

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, November 13, 2024
7:00 P.M.
236 Welch Ave, Berthoud

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Consent Agenda
 - i. Approval of Board Meeting Minutes of October 9, 2024
 - ii. Reports
 - 1. CEO's report
 - 2. Youth Services report
 - 3. Statistics
 - 4. Financial report
 - iii. Acceptance of Expenditures
- V. Strategic Plan
- VI. Policy Review
 - i. Review: Code of Conduct; Gifting; Financial
 - ii. Assign: Library Operations; Borrowing and Loan
- VII. Old Business
 - i. Resolution for Investment of Library Reserves
 - ii. Board Vacancies
- VIII. New Business
 - i. 2025 Board Officers
 - ii. 2024 Holiday Hours
 - iii. Other business
- IX. Adjournment

Next Meeting: **December 4, 2024**

Budget Hearing, Regular Board Meeting to follow

Berthoud Community Library District
Regular Board Meeting Minutes
Date: Wednesday October 9, 2024
7:00 pm
236 Welch Ave, Berthoud, CO

Call to Order: Julie Oelman called the meeting to order at 7:00 pm.

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

Public Participation - None

Colotrust Presentation: Brett Parsons presented the Colotrust Investment Opportunities. **Motion 1024-01** made, seconded and carried for Karen Anderson to draft an Investment Policy for the Library Board to consider next month. Amie will draft an investment proposal for the Board to vote on.

Consent Agenda:

Motion 1024-02 – Made, seconded and unanimously carried to accept and approve: Board Minutes of September 11, 2024, CEO Report (Bids for a new roof will be needed as the partial repair did not fix the problem.) Youth Services Report, Financials, Statistics and acceptance of Expenditures.

Policy Review: Julie Oelman will review the Gifts and Sponsorship Policy and the Code of Conduct Policy.

Old Business:

Strategic Planning: Amie Pilla is compiling the Mission, View and Value Statements.

Board Vacancies: **Motion 1024-03** Made, seconded and carried to reappoint Julie Oelman for another four-year term. Kathy Mitchell and Alyson Dratch are working on applications for a new Board Member beginning January 2025.

New Business: Amie Pilla presented the 2025 Draft Budget and reviewed it with the Board.

Other Business: Julie Oelman suggested that we draft a Cyber Security Policy to outline our responsibilities in case of a Cyber Attack.

Executive Session: Motion 1024-04 made, seconded and carried for the Board to go into Executive Session for a discussion of a personnel matter.

Motion 1024-05 made, seconded and carried to raise Amie's salary by 4.5%. The Board gave Amie and the staff a strong endorsement given the success of the Literary Festival and their exceptional service to the Library.

Julie Oelman adjourned the meeting at 9:46 pm
Next Meeting November 13, 2024

Respectfully Submitted
Melissa Robinson

Berthoud Community Library District
CEO Report
October 2024

Library Operations and Services

Personnel

Nothing to report.

Classes/Services

We continue to see good attendance and participation at our classes and events for adults, which this month included Book Club, Writers Group, Game Night, Food for Thoughts, and a POPCO discussion on the paradox of horror genres.

We had participants request additional games for our Game Nights. We now have cribbage, backgammon, and two chess sets in addition to our substantial board game collection and custom Atari.

Circulation/Collection

Despite our regular weeding efforts, the total number of items in our collection has climbed over 25,000 again. That moves us into the next pricing tier in our consortium of libraries that share a catalog. Since the price increase will not break our budget, we've decided to embrace having a collection over 25,000 rather than remove items that people are still using just to bring us down below that number.

Building and Grounds

Diane spent a good amount of time and effort tracking down bids for the various repairs we need to complete on our facility. Special kudos to her for sticking with that project.

Our hot water heater went out toward the end of the month. Allen Services was able to install a new functional one the next day, so we weren't without hot water for long.

Technology

We're still working with Envisionware to get the computer reservation and printing software fully functional on our computers. I have let my contacts at Envisionware know that if we cannot get the issues resolved soon, we will simply uninstall the software and will not renew.

Policies and Procedures

Various organizations, including the Public Library Association, Employers Council, and National Employers Council, run surveys at regular intervals to gather information about salaries, benefits, flex work time, and more. We complete these surveys whenever possible because it not only helps ensure the accuracy of the data set, but also because the results of those surveys help us see where we're fitting into the local or national employment landscapes.

Accessibility, specifically digital accessibility, has been a priority in recent legislation. We've been working to get our website to be compliant with current accessibility standards, and the challenge

comes in making the pdfs on our website accessible. We're eliminating some of the pdfs altogether and making the information more accessible by providing it in a different format.

Outreach and Publicity

Representative Caraveo came to town hall for a brief meeting with Berthoud community leaders. I was able to attend that meeting to give her updates on our current priorities, as well as request that she support federal funding for the Institute of Museum and Library Services (IMLS) in the upcoming federal budget process.

Financial

Nothing to report.

Strategic Plan

We're officially partnered with an organization called A Woman's Work. They do one-time financial grants to women who are experiencing a crisis of some kind and need an immediate financial intervention. Partner organizations like us submit the grant applications on behalf of the women in need. While we are not a social services organization, because of our role of connecting people to the information that they need, we often know of people who could use this kind of help and are now in the position to make that connection.

Meetings and Workshops

Amie— Friends of the Library meeting; Federal Grants webinar; Open House at Northern Water; Coffee with the Chiefs meeting; Authors Unbound (literary festival) meeting; Open Enrollment Insurance Portal meeting; Town of Berthoud Board meeting; A Woman's Work meeting; Representative Caraveo meeting; Downtown Development Authority meeting

Diane—Writing With and Without AI, class; Mystery and True Crime webinar

Thora— Friends of the Library meeting; Affordable Housing presentation; Digital Navigator meeting; Senior Planet meeting

Grants and Gifts

Nothing to report.

Respectfully submitted,
Amie Pilla
November 8, 2024

October Report to the Board

Programming

- Baby Storytime Tuesdays: 37 total participants this month (7 average)
- Toddler Storytime Wednesdays: 103 total participants this month (20 average)
- Pre-K Storytime Fridays: 82 total participants this month (20 average)
- Tinker Tots: We learned about airplanes (drag, lift, thrust, friction, gravity). 18
- Construct and Concoct: We did some examples of sewing projects, however there were no participants.
 - Brainstorming for outreach and promotion at the High School and Middle School for this monthly program.
- Musical Moments: 22 total participants this month (11 average) – This program is offered twice a month by a volunteer. Tisha had been a preschool teacher and leads the group in musical activities.
- What makes a bird a bird: 5 total participants – I was approached by the local Birding group to do a presentation on birds for kids at the library. They set up four stations for the kids to do different activities about birds, matching the feet and beaks to birds and talking about what they eat. They displayed a live bird cam on the big screen T.V.
- Budding Artists: 1 participant – I led this program. We had four stations where we made “dot art” with different tools. One station we put acorns into paint and rolled them around on our paper dot, another station we used dot markers, we used empty tp rolls with paint to create circles, and finally we left dots of white while painting the other parts of the paper.
- Fun-damentals of Play: 4 – Sam and I mediated this program, tossing old play doh and supporting play.
- Kid’s Yoga: 0 – I prepped for this class. We’ll try again next month.

Volunteers: Natalie Jo, Karen, Leslie, Tisha, Jackson, Charles

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.
- YA New books
- Halloween materials are on display
- Art books display to promote Budding Artists program

Children’s Area:

The bins have new wheels and castors (thanks Ian) and they are cleaned and in good order. I weeded old and broken play items.

- Other tasks
 - Picked produce from the garden Emmy Ingham has been caring for in conjunction with the storytime children.
 - Continuing Outdoor Learning online course
 - Attended annual Safe Kids end of year meeting

Respectfully submitted by Christy Headrick Youth Services Librarian

**Berthoud Community Library District
Statistics October 2024**

Statistics	Oct-23	Oct-24	% change	YTD 2023	YTD 2024	% change
Circulation						
Circulation	4644	6452	39%	45454	53453	18%
Reference Questions	0			0	0	#DIV/0!
Program attendance	103	326	217%	3301	4349	32%
People counter	3127	3515	12%	29836	30943	4%
3M Ebook	285	268	-6%	2906	2983	3%
OverDrive	587	762	30%	3069	6473	111%
Comics Plus						
Interlibrary Loans						
Number of items borrowed	31	54	74%	141	389	176%
Number of items loaned	40	54	35%	52	435	737%
AspenCat						
Borrowed	786	857	9%	7075	7930	12%
Loan	381	494	30%	3265	3612	11%
Registered Patrons						
New cards	118	100	-15%	687	753	9%
Total number of card holders	10408	11242	8%	10408	11242	8%
Resident	8659	9310	8%	8659	9310	8%
Non- Resident	1749	1932	10%	1749	1932	10%
Collection						
Materials added	271	410	51%	2105	2288	9%
Materials withdrawn	67	13	-81%	1929	1677	-13%
Total materials owned	25559	26405	3%	25559	26405	3%
Technology						
Computer use	199	313	57%	2124	2728	28%
Web usage *	6246	3510	-44%	46728	68928	48%
Tech Coaching	235	236	0%	542	2309	326%
Volunteer hours worked	25	29	16%	393	295	-25%

Berthoud Community Library District

Balance Sheet

As of September 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Independent Bank Checking	941,387.18
Independent Bank Savings	498,537.99
Building fund cash	0.00
Total Independent Bank Savings	498,537.99
Petty Cash	100.00
Programming supplies	570.35
Total Bank Accounts	\$1,440,595.52
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	\$1,454,077.63
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	\$1,670,338.93
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	111.09
Total Accounts Payable	\$111.09
Other Current Liabilities	
22000 Payroll Liabilities	0.00
22100 CO Income Tax	236.00
22200 CO Unemployment Tax	-60.58
22300 Federal Taxes (941)	1,481.65
22400 Federal Unemployment (940)	39.16

Berthoud Community Library District

Balance Sheet

As of September 30, 2024

	TOTAL
Total 22000 Payroll Liabilities	1,696.23
22001 Payroll Clearing	-466.28
Direct Deposit Liabilities	0.00
Total Other Current Liabilities	\$1,229.95
Total Current Liabilities	\$1,341.04
Long-Term Liabilities	
TOB Roof Repairs	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$1,341.04
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	605,605.56
Total Equity	\$1,668,997.89
TOTAL LIABILITIES AND EQUITY	\$1,670,338.93

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	1,308.78	1,000.00	308.78	130.88%
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	2,034.88	300.00	1,734.88	678.29%
Interest Earned	7,549.05	2,500.00	5,049.05	301.96%
Property Tax	921,235.51	958,727.00	-37,491.49	96.09%
SOT Tax	45,565.53	40,000.00	5,565.53	113.91%
Total Income	\$ 987,079.02	\$ 1,015,427.00	-\$ 28,347.98	97.21%
Gross Profit	\$ 987,079.02	\$ 1,015,427.00	-\$ 28,347.98	97.21%
Expenses				
60000 Insurance	0.00	0.00	0.00	
60100 Aflac	-154.50	0.00	-154.50	
60200 Medical/Dental/Vision	29,400.52	41,000.00	-11,599.48	71.71%
60250 Property & Liability	0.00	10,000.00	-10,000.00	0.00%
60350 Worker's Compensation	0.00	1,700.00	-1,700.00	0.00%
Total 60000 Insurance	\$ 29,246.02	\$ 52,700.00	-\$ 23,453.98	55.50%
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	23,868.25	40,000.00	-16,131.75	59.67%
66200 Salaries	295,169.70	390,000.00	-94,830.30	75.68%
Total 66000 Payroll Expense	\$ 324,633.27	\$ 430,000.00	-\$ 105,366.73	75.50%
66900 Reconciliation Discrepancies	244.23	0.00	244.23	
Accounting / Payroll Service	9,488.40	12,000.00	-2,511.60	79.07%
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	3,023.32	5,000.00	-1,976.68	60.47%
Children's Audiobooks	1,051.64	1,500.00	-448.36	70.11%
DVD - Adult	2,751.98	4,000.00	-1,248.02	68.80%
DVD - Youth	520.25	1,500.00	-979.75	34.68%
Total Audiovisual	\$ 7,347.19	\$ 12,000.00	-\$ 4,652.81	61.23%
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	6,349.02	15,000.00	-8,650.98	42.33%
Print Materials	0.00	0.00	0.00	
Adult	11,903.76	16,000.00	-4,096.24	74.40%
Children's	11,877.29	16,000.00	-4,122.71	74.23%
Periodicals	4,481.28	4,500.00	-18.72	99.58%
Total Print Materials	\$ 28,262.33	\$ 36,500.00	-\$ 8,237.67	77.43%
Video Streaming	1,000.00	1,000.00	0.00	100.00%
Total Collection Development	\$ 45,458.54	\$ 70,500.00	-\$ 25,041.46	64.48%
Copier Lease	2,599.13	3,500.00	-900.87	74.26%
Courier	0.00	4,200.00	-4,200.00	0.00%
Donation	425.00	0.00	425.00	
Friends of the Library	4,500.00	0.00	4,500.00	
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	\$ 14,161.98	\$ 12,900.00	\$ 1,261.98	109.78%
Furnishings	0.00	3,000.00	-3,000.00	0.00%
Hospitality	1,057.87	1,000.00	57.87	105.79%
Lost book refund	101.77	300.00	-198.23	33.92%
Maintenance	0.00	0.00	0.00	
Carpet Cleaning	700.00	3,000.00	-2,300.00	23.33%
Custodial Services	5,560.00	10,000.00	-4,440.00	55.60%
Lawn Care/Snow Removal	2,701.40	13,500.00	-10,798.60	20.01%
Repairs	11,454.60	125,000.00	-113,545.40	9.16%
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	\$ 23,586.10	\$ 158,000.00	-\$ 134,413.90	14.93%
Pension	10,323.63	14,000.00	-3,676.37	73.74%
Professional Development	6,456.19	12,000.00	-5,543.81	53.80%
Professional Memberships	5,901.07	8,000.00	-2,098.93	73.76%
Programming	0.00	0.00	0.00	
Adult	12,979.36	30,000.00	-17,020.64	43.26%
Youth	3,533.92	30,000.00	-26,466.08	11.78%
Total Programming	\$ 16,513.28	\$ 60,000.00	-\$ 43,486.72	27.52%

Reserves	0.00	0.00	0.00	
Supplies	0.00	0.00	0.00	
Library Supplies	4,124.05	6,000.00	-1,875.95	68.73%
Office Supplies	3,666.55	3,500.00	166.55	104.76%
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	\$ 11,580.29	\$ 21,500.00	-\$ 9,919.71	53.86%
Tax Collection Fees	0.00	20,000.00	-20,000.00	0.00%
Technology	0.00	0.00	0.00	
Computer Maintenance	21,575.00	28,740.00	-7,165.00	75.07%
Hardware	7,849.99	8,000.00	-150.01	98.12%
ILS	3,226.10	3,000.00	226.10	107.54%
Internet Connection	2,029.47	0.00	2,029.47	
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	\$ 38,896.77	\$ 56,240.00	-\$ 17,343.23	69.16%
Telephone	2,843.62	0.00	2,843.62	
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	1,532.47	1,500.00	32.47	102.16%
Total Utilities	\$ 11,569.54	\$ 19,500.00	-\$ 7,930.46	59.33%
Total Expenses	\$ 562,782.61	\$ 983,840.00	-\$ 421,057.39	57.20%
Net Operating Income	\$ 424,296.41	\$ 31,587.00	\$ 392,709.41	1343.26%
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	\$ 590,772.55	\$ 31,587.00	\$ 559,185.55	1870.30%

Thursday, Oct 10, 2024 10:50:15 AM GMT-7 - Accrual Basis

Berthoud Community Library District

Expenses by Vendor Summary

September 2024

	TOTAL
AdSortium, LLC	1,200.00
Aflac	309.00
Amy Rivers	250.00
Berthoud Ace Hardware	46.95
Canon Financial Services, Inc.	277.01
Cardmember Services	3,140.55
Center Point Large Print	50.34
Charles Schwab	1,147.07
Christer Jansson	250.00
Christy M Headrick	6.46
Claire Boyles	250.00
Comcast - Business	465.00
EasyTrack Payroll	198.00
Edward Hamlin	250.00
Ingram	5,863.70
James Mitchell	250.00
Jenny Shank	250.00
JM Exteriors	3,200.00
Johnson Controls Security Solutions	307.07
Kathleen Donnelly	2,500.00
Lighthouse Writers Workshop	425.00
Lookout Books	223.59
MetLife	163.43
Midwest Tape	1,105.77
ODP Business Solutions LLC	56.98
Public Sector Health Care Group	3,109.68
RCOM Computer Services	4,790.00
Reporter-Herald	1,070.95
Rick Padden	250.00
Rita A. Popp	250.00
The Library Store	222.18
Thomas Siemsen	163.48
Town of Berthoud - Water	183.69
United Waste Systems	40.00
Xcel Energy	807.97
Not Specified	32,408.48
TOTAL	\$65,482.35

Credit Card Purchases

Date	Name	Amount
9/3/2024	INTERNET PAYMENT THANK YOU	498.02
9/5/2024	PIANTE PIZZA BRECKENRIDGE CO	-45.53 Dinner CALCON
9/5/2024	REAL WORLD TRAINING 214-5150577 TX	-29.95 Quickbooks Training
9/9/2024	BEAVER RUN RESORT BRECKENRIDGE CO	-417.84 CALCON
9/9/2024	CANVA* I04267-1400074 CAMDEN DE	-119.4 Renewal
9/9/2024	BLUE RIVER BISTRO BRECKENRIDGE CO	-39.66 Dinner CALCON
9/12/2024	AMAZON MKTPL*TI96W6YQ3 Amzn.com/bill WA	-100.29
9/12/2024	WP*www.rachelrener.com Arvada CO	-45.5 Youth Books
9/13/2024	AMZN Mktpl US*8E1N67XB3 Amzn.com/bill WA	-49.47
9/13/2024	TF PUBLISHING 317-2901333 IN	-17.99 Sarah Daytimer
9/16/2024	AMAZON MKTPL*0X0KN7Y73 Amzn.com/bill WA	-107.38
9/16/2024	Amazon.com*Z88YB1VS1 Amzn.com/bill WA	-30.42
9/16/2024	AMZN Mktpl US*896400M63 Amzn.com/bill WA	-66.9
9/16/2024	AMZN Mktpl US*N35VI3CI3 Amzn.com/bill WA	-12.51
9/16/2024	AMZN Mktpl US*HU0KF4YU3 Amzn.com/bill WA	-27.95
9/17/2024	AMAZON MKTPL*IJ9U30WM3 Amzn.com/bill WA	-10.99
9/18/2024	UDEMY: ONLINE COURSES SAN FRANCISCO CA	-19.38 Tom Class
9/19/2024	SAMSClub #8147 LOVELAND CO	-127.58 Prog. supplies Lit Fest
9/19/2024	SQ *THE RANCHERS WIFE Berthoud CO	-137.91 Lit Fest
9/19/2024	AMZN Mktpl US*7Q5LE4QC3 Amzn.com/bill WA	-19.13
9/20/2024	CREATIVE STARTUPS SANTA FE NM	-500 Amie Class
9/20/2024	FSP*ALLEGRA LOVELAND LOVELAND CO	-831.34 Lit Fest
9/20/2024	ADOBE *ADOBE 4085366000 CA	-12.99 Monthly
9/24/2024	INTERNET PAYMENT THANK YOU	2770.11
9/24/2024	AMZN Mktpl US*LE9QV7G13 Amzn.com/bill WA	-12.64
9/24/2024	THE HOME DEPOT #1529 LOVELAND CO	-74.65 Repairs
9/24/2024	TPC COLORADO - F&B BERTHOUD CO	-468.33 Lit Fest
9/25/2024	USPS PO 0707200378 BERTHOUD CO	-78.38 stamps/return book
9/25/2024	AMAZON MARK* Z28MG1081 SEATTLE WA	-188.93
9/25/2024	AMAZON MARK* HU8EZ6723 SEATTLE WA	-227.53
9/30/2024	INTUIT *QBooks Online CL.INTUIT.COM CA	-70 Monthly online fee

CODE OF CONDUCT

The purpose of this policy is to ensure that all patrons of the library have an opportunity to safely enjoy BCLD's services, materials and facilities without interference or disturbance, and to provide a safe and secure workplace for staff.

Library Patrons willWhen using the library building:

1. -Treat library users and library staff courteously and follow standard library procedures.
2. Behave in such a way that does not reasonably disturb other library users or staff members. Examples of behaviors that could be disturbing are loud/boisterous conversations, obscene/offensive language, running, fighting, threatening and harassing behavior.
3. Refrain from any conduct that may endanger the health and safety of other patrons library users or staff or cause damage to library materials or facilities.
4. Wear sShirts and shoes ~~are expected attire~~. Wet bathing suits or clothing are not allowed.
5. ~~Only service dogs and miniature horses as defined by the ADA, and animals featured in library sponsored or approved programs, are welcome in the library building. Pets and emotional support animals are not service animals as defined by the ADA.~~
- 6.5. ~~Not It is prohibited to~~ distribute leaflets, take surveys, collect signatures on petitions, solicit business, electioneer or campaign, or perform similar activities on library property.
- 7.6. ~~Please k~~Keep personal belongings with you. BCLD is not responsible for any loss of personal belongings, through theft or otherwise. Bulky items that take up excessive space are not permitted in the library building.
- 8.7. ~~Allow You agree that the~~ library ~~may staff to~~ inspect the contents of all bags, purses, briefcases, backpacks, etc. ~~if requested~~.
- 9.8. ~~Bicycles~~Leave bicycles, skateboards, rollerblades and scooters ~~must be kept~~ outside.
- 10.9. ~~Please u~~Use care and maintain a neat area when enjoying food or beverages. Beverages must be in closed or lidded containers.
- 11.10. ~~Be respectful if You may be~~ asked to limit the number of persons who sit together at a single table or computer.

~~12-11. Not~~~~You are prohibited from~~ openly carrying a knife, blade, firearm or other object that could be used as a weapon; carrying a concealed knife, blade or other object that could be used as a weapon; or, carrying a concealed firearm without a concealed firearm permit issued by the State of Colorado (inapplicable to law enforcement).

~~13-12. Not use~~ Use of alcohol (except when served at library events) ~~is not permitted,~~ and use of tobacco or vaping products is prohibited inside the library building or within 25 feet of the entrances.

~~14-13. Not sleep in the library or on library property nor spend the night on library property. We prioritize the~~ ~~For the health and safety of library staff and visitors,~~ ~~Ssleeping is not permitted on library property, nor may anyone spend the night on library property.~~

Only service animals as defined by the ADA, and animals featured in library sponsored or approved programs, are welcome in the library building. Pets and emotional support animals are not service animals as defined by the ADA.

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Staff may ask users that are not cooperating with this code of conduct to leave the library building. All staff members have the authority to enforce this policy. Should a library ~~user~~ patron refuse to cooperate with a request to stop a behavior or to leave the building, the staff member may choose to call the police. If the police are called, the staff member who placed the call must fill out an Incident Report.

BCLD may pursue all legal remedies, including bringing criminal charges against any persons suspected of theft or vandalism of library property or materials, or of any violations on library property of federal, state or local laws, mandates, and ordinances.

Library ~~users~~ patrons who disregard this code of conduct may be barred, either temporarily or permanently, from BCLD.

Adopted 9/24/09; Revised 7/13/16; Revised 12/5/18; Revised 12/1/21; Revised 10/12/22;
Reviewed 11/8/23; Revised 5/8/24

GIFT POLICY

The Berthoud Community Library District (BCLD) welcomes gifts and donations from local business, corporations, families and individuals to support BCLD that will provide BCLD with the resources, including revenue and/or in-kind contributions, to enhance programs, activities, events and services to the community that comprises [the BCLD Library District](#).

The Board of Trustees of BCLD ([the Trustees](#)) believes that libraries play an essential role in the quality of life of our citizens and in this important function, BCLD is supported through public funding supplemented by donations.

[Library BCLD](#) Principles Surrounding Donations:

- All gifts, grants and/or support must further BCLD's mission, goals, service objectives and priorities. They must not drive BCLD's agenda or priorities.
- All gifts, grants and/or support must preserve equal access to [Library BCLD](#) services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, against sectors of the community.
- All gifts, grants and/or support must protect intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of products or services.
- ~~All gifts, grants and/or support must ensure the confidentiality of user records.~~ BCLD will not sell or provide access to library records in exchange for gifts or support.
- All gifts, grants and/or support must allow for other actual or potential donors to have similar opportunities to provide support to BCLD.
- All gifts, grants or in-kind support given with special requirements must be approved by the [BCLD](#) CEO. The acceptance or solicitation of gifts, grants or in-kind support by [library BCLD](#) staff valued at up to \$1,000 must receive prior approval of the CEO. All gifts valued at \$5,000 or more must be accepted by resolution through the [Library Board of Trustees](#).
- The [Board Trustees](#) will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgment will not contain a statement of value.

Commented [JO1]: Not sure I understand this one. I might delete it because I cannot come u with a way that a gift would foreclose any other gift.

Authority

The [Library Board of Trustees](#) has authority over naming. All commemorative naming proposals shall be approved by the [Library BCLD](#) CEO prior to discussing the proposal with a prospective donor. The [Library](#) CEO will refer naming proposals for an entire building, significant area or collection within the [library](#) building at any of its locations, to the Trustees for their consideration and review.

Criteria for Naming Buildings and Interior/Exterior Spaces – Generally

A building or significant area within and building occupied by BCLD may be named for individuals, families or entities meeting one or more of the following criteria:

- Donors who have made a significant financial contribution to BCLD including donors who have made a significant contribution toward the construction or operational support of a building or major renovation of an existing building or portion thereof, an endowment whether ~~at for the Library~~BCLD or ~~at the Friends~~for the Friends of the ~~Berthoud Library~~, or other program or activity of BCLD.
- Distinguished person who has provided extraordinary service to BCLD or who otherwise merits special recognition;
- Extraordinary service to BCLD as a staff member.

Criteria for Naming Buildings and Interior/Exterior Spaces – New Construction

When the naming opportunity concerns a new library building or renovation of the existing building, a donor will be required to provide a gift supporting a substantial portion of the funds needed to complete the project, or a predetermined gift. Physical spaces will not be named in honor of a donor in return for an estate commitment. A due diligence review of each naming proposal will be conducted by the Board of Trustees to carefully consider the overall benefit of such naming to ~~the Library~~BCLD, including whether the name is and will continue to be a positive reflection on BCLD. Such due diligence shall include the following:

- Review of any possible conflict of interest issues affecting BCLD;
- Evaluation of the impact on future giving by the donor and others;
- Any other factors that could reflect negatively on BCLD.

In order to avoid any appearance of commercial influence or conflict of interest, or any other potentially adverse consequence, additional due diligence shall be undertaken before recommending that the Trustees approve any naming opportunities that include a commercial enterprise. Naming opportunities may be assigned that include a commercial enterprise only if the proposed name is appropriate in the public setting of BCLD and will not detract from ~~BCLD~~the Library's use or ~~the Library's~~reputation as a public entity.

Duration of Names and Name Changes

Naming rights in honor of an individual or individuals, family or non-commercial entity are generally expected to last for the useful life of the building, interior/exterior space or program.

Naming in honor of a commercial enterprise will have a set number of years attached to the naming, which will be determined on a case-by-case basis and included in a signed gift agreement associated with the naming opportunity. The duration of a commercial enterprise name shall normally remain the same notwithstanding future changes in the commercial enterprise name; provided, however, in the event of a name change in the commercial enterprise, the Trustees may at their sole discretion elect to remove the established commercial enterprise name or to change the name, if either such action is determined to be in the best interest of BCLD.

If a building or area within a building is substantially renovated (providing new useful life equivalent to a new building), or if there is a significant addition to a building, it may be

renamed, subject to the terms, conditions or restrictions set forth in any gift agreement related to prior naming action.

Removal or Change of Name

Naming recognition is provided to individuals, families and entities that exemplify the attributes of integrity and civic leadership. If an individual, family or entity for whom a naming commitment has been made violates these standards, BCLD may elect to remove the individual, family or entities name from the naming opportunity. Before taking such action, BCLD shall undertake due diligence, including consultation with counsel, as to any legal ramifications that BCLD may have under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have legal bearing upon a proposed change in name. Any naming authorized by the Trustees can only be revoked by a vote of that body.

Alternatively, unforeseen circumstances may make it impossible for a donor to complete a gift commitment after that commitment has been recognized by placing a name on a building, interior/exterior space or major program. The Trustees, in cooperation with the [board of the Friends & Foundation](#), will make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary in the best interests of BCLD to remove the donor's name from the naming opportunity.

Adopted 11/10/21

A resolution authorizing the Berthoud Community Library District to join with other local governments as a Participant in the Colorado Local Government Liquid Asset Trust (the Trust) to pool funds for investment.

WHEREAS, pursuant to Part 7, Article 24 (C.R.S.), it is lawful for any local government to pool any moneys in its treasury that are not immediately required to be disbursed with the same such moneys in the treasury of any other local government in order to take advantage of short-term investments and maximize net interest earnings; and

WHEREAS, the Trust is a statutory trust formed under the laws of the state of Colorado in accordance with the provisions of Parts 6 and 7, Article 24 and Articles 10.5 and 47 of Title 11 of the Colorado Revised Statutes regarding the investing, pooling for investment, and protection of public funds; and

WHEREAS, the Berthoud Community Library District desires to become a Participant in the Trust.

NOW, THEREFORE, it is hereby RESOLVED as follows:

1) The Berthoud Community Library District hereby approves, adopts, and thereby joins as a Participant with other local governments pursuant to Part 7, Article 75, Title 24 of the Colorado Revised Statutes that certain Amended and Restated Indenture of Trust entitled the Colorado Liquid Government Asset Trust dated May 1, 2021 as amended from time to time, the terms of which are incorporated herein by this reference and a copy of which shall be filed with the minutes of the meeting at which this Resolution was adopted; and

2) The Designee and Authorized Signatories are those persons listed on the Trust Registration Form attached hereto and incorporated herein. The Authorized Signatories are authorized by the Participant to direct the investment of such Participants' investment funds.

3) The Designee and Authorized Signatories may be changed from time to time by written notice to COLOTRUST; and

4) The Trust currently has three investment portfolios COLOTRUST PRIME, COLOTRUST PLUS+, and COLOTRUST EDGE. Prior to investing in any of the portfolios offered by the Trust, Participants are encouraged to review the COLOTRUST Information Statements and Investment Policies for each portfolio.

The undersigned hereby certifies that the Berthoud Community Library District has enacted:

This Resolution, or

Another form of Resolution, a copy of which is enclosed and that such Resolution is a true and correct copy of the original which is in my possession.

Authorized Signature

Date

Printed Name