

Town of Sexsmith Library Board Policy Manual

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Introduction

It is the hope and the intention of the Town of Sexsmith Library Board that this manual shall:

1. Provide a firm foundation for the administration of the Shannon Municipal Library and the basis for procedures;
2. Provide the rational for planning and budgeting;
3. Provide a reference source of all current rules, regulations and procedures that govern the Shannon Municipal Library and the Town of Sexsmith Library Board.
4. Provide continuing governance in a written form for future board trustees, library staff and the local community.

Policies are divided into five areas:

- I. Preliminary Statements
- II. Board Governance [Policies 1 – 99]
- III. Library Management [Policies 100 – 299]
- IV. Personnel [Policies 300 – 399]
- V. Appendices A, B, C

Town of Sexsmith Library Board
Sexsmith, Alberta

Mission Statement

The Shannon Library is a community-gathering place and provides cultural, educational, informational and recreational resources to support lifelong learning interests for people of all ages.

Role of the Library

The Library is dedicated to the education, recreation, cultural enlightenment, and informational needs of all citizens.

The Library Board recognizes that the role of the Library has expanded to satisfy the growing needs of the age in which we live and that the Library shall continue to expand with the needs of the future.

Objectives of the Library

The Library shall strive to meet the following objectives:

1. To establish, maintain and preserve, in an organized collection, books and selected educational, cultural and recreational resources in order to promote an enlightened community and enrich personal lives.
2. To serve the community as a center of reliable information.
3. To provide opportunity and encouragement for continuous education to all the people in the community.
4. To support educational, civic and cultural activities of groups and organizations.
5. To seek continually to identify community needs, to provide services to meet such needs, and to cooperate with other organizations, agencies and institutions that can provide programs or services to meet community needs.
6. To provide opportunity for recreation through the use of literature, music, films, crafts, and other art forms.
7. To achieve maximum patronage and use of services and resources by reaching out to all members of the community.
8. To co-ordinate with the Peace Library System to extend Library services to the patrons of the Sexsmith Shannon Library and other libraries within the Province of Alberta.

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Policy #10 Board Appointments and Terms of Office

Date of Approval: October 8,	Heather Lang, Chair
1997 Revised October 10, 2007	Tina Lappenbush, Chair
Revised March 26, 2014	Elizabeth Bell, Chair
Revised February 28, 2019	Rhonda Maki, Chair
Revised May 23, 2023	Rhonda Maki, Chair

Review by February 2025

The Alberta Library Act states that:

- All Board positions are appointed by Town Council for up to three year terms.
- Board trustees may not serve more than two additional consecutive terms of office without approval of 2/3 of Council.
- No more than two Town Councilors may be appointed as trustees of the Board

Procedures

- A. Board positions shall be advertised as need dictates.
- B. Interested individuals may write a letter of application to the Library Board.
- C. The Library Board will consider all applications and submit all letters of application to Town Council with their recommendations for appointment to the Board.
- D. Trustees who are willing to remain on the Board for an additional term may indicate their interest to the Board towards the end of their term and the Board shall submit the trustee's name to Town Council for reappointment.
- E. Town Councilors appointed to the Board are full trustees with the same rights and responsibilities of any other trustee. As such, they will have the best interests of the library in mind.
- F. The Board shall consist of not less than 5 or more than 10 appointed trustees.

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Policy #15 Library Board meetings

Date of Approval: February 11, 1998

Heather Lang, Chair

Date revised: January 25, 2012

Doris Lines, Chair

Review by February, 2025

The Board shall hold regular monthly meetings except in the months of July, August and December, or when there is not enough business to warrant a meeting. The decision to cancel a meeting rests with the Chair and cancellations may not occur in consecutive months.

Special meetings may be called at any time as required.

All regular Library Board meetings will be held in the Library and are open to the public.

Meetings are to be held in accordance with Robert's Rules of Order.

Quorum consists of 50% of the Town of Sexsmith Library Board trustees, of which at least one must be a member of the executive.

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Policy #20 Duties of Library Board Trustees

Date of Approval: October 8, 1997 Heather Lang, Chair

Date revised: October 10, 2007 Tina Lappenbush, Chair

Review by February 2024

In appointing you as a Board Trustee, Town Council has expressed its faith in your ability and integrity by placing its trust in you to run the Library.

It is the responsibility of every Board Member:

- A. To make governing leaders, civic officials, funding bodies, and the general public aware of the library's objectives and services.
- B. To work together with other trustees to meet the objectives of the Library
- C. To be prepared for meetings, including reading minutes and other pertinent materials and to maintain a familiarity with the Alberta Libraries Act, the Alberta Library Trustees Handbook, and this Policy Manual.
- D. To act in accordance with the Alberta Libraries Act and to follow current Board policies and regulations
- E. To maintain confidentiality
- F. To vacate Board seat after missing three consecutive regular meetings without prior Board approval
- G. To support special and fundraising events held by, or on behalf of the Library.
- H. To promote a favourable image of the Board and the Library to the public.
- I. To encourage active use of the Library by people of all ages and cultures

Policy #25 Code of Ethics

Date of Approval: January 25, 2012

Doris Lines, Chair

Review by February 2025

The Alberta Library Trustees Association Code of Ethics

Library Boards exist to develop, promote and monitor library services as a public trust. To this end, library trustees should be committed to the following principles:

1. The primary goal of public library trustees is to ensure that the public has access to the highest quality of library services possible.
2. Trustees should ensure that each person has access to the most complete library service possible compatible with equal service for others. Where limitations in service are unavoidable, any inherent inequality of service should favour those residents least able to obtain alternate service.
3. Library Trustees should observe ethical standards with truth, integrity, and honour.
 - a. Trustees should avoid situations where personal advantage or financial benefits may be gained at the expense of other library users.
 - b. Trustees should distinguish between their personal views and those of the institution by respecting the position of the board, even though they may disagree.
 - c. Trustees should respect the confidential nature of library records within the framework which allows for the monitoring of material usage and the need for public accounting.
4. Trustees should respect the established structure of the library.
 - a. Trustees should attempt to work harmoniously with the board and ultimately accept its will.
 - b. Trustees should limit their trusteeship role to policy governance and advocacy.
5. Trustees are expected to take responsibility for their personal development through continuing education opportunities and participation in provincial and national library organizations.
6. Trustees should support intellectual freedom in the selection of library material.

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Policy #28 Board Structure

Date of Approval: March 25, 2015

Chair: Elizabeth Bell

Review by February, 2025

The Town of Sexsmith Library Board operates under a "Board of the Whole" structure, and as such maintains no standing committees. In operating under this structure, the Board recognizes its ongoing responsibilities in the areas of Personnel, Finance, Advocacy and Program Planning, and will strike ad hoc committees as necessary.

Ad hoc committees shall consist of at least two, but not more than three members of the Board and may include members of the public. Preference will be given to members with professional expertise in the committee's realm of interest.

The Chairperson and the Library Director are ex-officio members of all committees unless there is a conflict of interest with the goals of the committee.

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Policy #30 Duties of the Library Board Chairperson

Date of Approval: October 8, 1997 Heather Lang, Chair
Date revised: October 10, 2007 Tina Lappenbush, Chair
Date revised: May 30, 2017 Elizabeth Bell, Chair

Review by February 2024

The Library Board Chairperson is the representative of the Board in all official capacities.

Responsibilities:

- A. Ensure that Board affairs are conducted according to the policies of the Board and the Library Act.
- B. Preside at all Board meetings, preserve order and enforce the bylaws and policies of the Board
- C. Be authorized to call special meetings of the Board
- D. Represent the Board in official capacities
- E. Approve agenda and ensure all members receive copies of the agenda and other pertinent information in due time for meetings
- F. Oversee activities of other Board positions to ensure that their duties are being properly fulfilled
- G. Serve as liaison between Town Council and Board; Library Director and Board; and Library Director and Town Council
- H. Serve as an ex-officio member of all committees of the Board giving assistance as required.
- I. Will hold signing authority on library accounts

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Policy #35 Duties of Library Board Vice-Chairperson

Date of Approval: January 25, 2012

Doris Lines, Chair

Review by February 2025

The Library Board Vice Chairperson is the executive officer responsible for ensuring continuity in the absence of the Chair.

Responsibilities:

- A. Assume the duties of the chair in their absence, including presiding over meetings when the Chairperson is unavailable for a regularly scheduled meeting.
- B. May hold signing authority on library accounts

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Policy #40 Duties of Treasurer

Date of Approval: October 8, 1997 Heather Lang, Chair
Date revised: October 10, 2007 Tina Lappenbush, Chair

Review by February 2024

The Treasurer is the executive officer responsible for the financial business of the Board. Although much of the actual work may be done by staff or contracted out, it is the Treasurer's duty to oversee the financial affairs of the Board.

Responsibilities:

- A. Ensure that financial accounts, contracts, and agreements are conducted according to standards set by the Town of Sexsmith.
- B. Ensure proper authorization of accounts payable.
- C. The Treasurer will have signing authority on library accounts.
- D. Ensure a monthly financial report is provided at the regular meetings of the Board.
- E. Work with a budget committee and/or the Library Director to draft an annual budget for adoption by the Board.
- F. Ensure that copies of all year-end financial records are sent to the Library Service Branch as required by law.

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Policy #45 Duties of the Library Board Secretary

Date of Approval: October 8, 1997 Heather Lang, Chair
Date revised: January 25, 2012 Doris Lines, Chair

Date revised: May 21, 2008 Tina Lappenbush, Chair
Date revised: May 30, 2017 Elizabeth Bell, Chair

Date revised: February 23, 2021

Rhonda Maki, Chair

Review by May, 2024

The duties of the Library Board Secretary may be assumed by the Library Director or Treasurer if so decided by the Town of Sexsmith Library Board.

Responsibilities:

- A. Ensure that minutes are taken of all Board meetings and committee meetings.
- B. Ensure that formal copies of all Library Board minutes, policies and correspondence are kept on file and accessible to the Board.

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Policy #50 Policy-making and Review

Date of Approval: October 10, 2007

Tina Lappenbush, Chair

Date revised: May 30, 2017

Elizabeth Bell, Chair

Review by February 2024

Library Board policies are those statements governing the operation and use of the Library that are approved by Board action. Certain policies may be required under the Alberta Libraries Act and Regulations. Requests for policy development or review may come from the Board, the Library Director, or the public. The Board will seek the input of the Library Director on Board policies pertaining to the governance and operation of Shannon Municipal Library.

Where the Board has not developed specific operational policies, those set out in the Town of Sexsmith Policy Handbook shall guide the operations of the Library.

PROCEDURES

- A. Proposed policy will be developed by the staff for review by the Board.
- B. All policies and changes to them will be approved by means of a motion at a duly convened Board meeting and recorded in the minutes of that meeting.
- C. All approved policies will be given a number and title: and will be signed by the Board Chairman, indicating the date of approval. Each policy will also include a date for evaluation and review no more than three years from date of adoption.
- D. Copies of Board policies and related documents shall be made available to the public upon request.
- E. As the need arises, the Library Director may make recommendations to the Board regarding policies to remain in effect, or to be revised, added or deleted.
- F. The Library Director is responsible for the implementation of policy.

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Policy #55 Financial Policy

Date of Approval: February 9, 2000
Revised March 26, 2014
Revised February 24, 2021

Heather Lang, Chair
Elizabeth Bell, Chair
Rhonda Maki, Chair

Revised June 22, 2011
Revised May 30, 2017

Holly Handfield, Chair
Elizabeth Bell, Chair

Revised October 26, 2021
Review by February 2024

Rhonda Maki, Chair

The Board shall adopt guidelines to ensure that the finances of the Town of Sexsmith Library Board are managed in an efficient and accurate manner and in accordance with generally accepted accounting principles, to provide a sound basis for long-term financial management of the affairs of the library, and conserve the assets of the library for the future.

FISCAL YEAR

The fiscal year of Town of Sexsmith Library Board shall be January 1 to December 31, inclusive.

PAYROLL

Town of Sexsmith is responsible for all payroll and benefits for Library Staff. The Library Director is responsible for ensuring that all necessary paperwork, correspondence and other information is provided to the Town of Sexsmith in a timely fashion.

BOOKKEEPING

The Library Director is responsible for

- paying all debts incurred by the Library in a timely manner with proper documentation
- receiving and disbursing grant funds and general revenues
- documenting general revenues and crediting them to proper accounts
- providing all relevant documentation to the auditors upon request
- managing the Board's funds in a fiscally responsible manner
- operating the library within the approved budget.
- obtaining Board approval of unexpected expenditures

The Board Treasurer is responsible for

- meet with the Library Director at least twice per year to review procedures together
- review and initial supporting documentation for cheques and automatic debits.
- investing reserve funds in a fiscally responsible manner as directed by the Library Board

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MAINTENANCE OF FINANCIAL RECORDS

The Town of Sexsmith Library Board 's current and past years' financial records shall be maintained at the Shannon Municipal Library. Financial files shall be retained for seven years plus current operational year.

SIGNING AUTHORITY FOR CHEQUES

Signing authority shall rest with any two of the following positions; Chairperson, Vice Chairperson, Treasurer, and Library Director.

The Library Director shall also retain the ability to deposit monies, to check balances, and to transfer funds between library accounts.

FINANCIAL STATEMENTS

Regular financial statements shall be provided to the Board regularly outlining the current year budget, year-to-date expenses, budget variances, and percentage expended. The latest financial statements shall be available at least every second meeting. The statement shall be examined and approved by the Board, although such accounts will already have been paid.

CASH ON PREMISES

A float of \$50.00 shall be available for the cash register.

An additional petty cash fund of \$200.00 in small bills and change shall be available for cash purchases necessary for daily operations of the library. The Library Director shall obtain a receipt for each expenditure and retain a record of all purchases. The petty cash fund shall be replenished by cheque for the total value of receipts submitted by the Library Director.

All money (other than change in denominations less than \$1.00) shall be placed in a locked and secure location, at closing of each business day.

MISSING RECEIPTS

An original receipt is required for all items purchased with Visa. If, for some reason, an original receipt is unavailable or has been lost, and all measures to obtain a copy have been exhausted, a Missing Receipt form must be completed.

Missing receipts for cash or debit purchases will not be reimbursed.

LIBRARY CREDIT CARD

A credit card shall be issued for the use of the Library Director and may be used only for purchases made on behalf of the library or for expenses incurred for travel on Library business. The card may not be used for personal use or cash

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advances. Travel expenses paid through the card must be acknowledged as such on the expense claim.

The statement must be paid in full each month and be reconciled with receipts and supporting documentation.

The Library Director must sign an Acknowledgement of Responsibility, which may include the cardholder agreement if required by the issuing financial institution.

AUDIT

The auditor shall be appointed by Sexsmith Town Council. Any change in the auditor must be approved by Sexsmith Town Council.

Library financial records are prepared for audit by the Library Director as soon as reasonably possible after year-end. The audited financial statement shall be received and approved by the Board.

A copy of the audited financial statement shall be forwarded to each trustee and to each funding jurisdiction, including the Town of Sexsmith, County of Grande Prairie Library Board, Municipal Affairs: Public Libraries Branch, and Peace Library System. The audited financial statement is a public document and is available on request.

BANKING, RESERVES AND INVESTMENTS

From time to time, the Town of Sexsmith Library Board may review the banking services provided to the library and make recommendations for change. Any change in banking services shall be by a motion of the Board.

The Library Board may create or dissolve reserve accounts through board motion. Any use or movement of reserve funds shall be directed through board motion.

BUDGET

The draft budget is prepared by the Library Director together with the Treasurer and Chairperson in September in advance of the budget year. Upon approval by the Board, the budget will be presented to Sexsmith Town Council in November, unless otherwise requested. The Library Director and the Board shall develop a long-term financial strategy for the Town of Sexsmith Library Board that includes planning for capital replacement, for financial emergencies, and for the long-term stability of the library.

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The Library Director is responsible for overall supervision of the budget. The Library Director shall report any financial anomalies to the Chairperson and Treasurer of the Board as soon as is reasonably possible.

CAPITAL EQUIPMENT PURCHASE, COST SOURCING AND PURCHASING PROCEDURES

The purchase of capital equipment not specifically approved in the budget must be approved by the Board.

Purchases up to \$2,500 may be made by authorized staff on the basis of catalogue selection or best buy. Amounts over \$2,500 should be submitted for two or more written quotes.

When a higher priced item is selected, a written explanation shall be left on the filed quote explaining the reasons for the purchase. A margin of five percent over lowest bid shall be given to local companies in recognition of the community support given to the library.

The Library Director has the authority to decide on sourcing of library materials and to negotiate terms with vendors.

GRANT APPLICATIONS

The Library Director is authorized to apply for grants to fund Town of Sexsmith Library Board's operations and programs. If said application requires matching dollars that are unbudgeted, Board approval is required.

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Policy #56 Financial Reserves

Date of Approval: February 28, 2019

Rhonda Maki, Chair

Revised: October 27, 2020

Rhonda Maki, Chair

Review by February 2025

The intent of the Financial Reserves Policy is to clearly establish financial reserves, and their purpose and specify how each reserve will be managed.

Reserve funds shall be designated by the Board of Trustees as either "restricted" or "unrestricted". Funds are added, transferred or withdrawn from any reserve fund account by Board motion.

Restricted reserve funds are limited in use to a designated purpose as defined by the Board of Trustees. Interest shall be retained within the restricted reserve fund, except where capped. Contributions shall be set by Board motion.

Unrestricted reserve funds will be managed within the general account. Interest shall be credited to the general operating fund.

Restricted Reserve Funds

Memorial Fund – Contributions to this fund are from memorial donations that are not dedicated to other sources. The purpose of this fund is to assist with costs associated with larger premises or a Board- defined project.

Technology Reserve Fund – Contributions to this fund are from unexpended monies in each budget year from the categories of "Furniture and Equipment" and "Repair and Maintenance of Equipment." Its purpose is to build a reserve of funds that can be allocated towards upgrading of equipment in future years.

Emergency Reserve - established to provide adequate cash during unforeseen events. This reserve is capped at \$10,000.00.

Capital Reserves – established to cover unusual expenditures such as furniture, renovations, special projects, and other Board discretionary uses.

Unrestricted Reserve funds

Operational Reserves - refers to the monies held by the Library Board in current accounts to allow the full functioning of the library until such time as operating grants are received. This reserve consists of retained earnings from previous years. The balance of this reserve will be reviewed upon the acceptance of the completed review of the Statement of Receipts and Disbursements.

The establishment of all future restricted or unrestricted reserve funds shall be at the direction and authorization of the Board of Trustees.

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Policy #60 Records Management

Date of Approval: September 9, 1999

Ailsa Johnson, Chair

Date revised: January 25, 2012

Doris Lines, Chair

Date revised: May 30, 2017

Elizabeth Bell, Chair

Review by February 2025

PURPOSE

This policy presents Board criteria for the retention, storing, and purging of Library records.

RECORD KEEPING

The Library Director will maintain adequate records to compile monthly and annual activity reports. The storage of files is to be kept to the legal minimum consistent with the efficient operation of the organization and the preservation of a meaningful historical record of the Shannon Municipal Library. Where records are deemed to be vital, the confidentiality or security of the files and the implications of their possible loss or destruction should be taken into account when making decisions as to where to store them.

With the exception of those materials obtained or documented for the express purpose of public use, the records of the Library are confidential and may be accessed only with the permission of the Board under the guidelines set out by the Freedom of Information and Protection of Privacy Act and Regulation. User records are confidential unless subpoenaed by law.

The Library Director will present all requests for access to the Library's confidential records to the Board together with any comments or recommendations.

Individual employee files will be maintained by the Town of Sexsmith

Computer Backup

There shall be a backup process in place for every computer in the office. Staff adherence to backup procedures is the responsibility of the Library Director.

DESTRUCTION OF RECORDS

Administrative files shall be purged annually and records moved, archived or destroyed as appropriate.

-- regular garbage disposal (wastebasket) for documents that do not contain personal or sensitive information.

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-- shredding all personal and sensitive documents that are no longer deemed "Necessary Records".

Destruction of records shall follow guidelines as set out by the Town of Sexsmith

Staff members are responsible for maintenance of their own current and working files. Any significant documents received by any member of the staff shall be retained as administrative or essential files and as such fall under the purview of this policy.

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Policy #65 Trustee Service Awards

Date of Approval: May 22, 2013
Date Revised: September 28, 2017
Date Revised: December 15, 2020
Date Revised: May 23, 2023

Doris Lines, Chair
Elizabeth Bell, Chair
Rhonda Maki, Chair
Rhonda Maki, Chair

Revised by February 2025

The Town of Sexsmith Library Board recognizes a library trustee's commitment to the Board.

Library Board Trustees leaving the Board shall receive \$150.00 gift card or honorarium for each three-year term completed.

A letter will also be sent thanking the Trustee for their commitment to the Library and service to the Library Board

In the case of exceptional service by a trustee, this amount may be increased at the discretion of the Library Board.

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Policy #70 Board and Staff travel and expenses

Date of Approval: October 27, 2010 Holly Handfield, Chair

Revised February 23, 2021 Rhonda Maki, Chair

Review by February 2024

Library Board trustees and staff will be compensated for reasonable expenses incurred while conducting library business. Town of Sexsmith rates apply, however, discretionary judgment may be exercised in unique circumstances. Accommodation will be reimbursed, with receipts, for actual hotel costs based on single standard room occupancy. If arrangements for private accommodation are made, an allowance will be reimbursed without receipts.

Transportation rates:

- a) Air travel – at economy rates by the most direct route.
- b) Automobile travel – actual kilometers may be claimed at the Town of Sexsmith rate.
- c) Other ground transportation – including taxi, airport limousine service and/or bus travel will be reimbursed at actual cost. Car rental at destination may be claimed with prior approval when rental is more economical than taxi.
- d) If trustees or staff choose to take a second vehicle, mileage shall be reimbursed one way only.

Meals will be reimbursed according to Town of Sexsmith rates. NOTE: Meal allowances include gratuity and GST.

Requests for accountable advances may also be submitted to a maximum of \$250.00. This advance will be repayable in full upon demand/resignation of service.

Public relations:

It is recognized that Library Board Trustees and the Library Director will, from time to time, engage in public relations activities that require some expense. These expenses will be reimbursed in accordance with budgeted expenditure levels upon presentation of receipts with the claim.

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Policy #75 Trustee Attendance at conferences

Date of Approval: March 21, 2012

Doris Lines, Chair

Revised February 28, 2019

Rhonda Maki, Chair

Review by February 2025

All Library trustees are encouraged the annual Rural Libraries Workshop or other training opportunities offered by Peace Library System.

Relevant provincial conferences or training may be considered by the Board upon request and subject to budget constraints.

Although the annual budget no longer reflects the costs of sending trustees to a provincial conference, funds may be allotted by motion to allow interested trustees to attend. Expenses shall be covered as per Board policy.

Per diems are not paid to trustees of the Town of Sexsmith Library Board.

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Policy #80 Public Relations Policy

Date of Approval: November 12 1997 Heather Lang, Chair

Revised January 25, 2012 Doris Lines, Chair

Review by February 2025

The Board recognizes that public relations involve every person who has any connection with the Library. The Board urges its own members and all staff members to realize that he/she represents the Library in every public contact.

The Board recognizes the importance of a vibrant Library image and is committed to presenting such an image to the public. The Board realizes that the Library must package and sell its services and materials to the public in order to achieve maximum usage.

The Board recognizes that relations with the community are most effective if they are regular, consistent and persistent.

The Board and the library manager are encouraged to participate in community activities and give talks to groups or individuals about Library services as required.

The two prime aims of the Library's public relations program are:

- a. to make governing leaders, civic officials and the general public aware of the Library's objectives and services and to promote understanding of these goals and services;
- b. to encourage active participation by people of all ages in the varied services of the Library.

A Board trustee will be designated to attend the Friends of the Library meetings to keep informed of any fundraising, public relations or advocacy initiative they have planned, and the Library Manager will work closely as a liaison with this group and may take on a voting role as a full member. The Library Manager may not take on the role of President or Treasurer.

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Media Relations

Public information about the planning, provision and management of library services and programs will be presented by the Chair of the Board (or designate), or the Library Manager.

In Library Board deliberations or decisions, it will be the responsibility of the Chair (or designate) to speak to the media or to arrange representation to the media through press releases.

In operational areas, it is the responsibility of the Library Manager to speak to the media or to arrange information sharing with them. These could include new developments or services, unusual circumstances or crises (where the Chair is not available or deems that it is the place of the Library Manager to comment).

Library staff and board trustees have a responsibility to ensure that their actions and words create a positive image, as part of the library's overall public relations program.

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Policy #85 Library Organizations

Date of Approval: November 12, 1997 Heather Lang, Chair

Revised January 25, 2012 Doris Lines, Chair

Review by February 2025

The Board recognizes the importance of supporting the Alberta Library Trustees Association (ALTA) -- the political voice and lobbying force of Alberta public Library trustees as well as the Library Association of Alberta (LAA) -- the provincial association dedicated to the development of all types of libraries in Alberta.

The Board will show their support to both associations by being a member of both associations.

The Board will strive to keep informed, through association newsletters and publications, as to what other libraries in Alberta are doing as well as what is happening at the provincial level that will affect libraries at the municipal level.

The Board will encourage senior Library staff to maintain memberships in the Library Association of Alberta and the Alberta Public Library Administrators Council by covering annual fees on their behalf.

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Policy #100 Library Facilities

Date of Approval: October 8, 1997 Heather Lang, Chair
Revised February 25, 2015 Elizabeth Bell, Chair

Review by February, 2025

A library building should be designed as a community's information and cultural centre, a stimulator of new ideas and a centre for continuing education for people of all ages.

The Library should have a pleasant atmosphere. It should offer to the community a compelling invitation to enter, read, look, listen and learn.

It is crucial that the Library be located at the hub of the community in order to achieve maximum use of materials and services.

The Library will be open to the public as per attached appendix A.

To achieve the goal of good library service, the Town of Sexsmith Library Board accepts the responsibility to see that public library facilities are provided which adequately meet the physical requirements of modern library service.

The Board accepts the responsibility for securing funds for needed facilities. However, this does not obligate the Board of Trustees to raise all monies necessary for such a facility.

Charges for the use of Library premises not normally used for Library purposes shall be scheduled if the need arises.

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Policy #110 Library Use

Date of Approval: October 8, 1997 Heather Lang, Chair
Date revised: April 16, 2008 Tina Lappenbush, Chair
Date revised: May 30, 2017 Elizabeth Bell, Chair

Review by February 2026

- a. The Library will serve all residents of the community and surrounding area
- b. The use of the Library or its services may be limited when excessive demands of groups or individuals are curtailing service to the general public.
- c. The use of the Library or its services may be denied for due cause; failure to return books or other items; failure to pay penalties; failure to pay for lost or damaged items; destruction of library property; disturbance of other patrons; or any other objectionable conduct on library premises.
- d. Animals other than those used in library programs or as an aid to the disabled are not permitted on library premises without authorization from the Library Director.

Town of Sexsmith Library Board
Sexsmith, Alberta

Policy #115 Code of Conduct

Date of Approval: November 27, 2008 Chair: Tina Lappenbush

Review by February 2026

The Library is dedicated to providing a safe and welcoming place for the public to meet and interact and for library staff to carry out their duties. The Board is responsible for determining the rules for public behavior in the Library. These rules are necessary to:

- Protect the rights of individuals to use library property, materials, and services;
- Protect the rights of library employees and volunteers to conduct library business without interference;
- Ensure the safety of library patrons, employees and volunteers.
- Preserve library materials and facilities from harm.

The rules are as follows:

- Behavior or language that is disruptive, abusive, insulting, harassing or threatening to Library users or staff is not permitted.
- Behavior that interferes with the ability of others to enjoy, use or work in the Library is not permitted.
- Loitering, including sleeping, is not permitted on Library property.
- The library is not responsible for personal items left unattended.
- Unauthorized consumption of alcohol or use of illegal drugs is not permitted on Library property.
- Young children (under the age of 7) should be supervised by a parent, guardian or caregiver.
- Patrons whose personal hygiene is offensive enough to constitute a nuisance to other people will be required to leave the Library.
- Unauthorized use, damage, vandalism or theft of Library materials, equipment and property is not permitted and may be subject to prosecution.
- Use of the Internet for unlawful purposes is not permitted.
- Unauthorized soliciting or distributing or posting of materials is not permitted on Library property.

Library employees are authorized to bring to an individual's attention any violation of these rules. The individual will be asked to change the problem behavior to conform to the rules. If such change does not occur, the individual will be asked to leave Library property. Failure to leave will result in law enforcement being called.

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Policy #120 Hours of Opening

Date of Approval: January 25, 2012
Revised, February 25, 2015

Doris Lines, Chair
Elizabeth Bell, Chair

Review by February 2026

The Town of Sexsmith Library Board encourages library use by all residents of the community served, by providing suitable hours of service, as determined by the Board (see Appendix A)

The Library will be closed on statutory holidays, and on the Saturdays of long weekends. The library may close during civic holidays, community celebrations, such as parades, and in cases of power failure, extreme weather conditions, and/or disaster. Some areas of the library may be restricted to staff use.

In the event of a power failure lasting longer than 15 minutes, all patrons will be asked to leave, and the library will close until such time as power resumes. Staff will stay on duty. The Library Director has the discretion to send staff home if the power failure is longer than ½ hour. Staff will return to work upon resumption of power unless otherwise instructed. If power is off for a long period, a staff member shall be designated to return to the library for a spot check of the facility.

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Policy #130 Library Services

Date of Approval: October 8, 1997 Heather Lang, Chair
Date revised : April 16, 2008 Tina Lappenbush, Chair
Date revised: May 30, 2017 Elizabeth Bell, Chair

Review by February 2026

- A. The Library Director will select from the whole range of available materials, and will organize for ease of access those books and materials which best meet the needs of the community.
- B. The Library staff will provide guidance and assistance to enable people to find the information they seek.
- C. The Library Director will initiate programs to stimulate the use of the Library for the enlightenment of people of all ages. This may be done through publicity, displays and exhibits, story hours, book talks, summer programs, special programs, and other appropriate means, either in the Library, or in conjunction with other community groups.
- D. The Library staff will cooperate with other community groups to determine and meet the educational needs of the community and to assist them in their programs.
- E. The Library staff accept responsibility for securing information beyond its own resources by borrowing materials which it does not own, and which cannot be purchased, or for which the demand does not justify purchase.
- F. The Library will loan resources, but not equipment, to other libraries as requested. However, the patrons of this Library have priority in the use of Library materials.
- G. The Board recognizes that no single library can meet all the demands of its community. The Board and the Library Director will be alert to opportunities for cooperating with other libraries to strengthen the services and resources of the Library.
- H. The Library will cooperate with, but cannot perform the function of school libraries or other institutional libraries, which are designed primarily to meet curriculum needs.

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- I. The Library Staff will attempt to provide service during the hours which best meet the needs of the community. These hours may be changed at the discretion of the board.
- J. Under the Libraries Act, the Board is required to review library services every five years to determine whether the needs of the community are being met and to insure continual improvement of library services. This Plan of Service is required by Library Regulations.

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Policy #140 Statement of Intellectual Freedom

Date of Approval: October 8, 1997

Heather Lang, Chair

Date revised: February 26, 2009

Tina Lappenbush, Chair

Revised February 28, 2019

Rhonda Maki, Chair

Review by February, 2026

The Shannon Municipal Library Board endorses the following statement:

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.

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Policy #145 Reconsideration of Materials

Date of Approval: March 14, 2001

Ailsa Johnson, Chair

Date revised: May 30, 2017

Elizabeth Bell, Chair

Review by February 2026

If a person wishes to make a complaint about the subject matter, language or other area of a particular item, he/she shall be required to complete the "Request for Reconsideration Materials" form. [see Appendix C]

This form must be completed outside the Library premises and returned within seven days from date issued.

Upon receipt of the required completed form, the Library Director will bring the matter before the Board at the next regular meeting.

The Board's decision in such matters will be final and not subject to appeal.

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Policy #150 Collection Development Policy

Date of Approval: October 8, 1997	Heather Lang, Chair
Date revised: March 14, 2001	Ailsa Johnson, Chair
Date revised: September 17, 2008	Tina Lappenbush, Chair
Date revised: May 30, 2017	Elizabeth Bell, Chair

Review by February 2026

The purpose of the Town of Sexsmith Library Board Collection Development policy is to guide staff and to inform the public about the principles upon which selections are made.

Books and other materials selected will be chosen for values of interest, information and enlightenment of all the people of the community. In no case will any item be excluded because of the race, nationality or the political or religious views of the author. There will be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times - international, national and local; and books or other material of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.

The Town of Sexsmith Library Board and its staff do not attempt to promote any beliefs or points of view, nor does it endorse the opinions expressed in the materials held in its collection.

DEFINITIONS

The words "library materials have the widest possible meaning: hence it is implicit that every form of permanent record is to be included: e.g., audio records, tapes, CDs, computer programs, bound and unbound manuscripts, photographs, drawings, paintings.

RESPONSIBILITY FOR MATERIAL SELECTION

Final responsibility for selection lies with the Library Director. However, the Library Director may delegate to staff members authority to interpret and guide the application of the policy in making selections.

OBJECTIVES

The primary objective of selection shall be to collect materials of contemporary significance and of permanent value. The Library Director will always be guided by a sense of responsibility to both present and future in adding materials which will enrich the collection and maintain an overall balance. The library staff also recognize an immediate duty to make available materials for enlightenment

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and recreation, even though such materials may not have enduring interest or value.

CONTROVERSIAL MATERIALS

The Library Director recognizes that many items are controversial and that any given item may offend some patrons. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of readers.

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

GUIDELINES FOR SELECTION

The Library Director will not attempt to acquire textbooks or other curriculum-oriented materials except as such materials also serve the general public.

Legal and medical works will be acquired only to the extent that they are useful to the layman.

Because the library embraces a wide range of ages, educational backgrounds and reading skills, the Library Director will always seek to select materials of varying complexity.

In selecting material, the Library Director will also consider the following criteria:

- a. an item's contribution to the balance of the total collection
- b. an item's recommendation or notation by reviewers, critics or general public
- c. an item's present and potential value to the community needs and interests
- d. cost and format (e.g. paperback, hardcover, audio, software, etc.)
- e. the number and nature of requests for an item
- f. the suitability and style for an item's intended audience
- g. representative of a challenging, though extreme or minority, point of view

MAINTAINING THE COLLECTION

The library staff will use good judgment in removing from the collection any materials which no longer serve a need, and to keep the collection in good repair.

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Policy #160 Borrowing Policy

Date of Approval: March 14, 2001 Heather Lang, Chair
Last revised February 22, 2022 Rhonda Maki, Chair

Review by February 2025

Borrower's card

The Library does not charge any membership fees; however, all persons wishing to borrow resources of any kind from the Library must possess a membership card from Shannon Library or a partnering TRAC Library or Alberta Library.

A borrower's card shall be issued to each borrower. It shall be valid for one year from date of issue unless sooner revoked by the librarian for cause. (See Revoking of Library Privileges)

A replacement card fee of \$2.00 for missing or lost cards may be charged.

Non-residents or persons without a permanent address may be issued a local borrower's card which grants borrowing privileges to items held by the Shannon Library and may not be used to access TRAC resources.

User records shall be held in the strictest confidence and will not be available to anyone other than Library staff, except as directed by a legal subpoena.

If parents have concerns regarding their child's reading selections, they may make a formal request to the Library Board that their child's selections be disclosed. The decision of the Board shall be final and not subject to appeal.

The Alberta Library (TAL) card will be given upon request to library patrons in good standing for six months.

Local Borrower's Card

Holders of a local borrowing card are limited to six items out at a time, no more than three can be DVDs or other media.

No holds will be permitted as this gives access to TRAC resources not held by Shannon Library.

Proof of identification is required along with alternate contact addresses or phone numbers.

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Revoking of borrowing privileges:

The Library Director may revoke the library privileges of any patron when the patron has:

- (a) failed to pay or make arrangements to pay library charges in excess of \$20.00;
- (b) failed to pay or make arrangements to pay for damaged or lost items entrusted to his/her care within two weeks of the final letter mailing giving such notice;
- (c) failed to return Library items as requested by the Library Director.

In such a case where legal action may be required, the matter will be brought before the board for review, once approval has been given; the appropriate steps will be taken.

When the Library Director has revoked library privileges, the patron, or where the patron is a juvenile, his/her parent or guardian may, within 30 days of such revocation, make an appeal to the Board in writing against the revocation - setting out the grounds of the appeal.

The Library Director shall bring the appeal before the Board. The decision of the Board in an appeal is final and not subject to further appeal.

Expired borrowing cards

A patron will not be allowed to borrow beyond the expiry date unless the card is renewed and information is updated.

Expired memberships may be renewed through an active telephone call with library staff.

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Policy #170 Provision of Materials in Other Languages

Date of Approval: October 8, 1997 Heather Lang, Chair

Date revised: April 16, 2008 Tina Lappenbush, Chair

Review by February 2026

The Library Board recognizes the importance of multiculturalism and the diversity of ethno-cultural groups in the province.

- A. The Library will provide books in other languages for patrons, upon request, through Provincial resources.
- B. These items may be subject to availability and may only be available as a block of assorted titles, rather than as individual titles.

Policy #180 Library Services for Special Needs

Date of Approval: April 16, 2008 Tina Lappenbush, Chair

Date Revised: March 23, 2021 Rhonda Maki, Chair

Review by March, 2023

It is the policy of the Board to provide access to Library materials and information services for those patrons with special needs. Such services may include:

Large Print books maintained in the library's collection and/or circulating book blocks through Peace Library System are provided for the use of any library patrons.

- A. Daisy Readers are available for loan to persons unable to access regular print. Talking Books for these readers can be borrowed on behalf of those unable to read or handle conventional print material, through the Centre for Equitable Library Access (CELA) or through Peace Library System.
- B. Upon request, the Library will endeavor to provide an outreach service to any patron in the community who, by reason of health, age, or unusual circumstance, is unable to visit the library and use its regular services.
- C. Whenever possible, the Library will attempt to provide, through its own collection and/or regional resources and subject to availability, reasonable access to high interest, low vocabulary materials for all appropriate age levels, including adult basic reading materials.

Policy #190 Alternative formats

Date of Approval: January 25, 2012 Doris Lines, Chair

Last revised February 22, 2022 Rhonda Maki, Chair

Review by February 2025

From time to time the library may offer alternative formats to traditional books and multimedia, such as E-Books and Playaway views.

The policy for circulating items in these alternate formats will be as follows:

- Three (3) week maximum loan, with one renewal
- Patron is responsible for any damage or loss
- Items must be returned to the circulation desk
- No after-hours returns to book deposit bin or returns to other libraries.

Limits on number of items may be imposed by Library Staff.

The conditions for checking out alternative media are:

- The patron understands that he/she is responsible for any repair or replacement charges incurred for damage to, theft, or loss of these items.
- All parts of the item must be returned or the replacement cost of accessories will be charged according to current replacement costs.

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Policy #200 Donations Policy

Date of Approval: Jan. /Feb., 1998 Heather Lang, Chair
Date revised: September 17, 2008 Tina Lappenbush, Chair
Date revised: May 30, 2017 Elizabeth Bell, Chair

Review by February 2026

The purpose of this policy is to provide clear direction to library staff and the public regarding donations of books, materials, and other items.

Art objects, antiques and other museum objects will be accepted for display purposes only and are not the property of the Shannon Municipal Library Board. The Board will not be responsible for items lost, stolen, or damaged.

Gifts of Materials

The library accepts gifts of books and other materials but reserves the right to evaluate and to dispose of them in accordance with the criteria applied to purchased materials. Gifts of items which do not accord with the library's objectives and policies will be refused. No conditions may be imposed relating to any item after its acceptance by the library.

Cash Donations and Memorial Book funds

The Town of Sexsmith Library Board accepts and encourages gifts and donations from the public.

A receipt may be given upon request for any cash donation. Donors should be aware that the Shannon Municipal Library is not a registered charity. No conditions may be imposed upon any cash donation, however, donor's wishes may be considered in the disposition of donated funds

In the case of memorial donations, a letter shall be sent to the family to acknowledge received donations. This letter shall list all names and addresses of the donors. Late donations shall be acknowledged in a letter to the family three months later. To avoid discard problems, books will not be inscribed "in memory of".

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Policy #210 Loan Periods, Renewals and Reserves

Date of Approval: September 13, 2000
Revised January, 2012
Revised February 25, 2015
Date revised: May 30, 2017
Revised February 28, 2019

Heather Lang, Chair
Doris Lines, Chair
Elizabeth Bell, Chair
Elizabeth Bell, Chair
Rhonda Maki, Chair

Revised May 23, 2023

Rhonda Maki, Chair

Review by February 2026

Loan Periods

Books may be kept for three weeks. Periodicals may be kept for one week.

Audio-visual Material as follows:

Music CDs	- one week
DVDs	- one week
Alternative media	- three weeks
Audio books	- three weeks
DVD sets	- three weeks
Kits	- three weeks

The following items are limited to local use only and must be returned to the Shannon Library.

Gaming Consoles	– two weeks
Console games	- two weeks
Board Games	- one week

Library staff may limit a patron to no more than three Library items by any author, subject, series, or material type in his/her possession if the library's resources will be depleted by this action.

Some items such as reference materials, may be designated for use in the Library only and are not available for loan. These may include such materials as atlases, works of arts, history books, and expensive or out-of-print materials.

It is the Library Director's decision whether or not to grant special borrowing privileges to patrons who need more than the maximum amount of books and/or audiovisual materials.

Renewal policy

An item may be renewed more than two times provided that it belongs to Sexsmith, has not been requested by another patron, or is not in high demand. Items from outside Sexsmith may not be renewed more than twice.

Items may be renewed by telephone

Items on hold for another patron may not be renewed.

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RESERVED POLICY

- A. Reserved items will be held for one week. If the patron has not picked up the item by the hold cancellation date, a telephone reminder will be given. If the patron is unavailable or the item is again not picked up, it will be sent on to the appropriate library.

Policy #220 Overdue, lost or damaged library materials

Date of Approval: February 10, 1999 Heather Lang, Chair

Last revised February 22, 2022 Rhonda Maki, Chair

Review by February 2025

Overdue library materials

Library materials not returned within the loan period are considered to be overdue.

Patrons shall be notified by telephone where possible and by mail if necessary.

Fines will not be charged on items belonging to Shannon Library.

Lost Library Materials

Library materials that are 45 days overdue are considered to be lost as per TRAC policies.

A letter shall be mailed informing the patron that the Library considers the items to be lost and that the Library's lost item policy is as follows:

Where a price has been entered in the item record, patrons shall be charged the full item price.

Where an item price is not available, patrons shall be charged the full replacement cost of the item as determined by Library staff research. This shall not include any discounts or sale pricing, and will reflect the correct format of the item.

When an item is out of print or cannot be obtained for some other reason, the Library reserves the right to choose an item of similar value to replace it and the patron shall be charged the full replacement cost.

If a "lost item" is returned after the final letter has been mailed and a replacement has already been purchased, the patron shall be required to pay for the replacement. The patron may keep the found item if he/she wishes.

If a "lost item" is found after it has been paid for by the patron, the patron may keep the found book if he/she wishes. Money will not be refunded. The only exception to this would be in the case of a rare and/or valuable item. The

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Policy #230 Resource Sharing and Interlibrary Loan

Date of Approval: March 14, 2001 Ailsa Johnson, Chair
Last revised February 22, 2022 Rhonda Maki, Chair

Review by February 2025

The Town of Sexsmith Library Board sees resource sharing and Interlibrary Loan as an integral part of the services provided by the Library.

The Alberta Library Card

- A. All valid Alberta Library cards from all participating public libraries in the Province will be recognized. All local rules, policies and procedures will apply to these patrons.
- B. Books from this Library can be returned at any Alberta Library and books from any public library in the Province can be returned here to be forwarded to their respective libraries.

Interlibrary Loans

When patrons require material or services outside of those available from TRAC, the staff will attempt to meet those needs by utilizing Provincial resource sharing agreements and The Alberta Library On-line (TAL On-line.) The following policy also applies when a patron places requests through TAL On-line

The following materials cannot be provided through Interlibrary Loan:

- basic reference material
- genealogical books (unless approved for loan by the originating library.
- full issues of periodicals
- specific texts for schools, college, or university courses.
- rare books
- audio-visual material

The following policies apply when borrowing outside of TRAC:

- There is a maximum of five active interlibrary loan requests at any time.
- The Library reserves the right to pass on charges levied by a lending library.
- Interlibrary loans may not be renewed.
- Items may not be re-requested for three months.

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decision will be the Library Director's. (eg. local history book, very expensive items, items that are no longer available or out of print)

Damaged Item Policy

Items that are unreasonably soiled or damaged beyond repair will be treated the same as lost items.

Audio-visual materials that are returned unreasonably scratched, broken or damaged so that they cannot be used by others will be treated the same as lost items

The patron will be informed that the Library Director considers the item to be damaged beyond repair and that the Library considers such items to be treated as lost.

The Library Director's decision as to what constitutes unreasonable soiling or damage will be final.

DISCLAIMER

The patron accepts responsibility for any damage allegedly caused by materials borrowed from the library.

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Policy #240 Photocopying and Service Charges

Date of Approval: January 14, 1998 Heather Lang, Chair
Revised January 25, 2012 Doris Lines, Chair
Revised September 22, 2020 Rhonda Maki, Chair

Review by February, 2026

The Library Board recognizes that services such as photocopying, fax, laminating and disc repair are of value to the community. In addition, community members may wish to rent equipment from the library.

The Library Board will make these services available to all members of the community with costs to be levied. [See Appendix A]

No fees shall be levied for the copying or faxing of resumes.

Rental of equipment fees are based on comparable rentals from other organizations and a rental form must be completed and a deposit left. [See appendix A for rates and Appendix C for form.]

Photocopier service is available in accordance with current copyright law. The Library Board maintains a copying license with Access Copyright and staff will abide by the guidelines set out under that license.

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Policy #242 Invigilation of Exams

Date of Approval: February 28, 2019 Rhonda Maki,

Chair Review by February, 2025

The Town of Sexsmith Library Board supports distance learning through offering exam proctoring services for written and online exams. A fee will be charged per exam, as determined from time to time by the Board. Additional fees may be charged for special mailing costs.

Current fees and guidelines for exams are attached to this policy.

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The guidelines for the Library's service are as follows:

- Exams are proctored in 3 hour (maximum) sessions.
- A fee will be charged of \$20.00 per exam and includes printing, faxing and regular mailing costs. Special mailing costs will be the responsibility of the student.
- Exams may only be written during library hours of operation and appointments are subject to staff availability.
- Exams must be scheduled with Library director or her designate at least one week in advance of examination.
- The Shannon Library is not liable for any missing documents related to the exam.
- Exams will be written at a quiet table. Noise cancelling headphones are provided.
- Library staff will monitor students during exams at regular intervals. There is no guarantee that the student will be monitored continuously.
- Online exams that need installation of special software or modification to library computers are not permitted.
- The library will not be held responsible for any interruptions to the exam due to unforeseen circumstances such as Internet connection issues, loss of power, or other technical issues.

It is the student's responsibility to arrange for the delivery of print or online exams and exam instructions to the library prior to the scheduled appointment.

Students must show ID prior to the start of the exam.

Policy #250 Public Computer use and Internet Access

Date of Approval: January 10, 2001	Ailsa Johnson, Chair
Revised: November 14, 2007	Tina Lappenbush, Chair
Revised March 26, 2014	Elizabeth Bell, Chair
Revised February 28, 2019	Rhonda Maki, Chair

Review by February, 2025

Internet Access Policy on Public Computers and Wi-Fi

In response to advances in technology and the changing needs of the community, the Shannon Municipal Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational and educational needs of the community. It is within this context that the Shannon Municipal Library offers access to the Internet.

The library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and library patrons use it at their own risk. Parents or guardians, NOT the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents are requested to supervise their children's use of the public access computers and the Internet. As this is not always possible, Library management has developed guidelines for Internet access by children 14 and under.

To be more specific:

The Town of Sexsmith Library Board does not censor your access to materials or protect you from information you find offensive. There is material and information which you may personally find controversial or inappropriate. Not all sources on the Internet provide accurate, complete, or current information. You need to question the validity of the information you find.

Staff Assistance:

Library staff will be available during normal Library hours to assist patrons in accessing the Internet, offer searching suggestions and answer questions. Some basic training may be available by appointment.

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Guidelines – updated February, 2019

- A. Children under the age of ten must be supervised by an adult. Persons 14 years and younger must have a user agreement signed by a parent or legal guardian in order to have Internet access. Exceptions may be granted with the approval of the Library Director or her designate.
- B. Persons with children under the age of five in their care or supervision in the library are limited to 30 minutes on the computer.
- C. Public computers are normally available, subject to periodic maintenance, during the scheduled library hours.
- D. Use of the public computers is on a first-come, first-served basis. At times of increased demand, computer time may be limited to allow fair use by all. No user may remain on the Internet for longer than two hours.
- E. As the library does not filter access to the Internet, you are required to respect the other users of the library when accessing information. In this context, if the material you are accessing is inappropriate or offensive, you will be asked to leave. Repeat offenses will result in total loss of Internet privileges.
- F. A maximum of TWO people are allowed at the terminal at any one time.
- G. The public computers are not available during normal school hours to any person under 16 years of age. Exceptions may be granted with the approval of the Library Director or her designate.
- H. The Town of Sexsmith Library Board is not responsible for damage to a patron's disk, laptop computer, memory stick, camera, or any other external device that makes use of the library public computers. Nor is the Library responsible for any loss, damage, or liability that may occur from a patron's use of the library's computers.
- I. Printing is available at prices set by the Town of Sexsmith Library Board.
- J. Any user abusing, misusing, or engaging in any use of the computer equipment or software not authorized by the site, or introducing a virus, will be prohibited from using this service. Misuse will result in loss of computer privileges.

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Policy #300 Library Staff Management and Control

Date of Approval: December 15, 2020

Rhonda Maki, Chair

Review by February 2023

Under the Alberta Libraries Act, the Town of Sexsmith Library Board has full management and control of the library. The Board hires a Library Director to ensure the effective day to day operations of the library.

Personnel policies shall be as set out in this Policy Manual and shall not contravene any part of Alberta Labour Standards.

Benefits and Payroll are managed by the Town of Sexsmith Administration. Employees are regarded as Town of Sexsmith employees for the purpose of Payroll, Benefits and Pension. Specific decisions regarding these benefits shall fall to the Town of Sexsmith Library Board, or to the Library Director as necessary. These exceptions are included in these Personnel Policies.

The interviewing and selection for the position of Library Director shall be done by committee, made up of the Town Manager, Library Board Chair, and one other Library Board Trustee. Final approval will be by the Library Board.

The Library Director is responsible for the management of the Shannon Library including the hiring or dismissal of all other library staff. The Library Board has the sole authority to dismiss the Library Director.

All personnel records will reside at the Town of Sexsmith Administrative office. Additional copies of time sheets, personnel evaluations, correspondence, and training certificates will be held at the Shannon Library.

A copy of the Organizational Chart as per Alberta Municipal Affairs Library Services Branch recommendations follows and is a part of this policy.

Town of Sexsmith Library Board
Sexsmith, Alberta

Policy #301 Pay Periods, Hours of Work, Overtime, Banked Time

Date of Approval: December 15, 2020

Rhonda Maki, Chair

Review by February 2023

PAY PERIODS

Paydays shall be every second Friday as determined by the Town of Sexsmith. All time sheets are to be submitted to the Town of Sexsmith by the deadline as set of the Town of Sexsmith Administration and will be signed off by the Library Director.

The Library Director's time sheet will be signed off by the Chair or, in their absence, by the Treasurer of the Library Board.

HOURS OF WORK

Staff working 30 to 37.5 regularly scheduled hours per week are determined to be full-time. Staff working less than 30 regularly scheduled hours are determined to be part-time. Staff working less than 15 hours per week are deemed to be casual.

One half hour lunch break will be provided and will not be considered as part of hours worked. An employee required to eat their lunch on the job will have their lunch break considered as part of the hours worked. End of shift hours under 15 minutes are not paid for.

The Library Director is responsible for scheduling and ensuring that the library is staffed effectively, within the budget approved.

OVERTIME AND BANKED TIME

Any hours worked over 8 hours per day or 40 hours per week are regarded as overtime. Overtime hours must be approved by the Library Director and may be banked or paid out at overtime rate of 1.5 as per the employee's wishes. Any unused banked time will be paid out at the end of the calendar year.

Hours outside of scheduled hours but not overtime, may also be banked or paid out at regular time as per the employee's wishes. Any unused banked time will be paid out by the end of the calendar year.

The Library Director is deemed management under the Alberta Labour standards. Any time or overtime outside of regularly scheduled hours shall be banked at regular rates. Banked time shall not exceed 37.5 hours at any time. These hours may be carried over to the next calendar year, however, any unused hours will not be paid out in the event of resignation or termination of employment without the approval of the Town of Sexsmith Library Board.

Town of Sexsmith Library Board
Sexsmith, Alberta

Policy #302 Job Descriptions

Date of Approval: January 25, 2012

Doris Lines, Chair

Date revised: May 30, 2017

Rhonda Maki, Chair

Date revised: December 15, 2020

Rhonda Maki, Chair

Review by February 2023

Job descriptions will be available for all positions and will form a part of this policy manual. [see Appendix B]

The Personnel Committee, in cooperation with the Library Director, shall review the Library Director's job description as a part of the evaluation process.

The Library Director, in cooperation with the individual in a position, shall review the specific job description as a part of the evaluation process.

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Sexsmith, Alberta

Policy #303 Library Staff Code of Ethics

Date of Approval: January 26, 2021 Rhonda Maki, Chair

Review by February 2023

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

PROVISION OF INFORMATION

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

CONFIDENTIALITY

A library employee shall hold information learned about customers, fellow employees, and library board business as confidential in nature and not to be shared outside of the library. An Oath of Confidentiality shall be signed by all employees. [see Appendix C]

ACCEPTANCE OF GIFTS / FINANCIAL GAIN

A Library employee shall not accept any gifts or rewards which may appear intended to influence them in the discharge of their duties. No personal financial gain by a Library employee should result from their role in providing information to a Library user.

OUTSIDE EMPLOYMENT

A Library employee may engage in outside work or a business, or undertake supplementary employment, including self-employment, provided such work does not interfere, compromise, or present an ethical or legal conflict of interest with their duties as a Library employee. Library employees may not represent a Library opinion unless authorized to do so by the Library Director or Library Board.

POLITICAL OFFICE

A Library employee may request a leave of absence without pay to run for office. As Library Employees are paid by the Town of Sexsmith on behalf of the Town of Sexsmith Library Board, they may not concurrently be a member of Council as per the Local Authorities Election Act.

VIOLATION OF THE CODE OF ETHICS

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

Town of Sexsmith Library Board
Sexsmith, Alberta

Policy #304 Staff Performance Appraisals

Date of Approval: December 15, 2020

Rhonda Maki, Chair

Review by February 2023

PERFORMANCE APPRAISAL OF LIBRARY DIRECTOR

A Personnel Committee appointed by the Board shall carry out a performance appraisal of the Library Director on an annual basis.

Additional or follow-up appraisals may be made to track progress on an identified issue.

The performance appraisal results shall be given to the Library Director and a copy will remain in their personnel file.

STAFF APPRAISALS

The Library Director shall carry out an annual performance evaluation on other staff.

Additional or follow-up appraisals may be made to track progress on an identified issue.

The performance appraisal results shall be given to the employee and a copy will remain in their personnel file.

Town of Sexsmith Library Board
Sexsmith, Alberta

Policy #305 Grievance Procedure

Date of Approval: December 15, 2020

Rhonda Maki, Chair

Review by February 2023

The griever will first seek to settle the dispute informally with the Library Director.

Failing resolution, the grievance must be submitted in writing to the Library Director setting out the reasons for the grievance.

If a satisfactory settlement is still not reached, the griever may send a letter to the Chair of the Town of Sexsmith Library Board with a copy sent to the Library Director.

In the event of a meeting being necessary, a three-member committee shall be struck; 1 member selected by the griever, 1 trustee appointed by the Library Board, and 1 mutually agreed upon arbitrator. Decisions of this committee will be binding upon both parties.

Policy #306 Termination of Employment, Lay-off, and Recall

Date of Approval: December 15, 2020

Rhonda Maki, Chair

Review by February 2023

TERMINATION OF EMPLOYMENT

Except in the case of termination with cause, employees shall be given notice of termination of employment according to the Alberta Labour Standards. This provision does not apply to probationary employees.

An employee who is terminated will receive his termination entitlements within the time deadlines as set out in the Alberta Labour Standards.

An employee who voluntarily leaves the employ of the municipality shall receive his wages and vacation pay on the next regular scheduled payday.

An employee will be considered to have abandoned their position when;

- They are absent from work for two or more working days without good and proper reason and/or notifying the Library Director.
- They do not return from leave of absence or vacation as scheduled.
- They do not return from lay-off as required.

LAYOFF AND RECALL

The Town of Sexsmith Library Board has the sole right to determine whether layoff is necessary.

The Library Director will notify regular full-time and regular part-time employees, who are to be laid off, a minimum of five working days prior to the lay off period.

Due to the nature of the work performed by the Library, the Library Director will have the final decision as to which employees have the required knowledge, ability and skills to perform the remaining functions. When these attributes are deemed to be relatively equal, seniority will apply.

Upon recall, if the Library Director is unable to contact the employee personally, recall shall have deemed to have been carried out five days after receipt of a double registered letter to the last known address of the employee as shown on the employment records and, if returned to the employer, recall shall have been deemed to have been carried out.

An employee who does not return from lay off as required, or has been laid off for a period of twelve months shall be considered terminated.

Town of Sexsmith Library Board
Sexsmith, Alberta

Policy #307 Seniority and Service Awards

Date of Approval: May 22, 2013	Doris Lines, Chair
Date Revised: September 28, 2017	Elizabeth Bell, Chair
Date Revised: December 15, 2020	Rhonda Maki, Chair

Review by February 2023

SENIORITY

Service Seniority begins at the date of last hiring and is used for the computation of Vacation entitlement, and includes vacation preference in consultation with Library Director and as per the staffing needs of the Shannon Library.

Seniority will continue to accrue during approved leave (see Leave of Absence). Seniority will not accrue, however, continuity will not be lost during periods of layoff under one year; Workers' Compensation in excess of 30 days; non-paid sick time; periods of long term disability of one year's duration or less.

SERVICE AWARDS

The Town of Sexsmith Council recognizes long term employees, including library staff. The Library Board supports and encourages this procedure as recognition of employees' dedication and loyalty to the community.

The Library Board will enhance this recognition in the following ways:

A \$50.00 gift card or certificate reflecting the person's interests will be presented at the closest regularly scheduled Board meeting.

Upon retirement or resignation, employees with ten years or more service shall receive a gift of value up to \$250.00 and a letter from the Board thanking the employee for service to the library.

Town of Sexsmith Library Board
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Policy #308 General Holidays

Date of Approval: December 15, 2020

Rhonda Maki, Chair

Review by February 2023

GENERAL HOLIDAYS (Statutory Holidays)

New Year's Day – January 1

Family Day – third Monday of February

Good Friday - variable

Easter Monday - variable

Victoria Day – third Monday of May

Canada Day – July 1

Heritage Day – First Monday of August

Labour Day – First Monday of September

National Day of Reconciliation – September 30

Thanksgiving Day – Second Monday of October

Remembrance Day – November 11

Christmas Day – December 25

Boxing Day – December 26

The Library is closed on General Holidays. An employee will be paid their normal pay if their scheduled day of work falls on a statutory holiday.

Employees are eligible for Statutory holiday pay as per Alberta Labour Code.

For full time staff, when a general holiday falls on a weekend, the Friday prior to the weekend or the Monday after will be taken as the general holiday.

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Policy #309 Pandemic Policy

Date of Approval: September 22, 2020 Rhonda Maki, Chair

Review by September, 2023

1. The Town of Sexsmith Library Board and Staff will follow both Provincial and Municipal Government directives regarding a pandemic. It is the responsibility of management to implement these directives and communicate safety policies and procedures to employees and the public.
2. In the event of a pandemic, the Library Director has the authority to temporarily modify all operations, including open hours, staffing levels, services offered, and policies and procedures until such time as an emergency Board meeting can be held.
3. The Library Director will inform employees when access to the library facility will be controlled and limited. Return to the workplace and re-opening to the public will be decided and announced by the Library Director after consultation with the Board.
4. All employees will ensure they understand and comply with infection prevention policies and practices in the workplace.
5. When a pandemic has been declared, flexible work shifts and/or working remotely may be available to employees. If necessary, temporary layoffs will be decided and announced by the Library Director after consultation with the Board.
6. An employee will advise the Library Director immediately if they feel their health could be compromised by working in the vicinity of other employees or the public. The Library Director will determine whether alternate work can be assigned that addresses the employee's safety concerns and meets the library's operational needs. If not, the Library Director may approve a leave for a set period.
7. All employees are required to be vigilant of their own health during a declared pandemic. Employees with symptoms, as well as those

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who have no symptoms but think they may have been exposed,
must follow provincial health directives

8. It is the responsibility of the employee to contact the Library Director to report an absence related to illness. The Library Director will authorize, as needed and on a case-by-case basis, any adjustment to accumulated sick leave or vacation time for an employee who becomes ill.
9. The Library Director shall endeavor to keep the board informed of developments as they occur.

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Policy #310 Vacation

Date of Approval: December 15, 2020 Rhonda Maki, Chair
Date of Revision: June 22, 2021
Date of Revision: September 28, 2021
Date of Revision: November 23, 2021

Review by June 2024

Vacation entitlements are as follows:

	Full-time	Part-Time
Years 1-6	15 days	9 days
Years 7-14	20 days	12 days
Years 15 -19	25 days	15 days
Year 20 onwards	30 days	18 days

A vacation year means the twelve-month period from January 1 until December 31.

Vacation time will accrue biweekly. Up to the current year entitlement can be carried forward in the following year. Casual or short term employees shall be paid 6% of their wages on each pay.

Except on terminations, pay in lieu of vacation time will not be permitted.

Vacation time must be discussed and approved in advance with the Library Director. Seniority will be taken into consideration where there is a dispute regarding preference for vacation time.

Priority requests for vacation shall be made in writing prior to January 31 of each year and the vacation schedule shall be posted to the end of December.

Employees entitled to more than three weeks of vacation may be required to schedule a maximum of two continuous weeks of vacation, with the balance being scheduled at a different time. Employees who do not indicate their vacation preference prior to July 1 may have their vacations scheduled by the Library Director.

Any employee may, upon approval, carry forward vacation days from one year to the next for the purpose of extended vacations in excess of the current year entitlement. This request shall be made in writing to the Library Director, detailing the circumstance. In the case of the Library Director, such approval will be given by the Library Board. Carry-over of vacation is not encouraged.

Town of Sexsmith Library Board
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Policy #311 Sick Leave

Date of Approval: December 15, 2020

Rhonda Maki, Chair

Review by February 2023

SICK LEAVE

Sick leave benefits protect the employee in the event of an unavoidable illness or injury not covered by Workers' Compensation Board, or through other benefits provided by the employer.

Sick leave will not be paid by the employer for injury received while in the employ of an employer other than the municipality.

Library employees shall be entitled to sick leave credits computed from the date of commencement of employment.

- Full time Library employees shall be eligible for 1.5 days for each full calendar month of employment to a maximum of 120 working days.
- Part-time library employees shall be eligible for .75 days for each full calendar month of employment to a maximum of 60 working days.
- The Library Director shall have the discretion to provide sick pay to casual employees, within reason.

Up to four sick days or shifts may be taken for personal reasons in a calendar year. These may be for bereavement, mental health, family care, or similar need not covered under regular sick time.

The Library Director may require a certificate from the employee's attending medical doctor, and/or a statement signed by the employee substantiating the illness.

Sick leave credits do not continue to accumulate during a period of illness. One day of sick leave is deducted from accumulated credits for each day (or shift) of illness paid for.

Sick leave shall only apply to those periods of illness or accident not covered by the group Weekly Indemnity Plan (see Subsidized Group Benefits as per the Town of Sexsmith Benefits Policy).

No employee shall be entitled to both weekly indemnity and sick leave benefits.

Employees shall notify the Library Director of absence due to illness prior to the start of their normal working day, but in any event, no later than two hours past their regular starting time to be eligible for paid sick time. Circumstances which make the this reporting impossible will not affect the payment for sick leave benefits.

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SICKNESS DURING VACATION LEAVE

No sick leave will be paid for an illness that starts during an employee's annual vacation until the vacation period has expired: Employees who are hospitalized during their vacation may opt to have any portion of their paid vacation time lost to illness be deferred and rescheduled. Payment for illness that starts prior to a scheduled vacation will not be paid for in the manner prescribed and the vacation period will be deferred and re-scheduled.

MEDICAL / DENTAL APPOINTMENTS

Medical or dental appointments that require an employee to be absent from work for four hours or less, will not have such time deducted from their accumulated sick leave benefits.

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Policy #312 Leave of Absence

Date of Approval: December 15, 2020

Rhonda Maki, Chair

Review by February 2023

A leave of absence is a written authorization for an employee to be absent from work with or without pay for a defined period of time which has been approved in advance by the Library Director or by the Library Board.

Requests for leave shall be made in writing at least one month prior to the beginning of the leave. This may be adapted in the case of unforeseen or emergency nature and the request should be made as soon as the employee becomes aware of the situation prompting the request.

An employee who has been granted a leave of absence and fails to return on the date granted, shall be deemed to have abandoned their position.

In leaves of absence for periods of greater than six weeks, the Library Director may find it necessary to fill the vacancy created on a permanent basis. In this event, the employee on extended leave greater than six weeks shall be offered the first position available that is comparable to their previous position.

COMPASSIONATE LEAVE

In the event of the death of an immediate family member, bereavement leave with pay will be provide as follows:

- Up to three working days to attend a funeral within one thousand kilometer radius of the Town of Sexsmith.
- Up to five working days to attend a funeral greater than one thousand kilometer radius of the Town of Sexsmith

Additional leave may be available (see above)

JURY DUTY

If an employee is called to the courts as a member of a jury or as a witness, leave with pay will be granted.

Employees shall, when possible, perform their work between periods of jury duty or while awaiting jury call.

OTHER LEAVES

Employees are eligible for any job-protected leaves that apply to them under the Alberta Labour Standards.

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Policy #313 Benefits

Date of Approval: December 15, 2020

Rhonda Maki, Chair

Review by February 2023

BENEFITS

Library employees are regarded as Town of Sexsmith employees for the purposes of benefits and the Local Authorities Pension Plan (LAPP), as below.

The Town of Sexsmith compensation package includes benefits designed to address the needs of its employees. The Town is committed to attracting and retaining employees by providing benefits that are beneficial to their health and well-being as well as providing a competitive, comprehensive benefits package.

The purpose of this policy is to outline the benefits package available to employees, as well as the participation requirements and the manner in which benefits will be cost-shared.

General Guidelines

- All employees who qualify for benefits must participate in the Mandatory Benefit Plan
- You may participate or opt out of the Medical / Dental benefits providing you have similar coverage elsewhere.
- You may participate or opt out of the Optional Benefits (employee paid)
- Participation for Permanent Part-Time Employees
- Permanent Part-Time employees who work a minimum of 20 hours a week must participate in ALL mandatory benefits.
- Permanent Part-Time employees who work a minimum of 15 hours per week qualify for the mandatory benefits, however Long-Term disability is not included.
- You may participate or opt out of the Optional Benefits (employee paid).

Commencement of Benefit Plan

Regular Employees working full / part time with the minimum hour requirement met will qualify for the benefit package. Your benefits will commence on the first day of the month following three (3) months of employment. Payment for the benefit plan will be done monthly on your paycheque with the Town paying 75% and the employee paying 25% of the premium cost for mandatory benefits. Optional benefits full cost will be paid by the employee.

Health Spending Account

The Health Spending Account covers medical expenses that are allowable on your personal income tax return. For a detailed listing of allowable expenses please see the Benefits Plan Administrator. The spending account may also be used to top up medical expenses already partially covered in the benefits plan. The spending account will

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commence January 1st of each year in the amount of \$500.00 for the year. The unused portion will roll forward for a maximum period of one year. If it is not used in the second year, it will no longer be available. New enrollments to the benefits program receive the full allotment of \$500.00 at the time of enrollment. Annual credits are not pro-rated. The \$500.00 is the total per employee. It may be distributed amongst those covered by the plan as desired but the total of all the claims cannot exceed \$500.00

NO LONGER RECEIVING SALARY OPTION

Employees no longer receiving salary may opt to continue participating in the group benefits program under the following conditions:

- Continued participation is subject to that which is authorized or accepted by the benefit agency.
- Participation is limited to twelve (12) continuous months.
- An employee opting to maintain his group benefits, as above, shall prepay both the Town's and employee portions of the applicable premiums.
- The onus is upon the employee to ensure that the prepaid premiums reach the Town at the appropriate time(s).
- Benefits will be suspended, should the Town not receive the prepaid premiums, and will not be re-instated until the employee returns to work.
- This benefit is limited to employees on maternity leave, unpaid sick leave, disability benefits.

TERMINATION OF BENEFITS

Benefits cease, on the last day worked, upon termination/retirement of employment except for Basic Group Life Insurance which is effective for 31 days after termination.

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Policy #315 Local Authority Pension Plan (LAPP)

Date of Approval: December 15, 2020

Rhonda Maki, Chair

Revised: May 2023

Rhonda Maki, Chair

Review by February 2027

LAPP (LOCAL AUTHORITY PENSION PLAN)

Any employees scheduled for 30 hours or more per week are required to be on the Local Authority Pension Plan.

Pension payments will cease while an employee is on Weekly Indemnity or Long-Term Disability.

When an employee returns to work, LAPP service time may be costed out for purchase at the expense of the employee.

No positions shall be made full-time and eligible for pension unless approved by the Library Board as an ongoing part of the Board's Annual Budget.

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Policy #316 Staff Training and Development

Date of Approval: December 15, 2020

Rhonda Maki, Chair

Review by February 2023

STAFF TRAINING AND DEVELOPMENT

From time to time, an employee may be required to attend a particular program or training.

The Library Board will pay for all the receipted expenses incurred in:

- Registration fees
- Public, ground, or air transportation
- Accommodations
- Private vehicle as per Policy #70 Board and Staff Travel
- An allowance for meals, gratuities and incidental expenses as per Policy #70

No expenses will be paid where the courses are contiguous with a weekend in which the program has recessed.

An employee attending a training and development program at the request of the Library Director or Library Board shall receive his regular pay. An additional day at regular pay may be added if the program occurs on a Saturday or normally scheduled day off.

Policy #320 Violence and Harassment

Date of Approval: November 27, 2008
Last revised February 22, 2022

Tina Lappenbush, Chair
Rhonda Maki, Chair

Review by February 2025

The Town of Sexsmith Library Board promotes a safe and respectful working environment. Any act of violence or harassment done by or against individuals affiliated with the Library is unacceptable conduct and will not be tolerated.

Board and Management are committed to investigating reported incidents of violence and harassment in a timely manner and taking necessary action.

Any persons affiliated with the Library shall not subject any other person to workplace violence or allow conditions that support workplace violence. No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable grounds.

Guidelines:

Definitions:

Acts of violence and harassment can take the form of physical contact or non-physical behaviors and can include but is not limited to:

- threatening behavior – such as shaking fists, destruction of property, verbal or written threats – any expression of an intent to inflict harm
- harassment – any behavior that demeans or humiliates or verbally abuses a person and that is unwelcome. This includes words, gestures, intimidation, bullying or other inappropriate actions.
- Verbal abuse – swearing, insults or condescending language.
- Physical attacks – hitting, shoving, spitting, throwing objects, pushing or kicking

Staff must be knowledgeable and sensitive to the many forms that violence and harassment can take. It may in fact be unintended; the test is whether a reasonable person knows or ought to have known that the behavior would be considered unwelcome or offensive by the recipient.

Consequences:

Violations of this policy may be subject to disciplinary action commensurate with the incident, up to and including dismissal.

For acts of violence or harassment by persons outside of this organization, action taken would be commensurate with the incident up to and including temporary or permanent withdrawal of services or legal action.

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Procedures:

Staff faced with an urgent situation involving threatening or violent conduct, where there is reasonable belief that the safety of persons may be threatened, should contact the police immediately.

For other incidents:

Discuss the matter with the Library Director. Before filing a formal report of the incident, the person subjected to workplace violence or harassment (with the assistance of the Library Director) should let their objections to the behaviour be known to the alleged offender.

The Library Director will review the incident report, discuss it with the complainant, and take action as deemed appropriate.

The Library Director will inform the Board of serious incidents.

If the complainant is not satisfied with the actions taken by the Library Director, they may follow up with a letter to the Board, with a copy to the Library Director. Management is responsible to ensure confidence is maintained and the victim receives support if necessary.

Town Of Sexsmith Library Board
Sexsmith, Alberta

Policy #325 Security Clearance Check

Date of Approval: February 25, 2015

Elizabeth Bell, Chair

Revised: February 28, 2019

Rhonda Maki, Chair

Review by February 2025

The purpose of this policy is to help create and maintain a safe environment for vulnerable people using library services, including children, youth, and patrons with disabilities.

This policy applies to all employees and adult volunteers of the Shannon Municipal Library working with persons from the vulnerable sector, as listed above.

Particulars

The Town of Sexsmith Library Board requires a Security Clearance Check which includes a Police Information Check and a Vulnerable Sector Screening through the RCMP, and a Child Intervention Record Check through Alberta Social Services as a condition of employment for all employees. This shall also apply to adult volunteers working with persons from the vulnerable sector in any programs or services provided by the Shannon Library.

The presence of any criminal charges in this Security Clearance Check indicating a behaviour or pattern of behaviour that may put at risk the safety and well-being of library users may disqualify a candidate from working for the Shannon Municipal Library.

If providing a previous Criminal Record Check and/or Vulnerable Sector Screening, it must be dated within six months of the employee's date of hire and submitted prior to or on the first day of employment.

Current Library staff without Security Clearance Check/Vulnerable Sector Screening documentation on file shall take steps to ensure that this has been completed within six months of the date of this policy, and thereafter every three years or upon request by the Library Director or Board of Trustees.

Any application fees that may be charged will be covered by the Town of Sexsmith Library Board.

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Policy #330 Dress Code

Date of Approval: September 14, 2010	Holly Handfield, Chair
Date revised: January 25, 2012	Doris Lines, Chair
Date revised: May 30, 2017	Elizabeth Bell, Chair

Review by May 2023

The Town of Sexsmith Library Board's objective in establishing a dress code is to allow our employees to work comfortably yet still project a professional image. Business casual dress is the standard for this dress code. [See Appendix B]

Because all casual clothing is not suitable for the library, guidelines have been created to determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests is not appropriate.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate, even in a business casual setting.

Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.

Certain days can be declared dress down days, particularly in the summer. On these days, jeans and other more casual clothing, although never clothing potentially offensive to others, are allowed.

Town of Sexsmith Library Board
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Policy #340 Working Alone

Date of Approval: January 25,

Doris Lines, Chair

2012 Review by February 2025

Purpose: The Board recognizes that working alone may be a higher than normal risk activity and that every reasonable step will be taken to minimize this risk.

The Library will identify, as part of a hazard assessment, the potential hazards of working alone and will take practical steps to eliminate or control the hazards.

The Library will, where practical, establish an effective means of communication appropriate to the hazards involved for employees to contact other people who can respond to the employee's need.

The Library will ensure employees are trained and made aware of the hazards of working alone and the preventative steps that can be taken to reduce or eliminate potential risks so they can perform their jobs safely.

The Library considers an employee to be working alone if the worker works by himself or herself in circumstances where assistance is not readily available when needed.

Working alone safety procedures should be followed by all staff when working alone [see Appendix B]

APPENDIX A – updated January 26, 2021

Policy 100

The Library will be open to the public:

Monday	closed
Tuesday	10:00 a.m. – 5:30 p.m.
Wednesday	10:00 a.m. – 5:30 p.m.
Thursday	10:00 a.m. – 7:00 p.m.
Friday	10:00 a.m. – 5:30 p.m.
Saturday	1:00 noon - 4:00 p.m.
Sunday	closed

The Library will be closed on Statutory Holidays and any associated Saturdays for long weekends.

Policy 160

In 2016, The Town of Sexsmith Library Board voted to try one year with no fees for a borrowing card for residents of Sexsmith and area. This proved to be successful, leading to a unanimous decision of the Board to eliminate Borrowing card fees completely for 2017 and beyond.

Policy 220

Library overdue fines were removed in September 2021.

Policy 240

Free Photocopying and faxing for resumes.

Photocopying fees – single sided or double sided.

B/W (less than 10% color)	\$.25 per copy
Color	\$.50 per copy
Ledger b/w	\$.50 per copy
Ledger color	\$1.00 per copy
Non-profit or large quantities	
B/W (less than 10% color)	\$.15 per copy
Color	\$.30 per copy

Fax service may be available at the following rate:

First page – Local/within Canada	\$1.00
Outside Canada	\$2.00
Additional pages	\$.25

Incoming Fax	\$.25 per page
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Laminating

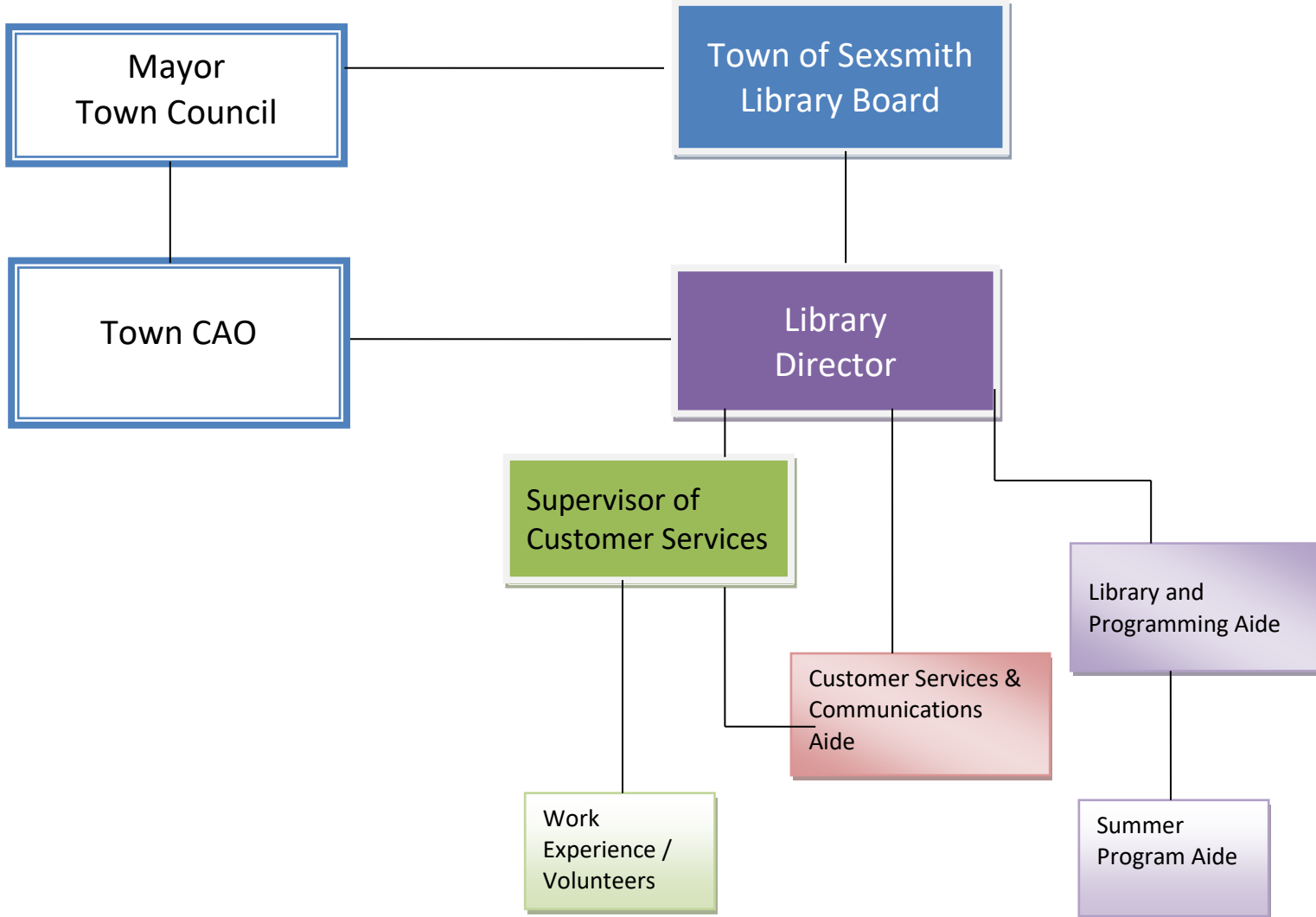
Pocket size	\$.50 per item
Up to letter size sheet	\$1.00 per page
Ledger (if available)	\$2.00 per page

Disc repair

\$3.00 per disc --- please note that the library cannot guarantee successful repair

Equipment rental

Projector	\$40.00 per day
Screen	\$5.00 per day



Library Director Job Description

Job Description

Job Title: Library Director
Organization: Shannon Municipal Library
Reporting to: Town of Sexsmith Library Board
Date revised: May 30, 2017

Job Function:

The Library Director shall ensure the smooth and efficient running of the Shannon Municipal Library and its programs as per the policies of the Town of Sexsmith Library Board and under the guidance of the Board as a whole.

Responsibilities:

Collection development

- evaluate the collection for the purposes of addition and/or deletion of titles
- select and order library materials
- ensure the classification and processing of all library materials
- ensure the collection is maintained in good order and repair

Programs and services

- ensure patrons are assisted in location and use of library materials
- determine the need for, plan and ensure the delivery of appropriate library-related programming
- maintain an active public relations program
- work with other groups to foster library services and family literacy in the community
- ensure records are maintained of all library activities, both statistical and descriptive

Resource sharing

- ensure the smooth operations of resource sharing and interlibrary loans
- ensure statistics are maintained and reported to the correct body of governance

Staff (volunteer and paid)

- responsible for the selection and hiring of all salaried and wage staff
- recruit and train volunteers
- ensure that all timesheets and other paperwork required by the Town of Sexsmith is complete and that own time sheet is signed off by the Chairperson of the Board or their designate
- train, supervise, and evaluate all staff

Financial

- ensure all debts incurred by the Library are paid in a timely manner with proper documentation
- receive and disburse grant funds
- ensure that general revenues are documented and credited to proper accounts
- provide all relevant documentation to the auditors upon request
- ensure that the Board's funds are managed in a fiscally responsible manner
- Invest reserve funds in a fiscally responsible manner

Technical operations

- plan and provide direction to the Board regarding equipment replacement
- ensure smooth operations of all hardware and software on Library equipment
- maintain and update the Library Web Page
- ensure all staff is trained in the provision of information services via on-line databases and the Internet
- keep library security system passwords secure and up to date

Friends of the Shannon Library Society

- Sit as a member of the Friends of the Shannon Library Society
- be prepared to volunteer time to assist the Society in its goals and objectives
- ensure proper maintenance of the Friends of the Shannon Library Society's important information
- provide direction and support to the Friends of the Shannon Library Society as needed
- Only regular meetings shall be regarded as paid time. All other meetings and activities are on a volunteer basis.

Peace Library System

- may be appointed to as director to the Peace Library System Board of Directors, if the Town Council so desires
- ensure communications between the Board and Peace Library System are open and ongoing
- attend the Annual Public Librarians' meeting and other meetings that may be required on a regional basis
- provide copies of all reports to the Peace Library System

Board relations

- act as an advisor to the Board
- ensure that Board meeting information is sent out to all members in advance of meetings
- Work towards achievement of goals laid out in the Library Board's Plan of service
- recommend, draft and implement policies of the Board
- attend all Board Meetings, except portions thereof when own salary is being determined
- keep the Board fully and regularly informed, in writing, on all aspects of library operation and programs
- ensure that financial and budgetary information is available in a timely manner
- attend County of Grande Prairie Regional Library Board meetings, as invited
- consult with the Board on instances of out-of-the-ordinary expenses
- Act as Secretary to the Board, if required.

Other Responsibilities

- foster pleasant and positive public relations
- be alert for training opportunities for own self, staff, and Board
- maintain a regular program of professional development
- Assist the Board in creating a draft budget and estimate of funds, for the approval of the Board
- prepare annual report for Alberta Municipal Affairs, Public Libraries Branch
- know local and provincial library legislation, including the Alberta Libraries Act and the Alberta Libraries Regulation
- be alert to opportunities for alternate sources of funding
- attend annual Provincial conference

Guidance received

Guidelines used regularly in this position are:

Direction from the Library Board
Town of Sexsmith Library Board Policies and Bylaws
Peace Library System Policies and Procedures
Provincial Legislation
Town of Sexsmith Policies and Procedures
TRAC (The Regional Automation Consortium) Policies and Procedures

Skills and knowledge

Educational: Minimum of Grade 12; some post-secondary education preferred. A diploma as Library technician if possible

Experience: Minimum of two years full-time library work or equivalent under professional librarian, or, two years of library management

Personal qualities: A flexible attitude, initiative, imagination, good organizational and communication skills

Summary:

The person filling this position must have the above qualifications or equivalent, and must demonstrate sufficient maturity and responsibility to carry out the designated duties to the satisfaction of the board.

Working conditions

This position involves frequent lifting, bending, reaching, standing, carrying, seeing and hearing. This job also involves frequent exposure to dust.

This position will be evaluated after a three month probation period and thereafter on a yearly basis.

Supervisor of Customer Services Job Description

Job Description

Job Title:	Supervisor of Customer Services
Organization:	Shannon Municipal Library
Reporting to:	Library Director
Date updated:	February 10, 2021

Job Function:

To assist in the smooth and efficient running of the Shannon Municipal Library and its programs as per the policies and procedures of the Town of Sexsmith Library Board and under the direction of the Library Director

Responsibilities:

- Work directly with the Library Director. in maintaining and improving library customer services.
- Provide guidance to library staff in the Library Director's absence.
- Assist and/or train public members in library use and computer use.
- Assist Director in ensuring accurate statistics and records of library usage, programs and other services are maintained.
- Responsible for processing and repair of the library collection, training other staff as necessary.
- Monitor cash register and facilitate deposits.
- Provide training to new staff and continued training of existing staff.
- Facilitate both incoming and outgoing interlibrary loans, through TRAC and through the province-wide system.
- Maintain smooth operations of all hardware and software on Library equipment
- Ensure mail is picked up and delivered on a timely basis.
- Joint planning of library programs with Library Director and other staff.
- Work with other staff to ensure timely updating of outside sign, website, television display and on-line media.
- Under the direction of the Library Director, assist with development of the library's collection. This includes selection and purchase of library materials, as well as weeding and inventory of existing materials.
- Participate in fund-raising activities sponsored by the library.
- Oversee decoration of the library for seasonal and special events
- Oversee a regular system for retrieval of overdue items and track retrieval of lost items.
- Safety Committee responsibilities as set forth by the Town of Sexsmith Safety Committee
- Perform other duties and/or functions as requested by the Library Director.

Guidance received

Guidelines used regularly in this position are:

Direction from the Library Director
Town of Sexsmith Library Board Policies and Bylaws
Peace Library System Policies and Procedures.
Town of Sexsmith Policies and Procedures

Knowledge, Skills, and Attributes

Knowledge of, experience with, or willingness to learn specialized library practices and procedures
Supervisory skills
Good computer skills
Organizational and communication skills
Customer service skills
Self- motivation
Attentiveness to detail
Friendly and approachable

Working conditions

This position involves frequent lifting, bending, reaching, standing, carrying, seeing and hearing. This job also involves frequent exposure to dust.

Requires a mature adult, comfortable working within a loose team framework, able to plan, organize and complete tasks without supervision.

This position will be evaluated after a three month probation period and thereafter on yearly basis.

Customer, Program, and Social Media Assistant Job Description

Job Description

Job Title: Customer Services and Communications Assistant
Organization: Shannon Municipal Library
Reporting to: Library Director and /or designate
Date created: February 12, 2021

Job Function:

To assist in the smooth and efficient running of the Shannon Municipal Library and its programs as per the policies and procedures of the Town of Sexsmith Library Board and under the direction of the Library Director and/or designate

Responsibilities:

- Circulation responsibilities including checking in and checking out of items, placing reserves, and other duties that may arise. Pass on requests for interlibrary loans or other information to senior staff when necessary.
- Assist the Supervisor of Customer Services and provide cover off as necessary.
- Assist and/or train public members in library use and computer use.
- Answer telephone and keep accurate messages.
- Assist with maintaining statistics and records of library programs and other services.
- Responsible for maintaining a Facebook presence in consultation with the Library Director. Assist with other communication protocols that may develop.
- Assist with keeping the website current.
- As a member of the library team, work with other staff to build the success of the Summer Reading Program.
- Plan and Implement specific library programs throughout the year under oversight of the Library Director. Assist / lead other programs as required or requested.
- May be required to serve as library's representative on the Town of Sexsmith Joint Health and Safety Committee.

- Shelving of materials, shelf reading and organization of materials.
- Light janitorial duties, including vacuuming and dusting.
- Perform other duties and/or functions as requested.

Guidance received

Guidelines used in this position are:

Direction from the Library Director or designate
Town of Sexsmith Library Board Policies and Bylaws
Peace Library System Policies and Procedures.
Town of Sexsmith Policies and Procedures

Knowledge, Skills, and Attributes

Good computer knowledge including desktop publishing and social media
Child supervisory skills
Organizational and communication skills
Self-motivation and ability to self-schedule
Attentiveness to safety and detail
Ability to create a creative learning environment for program attendees

Working conditions

This position involves frequent lifting, bending, reaching, standing, carrying, seeing and hearing. This job also involves frequent exposure to dust.

Requires a mature adult, comfortable working within a loose team framework; able to plan, organize and complete tasks without supervision,

This position will be evaluated after a three month probation period and thereafter on yearly basis.

Customer Services and Program Assistant Job Description

Job Description

Job Title: Customer Services and Program Assistant
Organization: Shannon Municipal Library
Reporting to: Library Director and /or designate
Date revised : March 2, 2018

Job Function:

To assist in the smooth and efficient running of the Shannon Municipal Library and its programs as per the policies and procedures of the Town of Sexsmith Library Board and under the direction of the Library Director and/or designate

Responsibilities:

- Circulation responsibilities including checking in and checking out of items, placing reserves, registering and renewing patrons, and other duties that may arise.
- Passing on requests for interlibrary loans or other information to senior staff when necessary. Facilitate both incoming and outgoing Interlibrary Loans.
- Assist and/or train public members in library use and, time permitting, computer use.
- Shelving of materials, shelf reading and organizing of materials.
- Answer telephone and keep accurate messages.
- Plan, promote, implement and evaluate regular Library programs as determined in conjunction with Library Director.
- Coordinate and supervise summer activities with the assistance of the Summer Staff and other volunteers under the oversight of the Library Director.
- Maintain statistics for library programs and other records as needed and compile monthly summaries.
- Assist with updating of website
- Responsible for general repair of library items, passing unusual or specialized repair to supervisor.
- Light janitorial duties, including vacuuming and dusting.
- Perform other duties and/or functions as assigned by Library Director or her designate.

Guidance received

Guidelines used in this position are:

Direction from the Library Director or designate
Town of Sexsmith Library Board Policies and Bylaws.
Peace Library System Policies and Procedures.
Town of Sexsmith Policies and Procedures

Knowledge, Skills, and Attributes

Child supervisory knowledge
Good computer knowledge
Organizational and communication skills
Customer service skills
Attentiveness to safety and detail
Ability to create a creative learning environment for program attendees

Working conditions

This position involves frequent lifting, bending, reaching, standing, carrying, seeing and hearing. This job also involves frequent exposure to dust.

Requires a mature adult, comfortable working within a loose team framework, able to plan, organize and complete tasks without supervision, and exhibits an excitement and enjoyment of working with children.

This position will be evaluated after a three month probation period and thereafter on yearly basis.

Summer Library Aide Job Description

Job Description

Job Title: Summer Library Aide
Organization: Shannon Municipal Library
Reporting to: Library Director and /or designate
Date updated: May 30, 2017

Job Function:

To assist in the smooth and efficient running of the Shannon Municipal Library and its programs as per the policies and procedures of the Town of Sexsmith Library Board and under the direction of the Library Director and/or designate

Responsibilities:

- Circulation responsibilities including checking in and checking out of items, placing reserves, registering and renewing patrons, and any other duties that may arise.
- Passing on requests for interlibrary loans or other information to senior staff if unable to provide.
- Assist and/or train public members in library use and, time permitting, computer use.
- Shelving of materials, and shelf reading and organizing of materials
- Work with Programming Aide and senior staff to plan, promote and implement summer activities.
- Maintain statistics and records for library programs and other records as needed.
- Facilitate both incoming and outgoing interlibrary loans
- Assist with processing and repair of the Library collection
- Light janitorial duties, including vacuuming and dusting
- Perform other duties and/or functions as assigned by Library Director or her designate.

Guidance received

Guidelines used regularly in this position are:

Direction from the Library Director or designate
Town of Sexsmith Library Board Policies and Bylaws
Peace Library System Policies and Procedures.
Town of Sexsmith Policies and Procedures

Skills and knowledge

Good computer skills
Organizational and communication skills
Self- motivation
Familiarity with Children's groups
Attentiveness to detail
Willingness to learn specialized library practices and procedures

Working conditions

This position involves frequent lifting, bending, reaching, standing, carrying, seeing and hearing. This job also involves frequent exposure to dust.

Requires a mature adult, comfortable working within a loose team framework, able to plan, organize and complete tasks without supervision.

This position will be evaluated after a three month probation period and thereafter on yearly basis.

Guidelines for Business Casual Dress Code

This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive and both are open to change. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work.

Slacks, Pants, and Suit Pants

Slacks, dressy capris, and nice looking dress pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits

Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, and beach dresses are inappropriate in the library.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work.

Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words or pictures; and halter-tops.

Shoes and Footwear

Conservative athletic or walking shoes, boots, flats and dress heels are acceptable for work. Thongs, flip-flops, and slippers are not acceptable in the library.

Jewelry, Makeup, Perfume, and Cologne

Should be in good taste, with limited visible body piercing. Remember, that some customers are allergic to the chemicals in perfumes, so wear with restraint.

Hats and Head Covering

Hats are not appropriate in the library. Head Covers that are required for religious purposes or to honor cultural tradition are always allowed.

Conclusion

Staff members will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes.

Town of Sexsmith Library Board
Sexsmith, Alberta

Working alone best practices

Working alone requires you to take charge of your own personal safety.

Set up a “fail safe” check back plan. Inform your spouse or friend about your work location and when you will return. If you are working alone during closed hours keep the doors locked.

When leaving the building, scan the parking lot and make sure that it is safe to exit.

Phone the Municipality to deal with maintenance issues, the lack of snow removal or burnt out exterior lights.

Carry your car keys in your hand. You can use them to set off the alarm in your car.

Park close to the building.

Check your car to make sure that no one is in the back seat or under your car.

Think about your escape route.

Discuss any safety/security concerns with your supervisor. Staff has a right to refuse unsafe work.

High risk tasks, such as changing lights or climbing ladders, will not be performed when working alone

Complete an incident report after a situation where you felt unsafe so this issue can be addressed.

Date Issued _____

Date Returned _____

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

This form is to be completed outside the Library premises and returned within seven (7) days from the date issued.

AUTHOR: _____

TITLE: _____

REQUEST INITIATED BY: _____

Address: _____ Phone: _____

COMPLAINANT REPRESENTS: Self _____ Name of Group _____

1. To what in this item do you object? (Please be specific, cite pages)

2. What do you feel might be the result of reading this book?

3. For what age group would you recommend this book? _____

4. Is there anything good about this book?

5. Did you read the entire book? _____ What parts? _____

6. Are you aware of the judgment of this book by literary critics?

7. What do you believe is the theme of this book?

8. What would you like your Library to do about this book?

9. What book of equal literary quality would you recommend in its place, that would convey as valuable a picture and perspective of our civilization?

COMPLAINANT'S SIGNATURE _____

LIBRARY MANAGER'S SIGNATURE _____

**Shannon Municipal Library
EQUIPMENT RENTAL AGREEMENT**

Organization _____ Contact Name _____

Address _____ City/Postal Code _____

Phone No. _____ Nature of Meeting _____

Email address _____

Day(s) Required	Date Required	Time Required
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Equipment Required:	Rental Charges
Projector	\$40.00 per day
Screen	5.00 per day
Laptop	\$35.00 per day

I have read and agree to the terms of the Shannon Municipal Library Equipment Rental Policy.

Name: _____

Date: _____

Signature: _____

Please forward payment for the amount of \$ _____

(STAFF TO COMPLETE THIS SECTION)

Payment received (please check one) _____

- ☐ _Cash _
- ☐ _Cheque

Staff Initials _____

Equipment Rental Agreement

Agreement made between Shannon Municipal Library (owner)

And _____ (Renter)

1. Shannon Municipal Library hereby rents the equipment as described below:

Equipment Description: _____ **EPSON 822+ and case**
_____ **Portable screen**

2. Renter shall pay the owner the sum of \$ 40.00 per event – Projector.

3. Renter shall pay the owner the sum of \$ 5.00 per event – Screen

4. Renter shall pay the owner the sum of \$ 35.00 per event – Laptop.

***Fee: \$40.00 per day (including one day before and after for pick-up and return);
\$40.00 for each additional day for the projector.***

***Fee: \$35.00 per day (including one day before and after for pick up and return);
\$35.00 for each additional day for the laptop.***

5. Shannon Municipal Library will ask for a security deposit of \$250.00. The security deposit is in addition to the rental payment.

Only after all equipment has been returned to the library in good condition and repair shall the security deposit be reimbursed to the renter.

The renter agrees to pay the full replacement value of the projector and or laptop if it is not returned or is returned damaged.

Full replacement value of the projector is \$1100.00 Full replacement value of the laptop is \$1200.00

The renter is encouraged to obtain appropriate insurance against such risk of loss or damage.

The renter agrees to follow all procedures in the use of the projector and or laptop as listed in the materials that accompany the projector/laptop, especially those concerning the projector's lamp.

Renter's signature _____

Address _____

City _____ **Province** _____

Postal Code _____ **Phone Number** _____

Date _____ **Date Returned** _____

S.M.L. Signature _____

CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of the Visa Card (the card) issued by the Royal Bank. I acknowledge that this Card has been issued to me to make purchases in the course of my regular duties in connection with the Town of Sexsmith Library Board. I fully understand the purchases made using this Card must be in accordance with the Board's Finance Policies.

I acknowledge that I have read and agree to the terms and conditions of the Cardholder Agreement regarding my acceptance of this card, and that I will not follow any policies or procedures that contradict, limit or vary the terms and conditions set out in the Cardholder Agreement. I confirm my agreement to the said terms and conditions by signing below.

I shall undertake to protect the Card and the Card account number and realize that it is for my use only, not to be divulged to any other person (except a merchant with whom I am transacting on behalf of) without authorization of the Town of Sexsmith Library Board. Should the Card be lost, stolen or suspended or compromised in any manner, I shall advise the Royal Bank and the Card Administrator immediately.

Furthermore, I understand that this Card is the property of the Royal Bank, assigned to me on behalf of Town of Sexsmith Library Board and that in the event of willful or negligent default of these obligations Town of Sexsmith Library Board shall take recovery action, deemed appropriate, that is permitted by law. I agree to return this Card upon request of the Town of Sexsmith Library Board.

Cardholder Signature

Date

Chairperson's Signature

Date

Cardholder Limitations:

Authorized Limit \$5000.00

No cash advances permitted

Not for personal or private use

Town of Sexsmith Library Board
Sexsmith, Alberta

LOST RECEIPTS

If a duplicate cannot be obtained, claimant must submit the following signed memorandum for verification of a Visa purchase.

Re: Original receipt

I, _____ hereby declare that I have lost, or have never received, the original receipt. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

A detailed list of the goods and/or services purchased is as follows:

Vendor name _____

Date of purchase _____

Amount of Purchase _____

Description of goods/services purchased:

--

Signature of claimant

Signature of Library Board Treasurer

Town of Sexsmith Library Board
Shannon Municipal Library

USE OF FACILITIES AGREEMENT

DATE OF BOOKING _____

DATE & TIME REQUIRED _____

ORGANIZATION'S NAME _____

REASON FOR BOOKING _____

During the above booking(s), I will take the responsibility for the security, discipline, cleanliness and the observation of safety and fire protection in the Shannon Municipal Library. I will also ensure that all lights are turned off before leaving the building, and that the doors are locked and security is reset.

I assume responsibility on behalf of the booking organization.

The library reserves the right to be fully reimbursed for any loss, damage, abuse or extra cleaning of property resulting from this scheduled function(s).

REPRESENTATIVE'S
NAME _____

SIGNATURE _____

TELEPHONE NUMBER _____

APPROVED BY _____
Library Director Date