

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, October 12, 2022
7:00 P.M.
In-Person and Zoom Hybrid Meeting

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Approval of Board Meeting Minutes of September 14, 2022
- V. Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial Reports
- VI. Acceptance of Expenditures
- VII. Board Training: Advocacy
- VIII. Policy Updates
 - Code of Conduct
 - Social Media Policy
- IX. Old Business
 - Staff 2022 Projects
 - Open Board Positions
 - FAMLI
 - Facility Updates
 - CEO Appraisal
- X. New Business
 - 2023 Budget Proposal Presentation
 - Other business
- XI. Adjournment

Next Meeting: November 9, 2022

Zoom Meeting ID: 850 1404 6161
Zoom Meeting Password: **209929**

**Berthoud Community Library
Board Minutes
September 14,2022 7:00pm
Hybrid Meeting**

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

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

Public: None

Approval of the Minutes: **Motion 0922-01** made, seconded and carried to approve Board Minutes of the August 10, 2022.

Reports: Amie Pilla presented the CEO Report for August.
Christy Headrick submitted the Youth Services Report for August

Statistics: Statistics reviewed.

Financial Reports: **Motion 0922-02** made, seconded and carried to approve the Financial Reports including Expenditures.

Strategic Plan: 1) Amie reviewed the three point strategic plan and will send the plan including highlighted actions to the Board Members for review and comment by the November meeting.

2) Increasing professional development for staff.
How do we evaluate what staff does/needs and how often to evaluate?
What are the Mission statement and vision statements?
Evaluate Board Needs (skills etc.)

Policy Reviews:

Youth policy: **Motion 0922-03** made, seconded and carried approve Policy with suggested addition.

Code of Conduct: Amie Pilla, Bob Latchaw and Amanda Thorstensen will review and rewrite with more positive language.

Old Business

Board Vacancies: We have received three applications for the Board Position beginning in January 2023. Melissa Robinson and Kathy Mitchell will interview the candidates and make recommendations.

Motion 0922-04 made, seconded and carried to approve Karen Anderson for a full four year term on the Board.

Staff 2023 Projects: Total Compensation Audit and Planning. (Includes salaries, benefits, etc.)

CEO Evaluation: Julie Oelman will send the condensed questionnaire form along with the four questions to the Board and the staff.

New Business: 2023 Budget Process – Amie Pilla will present the Board with two proposals including two different percentage increases (COLA) for staff and CEO.

Adjournment: Lorna Greene adjourned the meeting at 8:56 pm.

Next Meeting: October 12, 2022

Respectfully Submitted: Melissa Robinson

Berthoud Community Library District
CEO Report
September 2022

Library Operations and Services

Personnel

Six staff members attended at least one day of the Colorado Association of Libraries (CAL) Conference in Westminster during the first week of the month. Session topics ranged from navigating conflicts to library advocacy to serving teens. Each of us that went are grateful for the chance to attend.

Diane and Bella participated remotely in the Association for Rural and Small Libraries (ARSL) Conference. They both commented on how useful it was to get ideas and information from libraries whose size and budgets are similar to ours.

Classes/Services

We have restarted and restructured the library's Writers Group. The writers who attend now expect to receive accountability, time to write, and regular feedback on any works they have in progress.

Our 2022-2023 season of Food for Thoughts kicked off this month. Our discussion topic was Crime and Crime Prevention, and we had guests from the Larimer County Sheriff's Office attend both dinner and breakfast to discuss what is happening in Berthoud law enforcement and how we as residents can help keep our community safer.

Circulation/Collection

Nothing to report.

Building and Grounds

The Friends of the Library donated \$500 for our Plant Select Demonstration Garden to replace the many plants that have died over the last several years. A special thanks goes to Kathy Mitchell for coordinating the purchase and planting.

All the carpet and the upholstered furniture are clean. Many thanks to Jennifer for being present in the building on a Saturday evening while the work was being done.

Blue Frog Roofing completed their repairs to the roof, resealing a couple spots where ductwork enters the building and securing the walking pads.

Technology

Our Adult Computer 1 is acting up, and RCom is replacing the hard drive. Wwe've been short one adult computer off and on throughout the month.

Policies and Procedures

With the changes the State made regarding the distribution of Covid-19 testing kits, we once again are an active distribution site.

Outreach and Publicity

Christy was able to make visits to the middle school and high school this month to sign teens up for library cards and make them aware of library services.

Diane and Kelly visited the Berthoud Farmers Market during the last market of the season to visit with people and let them know about upcoming library classes and events.

Alison and Kathy, two of our local Master Gardeners, recorded a podcast episode that went live on September 27.

Financial

We confirmed our schedule with Hinkle and Company for our 2022 audit. We will work with them more at the end of this year.

Strategic Plan

Nothing to report.

Meetings and Workshops

Amie— Friends of the Library meeting, September 7; Colorado Association of Libraries conference, September 8-10; Colorado Public Library Directors meeting, September 13; Meeting with Beth O'Neill regarding library furnishings, September 20; Library Advocacy and Funding conference, September 26-28

Bella— Colorado Association of Libraries conference, September 8; Association for Rural and Small Libraries conference, September 15-16

Diane— Colorado Association of Libraries conference, September 8; Association for Rural and Small Libraries conference, September 15-16; Upcoming Cookbooks, webinar

Jennifer— Friends of the Library meeting, September 7; Colorado Association of Libraries conference, September 8; Meeting with Becky Dostal regarding library apparel, September 27

Sarah— Colorado Association of Libraries conference, September 8

Grants and Gifts

Nothing to report.

Respectfully submitted,
Amie Pilla
October 4, 2022

**Berthoud Community Library Distirct
Statistics September 2022**

Statistics	Sep-21	Sep-22	% change	YTD 2021	YTD 2022	% change
Circulation						
Circulation	3829	4391	15%	36246	38661	7%
Reference Questions	0	0		30316	0	-100%
Program attendance	199	248	25%	1261	2286	81%
People counter	2445	2726	11%	18938	26045	38%
3M Ebook	194	243	25%	2003	2244	12%
OverDrive	116	252	117%	785	1613	105%
Interlibrary Loans						
Number of items borrowed	12	7	-42%	84	91	8%
Number of items loaned	0	0	#DIV/0!	0	0	#DIV/0!
AspenCat						
Borrowed	405	627	55%	3913	4922	26%
Loan	266	288	8%	2534	2560	1%
Registered Patrons						
New cards	63	91	44%	508	466	-8%
Total number of card holders	8797	9546	9%	8797	9546	9%
Resident	7300	7931	9%	7300	7931	9%
Non- Resident	1497	1615	8%	1497	1615	8%
Collection						
Materials added	190	224	18%	1860	1728	-7%
Materials withdrawn	680	19	-97%	873	873	0%
Total materials owned	24528	24855	1%	24528	24855	1%
Technology						
Computer use	219	259	18%	1642	1682	2%
Web usage	3564	4100	15%	23003	23539	2%
Tech Coaching	116	196	69%	844	924	9%
Volunteer hours worked	0	2	#DIV/0!	0	49	#DIV/0!

Berthoud Community Library District
Balance Sheet
As of September 12, 2022

	Sep 12, 22
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	329,690.60
Petty Cash	100.00
10000 · Independent Bank Checking	527,646.14
Total Checking/Savings	857,436.74
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	870,955.34
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	1,087,216.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-120.08
Total Accounts Payable	-120.08
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	1,827.84
Total Liabilities	1,827.84
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	372,128.73
Total Equity	1,085,388.80
TOTAL LIABILITIES & EQUITY	1,087,216.64

2:38 PM

09/12/22

Accrual Basis

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

	<u>Aug 22</u>	
Aflac	349.22	
Canon Financial Services, Inc.	274.36	
Cardmember Services	881.29	
CDR	70.00	<i>Sarah's Professional Development</i>
Center Point Large Print	95.88	
Charles Schwab	749.26	
Colorado Department of Education	-2,268.00	<i>- Grant</i>
Colorado Library Consortium	-30.00	<i>- Damaged Book Refund</i>
Comcast	126.90	
Comcast - Busniess	312.84	
Demco - supplies	433.28	
EasyTrack Payroll	163.00	
Elbert County Library	-9.57	<i>- Damaged Book Refund</i>
Employers Council , Inc.	3,300.00	
Hay's Market	29.97	
Ingram	2,037.27	
McCrary and Sons LLC	119.70	
MetLife	129.36	
Midwest Tape	988.86	
Mountain View Commercial Cleaning	600.00	
ODP Business Solutions LLC	139.85	<i>- New Name for office Depot</i>
Public Sector Health Care Group	2,194.47	<i>Business</i>
RCOM Computer Services	2,330.00	
Town of Berthoud - Water	133.50	
United Waste Systems	25.00	
Xcel Energy	1,615.46	
TOTAL	<u><u>14,791.90</u></u>	

Payroll Summary

33937: Berthoud Community Library District

Page 1 of 2

From: 8/1/2022 To: 8/31/2022

Location: All Department: All Position: All



Number of employees paid during the selected period: 8

Pay Type	Hours/Units	Pay Amount
Salary	112.000	5061.55
Regular	713.500	15504.32
Vacation	54.000	2301.03
Sick	15.000	265.97
	894.500	\$23,132.87

Employee Taxes	Subject Wages	Tax Amount
Social Security	\$22,787.31	\$1,412.79
Federal Income Tax	\$22,787.31	\$2,603.87
Medicare	\$22,787.31	\$330.43
Colorado State Tax	\$22,787.31	\$939.00
		\$5,286.09

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	\$22,787.31	\$1,412.79
Employer Medicare Tax	\$22,787.31	\$330.43
Colorado State Unemployment Tax	\$22,787.31	\$45.57
		\$1,788.79

Employee Benefit	Benefit Amount
	\$0.00

Payroll Summary (Continued)

33937: Berthoud Community Library District

Page 2 of 2

From: 8/1/2022 To: 8/31/2022

Location: All Department: All Position: All



Payroll Totals = \$24,921.66	Gross = \$23,132.87	Benefits = \$0.00	Deductions = \$414.68	Total Net = \$17,432.10
Total Taxes = \$7,074.88	941 Taxes = 6090.31	EE Taxes = \$5,286.09	ER Taxes = \$1,788.79	Chk = \$0.00 DD = 17432.10

CODE OF CONDUCT

The purpose of this policy is to ensure that all library users have an fair and equitable opportunity to safely enjoy the library's services, materials and facilities. ~~Library users will not be subjected to, so that all may expect to use the library without unreasonable~~ interference or disturbance ~~by others,~~ and ~~staff will have to provide~~ a safe and secure workplace for staff.

The code of conduct When using the library:

1. ~~All library users are expected to~~ We treat library staff and other library users courteously and follow standard library procedures.
2. ~~Any conduct that may result in~~ We behave in such a way that we would not reasonably disturbing other library users or staff members ~~is prohibited~~. Examples of ~~prohibited~~ behaviors that could be disturbing are loud/boisterous conversations, obscene/offensive language, running, fighting, threatening and harassing behavior.
3. ~~We refrain from~~ 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~~ are expected attire. ~~Library users may not wear wet bathing suits in the library~~ Wet bathing suits or clothing are not allowed.
5. ~~Animals are prohibited in the library with the exception of~~ Only properly tethered and controlled assistance and service dogs, and animals featured in library sponsored or approved programs, are welcome in the library.
6. ~~Personal distribution of~~ It is inappropriate to distribute leaflets, ~~survey taking~~ take surveys, collecting signatures on petitions, solicitations ~~business, electioneer or campaign, and or~~ perform similar activities on library property ~~are prohibited~~.
7. ~~Library users may not leave~~ Please keep personal belongings ~~unattended in the library~~ with you. 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~~ You agree that the library may need to inspect the contents of all bags, purses, briefcases, backpacks, etc.
9. Bicycles, skateboards, rollerblades and scooters ~~are not permitted in the library~~ must be kept outside.

10. ~~Library users must~~ Please 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~~ You may be asked 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~~ Please leave weapons at home.
Concealed firearms must have 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

BERTHOUD COMMUNITY LIBRARY DISTRICT

BUDGET MESSAGE 2023

(Pursuant to 29-1-103(1)(e), C.R.S.)

The attached 2023 Budget for the Berthoud Community Library District includes several items of particular note: little increase in projected revenue; increased expenses from library vendors and service providers; increased payroll expenses to hire and retain employees; and an increase in projected costs for furniture and facility remodeling.

Larimer County property tax projections show little increase in property tax revenue. As the Berthoud Community Library District is de-Bruced, the District is exempted from the statutory 5.5% revenue limitation of C.R.S. 29-1-301. As a result, the District will rely on revenue to fund operations in 2023.

The services to be provided during the budget year include, but are not limited to, the following:

- Lending of books, audiobooks, movies, e-books, and other materials;
- Provision of research service in person, via telephone, and online;
- Cultural and education classes and events for all ages;
- Public computer and Wi-Fi access;
- Community meeting space at no charge.