

Policy Manual

COUNTY OF GRANDE PRAIRIE NO.1 LIBRARY BOARD



Policy Name: L1: BOARD COMPOSITION AND APPOINTMENTS	Adoption Date: October 28, 2014
Legal References: <i>Libraries Act 4</i> County By-Law 1452	Cross References: County Policy B30: Public Appointments to Boards and Committees
Revision Date: June 7, 2023	Next Review Date: Second Quarter 2026 (every 3 years)

POLICY PURPOSE:

The purpose of this policy is to provide guidelines for composition and appointments for the County of Grande Prairie Library Board. Section 4 of the *Libraries Act* provides rules about appointments to Library Boards in Alberta. According to the *Act*, Library Board members shall be appointed by the municipality that formed the Library Board.

POLICY STATEMENT & GUIDELINES:

1. The County of Grande Prairie Library Board shall be comprised of not less than five and not more than 10 members, all of whom will be appointed by County Council.
2. Two members of Council shall be appointed to the County of Grande Prairie Library Board.
3. At the expiration of a Board Member's term, the County will accept applications for the vacancy, as per County Policy B30: Public Appointments to Boards and Committees.
4. The County of Grande Prairie Library Board members shall be appointed at the Organizational Meeting of Council yearly
 - Board members may be appointed for up to three years in a single term
 - Board members may be appointed for up to two additional terms or three terms total
 - Board members who have exceeded their term limits may be reappointed for additional terms if a resolution is passed with 2/3 of Council voting in support



Policy Name: L2: TERMS OF OFFICE	Adoption Date: October 28, 2014
Legal References: Alberta Libraries Act & Regulations	Cross References: County Policy B30: Public Appointments to Boards and Committees
Revision Date: September 13, 2023	Next Review Date: Third Quarter 2026 (every 3 years)

POLICY PURPOSE:

To establish policy regarding the library board terms of office.

POLICY STATEMENT & GUIDELINES:

1. The members of the Board shall elect a Chair and Vice-Chair.
2. The board may maintain Finance, Policy, and Human Resources committees. Other ad-hoc committees may be struck as necessary.
 - a. The purpose of Board Committees is to consult with and advise administration on specific governance issues. Committee decisions require a motion of the full Board to take effect.
 - b. Committees will be composed of at least two trustees.
 - c. Membership on committees may include non-Board members.
 - d. The Board Chair and Library Director are considered ex-officio members of all committees.
 - e. If committees choose to meet, meetings will be documented and minutes kept in accordance with the records retention policy.
3. The office of Chair, Vice-Chair, and committee appointments shall be one year, with elections taking place during the last board meeting of the calendar year.
4. A member of the Board continues until a successor is appointed.
5. In case of a vacancy a successor shall be appointed by the Council to fill the vacancy for the remainder of the term.
6. All officers may be re-elected to office but not more than 3 consecutive times to the same position. This may be waived with a unanimous vote of the Board.
7. Trustees who complete at least one full term will be recognized with a gift of up to \$100.00 upon their departure from the board.



Policy Name: L3: TRUSTEE CODE OF ETHICS	Adoption Date: October 28, 2014
Legal References: Alberta Libraries Act & Regulations	Cross References: County Policy B30: Public Appointments to Boards and Committees
Revision Date: June 7, 2023	Next Review Date: Second Quarter 2026 (every 3 years)

POLICY PURPOSE:

To establish policy that describes ethical expectations for board members.

POLICY STATEMENT AND GUIDELINES:

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 and 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 honor.
 - 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 as a whole, even though they may disagree.
- 4) Trustees should respect the confidential nature of library records within the framework which allows for monitoring of material usage and the need for public accounting.
- 5) 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 governance, oversight, and advocacy.



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- c. Trustees should respect the role of library management to make day-to-day decisions for the libraries, including staffing, purchasing, and planning of programs and services.
 - 6) Trustees are expected to take responsibility for their personal development through continuing education opportunities and participation in provincial and national library organizations.



Policy Name: L6: DUTIES OF LIBRARY BOARD TRUSTEES	Adoption Date: October 28, 2014
Legal References: Alberta <i>Libraries Act</i> & Regulations	Cross References:
Revision Date: September 11, 2024	Next Review Date: September 2027 (every 3 years)

POLICY PURPOSE:

To ensure clarity around the roles and responsibilities of library board trustees.

POLICY STATEMENT & GUIDELINES:

It is the responsibility of every Board Member:

1. To learn and be knowledgeable about:
 - a. The role and value of public libraries in rural communities
 - b. The variety of services offered by public libraries
 - c. Provincial and municipal legislation for public libraries
 - d. The plans, policies, and reports prepared by the Library Board, which govern library service in the County of Grande Prairie
2. To make governing leaders, civic officials, funding bodies, and the general public aware of the library's objectives and services.
3. To work together with other trustees to meet the goals and objectives of the Library Board's current Plan of Service.
4. To be prepared for meetings, including reading minutes and other pertinent materials in advance.
5. To act in accordance with the *Alberta Libraries Act* and Libraries Regulation and to follow current Board policies.
6. To maintain confidentiality.
7. To vacate Board seat after missing three consecutive regular meetings without prior Board approval.
8. To promote a favorable image of the Board and its libraries to the public.
9. To encourage active use of the Libraries by people of all ages and cultures.
10. To support administration and library staff in the day-to-day management of the libraries.
11. To adhere to decisions made by the board.



It is the responsibility of the elected Chair:

1. To ensure that Board affairs are conducted according to the policies of the Board and the *Libraries Act* and Libraries Regulation.
2. To preside at all Board meetings, preserve order, and enforce the bylaws and policies of the Board.
3. To call special meetings of the Board and initiate proceedings for email voting.
4. To represent the Board in official capacities.
5. To ensure all members receive copies of the agenda and other pertinent information in due time for meetings.
6. To oversee activities of other Board positions to ensure that their duties are being properly fulfilled.
7. To serve as a representative of the Board to County Council.
8. To serve as an ex-officio member of all committees of the Board, giving assistance as required.



Policy Name: L8: BOARD ORIENTATION AND CONTINUING EDUCATION	Adoption Date: October 28, 2014
Legal References: Libraries Regulation 7.1 (b)	Cross References:
Revision Date: June 7, 2023	Next Review Date: Second Quarter 2026 (every 3 years)

POLICY PURPOSE:

The Board recognizes the need for orientation of new Board members and the need to acquire skills and knowledge relating to their roles as Board Trustees. The Board is prepared to provide resources and materials for orientation and continuing education of Trustees.

POLICY STATEMENT & GUIDELINES:

1. An orientation binder will be provided to each new Trustee, containing the following information:
 - The *Libraries Act* and Libraries Regulation
 - Municipal By-Laws 1452 and 1497A
 - The Library Board's policy manual
 - Financial statements and budget
 - The Library Board's current Plan of Service
 - Alberta Library Trustees Association handbook
 - Contact sheet for library board members and staff
 - Copies of board meeting minutes for the previous year
2. New Trustees will have an orientation meeting with the Library Director prior to attending their first board meeting.
3. Within the limits of its budget, the Board provides financial support for Trustees to attend library conferences and workshops within the Province of Alberta.
4. The Board purchases an annual institutional membership in the Alberta Library Trustees Association (ALTA).



Policy Name: L9: MEETINGS	Adoption Date: October 28, 2014
Legal References: <i>Libraries Act 31, 33</i>	Cross References:
Revision Date: June 12, 2024	Next Review Date: Second Quarter 2027 (every 3 years)

POLICY PURPOSE:

To establish policy regarding the library board meetings.

POLICY STATEMENT & GUIDELINES:

1. The County Library Board shall convene at least three meetings per year, either virtually or in person, with no more than 4 months passing between meetings. Decisions about meeting format will be made by the board chair.
2. Meetings are to be held in accordance with Robert’s Rule of Order.
3. Quorum consists of 50% of the County Library Board Trustees, of which at least one must be a member of the executive. Or... Any four Trustees of the Board shall constitute a quorum for any meeting of the Board whether Regular or Special.
4. If a member misses three consecutive meetings without a reasonable explanation for their absence, the person is deemed to have resigned.
5. At the discretion, or with the consent, of the Board Chair, email polling and/or electronic voting may be used to help facilitate decisions of the Library Board in accordance with the following:
 - Board members will be provided with background materials and adequate documentation to support the request for a decision.
 - All communication will be shared as a group email with all members copied on correspondence including questions, responses and general commentary. All members will select “reply all” when providing comments so that these will be shared simultaneously with all members and a record will be kept of the email exchange.
 - If a resolution is required, the Board Chair may authorize the Library Director to conduct an electronic vote of the members. A clear rationale will be given to the members to explain why a motion is necessary. The question to be answered will



be stated clearly in the form of a specific resolution provided for members' consideration. Respondents will be asked to vote upon the resolution.

- In the event of an electronic vote, a reasonable and adequate time will be determined for members to respond to the request for a decision. Members will have the opportunity to declare a conflict and not participate in the vote. Every effort will be made to obtain a response from each member (i.e. allow each person to register their vote). The resolution shall be deemed to have been approved only if, by the end of the time period specified, the Library Director has received approval responses from a majority of the voting members.
- Non-response to an electronic vote will be considered an abstention.
- A resolution approved by email polling and electronic voting, permitted by the Board Chair and passed by a majority of voting members, shall have the same force and effect as a resolution passed at a regularly constituted meeting of the Library Board.
- The Library Director shall prepare a document summarizing the resolution, discussion, and the results of the electronic vote.



Policy Name: L10: FINANCE	Adoption Date: October 28, 2014
Legal References: Libraries Regulation 7 (1) (c)	Cross References:
Revision Date: April 10, 2024	Next Review Date: First Quarter 2025 (every 1 year)

POLICY PURPOSE:

To establish policy for the library board regarding all finances of the libraries.

The County of Grande Prairie Library Board is accountable for the effective management of the Board's financial resources. While the day-to-day administration of finance will be delegated to library staff, the Board will continuously monitor the financial status and ensure compliance with legislation by requiring regular and timely financial reports.

POLICY STATEMENT & GUIDELINES:

1. The County of Grande Prairie provides financial services to the County Library Board, which include but are not limited to accounting services such as record keeping, accounts payable, and payroll services.
2. The County Library Board shall submit an annual application for financial assistance to Alberta Public Library Services Branch.
3. The Library Board's finances, including funds held at the County and the four bank accounts held for the community libraries, will be audited each year by a reputable Certified Public Accountant, approved by County Council.
4. The Board shall ensure that the finances of all the libraries 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 all libraries.
 - a. The Library Board holds bank accounts for the four community libraries at Alberta Treasury Branch.
 - i. Library Coordinators will provide bank statements to the Board annually or upon request.



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- ii. Library Coordinators will have ATB Mastercards for making purchases for the library. Receipts for purchases made with the credit card will be reviewed monthly by the Library Director.
 - b. The Library Coordinators are responsible for managing their library's operating account. They must:
 - i. Prepare an annual budget and present it to the board for approval.
 - ii. Maintain accurate records of incomes and expenditures.
 5. The Board chair, and Library Director shall be appointed signing officers for the Board. Additional signing officers may be appointed by the Library Board, including Library Coordinators. Any two are required to approve all financial expenditures by signature or through online banking.
 6. The fiscal year of the Library Board shall be January 1 to December 31.
 7. An operating budget shall be prepared annually. The estimate of municipal funds required for the following year shall be submitted to County Council prior to December 1 of each year.
 8. Administration is authorized to administer funds according to the budget approved by the Board. Expenditures over \$5,000, expenditures outside the scope of the original budget, re-allotments, or over-expenditures of funds will require the prior approval of the Board by board motion.
 9. The Board will reimburse staff and board members for library expenses incurred using a personal method of payment that are related to:
 - a. Professional development, including courses, workshops, and conferences
 - b. Attending meetings on behalf of the library board
 - i. Board members will be paid a per diem rate determined by County Policy F5, plus mileage to attend meetings and related activities.
 - ii. Staff members will be paid their usual hourly rate, plus mileage to attend meetings and related activities.
 - c. Materials purchased for the library
 - d. Other library-related activities approved in advance
 10. All staff reimbursements must be approved by the Library Director. Reimbursements shall require original receipts and a completed expense claim form before funds are distributed.
 11. The Library Director holds a County purchasing cards, which is used for purchases out of the Library Board's budget.
 12. The County of Grande Prairie Library Board provides funding to municipal libraries in Beaverlodge, Grande Prairie, Sexsmith, and Wembley through joint use agreements.
 13. The Library Board will hold a Financial Stabilization/Capital Fund to be used for unforeseen expenses, revenue losses, and special projects.
 - a. The Board may choose to allocate funds to the reserve during budget planning.



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- b. Any surplus funds in the operating budget at year-end will be allocated to reserves as specified by the Board during the financial audit process.
 - c. Use of reserve funds must be approved by Board motion.
 - d. Reports on the status of the reserve fund will be provided to the Board annually or upon request.
 - e. The Library Board reserve fund will not exceed \$200,000.



Policy Name: L11: LIBRARY ZONES	Adoption Date: October 28, 2014
Legal References: Alberta Libraries Act & Regulations	Cross References:
Revision Date:	Next Review Date:

POLICY PURPOSE:

11.0 LIBRARY ZONES

To establish policy for the library board regarding all zoning of the libraries.

POLICY STATEMENT & GUIDELINES:

11.1 The County Library Board provides funding to other municipal libraries through joint use agreements and to libraries in the County based on the population in each library zone.

11.2 The County Library Board has established library zones to determine a population base for each of the libraries that fall within the County boundaries. The Library zones are depicted in Appendix A



Policy Name: L13: AGREEMENTS	Adoption Date: October 28, 2014
Legal References: Alberta Libraries Act & Regulations	Cross References:
Revision Date:	Next Review Date:

POLICY PURPOSE:

13.0 AGREEMENTS

To establish policy regarding the library board terms of agreements.

POLICY STATEMENT & GUIDELINES:

13.1 The County Library Board may enter into joint operational agreements with other municipal library boards within the County

13.2 The terms of the agreement shall determine annual contributions to the operations of those municipal library boards

13.3 The philosophy of entering into agreements shall be based on providing comprehensive and efficient library services



Policy Name: L14: RECORDS MANAGEMENT	Adoption Date: October 28, 2014
Legal References: Library Board Bylaw 1	Cross References: County Policy P1: RECORDS AND INFORMATION MANAGEMENT
Revision Date: September 11, 2024	Next Review Date: September 2025 (every 3 years)

POLICY PURPOSE:

To establish policy for the retention, storing, and purging of the Library Board records.

POLICY STATEMENT AND GUIDELINES:

1. The storage and retention of files held by the County Library Board shall be in accordance with the County of Grande Prairie Policy P1: Records and Information Management Policy.
2. All correspondence, agendas, minutes, agreements, and reports will be documented and filed at the County of Grande Prairie No. 1 administration building of the Hythe Community Library.
3. With the exception of those materials obtained or documented for the express purpose of public use, the records of the Board are confidential and may be accessed only with permission of the Board under the guidelines set out by the Freedom of Information and Protection of Privacy Act and Regulation (FOIP).
4. With respect to the retention of records, all administrative files shall be purged annually and records moved, archived, or destroyed according to County Policy P1.



Policy Name: L15: REPORTING	Adoption Date: October 28, 2014
Legal References:	Cross References:
Revision Date: September 11, 2024	Next Review Date: September 2027 (every 3 years)

POLICY PURPOSE:

To establish policy regarding the library board terms of reporting.

POLICY STATEMENT AND GUIDELINES:

1. The County Library Board shall report all decisions and shall communicate all minutes of the meetings to the Council, as soon as they are approved.
2. The County Library Board shall also circulate minutes of meetings to all parties of the joint operational agreement, as soon as they are approved.
3. The County Library Board shall complete all annual reports required by the Public Library Services Branch.



Policy Name: L17: COLLECTION DEVELOPMENT	Adoption Date:
Legal References: Libraries Regulation 7 (2) (b)	Cross References:
Revision Date: April 10, 2024	Next Review Date: First Quarter 2027

POLICY PURPOSE:

To establish policy regarding what materials should be part of the County Libraries collections to meet the needs of the communities.

POLICY STATEMENT AND GUIDELINES:

1. Selection

- a. Statement of Intent - The library collection should meet the basic recreational, informational, and educational needs, both stated and unstated, of the community. The library recognizes its obligations to satisfy the cultural, educational and artistic needs of a large group of people with varied backgrounds, tastes, and interests. The Library Board encourages its staff, volunteers, board members, and library members to make suggestions as to materials to be purchased.
- b. Selection Criteria - Selection decisions are based upon many criteria, including:
 - Currency of information
 - Popular demand
 - Relevance to community needs and interests, as based on community awareness and the current Plan of Service
 - Popularity of format (i.e., DVD vs VHS)
 - Authority of the writer, editor, and/or publisher
 - Accuracy or artistic quality of the content
 - Price and availability
 - Space considerations



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- Relationship to existing collection
 - Canadian content, especially where such is critical, such as law, government, or finance
 - Enduring value
 - Availability of resource or similar material elsewhere (i.e., other libraries, online licensed databases)
 - Quality of construction (i.e., durable binding and paper)
- c. Responsibility - Ultimate legal responsibility for selection of materials rests with the Library Board, which delegates the task to the Library Director operating within the framework of policies set by the Board.

2. Intellectual Freedom

The County of Grande Prairie Library Board subscribes to the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries:

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

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

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

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



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

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

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

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

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

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

Approved by Executive Council - June 27, 1974

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

3. Requests for Reconsideration of Material

When a member of the public objects to the inclusion of an item in the library collection, they may complete a Request for Reconsideration of Materials form (Attached). Each complaint will be dealt with in the following manner:



- The Library Director and Library Coordinator will meet to review the completed form and make a decision about the item.
- A written response giving reasons for the decision will be sent to the individual who completed the form.
- If the library member is unsatisfied with the decision, they may request in writing that the Library Board to review the decision.

4. Gifts

The Library Board accepts donations of books and materials to the permanent collection of the libraries. Such gifts are greatly appreciated. However, the same principles of selection are applied to gifts as are to purchases. Any gift material, which is not added to the collection, is disposed of to the best advantage of the Library.

- A. The Library Coordinator reserves the right to reject donations that are not needed or that would quickly become obsolete.
- B. The Library Coordinator reserves the right to remove donated items when they become obsolete. Every effort will be made to resell or donate items to another organization

5. Weeding and Disposal

Library collections require weeding to remove items that are no longer needed or wanted. The Library Coordinators will weed regularly, using the following criteria:

- Physical condition and appearance (i.e., broken spine, yellow pages, outdated cover art)
- Currency and accuracy of subject matter
- Usage (i.e., not checked out in a number of years)
- Relevance to the needs and interests of the community
- Accessibility elsewhere (i.e., other libraries, licensed online databases)

Weeded materials will be disposed of at the discretion of the Library Coordinator, generally through book sales, donations to other organizations, or recycling.



Request for Reconsideration of Materials

Your Information	
Name	
Phone	
Email	
Address	
Do you represent a group? (Please include the name of the group)	
Item Information	
Title	
Author/Creator	
Have you read/viewed/listened to the entire item?	
To what in the item do you object? (Please be specific; include page numbers if possible)	
Can you think of anything positive about this item?	
What would you like the library to do about this item?	

Signature: _____

Date: _____



Policy Name: L18: HOURS OF SERVICE	Adoption Date: February 4, 2020
Legal References: Libraries Regulation 7 (2) (f)	Cross References:
Revision Date: September 13, 2023	Next Review Date: First Quarter 2025 (every 1 year)

POLICY PURPOSE:

The County of Grande Prairie Library Board shall set hours of service that are convenient for members of the community.

POLICY GUIDELINES:

1. The hours of service for the La Glace Community Library are as follows:
 - a. Monday from 11:00 am to 5:00 pm
 - b. Tuesday from 11:00 am to 5:00 pm
 - c. Wednesday from 11:00 am to 5:00 pm
 - d. Thursday from 11:00 am to 7:00 pm
 - e. Friday – Closed
 - f. Saturday from 10:00 am to 1:00 pm
 - g. Sunday - Closed
2. The hours of service for the Valhalla Community Library are as follows:
 - a. Monday from 10:00 am to 4:00 pm
 - b. Tuesday from 10:00 am to 5:00 pm
 - c. Wednesday from 10:00 am to 6:00 pm
 - d. Thursday from 10:00 am to 5:00 pm
 - e. Friday from 11:00 am to 5:00 pm
 - f. Saturday – Closed
 - g. Sunday – Closed
3. The hours of service for the Elmworth Community Library are as follows:
 - a. Monday – Closed
 - b. Tuesday from 2:00 pm to 8:00 pm
 - c. Wednesday from 2:00 pm to 8:00 pm
 - d. Thursday from 2:00 pm to 8:00 pm
 - e. Friday from 11:00 am to 4:00 pm
 - f. Saturday from 11:00 am to 4:00 pm



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- g. Sunday – Closed
 4. The hours of service for the Hythe Community Library are as follows:
 - a. Monday – Closed
 - b. Tuesday from 12:00 pm to 4:00 pm
 - c. Wednesday from 10:00 am to 6:00 pm
 - d. Thursday from 10:00 pm to 6:00 pm
 - e. Friday from 12:00 pm to 4:00 pm
 - f. Saturday from 10:00 am to 2:00 pm
 - g. Sunday - Closed
 5. All libraries will be closed to the public on designated holidays including: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Heritage Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.
 6. When a designated holiday falls on a day of the week when the library is usually closed, the library may close for a lieu day immediately before or after the holiday.
 7. With the approval of the County Library Board, libraries may close early on Christmas Eve and/or New Year's Eve.
 8. At their discretion, the Library Coordinator may authorize that the library be closed in emergency situations. Whenever possible, the Library Coordinator should inform the Library Director and County Library Board of an emergency closure.
 9. The Library Director may authorize that individual libraries be closed when adequately trained staff or volunteers cannot be found to work.
 10. Upon approval by the Library Board, the Library Coordinators may set reduced hours when needed.
 11. Other closure dates not covered in this policy must be approved in advance by Board motion.
 12. The public must be notified of library closure dates in advance, except in emergencies.



Policy Name: L19: RESOURCE SHARING	Adoption Date: February 4, 2020
Legal References: Libraries Regulation 7 (2) (c)	Cross References: L24: STAFF ORIENTATION AND CONTINUING EDUCATION
Revision Date:	Next Review Date: Third Quarter 2026 (every 3 years)

POLICY PURPOSE:

Libraries governed by the County of Grande Prairie Library Board share resources with other libraries around the province. This provides our patrons with a large body of resources.

POLICY GUIDELINES:

1. The County of Grande Prairie Library Board participates in the Provincial Public Library Network.
2. The Board also participates in The Alberta Library (TAL) by virtue of membership in the Peace Library System.
3. The Board shall actively participate in resource-sharing programs and services, including but not limited to the provincial interlibrary loan program, ME libraries, and the TAL Card program.
4. The Board will not charge another public library for interlibrary loan service.
5. The Board publicizes the interlibrary loan, TAL Card, and ME Library services to its patrons.
6. Training of staff in resource sharing is the responsibility of the Board and Library Management, in partnership with the Peace Library System and Public Library Services Branch. Training shall be carried out through a combination of one-on-one training, on-site visits, online training, workshops, procedure manuals, and conferences-as per the Board's continuing education policy and procedures.



Policy Name: L20: CONFIDENTIALITY OF USER RECORDS	Adoption Date: February 4, 2020
Legal References: Libraries Regulation 7 (1) (a) FOIP Act FOIP By-Law	Cross References:
Revision Date: September 13, 2023	Next Review Date: Third Quarter 2026 (every 3 years)

POLICY PURPOSE:

The County of Grande Prairie Board and staff are subject to the *Libraries Act* and *Freedom of Information and Protection of Privacy Act* (FOIP).

POLICY GUIDELINES:

1. Library board members, staff, and volunteers will only collect patrons' personal information when it is required for the purposes of delivering public library service.
2. No records are kept of the frequency or content of visits to the library by specific patrons.
3. No records are kept of a cardholder's item checkout history, unless the cardholder has chosen to keep these records by selecting "Maintain reading history" in the online catalogue. If this record is kept, it is subject to disclosure with the cardholder's other records under the conditions described in 4a.
4. Library staff, board members, and volunteers will not disclose a patron's personal information to a third party without the individual's consent, except:
 - a. in response to a court order (e.g. subpoena, search warrant) from a law enforcement agency to assist in an investigation. Note that library representatives are only required to disclose personal information to law enforcement officers upon presentation of a written court order. They are not required to comply with other written requests.
 - b. in partnership with other Alberta libraries and library systems for the purposes of sharing materials under conditions defined in existing resource sharing agreements and programs (e.g. interlibrary loan agreements, TAL Card, ME Libraries), collecting fees or fines, and retrieving borrowed materials.
 - c. for the purpose of contacting next of kin or emergency response personnel in the case of an emergency.



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5. No patron information, including their presence in the library, will be given over the phone.
 6. Staff and volunteers are to keep confidential the reading and viewing habits of individual patrons.
 7. Upon request, a library patron will be given access to all information concerning their records that the library has on file. Access to a user's records is limited to that user except where the user is under 14 years of age, or if the user has given written permission for someone else to access their records. Where a parent or guardian's signature is required for a cardholder to obtain a library card, that parent or guardian may have full access to the cardholder's records for retrieval.



Policy Name: L21: MEETING ROOMS	Adoption Date: February 4, 2020
Legal References: Libraries Regulation 7 (2) (g)	Cross References: La Glace Lease Agreement
Revision Date: June 7, 2023	Next Review Date: Second Quarter 2025 (every 2 years)

POLICY PURPOSE:

The purpose of this policy is to provide library staff with guidance about the meeting rooms that are located in or attached to the libraries. The meeting room at the La Glace Community Library is owned by the La Glace Library Society and operated by the County Library Board. The meeting room at the Valhalla Community Library is owned and operated by the Valhalla Heritage Society. The meeting room at the Hythe Community Library is owned and operated by the County of Grande Prairie FCSS.

POLICY STATEMENT AND GUIDELINES:

La Glace Community Library:

1. The meeting room in the Verona Caltrell Memorial Centre is intended for community use.
 - a. Community bookings that are free and open to the public will not be charged a rental fee.
 - b. Private and for-profit bookings will be charged \$15.00 per hour to a maximum of \$90.00 per day.
 - c. All renters will be subject to an additional \$25.00 cleaning fee if the meeting room and its amenities are not left in their original, clean state.
2. Renters will complete a room booking form to be submitted to library staff with payment. Bookings are first come, first served.
3. When meeting rooms are in use outside of library hours of operation, the doors to the library shall remain locked.
4. Renters will be held responsible for the cost of repairing or replacing lost or damaged equipment, supplies, or furnishings that belong to the library.

Elmworth, Hythe, and Valhalla Community Libraries:

1. When using meeting rooms for library programs, staff will follow the procedures set out by the room owners.



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2. Library staff will assist members of the public to make room bookings by providing basic information about room rentals and connecting them with the partner organizations that manage the rooms.
 3. Library staff are not responsible for providing access to the rooms outside of library hours of operation, collecting fees, or cleaning the rooms after rentals.
 4. When meeting rooms are in use outside of library hours of operation, the doors to the library shall remain locked.
 5. Renters will be held responsible for the cost of repairing or replacing lost or damaged equipment, supplies, or furnishings that belong to the library.



Policy Name: L22: WORKING ALONE	Adoption Date: February 4, 2020
Legal References: OH&S Code, Part 28	Cross References:
Revision Date: September 2021	Next Review Date: September 2024 (every 3 years)

POLICY PURPOSE:

The purpose of this policy is to outline how the Board will take steps to make staff working alone as safe as possible. The County of Grande Prairie Library Board is required by the *Occupational Health and Safety Act* to ensure that employees required to work alone can do so safely.

Definition

The Library Board considers an employee or volunteer to be working alone if the employee is by himself or herself at a work site in circumstances where assistance is not readily available when needed.

POLICY GUIDELINES:

1. The Library Director 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.
2. Staff will follow the steps laid out in the Safe Operating Procedure (SOP) for working alone in libraries. SOPs will be approved by the County Library Board.



Policy Name: L23: LOAN OF RESOURCES POLICY	Adoption Date: February 4, 2020
Legal References: Libraries Regulation 7 (2) (e)	Cross References:
Revision Date: February 8, 2023	Next Review Date: First Quarter 2026 (every 3 years)

POLICY PURPOSE:

The intent of this policy is to make the widest possible selection of library items available to all patrons of the County of Grande Prairie Libraries, and to facilitate the return of library items in good condition and in a timely manner. The Libraries will uphold the obligations of participation in the Public Library Network, the Peace Library System, the Regional Automation Consortium (TRAC), the Alberta Library (TAL) Card program, and the ME Libraries Program.

POLICY GUIDELINES:

1. A cardholder must present their library card or valid identification to borrow materials.
2. An eligible cardholder may borrow a maximum of one hundred (100) circulating items at any one time.
3. Books, audiobooks, and CDs may be borrowed for a period of three (3) weeks.
4. Digital resources not provided by the library system may be borrowed for a period of time as stipulated by the content provider.
5. Interlibrary Loan (ILL) items may normally be borrowed for a period of three (3) weeks. This loan period may vary for out-of-system loans, as stipulated by the loaning library.
6. Items in the reference collection or items deemed by the Library Coordinator to be irreplaceable may not be borrowed.
7. A maximum of two renewals per item are permitted.
 - a. An item may not be renewed if another cardholder in the library system has placed a hold on that item.
 - b. Renewals may not be possible for ILL items.
 - c. Extended due dates may be granted at the discretion of the Library Coordinator or her designate, and in compliance with the TRAC operational guidelines when the item is owned by another library.
8. Renewals may be made in person, over the phone, or via the Library’s online catalogue.



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9. Overdue fees will not be charged at County Libraries.
 10. Cardholders are encouraged to inform the library immediately about lost or damaged items.
 - a. The cardholder will be charged the purchase price of a lost item as listed in the library's integrated library system (ILS).
 - b. Replacement charges may be waived in cases where the item is owned by a County of Grande Prairie library, if an exact replacement copy in new or pristine condition is provided by the cardholder. If the item in question is owned by another library, a replacement copy is not permitted. The replacement charge is required as per the TRAC operational guidelines.
 - c. If an item is found by a cardholder after the replacement costs have been paid, that item becomes the property of the cardholder and cannot be returned to the library for reimbursement.
 - d. Damaged items that are locally owned will be assessed by the Library Coordinator to determine if they can be mended. If the damage is not repairable, the cardholder will be charged as per points a and b above.
 11. A cardholder's borrowing privileges are suspended when their outstanding balance is equal to or greater than ten (\$10.00) dollars.



Policy Name: L24: STAFF ORIENTATION AND CONTINUING EDUCATION POLICY	Adoption Date: February 4, 2020
Legal References: Libraries Regulation 7 (1) (b)	Cross References: County HR Policy L7: Personnel
Revision Date: February 8, 2023	Next Review Date: First Quarter 2026 (every 3 years)

POLICY PURPOSE:

The County of Grande Prairie Library Board recognizes the importance of informed and well-trained staff. It supports this policy by providing, within the limits of its budget, orientation programs; encouragement and support for attendance at library conference, workshops, and library-related courses within and outside the County; and institutional membership in library organizations.

Orientation

1. New employees and volunteers are given orientation and training that will prepare them to best provide service to the public.
2. Orientation and training is the responsibility of the Library Director, in partnership with the Library Coordinators and includes an understanding of:
 - the role of the Library in the community
 - the role of the Library in the larger library community, including participation in both the local library system and the Provincial Library network
 - the responsibilities and duties of the Board and staff
 - the Library’s polices, services, goals, and objectives, and
 - specific training for the employee’s position.
3. Each new employee will have access to a Staff Handbook that contains the policy manual, procedures, and all required instructions for working in the library.
4. Each new employee will attend an orientation session at the County of Grande Prairie.

Education

5. The Library Director may, within the limits of the budget, approve staff attendance at library-related meetings, workshops and conferences without prior Board approval.



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6. Within budget guidelines and with prior approval of the Library Director, expenses incurred by individual staff members for travel, subsistence, lodging, and registration fees will be reimbursed, as per established procedure.
 7. The Library Board supports and encourages the ongoing training of library staff through staff development workshops and regular system training sessions. With the authorization of the Board, the Library Director may occasionally close the library to allow staff the opportunity to attend these training opportunities.
 8. The Board supports and encourages informal, ongoing sharing of information among library staff as part of their continuing education.

Formal Further Education

9. Staff members who wish to pursue formal library education programs or courses may be reimbursed for the costs of such, when the budget allows, with approval of the Library Director.
10. County of Grande Prairie Policy L7 (Section 24) applies.

Library Association Memberships

11. The Board purchases an annual institutional membership in the Library Association of Alberta (LAA), the Alberta Library Trustee's Association (ALTA), and the Alberta Public Library Administrator's Council (APLAC).
12. Within budget guidelines and with prior approval of the Library Director, other association institutional memberships may be purchased.
13. Expenses incurred by individual library staff members for association memberships may be reimbursed, with prior management approval.



Policy Name: L25: WORKPLACE VIOLENCE, HARRASSMENT, AND OTHER UNACCEPTABLE BEHAVIOURS	Adoption Date: February 4, 2020
Legal References: Occupational Health & Safety Code, Part 27 Alberta Human Rights, Citizenship, and Multiculturalism Act FOIP Act	Cross References: County Employee Handbook
Revision Date: June 12, 2024	Next Review Date: Second Quarter 2026 (every 2 years)

POLICY PURPOSE:

The County of Grande Prairie Library Board is committed to an abuse-free work environment, characterized by respect and tolerance. Acts of violence or harassment committed by, or against, any individual(s) affiliated with this organization are considered as unacceptable conduct within the context of the *Alberta Occupational Health and Safety Code* and the *Canadian Human Rights Act*. Any individual(s) engaging in workplace violence, sexual harassment, or other forms of harassment will be subject to disciplinary action, up to and including termination of employment.

POLICY GUIDELINES:

1. Library staff and volunteers are governed by the County of Grande Prairie's Employee Handbook.
 - a. Formal complaints will be submitted in writing to the County's Human Resources department.
 - b. The Library Board Chair or designate will be advised of all complaints as soon as reasonably practicable.
 - c. Investigations will be conducted by Human Resources and a representative from library management.
2. The County's Employee handbook will be made available to all staff and volunteers with a copy on file at each library location.



Policy Name: L26: PROVISION OF SERVICE TO THOSE UNABLE TO USE CONVENTIONAL PRINT	Adoption Date: February 4, 2020
Legal References: Libraries Regulation 7 (2) (d)	Cross References:
Revision Date: June 12, 2024	Next Review Date: Second Quarter 2026 (every 2 years)

POLICY PURPOSE:

The County of Grande Prairie Library Board believes that access to library resources and services should be available to all members of the community, including those with print-disabilities.

POLICY GUIDELINES:

1. A patron unable to use conventional print may also be known as a print-disabled patron. Print-disabled patrons include any patron who has a perceptual disability, defined in the *Copyright Act* as “a disability that prevents or inhibits a person from reading or hearing a literary, musical, dramatic or artistic work in its original format, and includes such a disability resulting from:
 - a. severe or total impairment of sight or hearing or the inability to focus or move one’s eyes,
 - b. the inability to hold or manipulate a book, or
 - c. an impairment relating to comprehension.”
2. The County of Grande Prairie Library Board believes patrons unable to use conventional print materials should still have full access to library services and programs. It is therefore essential that library services for print-disabled patrons be incorporated into all aspects of library service.
3. Services to print-disabled patrons shall be incorporated into library planning, including the Plan of Service. Every patron who is print-disabled has unique needs, and a broad range of print disabilities may be found in all communities. The Library Board shall plan its services to meet the needs of a broad range of print disabilities.
4. Services to print-disabled patrons shall be treated as essential core services.
5. The County of Grande Prairie Library Board shall work with or use the resources of other local, regional, provincial, and national organizations to provide services to print-disabled patrons. Such organizations may include:



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- Peace Library System
 - Public Library Services Branch
 - Local community services organizations (e.g. Alberta Health Services, schools, social services)
 - Regional or national organizations (e.g. CELA, CNIB, NNELS)
 - Other organizations as required
6. All staff members shall be trained on how to provide services to print-disabled patrons.
 7. The County of Grande Prairie community libraries shall endeavour to provide materials in a form appropriate to the patron, from whatever source is available. Forms may include:
 - Adaptive computer software
 - Talking books (e.g. Books on CD, DAISY books)
 - Titles at a variety of reading levels for a variety of audiences (e.g. high/low titles)
 - Large print titles
 - Other adaptive technology
 8. Library staff shall incorporate the needs of print-disabled patrons when planning library programs. Staff shall take whatever steps are reasonably possible to ensure print-disabled patrons are able to participate in all library programs, and shall regularly evaluate its programs to ensure they are being delivered effectively to those with print disabilities.
 9. The community libraries shall endeavour to make library buildings accessible to people with print-disabilities. It shall do this by consulting with print-disabled members of its community, as well as building codes and design standards (e.g. Barrier-free design).
 10. The community libraries shall promote library services to persons with print disabilities.
 - a. Online content will include alternate text for photos.
 - b. Online content will be presented in accordance with accessible design standards.
 - c. Posters and print advertising will be made in accordance with accessible design standards.



Policy Name: L27: PERSONNEL POLICY	Adoption Date: February 4, 2020
Legal References: Libraries Regulation 7 (2) (a)	Cross References: County Employee Handbook Appendix A: Job Descriptions
Revision Date: June 12, 2024	Next Review Date: First Quarter 2025 (every 1 year)

POLICY PURPOSE:

The County of Grande Prairie Library Board recognizes that employees and volunteers are a valuable asset to the successful operation of the libraries. This policy establishes conditions of employment for library staff.

POLICY GUIDELINES:

1. The Library Board is responsible for the full management and control of library services in the County. The Library Board is the employer of the staff and the County is the service provider of payroll, benefits, and pension administration. The County also includes the library staff in municipal staff functions, and includes their positions in external surveys and internal comparisons for equitable job classifications.
2. The Library Board is the direct supervisor of the Library Director, and is the sole authority for hiring, performance appraisals, dismissal, approving work hours and vacations, and ensuring compliance with employment standards.
3. The Library Director is the direct supervisor of all other library staff and is responsible for their recruiting, hiring, training, performance appraisals, dismissal, scheduling of work hours, approving vacations, and ensuring compliance with employment standards.
4. The Library Board and Library Director will conduct performance reviews annually and in accordance with the Performance Management section of the County Employee Handbook.
 - a. The Library Board will conduct the Library Director's performance review as a group, with input from the library staff and the GM of Community Services.
5. As the library is a welcoming space for vulnerable groups such as children, seniors, and disabled persons, all new employees and volunteers are required to obtain a Criminal Records check.



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6. Grievances are defined as any concern arising from a difference in the interpretation, application, administration, or alleged violation of Library Board policies or County policies that library staff have been directed to follow. The procedure for handling grievances is as follows:
- a. The grievor will first seek to settle the dispute informally with the Library Director.
 - b. Failing resolution, the grievance must be submitted in writing to the Library Director, setting out the reasons for the grievance.
 - c. If a satisfactory settlement is not reached, the grievor may send a letter to the Chair of the Library Board, setting out the reasons for the grievance.
 - d. The Library Board shall review the grievance and may consult with County Human Resources if needed.
 - e. The Library Board will send a written decision to the grievor within 30 days of the receipt of the written grievance.



Policy Name: L28: PATRON CODE OF CONDUCT	Adoption Date: June 7, 2023
Legal References:	Cross References:
Revision Date:	Next Review Date: First Quarter 2025 (every 2 years)

POLICY PURPOSE:

County Libraries are public spaces which strive to be inclusive – welcoming, safe, comfortable, and accessible to all members of the community. To ensure that all library patrons are able to have a positive library experience, the patron code of conduct outlines expectations for patron behaviour.

POLICY STATEMENT AND GUIDELINES:

1. Patrons are expected to:
 - a. Be respectful to other patrons, staff, and volunteers.
 - b. Be considerate in their use of library property.
 - c. Be lawful and responsible.
2. Prohibited behaviours include:
 - a. Threatening, abusive, harassing language behaviour or actions, whether virtually or in-person.
 - b. Behaviour that interferes with other patrons' comfort in or use of the library (i.e., loud noise, public viewing of explicit content).
 - c. Intoxication or use of intoxicating substances.
 - d. Damaging library property.
 - e. Distributing or posting materials without permission from library staff.
3. Patrons in violation of the Code of Conduct will be asked to leave the library. Repeated violations may result in suspension of library privileges.
4. Library staff will contact law enforcement in the event of criminal behaviour in the library.



Policy Name: L29: PROCUREMENT	Adoption Date: September 13, 2023
Legal References:	Cross References: County Policy C35 - Procurement
Revision Date:	Next Review Date: Third Quarter 2026 (every 3 years)

POLICY PURPOSE:

To provide direction and consistency for the use of County Library Board funds in the acquisition of goods and services.

POLICY GUIDELINES:

1. The County Library Board is committed to awarding contracts and making large purchases in a fair and equitable manner.
2. For goods and services over \$7,000, the County Library Board will follow the thresholds and guidelines laid out in County Policy C35: PROCUREMENT.
3. For all construction and renovation projects, vendors will be selected from the approved County vendor list, which ensures that they have adequate insurance and safety practices.
4. For goods and services between \$4,000 and \$7,000, library administration will follow a simplified process requiring a minimum of two quotes.
 - a. Sole source procurement may be utilized when there is only one available vendor or during emergency situations.
 - b. In no case shall sole source procurement be used to avoid competition of discriminate between Vendors or as a time management solution. Every reasonable effort should be made to ensure procurement activities are in the best value and interest of the County Library Board.
5. Where practical, the lowest total cost estimate shall be selected. Exceptions include:
 - a. Emergency situations, in which timely purchasing is required for health and safety purposes.
 - b. When the supplier of a quote has been previously documented to provide poor quality goods or services.



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6. With the exception of sole-source or emergency situations, library employees, board members, and their immediate family members will not be eligible to provide goods and services to the Library Board.



SCHEDULE A: JOB DESCRIPTIONS

JOB TITLE:	CURRENT CLASSIFICATION/GRID	POSITION #
Director, Library Services	Management Grid Level 3	1045-21
NOC CODE: 5111		
STANDARD HOURS: 24.5 hours/week (management)		

JOB TITLE OF IMMEDIATE SUPERVISOR	SUPERVISOR'S CLASS/GRID	POSITION #
Library Board General Manager, Community Services	Management Grid Level 1	1068-01

DIVISION	DEPARTMENT	LOCATION
Community Services	Library Services	Various

PROGRAM FUNCTION:

Library Services is within the Community Services Area but is fully managed by the Library Board.

On behalf of the Library Board, Library Services provides support to the library staff at the four library sites: Elmhurst, Hythe, LaGlance, Hythe and Valhalla, and administrative support to the Board.

PURPOSE OF JOB:

The Director, Library Services is responsible and accountable for the oversight of the operations of the four library sites within the County of Grande Prairie to ensure compliance with the Alberta Libraries Act, Libraries Regulation, and County Library Board policies.



Job Duties and Tasks:

1. Ensures the effectiveness of library employees through effective hiring, assignment of duties, discipline and dismissal. Maintains appropriate staff records, conducts regular performance appraisals, and determines training needs.
2. Assist in the preparation of the annual budget, maintain cost controls and remain within budget allocations.
3. Review and develop policies for Library Services.
4. Promote effective employee/employer staff relations.
5. Provide leadership and supervision through regular meetings and assignment of responsibilities.
6. Provide telephone, email, and onsite consulting service to library staff on library organization, operation, management, and collection development.
7. Interprets and explains relevant public library legislation to library staff and board as required.
8. Attend regular meetings of the County Library Board.
9. Guide library staff in identifying and achieving short and long term goals and objectives for their library programs.
10. Participate in the development of operational goals and objectives for the County Library Board.
11. Maintain knowledge of current and future trends in librarianship.
12. Provide reports as required to the General Manager Community Services, Library Board and Provincial Authority.
13. Promote the County of Grande Prairie Library Board and libraries.
14. Work in cooperation and consultation with Peace Library System staff.



QUALIFICATIONS STATEMENT

Education and Experience:

- Master of Library Sciences/Master of Library and Information Studies degree from an accredited school(mandatory)
- Several years of experience working in libraries
- Experience supervising staff

Knowledge, Skills and Abilities

- Knowledge and understanding of public library service in rural communities and of the regional library system environment.
- Knowledge of provincial and municipal government structure, legislation, reporting and funding as it relates to Alberta public library services.
- Strong organizational and time management skills.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment with various populations
- Highly effective work habits
- Able to effectively communicate both verbally and in writing
- Strong attention to detail
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Proficiency with Microsoft Office, integrated library systems, social media and electronic resources.
- Ability to adapt to new technology and identify ways to use them for library services when appropriate
- Ability to train and develop library staff members in relevant software applications
- A valid driver's license, clean driver's abstract and reliable vehicle for travel to various work sites

Core Competencies:

- Customer Focus
- Communication
- Team Work
- Quality Orientation
- Time Management



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- Adaptability/ Flexibility
 - Creative and Innovative Thinking
 - Decision Making and Judgement
 - Planning and Organizing
 - Problem Solving
 - Result Focus
 - Accountability and Dependability
 - Ethics and Integrity
 - Coaching and Mentoring
 - Staff Management

Training Matrix:

- Defensive driving
- MSI Prevention: Office Environment
- Leadership for Safety Excellence (4 modules – Supervisor’s Role, Hazard Assessment, Inspections, Investigations)
- Workplace Violence Prevention
- BUDDY
- FOIP General Awareness Training Online
- Essential Skills for Supervisors Certificate (9 modules including managing time, leadership, supervision, communication, working together, performance management, intervention, resolving conflict, staying positive) or equivalent.
- Alcohol and Drug Awareness
- WCB Return to Work workshop
- First Aid including AED (responsible to ensure minimum # of First Aiders on site) (preferred)



JOB TITLE:	CURRENT CLASSIFICATION/GRID	POSITION #
Library Coordinator	Employee Level 8	311

NOC CODE: 5111

STANDARD HOURS: Varies

JOB TITLE OF IMMEDIATE SUPERVISOR	SUPERVISOR'S CLASS/GRID	POSITION #
Director, Library Services	Management	525

DIVISION	DEPARTMENT	LOCATION
Library Services		Various

PROGRAM FUNCTION:

Library Services is within the Community Services Area but is fully managed by the Library Board.

On behalf of the Library Board, Library Services provides support to the library staff at the four library sites: Elmworth, Hythe, LaGlace, and Valhalla, and administrative support to the Board.

PURPOSE OF JOB:

The Library Coordinator is responsible for providing inclusive, innovative library services for the County of Grande Prairie through management of a community library.

Job Duties and Tasks:

1. Manage the planning, administrative, and budgetary functions of the library.
 - Implement library library services that meet the needs of the community, in line with the Plan of Service.
 - Follow library board policies and procedures.
 - Establish and manage the budget for the library.
 - Order materials and maintain records for payment of invoices.



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- Analyze and evaluate library and information services, technology and media service requirements.
 - Prepare reports for the Library Board and community.
2. Oversee the Library Assistant, seasonal staff, and volunteers
 - Assist the Library Director with recruitment, hiring, training, and performance review of Library Assistants.
 - Determine work plans for Library Assistants, seasonal staff, and volunteers.
 - Advise the Library Director of any issues, concerns or incidents involving staff or volunteers.
 - Approve timesheets and expense claims for Library Assistants, ensuring that they are completed accurately and on time.
 - Ensure that Library Assistants and volunteers receive relevant information from the Library Director, the County, and Peace Library System in a timely manner.
 3. Manage the library's collection of resources.
 - Implement collection management policies and procedures.
 - Select and acquire books, audio-visual materials, periodicals, and other resources as needed, based on the needs and interests of the community.
 - Weed the library's collections on a regular basis to ensure that outdated, damaged, and uncirculated materials are removed.
 4. Maintain the organization of library materials.
 - Ensure an accurate inventory of resources.
 - Ensure intuitive organization and tidiness of library collections.
 - Compile circulation statistics and generate reports as required.
 - Send materials to Peace Library System for cataloguing.
 - Process new materials.
 - Re-shelve materials that have been returned.
 5. Provide reference and information services.
 - Respond to requests for information on-site, via phone, via social media, and via email.
 - Assist library patrons to access requested library materials.
 - Use the Integrated Library System (ILS) to run reports, search for items, create and re-new memberships, and check items in and out.
 - Train library patrons to effectively use TRAC, the Internet, and library e-resources.
 - Print holds queue, pull materials, and package materials for shipping.
 - Refer out-of-province interlibrary loan requests to Peace Library System.



6. Library Promotion

- Create and maintain attractive bulletin boards, decorations, and displays.
- Provide information to local media to keep community members informed of library activities.
- Manage the library's social media accounts and website.

7. Library Programming

- Plan and execute programs for all ages in accordance with the priorities listed in the Plan of Service.
- Assess program success through attendance records and surveys.
- Cooperatively deliver programming with Peace Library System Consulting Staff; for example, coordinate book fairs, author tours, summer reading programs, and other library-related promotional events.

8. Perform other related duties.

QUALIFICATIONS STATEMENT

Education and Experience:

- A certificate or diploma in library and information sciences or several years related experience.

Knowledge, Skills and Abilities:

- Knowledge of library policies, procedures, methods, ethics and professional standards.
- Knowledge of library program standards.
- Knowledge on research techniques
- Knowledge on a variety of information database systems.
- Knowledge on conducting Internet searches.
- Knowledge on the organization and structure of the library.
- Knowledge on other information and library resources.
- Knowledge on library systems for cataloguing.
- Knowledge on acquisitions and searching, online.
- Ability to ensure all work-related information is kept confidential as per policy and in accordance with Freedom of Information and Protection of Privacy Act.
- Ability to comply with records management practices as stated in the Records Management Policy.
- Ability to manage a library and its collection.
- Team building skills.
- Research skills.
- Organizational skills.
- Analytical and problem solving skills.
- Decision making skills.
- Effective verbal, presentation and listening communication skills.
- Effective written communications skills.
- Computer skills including the ability to operate computerized library, spreadsheet, word-processing, email, database and graphics and website development programs at a highly proficient level.
- Stress management skills.
- Time management skills.

Core Competencies:

- Teamwork
- Customer-Service Orientation
- Quality Orientation
- Accountability and Dependability
- Creative and Innovative Thinking



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- Planning and Organizing
 - Interpersonal Skills
 - Communication
 - Confidentiality
 - Record Keeping
 - Coaching and Mentoring

Training Matrix:

- Defensive Driving / Winter Driving Fundamentals
- First Aid including AED (preferred)
- Leadership for Safety Excellence (preferred)
- Hazard Identification, Assessment & Control
- Musculoskeletal Injury Prevention: Office Environment
- Workplace Violence Prevention
- FOIP General Awareness Training Online
- Peace Library System Training Toolkit
- Essential Skills for Supervisors Certificate (9 modules including managing time, leadership, supervision, communication, working together, performance management, intervention, resolving conflict, staying positive) or equivalent.
- BUDDY



JOB TITLE:	CURRENT CLASSIFICATION/GRID	POSITION #
Library Assistant	Grid Level 9	313

NOC CODE: 5111

STANDARD HOURS: Varies

JOB TITLE OF IMMEDIATE SUPERVISOR	SUPERVISOR'S CLASS/GRID	POSITION #
Library Coordinator	Grid Level 8	525

DIVISION	DEPARTMENT	LOCATION
Library Services		Various

PROGRAM FUNCTION:

Library services is within the Community Services Area but is fully managed by the Library Board.

On behalf of the Library Board, Library Services provides support to the library staff at the four library sites: Elmworth, Hythe, La Glace, and Valhalla, and administrative support to the Board.

PURPOSE OF JOB:

The Library Assistant is responsible for providing innovative, inclusive library services for the County of Grande Prairie by assisting the Library Coordinator with day-do-day operations of a community library.

Job Duties and Tasks:

9. Assist the Library Coordinator to manage the library's collection of resources.
 - Assist the Library Coordinator with regular weeding of collections.
 - Assist the Library Coordinator in the selectin of books, audio-visual materials, periodicals, and other resources as needed.

10. Assist with the organization of library materials.



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- Ensure intuitive organization and tidiness of library collections.
 - Process resources for placement on shelf.
 - Re-shelve materials that have been returned.
11. Assist in the provision of reference and information services.
- Respond to requests for information on-site, via phone, via social media, and via email.
 - Assist library patrons to access requested library materials.
 - Use the Integrated Library System (ILS) to run reports, search for items, create and re-new memberships, and check items in and out.
 - Train library patrons to effectively use TRAC, the Internet, and library databases.
 - Refer out-of-province interlibrary loan requests to Peace Library System.
 - Print holds queue, pull materials, and package materials for shipping within TRAC.
12. Assist the Library Coordinator with Library Promotion
- Assist the Library Coordinator to create and maintain attractive bulletin boards, decorations, and displays.
 - Assist the Library Coordinator with management of the library's social media accounts and website.
13. Library Programming
- Assist the Library Coordinator to plan and execute programs for all ages in accordance with the priorities listed in the Plan of Service.
 - Assess program success through attendance records and surveys.
14. Perform other related duties.



QUALIFICATIONS STATEMENT

Education and Experience:

- A certificate or diploma in library and information sciences or several years related experience.

Knowledge, Skills and Abilities:

- Knowledge of library policies, procedures, methods, ethics and professional standards.
- Knowledge of library program standards.
- Knowledge on research techniques.
- Knowledge on a variety of information database systems.
- Knowledge on conducting Internet searches.
- Knowledge on the organization and structure of the library.
- Knowledge on other information and library resources.
- Knowledge on library systems for cataloguing.
- Knowledge on acquisitions and searching, online.
- Ability to ensure all work related information is kept confidential as per policy and in accordance with Freedom of Information and Protection of Privacy Act.
- Ability to comply with records management practices as stated in the Records Management Policy.
- Ability to manage a library and its collection.
- Team building skills.
- Research skills.
- Organizational skills.
- Analytical and problem solving skills.
- Decision making skills.
- Effective verbal, presentation and listening communication skills.
- Effective written communications skills.
- Computer skills including the ability to operate computerized library, spreadsheet, word-processing, email, database and graphics and website development programs at a highly proficient level.
- Stress management skills.
- Time management skills.

Core Competencies:

- Teamwork
- Customer-Service Orientation
- Quality Orientation
- Accountability and Dependability
- Interpersonal Skills



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- Communication
 - Confidentiality
 - Record Keeping