



### OUR FOUNDATION

#### OUR VISION

Douglas County Libraries **Elevates** our **Community** by inspiring a love of **Reading, Discovery** and **Connection**.

#### OUR CORE VALUES

We strive to be **Welcoming**, **Respectful**, Innovative, **Trustworthy** and **Resilient**.



## Introduction to Policies

The Board of Trustees ("Board") of the DOUGLAS COUNTY LIBRARIES, (the "District") adopted the following Policies in accordance with Colorado Library Law, Section 24-90-101, et. seq., C.R.S. and the Bylaws adopted on 29 November 1990, and re-stated on March 28, 2002 and as from time to time may be amended. These Policies were previously adopted by the Board of the "Douglas County Public Library System" in accordance with Colorado Library Law and the Bylaws adopted on 21 April 1988.

When Policies refer to the Library Director it is understood that the Library Director has the right to delegate said responsibility to the Library Director's designees, unless otherwise noted.

These Policies have been organized into separate sections and subjects for the purposes of clarity, and the probable desire to amend and update said policies as may be required. Subsequent amendments to these policies shall be made in accordance with ARTICLE XIII of the Bylaws.

The Board establishes written policies to govern and guide library operation. The policies form the broad basis for procedures but are not a detailed course of action. The Library Director is responsible for the details of how policy is applied or complied with including related operational procedures.

Adopted: October 30, 2013

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These "terms" are offered to elicit a common understanding when reading Douglas County Libraries Bylaws and Policies.

**Board** - means the Douglas County Libraries Board of Trustees

**Colorado Library Law** - means Section 24-90-101, *et seq.*, C.R.S., the body of law that governs the operations of libraries in our state

**District** - means and refers to Douglas County Libraries (DCL), the legal entity, and does not include the Douglas County Libraries Foundation

**District's employee handbook** - refers to the DCL Employee Handbook

**Foundation** - means the Douglas County Libraries Foundation, its own 501(c)3 entity, separate from the Douglas County Libraries, and operating to benefit the Douglas County Libraries

**Library** - means physical structure, and not the entity of the District

**Library Director** - means the Library Director of Douglas County Libraries, who is the executive and administrative officer of the Douglas County Libraries District

**Library Content** - replaces most uses of the term "Library Materials" and refers to physical and electronic components of the library collection (for example: books, magazines, audio or video formats, electronic subscriptions or ebook files)

**Material** - an actual physical piece of the library collection

**Patron** - a user of the library or library services

**Trustee** - means a member of the Douglas County Libraries Board of Trustees

**A Work** - means a discrete intellectual property such as an ebook, or database subscription

Adopted: October 30, 2013



## VISION

Douglas County Libraries elevates our community by inspiring a love of reading, discovery and connection

## VALUES

- Welcoming
- Respectful
- Innovative
- Trusting
- Resilient

## STRATEGIC PLAN

The Board adopts a Mission, Vision, Values and Strategic Plan setting strategy for the District. The board reviews the Strategic Plan and sets goals annually in support of the plan.

Adopted: October 30, 2013  
Updated: December 14, 2016  
Updated: September 2, 2017



## ARTICLE I. NAME

This organization shall be known as the DOUGLAS COUNTY LIBRARIES (the "District"), organized under and by virtue of the Colorado Library Law, Sections 24-90-101 *et seq.*, C.R.S., and established by the County of Douglas, on 20 November 1990, with Board of County Commissioner Resolution No. 149 as Douglas Public Library District. On June 26, 2003, the Board moved to change the name from Douglas Public Library District to Douglas County Libraries.

## ARTICLE II. BOARD OF TRUSTEES (the "Board")

**Section 1. Trustees.** The management and control of the District shall be vested in a board of seven (7) trustees appointed in accordance with Colorado Library Law. All Trustees must reside within the District boundaries. There are two Trustees from each of the three Douglas County Commissioner districts and one at-large Trustee.

**Section 2. Terms and Reappointments.** Terms shall be three (3) years, ending December 31. After serving one (1) three-year term, a Trustee shall be eligible for reappointment in accordance with the provisions of Colorado Library Law. No Trustee shall serve more than four (4) consecutive full terms in addition to completing any unexpired term. A former Trustee may reapply to serve again on the Board at least one year after completion of their last consecutive term.

**Section 3. Vacancies.** A vacancy on the Board shall be filled as soon as practical for the remainder of an unexpired term in the manner in which Trustees are regularly appointed pursuant to Colorado Library Law. A notice of all such vacancies shall be posted in accordance with the then current Trustee appointment process.

**Section 4. Authorization.** The President of the Board is the authorized spokesperson for the Board. However, the Board may, from time to time, determine, for a specific purpose or event, to delegate spokesperson authority to another Trustee.

**Section 5. Compensation/Expense Reimbursement.** Trustees shall not receive a salary or other compensation for their services as Trustees. Trustees shall be entitled to reimbursement for necessary and reasonable travel and associated expenses actually incurred while performing official District business. No expenses reimbursements will be made by the District without receipt of appropriate documentation. During a Trustee's tenure, any accumulated late fees for use of library materials will be waived. However, Trustees shall remain obligated to pay all District damaged and lost material charges.

**Section 6. Ethics.** Trustees shall conduct themselves in accordance with Colorado law, including the Code of Ethics for public officials, Sections 24-18-101, *et seq.*, C.R.S. (the "Code of Ethics"). Trustees shall avoid situations in which their personal interests might be served or in which financial benefits inure to them at the expense of library users, colleagues, or the District. Trustees shall disclose any and all potential conflicts

of interest during the appointment process. If during the course of Board business, an area of potential conflict of interest or the appearance of such develops for a Trustee, that Trustee shall immediately make full disclosure to the Board and, if required in order to ensure compliance with the Code of Ethics, immediately cease participation in both discussion and voting relative to the matter.

- Trustees may not in their private capacities negotiate, bid for, or enter into a contract with the District in matters in which they have a direct or indirect financial interest.
- Trustees shall recuse themselves from Board discussion, deliberation and vote on any matter in which the Trustee, an immediate family member or an organization with which they are associated has a material financial interest. Such recusals shall be reflected in the meeting minutes for the relevant meeting.
- Trustees shall not receive anything of value that could or should reasonably be expected to influence their vote or other official action.
- Trustees shall respect the confidential nature of District business while adhering to the Colorado Open Records Act (“CORA”), Sections 24-72-200.1 *et seq.*, C.R.S. and all other applicable laws governing freedom of information.

**Section 7. Removal.** A Trustee may be removed only following a majority vote of the Board, and in accordance with Colorado Library Law, by a majority vote of the appointing legislative body, and only upon a showing of good cause. Good cause may include but not be limited to: a deliberate breach of the Bylaws or rules and regulations adopted by the Board; unlawful conduct; causing significant harm to the District, either materially or its reputation; failure to perform duties outlined herein; or failure to attend three consecutive regular monthly meetings of the Board. The Board does, however, recognize extenuating circumstances and may waive the attendance requirement.

### ARTICLE III. POWERS AND RESPONSIBILITIES

The Board shall have all those powers provided by Colorado Library Law, as such may be revised from time to time. In addition, the Board shall have all those powers necessary or incidental to the specific powers granted by statute, and nothing herein shall be construed as limiting the powers of the Board as granted by Colorado Library Law.

Legal responsibility for the overall operation of the District is vested in the Board. Those Board responsibilities shall include, without limitation:

- Adoption of Bylaws and Policies for both Board guidance and governance of the District.
- Acquisition, custody, care, and sale, disposal or transfer of all District real or personal property.
- Financial oversight of the District and adoption of annual budgets.
- Authorization of District contracts, purchasing, borrowing, and bonding for the District.

- Employment and evaluation of the Library Director, who shall be the executive and administrative officer of the District acting on behalf of the Board.
- Annual audit approval and periodic investment monitoring.
- Planning for current and future needs of the District and the community it serves.
- The Board shall conduct on an annual basis, written evaluations of the Board's performance.

#### ARTICLE IV. OFFICERS

**Section 1. Officers.** The officers of the Board shall consist of a president, a vice-president, a secretary, a treasurer and such other officers as the Board deems necessary. These officers shall perform the duties prescribed by these Bylaws and Colorado Library Law. Nothing herein shall prevent the Board, at its discretion, to combine offices as long as the same individual does not hold both the office of president and secretary. The Board reserves the right to delegate duties to the Library Director.

**Section 2. Election.** The Board shall elect officers annually from among current membership of the Board at the Annual meeting.

**Section 3. Terms of Office.** Officers shall begin their terms of office at the next regular meeting immediately following the Annual Meeting at which they are elected to office, and they shall serve thereafter for a term of one(1) year, or until their successors are elected, whichever is longer.

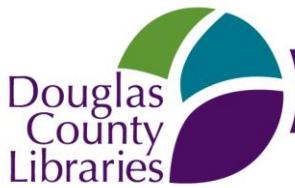
**Section 4. Officer Vacancies.** A vacancy in any office, however occurring, may be filled by majority vote of the Board at a regular or special meeting of the Board for the unexpired portion of the term.

**Section 5. Removal.** Any officer may be removed by a majority vote of the Board at a regular or special meeting whenever in the Board's judgment the best interest of the District will thereby be served.

#### ARTICLE V. DUTIES OF OFFICERS

**Section 1. President.** The president shall, subject to the direction and supervision of the Board, be the principal executive officer of the District. The president shall preside over and determine the manner of operation for all meetings of the Board. The president shall sign, either by manual, facsimile, or electronic signature, any leases, deeds, mortgages, contracts and other instruments which the Board has authorized to be executed; and in general shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board from time to time.

**Section 2. Vice-President.** The vice-president shall assist the president and shall perform such duties as may be assigned by the president or the Board. In the absence of the president, the vice-president shall have the powers, and perform the duties of, the president.



**Section 3. Secretary.** The secretary shall review and recommend approval of the minutes of the regular meetings of the Board; and perform all duties incident to the office of the secretary and such other duties as from time to time may be assigned by the president or by the Board. Once approved by the Board, minutes will be posted on the District's public website.

**Section 4. Treasurer.** The Treasurer shall, in general perform all duties incident to the office of Treasurer, and such other duties as from time to time may be assigned by the Board or by the President.

## ARTICLE VI. MEETINGS

**Section 1. Meeting Participation** Under Colorado Open Meetings Law Section, 24-6-402 (1)(b), C.R.S. meetings may be convened for the purpose of conducting public business in person, by telephone, electronically or by other means of communication. Although most Board meetings are held with participating Trustees physically present, Trustees may attend meetings, establish quorum and vote via these alternative means in the case of either regular or special meetings of the Board.

**Section 2. Regular Meetings.** Regular meetings of the Board shall be held monthly no less frequently than eight (8) times per calendar year when possible, be held at the District facilities for the purpose of transacting any business that may come before the Board and to disseminate information to the community at large regarding library operations.

Once a year, prior to the next calendar year's start, the date and location of each regular meeting for the upcoming year shall be determined and approved by the Board. All business of the Board shall be conducted only during such regular meetings or at special meetings hereinafter provided for, and all such regular and special meetings shall be open to the public, subject to the right of the Board to meet in executive session.

**Section 3. Special Meetings.** Special meetings may be called by the President, the Library Director, or any three (3) Trustees by informing all the other Trustees of the date, time, and place of such meeting and the purpose for which it is called at least three (3) days prior to said meeting. Minutes will be taken at all special meetings wherein Board actions are taken and will be part of the public record.

If due to unforeseen and urgent circumstances there is not sufficient time to call a special meeting because a matter is an emergency and requires immediate attention, the president or the president's designee may take a vote by electronic means or in person, with such vote to be ratified at the next regular or special meeting of the Board. If any emergency action taken is not ratified, then it is deemed rescinded.

**Section 4. Public Participation in Meetings.** The public is invited to all regular meetings of the Board and may speak during a portion of the agenda that follows the Board's designated process for public comment.



**Section 5. Notice.** All meeting notices shall be publicly posted three (3) days before the meeting at a conspicuous place within the District that is determined and approved annually by the Board, in accordance with the Colorado Open Meetings Law ("COML"), Sections 24-6-401, *et seq.*, C.R.S. Notice will also appear on the District website.

**Section 6. Annual Meeting.** The first meeting of each year shall be designated as the Annual Meeting. At the Annual Meeting, Board officers shall be elected for the ensuing year.

**Section 7. Quorum.** A majority of the total membership of the Board shall constitute a quorum necessary for the transaction of any business to come before any regular or special meeting, including votes on emergency action. The act of the majority of Trustees constituting a quorum at a regular or special meeting shall be the act of the Board.

**Section 8. Voting.** All Trustees, including the Board president shall vote, unless such voting is contrary to the Code of Ethics. A Trustee may call for a roll call vote at any time. Voting by telephone participation is allowed; however, voting by proxy is not. Properly noticed email polls of Trustees may be taken with results to be confirmed and recorded into the minutes at the next regular Board meeting.

**Section 9. Minutes.** Minutes shall be taken of regular meetings of the Board and special meetings where a vote is taken, and posted following Board approval on the District's website.

**Section 10. Parliamentary Authority.** The Board President shall be responsible for the conduct of meetings and shall provide, in specific instances, such parliamentary rulings as are necessary for meeting order.

## ARTICLE VII. COMMITTEES

**Section 1. Purpose.** The purpose of committees is to make recommendations on specific topics or issues to the Board to allow more focused Board consideration of the same. No Board committee will have more than three Trustees. This limit is intended to distinguish between the Board and committees thereof and ensures that the Board cannot act through committees.

Any Trustee attending a meeting of a committee of which the Trustee is not a member may attend in the Trustee's capacity as a member of the public. A Trustee in attendance at such a committee meeting relinquishes the Trustee's authority as Trustee and has the same rights and responsibilities as other members of the public in attendance.

Members of the public in attendance at committee meetings (including Trustees who are not members of the committee) are permitted to observe and listen to the committee meeting and must sit in the area designated for members of the public. Members of the public must leave the committee meeting if executive session is invoked.



Public comment is not heard at committee meetings since they are not meetings where formal action is taken.

**Section 2. Standing Committees.** The Board at its discretion authorize standing committees to advise the Board on on-going or long-standing issues, events or processes.

**Section 3. Special Committees.** The Board at its discretion and from time to time may authorize special committees for specific tasks or purposes. Such committees shall make reports to the Board and shall be automatically dissolved when their stated purposes have been fulfilled.

**Section 4. Ex-officio Members of Committees.** The Board, at its discretion, may appoint standing or special committee members who are not Trustees.

## ARTICLE VIII. LIBRARY DIRECTOR

**Section 1. Employment.** The Library Director shall be selected by the Board and shall be employed by written contract with the District for which the Library Director shall serve as chief administrative officer of the District.

**Section 2. Duties.** The Library Director, under the supervision and direction of the Board, shall perform (or delegate to appropriate staff members) all duties incident to the position of Library Director and such other duties as may be prescribed by the Board, including but not limited to the following:

- Assist the Board in formulating basic programs and policies.
- Implement programs, policies, and professional practices as adopted by the Board.
- Prepare the proposed annual budget for the District for presentation to the Board.
- Prepare monthly reports of activities of the District for presentation to the Board.
- Administer library personnel, including employ, train, evaluate, compensate, motivate, and discharge staff in compliance with all applicable laws and regulations, the District Staff Handbook guidelines, and Board policies.
- Be responsible for public information, community relations, development, fund-raising and special projects as assigned by the Board.
- Arrange for the care and maintenance of buildings, equipment and materials for the District.
- Evaluate library services, technology, and operations and assist the Board with short term and long range planning.
- Represent the District as appropriate, to all of its constituents and to professional and institutional organizations.
- Be responsible for any other reasonable duties, consistent with the foregoing, as may be prescribed by the Board.



- The Library Director shall conduct all District business at the highest possible ethical standards and identify any real or potential conflicts of interest to the Board in a timely manner.

**Section 3. Removal.** The Library Director may be removed by the Board whenever, in its judgment, the best interest of the District will be served thereby.

## ARTICLE IX. DISTRICT POLICIES

The Board shall establish and adopt District policies, which shall ensure cost-effective and efficient publicly supported District services to District residents.

## ARTICLE X. ANNUAL REPORT

At the close of each year the Board shall make a report to the County Commissioners of Douglas County, in accordance with the Colorado Library Law, Section § 24-90-109 C.R.S..

## ARTICLE XI. SEAL

The seal of the District shall be a circle with the words, "DOUGLAS COUNTY LIBRARIES" contained therein, and that the District Seal shall be affixed to all official and legal documents of the District.

## ARTICLE XII. FISCAL YEAR

The Fiscal year of the District shall begin on the 1<sup>st</sup> of January of each year and end on the 31<sup>st</sup> of December of such year.

## ARTICLE XIII. AMENDMENTS TO BYLAWS AND POLICIES

Notice of proposed Bylaws or Policy changes must be in written form and received by all Trustees at least five (5) days prior to the first reading.

Bylaws and Policies may be added, altered, amended or repealed on first reading at any regular or special meeting of the Trustees if all members of the Board are present and the vote is unanimous. If all members are not present or the vote is not unanimous, but the majority present votes in favor of the Bylaw or Policy amendment proposal, it will be presented at the next regular meeting of the Board at which time it can be added, altered, amended or repealed by a simple majority of the Board present and voting.

These Bylaws shall at all times conform to the Colorado Library Law, as it may be revised and amended from time to time. Such amendments as may be necessary to affect such conformation shall be automatic and these Bylaws shall be updated from time to time by the act of the Board to reflect such statutorily mandated automatic amendments.



# Bylaws

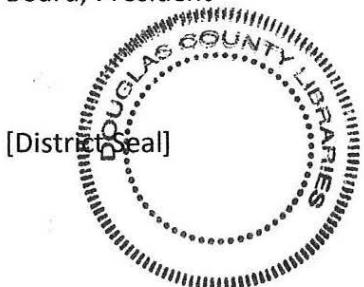
These Bylaws and Polices are restated and adopted this 30th day of October 2013, and updated October 2016 and June 2018.

*C. Robert Morris*

C. Robert Morris  
Board, President

*David Williams*

David Williams  
Board, Secretary





The District adopts the following statements, however in cases where a statement adopted from another entity is in conflict with a District policy statement, the District policy statement will take precedence.

## A. LIBRARY BILL OF RIGHTS

The Board reaffirms and includes as one of its policies, the LIBRARY BILL OF RIGHTS, as adopted by the American Library Association Council June 18, 1948; amended February 2, 1961, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996 and reprinted below:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

- I. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community, which the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use the library should not be denied or abridged because of origin, age, background or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

## B. FREEDOM TO READ

The Board subscribes to the "Freedom to Read" statement by the American Library Association and the Association of American Publishers, originally issued in May, 1953. Adopted June 25, 1953, revised January 28, 1972, January 16, 1991, July 12, 2000, and June 30, 2004 by the ALA Council and AAP Freedom to Read Committee and as reprinted below.

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or

national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.



We therefore affirm these propositions:

- It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for



which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is not freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not



state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

## C. FREE ACCESS TO LIBRARIES FOR MINORS

The Board also adopts as a part of its policies, the following "Free Access to Libraries for Minors, An Interpretation of the Library Bill of Rights", as originally adopted in 1972, and amended July 1, 1981, July 3, 1991, June 30, 2004, and July 2, 2008 by the American Library Association Council:

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, nonprint, or digital format. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them. Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.



The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "[Libraries: An American Value](#)" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children's - and only their children's - access to library resources. Parents and guardians who do not want their children to have access to certain library services, materials, or facilities should so advise their children.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

## D. FREEDOM TO VIEW

The Board also adopts as a part of its policies, the following "Freedom to View," as endorsed by the ALA (American Library Association) Council January 10, 1990.

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed.

1. To provide the broadest possible access to films and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials, which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.



5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

## E. INTERNET RESOURCES

### *1. Background*

The District provides free, equitable, and organized public access to Internet resources. This access honors the fundamental library principle of intellectual freedom, an abiding respect for the dignity and privacy of individual inquiry.

### *2. Disclaimer*

The District cannot be held responsible for content accessed over the Internet. As with other library content, supervision or restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.

Much of the content on the Internet is timely, useful, and/or entertaining. Some of it is dated, erroneous or offensive. This is also the case with printed materials. District staff and patrons should cast a cautious and critical eye on any and all content they discover. The job of the District is access, not endorsement.

### *3. Unacceptable Use of Electronic Resources*

Any of the following actions may result in the loss of library privileges and/or criminal prosecution or other legal action. Unacceptable use of the District's electronic resources includes, but is not limited to, the following:

- a. It is not acceptable to use the District's electronic resources for illegal or criminal use, such as, but not limited to,
  - the violation of the legal protections provided by copyright and licenses to programs or data,
  - the use of District resources to infiltrate a computer or computing system and/or damage or alter the software or hardware components of a local or remote computer or computing system,
  - the attempt to seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users
- b. It is not acceptable for users to represent themselves as another user unless explicitly authorized to do so by that user.
- c. It is not acceptable to falsify one's age to gain access to Internet sites.
- d. It is not acceptable to use District Internet workstations beyond time limits established by library staff. This time limit may change without notice.
- e. It is not acceptable to procure unauthorized disclosure, use and dissemination of personal identification information regarding minors.



- f. It is not acceptable to access visual depictions on the Internet that are obscene or child pornography. The District's "technology (or internet) protection measure" may be disabled for adults engaged in bona fide research or other lawful purposes.

In general, the District expects patrons will be both law-abiding and civil. The library reserves the right to monitor web sessions in order to ensure system security and compliance with this policy. District staff may review these sessions anonymously and remotely. All transactions will be considered confidential, except in those cases where illegal activity is observed, in which case Internet connections may be terminated, and information may be made available to the local law enforcement agency in accordance with the provisions of Section 24-90-119, C.R.S. Please see the Disruptive Patron Enforcement and Consequences section of this policy.

#### **4. Access by Minors to Internet Resources**

The primary mission of the District is to provide public information. Nevertheless, it is the intent of the District to limit access by minors to visual depictions on the Internet which may be reasonably construed as obscene, as defined by law, child pornography or harmful to minors.

The District does this in a variety of ways:

- a. The District has created web pages designed to direct minors to positive, high quality sites, created or reviewed by librarians.
- b. The District provides supervision of public space. Minors, like adults, are expected to behave in a civil and appropriate manner while within District facilities. The display of visual material that is sexual in nature or is offensive to others constitutes unacceptable behavior in many circumstances. In such circumstances, at the discretion of library staff, patrons will be asked to cease such behavior. If they do not, they may be ejected from the District facility, and risk the loss of future library privileges.
- c. The District also supervises public space. Further, the District will investigate all complaints.
- d. As specified by state and federal laws (HB 04-1004 Internet Protection in Public Libraries, Section 24-90-601, *et.seq.*, C.R.S. and Children's Internet Protection Act (CIPA), Pub. L. No. 106-554) the District will filter all Internet capable computers.
- e. To address issues of safety and security of minors when using various forms of electronic communication, parents and legal guardians should urge minors to follow basic safety guidelines:
  - never give out personal information (name, address, phone number, birth date, etc.),
  - never arrange via a computer to meet someone and
  - never respond to messages that are threatening or suggestive, remembering that people online may misrepresent who they are.

#### **5. Links from the District's Web Site**

Hypertext links from the District's website to other sites do not imply endorsement of the sites, the views, or content therein expressed at those sites.



## F. DISRUPTIVE PATRON ENFORCEMENT AND CONSEQUENCES

Disruptive behavior endangers the perpetrator or others, infringes on the rights of others using and/or working in the library, or is illegal. This may include, but is not limited to, any behavior, which results in damage or disruption of District property or services.

Staff will notify a patron who is disruptive that the behavior is inappropriate. If the behavior continues, staff will ask the patron to leave the library. If the patron refuses to leave, local law enforcement officials may be called. Disruptive behavior on the part of a library patron may result in the denial of the individual's access to the District and to District library content, for a length of time to be determined by the Library Director.

Individuals banned from the District and/or the District's Internet access may appeal this ban by sending a written request to the Library Director explaining the circumstances and requesting a review of the ban. The Library Director shall respond within ten days of such a request with a written decision. Should the person be dissatisfied with the decision of the Library Director, that person may appeal to the Board within thirty (30) days of the Library Director's decision. The Board will issue its decision on the appeal to the Board within 60 days of receipt of the appeal. The decision of the Board on the appeal shall be final.

No one, minor or adult, has the right to use public property to commit crimes. If District patrons are found to be accessing content that may be obscene or illegal, they will be ejected from the library, and may be barred from future use of District resources and, if appropriate, reported to the local law enforcement agency.

## G. VULNERABLE CHILD

Children are welcome in District libraries. The District recognizes parents' or guardians' responsibility for the behavior and well-being of their children. The District respects the privacy of all District patrons and intervenes only when a child is at risk.

The vulnerable child is an unattended child of any age who is deemed by the staff to be at risk.

If a vulnerable child comes to the attention of District staff, staff will make a good faith attempt to contact the parent or guardian. If the parent or guardian cannot be reached, the child will be referred to the local law enforcement agency.

## H. SURVEILLANCE POLICY

The District uses video surveillance cameras for the following purposes:

- 1) to monitor the safety and security of staff and patrons;
- 2) to monitor facility operations; and
- 3) to gather information on property damage from vandalism, theft, etc.



The information obtained from the video system is for internal use only. Information is not to be released to any third party unless written permission has been obtained from the Library Director or compelled by law.

## I. PATRON PRIVACY POLICY

In accordance with Section 24-90-119, C.R.S., the District values and promotes the protection of personal privacy. Protecting District user privacy and maintaining the confidentiality of information that identifies individuals or associates individuals with their use of District books, library content, materials, equipment, programs, facilities, and/or staff assistance is an integral part of the District.

1. The District will maintain the confidentiality of all such information that it purposefully or inadvertently collects or maintains except as follows:
  - a. As is necessary for the reasonable operation of the District;
  - b. Upon written consent of the user;
  - c. Pursuant to subpoena, upon court order, or where otherwise required by law; and
  - d. To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.
2. Protection of confidentiality extends to information sought or received and library content consulted, borrowed, and received.
3. Protection of confidentiality includes database search records, circulation records, interlibrary loan records and other personally identifiable uses of library content, facilities or services.
4. Any information the library user provides will be used only to provide, communicate or improve library services, such as information gathered through voluntary library user surveys.
5. The District protects library user account information by placing it on a secure server.

Adopted: October 30, 2013



The District recognizes that American democracy functions only if the full range of human ideas is freely accessible. This principle is embodied in the First Amendment of the Constitution, which protects the free expression of ideas, and in American public libraries, which provide access to those ideas. The District provides a forum for gaining access to the intellectual content of our culture.

## A. DISTRICT COLLECTION COMPOSITION

It is the policy of the District to develop and strengthen the collection of District materials to support the District's Vision Statement. The generic term "library content" includes, but is not limited to, books (hardback, paperback and ebooks), other printed materials, non-print (i.e. DVDs, blu-ray discs, audio books, electronic databases), maps and realia (posters, photographs, software, etc.).

The District strives annually to spend approximately 16% of the District's revenue on library content.

## B. DISTRICT LIBRARY CONTENT SELECTION

"Library Content Selection" refers to the decision to add library materials to the collection or to retain library materials already in the collection. The District offers library content in a variety of formats to meet the needs and preferences of our diverse community. The District will make every effort to provide a balanced collection representing diverse viewpoints and interests. Library content will not be excluded because of the origin, background or views of those contributing to its creation.

### ***General Principles of Materials Selection and Retention***

To create a collection that facilitates patron discovery and exploration, and is in line with our Vision Statement and Core Values, the District utilizes the following criteria for the selection and deselection of materials.

Each item or work considered for selection or deselection will be evaluated with respect to its:

- Relevancy to community needs and interests
- Contemporary significance, attention from critics, reviewers and the public
- Popular interest, whether expressed or anticipated by patron request
- Author reputation and/or authority in the field
- Timeliness
- Comprehensiveness and depth of treatment
- Relationship to the existing collection
- Insight into or perspective on human and social conditions
- Author residing in Colorado
- Durability of the format
- Price



An item need not meet all of these criteria to be selected or deselected.

Items generally not considered for selection include but are not limited to:

- Content that is publicized solely through infomercials or personal websites
- Textbooks or curriculum-related materials unless they are considered useful to the general reader
- Scholarly and technical materials that are typically carried by academic or special libraries
- Items having removable media such as memorabilia, patterns, stickers, or toys
- Pop-up books and books with moving parts
- Puzzle books or items with workbooks that encourage filling in blanks

Final responsibility for materials selection rests with the Library Director. Responsibility for recommendations may be delegated to other staff members.

Suggestions from the public are welcome. Library cardholders may suggest a title for purchase by submitting a Materials Request.

## C. LOCAL HISTORY

The District's Douglas County History Research Center collection acquires and preserves materials relevant to culture, history and natural history of Douglas County, the High Plains, the Divide area of the Front Range, and the State of Colorado.

Adopted: October 30, 2013



## Reconsideration Policy

The District recognizes the importance of providing a method whereby opinions from the public regarding materials selection, programs and displays can be voiced. Therefore, it has established a policy, which will apply to all requests for reconsideration of District library content including (1) those about materials represented in the collection, and (2) those about materials not represented in the collection, and (3) those about programs and/or displays.

To comply with this policy, a request for reconsideration must be in writing. Forms are available at all District libraries and/or branches, and should only be distributed to patrons by a supervisor or Branch Manager. Before distributing the form, the supervisor or Branch Manager must discuss the District's Collection Policy with the patron, and offer to find them alternate materials that will suit their needs. The supervisor or Branch Manager should ascertain that the form has been filled out completely. Upon completion, the form shall be mailed or delivered to the Library Director. Upon receipt of the signed form, the Library Director will:

1. Examine the material or work in question, the issues raised and the circumstances involved
2. Make a decision on any action to be taken
3. Respond in writing to the request within one week of receipt
4. Provide the patron with a copy of this Reconsideration Policy and other applicable policies and inform the individual of the availability of a Board hearing

Should the patron desire to appeal the decision of the Library Director, the patron may request a Board hearing by notifying the Library Director, who will make the necessary arrangements. Following such hearing, the decision of the Board will be final.

Adopted: October 30, 2013



# Code of Ethics Policy

## A. STATEMENT ON PROFESSIONAL ETHICS

The American Library Association "Statement on Professional Ethics" as adopted 1939 Midwinter Meeting by the ALA Council and as amended June 30, 1981, June 28, 1995, and January 22, 2008 is included as a part of this Code of Ethics Policy, and the Board hereby endorses said statement as follows:

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees or our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.



7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

The District adds these additional points to the Statement on Professional Ethics:

9. Any employee upon being hired or promoted to a decision-making position shall disclose to the Board any potential conflict of interest. If during the course of employment, an area of potential conflict of interest develops for an employee in a decision making position, they are required at that time to make full disclosure. Conflict of Interest statements shall then be updated as circumstances warrant. All Conflict of Interest statements shall be referred to only to eliminate any potential conflict of interest.
10. No employee of the District shall accept a fee, gift or other valuable item for personal use from any person or group of persons where such gift or other valuable item is given in the hope or expectation of receiving a favor or better treatment than others wishing to do business with the District.

## B. DISCLOSURE POLICY

The District requires that employees protect District information and avoid outside activities or relationships which do or could adversely influence their decisions or actions on the job.

Employees must avoid participating in any transaction or taking any action that may result in a conflict of interest with their position. Examples of conflict of interest include, but are not limited to, accepting gifts in violation of the District's Accepting Gifts Policy, fees, or other valuable items for personal use from any person or group of persons associated with, or seeking or providing business to the District; or being self-employed in an occupation which competes with the District. For more information regarding accepting gifts, please see the Accepting Gifts policy.

Employees with direct ownership, partnership or personal involvement in supplier companies or distribution outlets related to District business must report their involvement and relationship to supplier companies and distribution outlets through the District's Conflict of Interest form. Additionally, employees with relatives that the District does business with must report their relationship through the "Conflict of Interest" form.



If employees have any questions about a possible conflict of interest, they should discuss the matter with their supervisor and with the Human Resources Department for a final determination. The employee may be required to complete the "Conflict of Interest" form.

## C. ACCEPTING GIFTS

The Board and District employees shall observe the ethical standards with regard to accepting gifts, as derived by Colorado law Section 24-18-104, C.R.S., as may be amended from time to time. It is a violation to accept gifts of substantial value or a substantial economic benefit tantamount to a gift of substantial value from individuals or firms with whom the District does business. Gifts that are not considered of substantial value or gifts of substantial economic benefit tantamount to gifts of substantial value include, but are not limited to, an unsolicited item of trivial value; a gift (including luncheons or dinners) with a fair market value of \$53.00 or less; an unsolicited token or award of appreciation; and unsolicited informational material, publications, or subscriptions related to the performance of official duties on the part of the Trustee or employee. Failure to comply with the aforementioned provisions may result in corrective action, up to and including termination of employment.

Section 24-18-104, C.R.S. should be consulted in determining whether a Trustee or employee may accept a gift. If an employee has any questions as to whether he or she may accept a particular gift, including payment for luncheons or dinners, the employee should discuss the matter with his or her supervisor and with the Human Resources Department for a final determination.

Adopted: October 30, 2013



The Lending Policy of the District is designed to facilitate the use of the library collection by Douglas County residents, and to allow sufficient time and freedom for use by the library patron while still being consistent with the best use of library resources. Library materials, except those which are judged by the Library Director as irreplaceable or needed in the reference collection for basic informational services, are available for use outside the library. Some databases may, on occasion, be restricted to in-house use. Records, which may be required for control of the use of library content on or off the premises, are for the sole purpose of protecting library property. In some cases, patrons may opt to have borrowing records persist (a "personal history") for their own use. However, in such cases, records may be available for subpoena according to Section 24-90-119(2), C.R.S.

## A. LIBRARY CARDS

The District controls the use of its library content, equipment, services and facilities by issuing library cards as follows:

1. One library card will be issued to any Colorado resident upon request. Picture identification and proof of residency is required when requesting a library card.
2. Persons 14 years of age and under will be required to provide a parent's or guardian's signature to validate the library card. Persons over 14 years of age will be issued a library card upon completion of the Library Card Application.
3. Temporary library cards, for a set period of time, are available to guests of Douglas County. Other restrictions may apply.
4. Replacement library cards will be available as needed.
5. Library card privileges may be limited or suspended by the Library Director, and revoked by the Board.

## B. LIBRARY BORROWER RESPONSIBILITIES

Each patron of the District shall be responsible for the safekeeping of their card and all items checked out.

Late return of District materials will result in the assessment of fines to the borrower. Materials lost or damaged will be replaced or repaired at the expense of the borrower. Excessive fines or other money due the library for late, damaged or lost materials must be remitted before a borrower's library card will be honored.

Any cost related to collection of fees may be passed on to the borrower. To ensure fair and equal access of materials to all patrons, the District may utilize the services of a collection agency as a last resort to cover



## Lending Policy

outstanding fees. Patrons are issued sufficient notice prior to their record being submitted to any collection agency for further action. The Library Director serves as the arbitrator of disputes which may arise from this process, and makes every effort to address the individual circumstances of the patron, while striving to protect and preserve the availability of library content and assets of the District.

Fees for fines, repair, replacement or other assessments to be paid by the borrower are established by the Library Director and made available to all patrons. The Library District is not responsible for any damage caused by its materials, including damage to CD/DVD/cassette players, game systems, or any electronic system (including hardware and software).

Although a Library Card provides free access to library content, certain other special services may be subject to payment of fees for those services. Such fees are established by the Library Director and shall be posted and made available to all library patrons. Attempts will be made to keep library fees competitive with local markets.

Library content is not available for competitive or commercial purposes or for programs for which an admission fee is charged, without specific approval of the Library Director.

Adopted: October 30, 2013



# Community Service Policy

Douglas County Libraries, as a community institution, must respond to community needs, which are in addition to the normal provision of library resources and content. In response to these community needs, the Board establishes the following policies with respect to the use of library premises.

## A. EXHIBIT SPACE AND BULLETIN BOARDS

In conjunction with its role as a place for the community to gather and exchange information on a variety of subjects, the District will make exhibit and bulletin board space available to groups from Douglas County and the surrounding area that are engaged in cultural, intellectual, recreational, civic, educational or charitable activities.

The District, in accordance with the American Library Association's Library Bill of Rights, will make this space available on an "equitable basis regardless of the beliefs or affiliations of the individuals or groups requesting space".

The District has guidelines concerning the manner, method and timing of exhibits and displays. These guidelines may also prohibit items that are in violation of any laws, pornographic, obscene or deemed to be derogatory, or offensive to civil standards.

Use of the District's facilities for displays, exhibits or notices does not constitute agreement or endorsement of the views presented, by the District, its Board or staff.

## B. USE OF LIBRARY FACILITIES FOR MEETINGS, ACTIVITIES, AND/OR EVENTS

The District recognizes the community's need for space in which to meet for the purposes of promoting cultural, intellectual, recreational, civic, educational or charitable exchange.

District meeting room policies will be applied equally to all groups, regardless of their beliefs or affiliations, as set forth in the American Library Association's Bill of Rights. The District gives preference to non-profit, community groups. Because the District's facilities are public, total privacy cannot be guaranteed to any group using library meeting space.

The use of meeting rooms at each library will be governed by a set of procedures that will be administered by the Library Director. Procedures may vary among buildings and grounds as well as for different meeting spaces within each building. Users must comply with all stated procedures, and the District reserves the right to revoke use privileges at any time.

A group's use of District meeting space does not imply any endorsement of that group's opinions or views by the District, its Board or staff.



## C. PETITIONS AND FREE SPEECH ACTIVITIES

The District recognizes and values free speech, but is also cognizant of its libraries' time honored and respected role as the neutral providers of information and as the providers of warm, hospitable community spaces. The District endeavors to ensure that library patrons can enter and exit its libraries safely, unimpeded, or unduly hindered. Members of the public may use designated exterior areas for free speech activity, subject to the time, manner and place restrictions. These time, manner and place restrictions apply to all seven Douglas County Libraries locations.

## D. PROGRAMS OR DEBATE

The District or other organizations/individuals may schedule programs or debates. Appropriate materials and literature may be distributed by the program/debate participants as part of the program or debate, directly prior to and during the program or debate.

## E. ALCOHOL POLICY

General: Serving or consuming alcoholic beverages is prohibited on District property and within or around District buildings without the execution of and compliance with the District's event and hospitality services contract.

Conditions to Prior Written Permission to Serve Alcohol: Written permission to serve and consume wine beer, liquor, spirits, mixed drinks or cocktails (hereinafter "alcohol") may be granted to individuals or entities only under the following conditions:

- A written agreement shall be signed by the appropriate individual or legally authorized entity representative in the form provided by the District. The form will require the individual or entity to provide specified general liability and other relevant insurance coverages and to indemnify the District and its officers and employees from any and all liability for use of the District's property, including but not limited to alcohol-related liability. *Please request a written agreement from the District for review of all applicable terms.*
- The District's Director of Community Relations, as applicable, must be satisfied that the alcohol service and consumption requested meets all federal, state and local laws and regulations.
- No alcohol may be sold on District property for any purpose.
- No District tax revenue may be used to purchase alcohol served at District events.
- During the event at which alcohol is proposed to be served and consumed, any and all service and consumption of alcohol must take place within the event space contracted.



## Community Service Policy

- The event at which alcohol is proposed to be served and consumed must be a closed event such that only those individuals or groups receiving written or electronic invitations are eligible to attend. The event shall not be open to the general public or large classes of the general public but must be a special event of special relevance only to a discrete group of defined attendees (e.g., the event must not be one wherein attendance is induced by advertisements, leaflets or other materials aimed at unspecified individuals).

**Violations of District Policy:** Should the District or its staff become aware that any individual or entity is violating the District's alcoholic beverage policy during any event held on District property, the District will immediately terminate the event and all event attendees will be asked to leave the District's property forthwith. Additional consequences may be imposed on the event's organizer(s) via the written agreement specified above.

Adopted: November 19, 2014, amended Petitioning Policy July 29, 2015, amended Petitioning and Alcohol Policy September 29, 2016



## Contributions/Gifts Policy

The District encourages contributions to the District and/or to the Douglas County Libraries Foundation, (the "Foundation") that are consistent with the District and Foundation missions. The Foundation is a 501(c)(3) organization and operated exclusively for the benefit of the District.

The District or the Foundation may accept gifts, and the conditions thereto; or take similar action to reject such gifts based upon the conditions of such gift or grant. All gifts, when accepted, become the property of the District or the Foundation, and may not be reclaimed by the donor.

The Library Director will manage all development and fund raising activities with the Foundation.

Adopted: October 30, 2013



## Volunteer Policy

Volunteer time on behalf of the District is one of the most important ingredients to the success of a free public library system. While generally categorized as "in-kind" services contributed to the District, the Board gratefully accepts volunteer efforts on behalf of the District. The Board annually recognize volunteers for their support.

The Library Director shall document volunteer activities at least annually to the Board.

Volunteers are responsible for following the guidelines outlined in the District Volunteer Handbook.

Adopted: October 30, 2013



The Board selects, appoints and evaluates the Library Director who serves as the chief administrator with full professional responsibility for: administering District policy, managing personnel, administering fiscal affairs and record keeping, developing and administering District programs and services, evaluating programs and services, selecting content and maintaining the physical plants.

## **A. DISTRICT SERVICES/ PROGRAMS**

The Library Director is responsible for the organization and development of District services and programs. The Library Director shall continually evaluate existing District services, programs and procedures to ensure that services remain relevant and cost effective to the community, and shall submit such reports to the Board for such action as may be appropriate.

## **B. COMMUNITY RELATIONS AND ADVOCACY**

The Library Director is responsible for establishing a continuing effort to locate and attract those unaware of the District's services through in-library and out-of-library activities, as well as public relations efforts. The Library Director is responsible for development of specific programs to inform the community in an understandable and interesting way about District services.

### **1. Media Policy**

All inquiries will be handled at the highest appropriate level to ensure that a carefully thought-out, accurate and informed response is given, in the proper perspective. All efforts to contact or respond to the media are the responsibility of the Library Director.

### **2. Lobbying Policy**

The Board recognizes that decisions by legislative and administrative bodies at the Municipal, County, State and Federal levels have significant effects on the District's ability to carry out its mission successfully.

Therefore, the Board authorizes the Library Director to engage in advocacy activity on behalf of the District. This activity shall be for the purpose of informing and persuading legislative and administrative decision-makers concerning matters of interest to the District.

All applicable laws and regulations will be observed. Lobbying activity may be carried on independently, or in concert with representatives of other interested libraries, library associations, and others having a common interest. Reasonable use of the District resources, such as administrative assistance, office space, office supplies, office equipment, and necessary travel expenses, shall be permitted.

No District funds shall be used to influence any campaign for public office.

### **3. Social Media Policy**

The District uses social media and digital marketing to extend its mission to audiences across the Internet



and to provide a public forum to foster discussion, awareness of library resources and programs, and to share ideas, opinions and information as it relates to the District. By participating in social media, we are even more accessible to our library patrons and the online community at large. This policy applies to employees when they are communicating via District-owned accounts.

Employees are empowered to share the passion of our brand as they participate in the world of social media marketing and communications.

Employees should keep in mind while interacting in the digital space:

- Living the District values (welcoming, respectful, resilient, trustworthy and innovative)
- Adhering to District confidentiality and other policies
- The effect their digital interactions have on their image as well as the District's image

We reserve the right to edit or amend any misleading or inaccurate content. We also reserve the right to remove any obscene or pornographic content posted to any of our channels.

## C. FACILITY MAINTENANCE

The Library Director is responsible for maintenance and upgrading of the library facilities within the District.

## D. FINANCIAL POLICIES

The Board is responsible for review and oversight of the District's monthly financial statements.

The Library Director is responsible for establishing and maintaining an appropriate system of internal controls in accordance with governmental accounting standards. This includes, but is not limited to, the following policies:

### ***1. Authorization of Expenditures***

It is the policy of the District to monitor expenditure of public funds judiciously, ensuring compliance with annual budgetary appropriations, adherence to purchasing policies, and accuracy of reporting in the financial statements. Expenditures are authorized by the Board through the annual budget process, and spending is monitored via monthly District financial statements comparing actual spending to budgeted amounts.

The Library Director has no spending limitations for all budgeted, normal, recurring operating expenditures, except as noted below. Budgeted, normal, recurring operating expenditures include, but are not limited to:

- Library content



- Programming fees
- Materials and supplies
- Costs incurred in connection with the operation and maintenance of District facilities
- Costs incurred with the operation and maintenance of District software, telephone, internet, data storage and other information technology platforms
- Professional service fees and fees paid to contractors for upgrades to existing facility and technology platforms
- Those items of furniture, computers and equipment not requiring specific Board approval as noted below

The following require specific approval by the Board:

- Non-budgeted items in excess of \$25,000
- Consulting and advisory services, including patron surveys and data collection efforts in excess of \$10,000
- Intergovernmental agreements
- District-wide merit increase rates and salary range adjustments
- Employee benefit plans
- Capital expenditures of \$50,000 or more
- Research and development projects of \$25,000 or more
- Facility leases and real estate transactions
- Financing transactions
- General liability, property and workers' comp insurance coverage
- Legal settlements

Authorizing signatures for the expenditure of funds and contractual obligations are designated as follows:

- The Director is the authorized signatory for all budgeted normal, recurring operating expenditures as defined above.
- The President of the Board or designee is the authorized signatory for intergovernmental agreements, real estate documents including facility leases, major capital expenditures, refinancing documents, bond documents, and other documents as required by regulation or statute, which have been reviewed and approved by resolution of the Board.

## **2. Budget**

The District will develop an annual budget in accordance with the statutory requirements of Colorado Local Government Budget Law, Section 29-1-101 *et seq.*, C.R.S. The budget will also be compiled in compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board



(GASB) standards for budget preparation and presentation or other relevant regulations. The budget shall reflect the plans and strategies of the District as adopted by the Board.

<b>Key Annual Budget Deadlines include:</b>	
August 25	Assessors certify to all taxing entities and to the Division of Local Government the total new assessed and actual values (for real and personal property) used to compute the statutory and TABOR property tax revenue limits. (§ 39-5-121 (2)(b) and § 39-5-128, C.R.S.)
October 15	Budget officer must submit proposed budget to the governing body. (§ 29-1-105, C.R.S.) Governing body must publish “Notice of Budget” upon receiving proposed budget. (§ 29-1-106(1), C.R.S.)
November 1	Deadline for submitting applications to the Division for an increased levy pursuant to § 29-1-302, C.R.S.
December 15	Deadline for certification of mill levy to county commissioners (§ 39-5-128(1), C.R.S.). Local governments levying property tax must adopt their budgets before certifying the levy to the county. If the budget is not adopted by certification deadline, then 90 percent of the amounts appropriated in the current year for operations and maintenance expenses shall be deemed re-appropriated for the purposes specified in such last appropriation. (§ 29-1-108(2) and (3), C.R.S.)
December 22	Deadline for county commissioners to levy taxes and to certify the levies to the assessor. (§ 39-1-111(1), C.R.S.)
January 31	A certified copy of the adopted budget must be filed with the Division. (§ 29-1-113(1), C.R.S.)

### **3. Debt Management**

The objective of the District's debt management policy is to ensure that the District obtain financing only when necessary, in accordance with the provisions of Colorado law, and that the most favorable interest rates and other costs be obtained.

The District shall not finance improvements with a probable useful life less than four years. Borrowings by the District cannot mature over a term that exceeds the economic life of the improvements that they finance.

Board approval is required in order for the District to issue debt or enter into capital lease arrangements as a means of financing long-term capital projects



## **4. Audit**

As required by Colorado Audit Law, Section 29-1-601, *et seq.*, C.R.S. and Colorado Library Law Section 24-90-109(1)(l), C.R.S. the Board shall ensure that an annual audit of the financial affairs and transactions of all funds and activities of the District be conducted for each fiscal year.

The contract for audit services shall be put out to bid every three years, with final selection of an audit firm to be made by the Board. The contract for services may be renewed for two additional years following approval of the Board.

The audit report shall be distributed as follows:

- State Auditor, by July 31, in accordance with Colorado law, Section 29-1-606(3), C.R.S.
- Board of County Commissioners, at the close of each calendar year, in accordance with Colorado Library Law, Section 24-90-109(2), C.R.S.
- County Treasurer, yearly, in accordance with Colorado Library Law, 24-90-112(2c), C.R.S.

## **5. Purchasing of Goods and Services**

The Board assures the most efficient use of taxpayer dollars through the use of fair and consistent purchasing procedures, maximum market competition and compliance with Colorado statutes.

The Library Director is responsible for developing purchasing procedures to ensure organizational efficiencies and that the District secures desired quality at the best possible cost.

Such procedures shall provide for:

- use of local vendors where possible
- purchases under cooperative purchasing ventures with other library organizations or government agencies
- purchases from sole source suppliers, when only one vendor can meet specifications
- solicitation of multiple quotes to ensure competitive pricing, where considered appropriate

In addition, District purchasing policies and procedures with respect to contracts shall provide for:

- use of standard District templates, where considered appropriate
- Inclusion of language requiring annual appropriation

For those expenditures requiring Board approval, the award of formal bids shall be made by the Board at a public meeting. The Board shall not be bound to select the supplier submitting the lowest dollar bid and reserves the right to accept the bid deemed to be in the best interest of the District. Further, the Board may reject any and all bids and may waive, at its discretion, any informalities, irregularities, omissions, or deficiencies contained in said bid.



**6. Nondisclosure** The District shall not execute any agreements containing nondisclosure clauses. This applies to contracts for purchasing of goods and services, consultants, or other vendors.

## **7. Capital Assets**

Capital assets represent land, buildings, vehicles, equipment and content owned by the District and acquired by purchase or donation.

In accordance with Colorado law, Section 29-1-506, C.R.S., an inventory of capital assets will be performed annually unless otherwise excepted by law.

Disposal of District capital assets is done as follows:

- a. The determination of whether obsolete, surplus or retired property and equipment will be needed by the District in the foreseeable future is the responsibility of the Library Director.
- b. Any disposal of an item that has an estimated resale value of \$10,000 or more requires specific approval by the Board before the asset can be disposed of in any manner.
- c. Discarded or weeded library materials may be disposed of using one of the following methods:
  - 1). Sold to the public via used book sales rooms at District locations.
  - 2). Sold through an on-line vendor service or some other establishment that sells used books to the public.
  - 3). Donated to charities or other non-profit organizations, but only with the approval of the Library Director.
  - 4). Given to other political subdivisions of the State of Colorado, but only with the approval of the Library Director.
  - 5). Items that are broken, destroyed, or otherwise have no value may be recycled when other methods of disposal have been exhausted.
- d. Computer components with an estimated resale value of less than \$10,000 each may be disposed of using one of the following methods:
  - 1). District staff may hold an online public sale which will be advertised on the District website and at branch locations.
  - 2). Sold at an auction house, through an on-line vendor service or other establishment that sells used computer equipment to the public.
  - 3). Transferred to vendors for credit toward future purchases.
  - 4). Donated to charities or other non-profit organizations, but only with the approval of the Library Director.
  - 5). Given to other political subdivisions of the State of Colorado, but only with the approval of the Library Director.
  - 6). Items that are broken or otherwise have no value may be disposed of through regulated computer disposal companies where other methods of disposal have been exhausted.
- e. Furniture and equipment with an estimated resale value of less than \$10,000 shall be disposed of in the following manner:



- 1). Sold at an auction house, or through an on-line vendor service, or other establishment that sells surplus furniture and equipment to the public.
- 2). Donated to charities or other non-profit organizations, but only with the approval of the Library Director.
- 3). Given to other political subdivisions of the State of Colorado, but only with the approval of the Library Director.
- 4). Items that are broken, destroyed, or otherwise have no value may be trashed or recycled when other methods of disposal have been exhausted.
- f. Disposal of District land and buildings requires approval of the Board regardless of estimated resale value or method of disposal.

## ***8. Investment and Cash Management Policy***

It is the policy of the District to safeguard the public funds for which it is responsible by ensuring compliance with the depository and investment restrictions detailed in the following Colorado Law:

- Public Deposit Protection Act, Section 11-10.5-101, *et seq.*, C.R.S.
- Standard for Investment, Section 15-1-304, C.R.S.
- Funds - Legal Investments, Section 24-75-601, *et seq.*, C.R.S.
- Investment Funds - Local Government Pooling, Section 24-75-701, *et seq.*, C.R.S.
- Protection of Deposits of Public Monies, Section 11-47-101, *et seq.*, C.R.S.

The Board delegates management and oversight responsibility of the District's investment program to the Library Director who shall ensure that all investment transactions are undertaken in accordance with this policy and that an effective system of internal controls is maintained for all investment transactions. The Board shall select a registered investment advisory firm that specializes in the management of fixed-income public funds.

Consistent with Colorado Law set forth above, District funds may be invested in the following securities, subject to certain specific maturity, credit rating and portfolio diversification limitations, as detailed in the authorizing law.

- Local Government Investment Pool
- Obligations of the United States Government
- Government Sponsored Enterprises
- Obligations of State & Local Governments
- Repurchase Agreements
- Reverse Repurchase Agreements
- Money Market Mutual Funds
- Corporate Debt
- Certificates of Participation



- Investment Contracts
- Bonds of Housing Authority

No District funds shall be invested in any of the above mentioned securities on which the coupon rate is not fixed, or a schedule of specific fixed coupon rate is not established, from the time the security is settled until its maturity date, unless the coupon rate is tied to specific securities or indexes as detailed in the authorizing statutes referred to above. Shares in qualified money market mutual funds or local government investment pools are excluded from this fixed coupon rate requirement.

Any revisions or extensions of these sections of Colorado Law shall be considered to be part of this policy immediately upon the effective date following enactment.

On a quarterly basis, the Board shall review an investment report detailing the current status of the investment portfolio.

District funds may only be deposited in financial institutions that have been designated by the Division of Banking or the Division of Financial Services under the Colorado Department of Regulatory Agencies as an eligible public depository to the extent that the deposit is (i) insured by the Federal Deposit Insurance Corporation (FDIC) or (ii) secured by a pledge of eligible collateral as required by the Public Deposit Protection Act. Operating funds deposited in non-interest bearing accounts must be held with financial institutions participating in the FDIC Temporary Liquidity Guarantee Program that provide full deposit coverage regardless of amount.

A Board resolution is required to open or close any new District account at a financial institution. The signature of the Library Director is required in setting up new District financial accounts. Authorization to transfer funds between District bank and investment accounts is limited to the Library Director and the senior accounting staff member, as considered necessary to meet daily operating cash requirements and investment objectives.

In the event of financial emergency, the Library Director is designated to take immediate action to ensure the safety of District assets. Such action can supersede requirements of the Cash Management Policies, and will be immediately reported to the Board, with ratification of action occurring at the next Board meeting.

## **9. Reserve Fund Policy**

The Library Director is responsible for maintaining reserves for the following purposes:

- Working capital reserves sufficient to fund expenditures for the first quarter of the fiscal year or until property taxes remitted by the county treasurer are sufficient to fund monthly operations.
- Emergency reserves as required and as defined by Article X, Section 20 of the Colorado Constitution in and subject to the use limitations therein.



- Reserves sufficient to fund deductibles payable in the event of a claim or loss under the District's insurance program.

The Board may designate other reserves of fund balance as considered necessary in support of District objectives.

## **10. Mileage and Other Expense Reimbursement**

District employees and members of the Board shall be reimbursed, with proper documentation, for reasonable travel and other library related expenses incurred in connection with District business activities.

## **11. Facility Naming Rights**

District buildings and facilities are generally named in accordance with their geographical or functional designations. However, the District will also allow for naming rights in response to a major benefactor, either through substantial financial support or through distinguished effort and service on behalf of the District. The Board approves names of District buildings and facilities.

## **E. CLOSURES**

The Board annually approves that the District will be closed in observance of the following holidays:

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Additionally, the Board may elect to close all District libraries one day annually for a District Staff Day. Delayed Openings and Closures due to emergency and extreme weather are at the discretion of the Library Director.

## **F. ELECTRONIC MAIL MONITORING AND ARCHIVING**

In compliance with Colorado law the District adopts the following policy:

Correspondence of the District employees and volunteers in the form of electronic mail (email) may be a public record under the public records law and may be subject to public inspection under Colorado Public Records Law, Section 24-72-200.1, *et seq.*, C.R.S. Email services provided by the District are deemed to be business operations. The Library Director may inspect those email accounts maintained on library servers and workstations as the Library Director deems necessary to ensure computer security, to maintain and test computer hardware and software, or for any other reason. The District also makes regular backup copies of all files, including email, on its servers, and archives those records according to Section 24-80-101 *et seq.*, C.R.S.



## **G. RISK MANAGEMENT POLICY**

The District recognizes its responsibility to manage public funds in a responsible manner, which includes identifying, addressing and appropriately managing any risks that may affect 1) the safety and well-being of its patrons and employees 2) its financial stability, or 3) its ability to achieve its mission of providing services to the community.

The District further recognizes that, as a public entity providing a wide range of services, it engages in operations that may carry significant risk and that are also subject to disruption. Although risks are unavoidable, the District considers loss or interruption of services of a significant duration to be unacceptable.

The Library Director will ensure that risks are assessed annually and the related risk mitigation programs are evaluated and updated as appropriate.

The District's risk management programs shall include, but not be limited to, a comprehensive insurance program, which includes public officials liability coverage for the Library Director and Trustees; employee safety training programs and maintenance of a disaster recovery plan.

In the event of a natural or human made disaster, act of terrorism or other event disruptive to the District's operations, the Library Director is given authority to act as needed outside the scope of authority otherwise delineated in this policy manual.

## **H. COLORADO OPEN RECORDS ACT**

Anyone can request public information possessed by a government office. The District fulfills every request for public information as quickly and efficiently as possible, within the requirements established in the [Colorado Open Records Act \(CORA\), C.R.S. 24-72-201 et seq.](#) The District is not subject to the Federal Freedom of Information Act. However, it is subject to the Colorado Public (Open) Record statute (C.R.S. 24-702). Requests will be filled in compliance with this and any other Colorado statutes that may apply.

The Library Director is responsible for the maintenance, care and keeping of the District's public records and as such is designated as the "Official Custodian". As permitted under Colorado state law, the District charges a fee for Colorado Open Records Act (CORA) requests. The fee is a nominal charge that is intended to cover at least a portion of the costs the District incurs in responding to a CORA request. There is no charge for CORA requests that take less than one hour to complete. CORA requests that take longer than one hour of District staff time for the research and compilation of documents are subject to a nominal charge of \$30 per hour.

Adopted: November 19, 2014 / Reserve Fund Policy adopted: September 30, 2015 / Reserve Fund Policy updated: December 14, 2016 / Expenditure Policy updated: August 23, 2017 / Social Media Policy added: June 27, 2018



## A. STANDARDS OF CONDUCT

The Board delegates to the Library Director full professional responsibility for administering the District's Human Resources policy. All Human Resources policies are authorized by the Board. Operational procedures appear in the District's Employee Handbook.

Employment in the District carries with it special obligations and responsibilities. Each employee has the right, as an individual, to participate in public debate or to engage in social and political activity. The only restrictions on these activities are those imposed by law. Because personal views and activities may be interpreted as representative of the institution in which the individual is employed, careful distinction must always be made between: (a) private actions of the employee as an individual and (b) those actions one is authorized to take in the name of the District.

### ***1. Library Code of Ethics***

Staff and volunteers are expected to abide by the American Library Association's "Statement on Professional Ethics" and "Library Bill of Rights" in all dealings with the patrons, members of the community, and other staff members.

### ***2. Patron Privacy***

Staff and volunteers are expressly prohibited from disclosing information about patrons, including personal information, borrowing records and/or book and material requests to others, including the patron's family members or from using such information for the employee's personal gain or benefit or to benefit others including relatives, friends, or members of organizations. Patron confidentiality is required under the Colorado Library Law, Sections 24-90-119, C.R.S.

## B. PERSONNEL POLICY

### ***1. Specific Board Action***

Specific Board action, which affects human resources policy of the District, shall become a part of this Human Resources Policy statement. Responsibility for all District employee human resource matters are delegated to the Library Director.

### ***2. Staff Development***

All employees and Trustees of the District are encouraged to further their knowledge of librarianship, to gain new skills and to develop their own personal abilities and expertise, in order to better serve the patrons of the District.

The Library Director implements guidelines and provides budgets for professional memberships, professional conferences and tuition reimbursement. Additional details can be found in the District's Employee Handbook.



### ***3. Equal Employment Opportunity***

The District is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. The District does not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, marital status, veteran status, gender expression or any status protected by federal, state or local law.

Retaliation against an employee for filing a complaint under this requirement or for assisting in a complaint investigation is prohibited. If any staff member perceives retaliation for her/his participation in an investigation, they should contact their supervisor or the Human Resources Department immediately. The situation will be promptly investigated by the Human Resources Department.

### ***4. Americans with Disability Act (ADA)***

Reasonable accommodations will be made for qualified individuals with known disabilities unless doing so would result in an undue hardship to the District. This standard governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

### ***5. Sexual Harassment***

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment issues, the District believes it warrants separate emphasis.

The District strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees and volunteers are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as, but not limited to, cartoons, posters, calendars, notes, letters, electronic communication.
- Verbal form, such as, but not limited to, comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as, but not limited to, unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.



## **6. Problem Resolution Steps**

Problem Resolution Steps are outlined in the District's Employee Handbook. Once those steps have been taken, if a decision comes before the Board, the Board is the final authority for the District.

## **7. EEO Harassment**

The District is committed to maintaining a positive working environment free of unlawful harassment and which is sensitive to the diversity of its employees. In doing so, the District prohibits sexual harassment and harassment because of age, race, sex, color, religion, national origin, disability, sexual orientation, marital status, veteran status, gender expression or any status protected by federal, state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, bullying, hostile, or offensive work environment. Actions based on the above identified matters will not be tolerated. Prohibited behavior includes but is not limited to the following:

- Written form such as cartoons, electronic communication, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees and Trustees including supervisors, managers, co-workers, and non-employees such as patrons, volunteers, clients, vendors and consultants. Questions about this policy and reports of violations of this policy should be reported to the employee's supervisor or to the Human Resources Department immediately.

## **8. Leave of Absence**

The District provides comprehensive leave of absence procedures for employees. The Board reviews and approves the District's Leave of Absence Policy as needed or as changes are proposed. Additional details can be found in the District's Employee Handbook.

## **9. Compensation**

The Board reviews and approves the cost of the District's total compensation as part of the District annual budgeting process. Any District-wide merit increase budget and District-wide market adjustments to the salary grade ranges must be approved by the Board.

The District provides comprehensive pay procedures for employees.

The Board reviews and approves the District's Compensation Policy as needed or as changes are proposed. Additional details can be found in the District's Employee Handbook.



## **10. Alcohol and Drugs**

The District adheres to a strict Alcohol and Drugs Policy for all employees. The Board reviews and approves the District Alcohol and Drugs Policy as needed.

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. Furthermore, the possession, purchase, or consumption (use) or sale of a controlled substance or alcohol on District premises or while conducting District business is prohibited. Employees' compliance with this requirement is a condition of continued employment. Volunteers' compliance with this policy is also required. Violation of this requirement for employees may result in disciplinary action, up to and including termination.

If a library supervisor has a reasonable suspicion as a result of observable behaviors that an employee is under the influence of drugs or alcohol while at work, or if an employee is involved in a District-owned motor vehicle accident, or an accident with injuries while on District business, the employee may be asked to submit to an appropriate test for substance abuse. Refusal to submit to such a test may result in disciplinary action, up to and including dismissal.

On occasion, the Library Director or the Board may approve the serving of alcoholic beverages on library premises as part of a social event.

At other times, employees and volunteers may be in a social, job-related situation where alcoholic beverages are available or supplied, such as at conferences or dinner meetings. In these situations the District Alcohol and Drugs procedures are modified to allow consumption of such beverages as long as the level of consumption is consistent with safe and professional performance the employee's duties.

## **11. Anti-Violence**

The District strives to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, bullying, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons on District property, or any other act, which, in the Director's opinion, is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated.

Employees and volunteers are expected to make a timely complaint of observed violent behavior to enable the District to promptly investigate and correct any behavior that may be in violation of this policy.

## **12. Safety**

The District is committed to a safe work environment for employees and volunteers. Employees and volunteers should report any unsafe practices or conditions to a supervisor. It is the responsibility of each



employee to ensure that all tasks are conducted in a safe and efficient manner complying with all local, state and federal safety and health regulations.

## **13. Whistleblower**

The District encourages high standards of ethical and legal conduct and behavior in all areas of operations. Additionally, the District is dedicated to the principle of free speech. The District encourages discussion among library workers, including library administrators, of non-confidential professional and policy matters about the operation of the library and matters of public concern within the framework of applicable laws. When any perceived breach of ethical or legal conduct is observed by a member of the staff or community, involving activities undertaken by those representing the District, it should be reported to a supervisor or the Human Resources Department immediately. Additionally, if any staff member perceives retaliation for reporting their concerns about a perceived breach of ethical or legal conduct, he/she should contact his/her supervisor or the Human Resources Department or the Library Director immediately. The situation will be promptly investigated by the Human Resources Department or the Library Director.

## **14. Employment of Relatives Policy**

Douglas County Libraries may employ relatives of current employees except in the following situations:

- Relatives (or party to a civil union) would be in a position to supervise another relative, directly or indirectly
- Relatives (or party to a civil union) have access to confidential information including payroll and personnel records
- Relatives (or party to a civil union) audit, verify, receive, or are entrusted with money handled by the other relative.
- Also, relatives (or party to a civil union) work in a department that handles confidential matters including payroll and personnel records.

In cases of marriage [or the formation of a civil union] between two employees, if the above guidelines apply, one must transfer.

These guidelines apply to all categories of employment, including full-time, part-time, and temporary classifications. They also apply to all relatives and individuals who are not legally related, but who reside with another employee.

Employment relationships existing prior to the March 30, 2016 revision of the DCL Bylaws and Policies Manual and the DCL Employee Handbook are not subject to this revision.

Adopted: October 30, 2013 and March 30, 2016