

Basalt Regional Library District Board of Trustees Meeting
Monday, June 20, 2022 5:15 PM
Emergency Circumstance to Allow Teleconferencing
(BRLD Bylaws, Article 6, Section 5(d))
Basalt Library Community Room and
Zoom Meeting, see BRLD Website Calendar for Link

All meetings of the Basalt Regional Library District are open meetings.
Members of the public are most welcome.

Board of Trustees: Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Margaret Simmons, Secretary; Becky Musselman, Trustee

AGENDA

- 5:15 PM Call to order
Citizen Comments
- 5:20 PM Board Comments
- 5:25 PM Approval of Minutes of May 16, 2022 Board Meeting
- 5:30 PM Foundation Update, *Linda Crossland*
- 5:35 PM Book Bundle Presentation, *Gaby Lagos*
- 5:45 PM Bookkeeper Update, *Amy Shipley*
- 5:50 PM Audit Update, *Amy Shipley*
- 5:55 PM FAML I Update, *Amy Update*
- 6:00 PM 2023 Budget Timeline, *Carolyn Kane and Amy Shipley*
- 6:10 PM Strategic Plan Activity, *Amy Shipley*
- 6:40 PM Director's Report, *Amy Shipley*
- 7:00 PM Committee Reports:
Bylaws Committee: *Carolyn Kane, chair*
Facilities Committee: *Jim Albert, chair*
Finance Committee: *Carolyn Kane, chair*
Personnel Committee: *Enid Ritchy, chair*
Policy Committee: *Becky Musselman, chair*

ACTION ITEMS

- 7:20 PM Discussion and possible vote on Donation Policy, *Becky Musselman*
- 7:30PM Discussion and possible vote on Patron Behavior Policy, *Becky Musselman*
- 7:40 PM Adjourn Meeting

**Basalt Regional Library District
Board of Trustees Meeting Minutes
Monday, May 16, 2022**

Members Present: Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Margaret Simmons, Secretary

Also Present: Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Christy Baumgarten, IT & Marketing Manager; Berenice Forrest, Assistant Director & Outreach Manager; Elaine Nagey, Prospective Board Member, Roger Garrett, Citizen; Deb McCann, Friends of the Library

Call to order: Enid called the meeting to order at 515.

Citizen Comments

None

Board Comments

Enid made a change to the order of the items on the agenda. The action items will follow the Summer Reading presentation.

Approval of Minutes of April 18, 2022 Board Meeting

Jim moved and Carolyn seconded the motion to approve the April 18, 2022 Board Meeting minutes with no revisions or corrections. The motion carried unanimously.

Friends of the Library Update, *Deb McCann*

The Friends received a check from Sheri Scruby of the Book Grove in Glenwood for \$225.00. They have a children's honor paperback rack next to the adult honor paper back rack in the library lobby. Books that aren't in perfect condition to sell are put on the honor paper back rack. Young adult books are placed on either the kids or adult rack. The Friends will continue to accept donated books through June, but will not accept donations during July and August. They now have more volunteers who can sort books which is something not everyone can do.

Summer Reading Presentation, *Christy Baumgarten, Berenice Forrest*

The summer reading theme is "Oceans of Possibilities." Christy, Kristen and Gaby created an excellent video of how the summer reading program works that Christy played for those present. The video explains how to sign up for and participate in the summer reading program. It is available in both English and Spanish and has been presented to the local schools. There is a summer reading webpage that is accessible from the Library website detailing how the program works with links to all of the reading logs and activity sheets.

Appoint Personnel Committee, *Enid Ritchy*

Enid asked for a second Board member volunteer for the Personnel Committee. She noted Becky may be a possibility and will contact her. Jim will volunteer if Becky is not available. Enid asked that no more than two Board members be on the committee so that open meetings won't be required because much of what the Committee does is personal and cannot be made public. The Committee will begin working on the director evaluation.

Update on Board Vacancies, *Enid Ritchy*

There is one applicant for the Pitkin County position. On Thursday, Carolyn is meeting with someone who is interested in hearing more about the board and what the job entails. After that they will consider when to set up interviews. Amy and Elaine will meet with the Eagle County Commissioners to get Elaine ratified.

Bookkeeper update, *Amy Shipley*

The bookkeeper is well settled. She and Amy have a streamlined workflow set up. A six month to one-year learning curve would be expected. Amy is happy with their arrangement.

Director's Report, *Amy Shipley*

- Amy made one correction to her written report. The next Library Trust meeting is scheduled for Thursday, July 7th at 9:00 AM. Board members asked questions about various items on the written report for which Amy provided more detail.
- Additions to written report.
 - Legislative Bill 22-238: Amy expects this bipartisan bill to pass. This is a bill to temporarily reduce residential and commercial property tax assessments. SB-238 would also reduce the taxable value of a home by \$15,000 and the taxable value of some commercial properties by \$30,000. SB-238 would direct the state to backfill \$400 million of the lost property tax revenue for local governments, with about half of that coming from refunds that the state was expected to have to issue to taxpayers in 2024. Therefore, even though less property tax would be collected in 2024, with the backfill, Basalt Library District won't have reduced revenue. In 2026, tax assessments will revert back to the way it was before this bill was passed.
 - FAMLI: Colorado's medical leave insurance program. Similar to FMLA, but covered workers would be allowed 12 weeks of paid leave. FMLA is unpaid leave and Short and long-term disability insurance is only available to full-time employees. It may pay a larger benefit than short and long-term disability insurance. FAMLI would be a payroll deduction similar to Social Security. If an employer declines participation, employees can still opt in individually. Amy will check further into benefit and cost comparisons between FAMLI and current coverages. Payroll deduction would begin in January 2023 with use beginning in January 2024. A decision will have to be made in 2022.

Committee Reports

- Bylaws Committee: *Carolyn Kane, chair*
 - Enid volunteered to be the second Board member on this Committee. Carolyn would like the Committee to discuss various parts of the Bylaws, specifically looking at the legal aspects for Zoom meetings and quorums. Amy will do some research and the Committee will meet in June.
- Facilities Committee: *Jim Albert, chair*
 - Amy noted that two bids were received on the roof. Amy completed reference checks on the chosen staining contractor and will contact them next week to get this on the schedule.
 - It was suggested that we go out for an RFP. Amy will get with Ryan to get educated so we no what to put in the RFP. The Facilities Committee will meet on June 2nd.

- Finance Committee: *Carolyn Kane, chair*
 - April 2022 Financials
 - We are at 33.3% of year at end of April. Total income is \$739,882.15. Total expenses is \$328,663.52. Amy is on top of expenditures. We are in good shape financially.
- Personnel Committee: *Enid Ritchy, chair*
 - Enid already spoke to this under "Appoint Personnel Committee.
- Policy Committee: *Becky Musselman, chair*
 - Amy reported that the Committee is currently working on creating a donation policy for physical and financial gifts and working on a patron behavior policy. These will be on the June Board meeting agenda.
 - Enid has been meeting with board candidates who did not become board members to see if they will participate on committees.
 - In revisiting the possibility of hiring an interpreter for Board meetings, Enid noted that there is a program called Language Justice that provides interpreters. Their presentation is 1 ½ hours. It was suggested that this could be part of a half day Board work session for bringing on new Board members once we are fully boarded up, perhaps in August.

Discussion and possible vote on auditor contract, *Carolyn Kane*

After Carolyn presented the audit proposal from McMahan & Associates and Board discussion, Jim moved to approve the letter of engagement subject to a background check. Carolyn seconded the motion. The motion carried unanimously.

Discussion and possible vote on changing credit card company and increasing available credit,

Amy Shipley

After explaining how changing to the credit card company, Divvy, would streamline workflow, reduce time commitment, and reduce errors, Amy asked for authorization to apply for the new credit card and raise the credit limit to \$20,000. Margaret moved and Carolyn seconded the motion to allow Amy to get this credit card and raise the credit limit to \$20,000. The motion carried unanimously.

Adjourn Meeting

Jim moved and Carolyn seconded the motion to adjourn the meeting. The motion passed unanimously. Enid adjourned the meeting at 6:58 PM.

Respectfully Submitted,

Margaret Simmons, Secretary

Date

2022 Budget Timeline

June 14: Finance Committee, Carolyn and Amy talk about budget timeline

June 20: Board meeting: Carolyn and Amy talk about budget timeline

June: Amy will create initial draft of 2023 budget, Amy schedule meetings with county Assessors

July: Amy gets input from managers and staff, Amy creates second draft of budget with input from staff, finance committee, assessors, board, etc.

July 13: Finance Committee

July 18: Board Meeting: first draft

August 9: Finance Committee

August 15: Board Meeting, maybe county Assessors present the "lay of the land" to the board?, second draft

August 25: Preliminary Valuations Released by Auditors

September 13: Finance Meeting

September 19: Board Meeting, present "final" draft budget to Board

October 11: Finance Meeting

October 17: Board Meeting

Week of November 6: Budget Hearing

November 15: Finance Meeting

November 21: Board Meeting

December 10: Final valuations available

December 13: Finance Meeting

December 14: Board Meeting (consider combining Finance Meeting and Board Meeting into one meeting if budget is basically set)

Director Report
June 20, 2022

Administration and Personnel

This month we hired four new staff, two patron services associates, a Youth Services Manager, and a Teen Librarian. Unfortunately, our Teen Librarian was offered another position that she had applied to during her job search, so she was only with us for about two weeks. I have posted the Teen Librarian position internally, and hope to have it filled by early July at the latest. I also worked with staff and the Policy Committee to edit the Patron Behavior Policy, and create a Donation Policy. The Management Team and I have begun working on a New Employee Orientation, which will broadly cover various facets of working in the library. Once completed, all current staff as well as any newly hired staff will attend a New Employee Orientation. Existing staff will rotate through as we have space, and new staff will attend an orientation within six months of hire. All staff have been trained on administering our Summer Reading Program (tracking reading logs and registrations, handing out prizes, etc.) and all of our patron services staff will receive updated customer service training by the end of the month. Two staff planned a Date Night at the library for staff and a plus one (or two) to socialize and become better acquainted after work hours. We provided pizza and salad, and watched documentary films provided to us by our partnership with Mountain Film Festival in Telluride.

Finances

After the departure of our new bookkeeper, I began paying our invoices by writing checks and keeping detailed records of each payment made including tracking the check date, invoice date, invoice number, payee, payment amount, budget code, and payee address. I printed a copy of this "check register" for us to keep with the paid invoices and a copy of each check. The future bookkeeper will be able to use this check register and all of the attached paperwork to accurately and efficiently track each of these payments in QuickBooks. I also posted a position on our website to find a new bookkeeper. The Board Treasurer and I conducted interviews for this position and I made an offer contingent on successful background and reference checks. I anticipate having a new bookkeeper on staff by the end of the month. I engaged with the auditing firm selected by the Board, and submitted all of the paperwork requested by the firm so that they can begin their field work. I applied on behalf of the library for the Divvy credit card account. That credit application was approved, and we have begun using our new credit card. After our final transactions clear the previous credit card account, we will close that account. I have also begun working with the Board Treasurer on a timeline for creating the 2023 district budgets.

Organizational Management

This month I began working on "dusting off" our strategic plan by asking various groups of stakeholders this question, "Back in 2018 and 2019 our community told us that these actions were important for the library to take. Then COVID happened. We saw success with some of our efforts, while other actions got left behind. Now that we are in 2022, are these strategic actions still important? If not, what is important that this strategic plan does not cover? I will be asking the Board to answer these questions at the June board meeting.

Collection

I continue to work with the Cataloging & Collection Manager closely to help her get the training she needs to best do her job, including working with Circulation Manager and Cataloging & Collection Manager to create a monthly collection management and database maintenance schedule. This schedule will ensure that regular maintenance to our physical collection, and the electronic database that represents our collection is happening. We have also looked at getting some newspapers delivered by mail such as Wall Street Journal and New York Times as in-person delivery was problematic

Programs

Our Summer Reading Launch Party was huge! We had nearly 1,000 people come through our doors that day! It was amazing to see the community out and about enjoying the outdoors and having fun at the library. This event was covered by the budget for the Legends event. We partnered with the Roaring Fork Conservancy to bring Kirk W. Johnson, author of *The Feather Thief*, to the library for a book signing and presentation. Indoor Baby Gym is one of our most popular programs right now with regular visits from caregivers and their kiddos to meet, socialize, and get some movement at the library. We also continue to host COVID vaccine clinics and we had the St. Mary's Bloodmobile here to accept donations of blood.

Outreach

The Youth Services Manager has begun planning outreach for the Growing Readers Together grant and project this year. This is a \$5,000 grant to help caregivers of preschool-aged children who are not in preschool learn how to ensure their child is ready to learn to read when they get to kindergarten. The Youth Services Manager and I visited the Eagle County Community Center, English In Action, and the Basalt Fire Department location in El Jebel to scout locations to host our Growing Readers Together programs in the north-east portion of our community. The Youth Services Manager and I hosted two Raising A Reader Blue Bag Days at the library during which preschoolers receive a blue bag and a library card to use for checking books out at the library. The Youth Services Manager also hosted several school tours at the library, helping kids learn how to find books and check books out.

Technology

We have begun the process to update staff and public computers that are up for replacement this year. We also had a site visit with Comcast, ENA, and staff from Marmot to help them know how to install our fiber internet later this year.

Facility

Roof
Lighting control
Lights
Cleaning

Community Relations

I am working with the Marketing & IT Manager to update our Library blog, and to ensure that we have new content for the blog weekly. The blog holds valuable real estate on our website, and we should be using it better to feature more current happenings at the library. This month I held my first Chat – and Fish – With Amy in partnership with the Roaring Fork Conservancy. We have a new partnership with We-Cycle, in which we will help patrons access the bicycles stationed across the street from the library. We had a booth at the Motors on Midland event in downtown Basalt, where we interacted with members of our community and handed out books to children. We have a partnership with FirstBank, which should bring some new visitors to the library. We will hide their orange cube in the library, and through social media, members of the community are encouraged to find the cube and return it to FirstBank for a prize. We also have an ongoing partnership with Harvest For Hunger which provides nutritious, free food to people in need here at the library.

Fundraising

This month we received \$10,500 in grant funding:

- \$500 award from the Bessie Minor Swift Foundation for additions to our Baby Gym equipment.
- \$5,000 from the Aspen Ski Company Environment Foundation for EV chargers.
- \$5,000 award from the Colorado Outdoor Equity Program to add camping equipment to our Library of Things.

Leadership and Professional Development

I attended Colorado Public Library Director's retreat in Vail, which included a half-day New Director retreat. It was amazing to be in-person again with librarians from across Colorado who are all facing similar challenges. It was affirming to talk about hiring, wages, housing, continuing COVID uncertainties, among other challenges with Directors who understand so well what we are all addressing in our communities.

Director Report
June 20, 2022 Board Meeting

May 2022/May 2021 Comparisons

- **Circulation of physical materials:** Up 1.06%
 - May 2022 Total: 6896
 - May 2021 Total: 6824

- **Circulation of Electronic Materials:** UP 75.79%
 - May 2022 Total: 4843
 - May 2021 Total: 2755

- **Program Attendance:**
 - In Person:** Down 19.53%
 - May 2022 Total: 651
 - May 2021 Total: 809
 - Live Virtual Programming:** Down 99.02%
 - May 2022 Total: 1
 - May 2021 Total: 102
 - Recorded Virtual Programming:** Down 100%
 - May 2022 total: 0
 - May 2021 Total: 16
 - Grab n Go Programming:** Down 20%
 - May 2022 Total: 60
 - May 2021 Total: 75

- **Database Usage:** Up 104.13%
 - May 2022 Total: 6079
 - May 2021 Total: 2978

The Wall Street Journal statistics (included in database totals) provided for the past two years are incorrect. Once the correct statistics are received, I will make the corrections for both years.

- **Interlibrary Loan**
 - We continue to lend significantly more than we borrow.
 - Lends
 - Down 23.86%
 - May 2022 Total: 2045
 - May 2021 Total: 2686
 - Borrows
 - Down 35.89%
 - May 2022 Total: 611
 - May 2021 Total: 953

- **New Patrons:** Up 3.75%
 - May 2022 Total: 83
 - May 2021 Total: 80

- **Website**
 - **Unique Visits:** Up 9.79%
 - May 2022 Total: 4496
 - May 2021 Total: 4095
 - **Page Views:** Down 1.49%
 - May 2022 Total: 8306
 - May 2021 Total: 8432
 - **Chat:** Down 18%
 - May 2022 Total: 41
 - May 2021 Total: 50

- **Door Counts:** Up 31.71%
 - May 2022 Total: 6750
 - May 2021 Total: 5125

- **PC Reservation (Computer Use):** Up 4.5%
 - May 2022 Total: 325
 - May 2021 Total: 311

- **Wi-fi:** Up 61.66%
 - May 2022 Total: 2850
 - May 2021 Total: 1763

BRLD Finance Committee Report

June 14, 2022

June Finance Committee members present: Enid Ritchy, Carolyn Kane, Roger Garrett, Amy Shipley – Director

1. **May Financial Report** – May Financials are deferred until next month due to: interview, negotiations and reference/background check for a bookkeeper to replace Valerie Harris who resigned in May. Amy Shipley has been paying bills in the interim. July Financials will include both the May and June Financial Reports.

2a. **Bookkeeper Update** – The bookkeeper position was posted briefly in May. Ken Marchetti recommended another employee of his firm, Meghan Hayes, who currently lives in NYC and is looking for work there. Amy and Carolyn interviewed Meghan via Zoom on May 26. Meghan’s past experience (knowledge of governmental accounting, DOLA regulations, understanding of “internal controls” and “figure it out” attitude regarding solving outstanding accounting discrepancies) and willingness to process invoices either weekly or bi-monthly, to provide monthly financial reports on the library’s schedule & assist with 2023 budget projections – all make her a candidate who can meet the library’s needs.

Amy made a job offer on Friday, June 10 and Meghan has accepted it (40 hrs./month; \$65/hr.). Amy has checked references and all ratings have been high. A background check is underway. Meantime Meghan has received a full-time job offer in NYC, but feels she can meet Basalt Library’s schedule in addition to that job.

2b. **Audit** – McMahan & Associates’ engagement letter has been signed and returned. They have sent a pre-audit request for BRLD’s 2021 data and documentation; Amy has returned this. The in-person audit will take place on Friday, June 29. If McMahan can submit our audit to the state by the end of July, an extension won’t need to be filed. Hopefully they can present our audit to the board at the August meeting.

3. **2023 Budget** – Amy handed out a “2023 Budget Timeline” - this will also be in the board packet. Amy is already creating an initial draft budget and will meet with staff managers on Wednesday. She hopes the Pitkin and/or Eagle Assessor’s Office can present a report of legislative changes at the August board meeting. Amy’s goal is to provide a nearly complete draft budget at the September board meeting, with only minor revisions after that. This will avoid last-minute meetings with major revisions in November-December.

4. **Roof** – The Facilities Committee met recently. The following brainstorming ideas have been discussed so far:

- Repair now and defer replacement until we have more money in capital reserve
- Replace roof now
- Go to voters for funding (bonds)
- Certificates of Participation (COP’s) – a way of issuing bonds to raise money for roof replacement without going to voters for approval
- Replace roof with solar roof tiles
- Some other solution to the solar panels rather than putting them back on the roof

-Amy will make an appointment (with 2 board members) to meet with Basalt Town Engineer & Finance Director (and possibly Town Manager) to seek further guidance and direction on this complex problem.

-Possible repayment strategies: use Capital Account balance to pay for roof; ask taxpayers (bond) in 2024; mill levy increase for 2024 ballot campaign. Amy and Carolyn will meet with Todd Snidow (Stifel Nicolaus Bond Firm) on Friday to discuss COPs.

5. **2022 Computer replacements** - Sixteen computers are scheduled for replacement but cost will be between \$20,000-\$25,000; \$16,000 is budgeted. These include a combination of circulation computers, “public checkout” laptops and staff computers. Amy wants to replace manager desktop models with more mobile laptop computers. After discussion, the Finance Committee recommended replacement of the staff and circulation computers; Christy will investigate usage numbers of public computers, with possible savings if fewer need replacement.

6. **Financial Management Manual Revisions** – The manual was last revised in 2015 and is out-of-date. Carolyn is bringing her suggested revisions to Amy and Finance Committee. The group reviewed/revised Section I., Financial Management Overview, at the meeting. The complete revised manual will be brought to the Board for final approval.



BASALT REGIONAL LIBRARY DISTRICT DONATIONS AND GIFTS POLICY

The Basalt Regional Library District (BRLD) welcomes donations and gifts from individuals, businesses, corporations, foundations, and other community organizations. Donors wishing to contribute to BRLD, are encouraged to explore the following options outlined below. The Executive Director is available to provide guidance to donors on making donations.

Any donations or gifts accepted by BRLD will be viewed as an addition to, not a reduction of, BRLD's operating budget and will be accepted in accordance with BRLD's mission and related policies.

In-Kind Donations:

- **Artwork.** Donated wall art must be display ready (i.e. framed, mounted). Donation does not ensure display or retention of artwork by BRLD. Outdoor artwork must be prepared to withstand all weather conditions. BRLD is not liable for any damage done to the artwork. Artwork is accepted at the discretion of the Executive Director.
- **Books, CDs and DVDs.** As space is available, donations of books, CDs, DVDs, and other materials are made to the Friends of the Library. The library provides space for these donations to be received.
- **Equipment/Technology.** Donations of computers, printers, internet devices and software are generally not accepted because it is in the best interest of BRLD to standardize its computer equipment, and to adhere to software licensing agreements and product warranties.
- **Heritage Pieces.** Heritage pieces include any historical item relating to Basalt and the surrounding vicinity (Frying Pan and Roaring Fork Valleys). Heritage materials will be accepted at the discretion of the Executive Director or recommended for use by the Basalt Heritage Society.
- **Library of Things.** Donations to BRLD's "Library of Things," such as telescopes, ukuleles, sewing machines, and board/games are generally not accepted because it is in the best interest of BRLD to standardize these items for maintenance of quality and care.

Monetary Donations:

- **Unrestricted Gifts** are always welcome and allow BRLD to direct funds to those areas that are most important to the continued excellence of our library. These funds are used to meet opportunities that may arise outside budgeting cycles.
- **Restricted Gifts** are those which are directed to a specific material or service BRLD provides. The Executive Director maintains a list of needs for which donations are welcome.
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Acknowledgements:

Upon receipt of any donation, BRLD will promptly acknowledge the Donor including recognition that BRLD is recognized as a tax-exempt organization by the Internal Revenue Service under Section 170(c)1, and donations are tax-deductible to the full extent of the law.

Stewardship:

BRLD will maintain a list of Donors for sharing information about the library and its activities.

Disclaimers and Liabilities:

Due to space constraints and limited processing resources, BRLD is unable to accept all materials offered to BRLD. BRLD reserves the right to dispose of unsolicited materials in any manner it deems appropriate. All gifts to BRLD are the property of BRLD and cannot be returned to the donor for any reason.

BRLD is recognized as a tax-exempt organization by the Internal Revenue Service under Section 170(c)1, and donations are tax-deductible to the full extent of the law.

All prospective donors are encouraged to consult with their legal, tax, and/or financial advisers before making a gift to BRLD.

DRAFT



Basalt Regional Library District **BASALT REGIONAL LIBRARY DISTRICT**
PATRON BEHAVIOR POLICY
Patron Behavior Policy

BOARD POLICY:

It is the policy of the Basalt Regional Library that the library is a safe and comfortable place for all members of the public to use.

ADMINISTRATIVE POLICY:

Patrons are expected to observe the rights of other patrons and staff members. The Patron Behavior Policy is intended to protect the rights and safety of library patrons, to protect the rights and safety of staff members, and to preserve and protect the Library's materials, facilities, and property. Disruptive behavior is generally defined as "any patron behavior that interferes with the normal operation of the library or which interferes with another patron's ability to use the Library."

The Library Director and other staff members to whom the Director delegates the authority shall have the responsibility for enforcing the Behavior Policy and determining when the behavior in the library is inappropriate. Patrons in violation of our behavior policy may be asked to leave. If a patron is non-cooperative or if staff are uncomfortable approaching a patron, they are instructed to contact the police to assist with this process. Repeated violations will result in the patron being trespassed by Basalt Police Department.

PROCEDURE:

The following types of disruptive behavior will not be tolerated in the library. Examples include but are limited to:

- ▲ **Loud Talking and Laughing.** Sensitivity to noise varies from one person or group to another; however, if one person or group is heard above the general noise level in the library at a particular time, this person or group will be requested to lower their voice(s).
- ▲ **Personal Grooming.** Bathing and personal grooming in library restrooms are prohibited.
- ▲ **Fighting.** Includes any type of fighting, whether real or pretend.
- ▲ **Throwing Objects.** Includes wadded up papers, paper airplanes, other small objects, and larger objects that could cause injury.
- ▲ **Boisterous Behavior.** Includes running, horseplay, and annoying other patrons.
- ▲ **Cellular or Portable Phones.** Use of cellular or portable telephones by patrons in the library is restricted to the entry lobby.
- ▲ **Abusive or Obscene Language or Gestures.** Includes language or gestures that convey a sexually explicit message or are conveyed in a coarse or crude manner and any language that verbally abuses another individual.
- ▲ **Solicitation.** Includes selling anything or promoting for personal gain, charitable cause, distribution of religious or political materials, begging, panhandling, or circulating petitions among patrons on library property.
- ▲ **Eating and Drinking.** See the Food and Beverage Policy
- ▲ **Smoking.** No smoking is allowed inside the building.
- ▲ **Sleeping.** Pertains to habitual sleeping or those who are noisy, sprawled on furniture, or generally disturbing other patrons.
- ▲ **Loitering.** Defined as a person who wanders around the library without apparent legitimate reason and disturbs other patrons.
- * **Abandoned Items.** Patrons may not leave their belongings unattended to hold their space, whether in a study room, on the main floor or outside the perimeter of the building. Items left for longer than twenty minutes may be retrieved by staff and held behind the desk. If items are noticed on the exterior of the building, staff may contact the police department to claim them.

Board of Trustees Policy Review Date: April 2015, April 2022

Board of Trustees Revised and Approved: November 19, 2018

* **Animals in public areas.** Animals of any kind are prohibited in the library's public use area, unless serving as a service animal or part of a library sponsored program. However, allowed animals may not be left unattended at any time within the library building. Animals who are secured outside of the building shall not be left unattended for longer than half an hour.

▲ **Unattended Children.** Children age 7 and under must be accompanied and directly supervised by a parent, guardian or other responsible adults at all times. Library staff members may contact the Police Department in the event a child seven years of age or under is left unattended in the Library, or the parent/guardian or caregiver fails to directly supervise the child, for example, by leaving the child alone in the Children's' Room. For more information, see the library's Safe Child Policy.

▲ **Improper Attire.** Patrons must be fully clothed, including shoes, within the library.

▲ **Abuse of Library Equipment, Furniture, and Materials.** Includes but is not limited to placing feet on tables and chairs, standing on furniture, mutilating or defacing books or periodicals, and mistreating equipment or computers.

▲ **Bikes, Rollerblades, Skateboards, Scooters, etc.** Must not be ridden anywhere in the library. Bikes must remain outside.

▲ **Blocking Aisles or Doorways.** Includes obstructing aisles or doorways or in any way interfering with the free movement of any other person(s).

▲ **Weapons.** Carrying weapons of any type on library property is not permissible except by law enforcement officers.

▲ **Removing Library Materials or Equipment.** Patrons must check out all circulating materials and equipment at the circulation desk or self-checkout before leaving the library.

▲ **Playing Music.** Includes playing music or other media at a level that is disruptive to other patrons.

▲ **Excessive Displays of Affection.** Includes any sexual conduct or physical contact deemed inappropriate for a public place.

▲ **Hygiene.** A person may be required to leave the library if his/her personal hygiene interferes with the orderly operation of the library or with the ability of other patrons to use and enjoy the facility.

▲ **Illegal behavior.** Any staff member who witnesses illegal behavior will notify his or her immediate supervisor who will contact the police when necessary. Illegal behavior includes but is not limited to the following:

- Assault. Intentionally or by reckless conduct causes injury to another person.
- Criminal Mischief. Intentionally damages the property of another (includes vandalism and mutilating library materials).
- Drunk and/or Disorderly Conduct. Causes public inconvenience by fighting, causing unreasonable noise, using abusive or obscene language or gestures, displaying threatening behavior, or causing a hazardous or physically offensive condition.
- Harassment. Threatens or annoys another person by physical contact or abusive or obscene language or follows a person in or about a public place
- Public Lewdness. Intentionally exposes the private parts of the body in a lewd manner in a public place.
- Theft. Wrongfully takes, obtains, or withholds the property of another.
- Trespass. Knowingly enters or remains unlawfully on the premises
- Controlled Substances. Includes using, selling, or possessing controlled substances on library property, and entering library property while intoxicated or under the influence of illegal controlled substances. The use of alcohol is prohibited on library property unless specifically approved by the Library Board of Trustees for public events.

The library staff reserves the right to ask a patron to leave the library for any of the reasons listed above.

The library is a place for learning, accessing information, and gathering as a community. The Basalt Regional Library District (BRLD) staff strive to provide such a place for our users. To this end, library users are asked to follow the Patron Behavior Policy.

We expect our library users to:

- Follow all library policies and procedures.
- Exit the building when prompted.
- Engage with library staff in a respectful and courteous manner.
- Treat other library users with respect.
- Avoid loud conversations and disruptive behavior.
- Respect the rights of other users to access library materials. Deliberate misplacement of library materials, or the deliberate postponement of returning library materials, is prohibited.
- Care for library books and other materials properly. Library materials should not be written on or defaced in any way. Users are responsible for the care of items checked out to them.
- Care for library equipment, furniture, and facilities. Leave library furniture in its place.
- Never leave personal items or library laptops unattended. The library is not responsible for lost or stolen personal items.
- Wear shoes and clothing while in the library.
- Refrain from wearing and/or using skates, bicycles, etc. in the building.
- Leave pets at home. Exception: service animals are permissible.
- Refrain from soliciting for any reason while on the premises.
- Never enter areas designated "staff only" without an appointment.
- Refrain from sleeping in the library.

Library staff members will intervene when a child or vulnerable adult alone is:

- Found frightened or upset in the Library,
- Doing something dangerous to his/her/their self, or to another person,
- Subject to a perceived threat posed by another person,
- Not following the Rules of Conduct and exhibiting specific inappropriate behavior, or is
- Not met by a caregiver at closing time.

The library also expects library users to follow all local, state, and federal laws:

- Smoking in the building is prohibited.
- Use or possession of weapons of any kind is prohibited, except with a concealed carry permit, or by law enforcement officers.
- Use, possession, or distribution of any controlled substance, alcoholic beverages, or illegal drugs is prohibited.
- Lewd or obscene conduct, or sexual misconduct, is prohibited.
- Violence, including threatening, intimidating, or unsafe behavior will never be tolerated.

Consequences:

Library staff may ask library users to leave the library if they do not follow the code of conduct.

The library will bill the library user for lost, missing, mutilated, or defaced items.

Library staff may revoke library privileges for repeat offenders or depending on the severity of the violation.

Board of Trustees Policy Review Date: April, 2015

Board of Trustees Revised and Approved: November 19, 2018



BASALT REGIONAL LIBRARY DISTRICT PATRON BEHAVIOR POLICY

The library is a place for learning, accessing information, and gathering as a community. The Basalt Regional Library District (BRLD) staff strive to provide such a place for our users. To this end, library users are asked to follow the Patron Behavior Policy.

We expect our library users to:

- Follow all library policies and procedures.
- Exit the building when prompted.
- Engage with library staff in a respectful and courteous manner.
- Treat other library users with respect.
- Avoid loud conversations and disruptive behavior.
- Respect the rights of other users to access library materials. Deliberate misplacement of library materials, or the deliberate postponement of returning library materials, is prohibited.
- Care for library books and other materials properly. Library materials should not be written on or defaced in any way. Users are responsible for the care of items checked out to them.
- Care for library equipment, furniture, and facilities. Leave library furniture in its place.
- Never leave personal items or library laptops unattended. The library is not responsible for lost or stolen personal items.
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