

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, February 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 January 11, 2023
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- V. Board Training: Getting to Know the Collection
- VI. Policy Review
 - Review: Emergency; Emergency Closing
 - Assign: Volunteer
- VII. Old Business
 - Building Plans
 - 2023 Projects and Goals
- VIII. New Business
 - 2023 CEO Goals
 - Other business
 - CLiC Virtual Conference attendance
- IX. Adjournment

Next Meeting: March 8, 2023

Berthoud Community Library District

Regular Board Meeting Minutes **Date: Wednesday January 12, 2022** **7:00 pm** **236 Welch Ave, Berthoud, CO**

Call to Order: Julie Oelman called the meeting to order at 7:08 pm

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

Public Participation - None

Oaths of Office: Alyson Dratch and Karen Anderson took the oath of office.

Approval of minutes and reports:

Motion 0123-01 – Made, seconded and unanimously carried to consolidate Board Minutes, CEO and Youth Services Reports, Statistics, Financial Reports and Expenditures as one motion henceforth.

Motion 0123-02 made, seconded and carried to approve all reports as submitted.

Board Training: Amie Pilla submitted the Board Responsibility responsibilities, the state laws and statutes.

Old Business: It was decided that goal setting for the year should begin in October of current year and be submitted in October of the following year. This year (2022) goal setting will begin in February 2023 and be submitted in October 2023.

New Business:

Annual Administrative Resolution: **Motion 0123-03** made, seconded and carried to accept the Resolution as amended.

Policy Reviews: Emergency, Emergency Closing – Bob Latchaw and Kathy Mitchell will review the policy and report at the February Meeting. Other Policies to be reviewed this year include:

Volunteer Policy, Collection Management, Whistle Blower Policy, Financial Policy, and Youth Services Policy.

Board Training schedule and Topics: Included in the Master Calendar

Building Plans: The furniture has been ordered. Remodel will take place when the Permits have been issued.

2023 Projects and Goals: A Master Calendar will list all the tasks, meeting dates, library closings and programs.

Other Business:

It was decided that by a rotating schedule Board Members should attend Berthoud Town Meetings. Amanda Thorstensen will design a sign-up form and distribute it to Board Members.

Making the Library more visible and more available was discussed – signage, programs for seniors and more interaction with the public. Also, looking into the interest in having home delivery of Library materials and how that would happen.

Julie Oelman adjourned the meeting at 9:12 pm

Next Meeting: February 8, 2023

Respectfully Submitted: Melissa Robinson, Secretary.

Berthoud Community Library District
CEO Report
January 2023

Library Operations and Services

Personnel

Over the last several years we have opted to implement any staff raises at the beginning of the budget year instead of on individual staff members' work anniversaries. All staff received a raise on January 2, 2023, which was the first day of the first full pay period of the year.

Classes/Services

Our final student enrolled in the Career Online High School (COHS) program has graduated. COHS is a program that allows public libraries to give scholarships for adult students to complete their high school classes and receive a high school diploma instead of a GED. Since the state has now launched a similar program, we will not purchase any additional scholarships. We enrolled a total of nine students, seven of whom completed the program and received their high school diplomas.

Circulation/Collection

Nothing to report.

Building and Grounds

The broken window pane has been replaced, but the technician accidentally ordered glass that is tinted differently from the rest of the windows in the building. They have placed an order for matching panes, and we'll see a second replacement when the new glass arrives.

Beth with Planning Solutions continues to coordinate our interior remodel, and various subcontractors have come through the building to take measurements and give estimates for things like painting, moving books and shelving, and even uninstalling and reinstalling the window blinds. We're ready to remodel as soon as the contractors' schedules come together.

Technology

We've been experiencing issues with the printer in the staff office for several months, and various technicians from Canon have attempted to fix it. The most recent technician determined that there is a broken clip that is supposed to hold the paper tray in place. All the repair visits and parts are included in our copier lease, so while this has an impact on staff workflow it does not have an impact on the budget.

Policies and Procedures

Nothing to report.

Outreach and Publicity

Becca from Republic Services recorded a podcast episode with me about recycling myths and best practices. Fifteen people listened to it in the first hour and a half that it was available, and the episode has been averaging at least one listen every day since.

Financial

Jennifer and I made sure that any payments made in January were assigned to the correct budget year. Our 2022 books are officially closed and ready for the audit firm to review.

Strategic Plan

Sarah and Jennifer are continuing to work with the staff at A Little Help to determine the interest in home delivery for library items. So far there seem to be more people willing to volunteer to deliver items than people interested in having items delivered.

Meetings and Workshops

Amie— Berthoud Chamber meeting, January 6; Colorado Public Library Directors meeting, January 10; CAL Futurist Interest Group meeting, January 11; Community Conversations webinar, January 12; Facility meeting with Beth from Planning Solutions, January 17; Front Range Public Library Directors meeting, January 20; Town Board meeting, January 24; Technology meeting with Rick and Ben from RCom, January 25; Community Conversations webinar, January 26; Chamber Business After Hours, January 26

Jennifer— Friends of the Library meeting, January 4; Technology meeting with Rick and Ben from RCom, January 25

Kelly— Emotional Intelligence for Improved Teamwork, online course for renewing her Project Management Certification

Grants and Gifts

Nothing to report.

Respectfully submitted,
Amie Pilla
February 6, 2023

Youth Services

Programs and services

Story times:

January story times had an average of 19 attendees. Leslie and Shelby have been back most Fridays.

Teen / tween programs:

Construct and Concoct is the new title for the events aimed at this age group. January 19, 2023 our "Nailed It: Cupcake edition" brought in 7 participants.

Children's department:

When we move furniture next month, it may behoove us to go through the children's kitchen toys and just bring back the best.

Displays:

Valentine's and love books are on display.

Professional Development:

Zoom call for "Dirty Teaching". The author of the book by the same title talked about some activities teachers can do outside with their classes. I am inspired to create more outdoor events and activities.

Children's events:

Tinker Tots: This is a new class, offered once a month for children 3-6 years of age and their grown-ups. January's class had 23 people participate.

CERTIFICATE OF COMPLETION

Dirty Teaching: A Beginners Guide to Learning Outdoors

January, 24th 2023 • 60 Minutes

PRESENTED TO

Christy Headrick



Berthoud Community Library District
Balance Sheet
As of December 31, 2022

| | <u>Dec 31, 22</u> |
|---------------------------------------|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Independent Bank Savings | 329,701.62 |
| Petty Cash | 100.00 |
| 10000 · Independent Bank Checking | 337,987.97 |
| Total Checking/Savings | <u>667,789.59</u> |
| Other Current Assets | |
| Building Fund CD 1014 | 13,518.60 |
| Total Other Current Assets | <u>13,518.60</u> |
| Total Current Assets | 681,308.19 |
| Fixed Assets | |
| Building | 60,000.00 |
| Remodel | 156,261.30 |
| Total Fixed Assets | <u>216,261.30</u> |
| TOTAL ASSETS | <u>897,569.49</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | -120.08 |
| Total Accounts Payable | <u>-120.08</u> |
| 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 | <u>1,947.92</u> |
| Total Other Current Liabilities | <u>1,947.92</u> |
| Total Current Liabilities | <u>1,827.84</u> |
| Total Liabilities | 1,827.84 |
| Equity | |
| Building Fund Reserve | 13,107.90 |
| Literacy Fund Reserve | 12,806.56 |
| TABOR Reserve | 30,000.00 |
| 32000 · *Fund Balance Unreserved | 657,345.61 |
| Net Income | 182,481.58 |
| Total Equity | <u>895,741.65</u> |
| TOTAL LIABILITIES & EQUITY | <u>897,569.49</u> |

Berthoud Community Library District Expenses by Vendor Summary

December 2022

| | Dec 22 | |
|-------------------------------------|------------------|--------------------------------|
| Aflac | 349.22 | |
| Berthoud Chamber | 125.00 | |
| Berthoud Fire Protection District | 1,000.00 | - Plan & Review Inspection Fee |
| Berthoud Weekly Surveyor | 79.88 | |
| Blue Frog | 561.56 | - Repair leak, roof |
| Cardmember Services | 5,297.07 | |
| Center Point Large Print | 49.14 | |
| Charles Schwab | 749.26 | |
| Comcast | 126.90 | |
| Comcast - Busniess | 311.25 | |
| Demco - supplies | 270.44 | |
| Diamond Lake Books | 745.25 | |
| EasyTrack Payroll | 184.00 | |
| Hay's Market | 40.83 | |
| Ignacio Community Library | 24.95 | - Lost Book Fee |
| Ingram | 1,546.06 | |
| Jennifer Miller | 111.91 | - Reimbursement |
| Johnson Controls Security Solutions | 643.96 | |
| Limon Memorial Public Library | 10.00 | - Lost Book fee |
| McCrary and Sons LLC | 1,515.00 | - Landscaper & snow removal |
| MetLife | 129.36 | |
| Midwest Tape | 679.76 | |
| Mountain View Commercial Cleaning | 1,316.19 | Nov & Dec & Supplies |
| ODP Business Solutions LLC | 60.29 | |
| Petty Cash | 42.38 | |
| Public Sector Health Care Group | 2,194.47 | |
| RCOM Computer Services | 1,857.00 | - Nov & Dec & Ring Install |
| Safeguard | 48.47 | |
| Shelf Image Inc. | 39,404.70 | - Furniture |
| Special District Association | 814.91 | - 2023 membership |
| Town of Berthoud - Water | 104.34 | |
| United Waste Systems | 40.00 | |
| Value Line Publishing LLC | 2,545.00 | - 2023 Renewal |
| Xcel Energy | 1,405.86 | |
| TOTAL | 64,384.41 | |

Payroll Summary

33937: Berthoud Community Library District

Page 1 of 2

From: 12/1/2022 To: 12/31/2022

Location: All Department: All Position: All



Number of employees paid during the selected period: 7

| Pay Type | Hours/Units | Pay Amount |
|----------|-------------|-------------|
| Salary | 92.750 | 4191.60 |
| Regular | 520.500 | 11384.59 |
| Vacation | 85.000 | 2888.73 |
| Sick | 59.250 | 1562.97 |
| Holiday | 80.000 | 2155.99 |
| | 837.500 | \$22,183.88 |

| Employee Taxes | Subject Wages | Tax Amount |
|--------------------|---------------|------------|
| Social Security | \$21,838.32 | \$1,353.97 |
| Federal Income Tax | \$21,838.32 | \$2,584.53 |
| Medicare | \$21,838.32 | \$316.66 |
| Colorado State Tax | \$21,838.32 | \$909.00 |
| | | \$5,164.16 |

| Deduction | Deduction Amount |
|----------------------|------------------|
| AflacAccTaxable | \$7.92 |
| AFLAC STD Post-Tax | \$61.20 |
| Dental/Vision | \$65.46 |
| Aflac Cancer Pre-tax | \$93.26 |
| AflacAccPre-tax | \$48.96 |
| Aflac Hosp Pre-tax | \$62.04 |
| Aflac SpEvt Pre-tax | \$75.84 |
| | \$414.68 |

| Employer Taxes | Subject Wages | Tax Amount |
|---------------------------------|---------------|------------|
| Employer Social Security Tax | \$21,838.32 | \$1,353.97 |
| Employer Medicare Tax | \$21,838.32 | \$316.66 |
| Colorado State Unemployment Tax | \$21,838.32 | \$43.68 |
| | | \$1,714.31 |

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

Payroll Summary (Continued)

33937: Berthoud Community Library District

Page 2 of 2

From: 12/1/2022 To: 12/31/2022

Location: All Department: All Position: All



| | | | | |
|------------------------------|---------------------|-----------------------|-----------------------|----------------------------|
| Payroll Totals = \$23,898.19 | Gross = \$22,183.88 | Benefits = \$0.00 | Deductions = \$414.68 | Total Net = \$16,605.04 |
| Total Taxes = \$6,878.47 | 941 Taxes = 5925.79 | EE Taxes = \$5,164.16 | ER Taxes = \$1,714.31 | Chk = \$0.00 DD = 16605.04 |

EMERGENCY POLICY

The Berthoud Community Library District is committed to a safe, healthful and productive workplace for all employees and users. Procedures are in place to prevent and respond to workplace emergencies.

Preserving life and health are the main priorities in the Emergency Plan. Protecting property is secondary.

Library staff will review the emergency procedures outlined in the Emergency Plan in the Procedures Manual at least twice a year. When appropriate training is offered, such as First Aid, CPR, or Fire Extinguisher training, library staff will participate.

Further information is included in the Emergency Plan in the Procedures Manual.

Revised 6/8/16
Reviewed 6/10/2020

EMERGENCY CLOSING POLICY

The Berthoud Community Library District (BCLD) is a public entity; therefore, during times of severe weather or building function impairment, every reasonable effort will be made to keep the library operating during normal operating hours. Staff will attempt to make temporary accommodations to keep the building open, such as the use of space heaters or fans.

There may be times when emergencies, such as severe weather, fires, or power failures, disrupt normal operations at BCLD. The Library CEO will consider staff and user safety, as well as local government, business and school closures, when making the decision to close.

It is the responsibility of the Library CEO to determine whether or not the library should close as well as the duration of the closure. The Library CEO shall inform the Board President (or other Trustee if necessary) when closing. The Library will also obey local or state mandates to close the building.

Public announcements of the unscheduled closure will be made on the Library's social media and any other sources the Library CEO considers useful. If possible, a note will be posted on the front door and the answering machine changed with appropriate information.

Revised 6/8/16
Revised 6/10/2020