



Roles and Responsibilities

Public Library Boards



Agenda

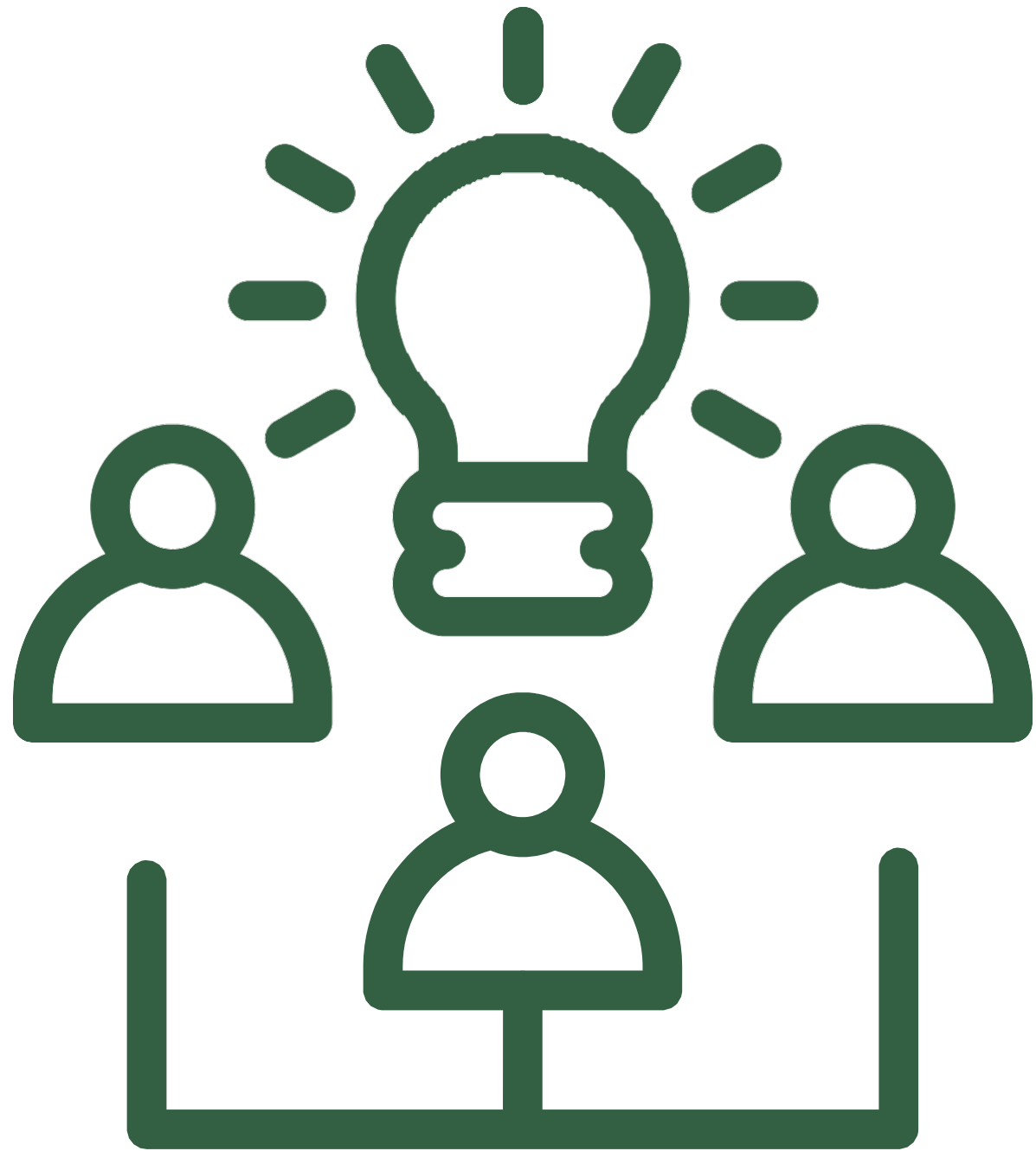
- **Legislation**
- **Responsibilities of Municipal Council**
- **Responsibilities of Library Board**
- **Responsibilities of Library Staff**
- **Parkland Regional Library System**
- **Board Best Practices**
- **Cautions**

Legislation

- Alberta Libraries Act
- Libraries Regulation
- Municipal Government Act (MGA)
- Freedom of Information and Privacy Act (FOIP)
- Alberta Employment Standards Code
- Occupational Health and Safety Act
- Copyright Act (Federal)
- Provincial Grant Regulations



Municipal Council



- **Establish a library board**
- **Appoint library board members**
- **Fund library service**
- **Can provide library building and equipment**
- **Determine the financial review**
- **Receive library board bylaws**
- **Receive library board reports**
- **Be a member of the library system**
- **Appoint a member to the library system board**

Library Board

- **Determine the strategic priorities of the library**
- **Secure adequate funding**
- **Manage and maintain library finances and financial records**
- **Create and evaluate library bylaws and policies**
- **Hire and evaluate library manager**
- **Comply with the relevant legislation**
- **Advocate on behalf of the library**
- **Assist in forming community partnerships**

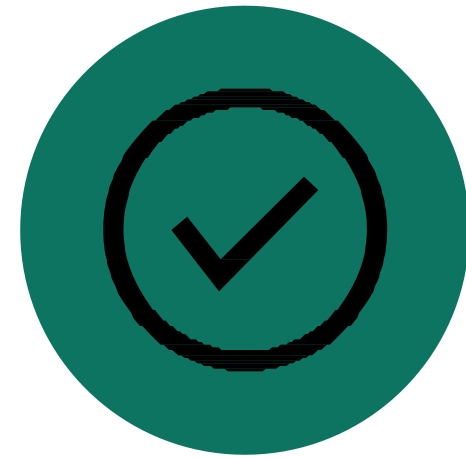


Senior Library Staff



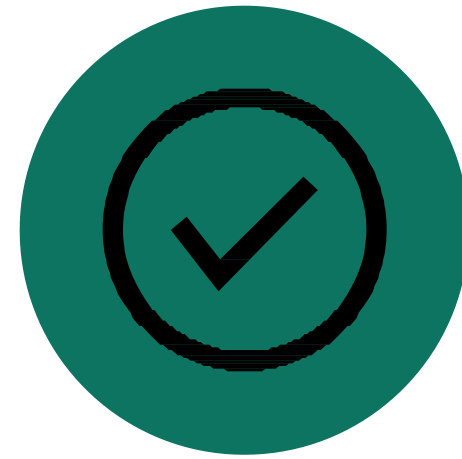
Support the Board

With things like policy development, Plan of Service, giving Library Manager's report at regular Board meetings.



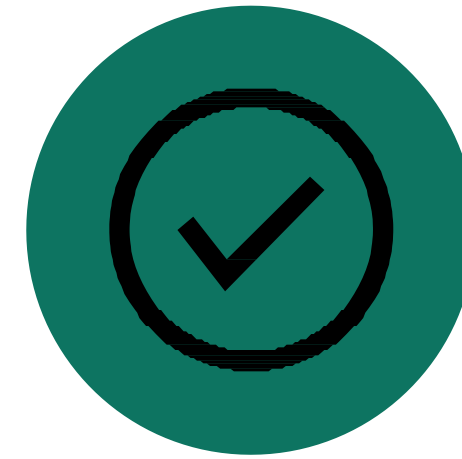
Staff Management

Hires, trains, oversees, and evaluates all other library staff and volunteers working at the library.



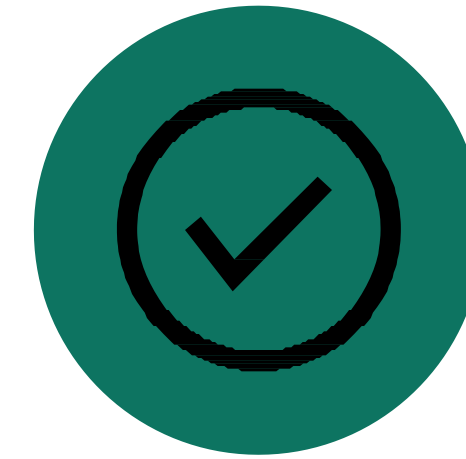
Public Services

Oversees or administers all aspects of customer service to community members, including programming and collection development and management.



Fund Development

Writes, submits, and administers grants on behalf of the library. Seeks corporate sponsorships/partnerships on behalf of the library.



Marketing

Creates, monitors, and manages all social media, marketing, and library communications regarding day-to-day operations of the library or delegates these tasks to others.

Library Service

- Resource sharing
 - Books
 - Movies
 - Magazines
 - Audiobooks
 - Large Print
 - Board Games/Equipment
 - eBooks
 - eAudiobooks
 - eMagazines
- Programming for all ages
- Access to the internet
- Access to technology
- Exam administration
- Photocopying, printing, and faxing
- Community engagement opportunities
- Room rentals
- Educational support

PLS Services



- Training and operational support
- Technology, internet, and network support
- Materials allotment (\$1.13 per capita)
- Access to resource sharing
- Digital catalogue and patron management
- Collection processing
- System-wide shared collections
- Marketing and advocacy

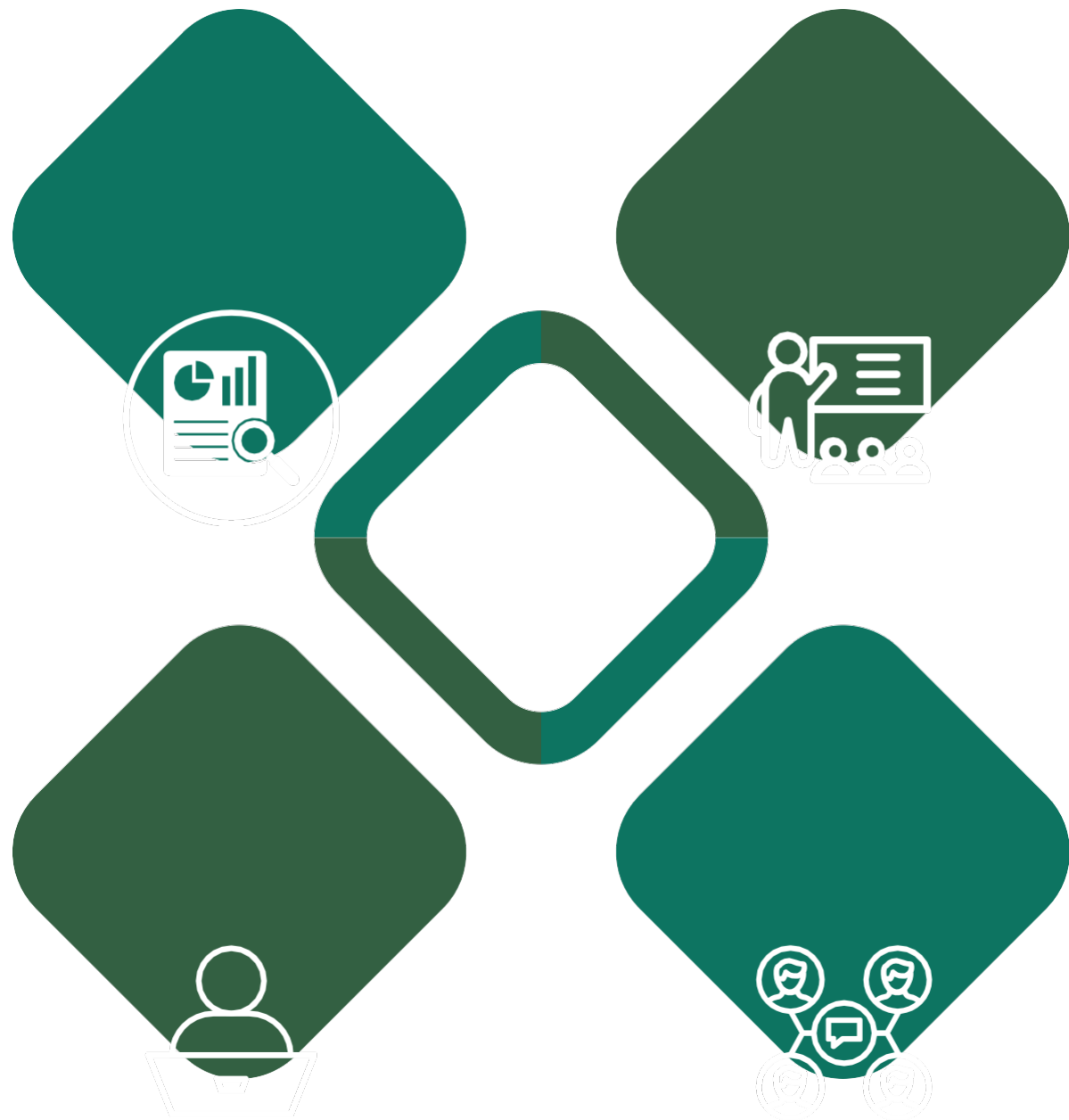


Board Best Practices

- **Board meetings should be held at least every 4 months**
- **Minutes must be kept and made public indefinitely**
- **Meet with Library Manager bi-weekly/monthly**
- **The Library Manager should have access to budget documents**
- **Board meetings should include:**
 - **Approval of last meetings minutes**
 - **Library update (given by Library Manager)**
 - **Plan of Service update (by Library Manager)**
 - **Review of finances/budget (at least quarterly)**
 - **Review/update 1-2 policies**
 - **Additional discussion topics or decisions**

Cautions for Boards

- **One-on-one direct criticism of staff by a board member is never appropriate**
- **Establish a method of communication to the board for both senior staff and patrons**
- **Establish lines of authority and expectations**





Thank You

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www.librarytrustees.ab.ca