

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, April 12, 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 March 8, 2023
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- V. Board Training: District Financials; Policy Development
- VI. Policy Review
 - Review: Collection Management
 - Assign: Whistleblower
- VII. Old Business
 - Facility Update
 - Technology Update
 - Total Compensation Audit
- VIII. New Business
 - Annual Report
 - Staff Professional Development
 - Library Board Application Document
 - Other business
- IX. Adjournment

Next Meeting: May 10, 2023

Berthoud Community Library District

Regular Board Meeting Minutes

Date: Wednesday March 8 , 2023

7:00 pm

236 Welch Ave, Berthoud, CO

Call to Order: Julie Oelman called the meeting to order at 7:03 pm

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

Public Participation - Sarah Meeker

Approval of minutes and reports:

Motion 0323-01 – Made, seconded and unanimously carried to accept and approve: Board Minutes of 02/08/23, CEO and Youth Services Reports, Statistics, Financial Reports and Expenditures.

Strategic Plan: Amie Pilla displayed the Strategic Plan that showed both the completed and what is still active in the areas of: Operations, Community and Innovation.

Policy Review: **Motion 0323-02** made, seconded and carried to accept the Volunteer Policy as amended.

Assign: Collection Management: Karen Anderson and Melissa Robinson will review and make recommendations at the April 2023 meeting.

Old Business: Building Plans: The Board Members took a tour of the renovations in progress. Next: Break Room completion, Electrical Inspection. Furniture delivery March 20. Garage sale to sell old furniture and fixtures: March 21.

New Business: Hardware Upgrade: BCLD to upgrade hardware (computers) and connections to comply with new Federal and State cybersecurity mandates. **Motion 0323-03** made seconded and carried to approve hardware expenditure of up to \$23,528.00.

Updated contract for security and maintenance to meet new mandates. **Motion: 0323-04** made, seconded and carried and to approve the updated RCOM service agreement.

Summer Learning Initiative postcard Bid: **Motion 0323-05** to approve Allegra bid for designing postcards.

New BCLD Library Member Cards: **Motion 0323-06 made, seconded and carried to approve CARD Bid for printing of new BCLD Library Cards.**

Other Business: Julie Oelman will miss the April meeting. VP Amanda Thorstensen will preside.

Julie Oelman adjourned the meeting at 9:05 pm

Next Meeting: April 12, 2023

Respectfully Submitted: Melissa Robinson, Secretary.

Berthoud Community Library District
CEO Report
March 2023

Library Operations and Services

Personnel

Nothing to report.

Classes/Services

Since the library reopened, people have been happy to come in and take advantage of our classes and events as well as our meeting space. Most people have been gracious about working around any displaced furniture or remaining construction tasks.

Circulation/Collection

We spent some of our State Grant to Libraries funding to refresh our large print collection. We've seen an increased use of the large print materials in the last couple years and are ordering more current popular titles to keep up with the demand. We'll be interested in seeing if the new location of the large print collection impacts the use of those books.

Building and Grounds

Community members have commented repeatedly on how much larger our space looks post-remodel.

Staff continued to be a bit inconvenienced during the course of the month as work continued on the building. While we were able and safe to reopen to the public, it took some time to complete details like plumbing in the break room, cabinets in the work room, and furniture delivery.

Technology

The staff computer used in our back workspace crashed. We created a workaround for those processes, but it definitely reduced the efficiency of the new space to not have a functional computer back there. Since that machine has been replaced, our work in the staff room has been smoother and faster than ever before.

Our phone lines and fax line took some time and some rewiring to get them all uncrossed and functional. Many thanks to RCom staff members for their extra attention to those wires.

Policies and Procedures

The Annual Report due date was pushed back a bit this year because the State Library was transitioning to a new software. Instead of being due on March 15, this year it is due on April 14. Staff were able to complete that report and get it filed early on March 30.

Outreach and Publicity

We co-sponsored Easter Egg decorating along with Wildfire Arts Center. Wildfire staff dropped off a bunch of eggs for people to decorate, and you can view those eggs on display now in the trees at Fickel Park.

Financial

Our annual fee to participate in the AspenCat Consortium was due in March. We received a discount on our fee because Diane was able to test some features for the AspenCat staff before a new version of the software rolled out.

McCrary and Sons offered a 10 percent discount to anyone willing to pre-pay for lawn mowing services for the summer. Since they've been mowing our lawn for the last several years, we took advantage of that discount also by pre-paying.

Strategic Plan

Nothing to report.

Meetings and Workshops

Amie— Friends of the Library meeting, March 1; Berthoud Faith Coalition meeting, March 13; Increasing Productivity with a Strategic Mindset webinar, March 14; County Commissioner and Mayor meeting, March 23 Google Business Profile webinar, March 29

Bella— Canva Create Event, webinar

Diane— Book Buzz webinar; Upcoming Thrillers and Horror webinar; CAL Adult Services Interest Group Spring Summit, March 30

Jennifer— Friends of the Library meeting, March 1

Kelly— 3 courses for project management certification: An Introduction to Agile for Project Management; Identifying and Managing Project Conflict; The Impact of Organizational Structures, Culture, Power and Politics on Projects

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

April 6, 2023

Youth Services

Programs and services

Story times:

Participation averaged 20 at Wednesday and Friday morning story time.

Teen / tween programs:

Seven people participated in the Glow in the Dark mini golf program.

Children's department:

Clothes and soft toys have been washed and returned.

Displays:

Easter, Passover, and Ramadan books and movies are on display.

Professional Development:

Read through and scored programs for CALCON (Colorado Association of Libraries).

Children's events:

We offered four passive programs for Spring Break; book BINGO, weaving a rag rug, making a dog toy, and creating art with old book pages.

Jennifer led fairy gardens on Friday March 17.

Every Child Ready to Read

This was an event I hosted for the community group "Parents as Teachers". We had 26 attendees.

Berthoud Community Library District
Balance Sheet
 As of March 13, 2023

	Mar 13, 23
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	329,770.18
Petty Cash	100.00
10000 · Independent Bank Checking	536,270.44
Total Checking/Savings	866,140.62
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	879,659.22
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	1,095,920.52
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-120.08
Total Accounts Payable	-120.08
Other Current Liabilities	
22000 · Payroll Liabilities	
22100 · CO Income Tax	236.00
22200 · CO Unemployment Tax	12.30
22300 · Federal Taxes (941)	1,481.65
22400 · Federal Unemployment (940)	39.16
Total 22000 · Payroll Liabilities	1,769.11
22001 · Payroll Clearing	-466.28
Total Other Current Liabilities	1,302.83
Total Current Liabilities	1,182.75
Total Liabilities	1,182.75
Equity	
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
TABOR Reserve	30,000.00
32000 · *Fund Balance Unreserved	840,567.85
Net Income	198,255.46
Total Equity	1,094,737.77
TOTAL LIABILITIES & EQUITY	1,095,920.52

Berthoud Community Library District
Expenses by Vendor Summary
February 2023

	<u>Feb 23</u>
Aflac	523.83
Canon Financial Services, Inc.	277.92
Charles Schwab	900.19
Christy Headrick	16.09
Colorado Library Consortium	4,000.00
EasyTrack Payroll	176.00
Ingram	2,026.74
Kids Reference Company	69.95
McCrary and Sons LLC	1,501.50
MetLife	129.36
Midwest Tape	141.95
Public Sector Health Care Group	2,254.11
RCOM Computer Services	695.00
Town of Berthoud - Water	91.38
United Waste Systems	40.00
Xcel Energy	1,018.75
TOTAL	<u>13,862.77</u>

*- Reimbursement
- Cloud library & Hold
Renewal*

Payroll Summary

33937: Berthoud Community Library District

Page 1 of 2

From: 2/1/2023 To: 2/28/2023

Location: All Department: All Position: All



Number of employees paid during the selected period: 7

Pay Type	Hours/Units	Pay Amount
Salary	160.000	8852.14
Regular	650.000	14925.32
Vacation	13.000	299.78
Sick	18.000	404.32
	841.000	\$24,481.56

Employee Taxes	Subject Wages	Tax Amount
Social Security	\$24,136.00	\$1,496.44
Federal Income Tax	\$24,136.00	\$2,937.04
Medicare	\$24,136.00	\$349.99
Colorado State Tax	\$24,136.00	\$967.00
		\$5,750.47

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 SpEvtnt Pre-tax	\$75.84
	\$414.68

Employer Taxes	Subject Wages	Tax Amount
Employer Social Security Tax	\$24,136.00	\$1,496.44
Federal Unemployment Tax	\$12,724.36	\$76.36
Employer Medicare Tax	\$24,136.00	\$349.99
Colorado State Unemployment Tax	\$24,136.00	\$48.28
		\$1,971.07

Employee Benefit	Benefit Amount
	\$0.00



Payroll Summary (Continued)

33937: Berthoud Community Library District

Page 2 of 2

From: 2/1/2023 To: 2/28/2023

Location: All Department: All Position: All

Payroll Totals = \$26,452.63	Gross = \$24,481.56	Benefits = \$0.00	Deductions = \$414.68	Total Net = \$18,316.41
Total Taxes = \$7,721.54	941 Taxes = 6629.90	EE Taxes = \$5,750.47	ER Taxes = \$1,971.07	Chk = \$0.00 DD = 18316.41

BCLD Board Financial Training

As the Board of Trustees for the Berthoud Community Library District (BCLD), you are ultimately responsible for the library district's finances. Your responsibility falls into four main areas: budgeting, securing an audit, reviewing expenditures and account balances throughout the year, and approving large expenditures.

Budgeting

BCLD follows the budget process laid out by state law. Our fiscal year runs from January through December. Each August, the Larimer County Assessor's Office is responsible for giving BCLD an estimated property valuation for the coming year. Since we are primarily funded through property taxes, that valuation forms the basis of our budget.

The Library CEO and other staff members develop a draft budget during September and early October. Staff must present the draft budget to the board on or before October 15th each year. Once the draft has been presented to the board, it goes on file at the library and we post a legal notice letting the community know that anyone can look over the draft and register any comments with the board. During October and November, the board can ask staff to adjust or refine anything in the budget.

In December, BCLD receives an updated property valuation. We hold a public budget hearing to approve the budget for the coming year. The Library CEO is responsible for filing paperwork finalizing BCLD's mill levy with Larimer County, and filing the approved budget paperwork with the Department of Local Affairs (DOLA) at the state level.

If any excessive changes to the budget need to happen during the year, the board needs to edit the budget, make it available for public review, hold a budget amendment hearing, and file the amended budget with DOLA.

Securing an Audit

State law requires that any district whose annual expenditures exceed \$750,000 in a year file an audit with the state government. Any district whose annual expenditures are less than \$750,000 must file for exemption from an audit.

In the past BCLD has filed for exemption, but we are now reaching the point where our annual expenditures are high enough that we no longer qualify for exemption. Last year the board hired Hickle and Associates to perform the annual audit. That firm will work with staff members to complete the audit. The audit paperwork is due to the board by June 30 each year, and staff must file the paperwork with the state by July 31st each year.

Reviewing Expenditures and Balances

While BCLD staff are responsible for operating the library throughout the year, the board remains responsible for BCLD finances. Each month staff prepare three reports to help the board evaluate BCLD's financial position.

Asset Balance Statement

The asset balance sheet is a snapshot of BCLD's assets and liabilities on a given day. Our balance sheet includes the total amount of funding we have available in our checking and savings accounts, in any CDs or other investment accounts we may have, and any other assets owned by BCLD. The balance sheet also includes any current BCLD liabilities, which can include unpaid bills. The board is required to review the asset balance sheet to make sure that BCLD maintains an appropriate level of available funding and does not maintain an inappropriate level of liabilities. Per the BCLD Financial Policy, we must have three months' worth of operating expenses available in our assets at any given time.

Profit and Loss Statement

The profit and loss statement (P&L) is a snapshot of BCLD's year-to-date income and expenses by line item.

The majority of BCLD's income comes from property taxes. Property taxes are do not come steadily to BCLD; instead, you'll see the majority of the property taxes deposited in (insert months). The SOT tax is related to vehicle licensing and remains fairly steady throughout the year. Other income, such as copying fees or donations, vary from month to month.

BCLD expenses also vary throughout the year. Some lines, such as payroll, medical insurance, pension, are paid steadily throughout the year with little variation monthly. Some lines, such as our participation in the consortium (ILS), courier, property and liability insurance, and others are paid only once a year. Still other lines, such as DVDs, programming, furnishings, and lawn care/snow removal vary from month to month.

The board is responsible for monitoring the P&L and raising any concerns about the year-to-date income or expenses throughout the year.

Expenditures

The board reviews and approves BCLD expenses each month. The two reports staff produce are expenses by vendor, listing all the checks sent during the month, and payroll expenses. The board needs to monitor those for any unexpected expenses, whether large or small, and be ready to ask staff for explanations on any expenses. Occasionally BCLD will make payment to an individual instead of a vendor. Payments to individuals are either reimbursements to staff who had to make a purchase for the library or reimbursements to community members who paid for a lost item and then later returned it. Payroll expenses, unless staff have recently received raises, should be fairly steady from one month to the next.

Some vendors appear frequently or even monthly in the expenditures. These include the following:

- Aflac – Additional insurance that staff has deducted out of their pay each month.
- Cardmember Services – Credit Card
- Center Point Large Print – Large print book vendor
- Charles Schwab – Retirement for full time employees
- Comcast – Telephone and internet
- Demco – Library supplies
- Easy Track Payroll – Payroll company
- Hay's Market – Miscellaneous items purchase for programming

Ingram – Book vendor
Johnson Controls – Alarm systems
McCrary and Sons – Landscaping and snow removal
MetLife – Vision and Dental Insurance for full time employees
Midwest Tape – Audiobooks and DVD vendor
Mountain View Commercial Cleaning – Janitorial services
ODP Business Solutions – Office Depot office supplies
Public Sector Health Care Group – Medical Insurance for full time employees
RCOM Computer Services – Monthly maintenance fee for IT
Town of Berthoud - Water
Untied Waste Systems – Trash service
Xcel Energy – Gas and Electric

Approving Larger Expenditures

The Library CEO has a limit of \$750.00 for one-time purchases per the BCLD Financial Policy. Any purchase over \$750.00 must be approved by the board before the purchase is made or the service is contracted. If, under rare circumstances such as an emergency building repair, the expenditure needs to occur prior to the upcoming board meeting, the Library CEO may contact the Board President to clear the expense.

BCLD Board Policy Training

The BCLD Board is responsible for writing and updating policies for the District. Staff are responsible for applying the policies the Board drafts.

Tips to keep in mind when you're writing or updating a policy:

1. Some BCLD operations are guided by state law—budgeting and auditing schedules, HR, and conceal-carry regulations are some examples. The Board can't write a policy that overrides these laws.
2. Policies should be clear and concise. Good policies don't confuse anyone, but provide clarity about what is expected at and of BCLD. Staff members should be able to sum up the policy quickly. When the policies are written at an easy reading level and with common words, we can prevent some biases from creeping into Board or Staff decisions.
3. Keep the wording positive when possible. We can create a more welcoming environment when we assume people will behave well than if we assume they will behave poorly.
4. Keep policies and procedures separated. Staff may need to change the way they complete a task and shouldn't have to ask the Board to amend a policy in order to do so. For example, we used to say in our Emergency Policy that staff members would meet at the Fire District's picnic table in the event of a fire at BCLD. When the Fire District removed their picnic table, we had to amend the Emergency Policy itself. If you're unsure whether something qualifies as policy or procedure, just ask.
5. Make sure policies match Staff behavior. If a policy says, "if x then we y," but when x happens Staff actually do z, something needs to change. Sometimes the policy needs to change, while sometimes the behavior does. Everyone will be happier when the inconsistencies are eliminated.
6. Explain the reason for the policy in the policy itself. Think about why anyone created the policy in the first place, then embed the reason right in the policy. For example, "To ensure fiscal responsibility, transparency, and proper accounting practices..." in the financial policy, or "So everyone can experience a safe and welcoming environment..." in the code of conduct.
7. Don't be too specific or too broad. Policies that are too specific won't allow Staff to operate well with the broad range of challenges that can happen on a daily basis. Policies that are too broad don't give Staff enough guidance or authority to apply them.

The Board reviews each individual policy on a rotating basis, currently once every three years. This keeps the task of writing and revising policies from getting too overwhelming and still keeps our policies up to date.

Remember that each and every Board Member is capable of writing or revising policies. Enjoy the process!

COLLECTION DEVELOPMENT POLICY

The Collection Development Policy reflects the diverse needs of the Berthoud community as well as the Berthoud Community Library District's (BCLD) mission to provide education, enrichment, and connection.

BCLD advocates for broad and meaningful participation in the library, including the sustained use of materials. It does not promote all of the ideas found in its collections or the discussions those ideas may inspire, but provides the spaces and opportunities for those ideas and discussions.

BCLD protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. As such, BCLD upholds the American Library Association's Library Bill of Rights position statement, including the Freedom to View and Freedom to Read. Copies of these documents are included in the Appendices.

BCLD is committed to resource sharing at local and state levels as demonstrated by our membership and participation in AspenCat, CLiC, and Swift Interlibrary Loan. Our membership in consortia demonstrates the idea that engagement, supportive learning, and responsible stewardship are collaborative endeavors.

BCLD is committed to being a good steward of the community's tax dollars and community assets.

Selection

BCLD will curate a collection to meet the needs of the community. Staff will monitor traditional metrics (borrowing statistics, usage analytics such as downloads and website visits, and usage ratios); qualitative metrics (formal data such as customer feedback, class and service evaluations, and library-wide institutional assessment); and less formal inputs via conversations with the community and professional insights in the course of community engagement.

We are format neutral, providing physical and digital collections for our community.

BCLD selections will meet most or all of the following criteria:

- Literary quality, based on the attention of critics, reviewers, awards, and popularity;
- The expertise, reputation, qualifications and significance of the author/producer/publisher;

- Representation of a wide variety of perspectives, authors, ideas, information, stories, and experiences;
- Accuracy, currency, timeliness and validity;
- Format, including physical quality, effectiveness, and ability to meet the needs of people with different disabilities;
- Cost, including the availability of discounts from vendors, subscriptions, and standing orders;
- Insufficient availability from other libraries;
- Supportive of the library's mission and strategic plan

Community requests and recommendations are welcomed and are subject to the same criteria as any other material.

As stewards of content, we carefully consider materials relative to cost, space, maintenance, safety, and customer interest. Selection means identifying and measuring the impact of collections in the community.

Deselection

To maintain relevant collections and content in all formats, the library must continuously evaluate and deselect materials. Criteria for withdrawing items include, but are not limited to: declining interest, poor condition, unnecessary duplication, or inaccurate or outdated information. Deselected materials are disposed of according to the Disposal of Withdrawn Library Materials procedures. BCLD does not make arrangements to sell or give withdrawn materials directly to specific individuals.

Gifts and Donations

BCLD welcomes gifts and donations of materials or money for purchase of items, equipment, or digital content for the collection. BCLD maintains established funds for monetary donations. Donations are tax-deductible. Donations are subject to the library's selection and deselection criteria.

Reconsideration of Library Materials

Any resident of the library district's legal jurisdiction has the right to request reconsideration of any item in the library's collection. A Request for Reconsideration of Library Materials Form must be completed and submitted to CEO. No material will be deselected or withheld from circulation while under review. Library staff will evaluate the material as a whole and not selections from it. Further evaluation of the item will follow the Reconsideration of Library Materials procedures listed here:

- The staff member who purchased the item compares the work as a whole to the selection criteria and decides if the item will remain, be moved to other collection within the library, or be deselected.
- The CEO will draft a letter to the person who submitted the request explaining the decision as it relates to the selection criteria.
- If the person who submitted the request chooses to appeal the decision, the Library CEO will compare the work as a whole to the selection criteria and decide if the item will remain, be moved to other collection within the library, or be deselected.
- The CEO will draft a letter to the person who submitted the request explaining the decision as it relates to the selection criteria.
- If the person who submitted the request chooses to appeal the decision again, the Library Board will review the actions of staff to ensure the proper procedure laid out in this policy was followed. If they find the proper procedure was not followed, the Library Board will instruct the Library CEO to evaluate the item using these criteria and procedures. The Library Board does not make any decisions regarding the selection or deselection of any individual items within the collection.

Adopted 6/8/16
Revised 10/14/2020
Revised 08/10/2022