

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, March 8, 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 February 8, 2023
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- V. Strategic Plan
- VI. Policy Review
 - Review: Volunteer
- VII. Assign: Collection Management
- VIII. Old Business
 - Building Plans
- IX. New Business
 - Hardware upgrade
 - Summer Learning Initiative postcard bid
 - Other business
- X. Adjournment

Next Meeting: April 12, 2023

**Berthoud Community Library District
Regular Board Meeting Minutes
Wednesday February 8, 2023 7:00 pm
236 Welch, Berthoud, CO**

Call to Order: Julie Oelman called the meeting to order at 7:02 pm

Roll Call: Julie Oelman, Karen Anderson, Bob Latchaw, Kathy Mitchell, Amanda Thorstensen, Melissa Robinson, Amie Pilla
Alyson Dratch – excused.

Public Participation: Staff Members Christy Headrick and Bella Schramm

Consent Agenda: Motion 0223-01 made, seconded and carried to Approve and Accept the following:

Approval of Board Minutes of January 11, 2023

Reports:

CEO Report

Youth Services Report

Statistics

Financial Report

Acceptance of Expenditures

Board Training: Getting to know the Collection:

The Board was given a complete tour of the Library.

Amie Pilla displayed and reviewed all the Online Resources.

Policy Review: Emergency; Emergency Closing. – Accepted as is.

Assign: Volunteer Policy Review- Bob Latchaw and Kathy Mitchell

Old Business:

Building Plans: The Library will be closed for two weeks beginning Monday February 13 for the initial renovations. Curbside pick-up will be available.

2023 Projects and Goals: Kathy Mitchell and Karen Anderson will meet with Amie Pilla to review Staff Benefits.

New Business:

2023 CEO Goals- Julie Oelman and Amie Pilla will review: Staff development, Master Calendar – and how it will be distributed,

Other Business: CliC Virtual Conference Attendance – The conference will meet Thursday and Friday February 23 and 24. Amie Pilla will send the agenda to Board Members to sign up for workshops.

Adjournment: Julie Oelman adjourned the meeting at 9:06 pm

Next Meeting: Wednesday March 8, 2023

Respectfully Submitted: Melissa Robinson

Berthoud Community Library District
CEO Report
February 2023

Library Operations and Services

Personnel

All staff members exercised great flexibility during this month. Between staff illnesses, vacations, and closing the building to the public for two weeks, everyone's schedule varied widely and yet we had the coverage we needed at all times.

Classes/Services

Multiple classes and events were postponed or canceled due to the interior remodel. We hope to have classes and events running as usual in March despite ongoing work on the building.

Curbside service was popular during the closure. We averaged about 20 people per day coming through the back parking lot to pick up items that they had requested. We were happy to be able to offer our community access to library materials even though they couldn't come into the building.

Circulation/Collection

Nothing to report.

Building and Grounds

Our interior remodel dominated everyone's workflow during the month of February.

Our costs for snow removal this year are higher than in previous years due to the increased snowfall totals. We also expect to see utility bills higher than usual due to the excessive cold temperatures we've experienced this winter.

Technology

We're going to be replacing all 8 of our public computers during this calendar year due to upgraded hardware requirements for cyber security. RCom will be working with us to replace our machines.

Our back office printer is still not functioning properly, though we hope for that to receive a final fix post remodel.

Policies and Procedures

Nothing to report.

Outreach and Publicity

Nothing to report.

Financial

Nothing to report.

Strategic Plan

We're privileged to be able to address two aspects of the strategic plan with our building remodel. We're focusing on increasing efficiency and comfort for staff, and on providing a welcoming environment for our community. We're looking forward to seeing how the changes to the building affect our staff and our community in the coming months, particularly as more of the work is completed.

Meetings and Workshops

Amie— Friends of the Library meeting, February 1; CAL Futurist Interest Group meeting, February 8; Town Downtown Nonprofits meeting, February 9

Bella— online courses, marketing and social media for libraries

Diane—CLiC Users Group meeting; a graphic novel webinar; an upcoming fiction webinar; a cataloging webinar; a spring pre-publication webinar

Jennifer— Friends of the Library meeting, February 1

Kelly—Project Business Case Development online courses

Sarah— Microsoft Excel courses, online, 1.5 hours

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

March 3, 2023

February report to the board

February 9th **Tinker Tots** “Colors” 2 classes 33 participants

This continues to be a popular class with mostly full classes every month. People seem to prefer to get a reminder call the week before.

Storytime attendance is high both Wednesday and Friday mornings. Leslie has been absent due to illness.

The library remodel necessitated canceling two weeks of storytime and this month’s teen event.

During the two weeks working from home earned **six hours of yoga instruction** credits focused on baby, toddler, and preschool. I look forward to adding yoga classes to events the library can offer.

I attended three days of on line teaching. One event was **Taking Math Outdoors** it was given by the same team that ran “Dirty Teaching” the month before. Preschool outside math includes noticing, sorting, different shapes and sizes.

Two of the days were **CLiC winter conference**.

Jim Duncan, president of CLiC welcomed everyone and asked that we reach out to local representatives to encourage them to increase funding for CLiC in the Colorado State budget.

The first break out session was about managing mental illness crisis in the library. The speaker from NAMI provided resource information through NAMI.org, the telephone hot line 303-321-3104, and the text line 741741. Some of the resources mentioned included online classes, programs designed for veterans and their families, school programs, frontline wellness, general crisis hotline 988 (routed to area code of caller), requesting co-responders when calling 911, library guest speakers “Ending the Silence”.

The second break out group was entitled “**Global books for non-Americans**” There were a few new books that I was unfamiliar with but many of the suggested, titles were either ones I’ve purchased or on future purchase lists already. One point that the speaker made was to remember / understand who the intended audience if for a book. For example the difference between a book written about the American experience of an immigrant trying to adapt to American culture rather than one focused on the culture of the protagonist and assuming the reader knows or can catch on to the cultural nuances. The speaker listed some good questions to ask yourself before you buy a book:

- Who wrote and illustrated the book?
- Who solves the problem?
- Are there political / social issues related to the culture to be aware of?

- Is it appropriate for the age group?

The speaker suggested looking at *Panda Awards* Lantana* World kid blog* for suggestions.

The third break out was a good review of the **reference interview**. Too often when we've done a job for a long time we hear many of the same questions over and over. It is easy to accidentally answer the question you thought you heard instead of listening actively to what your patron's want.

Government services at your library

Fingerprinting is a service that can be learned by staff and set up with no cost and minimal space. The big catch for the Berthoud Community Library is that it needs to be private space. Even with the remodel, I don't think we will have private space for this type of service.

We have one Notary available for appointments.

For Passport services it is also recommended that you have private space and photo equipment.

Berthoud Community Library District

Balance Sheet

As of February 16, 2023

	Feb 16, 23
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	329,704.42
Petty Cash	100.00
10000 · Independent Bank Checking	314,600.96
Total Checking/Savings	644,405.38
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	657,923.98
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	874,185.28
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
22001 · Payroll Clearing	-466.28
Total Other Current Liabilities	1,481.64
Total Current Liabilities	1,361.56
Total Liabilities	1,361.56
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	-23,658.59
Total Equity	872,823.72
TOTAL LIABILITIES & EQUITY	874,185.28

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

	Jan - Dec 23	Budget
Ordinary Income/Expense		
Income		
Copies	139.95	700.00
Donations		
Grants	0.00	8,200.00
Memorials/Designated	0.00	4,600.00
Undesignated	237.80	1,000.00
Total Donations	237.80	13,800.00
Fees	108.65	500.00
Interest Earned	5.87	100.00
Property Tax	12,109.05	709,274.00
Reserve Fund/Remodel	0.00	50,000.00
SOT Tax	3,992.03	40,000.00
Total Income	16,593.35	814,374.00
Gross Profit	16,593.35	814,374.00
Expense		
Accounting / Payroll Service	201.00	12,000.00
Advertising	448.76	12,000.00
Attorney	0.00	15,000.00
Collection Development		
Audiovisual		
Adult Audiobooks	277.93	5,000.00
Children's Audiobooks	39.99	1,500.00
DVD - Adult	299.37	4,000.00
DVD - Youth	14.99	1,500.00
Total Audiovisual	632.28	12,000.00
Digital Materials		
E Books	0.00	4,000.00
Total Digital Materials	0.00	4,000.00
Online Resources	0.00	11,000.00
Print Materials		
Adult	1,090.34	16,000.00
Children's	122.34	16,000.00
Periodicals	0.00	3,500.00
Total Print Materials	1,212.68	35,500.00
Video Streaming	0.00	500.00
Total Collection Development	1,844.96	63,000.00
Copier Lease	270.00	3,500.00
Courier	0.00	4,000.00
Donation		
Grants	6,000.00	8,200.00
Memorials/Designated	0.00	4,600.00
Undesignated	0.00	1,000.00
Total Donation	6,000.00	13,800.00
Furnishings	0.00	50,000.00
Hospitality	20.59	750.00
Lost book refund	0.00	250.00
Maintenance		
Carpet Cleaning	0.00	2,500.00
Custodial Services	0.00	10,000.00
Lawn Care/Snow Removal	0.00	10,000.00
Repairs	130.00	15,000.00
Security/Alarm	0.00	300.00
Supplies	43.98	1,500.00

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

	Jan - Dec 23	Budget
Total Maintenance	173.98	39,300.00
Pension	900.19	14,000.00
Professional Development	100.00	10,000.00
Professional Memberships	456.00	5,600.00
Programming		
Adult	168.25	3,500.00
Youth	626.03	5,500.00
Programming - Other	123.39	
Total Programming	917.67	9,000.00
Reserves	0.00	50,000.00
Supplies		
Library Supplies	0.00	3,500.00
Office Supplies	261.14	2,700.00
Programming supplies	198.59	2,500.00
Staff Appreciation	0.00	1,500.00
Total Supplies	459.73	10,200.00
Tax Collection Fees	242.21	17,000.00
Technology		
Computer Maintenance	0.00	8,400.00
Hardware	0.00	5,000.00
ILS	130.00	2,500.00
Internet Connection	261.76	3,200.00
Office Equipment	0.00	1,500.00
Software	0.00	7,000.00
Total Technology	391.76	27,600.00
Telephone	177.74	2,200.00
Utilities	101.38	12,000.00
60000 - Insurance		
60100 - Aflac	0.00	
60200 - Medical/Dental/Vision	2,330.01	40,000.00
60250 - Property & Liability	0.00	7,700.00
60350 - Worker's Compensation	0.00	1,500.00
Total 60000 - Insurance	2,330.01	49,200.00
66000 - Payroll Expense		
66100 - Payroll Tax Expense	1,932.32	34,000.00
66200 - Salaries	23,283.64	345,000.00
Total 66000 - Payroll Expense	25,215.96	379,000.00
Total Expense	40,251.94	799,400.00
Net Ordinary Income	-23,658.59	14,974.00
Net Income	-23,658.59	14,974.00

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

	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
Copies	-560.05	20.0%
Donations		
Grants	-8,200.00	0.0%
Memorials/Designated	-4,600.00	0.0%
Undesignated	-762.20	23.8%
Total Donations	-13,562.20	1.7%
Fees	-391.35	21.7%
Interest Earned	-94.13	5.9%
Property Tax	-697,164.95	1.7%
Reserve Fund/Remodel	-50,000.00	0.0%
SOT Tax	-36,007.97	10.0%
Total Income	-797,780.65	2.0%
Gross Profit	-797,780.65	2.0%
Expense		
Accounting / Payroll Service	-11,799.00	1.7%
Advertising	-11,551.24	3.7%
Attorney	-15,000.00	0.0%
Collection Development		
Audiovisual		
Adult Audiobooks	-4,722.07	5.6%
Children's Audiobooks	-1,460.01	2.7%
DVD - Adult	-3,700.63	7.5%
DVD - Youth	-1,485.01	1.0%
Total Audiovisual	-11,367.72	5.3%
Digital Materials		
E Books	-4,000.00	0.0%
Total Digital Materials	-4,000.00	0.0%
Online Resources	-11,000.00	0.0%
Print Materials		
Adult	-14,909.66	6.8%
Children's	-15,877.66	0.8%
Periodicals	-3,500.00	0.0%
Total Print Materials	-34,287.32	3.4%
Video Streaming	-500.00	0.0%
Total Collection Development	-61,155.04	2.9%
Copier Lease	-3,230.00	7.7%
Courier	-4,000.00	0.0%
Donation		
Grants	-2,200.00	73.2%
Memorials/Designated	-4,600.00	0.0%
Undesignated	-1,000.00	0.0%
Total Donation	-7,800.00	43.5%
Furnishings	-50,000.00	0.0%
Hospitality	-729.41	2.7%
Lost book refund	-250.00	0.0%
Maintenance		
Carpet Cleaning	-2,500.00	0.0%
Custodial Services	-10,000.00	0.0%
Lawn Care/Snow Removal	-10,000.00	0.0%
Repairs	-14,870.00	0.9%
Security/Alarm	-300.00	0.0%
Supplies	-1,456.02	2.9%

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

	\$ Over Budget	% of Budget
Total Maintenance	-39,126.02	0.4%
Pension	-13,099.81	6.4%
Professional Development	-9,900.00	1.0%
Professional Memberships	-5,144.00	8.1%
Programming		
Adult	-3,331.75	4.8%
Youth	-4,873.97	11.4%
Programming - Other		
Total Programming	-8,082.33	10.2%
Reserves	-50,000.00	0.0%
Supplies		
Library Supplies	-3,500.00	0.0%
Office Supplies	-2,438.86	9.7%
Programming supplies	-2,301.41	7.9%
Staff Appreciation	-1,500.00	0.0%
Total Supplies	-9,740.27	4.5%
Tax Collection Fees	-16,757.79	1.4%
Technology		
Computer Maintenance	-8,400.00	0.0%
Hardware	-5,000.00	0.0%
ILS	-2,370.00	5.2%
Internet Connection	-2,938.24	8.2%
Office Equipment	-1,500.00	0.0%
Software	-7,000.00	0.0%
Total Technology	-27,208.24	1.4%
Telephone	-2,022.26	8.1%
Utilities	-11,898.62	0.8%
60000 · Insurance		
60100 · Aflac		
60200 · Medical/Dental/Vision	-37,669.99	5.8%
60250 · Property & Liability	-7,700.00	0.0%
60350 · Worker's Compensation	-1,500.00	0.0%
Total 60000 · Insurance	-46,869.99	4.7%
66000 · Payroll Expense		
66100 · Payroll Tax Expense	-32,067.68	5.7%
66200 · Salaries	-321,716.36	6.7%
Total 66000 · Payroll Expense	-353,784.04	6.7%
Total Expense	-759,148.06	5.0%
Net Ordinary Income	-38,632.59	-158.0%
Net Income	-38,632.59	-158.0%

3:42 PM

02/16/23

Accrual Basis

Berthoud Community Library District Expenses by Vendor Summary January 2023

	<u>Jan 23</u>	
AdSortium, LLC	175.00	
Aflac	349.22	
AJ's Backflow Testing , LLC	130.00	
American Library Association	306.00	
Canon Financial Services, Inc.	270.00	
Cardmember Services	1,437.50	
Center Point Large Print	49.14	
Charles Schwab	900.19	
Christy Headrick	20.47	
Colorado Library Consortium	130.00	
Comcast	126.90	
Comcast - Busniess	312.60	
Denver Museum of Nature and Science	270.00	- SLI Program
EasyTrack Payroll	201.00	
Employers Council , Inc.	46.30	
Ingram	1,163.54	
Jennifer Miller	191.46	- Reimbursement
MetLife	129.36	
Midwest Tape	632.28	
OverDrive, Inc.	6,000.00	- Libby / Grant
Public Sector Health Care Group	2,266.11	
Town of Berthoud - Water	101.38	
TOTAL	<u>15,208.45</u>	

VOLUNTEER POLICY

The Berthoud Community Library District (BCLD) welcomes community volunteers as needed. Volunteers have been a vital part of the library's operation since its founding and remain a valued resource. BCLD will abide by all local, state, and federal laws regarding recruiting and utilizing volunteers.

Adult Volunteers

- The library utilizes its volunteers to enhance public service to the community. Volunteers work on tasks and special projects.
- Volunteers are selected based on their qualifications and the needs of the Library at any given time. Persons interested in volunteering are required to fill out a volunteer application.
- Volunteers will be given a job description that outlines qualifications, duties, and training requirements. Volunteers are expected to take directions from the staff member who is responsible for their work and volunteers may be removed by that supervisor. Identification badges are provided and should be worn by all volunteers.
- Work schedules and specific time commitments are arranged individually by each volunteer and the supervisor. Volunteers who cannot meet a scheduled work assignment should inform their supervisor in advance.
- Volunteers must follow the BCLD employment process in order to obtain paid employment should a position be open.
- Adults must consent to a background check as a condition of volunteering.

Special Volunteer Initiatives

Court assigned community service. BCLD may accept Berthoud area residents for court assigned community service based on the needs of the library at any given time. Applicants are screened by BCLD staff and assigned to various tasks based on their skills and library needs. Training, supervision, and scheduling follow the policies stated above.

Teen Volunteers. BCLD accepts youth volunteers aged 12 and up to help with the summer reading initiative, events during the school year, and other projects. Younger volunteers will be accepted at the discretion of the Youth Services Librarian. Applicants are screened by the Youth Services Librarian. For more details, see separate Teen Volunteer application.

What can volunteers expect from the Library?

- An interview to ensure best placement
- Equitable treatment
- A written job description
- Orientation and training
- Support and supervision
- Safe, healthy working conditions
- Respect for volunteer contributions

What can the library expect from volunteers?

- Honesty about goals, skills, limitations and motivations
- Support of library policies as well as all local, state, and federal regulations; and cooperation with staff
- Recognition of the library's need to screen, reassign, or remove volunteers when necessary
- A flexible and open-minded attitude
- Maintaining confidentiality of any information about library users – see Privacy Policy for details
- Notice of resignation with reasonable notice

Adopted 5/10
Revised 7/13/16
Revised 10/14/2020
Revised 5/11/2022



215 E. 7th Street | Loveland, CO 80537 | 970.667.1233

www.allegraloveland.com

Printing... Evolved

Berthoud Community Library District
 236 Welch Avenue
 Berthoud CO 80513

Invoice

No: 45164

Date: 02/15/23

Amount Due: \$3,505.25

SHIP TO:

Berthoud Community Library District
 236 Welch Avenue
 Berthoud CO 80513

USPS - Loveland BMEU 3/3/2023

Acct.No	Ordered by	Phone	P.O. No	Prepared by	Sales Rep	Ship By
9469	Bella Schramm	(970) 393-2746		Jocelyn	Jocelyn	PS - Loveland BM
Quantity	Description					Price

5,667	Summer Learning Initiative DM: Full-color/Black w/Bleed on 100# Gloss Cover, w/Mail Prep, take to USPS, 1 Original 8.5 x 5.5 Mailing Services (DM)					1,791.71
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Please make checks payable to Flatirons Marketing & Print and remit to your local Allegra location (see upper left corner). To pay by phone please call your Allegra location located in the upper left corner of this invoice. Thank you!

Subtotal	1,791.71
Shipping	0.00
Postage	1,713.54
Tax	0.00
TOTAL	3,505.25
Paid	0.00
BALANCE	3,505.25

Received by _____ Date _____

Terms C.O.D.

Pay from this invoice

(print# 1)



Get Noticed!

8 Sunbelt Business Park Drive
Greer, SC 29650
P 864.848.1070
F 864.848.1075
PermaCard.com

PROPOSAL	
Number	219889
Proposal Date	02/08/23
Terms	Net 15 Days
Account Manager	AG Anthony Garcia 864-662-1346 agarcia@menuworks.com

TO: Bella Schramm
Berthoud Community Library Distr
236 Welch Ave
P O Box 1259
Berthoud CO 80513

Item	Description	Quantity UOM	Unit Price	Total
PC28	PermaCard Card & Small Keytag	2500 EA	0.325	812.50
FREIGHT-PC	PC Freight	1 EA	35.03	35.03

Additional cards/artwork after first card will incur a \$50 Lot Charge.

Price is based on repeat of invoice #203676, dated 11/14/19. Up to 2 PDF proofs will be provided. If additional proofs are required, they will be invoiced at \$60 each.

Estimated ship date is 18-20 business days from proof approval.

PLEASE SEE TERMS AND CONDITIONS OF THIS PROPOSAL IN ATTACHED PDF.

- This quote expires 30 days from the proposal date above.
- All custom orders are subject to a +/- 10% over or under run.
- All orders are FOB shipping point unless otherwise noted.

Please circle desired quantity, sign and email or fax to 864-848-1075.

SUBTOTAL	812.50
SALES TAX	0.00
SHIPPING	35.03
QUOTE TOTAL	847.53

Proposal Accepted By

Date Accepted

PO Number