

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, December 4, 2024
Immediately Following Budget Hearing
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 November 6 and 13, 2024
 - Reports
 - CEO's report
 - Youth Services report
 - Financial report
 - Acceptance of Expenditures
- V. Policy Review
 - Review: Library Operations; Borrowing and Loan
 - Assign: Reconsideration of Library Materials
- VI. Old Business
 - Building Repairs
 - Board Vacancies
- VII. New Business
 - Potential Building Project
 - 2025 Holiday and Building Closures
 - 2025 Board Meeting Schedule
 - Other business
- VIII. Adjournment

Next Meeting: January 8, 2025

Zoom Meeting ID: 870 5642 2666
Zoom Password: 891401

Berthoud Community Library District
Special Board Meeting Minutes
Wednesday November 6, 2024
6:00 pm meeting on ZOOM

Call to Order: Julie Oelman called the meeting to order at 6:03pm

Attendees: Julie Oelman, Karen Anderson, Alyson Dratch, Bob Latchaw, Kathy Mitchell, Melissa Robinson, Amie Pilla CEO (Amanda Thorstensen excused)

Public Participation: None

Facility Repair Bids: Motion 1124-01 Made, Seconded and Carried to accept the bids as presented:

Schultz Roof Replacement and Roofing,
LLC Allen Service Plumbing and Heating and air
(HVAC)
Schra Tree Care (Trimming)
Trojahn Trades (Remove and replace Sheds)
McCrary (Landscaping)

Adjournment: Julie Oelman adjourned the meeting at: 6:23pm

**Berthoud Community Library District
Board Meeting Minutes
Date: November 13, 2024 7:00 pm
In Person and Hybrid Meeting**

Call to Order: Julie Oelman called the Board meeting to order at 7:01pm.

Roll Call in Attendance: Julie Oelman , Alyson Dratch, Amanda Thorstensen
Kathleen Mitchell, Bob Latchaw, Karen Anderson, Melissa Robinson, Amie Pilla CEO

Public: None

Consent Agenda: **Motion 1124-02 made, seconded and carried to accept:** CEO Report, Youth Services Report, Statistics, Financial Report, Acceptance of Expenditures.

Strategic Plan: Amie Pilla presented the Completed Projects, The Projects in Progress and the 2025 plans in the areas of: Operations, Community and Innovation.

Policy Review: **Motion 1124-03 made, seconded and** carried to accept the Code of Conduct Policy and Gift Policy as amended.

Policy Assigned: Library Operations Policy and Loan Policy: Bob Latchaw and Kathy Mitchell will review them for the December meeting.

Old Business:

Resolution for Investment: Motion 1124-04 made, seconded and carried to approve the Resolution for Investment. Signers on the accounts will be: Board President Julie Oelman and Board Vice-President Amanda Thorstensen

Board Vacancies: Kathy Mitchell and Alyson Dratch interviewed five candidates for the open position when Kathy's term ends December 31, 2024. All the candidates were qualified. Kathy and Alyson have proposed Nicole Buendia as the new Board member. **Motion 1124-05 made seconded and carried for her to join the Board.** Amie Pilla will contact the Berthoud Town Board of Trustees and the Larimer County County Board for final approval.

New Business:

2025 Board Officers: Motion 1124-06 made, seconded and carried:

Julie Oelman – President

Amanda Thorstensen – Vice President

Melissa Robinson – Secretary.

2024 Holiday Hours: The Library will close at 6:00 pm on Thursday November 27 and Thursday December 24. The Library will close at 2:00pm on December 31, 2024

Other Business: Julie Oelman suggested that we raise the expenditure amount for projects Amie Pilla can appropriate without Board Approval. The amount will be discussed in a future meeting.

Adjournment: Julie Oelman adjourned the meeting at: 9:11 pm.

Next Meeting: December 4, 2024 – Budget Meeting followed by the Regular Board Meeting.

Respectfully Submitted: Melissa Robinson

Berthoud Community Library District
CEO Report
November 2024

Library Operations and Services

Personnel

Nothing to report.

Classes/Services

Community members had the unique opportunity via Zoom to learn from Dr. Emily Taylor about the local rattlesnake population. Dr. Taylor shared information about Project Rattlecam as well as the past (and probable future) mega-den of rattlesnakes in Colorado.

Our Digital Navigator hosted an "Intro to Managing Your Virtual Privacy" class as part of our agreement with the Loveland Public Library and AmeriCorps. We asked community members to choose from a list of possible classes, and that was their selected topic for this first class.

November is National Novel Writing Month (NaNoWriMo), when writers are challenged to write 50,000 words toward a novel or other piece during the month. Tom and his wife hosted weekly meet-ups to help encourage those who tried the challenge this year by providing some discussion time and some dedicated writing time.

Circulation/Collection

Our maintenance fees to participate in our AspenCat Consortium are tiered based on the number of items in our collection. We have been working in past years to keep the collection under 25,000 items in order to not move up into the next pricing tier, but decided this fall to not do an aggressive weeding project just to avoid increased fees. We will see an increase in ILS fees for this coming year.

Building and Grounds

Diane spent a lot of time and effort this month coordinating the building repairs that the board approved during their special meeting early in the month. Weather permitting, all the approved repairs and upgrades will be completed during December.

Technology

Nothing to report.

Policies and Procedures

We completed our first (and first successful) grant application for funding from A Woman's Work. We had some initial concerns about how to identify candidates for grant money from that organization while maintaining privacy, but this worked exactly as we'd hoped. A community member shared her concerns about her financial situation with a staff member, who told that person we are partnered with an organization that could help and asked if she wanted to know more. We hope to see that same process continue to work into the future.

Outreach and Publicity

As part of the Recreation Center's ongoing wellness seminar series, we taught an Evaluating Online Information seminar early in the month. Our focus was on helping people evaluate how they're searching for and using information online to make better decisions.

We recorded two podcast episodes this month, one with LETA 911 and one with A Woman's Work. One of those episodes is live, and the other will go live in early December. Due to our own facility repairs and the upcoming holidays, we don't plan to record any additional episodes until January.

Financial

Following recent changes to the mill levy certification process, we've received new instructions for reporting the property tax funding we've received, and adopting and filing our mill levy for 2025. We are ready to file our mill levy certification following the budget hearing in December.

Strategic Plan

Nothing to report.

Meetings and Workshops

Amie— Envisionware software meeting, November 4; Libraries as Launchpads trainings, November 6, 13, and 20; Town Nonprofits meeting, November 7; Larimer Connects meeting, Zoom; Larimer County Directors meeting, November 8; Colorado Library Consortium/Prospector Directors meeting, November 19; Benefits Administration training, November 26; Town Board of Trustees meeting, November 26

Diane— Webinars, 3 on upcoming spring and summer titles, 1 on author debuts

Sarah— Two-day conference, Bridging the Gap, by the Spinal Leak Foundation

Thora— Meeting with Japan America Society of Colorado; webinar, Copyright for Creators

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

November 27, 2024

November Report to the Board

Programming

- **Baby Storytime** Tuesdays: 39 total participants this month (13 average)
- **Toddler Storytime** Wednesdays: 68 total participants this month (22 average)
- **Pre-K Storytime** Fridays: 57 total participants this month (19 average)
- **Tinker Tots:** We learned about weather (We touched on previous lessons about airplanes and shadows). 14
- **Construct and Concoct:** Greeting Cards – We had two participants both were out of the intended age range.
- **Musical Moments:** 26 total participants this month (13 average) – This program is offered twice a month by a volunteer. Tisha had been a preschool teacher and leads the group in musical activities.
- **Budding Artists:** 5 participants – Sam led this program. The focus was lines. There were books that were read and used as prompts for the activities.
- **Fun-damentals of Play:** 5 – Sam and I mediated this program.
- **Fall Fest** was well attended (60 participants). Nearly all the children had their faces painted by local artist Amber Walters. She did a wonderful job and I would have her back again. Most of the children read to our therapy dog, Shelby. I am grateful for Leslie's ongoing commitment to the library through her physical ups and downs. Tom led a game that was very popular and Sam made clean up a dream.

Volunteers: Leslie, Tisha, Jackson

Displays:

- We have converted a shelf that was used this summer for prize books as a "Program Specific" display. At this time, it is stocked with books about yoga to promote the kid's yoga program.
- Fall and Thanksgiving materials are on display
- Art books display to promote Budding Artists program
- Indigenous Awareness Month book display of books by and about Indigenous people.

Children's Area:

New toys have been enthusiastically welcomed by patrons.

- Other tasks
 - Continuing Outdoor Learning online course
 - Sam continues to create activity bags.
 - Gift book buying for a December program

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

	Total			% of Budget
	Actual	Budget	over Budget	
Income				
47200 Program Income	0.00	0.00	0.00	
Copies	2,085.38	1,000.00	1,085.38	208.54%
Donations	0.00	0.00	0.00	
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	\$ 9,385.27	\$ 12,900.00	-\$ 3,514.73	72.75%
Fees	2,040.92	300.00	1,740.92	680.31%
Interest Earned	8,441.38	2,500.00	5,941.38	337.66%
Property Tax	924,061.37	958,727.00	-34,665.63	96.38%
SOT Tax	50,908.38	40,000.00	10,908.38	127.27%
Total Income	\$ 996,922.70	\$ 1,015,427.00	-\$ 18,504.30	98.18%
Gross Profit	\$ 996,922.70	\$ 1,015,427.00	-\$ 18,504.30	98.18%
Expenses				
60000 Insurance	0.00	0.00	0.00	
60100 Aflac	-154.50	0.00	-154.50	
60200 Medical/Dental/Vision	32,666.93	41,000.00	-8,333.07	79.68%
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	\$ 43,419.43	\$ 52,700.00	-\$ 9,280.57	82.39%
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	5,595.32	0.00	5,595.32	
66100 Payroll Tax Expense	26,085.56	40,000.00	-13,914.44	65.21%
66200 Salaries	324,207.20	390,000.00	-65,792.80	83.13%
Total 66000 Payroll Expense	\$ 355,888.08	\$ 430,000.00	-\$ 74,111.92	82.76%
66900 Reconciliation Discrepancies	244.23	0.00	244.23	
Accounting / Payroll Service	9,686.40	12,000.00	-2,313.60	80.72%
Advertising	6,328.73	12,000.00	-5,671.27	52.74%
Attorney	1,780.00	12,500.00	-10,720.00	14.24%
Collection Development	0.00	0.00	0.00	

Audiovisual	0.00	0.00	0.00	
Adult Audiobooks	3,718.91	5,000.00	-1,281.09	74.38%
Children's Audiobooks	1,051.64	1,500.00	-448.36	70.11%
DVD - Adult	3,085.81	4,000.00	-914.19	77.15%
DVD - Youth	874.00	1,500.00	-626.00	58.27%
Total Audiovisual	\$ 8,730.36	\$ 12,000.00	-\$ 3,269.64	72.75%
Digital Materials	2,500.00	0.00	2,500.00	
E Books	0.00	6,000.00	-6,000.00	0.00%
Total Digital Materials	\$ 2,500.00	\$ 6,000.00	-\$ 3,500.00	41.67%
Online Resources	6,505.66	15,000.00	-8,494.34	43.37%
Print Materials	0.00	0.00	0.00	
Adult	13,554.95	16,000.00	-2,445.05	84.72%
Children's	14,101.40	16,000.00	-1,898.60	88.13%
Periodicals	4,481.28	4,500.00	-18.72	99.58%
Total Print Materials	\$ 32,137.63	\$ 36,500.00	-\$ 4,362.37	88.05%
Video Streaming	1,000.00	1,000.00	0.00	100.00%
Total Collection Development	\$ 50,873.65	\$ 70,500.00	-\$ 19,626.35	72.16%
Copier Lease	2,872.69	3,500.00	-627.31	82.08%
Courier	4,733.85	4,200.00	533.85	112.71%
Donation	425.00	0.00	425.00	
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	\$ 9,176.98	\$ 12,900.00	-\$ 3,723.02	71.14%
Furnishings	207.93	3,000.00	-2,792.07	6.93%
Hospitality	1,085.37	1,000.00	85.37	108.54%
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	6,255.00	10,000.00	-3,745.00	62.55%
Lawn Care/Snow Removal	2,701.40	13,500.00	-10,798.60	20.01%
Repairs	12,184.50	125,000.00	-112,815.50	9.75%
Security/Alarm	1,078.35	3,500.00	-2,421.65	30.81%
Supplies	1,314.75	1,800.00	-485.25	73.04%
Window Cleaning	777.00	1,200.00	-423.00	64.75%
Total Maintenance	\$ 25,011.00	\$ 158,000.00	-\$ 132,989.00	15.83%
Pension	11,470.70	14,000.00	-2,529.30	81.93%
Professional Development	6,585.14	12,000.00	-5,414.86	54.88%
Professional Memberships	5,901.07	8,000.00	-2,098.93	73.76%
Programming	0.00	0.00	0.00	
Adult	13,717.55	30,000.00	-16,282.45	45.73%
Youth	6,060.82	30,000.00	-23,939.18	20.20%
Total Programming	\$ 19,778.37	\$ 60,000.00	-\$ 40,221.63	32.96%

Reserves	0.00	0.00	0.00	
Supplies	0.00	0.00	0.00	
Library Supplies	4,143.67	6,000.00	-1,856.33	69.06%
Office Supplies	3,935.34	3,500.00	435.34	112.44%
Programming supplies	1,950.86	10,000.00	-8,049.14	19.51%
Staff Appreciation	1,838.83	2,000.00	-161.17	91.94%
Total Supplies	\$ 11,868.70	\$ 21,500.00	-\$ 9,631.30	55.20%
Tax Collection Fees	0.00	20,000.00	-20,000.00	0.00%
Technology	0.00	0.00	0.00	
Computer Maintenance	23,970.00	28,740.00	-4,770.00	83.40%
Hardware	7,939.84	8,000.00	-60.16	99.25%
ILS	3,226.10	3,000.00	226.10	107.54%
Internet Connection	2,355.10	0.00	2,355.10	
Office Equipment	481.29	1,500.00	-1,018.71	32.09%
Software	3,734.92	15,000.00	-11,265.08	24.90%
Total Technology	\$ 41,707.25	\$ 56,240.00	-\$ 14,532.75	74.16%
Telephone	2,983.47	0.00	2,983.47	
Utilities	0.00	0.00	0.00	
Data Connection	1,904.94	5,500.00	-3,595.06	34.64%
Power	7,772.13	12,000.00	-4,227.87	64.77%
Trash Removal	360.00	500.00	-140.00	72.00%
Water	1,716.16	1,500.00	216.16	114.41%
Total Utilities	\$ 11,753.23	\$ 19,500.00	-\$ 7,746.77	60.27%
Total Expenses	\$ 623,417.15	\$ 983,840.00	-\$ 360,422.85	63.37%
Net Operating Income	\$ 373,505.55	\$ 31,587.00	\$ 341,918.55	1182.47%
Other Expenses				
Reconciliation Discrepancies-1	-166,476.14	0.00	-166,476.14	
Total Other Expenses	-\$ 166,476.14	\$ 0.00	-\$ 166,476.14	
Net Other Income	\$ 166,476.14	\$ 0.00	\$ 166,476.14	
Net Income	\$ 539,981.69	\$ 31,587.00	\$ 508,394.69	1709.51%

Tuesday, Nov 12, 2024 11:29:41 AM GMT-8 - Accrual Basis

Berthoud Community Library District

Balance Sheet

As of October 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Independent Bank Checking	890,497.94
Independent Bank Savings	499,056.40
Building fund cash	0.00
Total Independent Bank Savings	499,056.40
Petty Cash	100.00
Programming supplies	570.35
Total Bank Accounts	\$1,390,224.69
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	\$1,403,706.80
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	\$1,619,968.10
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
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 October 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	\$1,082.55
Long-Term Liabilities	
TOB Roof Repairs	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$1,082.55
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	555,493.22
Total Equity	\$1,618,885.55
TOTAL LIABILITIES AND EQUITY	\$1,619,968.10

Date	Name	Amount	
10/3/2024	SQ *KENDRA MERRITT - B gosq.com CO	-109	YA Books
10/7/2024	REAL WORLD TRAINING 214-5150577 TX	-29.95	
10/9/2024	AMAZON MKTPL*N50S50KL3 Amzn.com/bill WA	-38.51	
10/9/2024	AMZN Mktp US*GR8ND3NX3 Amzn.com/bill WA	-23.95	
10/9/2024	SQ *TROJAHN TRADES LLC gosq.com CO	-410	Wheels on Book bins
10/10/2024	BERTHOUD AREA CHAMBER BERTHOUD CO	-20	Lunch + Learn
10/15/2024	SQ *RISE ARTISAN BREAD gosq.com CO	-68.04	Food for Thoughts
10/15/2024	HAYS MARKET OF BERTH BERTHOUD CO	-25.65	Food for Thoughts
10/15/2024	ADOBE *ADOBE 4085366000 CA	-19.99	
10/15/2024	THE UPS STORE 7685 LONGMONT CO	-9.98	Return extra wheels
10/15/2024	AMAZON MARK* Z28MG1081 SEATTLE WA	26.99	} Refund for extra wheels
10/15/2024	AMAZON MARK* Z28MG1081 SEATTLE WA	26.99	
10/15/2024	AMAZON MARK* HU8EZ6723 SEATTLE WA	26.99	
10/15/2024	ADOBE *ADOBE 4085366000 CA	3.35	Refund from Adobe
10/17/2024	BERTHOUD DRUG BERTHOUD CO	-7.53	Paper
10/17/2024	AMERICAN LIBRARY ASSOC CHICAGO IL	-79	
10/18/2024	AMZN Mktp US*HR5Y63XF3 Amzn.com/bill WA	-69.95	
10/21/2024	INTERNET PAYMENT THANK YOU	1947.69	
10/21/2024	AMAZON MKTPL*WQ3HZ0DH3 Amzn.com/bill WA	-235.33	
10/21/2024	Amazon.com*LL2867UP3 Amzn.com/bill WA	-1.47	
10/24/2024	SP AUNT FLOW COLUMBUS OH	-27.5	
10/24/2024	AMAZON MARK* GE6D00OT3 SEATTLE WA	-165.26	
10/24/2024	CU ORNITHOLOGY PFW ITHACA NY	-18	Bird watch
10/24/2024	AMZN Mktp US*0E4ER3M73 Amzn.com/bill WA	-24.99	
10/24/2024	AMAZON MARK* H46M19CO3 SEATTLE WA	-29.99	
10/28/2024	LAKESHORE LEARNING MAT CARSON CA	-954.41	Youth programming
10/28/2024	LIGHTNINGSRC/INGMSPK LA VERGNE TN	-23.95	YA Books
10/28/2024	SQ *TROJAHN TRADES LLC gosq.com CO	-50	Remove tree branch
10/29/2024	INTUIT *QBooks Online CL.INTUIT.COM CA	-70	
10/30/2024	INTERNET PAYMENT THANK YOU	1600.9	

Credit Card Purchases

LIBRARY OPERATIONS POLICY

1. Service Outlet and Hours

A. Service Outlet

The Berthoud Community Library District (BCLD) is a library district legally established under Colorado Library Law (CRS 24-90-1-1et seq.) providing library service to residents of the town of Berthoud and its surrounding area. While other public libraries also operate in Larimer County, each is an independent unit and are not organized under any single administrative jurisdiction.

The library building is located at the following address:

Berthoud Community Library District
236 Welch Avenue ~~P.O. Box 1259~~
Berthoud, CO 80513-2259
Phone: (970) 532-2757
FAX: (970) 532-4372
Web Address: www.berthoudcommunitylibrary.org

B. Hours

The BCLD Staff shall submit the operating hours to the Board, periodically, for approval.

The BCLD Board will update and approve a calendar of holiday closings annually.

BCLD will post a schedule of library operating hours and holidays.

The building is open to the public each week on a daily schedule as follows:

Monday and Tuesday	10 a.m. - 6 p.m.
Wednesday and Thursday	10 a.m. - 8 p.m.
Friday	10 a.m. - 6 p.m.
Saturday	10 a.m. - 4 p.m.
Sunday	Closed

Operating hours may vary seasonally.

Curbside service from the building is available 10 a.m. to 5 p.m. Monday through Saturday.

These hours may vary in the event of a public health, weather, or other emergency.

2. Borrowing Privileges

A. Eligibility: Any resident of Colorado is eligible for a library card.

B. Registration of borrowers

Applicants must present proof of identity and current address to obtain a BCLD card. Any of the following is acceptable proof of identification and/or address. Two forms are acceptable if necessary to show current name and address:

- Driver's License;
- Pre-printed checks;
- Canceled mail;
- Current utility bill;
- Car registration;
- School record or ID;
- Any legal document showing name and address.

A parent or guardian must accept responsibility for children under the age of eighteen. Both the parent or guardian and the child must be present when registering for an account.

BCLD cards are issued at no charge, are available for use immediately upon receipt, and expire every three (3) years.

Temporary BCLD cards may be issued to people who are temporarily residing in Berthoud. Proof of temporary residency is not required. The BCLD card will expire when the person plans to leave Berthoud. People requesting temporary cards must provide their permanent address and telephone number.

3. Responsibilities of Borrowers

Borrowers are responsible for:

- All materials borrowed on their BCLD cards by themselves or others;
- The replacement cost of lost or damaged items or parts of items;
- Reporting lost or stolen library cards.

Parents or guardians are responsible for the use of cards by minors.

Cardholders may add other authorized users to their accounts.

Borrowers are required to have their BCLD card or other identification with them to conduct library business.

Possession of a BCLD card is considered permission to use the card, unless the card has been reported to BCLD as lost or stolen.

BCLD cardholders who use Colorado Library Card privileges at other Colorado libraries must follow the rules of those libraries.

BORROWING AND LOAN

This policy ensures fair access to information for all users and accurate tracking of library materials. The Library CEO or staff member in charge will use judgment when enforcing policy.

1. Loan Periods

- a. Most library materials are loaned for a three (3) week period. State Park Passes and Larimer County Discovery bags are loaned for a one (1) week period.

Non-lending materials (in-library use only) include:

1. Newspapers
2. Toys and puzzles
3. Pop-up books

- b. Limits on lending

1. DVDs—15 or fewer
2. Board Games and Park Passes—one at a time

- c. Renewals. Materials may be renewed by telephone or online according to the following guidelines:

- | | |
|----------------|-------------|
| 1. Books | 2 renewals |
| 2. Audio Books | 2 renewals |
| 3. CDs | 2 renewals |
| 4. DVDs | 1 renewal |
| 5. Periodicals | no renewals |

6. Inter-library loans

Books 1 renewal

DVDs no renewals

7. Board games no renewals
8. State Park Passes no renewals
9. Larimer County Discovery no renewals

Materials that are on reserve for other borrowers may not be renewed.

2. Returns/Overdue

- a. Library materials will not be due on days the library building is closed, but will be due on the next day the library building is open.

- b. Library materials may be returned to the library book drop except for board games, Larimer County Discovery bags, and State Park Passes, which must be returned to the front desk. The outdoor book drop is open 24 hours a day.

~~e. Items returned in the book drop after the library building is closed are considered returned that day.~~

- d.c. Berthoud Community Library District (BCLD) does not charge overdue fines for any materials.

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- e.d. Users receive email notification of overdue items two weeks after the due date, and borrowing privileges are suspended 6 weeks after the due date until materials are returned or paid for if lost.
- f.e. The electronic bill accessed through the borrower's library account contains the replacement cost and processing fee. If the cost is not in the catalog record, a default cost applies (see Fees this section).
- g.f. Replacement items may be accepted only at the discretion of the Library CEO, Youth Services Librarian, or Data Specialist.
- h.g. Borrowing privileges are suspended when fees reach \$10.00. Users must pay all charges in full before borrowing privileges are reinstated.

3. Lost or Damaged Items

- a. Users are responsible for the replacement fee if an item has been lost or has been damaged beyond repair.
- b. The replacement cost will be refunded to the user for lost items that have been subsequently found and returned. Items must be returned within three (3) months in order to be eligible for refund. Lost inter-library loan (ILL) items are covered under the ILL policy.
- c. If part of an item is lost, the user will be charged the cost of replacement if the part can be replaced. If the part cannot be replaced, the user will be charged the cost of the entire item.

4. Fees for services or lost items

<u>Item</u>	<u>Default price</u>
a. Adult Book/hardcover	\$15.00
b. Children Book/hardcover	\$10.00
c. Book/paperback	\$7.00
d. CD	\$10.00/disc
e. DVD	\$15.00
f. DVD sleeve	\$5.00/each
g. Magazine	\$4.00
h. <u>Computer printing or Photocopies</u>	
<u>Black and White</u>	————— \$.20/page
<u>Color</u>	————— \$.50/page
i. <u>B&W photocopies (1st 10 free) then</u>	————— \$.20/page
j. <u>Color photocopies (1st 5 free) then</u>	————— \$.50/page
k.i. <u>Student (school) or tax copies (1st 10 free)</u>	\$.10/page

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5. Reserves

- a. Reserves may be placed on any lending item except board games, Larimer County Discovery passes, and State Park Passes. These items are available on a first come, first served basis.
- b. Reserves may be placed in person, by telephone, or online.
- c. There is no charge for reserves.
- d. A borrower may place up to 100 reserves.
- e. Users will be notified by telephone or email when the reserved item is available.
- f. Reserved items will be held for one week from the date of notification.
- g. Items that are on ~~reserve~~ hold for other borrowers may not be renewed.
- h. A borrower may not place a reserve on an item currently on loan to that borrower or on two copies of the same item.

6. Interlibrary Loan Service (ILL)

BCLD provides interlibrary loan services in accordance with the Colorado Interlibrary Loan Policy (see Appendix C).

a. Borrowing Policy

- i. All types of materials may be requested through interlibrary loan. Decision to fill the request is left to the discretion of the lending library.
- ii. BCLD does not charge for interlibrary loan materials lent out.
- iii. If a lending library charges for loaning an item, this charge is passed on to the user.
- iv. If a lending library charges for photocopies of journal articles, this charge is passed on to the user.
- v. Loan periods follow BCLD policies, unless the lending library stipulates a different loan period. DVD loan periods through ILL are one week.
- vi. Interlibrary loan books may be renewed one time. DVDs may not be renewed.
- vii. Borrowers are responsible for lost items. Charges are based on fees charged by the loaning library.

b. Lending policies

- i. BCLD loans all lending books and AV material.
- ii. BCLD provides photocopies of magazine articles.
- iii. Items are loaned for three weeks. Books may be renewed one time.
- iv. BCLD accepts interlibrary loan requests.
- v. Interlibrary loan items are shipped via the state courier service.

2025 Library Closures

*Wednesday, January 1—New Years Day

Thursday, April 24—Staff Development Day

*Monday, May 26—Memorial Day

*Thursday, June 19—Juneteenth

*Friday, July 4—Independence Day

*Monday, September 1—Labor Day

*Tuesday, November 11—Veterans Day

Close at 6:00 PM, Wednesday, November 26

**Thursday and Friday, November 27 and 28—Thanksgiving

**Wednesday and Thursday, December 24 and 25—Christmas Eve and Christmas

Close at 2:00 PM, Wednesday, December 31—New Year's Eve

(*Thursday, January 1, 2026—New Year's Day)

* Denotes paid holiday

2025 Board Meeting Schedule

Wednesday, January 8

Wednesday, February 12

Wednesday, March 12

Wednesday, April 9

Wednesday, May 14

Wednesday, June 11

Wednesday, July 9

Wednesday, August 13

Wednesday, September 10

Wednesday, October 8

Wednesday, November 12

Wednesday, December 3