

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, August 10, 2022
7:00 P.M.

Library Meeting Room and Zoom Virtual Meeting Hybrid

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Approval of Board Meeting Minutes of July 13, 2022
- V. Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial Reports
- VI. Acceptance of Expenditures
- VII. Board Training: "Walk the Library"
- VIII. Policy Review
 - Collection Development Policy; Open Records Request Policy; Privacy Policy;
 - Youth Policy
- IX. Old Business
 - Staff 2022 Projects
 - Audit Bid
- X. New Business
 - Roof Repair Bid
 - Direct Mail Bid
 - CEO Appraisal Process
 - Group Photo
 - Other business
- XI. Adjournment

Next Meeting: September 14, 2022

Zoom Meeting ID: 874 4837 1438
Zoom Meeting Password: **611913**

Berthoud Community Library District

**Board Meeting Minutes
Hybrid Meeting**

Date: July 13, 2022

Call to Order: Lorna Greene called the Board meeting to order at 7:00pm

Roll Call in Attendance: Lorna Greene, Kathleen Mitchell, Bob Latchaw , Karen Anderson, Melissa Robinson, Amie Pilla CEO
Julie Oelman and Amanda Thorstensen excused.

Public: None

Minutes: Motion 0722-01 to approve June 8, 2022 minutes made, seconded and carried.

Reports:

CEO Report: Amie Pilla presented the CEO Report for June 2022

Youth Services Report – Christy Headrick submitted the Youth Services Report for June 2022

Statistics: Were reviewed by the Board.

Financial Report: Motion 0722-02 made, seconded and carried to approve the current financial report

Acceptance of Expenditures: Motion 0722-03 made seconded and carried to accept the expenditures as submitted.

Strategic Plan: Amie Pilla shared the discussions the staff had regarding the space in the Library and what they feel should be addressed such as: Staff Break Room, etc.

The Board participated in a future worksheet exercise looking at the plus and minus effects of the Staff receiving more broad training.

Policy Review: Collection Development Policy – Open Records Request. After much discussion the Board decided to postpone further discussion until next month.

Audit Firms – Amie Pilla received a bid from Atlas the firm that already helps with our financial reports. It was discussed that the same firm that works on our financials is

probably not the right firm to do our audits. Their bid was higher than the other bid we received from Hinckley.

Old Business:

Staff Projects: Identified all library systems, habits, routines to be used to design a Procedure Manual for use by all new and existing new staff members.

Cross Training: The staff will learn new skills so they can fill in when there are absences.

New Business:

Tax Assessment Report – Will not affect the Library's funding.

Hardware Purchase: The new screen is up in the conference room. Of the \$1800 budgeted for it, \$1500 was reimbursed by an ARPA grant. Amie asked if we could spend \$780.00 for a microphone/webcam so both the sound quality and visibility of precipitants would be better and clearer. **Motion 0722-04 made, seconded and carried to approve the purchase.**

Upcoming Board Vacancies: Lorna Greene will complete eight years on the Board at the end of December. Karen Anderson has the option of staying on the Board for four more years.

Other Business:

Plant Select signs: \$350 will be used to order signage for the plants in the garden, - which is looking great!

CAL Conference on September 8. Five staff members would like to attend. The Board recommends that the Library be closed that day so all five can attend the one day workshop. Amie Pilla will attend all three days.

Adjournment: Lorna Greene adjourned the meeting at: 8:32 pm.

Next Meeting: August 10, 2022

Respectfully Submitted: Melissa Robinson

Berthoud Community Library District
CEO Report
July 2022

Library Operations and Services

Personnel

Nothing to report.

Classes/Services

We're setting a record this year for the number of adults registering for our Summer Reading Initiative. Many kudos to Kelly particularly, who has a knack for encouraging people to sign up. We've already registered over 200 adults, and look forward to seeing our final total in August.

Circulation/Collection

Staff have been working on conducting an inventory of the collection. The process involves scanning the barcode of every item on the shelf in the library, so it's a large task. Once all the items have been scanned, we run a report that tells us all of the items that were neither scanned nor checked out, and those are the items we search for to see if they're truly missing. Unlike the one-day inventories we've done in the past, this process will take us several weeks, but we'll do it while we're open instead of closing the library to get it done.

Building and Grounds

We had our first meeting with Beth O'Neill from Planning Solutions. All staff members were able to tell Beth what their building "pain points" are so that she could look at addressing those. Beth will be concentrating on improving traffic flow (particularly from the front door to the front desk), sight lines throughout the building, and staff work spaces.

We, along with many others, experienced a power outage for approximately 3 hours on the 14th.

Technology

Our new camera/microphone for the Community Room arrived. It has four microphones and a 360 degree camera, and can be used simply by plugging it into any computer. We're sure it will make setting up for Zoom or hybrid meetings much easier, and we'll be reimbursed from our ARPA grant funds.

Policies and Procedures

Jennifer and I have started the process of reaching out to our vendors and asking about any potential price increases for the coming year. This is the first step in our budgeting process, which we start early so that we can have a quality draft ready for board review by mid-October as required.

Outreach and Publicity

Nothing to report.

Financial

We've placed our requests for reimbursement for our ARPA grant funds to the State Library. The reimbursements will cover the costs of the new meeting room equipment, including the screen, sound bar, and microphone/camera, when the checks arrive.

Strategic Plan

Nothing to report.

Meetings and Workshops

Amie— Friends of the Library meeting, July 6; CAL Futurist Interest Group meeting, July 8; Northern Colorado Community Foundation webinar, July 12; Facility Meeting with Planning Solutions, July 21; Town of Berthoud Development Meeting, July 21; Larimer County Library Directors Meeting, July 22

Diane— Challenges to Graphic Novels, webinar; Simon and Schuster's Fall Upcoming Books, webinar; Upcoming Fantasy and Science Fiction Books, webinar

Jennifer— Friends of the Library meeting, July 6; Special District Association meeting regarding benefits

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

August 4, 2022

Youth Services

Programs and services

Story times:

Wednesday and Friday average attendance: 24. Leslie and Shelby attending Friday mornings. I continue to offer Low Sensory Storytime because it has gotten positive feedback although no attendance as of yet.

Summer Learning:

We thank our teenage volunteers who are helped with summer learning registration and prizes as well as shelving. Performers at the New Freedom sanctuary space have been well attended this summer. We will draw names for prizes on August 13, 2022. Winners will be called within the following week. We had 420 registrations for the youth summer initiative and 70% participation throughout the summer.

Teen / tween programs:

We are planning to connect next school year with the middle and high school to encourage library participation.

Children's department:

Most of our summer participants are tracking their reading. I have only seen three projects this summer.

Displays

New readers continue to be featured on the end cap because they are moving so well.

**Berthoud Community Library District
Statistics July 2022**

Statistics	Jul-21	Jul-22	% change	YTD 2021	YTD 2022	% change
Circulation						
Circulation	4589	4954	8%	28216	29425	4%
Reference Questions	0	0		30316	0	-100%
Program attendance	292	416	42%	932	1817	95%
People counter	2491	3147	26%	13862	20263	46%
3M Ebook	248	297	20%	1580	1734	10%
OverDrive	102	223	119%	528	1105	109%
Interlibrary Loans						
Number of items borrowe	11	12	9%	61	79	30%
Number of items loaned	0	0	#DIV/0!	0	0	#DIV/0!
Aspen Cat						
Borrowed	399	474	19%	3038	3645	20%
Loaned	243	311	28%	1974	1911	-3%
Registered Patrons						
New cards	70	88	26%	315	455	44%
Total number of card holders	8604	9372	9%	8604	9372	9%
Residents	7127	7788	9%	7127	7788	9%
Residents - NON	1477	1584	7%	1477	1584	7%
Collection						
Materials added	182	205	13%	1432	1279	-11%
Materials withdrawn	15	57	280%	188	1712	811%
Total materials owned	24786	24493	-1%	24786	24493	-1%
Technology						
Computer use	193	257	33%	1238	1580	28%
Web usage	2854	3770	32%	16879	25201	49%
Tech Coaching	72	238	231%	680	1441	112%
Volunteer hours worked	0	17	#DIV/0!	0	45	#DIV/0!

Berthoud Community Library District
Balance Sheet
As of July 11, 2022

	Jul 11, 22
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	329,685.00
Petty Cash	100.00
10000 · Independent Bank Checking	596,581.59
Total Checking/Savings	926,366.59
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	939,885.19
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	1,156,146.49
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-320.32
Total Accounts Payable	-320.32
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	1,627.60
Total Liabilities	1,627.60
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	441,258.82
Total Equity	1,154,518.89
TOTAL LIABILITIES & EQUITY	1,156,146.49

3:46 PM

07/11/22

Accrual Basis

Berthoud Community Library District
Expenses by Vendor Summary
June 2022

	<u>Jun 22</u>	
A+ Heating & A/C	340.00	Spring Maintenance
Aflac	349.22	
Canon Financial Services, Inc.	273.68	
Center Point Large Print	47.94	
Christy Headrick	19.03	- Reimbursement
Colorado Department of Education	-9,002.79	- Grant Deposit
Colorado Library Consortium	2,050.00	- Ebooks & Donation
Comcast	126.90	
Comcast - Busniess	309.93	
Demco - supplies	136.70	
Diamond Lake Book Co	201.91	
EasyTrack Payroll	163.00	
Hay's Market	27.43	
Ingram	1,945.59	
Johnson Controls Security Solutions	643.96	
Jones Plumbing	3,605.19	- Drinking Fountain
Kids Reference Company	89.94	
McCrary and Sons LLC	161.70	
MetLife	182.51	
Midwest Tape	533.80	
Mountain View Commercial Cleaning	719.10	
Public Sector Health Care Group	2,194.47	
RCOM Computer Services	695.00	
Seter & VanderWall, P. C.	213.00	
Town of Berthoud - Water	133.50	
United Waste Systems	25.00	
Xcel Energy	1,302.39	- Two Payments
TOTAL	<u>7,488.10</u>	

Payroll Summary

33937: Berthoud Community Library District

Page 1 of 2

From: 6/1/2022 To: 6/30/2022

Location: All Department: All Position: All



Number of employees paid during the selected period: 8

Pay Type	Hours/Units	Pay Amount
Salary	144.000	6507.68
Regular	614.500	13348.57
Vacation	48.000	1100.58
Sick	58.500	1258.61
Holiday	36.000	965.86
	901.000	\$23,181.30

Employee Taxes	Subject Wages	Tax Amount
Social Security	\$22,835.74	\$1,415.80
Federal Income Tax	\$22,835.74	\$2,439.69
Medicare	\$22,835.74	\$331.13
Colorado State Tax	\$22,835.74	\$941.00
		\$5,127.62

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
Aflax Hosp Pre-tax	\$62.04
Aflac SpEvnt Pre-tax	\$75.84
	\$414.68

Employer Taxes	Subject Wages	Tax Amount
Employer Social Security Tax	\$22,835.74	\$1,415.80
Federal Unemployment Tax	\$2,013.79	\$12.08
Employer Medicare Tax	\$22,835.74	\$331.13
Colorado State Unemployment Tax	\$22,835.74	\$45.67
		\$1,804.68

Employee Benefit	Benefit Amount
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Payroll Summary (Continued)

33937: Berthoud Community Library District

Page 2 of 2

From: 6/1/2022 To: 6/30/2022

Location: All Department: All Position: All



\$0.00

Payroll Totals = \$24,985.98

Gross = \$23,181.30

Benefits = \$0.00

Deductions = \$414.68

Total Net = \$17,639.00

Total Taxes = \$6,932.30

941 Taxes = 5933.55

EE Taxes = \$5,127.62

ER Taxes = \$1,804.68

Chk = \$0.00 DD = 17639.00

PRIVACY POLICY

1. Privacy Statement

The Berthoud Community Library District (BCLD) is committed to protecting the privacy of users, staff, donors, and other contacts. BCLD collects personal information in order to provide or improve library services.

This confidentiality extends to information sought or received, materials consulted or borrowed, search records, borrowing records, interlibrary loan records, and other personally identifiable uses of library materials, facilities or services.

~~The BCLD computer system is secure and users must enter a unique user name and password each time their account is accessed.~~

2. Sign-up Lists for Use of Public Computers

BCLD maintains sign-up lists for public computers on paper to manage access and for administrative purposes. The lists are shredded after statistics are recorded. There is no electronic tracking of workstation use that would enable the Library to determine who the user was or what was done on the computer after the user logs off. Computer users are responsible for ensuring they have logged off any websites, cleared any browsing history, and deleted any downloads at the end of their computer sessions.

3. E-mails and Web Forms

Personally identifying information that a user provides by e-mails or web forms will be used only for such purposes as are described at the point of collection (for example on a web form), such as to send information or provide library services, update registration information, or to respond to questions or comments.

4. Information Collected and Stored Automatically

When users access the Library's web site or download information, certain statistics are automatically gathered and stored about the visit but not about the user. This information does not personally identify the user. The Library automatically collects and stores the following information about the visit:

- The Internet domain and IP address from which access to the web site is gained;
- The type of browser and operating system used to access the web site;
- Only the date of access to the web site and the pages visited is stored;
- The address of the website from which the initial visit to the Library's web site was launched, if any.

The library uses this information to help create a more useful site, and to learn about the number of visitors to our site and the types of technology our visitors use. The data that is collected is not connected to a user's personal information or identity.

5. Links to Other Sites

The library's web site contains links to other sites. BCLD is not responsible for the privacy practices of other sites, which may be different from the privacy practices described in this policy. We encourage users to become familiar with privacy practices of other sites visited, including linked sites.

6. User Borrowing Records

BCLD does not use a paper process to collect and track customer borrowing records. It is done electronically. BCLD belongs to a consortium called Aspencat which electronically maintains information provided by our users at registration. When an item is checked out, that item is then tied to the user's record in the library's system.

7. Security

For site security purposes and to ensure the integrity of the library's computer system, BCLD uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage. For information on internet use and filtering by staff or members of the public, see the Computer and Internet Safety and User Policy, ~~and the Wireless Policy.~~

8. Privacy & Confidentiality of Library Records

Law enforcement agencies may request library records that the officers believe contain information that may be helpful to the investigation of criminal activity. Library records will be made available to any agency of state, federal or local government pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigatory power.

Colorado law provides for the privacy of library use and records under CRS 24-90-119. BCLD complies with this law.

Approved 7/09
Revised 4/12/12
Revised 6/8/16
Revised 7/10/19

Youth Policy Addition, suggested

There are instances in which physical contact between youth and staff members is necessary or appropriate. These include moving a youth out of the way of imminent physical danger, comforting an upset youth when the youth accepts the offer, or returning a physical gesture of affection, assuming the youth initiates the contact and the staff member also consents to the contact.

These could look like lifting a toddler off a high shelf if the toddler's guardian is too far away to do so first, holding the hand of a child while searching the library for mom or dad, or returning a hug that's offered.

Youth Policy, current

YOUTH SAFETY POLICY

The Berthoud Community Library District (BCLD) is dedicated to providing a safe and welcoming environment for families and youth. BCLD has created space, structure, and policy designed to support and safeguard youth.

The youth area of the library is specifically designed to serve the needs of young users. Adults in that area not using youth materials or not supervising a young library user will be asked to use other areas of the library. Staff members will place the safety of young people first in any situation.

Parents, guardians, and adult caregivers are exclusively responsible for the conduct, safety, and supervision of children while on library premises. While BCLD staff members value the safety of children, they have many duties to fulfill and cannot supervise youth in the library or outside the building. If, while serving the youth population, a staff member has concerns over safety or conduct, they will take the following appropriate actions:

1. Try to locate the adult responsible for the youth
In the Library or on the Premises
By Telephone
2. If the adult responsible cannot be located within a reasonable time, staff may call local law enforcement to assume responsibility for the youth.

Staff will not transport any child from the library to another location.

Staff will make every effort to enforce the Youth Safety Policy in a fair and reasonable manner.

QUOTE

JUL 20, 2022
Project #1782



JENNIFER MILLER

236 Welch Ave
Berthoud, CO
80513



We can help you with

Roofing
Residential, Commercial, and Multi-Family

www.bluefrogroofing.com
970-699-5575

The Blue Frog Difference

"THIS IS THE WAY"



ISSUE IDENTIFICATION



- Initial Visit Scheduled
- Inspection Performed
- Problems Diagnosed
- Prognosis Defined

SOLUTION PROPOSAL



- Customer Needs Analysis Performed
- Asset Management Consultation
- Solution Options Discussed
- General Q & A

SCOPE AGREEMENT



- Final Product Decision(s)
- Product Design (& Colors) Approved
- Agreement Signed
- Project Plan Presented
- Project Schedule and Logistics Approved

PROJECT EXECUTION



- Materials Delivered Prior to Start
- Tools & Equipment Stored On-Site
- Work in Progress Active Cleaning
- Production Supervised
- Major Updates Provided
- Final Touches Project Clean-up

PROJECT REVIEW



- Quality Control Inspection
- Corrections Addressed
- Customer Satisfaction Review Conversation
- Final Invoice Sent
- Warranty Information Sent (after payment)
- Local Jurisdiction Inspection (if applicable)

SCOPE OF WORK // ABOUT US

Scope of Work

Initial repair:

Repair detached walk pads.
Re-flash poorly flashed penetrations.
Replace pipe boot.

Provide 3 Year workmanship warranty.

About Us

Blue Frog Roofing is a premium roofing company in Northern Colorado. Our areas of expertise include residential roofing, commercial roofing, and gutter repair and replacement. We can provide quality installation of all types of roofing: asphalt shingles, wood shake shingles, tile roofing, metal roofing, flat roof repairs and installation (TPO, rolled roofing, etc), and much more.

With business backgrounds in all aspects of construction and real estate prior to opening, our company has been highly knowledgeable within the industry since day one. Our goal is to provide each of our customers with an attentive and knowledgeable approach to their project. In addition, we strive to provide the best products and highest quality craftsmanship in order to ensure a roof that will last.

Beyond our initial background, we also continue to add to knowledge base within the industry by furthering our education on the latest products and techniques. By continuing our education and understanding of the industry, we will be able to provide you with the right solutions and the best products and services.

INSPECTION



Detached walk pad.
Needs reattached.



Detached walk pad.
Needs reattached.



Additional walk pad needing reattached.



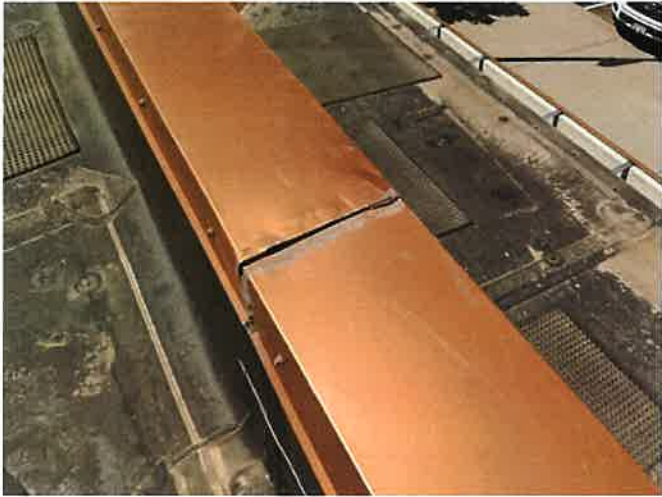
Walk pad peeling up flashing.



Loose flashing.



Aging pipe boot needs replaced. This is a likely leak location.



Coping cap needs resealed.

EPDM REPAIRS

Description	Qty
Section Title	
JM EPDM SEAM TAPE PLUS 3" - 100'	1
JM EPDM P/S POURABLE SEALER POCKET	1
JM ONE PART POURABLE SEALER GREY	1
JM EPDM P/S WALKPAD 30"X30"	2
JM WEATHERED MEMBRANE CLEANER 1 GALLON	1
JM EPDM TAPE PRIMER PLUS 1 GALLON	1
Shop Supplies	1
Pipe Boot	1
Low Slope - EPDM Repairs	1
Quote subtotal	\$1,942.38
Total	\$1,942.38

AUTHORIZATION PAGE

EPDM Repairs

\$1,942.38

Project: 1782

Name: Jennifer Miller

Address: 236 Welch Ave, Berthoud, CO

Quote is good for 14 days from the day of sending

Customer Comments / Notes

Jennifer Miller:

Date:

TERMS AND CONDITIONS

This Contract for Roofing Services is made effective as of the signature date, by and between Jennifer Miller of 236 Welch Ave Berthoud, CO 80513, and Blue Frog Roofing Limited of 435 Mountain Avenue, Berthoud, Colorado 80513.

DESCRIPTION OF SERVICES. Beginning on the executed date of this contract, Blue Frog Roofing Limited will provide to Jennifer Miller the services described in the selected estimate(s) provided. The services will be performed at the property of Jennifer Miller located at: 236 Welch Ave Berthoud, CO 80513 (the "Worksite").

SCOPE OF WORK. Blue Frog Roofing Limited shall provide all labor and materials, to do the above described services on Jennifer Miller's property. The Roofing work will be performed Monday through Saturday, statutory holidays excluded, unless the parties mutually agree otherwise, provided that the Services will be performed only if weather conditions are favorable, in order to ensure an acceptable finished product.

WORK SITE. Jennifer Miller hereby authorizes Blue Frog Roofing Limited to commence roofing tear off and installation on the Work Site as required in the judgment of Blue Frog Roofing Limited to complete the roofing work. Blue Frog Roofing Limited is not responsible to provide any materials or to perform any work other than what is described above. Replacement of deteriorated decking, fascia board, ventilators, flashing or other materials, is not included and will be charged as an extra unless otherwise stated herein.

PAYMENT. Payment shall be made to Blue Frog Roofing Limited, P.O. Box 540, Berthoud, Colorado 80513, in the amount of the approved estimate upon completion of the services described in this Contract. In the event legal action must be commenced to enforce any of the terms hereof, Blue Frog Roofing shall be entitled to a judgement award of all costs and expenses, including reasonable attorney's fees, for such suit or collection effort. 1.5% per month will be added to the balance of any and all unpaid portions of the estimate referenced in this contract, commencing on the completion date.

PERMITS. Blue Frog Roofing Limited shall apply for and obtain such permits and regulatory approvals as may be required by the local municipal/county government, the cost thereof shall be included as part of the payment to Blue Frog Roofing Limited under this Contract. If applicable.

INSURANCE. Blue Frog Roofing Limited shall maintain insurance in accordance with the minimum requirements of the state throughout the duration of the Services. Blue Frog Roofing Limited shall provide Jennifer Miller with proof of insurance upon the request of the Client.

ACCESS. Jennifer Miller will allow free access to work areas for workers and vehicles and will allow areas for the storage of materials and debris. Driveways will be kept clear for the movement of vehicles during work hours. Blue Frog Roofing Limited will make reasonable efforts to protect driveways, lawns, shrubs, and other vegetation. Dump trailer/Dumpster placement to be discussed with Jennifer Miller prior to delivery. Dump Trailer/ Dumpster Location: Driveway.

WARRANTY. Blue Frog Roofing Limited shall provide its services and meet its obligations under this Contract in a timely and workmanlike manner according to local building codes and specifications. Blue Frog Roofing Limited's warranty shall be limited to defects in workmanship within the scope of work performed by Blue Frog Roofing Limited and which arise and become known within 3 years from the date of completion and payment in full. Blue Frog Roofing Limited agrees to repair any roofing leaks under normally anticipated weather conditions. Ice damming is not a normally anticipated condition. Labor warranty does not cover damage to roofs caused by lightning, gale (50pmh), hurricane, tornado, hailstorm, impact of foreign objects or other violent storm or casualty or damage to roofs due to settlement, distortion, failure or cracking of the roof deck, walls or foundations of the building. Damage done to the roof system through no fault of Blue Frog Roofing Limited are not warranted by Blue Frog Roofing Limited. All said defects arising in workmanship and material after the expiration of said warranty are not warranted by Blue Frog Roofing Limited. See manufacturer warranty if applicable for additional manufacturer warranty. Blue Frog Roofing Limited, upon project completion and payment in full, will assign to Jennifer Miller all warranties on materials as provided by the manufacturer of such materials.

COMPLETION OF SERVICES. Upon the completion of the roofing services by Blue Frog Roofing Limited, Blue Frog Roofing Limited shall provide cleanup of all roofing debris. Any surplus job materials belong to Blue Frog Roofing Limited.

CANCELLATION. This contract may be cancelled by paying a 10% fee of contract price. **AMENDMENT.** This Contract may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

GOVERNING LAW. This Contract shall be construed in accordance with the laws of the State of Colorado.

SIGNATORIES. This Agreement shall be signed on behalf of Jennifer Miller by Jennifer Miller, Owner and on behalf of Blue Frog Roofing Limited by Thadd Corlett, Blue Frog Roofing Representative, and effective as of the executed date of this contract.

Owner: Jennifer Miller

Jennifer Miller
Date:

Contractor: Blue Frog Roofing Limited

I acknowledge that I have read and understand this page. Initials: _____



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



Jennifer Miller
 Berthoud Community Library District
 236 Welch Avenue
 Berthoud CO 80513

Quotation

No: 17712 Date: 07/27/22

SHIP TO:
 Berthoud Community Library District
 236 Welch Avenue
 Berthoud CO 80513

 Pickup

Acct.No	Ordered by	Phone	P.O. No	Prepared by	Sales Rep	Ship By
9469	Jennifer Miller	970-532-2757		Jocelyn	Jocelyn	Pickup

Quantity	Description	Unit Price	Price
5,000	District Mailer (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)	0.3262/Ea	1,631.17
1	Purchase Mail List = \$125.00 (Ave. cost; depends on criteria; 1-time use)	125.0000/Ea	125.00
1	Standard Bulk Postage (for DM option) = \$.30 to \$.35 per pc. (depends on list)	0.3000/Ea	0.30
5,000	District Mailer (EDDM): Full-color/Black w/Bleed on 100# Gloss Cover, w/Mail Prep, take to USPS, 1 Original 6.25 x 9 Mailing Services (EDDM)	0.2628/Ea	1,314.12
1	EDDM Postage (for EDDM option) = \$.182 per pc.	0.1900/Ea	0.19
		Subtotal	3,070.78
		Shipping	0.00
		Postage	0.00
		Tax	205.74
		TOTAL	3,276.52
		Terms	C.O.D.

Received by _____ Date _____

Quotes valid for 30 days. All efforts are made to be accurate, but errors may be rectified after receipt of quote.