

**Berthoud Community Library District  
Regular Board Meeting  
Wednesday, October 13, 2021  
7:00 P.M.  
Library Community Room/ Zoom Hybrid Meeting**

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Approval of Board Meeting Minutes of September 8, 2021
- V. Reports
  - CEO's report
  - Youth Services report
  - Statistics
  - Financial report
- VI. Acceptance of Expenditures
- VII. Strategic Plan
- VIII. Old Business
  - Library Building Plans
  - Policy: Record Retention Policy
- IX. New Business
  - Preliminary 2022 Budgets
  - CEO Evaluation
  - Other business
- X. Adjournment

Next Regular Meeting: November 10, 2021

Zoom Meeting ID: 846 1717 9164  
Zoom Meeting Password: **094465**

**BERTHOUD COMMUNITY LIBRARY DISTRICT**  
**Board of Trustees Meeting – September 8, 2021 (Hybrid Meeting)**

**Call to Order:** Lorna Greene called the meeting to order at 7:02 pm

**Roll Call:** Lorna Greene, Vickie Dunn, Kathleen Mitchell, Julie Oelman, Melissa Robinson, Amie Pilla (CEO). Bob Latchaw Excused, Karen Anderson, unexcused

**Public:** Fire Department Representatives: Steve Charles, Dan Hershman

**Minutes Approval: Motion 0921-01** made seconded and carried to approve September 14, 2021 minutes (small correction)

**Motion 09-21-02** Made seconded and carried to approve Special August 25, 2021 minutes

**CEO Report:** Amie presented the CEO report and statistics. New employee Kelly Bazzil hired!

**Youth Services Report:** None this month.

**Financials:** Will be submitted for the October Meeting

**Board Training:** Amie reviewed the Fair Campaign Practices Mailing Compliance Report. We can answer questions, talk about the new library but we cannot solicit “yes” votes.

**Old Business: Library Building Plan** – The Fire Department would like to submit a Memo of Understanding asking for the first right of refusal to buy the existing Library building if the ballot initiative (6D) passes.

**New Business: Strategic Plan.** Amie will do some research on how the Board and members of the Staff can work together on the Strategic Plan for moving forward. (Retreat, Board Meeting, special meeting)

**Financial Audit Firms:** We should hire an auditor to do a complete audit before it becomes necessary due to our increased revenue. Amie will contact other libraries of similar size for their recommendations for a RFP. Julie and Kathy have experience with Audits.

**Other:** Neighbors for a New Library have collected \$8,000 hoping for \$15,000 for mailings, yard signs and social media.

Lorna Greene adjourned the meeting at 8:18pm.

Respectfully Submitted

Melissa Robinson

Berthoud Community Library District  
CEO Report  
September 2021

**Library Operations and Services**

*Personnel*

The library staff demonstrated great flexibility and responsibility during multiple unexpected absences. The team adjusted schedules and picked up extra hours so that we were able to keep the library open with minimal disruption to any of our visitors.

*Classes/Services*

Book Club began the 2021-2022 season with a discussion of *American Dirt* by Jeanine Cummins.

We began our fall theme of Strong Families and Community with our monthly Food for Thoughts discussions centered on quality of life and how people can be prepared for any changes due to injury, illness, or general aging. Classes based on the theme will continue through the end of the year.

Most local banks are no longer offering notary services even to their own customers, so Diane is seeing an uptick in the number of people booking notary appointments with her here.

*Circulation/Collection*

Space constraints are making it difficult to shelve our youth DVDs and adult audiobooks. Both collections see so much use that it's difficult to weed out any items that aren't being checked out regularly, and so staff members are getting creative with shelving and storing those items. We need more shelf space.

*Building and Grounds*

Jennifer spent some time weeding and fluffing up our gardens during the month. We are able to budget enough for a landscaping crew to mow the lawn and do one major spring and fall cleanup, but any other regular maintenance of the grounds falls on staff members to complete.

*Technology*

We don't track the number of faxes that we send, but we're getting an increasing number of inquiries about our faxing service. As a reminder, we fax any outgoing documents people need to send, and we do not charge for that service.

*Policies and Procedures*

An increasing number of people have brought their animals into the library. We've explained to individuals that library policy only allows service dogs in the library, and we've posted a reminder on the front door as well.

*Outreach and Publicity*

We attended the final Farmers Market of the 2021 season and set a new record for library card signup at that event with 20 new library cards.

We are now featuring guests on our library podcast. Joanna Rallo, a local realtor, joined us to discuss real estate trends in our area, and Chief Charles of the Berthoud Fire Protection District and Sergeant Anderson of the Larimer County Sheriff Department joined us to discuss Emergency Preparedness. Both episodes debuted in September and are available for listening on our website and various podcast platforms.

#### *Financial*

We received approval to create Family Emergency Preparedness Kits with American Rescue Plan Act (ARPA) funds distributed through the State Library. Those kits will include items like PPE, fireproof document bags, emergency weather radios, and more. The way the grant is set up, we'll purchase the items needed and then request reimbursement.

#### *Strategic Plan*

I attended the Colorado Association of Libraries conference and worked with a team of librarians from around the state to present a half-day session on strategic planning. The feedback from participants was great, with one person saying it was the best session she attended at the entire conference.

#### **Meetings and Workshops**

Amie— Friends of the Library meeting, September 1; Larimer County Digital Inclusion Project meeting, September 2; Colorado Public Library Directors meeting, September 2; Colorado Association of Libraries (CAL) Conference, September 9-10; Berthoud Faith Coalition meeting, September 13; Chamber Board meeting, September 14; Business After Hours, September 15; Larimer County Digital Inclusion Project meeting, September 16; Coffee with the Chiefs meeting, September 16

Jennifer—Friends of the Library meeting, September 1

#### **Grants and Gifts**

Nothing to report.

Respectfully submitted,

Amie Pilla

October 11, 2021

## **Youth Services**

### **Programs and services**

#### **Story times:**

Attendance for story time averages 17. Story time classes are offered, Wednesday and Friday at 10:30 a.m.

#### **Children's area:**

More toys have been moved into the children's area from storage, as restrictions are lifted. A regular cleaning routine is followed when Youth Services Librarian is in the building. There is a bin for toys to be cleaned at all times.

#### **Displays**

Halloween books are on display. Also, there is a display for Young Adult novels on the end cap.

#### **Professional Development**

Please see attached report for September.

Professional development online class  
Collection Development Basics  
September 2021

The purpose for collection development policy is to create easy access to information for the community.

Five main ideas that support collection development

1. Library materials are for use
2. Every reader their book
3. Every book its reader
4. Save time of the reader
5. Library is a growing organism

Some considerations for collection development

- Usage statistics
- Demographic projection
- Library budget

Who makes collection choices?

- Library director and staff
- Community
- Board of trustees
- Publishers/ vendors
- Copyright law / licensing contracts

Collection Development Ingredients

- Patron needs
- Mission, vision and strategic plan
- Policy with collection goals
- Selection
- Ordering process
- Vendors, publishers and suppliers
- Receiving materials
- Cataloging and processing materials
- Promotion and display
- Collection assessment
- Weeding and maintenance
- Evaluating (processes, use, materials etc.)

Questions to help know the community:

Who is not coming into the library?

Who are local authors, artists, musicians, and dancers?

Who are the businesses and non-profits in the community?

What do your community members care about?

What worries do they have?

How do they spend their resources?

What do they wish for themselves and others?

Berthoud Community Library  
Statistics September 2021

Statistics	Sep-20	Sep-21	% change	YTD 2020	YTD 2021	% change
<b>Circulation</b>						
Circulation	2908	3829	32%	24295	36246	49%
Reference Questions	0	0		11232	0	-100%
Program attendance	46	199	333%	1128	1261	12%
People counter	1003	2445	144%	10922	18938	73%
3M Ebook	259	194	-25%	2098	2003	-5%
<b>Interlibrary Loans</b>						
Number of items borrowed	4	12	200%	47	84	79%
Number of items loaned	8	0	-100%	64	0	-100%
<b>AspenCat</b>						
Borrowed	418	405	-3%	2475	3913	58%
Loan	227	266	17%	1474	2534	72%
<b>Registered Patrons</b>						
New cards	16	63	294%	243	438	80%
Total number of card holders	8220	8797	7%	8220	8797	7%
Resident	6806	7300	7%	6806	7300	7%
Non- Resident	1414	1497	6%	1414	1497	6%
<b>Collection</b>						
Materials added	188	190	1%	1706	1860	9%
Materials withdrawn	155	680	339%	1510	873	-42%
Total materials owned	23511	24528	4%	23511	24528	4%
<b>Technology</b>						
Computer use	71	219	208%	1259	1642	30%
Web usage	2474	3564	44%	20244	23003	14%
Tech Coaching	68	116	71%	500	844	69%
Volunteer hours worked	0	0	#DIV/0!	272	1	-100%
OverDrive		116			785	



**Berthoud Community Library District**  
**Balance Sheet**  
 As of September 13, 2021

	Sep 13, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Independent Bank Savings	279,164.84
Petty Cash	100.00
10000 · Independent Bank Checking	393,848.12
<b>Total Checking/Savings</b>	673,112.96
<b>Other Current Assets</b>	
Building Fund CD 1014	13,426.30
15150 · Payroll Clearing	-5,738.29
<b>Total Other Current Assets</b>	7,688.01
<b>Total Current Assets</b>	680,800.97
<b>Fixed Assets</b>	
Building	60,000.00
Remodel	156,261.30
<b>Total Fixed Assets</b>	216,261.30
<b>TOTAL ASSETS</b>	<b>897,062.27</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<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>	1,947.92
<b>Total Other Current Liabilities</b>	1,947.92
<b>Total Current Liabilities</b>	1,947.92
<b>Total Liabilities</b>	1,947.92
<b>Equity</b>	
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
TABOR Reserve	20,000.00
32000 · *Fund Balance Unreserved	617,811.68
Net Income	231,388.21
<b>Total Equity</b>	895,114.35
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>897,062.27</b>

6:56 AM

09/13/21

Accrual Basis

Berthoud Community Library District  
Expenses by Vendor Summary  
August 2021

	<u>Aug 21</u>	
Aflac	142.56	
Britz Company, LLC	15,000.00	Final Retainer
Broad Reach	524.60	
Canon Financial Services, Inc.	270.00	
Cardmember Services	633.48	
Centennial Communications	18,617.20	- Digital Communications
Center Point Large Print	46.74	
Charles Schwab	741.80	
Cindy Kittinger	150.00	
Comcast	126.90	
Comcast - Busniess	311.83	
Demco - supplies	628.18	
Diamond Lake Book Co	172.26	
EasyTrack Payroll	157.00	
FrederickPolls, LLC	15,000.00	- Survey
Gardner Media LLC	62.72	
Hay's Market	71.95	
Ingram	2,317.15	- Fire Panel Inspection
Johnson Controls Security Solutions	625.03	
Know Buddy Resources	141.70	
McCrary and Sons LLC	127.05	
MetLife	182.51	
Midwest Tape	590.03	
Public Sector Health Care Group	2,130.72	
RCOM Computer Services	695.00	
Rocky Ford Public Library	8.00	
Seter & VanderWall, P. C.	3,201.00	
Showcases	42.50	
Town of Berthoud - Water	116.71	
United Waste Systems	25.00	
Wember Inc.	6,508.80	- Consultant
West Rountt Library	34.99	
<b>TOTAL</b>	<u><u>69,403.41</u></u>	

# Payroll Summary

33937: Berthoud Community Library District

Page 1 of 2

From: 2021-08-01 To: 2021-08-31

Location: All Department: All Position: All



Number of employees paid during the selected period: 7

Pay Type	Hours/Units	Pay Amount
Salary	160.000	7230.76
Regular	541.250	9335.24
Vacation	48.000	1066.64
Sick	36.500	657.92
	785.750	\$18,290.56

Employee Taxes	Subject Wages	Tax Amount
Social Security	\$18,209.12	\$1,128.96
Federal Income Tax	\$18,209.12	\$1,447.14
Medicare	\$18,209.12	\$264.04
State Withholding - CO	\$18,209.12	\$744.00
		\$3,584.14

Deduction	Deduction Amount
AflacAccTaxable	\$5.52
AFLAC STD Post-Tax	\$61.20
Dental/Vision	\$5.60
Aflac Cancer Pre-tax	\$43.20
AflacAccPre-tax	\$32.64
	\$148.16

Employer Taxes	Subject Wages	Tax Amount
Employer Social Security Tax	\$18,209.12	\$1,128.96
ER_FUTA - FED	\$1,715.75	\$10.30
Employer Medicare Tax	\$18,209.12	\$264.04
ER_SUTA - CO	\$18,209.12	\$54.62
		\$1,457.92

Employee Benefit	Benefit Amount
	\$0.00

# Payroll Summary (Continued)

33937: Berthoud Community Library District

Page 2 of 2

From: 2021-08-01 To: 2021-08-31

Location: All Department: All Position: All



Payroll Totals = \$19,748.48

Gross = \$18,290.56

Benefits = \$0.00

Deductions = \$148.16

Total Net = \$14,558.26

Total Taxes = \$5,042.06

941 Taxes = 4233.14

EE Taxes = \$3,584.14

ER Taxes = \$1,457.92

Chk = \$0.00 DD = 14558.26

11:03 AM  
10/10/21  
Accrual Basis

**Berthoud Community Library District**  
**Balance Sheet**  
**As of October 10, 2021**

	<u>Oct 10, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Independent Bank Savings	279,313.98
Petty Cash	100.00
10000 · Independent Bank Checking	335,061.69
<b>Total Checking/Savings</b>	<u>614,475.67</u>
<b>Other Current Assets</b>	
Building Fund CD 1014	13,426.30
15150 · Payroll Clearing	-5,738.29
<b>Total Other Current Assets</b>	<u>7,688.01</u>
<b>Total Current Assets</b>	622,163.68
<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><b>838,424.98</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<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>1,947.92</u>
<b>Total Liabilities</b>	1,947.92
<b>Equity</b>	
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
TABOR Reserve	20,000.00
32000 · *Fund Balance Unreserved	617,811.68
Net Income	172,750.92
<b>Total Equity</b>	<u>836,477.06</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>838,424.98</b></u>

11:08 AM  
10/10/21  
Accrual Basis

**Berthoud Community Library District**  
**Expenses by Vendor Summary**  
September 2021

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	<u>Sep 21</u>	
Ace Hardware	5.00	
Aflac	213.84	
Amie Pilla	2,469.28	- Reimbursement for ARPA Grant Purchase
Canon Financial Services, Inc.	274.46	
Cardmember Services	2,178.50	
Center Point Large Print	46.74	
Charles Schwab	741.80	
Christy Headrick	68.78	- Reimbursement for Purchases
Colorado Library Consortium	3,043.15	↳ Courier
Comcast	126.90	
Comcast - Busniess	311.83	
Cornerstone Cafe	75.00	
EasyTrack Payroll	157.00	
Ingram	2,226.15	
Johnson Controls Security Solutions	599.03	
Lookout Books	142.65	
McCrary and Sons LLC	106.05	
MetLife	182.51	
Midwest Tape	289.65	
Mountain View Commercial Cleaning	766.88	
Office Depot	53.64	
Public Sector Health Care Group	2,130.72	
RCOM Computer Services	695.00	
Seter & VanderWall, P. C.	8,191.17	
Town of Berthoud - Water	119.95	
United Waste Systems	25.00	
Wember Inc.	6,508.80	
Xcel Energy	1,476.90	
<b>TOTAL</b>	<b><u>33,226.38</u></b>	

# Payroll Summary

33937: Berthoud Community Library District

Page 1 of 2

From: 2021-09-01 To: 2021-09-30

Location: All Department: All Position: All



Number of employees paid during the selected period: 8

Pay Type	Hours/Units	Pay Amount
Salary	232.000	10484.60
Regular	917.500	15732.25
Vacation	48.000	762.08
Sick	77.500	1275.81
Holiday	44.000	979.82
	<b>1319.000</b>	<b>\$29,234.56</b>

Employee Taxes	Subject Wages	Tax Amount
Social Security	\$29,112.40	\$1,804.94
Federal Income Tax	\$29,112.40	\$2,347.79
Medicare	\$29,112.40	\$422.15
State Withholding - CO	\$29,112.40	\$1,175.00
		<b>\$5,749.88</b>

Deduction	Deduction Amount
AflacAccTaxable	\$8.28
AFLAC STD Post-Tax	\$91.80
Dental/Vision	\$8.40
Aflac Cancer Pre-tax	\$64.80
AflacAccPre-tax	\$48.96
	<b>\$222.24</b>

Employer Taxes	Subject Wages	Tax Amount
Employer Social Security Tax	\$29,112.40	\$1,804.94
ER_FUTA - FED	\$1,495.26	\$8.97
Employer Medicare Tax	\$29,112.40	\$422.15
ER_SUTA - CO	\$29,112.40	\$87.34
		<b>\$2,323.40</b>

Employee Benefit	Benefit Amount
	<b>\$0.00</b>

## Payroll Summary (Continued)

33937: Berthoud Community Library District

Page 2 of 2

From: 2021-09-01 To: 2021-09-30

Location: All Department: All Position: All



Payroll Totals = \$31,557.96	Gross = \$29,234.56	Benefits = \$0.00	Deductions = \$222.24	Total Net = \$23,262.44
Total Taxes = \$8,073.28	941 Taxes = 6801.97	EE Taxes = \$5,749.88	ER Taxes = \$2,323.40	Chk = \$0.00 DD = 23262.44

3 pay period month