

SOUTHERN TELLER COUNTY  
PUBLIC LIBRARY DISTRICT  
BYLAWS and POLICIES  
AS OF 9/24/09

Franklin Ferguson Memorial Library

Victor Public Library

## TABLE OF CONTENTS

Topics	Pages
Southern Teller County Public Library Bylaws.....	1-4
Southern Teller County Public Library Policies.....	5-12
I. Hours Open.....	5
II. Holidays Observed.....	5
III. Closing, Emergency, and Security Situations.....	5
A. Closing Routines.....	5
B. Electrical Failures Emergencies.....	5
C. Fire Emergencies.....	6
D. Accident Emergencies.....	6
E. Weather Emergencies.....	6
IV. Who May Use The Library.....	6
V. Registration of Borrowers/Issuance of Library Cards.....	6
VI. Circulation Policies.....	7
A. Confidentiality of Records.....	7
B. Overall Policy.....	7
C. Renewal Policy.....	7
D. Reserve Policy.....	7
E. Over dues and Fines.....	7
F. Lost and Looking Materials.....	7
G. Damaged Materials.....	7
H. Interlibrary loan Circulation Policies.....	7
Gift and Donation Policy.....	8
Job Description for Library Director.....	9
Duties and Responsibilities.....	9
Fiscal Responsibilities.....	9
Collection Development Responsibilities.....	9
Building Maintenance.....	10
Professional Growth.....	10
Internet Use Policy.....	11-12

# SOUTHERN TELLER COUNTY PUBLIC LIBRARY DISTRICT BY-LAWS

Revised April 2006

## ARTICLE I: NAME

This organization shall be called The Board of Trustees of the Southern Teller County Public Library District. The board shall have those duties and responsibilities authorized by Colorado Revised Statutes 24-90-109 and any future revisions.

## ARTICLE II: MEMBERSHIP AND RESPONSIBILITIES

1. The Board of Trustees is comprised of five trustees appointed by the Teller County commissioners, the city of Cripple Creek, and the city of Victor. The trustees shall be residents of the library district which is contiguous with School District RE-1.
2. The legislative bodies of the governmental units of the library district shall each appoint two of their members to a committee which shall appoint member of the board of trustees. Each member of the committee shall serve at the pleasure of the unit of local government that appoints that member. Trustee appointments shall be ratified by each of the respective legislative bodies.
3. The appointments of the board shall be staggered as follows: the first trustee, a one-year term; the second trustee, a two-year term; the third trustee, a three-year term; the fourth trustee, a four-year term; the fifth trustee, a four-year term.
4. IF a trustee is absent from more than three consecutive meetings of the board without legitimate cause, the appointment of that trustee shall be reconsidered.
5. A trustee may be removed only by a majority vote by each of the appointing legislative bodies, but only upon a showing of good cause.
6. Trustees serve without compensation except that necessary traveling and subsistence expenses incurred may be paid from the library district fund.

## ARTICLE III: OFFICERS AND DUTIES

1. There will be four officers: a president, vice-president, secretary and treasurer.
2. Officers are elected annually at the regular meeting of the board in January and shall take office at that meeting to serve for a twelve-month term. No trustee may serve in one office longer than two years without unanimous consent of the Board of Trustees.
3. The president shall preside at all meetings of the board, appoint all committees and perform such other duties as are associated with the office.
4. The vice-president, in the event of the absence or disability of the president, or a vacancy in that office, shall assume and perform the functions of the president.
5. The secretary shall be responsible for the minutes of the board and shall perform such other duties as are generally associated with that office.
6. The treasurer shall be the disbursing officer of the board and shall perform such duties as generally devolve upon the office.

## ARTICLE IV: MEETINGS

1. The regular meetings shall be held each month, the date and hour to be set by the board at its annual meeting. The board will abide by all requirements of Colorado law regarding open meetings and notification.
2. The annual meeting, which shall be for the purpose of electing officers, shall be at the time of the regular meeting in January of each year.

3. Special meetings may be called at the direction of the president or at the request of four members of the board. All members must be notified at least twenty-four hours in advance of a special meeting. Only items on the announced agenda may be considered at a special meeting.
4. A quorum of the board consists of a majority of members, or members present.
5. The order of business for each regular meeting of the board shall include the following, not necessarily in the order listed:

- Call to order
- Roll call
- Minutes of the previous meeting for action
- Recognition of visitors and establishing time limits for presentation
- Financial report
- Library director's report
- Reports of officers and committees
- Unfinished business
- New business
- Adjournment

#### ARTICLE V: COMMITTEES

1. The board will act as a recommending and advisory body to the superintendent and board of the Cripple Creek-Victor School District concerning the employment of librarian and staff of the Franklin Ferguson Memorial Library as long as it is housed in the Cripple Creek Victor School District. Upon appointment, this library director, who will also be in charge of the media center, shall be the executive and administrative officer of the Southern Teller County Library District.
2. The library director shall promote effective library service: preparing required reports; recommending policies and procedures; employing, directing and supervising staff members; shall be held responsible for the care and maintenance of library district property; for an adequate and proper selection of books and media in keeping with the stated policy of the board; for the efficiency of library service to the public; and for its financial operation within the limitations of the budgeted appropriation.

#### ARTICLE VI: COMMITTEES

1. The board of trustees may function as a committee of the whole without appointment of standing committees.
2. The board may establish standing committees, which shall make progress reports to the library board at each of its meetings. Membership on a standing committee shall be for one year by appointment of the president.

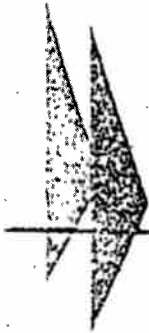
#### ARTICLE VII: AMENDMENTS

1. Amendments to these by-laws or any policy documents of the board may be adopted by a majority vote of members of the board present at a regular meeting provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

#### ARTICLE VIII: PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER, latest revision, shall serve as authority for the governance of any meeting of the board, whenever the By-laws do not provide for proper procedure.

APPROVED AT BOARD MEETING,



"EXHIBIT A"

DRAWER 21 CARD 1338

CRIPPLE CREEK-VICTOR SCHOOL DISTRICT NO. RE-1

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LESTER H. MUNDY, SUPERINTENDENT • Box 97 • CRIPPLE CREEK, COLORADO 80813  
(303) 689-2685

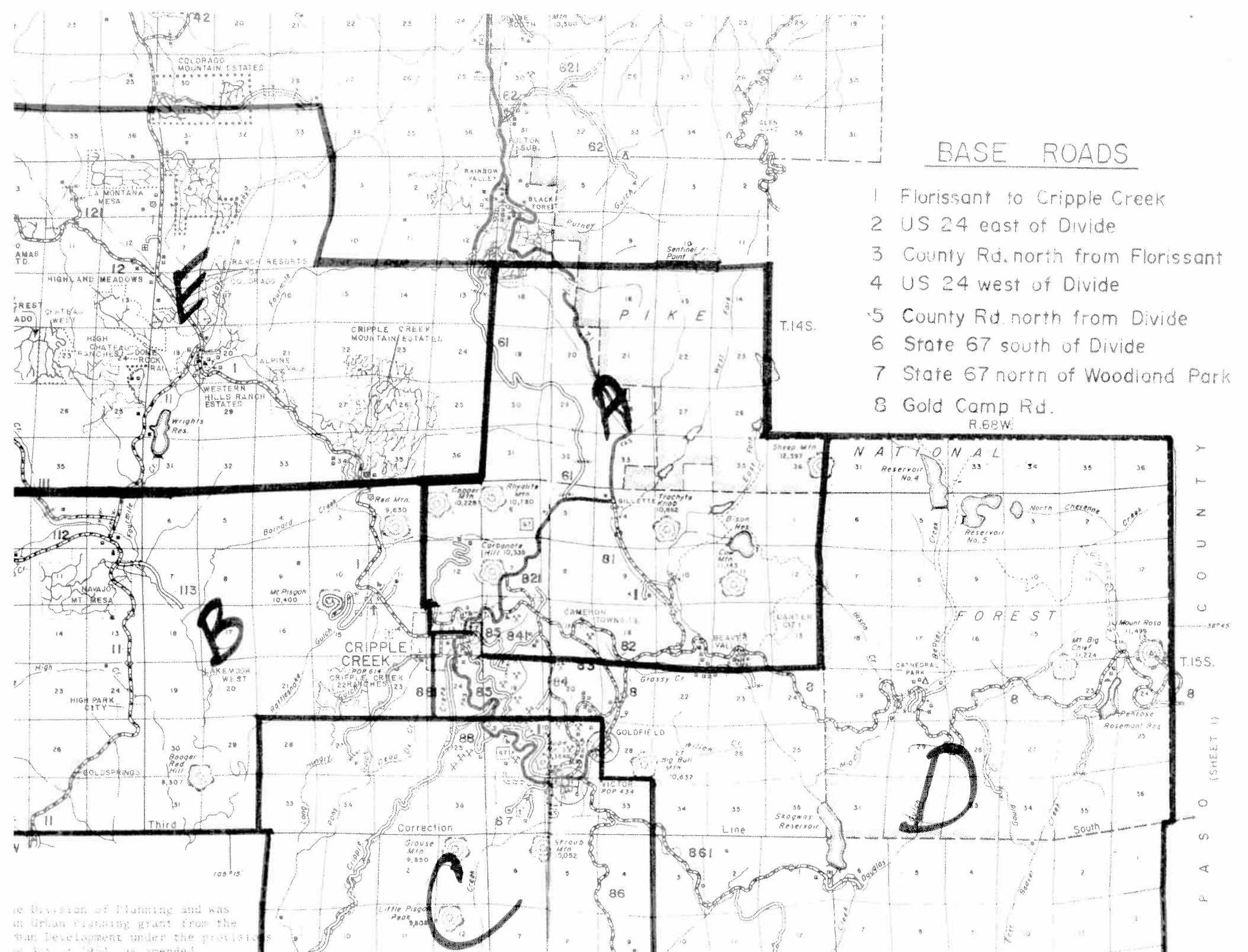
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LEGAL DESCRIPTION OF THE SOUTHERN TELLER COUNTY LIBRARY DISTRICT

The Southern Teller County Library District is composed of School District No. Re-1, further described as that portion of Southern Teller County lying South of the following described line: Beginning at the point of intersection of Park and Teller Counties and the NW Corner of Section 34, Twp. 13 S. Range 71 W of the 6th PM, thence East along the section lines to the NE Corner of Sec. 33 T 13 S, R 70 W of the 6th PM thence South to the NW Corner of Sec. 15 T 14 S R 70 W of the 6th PM thence due East to the Intersection of the Teller County Line and El Paso County Line.

## BASE ROADS

- 1 Florissant to Cripple Creek
  - 2 US 24 east of Divide
  - 3 County Rd. north from Florissant
  - 4 US 24 west of Divide
  - 5 County Rd. north from Divide
  - 6 State 67 south of Divide
  - 7 State 67 north of Woodland Park
  - 8 Gold Camp Rd.
- R.68W.



C O O U N T Y  
P A S O (SHEET 1)

Division of Planning and was an Urban Planning grant from the San Development under the provisions of Act of 1960 is amended.

## SOUTHERN TELLER COUNTY LIBRARY OPERATING POLICIES

### I. HOURS OPEN ARE AS FOLLOWS: (Effective 5/1/09)

Franklin Ferguson Memorial Library

Monday 7:45 am to 6 pm

Tuesday 7:45 am to 6 pm

Wednesday 7:45 am to 6 pm

Thursday 7:45 am to 6 pm

Friday 9:00 am to 2:00 pm

Victor Public Library

Monday 12 noon to 6pm

Tuesday 12 noon to 6 pm

Wednesday 12 noon to 6 pm

Thursday 12 noon to 6 pm

Friday 12 noon to 6 pm

### II. HOLIDAYS OBSERVED

The Libraries are closed on the following holidays:

New Year's Day (1 January)

Independence Day (4 July)

Thanksgiving Day

Christmas Eve Day, and Christmas Day (24 or 25 Dec.)

### III. CLOSING, EMERGENCY, AND SECURITY SITUATIONS

#### A. CLOSING ROUTINES

##### 1. Policy

- a. The closing of a Library may be required by natural, mechanical or other emergencies.
- b. The responsibility of closing a Library rests with the Library Director.
- c. The Director must notify at least one of the trustees.

##### 2. Procedure

- a. Close and lock all windows.
- b. Adjust temperature controls.
- c. Check doors, turn off copier.
- d. Unplug computers.
- e. Turn off lights.
- f. Lock front door and exit, checking lock after you.

#### B. ELECTRICAL FAILURES EMERGENICIES

1. Have flashlight at circulation desk.
2. Determine if failure is widespread or localized in Library. Know where the main electrical fuse box or circuit breakers are located.

#### C. FIRE EMERGENCIES

1. Get everyone out of the building.
2. Call Fire Department – 911.
3. For small fires, use fire extinguisher (located by front door).
4. Close doors and windows.
5. Leave building.

#### D. ACCIDENT EMERGENCIES

1. For any assistance that requires more than use of a first aid kit call 911.
2. Do not move an injured person who has had a bad fall or is unconscious.
3. Procedure for injury on premises: Complete an Accident Report Form and notify President or Secretary of Board of Trustees.

#### E. WEATHER EMERGENCIES

1. Library closes when school closes due to inclement weather or at librarian's discretion.

#### F. SECURITY SITUATIONS

1. Thefts
  - a. If theft involves Library property, notify police and Board President, Secretary or other Trustee.
  - b. If theft involves patron's property, notify police if patron desires.
  - c. Try to detain any witnesses until police arrive.
2. Infringements of Library regulations (eating, drinking, smoking prohibited by Public health law), excessive noise, rowdiness, etc.
  - a. Ask patron to stop inappropriate behavior.
  - b. If patron does not comply, ask user to leave.
  - c. If patron refuses, call the police.

#### IV. WHO MAY USE THE LIBRARY

- A. The Library will serve all residents of Southern Teller County (includes summer residents), and all teachers and students of the Cripple Creek-Victor School District.
- B. The Library will serve any person desiring to complete historical research or genealogical studies.
- C. RESTRICTIONS: The use of the Library or its services may be denied for due cause. Such cause may be failure to return books or pay penalties, destruction of Library property, disturbance of other patrons, or other objectionable conduct on Library premises.

#### V. REGISTRATION OF BORROWERS/ISSUANCE OF LIBRARY CARDS

- A. Persons wishing to borrow materials from the Library must have a valid library card.
- B. Borrowers are registered in the ATHENA Electronic Library Program - by card number with name, address, telephone number and (if a temporary resident) permanent mailing address.
- C. When not in use, cards are filed alphabetically by users' last name.
- U. Children may receive library cards when they are in 1st grade.
- E. Cards may be voided if not used for two years.



## VI. CIRCULATION POLICIES

### A. Confidentiality of Library Records

1. The Library's circulation records and any other records which identify and relate the name of library users with specific materials are confidential: such records will not be released or used for non-library purposes except pursuant to a subpoena from a court of law or other valid process which specifically identifies the information required and the purpose for the request.

### B. Overall Policy

1. Patrons must be in good standing to check out materials from the Library (not on the overdue/fine list).
2. Patrons must have a library card to check out materials.
3. Books, magazines, cassettes, and compact discs circulate for two weeks; and may be renewed if there are no reserves on them. Digital Video Discs circulate for one week; and may be renewed if there are no reserves on them.
4. Adults may borrow as many items as desired; (except first time borrowers are limited to three items for a period of ninety days).
5. Parents are responsible for items borrowed by children and may limit number of items.

### C. Renewal Policy

1. Renewals for items not on reserve can be made at the library or by telephone.

### D. Reserve Policy

1. Reserves may be made for any item the Library owns.

### E. Overdues and Fines

1. Library patrons who have materials which are overdue may not borrow anything further until materials are returned or paid for and the fines paid.
2. Fines are ten cents per library day for each item.

### F. Lost and Looking Materials

1. When a patron reports s/he cannot locate item, fines stop as of that date.
  - a. Ask the patron to continue looking.
  - b. After two months, the borrower is contacted if the item is still lost & asked to pay fair value of item.

### G. Damaged Materials

1. If a book or other material is damaged beyond repair:
  - a. The borrower is required to pay the cost of the item as indicated by the ATHENA library record.

### H. Interlibrary loan Circulation Policies

1. The library will request materials not owned by us through the SWIFT Library System.
2. Patrons must have a currently valid library card to request interlibrary loan materials.
3. Interlibrary loan materials may not be renewed.

## GIFT AND DONATIONS POLICY

Amended 9/08/08

Donations and gifts to the Library, deemed appropriate and/or necessary, are gratefully appreciated. Such donations not only complement the existing collection but also enhance the offerings of the entire library.

All gifts become the sole property of the Library and may be utilized or disposed of in any manner approved by the Board. The Library, a non-profit organization, can issue receipts for donations; however, the Library cannot set a value on these gifts.

### Memorial Books /Memorial Funds

Unrestricted monies or memorial contributions will be accepted and appropriate designation and acknowledgment will be made by the Library.

The Library will keep a record of each donor's name, the date, the individual honored, and nature or dollar amount of the gift.

Selection of memorial books is the responsibility of the Library Director.

Memorial funds for special projects or acquisitions may be established if approved by the Library Board. Decision on the use of large bequests is the Board's responsibility.

### Donations of Historical Memorabilia

Personal property, art objects, portraits, antiques and other objects will be accepted on condition that their use and disposal is at the discretion of the Board and the Library Director.

The donor will sign and date a release form for the item(s) contributed.

## JOB DESCRIPTION FOR LIBRARY DIRECTOR

Approved 10/22/06

The Librarian/Library Director is responsible for planning and carrying out the Board policies and procedures and administering the Library's operations, programs and fiscal affairs within the purview of State Education Law, the Commissioner's Regulations and the Board's rules and regulations.

### DUTIES AND RESPONSIBILITIES:

1. Operates and supervises the library and provides patron services during established hours of operation. These services include reference, readers' advisory and referral services, interlibrary loan, instruction in the use of library resources, and computer assistance.
2. Provides for coverage of the library during hours of operation in his/her absence.
3. Trains substitutes.
4. Recommends new programs and policies to the Board.
5. Prepares and submits all required reports.
6. Collects and maintains statistical library data.
7. Maintains such other records as required for the operation of the library.
8. Promotes multilevel programming.
9. Demonstrates a working knowledge of electronic information resources, library management, and electronic resources.
10. Maintains cooperative relationship with the school and community.
11. Maintains all computer hardware and other library equipment.
12. Works in a pleasant and effective manner with patrons, volunteers, and the Board.

### FISCAL RESPONSIBILITIES:

1. Conducts library operations within the approved budget.
2. Accounts for all monies received.
3. Seeks out and submits grant proposals within deadlines.

### COLLECTION DEVELOPMENT RESPONSIBILITIES:

1. Purchases and processes appropriate library materials based on reviews of professional selection guides and a solid knowledge of patrons' reading choices, keeping in mind the goal to provide a wide array of topics.
2. Maintains an efficient system of classifying, cataloging, and circulating all library materials.
3. Maintains collection records that include a current shelf list.
4. Inventories, evaluates, weeds, and updates the collection on a timely basis.
5. Prepares and distributes informational materials relative to the activities of the library.

BUILDING MAINTENANCE:

1. Recommends building maintenance repairs, and projects to the Board.
2. Provides routine janitorial services.

PROFESSIONAL GROWTH:

1. Attends relevant System workshops and professional meetings.
2. Keeps abreast of current trends in librarianship.

INTERNET USE  
Adopted 4/22/09

The Southern Teller County Library District is committed to providing meaningful access to knowledge and information using current computer technology. The Internet is a gateway to a vast and ever expanding network of educational, recreational and commercial information.

The Southern Teller County Library District has no control over information obtained through the Internet and cannot be responsible for its content. Not all sites provide accurate, complete or current information, and some sites may carry information that a user finds controversial or inappropriate.

Library users access the Internet at their own discretion. As with all other library materials, children's access to the Internet is the sole responsibility of the child's parent or guardian.

Because the Internet is growing every day, no one, not even the most experienced user, knows everything about it. Library staff can frequently offer suggestions and answer questions. Please remember, however, that we're still learning too.

By using a Southern Teller County Library District Internet workstation to access the Internet, you agree to the following:

1. The Director will use his/her judgment on the time allowed individual computer users.
2. The resource is to be used for education, informational, or recreational purposes only, not for unauthorized, illegal or unethical purposes.
3. The Library accepts no liability for loss of data or damage to software because of power failure, equipment failure, human error or any other cause.
4. Users must operate within the boundaries of the approved menu. Modification or erasure of system software or operating systems is prohibited.
5. No user software may be installed on the hard drive.
6. Violation of copyright law is strictly prohibited.
7. The user assumes full responsibility for any civil and/or criminal liability incurred through misuse of library equipment or any telecommunications systems, networks and/or databases accessed through that equipment.

8. Because of the public location of the workstations, displaying text or graphics which may be reasonably construed as inappropriate will not be allowed.

9. If you wish to save files, you must secure a diskette from the Librarian, diskettes are available for \$.50. In an effort to prevent computer viruses, you may not use your own diskette.

10. Up to five pages may be downloaded at no cost. Beyond five pages, each page costs 10 cents.

MISUSE OF THE COMPUTER OR INTERNET ACCESS MAY RESULT IN THE LOSS OF LIBRARY PRIVILEGES.