



GOVERNANCE



Policy GOV101: Duties and Responsibilities of the Library Board

Category: Governance

Policy GOV101: Duties and Responsibilities of the Library Board

Approved February 13, 2019

Future Review: February 2022

POLICY

The general powers, duties, and responsibilities of the Library Board are defined in the Alberta Libraries Act. The members of the Town of Bonnyville Library Board (the Board) are responsible individually for considering and deciding upon all matters of organizational policy and expenditures.

RESPONSIBILITIES

1. Authority: The Board has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote, and maintain comprehensive and efficient library services in the municipality and may cooperate with other boards and libraries in the provision of those services.
2. Policy Management:
 - a. Review and prepare policies.
 - b. Ensure adherence to the Libraries Act and Regulations.
3. Strategic Planning:
 - a. Ensure that a Plan of Service with a mission statement and goals and objectives based on a needs assessment of the municipality is updated not less frequently than every five (5) years following the date on which the plan was previously filed.
 - b. Annually review its Plan of Service.
4. Government Reporting:
 - a. Annually complete and file with the Minister a report in a form and containing the information required by the Minister.
 - b. Maintain a file of meeting minutes for the purpose of determining compliance with the Libraries Act and Regulation.
 - c. File with the Minister a report that contains any policies or bylaws passed or revised by it under sections 7 and 36 of the Libraries Act.
5. Personnel Management:
 - a. Define roles, responsibilities, and functions of the Board and staff.
 - b. Recruit, hire, evaluate, and/or dismiss the Library Manager as required. (see Policy #201)
 - c. Ensure orientation and training for Board members.
6. Financial Management: (see policies #102, #103)
 - a. Before December 1 of each year, prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the library. The budget and the estimate of money shall then be submitted to Town Council.
 - b. Approve all expenditures paid on behalf of the Town of Bonnyville Library Board.



- c. Keep accounts of receipts, payments, credits and liabilities. Have a person who is not a member of the Municipal Board and whose qualifications are satisfactory to Town Council review the accounts each calendar year and prepare a financial report in a form satisfactory to Town Council.
 - d. Submit the financial report to Town Council immediately after its completion.
 - e. Ensure that facilities and capital equipment are meeting user needs.
 - f. Generate the resources needed to implement policy decisions.
 - g. Participate in and oversee fundraising activities.
7. Advocacy:
- a. Develop community awareness of the unique role the library plays.
 - b. Monitor government legislation and advise elected officials on the impact of current and proposed legislation.
8. Evaluation:
- a. Participate in organizational effectiveness.
 - b. Monitor board effectiveness.

ETHICS

Individual Board members will maintain the highest ethical standards in all their Board dealings. This shall include but not be limited to such matters as confidentiality of privileged information, unbiased representation of the entire municipality, and fair and unprejudiced consideration of controversial issues.

LIABILITY

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

QUALIFICATIONS

1. Must be interested in libraries and be willing to serve and be committed to the mission and aims of the Bonnyville Municipal Library.
2. Must be willing to attend the Board meetings and any special or ad hoc meetings, as required.
3. Should be willing to serve as an executive member during their term.
4. Must commit to learning about public library organization and management.
5. Must act honestly, in the best interests of the library.
6. Must not let personal interest or the interests of a third party conflict with those of the library. Should a conflict exist, it must be declared and the Board member absent themselves from any and all discussion and from voting on such matters.

DEFINITIONS

PROCEDURE



Policy GOV102: Finance

Category: Governance

Policy GOV102: Finance

Approved: December 5, 2018

Future Review: December 2023

POLICY

The Town of Bonnyville Library Board (the Board) is accountable for the effective management of the Board's financial resources. While the day-to-day administration of finances will be delegated to the Library Manager, the Board will continuously monitor the financial status and ensure compliance with legislation by requiring regular and timely financial reports. The Board Treasurer will review all financial reports and statements and report to the Board at the regularly scheduled Board meetings.

GUIDELINES

1. The Library Board tenders bank accounts at the financial institution best able to meet the financial needs of the Board. The Board shall consider interest rates, loaning policies, financial products, and banking fees as it makes its decision on where to tender its accounts.
2. The Board chairperson, treasurer, and secretary shall be appointed signing officers for the Board, along with the Library Manager. Any two are required to sign for all financial expenditures. Signatories cannot sign off on funds being issued to themselves.
3. The fiscal year of the Library Board shall be January 1 to December 31.
4. An operating budget shall be prepared annually. The estimate of municipal funds required for the following year shall be submitted to municipal councils prior to December 1 of each year.
5. The Library Manager is authorized to administer funds according to the budget approved by the Board. Expenditures over \$5,000, expenditures outside the scope of the original budget, re-allotments, or over-expenditures of funds will require the prior approval of the Board by board motion.
6. The Board will reimburse staff and board members for library expenses incurred using a personal method of payment that are related to:
 - a. Professional development, including courses, workshops, and conferences.
 - b. Attending meetings on behalf of the Library Board.
 - c. Materials purchased for the library (e.g., books purchased locally or online).
 - d. Other library-related activities approved in advance.



7. Expenses that may be claimed include:
 - a. Travel-related expenses, including:
 - i. Mileage for work-related travel in the claimant's personal vehicle. Mileage shall be paid at the current rate set by the Alberta Government Expense Policy for use of a private vehicle.
 - ii. Fares for other methods of transportation (e.g., bus fare, taxi fare).
 - iii. Parking charges.
 - iv. Hotel charges.
 - v. Restaurant meal charges. Meals are reimbursed at a set rate and do not require receipts. These rates are:
 1. Breakfast: \$10.00
 2. Lunch: \$15.00
 3. Supper \$25.00
 - b. Other library expenses not listed above that are approved in advance.
8. All staff reimbursements must be approved in advance by the Library Manager. All reimbursements of the Library Manager must be approved in advanced by the Board chairperson. All Board reimbursements must be approved by board motion. The approver may set limits on how much may be spent on a given expense for reimbursement.
9. Reimbursement shall require original receipts and a completed Expense Claim Form submitted to the appropriate approver as described in point 8.
10. The Library Manager may operate a petty cash account in the amount of \$250 for purchases not more than \$75.
11. The financial records of the Bonnyville Municipal Library will be reviewed (Notice to Reader) no later than March 1 of the following year.
12. Surplus funds are handled according to the guidelines in the Reserve Fund Policy.



Policy GOV103: Reserve Fund

Category: Governance

Policy GOV103: Reserve Fund

Approved: March 29, 2010

Revised: June 2023

Future Review: March 2026

POLICY

The Bonnyville Municipal Library Board will establish, maintain, and manage reserve funds to provide for future operating and capital requirements and to offset unanticipated fluctuations in operating activities. The Board acknowledges that reserves and reserve funds are financial management tools that are an essential part of a sound fiscal policy to address long-term objectives. Reserves may also be used for, but are not limited to, unforeseen emergencies such as fire or flood, human resource expenses such as legal fees, or new construction or renovation of library spaces.

The Library Board will strive to attain in each of the funds at fiscal year-end the minimum fund balance of 25-50% of the adopted budgeted appropriations.

DEFINITIONS

Capital – assets that have a useful life of over 1 year

Surplus – remaining funds from the annual operating budget

Guaranteed Investment Contract (GIC) – a fixed-term, low-risk investment with varying rates of interest

RESERVES

1. Reserves will be established for the specific purposes of both an operational and capital nature.
2. Reserves must contain enough funds to cushion to provide a cushion against HR liabilities mandated by the Alberta government and employment contracts.
3. All requests to use reserved funds or to re-designate reserves must be approved by means of a motion passed at a Board meeting. Requests to use reserve funds may also be submitted as part of the annual budget process.
4. Reserves may be used in any operating year where expenses are greater than revenues, and a shortfall is expected. Reserves are not to cover regular operating expenses in a sustaining manner.

Operating Reserve

1. An operating reserve will be established from any annual operating surpluses.
2. Allocation of funds, if available, will occur after the completion of the annual financial review.
3. Operating reserve will be capped at five percent (5%) of the annual operation budget.
4. The balance of any operating surplus funds in excess of five percent (5%) will be allocated to the General Capital Reserve and the Computer Reserve.



5. The Board will use this reserve to fund any operating deficit.

General Capital Reserve

1. The funds in the General Capital Reserve will be used for all capital expenditures with the exception of computer hardware and software.
2. The General Capital Reserve will be funded from:
 - a. Any operating surplus that exceeds the Operating Reserve Cap.
 - b. Annual capital requests contained in the annual budget.

IT Reserve

1. The IT Reserve holds funds that will be used for the purchase of computer hardware.
2. The IT Reserve will be funded from:
 - a. Annual capital requests contained in the annual budget.
 - b. Any operating surplus that exceeds the Operating Reserve Cap.
3. The IT Reserve is indicated on the Annual Budget

Building Renovation Fund

1. The Building Renovation Fund holds funds that will be used for substantial upgrades to the current building.
2. The Building Renovation Fund will be funded from:
 - a. Any operating surplus that exceeds the Operating Reserve Cap.
 - b. Annual capital requests contained in the annual budget.

Guaranteed Investment Contracts (GIC)

1. Funds from Library GICs are earmarked to be used for the Library's future expansion
2. The Library will re-invest yearly into two GICs as part of the reserve policy

PROCEDURE

Any surplus funds in the library's operating budget at year-end will be allocated to reserves as specified by the Board during the year-end financial review process.



Policy GOV104: Conference Honorarium

Category: Governance

Policy GOV104: Conference Honorarium

Approved July 7, 2020

Revised: June 2023

Future Review: July 2026

POLICY

In addition to Policy GOV102(6): Trustees who would like to attend a relevant library conference shall receive from the library an honorarium. The honorarium will only cover the conference dates and times and not include travel time (see Policy GOV102).

The honorariums are:

- \$125 for four (4) hours or less
- \$240 for more than four (4) hours

An honorarium will be paid for one trustee; the board will send only one trustee per year if the budget allows. If more than one trustee wants to attend, the board will vote on who will attend. Following each conference, trustees will be required to report, in writing, to the board and library manager the information the trustee acquired during their attendance and how it may pertain to supporting the trustees and library best practices.

Relevant conferences are:

- Northern Lights Library System (NLLS) Library Managers Conference
- Stronger Together Annual Conference



Policy GOV105: Selection, Acquisition, Purchase, and Disposition of Resources

Category: Governance

Policy GOV105: Selection, Acquisition, Purchase, and Disposition of Resources

Approved: May 2023

Amended: September 2023

Future Review: May 2026

POLICY

The Bonnyville Municipal Library Board recognizes that collection development and assessment is an ongoing concern of public libraries. It arises from the formal and informal assessment of educational, informational, and recreational needs of the community. A collection development policy must meet the changing interests and concerns of the community.

SELECTION AND PURCHASE

1. The Library Manager is responsible for the selection, acquisition, and purchase of library materials.
2. Materials are selected to meet the information and entertainment needs of the residents of the library's service area, and to meet the goals of the library's Plan of Service.
3. The Library Manager will use sources such as trade publications, reviews, requests by users, and other resources to develop the library collection.
4. Materials will be evaluated and selected according to the following criteria:
 - a. Currency of information
 - b. Popular demand
 - c. Relevance to community needs and interests, as based on community awareness and the library's Plan of Service.
 - d. Popularity of format (e.g., DVD over VHS)
 - e. Authority of the writer, editor, and/or publisher
 - f. Accuracy or artistic quality of the content
 - g. Price and availability
 - h. Space considerations
 - i. Relationship to existing collection
 - j. Canadian content, especially where critical, such as law, government, or finance
 - k. Enduring value
 - l. Availability of resource or similar material elsewhere (e.g., other libraries, online licensed databases)
 - m. Quality of construction (e.g., durable binding and paper)

An item need not meet all of the above criteria to be acceptable. Multiple copies may be purchased to meet the need for high-demand titles.



5. Materials will be purchased directly from vendors (including local vendors) or in cooperation with the local library system.

GIFTS AND DONATIONS

6. The Board encourages donations of books and other materials to the Bonnyville Municipal Library. Such gifts are greatly appreciated.
7. All material donations become the exclusive property of the Bonnyville Municipal Library Board and will not be returned.
8. The same principles of selection are applied to gifts as purchased materials.
9. Generally, material donations should be less than three years old and in good condition (i.e., not musty, mouldy, damp, worn, smelly, or cracked).
10. Restrictions placed on library donations will only be followed at the mutual agreement of the donor and the Library Board.
11. Material donations may or may not become part of the library's collection.
12. Material donations are accepted with the understanding that if the Library cannot use them, it may at any time dispose of them in any way it sees fit. Unwanted material donations are generally sold to patrons at the Library's regular book sale, donated to another library or organization (e.g., schools, seniors' centres), or recycled.
13. Receipts will not be issued for donated materials.

WEEDING

1. Materials that no longer fit the stated mission and service priorities of the Library will be withdrawn from the collection.
2. The materials will be examined to determine suitability for the collection on the following criteria:
 - a. Physical condition and appearance (e.g., markings in the book, broken spine, yellow pages, outdated cover art)
 - b. Currency and accuracy of subject matter
 - c. Usage (i.e., not checked out in 3 years)
 - d. Relevance to the needs and interests of the community
 - e. Availability elsewhere (e.g., other libraries, online licensed databases)
3. When necessary, local experts will be consulted to determine the continued relevance and reliability of materials.
4. Materials of local interest (i.e., local histories, local authors, and other materials specifically relating to the local area) will generally be kept in the collection as long as possible, so long as the materials are still in good physical condition and the information in them is still accurate.



5. Replacement copies will be considered when a title is withdrawn from the collection due to loss, damage, or wear, but is still considered relevant to the needs of the community.
6. Weeded materials will be disposed of at the discretion of the Library Manager, generally by donation to another library or organization (e.g., schools, seniors' centres), sale to the public, or recycling.
7. Dangerously outdated materials (i.e., medical or legal materials more than five years old) will not be sold to the public or donated and will instead be recycled or destroyed. Following outdated medical or legal information in a used book could cause physical harm or legal problems for members of the public.

INTELLECTUAL FREEDOM AND CHALLENGED MATERIALS

1. The Bonnyville Library Board subscribes to the *Statement on Intellectual Freedom and Libraries* of the Canadian Federation of Library Associations, as found attached to this policy.
2. The Bonnyville Library Board does not believe its role, or that of its staff, is to censor materials or act in any way as the supervisor of public morals.
3. Individuals who strongly object to an item may complete a "Request for Reconsideration of Library Material" form and submit this form to the Library Manager for review by the Board. Only requests for reconsideration submitted on this form will be considered by the Board.
4. The Board will review the written request, usually at its next regular board meeting.
5. The procedure for receiving requests for reconsideration of library materials is as follows:
 - a. Discussion of complaint with patron by the Library Manager or Assistant Manager in Manager's absence
 - b. Review Selection, Acquisition, Purchase, and Disposition of Resources Policy
 - c. Provision of "Request for Reconsideration of Library Material" form to complainant by Manager or Assistant Manager in Manager's absence
 - d. Informing Board chair
 - e. Forming material review committee (two members of the Board and the Library Manager)
 - f. Committee review of material, which shall include:
 - Reading and/or viewing the challenged item
 - Seeking out and reading reviews and other evaluations of the challenged item
 - Determining if the challenged item meets the Selection, Acquisition, Purchase, and Disposition of Resources Policy
 - Providing a written report of the committee's recommendation to the Board
 - g. Communicating Board decision to complainant in writing



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



LIBRARY ASSOCIATION OF ALBERTA

STATEMENT OF INTELLECTUAL FREEDOM

Every Albertan, as embodied in the Canadian Charter of Rights and Freedoms, and as supported in the Alberta Bill of Rights and Alberta's Human Rights, Citizenship and Multiculturalism Act, has the fundamental right to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of democracy and society in Alberta.

Libraries in Alberta have a fundamental responsibility to protect and promote intellectual freedom.

Alberta libraries have a responsibility to guarantee and facilitate access to all expressions of knowledge, opinion, creativity and intellectual activity including those which some elements of society consider unconventional, unpopular, unorthodox or unacceptable.

To this end, Alberta libraries shall acquire and make available, through purchase or resource sharing, the widest variety of materials and communication media (including the Internet) that support the intellectual and recreational pursuits of both their communities and individual Albertans.

Alberta libraries have a responsibility to guarantee the right of free expression by making available all of the library's facilities and services to any Albertan who needs them regardless of age, religion, ability, gender, sexual orientation, social or political views, national origin, economic status, location and/or level of information literacy.

Alberta libraries provide service based upon the right of each Albertan to judge individually on questions of politics, religion and morality. Parents have the responsibility for determining their children's access to all library materials.

Alberta library employees do not need to endorse or support every idea or presentation contained in the materials they make available. Alberta library employees do have the responsibility to insure that all perspectives are represented in their collections.

Alberta libraries should resist all efforts to limit their ability to protect and promote intellectual freedom, while at the same time recognizing the right of criticism by individuals and groups. All requests for removal or limitation of access to materials must, however, follow the library's written procedures for reconsidering materials.



Policy GOV106: Confidentiality of User Records

Category: Governance

Policy GOV106: Confidentiality of User Records

Approved: May 2023

Future Review: May 2026

POLICY

The Bonnyville Municipal Library and its board and staff are subject to the *Libraries Act* and *Freedom of Information and Protection of Privacy Act* (FOIP).

1. Library board members, staff, and volunteers will only collect patrons' personal information when it is required for the purposes of delivering public library service.
2. No records are kept of the frequency or content of visits to the library by specific patrons.
3. No records are kept of a cardholder's item checkout history, unless the cardholder has given written permission for this record to be kept. If this record is kept, it is subject to disclosure with the cardholder's other records under the conditions described in points 4 and 8.
4. Library staff, board members, and volunteers will not disclose a patron's personal information to a third party without the individual's consent, except:
 - a. In response to a court order (e.g., subpoena, search warrant) or another specific written request from a law enforcement agency to assist in an investigation. Note that library representatives are only required to disclose personal information to law enforcement officers upon presentation of a written court order. They are not required to comply with other written requests.
 - b. In partnership with other Alberta libraries and library systems for the purposes of sharing materials under conditions defined in existing resource sharing agreements and programs (e.g., interlibrary loan agreements, TAL Card, ME Libraries), collecting fees or fines, and retrieving borrowed materials.
 - c. For the purpose of contacting next of kin or emergency response personnel in the case of an emergency
5. Cardholders will sign a form acknowledging that their contact information will be available to other organizations for these purposes.
6. No patron information, including their presence in the library, will be given over the phone.
7. Staff and volunteers are to keep confidential the reading and viewing habits of individual patrons.
8. Upon request, a library patron will be given access to all information concerning their records that the library has on file. Access to a user's records is limited to that user except where the user is a minor, or if the user has given written permission for someone else to access their records. Where a



parent or guardian's signature is required for a cardholder to obtain a library card, that parent or guardian may have full access to the cardholder's records for retrieval.



Policy GOV107: Records Retention Policy

Category: Governance

Policy GOV107: Records Retention Policy

Approved: April 2023

Future Review: April 2026

Retention of Library Records

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained. The Town of Bonnyville Municipal Library Board will retain the library records based on the schedule outlined in the Records Retention Schedule.

Protection of Library Records

Permanent library records will be stored in the library in locked metal cabinets. The Town of Bonnyville Municipal Library Board will retain electronic copies both onsite and in a secure online drop box in case of disaster. Regular backups onto flash drives and portable hard drives should occur monthly and at the end of the fiscal year. USB devices are to be kept onsite in locked cabinets, and portable hard drives are to be stored in a safety deposit box at ATB. Backups are to be done by the Library Manager.

Disposition of Town of Bonnyville Municipal Library Board Records

Library records which have been slated for disposal following the time guidelines outlined in the Records Retention Schedule Policy shall be shredded onsite or via a licensed records disposal company by the Library Manager. The records to be disposed of will be listed in a document presented to the Library Board.

The Library Board will make separate motions for the destruction of records only if the item is not covered in the Records Retention Schedule. The records will then be disposed of by the Library Manager and a record will be made of the date, method of disposal and time of destruction.

Records Retention Schedule

The records, as set out in this schedule are:

Destroyed – the records shall be destroyed without any copies being retained.

Permanent – the original record shall be preserved and never destroyed.

Replaced – Annual forms replaced with new forms.

Permanent records may be held in the following formats:

Hardcopy – the original physical document is retained.

Hard Drive – the record is retained on a portable hard drive, as well as saved to a digital drop box. No physical copy is retained.



Hardcopy and Hard Drive – the original physical document is retained, and a digital copy is held on a hard drive and digital **Drop Box**.

Subject Description	Years	Action	Format
Accounting Data (Reimbursements, Accounts Payable & Supporting Documents)	7	D	H, HD, DB
Annual Reports (PLSB)	P	P	H, HD, DB
Annual Review	P	P	H, HD, DB
Annual Report to Reader (PLSB)	P	P	H, HD, DB
Banking & General Deposit Books (Memos, Accounting Reconciliations, Bank Statements, Cancelled Cheques, Invoices, Investments, Receipt Expense Claim Forms)	7	D	H, HD, DB
Board & Committee Minutes incl. Enclosure/Supporting Documents	P	P	H, HD, DB
Building drawings, blueprints, information	P	P	H
Budget – Final	7	D	H, HD, DB
Bylaws – Current	P	R	H, HD, DB
Bylaws – Previous	P	P	H, HD, DB
Contracts	7	D	H, HD, DB
Correspondence – General	7	D	H, HD, DB
CRA Charity Return	7	D	H, HD, DB
Donations	7	D	H, HD, DB
Equipment – Proof of Purchase, Manuals, Warranties, Assets, etc.	2	D	H
Grant Applications & Supporting Documents	7	D	H, HD, DB
GST Claims	7	D	H, HD, DB
Insurance Certificates	P	P	H, HD, DB
Inventory – Current	P	R	H, HD, DB
Historical Documents	P	P	H, HD, DB
Job Applications & Resumes – Hired	P	P	H



Job Applications & Resumes – Not Hired/Unsolicited	1	D	H
Leases	P	P	H, HD, DB
Legal	P	P	H, HD, DB
Legislation – Acts after Superseded	P	R	HD & DB
Needs Assessments Final Reports	P	P	H, HD, DB
Newspaper Clippings	P	P	HD, DB
Patron Membership Databases & Forms	2	D	H, HD, DB
Payroll – Reports & Paystubs	7	D	H, HD, DB
Payroll – Timesheets	2	D	H, HD, DB
Personnel Files	P	P	H, HD, DB
Photographs	P	P	HD & DB
Plans of Service & Marketing Plans	P	P	H, HD, DB
Policies (Current)	P	P	H, HD, DB
Policies (Former)	P	P	HD & DB
Programming Reports	7	D	H, HD, DB
Revenue Canada	7	D	H, HD, DB
T4 Slips/Summaries	7	D	H, HD, DB
Vendor Correspondence	1	D	H, HD
Volunteer Information	7	D	H



Policy GOV108: Hours of Service

Category: Governance

Policy GOV108: Hours of Service

Approved: May 2023

Future Review: May 2026

PURPOSE

The Bonnyville Municipal Library sets hours of service that are convenient for members of the community.

POLICY

The regular hours of service from September to June are:

- Monday to Thursday: 9 AM – 8 PM
- Friday: 9 AM – 5 PM
- Saturday: 11 AM – 5 PM

The summer hours of service (approximately Canada Day to Labour Day) are:

- Monday to Thursday: 9 AM – 8 PM
- Friday: 9 AM – 5 PM
- Saturday: CLOSED

A book drop is located on the exterior of the building for members to return materials when the library is closed.

The Library Manager may, at their discretion, authorize that the branch be closed in emergency situations (e.g., power failure, extreme weather conditions). The Library Manager will inform the Board Chair of the closure, or if the Chair is unavailable, at least one other board member of the closure.

Other closures not listed in this policy, or the Holiday Hours policy (Policy EMP304) are approved in advance by board motion.

The above noted hours may be temporarily adjusted by the Library Manager with notice to the Board Chair if it is not possible to maintain the number of staff on site.

PROCEDURE

Library staff will advertise closures on social media and through physical signage 48 hours in advance of scheduled closure. Emergency closures will be advertised on social media.



Policy GOV109: Resource Sharing

Category: Governance

Policy GOV109: Resource Sharing

Approved: May 2023

Future Review: May 2026

POLICY

It is the policy of the Bonnyville Municipal Library Board to provide access to information for members of our Library. Therefore, if our Library does not own the needed information, staff will endeavor to obtain it through the most efficient means possible. The Library will participate in programs that encourage the sharing of library resources.

PURPOSE

The Bonnyville Municipal Library Board sees resource sharing as an integral part of the service being provided by the Bonnyville Municipal Library. The Library Board feels that every attempt should be made to fulfil any library member's request and strives to reciprocate by providing materials requested by other library participants.

RESPONSIBILITY

1. Bonnyville Municipal Library Board actively participates in the provincial interlibrary loan network by virtue of membership in the Northern Lights Library System (NLLS), TRAC (The Regional Automation Consortium) and ME Libraries (Alberta Wide Borrowing). Therefore, it shall abide by the rules and procedures of the above organizations.
2. All requests from other libraries will be filled in a timely manner from our collections. Borrowing libraries shall pay the Bonnyville Municipal Library Board for any lost or damaged books out on loan.
3. The Library Board publicizes and encourages use of interlibrary loans and ME Library services to its users through social media, posters and brochures, presentations to groups, and displays.
4. Training of staff in resource sharing is the responsibility of library management. Training is carried out via one-to-one training, online workshops and in-person workshops, among others as deemed appropriate as per the education and orientation policy.

DEFINITIONS

PROCEDURE