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


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
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 26th. Many thanks to the Berthoud Fire District officer who managed to get that zone shut off, and to McCravy 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 27th. 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 District
#### Statistics September 2023

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