

PCCLD Policy Review & Updating Plan

January 22, 2024

GOAL: To re-establish a regular schedule to review and update (as needed) PCCLD policies and procedures

Policy is a critical tool for operating the library district effectively and efficiently. PCCLD follows authoritative guidance and includes best practices in policies and procedures for the library district. Because continuous improvement and adherence to current techniques and library needs is a key component, policies and procedures need to be reviewed on an ongoing basis.

The PCCLD library trustee board approve all library district policies. They may do so at individual meetings and work sessions (as applicable) and by committee oversight.

The following policies will be subject to a review with library trustees:

Policy Type	Content	Leader	# of Current Policies
Customer Service	Code of Customer Conduct Security Marketing & PR Collection Development & Maintenance Patron Internet Use Archives & Spec Collections	Associate Director of Public Services [Also, Dir of Tech Services, Dir of IT, ED of Foundation & Strategic Initiatives, Security Manager]	36
Employee Guidelines	Employee information and directives	Director of HR	82
Finance	Fiscal management	CFO	15
Information Technology	Information protocols	Director of IT	TBD
Governance	Trustee protocol	Executive Director	3

Intended work flow: Review 2-4 policies quarterly

The Executive Director will remain actively involved in the process by assisting the policy leader with planning, review, research and draft edits. Executive Director approval is necessary before the policy/procedure edits moves to trustee review.