

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, July 13, 2022
7:00 P.M.
236 Welch Ave/Zoom Hybrid

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Approval of Board Meeting Minutes of June 8, 2022
- V. Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial Reports
- VI. Acceptance of Expenditures
- VII. Strategic Plan
- VIII. Policy Review
 - Collection Development Policy; Open Records Request
- IX. Old Business
 - Staff 2022 Projects
 - Audit Firms
- X. New Business
 - State Property Tax Assessment Rate Update
 - Hardware Purchase—camera/microphone device for Zoom/hybrid meetings
 - Upcoming Board Vacancies
 - Other business
- XI. Adjournment

Next Meeting: August 10, 2022

Zoom Meeting ID: 897 4398 6824

Zoom Meeting Password: **334618**

**Berthoud Community Library District
June 08, 2022 Minutes**

Call to Order: Lorna Greene called the meeting to order at 7:03 pm

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

Oath of Office: Amanda Thorstensen was sworn in as a Trustee of the Board.

Public: None

Approval of the May 11, 2022 Board Minutes: Motion 0622-01 to approve the May 11, 2022 minutes was made, seconded and carried.

Reports:

CEO Report - Amie Pilla presented the CEO report, highlighting the Library Directors Meeting in Vail CO.

Youth Service Report – Christy Headrick submitted the Youth Services Report

Special Mention: Motion 0622-02 made, seconded and carried to thank and appreciate Master Gardener Kathy Mitchell for her devoted attention to our Plant Select Garden.

Statistics: Amie Pilla presented the Statistical Report

Financial Reports: Motion 0622-03 made, seconded and carried to accept the financial reports as submitted.

Acceptance of expenditures: Motion 0622-04 made, seconded and carried to accept the expenditures as submitted.

Board Training: Amie Pilla reviewed the Balance Sheet, the Profit and Loss Statement and the Expenditure Report for the Board’s better understanding of those reports.

Policy Review:

Public Records Policy: Julie Oelman will present her suggestions at the next meeting.

Website Accessibility Policy: Motion 0622-05 made, seconded and carried to approve the Policy with the suggested clarifications.

HR Policy: Motion 0622-06 made, seconded and carried to approve the Policy with the suggested clarifications.

Public Participation at Board Meetings Policy: Motion 0622-07 made, seconded and carried to approve the Policy with the suggested clarifications.

Old Business:

Staff Projects: On July 1 the staff will see the first recommendations for the office remodel.

Website: Bella Schramm will be redesigning the Website

Logo bearing tee-shirts, hoodies and hats: Motion 0622-08 made, seconded and carried for orders for staff and Board members up to \$1500.

New Business:

BCLD Style Guide- The staff delineated acceptable and unacceptable tone and words to help them better express their thoughts and feelings in positive and helpful ways.

Audit Firms: Amie Pilla solicited bids and Hinkle and Company responded. A decision will be made by the end of the summer as to how to proceed.

FAMLI participation or opt-out: There is a new family leave policy that is intended to help people who need to take time off for medical and family situations. For large employers both the employers and employees contribute small amount each pay period towards this benefit. Small employers can opt out and the employees can decide if they want to participate individually. Amie Pilla expressed that she would like the Library to opt out. **Motion 06-22-09** made, seconded and carried for the Library to opt out of the FAMLI program.

Other Business: None

Group Photo: As several people may not be at the Library meeting in July, we will “shoot” for August for our group photo.

Adjournment: Lorna Greene adjourned the meeting at 9:05 pm.

Next Meeting: July 13, 2022

Respectfully Submitted: Melissa Robinson, Secretary

Berthoud Community Library District
CEO Report
June 2022

Library Operations and Services

Personnel

Staff weathered a number of absences this month, both planned and unplanned. Keeping up with the schedule was tough, but we made it through the month without having to cancel any of our events or close the library building. Many thanks to the staff members who were willing to be flexible with their hours to cover for others' illness and vacations.

Staff spent time compiling a list of "pain points" or facility problems that impede workflow. The list included things like lack of clear sightlines from the front desk to the kids' computers, crowding in the aisle by the front desk, and the location of our staff refrigerator and microwave in the public meeting room. I passed those concerns on to Beth from Facility Solutions, and we will have our first meeting together for facility planning in July.

Classes/Services

Our first weekly prize drawing winners for the adult Summer Learning Initiative have been winning and collecting their prizes. Every adult who registers from the program get to enter the weekly drawing. The full prize drawing for those who complete punch-cards will take place in August.

Circulation/Collection

We received funds from the State Grants to Libraries to help cover the cost of our e-books and our Tough Topics titles. The State Grants to Libraries are state funds distributed through the State Library. The Colorado Association of Libraries (CAL) lobbies for those funds each year, and for the last several years have been successful in continuation of the program and even some funding increases.

Building and Grounds

Jones Plumbing installed our new drinking fountain on June 7. It works beautifully, and the water-bottle-filler function means we no longer have to interrupt meetings in the Community Room to get a glass of filtered water for staff.

The Master Gardeners have been hard at work cleaning up the library grounds, identifying what plants from the original plan still remain, and planting new plants. We have a new tree located at the north end of the building—it's small now, but should get tall and skinny in the coming years.

Technology

Some of our new security camera equipment has arrived after being backordered. RCom is installing the new cameras as they arrive, and we're hoping to have the new off-site accessibility available to us sometime during July.

Policies and Procedures

Nothing to report.

Outreach and Publicity

The Berthoud Surveyor published an article focusing on our library podcast. We're hopeful that the additional publicity will drive some new listeners to that podcast.

Financial

We were approved for an increase in the limit on the library's credit card. Instead of a \$2,000 limit, we now have a \$10,000 limit on the account. That change allowed us to purchase new hardware for our Community Room without writing a check. This also means we won't have to pay off the credit card twice a month in order to make regular purchases of items like office supplies.

Strategic Plan

Nothing to report.

Meetings and Workshops

Amie— Larimer County Library Directors meeting, June 10; Legislative Update from Employers Council, webinar, June 23

Diane— AspenCat Users Group meeting, June 22; upcoming mystery books, webinar

Jennifer— Friends of the Library meeting, June 1

Grants and Gifts

State Grants to Libraries— e-books and books-- \$ 8,344.39

Respectfully submitted,

Amie Pilla

July 7, 2022

Youth Services

Programs and services

Story times:

Wednesday and Friday average attendance: 22. Leslie and Shelby are taking a few weeks off for personal time.

Summer Learning:

We welcome four teenage volunteers who are helping with summer learning registration and prizes as well as shelving. Performers at the New Freedom sanctuary space have been well attended this summer. We are averaging 42 participants a week. Registration for Summer Learning Initiative began Saturday May 21, we had 389 people signed up for the youth and teens as of July 1, 2022. Our events will run June – July and our prize drawing will be mid-August.

Teen / tween programs:

Unfortunately, the teen / tween programs on Thursday afternoons have not been well attended. Attendance averages 4. We are planning to connect next school year with the middle and high school to encourage library participation.

Children's department:

Drawing prizes are on display with baskets to collect drawing tickets. This display really gets people's attention. Many people are reading books and collecting prizes. I have only seen two projects turned in for prizes this month.

Displays

New readers are featured on the end cap.

Berthoud Community Library District
Balance Sheet
 As of June 13, 2022

	Jun 13, 22
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	329,682.29
Petty Cash	100.00
10000 · Independent Bank Checking	438,823.89
Total Checking/Savings	768,606.18
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	782,124.78
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	998,386.08
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	283,498.41
Total Equity	996,758.48
TOTAL LIABILITIES & EQUITY	998,386.08

Berthoud Community Library District Expenses by Vendor Summary May 2022

	May 22	
Aflac	349.22	
Allerga	633.53	- SL Booklets
American Library Association	50.00	
Atlas CPAs & Advisors	1,500.00	- Exempt of Audit Fee
Canon Financial Services, Inc.	278.05	
Cardmember Services	1,534.49	- Reimbursement
Christy Headrick	16.41	
Comcast	126.90	
Comcast - Busniess	309.93	
Demco - supplies	-320.32	- Refunds/Credit
EasyTrack Payroll	163.00	
Hay's Market	61.35	
Imagine Arts Academy of Colorado	300.00	SLI
Ingram	1,351.67	
Integrated Safety Service	9.00	
Jennifer Miller	108.84	- Reimbursement
Kids Reference Company	31.97	
McCrary and Sons LLC	163.80	
MetLife	182.51	
Midwest Tape	1,037.02	
Mountain View Commercial Cleaning	1,200.00	- March & April
Public Sector Health Care Group	2,194.47	
RCOM Computer Services	845.00	
Scholastic Inc.	431.15	
Seter & VanderWall, P. C.	480.00	
Town of Berthoud - Water	97.86	
Town of Vail	35.00	- Director's Retreat Dinner
United Waste Systems	25.00	
Xcel Energy	797.68	
TOTAL	13,993.53	



Payroll Summary

33937: Berthoud Community Library District

Page 1 of 2

From: 5/1/2022 To: 5/31/2022

Location: All Department: All Position: All

Number of employees paid during the selected period: 8

Pay Type	Hours/Units	Pay Amount
Salary	160.000	7230.76
Regular	650.000	13809.30
Vacation	25.000	463.77
Sick	80.000	2030.80
	915.000	\$23,534.63

Employee Taxes	Subject Wages	Tax Amount
Social Security	\$23,189.07	\$1,437.70
Federal Income Tax	\$23,189.07	\$2,479.70
Medicare	\$23,189.07	\$336.25
Colorado State Tax	\$23,189.07	\$958.00
		\$5,211.65

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 SpEvt Pre-tax	\$75.84
	\$414.68

Employer Taxes	Subject Wages	Tax Amount
Employer Social Security Tax	\$23,189.07	\$1,437.70
Federal Unemployment Tax	\$5,418.38	\$32.51
Employer Medicare Tax	\$23,189.07	\$336.25
Colorado State Unemployment Tax	\$23,189.07	\$46.39
		\$1,852.85

Employee Benefit	Benefit Amount
	\$0.00



Payroll Summary (Continued)

33937: Berthoud Community Library District
Page 2 of 2
From: 5/1/2022 To: 5/31/2022
Location: All Department: All Position: All

Payroll Totals = \$25,387.48	Gross = \$23,534.63	Benefits = \$0.00	Deductions = \$414.68	Total Net = \$17,908.30
Total Taxes = \$7,064.50	941 Taxes = 6027.60	EE Taxes = \$5,211.65	ER Taxes = \$1,852.85	Chk = \$0.00 DD = 17908.30

Current

COLLECTION DEVELOPMENT POLICY

The Collection Development Policy reflects the diverse needs of the Berthoud community as well as the Berthoud Community Library District's (BCLD) mission to provide education, enrichment, and connection.

BCLD advocates for broad and meaningful participation in the library, including the sustained use of materials. It does not promote all of the ideas found in its curriculum or the discussions those ideas may inspire, but provides the spaces and opportunities for those ideas and discussions.

BCLD protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. As such, BCLD upholds the American Library Association's Library Bill of Rights position statement, including the Freedom to View and Freedom to Read. Copies of these documents are included in the Appendices.

BCLD is committed to resource sharing at local and state levels as demonstrated by our membership and participation in AspenCat, CLiC, and Swift Interlibrary Loan. Our membership in consortia demonstrates the idea that engagement, supportive learning, and responsible stewardship are collaborative endeavors.

BCLD is committed to being a good steward of the community's tax dollars and community assets.

Selection

BCLD will curate a curriculum collection to meet the educational needs of the community. Methods for curation will include traditional metrics (borrowing statistics, usage analytics such as downloads and website visits, and usage ratios); qualitative metrics (formal data such as customer feedback, class and service evaluations, and library-wide institutional assessment); and less formal inputs via conversations with the community and professional insights in the course of community engagement. All of these methods are ways the Library identifies and monitors the impact of materials in the community.

We are format neutral, defining physical and digital collections as curriculum materials for our community.

Material selection criteria are informed by community interests and aspirations, national and international news and events, publishing and social trends, professional reviews and journals,

and staff professional expertise. Community requests and recommendations are welcomed and are subject to the same criteria as any other material.

As stewards of content, we carefully consider materials relative to cost, space, maintenance, safety, and customer interest. Selection means identifying and measuring the impact of collections in the community.

Deselection

To maintain relevant collections and content in all formats, the library must continuously evaluate and deselect materials. Criteria for withdrawing items include, but are not limited to: declining interest, poor condition, unnecessary duplication, or inaccurate or outdated information. Deselected materials are disposed of according to the Disposal of Withdrawn Library Materials procedures. BCLD does not make arrangements to sell or give withdrawn materials directly to specific individuals.

Gifts and Donations

BCLD welcomes gifts and donations of materials or money for purchase of items, equipment, or digital content for the collection. BCLD maintains established funds for monetary donations. Donations are tax-deductible. Donations are subject to the library's selection and deselection criteria.

Reconsideration of Library Materials

Any community member has the right to request reconsideration of any item in the library's collection. A Request for Reconsideration of Library Materials Form should be completed and submitted to CEO. Further evaluation of the item will follow the Reconsideration of Library Materials procedures.

Suggested

COLLECTION DEVELOPMENT POLICY

The Collection Development Policy reflects the diverse needs of the Berthoud community as well as the Berthoud Community Library District's (BCLD) mission to provide education, enrichment, and connection.

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BCLD is committed to being a good steward of the community's tax dollars and community assets.

Selection

BCLD will curate a collection to meet the needs of the community. Staff will monitor traditional metrics (borrowing statistics, usage analytics such as downloads and website visits, and usage ratios); qualitative metrics (formal data such as customer feedback, class and service evaluations, and library-wide institutional assessment); and less formal inputs via conversations with the community and professional insights in the course of community engagement.

We are format neutral, providing physical and digital collections for our community.

BCLD selections will meet most or all of the following criteria:

- Literary quality, based on the attention of critics, reviewers, awards, and popularity;
- The expertise, reputation, qualifications and significance of the author/producer/publisher;

- Representation of a wide variety of perspectives, authors, ideas, information, stories, and experiences;
- Accuracy, currency, timeliness and validity;
- Format, including physical quality, effectiveness, and ability to meet the needs of people with different disabilities;
- Cost, including the availability of discounts from vendors, subscriptions, and standing orders;
- Insufficient availability from other libraries;
- Supportive of the library's mission and strategic plan

Community requests and recommendations are welcomed and are subject to the same criteria as any other material.

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Gifts and Donations

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Reconsideration of Library Materials

Any resident of the library district's legal jurisdiction has the right to request reconsideration of any item in the library's collection. A Request for Reconsideration of Library Materials Form must be completed and submitted to CEO. No material will be deselected or withheld from circulation while under review. Library staff will evaluate the material as a whole and not

selections from it. Further evaluation of the item will follow the Reconsideration of Library Materials procedures listed here:

- The staff member who purchased the item compares the work as a whole to the selection criteria and decides if the item will remain, be moved to other collection within the library, or be deselected.
- The CEO will draft a letter to the person who submitted the request explaining the decision.
- If the person who submitted the request chooses to appeal the decision, the Library CEO will compare the work as a whole to the selection criteria and decide if the item will remain, be moved to other collection within the library, or be deselected.
- The CEO will draft a letter to the person who submitted the request explaining the decision.
- If the person who submitted the request chooses to appeal the decision again, the Library Board will review the actions of staff to ensure the proper procedure laid out in this policy was followed. If they find the proper procedure was not followed, the Library Board will instruct the Library CEO to evaluate the item using these criteria and procedures.

Adopted 6/8/16
Revised 10/14/2020

Property Tax Assessment Rate Changes pursuant to [SB22-238](#)

May 16, 2022

Type of Property	Assessment Rates – For property tax years 2022 (payable in 2023) Created under SB21-293	Assessment Rates – For property tax year 2023 (payable in 2024) Created under SB22-238	Assessment Rates – For property tax year 2024 (payable in 2025) Created under SB22-238	Assessment Rates – For property tax year 2025 (payable in 2026) & thereafter	
Non-residential	Hotels, motels and B &Bs – ‘lodging properties’	29%	27.9% (Exempt first \$30,000 of Actual Value)	29%	29%
	Renewable Energy Production	26.4%	26.4%	26.4%	29%
	Agricultural Property	26.4%	26.4%	26.4%	29%
	Commercial, Vacant, Industry	29%	27.9% <i>(For improved commercial only: exempt first \$30,000 of Actual Value)</i>	29%	29%
Residential	Oil & Gas	87.5%	87.5%	87.5%	87.5%
	Multi-family housing (i.e. apartments)	6.80%	6.765% (Exempt first \$15,000 of Actual Value)	6.8%	7.15%
	All other residential property	6.95%	6.765% (Exempt first \$15,000 of Actual Value)	TBD (set at a level to hit a total revenue reduction over the 2023 & 2024 property tax years of \$700 million)	7.15%

Backfill for Property Tax Year 2023 & 2024 (3 tiers):

- 1.) Local governments in counties with over 300,000 people will be made whole for 65% of their lost revenue.
9 counties: Adams, Arapahoe, Boulder, Denver, Douglas, El Paso, Jefferson, Larimer and Weld
*Fire, library, sanitation & water districts, health service districts & municipalities within these counties will receive a higher percentage backfill. Those with an assessed valuation of more than 10% will be made whole for 90% of their lost revenue. Those with an assessed valuation of less than 10% will be made whole for 100% of their lost revenue.
- 2.) Local governments in counties with a.) under 300,000 people and b.) an assessed valuation growth of over 10% will be made whole for 90% of their lost revenue.
10 counties: Chaffee, Eagle, Elbert, Grand, Gunnison, Lake, Montrose, Park, San Miguel and Summit
- 3.) Local governments in counties with a.) under 300,000 and b.) an assessed valuation growth of under 10% will be made whole for 100% of their lost revenue.
Remaining 45 counties