

**AGENDA**  
**Berthoud Community Library District**  
**Regular Board Meeting**  
**Wednesday, December 7, 2022**  
**Immediately following the close of the Budget Hearing**  
**Library Meeting Room/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 November 9, 2022
- V. Reports
  - CEO's report
  - Youth Services report
  - Statistics
  - Financial Reports
- VI. Acceptance of Expenditures
- VII. Strategic Plan
- VIII. Old Business
  - Staff 2022 Projects
- IX. New Business
  - Policy Review: Code of Service; Borrowing and Loan policy; Library Operations policy
  - Swearing in 2023 Board Officers
  - 2023 Holidays and Closures
  - CEO Compensation
  - 2022 Year-End Discussion
  - Other business
- X. Adjournment

Next Meeting: January 11, 2023

Zoom Meeting ID: 839 2023 5355  
Zoom Meeting Password: **507285**

## **Berthoud Community Library District**

### **Regular Board Meeting Minutes**

**Date: Wednesday November 9, 2022  
7:00 pm Hybrid Meeting**

**Call to Order:** Lorna Greene called the Meeting to Order at 7:10 pm

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

**Public Participation** - None

**Approval of the Board Minutes of October 12, 2023 - Motion 1122-01** made, seconded (by many) and carried to approve the Oct 12, 2022 Board minutes.

#### **Reports**

**CEO Report** – Amie Pilla presented the CEO report for October 2022

**Youth Services Report**- Christy Headrick submitted the Youth Services Report for October 2022

**Statistics** –Reviewed by the Board

**Financial Reports** –**Motion 1122-02** made, seconded and carried to accept the financial reports as submitted.

**Acceptance of Expenditures: Motion 1122-03** made, seconded and carried to accept expenditures as reported.

**Strategy Plan – Motion 1122-04** made, seconded and carried to approve the Plan as submitted. Amie Pilla will provide the Board with a one page summary.

**Policy Review: Motion 1122-05** made, seconded and carried to approve the Social Media Policy as submitted.

Amie Pilla will review The Code of Service, Borrowing and Loan, and Library Operations Policies and report any needed changes.

#### **Old Business**

**Staff 2022 Projects:** The Staff will be reviewing at the Marketing and Branding, Outreach events, and Print campaigns. Bella is working on redesigning the website.

**CEO Evaluations:** Julie Oelman reported on the feedback for Amie. It was all positive. There are a few suggestions for her which were passed on to her.

**Board Vacancies:** Lorna Greene will be ending her tenure at the end of the year. Karen Anderson will continue for another four years.

Kathy Mitchell and Melissa Robinson interviewed four applicants. They reported that all of the applicants had varied backgrounds, had good skills and enthusiasm for the Library. They chose Alyson Dratch to invite to join the Board. She has lived in Berthoud for a number of years, is a small business owner and a parent.

**Motion 1122-06** made, seconded and carried to invite Alyson to join the Board of Trustees. Once she has accepted the position, Amie Pilla will send her nomination to the Larimer County Commissioners and the Berthoud Town Council for official approval of her nomination.

**Board Officers:** Officers nominated for 2023: President: Julie Oelman, Vice President: Amanda Thorstensen, Secretary: Melissa Robinson **Motion 1122-07** made, seconded and carried to appoint the nominees as 2023 Board Officers.

### **New Business**

**Board Self Evaluation:** Amie Pilla will send the Self-Evaluation form to Board members. It should be completed and sent back to her by December 1.

**Wellness Leave: Pilot Program:** Employees can take four hours a quarter for any approved wellness project, class, or event. So far one quarter of the employees have used all of their allotment, one quarter have not used any and one half have used some.

**Motion 1122-08** made, seconded and carried to continue the program for another year.

**Lorna Greene adjourned the meeting at 8:18pm**

**Next Meeting December 7, 2022**

**Respectfully Submitted:** Melissa Robinson, Secretary

Berthoud Community Library District  
CEO Report  
November 2022

**Library Operations and Services**

*Personnel*

Sarah and Jennifer both picked up an additional 4 hours per week. We're going to do our best to stick with the current schedule through the end of the year, after which we'll reassess and decide if we need to hire someone to replace Jean.

*Classes/Services*

We gathered a handful of people to make paracord bracelets to send to military members and first responders through Operation Gratitude. Since we've had dozens of people participate in the past and only a few this year, we may not offer that event again in the future.

*Circulation/Collection*

Nothing to report.

*Building and Grounds*

We experienced a small roof leak as the snow was melting off the roof early in the month. Since the problem appears to be coming from an area where the HVAC ducts enter the building, our service providers from Blue Frog Roofing and A+ Heating and Air are going to meet on the roof and see if together they can figure out where the leak is originating.

Beth from Planning Solutions has been soliciting bids for both the furniture purchases and the contractor work needed for our interior upgrade. Due to timing and fulfillment constraints, the work will not be completed until after the first of the year.

*Technology*

Nothing to report.

*Policies and Procedures*

Nothing to report.

*Outreach and Publicity*

The County Clerk's office reported well over 5,000 ballots dropped off in the ballot box on our property. We had a steady stream of people driving through our back parking lot, particularly the Monday and Tuesday of the election.

The first grade classes from Ivy Stockwell walked over to visit us for a field trip on the 3<sup>rd</sup>. Most of those kids came with completed permission slips and got library cards that day.

### *Financial*

We received our updated 2023 property tax projections at the end of the month. Those adjusted numbers are included in the packet for the December 7 budget hearing.

### *Strategic Plan*

In order to help both staff and board members keep the strategic plan in mind while making decisions and operating the library, I have condensed the plan into a one-page “cheat sheet” for distribution at our December meeting. This will allow us to check our decisions against the plan and monitor our progress without having to continually read through a multi-page packet.

### **Meetings and Workshops**

Amie— Friends of the Library Meeting, November 2; Town Board Meeting, November 8; Marketing and Outreach Meeting, November 10; Berthoud Faith Coalition Meeting, November 14; Chamber Business After Hours, November 17; Chamber Executive Director Search Committee Meeting, November 21; Town Board Meeting, November 22

Bella— Marketing and Outreach Meeting, November 10

Jennifer—Friends of the Library Meeting, November 2

### **Grants and Gifts**

Nothing to report.

Respectfully submitted,

Amie Pilla

December 5, 2022

## Youth Services

### **Programs and services**

#### **Story times:**

Wednesday and Friday average attendance: 20. Low Sensory Storytime was not attended the month of November.

#### **Teen / tween programs:**

No hang time in November.

#### **Children's department:**

New toys are out.

#### **Displays:**

Thanksgiving books were up in November.

#### **Professional Development:**

Avoiding burnout webinar:

Don't wait until you break.

Components of burnout

- Relationship to work
- Overall health and wellness
- Beliefs and delusions about work
- Demands outside of work
- Support system
- Micro-aggression / isms at work

Questions to explore

- Do you feel like you have to do this job to be worthy?
- Do you feel valued at work?
- How free do you feel to communicate your ideas at work?
- Does your leadership look like you?
- Are you asked to take on other tasks not in the job description?
- How authentic can you be at work? How much do you conform to those around you?

Practicing boundaries

- Think about what to say in situations that have made you uncomfortable before.
- Think about your personal expectations and how you show up for work.
- Listen to your body and inner wisdom
- Practice boundary setting and negotiate
- Find community

First Spanish class Thursday November 10, 2022

- Pronunciation and practice
- Practice phrases
- Question and answers

**Berthoud Community Library District**  
**Balance Sheet**  
 As of November 14, 2022

	Nov 14, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Independent Bank Savings	329,696.11
Petty Cash	100.00
10000 · Independent Bank Checking	440,166.01
<b>Total Checking/Savings</b>	769,962.12
<b>Other Current Assets</b>	
Building Fund CD 1014	13,518.60
<b>Total Other Current Assets</b>	13,518.60
<b>Total Current Assets</b>	783,480.72
<b>Fixed Assets</b>	
Building	60,000.00
Remodel	156,261.30
<b>Total Fixed Assets</b>	216,261.30
<b>TOTAL ASSETS</b>	<b>999,742.02</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	-120.08
<b>Total Accounts Payable</b>	-120.08
<b>Other Current Liabilities</b>	
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
<b>Total 22000 · Payroll Liabilities</b>	1,947.92
<b>Total Other Current Liabilities</b>	1,947.92
<b>Total Current Liabilities</b>	1,827.84
<b>Total Liabilities</b>	1,827.84
<b>Equity</b>	
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	284,654.11
<b>Total Equity</b>	997,914.18
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>999,742.02</b>

**Berthoud Community Library District  
 Expenses by Vendor Summary  
 October 2022**

	<u>Oct 22</u>	
Aflac	349.22	
Bella Schramm	97.53	- Rebursement
Blue Frog	1,942.38	- Roof Repair
Canon Financial Services, Inc.	273.54	
Center Point Large Print	49.14	
Charles Schwab	749.26	
Christy Headrick	24.31	Rebursement
Colorado Library Consortium	4,333.23	- Courier & Software
Comcast	126.90	
Comcast - Busniess	311.25	
Demco - supplies	97.32	
EasyTrack Payroll	184.00	
Hay's Market	29.19	
Ingram	2,436.76	
Jennifer Miller	239.05	- Rebursement
McCrary and Sons LLC	168.53	
MetLife	129.36	
Midwest Tape	646.76	
Mountain View Commercial Cleaning	600.00	
ODP Business Solutions LLC	67.35	
PS Planning Solutions	1,350.00	- Space plan
Public Sector Health Care Group	2,194.47	
RCOM Computer Services	2,659.39	- Maintenance & Hardware
Seter & VanderWall, P. C.	123.33	
Special District Prop & Liability Pool	7,580.00	- Prop & Lib Insurance Renewal
Town of Berthoud - Water	123.78	
United Waste Systems	25.00	
Xcel Energy	526.08	
<b>TOTAL</b>	<b><u>27,437.13</u></b>	

## **Berthoud Community Library District**

### **Code of Service**

The Berthoud Community Library District (BCLD) will provide community members of all ages with accessible materials in a variety of formats in a clean, safe, organized environment staffed with courteous people.

BCLD will welcome all users, whether in person, on the phone, or online, in a gracious and impartial manner, without discrimination.

Staff will give precedence to prompt, helpful assistance to library users over completing internal assignments and communication. Staff will deliver assistance first to people physically present in the library, and those calling on the phone will be courteously asked to briefly wait for assistance.

BCLD will provide reliable and current information in a variety of formats.

(No suggested changes from staff, December 2022)

## LIBRARY OPERATIONS POLICY

### 1. Service Outlet and Hours

#### A. Service Outlet

The Berthoud Community Library District is a library district legally established under Colorado Library Law (CRS 24-90-1-1 et seq.) providing library service to residents of the town of Berthoud and its surrounding area. The library is located at the following address:

Berthoud Community Library District  
236 Welch Avenue / P.O. Box 1259  
Berthoud, CO 80513-2259  
Phone: (970) 532-2757  
FAX: (970) 532-4372  
Web Address: [www.berthoudcommunitylibrary.org](http://www.berthoudcommunitylibrary.org)

While other public libraries also operate in Larimer County, each is an independent unit. The libraries are not organized under any single administrative jurisdiction.

#### B. Hours

The Library Board will approve the hours of operation.

The Library Board will update and approve a calendar of holiday closings annually.

The library will post a schedule of library operating hours and holidays.

The library is open to the public each week on a daily schedule as follows:

Monday and Tuesday	10 a.m. - 8 p.m.
Wednesday, Thursday and through Friday-Friday	10 a.m. - 6 p.m.
Saturday	10 a.m. - 5 p.m. (closed noon to 1 p.m.)
Sunday	Closed

Curbside service from the library is available 10 a.m. to 5 p.m. Monday through Saturday.

These hours may vary in the event of a public health, weather, or other emergency.

## 2. Borrowing Privileges

A. Eligibility: Any resident of Colorado is eligible for a library card.

### B. Registration of borrowers

Applicants must present proof of identity and current address to obtain a library card. Any of the following is acceptable proof of identification and/or address. Two forms are acceptable if necessary to show current name and address:

- Driver's License;
- Pre-printed checks;
- Canceled mail;
- Current utility bill;
- Car registration;
- School record or ID;
- Any legal document showing name and address.

A parent or guardian must accept responsibility for children under the age of eighteen. Both the parent or guardian and the child must be present when registering for an account.

Library cards are issued at no charge.

BCLD cards expire every three (3) years.

Library cards are available for use immediately upon receipt.

Temporary library cards may be issued to people who are temporarily residing in Berthoud. Proof of temporary residency is not required. The library card will expire when the person plans to leave Berthoud. People requesting temporary cards must provide their permanent address and telephone number.

## 3. Responsibilities of Borrowers

Borrowers are responsible for:

- All materials borrowed on their library cards by themselves or others;
- The replacement cost of lost or damaged items or parts of items;
- Reporting lost or stolen library cards;

Parents or guardians are responsible for the use of cards by minors.

Borrowers may add other authorized users to their accounts, but this must be done in person.

Borrowers are required to have their library card or other identification with them to conduct library business.

Possession of a card is considered permission to use the card, unless the card has been reported to the library as lost or stolen.

Berthoud cardholders who use Colorado Library Card privileges at other Colorado libraries must follow the rules of those libraries.

## BORROWING AND LOAN POLICY

This policy ensures fair access to information for all users and accurate tracking of library materials. The Library CEO or staff member in charge can use judgment when enforcing policy.

### 1. Loan Periods

- a. Most library materials are loaned for a three (3) week period. ~~Other libraries in the Aspenat consortium may specify different loan periods.~~ State Park Passes are loaned for a one (1) week period.

Non-lending materials (in-library use only)

1. newspapers
  2. toys and puzzles
  3. pop-up books
- b. Limits on lending
    1. DVDs—15 or fewer
    - ~~2. Curiosity Kits—one at a time~~
    - ~~3-2.~~Board Games—one at a time
- c. Renewals. Materials may be renewed by telephone or online according to the following guidelines:

1. Books	2 renewals
2. Audio Books	2 renewals
3. CDs	2 renewals
4. DVDs	1 renewal
5. Periodicals	no renewals
6. Inter-library loans	no renewals
<del>7. Curiosity Kits</del>	<del>no renewals</del>
<del>8-7.</del> Board games	no renewals
<del>9-8.</del> State Park Passes	no renewals

Materials that are on reserve for other borrowers may not be renewed.

### 2. Returns/Overdue

- a. Library materials will not be due on days the library is closed, but will be due on the next day the library is open.
- b. Library materials may be returned to the library book drop except for ~~Curiosity Kits~~, board games, and State Park Passes, which must be returned to the front desk. The outdoor book drop is open 24 hours a day.

- c. Items returned in the book drop after the library is closed are considered returned that day.
- d. Berthoud Community Library District (BCLD) does not charge overdue fines for any materials.
- e. Users receive email notification of overdue items after two weeks, and borrowing privileges are suspended 6 weeks after the due date until materials are returned or paid for if lost.
- f. The electronic bill accessed through the borrower's library account contains the replacement cost and processing fee. If the cost is not in the catalog record, a default cost applies (see Fees this section).
- g. Replacement items may be accepted only at the discretion of the Library CEO or Youth Services Librarian.
- h. Borrowing privileges are suspended when fees reach \$10.00. Users must pay all charges in full before borrowing privileges are reinstated.

3. Lost or Damaged Items

- a. Users are responsible for the replacement fee if an item has been lost or has been damaged beyond repair.
- b. The replacement cost will be refunded to the user for lost items that have been subsequently found and returned. Items must be returned within three (3) months in order to be eligible for refund. Lost ILL items are covered under ILL policy.
- c. If part of an item is lost, the user will be charged the cost of replacement if the part can be replaced. If the part cannot be replaced, the user will be charged the cost of the entire item.

4. Fees

<u>Item</u>	<u>Default price</u>
1. Adult Book/hardcover	\$15.00
2. Children Book/hardcover	\$10.00
<del>3.</del> Book/paperback	\$7.00
<del>3-4.</del> Book donated by the author	<del>\$10.00</del>
<del>4-5.</del> CD	\$10.00/disc
<del>5-6.</del> DVD	\$15.00
<del>6-7.</del> DVD sleeve	\$5.00/each
<del>7-8.</del> Magazine	\$4.00
<del>8-9.</del> Computer printing	\$ .20/page
<del>9-10.</del> B&W photocopies (1 <sup>st</sup> 10 free)	\$ .20/page
<del>10-11.</del> Color photocopies (1 <sup>st</sup> 5 free)	\$ .50/page

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<del>11.12.</del> 12. Student (school) or tax copies	\$ .10/page
<del>12.13.</del> 13. Notary	\$5.00 per signature

## 5. Reserves

- a. Reserves may be placed on any lending item except ~~Curiosity Kits~~, board games, and State Park Passes.
- b. Reserves may be placed in person, by telephone, or online.
- c. There is no charge for reserves.
- d. A borrower may place up to 100 reserves.
- e. Users will be notified by telephone or email when the reserved item is available.
- f. Reserved items will be held for one week from the date of notification.
- g. Items that are on reserve may not be renewed.
- h. A borrower may not place a reserve on an item currently on loan to that borrower or on two copies of the same item.

## 6. Interlibrary Loan Service

BCLD provides interlibrary loan services in accordance with the Colorado Interlibrary Loan Policy (see Appendix C).

### 1. Borrowing Policy

- a. All types of materials may be requested through interlibrary loan. Decision to fill the request is left to the discretion of the lending library.
- b. BCLD does not charge for interlibrary loan materials lent out.
- c. If a lending library charges for loaning an item, this charge is passed on to the user.
- d. If a lending library charges for photocopies of journal articles, this charge is passed on to the user.
- e. Loan periods follow BCLD policies, unless the lending library stipulates a different loan period.
- f. Interlibrary loan items may not be renewed.
- g. Borrowers are responsible for lost items. Charges are based on fees charged by the loaning library.

### 2. Lending policies

- a. BCLD loans all lending books and AV material.
- b. BCLD provides photocopies of magazine articles.
- c. Items are loaned for three weeks. Items may not be renewed.
- d. BCLD accepts interlibrary loan requests.
- e. Interlibrary loan items are shipped via the state courier service.

## 2023 Library Closures

\*Monday, January 2, 2023—New Years Day observed

Thursday, April 20—Staff Development Day

\*Monday, May 29—Memorial Day

\*Tuesday, July 4—Independence Day

\*Monday, September 4—Labor Day

Thursday, October 12—CAL Conference

\*Saturday, November 11—Veterans Day

\*\*Thursday and Friday, November 23 and 24—Thanksgiving

\*\*Saturday and Monday, December 23 and 25—Christmas

(\*Monday, January 1, 2024—New Years Day)

\* Denotes paid holiday

## **2023 Board Meeting Schedule**

Wednesday, January 11, 2023

Wednesday, February 8, 2023

Wednesday, March 8, 2023

Wednesday, April 12, 2023

Wednesday, May 11, 2023

Wednesday, June 14, 2023

Wednesday, July 12, 2023

Wednesday, August 9, 2023

Wednesday, September 13, 2023

Wednesday, October 11, 2023

Wednesday, November 8, 2023

Wednesday, December 6, 2023