

2.8 Purchasing Card Policy

The Purchasing Card Policies and Procedures Manual establishes minimum standards for use of the Poudre River Public Library District Purchasing Card. In order to participate in the use of a purchasing card the employee is required to sign the Purchasing Cardholder Agreement.

Authority to participate in the Purchasing Card Program may be revoked at the discretion of the Executive Director.

ADOPTED: May 10, 2010

2.9 Banking Policy

The Board of Trustees approves all bank accounts to be opened and/or closed by resolution. The Finance Officer is the only District employee authorized to open or close a bank account.

ADOPTED: May 10, 2010

2.10 Whistleblower Policy

It is the policy of the Poudre River Public Library District to encourage high standards of ethical conduct and behavior in all areas of operations. The District is committed to compliance with the laws, regulations and guidelines which strengthen and promote ethical practices and ethical treatment of employees and members of the community which we serve. When any breach of ethical or legal conduct is observed by a member of the staff or the community, involving activities undertaken by those representing the District, it shall reported to management. When an employee is not comfortable reporting incidents to a direct supervisor, then he or she may report to the Executive Director. The District encourages the reporting of factual information based on unethical, dishonest or fraudulent conduct, and prohibits any retaliatory or other punitive actions against the person(s) who report the alleged conduct. Every effort is made to maintain the confidentiality of any person(s) reporting unethical conduct, as well as the confidentiality of the person(s) accused of such conduct. There may, however, be occasions when strict confidentiality cannot be guaranteed. The District investigates any allegations of fraudulent or dishonest use or misuse of District resources or property.

The District discourages reporting of allegations that are without merit or are based purely on conjecture.

ADOPTED: May 10, 2010

2.11 Record Retention Policy

The District adopted the City of Fort Collins Records Retention Schedule in December, 2007. A copy of that schedule is included as an appendix to this policy summary.

2.12 Gift/Sponsorship/Partnership Policy

The Poudre River Public Library District welcomes sponsorship from local business, corporations, families and individuals to support the Library through the establishment of sponsorships that will provide the Library with the resources, including revenue and/or in-kind contributions, to enhance events, programs, activities and services to the community. The Board of Trustees of the Poudre River Public Library District believes that libraries play an essential role in the quality of life of our citizens and in this important function, the library is supported through public funding and is supplemented by sponsorships. Sponsorships must not undermine the integrity of the non-commercial public space that the Library provides.

Definitions

- A. Partner: An institution, organization, business or individual that collaborates with the Library to provide programs and/or services to the public in ways that are mutually beneficial to and in support of the missions of both the Library and the partner and without the exchange of money.
- B. Partnership: Institutions, organizations, businesses or individuals, working together in an effort to accomplish a common goal with a shared sense of purpose and responsibility for the outcome.
- C. Sponsor: An institution, organization, business or individual who financially contributes to the Library in support of a collection, service or program.
- D. Sponsorship: A sponsorship is a mutually beneficial business exchange between the Library District and an external organization (hereinafter the sponsor) whereby the sponsor contributes funds, products or in-kind services to the Library in return for recognition, acknowledgement or other promotional considerations. Sponsorships involve an association between the sponsor and the Library and/or the specific programs, event, service or activity being sponsored. Tax receipts