

**AGENDA**  
**Berthoud Community Library District**  
**Regular Board Meeting**  
**Wednesday, January 12, 2022**  
**7:00 P.M.**  
**Library Meeting Room/ Virtual Meeting during Covid-19 Pandemic**

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Approval of Board Meeting Minutes of December 1, 2021
- V. Reports
  - CEO's report
  - Youth Services report
  - Financial report
- VI. Acceptance of Expenditures
- VII. Board Training: Training Schedule, Goals, and Evaluation
- VIII. Strategic Plan
- IX. Old Business
  - Policy Review, 2022 Schedule
  - Board Vacancy
  - Board Officers
  - Building Plans
- X. New Business
  - Staff 2022 Projects
  - Other business
- XI. Adjournment

Next Meeting: February 9, 2022

Zoom Meeting ID: 818 2915 7590

Zoom Meeting Password: **617828**

**Berthoud Community Library District**

**Board Meeting Minutes  
Hybrid Meetings**

**Date: December 1, 2021**

**Budget Meeting**

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

**Roll Call Trustees in Attendance:** Lorna Greene, Vickie Dunn, Melissa Robinson,  
Karen Anderson, Bob Latchaw, Kathleen Mitchell, Julie Oelman, and CEO Amie  
Pilla

**Public Participation:** None

**Resolution to accept 2021 Budget as amended**– made, seconded and carried  
unanimously

**Resolution to accept proposed 2022 budget** – made, seconded and carried  
unanimously;

Lorna Greene adjourned the meeting at 7:09 pm

**Respectfully Submitted:** Melissa Robinson

**Berthoud Community Library Board of Trustees Meeting  
December 1, 2021 - Hybrid Meeting**

**Call to order:** Lorna Greene called the meeting to order at 7:11 pm.

**Roll Call:** Trustees in attendance: Lorna Greene, Vickie Dunn, Melissa Robinson, Karen Anderson, Bob Latchaw, Kathy Mitchell, Julie Oelman, CEO Amie Pilla

**Public:** None

Board Minutes from November 10, 2021 – **Motion 1221-01** to approve minutes made, seconded and carried unanimously

**CEO Report** – Amie presented the report.

No Youth Library Report this month

Statistics for November not ready to be submitted

**Financials**

**Motion 1221-02** to approve Expenditures for October 2021 made, seconded and carried unanimously.

**Motion 1221-03** to approve financials for October 2021 made, seconded and carried.

**Board Training** – Board discussed the need to review the Board self evaluation form.

**Old Business:**

Policy Review:

Borrowing and Loan Policy – **Motion 1221-04** to accept the policy with changes made, seconded and carried.

Code of Conduct Policy – **Motion 1221 -05** made, seconded and carried to accept the changes to the Policy

**Board Vacancy:** Vickie Dunn is retiring from the Board the month. We all agreed that she will be missed.

Request for applications posted in the Library Bulletin Board and on the Web-site. Amie will check to see if a small notice can be put in the newspapers at a reasonable cost.

**New Business:** Board of Officers. Karen Anderson and Kathy Mitchell will meet and make recommendations for 2022 Board Officers at the January meeting.

2022 Board Meeting dates submitted  
2022 Holiday and Library Closing date submitted

Year End Wrap up: Amie will plan an appreciation breakfast for the staff on December 17.

**Other Business:** A young man planned to spend the night at the library and when he tried to leave the Sheriff's office was alerted. Amie and Lorna were called. Amie decided not to charge him with trespassing.

Lorna adjourned the meeting at: 8:18 pm.

**Next Board Meeting: January 12, 2022.**

**Respectfully Submitted: Melissa Robinson**

Berthoud Community Library District  
CEO Report  
December 2021

**Library Operations and Services**

*Personnel*

Two of our staff members lost their spouse within one week of each other. The other staff members pulled together admirably to keep the library running smoothly during absences. Since funerals were scheduled during regular operating hours, we opened late on December 16 to allow staff to attend the funerals in the morning.

I finished my second term on the board for the Berthoud Area Chamber of Commerce.

Seven of our library staff members were able to attend and enjoy an appreciation breakfast on December 17.

*Classes/Services*

We always scale back on events during December since our community members tend to be busy. We had a wonderful discussion of *The Night Watchman* by Louise Erdrich at book club on the 7<sup>th</sup>.

*Circulation/Collection*

Since we have so little shelf space, some of our materials are getting crowded again. We're stacking both adult fiction books and adult audiobooks on top of the others to make sure they're accessible to our borrowers. Look for a major weeding of the collection in early 2022.

*Building and Grounds*

The library lost power on December 15 during the high winds. Library staff waited in the dark for an hour and still had no estimated time from Xcel for the repairs to be completed, so we closed the library at 1:45 that day.

*Technology*

Comcast did an upgrade that messed with the settings on our Wi-Fi. The wonderful people at RCom were able to get things fixed at the Wi-Fi running again the same day we called them.

*Policies and Procedures*

Our policy document is updated with all the changes made throughout 2021, with hard copy filed in Amie's office and electronic copies available on the library's server and website.

*Outreach and Publicity*

House of Neighborly Service, Christmas in Berthoud, and the Berthoud High School Swimming and Diving Team all used our lobby during the month as a drop-off point for their various holiday donation drives for food, toys, and stuffed animals.

### *Financial*

We filed our 2021 Budget Amendment paperwork with DOLA, and our 2022 Budget paperwork with Larimer County and DOLA. All the documents were accepted.

Our final bill for the election came in at just over \$20,000, which is considerably lower than our estimated costs.

We received a generous donation of \$500 from a couple of our community members and used those funds to purchase some items that we believed we wouldn't be able to order until the new year, such as a shredder to replace our broken one and a new space heater for Christy to use by her desk.

### *Strategic Plan*

Nothing to report.

### **Meetings and Workshops**

Amie— Chamber Annual Gala, December 8; Strategic Plan Consultation, December 9; Chamber Board Meeting, December 14; Friends Donor Meeting, December 22

### **Grants and Gifts**

Undesignated donation, \$500

Respectfully submitted,

Amie Pilla

January 5, 2022

## **Youth Services**

### **Programs and services**

#### **Story times:**

December attendance was spotty because there were other events happening in the meeting room most of the month. We averaged 9 participants.

**December programs:** Winter Wonderland had 13 participants. Although I was disappointed with this number, the celebration was remote last year, and so that may explain the lack of attendance. Our Noon Year Party, however, was very well attended with 36 people celebrating the new year at a reasonable hour.

#### **Displays:**

Winter books are on display for kids. The YA endcap features books about LGBTQIA characters.

#### **Volunteers:**

We have not invited back our volunteers into the library, we did have several friends of the library and board members read for Winter Wonderland.

#### **In general:**

We continue to welcome new families into the library.

**Berthoud Community Library District  
Statistics November 2021**

Statistics	Nov-20	Nov-21	% change	YTD 2120	YTD 2121	% change
<b>Circulation</b>						
Circulation	3355	3731	11%	30929	43882	42%
Reference Questions	0	0		11232	0	-100%
Program attendance	14	221	1479%	1249	1745	40%
People counter	1493	2491	67%	14269	24052	69%
3M Ebook	282	249	-12%	2627	2463	-6%
<b>Interlibrary Loans</b>						
Number of items borrowed	1	5	400%	55	100	82%
Number of items loaned	5	0	-100%	72	0	-100%
<b>AspenCat</b>						
Borrowed	402	393	-2%	3300	4785	45%
Loaned	179	292	63%	1897	3215	69%
<b>Registered Patrons</b>						
New cards	20	40	100%	299	529	77%
Total number of card holders	8274	8887	7%	8274	8887	7%
Residents	6852	7376	8%	6852	7376	8%
Non-Residents	1422	1511	6%	1422	1511	6%
<b>Collection</b>						
Materials added	307	220	-28%	2187	2275	4%
Materials withdrawn	90	7	-92%	1770	911	-49%
Total materials owned	23695	24906	5%	23695	24906	5%
<b>Technology</b>						
Computer use	139	201	45%	1556	2072	33%
Web usage	2191	2059	-6%	24636	27727	13%
Tech Coaching	55	93	69%	597	1026	72%
Volunteer hours worked	0	0	#DIV/0!	272	1	-100%
OverDrive		115		1014		



2020	Story Time Program	StoryTime Attendance
January	4	10
February	4	5
March	5	43
April	4	5
May	4	4
June	4	76
July	5	62
August	4	80
September	9	157
October	9	133
November	6	122
December	6	48
<b>TOTALS</b>	<b>64</b>	<b>745</b>

Children Program	Children Attendance
0	0
1	2
1	20
1	1
0	0
5	246
4	169
1	8
0	0
1	47
0	0
2	49
<b>16</b>	<b>542</b>

Young Adult Program	Young Adult Attendance
0	0
0	0
0	0
0	0
0	0
4	24
5	16
1	5
0	0
2	6
2	5
2	5
<b>16</b>	<b>61</b>

Adult Program	Adult Attendance
3	18
3	20
5	56
5	60
5	26
5	35
6	45
5	37
9	42
14	77
10	67
10	49
<b>80</b>	<b>532</b>

Reached	Total People
15	50
1000	2000
25	60
15	45
10	25
30	100
27	60
4	4
30	100
300	3000
27	27

Outreach	Reached	Total People
5/22/2021	15	50
6/5/2021	1000	2000
7/31/2021	25	60
8/12/2021	15	45
8/14/2021	10	25
8/16/2021	30	100
8/21/2021	27	60
9/9/2021	4	4
9/25/2021	30	100
10/2/2021	300	3000
11/18/2021	27	27