

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Staff Orientation	Revised Date:	Sept 8, 2018
			Sec 1, 1A
		Reviewed:	Oct 11, 2019

STAFF ORIENTATION

1. NLLS will orientate all new and existing employee(s) in all NLLS policies and procedures.
2. All new and existing employee(s) shall be given employee orientation handbook that contains a copy of NLLS current policies and procedures.
3. All employee(s) will be required to read, understand, and agree to abide by the NLLS policies and procedures in the handbook.
 - a. Safety
 - i. Emergency exits, muster point
 - ii. Fire plan
 - iii. Location of first aid kits, eye wash station and fire extinguishers
 - b. Security
 - i. Front door access, key, fob and four (4) digit security code
 - c. Telephones
 - i. Voice Mail
 - ii. Answering Calls
 - iii. Training booklet
 - d. Roles and Responsibilities
 - i. Code of Conduct
 - ii. Human Resources Policy and Procedures

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	Feb 26, 2021
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Compensation	Revised Date:	Jan 14, 2021
			Sec 1, 1B
		Reviewed:	Feb 21, 2020

COMPENSATION

1. Level – Based on experience, education, and job classification.
2. Salary Grid reflects Steps 1-5 within each Level based on length of service.
3. Step within each salary level will be based on length of service and achieving an overall satisfactory performance review. In the event of an unsatisfactory overall performance, the review will result in no movement on the salary grid. Employee may be reassessed within 6 months from original review pending further outcome.
 - a. Employees who have reached the top of their grid shall only be eligible for Cost-of-Living Allowance (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. Considering market conditions and the ability to attract qualified employees the Executive Director may recognize prior relevant experience and place an employee higher than on Step 1 of the grid.
6. Salary increases for both full and part-time employee(s) will be effective on the employee's anniversary date of employment.
7. 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.
8. The Executive Directors compensation is as per continuous employment contract.

NLLS Executive Board Chair

February 26, 2021

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Staff Expenses and Reimbursement	Revised Date:	Sept 21, 2019
			Sec 1, 1C <i>Appendix B</i>
		Reviewed:	Jan 10, 2019

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.
- b. Employee with company credit cards issued to them must sign the Appendix B Credit Card Policy Acknowledgment form.
 - i. 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 Administration department for cancellation and proper disposal.
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - v. Pictures/scan of receipts may be allowed in place of missing receipts. The original paper receipt is the preferred method.
 - vi. Receipts need to be turned into the administration within one (1) week of returning to work. 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.
 - vii. Any receipts missing prior to monthly bill payment (with the exception of book allotment supplies) will be billed back to creditcard holder.
 - viii. Any missing receipts found after bill-back will be reimbursed upon submission within

six (6) months of the charge date.

- ix. All extraneous charges shall be investigated before being billed back to credit card holder.
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.
 - c. 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. 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, provided the employee submits all receipts and applicable expense forms within six (6) months of incurred expense.

NLLS Executive Board Chair

Sept 21, 2019
Date of Approval

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

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Continuing Education and Professional Development	Revised Date:	Sept 21, 2019
			Sec 1, 1D
		Reviewed:	July 10, 2019

CONTINUING EDUCATION and PROFESSIONAL DEVELOPMENT

1. Upon prior application and approval by the Executive Director, and/or Department Manager an employee may be reimbursed fees for continuing education or professional development successfully completed whose subject matter pertains to the work at NLLS within each department's professional development budget.
2. An employee who resigns from NLLS employment agrees to reimburse NLLS for continuing education and all related expenses paid by NLLS within three (3) years of the training completion date. As rated below NLLS is authorized to recover funds by means of payroll deduction from the employee's final pay.
 - a. Employee Repayment is prorated:
 - i. 100% if the employee leaves before 18 months less a day
 - ii. 75% if the employee leaves from 18-24 months less a day
 - iii. 50% if the employee leaves from 24-30 months less a day
 - iv. 25% if the employee leaves from 30-36 months less a day
 - v. 0% if the employee leaves 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. Employee(s) are encouraged to pursue professional development where relevant to NLLS and/or their position for continuing education. Upon completion of each course the employee will submit a written report to the department manager citing subject matter, course overview along with grade received.
6. At their discretion, the Executive Director and/or Department Manager has the right to permit an exception due to extenuating circumstances to the employee repayment process outlined above. Outside budgetary exceptions are to be ratified by the Executive Committee.
7. Upon completion of any continuing education or professional development approved by NLLS, the employee will submit a written report to the department manager citing highlights and any learning take backs for NLLS.

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Probationary Period	Revised Date:	Sept 21, 2019
			Sec 1, 1E
		Reviewed:	July 10, 2019

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 continuous employment contract.
 - b. All employees shall receive an evaluation before the end of their three (3) month probationary period. The Department Manager and/or Executive Director will conduct these evaluations.
 - c. During the first three (3) months of the probationary period, unsatisfactory performance can result in termination without notice. <https://www.alberta.ca/termination-pay.aspx>

NLLS Executive Board Chair

Sept 21, 2019
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Employee Reduction and Termination	Revised Date:	Nov 23, 2019
			Sec 1, 1F
		Reviewed:	Oct 11, 2019

EMPLOYEE REDUCTION AND TERMINATION

1. The Northern Lights Library System recognizes that fairness to both the employee and the employer is important. If an employee is dismissed or a position is reduced or changed, the policy on employee termination is in accordance with the Government of Alberta Employment Standards Code.
 - a. 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.
 - b. 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. Any compensation package(s) over and above the Employment Standards Code must be ratified by the Executive Committee.

NLLS Executive Board Chair

Nov 23, 2019
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Hours of Work	Revised Date:	Sept. 21, 2019
			Sec 1, 1G
		Reviewed:	July 10, 2019

HOURS OF WORK

1. The normal work week at NLLS is 35 hours for all full-time employees. Daily and weekly schedules may vary from time to time and diversification in work schedules may be required to meet changing condition. Executive Director and/or Department Managers reserve the right to alter hours of work to meet organizational and operation needs.
2. Regular hours of work will be from 8:30 a.m. to 4:30 p.m., Monday to Friday. Employees will be entitled to a minimum of a thirty (30) minute break within every five (5) hour work period of employment. If agreed to by the employer and employees, breaks can be taken in two (2), fifteen (15)-minute installments. (Alberta EmploymentStandards)
<https://www.alberta.ca/hours-work-rest.aspx>
3. NLLS does not pay for one (1) hour lunch.
4. 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.
5. Timesheet Payroll Policy– all Employee(s)
 - a. Timesheets are to be given to the supervisor by the 20th of each month.
 - b. Executive Director timesheet to be authorized by the Board Chair, or in their absence, the Vice Chair.
 - c. The Finance Officer will be responsible for all timesheet entry and collection of Executive Director and Board Chair signature authorizations. Each employee at their discretion may track their sick, lieu, and vacation hours. Upon request, the Finance Officer will provide a copy of the tracking sheet for employee confirmation and records.
 - d. Any changes to employee mid-month payroll amount, banking information or email address, must be submitted in writing with effective date to the Finance Officer.
6. Time off authorization
 - a. All time off requests must be submitted to employee(s) Department Manager for approval via email where possible and cc the Finance Officer. If a phone call is made to your Department Manager, they will be responsible to the Finance Officer. Please follow up next working day. If the Department Manager is unavailable, submit request to next employee in chain of command and cc Finance Officer.
 - b. Once leave is approved, please ensure you create a calendar entry, when possible, with the subject line: "Your Name"-AWAY
 - c. Employees are required to update voicemail and email to reflect time away for planned leaves.

- d. The Executive Director time off requests must be submitted to the Board Chair or Vice Chair for approval.

7. Absenteeism

- a. Employees are expected to attend work and be punctual on every scheduled day. Any incident of employee absenteeism shall be reported and recorded by the department manager.
- b. Employees shall be subject to the Employee Discipline policy if they are absent or late without authorization for three (3) occurrences in a twelve (12) month period.

NLLS Executive Board Chair

Sept 21, 2019
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Overtime	Revised Date:	Feb. 26, 2021
			Sec 1, 1H Appendix D
		Reviewed:	Jan. 14, 2021

OVERTIME

1. For non-management employees, hours worked in excess of regular hours will be compensated by allowing time off according to the terms of the NLLS Overtime Agreement and Alberta Employmentstandards. <https://www.alberta.ca/alberta-employment-standards-rules.aspx>
2. For employees paid on an hourly basis, hours worked in excess of regular hours will be paid at overtimerates according to the terms of the Employment Standards Code.
3. For all employees, overtime requires the prior authorization of the Executive Director or Department Manager with the exception of emergency situations.
4. All non-management employees are eligible for lieu time off in place of overtime pay.
5. 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 authorizationof an employee's manager and must be taken within six (6) months of earning such lieu time.
6. While every effort will be taken to accommodate employees' wishes, NLLS reserves the right to schedule when flex time will be taken. Flex time may not be taken without the prior authorization of anemployee's manager and must be taken within sixty (60) days of earning such flex time.
7. Lieu time must be taken within the six (6) months it was earned. In December all unused lieu will bepaid out on the final calendar year payroll run.
8. Lieu or flex time will not be carried over into a new fiscal year.
9. Employee(s) 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.

NLLS Executive Board Chair

Feb 26, 2021
Date of Approval



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: 1 hr. for 1 hr. time off with pay in place of overtime pay for those hours worked in excess of seven (7) hours in a workday or after thirty-five (35) hours in a work week, whichever is greater.

The time off with pay shall be provided, taken, and paid within six (6) months of the end of the pay period in which it was earned.

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.

Lieu time must be taken within the six (6) months it was earned. In December all unused lieu will be paid out on the final calendar year payroll run; no lieu can be carried over into new fiscal year. 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 _____ 20__.

Employer Representative

Employee

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Statutory and General Holidays	Revised Date:	Sept. 8, 2018
			Sec 1, 1l
		Reviewed:	Oct. 11, 2019

STATUTORY and GENERAL HOLIDAYS

The following will be recognized as holidays for all employees:

New Year's Day	Heritage Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

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.

NLLS will be closed for business during the working days between Christmas and New Year's. Permanent employees with one (1) full year of employment will be entitled to these days off with pay without using their own vacation or lieu time.

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Vacation	Revised Date:	May 23, 2020
			Sec 1, 1J
		Reviewed:	Feb. 21, 2020

VACATION

1. Permanent employees shall be entitled to annual vacation days with pay. Temporary employees shall receive vacation pay on each pay cheque. 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 1st.
3. Vacation entitlement is as follows:
 - a. Vacation entitlement is pro-rated monthly upon hire date to Dec 31
 - b. Considering experience and qualifications and to attract qualified employees the Executive Director has the discretion to offer additional vacation entitlement up to one (1) additional week.
 - c. All permanent Employee(s) excluding Management
 - i. Three (3) weeks paid vacation earned within one (1) year's employment.
 - ii. Four (4) weeks paid vacation after four (4) year's employment.
 - iii. 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.
 - d. Management
 - i. Four (4) weeks paid vacation earned within one (1) year's employment.
 - ii. Five (5) weeks paid vacation after four (4) year's employment.
 - e. Executive Director: As per negotiated contract.
4. 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 paycheque.
5. Vacation time is scheduled by the Executive Director or the Department Manager. A tentative vacation schedule will be drawn up by May 31st of each year. Vacation time will be allotted on a first come, first served basis. Conflicts will be resolved with employee(s) and Executive Director.
6. For vacation calculation purposes, employees beginning their services after the 15th of the month will be deemed to have begun such service on the 1st day of the following month.
7. For employees paid by monthly salary, NLLS must pay the employee's regular rate of pay for the time of their vacation.

Each week of vacation pay is calculated by dividing their monthly wage by 4.3333 (which is the average number of weeks in a month).

For employees who are paid hourly, weekly, or by commission or other incentive pay, NLLS must pay:

Length of employment	Number of weeks' annual vacation	% of wages
Less than 1 year	Not entitled unless stated in contract	4% of wages
1 to 4 years	2 weeks	4% of yearly wages
5 years or more	3 weeks	6% of yearly wages

8. NLLS is required to provide annual vacations to employees. NLLS is to provide vacations in one (1) unbroken period, however, an employee can request, in writing, for the vacation to be broken into shorter periods and if the request can be accommodated. Vacation time is allowed to be taken in half-day increments if agreed to by NLLS and the employee.
9. An employee may carry over a maximum of two (2) weeks (10 days) of vacation leave into the next calendar year with the approval of the Executive Director upon the recommendation of the Department Manager. Requests in writing to the Department Manager should be made by November 1st of the current year.
10. Minimum of two (2) week(s) vacation time must be used during the year.
11. Any unused vacation days that has not been taken within the calendar year or has 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.
12. Carried over vacation from the previous year must be used by the sixth (6) month of the following year or the exception to be given with the approval of the Executive Director.
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 Department Manager within three (3) days of receiving 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.
15. NLLS management is allowed to deny requests for vacation at specific times due to operational reasons. If NLLS management and the employee can't agree on the employee's vacation time, NLLS management can decide when it will be taken. However, the NLLS management must give the employee at least two (2) weeks' notice in writing of the vacation start date.

NLLS Executive Board Chair

May 23, 2020
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Benefits	Revised Date:	Sept 21, 2019
			Sec 1, 1K Appendix E
		Reviewed:	July 10, 2019

BENEFITS

1. Extended Health Benefit Plan
 - a. Employees may participate in the current company extended benefit plan. Employee to pay 30% of benefit premium, while NLLS to pay 70% of benefit premium. Employees who opt out of extended benefits must do so in writing.
 - b. The unpaid employee portion of the extended health care benefit plan over two (2) months in arrears will result in the employee being removed from the program.
 - c. Statement of arrears account will be sent to the employee by registered mail and by email if available.
 - d. Employee(s) are responsible to ensure contact information is up to date.
2. Self-Directed Retirement Savings Plan - (Employee chooses the financial institution)
 - a. 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 (3) 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 employers shall be deposited by NLLS on a monthly basis into a registered retirement plan account through a registered Canadian financial institution.
 - b. If employee does not comply with policy the employee will be removed from the program immediately.
 - c. Changes to the contribution level or participation in the program must be submitted in writing to the Finance Officer.
 - d. It is the employee's responsibility to supply the NLLS Finance Officer with the bank account information or any changes to the bank account for the RRSP payment to be deposited into each month.
 - e. 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.
3. Appendix E – RRSP Letter of Understanding

NLLS Executive Board Chair

Sept 21, 2019

Date of Approval



APPENDIX E - RRSP Letter of Understanding

Employee Name:

Title:

Address:

Northern Lights Library System

Human Resources Department

5615- 48 St, Postal Bag 8

Elk Point, AB T0A 1A0 780-724-2596

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 (3) 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.

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 Officer 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

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Leaves	Revised Date:	Sept 21, 2019
			Sec 1, 1L Appendix F
		Reviewed:	July 10, 2019

LEAVES

Employees are eligible for current (excluding reservists leave) and new leaves after 90 days.

1. Jury Duty/Subpoenas
2. 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 daily allowance received by the employee is paid to NLLS.
3. Unprotected Leaves Without Pay (any leaves not covered in Appendix F)
 - 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 (20) working days. Otherwise, a written request must be submitted to the Executive Director. 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.
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 an immediate family member.
 - i. 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.

- d. A member of the immediate family is defined as:
 - i. A mother, father, mother-in-law, father-in-law,
 - ii. A brother, sister, brother-in-law, sister-in-law,
 - iii. A spouse or common-law spouse, including same sex partner
 - iv. A child, step-child or foster child
 - v. A grandparent or grandchild,
 - vi. A relative who is a member of the employee's household.
- 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.
- 5. Appendix F – Protected Leaves

NLLS Executive Board Chair

Sept 21, 2019

Date of Approval

APPENDIX F – Protected Leaves

Northern Lights Library System Human Resources Department

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

All of the following job-protected leaves are unpaid:

- **Maternity/Parental Leave** - Maternity leave in Alberta consists of fifteen weeks' unpaid leave under the Code, at least six weeks of which must occur after the baby is born. An additional thirty-seven weeks' of unpaid parental leave is permitted under the Code. The thirty-seven weeks' of parental leave may be taken by the mother or the father, or divided between the two parents. Although maternity and parental leave are unpaid, certain benefits are available under the Employment Insurance (EI) Act of Canada
- **Compassionate Leave** – eligible employees can take up to 2 weeks of leave to care for gravely-ill family

Personal and Family Responsibility Leave – A new unpaid leave will provide up to 5 days of job protection per year for personal sickness or short-term care of an immediate family member. Includes attending to personal emergencies and caregiving responsibilities related to education of a child.

- **Long-Term Illness and Injury Leave** – A new unpaid leave will provide up to 16 weeks of job protection per year for long-term personal sickness or injury. Medical certificate and reasonable notice will be required. This will align with the federal Employment Insurance program.
- **Bereavement Leave** – A new unpaid leave will provide up to 3 days of job protection per year for bereavement of an immediate family member.
- **Domestic Violence Leave** – A new unpaid leave will provide up to 10 days of job protection per year for employees addressing a situation of domestic violence.
- **Citizenship Ceremony Leave** – A new unpaid leave will provide up to a half-day of job protection for employees attending a citizenship ceremony.
- **Critical Illness of an Adult Family Member** – A new unpaid leave will provide up to 16 weeks of job protection for employees who take time off to care for an ill or injured adult family member. This will align with the federal Employment Insurance program.
- **Critical Illness of a Child** – A new unpaid leave will provide up to 36 weeks of job protection for parents of critically ill or injured children. This will align with the federal Employment Insurance program.
- **Death or disappearance of a Child** – A new unpaid leave will provide up to 52 weeks of job protection for employees whose child disappeared as a result of a crime, or up to 104 weeks if a child died as a result of a crime. This will align with the federal Employment Insurance program.

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	3
Subject:	Sick/Personal Days and Short-Term Disability	Revised Date:	Aug 21, 2020
			Sec 1, 1M Appendix G/H/I
		Reviewed:	June 11, 2020

SICK/PERSONAL DAYS

1. Permanent full-time employees with three (3) months service shall be allowed eighteen (18) days sick/personal days 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/personal days 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 they are to report for duty.
5. A medical certificate is required for any sick leave beyond three (3) days.
6. Sick/personal days can be used for illness of an immediate family member of the employee and is charged against sick/personal day credits available to the employee.
7. Management may request a medical professional note if misuse of this policy is suspected.
8. Each employee is entitled to a leave of absence with full pay for medical, dental, and mental wellness appointments falling on a regular working day following notification of their supervisor. This time is to be deducted from accumulated sick/personal leave.
9. An employee is expected to inform their supervisor with a minimum of twenty-four (24) hours (unless emergency) of any medical, dental, and mental wellness appointments they have made.

Pandemic Sick Leave

1. The Northern Lights Library System recognizes that if Alberta Health Services (AHS) declares a Pandemic of any sort in the region, the current sick leave policy may not address the needs of staff. It is imperative that a staff member who has been diagnosed with a Pandemic illness or has been exposed to a Pandemic Illness because of a member of their household has been diagnosed with it or have been in contact with a person known to have the virus, stay at home for the duration recommended by AHS.
2. Refer to Sec 1, 2D Pandemic Policy
3. Any employee exhibiting symptoms of a pandemic illness not related to pre-existing conditions while at work, must immediately isolate themselves from other staff members and notify their Manager and/or the Executive Director by phone and email. These employees will be sent home and must request testing for the Pandemic Illness through AHS.

4. If the employee is able to be tested, they are not permitted to return to work until they test negative and any mandatory self-isolation period has been completed.
5. If the employee is unable to get tested, they must not return to work until any mandatory self-isolation period has been completed and they are symptom free.
6. Employees are required to provide updates to the Executive Director relating to their Pandemic Illness status.
7. Appendix G - Return to Work Commitment
8. Appendix H - Return to Work Letter
9. Appendix I – Functional Abilities Form

SHORT TERM DISABILITY/SICK PAY BENEFITS - (When not using Extended Health Plan program)

1. Employees who have completed three (3) months of continuous employment with NLLS and who suffer a non-occupational illness or injury which causes an absence from work may become entitled to receive short term disability/sick pay benefits up to a maximum, period of fifteen (15) weeks commencing on the date of disability.
2. Short term disability/sick pay benefits are shown in Table below and are calculated as:
 - One (1) week of regular base pay for each year of continuous employment with NLLS reducing to;
 - i. Sixty (60) % thereafter until the maximum benefit period of fifteen (15) week is reached.
 - Short term disability/sick pay benefits are NOT paid if;
 - i. The employee is not under the care of a licensed physician
 - ii. The illness or injury:
 - Is covered by Workers Compensation
 - Is intentionally self-inflicted
 - Results from war, service in the armed forces, or participation in a riot or disorderly conduct
 - Results from the commission of criminal offences
 - Occurs during a leave of absence
 - Results from the use of drugs or alcohol and the employee is not receiving continuing treatment for such use or is not compliant with medically recommended treatment
 - iii. The employee is
 - Engaged in employment outside of NLLS for a wage or profit
 - iii. Not eligible for EI payments by reason of not being in Canada
 - Already receiving pay from NLLS for another reason during the period of illness or injury, such as vacation
 - Not compliant with medically-recommend treatment or fails to cooperate in providing medical information to NLLS, including participation in independent evaluation by medical and para-medical professional
 - Absent from work because of cosmetic plastic surgery, except where surgery is attributable to an illness or injury

3. Short term disability/sick pay benefits commence on the first day of absence provided that within seven (7) days of the first day of absence, the employee provided a certificate to NLLS that they are under the active care of a licensed health practitioner. Benefits are not paid beyond seven (7) days unless such a certificate is provided to NLLS.
4. An appropriate medical certificate must indicate that the employee is under the active care of a licensed health practitioner and indicate an estimated or expected return-to-work date. The employee is required to comply with medical advice. If the required medical certificate is not received within the time limits, benefits payable under this policy will be discontinued until such a certificate is provided to the department manager or Executive Director.
5. Employee and management shall work together on a return-to-work schedule based on medical professional recommendations.
6. In consultation with the employee, the Executive Director will make a recommendation to accommodate the appropriate leave or benefits are used to suit the employee's circumstances based on the table below.

TABLE A		
SCHEDULE OF SHORT-TERM DISABILITY/SICK PAY BENEFITS		
Length of Continuous Service	Regular Pay (100%)	Reduced pay(60%)
3 months but less than 2 years	1 week	14 weeks
2 years but less than 3 years	2 weeks	13 weeks
3 years but less than 4 years	3 weeks	12 weeks
4 years but less than 5 years	4 weeks	11 weeks
5 years but less than 6 years	5 weeks	10 weeks
6 years but less than 7 years	6 weeks	9 weeks
7 years but less than 8 years	7 weeks	8 weeks
8 years but less than 9 years	8 weeks	7 weeks
9 years but less than 10 years	9 weeks	6 weeks
10 years but less than 11 years	10 weeks	5 weeks
11 years but less than 12 years	11 weeks	4 weeks
12 years but less than 13 years	12 weeks	3 weeks
13 years but less than 14 years	13 weeks	2 weeks
14 years but less than 15 years	14 weeks	1 weeks
15 years or more	15 weeks	0 weeks
Note that benefits will not be paid for more than seven (7) days unless an appropriate medical certificate is provided as required by this policy.		

NLLS Executive Board Chair

Aug 21, 2020
Date of Approval



APPENDIX G – Return to Work

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 timelines.

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 LETTER

**Northern Lights Library System
Human Resources Department**

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

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

Functional Abilities Assessment Form

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

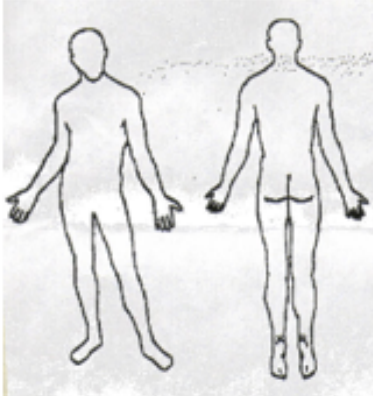
Employee's Surname []	First Name []	<input type="checkbox"/> Occupational <input type="checkbox"/> Non-Occupational	Date of Injury / Illness []	Unit []
Employee's Job Title []	RTW Coordinator Name: [] Tel. No. ([]) []-[]		Fax. No. ([]) []-[]	Today's Date []

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: ☐ **Normal functional Abilities** (Fit for Regular Duties) ☐ **Reduced Functional Abilities**
(No additional information needed, Please sign section E) (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 8-14 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:

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	Sept 8, 2018
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Pay Days	Revised Date:	Sept 8, 2018
			Sec 1, 1N
		Reviewed:	Oct 11, 2019

PAY DAYS

1. Employees will be paid on a twelve (12) month pay period cycle payout to be the second last business day of each month unless that day is a statutory holiday then it will be the day before.
2. Employees have a choice to receive a mid-month loan up to the amount of \$1000.00.
3. All employees shall receive pay by direct deposit.
4. In the case of computer failure or some unforeseen technical problem for the assigned pay day, NLLS will do its best to produce manual cheques and will undertake to deliver these cheques within three (3) working days.

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Employee(s) Long Service	Revised Date:	May 23, 2020
			Sec 1, 10
		Reviewed:	Feb 21, 2020

EMPLOYEE(S) 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	\$100.00
5 Year	\$200.00
10 Year	\$300.00
15 Year	\$400.00
20 Year	\$500.00
25 Year	\$700.00

- Please note this amount may be taxable as per Revenue Canada Guidelines.

NLLS Executive Board Chair

May 23, 2020
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Performance Management	Revised Date:	Sept 21, 2019
			Sec 1, 1P
		Reviewed:	July 10, 2019

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 Department 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
 - i. Any employee who contravenes any section of the NLLS policy and procedure handbook may be subject to disciplinary action:
 - 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. Documented performance problems or unprofessional conduct may result in progressive form of discipline ranging from minor to severe. 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.
- i. Verbal Warning - counseling with clear communication regarding unprofessional behavior. Documented and initialed and placed in an employee's personnel file.
 - Verbal warnings will be excused from the employee(s) record after 365 days but retained in the file.
 - Work suspension may be included with or without pay
 - ii. Written Warning (1) - a direct notice to cease and discontinue unprofessional activity. Documented and initialed and placed in an employee's personnel file. 30-60-90 day review follow up.
 - Written warnings will stay in the employee(s) file indefinitely however after three (3) years they will not count towards employee progressive discipline.
 - Work suspension may be included with or without pay.
 - iii. 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 initialed and placed in an employee's personnel file
 - Work suspension may be included with or without pay
 - iv. Three (3) written warnings within one (1) year may be grounds for termination.
 - v. Any documentation regarding harassment or serious safety violations will stay in employee(s) file indefinitely and can be applied towards employee progressive discipline.
 - vi. 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.

NLLS Executive Board Chair

Sept 21, 2019

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Retirement	Revised Date:	Nov 23, 2019
			Sec 1, 1Q
		Reviewed:	Oct 11, 2019

RETIREMENT

1. An employee who wishes to retire is required to give written notice of their intention to retire as per their contract or a minimum of two (2) weeks in the absence of a contract.
2. NLLS will work with the retiring employees to ensure their knowledge and skills are transferred to their replacements, and that the valued employee has opportunity to mentor others.
3. The employee will receive any outstanding pay entitlement in the first pay period immediately following the employees' retirement unless the employee directs otherwise.
4. Under special circumstances, it may be agreed between NLLS and a retired employee to re-hire the employee following retirement, on a contract basis-term at the Executive Director's discretion.
5. A retired employee who is re-hired under this policy is deemed to be a temporary employee and shall not be eligible for health, dental, prescription drugs or any other company provided benefits unless specified otherwise by legislation.

NLLS Executive Board Chair

Nov 23, 2019
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	4
Subject:	NLLS Vehicles	Revised Date:	November 27, 2021
			Sec 1, 1R Appendix Q/S
		Reviewed:	November 6, 2021

NLLS COMPANY VEHICLES

1. Overview

- a. Northern Lights Library System (NLLS) has several vehicles which employees may be permitted or required to drive while performing their jobs, at the Company's sole discretion. Employees must be eighteen (18) years of age or older to operate a NLLS vehicle.
- b. All employees who operate a company vehicle must possess a minimum of a valid Class 5 GDL, Class 5 Alberta license, or other Canadian province/territory equivalent.
- c. Any employee who may use a company vehicle must sign a driver abstract consent form. A NLLS company representative will request abstracts once a year.
Appendix S –Driver Abstract Consent form.
- d. All new hires who will operate with less than five (5) years driving experience may be required to supply a five (5) year loss experience letter. This is a "Claims Experience Letter" requested from their insurance company.
- e. Employees must notify NLLS immediately of any change in the status of their driver's license or their insurability. Failure to do so may result in disciplinary measures, up to and including termination.

2. Usage

- a. All Employee(s) must complete a vehicle tracking sheet with each use of a NLLS vehicle.
- b. Employee(s) may start or end to the closer destination (headquarters or home) when using a NLLS vehicle outside of normal business hours.
- c. NLLS vehicle usage must be approved by department manager or executive director with paper or electronic approval.
- d. Vehicles must be signed out appropriately with each use.
- e. The Executive Director's use of NLLS vehicles is outlined by employment contract. Usage outside the employment contract must be approved by the Board Chair.
- f. Employees are responsible for adhering to the rules of the road and for ensuring the vehicle is operated in a safe manner in accordance with local laws and regulations, including those related to speed limits and parking. Employees are personally responsible for any fines related to parking, speed, or other traffic infractions incurred while in control of the vehicle.

3. Rental for Personal Usage

- a. Daily rates will be set annually and based on the lowest price of economy car rentals from rental companies at the Edmonton airport.
- b. Employees may utilize an NLLS vehicle on a cost recovery basis for personal use, if:
 - i. They sign a personal use vehicle contract, and clearly indicate the date(s) of usage.

- ii. They obtain authorization from their Department Manager or Executive Director, and the vehicle is not booked for company business. Company business will always take precedence.
- iii. They are otherwise authorized to use a NLLS vehicle.
- iv. They return the vehicle with a full tank of gas at their own expense.
- v. They return the vehicle at the same level of cleanliness as loaned.
- vi. They report any damage in a timely manner to the Operations and Finance Manager.
- vii. Vehicles damaged during personal use may result in future suspension of vehicle usage, and in cases of negligence or deliberate misuse, disciplinary measures, up to and including termination.
- viii. Damages to vehicles where an insurance claim is necessary may require the staff member to pay the insurance deductible.
- ix. Vehicles operated for personal use are subject to all other NLLS policies.

4. Fleet Replacement

- a. NLLS may replace all fleet vehicles in accordance with the Fleet Replacement Chart in this policy.
- b. NLLS may replace consultant vehicles at 150,000km or five (5) years whichever comes first.
- c. NLLS may replace company delivery vehicles at 250,000km or three (3) years whichever comes first.
- d. Based on available funding, vehicle reliability, and/or safety record, the vehicle's replacement time may be extended or shortened.
- e. NLLS administration shall consider environmental sustainability when purchasing new or replacement vehicles.
- f. If trade in value is less than blue book value, then NLLS may opt to tender out vehicles or equipment for private sale.
- g. NLLS will seek the highest return value on our vehicles by putting it out to public tender with a reserve bid. Reserve bid will be based on current fair market value. Unsuccessful tender will result in NLLS selling the vehicle through alternative means.

NLLS Executive Board Chair

Date of Approval

APPENDIX Q – Fleet Replacement



NLLS FLEET REPLACEMENT CHART

Vehicle Type	Vehicle Year	Original Cost	Replacement Mileage	Replacement Date	Replacement Cost
Jeep Patriot	2016	\$27,583.76	150,000	2021	
Dodge Journey	2016	\$33,962.56	150,000	2021	
Dodge Grand Caravan Crew Plus	2017	\$36,096.11	150,000	2022	
Ford Transit Van	2018	\$27,258.04	250,000	2022	
Dodge ProMaster Van	2020	31,907.51	250,000	2025	
Dodge ProMaster Van	2021	35,722.31	250,000	2026	

Appendix S – Driver Consent Form



Driver Abstract Consent

In accordance with s. 33(c) of the Freedom of Information and Protection of Privacy Act, the Traffic Safety Act, and the Access to Motor Vehicle Information Regulation, specific personal information is collected to confirm the identity of the consenting individual, to uniquely identify the consenting individual on the Registrar's system to produce the information product, and to confirm the identity of the recipient and of the authorized employee of the recipient (if the recipient is an organization). The information is collected to monitor and audit the release of information and to conduct investigations if the Registrar receives complaints about the release. Questions about the collection of this information can be directed to a Service Alberta Information Officer at 780-427-7013, toll free 310-0000 within Alberta. Alternatively, questions may be mailed to Box 3140, Edmonton, AB T5J 2G7, attention Data Access and Contract Management Unit (DACMU).

A "Driver Abstract" is the product name under which the Alberta Government releases specific information from a person's driving record, which contains:

- Name
- Address
- Date of Birth
- List of violations (Descriptions, Demerit / Merit Points and Suspension Term)
- A Commercial Driver Abstract (CDA) includes Commercial Vehicle Safety Alliance Inspection (CVSA) information and all of the above information with the exception of date of birth, height, weight, and sex.
- Height
- Weight
- Sex
- Class
- Issue Date
- MVID Number
- Licence Number
- Current Demerit Points
- Suspended Status
- Expiration Date
- Reinstatement conditions (if any)

PART 1

I, _____ of _____,
Full Name Full Address

declare that my Driver's Licence Number is: _____, my Date of Birth is: _____,
month by name, day, year

and I give consent for my: ☐ 3 Year, ☐ 5 Year, ☐ 10 Year Driver Abstract (SDA),

☐ 3 Year, ☐ 5 Year, ☐ 10 Year Commercial Driver Abstract (CDA),

to be released, for the period specified under the subsection 5(1)(a), 5(1)(b)(iii) or 5(1)(b)(v) of AMVIR listed below,

to _____ of _____,
Name of the person / organization receiving the driver's abstract Full Address

In accordance with the *Alberta Motor Vehicle Information Regulation* (AMVIR) (choose one of the following subsections):

☐ **5(1)(a) driver's abstract released to a person known by myself**

I acknowledge that the above individual is personally known to me, is not acting as an agent or employee of any other person in this transaction, and is not compensated in any manner for receiving or transferring the driver's abstract to myself.

NOTE: This consent is valid for one month after the consent is dated and the information product released cannot be faxed by the registry agent.

☐ **5(1)(b)(iii) driver's abstract released to my employer or prospective employer**

NOTE: This consent is valid for three months after the consent is dated if it is used by a prospective employer. This consent is valid for three years from the date it is dated or for the length of the employment whichever is shorter if it is used by the current employer. The information product released can be faxed by the registry agent only to the Employer signing PART 2.

☐ **5(1)(b)(v) driver's abstract released to a lawyer representing me**

NOTE: This consent is valid for three months after the consent is dated. The information product released can be faxed by the registry agent only to the Lawyer signing PART 2.

I agree that Alberta Registries and/or the registry agent are not liable for any damages or losses however caused, in respect to any defect, error or omission in the driver's abstract, or use of the driver's abstract by the person receiving it.

Date Signature

PART 2 - Declaration for Faxing (This does not apply to subsection 5(1)(a) above)

I / We, _____ of _____,
Name of Employer or Lawyer Address

request the driver's abstract, as mentioned above, to be faxed to _____,
Fax Number (include area code)

I/We agree that Alberta Registries and/or the registry agent are not liable for any privacy breach after the driver's abstract has been faxed to the above number.

Date Signature of Employer or Lawyer

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	Sept 8, 2018
Chapter:	Conditions of Employment	Page(s):	1
Subject:	NLLS Cell Phone Policy	Revised Date:	Sept 8, 2018
			Sec 1, 1S
		Reviewed:	Oct 11, 2019

CELL PHONE POLICY

1. The purpose of this policy limiting the use of NLLS cell phones and other communication devices at work, is to guide our employees. The inappropriate use of communication devices at work can cause injuries because they are distracting and may interfere with proper and safe use of work equipment.
2. This Policy applies to all workers and employees at NLLS facilities.
3. The devices covered by this Policy include cell phones and other wireless devices, owned by NLLS (collectively referred to as "Devices").
4. The rules set out in this Policy apply to all work-related activities, including but not limited to driving to and from work and to conduct job-related activities, whether such vehicles are owned by NLLS or the worker. The Policy applies to all conversations, whether personal or business-related.
5. Prohibited Uses
 - a. General. While in the workplace workers are expected to focus on work and may not use any NLLS Device in the workplace for inappropriate purposes, including but not limited to:
 - i. Engaging in personal conversations
 - ii. Playing games
 - iii. Surfing the internet
 - iv. Checking personal e-mail
 - v. Sending or receiving text messages.
 - vi. While operating a vehicle without built in Bluetooth technology, workers may not answer a communication device unless and until they pull over in a safe spot (or let a passenger answer the call). If it's urgent, workers may accept or return the call, provided that they remain parked off the roadway. They may not resume driving until their conversation is over. Workers may not make outgoing calls while driving. If workers need to place a call, they must first pull over in a safe spot.
6. Use of 3rd party hands-free devices while driving is not permissible while driving a NLLS vehicle.
7. Employee(s) will only use built in Bluetooth technology if the vehicle is so equipped.

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	April 3, 2018
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Inclement Weather	Revised Date:	Nov 23, 2019
			Sec 1, 1T
		Reviewed:	Oct 11, 2019

INCLEMENT WEATHER

1. It is the policy of NLLS to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the company reserves the right to close the facility.
2. Should this occur, employees will then be communicated to whether NLLS is open or closed on a given day.
3. The Executive Director or designate in their absence will make a final decision as soon as possible during periods of such inclement weather and communicates this to Employee(s).
4. The Executive Director will communicate with the Board Chair on the closure.
5. NLLS representative will post the closure communication on social media and website where/when possible.

Facility Closed

1. If the facility is announced to be closed on a given day, all NLLS Employee(s) will receive regular pay for the day or partial day of closure.

Facility Open

1. If the facility remains open on an adverse weather day, employees who report to work will receive their normal pay for the day. If an employee elects not to report to work on a facility open day, the employee can elect to:
 - a. use any accumulated lieu hours for the missed day or
 - b. the employee will not be paid for the day.
2. If the facility remains open or closed on an inclement day, it is each employee's decision to determine if they can safely arrive at work under the conditions. If an employee elects not to work on a given day, NLLS requires the courtesy of a phone call to your manager or supervisor advising as to your status for the day.

NLLS Executive Board Chair

Nov 23, 2019
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	Feb 29, 2020
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Equal Opportunity Employer	Revised Date:	May 23, 2020
			Sec 1, 1U
		Reviewed:	Nov 23, 2019

EQUAL OPPORTUNITY EMPLOYER

1. Northern Lights Library System is an equal opportunity employer and will employ these practices in all their recruitment and hiring procedures.

NLLS Executive Board Chair

May 23, 2020
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	Feb 26, 2021
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Police Information Check (PIC)	Revised Date:	NEW
	(Also referred to as Criminal Record Check)		Sec 1, 1V
		Reviewed:	Jan 14, 2021

POLICE INFORMATION CHECK

Northern Lights Library System (NLLS) recognizes that it has a duty to protect and act in the best interests of the people for whom it serves and to the larger community.

A Police Information Check (PIC) will seek information regarding outstanding charges, convictions and/or disclosable adverse information under any Federal Statute including the Criminal Code of Canada, the Narcotics Control Act and the Controlled Drugs and Substances Act, for which a record suspension has subsequently been revoked (collectively referred to as a 'disclosable criminal record').

1. All Police Information Checks (PIC) will be compliant with Human Rights and Privacy legislation.
2. All new and continuing NLLS employees, who are required to do so by legislation, will be asked to complete and submit a PIC.
3. A person who is offered employment at NLLS may be required to complete and submit a PIC before they are employed by NLLS.
4. An employee who is offered a different position at NLLS may be required to complete and submit a PIC before the employee starts the new position.
5. All applicants will have the opportunity to review the results of the PIC and will be required to verify the results before any offer of employment may be made.
6. A disclosable Criminal Record or adverse information will not necessarily preclude employment or subsequent promotion or result in any action being taken in relation to an employee. In making a determination about the proper response to the existence of disclosable information, the Executive Director will consider the offence history based on the following criteria:
 - a. The nature of the offence(s).
 - b. The relevance of the offence(s) to the position.
 - c. The length of time since the offence(s) took place.
 - d. Any mitigating or extenuating circumstances that might be revealed in relation to the offences committed.
 - e. Whether there is an extended history of criminal offence(s) or accumulation of individual minor offences that indicate a persistent pattern of behavior.
7. Original documents are required for submission to NLLS. Photocopies, faxes, or electronic copies of criminal record checks will not be accepted.

CONFIDENTIALITY

1. All information surrounding the Police Information Check, including the results, will be maintained in accordance with the Freedom of Information and Privacy Act. Confidentiality will be maintained for all criminal background check information, including a decision not to hire the applicant.

RECORDS RETENTION

1. NLLS will retain the records of any criminal background checks in a secure file for a period of 10 years, or longer if provincial laws require a longer retention schedule for such records. Records will be retained in electronic or hard copy form depending on which form is most suitable for the preservation and security of the records and to be consistent with applicable laws. At the end of the scheduled retention period, NLLS will destroy the records unless there is pending or possible litigations.

NLLS Executive Board Chair

February 26, 2021

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	July 10, 2019
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Executive Director Evaluation	Revised Date:	Nov 23, 2019
			Sec 1, 1X Appendix A
		Reviewed:	Oct 11, 2019

EXECUTIVE DIRECTOR EVALUATION

1. The Executive Director contract is a continuous employment contract.
2. Executive Evaluation Committee shall conduct and complete a full annual review of the Executive Director by October 31. - Annually, the executive shall conduct an evaluation of the Executive Director prior to the end of October or two (2) months prior to the Executive Director contract renewal or whichever comes first.
3. This evaluation shall be conducted by a committee of three (3), consisting of Board Chair and two (2) members of the executive.
4. The Executive Evaluation Committee shall meet at a minimum of three (3) times a year. One of these three is the actual evaluation, two are for review and discussion.
5. *Appendix A – Executive Director Evaluation Process*

NLLS Executive Board Chair

Nov 23, 2019
Date of Approval

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. and fill out independent forms as requested to do so.
- Committee may speak with and other system stakeholders who work with Executive Director. (Other System Directors, Gov't Reps, Library Managers 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 will be afforded the 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.

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Workplace Health and Safety	Page(s):	1
Subject:	Workplace Impairment	Revised Date:	Nov 23, 2019
			Sec 1, 2A
		Reviewed:	Oct 11, 2019

WORKPLACE IMPAIRMENT

1. NLLS follows Alberta's occupational health and safety legislation in addressing the issue of impairment at work of the current Occupational Health and Safety (OHS) Act applies and this section outlines responsibilities of employers, workers, and prime contractors.
2. See Human Resources for entire act.

NLLS Executive Board Chair

Nov 23, 2019
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Workplace Health and Safety	Page(s):	2
Subject:	Workplace Alone	Revised Date:	Aug 21, 2020
			Sec 1, 2B
		Reviewed:	May 29, 2020

WORKPLACE 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 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 workday. 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.
3. When an employee is working alone outside of regular work hours in the building the following protocol must be followed:
 - a. Employee must have authorization from the Executive Director or Department Manager to remain in or enter the building after regular work hours;
 - b. 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 they have left the building;
 - c. Employee must set building security alarm when leaving the building;
 - d. Failure to follow this protocol will result in a performance management review.
4. 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.
5. NLLS employees often travel alone while making site visits. 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:
 - a. Employee must provide the Executive Director or Department Manager the intended destination and approximate estimated time of arrival and departure. NOTE: NLLS drivers follow known schedules for destinations and times of arrival.
 - b. Drivers do not need to check-in upon regular arrival/return.
 - c. Drivers must check in when delayed en-route or arriving after regular business hours when operating any NLLS vehicles.

- d. Employee(s) 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;
 - e. If an 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 known location to ensure employee has left;
 - f. If not there, the police must be contacted in the last known location of the employee and provide them with
 - 1. Employee name;
 - 2. Vehicle details including make, model, colour and license plate number;
 - 3. Cell phone number;
 - 4. Time of last communication with employee.
6. Employees must use NLLS vehicles whenever possible as vehicles are maintained mechanically according to a strict maintenance schedule.

NLLS Executive Board Chair

Aug 21, 2020
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Workplace Health and Safety	Page(s):	2
Subject:	Gym Facilities	Revised Date:	Nov 23, 2019
		Appendix J	Sec 1, 2C
		Reviewed:	Oct 11, 2019

GYM FACILITIES

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

NLLS Executive Board Chair

Nov 23, 2019
Date of Approval

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

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 facilities is purely voluntary and is in no way mandated by Northern Lights Library System.

In consideration of my use of the gym facilities, 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 facilities 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)

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	Aug 21, 2020
Chapter:	Workplace Health and Safety	Page(s):	2
Subject:	Pandemic Situation	Revised Date:	N/A
			Sec 1, 2D
		Reviewed:	May 29, 2020

PANDEMIC SITUATION

1. The Northern Lights Library System (NLLS) will follow government authority directives regarding a pandemic. NLLS management will regularly monitor the pandemic situation and communicate to all NLLS employees: pandemic alerts, directives and guidelines issued by government authorities, including Alberta Health Services (AHS), the Public Health Agency of Canada (PHAC), the World Health Organization (WHO) and local public health authorities.
2. When a pandemic has been declared, flexible work shifts and/or working remotely may be assigned to employees by NLLS supervisors to minimize personal contact and the chance of pandemic illness spread. All non-essential travel and in-person meetings will be postponed during this period. If certain operations need to be suspended, employee layoffs will be decided and announced by the Executive Director after consulting with the Executive Committee.
3. At risk employees, as defined by the Health Authorities, must advise their manager as soon as possible when they feel that their health could be compromised by working in the vicinity of other employees or the public. The employee's manager will organize an alternate work assignment that addresses the employee's safety needs and meets the operational needs of NLLS. Criteria for a change in working conditions or emergency leave (ie. Looking after a compromised family member) would be mandated through the provincial or federal authorities.
4. All employees are required to be vigilant of their own health during a declared pandemic. This is to ensure that they do not come to work if displaying pandemic illness symptoms or if mandated by government authorities to self-isolate. Employees who have no symptoms, but think they may have been exposed, must also stay home and self-isolate. This includes employees who have recently worked closely with an infected employee. Employees must contact the local public health authority and follow their advice, including avoiding contact with others.
5. All employees will ensure they understand and comply with infection prevention policies and practices in the workplace that are communicated by management including directives relating to hygiene, workplace cleaning and social distancing.
6. Based on government authority directives regarding facility closures, the Executive Director will promptly inform employees when access to headquarters facility will be controlled and limited. This will remain in place until government authorities announce a relaxation of these directives. Return to the workplace to perform regular operational duties will be decided and communicated by the Executive Director.
7. It is the responsibility of the employee to contact their manager and/or supervisor to report an absence related to illness. The Executive Director will authorize, as needed and on a case-by-case basis, any adjustment to accumulated personal/sick leave or lieu time.

8. NLLS may waive the requirement of a Doctors note during this time. Employees are asked to contact local health authorities as needed.
9. An employee will be granted specialized leave in accordance with Health Authorities and will receive regular workday pay for the duration of testing and confirmation of a pandemic contagion. Employee's regular personal/sick time leave is not affected when granted the specialized leave.

NLLS Executive Board Chair

Aug 21, 2020
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	Feb 26, 2021
Chapter:	Workplace Health and Safety	Page(s):	2
Subject:	Working Remotely	Revised Date:	NEW
			Sec 1, 2E
		Reviewed:	Jan 14, 2021

WORKING REMOTELY

The Northern Lights Library Board recognizes that there are circumstances where having staff work remotely may be of benefit to the employer and/or the employee. Reasons for working remotely may include but are not limited to: health and safety (such as a pandemic or other significant health-related event), an employee's personal circumstances, or other reasons. This policy is applied at the discretion of the Executive Director or designate according to job requirements and other appropriate considerations.

Policy

NLLS may permit employees to work ~~from home~~ remotely when it is practical or necessary to do so.

This policy does not change or replace the existing terms of an existing employment agreement. Remote employees must comply with all relevant NLLS policies, practices and instructions. Working remotely is voluntary unless stipulated by the employer.

Work hours, compensation, annual vacation, and employee leaves will follow applicable policies and agreements. The employer reserves the right to end an employee's work remotely arrangement at any time.

All staff working remotely must sign the Northern Lights Library System Working Remotely Agreement.

Responsibilities

1. The Employee is responsible for:
 - a. Costs associated with working remotely, e.g. network connection
 - b. Maintaining a home-work environment that is ergonomic and free of hazards
 - c. Maintaining open and regular communication with supervisor and team members
 - d. Performing their duties to a high standard
 - e. Performing their duties in a safe and responsible manner

2. The Employer is responsible for:
- a. Approving or denying request in consultation with the manager
 - b. Providing a computer and other devices as necessary to adequately perform tasks remotely (including the accommodation of special needs, within reason)
 - c. Providing remote access where necessary to desktops and other devices as required
 - d. Maintaining open and regular communication with employee and team members
 - e. Working with staff to ensure that occupational health and safety practices are observed in remote environments.

NLLS Executive Board Chair

Feb 26, 2021

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	Feb 26, 2021
Chapter:	Workplace Health and Safety	Page(s):	3
Subject:	Pets in the Workplace	Revised Date:	N/A
			Sec 1, 2F
		Reviewed:	Jan 14, 2021

PETS IN THE WORKPLACE

Our pets in the workplace policy outlines our rules for bringing, caring for and supervising pets in Northern Lights Library System (NLLS) company's offices.

Pets can foster a friendlier and happier workplace. They are fun, playful and can have positive influence on our work. We will allow NLLS employees to have their pets at work on designated days.

We want to make sure that animals won't disrupt the operations, damage properties or cause medical issues to other employees. We expect everyone to read and respect this policy.

This policy refers to all our employees, visitors, contractors and consultants. It applies to any space NLLS owns where employees perform their job duties.

Employees who own pets can choose to bring them to their workplace on designated days. They should always consult with their Manager or Executive Director to:

- Inform them that their pet is adequately trained
- Present current documentation of insurance policy that covers their pets
- Provide proof that their pets are clean, properly vaccinated, and free of parasites
- Ensure their pet will not cause allergies or other medical problems for their coworkers
- Sign waivers that state their pets information and their owner's responsibility towards them

What pets are allowed?

Office pets are usually dogs and cats, but any pet that is well-trained and not potentially dangerous or unpleasant is also allowed. Young animals are not allowed until they're adequately trained. Pets like snakes, spiders and bunnies (which chew up cords) are prohibited in the workplace.

All dogs are to be on a leash outside of the owner's office space and their movements restricted to their owner's office space. Their owner is responsible for informing others of their dog's presence, preferably with a sign.

Owner's responsibilities

Generally, NLLS wants to ensure that our company and employees' pets are cared for properly. Pet owners should clean up after their pets. They are solely responsible for their pet's behavior and well-being. They should supervise their pets in the workplace or know their location at all times.

More specifically, they should make sure their animal doesn't:

- Make a mess
- Fight with other office pets
- Wander in prohibited places
- Endanger themselves or others
- Damage company or employee property
- Annoy coworkers (e.g. barking constantly, climbing on their desks)

If any of these occur, it falls to the Manager or Executive Director's discretion to determine the seriousness of the pet's actions. As a general rule, if the pet misbehaves three times or becomes overly aggressive, their owner may be prohibited from bringing the pet to the office again. They will also be responsible for any expenses and cleaning resulting from their pet's behavior.

Owners can leave work to walk their dogs on their lunch breaks. They should avoid using up excessive work time to look after their pets. If a pet needs constant care and attention, their owner may be instructed to leave them at home. Same goes for days that their owner has a busy schedule and is unable to supervise them.

Pet owners are advised not to leave pets in their vehicles for great periods of time. In some jurisdictions, leaving pets in cars confined or unattended, in conditions that may endanger them, is illegal. Pet owners are obliged to know the law. When employees use company vehicles, we prohibit them from leaving pets inside, unattended and without proper ventilation, food/drink, or in extreme temperatures.

Areas where pets are prohibited

There are certain places and times where NLLS prohibits office pets:

- Offices of employees with allergies
- Places with sensitive equipment or material
- Kitchen or cafeteria, where food is served or exposed
- Meeting rooms during meetings with clients or external parties

In cases when the number of pets in the office becomes excessive, we will have to restrict them. Employees can then bring their pets to work according to a schedule.

Complaint process

We want all employees to feel safe in their workplace. If an employee has concerns or problems resulting from a pet at work, they can follow this process:

1. Talk to the pet's owner in case they can resolve the problem immediately
2. Reach out to their supervisor or manager explaining their issues
3. Consult the Executive Director, if they don't get a satisfactory response
4. File an official complaint

If they have a medical or personal issue (e.g. allergy, phobia), they can directly contact their Manager or the Executive Director.

Supervisors should take their employees' concerns seriously and investigate as soon as they receive complaints. If they are unable to resolve the problem, they should contact the Executive Director.

This policy does not prohibit service animals (animals trained to perform tasks for the benefit of a person with a disability.) They are allowed to move freely with their owners. If any problem arises because of service animals, we will make appropriate accommodations to resolve it.

We also instruct employees to not feed other employees' pets at work, if not authorized.

NLLS Executive Board Chair

Feb 26, 2021

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	2
Subject:	Code of Ethics	Revised Date:	Aug 21, 2020
			Sec 1, 3A
		Reviewed:	May 29, 2020

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 their conduct and behavior in accordance with the guidelines below. If unsure, the employee should proactively consult their supervisor.

Guidelines:

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 for personal advantage.
6. An employee shall ensure that personal or confidential information obtained in the course of their employment is not divulged.
7. Communication protected under FOIP shall not be shared between staff members or outside of NLLS, except for the Executive Director. Violation shall lead to discipline as per policy.
8. An employee shall, in the course of their duties, uphold NLLS policies and procedures.
9. Employees shall sign and acknowledge acceptance of this policy annually.

Pandemic Illness

1. Refer to Policy Sec 1, 2D Pandemic Situation
2. Employees are expected to report to work able to perform their duties safely, without endangering themselves or others in an acceptable manner; this includes preventing the spread of any illness that may be contagious. Staff deemed unable to perform their duties, or to be impairing the ability of another staff member to perform the duties of their position in a safe, acceptable manner for whatever reason, may be sent home and/or subject to disciplinary action.
3. Employees are not to report to work or be at work if they are experiencing any symptoms of a pandemic.
4. Employees who fall ill and begin exhibiting symptoms of pandemic or other contagious

illness while on duty, will not be permitted to work and will be required to leave the premises.

5. It is the employee's duty to disclose any symptoms of pandemic or other contagious illness, which may be transmitted during the execution of regular employment duties, to the employer.
6. Any employee exhibiting symptoms of a pandemic illness not related to pre-existing conditions while at work, must immediately isolate themselves from other staff members and notify their supervisor by phone. These employees will be sent home and must request testing for the Pandemic Illness through AHS.

NLLS Executive Board Chair

Aug 21, 2020
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	2
Subject:	Whistleblower Policy	Revised Date:	March 4, 2022
			Sec 1, 3C Appendix X
		Reviewed:	Nov. 19, 2021

WHISTLEBLOWER POLICY

1. Northern Lights Library System (NLLS) recognizes that personnel may be confronted in their positions with ethical and or morally challenging situations that are unclear, uncomfortable, and/or push the limits of personal and professional boundaries.
2. Employee(s) will report ethical/moral situations or concerns directly to the Executive Director and/or a designate.
3. Employee(s) will report ethical/moral situations or concerns directly to the Board Chair if the situation pertains to the Executive Director, executivechair@nlls.ab.ca.
4. NLLS staff that report such situations to management may expect that:
 - i. Management will maintain confidentiality with regard to the information that is presented by the employee(s), and act on it according to applicable legislation and company policy, such as: NLLS Grievance and Code of Ethics policies.
 - ii. Management will inform employee(s) who report such situations, that they are entitled to seek expert legal advice if they feel a reasonable solution is not found within the organization directly.
5. **WHISTLEBLOWERS**
 - a. NLLS realizes that whistleblowers are people who act in 'good faith' and feel obligated to report:
 - i. A criminal offence.
 - ii. A breach of a legal obligation.
 - iii. A miscarriage of justice.
 - iv. A danger to the health and safety of any individual.
 - v. The deliberate covering up of information tending to show any of the above.
6. It will be considered a serious matter if retaliatory action is taken against the whistleblower by ANY personnel, management or otherwise, and disciplinary measures up to and including termination of employment will be considered.
7. If Whistleblower has been found to have maliciously made a false accusation, disciplinary measures up to and including termination of employment will be considered.

NLLS Executive Board Chair

March 4, 2022
Date of Approval



APPENDIX X

Acknowledgement of Whistleblower Policy

I, _____ agree and understand to the current NLLS Sec 1, 3C
Whistleblower policy.

Employee

Date

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Financial Matters	Revised Date:	Sept 8, 2017
			Sec 1, 3D
		Reviewed:	Oct 11, 2019

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. Fraud - All Managers and Executive Director are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to their injury.

NLLS Executive Board Chair

Sept 8, 2017
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Conflict of Interest	Revised Date:	Sept 8, 2018
			Sec 1, 3E
		Reviewed:	Oct 11, 2019

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 from or provide to anyone a bribe, 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, friend or relative of the employee.

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Library Property	Revised Date:	May 23, 2020
			Sec 1, 3F
		Reviewed:	Feb 21, 2020

LIBRARY PROPERTY

1. No employee shall use the NLLS property unless signed out.
2. NLLS property may be used for purposes not associated with the performance of duties.
3. Employee is responsible for lost or damaged NLLS items when signed out.

NLLS Executive Board Chair

May 23, 2020
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Political Activity	Revised Date:	Sept 8, 2018
			Sec 1, 3G
		Reviewed:	Oct 11, 2019

POLITICAL ACTIVITY

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

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	2
Subject:	Internet and Computer Usage	Revised Date:	March 4, 2022
			Sec 1, 3J
		Reviewed:	Nov. 19, 2021

INTERNET and COMPUTER USAGE

1. Background

This policy outlines best practices and expectations regarding use of computers and other technology in the workplace.

2. General Principle

- a. The guiding principle for both computer and internet usage at Northern Lights Library System (NLLS) is that these are resources paid for and owned by the system, being used by employees on NLLS time.
- 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 to be visited, ever, under any circumstances:
 - i. Gambling sites
 - ii. Adult content sites
 - iii. Unapproved file sharing sites
 - iv. Other sites deemed to represent a security risk by NLLS IT employee(s)
- 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. Technology Services and Infrastructure (TSI) employee(s), under the direction of the Executive Director, may be directed to restrict user rights for employee(s) found in violation of the above policy, and/or implement the required technical means to enforce this policy.

4. Email

- a. Professional business practices shall be adhered to in respect to the creation and content of email records.
- b. Emails are a record belonging to Northern Lights Library System (NLLS) and will be retained and backed up according to current industry best practices.
- c. If there is a need to include confidential information, mark your text as “confidential” in the subject line.

- d. As a NLLS record, emails are subject to FOIP (Freedom of Information and Protection of Privacy) legislation.
 - e. NLLS staff must use email systems provided by NLLS and not personal email accounts for business purposes.
5. Privacy
- a. Anything created or stored on a NLLS computer and/or network device, is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).
 - b. NLLS will strive to maintain the privacy of its employees with respect to email and other content on computers assigned them for work.
 - c. NLLS will not actively monitor email communication or other computer usage.
 - d. In the case of a cyber-security threat, incident, internal investigation, or legal requirement TSI staff may be required to access and provide emails and other computer information to third-parties.
 - e. The Staff Network Policy must be adhered to by NLLS staff.

NLLS Executive Board Chair

March 4, 2022
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Spyware and Spam Control	Revised Date:	Sept 8, 2018
			Sec 1, 3K
		Reviewed:	

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 employee(s) are specifically directed to restrict user rights for employee(s) found in violation of the above policy and/or implement the required technical means to enforce this policy.

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. Employee(s) cooperation in controlling spam is thus governed by the following policy:
 - a. Employee(s) 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. Employee(s) 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. Employee(s) 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 employee(s) 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.

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	3
Subject:	Social Media - Internal	Revised Date:	May 29, 2021
			Sec 1, 3L
		Review Date:	March 30, 2021

SOCIAL MEDIA - INTERNAL

Policy Purpose

1. To define healthy boundaries and expectations regarding Northern Lights Library System's (NLLS') social media, as well as NLLS employees' use of social media in both their personal and professional lives.

Policy Statement

2. The use of social media and other information technology is a valuable tool by which information may be distributed to and collected from the public at large. NLLS is committed to the responsible use of social media by its employees in the promotion of NLLS, as well as in its communication with the public.
3. An employee's personal and off-duty use of social media may be subject to the guidelines of this Policy.
4. This Policy should be read in conjunction with any other related NLLS policies. Where a conflict exists between this Policy and another NLLS policy, this Policy shall prevail.

Definitions

5. An "employee" generally refers to any employee, staff member, volunteer, elected official, or board member of NLLS.
6. "Social media" is broadly defined to include websites, social media sites (including but not limited to online communications, blogs, mobile applications, Facebook, Instagram, Snapchat, Twitter, and similar), emails, texts and other information technology. Social media is constantly evolving, and therefore the definition of this term should be interpreted broadly.
7. A "posting" includes any written comment, content, or image, including but not limited to text, photographs, video, clip art, scanned images, documents, and emojis.
8. A posting may be considered "inappropriate" if it:
 - a. renders any NLLS employee unable to perform their duties satisfactorily;
 - b. leads or may lead to a reasonable refusal, reluctance, or inability of an employee to work or engage with the person responsible for the posting;
 - c. discloses information or provides communication that directly or indirectly harms or jeopardizes the reputation of NLLS, or brings the reputation of NLLS into disrepute;
 - d. is obscene, unduly critical, abusive, harassing, and/or defamatory;
 - e. is in breach of Canada's *Criminal Code*;
 - f. is in breach of the *Alberta Human Rights Act*, or is otherwise discriminatory;

- g. expressly or impliedly discloses information or personal information in contravention of the *Freedom of Information and Protection of Privacy Act (FOIP)*, its regulations thereunder, or any other applicable privacy legislation;
- h. expressly or impliedly discloses confidential information of NLLS or any other person; and
- i. any other circumstances determined to be inappropriate by NLLS.

For the purposes of determining whether a posting is inappropriate, NLLS shall act reasonably and in good faith.

Promotion and Communication

- 9. Similar to more traditional forms of media and communication, only the NLLS Communications Team is permitted to create, operate, or manage any website or social media profile on behalf of NLLS. No other NLLS personnel shall do so without prior written authorization from the Executive Director. Further, no website or social media profile of NLLS shall be created, operated, or managed through an employee's personal website or social media profile. The NLLS Communications Team will ensure that only official NLLS positions are posted on NLLS social media; no individual or personal viewpoints, opinions etc. shall be posted on NLLS social media.
- 10. To ensure consistency and accuracy throughout NLLS websites and social media, prior to posting information to social media on behalf of NLLS, the NLLS Communications Team shall confirm the accuracy of the information and compliance with all applicable policies and legislation (including, but not limited to, *FOIP*).
- 11. The NLLS Communications Team shall ensure that its postings to NLLS social media are not inappropriate.
- 12. NLLS reserves the right to make editorial decisions regarding postings to its websites and social media, including the removal of postings.

Network Security and Legal Compliance

- 13. The NLLS Communications Team, and any other employee who has been expressly authorized in writing by the Executive Director to create, operate, or manage any website or social media profile on behalf of NLLS, shall provide the Executive Director in writing with the NLLS website or social media host, username, and password, and any other information necessary to access, operate, and manage the website or social media profile. Such information shall be kept in a secure location.

Personal Use of Social Media and Other Information Technologies

- 14. NLLS respects and supports the privacy and autonomy of employees' personal or off-duty use of social media, including their freedom of speech. However, if an employee's personal or off-duty use of social media is "inappropriate" within the meaning of this Policy, then NLLS may take any action necessary in response as though that conduct occurred within the scope of the employee's duties. Such action may include disciplinary action, up to and including termination for just cause.

15. At all times, NLLS employees owe a duty of fidelity and loyalty to NLLS, which prohibits employees from posting negative content critical of NLLS and/or its employees on their personal social media and/or while off-duty. If an employee has such sentiments, the employee should meet with NLLS to respectfully discuss and resolve their concerns, rather than addressing those concerns through social media or other public forums. Refusal and/or failure to adhere to the foregoing may result in disciplinary action being taken against the employee, up to and including termination for just cause.
16. Employees' personal or off-duty use of social media must not indicate, suggest, or imply, that their postings are in connection with or relation to, or on behalf of, NLLS or its operations. Employee's personal or off-duty use of social media must remain personal in nature and only be used to share personal opinions, viewpoints, or non-work related information.
17. Employees are encouraged to exercise sound judgement when personally using social media, and to use the most restrictive privacy settings available in respect of personal social media use.
18. Employees who receive or observe negative or inappropriate postings relevant to NLLS are encouraged to advise the Executive Director.

NLLS Executive Board Chair

May 29, 2021

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Email Usage	Revised Date:	Sept 8, 2018
			Sec 1, 3M
		Reviewed:	July 23, 2018

EMAIL USAGE

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:
 - i. Name Job Title
 - ii. Northern Lights Library System
 - iii. Phone (Your Phone Number) Fax (Your Fax Number)
 - iv. www.nlls.ab.ca
 - v. 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 subsequently reply, should be deleted or destroyed.

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Outside Computers	Revised Date:	Sept 8, 2018
			Sec 1, 3N
		Reviewed:	Oct 11, 2019

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). Employee(s) must consult IT Personnel before connecting the external computer.

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Contractors and Technicians	Revised Date:	Nov 23, 2019
			Sec 1, 30
		Reviewed:	Oct 11, 2019

CONTRACTORS and TECHNICIANS

1. The use of outside resources when required, shall only be done with prior approval of the Executive Director or Executive Committee.

NLLS Executive Board Chair

Nov 23, 2019
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Privacy Issues	Revised Date:	
			Sec 1, 3P
		Reviewed:	Feb 21, 2020

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.
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, except in an email or machine where 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 employee(s) are able to reconstruct user computer activity, Internet usage patterns, and/or emails sent and received (even if they have been deleted) and all employee(s) shall be made aware of this capability.

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	Feb 29, 2020
Chapter:	Code of Ethics	Page(s):	5
Subject:	GRIEVANCES	Revised Date:	May 23, 2020
			Sec 1, 3Q Appendix W
		Reviewed:	Feb 21, 2020

GRIEVANCES

Although we seek to provide a workplace in which all employees feel that they are an important part of the Northern Lights Library System (“NLLS”) and where employees feel fairly treated, there may be times when you have a dispute with a co-worker, supervisor, or NLLS which can best be resolved through a formal procedure for dispute resolution. Disputes between an existing employee and NLLS are to be resolved by in accordance with the following procedure. Please note, however, that NLLS reserves the right to modify this Policy and its procedure at any time, in its sole discretion.

1. General

- a. Any current employee may file a grievance related to conditions of employment, workplace harassment from other employees, occupational health and safety issues, or other employment related issues.
- b. A former employee who has resigned, or whose employment has been concluded by NLLS, is not permitted to file a grievance under this Policy.
- c. Nothing in this Policy prohibits an employee, or former employee, from seeking remedies available under the *Employment Standards Code*, the *Alberta Human Rights Act*, or the *Occupational Health and Safety Act*, or any other employment related legislation, or from commencing Court proceedings.
- d. All matters related to a grievance shall be kept confidential to the extent reasonably possible. However, so as to allow sufficient and proper investigation into a grievance when required, absolute confidentiality cannot be guaranteed. Investigation into a grievance shall involve the parties to, and those named in, the grievance, as well as others who may have relevant information regarding the grievance.
- e. The applicable Level adjudicator will be the individual(s) responsible for rendering a written decision at the Levels outlined in Part 2 of this Policy. The involvement of witnesses will be at the discretion of the applicable Level adjudicator.
- f. An employee who files a grievance in good faith under this Policy shall not be subjected to any adverse or negative treatment as a result of filing the grievance. No employee shall take retaliatory action against a grievor, and/or other individual(s), in attempt to dissuade, deter, or punish the grievor, and/or other individual(s), from participating in the grievance process. Disciplinary action, up to and including termination of employment, may result for any such retaliatory action.

- g. An employee who files a frivolous or vexatious grievance, or a grievance in bad faith, (as determined by NLLS may be subject to disciplinary action, up to and including termination of employment.
- h. NLLS recognizes the importance of maintaining confidentiality, impartiality, and fairness in respect to, and during, the grievance process. Accordingly, when an employee files a grievance, it is important and expected that the employee submits their grievance only to the individuals expressly identified in this Policy for each respective Level of adjudication (Level 1 – immediate Supervisor or Department Manager, Level 2 – Executive Director, Level 3 and/or grievances that relate to the Executive Director - Chairperson of the Grievance Committee). An employee who fails to strictly comply with the foregoing may be subject to disciplinary action, up to and including termination of employment.
- i. If the Executive Director is, or will be, absent from work for an extended period of time, the Executive Director may appoint a temporary designate for the purpose of administering this Policy during such absence from work.

2. Procedure

LEVEL 1

- a. The employee shall, before taking any other steps, informally and verbally discuss the matter with their immediate Supervisor or Department Manager. Formal grievances filed in writing to their immediate Supervisor or Department Manager will not be accepted, reviewed, or adjudicated under this Policy until the matter is informally and verbally discussed with their immediate Supervisor or Department Manager. If the matter is informally resolved by the involved parties, no further action(s) will be taken.
- b. Failing satisfaction of the grievance matter at Level 1(a), the grievor shall formally file a grievance in writing in the form attached to this Policy as Appendix W to their immediate Supervisor or Department Manager within 10 working days of the initial event that brought about the grievance.
- c. A grievance filed after 10 working days of the initial event that brought about the grievance shall not be accepted, reviewed, or adjudicated under this Policy. An employee waives their right to submit or advance a grievance that is filed after 10 working days of the initial event that brought about the grievance.
- d. The immediate Supervisor or Department Manager shall render a written decision regarding the grievance within a reasonable time.

LEVEL 2

- a. Failing satisfactory resolution of the grievance under Level 1, the grievor shall submit the grievance in writing to the Executive Director within 5 working days after receipt of the grievance decision from the employee's immediate Supervisor or Department Manager.
- b. A grievance submitted to the Executive Director more than 5 working days after the grievor's receipt of the grievance decision from the employee's immediate Supervisor or Department Manager shall not be accepted, further reviewed, or further adjudicated under this Policy. A grievor waives their right to further advance a grievance that is submitted to the Executive Director more than 5 working days after the grievor's receipt of the grievance decision from the employee's immediate Supervisor or Department Manager.

- c. The Executive Director shall meet with the grievor to discuss the grievance. The Executive Director shall also meet with any parties to, and those named in, the grievance. If required, the Executive Director shall perform an investigation into the grievance. In addition to interviewing the parties to, and those named in, the grievance, the Executive Director's investigation may include interviewing others who may have relevant information regarding the grievance. The Executive Director will review and consider all available information and documentation that is relevant to the grievance.
- d. The Executive Director shall render a written decision within a reasonable time.

LEVEL 3

- a. Failing satisfactory resolution of the grievance under Level 2, the grievor shall submit the grievance in writing within 5 working days after receipt of the Executive Director's grievance decision to the Chairperson of the Grievance Committee, on behalf of the Grievance Committee.
- b. A grievance submitted to the Chairperson of the Grievance Committee more than 5 working days after the grievor's receipt of the grievance decision from the Executive Director shall not be accepted, further reviewed, or further adjudicated under this Policy. A grievor waives their right to further advance a grievance that is submitted to the Chairperson of the Grievance Committee more than 5 working days after the grievor's receipt of the grievance decision from the Executive Director.
- c. The Executive Director will provide the Chairperson of the Grievance Committee with all information and documentation relevant to the grievance that has been obtained, which the Grievance Committee will review and consider.
- d. The Grievance Committee shall meet with the grievor to discuss the grievance. The Grievance Committee shall also meet with any parties to the grievance.
- e. The Grievance Committee shall render a written decision within a reasonable time.
- f. The written grievance decision of the Grievance Committee is final and binding, subject to any applicable statutes.

GRIEVANCE AGAINST EXECUTIVE DIRECTOR

- a. If an employee's grievance relates to the Executive Director, the grievance will proceed directly to Level 3. Accordingly, the employee shall formally submit a grievance in writing in the form attached to this Policy as Appendix W to the Chairperson of the Grievance Committee within 10 working days of the initial event that brought about the grievance.
- b. A grievance relating to the Executive Director that is submitted to the Grievance Committee more than 10 working days after the initial event that brought about the grievance shall not be accepted, reviewed, or adjudicated under this Policy. A grievor waives their right to submit or advance a grievance that relates to the Executive Director that is submitted to the Grievance Committee more than 10 working days after the initial event that brought about the grievance.

- c. The Grievance Committee shall meet with the grievor to discuss the grievance. The Grievance Committee shall also meet with the Executive Director to discuss the grievance. If required, in addition to interviewing the grievor and the Executive Director, the Grievance Committee may further investigate the matter, which may include interviewing others who may have relevant information regarding the grievance. The Grievance Committee will review and consider all available information and documentation that is relevant to the grievance.
- d. The Grievance Committee shall render a written decision within a reasonable time.
- e. The written grievance decision of the Grievance Committee is final and binding, subject to any applicable statutes.

3. Resolution of Grievance

- a. If the grievor agrees with a written grievance decision, they shall sign the written grievance decision, indicating that they agree with the grievance decision and that they consider the grievance resolved.
- b. A copy of the grievance and the written grievance decision(s) will be sealed and placed in the grievor's personnel file, as well as the personnel file of other parties to the grievance, if any.
- c. A copy of the grievance and the written grievance decision(s) will be sealed and placed in the employee(s) file indefinitely however after three (3) years they will not count towards employee progressive discipline. See Sec 1, 1P Performance Management.
- d. If a grievor files a formal grievance but it is resolved prior to a written decision being rendered, a copy of the grievance will be placed on the grievor's personnel file along with a written acknowledgment from the grievor that the grievance was satisfactorily resolved.

4. Grievance Committee

- a. The Grievance Committee will consist of 5 members:
 - i. NLLS Vice Chair
 - ii. Four (4) Members of the NLLS Board (one from each zone/non-Executive)
 - iii. Each Zone shall appoint an alternate.
- b. The Chairperson of the Grievance Committee will be chosen by its 5 members, from among its 5 members.

NLLS Executive Board Chair

May 23, 2020

Date of Approval

APPENDIX W – Grievance Form



Employee Grievance Form

Grievant Information

Employee Name: _____ Date: _____

Job Title: _____ Date of Hire: _____

Home Mailing Address: _____

Work Mailing Address: _____

Date, time and place of event leading to grievance:

Detailed account of occurrence (include names of persons involved, if any):

Please state policies, procedures, or guidelines that you feel have been violated:

Proposed solution to grievance:

The grievant should retain a copy of this form for his/her records. The signature below indicates that you are filing a grievance, and any information on this form is truthful.

Employee Signature

Date

Received by

Date

Retain in file

Date

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS EMPLOYEES	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Executive Director Grievance	Revised Date:	May 23, 2020
			Sec 1, 3R
		Reviewed:	Feb 21, 2020

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 Grievance Committee. The Executive Director shall have ten (10) working days after receiving the decision of the Grievance 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
2. The Executive Director has the right to request a committee member to abstain if they have a conflict of interest with the grievance at hand or are the subject of the grievance.
3. If the grievance is with a grievance committee member, then the alternate for that zone must take their place.
4. If the grievance is with the Vice Chair then an alternate from the Grievance Committee (not the Board Chair) will be appointed and must take their place.
 - a. The Grievance Committee will select a Chair in this instance

NLLS Executive Board Chair

May 23, 2020
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	2
Subject:	Workplace Violence and Harassment	Revised Date:	Aug 21, 2020
			Sec 1, 3S
		Reviewed:	May 29, 2020

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 all people, and may be directed by or towards workers, clients and members of the public.
Refer to:
 - a. Alberta Workplace OHS code - Provincial
 - b. Center for Occupational Health and Safety - Federal
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. Employee(s) 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:
 - i. Approach any department manager
 - ii. Approach the Executive Director

- iii. Follow the Whistleblower Policy
- b. Discuss the matter with your Manager; if the alleged offender is your Manager, discuss the matter with the Executive 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 Executive Director, should let their objections to the behavior be known to the alleged offender; the Executive Director will document the incident and follow the Grievances process for serious incidents;
- c. If not satisfied at this time, the complainant and/or their Manager will document the incident and notify the Executive Director of the incident;
- d. If the complainant is not satisfied with the actions taken by the Executive Director, follow the Grievances Policy;
- e. If the alleged offender is the Executive 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 Executive Director and the Grievance committee.

NLLS Executive Board Chair

Aug 21, 2020

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	Sept 8, 2018
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Personal Cell Phone or Devices Use Policy	Revised Date:	Mar 2, 2019
			Sec 1, 3T
		Review Date:	Feb 21, 2020

PERSONAL CELL PHONE DEVICE USE POLICY

1. The purpose of this policy limiting the use of personal cell phones and other communication devices at work, is to guide, our employees. Inappropriate use of communication devices at work can cause injuries because they are distracting and may interfere with proper and safe use of work equipment.
2. This Policy applies to all employees at NLLS facilities.
3. The devices covered by this Policy includes cell phones and other wireless devices, owned by employee(s) (collectively referred to as "Devices").
4. Personal devices shall not be used during business hours unless on breaks and in case of emergency.
5. Personal devices with NLLS access require password protection.
6. Personal devices with NLLS access will fall under FOIP requirements.
7. NLLS has the right to lock out from accessing any NLLS programs from the employee(s) personal devices.
8. Waiver(s) must be signed by employees when any NLLS programs are requested for their devices.
9. Please ensure you read the NLLS Cell phone and Internet and Computer Usage Policies for further reference.

NLLS Executive Board Chair

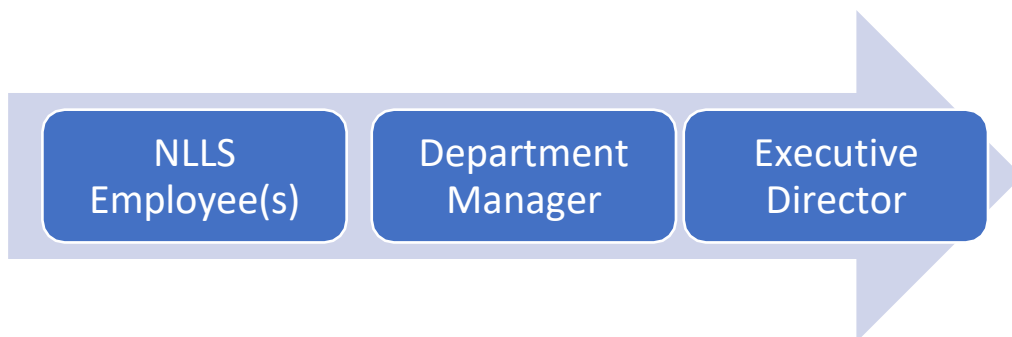
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STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	Sept 8, 2018
Chapter:	Code of Ethics	Page(s):	1
Subject:	Communication Protocol – Employee(s)	Revised Date:	Mar 2, 2019
			Sec 1, 3U
		Reviewed Date:	Feb 21, 2020

COMMUNICATION PROTOCOL – NLLS Employee(s)

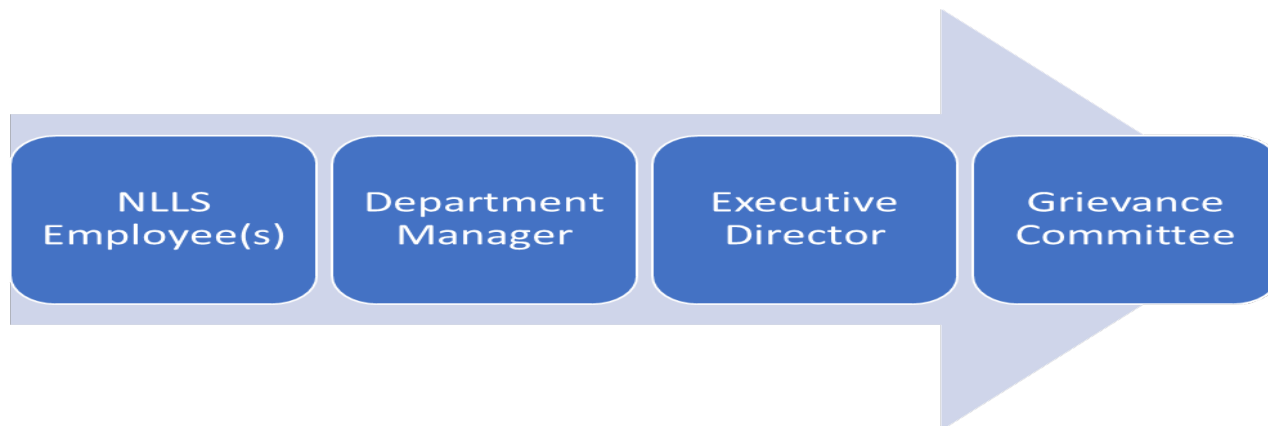
DAY TO DAY Communication channel flow

- a. All communications must follow this flow chart, any deviation of this process will be re-routed back through proper channels.



GRIEVANCE Communication channel flow

- a. All communications must follow this flow chart, any deviation of this process will be re-routed back through proper channels.
- b. Once you make it to Grievance step, please follow Sec 1, 3Q Grievances process



NLLS Executive Board Chair

Mar 2, 2019

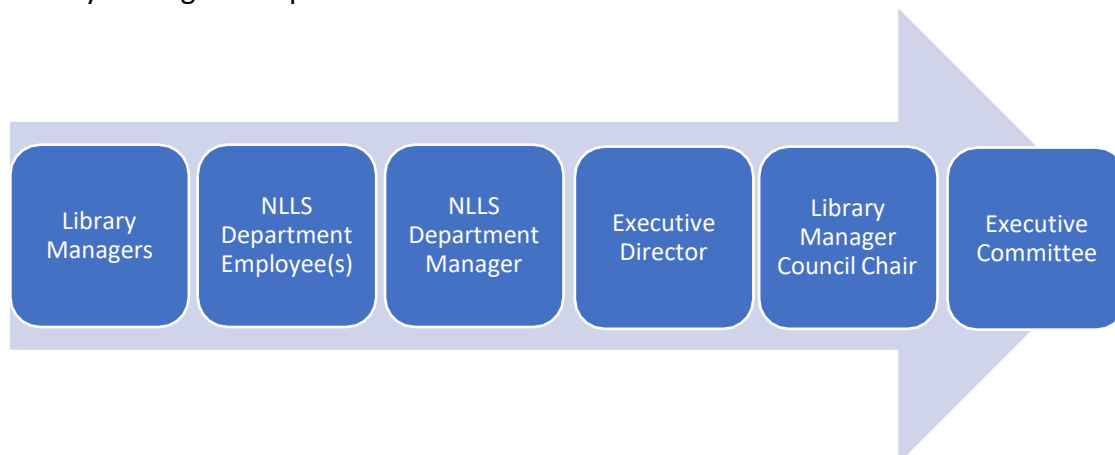
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Library Managers	Effective:	Sept 8, 2018
Chapter:	Code of Ethics	Page(s):	1
Subject:	General Communication Protocol – Library Managers	Revised Date:	Aug 21, 2020
			Sec 1, 3V
		Review Date:	May 29, 2020

GENERAL COMMUNICATION PROTOCOL – LIBRARY MANAGERS

- a. General Communication channel flow for first point of contact in day to day operational matters.
- b. All communications must follow this flow chart, deviation to this process will be re-routed backthrough proper channels.
- c. To allow for urgent requests please flag “urgent” on a helpdesk ticket request and cc. manageron initial email request.
- d. Communications for each step will be responded to within two (2) NLLS working days.
- e. Automatic replies from helpdesk will not be considered as “responded” to.
- f. A helpdesk ticket must be the number one method of communication.
- g. Phone is number two if internet communication is down or access is unavailable, a phone message with call back details and time must be left. Helpdesk ticket will be created by NLLS employee to track this event.
- h. All tickets will be closed after thirty (30) days if no contact has been made back in response toNLLS.
- i. One (1) request per ticket to be entered.
- j. Multiple requests within one (1) helpdesk ticket will be rejected and sent back to originator.

Library Manager Complaint Process

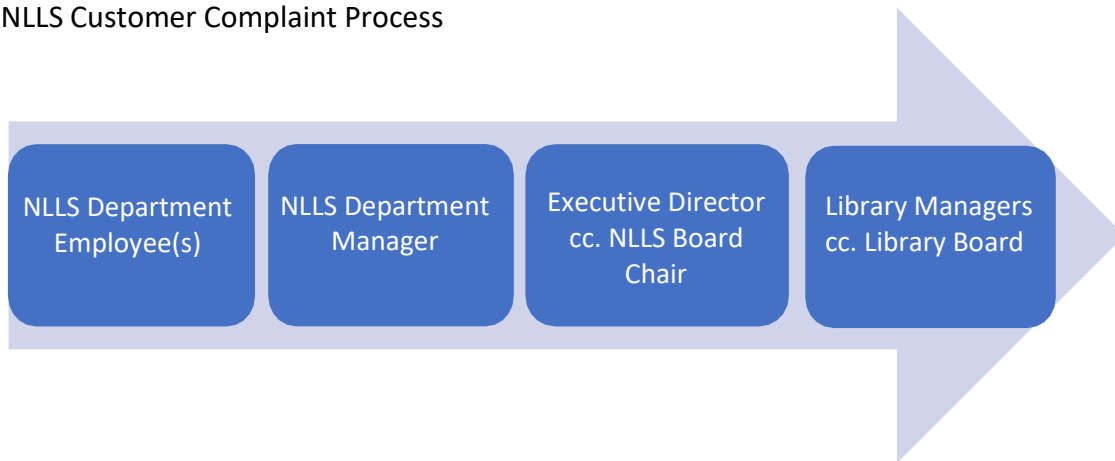


- k. NLLS strives to provide a safe and respected work environment for all staff and the clients served.
- l. Abuse or offensive behavior by a Library Manager or library staff towards an NLLS staff membermay result in a letter from NLLS Executive Director to the Library Manager and copied to the Chair of the Library Board if applicable and the Executive Committee Board

Chair. Abusive and offensive behaviour is defined in Policy Sec 1, 3S Workplace Violence and Harassment.

- m. Continued abuse or offensive behavior that is not corrected may result in service disruption. Any withholding of services will be decided at the Executive Committee level.

NLLS Customer Complaint Process



NLLS Executive Board Chair

Aug 21, 2020

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS EMPLOYEE(S)	Effective:	Sept 8, 2018
Chapter:	Code of Ethics	Page(s):	3
Subject:	Substance Abuse	Revised Date:	Sept 21, 2018
			Sec 1, 3W
		Reviewed Date:	July 10, 2019

SUBSTANCE ABUSE

1. NLLS is committed to the health and safety of its employee(s), equipment & facilities, contractors, and members of the public.
2. NLLS recognizes and accepts the responsibility to provide its employee(s) with a safe, healthy and productive work environment.
3. Employee(s) have the responsibility to report to work capable of performing their tasks productively and safely and to ensure that no employee(s) or members of the public is potentially put at greater risk as a consequence of drug (legal or illegal) or alcohol usage.
4. The purpose of this policy is to establish the NLLS's expectations for appropriate behavior, the consequences for non-compliance, and to provide consistent guidelines for all employee(s).

Definitions

Under the influence of drugs, including prescription drugs, alcohol, cannabis or any controlled substance, for the purpose of this policy is defined as the use of one or more of these substances to an extent that an employee is:

- a. unable to perform in a fully productive manner.
- b. in a physical or mental condition creates a risk to the safety and wellbeing of the individual, other employees, the property of NLLS, or the public.
- c. displaying signs or symptoms of substance abuse.

For the purposes of this policy, contractors, volunteers, and members at large appointed to the various boards, committees, and delegations, shall be deemed to be employees.

Appropriate Conduct Respecting Drugs and Alcohol

1. While in the NLLS Building, NLLS owned, leased and/or rented vehicles:
 - a. No employee(s) may use, possess, distribute, sell or be under the influence of alcohol, cannabis or illegal drugs. This includes meal periods and scheduled breaks.
 - b. The legal use of prescribed and/or over the counter drugs is permitted at work when medically appropriate, only if it does not impair the employee's ability to perform their work effectively and in a safe manner.
 - c. Employee(s) are required to disclose to the Department Manager the use of prescription drugs which may affect their work performance or the safe execution of their duties. NLLS is committed to accommodating an employee(s) necessary use of prescription drugs to the extent reasonably possible without suffering undue hardship.
 - d. No employee(s) shall be under the influence of drugs or alcohol during their working hours, including meal periods, scheduled breaks, or while assigned on-call.

- e. No employee(s) shall consume alcohol, cannabis or illegal drugs, while in charge of any NLLS vehicle.
- f. Unless authorized by the Executive Director for a specific limited purpose, NLLS will not tolerate the consumption of alcoholic beverages by employees during their regular working hours. This includes meal periods, scheduled breaks or while assigned on-call.
- g. If an employee(s) is called back after regular working hours to perform work related duties and has been consuming alcohol, cannabis or using drugs, it is the employee(s) responsibility to obtain assistance from a responsible employee(s), not under the influence of alcohol or drugs, to perform the required task
- h. Under no circumstances shall an employee(s) operate a NLLS vehicle while under the influence of alcohol, cannabis or drugs;
- i. In all situations, where NLLS believes an employee(s) is unfit to be at the workplace, a responsible escort will be used to escort the employee(s) home and to take appropriate steps to ensure the safety of the employee(s) and all others.

Treatment and Accommodation

- 1. Any employee(s) suffering from a drug, alcohol or cannabis addiction is strongly encouraged to disclose the addiction to the Executive Director and/or their immediate Department Manager.
- 2. NLLS recognizes its responsibility to assist and accommodate employee(s) suffering from an illness/addiction due to alcohol, cannabis or drugs to the extent reasonably possible without suffering undue hardship.
- 3. Employee(s) who are concerned that a fellow employee(s) may be suffering from a drug, cannabis or alcohol addiction are strongly encouraged to report their concern to the Executive Director and/or their Department Manager.

Reasonable Cause Testing

- 1. NLLS reserves the right to conduct testing for the presence of alcohol, cannabis or drugs when it has reasonable cause to believe that the actions, appearance, or conduct of employee(s) while on duty is indicative of the use of drugs, cannabis or alcohol.
- 2. The basis for the decision to test will be documented as soon as possible after the action has taken place.
- 3. The referral for the test will be based on specific and personal observations resulting from, but not limited to:
 - a. observed use or evidence of use of drugs, cannabis or alcohol (e.g. smell of alcohol),
 - b. erratic or atypical behavior of the employee(s)
 - c. changes in physical appearance of the employee(s)
 - d. changes in behavior of the employee(s)
 - e. changes in speech patterns of the employee(s)

Where reasonably possible such tests shall be conducted respectfully and, in a manner, to minimize the intrusive nature of the tests.

Obligations and Enforcement of this Policy

- 1. NLLS views the rules contained in this policy to be of the utmost importance. Any deviation

from the above terms by an employee(s) will result in disciplinary action that may include immediate dismissal.

2. All Employee(s) will be provided with a copy of this policy as notification, and any resulting dismissal will be considered as "dismissal with cause" and not subject to notice or remuneration in lieu.
3. Seeking voluntary assistance for drug, cannabis or alcohol addiction will not jeopardize an employee(s) employment with NLLS so long as the employee(s) continues to cooperate and seek appropriate treatment for their disclosed problem and is able to treat and control the problem to facilitate a return to work within the foreseeable future.
4. If an employee(s) neglects or refuses to disclose such a condition to NLLS, NLLS will be forced to deal with breaches of this policy assuming that the employee(s) is not suffering from an addiction or illness related to alcohol, cannabis or drugs but has simply disregarded the policy, in which case immediate and strict disciplinary action will be taken.
5. Employee(s) suffering from alcohol, cannabis or drug addiction/illness who fail to cooperate with assistance or treatment programs and/or engage in repeated infractions of this policy will be subject to the normal disciplinary sanctions, up to and including immediate termination for just cause.
6. Employee(s) are encouraged to use the Extended Benefit program provided through NLLS.

NLLS Executive Board Chair

Sept 21, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	Nov. 27, 2021
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Password Management	Revised Date:	NEW
			Sec 1, 3Y
		Reviewed:	Nov. 6, 2021

PASSWORD MANAGEMENT

Password management is a critical component of ensuring the cybersecurity of the Northern Lights Library System (NLLS), and the smooth operation of system services. Poor password management practices increase the vulnerability of the organization to malicious cyber activity which poses significant risk of lost personal and/or business data.

1. Employees are required to use password management software provided by NLLS to ensure the appropriate distribution of access, and secure storage, of passwords critical to our operations.
2. Employees are required to use the provided software to store and access all business-related passwords. Passwords are not permitted to be digitally stored using alternative password management tools, or by using other digital storage solutions such as external storage devices. The physical storage of passwords, such as through written notes, is also not permitted.
3. To promote general cyber security, and maintain the integrity of the password management system, passwords are not permitted to be shared with individuals outside of the organization under any circumstances. Additionally, passwords are not permitted to be shared within the organization via unsecured platforms such as handwritten note, email, text message, or other instant messaging service.
4. Physical password management software recovery tools, in case of lost passwords or system lockouts, are to solely be stored via safe deposit box of an account managed by NLLS.
5. Passwords must be complex and follow the recommendations of the entity requiring login credentials. If password recommendations are not provided, employees must create a complex password no fewer than eight characters, and inclusive of at least one number and one special character. Passwords must also be unique, and not include any words or terms associated with the workplace, such as: NLLS, Elk Point, or company contact information.

NLLS Executive Board Chair

November 27, 2021

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	March 4, 2022
Chapter:	Service Points	Page(s):	2
Subject:	Staff Network Usage Policy	Revised Date:	
			Sec 1, 3Z
		Reviewed:	NEW

STAFF NETWORK USAGE POLICY

All staff-use computers within the Northern Lights Library System (NLLS), and its member libraries, operate on a network isolated from unrestricted internet traffic, public-use computers, and public wireless connections. It is imperative to the security of NLLS, and our TRAC partners, that the technologies connected to this network, referred to as the Staff Network, operate on the NLLS Domain (NL.ORG), or via an isolated network lock-out. It is further imperative that unauthorized devices not be permitted to connect to this network.

Connection of Computers to the Staff Network

1. All computers connected to the Staff Network must operate on NL.ORG.
2. It is not permitted to connect computers that do not operate on NL.ORG to the Staff Network without the express permission of NLLS. This includes computers owned by the library that do not yet operate on NL.ORG (ex. public access computers), and personal computers belonging to library staff members or the public.
3. Exceptions will be made in extenuating circumstances, such as the need for an external contractor to connect to the Staff Network. In cases such as these, the owner of the external computer should be associated with a trusted provider or be able to demonstrate that their computer is free of viruses.
4. If a computer is found to be connected to the Staff Network and not operating on NL.ORG, NLLS staff will endeavour to contact the individual responsible for the connected device and remotely restrict it from connecting to the Staff Network. Library Managers will need to find alternative ways of obtaining internet access until the computer is compliant with this policy.

Connection of Other Technologies to the Staff Network

1. If a technology is acquired that must connect to the staff network to function, such as a traffic counting device, or security cameras, NLLS staff must be contacted prior to connection to build the appropriate isolated network lock-out on the Staff Network.
2. NLLS maintains the right to refuse to connect a piece of technology to the Staff Network if it is reasonably believed to have a likelihood of compromising the network. Due to this, it is recommended that Library Managers contact NLLS staff prior to purchasing new technologies.

Connection of Devices to the Staff Wireless Network

1. The Staff Wireless Network (Library Staff) is reserved for the use of NLLS approved devices requiring a wireless connection. If an unapproved device is found to be connected to the Staff Wireless Network, the Library Manager will be contacted by NLLS and asked to obtain approval for the device, or connect the device to the Library BYOD wireless network.
2. Staff members who choose to bring their personal devices to work and need a wireless connection are invited to connect to the Library BYOD wireless network. This network is not to be used by members of the public, who instead must use the public wireless network (Public Library Wireless).

NLLS Executive Board Chair

March 4, 2022

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	NEW
Chapter:	Occupational Health and Safety	Page(s):	2
Subject:	Employee Participation	Revised Date:	
			Sec 1, 4A
		Reviewed:	May 29, 2020

EMPLOYEE PARTICIPATION

This policy is consistent with and complies with Alberta OHS regulations.

To inform the Northern Lights Library System (NLLS) employees about participation expectations in health and safety issues and to ensure that employees are included on the Health and Safety Committee

1. NLLS will ensure their employees are aware of their rights and duties under Occupational Health and Safety legislation including the right to participate.
2. NLLS will ensure that all employees are adequately trained in all matters necessary to protect their health and safety.
3. Employees are required to participate in health and safety training.
4. Employees will actively participate in preventing health and safety problems by reporting workplace hazards, unsafe behaviors, faulty equipment or any other health and safety issue that they discover and will follow NLLS'S incident reporting procedures.
5. NLLS is responsible for resolving work site health and safety issues brought forward by employees, in a timely manner.
6. NLLS involves employees in the hazard assessment process.
7. Employees are required to participate by providing relevant information for hazard identification, assessment and control. Employees will participate in a review of their hazard assessment annually or if their workspace changes or they begin a different job.
8. NLLS will involve all employees, at all levels, in health and safety discussions at staff meetings, during orientation, at training sessions, incident investigations, at hazard assessment reviews and at library related workshops.
9. NLLS will ensure that employees have an opportunity to participate in the Health and Safety Committee (HSC). The HSC will have four members; two from management and two of which will be employees selected by other employees. One of the Co-chairs of the HSC will be an employee. Members of the HSC participate in decisions that affect health and safety at headquarters by following up on incident and injury reports, conducting worksite inspections, recommending preventative measures to control or eliminate hazards, recommending health and safety training and practices, and monitoring the health and safety program.
10. Self-employed or contract individuals are required to actively participate in identifying and helping to prevent work site health and safety issues by reporting situations to NLLS.

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13 2017
Chapter:	Vision and Policy Statements	Page(s):	2
Subject:	Policy Statements	Revised Date:	May 29, 2020
			Sec 2, 1A
		Reviewed:	May 29, 2020

POLICY STATEMENT 1 - GOVERNANCE PRINCIPLES

1. The Northern Lights Library Board shall be formed in accordance with the Alberta Libraries Act and shall be hereinafter referred to as the Board.
2. The Board's priority is to determine Northern Lights Library System's Vision, Mission, Values, Goals, and Objectives and liaise with the member municipalities, and monitor the System's performance.
3. 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.
4. The Board leads through policy, using a framework which defines five categories of Board Policy: Vision, Mission, Values, Goals, and Objectives; Governance Process; Board – Executive Director Relationship; and Executive Director's Parameters.
5. The Board's ongoing agenda is based on its role which is focused on governance issues rather than management issues.
6. The Board states the expected Vision, Mission, Values, 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.
7. The Board as a whole has one employee, the Executive Director, who is accountable to the Board as a whole; as such, Board members are not to direct or supervise NLLS employee(s). When the Board approves policy, the Executive Director is empowered to make all further decisions. The Executive Director's authority begins immediately and automatically.
8. The Executive Committee on behalf of the Board monitors the Executive Director solely on the basis of organizational performance and written policies.
9. The Executive Committee and Ad Hoc Committees are to assist the Board in doing its job; not to advise or assist employee(s) in doing their job.

POLICY STATEMENT 2 – PROPORTIONAL REPRESENTATION

1. Promote proportional and regional representation on the Northern Lights LibrarySystem Executive Committee.

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13, 2017
Chapter:	Vision and Policy Statements	Page(s):	2
Subject:	Governance	Revised Date:	Nov. 27, 2021
			Sec 2, 1B
		Reviewed:	Nov. 6, 2021

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.
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. Expectations of a Board Member
 - a. Acknowledge attendance minimum of one (1) week in advance of meeting(s).
 - b. Arrive at meetings on time prepared to actively participate.
 - c. Prepare reports, motions, etc., in writing if possible, and submit to the Board Secretary in sufficient time for distribution before the meeting.
 - d. Read Board material in advance of meetings, noting comments and questions.
 - e. Follow through on assigned activities.
 - f. Notify the Chair in plenty of time about items for the agenda.
 - g. Develop a working knowledge of the Board manual and applicable legislation.
 - h. Maintain friendly, positive relationships with other Board members and staff.
 - i. Ask questions!
 - j. Participate in discussion and decision making, ensuring that you offer your relevant comments and suggestions prior to the Board's decisions.
 - k. In addition to these general responsibilities, Board members are expected to serve on committees as required.
4. The job of the Board is to:
 - a. Liaise with the municipalities and members' libraries to:
 - b. determine what they want the System to be through the plan of service,
 - c. determine what the System should accomplish by developing policies,
 - d. determine service levels through the development of the annual budget,

- e. advocate for Northern Lights Library system in Alberta,
 - f. create partnerships with other agencies to achieve the System's Vision, Mission, Belief, Goals, and Objectives.
5. Write governing policies which, at the broadest levels, define:
 - a. Vision, Mission, Belief, Goals, and Objectives: Which long range benefits will be achieved for whom, and at what cost.
 - b. Governance Process: How the Board conceives, carries out and monitors its own job.
 - c. 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.
 - d. Executive Director / Employee Relationship: Establish policies that govern all aspects of organization operations with input from the Executive Committee. For Example: HR policies, IT policies etc.
 - e. Executive Director's Parameters: Those boundaries of prudent and ethical behavior within which the Executive Director can operate.
 6. 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.
 7. Recognize the value and contributions of long serving employee(s), volunteers and trustees.
 8. Monitor achievement or compliance with policy against criteria, the Board has previously set, using:
 - a. reports by the Executive Director,
 - b. reports from member municipalities, members' libraries, and outside agencies,
 - c. direct inspection by the Board.
 9. Use the results of monitoring to improve performance by:
 - a. reviewing existing policies as per review schedule
 - b. revising existing policies as required
 - c. formulating new policies as required
 10. The term of office of the Northern Lights Library System Board Chair is limited to two (2) consecutive two (2) 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 (2) consecutive terms.
 11. Notwithstanding the Systems agreement mandatory seats, the term of office for a Northern Lights Library System Executive Member is limited to two (2) 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 (2) consecutive terms.
 12. Meet a minimum of four (4) times per year as per the Libraries Act; Section 33, and as defined in the Northern Lights Library System Agreement. A quorum of the Board shall be a simple majority of the entire board plus one (1). Meetings can be held at NLLS head quarters or virtually.
 13. Create procedures providing for the orientation and ongoing development of trustees as they fulfill their ethical and legal duties to the regional library system.

November 27, 2021

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13, 2017
Chapter:	Vision and Policy Statements	Page(s):	3
Subject:	Governance Style of the Board	Revised Date:	May 29, 2021
		Appendix U	Sec 2, 1C
		Reviewed:	March 30, 2021

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 employee roles, collective decision-making, and a focus on the future and be proactive.
2. The Board shall:
 - a. abide by its Code of Ethics. Should a member breach the Code of Ethics, disciplinary measures will take place. Discipline will apply to matters such as attendance, governance principles, respect of roles, and support for Board decisions. It will not allow any 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 employee members, client library boards or client library staff, and various levels of government and funding jurisdictions.
 - c. The Board only acts through policy and resolution.
 - d. Comply with federal, provincial, and municipal laws and Board policies.
 - e. Comply with *Libraries Act* and *Libraries Regulation*.
 - f. Changes or additions to policies shall be approved at a Board meeting by a motion.
 - g. Ensure that the Board's policy manual be reviewed and copies of old policies including policies that have been eliminated or changed shall be kept in perpetuity for reference purposes.
 - h. Ensure copies of all approved or amended policies shall be filed with the appropriate government department(s) as required as legislation.
 - i. Focus chiefly on intended long term benefits, not on the operational means of attaining those results.
 - j. Monitor and regularly discuss the Board's own process and performance. Ensure the continuity of its governance capability through Board education and development.
 - k. Ensure that agenda packages are available at minimum seven (7) days prior to the meeting.
 - l. Ensure that draft minutes are circulated with the agenda package.
 - m. Agenda packages and unadopted minutes shall be posted to the NLLS website and a hyperlink shall be emailed to all Board members and alternates.
 - n. Ensure the approved, unadopted and/or live minutes will be posted on the NLLS website within seven (7) days of being approved by the Board.
 - o. To ensure transparency in all meetings a "Record of Motions" will be kept by the recording Secretary with the responsibility of the Board Chair.

- p. An Executive Committee “Action Item List” will be maintained by the recording Secretary with the responsibility of the Board Chair
- q. Appendix U - Executive Committee Action Item List

NLLS Executive Board Chair

May 29, 2021
Date of Approval

Appendix U – Executive Committee Action Item List

EXECUTIVE COMMITTEE ACTION ITEM LIST

[illegible]

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13, 2017
Chapter:	Vision and Policy Statements	Page(s):	1
Subject:	Role of Board Chair	Revised Date:	March 4, 2022
			Sec 2, 1D
		Reviewed:	Nov. 19, 2021

ROLE of BOARD CHAIR

1. The role of the Chair is:
 - a. To ensure the integrity of the Board's governance.
 - b. To represent the Board to outside parties in accord with positions consistent with Board policies and resolutions.
 - c. To uphold the Board's own policies and rules and those legitimately imposed upon the Board from outside the organization.
 - d. To chair Board meetings with all the commonly accepted powers of a meeting Chair, including ruling and recognizing; with the goal of keeping deliberations timely, fair and orderly.
 - e. To restrict meeting agendas and discussion to matters of Board governance.
 - f. To make governing decisions within the policies and direction of the Board.
 - g. To chair the Advocacy Committee.
 - h. To attend the Library Managers' Council meetings.
2. The Vice Chair, in the absence of the Chair, is the defacto designate and will assume and perform the duties and functions of the Chair.
3. The Board Chair or designate is not ex officio, and not required to attend all committees, however may attend without compensation.

NLLS Executive Board Chair

March 4, 2022
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13, 2017
Chapter:	Vision and Policy Statements	Page(s):	3
Subject:	Role of Executive Committee	Revised Date:	May 29, 2021
			Sec 2, 1E
		Reviewed:	March 30, 2021

ROLE OF EXECUTIVE COMMITTEE

1. Within existing policy, the Executive Committee has the freedom to act as needed and fulfills the function of the Northern Lights 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:
 - i. Prior to a termination decision the Executive Committee shall seek, as a check and balance, input from the Grievance committee (excluding the Vice Chair)
 - ii. Two (2) 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.
 - iii. At its discretion, the Grievance Committee may meet and speak with the Executive Director.
 - iv. 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.
 - v. 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 Executive Committee will appoint from within, a Treasurer to serve as a liaison between Administration and the Board pertaining specifically to the Overall NLLS Budget.
- l. The Board Chair or in their absence, the Vice Chair, may call a special meeting of the Executive Committee as required, or at the request of two (2) or more members of the Executive Committee.
- m. 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.
- n. NLLS's Executive Committee may have a maximum of ten (10) members as permitted by The Libraries Regulations.
- 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 (2) 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 for the remainder of the current term.
- q. Absence due to resignation or disappointment (removal) of the Board Chair and Vice-Chair, will result in the remaining Executive Committee members to elect an interim Board Chair until such time as a new Board Chair is elected by the general board membership.

NLLS Executive Board Chair

May 29, 2021

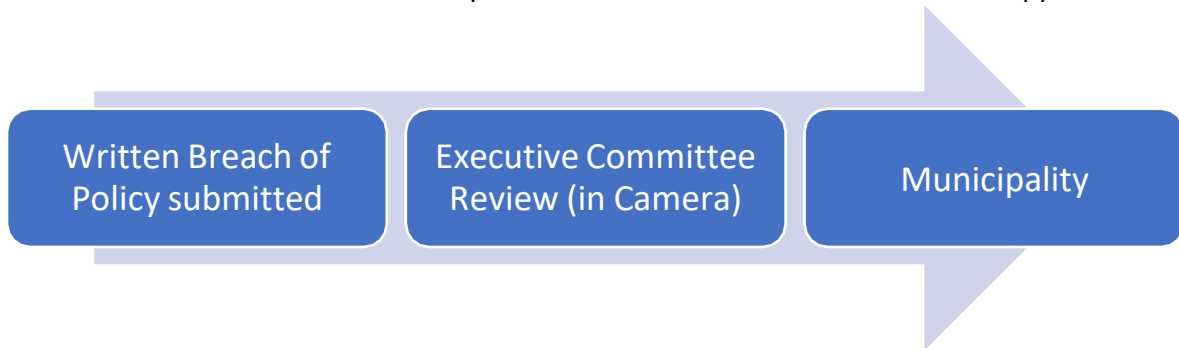
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13, 2017
Chapter:	Vision and Policy Statements	Page(s):	2
Subject:	Board Code of Ethics	Revised Date:	May 29, 2021
			Sec 2, 1F
		Reviewed:	March 30, 2021

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. In camera.
 - 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") exception shall be given to allow trustees to campaign for Board Chair one (1) month prior as well as the Annual General Meeting (election meeting).
 - 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.
5. Trustees should support intellectual freedom in the selection of library material.
6. 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.
7. Written submission regarding a potential breach of Board policy must result in a review in camera of the breach by the Executive Committee within thirty (30) days of receipt of written submission.

8. Breach of Board policy after Executive Committee review of the breach may result in a letter of notice to the municipality for action.
9. Breaches of Board policy may result in a letter of reappointment request to the municipality to have the NLLS Board member replaced for the remainder of their term of appointment.



NLLS Executive Board Chair

May 29, 2021

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13, 2017
Chapter:	Vision and Policy Statements	Page(s):	1
Subject:	Annual Agenda	Revised Date:	Sept 8, 2018
			Sec 2, 1G
		Reviewed:	Aug 2, 2018

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 asystematic 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 statedin policy "Role of the Executive Committee".
- d. Organization meeting and Election of officers and Executive Committee –Maymeeting
- e. Policy evaluation, review & revision – in accordance with Policy Review Schedule
- f. Review and approve of audited statements -February Meeting
- g. Review the Plan of Service/Strategic Plan – Reviewed yearly, Revised every three (3) 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 afterthe required report is submitted to the Government of Alberta.
- i. Review investments – to be reviewed by the Executive Committee at least twice a year in six (6) month intervals, plus or minus a month (as scheduling permits).

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	Feb 26, 2021
Chapter:	Vision and Policy Statements	Page(s):	2
Subject:	Committees of the Board	Revised Date:	May 29, 2021
			Sec 2, 1H Appendix T
		Reviewed:	March 30, 2021

COMMITTEES OF THE BOARD

1. The Northern Lights Library System Board shall appoint members of all committees at the Annual Organization Meeting. Alternates of the board may not be a part of any committees.
2. Wherever possible the committees will have equal representation of one (1) member from each of the zones. 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. *Appendix T- General Reporting Form*
4. Committees are to review the Terms of Reference at their first meeting following the Annual General Meeting.
5. Committees of the NLLS Board are:
 - a. Executive Committee - up to 10 members
 - b. Grievance Committee - 5 members – as required by committee chair
 - c. Building Committee - 5 members – as required by the Executive Committee
 - d. Policy Committee - 5 members
 - e. Plan of Service Committee - 5 members – as required by the Executive Committee
 - f. Executive Director Evaluation Committee - Chair, Vice Chair and one (1) other Executive Committee nominee.
 - g. Advocacy Committee - 5 members – as required by the Executive Committee
6. 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.
7. All committees, with the exception of the Executive Committee, have advisory powers only.
8. Agenda Additions are to be vetted for FOIP concerns by the Committee Chair and the Executive Director prior to the meeting. FOIP items will then be addressed in closed session.
9. No internal committee communication protected under FOIP shall be shared outside of committee members (except for the board chair) without the approval of the Executive Committee. Violation of this protocol shall result in removal from all committees.
10. Mandate statements of standing committees shall be approved by the Northern Lights Library System Board.
11. The Board Chair is not ex officio, and not required to attend committees, however, can attend without compensation.

12. In the event of a municipal election year, any person elected to any committee(s) will hold that position for two years plus or minus the difference between the next staggered zone election.
13. Any, and all, members sitting on any NLLS committees must attend all meetings; members who miss two (2) meetings within the two-year term will be removed from the committee and new representation from your zone or an at large member will be required. Absence(s) must be approved by the committee chair. Member(s) are required to provide notification of attendance.
14. All committee meetings will require an attendance sheet and minutes. Minutes to be distributed to all members of the Executive Committee after meeting.

NLLS Executive Board Chair

May 29, 2021
Date of Approval

Appendix T – Reporting Form

GENERAL REPORTING FORM

Date of Event: _____

Name of Event: _____

Board/Committee Name: _____

Give a brief description of event, conference, session to report back to Executive Committee:

Recommendations if any:

Committee Chair Member

NLLS Staff Member

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13, 2017
Chapter:	Vision and Policy Statements	Page(s):	2
Subject:	Board Honoraria and Expenses	Revised Date:	March 4, 2022
			Sec 2, 1l
		Reviewed:	Nov. 19, 2021

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. Meals, mileage, and accommodation expenses for Board members shall be reimbursed as follows:
 - a. Mileage will be calculated from board member's municipality office to meeting location.
 - b. Mileage rates are \$0.505 cents/km. This rate includes travel time
 - c. Where meals are not provided, meal expenses will be reimbursed up to a maximum of \$40 per day.
 - d. NLLS will not reimburse for alcoholic beverages.

Expenses must be reported on the approved claim form. Original receipts must be provided for meals, and accommodations.
5. The Executive Committee shall review this policy annually.
6. NLLS will provide honorarium to committee members as follows:

Committee	Amount/Meeting
Executive Committee	\$100.00
Board Standing Committee	\$100.00
Board Ad Hoc Committee	\$100.00
Regular Board Meeting	\$0.00
Committee Chairs	\$150.00
Online meeting under 60 minutes	\$75.00

7. When a member attends multiple paid meetings in the same day their honorarium will be no greater than \$250.00.

8. The library, represented by the chair of the Library Managers' Council, shall receive an honorarium of \$100.00/Board meeting attended to a maximum of \$250.00/day.
9. The Chair of the NLLS Board shall receive an honorarium of \$100.00/month. This honorarium will be paid at the Annual General Meeting of the Board or at the resignation of the chair, whichever comes first.
10. NLLS will pay professional development expenses to a maximum of \$2,500.00/year for the Board Chair or their designate. Professional development endeavours will be approved by motion of the Executive Committee prior to the expense being incurred.
11. NLLS does not pay Board honoraria for attendance at or meetings held at professional development opportunities unless preapproved by motion of the Executive Committee.
12. Expense claims for meeting attendance outside Board Chair regular duties will be reported in the Board Chairs regular report to the Executive Committee.

NLLS Executive Board Chair

March 4, 2022
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13, 2017
Chapter:	Vision and Policy Statements	Page(s):	1
Subject:	Board Member Orientation - PD	Revised Date:	Sept 8, 2018
			Sec 2, 1K
		Reviewed:	Oct 11, 2019

BOARD MEMBER ORIENTATION and PROFESSIONAL DEVELOPMENT

1. New board members shall 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.

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13 2017
Chapter:	Vision and Policy Statements	Page(s):	1
Subject:	Freedom of Information and Protection of Privacy	Revised Date:	May 13 2017
			Sec 2, 1L
		Reviewed:	Aug 2, 2018

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.

Personal Information Banks

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

NLLS Executive Board Chair

May 13, 2017
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13, 2017
Chapter:	Vision and Policy Statements	Page(s):	5
Subject:	Records Retention	Revised Date:	May 13 2017
		Schedule A	Sec 2, 1M
		Reviewed:	Aug 2, 2018

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. NLLS retains and disposes of records as outlined in Schedule A. (see below)
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.
7. The Executive Director has discretion to retain appropriate records of anniversary years, i.e. five (5) year 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.

NLLS Executive Board Chair

May 13, 2017
Date of Approval

Schedule A - Alphabetical

Subject	Description	Years	Action
Accountants	Working Papers	7	De
Accounts	Receivable Paid Invoices	7	De
Administration	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/Reports	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
Correspondence	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

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13, 2017
Chapter:	Vision and Policy Statements	Page(s):	2
Subject:	Policy Making	Revised Date:	March 4, 2022
			Sec 2, 1N
		Reviewed:	Nov. 19, 2021

POLICY MAKING

1. The Board is responsible for the policies adopted by Northern Lights Library System.
2. The Board believes that policies provide parameters for the action of the Board, its committees, staff, and member libraries. The Board expects Northern Lights Library System's people to know the policies related to their duties.
3. 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.
4. The Northern Lights Library System Board with assistance from administration, regularly reviews existing policies to ensure that they are up to date, in keeping with the government legislation and regulations, and reflecting evolving needs of the System.
 - a. All policies are reviewed annually.
 - b. The most current Plan of Service shall supply content guidance.
 - c. A list of policies, together with prescribed reviewed dates of each policy, shall be maintained for the Board for their review.
 - d. Policies requiring revision shall be presented to the Executive Committee for review before proceeding to a vote of the Board.
 - e. Policy review dates will be expressly recorded on the policy, tracked, and acknowledged through signature by the Board Chair.
5. Policies shall be:
 - a. Proposed by any stakeholder in the operation and management of Northern Lights Library System to the Executive Committee via the Board Policy Review Committee.
 - b. Monitored by the Executive Director and Executive Committee.
 - c. Approved by the Board as a whole.

POLICY DEVELOPMENT

1. Policies will be developed and reviewed by the Board Policy Review committee with assistance from NLLS staff and administration throughout the calendar year.
2. The Executive Director will maintain a schedule for annual review of all policies, and bring forward new and updated policies to the Policy Review Committee.
3. The Board Policy Review Committee will:
 - a. track all policies and faithfully record review dates.
 - b. draft, revise, or update policies as requested by the Executive Committee.
 - c. review all policies annually and regularly bring policies forward to the Executive Committee for review or revision when required.

- d. forward electronically all policies and policy revisions to the Executive Director to distribute to all staff for their feedback a minimum of five (5) business days before presentation to the Executive Committee.
 - e. consider all feedback and policies submitted by staff, or interested stakeholders, and act in the best interest of Northern Lights Library System.
4. The Executive Committee will:
- a. consider all policies submitted by the Board Policy Review Committee, and act in the best interest of Northern Lights Library System.
 - b. forward electronically all policies they approve for adoption or revision to the entire Board and NLLS staff 21 days before a vote is taken.
5. The Board will:
- a. Individually review all new or revised policies in advance of any vote.
 - b. Provide feedback, concerns, or questions regarding proposed policies to the Executive Committee and/or Policy Review Committee Chair at least 48 hours prior to the meeting scheduled for vote.
6. When presenting the Board new or revised policies for a vote,
- a. they will be presented as a package (an omnibus motion).
 - b. motions to remove one (1) or more policies from the policy package (omnibus motion) for a separate vote will be entertained.
 - c. amendments of policies will not be entertained at the General Board meetings.
 - d. defeated policies will be sent back to the Policy Review Committee for further review.

NLLS Executive Board Chair

March 4, 2022
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 5, 2018
Chapter:	Vision and Policy Statements	Page(s):	2
Subject:	Election of Executive Committee	Revised Date:	Nov. 27, 2021
			Sec 2, 10
		Reviewed:	Nov. 6, 2021

ELECTION of EXECUTIVE COMMITTEE

1. The election of the Executive Committee will be held at the Annual Organizational Meeting and as needed throughout the year.
 - a. The Executive Committee will consist of 10 seats.
 - b. The Board Chair, who is elected by the general membership, accounts for one seat on the committee. The Chair does not represent a specific zone. This is a two-year term.
 - c. All municipalities with a population of 15,000 or more will automatically get a seat on the Executive Committee to a maximum of three (3) seats as per the system agreement; where there are more than 3 municipalities with a population greater than 15,000 the three (3) seats will be filled by the eligible representatives as voted by the General Board.
 - d. Each zone of the system to have a seat on the Executive Committee.
 - i. Zone 1 = Athabasca County/County of Thorhild/Smoky Lake County
 - ii. Zone 2 = Lac La Biche County/M.D of Bonnyville/County of St. Paul/ County of Two Hills
 - iii. Zone 3 = Sturgeon County/Lamont County/Beaver County
 - iv. Zone 4 = County of Minburn/M.D of Wainwright/County of Vermilion River
 - e. Zone 1 & 3 are elected on odd years for a two-year term
 - f. Zone 2 & 4 are elected on even years for a two-year term
 - g. The summer villages (i.e. Bondiss, Sunset Beach, Island Lake, Island Lake South, Mewatha Beach, West Baptiste, Whispering Hills, and Pelican Narrows) have one (1) automatic seat on the Executive Committee between them. This seat will be elected by the General Board membership for a two-year term.
 - h. Indigenous communities that are members of NLLS have one (1) automatic seat on the Executive Committee between them. This seat will be elected by the General Board membership for a two-year term.
 - i. Where there are no representatives willing to serve from members with automatic seats the seat will be opened to a vote for a member-at-large position.
 - j. Any remaining seats will be elected from the General Board Membership for a two-year term, members-at-large.
2. At the meeting prior to the Annual Organizational Meeting, members interested in running for Board Chair or Zone representation can submit their name and information to NLLS administration. NLLS will distribute this information via email to all member municipalities along with publication on the website.

3. At the Annual Organizational Meeting (or election meeting) self-nominations from the floor will be accepted.
4. If the member is unable to attend the Annual Organizational Meeting, they are responsible to provide their information to NLLS administration. This information will be read on your behalf prior to the election.
5. Each nominee will have three (3) mins to speak and describe themselves and their desire to stand. A question-and-answer session will follow to the panel of candidates.
6. A Board member may represent more than one (1) municipality; however, each representative has one (1) vote.
7. If the municipality has not paid the yearly levy, the representative will not be eligible to be nominated, run for, or hold any Executive or Committee position(s), and will not be reimbursed for mileage or meeting remuneration from notification of arrears until their municipality is considered in good standing.
8. In the event of a municipal election year, any person elected to the Executive Committee will hold that position for two (2) years plus or minus the difference between the next staggered zone election.
9. In the event of a municipal election year, and there is a full turnover of NLLS Board members, a letter will be sent to the municipality of the Board Chair requesting their continuance until the next Annual General Meeting where a new Board Chair is elected.

NLLS Executive Board Chair

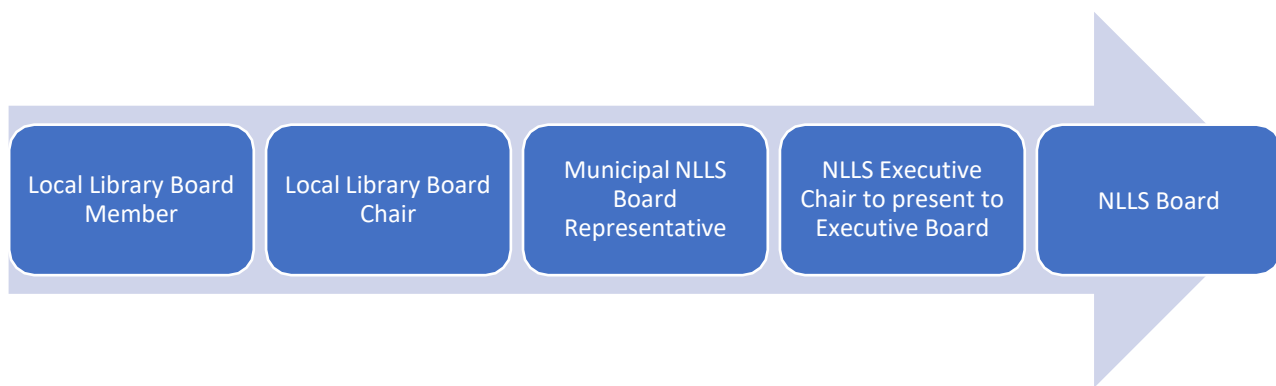
November 27, 2021
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Board	Effective:	Sept 8, 2018
Chapter:	Code of Ethics	Page(s):	1
Subject:	Communication Protocol-NLLS Board	Revised Date:	Sept 8, 2018
			Sec 2, 1P
		Reviewed:	

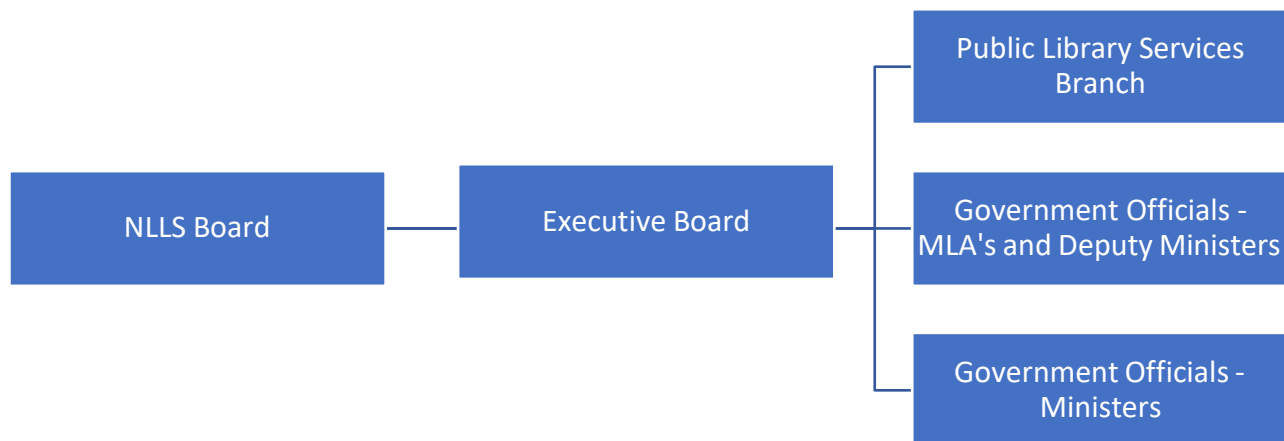
COMMUNICATION PROTOCOL – NLLS BOARD

- Communication channel flow
- All communications must follow this flow chart, any deviation of this process will be re-routed back through proper channels.

General Communication Process



Advocacy Communication Process



NLLS Executive Board Chair

Sept 8, 2018
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	
Chapter:	Vision and Policy Statements	Page(s):	
Subject:	Electronic Meeting	Revised Date:	NEW
			Sec 2, 1Q
		Reviewed:	July 3, 2020

ELECTRONIC MEETING

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 29, 2021
Chapter:	Vision and Policy Statements	Page(s):	
Subject:	Role of Board Treasurer	Revised Date:	NEW
			Sec 2, 1R
		Reviewed:	

ROLE OF BOARD TREASURER

1. The role of the Treasurer is to work with administration to ensure the integrity of the Northern Lights Library System budget, to draft motions pursuant to the budget, and to ensure the budget reflects the strategic goals of the system. They act as liaison between system administration and the Executive Committee on matters of budget.
2. The Treasurer:
 - a. Is elected by and from within the Executive Committee
 - b. Represents the interests of the Board in discussions and development of the system budget with administration
 - c. Presents motions to the board pursuant to the budget; whereas, the Executive Director communicates about and reports on the financial matters of the system to the Board and other stakeholders
 - d. Reviews the budget to ensure it reflects the strategic priorities identified by the Board
 - e. Does not have authority to advise administration beyond policies created by the Board
 - f. The Board Chair or Vice Chair, in the event of the absence or disability of the Treasurer, will assume and perform the duties and function of the Treasurer
 - g. Does not have signing authority
 - h. It is expected that the Treasurer will meet (in-person or virtually) 5-8 times per year with administration

NLLS Executive Board Chair

May 29, 2021
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	March 4, 2022
Chapter:	Vision and Policy Statements	Page(s):	2
Subject:	Environmental	Revised Date:	
			Sec 2, 1S
		Review Date:	NEW

ENVIRONMENTAL

Purpose

1. Northern Lights Library System (NLLS) is committed to protecting the environment to share the beauty of the natural world with our communities both now, and for generations to come. This Environmental Policy is intended to be a working document, as NLLS will continually strive to improve, as industry practices and technologies advance.

Legislation and Certification

2. NLLS is committed to complying with pertinent environmental legislation and regulations, and will strive to follow industry best practices.

Environmental Committee

3. NLLS will form a staff Environmental Committee (EC), which will be responsible for creating a sustainability plan and reviewing the said plan periodically to track progress and adapt it to changing circumstances.
4. The EC may take on other projects as directed by administration or the Board.
5. The EC will be composed of at least four (4) members.
6. Members shall be chosen by the Director annually on the first Monday of December.
7. The EC shall meet a minimum of four times annually.
8. NLLS employees, not on the EC, shall be welcome to provide feedback and suggestions.
9. The EC shall be encouraged to work with other NLLS groups to increase employee participation.

Sustainability Plan

1. The EC shall create a 3-year sustainability plan to be approved by the Executive Director.
2. The EC shall, at a minimum, review the Environmental Policy and the Sustainability Plan annually.
3. Any changes made to the Environmental Sustainability Plan will be communicated to employees by email, and by posting the plan to a known shared folder or site for future reference.

Sustainable Procedures

4. The EC shall create, and the Director approve/implement daily sustainability procedures based on current NLLS resources, and communicate them to the staff.

Replacement, Repairs and Upgrades

5. When purchasing replacement vehicles, NLLS shall consider alternative energy options.
6. When replacing equipment, NLLS shall consider high efficiency and eco-friendly options.
7. When planning for repairs and upgrades to the building, NLLS shall consider whether a change could be made to improve efficiency, reduce waste, or lower emissions.

NLLS Executive Board Chair

March 4, 2022

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	May 13, 2017
Chapter:	General	Page(s):	1
Subject:	Principle	Revised Date:	May 13, 2017
			Sec 3, 1A
		Reviewed:	Aug. 2, 2018

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.

NLLS Executive Board Chair

May 13, 2017
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	May 13, 2017
Chapter:	General	Page(s):	1
Subject:	Accounting and Audit	Revised Date:	Nov 3, 2018
			Sec 3, 1B
		Reviewed:	Aug. 2, 2018

ACCOUNTING and AUDIT

Accounting Records

1. All accounts and records shall be retained for a minimum of seven (7) years.

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.
2. 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.
3. Upon acceptance of the annual audited financial statement, the recommendations of the auditor will be reviewed and implemented where appropriate.
4. 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.
5. The Board shall appoint the auditor annually at the Annual General Meeting.

NLLS Executive Board Chair

Nov. 3, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	May 13, 2017
Chapter:	General	Page(s):	1
Subject:	Banking	Revised Date:	May 13, 2017
			Sec 3, 1C
		Reviewed:	Aug. 2, 2018

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.

NLLS Executive Board Chair

May 13, 2017
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	March 2, 2019
Chapter:	General	Page(s):	1
Subject:	Borrowing Bylaw	Revised Date:	March 2, 2019
			Sec 3, 1D
		Review Date:	March 2, 2019

Borrowing Bylaw

1. The Board as a whole may approve a loan, a line of credit or overdraft protection to cover an operating shortfall. Section 17 (a) (RSA 2000) of the Libraries Act states that a System Board may: “borrow from time to time for the purpose of defraying its operating expenses an amount not exceeding 50% of the amount expended by it during its immediately preceding fiscal year.
2. Borrowing money for structural needs must be approved through the Board as a whole when borrowing money as per Section 24 of the Libraries Act.
3. NLLS to apply for any available grants as applicable.
4. NLLS follows Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPPO).
5. NLLS’s fiscal year is January 1 – December 31, inclusive.

NLLS Executive Board Chair

March 2, 2019
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	May 13, 2017
Chapter:	General	Page(s):	1
Subject:	Signing Authority	Revised Date:	Sept 8, 2018
			Sec 3, 1E
		Reviewed:	Aug. 2, 2018

SIGNING AUTHORITY

1. Two (2) 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. In the event, Board signature is not available in a timely manner, the Executive Director and the Finance Officer may sign a cheque upon email approval from the Board Chair or board signing authority if the Board Chair is not available.
3. Signing officers shall be the Executive Director or the Finance Officer, the Board Chairman and two (2) others from the Executive Committee.
4. The Executive Director and the Finance Officer shall have access to the safety deposit box.

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	May 13, 2017
Chapter:	General	Page(s):	1
Subject:	Corporate Credit Cards	Revised Date:	May 29, 2021
			Sec 3, 1F
		Reviewed:	March 30, 2021

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 NLLS Vehicles only and are not to exceed \$5000.
4. The points accumulated from the Credit Card reward program will be allocated to the annual NLLS library conference and be reflected in the annual budget as income.

NLLS Executive Board Chair

May 29, 2021
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	May 13, 2017
Chapter:	General	Page(s):	2
Subject:	Budget	Revised Date:	May 29, 2021
			Sec 3, 1G
		Reviewed:	March 30, 2021

BUDGET

1. The budget shall be consistent with Northern Lights Library System's Plan of Service and the Board's priorities.
2. NLLS shall present a three (3) year projected budget that follows the three (3) year Plan of Service.
3. The budget will direct funds to the building unrestricted funds, furniture/equipment unrestricted funds, various IT unrestricted funds, and/or vehicle unrestricted funds as deemed necessary.
4. The budget is prepared by the Executive Director, Finance Officer and other department managers.
5. First draft of budget to be reviewed by the Treasurer.
6. Proposed Budget presented to the Executive Committee in the last quarter of the year preceding the budget year.
7. The final draft of the budget is presented at a meeting of the Board by administration 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.
8. Budget estimates shall be sent to all participating councils, member library boards and school authorities after the approval of the Board.
9. The budget may be revised from time-to-time by the Executive Committee and submitted to the next Board meeting for approval.
10. The Executive Director has the flexibility to move operational funds as required between budget lines, if it falls within the overall approved budget of each section.
11. The Executive Director will note these reallocations with the monthly financials reporting.
12. Budget Process Timeline:

Timeline	Who is Responsible	Action
Feb	Executive Committee	Review Auditor Report
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 Budget committee
July/Aug	Treasurer	Reviews and sends to Executive Committee
Aug/Sept	Executive Committee	Review and returns as necessary
Sept	NLLS Board	Preliminary approval
Oct	Treasurer & Administration	Budget Questions feedback
Nov	NLLS Board	Final Review and approval

NLLS Executive Board Chair

May 29, 2021
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	May 5, 2018
Chapter:	General	Page(s):	2
Subject:	Finance Funds Account	Revised Date:	May 23, 2020
			Sec 3, 1H
		Reviewed:	Feb. 21, 2020

FINANCE FUND ACCOUNTS

Restricted Funds – used only for a non-capital purpose. (Operational & Contingency)

Unrestricted Funds – funds which can be accessed for capital purposes.

1. Movement of restricted funds to or from fund accounts must be accompanied by a motion from the Executive Committee or according to policy. The minimum levels of the fund accounts will be reviewed within the context of the budget. Northern Lights fund accounts are secured through NLLS's current bank accounts, guaranteed investment certificates (GICs), and other investments.
2. Movement of unrestricted funds must be accompanied by a motion from the General Board or according to policy,
3. The operating restricted funds may be used to offset operating expenses before taking out operating loans.
4. NLLS is not required to fund beyond the recommended minimum level.
5. The recommended minimum levels are reviewed yearly.
6. **Building Unrestricted Reserve Funds:**
Purpose: To provide for additions, replacements and repairs of a capital nature to the physical building and property of NLLS.
Recommended Minimum Level: \$250,000
7. **Contingent Liability and Consultation Restricted Reserve Funds:**
Purpose: To provide funds for possible severance or litigation payout not specifically covered by insurance and to pay for unbudgeted legal or other consulting services.
Recommended Minimum Level: \$50,000
8. **Equipment/Furnishings Unrestricted Reserve Funds:**
Purpose: To acquire or replace furniture/fixtures and equipment (other than computer equipment.) Recommended Minimum Level: \$25,000
9. **IT Information Technology Unrestricted Reserve Funds:**
Purpose: To acquire or replace storage devices, networking devices, computer hardware, software, network servers, client loaner equipment, NLLS and Library Fortigates, peripherals and other IT equipment of the sort required to maintain an automated organization.
Recommended Minimum Level: \$300,000 up to a Maximum \$750,000
Replacement Cost: A budgeted amount to cover current and future Computer Software, Hardware and Network Server costs shall be transferred to the Technology Reserve each year.

10. **Vehicle Unrestricted Reserve Funds:**

Purpose: To replace Northern Lights Library vehicles with the life of the vehicle being based on an estimation of resale value and reliability.

Recommended Minimum Level: \$90,000

An amount to be designated each year per vehicle up to a three (3) or five (5) year rolling vehicle acquisition and disposal plan, based on reliability and or safety record of the vehicle.

Replacement Cost: A budgeted amount for future vehicle replacement shall be transferred to the Vehicle unrestricted fund each year.

11. **Restricted Operating Reserve Funds:**

NLLS auditors will make fiscal year-end adjustments for the net change invested in capital assets and all other adjustments as needed from the Unrestricted Operating Fund. This fund can also be used to offset operational costs at the discretion of the Board and/or Executive Committee.

Recommended Minimum Level: \$350,000 (based on the potential cost of the largest municipality leaving the system)

NLLS Executive Board Chair

May 23, 2020

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	Sept. 9, 2017
Chapter:	General	Page(s):	1
Subject:	Request for Purchase	Revised Date:	Aug. 21, 2020
			Sec 3, 1I
		Reviewed:	May 29, 2020

REQUEST FOR PURCHASE

1. When purchasing on the basis of catalogue selection or bulk purchasing, NLLS will seek the best pricing.
2. Non-catalogue or bulk purchases exceeding \$2000.00 require a request for two (2) or more competitive quotes except in emergency cases, or in the case of automation- related purchases or where contracts exist for specified products or services.
3. When a higher priced item is selected, a written explanation shall be document explaining the reasons for the purchase.

OUTSIDE BUDGET LINE EXPENDITURES

1. Executive Director can spend from the Contingent Reserve fund up to 10,000 for emerging operations cost expense outside of budgeted items, if required and without prior Executive Committee approval.
2. Executive Director will report to the Board Chair that such an expense has occurred.

NLLS Executive Board Chair

Aug 21, 2020
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	May 13, 2017
Chapter:	General	Page(s):	1
Subject:	Grants, Sponsorships and Donations	Revised Date:	Nov. 23, 2019
			Sec 3, 1J
		Reviewed:	Oct. 11, 2019

GRANTS

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

SPONSORSHIPS

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

DONATIONS

1. The Executive Director and/or Board Chair or designated alternate are authorized to request donations on behalf of the Northern Lights Library System.

NLLS Executive Board Chair

Nov 23, 2019
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	Nov. 3, 2018
Chapter:	General	Page(s):	2
Subject:	Investments	Revised Date:	Nov. 3, 2018
			Sec 3, 1K
		Reviewed:	Aug. 2, 2018

INVESTMENTS

1. Investment earnings are maximized through investment activities which at the sametime 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 ensurethat 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. All investments shall be with issuers that are "A" rated or better, as rated by the Dominion Bond Rating Service/Canadian Bond Rating Service.
 - f. 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.

NLLS Executive Board Chair

Nov 3, 2018
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	April 3, 2018
Chapter:	General	Page(s):	2
Subject:	Facility Use Rental	Revised Date:	May 29, 2021
		<i>Appendix V</i>	Sec 3, 1L
		Reviewed:	March 30, 2021

FACILITY USE RENTAL

1. Applicants requesting facility use must send in a fully completed Appendix V-Facility Use Application form
2. Use of space
 - a. on the Facility Use Application form.
 - b. Change of purpose after application approval must be submitted in writing to: NLLS Reception for consideration.
 - c. In an event of an emergency or act of God, please see cancellation below.
3. Cost
 - a. A rental rate will be assessed to the applicant as outlined on the Facility Use Application form. A \$50 deposit is due upon signing of the memorandum of agreement. (if required) The total amount is due the day of the event.
4. Food and beverages
 - a. Catering arrangements are to be made directly with the NLLS reception.
 - b. Shared kitchen rental costs are separate
5. Cancellation
 - a. Cancellations prior to five (5) business days of the scheduled event will result in a full refund.
 - b. Cancellations within five (5) business days of the scheduled event will result in a refund of the amount paid minus the deposit.
 - c. Should the event require rescheduling due to an emergency or Act of God, and an alternate date cannot be agreed upon, a full refund will be returned to the applicant.
6. Facility details and fees
 - a. rental rates include the use of the space booked
 - b. all spaces include access to wireless internet
 - c. any electronic devices or meeting accessories will be charged over and above facility fee
 - d. meeting rooms will be rented and charged on an hourly basis
 - e. catering is not included in the rates
 - f. GST will be applied to all costs

7. Rental Rates based on fair market value

Facility Type	Set up Style	Equipment required	Rental Rates
Big Board Room - Full	Square/U-shape/Row Seating	Laptop / Projector / Microphone / TV	\$35/hr or \$150 per day
Big Board Room - Half	Square/U-shape/Row Seating	Laptop / Projector / Microphone / TV	\$30/hr or \$120 per day
Small Board Room	Square/U-shape/Row Seating	Laptop / Projector / Microphone / TV	\$25/hr or \$100 per day
RISE Room	Classroom seating	Telecommunications	\$50/hr
Kitchen - shared			\$50/hr

(Library Board, ALTA or NLLS Board members and NLLS Employee(s) get a 50% discount)

NLLS Executive Board Chair

May 29, 2021
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	March 2, 2019
Chapter:	General	Page(s):	1
Subject:	PLSB Grant Money	Revised Date:	Sept. 21, 2019
	(Operational & Rural Services)		Sec 3, 1M
		Review Date:	July 10, 2019

PLSB GRANT MONEY

NLLS will administer the distribution of the Rural Services Grant funds each year to those libraries without a library board subject to provincial funding and availability.

Each year the County and M.D.'s will give NLLS direction on percentage of disbursement to those with multiple libraries.

Administration fee of 1% to be removed upon receipt of the Rural Services Grant from Public Libraries Services Branch (PLSB) to compensate for the management of funds.

Review of this administration fee to be done on an annual basis.

If the rural services grant has not been received, NLLS shall release and disburse up to 50% of Board of Record funds (Rural Services Grant) to libraries no later than August 31 of each year providing NLLS funds are available.

NLLS shall release and disburse Board of Record funds (Rural Services Grant) to libraries when the rural services grant has been received.

NLLS Executive Board Chair

Sept 21, 2019

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	Mar 2, 2019
Chapter:	General	Page(s):	2
Subject:	NLLS Levy Arrears	Revised Date:	Nov. 27, 2021
			Sec 3, 1N
		Review Date:	Nov. 6, 2021

NLLS LEVY ARREARS

Northern Lights Library System (NLLS) is funded through levy memberships. These levies are defined in our Master Agreement.

Non-Payment of the Municipal and/or Library Levy may result in the following actions:

- 30 days in arrears
 - A letter is sent to the municipal council and CAO, and the library board chair with this policy attached, and informing them they have 45 days before their representative will be suspended from NLLS committees unless payment is received.
- 60 days in arrears
 - A second notice of arrears and interest (at a rate of 2 percent/per month simple interest) invoice will be sent to municipal council and CAO, and the Library Board chair.
- 75 days in arrears
 - The Municipal or Library Board representative will be suspended from NLLS committees until payment is received.
- 90 days in arrears
 - Second interest invoice and third notice of arrears letter to be sent to municipal council and CAO, and the Library Board chair
 - Municipal or Library Board representative may be removed from NLLS committees and a replacement representative may be elected, as needed.
- 120 days in arrears
 - Library Services will be discontinued at this point.
- 150 days in arrears
 - A letter will be sent to municipal council and CAO, and the Library Board chair asking to clarify their intention regarding their membership in the library system.
- 180 days in arrears
 - Northern Lights Library will exercise their right to terminate the membership as per the Master Agreement.

NLLS Board Chair

November 27, 2021

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	March 4, 2022
Chapter:	General	Page(s):	2
Subject:	Book Allotment	Revised Date:	
			Sec 3, 1P
		Review Date:	NEW

BOOK ALLOTMENT

Northern Lights Library System (NLLS) understands that libraries, at their core, are dependent upon relevant, robust, and community centred collections. One of the primary roles of a library system is to ensure that libraries maintain their collections through regular acquisitions. To this end, the Book Allotment is comprised of a portion of the combined board and municipal system levy and set aside for collection development at member libraries.

1. The amount of the system levy set aside for Book Allotment purchases, as required by the membership agreement (schedule C, 1.2), is set by Board policy.
2. The Book Allotment will be \$2.15/capita of the membership levy.
3. All funds should be expended each fiscal year; however, libraries may rollover unexpended funds.
 - a. Beginning 2023 rollover funds not spent within the first quarter of the year will revert to the system's collection budget.
4. No purchases against Book Allotment funds will be permitted in the month of December, to accommodate fiscal close.
5. Purchases may be made through NLLS's acquisitions specialist or directly by the library.
 - a. Purchases made directly by the library are known as outside purchases.
 - b. Outside purchases will be reimbursed to the library or a designated employee through Electronic Funds Transfer only and with proper submission of an outside purchase form with receipts.
6. Items eligible for Book Allotment purchase include:
 - a. Print materials of various formats
 - b. Audiobooks in various formats
 - c. Digital media in physical and electronic formats
 - d. Electronic books and audiobooks (i.e. Overdrive, etc.)
7. Materials purchased with book allotment funds must be shared with system members.
8. Libraries are strongly encouraged to expend Book Allotment funds on print materials and to allocate other funding for electronic resources or ebooks when possible.
9. System members with more than 1 library (generally counties) may direct book allotment funds between their libraries at their discretion.
 - a. Funding ratios must be provided to NLLS administration prior to March 30th of each calendar year.

- b. Where members do not specify funding ratios the funds will be divided equally between eligible libraries.

NLLS Executive Board Chair

March 4, 2022
Date of Approval

APPENDIX L

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

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

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.

STATEMENT OF POLICY AND PROCEDURE			
Section:	Service Points	Effective:	May 13, 2017
Chapter:	General	Page(s):	4
Subject:	Collection Development	Revised Date:	Mar 2, 2019
			Sec 4, 1A
		Reviewed:	Jan 10, 2019

COLLECTION DEVELOPMENT

1. A service point is any facility where the library provides service to the public. This could be a library building, a bookmobile, a station that is set up weekly in a community centre, or any number of other points. (This is specifically a branch of NLLS)
2. 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

1. The authority and responsibility for the selection of library materials are delegated to the branch manager (this would be the NLLS Public Services Consultant) and, under their 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

1. 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:
 - Authority of the writer, editor and/or publisher
 - Accuracy or artistic quality of the content
 - Currency of information
 - Popularity
 - Artistic, literary, creative, or local merit
 - Audience
 - Timeliness
 - Content, subject matter, and level of indexing (where applicable)
 - Layout and design
 - Price
 - Format
 - Relevance to community needs and interests, as based on community awareness and the library's Plan of Service.

- Relationship to other items in the collection
 - Availability in NLLS member library collections and TRAC partner collections
2. 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)
1. When necessary NLLS Public Service Consultants may be consulted to determine the continued relevance and reliability of materials.
 2. Materials of local interest (i.e. local histories, local authors, and other materials specifically relating to the Board of Record library) 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.
 3. 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.
 4. 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.
 5. Dangerously outdated materials (i.e. medical or legal materials more than five (5) 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

1. The Northern Lights Library System does not purchase or acquire the following
 - materials adjudged obscene or pornographic by Canadian courts;
 - discontinued formats (slides, VHS, cassettes, etc.);

Intellectual Freedom

1. In both selection and de-selection, Northern Lights Library System professional employee(s) 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.

2. 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

1. The Northern Lights Library System Board upholds the principles established in the Canadian Library Association's Statement on Intellectual Freedom.
2. 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.
3. 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 Executive Director and one (1) Manager, will be struck to examine the item to determine whether the item conforms to the NLLS Collection Development Guidelines.
4. The decision of the reconsideration committee is final.
5. 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.
6. The decision regarding the disposition of the item in question will be communicated in writing to the requestor after the decision is made.

School-housed libraries (NLLS service point) to follow school policy for emergency and OH&S procedures as required by the service user agreement.

Edmonton Garrison is a service point within NLLS with a separate agreement.

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.

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	Service Points	Effective:	May 13, 2017
Chapter:	General	Page(s):	2
Subject:	Loan of Resources Policy	Revised Date:	Sept 8, 2018
			Sec 4, 1B
		Reviewed:	Aug 2, 2018

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 (2) 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 employee(s) 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.

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	Service Points	Effective:	May 13, 2017
Chapter:	General	Page(s):	2
Subject:	Confidentiality of User Records	Revised Date:	Sept 8, 2018
			Sec 4, 1C
		Reviewed:	Aug 2, 2018

CONFIDENTIALITY OF USER RECORDS

Northern Lights Library System and its board and employee(s) 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 employee(s), 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. Employee(s) 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.

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	Service Point	Effective:	Aug 21, 2020
Chapter:		Page(s):	1
Subject:	Social Media-External	Revised Date:	Aug 21, 2020
			Sec 4, 1D
		Review Date:	May 29, 2020

SOCIAL MEDIA-EXTERNAL

1. POLICY PURPOSE AND STATEMENT

- 1.1 The use of social media and other information technology is a valuable tool by which information may be distributed to and collected by the Northern Lights Library System's (NLLS') patrons and the public at large.
- 1.2 The purpose of this Policy is to define healthy boundaries, expectations, and requirements regarding the use of, and engagement with, NLLS' social media.

2. DEFINITIONS

- 2.1 "Social media" is broadly defined to include websites, social media sites (including but not limited to online communications, blogs, mobile applications, Facebook, Instagram, Snapchat, Twitter, and similar), emails, texts and other information technology. Social media is constantly evolving, and therefore the definition of this term should be interpreted broadly.
- 2.2 A "posting" includes any written comment, content or image, including but not limited to text, photographs, video, clip art, scanned images, documents, and emojis.
- 2.3 A "user" is a person who uses, and/or engages with, NLLS' social media.
- 2.4 A posting may be considered "inappropriate" if it:
 - a. renders any NLLS employee unable to perform their duties satisfactorily;
 - b. leads or may lead to a reasonable refusal, reluctance, or inability of an employee to work or engage with the person responsible for the posting;
 - c. contains information or content that directly or indirectly harms or jeopardizes the reputation of NLLS, or brings the reputation of NLLS into disrepute;
 - d. is obscene, unduly critical, disrespectful, abusive, harassing, and/or defamatory;
 - e. contains plagiarized content;
 - f. is unrelated to NLLS' programs, services, resources, and operations;
 - g. includes promotional content (for example, commercial or political) that is unrelated to NLLS, and/or is generally considered spam;
 - h. is in breach of Canada's Criminal Code;
 - i. is in breach of the Alberta Human Rights Act, or is otherwise discriminatory;
 - j. expressly or impliedly discloses information or personal information in contravention of the Freedom of Information and Protection of Privacy Act (FOIP), its regulations thereunder, or any other applicable privacy legislation;
 - k. expressly or impliedly discloses confidential information of NLLS or any other person; and
 - l. any other circumstances determined to be inappropriate by NLLS.

For the purposes of determining whether a posting is inappropriate, NLLS shall act reasonably and in good faith.

3. SOCIAL MEDIA USE – TERMS AND CONDITIONS

4.1 Users of NLLS' social media are subject to the following terms and conditions:

- a. Users' postings and communications must be courteous and respectful, and must not be inappropriate;
- b. Users must strictly comply with all provincial and federal legislation and/or law. NLLS prohibits the use of its social media for any purpose which would contravene any provincial or federal legislation and/or law, or which could create civil liability on behalf of the user and/or NLLS. By using, and/or engaging, with NLLS' social media, the user agrees to indemnify NLLS and its board, board members, officers, directors, and employees from and against all liabilities, judgements, damages, and costs (including legal fees) incurred by any of them which arise out of or are related to the user's use of, and/or engagement with,
- c. NLLS' social media; and
- d. Users must strictly comply with this Policy. Use of, and/or engagement with, NLLS' social media is wholly conditional on the user's agreement to comply with this Policy. By using, and/or engaging, with NLLS' social media, that person confirms their agreement to comply with this Policy.

If a user does not agree to these terms and conditions, they are not to use, and/or engage with, NLLS' social media.

4.2 NLLS reserves the right to make editorial decisions regarding postings to its social media, including the removal of inappropriate postings.

4.3 NLLS is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of social media.

4. PROMOTION AND COMMUNICATION

4.1 NLLS is committed to:

- a. providing a healthy and respectful learning and work environment, including in respect to its social media;
- b. providing accessible and inclusive services;
- c. responding to questions and concerns within a timely manner;
- d. ensuring the accuracy, objectivity, and impartiality in the information NLLS communicates via social media;
- e. respecting the privacy and anonymity of those with whom NLLS communicates via social media; and
- f. respecting freedom of speech and difference of opinion, while at the same time, protecting NLLS employees, its patrons, and the general public from offensive, abusive, or otherwise inappropriate speech and/or conduct.

4.2 NLLS uses social media to communicate and share information and content relating to its programs, events, services, resources, and operations, as well as to increase public awareness of and accessibility to the foregoing. NLLS does not use its social media as a traditional public forum for general exchange of ideas and viewpoints – NLLS social media is not intended to be used for general public discourse.

STATEMENT OF POLICY AND PROCEDURE			
Section:	Service Points	Effective:	March 4, 2022
Chapter:	General	Page(s):	1
Subject:	Non-Participating Municipalities	Revised Date:	
			Sec 4, 1E
		Review Date:	NEW

NON-PARTICIPATING MUNICIPALITIES

Purpose

1. Northern Lights Library System (NLLS) encompasses a specific geography. Within that geography, there are a number of municipalities that are not yet members of the system. Municipalities eligible for membership are outlined in Schedule A of our Master Agreement. Residents of non-participating municipalities are not eligible for membership in Northern Lights Library System or The Regional Automation Consortium.
2. Individuals living outside NLLS's regional boundaries are not eligible for membership. They should be redirected to the system or library in their area.
3. NLLS libraries are free to offer local library memberships according to their policies.

The Regional Automation Consortium (TRAC)

4. Individuals from non-participating municipalities are not eligible for a TRAC card. They will have:
 - No ability to place holds on TRACpac
 - No ability to renew items on TRACpac
 - No access to managing their account on TRACpac
 - No access to databases or eResources provided by TRAC or NLLS

NLLS Executive Board Chair

March 4, 2022

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	Technology	Effective:	November 27, 2021
Chapter:	Network	Page(s):	1
Subject:	VOIP Systems	Revised Date:	NEW
			Sec 6, 1A
		Reviewed:	November 6, 2021

VOICE OVER INTERNET PHONE (VOIP) SYSTEMS

Voice over internet phone (VOIP) systems are growing in popularity. These systems require bandwidth and special configuration of a network to operate. Northern Lights Library System (NLLS) administers the networks for nearly 50 libraries which share a common pool of bandwidth. The system does not have the staffing nor bandwidth to support VOIP systems. Libraries should consult with their municipalities on alternatives, such as: transition to cellphone services, dedicated internet lines for a VOIP system, or traditional phone systems.

1. Where NLLS administers the network connection for its member libraries, and that connection draws on a shared pool of limited bandwidth, VOIP systems will not be permitted on the network.

NLLS Executive Board Chair

November 27, 2021

Date of Approval

TERMS OF REFERENCE			
ADVOCACY COMMITTEE			
		Review Date:	May 23, 2020

MANDATE

The purpose of the Advocacy Committee of the Northern Lights Library Board (NLLB), is to develop advocacy measures to continually promote Northern Lights Library System (NLLS) and the member libraries.

RESPONSIBILITIES

- a. Executive Committee to give direction and priority to the Advocacy Committee.
- b. Develop an Advocacy plan and an Advocacy toolkit for Executive Committee approval, containing advocacy documents that can be used by all members.
- c. Advocacy opportunities are on-going and will be reviewed on a continuing basis. A formal review of advocacy issues will be undertaken at the committee's yearly organizational meeting.
- d. To utilize the Alberta Library Trustee Association (ALTA) toolkit and resources as appropriate.

MEMBERSHIP

The NLLS Board will appoint five (5) members to the Advocacy Committee as per policy Sec 2, 1H Committee of the Board.

The Advocacy Committee shall appoint the Chair and Vice Chair. The Executive Director will serve as support and resource

REPORTING

At each meeting, minutes shall be taken and meeting minutes shall be forwarded to the Executive Committee.

Recommendations for advocacy are to be forwarded to the Executive Committee for approval to be submitted for approval by the NLLS Board.

NLLS Executive Board Chair

May 23, 2020
Date Approved

TERMS OF REFERENCE			
BUDGET COMMITTEE			
		Review Date:	Nov 23, 2019

MANDATE

The purpose of the Budget Committee of the Northern Lights Library Board (NLLB) is to provide oversight of the budget process and make recommendations regarding budget priorities and allocation to the NLLS Board of Directors.

RESPONSIBILITIES

The Budget Committee shall provide oversight and where appropriate review and make recommendations to the NLLS Board on financial sustainability.

The Budget Committee shall make the necessary inquiries to assess the trends and projections in demand for services, in capacity to provide needed services, and in costs to provide the services as well as to assess the expected outputs and outcomes as per the legislated Plan of Service.

Specifically, the Budget Committee shall review the following matters:

- (a) the planning and performance of management with respect to improving the financial sustainability of the organization;
- (b) reports regarding trends affecting NLLS and the multi-year implications of those trends on finances and property;
- (c) reports comparing NLLS financial performance with other jurisdictions;
- (d) opportunities to increase revenues including grants, levies, recoveries, and donations;
- (e) opportunities to reduce expenses through improving business process efficiencies and operational effectiveness;
- (f) identification and management of financial risks, including budget forecasts and budget management strategies, which may jeopardize the achievement of the Plan of Service;
- (g) the Plan of Service and operational sustainability of NLLS.

<https://files.townlife.com/public/uploads/documents/19408/NLLS - Plan of Service 2018-2020.pdf>

MEMBERSHIP

The NLLS Board shall appoint five (5) members to the Budget Committee as per policy Sec 2, 1H Committee of the Board.

The Budget Committee shall appoint the Chair.

The Executive Director and Administration personnel will serve as support and resource, they shall take minutes of each meeting.

REPORTING

Meeting minutes shall be forwarded to the Executive Committee and Board. Recommendations for the annual budget are to be forwarded to Executive Committee for approval to submit for final approval by the NLLS Board.

NLLS Executive Board Chair

Nov 23, 2019
Date of Approval

TERMS OF REFERENCE			
EXECUTIVE DIRECTOR EVALUATION			
		Review Date:	May 29, 2020
			Appendix X

EXECUTIVE DIRECTOR EVALUATION

1. The Executive Director's Appraisal Committee reviews the Executive Director's Performance Review form at the Executive Director's Appraisal Committee Meeting in the fall and makes recommendations to the Executive Committee at the August meeting.
2. The Executive Director's Appraisal Committee is formed at the August Executive Committee Meeting. Members of this committee will be:
 - NLLS Board Chair, who leads the process
 - NLLS Board Vice Chair
 - Nominee from the Executive (One year term)
3. The Executive Director fills out Section A of the Executive Director Performance Review form and sends this to the Board Chair of the Executive Director's Appraisal Committee before the end of April each year.
4. Staff to submit questions from Section A of the Executive Director Performance Review form where noted and send this to the Board Chair of the Executive Director's Appraisal Committee before the end of April each year.
5. The Board Chair emails Section A to the Executive Director's Appraisal Committee members by the end of the first week of May.
6. The Executive Director's Appraisal Committee fills out their responses independently and sends their responses to the Board Chair by the second week in May.
7. The Board Chair compiles the committee member's responses into Section B and organizes a Closed Session meeting with committee members to finalize the committee's responses.
8. The Board Chair contacts the Executive Director to ask for clarification on any points made by the committee in Section B, and makes needed adjustments, which then is emailed to the Committee for feedback.
9. The Board Chair shares Section B of the Executive Director's Performance Review form with the Executive Director. The Executive Director responds to the Executive Director's Performance Review form in writing. The Executive Director will indicate at this time if they wish to revisit the contract to review salary, benefits or working conditions.
10. The Executive Director's Appraisal Committee meets with the Executive Director in advance of the May Executive Meeting to review and adjust the document.
11. The Board Chair completes Section C with the input of the Committee, and shares the entire Executive Director's Performance Review form with the Executive Director.
12. During the May Executive Committee meeting, the Board Chair and the Executive Director each present summaries to the Executive Committee during a closed session meeting. If the Executive Director wishes to revisit the contract, they may state their reasons at this meeting.
13. The Executive Committee leaves closed session and the Executive Committee makes the motion to accept the Performance Review. The Executive Committee may also make a

motion to commence contract negotiations with the Executive Director.

14. Based on the Executive Director's wishes to revisit the contract (#11) and the Executive's agreement to revisit the contract, contract negotiation will commence, leading to mutual agreement. The duration of this process will not continue beyond the July Executive meeting except in extraordinary circumstances.
15. Final decision on the contract will be presented to the Executive Committee at the July Executive meeting. A motion will be made to accept the revised contract. Signing of the revised contract will then be completed with signatures from the Northern Lights Library Board Chair (also the Executive Director's Appraisal Committee Chair and the Executive Director).

NLLS Executive Board Chair

May 29, 2020

Date of Approval

PERFORMANCE REVIEW & DEVELOPMENT PLAN

Section A

Please answer the following questions regarding the Executive Director's (ED) performance:

To be answered by the Executive Committee and Management only:

1. How has the ED added value to the organization during this past review period? Which performance expectations for this period do you feel have been accomplished? Which ones have not been accomplished; what were the reasons why? Briefly describe and indicate any difficulties or barriers that were encountered.

To be answered by the Executive Committee, Management and Staff:

2. What has been the ED performance strengths? What would you like to improve in their performance? What additional competencies do you feel that they should acquire? What behaviors need to be acquired or changed?

To be answered by the Executive Committee, Management and Staff:

3. How well has ED performed as a team member? Have they exhibited good communication, cooperation, consideration, and respect for other staff?

To be answered by the Executive Committee and Management only:

4. What could be changed to assist the ED in their performance? What could you change in your (Executive) or (Management) approach to assist them in their performance?

To be answered by Executive, Management and Staff:

5. What training or staff development do you feel that the ED would benefit from?

To be answered by the Executive only:

6. What do you see as future goals and action plan for the ED?

To be answered by Management and Staff:

7. Year in Review – highlights of the previous year

To be answered by ED only:

8. ED goals for next year

Note: The Executive Director will be asked to answer the same questions. Those that report to the Executive Director and some significant outside contacts may also be asked for similar feedback.

Section B

Section B to be completed by the Executive Director and the Appraisal Committee

1. Comment on the ED responses to the questions in Section A.
2. Comment on the highlights of the ED work in the past year.
3. How can the ED improve?
4. Comment on the ED goals (Section A #6)? Any further suggestions for goals for the ED?
5. How can the Board help the ED with these accomplishments?
6. Added comments?

Section C

Section C – to be completed by the ED Appraisal Committee Chair. This information will be shared with the ED and the Executive Committee

1. Did any further opportunities arise during the review process?
2. What are the goals of the ED in the coming year?
3. What is the overall assessment of the ED's performance in the past year?
4. Recommendation to the Executive Committee with regard to overall performance and compensation for the ED.

Contract negotiations must be completed by ____

Signatures:

Board Chair

Date:

Executive Director

Date:

TERMS OF REFERENCE			
PLAN of SERVICE COMMITTEE			
		Review Date:	Nov 23, 2019

MANDATE

The purpose of the Plan of Service Committee of the Northern Lights Library Board (NLLB), is to develop a Plan of Service as outlined in the Libraries Regulations for Northern Lights Library System (NLLS) and the member libraries.

RESPONSIBILITIES

Through consultation the committee will develop a Plan of Service.

- a) Develop a Plan of Service plan for Executive Committee approval, to present for final NLLS Board approval.
- b) Plan of Service will be reviewed on an annual basis.

MEMBERSHIP

The NLLS Board will appoint five (5) members to the Plan of Service Committee as per policy Sec 2, 1H Committee of the Board.

The Plan of Service Committee shall appoint the Chair and Vice Chair.

The Executive Director will serve as support and resource-

REPORTING

At each meeting, minutes shall be taken, and meeting minutes shall be forwarded to the Executive Committee.

Recommendations for Plan of Service are to be forwarded to the Executive Committee for approval to be submitted for approval by the NLLS Board.

NLLS Executive Board Chair

Nov 23, 2019

Date of Approval

TERMS OF REFERENCE			
POLICY COMMITTEE			
		Review Date:	Nov 23, 2019

MANDATE

The purpose of the Policy Review Committee of the NLLS Board is to strengthen the Board's role in understand and leading policy governance of the Northern Lights Library System (NLLS)

RESPONSIBILITIES

To assist the NLLS Board with monitoring the policy guidelines of NLLS and to facilitate the Board's understanding of policy governance.

To review and recommend for approval to the NLLS Board new and/or revised governance policies as required or recommended.

To review and recommend for approval to the NLLS Board the annual schedule for policy review with a three (3) year framework to ensure an ongoing process of policy review.

To review and recommend for approval to the NLLS Board direction and best practices applicable to the various Alberta Legislation and Standards specifically including the Alberta Libraries Act and the Alberta Library Legislation.

MEMBERSHIP

The NLLS Board shall appoint five (5) members to the Policy Committee as per policy Sec 2, 1H Committee of the Board.

The Policy Committee shall appoint the Chair.

The Executive Director will serve as support and resource.

REPORTING

At each meeting, minutes shall be taken and meeting minutes shall be forwarded to the Executive Committee and Board.

Recommendations for all policy are to be forward to Executive Committee for approval to submit for approval by the NLLS Board.

All polices are on a one (1) year review cycle.

NLLS Executive Board Chair

Nov 23, 2019
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	TERMS OF REFERENCE	Effective:	Feb 26, 2021
Chapter:		Page(s):	1
Subject:	BUILDING COMMITTEE	Revised Date:	NEW
			TOR 03 BC
		Reviewed:	Jan 10, 2021

MANDATE

The purpose of this an ad-hoc Committee, when called upon is to provide building recommendations to the NLLS Board that fall outside the normal building operating and maintenance budget lines in the approved budget.

RESPONSIBILITIES

Facility Enhancement and/or Expansion Projects based committee as approved by the NLLS General Board.

Consult with appropriate stakeholders on proposed plans for each project.

MEMBERSHIP

The NLLS Board shall appoint five (5) members to the Building Committee as per policy Sec 2, 1H Committee of the Board.

The Building Committee shall appoint the Chair.

The Executive Director and Administration personnel will serve as support and resource to the committee, they shall take minutes of each meeting.

REPORTING

Meeting minutes shall be forwarded to the Executive Committee and Board. Recommendations for the building are to be forwarded to Executive Committee for approval to submit for final approval by the NLLS Board.

NLLS Executive Board Chair

Feb 26, 2021
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	TERMS OF REFERENCE	Effective:	Feb. 26, 2021
Chapter:		Page(s):	11
Subject:	Procedural Policy	Revised Date:	Nov. 27, 2021
			Sec 3, 1H
		Reviewed:	Nov. 6, 2021

PROCEDURAL POLICY

PART 1

INTERPRETATION AND APPLICATION

Purpose

1. The purpose of these Rules of Order is to establish procedures according to which meetings of the Board and committees of the Board are to be governed and conducted.

Definitions

2. In these Rules of Order, any word or expression used in the Act has its statutory meaning unless otherwise specified in this section, and:
 - a. "Act" means the *Libraries Act*, RSA 2000, c L-11 and its regulations, as amended;
 - b. "Board" means the Northern Lights Library System Board;
 - c. "Chair" means the Member elected by the Board in accordance with section 32 of the Act and included a Member assigned by the Chair or appointed by the Members present at a meeting to presides over the meeting in the Chair's absence;
 - d. "Delegation" means any person or group who wishes to make representations to the Board at a meeting related to the Board and its programs;
 - e. "Executive Committee" means that duly appointed committee of the Board;
 - f. "Executive Director" means the individual appointed by the Board to the position of executive director for Northern Lights Library System;
 - g. "Member" means a duly appointed member of the Board, and includes an alternate member when a council's member is unable to attend a meeting of the Board;
 - h. "Motion" means a formal proposition put forward by a Member in attendance at a meeting with the intention that it be put to a vote;
 - i. "Point of Order" means the raising of a question by a Member to call attention to any deviation from a provision of these Rules of Order or any statute, regulation, bylaw or policy;
 - j. "Point of Privilege" means a matter affecting the rights and privileges of the Board collectively or of individual Members;
 - k. "Resolution" means a Motion which has been voted on and carried by the Board.

Application

3. When any matter relating to the proceedings of the Board or any committee of the Board is not addressed in the Act or in these Rules of Order, the matter shall be decided by a vote of a majority of Members participating in the meeting and entitled to vote.

PART 2

BOARD MEETINGS

Regular Meetings

4. Regular meetings of the Board shall be held in accordance with Board policy.
5. The schedule of regular meetings of the Board, including the date, time and location of meetings, will be posted on the NLLS website.
6. If there are changes to the date, time or place of a regular meeting, including cancellation, at least 24 hours' written notice of the change must be given to all Members and to the public by posting on the NLLS website.

Special Meetings

7. The Executive Committee may call a special meeting of the Board whenever the Executive Committee considers it appropriate to do so.
8. The Executive Committee calls a special meeting of the Board by giving at least 48 hours' notice in NLLS website and to the member libraries, and municipalities by electronic mail, stating the purpose of the meeting and the date, time and electronic means by which it is to be held. A special meeting may only be held virtually.

Chair

9. The Chair shall preside over meetings of the Board. If the Chair is absent, the Member assigned by the Chair to preside in the Chair's absence, shall preside. If the Chair has not assigned a Member to act in the Chair's absence or, if that Member is absent, the Executive Director shall begin the meeting by calling for a motion for the appointment of an acting Chair from among the Members present.

Quorum

10. A quorum of the Board for the transaction of business shall be a simple majority of appointed representative of Members in good standing.
11. As soon as there is a quorum after the time fixed for a meeting, the Chair shall call the meeting to order.
12. If there is no quorum within 15 minutes after the time set for the meeting, the names of the Members present shall be recorded and no meeting will take place on that date.
13. If at any time during a meeting quorum is lost, the Chair shall call a recess and if quorum is not achieved again within 15 minutes, the meeting will be adjourned.
14. The agenda for an adjourned meeting will be dealt with at the beginning of the next meeting.

Attendance

15. If a Member is unable to attend all or part of a meeting, including arriving after the start of a meeting or leaving before the meeting is adjourned, the Member:
 - a. must notify the Chair at least 24 hours in advance, or if exigent circumstances exist as soon as reasonably possible;
 - b. must provide the general reason for the absence; and

- c. may request that the Chair announce the reason and expected duration of their absence during the meeting.

Electronic Participation at In-Person Meetings

- 16. A Member may participate in an in-person meeting via electronic means or other communications facilities if,
 - a. the Member provides the Chair and Executive Director with at least 24 hours' notice of their inability to attend in person or, in exigent circumstances, not less than one hour's notice;
 - b. the electronic means or other communication facilities enable the Members, and any Delegations, participating in the meeting to hear one another,
 - c. the members of the public attending the meeting are able to hear the meeting as it occurs, and
 - d. there is a quorum physically present at the meeting to ensure the meeting can continue if the electronic connection fails.

Virtual Meetings

- 17. The Board may hold a meeting virtually, entirely by electronic means, including, without limitation, a teleconference or a live, publicly streamed broadcast if,
 - a. the electronic means or other communication facilities enable the Members, and any Delegations, participating in the meeting to hear one another,
 - b. the members of the public attending the meeting by electronic means are able to hear the meeting as it occurs, and
 - c. notice of the meeting is given to the public which includes the electronic means by which the meeting is to be held and information necessary for the public to access the meeting.

Technical Difficulties

- 18. The Chair may direct that a Member's electronic participation in a meeting be terminated if the Member cannot be heard clearly, or if a poor connection or background noise is deemed to be unduly disruptive to the meeting.
- 19. If a technical problem prevents or interrupts a Member's electronic participation in a meeting, the minutes shall reflect the time at which the Member ceased to participate in the meeting by reason of the technical problem. If such technical problem is later resolved and the Member rejoins the meeting by electronic means without a vote on a Motion having taken place during the interruption in the Member's participation, the minutes shall reflect the time at which the Member rejoined the meeting.
- 20. If electronic communication is interrupted during a meeting and remains interrupted while a vote on a Motion is taken, the Member affected is deemed to have left the meeting prior to the vote and shall not be permitted to rejoin the meeting, either electronically or in person.

Electronic Recordings and Devices

21. No member of the public may electronically record any portion of a meeting, unless a request is made prior to the commencement of the meeting and the Chair determines that electronic recording of the meeting by the public will be permitted.
22. The Executive Director may cause an electronic recording of a meeting to be made, excluding any closed session, for internal administrative purposes only to assist the recording secretary in preparing the minutes of the meeting; however, the electronic recording shall be treated as a transitory record and destroyed upon the Board adopting the minutes of the meeting, which minutes shall constitute the official record of the proceedings.
23. All electronic devices must be in silent mode or turned off while a meeting is in progress.

PART 3 AGENDAS AND MINUTES

Agendas

24. The agenda for each meeting shall be prepared by the Executive Committee.
25. Any Member may submit an item for consideration of placement on a future meeting agenda. A Member who submits an item for consideration that is not placed on a Board meeting agenda retains the right to present the item at the next the Board meeting and have it added to the agenda if a majority of the Board agrees.
26. The agenda for all regular meetings of the Board shall contain the following matters in the order in which they are listed below:
 - a. Call to Order
 - b. Adoption of Agenda
 - c. Consent Agenda
 - d. Delegations
 - e. Old Business
 - f. New Business
 - g. Closed Session
 - h. Adjournment
27. The Executive Director shall cause the meeting agenda and all associated reports and other supporting documents to be provided first to all Members and then posted on the NLLS website, subject to any exceptions to public disclosure under the *Freedom of Information and Protection of Privacy Act*, at least 48 hours preceding the meeting to which the agenda relates. Supporting documentation that is received too late to be included with the agenda will be made available as soon as practicable thereafter.

Consent Agenda

28. The consent agenda portion of a meeting shall be reserved for non-controversial or routine items that may be moved and voted on without debate as one item, regardless of the number of reports included, to adopt all of the recommendations contained in the respective reports. Such items may include, but are not limited to: adoption of the minutes of a previous meeting, reports to be received for information only and correspondence addressed to the Board that does not require any Board action.

29. A Member may request for any item to be removed from the consent agenda and placed on to the agenda for debate. Such request must be made before voting occurs on the consent agenda.

Minutes of Meetings

30. The Executive Director shall prepare or cause to be prepared minutes of each Board meeting and the Board committee meeting that include:
- a. the type of meeting that was held, whether regular or special;
 - b. the date, hour and place, or if virtual, the electronic means by which the meeting is held, of the meeting;
 - c. the names of the Members present at and absent from the meeting;
 - d. the name of the presiding officer;
 - e. the names of each member of NLLS administration present at the meeting, including each person's title;
 - f. an item that corresponds with every item on the agenda for that meeting;
 - g. a Motion for each item on the agenda, as applicable;
 - h. the names of members of the public who speak to an item as a Delegation;
 - i. any abstentions made by any Member and the reason for the abstention;
 - j. the time of departure and return to the meeting of any Member for any reason;
 - k. the time the meeting is adjourned; and
 - l. the signatures of the presiding officer and the Executive Director.
31. At every regular meeting, the minutes of the previous regular meeting and any special meeting held more than 48 hours prior to the current meeting shall be considered for adoption.

PART 4 PUBLIC PARTICIPATION

Meetings in Public

32. Subject to section 33 of these Rules of Order, all meetings of the Board and its committees shall be open to the public and no person may be excluded except for improper conduct as determined by the Chair.
33. Only Members or other persons recognized by the Chair or by a majority vote of the Members present shall be allowed to address the Board during a meeting.

Meetings Closed to the Public

34. The Board, and any committee of the Board, may close all or part of a meeting to the public in accordance with section 18 of the *Freedom of Information and Protection of Privacy Regulation*, AR186/2008, as amended.
35. When a meeting is closed to the public, no Motion may be made, except a Motion to revert to a meeting held in public.

Conduct of the Public at Meetings

36. During a meeting, members of the public must conduct themselves with proper decorum. The Chair may order any member of the public who disturbs the proceedings by words or actions or in any other manner to be expelled from the meeting.
37. The Chair may request the assistance of a peace officer if a person ordered expelled by the Chair does not leave the meeting voluntarily.

Delegations

38. A person may request to appear as a Delegation and make a presentation to the Board, either on the person's own behalf or as a representative of a group or organization. The request must:
 - a. be made in writing;
 - b. include the name and contact information of the individual, and if applicable the group or organization, requesting to appear as a Delegation;
 - c. clearly identify the reason or purpose of the request and provide a brief explanation of the subject to be addressed in the presentation; and
 - d. be received by the Executive Director not less than 7 days prior to the meeting at which the Delegation is requesting to attend.
39. Delegation requests will be reviewed by the Executive Committee in preparing the agenda and the Executive Committee shall direct the Executive Director to notify the person requesting to appear as a Delegation whether the request has been:
 - a. approved, and added to the meeting agenda;
 - b. approved, but deferred to a subsequent meeting agenda;
 - c. referred to NLLS administration, if the matter is considered to be operational in nature; or
 - d. refused, if the matter is not considered to fall within the jurisdiction of the Board or is otherwise deemed improper, and the Executive Director shall so advise the Board why the request was refused by the Executive Committee.
40. The use of presentation slide decks, maps, videos and other similar materials is permitted in a Delegation presentation, provided that the materials are forwarded to the Executive Director in advance of the meeting, and these materials become the property of the Board as part of the record of the proceedings.
41. Each presentation by a Delegation shall be limited to 15 minutes unless a longer period is agreed to by a vote of the Members present at the meeting.

PART 5

THE BOARD PROCEEDINGS

Role of the Chair

42. The Chair will preserve order and decorum and decide all questions relating to the orderly procedure of the meeting, subject to an immediate appeal by a Member from any ruling.
43. If a ruling of the Chair is appealed, the Chair will give concise reasons for the ruling and the Member will be provided an opportunity to give concise reasons for the appeal, and the Board will, without debate, determine by a show of hands whether to uphold or overturn the ruling. The Chair shall comply with the decision of the Board.

44. The Chair may participate in debate and vote on matters before the Board, without relinquishing the Chair.
45. If the Chair is required to leave the chair upon declaring a conflict of interest, the Chair must call on another Member present to preside until discussion and voting on the matter are concluded.

Conflicts of Interest

46. A Member must not take part in a decision of the Board or any committee of the Board if the decision might further a private interest of the Member, the Member's employer or an immediate family member.
47. If a Member is present at a meeting and has a conflict of interest in a matter to be discussed the Member shall, prior to any discussion of the matter, declare a conflict of interest by:
 - a. disclosing the general nature of their interest,
 - b. abstaining from any discussion of the matter,
 - c. abstaining from voting on any question relating to the matter, and
 - d. leaving the meeting until discussion and voting on the matter are concluded

Member Conduct

48. During a meeting, a Member must:
 - a. only speak after being recognized by the Chair;
 - b. address the Chair when speaking;
 - c. refrain from using crude, vulgar, profane or offensive language, or disturbing the orderly business of the meeting in any way;
 - d. respect and follow all applicable procedural rules;
 - e. respect and obey all rulings of the Chair except in the case of an appeal of a Chair's decision that is upheld by the Board;
 - f. refrain from leaving their seat or making any noise while a vote is being taken or the result declared;
 - g. refrain from re-entering the meeting while the vote is being taken, if absent from the meeting due to a conflict of interest;
 - h. refrain from interrupting other speakers, except to raise a Point of Order or a Point of Privilege;
 - i. reflect upon any vote, except for the purpose of moving that the vote be reconsidered; and
 - j. refrain from using any electronic device to record any portion of the meeting, engage in private discussion and debate with other Members on matters being discussed by the Board, or attempt to live-tweet the meeting in progress.

Points of Order

49. When a Point of Order is called, the Member calling the Point of Order must identify the procedural deviation.
50. The Chair may call to order any Member who is out of order.
51. When a Member persists in a breach of order, after having been called to order by the Chair, the Chair may declare the breach and name the offending Member.

52. Unless the Member who has been named by the Chair immediately apologizes for the breach and withdraws any objectionable statements, the Chair shall direct that the notation of the declaration of the breach and naming of the Member be noted in the minutes.
53. Upon a Member being named by the Chair and refusing to apologize, the Chair shall direct the Member to leave the meeting and the Member shall immediately leave the meeting and will not be allowed to return to the meeting unless the Member apologizes for the breach.

Motions

54. A Motion relating to a matter not within the jurisdiction of the Board is not in order.
55. A recommendation in a report does not constitute a Motion until a Member has formally moved it.
56. A Motion does not require a seconder.
57. Once a Motion has been moved and accepted by the Chair, it may only be withdrawn with the consent of the majority of Members present at the meeting.
58. The mover of the Motion may speak and vote for or against the Motion and once all Members present have had the opportunity to speak to the motion the mover is entitled to speak in closing on the motion immediately prior to the vote.
59. All Members must be provided with an opportunity to speak to a Motion before any Member is permitted to speak to the Motion a second or subsequent time.
60. Any Member may require a Motion under debate to be re-read at any time during the debate if the Motion is not electronically displayed for all Members to see, but must not interrupt a speaker to do so.
61. When a Motion is under debate, no other Motion shall be made except to:
 - a. “table”, which means to cease discussion on the current topic to address another matter that the Member considers to be of greater urgency. A Motion to table is not debatable. If a Motion to table is passed, the Motion under debate is no longer debatable and a Motion to “lift from the table” is required to resume consideration of the matter. If not lifted from the table during the same Meeting, a tabled Motion expires at the end of that Meeting;
 - b. “call for the question”, which means to close debate and ask that a vote be taken on the Motion under debate. A Motion to call for the question is not debatable but is only in order if all Members have had an opportunity to speak to the Motion under debate. If a Motion to call for the question is in order and passes, the Chair must put the Motion under debate to an immediate vote;
 - c. “refer”, which means to redirect a matter under consideration to another party, such as a Board committee. A Motion to refer must include instructions to the referral body and is debatable;
 - d. “defer”, which means to temporarily set aside a Motion under debate to a future Meeting. A Motion to defer must identify a timeline for the matter to be brought back to the Board and is debatable;
 - e. “amend”, which means to modify the wording of a motion. An amending motion is debatable;

- f. “move into closed session”, which means to close all or part of the meeting to the public if a matter to be discussed concerns an item listed in section 18 of the *Freedom of Information and Protection of Privacy Regulation*; or
- g. “reconvene in public”, which means to revert to a meeting open to the public.

Amending Motions

- 62. A Member may only amend the Member’s own Motion for the purpose of clarifying the Motion’s intent without affecting the substance of the Motion. The Chair may accept such a “friendly amendment” upon putting a request to that effect to the meeting and if no other Member objects. A Member may also propose such a “friendly amendment” to another Member’s Motion, which may be accepted by the Chair if the other Member agrees and no Member objects.
- 63. A proposed amendment to a Motion under debate that changes the Motion under debate in any substantive way must take the form of a Motion to amend and is debatable. A Motion to amend must be relevant to the subject matter of the Motion under debate and must not propose a direct negative of the Motion under debate.
- 64. Only one amendment to the main Motion under debate may be before the meeting at any time. A Motion to amend the proposed amendment is not in order.
- 65. When a Motion to amend is on the floor, Members may debate only the proposed amendment, not the main Motion under debate to which the amendment pertains.
- 66. If an amendment to a Motion is defeated it cannot be moved a second time.
- 67. Only after any Motion to amend has been put to a vote shall the main Motion under debate be put to a vote.

Splitting Motions

- 68. When a Motion under debate contains distinct propositions, at the request of any Member on a Point of Order, the Chair shall call for separate votes on each proposition.

Voting

- 69. Unless otherwise specified in these Rules of Order, a Motion is passed when a majority of Members participating in the meeting and entitled to vote have voted in favour of the Motion. A Motion put to a vote and not passed is defeated and does not result in a Resolution.
- 70. Board members representing more than 1 Member municipality have 1 vote, they do not receive a vote for each Member municipality they represent.
- 71. If there is an equal number of votes for and against a Motion, the Motion is defeated.
- 72. A matter not amounting to a Motion that is put to a vote of the Board in the same manner as a Motion, such as an appeal of a ruling of the Chair on a Point of Order, becomes an act of the Board if a majority of Members present indicate support for it.
- 73. Before a vote is taken, a Member may request that the vote be recorded and the minutes must show the names of the Members present and whether each Member voted for or against the proposal or abstained on declaring a conflict of interest.
- 74. Votes on all Motions must be taken as follows:

- a. the Chair will ensure that the Motion to be voted upon is clear by either:
 - i. confirming that the Motion is viewable by Members, either in hard copy or electronically; or
 - ii. by restating the Motion verbatim immediately prior to the vote.
 - b. Members must:
 - i. vote by show of hands at an in-person meeting;
 - ii. vote verbally by stating “yes” or “no” to the Motion if participating via teleconference or other electronic means at an in-person meeting;
 - iii. vote electronically using the polling function provided in the platform if participating in a virtual meeting; or
 - iv. vote by secret ballot when electing the Chair or any other officers.
 - c. The Chair will announce the result of the vote.
75. Once a vote has been called, no Member will be given an opportunity to speak to the matter.
76. After the Chair declares the result of a vote, Members may not change their votes.

Reconsideration

77. After a Motion has been voted upon, but before the meeting is adjourned, any Member who voted with the prevailing side may move for reconsideration of a previous Motion.
78. Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.
79. If a motion to reconsider a previous Motion is passed, such reconsideration shall become the next order of business despite the agenda for the meeting.
80. A Member who voted with the prevailing side on a Motion may serve notice of intention to bring a Motion for reconsideration at a subsequent meeting; however, a motion for reconsideration is out of order if the original Motion has already been acted upon irrevocably.

Adjournment

81. A Motion to adjourn the Meeting is always in order except:
- a. when another Member has the floor;
 - b. when a vote on a Motion has been called for but not yet taken; or
 - c. when a vote on a Motion is in progress or has been completed but the Chair has not yet declared the results of the vote.
82. A Motion to adjourn the Meeting shall be put without comment or debate.

STATEMENT OF POLICY AND PROCEDURE			
Section:	Service Points	Effective:	May 13, 2017
Chapter:	General	Page(s):	4
Subject:	Collection Development	Revised Date:	Mar 2, 2019
			Sec 4, 1A
		Reviewed:	Jan 10, 2019

COLLECTION DEVELOPMENT

1. A service point is any facility where the library provides service to the public. This could be a library building, a bookmobile, a station that is set up weekly in a community centre, or any number of other points. (This is specifically a branch of NLLS)
2. 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

1. The authority and responsibility for the selection of library materials are delegated to the branch manager (this would be the NLLS Public Services Consultant) and, under their 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

1. 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:
 - Authority of the writer, editor and/or publisher
 - Accuracy or artistic quality of the content
 - Currency of information
 - Popularity
 - Artistic, literary, creative, or local merit
 - Audience
 - Timeliness
 - Content, subject matter, and level of indexing (where applicable)
 - Layout and design
 - Price
 - Format
 - Relevance to community needs and interests, as based on community awareness and the library's Plan of Service.

- Relationship to other items in the collection
 - Availability in NLLS member library collections and TRAC partner collections
2. 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)
1. When necessary NLLS Public Service Consultants may be consulted to determine the continued relevance and reliability of materials.
 2. Materials of local interest (i.e. local histories, local authors, and other materials specifically relating to the Board of Record library) 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.
 3. 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.
 4. 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.
 5. Dangerously outdated materials (i.e. medical or legal materials more than five (5) 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

1. The Northern Lights Library System does not purchase or acquire the following
 - materials adjudged obscene or pornographic by Canadian courts;
 - discontinued formats (slides, VHS, cassettes, etc.);

Intellectual Freedom

1. In both selection and de-selection, Northern Lights Library System professional employee(s) 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.

2. 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

1. The Northern Lights Library System Board upholds the principles established in the Canadian Library Association's Statement on Intellectual Freedom.
2. 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.
3. 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 Executive Director and one (1) Manager, will be struck to examine the item to determine whether the item conforms to the NLLS Collection Development Guidelines.
4. The decision of the reconsideration committee is final.
5. 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.
6. The decision regarding the disposition of the item in question will be communicated in writing to the requestor after the decision is made.

School-housed libraries (NLLS service point) to follow school policy for emergency and OH&S procedures as required by the service user agreement.

Edmonton Garrison is a service point within NLLS with a separate agreement.

NLLS Executive Board Chair

Mar 2, 2019

Date of Approval

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.

STATEMENT OF POLICY AND PROCEDURE			
Section:	Service Points	Effective:	May 13, 2017
Chapter:	General	Page(s):	2
Subject:	Loan of Resources	Revised Date:	Sept 8, 2018
			Sec 4, 1B
		Reviewed:	Aug 2, 2018

LOAN OF RESOURCES

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 (2) 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 employee(s) 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.

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	Service Points	Effective:	May 13, 2017
Chapter:	General	Page(s):	2
Subject:	Confidentiality of User Records	Revised Date:	Sept 8, 2018
			Sec 4, 1C
		Reviewed:	Aug 2, 2018

CONFIDENTIALITY OF USER RECORDS

Northern Lights Library System and its board and employee(s) 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 employee(s), 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 purpose 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. Employee(s) 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.

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	Service Point	Effective:	Aug 21, 2020
Chapter:		Page(s):	1
Subject:	SOCIAL MEDIA - EXTERNAL	Revised Date:	Aug 21, 2020
			Sec 4, 1D
		Review Date:	May 29, 2020

SOCIAL MEDIA – EXTERNAL

Policy Purpose and Statement

1. The use of social media and other information technology is a valuable tool by which information may be distributed to and collected by the Northern Lights Library System's (NLLS') patrons and the public at large.
2. The purpose of this Policy is to define healthy boundaries, expectations, and requirements regarding the use of, and engagement with, NLLS' social media.

Definitions

1. "Social media" is broadly defined to include websites, social media sites (including but not limited to online communications, blogs, mobile applications, Facebook, Instagram, Snapchat, Twitter, and similar), emails, texts and other information technology. Social media is constantly evolving, and therefore the definition of this term should be interpreted broadly.
2. A "posting" includes any written comment, content or image, including but not limited to text, photographs, video, clip art, scanned images, documents, and emojis.
3. A "user" is a person who uses, and/or engages with, NLLS' social media.
4. A posting may be considered "inappropriate" if it:
 - a. renders any NLLS employee unable to perform their duties satisfactorily;
 - b. leads or may lead to a reasonable refusal, reluctance, or inability of an employee to work or engage with the person responsible for the posting;
 - c. contains information or content that directly or indirectly harms or jeopardizes the reputation of NLLS, or brings the reputation of NLLS into disrepute;
 - d. is obscene, unduly critical, disrespectful, abusive, harassing, and/or defamatory;
 - e. contains plagiarized content;
 - f. is unrelated to NLLS' programs, services, resources, and operations;
 - g. includes promotional content (for example, commercial or political) that is unrelated to NLLS, and/or is generally considered spam;
 - h. is in breach of Canada's *Criminal Code*;
 - i. is in breach of the *Alberta Human Rights Act*, or is otherwise discriminatory;
 - j. expressly or impliedly discloses information or personal information in contravention of the *Freedom of Information and Protection of Privacy Act (FOIP)*, its regulations thereunder, or any other applicable privacy legislation;
 - k. expressly or impliedly discloses confidential information of NLLS or any other person;

and

l. any other circumstances determined to be inappropriate by NLLS.

For the purposes of determining whether a posting is inappropriate, NLLS shall act reasonably and in good faith.

Social Media Use – Terms and Conditions

1. Users of NLLS' social media are subject to the following terms and conditions:
 - a. Users' postings and communications must be courteous and respectful, and must not be inappropriate;
 - b. Users must strictly comply with all provincial and federal legislation and/or law. NLLS prohibits the use of its social media for any purpose which would contravene any provincial or federal legislation and/or law, or which could create civil liability on behalf of the user and/or NLLS. By using, and/or engaging, with NLLS' social media, the user agrees to indemnify NLLS and its board, board members, officers, directors, and employees from and against all liabilities, judgements, damages, and costs (including legal fees) incurred by any of them which arise out of or are related to the user's use of, and/or engagement with, NLLS' social media; and
 - i. Users must strictly comply with this Policy. Use of, and/or engagement with, NLLS' social media is wholly conditional on the user's agreement to comply with this Policy. By using, and/or engaging, with NLLS' social media, that person confirms their agreement to comply with this Policy.
If a user does not agree to these terms and conditions, they are not to use, and/or engage with, NLLS' social media.
2. NLLS reserves the right to make editorial decisions regarding postings to its social media, including the removal of inappropriate postings.
3. NLLS is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of social media.

PROMOTION AND COMMUNICATION

1. NLLS is committed to:
 - a. providing a healthy and respectful learning and work environment, including in respect to its social media;
 - b. providing accessible and inclusive services;
 - c. responding to questions and concerns within a timely manner;
 - d. ensuring the accuracy, objectivity, and impartiality in the information NLLS communicates via social media;
 - e. respecting the privacy and anonymity of those with whom NLLS communicates via social media; and
 - f. respecting freedom of speech and difference of opinion, while at the same time, protecting NLLS employees, its patrons, and the general public from offensive, abusive, or otherwise inappropriate speech and/or conduct.

2. NLLS uses social media to communicate and share information and content relating to its programs, events, services, resources, and operations, as well as to increase public awareness of and accessibility to the foregoing. NLLS does not use its social media as a traditional public forum for general exchange of ideas and viewpoints – NLLS social media is not intended to be used for general public discourse.

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	Technology	Effective:	Nov. 27, 2021
Chapter:	Network	Page(s):	1
Subject:	VOIP Systems	Revised Date:	NEW
			Sec 6, 1A
		Reviewed:	Nov. 6, 2021

VOICE OVER INTERNET PHONE (VOIP) SYSTEMS

Voice over internet phone (VOIP) systems are growing in popularity. These systems require bandwidth and special configuration of a network to operate. Northern Lights Library System (NLLS) administers the networks for nearly 50 libraries which share a common pool of bandwidth. The system does not have the staffing nor bandwidth to support VOIP systems. Libraries should consult with their municipalities on alternatives, such as: transition to cellphone services, dedicated internet lines for a VOIP system, or traditional phone systems.

1. Where NLLS administers the network connection for its member libraries, and that connection draws on a shared pool of limited bandwidth, VOIP systems will not be permitted on the network.

NLLS Executive Board Chair

November 27, 2021

Date of Approval

TERMS OF REFERENCE			
BUDGET COMMITTEE			
		Review Date:	Nov 23, 2019

MANDATE

The purpose of the Budget Committee of the Northern Lights Library Board (NLLB) is to provide oversight of the budget process and make recommendations regarding budget priorities and allocation to the NLLS Board of Directors.

RESPONSIBILITIES

The Budget Committee shall provide oversight and where appropriate review and make recommendations to the NLLS Board on financial sustainability.

The Budget Committee shall make the necessary inquiries to assess the trends and projections in demand for services, in capacity to provide needed services, and in costs to provide the services as well as to assess the expected outputs and outcomes as per the legislated Plan of Service.

Specifically, the Budget Committee shall review the following matters:

- a. the planning and performance of management with respect to improving the financial sustainability of the organization;
- b. reports regarding trends affecting NLLS and the multi-year implications of those trends on finances and property;
- c. reports comparing NLLS financial performance with other jurisdictions;
- d. opportunities to increase revenues including grants, levies, recoveries, and donations;
- e. opportunities to reduce expenses through improving business process efficiencies and operational effectiveness;
- f. identification and management of financial risks, including budget forecasts and budget management strategies, which may jeopardize the achievement of the Plan of Service;
- g. the Plan of Service and operational sustainability of NLLS. See Website.

MEMBERSHIP

The NLLS Board shall appoint five (5) members to the Budget Committee as per policy Sec 2, 1H Committee of the Board.

The Budget Committee shall appoint the Chair.

The Executive Director and Administration personnel will serve as support and resource, they shall take minutes of each meeting.

REPORTING

Meeting minutes shall be forwarded to the Executive Committee and Board.

Recommendations for the annual budget are to be forwarded to Executive Committee for approval to submit for final approval by the NLLS Board.

NLLS Executive Board Chair

Nov 23, 2019
Date of Approval

TERMS OF REFERENCE			
PLAN of SERVICE COMMITTEE			
		Review Date:	Nov 23, 2019

MANDATE

The purpose of the Plan of Service Committee of the Northern Lights Library Board (NLLB), is to develop a Plan of Service as outlined in the Libraries Regulations for Northern Lights Library System (NLLS) and the member libraries.

RESPONSIBILITIES

Through consultation the committee will develop a Plan of Service.

- a. Develop a Plan of Service plan for Executive Committee approval, to present for final NLLS Board approval.
- b. Plan of Service will be reviewed on an annual basis.

MEMBERSHIP

The NLLS Board will appoint five (5) members to the Plan of Service Committee as per policy Sec 2, 1H Committee of the Board.

The Plan of Service Committee shall appoint the Chair and Vice Chair. The Executive Director will serve as support and resource.

REPORTING

At each meeting, minutes shall be taken, and meeting minutes shall be forwarded to the Executive Committee.

Recommendations for Plan of Service are to be forwarded to the Executive Committee for approval to be submitted for approval by the NLLS Board.

NLLS Executive Board Chair

Nov 23, 2019

Date of Approval

TERMS OF REFERENCE			
POLICY COMMITTEE			
		Review Date:	Nov 23, 2019

MANDATE

The purpose of the Policy Review Committee of the NLLS Board is to strengthen the Board's role in understand and leading policy governance of the Northern Lights Library System (NLLS)

RESPONSIBILITIES

To assist the NLLS Board with monitoring the policy guidelines of NLLS and to facilitate the Board's understanding of policy governance.

To review and recommend for approval to the NLLS Board new and/or revised governance policies as required or recommended.

To review and recommend for approval to the NLLS Board the annual schedule for policy review with a three (3) year framework to ensure an ongoing process of policy review.

To review and recommend for approval to the NLLS Board direction and best practices applicable to the various Alberta Legislation and Standards specifically including the Alberta Libraries Act and the Alberta Library Legislation.

MEMBERSHIP

The NLLS Board shall appoint five (5) members to the Policy Committee as per policy Sec 2,1H Committee of the Board.

The Policy Committee shall appoint the Chair.

The Executive Director will serve as support and resource.

REPORTING

At each meeting, minutes shall be taken and meeting minutes shall be forwarded to the Executive Committee and Board.

Recommendations for all policy are to be forward to Executive Committee for approval to submit for approval by the NLLS Board.

All polices are on a one (1) year review cycle.

NLLS Executive Board Chair

Nov 23, 2019

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	TERMS OF REFERENCE	Effective:	Feb 26, 2021
Chapter:		Page(s):	1
Subject:	BUILDING COMMITTEE	Revised Date:	NEW
			TOR 03 BC
		Reviewed:	Jan 10, 2021

MANDATE

The purpose of this an ad-hoc Committee, when called upon is to provide building recommendations to the NLLS Board that fall outside the normal building operating and maintenance budget lines in the approved budget.

RESPONSIBILITIES

Facility Enhancement and/or Expansion Projects based committee as approved by the NLLS General Board.

Consult with appropriate stakeholders on proposed plans for each project.

MEMBERSHIP

The NLLS Board shall appoint five (5) members to the Building Committee as per policy Sec 2,1H Committee of the Board.

The Building Committee shall appoint the Chair.

The Executive Director and Administration personnel will serve as support and resource to the committee, they shall take minutes of each meeting.

REPORTING

Meeting minutes shall be forwarded to the Executive Committee and Board.

Recommendations for the building are to be forwarded to Executive Committee for approval to submit for final approval by the NLLS Board.

NLLS Executive Board Chair

Feb 26, 2021
Date of Approval