

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, May 11, 2022
7:00 P.M.
Library Community Room/Zoom Virtual Meeting Hybrid

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Approval of Board Meeting Minutes of April 13, 2022
- V. Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial Reports
- VI. Board Training: Writing and Updating Policies
- VII. Strategic Plan
- VIII. Old Business
 - Staff 2022 Projects
 - Policy Review: Board Bylaws; Volunteer Policy; Public Participation at Board Meetings Policy; Public Posting Policy
- IX. New Business
 - Policy Review: Public Records Request policy; updating policies per SB 21-088
 - Staff Day Update
 - Possible Purchases: Drinking Fountain Replacement; Community Room Screen/TV
 - Design Services Proposal
 - Staff Day and Inventory Day, August
 - Other business
- X. Adjournment

Next Meeting: June 8, 2022

Zoom Meeting ID: 850 8554 0174

Zoom Meeting Password: **286365**

Berthoud Board of Trustees
April 13, 2022
In-Person and on ZOOM

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

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

Public: Amanda Thorstensen

Approval of the Minutes: **Motion 0422-01** to accept the minutes of the March 9,2022 meeting, made, seconded and carried.

Reports: Amie presented the CEO report.
Christy Headrick submitted the Youth Services Report
Statistics: Amie submitted the report

Financials: **Motion 0422-02** to accept the Profit and Loss Statement for February 2022 made, seconded and carried.

Motion 0422-03 to accept the expenditures of February 2022 made, seconded and carried.

Old Business:

Staff 2022 Projects: Storage closet has been cleaned out of unnecessary items. The Shed will be the next project.

Staff pain points: These will be collected and addressed

Design Consultant: Amie has the name of someone to contact for help with office redesign.

Possible Line-item reallocation: Furnishings (couches) for the Youth Library have been purchased..

Board Self-Evaluation: was accepted as is. Julie suggested it be put in electronic form. That will be designed and sent to Trustees

Custodial Services: **Motion 0422-04** made, seconded and carried for Amie to enter into a contract with Total Facility Care (TFC) to take over the cleaning of the building.

New Business:

Policy Review: Participation at Board Meetings policy – Public Posting policy: Due to the late hour this will be reviewed at the May meeting.

Plant Selection Garden Status: How to make the maintenance of the gardens manageable for staff. Kathy offered to look at the garden and evaluate.

Facility: Amie submitted the Invoice for Automatic Access, Inc. in the amount of \$914.34 for the repair of the front door. **Motion 0422-05** made, seconded and carried to approve the repairs that are needed for proper functioning of the front doors.

No Other Businesses:

Lorna Greene adjourned the meeting at 9:10 pm

Next Meeting May 11, 2022

Respectfully Submitted: Melissa Robinson, Secretary

Berthoud Community Library District
CEO Report
April 2022

Library Operations and Services

Personnel

We all gathered for our Staff Development Day on the 21st. We worked together on reducing some of the “pain points” in our everyday tasks, created assignments for cross-training, created a list of possible actions for the strategic plan, and discussed our new BCLD style guide. We took time in the afternoon for some team-building in the form of enjoying lunch together and axe-throwing.

Christy is the first staff member to make use of our new wellness leave. She took time off work to attend a wood-working class. While she didn’t become a master carpenter in a day, she did make a bookcase that her son describes as “a real bookcase, like you went to the store.”

Classes/Services

We had full groups for both Food for Thoughts events this month. Our very own Master Gardener Kathy Mitchell attended both dinner and breakfast with another Master Gardener guest, and the community came with all sorts of questions about gardening, lawn care, and tree care.

Circulation/Collection

In an effort to promote books and authors that may be lesser-known than others, we changed our “staff picks” display to a “the best books you’ve never heard of” display.

Building and Grounds

Jennifer installed foot pulls on the bathroom doors to give people another way of opening those doors without having to use their hands.

Access Services came to replace some of the rollers and other parts in the front doors. They should open smoothly for years to come.

A few of our trees had branches that were hanging low over the sidewalks or scraping against the building during windstorms, so we did a bit of tree-trimming this month.

Technology

Nothing to report.

Policies and Procedures

Nothing to report.

Outreach and Publicity

Turner Middle School students created sculptures in their art classes using library books that we had weeded out of our collection. Some of those sculptures are currently on display here.

Financial

Nothing to report.

Strategic Plan

Staff members reviewed the current draft of the strategic plan before our Staff Development Day. As a group we discussed what things we're already doing that fit into the strategies, the ways the different strategies tie together all the work that we do here, and some possible actions that we could take to move the different strategies forward.

Meetings and Workshops

All Staff—Staff Development Day

Amie— A Review of Child Sexual Abuse Accountability Act, webinar, April 12; Meeting with Town Administrator Chris Kirk, April 27; Meeting with Beth O'Neill of Planning Solutions, April 28

Bella— Meeting with Streamline Website Services

Jennifer— Friends of the Library meeting, April 6; Turner Middle School meeting

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

May 4, 2022

Youth Services

Programs and services

Story times:

Wednesday average attendance: 20. Friday average attendance: 18. Leslie and Shelby have been attending Friday Story time. Most of the attendees are unique to each class, which was my intention to serve the greatest number of people. I am considering offering a specific class for babies under 2 because I think we have the population to support that. Storytime has been family friendly to accommodate folks with multiple children.

Summer Learning:

We are looking forward to having volunteers back this summer in addition to offering some amazing tween / teen events. We will be welcoming performers at the New Freedom sanctuary space this summer. Registration for Summer Learning Initiative will begin Saturday May 21. Our events will run June – July and our prize drawing will be mid- August.

Committees and groups:

Safe Kids Meeting – this meeting was the first in person / virtual hybrid and we had 12 in person attendees and four virtual attendees. We watched a video about open water / ice safety. The group is still looking for a place to house a take back pod for car seats. At this time, only the metal can be recycled and must be stripped to be taken for recycling at the dump. I was disappointed to hear that the stop as yield law went through for Larimer county, which allows bicyclists 15 and older to treat a stop sign or stop light as a yield sign rather than adhering to the rules of the road that motor vehicles follow. A grant has been written to purchase life jackets and to build a kiosk at Carter lake. These would be for loan from an unattended kiosk for casual boaters.

Staff day – attended by 7 staff members. We talked about our focus changing from the push for more space to reprioritizing the space we have. We talked about our favorite parts of our job and the least favorite parts. We plan to address “pain points” to make things better and cross training staff to add support when people are out. Our team building activity of axe throwing was fun and different. We talked about the strategies put forth by the library board.

Children’s department:

The check out of board books has increased with their visibility.

Displays

Spring, and Gardening books are on display.

**Berthoud Community Library
Statistics April 2022**

Statistics	Apr-21	Apr-22	% change	YTD 2021	YTD 2022	% change
Circulation						
Circulation	3929	3871	-1%	15159	15348	1%
Reference Questions				30316	0	-100%
Program attendance	66	226	242%	240	887	270%
People counter	1804	2789	55%	7215	11180	55%
3M Ebooks	204	243	19%	876	884	1%
Over Drive	147	169	15%	216	440	104%
Interlibrary Loans						
Number of items borrowed	6	2	-67%	26	43	65%
Number of items loaned	0	0	#DIV/0!	0	0	#DIV/0!
ASPENCAT						
Number of items borrowed	484	496	2%	1958	2125	9%
Number of items loaned	314	253	-19%	1143	1077	-6%
Registered Patrons						
New cards	44	47	7%	127	240	89%
Total number of card holders	8420	9165	9%	8420	9165	9%
Residents	6972	7605	9%	6972	7605	9%
Non-Residents	1448	1560	8%	1448	1560	8%
Collection						
Materials added	310	153	-51%	873	624	-29%
Materials withdrawn	33	399	1109%	137	1616	1080%
Total materials owned	24617	24002	-2%	24617	24002	-2%
Technology						
Computer use	173	201	16%	714	875	23%
Web usage	2393	4130	73%	9201	13740	49%
Tech Coaching	147	176	20%	439	686	56%
Volunteer hours worked	0	0	#DIV/0!	0	0	#DIV/0!

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

	Apr 11, 22
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	279,676.92
Petty Cash	100.00
10000 · Independent Bank Checking	398,803.76
Total Checking/Savings	678,580.68
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	692,099.28
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	908,360.58
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	193,152.59
Total Equity	906,412.66
TOTAL LIABILITIES & EQUITY	908,360.58

Berthoud Community Library District Expenses by Vendor Summary March 2022

	Mar 22
Ace Hardware	39.97
Aflac	142.56
Ann Lincoln	250.00
Beth Wilberger	400.00
Canon Financial Services, Inc.	274.24
Cardmember Services	1,641.72
Center Point Large Print	47.94
Charles Schwab	749.26
Christy Headrick	108.93
Colorado Association of Libraries	150.00
Colorado Library Consortium	2,000.00
Comcast	126.90
Comcast - Busniess	310.66
CU Science Discovery	195.00
Demco - supplies	56.40
Denise Gard	325.00
Dolores County Public Library	18.00
EasyTrack Payroll	163.00
Ingram	1,098.58
Jennifer Miller	32.84
Johnson Controls Security Solutions	599.03
Kanopy Inc.	1,500.00
McCrary and Sons LLC	890.00
MetLife	169.79
Midwest Tape	500.29
Mountain View Commercial Cleaning	600.00
Office Depot	55.93
Public Sector Health Care Group	2,194.47
RCOM Computer Services	695.00
Science Matters in America	280.00
Steve Weeks	250.00
Talewise	280.00
Town of Berthoud - Water	85.31
United Waste Systems	25.00
USPS	226.00
Xcel Energy	988.08
TOTAL	17,469.90

- Youth SLI

- Reimbursement

- Ebooks & Audio
Renewal

- Youth SLI

- Youth SLI

- Reimbursement

- Youth SLI

- " "

- " "

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

Page 2 of 2

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 = \$9,788.33

941 Taxes = 8438.87

EE Taxes = \$7,350.46

ER Taxes = \$2,437.87

Chk = \$0.00 DD = 22790.09

For Board Training, May 2022

When I started at the Berthoud Library in 2016, I immediately made fast friends with each of my board members by insisting that *all* of our policies be revised. We had a great summer together! Happily, now all of our policies are reviewed-- a few each year-- on a rotating basis. If you're unsure about whether or not your policies need revision, or unsure what to do with them if they are in need, read on. Let's talk first about signs that mean you might need to write or revise a library policy.

#1. Laws have changed. The two categories I see change the most are HR/employment laws and what I call "how to behave in public" laws—think gun control, anti-discrimination, or unattended youth laws. Of course, in order to know that the laws have changed someone in your library needs to pay attention to legal developments. That's not as hard as it sounds, especially when you have CLiC, CAL, the State Library, and ALA to help with updates.

#2. It's been too long. How long is too long? You will need to determine your library's tolerance for yourselves. The first time we did a policy review here in Berthoud, it had been 8 years since most policies had been reviewed. We had a delightful time revising all 20 of our policies in one summer, and decided we never wanted to have to do that again. Now we review 6 or 7 policies during the course of a year, with all of them on a regular 3-year rotation. This keeps us up-to-date but not overwhelmed.

#3. The policy doesn't match staff behavior. If your policy says, "if x then we y," but when x happens you actually do z, something needs to change. For example, you may have a policy that says you will attempt to contact parents and then call the police anytime a child 10 or under is left alone in the library. But if an 8-year-old is content to quietly work at a computer for 2 hours without an appearance from mom or dad, and staff are content to leave that quiet 8-year-old alone without calling parents, then you have a policy/staff behavior mismatch.

#4. Someone asks, "What is your policy on ___?" and you don't know the answer. Or you do know the answer but have no clue how to summarize it. There is a caveat with this one: once-in-a-lifetime occurrences don't need policies. If someone asks about your policy on bringing acrobatic monkeys to visit storytime in the small meeting room on the 3rd Wednesday of any month that ends in -ary, don't write an acrobatic monkey policy. Think for a moment, refer that person to your policy on youth programming or meeting room use or animals in the library, and go on with your day.

#5. You have procedures mixed into your policies. Sometimes this is a good thing, like outlining the procedure by which invoices get paid in a financial policy. More often, it's best if procedures and policies are separate. For example, we had stated in our Emergency Policy that staff were to meet up at the Fire District's picnic table after clearing the building in the event of a fire. What happened? Yep, the Fire District got rid of the picnic table, and I couldn't designate a new meeting place without asking the board to change the policy. If it's a procedure that library staff should be able to change by themselves, it needs to be out of the policy.

#6. You are uncomfortable telling people what the policy is. We're not talking about the discomfort that comes from a policy being new, or from a policy with which you simply don't agree. We're talking about the discomfort that comes when you know your policy is inconsistent or silly or unenforceable or (hopefully not) illegal, and you know that the person you're speaking with will call you out on it. That's an unfair situation for everyone, so review that policy.

If you know which policies need to be written or revised, then what? Here are a few things to aim for when writing or revising.

#1. Clear and concise wording. We don't create policies to confuse people, but to help them. Consider reading level and word choice carefully as you work. Staff should be able to sum up the policy quickly and have the fully policy readily accessible. All this does two things: enables staff to deescalate tense situations quickly, and prevents bias from creeping into staff and board decisions.

#2. Attorneys approve. It's always best when your policies are legal. Can't afford an attorney? Plenty of libraries in this state can, so call up their leadership teams and ask if you can steal their wording. I have yet to be told no when I've asked.

#3. Keep the words positive whenever possible. No one likes being told they can't do something, so don't tempt anyone to defy you. Positive words create a more welcoming environment by assuming good behaviors instead of poor ones.

#4. Ensure policies match staff behavior. Sometimes the policy needs to change. Sometimes the behavior does. Figure it out and stick to it—everyone will be happier when the inconsistencies are eliminated.

#5. Explain the reason for the policy in the policy itself. Think about why you bothered to create the policy in the first place, then save everybody some time by embedding the reason right in the policy. For example, "To ensure fiscal responsibility, transparency, and proper accounting practices..." in your financial policy, or "So everyone can experience a safe and welcoming environment, visitors to the library are expected to..." in your behavior policy.

Remember that the best policies are living documents that actively govern the library, not statements that get shoved into a drawer and ignored until the next round of revision. While policies need to work for all your library's constituents—board, staff, library users, local governments, and more—that doesn't mean that the process of writing or revising quality policies is beyond your reach. Enjoy the process!

Blog Post written in January 2020 for Colorado State Library

Amie Pilla, Library CEO

PUBLIC PARTICIPATION AT BOARD MEETINGS POLICY

The Berthoud Community Library District encourages members of the public to attend board meetings. It is the policy of the Board to invite public participation during the public participation portion of the agenda.

Guidelines for Public Introductions and Comment

1. Citizens of the library district shall have the right and are encouraged to attend Board meetings, observe its deliberations and participate at appropriate times.
2. In the interest of orderly conduct of Board meetings, individuals or organizations desiring to be heard by the Board shall make their requests to the Library CEO or the president of the Board three (3) days prior to the scheduled meeting, stating name, address, purpose of request and topic. However, the Board may agree to hear any individual or organization at any time, notwithstanding the requirements for notice above.
3. Any person who wishes to speak at a public meeting must first be recognized by the president. Should the request to speak be granted, the president may limit the time for presentation, and if there are numerous requests to address the Board on the same subject, the president may select representatives to speak on each side of the issue. Every person who has been recognized to address the board is requested to state their name and address.
4. These procedures are not designed to restrict the scheduled appearances of citizens who have regular business with the Board and whose presentations are provided for on the agenda.

Current

Revised 6/8/2016
Revised 4/10/2019

PUBLIC PARTICIPATION AT BOARD MEETINGS POLICY

The Berthoud Community Library District ("BCLD") encourages members of the public to attend meetings of the BCLD Board of Trustees ("Board"). It is the policy of the Board to invite public participation during the public participation portion of the meeting as stated on the meeting agenda.

Guidelines for Public Introductions and Comment

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.
3. Any individual who wishes to speak at a Board meeting must first be recognized by the Board president. Should the request to speak be granted, the Board president may limit the time for presentation. If there are numerous requests to address the Board on the same issue, the president may select representatives to speak on each side of the issue. Every individual who has been recognized to address the Board is required to begin speaking only after stating his or her name and address.
4. These procedures are not designed to restrict the scheduled presentation by members of the public who have regular business with the Board and whose presentations are provided for on the Board meeting agenda.

Proposed
Changes

Revised 6/8/2016
Revised 4/10/2019
Revised 5/11/2022

PUBLIC POSTING & DISTRIBUTION OF FREE MATERIALS POLICY

The Berthoud Community Library District (BCLD) provides access to community information by providing space for the distribution of free material and the public posting of flyers, notices, and posters. Distribution or posting of such materials by the library does not indicate library endorsement of the ideas, issues, events, or organizations promoted by those materials.

Criteria for Display

- BCLD gives priority to organizations engaged in civic, educational, cultural, or nonprofit activities.
- BCLD gives preference to Berthoud organizations and events.
- Material must announce events, activities, and services in a timely manner.
- Individuals or businesses engaged in selling products or services for profit are permitted to post or distribute material in designated areas only. This option is only available to BCLD residents and businesses located in the Library District.
- For information that is not time sensitive, new material must be submitted every 6 months to ensure that posted items are current.

The library asserts its right and responsibility to ensure that the bulletin board and handout spaces are available on an equitable basis to all groups that meet the above stated criteria. The library reserves the right to designate space for library use only.

The Library CEO must approve each item for posting or free distribution. The library will discard materials posted or left for free distribution without approval. The library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.

Current

Approved 4/26/07
Revision 11/4/10
Revised 5/5/11
Revised 6/8/16
Reviewed 4/10/19

PUBLIC POSTING & DISTRIBUTION OF FREE MATERIALS POLICY

The Berthoud Community Library District (“BCLD”) provides access to community information by providing space on library property for the distribution of free material and the public posting of flyers, notices, and posters. Distribution or posting of such materials on library property does not indicate the BCLD’s, the BCLD Board’s or the BCLD staff’s endorsement of the ideas, issues, events, or organizations promoted or mentioned by those materials.

Criteria for Display

- The BCLD gives priority to postings requested by organizations engaged in civic, educational, cultural, or nonprofit activities and to Berthoud organizations and events.
- Material must announce events, activities, and services in a timely manner.
- Individuals or businesses engaged in selling products or services for profit are permitted to post or distribute material in designated areas only. This option is only available to residents and businesses located within the BCLD.
- For information which is not time sensitive, new material must be submitted every 6 months to ensure that posted items are current.

Approval of Postings or Free Materials

Items for posting or free distribution must be submitted to the BCLD CEO for approval prior to posting or free distribution on library property. The BCLD Board and CEO reserve the right to deny posting of any materials which include information that could be considered defamatory or that suggests or constitutes criminal activity.

Space Allocation

The BCLD CEO assert the right and responsibility to ensure that the bulletin board and handout spaces are available on an equitable basis to all groups that meet the above stated criteria. The BCLD CEO reserves the right to designate space for library use only.

Removal and Preservation of Materials Posted or For Free Distribution

The BCLD CEO and staff will discard materials posted or left for free distribution without approval by the individual or organization responsible for the posting or materials. The BCLD assumes no responsibility for the preservation or protection of materials posted or placed for free distribution on library property.

Approved 4/26/07

Revised 11/4/10

Revised 5/5/11

Revised 6/8/16

Reviewed 4/10/19

Revised 5/11/2022

*Proposed
changes*

Jones Plumbing Service LTD

Customer Bid

PO Box F
Berthoud, CO 80513

Date	BID #
4/18/2022	648

Phone #	970-532-2620
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Name / Address

Berthoud Community Library District
Jennifer Miller
PO Box 1259
Berthoud, CO 80513

Job Address

236 Welch Ave

Description	Qty	Rate	Total
INSTALL NEW DRINKING FOUNTAIN Remove & Dispose Of Existing Drinking Fountain. Install New (Elkay) Drinking Fountain With Bottle Filler. Job Includes: Move Water & Waste, Move D/F, Move Electric, Drywall Repair / Removal, Framing Additional Support / Hanging etc... Hook-Up, Testing Function, Checking For Leaks & Clean-Up. Plumbing Service (Two Plumbers, 6 Hours) Material (Elkay Drinking Fountain With Bottle Filler) & Misc. Plumbing Material And Disposal Fee (SHIPPING NOT INCLUDED IN THIS BID, WE WILL LET YOU KNOW BEFORE ORDERING & HOW FAR OUT THE ORDER WILL BE)		1,800.00 2,105.19	1,800.00 2,105.19T

Thank you for this opportunity to provide you with this BID

Subtotal	\$3,905.19
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THIS BID EXCLUDES ANY PERMIT, TRAFFIC CONTROL OR R.O.W. FEE'S

Sales Tax (0.0%)	\$0.00
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E-mail
jones.jps@yahoo.com

Web Site
jonesexcavatingplumbing.com

Total	\$3,905.19
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SIGNATURE _____

Wall Screen (Projector Replacement) Proposal

Samsung - 70" Class 7 Series LED 4K UHD Smart Tizen TV

\$649.99

Wall Mount Bracket

Cheapest, \$29.99, would spend up to \$75.00

HDMI Cable

25 foot, \$79.99

Best Buy Totaltech Yearly Membership

\$199.99

Includes mounting/installation and two-year warranty on all equipment purchased while the membership is active

Soundbar

Optional at this time, could spring for it now or come back to it

Options range from \$150 to over \$1,000, would be willing to spend up to \$400

Total requested:

Up to \$1,600



PLANNING SOLUTIONS

359 inverness drive south, suite b englewood, colorado 80112
ph 720 873 7466 fx 303 790 1186 beth@planningsolutions.org

May 3, 2022

Ms. Amie Pilla
Berthoud Community Library District
236 Welch Avenue
Berthoud, CO 80513

Dear Amie~

Thank you for the opportunity to offer this proposal for planning and design services for the Berthoud Community Library District. We're excited for the opportunity to work with you and Staff to refresh the beautiful building you currently reside in, to create an inviting and functional space for staff and community.

PROJECT DESCRIPTION

Develop Spaceplans illustrating new layouts for furniture arrangements, offer new spaces for computing and study and possibly a new location for Young Adults.

The primary goals for the project are to create more functional spaces for staff, enhance the service desk area, improve traffic flow throughout, improve sight lines, and increase storage, if possible.

Aesthetic changes for the building refresh may include new color scheme for paint and fabrics and upgrades to the restrooms finishes. Furnishings should be comfortable and flexible to support new ways patrons use the library.

SCOPE OF SERVICES

Needs Assessment

- Discuss the vision and needs for each area and how the spaces can be improved to address community and staff needs
- Discuss requirements for staff work areas, safety, efficiency and privacy
- Address specific concerns for aesthetics, furniture, and storage
- Generate list of new FF&E ideas and desires (FF&E = Furniture, Fixtures and Equipment)

1. Spaceplanning / Interior Design

- Develop new Spaceplan/Furniture Plan for Client review, including 2-3 test fit plans
- Develop new color scheme for fabrics and paints to coordinate with existing carpet
- Interior design for upgrades to existing restrooms may include new countertops, sinks, floor tile, toilet partitions and paint (Fee TBD)

2. Furniture Selection & Specification

- Prepare a series of image studies illustrating furniture options, and a final image study with photos, finishes, and fabrics
- Prepare furniture budget based on final FF&E selections
- Provide material samples for restroom upgrades (Fee TBD)

3. Project Bidding

- Assemble Bid Package containing drawings and specifications for all proposed changes to the facility, and furniture specifications for all new FF&E items
- Issue Bid Package and prepare Bid Analysis

4. Furniture Procurement and Installation

- Assist with furniture orders; coordinate delivery and installation schedules with the Client.
- Be present at time of furniture installation to ensure that furniture is installed in accordance with drawings and specifications. Prepare punch list, if necessary.

CLARIFICATIONS / EXCLUSIONS

CLIENT TO PROVIDE:

- Electronic drawing of the library, if available
- Budget and schedule parameters

EXCLUSIONS:

- Inventory of existing furnishings and shelving
- Presentations to public focus groups or visioning workshops
- Lighting design, electrical and mechanical engineering design

FEES

<u>Description</u>	<u>Fee</u>
Spaceplans (inc. 2-3 test fit plans)	\$1,200
Furniture Image Studies, Selection & Specification	\$2,500
Final Plans & Specs	\$1,000
Project Bidding	\$ 300
Furniture Installation	\$ 500
TOTAL	\$5,500
Interior Design (add fee if restrooms are included)	To be determined

REIMBURSABLE EXPENSES

Reimbursable expenses will be invoiced at cost for mileage to project site, drawing reproduction and overnight deliveries, as required.

AGREEMENT

If this proposal meets with your approval, please return a signed copy to our office. Please do not hesitate to contact me with any questions regarding this proposal. We look forward to the opportunity to work with you - thank you!

Best Regards,



Beth O'Neill, Owner

Approved: _____ Date: _____