

WAINWRIGHT PUBLIC LIBRARY

POLICY AND PROCEDURES

MANUAL

WAINWRIGHT MUNICIPAL LIBRARY

POLICIES and PROCEDURES

Part 1

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1.0 TRUSTEESHIP

1.1 Mission Statement

- 1.1.1 The aim of the Wainwright Public Library is to continue to provide a variety of services and a balanced library collection which will effectively meet the information and recreational reading needs of the community. The Library also will encourage the use of its resources by all age groups.

1.2 Goals and Objectives - November, 1991

1.2.1 General Goals

- 1.2.1.1 To provide user-oriented library service of the highest possible quality.
- 1.2.1.2 To provide library materials which encourage the positive use of leisure by the community.
- 1.2.1.3 To provide library materials and assistance to groups and individuals pursuing self-education.
- 1.2.1.4 To serve the community as a centre of reliable information.
- 1.2.1.5 To serve as a cultural centre for the community, encouraging citizen participation in, and enjoyment and appreciation of, all the arts.

1.2.2 Objectives

- 1.2.2.1 To develop collections to help meet the diverse leisure, educational and information needs of the community.
- 1.2.2.2 To provide library service to children to guide them toward an awareness of books as a means of satisfying their mental, emotional and physical interests.
- 1.2.2.3 To ensure that collections are organized to allow easy access to the resources of the library.
- 1.2.2.4 To ensure collections are evaluated periodically to ensure that they are in keeping with the community's needs.
- 1.2.2.5 To provide programs encouraging the communication of ideas.

- 1.2.2.6 To provide programs and facilities to help community cultural and educational organizations in their pursuits.
- 1.2.2.7 To provide a strong inter-library loan service to give the community access to resources beyond its borders.
- 1.2.2.8 To evaluate periodically, library services and programs to ensure they keep abreast of the community's needs.
- 1.2.2.9 To make the fullest possible use of proven innovations, technological developments and changes in public library service.

1.2.b Goals and Objectives – 1995-1996

1.2.2.1 To generate increased awareness of the library, its services and programs.

Objective 1. To promote more efficiently the library throughout the community.

- i. Advertise to the fullest extent.
- ii. Continue the use of Special speakers/Monthly programs and craft programs to bring in all age groups to the library. Focus on those groups, particularly men and youth who make limited use of the library at this time.
- iii. Promote to Council/Chamber of Commerce.

1.2.2.2 To ensure continuing financial stability of the library and increase our fund raising in order to support special projects.

Objective 1. Maintain sufficient funding through the Provincial and municipal governments and patrons.

- i. Review method and frequency of communicating financial information to interested parties.
- ii. Review financial policies annually.

Objective 2. To provide greater funds for use in one time costs such as new electronic equipment, special speakers, unique collections.

- i. Annual fundraising campaigns, i.e. kiss a pig.
- ii. Special solicitation of funds from businesses in the area to support speaker costs.

1.2.2.3 To improve resources in research and reference materials.

Objective 1. To determine the specific areas of the collection which require updating and provide necessary materials.

- i. Use of reference statistics to see which items are requested most often and ensure items are available at library.
- ii. Increase use of interlibrary loan for those items which are too obscure or too expensive to provide in-house.
- iii. Increase use of electronic media such as the CD ROM/INTERNET to fulfill client's request for research materials.
- iv. Advertise use of reference skills of staff to aid patrons more effectively.

1.2.2.4 To ensure a quality working environment for Library Staff.

Objective 1. To encourage and support continuing education opportunities for all staff.

- i. Budget for staff to attend sessions or conferences that are applicable to the effective running of the library.

Objective 2. To provide adequate support for staff through volunteers and Board help.

- i. Continue using suggestions from the 1994 Service Audit to provide guidelines for a good work environment.

1.2.2.5 To continue providing effective library service recognizing the impact of technology in the delivery of this service.

Objective 1. To maintain current purchasing of "popular" fiction and non-fiction in both hardcover and paperback format.

Objective 2. To continue collection of audiovisual materials in VCR and cassette formats.

Objective 3. To introduce CD ROM and INTERNET materials to the collection for recreational use.

- i. Budget accordingly. Realizing that some shift in funds may occur if the library wishes to realize all these objectives. Collection development may then require more reviewing tools in order to make more informed collection purchases.

Objective 4. To increase resource sharing by working more closely with school and other community libraries in the area

- i. Initiate regular meeting with local librarians to develop a closer working relationship.

1.2.2.6 To continue to provide effective Board representation.

Objective 1. To establish an awareness program for volunteer trustees.

- i. Actively recruit trustees at membership time, through advertisement and promotion, of role during library events.

Objective 2. To provide access to a trustees orientation workshop annually and to encourage participation by all members.

- i. Provide necessary funds and Board participation.

1.3 Duties and Responsibilities of the Library Board

1.3.1 The general powers, duties and responsibilities of the Board are defined in the Alberta Libraries Act.

1.3.2 The seven members of the Wainwright Public Library Board are individually responsible for considering and deciding upon all matters of organization policy, programs, and expenditures. Members of the board collectively exercise full authority over all aspects of the organization's operations.

1.3.3 Responsibilities

1.3.3.1 Policy Management

- a. Ensure adherence to the Libraries Act and Regulations.
- b. Submit reports to provincial and federal regulatory agencies as required.
- c. Review and prepare policies.

1.3.3.2 Program and Service Management

- a. Establish and implement a program planning cycle.
- b. Prepare long- and short-term planning statements.
- c. Monitor and evaluate programs and services.

1.3.3.3 Personnel Management

- a. Define role, responsibilities, and functions of the board, and staff including volunteers.
- b. Hire, evaluate and terminate the Librarian.
- c. Recommend board members to Council.
- d. Provide orientation and training for board members.

1.3.3.4 Financial Management

- a. Review insurance needs.
- b. Negotiate contracts for services.
- c. Authorize maintenance and replacement plans, and facilities upgrading.
- d. Ensure that facilities and capital equipment are meeting user needs.
- e. Generate the resources needed to implement policy decisions.
- f. Participate in and oversee fundraising activities.
- g. Establish budgeting and financial reporting systems.
- h. Develop the budget and review it periodically.
- i. Approve all expenditures paid on behalf of the Wainwright Public Library.

- 1.3.3.5 Advocacy
- a. Represent the library to the community and act as the library's spokesperson in the community.
 - b. Monitor government legislation and advise elected officials on the impact of current and proposed legislation.
 - c. Develop community awareness of the unique role the library plays.

- 1.3.3.6 Evaluation
- a. Participate in organizational evaluation.
 - b. Monitor board effectiveness.

1.3.4 Qualifications

- 1.3.4.1 Must be interested in libraries willing to serve and be committed to the mission and aims of the Wainwright Public Library.
- 1.3.4.2 Must be willing to attend the board meetings, any special or ad hoc meetings, as required.
- 1.3.4.3 Must be willing to serve on at least one sub-committee in an area in which they have some experience or interest.
- 1.3.4.4 Should be willing to serve as a sub-committee chair, board secretary, vice or chair, during their term.
- 1.3.4.5 Must commit to learning about public library organization and management.
- 1.3.4.6 Must act honestly, in the best interests of the library (with the same diligence they use to manage their own affairs).
- 1.3.4.7 Must not let personal interest or the interests of a third party conflict with those of the library. Should a conflict exist, it must be declared and the trustees absent themselves from any and all discussion and from voting on such matters.
- 1.3.4.8 A desirable trait is a willingness to contribute independent thought while working cooperatively with other board members.

1.4 Ethics

- 1.4.1 Recognizing that the strength of the Board is as a board, not as individuals, individual board members shall nevertheless maintain the highest ethical standards in all their board dealings. This shall include but not be limited to such matters as confidentiality of privileged information, unbiased representation of the entire municipality, and fair and unprejudiced consideration of controversial issues.

1.5 Authority

- 1.5.1 Because all powers of the Board lie in its action as a corporate body, members of the Board, collectively exercise full authority over all aspects of the library operation. Individual board members exercise their authority over library affairs only through their vote to take action at a legal meeting of the Board.

- 1.5.2 In other circumstances, an individual board member, including the Chairman, shall have power only when the Board, by vote, has delegated authority to him or her.

1.5.3 Management Rights

- 1.5.3.1 It is the exclusive right of the Board to operate and manage the business of the library in all respects, unless otherwise provided by the library policies. The Board reserves all rights to:
- a. maintain order, discipline, and efficiency.
 - b. make, from time to time, other rules and regulations to be observed by employees.
 - c. direct the work force and create new classifications and work units, and to determine the number of employees, if any, needed from time to time in any work unit or classification, and to determine whether or not a position will continue or become redundant.
 - d. hire, promote, transfer, lay off, recall, demote, discipline, suspend, or discharge employees.
 - e. appoint another member of the staff to assume the duties of the Librarian in the absence of the Librarian.

1.6 Attendance at Conferences and Workshops

- 1.6.1 The Board encourages its members to attend conferences and workshops.
- 1.6.2 Within budget guidelines and with prior board approval, expenses incurred by individual boards members for travel, subsistence, and registration fees will be reimbursed according to Policy 1.7, honorarium and Expenses, upon submission of bills to the Board.

1.6.3 Reports on conference activities shall be given at the following regular board meeting.

1.7 Honorarium and Expenses

1.7.1 Board members shall be paid \$30.00 for regular board meetings.

1.7.1.1 This rate being paid only to members not already receiving a stipend to attend library board meetings.

1.7.2 Expenses for out of town meetings authorized by the Board, will be calculated on a Mileage and Expense Claim form (Appendix 1.7) and reimbursed as follows:

- a. registration will be paid by the Library with receipts required.
- b. meals at a maximum of \$27.00 per day, receipts are required if not claiming maximum allotment:
 - i) breakfast - up to \$ 5.00
 - ii) lunch - up to \$ 8.00
 - iii) dinner - up to \$14.00
- c. Mileage in accordance with Town of Wainwright policy:
 - i) \$0.28 per km. when authorized
 - ii) \$0.34 per km. when two or more board members pool together

1.7.3 Any board member who incurs out of pocket expenses while conducting board business, may be entitled, with prior board approval, to reimbursement of all or part, of the expenses, upon submission of receipts to the Board, i.e. lodging, taxi fares, parking, child care.

1.8 Liability

1.8.1 Alberta Interpretations Act, Chapter 1-7, Section 16; Board members are exempted from personal liability when conducting board business, provided that their acts are not illegal.

1.9 Memberships In Library Associations

1.9.1 The Board may maintain memberships in library associations, such as the Canadian Library Association, the Alberta Library Trustees Association, the Pacific Northwest Library Association, etc., as funds permit, in order to promote information exchange and cooperation among those interested in libraries and to fulfill the needs of trustees and staff for access to current information and points of view on library matters.

1.9.2 Annually, with budget preparations, the Board will review association memberships.

1.10 Removal From Office

- 1.10.1 As per the Alberta Libraries Act, Part. 5, Sec. 35, (1) and (2):
- a. A person is disqualified from remaining a member of a Board if he fails to attend, without being authorized by a resolution of the Board to do so, the meetings of the Board for three consecutive regular meetings.
 - b. If a member of a Board is disqualified from remaining a member under subsection (1) he is deemed to have resigned his seat on the Board.
- 1.10.2 As a municipal board, the Board recognizes that Town of Wainwright Council's power to appoint members to the Board (Alberta Libraries Act, Pt. 2, Sec. 10) carries with it the power to remove members from office (outlined in the Interpretations Act, Chapter 1-7, Section 20).

1.11 Recognition of Service

- 1.11.1 Members leaving the Board will be recognized by the Board for their service as follows, based on 3 year terms:
- a. Service of less than a full term, will receive a thank you card.
 - b. Service of one full term will receive a thank you gift at the value of \$20.00.
 - c. Service of two full terms will receive a -thank you gift at the value of \$30.00.
 - d. Service of three full terms will receive a thank you gift at the value of \$40.00.

1.12 Establishment of the Board

- 1.12.1 The Wainwright Public Library Board is recognized as a management board under Bylaw 86-13 of the Town of Wainwright and is governed by the Alberta Libraries Act, Part 2, Sections 8 - 18 and Part 5, sections 35 - 48).

1.13 Terms and Vacancies

- 1.13.1 The term of aboard member shall normally begin in October and extend for a period of three years. An exception to this occurs when a member is appointed by Council to complete the term of a member who leaves the Board before his term expires.
- 1.13.1.1 The term of membership continues until a member is appointed in his place.
- 1.13.2 Procedure For Dealing With a Board Vacancy

- 1.13.2.1 Vacancy is advertised in local media with closing date for application.
- 1.13.2.2 Applications For Position On The Wainwright Public Library Board, Appendix 1.13, are reviewed by the Board with consideration being given to the needs of the Board. The appropriate number of candidates are selected and recommendation is made to Town Council for their appointment.
- 1.13.2.3 Town Council appoints new member(s) as per the Alberta Libraries Act, and sends a letter to each new Board member to inform them of their appointment and term.
- 1.13.2.4 The Library Board immediately ensures that each applicant receives a letter to inform them of Town Council's decision and that the new members are informed of the next regular Library Board Meeting date and time.
- 1.13.2.5 The new board member(s) assumes their duties at the next regular Library Board meeting (typically the 4th Wednesday of October) following his appointment by Council.

1.14 New Board Member Orientation

- 1.14.1 New board members will be provided with a policy binder including the following items:
 - a. Information outlining the history of the Wainwright Public Library.
 - b. Board member names, terms, addresses and telephone numbers.
 - c. Committee representatives.
 - d. Staff name, addresses and telephone numbers.
 - e. Outline of hours of operation, programs and services to the community.
 - f. Current years budget.
 - g. Current Alberta Libraries Act and Regulations.
 - h. Town of Wainwright Bylaw 86-13, to provide for the establishment of a Municipal Library.
 - i. Policies in the areas of trusteeship, library materials, facilities, personnel, patrons and the community; and their related appendices.
 - j. current Plan of Service for the Wainwright Public Library.
- 1.14.2 Board members will be provided with access to, or when practical, copies of, any of the following items:
 - a. ALTA constitution, bylaws and newsletters.

- b. Annual library reports.
- c. Board meeting minutes for at least the preceding three months.
- d. Municipal statistics.
- e. Sources of library funding.
- f. Library held Board files.
- g. Other material which may be of benefit to trustees.

1.14.3 Orientation will also include a tour of the library and review of 1.14.1 items with the Librarian and board members.

1.15 Duties of the Board Chairman

- 1.15.1 Calls the meeting to order and ensures it proceeds in an orderly manner according to the agenda and rules of meeting procedures. All members shall address their comments through the Chair.
- 1.15.2 Leads discussions, puts motions and amendments to the vote and declares results. Chairman may enter into discussions without vacating the Chair.
- 1.15.3 Ensures that proper minutes and records are kept and signs adopted minutes.
- 1.15.4 Endorses all cheques written as disbursement of funds on behalf of the Wainwright Public Library as per Policy 1.20, "Accounting and Cheque Signing Authority".
- 1.15.5 Ensures that all points of view are given a fair hearing and that items of business are adequately discussed before a final decision is made.
- 1.15.6 Does not vote on motions before the Board, unless there is a tie vote.
- 1.15.7 Acts as the official spokesman for the Board and is responsible for representing and interpreting its policies to the public and governing bodies. Where calling a meeting is inappropriate, the Chairman also has the authority to represent the Board in making necessary decisions between meetings.
- 1.15.8 May call a special meeting of the Board, provided - that all members have been given notice at least 48 hours in advance. The meeting may be held with less than 48 hours notice with the consent of a 2/3 majority of the Board.
- 1.15.9 Has the authority to expel from board meetings any person guilty of improper or disorderly conduct.
- 1.15.10 Should confer with other executive officers on agenda items and should be

thoroughly familiar with any items brought before the Board.

- 1.15.11 Serves as an ex-officio member on all committees and acts as a liaison officer in coordinating committee work.
- 1.15.12 Should have a working knowledge of parliamentary procedures and a thorough understanding of the Libraries Act and Regulations.
- 1.15.13 Serves as the liaison officer in - relation to staff, being responsible for the receipt of complaints, requests and evaluations from the Librarian, which shall be duly reported to the Board.
- 1.15.14 May conduct an exit interview with staff, as required.

1.16 Duties of the Vice Chairman

- 1.16.1 Acts as chairman in the absence of the Chairman or when delegated by the Chairman.
- 1.16.2 Ensures that all necessary reports and documentation are filed with appropriate authorities and required under the Alberta Libraries Act.
- 1.16.3 Assumes other related duties as assigned by the Chairman or the Board.
- 1.16.4 In the event that the position of chairman becomes vacant, the Vice Chairman becomes acting chairman and assumes all authority and responsibilities of the position of chairman for the remainder of the term.

1.17 Duties of the Executive Committee

- 1.17.1 The Executive officers of the Board shall consist of the Chairman, Vice Chairman, Finance Committee Chairman, Personnel/Policy Committee Chairman, and Public Relations/Programming Chairman.
- 1.17.2 Committee Chart and Related Duties.

Board of Trustees

Executive Committee

Finance Committee

Personnel/Policy Committee

Public Relations'
Programming Com

wages/salaries	board membership	needs assessment
budgeting	recruitment	public education
insurance	nominating	collection
facilities	orientations/training	publications
contracts	staff development	annual general meeting
fiscal control/accounts p/r	recruitment	government relations
grants	training	community relations
individual & corp. donations	evaluations	fund raising
special events	policy review, revision & updating	general membership
audit	annual volunteer recognition	programs & promotions

1.18 Meetings

1.18.1 Annual Organizational Meeting

1.18.1.1 The Board shall hold it's annual organizational meeting following the Town of Wainwright Council's appointment of new board members to term and annual positions. The election of executive officers for one (1) year terms shall take place and any other organizational or procedural changes shall be made. Board members will also indicate the board committee(s) on which they are prepared to serve.

1.18.1.2 The annual organizational meeting may occur in conjunction with the Board's regular October meeting.

1.18.1.3 Election of executive officers shall be conducted by the Secretary to the Board according to accepted parliamentary procedure.

1.18.2 Regular Board Meeting

1.18.2.1 Regular meetings of the Wainwright Public Library Board will take place on the fourth Wednesday of each month at 7:30 p.m. in the Wainwright Public Library.

1.18.3 Special Meetings

1.18.3.1 The Board Chairman shall have the authority to call special meetings with 48 hour notice to board members. The meeting may be held with less than 48 hours notice with the consent of a

2/3 majority of the Board.

1.18.4 Meeting Procedures

1.18.4.1 Agenda format shall be as follows:

- a. Adoption of Minutes
- b. Business Arising Out of the Minutes
- c. Correspondence and Information
- d. Reports (i.e. Board, Committee, Librarian, etc.)
- e. New Business

1.18.4.2 A board member wishing to place items on the agenda or to submit items for inclusion in the board information package must inform the Secretary to the Board prior to the meeting.

1.18.4.3 A quorum of the Board shall consist of four board members, one of which must be the Chairman or Vice Chairman.
(Amended August 23, 1995)

1.18.4.4 Rules of Order

1.18.4.4.1 All meetings of the Board shall proceed according to the requirements of the Alberta Libraries Act.

1.18.4.4.2 The order of business shall be as laid out in the agenda and shall be adhered to unless a motion to do otherwise is approved by a 2/3 majority of the meeting.

1.18.4.4.3 All persons, on speaking, shall address the Chair and speak on the topic under discussion only.

1.18.4.4.4 A motion before the Board does not need a seconder.

1.18.4.4.5 Disposition of all motions shall be as follows:

- a. motion
- b. discussion
- c. question
- d. vote

- 1.18.4.4.6 An amendment to a motion must be voted upon before the original motion is voted upon.
 - 1.18.4.4.7 Correct parliamentary procedure (according to the latest edition of Roberts' Rules of Order) shall be observed, unless otherwise agreed upon.
 - 1.18.4.5 Voting
 - 1.18.4.5.1 Voting shall normally be by a show of hands.
 - 1.18.4.5.2 Secret ballots will be used for election of officers and for other matters deemed by the meeting to require secrecy.
 - 1.18.4.5.3 The Chairman does not vote on motions before the Board, unless there is a tie vote.
 - 1.18.4.5.4 Where there is a dissenting vote, those members disagreeing with the majority may request that their dissension be recorded.
 - 1.18.4.6 Committee Meetings
 - 1.18.4.6.1 Meetings of board committees shall take place when board business requires the deliberations and recommendations of committees. Meetings will occur at dates and times mutually agreed upon by committee members.
 - 1.18.4.6.2 It is the responsibility of the Chairman of each committee to submit a report at board meetings on committee activities.
- 1.18.5 Minutes
 - 1.18.5.1 The minutes of all meetings shall be recorded and shall include the following:
 - a. place, date, time of meeting
 - b. list of members present, absent, and excused by resolution, staff and guests
 - c. time meeting was called to order
 - d. adoption of previous minutes

- e. current financial statement
 - f. correspondence and action taken
 - g. results of deliberations from unfinished and new business
 - h. exact wording of all motions with name of mover, and record of whether carried or defeat
 - i. time of adjournment
- 1.18.5.2 Minutes of the previous meeting shall be mailed in advance of the next board meeting
- 1.18.5.3 Minutes shall include margin indexing for quick reference.
- 1.18.5.4 Upon adoption of the minutes, the Chairman shall sign them, and they shall be placed in one official Minute Book.
- 1.18.5.5 Public Participation
- 1.18.5.5.1 All regular meetings of the Board are open to the public.
 - 1.18.5.5.2 The Chairman, at his discretion, may entertain questions from the public.
 - 1.18.5.5.3 A delegation of members of the public may request a hearing before the Board by submitting a request to the Board Chairman or Librarian at least ten (10) days before we meeting at which they wish to appear. The Chairman may permit discussion of the issue among board members in the presence of the delegation. Board decision on the issue, which will be final and binding, will be communicated in writing to the head of the delegation.

1.19 Policies and Bylaws

1.19.1 Development of Policies and Bylaws

- 1.19.1.1 It is the responsibility of the Board to consider all proposals for policies or bylaws, whether they originate from within the Board or from sources outside the Board, such as library employees, residents of the area served by the Library, community groups, professional consultants, etc. See the Alberta Libraries Act,

Section 2.3.3.7 Public Participation at Board Meetings.

- 1.19.1.2 It is the sole responsibility of the Board to determine and adopt policies and bylaws relating to the Library, such adoption to be in accordance with the Alberta Libraries Act.

1.19.2 Adoption of Policies and Bylaws

1.19.2.1 Policies

- 1.19.2.2 A policy proposal must be presented to the Board by a board member in the form of a motion. If the motion is carried, the proposal becomes policy.

1.19.2.2 Bylaws

- 1.19.2.2.1 A bylaw proposal must be presented to the Board by a board member in the form of a motion. Three readings are required for passage of a bylaw. All three readings may occur at the same meeting, but unanimous consent is required to proceed with the third and final reading. See the Alberta Libraries Act, Part 5, Section 41 – Bylaw Transmission, and Section 43 – Bylaw Invalidated.

1.19.2.3 Amendment

- 1.19.2.3.1 The policy manual will contain only the most current version of the bylaw and board policies. Superseded versions shall be filed for historical purposes.

1.19.2.4 Publicizing

- 1.19.2.4.1 Bylaws and policies adopted by the Board shall be included in the Library's Reference Collection.

1.19.2.5 Review and Revision

- 1.19.2.5.1 Board policies and bylaws will be reviewed on

an ongoing basis (at least annually) and revised when necessary to ensure their continued relevance and meaningfulness.

1.19.3 Administration in Absence of Policy

- 1.19.3.1 In the absence of policy, the Board authorizes the Librarian to act on its behalf. Prior to action, the Librarian may consult with the Board Chairman and/or other board members. The action will be reported to and reviewed by the Board

1.20 Accounting and Cheque Signing Authority

- 1.20.1 Matters of accounting, including deposit and disbursement of funds, and the keeping of records regarding the Library's financial activities shall be centralized through the Librarian's office as required by Policy 4-2, "Duties and Responsibilities of the Librarian."
- 1.20.2 All cheques written as disbursement of funds on behalf of the Wainwright Public Library must be endorsed by two persons authorized by virtue of this policy:
- a. Chairperson, or in his/her absence, Vice Chairperson
 - b. Librarian, or in his/her absence, Assistant Librarian
- 1.20.3 And further, that the necessary documentation for endorsement be established and updated accordingly with the applicable financial institution.

1.21 Annual Report

- 1.21.1 The Board, in conjunction with the Librarian, shall have prepared as soon after the fiscal year- end as practicable, a report for the previous year which should include the following items:
- a. List of board members and terms.
 - b. Board committees.
 - c. List of library staff.
 - d. Hours of operation, programs and services to the community.
 - e. Statistics on memberships, stock of materials, circulation, etc.
 - f. Annual budget.
 - g. Goals and objectives
- 1.21.2 A copy of this report shall be made available to all board members and interested parties, including the general public.

1.22 Relationship Between Council and Board

- 1.22.1 “Board” means a municipal library board, library system board, or community library board. A board as a corporation (Section 16 of the Interpretation Act, Chapter 1 - 7):
- can sue and be sued
 - can enter into contracts and agreements
 - can hire and dismiss staff
 - can acquire and dispose of real and personal property for library purposes.
- 1.22.2 “Council” means:
- in the case of a city, town, municipal district, and village or summer village; the council.
 - in the case of a county; the county council.
 - in the case of a school authority; the board of trustees.
 - in the case of an improvement district or special area; the Minister of Municipal Affairs.
 - in the case of a new town; the board of administrators.
- 1.22.3 “Municipality” means a city, town, village, summer village, new town, municipal district, county or school district situated within a national park. Does not include improvement districts and special areas.
- 1.22.4 Rights and Responsibilities Libraries Act

Libraries Act	Council	Board
Part 2:9	<ul style="list-style-type: none"> - (2) may pass a bylaw providing for establishment of a library board - (3) copy of bylaw must be forwarded to Minister 	<ul style="list-style-type: none"> - (4) on being established a board is a corporation
Sec. 10 & 11	<ul style="list-style-type: none"> - appoints, re-appoints or dismisses library board members 	<ul style="list-style-type: none"> - appoints chairman and officers (Part 5:36) - make appointment recommendations
Sec., 13		<ul style="list-style-type: none"> - has full management and control of the Municipal Library - shall organize, promote and maintain comprehensive library services in the municipality - may cooperate with other

		boards and libraries in the provision of those services
Sec. 14	- approves estimate in whole in part	- prepare a budget and estimate of money to operate and manage library budget and estimate shall be submitted to Town by December 1
Sec. 15	- approves board's auditor	- keep accounts of its receipts, payments, credits and liabilities - have accounts audited by a person approved by Town Council - submit audit to Council immediately after completion
Sec 16	- has authority over borrowing for capital purposes	- borrows for operational purposes
Sec. 17	- may levy a special "Public library rate" to provide monies for board	
Sec. 18	- can dissolve a municipal board	
Part 3, Sec. 19	- Library Systems – Town may request Minister to establish a library system	
Sec. 20		- on being established board is a corporation
Sec. 21	- Town may become a member of a library system	
Sec. 39		- may enter into agreements with any other municipal board to provide library services
Part 5, Sec. 40		- pass by-laws for safety and use of library
Sec. 41		- copies of bylaws must be directed to the Town Administrator
Sec. 42	- may disallow bylaws of the Board	

2.0 LIBRARY MATERIALS

2.1 Selection

2.1.1 The Wainwright Public Library Board will acquire a wide selection of materials that meet the diverse leisure, educational and informational need of the community served.

2.1.2 Guidelines

2.1.2.1 Statement of Intellectual Freedom

2.1.2.1.1 The Wainwright Public Library Board subscribes of the Statement of Intellectual Freedom adopted by the Canadian Libraries Association. (Appendix 2.1).

2.1.2.2 Responsibility of selection

2.1.2.2.1 Approval for acquisitions and responsibility for the collection rests with the Librarian.

2.1.2.3 Use of selection tools.

2.1.2.3.1 Professional selection tools providing review of materials will be used as much as possible: booklist, Books in Canada, Quill and Quire, Canadian Children's Literature, etc.

2.1.2.3.2 Reviews in current periodicals, i.e. Maclean's, Time, and newspapers, will be consulted.

2.1.2.3.3 Publisher catalogues will be used to supplement when reviews are not available.

2.1.2.4 Materials for purchase are considered on the basis of:

- a. format and cost
- b. suitability of subject and style for intended audience
- c. reputation of publisher/producer/author/illustrator
- d. timeliness
- e. relationship to existing collection and other materials on the subject
- f. accuracy of information and objectivity of opinion
- g. readability of popular appeal
- h. relevance to community needs and interests

2.1.2.5 Controversial materials

- 2.1.2.5.1 The Library will attempt to make available a diversity of views and expressions, including those which may be unorthodox or unpopular with the majority.
- 2.1.2.5.2 Selections are made on the basis of content without regard to the author's history or race, nationality, political or religious views.
- 2.1.2.5.3 The presence of a book, periodical or other material in the library does not constitute an endorsement of its contents.
- 2.1.2.5.4 The Library recognizes that many materials are controversial and may offend. Selection of materials is based on the work's merit, accounting for the needs of the community and the collection. Not all items then will be suitable for every patron. Library staff will attempt to guide users to materials suitable to their use, but ultimately, the responsibility is that of the patron, or in the case of a child using a family or children's card, the responsibility of the parent.

2.2 Gifts and Donations - Memorial Book Fund

- 2.2.1 The Wainwright Public Library Board accepts and encourages gifts and donations from the public.
- 2.2.2 Guidelines
 - 2.2.2.1 Tax exempt receipts will be issued for donations of money. The Wainwright Public Library is registered with Revenue Canada as a charitable organization.
 - 2.2.2.2 Donors will normally be requested to read the Gifts and Contributions Release Form and sign prior to making their donation (Appendix 2.2).
 - 2.2.2.3 Personal property, art objects, portraits, antiques and other museum objects will be accepted for display purposes only and are not the property of the Wainwright Public Library Board. The Board is not responsible for items being lost, stolen, damaged or mutilated.
 - 2.2.2.4 Books and other materials offered as gifts will be accepted on the condition that materials are in accordance with the guidelines of the "Selection" Policy 2.1.
 - 2.2.2.5 The Wainwright Public Library Board reserves the right to use and to dispose of gifts as it sees fit, following the guidelines of the "Disposition of Library Materials" Policy 2.4.
 - 2.2.2.6 No condition relating to any gift may be imposed after it's acceptance by the Library.

2.2.2.7 All monetary and material donations will be acknowledged.

2.2.3 Memorial Book Fund

2.2.3.1 Bookplates will be used to identify donations of money put toward the purchase of books for memorial purposes.

2.2.3.2 All memorials will be recorded in a special memorial book.

2.2.3.3 A card shall be sent to the family of the deceased to acknowledge the memorial donation.

2.2.3.4 Materials, with or without bookplates will be discarded following the guidelines of the “Disposition of Library Materials” Policy 2.4. Bookplates will be taken out of the book and the bookplate will be discarded immediately before the books are disposed of.

2.3 Acquisition and Purchase

2.3.1 The Librarian will acquire materials following purchase guidelines with flexibility permitted as different parts of the overall collection require more or less emphasis.

2.3.2 Guidelines

2.3.2.1 No books or other materials shall be ordered on the library account for any employees, Board members, or patrons private use.

2.3.2.2 The following figures should be considered by the Librarian, as a guide in spending:

a.	reference	16%
b.	youth/juvenile/easy reading	32%
c.	adult	36%
d.	cassettes	8%
e.	periodicals	8%

2.3.2.3 Purchasing will be done as often as necessary. Every three months is a guideline, so that books come in regularly.

2.3.2.4 Multiple copies of bestsellers or high demand items may be purchased at the discretion of the Librarian.

2.3.2.5 A “stop” date shall be placed on all purchase orders.

2.3.2.6 Orders may be phoned in but a copy must be kept on file, with a letter to follow.

- 2.3.2.7 Invoices will be paid as required, and listed for presentation at each regular board meeting for approval of payment.

2.4 Disposition of Library Materials

2.4.1 Items which cease to meet the selection guidelines may be removed from the collection by the Librarian.

2.4.2 Guidelines

2.4.2.1 Weeded items may be disposed of in any of the following ways, as appropriate;

- a. donated to a paper drive
- b. offered for resale
- c. given away
- d. destroyed

2.4.2.2 Guidelines for weeding:

- a. physical condition – dirty, worn-out, damaged, ragged binding, missing or torn pages, shabby appearance.
- b. subject matter – information is no longer accurate; theme or style are outdated; superseded edition; duplication in little used areas.
- c. usage – items which have not circulated 5 times in the past 5 years, allowing for classics and award winning items; items for which no future need is seen (ephemera).
- d. age – encyclopedias after 10 years, indexed periodicals after 5 years, unindexed periodicals after 1 year.

2.4.2.3 Withdrawn library materials should be disposed of annually so they do not accumulate beyond a reasonable quantity.

2.5 Library Materials Normally Lent

2.5.1 Wainwright Public Library Board will make available for loan a wide variety of materials, with some exceptions, and these materials will be lent to members satisfying requirements who hold membership in the Wainwright Public Library.

2.5.2 Lending Guidelines

2.5.2.1 Materials normally lent may include books (hardcover and paperback), periodicals, pictures, audio-visual materials, maps, music, scores and pamphlets.

2.5.2.2 Loan periods for the following materials:

- a. books 3 weeks

- b. periodicals 1 week
- c. cassettes/CD ROMS/CD's 1 week
- d. videos 1 week (amended Oct. 1997)

2.5.2.3 Exceptions to the above lending periods are:

- a. reference materials labeled as such
- b. reserve materials
- c. atlases
- d. dictionaries
- e. encyclopedias
- f. newspapers
- g. irreplaceable materials

2.5.2.4 Holiday and extension loans are available.

2.5.2.5 Loan periods for interlibrary loan materials are set by the lending library.

2.6 Acquisition From Other Sources

2.6.1 The Wainwright Public Library will provide information and materials from other sources including interlibrary loans.

2.6.2 Guidelines

2.6.2.1 All interlibrary loans will be made in keeping the Alberta Libraries Act and the guidelines of the Alberta Community Development, Libraries Branch.

2.6.2.2 Only members of the Wainwright Public Library will have access to the interlibrary loans service.

2.6.2.3 The Board will acquire materials from other sources to meet the needs of the community.

2.6.2.4 The use of the interlibrary loan service is an extension of, not a substitute for resources not in the Library.

2.7 Resource Sharing

2.7.1 The Wainwright Public Library Board will participate with other libraries by sharing resources and services.

2.7.2 Guidelines

- 2.7.2.1 All interlibrary loans will be made in keeping with the Alberta Libraries Act and the guidelines of the Alberta Community Development, Libraries Branch.
- 2.7.2.2 The Board will provide interlibrary loans and information services to its patrons and to other public libraries on request.
- 2.7.2.3 Patrons of the Wainwright Public Library will be given priority in the use of materials in the library collection.
- 2.7.2.3 Some materials in the library collection may not be loaned, at the discretion of the Librarian.
- 2.7.2.4 Postage to send back out of province materials may be charged to the patron.
- 2.7.2.5 Borrowing libraries shall pay the lending library for any lost or damaged books out on loan.

2.8 Non-English Language Materials

- 2.8.1 The Wainwright Public Library Board recognizes the multicultural nature of our community and our province and therefore will provide access to library materials in languages other than English. (amended October 1997).
- 2.8.2 Guidelines
 - 2.8.2.1 The Board will attempt to meet any reasonable requests for services in languages other than English.

2.9 Non-Conventional Print Materials

- 2.9.1 The Wainwright Public Library Board recognizes that persons unable to read or handle conventional print materials in a normal manner are entitled access to library and information services.
- 2.9.2 Guidelines
 - 2.9.2.1 The Board will provide a limited collection of “talking books” to all patrons including persons unable to use conventional print materials.
 - 2.9.2.2 The Board will provide, as an extension of services, “talking books” for

library patrons, eligible and registered for this service, through the Alberta Community Development, Libraries Branch.

- 2.9.2.3 Large print books are available to all patrons as a standard service of the Wainwright Public Library.

2.10 Overdue Materials

- 2.10.1 Library staff will continue to follow-up for return, all materials borrowed under membership privileges that are not back for circulation by the specified due date.

2.10.2 Procedure

- 2.10.2.1 A fine of \$0.25 per day per item will be levied on overdue materials. (Rate became effective march 1, 1994). The maximum fine per item is the cost of the item. (Amended August 26, 1998).
- 2.10.2.2 A fine of \$1.00 per day will be levied on each overdue video.
- 2.10.2.3 Patrons will be charged replacement costs for lost or damaged materials, at the Librarian's discretion.
- 2.10.2.4 Members with outstanding materials will not be allowed to sign out additional materials. Members who have returned materials, but have outstanding fines in excess of \$20.00/adult or family card, \$5.00/child card, will not be able to sign out additional materials until fine is cleared (amended August 26, 1998).
- 2.10.2.5 Retrieval of overdue materials will be handled as follows:
- a. If one week overdue, a telephone call will be made to request the return of materials from the patron.
 - b. If materials are still overdue one week later, a second telephone call will be made to request the return of materials from the patron.
 - c. One to two months after the materials due date, a letter will be sent requesting return of materials or payment in full for replacement of same.

2.11 Use of Electronic Media

- 2.11.1 Patrons accessing material on CD ROM shall be allowed to use the computer station for a period of 20 minutes, before relinquishing the station for another patron's use.
- 2.11.2 Guidelines
 - 2.11.2.1 Signage at computer station to indicate time limit for CD ROM use.
 - 2.11.2.2 Computer printouts shall be treated the same as photocopied material and the same charge will be levied. The CLA position on copyright should be adhered to, i.e. only single copies for research purposes.
- 2.11.3 Patrons accessing material on the Internet shall be required to complete and follow the procedures outlined in Acceptable Use Policy for the Internet (Appendix 2.11.3).
- 2.11.4 Patrons using the computers for word processing shall abide by the following guidelines:
 - 2.11.4.1 Must save work to diskette and diskette must be purchased at library for cost of \$1.65 each (or at current cost). The diskette must stay in the library, if the patron wishes to reuse it.
 - 2.11.4.2 Charges for use of word processing are:

\$4.00/hour + \$0.25/page for printouts, members rate
\$6.00/hour + \$0.35/page for printouts, non-members rate.
Priority will be given to members in case of conflict. Bookings for computer may be made in advance, during busy periods.

3.0 LIBRARY FACILITIES

3.1 Library Usage

- 3.1.1 The Wainwright Public Library Board will ensure that any group using the facilities within the Board's control, will meet certain standards of use set by the Board. These standards of use, include having a Current Board or Staff member present at any meeting or function held at the library after its regular hours of opening. (Amended Dec. 17,1997)
- 3.1.2 The Library will not be given to any club, group, organization, or private individual unless given permission by the Board.

3.2 Record Keeping (Implemented April 28,1999)

- 3.2.1 The librarian will maintain adequate records to compile monthly and annual activity reports. With the exception of those materials obtained for the express purpose of public use, the records of the Wainwright Public Library are confidential and may be accessed only with the permission of the Wainwright Public Library Board in accordance with policy 5.2 on user confidentiality.
- 3.2.2 Individual employee files will be maintained by the Librarian.

3.3 Retention of Library Records (implemented April 28,1999)

- 3.3.1 Wainwright Public Library will retain the following library records based on the schedule provided by the Canadian Income Tax Act and in accordance with schedules provided by the Wainwright Public Library Board. The records are held in hardcopy and/or diskette formats. The Wainwright Public Library Board Chairman has the discretion to retain records longer than the period provided for in this policy.

Schedule of records retention:

- 1. Cash receipts and deposit books, copies of paid invoices receipt books, cancelled cheques, cheque stubs, year end trial balances, accounts payable, bank statements will be held for 7 years.
- 2. Bank reconciliations, outstanding cheques, design estimates will be held for 3 years.
- 3. Employee records including personnel files, job applications of hired personnel and personnel evaluations, payroll records, including T-4 slips, WCB claims and attendance records will be held permanently.

4. Unsolicited resumes, job applications (not hired), interlibrary loan requests, memorial lists, daily log books will be held for one year (amended September 22, 1999).
5. Grant applications, job applications (not hired), applications for STEP or SEED etc. positions, special events files will be held for 7 years.
6. Board minutes and agendas, agreements, annual reports, assets and final audit reports including financial statements, final budgets, bylaws, committee minutes, historical correspondence, court cases, deeds, insurance claims, general ledger, daybook, general journal, legal opinions and proceedings, record of files destroyed, maintenance reports, media releases, photos, income tax records will be held permanently.

3.4 Disposition of Wainwright Public Library Records (implemented April 28,1999)

- 3.4.1 Library records which have been slated for disposal following the time guidelines outlined in policy 3.3, shall be shredded or incinerated by the Librarian and/or appointed personnel. The records to be disposed of shall be listed in a document to the Wainwright Public Library Board and then, the Board shall make a motion for the destruction of the records. The records will then be disposed of by the Librarian or appointee and a record will be made of the date, method of disposal and time of disposal.
- 3.4.2 Permanent library records will be kept locked in the library in either a filing cabinet or room designated for this purpose.