

POLICY DEVELOPMENT, IMPLEMENTATION AND EVALUATION

PURPOSE

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

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

PERSONS AFFECTED

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

POLICY STATEMENT

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

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

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

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

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

RESPONSIBILITIES

City of Lethbridge Library Board to:

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

City Council to:

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

CEO to:

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

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

PROCEDURES

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

REFERENCES

- Appendix A

REVISION HISTORY

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

APPENDIX A
[ENTER POLICY NAME]

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

PURPOSE

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

Format instructions for this section:

Use Periods at end of sentence.

Single Space

PERSONS AFFECTED

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

Format instructions for this section:

No periods at end of sentence

Single Space

When numbering double space between numbers

POLICY STATEMENT

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

Format instructions for this section:

Use Periods at end of sentences.

Single Space

RESPONSIBILITIES

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

Format instructions for this section:

No periods at end of sentences

Double space between e.g. Library Board – CEO

Indent 2” – Number – a), b) c) etc. single space between number

PROCEDURES

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

Formatting instructions for this section:

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

DEFINITIONS

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

Formatting instructions for this section:

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

REFERENCES

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

Formatting instructions for this section:

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

REVISION HISTORY

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

REVIEW DATE

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

Formatting instructions for this section:

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