the case of an overdose emergency. Kits will be distributed to participants and I have encouraged any interested staff to attend. Training times: noon & 7:00 pm.

360 Evaluation & Planning Process

Phase 1: Self-Study Phase

August 2022

Background: An organizational 360 Evaluation is an iterative and participant-led self-study, in which the internal stakeholders (trustees, leadership, and staff) are both the designers of and the participants in the study. This participant-led approach helps ensure the self-study is transparent, inclusive, and consensus-oriented.

A self-study helps trustees, leadership teams, and staff get on the same page about the current status of the organization and where collectively they should invest time and energy in the future. Often, the findings of a self-study will inform the development of a community feedback project/strategic effort.

The goal of the first phase is to build consensus on the self-study's parameters, or guiding questions. Guiding questions serve as an anchor for designing data collection and analysis methodologies, and they help ensure the 360 Evaluation focuses on the issues that are of most importance to the library board and the library staff.

Task: You will be asked to note every item or question you can think of that Bud Werner needs to examine, address, or protect. Examples of guiding questions might be:

1. What is it about the library that makes you want to volunteer your valuable time?
2. What is the library doing that needs to keep happening in the next ten years?
3. How can the Board better serve the needs of Bud Werner?
4. How do we attract Trustees that value and will work toward fulfilling the mission of libraries.

Agenda for August 24

- Welcome & Introductions
- Overview of the Process
- Discussion
 - Why now? What's the need?
 - Trustee expectations on the outcome.
 - Questions about the process?
- Exercise
- Wrap-up and Next Steps

Bud Werner Mission Statement

Promoting enrichment, education, and escape for everyone.

Vision

All community members are curious, connected and intellectually thriving.

Guiding Principles of our Institution

- Literacy and Learning - creating an environment that encourages and empowers others to improve themselves and increase their knowledge, sparks curiosity and supports individual growth to allow each person to realize their potential
- Service - commitment to making the library user-friendly, courteous and approachable, and measure all projects and plans in terms of service
- Intellectual Freedom – supporting freedom to access any content without censorship
- Access to Recorded Knowledge – providing access to recorded knowledge for the public
- Privacy - protecting the confidentiality of library users and their library uses
- Stewardship - preserving knowledge for future generations, developing and carrying out librarianship training that passes on core values, and building the trust of the communities served