

Meeting Date: May 8, 2023
Type of Item: Policy Revision Review
Subject: Partnership
Presented by: Ken Draves/Selena Paulsen
Recommendation: Review and adopt revised policy

### Background

During review and revision of existing policies related to giving, sponsorships, and naming, staff removed language referencing partnerships, and have redrafted that language into a separate standalone policy. Previously, policies related to partnerships were contained in the Gift/Sponsorship/Partnership policy (now titled Gift/Sponsorship policy 2.12). Staff elected to separate partnerships in order to differentiate them from the Development-related process of sponsorships. Partnerships as defined in the revised policy are *collaborations*, rather than donations of goods, monies, or services.

The result of the review and revision process is a comprehensive rewrite of the previous policy to: clarify the definition of partnerships, provide more rigorous standards for the selection and assessment of partnerships, and ensure all partnerships align with the Libraries' current values and mission.

Following the first reading, staff have discussed issues raised by Board members and created an additional clause (Principles and Guidelines E), and added a word to clause D. All changes are highlighted for clarification.

### The Process

- Conducted a review of policies relating to partnerships from libraries around the United States.
- Held internal discussions with various affected leadership staff and management team members.

### Policy Revisions

Based on research and discussions, a separate and more detailed partnership policy was crafted. Specifically, the proposed revised policies address:

- Requirements for partnerships in relation to Libraries' philosophy and mission, values and vision.
- Requirements for partnership agreements.
- Requirements for partnership tracking and assessment.

### Recommendation

*Adopt revised policy.*

*Poudre River Public Library District Policies*

**Partnerships** REVISION DRAFT 5-8-23

---

Poudre River Public Library District welcomes and seeks to create partnerships with a range of entities in order to build connections that strengthen our services and the community, enhancing our mission in a sustainable way. The Libraries will seek out and respond to partnership opportunities to reach new audiences, cross promote Library services, and/or avoid duplication of efforts and resources. While partner entities may not have identical goals to the Libraries, their goals should be complementary, and each partner should contribute in some fashion to the shared endeavor.

**Definition**

A partnership is defined as a collaboration that results in exchange of services, use of facilities, a newly-created service or event, or other endeavors between Poudre Libraries and another entity.

**Principles and Guidelines**

- A. All partnerships must be consistent with the Library's philosophy and mission, values and vision, and should not drive the Library's priorities. Specifically:
  - 1. Relationships between the Library and its partners must comply with Library policies, and applicable laws and regulations.
  - 2. Partnerships must align with the Library's commitment to intellectual freedom and free and open access.
  - 3. Partnerships must be consistent with the Library's policy of equal access to service, and must not contribute to discrimination on the basis of gender, age, race, sex, color, religion, creed, ancestry, national origin, disability, sexual orientation, marital status, military status, genetic information, or any other status protected by applicable state or local law.
- B. The Executive Director has the authority to designate staff to propose and administer partnerships on their behalf.
- C. All partnerships must include a partnership agreement that will include at a minimum, the following:
  - 1. Roles and responsibilities of all parties including budget commitments
  - 2. Expected outcomes of partnership
  - 3. Length of term of the partnership (may be renewable at designated intervals)
  - 4. Key contact information for all parties
  - 5. Plan for regular partnership communications and updates

6. Termination clause

- D. All partnership agreements **must** be approved by the Executive Director or a staff member they designate.
- E. **Partnerships that will require a substantial financial commitment on the part of the Library District will first go through standard budget approval processes before partnership agreements are signed.**
- F. All partnerships must include a plan and criteria for measuring, tracking, and assessing the success and impact of the partnership and its outcomes.
- G. The Library District reserves the right to terminate or withdraw from any partnership for reasons such as, but not limited to,
  - 1. Partner entity develops a public image or mission that is inappropriate to the Library's services or mission
  - 2. Either partner fails to deliver agreed upon resources, materials, or services as outlined in a partnership agreement
  - 3. Partnership is not creating the desired outcomes