

# **Lamont County**

# **Library Board Policy**

# **Manual**

“Board” in this manual refers to the “Lamont County Library Board.”

“Trustee” refers to a member of the “Lamont County Library Board”

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**Section:** BOARD

**Policy Number:** 1-1

**Title:** Appointment to the Board

**Policy Statement:**

Individuals that have a strong commitment to the ideals of library service in the community should be approached to serve on the Board.

**Guidelines and Procedures:**

1. The Board shall consist of a minimum of five (5) to a maximum of eight (8) representatives from Lamont County and two (2) members of Lamont County Council.
2. Board trustees are encouraged to represent the five (5) divisions within Lamont County.
3. Terms shall be for a 3-year period.
4. Available positions on the Library Board will be advertised through the local newspaper to the general public.
5. Potential individuals should be approached to see if they would be interested in serving on the Board and asked to submit a letter of interest to Lamont County Council.
6. Appointments shall be in accordance with the Libraries Act.
7. A list of Board members shall be submitted to County Council each year after the organizational meeting for approval of appointments or after an appointment as a vacancy is filled.

Policy #1-1  
Appointment to the Board

**Section:** BOARD

**Policy Number:** 1-2

**Title:** Orientation of Trustees

**Policy Statement:**

All new members shall be fully versed in Board policy and will be oriented on such matters.

**Guidelines and Procedures:**

1. Upon appointment to the Board, a trustee shall receive copies of all current and/or working documents of the Board, as well as the Board Manual that will contain:
  - Names and addresses, positions and terms of the current trustees; dates of regular meetings
  - Policy manual
  - By-laws
  - Plan Of Service
  - Budget and financial reports
  - The Annual Report and minutes of three previous meetings
  - The Alberta Libraries Act and Regulation
  - The Alberta Library Trustees Association handbook
  
2. A member of the Board will spend time with a new Board member prior to their first meeting explaining the role and functions of the Board.
  
3. Upon attendance at his or her first meeting, each new member shall be made aware of the operations of the Board and such duties as he or she may be expected to fulfill.

Policy #1-2  
Orientation of Trustees

**Section:** BOARD

**Policy Number:** 1-3

**Title:** Duties of the Board

**Policy Statement:**

Board members shall actively participate in meetings and committees.

**Guidelines and Procedures:**

1. Treat other Board members with courtesy, helping the chair to keep the meeting on track.
2. The Board shall follow Robert's Rules of Order.
3. Prepare for meetings by ensuring assigned tasks from previous meetings are completed.
4. Become familiar with agenda and issues.
5. Review minutes of previous meeting.
6. Board members are expected to participate actively in:
  - discussions and decision-making
  - policy development, approval, monitoring, review and evaluation
  - development and review of the Plan of Service
  - budgeting
7. Make Chair aware of relevant issues for next meeting.
8. Board members should be fully versed in the Alberta Libraries Act and in the Alberta Library Trustee Association Handbook.
9. Information provided in confidence, is of a legal nature, and/or is discussed in-camera shall remain confidential.

Policy #1-3  
Duties of the Board

**Section:** BOARD

**Policy Number:** 1-4

**Title:** Continuing Education of Trustees

**Policy Statement:**

Board members shall be aware of ongoing trends in the library community.

**Guidelines and Procedures:**

1. Trustees are encouraged to attend workshops and conferences and to participate in other programs in order to become and remain informed of current and projected trends in library services and to develop specific skills in order to adequately fulfill their position.
2. Funding will be made available whenever possible, and within budget constraints, to achieve these goals.

Policy #1-4  
Continuing Education of Trustees

**Section:** BOARD

**Policy Number:** 1-5

**Title:** Expenses of Trustees

**Policy Statement:**

Board members shall be adequately compensated for attendance at

conferences and workshops or library-related business.

**Guidelines and Procedures:**

1. Board members shall be paid or reimbursed (by receipt) for any registration fees for workshops and conferences that the Board approves in accordance to Appendix A.
2. Rates shall be reviewed at the annual organizational meeting.

Policy #1-5  
Expenses of Trustees

**Section:** BOARD

**Policy Number:** 1-6

**Title:** Meetings of the Board

**Policy Statement:**

The Board shall meet periodically to review and conduct the business of the Library Board.

**Guidelines and Procedures:**

1. Board meetings shall be held on a quarterly basis during the year, dates to be decided on an annual basis.
2. The September Board meeting each year will also serve as the Annual Organizational Meeting.
3. The Chairman of the Board will call special meetings when necessary.

Policy #1-6  
Meetings of the Board

**Section:** BOARD

**Policy Number:** 1-7

**Title:** Membership in Library Associations

**Policy Statement:**

The Lamont County Library Board strongly believes that the Board should belong to various organizations.

**Guidelines and Procedures:**



1. The Board will pay an annual membership fee to belong to the Alberta Library Trustees Association.

Policy #1-7  
Membership in Library Associations

**Section:** BOARD

**Policy Number:** 1-8

**Title:** Advocacy

**Policy Statement:**

Advocacy should be the responsibility of the whole Board.

**Guidelines and Procedures:**

1. Activities which will support this policy should be:
  - Soliciting letters from library supporters.
  - Writing letters to the Minister of Municipal Affairs

- Writing letters to the M.L.A.
- Writing letters to the M.P.
- Making presentations to County Council and writing letters to councillors.
- Participating at election time (re: library issues)
- Soliciting support of the business community.
- Soliciting support of the public at large and service groups.

Policy #1-8  
Advocacy

**Section:** FINANCES

**Policy Number:** 2-1

**Title:** General

**Policy Statement:**

The Lamont County Library Board shall keep detailed financial records of all monies.

**Guidelines and Procedures:**

1. The fiscal period shall be January 1 to December 31, inclusive.
2. The Board shall appoint members to serve on the Finance Committee.

3. The Board shall approve all purchases.
4. The Finance Committee shall prepare applications for grants as directed by the Board.

Policy #2-1  
General

**Section: FINANCES**

**Policy Number: 2-2**

**Title: Financial Responsibilities/Audits/Budgets**

**Policy Statement:**

The Board shall insure that adequate measures be taken to insure that financial records are current.

**Guidelines and Procedures:**

1. Signing officers are as follows: Reeve or Deputy Reeve and County Manager or Director of Corporate Services of Lamont County – one elected official and one appointed official as per Appendix B.
2. Two signatures are required on each cheque.

3. A draft budget shall be prepared and submitted to Lamont County Council prior to November 1<sup>st</sup> of each year.
4. Financial records shall be prepared for audit as soon as reasonably possible after year-end.
5. The Auditor shall be appointed by Lamont County Council.
6. Audited financial statements shall be submitted to the Board for approval.
7. A copy of the approved Financial Statements and Budgets shall be forwarded to each Board member and to each funding jurisdiction including Lamont County and Alberta Municipal Affairs, Public Library Services Branch.
8. The audited statement is a public document and shall be made available to the public upon request.

Policy #2-2  
Financial Responsibilities/Audits/Budgets

**Section: COMMUNITY RELATIONS**

**Policy Number: 3-1**

**Title: Cooperation with Community Agencies and Clubs**

**Policy Statement:**

The Board will co-operate with other agencies and organizations to promote library related events.

**Guidelines and Procedures:**

1. Cooperation will take the form of the following:
  - Shared planning, sponsorship or services and programs with other agencies.
  - The Board shall make the community aware of their objectives and services by participating in community events.

Policy #3-1

## Cooperation with Community Agencies and Clubs

**Section:** OPERATIONS

**Policy Number:** 4-1

**Title:** Collection and Release of Information

**Policy Statement:**

This policy will set out the method of collection and/or release of information.

**Guidelines and Procedures:**

1. The Board shall use the Freedom of Information and Protection of Privacy (FOIP) Act guidelines – Statutes of Alberta, 1994, Chapter F-18.5 with amendments as well as the Freedom of Information and Protection of Privacy (FOIP) Regulation 200/95 with amendments.

Policy #4-1  
Collection and Release of Information

**Section:** OPERATIONS

**Policy Number:** 4-2

**Title:** Records Retention and Disposition

**Policy Statement:**

The Board shall keep orderly and timely records of the business of the Board.

**Guidelines and Procedures:**

1. Permanent records shall be stored at the Lamont County Administration Building.
2. Files shall be retained as per Appendix C as is indicated below:
  - Items marked P shall be kept permanently
  - Items marked D will be destroyed without any copy being retained at the end of its service life
  - Items marked A will be permanently held in Alberta or other Archival Center
  - Items marked R will be reviewed at a later date
  - Items marked H shall refer to hard copy; E shall refer to electronic

copy.

Policy #4-2  
Records Retention and Disposition

***APPENDIX A***  
***Expenses of Trustees***  
***(Policy # 1-5)***

a) \$.48 per km mileage

b) Compensation for subsistence (meals, hotels and other incidentals) and conference fees will be receipted and paid by the Library Board.

*APPENDIX A*

***APPENDIX B***  
***Letter of Agreement, re: Signing Officers***  
***(Policy # 2-2)***

Attached:

**APPENDIX C**  
**Retention and Disposition of Records**  
**(Policy # 4-2)**

<b>SUBJECT</b>	<b>DESCRIPTION</b>	<b>RETENTION PERIOD (in years)</b>	<b>ACTION</b>	<b>STORAGE SITE</b>
ACCOUNTS	Asset Ledger	P	H	
	Bank (Deposit Books)	7	D	
	Bank (Memos debit and credit)	7		D
	Bank (Statements and reconciliations)	7	D	
	Budget (Final Operating & Capital)	P	H	
	Cash Receipts Journal	7	D	
	Cheque stubs	7	D	
	Cheques (pd and cancelled)	7	D	
	Disbursement Journal	7	D	
	Duplicate Receipts	7	D	
	Financial Statement (audited)	P	H	
	Financial Statements (Final)	P	H	
	Financial Statements (Interim)	7	D	
	Financial Statements (Working papers)	7		D
	G.S.T. (Applications for refund)	7		D
	Grant Applications (Employment)	7	D	
	Grant Applications (other)	7	D	
	Grant Applications (Provincial operating)	P	H	
	Investments	7	D	
	Ledgers (General)	P	H & E	
Paid Invoices	7	D		
ADMINISTRATION	Reports (not part of minutes)	7	D	



	Reports (part of minutes)	P		H & E
ADVERTISING	General		2	D
AGENDAS	Agendas (part of minutes)	P		H
AGREEMENTS	See <i>CONTRACTS/AGREEMENTS</i>			
AB COMMUNITY DEVELOPMENT				
	Annual Reports		P	H
	Public Library Statistics (published)	7		D
ASSETS	See <i>ACCOUNTS</i>			
BANK	See <i>ACCOUNTS</i>			
BOARD	Authority & Structure	P		H
	Minutes	P		H
BUDGET	See <i>ACCOUNTS</i>			
BY-LAWS	All	P		H
CALENDARS	Meetings, events, all-in-one	7		H
CASH	See <i>ACCOUNTS</i>			
CHEQUES	See <i>ACCOUNTS</i>			
COMMITTEE	Notes	7		D
CONFERENCES / WORKSHOPS				
	Notes, handouts, information	1		D
CONTRACTS / AGREEMENTS				
	Library System, other boards	Current		H
	Copies (after superseded)	7		D
CORRESPONDENCE				
	General	7		D
	Historical	P		H & A
DISBURSEMENTS	See <i>ACCOUNTS</i>			
EQUIPMENT	Manuals, warranties, proof of purchase		Current	D
FINANCIAL STATEMENTS				
	See <i>ACCOUNTS</i>			
GRANTS	See <i>ACCOUNTS</i>			
G.S.T.	See <i>ACCOUNTS</i>			
INQUIRIES FROM PUBLIC				
	See <i>PATRONS</i>			
INVENTORY	Records, year end	7		D

	Anniversary years	P	H	
INVESTMENTS	<i>See ACCOUNTS</i>			
LEDGERS	<i>See ACCOUNTS</i>			
LIBRARY LEGISLATION				
	Acts, Regulations After superseded	Current 7	D	
MINUTES	<i>See BOARD</i>			
PAID INVOICES	<i>See ACCOUNTS</i>			
PHOTOS	Albums, historical General	P P	H & A H & A	
PLANNING	Needs Assessment/Plan of Service After superseded	Current 7	D	
POLICY	Manual After superseded	7	Current D	H & E
RECEIPTS	<i>See ACCOUNTS</i>			
REPORTS	<i>See ADMINISTRATION</i>			