

Northwest Library Federation

HAZELTON · HOUSTON · KITIMAT · PRINCE RUPERT · SMITHERS · STEWART · TERRACE · CMTN

POLICY MANUAL

The Northwest Library Federation (NWLF) is a partnership between the public libraries of Hazelton, Houston, Kitimat, Prince Rupert, Smithers, Stewart and Terrace, as well as the campus libraries of Coast Mountain College. Libraries in the Federation are legally independent of each other but work together to achieve regional goals better realized collectively than independently, as informed by our mission, vision, and guiding principles.

MISSION

To facilitate the cooperation needed to deliver optimal library service equitably throughout the region.

VISION

Equitable access to enriching library experiences across the region.

GUIDING PRINCIPLES

- **Collaboration:** Member libraries collaborate on projects of mutual benefit.
- **Autonomy:** Member libraries may opt in or out of activities based on their own local priorities.
- **Democracy:** Every voice is equal in the decision-making process.
- **Transparency:** The NWLF is accountable to members and its funders.

The policies in this document govern the operation of the NWLF, as managed by the Federation Director. These policies have been agreed upon and approved by the Directors of the NWLF Board. However, each Library Director may, at their discretion, allow privileges to be extended where not endorsed by policy.

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1. LIBRARY MEMBERSHIP

1.1 Members

NWLF members are the public libraries in the communities of Hazelton, Houston, Kitimat, Prince Rupert, Smithers, Stewart and Terrace. Coast Mountain College is an associate member.

The NWLF Board is comprised of a voting representative from each library. As an associate member, Coast Mountain College (CMTN) does not have a vote; however, the College Library Coordinator along with the Public Library Directors acts in an advisory capacity to the NWLF Board.

NWLF membership cards are issued at a patron's library of residence and are subject to the membership guidelines of that library.

Policy approved: May 9, 2009

Policy revised: November 4, 2020

1.2 Coast Mountain College - NWLF Reciprocal Borrowing Agreement

Coast Mountain College students can use their CMTN student identification card for borrowing within NWLF libraries.

CMTN likewise offers borrowing services to all local residents.

Students are subject to the borrowing policies set by each Federation library.

Membership cards are not transferable.

Policy approved: May 9, 2009

Policy revised: November 4, 2020

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1.3 Lost or Damaged Materials

Charges for lost or damaged materials should be paid at the patron's home library.

If the patron has moved, the new home library will contact the former library about how to proceed with paying any outstanding fees for lost or damaged materials. The library where the material originated must always be notified in order to update the item status and reconcile the former patron's account.

For lost or damaged ILC or ILL items, refer to Section 2.3.

For lost or damaged BC OneCard items, the individual patron is responsible for any charges owed to the library where the material originated, as per the BC OneCard Policy.

Policy approved: May 9, 2009

Policy revised: April 12, 2019

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2. TRAVEL

2.1 Travel Policy

The NWLF will compensate travel and accommodation to the biennial NWLF Fall Conference for a Library Director, two trustees from each library board, and staff from each NWLF library. The NWLF will also compensate approved travel for librarians, staff and trustees to authorized meetings and conferences other than the fall conference.

Private vehicle allowance is equivalent to the current provincial rate per km set by the Ministry of Finance (Province of BC). Please note, all libraries will arrange for the most economical means of transportation. Mileage will be calculated using the distances set out in the chart below.

Receipts are necessary for everything *except mileage*.

Meal allowances are provided for breakfast, lunch and dinner at rates equivalent to the current provincial meal/per diem allowances. A meal allowance will not be paid out when a meal is provided.

Library	Hazelton	Houston	Kitimat	Prince Rupert	Smithers	Stewart	Terrace
Hazelton	xxxxx	270	412	578	150	508	280
Houston	270	xxxxx	670	834	130	792	536
Kitimat	412	670	xxxxx	410	536	748	146
Prince Rupert	578	834	410	xxxxx	706	926	294
Smithers	150	130	536	706	xxxxx	664	410
Stewart	508	792	748	926	664	xxxxx	632
Terrace	280	536	146	294	410	632	xxxxx

Policy approved: May 9, 2009

Policy revised: April 12, 2019

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3. FINANCES

3.1 Emergency Reserve Fund Policy

Due to the unpredictable nature of the Federation's revenue stream, the NWLF will maintain an Emergency Reserve Fund in the event of a delay of receipt or discontinuation of the annual operating grant. In either of these eventualities, the Fund will be used to meet obligations to our member libraries, fulfill program and project grant commitments, and ensure an orderly shutdown of the Federation if required.

The Emergency Reserve Fund will be held in a cashable term deposit in an amount sufficient to operate the Federation for six months. The Board will direct the Federation Director to use Emergency Reserves if needed and confirm that the use is consistent with the purpose of the reserves.

The Federation Director is responsible for ensuring that the Emergency Reserve funds are maintained and used only as described in this policy. This policy will be reviewed annually by the Federation Director and the Treasurer, who will recommend any changes to the Board of Directors.

Policy approved: May 9, 2009

Policy reviewed: April 12, 2019

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3.2 Excess Reserve Fund Policy

Excess reserves will be used to fund projects or programs that further the Federation's strategic priorities.

Excess reserves will be held in a high-interest savings account and will not exceed 5% of the annual budget. Annual use of the Fund will be determined by the Federation Director after consultation with the Library Directors and review by the Board.

The Federation Director is responsible for ensuring that the Excess Reserve Funds are maintained and used only as described in this policy. This policy will be reviewed annually by the Federation Director and the LDAG, who will recommend any changes to the Board of Directors.

Policy approved: June 17, 2015

Policy reviewed: November 4, 2020

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3.3. Signing Officers

Signing officers for NWLF will be the Board Treasurer, the Federation Director, and two other members chosen from the Board and/or Library Directors.

Any two signing officers will sign all cheques or other orders for the payment of money in the name of the NWLF.

Policy approved: November 4, 2020

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3.4 Credit Card Policy

A credit card provides the Northwest Library Federation Director with the ability to effectively and efficiently make purchases within the guidelines of the Board of Directors' approved budget. Credit cards will be issued under the following guidelines:

1. The Board of Directors will approve the issuance of all credit cards.
2. A credit card may be issued in the name of the Federation Director.
3. The card will have a credit limit of \$2000.
4. The card may be used only for the purchase of goods or services for official business of the NWLF.
5. The Federation Director is responsible for the protection and custody of the card and shall immediately notify the credit card company and Board Chair if it is lost or stolen.
6. The Federation Director must immediately surrender the card to the current Board Chair or Vice Chair when affiliation with the NWLF has ended.
7. Credit card statements will be reconciled on a monthly basis by the Federation Director and provided to the Board Treasurer for approval before payment.

Policy approved: May 6, 2020

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4. FEDERATION TOURS

4.1 Tour Guidelines

The Northwest Library Federation may offer full or partial funding to authors and performers for artist fees and travel costs related to public performances in our libraries. The objective of the program is to increase community engagement with the library, particularly among underserved populations.

Policy approved: November 25, 2015

Policy revised: April 12, 2019

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4.2 Eligibility

Activities eligible for funding include public author readings and performances within the Northwest Library Federation only. Authors or performers cannot request funds for the same costs that are funded through any other program.

Eligible costs include:

- Negotiated artist fees
- One night hotel per library with receipt
- Meal allowances equivalent to current provincial rates with receipts
- Mileage equivalent to current provincial rate per km based on the chart below

Library	Hazelton	Houston	Kitimat	Prince Rupert	Smithers	Stewart	Terrace
Hazelton	xxxx	135	206	289	75	254	140
Houston	135	xxxx	335	417	65	396	268
Kitimat	206	335	xxxx	205	268	374	73
Prince Rupert	289	417	205	xxxx	353	463	147
Smithers	75	65	268	353	xxxx	332	205
Stewart	254	396	374	463	332	xxxx	316
Terrace	140	268	73	147	205	316	xxxx

Policy approved: November 25, 2015

Policy revised: April 12, 2019

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5. GOVERNANCE

5.1 EMAIL MOTIONS

Should a Board motion be required outside of a regularly scheduled meeting, the Chair or the Federation Director may conduct an email poll in order to arrive at a decision. Any decision arrived at by an online vote will be brought forward to be read into the minutes at the next Board meeting.

Policy approved: November 4, 2020

5.2 RECORDS MANAGEMENT

The purpose of this records management policy is to ensure that full and accurate records of all activities and decisions of the Federation are created, managed and retained or disposed of appropriately, and in accordance with the operational needs of the Federation and relevant legislation. This policy pertains to all records of the Federation, physical and electronic.

1. The storage of files held by the Federation is to be kept to the legal minimum consistent with the efficient operation of the organization and the preservation of a meaningful historical record. The Federation Board and/or the Federation Director have the discretion to retain records longer than the period provided for in the retention schedule provided they have historical or current value.
2. The Federation Board shall keep orderly and timely record of its business so that its records are compliant with federal rules and regulations.
3. The Federation Director has overall responsibility for oversight of the records management program and records destruction.
4. Records may be kept in hard copy or electronic format. Electronic documents will be backed up at minimum monthly to an external drive or a secure cloud-based account.
5. Records with personal information that have been slated for disposal following the guidelines set out in the retention schedule shall be shredded by the Federation Director. All other records slated for disposal shall be recycled.
6. Those records which are deemed essential to the survival of the Federation (vital records) have been identified for protection from destruction in the event of a disaster. Vital records are identified in the retention schedule (V).

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7. Vital records will be kept in a persistent electronic format (e.g. pdf) and held in duplicate by the Board Chair. Updated vital records will be provided to the Board Chair once per year, following the AGM.

Policy approved: May 6, 2020

5.3 RECORDS RETENTION SCHEDULE

One Year:	Budget Working Sheets Grant Applications (Not Approved) Workplans
Three Years:	Applications and Staffing-Related Board Agenda Packages Correspondence, General Federation Managers' Meeting Minutes Insurance Policies (After Replacement or Cancellation) LDAG Agenda Packages Personnel Files (After Employee Leaves)
Seven Years:	Committee Minutes (After Disbanded or Issue is Resolved) Contracts (After Expiration) Financial Records (V), including but not limited to: Bank Statements and Reconciliations Budgets (Final) Cheque Stubs Invoices and Receipts Monthly Reports Payroll SOFI (Submitted copy) Subsidy Calculations Vendor and Supporter Lists Grant Applications and Reports (Approved Grants) LDAG Minutes Statistics and Surveys (Programs, Consortial Purchasing, Strategic Plans, Conferences etc.)
Forever:	Board Minutes (V) Historical Records Annual Reports Establishment Documents (V) Record of Programs Supported by the NWLF by Year Strategic Plans Provincial Library Grant Reports (V)

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In addition, it is the responsibility of the Federation Director to keep those records which will contribute to the continuous smooth operation of the Federation as well as a robust historical record of the activities of the Federation.

Current versions of federation policies, contracts, insurance policies, strategic plans, and personnel files are considered to be vital documents.

Any records not listed above will follow the policies as laid out by the Province of British Columbia and accessible at <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/records-management/information-schedules/arcs>.

Policy approved: May 6, 2020