

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, February 12, 2025
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 January 8, 2025
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- V. Board Training: Library Facility and Library Resources
- VI. Policy Development
 - Review: Collection Development; Public Participation at Board Meetings; Public Posting and Distribution of Free Materials; Photography at Library Events
 - Assign: Privacy
- VII. Old Business
- VIII. New Business
 - Audit, Fiscal Year 2024
 - Other business
- IX. Adjournment

Next Meeting: March 12, 2025

Berthoud Community Library District
Regular Board Meeting Minutes
Date: Wednesday January 8, 2025
7:00 pm
236 Welch Ave, Berthoud, CO

Call to Order: Julie Oelman called the meeting to order at 7:10 pm.

Attendees: Julie Oelman, Amanda Thorstensen, Karen Anderson, Nicole Buendia, Alyson Dratch, Bob Latchaw, Melissa Robinson, CEO Amie Pilla

Public Participation: - None

Board Oaths: Julie Oelman and Nicole Buendia took the Board of Trustees Oath.

Consent Agenda:

Motion 0125-01 – Made, seconded and unanimously carried to accept and approve: Budget Hearing Minutes and regular Board Minutes of December 4 2024, CEO Report Youth Services Report, Financials, Statistics and acceptance of Expenditures.

Board Training: Amie Pilla handed out the Board Contact Information sheet, the Board of Trustees Pocket Handbook and reviewed the 2025 Master Schedule.

Strategic Plan: Amie Pilla handed out a review sheet with the 2023-25 Statements including a review of the Purpose, Core Services and Library Innovation. The Board will schedule a meeting time outside of a Regular Board Meeting to revise the Library Mission and Vision Statements.

Policy Review: Amanda Thorstensen and Alyson Dratch will review the updated Reconsideration of Library Materials Policy.
Karen Anderson will review the Public Participation at Board Meetings Policy
Melissa Robinson will review the Distribution of Free Materials and Photography at Library Events Policy

Old Business: - None.

New Business:

Motion 0125-02 made, seconded and carried to accept the Annual Administration Resolution.

2025 Projects and Goals: Changing to a new bank, making preliminary plans for the proposed new Building. (Amie Pilla and Karen Anderson attended the Berthoud Board of Trustees Meeting and reported that the Berthoud Board was in favor of the development of a new Library, retail and residential opportunities on the land adjacent to the existing Library.)

Adjournment: Julie Oelman adjourned the meeting at 9:15 pm.

Next Meeting: February 12, 2025

Respectfully Submitted: Melissa Robinson, Secretary

Berthoud Community Library District
CEO Report
January 2025

Library Operations and Services

Personnel

Our workers compensation insurance for each year is based on projected paycheck amounts, and each year we perform an audit to see if the amount we paid for the insurance needs to be adjusted. Our 2024 audit came back with no additional funds owed.

Classes/Services

Our monthly Game Night was a success with 10 community members attending to play board games and chess.

Our weekly Writers Group continues to draw in around a dozen writers each week to share work and give feedback. About 18 months ago we were considering discontinuing the group due to lack of attendance, and we're glad we were able to grow the group instead.

Circulation/Collection

Our 2025 weeding projects began this month with adult graphic novels and adult DVDs. We are making an effort to weed fewer items than we have in the past, since we're hoping to be in a new space with more shelves to fill in a couple of years. That said, there are always items that are no longer being used and need to make their way out of our collection. Since we aren't an archive, we focus on popular materials that are circulating.

Building and Grounds

Our snow removal costs are based on the work that is done, not any kind of flat rate. We experienced multiple snowstorms with accumulation during the month, so we expect to see a larger bill for January snow removal than we have in recent years.

Members of the public were invited to paint a ceiling tile for the children/teen area of the library. We hosted painting sessions every Monday throughout December and January, and the results are amazing. For the last couple of January sessions we had so many people painting that we ran out of room for everyone and had to turn some people away.

Technology

Two of our computers, the public adult computer number 4 and Christy's staff computer, gave us some trouble during the month. Both of those machines left the building with RCom for repairs since onsite work wasn't fixing the issues.

Policies and Procedures

We have multiple tutors meeting students at the library after school hours, as well as people working on their own laptops using the library WiFi. In order to better accommodate them, we're testing a new procedure of setting up multiple separate workstations in the community room when there isn't a

program scheduled. We don't have private study rooms to offer, but we're hoping this change will allow multiple people to work in that space instead of only a single group. We're doing our best to maximize the use of what space we have.

Outreach and Publicity

The Friends of the Library hosted their annual book sale at the library on Saturday the 18th. Despite snow and frigid temperatures, the sale had a steady stream of customers all day.

Financial

All outstanding 2024 bills have been paid, and we officially closed out that fiscal year in our bookkeeping. Now we're getting our financial information ready for our annual audit.

Strategic Plan

We're expanding our number of official community partnerships, adding the Berthoud Historical Society. When we're officially partnered with an organization, we can book our community room further in advance for that partner or even accommodate some requests outside of our regular open hours. Our partners host meetings, classes, or events that we would otherwise have to produce ourselves, and we offer use of the library facility as our part of the partnership.

Meetings and Workshops

Amie— Friends of the Library annual meeting, January 8; Colorado Public Library Directors retreat planning meeting, January 16; Chamber of Commerce Lunch and Learn, January 17; HR webinar, January 21; Building Workplace EQ class, January 23; Front Range Public Library Directors meeting, January 31

Diane— Diversity, Equity, and Inclusion class

Thora—Friends of the Library annual meeting

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

February 6, 2025

January 2025 Youth Services Report to the Library Board

Events:

- Musical moments: January 6, 20 average participation 13.
- Story time Tuesday (12), Wednesday (24) and Friday (23).
- Tinker Tots: 8 participants This science class for 3-6 yo focused on magnets.
- Budding Artists: 0 participants This art class for 7yo + focused on colors this month.
- Construct and Concoct: 0 participants This teen class focused on fancy snowflakes. Bella is taking a new approach to advertising our class focus rather than the general name of this event.
- Yoga: 0 participants
- Outdoor Adventures: 1 Participants We painted snow, created nature mandalas, and blew bubbles (it was too warm for them to freeze).

Volunteers: Tisha, Elijah

Professional Development:

Take Me Outside Certification - I have completed this course and the certificate was turned in to Amie.

Display: Valentine books, Black History books.

Children's area: The kitchen continues to be a favorite play area. The new rugs in the children's area and animals are engaging.

The shed is put together and clear of donated books.

The collaborative summer theme 2025 will be Color Your World. Prizes have been purchased from local stores.

Berthoud Community Library District

Balance Sheet

As of December 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Independent Bank Checking	689,551.45
Independent Bank Savings	498,809.22
Building fund cash	0.00
Total Independent Bank Savings	498,809.22
Petty Cash	100.00
Programming supplies	582.85
Total Bank Accounts	\$1,189,043.52
Other Current Assets	
15150 Payroll Clearing	0.00
Building Fund CD 0405	0.00
Building Fund CD 1014	13,518.60
Payroll Corrections	0.00
Payroll Refunds	-36.49
Total Other Current Assets	\$13,482.11
Total Current Assets	\$1,202,525.63
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	\$216,261.30
Other Assets	
Deposits	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$1,418,786.93
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	1,968.37
Total Accounts Payable	\$1,968.37
Other Current Liabilities	
22000 Payroll Liabilities	0.00
22100 CO Income Tax	236.00
22200 CO Unemployment Tax	-207.98
22300 Federal Taxes (941)	1,481.65
22400 Federal Unemployment (940)	39.16

Berthoud Community Library District

Balance Sheet

As of December 31, 2024

	TOTAL
Total 22000 Payroll Liabilities	1,548.83
22001 Payroll Clearing	-466.28
Direct Deposit Liabilities	0.00
Total Other Current Liabilities	\$1,082.55
Total Current Liabilities	\$3,050.92
Long-Term Liabilities	
TOB Roof Repairs	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$3,050.92
Equity	
2011 Budget Transfer	0.00
30000 Opening Balance Equity	1,733.86
32000 *Fund Balance Unreserved	1,005,744.01
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
Remodeling	0.00
TABOR Reserve	30,000.00
Net Income	352,343.68
Total Equity	\$1,415,736.01
TOTAL LIABILITIES AND EQUITY	\$1,418,786.93

Berthoud Community Library District
Budget vs. Actuals: FY_2024 - FY24 P&L
 January - December 2024

	Actual	Budget	Total over Budget	% of Budget
Income				
47200 Program Income	0.00	0.00	0.00	
Copies	2,380.88	1,000.00	1,380.88	238.09%
Donations	400.00	0.00	400.00	
Grants	9,202.00	8,900.00	302.00	103.39%
Memorials/Designated	0.00	0.00	0.00	
Undesignated	183.27	4,000.00	-3,816.73	4.58%
Total Donations	\$ 9,785.27	\$ 12,900.00	-\$ 3,114.73	75.85%
Fees	2,051.87	300.00	1,751.87	683.96%
Interest Earned	8,869.09	2,500.00	6,369.09	354.76%
Property Tax	929,755.11	958,727.00	-28,971.89	96.98%
SOT Tax	55,140.90	40,000.00	15,140.90	137.85%
Total Income	\$ 1,007,983.12	\$ 1,015,427.00	-\$ 7,443.88	99.27%
Gross Profit	\$ 1,007,983.12	\$ 1,015,427.00	-\$ 7,443.88	99.27%
Expenses				
60000 Insurance	0.00	0.00	0.00	
60100 Aflac	-154.50	0.00	-154.50	
60200 Medical/Dental/Vision	39,199.75	41,000.00	-1,800.25	95.61%
60250 Property & Liability	10,192.00	10,000.00	192.00	101.92%
60350 Worker's Compensation	715.00	1,700.00	-985.00	42.06%
Total 60000 Insurance	\$ 49,952.25	\$ 52,700.00	-\$ 2,747.75	94.79%
65000 Operations	0.00	0.00	0.00	
65020 Postage, Mailing Service	0.00	0.00	0.00	
65050 Telephone, Telecommunications	12.18	0.00	12.18	
Total 65000 Operations	\$ 12.18	\$ 0.00	\$ 12.18	
65100 Other Types of Expenses	0.00	0.00	0.00	
65130 Interest Expense - General	0.00	0.00	0.00	
Total 65100 Other Types of Expenses	\$ 0.00	\$ 0.00	\$ 0.00	
66000 Payroll Expense	12,558.21	0.00	12,558.21	
66100 Payroll Tax Expense	30,643.25	40,000.00	-9,356.75	76.61%
66200 Salaries	375,510.30	390,000.00	-14,489.70	96.28%
Total 66000 Payroll Expense	\$ 418,711.76	\$ 430,000.00	-\$ 11,288.24	97.37%
66900 Reconciliation Discrepancies	244.23	0.00	244.23	
Accounting / Payroll Service	10,082.40	12,000.00	-1,917.60	84.02%
Advertising	7,051.23	12,000.00	-4,948.77	58.76%
Attorney	1,818.72	12,500.00	-10,681.28	14.55%
Collection Development	0.00	0.00	0.00	

Audiovisual	0.00	0.00	0.00	
Adult Audiobooks	4,828.90	5,000.00	-171.10	96.58%
Children's Audiobooks	1,312.57	1,500.00	-187.43	87.50%
DVD - Adult	3,626.34	4,000.00	-373.66	90.66%
DVD - Youth	1,619.06	1,500.00	119.06	107.94%
Total Audiovisual	\$ 11,386.87	\$ 12,000.00	-\$ 613.13	94.89%
Digital Materials	2,500.00	0.00	2,500.00	
E Books	2,500.00	6,000.00	-3,500.00	41.67%
Total Digital Materials	\$ 5,000.00	\$ 6,000.00	-\$ 1,000.00	83.33%
Online Resources	11,311.56	15,000.00	-3,688.44	75.41%
Print Materials	0.00	0.00	0.00	
Adult	15,779.65	16,000.00	-220.35	98.62%
Children's	17,794.09	16,000.00	1,794.09	111.21%
Periodicals	5,736.99	4,500.00	1,236.99	127.49%
Total Print Materials	\$ 39,310.73	\$ 36,500.00	\$ 2,810.73	107.70%
Video Streaming	1,455.00	1,000.00	455.00	145.50%
Total Collection Development	\$ 68,464.16	\$ 70,500.00	-\$ 2,035.84	97.11%
Copier Lease	3,501.67	3,500.00	1.67	100.05%
Courier	4,733.85	4,200.00	533.85	112.71%
Donation	1,017.50	0.00	1,017.50	
Friends of the Library	-485.00	0.00	-485.00	
Grants	9,202.00	8,900.00	302.00	103.39%
Memorials/Designated	0.00	0.00	0.00	
Undesignated	34.98	4,000.00	-3,965.02	0.87%
Total Donation	\$ 9,769.48	\$ 12,900.00	-\$ 3,130.52	75.73%
Furnishings	257.92	3,000.00	-2,742.08	8.60%
Hospitality	1,210.54	1,000.00	210.54	121.05%
Lost book refund	48.70	300.00	-251.30	16.23%
Maintenance	0.00	0.00	0.00	
Carpet Cleaning	700.00	3,000.00	-2,300.00	23.33%
Custodial Services	8,340.00	10,000.00	-1,660.00	83.40%
Lawn Care/Snow Removal	2,701.40	13,500.00	-10,798.60	20.01%
Repairs	97,312.81	125,000.00	-27,687.19	77.85%
Security/Alarm	1,078.35	3,500.00	-2,421.65	30.81%
Supplies	1,845.33	1,800.00	45.33	102.52%
Window Cleaning	777.00	1,200.00	-423.00	64.75%
Total Maintenance	\$ 112,754.89	\$ 158,000.00	-\$ 45,245.11	71.36%
Pension	13,764.84	14,000.00	-235.16	98.32%
Professional Development	7,692.44	12,000.00	-4,307.56	64.10%
Professional Memberships	6,963.96	8,000.00	-1,036.04	87.05%
Programming	0.00	0.00	0.00	
Adult	14,858.26	30,000.00	-15,141.74	49.53%
Youth	7,917.41	30,000.00	-22,082.59	26.39%
Total Programming	\$ 22,775.67	\$ 60,000.00	-\$ 37,224.33	37.96%

Reserves	0.00	0.00	0.00	
Supplies	0.00	0.00	0.00	
Library Supplies	4,373.50	6,000.00	-1,626.50	72.89%
Office Supplies	3,991.32	3,500.00	491.32	114.04%
Programming supplies	1,950.86	10,000.00	-8,049.14	19.51%
Staff Appreciation	1,939.07	2,000.00	-60.93	96.95%
Total Supplies	\$ 12,254.75	\$ 21,500.00	-\$ 9,245.25	57.00%
Tax Collection Fees	0.00	20,000.00	-20,000.00	0.00%
Technology	0.00	0.00	0.00	
Computer Maintenance	28,760.00	28,740.00	20.00	100.07%
Hardware	9,064.74	8,000.00	1,064.74	113.31%
ILS	3,226.10	3,000.00	226.10	107.54%
Internet Connection	3,006.36	0.00	3,006.36	
Office Equipment	481.29	1,500.00	-1,018.71	32.09%
Software	7,647.91	15,000.00	-7,352.09	50.99%
Total Technology	\$ 52,186.40	\$ 56,240.00	-\$ 4,053.60	92.79%
Telephone	3,263.17	0.00	3,263.17	
Utilities	0.00	0.00	0.00	
Data Connection	1,904.94	5,500.00	-3,595.06	34.64%
Power	9,860.34	12,000.00	-2,139.66	82.17%
Trash Removal	480.00	500.00	-20.00	96.00%
Water	1,981.17	1,500.00	481.17	132.08%
Total Utilities	\$ 14,226.45	\$ 19,500.00	-\$ 5,273.55	72.96%
Total Expenses	\$ 821,741.66	\$ 983,840.00	-\$ 162,098.34	83.52%
Net Operating Income	\$ 186,241.46	\$ 31,587.00	\$ 154,654.46	589.61%
Other Expenses				
Reconciliation Discrepancies-1	-166,102.22	0.00	-166,102.22	
Total Other Expenses	-\$ 166,102.22	\$ 0.00	-\$ 166,102.22	
Net Other Income	\$ 166,102.22	\$ 0.00	\$ 166,102.22	
Net Income	\$ 352,343.68	\$ 31,587.00	\$ 320,756.68	1115.47%

Thursday, Jan 09, 2025 03:39:41 PM GMT-8 - Accrual Basis

Berthoud Community Library District

Expenses by Vendor Summary

December 2024

	TOTAL
Aflac	309.00
Allen Service Plumbing Heating and Air	9,950.00
Berthoud Ace Hardware	6.36
Berthoud Chamber	175.00
Canon Financial Services, Inc.	288.27
Cardmember Services	7,526.11
Center Point Large Print	50.34
Charles Schwab	1,147.07
Colorado Library Consortium	1,055.14
East West Books	204.91
EasyTrack Payroll	198.00
Hula Hoop Empire, LLC.	295.00
Ian Trojahn	4,050.00
Ingram	1,807.35
Kanopy Inc.	230.00
Know Buddy Resources	277.12
Lighthouse Writers Workshop	200.00
MetLife	163.43
Midwest Tape	1,459.54
Mountain View Commercial Cleaning	695.00
Public Sector Health Care Group	3,109.68
RCOM Computer Services	3,519.90
Rocky Mountain Raptor Program	225.00
Safeguard	722.50
Schra Tree Care	2,310.00
Schultz Roofing & Repairs, LLC	58,558.83
Special District Association	887.89
United Waste Systems	40.00
Xcel Energy	2,088.21
Not Specified	46,625.02
TOTAL	\$148,174.67

Date	Name	Amount	
12/5/2024	REAL WORLD TRAINING 214-5150577 TX	-29.95	- Quickbooks training
12/6/2024	AMAZON MKTPL*ZR8TG7P02 Amzn.com/bill WA	-56.56	
12/11/2024	SQ *RISE ARTISAN BREAD Berthoud CO	-9.34	- coffee
12/12/2024	AMAZON MKTPL*ZR7R16WZ1 Amzn.com/bill WA	-119.07	
12/12/2024	ADOBE *ADOBE 4085366000 CA	-19.99	- Subscription
12/19/2024	HOMEDEPOT.COM 800-430-3376 GA	-4999.00	- New Shed
12/20/2024	KING SOOPERS #0074 LOVELAND CO	-12.50	- Ho Cacao bar
12/24/2024	SP AUNT FLOW COLUMBUS OH	-27.50	- subscription
12/30/2024	PAYMENT THANK YOU	551.44	
12/30/2024	INTUIT *QBooks Online CL.INTUIT.COM CA	-95.00	- online subscription
12/31/2024	INTERNET PAYMENT THANK YOU	5338.96	
1/2/2025	AMZN Mktp US*ZE9V037U1 Amzn.com/bill WA	-164.98	} Added to December's balance
1/2/2025	AMAZON MKTPL*ZD6F55OG2 Amzn.com/bill WA	-55.44	
1/3/2025	LONGMONT TIMES CALL BOULDER CO	-1255.71	
1/6/2025	AMAZON MKTPL*ZD8W401U2 Amzn.com/bill WA	-172.08	

Credit Card Purchases

Berthoud Community Library Statistics January 2025

Statistics	2024 Jan	2025 Jan	% Change	YTD 2024	YTD 2025	% Change
Circulation						
Circulation	4718	6650	41%	4718	6650	41%
Reference Questions	0	0		0	0	#DIV/0!
Program attendance	515	532	3%	515	532	3%
People counter	3419	3643	7%	3419	3643	7%
3M Ebooks	356	291	-18%	356	291	-18%
OverDrive	702	904	29%	702	904	29%
Comic+	0	1	#DIV/0!	0	1	#DIV/0!
Interlibrary Loans						
Number of items borrowed	33	62	88%	33	62	88%
Number of items loaned	54	40	-26%	54	40	-26%
AspenCat						
Borrowed	741	0	-100%	741	0	-100%
Loaned	307	0	-100%	307	0	-100%
Registered Patrons						
New cards	58	86	48%	58	86	48%
Total number of card holde	10567	11418	8%	10567	11418	8%
Residents	8793	9436	7%	8793	9436	7%
Non- Residents	1774	1982	12%	1774	1982	12%
Collection						
Materials added	180	341	89%	180	341	89%
Materials withdrawn	115	510	343%	115	510	343%
Total materials owned	25960	26552	2%	25960	26552	2%
Technology						
Computer use	225	246	9%	225	246	9%
Web usage	7327	9300	27%	7327	9300	27%
Tech Coaching Sessions	245	256	4%	245	256	4%
Volunteer Hours Worked	32.5	17	-48%	32.5	17	-48%
					0	

COLLECTION DEVELOPMENT POLICY

The Collection Development Policy reflects the diverse needs of the Berthoud community as well as the Berthoud Community Library District's (BCLD) mission to provide education, enrichment, and connection. BCLD is committed to being a good steward of the community's tax dollars and community assets.

BCLD advocates for broad and meaningful participation in the library, including the sustained use of materials. It does not promote or endorse all of the ideas found in its collections or the discussions those ideas may inspire, but provides the spaces and opportunities for those ideas and discussions.

BCLD protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. As such, BCLD upholds the American Library Association's Library Bill of Rights position statement, including the Freedom to View and Freedom to Read. Copies of these documents are included in the Appendices. Materials will not be excluded because of the age, background, political or religious views, origin, disability, race, color, sex, sexual orientation, gender identify, gender expression, marital status, national origin or ancestry of those contributing to the creation of the material, the topics addressed, or the opinions expressed.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature, and reflect the diversity of the community and our world. It is the parent(s), and only the parent(s), responsibility to guide their children, and only their own children, in using and accessing library materials.

BCLD is committed to resource sharing at local and state levels as demonstrated by our membership and participation in AspenCat, CLiC, and Swift Interlibrary Loan. Our membership in consortia demonstrates the idea that engagement, supportive learning, and responsible stewardship are collaborative endeavors.

Selection

BCLD will curate a collection to meet the needs of the community. While supporting BCLD's mission and strategic plan, the most powerful influences on the collection are widespread interest and current usage. Staff will monitor traditional metrics (borrowing statistics, usage analytics such as downloads and website visits, and usage ratios); qualitative metrics (formal data such as customer feedback, class and service evaluations, and library-wide institutional assessment); and less formal inputs via conversations with the community and professional insight gained during the course of community engagement.

We are format neutral, providing physical and digital collections for our community.

BCLD selections will meet most or all of the following criteria:

- Literary quality, based on the attention of critics, reviewers, awards, and popularity;
- The expertise, reputation, qualifications and significance of the author/producer/publisher;
- Representation of a wide variety of perspectives, authors, ideas, information, stories, and experiences;
- Accuracy, timeliness and validity;
- Format, including physical quality, effectiveness, and ability to meet the needs of people with different disabilities;
- Cost, including the availability of discounts from vendors, subscriptions, and standing orders;
- Physical space required to house the items;
- Insufficient availability from other libraries;
- Supportive of BCLD's mission and strategic plan

Deselection

To maintain relevant collections and content in all formats, BCLD must continuously evaluate and deselect materials. Criteria for withdrawing items include, but are not limited to: declining interest, poor condition, unnecessary duplication, or inaccurate or outdated information.

Deselected materials are disposed of according to the Disposal of Withdrawn Library Materials procedures. BCLD does not make arrangements to sell or give withdrawn materials directly to specific individuals. The collection is not archival, and is reviewed regularly.

Responsibility for Selection

The BCLD Board of Trustees delegates to the Library CEO the authority and responsibility for selection and management of all collections within the framework of this policy. The Library CEO entrusts these responsibilities to BCLD professional staff.

Gifts and donations

BCLD welcomes gifts and donations of materials or money for purchase of items, equipment, or digital content for the collection. BCLD maintains established funds for monetary donations. Donations are tax-deductible. Donations are subject to BCLD's selection and deselection criteria.

Reconsideration of library materials

BCLD fully supports and believes in the freedom of information for all and therefore does not practice censorship. Notwithstanding, any resident of BCLD district's legal jurisdiction has the right to request reconsideration of any locally-owned item in BCLD's collection. All requests to reconsider materials must be made in writing using BCLD's Request for Reconsideration form, which is available at the library and online. Only forms filled out in full by BCLD residents will be given full consideration and review. The completed Request for Reconsideration form is open to review under the Colorado Open Records Act. No material will be deselected or withheld from circulation while under review. A title may only be reviewed **once every two**

years. Limit of two items to review each month per person. Completed forms go to staff who review the request in relation to BCLD's written policies. Library staff will evaluate the material as a whole and not selections from it. The Library CEO then reviews the request and replies in writing within thirty days of receipt of the request. The Library Board of Trustees will be notified of all Requests for Reconsideration received. Should a resident believe BCLD's process was not followed under this policy, they may ask the Board to review the staff's process.

Adopted 6/8/16

Revised 10/14/2020

Revised 08/10/2022

The Berthoud Community Library District (BCLD) provides the opportunity for BCLD residents to voice their opinions regarding materials, exhibits, and programs. This form must be filled out completely and mailed to the Library CEO at 236 Welch Ave, Berthoud, CO 80513 or delivered to the library. The completed Request for Reconsideration form is open to review under the Colorado Open Records Act. A written response will be provided within 30 days. No changes to the status of the material, exhibit or program will be made during the review process. Limit of two items to review each month per person. A title may only be reviewed once every two years.



*Starred items are required.

*Name: _____

*Address: _____

Phone: _____

*Person listed represents: Self Organization/Group Name: _____

Resource on which you are commenting:

*Title of Material, Exhibit or Program: _____

*Author/Creator/Presenter/Publisher: _____

*Date Published or Presented: _____

Format of Material (e.g. book, DVD, exhibit, program, etc.): _____

*Have you read/viewed/listened to the material, exhibit or attended the program in its entirety?

Yes No

If not, with which parts are you familiar?

*What do you believe to be the overall message of the resource?

Are you aware of other opinions about the resource?

*To what do you object? Please be as specific as possible.

What do you think might result from exposure to this resource by others?

Is there anything good about this resource as a whole?

For what age group would you recommend the resource?

In place of this resource, what would you recommend that would convey as valuable a picture and perspective of the subject treated?

*Signature: _____

*Date: _____

Adopted 3/4/2010

Revised 7/13/2016

PUBLIC PARTICIPATION AT BOARD MEETINGS POLICY

The Berthoud Community Library District (“BCLD”) encourages members of the public to attend meetings of the BCLD Board of Trustees (“Board”). It is the policy of the Board to invite public participation during the public participation portion of the meeting as stated on the meeting agenda.

Guidelines for Public Introductions and Comment

1. Members of the public have the right and are encouraged to attend Board meetings, observe its deliberations and participate at appropriate times.
2. Individuals or organizations desiring to speak at a Board meeting shall request time to speak at a scheduled meeting by notifying the Library CEO or the Board president at least three (3) days prior to the scheduled meeting. The request must include the individual’s or organization’s name, address, purpose of request and the topic or issue to be addressed. However, the Board may agree, by majority vote of the Board members, to hear any individual or organization at any time, notwithstanding the requirements for notice above.
3. Those desiring to speak should be a cardholder who resides or owns property within the library district’s legal jurisdiction, though the board may at their discretion choose to allow participation from others
4. Any individual who wishes to speak at a Board meeting must first be recognized by the Board president. Should the request to speak be granted, the Board president may limit the time for presentation. If there are numerous requests to address the Board on the same issue, the president may select representatives to speak on each side of the issue. Those who have been recognized to address the Board are required to state their name and address before speaking.
5. These procedures are not designed to restrict the scheduled presentation by members of the public who have regular business with the Board and whose presentations are provided for on the Board meeting agenda.

Revised 6/8/2016

Revised 4/10/2019

Revised 5/11/2022

Revised 6/8/2022

PUBLIC POSTING & DISTRIBUTION OF FREE MATERIALS POLICY

The Berthoud Community Library District (“BCLD”) provides access to community information by providing space on library property for the distribution of free material and the public posting of flyers, notices, and posters. Distribution or posting of such materials on library property does not indicate the BCLD’s, the BCLD Board’s or the BCLD staff’s endorsement of the ideas, issues, events, or organizations promoted or mentioned by those materials.

Criteria for Display

- BCLD prioritizes postings by organizations engaged in civic, educational, cultural, or nonprofit activities, and to Berthoud organizations and events.
- BCLD generally does not allow the posting or distribution of materials selling products or services for a profit. The exception to this is materials promoting the sale of tickets to cultural or fundraising events occurring in the Berthoud area.
- For information which is not time sensitive, new material must be submitted every 6 months to ensure that posted items are current.

Approval of Postings or Free Materials

Items for posting or free distribution must be submitted to the BCLD staff for approval prior to posting or free distribution on library property. The BCLD Board and CEO reserve the right to deny posting of any materials. BCLD will not post information that could be considered defamatory, that suggests or constitutes criminal activity, or that relates to political events and/or campaigns.

Space Allocation

The BCLD CEO reserves the right to designate space for library use only. The BCLD CEO asserts the right and responsibility to ensure that the bulletin board and handout spaces are available on an equitable basis to all groups that meet the above stated criteria.

Removal and Preservation of Materials Posted or For Free Distribution

The BCLD CEO and staff will discard materials posted or left for free distribution without approval by the individual or organization responsible for the posting or materials. BCLD assumes no responsibility for the preservation or protection of materials posted or placed for free distribution on library property.

Approved 4/26/07

Revised 11/4/10; 5/5/11; 6/8/16; 4/10/19; 5/11/2022

Photography, Videography, and Recording Policy

Photography, Videography, and Recording by Berthoud Community Library District (BCLD) Staff

BCLD staff may photograph, film, or record programs and events for library publicity and promotional purposes. BCLD staff will make an effort to notify members of the public when photography, videography, and recording is taking place, and signs with crowd-release language will be posted at library events where BCLD photography, videography, and/or recording is happening. Reasonable efforts will be made to respect the wishes of community members who do not want to be photographed, filmed, or recorded.

To ensure the privacy of all individuals, the full names or any personally identifiable information of photographed subjects will not be used without the express written approval from the subject, or if a minor, the subject's parent or legal guardian.

Photography, Videography, and Recording by BCLD Visitors

Photography, video recording, and audio recording are allowed under the conditions listed below only to the extent that they do not interfere with the operations, programs, or activities of BCLD or the rights of BCLD visitors. BCLD will limit or stop photography, videography, and recording on library property or inside the library facility when such restrictions serve BCLD purposes and support the public's safety or security. Foremost of these is ensuring the right of BCLD visitors to use the library freely and confidentially without scrutiny, intimidation, or distraction by others.

Any person photography, filming, or recording on BCLD premises:

- Is expected to be respectful of, and refrain from disturbing other visitors as specified in BCLD's Code of Conduct.
- Must first obtain all necessary releases and permissions from persons who are photographed, filmed, or recorded. Only a parent or legal guardian may grant such releases and permissions for a minor.
- Accepts sole responsibility for adherence to copyright law (Title 17, United States Code) regarding reproduction and distribution of copyrighted materials.
- Is not permitted to take photos, video, or audio of any other person in areas where there is a reasonable expectation of privacy, such as restrooms.
- Is prohibited from taking any photos, video, or audio of any other person in staff-only areas unless an exception, with staff accompaniment, is made.

Security Cameras

Security cameras and the associated recordings are intended to:

- Promote safety and security of the staff, community members and library facilities,
- Support enforcement of BCLD's rules of conduct,
- Discourage inappropriate and illegal behavior, and
- Aid in the apprehension and prosecution of offenders.

Recordings will be obtained and used in a manner that is consistent with the Privacy Policy. The location of security cameras is limited to areas that do not violate a person's reasonable expectation of privacy.

Retention

Security camera recordings are stored digitally on hardware under the control of the BCLD staff. Recordings are generally maintained for a minimum of 30 days or until system capacity is reached, at which point the oldest recordings are automatically deleted. If an incident comes to the attention of library staff, the related recordings may be retained for as long as necessary. The recordings are not regularly monitored or reviewed.

Signage

Signs are posted at the entrance of library facilities indicating the use of security cameras for monitoring and recording activity in public areas of library property.

Liability

This policy shall not impose any responsibility on BCLD, its employees, or the Library Commission to protect against or prevent personal injury or loss of property.

Disclosure

Recordings are confidential and secure to the extent permitted by law. Pursuant to state law, members of the public are generally prohibited from viewing security camera recordings that contain information that identifies library users. There are very limited exceptions under which this information will be disclosed. If BCLD receives a request from a member of the general public to inspect security camera recordings, the requestor will be instructed to submit a request for this information pursuant to the BCLD Colorado Open Records Act (CORA) Policy.

Adopted 8/11/21

Revised 7/10/24