

POUDRE RIVER PUBLIC LIBRARY DISTRICT AGENDA ITEM SUMMARY

Name of Requestor: Holly Carroll
Appearance Date: January 11, 2016
Time Required: 10 minutes
Date Decision Needed: January 11, 2016

Agenda Item:

VIII. UNFINISHED BUSINESS
a. Second Reading - PRPLD
Policy Manual
"Housekeeping" Items
(Approval)

Objective:

Board of Trustees approval on second reading of several "housekeeping" items to the PRPLD Policy Manual.

Situation:

At the November 9, 2015 meeting of the PRPLD Board of Trustees, five proposed changes to the PRPLD Policy Manual were introduced and the revised policies incorporating the proposed changes were shared. For clarity the specific proposed changes are included again in the current Board packet.

The proposed changes include:

- Policy 1.10 Interim Personnel Policy. Deletion. The policy has been superseded following the Board's adoption of District Human Resources Policies, approved in 2014 and effective January 2015.
- Policy 3.2 Disaster Recovery. Modified to include the District's Crisis Communications Plan.
- Policy 3.8 Hours of Operation and Emergency Closures. Modified to describe the District's expanded operating hours, specifically earlier opening hours at the District's public facilities.
- Policy 3.10 Motor Vehicle Transportation. Modified to include the District's cargo van and describe its approved uses.
- Policy 4.3 Lending Policies. Modified to increase the dollar amount for blocking activity on an account from the current \$5.00 to \$10.00.

Proposal:

Administration proposes the Board approve the policy changes as proposed.

Advantages:

The proposed changes update the District's written policies and align with recent changes and previously discussed modifications to District operations.

Disadvantages:

None

Requested Action:

Board approval of proposed changes to the policy manual.

Potentially Affected Interest:

Staff, Public

Level of Public Interest and Participation:

Low

Poudre River Public Library District Policies

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1.10 Interim Personnel Policy- Resolution

FORT COLLINS REGIONAL LIBRARY DISTRICT

RESOLUTION NO. 2007- 04

A RESOLUTION CONCERNING AN INTERIM PERSONNEL POLICY

Delete

WHEREAS, the Fort Collins Regional Library District (the "District") was approved by the voters in November of 2006 to administer the City public library system known as the Fort Collins Public Library with the goal of improving facilities and providing services to meet the needs within the City of Fort Collins (the "City") and certain portions of unincorporated Larimer County;

WHEREAS, the District, the City and Larimer County anticipate entering into an intergovernmental agreement to effect the transfer of management and operation of the City Library from the City to the District on December 31, 2007 ("IGA");

WHEREAS, under the IGA, the District is contracting with the City for the provision of certain personnel/human resource-related services under the City's existing personnel policies;

WHEREAS, the District may hire a Human Resources Director;

WHEREAS, with the help of the District Human Resources Director, the District intends to formulate its own personnel policies as authorized by statute; and

WHEREAS, the District now desires to adopt an interim personnel policy for continuing operations of the District until such time as the District formulates its own personnel policy:

NOW THEREFORE, The Board of Trustees of the District Resolves:

1. That the City of Fort Collins Personnel Policies and Procedures, dated February 17, 2007 shall constitute the interim personnel policy of the District ("Personnel Policy").

2. For purposes of the District implementing the Personnel Policy, any references to:

- a. "City Council" shall mean the "District Board of Trustees;"
- b. "City Manager" shall mean the "Library Director;"
- c. "Financial Officer of the City" shall mean the "District Finance Officer;" and

- d. "Fort Collins Public Library" shall mean "Fort Collins Regional Library District."

3. This resolution may be amended from time to time to account for City-dictated changes to the Personnel Policy and policy directives from the District Board of Trustees, as may arise in the implementation of the Personnel Policy for library purposes.

RESOLUTION APPROVED AND ADOPTED THIS 3rd DAY OF December 2007.

**FORT COLLINS REGIONAL LIBRARY
DISTRICT**

By: Mary Atchison
President

ATTEST:

By: Michelle L. K. Kowalski
Secretary

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3.2 *Disaster Recovery*

It is the policy of the Poudre River Public Library District to develop, test and maintain a disaster recovery plan formulated to continue basic business operations during and immediately after disruptive events. Recognizing that disruptions to business operations may come from a variety of causes such as natural or manmade disasters, terrorism, and technology failures, it is incumbent upon the District to recognize and plan for the expedient recovery of all operational systems in order to minimize the impact of any type of disaster.

~~The comprehensive disaster recovery plan identifies a Crisis Management Team, activation procedures, staff roles and skills, resources, and the ongoing maintenance responsibilities of the plan. Training of staff is essential and ongoing to maintain emergency preparedness knowledge of practices and procedures for evacuation and recovery.~~

~~Poudre River Public Library District is committed to the implementation of a disaster recovery plan which addresses the needs of its employees on a professional and personal level through application of employee assistance measures. The disaster recovery plan defines immediate steps to be taken to restore service to its patrons, and provide community support whenever appropriate.~~

The Library District cooperates with local governmental agencies in the mobilization of resources in order to protect lives, minimize property loss, and expedite recovery efforts during an emergency or disaster.

The District will also develop a crisis communications plan to effectively manage communication to staff, local media, public officials and the public. The Executive Director will designate an official spokesperson for communication in a time of crisis.

3.8 Hours of Operation and Emergency Closures

Hours of Operation:

Council Tree Library

Monday-Saturday 9 a.m. – 9 p.m.
Sunday Noon – 6 p.m.

Harmony Library

Monday – Thursday 9 a.m. – 9 p.m.
Friday 9 a.m. – 6 p.m.
Saturday 9 a.m. – 5 p.m.
Sunday Noon – 5 p.m.

Old Town Library

Monday – Thursday 9:30 a.m. – 9 p.m.
Friday 9 a.m. – 6 p.m.
Saturday 9 a.m. – 5 p.m.
Sunday Noon – 5 p.m.

The Intergovernmental Agreement (IGA) between the District and Front Range Community College-Larimer Campus allows for up to 10 additional open hours per week at Harmony Library, primarily for the use of the College's students.

Hours at all facilities are subject to change.

Emergency Closure

Situations such as hazardous weather, unsafe facility conditions, and other emergency conditions may necessitate closing one or more District facilities during regularly scheduled hours. The Executive Director or designee will decide if conditions warrant closure and will determine the duration of closure. All emergency closures will be announced promptly to staff, the public and local media, and posted on the District's website.

In the event of a closure of District facilities during normal operating hours, exempt and non-exempt classified staff and exempt unclassified management staff members will be compensated at their normal rate of pay for time scheduled. Administration will instruct staff as to the appropriate way to record closure time.

Hourly staff working at the time of an announced closure will be compensated at their normal rate of pay for time scheduled that day. Hourly staff not working at the time of an announced closure will not be paid.

3.10 Motor Vehicle Transportation

The Library District owns, operates and maintains a cargo van for the delivery of programs and services conducted off-site and for the transport of items to and from off-site locations and library facilities. The van is not available for the general transportation of staff or public.

Occasionally, the Poudre River Public Library District participates in or sponsors activities that involve the transportation of library patrons to off-site locations. When electing to provide transportation to member of the public, the District will employ the services of a licensed commercial driver and vehicle provided by the City of Fort Collins or use another licensed commercial carrier.

4.3 Lending Policies

Library cards are issued to anyone with proof of identification and proof of residence. Limitations and procedures for issuing cards are available from the Circulation Department. Each customer may have only one active library card.

Colorado residents and currently enrolled Front Range Community College students may receive a Poudre River Public Library District card regardless of age and without cost.

By receipt of a library card, the customer agrees to:

- Abide by all library policies and rules;
- Accept full responsibility for all items checked out on the card and all associated charges;
- Report loss of a card or change of address promptly.

~~Charges will be levied for lost cards.~~

To provide access to all customers, circulating library materials and resources are checked out for specified periods of time.

In accordance with Colorado Revised Statutes 24-90-119, the privacy of the individual library record is protected as follows:

Privacy of User Records

Colorado Revised Statutes, 24-90-119, revised 2005

1. Except as set forth in subsection (2) of this section, a publicly-supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.
2. Records may be disclosed in the following instances:
 - a. When necessary for the reasonable operation of the library;
 - b. Upon written consent of the user;
 - c. Pursuant to subpoena, upon court order, or where otherwise required by law;
 - d. To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.

Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.

All circulating materials are checked out at the Circulation Desk or at self checkout machines.

Library materials must be returned to a District library or remote materials return.

Extended use fees are charged for overdue materials. Fees are also assessed for damaged or non-returned materials. The schedule of Extended Use Fees is detailed below. Refunds are made for lost items returned within sixty (60) days after payment.

An individual's library card will be blocked from use when fees reach a threshold of \$10 or more.

The Library may use the services of a collection agency.

Most library materials may be renewed.

Customers may request materials not owned by the Library through Interlibrary Loan (ILL and Prospector).

Extended Use Fees

Books, cassettes, magazines, CDs, and kits	\$.10 per item/day, \$5.00 limit per item
Here & Now Collection (books & DVDs)	\$.25 per item/day Extended Use Fee, \$10.00 limit per item
Videos and DVDs	\$.25 per item/day, \$5.00 limit per item
Interlibrary Loan & Prospector	\$.25 per item/day
eReaders	\$1.00 per item/day, replacement costs
Lost materials	item cost + a \$10.00 processing fee
Damaged materials	up to item cost + a \$10.00 processing fee