**POLICY DEVELOPMENT, IMPLEMENTATION AND EVALUATION**

<u>PURPOSE</u>

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 the Board, City Council, and Library management 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.

<u>PERSONS AFFECTED</u>

Board /Library management/Library employees/City Council

<u>POLICY STATEMENT</u>

1.      The 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 Board expects Library management to achieve (framework policies)

- Policies that articulate the manner in which Board and Library management will perform their functions (procedural policies)

2.      The CEO develops, implements, and submits to the 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 Board sets overall direction for the applicable area.

3.      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 Board or the CEO where they vary from the spirit and intent of the applicable City of Lethbridge policies.

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

All stakeholders 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 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**

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 Board, and the public image of the 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 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 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 Board policies and prepare options/recommendations for the 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 Board for approval consideration
i.  Regularly check for updates to City Council and City 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 City Council or Administration as appropriate, 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
- June 12, 2024: Revised

**APPENDIX A**
[ENTER POLICY NAME]
(format instructions - Policy Name – Body Text + Calibri 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). Standard policy audiences include:
- Board – when the Board as a body is impacted
- Trustees – when individual trustees are impacted (e.g. individual trustees have a responsibility within the policy)
- Board Chair – when there is a unique role/responsibility for the chairperson of the Board
- CEO – when there is a unique role/responsibility for the CEO of the Library
- Library Management – when there is a unique role/responsibility for the managers of the Library
- Library Employees – when all employees employed by the Board (excluding contracted employees but including managers and CEO) are affected
- Contracted Employees – when contracted employees are affected (e.g. security guards)
- Volunteers – when Library volunteers are impacted
- Library Users – when members of the public who use the Library are affected

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