

# Roles and Responsibilities

Public Library Boards



# Agenda

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

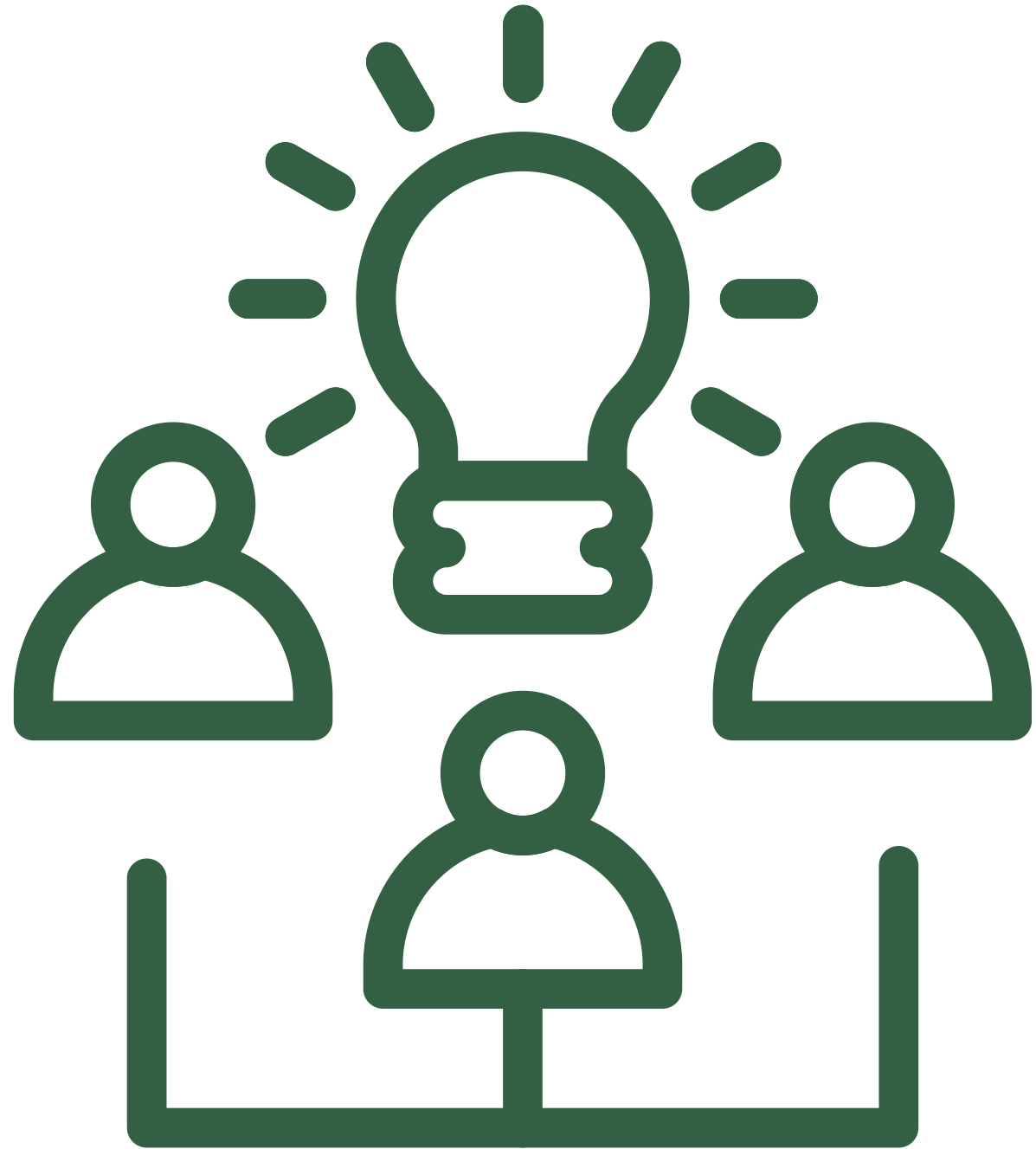
# Legislation

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





# Municipal Council



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

# Library Board

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



# Senior Library Staff



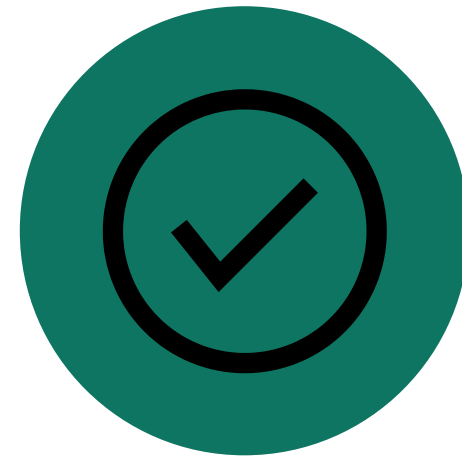
## Support the Board

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



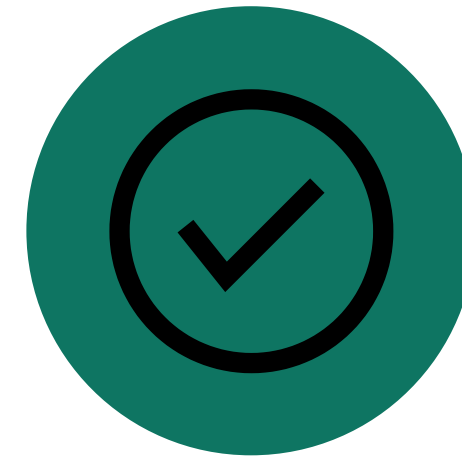
## Staff Management

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



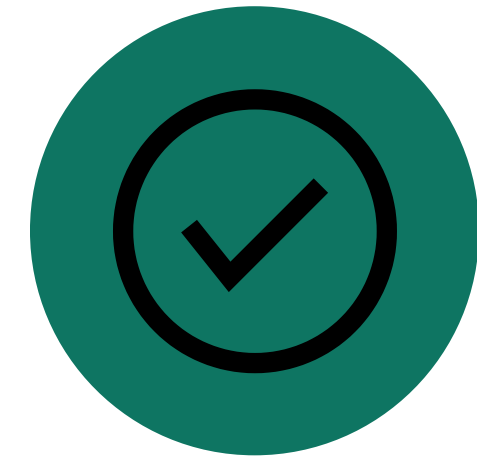
## Public Services

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



## Fund Development

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



## Marketing

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

# Library Service

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

# Parkland Services



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





# Board Best Practices

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



# Cautions for Boards

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



# Thank You

**For more information contact:**

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**Or visit:**

- [www.librarytrustees.ab.ca](http://www.librarytrustees.ab.ca)

