

Goshen County Library Policy Manual

Adopted May 6, 1991
Previously Revised & Approved Dec. 4, 2007
Previously Revised & Approved April 7, 2015
Previously Revised & Approved Feb. 9, 2017
Previously Revised & Approved Aug 15, 2020
Revised & Approved May 11 and July 11, 2022
Revised & Approved October 14, 2023
Revised & Approved August 2024

SECTION 1: Mission, Vision, Values

Our Mission:

The Goshen County Library enriches lives by fostering lifelong learning and ensuring that every community member has access to a vast array of ideas and information.

Our Vision:

We strive to provide:

- Library services that are known and valued by the culturally diverse community, resulting in use from the broadest base of the public.
- A welcoming and lively cultural and lifelong learning center for the community.
- Timely and accurate information assistance that will inform and empower the public.
- Services and collections that are relevant to community needs, readily accessible, and easy to use.
- A well-trained and highly capable staff that works well together to provide quality service to all users.
- Appropriate facilities that are inviting and well-maintained.
- Technology that appropriately expands and enhances service.
- Defense of intellectual freedom and the confidentiality of each individual's library use.
- A close working relationship with other libraries, community agencies, and organizations that foster cooperation, making the most efficient and effective use of the taxpayer's resources.

Our Values

Our users are not only our customers; they are the reason the library exists. We provide quality service and treat all users fairly and equally. Services are provided in a non-judgmental manner that is sensitive to and supportive of human differences.

Our employees and volunteers are valued as individuals and for their important contributions to the organization. An open exchange of ideas is encouraged throughout the system. We nurture our talents and each other.

We are a learning organization that is unafraid to change and take appropriate risks to meet community needs. We constantly reassess our services and methods and try to see ourselves through the public's eyes.

We maintain high standards in our work and help instill a sense of pride in all employees and a strong sense of responsibility and integrity.

Both staff and users are encouraged to enjoy their library experience.

SECTION II ***Governance***

2.1 GOVERNANCE OF THE LIBRARY

The library is governed in a manner prescribed by the Wyoming State Statutes, emphasizing the most recent edition.

The Goshen County Library is governed by a board of five directors appointed by the county commissioners, in whom all legal responsibility is vested and who are assisted by the county librarian. In addition to the duties prescribed by the Wyoming State Statutes, the library board acts as a formal arbiter in all questions of censorship or other serious complaints brought by members of the public against the library. The library board is governed by the opinions and ruling of the Uniform Municipal Procedures Act on matters pertaining to the financial operations of the library and the Open Meetings Law for meeting notice and protocol.

Notice of monthly meetings of the board of directors is sent to the media, the county clerk and is posted on the Library's website. These meetings are open to the public. Three members of the board must be present to constitute a legal quorum for the transaction of all business.

Qualifications, responsibilities, and duties of the board of directors are set out in the “Wyoming Public Library Trustees’ Handbook.” Copies of this publication are available from the Publications Office at the Wyoming State Library.

2.2 ADMINISTRATION OF THE LIBRARY

The library director is the administrative officer of the institution. The director acts in an advisory capacity to the board on matters of programs, policies, and changes. The director prepares the agenda and attends all regular and special board meetings. The director makes recommendations to the board and discharges all directives given by the board. The director can speak on all matters under consideration but does not vote.

The director has full responsibility for determining internal policies and procedures. They are responsible for preparing the annual budget request, expenditure of funds appropriated, staff appointments and assignments, including hiring and dismissal, selection of books and materials, publicity, and community needs assessments. The director also supervises all branches and/or extended public library services in the county system.

2.3 SUPPORT OF THE LIBRARY

The Goshen County Library is supported by local taxes appropriated by the county commissioners to the library board. (Until 2015, this appropriation remained constant at 1.7 mills from 1997-1998 until the appropriation dropped to 1.4 mills in the fiscal year 2014-2015.) The library now receives 12 equal payments throughout the year. The library board also administers grants from outside agencies, including the federal government.

a. Investment/financial information

The Library’s funding comes first from the County through the County Commissioners as required by Wyoming Statute 18-7-101:

[T]he board of county commissioners...shall annually provide through property tax or otherwise for the establishment and maintenance of a public library at the county seat of the county.

The Library’s financial assets are protected in insured institutions and are not subject to market volatility.

The Library purchases books and other items through an acquisitions account held with the Wyoming State Library. The Library deposits money into this account the first month of the fiscal year based on the budgeted amount from the County Commissioners.

The Library has money in two accounts held by the Wyoming Government Investment Fund: one is preserved for capital/building improvements, and the other is a savings account.

b. The Goshen County Library Foundation

The Goshen County Library Foundation was created pursuant to the Endowment Challenge in Wy Stat. 18-7-201. Pursuant to this challenge, the Foundation was established as a 501(c)(3) entity for the purposes of supporting whatever Library needs are not covered by the County's funding.

2.4 LIBRARY STANDARDS

The library uses the *Minimum Standards For Public Library Systems*, American Library Association, 1967, and any later revisions as best practices. These standards are intended for use by public library systems in assessing adequacy and in formulating plans for improvements.

2.5 AMENDMENTS AND REVISIONS

In compliance with the Wyoming Administrative Procedure Act (WAPA – W. S. 16-30101, as amended), when policy relating to the public is adopted or amended, the following will occur before the board adopts, amends or repeals a rule that implements library policy, which has general applicability to the public:

- a. Notice will be provided
- b. Provide a 45-day comment period
- c. Hold a public hearing
- d. File with the County Clerk

Review of the Manual of Policies and Procedures shall occur as needed.

SECTION III *Selection and Acquisition Policies*

3.1 GENERAL CONSIDERATION

The library adheres to the Library Bill of Rights, the Freedom to Read Statement, the American Film and Video Freedom to View, and the Free Access to Libraries for Minors. All of these documents are contained under Appendix A.

3.2 COLLECTION MANAGEMENT DECISIONS

The library has a responsibility to purchase and keep on its shelves a representative selection of materials on general subjects and will attempt to determine and meet the present and potential needs of the community. Selection of materials for the library will be based on three main factors: (A) the community, including other local libraries and school libraries; (B) the merit of each individual item; (C) the library, including its existing collection, the current budget and the services provided. In accordance with the general statements above, the library subscribes to the following general criteria in its selection of materials.

- a. The term "selection" shall be taken to mean the conscious and careful choice of some materials in preference to others by a person or persons qualified to make such a choice, and in accordance with general and specific criteria. The term "materials" shall include books, periodicals, pamphlets, films, filmstrips, tapes, recordings, videos, micro-forms, electronic databases and any other media by which the purposes of the library are furthered.
- b. Ultimate responsibility for the selection of materials rests on the county librarian, who operates within the framework of policies approved by the board of directors.

3.3 SELECTION OF MATERIALS

- 3.3.1 **General Criteria.** Efforts will be made to purchase a wide variety of topics on varied reading levels. Within budget limitations and in accordance with the general criteria outlined herein, materials will be selected if they will be read by the broadest base of the public and are within the library's book budget.

Further, consideration is given to the permanent value of the work, clarity of presentation and readability; social significance and timeliness; availability in other libraries.

- 3.3.2 **Controversial Issues and Subject Matter.** Care will be taken to include materials that present both sides of controversial issues and subject matter and to balance special groups' interests with general demands.

3.4 SELECTION OF SPECIFIC TYPES OF MATERIALS

- 3.4.1 **Fiction.** The majority of the library's fiction budget will be spent on titles to satisfy the demand for recreational reading. Thus, popular demand and local interest are the criteria that may override all the other selection criteria except legality. The library does not attempt to persuade or dictate the tastes of adult recreational readers, instead selecting a wide variety of materials that satisfy the diverse interests of the community.
- 3.4.2 **Nonfiction.** Nonfiction is chosen with the same care as fiction, and the same general criteria of selection are used.
- 3.4.3 **Out-of-print Titles.** Titles currently in print will receive purchase priority over out-of-print titles.
- 3.4.4 **Textbooks.** Generally, the library does not purchase textbooks.
- 3.4.5 **Periodicals.** Subscriptions to hard copies of periodicals will be reconsidered on an annual basis.
- 3.4.6 **Newspapers.** The priority for hard copy newspaper subscriptions will be the local paper and any others as funds allow.
- 3.4.7 **Non-print Materials.** Non-print materials will be incorporated in the library collection to provide a variety of formats for the general public.
- 3.4.8 **Large Print Materials.** Large print items will be considered for purchase.
- 3.4.9 **Genealogy.** Electronic genealogy databases are available online through the WYLD system.
- 3.4.10 **Juvenile and Children's Collection.** Materials will be purchased regularly. The same standards used in purchasing adult materials will be used for children's materials. The children's sections of the library endeavor to create a book collection that reflects the community. This section has books and materials for all abilities and reading levels and provides pleasurable and informative reading.

3.4.11 **Databases.** A variety of databases and computer-based sources of information are offered through the Wyoming Libraries Database (WYLD). These are supported by the library budget and are reviewed annually.

3.4.12 **Digital access.** Patrons may access digital and audiobooks and other resources from the available platform supported by the Library.

3.5 COLLECTION MAINTENANCE

Collection Assessment. The collection will be evaluated through an informal ongoing process while being responsive to the requests of the public within the confines of the current budget.

3.6 INTELLECTUAL FREEDOM, CENSORSHIP, AND LEGAL ISSUES

3.6.1 Patron Confidentiality.

It is the policy of the Goshen County Library to preserve the confidentiality of the registration records, including name, address, telephone number, and any other information provided on the patron's registration form. This policy also prohibits disclosing whether a person has a library card and items checked out by patrons. Patrons' confidentiality will be protected to the fullest extent permitted by law as stated in Wyoming Statutes 16-4-203 (d), (ix):

“The Custodian shall deny the right of inspection of the following records unless otherwise provided by law: Library circulation and registration records except as required for administration of the library or except as requested by a custodial parent or guardian to inspect the records of his minor child.”

It is also the practice of the library to respect the privacy of individuals from interruption while they are in the library.

3.6.2 Equal Access to Resources.

The Goshen County Library endorses the “Library Bill of Rights” see Appendix A, which states, “A person's right to use a library should not be denied or abridged because of origin, age, background or views.” The “right to use a library” includes use of and access to all library materials and services.

The Library also endorses the “American Library Association's Free Access to Libraries for Minors.” See Appendix A. The library endorses the concept that it is the responsibility and right of the parent or legal guardian to monitor

their children's access to library materials and/or services. People who would prefer their children not to have access to certain materials should advise their children. The Goshen County Library and its staff are responsible for providing equal access to library materials and services for all library users.

3.6.3 **Complaints about or Challenges to Materials.**

It is in the public interest for the Goshen County Library to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority. It is not the intention of the library that all materials be suitable for all readers/viewers at all times. It is the individual's right and responsibility to select and/or reject materials unsuitable for them personally or their children. From time to time, a patron may encounter material that they believe is classified incorrectly. If books or materials are questioned, the following procedures provide a formal avenue of expression for the patron.

- A. Patrons with concerns about library materials may make their opinions known to library personnel. Staff and/or the Library Director will first listen to the patron's concerns about the material.
- B. If the patron wishes to file a formal complaint about any material in the library collection, the patron shall state their opinion in writing on the form "Request for Reconsideration of Library Materials." This form is available from the Library Director and, if completed, should be returned to the Director. The Library Director will then act according to the procedures prescribed in the back of the "Request for Reconsideration of Library Materials" form. See Appendix B.
- C. Once a material has gone through the Reconsideration process, it will not be eligible for reconsideration for two years. Patrons who submit a Request for Reconsideration on an item previously challenged will be provided a copy of the decision along with the date the item is eligible for the review process again.

3.7 **RULINGS ON CHALLENGED MATERIALS**

The library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Consequently, no challenged material will be removed from the library for complaints of obscenity, pornography, subversiveness, or any other category covered by law until receipt of an independent court order. Conversely, materials previously judged unlawful will not knowingly be selected.

3.8 CENSORSHIP

Expurgating library materials violates the “Library Bill of Rights.” Expurgation, as defined by this interpretation, includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). By such expurgation, the Library is, in effect, denying access to the complete work and the entire spectrum of ideas the work intended to express. Such action stands in violation of Articles 1 and 3 of the “Library Bill of Rights,” which state that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation, that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval,” and that “Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.”

The act of expurgation has serious implications. It involves a determination that it is necessary to restrict access to the complete work. This is censorship. When a work is expurgated, under the assumption that certain portions of that work would be harmful to minors, the situation is no less serious.

Expurgation of any books or other library resources restricts without regard to the rights and desires of all library users by limiting access to ideas and information. Expurgation without written permission from the holder of the copyright on the material may violate the copyright provisions of the United States Code.

SECTION IV

Library Services, Loan Policies/Procedures, Patron Responsibilities

4.1 PUBLIC SERVICE POLICIES

Employees of the Goshen County Library will strive to meet the library and information needs of the public following the service policies approved by the Goshen County Library Board of Directors. These policies will be followed in a consistent manner with all patrons.

4.2 LIBRARY SERVICE IN GENERAL

Residents and non-residents may use the various services of the Goshen County Library. No library card or formal registration procedure needs to be followed for those wishing to use materials within the confines of the building. Information is

readily available to all visitors to the library. Parents and/or guardians of minor children who wish to limit their children's use of the library collection, equipment, and/or access to information are responsible for personally and individually supervising those limitations.

Anyone wishing to remove materials from the building needs a current library card and must be a patron in good standing. (See 4.5).

A patron under 18 will be required to have a parent or legal guardian sign their card who will provide the required ID and verification information. Parents and/or guardians may sign for their dependent minors if the adult has a valid library card. This parental signature relieves the library of all responsibility for material read, accessed, and/or checked out by the child. This signature also implies an assumption of responsibility for payment of fines and damaged or lost materials. The director may make exceptions to this for patrons under 18.

4.3 BORROWERS

4.3.1 **Residents.** A resident of Goshen County is defined as a person living or owning property in Goshen County and can produce identification to verify his current name and current Goshen County address. Residents are issued an initial library card free of charge.

4.3.2 **Non-residents.** A non-resident is a person whose permanent residence is not in Goshen County. A non-resident may receive a library card after providing identification to verify their current name and address. This borrower will be recognized as a valid borrower and receive all the rights and privileges of a borrower.

A non-resident holding a WYLD library card from a WYLD library may use their WYLD card from their home library at the Goshen County Library. This borrower will be recognized as a valid borrower and receive all the rights and privileges of a guest borrower.

4.3.3 **Students.** Students of St. Joseph's Children's Home will be issued a free library card signed by an adult permanent staff member from the Home who has a current usable library card. The adult signing such card(s) assumes the same responsibilities as a parent for a minor under 18. This student card will be valid for one year from the date issued. Each student shall be allowed to have a maximum of three items checked out at any time.

4.4 SPECIFIC SERVICES

- 4.4.1 **Research.** Staff members will assist all patrons in their searches for information. While the library is sympathetic to the needs of patrons, it is not the library's primary responsibility to search for, interpret, or give advice about materials.
- 4.4.2 **Interlibrary Loan.** Requests that cannot be met with available materials will be directed to another library to provide the requested material.
- 4.4.3 **Talking Book & Braille Services.** The Goshen County Library will work cooperatively with the representative of Visually Handicapped Services responsible for serving Goshen County to provide this type of service for those who qualify. The library will function as a referral center for people needing such service and for the representative of the Blind and Physically Handicapped program through the federal government.
- 4.4.4 **Homebound Service.** Individuals who are homebound may utilize the home delivery provided by the library.
- 4.4.5 **Programming.** The director and staff will decide on programming and reflect the population's current needs.
- 4.4.6 **Photocopying, Faxing, Laminating, Scanning, Computer usage.** All are provided if possible and with charges as decided by the director.
- 4.4.7 **Computer Use.** Computers for general public use are offered on a first-come, first-served basis. Patrons are encouraged to read the guidelines for computer use when they sign up to use a computer. See Appendix C. The Goshen County Library reserves the right to refuse or limit service to patrons who fail to comply with policies.

4.5 LIBRARY CARD & PATRON'S RESPONSIBILITIES

- 4.5.1 **Individual Cards.** Cards are issued to individuals rather than groups or organizations. Each patron will be asked to present their library card to conduct a library transaction, including but not limited to checking out, renewing, and reserving items.
- 4.5.2 **Responsibilities.** Each adult patron is responsible for all materials checked out on their card. In the case of a juvenile patron, the adult who signed that

card is considered legally responsible. Parents or guardians who obtain a library card for minors are responsible for any item checked out on the minor's card. Juveniles will be allowed to check out any circulating library materials, with the exception of audio-visual equipment. Each person filling out and signing a library card agrees to comply with all the rules of the library, to pay promptly all fees or damages, and to give notice of change of address.

- 4.5.3 **Suspension.** Repeated carelessness or disregard of library policies and procedures will result in loss of library privileges.
- 4.5.4 **Valid Library Cards.** The patron will present their library card to check out, renew, or reserve materials, including borrowing items through Interlibrary Loan. As a general rule, library cards are issued for a period of three years with the option of renewal.
- 4.5.5 **Borrowing Limits.** The following are the maximum number of items that any one patron may check out at one time:
 - A. Books, Audiobooks – 35 items
 - B. DVDS – 5 items, only 1 season of one TV series at a time
 - C. Kits – check out like books
 - D. Recreational Kits (tennis bags, disc golf, etc.) – 1
- 4.5.6 **Patron In Good Standing.** A patron in good standing is one whose library card has less than \$10.00 of unpaid fees.
- 4.5.7 **Patron Privacy.** The library will comply with Wyoming State Statute 6-4-203 (d) (ix) concerning patron privacy. Private information may be subject to federal and state laws requiring disclosure.
- 4.5.8 **Behavior Policy.** To ensure a safe, comfortable environment for all people to use the Library, please see Appendix D. Users who do not respect this policy may be asked to leave the library, have library privileges suspended, or be subjected to legal action. Those refusing to leave are subject to arrest under trespass laws of the state of Wyoming. See also Appendix D.
- 4.5.9 **Temporary Cards.** Temporary cards will be issued with the following parameters:
 - a. Active for 6 months
 - b. 10 item maximum checkout
 - c. No renewals on items checked out

- d. No fines
- e. Access to all gowyld.net databases and Libby

4.6 LOAN POLICIES & PROCEDURES

4.6.1 **Material Types.** Items that may be removed from the building are in the circulating collection. A few items are considered non-circulating and may not be removed from the building.

4.6.2 **Loan Periods.** The loan periods for materials are as follows:

- Three weeks: books and audio materials, kits
- One week: periodicals, videos, hotspots, recreational materials
- Three days: laptops
- Flexible: audio-visual equipment and materials
- Limited: The library reserves the option to limit highly demanded items for shorter loan periods than specified above.

4.6.3 **Non-Circulating Items.** The following items may not be removed from the library:

- Reference books that have been designated as non-circulating at the time they are processed into the collection. The spine label will reflect R-NC for reference non-circulating.
- Rare or out-of-print materials that appear to be irreplaceable.

4.7 AUDIOVISUAL MATERIALS & EQUIPMENT

4.7.1 Patrons checking out audiovisual (A. V.) material or equipment will be held responsible for any damage occurring while such items are checked out to them. If damage does occur, the patron must pay for the repair or replacement of equipment.

4.7.2 All A. V. materials are intended solely for the private use of patrons in compliance with copyright regulations. Example: Videos are designed for home use and may not be used in a setting where admission is charged.

4.7.3 The staff will inspect all equipment and materials for visible flaws or damage before items are checked out. Any problems will be noted on the equipment item records in the WYLD system.

4.8 FINES, OVERDUE, REFUNDS, DAMAGED OR LOST MATERIALS

- 4.8.1 **Fines.** The Goshen County Library does not fine overdue printed materials. When an item has been overdue for 21 days, it is considered lost, and patrons will lose the privilege of checking out materials until either the item is returned or paid for.
- 4.8.2 **Overdue.** Patrons are responsible for returning items to the Library. When an item has been overdue for 21 days, it is considered lost, and patrons will lose the privilege of checking out materials until either the item is returned or paid for.
- 4.8.3 **Refunds.** If a person has paid for an item that is subsequently found within 90 days, a refund will be made through a check from the library. The patron must apply for a refund by signing a claim voucher. The check will be drawn at the next regularly scheduled library board meeting and mailed to the patron. The refund will be made provided that the item is returned to the library within 90 days of the date of payment and the item has not been damaged

The refund will be made based on the amount paid for the item less a \$5 processing fee if a replacement item was purchased.

- 4.8.4 **Damaged Materials.** Users who have damaged materials beyond repair or who have lost materials will be charged on the following basis:
- A. Magazines: single issue price as reflected on WYLD item record.
 - B. All other items: the replacement value plus a processing fee of \$5.00.

SECTION V ***CYBERSECURITY***

5.1 CYBER SECURITY POLICIES

The Library's cybersecurity needs are handled through the County's IT department. The County controls the server for the Library.

Further cybersecurity is handled through the Wyoming State Library, which owns and stores all Library records.

5.2 PCI SECURITY POLICY

The purpose of this policy is to establish guidelines for processing payments with credit/debit cards at the Library's POS (Point of Sale) terminal. These guidelines are developed in compliance with the Payment Card Industry Data Security Standard (PCI- DSS).

5.2.1 Definition of Terms

Cardholder Data: At a minimum, cardholder data consists of the full primary account number, or PAN. Cardholder data may also appear in the form of the full PAN in addition to the cardholder name, expiration date and/or service code.

Firewall Access Rules: Control a network device's ability to send traffic to, or receive traffic from, programs, system services, computers, or users.

DSS: "Data Security Standard," also referred to as "PCI DSS."

Information Security: Protection of information to insure confidentiality, integrity, and availability.

Network Segregation: Developing and enforcing a ruleset controlling which computing devices are permitted to communicate with which other computing devices.

PAN: "Primary account number" (or "account number"). This is a unique payment card number (typically for credit or debit cards) that identifies the issuer and the particular cardholder account

PCI: "Payment Card Industry."

POS: "Point of Sale."

5.2.2 Guidelines

- All employees who have access to cardholder data must attend annual security awareness training during which this policy will be reviewed and are trained to be aware of suspicious behavior and to report tampering or substitution of devices.

- The library uses a card terminal connected to the internet. The terminal is isolated from all of the other computer systems in the library and properly secured by means of firewall access rules and network segmentation. This is maintained by the County IT Department.
- The Library shall not accept payments via telephone.
- No cardholder data shall be entered or stored in any computer system of the library or in any electronic format of any kind.
- Cardholder data may not be transmitted via email or other end-user messaging technologies.
- No more than the last four digits of a PAN (primary account number) shall be printed on either the library copy or the customer copy of any receipts or reports.

5.2.3 Responsibility

The Library trains staff on its Data Security Policy. Any employee found to have violated this policy may be subject to disciplinary action.

- The Library shall not share personal cardholder information with other companies or third parties.
- Access to cardholder data shall be limited only to those individuals whose job requires such access and shall be restricted to a “need to know” basis.
- Distribution of and storage of cardholder data must be controlled. Receipts and reports containing cardholder data must always be kept in a secure area in the Director’s office.
- No library employee may divulge, copy, release, sell, loan, review, alter or destroy any information except as properly authorized.
- Each employee must take appropriate measures to protect confidential information wherever it is located, e.g., held on physical documents.
- Staff are trained to report any incident that could affect cardholder data. Incidents will be reported to the County IT Department within 24 hours.

5.2.2 Records

- The library shall retain receipts and reports containing cardholder data in a secure location until they are eligible for disposal
- The library shall maintain a current list of POS devices which includes make, model, and serial number

5.2.4 Service Providers

The Library maintains and implements procedures to manage service providers with whom cardholder data is shared. The Library:

- Maintains a list of service providers.
- Maintains a written agreement with service providers. This agreement includes acknowledgement that the service providers are responsible for the security of cardholder data that the service providers possess, store, process, or transmit on behalf of the customer.
- Establishes a service provider's ability to meet these criteria before entering into an agreement with them.
- Monitors service providers' PCI DSS compliance status at least annually.
- Maintains information about which PCI DSS requirements are managed by each service provider.

SECTION VI GOSHEN COUNTY LIBRARY BOARD

6.1 BOARD GOALS

- a. Oversee the provision of a commonly owned collection of circulating materials to meet or supplement the growth of knowledge and daily information needs of all residents of Goshen County and users of the library.
- b. To work for sound fiscal management of the library by acquiring an adequate budget from the Goshen County commissioners to facilitate accomplishing the goals of the library.
- c. To establish policies for the operation of the library in accordance with the Wyoming State Statutes.
- d. To render advice about personnel management practices with the library.
- e. To review the library's services to ensure that the reading and information needs of the county are being met.
- f. To be abreast of national library trends and standards of library service.

- g. To receive and expend all monies received by the library in accordance with the written library policy and the currently approved budget.
- h. To keep and monitor accurate records of all revenue and expenditures and board proceedings.
- i. To institute legal proceedings when appropriate to recover lost or destroyed library materials.
- j. To review maintenance schedules for the library's building and grounds, including the maintenance of a complete and current inventory list.
- k. To support beneficial library legislation on local, state, and federal levels.
- l. To establish written policies governing the operation of the library, including materials selection, personnel, programs and guidelines for library use.
- m. Establish cooperative agreements with other libraries and information agencies when available and appropriate.
- n. Consider any patron and staff suggestions or complaints.
- o. Work with the Library Director to formulate and adopt the library's goals and objectives.
- p. Meet together with the Library Director to present the budget to the county commissioners and to the general public.
- q. To recommend and approve other possible sources of revenue.
- r. To hear contested cases.

6.2 BOARD POLICIES

- 6.2.1 **Orientation.** Board members will be provided with a notebook containing the Library's strategic plan, the budget, and a policy manual for members of boards in Wyoming (particularly Library Boards).

- 6.2.2 **Training and Mentoring.** Board members are expected to attend trainings offered, including those by the state agency responsible for training state boards as coordinated by the County Clerk. New Board members will also be paired with an existing Board member for mentoring on Board policies, procedures, and history.
- 6.2.3 **Attendance at Meetings.** Board members are expected to attend all meetings. If a member knows they cannot attend, they are to call the library director to give notice of their expected absence. If a quorum cannot be gathered, the Library Director notifies the Board chair, and a new meeting date is scheduled.
- 6.2.4 **Membership in Wyoming Library Association.** Membership fees for board and staff members are paid annually to the Wyoming Library Association from library budget funds.
- 6.2.5 **Mileage.** Mileage for board members and staff to attend meetings is paid based on the rate allowed by IRS standards. The allowable IRS mileage rate is used to pay the Library Director and any other staff members who use their vehicle to attend library workshops or travel to conduct library business.
- 6.2.6 **Workshops.** Expenses will be paid for those board members and staff members who attend library-related workshops to further their training to allow them to perform their duties more effectively.
- 6.2.7 **Bonding.** The elected treasurer of the Goshen County Library Board will be bonded as required by Wyoming State Statutes 18-7-103. The Library Director will also be bonded. Bonds will be a budget expense.
- 6.2.8 **By-Laws & Rules of Practice.** The By-laws and Rules of Practice of the Goshen County Library Board are included in Appendix E.

SECTION VII

STAFF

7.1 EMPLOYEE INFORMATION

- 7.1.1 **Disclaimer.** All Goshen County Library employees are provided a personal copy of the Disclaimer. A signed copy acknowledging that the employee has

read and will comply with these policies is filed in each employee's personnel file.

7.1.2 **Employee Handbook.** All Goshen County Library employees are provided a personal copy of the current edition of the Employee Handbook Goshen County Library.

7.1.3 **Goshen County Library Manual of Policy and Procedure.** All Goshen County Library employees are provided a personal copy of the current Goshen County Library Manual of Policy and Procedure.

(Remainder of Page Intentionally Blank)

Appendix A -1

Library Bill Of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting the abridgment of free expression and free access to ideas.
- V. A person's right to use the library should not be denied or abridged because of origin, age, sex, background, or views.
- VI. 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.

(Remainder of Page Intentionally Blank)

Appendix A -2

Freedom To Read Statement (Abridged)

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those unorthodox or unpopular with the majority.

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

3. It is contrary to the public interest of publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

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

5. It is not in the public interest to force a reader to accept with any book the pre-judgment of a label characterizing the book or author as subversive or dangerous.

6. It is the responsibility of publishers and librarians, as guardians of the peoples' freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

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

(Remainder of Page Intentionally Blank)

Appendix A -3

*American Film and Video Association's
Freedom to View*

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. We, therefore, affirm the following principles:

I. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantee of freedom of expression.

II. It is in the public interest to provide our audiences with films and other audiovisual materials representing diverse views and expressions. Selection of a work does not constitute or imply agreement with or approval of the content.

III. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producers or filmmakers or on the basis of controversial content.

IV. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

(Remainder of page intentionally blank)

Appendix A -4

Free Access to Libraries for Minors

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

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

Libraries are charged with developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development, are a necessary part of library resources. The needs and interests of each library user and the resources appropriate to meet those needs and interests must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion, such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because minors have the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The libraries' mission, goals, and objectives do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents---and only parents---have the right and the responsibility to restrict the access of their children---and only their children---to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials, or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the

function of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all community members have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors, and adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Appendix B

**Goshen County Library
Request for Reconsideration of Library Materials**

If you have found materials or library resources about which you have concerns, please complete this form to assure prompt and complete consideration by the director.

MATERIAL FOR RECONSIDERATION

Author/Producer: _____ Publisher: _____

Title: _____

Type of Material:

_____ Book _____ Newspaper/Magazine _____ Movie/Video/DVD/Game
_____ Electronic Database
_____ Digital Content _____ Audiobook/Play-away _____ Music Other: _____

- How much of the work did you read, view, listen to, or experience? _____ All _____ Part
_____ None
- How did this material come to your attention?
- Please describe your concerns regarding this material.
- What specific pages, sections, tracks, etc., illustrate your concerns?
- If the work purports to be a work of nonfiction, what inaccuracies did you observe?
(Please provide specific information.)
- What do you believe to be the theme of this work?

- In its place, what would you recommend we add to our collection that would convey as valuable a picture and perspective on the subject? Please list specific titles with authors of materials. (Note: Material must cover the same subject matter. Out-of-print publications may not be suggested.)

- What would you like the library to do about this item? Why?

CONTACT INFORMATION (Required)

Your name: _____ Phone#: _____
Your address: _____ City/State/Zip: _____
Organization represented (if any): _____
Date: _____

Appendix B (continued)

Steps in the reconsideration process:

1. The patron should first express their concern to the Library Director.
2. If the patron chooses to begin a formal request, the form is available from the Director and should be returned to the Director.
3. Upon receipt of the completed form, the Director will evaluate the request and respond in writing to the patron within 30 days, indicating whether the Director intends to leave the material where it is, move it to a new area of the library, or remove it from the library's collection.*
4. If the patron wants to proceed, they will then write a request for a review of the Director's decision.
5. Upon receipt of the request for review, the Director will form a review committee including but not limited to one member of the library staff and another library professional.
6. This committee will send its written decision to the patron within 30 days of the request for review.
7. If the patron wants to proceed, they will write a written request to the Library Board as the final appeal.
8. The Board will notify the patron of the meeting at which the patron's appeal will be heard. This meeting will be scheduled within 30 days of receipt of the written request for appeal.
9. The library board's decision will remain in effect for that material for two years.

*Books will remain in circulation during this process.

(Remainder of page intentionally blank)

Appendix C

Goshen County Library Internet Use Policy

To assist patrons in the use and understanding of the Internet, the library provides users with the following policy:

1. The primary purpose of Internet connectivity is to provide all Goshen County residents access to other computer systems worldwide for information, research, and entertainment appropriate to a public place.
2. The Goshen County Library supports intellectual freedom.
3. Unlawful use of the internet is prohibited.
5. As with any other sources of information, the accuracy of the information should be evaluated as to its source of authority.
6. To foster mutual respect and courtesy, the Goshen County Library Behavior Code will be enforced in computer areas as it is on all library property. Library staff will enforce policies prohibiting viewing internet sites that are inappropriate for a public place.
7. Filtering is used to block illegal or inappropriate sites in a public place. The categories listed next are the headings used by the filtering software company. Sites blocked include but are not limited to gambling, child pornography/child abuse (sites showing children being abused), malicious code viruses, pornography/adult content, and spyware.
8. Filtering software is not foolproof. Sites that fall under the above categories may occasionally and inadvertently be accessible on Goshen County Library computers.
9. Parents/guardians concerned with their child's access to the internet must accompany their child to the library to ensure their parental right to censor information is enforced. Library staff assumes no responsibility for children using library computers and the internet.
10. Parents are encouraged to educate their children concerning safety and security when using the internet.
11. The library is not responsible for any liability that may occur due to the disclosure of any personal information over its public computers and network.
12. The library is not responsible for any damage to personal devices or the files downloaded to personal devices or file storage media.
13. The computers in the library may not be available at times due to upgrades, power outages, closure due to weather, or other issues out of the library's control.
14. Guests may use the computers with a temporary card issued by the Library.

Appendix D

Behavior Policy

To ensure a safe, comfortable environment for all people using the Library, the following behaviors are not acceptable:

1. Bare feet or bare upper bodies; public indecency or indecent exposure.
2. Loud talking, use of profanity, throwing things, pushing, shoving, public displays of affection, or other physical contact.
3. Unsupervised children.
4. Animals, unless they are support animals or part of a Library program.
5. Bicycles, scooters, skateboards, skates, or shopping carts.
6. Verbal or physical threats or harassment of another person.
7. Lying down or sleeping.
8. Offensive or apparent lack of personal hygiene.
9. Possession or consumption of illegal drugs or alcohol.
10. Use of tobacco products, including e-cigarettes.
11. Soliciting or panhandling.
12. Washing clothes or bathing.
13. Possession of weapons except concealed weapons carried pursuant to the state statute.
14. Bags larger than a backpack.

Customers not respecting this policy may be asked to leave the library, have library privileges suspended, or be subjected to legal action. Those refusing to leave are subject to arrest under trespass laws of the state of Wyoming.

Appendix E
By-laws and Rules of Practice
Goshen County Library Board

Article I: Name, Board Membership, and Responsibilities

Section 1: The name of this organization is the Board of Directors of the Goshen County Library. The board shall have those duties and responsibilities authorized by the Wyoming Statutes of 1977 as amended, Section 18-7-101 et Seq.

Section 2: The Board of Directors is comprised of five directors appointed by the Goshen County Commissioners. The term of office is three years. A trustee may be appointed for two consecutive terms and shall not be eligible for reappointment until two years after the expiration of their second term. The County Commissioner designated by the Board of County Commissioners shall be an ex officio member of the Board of Directors.

Section 2.1: All vacancy appointments on the Board of Directors of the Goshen County Library shall be made by the Goshen County Board of Commissioners. If a vacancy should occur before the expiration of a director's term, the successor shall be appointed within thirty (30) days of notification to the Goshen County Board of Commissioners. The successor shall serve the unexpired portion of the departing director's term on the Board of Directors of the Goshen County Library, and the unfinished term shall not count toward the two-term maximum contained in Article 1, Section 2.

Section 2.1 Approved May 10, 2023, at Goshen County Library Board Meeting

Section 3: Board members will attend all required training sessions.

Article II: Meetings, Officers

Section 1: The regular meeting of the Board of Directors shall be held at such time and place as the Board of Directors shall designate from time to time.

Section 2: When there are five voting members on the Board of Directors, a quorum of the board consists of three voting members; where there are four voting members, a quorum consists of three voting members; when there are three members, a quorum consists of two voting members.

- Section 3: Robert's Rules of Order, latest revision, shall govern the proceeding of the Board and of its committees to the extent applicable, except where contradicted by these by-laws.
- Section 4: Special or rescheduled meetings may be held at any time when called by the Chair or at the request of three members. All members must be notified at least one day before a special meeting.
- Section 5: Meetings of the Board are open to the public and will comply with details for public meetings as stated in Wyoming Statutes 16-4-401 to 16-4-408. The board may go into executive session as permitted by Wyoming State Statute 16-4-405.

Article III: Officers and Duties

- Section 1: The officers of the Board (in order of seniority) shall be a Chair, Vice Chair, Treasurer, and secretary. In the absence of the Chair, the next most senior officer shall serve as Chair.
- Section 2: Officers are elected annually at the organization meeting of the Board in July and shall take office immediately to serve until the next annual election.

Article IV: Executive Director

- Section 1: The Board shall retain a qualified Library Director who shall administer policies adopted by the Board; employ, direct and supervise staff members; prepare required reports; recommend policies and procedures and promote effective library service.

Article V: Adoption or Amendment of By-Laws

- Section 1: Amendments to these by-laws or to any policy documents of the Board may be adopted by a majority vote of members of the Board Chair.

Article VI: Order of Business for a Regular Meeting

- Section 1: The business for each regular meeting of the Board shall include Approval of Minutes, Agenda and Financials, and informational and action items as needed.

Article VII: Citizen Request and Proposals

Section 1: Citizen requests and proposals will be first discussed/acted upon by the Board of Directors after the board members have had the written request/proposal and supporting library system documentation for a period of seven days. Citizen requests/proposals presented without said prior distribution shall be tabled until the next regular scheduled meeting.

Article VIII: Contested Cases

Section 1: All appeals from decisions of the Library to the Board of Directors of the Goshen County Library shall be considered contested cases.

Section 2: The Board of Directors of the Goshen County Library hereby adopts the provisions set forth in Wyoming Statutes 16-3-107 through 16-3-115, in as much as the statutory provisions do not conflict with the adopted rules set forth herein.

Adopted this _____ day of _____, 2024

Goshen County Library Board of Directors

_____ *Ellen Creagar, Chair*

_____ *Katherine Hawes, Vice Chair*

_____ *Andrea Matlock, Secretary*

_____ *Michel Traher, Treasurer*

_____ *Jennifer Minks, Member*

As a member of the Goshen County Library staff I have received my personal copy of the approved policies of the Goshen County Library and agree to perform my duties in accordance with those policies.

Goshen County Library Staff

_____ *Cristine Braddy, Director*

_____ *Janet E. Flock*

_____ *Anita M. Sanchez*

_____ *Andy Espinosa*

_____ *Bethany Rose*

_____ *Katrina Haines*

_____ *Jayden Judkins*

_____ *Betsy Schmick*

_____ *Ava Mattis*