**Village of Rycroft**

**Library Board**

**&**

 **Rycroft Municipal Library**

**Bylaw & Policy Manual**

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**Policy No. 1 Bylaws & Membership**

The Village of Rycroft Library Board enacts the following by-laws pursuant to THE LIBRARIES ACT, R.S.A. Chapter L-11, 2000

#### Interpretation

1. For the purposes of this by-law the expression:
	1. "Act" refers to The Libraries Act, R.S.A., Chapter L-11, 2000.
	2. "Board" means the Village of Rycroft Library Board.
	3. "Borrower or Patron" means the person to whom a library membership card has been issued.
	4. “Library” means the Rycroft Municipal Library
	5. "Library materials" includes books, (hard or soft cover), periodicals, newspapers, audio-visual materials, micro materials in all formats, toys and games and any other items that the Rycroft Municipal Library has in their collection available for loan.

#### Admittance to/Conduct in the Building and on the Grounds

1. The portion of any building used for public library purposes is open to any member of the public FREE OF CHARGE during the hours of opening as are set out by the Village of Rycroft Library Board from time to time.
2. Charges for the use of library premises not normally used for public library purposes are set out in Schedule A.
3. No person using the building or grounds shall:
	1. Cause unnecessary disturbance to other library users and/or violate library board policy. ii.Remove any library item from the library unless the item has been properly checked out in

accordance with the procedures established for checking out library items.

1. Enter or remain in the library building except during those periods designated as open for public use.
2. Solicit other library users and staff for personal, commercial, religious, or political purposes.
3. Persons entering the building used for public library purposes must abide by any measures put in place to protect the health of library users and staff.
4. Persons who do not conduct themselves in accordance with 2(c) or 2(d) shall be asked to discontinue their actions. If the action continues or the severity of the action warrants it, staff will direct that the person leave the building and grounds and/or staff may seek outside assistance.

#### Procedure for Acquiring a Membership

a) Any person or resident in the Province of Alberta is eligible to apply for a membership card.

#### Responsibilities of a Member

1. A membership card may only be used by the person to whom it is issued or the parent or guardian of the person to whom it is issued, or a designate.
2. A member shall notify the library of any change of address, email and/or telephone number.
3. A member is responsible for the library materials borrowed.
4. A member is responsible for returning library materials to the library on or before the due date as set out in Schedule C.

#### Loan of Materials

1. In accordance with THE LIBRARIES ACT s.36 (3) there shall be NO CHARGE for the use of library materials. This includes materials used on the premises or materials loaned.
2. The loan periods for various materials are set out in Schedule C.
3. Library materials may be reserved in accordance with policy established by the Library.
4. Library materials may be renewed in accordance with policy established by the Library.
	1. In the case of a due date falling on a day when the library is closed to the public the date shall be extended to the next open day.

#### Penalty Provisions

1. Replacement charges for damaged or lost materials are as set out in Schedule D.
2. The circumstances resulting in suspension of borrowing privileges are as set out in Schedule D.

#### Prosecution

1. In cases of serious dereliction, the Board may prosecute an offense under THE LIBRARIES ACT, s.41. Such an offense is punishable under The Libraries Act, s.41. The range of penalties applying on conviction for such an offense is set out in Schedule D.
2. Any fine or penalty imposed pursuant to an offense under 6 (4) inures to the benefit of the Village of Rycroft Library Board in accordance with THE LIBRARIES ACT, s.42.

**Policy No. 2 Schedules**

#### Schedule A - Library Space Rental Fees

At discretion of the Village of Rycroft Library Board.

#### Schedule B - Membership Categories

**Resident** - In an area served by the Peace Library System.

* + No membership fee

**The Alberta Library (TAL) Card Holder / ME Borrower** - These users may borrow with no additional membership fee from the Rycroft Municipal Library with a valid TAL card or ME membership.

#### Schedule C - Loan Periods for Library Materials

Books 3 weeks

DVDs (including Blu-Rays) 3 weeks

Compact Discs 3 weeks

Toys (if available) 3 weeks

Materials in high demand may be subject to shorter borrowing periods. Loan periods can also be dictated by length of time as stated on the receipt.

Newspapers & Magazines if available are for in library use only.

All library material may be renewed no more than twice - to a maximum loan period of 9 weeks (Except for the French Language Resource Centre materials where the maximum loan period is 12 weeks).

#### Schedule D - Penalty Provisions

Replacement charges

* Membership card $0.00
* Library materials
	+ The borrower is charged the replacement cost listed in the item record.
	+ If the replacement cost is not listed, the following default charges apply:

|  |  |
| --- | --- |
| Adult Book (h/c) | $20.00 |
| Juvenile Book (h/c) | $15.00 |
| Paperback | $10.00 |
| DVD, Blu-Ray | $25.00 |
| Compact disc, MP3, | $25.00 |
| Talking Books | $50.00 |
|  |  |
| (Other items that maybe available for loan in the future will be decided by the Village of Rycroft Library Board) |  |
|  |  |
|  |  |

Library materials not returned after a regular loan period and two regular renewal periods will be considered lost and charged a replacement cost.

Suspension

* An item is considered “lost” after a borrower is issued a billing notice.
* Borrowing privileges will be suspended, when replacement charges for lost items exceed

$10.00.

#### Schedule E - Other fees

Printing/photocopying (not colored) $.25 per page side

Printing/photocopying ( colored) $1.00 per page side

Faxing $.25 per page

Scanning No charge

Exam proctoring\* Scheduled Exams - $30.00 per exam

Exams by Appointment - $30 per hour/ 3 hour minimum

\*includes printing and regular postage if required

**Policy No. 3 Administrative**

#### Personal Information Banks Policy

Legislation: *Freedom of Information and Protection of Privacy Act.*

#### Patron Records

* + The membership database may contain the following information: contact information, date of birth, gender, language, date of registration, date of last activity, and expiration date
	+ Records of items borrowed are deleted upon check-in unless the patron has opted to maintain those records
	+ The member database is a shared database and is accessible by library staff within the Peace Library System and TRAC.
	+ *Programs/ Participant Lists* may be collected and may contain patron name and contact information and will be destroyed immediately following event.
	+ *Interlibrary Loan Forms* may contain patron name, library barcode and contact information. These will be disposed of upon completion of the transaction.

#### Volunteer Records

* + *Volunteer Schedules* contain the names, contact information, and criminal record checks of the volunteers.

#### Human Resource Records

* + *Personnel Files* may or may not contain the following information: employee name, contact information, resume, Social Insurance Number, earnings and income tax records, employment commencement date, salary grid placement, benefit plans, vacation status, sick leave, performance appraisals, evaluations, training certificates earned,

correspondence, letters of discipline, and emergency contact information.

**Secretary Records**

* The secretary records and maintains a record of board & staff information concerning length of service, criminal record checks, non-disclosure documents and any other pertinent information.

*Locations:*

* + *Personnel Files as listed above will be kept securely in hard copy in the Village of Rycroft Board’s locked filing cabinet only accessible and controlled by two keys in the possession of the Chair & Secretary.*

#### Board Trustee Records

* + *Trustee records* may contain the following information: name, contact information, dates of service, date of birth, and positions held.

#### Trustee/Staff Directories

* + *Trustee/Staff Directories* contain the following information: name and contact information.

**Policy No. 4 Retention of Library Records**

 Records will be kept or destroyed in keeping with the Records Retention policy.

The Rycroft Municipal Library keeps orderly and timely records of its business in compliance with the Income Tax Act of Canada, the Freedom of Information and Protection of Privacy Act, and with the operational needs of the Rycroft Municipal Library.

The Village of Rycroft Library Board & The Rycroft Municipal Library retains and disposes of records as outlined in the following schedule. This schedule defines:

* + - The retention period for records
			* Specified for a number of years
			* **P**ermanent: the original record shall be preserved and never destroyed
		- The action
			* **H**ard copy: the original paper document shall be retained for the specific period
			* **E**lectronic copy: an electronic copy of the document shall be retained for the specific period
			* **De**stroyed: the record shall be destroyed after the retention period

The Library Manager:

* Is given authority by the Board for the destruction of the records in accordance with the schedule
* Is responsible for the proper and complete destruction of the records disposed of under this policy
* Has the discretion to retain records longer than the period provided for in this policy

Permanent records are stored at Rycroft Municipal Library in appropriate secure storage.

|  |  |  |
| --- | --- | --- |
| **Record Description** | **Retention Period in Years** | **Action** |
| **Administration – General**Includes records on general administration | 2 | De |
| **Board minutes** | P | H |
| **Building**Records relating to the planning and construction of the facility, including any architectural drawings | P | H |
| **Contracts & Agreements**Records relating to persons, firms or corporations with whom the library or library board has entered into some form of contract or agreement | Retain 3 years after expiration of contract and/or warranty | De |
| **Correspondence – Electronic and Hard Copy**Includes incoming or outgoing correspondence as deemed necessary for library operations | 3 | Selective retention or De |
| **Finance – Accounts Payable**Records of payment made to vendors providing service. Includes invoices and supporting documentation | 7 | De |
| **Finance – Accounts Receivable**Control and operation of receivable accounts such as invoices,statements and supporting documentation. Documentation may be in hard copy or electronic format | 7 | De |
| **Finance – Audits**Annual audited financial statements, including statement, recommendations and background documentation | P | H |
| **Finance – Banking**Administration of banking methods and establishment, maintenance and termination of banking arrangements. | P(Retain for one year aftertermination of relationship with financial institution) | H |

|  |  |  |
| --- | --- | --- |
| **Finance – Banking**Records of deposits, cheques, petty cash, statements andreconciliation | 7 | De |
| **Finance – Budgets**Includes records pertaining to the preparation of budgets, operating grants and requests | 7 | De |
| **Finance – Grant Applications**Original grant submissions, supporting documentation and final reporting documents | 7 | De |
| **Finance – Taxation**Taxation matters at all government levels and records pertaining to GST, customs and excise taxes, annual reports and supporting documentation | 7 | De |
| **Insurance**Includes policies, claims and any other related documentation | Retain current only | De |
| **Legal Matters**Records relating to legal issues, opinions and advice provided tothe Board by a solicitor | P | H |
| **Library Statistics**Selected materials may be retained permanently | 5 | De |
| **Marketing / Promotional Materials**Newsletters and other publications produced to advertise library programs and promote the library as appropriateSelected materials may be retained permanently | 5 | H, E |
| **Personnel – Applications & Resumes**Includes all applications and resumes received for vacant positions and, if applicable, interview notes and references collected. | 3 | De |
| **Personnel – Unsolicited Applications & Resumes**Includes application and resumes of people not interviewed or hired | 1 | De |
| **Personnel – General (former staff)**Includes the personnel records of individual employees, personaldata, resumes, employment history, time sheets, performance appraisals, pay and benefits, training, commendations etc. | 3 | H, Ethen De |

|  |  |  |
| --- | --- | --- |
| **Photographs**Includes photographs deemed of historical interest | P | H, E |
| **Plans of Service** | P | H, E |
| **Policies and By-laws** | Retain until superseded | De |
| **User Records** | 3 years following the last confirmed address check | De |

**Policy No. 5 Risk Management**

#### Purpose

Risk management is an integral part of sound management practice and an essential element of good corporate governance. The purpose of this policy is to ensure consistency in consideration of risks and advantages in the decisions made by the Rycroft Municipal Library with respect to both policies and operations.

#### Definition

To Rycroft Municipal Library, risk management means the forecasting and evaluation of risks together with the identification of procedures to avoid or minimize their impact.

#### Guiding Principles

* + Rycroft Municipal Library will maintain a risk intelligent culture that is innovative and proactive in identifying, assessing and managing risk.
	+ Risk management will be incorporated into the strategic and operational planning processes at all levels within Rycroft Municipal Library.
	+ Risk will be imbedded into Rycroft Municipal Library’s decision-making processes to allow a balanced decision making approach that considers all aspects while allowing for advancement and innovation.
	+ Risk management will be considered in the context of alignment with Rycroft Municipal Library’s mission, vision and

values.

#### Risk Categories

In order to build a cohesive risk intelligent culture, it is important to identify the numerous risks faced by Rycroft Municipal Library. Rycroft Municipal Library maintains a schedule of risk categories that is reviewed by the Library Manager on a regular basis.

#### Decision Making Process

The Village of Rycroft Library Board and employees use a number of considerations when making risk management decisions. The consistent application of these considerations will help develop a risk informed response that uses limited resources most effectively.

#### Roles and Responsibilities

The Village of Rycroft Library Board and employees all have roles and responsibilities in contributing to The Village of Rycroft Library Board’s management of risk:

Front-line employees

* + Are responsible for following prescribed risk management practices in the context of their daily tasks

Library Staff

* + Will consider risk and the affect it has on the Rycroft Municipal Library as a whole
	+ Will bring any risk management concerns to the attention of the Board

Library Board

* + Ensures Rycroft Municipal Library’s risk management policy is in place and reviewed regularly
	+ Ensures risk is being continually managed with the library staff.

**Policy No. 6 Confidentiality of Patron Records**

All records held by the Rycroft Municipal Library relating to patron registration and the borrowing of library materials are considered to be confidential in nature, regardless of the source of inquiry, unless it meets one of the below circumstances.

Access to patron records is provided to library staff and volunteers as required in order for them to carry out the business of the library, including recovering library property and collecting late fees.

The contents of registration and borrowing records shall not be made available to anyone with the following exceptions:

* + - Under the written order of the Library Manager, such order having been issued pursuant to a proper legal process, order or subpoena under the law and/or in accordance with the Freedom of Information and Protection of Privacy Act of Alberta (FOIP).
		- At the request of a parent or guardian for access to the record of a library user under 15 years of age, provided the parent or guardian has authorized and accepted responsibility for borrowing privileges.
		- In the case of a library user 15 – 17 years of age inclusive, access is provided to the parent if the information is provided to aid in the retrieval of overdue library material or the collection of outstanding library charges only.

**Policy No. 7 The Freedom of Information and Protection of Privacy**

The Freedom of Information and Protection of Privacy (FOIP) Act, in Alberta, aims to strike a balance between the public's right to know and the individual's right to privacy, as those rights relate to information held by public bodies.

This law was proclaimed October 1, 1995, and now affects all provincial government departments, agencies, boards and commissions, school boards, health care bodies, post-secondary educational institutions, and local government. The Rycroft Municipal Library came under this legislation October 1, 1999.

The Alberta legislation can be found at [Freedom of Information and Protection of Privacy Act](http://www.servicealberta.ca/foip).

**The FOIP Act provides that Albertans have**

* the right to [request](http://www.calgary.ca/CA/city-clerks/Pages/Freedom-of-Information-and-Protection-of-Privacy/How-to-Make-a-FOIP-Request.aspx) access to information held by the Library,
* the right to [access](http://www.calgary.ca/CA/city-clerks/Pages/Freedom-of-Information-and-Protection-of-Privacy/Privacy-and-Access.aspx) personal information about themselves held by the Library,
* the right to request correction to their personal information held by the Library,
* controls on the collection, use and disclosure of personal information by the Library, and
* the right to request independent review of decisions made under FOIP.

**The FOIP Coordinators are usually are the Chair and/or the Secretary of the Village of Rycroft Library Board and can be contacted via the Rycroft Municipal Library at:**

Rycroft Municipal Library

Box 248

4724 50 St, Rycroft, AB

T0H 3A0

**Policy No. 8 Social Media**

#### Purpose

Rycroft Municipal Library supports open dialogue and the exchange of ideas, and endorses the use of social media tools to enhance communication, collaboration and information exchange. The Social Media Policy provides a framework for staff to engage our customers in an ongoing conversation.

The policy covers all social media platforms maintained by staff and the monitoring and responding to social media sites maintained by other individuals or organizations.

#### Definition

* + For the purpose of policy, social media is defined as an interactive online media that allow parties to communicate instantly with each other or to share data in a public forum.

#### Rycroft Municipal Library Social Media

* + Rycroft Municipal Library’s website is the official channel of digital communication for the Library. Social media spaces established by the Rycroft Municipal Library should supplement the website and be collaborative, interactive and engaging to the wider community.
	+ The establishment of all new social media platforms are approved on a case by case basis by the Village of Rycroft Library Board. Approval is based on suitability, audience fit, and long-term sustainability.
	+ Village of Rycroft Library Board will provide direction of Rycroft Municipal Library’s social media platforms. Staff will monitor all social media channels in order to quickly engage with the community.
	+ All staff involved with social media have responsibility for authoring, editing and monitoring the space. They will be guided as necessary by Village of Rycroft Library Board as to the nature and content of material posted on the site.
	+ Rycroft Municipal Library recognizes and respects differences in opinion. All interactions are regularly monitored and reviewed for content and relevancy. Postings which contain the following will be removed:
		- Obscenity
		- Discriminatory content, harassment, or bullying
		- Inflammatory or demeaning content (personal attacks, threatening language)
		- Potentially libelous statements
		- Plagiarized material
		- Content which is out of context or not related to the discussion
		- Personal information published without consent
		- Commercial promotion, self-promotion, or spam
		- External hyperlinks not related to the discussion
	+ Abuse may result in the poster being barred from posting any subsequent messages.
	+ Participation in Rycroft Municipal Library’s social networking sites implies agreement with all Library policies including the Social Media Policy, Rules of Conduct Policy, and Public Computers and Wireless Network Policy.

#### Monitoring Social Media

* + Rycroft Municipal Library routinely monitors social media to know what others are posting about the organization. Staff is encouraged to post content on existing social media within their scope of authority and area of

expertise using the Library’s social media accounts. Staff will use posted content as a means of

delivering key messages and leveraging the Library’s position.

* + Staff content is the voice of the Rycroft Municipal Library and therefore staff will:
		- identify themselves as an employee of Rycroft Municipal Library and their role
		- be respectful and post meaningful content
		- protect Rycroft Municipal Library’s proprietary information & confidentiality
		- build opportunities to create connections within the broader community
		- post content that is consistent with Rycroft Municipal Library’s values and standards
		- follow the Procedures for Posting on Social Media Sites

**Policy No. 9 Facilities**

As a community service, the Rycroft Municipal Library provides a variety of areas for the posting, display and distribution of information of importance and interest to the community.

 ~~~~ Materials to be considered for posting, display or distribution in public areas will be subject to established criteria and guidelines and must be approved by the Director or designate.

* Displays, exhibits, handouts, and all posted materials are in conformation with the Canadian

Federation of Library Associations’ Position Statement on Intellectual Freedom and Libraries.

* The display or distribution of any material does not constitute endorsement of its content by the Library.

**Policy No. 10 Hours of Operation**

#### Purpose:

The Village of Rycroft Library Board will ensure optimal hours of operation while allowing the Rycroft Municipal Library to remain fiscally responsible.

Rycroft Municipal Library will be open to the public:

These summer library hours take effect starting Wed 07 July 2021

|  |  |
| --- | --- |
| Monday  | Closed |
| Tuesday  | 9am-2pm |
| Wednesday  | 2pm-7pm |
| Thursday  | 2pm-7pm |
| Friday  | 9am-2pm |
| Saturday  | Closed |
| Sunday  | Closed |

Rycroft Municipal Library will be closed to the public:

* + On all public and statutory holidays.
	+ In emergency situations and at the discretion of the Village of Rycroft Library Board due to foreseen and unforeseen circumstances.

**Policy No. 11 Library Space Use**

#### Purpose

The Rycroft Municipal Library welcomes public use of its library to facilitate and enable:

* + Provision of programs and services to the public.
	+ Partnerships with community agencies and organizations to provide programming and activities

complementary to the Library’s goals and objectives.

* + Affordable meeting space for use by non-profit and profit organizations.

#### Who may rent

The Library Board will not knowingly permit any individual or group to use its facilities for any illegal purpose, including contravention of the Criminal Code of Canada, Canadian Charter of Rights and Freedoms, or if the Board has reason to fear a disturbance of the public peace.

No renting organization may display, show or perform any material not appropriately licensed or which is in contravention of the Canadian Copyright Act.

The Library Space cannot be rented by a business as their primary operating space. Persons renting meeting space must be at least 18 years of age.

No special privileges are extended to organizations to which staff members belong.

#### Charges

Are at the discretion of the Village of Rycroft Library Board

The Library Board and/or staff reserve the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to person or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy. In determining whether such a likelihood exists, the Board and/or staff may take into consideration the contents of the application form, the history of the group’s meeting

room use in the library, the history of the group’s use of meeting facilities elsewhere, and such other

information as they may deem appropriate.

#### Advertising / Endorsements

Permission to use the Library Space does not constitute endorsement or sponsorship of any program or event by the library.

Groups must clearly specify their own names in all publicity and may identify the Library and its address only as the location of the event. Renters may not give out the library’s telephone number or invite potential attendees to contact the library for information on the event or program.

No other areas of the Library may be used for promotion or advertising.

Alcohol may be permitted with prior approval by the Village of Rycroft Library Board for special, licensed, events.

#### Damage

The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.

Permission to use Library Space may be withheld from groups failing to comply with the Library Space Policy and from any group that damages the room, carpet, equipment or furniture, or causes a disturbance.

The Library staff are not responsible for the supervision of children while adults are attending meetings. A

copy of the Library’s *Unattended Children Policy* may be obtained from the Library.

#### Storage / supplies

The Library will not be responsible for items left behind in the rooms.

Equipment, supplies, or personal effects cannot be stored or left in the Library Space before or after use. In the case of a two-day event, and if there are no other bookings during this time frame, the Library Manager or Library Board or designate may give consent for materials to be left in the meeting room overnight. The Library however, is not responsible for these items.

Nothing may be attached to any surface of the room.

#### Other

Lighted candles or flames, because of fire hazard, are not to be used.

#### SCHEDULE A

 Library Space is available to be used at the discretion of the Village of Rycroft Library Board.

**Policy No. 12 Rules of Conduct of Users**

For the comfort and safety of all users and staff of the Rycroft Municipal Library, the following rules must be respected. Violation of any of these rules may result in suspension or restriction of library privileges, including banning from library premises. Criminal offences may result in prosecution.

#### Phones and other devices

* + Personal electronic devices must be used in a manner that does not disturb others.

#### Clothing

* + Upper and lower body clothing and footwear must be worn.

#### Disruptive behavior and language

* + Behavior that interferes with any person’s comfort or use of the Rycroft Municipal Library is not allowed.
	+ Threatening, abusive, harassing language or behavior toward staff or other users is not allowed.
	+ No person shall beg or sell services, goods, or merchandise.
	+ No person shall traffic in, consume, or appear to be under the influence of alcohol or illegal drugs and substances.
	+ Consumption of alcohol will be limited to licensed library events only.

#### Food and drink

* + No food or drink is permitted when operating Rycroft Municipal Library’s computer equipment or other devices.
	+ Only beverages with a lid are permitted in the remainder of the building.

#### Public Internet use

* + Use of the Internet for criminal activity is not allowed.

#### Sports equipment

* + Bicycles are not allowed in the library.
	+ Other sports equipment (skateboards, inline skates etc.) must not be used inside the library.

#### Theft / Damage to property

* Stealing, damaging, or vandalizing Rycroft Municipal Library property is prohibited by law.
* Cutting or removing pages or articles from books or magazines, and writing in/on Rycroft Municipal Library materials, equipment, furniture and walls is not allowed.
* Users may not alter computer/network settings, disconnect Rycroft Municipal Library computers, or connect personal computers or devices to any Rycroft Municipal Library network unless the network is specifically identified for public use.

**Policy No. 13 Unattended Children**

#### Purpose

* + To ensure the safety of all children visiting the Rycroft Municipal Library.
	+ To make visits to Rycroft Municipal Library a positive experience for families.
	+ To create an environment in which all patrons can enjoy a safe and pleasant atmosphere.

Rycroft Municipal Library welcomes children of all ages, but it cannot be responsible for their safety or supervision. Parents and caregivers are reminded that children may be at risk in a public place and shall not be left unattended in or about the Library premises.

* + Children 8 years and under must be within sight of a parent/caregiver at all times while visiting the Library.
	+ Children 9 – 11 years may use the Library independently, provided their parent/caregiver remains in the building. During after-hours children’s programs, parents/caregivers must return to the

building by the program’s end time, and must provide a phone number where they may be reached

should staff need to contact them.

* + Children 11 years and under are expected to abide by Rycroft Municipal Library Rules of Conduct.
	+ Rycroft Municipal Library staff will follow pertinent library procedures when implementing this policy.

**Policy No. 14 Financial**

* + The Village of Rycroft Library Board’s financial records will be prepared for a Notice to Reader conducted by a Certified General Accountant (CGA), within ninety (90) days after the end of the fiscal year.
	+ The Library Board procures a Certified General Accountant (CGA), who has been approved by the Village of Rycroft via a council motion.

#### Fiscal Year

* + The fiscal year of the Rycroft Municipal Library shall be January 1 to December 31.

#### Petty Cash

* + The Rycroft Municipal Library will maintain a petty cash fund to be managed by the Library Manager. The fund is to be used for making immediate payments when:
		- it is impractical to issue a cheque in a small amount
		- a customer, staff member or board member requires immediate payment for small amounts
	+ Under no circumstances will the petty cash fund be used to cash cheques, or for I.O.Us, loans or advances.

#### Signing Authority

* + The signing officers are assigned by the Village of Rycroft Library Board and appointed by a motion of the Board.
	+ The signing officers are to be members of the Village of Rycroft Library Board’s executive.
	+ There must be at least three signing authorities.
	+ Cheques shall be signed by two of the designated signing officers.
	+ The Treasurer must be advised via email of cheques written not involving them.
	+ Signing authorities must understand and be aware of what the cheque is being written for before signing.
	+ Debit vouchers must be signed by two signing authorities.

 **Treasurer Protocols**

* All transactions are to go through the bank account so that the bank statement is a perfect record of what transpired.
* No cheques are to be signed blank ahead of time. However, a completed postdated cheque signed is okay.
* Events and fundraisers should singular in nature and an event tracker filled out. The point of this is to stop cash funds from a previous event being kept to use for the next event in someone’s pocket. Another example is if a cash float is required for an event or fundraiser it’s to be withdrawn just before the event, tracked and becomes part of the final event report to make sure it’s returned to the bank.
* Fundraiser proceeds are to deposited in the bank in a timely fashion meaning within a couple of days not a month later or cash used for another event.
* Only one cheque book is to be used to endeavor to keep the cheque numbers sequential and is to be kept by the treasurer.
* Only one deposit book is to be used and it too kept by the treasurer
* Provide a report for regular board meetings which includes a report based on the latest bank statement and the actual funds available. Provide a quarterly report for the Village Council which can either be provided to the village council board member or be part of a presentation to the Village Council.
* The monthly bank statement must be checked, resolved for accuracy and any errors.
* Encourage transparency by sharing as much info as possible. Facilitate “Trust But Verify”.
* When a cheque is to be written to one of the signing authorities it cannot be written by that signing authority or signed by them. It has to be written by one of the others and signed by the other two. The point of this is for two others to know why the cheque is written to a signing authority. And, if the treasurer is not involved in the transaction, a scanned copy of the cheque with any relevant info included is to be emailed to the treasurer.
* The Library Manager maintains, and provides to the treasurer, regular information for inclusion in the following tabs in the Master Ledger: Petty Cash & Float, Librarian Expenses, Movie Expenses & Grants.

**Policy No. 15 Health & Safety**

#### Purpose

The Rycroft Municipal Library shall provide a safe and healthy environment for its employees, volunteers, customers and visitors. This policy is intended to allow employees, volunteers, customers and visitors to work for and spend time in the library with minimum personal risk, and with the confidence that the organization has taken full precautions to ensure his/her physical safety and health. For the purpose of this policy, the employer is the Village of Rycroft Library Board.

The employer, supervisors and workers at every level are responsible and accountable for Rycroft Municipal Library’s health and safety performance. Our goal is a healthy, injury-free workplace for all workers. By working together we can achieve this goal.

Rycroft Municipal Library will:

* Ensure

the health, safety, and welfare of workers at the work site,

the health, safety and welfare of other persons at or near the work site who may be affected by hazards originating from the work site,

that workers are aware of their Occupational Health and Safety (OHS) rights and duties,

that workers are not subjected to or participate in harassment or violence at the work site,

that workers are supervised by a person who is competent and familiar with the OHS Act, Regulations, and Code,

they consult and cooperate with the Health and Safety Committee (HSC),

that health and safety concerns are resolved in a timely manner,

that supervisors and workers are adequately trained for the protection of health and safety at the work site.

Supervisors will:

* Ensure

they are competent to supervise the workers under their supervision,

the workers under their supervision work in accordance with procedures and measures required by the OHS Act, Regulations, and Code,

the workers under their supervision use all hazard controls and properly uses or wears the personal protective equipment required by the employer or under the OHS Act, Regulation or Code, and

that workers are not subjected to or participate in harassment or violence at the work site.

* Take all precautions necessary to protect the health and safety of every worker under their supervision.
* Advise every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work.
* Report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer.

Workers will:

* Protect the health and safety of themselves and other people at or near the worksite.
* Cooperate with their supervisors and employers to protect the health and safety of themselves and others.
* Use and wear devices and personal protective equipment required by the employer or the OHS Act, Regulation or Code.
* Refrain from causing or participating in harassment or violence.
* Report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer or supervisor.

In addition, the employer, supervisors and workers will:

* Cooperate with any person exercising a duty imposed by the OHS Act, Regulations, or Code, and
* Comply with the OHS Act, Regulation, and Code and any site policies, procedures, and codes of practice.

**Policy No. 16 Violence & Harassment**

*Legislation: The Occupational Health and Safety Code, Part 27*

#### Commitment

The Village of Rycroft Library Board, in its efforts to provide a positive, comfortable, and professional environment, will not tolerate any form of workplace violence or harassment directed by, or at, any Library employee by another employee, Board member, or member of the public.

The Board is committed to:

* investigating reported incidents of workplace violence or harassment in an objective and timely manner
* taking necessary action
* providing appropriate support

The Board is further committed to preventing acts of workplace violence or harassment on its premises.

 **Policy No. 17 Working Alone**

*Legislation: The Occupational Health and Safety Code, Part 28*

The Rycroft Municipal Library is committed to the safety of its employees and volunteers. The Library considers an employee or volunteer to be working alone if he/she works by himself or herself at a work site in circumstances where assistance is not readily available when needed. Examples of employees or volunteers who could be at risk from working alone include those who work in sites isolated from public view or who work by themselves without close or direct contact with fellow employees. Complies with provincial Occupational Health and Safety legislation regarding working alone.

Rycroft Municipal Library will:

* identify the potential hazards of working alone and will take practical steps to eliminate or control the hazards.
* establish procedures including effective means of communication appropriate to the hazards involved for employees and volunteers to contact other people who can respond in the case of emergency situation.
* ensure employees and volunteers are trained, and made aware of the hazards of working alone and the preventative steps to be taken to reduce potential risks.

**Policy No.18 Library Board**

*Legislation: The Alberta Libraries Act, part 1*

The Village of Rycroft Library Board is established by the Village of Rycroft, and the

membership guidelines of this policy reflect the Village’s Bylaw 225-21 and its amendments.

The Library Board shall consist of ten members appointed by the Village Council, one of whom shall be a Councilor.

A person who is an employee of the Village of Rycroft Library Board is not eligible to be a member of the Board.

Appointments to the Library Board shall be for terms of up to three years.

Members of Village Council shall serve a term, the length of which shall be at the discretion of Council.

A member of the Library Board is eligible to be reappointed for only two additional consecutive 3-year terms of office, unless approved by the Minister of Municipal Affairs under exceptional circumstances.

There shall be an annual election of the Chair and other executive positions as needed from among the members of the Library Board.

A person is disqualified from remaining a member of the Board if he/she fails to attend, without being authorized by a resolution of the Board to do so, three (3) consecutive regular meetings of the Board, as per *The Alberta Libraries Act*, section 31 (1).

**Policy No. 19 Board Meetings**

#### Agenda Format and Preparation

* The agenda orders the business for a Library Board meeting and will include the Consent Agenda model as set out in the attached Schedule "A".
* The Secretary will prepare a draft agenda by calling for submissions from the board via email then in a reasonable time prior to the meeting submit this to the Board via email.
* Copies of the agenda and any attachments or reports will be provided to Board members electronically a reasonable time prior to any regular meeting.
* The Secretary will make copies of the agenda available to Library Manager and the general public, upon request, at the meeting.

#### Adoption of Agenda

* The Board must vote to adopt the agenda prior to transacting other business at a meeting and may:
	+ resolve to add new items to the agenda;
	+ delete any item from the agenda by unanimous vote.

#### Preparation and Adoption of Minutes

* The Secretary will ensure all Board meeting minutes are prepared. Board meeting minutes will include:
	+ all decisions and other proceedings;
	+ the names of all Board members present and absent from the meeting;
	+ the signature of the Chair or Secretary for the meeting and the date of signing.
* The minutes of each meeting must be circulated to each member prior to the meeting at which they are to be adopted. If there are errors or omissions, the Board must:
	+ pass a motion to amend the minutes:
	+ adopt the minutes as amended, and if there are no errors or omissions, the Board must adopt the minutes as circulated.
* The minutes adopted by the Board will be made available to Library staff and the general public by placing them in the appropriate binder accessible to the public .

#### Frequency of meetings

* Regular Board meetings will be held a minimum of 10 times per year.

#### Special meetings

* Special meetings may be called at the discretion of the Board Chair or at the request of five (5) members, for the transaction of business as stated in the call for the meeting.

#### Electronic voting

* At the discretion, or with the consent, of the Board Chair, and for matters of an urgent nature, OR time-sensitive matters OR where it would be more expeditious to do so OR when it is not feasible for the Board to meet in person, email polling and/or electronic voting may be used to help facilitate decisions of the Library Board in accordance with the following:
	+ In recognition that decisions are being made using email communication in lieu of a face-to-face meeting, extra effort will be made to ensure that members are provided with sufficient background materials and adequate documentation to support the request for a decision.
	+ All communication will be shared as a group email with all members copied on correspondence including questions, responses and general commentary. All members will select “reply all” when providing comments so that these will be shared simultaneously with all members and a record will be kept of the email exchange.
	+ If a resolution is required, the Board Chair may authorize the Secretary to conduct an electronic vote of the members. A clear rationale will be given to the members to explain why a motion is necessary. The question to be answered will be stated clearly in the form of a specific resolution provided for members’ consideration. Respondents will be asked to vote upon the resolution.
	+ In the event of an electronic vote, a reasonable and adequate time will be determined for members to respond to the request for a decision. Members will have the opportunity to declare a conflict and not participate in the vote. Every effort will be made to obtain a response from each member (i.e. allow each person to register their vote). The resolution shall be deemed to have been approved only if, by the end of the time period specified, the Secretary has received approval responses from a majority of the voting members.
	+ Non-response to an electronic vote will be considered an abstention.
	+ Voting records will be kept and included as minutes in the consent agenda of the next face-to- face meeting of the Board.
	+ A resolution approved by email polling and electronic voting, permitted by the Board Chair and passed by a majority of voting members, shall have the same force and effect as a resolution passed at a regularly constituted meeting of the Library Board.
* The Secretary shall prepare a summary document noting the purpose of, and any decisions resulting from, the electronic exchange including any subsequent resolutions.

#### Virtual Meeting

* A meeting held virtually will be considered a face-to-face meeting and will be conducted as such. Remote attendees may include any or all board members while some meet in-person. Appropriate video conferencing tools or phone may be used.

#### Quorum

* Quorum for a meeting shall be 50% of the total number of Board members + 1.

#### Conduct of meetings

* The rules contained in the current edition of *Robert’s Rules of Order – Newly Revised*, shall govern meetings of the Board in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Board may adopt.

#### In-camera sessions

* The Board meetings will include an in-camera session as an agenda item to allow the Board to discuss staff, legal matters, personnel matters, labor relations, or topics related to the functioning of the Board, as outlined in the *Freedom of Information and Protection of Privacy Act* (FOIP) as needed.

**Policy No. 20 Agenda Format and Presentation**

The agenda format is as follows:

* Call to Order
* Consent Agenda
* Items for information
* Items for Discussion/Action
* Items for Decision
	+ Financial Statements
	+ Board committee reports
	+ In-camera Discussion
* Other
* Next Meeting
* Adjournment

The Consent Agenda is used to handle items that do not need any discussion or debate and allows the Board to approve all these items together without discussion or individual motions. Examples include:

* Approval of the minutes
* Final approval of proposals or reports that the Board has been dealing with for some time and all members are familiar with the implications
* Reports provided for information only
* Correspondence requiring no action

At the beginning of the meeting, the Board Chair asks members what items they wish to be removed from the Consent Agenda and discussed individually.

If any member requests that an item be removed from the Consent Agenda, it must be removed. Members may request that an item be removed for any reason.

Once it has been removed, the Board Chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.

When there are no more items to be removed, the Board Chair states: “If there is no objection, these items will be adopted.” After pausing for any objections, the Board Chair states “As there are no objections, these items are adopted.” It is not necessary to ask for a show of hands.

**Policy No. 21 Policy Making**

The Village of Rycroft Library Board has the authority under the Libraries Act of Alberta for the governance of the Rycroft Municipal Library and for ensuring that policies for framework, board self- governance and operations are developed.

In fulfilling its responsibility for policy-making, the Board will:

* Define the functions of the Board, and approve framework, board self-governance and operational policies.
* Work from the broadest, most general statement of policy when setting operational policy, developing more specific policies as necessary.
* Ensure its policies:
	+ comply with relevant legislation, with the by-laws, with Plan of Service and with existing Board policies or agreements, before approving new policies.
	+ are available to Board members, Library employees and the public.
	+ are reviewed regularly.
* Ensure the Chair and/or the Secretary:
	+ obtains all staff and public input as is needed and then provides the Board with such information, advice and documentation as is required for the development of policies.
	+ is responsible for implementing Board policy, with the exception of policies dealing with Board process and self-governance. The Board Chair has the responsibility to implement policies dealing with board process and self-governance.
	+ identifies and recommends areas for policy development to the Board. The Chair and/or the Secretary has the responsibility and authority to provide direction in areas not covered by policy, until given direction by the Board.

**Policy No. 22 Trustee Code of Ethics**

Village of Rycroft Library Board Members shall carry out their trustee duties in an ethical and businesslike manner by adhering to the following:

#### Accountability

* The duty of the Board member is to the Rycroft Municipal Library rather than to any individual, community group or special interest.
* Board members are accountable to exercise the powers and discharge the duties of their office honestly, in good faith, and in the best interests of Rycroft Municipal Library.
* This accountability supersedes the personal interest of any Board member acting as an individual or consumer of Rycroft Municipal Library services.
* Board members shall demonstrate respect and work harmoniously with each other, with Rycroft Municipal Library employees and with all those associated with Rycroft Municipal Library.
* Board members shall not publicly demean nor disparage Rycroft Municipal Library as an organization.
* Board members shall not publicly impugn the motives, abilities or personalities of fellow Board members or Rycroft Municipal Library employees.
* Because the board is a corporate body, individual trustees may not contradict the decisions of the Board. The time to air questions and disagreement is before the decision, not after. The Board speaks with one voice outside the confines of Board meetings.

#### Conflict of Interest

* If a conflict of personal, financial or other interest should arise, the member shall declare his/her conflict of interest prior to any discussion and shall be absent from any portion of the meeting in which the matter is discussed and voted on.
* A Board member who abstains from participation due to conflict of interest is still included in determining quorum.
* The minutes must record all declarations of personal, financial and other interests, including the nature for such declaration.

#### Confidentiality

* Board members shall not communicate, either directly or indirectly, information designated confidential to anyone not entitled to receive the same.
* Board members shall not use information which has been designated as confidential by the Board for personal profit or use by themselves or any other person.
* Board members shall respect confidential information in perpetuity.
* All material is considered property of Rycroft Municipal Library and shall be returned at the expiration of the Board member’s term.

#### Individual Authority

* Board members may not attempt to exercise individual authority over Rycroft Municipal Library except as set forth in Board policies.
* Board members’ interaction with the Library Manager or with Rycroft Municipal Library employees must recognize that any individual Board member does not have authority other than that explicitly stated in Board policy.
* Board members shall make no judgments of the Library Rycroft Municipal Library or employee performance except as that performance is assessed against explicit Board policies.

#### Acceptance of Gifts

* In their capacity as Board members, Board members shall not accept a gift, favor or service from any individual, organization or corporation, other than the normal exchange of hospitality between persons doing business together; tokens exchanged as part of protocol; or the normal presentation of gifts to persons participating in public functions.

#### Training and Development

* Board members shall acquaint themselves with the documents of the Board as well as the rules of procedure and proper conduct of a meeting so that any decision of the Board may be made in an efficient, knowledgeable and expeditious fashion.
* Board members shall regularly take part in continuing education activities that assist them in carrying out their responsibilities.

#### Violation of the Code of Ethics

* The Board Chair is responsible for handling all reports of Board member violations of the *Trustees Code of Ethics* policy.
* The process for handling reports of violations is as follows:
	+ The Board Chair will discuss the issue with the member concerned;
	+ If unresolved, the Board Chair will discuss the issue with the Chair of the Human Resources Committee and the Board member;
	+ If unresolved, the Board Chair shall refer the issue to the Board as a whole.

**Policy No. 23 Trustee Orientation and Continuing Education**

The Village of Rycroft Library Board recognizes the importance of having informed trustees. To ensure this, the Board provides, within budget limitations, the following:

#### Trustee Orientation

* The Chair and/or Secretary conducts an orientation session with new Board members to provide an overview of the Rycroft Municipal Library services, trustee roles and responsibilities, provincial library legislation, and the framework for the provision of library services within the province of Alberta.
* At the orientation session, new Board members will receive Board information, and will be provided with a tour of Rycroft Municipal Library.
* New Board members are encouraged to attend a Board Basics Workshop facilitated by the provincial Public Library Services Branch. Board members who have attended the workshop previously are encouraged to participate regularly to refresh their knowledge.

#### Continuing Education

* Board members are encouraged to attend library conferences and workshops. Funds are allocated for one Board members to attend the annual Alberta Library Conference; however, at the discretion of the Board Chair, this may be overridden by the needs of the Board. Priority is given to Board members who have not attended previous ALC conferences.
* Board members will provide a verbal report to the Board following their attendance at a conference or workshop.
* The Chair and/or Secretary will provide the Board with information on learning opportunities.

**Policy No. 24 Library Materials & Collection Management**

 **Definitions**

“Collection” refers to a grouping of library materials.

"Library materials", or other synonyms as they may occur in the policy refer to all information and leisure collections the Rycroft Municipal Library makes available to the public including books in all formats, magazines, newspapers, visual media, and online databases, excepting the Internet.

"Selection" refers to the decision that must be made either to add a given item to the collection or to retain one already in the collection. It does not refer to reader guidance.

#### Purpose of the Collection Management Policy

The purpose of Village of Rycroft Library Board’s Collection Management policy is to guide library staff and inform the public about the principles upon which collection development, maintenance, and reconsideration decisions are made. The following principles have as their basis the Canadian Federation of Library Associations’ Statement on Intellectual Freedom, which the Village of Rycroft Library Board accepts as policy.

Statement on Intellectual Freedom and Libraries

*(Approval history: June 27, 1974; Amended November 17, 1983; November 18, 1985; and September 2, 2015)*

*The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.*

*The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.*

*In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.*

*The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.*

*The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.*

*Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.*

*Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.*

*Libraries have a core responsibility to safeguard and defend privacy in the individual’s pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.*

*Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.*

*Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.*

Works are selected on the basis of content without regard to the personal history, sex, race, nationality or political or religious views of the creator.

The presence of any item in the library does not indicate an endorsement of its content by the library.

The library also recognizes an immediate duty to make available materials for entertainment and recreation, even though such materials may not have enduring interest or value. If public demand warrants it, the library will provide a representative sampling of experimental and ephemeral material, but will not attempt to be exhaustive.

All staff members selecting library materials will be expected to keep these objectives in mind and apply their professional knowledge and experience in making decisions.

#### Scope

In general, Rycroft Municipal Library’s collection may include but not be limited to the following formats:

* books
* periodicals (magazines)
* newspapers
* visual media (such as CDs, DVDs, Blu-ray)
* digital resources (such as e-books and audio-books)
* online databases
* government documents
* microfilm
* toys
* electronic devices

Other formats will be considered as demand, need, and budget permit.

#### Archival Collections

The Board may seek to acquire by way of donation, bequest, permanent loan or other arrangements for archival records of an enduring nature, in any format, which reflect the history of Rycroft and the surrounding area.

#### Use of Library Materials

Village of Rycroft Library Board recognizes that some materials may be controversial and that any given item may offend some patrons. The ultimate responsibility for their choice of materials rests with the patron.

Library materials will not be marked or identified to show approval or disapproval of contents, and no library materials will be sequestered, except for the express purpose of protecting it from injury or theft.

The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

Responsibility for the use of library materials by children rests with their parents and legal guardians. Selection of adult material will not be restricted by the possibility that children may obtain materials that their parents may consider inappropriate.

#### Collection Development

The primary objective of selection shall be to acquire materials of contemporary significance and of permanent value. The library will always be guided by a sense of responsibility to both present and future in adding materials that will enrich the collection and maintain an overall balance.

Village of Rycroft Library Board attempts to make available a wide diversity of views and expressions, including those which may be viewed as unorthodox or which may be unpopular.

The selection of library materials is based on the following:

* The need for recreational reading, listening and viewing material to reflect a diverse community with differing tastes, interests, purposes and education
* The need to deal in an informative and balanced manner with social, personal, racial, multicultural, religious and scientific issues
* The need to provide as broad a base as possible of information and literature.

#### Criteria for the Selection of Materials

The following criteria will be considered when selecting material for the library; however, it is impossible to establish a set of criteria for the indisputable acceptance or rejection of material. Items need not meet all the criteria to be acceptable.

* Suitability of physical format for library use
* Relation to the existing collection and other material on the subject
* Availability of funds and space
* Favorable reviews
* Popular demand
* Balance of viewpoints in the collection
* Value as a contribution to issues of continuing or topical interest; timeliness
* Currency
* Local interest
* Representation of an important movement, genre and/or culture
* Accuracy of information
* Quality of writing
* Identified area for collection development focus

The selection of local or self-published materials will be subject to the above criteria.

Village of Rycroft Library Board is sympathetic to the needs of students, but it is not the primary responsibility of Village of Rycroft Library Board to provide curriculum-centered materials in the collection. Textbooks and other curriculum-related materials are not acquired except as they also serve the general public.

#### Suggestions for Purchase

Rycroft Municipal Library encourages and invites suggestions from the public for the addition of specific items to the collection. These suggestions will be referred to the selector responsible for that collection area. Suggested items will then be considered according to selection criteria. Receipt of suggestions does not imply automatic acceptance of the item for the library collection.

If a suggested item is not purchased, Rycroft Municipal Library may be able to obtain it through interlibrary loan for the person who suggested the item for purchase, if that person is interested in borrowing the item.

#### Collection Maintenance

The following criteria will be used when considering material for removal from the collection:

* The worth of the item in comparison to new works in the same subject areas
* The usefulness of the item to the public
* The amount of available space
* The item’s currency and accuracy
* The physical condition of the item
* The availability of funds for purchasing replacement material

Discarded items will be handled through such means as sale, donation or recycling.

#### Library Materials Vendors

The Rycroft Municipal Library will acquire its materials through the Peace Library System, but should the situation arise where an independent vendor is required, the following criteria will be used by Library staff to select a vendor:

* positive relationship with a vendor;
* price, including shipping, handling and invoicing charges;
* availability (fill rate);
* turnaround time from order to delivery;
* returns policies;
* availability of required cataloguing and processing services; and,
* Canadian and local vendors, all other things being equal

#### Reconsideration of Library Materials

Rycroft Municipal Library recognizes the right of a library user to register an objection to the presence of any item or items, or the placement of materials in the collection. In the event of an objection or complaint by a library user, the following are the steps of resolution:

* The user is encouraged to put his/her complaint in writing to the Library Manager. Following a personal review of the item and a check of outside review sources, the Library Manager will send a letter to respond to the user’s concerns.
* If the user is not satisfied, the written complaint is reviewed and discussed jointly by the Chair and/or the Secretary. A decision is made reflecting the principles of this Policy, and a written explanation for the decision is sent to the user.
* If the user is still not satisfied, he/she may appeal in writing to the Board. The Board will consider whether the selection criteria were appropriately applied and/or whether some aspects of the policy are inappropriate or outdated and should be reviewed. The Board’s decision is final.

No material shall be removed from the collection due to a challenge from a library user prior to all relevant steps in the process being carried out.

**Policy No. 25 Donations**

#### Monetary Donations

* Monetary donations are accepted. If a tax receipt is required then the donation can be made directly to the Village of Rycroft at their office with the stipulation that it is for the library and they will issue a tax receipt.
* Monetary donations can also be allocated to specific areas of the library collection, to equipment, or to facility enhancement. The Rycroft Municipal Library reserves the right, however, not to accept a monetary donation if the request is for items or facility enhancement deemed unsuitable or inappropriate for the library.

#### Donation of Library Materials

* The Rycroft Municipal Library, in consultation with the Village of Rycroft Library Board, reserves the right to accept or reject any donation of new or used books and other library materials.
* All donations become the property of the Rycroft Municipal Library and are subject to normal acquisition and disposal criteria applied to purchased materials.
* Tax receipts are not issued for donated library materials.

#### Other Materials

* The Rycroft Municipal Library, in consultation with the Village of Rycroft Library Board, will accept donations of non-collection items, including artwork, equipment, or other tangible property only if the items satisfy a definite need.
* All property donated becomes the exclusive property of the Rycroft Municipal Library. The Library may use or at any time dispose of the property in any way it sees fit.

#### Naming

The Rycroft Municipal Library encourages and welcomes organizations and individuals to support to the Library through the establishment of sponsorships including revenue and/or in-kind contributions, to

enhance events, programs, activities, and services to the community.

**Library Values**

The Rycroft Municipal Library is a cornerstone of the community. Sponsorships must not undermine the integrity of the non- commercial public space that the Library provides. In developing sponsorship arrangements, the Library will:

* Safeguard the equity of access to library services and not allow sponsorship agreements to give an unfair advantage to, or cause discrimination against, any sectors of the community;
* Protect its principle of intellectual freedom and equity of access to its programs, services, and collections;
* Protect the confidentiality of user records;
* Not permit sponsors to have an undue impact on the policies and practices of the Library or information provided by the Library (eg. materials selection, choice of service provider, etc.), or to influence or alter the basic goals and objectives of Library programs and services;
* Not seek or accept sponsorships for programs, events, services, or activities involving or targeted to children from companies whose products cannot be legally sold or distributed to children or from companies whose products are inappropriate for use by children;
* Not allow direct marketing of products to children, except where relevant educational material is promoted in conjunction with programs.

#### Legacy Recognitions

* Rycroft Municipal Library recognizes the importance of acknowledging financial gifts and, in the absence of knowing the donors wishes, will determine, and review, legacy recognitions.

**Policy No. 26 Intellectual Freedom**

The Rycroft Municipal Library subscribes to the Canadian Federation of Library Associations’ Statement on Intellectual Freedom and Libraries:

The Canadian Federation of Library Associations recognizes and values the *Canadian Charter of Rights and Freedoms* as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the *Universal Declaration of Human Rights*, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual’s pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

*Approved by Executive Council - June 27, 1974*

*Amended November 17, 1983; November 18, 1985; and September 27, 2015*

**Policy No. 27 Resource Sharing**

The Rycroft Municipal Library supports and participates in resource sharing among libraries within

Alberta, working toward the vision of The Alberta Library: “empowering Albertans through equitable access to library and information resources.”

* The Library will work within the guidelines in the document *Resource Sharing Operational Policy for Public Libraries* published by Alberta Municipal Affairs, and will participate in a provincial resource sharing network.
* The Library will participate in intra-library loan of all library resources within The Regional Automation Consortium (TRAC).
* Material in a variety of formats may be lent at no charge to libraries throughout Alberta and Canada; loans of some library resources may be restricted, as per provincial resource-sharing guidelines.
* In accordance with the *Libraries Act*, the Library will not charge a fee to its users for acquiring items from other libraries.
* The Library will participate in The Alberta Library (TAL) card program and ME Libraries initiative by making its resources available to all library users who hold a valid TAL card or ME Libraries membership and ensuring that items belonging to other libraries are returned efficiently.
* The Library will work with other libraries in Alberta, and with TAL, to access electronic resources through subscriptions, licensing, or direct purchasing.

**Policy No. 28 Library Services**

#### Purpose

Programs are activities that will support the strategic service priorities of the Grande Prairie Public Library’s

Plan of Service and will respond to community needs and interests.

In the provision of its programs, the Rycroft Municipal Library abides by the Canadian Federation of Library Associations’ 2015 Statement on Intellectual Freedom and Libraries, specifically:

*“that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts*

*publicly.”*

The Rycroft Municipal Library does not warrant or assume any legal liability or responsibility for the currency, relevance, accuracy or completeness of any information, apparatus, product or process disclosed in the programs presented.

#### Rycroft Municipal Library programs

* These programs may be presented by Rycroft Municipal Library staff or by a Rycroft Municipal Library -approved provider
* Program proposals by community members are welcome; however, Rycroft Municipal Library will not be obligated to offer such programs
* Rycroft Municipal Library staff are responsible for completing all necessary program planning documentation, in order to maximize programming efficiency and accountability

#### Other programs

* Rycroft Municipal Library may collaborate with other organizations to plan and offer programs and events, in order to maximize community impact

Rycroft Municipal Library staff will follow established procedures when responding to concerns, questions or complaints about programs.

**Policy No. 29 Public Computers and Wireless Network**

#### Purpose

In keeping with its mission to promote and provide library materials and services that meet the educational, cultural, information and recreational needs of the public, the Rycroft Municipal Library provides a wireless service and public computers for access to the Internet, word-processing applications and other electronic resources.

#### Access

Rycroft Municipal Library does not monitor and has no control over the information accessed through the Internet and is not responsible for its quality or content. Users are responsible for the Internet sites they visit and the information they access. Neither Rycroft Municipal Library nor its staff is responsible for the Internet sites and information accessed by Library users. Library computers do not employ filtering software of any kind.

Rycroft Municipal Library provides and maintains the wireless network as a public service. Users are responsible for the setup and configuration of their own equipment. Library staff cannot assist in setting up laptops or handheld devices to connect to Rycroft Municipal Library’s wireless network. This service has been designed to support a wide range of notebooks, tablets, mobile phones and other devices.

Rycroft Municipal Library and its staff, cannot control the availability of access to the Internet or to specific sites which can change rapidly and unpredictably. Staff is available to assist users with using Microsoft Office software or online research tools, with printing documents and to answer basic questions only.

Use of the public access computers and wireless network is at the sole risk of Library users. Rycroft Municipal Library will not be responsible for damage to a user's computer, or for any loss of data, damage or liability that may occur from the use of these computers or network, whether from computer virus infection, or otherwise.

Users will be held financially responsible for any harmful software they knowingly or unknowingly install on Library computers. Users will also be solely liable for any illegal activity in which they participate while using Library computers.

Use of personal software programs or computer hardware on public access computers is not permitted except for the use of memory sticks and peripheral equipment.

The use of the public access computers and wireless network at the Rycroft Municipal Library is a privilege. Misuse as defined in

Rycroft Municipal Library’s Rules of Conduct for Library Users will result in the loss of computer privileges.

**Policy No. 30 Volunteers**

#### Role

* The work of volunteers shall complement, but not replace, the work of paid Rycroft Municipal Library staff. Volunteers may also be used in areas of need to augment and enhance the range of services offered. At no time will volunteers interfere with the established duties of paid staff.
* Recruitment, orientation, training, supervision and evaluation of volunteers will be the responsibility of the Library Manager.

#### Expectations

* All volunteers must abide by the Library's mission and policies.
* Volunteers must be covered by their own vehicle insurance where their volunteer activity involves the use of a vehicle, and are liable for their own parking tickets or fines related to driving offences.
* Volunteers may be compensated for expenses incurred, at the discretion of the Village of Rycroft Library Board.

#### Recruitment

* Any individual interested in becoming a volunteer must complete a *Volunteer Application Form*.
* Application forms shall be kept on file for a period of six months.
* Police checks and references are required for volunteer positions as they are established.
* Volunteers are selected based on the needs of the Library at any given time. Applications shall be reviewed and prospective volunteers shall be interviewed.

* Volunteers may not work directly under or be supervised by an immediate family member.

#### Orientation and Training

* Volunteers shall receive a general orientation to the library and be made aware of Rycroft Municipal Library’s applicable rules, expectations, guidelines, and policies by the Library Manager
* Volunteers shall receive training where applicable for the volunteer tasks they are expected to perform.
* Volunteers are expected to report to the Library Manager; however, Library Manager and/or staff members may offer guidance and advice to any volunteer where beneficial.

#### Evaluation

* The services of a volunteer may be terminated by Rycroft Municipal Library or by the volunteer.
* Volunteers wishing to terminate their service to Rycroft Municipal Library shall provide notice to the Library Manager as far in advance as possible.
* Rycroft Municipal Library reserves the right to evaluate the placement and performance of a volunteer. This may lead to the reassignment of the volunteer or the termination of the relationship between the volunteer and Rycroft Municipal Library.

**Policy No. 31 Staff Code of Ethics**

The Board requires Rycroft Municipal Library employees to be independent, and impartial, and that their positions not be used for personal advantage. To this end, the following is a code of ethics to be followed by all employees:

#### Provision of Information

* A Rycroft Municipal Library employee must provide information impartially and non-judgmentally, regardless of belief or personal philosophy.

#### Acceptance of Gifts / Financial Gain

* A Rycroft Municipal Library employee shall not accept any gifts or rewards which may appear intended to influence them in the discharge of his/her duties.
* A Rycroft Municipal Library employee shall not accept anything of material value greater than $50.00, or materials with a cumulative value greater than $50.00 over the course of one (1) year, from one (1) source. Employees must report any and all gifts of material value.

#### Political Office

* A Rycroft Municipal Library employee may request a leave of absence without pay to run for office
* A Rycroft Municipal Library employee elected to a public office may continue to be employed, provided there is no conflict of interest between the employee’s duties with duties as a public official, and the *Libraries Act* of Alberta.

#### Use of Social Media

* When engaging in personal social media, Rycroft Municipal Library employees are expected to act responsibly and respectfully. In particular, we advise employees to:
* Make it clear that the views expressed are personal and do not represent Rycroft Municipal Library. Using

disclaimer such as “opinions are my own” will avoid misunderstandings.

* Avoid any defamatory, offensive or derogatory content, which may be a violation of Rycroft Municipal Library’s *Violence and Harassment Policy* if directed toward colleagues, customers, partners, or Village of Rycroft Library Board members.

#### Fraud

* Rycroft Municipal Library requires its employees to act with honesty and integrity and to safeguard the assets of the corporation. This includes neither facilitating nor ignoring current and past employee fraud. Fraud or misuse of Rycroft Municipal Library’s assets will not be tolerated.
* Rycroft Municipal Library is committed to maintaining an environment where employees can raise concerns without fear of reprisal. Rycroft Municipal Library will investigate all allegations of fraud or corruption and every reasonable effort will be made to recover any gains obtained by, or receive compensation for any damages to Rycroft Municipal Library caused by, fraud or misuse.
* Fraud is defined as a dishonest act that results in actual loss or risk of loss, deception, misappropriation of resources, or the manipulation of data to the advantage or disadvantage of a person or entity.

#### Violation of the Code of Ethics

* A Rycroft Municipal Library employee violating any provisions of this policy will be subject to disciplinary action and possible dismissal.

#### Leaves Without Pay

General Leave

* + - A permanent employee desiring a general leave without pay may be granted such leave for serious and substantial reasons and without pay insofar as the regular operation of the library will permit, providing reasonable and sufficient notice is given.
		- Requests of one day or more will be submitted to the Chair or designate who, at his/her discretion, may grant a general leave without pay.

**Policy No. 32 Performance Appraisals**

A written appraisal of each employee’s performance shall be conducted annually. The Village of Rycroft Library Board is responsible for completing this review, which shall be a board consultative process involving employee input.

* + Appraisals for all employees will be conducted within two months of the employee’s anniversary date. Appraisals for casual employees will be completed at the discretion of the Board.
	+ An employee’s anniversary date will normally be the first day of the month in which the employee begins
	+ Annual performance appraisals shall be retained in an employee’s personnel file and a copy provided

to the employee.

**Policy No.33 Staff Development**

The Village of Rycroft Library Board is committed to the ongoing development of Library staff.

In particular, Village of Rycroft Library Board supports staff development through:

* + online and in person training for job specific duties; and,
	+ attendance at conferences and workshops related to job duties.

An employee wishing to pursue professional development through a conference, workshop etc. will submit a

Request for ProfessionalDevelopmentto Village of Rycroft Library Board.

**Policy No. 34 Progressive Discipline**

#### Policy Intent

The Board has adopted a policy of Progressive Discipline to ensure that Rycroft Municipal Library employees have the opportunity to correct any performance or behavioral problems that may arise. To this end, the Board has established a set of reasonable rules and guidelines for employees to follow.

#### Progressive Discipline

* + In the event that an employee violates Village of Rycroft Library Board policy or exhibits problematic behavior, a system of progressive discipline shall be utilized where possible.
	+ With each infraction or apparent problem, these steps will be followed as required:

Step 1 Verbal warning

Step 2 Written warning

Step 3 Termination of employment

* + In either of the first two steps, the employee will be:
* alerted to the problem
* provided with a review of the correct Village of Rycroft Library Board policy regarding the violation
* advised of the consequences associated further infractions
* provided with a suggestion towards a method of improvement
	+ If no further infractions of the policy in question occur after the initial verbal or subsequent written warning, no further disciplinary action shall follow.
	+ Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, Village of Rycroft Library Board reserves the right to skip the three-step disciplinary process and move straight to termination where necessary.

#### Investigation and Documentation

* + Problematic behavior or violations of Village of Rycroft Library Board policy shall be properly investigated and documented by the Village of Rycroft Library Board.
	+ All measures taken in the progressive disciplinary process shall be documented, including verbal warnings.

**Policy No. 35 Grievances**

A grievance is defined as any disagreement arising from the interpretation, application, operation or alleged violation of the Personnel policies of the Rycroft Municipal Library or of the *Employment Standards Code* of Alberta.

The employee shall proceed with a grievance in the following manner:

* + Talk informally to his/her Chair and/or Secretary to see if the matter can be resolved.
	+ If still dissatisfied, the employee may submit the grievance in writing to the Village of Rycroft Library Board within ten working days following this discussion.
	+ The Board shall make its decision on the matter within 60 days.
	+ If still dissatisfied, the employee may continue pursuing the issue through Labor Relations.

**Policy No. 36 Recruitment and Hiring**

#### Advertising

* + Positions may be posted externally, at the discretion of the Village of Rycroft Library Board.
	+ External position advertisements may be placed on library employment websites, and other agencies that are deemed appropriate for the position as well as social media.

#### Interviewing

* + Interviews will be conducted by a minimum of two people from the board executive.

#### Offer of employment

* + An official offer of employment will be provided to new employees listing the position, remuneration, hours of work and start date.

**Policy No. 37 Personnel Records**

* The Village of Rycroft Library Board maintains personnel records. It’s a physical file that is kept under lock and key in a filing cabinet at the library accessible only by the Chair and Secretary.
* The concerned employee will be informed of documents added to or deleted from his/her physical personnel file.

**Policy No. 38 Crisis Response - Special Policies - Pandemic**

**Pandemic Policy: Cleaning and Disinfecting**

In accordance with the Alberta Government “COVID-19 Information: Guidance for Libraries” document (as of June 9, 2020) the Rycroft Municipal Library will be taking increased measures to ensure the building is properly cleaned and disinfected regularly for staff and patron safety.

In addition to routine cleaning, increased cleaning and disinfecting protocol will involve:

* Providing hand sanitizer (60% alcohol or higher) for patrons upon entry and exit of the building.
* Providing hand sanitizer (60% alcohol or higher)/handwashing stations for staff to use upon entry/exit of the building, between patron interactions, and before/after the handing of library materials.
* Frequent cleaning and disinfecting of high touch surfaces both inside and outside (ex. Door handles, light switches, sinks, book displays etc.).
* Cleaning and disinfecting of any equipment used by staff or patrons (ex. Public computer stations).
* A 72-hour quarantine, or longer, of all library materials arriving at the library and all library materials that patrons and staff have touched.

All staff will be trained on cleaning and disinfecting protocol, as well as when to use PPE (and what PPE to use), how to properly don and doff PPE, and how to properly dispose of PPE.

The Rycroft Municipal Library has limited the use of shared equipment – any equipment used (ex/ keyboards) will be properly cleaned and disinfected before it is returned to use.

All patrons will be required to sanitize their hands and wear a mask upon entering the library.

**Pandemic Policy: Handling of Library Materials**

In accordance with the Alberta Government “COVID-19 Information: Guidance for Libraries” document (as of June 9, 2020) the Rycroft Municipal Library will be taking increased measures to ensure the safe handling of library materials.

* Staff will sanitize their hands and work surface before and after handling library materials.
* Staff will have the option of wearing a supplied mask while handling library materials.
* All library materials that have been returned, have been handled by patrons while browsing, and all ILL materials will be quarantined in a designated area for 72 hours.
* Library materials will not be handled during the quarantine period.

**Pandemic Policy: Physical Distancing**

In accordance with the Alberta Government “COVID-19 Information: Guidance for Libraries” document (as of June 9, 2020) the Rycroft Municipal Library is taking the steps necessary to encourage and maintain physical distancing of patrons.

* All patrons and staff will be required to wear masks inside the library.
* A physical barrier has been installed at the circulation desk.
* The children’s play area will remain closed and communal toys have been removed.
* Physical distancing posters have been placed throughout the building and where necessary physical distancing markers will be put in place.
* Programming has been limited and modified to minimize close contact with the facilitator and to ensure physical distancing from other participants.
* The number of patrons inside the building at one time will be limited.
* Curbside pickup will be available and encouraged to limit the number of patrons inside the library.

**Pandemic Policy: Rapid Response**

In accordance with the Alberta Government “COVID-19 Information: Guidance for Libraries” document (as of June 9, 2020) the Rycroft Municipal Library has developed a rapid response plan to manage symptomatic patrons and staff.

* All staff are to be screened prior to entry into the library – those with symptoms will be denied entry.
* All patrons will be asked to self-screen before entering the library. All patrons with symptoms will be denied entry. If patrons refuse to leave the premise, regular conflict procedures will be put into place.
* Symptomatic staff and/or patrons are required to immediately leave the premises and advised to call 811.
* All staff and patrons are to be notified that a symptomatic individual was present.
* Patrons will be required to leave the building so that washrooms and other library areas that the symptomatic individual had contact with can be temporarily closed for deep cleaning and disinfecting. If the symptomatic individual was in contact with the collection or other areas that cannot be properly disinfected, the library building will be closed to staff and the public for 72 hours for the library materials to be quarantined.

**Policy No. 39 Rycroft Library Manager Job Description**

The Library Manager is responsible for managing all aspects of library operations for the purpose of delivering cost-effective, quality public library service to public library patrons.

**Major Responsibilities:**

#### Reference and Resource Services

* Assists library patrons in the use of the library and its resources by answering reference questions, providing guidance in the use of library tools (including online databases), and referring more complicated questions to Grande Prairie Public Library, as needed.
* Coordinates incoming and outgoing interlibrary loan activities.

#### Collection Development

* Examines library trade magazines and online toolsfor reviews of recommended resources or examines materials first-hand at book displays.
* Selects library materials for the collection.
* Orders, receives, and evaluates new materials.
* Conducts regular inventories of the library’s holdings and weeds the collections in a planned manner.
* Maintains accurate order files.

#### Cataloguing and Processing Materials

* Adds local holdings information to the TRAC database (TRACpac) if another TRAC library already has the item. Requests that the item be catalogued by Peace Library System if it is the first copy in TRAC.
* Stamps items received from Peace Library System. Affixes barcodes and spine labels and covers book jackets for items not processed by Peace Library System.

#### Circulation of Materials

* Checks library materials in and out noting any fines or fees ***if required***
* Shelves materials in an orderly fashion
* Generates and fills holds requests on open days
* Generates overdue lists
* Repairs books and other materials

Library Promotion

* Promotes library materials through storytelling and book talks
* Creates and maintains attractive bulletin boards, decorations and displaysunder direction and cooperation with the board.
* Provides information to local media to keep staff and parents informed of library activities.
* Cooperatively delivers programming with Peace Library System Consulting Staffand under library board direction; for example, coordinates book fairs, author readings, summer reading programs, and other library-related promotional events.

#### Administration

* Registers patrons for local library cards.
* Collects and records card fees and fines if applicable.
* Maintains accurate records and statistics for acquisitions, circulation, reference, and interlibrary loan
* Deals with daily correspondence and communicates with patrons, reference staff, and staff at the Peace Library System. Forwarding any emails that require attention of a particular board executive and alerting same for any mail from the post office box that require also require attention. If not of an immediate nature they can be made available at the next board meeting.
* Supervises volunteers and work experience persons.
* Order’s library supplies.
* Participates in professional development opportunities
* Compile and maintain any library day to day internal financial tracking in Excel spreadsheets for submission to the treasurer or bookkeeper.
* Provide the treasurer or bookkeeper with that timely updated information required for the following tabs in the Master Ledger spreadsheet, Petty Cash & Float, Librarian Expenses, Movie Expenses & Grants.
* Plans fundraising and programming activities in conjunction with and as directed by the Library Board.
* Participates in other activities as assigned by the Library Board.
* Follows safe work procedures in compliance with Occupational Health and Safety legislation.

**Cleaning**

* Empty trash and recycling bin {daily or as needed}.
* Vacuum all carpeted areas and spot clean when necessary {weekly or as needed}.
* Sweep, mop, using the appropriate cleaning supplies {weekly or as needed}.
* Clean and dust furniture, ledges, light fixtures, and other hard to reach places {monthly}.
* Wash windows, mirrors and glass surfaces ensure they are free of streaks {daily or as needed}.
* Clean and disinfect restrooms and ensure that soap and paper dispensers are well-stocked{daily or as needed}.
* Spot mop walls {weekly or as needed}.

**Position Requirements:**

For automated libraries, basic skills required to manage the library technology include the ability to manage basic trouble-shooting for the electronic resources available in the library; to assist patrons in becoming competent at accessing and understanding various electronic information resources available in the library; and to find information on the Internet and online library catalogues. Minimum requirements include:

* Grade 12 education
* Ability to manage library technology (see above)
* Competency using Microsoft Word and Excel
* Familiarity with library automation software
* Training and/or experience in office procedures.
* Excellent communication, interpersonal, and organizational skills
* Accuracy and attention to detail.
* Ability to assume responsibility and work independently.
* Ability to lift boxes
* Ability to contend with the stress of frequent and varied tasks.

