

**AGENDA**  
**Berthoud Community Library District**  
**Regular Board Meeting**  
**Wednesday, October 11, 2023**  
**7:00 P.M.**  
**236 Welch Ave, Berthoud**

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Consent Agenda
  - Approval of Board Meeting Minutes of September 13, 2023
  - Reports
    - CEO's report
    - Statistics
    - Financial report
  - Acceptance of Expenditures
- V. Policy Review
  - Assign: Library Operations; Code of Conduct; Borrowing and Loan; Code of Service
- VI. Old Business
  - Community Data Training Follow-Up
  - 2024 Holiday Schedule
- VII. New Business
  - Budget 2024 Draft
  - Other business
- VIII. Executive Session: CEO Appraisal
- IX. Adjournment

Next Meeting: November 8, 2023

## **Berthoud Community Library District**

### **Regular Board Meeting Minutes**

**Date: Wednesday September 13, 2023**

**7:00 pm**

**236 Welch Ave, Berthoud, CO**

**Call to Order:** Julie Oelman called the meeting to order at 7:03 pm

**Attendees:** Julie Oelman, Karen Anderson, Alyson Dratch, Bob Latchaw, Kathy Mitchell, Melissa Robinson, Amanda Thorstensen, CEO Amie Pilla

**Public Participation** - Ella Dratch -guest

#### **Consent Agenda:**

**Motion 0923-01** – Made, seconded and unanimously carried to accept and approve: Board Minutes, CEO Report, Youth Services Reports, Statistics, Financial Reports and Expenditures.

**Board Training:** Kiernan Hixon from the Colorado State Library led a lively discussion on various demographic and statistical reviews for Berthoud, Larimer County and the State of Colorado.

**Strategic Plan:** Amie Pilla reviewed the Library Operations, Community, and Innovation plans both completed and active.

**Old Business:** Total Compensation Audit –Staff appreciation gifts and free or reduced membership to the Recreation Center will researched by Amanda Thorstenson and Karen Anderson.

**CEO appraisals** – submit to Julie Oelman by September 17, 2023 for discussion at the October Meeting.

**Library Board Appointments:** The Town and County Board of Trustees have not as yet confirmed the appointments of Melissa Robinson and Bob Latchaw for a second term.

**New Business:** 2024 budget revenue increases for the Berthoud Library based on current tax estimates could be as high as \$250,000. This will depend on the outcome of the November election.

**Other Business:** Melissa Robinson proposed that we have a sub-group or a workshop to investigate some of the information we received from Kiernan Hixon, with the intention to design programs, projects and membership recruitment in the future.

**Adjournment:** Julie Oelman adjourned the meeting at 9:11pm

**Next Meeting:** October 11, 2023

Respectfully submitted: Melissa Robinson, Secretary

Berthoud Community Library District  
CEO Report  
September 2023

**Library Operations and Services**

*Personnel*

Bella, Christy, and Diane all went to the three-day Association for Rural and Small Libraries (ARSL) Conference in Wichita, Kansas. All three reported useful information and good ideas since the programs were aimed at libraries serving communities similar to ours.

*Classes/Services*

Food for Thoughts returned for the 2023-2024 season with a conversation about Habitat for Humanity. Tiffany Brodie, the new Executive Director for our Berthoud Habitat, led that lively discussion.

The Larimer County Department of Natural Resources sent a couple of Rangers to talk about what the Rangers do as well as share information about the County's Open Spaces. Their presentation was well-received by everyone who attended.

Book Club returned for the 2023-2024 season with two discussions of *Drowning Ruth* by Christina Schwarz.

Our weekly Writers Group continues to expand, with 8 people now meeting regularly to share writing and critiques with each other.

*Circulation/Collection*

Nothing to report.

*Building and Grounds*

One of the sprinkler zones of our irrigation system malfunctioned and remained running for hours on the 26<sup>th</sup>. Many thanks to the Berthoud Fire District officer who managed to get that zone shut off, and to McCrary and Sons for checking over the system to make sure the problem wouldn't repeat.

Kathy and the Master Gardeners returned to weed on the 27<sup>th</sup>. They also had to pull a plant that had been infected by a parasite. We may need to use some insecticide in the spring to prevent that parasite from spreading to our other plants.

*Technology*

Nothing to report.

*Policies and Procedures*

The Interlibrary Loan process (for borrowing items not available within our AspenCat consortium) changed software. While this should eventually make it easier for libraries around the state to share items, and for our borrowers to request items not available from our consortium members, there have been several significant hiccups in getting the full process up and running.

### *Outreach and Publicity*

In celebration of National Library Card Sign-up Month, we released a limited-edition library card designed by 10-year-old community member Dagny T. We only produced 100 of the cards, which can be obtained by making a minimum \$5.00 donation to the Friends of the Berthoud Library. Most of the cards have been claimed, but there are still a few available.

### *Financial*

The County was able to provide us with an estimate of our library district valuation should Proposition HH pass during the upcoming November election. Should that Proposition pass, we will have to make changes to our proposed 2024 budget as our projected revenue from property taxes will be lower than our current projections.

### *Strategic Plan*

This month was the first time I'm aware of that we were able to send three staff members to an out-of-state conference. This was an opportunity to demonstrate the board's support of library staff members and their development, and to encourage library staff members to challenge themselves in their work.

### **Meetings and Workshops**

Amie— Friends of the Library meeting, September 6; Town Nonprofits meeting, September 7; Public Sector Healthcare meeting, September 7; Downtown Development Authority Community Leaders meeting, September 19; Public Sector Healthcare meeting, September 26; Town Board meeting, September 26; Library Directors meeting, September 29

Bella— ARSL

Christy— ARSL

Diane— ARSL; Koha Interlibrary Loans training; Upcoming Nonfiction Titles webinar

Sarah— Microsoft Excel classes

Thora— Larimer County Digital Navigators meeting; Koha Interlibrary Loans training

### **Grants and Gifts**

Nothing to report.

Respectfully submitted,

Amie Pilla

October 4, 2023

**Berthoud Community Library Distirct  
Statistics September 2023**

<b>Statistics</b>	<b>Sep-22</b>	<b>Sep-23</b>	<b>% change</b>	<b>YTD 2022</b>	<b>YTD 2023</b>	<b>% change</b>
<b>Circulation</b>						
Circulation	4391	4532	3%	38017	40810	7%
Reference Questions	0	0		0	0	#DIV/0!
Program attendance	248	290	17%	2197	3198	46%
People counter	2726	2954	8%	25620	26709	4%
3M Ebook	243	317	30%	2206	2621	19%
OverDrive	252	616	144%	1688	3443	104%
<b>Interlibrary Loans</b>						
Number of items borr	7	22	214%	82	110	34%
Number of items loaned	0	12	#DIV/0!	0	12	#DIV/0!
<b>AspenCat</b>						
Borrowed	627	737	18%	4742	6289	33%
Loan	405	317	-22%	2610	2884	10%
<b>Registered Patrons</b>						
New cards	91	67	-26%	676	569	6%
Total number of card holders	9546	10291	8%	9546	10291	8%
Resident	7931	8555	8%	7931	8555	8%
Non- Resident	1615	1736	7%	1615	1736	7%
<b>Collection</b>						
Materials added	224	216	-4%	1727	1834	6%
Materials withdrawn	19	50	163%	1750	1860	6%
Total materials owned	24855	25356	2%	24855	25356	2%
<b>Technology</b>						
Computer use	259	248	-4%	2098	1671	-20%
Web usage	4100	3586	-13%	32291	23025	-29%
Tech Coaching	196	145	-26%	1833	873	-52%
<b>Volunteer hours worked</b>						
	2	32	1500%	49	367	648%