

**AGENDA**  
**Berthoud Community Library District**  
**Regular Board Meeting**  
**Wednesday, May 10, 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 April 12, 2023
  - Reports
    - CEO's report
    - Youth Services report
    - Statistics
    - Financial report
  - Acceptance of Expenditures
- V. Policy Review
  - Review: Whistleblower
  - Employee Handbook
  - Assign: Financial
- VI. Old Business
  - Total Compensation
- VII. New Business
  - Other business
- VIII. Adjournment

Next Meeting: June 14, 2023

## **Berthoud Community Library District**

### **Regular Board Meeting Minutes**

**Date: Wednesday April 12, 2023**

**7:00 pm**

**236 Welch Ave, Berthoud, CO**

**Call to Order:** Amanda Thorstensen (VP) called the meeting to order at 7:02 pm

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

**Public Participation** - Staff Members: Diane Trojahn, Kelly Brazzil, Jennifer Miller

#### **Consent Agenda:**

**Motion 0423-01** – Made, seconded and unanimously carried to accept and approve: Board Minutes, CEO Report, Youth Services Reports, Statistics, Financial Reports and Expenditures.

**Board Training:** The Board discussed the training documents regarding Library District Financials and Policy Development.

**Policy Review: Motion 0423-02** made, seconded and carried to accept the Collection Development Policy as amended.

Whistle Blower Policy: Amanda Thorstensen and Karen Anderson will review and submit with any suggested changes.

#### **Old Business:**

**Facilities Update: Most** of the work has been completed. The furniture will arrive on Thursday April 20.

**Technology Update:** Most of the new computers have been installed. A few are still to come. Phone lines now working.

**Cyber Security Insurance:** A new insurance provider needs to be found.

**Total Compensation Audit:** Amie Pilla reviewed the results of the staff's Total Compensation survey.

#### **New Business:**

**Annual Report:** The Board will receive an executive summary of the report.

**Staff Professional Development: Motion 0423-03** made, seconded and carried to permit the purchase of passes (totaling \$1950) for two staff members to attend one year of Employers Council trainings.

**Library Board Application Document:** Amanda Thorstensen and Alyson Dratch will review and make suggestions by the July Board Meeting.

**Other Business:** Board Members were invited to order clothing with the Library Logo.  
May 25 – All day workshop for staff. Board Members invited to attend.

Amanda Thorstensen adjourned the meeting at 9:05 pm

Next Meeting: May 10, 2023

Respectfully Submitted: Melissa Robinson, Secretary.

Berthoud Community Library District  
CEO Report  
April 2023

**Library Operations and Services**

*Personnel*

Our annual Staff Development Day took place on April 20. We reviewed our emergency procedures, and the Berthoud Fire Protection District sent two firefighters over to talk through how to handle medical emergencies, a building fire, or other emergencies in our facility. Amy Hocking provided Stop the Bleed training for us. We also spent time reviewing our procedures and policies, particularly regarding things that have changed or need to change due to the facility renovation and our new workflow.

*Classes/Services*

The library was again a pickup site for tax forms. Even though the majority of people are filing their taxes online, we still give away a couple hundred tax forms every year.

A number of outside groups have started making use of our community room again, including the Berthoud Area Chamber, the Berthoud Faith Coalition, and a group of homeschoolers and their parents preparing for their science fair. Both the meeting participants and library staff are glad that we now have a staff break room and don't have to use our microwave or refrigerator in the same space as those meetings.

*Circulation/Collection*

With the addition of the top caps to our shelving, we now have more display space than we used to have. The board games are back out and available for checkout. You can find them on top of the shelves in the adult area.

*Building and Grounds*

Our new front desk and the top caps for our shelving were installed on April 20. Our renovation final inspection took place on April 26. With the exception of a few minor details and furniture placement, our renovation project is complete.

*Technology*

All eight of our new public computers are installed and running well. Many of our computers users have told us that they appreciate both the new layout and the size of the monitors of the new machines.

*Policies and Procedures*

Nothing to report.

*Outreach and Publicity*

I was able to record several podcast episodes over the course of the month with guests from various local organizations. We'll stagger the release of those episodes, but watch for conversations with the Larimer County Sheriff's Office, the Larimer County Office on Aging, the Town Forester, and others.

### *Financial*

We received a large donation from the Friends of the Library to cover the costs of some post-remodel purchases, including desk pads, a second DVD display for the kids' area, and the acoustic felt for the meeting room. We appreciate that the Friends kept funds available for those items we didn't know we'd need until the remodel was completed.

### *Strategic Plan*

Library staff members have personalized training and learning opportunities for the year. No two staff members will be attending all of the same classes or trainings. Instead, staff members will be completing a variety of online technology classes, professional certification courses, or attending conferences. We expect these learning opportunities will have a positive impact on both our Operations Strategy as it relates to personnel management and on our Innovation Strategy as it relates to leadership within the library industry.

### **Meetings and Workshops**

All—Staff Development Day, April 20 (Christy absent, vacation)

Amie— Friends of the Library Meeting, April 5; Berthoud Faith Coalition Meeting, April 10; Berthoud Chamber Nonprofits Meeting, April 18; Friends of the Library Meeting, April 19; Chamber Business After Hours, April 27

Bella— National Ayurvedic Medical Conference, April 27 through 30; Online trainings: 4 Secret Ways To Maximize Views & Engagement for Your Library; Top 7 Web Design Mistakes; Modern Web Design in Wix; Top 5 Tips for WIX; Custom Lottie Animation on Scroll

Diane— Library Board Meeting, April 12; Koha (circulation software) Users Group Meeting, April 18; State Resource Sharing Conference, April 26 and 27; Summer Reads webinar

Jennifer— Friends of the Library Meeting, April 5; Library Board Meeting, April 12; Friends of the Library Meeting, April 19

Kelly— Library Board Meeting, April 12; three classes for PMP certification, Measurement of Project Deliverables, Introduction to Project Costs Management, and Motivating and Leading the Team Project

### **Grants and Gifts**

\$6,249.34—Friends of the Library post-remodel purchase reimbursement

Respectfully submitted,  
Amie Pilla  
May 4, 2023

## **April report to the board**

April 13<sup>th</sup> **Tinker Tots** "Balloons" 2 classes 14 participants

I was sick last month when this class was scheduled to meet. The afternoon class had fewer participants, but they enjoyed it and signed up for the May 11th class on magnets. We will take a class break over the summer as I will be running teen programs each Thursday in June and July.

**Storytime** attendance is high both Wednesday and Friday mornings. Leslie has been absent due to illness. Thanks to the staff members that filled in storytimes while I was on vacation this month.

**Children's area** New toys have been put out in the children's area including a sweep / mop set and new pretend food.

**Remodel** With my desk in a new space my sight line has improved. I am checking out more people at my desk because of the move as well.

**Berthoud Community Library**  
**Statistics April 2023**

| Statistics                   | Apr-22 | Apr-23 | %       | YTD   | YTD   | %       |
|------------------------------|--------|--------|---------|-------|-------|---------|
|                              |        |        | change  | 2022  | 2023  | change  |
| <b>Circulation</b>           |        |        |         |       |       |         |
| Circulation                  | 3871   | 3762   | -3%     | 15348 | 16417 | 7%      |
| Reference Questions          |        |        |         | 44400 | 0     | -100%   |
| Program attendance           | 226    | 299    | 32%     | 889   | 1389  | 56%     |
| People counter               | 2789   | 3093   | 11%     | 11180 | 10810 | -3%     |
| 3M Ebooks                    | 243    |        | -100%   | 884   | 831   | -6%     |
| Over Drive                   | 169    | 405    | 140%    | 216   | 1183  | 448%    |
| <b>Interlibrary Loans</b>    |        |        |         |       |       |         |
| Number of items borrowed     | 2      | 15     | 650%    | 28    | 36    | 29%     |
| Number of items loaned       | 0      | 0      | #DIV/0! | 0     | 0     | #DIV/0! |
| <b>ASPENCAT</b>              |        |        |         |       |       |         |
| Number of items borrowed     | 496    | 711    | 43%     | 2125  | 2939  | 38%     |
| Number of items loaned       | 253    | 324    | 28%     | 1077  | 1316  | 22%     |
| <b>Registered Patrons</b>    |        |        |         |       |       |         |
| New cards                    | 47     | 49     | 4%      | 240   | 214   | -11%    |
| Total number of card holders | 9165   | 9929   | 8%      | 9165  | 9929  | 8%      |
| Residents                    | 7605   | 8247   | 8%      | 7605  | 8247  | 8%      |
| Non-Residents                | 1560   | 1682   | 8%      | 1560  | 1682  | 8%      |
| <b>Collection</b>            |        |        |         |       |       |         |
| Materials added              | 153    | 179    | 17%     | 624   | 817   | 31%     |
| Materials withdrawn          | 399    | 6      | -98%    | 1616  | 605   | -63%    |
| Total materials owned        | 24002  | 25574  | 7%      | 24002 | 25574 | 7%      |
| <b>Technology</b>            |        |        |         |       |       |         |
| Computer use                 | 201    | 207    | 3%      | 875   | 569   | -35%    |
| Web usage                    | 4130   | 4200   | 2%      | 12630 | 14946 | 18%     |
| Tech Coaching                | 176    | 178    | 1%      | 686   | 623   | -9%     |
| Volunteer hours worked       | 0      | 10     | #DIV/0! | 0     | 40    | #DIV/0! |

**Berthoud Community Library District**  
**Balance Sheet**  
 As of April 11, 2023

|  | Apr 11, 23          |
|--|---------------------|
| <b>ASSETS</b>                            |                     |
| <b>Current Assets</b>                    |                     |
| <b>Checking/Savings</b>                  |                     |
| Independent Bank Savings                 | 329,865.59          |
| Petty Cash                               | 100.00              |
| 10000 · Independent Bank Checking        | 455,454.79          |
| <b>Total Checking/Savings</b>            | 785,420.38          |
| <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>              | 798,938.98          |
| <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>1,015,200.28</b> |
| <b>LIABILITIES &amp; EQUITY</b>          |                     |
| <b>Liabilities</b>                       |                     |
| <b>Current Liabilities</b>               |                     |
| Accounts Payable                         |                     |
| 20000 · Accounts Payable                 | -47.68              |
| <b>Total Accounts Payable</b>            | -47.68              |
| <b>Other Current Liabilities</b>         |                     |
| 22000 · Payroll Liabilities              |                     |
| 22100 · CO Income Tax                    | 720.00              |
| 22200 · CO Unemployment Tax              | 36.46               |
| 22300 · Federal Taxes (941)              | 4,798.86            |
| 22400 · Federal Unemployment (940)       | 69.64               |
| <b>Total 22000 · Payroll Liabilities</b> | 5,624.96            |
| 22001 · Payroll Clearing                 | 8,699.74            |
| <b>Total Other Current Liabilities</b>   | 14,324.70           |
| <b>Total Current Liabilities</b>         | 14,277.02           |
| <b>Total Liabilities</b>                 | 14,277.02           |
| <b>Equity</b>                            |                     |
| Building Fund Reserve                    | 13,107.90           |
| Literacy Fund Reserve                    | 12,806.56           |
| TABOR Reserve                            | 30,000.00           |
| 32000 · *Fund Balance Unreserved         | 840,447.77          |
| Net Income                               | 104,561.03          |
| <b>Total Equity</b>                      | 1,000,923.26        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>    | <b>1,015,200.28</b> |



## Berthoud Community Library District Expenses by Vendor Summary March 2023

|                                   | Mar 23           |                     |
|-----------------------------------|------------------|---------------------|
| A+ Heating & A/C                  | 120.00           |                     |
| Aflac                             | 349.22           |                     |
| Ann Lincoln                       | 250.00           |                     |
| Blind Solutions of Colorado       | 1,500.00         | - Remodel           |
| BRODART CO.                       | 168.00           |                     |
| Cardmember Services               | 3,573.49         |                     |
| Center Point Large Print          | 49.14            |                     |
| Charles Schwab                    | 900.19           |                     |
| Christy Headrick                  | 250.01           |                     |
| Colorado Association of Libraries | 150.00           |                     |
| Colorado Library Consortium       | 2,023.50         | - ILS Renewal       |
| Comcast                           | 400.70           | } 2 months paid     |
| Comcast - Busniess                | 625.20           |                     |
| Demco - supplies                  | 1,368.11         | - Remodel           |
| Denise Gard                       | 325.00           |                     |
| EasyTrack Payroll                 | 176.00           |                     |
| Ft. Collins Circus Center         | 325.00           |                     |
| Glass Doctor - Fort Collins       | 1,543.26         | - Repairs           |
| Ingram                            | 2,636.77         |                     |
| Lone Cone Library                 | 17.00            |                     |
| McCrary and Sons LLC              | 1,897.35         |                     |
| MetLife                           | 129.36           |                     |
| Midwest Tape                      | 1,072.64         |                     |
| Mountain View Commercial Cleaning | 600.00           |                     |
| Nuwav Information Systems         | 255.00           |                     |
| Public Sector Health Care Group   | 2,260.11         |                     |
| RCOM Computer Services            | 20,284.20        | - Hardware          |
| Reference Construction, Inc.      | 34,991.11        | - Remodel           |
| Science Matters in America        | 305.00           |                     |
| Talewise                          | 375.00           | } Summer Program    |
| Two By Two Petting Zoo            | 525.00           | } Learning Program  |
| United Waste Systems              | 40.00            |                     |
| USPS                              | 398.00           | - 70 Box Renewal    |
| Workspace Innovations Services    | 6,092.50         | - Remodel           |
| WT Cox Information Services       | 791.50           | - Magazine Renewals |
| Xcel Energy                       | 1,184.79         |                     |
| <b>TOTAL</b>                      | <b>87,952.15</b> |                     |

# Payroll Summary

33937: Berthoud Community Library District

Page 1 of 2

From: 3/1/2023 To: 3/31/2023

Location: All Department: All Position: All



Number of employees paid during the selected period: 7

| Pay Type | Hours/Units     | Pay Amount         |
|----------|-----------------|--------------------|
| Salary   | 231.000         | 12780.27           |
| Regular  | 969.250         | 22202.78           |
| Vacation | 44.000          | 1269.41            |
| Sick     | 29.000          | 744.65             |
|          | <b>1273.250</b> | <b>\$36,997.11</b> |

| Employee Taxes     | Subject Wages | Tax Amount        |
|--------------------|---------------|-------------------|
| Social Security    | \$36,478.77   | \$2,261.69        |
| Federal Income Tax | \$36,478.77   | \$4,439.48        |
| Medicare           | \$36,478.77   | \$528.97          |
| Colorado State Tax | \$36,478.77   | \$1,463.00        |
|                    |               | <b>\$8,693.14</b> |

| Deduction            | Deduction Amount |
|----------------------|------------------|
| AflacAccTaxable      | \$11.88          |
| AFLAC STD Post-Tax   | \$91.80          |
| Dental/Vision        | \$98.19          |
| Aflac Cancer Pre-tax | \$139.89         |
| AflacAccPre-tax      | \$73.44          |
| Aflax Hosp Pre-tax   | \$93.06          |
| Aflac SpEvt Pre-tax  | \$113.76         |
|                      | <b>\$622.02</b>  |

| Employer Taxes                  | Subject Wages | Tax Amount        |
|---------------------------------|---------------|-------------------|
| Employer Social Security Tax    | \$36,478.77   | \$2,261.69        |
| Federal Unemployment Tax        | \$8,334.52    | \$50.02           |
| Employer Medicare Tax           | \$36,478.77   | \$528.97          |
| Colorado State Unemployment Tax | \$36,478.77   | \$72.97           |
|                                 |               | <b>\$2,913.65</b> |

| Employee Benefit | Benefit Amount |
|------------------|----------------|
|                  | \$0.00         |

# Payroll Summary (Continued)

33937: Berthoud Community Library District

Page 2 of 2

From: 3/1/2023 To: 3/31/2023

Location: All Department: All Position: All



|                              |                      |                       |                       |                            |
|------------------------------|----------------------|-----------------------|-----------------------|----------------------------|
| Payroll Totals = \$39,910.76 | Gross = \$36,997.11  | Benefits = \$0.00     | Deductions = \$622.02 | Total Net = \$27,681.95    |
| Total Taxes = \$11,606.79    | 941 Taxes = 10020.80 | EE Taxes = \$8,693.14 | ER Taxes = \$2,913.65 | Chk = \$0.00 DD = 27681.95 |

## WHISTLEBLOWER POLICY

The Berthoud Community Library District (BCLD) is committed to upholding the highest standards of professional conduct through open communication. Accordingly, all trustees, employees and volunteers (Stakeholders) are required to comply with applicable federal, state and local laws, and must faithfully implement and adhere to BCLD's own policies in conducting their duties and responsibilities.

**Reporting Responsibility:** This policy is intended to encourage and enable Stakeholders to raise serious concerns internally so that BCLD can address and correct inappropriate conduct and actions. It is the responsibility of all Stakeholders to report concerns about violations of the BCLD's policies or suspected violations of law that govern BCLD operations.

**Protection Against Retaliation:** It is contrary to the values of BCLD for anyone to retaliate against any Stakeholder who in good faith reports an ethics violation, or a suspected violation of law. Any Stakeholder who reports known or suspected violation(s) in good faith and has reasonable grounds for reporting shall not suffer intimidation, harassment, discrimination or other retaliation or, in the case of an employee, adverse employment action.

**Reporting Procedures:** BCLD has an Open Door policy, outlining Stakeholder responsibility to discuss work concerns frankly and professionally through the chain of command. However, Stakeholders who reasonably believe that some activity of BCLD is in violation of its ethics, policies or applicable law, are required to file that complaint in writing on the Whistleblower Reporting Form (see Appendix) directly with BCLD's Compliance Officer.

**Compliance Officer:** BCLD's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Board President acts as the Compliance Officer. Should the Board President be the subject of the complaint, then the remaining members of the board shall appoint another trustee to perform the Compliance Officer's role regarding the allegations. The Compliance Officer will advise the Library CEO and the Board of Trustees of all complaints and their resolution, during an Executive session of the Board.

**Confidentiality:** Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations:** BCLD's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the violation report. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Adopted 12/9/2020