

THREE HILLS MUNICIPAL LIBRARY

P O L I C Y M A N U A L

Table of Contents

Table of Contents.....	1
MISSION STATEMENT.....	3
PART I LIBRARY MATERIALS	4
A. Selection, Acquisition and Disposition.....	4
B. Provisions of Materials Normally Lent	9
C. Accessing Library Materials	11
D. Program Policy	12
E. Gift Acceptance Policy	14
PART II TRUSTEESHIP	15
A. Recruiting, Orientation, Continuing Education.....	15
B. Powers and Duties of Trustees.....	19
C. Selection and Appointment of Trustees	20
D. Board Administration	26
PART III LIBRARY FACILITIES.....	32
A. Accessibility	32
B. Hours of Service	33
C. Public Access to Internet	34
D. Unattended Child.....	36
E. Patron Code of Conduct.....	37
F. Harassment and Violence Prevention	38
Part IV PERSONNEL	40
A. Hiring Head Librarian or Library Manager	40
B. Hiring of Library Staff.....	40
C. Library Manager Job Description.....	41
D. Personnel Procedures.....	44
E. Vacation Scheduling and Statutory Holiday Pay	45
F. Health and Safety	46
G. Dress Code.....	47
H. Staff Training and Attendance at Board Meetings.....	48
I. Discipline Policy	49
J. Pandemic Work Conditions	51

PART V SCHEDULES52
Schedule A Membership Fees53
Schedule B Loan Periods for Library Materials54
Schedule C Penalty Provisions55
Schedule D Revocation of Membership56
Schedule E Board Skill Evaluation.....57
Schedule F Confidentiality Agreement.....58

MISSION STATEMENT

The Three Hills Municipal Library's mission is to create connections that inspire discovery, growth, and imagination by sharing ideas, resources and experiences with the community it serves.

Revised and approved by the Board

June 9, 2015

PART I LIBRARY MATERIALS

A. Selection, Acquisition and Disposition

1. Selection:

POLICY

The Board believes that the Library should maintain a balanced collection that is extensive, comprehensive and cosmopolitan. The Library has an obligation to satisfy the cultural, educational, recreational and informational needs of a large group of people, with varied ethnic backgrounds, tastes and interests. It should also consider the needs of those who are visually impaired. It will acquire and make available the use of written material in a variety of formats, as well as audio and visual material and a growing “library of things”. If the Library is to fulfill its obligation to this community, to maintain a broad and balanced collection, it must include materials of varied points of view, even those which may be regarded by some as controversial.

The Board has adopted the following statements on “Intellectual Freedom” endorsed by the Canadian Library Association:

Every person in Canada has the fundamental right, as embodied in the nation’s Bill of Rights, to have access to the full range of knowledge, creativity, opinion, and intellectual activity, and to express his or her thoughts publicly. This right to intellectual freedom is essential to the health and development of Canadian Society.

Libraries have a basic responsibility to support, defend, promote and maintain the universal principles of intellectual freedom and privacy.

It is the responsibility of the library to guarantee and facilitate access to all of knowledge and intellectual activity, including those which some elements of society consider to be unconventional, unpopular or unacceptable. To this end our library shall acquire and make available to the widest variety of materials.

It is the responsibility of the library to guarantee the right of free expression by making available its public spaces and services to individuals and groups without discrimination, and to protect the identities and activities of library users except when required by courts to do so.

The library should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and volunteers, as well as library board members have a duty, in addition to their institutional responsibilities, to uphold these principles of intellectual freedom in the performance of their respective roles.

i) **Criteria**

When selecting materials for addition to the collection, the Library will follow the Statement on Intellectual Freedom and Libraries, set out by the Canadian Library Association and adopted by the Three Hills Library Board, as well as criteria guidelines set out by the Marigold Library System listed below.

Marigold Criteria: *Selection will not be made on the basis of any anticipated approval or disapproval by parents or guardians, but on the merits of the work in relation to the building of the collection and to serving the interest of readers. To build collections of merit and significance, materials are considered according to the following objective guidelines.*

- *Suitability of physical format, durability and cease of use for library patrons.*
- *Suitability of the subject, style and level for the intended audience.*
- *Reputation, skill, competence of the publisher of the work.*
- *Relation to existing collection material available in other TRAC libraries on a particular matter.*
- *Interests and composition of the community served.*
- *Representation of important movements, genres or trends.*
- *Insight into the human and social condition.*
- *Representation of Canadian and/or local perspectives.*
- *Artistic presentation, creativity, and originality.*
- *Recommendations from critics, reviewers and other authorities.*
- *Popular demand and current trends.*
- *Budget and space priorities.*

Marigold will not exclude an item from its collection solely because of:

- *The author/creator's race, religion, nationality or their sexual, social or political views.*
- *Frankness or coarseness of language.*
- *Controversial content.*
- *Endorsement or disapproval of an individual or group.*
- *Language of the text.*
- *Graphic images.*

Marigold does not purchase or acquire illegal materials.

Book selection will be done by the qualified staff at Marigold Headquarters and the Three Hills Municipal Library. As book selection is perhaps the most important area in public library policy and administration, the Head Librarian/Library Manager and the Board will rely on their best judgment, aided by reputable and recognized review sources provided through the Marigold System, with consideration of suggestions from the public and of prevailing standards when selecting material.

ii) Controversial Material

As outlined in our Selection Policy, we are here to make all viewpoints accessible to the public within bounds of community taste.

The Library Board does not interpret its function or that of its librarians to be the supervisor of public morals. The Library Board believes in freedom of the individual and the right and obligation of parents to develop, interpret and enforce their own code of acceptable conduct upon their own households. The responsibility for restrictions on children's or teens' choices, use, and/or access of materials rests with parents and/or legal guardians.

The Library will provide, as far as possible, materials on all sides of controversial issues, including representation of unpopular or unorthodox positions without censorship or bias, providing the materials give evidence of a sincere desire to be factual.

Unless an item is officially prohibited from entering the province, it should not be withdrawn from library shelves.

iii) Complaints Regarding Controversial Materials

If an individual objects very strongly to a particular item, he/she has the right to complete a form by which an official complaint can be made. This can be obtained at the front desk from a library staff member and returned when it has been completed. Each complaint will be carefully considered following the guidelines below.

- a) Complaints will be presented to the Board by the Library Manager/Head Librarian. The Board will review the book and the complaint. No book will be removed from the shelf without the approval of such action by a majority of the Library Board members.
- b) The Board will not consider the selection of a random passage taken out of context as a reasonable complaint.
- c) The Board will not consider a petition signed by a number of persons a valid complaint in and of itself, unless each signature complies with the standard procedure for entering a complaint.
- d) Complaints will not be considered from persons who are not members in good standing of the Three Hills Municipal Library
- e) A written reply explaining the action taken and reason for it will be sent to the complainant.

Revised and approved by the Board

May 3, 2022

2. Acquisition:

POLICY

The Board believes that we have an obligation to provide the broadest range of materials of all types for all members within budgetary and financial constraints.

i. Purchases

Purchases are made by:

- a) Marigold Library System which also processes and catalogues items. Purchases are based on the judgment of Marigold Consultants, a team of librarians with Masters Degrees in Library and Information Science. It can also act on requests by the local board/librarians/patrons. Final approval for any requests to purchase materials with Marigold funds, rests with the Marigold Director. The Director operates within the framework of policies set by the Marigold Library Board.
- b) The Library Manager/Head Librarian will select and purchase books, audio-visual materials, activity kits and items for the “library of things”, through Marigold or from reputable and recognized sources. These purchases will be based as much as possible on requests from library staff and local patrons, provided that they meet the standards set out under Criteria.

ii. Gifts and Donations

- a) All monetary and material donations are accepted with “no strings attached”. They become the property of the Library, to be dealt with at the discretion of the Library Manager/Head Librarian.
- b) Donations of books or other materials, including audio-visual, are subject to the same criteria as outlined under ‘**Selection**’. Items that meet criteria will be added to the collection and unsuitable items will be returned to the donor or sold in our regular book sale to raise money for new library purchases.
- c) Gifts of money real estate, and/or stocks will be accepted if they comply with Town and Provincial codes governing such gifts. Receipts for these donation or ‘gifts in kind’ are available from the Town Office.

Revised and approved by the Board

May 3, 2022

3. Disposition:

POLICY

The Board believes that the Library collection should remain updated with items which are of interest to users or have historical or local value which merits retention. Weeding consists of removing books that no longer meet the criteria for selection. This process is to be done on an ongoing basis at the discretion of the Library Manager/Head Librarian. Marigold System staff are available to assist with a major weeding of the entire collection as needed.

i. Criteria

Weeding of materials from the collection is based on the following four criteria:

- a) **Condition:** The item is no longer in good physical condition (pages torn, ink or water damage, spine damage, etc)
- b) **Age/Relevancy:** Information in the item is outdated/inaccurate, and no longer meets the Marigold criteria standards for selection.
- c) **Circulation:** The item has not been taken out of the library in 3-5 years.
- d) **Space:** Our library has limited shelf space and so it is sometimes necessary to remove items to make room for new materials. Care will be taken to ensure that the items removed are available to be accessed through inter-library loans.

ii Disposal

- a) May sell the items;
- b) May give the items to non-profit organizations;
- c) May recycle the items.

Revised and approved by the Board

May 3, 2022

B. Provisions of Materials Normally Lent

POLICY

The Board believes that we should make available to users any materials desired except as restricted by our By-Laws or by Librarian/Board discretion or by financial or physical restrictions. The Board believes that we should make access to and use of materials as easy as possible.

1. Patrons and Regulations

POLICY

The library shall serve all residents and non-residents of Three Hills at prescribed rates outlined on **Schedule A** of the Three Hills Municipal Library By-Laws dated November 4, 2013.

There is no charge for use of library materials on library premises.

Loan periods and quantity of materials borrowed from the library shall be as outlined in **Schedule B** of the Three Hills Municipal By-Laws dated November 4, 2013.

Penalties for overdue items, damaged items and lost items are outlined in **Schedule C** of the Three Hills Municipal By-Laws dated November 4, 2013.

The use of the library or its services may be denied for due cause as stated in **Schedule D** of the Three Hills Library By-Laws dated November 4, 2013.

2. Restricted Material

i. Designation

Librarians and/or the Board reserve the right to designate items as non-circulatory including out-of-print, historical or local value items, irreplaceable items or items of considerable monetary value.

Revised and approved by the Board

October 16, 2018

3. Resource Sharing

POLICY

The Board believes that resource sharing is an integral part of service and as a member of the Marigold Library System and, therefore, The Alberta Library (TAL) and The Regional Automation Consortium (TRAC), we make information and expertise available to other libraries.

i. Availability

As a member of the Marigold Library System, we are a member of TRAC and TAL and we will make all library materials available except for restrictions outlined below and previously in other Policies and By-Laws.

ii. Publicity

The Library will advise patrons of this service and our participation in it.

iii. Inter-library Loans /Borrowing

We lend items in our collection to other libraries with the exception of:

- a) Designated reference material; and
- b) Irreplaceable volumes, especially of local history.

Head Librarian or Library Manager/Board may place a 'Not for Inter-library Loan' time restriction on newly published local items.

Revised and approved by the Board

October 16, 2018

C. Accessing Library Materials

1. Inter-Library Loans/Borrowing

POLICY

The Board believes that as a member of the Marigold Library System and, therefore, TAL and TRAC, all our patrons should have access to items, information, and expertise from other libraries, if they are not available locally.

i. Accessing Items

- a) Patrons can order items through the TRAC catalogue via the Library catalogue computers, the Library computers and can order items from their home;
- b) Patrons can request Library Staff to order items for them, although patrons are encouraged to use the catalogue computers and order their own items; the Library Staff may teach patrons how to use the catalogue service; and
- c) The Library Staff shall, if asked, advise patrons of the limits of the system including availability and time it takes to obtain item.

ii. Charges

- a) Patrons are advised that there may be charges passed on to them if the lending institution has excessive charges, but these charges will usually be absorbed by Marigold Library System.

iii. Restrictions

- a) There are no restrictions to the types of materials requested.

2. Information Services

Requests for information are to be addressed by our Library Staff to the best of their knowledge and abilities

Revised and approved by the Board

October 16, 2018

D. Program Policy

1. All programs offered through the Library must fulfill the Mission Statement of the Library.

POLICY

The purpose of the Library is to provide its members and the community at large with access to knowledge, information, art, and popular culture. This includes programs and services that:

- i. Develop literacy and learning skills including reading, writing, basic math, and computer skills;
- ii. Enhance and support life skills (business, finance, language, communication, arts, crafts, music);
- iii. Encourage and build self reliance and self esteem;
- iv. Support and develop volunteerism;
- v. Support cultural exchange and knowledge about other cultures;
- vi. Develop and support family and community relationships; and
- vii. Explore nature, science, and history.

Provision of access includes providing the technology that is needed for these pursuits. Access also means that cost should not prohibit anyone from use of the services and materials in the Library.

Revised and approved by the Board

October 16, 2018

- 2. All programs offered through the Library must strive to be professional, reliable, and of a high quality.**
- 3. Where possible, the library will strive to cooperate with other agencies and organizations to deliver programs.**
- 4. Library programs should not:**
 - i. Replace or compete with local business or community service groups, clubs, community institutions or agencies; or
 - ii. Promote a particular religious or political perspective or special interest group or individual business over any other.

Revised and approved by the Board

October 16, 2018

E. Gift Acceptance Policy

The Three Hills Municipal Library encourages all gifts or sponsorships towards programming, facilities, equipment, library materials, furniture, operations and endowments so long as they comply with the Regulations of the Canada Revenue Agency. This includes gifts of cash, gifts-in-kind, securities, life insurance policies, artwork, annuities, trusts and bequests.

The Library reserves the right to accept or reject any gift at its sole discretion and may or may not indicate the reasons for acceptance or rejection. In some cases, a proposed gift may require review and approval from the Board.

Cash donations

The Library will always encourage donations and sponsorships that are general in nature before recommending donations to restricted funds, endowments, special events or capital projects. The Library will provide reports including audited financial reports to supporters and provide additional detail regarding the use of donated funds if/when requested. Donations of \$20 and over will be eligible for an income tax receipt. Cheques may be made payable to the "Town of Three Hills" and should reference "Library Donation" in the memo line.

Gifts-in-kind

The responsibility for valuation of a gift-in-kind lies with the donor. All gifts-in-kind of \$1,000 or more require a fair market value appraisal. As per Canada Revenue Agency guidelines, fair market value is defined as, "*fair market value of the property at the time the gift was made.*" All gifts in kind under \$1,000 require some form of verification of their actual value, such as a bill of sale.

Donations of library materials

Donations are only accepted on the understanding that the Library becomes the sole owner, and reserves the ultimate right to determine retention, location, level of cataloguing, access, and other considerations related to use or disposition. If you wish to donate materials, please contact us to discuss your offer in detail. A brief description of subjects covered, while not essential, aids us in considering donation offers.

Donor recognition

Donor recognition will neither be, nor be perceived to be, extravagant, as per Canada Revenue Agency guidelines. Recognition programs and procedures shall be determined at the sole discretion of the Head Librarian or Library Manager. The Library will respect the wishes of persons and organizations that wish to remain anonymous.

Revised and Approved by the Board

June 18, 2019

PART II TRUSTEESHIP

A. Recruiting, Orientation, Continuing Education

POLICY

It is the responsibility of all existing Board Members to ensure there are enough skilled members on the Library Board to conduct library business in a professional manner; enough members to share the workload; and enough members so a quorum can always be formed for regular Board Meetings.

1. Recruiting New Board Members

- i. Potential Board members may be recruited by existing Board members, as well as thru advertising to the general public;
- ii. Interested applicants are to be given a Board Member Application Form. Completed forms are to be returned to the Library for forwarding to Board Secretary.
- iii. Applications will be reviewed at the next board meeting. Accepted applicants will be invited to observe a board meeting and encouraged to ask questions regarding issues they want clarified.
- iv. The Board shall meet “in camera” to make a decision as to whether the applicant should be invited to join the Board.
- v. The Town Council approves and appoints all Board members. Once a potential Board member agrees to join the Board, they will submit a letter of application addressed to the Library Board Secretary applying for a position on the Board. This should be dropped off at the library. The application letter will be given to the Library Board Council Representative to present at the next Town Council meeting; and
- vi. Upon approval by the Town Council and 2-3 weeks prior to their first official board meeting, the new Board Member will receive an up-to-date Board Manual.. The Chair or designated member will arrange to meet with the new Library Board Member shortly after the board meeting to give a brief run through of the material in the Board Manual, giving the new member an opportunity to ask questions and get clarification on anything he/she does not understand.
- vii. The new Board Member will be assigned to a committee that is of interest to him/her and within their skill set.

POLICY

It is the responsibility of the Board to ensure new Trustees are informed and understand their duties and responsibilities to the Library and Community.

2. Board Manual Package

Once a new member has agreed to join the Library Board, the Board Manual Package should be given to them at least 2 – 3 weeks prior to their first official meeting. They should also be encouraged to access the Library Board Orientation on the Alberta Trustees Association website and attend any Trustee Orientation Workshop offered by Marigold or ALTA.

A complete Board Manual Package will include:

i. Legal Materials

- a) Libraries Act and Regulations;
- b) By-laws & Schedules of the Three Hills Municipal Library; and
- c) Policy Manual.

ii. Background Information for Three Hills Municipal Library

- a) Mission Statement of the Library;
- b) Brief History; (noting information on the Website and detailed scrapbooks at library)
- c) Library Board Basics;
- d) Current Plan of Service;
- e) Most recent Librarian's Annual Report; and
- f) Names of staff and positions;

iii. Board Information

- a) List of Board members that includes names, email addresses and phone numbers;
- b) Description of responsibilities of Executive & Committee members;
- c) Past minutes (1 year); and
- d) Meetings held the 3rd Tuesday of every month except July, August and December.

iv. **Financial Materials**

- a) Budget for Current Operating Year; and
- b) Most Recent Financial Annual Report.

v. **Association Information**

- a) Alberta Libraries Trustees Association Handbook.

Revised and approved by the Board
January 19, 2021

POLICY

It is the primary responsibility of trustees to work toward the betterment of the library and community. Trustees should stay informed of current trends and be consistently upgrading skills through continuing education programs.

3. Trustee Skills

The attached **Schedule E** “Board Skill Evaluation” will be given to Board members for self evaluation with a goal to determining:

- a) Degree of expertise on Board; and
- b) Deficiencies in the skill set of the Board for future recruitment of new members and upgrading the skills of existing members.

4. Community Resources

To increase Board effectiveness, is recommended that Board members:

- a) Access community people to aid in specific tasks and projects of the Board (i.e. Town Administrator help with contracts); and
- b) Access local continuing education resources such as KALS.

5. Outside Resources

The Board should maintain awareness of outside resources by:

- a) Being aware of Marigold and Community Development Department programs;
- b) Encouraging attendance at Alberta Library Conference; LRC Conference
- c) Participating in local Chamber of Commerce;
- d) Interacting with Town Office Administration; and
- e) Retaining memberships in Alberta Library Trustee Assoc.

Revised and approved by the Board

January 19, 2021

B. Powers and Duties of Trustees

The authority for the administration and operation of the library shall be vested in the Library Board (the Board is defined as local library trustees acting corporately). It shall make and adopt such By-Laws, Policies and Regulations as specified according to the current Alberta Libraries Act Chapter L-11 and the current Libraries Regulations. These documents shall be for the library's own guidance and for the governance of the library as may be expedient.

The Board shall have exclusive control over the receipt and expenditures of all monies available for the operation of the Library, and shall ensure proper maintenance and safety of the Library. Such monies shall be drawn from the treasury by the proper officers.

The Board selects and appoints a Head Librarian or Library Manager, establishes the responsibilities and conduct of staff through policies, and fixes their salaries, by means of annual reviews.

The Board adopts a yearly budget with the advice and assistance of the Head Librarian or Library Manager, allocating the proper amounts for books, salaries, maintenance and other operating expenses.

The Board, with the assistance of the Head Librarian or Library Manager, must prepare the necessary and proper reports from the library for the Town, Marigold Library System and Provincial Government.

All Board members must submit the number of volunteer hours they have spent on Library business to the Head Librarian or Library Manager yearly. This information is required for the Library's Annual Report to the Community Development Dept. of the Provincial Government.

Revised and approved by the Board

January 19, 2021

C. Selection and Appointment of Trustees

1. Number of Trustees

The board shall consist of not fewer than five (5) and not more than nine (9) members who are residents of Three Hills or surrounding area.

A member of Town Council is appointed to the Board by Council and acts as liaison between Board and Town Office and Council.

Head Librarian or Library Manager acts as an ex-officio, non-voting member of the Board who is required to attend the meetings, but may be asked to leave the meeting at Board discretion.

2. Term of Office

Library Trustees shall hold office three (3) years from date of appointment (approved by Town Council) or until their successors are appointed. Trustees may not serve more than two (2) additional consecutive terms of 3 years each, unless at least 2/3 of the whole council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms (Libraries Act).

The Libraries Act:

31(1) A person is disqualified from remaining a member of a board if that person fails to attend, without being authorized by a resolution of the board to do so, three consecutive regular meetings of the board. Trustees who resign from the Board must do so in writing.

Revised and approved by the Board

January 19, 2021

3. Organization of Board/Job Descriptions

i. General

The Board officers shall consist of Chair person, Vice-Chair person, Treasurer, Secretary, and various sub-committees:

- Finance/Budget - Establish budget; advice regarding fiscal matters;
- Personnel - Liaison between Board and Staff; administering service awards; yearly review of Library Manager;
- By-law/Policy review -Ongoing review; Update as needed;
- Fund raising - Present ideas, suggestions; may oversee implementation of strategies.

If no Library staff person is assigned, the following responsibilities may fall to the Board:

- Program - Present ideas, suggestions; may oversee program;
- Public Relations/Publicity;
- Facility - Present needs, update on progress; and
- Historian - Oversees collection of event photos/press coverage articles and ensures they are added to Library History Book Collection.

Marigold Library System Representative: one Board member to be assigned as the Marigold Rep., being able to vote at their quarterly meetings. A second Board member shall be assigned as an Alternate. Members' names must be submitted to Marigold via the Town Office as the Board Members are the Town of Three Hills Representatives to the System Board.

Note: This is an overview of Committee responsibilities; detailed descriptions of job responsibilities for Board Officers follow.

Revised and approved by the Board

January 19, 2021

ii. ***Job Description - CHAIR PERSON***

- Is chosen and voted in by fellow Board members;
- Shall act as ex-officio member of all Committees;
- Shall preside at all meetings; in his/her absence, the Vice-Chair or other executive member could preside; in the event none are available, a chair person may be elected from members at the meeting;
- Shall establish the agenda in conjunction with the Head Librarian or Library Manager and other executive members (All Board members can request items to be put on the agenda);
- Shall, with the treasurer, make a formal presentation of the Annual Library Budget to Town Council if requested by Town Council to do so after the Library Budget is approved by the Board each October;
- May be the library representative on the Marigold Library System Board. Meetings are held 4 times a year.

iii. ***Job Description – VICE-CHAIR PERSON***

- Shall perform the duties of the Chair in the Chair's absence.

Revised and approved by the Board
January 19, 2021

iv. ***Job Description - SECRETARY***

- Shall contact Board members if there will not be a quorum for a scheduled meeting. If no quorum, meeting to be re-scheduled and all members advised of new date;
- Shall copy and distribute the agenda and “pre-read” material to Board members via email, during the week prior to scheduled meeting;
- Shall keep accurate minutes of Board meetings and email to Board members during the week prior to the next Board meeting;
- Shall keep a record of Motions made at the meeting by using the numbering system. (ie. Starting with new numbers in January each year.... Motion #1/2021 indicates motion number 1 in 2021 and these to continue consecutively until December of that year. Motion #1/2022 would be the new beginning number in 2022);
- Shall have the Chair Person sign the approved Minutes (*Libraries Act*);
- Shall place the signed, approved copy of the Minutes in the Minute Binder, housed in a designated location in the Library that is allotted to Board Business for public access (*Libraries Act*). This should be done as soon as possible after Minutes are approved. A copy of the Library Manager’s and the Treasurers Monthly Reports shall be attached to the “Official Minutes” to keep for history purposes and, therefore, a detailed account of either of these reports does not have to appear in the minutes ... only Business Arising from these Reports;
- Shall keep Board Business Binders up-to-date that are housed at the library for public access. These include Board Member Appointment letters from the Town, By-laws and Policy Manual updates, any other binder that holds Board public access information that needs updating;
- Shall keep name and addresses of Board, providing telephone lists to Board members; keeps record of attendance and includes in Minutes the names of attendees and names of absentees;
- Shall write all letters and other correspondence as designated by the Board.

Revised and approved by the Board

January 19, 2021

v. ***Job Description - TREASURER***

The Library Board Treasurer has an overall responsibility to organize and oversee the finances of the Library Board to ensure:

- a) That proper segregation of mechanisms and procedures are in place for managing library finances;
- b) That these mechanisms and procedures are followed; and
- c) That all money is properly accounted for.

In addition, the Treasurer must ensure that proper insurance protection is in place for all library property.

These responsibilities are completed by carrying out the tasks listed below.

Note: *The tasks that begin with “ensure” are largely supervisory and involve overseeing or checking that the tasks are completed. The actual tasks in these duties will be carried out by either the Head Librarian or Library Manager or other paid professionals. All other tasks not preceded by “ensure” are actually carried out by the Board Treasurer.*

General:

- Ensure that the library uses proper bookkeeping methods which track and record all financial transactions (we currently use the QuickBooks computer Program).

As Required:

- Co-sign cheques or **initial invoices** for payment of bills and other expenses of the library on a **monthly or semi-monthly basis, as required**. In the process, ensure that the expenses being paid are legitimate;
- Ensure that Record of Employment (ROE) forms **are filled out and properly** filed for employees whose Employment is terminated for any reason;
- Assist the Chairman or other appointed Board member(s) in applying for grants as they become available and ensure that funds received are disbursed according to the granting authority’s direction;
- Ensure that all financial computer records are regularly backed up according to Board Policy.
- Ensure the reconciliation of the bank account at the end of each month, making corrections as needed. Ensure deposited amounts are entered in the General Journal according to their proper budget categories. Ensure

current Budget, Profit & Loss statement, and **Bank Reconciliation** reports are distributed to Board members sometime during the week prior to scheduled meetings.

- Discuss expense overruns and unexpected expenses not budgeted for with the Head Librarian or Library Manager prior to Board meetings so that the board is aware of and can approve unforeseen expenses.

Annually:

- Ensure that all financial records (paper and backed up discs) are safely stored for the seven (7) year period required by law or longer if Library Board Policy requires it. Records past that date shall be destroyed by as per 5. Records Management and this must be recorded in the Minutes;
- Collect and organize all financial records and take them to the auditor appointed by **Town Council no later than three months after year end**. This includes bank statements, copies of cancelled cheques with attached invoices, deposit books, cash sheets, minutes, etc;
- In October of each year, along with the Head Librarian or Library Manager, prepare a budget for the following year for the scrutiny and approval of the Board and plan for presentation of the budget to Town Council to request funds;
- Ensure that the application for provincial funding is completed, signed, and filed on time so that the library qualifies for our annual provincial grant (usually in May). The majority of this (the financial statement) is completed by the auditor but the actual application is signed and mailed by the Treasurer with a portion filled in by the Town Manager.
- File the GST form GST523 and the rebate form GST66 by the end of **March**.
- **Ensure** the employees' T4 slips are calculated, distributed, and filed before the end of **February**.
- Review insurance coverage annually with the Town Financial Manager to ensure that adequate coverage is provided, and proper documentation of coverage and items covered is kept on file. This includes ensuring that an up-to-date inventory, complete with replacement costs, is prepared and filed.

Revised and approved by the Board

February 16, 2021

D. Board Administration

1. Meetings and Quorum

The Three Hills Municipal Library Board meets a maximum of nine (9) times a year, which works out to once each month with the exception of December, July and August. Should the meeting date conflict with a Town Council meeting due to a Statutory Holiday, the Board Chair shall establish a new Library Board meeting date.

Special meetings may be called upon request by email, phone or a motion at a previous meeting, provided that the reason for special meeting has been given.

Under special circumstances a phone or email vote may be taken, but the results must be ratified at the next meeting.

A quorum shall consist of not less than four (4) board members. A meeting may be conducted without quorum but any actions cannot be carried out until motions are ratified at next meeting.

2. Board Vacancies

Board vacancies should be reported to Council by its representative at the next Council meeting and filled as soon as possible.

3. Honoraria and Expenses

i. The Board will reimburse members for meals, accommodations and registrations for attending workshops & conferences to an amount specified by the Board within the budget.

ii. Mileage will be reimbursed at the rate of \$0.50 per km.

Revised and approved by the Board

February 16, 2021

4. Financial Management

The Three Hills Municipal Library Board (the Board) shall adopt regulations for the effective financial management and administration of the Three Hills Municipal Library (the Library). These regulations are in accordance with generally accepted accounting principles and government regulations.

i. Audit

The Library's financial records are required to be audited annually. The auditor should be a qualified accountant or an independent auditor, whose appointment must be approved by Three Hills Town Council for a period of three years. The audited financial statement is filed with the provincial government and is available for public viewing upon request.

ii. Banking

The Board Treasurer may review banking services provided to the Library from time to time and make recommendations to the Board for changes. Any change in banking services must be approved through a motion of the Board. All monies taken in from all library activities including fees, charges, sales and other fund raising initiatives must be deposited in the bank at least monthly, except for a small float held on site.

iii. Budget

A draft budget is prepared annually by the Treasurer, the Head Librarian or Library Manager and any additional Board members appointed by the Board. The draft budget is presented to the Board for approval by a motion during the last quarter of the year. As required by law, the final budget must be approved by the Board before **December 1st** and must be forwarded to the Chief Administrative Officer of Three Hills Town Council as soon as possible after it is approved.

The Library's Goals and Objectives, Plan of Service, Technology Plan and recommendations from the most recent Needs Assessment Survey shall be consulted in the development of the budget.

iv. Purchasing

All purchases necessary for the daily operation of the Library are the responsibility of the Head Librarian or Library Manager and must not exceed budgeted amounts without prior approval by motion of the Board. Larger capital purchases should also be discussed and approved by the Board even if their cost is within budgeted amounts. In emergencies or unusual circumstances, such as the failure of necessary equipment not budgeted for, the Treasurer

should be consulted and is authorized to release necessary funds. The emergency expenditure should then be approved at the next Board meeting and the budget adjusted as necessary.

v. Financial Statements

Financial statements, including a bank reconciliation, balance sheet and profit & loss statement, shall be prepared and presented by the Treasurer to the Board for their scrutiny during the week prior to every scheduled Board meeting.

vi. Fiscal Year

The fiscal year of the Library is January 1 to December 31 inclusive.

vii. Signing Authority

All cheques issued from Library accounts must be signed by any two of the persons authorized by the Board. The authorized signing officers shall be the Board Chair, the Treasurer and the Head Librarian or Library Manager. **If the role of Treasurer is vacant, the Board may appoint a member deemed fit to serve as a signing authority.**

viii. Float

A small float shall be maintained at the Library for the purpose of making change. The amount of the float is to be maintained and accounted for by the Head Librarian or Library Manager. *The float is not to be used for purchases.*

ix. Security of Financial Records

The Treasurer shall ensure that all computerized financial bookkeeping records are backed up monthly and that the back-up copy is stored in a secure off-site location. All paper records must be stored at the Library as outlined by the Record Management Policy.

Revised and approved by the Board
February 16, 2021

5. Records Management

- i. All essential records of the Three Hills Municipal Library Board must be stored at the Library. Working records are to be maintained and kept in labelled boxes in the storage vault or safely off-site if that is more convenient for those working on them. Financial records are to be backed up **monthly** according to Marigold Policy and the Financial Management Policy of the Board. All Board approved minutes are kept in separate binders with access to the public and may also be posted on the library's website. Essential records from past years that are not needed for easy reference should be stored in labelled boxes in the storage room.
- ii. The *Income Tax Act of Canada* is used as the authority of retention of financial records.
- iii. With the exception of patron records and personnel files, all records of the Library are accessible to the public. Members of the public requesting access to these records may arrange for their viewing with the Head Librarian or Library Manager and may make copies that are charged at the usual photocopying rate. *Freedom of Information and Privacy* legislation governs access to personnel and patron files, which in general are not accessible to anyone but authorized persons.
- iv. Financial annual reports and approved Board minutes must be kept permanently; Librarian's annual report and monthly librarian's report to be kept permanently for historical record; outdated records no longer required to be kept by law or for historical record may be destroyed; all other records may be destroyed. See Records Management Retention Schedule attached to this Policy for more specific guidelines.
- v. Items in Library Board members Manuals are to be kept permanently except for the following:
 - Board Minutes/Librarian's Monthly Report – keep for 1 year;
 - Librarian's Annual Report – keep 2 years for comparison;
 - Budget – keep for 1 year; or till a new budget is approved by Town Council
 - Financial monthly statements – keep current year;
 - Monthly cheque register – keep current month; and
 - Monthly correspondence (Marigold or other) – keep for reference, use discretion and cull after one year.

Revised and approved by the Board
February 16, 2021

Retention Schedule

Subject	Description	Years	Action
Annual Report	Financial	P	
Annual Report	Librarian	P	
Audit	Monthly Statement	7	De
	Final-annual	P	
Bank	Deposit Books	7	De
	Reconciliations	7	De
	Statements	7	De
Board	Minutes	P	
Budgets	Final	7	De
Cheques	Paid(cancelled)	7	De
	Register/stubs	7	De
Contracts	After expiration	7	De
GST Rebate	Annual	7	De
Grant Applications	all	7	De
Income Tax	Employee Deductions	7	De
Income Tax	Employee Deductions	7	De
	TD4 Slips/Summaries	P	
Insurance	Claims	P	
Job Applications	Hired	P	
	Not hired	1	De
Leases	After expiration	7	De
Payroll	Earnings Records	P	
	Payroll Register	P	
Personnel Files	Evaluations/personal	P	
	After employment	7	De
Tenders	All	7	De
Terminations	Employees	P	

P – Indicates permanent record

De – Indicates record to be destroyed

Approved by the Board

February 16, 2021

6. Gifts for Resigning Board Members

The following shall serve as a general guideline only and may be amended by a vote at a Board Meeting. Gifts should be given according to the amount of time served on the Library Board, by the retiring Board Member:

- 1 term (3 years) A gift in the amount of \$25;
- 2 terms (6 years) A gift in the amount of \$50; and
- 3 terms (9 years) A gift in the amount of \$75.

Approved by the Board

March 16, 2021

PART III LIBRARY FACILITIES

POLICY

The Board believes that the building shall be available to all patrons during operating hours.

A. Accessibility

- i. The library shall strive to be accessible to ALL patrons.

- ii. Librarians shall ensure that the facility is secure during non-operating hours and shall have knowledge and/or control over door keys and Security System.

- iii. Board and/or Librarians shall ensure the facility is as safe and clean as possible (ice, rugs, obstacles, proper lighting, etc.).

Revised and approved by the Board

March 16, 2021

B. Hours of Service

The library may, depending on funding, be open five (5) or (6) days per week. Hours of operation shall be determined by Head Librarian or Library Manager and Board and shall be open as many hours as possible within limits of budget, staff and public need.

Holidays shall conform as nearly as possible to those of other offices in Town. Head Librarian or Library Manager may use discretion to close Library in special situations.

Hours shall be posted as follows:

SUNDAY	CLOSED
MONDAY	CLOSED
TUESDAY	10:00 a.m. – 8:00 p.m.
WEDNESDAY	10:00 a.m. – 8:00 p.m.
THURSDAY	10:00 a.m. – 8:00 p.m.
FRIDAY	10:00 a.m. – 6:00 p.m.
SATURDAY	10:00 a.m. – 2:00 p.m.

The Library will be closed:

- i. Statutory holidays and the Saturday of each long weekend; and
- ii. Christmas Closure: length of Christmas and New Year's closure will be approved each year at the **October** Board Meeting.

Arrangements for services to be provided at any of the local seniors' residence can be made upon request. The Head Librarian or Library Manager will appoint a Library Staff to oversee this service.

Approved by the Board

January 16, 2023

C. Public Access to Internet

The philosophy statement of the Three Hills Municipal Library is to provide an information service to the residents of Three Hills and surrounding area. As an enhancement to the existing collection and inter-library loan service, the Library also provides access to the Internet and other electronic resources.

ACCESS POLICY

- i. The Internet is not regulated by any local, provincial or federal authority and while it serves as a valuable research tool, it may also contain subject material that is offensive or illegal. This library does not censor the Internet in any way, although patrons who display material that is offensive to others will be asked to leave the Library and may have their Internet privileges suspended.
- ii. The Three Hills Municipal Library is not responsible for the truth, accuracy or tastefulness of information accessed on the Internet. Patrons are responsible for the sites they access and the information they retrieve from those sites.
- iii. Access to the Internet and other electronic resources in the Library will be made available on a first come, first served appointment basis. Only parents and guardians may restrict the access of their own children to these resources.
- iv. The Three Hills Municipal Library and its staff have no control over the availability of access to specific sites on the Internet or to the Internet itself. The provider or a particular site may be busy and access may be prohibited at any time.
- v. Library staff cannot provide in-depth training or reference help on the Internet. Staff will be available for very basic help only. Courses may be offered to interested patrons in the Library from time to time.

Revised and approved by the Board

June 18, 2019

LIBRARY INTERNET ACCESS PROCEDURE

1. You may sign up for half hour periods which may be extended depending on availability. There is a 1-hour daily maximum for patrons playing computer games.
2. Library staff reserves the right to limit your time on any library computer.
3. Library staff retains the right to ask you to leave the computer if they feel you are abusing your internet privileges. Failure to comply with library guidelines and rules will result in suspension of your Internet privileges.
4. Accessing adult sites is not allowed. Children using the computer to play games may be asked to give up their time to those needing it for research.
5. You may **NOT** install software on any library computer.
6. Printing is available for a fee.

Revised and approved by the Board
February 18, 2020

D. Unattended Child

POLICY

The Three Hills Municipal Library is a public facility that is open and accessible to all. Library services will be offered in a supportive environment and in a manner that respects the independence, dignity and inclusion of all persons, providing them with an equal opportunity to learn about, use and benefit from library services. Library staff, Board members and/or volunteers cannot provide close supervision or take responsibility for a child's safety. Parents, guardians and/or responsible caregivers are responsible for the safety, behaviour and supervision of children at all times in the library and on library property.

- The parent, guardian and/or responsible caregiver of a child under the age of 18 will be contacted in the following circumstances:
 - i. The child is engaging in behaviour that is disruptive to other library users, staff or the normal operations of the library; and
 - ii. The child is involved in a situation that is potentially harmful to the health or safety of the child and/or others.
- Youth, aged 7 to 16 will be given the same privileges as adult users; however, they are still the legal responsibility of their parent, guardian and/or responsible care giver;
- Children six (6) years of age and under must be accompanied by a parent, guardian and/or responsible caregiver during their library visit. If the parent leaves the library while the child is attending a library program, emergency contact information **must** be provided to the program coordinator;
- If a child six (6) years of age and under is left unattended at the library:
 - i. The Head Librarian or Library Manager and/or designate will attempt to contact a parent, guardian and/or responsible caregiver;
 - ii. If the child is found unattended a second or subsequent time, the RCMP **may** be notified. A child repeatedly left unattended **may** be restricted from further library access;
 - iii. If no contact with the parent, guardian and/or responsible caregiver is made, the RCMP **shall** be notified; and
 - iv. If a child is found unattended near closing, staff will remain with the child until the parent, guardian and/or responsible caregiver or RCMP arrive and take custody of the child;

Revised and approved by the Board

April 20, 2021

E. Patron Code of Conduct

To ensure ALL visitors to the Three Hills Municipal Library are able to use the resources and services available at the library, the following guidelines for behaviour have been determined. Visitors to the library are expected to respect others and the library staff. Behaviour that may interfere with library services, employees or other visitors is **prohibited**. This behaviour includes but is not limited to:

1. Use of profane, obscene or abusive language or acts;
2. Excessively loud noise or disorderly conduct;
3. Possession or use of alcohol or illegal drugs;
4. Intoxication;
5. Mutilation, defacement or theft of library property;
6. Use of furniture or facilities in a manner for which they were not intended or designed; and
7. Harassing or threatening other visitors or employees or any other act which impairs the safe and efficient operation of the library.

Violation of these guidelines may result in loss of library privileges as well as the right to enter the library building.

Approved by the Board

April 20, 2021

F. Harassment and Violence Prevention

The Board and Management of the Three Hills Municipal Library are committed to providing a work environment in which all workers are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the worksite including the manager, part-time employees, Board members, volunteers and patrons of the Three Hills Municipal Library.

1. Harassment:

Workplace harassment is defined as any single incident or repeated incidents of objectionable or unwelcomed conduct, comment, bullying or action by a person who would cause offence or humiliation to a worker or adversely affect the worker's health and safety. It includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation.

In support of this policy, the following procedures have been put in place to protect workers from the hazards of workplace harassment:

- i. The incident is to be reported to the individuals' immediate supervisor. If the supervisor is involved, the incident is to be reported to the Town of Three Hills Library Board through the Chairperson; and
- ii. A confidential incident report form is to be completed.

The supervisor or Board member will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment. The privacy of all concerned will be respected as much as possible. The circumstances related to the incident of harassment or the names of the parties involved, including the complainant, the alleged perpetrator and any witnesses, except where necessary to investigate the incident, to take corrective action, or as required by law, will be revealed. The supervisor or Board member will inform the parties involved of any investigative results and/or corrective action to be taken.

No worker can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment policy does not discourage a worker from exercising the worker's right under any other law, including the *Alberta Human Rights Act*.

2. Violence:

Violence is defined as the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, includes domestic, workplace or sexual violence.

Should a worker encounter violence or feel threatened by potential violence:

- i. CALL 911
- ii. Fill out an incident report; and
- iii. Give a copy of the report to the individual's immediate supervisor or the Town of Three Hills Library Board through the Chairperson.

The supervisor or Board member will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence. The privacy of all concerned will be respected as much as possible. The circumstances related to an incident of violence or the names of the parties involved, including the complainant, the alleged perpetrator and any witnesses, except where necessary to investigate the incident, to take corrective action, or as required by law, will be revealed. The supervisor or Board member will inform the parties involved of any investigative results and/or corrective action to be taken.

No worker can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving violence. This violence policy does not discourage a worker from exercising the worker's right under any other law, including the *Alberta Human Rights Act*.

Approved by the Board

February 19, 2019

Part IV PERSONNEL

POLICY

We the Board believe that clearly defined personnel policies are necessary to help in hiring and retention of the best possible staff. Wherever applicable these policies shall apply to volunteers.

A. Hiring Head Librarian or Library Manager

Board shall advertise all openings at least three (3) weeks in local papers. Hiring/Personnel Committee (a sub-committee of Board) shall act as hiring agent and should include at least one librarian. The Hiring Committee must go to the Board for final approval.

Criteria shall be set as needed and shall be made available to all applicants prior to interview. It should include:

- Personable;
- Adaptable;
- Computer literate;
- Ability to work scheduled hours, take courses and attend conferences/seminars as required; and
- Flexible.

This position should not be filled by a relative of any board member.

B. Hiring of Library Staff

The Head Librarian or Library Manager shall hire all other library staff .

Job Descriptions and responsibilities may be changed if it becomes evident a library service is not able to be maintained. The staff members involved will be given two (2) weeks to think about the changes and be placed on a three (3) month trial period in which to review performance in new position.

Trustees may also be part time paid personnel, providing they refrain from voting on items which are in conflict of interest (e.g. wages, hours, etc.)

All new hires must read and sign the library's Confidentiality Agreement. See **Schedule F** "Confidentiality Agreement."

Revised and approved by the Board

May 18, 2021

C. Library Manager Job Description

1. To administer and oversee all operations of the Three Hills Municipal Library within the by-laws and policy framework set out by the Library Board; and
2. To assist the Library Board in determining the needs of existing and potential library users and ways to best meet those needs.

Necessary Qualifications

- High School education or better;
- Computer literacy;
- Ability to deal with the public in a pleasant and competent manner;
- Ability to supervise others;

Additional Preferred Skills

- Library experience and/or training; MLIS preferred
- Marketing and public relations experience/training.

Primary Responsibilities

i. To the Board

- Assist the Library Board in forming policies;
- Attend all Library Board meetings and assist Board members in obtaining the information they need to make decisions;
- Work with the Board treasurer to set the yearly budget and provide a detailed accounting of monies spent;
- Liaise with Marigold Library staff, staff of other libraries and library-oriented associations, advising Library Board of pertinent information;
- Apply for grants relating to library activities;
- Attend Library Board committee meetings as requested and assist committee members in obtaining the information they need to make decisions;
- Implement programs as reflected in the Plan of Service; and
- Prepare and submit annual report.

Library Manager- Primary Responsibilities (continued)

ii. To Staff and Volunteers

- Hire and organize staff; assign responsibilities, coordinate schedules and vacation times;
- Recruit volunteers and coordinate volunteers duties;
- Create a positive environment by communicating Library Board policy through training and encouraging professional growth;
- Keep accurate, confidential, and timely staff records and evaluations; and
- Annually review staff performance and make recommendations regarding raises.

iii. To the Public

- Ensure the public is familiar with the policies and services of the library;
- Design, facilitate, and/or deliver programming for various age groups;
- Collaborate with other libraries through attending Marigold-sponsored workshops and other professional development opportunities;
- Manage the collection, including new acquisitions, magazines, and the “Library of Things”;
- Ensure the library is kept clean, safe, and open on time and according to posted days;
- Ensure adherence to FOIP and government copyright laws;
- Maintain the library website and all other social media;
- Manage information displays and promotional materials in the library;
- Organize annual sale of withdrawn materials; and
- Oversee interlibrary loans.
- Ensure the library is kept clean, safe, and open on time and according to posted days;
- Ensure adherence to FOIP and government copyright laws;

Library Manager – Primary Responsibilities (continued)

- Maintain the library website and all other social media;
- Manage information displays and promotional materials in library;
- Organize annual sale of withdrawn materials; and
- Oversee interlibrary loans.

Revised and approved by the Board

January 16, 2023

D. Personnel Procedures

1. A new Head Librarian or Library Manager is subject to a three (3) month probationary period after which a performance review will be conducted by the Personnel Committee. Failure to achieve a satisfactory performance review may result in termination;
2. All new hires and changes in job description are subject to a three (3) month probationary period. Continued employment is conditional on a satisfactory performance review following the probationary period;
3. The procedure for suspension, dismissal, discipline and grievance procedures shall conform to Town procedures;
4. Grievance procedure must ensure an impartial hearing and speedy resolution;
5. Personnel records are confidential and are available only to Board members;
6. Staff members are expected to report to work on time and conduct themselves in a business-like manner;
7. All staff members must agree to an Annual Performance Review which shall become part of their employee records. The Head Librarian or Library Manager will perform the evaluations for employees. The Personnel Committee will perform the evaluation for the Head Librarian or Library Manager;
8. The pay grid is to be reviewed by the Board every year and adjusted, if necessary, to reflect inflation or other factors;
9. An employee's progression across the pay range is based on an Annual Performance Review indicating satisfactory performance of all the duties assigned to them. Annual reviews of Head Librarian or Library Manager and staff to be conducted by October 1st each year; and
10. Staff shall be recognized with a milestone gift on anniversary of their hire date as follows:
 - a) 5 years of service: a gift in the amount of \$150;
 - b) 10 years of service: a gift in the amount of \$300; and
 - c) 15 years of service: a gift in the amount of \$500.

Revised and approved by the Board

May 18, 2021

E. Vacation Scheduling and Statutory Holiday Pay

POLICY

1. Staff shall be given Vacation Pay and Statutory Holiday pay according to current Provincial Legislation. Required holiday pay for Statutory Holidays is to be paid on regular monthly cheques. Vacation pay can be given on every pay cheque, or accrued until the end of each year as preferred by each staff member. All vacation pay owed must be cleared off by the end of each year, or at termination of employment, whichever comes first;
2. The Head Librarian or Library Manager should notify the Board when her/his vacation is scheduled, as far in advance as is practical; and
3. The Head Librarian or Library Manager shall be responsible for approving staff vacation and time off requests. Staff vacations can be scheduled at any time of the year and can be up to three (3) weeks in duration. Scheduling of vacations must not interfere with the smooth and efficient operation of the library and approved Board events and programs. On special occasions a vacation longer than three (3) weeks may be considered but must meet with Board approval and could perhaps be declared a leave of absence. If it is deemed a leave of absence, then replacement staff must be hired.

Revised and approved by the Board

May 18, 2021

F. Health and Safety

POLICY

The Head Librarian or Library Manager will ensure that all staff are made aware of fire evacuation procedures, and have a working knowledge of on-site fire extinguishers, and medical, or other emergency procedures.

The Head Librarian or Library Manager will ensure all employees are aware of the communication procedures in case of an emergency.

The Library is a smoke free facility.

Working Alone

In accordance with “Working Alone Safely” Guidelines the following procedures are recommended:

- All employees are to familiarize themselves with the Government of Alberta’s Human Resources and Employment “Working Alone Safely” Guidelines. Employees are to be provided training regarding ‘Opening and Closing’ Procedure in the Library’s Procedure Manual;
- The Library Manager & Staff will identify the potential hazards of working alone as part of ongoing hazard assessments and implement practical steps to ensure hazards are reduced or controlled.
- A Security System has been installed at the Library. The Head Librarian or Library Manager will ensure all staff members are able to arm and disarm the Security System and operate the special ‘panic button’ if/when required.
 - The procedures for the System’s operation are to be set out clearly in the ‘Opening and Closing’ Procedure in the Library’s Procedure Manual.
 - Designated Board Members (Chairman and Treasurer) will have Security clearance; and their names shall be included in the “call list” for the security company, should the alarm be triggered.

Revised and approved by the Board

June 22, 2021

G. Dress Code

POLICY

Employees are expected to dress in a professional manner that is normally acceptable in similar business establishments and one that is practical for completion of assigned job tasks. The Head Librarian or Library Manager has authority and discretion to enforce the Library dress code.

Revised and approved by the Board

June 22, 2021

H. Staff Training and Attendance at Board Meetings

POLICY

The Board strongly supports and encourages staff, particularly the Head Librarian or Library Manager, to maintain and upgrade skills on a continuing basis. To that end the Board shall provide an annual budget to be used for staff training. This budget shall be used within the following guidelines:

1. As much as possible, the Head Librarian or Library Manager will prepare a schedule of workshops and training courses for the staff for approval of the Board well in advance. Consideration of planned training courses should be given special attention during annual budget preparation;
2. Staff members should be given the opportunity to attend the annual Marigold Librarian's workshop usually held in May. The library may be closed on this day at the Board's discretion if all staff members will be attending. Mileage for one vehicle will be paid out of staff training budget at the km rate set by Marigold. Training sessions provided by Marigold will be considered part of regular working days and paid out of the regular payroll budget. Hourly pay will be given for actual time in the workshop as well as travel and lunch time.
3. The registration cost of other courses (such as computer training, first aid, library science, etc.) offered through Continuing Education or other agencies will be reimbursed to the staff member upon successful completion. The attendee will receive their hourly wage for these types of courses. In certain situations, consideration will be given to provide money for mileage or reimbursement for other costs. This will be evaluated on a case-by-case basis.
4. Head Librarian or Library Manager is required to attend monthly Board Meetings and will receive regular pay for attendance at the meetings. This pay comes out of the regular payroll budget and the time is to be calculated in the regular monthly work schedule.

Revised and approved by the Board

June 22, 2021

I. Discipline Policy

SYSTEM

Progressive Discipline

ACTIONS

1. Verbal reprimand
2. Written reprimand
3. Suspension
4. Termination

The above Action Steps represent increasingly serious contacts with the employee, designed to bring about a change in performance or behaviour. It should be noted that the initial starting point and manner in which discipline progresses will be dictated by the severity of the offence. For instance, tardiness would typically be dealt with at the Verbal reprimand stage whereas theft would result in Termination. Similarly, the sequence of steps could be repeated, depending on the circumstances and nature of the offence.

If an employee's performance improves and the improvement is maintained, positive feedback will be given to the employee indicating the change has been noted and appreciated. This will be the responsibility of the supervisor responsible for issuing the reprimand. If, however, performance does not improve the next step in progressive discipline will be taken and the employee's performance further monitored.

Revised and approved by the Board

June 22, 2021

DISCIPLINE PROCEDURE

PRINCIPLES & GENERAL PROCESS

Before any action is taken a thorough investigation of the situation must be made and documented.

To make sure the appropriate action is being taken, the following questions, if applicable, should be asked:

1. Is the discipline being administered in a correct manner?
2. Was the action taken in writing and a copy forwarded to the Board for reference and a copy filed in the employee's personnel file?
3. Did the employee clearly understand the standard/policy that was violated? This is an important question in cases of minor infractions of rules, improper conduct or poor performance. There is little relevance in very serious cases such as misconduct, theft, insubordination or negligence.
4. Did the employee know in advance that such conduct would be subject to disciplinary action? This question will again be dependent upon the severity of the offence.
5. Was the violation reasonably related to the safe, efficient and orderly operation of the organization?
6. Is there substantial evidence that the violation occurred?
7. Was the Library's investigation conducted fairly and objectively?
8. Is the disciplinary action planned related to:
 - The seriousness of the offence?
 - The employee's record with the Library?
 - Disciplinary action taken with other employees who have committed similar violations?

Disciplinary action will initially be handled by the employee's immediate supervisor with appropriate written reprimands forwarded to the Board.

An employee termination must have Board approval.

Revised and approved by the Board

June 22, 2021

J. Pandemic Work Conditions

1. Three Hills Municipal Library will follow government authority directives regarding a pandemic. The Three Hills Library Board and the Library Manager will regularly monitor the pandemic situation and the Library Manager will communicate to all employees as necessary any pandemic alerts, board directives, and guidelines issued by government authorities, including Alberta Health Services (AHS), the Public Health Agency of Canada (PHAC), and local public health authorities.
2. When a pandemic has been declared, flexible work shifts and/or working remotely may be assigned to employees by the Library Manager to minimize personal contact and the chance of pandemic illness spread. All in-person meetings may be postponed during this period. If certain operations need to be suspended, employee layoffs will be decided and announced by the Library Manager after consulting with the Library Board.
3. An employee will advise the Library Manager as soon as possible when he/she feels that his/her health could be compromised by working in the vicinity of other employees or with the public. If possible, the Library Manager will arrange an alternate work assignment that addresses the employee's safety needs and meets the operational needs of the Library. Another option is for the Library Manager to arrange a leave in consultation with the employee for a set period, subject to approval by the Library Board.
4. All employees are required to be vigilant of their own health during a declared pandemic. This is to ensure that they do not come to work displaying pandemic illness symptoms or if mandated by government authorities to self-isolate.
5. Employees will ensure they understand and comply with infection prevention policies and practices in the workplace that are communicated by the Library Manager, including directives relating to hygiene, workplace cleaning and social distancing.
6. Based on government authority directives regarding facility closures, the Library Manager will promptly inform employees when access to the library will be controlled or limited. This will remain in place until government authorities announce a relaxation of these directives. Return to the workplace to perform regular operational duties will be decided by the Library Board and communicated by the Library Manager.
7. It is the responsibility of the employee to contact the Library Manager and report an absence due to illness.
8. The Library Board will ensure that the Emergency Response Plan and Business Continuity Plan have current information to effectively collect and disseminate during a pandemic.

Approved by Board June 23, 2020

PART V SCHEDULES

Schedules A to F are part of the By-Laws of the Three Hills Municipal Library

Schedule A	Membership Fees
Schedule B	Loan Periods for Library Materials
Schedule C	Penalty Provisions
Schedule D	Revocation of Membership
Schedule E	Board Skill Evaluation
Schedule F	Confidentiality Agreement
Schedule G	Standards for Member Libraries

Schedule B Loan Periods for Library Materials

1. Materials normally lent by the Three Hills Municipal Library, with the exception of DVD's, may be borrowed for **three (3) weeks*** in accordance with the following:
 - a) **Single Membership** patrons are permitted to check out a maximum of twenty-five (25) items at one time. A maximum of five (5) DVDs at one time may be borrowed for ONE WEEK;
 - b) **Family Membership** patrons are permitted to check out a maximum of twenty-five (25) items per card at one time. A maximum of ten (25) DVDs at one time may be borrowed per family for ONE WEEK.
 - c) Current periodicals may not be taken out of the Library;
 - d) Designated reference materials may be borrowed OVERNIGHT at the discretion of the Head Librarian or Library Manager;
 - e) The Head Librarian or Library Manager may, at his or her discretion, vary the number of books and magazines loaned to patrons; and

2. The Head Librarian or Library Manager may designate certain materials as non-circulating. These will normally be reference or archival materials.

* **NOTE:** This time period has been set to correspond with the Marigold Library System time period.

Date: **December 10, 2013**

Approved: November 4, 2013

Review Date: October 16, 2018

Schedule C Penalty Provisions

1. Fines for Late Return of Rentals

- a) Fines for late return of materials are \$0.25 per day per item, up to a maximum of \$3.00 per item;
- b) Exceptions to this penalty are cases deemed exceptional by the Head Librarian or Library Manager;

2. Fines for Damaged or Lost Library Materials

- a) Charges for Lost or Destroyed Items:
Patrons will be charged for any lost or destroyed items, according to the current replacement cost and patrons will be charged a \$5.00 per minor repair fee for damaged items;
- b) If a patron continues to abuse and cause damage to borrowed material, the Head Librarian or Library Manager has the authority to restrict the material that can be borrowed by that patron;
- c) Replacement of Membership Card: One (1) replacement Membership Card per patron will be issued at no cost. A fee of \$5 per replacement card will apply thereafter;

3. Procedures for Notice of Overdue Materials and Demand for Return of Materials

- a) When a Library item has 'overdue' status, the computer program advises the Librarian at the time the patron checks out a new item. The Librarian verbally advises the patron of the overdue amount. The patron is expected to pay the amount at that time, or the next time the patron is at the Library. If the patron allows the amount to reach \$10.00, they are not permitted to borrow anything further from the Library until the overdue amount is paid; and
- b) As time permits, Librarians will print out overdue accounts and telephone or email patrons to advise them of their account status.

Date: **December 10, 2013**

Approved: November 4, 2013

Review Date: October 16, 2018

Schedule D Revocation of Membership

Any membership may be revoked for the following reasons:

1. Abuse of Library premises;
2. Abuse or improper care of Library materials;
3. Abuse of Library staff or volunteers;
4. Member has left the area of residence as stipulated by **Schedule A** of the By-Laws;
5. Continual delinquency with regard to the loan periods set out in **Schedule B** of the By-Laws; and
6. Failure to abide by the Three Hills Municipal Library By-Laws.

Date: December 10, 2013

Approved: November 4, 2013

Review Date: October 16, 2018

Schedule E Board Skill Evaluation

NAME: _____

NUMBER OF YEARS ON THE BOARD: _____

CURRENT COMMITTEE: _____

OR

EXECUTIVE POSITION: _____

1. Past Library Board positions held (executive and/or committee):

2. Past positions and experience in other groups (committees, executives):

3. Interests/hobbies/recreational activities:

4. Skills you possess that you feel are useful to the Board:

Skill Areas

Mark "I" for Interested

Mark "C" for Comfortable doing

Mark "N" for would need more
practice or training

Meeting Skills

Public Speaking

Media Relations

Writing Skills/Secretary

Working with volunteers

Planning Skills

Computer Literacy

Lobbying/Public Relations

Fund Raising Skills (ticket sales,
organizing events)

Financial Skills/Treasurer

Other: _____

Review Date: November 17, 2020

Schedule F Confidentiality Agreement

EMPLOYEE PLEDGE OF CONFIDENTIALITY

I understand and agree that during and after my employment with the Three Hills Municipal Library, I am required to maintain in strict confidence — and am prohibited from disclosing or using, either directly or indirectly — any confidential information that I may acquire.

The term “confidential information” includes, but is not limited to, information and data relating to financial matters, patrons of the library, their personal information, and personnel matters.

Employee Signature

Date

Head Librarian or Library Manager Signature

Review Date: May 18, 2021

