

**AGENDA**  
**Berthoud Community Library District**  
**Regular Board Meeting**  
**Wednesday, November 8, 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 October 11, 2023
  - Reports
    - CEO's report
    - Youth Services report
    - Statistics
    - Financial report, August and September 2023
  - Acceptance of Expenditures, August and September 2023
- V. Policy Review
  - Library Operations; Code of Conduct; Borrowing and Loan; Code of Service
- VI. Old Business
  - CEO Appraisal
  - Holiday Schedule
- VII. New Business
  - 2024 Board Officers
  - Other business
- VIII. Adjournment

Next Meeting: December 6, 2023

**Berthoud Community Library District**  
**Regular Board Meeting Minutes**  
**Date: Wednesday October 11, 2023**  
**7:00 pm**  
**236 Welch Ave, Berthoud, CO and ZOOM**

**Call to Order:** Julie Oelman called the meeting to order at 7:02 pm

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

**Public Participation** - Ella Dratch

**Consent Agenda:**

**Motion 1023-01** – Made, seconded and unanimously carried to accept and approve: Board Minutes, CEO Report, Statistics and Expenditures.

There was no Youth Services Report and the Financials will be reviewed by Amie Pilla and Diane. Kathy Mitchell volunteered to help..

**Policy Reviews:**

Library Operations: Julie Oelman

Code of Conduct: Amanda Thorstensen

Borrowing and Loans: Alyson Dratch

Code of Service: Kathy Mitchell

**Old Business:**

Community Training Follow-up: Amie Pilla will present caricatures of possible patrons for the Board to consider for planning strategies. We will schedule a meeting or retreat in 2024 to design strategies for how to appeal to various demographic community members.

**Holiday Schedules:** We will discuss at the next meeting whether we want to add another holiday closure, and what holiday that would be, or if we should continue the floating holiday.

**New Business:** 2024 Budget. Amie Pilla presented a draft of the 2024 Budget. Our income next year will depend on the results of HH Amendment in the November election.

**Julie Oelman** asked for a motion to suspend the regular meeting so the Board could meet in an Executive Session. **Motion 1023-02** was made, seconded and unanimously carried.

**Executive Session: CEO Appraisal**

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

Julie Oelman presented the results of the CEO Appraisal and it was discussed. The results of the appraisal will be presented to CEO Amie Pilla at the November Meeting.

**Motion 1023-03** made, seconded and carried to approve the CEO appraisal and feedback. Executive Session ended.

Julie Oleman adjourned the regular Board Meeting at 9:07 pm.  
Next Meeting: November 8, 2023

Respectfully submitted: Melissa Robinson, Secretary

Berthoud Community Library District  
CEO Report  
October 2023

**Library Operations and Services**

*Personnel*

The library was closed on the 12<sup>th</sup> to give all staff members an opportunity to attend one day of the Colorado Association of Libraries (CAL) Conference, held this year at the Embassy Suites in Loveland. I was able to attend a second day of the conference as well. Conference topics ranged from policy development to adaptive storytimes and every other library topic in between.

*Classes/Services*

Our adult classes and events are running well with full crowds. This month Food for Thoughts discussed planning for Berthoud's future with representatives from the Town, people from the organization Neighbor to Neighbor came to present on housing assistance, and Book Club discussed the book *West with Giraffes* by Lynda Rutledge.

*Circulation/Collection*

Nothing to report.

*Building and Grounds*

Since our exterior building sign is so difficult to read, we're working with our local blacksmith at Innovation Forge to help design and create a new sculpture/building sign to be placed at the end of the parking lot. We're hoping this addition will help more people know that this building is the library.

*Technology*

Nothing to report.

*Policies and Procedures*

In light of the increases in our revenues over the last several years, we are increasing the amount of coverage for our property and liability insurance. Expect to see a corresponding increase in the cost of that insurance.

*Outreach and Publicity*

Nothing to report.

*Financial*

The draft budget for 2024 was reviewed by the board during the October meeting and is available at the front desk of the library for any member of the community who wants to review the draft and file any comments before the December budget hearing.

### *Strategic Plan*

Staff members at the Colorado State Library are revising the Colorado Public Library Standards, and I have been participating on the task force, particularly focusing on the HR Standard and on the Planning and Evaluation Standard. Those revisions will be on-going over the next couple months, with task force members offering feedback and suggestions throughout. Watch for the updated Colorado Public Library Standards to be released in 2024.

### **Meetings and Workshops**

Amie— Friends of the Library meeting, October 4; CAL Conference, October 12 and 13; Colorado Public Library Standards Task Force meetings (2), October 31

Bella— CAL Conference

Diane—CAL Conference, October 12; Romance Authors webinar; CAL Adult Services Interest Group meeting; Thrillers, Mysteries, and True Crime webinar; AspenCat conference; Research Assessment webinar; Library Journal Day of Dialog; Graphic Novels webinar

Kelly—CAL Conference

Sarah—CAL Conference

Thora—CAL Conference

### **Grants and Gifts**

Nothing to report.

Respectfully submitted,  
Amie Pilla  
November 3, 2023

## **Youth Services**

### **Programs and services**

#### **Story times:**

Participation averaged 24 at Wednesday and Friday morning story time.

#### **Teen / tween programs:**

Outdoor games at B-Rad's arcade did not attract participation, however it was cold and rainy that afternoon. Construct and Concoct offered painting, but was not attended.

#### **Children's department:**

The new AWE computer is well used. The kitchen and other toys are also well loved.

#### **Displays:**

Thanksgiving displays are up in the children's area.

#### **Children's events:**

Tinker Tots: Ocean in a bottle 14 children and grown-ups attended.

Musical moments have an average of three attendees.

Mars Explorers – strange new planet had one attendee.

Fall Fest had 32 participants.

Kids Yoga had 2 participants.

#### **Volunteers:**

Jack Newberry finished his volunteer service in October.

Susan comes in Tuesdays when I'm out of the building.

**Berthoud Community Library District  
Statistics October 2023**

Statistics	Oct-22	Oct-23	% change	YTD 2022	YTD 2023	% change
<b>Circulation</b>						
Circulation	4081	4644	14%	42098	45454	8%
Reference Questions	0			0	0	#DIV/0!
Program attendance	319	103	-68%	2516	3301	31%
People counter	2943	3127	6%	28563	29836	4%
3M Ebook	242		-100%	2448	2621	7%
OverDrive	302	587	94%	1990	3474	75%
<b>Interlibrary Loans</b>						
Number of items borrowed	9	31	244%	91	141	55%
Number of items loaned	0	40	#DIV/0!	0	52	#DIV/0!
<b>AspenCat</b>						
Borrowed	629	786	25%	5371	7075	32%
Loan	277	381	38%	2887	3265	13%
<b>Registered Patrons</b>						
New cards	86	118	37%	762	687	8%
Total number of card holders	9629	10408	8%	9629	10408	8%
Resident	8006	8659	8%	8006	8659	8%
Non- Resident	1623	1749	8%	1623	1749	8%
<b>Collection</b>						
Materials added	230	271	18%	1957	2105	8%
Materials withdrawn	5	67	1240%	1755	1927	8%
Total materials owned	25081	25559	2%	25081	25559	2%
<b>Technology</b>						
Computer use	249	199	-20%	2347	1870	-20%
Web usage *	3658	6246	71%	35949	29271	-19%
Tech Coaching	207	235	14%	542	1108	104%
Volunteer hours worked	10	25	150%	59	392	564%

9:32 AM

10/17/23

Accrual Basis

**Berthoud Community Library District**  
**Expenses by Vendor Summary**  
**August 2023**

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	<u>Aug 23</u>
Aflac	245.04
Alicia Schoeck	10.44
Amie Pilla	34.58
AWE Learning	3,463.00
Berthoud Local	150.00
Canon Financial Services, Inc.	283.46
Cardmember Services	3,837.75
Center Point Large Print	49.14
Charles Schwab	1,082.46
Comcast	126.90
Comcast - Busniess	311.97
Demco - supplies	38.33
Denver Post	1,122.95
EasyTrack Payroll	186.00
Employers Council , Inc.	3,600.00
Haxtun Public Library	29.00
Ingram	2,093.80
McCrary and Sons LLC	84.00
MetLife	84.43
Midwest Tape	874.97
Mountain View Commercial Cleaning	745.34
Penrose Community Library	18.00
PERMACARD	935.03
Public Sector Health Care Group	3,013.48
RCOM Computer Services	2,495.00
Shelf Image Inc.	1,881.00
Town of Berthoud - Water	174.39
Tri City Heating and Air Conditioning	135.00
United Waste Systems	40.00
Xcel Energy	773.05
<b>TOTAL</b>	<b><u>27,918.51</u></b>



9:33 AM  
10/17/23  
Accrual Basis

**Berthoud Community Library District  
Expenses by Vendor Summary  
September 2023**

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	<u>Sep 23</u>
Aflac	367.56
Cardmember Services	356.02
Center Point Large Print	49.14
Comcast	136.90
Comcast - Busniess	174.69
Demco - supplies	251.44
EasyTrack Payroll	198.00
InfoUSA Marketing, Inc.	1,495.00
Ingram	2,392.72
Johnson Controls Security Solutions	285.64
MetLife	202.93
Midwest Tape	585.84
ODP Business Solutions LLC	166.56
Public Sector Health Care Group	2,260.11
RCOM Computer Services	2,395.00
Town of Berthoud - Water	213.32
United Waste Systems	40.00
Xcel Energy	775.42
<b>TOTAL</b>	<b><u><u>12,346.29</u></u></b>