

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, June 14, 2023
7:00 P.M.
236 Welch Ave, Berthoud

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Consent Agenda
- V. Approval of Board Meeting Minutes of May 10, 2023
Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- VI. Strategic Plan
- VII. Policy Review
 - Review: Employee Handbook
 - Assign: Financial
 - Youth Safety
- VIII. Old Business
 - Total Compensation Audit
- IX. New Business
 - Financial Audit
 - Other business
- x. Adjournment

Next Meeting: July 12, 2023

Berthoud Community Library District

Regular Board Meeting Minutes

Date: Wednesday, May 10, 2023

7:00 P.M.

236 Welch Ave, Berthoud, CO

Call to Order: Julie Oelman called the meeting to order at 7:05 p.m.

Attendees: Julie Oelman, Karen Anderson, Bob Latchaw, Kathy Mitchell, Amanda Thorstensen, Alyson Dratch, BLC CEO Amie Pilla

Excused Absences: Melissa Robinson

Public Participation: None

Approval of Minutes and Reports:

Motion 0523-01 – Made, seconded and unanimously carried to accept board minutes of 4/12 /2023, CEO and Youth Services Reports, Statistics, Financial Reports and Expenditures.

Policy Review:

1. Whistleblower Policy - Motion 0523-02 made, seconded and carried to accept the Whistleblower Policy, as amended.
2. BLCD Employee Handbook – The Board reviewed and discussed the various comments and modification suggestions made by the Employers’ Council in their review of the BLCD Employee Handbook.
3. Financial Policy Review – Julie Oelman and Kathy Mitchell volunteered to review the Financial Policy.

Old Business:

1. BLCD Board of Trustees Application – Motion 0523-03 made, seconded and carried to approved changes in the application.
2. Total Compensation – CEO Amie Pilla presented ideas for augmenting staff compensation, benefits and appreciation policies/procedures/practices. The Board directed CEO Pilla to survey relevant compensation study scope/content and the costs for obtaining pertinent studies and then to make suggestions to the Board for purchase of such studies.

New Business:

1. Annual Report – Graphic annual report created for the BLCD by the Colorado State Library was distributed to the Board. CEO Pilla noted that the report will be posted on social media.
2. Berthoud Day – CEO Pilla made the Board aware that the Berthoud Chamber of Commerce is looking for non-profit organization volunteers to assist with their “Berthoud Day” fundraiser to be held on June 4, 2023. Volunteers will be paid with funds going to their non-profit organization. The Friends of the Berthoud Library may need individuals to volunteer on that organization’s behalf. More information will be provided by CEO Pilla soon.

Julie Oelman adjourned the meeting at 9:13 p.m.

Next Meeting: June 14, 2023

Respectfully Submitted: Karen Anderson on behalf of Melissa Robinson, Secretary.

Berthoud Community Library District
CEO Report
May 2023

Library Operations and Services

Personnel

We were approached by the Larimer County Economic and Workforce Development department (LCEWD) with a request to consider hosting another intern here. We went through the interview process, and Kiley Rorchat will be starting with us as a Customer Service Intern on June 5th. The LCEWD pays the interns in their program, and we'll help Kiley learn new skills and explore career possibilities while he is working with us.

I attended the statewide Library Directors Retreat on May 18 and 19. This year's retreat was hosted by the High Plains Library District and we were able to meet in their new LINC Innovation Center located in downtown Greeley. That new branch had been open for only one week when we get the chance to gather there and tour the space.

Classes/Services

We hosted a ladies-only tea party on May 6. About a dozen women brought their favorite teacup or mug and shared their cup's story while enjoying tea and wonderful pastries.

Book Club wrapped up their 2022-2023 season with a discussion of *The First 15 Lives of Harry August*. The group also put together their list of potential titles to read in their next season, which kicks off in September.

Circulation/Collection

Christy weeded in the easy picture book and YA fiction sections to pull out the books that weren't getting a lot of use and create some more space for those collections.

Building and Grounds

Our last top-cap, table, and shelving unit arrived during the month, so our interior remodel project is officially complete.

RCom installed solar panels on our exterior cameras to extend the battery life and keep our building secure.

Technology

RCom installed our new catalog computer, the last that needed to be replaced to meet cybersecurity regulations.

Policies and Procedures

We tightened up some of the procedures we have for handling items that our borrowers have placed on hold, particularly expired holds and InterLibrary Loans, to make sure that our borrowers get the items they have requested in a timely matter and that staff are all completing the same steps.

Outreach and Publicity

Bella and Kelly took our Seed Library to the First Presbyterian Church Garden Swap. They were able to talk about library services and the Seed Library with everyone who attended, and two people even signed up for a library card at that event.

Financial

We requested reimbursement from the State Grants to Libraries. The grant this year helped us cover the cost of our e-books and some print books, including new large print for our adults. The State Grants to Libraries program comes from the state and runs on a July to June calendar year, so these funds were from the 2022 to 2023 year.

Strategic Plan

Nothing to report.

Meetings and Workshops

Amie— Friends of the Library meeting, May 3; Downtown Nonprofits meeting, May 4; Berthoud Faith Coalition meeting, May 8; Berthoud Business Appreciation Breakfast, May 10; Meeting with Chelsea, CLiC Consultant, May 11; Statewide Directors Retreat, May 18 and 19, Greeley; SDA webinar re: statewide tax assessment rates, May 22; Meeting with Kiley and Alyssa re: internship, May 23; Berthoud Fire Protection District Strategic Planning Workshop, May 24

Bella— Custom Lottie Animation on Scroll: Wix Fix online class; Splash Animation for Wix Website online class

Diane—Thrillers, True Crime and Mysteries webinar; Library Journal's Day of Dialog online meeting; Chronicle Books Fall 2023 webinar; Crash Course in Fantasy webinar; Cybersecurity for Local Government webinar; and Fall 2023 Book Club Picks webinar

Jennifer— Friends of the Library meeting, May 3; Easytrack payroll system training, online; QPR Suicide Prevention training, online; RCom and CLiC meeting re: cybersecurity

Kelly— Project Risk Management Essentials, online course; Securing Project Management Information Systems, online course—these courses completed her 60 hours of coursework for her Project Management Recertification

Grants and Gifts

Nothing to report.

Respectfully submitted,
Amie Pilla
June 6, 2023

May report to the board

Finance: purchased prize books for summer learning initiative with money from Friends.

Support for CEO: Edited Podcast transcripts

Events: Volunteer Tish Goodemak will lead preschool music classes every other Friday in June and July beginning June 2nd at 4 p.m.

Tinker Tots participation: 21 May 11th

Story time participation: 31 average in Wed / Friday storytime

Weeding the collection: Easy picture books, YA fiction

Outreach and special events:

Volunteered at Ivy Stockwell May 12 from 2 - 4 p.m.

School visits from Berthoud Elementary 3 groups 90 total

Preparation for summer learning initiative:

Interviewed five teen volunteers for summer learning initiative

Respectfully submitted by Christy Headrick

Berthoud Community Library District
Balance Sheet
 As of May 15, 2023

	May 15, 23
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	329,994.64
Petty Cash	100.00
10000 · Independent Bank Checking	526,512.83
Total Checking/Savings	856,607.47
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	870,126.07
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	1,086,387.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
22000 · Payroll Liabilities	
22100 · CO Income Tax	720.00
22200 · CO Unemployment Tax	36.46
22300 · Federal Taxes (941)	4,798.86
22400 · Federal Unemployment (940)	69.64
Total 22000 · Payroll Liabilities	5,624.96
22001 · PayrollClearing	8,699.74
Total Other Current Liabilities	14,324.70
Total Current Liabilities	14,324.70
Total Liabilities	14,324.70
Equity	
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
TABOR Reserve	30,000.00
32000 · *Fund Balance Unreserved	840,447.77
Net Income	175,700.44
Total Equity	1,072,062.67
TOTAL LIABILITIES & EQUITY	1,086,387.37

Berthoud Community Library District Expenses by Vendor Summary April 2023

	Apr 23	
A+ Heating & A/C	905.00	- Maintenance & Repair
Ace Hardware	41.69	
Aflac	349.22	
Berthoud Local	170.00	
Canon Financial Services, Inc.	270.43	
Cardmember Services	2,544.51	
Center Point Large Print	98.28	
Charles Schwab	1,100.04	
Colorado Library Consortium	69.30	
Demco - supplies	318.21	
EasyTrack Payroll	176.00	
Ft. Collins Circus Center	325.00	
Ft. Morgan Public Library	16.00	
Glass Doctor - Fort Collins	391.24	
Hay's Market	57.12	
Ingram	2,245.18	- Reimbursement
Jennifer Miller	252.32	
McCrary and Sons LLC	115.50	
MetLife	129.36	
Midwest Tape	537.55	Feb \$
Mountain View Commercial Cleaning	1,560.10	- Mar \$ April \$ Supplies
Public Sector Health Care Group	2,260.11	
RCOM Computer Services	2,675.00	
Town of Berthoud - Water	109.59	
United Waste Systems	40.00	
Wildfire Arts Center	146.00	
Xcel Energy	770.98	
TOTAL	17,673.73	



Payroll Summary

33937: Berthoud Community Library District
Page 1 of 2
From: 4/1/2023 To: 4/30/2023
Location: All Department: All Position: All

Number of employees paid during the selected period: 7

Pay Type	Hours/Units	Pay Amount
Salary	152.000	8409.53
Regular	635.000	14276.86
Vacation	88.000	2515.25
Sick	12.000	252.84
	887.000	\$25,454.48

Employee Taxes	Subject Wages	Tax Amount
Social Security	\$25,108.92	\$1,556.76
Federal Income Tax	\$25,108.92	\$3,044.52
Medicare	\$25,108.92	\$364.08
Colorado State Tax	\$25,108.92	\$1,010.00
		\$5,975.36

Deduction	Deduction Amount
AflacAccTaxable	\$7.92
AFLAC STD Post-Tax	\$61.20
Dental/Vision	\$65.46
Aflac Cancer Pre-tax	\$93.26
AflacAccPre-tax	\$48.96
Aflax Hosp Pre-tax	\$62.04
Aflac SpEvt Pre-tax	\$75.84
	\$414.68

Employer Taxes	Subject Wages	Tax Amount
Employer Social Security Tax	\$25,108.92	\$1,556.76
Federal Unemployment Tax	\$4,014.30	\$24.09
Employer Medicare Tax	\$25,108.92	\$364.08
Colorado State Unemployment Tax	\$25,108.92	\$50.22
		\$1,995.15

Employee Benefit	Benefit Amount
	\$0.00



Payroll Summary (Continued)

33937: Berthoud Community Library District

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From: 4/1/2023 To: 4/30/2023

Location: All Department: All Position: All

Payroll Totals = \$27,449.63	Gross = \$25,454.48	Benefits = \$0.00	Deductions = \$414.68	Total Net = \$19,064.44
Total Taxes = \$7,970.51	941 Taxes = 6886.20	EE Taxes = \$5,975.36	ER Taxes = \$1,995.15	Chk = \$0.00 DD = 19064.44