



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 28 March 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

TABLE OF CONTENTS

Table of Contents.....	3
TERMS.....	6
ORGANIZATION.....	7
A. VISION.....	7
B. VALUES.....	7
C. STRATEGIC PLAN.....	7
ACCESS.....	8
A. LIBRARY BILL OF RIGHTS.....	8
B. CHILDREN’S ACCESS TO LIBRARY RESOURCES.....	8
C. INTERNET RESOURCES.....	9
D. DISRUPTIVE BEHAVIOR.....	9
E. VULNERABLE CHILDREN.....	10
F. THE USE OF SURVEILLANCE INFORMATION.....	10
G. CUSTOMER PRIVACY.....	10
COLLECTION POLICY.....	12
A. DISTRICT COLLECTION COMPOSITION.....	12
B. DOUGLAS COUNTY ARCHIVES AND LOCAL HISTORY.....	12
APPEALS POLICY.....	13
CODE OF ETHICS.....	14
A. STATEMENT ON PROFESSIONAL ETHICS.....	14
B. DISCLOSURE POLICY.....	15
C. ACCEPTING GIFTS.....	16
LENDING POLICY.....	17
A. LIBRARY CARDS.....	17
B. LIBRARY BORROWER RESPONSIBILITIES.....	17

COMMUNITY SERVICE POLICY	19
A. EXHIBIT SPACE AND BULLETIN BOARDS	19
B. USE OF LIBRARY FACILITIES FOR MEETINGS, ACTIVITIES, AND/OR EVENTS.....	19
C. PETITIONS AND FREE SPEECH ACTIVITIES.....	20
D. PROGRAMS OR DEBATE.....	20
E. ALCOHOL POLICY.....	20
CONTRIBUTIONS/GIFTS POLICY	22
VOLUNTEER POLICY	23
ADMINISTRATION POLICY.....	24
A. DISTRICT SERVICES/ PROGRAMS	24
B. COMMUNITY RELATIONS AND ADVOCACY	24
1. Media Policy	24
2. Lobbying Policy	24
3. Social Media Policy	25
C. FACILITY MAINTENANCE	25
D. FINANCIAL POLICIES.....	25
1. Authorization of Expenditures.....	25
2. Budget.....	27
3. Debt Management.....	28
4. Audit	28
5. Purchasing of Goods and Services.....	28
6. Nondisclosure	29
7. Capital Assets.....	29
8. Investment and Cash Management Policy	31
9. Reserve Fund Policy.....	32
10. Mileage and Other Expense Reimbursement	33
11. Facility Naming Rights	33

E. CLOSURES.....	33
F. ELECTRONIC MAIL MONITORING AND ARCHIVING.....	33
G. RISK MANAGEMENT POLICY.....	33
H. COLORADO OPEN RECORDS ACT.....	34
I. DISPOSAL OF PERSONAL INFORMATION.....	34
HUMAN RESOURCES POLICY.....	36
A. STANDARDS OF CONDUCT.....	36
1. Library Code of Ethics.....	36
2. Customer Privacy.....	36
B. PERSONNEL POLICY.....	36
1. Specific Board Action.....	36
2. Staff Development.....	36
3. Equal Employment Opportunity.....	37
4. Americans with Disability Act (ADA).....	37
5. Sexual Harassment.....	37
6. Issue Resolution Steps.....	38
7. EEO Harassment.....	38
8. Leave of Absence.....	39
9. Compensation.....	39
10. Alcohol and Drugs.....	39
11. Anti-Violence.....	40
12. Safety.....	40
13. Whistleblower.....	40
14. Employment of Relatives Policy.....	41

TERMS

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

Customer - a user of the library or library services (Inclusive of "patron" when referred to as "patron" in library law.)

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 Executive 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

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

ORGANIZATION

A. VISION

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

B. VALUES

VALUES	BEHAVIORS	OUTCOMES WE ACHIEVE
Welcoming to All	<ul style="list-style-type: none"> -Make It Personal -Make It Premium -Make a Positive Impact 	More Than Expected
Continual Growth	<ul style="list-style-type: none"> -Embrace Challenges -Value Differences -Create Positive Energy 	Discover Opportunities
Authentic Relationships	<ul style="list-style-type: none"> -Earn Trust Every Day -Know Your Why -Help Each Other Succeed 	Better Together

C. STRATEGIC PLAN

The Board adopts the Vision, Values and Strategic Plan, which sets 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, September 2, 2017, June 26, 2019, February 24, 2021

ACCESS

A. LIBRARY BILL OF RIGHTS

The District offers library resources equitably and for the interest, information and enjoyment of customers. Time-honored principles and values have informed and guided libraries for decades. They are foundational to our beliefs and work.

The American Library Association adopted the Library Bill of Rights. The following statements are adapted from the Library Bill of Rights:

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should honor those concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use the library should not be denied or abridged because of origin, age, background or views.
6. Libraries that 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. CHILDREN'S ACCESS TO LIBRARY RESOURCES

The District believes that parents and guardians are the arbiters of their children's use of library resources. To assist parents and guardians of children under the age of fifteen, the District will provide controls that parents and guardians can use to manage their children's use of library resources.

The District will provide specific information annually to all parents and guardians on how to exercise these controls for their children’s use of library resources. This information will be provided to all new applicants for children’s cards upon receipt of the card.

The District demonstrates our commitment to children by curating content and environments specifically designed for them. Our staff assists children and their parents and guardians as they navigate the District’s array of resources. Our commitment to children exists inside a foundational mission to present a world of ideas and the artifacts of our culture for the entire community.

C. INTERNET RESOURCES

The District generally applies the same freedom, access and privacy commitments to internet use, but with several significant distinctions necessary to the nature and character of the digital world.

- Both federal and Colorado law require internet filtering and circumstances under which the library may remove filters. The District will fully comply with these legal mandates (Colorado Revised Statute 24-90-601; Children's Internet Protection Act (CIPA), Pub.L.No. 106-554)
- The District provides access to vast internet resources, but does not endorse or assume responsibility for sources merely because a customer accessed the resources via the library.
- The District will not permit illegal activities through any library technology system. The District will pursue appropriate legal action, including prosecution of suspects. Illegal activities, as defined by law, include and are not limited to accessing or trafficking in obscene content, child pornography, violations of copyright, and a variety of activities generally described as “criminal.” In general, the District expects customers will be both law-abiding and civil. As appropriate, the District will monitor customer use of internet resources to validate system security and compliance with this policy.

D. DISRUPTIVE BEHAVIOR

Disruptive behavior endangers customers or staff, infringes on the rights of others using the library, or is illegal. This includes, but is not limited to, any behavior that results in damage or disruption of library property or services.

Staff will maintain a written Customer Code of Conduct to outline expected behavior when using district facilities or attending district events. Notifying customers to stop their behavior, contacting law enforcement, curtailing access to library resources, or banning a customer’s use of the library are all customary responses to disruptive behavior.

A customer may appeal a ban by sending a written request to the Executive Library Director. The library shall respond within ten (10) days of an appeal. Should the individual choose to further appeal the ban, he or she may make an appeal to the Board of Trustees within thirty (30) days of the library's decision. The Board will issue its decision within sixty (60) days of receipt of the appeal. The decision of the Board will be final.

E. VULNERABLE CHILDREN

The District welcomes children. Parents and guardians are responsible for their children's behavior and well-being. When a child is deemed vulnerable, the District intervenes.

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

If staff believe that a child is vulnerable, they will make a good faith attempt to contact the parent or guardian and then refer the matter to law enforcement.

F. THE USE OF SURVEILLANCE INFORMATION

The District uses surveillance equipment only for specified purposes:

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

Surveillance information is for internal use only. The District will not release surveillance information to any third party without written permission from the Library Director, or unless the District is compelled to release the information by law or a library manager believes that timely release of the information is necessary for the health or safety of a customer at grave risk.

G. CUSTOMER PRIVACY

The District will comply with Colorado Revised Statutes 24-90-119 mandating the protection of customer privacy in the use of District resources.

The District maintains the confidentiality of customer information with several distinctions.

- The District will use customer information for the reasonable operation and improvement of the library.
- The District will release customer information with the customer's consent.
- The District will release customer information pursuant to subpoena, upon court order, or where otherwise required by law.

- Parents and guardians who have access to a minor's library card or its authorization number may access information for their minor children.

Adopted: October 30, 2013

Updated: June 26, 2019 and September 25, 2019

Updated: April 29, 2020

COLLECTION POLICY

The District's Access Policy is the foundation for this Collection Policy.

A. DISTRICT COLLECTION COMPOSITION

It is the policy of the District aims to develop and strengthen purchased content inventories that support the District's Vision Statement.

"Library Content Selection" refers to the decision to add library materials to the inventory or to retain items already in the inventory. The District offers content in a variety of formats to meet the needs and preferences of our community. The District will make every effort to correlate our content choices with community demand and interests. The District seeks to build a *market* driven inventory rather than any pre-conceived philosophy or bias. The District seeks content customers demand regardless of the content's origin, background, or particular viewpoint.

General Principles of Materials Selection and Retention

Each item is considered for selection or deselection and is evaluated with respect to its:

- Relevance to community needs and interests
- Contemporary significance, attention from critics, reviewers, and the public
- Popular interest, whether expressed or anticipated by customer request
- Author reputation and/or authority in the field
- Comprehensiveness and depth of treatment
- Relationship to the existing collection
- Durability of the format and whether the item is intended for library circulation
- Price and availability from our approved vendors

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. The District may satisfy requests by a number of means beyond purchase.

B. DOUGLAS COUNTY ARCHIVES AND LOCAL HISTORY

The District's Douglas County Archives and Local History service operates to collect documents and artifacts in keeping with their mission.

APPEALS POLICY

The District's Access Policy is the foundation for this Appeals Policy.

Douglas County Libraries recognizes the importance of an appeals process that customers can use to voice opinions and ask for changes to materials, programs, and displays.

Customers must request formal reconsiderations in writing. Forms are available at all our libraries. Supervisors and managers will provide the form to any interested customer. The supervisor or manager will discuss the library's Collection Policy with the customer offering alternatives to suit their needs. The Executive Library Director will handle the request. The Executive Library Director will:

1. Examine the request and resource in question
2. Balance the competing values of the request and any necessary action
3. Respond in writing to the request within one week of receipt
4. Provide the customer a copy of this Appeals Policy and other applicable policies and inform the individual of the availability of a Board hearing

Should the customer desire to appeal the decision of the Executive Library Director, the Executive Library Director will assist the customer in making the request to the Board. The Board's decision will be final.

Adopted: October 30, 2013
Amended: September 25, 2019

CODE OF ETHICS

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
Update: June 26, 2019

LENDING POLICY

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 customer 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, customers 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 customer 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 customers, the District may utilize the services of a collection agency as a last resort to cover outstanding fees. Customers 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 customer, 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 customers. 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 customers. 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 customers 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 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.
- 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

Updated: July 29, 2015, September 29, 2016 and September 25, 2019

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

ADMINISTRATION POLICY

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 customers 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
- 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 financial statements. The Library Director will provide financial statements to the Board at least quarterly for the first three quarters of each year, and with the audit for the final quarter of the year.

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 customer 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.

Key Annual Budget Deadlines include:	
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 shall be named in accordance with their geographical location 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. No District buildings shall be named for any living person. The Board has the sole authority to approve names of District buildings and facilities.

E. CLOSURES

The Board annually approves the District holiday closures, and all District-wide closures unless due to extreme weather or emergency.

The Library Director has discretion for delayed-openings, early closure, or closure of a single location.

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 customers 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 \$33.58 per hour, or as allowed by statute.

I. DISPOSAL OF PERSONAL INFORMATION

During the course of its activities, the District may receive personal identifying information of its employees, contractors, directors, and/or constituents. Personal identifying information is classified under the Colorado Revised Statutes, Section 24-73-101(4)(b) as the following:

- Social security number;

- Personal identification number;
- Passwords;
- Passcodes;
- Official state or government-issued driver's license or identification card number;
- Government passport number;
- Biometric data (i.e. finger print or retina scan);
- Employer, student, or military identification number;
- Financial transaction devices (i.e. credit cards, debit cards, banking cards, electronic fund transfer cards, guaranteed check cards, and financial account numbers).

When paper or electronic documentation containing personal identifying information is no longer needed, the District shall destroy or arrange for the destruction of such paper and electronic documents within its custody or control that contain personal identifying information by shredding, erasing, or otherwise modifying the personal identifying information in the paper or electronic documents to make the personal identifying information unreadable or indecipherable through any means.

Adopted: November 19, 2014

Added: Reserve Fund Policy September 30, 2015, Social Media Policy June 27, 2018 and Disposal of Patron Records June 26, 2019

Updated: December 14, 2016, August 23, 2017, June 26, 2019, October 30, 2019

Updated: Closure Policy March 30, 2022

HUMAN RESOURCES POLICY

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 customers, members of the community, and other staff members.

2. Customer Privacy

Staff and volunteers are expressly prohibited from disclosing information about customers, including personal information, borrowing records and/or book and material requests to others, including the customer'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. Customer 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 customers 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, and 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. Issue Resolution Steps

Issue Resolution is outlined in the District's Employee Handbook. Other than issues that fall under the Whistleblower policy and/or involve the Executive Library Director, the Executive Library Director is the final authority for issue resolution for the District.

Issues involving the Executive Library Director or board members are referred to the Board President, or if involving the Board President, the Board Vice-President. The Board President or Vice-President must refer those issues to legal counsel for consultation and investigation. The Board President or Vice-President will decide resolution, either based on legal counsel advice, or by bringing the matter before the full board for action. The Board President or Vice-President must communicate the resolution of investigations to the claimant, the board, and the Executive Library Director.

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 customers, 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 other than those allowed with a current conceal carry license 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

Updated: March 30, 2016 and June 26, 2019

Updated: April 29, 2020