

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, June 12, 2024
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 May 8, 2024
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- V. Strategic Plan
- VI. Policy Review
 - Review: Social Media; Website Accessibility
 - Assign: Use of Surveillance Information; Gifts/Sponsorships
- VII. Old Business
 - Board Profile—Amanda
 - Literary Festival
- VIII. New Business
 - Legislation Changes
 - 2025 Board Vacancies
 - Other business
- IX. Adjournment

Next Meeting: July 10, 2024

Berthoud Community Library District
Regular Board Meeting Minutes
Date: Wednesday May 8, 2024
236 Welch Ave. Berthoud, CO 80513

Call to Order: Julie Oelman called the meeting to order at 7:05 pm

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

Public Participation: Ella Dratch, guest

Board Training: Addiction Response Team: Raymond Martinez with the North Colorado Health Alliance led training for the Board in opioid addiction, how to help someone who might be overdosing and how to administer Narcan. The Board Members received information and Narcan Atomizers.

Signage: We cannot achieve our goals for a new sign at the library due to restrictions we received from the Community Development Department for the Town of Berthoud relating to the placement of the sign on the property. The Library Board Members decided to have a bench built instead. **Motion 0524-01** made, seconded and carried to have a bench made. Placement of the bench will be decided at a later date.

Consent Agenda: **Motion 0524-02** made, seconded and carried to approve: The Board Minutes of April 10, 2024, CEO Report, Youth Services Report, Statistics, Financial Report and acceptance of expenditures.

Policy Review:

Code of Conduct: **Motion 0524-03** made, seconded and carried to approve the Policy as amended.

Assign: Social Media; Website Accessibility: Karen Anderson and Melissa Robinson will review the Policy for the June Meeting.

Old Business: Member Profile: Alyson Dratch gave a lovely presentation about herself, her family and her business. Amanda Thorstensen will give her presentation at the June Meeting.

Berthoud Library Festival: Amie Pilla gave an update on the Festival plans. **Motion 0524-04** made, seconded and carried for Kathleen Donnelly to be given a \$2500 honorarium for her Friday night Presentation.

Motion 0524-05 made, seconded and carried for allow Amie Pilla to sign contracts with the presenters.

New Business

Reservation Software: **Motion 0524-05** made, seconded and carried to approve payment of \$3500 for the installation of the Reservation software which will allow patrons to reserve computer time without going through the front desk.

Hardware Upgrades: **Motion 0524-06** made, seconded and carried to authorize \$1995 for a new server.

Other Business: The Board would like to have a Narcan Kiosk on the property. **Motion 0524-07** made, seconded and carried to approve the Kiosk. Amie Pilla will talk to the Fire Chief about where we could place it – possibly in our shared parking lot.

Julie Oelman adjourned the meeting at: 9:34 pm.

Next Meeting June 12, 2024

Respectfully Submitted by Melissa Robinson, Secretary.

Berthoud Community Library District
CEO Report
May 2024

Library Operations and Services

Personnel

Multiple staff members took longer vacations this month, out for a week or more. Since we are fully staffed and people have remained healthy, this had no impact on library services and only required minor shuffling of schedules to keep us open and safe.

I attended the annual statewide Library Directors Retreat in Grand Junction mid-month. We set our own agenda each year, and the primary topics of conversation this year were the bill passed by the legislature regarding challenging library materials (book banning), the bill passed by the legislature regarding property taxes, and developing relationships with library board members.

Classes/Services

We hosted successful one-off classes and events this month, including a class on nutrition essentials with Registered Dietitian Emmy Ingham, an open Board Game Night, and an evening of origami with the Japan American Society of Colorado. Many adults are enjoying the opportunity to try new things and explore new subjects with us.

Book Club wrapped up their season this month with a discussion of *Go As a River* by Shelley Read. The season for Book Club follows the school schedule, and so they will take a break until September.

Our regular adult events, including Writers Group, Sketching Hour, and the Knit and Crochet Drop-In, continue to be popular and productive events for attendees.

Circulation/Collection

Diane and Kelly did significant weeding in the adult audiobooks and adult large print sections. The pandemic-related closures affected the timing of our weeding, but now that people's browsing and checkout behaviors have returned to normal, we knew we could clear out some of the items that hadn't been checked out for some time.

Building and Grounds

Many thanks to the Master Gardeners who are keeping our Plant Select Demonstration Garden in top shape. Thanks also to Berthoud Local for helping us plant the garden in the raised beds with the kids from storytime. They will be delighted to watch their plants grow over the course of the summer.

The people counter on the front door failed and quit counting people. We had several days where staff members had to tally all the people coming into the library before we got a suitable replacement installed.

Technology

Our new server is installed and running well, and the files have been transferred from the older server to the new. The new server should run well for us for several years, and we're glad to not have to worry about losing any of our data.

Policies and Procedures

Nothing to report.

Outreach and Publicity

Kelly and Thora attended the Plant Swap at the Presbyterian church this month. We're happy to be invited each year to get people signed up for library cards, share information about our Seed Library, and generally talk to community members about the services we offer.

Financial

The state legislature has once again passed a last-minute bill that affects our property tax rates for future years. I'll share more information when I've had a chance to review the bill and talk with the assessor's office about what kind of impacts we will see.

Strategic Plan

Nothing to report.

Meetings and Workshops

Amie— Town Business Appreciation Breakfast, May 1; Friends of the Library meeting, May 1; Town Nonprofits meeting, May 2; SDA Website Accessibility webinar, May 13; DDA meeting May 15; Statewide Library Directors Retreat, May 16 and 17; Employers Council Class, Writing With and Without AI, May 22; SDA Applying for Federal Grants webinar, May 30

Bella— 200 Hour Yoga Teacher Training (now a Registered Yoga Teacher 200)

Diane— Fall Books Preview webinar; CLiC Users Group virtual meeting

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

June 6, 2024

May 2024 Youth Services Report to the Library Board

Events:

- Musical moments: May 6, 20, average participation 20.
- Story time Tuesday, Wednesday and Friday: average participation 23, Sam Green is presenting a baby story time on Tuesday morning.
- Tinker tots: (The science of butter) 15 participants
- Second grade field trip from Berthoud Elementary: 100 participants
- Construct and Concoct (Jewelry making): 3 participants
- Yoga:0
- Don't Fear the Reader (horror genre book club for 15 +) 0 Participation. I am going to try something different after the Summer Learning Initiative.

Volunteers: Charles, Jackson, Leslie and Shelby, Tisha. Trained / welcomed back; Scott, Van, Cameron, Mia, Morgan, and Jessica.

Outreach: Presented Bike Helmet Safety "Strap & Snap" at Ivy Stockwell for 3 3rd grade classes.

Professional Development:

Take Me Outside Certification - a 30 hour certification for educators bringing students outdoors that I am working on in 2024.

Display: Gardens, insects

Children's area: Set up a table for the teen volunteers to register patrons for SRI and to hand out prizes.

**Berthoud Community Library District
Statistics May 2024**

Statistics	May-23	May-24	% change	YTD 2023	YTD 2024	% change
Circulation						
Circulation	4033	4774	18%	20450	23411	14%
Reference Questions	0	0		0	0	#DIV/0!
Program attendance	324	429	32%	1713	2231	30%
People counter	2949	2996	2%	13759	16200	18%
3M Ebooks	289	0	-100%	1401	1203	-14%
OverDrive	466	668	43%	802	2802	249%
Interlibrary Loans						
Number of items borrowed	6	28	367%	42	198	371%
Number of items loaned	0	39	#DIV/0!	0	236	#DIV/0!
ASPENCAT						
Number of items borrowed	610	727	19%	3549	4204	18%
Number of items loaned	319	0	-100%	1635	1290	-21%
Registered Patrons						
New cards	69	69	0%	283	348	23%
Total number of card holders	9998	10855	9%	9998	10855	9%
Residents	8309	9011	8%	8309	9011	8%
Non-Residents	1689	1845	9%	1689	1845	9%
Collection						
Materials added	177	314	77%	994	1013	2%
Materials withdrawn	688	179	-74%	1293	1103	-15%
Total materials owned	25063	25707	3%	25063	25707	3%
Technology						
Computer use	214	238	11%	783	1287	64%
Web usage	4286	6100	42%	19232	30627	59%
Tech Coaching	182	141	-23%	805	1151	43%
Volunteer hours worked	16	29	80%	56	114	105%

Berthoud Community Library District

Balance Sheet

As of April 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Independent Bank Checking	897,648.29
Independent Bank Savings	330,694.20
Building fund cash	0.00
Total Independent Bank Savings	330,694.20
Petty Cash	100.00
Programming supplies	149.34
Total Bank Accounts	\$1,228,591.83
Other Current Assets	
15150 Payroll Clearing	0.00
Building Fund CD 0405	0.00
Building Fund CD 1014	13,518.60
Payroll Corrections	0.00
Payroll Refunds	0.00
Total Other Current Assets	\$13,518.60
Total Current Assets	\$1,242,110.43
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	\$216,261.30
Other Assets	
Deposits	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$1,458,371.73
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	339.35
Total Accounts Payable	\$339.35
Other Current Liabilities	
22000 Payroll Liabilities	0.00
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

Berthoud Community Library District

Balance Sheet

As of April 30, 2024

	TOTAL
Total 22000 Payroll Liabilities	1,769.11
22001 Payroll Clearing	-466.28
Direct Deposit Liabilities	0.00
Total Other Current Liabilities	\$1,302.83
Total Current Liabilities	\$1,642.18
Long-Term Liabilities	
TOB Roof Repairs	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$1,642.18
Equity	
2011 Budget Transfer	0.00
30000 Opening Balance Equity	1,733.86
32000 *Fund Balance Unreserved	1,005,744.01
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
Remodeling	0.00
TABOR Reserve	30,000.00
Net Income	393,337.22
Total Equity	\$1,456,729.55
TOTAL LIABILITIES AND EQUITY	\$1,458,371.73

Berthoud Community Library District
Budget vs. Actuals: FY_2024 - FY24 P&L
 January - April 30 2024

	Apr 2024		Total over Budget	% of Budget
	Actual	Budget		
Income				
47200 Program Income			0.00	0.00
Copies	457.61	1,000.00	-136.67	86.33%
Donations			0.00	0.00
Grants		8,900.00	302.00	103.39%
Memorials/Designated		0.00	0.00	
Undesignated		4,000.00	-3,816.73	4.58%
Total Donations	\$ 0.00	\$ 12,900.00	-\$ 3,514.73	72.75%
Fees	43.28	300.00	83.68	127.89%
Interest Earned	808.02	2,500.00	470.71	118.83%
Property Tax	215,894.50	958,727.00	-358,760.93	62.58%
SOT Tax	4,528.14	40,000.00	-17,939.79	55.15%
Total Income	\$ 221,731.55	\$ 1,015,427.00	-\$ 379,797.73	62.60%
Gross Profit	\$ 221,731.55	\$ 1,015,427.00	-\$ 379,797.73	62.60%
Expenses				
60000 Insurance			0.00	0.00
60100 Aflac	0.00	0.00	-154.50	
60200 Medical/Dental/Vision	3,266.41	41,000.00	-27,941.06	31.85%
60250 Property & Liability		10,000.00	-10,000.00	0.00%
60350 Worker's Compensation		1,700.00	-1,700.00	0.00%
Total 60000 Insurance	\$ 3,266.41	\$ 52,700.00	-\$ 39,795.56	24.49%
65000 Operations			0.00	0.00
65020 Postage, Mailing Service			0.00	0.00
65050 Telephone, Telecommunications	12.18	0.00	12.18	
Total 65000 Operations	\$ 12.18	\$ 0.00	\$ 12.18	
65100 Other Types of Expenses			0.00	0.00
65130 Interest Expense - General			0.00	0.00
Total 65100 Other Types of Expenses	\$ 0.00	\$ 0.00	\$ 0.00	
66000 Payroll Expense			0.00	0.00
66100 Payroll Tax Expense	2,315.01	40,000.00	-28,758.58	28.10%
66200 Salaries	29,489.74	390,000.00	-249,396.95	36.05%
Total 66000 Payroll Expense	\$ 31,804.75	\$ 430,000.00	-\$ 278,155.53	35.31%
66900 Reconciliation Discrepancies			0.00	244.23
Accounting / Payroll Service	249.85	12,000.00	-11,053.45	7.89%
Advertising		12,000.00	-11,627.87	3.10%
Attorney	12.00	12,500.00	-10,726.00	14.19%
Collection Development			0.00	0.00

Audiovisual		0.00	0.00		
Adult Audiobooks	303.93	5,000.00	-3,702.28	25.95%	
Children's Audiobooks		1,500.00	-1,276.42	14.91%	
DVD - Adult	218.90	4,000.00	-3,106.40	22.34%	
DVD - Youth		1,500.00	-1,368.81	8.75%	
Total Audiovisual	\$ 522.83	\$ 12,000.00	-\$ 9,453.91	21.22%	
Digital Materials		0.00	2,500.00		
E Books		6,000.00	-6,000.00	0.00%	
Total Digital Materials	\$ 0.00	\$ 6,000.00	-\$ 3,500.00	41.67%	
Online Resources	502.22	15,000.00	-14,005.56	6.63%	
Print Materials		0.00	0.00		
Adult	49.14	16,000.00	-12,436.55	22.27%	
Children's		16,000.00	-11,899.69	25.63%	
Periodicals	831.38	4,500.00	-2,316.62	48.52%	
Total Print Materials	\$ 880.52	\$ 36,500.00	-\$ 26,652.86	26.98%	
Video Streaming		1,000.00	0.00	100.00%	
Total Collection Development	\$ 1,905.57	\$ 70,500.00	-\$ 53,612.33	23.95%	
Copier Lease	268.07	3,500.00	-2,370.31	32.28%	
Courier		4,200.00	-4,200.00	0.00%	
Donation		0.00	0.00		
Friends of the Library	268.79	0.00	691.07		
Grants		8,900.00	302.00	103.39%	
Memorials/Designated		0.00	0.00		
Undesignated		4,000.00	-3,965.02	0.87%	
Total Donation	\$ 268.79	\$ 12,900.00	-\$ 2,971.95	76.96%	
Furnishings		3,000.00	-3,000.00	0.00%	
Hospitality	145.51	1,000.00	-212.90	78.71%	
Lost book refund	18.00	300.00	-268.11	10.63%	
Maintenance		0.00	0.00		
Carpet Cleaning		3,000.00	-3,000.00	0.00%	
Custodial Services	695.00	10,000.00	-7,220.00	27.80%	
Lawn Care/Snow Removal		13,500.00	-10,798.60	20.01%	
Repairs	650.91	125,000.00	-117,316.60	6.15%	
Security/Alarm		3,500.00	-3,214.36	8.16%	
Supplies		1,800.00	-1,075.05	40.28%	
Window Cleaning		1,200.00	-1,200.00	0.00%	
Total Maintenance	\$ 1,345.91	\$ 158,000.00	-\$ 143,824.61	8.97%	
Pension	1,147.07	14,000.00	-9,411.72	32.77%	
Professional Development	425.25	12,000.00	-9,782.60	18.48%	
Professional Memberships	150.00	8,000.00	-5,998.93	25.01%	
Programming		0.00	0.00		
Adult		30,000.00	-23,750.00	20.83%	
Youth		30,000.00	-27,651.00	7.83%	
Total Programming	\$ 0.00	\$ 60,000.00	-\$ 51,401.00	14.33%	

Reserves		0.00	0.00		
Supplies		0.00	0.00		
Library Supplies	461.67	6,000.00	-4,287.18	28.55%	
Office Supplies	116.11	3,500.00	-2,902.18	17.08%	
Programming supplies	94.60	10,000.00	-8,473.34	15.27%	
Staff Appreciation		2,000.00	-1,693.12	15.34%	
Total Supplies	\$ 672.38	\$ 21,500.00	-\$ 17,355.82	19.28%	
Tax Collection Fees		20,000.00	-20,000.00	0.00%	
Technology		0.00	0.00		
Computer Maintenance		28,740.00	-21,555.00	25.00%	
Hardware		8,000.00	-3,120.00	61.00%	
ILS		3,000.00	226.10	107.54%	
Internet Connection		0.00	416.77		
Office Equipment		1,500.00	-1,415.67	5.62%	
Software		15,000.00	-12,885.46	14.10%	
Total Technology	\$ 0.00	\$ 56,240.00	-\$ 38,333.26	31.84%	
Telephone		0.00	2,104.80		
Utilities		0.00	0.00		
Data Connection		5,500.00	-3,595.06	34.64%	
Power	680.39	12,000.00	-8,815.07	26.54%	
Trash Removal	40.00	500.00	-340.00	32.00%	
Water		1,500.00	-999.06	33.40%	
Total Utilities	\$ 720.39	\$ 19,500.00	-\$ 13,749.19	29.49%	
Total Expenses	\$ 42,412.13	\$ 983,840.00	-\$ 725,489.93	26.26%	
Net Operating Income	\$ 179,319.42	\$ 31,587.00	\$ 345,692.20	1194.41%	
Other Expenses					
Reconciliation Discrepancies-1	18.00	0.00	18.00		
Total Other Expenses	\$ 18.00	\$ 0.00	\$ 18.00		
Net Other Income	-\$ 18.00	\$ 0.00	-\$ 18.00		
Net Income	\$ 179,301.42	\$ 31,587.00	\$ 345,674.20	1194.36%	

Tuesday, May 21, 2024 09:49:49 AM GMT-7 - Accrual Basis

Berthoud Community Library District

Expenses by Vendor Summary

January - April, 2024

	TOTAL
Aflac	1,390.50
AJ's Backflow Testing , LLC	150.00
Amazon	424.30
Association of Rural and Small Libraries	15.00
Authors Unbound Agency	6,250.00
Automatic Access, Inc	401.50
Beaver Run Resort and Conference Center	163.04
Berthoud Ace Hardware	24.99
Berthoud Chamber	425.00
Beth Wilberger (deleted)	400.00
Broad Reach	301.20
Canon Financial Services, Inc.	1,129.69
Cardmember Services	11,298.65
CBI	12.00
Center Point Large Print	196.56
Charles Schwab	4,588.28
Christy Headrick	92.81
Christy M Headrick	227.52
Colorado Association of Libraries	300.00
Colorado Library Consortium	5,838.69
Comcast - Busniess	628.80
CU Science Discovery	215.00
Deborah Belin	13.89
Demco - supplies	797.33
Denise Gard	325.00
EasyTrack Payroll	842.85
Educate Station	250.00
Employers Council , Inc.	103.70
Facility Solutions Group	407.49
Garden Spot Sweets and Treats	113.39
Gopher Sport/Stem Supplies	165.19
Hay's Market	80.34
Ingram	5,714.86
Innovation Forge LLC	4,425.00
Integrated Safety Service	16.50
Intuit Quickbooks	70.00
Johnson Controls Security Solutions	285.64
Kanopy Inc.	1,000.00
Kids Reference Company	1,217.20
Know Buddy Resources	175.81
Lowe's	32.91
Mad Science of Colorado	300.00
McCrary and Sons LLC	2,701.40
MetLife	653.72
Midwest Tape	2,494.46

Berthoud Community Library District

Expenses by Vendor Summary

January - April, 2024

	TOTAL
Mountain View Commercial Cleaning	3,504.95
Nature's Educators	375.00
Nuwav Information Systems	260.00
ODP Business Solutions LLC	241.53
Oriental Trading	103.60
OverDrive, Inc.	9,202.00
Public Sector Health Care Group	12,438.72
RCOM Computer Services	14,153.15
Salida Circus	384.00
Scholastic Inc.	422.28
Security Public Library	18.00
Seter & VanderWall, P. C.	1,750.00
Smart Apple Media	144.74
Special District Association	920.07
Talewise	350.00
The Library Store	52.44
Town of Berthoud - Water	500.94
Tri City Heating and Air Conditioning	1,274.63
Trojahn Trades	400.00
United Waste Systems	160.00
USPS	72.87
WT Cox Information Services	831.38
Xcel Energy	3,184.93
Zoom	172.22
Not Specified	134,714.39
TOTAL	\$242,292.05

Date	Name	Amount
4/5/2024	INTERNET PAYMENT THANK YOU	1606.95
4/5/2024	REAL WORLD TRAINING 214-5150577 TX	-29.95 Quickbooks
4/10/2024	AMZN Mktp US*VK7088DN3 Amzn.com/bill WA	-52.23
4/12/2024	USPS PO 0707200378 BERTHOUD CO	-4.87 Book return
4/15/2024	FSP*ALLEGRA LOVELAND LOVELAND CO	-709.83 Summer Reading booklets
4/17/2024	CS *DQ(R) E GIFTCARD - 855-818-5508 ME	-75 Staff Appreciation Sam
4/17/2024	JERRY'S ARTARAMA 800-827-8478 NC	-150 Staff Appreciation Tom
4/17/2024	Amazon.com*4S7RX7LL3 Amzn.com/bill WA	-150 Staff Appreciation Diane
4/17/2024	SQ *THE SOURCE ZERO NO Berthoud CO CO	-76.35 Staff Appreciation Bella
4/17/2024	KOENACOLORADO.COM SAN FRANCISCO CA	-150 Staff Appreciation Sarah
4/17/2024	SP PEAKPRESSJUICERY BERTHOUD CO	-300 Staff Appreciation Amie/Thora
4/18/2024	NEW ASIAN CAFE BERTHOUD CO	-75 Staff Appreciation Kelly Bella
4/18/2024	TST* HENRY'S PUB LOVELAND CO	-150 Staff Appreciation Kelly
4/19/2024	TARGET.COM * 800-591-3869 MN	-75 Staff Appreciation Sam
4/22/2024	TST* TRAILHEAD CAFE 970-532-3826 CO	-172.81 Staff Day Lunch
4/22/2024	SQ *COCINA BURRITOS Berthoud CO	-72 FF T
4/24/2024	AMZN Mktp US*YX6L47TH3 Amzn.com/bill WA	-95.57
4/25/2024	AMZN Mktp US*393R77ZO3 Amzn.com/bill WA	-26.98
4/25/2024	MOUNTAIN STATE EMPLOYE 3038395177 CO	-975 Employers Council Pass
4/25/2024	Amazon.com*VB3AM9RM3 Amzn.com/bill WA	-50
4/26/2024	WALGREENS #10308 LOVELAND CO	-115.23 - Signs
4/29/2024	INTUIT *QBooks Online CL.INTUIT.COM CA	-70 Quickbooks online
4/29/2024	SQ *J&B SIMPLY CLEAN C BERTHOUD CO	-700 Carpet cleaning
4/30/2024	INTERNET PAYMENT THANK YOU	4275.82



Full Cash Requirements Report

March 25 to April 7, 2024

Payroll Type: Regular Address: 236 Welch Ave, Berthoud, CO 80513

Accountant(s): Easytrack Payroll LLC

Total Cash Remitted By Gusto	\$15,707.20
Total Check Payments	\$0.00
Total Liabilities	\$157.85
Total Payroll	\$15,865.05

Debits Summary: Debit Date 2024-04-09

Total Direct Deposits	\$11,234.78
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$4,472.42
Total Debit	\$15,707.20

Liabilities Summary

Total Benefits (Employee and Company)	\$127.25
Total Employee Garnishments	\$0.00
Total Other Deductions (Employee and Company)	\$30.60
Total Tax Liabilities	\$0.00
Total Company Liabilities	\$157.85



Full Cash Requirements Report

April 8 to April 21, 2024

Payroll Type: Regular Address: 236 Welch Ave, Berthoud, CO 80513
Accountant(s): Easytrack Payroll LLC

Total Cash Remitted By Gusto	\$15,781.85
Total Check Payments	\$0.00
Total Liabilities	\$157.85
Total Payroll	\$15,939.70

Debits Summary: Debit Date 2024-04-23

Total Direct Deposits	\$11,293.92
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$4,487.93
Total Debit	\$15,781.85

Liabilities Summary

Total Benefits (Employee and Company)	\$127.25
Total Employee Garnishments	\$0.00
Total Other Deductions (Employee and Company)	\$30.60
Total Tax Liabilities	\$0.00
Total Company Liabilities	\$157.85

SOCIAL MEDIA POLICY

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 to 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 BCLD-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 identifying information such as email addresses, telephone numbers, mailing addresses, or ID numbers

Commented [ED1]: I think "misleading or unfounded information" may be getting too close to viewpoint discrimination in certain circumstances. I suggest removal.

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 BCLD 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 BCLD. The Technology and Marketing Specialist grants access and authority to employees to post, comment, and share under the profile of BCLD.

Commented [ED2]: The responsibility for social media/ personal social media accounts may be better suited as content for the employee handbook rather than a District "Policy."

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.

Commented [DN3]: This is Karen A. I agree with Elizabeth Dauer on this - should these paragraphs be in the employee handbook instead of in this policy?

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

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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 perthrough the Berthoud Community Library District at 236 Welch Ave, Berthoud, CO BCLD80513's Colorado Open Records Act ("CORA") Policy.

Adopted November 9, 2022

WEBSITE ACCESSIBILITY POLICY

The Berthoud Community Library District (BCLD) is fully committed to providing accessible facilities, elements, and channels of communication to all members of the public. As part of this commitment, BCLD has a policy of providing an accessible website compatible with the Web Content Accessibility Guidelines (WCAG 2.1) and commercial screen reading software. All features of the website are coded to allow individuals with vision and other impairments to understand and use the website to the same degree as someone without disabilities. We welcome feedback and can often resolve issues in a timely manner if they arise. If you need any special assistance or accommodations, please contact our accessibility officer or call us at 970-532-2757.

Ongoing Compliance

Information Compliance Officer

BCLD has designated the Technology and Marketing Specialist as its compliance officer for website disability-related accommodations. The compliance officer has received training in website accessibility and updates the site in accordance with those best practices. Contact our accessibility officer to report an issue.

Compliance Procedures and Reports

In addition to coding our website to WCAG 2.1 standards, BCLD scans its website quarterly or as required to ensure ongoing compliance, and makes timely changes to any inaccessible changes, if any are found. In our ongoing commitment to transparency, we make the latest reports available to the public. [*\(How are the reports made public? Where?\)*](#)

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Linked Documents and Third Parties

Please note that this site may link out to third-party websites that do not have accessible content. The BCLD site may also include documents provided by third-parties. While we cannot control the accessibility of content provided by third-parties, we are happy to assist any member of the public with reading and accessing content on our site. [*\(How does BCLD do this? Refer to the accessibility officer / contact info in paragraph #1 above?\)*](#)

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Adopted 6/8/2022