

**AGENDA**  
**Berthoud Community Library District**  
**Regular Board Meeting**  
**Wednesday, March 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 February 12, 2025
  - Reports
    - CEO's report
    - Youth Services report
    - Statistics
    - Financial report
  - Acceptance of Expenditures
- V. Strategic Plan: Quarterly Review
- VI. Policy Development
  - Review: Privacy
  - Assign: Public Records Request
- VII. Old Business
  - Audit, Fiscal Year 2024
- VIII. New Business
  - Banking RFP
  - Library Lobby Day 2025 and current Colorado legislative issues
  - Other business
- IX. Adjournment

Next Meeting: April 9, 2025

**Berthoud Community Library District**  
**Regular Board Meeting**  
**February 12, 2025**  
**7:00 pm**  
**236 Welch Ave, Berthoud CO**

**Call to Order:** Amanda Thorstensen called the Board meeting to order at 7:03pm.

**Attendance:** Amanda Thorstensen, Alyson Dratch, Bob Latchaw, Karen Anderson  
Nicole Buendia, Melissa Robinson, Amie Pilla CEO  
(Julie Oelman excused),

**Public: None**

**Consent Agenda:** **Motion 0225-01 made, seconded and carried to accept:** Board Meeting Minutes of January 8, 2025, CEO Report, Youth Services Report, Statistics, Financial Report, Acceptance of Expenditures.

**Board Training:** Amie Pilla led the Members of the Board on a tour of the Library. She then reviewed all the Adult Online resources.

**Policy Review:** **Motion 0225-02 made, seconded and carried** to accept the Collection Development Policy

**Motion 0225-03 made, seconded and carried** to accept the Public Participation at Board Meetings Policy

**Motion 0225-04 made, seconded and carried** to accept the Public Posting and Distribution of Free Materials Policy

**Motion 0225-05 made, seconded and carried** to accept the Photography at Library Events Policy

**Assign: Privacy Policy:** Bob Latchaw and Nicole Buendia will review the Policy.

**Old Business:**

**New Business:** Amie proposed a new Audit Company for next year. **Motion 0225-06 made, seconded and carried** to use Prospective Business Solutions LLC for our next audit.

**Other Business:** The Colorado Legislature is reviewing **APPROVE SB25-63**  
**<https://leg.colorado.gov/bills/SB25-063> - we should contact our Colorado Representative and ask that they approve this bill.**

The bill specifies that a librarian, media specialist, other employee, contractor, or volunteer (employee) at a public school library is not subject to termination, demotion, discipline, or retaliation for refusing to

remove a library resource before it has been reviewed in accordance with the school district's or state charter school institute's policy for the reconsideration of library resources or for making displays, acquisitions, or programming decisions that the employee believes, in good faith, are in accordance with the standards established in the bill

Amie Pilla suggested that we contact the Legislature regarding Bill  
**HB 25-1158 Call-to-Action Tweets that is too broad.**

- Colorado HB 25-1158 threatens students' ability to access academic research tools. The bill's restrictions on hyperlinks and citations will harm education. Email your representative today and say NO to HB 25-1158. [https://action.everylibrary.org/oppose\\_hb1158\\_colorado](https://action.everylibrary.org/oppose_hb1158_colorado)
- Colorado students rely on school research databases for citations, references, and full-text resources. HB 25-1158 eliminates these tools by banning embedded links. Take action now: Tell lawmakers to vote NO. [https://action.everylibrary.org/oppose\\_hb1158\\_colorado](https://action.everylibrary.org/oppose_hb1158_colorado)
- HB 25-1158 will force Colorado schools to remove valuable research tools out of fear of contract penalties. This bill does not protect students—it limits their learning. Take action as this bill is considered too broad. today: [https://action.everylibrary.org/oppose\\_hb1158\\_colorado](https://action.everylibrary.org/oppose_hb1158_colorado)

**Adjournment:** Amanda Thortensen adjourned the meeting at 9:32 pm.

**Next Meeting:** March 12, 2025

**Respectfully Submitted: Melissa Robinson**

Berthoud Community Library District  
CEO Report  
February 2025

**Library Operations and Services**

*Personnel*

Through the continued generosity of the Loveland Public Library, we will once again have an AmeriCorps Member serving as a Digital Navigator here in our library. We expect that new member to begin offering technology assistance and classes in March.

*Classes/Services*

Junko Goodwin from the Japan-America Society of Colorado taught a class and demonstration of furoshiki gift wrapping, a traditional Japanese method of wrapping gifts using cloth instead of paper. Almost 20 participants learned the method and were able to keep their cloth too.

350 Colorado, a local offshoot of a nationwide grassroots organization, led a conversation on climate change for about 10 people. They gave us a list of books which we were able to use for our February display to get people excited about the topic.

*Circulation/Collection*

Strange weather nationwide created delays in our UPS and FedEx deliveries of books. While we're usually able to get books cataloged and available for checkout on their release dates, the recent service disruptions have messed up that routine schedule.

*Building and Grounds*

We experienced higher accumulated snowfall amounts than we have in recent Februarys and so expect to see a corresponding higher bill for snow removal. McCrary and Sons has provided excellent snow removal services for us so far this season.

*Technology*

Crazy winds during the month knocked down the solar panel that powers one of our exterior cameras. RCom staff members were able to reinstall the panel with minimal disruption.

*Policies and Procedures*

As part of our continual effort to make our website more accessible, we replaced the full policy manual with a list of all our existing policies and direct links to the wording. We hope this will make this easier for people to navigate, as well as easier for staff to update those policies as the board makes changes.

*Outreach and Publicity*

Thora, along with the outreach librarian from Loveland, presented to the Meals on Wheels volunteer workforce about online libraries resources, such as Libby and Kanopy. Following the budget cuts experienced by the Loveland Library, their workforce was glad to hear about what services we are still able to provide here.

Podcast Season 6 kicked off this month with two new episodes. Corrina from the Northern Colorado Fireshed Collaborative explained what a fireshed is and why it's important for our community. Jon from the Larimer County Master Gardeners shared things that we can be doing now in order to have a great growing season later this year.

We participated in the Berthoud Chocolate Walk on February 8. The Berthoud Downtown Merchants Collaborative hosts this yearly event, and participants visit each of the downtown locations that participate to receive a chocolate treat. We distributed truffles and chocolate-scented bookmarks.

### *Financial*

Diane and I spent time gathering the documentation needed for the audit of our fiscal year 2024. Fieldwork for our audit is scheduled for the first week in April.

### *Strategic Plan*

Nothing to report.

### **Meetings and Workshops**

Amie— Colorado Library Consortium (CLiC) Winter Workshops; Town Nonprofits meeting; Berthoud Faith Coalition meeting; Special District Association (SDA) Legislative Briefing; Employers Council class, Engaging with Positive Intent; Coffee with the Chiefs meeting; Berthoud Chamber Gala; SIPA accessibility webinar; Colorado Public Library Directors retreat planning meeting; Town Board meeting

Diane— Books That Are Buzzing for Spring, webinar; Harper Collins Summer and Fall Preview, webinar; Graphic Novels for Adults and YA, webinar; OCLC Cataloging Community, meeting

Sam—Sunshine and Stories, podcast

Thora— Meals on Wheels outreach event; AmeriCorps Digital Navigator meeting

### **Grants and Gifts**

We received a \$500 undesignated donation this month.

Respectfully submitted,  
Amie Pilla

March 6, 2025

## **February 2025 Youth Services Report to the Library Board**

### **Events:**

- Musical moments: February 3, 17
- Story time Tuesdays, Wednesdays, and Fridays.
- Tinker Tots: 13 participants This science class for 3-6 yo focused on chemical attraction and repulsion as demonstrated by the "Magic Milk" experiment.
- Budding Artists: 4 participants This art class for 7yo + focused on colors this month.
- Construct and Concoct: 0 participants This teen class focused on crochet.
- Yoga: 2 participants These participants had not signed up, so this was an impromptu lesson.
- Fundamentals of play: 0 Participants This is a time for relaxing free play with lego and play doh.
- Chocolate Walk

**Volunteers:** Leslie and Shelby have not been in for several weeks due to health issues, Ezra has done a lot of cleaning for the past two Saturdays, Tisha continues to lead the Musical Moments every other Monday.

### **Professional Development:**

#### **Research reading about reading -**

Proust and the squid: the story and science of the reading brain

Wolf & Stoodley - Harper Perennial - 2017

HOW WE READ NOW: strategic choices for print, screen, and audio

BARON - OXFORD UNIV PRESS US - 2022

**Display:** Valentine's Day and Black History Month

**Children's area:** The school district has set up a display for the new curriculum to be removed at the beginning of next month.

## Berthoud Community Library Statistics February 2025

Statistics	Feb-24	Feb-25	% change	YTD 2024	YTD 2025	% change
<b>Circulation</b>						
Circulation	4603	6015	31%	9321	12665	36%
Reference Questions	0	0	#DIV/0!	0	0	#DIV/0!
Program attendance	404	346	-14%	919	878	-4%
People counter	3197	3153	-1%	6616	6796	3%
Ebooks	257	0	-100%	613	291	-53%
OverDrive	701	781	11%	1403	1685	20%
Comic+	0	1	#DIV/0!	0	2	-100%
<b>Interlibrary Loans</b>						
Borrowed	53	30	-43%	86	92	7%
Loaned*	51	59	16%	105	99	-6%
<b>Aspen-Cat</b>						
Borrowed	936	0	-100%	1677	773	-54%
Loaned	283	0	-100%	590	377	-36%
<b>Registered Patrons</b>						
New cards	122	92	-25%	180	178	-1%
Total number of card holders	10689	11504	8%	10689	11504	8%
Residents	8887	9500	7%	8887	9500	7%
Non-Residents	1802	2004	11%	1802	2004	11%
<b>Collection</b>						
Materials added	174	267	53%	354	608	72%
Materials withdrawn	726	626	-14%	841	1136	35%
Total materials owned	25410	26114	3%	25410	26114	3%
<b>Technology</b>						
Computer use	225	287	28%	450	533	18%
Web usage	9000	0	-100%	16327	9300	-43%
Tech Coaching	237	215	-9%	482	471	-2%
Volunteer hours worked	21	29	38%	54	46	-14%

# Berthoud Community Library District

## Balance Sheet

As of January 31, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10000 Independent Bank Checking	656,722.27
ColoTrust	100,000.00
Independent Bank Savings	398,811.41
Building fund cash	0.00
<b>Total Independent Bank Savings</b>	<b>398,811.41</b>
Petty Cash	100.00
Programming supplies	582.85
<b>Total Bank Accounts</b>	<b>\$1,156,216.53</b>
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
<b>Total Other Current Assets</b>	<b>\$13,482.11</b>
<b>Total Current Assets</b>	<b>\$1,169,698.64</b>
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
<b>Total Fixed Assets</b>	<b>\$216,261.30</b>
Other Assets	
Deposits	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,385,959.94</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
22000 Payroll Liabilities	0.00
22100 CO Income Tax	236.00
22200 CO Unemployment Tax	-326.53
22300 Federal Taxes (941)	1,481.65
22400 Federal Unemployment (940)	39.16



# Berthoud Community Library District

## Balance Sheet

As of January 31, 2025

	TOTAL
<b>Total 22000 Payroll Liabilities</b>	<b>1,430.28</b>
22001 Payroll Clearing	-466.28
Direct Deposit Liabilities	0.00
<b>Total Other Current Liabilities</b>	<b>\$964.00</b>
<b>Total Current Liabilities</b>	<b>\$964.00</b>
Long-Term Liabilities	
TOB Roof Repairs	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$964.00</b>
Equity	
2011 Budget Transfer	0.00
30000 Opening Balance Equity	1,733.86
32000 *Fund Balance Unreserved	1,358,087.69
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
Remodeling	0.00
TABOR Reserve	30,000.00
Net Income	-30,740.07
<b>Total Equity</b>	<b>\$1,384,995.94</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,385,959.94</b>

**Berthoud Community Library District**  
**Budget vs. Actuals: Budget\_FY25\_P&L\_1 - FY25 P&L**  
**January - December 2025**

	Total			% of Budget
	Actual	Budget	over Budget	
<b>Income</b>				
Copies	257.54	1,700.00	-1,442.46	15.15%
Donations	62.06	0.00	62.06	
Friends of the Library	0.00	3,500.00	-3,500.00	0.00%
Grants	0.00	9,200.00	-9,200.00	0.00%
<b>Total Donations</b>	<b>\$ 62.06</b>	<b>\$ 12,700.00</b>	<b>-\$ 12,637.94</b>	<b>0.49%</b>
Fees	26.12	500.00	-473.88	5.22%
Interest Earned	7.46	2,500.00	-2,492.54	0.30%
Property Tax	23,485.64	934,395.00	-910,909.36	2.51%
SOT Tax	9,414.07	45,000.00	-35,585.93	20.92%
<b>Total Income</b>	<b>\$ 33,252.89</b>	<b>\$ 996,795.00</b>	<b>-\$ 963,542.11</b>	<b>3.34%</b>
<b>Gross Profit</b>	<b>\$ 33,252.89</b>	<b>\$ 996,795.00</b>	<b>-\$ 963,542.11</b>	<b>3.34%</b>
<b>Expenses</b>				
60000 Insurance	0.00	0.00	0.00	
60100 Aflac	0.00	0.00	0.00	
60200 Medical/Dental/Vision	3,581.00	42,500.00	-38,919.00	8.43%
60250 Property & Liability	0.00	12,000.00	-12,000.00	0.00%
60350 Worker's Compensation	0.00	2,000.00	-2,000.00	0.00%
<b>Total 60000 Insurance</b>	<b>\$ 3,581.00</b>	<b>\$ 56,500.00</b>	<b>-\$ 52,919.00</b>	<b>6.34%</b>
66000 Payroll Expense	1,992.62	0.00	1,992.62	
66100 Payroll Tax Expense	3,702.99	46,500.00	-42,797.01	7.96%
66200 Salaries	43,277.99	420,000.00	-376,722.01	10.30%
<b>Total 66000 Payroll Expense</b>	<b>\$ 48,973.60</b>	<b>\$ 466,500.00</b>	<b>-\$ 417,526.40</b>	<b>10.50%</b>
Accounting / Payroll Service	248.00	12,000.00	-11,752.00	2.07%
Advertising	0.00	12,000.00	-12,000.00	0.00%
Attorney	6.00	15,000.00	-14,994.00	0.04%
Collection Development	0.00	0.00	0.00	
Audiovisual	0.00	0.00	0.00	
Adult Audiobooks	363.41	5,000.00	-4,636.59	7.27%
Children's Audiobooks	216.95	1,500.00	-1,283.05	14.46%
DVD - Adult	293.93	4,000.00	-3,706.07	7.35%
DVD - Youth	139.43	1,500.00	-1,360.57	9.30%
<b>Total Audiovisual</b>	<b>\$ 1,013.72</b>	<b>\$ 12,000.00</b>	<b>-\$ 10,986.28</b>	<b>8.45%</b>
Digital Materials	0.00	0.00	0.00	
E Books	11,000.00	6,000.00	5,000.00	183.33%
<b>Total Digital Materials</b>	<b>\$ 11,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ 5,000.00</b>	<b>183.33%</b>
Online Resources	0.00	15,000.00	-15,000.00	0.00%

Print Materials	0.00	0.00	0.00	
Adult	1,318.49	13,000.00	-11,681.51	10.14%
Children's	1,800.40	16,000.00	-14,199.60	11.25%
Periodicals	45.00	4,500.00	-4,455.00	1.00%
<b>Total Print Materials</b>	<b>\$ 3,163.89</b>	<b>\$ 33,500.00</b>	<b>-\$ 30,336.11</b>	<b>9.44%</b>
Video Streaming	1,500.00	1,500.00	0.00	100.00%
<b>Total Collection Development</b>	<b>\$ 16,677.61</b>	<b>\$ 68,000.00</b>	<b>-\$ 51,322.39</b>	<b>24.53%</b>
Copier Lease	296.55	3,500.00	-3,203.45	8.47%
Courier	0.00	5,500.00	-5,500.00	0.00%
Donation	0.00	3,500.00	-3,500.00	0.00%
Grants	0.00	9,200.00	-9,200.00	0.00%
<b>Total Donation</b>	<b>\$ 0.00</b>	<b>\$ 12,700.00</b>	<b>-\$ 12,700.00</b>	<b>0.00%</b>
Furnishings	0.00	3,000.00	-3,000.00	0.00%
Hospitality	203.85	1,000.00	-796.15	20.39%
Lost book refund	0.00	300.00	-300.00	0.00%
Maintenance	0.00	0.00	0.00	
Carpet Cleaning	0.00	3,000.00	-3,000.00	0.00%
Custodial Services	0.00	10,000.00	-10,000.00	0.00%
Lawn Care/Snow Removal	2,775.50	13,500.00	-10,724.50	20.56%
Repairs	172.32	25,000.00	-24,827.68	0.69%
Security/Alarm	307.07	3,500.00	-3,192.93	8.77%
Supplies	0.00	2,200.00	-2,200.00	0.00%
Window Cleaning	0.00	1,200.00	-1,200.00	0.00%
<b>Total Maintenance</b>	<b>\$ 3,254.89</b>	<b>\$ 58,400.00</b>	<b>-\$ 55,145.11</b>	<b>5.57%</b>
Medical	0.00	42,500.00	-42,500.00	0.00%
Pension	1,190.21	14,500.00	-13,309.79	8.21%
Professional Development	23.00	12,000.00	-11,977.00	0.19%
Professional Memberships	0.00	8,000.00	-8,000.00	0.00%
Programming	0.00	0.00	0.00	
Adult	326.79	30,000.00	-29,673.21	1.09%
Youth	118.99	30,000.00	-29,881.01	0.40%
<b>Total Programming</b>	<b>\$ 445.78</b>	<b>\$ 60,000.00</b>	<b>-\$ 59,554.22</b>	<b>0.74%</b>
Supplies	0.00	0.00	0.00	
Library Supplies	641.70	6,000.00	-5,358.30	10.70%
Office Supplies	148.83	3,500.00	-3,351.17	4.25%
Programming supplies	0.00	10,000.00	-10,000.00	0.00%
Staff Appreciation	0.00	2,000.00	-2,000.00	0.00%
<b>Total Supplies</b>	<b>\$ 790.53</b>	<b>\$ 21,500.00</b>	<b>-\$ 20,709.47</b>	<b>3.68%</b>
Tax Collection Fees	472.05	20,000.00	-19,527.95	2.36%
Technology	0.00	0.00	0.00	
Computer Maintenance	2,395.00	28,740.00	-26,345.00	8.33%
Hardware	0.00	8,000.00	-8,000.00	0.00%
ILS	0.00	3,500.00	-3,500.00	0.00%
Internet Connection	325.72	0.00	325.72	

Office Equipment	0.00	1,500.00	-1,500.00	0.00%
Software	114.99	15,000.00	-14,885.01	0.77%
<b>Total Technology</b>	<b>\$ 2,835.71</b>	<b>\$ 56,740.00</b>	<b>-\$ 53,904.29</b>	<b>5.00%</b>
Telephone	139.85	0.00	139.85	
Utilities	0.00	0.00	0.00	
Data Connection	0.00	7,000.00	-7,000.00	0.00%
Power	1,161.07	12,000.00	-10,838.93	9.68%
Trash Removal	40.00	500.00	-460.00	8.00%
Water	116.62	2,000.00	-1,883.38	5.83%
<b>Total Utilities</b>	<b>\$ 1,317.69</b>	<b>\$ 21,500.00</b>	<b>-\$ 20,182.31</b>	<b>6.13%</b>
<b>Total Expenses</b>	<b>\$ 80,456.32</b>	<b>\$ 971,140.00</b>	<b>-\$ 890,683.68</b>	<b>8.28%</b>
<b>Net Operating Income</b>	<b>-\$ 47,203.43</b>	<b>\$ 25,655.00</b>	<b>-\$ 72,858.43</b>	<b>-183.99%</b>
<b>Net Income</b>	<b>-\$ 47,203.43</b>	<b>\$ 25,655.00</b>	<b>-\$ 72,858.43</b>	<b>-183.99%</b>

Tuesday, Feb 11, 2025 01:14:41 PM GMT-8 - Accrual Basis

# Berthoud Community Library District

## Expenses by Vendor Summary

January 2025

	TOTAL
Aflac	463.50
Berthoud Weekly Surveyor	45.00
Canon Financial Services, Inc.	296.55
Cardmember Services	866.64
Center Point Large Print	50.34
Charles Schwab	1,190.21
Colorado Library Consortium	5,000.00
Comcast - Business	465.57
Demco - supplies	603.83
EasyTrack Payroll	248.00
Ingram	3,131.74
Johnson Controls Security Solutions	307.07
Kanopy Inc.	1,500.00
McCrary and Sons LLC	2,775.50
MetLife	163.43
Midwest Tape	1,013.72
Minuteman Locksmithing	172.32
ODP Business Solutions LLC	50.49
OverDrive, Inc.	6,000.00
Public Sector Health Care Group	3,427.62
RCOM Computer Services	2,395.00
Town of Berthoud - Water	116.62
United Waste Systems	40.00
Xcel Energy	1,161.07
Not Specified <i>Payroll</i>	32,508.74
<b>TOTAL</b>	<b>\$63,992.96</b>

Date	Name	Amount
1/2/2025	AMZN Mktp US*ZE9V037U1 Amzn.com/bill WA	-164.98
1/2/2025	AMAZON MKTPL*ZD6F55OG2 Amzn.com/bill WA	-55.44
1/3/2025	LONGMONT TIMES CALL BOULDER CO	-1255.71 <i>paper renewal</i>
1/6/2025	REAL WORLD TRAINING 214-5150577 TX	-29.95 <i>quickbook training</i>
1/6/2025	AMAZON MKTPL*ZD8W401U2 Amzn.com/bill WA	-172.08
1/7/2025	INTERNET PAYMENT THANK YOU	1648.21
1/9/2025	AMAZON MKTPL*Z55BY1TE2 Amzn.com/bill WA	-90.50
1/10/2025	AMAZON MKTPL*ZD7I27QI0 Amzn.com/bill WA	-141.79
1/10/2025	W ATLEE BURPEE COMPANY 2156744900 PA	-318.80 <i>Seed Library</i>
1/13/2025	ADOBE *ADOBE 4085366000 CA	-19.99 <i>Adobe monthly</i>
1/13/2025	BERTHOUD AREA CHAMBER BERTHOUD CO	-23.00 <i>Lunch + Learn</i>
1/16/2025	USPS PO 0707200378 BERTHOUD CO	-5.38 <i>Return Book</i>
1/17/2025	CBI ONLINE DENVER CO	-6.00 <i>background check volunteer</i>
1/17/2025	AMAZON MKTPL*Z50BY08S0 Amzn.com/bill WA	-50.98
1/21/2025	AMAZON MKTPL*Z53X69QY1 Amzn.com/bill WA	-31.38
1/22/2025	Amazon.com*Z57SR17Q1 Amzn.com/bill WA	-15.92
1/22/2025	AMZN Mktp US*ZG4404G50 Amzn.com/bill WA	-37.95
1/28/2025	PAYMENT THANK YOU	29.95
1/29/2025	INTUIT *QBooks Live CL.INTUIT.COM CA	-95.00 <i>Quickbooks monthly</i>
1/30/2025	INTERNET PAYMENT THANK YOU	836.69
1/30/2025	USPS PO 0707200378 BERTHOUD CO	-5.38 <i>Return book</i>
1/31/2025	AMERLIBASSOC ECOMMERCE 866-746-7252 IL	-280.00 <i>ALA membership Amie</i>

credit card usage

# PRIVACY POLICY

## 1. Privacy Statement

The Berthoud Community Library District (BCLD) is committed to protecting the privacy of users, staff, donors, and other contacts. BCLD collects personal information in order to provide or improve library services.

This confidentiality extends to information sought or received, materials consulted or borrowed, search records, borrowing records, interlibrary loan records, and other personally identifiable uses of library materials, facilities or services.

## 2. Use of Public Computers

~~BCLD maintains sign-up lists for public computers on paper to manage access and for administrative purposes. The lists are shredded after statistics are recorded. BCLD utilizes software for logging into the public computers. The software only records the library card numbers for people actively logged onto a computer and the total number of computer users each day.~~ There is no electronic tracking of workstation use that would enable BCLD to determine who the user was or what was done on the computer after the user logs off. Computer users are responsible for ensuring they have logged off any websites, cleared any browsing history, and deleted any downloads at the end of their computer sessions.

## 3. E-Mails and Web Forums

Personal identifying information that a user provides by e-mails or web forms will be used only for such purposes as are described at the point of collection (for example on a web form), such as to send information or provide library services, update registration information, or to respond to questions or comments.

## 4. Information Collected and Stored Automatically

When users access BCLD's web site or download information, certain statistics are automatically gathered and stored about the visit but not about the user. This information does not personally identify the user. BCLD automatically collects and stores the following information about the visit:

- The Internet domain and IP address from which access to the web site is gained;
- The type of browser and operating system used to access the web site;
- Only the date of access to the web site and the pages visited is stored;
- The address of the website from which the initial visit to BCLD's web site was launched, if any.

BCLD uses this information to help create a more useful site, and to learn about the number of visitors to our site and the types of technology our visitors use. The data that is collected is not connected to a user's personal information or identity.

## **5. Links to Other Sites**

BCLD's web site contains links to other sites. BCLD is not responsible for the privacy practices of other sites, which may be different from the privacy practices described in this policy. We encourage users to become familiar with privacy practices of other sites visited, including linked sites.

## **6. User Borrowing Records**

BCLD does not use a paper process to collect and track customer borrowing records. It is done electronically. BCLD belongs to a consortium of libraries in Colorado, called Aspencat, which electronically maintains information provided by our users at registration. When an item is checked out, that item is then tied to the user's record in BCLD's system.

## **7. Security**

For site security purposes and to ensure the integrity of BCLD's computer system, BCLD uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage. For information on internet use and filtering by staff or members of the public, see the Computer and Internet Safety and Use Policy.

## **8. Privacy and Confidentiality of Library Records**

Law enforcement agencies may request library records that the officers believe contain information that may be helpful to the investigation of criminal activity. [Law enforcement agencies request library records through court-issued warrants or subpoenas.](#) BCLD records will be made available to any agency of state, federal or local government pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigatory power.

Colorado law provides for the privacy of library use and records under CRS 24-90-119. BCLD complies with this law.

Approved 7/09

Revised 4/12/12; 6/8/16 ; 7/10/19; 8/10/22