

Berthoud Community Library District
CEO Report
March 2020

Library Operations and Services

Personnel

Staff absences, due to a combination of scheduled time off and illnesses, left us short enough on staff that we had to keep the building closed until enough staff members could arrive to make it safe for us to open the building. While we were able to increase the hours of a couple of our part-time staff members at the beginning of the year, we still have a small enough crew that the absence of only two people is enough to put a cramp in the entire week's schedule.

Due to the government's stay-at-home mandates, we were forced to close the building to the public beginning March 26. All staff transitioned quickly to a work-from-home model that allows us to work on an increased emphasis on our online resources, class and event planning, and staff development.

Classes/Services

State orders limiting gatherings to 10 or fewer people put a hitch in our events for the month. We canceled multiple storytimes, writers' group meetings, book club meetings, and more. Staff will work on a way to transition some of these to online meetings during the Covid-19 pandemic response.

Circulation/Collection

While we were still allowed in the building, we offered curbside service for people to check their materials out of the library, as well as for printing, faxing, and scanning service. With the building closed, staff members turned their attention to promoting our online offerings like e-books and e-audiobooks, as well as our new e-magazine and newspaper service and video streaming service.

Building and Grounds

The their March 10 meeting, the Town Board voted unanimously to lease land to the library to build a new library building at Waggoner Farm Park.

McCrary and Sons Landscaping took care of the spring cleanup on our grounds. Plants are cut back and ready to grow again for a new season.

Technology

Per recommendations from the American Library Association and the Colorado Association of Libraries, the Wi-Fi in the library building is on and the password temporarily posted on the front door. Those who have devices but no internet access at home are able to sit in the library's parking lot to do their work or schoolwork.

Policies and Procedures

Amie checked in with the Larimer County Health and Environment department before transitioning the library to curbside service and by-appointment computer services. Prior to the stay at home mandates,

Amie was told both types of service complied with the CDC and state or county guidelines for social distancing.

Outreach and Publicity

Amie shared a presentation about the library's online research tools, including our new tools like RB Digital and Kanopy, at a Berthoud Young Professionals meeting on March 12. All the attendees in the room got a library card except for one—and he already had a card.

Due to the state's Covid-19 response, Library Lobby Day at the Capitol was canceled. The Library Board will be encouraged to advocate for libraries at the state level in a different way when the state representatives reconvene.

Financial

Nothing to report.

Strategic Plan

Amie and a variety of staff and board members were able to interview several people with strong community connections related to the library's slowly-developing strategic plan. Once again, Covid-19 caused us to postpone a good number of community meetings we had scheduled for later in the month. Amie will work on rescheduling those when things open back up.

Meetings and Workshops

Amie— Chamber Board meeting, March 3; Friends of the Library meeting, March 4; Town Board meeting, March 10; Berthoud Young Professionals meeting (Chamber), March 12; Public Library Association interview, March 20

Christy-- Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections, webinar

Diane—Absolutely Fabulous Picks for Spring and Summer, webinar; Readers Advisory Services, webinar

Jennifer—Friends of the Library meeting, March 4

Liz— Wordpress tutorials; Smore (email newsletter software) research

Sarah— Coping with Change, webinar

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

April 3, 2020