

GCLD POLICY MANUAL

11/21/2011

Grand County Library District

Version 11.1

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BOARD BY-LAWS

ARTICLE I -- NAME

The organization shall be called the GRAND COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES existing by virtue of the provisions of the 1947 Library Law (Ch. 84, CRS, 1963) of the state of Colorado, and amended; and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. On February 9, 1938 the County Commissioners established the Grand County Library Board in accordance with Ch. 192, Session Law 1937. On November 8, 1994, the County Commissioners presented a ballot question to the people concerning the creation of a separate Library District, pursuant to CRS 24-90-107(3): the vote was favorable, and the Grand County Library District was established January 1, 1995, pursuant to CRS 24-90-107(3)(g) et seq.

ARTICLE II -- BOARD MEMBERSHIP

Section 1. The Board shall consist of three regular members, one representing District 1 (East County Area); one representing District 2 (Central County Area); and one representing District 3 (West County Area), the same areas represented by the Board of County Commissioners. Four members, at large, may be selected from anywhere within Grand County, however, when at all possible, the board will be composed of at least two members from each of the three districts.

Section 2a. Board members shall be appointed by the Grand County Commissioners, upon recommendation of the Library District Board of Trustees. The original terms of appointment were set by the Board of County Commissioners at the formation of the District.

Position	Term Begins	Term Ends
West 1	January 1, 1995	December 31, 1995
West 2	January 1, 1995	December 31, 1999
Central 1	January 1, 1995	December 31, 1998
Central 2	January 1, 1995	December 31, 1999
East 1	January 1, 1995	December 31, 1996
East 2	January 1, 1995	December 31, 1997
At-Large	January 1, 1995	December 31, 1997

By amendment in May 1996, terms were redefined for three-year periods from the expiration of the initial term.

BOARD BY-LAWS

ARTICLE II -- BOARD MEMBERSHIP

Section 2b. Vacancies shall be filled by appointment by the Grand County Commissioners, upon recommendation of the Library District Board of Trustees, for the remainder of the unexpired term.

Section 3. A trustee shall not receive a salary or other compensation for services as a trustee, but necessary traveling and subsistence expenses actually incurred may be paid from the library fund. Mileage allowance for monthly meetings and for completion of library business may be paid at the same rate as is generally paid by the library.

Section 4. Trustees will abide by the Bylaws of the Grand County Library District Board of Trustees, Policies and Procedures of Grand County library District, the Ethics Statement for Public Library Trustees, Special District Law, and Colorado Library Law.

Section 5. If the person duly appointed does not attend three consecutive regular Board meetings or is absent from four regular meetings a year, the Board has the option to approve additional absences or advise the Grand County Commissioners of a vacancy and recommend a replacement.

BOARD BY-LAWS

ARTICLE III - OFFICERS

Section 1. The officers of the Board shall consist of a president, a vice-president, a treasurer, a secretary-corresponding secretary.

Section 2. Officers shall serve a term of two years from the meeting at which they are elected or until their successors are duly elected.

Section 3. Duties of Officers

- a. **President.** The president shall preside at all meetings of the Board, authorize special meetings, appoint committees, execute all documents authorized by the Board and generally perform all duties associated with that office.
- a. **Vice-President.** The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.
- b. **Treasurer.** The treasurer shall work closely with the Library Director in development of budget proposals, and shall perform all such other duties as are generally associated with that office.
- c. **Secretary-Corresponding Secretary.** The secretary, or a designee, shall keep a true and accurate record of all meetings of the Board, including executive sessions, and shall, as authorized by the Board, handle any correspondence to come before the Board. The secretary shall also maintain orderly archives of correspondence, minutes, emails and all other board records.

BOARD BY-LAWS

ARTICLE IV -- MEETINGS

Section 1. Conduct of meetings: Robert's Rules of Order shall govern proceedings of all meetings.

Section 2. The regular meetings shall be held each month, the date, hour, and location to be set by the Board at its January meeting each year.

Section 3. The election of officers shall be held biennially, at the time of the regular meeting in December of odd numbered years. The officers shall assume their duties the following January of the evenly numbered years.

Section 4. The order of business for regular meetings shall include, but not be limited to, the following items:

- I. Amendments to Agenda
- II. Approval of Agenda
- III. Opportunity for Public Comment
- IV. Minutes and Correspondence
- V. Highlights of Reports
- VI. Information/Discussion Items
- VII. Action Items
- VIII. Adjournment

Section 5. Special meetings may be called at the direction of the president or at the request of three members of the Board.

Section 6. A quorum for the transaction of regular business at any meeting shall consist of a simple majority, present in person, or by telecommunication devices, of the total members of the Board.

Section 7. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board, including amendments to the Bylaws.

Section 8. The president shall abstain from voting, unless there is need to break a tie.

Section 9. An Action Item on the agenda must have been presented at the previous board meeting as an Information/Discussion Item with as much detail as situations permit. In emergency situations, a two-thirds (2/3) majority of the board may suspend this procedure.

BOARD BY-LAWS

ARTICLE V -- POWERS AND DUTIES OF THE BOARD

Section 1. The Board of Trustees shall have powers and duties as outlined in the Library Law, CRS 24-90-109; specifically, the Board of Trustees shall:

- a. Adopt such bylaws, rules, and regulations for its own guidance and policies for the governance of the library as it deems expedient. The bylaws shall include, but not be limited to, provision for the definition of good cause to be applied in the removal of a trustee pursuant to CRS section 24-90-108(5); designation of those officers to be appointed or elected and the manner of such appointment or election; rules and regulations for the conduct of meetings, rules for public participation in meetings, and procedures for amending the bylaws. The bylaws of the library district shall further provide for the length and number of terms of board members. A copy of the bylaws shall be filed with the Board of County Commissioners and the state library in accordance with section 24-90-105 (a) (m);
- b. Have custody of all property of the library, including rooms of buildings constructed, leased, or set apart therefore;
- c. Employ a director and, upon the director's recommendation, employ such other employees as may be necessary. The duties of the director shall include, but not be limited to:
 - I. Implementing the policies adopted by the board of trustees pursuant to paragraph (a) subsection (a) of this section;
 - II. Recommending individuals for employment by the board of trustees;
 - III. Performing all other acts necessary for the orderly and efficient management and control of the library.
- d. Submit annually a budget as required by law and certify to the Board of County Commissioners the amount of the mill levy necessary to maintain and operate the library during the ensuing year;
- e. Adopt a budget and make appropriations for the ensuing fiscal year as set forth in part 1 of article 1 of title 29, CRS, and have exclusive control and spending authority over the disbursement of library funds as set forth in section 24-90-112(2) (a);
- f. Accept such gifts of money or property for library purposes as it deems expedient;
- g. Hold and acquire land by gift, lease, or purchase for library purposes;

BOARD BY-LAWS

ARTICLE V -- POWERS AND DUTIES OF THE BOARD

- h. Lease, purchase, or erect any appropriate building for library purposes and acquire such other property as may be needed therefore;
- i. Sell, assign, transfer, or convey any property of the library, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase to same. The board, prior to the conveyance of such property, shall make a finding that the property may not be needed within the foreseeable future for library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of this state;
- j. Borrow funds for library purposes by means of a contractual short-term loan when moneys are not currently available but will be in the future. Such loan shall not exceed the amount of immediately anticipated revenues, and such loan shall be liquidated within six months.
- k. Authorize the bonding of persons entrusted with library funds;
- l. Conduct an annual audit of the financial statements of the district.
- m. Adopt a policy for the purchase of library materials and equipment on the recommendation of the librarian;
- n. Hold title to property given to or for the use or benefit of the Library, to be used according to the terms of the gift;
- o. Have the authority to enter into contracts;
- p. Maintain a current, accurate map of the legal service area and provide for such map to be on file with the state library.

BOARD BY-LAWS

ARTICLE V -- POWERS AND DUTIES OF THE BOARD

Section 2. At the close of each year, the Board of Trustees shall make a report to the Board of County Commissioners showing the condition of its trust during the year, the sums of money expended, and the purposes of the expenditures. The report shall include such other statistics and information as the board of trustees deems of public interest and as may be requested by the state library. A copy of this report shall be filed with the state librarian.

Section 2.5. At the close of each calendar year, the board of trustees of every public library shall make a report to the state library in the form of a response to a survey to be designed and administered by the state library. The report shall contain such other statistics and information as may be required by the state library.

Section 3. The Board of Trustees, under such rules and regulations as it may deem necessary and upon such terms and conditions as may be agreed upon, may allow nonresidents of the Library District to use such library's materials and equipment and may make exchanges of books and other materials with any other library, either permanently or temporarily.

Section 4. In addition to the powers and duties of the Board of Trustees specified in subsection (1) of this article, the board of trustees shall have the authority to request of the Board of County Commissioners that an election be held to alter the maximum tax levied to support the library, pursuant to CRS 24-90-112(l)(b)(III), in which case the Board of County Commissioners shall cause the vote to be held.

ARTICLE VI -- COMMITTEES

Section 1. The Grand County Library Board of Trustees shall have four standing committees; Finance, Policy, Strategic Planning, and Public Relations. Each shall be chaired by a trustee. The responsibilities and membership shall be as follows:

- a. Finance Committee will be made up of the GCLD Board Treasurer, who shall chair the committee, another trustee appointed by the president, the executive director, library district staff member responsible for managing the district finances, and may include a representative of the community.
- b. Policy Committee shall be made up of two trustees appointed by the president, the executive director, staff members and may include a representative of the community.

BOARD BY-LAWS

ARTICLE VI -- COMMITTEES

- c. Strategic Planning Committee will be made up of two trustees appointed by the president, the executive director, staff members and may include a representative of the community.
- d. Public Relations Committee will be made up of two trustees appointed by the president, the executive director, staff members and may include a representative of the community.
- e. The chair of each committee will select staff members and may include a representative from the community to reflect all geographic areas of the district.
- f. The GCLD board president is an ex-officio member of each committee.

Section 2. Committees of the Whole. The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time (i.e. nominating, board evaluation, board development, etc.). The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 3. Committees shall make progress reports to the board at each of its meetings.

Section 4. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

BOARD BY-LAWS

ARTICLE VI -- COMMITTEES

Section 5. To achieve the Grand County Library District's mission "to provide access to informational, recreational, cultural and educational materials for the community", the responsibilities of the four standing committees will be as follows:

The Finance Committee's responsibilities are to establish annual and long-range budgets and financial practices that help the district accomplish its mission. To do that the committee:

- ensures that the District follows fiscal procedures consistent with Colorado State and Special District Law and the requirements of Grand County in preparing and administering an annual budget and submitting it for independent audit,
- develops and monitors an annual budget in conjunction and consultation with the Director and a staff designee charged with financial oversight and maintenance of financial records and presents it to the Board for approval,
- reviews and evaluates the annual independent audit and prepares a recommendation for Board action,
- ensures that the GCLD is adequately insured against property loss and liability claims,
- provides long-range projections for income, expenses and reserves,
- develops and negotiates contracts for all capital asset projects, and
- initiates procedures and assists with means to obtain gifts, bequests, and special grants from appropriate sources.

The Policy Committee's responsibilities are to review and update the district policy manual. To do this, the policy committee:

- meets as needed, but no less than annually to review existing policies and draft new policies requested by staff, board or patrons
- modifies the policy manual as necessary,
- presents new or revised policies to the Board for approval,

The Public Relations Committee's responsibilities are to uphold the reputation of the library, win understanding and influence opinions. To do this, the committee:

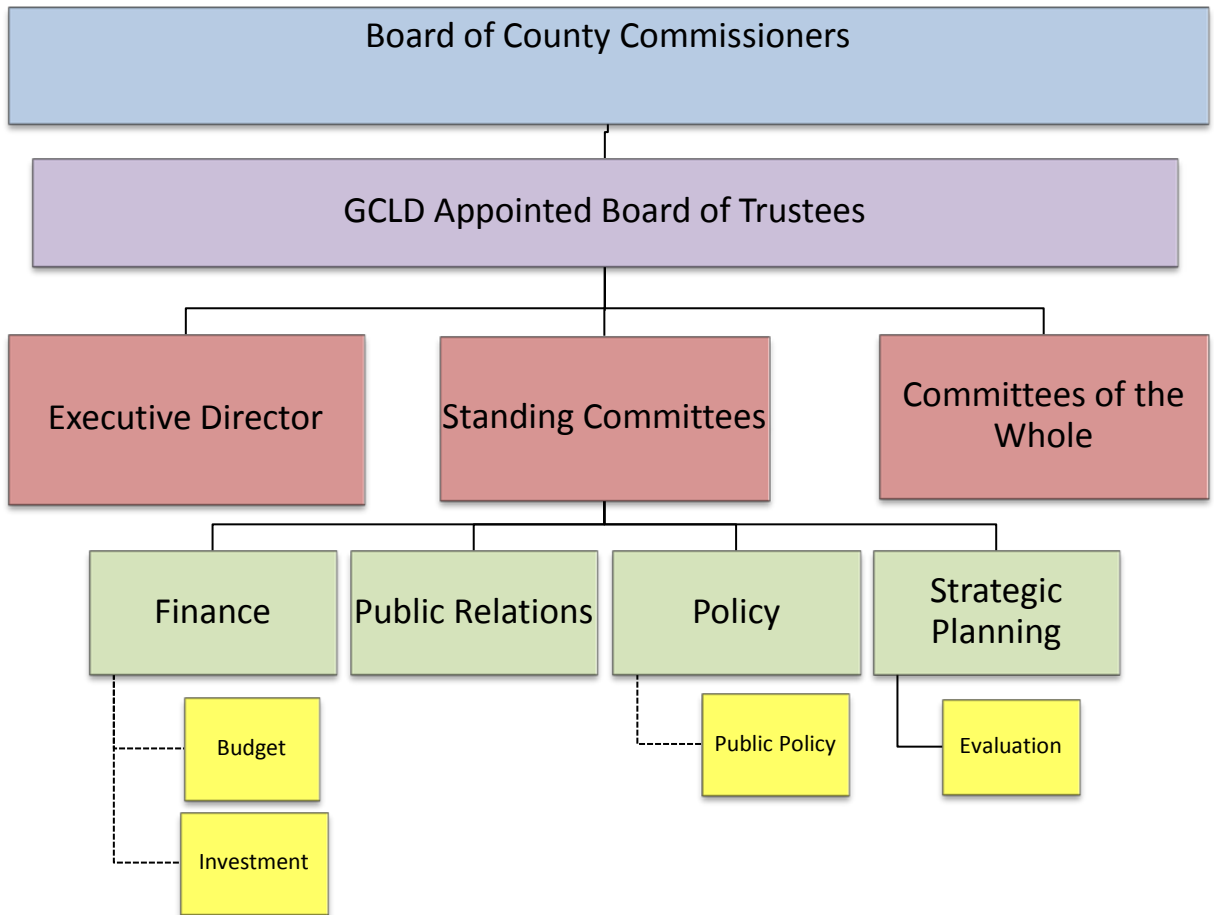
- develops materials promoting library services and programs
- develops and implements publications, events, news, community involvement activities, branding and advocacy.
- develops outreach strategies to diverse populations within the district
- reports annually to the Board.

BOARD BY-LAWS

ARTICLE VI -- COMMITTEES

The Strategic Planning Committee's responsibilities are to create and annually update a long range plan for the GCLD that enables it to fulfill its mission. To do this, the strategic planning committee:

- meets as needed, but no less than annually to review existing plans, Colorado Library Standards and changes in context,
- proposes new plans for the next five years,
- modifies the strategic plan for the upcoming year setting goals for the Director, the Board and the district,
- presents the strategic plan update to the Board,
recommends policy changes necessary to facilitate plans.



GRAND COUNTY LIBRARY DISTRICT POLICY MANUAL INTRODUCTION

Adoption Statement

Policy development in a forward looking library is a dynamic and ongoing process. New problems, issues and needs give rise to the continuing need to develop new policies or to revise existing ones.

The Grand County Library District Board of Trustees, in its desire to be responsible to the taxpayers of the Library District, has revised the policies in order to

- improve the ability of the Library to pursue the Mission Statement, and
- protect the efficient operation of the Library District.

A Procedures Manual is maintained at each branch to facilitate implementation of policies.

Grand County Library District may be found abbreviated throughout the document as **GCLD**, **the District**, or as **the Library**.

Moved, seconded, and adopted this 18 day of May 2010.

John Kacik, President

Diane Bond, Vice President

Rosemary Knerr, Secretary

Jill Miles, Treasurer

Louise Steneck

Roxane White

Maura McKnight

VISION, MISSION AND GOALS

A. Vision Statement

To be the ***Peak of Excellence*** in Mountain Libraries, spanning the Divide.

B. Mission Statement

To create exceptional libraries which **provide** convenient and universal access to **quality information** resources **while committed to** the highest ideals of library service for **personal lifelong enrichment** and inclusive community involvement

C. Goals

- **Develop the GCLD's human resources in such a way as to maximize Professionalism and efficiency of the District.**
- **Provide increasingly advanced technology resources to maintain the delivery of quality library services.**
- **To maintain and increase excellence in library facilities**
- **To provide excellent customer service throughout the District.**

COOPERATION POLICY

Statement of Intent

This policy is intended to encourage partnerships and collaboration between Grand County Library District and other information agencies, both local and state-wide, in the provision of access to all affordable information formats.

Colorado Library Card

Grand County Library District honors the Colorado Library Card, allowing cardholders from other libraries in Colorado to borrow materials under the resident borrower policies of Grand County Library District.

Friends of the Grand County Library

Grand County Library District is supported in its service efforts by the Friends of the Grand County Library, Inc., a not-for-profit corporation.

1. The Friends of the Grand County Library, Inc. was organized in 1984 “exclusively for charitable, educational, scientific and literary purposes, to wit: the promotion of the interest and welfare of the Grand County Public Library as a cultural, educational, literary and scientific asset to the County of Grand.”
2. The Friends encourage exceptional levels of volunteerism and community involvement in the local libraries, play a very vital role in publicizing the Library and its services and are critical to the fundraising efforts of Grand County Library District. The Friends of the Grand County Library receive and disburse some of the memorials, honoraria and donations for the Library; others are received directly by the Library District.
3. The Friends provide funding to the Library for materials, programming and special projects.
4. The Friends activities are often incorporated as library functions. They may use facilities and equipment, and they may reimburse in-kind goods or services in exchange for use of library facilities and equipment.

COOPERATION POLICY

Colorado State Link

Grand County Library District's Granby Branch Library has been designated a Colorado State Link library. As such, it collects and disseminates a variety of information distributed by the State of Colorado and its agencies.

Colorado Talking Book Library

Some of the branch libraries rotate collections of large print materials and audio books which are provided by the Colorado Talking Book Library.

Other Cooperative Efforts

Grand County Library District and its staff work cooperatively with other agencies and community organizations to provide maximum access to resources for the community through inter-branch loan, interlibrary loan, information referral and any other reasonable means possible.

PUBLIC SERVICE POLICIES

Statement of Intent

The intent of this policy is to establish a foundation for the convenient and universal provision of quality library services to all segments of the Grand County Community.

Non Discrimination Policy

Grand County Library District follows an equal opportunity policy without regard to race, creed, color, religion, ethnicity, national origin, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations or marital status. This policy applies to relationships to vendors, use of contractors and consultants, dealings with library patrons and the general public.

Access to Resources

The Grand County Library District Board of Trustees and the Library staff believe that the right to read and the right of free access to library resources for all persons of all ages are essential to the intellectual freedom that is basic to democracy. Limitation to a person's access to the broad base of knowledge represented in library resources is an infringement upon his/her First Amendment rights.

The Library has adopted the Library Bill of Rights, the Freedom to Read statement of the American Library Association, and the Freedom to View statement of the Educational Film Library Association. These statements are considered a part of this Public Service Policy and govern the collection and service of Grand County Library District. (See Appendix)

Eligibility for Service

Grand County Library District provides library services to the community members and visitors.

Borrowing privileges are extended free of charge to full-time residents, part-time residents, Grand County property owners and Colorado Library Card holders.

Non-residents include all other visitors to our communities. Non-residents may purchase a library card, good for one year, which will allow access to all of the services and collections of the Grand County libraries.

PUBLIC SERVICE POLICIES

Cardholder Responsibilities

Under state law (CRS 24-90-117) the patron is responsible for:

- Returning borrowed materials on time or paying a fine
- Reimbursing the library for lost or damaged materials

The patron is financially responsible for items checked out on his/her card. If the card is lost or stolen, or if the patron moves, s/he must notify the Library immediately.

A **patron in good standing** is defined as one who has no outstanding overdue items, fines or fees payable, and who has a record of returning items on time and/or paying fines due when items are late.

Revocation of Library Privileges

Use of the Library and its services may be denied for due cause, such as failure to return items or pay penalties, destruction of Library property, disturbance of other patrons, or any other objectionable conduct on Library premises.

Privacy of Library Patron Records

Under state law (CRS 24-90-119) the privacy of library patron records is protected and defined. (See Appendix)

PUBLIC SERVICE POLICIES

Library Cards for Children (as per CRS 24-90-119)

A child under the age of eighteen (18) must have a parent's or guardian's signature to get a card. By signing the application for a library card, the parent or guardian agrees to be financially responsible for charges on that card.

The Grand County Library District recognizes the privacy of all library users, including children. Library staff may not disclose what is checked out on a child's library card to anyone other than the child.

It's about choices. We provide alternatives. You make the choices.

Your child's library card presents opportunities for many fascinating, educational, and entertaining experiences, and we are pleased that you, as a parent, are encouraging your child to explore them.

The Public Library provides a wide variety of materials representing many points of view on topics of interest to the community. All libraries contain some printed, audio-visual, electronic and online resources which some parents may find inappropriate for their child.

It is not the Library's policy to decide what ideas your child should be exposed to. Therefore, we hope you will participate in the learning process by helping your child select materials and by sharing them at home.

PUBLIC SERVICE POLICIES

Use of the Library by Children

Grand County Library District welcomes library use by children and strives to create a safe and comfortable environment for visitors of all ages. The Library offers many programs and services that encourage children to develop a love of books, reading, and learning. Staff members are available to assist children with library materials or services. The Library, however, is not equipped, and it is not the Library's role, to provide long or short-term child care. Parents and caregivers are reminded that unattended children may be at risk in any public place including all branch libraries of the Grand County Library District.

- Parents, guardians, and caregivers should be aware of Library opening and closing times and library program times and make suitable arrangements to meet and/or transport their children.
- Children attending Library programs are supervised by the Library staff only during the scheduled time of the program.
- For the safety and comfort of children, a responsible adult or caregiver should accompany children while they are using the Library or on Library property. While in the Library, parents and caregivers are responsible for monitoring and regulating the behavior of their children.
- When Library staff determines that a child is at risk/vulnerable or disruptive they will attempt to contact the parent or guardian. In the event that the parent or guardian cannot be reached, the child will be placed in the care of the local police department.
- Library staff will not transport children home or to any other destination under any circumstances, and are not responsible for children traveling from school to the Library.
- The Children's area of the Library is specifically designed to serve the needs of young customers. Adults in the Children's area, not accompanying a child, may be asked to leave the Children's area and use other parts of the Library.
- Parents are reminded that they are responsible for supervising their children's access to Library materials and resources, including the Internet. While the staff members are always available to lead young people to interesting materials selected with children's interests and needs in mind, it will be assumed that children who visit the Library unattended are authorized to use the full range of materials available to our customers.
- All decisions are based on the informed judgment of Library staff

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PUBLIC SERVICE POLICIES

Circulation Policies

Patrons are asked to present their library card in order to check out material from a Grand County branch library. There may be a fee for replacement of a library card.

Patrons may check out materials from any Grand County library, renew them online or at any Grand County Library, and return them to any Grand County library. Although items may be returned to any library in the state, per Colorado Library Card Agreement, the patron is responsible for an item until it reaches a Grand County library.

There is no limit on the number of items that may be checked out at one time.

Items returned in a book drop will be checked in as of the last business day the branch was open.

Reserves or Holds

If an item is not currently available, it may be reserved or placed on hold so that immediately upon its return to the library, it will be available to the requesting patron.

Reserves on materials will be taken on a first come, first served basis for all borrowers who wish to use the materials. Library staff, volunteers, or trustees do not have priority over other borrowers for access to materials, except for technical or processing issues.

Overdue Materials

When materials are not returned on or before the due date, overdue fines are charged. Library cards may be blocked when items are overdue, or when fines exceed an amount determined by staff.

The maximum fine per item will not exceed the replacement cost of the item.

PUBLIC SERVICE POLICIES

Lost or Damaged Items

A fee will be charged for repair or replacement of damaged items. The charge will not exceed the current replacement cost of the item plus the processing fee.

The replacement cost and processing fee for a lost item will be charged to the patron who checked out the item. This charge is non-refundable.

Collection Costs

If an account is collected through any court or collection agency, reasonable attorney and collection costs may be charged.

Interlibrary Loan Service

Grand County Library District Board of Trustees adopts the Colorado Public Library Standards for Resource Sharing. (See Appendix)

Lending Policy

Circulating materials owned by the Grand County Library District are loaned for a designated period and may be renewed by the borrowing library if there are no new requests. The loan period should allow for transit time, patron contact time, borrowing period and return transit time.

In providing photocopies of items, Grand County Library District staff will comply with current copyright law.

Borrowing Policy

To qualify for Interlibrary Loan service, the patron must hold a valid Grand County Library card. The number of active requests may be limited. If abused, inter-library loan privileges may be suspended.

Overdue fines for Interlibrary Loan items are charged; any fines or fees levied by the lending library are passed on to the patron.

PUBLIC SERVICE POLICIES

Program Policy

Statement of Intent

The purpose of this policy is to guide Library staff in planning, implementing and evaluating library programs that follow the Library's mission, vision, values, and strategic plan objectives.

Library-initiated programs support the mission of the library by providing users with additional opportunities for information, personal lifelong enrichment, and community involvement. The Library regards its programs as a totality, distributed among various library facilities and developed to meet the needs of the District's community at-large while striving to be responsive to the specific needs of its immediate communities

Statements Concerning Intellectual Freedom

Library programs "should not be proscribed [or canceled] because of partisan or doctrinal disapproval" of the contents of the program or the views expressed by the participants, as stated in Article II of the Library Bill of Rights. Library sponsorship of a program does not constitute an endorsement of the content of the program. (Intellectual Freedom Manual, pg. 183) Library staff will make reasonable efforts to contact parties representing more than one viewpoint.

Some library programs may be targeted to a certain audience and may not be appropriate for all members of the community. However, library staff will not deny any person the right to attend a program because of age, origin, sex, background, views, sexual orientation, disability, or ability to pay. Attendees may be prevented from attending due to the rated capacity of the Meeting Room(s) or other space restrictions. Library staff may ask program attendees to leave if they are being disruptive or otherwise violating the Library's standards of conduct.

Libraries serving multilingual or multicultural communities should plan programs that cross language and cultural barriers and introduce these segments of the population to the resources of the library.

Program Objectives

Library programs are planned based on the following guidelines:

- Cover a broad spectrum of topics and points of view
- Foster an interest in and enjoyment of reading and lifelong learning

PUBLIC SERVICE POLICIES

- Allow the library to forge partnerships with both groups and individuals
- Address a void not fulfilled elsewhere in the community
- Respond to community interests and information needs
- Attract regular and new library users of all backgrounds
- Highlight library collections and services

Programming Guidelines

Selection of programming topics is made by library staff based on the interests and needs of the community and library patrons.

- The Library may partner with individuals, businesses or community organizations and will develop each partnership on an individual basis.
- The Library reserves the right to cancel an existing partnership agreement or program at any time.
- The Library has final approval rights over programming.
- Library programs are open to all. Most programs will be offered free of charge.
- Children of those attending the meeting may not be left unattended on Library property.

The Library also provides space for programs or events that are held in the Library's meeting rooms, but which are not library-initiated or co-sponsored. (See Community Meeting Room Policy on page 34.)

Evaluation of Programs

Library staff will report statistics for programs and evaluate programs regularly based on quality, attendance, and community feedback. Should there be an objection to a Library program, that individual or group may complete a Citizen Request for a Balanced Presentation of Library Materials to initiate the formal process.

PUBLIC SERVICE POLICIES

Community Meeting Room Use

The Grand County Library District meeting rooms are free and available to community groups provided the rooms are not scheduled for Library programs or events. It is recommended that for-profit groups make a donation (amount as suggested on the reservation form) to the Grand County Library Foundation. Meeting rooms (capacity) are available in the Fraser Valley Library (54), the Granby Library (60) and the Kremmling Library (25).

Meeting room space is available to the community on an *“equitable basis regardless of the belief or affiliations of the individuals or groups requesting the space.”* (Library Bill of Rights, Article 6)

Permission to use meeting rooms does not constitute an endorsement by the Library of the group’s policies or beliefs. The Library reserves the right to cancel or refuse use at any time.

Reservation Guidelines

1. Provided the rooms are not scheduled for Library programs or events, the meeting rooms are available between 7 am and 10 pm, seven days a week.
2. Private parties are not permitted.
3. All meetings must be free admission and open to the public, unless the executive director or designee has granted specific permission to charge a fee. Admission fee exceptions will only be granted to programs which the executive director or designee decides falls within the scope of the library district’s mission statement. The organization may charge for materials optionally provided.
4. All groups shall use the application form provided by the Library. The individual reserving the meeting room must have a library card and be 18 years of age or older.
5. The application must be signed, and the appropriate deposit paid before a reservation is confirmed.
6. A security/damage deposit is required to use the room. An additional deposit is required for use of the presentation equipment. The deposit(s) will be returned if there are no damages and the room is left clean and in its original condition within the hours reserved.
7. Any damages to the room in excess of the deposit will be charged to the individual who reserved the room; any damages to the presentation equipment in excess of the deposit will be charged to the individual who reserved the room.

PUBLIC SERVICE POLICIES

8. Reservations can be made up to sixty days in advance. Based upon the space needs for library programs and equitable access to meeting space for all of the community, regular weekly meetings are discouraged and such requests will be reviewed on a case by case basis.
9. Failure to notify the Library of a cancellation, no later than 48 hours prior to the scheduled meeting room use, may result in loss of deposit(s).
10. Any group or groups which, in the sole judgment and at the discretion of the library staff, admin staff or board will be noisy or distract from the quiet enjoyment of other library users, may be scheduled only at hours when the library is closed to the public. On such occasions, the person reserving the room will be so notified and required to pay the actual cost of maintenance and security necessary for the meeting in advance. A cashier's check made payable to the library for the estimated amount of said actual cost must be received by the library administration office a minimum of ten days before the meeting is to be held. After the meeting is held, the actual costs will be determined and either a refund or a billing for costs incurred will be made.
11. If the library staff, admin staff or board in their sole discretion determines that a reasonable possibility of a threat to the safety of library staff, patrons or members of the public might occur as a result of a requested use of the meeting room, the following shall be required: The individual or group reserving the meeting room shall be required to pay in advance by cashier's check, as set forth in Guideline #9 above, the reasonably estimated cost of any special maintenance or security measures that need to be taken for the meeting; and the individual or group reserving the meeting room shall, in addition, obtain a special event liability policy for \$1,000,000.00 for injury or damage to property occurring at the meeting.

General Information

1. Any publicity concerning the meeting/event must include the name of the sponsoring organization and a contact person.
2. First-time users must schedule an appointment with Library staff for a walk through the meeting room, and instruction on use of security system and projection equipment (if requested).
3. The Library is not responsible for setting up furniture that may be provided for the group using the meeting room.
4. The Library will not provide storage for equipment or materials for groups using the meeting room.
5. No smoking, alcoholic beverages, or illegal drugs/activities are allowed in/on Library property.

PUBLIC SERVICE POLICIES

6. Groups using the meeting rooms must keep noise to an acceptable level for a library environment.
7. Children of those attending the meeting may not be left unattended on Library property.
8. During open hours, the users must notify Library staff when the meeting is finished and the room cleaned.
9. Groups may apply to the Library Board for a variance. The Board will consider the request for variance at the next regularly scheduled Board meeting.

Equipment Use

The Grand County Library District has electronic equipment available for use outside of the library facilities. Each district library has a list of the equipment available for loan.

Equipment can be reserved up to 60 days in advance and must be returned to the point of origin the following business day. The individual reserving the equipment must have a GCLD library card and be at least 18 years of age. The individual responsible for the equipment must meet with a GCLD staff member to receive training on the use of the equipment.

A security deposit will be required for all equipment loans. The amount of the deposit is specified on the equipment list. When the equipment is returned in its original, undamaged condition, the security deposit will be refunded. If the equipment is lost or damaged, the borrower will pay for damages, replacement or other costs of repair.

PUBLIC SERVICE POLICIES

Exhibits, Displays and Distribution of Free Materials

The Library serves as a community information agency and in this capacity it may post and distribute certain materials relating to the community, **after** it fulfills its obligations to promote and disseminate information relating to the Library, its services, programs, and collections. Postings will be limited to bulletin boards and appropriate Library designated wall spaces.

Designated space is available to the public on an “equitable basis regardless of the belief or affiliations of the individuals or groups requesting the space.” (Library Bill of Rights, Article 6)

Criteria for Posting or Distribution

All items for posting or distribution must first be presented to the branch librarian for consideration. The materials should be tasteful and in keeping with the atmosphere of the Library. In addition, they will meet at least one of the following criteria:

- a. Promotion of library service, program, collections, etc.
- b. Appeal to the interests and needs of individuals in the community, in a timely manner.
- c. Have relevancy to Colorado, Grand County and/or regional interests.

Prohibitions to Posting or Distribution

Certain materials are specifically outside the realm of information to be disseminated through the Library, and as such, are prohibited for posting or distribution through the Library:

- a. partisan political materials
- b. religious materials which are proselytizing in nature
- c. materials advertising or promoting businesses
- d. materials advertising or promoting items or activities which have been determined by staff to be inappropriate.

Responsibility for Approval and posting will rest with the Library Director, who may delegate this duty to the local librarian. Appeals may be made to the Library Board, which will be the ultimate authority.

PUBLIC SERVICE POLICIES

Removal of Items

Items posted and items left for distribution will be reviewed by Library staff on a regular basis for timeliness and ongoing community interest. Items not deemed to be of interest will be removed and disposed of.

Petition Circulation

Individuals circulating petitions or staffing petition tables are not allowed within the doors of the Library, but are allowed on the grounds of the Library. This allows citizens the right to petition on public property, while offering the Library some relief from the appearance of sponsorship of any particular cause.

Patron Objection to Posted Materials

If a patron objects to the contents of any posting, the Librarian should give a copy of the policy to the individual for his/her information. If this does not satisfy the individual, the Librarian should initiate the procedure outlines in the District's "Request for Balanced Presentation of Materials" which is found in the Appendix.

PUBLIC SERVICE POLICIES

Public Access Computer Use

Eligibility for Use

- Library computers are available for use by all of the public on a first-come, first served basis.
- Wireless Internet access is available during the branch library's regular open hours for patron's use with their own laptop computers. Patrons are allowed to use an electrical outlet for their laptop computer use.
- Staff will track computer usage for statistical purposes.

Scheduling

Time limits may be established at the branch librarian's discretion.

Fees

Rates and charges for prints and other computing expenses will be posted in the Library.

Staff Assistance and Training

Library staff members may provide limited instruction to individual patrons in the use of computers. Staff members may assist patrons by providing appropriate reference materials, guidebooks, or instructional materials.

Electronic Information Networks, Services, and the Internet

The Grand County Library District is committed to its role in serving the information and lifelong learning needs of all of its citizens. The Internet and other electronic networks and services offer virtually unlimited global access to information. However, not all sources on these networks provide information that is accurate, complete, current, legal or philosophically acceptable to all citizens. Grand County Libraries cannot be held responsible for the information accessed on the Internet, its content or the accuracy of that content. To comply with National and Colorado law (see C.R.S. 24-90-601 in the Appendix), all public access computers in Grand County Libraries are filtered. Parents and guardians of children under 18 are responsible for providing guidance to their children using the Internet, just as they are responsible for providing guidance in their children's use of any Library materials.

PUBLIC SERVICE POLICIES

The primary purpose of Internet access in the Grand County Library District is to expand the information resources available to its citizens beyond the traditional collections and resources available.

The Grand County Library District prohibits the use of Library computers to obtain computer information that staff deems to be inappropriate. Library staff may monitor computer use and will assist patrons who have inadvertently accessed such sites to exit the site and to develop search strategies which will avoid such errors. Patrons who deliberately use the Library's computers or wireless Internet access to obtain inappropriate information will forfeit all computer access privileges in all Grand County Library District libraries for a period of at least three months. The revocation of Internet privileges may be appealed to the Grand County Library District Board of Trustees by submission of a written request, which will be reviewed by the Board at its next regularly scheduled meeting following receipt of the request.

Prohibited Activities

Computer equipment is not to be checked out of the Library. Activities which disrupt the Library or its network are prohibited and may result in loss of access. Patrons may not bring their own programs to install on library equipment and may not use Library phone jacks for personal laptop computer access. Patrons are allowed to use an electrical outlet for personal laptop computer use.

Repair and Replacement

The Library will make every attempt to have equipment in normal working order through adequate troubleshooting and scheduled maintenance.

Costs for repair or replacement of materials or equipment damaged through misuse will be charged to the patron responsible for the damage.

FINANCE AND BUDGET

Statement of Intent

This policy is intended for the internal use of the Library District and its purpose is to:

- provide a responsible method of financial accountability
- maintain budgetary control over purchases
- assure organizational efficiency
- secure the desired quality at the best possible cost

Budget

1. Preliminary discussion of the next year's budget by the entire Board shall be at the August Board meeting.
2. The budget is based on the total county assessed valuation and on the mill levy.
3. The budget will follow guidelines and meet the requirements for submission to the Division of Local Governments.
4. The final budget will be prepared by the Finance Committee. Other Board members may participate. The budget will be adopted in a procedure and on a schedule in compliance with the Local Government budget laws. (Reference Local Government Budget Calendar in the Appendix.)
5. The Grand County Library District Board of Trustees is in sole control of its monies as specified in Colorado Library Law (CRS 24-90-109).

Fundraising

1. The Library reserves the right to make the most appropriate use of all gifts, including cash gifts.
2. Monies shall be sought for special projects as needed and as opportunities arise.
3. Provision of library services and fulfillment of the employee's job description are to take priority during work time; fundraising for which the Library is the beneficiary will be allowed in limited situations only with the advance approval of the Library Director.

Reserve Policy

Reserves shall be identified as restricted, committed, assigned or unassigned reserves.

Restricted reserves are amounts subject to externally enforceable legal restrictions and shall consist of:

FINANCE AND BUDGET

- State mandated reserves, such as TABOR reserve requirements
- Funds specifically mandated for debt service
- Future legal requirements which may be placed on the GCLD

Committed reserves are resources whose use is constrained by a limitation that a government imposes upon itself at its highest decision making level. The decision to classify funds as committed reserves requires a resolution by the Board of Trustees. Examples of committed reserves are:

- Liquid assets for cash flow, 20% of the annual operating budget
- Funds for future major maintenance and improvements based on a detailed schedule of future repair and replacement costs.
- Other funds restricted by the Board of Trustees

Assigned reserves shall consist of any other monies in the general fund identified with a specific intended use.

Unassigned reserves are all amounts that do not fit into any other component listed above. When unassigned funds exceed 5% of the district budget, they need to be reclassified for an intended purpose or expended on library services in the next budget year.

Restricted, committed and assigned reserves shall be saved and invested as directed by the Authorized Investment and Transaction section of this manual.

Committed reserves that are set aside for a specific purpose can be used for other purposes once that need is realized, but only with a resolution of the board of trustees.

This policy and the allocation of actual reserves will be evaluated annually at the finance committee meeting held in August. Any proposed changes will be presented to the full board of trustees for approval.

Banking and Investments

Statement of Intent

The investment policy addresses the methods, procedures and practices which must be exercised to ensure effective and judicious fiscal and investment management of the District's funds.

FINANCE AND BUDGET

Scope

The investment policy shall apply to all funds accounted for in the District's comprehensive annual financial report.

Investment Objectives

The district's principal investment objectives are:

- Preservation of capital and protection of investment principal.
- Maintenance of sufficient liquidity to meet anticipated cash flows.
- Diversification to avoid incurring unreasonable market risks.
- Conformance with all applicable District policies, State statutes and Federal regulations.

Delegation of Authority

The trustees have delegated to the District's Executive Director authority for managing the District's investment program and for implementing the Investment Policy. The Finance Committee makes investment recommendations for the District to the Board of Trustees. The Finance Committee will abide by state statutes when investing District funds and will always attempt to invest the funds within Grand County financial institutions except when the difference between interest rates is greater than one-half of one percent, or the money needs to be liquid.

Prudence

The standard of prudence, as defined by the Colorado Revised Statutes, to be used for managing the district's assets is the "prudent investor" standard applicable to a fiduciary, which states that a prudent investor "shall exercise the judgment and care, under circumstances then prevailing, which people of prudence, discretion, and intelligence exercise in the management of the property of another, not in regard to speculation but in regard to the permanent disposition of funds, considering the probable income as well as the probable safety of capital." (CRS 15-1-304, Standard for Investments.)

The Finance Administrator and other authorized persons acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the Trustees and appropriate action is taken to control adverse developments.

FINANCE AND BUDGET

Ethics and Conflicts of Interest

District employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the district's investment program or which could impair or create the appearance of an impairment of their ability to make impartial investment decisions. Employees shall disclose to the Finance Administrator any material financial interest they have in financial institutions that conduct business with the district, and they shall subordinate their personal investment transactions to those of the district

Authorized Investments and Transactions

All investments will be made in accordance with the Colorado Revised Statutes (C.R.S.) as follows: C.R.S. 11-10.5-101, et seq. Public Deposit Protection Act; C.R.S. 11-47-101, et seq. Savings and Loan Association Public Deposit Protection Act; C.R.S. 24-75-601, et seq, Funds-Legal Investments; C.R.S. 24-75-603 et seq. Depositories; and C.R.S. 24-75-701 and 702, Investment Funds – Local Government Pooling.

In addition, the following authorities and restrictions are part of this investment policy:

1. The Library Director, his or her designee and the members of the Board of Trustees shall be signatories on the checking accounts.
2. The Finance Administrator and other designated staff members shall be responsible for making deposits of revenues on a timely basis.
3. The Finance Administrator or his/her designee will have access to online bank accounts to reconcile the bank statements monthly. All bank account detail is available for inspection upon request. Additionally a copy of the single-signatory checking account reconciliation will be forwarded to the Treasurer on a monthly basis.
4. All checking account withdrawals made on the District's accounts require two authorized signatures when over the amount of five hundred dollars (500.00).
5. In any given calendar month, total cash transfers shall not exceed an amount to cover normal monthly operating expenditures without written authorization of the President or Treasurer of the Board of Trustees. Should neither of these officers be available to authorize such transaction, written authorization will be obtained from the Vice President or Secretary of the Board of Trustees. Exceptions will be allowed during capital projects for which a budget has been approved by the Board.

FINANCE AND BUDGET

Purchase Policy

Responsibilities

The Board of Trustees is responsible for the approval and/or revision of this policy. The Director has the delegated authority to approve or disapprove purchases of \$5,000.00 or less, and to create procedures for the efficient execution of this policy.

Bids, and Quotations

\$1.00 - \$2,500	Multiple quotations are not required. The purchase may be initiated by staff and authorized by the Executive Director.
\$2,501 - \$10,000	Two or more proposals are required and must be authorized by the Executive Director or designee.
\$10,001 - \$50,000	Two or more proposals are required and must be authorized by the Board of Trustees.
\$50,001 or more	Formal bid or proposal process and approval by the Board of Trustees is required.

The Board of Trustees, by resolution, may waive the requirement for formal bids over \$50,000.01 on a case by case basis.

NOTE: The number of bids or quotations to be obtained is subject to the other provisions of this policy. If other provisions of this policy do not apply, and it is not possible or reasonable to obtain the required number of bids or quotations, the reason must be included in the documentation. Vendors may have 7 days to challenge an awarded bid.

Emergency Purchases

In the event of an unforeseen emergency which requires purchases to be made immediately, portions of this policy need not be applied. However, the policy should be adhered to as closely as conditions permit.

Emergency payments can be authorized by the Board President or two Board members.

FINANCE AND BUDGET

Evaluation of Bids, Quotations, and Proposals

The Board of Trustees reserves the right to reject any or all bids and to accept the bid that appears to be in the best interests of the District. All bids will be a matter of public record.

Local Purchase Priority

When available, items should be purchased from local and regional vendors, unless an outside source can provide a price at least 15% below the local/regional price.

State Purchase Program

Grand County Library District is eligible to purchase various commodities under the Colorado State Purchasing Program. Contracts and price agreements that have been awarded by the State are acceptable as satisfying bid and quotation requirements of the District.

Cooperative Purchasing

The District may participate in joint bidding and/or other cooperative purchasing ventures with other library organizations and government agencies if it is deemed in the best interests of the District to do so.

Sole Source Purchases

A sole source purchase may be made if it has been determined that only one vendor is capable of meeting all specifications and purchase requirements or that it is in the District's best interests. Purchases may then be made on the basis of prices established by negotiation.

Selection by Vendor

Books and other library materials, supplies, and printing services may be bid by vendor rather than item by item.

FINANCE AND BUDGET

Professional/Personal Services

Agreements for professional or personal services, including but not limited to architectural, engineering, legal and consulting services, shall be negotiated on the basis of demonstrated competence and qualifications, at fees not in excess of market rates.

A secondary service provider may be selected on the advice of a primary service provider, e.g. the Board attorney may recommend bond counsel; the financial advisor may recommend an appraiser.

An agreement for performance of services may be extended to include a wider or expanded scope of services if the extension is within two years of the initial agreement and the fee does not exceed market rates.

Standardization

All common use materials, supplies and equipment will be standardized as much as possible for better prices through quantity purchase of fewer varieties of materials and to increase proficiency in evaluating product performance.

Personnel Budgets

The Director is authorized to make adjustments to staffing levels for the current budget year that will fall within the overall staffing budget level for the year. This type of adjustment is to be considered temporary unless adopted as permanent in the subsequent budget cycle, through analysis of staffing needs across the Library District.

Code of Ethics

No employee or trustee of the District, or member of the employee or trustee's immediate family, or firm owned by same, will be allowed to sell to the District goods or services exceeding the 1st tier (monthly) in the Bids and Quotations section above without the prior written consent of the Board of Trustees.

No employee or trustee of the District shall accept a fee, gift, or other valuable item or service for personal use from any person or group of persons when such a gift or other valuable item or service is given in the hope or expectation of receiving a favor or better treatment than others wishing to do business with the Grand County Library District.

COLLECTION DEVELOPMENT

Statement of Intent

The purpose of this policy is to aid the Library staff in selecting, acquiring, and maintaining a useful, representative collection of books and other materials to meet the needs of the community. Collectively, the Policy and Procedures Manuals provide for selecting materials, declining to add materials to the collection, retaining materials already in the collection, as well as de-selection of materials.

While a development policy cannot replace the judgment of the librarians, stating goals and indicating criteria will assist them in selecting from a vast array of available materials.

Statements Concerning Intellectual Freedom

The Grand County Library District Board of Trustees and the Library staff believe that the right to read and the right of free access to the Library collection for all persons of all ages are essential to the intellectual freedom that is basic to democracy. Accordingly, the Grand County Library District Board of Trustees has adopted the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (See Appendix). These statements are considered a part of this Collection Development Policy and govern the collection and service of Grand County Library District.

Objectives in Collection Development

The purpose of the Grand County Library as an educational and cultural institution is to provide convenient and universal access to quality information resources to individuals of all ages in Grand County.

To fulfill this purpose the Library will obtain, organize and make conveniently available to all people of the County print materials, non-print materials, and electronic access to information.

The Grand County Library District regards its collection as a totality; distributed among various library facilities and developed to meet the needs of the District's community at large while striving to be responsive to the specific needs of its immediate communities.

COLLECTION DEVELOPMENT

Responsibility for Selection

Ultimate responsibility for the selection of library materials rests with the Library Director, who operates within the framework of policies determined by the Grand County Library District Board of Trustees. The Director delegates to staff members the authority to interpret and apply the policy in developing the library collection. All staff members assigned responsibility for selecting library materials will be expected to keep the stated objectives in mind and to apply their knowledge and experience in making decisions. Suggestions from library patrons are invited and given serious consideration.

All librarians are expected to participate in collection development for the library, and to contribute their knowledge of and experience with library materials, the community, or a specialized area.

Criteria for Selection

Materials are selected for the library considering at least the following criteria:

- strengths and weakness of the collection
- circulation statistics
- public requests, community needs and interests
- the Library's role in District, regional, or resource sharing

The Library's collection is continually evaluated on the basis of currency, use, physical condition and conformance with the Library's Collection Policy and Procedures.

COLLECTION DEVELOPMENT

Selection for a Diverse Audience

The Library recognizes that some library materials are controversial and that any given item may offend some persons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building the collections and to serving the diverse interests of the community.

Library materials will not be marked or labeled to show approval or disapproval of the contents, and no materials will be sequestered except the rare items of great value (such as local history materials, which may be housed in a special area for protection from damage or theft). Responsibility for the reading interests of children rests with their parents and legal guardians. Selection of materials for adults will not be inhibited by the possibility that the materials may come into the possession of children. Each branch library maintains a collection of materials for children, but the children are not restricted to those materials and have access to the entire library collection. (See the Public Service policy, and Freedom to Read statement.)

The Library does not set an arbitrary or single standard of literary quality in its selection of materials, but seeks to provide a collection of materials to satisfy a public varying in formal education, social background and taste. The Library will maintain a collection including a wide range of fiction and non-fiction, whether serious or amusing, realistic or imaginative, timely or historical, that accurately and honestly attempts to depict or explore the human condition. Materials are not excluded from the collection solely on the basis of coarse language, frankness, or controversial topics.

COLLECTION DEVELOPMENT

Gift Materials

Criteria for Acceptance of Gifts

Any material added to the collection, including gifts, must meet the requirements of this or any subsequently adopted or amended collection development policy, and further the goals and objectives of the Library. Gifts of books and other items are accepted by the Library with the explicit understanding that they will not necessarily be added to the collection. Donations of items other than media (art, furniture, etc.) will be presented to the Committee for Consideration of Non-media who will then give a recommendation to the full GCLD Board. The item must be approved by the GCLD Board before it can be accepted by the library. The Library reserves the right to make the most appropriate use of gifts, including cash gifts.

Restrictions on Gifts

- Gifts which do not meet the Library's objectives or policies are not added to the collection of the Library, and the Library will dispose of such items in the most effective manner.
- Library staff may not evaluate or estimate the value of contributed materials. Donors should seek professional appraisals for this purpose.
- The Library does not provide for transportation of donated materials.
- Only unconditional gifts will be accepted.

Disposition of Gifts

- The Library staff will determine the best use of a donation, including its sale for the benefit of the library.
- Accepted gifts are integrated into the general holdings of the Library.
- Gift media are not given special shelving locations.
- If the donor requests, accepted gift or memorial books may be identified with a book plate.

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PERSONNEL POLICY

Statement of Intent

The District recognizes that the well-being of its employees is essential to maintaining a high standard of operation. The Employee Handbook has been written to define employee rights and responsibilities in the interest of promoting understanding and good will between the Library District and its staff.

Reservation of Rights (Ref Board By-Laws, Article V, Sec 1b)

The Board of Trustees, at their sole discretion, reserves the right to modify, revoke, suspend, terminate or change any or all plans, policies or procedures with or without notice. The Executive Director, by the direction of the Board of Trustees, at their sole discretion, reserves the right to create, eliminate, or change any job and/or job description at any time with or without notice. Employment with the District is "at will," that is, the employee may terminate or the District may terminate the employment of the employee at any time with or without cause.

No employee of the District has the authority to alter or create a contract, actual or perceived, in conflict with these or the policies as set forth by the Board.

The contents of this policy are presented as a matter of information only, and not as an employment agreement or to create any express or implied contractual rights. No employee is given a guarantee of continued employment by any policy.

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BOARD OF TRUSTEE POLICIES

Use of Library Materials

Trustees are exempt from paying fines for overdue materials, but are expected to return materials on time and to replace lost or damaged items.

Reserves and Access to Materials

Library Trustees will not have priority over other borrowers for access to materials. Reserves on materials will be taken on a first come, first served basis.

Purchase of Media for Personal Collection

- Trustees may purchase media through the Library if items are available through the normal vendor channels.
- Purchases may/may not receive a discount, as determined by the vendor purchase agreement.
- Once items are ordered, the trustee will be expected to accept them regardless of the cost of the items or when they are received.
- Trustees will not receive their media until payment is made.
- The payment must be made within 30 days after GCLD receives the material.

Trustee Education

Trustees are strongly encouraged to pursue professional education opportunities through the Colorado State Library, Colorado Association of Libraries, the Regional Library Service Systems, or other professional associations offering appropriate opportunities.

Education and related expenses for Trustees will be covered as the budget allows.

Liability

Trustees are covered under the Errors and Omissions policies of the District's insurance.

Personally owned vehicles or property are not covered under the Library's insurance.

Trustee Expenses and Vehicle Use

A trustee shall not receive a salary or other compensation for services as a trustee, but necessary traveling and subsistence expenses actually incurred may be paid from the library fund (Colorado Library Law 24-90-108.) Mileage allowance for monthly meetings and completion of library business may be paid at the same rate and according to the same policies as is generally paid by the Library.

Ethics Statement for Public Library Trustees

Please see Appendix.

See also Board of Trustees By-Laws

VOLUNTEER POLICIES

Service Standards

The Library Volunteer is expected to comply with all statements of professional ethics, policies, and service standards adopted by the Library. Volunteers will be expected to complete assigned duties in accordance with the same standards as any employee.

Use of Library Materials

Volunteers are expected to return materials on time and to replace lost or damaged items.

Reserves and Access to Materials

Library volunteers will not have priority over other borrowers for access to materials. Reserves on materials will be taken on a first come, first served basis.

Purchase of Media for Personal Collection

- Volunteers may purchase media through the Library if items are available through the normal vendor channels.
- Purchases may/may not receive a discount, as determined by the vendor purchase agreement.
- Once items are ordered, the volunteer will be expected to accept them regardless of the cost of the items or when they are received.
- Volunteers will not receive their media until payment is made.
- The payment must be made within 30 days after GCLD receives the material.
- If abused, this privilege may be revoked by the Director.

Liability

Volunteers are covered under the Errors and Omissions policies of the District's insurance.

Personally owned vehicles or property are not covered under the Library's insurance.

CAPITAL EQUIPMENT LOAN & DISPOSAL

Capital Equipment Loan

Used and excess GCLD computer equipment may be loaned to GCLD staff on an as needed basis and GCLD will retain ownership. A capital equipment loan form must be completed by the employee and filed with the System Administrator.

District equipment may be loaned at the sole discretion of the Executive Director (aka Queen Bee).

Capital Equipment Disposal

Excess computer equipment that is usable may be offered to non-profit organizations in Grand County or outside of the county. GCLD will completely erase hard drives using the seven step government wipe procedure* before transfer, but leave the operating system on such equipment. Ownership and recycling responsibility will transfer to the purchaser. The name of the accepting organization and the date of transfer will be filed with the System Administrator.

Excess computer equipment that is usable, but not desired by non-profit organizations will be offered for sale to the public once a year at a nominal price. Ownership and recycling responsibility will transfer to the purchaser. The name of the purchaser and the date of transfer will be filed with the System Administrator.

Computer equipment that is no longer usable will have hard drives completely erased using the government wipe procedure, be parted out and recycled to a recycling business compliant with current state regulations. The name of the recycling business and the date of transfer will be filed with the System Administrator.

* *Department of Defense Document 5220.22-M - National Industrial Security Program Operation Manual. This procedure is incorporated in commercial programs such as Norton Utilities.*

