

**RED LODGE CARNEGIE LIBRARY
POLICY MANUAL**

ADOPTED: MARCH 19, 2009

REVISED: JANUARY 8, 2014

Jodie E. Mower _____ *2/5/2014*
Library Director Date

Jack Y. Gray, CEO _____ *2/4/14*
Chair, Red Lodge Carnegie Library Board Date

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Policy Review Schedule

	YEAR 1	YEAR 2
July	Election of Board Officers	Election of Board Officers
August	Three-Year Long Range Plan Development & Review	Three-Year Long Range Plan Development & Review
September	7.0 CONFIDENTIALITY OF RECORDS	10.0 POLICIES ADOPTION & REVISION
October	Library Director Evaluation	Library Director Evaluation
November	5.0 INTERNET & TECHNOLOGY USE	3.0 PUBLIC SPACE
December	2.0 COLLECTIONS POLICIES	4.0 MEETING SPACE
January	Facility Review	Facility Review & Insurance Coverage Review
February	Library Board Review & By-Laws Review Review Annual Statistics	Library Board Review & Development Review Annual Statistics
March	Preliminary Budget Request Preparation	Preliminary Budget Request Preparation
April	6.0 VOLUNTEERS & FRIENDS	9.0 PUBLIC RELATIONS
May	1.0 MISSION & GOALS	8.0 PERSONNEL POLICIES & Job Description Review
June	State Library Standards	State Library Standards

