

**CITY OF LETHBRIDGE LIBRARY BOARD
POLICY MANUAL
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LIBRARY BOARD

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ROLE OF THE BOARD

PURPOSE

The purpose of this policy is to articulate the responsibilities of the City of Lethbridge Library Board.

PERSONS AFFECTED

City of Lethbridge Library Board Trustees

POLICY STATEMENT

The Board of Trustees represents the public interest in libraries. Appointment to the Library Board constitutes a public trust. The Board's chief responsibility is to see that the public library effectively serves the municipality that supports it.

To do this, the Board:

1. Determines Library vision, mission, guiding principles and goals (in the Plan of Service) appropriate to the needs of the community and re-examines them annually.
2. Advocates for adequate funding from the City, other current funding sources and new sources as appropriate, to achieve the Plan of Service.
3. Establishes policies and bylaws governing the Library, and files all updates and amendments with the Public Library Services Branch and City Clerk's office.
4. Develops the operating budget and reviews and amends as required annually.

RESPONSIBILITIES

The Board:

1. Speaks with one voice, usually the Chair, who may delegate the responsibility to another Board member.
2. Informs representatives of all levels of government and other stakeholders of the Library's progress and needs.
3. Informs City Council of the skills and experience required of Board Trustees.
4. Advocates for and represents the Library to the community and the community to the Library.
5. Operates within the Province of Alberta *Libraries Act, Regulation* and other relevant provincial and federal laws and municipal bylaws.
6. Pursues professional development through continuing education opportunities and/or participation in provincial and national library organizations.
7. Cooperates with other libraries and library organizations to maintain and enhance the quality of library services for Albertans.
8. Operates in an open and accountable manner, using clear rules of order and procedures.
9. Monitors and regularly discusses the Board's own processes and performance.

MONITORING

The Board reviews compliance with this policy at least every three years.

REFERENCES

- Province of Alberta *Libraries Act*
- Current Plan of Service

REVISION HISTORY

- November 13, 2008: Approved
- May 10, 2017: Revised
- February 23, 2021: Reviewed



ROLE OF THE CHAIR

PURPOSE

The purpose of this policy is to articulate the responsibilities of the Chair of the City of Lethbridge Library Board.

PERSONS AFFECTED

City of Lethbridge Library Board Trustees/CEO/City of Lethbridge

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board that the role of the Chair is to manage the Board by maintaining the integrity of Board processes. The chair is the only Board member authorized to speak for the Board, other than in those instances in which the Board chair may delegate to another Trustee. The authority of the chair consists in only making decisions on behalf of the Board that fall within and are consistent with any reasonable interpretation of Board policies.

The Board chair will maintain liaison with the City Clerk's office with the recruitment and selection of Board trustees.

REVISION HISTORY

- March 12, 2014: New policy
- February 23, 2021: Reviewed

ROLE OF BOARD COMMITTEES

PURPOSE

The purpose of this policy is to articulate the role of Board committees.

PERSONS AFFECTED

City of Lethbridge Library Board Trustees/CEO/Library staff/City of Lethbridge

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board to operate with a number of standing committees. The Board may also establish ad hoc committees as needed.

RESPONSIBILITIES

Standing committee chairs are to recommend terms of reference to the Board for approval.

Each standing committee will establish its own schedule for meetings.

Chairs of standing committees will conduct business under the terms of reference and report back to the Board.

Standing committee composition will be a minimum of two trustees plus any additional non-voting resources as required by the committee. The CEO is an *ex-officio* member of all standing committees.

REVISION HISTORY

- March 12, 2014: New policy
- January 14, 2015: Revised
- February 23, 2021: Reviewed

ORIENTATION AND CONTINUING EDUCATION OF BOARD TRUSTEES

PURPOSE

The goal of the City of Lethbridge Library Board is to effectively support and develop informed Board Trustees. The purpose of this policy is to provide, within the limits of the Board's budget, orientation programs, financial support for attendance at library conferences and relevant workshops, and institutional membership in library organizations.

PERSONS AFFECTED

City of Lethbridge Library Board/CEO

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board to support Trustees to participate in orientation, learning, training and development opportunities (e.g. courses, seminars, conferences, examinations) related to current and future requirements of the Board. This includes providing a supportive environment for practicing and receiving feedback on skills and knowledge learned.

The Board will reimburse board members for pre-approved library expenses incurred using a personal method of payment that are related to:

- Professional development, including courses workshops and conferences (refer to LB31 Travel for specific expenses covered when required to travel)
- Attending out of town meetings on behalf of the library board
- Association memberships

RESPONSIBILITIES

Learning is a shared responsibility between the individual Trustees to take charge of their own professional development, and the organization to offer an environment that is supportive of, and conducive to, learning while respecting the diverse learning needs of Trustees. Collectively, all parties are responsible to develop and nurture an organization-wide learning culture that promotes and encourages investment in learning.

Board members are responsible for providing original receipts and completing and submitting an Expense Claim Form (attached) prior to the end of the month in which the expense was incurred.

Orientation:

- a. The CEO and/or designate, along with the Board Chair, organize an orientation session for new trustees, to familiarize them with:
 - i. The CEO and management team, the Library, and its services
 - ii. A trustee's responsibilities and duties
 - iii. The provincial library environment
- b. Each trustee receives a Policy manual as part of the orientation.
- c. Each trustee receives a Trustee Handbook. Content for the Handbook is determined by the CEO, along with the Board Chair.
- d. Board governance and Committee Terms of Reference will be discussed on an annual basis.

Education:

- a. All trustees are encouraged to attend library conferences, with costs covered in accordance with Policy LB8 – Authorization for Library Trustees to Travel.
 - i. Budget limitations may restrict the number of conference attendees. Priority is usually given to trustees who have not attended previous library conferences; however, at the discretion of the Board Chair, this may be overridden by the needs of the Board.
 - ii. Trustees are expected to share learned information from conferences, workshops, etc., with the other Trustees.
- b. The Board may hold a retreat for Board and Trustee development.
- c. All trustees are strongly encouraged to attend Trustee workshops. If budget limitations restrict the number of attendees, new trustees have priority.

Association Membership:

- a. The Library Board maintains memberships in relevant trustee associations
- b. Trustees are encouraged to actively participate in the trustee associations

REFERENCES

- City of Lethbridge Library Board Policy Manual
- City of Lethbridge Library Board Trustee Handbook
- Authorization for Library Trustees to Travel Policy – LB8
- Travel Policy – LB31

REVISION HISTORY

- March 12, 2014: New policy
- May 10, 2017: Revised
- March 10, 2021: Revised

POLICY DEVELOPMENT, IMPLEMENTATION AND EVALUATION

PURPOSE

The City of Lethbridge Library Board has a mandate to provide library services to the municipality. Policies are essential in providing substance to this mandate. The purpose of this policy is to clarify the roles and responsibilities of City of Lethbridge Library Board, City Council, and Library administration with respect to policy development, implementation of policies and evaluation of policy effectiveness and to establish a consistent approach, through an established format and clearly articulated definitions and procedures.

This policy mirrors the spirit and intent of the City of Lethbridge Policy Development, Implementation, and Evaluation policy (CC1) and should be kept current with updates to that policy.

PERSONS AFFECTED

City of Lethbridge Library Board /Library administration/Library employees/City Council

POLICY STATEMENT

1. City of Lethbridge Library Board, develops policies in the following categories:
 - Policies of broad public importance that deal with long term issues on matters concerning the goals and priorities of the Library (strategic policies)
 - Policies that generally describe the approaches and outcomes the Library Board expects Library administration to achieve (framework policies)
 - Policies that articulate the manner in which Library Board and Library administration will perform their functions (procedural policies)
2. The CEO develops, implements, and submits to the Library Board for information administrative policies that are operational in nature. Each group of administrative policies will be supported by a framework policy in which the City of Lethbridge Library Board sets overall direction for the applicable area.
3. City of Lethbridge Library Board policies are to be followed by all Board Trustees, Library employees, volunteers and contracted staff.
4. Library policies will mirror the spirit and intent of the applicable City of Lethbridge policies. City Council approval must be sought for policies as developed by the City of Lethbridge Library Board or the CEO where they vary from the spirit and intent of the applicable City of Lethbridge policies.

5. City of Lethbridge Library Board shall establish a consistent approach to, and a philosophical framework for the development, implementation and evaluation of City of Lethbridge Library Board and Library administrative policies.

The Lethbridge Public Library will have access to well articulated and understandable policies and related procedures. Policies and procedures will be:

- Presented in a common format
- Formally approved by the City of Lethbridge Library Board
- Maintained centrally and accessible to all interested parties
- Kept current and amended based on feedback from those affected or evaluated periodically for their effectiveness
- Distributed to all relevant personnel in a timely manner

Employees who are responsible for writing, updating and distributing policies shall comply with the conditions and procedures that are outlined in this document. (See Appendix A for format)

RESPONSIBILITIES

City of Lethbridge Library Board to:

- a. Consider key issues for Library policies and direct action to create policy recommendations
- b. Ensure policies address issues within the realm of governance, such as, but not restricted to legal liability, financial accountability, functions of the Library Board, and the public image of the Lethbridge Public Library
- c. Develop policies, forwarding them to City Council for approval where they vary from the spirit and intent of the applicable City of Lethbridge policies
- d. Approve all Library policies

City Council to:

- a. Consider for approval City of Lethbridge Library Board policies where an exemption from City of Lethbridge policy is requested

CEO to:

- a. Consider key issues for administrative policies and direct action to create policy recommendations
- b. Develop administrative policies consistent with City of Lethbridge Library Board and City of Lethbridge policies
- c. Review administrative policies on a regular basis and receive feedback from those affected to ensure continued relevance and effective implementation
- d. Implement or delegate the implementation of Board and administrative policies to those best suited to undertake the implementation

- e. Consider key issues for City of Lethbridge Library Board policies and prepare options/recommendations for City of Lethbridge Library Board to review
- f. Require research on the policy issue to be conducted, including initial consultation with affected groups, as required, to address issues such as, but not restricted to, legal and cost implications
- g. Maintain policy manual, distribute updated policies, and provide access as required
- h. Submit all policies to the City of Lethbridge Library Board for approval consideration
- i. Regularly check for updates to City of Lethbridge Council and administrative policies in order to ensure they are kept up-to-date, and continue to mirror the spirit and intent of those policies

PROCEDURES

1. The Board may identify needs for policy development, amendment, or deletion, and refer them to the Governance Committee for action
2. The CEO, City Council, or City Administration, may submit requests for policy development, amendment, or deletion to the Board for consideration
3. The Board may endorse requests for policy development, amendment, or deletion, and refer them to the Governance Committee for action
4. The Governance Committee researches, revises, and writes policies, and presents them to the Board in proper format as recommendations for consideration
5. When recommended policies differ from City policies, the Board may direct the Governance Committee to discuss them with the City, and to report back to the Board
6. The Board has the authority to approve policies
7. The CEO ensures appropriate distribution of policies, and maintains policy records

REFERENCES

- Appendix A

REVISION HISTORY

- March 11, 2015: New policy
- March 10, 2021: Revised

APPENDIX A
[ENTER POLICY NAME]

(format instructions - Policy Name – Body Text + Lucida 11 pt, Bold, Not Italic centered)

PURPOSE

Describe the reason for the policy including any specific needs being addressed. Two or three sentences are adequate. For example, the purpose statement might begin with the phrase, “this policy establishes..”

Format instructions for this section:

Use Periods at end of sentence.
Single Space

PERSONS AFFECTED

Define the target audience (i.e. the primary users of the policy). When all employees are affected, simply write, “Employees.”

Format instructions for this section:

No periods at end of sentence
Single Space
When numbering double space between numbers

POLICY STATEMENT

Provide a clear and authoritative expression of direction. This is a good place to show the tie to mission, vision, values and goals. The opening phrase for this section could be, for example, “It is the policy of the Lethbridge Public Library to...”

Format instructions for this section:

Use Periods at end of sentences.
Single Space

RESPONSIBILITIES

Provide a short summary of the responsibilities of the individuals involved with the policy and procedure. The specific title of the position is generally used although “Employee” can be used when necessary.

Format instructions for this section:

No periods at end of sentences
Double space between e.g. Library Board – CEO
Indent 2” – Number – a), b) c) etc. single space between number

PROCEDURES

Define and outline the specific actions to be taken to ensure orderly implementation of the policy. The process should be described from start to finish

Formatting instructions for this section:

Single space
Indent 2" - Numbering – a), b) c) etc.
Use periods at end of sentences.

DEFINITIONS

Provide an explanation of any abbreviations, acronyms, technical terms, and words infrequently used or not consistently understood

Formatting instructions for this section:

Single space between bullets
Use Bullets at the beginning of each sentence
Underline Title e.g. Chief Executive Officer
Use periods at end of sentences.

REFERENCES

Refer to any closely related policies, collective agreement provisions, legislation or other documents that may assist in understanding or applying this policy.

Formatting instructions for this section:

No periods at end of sentences
Use Bullets at the beginning of each sentence
Single space between bullets

REVISION HISTORY

Provide a history of document changes whether they are minor typographical alterations or major amendments

REVIEW DATE

Provide date of review to ensure regular review of policies is conducted and recorded

Formatting instructions for this section:

No periods at end of sentences
Use Bullets at the beginning of each sentence
Use Colons e.g. April 2000:
Single space between bullets

ETHICAL GUIDELINES OF CONDUCT FOR LIBRARY BOARD TRUSTEES

PURPOSE

The City of Lethbridge Library Board has a mandate to provide library services to the city. The proper operation of local government requires that Board Trustees are independent, impartial and duly responsible to the people. Accordingly, the purpose of this policy is to outline ethical principles for all Trustees of the City of Lethbridge Library Board.

This policy mirrors the spirit and intent of the City of Lethbridge Ethical Guidelines of Conduct for Members of Council policy (CC8) and should be kept current with updates to that policy.

PERSONS AFFECTED

City of Lethbridge Library Board Trustees

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board that Trustees of the Board maintain the highest standards of conduct in public office, and faithfully discharge the duties of their office without fear or favour.

RESPONSIBILITIES

Trustees of the City of Lethbridge Library Board to:

- a. Review policy within one month of appointment
- b. Govern their conduct in accordance with the requirements and obligations set out in the applicable legislation of the Province of Alberta
- c. Refrain from using confidential information for personal profit or the profit of any other person
- d. Refrain from communicating confidential information to those who are not entitled to receive it
- e. Refrain from using their position to secure special privileges, favour or exemptions for themselves or any other person
- f. Avoid any situation that could cause anyone to believe that they may have brought bias or partiality to a question before the Board
- g. Declare conflicts of interest and recuse themselves from the portion of the meeting for that item
- h. Abide by the ethical standards of conduct listed during their office and for a period of twelve (12) months after leaving the Board, except those standards related to confidential information, the latter of which shall apply during their office and in perpetuity
- i. Refrain from all unethical activities, whether or not specifically identified by these ethical guidelines of conduct or by legislation

REFERENCES

- Province of Alberta *Libraries Act*
- Province of Alberta *Municipal Government Act*

REVISION HISTORY

- March 12, 2014: New policy
- June 22, 2017: Reviewed
- March 10, 2021: Revised

AUTHORIZATION FOR LIBRARY BOARD TRUSTEES TO TRAVEL

PURPOSE

The City of Lethbridge Library Board has a mandate to provide library services to the city. The purpose of this policy is to ensure open, honest and transparent governance for the City of Lethbridge Library Board and to protect the reputation of the Library.

This policy mirrors the spirit and intent of the City of Lethbridge Authorization for Councilors to Travel policy (CC13) and should be kept current with updates to that policy.

PERSONS AFFECTED

City of Lethbridge Library Board Trustees

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board that Trustees may travel on Library Business outside the City only with the prior authorization of the Board or the Board Chair.

REFERENCE

- Travel Approval form

REVISION HISTORY

- March 12, 2014: New policy
- June 22, 2017: Reviewed
- e r ar 2 , 2021: Reviewed

FINANCIAL SERVICES

PURPOSE

The City of Lethbridge Library Board has a mandate to provide library services to the municipality. Policies are essential in providing substance to mandate. The purpose of this policy is to provide a framework for corporate financial services policies.

This policy mirrors the spirit and intent of the City of Lethbridge Financial Services policy (CC2) and should be kept current with updates to that policy.

PERSONS AFFECTED

City of Lethbridge Library Board/Library employees/Library volunteers/contracted employees

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board to ensure effective stewardship of the Library's financial resources. Therefore, the Library CEO will implement effective financial systems, controls and strategies to meet operational and legislative requirements and develop financial policies and procedures to ensure the long-term viability of the corporation.

REFERENCES

- Province of Alberta *Libraries Act*
- Province of Alberta *Municipal Government Act*

REVISION HISTORY

- March 12, 2014: New policy
- December 13, 2017: revised
- e r ar 2 , 2021: reviewed

HUMAN RESOURCES

PURPOSE

The City of Lethbridge Library Board has a mandate to provide library services to the municipality. Policies are essential in providing substance to this mandate. The purpose of this policy is to provide a framework for corporate human resources policies.

This policy mirrors the spirit and intent of the City of Lethbridge Human Resources policy (CC3) and should be kept current with updates to that policy.

PERSONS AFFECTED

City of Lethbridge Library Board/Library employees/Library volunteers/contracted employees

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board to attract and retain exemplary employees, to support and develop these employees, and to hold them accountable for maintaining acceptable standards of behaviour and achieving corporate outcomes. The board delegates the initial drafting of personnel policies to the CEO, including those required by the Libraries Regulation. The board conducts final review and approval of all policies.

Working hours and grievance procedure guidelines for union employees are negotiated by CUPE Local 70 (Library Employees) and are contained within the Collective Agreement. Guidelines for managers and out-of-scope employees are identified in the Board approved *Lethbridge Public Library Management Terms and Conditions of Employment* document.

REFERENCES

- Province of Alberta *Libraries Act and Regulations*
- Collective Agreement, CUPE Local 70 (Library Employees)
- Lethbridge Public Library Management Terms and Conditions of Employment

REVISION HISTORY

- March 12, 2014: New policy
- December 13, 2017: Revised
- March 10, 2021: Revised

INFORMATION & TECHNOLOGY

PURPOSE

The City of Lethbridge Library Board has a mandate to provide library services to the city. A secure, sustainable and stable work environment requires information and technological standards that are both enabling and responsible. The purpose of this policy is to provide a framework for the Library's information and technology policies in support of this goal.

This policy mirrors the spirit and intent of the City of Lethbridge Information & Technology policy (CC4) and should be kept current with updates to that policy.

PERSONS AFFECTED

City of Lethbridge Library Board/Library employees/Library volunteers/contracted employees

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board that appropriate, secure and functional access to the Library's information and technology is provided to those who require it to deliver their services in an effective and efficient manner. To ensure appropriate use of the Library's information and technology, the CEO will develop policies to meet operational and legislative requirements.

REFERENCES

- Province of Alberta *Libraries Act*
- Province of Alberta *Municipal Government Act*
- Province of Alberta *FOIPP Act*

REVISION HISTORY

- March 12, 2014: New policy
- December 13, 2017: Revised

PROCUREMENT

PURPOSE

The City of Lethbridge Library Board has a mandate to provide library services to the city. Policies are essential in providing substance to this mandate. The purpose of this policy is to provide a framework for administrative purchasing policies for expenditures that are included in approved budgets or otherwise authorized by the City of Lethbridge Library Board or the City of Lethbridge.

This policy mirrors the spirit and intent of the City of Lethbridge Procurement policy (CC5) and should be kept current with updates to that policy.

PERSONS AFFECTED

City of Lethbridge Library Board/Library employees/Library volunteers/contracted employees

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board to ensure best value for the corporation through strong procurement processes that are open and transparent. The CEO will develop operational policies to meet the requirements of the Library and the City of Lethbridge.

REFERENCES

- Province of Alberta *Municipal Government Act*
- Province of Alberta *Libraries Act*

REVISION HISTORY

- March 12, 2014: New policy
- December 13, 2017: Revised
- e r ar 2 , 2021: Reviewed

SIGNING AUTHORITY

PURPOSE

The City of Lethbridge Library Board has a broad mandate to manage and control the library. The purpose of this policy is to establish signing authorities and procedures for bylaws, minutes, contracts, agreements or any other contractual agreement binding the City of Lethbridge Library Board.

This policy mirrors the spirit and intent of the City of Lethbridge Signing Authority policy (CC38) and should be kept current with updates to that policy.

PERSONS AFFECTED

City of Lethbridge Library Board/CEO/Library employees

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board that the signing authorities and procedures be designated for bylaws, minutes, contracts, agreements or any other contractual agreement binding the City of Lethbridge Library Board.

RESPONSIBILITIES

Library Board to:

- Approve the signing authority policy

Board Chair and one other board trustee to sign:

- Bylaws
- Board Meeting Minutes
- CEO employment agreement

Board Chair and CEO (or designates) to sign:

- Grant agreements requiring 2 signatures
- Collective agreements
- Any other agreements or documents required by legislation or directed by the Board to be signed by the Board Chair and CEO

CEO (or designate) to:

- Be the person authorized by the Board to sign (alone or with others) all agreements or documents that are not signed by the Board Chair

PROCEDURES FOR CONTRACTS AND AGREEMENTS

1. All documentation binding the City of Lethbridge Library Board and requiring execution may be directed to legal counsel for review.
2. Upon completion of review by legal counsel, the documentation will be forwarded to the CEO requesting execution.

PROCEDURE FOR ACCEPTANCE OF ELECTRONIC SIGNATURE

When an in-person signature is not possible, an electronic signature is acceptable on the following document types:

- Board Minutes
- Bylaws
- Contracts and agreements (assuming 3rd parties accept electronic signatures.)
- Human resource forms

To be accepted, the electronic signature software must use encryption and allow the signature to be password/PIN protected.

DEFINITION

Electronic signature or e-signature: is electronic information that a person creates or adopts in order to sign a record. It does not create a different legal meaning of “signature” in the electronic world but it allows electronic signatures to have the same status as written ones. An electronic signature does not need to “look like” a handwritten signature, though it is possible to digitize handwriting so that it is displayed in that way.

REFERENCES

Electronic Transactions Act

<https://www.qp.alberta.ca/documents/Acts/E05P5.pdf>

A Guide to Alberta’s Electronic Transactions Act -

<http://www.assembly.ab.ca/lao/library/egovdocs/2003/alis/143290.pdf>

REVISION HISTORY

- March 12, 2014: New policy
- January 22, 2018: Reviewed
- June 10, 2020: Revised
- April 14, 2021: Revised

Number: LB17
Approved by: Board
Effective date: March 12, 2014
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INTELLECTUAL FREEDOM

PURPOSE

The City of Lethbridge Library Board has a mandate to provide library services to the city. The purpose of this policy is to outline the Board's commitment to intellectual freedom in the governance and operations of the Library.

PERSONS AFFECTED

City of Lethbridge Library Board Trustees/Library employees/Library volunteers

POLICY STATEMENT

The City of Lethbridge Library Board adopts the Canadian Federation of Library Associations' (CFLA-FCAB) Statement on Intellectual Freedom.

Approval History: ~ CLA: June 27, 1974. Amended November 17, 1983; November 18, 1985; September 27, 2015. CFLA-FCAB: Adopted August 26, 2016; Reviewed April 12, 2019The 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.

Number: LB17
Approved by: Board
Effective date: March 12, 2014
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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.

REFERENCES

- Province of Alberta *Freedom of Information and Protection of Privacy Act*
- *Canadian Federation of Library Associations Position Statement on Intellectual Freedom*
CLA: June 27, 1974. Amended November 17, 1983; November 18, 1985; September 27, 2015. CFLA-FCAB:
Adopted August 26, 2016; Reviewed April 12, 2019

REVISION HISTORY

- July 31, 2012: New policy
- March 12, 2014: Revised
- May 9, 2018: Revised

Number: LB17
Approved by: Board
Effective date: March 12, 2014
Page: 3 of 3

- April 14, 2021: Revised

CONFIDENTIALITY OF USER RECORDS

PURPOSE

The City of Lethbridge Library Board has a mandate to provide library services to the city. The purpose of this policy is to support the individual's right to privacy and to recognize the confidential nature of the personal information gathered by the Library. This policy is in accordance with the Province of Alberta *Libraries Regulation*, and the Province of Alberta *Freedom of Information and Protection of Privacy Act (FOIPP Act)*.

PERSONS AFFECTED

City of Lethbridge Library Board/Library employees/ Volunteers

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board that the collection, use, disclosure, and storage of personal information related to customer use of its facilities, services, collections and web site, are undertaken in accordance with the *FOIPP ACT*.

Access to user records is provided to library staff and volunteers as required in order for them to carry out the business of the library. Records of library members are stored on a single database for all Chinook Arch Regional Library System member libraries, therefore member records may be accessed by other Chinook Arch Regional Library System libraries' staff if required. In accordance with the *FOIPP Act*, member records may be shared with other libraries within Alberta for the purpose of collecting late fees and retrieving borrowed materials.

Upon request, a library user will be given access to all information concerning their records that the library has on file. Access to a user's record is limited to that user with the following exceptions:

1. In response to a subpoena or court order or as required by law.
2. For the purpose of contacting next of kin or emergency response personnel in the case of an emergency.
3. In the case of a library user twelve (12) years of age and under, access is also provided to the parent.
4. In the case of a library user thirteen (13) to seventeen (17) years of age inclusive, access is also provided to the parent only if the information is provided to aid in the retrieval of overdue library material or the collection of outstanding library charges.
5. In the case of a person with diminished capacity such that the law has deemed that person not to be responsible for their actions, access will be provided to the person(s) noted in the user record as assisting in the management of the care and return of library materials.
6. Adults accompanied by a guardian or support worker representing an agency responsible for their care.

Where not covered by this policy, access to user records will be in accordance with the *FOIPP Act*.

REFERENCES

- Province of Alberta *Libraries Regulation*
- Province of Alberta *FOIPP Act*

REVISION HISTORY

- March 12, 2014: New policy
- May 9, 2018: Revised
- March 23, 2021: Reviewed

LOANING OF MATERIAL

PURPOSE

The City of Lethbridge Library Board has a mandate to provide library services to the public in accordance with the Province of Alberta Libraries Act and Regulation.

PERSONS AFFECTED

City of Lethbridge Library Board / Library employees / Volunteers

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board to ensure that every attempt is made to collect material to fulfill patron requests regardless of who the patron is or why the patron wishes to material and to make designated materials available for loan to Library members.

1. Loaning of Materials

All materials available for loan to the public shall be available free and without charge, within Library premises. The Library's Circulation Guidelines and Procedures govern use of materials. Where there are costs in acquiring these materials from other institutions, such as photocopy costs, postage, registration and insurance or interlibrary loan charges, these charges shall be the borrower's responsibility.

Materials loaned shall be made available to the borrower for set periods of time as approved by the City of Lethbridge Library Board. When these materials are not returned within this period, penalties shall be assessed to the borrower as set out in the approved Lethbridge Public Library Schedule. If materials loaned are lost or not returned to the Lethbridge Public Library, the borrower shall be required to pay for these materials in accordance with the approved Lethbridge Public Library Rate Schedule.

2. Restrictions on Loans

Restrictions may apply to loan material because of the irreplaceable nature of collections, format of materials or other criteria deemed appropriate by Library staff.

REFERENCES

- Province of Alberta Libraries Act
- Province of Alberta Libraries Regulation
- Province of Alberta AIPP Act
- Chinook Arch Regional Library System Resource Sharing/Interlibrary Loan, Regional Lending Services, Information Services, Policy, December 6, 2012
- Rate Schedule Bylaws of the City of Lethbridge Library Board for the Safety and Use of the Library - Schedule C Penalties, Fines and Fees

COLLECTION DEVELOPMENT

PURPOSE

The purpose of this policy is to develop a collection of library resources for library users.

PERSONS AFFECTED

City of Lethbridge Library Board/CEO/Library employees

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board to select, acquire, and dispose of physical and electronic library resources. Acquisition includes purchase and receipt of gifts and donations of resources.

RESPONSIBILITIES

Responsibility for the selection of Library materials rests with the CEO whose mandate it is to ensure the implementation of policies determined by the Board.

The CEO will delegate to staff members, authority to interpret and guide the application of the policy in making day-to-day selections.

- The Library does not attempt to acquire textbooks or other curriculum related materials.
- Rare and scholarly items of special value may be acquired, and use of these may be controlled to the extent necessary to preserve them from harm or loss, e.g. Genealogy, Reference, and Local History.
- Individuals may wish to make donations in the form of memorial books or other collection items. Donations must meet the Library's Collection Development Guidelines. Where the donation is financial, the Library will order the approved items in accordance with the Library's Collection Development Guidelines. A letter of appreciation and tax receipt will be issued for donation of ten dollars or more.

Freedom of Information

The Board recognizes that freedom of access to information, and opportunities to study cultures, events and philosophies, will necessitate a generous allowance of access to views differing from one's own to ensure freedom of access to all views including one's own.

The freedom to disagree, to debate, to allow others to speak and be heard, is fundamental to the education and growth of citizens in a democracy. To this end, the Lethbridge Public Library asserts its right and responsibility to keep in its collection a representative selection of materials not prohibited by law, on all subjects of interest to its community, including information on all sides of controversial issues.

Donation of Materials

The Library accepts donations of materials, but reserves the right to evaluate and to dispose of them in accordance with the criteria applied to purchased materials. Materials donated to the Library which duplicate items in the collection or do not meet the Library's collection criteria policies, may be refused. These will be discarded, placed for sale, or given to other libraries for their consideration. Conditions may not be imposed on the Library in its acceptance of any materials into its collections.

De-Selection

It is necessary to de-select materials systematically to maintain the currency and relevance of the collection. Outdated materials, materials no longer of interest or in demand, unneeded duplicates, and worn or damaged copies should be removed from the collection regularly. Local history materials are given special consideration because of their historical value in Lethbridge and southern Alberta. Even if this material meets de-selection criteria, it will not usually be discarded.

Requests for Reconsideration of Library Material

Individuals who object to materials in the collection may express their concern by completing a "Request for Reconsideration of Library Material" form, available at any service desk in the library. The form must be completed in full in order for the concern to be investigated. The complaint is reviewed by the CEO, who makes the final decision and communicates that decision to the complainant.

REFERENCES

- Canadian Federation of Library Association's *Position Statement on Intellectual Freedom and Libraries*
 - Approval History: ~ CLA: June 27, 1974. Amended November 17, 1983; November 18, 1985; September 27, 2015. CFLA-FCAB: Adopted August 26, 2016; Reviewed April 12, 2019The
- Lethbridge Public Library Collection Manual

REVISION HISTORY

- March 12, 2014: New policy
- May 9, 2018: Revised
- March 23, 2021: Reviewed

SERVICES TO PERSONS WITH SPECIAL LIBRARY SERVICE NEEDS

PURPOSE

The purpose of this policy is to provide facilities and services to all residents of the city and those who live in surrounding communities served by Chinook Arch Regional Library System (“Chinook Arch”). This policy is in accordance with the Province of Alberta *Libraries Regulation* regarding provision of library resources to persons unable to use conventional print resources.

PERSONS AFFECTED

City of Lethbridge Library Board/Library employees/Library volunteers/City of Lethbridge residents/residents living in communities served by Chinook Arch

POLICY STATEMENT

The City of Lethbridge Library Board provides library resources to all residents of the city and surrounding communities served by Chinook Arch

RESPONSIBILITIES

1. The Library is accessible to all members of the city and residents of surrounding communities served by Chinook Arch.
2. The Library maintains collections in a wide variety of formats to ensure resources are available to all members irrespective of their needs. Materials supported by the CNIB have restricted access to those people with print impairments or learning disabilities.
3. The Library maintains software and equipment in order to increase accessibility to print and electronic resources.
4. The Board will work with or use the resources of other local, regional, provincial, and national organizations to provide services to persons with special needs, including but not limited to: the regional 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), and other organizations as required
5. The Board will periodically review Library service to ensure that the Library is continuing to serve the needs of the city of Lethbridge.

REFERENCES

- Province of Alberta *Libraries Regulation*

REVISION HISTORY

- March 12, 2014: New policy

- May 9, 2018: Amended
- September 5, 2019: Amended

RECRUITMENT OF A CHIEF EXECUTIVE OFFICER

PURPOSE

Recruitment of the Chief Executive Officer is the responsibility of the City of Lethbridge Library Board as the CEO is the only employee reporting directly to the Board.

PERSONS AFFECTED

City of Lethbridge Library Board Trustees

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board to recruit the best qualified person available. The position must be filled via a competitive process, either internal or external, as the Board determines by a majority vote.

RESPONSIBILITIES

The Board forms a CEO Search Committee comprising no fewer than three Board members. The committee members select a Chair.

The Board may give broad directions to the Search Committee (external or internal competitive process for example). The Board may authorize the Search Committee to retain the services of a professional search company to assist with the search.

The Board will consult with the City Manager and HR in regards to the employment contract.

REVISION HISTORY

- September 9, 2015. New Policy
- June 13, 2018: Revised
- April 14, 2021: Revised

TRAVEL FOR BOARD TRUSTEES

PURPOSE:

Strong financial leadership and planning ensures the long-term viability of the Library. The purpose of this policy is to establish a framework for reimbursement of expenses incurred while traveling on Lethbridge Public Library business.

This policy mirrors the spirit and intent of the City of Lethbridge Travel policy (FS5) and should be kept current with updates to that policy.

PERSONS AFFECTED:

City of Lethbridge Library Board

POLICY STATEMENT:

It is the policy of the City of Lethbridge Library Board to pay reasonable business travel expenses necessarily incurred by persons affected in the performance of their duties.

It is also Library policy to require pre-travel approval for any travel greater than one day or greater than \$1,000.

Travel to the Alberta Library Conference will be reimbursed to attendees to a maximum of \$250.00 for travel expenses.

RESPONSIBILITIES:

Claimant to:

- a. Complete the Travel Approval Form prior to any business related travel for any travel longer than same day travel or greater than \$1,000
- b. Ensure they have adequate travel insurance coverage for their trip
- c. Post-travel submit a travel expense claim using the Travel Expense Claim Form, ensuring all guidelines set out by the Lethbridge Public Library have been adhered to, accompanied by official receipts within one month of the trip's completion

Board Chair to:

- a. Review and / or approve travel requests, and discuss with CEO when required
- b. Review and approve the Travel Approval Form and Travel Claim Form

CEO to:

- a. Ensure that proper authorization has been given by the Board Chair
- b. Ensure budget is available

- c. Verify the account number to which travel expenses are to be charged

Manager: Corporate Services or Designate to:

- a. Ensure that the Travel Expense Claim Form has been reviewed and authorized by the Board Chair
- b. Verify that budget is available and that the appropriate account numbers have been used
- c. Ensure all official receipts are attached to expense claims

CEO in consultation with the City Manager to:

- a. Resolve any items in dispute resulting from interpretation of this policy

Procedures

General

1. Eligible expenses, which have been paid in a foreign currency, must be converted into Canadian dollars using the exchange rate that was in effect during the trip.
2. Travel Expense Claim Form must be accompanied by official receipts for registration fees, public transportation, accommodation, and other miscellaneous expenditures.
3. Any reimbursement for travel expenses received from a third party that have been previously reimbursed by the Library shall be remitted to the Library.
4. A board member may, with consent, select an indirect route and method of transportation to combine personal activities with Library business. The expenditure reimbursement shall be paid on the basis that would have applied had the trip been made using the prescribed method of transportation and that would have been charged had the interruption not occurred.
5. For conferences held outside of Canada, the maximum number of board members attending the same conference is limited to two (2).
6. A gratuity of up to 15% of relevant expenses may be claimed. Gratuities for services must be reasonable.
7. Payment arrangements for a travel companion's expenses must be made by the board member at time of booking and payment terms agreed to and evidenced by the board member signature.
8. Board members are encouraged to obtain appropriate travel insurance (health, vehicle rental, etc.).
9. Board members are encouraged to work with the Executive Assistant to make travel arrangements. This will ensure corporate discounts are applied and the appropriate payment methods are used.

Travel Advances

1. Travel advances will only be considered in exceptional circumstances and must be specifically approved by the Board Chair and CEO.

Public Transportation

1. The prescribed method of travel (see definitions) shall be used unless otherwise authorized.
2. Only economy air fare is allowed.
3. Board members are encouraged to take advantage of early booking discounts where possible.
4. When required to modify travel plans, board members are encouraged to take appropriate action to

minimize the cost to the Library.

5. Board members may commence or extend their business trip over an extra night to take advantage of discount airline fares where it is economically favorable to do so.

Private Room Accommodation

1. If the board member arranged for private accommodation, a per diem allowance may be claimed without receipt (see Attachment 1).

Meal Per Diem (allowance)

1. Per Diems – no receipts are required to support the per diem (see attachment 1).
2. Any meal cost exceeding the per diem amount, which excludes the cost of alcoholic beverages, must be supported by the submission of itemized receipts.
3. A meal cost may not be claimed for any meal that is provided that does not require an expenditure by the claimant (such as those supplied in air travel and at seminars and conventions).

Miscellaneous Expenditures

1. Business expenses such as telephone, fax, internet connection, parking, taxis and laundry must be reasonable and must be supported by official receipts.
2. A claimant who is required to travel outside Alberta on Library business may, upon submission of receipts, claim the cost of extra medical insurance where these costs are not otherwise included.
3. Special event costs will be allowed where the event is included in the cost of the registration. Any additional special event costs are the responsibility of the claimant unless approved by the Board Chair in advance.
4. The cost of acquiring a passport photo and passport processing are not reimbursable travel expenses.

Revenues and Benefits Received

1. Travel costs incurred by board member who are asked to share their technical expertise at library conferences or professional development sessions are eligible under this policy.

Motor Vehicle Use

Use of Personal Automobile

1. Travel by private automobile may be preferable when it is impractical to use other public transportation, to save time, to transport equipment, or to reduce costs when a number of persons are traveling together. In those instances, the claimant may submit a claim using the applicable car reimbursement rate for out-of-town travel with the approval of the Board Chair.
2. When a private automobile is used on approved Library business, the owner must ensure that personal automobile insurance is adequate.
 - a. All costs incurred by a board member as a result of “collision” (i.e. own damage) type claims are not reimbursable by the Library and are the responsibility of the board member. Such costs include the policy deductible and loss-of-use costs while the owner’s vehicle is undergoing repairs.

3. Traffic Safety Act violations relating to photo radar, failing to stop, etc. are the responsibility of the operator and are not reimbursable expenses.
4. Conditions governing the payment of the per kilometre allowance when the issue of the claimant's automobile has been approved are:
 - a. Financial Services shall determine the distance from point to point if actual kilometres driven are unavailable.
 - b. Reasonable kilometres for Library business while at the destination will be allowed.
 - c. When two or more board members attend the same meeting or convention at the Library's expense, except when approved in advance by the Board Chair, the per kilometre reimbursement will be paid for only one private automobile.

Car Rental

1. Board members may wish to rent an automobile to save time, reduce cost or for convenience. Examples of reimbursable expenses include the rental fee for non-luxury model cars, the kilometer charge by the car rental agency, gasoline charges and applicable taxes.
2. Board members must ensure that full public liability and property damage (PLPD), collision, (and or loss damage waiver), and comprehensive insurance coverage is purchased for all rental vehicles. The premium charged for such coverage is to be included in the rental costs.
3. Traffic Safety Act violations relating to photo radar, failing to stop, etc. are the responsibility of the operator and are not reimbursable expenses.

DEFINITIONS:

- Chief Executive Officer (CEO): means the employee who is directly accountable for the performance of the Library and reports to the City of Lethbridge Library Board
- Claimant: Board members requesting reimbursement of funds for expenses incurred while traveling on Library business
- Expense Claims: Details of business expenses incurred related to approved travel for the Lethbridge Public Library in a form updated and maintained by Financial Services
- Manager: Corporate Services: An employee hired by the CEO to manage the library's corporate services
- Official Receipt: vendor supplied payment documentation that is itemized to show all costs and taxes separately. A debit or credit card slip is not an official receipt
- Per Diems: established guideline amounts, which includes gratuity and G.S.T.
- Prescribed method of travel: is the most direct and economical method of transportation
- Travel Advances: Funds received in advance of travel for business expenses expected to be incurred while on approved travel for the Lethbridge Public Library

REFERENCES:

- Travel Approval Form
- Travel Expense Claim Form

REVISION HISTORY:

- June 12, 2019: New policy to mirror staff policy
- April 14, 2021: Revised

ATTACHMENT 1

Per Diem Amounts:

Breakfast	\$10.00
Lunch	13.00
Dinner	<u>23.00</u>
Total	<u>\$46.00</u>

Private Accommodation \$50

The out-of-city per kilometre rate is 52 cents.

DONATIONS, SPONSORSHIPS & NAMING POLICY

PURPOSE

The City of Lethbridge Library Board collaborates with donors to strengthen the Library's ability to fulfill its mission and help meet the needs of our community. This policy outlines the rules governing donations, sponsorships and naming rights applicable to all donations or gifts to LPL.

PERSONS AFFECTED

City of Lethbridge Library Board/Library employees

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board to recognize donations of property and in-kind value to the Library appropriately, so as to emphasize the value donations have to library services in Lethbridge, and within the current Canada Revenue Agency rules for charitable organizations.

The City of Lethbridge Library Board is committed to establishing mutually beneficial naming opportunities and donations with individuals, families, organizations and enterprises with the intent of:

- Supporting the mission, vision and values of the Lethbridge Public Library
- Promoting and improving library resources, services, programs and facilities

Designated donations/gifts must be used for the purpose for which they are provided. Undesignated donations/gifts will be used for the most-needed initiatives as determined by the CEO in conjunction with the Library Board.

The Library is under no obligation to accept any donation from a donor if the Board is not satisfied that it is consistent with the criteria set out under Procedures.

Official donation receipts will be provided for donations that fall within the receipting guidelines provided by the CRA.

Investment of donations are governed by Board policy LB27 – Investments & Endowments.

Donations, Sponsorships and naming opportunities must be for purposes consistent with the mandate of the Library; the Library reserves the right to refuse any donation or philanthropic act, including those that, at the sole discretion of the Library, are perceived to be incompatible with the Library's goals, values or mission, or are not considered to be in the public interest of the Library and the community.

Individuals, families, organizations or enterprises shall not influence the operation of libraries, services, programs or the selection of library resources.

Donations, sponsorships and naming opportunities shall conform to all applicable federal and provincial statutes; to all applicable City bylaws, policies and practices and all Library bylaws and policies.

The City of Lethbridge Library Board, and/or the City of Lethbridge, reserve the right to determine the names of library buildings, rooms/spaces, programs and collections regardless of whether the naming opportunity is as a result of a sponsorship, donation or to recognize an individual who has made an outstanding contribution to the Library.

DONATIONS GUIDELINES & PROCEDURES

1. Prior to accepting a donation or a restricted charitable gift, the CEO must be satisfied that the donation and any restrictions imposed by the donor:
 - are within the purpose of the Library;
 - are possible and practical;
 - are acceptable and can be complied with; and
 - do not violate a federal, provincial or municipal law, by-law or regulation.
 - acceptance brings no risk of harm, reputation or otherwise to the Library or causes it to incur financial or other liabilities.
 - acceptance of all donations must be done at arm's length. This means that the donor shall have no ability to influence the decisions of the Library in accepting the donation/gift aside from normal course donor restrictions.
 - if the donation/gift is considered to be unsatisfactory the decline recommendation will be brought to the Board for approval.
2. Where possible, the CEO or designate will enter into discussions with the donor and/or their representatives prior to the formal offer of the donation/gift, to clarify the donor's intent as well as any restrictions, limitations, conditions, terms of reference, directions, or other restricting factors on the use of the funds that may be relevant. Should this prior discussion not be possible, the CEO or designate will conduct sufficient research to make a determination if the donation is acceptable.
3. Donations/gifts may be determined either by restrictions, limitations, conditions, terms of reference, directions, or other restricting factors on the use of the funds as to whether the donation be placed in an endowment fund (principle to be maintained and only the interest generated to be used by the Library on a regular basis), or placed in the Development Fund or an investment instrument for use of both principle and interest.
4. Donors will be recognized according to the Library's current Donor Recognition Guidelines (Appendix A) which will be updated from time to time.

SPONSORSHIPS AND NAMING GUIDELINES & PROCEDURES

Sponsorships and Naming General Guidelines

1. The sponsorship or naming opportunity must not create an ongoing financial obligation for the Library
2. The sponsorship or naming opportunity must not interfere with existing contractual obligations

3. The sponsorship or naming opportunity must not unduly detract from the character, integrity, aesthetic quality of safety of property or unreasonably interfere with its enjoyment or use
4. The sponsorship or naming opportunity must not result in, or be perceived to result in preferential treatment for the sponsor outside of the sponsorship agreement
5. The sponsorship or naming opportunity must not confer a personal benefit, directly or indirectly, to any Library employee, volunteer or member of the City of Lethbridge Library Board
6. Donor/sponsor names will not have prominence over the Lethbridge Public Library name and/or logo in signage and other means of naming

Sponsorships Specific Guidelines

1. The Lethbridge Public Library (LPL), or the City of Lethbridge, as applicable shall retain ownership over any sponsored property and the LPL shall retain control over any sponsored property
2. Potential sponsors must not be canvassed in a manner that uses or implies coercion. Prospective sponsors that decline solicitations for contributions shall not be penalized.
3. The LPL does not endorse the products, services or ideas of any sponsor.
4. Subject to the Sponsorship agreement, proceeds received from a sponsorship in respect of a library or service shall be applied to the property or service intended
5. Sponsors shall not be canvassed during any active procurement process in which they are or reasonably may be participating
6. No form of indemnification will be provided to any sponsor without the express approval of the City Solicitor
7. Sponsors are prohibited from implying that their products, services or ideas are sanctioned by the Library and/or the City of Lethbridge

Naming Specific Guidelines

1. From time-to-time the Library Board and/or City of Lethbridge may propose a name to be attached to a library building, room/space, program or collection of resources to recognize exceptional contributions to the Library and/or community at no cost.
2. LPL naming opportunities include naming: library locations, wings, rooms, spaces, services, equipment, events or collections of resources.
3. The following factors will be considered by the City of Lethbridge Library Board when considering a naming opportunity:
 - a. If possible, the name under consideration should have a connection to the particular library facility or other entity (room, equipment, etc) to which the name is proposed to be associated;

- b. The proposed name must not convey any religious, political or other philosophical connotation that might offend or otherwise be abhorrent to any segment of the population;
 - c. The impact of changing existing signage, rebuilding community recognition and updating records
 4. The contribution of the proposed individual, family, organization or enterprise has made to public life and the wellbeing of the City of Lethbridge, must:
 - a. Exemplify the mission, vision and values of the Lethbridge Public Library, including being a reader and lifelong learner;
 - b. Be perceived as a role model and open to close scrutiny, relative to their character, integrity and values;
 - c. Have provided outstanding community service and leadership with significant impact on the City and residents over an extended period of time.
 - d. The use of corporate names will require special consideration to the above, and to avoid the appearance of commercial influence or conflict of interest. Corporate logos related to naming rights, will not be used on library signage, promotional material (either in print or digital), or library publications.
 5. Each proposal for naming will be considered on its own merit and not because a gift meets a particular need or a particular gift threshold.
 6. The Gift Agreement (Appendix B) will include all conditions under which the name will be used, including the duration and conditions for implementation and discontinuation of the name.
 7. In the case of the naming of a library space, room, collection, wing or building, the gift shall constitute a significant portion of the total cost of the item to be named – either funding the total cost of the project, or providing a substantial proportion of the required funding for the project.
 8. In the case of re-naming an existing Library space, room, collection, wing of building:
 - a. The renaming is dependent on the nature of the conditions contained in the previous naming agreement (should one exist)
 - b. Appropriate recognition of previous donors or honorees may be included in the space
 - c. All reasonable effort will be made to inform, in advance, the original donor/sponsor or honoree
 - d. Re-naming opportunities may be considered at a lower level of gift that is commensurate with the market value of the opportunity.

Sponsorships and Naming Procedures

1. All LPL naming or sponsorship opportunities shall be reviewed and approved in the following manner:
 - a. All naming or sponsorship opportunities with a value of \$500,000 or greater, and for all naming opportunities associated with naming a wing or building, the opportunity shall

be reviewed by the City of Lethbridge Library Board, and recommended to City Council for authorization and confirmed with a duly signed Agreement;

- b. All naming or sponsorship opportunities with a value of \$50,000 to \$499,999, and for all naming opportunities associated with naming a room, collection or other space, the opportunity shall be reviewed and approved by the City of Lethbridge Library Board upon recommendation by the CEO, and shall be confirmed with a duly signed Agreement;
 - c. All naming or sponsorship opportunities with a value of less than \$50,000 the opportunity shall be reviewed and approved by the CEO, shall be confirmed with a duly signed Agreement, and shall be duly reported to the City of Lethbridge Library Board.
2. All naming or sponsorship discussions which require review by the City of Lethbridge Library Board will be considered initially in a closed meeting, for the purpose of gaining approval in principle.
 3. Charitable tax receipts shall be issued by the Library only in accordance with the Income Tax Act and the policies of the Canada Revenue Agency
 4. All sponsorship relationships shall be confirmed in writing or by contract
 5. Any renewals of sponsorship agreements are at the sole discretion of the Library. The Library reserves the right to cancel any sponsorship agreement at any time should the arrangement no longer meet the eligibility requirements of the Donations, Sponsorship & Naming Policy or should the arrangement no longer be considered compatible with the values, image, assets or interests of the Library.
 6. In order to expedite partnership development and recognize the uniqueness of sponsorship opportunities, a formal competitive process is not required when soliciting sponsorship or naming opportunities. Reasonable efforts will be made to advertise sponsorship or naming opportunities

DEFINITIONS

- “Donation” or “gift”, is a voluntary transfer of property owned by a donor to a donee, in return for which no benefit or consideration flows to the donor
- “Naming Opportunity” is the right to name a piece of tangible property or event in exchange for financial considerations, documented in an agreement signed by all parties
- “Sponsorship” is a mutually beneficial business arrangement wherein an external party, whether for profit or otherwise, provides cash and/or in-kind services to the City in return for commercial advantage. This may take the form of publicity, promotional consideration, merchandising opportunities, etc. Because of these marketing benefits, a sponsorship does not qualify for a tax receipt.
- “In-kind” is a sponsorship received in the form of goods and/or services rather than cash.

APPENDICES

- Appendix A - Donor Recognition Guidelines
- Appendix B – Gift Agreement Template

REFERENCES

- LB27 – Investments & Endowments
- [*Income Tax Folio S7-F1-C1, Split-receipting and Deemed Fair Market Value*](#)

REVISION HISTORY

- September 2021: new policy; replaces a portion of *Donation Acceptance Guidelines* document

Naming Agreement

Power to Vary If, at any time following the approval of a naming opportunity, circumstances change substantially such that the continued use of a particular name may compromise the public trust, or brings into disrepute the name and/or image of the Library, the Library Board has the authority to withdraw the naming opportunity. A recommendation may be brought forward by any member of the Library Board or the CEO. LPL reserves the right to withdraw naming opportunities if a sponsor or donor defaults on a payment or payments. The sponsorship/donor agreement will contain clauses that relate to the power to vary.

Conditions for implementation – full payment or payment agreement

Conditions for discontinuation – non-receipt of payment as per agreement; power to vary above

Duration of naming –

COVID-19 VACCINATION POLICY for Board Trustees

PURPOSE:

Full vaccination has been shown to be effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants.

Given the continuing spread of COVID-19, the extreme pressure on the health care system in Alberta, the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated and partially vaccinated population and the increasing levels of contact between individuals as businesses, services, and activities have reopened, it is important for board members to demonstrate leadership by being fully vaccinated in order to protect themselves, their families, Library staff and members of the public against serious illness from COVID-19.

PERSONS AFFECTED:

Library Board trustees

POLICY STATEMENT:

The safety and health of Library staff and volunteers is a priority. The Board is committed to taking every precaution reasonable in the circumstances for the protection of the safety and health of workers and each other from the hazard of COVID-19. Vaccination is a key element in the protection of people against the hazard of COVID-19. Vaccination is also a critical risk control measure to prevent workplace transmission of the virus, maintain business continuity and reduce pressure on the health care system. To this end, Board trustees are required to be vaccinated against COVID-19, unless exempt on the basis of a protected legal ground.

RESPONSIBILITIES:

Board members to:

- a. Disclose their vaccination status as requested;
- b. Comply with this policy;
- c. Follow all other health and safety protocols while at the Library

Board Chair and CEO to:

- a. Collect and store personal medical information (i.e. vaccination status) of Board members in a manner to ensure the protection of individual privacy

REVISION HISTORY:

- December 8, 2021: New policy