



**Executive Committee Agenda
May 13, 2017
8:00 a.m.**

1. Call to Order
2. Additions to Agenda
3. Approval of Minutes from April 10, 2017
4. LMC Report
5. Executive Director's report
6. Chairman's Report
7. Learning Commons
8. UNDRIP
9. Evaluation
10. Adjournment

**Next meeting will be held:
September 9, 2017 at 8:00 a.m.**

**Executive Committee Meeting
May 13, 2017
Meeting Minutes**

Present: Stephen Dafoe, Arnold Hanson, Vicky Lefebvre, Jim Cheverie, Laurent Amyotte, Ferd Caron, Dianne Ross, Warren Griffin, Joan Green, Linda Russnak

Guest: Maureen Penn

Staff: Julie Walker, Kelly McGrath, Terri Hampson, Colette Poitras, Heather Elliott, Tracy Paradis

1. Meeting called to order at 8:02 a.m.
2. Additions/Amendments to Agenda – Switch #4 with #9 - **Motion to approve amended agenda – Arnold Hanson – Carried.**
3. Minutes of April 10 – **Motion to approve the Executive minutes of April 10, 2017 as presented – Laurent Amyotte – Carried.**
4. Evaluation
Motion to go in camera – Laurent Amyotte – Carried
In camera 8:03 a.m.
Out of camera 8:35 a.m.
Motion to proceed with offer of remuneration with Executive Director as per in camera discussion – Arnold Hanson, Seconded – Ferd Caron – Carried
Motion to do a salary compensation and benefits; Grid review to be done this year 2017 – Vicky Lefebvre – Carried
5. Executive Director's Report
Financial Report – Comparison YTD to last year
Revenue – 2016 - \$959,115.01; 2017 - \$1,008,434.19
Expenses – 2016 - \$858,399.87; 2017 - \$934,705.12
Net Income – 2016 - \$100,715.14; 2017 - \$73,729.07
Motion to accept financial statement as information – Jim Cheverie - Carried
 - Julie and Stephen met the Deputy Minister at Jasper
 - 6 systems received funding for infrastructure this year
 - NLLS receiving funding in 2006
 - money not used by the other systems will go back into a fund, and will have further discussion about our renovation requirements
 - we have an electrical maintenance program with "The Electric Guy" he will come in do maintenance where required; replaced lights in the boardroom and outside at the garages
 - letters have been sent to 5 Summer Villages and 3 Municipalities for non-attending meetings
 - Book Allotment – NLLS is proposing to make outside purchases for libraries 100%
 - makes easier on everyone
 - libraries should be able to spend they're money how they want
 - Website Designs – TownLife will be providing 2 mock-ups for LMC meeting to view
 - because this wasn't budgeted for we need \$40,000 to come out of reserves for the new websites

- Vehicles – would like to take “Monster Van” off the road (has over 300,000 kms)
 - looking to replace with passenger van (with stow ‘n go seating)
 - can be used for delivery or passengers
 - looking at around \$42,000

Motion to accept Executive Director’s report as information – Warren Griffin – Carried

Motion to present information for purchase of van to Board – Vicky Lefebvre – Carried

6. Chairman’s Report

- Jasper was a good conference
- Talked to new board members that are on our board
- Today will be elections for Chair and Zones 1 & 3

Motion to accept Chairman’s Report as information – Laurent Amyotte – Carried

7. Learning Commons

- school-housed public libraries – schools are changing their library space to learning commons, which means bigger space, but less shelving
- 13 school-based libraries in NLLS
- working to develop a plan between libraries and schools, as there are certain requirements for public libraries to follow

Motion to accept as information – Linda Russnak – Carried

8. UNDRIP (United Nations Declaration on the Rights of Indigenous Peoples)

- the United Nations is asking organizations to adopt this document

Motion to adopt UNDRIP – Arnold Hanson – Carried

Motion for Administration to investigate and report back to Executive the possibility of Board representation from reserves/metis settlements by this fall – Jim Cheverie – Carried

9. LMC Report – deferred to Board meeting

Hoopla

- most popular amongst patrons
- cannot be divided up any more than it is
- getting increasingly expensive (fluctuating rates)
- possibly reduce to 5 items per patron per month

10. Adjournment

Motion to adjourn at 9:49 a.m. – Vicky Lefebvre – Carried

Approved By: _____

Date: _____

NLLS Director's Report

Executive Meeting 13th May, 8:00 AM

1. Finances and reserves
2. Infrastructure update & Meeting with the Minister
3. Electrical Maintenance Program
4. Letters to non-participating members
5. Book Allotment
6. Website Re-design
7. Database and e-resources (Hoopla)
8. Director's Compensation Report (in Camera)

Item Description	Invested \$ 2017	Notes	Budgeted Reserves 2017
Investment Amt	\$ 1,004,543.23		
Worst Case scenerio	<u>\$ 500,000.00</u>	Worst case scenario leave \$453,142.56	
Left over	\$ 504,543.23		
Vehicle Replacment	<u>\$ 50,000.00</u>	replaces 2 vehicles as per plan	\$ 45,000.00
Investment Balance	<u>\$ 454,543.23</u>		
IT - Servers	\$ 82,500.00	shortfall in 3 yrs from budgeted reserves	\$ 43,600.00
IT - Laptops	\$ 20,000.00		
IT - NLLS Website	<u>\$ 50,000.00</u>		
Investment Balance	<u>\$ 302,043.23</u>		
Building - General	\$ 20,000.00	lighting (indoor and parking area), paint	<u>\$ 52,000.00</u>
Building - Furniture	<u>\$ 10,000.00</u>	desks chairs	<u>\$ 140,600.00</u>
Investment Balance	<u>\$ 272,043.23</u>		
PS - E Resources	<u>\$ 40,000.00</u>	cover Hoopla shortfall	
Investment Balance	<u>\$ 232,043.23</u>		
Building - Addition	\$ 232,043.23	Leaves this total for matching grants or project start	

Projected Investment \$ 2018		Notes
\$	140,600.00	Reserves
\$	-	Plus leftover from invested 2017
		Plus worse case scenario if it doesn't
\$	500,000.00	happen

LMC Report – May 13th

Meetings attended by LMC Executive

- LAA Board Meeting – April 10th
- ALC 2017 (Jasper) – April 27-30th
- NLLS Executive and Board Meeting – May 13th

Upcoming Meetings & Conferences

- LMC Meeting – May 17th
- TRAC Advisory Meeting – May 26th
- Blue Quills Cultural Camp – May 29-June 2nd
- LAA Meeting – June 9th
- 2017 PNLA Conference (Post Falls ID) - August 2-4th
- NLLS Executive Meeting - August 14th
- NLLS Executive & Board Meeting – September 9th
- LMC Meeting – September 14th (AM of pre-conference)

General Updates

The LAA announced the formation of the **United Voice for Alberta Libraries Working Group** at the 2017 ALC. This Working Group will work together to explore the vision of creating one strong, united library association that will be an effective, unified voice for the whole Alberta library community. The new and united Alberta library association would unify several existing Alberta library organizations under one umbrella association.

Members of the Working Group include:

- Alberta Association of Academic Libraries (AAAL) - Dan Mirau
- Alberta Association of Library Technicians (AALT) - Theresa Remtulla
- Alberta School Learning Commons Council (ALSC) - Karen Belter
- Alberta Library Trustees Association (ALTA) - Laura Ross-Giroux
- Alberta Public Library Administrators Council (APLAC) - Allison Stewart
- Library Association of Alberta (LAA) - Maureen Penn

LMAC Executive

- Maureen Penn, Chair (Lac La Biche County Libraries)
- Jodi Dahlgren, 1st Vice Chair (Wainwright Public Library)
- Amber Fehr, 2nd Vice Chair (Three Cities Public Library)
- Isabelle Cramp, Secretary (Morinville Public Library)

Report submitted by Maureen Penn

Bibliographic Services continues to strive for efficiencies and continues with updating documents.

- Bibliographic Services Operational Policy requires Board approval before sending to the libraries
 - working document - changes to cataloguing procedures or in-house procedures and/or updates will be reflected with notification to the library managers and an updated version available on the website
- Bib. Services has considered the delivery method of information to our member libraries and is working towards having all documents updated and current, available on the NLLS website.

Website Documentation:

- Updating the Bibliographic Services Operational Policy – waiting approval
- Acquisitions continues to work on updating ordering manuals, once completed will be updated to 2017 and available on the website
- Working on volume control tip sheet
- Working on promotional/quick visual of services available
- Best method for training new library manager from Bib. Services stand point
- Created a Master List for ILL – one document to update
 - ✓ Continue to add documents relevant and necessary to aid managers in completing forms
 - ✓ Forms and sheets filled out correctly eliminates the break (stopping to call or email the library for clarification) in workflow; which translate into faster delivery of material to libraries.
- Ongoing Bibliographic Services Project – Individual library profile and streamlining of shelf locations

Board Meeting May 2017

Information Technology Report

Fortigate replacement for Libraries

Fortigates have been rolled out to all of our libraries.

Anti-Virus

All computers have now been setup with the new Bitdefender anti-virus.

Library Moves

Newbrook library officially has its new location and preparations and quotes are already underway.

Helpdesk (Helpspot)

While nothing is different to our libraries, in the background we have now setup hosting with helpspot via cloud as our previous hosting location stopped doing upgrades to the helpspot software.

Policy

Currently we are looking at our I.T. policy and making changes where needed.

Polaris

Polaris will be upgraded on June 26, 2017.

Websites

We are currently in works with Townlife to upgrade the websites to make them more modern and to allow more changes to be made by the librarians.



Public Services Report to the Board

May 13, 2017

NLLS Conference:

Please see the conference brochure, which is included in the packages. We hope to see you back on September 14 and 15 for excellent training and networking opportunities! Online registration will again be available on Eventbrite, the URL is included in the brochure and will be sent out via email.

Winter Reading Program

The Winter Reading Program (WRP) was very successful! We have had another very good year and more and more patrons are participating in this program. 36 of our member libraries ran this program. There were 954 participants of all ages and over 23, 000 hours read in total. Suncor sponsored the prizes and we gave out 6 iPad Mini 2s as well as 4 small prizes for each of the libraries. Congratulations to our winners for this year's program!

Summer Reading Program

The Summer Reading Program (SRP) is back in full force. The theme is "Canada" and NLLS will again be providing an entertainer tour to the libraries this summer as part of the program. The entertainer chosen this year is SaFire Dance.

SaFire is a world-renowned circus and fire entertainer, skilled in a variety of movement arts, and has a range of performance experience. She has performed in 15 different countries around the world, has almost 3 million views on her YouTube channel and has appeared in dozens of television spots, magazines, newspapers, blogs and more. SaFire has been training in the circus arts since 2006 and works full-time as a professional entertainer and fire dance instructor. She continues to develop her skills through regular training sessions, workshops, theatre courses, and by attending conventions around the world. SaFire also works with a highly professional Circus Collective to offer excellent performers for youth focused events!

SaFire will be performing at the libraries over a variety of weeks this summer, be sure to check her out when she's in your area!

****We are considering presenting our libraries with a bursary to hire an entertainer of their own choosing. If you have strong feelings about this, please let your local library staff know.**

Author Tour

In the last two week of June local author Shari Narine will be participating in an author tour for member libraries who signed up.

Shari Narine is an award-winning journalist who has served as editor for newspapers and magazines. Currently she works at the Aboriginal Multi Media Society (AMMSA), Playhouse Publications, in Edmonton. After having a handful of short stories published in various journals, she wrote Oil Change at Rath's Garage, her first novel. Narine grew up in Daysland, a small town in Alberta, and has travelled extensively within Canada and to six continents (and has ridden camels on four).

Consultant Visits + Training

As always, the consultants in public services are happy to come down to your community and help with staff or board training. Please give us a call! If you would like to see broader training opportunities offered regionally or at the system headquarters, let us know that as well! We hope that our member library staff are directing patrons to Niche Academy (<https://my.nicheacademy.com/v2/nlls>) for their library training needs. If you would like to see any training resources added, please let us know!

The American Library Association has recently sent out a press release that reiterates the Core Values of Librarianship. For your information, I have included the release and the Core Values below:



ALA opposes new administration policies that contradict core values

For Immediate Release
Mon, 01/30/2017

Contact:

Macey Morales
Deputy Director
Public Awareness Office
American Library Association
(312) 280-4393
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CHICAGO — Today American Library Association President Julie Todaro released the following statement responding to recent actions by the new administration and specifically addressing issues regarding access to information, discrimination and intellectual freedom.

“We are shocked and dismayed by recent executive orders and other actions by the new administration, which stand in stark contrast to the core values of the American Library Association (ALA). Our core values include access to information; confidentiality/privacy; democracy; equity, diversity and inclusion; intellectual freedom; and social responsibility.

“The American Library Association strongly opposes any actions that limit free access to information, undermine privacy or discriminate on any basis. This includes the temporary suspension of visas and entrance to the US based on anyone’s nationality or religion as well as the increased scrutiny of any individual’s communication such as mobile phone and/or social media activity.

“Our nation’s 120,000 public, academic, school and special libraries serve all community members, including people of color, immigrants, people with disabilities and the most vulnerable in our communities, offering services and educational resources that transform communities, open minds, and promote inclusion and diversity.

“ALA believes that the struggle against racism, prejudice, stereotyping and discrimination is central to our mission. We will continue to speak out and support efforts to abolish intolerance and cultural invisibility, stand up for all the members of the communities we serve, and promote understanding and inclusion through our work.

“We will continue to speak out and support our members as they work tirelessly for access to library and information resources on behalf of all of their community members, while advocating for privacy, intellectual freedom, critical global research, information literacy, ongoing access to scientific research, and fair and equitable treatment for everyone.

“As our strategic plan states, ‘ALA recognizes the critical need for access to library and information resources, services, and technologies by all people, especially those who may experience language or literacy-related barriers; economic distress; cultural or social isolation; physical or attitudinal barriers; racism; discrimination on the basis of appearance, ethnicity, immigrant status, housing status, religious background, sexual orientation, gender identity, gender expression; or barriers to equal education, employment and housing.’

“We encourage our members to continue to speak out and show their support for and work on behalf of our core values, in their communities as well as with their local, state and national elected and appointed officials. Additionally, ALA has tools and resources online to help you advocate for our core values:

- Advocacy: <http://www.ala.org/offices/ola/>
- Diversity, Literacy, and Outreach Services: <http://www.ala.org/offices/diversity/>
- Government Relations: <http://www.ala.org/offices/ogr/>
- Information and Technology Policy: <http://www.ala.org/offices/oitp/>
- Intellectual Freedom: <http://www.ala.org/offices/oif/>
- Libraries Respond: <http://www.ala.org/advocacy/diversity/libraries-respond>

“ALA is committed to using its national platform for speaking up and speaking out for its members and constituents in these chaotic, unprecedented and challenging times. We appreciate the library community’s continued support.”

Core Values of Librarianship

The foundation of modern librarianship rests on an essential set of core values that define, inform, and guide our professional practice. These values reflect the history and ongoing development of the profession and have been advanced, expanded, and refined by numerous policy statements of the American Library Association. Among these are:

- [Access](#)
- [Confidentiality/Privacy](#)
- [Democracy](#)
- [Diversity](#)
- [Education and Lifelong Learning](#)
- [Intellectual Freedom](#)
- [Preservation](#)
- [The Public Good](#)
- [Professionalism](#)
- [Service](#)
- [Social Responsibility](#)

It would be difficult, if not impossible, to express our values more eloquently than ALA already has in the [Freedom to Read statement](#), the [Library Bill of Rights](#), the [ALA Mission Statement](#), [Libraries: An American Value](#), and other documents. These policies have been carefully thought out, articulated, debated, and approved by the [ALA Council](#). They are interpreted, revised or expanded when necessary. Over time, the values embodied in these policies have been embraced by the majority of librarians as the foundations of their practice.

Excerpts from ALA Policy

The following are some representative excerpts from ALA policy expressing the values listed above. These selections are direct quotes from the [ALA Policy Manual](#). Please note that many of these statements express the interrelationship of these values.

Access

All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users. [ALA Policy Manual B.2.1.14 Economic Barriers to Information Access](#) (Old Number 53.1.14)

Confidentiality/Privacy

Protecting user privacy and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship. [ALA Policy Manual B.2.1.16 Privacy](#) (Old Number 53.1.16), [Library Bill of Rights](#)

Democracy

A democracy presupposes an informed citizenry. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others. The publicly supported library provides free and equal access to information for all people of the community the library serves. [Interpretations of the Library Bill of Rights](#), [Economic Barriers to Information Access](#)

Diversity

We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve. [ALA Policy Manual B.3 Diversity](#) (Old Number 60), [Libraries: An American Value](#)

Education and Lifelong Learning

ALA promotes the creation, maintenance, and enhancement of a learning society, encouraging its members to work with educators, government officials, and organizations in coalitions to initiate and support comprehensive efforts to ensure that school, public, academic, and special libraries in every community cooperate to provide lifelong learning services to all. [ALA Policy Manual A.1.1 Introduction](#) (Old Number 1.1)

Intellectual Freedom

We uphold the principles of intellectual freedom and resist all efforts to censor library resources. [ALA Policy Manual B.2 Intellectual Freedom](#) (Old Number 53), [ALA Code of Ethics, Article II](#)

The Public Good

ALA reaffirms the following fundamental values of libraries in the context of discussing outsourcing and privatization of library services. These values include that libraries are an essential public good and are fundamental institutions in democratic societies. 1998-99 CD#24.1, Motion #1

Preservation

The Association supports the preservation of information published in all media and formats. The association affirms that the preservation of information resources is central to libraries and librarianship. [ALA Policy Manual B.8.3.1 Definition of Digital Preservation and the Revised Preservation Policy](#) (Old Number 52.2.1), [Preservation Policy](#)

Professionalism

The American Library Association supports the provision of library services by professionally qualified personnel who have been educated in graduate programs within institutions of higher education. It is of vital importance that there be professional education available to meet the social needs and goals of library services. [ALA Policy Manual B.7.1 Graduate Programs in Library and Information Studies](#) (Old Number 56.1)

Service

We provide the highest level of service to all library users ...We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession. [ALA Code of Ethics](#), [ALA Policy Manual B.9.16 Gay, Lesbian, Bisexual, and Transgender Rights](#) (Old Number 54.16)

Social Responsibility

ALA recognizes its broad social responsibilities. The broad social responsibilities of the American Library Association are defined in terms of the contribution that librarianship can make in ameliorating or solving the critical problems of society; support for efforts to help inform and educate the people of the United States on these problems and to encourage them to examine the many views on and the facts regarding each problem; and the willingness of ALA to take a position on current critical issues with the relationship to libraries and library service set forth in the position statement. [ALA Policy Manual A.1.1 Mission Priority Areas, Goals](#) (Old Number 1)

Adopted June 29, 2004, by the ALA Council.

What is UNDRIP and why are we doing territorial land acknowledgement?

Territorial Land Acknowledgement

What is it?

This is a moment of reflection, at the beginning of a meeting or event, where the original inhabitants of the geographical area are acknowledged and recognized.

Why is it done?

This is done as a sign of respect towards Indigenous people. It indicates that the speaker acknowledges the “unique and enduring” relationship between First Nations, Metis and Inuit people and their traditional land. Government has acknowledged that First Nations, Metis and Inuit people have been treated unfairly and that a new respectful relationship needs to be developed. Land acknowledgement, is one small step towards this reconciliation process.

Unfortunately, Indigenous rights are largely ignored in our society. Land acknowledgement is one way to make the invisible; visible. Centering Indigenous priority on these lands might be uncomfortable for some who are accustomed to being centered (2016, September 23, retrieved from: [http://âpithhawikosisân.com/2016/09/beyond-territorial acknowledgements](http://âpithhawikosisân.com/2016/09/beyond-territorial%20acknowledgements)). The disruption of a long-standing belief, while uncomfortable, can lead to transformation or a new outlook with respect to Indigenous and non-Indigenous relations in Canada. Whether it makes you happy or causes you to stop and think, land acknowledgement is a step forward in recognizing this truth of our past and present.

UNDRIP

United Nations Declaration on the Rights of Indigenous Peoples recognizes the distinct position of those people who are the original inhabitants of land and acknowledges that Indigenous people have the right to their land and natural resources and the right to determine how they will live on and use the land.

Initially, Canada was one of four countries who voted against the declaration in 2006. In 2010, Canada endorsed UNDRIP, because it is recognized as, “a framework for justice, reconciliation, healing and peace” (UN Declaration of the Rights of Indigenous Peoples Handbook).\

To see the full version go to: http://www.un.org/esa/socdev/unpfii/documents/DRIPS_en.pdf



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Northern Lights Library System

Policies – working current 2017

I. SECTION 1 – NLLS STAFF

II. Conditions of Employment

A. Staff Orientation

1. NLLS will orientate all new and existing staff in all NLLS policies and procedures.
2. All new and existing staff shall be given a staff orientation handbook that contains a copy of NLLS current policies and procedures.
3. All staff will be required to read, understand, and agree to abide by the NLLS policies and procedures in the handbook.
 - a) *Safety*
 - (1) Emergency exits, muster point
 - (2) Fire plan
 - (3) Location of first aid kits, eye wash station and fire extinguishers
 - b) *Security*
 - (1) Front door access, key, fob and four digit security code
 - c) *Telephones*
 - (1) Voice Mail
 - (2) Answering Calls
 - (3) Training booklet
 - d) *Roles and Responsibilities*
 - (1) Code of Conduct
 - (2) Human Resources Policy and Procedures

B. Compensation

1. Level – Based on experience, education, and job classification.
2. Step 0-7 Steps within each Level based on tenure.
3. Step within each salary level will be based on length of service. Upon completion of one full year of work, and on the employee's anniversary date, the employee will be advanced to the next step on the salary grid level to which they are assigned. (Refer to G. Employee Conduct and Disciplinary Action)
 - a) *Employees who have reached the end of their grid shall only be eligible for COLA increases as approved by the Board.*
 - b) *At the discretion of the Executive Director, an employee may be advanced to the next Level.*
 - c) *The Executive Director has the sole authority to advance any employee one (1) level based on experience, merit, professional development or increased duties. The decision to advance any employee two (2) or more levels requires Executive Committee notification and approval.*

4. The payroll deductions required by law, including Income Tax, Canada Pension and Unemployment Insurance, will be taken from each pay cheque.
5. The Executive Director may recognize prior relevant experience upon hiring as required by market conditions and the ability to attract qualified staff.
6. Advancement within each salary level will be based on length of service. Upon completion of one full year of work, and on the employee's anniversary date, the employee will be advanced to the next step on the salary grid level to which they are assigned
7. Salary increases for both full and part-time staff will be effective on the employee's anniversary date of employment.
8. All salary ranges, will be reviewed annually. Any recommendations from the NLLS management team will be made to the NLLS Executive Committee. Any approved increases to overall compensation will normally be effective January 1st.
9. Service Point employees – part time employee – check offer of employment. Check payroll and AB Labor law (Terri) – Set up Service Point Salary Grid
10. The Executive Directors compensation is as per contract.
11. Executive Evaluation Committee - Annually, the executive shall conduct an evaluation of the Executive Director prior to the end of October or 2 months prior to the ED contract renewal or whichever comes first. This evaluation shall be conducted by a committee of three, consisting of Board Chair and two members of the executive.
12. *Appendix A – Executive Director Evaluation Process*

C. Staff Expenses and Reimbursement

1. *Credit Card usage – Appendix B – Credit Card*
 - a) *NLLS may issue company credit cards to certain employees for use in their jobs.*
 - a) *Employee with company credit cards issued to them must sign the Appendix B Credit Card Policy Acknowledgment form.*
 - (1) Use of company-issued credit cards is a privilege that the Company may withdraw at any time, with or without cause. Upon an employee's termination of employment at the Company, all cards must be returned to the NLLS Finance department for cancellation and proper disposal.
 - (2) The employee in possession of the company credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel.

(3) Any credit card NLLS issued to an employee must be used for business purposes only, and for purposes in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business purpose. Non-business purchases are considered any purchases that are not for the benefit of the Company.

(4) The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the company credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner in which a receipt would be maintained and submitted.

(5) Receipts need to be turned into the finance department within one week of the date of purchase. All receipts should be labeled with a description of what the purchase was for to ensure proper accounting of the purchase. Any receipts for meals or entertainment must be attached to a paper that clearly indicates the names of all persons attending the meal or entertainment and the business purpose of such event.

2. Personal charges

a) *If any employee uses a company credit card or other company funds for a personal purchase in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be deducted in full from the employee's next paycheck.*

b) *If any employee uses a company credit card or other company funds for a non-personal purchase that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of that employee unless otherwise expressed in writing by the Executive Director. The employee will be expected to reimburse the Company via deductions from pay until the unauthorized amount is fully repaid.*

a) *In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment*

3. Reimbursement of Employee Personal Funds

a) *Any and all approved company transactions paid by employee personal funds will be reimbursed by direct deposit on the 15th and the 2nd last business day of each month.*

D. Continuing Education

1. Upon prior application to the Executive Director, an employee may be reimbursed fees for any course, workshop or seminar successfully completed whose subject matter pertains to the work at NLLS.

2. An employee who resigns or leaves employment of NLLS agrees to reimburse NLLS for tuition and all related expenses paid by NLLS within three years of the training completion date. NLLS is authorized to recover funds by means of payroll deduction from the employee final pay.

Employee Repayment is prorated: *Appendix C - Education*

- a) 100% if the employee leave before 18 months less a day
- b) 75% if the employee leaves from 18-24 months less a day
- c) 50% if the employee leaves from 24-30 months less a day
- d) 25% if the employee leaves from 30-36 months less a day
- e) 0% if the employee leave after 36 months.

3. Employees who are covered by the NLLS Overtime Agreement are eligible for in lieu time if NLLS requires them to take the training outside of their regular hours.

4. Employees are not eligible for in lieu time if they are requesting NLLS to cover their expenses, in whole or in part, for attendance at a conference, workshop, course or seminar, which NLLS is not requiring them to attend.

5. Professional staff is expected to pursue professional development where appropriate.

E. Probationary Period

1. All employees shall have a probationary period, at the end of which time employees shall receive an evaluation by their supervisor. The results of the evaluation will determine whether permanent employment will be granted or withheld.

2. The Northern Lights Library System recognizes the need to have a probationary period during which time an employee will learn the expectations of the employer, will be evaluated, and may resign or be dismissed without penalty, before permanent employment status is granted.

3. Probationary periods are as follows:

- a) *Executive Director – as per negotiated contract.*
- b) *All other NLLS Employees – three (3) months*
- c) *Department heads shall receive a preliminary evaluation after three (3) months. The Executive Director and/or the Human Resources Committee will conduct this evaluation.*
- b) *During the first three (3) months of the probationary period, unsatisfactory performance can result in termination without notice. (Employment Standards Code, Chapter E-10.2, 1988).*

F. Staff Reduction – Termination

1. The Northern Lights Library System recognizes that fairness to both the employee and the employer is important should an employee resign or be dismissed from a position. The policy on employee termination is in accordance with the Government of Alberta Employment Standards Code, Chapter E-10.2, 1988.

- a) *Non-management employees are required to give notice as per the Government of Alberta Employment Standards Code. Employees are encouraged to give as much notice as possible to allow for selection process to begin.*
- b) *When a permanent employee is dismissed with or without cause, the employee shall be given notice in wage and/or time in accordance with the Employment Standards Code*
- c) *The Executive Director may be required to eliminate a position or amalgamate positions. Should this occur, all concerned employees will be given notice as per the Employment Standards Code.*

G. Hours of Work

1. The Northern Lights Library System will operate on a 35 hour week for all full time employees.
2. Regular hours of work will be from 8:30 a.m. to 4:30 p.m., Monday to Friday.
3. Employees who work a full day (7) hours are entitled to two (2) fifteen (15) minute paid coffee breaks and one (1) unpaid hour for lunch.
4. Employees who work a morning or afternoon shift are entitled to one (1) fifteen (15) minute paid coffee break.
5. A compressed schedule or flexible schedule may be arranged at the discretion of the Executive Director.
6. NLLS recognizes that the Executive Director and the Management Team will often work excess hours in order to fulfill the roles and responsibilities of their positions. Greater financial compensation on the salary grid for their levels, more vacation benefits, and a flexible work schedule as required is considered suitable compensation for their supervisory roles.
7. **Timesheet Payroll Policy– all staff**
 - a) *Timesheets are to be given to the supervisor by the 2nd working day of the following month. This in turn goes to the finance officer by the 5th working day of the month for review and data entry.*
 - b) *Executive Director timesheet to be authorized by the Board Chair.*
 - c) *The Finance Officer will be responsible for all timesheet entry and collection of Executive Director and Board Chair signature authorizations.*
 - d) *Each employee may track their sick, lieu, and vacation hours. Upon request, the Finance dept. will provide a copy of the tracking sheet for employee confirmation and records.*
 - e) *Any changes to employee mid-month payroll amount, banking information or email address, must be submitted in writing with effective date.*
8. **Time off authorization**

- a) *All time off requests must be submitted to employee Manager/Supervisor for approval via email where possible and cc the Finance Officer. If a phone call is made to your Manager/Supervisor they will be responsible to send email to the Finance Officer. Please follow up next working day. If your supervisor is unavailable please go to next staff in chain of command and cc Finance Officer.*
- b) *Once approved please ensure you create a calendar entry when possible with the subject line: "Your Name" -AWAY*
- c) *Update employee voicemail and email out of office notification as required.*
- d) *The Executive Director time off requests must be submitted to the Board Chair or Vice Chair for approval.*

H. Overtime

1. For salaried employees, hours worked in excess of regular hours will be compensated by allowing time off according to the terms of the NLLS Overtime Agreement.
2. For employees paid on an hourly basis, hours worked in excess of regular hours will be paid at overtime rates according to the terms of the Employment Standards Code.
3. For all employees, hours worked in excess of regular hours may not be worked without the prior authorization of the Executive Director or Department Manager.
4. All salaried employees, except management staff, are eligible for lieu time.
5. NLLS Management staff are eligible for Flex time as per Hours of work.
6. While every effort will be taken to accommodate employees' wishes, NLLS reserves the right to schedule when in lieu time will be taken. In lieu time may not be taken without the prior authorization of an employee's Manager, and must be taken within three (3) months of incurring such lieu time.
7. Lieu time must be taken within the 3 months it was earned. In December all lieu will be paid out on the final calendar year payroll run; no lieu can be carried over into new fiscal year.
8. Staff who are called out after hours for work by the alarm company or Executive Director will be paid a minimum call out of three (3) hours of their current wage.
9. The Board shall have all policies in place regarding overtime authorization and these policies will be followed by all personal.
10. *Appendix D – Overtime Agreement*

I. Statutory/General Holidays

1. The following will be recognized as holidays for all employees:

<i>New Year's Day</i>	<i>Heritage Day</i>
<i>Family Day</i>	<i>Labour Day</i>
<i>Good Friday</i>	<i>Thanksgiving Day</i>
<i>Easter Monday</i>	<i>Remembrance Day</i>
<i>Victoria Day</i>	<i>Christmas Day</i>
<i>Canada Day</i>	<i>Boxing Day</i>
2. If a statutory/general holiday falls on a Saturday or Sunday, an employee may take the first working day following the holiday or another day, as approved by the Executive Director or management team.
 1. NLLS will be closed for business during the working days between Christmas and New Year's. Permanent employees with one full year of employment will be entitled to these days off with pay without using their own vacation or lieu time.

J. Vacation

1. Permanent employees shall be entitled to annual vacation days with pay. Temporary employees shall receive vacation pay. In accordance with the Alberta Employment Standards Code, vacation time and payment will not accrue during unpaid leaves of absence, including job protected leaves of absence such as maternity, parental, sickness, long term disability, etc.
2. The vacation entitlement is calculated on a calendar year basis using a common anniversary date of January 1.
3. Vacation entitlement is as follows:
 1. All staff excluding Management.
 - a) *Three (3) weeks paid vacation after one (1) year's continuous service.*
 - b) *Four (4) weeks paid vacation after four (4) year's continuous service.*
 - c) *After ten (10) years of continued employment, the employee will gain one (1) vacation day for each additional year to a maximum of five (5) weeks paid vacation.*
 4. Management Staff.
 - a) *Four (4) weeks paid vacation after one (1) year's continuous service.*
 - b) *Five (5) weeks paid vacation after four (4) year's continuous service.*
5. Executive Director: As per negotiated contract.
6. Should an employee leave before the end of the year after having taken vacation, the salary paid for the unearned vacation shall be deducted from the employee's final pay cheque.
7. Vacation time is scheduled by the Executive Director or the Department Manager. A tentative vacation schedule will be drawn up by May 31 of each year. Vacation time will be allotted on a first come, first served basis. Conflicts will be resolved with employee(s) and Executive Directors.

8. For vacation calculation purposes, employees beginning their services after the 15th of the month will be deemed to have begun such service on the 1 day of the following month.
9. In accordance with the Employment Standards Act, pay will carry on at regular rates during vacation periods.
10. Annual vacations may be taken at any time during the calendar year and may be split if so arranged and mutually agreed upon by the Executive Director or the Department Manager and the employee. The maximum number of splits in vacation allotment shall be limited to the same number of weeks allowable per employee.
11. An employee may carry over a maximum of 2 weeks (10 days) of vacation leave into the next calendar year with the approval of the Executive Director or the Department Manager. Requests in writing to the supervisor should be made by November 1 of the current year.
12. Any unused vacation days that have not been taken within the calendar year or have not been carried over according to previous stated policy into the next calendar year will be paid out in the final December payroll of the current calendar year.
13. If serious injury or illness should occur during an employee's vacation, the employee may apply to have the time lost assigned to available sick leave rather than vacation. In this case the employee will submit to the supervisor within 3 days of its receipt the doctor's certificate stating the nature and duration of the treatment required.
14. Statutory or declared holidays will not be included in the vacation period.

K. Benefits

1. Extended Health Benefit Plan –
 - a) *Employees may participate in the current company extended benefit plan. Employee to pay 30% of benefits, while NLLS to pay 70% of benefits. Employees who opt out of extended benefits must do so in writing.*
 - a) *Self-Directed Retirement Savings Plan (Employee chooses the financial institution)*
 - (1) The Northern Lights Library System recognizes that a pension plan represents a required employee benefit, which provides for retirement income. A Registered Retirement Savings Program is available after three months of employment or the granting of permanent status, whichever occurs first, with benefits available back to the date of regular employment start with NLLS. The NLLS shall contribute up to a maximum five per cent (5%) of each employee's gross regular salary/wage on a matching basis. Contributions by both employee and employer shall be deposited by NLLS on a monthly basis into a registered retirement plan account through a registered Canadian financial institution.

(2) If employee does not comply with policy the employee will be removed from the program immediately.

(1) Changes to the contribution level or participation in the program must be submitted in writing to the Finance Officer.

2. (Appendix E – RRSP Letter of Understanding)

L. Leaves

1. Jury Duty/Subpoenas

a) *When an employee is summoned for jury duty or subpoenaed as a witness in their private capacity, they will be allowed leave with pay provided any stipend received by the employee (minus expenses) is paid to NLLS.*

2. Leave Without Pay

a) *Anticipated Leave Without Pay – The Executive Director, in conjunction with the Department Manager, may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause so long as the time requested does not exceed twenty working days. Otherwise, a written request must be submitted to the NLLB or NLLS Executive Committee for their approval before the intended leave is to commence. It is understood that all vacation entitlement will be used prior to any leave without pay being granted and that satisfactory arrangements can be made for the performance of the employee's duties during such absence.*

b) *Emergent Leave Without Pay – The Executive Director, in conjunction with the Department Manager, has the authority to approve leave without pay for emergent situations, (i.e. illness in the family, extended compassionate leave, etc.). The Executive Director shall report to the NLLS Executive Committee all leaves granted under this policy.*

3. **Appendix F – Maternity/Parental and Compassionate Leave**

4. Bereavement Leave

a) *The Northern Lights Library System recognizes the need for employees to have time to deal with the death of a family member.*

b) *Bereavement leave with pay up to and including three (3) regularly scheduled consecutive work days shall be granted to all permanent and non-permanent employees who are required to carry out responsibilities incurred by the death of the employee's immediate family.*

c) *The Northern Lights Library System may, in addition, grant up to two (2) day's leave with pay for the purposes of travel relating to the death of a family member.*

a) *A member of the immediate family is defined as:*

(1) A mother, father, mother-in-law, father-in-law,

(2) A brother, sister, brother-in-law, sister-in-law,

(3) A spouse or common-law spouse,

(4) A child,

(5) A grandparent or grandchild,

(6) A relative who is a member of the employee's household.

d) *Travel leave will be granted if the employee must travel a sufficient distance involving the equivalent of ½ working day or more by air (one way); or if traveling time by vehicle involves the equivalent of one working day or more (one way). Traveling time by air may include time waiting for a flight and flight connections, and time required to travel to and from airports.*

e) *Bereavement leave for any person not mentioned above may be granted at the discretion of the Executive Director. Additional bereavement leave (without pay) may be granted at the discretion of the Executive Director.*

M. Sick Days

1. Permanent full time employees with three (3) months service shall be allowed eighteen (18) days sick leave with pay each calendar year
2. Any unused portion shall not be carried over to the next year.
3. Permanent and temporary employees with less than three (3) months service shall be allowed to draw sick leave pay to the extent that such leave has accumulated on a month-to-month basis at a rate of 1.5 days per month.
4. Any employee absent because of sickness should inform the immediate supervisor within the hour he/she is to report for duty.
5. A medical certificate is required for any sick leave beyond three (3) days.
6. Sick leave can be used for illness of a child or spouse, and is charged against sick leave credits (to a maximum of two consecutive days).
7. Each employee is entitled to a leave of absence with full pay for medical and dental appointments falling on a regular working day following notification of their supervisor. This time is to be deducted from accumulated sick leave.
8. An employee is expected to inform his/her supervisor with a minimum of twenty-four (24) hours (unless emergency) of any dental or medical appointments they have made.
9. Appendix G - Return to Work Commitment
10. Appendix H - Return to Work Letter
11. Appendix I – Functional Abilities Form

N. Pay Days

1. Employees will be paid on a 26 pay period cycle effective Jan 2017.
2. All employees shall receive pay by direct deposit.
1. In the case of computer failure or some unforeseen technical problem for the assigned pay day, Northern Lights will do its best to produce manual cheques and will undertake to deliver these cheques within 3 working days.

O. Staff Long Service

1. NLLS recognizes the long service contribution of its employees.
2. Employees shall receive a Gift Card of Choice on completion of their anniversary date as follows:

3 Year	\$25.00
5 Year	\$50.00
10 Year	\$100.00
15 Year	\$200.00
20 Year	\$500.00

3. Gift to be given to a retiree after a minimum of ten (10) years as per the table below.

10 Year	\$100.00
15 Year	\$200.00
20 Year	\$500.00

P. Performance Management

1. Performance reviews
2. Performance Evaluation form
 - a) *A performance review of each employee's performance will be conducted annually at a time and date agreed upon by the Dept. Manager and the employee. Performance reviews take place during the probationary period (third month) and once per year (anniversary of commencement of employment or end of year).*
 - b) *The performance review shall involve a review of the employee's job description, a review of the goals set during the previous appraisal, and the setting of new goals for the coming year. The performance review will take into account the employee's ability to perform the tasks listed in the job description and the completion of goals set. The performance review process will allow for employee input and collaboration.*
 - c) *A copy of the signed performance review shall be placed in the employee's confidential personnel file.*
3. Employee Discipline
 - a) *Penalty for Non-compliance*
 - b) *Any employee who contravenes any section of the NLLS policy and procedure handbook may be subject to disciplinary action:*
 - (1) Verbal or written warning;
 - (a) Verbal will be noted to file
 - (b) Suspension
 - (c) Dismissal or
 - (d) Such other action or penalty as may be appropriate and permitted by law under the circumstances.
4. Employee Conduct and Disciplinary Action

- a) *Managers, supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.*
- b) *Where there are perceived performance problems, a progressive form of discipline ranging from minor to severe is recommended. Each notice or warning should clearly indicate the potential consequences should the undesirable behavior continue or recur.*
- c) *While an incident of sufficient seriousness may warrant immediate dismissal, NLLS policy is to adhere to the following disciplinary procedures*
 - (1) *Verbal Warning - counseling with clear communication regarding undesirable behavior. Documented and initialled and placed in an employee's personnel file.*
 - (2) *Written Warning (1) - a direct notice to cease and discontinue undesirable activity. Documented and initialled and placed in an employee's personnel file. 30-60-90 day review follow up.*
 - (1) *Written Warning (2) - a formal discipline notice with a meeting with employee, Executive Director and Human Resources to decide specific changes required with time frame review. Documented and initialled and placed in an employee's personnel file.*
- d) *Further action up to and including termination may be required.*

5. The Executive Director of NLLS may be consulted at any time during the action and must be consulted regarding termination in the event that legal counsel needs to be obtained.

Q. NLLS Vehicle Usage

- 1. Usage
 - a) *All staff must complete vehicle tracking sheet.*
 - b) *Staff may start or end to closer destination (headquarters or home) when using NLLS vehicle outside normal business hours.*
 - c) *NLLS vehicle usage must be approved by department manager or executive director.*
 - d) *NLLS vehicle usage by the Executive Director must be approved by the Board Chair.*
- 2. Fleet Replacement
 - a) *NLLS shall replace all fleet vehicles in accordance with the Fleet Replacement Plan.*
 - b) *NLLS shall replace under 150,000km or 5 years whichever comes first.*
- 3. If trade in value is less than blue book value, then NLLS may opt to tender out vehicles or equipment.

NLLS FLEET REPLACEMENT CHART

Vehicle Type	Vehicle Year	Original Cost	Replacement Mileage	Replacement Date	Replacement Cost
Chev Uplander Van	2009		150,000	2014	
Chev Uplander Van	2009		150,000	2014	
GMC Savanna	2012		150,000	2017	
Jeep Patriot	2016	\$27,583.76	150,000	2021	
Dodge Journey	2016	\$33,962.56	150,000	2021	
Dodge Cargo Van	2017	\$36,096.11	150,000	2022	

4. Equipment Replacement –

a) NLLS shall replace all equipment in accordance with the Equipment Replacement Plan.

Equipment Type	Equipment Year	Original Cost	Replacement Mileage	Replacement Date	Replacement Cost

R. Cell phone policy – TBD

III. Workplace Health and Safety

A. Workplace Impairment

1. NLLS follows Alberta's occupational health and safety legislation in addressing the issue of impairment at work. Section 2 of the Occupational Health and Safety (OHS) Act (RSA 2000 c.0-2) applies and this section outlines responsibilities of employers, workers and prime contractors.

2. See Human Resources for entire act.

B. Working Alone

https://work.alberta.ca/documents/WHS-PUB_wa002.pdf

1. NLLS is committed to the health, safety and well-being of its employees, and will strive to ensure that all appropriate safeguards are enacted to protect its employees that must work alone or in isolation.
2. Working alone at NLLS headquarters
 - a) *NLLS has determined that the risk is low for employees working alone at the NLLS headquarters building. The NLLS headquarters building is located off a well-traveled highway and within a close vicinity of local law enforcement. All entrances are locked and checked at the end of each work day. There is a well-lit parking lot. There is access to a telephone system. As well, no employee is required to work alone after regular work hours. It is normally the employee's request to do so and must be authorized by Executive Director or the Department Manager.*
 - b) *When an employee is working alone outside of regular work hours in the building the following protocol must be followed:*
 - c) *Employee must have authorization from the Executive Director or Department Manager to remain in or enter the building after regular work hours;*
 - d) *Employee must report to the Executive Director or Department Manager the amount of time the employee will remain in building and the employee must report to the Executive Director or Department Manager by email or telephone when he/she has left the building;*
 - e) *Employee may set the perimeter alarm while in the building upon receiving instruction from Executive Director or Department Manager;*
 - f) *Employee must set building security alarm when leaving the building;*
 - g) *Failure to follow this protocol will result in a performance management review.*
3. Working alone while travelling on NLLS business
 - a) *Frequently NLLS employees make site visits to member libraries or to meetings / conferences on NLLS's behalf. In general, NLLS employees will meet with people that are considered colleagues and constitute a low hazard risk.*

4. Vehicle travel within Alberta
 - a) *Travel involved while making visits is often when NLLS employees are alone. While travel within Alberta is generally by road on paved primary or secondary highways, weather conditions may affect driving as well as any emergency situations such as mechanical breakdowns or collisions. In general, the hazard assessment for this type of situation is considered low to moderate and the following protocol must be followed:*
 - (1) Employee must provide the Executive Director or Department Manager the intended destination and approximate estimated time of arrival and departure. NOTE: NLLS van drivers follow known schedules for destinations and times of arrival. Van drivers do not need to check-in upon arrival/return unless delayed en-route or if returning after regular business hours;
 - (2) Employee must check-in with the Executive Director or Department Manager by email or telephone when they have reached their destination and when they are to leave destination;
 - (3) If Employee fails to check-in upon arrival at destination or return to headquarters, the Executive Director or Department Manager will attempt to contact employee a minimum of three (3) times within 90 minutes before following emergency procedures as noted below: - calling the last library site visited to ensure employee has left;
 - (4) If not there, the police must be contacted in the last known location of the employee and provide them with
 - (a) Employee name;
 - (b) Vehicle details including make, model, colour and license plate number;
 - (c) Cell phone number;
 - (d) Time of last communication with employee.
5. Employees must use NLLS vehicles whenever possible as vehicles are maintained mechanically according to a strict maintenance schedule.

C. Gym Usage

1. NLLS endorses a healthy lifestyle to all employees and hereby provides gym facilities for the sole use of the employees upon signing the waiver form.
2. For the sole use of the employee(s), no unauthorized users permitted.
3. *Appendix J – Gym Usage*

IV. Code of Ethics

1. NLLS Employees must demonstrate the highest professional and ethical standards when dealing with co-workers, board members, member library staff, customers and other individuals who deal with NLLS in the conduct of business. Any violation of the Code will be cause of immediate and appropriate disciplinary action.

2. It is the responsibility of every employee to become familiar with the Code of Ethics and to govern his/her conduct and behavior in accordance with the guidelines below. If unsure, the employee should proactively consult their supervisor.

A. General Obligations

1. An employee shall, in the course of their duties, uphold the provincial and federal laws.

2. An employee shall ensure that their conduct, when in an official capacity, does not bring NLLS into disrepute or damage public confidence

3. An employee shall, at all times, act responsibly in the performance of their public duties

4. An employee shall behave professionally, respectfully and courteously at all times, including with their co-workers and the public. They shall endeavor to resolve any work-related disagreements in a respectful manner based on reasonable expectations. See grievance policy

5. An employee shall ensure their position is not used improperly for personal advantage.

6. An employee shall ensure that personal or confidential information obtained in the course of their employment is not divulged. See confidentiality policy.

7. An employee shall, in the course of their duties, uphold NLLS policies and procedures.

8. Employees shall sign and acknowledge acceptance of this policy annually.

B. Whistleblower Policy

1. Response to Ethical and Moral Situations

a) NLLS recognizes that personnel may be confronted in their positions with ethical and or morally challenging situations that are unclear, uncomfortable, challenging and/or push at the limits of personal and professional boundaries.

(1) NLLS management staff will always be an open ear to staff that are presented with dilemmas and will consult should staff desire guidance or assistance. Reference: Grievance Policy.

(2) Staff will be reminded to read Code of Ethics provided by NLLS to see if that clears up the dilemma. See Code of Ethics Policy

(3) NLLS will encourage staff to seek expert opinion if comfort is not found within the organization directly.

(4) Staff will report ethical/moral situation concerns directly to the Executive Director and/or a designate.

(5) Staff will report ethical/moral situation concerns directly to the Board Chair if the situation pertains to the Executive Director.

C. WHISTLEBLOWERS

1. NLLS realizes that whistleblowers are people who act in 'good faith' and feel obligated to report:

a) *A criminal offence.*

b) *A breach of a legal obligation.*

c) *A miscarriage of justice.*

d) *A danger to the health and safety of any individual. Reference OH&S.*

e) *The deliberate covering up of information tending to show any of the above.*

2. NLLS wants to distinguish very carefully a whistle blowing concern from a grievance. If at all possible it would be the preference of the organization for the concerned person to approach the Executive Director or another department manager who has the trust of the person. The Executive Director or NLLS management staff would look very carefully at the situation that has raised the concern of the individual and would work to satisfy all concerns. The confidentiality of the reporter will be respected, and it will be considered a serious offense to breach information outside of management and/or outside supports.

3. It will be considered a serious matter if the whistleblower is victimized by ANY personnel, management or otherwise, and disciplinary measures up to and including termination of employment will be considered. If personnel (whistleblower) has been found to have maliciously made a false accusation, then disciplinary measures up to and including termination of employment will be considered.

D. Financial Matters

1. All assets and liabilities of NLLS shall be recorded in the regular books of account. No undisclosed or unrecorded fund or asset shall be established or maintained for any purpose.

2. No false or artificial entry or entry that obscures the purposes of an underlying financial transaction shall be made in the books and records for any reason.

3. No payment of any nature using Northern Lights Library System funds or assets that is in violation of any applicable law or regulation shall be made.

4. Unauthorized removal of materials, property or monies belonging to the Northern Lights Library System is strictly prohibited.

5. Falsification of an application, time sheet, work schedule or other financial or legal records is prohibited.

6. **Anti-Fraud policy – TBD**

E. Conflict of Interest

1. A conflict of interest occurs when an employee is in a position to influence a business decision that may result in a personal gain.
2. All employees have an obligation to conduct their duties to avoid actual, potential or perceived conflict of interest.
3. An employee shall not accept a bribe, favour or fringe benefit from anyone who conducts business with the NLLS.
4. If an employee has any influence in a business transaction involving a purchase or contract, full disclosure must be made to the Executive Director so that safeguards can be established and recorded.
5. An employee shall not use their influence to obtain advantage on behalf of a family member or relative of the employee.

F. Library Property

1. No employee shall use the NLLS property or permit NLLS property to be used for purposes not associated with the performance of their duties.

G. Political Activity

1. An employee shall maintain all appearances of being politically neutral in their official employment duties.

H. Penalty for Non-compliance

1. Any employee who contravenes any section of this Code of Ethics may be subject to disciplinary action:
 - a) *Verbal or written warning;*
 - b) *Suspension;*
 - c) *Dismissal; OR*
 - d) *Such other action or penalty as may be appropriate and permitted by law under the circumstances.*

I. Employee Conduct and Disciplinary Action

1. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.
2. Where there are perceived performance problems, a progressive form of discipline ranging from minor to severe is recommended. Each notice or warning should clearly indicate the potential consequences should the undesirable behavior continue or recur.
3. An incident of sufficient seriousness may warrant immediate dismissal.

4. It is recommended that written documentation be kept of all the notices and warnings. The Executive Director of Northern Lights Library System may be consulted at any time during the action and must be consulted regarding termination in the event that legal counsel needs to be obtained.

J. Internet and Computer Usage Policy

1. Background
 - a) *Northern Lights Library System recognizes that the internet and usage of the World Wide Web has become deeply integrated into the daily business functions of the system, consistent with this, it is necessary to clearly state both for the purpose of clarity of the obligations of NLLS employees, and for purposes of legal declaration, the rules that all staff, and others who may utilize NLLS computer resources shall be governed by:*
2. General Principle
 - a) *The guiding principle for both computer and internet usage at NLLS is that these are resources paid for and owned by the system, being used by employees on NLLS time, and should not be used for personal matters.*
 - b) *NLLS has no objection to employees using computer resources on their own time for routine and benign matters such as internet browsing, booking flights, checking email, doing online banking, or similar matters, however personal usage should be restricted to breaks, lunchtime, or before or after hours, and should be consistent with other guidelines in this policy.*
3. Restricted Uses
 - a) *The following are absolutely prohibited types of internet sites from being visited, ever, under any circumstances:*
 - (1) Gambling sites
 - (2) Adult Content Sites
 - (3) File sharing sites
 - (4) Gaming sites
 - (5) Other sites deemed to represent a security risk by NLLS IT Staff
 - b) *In addition, sites not related to NLLS business activities should be viewed with great discretion with regard to content others may find offensive, sexist, racist, or otherwise inconsistent with a tolerant and inclusive workplace.*
 - c) *Similar discretion shall be exercised with email correspondence to ensure it is also consistent with the guidelines for internet usage.*
 - d) *IT staff are specifically directed to restrict user rights for staff found in violation of the above policy and/or implement the required technical means to enforce this policy.*

K. Spyware

1. In recognition of the inherent danger associated with downloaded programs, it shall be policy not to download applications from the internet unless specifically required for business related functions, or for users to install programs not provided by the NLLS IT department.
2. IT staff are specifically directed to restrict user rights for staff found in violation of the above policy and/or implement the required technical means to enforce this policy.

L. Spam (Junk or Unsolicited Email) Control

1. Spam is an issue which represents a serious challenge to both worker productivity and system resources due to being a governmental body, NLLS email servers are inherently more exposed than other domains, and hence additional caution is needed. Staff cooperation in controlling spam is thus governed by the following policy:
 - a) *Staff will, as far as reasonably possible, not share their own email or that of other NLLS Employees with 3rd parties, unless required to do so for a legitimate business reason.*
 - b) *Staff will avoid adding their email to mailing lists of any kind, unless they fully trust the source, and have a business reason for being part of a mailing list. (Technical user groups, professional memberships, are an example of an acceptable mailing list to join).*
 - c) *Staff will refrain from opening or forwarding "chain" emails that have been sent to or received by many people, and will follow additional anti-spam guidance as provided by the IT department.*
 - d) *NLLS staff shall refrain from doing mass mailings that are not work related, especially if they involve large file attachments such as video files, high resolution pictures, or similar high resource usage elements.*

M. Social Media

1. NLLS supports the use of social media for informational and promotional purposes. NLLS Staff and Board are permitted to have an official presence on third party social media sites provided they adequately consider how their program and communications plan objectives will be met, understand the broader implications and risks in using social media generally and identified social media sites specifically, and the Executive Director have approved the initiative or plan.
2. Employee Use of Social Media
 - a) *Similar to traditional media, the NLLS Communications team will be deemed as the sole authorized spokespersons with the role of contributing to social media discussions. These individuals will ensure that only official NLLS positions are conveyed - not an individual's personal views.*
 - b) *Other Staff may use Social Media for the purpose of providing program information and calendar events etc.*

c) *Regardless of the media being used, the authorized spokespersons must not do anything that could harm the reputation of NLLS. They must ensure that any comment on matters of NLLS policy is appropriate to their role and must respect the need to maintain politically neutral NLLS services.*

3. Employee Use of Social Media as a Private Citizen

a) *In their capacity as private citizens, NLLS employees have the same rights of free speech as other citizens, however, they may not represent NLLS on their own personal social media sites, and they are reminded that they are bound by the confidentiality section of personnel policies and must not disclose any NLLS information or content that they are not specifically authorized to disclose.*

b) *Acting as a private citizen, NLLS employees must use a private email address and make every reasonable effort to make it clear that their contribution to social media sites is as a private individual, and not as a representative of NLLS.*

c) *NLLS employees should remain cognizant of the fact that their presence on social media sites and statements in social media may reflect on NLLS, and should conduct themselves accordingly. These personal sites must remain personal in nature and be used to share personal opinions or non-work related information. Inappropriate, offensive or derogatory comments made about NLLS or its staff, on an employee's personal social media site, is considered as improper posting and use of social media tools and can result in corrective action.*

4. Best Practices for Using Social Media

a) *Never disclose information, including textual or visual material that is confidential or has been disclosed to the NLLS by a third party.*

b) *NLLS consent form has to be signed before posting photos.*

c) *Think of what you say in a post in the same way as statements you might make to the media.*

d) *Don't cite or reference NLLS personnel without their approval.*

e) *Be the first to correct your own mistakes.*

f) *Don't alter previous posts without indicating that you have done so.*

g) *Post about timely events, relevance is important.*

h) *Know that people will have negative things to say, determine how you will react to their criticisms.*

N. Email Use

1. Professional business practices shall be adhered to in respect to the creation and content of email records. The following guidelines shall be followed:

a) *Use only business-like language.*

b) *Do not express personal opinions about individuals or situations, unless it is a specific task or requirement as part of your position or job function.*

- c) *If there is a need to include confidential information, mark your text as “confidential” in the subject line.*
- d) *In general, do not include any text or information that would not be suitable or could not be ‘made public’.*
- e) *Users must maintain email accounts by deleting unwanted mail (i.e. transitory records) on a weekly basis. Non-transitory records, per Records Management Policy and the Corporate Records Structure, should be saved and filed.*
- f) *Email is a record belonging to NLLS and retention applies according to the Corporate Records Structure.*
- g) *Emails which are deemed NLLS business (non-transitory) should be saved to NLLS Records Management Programs.*
- h) *F.O.I.P. (Freedom of Information and Protection of Privacy) Signature is required when sending external email:*
 - (1) Name Job Title
 - (2) Northern Lights Library System
 - (3) Phone (Your Phone Number) Fax (Your Fax Number)
 - (4) www.nlls.ab.ca
 - (5) This communication is intended for use of the recipient to which it is addressed, and may contain confidential, personal, and/or privilege information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

O. Outside Computers

- 1. It is not permitted to connect (plug) Computers that do not belong to NLLS (i.e. home computers, visitors, contractors, etc.) Exception will be the need to use the Internet for reasons of training or presentations. In this case the owner of the external computer should demonstrate that their computer is free of viruses (Proof of current and updated virus software and last scan results). Staff must consult Information Systems Personnel before connecting the external computer.

P. Contractors and Technicians

- 1. The use of outside resources when required, shall only be done with prior approval of the Information Systems personnel.

Q. Privacy Issues

- 1. It is a matter of settled law that what employees do on NLLS computers is 100% owned by NLLS, and that NLLS also has the legal right to monitor what emails they send and receive from NLLS computers regardless of where those emails may be hosted. NLLS may also legally monitor and record where employees go and what they do on the internet.

2. It is also acknowledged and understood that anything created or stored on a NLLS Computer and/or email servers, is also subject to the provisions of the Freedom of Information and Protection Act.
3. It is, however, the Policy of NLLS to respect the privacy of its employees with respect to email and other content on their computers, and that there shall be no active monitoring of either email or content, with the following two exceptions:
 - a) *The total number and size of emails sent and received is recorded and reviewed; (however content and destination are NOT reviewed) – This is a basic and prudent industry standard check for unusual activity that may be virus or malware related.*
 - b) *If an email or machine is determined by system software to contain a security threat, the source of this virus/malware shall be tracked and investigated.*
4. Notwithstanding the above, in the event extra-ordinary circumstances warrant, or if directed by Senior Management to do so, IT staff are able to reconstruct user computer activity, Internet usage patterns, and/or emails sent and received (even if they have been deleted) and all staff shall be made aware of this capability.

R. Grievances Policy

1. Grievances are to be addressed through the appropriate channels as follows:
 - a) *Supervisor and Human Resources*
 - b) *Executive Director*
 - c) *Chair of the Finance and Personnel Committee*
 - d) *The Executive Committee of the Northern Lights Library System Board*
2. GRIEVANCE COMMITTEE MAKEUP will consist of five (5) members:
 - a) *NLLS First Vice Chair*
 - b) *Four (4) Members of the NLLS Board (one from each zone/non-Executive) The NLLS Chair is Defacto a member of the Committee and may attend any meetings without voting rights.*
 - c) *Each Zone shall appoint an alternate*
3. The Chair of the Committee will be chosen from among the five members with voting rights and may or may not be NLLS Vice Chair.
4. A grievance is a dispute, disagreement or difference arising from the interpretation of NLLS Policy between employees and the employer. A terminated employee or an employee who has voluntarily resigned may not submit a grievance under this Policy.
5. Personnel having a grievance shall first meet and discuss the matter with their supervisor. If the issue is not resolved, the employee shall notify the Executive Director in writing within 5 working days of the meeting.

6. The grieving employee(s), the supervisor, and the Executive Director shall discuss the written grievance. The decision of the Executive Director shall be given in writing to the employee(s) and the Supervisor within five working days of the date of the meeting.

7. If the employee(s) is not satisfied with the decision of the Executive Director, the written grievance may be submitted to the Chair of the Finance and Personnel Committee by the employee(s) within ten working days of receiving the Executive Director's response. The Executive Director will prepare a report on the grievance submitted and the results of the previous meetings and will submit it, along with any written statement of the employee(s), to the Chair of the Finance and Personnel Committee for consideration. The Chair of the Finance and Personnel Committee may appoint one or more members of the Finance and Personnel Committee to hear the grievance and shall respond to the employee(s) in writing within ten working days.

8. The Executive Committee of the Board is designated as the final Appeals Committee. The employee(s) shall have 10 working days after receiving the decision of the Finance and Personnel Committee to request that the grievance be presented to the Executive Committee of the Board. The Chair of the Finance and Personnel Committee and the Executive Director will prepare a history of the grievance and present it to the Executive Committee of the Board for consideration. The Executive Committee of the Board shall render a decision on the grievance with or without a hearing within 15 working days of considering the grievance. When the Executive Committee of the Board has rendered its decision the Executive Director will submit the decision to the employee(s). The decision of the Executive Committee of the Board is final and binding.

S. EXECUTIVE DIRECTOR GRIEVANCE

1. If the Executive Director has a grievance with the NLLS Chair or Executive Committee, The Executive Director can file a grievance with the Finance and Personnel Committee. In such a case, the Vice Chair and Chair will not take part in the meeting. The employee shall have 10 working days after receiving the decision of the Finance and Personnel Committee to appeal the committee response by consulting (with The Committee) an outside source possibly in consultation with Municipal Affairs – Public Library Services Branch.

- a) *General*
- b) *Disciplinary*
- c) *Harassment*

T. WORKPLACE VIOLENCE and HARASSMENT

1. Workplace violence

a) *any act in which a person is abused, threatened, intimidated or assaulted at work. It includes threatening behaviour, verbal or written threats, verbal abuse, and physical attacks.*

2. Harassment

a) *any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person. This includes words, gestures, intimidation, bullying or other inappropriate activities. It may include discriminatory treatment based on an individual's race, ethnicity, age, religion, gender, gender identity, sexual orientation or other legally protected characteristics.*

3. Sexual harassment

a) *any unwelcome behavior that is sexual in nature. This includes unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature.*

4. Violence and harassment can come from anyone in the workplace and be directed at anyone. It can be subtle or overt. Abuse may be deliberate or unintended. It may be a single event or may involve a continuing series of incidents. Abuse can victimize both men and women, and may be directed by or towards workers, clients and members of the public.

a) *<http://work.alberta.ca/documents/WHS-PUB-VAH001.pdf>*

5. NLLS shall ensure that employees understand how to recognize workplace violence or harassment, the procedures for responding to, reporting on and investigating incidents of violence and harassment in the workplace.

6. No action shall be taken against an individual for making a complaint, unless the complaint is made maliciously.

7. Employees are required to be familiar with and follow the procedures for responding to, reporting on, and preventing workplace violence and harassment.

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

9. For other incidents:

a) *An employee subjected to, or having witnessed workplace violence or harassment has the option to approach NLLS Human Resources representative to act on their behalf;*

b) *Discuss the matter with your Manager; if the alleged offender is your Manager, discuss the matter with the Director; prior to filing a formal report of the incident, the person subjected to workplace violence or harassment, with the assistance of the Manager or Director, should let their objections to the behavior be known to the alleged offender; the Director will document the incident and inform the NLLS HR dept. and the Grievance committee of serious incidents;*

- c) *If not satisfied at this time, the complainant and/or their Manager will document the incident and notify the Director of the incident;*
- d) *If the complainant is not satisfied with the actions taken by the Director, follow the NLLS Grievance Procedures Policy;*
- e) *If the alleged offender is the Director, discuss the matter with your Manager and notify the NLLS Board Chair; prior to filing a formal report of the incident, the person subjected to workplace violence or harassment, with the assistance of the NLLS Board Chair (or designate), shall let their objections to the behavior be known to the alleged offender; the Chair will document the incident and inform the NLLS HR dept. and the Grievance committee.*

V. SECTION 2 - BOARD

A. Vision and Policy Statements

1. Policy Statement 1 – Governance Principles
 - a) *The Northern Lights Library Board shall be formed in accordance with the Alberta Libraries Act and shall be hereinafter referred to as the Board.*
 - b) *The Board's priority is to determine Northern Lights Library System's Vision, Mission, Belief, Goals, and Objectives and liaise with the member municipalities, and monitor the System's performance.*
 - c) *The Board is a governing body that speaks with one voice. All authority rests with the Board, and individual trustees have no authority except as conferred by the Board for specific purposes.*
 - d) *The Board leads through policy, using a framework which defines five categories of Board Policy: Vision, Mission, Belief, Goals, and Objectives; Governance Process; Board – Executive Director Relationship; and Executive Director's Parameters.*
 - e) *The Board's ongoing agenda is based on its role which is focused on governance issues rather than management issues.*
 - f) *The Board states the expected Vision, Mission, Belief, Goals, and Objectives through the plan of service, directing the Executive Director to determine the means to achieve these results within limits of ethics and prudence.*
 - g) *The Board as a whole has one employee, the Executive Director, who is accountable to the Board as a whole. When the Board approves policy, the Executive Director is empowered to make all further decisions. The Executive Director's authority begins immediately and automatically.*
 - h) *The Executive Committee on behalf of the Board monitors the Executive Director solely on the basis of organizational performance and written policies.*
 - i) *The Executive Committee and Ad Hoc Committees are to assist the Board in doing its job; not to advise or assist staff in doing their job.*
2. Policy Statement 2 – Proportional Representation
 - a) *Promote proportional and regional representation on the Northern Lights Library System Executive Committee.*

B. GOVERNANCE

1. Role of the Board and Trustee
 - a) *The Board shall meet and deliberate at specific and regular times as determined by its members and in accordance with the Alberta Libraries Act. The Board shall exercise its role as public trustee for the Municipalities that make up the Northern Lights Library System. The Board is responsible for creating a vision of library service for the System, articulating values and principles, setting goals, developing effective governance policy, monitoring library performance, and meeting provincial standards.*

b) *The Board member is appointed by their council and while representing the interest of their community are required to act in the interest of NLLS.*

c) *In addition to the “How to be an effective trustee” Alberta Library Trustee Handbook.*

2. Trustee Checklist

a) *An easy way for Board members to understand their responsibilities more clearly and to meet them is to use checklists like the ones below. The Alberta Library Trustees’ Association has many learning resources for trustees. There are learning modules available for personal learning or sharing with Boards on ALTA’s website:*

<http://www.librarytrustees.ab.ca/trustee-learning>.

b) *The following are some tools to help with becoming an effective board member.*

3. HOW TO BE AN EFFECTIVE BOARD MEMBER

a) *Arrive at meetings on time prepared to actively participate.*

b) *Prepare reports, motions, etc., in writing if possible, and submit to the Board Secretary in sufficient time for distribution before the meeting.*

c) *Read Board material in advance of meetings, noting comments and questions.*

d) *Follow through on assigned activities.*

e) *Notify the Chair in plenty of time about items for the agenda.*

f) *Develop a working knowledge of the Board manual and applicable legislation.*

g) *Maintain friendly, positive relationships with other Board members and staff.*

h) *Ask questions!*

i) *Participate in discussion and decision making, ensuring that you offer your relevant comments and suggestions prior to the Board’s decisions.*

4. In addition to these general responsibilities, Board members are expected to serve on committees as required.

5. The job of the Board is to:

a) *Liaise with the municipalities and members’ libraries to:*

(1) *determine what they want the System to be through the plan of service,*

(2) *determine what the System should accomplish by developing policies,*

(3) *determine service levels through the development of the annual budget,*

(4) *advocate for Northern Lights Library system in Alberta,*

(5) *create partnerships with other agencies to achieve the System’s Vision, Mission, Belief, Goals, and Objectives.*

b) *Write governing policies which, at the broadest levels, define:*

- (1) Vision, Mission, Belief, Goals, and Objectives: Which long range benefits will be achieved, for whom, and at what cost.
- (2) Governance Process: How the Board conceives, carries out and monitors its own job.
- (3) Board / Executive Director Relationship: Establish policies that govern the relationship between Board as a whole and the Executive Director, and between the elected Executive and the Executive Director.
- (4) Executive Director / Staff Relationship: Establish policies that govern all aspects of organization operations with input from the Executive Committee. For Example: HR policies, IT policies etc.
- (5) Executive Director's Parameters: Those boundaries of prudent and ethical behavior within which the Executive Director can operate.
- c) *Develop and approve a three-year plan of service or a strategic plan, a rolling three-year budget, the annual report, and audited financial statements.*
- d) *Recognize the value and contributions of long serving staff, volunteers and trustees.*
- e) *Monitor achievement or compliance with policy against criteria, the Board has previously set, using:*
 - (1) reports by the Executive Director,
 - (2) reports from member municipalities, members' libraries, and outside agencies,
 - (3) direct inspection by the Board.
- f) *Use the results of monitoring to improve performance by:*
 - (1) reviewing existing policies as per review schedule
 - (2) revising existing policies as required
 - (3) formulating new policies as required

6. The term of office of the Northern Lights Library System Board Chair is limited to two consecutive two-year terms, unless at least 2/3 of the whole board passes a resolution stating that the Chair may be reappointed for more than two consecutive terms.

7. Notwithstanding the Systems agreement mandatory seats, the term of office for a Northern Lights Library System Executive Member is limited to two consecutive two-year terms, unless at least 2/3 of the whole board passes a resolution stating that member may be reappointed for more than two consecutive terms.

8. Meet a minimum of four (4) times per year (Feb/May/Sept/Nov) as defined in the Northern Lights Library System Agreement. A quorum of the Board shall be a simple majority.

9. Create procedures providing for the orientation and ongoing development of trustees as they fulfill their ethical and legal duties to the regional library system.

C. Governance Style of the Board

1. The Board governs with a style which emphasizes outward vision, encouragement of diversity in viewpoints, strategic leadership, clear distinction of Board and staff roles, collective decision-making, and a focus on the future and pro activity.
2. The Board shall:
 - a) *Enforce upon itself and its members whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, governance principles, respect of roles, and support for Board decisions. It will allow no officer, individual or committee of the Board to usurp this role or hinder this commitment.*
 - b) *Consider suggestions for policy development that come from: Board trustees, the Executive Committee, the Executive Director or staff members, client library boards or client library staff, and various levels of government and funding jurisdictions.*
 - c) *Comply with federal, provincial, and municipal laws and Board policies.*
 - d) *Changes or additions to policies shall be approved at a Board meeting by a motion.*
 - e) *Ensure that the Board's policy manual be maintained, and copies of old policies including policies that have been eliminated or changed shall be kept in perpetuity for reference purposes.*
 - f) *Ensure copies of all approved or amended policies shall be filed with the appropriate government department(s) as required as legislation.*
 - g) *Focus chiefly on intended long term benefits, not on the operational means of attaining those results.*
 - h) *Monitor and regularly discuss the Board's own process and performance. Ensure the continuity of its governance capability through Board education and development.*
 - i) *Ensure that agenda packages are available at minimum seven (7) days prior to the meeting.*
 - j) *Ensure that "draft" minutes are circulated with the agenda package.*
 - k) *Agenda packages and draft minutes shall be posted to the NLLS website and a hyperlink shall be emailed to all Board members and alternates.*
 - l) *Ensure that "approved" minutes are posted on the NLLS website within seven (7) days of being approved by the Board.*

D. Role of Board Chair

1. The role of the Chair is primarily to ensure the integrity of the Board's process and secondarily, to represent the Board to outside parties.
2. The Chair:
 - a) *Uphold the Board's own policies and rules and those legitimately imposed upon the Board from outside the organization.*

- b) Restricts meeting agendas and discussion to those issues which, according to the Board policy, are clearly in the Board's jurisdiction, not the Executive Director.*
- c) Chairs Board meetings with all the commonly accepted powers including ruling and recognizing. Keeps deliberations timely, fair and orderly.*
- d) Does not have authority to make decision beyond policies created by the Board.*
- e) Represents the Board to outside parties, stating positions consistent with Board policies and resolutions.*
- f) Represents the Board at the Alberta Library Conference annually*
- g) The Vice Chair, in the event of the absence or disability of the Chair, will assume and perform the duties and function of the Chair.*

E. Role of the Executive Committee

1. Within existing policy, the Executive Committee has the freedom to act as needed and fulfills the function of the Northern Lights Regional Library Board between Board meetings so as never to interfere with Board policy, bylaws, or budget. The Board will respect and support any reasonable interpretation of Board policy by the Executive Committee.

- a) Lead strategic planning for NLLS, including the development of the Plan of Service. The Executive does not have the power to change the Plan of Service once it is set by the whole board.*
- b) Prepare personnel, financial and facility framework and policy statements.*
- c) Act on behalf of the NLLS Board at provincial meetings or when presenting recommendations on provincial library policy.*
- d) The Executive committee has the authority to hire the Executive Director.*
- e) The Executive committee is responsible for the on-going evaluation of the Executive Director's performance based on organizational performance, based on implementation of plan of service, policy and budget.*
- f) The Executive committee has authority to terminate the Executive Director:*
 - (1) Prior to a termination decision the Executive Committee shall seek, as a check and balance, input from the Grievance committee (excluding the Vice Chair)
 - (2) Two members of the Executive Committee, determined by the Executive Committee, shall present the Grievance Committee with all stated facts so they may deliberate on the matter.
 - (3) At its discretion, the Grievance Committee may meet and speak with the Executive Director.
 - (4) After a thorough review of said facts, the Grievance Committee shall submit a written recommendation back to the Executive Committee to provide sober second thought on Executive Committee's decision.

- (5) The Board Chair will call a special meeting of the Executive Committee to review the Grievance Committee recommendation and to make the final decision to terminate or not.
- g) *The Executive Committee will be responsible for the orientation and professional development.*
 - h) *The Executive sets the agenda for Board meetings and reports to the Board on actions taken.*
 - i) *The Executive will ensure that minutes are taken of all Executive meetings and that draft and approved minutes are made available to the general membership*
 - j) *From its membership, the Executive Committee shall elect a Vice-Chair for the Board at the first Executive Committee meeting after the Board's organizational meeting.*
 - k) *The Chair may call a special meeting of the Executive Committee as required, or at the request of two or more members of the Executive Committee.*
 - l) *No business shall be transacted at meetings of the Executive Committee unless a quorum of the members is present. The quorum for the Executive Committee shall be a simple majority of members. The Executive Director or designate shall be present with the exception of in camera session that is about the Executive Director.*
 - m) *NLLS's Executive Committee may have a maximum of ten members as permitted by The Libraries Regulations.*
 - n) *The Board Chairperson, who is elected by the general membership, accounts for one seat on the committee. The chair does not represent a specific zone.*
- (1) All municipalities with a population of 15,000 or more will automatically get a seat on the Executive Committee to a maximum of three seats as per the system agreement.
 - (2) Each zone of the system to have a seat on the Executive Committee.
 - (a) Zone 1 = Athabasca County/County of Thorhild/Smoky Lake County
 - (b) Zone 2 = Lac La Biche County/M.D of Bonnyville/County of St. Paul/ County of Two Hills
 - (c) Zone 3 = Sturgeon County/Lamont County/Beaver County
 - (d) Zone 4 = County of Minburn/M.D of Wainwright/County of Vermilion River
 - (3) Zone 1 & 3 is elected on odd years for a two year term
 - (4) Zone 2 & 4 is elected on even years for a two year term
 - (5) Any remaining seats may be elected from the General Board Membership

o) Should a sitting member of the Executive Committee be unable to continue as a member of the committee prior to the conclusion of their two-year term, representatives from that municipality or group of municipalities may appoint a new representative to the Executive Committee at the next board meeting.

p) Absence due to resignation or disappointment (removal) of the Board Chair, will result in the Vice-Chair assuming responsibilities until the next general board meeting. At this time a new Board Chair will be elected from the general board membership.

q) Absence due to resignation or disappointment of the Board Chair and Vice Chair, will result in the remaining Executive Committee members to elect an interim Board Chair until such time a new Board Chair to be elected by the general board membership.

r) Commencing 2017 the election of the Executive Committee will be held in May as described in schedule above.

F. Board Code of Ethics

1. The Board and its members shall operate in an ethical and professional manner representing the Board in a positive light, taking no private action that will compromise the Board and its decisions.
2. Board trustees shall follow the common law and ethical responsibilities of Alberta Board Trustees.
3. Legal required obligations:
 - a) A library trustee is expected to manage the affairs of the library with the same degree of skill and hard work and care he or she brings to their own affairs (this can apply to councillors and their knowledge about municipal affairs)*
 - b) A library trustee has a duty to become informed about the business of the board, including: applicable legislation, and what is required in order to be an effective trustee.*
 - c) A library trustee must keep confidential private information he/she learns as a result of their activity as a trustee, and may not personally benefit from it, either during the term or after.*
 - d) A library trustee must put the best interests of the board before their own or any other.*
 - e) A library trustee may not make advance agreement with another person or organization to vote a certain way. (“contracting the vote”)*
 - f) If a library trustee stands to make a personal profit from any activity of the board, he/she must declare your interest, and may not participate in discussion or vote in relation to it. (i.e. no conflicts of interest)*
4. Ethical however not legal required obligations:
 - a) A library trustee must want to serve as a trustee.*
 - b) A library trustee must endorse, without reservation, the mission of the library board.*
 - c) A library trustee must believe in the value of libraries.*

d) *Trustees are expected to take responsibility for their personal development through continuing education opportunities and are encouraged to participate in provincial and national library organizations.*

Trustees should support intellectual freedom in the selection of library material.

When a trustee is delegated by the Board to attend a specific function, those expenses reimbursed by any other group may not be claimed from Northern Lights Library System.

G. Annual Agenda

1. To accomplish its job outputs consistent with Board policies, the Board will follow an annual agenda. The agenda will focus Board attention on governance priorities using a systematic approach.

Annually, the Board will engage in the following activities which include the following:

- a) *Approval of budget – November meeting*
- b) *Board orientation and education – on-going*
- c) *Executive Director's evaluation – delegated to the Executive Committee as stated in policy D of "Role of the Executive Committee".*
- d) *Organization meeting and Election of officers and Executive Committee – March meeting*
- e) *Policy evaluation, review & revision – in accordance with Policy Review Schedule*
- f) *Review and approve of audited statements - March Meeting*
- g) *Review the Plan of Service/Strategic Plan – Reviewed yearly, Revised every three years.*
- h) *Review and approve NLLS's Annual Report and the Annual Reports for NLLS's Library Service Points – approval of the Northern Lights Library's service point annual reports is delegated to the Executive Committee as soon as possible after the required report is submitted to the Government of Alberta.*
- i) *Review investments – to be reviewed by the Executive Committee at least twice a year.*

H. COMMITTEES OF THE BOARD

1. The Northern Lights Library System Board shall appoint members of all committees at the Annual Organization Meeting in May

2. Wherever possible the committees will have equal representation of one (1) member from each of the zones. (As listed in D. Role of the Executive) Appointed zone member may or may not be the zone rep on the executive, depending on the terms of reference for the committee, and shall be appointed by a vote of the members of that zone. Where a fifth (5) member is required, that member shall be appointed from and by the general membership.

3. All committees shall ensure that minutes are recorded and distributed to the Executive to be presented to the Board where appropriate. Committee reports shall be made by the committee chair or designate at all regular meetings.

4. Committees of the NLLS Board are:

- a) *Executive Committee- up to 10 members*
- b) *Human Resources (Grievance) – Ad Hoc- 5 members*
- c) *Finance & Audit Committee (Budget)- 5 members*
- d) *Building & Equipment Committee- 5 members*
- e) *Policy Committee- 5 members*
- f) *Plan of Service Committee – 5 members (every 3 years) annually to review*
- g) *Executive Evaluation Committee - 3 members*

5. The NLLS Board may appoint ad-hoc committees of one or more members. A standing committee may strike a sub-committee of the standing committee.

6. All committees, with the exception of the Executive Committee, have advisory powers only.

7. Mandate statements of standing committees shall be approved by the Northern Lights Library System Board.

I. Board Honoraria and Expenses

1. Northern Lights Library System does not pay honoraria for attendance at regular Board meetings.

2. Northern Lights Library System pays an honorarium to Board authorized members for attending committee meetings

3. Northern Lights Library System reimburses Board authorized members for expenses when attending committee meetings and other Board authorized functions including conferences.

4. Northern Lights Library System Board members' expenses shall be reimbursed as follows:

- a) *Meals and mileage*
- b) *Mileage will be set from Municipality Office to NLLS Headquarters.*
- c) *Mileage rates are set by current year provincial rates.*
- d) *Must be reported on the approved claim form*
- e) *Original receipts must be provided for all meals*

5. Accommodation
 - a) *Original receipts required for accommodation*
 - b) *Other documents that may be referred to include:*
 - c) *Northern Lights Library System Agreement,*
 - d) *Northern Lights Library System Board Policies,*
 - e) *Libraries Act/Regulations,*
 - f) *Guidelines for Completion of the Non-Public Servant Travel Expense Account Form.*
6. The Executive Committee shall review this policy annually.
7. NLLS will remunerate committee members as follows:

	Payment Amount
Executive Committee	\$100.00
Board Standing Committee	\$100.00
Board Ad Hoc Committee	\$100.00
Regular Board Meeting	\$ 0.00
Committee Chairs	\$150.00

8. When multiple paid meetings occur in the same day there will be a maximum of **\$250.00** paid out for meetings.

J. Recognition/Long Service - Board

1. ~~The Executive or Board may from time to time recognize any Board member at their discretion. Delete~~
2. ~~Honorarium of \$100.00 per month for the Board Chair received at the end of the term to be paid annually at AGM.~~

K. Board Member Orientation / Professional Development

1. In order that the new board members are able to fulfill their responsibilities as representatives to their jurisdictions, and as members of the Northern Lights Library System Board, they shall receive an orientation presentation, package and tour. The Executive Committee will be responsible for the orientation and professional development. The Executive Board at its discretion can assign responsibilities to another committee.
2. Newly appointed Board Members shall go through a Northern Lights orientation as soon as possible after they are appointed.
3. There will be professional development to some degree at each board meeting.

L. FREEDOM of INFORMATION and PROTECTION of PRIVACY - FOIP

1. In accordance with the Freedom of Information and Protection of Privacy Act (FOIP), Northern Lights Library System allows access to its public records and ensures the protection of privacy of the personal information of individuals except where disclosure is required by law.
2. NLLS designates the Executive Director or their designate as the Head, in accordance with the relevant sections of the FOIP Act. The Head may delegate specified responsibilities in writing, under the Act.
3. Fees are payable in accordance with relevant and schedules of the FOIP Act.
4. NLLS will provide regular access to FOIP training.

M. Personal Information Banks

1. <http://www.servicealberta.ca/foip/documents/pibguide.pdf>

N. Records Retention

1. <http://www.servicealberta.ca/foip/documents/chapter8.pdf>
2. Northern Lights Library System keeps orderly and timely records of the business of the library system. This policy ensures that procedures followed, comply with federal rules and regulations, provincial legislation, and with the needs of Northern Lights Library System.
3. The Income Tax Act of Canada and the Province of Alberta Freedom of Information and Protection of Privacy Act (FOIP) are used as authority for the retention of records and the privacy of the employees.
4. Northern Lights Library System retains and disposes of records as outlined in Schedule A.
5. Records, as set out in Schedule A, are
 - a) *De stroyed – the records shall be destroyed without any copy being retained.*
 - b) *P ermanent – the original records shall be preserved and never destroyed.*
 - c) *Re placed – annual forms replaced with new forms.*
6. Permanent records are held as
 - a) *H ardcopy – the original document is retained.*
 - b) *E lectronic – original document is maintained on line with no hard copy or original is maintained in digital format.*(See Schedule A below)
7. The Executive Director has discretion to retain appropriate records of anniversary years, i.e. five year (5) intervals beginning 1990.
8. Depending on the format, records referred to in Schedule A are stored:
 - a) *In electronic format and held in a safe; or*
 - b) *in labeled files in a filing cabinet; or*

c) *in secure off-site storage.*

O. Policy Making

1. The Board, based on its belief and mission statement, is responsible for the policies adopted by Northern Lights Library System.
2. These policies shall be:
 - a) *proposed and monitored by the Policy Committee and the Executive Director*
 - b) *finalized by the Executive Committee for presentation to the Board*
 - c) *approved by the Board as a whole*
3. The Board believes that policies provide parameters for the action of the Board, its committees, staff and member libraries. The Board expects these people to know the policies related to their duties.
4. Northern Lights Library System Board exercises responsible governance by establishing policies as per The Library Regulation, which forms a framework within which the Northern Lights Library System Board and staff will carry out their duties.
5. Standing committee as established by Northern Lights Library System Procedural Bylaws.
 - a) *The committee is re-established at the annual general meeting, in accordance to the committee term of reference.*
 - b) *The committee meets as required.*
 - c) *A summary of committee activities shall be provided to the board for the next scheduled board meeting. Minutes of committee meetings shall be kept on file at headquarters.*
 - d) *Expenses incurred by the Policy committee shall be covered by the Northern Lights Library System.*
 - e) *Ensure the board re-examines the policy review schedule and the policy making policy annually.*
6. Distribute a list of policies with the prescribed review dates to the appropriate committees in January.
7. The Northern Lights Library System Board regularly reviews existing policies to ensure that they are in keeping with the government Legislation and Regulations and the evolving needs of the System.
 - a) *The most current Plan of Service shall supply content guidance.*
 - b) *A list of policies together with prescribed reviewed dates of each policy shall be distributed to the appropriate department or committees at the beginning of the fiscal year for review and input during that year.*
 - c) *Policies requiring revision shall be returned to the Policy Committee for final review. If no changes are deemed necessary to the policy, the reviewing committee shall notify Headquarters of the date the policy was reviewed.*

VI. Finance

A. Principle:

1. The Northern Lights Library System upholds the principle of:
 - a) *responsible fiscal planning, and efficient procedures for the smooth operation of the financial practices of the System;*
 - b) *accurate records of the accounts of the System.*
 - c) *The Northern Lights Library System shall keep distinct and regular accounts of its receipts, payments, credits, assets and liabilities and shall have these accounts for each fiscal year audited by an independent public accountant. Such accounts shall be kept in accordance with generally accepted accounting principles.*

B. Accounting Records

1. All accounts and records shall be retained for a minimum of seven years.

C. Audit

1. The financial records of the System shall be audited no later than February 1 of the year following the year under audit. The audited financial statement appears with the Annual Report of the Northern Lights Library System. As stated in The Northern Lights Library System Agreement:
 - a) *The System Board shall make an annual report on the operation of the System to each of the Parties to this Agreement and to each library board or advisory committee and to the Minister on or before May 31 in the year following the year to which the annual report relates.*
2. Following the acceptance of the annual audited financial statement, the recommendations of the auditor will be reviewed and implemented where appropriate.
3. The Executive Committee may, from time to time, ask for bids on the Northern Lights Library System audit and may appoint a new auditor for the System.
4. The Board shall appoint the auditor annually at the Annual General Meeting.

D. Banking

1. The Executive Committee, shall review the banking services every three (3) years or more frequently at its discretion.
2. A change in banking services shall be made by a motion of the Executive Committee.

E. Percent for contingency funds/reserves – refer back to Executive Committee for discussion and bring back to policy committee.

F. Borrowing Bylaw – TBD

G. Signing Authority

1. Two signatures are required on all cheques and online payment against the General Operating, Establishment, and U.S. dollar bank accounts. At least one of the two signatures for these accounts shall be that of a designated Board Member.
2. Signing officers shall be the Executive Director or the Finance Officer, the Board Chairman, and two others from the Executive Committee.
3. The Executive Director and the Financial Officer shall have access to the safety deposit box.

H. Corporate Credit Cards

1. Credit cards issued by the System's bank in the System's name may be authorized by the Executive Director, Finance Officer, and Board Chairman for employees who travel regularly or make specific purchases where a credit card number is required. Credit cards may be used for budgeted expenses only.
2. Accumulative Credit Card limits are not to exceed \$50,000 for above noted accounts.
3. Fuel Credit Card limits are to be used for Northern Lights Vehicles only and are not to exceed \$5000.

I. Budget

1. The budget shall be consistent with Northern Lights Library System's Plan of Service and the Board's priorities.
2. The budget will direct funds to the Building Reserve, Furniture/Equipment Reserve, Technology Reserve, and/or Vehicle Reserve as deemed necessary.
3. The budget is prepared by the Executive Director, Finance Officer and other department managers.
4. First draft of budget to be reviewed by the Finance Committee.
5. Proposed Budget presented to the Executive Committee in the last quarter of the year preceding the budget year.
6. The final draft of the budget is presented at a meeting of the Board no later than November 30 in the year preceding the budget year. By approving the budget, the Board assumes responsibility for ensuring that the required revenue is forthcoming.
7. Budget estimates shall be mailed to all participating councils, member library boards and school authorities after the approval of the Board.
8. The budget may be revised from time-to-time by the Executive Committee and submitted to the next Board meeting for approval.

J. Budget Process Timeline:

Timeline	Who is Responsible	Action
June	Executive Director	Gather input from department managers
July	Executive Director & Finance Officer	Review information
July/Aug	Executive Director & Finance Officer	Create proposed budget and send to Finance committee
July/Aug	Finance Committee	Reviews and sends to Executive Committee
Aug/Sept	Executive Committee	Review and returns as necessary
Sept	Board	Review and Final Approval

K. Grant Applications

1. The Executive Director and/or Board Chair are authorized to apply for grants on behalf of the Northern Lights Library System.

L. Investments

1. Investment earnings are maximized through investment activities which at the same time minimize exposure and risk.
2. The Northern Lights Library Board recognizes the need for sound and prudent investment practices. The Board shall adopt policies and establish procedures to ensure that investment earnings are maximized through investment activities which at the same time minimize exposure and risk.
3. The Board authorizes the Executive Director and the Finance Officer to invest capital and operating funds not required for immediate disbursement according to the guidelines outlines below, and to dispose of any investment when necessary to meet expenditures or as prudent from an investment management point of view.
4. The Northern Lights Library Board from time to time may invest surplus funds:
 - a) *In debentures or securities issued by the Government of Canada or of any province of Canada,*
 - b) *In debentures or securities, the payment of which is guaranteed by the Government of Canada or any province of Canada*
 - c) *In debentures or securities issued or guaranteed by any Schedule 1 chartered bank operating in Canada, treasury branch, and/or credit union.*

- d) *in banker's acceptances of a corporation incorporated in Canada with background bank support of a Schedule 1 chartered bank.*
- e) *in money market mutual funds or income mutual funds where a minimum of 75 per cent of the fund has background government guarantee support, but excluding funds which have more than ten per cent of their investments in equities.*
- f) *All investments shall be with issuers that are "A" rated or better, as rated by the Dominion Bond Rating Service/Canadian Bond Rating Service.*
- g) *Investments shall be awarded to the financial institution with the most competitive offering after taking into consideration the administrative costs involved and all the financial needs of the System.*

M. Committee Structure and Terms of Reference – TBD

N. Service Points

1. Purpose and Goals – Appendix K
2. Loan of Resources Policy – Appendix L
3. Confidentiality of User Records Policy – Appendix M
4. Internet access policy – Appendix N
5. Resource Sharing Policy - Appendix O
6. Provision of Service to Those Unable to Use Conventional Print Policy – Appendix P

Appendix A – Executive Director Evaluation process



- Committee will have an initial informal recap discussion with Executive Director.
- Committee shall speak with all department heads and the finance rep.
- Committee may speak with and other system stakeholders who work with Executive Director. (Other System Directors, Gov't Reps etc.)
- Committee will independently fill out NLLS Executive Director Evaluation form.
- Those independent forms will be averaged to create a fourth form.
- Any score 3 or below requires an explanatory comment.
- Any entry left blank gets an automatic score of three.
- Executive Director afforded opportunity to provide commentary on comments on form.
- Evaluation Committee and Executive Director meet to discuss final evaluation and set goals and measurable for forthcoming year.
- These goals will be presented to NLLS Executive for approval at next available meeting or electronic vote.
- These goals will be presented to board and accepted as information.

APPENDIX B - NLLS Credit Card Policy Acknowledgment



I, _____, hereby acknowledge that I have received a corporate credit card. I have been provided with and read the corporate credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination. I further acknowledge that I understand that if I make any personal purchases in violation of this policy, the amount of such purchases is an advance of future wages payable to me, that the Company may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Company may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. Such deductions may take my pay below minimum wage for the workweek(s) in question. I further agree that if I make any non-personal transactions in violation of the policy in question, I am financially responsible for any such expenses and agree to reimburse the Company via wage deductions until the unauthorized amounts are fully repaid. Such deductions are in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more increments that will not take my pay below minimum wage for any workweek.

Signature of Employee

date

Printed Name

Signature of Company Rep

date

Printed Name

Appendix C



**Northern Lights Library
System
Human Resources
Department**
5615- 48 St, Postal Bag 8
Elk Point, AB T0A 1A0
780-724-2596 ext. 2110

Continuing Education - Statement of Understanding

- 1) Upon prior application to the Executive Director, an employee may be reimbursed fees for any course, workshop or seminar successfully completed whose subject matter pertains to the work at NLLS.
- 2) An employee who resigns or leaves employment of NLLS agrees to reimburse NLLS for tuition and all related expenses paid by NLLS within three years of the training completion date. NLLS is authorized to recover funds by means of payroll deduction from the employee final pay.

Employee Repayment is prorated:

- a. 100% if the employee leaves before 18 months less a day
 - b. 75% if the employee leaves from 18-24 months less a day
 - c. 50% if the employee leaves from 24-30 months less a day
 - d. 25% if the employee leaves from 30-36 months less a day
 - e. 0% if the employee leave after 36 months.
- 3) Employees who are covered by the NLLS Overtime Agreement are eligible for in lieu time if NLLS requires them to take the training outside of their regular hours.
- 4) Employees are not eligible for in lieu time if they are requesting NLLS to cover their expenses, in whole or in part, for attendance at a conference, workshop, course or seminar, which NLLS is not requiring them to attend.
- 5) Professional staff is expected to pursue professional development where appropriate.

NLLS Employee

Date

NLLS Representative

Date

APPENDIX D – Overtime Agreement



Overtime Agreement Form

It is agreed between:

_____ of _____

and

Northern Lights Library System of 5615 48 St Elk Point, AB T0A 1A0

That either wholly or partly the employer will provide and the employee will take, time off: with pay in place of overtime pay for those hours worked in excess of 7 in a work day or 35 in a work week, whichever is greater.

The time off with pay shall be provided, taken and paid within 3 months of the end of the pay period in which it was earned unless; the Director of Employment Standards issues a permit providing for a longer period of time.

If the time off with pay instead of overtime is not provided, taken and paid in accordance with paragraph 2, the employee shall be paid overtime pay of a least 1.5 times the employee's wage rate for the overtime hours worked.

Time off in place of overtime shall be treated as hours of work and remuneration paid in respect to time off in place of overtime pay shall be treated as wages.

The time off in place of pay shall be provided by the employer and taken by the employee within six (6) months of the end of the pay period in which it is earned.

The employer shall provide a copy of this agreement to the employee.

No amendment or termination of this agreement shall be effective without at least one month's notice in writing by one party to the other.

Dated this _____ day of _____ 2016.

Signed by:

Employer Representative

Employee

APPENDIX E - RRSP Letter of Understanding



**Northern Lights Library
System
Human Resources
Department**

5615- 48 St, Postal Bag 8
Elk Point, AB T0A 1A0
780-724-2596 ext. 2110

Employee Name:
Title:
Address:

Self-Directed Retirement Savings Plan (Employee chooses the financial institution)

The Northern Lights Library System recognizes that a pension plan represents a required employee benefit, which provides for retirement income. A Registered Retirement Savings Program is available after three months of employment or the granting of permanent status, whichever occurs first, with benefits available back to the date of regular employment start with NLLS. The NLLS shall contribute up to five per cent (5%) of each employee's gross regular salary/wage on a matching basis. Contributions by both employee and employer shall be deposited by NLLS on a monthly basis into a registered retirement plan account through a registered Canadian financial institution.

It is the employee's responsibility to supply the NLLS Finance Department with the bank account information or any changes to the bank account for the RRSP payment to be deposited into each month. Employees are to submit a copy of their T4RSP slip from their bank provider to NLLS for confirmation of the employees matching contribution has been deposited into RRSP account.

NLLS Employee

Date

NLLS Representative

Date

APPENDIX F - Leaves



**Northern Lights Library
System
Human Resources
Department**
5615- 48 St, Postal Bag 8
Elk Point, AB T0A 1A0
780-724-2596 ext. 2110

Maternity/Parental Leave

<https://work.alberta.ca/documents/Maternity-Leave-and-Parental-Leave.pdf>

<https://work.alberta.ca/employment-standards/maternity-and-parental-leave.html>

Compassionate Leave

<https://work.alberta.ca/documents/compassionate-care.pdf>

<https://work.alberta.ca/employment-standards/compassionate-care-leave.html>

APPENDIX G – Return to Work Commitment



**Northern Lights Library
System
Human Resources
Department**
5615- 48 St, Postal Bag 8
Elk Point, AB T0A 1A0
780-724-2596 ext. 2110

RETURN TO WORK – STATEMENT OF COMMITMENT

Northern Lights Library System (NLLS) is committed to the prevention of workplace injury and/or illness. In the event of injury or illness, NLLS is committed to minimizing the impact of the injury and ensuring a safe, timely return to the workplace. NLLS is committed to a workplace program that is designed to assist employees to Stay at Work or Return to Work safely and in a timely manner, to assist with treatment and recovery and reduce time away from the workplace.

The program is:

voluntary
respectful of all employees
flexible
specifically designed for each employee's abilities
individualized, with programs planned and documented with time lines.

Safe and timely Return to Work recognizes that while an employee cannot perform the full range of regular duties, meaningful, productive work can be performed.

We are committed to the principles of the program, and will work cooperatively towards the successful, safe Return to Work for all employees of the company.

Employee

Date

NLLS Representative

Date

APPENDIX H – Return to Work



**Northern Lights Library
System
Human Resources
Department**

5615- 48 St, Postal Bag 8
Elk Point, AB T0A 1A0
780-724-2596 ext. 2110

RETURN TO WORK LETTER

Employee Name:

Title:

Address:

Date:

Dear _____,

We look forward to your return to work from your leave of absence. Please be advised that we require a doctor's note stating your date of return to work along with a completed Functional Abilities Form (included).

Please have your doctor complete the included form to provide clearance to return to work and to state any applicable work restrictions (such as modified duties, or hours of work).

All documentation must be received no later than one week prior to your expected return to work.

If you require any further information about your return to work, please contact the Executive Director or the Human Resources department.

Sincerely,

NLLS Representative

Date

APPENDIX I – Functional Abilities Assessment Form

Functional Abilities Assessment Form

A Worker's Information (completed by RTW Coordinator or employee)

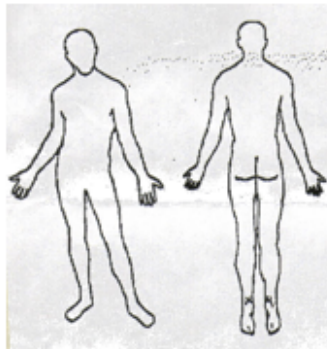
Employee's Surname []	First Name []	<input type="checkbox"/> Occupational <input type="checkbox"/> Non-Occupational	Date of Injury / Illness []	Unit []
Employee's Job Title []	RTW Coordinator Name: [] Tel. No. ([]) [] - []		Fax. No. ([]) [] - []	Today's Date []

It is the intention to assist our employees to safely return to their regular duties as soon as medically practical. In doing so, we are able to offer the employee modified duties as a means to transition to their regular duties. The following will assist in this process.

B Assessment (Part B, C and D to be completed by attending physician)

Due to injury or illness this employee has:	<input type="checkbox"/> Normal functional Abilities (Fit for Regular Duties) (No additional information needed. Please sign section E)	<input type="checkbox"/> Reduced Functional Abilities (Please complete Section C - D & sign section E)
---	---	--

C Functional Abilities: (If unable to test, please estimate)

Step 1 Please circle the appropriate letter(s) & Body area(s) to indicate the affected area(s)	Step 2 Please indicate Reduced abilities	Step 3 Please indicate extent of abilities	Comments		
 <p>A Systemic or Non-Physical B Head (incl. Vision, hearing, speech) C Neck D Upper back, chest, upper abdomen E Lower Back F Lower abdomen G Shoulder or upper arm H Elbow or lower arm I Wrist or hand J Hip or upper leg K Knee or lower leg L Ankle or foot M Respiratory/Aerobic</p>	Walk	Maximum Duration (hours): 1 2 4 5+ Other <input type="checkbox"/> Short distances only <input type="checkbox"/> No walking			
	Stand	Maximum Duration (hours): 1 2 4 5+ Other			
	Sit	Maximum Duration (hours): 1 2 4 5+ Other			
	Lift/Carry	Occasionally		Weight (kg)	< 9kg - Specify
	Floor – waist			21 16 9	
	Waist – shoulder			21 16 9	
	Above shoulder			21 16 9	
	Bend/Twist	Occasionally		Not at all	Specify
	Neck				
	Back				
	Push/pull	Occasionally		Not at all	Specify
	Moderate load				
	Light load				
	Climb	Occasionally		Not at all	Specify
	Flight of stairs				
Few steps					
Reach	Occasionally	Not at all	Specify		
Above shoulder					
Below shoulder					
Use Hands For:	Occasionally	Not at all	Specify		
Writing	L R	L R			
Typing	L R	L R			
Fine manipulation	L R	L R			
Grasping	L R	L R			
Sensory	To See	To Hear	To Speak	To Maintain Balance	
Specify:					
Operate Equipment	Specify:				
Hours of Work	Specify: Normal hours or graduated RTW?				
Prescription medication	Will it affect ability to work/drive:				
Other Comments/Instructions (NO DIAGNOSIS OR TREATMENT):					
D Normal functional abilities may resume in: 1-3 days 4-7 days 6-14 days Specify:					
*Other: Employee is not medically fit for regular duties, will require periodic reassessments for effective rehabilitation.		Scheduled reassessment date for:			
This authorizes my attending physician to provide the information requested above to Northern Lights Library System			Employee's Signature: _____ Date: _____		
E Physician's name & address:		Physician's Signature: _____ Physician's Telephone No: _____ Date: _____			

APPENDIX J – Gym Usage

Liability Waiver



Northern Lights Library System

Human Resources Department

5615- 48 St, Postal Bag 8
Elk Point, AB T0A 1A0
780-724-2596 ext. 2110

Health and Fitness Liability Waiver /Informed Consent Form

I, _____, acknowledge that the gym equipment offered through Northern Lights Library System is to be used at my own risk.

I acknowledge that my use of the gym facility is purely voluntary and is in no way mandated by Northern Lights Library System.

In consideration of my use of the gym facility, I, _____, hereby release Northern Lights Library System and its agents from any claims, demands, and causes of action as a result of my voluntary participation.

I fully understand that I may injure myself as a result of my use of the gym facility and I, _____, hereby release Northern Lights Library System and its agents from any liability now or in the future for conditions that I may obtain. These conditions may include, but are not limited to, heart attacks, strokes, muscle strains, muscle pulls, muscle tears, broken bones, shin splints, injuries to knees or other joints of the body, injuries to back, injuries to a foot, heat prostration, or any other illness or soreness that I may incur, including death.

I HEREBY AFFIRM THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENTS.

_____ (Participant's signature)

_____ (Witness) _____ (Date)

APPENDIX K – Purpose and Goals

Purpose and goals

The mission of NLLS Community Library is to provide materials and services to help community residents obtain information meeting their personal, educational, and professional needs. The library services as a learning and educational centre for residents of Indigenous communities within the NLLS catchment area.

Authority and responsibility

The authority and responsibility for the selection of library materials are delegated to the branch manager (this would be the NLLS Public Services Manager) and, under his or her direction, to the library staff who are qualified for this activity. Suggestions from readers are also welcome and are given consideration within the framework of policies determined by the NLLS Board.

Criteria for selection

Materials are selected for the NLLS Collections with the purpose of carrying out the goals of the organization and of the community library. The following criteria are used to judge the quality and quantity of items chosen:

1. Authority of the writer, editor and/or publisher
2. Accuracy or artistic quality of the content
3. Currency of information
4. Popularity
5. Artistic, literary, creative, or local merit
6. Audience
7. Timeliness
8. Content, subject matter, and level of indexing (where applicable)
9. Layout and design
10. Price
11. Format
12. Relevance to community needs and interests, as based on community awareness and the library's Plan of Service.
13. Relationship to other items in the collection
14. Availability in NLLS member library collections and TRAC partner collections

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

Materials will be weeded based on the following:

- a physical condition and appearance (e.g. markings in the book, broken spine, yellow pages, outdated cover art)
- currency and accuracy of subject matter
- usage (i.e. not checked out in 3 years)
- relevance to the needs and interests of the community
- availability elsewhere (e.g. other libraries, online licensed databases)

- When necessary, local experts will be consulted to determine the continued relevance and reliability of materials.

Materials of local interest (i.e. local histories, local authors, and other materials specifically relating to _____) will generally be kept in the collection as long as possible, so long as the materials are still in good physical condition and the information in them is still accurate.

Replacement copies will be considered when a title is withdrawn from the collection due to loss, damage, or wear, but is still considered relevant to the needs of the community. Weeded materials will be disposed of at the discretion of the Library Manager, generally by donation to another library or organization (e.g. schools, seniors' centres), sale to the public, or recycling.

Dangerously outdated materials (i.e. medical or legal materials more than five years old) will not be sold to the public or donated and will instead be recycled or destroyed. Following outdated medical or legal information in a used book could cause physical harm or legal problems for members of the public.

Materials Not Purchased

The Northern Lights Library System does not purchase or acquire the following

- materials adjudged obscene or pornographic by Canadian courts;
- textbooks;
- discontinued formats (slides, VHS, cassettes, etc.);

Intellectual Freedom

In both selection and de-selection, Northern Lights Library System professional staff will uphold those principles established in the Canadian Library Association's Statement on Intellectual Freedom. While recognizing that some materials are controversial and may offend some patrons, the Library supports the freedom of individuals to develop and interpret their own codes of conduct. Parents or legal guardians are responsible for their children's library borrowing and interlibrary loan requests, therefore, no items will be excluded from the collection only because they may be seen or borrowed by children.

The presence of any library item does not indicate an endorsement of its contents by the library. Materials are selected on the basis of the contents as a whole, and for their strengths rather than rejected for their weaknesses. Selection also depends on an evaluation of literary merit, honesty of presentation, overall value to the community, and other criteria as described in these guidelines.

Request for Reconsideration of NLLS Library Materials

The Northern Lights Library System Board upholds the principles established in the Canadian Library Association's Statement on Intellectual Freedom.

Patrons or library staff of Northern Lights Library System member libraries may formally request that a particular item be placed in a different collection or withdrawn from the circulating collection. The requestor must complete a NLLS Request for Reconsideration of Library Materials form. The item in question should be returned with the completed form to the library service point to be forwarded to Northern Lights Library System. If the requestor is asking that the item be withdrawn from the collection, a reconsideration committee,

consisting of the NLLS Director and one Manager, will be struck to examine the item to determine whether the item conforms to the NLLS Collection Development Guidelines. The decision of the reconsideration committee is final.

If the requestor is asking that the item be placed in a different collection, or any other action other than withdrawal, NLLS management will examine the item to determine whether the material conforms to the NLLS Collection Development Guidelines.

The decision regarding the disposition of the item in question will be communicated in writing to the requestor after the decision is made.

Northern Lights Library System

Request for Reconsideration of Library Material

Item Information

Title: _____

Author: _____

Type of Material: _____

Requestor Information (please print)

Name: _____

Address: _____

Town/City: _____ Postal Code: _____

Requestor represents:

self _____ organization _____ *(please specify)*

Request for Reconsideration Information

Have you read/viewed/listened to the entire item? Yes _____ No _____

If not, which part(s) have you read/viewed/listened to?

Please state your specific objections to this item (please be specific: cite pages or sections, etc.)

Please state the action you wish taken on this item:

Other comments:

Signature: _____ Date: _____

Please return this form, along with the item in question to your library service point. They will forward your request and the item to Northern Lights Library System Headquarters. You will be notified in writing about the decision regarding this item.

APPENDIX L – Loan of Resources

Northern Lights Library System Library Board

Conditions Under Which Library Resources Will Be Loaned Policy

The intent of this policy is to make the widest possible selection of library items available to all patrons of the Northern Lights Library System (NLLS) Community Library, and to ensure that library items are returned in good condition and in a timely manner. The NLLS Community Library will uphold the obligations of participation in the Northern Lights Library System, the Alberta Library (TAL) Card program, and the ME Libraries Program.

1. A cardholder must present his or her library card to borrow materials. Cardholders must give prior written approval for anyone else to pick up materials on their behalf.
2. All hard copy materials may be borrowed for a period of three (3) weeks.
3. Digital resources not provided by the library system may be borrowed for a period of time as stipulated by the content provider.
4. 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.
5. Items in the reference collection or items deemed by the Library Manager to be irreplaceable may not be borrowed.
6. 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 Manager or his designate in the event of holiday travel, anticipated hospitalization or recuperation, or other foreseeable absences.
7. Renewals may be made in person, over the phone, or via the Library's online catalogue.
8. It is the responsibility of cardholders to ensure items are returned on time.
9. Cardholders are encouraged to inform the library immediately about lost items.
 - a. The cardholder may be charged the purchase price of the book as listed in the library's integrated library system (ILS).
 - b. Replacement charges may be waived at the library staff member's discretion (for instance, if an exact replacement copy in new or pristine condition is provided by the cardholder).

- 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.
- 10. A cardholder's borrowing privileges may be suspended when their total fines are equal to or greater than ten (\$10.00) dollars.

APPENDIX M – Confidentiality of User Records

Northern Lights Library System Board

Confidentiality of User Records Policy

Northern Lights Library System and its board and staff are subject to the *Libraries Act and Freedom of Information and Protection of Privacy Act* (FOIP).

1. No records are kept of the frequency or content of visits to the library by specific patrons.
2. No records are kept of a cardholder's item checkout history, unless the cardholder has given written permission for this record to be kept. If this record is kept, it is subject to disclosure with the cardholder's other records under the conditions described in points 3 and 7 below.
3. 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 subpoena, court order or another specific written request from a law enforcement agency to assist in an investigation
 - 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
4. Cardholders will sign a form acknowledging that their contact information will be available to other organizations for these purposes.
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 a minor, or if the user has given written permission for someone else to access their records. Where a parent or guardian's signature is required for a cardholder to obtain a library card, that parent or guardian may have full access to the cardholder's records for retrieval.

APPENDIX N – Internet Access Policy

Northern Lights Library System Board

Internet Access Policy

The Northern Lights Library System provides Internet access as part of the library system mission statement to foster excellent library service in Northeastern Alberta. Although the Internet provides access to valuable sources of information the Library makes no guarantees regarding the accuracy, or completeness of information found here. There are sites on the Internet which may be considered controversial or inappropriate. The Library cannot protect users from information that the user may find offensive.

Internet Usage

The public access computers will normally be available during the regular Library hours. All persons under the age of sixteen who wish to use the Internet must have their parents sign a release form. The form is available from the Librarian. The library does not monitor and has no control over the information accessed through the Internet and is not responsible for its contents. Patrons are responsible for the Internet sites they reach and the information accessed by their children.

Materials on the Internet may be subject to copyright laws which users are responsible for upholding.

Withdrawal of Privileges

Illegal activities or any other activities intended to disrupt network services or equipment are prohibited.

Users of the library's Internet connection must specifically agree not to submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material

Misuse and/or abuse of the terminal, Internet access and/or the rules governing Internet access will result in suspension of Internet access privileges at the discretion of the Library staff member.

APPENDIX O – Resource Sharing

Northern Lights Library Board

Resource Sharing Policy

1. The Northern Lights Library Board participates in the Provincial Public Library Network. The Board also participates in The Alberta Library (TAL) by virtue of membership in the Northern Lights Library System. The Board shall actively participate in resource-sharing programs and services, including but not limited to provincial and system interlibrary loan programs, ME Libraries, and the TAL Card program.
2. The board will not charge another public library for the interlibrary loan service.
3. The board publicizes the interlibrary loan, TAL card, and ME Library services to its patrons through newspaper articles, posters and brochures, presentations to groups and organizations, and displays within the community.
4. Training of staff in resource sharing is the responsibility of the Board and Library Management, in partnership with the Northern Lights 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.

APPENDIX P – Provision of Service / Conventional Print

Northern Lights Library Board

Provision of Service to Those Unable to Use Conventional Print Policy

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 Northern Lights 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 during the budgeting process, and adequate funds shall be allotted to these services.
5. The Northern Lights 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:
 - The regional library system
 - Public Library Services Branch
 - Local community services organizations (e.g. Alberta Health Services, FCSS, 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. While one or two staff members may take the lead in providing services to print-disabled patrons, they should not be the only ones who know how to provide these services.
7. The Northern Lights Library Board 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 Library Board shall ensure that the library building is 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). The Library Board shall budget for appropriate building renovations and upgrades when necessary, but may also consider smaller changes such as accessible desks and clear, glare-free, easy-to-read signage or tactile signage.
 10. The Library Board shall promote library services to persons with print disabilities through local media and partner organizations. Services can be promoted in standard and alternative formats, depending on the needs of the audience.

Schedule A

Subject	Description	Years	Action
Accountants	Working Papers	7	De
Accounts	Receivable Paid Invoices	7	De
Administratio n	Reports (not part of minutes)	7	De
Agendas	Agendas – part of minutes	P	H&E
Agreement	Copies, after superseded	P	H
	Signature page	P	H
Alberta Community Development	Public Library Statistics (annual)	7	De
Annual reports	NLLS	P	H
Annual reports	Local boards	10	De
Architect drawings	Building	P	H
Assets	Permanent files	P	H
	Records of surplus	7	De
	Temporary files	7	De
Audit	Working papers	7	De
	Final	P	H
Bank	Deposit (pass) books	7	De
	Memos (Debit & Credit)	7	De
	Reconciliations	3	De
	Statements	7	De
Board	Minutes	P	H&E
Briefs/Report s	To Government	7	De
Budgets	Final	P	H
Building	Design estimates	3	De
	Files	15	De
	Inspection records	P	H
	Purchase of land	P	H

Subject	Description	Years	Action
Bylaws	All	P	H
Cash	Receipts Journal	7	De
	Petty (vouchers)	3	De
Catalogue	Profiles	P	H
Certificates	Of title	P	H
Cheques	Paid (cancelled)	7	De
	Register	7	De
	Stubs/Duplicates	7	De
Committee	Minutes	P	H
Conference	Annual	P	H
Contracts		P	H
Corresponde nce	General	7	De
	Historical	P	H
Court cases		P	H
Deeds		P	H
Employee benefits	WCB claims	P	H
	Other claims	P	H
Employees	Job applications & resumes (hired)	P	H
	Job applications & resumes (not hired)	1	De
	Job descriptions	5	De
	Temporary (term) Employees (after term of employment)	1	De
	Personnel file	P	H
Files	See subject matter	-	-
Financial statement	Budget-to-Actual	P	H
Grant Applications	General	7	H

Subject	Description	Years	Action
Income Tax	Committee Director's fee forms	1	De
	Deductions	7	Re
	TD1 Forms	1	De
	T4 slips/summaries	P	Re
Insurance	Claims	P	H
	Records (after expiration)	7	H
Inventory	Records (after superseded) year end	7	De
Journals	General	P	De
Land	Purchase	P	H
Leases	After expiration	7	H
Ledgers	General	P	De
	Subsidiary	7	H
Legal	Opinions	P	De
	Proceedings	P	H
Legislation	Acts (after superseded)	1	H
Library Stats	Anniversary years (90, 95, 00, etc.)		De
Licenses	Business (after expired)	5	H
Maintenance Reports		7	De
Media releases		P	H
Minutes	Board	P	H
	Committee	P	H
	Library Managers Advisory Council	P	H
Newspaper clippings		P	H
Orders	Library Materials, books	5	H
Organization	Structure and records	P	H

Subject	Description	Years	Action
Payroll	Garnishees	3	De
	Individual earnings records	P	H
	Journal	P	H
	Time sheets – Daily/Overtime	5	De
	EI records	5	De
Personnel files	Staff	P	H
	Member Librarians/NLLS Board	P	H
Photos	General	P	H
Policies	After superseded beginning 1998	10	De
Project applications		7	De
Purchase orders	Paid	5	De
Receipts	Books	7	De
Reports	Management (monthly)	2	De
Requisitions	Paid	7	De
Special events files (non historic)		7	De
Summer Reading Program	Posters framed	P	H
	Material (samples)	P	H
	Files	5	De
Supplies	Invoices	7	H
Termination	Employees	P	H
Tenders	Files	7	De
Training and development reports		P	De
Trial balances	Year end	7	De
Utilities	Location of	P	H

SCHEDULE A: list by subject, description, years, action

Building & Facility	Description	Years	Action
Architect drawings	Building	P	H
Building	Design Estimates	3	De
	Files	P	H & E
	Inspection records	P	H
	Maintenance reports	7	De
	Purchase of land	P	H
Certificates of title		P	H
Deed		P	H
Land purchases		P	H
Utilities - location of		P	H
Board	Description	Years	Action
Agendas	Board & Committee	P	H & E
Agreement	Copies, after superseded	P	H
	Signature page	P	H
Annual reports	Marigold Library System	P	H
Bylaws	All	P	H
Correspondence	General	7	De
	Historical	P	H
Legal	Opinions	P	H
Licenses	Business (after expired)	5	De
Minutes	Board & Committee	P	H
Policy Manual	Board Policy Manual	P	H & E
Policy	After superseded beginning 1993	P	H & E
Reports	Background notes for meetings	P	H & E
Structure & Records		P	H

Communication & Marketing	Description	Years	Action
Media releases		P	H
Newspaper clippings		P	H
Photos	General	P	H
Publications		7	De
Special events (significant milestones)		P	H & E
Consultation	Description	Years	Action
Annual reports	Local boards	7	De
Collection Development		7	De
Inventory	Records (after superseded) year end	7	De
Library Stats	Anniversary years (81, 86,91,96.01 etc.)	P	H
Member Libraries Correspondence		P	H
Site Visits		7	De
Programmes	Files	5	De
	Material (samples)	P	H & E
	Posters	P	H & E
Workshops	Librarians/Trustees	5	De
Finance	Description	Years	Action
Accounts Payable	Cheque stubs	7	De
	Communications/Purchase orders	7	De
	Contracts	P	H
	Correspondence	7	De
	Invoices	7	De
	Electronic transfer verification	7	De
	Packing slips	7	De

	Receipts	7	De
	Requisitions	7	De
Accounts Receivable	Communication	7	De
	Invoices	7	De
	Payment verification	7	De
Assets	Permanent files	P	H
	Records of surplus	7	De
	Temporary files	7	De
Audit	Final	P	H
	Trial balance	7	De
	Working papers	7	De
Bank	Deposit (pass) books	7	De
	Memos (Debit & Credit)	7	De
	Statements	7	De
	Cancelled cheques	7	De
Budgets	Final	P	H
Finance	Description	Years	Action
Contracts		7 after expired	De
Donation receipts	Receipts for charitable donations	7	De
Financial Statements	Monthly	3	De
General Ledger		7	De
Grant Applications	General	7	De
GST		7	De
Insurance	Claims	P	H
	Records	7 after expired	De
Leases	After expiration	7	De
Payroll	Deductions	7	De

	Director's fees	7	Re
	Garnishees	7	De
	Paystubs	P	H & E
	Receiver General Payroll Remittance	7	De
	TD1 Forms	7	Re
	T4 slips/summaries	7	De
Petty Cash		7	De
Procedures	Finance	P	H & E
Tenders	Files	7	De

Human Resources	Description	Years	Action
Employee benefits	Benefit plan	P	H
	WCB claims	10	De
	Other claims	P	H
Employee information	Job applications & resumes (hired)	5	De
	Job applications & resumes (not hired)	5	De
	Job descriptions	5	De
	Personnel file	P	H & E
	Record of Employment	P	H
	Temporary (term) Employees	10	De
	End of employment	P	H
	Timesheets	7	De
Pension Plan		P	H

Human Resources	Description	Years	Action
Procedures	Human Resources, Health & Safety,	P	H & E
References		3	De
Training & Development Reports		P	H
Training & Development Workshops		5	De

MLS Community	Description	Year s	Action
Alberta Government	Briefs/Reports	7	De
Alberta Municipal Affairs	Public Library Statistics (annual)	5	De
Canadian Government		7	De
Legislation	Acts (after superseded)	1	De
Municipalities		P	H & E
Project applications		7	De
Value of Your Investment Shipping/Rece iving	Description	Year s	Action
Vehicle insurance		5 after expir ed	De
Vehicle records		5 after repla ced	De
Work logs	Yearly (81; 86; 91; 96; 01 etc.)	P	H

Northern Lights Library System

Balance Sheet As at 03/31/2017

ASSET

CURRENT ASSETS

Petty Cash	210.00	
ATB Chequing Account	1,573,839.37	
ATB US Chequing Account	698.65	
ATB Investment Acct	<u>1,004,543.23</u>	
CASH TOTAL		2,579,291.25
A/R - General	157,849.16	
A/R - Yearend	1,852.60	
A/R - GST Rebate	<u>-29,609.84</u>	
AR Total		130,091.92
Prepaid Expenses and Deposits	<u>123,238.84</u>	
Total Prepaid		<u>123,238.84</u>
Total Current Assets		<u>2,832,622.01</u>

Northern Lights Library System

Income Statement 01/01/2017 to 03/31/2017

REVENUE

Levies - Municipalities	1,204,931.13
Deferred Allotment	-282,873.09
Travel Grants	433.99
Non Resident Fees	550.00
Sales - Misc.	1,937.29
Sales Office Supplies-Resale	38,500.65
Sales-WRP/SRP	854.13
Interest earned	<u>5,068.45</u>
Revenue Total	<u>969,402.55</u>
 TOTAL REVENUE	 <u>969,402.55</u>

County of Minburn, MD of Wainwright and SV of Sunset Beach were outstanding. (have since paid levy from when this report was run)

Non-Res fees are from AMO and ABM

Northern Lights Library System

Income Statement 01/01/2017 to 03/31/2017

Book Allotment

Coll. Dev. Cold Lake	9,680.79	Coll. Dev. Lac La Biche	6,726.37
Coll. Dev. Mundare	1,897.37	Coll. Dev. Mallaig	2,115.42
Coll. Dev. Gibbons	4,774.98	Coll. Dev. Boyle	1,225.60
Coll. Dev. Chauvin	735.51	Coll. Dev. Rochester	48.00
Coll. Dev. Bonnyville	11,862.68	Coll. Dev. Ashmont	2,991.96
Coll. Dev. Kitscoty	112.01	Coll. Dev. Redwater	<u>3,237.82</u>
Coll. Dev. Bruderheim	991.92	Total Collection Development	<u>96,612.39</u>
Coll. Dev. Floating Romance	679.35		
Coll. Dev. Morinville	8,559.88		
Coll. Dev. Innisfree	558.98		
Coll. Dev. Bon Accord	2,670.26		
Coll. Dev. Lamont	3,554.95		
Coll. Dev. Plamondon	111.94		
Coll. Dev. Radway	1,850.43		
Coll. Dev. Edgerton	447.47		
Coll. Dev. Elk Point	1,611.32		
Coll. Dev. Holden	814.22		
Coll. Dev. Edmonton Garrison	1,265.35		
Coll. Dev. Mannville	756.14		
Coll. Dev. Myrnam	631.98		
Coll. Dev. Marwayne	1,319.12		
Coll. Dev. Paradis Valley	2,408.13		
Coll. Dev. Smoky Lake	1,074.92		
Coll. Dev. St. Paul	301.79		
Coll. Dev. Two Hills	1,339.00		
Coll. Dev. Tofield	345.75		
Coll. Dev. Ryley	1,543.40		
Coll. Dev. Vermilion	2,604.27		
Coll. Dev. Viking	1,651.39		
Coll. Dev. Vilna	225.45		
Coll. Dev. Waskatenau	481.50		
Coll. Dev. Wainwright	5,638.87		
Coll. Dev. Thorhild	353.89		
Coll. Dev. Newbrook	38.85		
Coll. Dev. Vegreville	2,364.31		
Coll. Dev. Athabasca	3,940.53		
Coll. Dev. Wandering River	478.80		
Coll. Dev. Grassland	243.29		
Coll. Dev. Irma	346.43		

What libraries have spend so far book allotment up to Mar 31 2017.

Northern Lights Library System

Departmental Income Statement 01/01/2017 to 03/31/2017

EXPENSE	Total		Bibs Services	IT Dept	Public Services	Admin Dept	NLLS Library	NLLS Board
Staff Expenses								
Staff Salaries	274,653.06							0.00
El Expense	5,269.23	2,244.24		890.88	1,152.27	1,013.34	48.21	0.00
C P P Expense	12,293.28	4,929.66		2,171.71	2,833.03	2,489.67	61.28	0.00
Group Life	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Extended Health Expense	6,825.25	0.00		0.00	0.00	0.00	0.00	0.00
Dental Expense	6,111.96	0.00		0.00	0.00	0.00	0.00	0.00
W C B Expense	659.10	281.10		111.55	144.38	127.02	5.06	0.00
Expenses Sub Total	31,158.82	7,455.00		3,174.14	4,129.68	3,630.03	114.55	0.00
TOTAL - GENERAL PAYROLL EXPENSES	305,811.88	124,597.56		49,672.19	64,279.56	56,551.71	2,227.39	0.00
Other Staff Costs								
NLLS PD Training	8,984.02	2,348.07		1,878.65	2,378.65	2,378.65	0.00	0.00
Conference Fees	4,879.11	984.91		437.42	2,058.39	1,398.39	0.00	0.00
Hotel and Accomodations	5,254.50	36.00		109.08	2,529.20	2,580.22	0.00	0.00
Meals when Travelling	1,644.36	164.67		174.75	550.75	609.90	0.00	0.00
Travel Costs	936.39	66.42		55.92	195.61	618.44	0.00	0.00
Site Visits	68.93	0.00		59.02	9.91	0.00	0.00	0.00
Staff Recruitment	0.00	0.00		0.00	0.00	0.00	0.00	0.00
DNU	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Human Resource Tools	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Charge for Reimbursement Costs	14.29	0.00		0.00	422.05	0.00	0.00	0.00
DNU	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Other Staff Costs	21,781.60	3,600.07		2,714.84	8,144.56	7,585.60	0.00	0.00
Total Other Staff Costs	21,781.60	3,600.07		2,714.84	8,144.56	7,585.60	0.00	0.00

Northern Lights Library System

Departmental Income Statement 01/01/2017 to 03/31/2017

	Total	Bibs Services	IT Dept	Public Services	Admin Dept	NLLS Library	NLLS Board
Library Services							
System Collections	2,692.97	0.00	0.00	0.00	0.00	0.00	0.00
Indigenous Grant	16,206.78	0.00	0.00	0.00	0.00	0.00	0.00
EXTRA FUNDS 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ILL Service Supplies	4,239.99	4,239.99	0.00	0.00	0.00	0.00	0.00
International Collection	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bibs Service Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Shipping & Freight	883.22	263.25	145.39	0.00	0.00	0.00	0.00
Catalog Process Forms Suppl	783.60	783.60	0.00	0.00	0.00	0.00	0.00
Assistive Technologies	2,507.79	0.00	2,507.79	0.00	0.00	0.00	0.00
Fortigate - Libraries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Computer Replacement Program	10,342.20	0.00	10,342.20	0.00	0.00	0.00	0.00
Web Hosting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Library Assistance Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Server Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Computer Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Emerging Technology	82.47	0.00	82.47	0.00	0.00	0.00	0.00
Network Hardware Warranty	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ACSI Managed Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAC	97,379.00	0.00	0.00	0.00	0.00	0.00	0.00
Internet Service Fees	3,360.00	0.00	3,360.00	0.00	0.00	0.00	0.00
e Resources Books on Line	20,672.77	0.00	0.00	14,516.38	0.00	0.00	0.00
New Library Establishment Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NLLS Annual Conference/Workshops	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Library Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Librarians Council and Workshops	4,227.42	0.00	0.00	485.55	0.00	0.00	0.00
Library Programming WRP/SRP	1,800.00	0.00	0.00	1,800.00	0.00	0.00	0.00
Postage/Courier	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Coll. Dev. Shipping/ILL	59.37	18.17	0.00	0.00	0.00	0.00	0.00
Vehicle Expense	2,583.25	1,096.48	17.96	17.96	75.91	0.00	0.00
Vehicle Fuel	7,628.48	6,295.44	764.46	206.93	63.30	0.00	0.00
Online Database TAL	35,709.38	0.00	0.00	31,330.82	0.00	0.00	0.00
Board of Record Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mymam-Operating expenses	999.42	0.00	0.00	0.00	0.00	0.00	0.00
Edm Garrison-DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Board Travel	6,596.01	0.00	0.00	0.00	0.00	0.00	126.97
Board Food and Beverages	921.50	0.00	0.00	0.00	13.64	0.00	678.48
Board Conference/Education	230.00	0.00	0.00	0.00	0.00	0.00	0.00
Board/NLLS Special Events	300.00	0.00	0.00	0.00	0.00	0.00	200.00
Board Committee Meetings	2,900.00	0.00	0.00	0.00	0.00	0.00	100.00
Board - Other Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NLLS Hospitality General	663.73	0.00	0.00	65.54	88.50	0.00	443.02
Office Equipment/Software	1,914.00	0.00	0.00	0.00	0.00	0.00	0.00
Photocopier (rental/maint/toners)	708.84	0.00	0.00	0.00	0.00	0.00	0.00
Brokerage Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional & Legal Fees	60.00	0.00	0.00	0.00	0.00	0.00	0.00
Marketing	678.68	0.00	0.00	0.00	0.00	0.00	0.00
Audit Costs	9,809.90	0.00	0.00	0.00	0.00	0.00	122.40
Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	245.80	0.00	0.00	0.00	0.00	0.00	0.00
DNU	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	11,265.18	0.00	0.00	0.00	0.00	0.00	0.00
Subscriptions	400.89	0.00	0.00	0.00	259.42	0.00	0.00
NLLS Memberships (shared)	10,674.57	538.07	150.00	629.78	890.00	0.00	0.00
Resale Supplies & General Rebills	40,815.76	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies (shared)	6,573.58	1,038.20	1,157.74	1,464.86	892.09	0.00	523.77
Telecommunications (Shared)	3,965.43	168.99	168.99	227.14	755.16	0.00	0.00
General Maintenance/Contracts	3,990.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Maintenance	830.69	0.00	0.00	0.00	0.00	0.00	0.00
Janitorial Services	5,175.00	0.00	0.00	0.00	0.00	0.00	0.00
Health & Safety	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utilities	7,150.60	0.00	0.00	0.00	0.00	0.00	0.00
Amortization	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	327,828.23	14,443.19	18,697.00	50,744.74	3,038.02	0.00	2,194.64

Northern Lights Library System

Comparative Income Statement - Comparative Income Statement - YTD to Last Year

	Actual 01/01/2017 to 04/30/2017	Actual 01/01/2016 to 04/30/2016
REVENUE		
Levies - Municipalities	1,204,931.13	1,132,871.22
Levies - Library Boards	0.00	0.00
Prov. Operating Grant	0.00	0.00
Prov. Rural Sevices Grant	0.00	0.00
Prov. Establishment Grant	0.00	534.00
Deferred Allotment	-259,261.84	-218,233.12
Travel Grants	1,076.62	435.44
Wage Subsidies	0.00	0.00
Non Resident Fees	650.00	200.00
C.I.P. Grant	0.00	0.00
Other Grants / Library Programs	0.00	3,500.00
Sales - Misc.	2,335.63	5,372.40
Sales Office Supplies-Resale	49,177.73	19,575.52
Other Revenue General	0.00	1,207.75
Sales-WRP/SRP	2,694.35	2,676.56
DNU- Need Barb help	0.00	-48.00
Annual Conference	0.00	0.00
Interest earned	6,830.57	4,646.15
Myrnam Revenue	0.00	6,377.09
Amort. of Deferred Contribution	0.00	0.00
Revenue Total	1,008,434.19	959,115.01
TOTAL REVENUE	1,008,434.19	959,115.01
EXPENSE		
Bank Charges	0.00	25.00
Bank Expense	0.00	25.00
Total	0.00	25.00
Staff Expenses		
Staff Salaries	369,283.41	293,927.67
EI Expense	6,893.68	6,663.34
C.P.P. Expense	16,721.26	13,440.82
Group Life	0.00	0.00
Extended Health Expense	6,825.25	4,818.17
Dental Expense	6,111.96	4,157.06
W.C.B. Expense	896.14	705.28
Expenses Sub Total	37,448.29	29,784.67
TOTAL - GENERAL PAYROLL EXPENSES	406,731.70	323,712.34
Other Staff Costs		
NLLS PD Training	9,579.12	230.00
Conference Fees	4,879.11	0.00
Hotel and Accomodations	10,172.84	5,266.03
Meals when Travelling	2,975.36	7,017.25
Travel Costs	1,459.68	6,537.11
Site Visits	99.26	4,516.18
Staff Recruitment	0.00	55.00
DNU	0.00	0.00
Human Resource Tools	0.00	660.44
Charge for Reimbursement Costs	14.29	230.00
DNU	0.00	0.00
Other Staff Costs	29,179.66	24,512.01
Total Other Staff Costs	29,179.66	24,512.01

Book Allotment		
Coll. Dev. Cold Lake	12,201.94	17,161.64
Coll. Dev. Mundare	2,275.62	1,199.92
Coll. Dev. Gibbons	6,252.46	6,693.05
Coll. Dev. Chauvin	872.62	847.58
Coll. Dev. Bonnyville	12,700.78	10,476.38
Coll. Dev. Kitscoty	112.01	368.51
Coll. Dev. Bruderheim	1,109.80	1,123.79
Coll. Dev. Floating Romance	784.03	364.69
Coll. Dev. Morinville	9,274.65	8,773.38
Coll. Dev. Innisfree	627.15	235.42
Coll. Dev. Bon Accord	5,022.45	3,192.28
Coll. Dev. Lamont	3,842.73	1,330.80
Coll. Dev. Plamondon	140.82	938.42
Coll. Dev. Andrew	1,340.07	0.00
Coll. Dev. Radway	2,011.77	889.58
Coll. Dev. Edgerton	550.82	1,010.90
Coll. Dev. Elk Point	1,946.05	1,036.59
Coll. Dev. Holden	980.38	742.06
Coll. Dev. Edmonton Garrison	1,412.79	453.99
Coll. Dev. Mannville	792.08	1,572.89
Coll. Dev. Myrnam	708.78	1,348.26
Coll. Dev. Marwayne	2,495.21	1,885.44
Coll. Dev. Paradis Valley	2,908.48	1,322.74
Coll. Dev. Smoky Lake	1,814.39	1,468.04
Coll. Dev. St. Paul	301.79	2,840.32
Coll. Dev. Two Hills	2,557.69	2,634.32
Coll. Dev. Tofield	345.75	61.17
Coll. Dev. Ryley	1,669.90	1,355.91
Coll. Dev. Vermilion	4,017.75	5,308.48
Coll. Dev. Viking	2,057.61	1,844.05
Coll. Dev. Vilna	1,138.79	1,021.37
Coll. Dev. Waskatenau	496.65	387.90
Coll. Dev. Wainwright	6,372.08	6,311.85
Coll. Dev. Thorhild	394.33	724.28
Coll. Dev. Newbrook	137.67	1,360.86
Coll. Dev. Vegreville	2,865.40	4,213.05
Coll. Dev. Athabasca	5,181.60	4,833.68
Coll. Dev. Wandering River	500.39	52.58
Coll. Dev. Grassland	325.43	230.19
Coll. Dev. Irma	368.03	1,084.38
Coll. Dev. Lac La Biche	8,398.38	8,432.42
Coll. Dev. Mallaig	2,399.36	1,637.52
Coll. Dev. Boyle	1,424.15	1,829.41
Coll. Dev. Rochester	71.40	1,342.02
Coll. Dev. Ashmont	3,595.63	2,772.36
Coll. Dev. Redwater	3,836.17	2,180.64
Coll. Development	120,633.83	116,895.11
Total Collection Development	120,633.83	116,895.11
Library Services		
System Collections	3,403.92	4,334.52
Indigenous Grant	32,670.28	0.00
EXTRA FUNDS 2016	0.00	78,986.00
ILL Service Supplies	4,239.99	0.00
International Collection	0.00	0.00
Bibs Service Supplies	0.00	518.85
Shipping & Freight	1,035.04	1,116.40
Waiting on Receipt	0.00	0.00
Catalog Process Forms Suppl	1,865.57	2,050.19
Assistive Technologies	2,552.78	10,013.54

Fortigate - Libraries	0.00	0.00
Computer Replacement Program	10,342.20	0.00
Web Hosting	0.00	0.00
Library Assistance Software	0.00	0.00
Server Software	0.00	0.00
Computer Software	0.00	0.00
Emerging Technology	82.47	0.00
Network Hardware Warrenty	0.00	0.00
ACSI Managed Services	0.00	33,300.00
TRAC	97,379.00	97,629.00
Internet Service Fees	4,480.00	4,480.00
e Resources Books on Line	26,220.60	3,644.18
New Library Establishment Expense	0.00	0.00
NLLS Annual Conference/Workshops	0.00	0.00
Library Staff Training	0.00	0.00
Librarians Council and Workshops	4,227.42	4,225.23
Library Programming WRP/SRP	1,800.00	2,344.81
Postage/Courier	179.85	915.56
Coll. Dev. Shipping/ILL	113.39	302.41
Vehicle Expense	3,606.20	5,991.75
Vehicle Fuel	10,013.53	0.00
Online Databases	35,709.36	45,352.44
Board of Record Payments	0.00	0.00
Myrnam-Operating expenses	1,030.92	2,659.39
Edm Garrison-DO NOT USE	0.00	0.00
Board Travel	7,598.08	6,568.06
Board Food and Beverages	1,218.16	781.37
Board Conference/Education	230.00	1,173.13
Board/NLLS Special Events	300.00	87.95
Board Committee Meetings	4,160.00	2,508.86
Board - Other Travel	0.00	0.00
NLLS Hospitality General	1,008.33	2,612.35
Office Equipment/Software	1,914.00	0.00
Photocopier (rental/maint/toners)	708.84	4,614.43
Brokerage Fees	0.00	142.36
Professional & Legal Fees	51.00	0.00
Marketing	755.95	2,246.73
Audit Costs	9,809.90	1,952.00
Bad Debts	0.00	0.00
Bank Charges	249.80	528.53
DNU	0.00	0.00
Insurance	11,265.18	0.00
Subscriptions	400.89	488.29
NLLS Memberships (shared)	10,674.57	10,287.55
Resale Supplies & General Rebills	53,815.25	33,129.30
Office Supplies (shared)	7,205.25	5,845.40
Telecommunications (Shared)	4,589.91	3,338.36
General Maintenance/Contracts	3,990.00	0.00
Building Maintenance	1,031.69	1,196.21
Janitorial Services	6,900.00	10,006.14
Health & Safety	0.00	0.00
Utilities	9,330.61	7,884.12
Amortization	0.00	0.00
Total Expenses	378,159.93	393,255.41
TOTAL EXPENSE	934,705.12	858,399.87
NET INCOME	73,729.07	100,715.14