

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.

Approved March 14, 2011

Revision to hours of operation approved on January 11, 2016

3.9 Naming Opportunities

It is the policy of the Library District from time to time to recognize the generosity of an individual(s) and/or Corporation(s), foundation and/or other donor(s) by choosing to create a specific naming designation for a library program, collection, facility or portion of a facility that is in conformity with the nature and mission of the Library District.

The Board of Trustees of the Poudre River Public Library District has the sole right to name or rename library programs, collections or facilities. While the Board is grateful for and encourages monetary donations from all individuals, businesses and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals.

- A. Meeting rooms, reading lounges, special use areas, equipment, gardens, walkways and other interior and exterior spaces may be named or renamed by the Board to recognize a donor. Appropriate contributions for such naming opportunities will be at the discretion of the board of Trustees and will be determined by square footage cost, actual cost of equipment, on-going operating cost, etc, depending on the specific area or item.

- B. Endowment proposals, such as those for programs and collections, may also include naming rights. Programs and collections may be named or renamed by the Board to recognize a donor. Appropriate contributions for such naming opportunities will be at the discretion of the Board and will be determined by cost of materials, staff, on-going operating costs, etc. depending on the specific program or collections.
- C. For naming rights, a substantial gift is defined as 51% or more of the current assessed value of the space or item to be renamed. For contributions toward new construction or significant renovation of existing or new space, a substantial gift is defined as at least 51% of the total project cost or a number agreed upon by the Board of Trustees.
- D. Library buildings shall be named based on the building location, geography or neighborhood.
- E. The Board of Trustees reserves the right to revoke a prior grant of named recognition whenever compelling reasons or circumstances justify such action.
- F. If a distinctively named library facility is relocated, substantially remodeled or converted to use other than its original use, the facility may be renamed to reflect the association of new donors or community interests related to the changing facility. In such instances, the original name shall be honored in an appropriate manner.
- G. This policy is subject to applicable Colorado and federal statutes and as such may be amended from time-to-time.

APPROVED: April 11, 2011

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.

Revised January 11, 2016