



**INDIAN RIVER COUNTY, FLORIDA**  
**AGENDA ITEM**  
**Assistant County Administrator /**  
**Department of General Services**

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**Date:** May 1, 2019  
**To:** The Honorable Board of County Commissioners  
**Thru:** Jason E. Brown, County Administrator  
**Thru:** Michael C. Zito, Assistant County Administrator  
**From:** Tracey L. Wehking, Director of Library Services  
**Subject:** Indian River County Library System Policies and Procedures Manual

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**BACKGROUND:**

The Indian River County Library System Policies and Procedure Manual for the library system was originally approved by the Board on July 16, 1991. The audience for this Manual is library system staff and volunteers. New employees and volunteers are acquainted with this Manual through their supervisors.

Since inception of the Policies and Procedures Manual in 1991, there have been recommended changes presented to and approved by the Board of County Commission. The Main Library's hours of service adding Sundays was approved by the Board in November, 1995 and implemented in February, 1996. The addition of the Computer Usage Policy was approved by the Board on May 12, 1998. The change in the Meeting Room rental fees was approved by the Board on May 21, 2002. Other approved changes have taken place including updated fee schedules in 2013 and a 3D printer policy on May 17, 2016.

In addition to these approved changes, service branches have expanded to include a total of five locations. Additional services to the public have been added and usage policies have been adjusted to allow greater access for patrons.

The updated Policy Manual consolidates the aforementioned policies and procedures and contains additional services.

**FUNDING:**

No funding is required for the subject task.

**RECOMMENDATION:**

Staff respectfully requests that the Board of County Commissioners approve the updated Library System Policies and Procedures Manual effective immediately.

**ATTACHEMENTS:**

Updated Indian River County Library System Policies and Procedures Manual.

**APPROVED AGENDA ITEM FOR MAY 14, 2019**