

**AGENDA**  
**Berthoud Community Library District**  
**Regular Board Meeting**  
**Wednesday, September 14, 2022**  
**7:00 P.M.**  
**Zoom Virtual Meeting during Covid-19 Pandemic**

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Approval of Board Meeting Minutes of August 10, 2022
- V. Reports
  - CEO's report
  - Youth Services report
  - Statistics
  - Financial Reports
- VI. Acceptance of Expenditures
- VII. Strategic Plan
- VIII. Policy Review: Youth Policy; Code of Conduct
- IX. Old Business
  - Board Vacancies
  - Staff 2022 Projects—Total Compensation Audit and Planning
  - CEO Evaluation—format and process update
- X. New Business
  - 2023 Budget Process
  - Other business
- XI. Adjournment

Next Meeting: October 12, 2022

Zoom Meeting ID: 881 5687 8312  
Zoom Meeting Password: **100954**

**Berthoud Community Library District**

**Board Meeting Minutes  
Hybrid Meeting**

**Date: August 10, 2022**

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

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

**Public: None**

**Point of Interest:** The new camera and microphone were installed and seem to make it easier to hear and see everyone. (We still need to speak up more!)

**Minutes:** Motion 0822-01 to approve July 13, 2022 minutes made, seconded and carried.

**Reports:**

**CEO Report:** Amie Pilla presented the CEO Report for July 2022

**Youth Services Report – Christy Headrick** submitted the Youth Services Report for July 2022

**Statistics:** Were reviewed by the Board.

**Financial Report:** Motion 0822-02 made, seconded and carried to approve the current financial report

**Acceptance of Expenditures:** Motion 0822-03 made seconded and carried to accept the expenditures as submitted.

**Board Training:**

Faxing service accorded to Library users at no charge. Receiving Faxes discouraged but the staff will do it occasionally as long as the requestor understands that the office is not private.

Diane Trojahn continues to schedule Notary appointments. There is a \$5.00 fee.

Library walk- through postponed until more people attend in person.

Amie Pilla walked The Board through all the applications on the website that people can access. Bella Schramm is available by appointment to help with any technical training.

**Policy Review:**

**Collection Development Policy: Motion 0822 -04** made, seconded and carried to approve the Policy as amended.

**Open Records Request Policy: Motion 0822-05** made, seconded and carried to approve the Policy as amended.

**Privacy Policy: Motion 0822-06** made, seconded and carried to accept the Policy as amended

**Youth Policy: Motion 0822-07** made, seconded and carried to approve the Policy as amended.

**Old Business:**

**Staff Projects:** The staff was able to review a draft of changes to the configuration of the Library.

**Audit Firms – Motion 0822-08** made, seconded and carried to accept the bid from Hinkle and Company.

**New Business:**

**Roof Repair Bid: Motion 0822-09** made, seconded and carried to accept the bid from Blue Frog Roofing for the roof repairs.

**Direct Marketing Bid: Motion 0822-10** made, seconded and carried to accept the bid from Allegra Printing to print and mail postcards to Library District Households regarding signing up for Library cards. The Board authorized a budget of up to \$5,000 for the project.

**CEO Appraisal** –Julie Oelman and Karen Anderson will distribute the current form to the Board for recommendations for editing the form.

**Group Photo** – Rescheduled for September meeting with whoever is in attendance in person.

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

**Next Meeting:** September 14, 2022

**Respectfully Submitted: Melissa Robinson**

Berthoud Community Library District  
CEO Report  
August 2022

**Library Operations and Services**

*Personnel*

We enjoyed our second Staff Day together on August 18. Since everyone was healthy, all 8 of us were able to participate. We had training on serving the teens in our community, advocacy, policy updates, and more throughout the day.

Jennifer prepped Staff Appreciation gifts for everyone. We all got new tote bags filled with products and gift card from our local businesses.

*Classes/Services*

Nothing to report.

*Circulation/Collection*

Staff completed the inventory of our collection. Since we have consistently been completing inventory for the last several years, there were only 40 items unaccounted for or with an issue that needed to be resolved in this round. When we have an accurate record of what items we own, we not only serve our community better, we are a better partner in the consortium and have more accuracy with insurance should something happen to our facility.

*Building and Grounds*

The preliminary components of our new security system were installed this month so that we could test how the new cameras work for us. The capabilities are so far beyond what the current system can do that we're looking to see what other components we may need so we can switch systems entirely.

*Technology*

We experienced several brief internet outages during the month while Comcast did repairs to the lines in our area.

*Policies and Procedures*

We reviewed some of our policies together during our Staff Day, and have been more mindful of asking people who are hovering around the front desk to give some space while we're helping others in order to better protect everyone's privacy. We also added a small table in front of the desk so that people aren't setting their bags or other personal items on our workspace.

*Outreach and Publicity*

Our own Amanda Thorstensen recorded a podcast episode with me centered on running a small business here in Berthoud. That episode drove people to listen to others, and for the first time since our

podcast began, every episode we've ever recorded was listened to by at least one person during the month of August.

We have been asked to partner with the Larimer County Office of Emergency Management to be a site to distribute information from that office during an emergency. Potential goals include having emergency management volunteers stationed at the library during an emergency, providing ham radio training, and providing classes or events that focusing on preparing for potential emergencies.

#### *Financial*

Our ARPA grant reimbursement funds arrived this month.

We received our estimated property tax assessment information for next year at the end of the month. We're expected to take in approximately \$15,000 more in property taxes next year than we are this year. We'll begin the budgeting process as staff, with a draft due to the board no later than mid-October.

#### *Strategic Plan*

Staff reviewed the potential actions to be taken under the drafted Community Strategy and chose actions or projects that they wanted to start or attempt. While many of the tactics in the Operations Strategy and Innovation Strategy fall on me as the CEO to complete, the Community Strategy has plenty of steps that can be completed by other staff members.

#### **Meetings and Workshops**

Amie— Friends of the Library meeting, August 3; Front Range Public Library Directors meeting, August 19; Larimer County Office of Emergency Management meeting, August 22

Diane— Diverse Author Voices, webinar; Upcoming Mysteries webinar; Koha Users Group meeting; Understanding Excel beginner portion, online course

Jennifer— Friends of the Library meeting, August 3; Public Sector Insurance meeting, August 10; Merchandise meeting with Becky Dostal of SafeGuard Business Solutions, August 24

#### **Grants and Gifts**

ARPA Grant deposit-- \$1,570.00

Respectfully submitted,  
Amie Pilla  
September 2, 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, this month we had two attendees.

#### **Teen / tween programs:**

A teen hang out time is planned for one Thursday a month at the library starting in September. Bella and I plan to visit the middle school on September 15<sup>th</sup> to hand out library card applications.

#### **Children's department:**

Summer prizes have been given away and the treasure chest is in the shed for the season. A new lock box sponsored by the friends of the Berthoud library is in the children's area for play.

#### **Displays:**

School books are featured as we start back to school.

#### **Professional Development:**

Staff day. We talked about strategic planning for the near future and I took on updating some procedures, like check-in / check-out, shelving and opening the library. We talked about best practices for teen patrons and how offering volunteer positions can help support this group. This allows teens to see themselves as an important part of the community and for us to appreciate them.

#### **Outreach:**

Berthoud Elementary open house.

Bella and I attended this and got the word out about our community library as well as issuing cards to some attendees.

#### **Fort Collins Comic Con**

Jon Headrick and I presented a discussion panel entitled "When Dreams Come True: Personification in the work of Neil Gaiman". We dressed up as two characters from one of Neil Gaiman's comic series, "Sandman". Netflix recently released a live action version and so was timely. We had 12 attendees and also enjoyed participating in the cosplay catwalk later in the day.

Berthoud Community Library District  
**Balance Sheet**  
As of August 9, 2022

	<u>Aug 9, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Independent Bank Savings	329,687.80
Petty Cash	100.00
10000 · Independent Bank Checking	570,939.58
<b>Total Checking/Savings</b>	<u>900,727.38</u>
<b>Other Current Assets</b>	
Building Fund CD 1014	13,518.60
<b>Total Other Current Assets</b>	<u>13,518.60</u>
<b>Total Current Assets</b>	914,245.98
<b>Fixed Assets</b>	
Building	60,000.00
Remodel	156,261.30
<b>Total Fixed Assets</b>	<u>216,261.30</u>
<b>TOTAL ASSETS</b>	<u><u>1,130,507.28</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	-320.32
<b>Total Accounts Payable</b>	<u>-320.32</u>
<b>Other Current Liabilities</b>	
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
<b>Total 22000 · Payroll Liabilities</b>	<u>1,947.92</u>
<b>Total Other Current Liabilities</b>	<u>1,947.92</u>
<b>Total Current Liabilities</b>	<u>1,627.60</u>
<b>Total Liabilities</b>	1,627.60
<b>Equity</b>	
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	415,619.61
<b>Total Equity</b>	<u>1,128,879.68</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,130,507.28</u></u>

**Berthoud Community Library District**  
**Expenses by Vendor Summary**  
July 2022

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	<u>Jul 22</u>	
Aflac	349.22	
Canon Financial Services, Inc.	272.79	
Cardmember Services	5,415.18	
Center Point Large Print	47.94	
Charles Schwab	2,997.04	
Colorado State Department of Education	-2,105.00	- Grant Payments
Comcast	126.90	
Comcast - Busniess	312.69	
EasyTrack Payroll	163.00	
Ingram	1,720.14	
Jennifer Miller	56.59	- Reimbursement
Jennifer Ratliff-Townson	10.44	- Lost Book Refund
McCrary and Sons LLC	142.80	
MetLife	129.36	
Midwest Tape	813.19	
Mountain View Commercial Cleaning	714.00	
Public Sector Health Care Group	2,202.84	
RCOM Computer Services	695.00	
Seter & VanderWall, P. C.	780.00	
Town of Berthoud - Water	136.74	
United Waste Systems	25.00	
<b>TOTAL</b>	<b>15,005.86</b>	



# Payroll Summary

33937: Berthoud Community Library District

Page 1 of 2

From: 8/1/2022 To: 9/1/2022

Location: All Department: All Position: All



Number of employees paid during the selected period: 8

Pay Type	Hours/Units	Pay Amount
Salary	169.000	7637.51
Regular	1072.500	23257.79
Vacation	104.500	3834.84
Sick	25.000	520.59
	1371.000	\$35,250.73

Employee Taxes	Subject Wages	Tax Amount
Social Security	\$34,732.39	\$2,153.38
Federal Income Tax	\$34,732.39	\$3,954.16
Medicare	\$34,732.39	\$503.64
Colorado State Tax	\$34,732.39	\$1,434.00
		\$8,045.18

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 SpEvnt Pre-tax	\$113.76
	\$622.02

Employer Taxes	Subject Wages	Tax Amount
Employer Social Security Tax	\$34,732.39	\$2,153.38
Employer Medicare Tax	\$34,732.39	\$503.64
Colorado State Unemployment Tax	\$34,732.39	\$69.46
		\$2,726.48

Employee Benefit	Benefit Amount
	\$0.00



**Payroll Summary (Continued)**

33937: Berthoud Community Library District

Page 2 of 2

From: 8/1/2022 To: 9/1/2022

Location: All Department: All Position: All

Payroll Totals = \$37,977.21	Gross = \$35,250.73	Benefits = \$0.00	Deductions = \$622.02	Total Net = \$26,583.53
Total Taxes = \$10,771.66	941 Taxes = 9268.20	EE Taxes = \$8,045.18	ER Taxes = \$2,726.48	Chk = \$0.00 DD = 26583.53

## 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.

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.

(Suggested addition) Staff will not transport any individual, youth or adult, from the library to another location. If staff are required to wait after hours with a youth for parents or law enforcement, two staff members will stay with the youth.

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

## CODE OF CONDUCT

The purpose of this policy is to ensure that all library users have a fair and equitable opportunity to safely enjoy the library's services, materials and facilities. Library users will not be subjected to unreasonable interference or disturbance by others, and staff will have a safe and secure workplace.

### **The code of conduct:**

1. All library users are expected to treat library staff and other library users courteously and follow standard library procedures.
2. Any conduct that may result in reasonably disturbing other library users or staff members is prohibited. Examples of prohibited behaviors are loud/boisterous conversations, obscene/offensive language, running, fighting, threatening and harassing behavior.
3. Any conduct that may endanger the health and safety of library users or staff or cause damage to library materials or facilities is prohibited.
4. Shirts and shoes must be worn in the library. Library users may not wear wet bathing suits in the library.
5. Animals are prohibited in the library with the exception of properly tethered and controlled assistance and service dogs, and animals featured in library sponsored or approved programs.
6. Personal distribution of leaflets, survey taking, collecting signatures on petitions, solicitations and similar activities on library property are prohibited.
7. Library users may not leave personal belongings unattended in the library. The library is not responsible for any loss of personal belongings, through theft or otherwise. Bulky items that take up excessive space are not permitted in the library.
8. The library reserves the right to inspect the contents of all bags, purses, briefcases, backpacks, etc.
9. Bicycles, skateboards, rollerblades and scooters are not permitted in the library.
10. Library users must use care and maintain a neat area when enjoying food or beverages. Beverages must be in closed or lidded containers.

11. The library reserves the right to limit the number of persons who may sit together at a single table or computer.
12. Prohibited are openly carrying a knife, blade, firearm or other object that could be used as a weapon; carrying a concealed knife, blade or other object that could be used as a weapon; or, carrying a concealed firearm without a concealed firearm permit issued by the State of Colorado (inapplicable to law enforcement).
13. Use of alcohol (except when served at library events) is not permitted on library property, and use of tobacco or vaping products is prohibited inside the library or within 25 feet of the entrances.
14. Sleeping is not permitted in the library.

Staff may ask users not cooperating with this code of conduct to leave the library. All staff members have the authority to enforce this policy. Should a library user refuse to cooperate with a request to stop a behavior or to leave the building, the staff member may choose to call the police. If the police are called, the staff member who placed the call must fill out an Incident Report.

The library may pursue all legal remedies, including bringing criminal charges against any persons suspected of theft or vandalism of library property or materials, or of any violations on library property of federal, state or local laws, mandates, and ordinances.

Library users who disregard this code of conduct may be barred, either temporarily or permanently, from the library.

Adopted 9/24/09  
Revised 7/13/16  
Revised 12/5/18  
Revised 12/1/21

**Rick Raesz** <rick@raesz.com>  
To: Jennifer Miller <jcm.bclld@gmail.com>  
Cc: RCOM Support <support@rcomcorp.com>

Wed, Aug 31, 2022 at 10:57 AM

Jennifer,

The following is a breakdown of the new items requested for the Ring Security System. The new equipment will require power to each and that is also included in the quote.

Smoke/Fire Detectors

2 units @ \$39.95 ea. – \$79.90

Ring Spotlight Cameras

5 units @ \$199.99 ea. - \$999.95

Ring Solar Power for outdoor cameras

5 units @ \$59.99 ea. - \$299.95

Ring Stickup Camera

1 unit @ \$99.99 ea. - \$99.99

Installation and setup

Install 5 Spotlight Cameras with Solar Power

4 hours total time

Install 1 Stick Up Camera with electrical outlet

1 hour total time

Install 2 Smoke and CO detectors

.5 hours total time

Hardware for installation

Electrical outlet for Stick Up Camera

Ring power cord for external electrical

Total Costs

Camera Hardware	\$1479.79
Labor	\$467
Install hardware	\$90
Grand Total	\$1996.79