

Bowen Island Municipal Library Operating Guidelines

Effective January 1, 2010

Purpose

These operating guidelines define the relationship between the Bowen Island Municipal Library ("the Library") and the Bowen Island Municipality ("the Municipality") in the areas of financial management, human resources, and policies. The guidelines also affirm that the Library Board must remain in control of Library operations as required by the Library Act.

Statutory Authority

The Library is a municipal library managed by a Library Board appointed by the Municipal Council.

Under the Library Act (RSBC 1996, Chapter 264), the Library Board is a corporation with exclusive control over the approved library budget (Part 2, Section 11). The Library Board must appoint a Chief Librarian and has the authority to exercise or delegate to the Chief Librarian the authority to create, deploy, supervise, or terminate other staff positions, including setting the terms of their employment, duties, and remuneration (Part 2, Sections 9 and 12).

Financial Management

1. **Annual planning:** The Library participates annually in updating the Municipality's five-year financial plan.
2. **Budget submissions, controls, and reporting:** The Chief Librarian collaborates with Municipal staff in preparing Library budget submissions and in implementing common accounting and administrative systems for improved financial controls and reporting.
3. **Library reserves and surplus funds:** Any Library reserve or surplus funds are segregated in the Municipality's accounting records to ensure that the funds remain within the exclusive control of the Library Board and are not subsumed in the Municipality's general revenue.
4. **Annual financial reporting and audit:** Working within its approved budget, the Library adheres to Municipal policy for financial reporting. The Library's financial information is reported in the Municipality's annual financial statements, which are subject to an annual independent audit and meet generally accepted accounting principles.
5. **Library services:** In principle, operating efficiencies are sought for all services. In its annual budget request to Municipal Council, the Library Board includes plans for new or revised services. At other times of the year, the Library Board may also report to Municipal Council on proposed new or revised services. If a proposed new Library service or staff position or a change to a current Library staff position requires additional municipal funding, the Library Board will bring a funding request to Municipal Council for approval. If any savings result from more efficient operations, the Library Board will determine the reallocation of savings to reserves or other uses, and the Chief Librarian will inform in writing Municipal Council and staff of any reallocation of savings to reserves or other uses.
6. **Municipal services:** The Municipality provides financial and other services to the Library, including but not limited to payroll, accounts payable, insurance coverage (general liability and directors' and officers' liability), insurance-claim processing, and periodic audits. The services provided may be revised from time to time with the agreement of both parties.

Human Resources

1. **Compensation:** The Library Board sets Library staff classification and compensation at a level the Library Board determines is consistent with the Municipality’s Staff Compensation Policy. Changes to Library staff classification will be discussed with Municipal staff.
2. **Pension and benefits:** Library staff is eligible to participate in the Municipal benefit plan and in the Municipal pension plan subject to Municipal practices and the eligibility criteria of the benefit carrier.
3. **Professional development:** Library staff may participate in Municipal training programs. The Chief Librarian may also request that the Municipality fund training programs specifically for Library staff. Training costs are determined and allocated in advance of the training to the budget of the Municipality or to the budget of the Library with the agreement of both parties.

Policies

1. **Policy-making authority:** Policies of the Bowen Island Public Library are developed, revised, approved, and adopted by the Library Board.
2. **Adoption of Municipal policies:** The Library Board may adopt Municipal policies with or without amendments according to the unique status of the Library within the Municipality.
3. **Library Policy Manual:** The Library Board and Chief Librarian review and revise as necessary the Library Policy Manual, ensuring Library policies take into account Municipal policies.

Revisions

These guidelines are reviewed annually by the Library and the Municipality. Revisions are subject to the approval of both the Library Board and the Municipal Council.

Date _____

Bowen Island Municipality:

Library

_____ Mayor

_____ Board Chair

_____ CAO

_____ Chief Librarian