

Policy Review 2024	Policy number	Policy name	Date updated last	Recommended frequency of review	Is It A: Policy/Procedure/Combination/Other?	Additional Recommendations & Notes
Highlighted =priority Section 1						
BOT & Organization	1.1	Board of Trustees Bylaws	Nov-22	3 years		Checking to see if bylaws were amended after we updated mission and values
	1.2	Mission and Values Statements	Jan-18	3 years		
	1.3	Defense & Indemnification	Mar-07			
	1.4	Ethics Statement -- PL Trustees	Jun-12			
	1.5	ALA Code of Ethics	Jan-08			Review and revise Spring/Summer 2024
	1.6	Discussion & Endorsement of Ballot Measures	Oct-08			
	1.7	<i>BOT Reimbursement</i>	Mar-08			This policy appears in two places-- here, and at 2.3
	1.8	Professional Dues	?			Most appropriate to include in personnel policies
	1.9	Interim Library Operations	Dec-07		Temporary policy from period before District adopted own policies	Repeal and remove
	1. 10	Organizational Chart	Jun-17		Operational	remove from policy
Section 2						
Finance & Business Policies	2.1	Audit	May-10	3 years		Review and revise Spring/Summer 2024
	2.2	Budget	?	3 years		
	2.3	<i>Trustee Reimbursement</i>	Mar-08		Redundant with 1.7	This policy appears in two places-- here, and at 1.7. Remove from 2.3
	2.4	Investment	12/2007? *	3 years		*COFC Investment Policy adopted in 2007. Review COFC Policy. Policy states COFC policy included as an appendix to this policy. Not present
	2.5	Capital Asset	May-10	3 years		
	2.6	Debt	May-10	3 years		
	2.7	Procurement	Jan-21	3 years		Review and revise in light of IGA with City--Spring/Summer 2024
	2.8	Purchasing Card	May-10	3 years		
	2.9	Banking	May-10	3 years		Evaluate for adequacy
	2. 10	Whistleblower	undated			Evaluate for location--may move to or already be covered in personnel
	2.11	Record Retention	Jun-16			Review 2024/25
	2.12	Gifts & Sponsorships	Apr-23			Recently updated
	2.13	Partnerships	May-23			Recently updated
Section 3						
Property & Risk Management	3.1	Staff Use of Digital Property	undated			Review--addressed in personnel policies?
	3.2	Disaster Recovery	Jan-16			
	3.3	Exhibits and Posting of Materials	Jul-16			Review and revise Spring/Summer 2024

	3.4	Firearms Resolution	Jul-10			
	3.5	Use of Meeting Rooms	undated			Review and revise Spring/Summer 2024
	3.6	Behavior	May-22			
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	3.8	Hours of Operation & Emergency Closures	Jan-16			
	3.9	Naming Opportunities	Apr-11			
	3.10	Motor Vehicle Transportation	Jan-16			
	3.11	Solicitation and Petitioning	Jul-16			Incorporate into behavior rules
	3.12	Security Cameras	Oct-16			
	3.13	Photography	Feb-20			
Section 4	4.1	Programming	Oct-21	3 years		
Service Policies	4.2	Public Access to Internet/Wireless	undated			
	4.3	Lending	undated			Review and revise Spring/Summer 2024
	4.4	Colorado Library Card	Feb-11			
	4.5	Unattended Children	Feb-11			
	4.6	Social Media	Apr-21			
Section 5	5.1	Collection Development	Feb-21			Review and revise Spring/Summer 2024
Collections Policies						
Section 6	6.1					
Personnel Policies				2 years		
Section 7	7.1	Serving People with Disabilities	undated			Inadequate--revise and expand
Federal & State Law	7.2	Request for Public Records--Research and Retrieval	undated			