

GP-A02	ROLES IN THE LIBRARY		
APPROVED	19 January 2022	EFFECTIVE	2006
AMENDED	2011, 2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To clarify the roles that trustees, the Chief Librarian, and Library employees enact in the fulfillment of the various aspects of the Library's governance and operational functions.

2. SCOPE

Library Board trustees, the Chief Librarian, and Library staff are responsible for understanding the role they fulfill in the overall structure of the Library.

3. DEFINITIONS

Nil.

4. FUNCTIONAL ROLES

Function	Trustees	Chief Librarian	Library Employees
General Administration	Recruit and employ a qualified Chief Librarian. Maintain an ongoing performance review process for the Librarian.	Manage the daily operations of the Library. Act as technical advisor to the Library Board. Provide staff representation at Friends' meetings.	Carry out the day-to-day work of the Library. Maintain necessary records and reports of program and service implementation. Provide feedback on program and service impacts.
Policies	Identify and adopt policies to govern the operations, services, and programs of the Library. Review and update policies on a regular basis to ensure their currency.	Apprise Library Board of the need for new policies. Assist the Board in the revision of policies. Establish guidelines to facilitate the implementation of approved policies. Keep Friends apprised of Library policies.	Make operational decisions within policy parameters. Develop procedures to clarify operational processes within the context of policies and policy guidelines. Suggest changes to policies and policy guidelines to the Chief Librarian.
Strategic Planning	Implement a regular strategic planning process to set the Library's long-range plan for future operations, services and programs. Monitor and evaluate the implementation of the strategic plan.	Support the Library Board's the strategic planning process. Develop work plans to implement strategic goals and objectives. Provide regular updates to the Library Board on implementation.	Use the work plans as guidance to implement the goals and objectives identified in the strategic plan. Provide input into the strategic planning process.

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Function	Trustees	Chief Librarian	Library Staff
Communications	Ensure the Library has a communications strategy. Represent and promote the Library in the community in accordance with the communications strategy. Regularly review and revise the communications strategy.	Develop plans and guidelines to support the implementation of the communications strategy across the Library's operations. Represent the Library in the community. Support the Library Board in the communications strategy review process.	Develop procedures and carry out activities to implement communication plans. Communicate about the Library's operations, services and programs within set parameters.
Fiscal Management	Secure adequate funds so that the Library can effectively fulfill its mandate, and implement strategic goals and objectives. Submit an annual budget request to City Council. Develop and approve the annual budget and five-year financial plan.	Manage the Library's operations within the approved budget. Prepare annual budget estimates and assist the Library Board in its budget deliberations. Present regular financial updates to the Board and apprise it of significant variances and/or unbudgeted expenditures that require Library Board approval. Develop guidelines for the expenditure of budgeted funds by Library staff.	Deliver programs and services within budget parameters as set out in guidelines. Develop and implement processes to support bookkeeping practices. Provide input on library services and programs to the Chief Librarian for the budget process.
Legislative Framework	Are familiar with local, provincial and federal library and library-related legislation; and pending library-related legislation.	Remain current on all library-related legislation from all levels of government, and keep apprised of emerging provincial directions for public library service. Act as a resource for Library Board and Library staff regarding legislation.	Abide by local, provincial and federal library-related legislation.

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Function	Trustees	Chief Librarian	Library Staff
Meetings	Attend and participate in all board meetings. Ensure that accurate records of meetings are retained. Make decisions on matters effecting Library governance.	Provide regular reports at Library Board. Prepare Library Board meeting agendas and information packages. Provide support at Board meetings, including committee meetings. Act as secretary to the Library Board during closed meetings and at regular meetings when staff support is not available. Hold regular staff meetings.	Attend and participate in staff meetings to remain apprised of Library operations.
Professional Development	Attend regional, provincial and national trustee meetings and workshops, and affiliate with the appropriate professional organizations. Make use of the services provided by the British Columbia Library Trustees' Association.	Affiliate with regional and provincial professional organizations. Attend professional meetings and workshops. Make use of the services and consultants offered by the professional organizations.	Use available means of communication to interact with co-workers, colleagues at other libraries, community organizations, and the public. Participate in available continuing education opportunities.

5. FRIENDS OF THE LIBRARY

a. The Friends of the Cranbrook Public Library are an independent organization established under the *Societies Act* to support the Library's services, programs and operations. The Library Board, Chief Librarian, and staff work with the Friends to ensure they can fulfill their mandate as set out in their Constitution and Bylaws. This includes, but is not limited to:

- ◆ Providing space within the Library for the Friends to store files and conduct their work;
- ◆ Appointing a Library Board liaison to the Friends' Board;
- ◆ Having the Chief Librarian or designate attend Friends' Board meetings and keep them apprised of the Library's services, programs and projects;
- ◆ Identifying Library projects or initiatives that the Friends may wish to support;
- ◆ Supporting the Friends' fundraising endeavours.