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Section 1 – Library Board Basic Information

1.1 TRUSTEE JOB DESCRIPTION

Overview:
Guided by the mission of the Poudre River Public Library District, the seven-member Board of Trustees is committed to representing the interests of District residents, practicing responsible fiscal management of public funds, and delivering quality services that are responsive to the needs of Northern Colorado.

Role of Trustees:
Poudre River Public Library District Trustees are volunteers, jointly appointed by the City of Fort Collins and Larimer County to govern the district. The Board adopts and oversees the budget, formulates bylaws and policies, conducts strategic planning, and hires and evaluates the library executive director.

Expectations of Trustees of the Poudre River Library District:
- A willingness to commit time and energy to the work of the District and the Board.
- An appreciation for the Library District’s distinct role in the community and an understanding of the importance of public libraries in meeting the community’s educational, recreational, and informational needs.
- A desire to sustain, advocate for, and advance the District in all its dimensions.
- A dedication to customer service and representing the diverse interests of District taxpayers.
- An ability to work with others in a professional manner, helping to encourage and promote a climate of trust, mutual respect, and collaboration.
- The ability to assess information, solve problems, make decisions, and communicate those decisions in a deliberate and informed manner.
- A knowledge of the community and the many, varied interests, needs, and concerns of its residents.
- A strong desire to preserve and promote the library as a public forum for the sharing of information and ideas without prejudice.
- A commitment to support District leadership in exploring and pursuing appropriate new programs, methods, opportunities, and technologies to strengthen service to patrons, improve Library operations, and solve problems.
- The ability to fairly and accurately communicate the official views and decisions of the Board of Trustees to citizens and community groups.
- An understanding of the difference between library governance and library management—and an appreciation for the Board’s role as a governing, not a management, body.
- A strong sense of legal and ethical conduct appropriate to the position.
- A commitment to transparency and accountability as a member of a public board.
**Trustee Duties:**

- Participate as a member of the Board of Trustees to protect and advance the interests of the broader community by ensuring effective implementation of the policies, promotion, and development of the Poudre River Library District. This includes attendance at monthly Board meetings on the 2nd Monday of every month and participation in Board committees, which meet as needed to conduct Board business.
- Prepare for Board meetings by reading all materials sent out in advance.
- Participate in responsibilities of the Board including hiring and evaluation of the Executive Director; resource oversight, including approval and evaluation of district budgets; strategic and facilities planning; goal-setting; advocacy; and policy development and revision.
- Monitor the effectiveness of the Strategic Plan.
- Follows the established chain of command for effecting change, working through the District Executive Director and the Board of Trustees President.
- Learn and share knowledge of issues that may affect the District and its libraries.
- Be familiar with the bylaws, code of ethics, policies, and handbooks of the District and adhere to all Colorado Open Meeting Laws.
- Serve as an advocate for public libraries within the district—and at the state and national level, as able and appropriate.
- Support fundamental library tenets such as Intellectual Freedom, Freedom to Read, Confidentiality of Patron Records, Library Bill of Rights, and the Public’s Right to Information.
- Support, attend, and participate in special library functions and other community events in which the Library District is engaged.
- Provide counsel, support, and advice to the Executive Director and encouragement to the District staff.
- Represent constituent interests, questions, and concerns to the Executive Director and to the Board at large.
- Support the Executive Director in interactions with local government officials and divisions, media, and other community and political organizations and entities.
- Participate and encourage efforts to promote philanthropic support of the Library District.
- Promote the library as a source of books and information resources for the interest, information, and enlightenment of all people of the community that the library serves.
- Participate as an advocate of the library and freedom of information to governmental and political organizations when legislative or other governmental decisions may impact the District or libraries as a whole.

**Qualifications**
Trustees must be at least 18 years of age, pass a criminal background check, and reside within the boundaries of the Poudre River Public Library District. All Trustees are jointly appointed by the Fort Collins City Council and the Larimer County Commissioners.
1.2 Public Library Trustee Ethics Statement


Public library trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons’ rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.
1.3 *Nine Principles of Boardmanship*

1. Understand the difference between governance and management. The purpose of the Board is oversight—the big issues. Keep your eye on mission, on planning, on broad institutional strategy. Don’t mess with day to day operational decisions.

2. Respect your fellow Board members’ time. Stay focused on the tasks before you. All of us have lives that matter to us. Unless you have good reasons not to (meaning “reasons that are vital to the organization and actually involve you”), stick to the agenda.

3. Bring all relevant information to the Board. The purpose of the Board is to make informed decisions, to provide intelligent organizational leadership. If you have data that matters, bring it forth. Don’t sit on it in the hopes you’ll get your way. That’s intellectually sloppy and morally dishonest.

4. Thoughtfully consider the opinions of others. Board deliberations do not consist of waiting for the other person to finish so you can speak. They consist of open-minded evaluations of the ideas of your colleagues, and staff. This obligation extends to each issue, not just to the people you usually agree with.

5. Have your say. Argue passionately for your beliefs. Articulate your opinions as clearly, concisely, and forcefully as possible.

6. Vote your conscience—what you believe, not what you think others might believe. Don’t assume consensus when it could be that people are waiting to see how it comes out, or waiting for someone else to voice their dissatisfied but inchoate opinion. Take a stand!

7. Represent the “Board decision” honestly. It could be that you voted your conscience—and were roundly defeated. So be it. Be clear about when you’re speaking as yourself, and when you represent the Board. You’re entitled to your opinions, your doubts, and your free speech. But do your colleagues and your audience the courtesy of clearly identifying the speaker. As a member of the Board, begin with a careful representation, without slander, of the decision of that body.

8. Move forward until new evidence urges a reconsideration. Don’t keep revisiting things you’ve already decided. On the other hand, sometimes new evidence arises that compels you to think again. It could be that new evidence supports your dissenting opinion. Or it could be that it contradicts the majority opinion that you agreed with. But if you’ve got new data, be prepared to consider a new decision.

9. Build the organization by example. This is a big one. It speaks to fundamental attitude. There are lots of pieces to this, but here are the main ones:

   - Presume innocence and the good intention of all parties.
   - Make each other look good: speak well of your fellow Board members.
   - Build on each other’s work.
   - Hold to the vision - work FOR the big organization goals (not against this or that).

*And, just in case you don’t hear this enough, thank you for caring enough about an organization to give it your time/Jamie LaRue, Douglas County Libraries*
1.4 **Role of the Board and Executive Director**

A board establishes the library mission, long-range plan and policies. The executive director establishes service directions based on the mission, administers the policies, and accomplishes the long-range plan.

The governing library board and library director work as team. Building a long-term, effective relationship between the board and director requires a clear understanding of their different roles and responsibilities and a willingness to negotiate differences of opinion when needed. The board establishes the library mission, long-range plan, and policies. The director establishes service directions based on the mission, administers the policies, and accomplishes the long range plan.

The board hires only one employee—the library director—and develops an annual work plan with the director’s participation. The director is responsible to the whole board, not individual board members. Board members must always be aware of their special status in relation to the public and library staff. The board must not undermine the authority of the director. However, the board must also be sure that staff is well supported by appropriate policies, adequate resources, continuing education, and personal encouragement.

Following are brief lists of the complementary duties of a governing board and the library director.

**Governing board's duties:**

- Know community needs, keep abreast of library trends, and actively participate in state and national library associations.
- Set up an organizational structure for the library board and adopt bylaws that meet Open Public Meetings laws.
- Assure that board minutes, library policies, plans, and other information or reports are available to the public as required by law.
- Once the board adopts a policy or plan all members support the decision and support staff who implement decisions.
- In coordination with the director, develop and adopt the library's mission statement, long-range, strategic and annual plans.
- Know local, state, and federal laws related to libraries.
- Employ a competent and qualified director, maintain a current job description, and evaluate the director annually on previously agreed upon criteria.
- Clearly delegate operations to library director avoiding procedural micromanaging.
- Discuss, adopt, and periodically review policies.
- Review and adopt the annual library budget or levy, assuring that long-range plan goals will be addressed by the budget priorities.
- Adopt a clear materials selection policy that supports the diverse needs and interests of the community.
- Plan for, secure, and maintain adequate funding for the library within legal limits of library funding.
• Adopt adequate salary scales, benefits, and continuing education opportunities for library staff within budget limits.
• Actively communicate and discuss library policy issues with the public.
• Support the library public relations program.

Executive Director's Duties:
• Develop and administer the library service program for the entire community based on board adopted mission, policies, plans and resources.
• Ensure that the flow of information to the Board is accurate, timely and clear. Provide complete and regular reports about the library management, progress, and needs at board meetings.
• Serve as the board's technical advisor attending all regular and special board meetings, as well as executive meetings when invited by the board.
• Keep the board informed about emerging critical issues.
• Know local, state, and federal laws informing the board about pending legislation that may impact the library.
• Develop background information and recommend policies and plans for board action; carry out adopted policies and plans.
• Develop an organizational structure and establish processes and systems to insure the efficient use of personnel and resources.
• Lead the executive team to achieve stated goals and strive for excellence.
• Hire, supervise, and provide for continuing education and evaluation of library staff.
• Prepare the proposed annual library budget for board consideration.
• Administer the library budget, staying within fiscal restraints.
• Supervise maintenance, operation, remodeling or construction of library facilities.
• Communicate with the public about library related issues.
• Actively market the library and maintain a public relations program, and develop and promote effective communications with shareholders.
• Actively participate in state and national library organizations.
1.5 **Board Offices and Committee Chair Guidelines**

The **Board President** is responsible for leadership of the Board. In particular, s/he will:

- Ensure effective operation of the Board and its committees in conformity with the highest standards of governance.
- Provide leadership to the Board of Trustees, who sets policy and to whom the Executive Director is accountable.
- Set the agenda, style and tone of Board discussions to promote constructive debate and effective decision-making.
- Call special meetings, if necessary.
- Ensure that all Board committees are properly established, composed and operated.
- Support the Executive Director in the development of strategy and, more broadly, to support and advise the Executive Director.
- Periodically consult with board members on their roles and help them assess their performance.
- Establish a harmonious and open relationship with the Executive Director.
- Act as the public spokesperson for the Board of Trustees.

**Duties of the Board Vice President**

- Understands the duties of the President and assists in carrying out these duties as requested and in the President’s absence.
- Participates closely with the President to develop and implement officer transition plans.
- Works closely with the President and other staff.
- May be required to chair special committees or carry out special assignments.

**Duties of the Board Treasurer**

- Insures development and board review of financial policies and insures that legal requirements with respect to financial reporting are being followed.
- Regularly reviews and insures accuracy of financial records.
- Assures Board of financial integrity of reports and current financial position; reviews audit process and statements.
- Provides analysis/interpretation of financial information, when necessary.
- Reviews annual budget and capital planning with staff and BOT.
- Provides leadership of the finance committee.

**Duties of the Board Secretary**

- Certifies approved minutes of board meetings.
- Working with staff, maintains records of the board and ensures effective management of the organization’s records.
- Reviews and responds to emails directed to the BOT on the library web site.

**Committee Chairs**

- Set tone for the committee work.
- Ensure that committee members have the information to do their jobs.
- Oversee the logistics of committee’s operations.
• Report to the full board on the Committee’s decisions/recommendations.
• Work closely with the ED and other staff as agreed to with the ED.
• Assign work to the committee members, sets the agenda and runs the meetings; insure
distribution of the meeting minutes.
• Report to the Board President and update the full Board of Trustees.
• Ensure that all meetings are posted in accordance with the Colorado Open Meeting law

1.6  Open Meetings Law

The Poudre River Public Library District is a quasi-governmental agency and is subject to the
Colorado Open Meetings law.

All meetings at which three or more trustees are present and at which public business is discussed
or at which any formal action may be taken are declared to be public meetings open to the public
at all times. Furthermore, “meeting” means any kind of gathering convened to discuss public
business, whether in person, by telephone, electronically or by other means of communication. In
other words, no public business may be conducted, or no action may be taken by sub-sets of the
Board whether in a personal meeting or by phone or e-mail.

Any meetings at which the adoption of any proposed policy or formal action occurs or at which a
majority or quorum of the body is in attendance shall be held only after full and timely notice to
the public. The notice of the meeting shall be posted in a designated public place no less than
twenty-four hours prior to the holding of the meeting.

The Poudre River Public Library District welcomes public input and strives to conduct its business
in a transparent and accessible manner. District meeting minutes, reports, budgets and financial
documents are available on the Board of Trustees web page:
http://www.poudrelibraries.org/board/
1.7  Trustee Resources: Library Advocates Handbook & Successful Library Trustee Handbook
1.8 **Web Links**

POUDRE RIVER PUBLIC LIBRARY DISTRICT TRUSTEE RESOURCES

Colorado Library Law—The Quick Guide

- [www.cal-webs.org/handouts04/LibraryLawQuickGuide.doc](http://www.cal-webs.org/handouts04/LibraryLawQuickGuide.doc)
- Colorado Library Law—The Quick Guide/Board and Trustees
- Colorado Library Law—The Quick Guide/Internet Protection
  [http://www.cde.state.co.us/cdelib/LibraryLaw/download/QuickGuideInternetProtection.pdf](http://www.cde.state.co.us/cdelib/LibraryLaw/download/QuickGuideInternetProtection.pdf)
- Colorado Library Law—The Quick Guide/Privacy of User Records
- Colorado Library Law—The Quick Guide/Open Meetings Law
  [http://www.cde.state.co.us/cdelib/LibraryLaw/download/QuickGuideOpenMeetings.pdf](http://www.cde.state.co.us/cdelib/LibraryLaw/download/QuickGuideOpenMeetings.pdf)
- Colorado Library Law—Basics for Trustees

**Intellectual Freedom Documents**

- Library Bill of Rights
  [http://www.ala.org/advocacy/intfreedom/librarybill](http://www.ala.org/advocacy/intfreedom/librarybill)
- Free Access to Libraries for Minors (An Interpretation of the Library Bill of Rights)
  [http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/freeaccesslibraries](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/freeaccesslibraries)
- Intellectual Freedom Statements and Guidelines (includes Freedom to Read and Freedom to View Statements)
  [http://www.ala.org/advocacy/intfreedom/statementspols](http://www.ala.org/advocacy/intfreedom/statementspols)

**Associations and information links**

- **Colorado Association of Libraries Trustees & Friends Division**
  [http://cal-webs.org/Trustees_.html](http://cal-webs.org/Trustees_.html)
- **American Association of Law Libraries** (AALL)
  [http://www.aallnet.org](http://www.aallnet.org)
- **American Library Association**
  [http://www.ala.org](http://www.ala.org)
- **State Regional Library Association Guide** (ALA)
  [http://www.ala.org/groups/affiliates/chapters](http://www.ala.org/groups/affiliates/chapters)
- **Association for Educational Communications and Technology**
- **Association for Library Collections and Technical Services** (ALCTS)
  [http://www.ala.org/alcts/](http://www.ala.org/alcts/)
- **Association for Library Service to Children** (ALSC)
  [http://www.ala.org/alsc/](http://www.ala.org/alsc/)
- **Association for Library Trustees, Advocates, Friends and Foundations** (ALTAFF)
  [http://www.ala.org/altaff/](http://www.ala.org/altaff/)
• **Association of College and Research Libraries** (ACRL)  
  [http://www.ala.org/acrl/](http://www.ala.org/acrl/)

• **Association of Specialized and Cooperative Library Agencies** (ASCLA)  
  [http://www.ala.org/ascla/](http://www.ala.org/ascla/)

• **Library Leadership and Management Association** (LLAMA)  
  [http://www.ala.org/llama/](http://www.ala.org/llama/)

• **Library and Information Technology Association** (LITA)  
  [http://www.ala.org/lita/](http://www.ala.org/lita/)

• **Library Support Staff Interests Round Table** (LSSIRT)  
  [http://www.ala.org/lssirt/](http://www.ala.org/lssirt/)

• **Public Library Association** (PLA)  
  [http://www.ala.org/pla/](http://www.ala.org/pla/)

• **Reference and User Services Association** (RUSA)  
  [http://www.ala.org/rusa/](http://www.ala.org/rusa/)

• **Young Adult Library Services Association** (YALSA)  
  [http://www.ala.org/yalsa/](http://www.ala.org/yalsa/)

• **Library Research Service (LRS)**  
1.9 Our Community Partners/Affiliates

The Poudre River Friends of the Library
The Poudre River Friends of the Library, a non-profit organization, was founded in 1939 to support the Fort Collins Public Library, and now the Poudre River Public Library District. The Friends generously donate more than $70,000 every year to sponsor the Summer Reading Program, support various history and cultural events, and provide scholarships for staff professional development.

The Friends’ mission is to enrich the educational and financial resources of the Library as well as to advocate for and increase awareness of the library’s value to the community. Membership is open to all who are interested in supporting the Poudre River Public Libraries.

The Friends of the Library was the chief financial sponsor of the library’s successful 2006 election campaign to form a library district. In addition, they underwrote the 2011 campaign to allow an increase in the building footprint in Library Park, enabling the renovation of the Old Town Library. Individual Friends worked tirelessly to circulate petitions and pass out information to the community, resulting in substantial election victories.

The money used for donations is earned through four annual book sales. The Friends also operate a used book shop at the Harmony Library and a “nook” sales display at Old Town Library.

The Poudre River Library Trust
The Poudre River Library Trust, Inc. was founded in 1999 by supporters of the Poudre River Public Library District. The Trust’s mission is to collaborate with the Library District Board of Trustees, staff, Friends of the Library, and donors to grow and manage donated funds to generate innovative Library programs, projects, and services.

To this end, the Trust, a volunteer board, has established an endowment fund to ensure that the Poudre River Public Library District can respond to the increasing demands of an inquisitive, progressive, and multicultural information society. The Trust also provides a vehicle by which to facilitate the philanthropic dreams of those who desire to enhance the cultural, intellectual, and literary life of the community via contributions to the library through donations, estate planning, and more.

The Trust spearheaded a $650,000 fund-raising campaign in 2012 - 2013, “An Exceptional Library: The Capital Campaign to Enhance Main Library,” to update and enhance the District’s 35-year-old Old Town (formerly known as “Main”) Library. The District’s voters supported a basic library remodel and the Trust worked to raise additional funds to complement the basic remodel and allowed for upgraded features that transformed the project, resulting in an exceptional library capable of meeting the needs of a diverse, growing, community.
Section 2 – District Organization

2.1  Mission Statement and By-Laws

OUR MISSION STATEMENT: The Poudre River Public Library District provides universal access to ideas and information to enrich our communities.

OUR VISION STATEMENT: The Poudre River Public Library District is dynamic, responsive, and integral to the fabric of our community.

BYLAWS

These Bylaws of the Board of Trustees (the “Board”) of the Poudre River Public Library District (the “District”) are adopted this 7th day of January, 2008 at the District’s regular meeting to govern Board action.

The District is a political subdivision of the State of Colorado, established and existing pursuant to §§24-90-101 et seq. of the Colorado Revised Statutes. These bylaws are adopted pursuant to C.R.S. §24-90-109(a).

I.  NAME

The name of this organization shall be the Poudre River Public Library District.

II.  BOARD OF TRUSTEES

Section 1. Appointment. The management and control of the Poudre River Public Library District (the "District") shall be vested in a Board of seven (7) trustees (the "Trustees") appointed in accordance with statute, all of whom must reside within the boundaries of the District.

Section 2. Number, Geographic Areas and Term. The Board of Trustees shall consist of seven (7) members, all of whom must reside within the boundaries of the District’s legal service area. The Trustees shall serve no more than two (2) consecutive four (4) year terms which shall be staggered so that one or two Trustees are appointed or reappointed each year. A Trustee’s term shall expire on the day of the annual meeting and the term of newly appointed Trustees shall begin at the annual meeting.

Section 3. Appointment of New Trustees. When the term of an existing Trustee will expire, and such Trustee is either ineligible for reappointment or elects not to be reappointed, a new Trustee shall be appointed in accordance with procedure consistent with C.R.S. §24-90-108(2)(c).

Section 4. Vacancies. Vacancies shall be filled for the remainder of the unexpired term as soon as possible in the manner in which Trustees are regularly chosen.
Section 5. No Salary. Trustees shall not receive a salary or other compensation as a Trustee, but necessary traveling and subsistence expenses actually incurred may be paid from the Library Fund.

Section 6. Removal. A Trustee may be removed only by a 2/3 vote of the appointing authority and only upon a showing of good cause. Good cause shall include, but not be limited to, failure to attend, without justification, three consecutive regular monthly meetings of the Board.

Section 7. Powers and Duties. The Board of Trustees shall have those duties and responsibilities set forth as authorized powers under §§24-90-101, et seq., C.R.S. (the "Library Law"), as such may be revised from time to time. In addition, the Board shall have all powers necessary or incidental to the specific powers granted by statute.

Section 8. Authorization. Membership on the Board does not, under any circumstances, authorize a Trustee to represent or bind the Board in any official capacity whatsoever except as such authority is granted and approved in writing by a vote of the Board taken at a regular or special meeting.

III. MEETINGS OF THE BOARD OF TRUSTEES

Section 9. Regular Meetings. A regular meeting of the Board shall be held every month, unless otherwise ordered by the Board, for the purpose of transacting the business of the District. All business of the Board shall be conducted only during regular or special meetings hereinafter provided for, and all of such regular and special meetings shall be open to the public, subject to the right of the Board to meet in executive session.

Section 10. Time and Place. The time and place of all regular and special meetings will be announced in advance as required by law.

Section 11. Notice; Open Meetings; Executive Sessions. Notice of all meetings of three (3) or more Trustees shall be given in the manner prescribed in §24-6-402(c), C.R.S. At a minimum, the Board shall cause notice of meetings to be posted in designated public places no less than twenty-four (24) hours prior to the meeting. All meetings shall be open to the public, except that at any regular or special meeting, the Board may proceed into executive session upon a majority vote of two-thirds (2/3) of the quorum present for the purpose of considering any matters permitted under §24-6-402(4), C.R.S. The Board shall retain executive session records for ninety (90) days after the date of the executive session in compliance with Section 24-6-402(2)(d.5)(II)(E), C.R.S.

Section 12. Special Meetings. Special meetings may be called by any Trustee or the Executive Director for any purpose, including for the purpose of planning and goal setting or the study and discussion of matters to come before the Board. Minutes will be taken at all special meetings and will be part of the public record. Special meetings may be called upon 24 hours’ notice to the Trustees and to the public. Notice to the public shall be given in the manner required by law.
Section 13. Quorum. A majority of the Trustees of the District shall constitute a quorum necessary for the transaction of any business at any regular or special meeting of the Board. The act of the majority of Trustees constituting a quorum at a regular or special meeting shall be the act of the Board.

Section 14: Public Participation in Meetings. Citizens shall be invited to participate in all regular meetings of the Board during a portion of the agenda set aside for this purpose. The president shall determine a time limit for comments based upon the number of persons wishing to speak.

Section 15: Annual Meeting. The regular meeting of the Board for the month of March of each year shall be designated as the annual meeting. At the annual meeting the officers shall be elected to serve for the ensuing year.

Section 16. Roll Call Votes. A Trustee may call for a roll call vote at any time.

Section 17. Parliamentary Authority. Robert's Rules of Order Revised, most recent edition, shall govern in the proceedings of the Board in all cases where not in conflict with these bylaws.

Article IV. OFFICERS

Section 18. Designation of Officers. The officers of the Board shall consist of a president, a vice president, and a secretary and such other officers as the Board deems necessary.

Section 19. Date of Election. All officers of the Board shall be elected by the Board at the annual meeting.

Section 20. Term of Office. Officers shall serve for one (1) year terms and shall begin their terms of office at the next meeting immediately following the election.

Section 21. Number of Terms of Office. A Trustee serving as an officer of the Board shall not be eligible to serve more than two consecutive terms in the same office, except by affirmative vote of two-thirds of the Trustees of the District.

Section 22. Vacancies. Any vacancy occurring during the regular term of any office, for any reason, shall be filled by a Trustee elected by a vote at a regular or special meeting of the Board for the remaining portion of the term of such office.

Section 23. Removal. Any officer may be removed by an affirmative vote of two thirds of the Trustees of the District taken at a regular or special meeting of the Board when in such Trustees' reasonable judgment the best interest of the District will be served thereby.
Article V.  DUTIES OF OFFICERS

Section 24. President.  The president shall, subject to the direction and supervision of the Board, be the principal executive officer of the District. The president shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board from time to time.

Section 25. Vice President.  The vice president shall assist the president and shall perform such duties as may be assigned by the president or the Board. In the absence of the president, the vice president shall have the powers and perform the duties of the president.

Section 26. Secretary.  The secretary shall oversee the keeping of the minutes of the meetings of the Board and shall perform all other duties delegated by the Board or that may be incidental to the office of secretary such as the publishing of legal notices and the execution of legal documents as such may be required.

Section 27. Treasurer.  The Board may elect a treasurer to be the custodian of District funds, all of which, regardless of their source, shall be deposited in an account or accounts authorized by resolution of the Board. Administrative procedures will be followed that conform to proper accounting internal controls. The Board may combine the offices of Secretary and Treasurer upon motion.

Article VI. COMMITTEES

Section 28. Appointment and Membership.  An ad hoc or standing committees may be created by the Board with its members appointed by the President for any specific purpose and shall be automatically dissolved when its stated purposes have been fulfilled. A committee of the Board may consist of Trustees or may perform its function without participation of any Trustee. Committees shall report to the Board and shall have no power to act for the Board.

Article VII. EXECUTIVE DIRECTOR AND STAFF

Section 29. Employment of Executive Director.  An Executive Director shall be engaged or employed by the Board to serve as the chief administrative officer of the District.

Section 30. Duties of Executive Director.  The Executive Director, under the supervision and direction of the Board, shall perform all duties incident to the position of Executive Director including those contained in the Executive Director's contract and such other duties as may be prescribed from time to time by the Board.

Section 31. Staff.  All other District staff shall be employed by the Board upon the recommendation of the Executive Director.
Article VIII.  POLICIES AND ADMINISTRATION

Section 32. Governance. The Board shall adopt and revise administrative policies by which the Executive Director shall conduct the affairs of the District. These policies shall be available to the public.

Article IX. FISCAL YEAR

Section 33. The fiscal year of the District shall begin on the first day of January of each year and shall end on the 31st day of December, of each year.

Article X. AMENDMENTS TO BYLAWS AND POLICIES

Section 34. Amendment by Vote. Bylaws and administrative policies may be altered, amended or repealed at a public meeting of the Board by three-quarters of the sitting Board (exclusive of vacancies).

Section 35. Notice Proposed Amendment. Notice of proposed bylaw or policy changes must be in written form and notice provided to all Trustees at least fifteen (15) days prior to consideration for adoption.

Section 36. Automatic Amendment. These bylaws shall at all times conform to the Library Law as such Law may be revised from time to time. Such amendments as may be necessary to affect such conformation shall be automatic and these bylaws shall be updated from time to time by the act of the Board to reflect such statutorily mandated automatic amendments.

Adopted this 7th day of January, 2008 by the Board of Trustees.

Amended on February 1, 2010 at a regular meeting of the Board of Trustees to reflect the District name change.

Revised and approved on March 9, 2015 at the Annual meeting of the Board of Trustees.

__________________________
Secretary
2.4 **Board of Trustees Contact List**

Board members can be contacted here: [http://www.poudrelibraries.org/board/](http://www.poudrelibraries.org/board/)


### Committees of the Board of Trustees

**Finance Committee** is composed of up to three trustees, one of whom is the Treasurer of the Board. Ex-officio members include the Executive Director and Finance Officer. The charge of this committee is to review and recommend financial practices of the Library District including long-term financial planning, financial policies and the annual operating budget. The committee shall also review the independent audit report.

**Human Resources Committee** is composed of up to three trustees with the Executive Director as an ex-officio member. This committee will review current human resources policies as adopted from the City of Fort Collins and recommend new policies that are appropriate to the Library District. The committee will from time to time review benefits/compensation studies before presentation to the full Board. The committee will also establish and implement a tool for the annual performance evaluation of the Executive Director.

**Policy Committee** is composed of up to three trustees with the Executive Director as an ex-officio member. This committee will establish a schedule for reviewing the By-Laws and all other policies (excluding human resources and financial) and recommend new policies to be presented to the full Board for approval as appropriate for the effective operation of the Library District.

**Nominating Committee** is composed of up to three trustees with the Executive Director as an ex-officio member. This committee presents a slate of officers for consideration prior to the Board of Trustees’ organizational meeting in March. The committee is also responsible for reviewing and revising the Trustee Orientation Guide to insure it contains up to date information. Additionally, this Committee guides the Board self-evaluation and staff feedback process to be summarized and presented at the Annual Board Retreat.
Section 3 – District Background

3.1 History of the Poudre River Public Library District

Guided by a seven-member Board of Trustees (volunteers appointed jointly by the City of Fort Collins and Larimer County) and supported with a 3-mill property tax, the Poudre River Public Library District’s shared resources serve more than 177,000 people across a vast 1,800-square-mile region in northern Larimer County, Colorado. Anchored by three libraries in Fort Collins, the district is dedicated to matching diverse communities’ needs, interests, and priorities with exceptional opportunities for learning, intellectual stimulation, and personal enjoyment.

The district was established in 2007. Before that time, public library services were managed as an administrative department of the Fort Collins city government. (The Fort Collins library as an institution dates from the 19th century; it was the sixth public library established in Colorado.) In 2006, after years of municipal budget cuts and job layoffs, concerned citizens formed the “Libraries Yes!” Steering Committee to advocate for the creation of a library district that would ensure a stabilized funding stream for the Fort Collins Public Library. They gathered signatures to have the question appear on the 2006 election ballot. The Friends of the Library financially supported this campaign, and many community library advocates worked to help raise public awareness. In November of that year, the 3-mill tax levy passed with 67% voter approval, and the Fort Collins Regional Library District was established in accordance with Colorado library law.

The District transitioned from a municipal library system to a regional library district with the completion of an intergovernmental agreement with the City of Fort Collins and Larimer County in 2007. The district was renamed the Poudre River Public Library District in 2008 to reflect the change.

The District looks to a future full of possibility. The Board has fulfilled its most important initial commitments to citizens: restoring library services and positions; opening and operating the Council Tree Library in southeast Fort Collins in 2009; creating an intergovernmental agreement among the District, the City of Fort Collins, and Larimer County; and developing a long-range vision for library services throughout the District.

In all its endeavors, the District aims to enrich the cultural, educational, and economic life of the growing regional area it serves.
3.2 Intergovernmental Agreement (IGA) Summary

The Intergovernmental Agreement (IGA) is, in essence, a tri-party contract between the Poudre River Public Library District (the “District” then known as the Fort Collins Regional Library District), the City of Fort Collins and the County of Larimer, Colorado. The document establishes the rights, obligations and responsibilities of the three parties in the transference of assets and liabilities of what was once a City of Fort Collins library to the District, a separate quasi-municipal corporation and political subdivision. Included are certain necessary agreements related to ongoing management and operations of these library assets. The IGA also formally transferred all library service employees from the City to the District. From time to time, the IGA may be amended to reflect certain changes, such as the types of support services provided by the City or County to the District.

Highlights of the IGA:

- Requires the District to annually report to the County and City the following:
  - A Reserve Policy and Plan
  - Annual Report to be presented in writing no later than March 31 of each year and publicly presented to the City Council and the Board of County Commissioners if requested
  - A copy of its audited financial statements
  - NOTE: While not detailed in the IGA, the District purchases its own property and liability insurance.

- Provides for the City of Fort Collins to:
  - Transfer to the District certain sources of revenue restricted for library services, such as the “Building on Basics” capital program for library technology.
  - Continue to provide, at cost, certain services in support of District management and operations. These include payroll services, human resources services (to include employee health insurance and retirement plans), procurement and information technology/network services.
  - Lease to the District office space at Mountain and Howes.
  - Transfer to the District the Main Library Building located in Library Park and assign to District the Intergovernmental Agreement between the City and the State of Colorado governing Harmony Library operations at Front Range Community College.
  - Convey to the District title to a Southwest Branch Library (Council Tree Library), paid for with City impact fees on new residential property upon completion of the building’s construction.
  - Convey to the District certain portions of Library Park in exchange for certain downtown property (known at the time as the Creamery Property) previously
purchased by the City using taxpayer approved revenues restricted to purchasing land or for the design of a new library.
- Transfer to the District all personal property (collections, computers, furniture, etc.) purchased with funds budgeted for library purposes or donated specifically for library use.

- Provides for the County of Larimer to:
  - Appoint District Trustees, in cooperation with the City.
  - Consider imposition of a library expansion (impact) fee to finance specific projects identified by the District. (NOTE: In 2010, the City of Fort Collins discontinued collecting impact fees for library services and the County decided not to implement such fees. A condition of continuing/implementing impact fees was contingent on the Town of Timnath implementing impact fees for library services. At the time, the Town of Timnath Council declined to institute these new fees.)

**Contractual documents associated with the IGA:**

- Lease agreement between the City and the District related to the use, maintenance and upkeep of the portion of Library Park conveyed to the District in exchange for the Creamery property. The City leases the property for the sum of $1 per year
- Lease agreement between the City and the District for the Mountain and Howes office space. District agrees to lease the property from the City for the sum of $1 per year plus maintenance, repair and upkeep.
- The assigned IGA between the City and the State related to the Harmony Library.
WEBSTER HOUSE ADMINISTRATION CENTER

The Poudre River Public Library District entered into an agreement to purchase the Webster House Administration Center in 2011. The Webster House now provides office and meeting space for the Library District’s administration, collections, systems administration, maintenance, and outreach staff. This move freed up an additional 3,000 square feet of the interior design at Main Library for collections, comfortable seating, and study rooms, bringing the total amount of new public space at Main Library to 9,000 square feet.

The Library District purchased two-thirds of the building in August 2011. The Wilkins Trust owns the remaining one-third and is allowing the District to occupy the entire facility rent-free for three years. The Library District hopes to negotiate a favorable purchase with the Wilkins Trust at the close of the three-year term.
Section 4 – District Reports

4.1 Board Minutes
4.2 Director’s Reports
4.4 Budget
4.6 *Newsletters*
4.7 Calendar

2016 Board of Trustees Calendar

January:
- 8 - 12 - ALA Midwinter Conference, Boston
- 11 – Regular BOT meeting

February:
- 8 – Regular BOT meeting

March:
- 14 – Annual (Organizational) BOT meeting and election of officers
- 18-20 – FOL Spring Used Book Sale
- 31 – Annual Report due to City Council and County Commissioners

April:
- 10-16 – National Library Week
- 11 – Regular BOT meeting
- 12 – National Library Worker’s Day

May:
- 2 & 3 - National Library Legislative Day
- 9 – Regular BOT meeting
- Audit accepted by BOT

June:
- 13 – Regular BOT meeting
- 23-28 - ALA Annual Conference, Orlando, FL

July:
- 11 – Regular BOT meeting
- 22 – 24 - FOL Summer Used Book Sale

August:
- 2017 budget preparations begins
- 8 – Regular BOT meeting

September:
- Evaluation of Executive Director begins
- 12 – Regular BOT meeting
- 25- Oct 1 – Banned Books Week
October:
  10 – Regular BOT meeting
    - 2016 budget presented to Board for review
  20-22 - CAL Annual Conference, Loveland CO
  TBD – FOL Fall Book Sale

November
  14 – Regular BOT meeting,
    - Public hearing to adopt 2017 budget

December
  Evaluation of Executive Director completed
  12 – Regular BOT meeting

Other Meetings – FYI:

Poudre River Library Trust Meetings
  1st Tuesday of the month at 4 p.m. at Old Town Library
  BOT Liaison:

Poudre River Friends of the Library (FOL) Meetings
  2nd Tuesday of the month at 2:30 p.m. at Harmony Library
  BOT Liaison: Jenn Birks
4.8 Glossary

- ALA (American Library Association) - “As the voice of American’s libraries and the people who depend on them, ALA promotes the highest quality library and information services and protects public access to information. It is the oldest and largest library association in the world, with members in academic, public, school, government, and special libraries.” (ALA Handbook of Organization, 1997-98) ALA is headquartered at 50 East Huron Street, Chicago, Illinois, with additional offices in Washington, D.C. and Middletown, Connecticut. ALA was founded in 1876 by Melvil Dewey, Justin Winsor, Charles A. Cutter, Samuel S. Green, James L. Whitney, Fred B. Perkins, and Thomas W. Bicknell. ALA web page: [http://www.ala.org](http://www.ala.org)

- AMH - Automated Materials Handler is an automated system by which patrons use to check-in materials and which sorts materials by types into bins.

- BTOP – Broadband Technology Opportunities Program is a federal grant program to establish public computing centers and expand access to broadband services in the U.S. The Colorado State Library received $3.3 million to establish public commuter centers and training in 83 communities. PRPLD is one of the partnering libraries.

- CIRCULATION - The process whereby patrons check out and return library materials. This term can be used to describe a single transaction, multiple transactions for a single patron or material, or the library’s entire transaction history.

- COLLECTION DEVELOPMENT - The process of planning and building a coherent and useful collection of library materials over a period of years, based on an assessment of the information needs of the library’s clientele and previous patterns of usage. Collection development includes selection, replacement, deselection (weeding), and planning for resource sharing.

- COLORADO ASSOCIATION OF LIBRARIES (CAL) promotes the improvement of library services to the people of Colorado. CAL fosters the professional development of its members and provides opportunities for them to become involved in the legislative process affecting libraries and librarians.

- COLORADO LIBRARY CARD (CLC) - is a program to allow walk-in patrons to check out books free of charge from any participating library in the state. All types of libraries---school, public, academic, and special---may participate.

- COLORADO STATE LIBRARY (CSL) - The Colorado State Library is a division of the Colorado Department of Education, which provides leadership and expertise in developing library-related policies, activities, and assistance for school, public, academic, and special libraries. A primary goal of the CSL is to improve the ability of libraries to provide quality services to all Coloradans.

- DE-BRUCE - To “de-Bruce” refers to ballot proposals to the electorate to override TABOR AMENDMENT to the Colorado Constitution.

- DESELECTION - The process of evaluating materials for removal from the collection if they are outdated, worn, or redundant holdings. It may also include stopping subscriptions to those journals or electronic resources that are deemed to be no longer relevant or necessary for the
library collection.

- **DIGITAL LITERACY** - the competencies need to support and use digital media and technology.

- **FAIR USE** - the section of the Copyright Law which states that it is not an infringement of copyright to use copyrighted material for the purposes of “criticism, comment, news reporting, teaching, scholarship, or research.” Factors affecting fair use concern the purpose and character of the use, the nature of the copyrighted work, the amount and substantiality of the portion used, and the effect of the use upon the potential market for or value of the copyrighted work.

- **FISCAL YEAR** - An accounting period of 12 months. The fiscal year for PRPLD is January 1 to December 31.

- **IMLS** - Institute of Museum and Library Services is an independent federal agency supporting museums and libraries of all types.

- **INTERLIBRARY LOAN (ILL)** - The lending and borrowing of books and other materials between libraries.

- **LIBNET** - A discussion forum for e-mail users from libraries mainly in Colorado.

- **LIBRARY SERVICES AND TECHNOLOGY ACT** - (LSTA) - The federal funding program that replaces Library Services and Technology Act funds. All publicly-funded libraries—school, special, public, and academic libraries—are eligible for LSTA funds which are administered through the Colorado State Library. A Stewardship Committee has been given the responsibility for allocating LSTA funds.

- **OCLC** - (ONLINE COMPUTER LIBRARY CENTER) - A bibliographical utility providing cataloging services, union lists, interlibrary loan, and reference services. See also **FIRST SEARCH**

- **OVERDRIVE** - a third party vendor of eBooks and other electronic resources OPAC (Online Public Access Catalog). A computer terminal configured so that patrons have the ability to search the electronic material records in the library’s catalog database.

- **PLA** - Public Library Association is a division of ALA which provides training, resources and information for public libraries.

- **READER’S ADVISORY SERVICE** - Could be called reader’s guidance. A reader’s advisor motivates people of all ages to read by using book lists or word of mouth to point out books of interest to their library patrons.

- **RFID** - Radio Frequency Identification

- **TABOR AMENDMENT** (also known as the Bruce Amendment) is a tax limitation, spending limitation, revenue limitation and debt limitation which applies to the State and all local governments.

- **ULC** - Urban Library Council is a non-profit serving public libraries located in urban area.