

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, April 10, 2024
7:00 P.M.
236 Welch Ave, Berthoud and Zoom

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Consent Agenda
 - Approval of Board Meeting Minutes of March 13, 2024
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- V. Policy Review
 - Review: Computer and Internet Safety and Use
 - Assign: Code of Conduct
- VI. Old Business
 - CORA, Sunshine Laws refresher
 - Board Member Profile—Julie
 - Berthoud Literary Festival
 - Sign Permitting
- VII. New Business
 - Advocacy—Commission on Property Taxes
 - Other business
- VIII. Adjournment

Next Meeting: May 8, 2024

Berthoud Community Library District
Regular Board Meeting Minutes
Date: Wednesday February 13, 2024
7:00 pm
236 Welch Ave, Berthoud, CO and on ZOOM

Call to Order: Amanda Thorstensen called the meeting to order at 6:59 pm.
Attendees: Amanda Thorstensen, Alyson Dratch, Bob Latchaw, Kathy Mitchell, Melissa Robinson, CEO Amie Pilla (Julie Oelman and Karen Anderson excused)

Public Participation – None

Consent Agenda:

Motion 0324-01 – Made, seconded and unanimously carried to accept and approve: January 10, 2024 Board Minutes, CEO Report, Youth Services Report, Financials, Statistics and Expenditures.

Policy Review: Community Room Use: **Motion 0324-02** made, seconded and carried to accept the Policy as amended.

Assign: Computer and Internet Safety and Use – Melissa Robinson and Amanda Thorstensen to review.

Strategic Plan: Headline and Themes Review: Suggested addition: Art and Culture

Old Business: CORA and Sunshine law refresher – postponed until April Meeting
Kathy Mitchell attended the Critical Thinking Seminar and suggested the program be designed with more mature audience in mind.

New Business:

Board Member Profile: Julie Oelman – Postponed until April Meeting
Berthoud Library Literary Festival – **Motion 0324-03** made, seconded and carried to approve \$12,500 for the Berthoud Library Literary Festival scheduled for September 20-22, 2024.

Other Business: Amie Pilla reported that she may have to close the Library on Thursday due to snow storm. Everyone concurred.

Adjournment: Amanda Thorstensen adjourned the meeting at: 8:00pm
Next Meeting: April 10, 2024

Respectfully Submitted: Melissa Robinson, Secretary

Berthoud Community Library District
CEO Report
March 2024

Library Operations and Services

Personnel

We hired our first-ever Youth Services Specialist this month. Sam (Samantha) G. joined our team and will work with Christy staffing the youth department desk, shelving materials, and planning and executing classes and events.

We adjusted the hours and the front desk schedules for several staff members to get as close to their ideal schedules as possible. While we couldn't give everyone the exact schedule they wanted, we came close.

Classes/Services

The Loveland Public Library has partnered with AmeriCorps and other libraries in Larimer County to place Digital Navigators throughout the county. We're happy to welcome Erin into our community. Erin is an AmeriCorps volunteer who will be in our library a couple of days each week to help people navigate digital applications or other internet complexities, as well as learn to use their computers or other devices better. Erin's work with community members is by appointment.

Circulation/Collection

Nothing to report.

Building and Grounds

We experienced several rain or snow storms during the month which proved we still haven't successfully sealed the leak in the roof despite multiple attempts. Expect to see a bid for a full or partial roof replacement this year.

Technology

We upgraded the remaining four staff computers (Amie, Bella, Diane, Thora) that weren't upgraded last year. At this point all our computers, both staff side and visitor side, have been upgraded to meet security standards.

Policies and Procedures

The new Public Library Standards are soon to be released, and several staff members from the State Library are hosting meetings around the state to share some of the changes and answer questions from library directors. Kieran and Sharon hosted a meeting here on the 11th. That meeting gave me the opportunity to network with local library directors as well as understand the changes we'll see when the updated standards are officially released.

The weather pattern we experienced on March 14 was crazy enough that we called a snow day per our emergency closure policy and procedures. For a glimpse of what goes into making that decision, see our podcast episode titled “Snow Day?!?”

Outreach and Publicity

Camille and Ricardo from the Larimer County Office of Emergency Management (OEM) joined me to record a podcast episode we released on March 21. That episode explains the OEM’s role during an emergency as well as what we are doing as a library partnered with the OEM.

Financial

Nothing to report.

Strategic Plan

We’re quickly pulling together the general plan and structure for this September’s Literary Festival. We’re working now with community partners to find locations for the different activities that will happen during the weekend, and hope to see this become a huge boost for the Berthoud area as a whole and not just for the library.

Meetings and Workshops

Amie—Friends of the Library meeting, March 6; Town Nonprofits meeting, March 7; State Library meeting, March 11; Front Range Public Library Directors meeting, March 15; Special District Association Legislating Briefing, March 19; Envisionware software demonstration, March 21; Chamber Business After Hours event, March 28

Diane—Benefits Class through Employers Council, 2-day; Readers Advisory webinar; AspenCat Users Group meeting; Quickbooks training

Thora—Friends of the Library meeting; Digital Navigators of Larimer County meetings

Grants and Gifts

Nothing to report.

Respectfully submitted,
Amie Pilla
April 3, 2024

March 2024 Youth Services Report to the Library Board

Events:

- Musical moments: March 11, 25, average participation 21
- Story time: average participation 31, Sam Green is assisting and learning to present story time.
- Tinker tots: (Rocks and minerals) 8 participants
- Construct and Concoct (Zen gardens): 3 participants
- Yoga: 3 participants (1 observer)
- Don't Fear the Reader (horror genre book club for 15 +) 0 Participation, but I had vocalized interest. I will offer more dates and see if participation picks up.

Volunteers: Charles, Jackson, Ashley, Leslie and Shelby, Tisha

Outreach: Bella, Thora, Kelly and Christy went to businesses around town on March 22nd for the Drop Everything And Read event where library staff encouraged reading everywhere.

Professional Development: Safe Kids Meeting highlights -attached.

Take Me Outside Certification - a 30 hour certification for educators bringing students outdoors that I am working on in 2024.

Display: Women's History, St.Patrick's Day, March Madness

Children's area: Sam Green was hired as a part time youth services assistant.

Other highlights: We have reserved the Sanctuary space at New Freedom Outreach for summer performers. All summer performers are booked, and paid for at this time.

Berthoud Community Library Statistics March 2024

Statistics	Mar-23	Mar-24	% change	YTD 2023	YTD 2024	% change
Circulation						
Circulation	4973	4625	-7%	12655	13946	10%
Reference Questions	0	0		0	0	#DIV/0!
Program attendance	679	445	-34%	1090	1364	25%
People counter	3485	3348	-4%	7717	9964	29%
3M Ebook	278	293	5%	831	906	9%
Overdrive	499	732	47%	1277	2135	67%
Interlibrary Loans						
Number of items borrowed	6	32	433%	21	118	462%
Number of items loaned	0	51	#DIV/0!	0	156	#DIV/0!
ASPENCAT						
Number of items borrowed	883	901	2%	2228	2578	16%
Number of items loaned	387	0	-100%	992	590	-41%
Registered Patrons						
New cards	71	56	-21%	165	236	43%
Total number of card holders	9882	10742	9%	9882	10742	9%
Residents	8213	8921	9%	8213	8921	9%
Non-Residents	1669	1821	9%	1669	1821	9%
Collection						
Materials added	314	203	-35%	638	557	-13%
Materials withdrawn	19	29	53%	599	870	45%
Total materials owned	25401	25596	1%	25401	25596	1%
Technology						
Computer use	200	296	48%	362	746	106%
Web usage	5056	4200	-17%	10746	20527	91%
Tech Coaching	175	262	50%	445	744	67%
Volunteer hours worked	12	15	25%	30	68	129%

Berthoud Community Library District

Balance Sheet

As of February 29, 2024

03/05/24

Accrual Basis

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	330,418.62
Petty Cash	100.00
10000 · Independent Bank Checking	402,035.91
Total Checking/Savings	732,554.53
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	746,073.13
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	962,334.43
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-521.09
Total Accounts Payable	-521.09
Other Current Liabilities	
22000 · Payroll Liabilities	
22100 · CO Income Tax	236.00
22200 · CO Unemployment Tax	12.30
22300 · Federal Taxes (941)	1,481.65
22400 · Federal Unemployment (940)	39.16
Total 22000 · Payroll Liabilities	1,769.11
22001 · Payroll Clearing	-466.28
Total Other Current Liabilities	1,302.83
Total Current Liabilities	781.74
Total Liabilities	781.74
Equity	
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
TABOR Reserve	30,000.00
32000 · *Fund Balance Unreserved	1,005,744.01
Net Income	-100,105.78
Total Equity	961,552.69
TOTAL LIABILITIES & EQUITY	962,334.43

**Berthoud Community Library District
Profit & Loss Budget vs. Actual**

January through December 2024

Accrual Basis

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Copies	405.72	1,000.00	-594.28	40.6%
Donations				
Grants	9,202.00	8,900.00	302.00	103.4%
Memorials/Designated	0.00	0.00	0.00	0.0%
Undesignated	183.27	4,000.00	-3,816.73	4.6%
Total Donations	9,385.27	12,900.00	-3,514.73	72.8%
Fees	340.40	300.00	40.40	113.5%
Interest Earned	1,710.85	2,500.00	-789.15	68.4%
Property Tax	2,939.92	958,727.00	-955,787.08	0.3%
SOT Tax	8,155.57	40,000.00	-31,844.43	20.4%
47200 - Program Income	0.00	0.00	0.00	0.0%
Total Income	22,937.73	1,015,427.00	-992,489.27	2.3%
Gross Profit	22,937.73	1,015,427.00	-992,489.27	2.3%
Expense				
Accounting / Payroll Service	510.70	12,000.00	-11,489.30	4.3%
Advertising	122.13	12,000.00	-11,877.87	1.0%
Attorney	0.00	12,500.00	-12,500.00	0.0%
Collection Development				
Audiovisual				
Adult Audiobooks	697.86	5,000.00	-4,302.14	14.0%
Children's Audiobooks	171.95	1,500.00	-1,328.05	11.5%
DVD - Adult	389.08	4,000.00	-3,610.92	9.7%
DVD - Youth	91.46	1,500.00	-1,408.54	6.1%
Audiovisual - Other	0.00	0.00	0.00	0.0%
Total Audiovisual	1,350.35	12,000.00	-10,649.65	11.3%
Digital Materials				
E Books	0.00	6,000.00	-6,000.00	0.0%
Digital Materials - Other	2,500.00			
Total Digital Materials	2,500.00	6,000.00	-3,500.00	41.7%
Online Resources	0.00	15,000.00	-15,000.00	0.0%
Print Materials				
Adult	1,174.97	16,000.00	-14,825.03	7.3%
Children's	1,264.97	16,000.00	-14,735.03	7.9%
Periodicals	1,352.00	4,500.00	-3,148.00	30.0%
Total Print Materials	3,791.94	36,500.00	-32,708.06	10.4%
Video Streaming	1,000.00	1,000.00	0.00	100.0%
Total Collection Development	8,642.29	70,500.00	-61,857.71	12.3%
Copier Lease	588.62	3,500.00	-2,911.38	16.8%
Courier	0.00	4,200.00	-4,200.00	0.0%
Donation				
Grants	9,202.00	8,900.00	302.00	103.4%
Memorials/Designated	0.00	0.00	0.00	0.0%
Undesignated	8.30	4,000.00	-3,991.70	0.2%
Total Donation	9,210.30	12,900.00	-3,689.70	71.4%
Furnishings	0.00	3,000.00	-3,000.00	0.0%
Hospitality	496.08	1,000.00	-503.92	49.6%
Lost book refund	0.00	300.00	-300.00	0.0%
Maintenance				
Carpet Cleaning	0.00	3,000.00	-3,000.00	0.0%
Custodial Services	695.00	10,000.00	-9,305.00	7.0%
Lawn Care/Snow Removal	1,668.90	13,500.00	-11,831.10	12.4%
Repairs	6,449.58	125,000.00	-118,550.42	5.2%
Security/Alarm	0.00	3,500.00	-3,500.00	0.0%
Supplies	136.27	1,800.00	-1,663.73	7.6%
Window Cleaning	0.00	1,200.00	-1,200.00	0.0%
Total Maintenance	8,949.75	158,000.00	-149,050.25	5.7%
Pension	2,294.14	14,000.00	-11,705.86	16.4%
Professional Development	2,298.04	12,000.00	-9,701.96	19.2%
Professional Memberships	1,701.07	8,000.00	-6,298.93	21.3%
Programming				
Adult	0.00	30,000.00	-30,000.00	0.0%
Youth	2,349.00	30,000.00	-27,651.00	7.8%
Total Programming	2,349.00	60,000.00	-57,651.00	3.9%
Reserves	0.00	0.00	0.00	0.0%
Supplies				
Library Supplies	1,084.07	6,000.00	-4,915.93	18.1%
Office Supplies	201.28	3,500.00	-3,298.72	5.8%
Programming supplies	818.23	10,000.00	-9,181.77	8.2%
Staff Appreciation	306.88	2,000.00	-1,693.12	15.3%

**Berthoud Community Library District
Profit & Loss Budget vs. Actual**

January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Total Supplies	2,410.46	21,500.00	-19,089.54	11.2%
Tax Collection Fees	0.00	20,000.00	-20,000.00	0.0%
Technology				
Computer Maintenance	2,395.00	28,740.00	-26,345.00	8.3%
Hardware	0.00	8,000.00	-8,000.00	0.0%
ILS	3,226.10	3,000.00	226.10	107.5%
Internet Connection	36.86	0.00	36.86	100.0%
Office Equipment	64.38	1,500.00	-1,435.62	4.3%
Software	46.34	15,000.00	-14,953.66	0.3%
Total Technology	5,768.68	56,240.00	-50,471.32	10.3%
Telephone	1,904.95	0.00	1,904.95	100.0%
Utilities				
Data Connection	1,904.94	5,500.00	-3,595.06	34.6%
Power	1,031.61	12,000.00	-10,968.39	8.6%
Trash Removal	80.00	500.00	-420.00	16.0%
Water	250.05	1,500.00	-1,249.95	16.7%
Total Utilities	3,266.60	19,500.00	-16,233.40	16.8%
60000 - Insurance				
60100 - Aflac	0.00	0.00	0.00	0.0%
60200 - Medical/Dental/Vision	6,529.47	41,000.00	-34,470.53	15.9%
60250 - Property & Liability	0.00	10,000.00	-10,000.00	0.0%
60350 - Worker's Compensation	0.00	1,700.00	-1,700.00	0.0%
Total 60000 - Insurance	6,529.47	52,700.00	-46,170.53	12.4%
65000 - Operations				
65020 - Postage, Mailing Service	0.00	0.00	0.00	0.0%
Total 65000 - Operations	0.00	0.00	0.00	0.0%
65100 - Other Types of Expenses				
65130 - Interest Expense - General	0.00	0.00	0.00	0.0%
Total 65100 - Other Types of Expenses	0.00	0.00	0.00	0.0%
66000 - Payroll Expense				
66100 - Payroll Tax Expense	5,532.53	40,000.00	-34,467.47	13.8%
66200 - Salaries	67,827.23	390,000.00	-322,172.77	17.4%
Total 66000 - Payroll Expense	73,359.76	430,000.00	-356,640.24	17.1%
66900 - Reconciliation Discrepancies	244.23			
Total Expense	130,646.27	983,840.00	-853,193.73	13.3%
Net Ordinary Income	-107,708.54	31,587.00	-139,295.54	-341.0%
Net Income	-107,708.54	31,587.00	-139,295.54	-341.0%

**Berthoud Community Library District
Expenses by Vendor Summary
February 2024**

	Feb 24
Aflac	463.50
Berthoud Ace Hardware	24.99
Berthoud Chamber	175.00
Beth Wilberger	400.00
Broad Reach	301.20
Canon Financial Services, Inc.	274.40
Center Point Large Print	49.14
Charles Schwab	1,147.07
Christy Headrick	87.38
Colorado Library Consortium	2,500.00
CU Science Discovery	215.00
Denise Gard	325.00
EasyTrack Payroll	186.00
Employers Council , Inc.	51.85
Facility Solutions Group	407.49
Hay's Market	5.59
Ingram	1,606.59
Kids Reference Company	297.43
Mad Science of Colorado	300.00
McCrary and Sons LLC	525.00
MetLife	163.43
Midwest Tape	866.23
Mountain View Commercial Cleaning	695.00
Nature's Educators	375.00
OverDrive, Inc.	3,202.00
Public Sector Health Care Group	3,109.68
RCOM Computer Services	2,395.00
Salida Circus	384.00
Smart Apple Media	144.74
Talewise	350.00
The Library Store	52.44
Town of Berthoud - Water	130.74
Tri City Heating and Air Conditioning	1,274.63
United Waste Systems	40.00
Xcel Energy	1,031.61
TOTAL	23,557.13

Date	Name	Amount
2/5/2024	REAL WORLD TRAINING 214-5150577 TX	-29.95 - Monthly Quickbooks
2/6/2024	AMZN MKTP US*RB6BQ64S2 SEATTLE WA	-40.41
2/6/2024	W. Atlee Burpee Compan 2156744900 PA	-295.82 - Seed library
2/13/2024	AMERLIBASSOC ECOMMERCE 866-746-7252 IL	-317 - ALA Membership Amie
2/14/2024	LOWES #00907* 866-483-7521 NC	-64.88 - Mailbox
2/16/2024	AMZN Mktpl US*RI2ZO5CN1 Amzn.com/bill WA	-80.72
2/20/2024	Amazon Prime*RI4GD0DJ2 Amzn.com/bill WA	-139 - renewal
2/20/2024	McDonalds 39715 BERTHOUD CO	-81.98 food for Thoughts
2/21/2024	CHIPOTLE ONLINE CHIPOTLE.COM CA	-282.76 volunteer dinner
2/22/2024	COMCAST BUSINESS 888-485-8036 PA	-3494.89
2/22/2024	COMCAST BUSINESS 888-485-8036 PA	-315
2/23/2024	MARITZ AT&L* ALA FENTON MO	-277 ALA Conference
2/23/2024	SMARTSIGN BROOKLYN NY	-277.58 Parking lot Signs
2/26/2024	CLIC 3034221150 CO	-35 Resource Sharing
2/28/2024	PAYMENT THANK YOU	1856.76 Conf

Credit Card
Purchases



Full Cash Requirements Report January 29 to February 11, 2024

Payroll Type: Regular Address: PO Box 1259, Berthoud, CO 80513
Accountant(s): Easytrack Payroll LLC

Total Cash Remitted By Gusto

Total Check Payments

Total Liabilities

Total Payroll

\$14,993.43

\$0.00

\$157.85

\$15,151.28

Debits Summary: Debit Date 2024-02-13

Total Direct Deposits

Total Reimbursements

Total Garnishments

Total Taxes (Employee and Employer)

Total Debit

\$10,625.27

\$0.00

\$0.00

\$4,368.16

\$14,993.43

Liabilities Summary

Total Benefits (Employee and Company)

Total Employee Garnishments

Total Other Deductions (Employee and Company)

Total Tax Liabilities

Total Company Liabilities

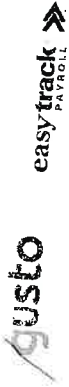
\$127.25

\$0.00

\$30.60

\$0.00

\$157.85



easy track
PAYROLL

Full Cash Requirements Report February 12 to February 25, 2024

Payroll Type: Regular Address: PO Box 1259, Berthoud, CO 80513
Accountant(s): Easytrack Payroll LLC

Total Cash Remitted By Gusto

Total Check Payments

Total Liabilities

Total Payroll

Debits Summary: Debit Date 2024-02-27

Total Direct Deposits

Total Reimbursements

Total Garnishments

Total Taxes (Employee and Employer)

Total Debit

Liabilities Summary

Total Benefits (Employee and Company)

Total Employee Garnishments

Total Other Deductions (Employee and Company)

Total Tax Liabilities

Total Company Liabilities

Berthoud Community Library District • Payroll submitted on Feb 26, 2024.

\$14,898.61

\$0.00

\$157.85

\$15,056.46

\$10,602.19

\$0.00

\$0.00

\$4,296.42

\$14,898.61

\$127.25

\$0.00

\$30.60

\$0.00

\$157.85

COMPUTER AND INTERNET SAFETY AND USE POLICY

The Berthoud Community Library District (BCLD) provides public access to the Internet in keeping with the BCLD's mission of connecting our community to the world. To connect library users to resources beyond those contained in the BCLD's physical collection, the BCLD provides Internet access on public computers and via a wireless network for community members to use with their personal devices. BCLD reserves the right to require a Library Account in good standing be established and maintained for computer and wifi use. This policy applies to adults and minors. Accessing the Internet using any of BCLD's systems constitutes acceptance by the user that they have read and understood the terms as stated in this and all other policies.

1. Parents and guardians are expected to supervise minors in the safe use of the Internet parents and guardians are expected to continually participate in their children's learning processes by helping them make good choices in selecting appropriate materials and websites.
2. BCLD library users access the Internet at their own risk. It may contain controversial material that some may find offensive.
3. BCLD does not monitor and has no control over the information on the Internet and cannot be held responsible for its content. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding user's activities. BCLD is not responsible for any loss or damage incurred by a user of BCLD's computer or telecommunications equipment.
4. BCLD's public computers are behind a firewall that blocks malicious content such as viruses and spyware. BCLD's block on malicious content cannot be bypassed for library users.
5. The same standards of intellectual freedom, privacy and confidentiality endorsed by BCLD for traditional resources apply to electronic media, including Internet use. BCLD will not release information on the use of Internet computers or specific websites accessed by BCLD library users, except authorized by law.
6. Parents or legal guardians of minor children must assume responsibility for deciding what library resources are appropriate for their children, including access to the Internet. BCLD does not place age restrictions on access to any information, including the Internet.

Conditions of Use

1. All users are responsible for obeying state and federal laws. {00718971}
2. All users are responsible for respecting copyright laws, licensing agreements, and payment of fees for any fee-based service.

3. Users must sign up for use of BCLD's public access internet computers. A valid library card, driver's license, or other acceptable form of identification must be presented in order to use a computer.

4. Usage is provided in one-hour blocks. Users may sign up for additional time if no one else is waiting. Computers are available on a first-come, first-served basis.

5. Users are required to use headphones when accessing audio content.

6. Users must pay for all copies at the time of printing.

7. Materials copied from the Internet may be subject to copyright laws. Library users who engage in the illegal download of copyrighted materials may be required to pay BCLD for any charges BCLD incurs due to said violation(s).

8. The use of BCLD computers and facilities for any type of illegal activity may result in revocation or suspension of Internet use privileges, general library privileges, and/or constitute grounds for civil or criminal prosecution. A network ban may be undertaken without prior communication with the user and may take the form of restricting a specific user-owned device from the use of BCLD's wireless network. Library users banned from the use of the network may appeal the ban in writing to the Library CEO. BCLD takes no responsibility for the loss of work or network time that results from a patron's device being banned from network use.

9. Although a virus checker is installed on library computers, this program may not completely protect the user from loading a virus onto a personal storage device. BCLD is not responsible for damage to a user's storage device or computer, or for any loss of data, any damage or any liability that may occur from use of a public access computer.

10. The BCLD network is not secure. Library users must rely on the websites they visit to provide a secure, encrypted connection for transferring sensitive information when needed. Users should be cautious about transmitting sensitive information, including but not limited to personally identifiable information such as name or address, account information, credit card numbers, passwords, or social security numbers over BCLD's network.

11. While BCLD strives to provide a quality wireless system, it cannot guarantee the signal quality, bandwidth availability, or general Internet site availability at any time.

12. BCLD prohibits the following:

- a. Sending, receiving or displaying child pornography, text or graphics harmful to minors, or obscene text or graphics, at the discretion of library staff.
- b. Engaging in any activity that facilitates sending, receiving or displaying materials harmful to a minor.
- c. Activities that disrupt BCLD or its network. Users may not attempt unauthorized access to any computer system. Users may be asked by staff at any time to

disconnect any personal device the staff member deems a threat to the operation {00718971} of the computer, the network, the smooth operation of the computer area in general, or the security of BCLD or its users. Failure to comply constitutes a breach of BCLD's User Behavior Policy.

d. Loading or downloading software from the Internet to the computer hard drive, using personal software programs on BCLD's computers, or saving personal documents or images on the computer hard drive.

e. Making any attempt to modify, gain access to files, passwords or data belonging to others, seeking unauthorized access to BCLD's or any other computer system, or damaging or altering software components of any network or database.

Filtering

1. BCLD filters all Internet computers as specified by State and Federal laws.

2. No filtering system is completely effective or efficient, and BCLD does not accept responsibility for objectionable websites, text, or graphics not blocked by the filter.

3. Upon request, staff may temporarily disable filters for individuals 18 and older. In the case of minors supervised by a parent (those under 18 years of age), staff may temporarily disable filters for research or other lawful purposes.

4. To the extent practical, steps shall be taken to promote the safety and security of all users when using electronic mail, chat rooms, social media, instant messaging, and other forms of direct electronic communications.

5. Prohibited network usage includes, but is not limited to: (a) unauthorized access, including hacking and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal information regarding minors.

6. The filtering software used at BCLD has different settings and options that can be selected to block access to a wide variety of Internet sites. The Library Board of Trustees designates authority to the Library CEO as the final decision maker with regard to which filtering software settings and options are activated in order to comply with this policy and the above referenced CRS.

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Revision 5/22/2008

Revision 5/3/2012

Revision 6/8/16

Revised 9/12/18

Revised 3/10/21 (formerly separate Computer and Internet Safety and Use Policy; Wireless Policy)