

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, November 9, 2022
7:00 P.M.
Zoom Virtual Meeting during Covid-19 Pandemic

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Approval of Board Meeting Minutes of October 12, 2022
- V. Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial Reports
- VI. Acceptance of Expenditures
- VII. Strategic Plan
- VIII. Policy Review: Social Media Policy; Code of Service; Borrowing and Loan; Library Operations
- IX. Old Business
 - Staff 2022 Projects
 - CEO Evaluation
 - Board Vacancies
 - Board Officers
- X. New Business
 - Board Self-Evaluation
 - Wellness Leave
 - Other business
- XI. Adjournment

Next Meeting: December 7, 2022

Zoom Meeting ID: 895 1790 7978

Zoom Meeting Password: **200592**

Berthoud Community Library District

Board Meeting Minutes
Date: October 12, 2022 7:00 pm
In Person and Hybrid Meeting

Call to Order: Lorna Greene called the Board meeting to order at 7:00pm. Julie Oelman, Vice President presided over the rest of the meeting.

Roll Call in Attendance: Lorna Greene, Julie Oelman, Amanda Thorstensen Kathleen Mitchell, Bob Latchaw , Karen Anderson, Melissa Robinson Amie Pilla CEO

Public: None

Reports:

CEO Report: Amie Pilla presented the CEO Report for September 2022

Youth Services Report – Christy Headrick submitted the Youth Services Report for September 2022

Approvals: Motion 1022-01 made, seconded and carried to include:

Approval of the Board Minutes of September 14. 2022

Statistics: Were reviewed by the Board.

Approval of the Financial Report

Acceptance of Expenditures

Board Training: Amie Pilla handed out the Library Advocacy Sheet

Policy Review: **Motion 1022-02 made, seconded and** carried to accept the Code of Conduct Policy with suggested changes.

Social Media Policy will be reviewed by Bob Latchaw and Lorna Greene for November Meeting.

Old Business:

Staff Projects: Nothing to report this month

Open Board Positions: Kathy Mitchell and Melissa Robinson are interviewing the four candidates.

FAMILY: Motion 1022-03 made, seconded and carried to confirm that the Library is Opting out of the Medical Leave Insurance Program. Staff members can join on their own if they wish.

Facility Update: Motion 1022-04 made, seconded and carried to approve the budget estimate for the building upgrades as submitted by Planning Solutions.

CEO Appraisal: Will be presented at the next meeting. Julie Oelman is sending a revised form to the Board Members

New Business:

2023 Budget Proposal Presentation: Amie Pilla presented the proposed budget for 2023. A special budget meeting will be scheduled to review and approve the budget.

Adjournment: Julie Oelman adjourned the meeting at: 8:54 pm.

Next Meeting: November 9, 2022 following the Volunteer Appreciation Dinner

Respectfully Submitted: Melissa Robinson

Berthoud Community Library District
CEO Report
October 2022

Library Operations and Services

Personnel

After nearly seven years with the library, Jean Greener resigned from her position. Her last day with us was October 31. Jean will be greatly missed by staff and library visitors alike.

Classes/Services

We hosted our second annual Bake-Off on October 15. Two community judges chose the winning item from each of four categories, breads, pastries, pies, and cookies. Laurelanne Hardy from Garden Spot Sweets and Treats named our Grand Prize winner. The winning item was a Bacon and Cheddar Loaf, baked by David Meeker.

Our annual Ballot Read-Through drew in a crowd of about 15 this year. While the read-through itself was useful, participants indicated that the discussion about the Blue Book itself was more helpful. For example, most of the participants didn't know that the arguments for and against any ballot issue are not validated or fact-checked the way the other sections of the Blue Book are.

Circulation/Collection

Nothing to report.

Building and Grounds

The tile and grout in the foyer, community room, and both restrooms is steam-cleaned and looking great. Many thanks to Jennifer for being willing once again to be in the library on a Saturday evening while the work was being completed.

Technology

Despite the best efforts of our RCom consultants, our Adult Computer 1 died. We replaced the unit with a brand new machine, so we shouldn't experience any more issues.

Policies and Procedures

We had several discussions, one heated, with library visitors who wanted to bring their pet or support animal dogs into the library. We have printed out documents from the ADA website explaining that service animals are protected under ADA while support animals are not. We have those documents ready in case we have to have this discussion again.

Outreach and Publicity

We recorded a new podcast episode with Kathleen Donnelly. Kathleen is a local K-9 handler whose dogs are trained to detect alcohol, narcotics, and gunpowder, and she works with schools and private

businesses in our area. She's also a local author and will be our visiting author at book club when we read her book *Chasing Justice* for the meeting in March.

Financial

We experienced an unauthorized purchase on our credit card this month. The credit card company is taking care of those fraudulent charges and issuing us a new card.

Strategic Plan

Jennifer and Sarah connected with the organization A Little Help to explore the possibility of delivering library materials to people in our community who are homebound or otherwise unable to enter public buildings like the library. Both the library and A Little Help will spend some time in the next two months finding people who are in need of that service, with an expected start date for that pilot project after the first of the year.

We have a new volunteer shelving books at the library named Jose. Jose is fluent in Spanish and has agreed to help teach the language to library staff members.

Meetings and Workshops

Amie— CAL Futures Interest Group meeting, October 14; Compensation Study meeting, October 15; FAMLI Registration meeting, October 19

Diane— all webinars: Big Reads from Small Presses; The Books are Afoot, Winter 2023 Librarian Preview; The Best in Crafts, Cooking, Gardening and DIY; Library Journal Day of Dialog

Jennifer— Friends Meeting, October 5

Grants and Gifts

Nothing to report.

Respectfully submitted,
Amie Pilla
November 4, 2022

Youth Services

Programs and services

Story times:

Wednesday and Friday average attendance: 26. Low Sensory Storytime was not attended the month of October. Shelby had puppies and has been unable to attend Friday story times with Leslie.

Teen / tween programs:

One middle school student attended our Teen Hang Out in October.

Children's department:

New puzzles have been added to the children's area.

Displays:

Fall books are up and Thanksgiving books will be up in November.

Professional Development:

Staff explored online services from Ebsco databases in order to better direct patrons looking for science information.

Fall Fest:

25 participants came out for Fall Fest. Although attendance was lower than I expected, everyone enjoyed themselves.

Looking ahead:

Winter Wonderland will happen on December 17th. We will offer a hot chocolate bar and a free book for children that come in that day.

**Berthoud Community Library District
Statistics October 2022**

Statistics	Oct-21	Oct-22	% change	YTD 2021	YTD 2022	% change
Circulation						
Circulation	3905	4081	5%	40151	42742	6%
Reference Questions	0			30316	0	-100%
Program attendance	263	319	21%	1524	2605	71%
People counter	2623	2943	12%	21561	28988	34%
3M Ebook	211		-100%	2214	2244	1%
OverDrive	114	302	165%	899	1622	80%
Interlibrary Loans						
Number of items borrowed	11	9	-18%	95	100	5%
Number of items loaned	0	0	#DIV/0!	0	0	#DIV/0!
AspenCat						
Borrowed	479	629	31%	4392	5551	26%
Loan	389	277	-29%	2923	2837	-3%
Registered Patrons						
New cards	51	86	69%	559	552	-1%
Total number of card holders	8847	9629	9%	8847	9629	9%
Resident	7342	8006	9%	7342	8006	9%
Non- Resident	1505	1623	8%	1505	1623	8%
Collection						
Materials added	195	230	18%	2055	1958	-5%
Materials withdrawn	31	5	-84%	904	904	0%
Total materials owned	24693	25081	2%	24693	25081	2%
Technology						
Computer use	229	249	9%	1871	1931	3%
Web usage	2665	3658	37%	25668	27197	6%
Tech Coaching	89	207	133%	542	1131	109%
Volunteer hours worked	0	10	#DIV/0!	0	59	#DIV/0!

Berthoud Community Library District
Balance Sheet
 As of October 11, 2022

	Oct 11, 22
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	329,693.31
Petty Cash	100.00
10000 · Independent Bank Checking	487,608.01
Total Checking/Savings	817,401.32
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	830,919.92
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	1,047,181.22
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	256.00
22200 · CO Unemployment Tax	13.49
22300 · Federal Taxes (941)	1,635.69
22400 · Federal Unemployment (940)	42.74
Total 22000 · Payroll Liabilities	1,947.92
Total Other Current Liabilities	1,947.92
Total Current Liabilities	1,827.84
Total Liabilities	1,827.84
Equity	
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
TABOR Reserve	30,000.00
32000 · *Fund Balance Unreserved	657,345.61
Net Income	332,093.31
Total Equity	1,045,353.38
TOTAL LIABILITIES & EQUITY	1,047,181.22

Berthoud Community Library District Expenses by Vendor Summary September 2022

	Sep 22		
ABDO	1,218.08		
Aflac	523.83		
Amie Pilla	79.36		
Canon Financial Services, Inc.	275.28		
Cardmember Services	7,792.86		
Center Point Large Print	49.14		
Charles Schwab	749.26		
Comcast	126.90		
Comcast - Busniess	312.84		
Demco - supplies	85.92		
EasyTrack Payroll	184.00		
Ingram	2,598.52		
Jennifer Miller	18.72	-	Reimbursement for Gas to CALCON
Johnson Controls Security Solutions	643.96		
Kathy Mitchell	318.96	-	Reimbursement for plant purchases
Kent Denver School	-22.95	-	Did last item
Kids Reference Company	397.80		
McCrary and Sons LLC	266.70		
MetLife	129.36		
Midwest Tape	826.20		
Mountain View Commercial Cleaning	600.00		
Public Sector Health Care Group	2,194.47		
RCOM Computer Services	695.00		
The Denver Post	1,016.95	-	Yearly Renewal
Town of Berthoud - Water	139.98		
United Waste Systems	25.00		
Xcel Energy	743.10		
TOTAL	21,989.24		

Payroll Summary

33937: Berthoud Community Library District

Page 1 of 2

From: 10/1/2022 To: 10/31/2022

Location: All Department: All Position: All



Number of employees paid during the selected period. 8

Pay Type	Hours/Units	Pay Amount
Salary	112.000	5061.54
Regular	651.500	14078.89
Vacation	56.000	1507.07
Sick	78.000	2484.00
	897.500	\$23,131.50

Employee Taxes	Subject Wages	Tax Amount
Social Security	\$22,785.94	\$1,412.70
Federal Income Tax	\$22,785.94	\$2,602.34
Medicare	\$22,785.94	\$330.41
Colorado State Tax	\$22,785.94	\$939.00
		\$5,284.45

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 SpEvnt Pre-tax	\$75.84
	\$414.68

Employer Taxes	Subject Wages	Tax Amount
Employer Social Security Tax	\$22,785.94	\$1,412.70
Employer Medicare Tax	\$22,785.94	\$330.41
Colorado State Unemployment Tax	\$22,785.94	\$45.58
		\$1,788.69

Employee Benefit	Benefit Amount
	\$0.00

Payroll Summary (Continued)

33937: Berthoud Community Library District

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From: 10/1/2022 To: 10/31/2022

Location: All Department: All Position: All



Payroll Totals = \$24,920.19	Gross = \$23,131.50	Benefits = \$0.00	Deductions = \$414.68	Total Net = \$17,432.37
Total Taxes = \$7,073.14	941 Taxes = 6088.56	EE Taxes = \$5,284.45	ER Taxes = \$1,788.69	Chk = \$0.00 DD = 17432.37

Social Media Policy (draft)

This policy is designed to ensure the proper use of the Berthoud Community Library District's social media by library staff, customers, and the public. The Berthoud Community Library District (BCLD) uses and encourages the use of multiple social media platforms to reach new audiences, engage with users more effectively, and enhance services by allowing greater interaction and feedback. BCLD provides online spaces that offer an extension of library services and resources to connect users library resources. BCLD welcomes public comments, posts, and messages on our social media networks. However, BCLD's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints but a limited forum for discussing library programs, services, events, and resources.

Rules for Commenting and Posting BCLD does not discriminate against any views but does reserve the right to monitor content before or after it is posted to District-owned social media sites and accounts. BCLD reserves the right to edit or remove any messages or postings that it deems, in its sole discretion, to be inappropriate or in violation of BCLD's Behavior Policy.

Inappropriate content includes, but is not limited to, the following:

- Copyright and/or intellectual property rights violations
- Off topic or disruptive comments
- Obscene posts
- Abusive or defamatory language and/or personal attacks
- Hateful or racist comments
- Libelous comments
- Misleading or unfounded information
- Comments promoting or perpetuating discrimination toward any person or group
- Commercial promotion or spam, advertising, or solicitation
- Specific and implied threats
- Endorsements of illegal behavior or activity
- Personal info such as email addresses, telephone numbers, mailing addresses, or ID numbers

Additionally, BCLD reserves the right to terminate a person's ability to post, comment, or otherwise participate in BCLD's social media tools when the person has posted any of the above listed inappropriate content. Individuals are responsible for the content of their comments. By choosing to comment or post content on any social media site managed by BCLD, individuals agree to indemnify BCLD and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by, arising out of, or related to the posted content. Content posted to the Library District social media sites are subject to public disclosure and the Open Records Act.

Privacy

BCLD does not collect, maintain or otherwise use the personal information stored on any third party site (e.g., Facebook, Twitter) in any way other than to communicate with users on that site.

Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Responsibility for Social Media

BCLD is represented through official social media channels created by the Technology and Marketing Specialist or other staff members to maintain a clear and consistent message. The Technology and Marketing Specialist has responsibility for information posted on BCLD-owned social media accounts. As such, BCLD staff is not authorized to create new social media channels on behalf of the Library District. The Technology and Marketing Specialist grants access and authority to employees to post, comment, and share under the profile of BCLD.

Personal Social Media Accounts

BCLD employees often possess personal social media accounts. BCLD makes a distinction between personal and organizational accounts. Views expressed by the personal accounts of BCLD staff members do not represent the views of BCLD and do not serve as an official communication. Just as with BCLD social media accounts, BCLD employees using personal social media accounts may not disclose any sensitive, proprietary, confidential, or financial information about BCLD. Individuals may be recognized as BCLD employees and the comments could reflect on the organization.

Staff members may not:

- Use the BCLD logo for profile images in social media, except in cases where the social media site (e.g., LinkedIn) automatically pulls the logo to associate it with employment in a personal profile.
- Use personal online identities and accounts to represent BCLD in an official capacity. Due to the difficulty in separating official and individual personas online, library staff should be cautious to avoid representing BCLD inappropriately to the public.

BCLD takes no action regarding employee comments on personal social media accounts that come to their attention unless there has been a violation in the areas described above or in employee performance and conduct as outlined in BCLD's HR Policy Manual. Under Colorado law (CRS Sec. 24-34-402.5), it is discriminatory to terminate an employee who is engaging in any lawful activity off the premises during nonworking hours unless the restriction relates to a bona fide occupational requirement or is reasonably related to the employment activities and responsibilities of a particular employee or group of employees.

Disclaimer

While BCLD makes reasonable efforts to monitor the content of its digital and social media sites, BCLD is not responsible for the content of any external comment or post, and expressly disclaims any liability for external comments and posts.

Please Note: Comments posted within BCLD social media sites will not be considered as official requests for information or action. Official correspondence and requests will be received through the Library District at 236 Welch Ave, Berthoud, CO 80513.