

**Berthoud Community Library District
Regular Board Meeting
Wednesday, September 8, 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 August 11, 2021 and August 25, 2021
- V. Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
- VI. Acceptance of Expenditures
- VII. Board Training: Election Cycle
- VIII. Old Business
 - Library Building Plans
- IX. New Business
 - Strategic Plan
 - Financial Audit Firms
 - Other business
- X. Adjournment

Next Regular Meeting: October 13, 2021

Zoom Meeting ID: 869 2718 5132
Zoom Meeting Password: **762004**

Berthoud Community Library District

Board Meeting Minutes

Date: August 11, 2021

Call to Order: Lorna Greene called the July 14, 2021 meeting to order at 7:00 pm. Hybrid meeting.

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

Oath of Office: Karen Anderson took the Oath of Office to become a full member of the Board of Trustees.

Public Participation: None

Approval of Board Meeting Minutes

Motion 0821-01 to approve Board minutes of July 14, 2021 made, seconded and carried.

CEO's Report: Amie Pilla presented the CEO report.

Youth Services Report: Christy Headrick submitted the Youth Services Report.

Statistics: Amie presented the statistics for July 2021

Motion 0821-02 to accept July 2021 Balance Sheet made, seconded and carried.

Motion 0821-03 to accept July 2021 Financial reports made, seconded and carried.

Motion 0821-04 to accept July 2021 expenditures made, seconded and carried

Old Business

Master Plan: Owners Representative Update

Amie reported that the Owner's Representatives are working on; Lease agreement with the town of Berthoud, renderings of outside Library design, County commissioners to review potential ballot language,

Motion 0821-05 – to authorize Seter and Vander Wall to move forward with intergovernmental agreements (IGAs) with Larimer County to have the Board of County Commissioners certify the ballot language and for the office of Clerk & Recorder to

administer the election on behalf of BCLD for this November's potential ballot initiative was made, seconded, and carried.

Policy Reviews:

Surveillance Policy: Lorna Greene and Bob Latchaw reviewed the Surveillance Policy and usage.

Motion 0821-06 to accept the Surveillance Policy made, seconded and carried.

New Business:

Covid 19 Updates: No new mandates at this time.

Lorna Greene adjourned the meeting at: 7:45 pm

Special Meeting Wednesday August 25, 2021 at 7:00 pm

Next Regular Meeting September 8, 2021

Respectfully Submitted: Melissa Robinson

Berthoud Community Library District

Special Board Meeting Minutes

Date: August 25, 2021

Call to Order: Lorna Greene called the meeting to order at 7:00pm

Roll Call: Lorna Greene, Vickie Dunn, Kathleen Mitchell, Karen Anderson, Bob Latchaw, Julie Oelman, Melissa Robinson, Amie Pilla – CEO

Public: Kim J Seter, John Miller, Jennifer Miller, Paul Wember, Quentin Rockwell

Lorna Greene read a history of the Berthoud Community Library District.

New Business: **Motion 0821-07 made, seconded and carried approving:**

Resolution requesting the Board of County Commissioners of Larimer County to Refer a Ballot Issue to the Registered Electors of the District Pursuant to Article X Section 20 of the Colorado Constitution and C.R.S. 8 24-90-112(1)(b)(III)

Adjournment: Lorna Greene adjourned the meeting at 7:17 pm.

Respectfully submitted: Melissa Robinson

Attachment: Resolution 2021-08-1

BERTHOUD COMMUNITY LIBRARY DISTRICT

Larimer County, Colorado

Resolution No. _____

A RESOLUTION REQUESTING THE BOARD OF COUNTY COMMISSIONERS OF LARIMER COUNTY TO REFER A BALLOT ISSUE TO THE REGISTERED ELECTORS OF THE DISTRICT PURSUANT TO ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION AND C.R.S. § 24-90-112(1)(b)(III)

WHEREAS, Berthoud Community Library District, Larimer County, Colorado (the “District”), is a duly organized and existing library district under the Constitution and laws of the State of Colorado; and

WHEREAS, a great community deserves a great public library, and we need a new, larger library building to meet growing community needs;

WHEREAS, the Berthoud library was built 28 years ago when the Town of Berthoud had only 3,000 people;

WHEREAS, today, the Town’s growth has put the population over 15,000, moving quickly to 20,000 with no slowing in sight;

WHEREAS, the five-fold population growth has put tremendous strain on family and community to access library services;

WHEREAS, pursuant to C.R.S. § 24-90-112, the Board of Trustees of the District (the “Board”) is authorized to request the Board of County Commissioners (the “BOCC”) of Larimer County, Colorado (the “County”) submit to a vote of the registered electors residing within the District a ballot issue regarding the imposition of *ad valorem* taxes for the payment of the operation and maintenance expenses of the District; and

WHEREAS, Article X, Section 20 of the Colorado Constitution (“TABOR”) requires voter approval of any new tax, the creation of any debt and for spending above limits established by TABOR; and

WHEREAS, November 2, 2021, is one of the election dates at which ballot issues may be submitted to the eligible electors of the District pursuant to TABOR; and

WHEREAS, it is necessary to set forth certain procedures concerning the conduct of the election; and

WHEREAS, the Board elects to utilize the provisions of the Uniform Election Code of 1992 (the “Code”) in order to conduct a coordinated election with the County Clerk of

Larimer County on November 2, 2021 (the “Election”); and

WHEREAS, the Board has determined that the interest of the District and the public interest and necessity require that the Board request that the BOCC submit to the registered electors of the District the issue of whether the District may increase the mill levy for purposes set forth in the ballot question.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BERTHOUD COMMUNITY LIBRARY DISTRICT, IN THE COUNTY OF LARIMER AND STATE OF COLORADO:

Section All action heretofore taken (not inconsistent with the provisions of this resolution) by the Board and the officers of the District, directed toward the Election be, and the same hereby is, ratified, approved and confirmed.

Section The Board has determined, and hereby determines, that the interest of the District and the public interest and necessity demand and require that the Board submit to the registered electors of the District the ballot question described herein authorizing the District to increase the mill levy for the purposes described in the ballot question.

Section Pursuant to Section 24-90-112(1)(b)(III), the District requests the BOCC cause to be submitted for a vote of the registered electors residing in the District on Tuesday, November 2, 2021, as part of the County coordinated election, the question set forth in Section 4 of this resolution.

Section The question shall be in substantially the following form:

SHALL BERTHOUD COMMUNITY LIBRARY DISTRICT TAXES BE INCREASED \$1,275,000 ANNUALLY FOR COLLECTION BEGINNING IN 2022, AND ANNUALLY THEREAFTER BY AN ADDITIONAL PERCENTAGE EQUAL TO INFLATION PLUS ANNUAL LOCAL GROWTH AS DEFINED IN ART. X, SECTION 20 OF THE COLORADO CONSTITUTION, WITH HALF THE TAX INCREASE EXPIRING AFTER THIRTY YEARS, TO MAINTAIN EXISTING SERVICES AND TO MEET THE INCREASED DEMAND FOR ADDITIONAL SERVICES, WHICH MAY INCLUDE:

CONSTRUCTION OF A NEW, LARGER LIBRARY BUILDING TO MEET GROWING COMMUNITY NEEDS;

SEPARATE SPACES FOR CHILDREN AND TEENS;

NEW COMMUNITY MEETING ROOMS, INNOVATION LAB, AND RECORDING STUDIO;

EXPANDED COMPUTER LAB AND INTERNET CAPACITY FOR PUBLIC USE;

SUPPORTING THE COST OF STAFFING AND GENERAL OPERATIONS;

AND SHALL THE DISTRICT BE AUTHORIZED TO LEVY A PROPERTY TAX AT A RATE SUFFICIENT TO PRODUCE THIS INCREASE, COMMENCING WITH TAXES PAYABLE IN 2022 AND CONTINUING EACH YEAR THEREAFTER (EXPECTED TO RESULT IN A MONTHLY TAX INCREASE OF \$2.97 FOR EACH \$100,000 OF HOME VALUE IN 2022); AND SHALL THE DISTRICT BE ENTITLED TO COLLECT, RETAIN AND SPEND THOSE REVENUES IN ADDITION TO ANY OTHER TAXES, FEES OR OTHER REVENUES OF THE DISTRICT AND NOTWITHSTANDING ANY LIMITATION OR RESTRICTION OF ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION, OR WITHOUT REGARD TO THE 5.5% PROPERTY TAX REVENUE LIMITATION OF SECTION 29-1-301, C.R.S. OR ANY OTHER LAW?

Section Michele Barrasso, shall be the designated election official for purposes of performing acts required or permitted by law in connection with the Election and is authorized by the Board to enter into an intergovernmental agreement with the County Clerk pursuant to Section 1-7-116, C.R.S., in connection with the Election.

Section The officers and employees of the District are directed to take all action necessary or appropriate to effectuate the provisions of this resolution, including, without limitation, delivery of a copy of this resolution to the BOCC pursuant to Section 24-90-112(1)(b)(III), C.R.S.

Section All acts, orders or resolutions, or parts thereof, in conflict with this resolution are repealed.

ADOPTED at the special meeting of the Board of Trustees of the Berthoud Community Library District held August 25, 2021.

BERTHOUD COMMUNITY LIBRARY DISTRICT

President

ATTEST:

Secretary

STATE OF COLORADO)
) ss.
 COUNTY OF LARIMER)

I, the acting Secretary of Berthoud Community Library District (the "District"), Larimer County, Colorado, certify that:

This is a true and correct copy of a resolution (the "Resolution") adopted by the Board of Trustees (the "Board") at the special meeting of August 25, 2021, by an affirmative vote of a majority of the members of the Board as follows:

Name	"Yes"	"No"	Absent	Abstain

The members of the Board were present at such meeting and voted on the passage of such resolution as set forth above.

The Resolution was approved and authenticated by the signature of the President and attested by the Secretary and recorded in the minutes of the Board.

All members of the Board were given due and proper notice of the meeting.

IN WITNESS WHEREOF, I have hereunto set my hand this _____, 2021.

 Secretary

Berthoud Community Library District
CEO Report
August 2021

Library Operations and Services

Personnel

Diane Trojahn helped me with phone interviews and in-person interviews to fill our open Customer Service Specialist position. Kelly Brazzil joined the Berthoud Library team mid-month. Welcome Kelly!

All staff met for our annual Staff Development Day on August 19. We reviewed our emergency procedures, even receiving training from Berthoud Fire District on how to use fire extinguishers properly. We learned some early childhood development information from Christy, shared with each other interesting books we'd read in the last year as part of readers advisory training, and even attempted to complete an Escape Room together. We did not escape.

Classes/Services

Our annual Summer Learning Initiative wrapped up the first week of August. We had 97 adult participants who, unlike the teens and kids, had to read in order to earn tickets to the drawings. All the prize winners were notified during the second week of the month.

Food for Thoughts was a hit this month, with 7 people at dinner and 6 at breakfast (max of 10 for each meal). We discussed technology—whether technological advances are a positive or a negative, what things we appreciate using technology to do and what things we'd rather not use technology for if there's any other alternative.

Circulation/Collection

Nothing to report.

Building and Grounds

We spent considerable energy and a full can of wasp and bee spray to eliminate the wasps that decided to nest inside the library's flagpole.

Technology

Nothing to report.

Policies and Procedures

Nothing to report.

Outreach and Publicity

Several library directors from northern Colorado and I met with one of the legislative advisors on Senator Hickenlooper's staff to talk about the Build America's Libraries Act. If that bill passes, it will be the first time in many years that federal funds will be dedicated toward library facilities specifically.

We've spent the month at outreach events signing people up for library cards. We've visited three Back to School Nights, two neighborhood Block Parties, and the Farmers Market, increasing the presence and visibility of the library throughout the community. We're finding that many of the people who have recently moved to town don't know that the library exists until we tell them. We registered 130 new library users during the month, which may be an all-time record.

Financial

We received our assessed valuation from Larimer County so that we can begin planning for our 2022 budget. Since the proposed budget is due to the Library Board in October, and we won't know until November what our mill levy amount will be for next year, expect to see two proposed budgets in October.

The Library applied for and has been granted funds through the American Recovery Plan Act (ARPA), administered through the State Library. We've been allocated \$9,631.00 that we will use toward pandemic recovery efforts here at the library. We'll be reimbursed for the funds as we spend them rather than receiving one lump sum.

Strategic Plan

Library staff decided to have a running theme for the classes and events through fall. We're testing to see if providing some continuity throughout a season will allow people to plan ahead for events. This fall's theme is Strong Communities and Families.

Meetings and Workshops

All Staff— Staff Development Day, August 19

Amie— Advocacy Meeting with Senator Hickenlooper's staff, August 3; Colorado Public Library Directors meeting, August 3; Friends of the Library meeting, August 4; Larimer County Digital Inclusion Initiative meeting, August 5; Larimer County Library Directors meeting, August 6; Chamber Board meeting, August 10; Planning Committee meeting, August 19; Chamber Policy meeting, August 24; Colorado Association of Library pre-conference presentation run-through, August 24; Loveland/Berthoud Librarians meeting, August 26; Planning Committee meeting, August 26

Diane—Diverse Voices webinar; Bookstravaganza webinar; ARPA Grant Workshop with the State Library, webinar; Fall Mystery Preview, webinar

Jennifer— Friends of the Library meeting, August 4

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

September 2, 2021

**Berthoud Community Library District
Statistics August 2021**

Statistics	Aug-20	Aug-21	% change	YTD 2020	YTD 2021	% change
Circulation						
Circulation	2871	4201	46%	21387	32417	52%
Reference Questions	0	0		11232	0	-100%
Program attendance	43	130	202%	1082	1062	-2%
People counter	889	2631	196%	9919	16493	66%
3M Ebook	228		-100%	1839	1580	-14%
Interlibrary Loans						
Number of items borrowe	6	11	83%	43	72	67%
Number of items loaned	2	0	-100%	56	0	-100%
AspenCat						
Borrowed	373	470	26%	2057	3508	71%
Loan	244	294	20%	1247	2268	82%
Registered Patrons						
New cards	34	130	282%	227	375	65%
Total number of card holders	8383	8734	4%	8383	8734	4%
Resident	6791	7245	7%	6791	7245	7%
Non-Resident	1592	1489	-6%	1592	1489	-6%
Collection						
Materials added	227	238	5%	1518	1670	10%
Materials withdrawn	81	5	0%	1355	193	-86%
Total materials owned	23482	25019	7%	23482	25019	7%
Technology						
Computer use	73	185	153%	1188	1423	20%
Web usage	2198	2560	16%	17770	19439	9%
Tech Coaching	54	48	-11%	432	728	69%
Volunteer hours worked	0	0	#DIV/0!	272	1	-100%
OverDrive		141			669	