

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, April 13, 2022
7:00 P.M.
In-Person and Zoom Hybrid Meeting

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Approval of Board Meeting Minutes of March 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
 - Possible Line-Item Reallocations
 - Board Self-Evaluation
 - Custodial Services
- IX. New Business
 - Policy Review: Public Participation at Board Meetings policy; Public Posting policy
 - Plant Select Garden status
 - Facility—front door repair
 - Other business
- X. Adjournment

Next Meeting: May 11, 2022

Zoom Meeting ID: 885 4037 4663

Zoom Meeting Password: **745859**

Berthoud Library Board of Trustees Minutes
March 9, 2022
ZOOM Meeting

Call to Order: Lorna Greene called the meeting to order at 7:05 pm.

Trustees Roll Call Lorna Greene, Kathy Mitchell, Melissa Robinson, Karen Anderson, CEO Amie Pilla (Julie Oelman excused; Bob Latchaw Absent)

Public: Amanda Thorstensen

Approval of Minutes: Motion 0322-01 to accept March 9, 2022 minutes, made, seconded and carried.

Reports:

Amie Presented the CEO report
Christy Headrick submitted the Youth Services Report
Amie Presented the Current Statistics

Financials:

Motion 0322-02 to accept the Financial Report made, seconded and carried.
Motion 0322-03 to accept the current expense account report made, seconded and carried

Board Training: Amie will distribute the Colorado Handbook for Library Boards at our next in-person meeting.

Old Business:

2022 Staff Projects –Efficiency Project: The staff will be compiling reports on their tasks and responsibilities for review.
On March 24 the Storage Closet will be emptied and the contents that are no longer needed will be disseminated.

Possible Line Item Reallocations:

Staff Salary re-allocations: Motion 0322-04 to approve adjusted pay grades for staff made, seconded and carried: The new pay grades will be implemented beginning with the March 28, 2022 pay period.

Wellness Leave: Motion 0322-05 made, seconded and carried to approve a pilot program of compensated Wellness Leave for employees to begin April 1 and end December 31, 2022. It will be re-evaluated at that time.

Custodial Services: Amie interviewed a Company to replace the current services. She will do more research including asking for references from other commercial enterprises.

Board Self Evaluations: Trustees will review the two page evaluation form submitted and will make suggestions at the April Meeting.

New Business:

Policy Review: Trustee Bylaws. Amie will determine if Hybrid Trustee Meetings can be added to the bylaws.

Curiosity Kits Removal: Motion 0322-06 made, seconded and carried to allow the Curiosity kits to be dismantled and the contents distributed in a manner to be decided.

Facility Upgrades – Security Cameras - Motion 0322-07 made, seconded and carried to approve the new security camera plan for the Library.

Volunteer Program: Motion 0322-08 made, seconded and carried to approve updates to the volunteer policy.

Other Business: Motion 0322-09 made, seconded and carried to approve the Exempt Audit application.

Annual Administrative Resolution: Motion 0322-10 made, seconded and carried to approve the 2022 Annual Administration resolution.

Lorna adjourned the meeting at: 9:40pm

Next Meeting 4/13/2022

Respectfully submitted: Melissa Robinson

Berthoud Community Library District
CEO Report
March 2022

Library Operations and Services

Personnel

After the board approved new ranges for BCLD pay grades, employees received raises to adjust for the new pay grades. Each staff member who received a raise expressed their appreciation to the board for working to make sure that library compensation takes into account both market value and cost of living in northern Colorado.

Classes/Services

We continue to max out the spots in our Food for Thoughts breakfasts and dinners. This month Mayor Will Karspeck joined us for a discussion about the Town of Berthoud and what the Town Board and staff are working on.

Circulation/Collection

We weeded the Curiosity Kits out of the collection. Many of the books are now cataloged and still available for checkout. The supplies we can use have been stored appropriately, and any of the supplies we couldn't or wouldn't use were donated to teachers and others who could make good use of them.

Building and Grounds

Since most of our mulch blew away in the December windstorm, McCrary and Sons came and installed new mulch in all the flowerbeds on our property. We no longer have bare landscape fabric.

We cleared out the storage closet in the community room. We donated many items that we haven't used in years to the schools and other groups that could put them to better use than sitting in a closet. There is now a clear aisle to walk all the way to the back wall of the closet.

Technology

RCom helped determine the correct placement for our additional security cameras. The cameras are on order and RCom will install those when they arrive.

Policies and Procedures

Jennifer went through file boxes full of records and sorted them according to our updated record retention policy. Properly maintaining our paper files should be easier moving forward. We also have a box of records that we will work on scanning in digitally throughout the rest of this year.

Outreach and Publicity

I met with the new director of the Wildfire Arts Center, Mary Bahun-Meyer, to discuss possible collaboration opportunities between the library and Wildfire. You can expect to see a lot of cross-promotion between the two in the near future.

Financial

Nothing to report.

Strategic Plan

I sent a draft strategic plan to the board mid-month. We'll discuss that draft during our April meeting.

Meetings and Workshops

Amie— Meeting with Ebsco Rep re: digital magazine subscriptions, March 2; Friends of the Library meeting, March 2; Meeting with Total Facility Care, March 8; CAL Futures Interest Group meeting, March 11; Meeting with Wildfire Arts Center, March 18;

Jennifer— Friends of the Library meeting, March 2

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

April 11, 2022

Youth Services

Programs and services

Story times:

Our morning story times have been well attended, averaging 18 participants. Afternoon storytime was cut due to lack of attendance, however, there has been questions about it and so I will consider trying an afternoon storytime in September. Leslie and Shelby have been attending Friday Story time.

Summer Learning and Spring Break:

I have performers and performance space lined up for all of our summer learning initiative. New Freedom Outreach Center at 250 Mountain Ave. will be partnering with us by allowing our performers to use the sanctuary each Wednesday at 2 p.m.

Teen / tween events will be held here at the library and Bella and I will be leading them (with some help from Jerek and Jonathan). Thanks to the Friends of the Library we will have amazing programs and stellar prizes!

Spring Break events were sporadically attended; Fairy Gardens' materials were gone in 6 minutes, Build a Reading Buddy was well attended but we had two left over unmade buddies (they will find their way into the summer prize box), Crafternoon was not well attended but we were able to distribute the craft bags Bella made for this program throughout the week, Kids invade Crafters Corner was a big success with 15 kids in attendance, and Lunch and Learn at the library with the firefighter was very well attended with 27 folks.

Committees and groups:

We will be hosting Safe Kids meeting in April.

Children's department:

Duplo blocks have moved into the children's department and are being used.

Displays

Spring, Easter and Gardening books are on display.

Berthoud Community Library Statistics March 2022

Statistics	Mar-21	Mar-22	% change	YTD 2021	YTD 2022	% change
Circulation						
Circulation	4312	4198	-3%	11230	11477	2%
Reference Questions	0	0		30316	0	-100%
Program attendance	119	307	158%	174	661	280%
People counter	2103	3129	49%	5411	8391	55%
3M Ebook	204	226	11%	672	641	-5%
Overdrive	69	190	175%	69	461	568%
Interlibrary Loans						
Number of items borrowed	19	15	-21%	20	41	105%
Number of items loaned	0	0	#DIV/0!	0	0	#DIV/0!
ASPENCAT						
Number of items borrowed	563	505	-10%	1474	1629	11%
Number of items loaned	285	288	1%	829	824	-1%
Registered Patrons						
New cards	35	60	71%	83	193	133%
Total number of card holders	8377	9117	9%	8377	9117	9%
Residents	6940	7568	9%	6940	7568	9%
Non-Residents	1437	1549	8%	1437	1549	8%
Collection						
Materials added	209	147	-30%	563	471	-16%
Materials withdrawn	16	465	2806%	104	1217	1070%
Total materials owned	24085	24181	0%	24085	24181	0%
Technology						
Computer use	203	282	39%	541	674	25%
Web usage	2350	3460	47%	6808	9610	41%
Tech Coaching	77	295	283%	292	510	75%
Volunteer hours worked	0	0	#DIV/0!	0	0	#DIV/0!

Berthoud Community Library District
Balance Sheet
 As of March 10, 2022

	Mar 10, 22
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	279,674.54
Petty Cash	100.00
10000 · Independent Bank Checking	409,898.30
Total Checking/Savings	689,672.84
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	703,191.44
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	919,452.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
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
Total Other Current Liabilities	1,947.92
Total Current Liabilities	1,947.92
Total Liabilities	1,947.92
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	204,244.75
Total Equity	917,504.82
TOTAL LIABILITIES & EQUITY	919,452.74

Berthoud Community Library District Expenses by Vendor Summary February 2022

	Feb 22	
Ace Hardware	25.99	
Aflac	142.56	
AJ's Backflow Testing , LLC	95.00	
Bella Schramm	14.68	
Berthoud Open Studios	70.00	
Canon City Public Library	20.00	
Canon Financial Services, Inc.	271.65	
Cardmember Services	932.00	
Center Point Large Print	47.97	
Charles Schwab	749.26	
Colorado Library Consortium	2,130.00	- ILS fee
Comcast	126.90	
Comcast - Busniess	310.66	
Demco - supplies	303.78	
EasyTrack Payroll	163.00	
EasyWest Library Books	101.96	
Elbert County Library	-14.26	- payment for Lost item
Ignacio Community Library	9.95	
Ingram	1,715.01	
Jennifer Miller	62.45	- Reimbursement
Lakeview Books	275.88	
McCrary and Sons LLC	1,285.00	
MetLife	12.72	
Midwest Tape	778.25	
Mountain View Commercial Cleaning	902.69	
Petty Cash	50.49	
Public Sector Health Care Group	2,194.47	
RCOM Computer Services	764.95	- maintenance of hardware purchase
Special District Prop & Liability Pool	31.00	
Town of Berthoud - Water	85.31	
United Waste Systems	25.00	
TOTAL	13,684.32	

Payroll Summary

33937: Berthoud Community Library District

Page 1 of 2

From: 3/1/2022 To: 3/31/2022

Location: All Department: All Position: All



Number of employees paid during the selected period: 8

Pay Type	Hours/Units	Pay Amount
Salary	214.000	9671.14
Regular	978.500	17235.33
Vacation	74.000	2000.98
Sick	72.000	1545.13
	1338.500	\$30,452.58

Employee Taxes	Subject Wages	Tax Amount
Social Security	\$30,240.63	\$1,874.92
Federal Income Tax	\$30,240.63	\$3,812.05
Medicare	\$30,240.63	\$438.49
Colorado State Tax	\$30,240.63	\$1,225.00
		\$7,350.46

Deduction	Deduction Amount
AflacAccTaxable	\$8.28
AFLAC STD Post-Tax	\$91.80
Dental/Vision	\$98.19
Aflac Cancer Pre-tax	\$64.80
AflacAccPre-tax	\$48.96
	\$312.03

Employer Taxes	Subject Wages	Tax Amount
Employer Social Security Tax	\$30,240.63	\$1,874.92
Federal Unemployment Tax	\$10,666.33	\$64.00
Employer Medicare Tax	\$30,240.63	\$438.49
Colorado State Unemployment Tax	\$30,240.63	\$60.46
		\$2,437.87

Employee Benefit	Benefit Amount
	\$0.00



Payroll Summary (Continued)

33937: Berthoud Community Library District

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From: 3/1/2022 To: 3/31/2022

Location: All Department: All Position: All

Payroll Totals = \$32,890.45	Gross = \$30,452.58	Benefits = \$0.00	Deductions = \$312.03	Total Net = \$22,790.09
Total Taxes = \$9,768.33	941 Taxes = 8438.87	EE Taxes = \$7,350.46	ER Taxes = \$2,437.87	Chk = \$0.00 DD = 22790.09