

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, August 9, 2023
7:00 P.M.
236 Welch Ave, Berthoud

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Consent Agenda
 - Approval of Board Meeting Minutes of July 12, 2023
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- V. Policy Review
 - Review: Whistleblower; Financial; Youth Safety
 - Assign:
- VI. Old Business
 - Upcoming Board Vacancies
- VII. New Business
 - Operating Hours
 - CEO Appraisal
 - Budget Process, Proposition HH
 - Other business
- VIII. Adjournment

Next Meeting: September 13, 2023

Berthoud Community Library District
Regular Board Meeting Minutes
Date: Wednesday July 12, 2023
7:00 pm
236 Welch Ave, Berthoud, CO 80513

Call to Order: Karen Anderson (substituting for Julie Oelman) called the meeting to order at 7:01 pm

Roll Call: Amanda Thorstensen, Karen Anderson, Bob Latchaw, Kathy Mitchell, Alyson Dratch, Melissa Robinson, Amie Pilla (CEO) – Julie Oelman Excused

Public: None

Consent Agenda: **Motion 0723-01** - made, seconded and carried to accept and approve: Board Minutes, CEO Report, Youth Services Report, Statistics, Financial Reports and Expenditures.

Approval of 2022 Financial Statements with Independent Auditors Report: **Motion 0723-02 Made, seconded and carried** to approve the draft of the Auditors Report.

Old Business: None

New Business:

Upcoming Board Vacancies: Melissa Robinson and Bob Latchaw's four year terms end on December 31, 2023. Both have indicated their intent to continue for another four years.

Other Business: Kathy reported that the Garden has received some new flower flats. New employee will allow the Library to stay open two evenings a week and it will not be necessary to close for lunch on Saturdays.

Adjournment: Karen Anderson adjourned the meeting at 7:24 pm!!!

Next Meetings: 8/9/23

Respectfully submitted: Melissa Robinson, Secretary.

Berthoud Community Library District
CEO Report
July 2023

Library Operations and Services

Personnel

We have two new staff members who started working with us this month. Allison W. is our new Customer Service Specialist, and you'll see her on the front desk part-time. Thora S. is our new Outreach and Operations Specialist. Thora is with us full-time, and will help with programming, outreach events, managing the Community Room, and more. Since Thora's position is new, we expect it to evolve over time.

Classes/Services

Our annual Summer Learning Initiative continued strong throughout July. See the Youth Services report for more information on the family and teen events that ran throughout the month. All ages were able to register for Summer Learning through the 31st, and everyone needs to turn in their reading logs or punch cards by August 12 to enter the prize drawings.

Circulation/Collection

Nothing to report.

Building and Grounds

The Master Gardeners spent several days in our Demonstration Garden planting new Plant Select plants, weeding, and generally cleaning up and making our garden spiffy again.

The AC unit blew a fuse during the afternoon of July 28. We closed the library down at noon on July 31 because the temperature inside the building had already reached 80 degrees. The unit was fixed later that afternoon, and we were able to reopen as usual on August 1.

Technology

RCom was able to transfer Quickbooks onto Diane's computer, since she'll be taking over the bookkeeping duties here. Her computer is one of the few that didn't get replaced earlier this year, and so they did install a new hard drive on her machine to make it run better than it has in years.

Policies and Procedures

Nothing to report.

Outreach and Publicity

Nothing to report.

Financial

After some back-and-forth with Independent Financial, we were able to add Julie's signature to all of our accounts so that I am not the only person at the library who can sign checks and access the library's funding.

The State Legislature once again included the State Grants to Libraries in their 2023-2024 budget, so we will apply for grant money once again. Those funds are primarily to be used for materials like books. We'll know later this fall what amount we'll receive from those grants.

Strategic Plan

With our focus on providing development opportunities for staff members, we registered for conferences this month. Christy, Diane, and Bella will attend the Association for Rural and Small Libraries (ARSL) conference in Wichita this September. Every staff member will attend at least one day the Colorado Association of Libraries (CAL) conference in October. The CAL conference is conveniently located in Loveland. Look for more information about what staff learned later this fall.

Meetings and Workshops

Amie— Town Nonprofits meeting, July 6; Friends of the Library meeting, July 11; CAL Futures Interest Group meeting, July 12; Listening Skills class through Employers Council, July 18; Digital Navigators meeting, July 26

Diane— AspenCat Interlibrary Loan meeting; Sourcebooks Fall Preview webinar

Grants and Gifts

\$8,928.00—State Grants to Libraries, 2022-2023

Respectfully submitted,
Amie Pilla
August 4, 2023

July report to the board

Finance: purchased print materials from Kids Reference and Ingram. The friends of the Berthoud Library have purchased a second AWE computer for the kids area.

Interviews and hiring: July 8, 2023 Amie and I interviewed three candidates for the Customer Service position. After discussion with Amie and Diane, we chose Allison.

Events:

Musical Moments: Volunteer Tish Goodemate continues to lead preschool music classes every other Friday in July at 4 p.m. She averaged 8 participants per class. She has agreed to continue into August.

Story time participation: 25 average in Wed / Friday storytime.

Summer Learning Performers: 52 average Wednesday family events

Summer Learning Tween / Teen events: 6 average Thursday events

Weeding the collection: J graphic novels

Volunteers: Tish, Parker, 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 60 volunteer hours in July 2023.

Partnerships: The fire department brought over books and coloring books talking about fire safety for us to give away, they are almost all gone. 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. The final family event for summer, Two by Two petting zoo visit was held in the back parking lot and drew 75 participants.

Summer Learning Initiative: We have 333 youth registrations. August 12 is the final day for prizes.

Respectfully submitted by Christy Headrick

**Berthoud Community Library District
Statistics July 2023**

Statistics	Jul-22	Jul-23	% change	YTD 2022	YTD 2023	% change
Circulation						
Circulation	4954	5003	1%	29425	30926	5%
Reference Questions	0	0		0	0	#DIV/0!
Program attendance	416	469	13%	1819	2825	55%
People counter	3147	3041	-3%	20263	20355	0%
3M Ebook	297		-100%	1734	1681	-3%
OverDrive	223	488	119%	1295	2582	99%
Interlibrary Loans						
Number of items borrowe	12	17	42%	64	69	8%
Number of items loaned	0	0	#DIV/0!	0	0	#DIV/0!
Aspen Cat						
Borrowed	474	657	39%	3645	4839	33%
Loaned	311		-100%	1911	1924	1%
Registered Patrons						
New cards	88	59	-33%	455	433	-5%
Total number of card holders	9372	10153	8%	9372	10153	8%
Residents	7788	8431	8%	7788	8431	8%
Residents - NON	1584	1722	9%	1584	1722	9%
Collection						
Materials added	205	209	2%	1279	1379	8%
Materials withdrawn	57	11	-81%	1712	1693	-1%
Total materials owned	24493	25050	2%	24493	25050	2%
Technology						
Computer use	257	251	-2%	1580	1337	-15%
Web usage	3770	3500	-7%	24091	27096	12%
Tech Coaching	238	161	-32%	1441	1163	-19%
Volunteer hours worked	17	69	303%	45	283	529%

Berthoud Community Library District
Balance Sheet
As of July 31, 2011

	Jul 31, 11
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	159,500.60
Petty Cash	100.00
10000 - Independent Bank Checking	237,188.83
Total Checking/Savings	396,789.43
Other Current Assets	
Building Fund CD 0405	85,807.59
Total Other Current Assets	85,807.59
Total Current Assets	482,597.02
TOTAL ASSETS	482,597.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	-338.93
Total Accounts Payable	-338.93
Other Current Liabilities	
22000 - Payroll Liabilities	-3,457.40
Total Other Current Liabilities	-3,457.40
Total Current Liabilities	-3,796.33
Long Term Liabilities	
TOB Roof Repairs	28,473.00
Total Long Term Liabilities	28,473.00
Total Liabilities	24,676.67
Equity	
2011 Budget Transfer	-12,000.00
Building Fund Reserve	96,311.21
Literacy Fund Reserve	3,532.25
Reserves from TOB	102,205.25
TABOR Reserve	9,585.00
32000 - *Fund Balance Unreserved	129,095.93
Net Income	129,190.71

4:01 PM

07/07/23

Accrual Basis

**Berthoud Community Library District
Balance Sheet
As of July 31, 2011**

	Jul 31, 11
Total Equity	457,920.35
TOTAL LIABILITIES & EQUITY	482,597.02

Berthoud Community Library District
Profit & Loss Budget vs. Actual
 January through December 2023

	Jan - Dec 23	Budget
Ordinary Income/Expense		
Income		
Copies	813.05	700.00
Donations		
Friends of the Library	1,908.81	
Grants	0.00	8,200.00
Memorials/Designated	6,249.34	4,600.00
Undesignated	659.70	1,000.00
Total Donations	8,817.85	13,800.00
Fees	465.82	500.00
Interest Earned	2,048.44	100.00
Property Tax	488,809.28	709,274.00
Reserve Fund/Remodel	0.00	0.00
SOT Tax	20,798.60	40,000.00
Total Income	521,753.04	764,374.00
Gross Profit	521,753.04	764,374.00
Expense		
Accounting / Payroll Service	10,079.00	12,000.00
Advertising	5,476.29	12,000.00
Attorney	0.00	15,000.00
Collection Development		
Audiovisual		
Adult Audiobooks	1,642.11	5,000.00
Children's Audiobooks	427.63	1,500.00
DVD - Adult	1,831.17	4,000.00
DVD - Youth	35.21	1,500.00
Audiovisual - Other	141.95	
Total Audiovisual	4,078.07	12,000.00
Digital Materials		
E Books	4,000.00	4,000.00
Total Digital Materials	4,000.00	4,000.00
Online Resources	2,927.35	11,000.00
Print Materials		
Adult	5,509.37	16,000.00
Children's	4,412.62	16,000.00
Periodicals	791.50	3,500.00
Total Print Materials	10,713.49	35,500.00
Video Streaming	500.00	500.00
Total Collection Development	22,218.91	63,000.00
Copier Lease	1,651.78	3,500.00
Courier	0.00	4,000.00
Donation		
Friends of the Library	26.46	
Grants	8,927.85	8,200.00
Memorials/Designated	8,100.28	4,600.00
Undesignated	87.78	1,000.00
Total Donation	17,142.37	13,800.00
Furnishings	45,609.47	50,000.00
Hospitality	20.59	750.00
Lost book refund	142.93	250.00
Maintenance		
Carpet Cleaning	0.00	2,500.00
Custodial Services	2,700.00	10,000.00
Lawn Care/Snow Removal	3,514.35	10,000.00
Repairs	4,401.19	15,000.00

**Berthoud Community Library District
 Profit & Loss Budget vs. Actual
 January through December 2023**

	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
Copies	113.05	116.2%
Donations		
Friends of the Library		
Grants	-8,200.00	0.0%
Memorials/Designated	1,649.34	135.9%
Undesignated	-340.30	66.0%
Total Donations	-4,982.15	63.9%
Fees	-34.18	93.2%
Interest Earned	1,948.44	2,048.4%
Property Tax	-220,464.72	68.9%
Reserve Fund/Remodel	0.00	0.0%
SOT Tax	-19,201.40	52.0%
Total Income	-242,620.96	68.3%
Gross Profit	-242,620.96	68.3%
Expense		
Accounting / Payroll Service	-1,921.00	84.0%
Advertising	-6,523.71	45.6%
Attorney	-15,000.00	0.0%
Collection Development		
Audiovisual		
Adult Audiobooks	-3,357.89	32.8%
Children's Audiobooks	-1,072.37	28.5%
DVD - Adult	-2,168.83	45.8%
DVD - Youth	-1,464.79	2.3%
Audiovisual - Other		
Total Audiovisual	-7,921.93	34.0%
Digital Materials		
E Books	0.00	100.0%
Total Digital Materials	0.00	100.0%
Online Resources	-8,072.65	26.6%
Print Materials		
Adult	-10,490.63	34.4%
Children's	-11,587.38	27.6%
Periodicals	-2,708.50	22.6%
Total Print Materials	-24,786.51	30.2%
Video Streaming	0.00	100.0%
Total Collection Development	-40,781.09	35.3%
Copier Lease	-1,848.22	47.2%
Courier	-4,000.00	0.0%
Donation		
Friends of the Library		
Grants	727.85	108.9%
Memorials/Designated	3,500.28	176.1%
Undesignated	-912.22	8.8%
Total Donation	3,342.37	124.2%
Furnishings	-4,390.53	91.2%
Hospitality	-729.41	2.7%
Lost book refund	-107.07	57.2%
Maintenance		
Carpet Cleaning	-2,500.00	0.0%
Custodial Services	-7,300.00	27.0%
Lawn Care/Snow Removal	-6,485.65	35.1%
Repairs	-10,598.81	29.3%

Berthoud Community Library District
Profit & Loss Budget vs. Actual
January through December 2023

	Jan - Dec 23	Budget
Security/Alarm	841.56	300.00
Supplies	699.01	1,500.00
Total Maintenance	12,156.11	39,300.00
Pension	6,000.69	14,000.00
Professional Development	2,569.70	10,000.00
Professional Memberships	970.00	5,600.00
Programming		
Adult	1,189.43	3,500.00
Youth	3,627.68	5,500.00
Total Programming	4,817.11	9,000.00
Reserves	0.00	50,000.00
Supplies		
Library Supplies	863.81	3,500.00
Office Supplies	1,166.86	2,700.00
Programming supplies	1,432.17	2,500.00
Staff Appreciation	0.00	1,500.00
Total Supplies	3,462.84	10,200.00
Tax Collection Fees	9,773.58	17,000.00
Technology		
Computer Maintenance	11,945.00	8,400.00
Hardware	19,182.12	5,000.00
ILS	2,153.50	2,500.00
Internet Connection	1,794.26	3,200.00
Office Equipment	42.67	1,500.00
Software	1,061.02	7,000.00
Total Technology	36,178.57	27,600.00
Telephone	865.26	2,200.00
Utilities	4,465.30	12,000.00
60000 · Insurance		
60100 · Aflac	-208.58	
60200 · Medical/Dental/Vision	16,315.97	40,000.00
60250 · Property & Liability	0.00	7,700.00
60350 · Worker's Compensation	0.00	1,500.00
Total 60000 · Insurance	16,107.39	49,200.00
66000 · Payroll Expense		
66100 · Payroll Tax Expense	13,536.43	34,000.00
66200 · Salaries	172,488.24	345,000.00
Total 66000 · Payroll Expense	186,024.67	379,000.00
66900 · Reconciliation Discrepancies	43.68	
68300 · Travel and Meetings		
68310 · Conference, Convention, Meeting	2,247.84	
68320 · Travel	968.40	
Total 68300 · Travel and Meetings	3,216.24	
Total Expense	388,992.48	799,400.00
Net Ordinary Income	132,760.56	-35,026.00
Net Income	132,760.56	-35,026.00

Berthoud Community Library District
Profit & Loss Budget vs. Actual
January through December 2023

	\$ Over Budget	% of Budget
Security/Alarm Supplies	541.56	280.5%
	-800.99	46.6%
Total Maintenance	-27,143.89	30.9%
Pension	-7,999.31	42.9%
Professional Development	-7,430.30	25.7%
Professional Memberships	-4,630.00	17.3%
Programming		
Adult	-2,310.57	34.0%
Youth	-1,872.32	66.0%
Total Programming	-4,182.89	53.5%
Reserves	-50,000.00	0.0%
Supplies		
Library Supplies	-2,636.19	24.7%
Office Supplies	-1,533.14	43.2%
Programming supplies	-1,067.83	57.3%
Staff Appreciation	-1,500.00	0.0%
Total Supplies	-6,737.16	33.9%
Tax Collection Fees	-7,226.42	57.5%
Technology		
Computer Maintenance	3,545.00	142.2%
Hardware	14,182.12	383.6%
ILS	-346.50	86.1%
Internet Connection	-1,405.74	56.1%
Office Equipment	-1,457.33	2.8%
Software	-5,938.98	15.2%
Total Technology	8,578.57	131.1%
Telephone	-1,334.74	39.3%
Utilities	-7,534.70	37.2%
60000 · Insurance		
60100 · Aflac		
60200 · Medical/Dental/Vision	-23,684.03	40.8%
60250 · Property & Liability	-7,700.00	0.0%
60350 · Worker's Compensation	-1,500.00	0.0%
Total 60000 · Insurance	-33,092.61	32.7%
66000 · Payroll Expense		
66100 · Payroll Tax Expense	-20,463.57	39.8%
66200 · Salaries	-172,511.76	50.0%
Total 66000 · Payroll Expense	-192,975.33	49.1%
66900 · Reconciliation Discrepancies		
68300 · Travel and Meetings		
68310 · Conference, Convention, Meeting		
68320 · Travel		
Total 68300 · Travel and Meetings		
Total Expense	-410,407.52	48.7%
Net Ordinary Income	167,786.56	-379.0%
Net Income	167,786.56	-379.0%

Berthoud Community Library District Expenses by Vendor Summary June 2023

	Jun 23	
Ace Hardware	36.95	<i>plumbing parts</i>
Aflac	349.22	
Association of Rural and Small Libraries	1,095.00	<i>Membership + Conference</i>
Bella Schramm	56.66	<i>- Art supplies</i>
Best Buy	199.99	
BRODART CO.	2,471.63	
Canon City Public Library	18.95	
Canon Financial Services, Inc.	563.43	
Cardmember Services	867.67	
Center Point Large Print	49.14	
Charles Schwab	1,299.89	
Comcast	126.90	
Comcast - Business	940.32	
EasyTrack Payroll	174.00	
Fairfield Inn and Suites	1,377.84	<i>Rooms at ARSL</i>
Hinkle & Company , PC	4,000.00	
Ingram	1,634.13	<i>- vacation payout</i>
Jennifer Miller	781.30	
Johnson Controls Security Solutions	265.72	
Jones Plumbing	368.45	<i>- Urinal</i>
MetLife	168.86	
Midwest Tape	1,298.59	
Mountain View Commercial Cleaning	787.36	
ODP Business Solutions LLC	67.35	
Public Sector Health Care Group	3,013.48	
RCOM Computer Services	4,819.95	
Smart Apple Media	252.29	
Town of Berthoud - Water	161.43	
United Airlines	968.40	<i>travel to ARSL</i>
United Waste Systems	40.00	
West Custer County Library	11.00	
TOTAL	28,265.90	



Berthoud Community Library District • Payroll submitted on Jun 5, 2023

Full Cash Requirements Report

May 22 to June 4, 2023

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

Total Cash Remitted By Gusto	\$12,789.43
Total Check Payments	\$0.00
Total Liabilities	\$177.96
Total Payroll	\$12,967.39

Debits Summary: Debit Date 2023-06-06

Total Direct Deposits	\$9,029.18
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$3,760.25
Total Debit	\$12,789.43

Liabilities Summary

Total Benefits (Employee and Company)	\$143.40
Total Employee Garnishments	\$0.00
Total Other Deductions (Employee and Company)	\$34.56
Total Tax Liabilities	\$0.00
Total Company Liabilities	\$177.96



Berthoud Community Library District • Payroll submitted on Jun 20, 2023

Full Cash Requirements Report

June 5 to June 18, 2023

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

Total Cash Remitted By Gusto	\$12,989.92
Total Check Payments	\$0.00
Total Liabilities	\$195.36
Total Payroll	\$13,185.28

Debits Summary: Debit Date 2023-06-20

Total Direct Deposits	\$9,171.86
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$3,818.06
Total Debit	\$12,989.92

Liabilities Summary

Total Benefits (Employee and Company)	\$143.40
Total Employee Garnishments	\$0.00
Total Other Deductions (Employee and Company)	\$51.96
Total Tax Liabilities	\$0.00
Total Company Liabilities	\$195.36



Full Cash Requirements Report

June 19 to July 2, 2023

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

Total Cash Remitted By Gusto	\$313.78
Total Check Payments	\$781.30
Total Liabilities	\$69.49
Total Payroll	\$1,164.57

Debits Summary: Debit Date 2023-06-20

Total Direct Deposits	\$0.00
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$313.78
Total Debit	\$313.78

Liabilities Summary

Total Benefits (Employee and Company)	\$67.51
Total Employee Garnishments	\$0.00
Total Other Deductions (Employee and Company)	\$1.98
Total Tax Liabilities	\$0.00
Total Company Liabilities	\$69.49

WHISTLEBLOWER POLICY

The Berthoud Community Library District (BCLD) is committed to upholding the highest standards of professional conduct through open communication. Accordingly, all trustees, employees and volunteers (Stakeholders) are required to comply with applicable federal, state and local laws, and must faithfully implement and adhere to BCLD's own policies in conducting their duties and responsibilities.

Reporting Responsibility: This policy is intended to encourage and enable Stakeholders to raise serious concerns internally so that BCLD can address and correct inappropriate conduct and actions. It is the responsibility of all Stakeholders to report concerns about violations of the BCLD's policies or suspected violations of law that govern BCLD operations.

Protection Against Retaliation: It is contrary to the values of BCLD for anyone to retaliate against any Stakeholder who in good faith reports an ethics violation, or a suspected violation of law. Any Stakeholder who reports known or suspected violation(s) ~~in good faith and has reasonable grounds for reporting~~ shall not suffer intimidation, harassment, discrimination or other retaliation or, in the case of an employee, adverse employment action.

Reporting Procedures: BCLD has an Open Door policy, outlining Stakeholder responsibility to discuss work concerns frankly and professionally through the chain of command. However, Stakeholders who reasonably believe that some activity of BCLD is in violation of its ethics, policies or applicable law, are required to file that complaint in writing on the Whistleblower Reporting Form (see Appendix) directly with BCLD's Compliance Officer.

Compliance Officer: BCLD's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Board President acts as the Compliance Officer. Should the Board President be the subject of the complaint, then the remaining members of the board shall appoint another trustee to perform the Compliance Officer's role regarding the allegations. The Compliance Officer will advise the Library CEO and the Board of Trustees of all complaints and their resolution, during an Executive session of the Board.

Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations: BCLD's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the violation report. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Adopted 12/9/2020

FINANCIAL POLICY

The Berthoud Community Library District establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of the District's mission and goals, and compliance with appropriate laws and ordinances.

Budgeting and Reporting

1. The Library CEO, Board President, and additional staff members with responsibility for budgetary elements will develop a calendar year budget for Board review and adoption to meet legal requirements.
2. On a monthly basis, staff will present a list of all expenditures to the Board for review and acceptance. The Board may ask to see receipts for any purchases at any time.
3. Staff will also, on a monthly basis, present a monthly financial report showing the status of all accounts and funds. This report will clearly present the financial position of BCLD and should indicate the current position of each budgetary line item including budgeted amount, expenses by vendor, receipts for purchases over \$750.00, monthly and year to date expenditures, and remaining budget.
4. All District financial records will be submitted to audit by an independent firm on an annual basis ~~for preparation of the exempt from audit application.~~
5. District finances will be annually reported to the State of Colorado as required by Colorado Library Law.

Authority to Spend

1. The checking and savings accounts held by the District shall have the signatures of the Library CEO and Board President on file. All investment accounts and a safety deposit box (if needed) shall have the signatures of the Board President on file.
2. The Library CEO is authorized to sign all checks, including payroll, with the exception of any checks written to the CEO. Such checks will require the signature of the Board President.
3. The Library CEO is authorized to spend:
 - a. Up to ~~\$750-1500~~ on any single budgeted item or invoice without prior Board Approval.
 - b. Between ~~\$751-1551~~ and \$49,999 on any single item only with approval of the full Board without a bid.
 - c. ~~\$510,000~~ or over only after completing the formal bid process as described in Colorado law.
4. The Library CEO is authorized to make deposits in the appropriate District accounts and to transfer funds from one budget line-item to another for payment of monthly library

bills. Any such transfer will be reported to the Board at the next regular meeting of the Board of Trustees.

5. In case of emergency (safety or security), the Library CEO may expend necessary funds with the approval of any two Board members and will be reported to the Board at the next regular meeting of the Board of Trustees.
6. The Library CEO shall be authorized to maintain charge accounts at necessary suppliers, and to open a debit and credit card in the District's name for the purpose of purchasing needed materials for BCLD.

Disposal of Property

1. Withdrawn library materials and materials donated but not added to the collection will be offered to the Friends of the Library to raise funds for projects. Items deemed unfit for sale may be discarded at the discretion of the CEO without Board approval.
2. All other District property disposal valued above a sale value of \$5,000 must be approved by the Board. Items deemed unfit for sale may be discarded at the discretion of the CEO without Board approval.

Grants and Donations

1. Funds donated to the District may be allocated according to the wishes of the donor or may be undesignated. The Board shall determine the disposition of undesignated donations over \$75,000.00.
2. The Board shall have the right to approve or deny library utilization of grants ~~or contracts~~ on behalf of the District.

Investment Policies

1. The District's monetary assets are accounted for in the various funds of the District and shall include the General Fund, Building Fund, and any other Fund established by the Board.
2. Investment of these funds shall be based on the following objectives: safety, maintenance of sufficient liquidity to meet current obligations, return on investment, and simplicity of management. When possible, priority shall be given to local financial institutions.

Revised 6/8/16

Revised 8/12/2020

YOUTH SAFETY POLICY

The Berthoud Community Library District (BCLD) is dedicated to providing a safe and welcoming environment for families and youth. BCLD has created space, structure, and policy designed to support and safeguard youth.

The youth area of the library building is specifically designed to serve the needs of young users. Adults in that area not using youth materials or not supervising a young library user will be asked to use other areas of the library building. Staff members will place the safety of young people first in any situation.

Parents, guardians, and adult caregivers are exclusively responsible for the conduct, safety, and supervision of children while on ~~the library~~ premises. While BCLD staff members value the safety of children, they have many duties to fulfill and cannot supervise youth in the library building or outside the building. If, while serving the youth population, a staff member has concerns over safety or conduct, they will take the following appropriate actions:

1. Try to locate the adult responsible for the youth.
2. ~~_____~~ in within the library building or on the ~~Premises~~ premises, or if possible.
3. ~~_____~~ by telephone.
4. If the adult responsible cannot be located within a reasonable time, staff may call local law enforcement to assume responsibility for the youth.

There are instances in which physical contact between youth and staff members is necessary or appropriate. These may include moving a youth out of the way of imminent physical danger, comforting an upset youth when the youth accepts the offer, or returning a physical gesture of affection, assuming the youth initiates the contact and the staff member also consents to the contact. These could look like lifting a toddler off a high shelf if the toddler's guardian is too far away to do so first, holding the hand of a child while searching the library building for mom or dad, or returning a hug that is offered by the youth.

Staff will not transport any individual, youth or adult, from the library building to another location. If staff are required to wait after hours with a youth for parents or law enforcement, two staff members will stay with the youth.

Approved 7/09
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Revised 8/10/2022
Revised 9/14/2022