

Schedule for Creating, Updating and Adopting Boulder Public Library District Policies

Library District Policy Review Plan:

The Board of Directors has an extensive list of policies that need to be created, reviewed, and refined in the coming years. Policies fall into three categories:

1. **Patron:** public-facing operations
2. **Administrative:** internal personnel, financial and administrative
3. **Governance:** Board of Trustee governance and operations

The following schedule outlines the proposed work plan to ensure all policy work is completed in a timely manner.

When	What	Who
Nov. 6-27, 2023	Develop a 3-4-year review schedule for all public-facing, patron policies based on previous review dates or circumstantial priority	Staff
	Prepare list of internal-facing operational policies for Board awareness	Staff
Dec. 5, 2023	Review and provide input about the recommended public-facing patron policy review timeline and formally adopt all patron policies in their current state	Board of Trustees + Staff
	Receive information item: list of internal-facing operational policies	Board of Trustees
	Review and provide input about board governance policy plan for 2024	Board of Trustees
Dec. 12, 2023	1) Review and provide input on the financial policy development plan with the Auditor 2) Review and provide input about the staff recommended revisions to Library Rules of Conduct 3) Review and provide input about the staff recommended revisions to the Canyon Theater and related forms and policies	Board of Trustees + Auditor + Staff
Beginning in 2024	Review and approve up to two patron policies per month according to proposed schedule beginning with those policies presented on Dec. 12, 2023.	Board of Trustees