

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, June 8, 2022
7:00 P.M.
236 Welch Ave/Zoom Hybrid

AGENDA

- I. Call to Order
- II. Roll Call
- III. Oath of Office, Amanda Thorstensen
- IV. Public Participation
- V. Approval of Board Meeting Minutes of May 11, 2022
- VI. Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial Reports
- VII. Acceptance of Expenditures
- VIII. Board Training: Library District Finances
- IX. Policy Review: Public Records Request policy; Website Accessibility policy; HR policy; Public Participation at Board Meetings policy
- X. Old Business
 - Staff 2022 Projects
- XI. New Business
 - BCLD Style Guide
 - Audit Firms
 - FAMLI Participation or Opt-Out
 - Other business
 - Group Picture
- XII. Adjournment

Next Meeting: July 13, 2022
Zoom Meeting ID: 831 9372 0475
Zoom Meeting Password: **136839**

Berthoud Board of Trustees
May 11, 2022
Hybrid Meeting

Call to Order: Lorna Greene called the meeting to order at 7:01pm

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

Public: Amanda Thorstensen

Approval of the Minutes **Motion 0522-01** to accept the minutes of the April 13, 2022 minutes made, seconded and carried.

Reports: Amie Pilla presented the CEO Report
Youth Services Report: Christy Headrick submitted the Youth Services report.
Statistics: Amie Pilla presented the Statistics for April 2022
Financial Reports: **Motion 0522-02** to accept the financial reports made, seconded and carried.

Board Training: Amie Pilla shared the reasoning for policy changes and rationale in a document she wrote.

Strategic Plan: Amie Pilla presented the feedback from the Staff regarding the plan.

Old business:

Staff 2022 Projects: 1) Soliciting bids for auditors,
2) Summer Learning Brochure professionally produced.
3) Custodial Services – the proposed contract was not acceptable to the company so we will continue with the same service for now.
4) Efficiency Project: Looking to see how to simplify some of the areas.

Policy Review: Board Bylaws-Motion 0522-03 to accept as amended made, seconded and carried.

Volunteer Policy Motion 0522-04 to accept as amended made, seconded and carried

Public Participation at Board Meetings: After some changes, **Motion 0522-05** to accept was made, seconded and carried

Public Posting and Distribution of Materials Policy: after some discussion and changes **Motion 0522-06** to accept made, seconded and carried.

New Business:

Public Records Request Policy: Updating Policies per SB21-00 – Child endangerment – It was suggested that these policies be added to the Volunteer Agreement. Staff should be given the opportunity to have input in this policy.

Staff Day Update: Staff given scripts to help answer questions, asked what they would like to learn (Spanish was mentioned),

Possible Purchases:

Drinking Fountain Replacement: Community Room. **Motion 0522-07** made, seconded and carried to accept the invoice from Jones Plumbing. Some materials will be covered by a grant but not installation.

Screen TV in Community Room. **Motion 0522-08** made seconded and carried giving Amie a budget of up to two thousand dollars to replace the TV and attending equipment.

Design Services Proposal: Motion 05-22-08 to approve a proposal from Planning Solutions in the amount of \$5500 was made, seconded and carried.

Lorna Greene adjourned the meeting at 9:40 pm

Next Meeting June 8, 2022

Respectfully Submitted: Melissa Robinson

Berthoud Community Library District
CEO Report
May 2022

Library Operations and Services

Personnel

I attended the annual statewide Directors' Retreat from May 18 to 20, this year hosted by the Vail Library staff. The retreat is always an excellent gathering for us to discuss the legal, personnel, programming, or other challenges that our different libraries are facing, as well as the chance to celebrate the good things that are happening in libraries around the state. I participated on a panel discussion during the new directors' portion of the retreat as well.

Multiple staff members experienced illness this month, so we had to be flexible about scheduling to make sure that we had adequate coverage during our open hours. Kudos to the staff for pitching in wherever they could throughout the month.

Classes/Services

Both our Food for Thoughts events and our Book Club wrapped up their season this month. Our Food for Thoughts discussions centered on being ready for emergencies, particularly fire or wildfire emergencies, and we had guests from the Berthoud Fire Protection District join us for those conversations. Book Club discussed *Breath: The New Science of a Lost Art* by James Nestor, and began the job of compiling their suggested books for the new season that will begin in September.

Our annual Summer Learning Initiative kicked off on May 21. All ages are eligible to participate, and we've already sent punch cards home with 80 adults to keep track of the books they're reading this summer.

Circulation/Collection

We created a special shelf for "Tough Topics." These are books that deal with anything from potty training to political divisions to gender and sexuality. The shelf contains fiction and nonfiction titles for all ages, and is located in the adult nonfiction area where it is accessible but isn't the first shelf people see when they walk in the door.

Building and Grounds

The Master Gardeners and the Berthoud Historical Society Gardening Group are slowly getting our Plant Select Demonstration Garden under control. Plants are inventoried, many of the weeds are gone, and we're working out a plan to move forward on garden maintenance and education. Many thanks to library board member Kathy Mitchell for heading up this extensive project.

Technology

Nothing to report.

Policies and Procedures

Based on recent legislation and/or trends in public libraries, we'll need to add an update to our collection development policy and the addition of a website accessibility policy to our policy work for the year.

Outreach and Publicity

Bella and I went to the Berthoud Rec Center on May 16 to talk about the Summer Learning Initiative and potentially register people for library cards. Everyone we spoke with already had a library card, but we were able to share upcoming summer events with people. Many thanks to the Recreation Staff for being willing to host us for an afternoon.

Financial

Nothing to report.

Strategic Plan

Staff spent time this month working on suggestions for which tasks or projects on our list of possibilities could be either quick wins or have the greatest impact for the community long-term. I am compiling those and preparing a plan of action for discussion at the July board meeting.

Meetings and Workshops

Amie— Business Appreciation Breakfast, May 4; Berthoud Faith Coalition meeting, May 9; Special District Association website accessibility webinar, May 12; Everylibrary advocacy webinar, May 12; Special District Association tax assessment rate webinar, May 17; Directors' Retreat, May 18-20; phone meeting with Beth O'Neill from Planning Solutions, May 24

Bella— Website Accessibility 101 webinar

Diane—Upcoming Book Releases, two webinars

Grants and Gifts

Nothing to report.

Respectfully submitted,
Amie Pilla
June 2, 2022

Youth Services

Programs and services

Story times:

Wednesday and Friday average attendance: 25. Leslie and Shelby have been attending most Friday story time classes.

Summer Learning:

We are looking forward to having volunteers back this summer, the deadline for summer volunteers was June 1st so now I will be interviewing and onboarding four teens. We will be welcoming performers at the New Freedom sanctuary space this summer. Registration for Summer Learning Initiative began Saturday May 21, we had 165 people signed up for the youth and teens as of May 31st. Our events will run June – July and our prize drawing will be mid-August.

Presentation application:

Fort Collins Comic Con reached out to me to invite me to apply to present this year in August at the Con. I submitted a discussion group focusing on Neil Gaiman's Sandman comics because a Netflix series based on them is poised to air soon.

Children's department:

Drawing prizes are on display with baskets to collect drawing tickets.

Displays

New readers are featured on the end cap.

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

	May 10, 22
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	329,679.49
Petty Cash	100.00
10000 · Independent Bank Checking	417,230.91
Total Checking/Savings	747,010.40
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	760,529.00
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	976,790.30
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	261,582.31
Total Equity	974,842.38
TOTAL LIABILITIES & EQUITY	976,790.30

Berthoud Community Library District
Expenses by Vendor Summary
April 2022

	Apr 22	
Aflac	169.89	
Andrea Weisenfeld	13.89	- Last Book Refund
Automatic Access, Inc	1,275.82	
Bella Schramm	116.76	- Reimbursement
Canon Financial Services, Inc.	284.43	
Cardmember Services	1,543.22	
Center Point Large Print	47.94	
Christy Headrick	70.76	- Reimbursement
Cindy Kittinger	150.00	
Colorado Library Consortium	2,594.75	- EBSCO Renewal
Comcast	126.90	
Comcast - Busniess	310.09	
Demco - supplies	461.82	
Diamond Lake Book Co	72.80	
EasyTrack Payroll	163.00	
Hay's Market	73.11	
Ingram	3,155.62	
Jennifer Miller	50.00	- Reimbursement
McCrary and Sons LLC	2,508.05	
MetLife	182.51	
Midwest Tape	928.72	
Nuwav Information Systems	250.00	- Renewal
Office Depot	77.69	
Public Sector Health Care Group	2,194.47	
RCOM Computer Services	695.00	
Seter & VanderWall, P. C.	120.00	
Town of Berthoud - Water	94.62	
United Waste Systems	25.00	
Xcel Energy	784.99	
TOTAL	18,541.85	

Payroll Summary

33937: Berthoud Community Library District

Page 1 of 2

From: 4/1/2022 To: 4/30/2022

Location: All Department: All Position: All



Number of employees paid during the selected period: 8

Pay Type	Hours/Units	Pay Amount
Salary	81.000	3615.40
Regular	686.000	14717.19
Vacation	101.000	4047.33
Sick	42.000	977.38
	910.000	\$23,357.30

Employee Taxes	Subject Wages	Tax Amount
Social Security	\$23,011.74	\$1,426.72
Federal Income Tax	\$23,011.74	\$2,442.99
Medicare	\$23,011.74	\$333.68
Colorado State Tax	\$23,011.74	\$950.00
		\$5,153.39

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
Aflac Life Post Tax	\$35.49
	\$450.17

Employer Taxes	Subject Wages	Tax Amount
Employer Social Security Tax	\$23,011.74	\$1,426.72
Federal Unemployment Tax	\$6,105.10	\$36.63
Employer Medicare Tax	\$23,011.74	\$333.68
Colorado State Unemployment Tax	\$19,417.96	\$46.02
		\$1,843.05

Employee Benefit	Benefit Amount
------------------	----------------

Payroll Summary (Continued)

33937: Berthoud Community Library District

Page 2 of 2

From: 4/1/2022 To: 4/30/2022

Location: All Department: All Position: All



\$0.00

Payroll Totals = \$25,200.35	Gross = \$23,357.30	Benefits = \$0.00	Deductions = \$450.17	Total Net = \$17,753.74
Total Taxes = \$6,996.44	941 Taxes = 5963.79	EE Taxes = \$5,153.39	ER Taxes = \$1,843.05	Chk = \$0.00 DD = 17753.74

HR Policy

Flex Time and Remote Work (current)

Under certain circumstances, including public health emergencies, employees may have the option to work flexible hours or work remotely. Any remote work options must be cleared by the Library Board and the Library CEO. During situations such as weather and public health emergencies, flex time and remote work may be cleared by the Board President and the Library CEO.

Flex Time and Remote Work (proposed)

Under certain circumstances, employees may have the option to work flexible hours or work remotely. Flex time or remote work can be granted to allow an employee to attend an online conference or training, or when the employee's work tasks require a level of privacy or lack of interruption that is not available in the library building. Flex hours or remote work will only be approved if building coverage and staff scheduling needs are met. Flexible hours or remote work must be approved in advance by the Library CEO. Any flex time or remote work utilized by the Library CEO must be approved in advance by the Board President. During situations such as weather or public health emergencies, flex time and remote work for multiple employees may be granted by the Board President and the Library CEO.

Public Participation at Board Meetings Policy (current)

1. Members of the public have the right and are encouraged to attend Board meetings, observe its deliberations and participate at appropriate times.
2. Individuals or organizations desiring to speak at a Board meeting shall request time to speak at a scheduled meeting by notifying the Library CEO or the Board president at least three (3) days prior to the scheduled meeting. The request must include the individual's or organization's name, address, purpose of request and the topic or issue to be addressed. However, the Board may agree, by majority vote of the Board members, to hear any individual or organization at any time, notwithstanding the requirements for notice above

Suggested addition:

Those desiring to speak should typically reside or own property within the library district's legal jurisdiction, though the board may at their discretion choose to allow participation from others.

Website Accessibility Policy (proposed)

The Berthoud Community Library District (BCLD) is fully committed to providing accessible facilities, elements, and channels of communication to all members of the public. As part of this commitment, BCLD has a policy of providing an accessible website compatible with the Web Content Accessibility Guidelines (WCAG 2.1) and commercial screen reading software. All features of the website are coded to allow individuals with vision and other impairments to understand and use the website to the same degree as someone without disabilities. We welcome feedback and can often resolve issues in a timely manner if they arise. If you need any special assistance or accommodations, please contact our accessibility officer or call us at 970-532-2757.

Ongoing Compliance Information Compliance Officer

BCLD has designated the Technology and Marketing Specialist as its compliance officer for website disability-related accommodations. The compliance officer has received training in website accessibility and updates the site in accordance with those best practices. Contact our accessibility officer to report an issue.

Compliance Procedures and Reports

In addition to annual testing with users with a wide range of disabilities and coding our website to WCAG standards, BCLD regularly scans its website to ensure ongoing compliance, and makes timely changes to any inaccessible changes, if any are found. In our ongoing commitment to transparency, we make the latest reports available to the public.

Linked Documents and Third Parties

Please note that this site may link out to third-party websites that do not have accessible content. This site may also include documents provided by third parties included in our agenda packets, for example. While we cannot control the accessibility of content provided by third parties, we are happy to assist any member of the public with reading and accessing content on our site.

BCLD Style Guide

Tone:

- Fun
- Expert
- Curious
- Excited
- Concise
- Open

Unacceptable Tone:

- Formal
- Boring
- Stand-offish
- Apathetic

Acceptable Words:

- Personal
- Friendly
- Expert
- Dynamic
- Engaged
- Community-centered
- Adaptable
- Resourceful
- Teaching
- Informative
- Future-focused
- Helpful
- Customer service-oriented
- Resilient

- Relevant

Unacceptable Words:

- Too small
- Tiny
- Inadequate
- Underfunded
- Understaffed
- Don't have room
- Sentence handicappers such as just or maybe

Instead of.... Say

- I don't know.... Let's figure it out
- Too small.... Using every bit of space that we have
- We can't.... We don't