



Yellowhead Regional Library

## YRL Policy Manual

Adopted..... October 16, 2000  
Last revision.....September 24, 2018  
Next review ..... May 2020

## Table of Contents

YRL Mission Statement .....	1
1. Bylaw and Policy Making.....	2
2. Membership .....	4
3. Parliamentary Procedure.....	5
4. Board.....	7
5. Trustees .....	9
6. Committees.....	10
7. Honoraria and Expenses .....	13
8. Recognition of Service .....	14
9. Trustee Orientation.....	15
10. Finance.....	16
11. Services.....	19
12. Facility.....	21
13. Personnel .....	22
14. Board-Director Relationship .....	23
15. Records Retention.....	24
Records Retention Policy – Schedule A.....	25
Records Retention Policy – Schedule B.....	29
Appendices .....	30

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## YRL Mission Statement

Approved:	January 27, 1995
Revised:	June 20, 2005

Yellowhead Regional Library provides materials and services to public and school libraries, and other organizations to assist them in meeting the informational, educational, cultural and recreational needs of their communities.

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# 1. Bylaw and Policy Making

Approved:	May 12, 1997
Revised:	December 6, 2010

- 1.1 The Board, pursuant to its mission statement, is responsible for the bylaws and policies adopted by Yellowhead Regional Library. These shall be proposed and monitored by the appropriate committee.
- 1.2 The Board believes that developing policies provides effective parameters and guidelines for action for its members, committees and staff. The Board expects these people to know the policies related to their duties.

## Bylaw and policy development

- 1.2.1. New bylaws or bylaw changes will have three readings at Board meetings. No more than two readings may be made at a Board meeting unless the trustees present unanimously agree to consider a third reading.
- 1.2.2. Initial suggestions for policy development or review may be made to the Board or YRL Executive Committee by:
  - a. Board members.
  - b. Committees.
  - c. Director.
  - d. YRL Joint Health and Safety Committee.
  - e. YRL Staff Association.
  - f. Member library boards or member library staff.
  - g. Various levels of government and funding jurisdictions.
- 1.2.3. Draft policies shall be developed by administration in consultation with the YRL Executive Committee.
- 1.2.4. A Policy shall consist of the following:
  - a. Policy statement.
  - b. Guidelines as required.
- 1.2.5. All policy recommendations shall be clearly written and based on the mission statement of the Yellowhead Regional Library Board.
- 1.2.6. As policy is established, review dates may also be established.
- 1.2.7. Policies must comply with federal, provincial and municipal laws, and Board policies.

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- 1.2.8. New policies and policy changes are approved by the YRL Executive Committee and provided to the Board. Yellowhead Regional Library funders, clients and staff may be given opportunity for input.
    - a. Changes in policies shall be adopted by YRL Executive Committee motion.
  - 1.2.9. The YRL Executive Committee or the Board may waive the foregoing policies if emergent issues arise.
  - 1.2.10. The Director shall maintain the Board's policy manual and shall be responsible for recording recommendations and changes in the appropriate section of the policy manual.
  - 1.2.11. In situations where there is no Board policy or insufficient Board policy to guide actions, the Director shall take an appropriate course of action.
  - 1.2.12. Copies of all approved or amended policies shall be filed with Alberta Municipal Affairs Public Library Services Branch.

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## 2. Membership

Approved:	October 16, 2000
Revised:	September 17, 2012

- 2.1 Any municipality or school division that falls within the geographic boundaries of Yellowhead Regional Library is eligible to become a member by complying with the terms of the Libraries Act and Regulation and signing the Master Membership Agreement as defined in the Appendix.
- 2.2 A school division may only become a member for the student population that is enrolled in a school within Yellowhead Regional Library's geographic boundaries.

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### 3. Parliamentary Procedure

Approved:	October 16, 2000
Revised:	September 27, 2010

- 3.1. The parliamentary authority for rules of order at Board and committee meetings shall be: Perry, Herb. *Call to Order*. Burlington, Ont.: Big Bay Publishing, 1984, except as noted below.
- 3.2. The Chair of the Board shall vote on all motions before the Board or committees.
- 3.3. A meeting of the Board may be held in the absence of the public (in camera) only if the subject-matter being considered in the absence of the public (in camera) concerns:
  - 3.3.1. The security of the property of the Board.
  - 3.3.2. Personal information of an individual, including an employee of the Board.
  - 3.3.3. A proposed or pending acquisition or disposition of property by or for the Board.
  - 3.3.4. Labour relations or employee negotiations.
  - 3.3.5. A law enforcement matter, litigation or potential litigation, including matters before administrative tribunals affecting the Board.
- 3.4. An Executive or Ad Hoc Committee meeting is not a public meeting, and any member of the public who wishes to attend one of these meetings must request an invitation in advance of the meeting.
  - 3.4.1. Notes recorded at these meetings are not public minutes but may be made available upon request.
- 3.5. Voting
  - 3.5.1. A recorded vote is allowed when requested in advance of the vote being taken.
  - 3.5.2. A proxy vote on a decision item may be sent in ahead of time by a trustee if the trustee is unable to attend a Board meeting; if a trustee is absent and has not submitted a proxy vote, then the vote of the absent trustee is counted as approving the motion.
  - 3.5.3. Any emergent motion that arises during a meeting is not eligible for proxy voting.

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- 3.5.4. The 2/3 members plus 2/3 population rule is applied to voting at the Board level.
  - 3.5.5. Voting by majority, 50% plus one, is applied at the YRL Executive Committee level.
  - 3.6. Trustees shall vote, unless they declare a conflict of interest. A trustee who has a conflict of interest shall declare the conflict when the item in question is raised and shall leave the meeting until the item has been dealt with.
  - 3.7. Motions at the committee level only require a mover.

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## 4. Board

Approved:	October 16, 2000
Revised:	May 12, 2014

- 4.1. Each municipality and school division is eligible to appoint one member to the Board according to the terms of the Libraries Act and Regulation.
- 4.2. Each municipality and school division is eligible to appoint an alternate to the Board according to the terms of the Libraries Act and Regulation. Only duly appointed alternates are eligible to participate in Board meetings. The alternate shall not act in place of the library system board member at more than two consecutive meetings except by resolution of the library system board.
- 4.2.1. The Chair of the YRL Public Libraries' Council (PLC), or designate, is eligible to sit as an advisory member to the Board.
- 4.2.2. The Alberta Library Trustees' Association (ALTA) Area 2 – Yellowhead Region representative is eligible to sit as an advisory member to the Board.
- 4.3. The Board is responsible for:
- Approving annual budget.
  - Approving audited financial statements.
  - Approving recommendations for changes to the Master Membership Agreement.
  - Establishment and setting the authority of committees.
  - Electing the Chair and Vice Chair.
  - Electing the rest of the YRL Executive Committee according to Board policy as outlined in Policy 6.2.
- 4.4. Board Elections
- 4.4.1. Eligibility
- 4.4.1.1 Board members are eligible to stand for election as Chair and Vice Chair.
- 4.4.1.2 Board members are eligible to stand for elections to the YRL Executive Committee as per Policy 6.2.3 and 6.3.1.
- 4.4.1.3 Board member alternates are not eligible to stand for election as Chair, Vice Chair or YRL Executive Committee member except as noted in Policy 6.3.1.1.
- 4.4.2. Nominations

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- 4.4.2.1 Nominations for the election of the Chair and Vice Chair must come from the floor.
  - 4.4.2.2 Nominations for election to the YRL Executive Committee must come from the floor except as noted in Policy 6.2.3.1 and 6.3.1.1.
  - 4.4.2.3 Board members not able to attend the organizational meeting may stand for election provided that:
    - 4.4.2.3.1 Prior arrangement has been made to have a Board member in attendance nominate the individual from the floor.
    - 4.4.2.3.2 A letter providing background information and reasons for suitability to the position is provided in advance.
  - 4.4.2.4 Nominations do not require a seconder.

#### 4.5. Board Officers

- 4.5.1 The Board Chair is an ex-officio member of all board committees and is eligible to vote.
  - 4.5.2 The Board Vice Chair is empowered to carry out the duties of the Chair in the absence of the Chair.
  - 4.5.3 In the absence of the Chair and Vice Chair, the responsibility to perform the duties of the Chair shall rest with another member of the YRL Executive Committee
- 4.6. The Board shall meet at least three times per year as required by the Libraries Act and Regulation.
- 4.6.1 The last regular meeting of each year shall be the organizational meeting.

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## 5. Trustees

Approved:	October 16, 2000
Revised:	April 11, 2016

- 5.1. Must be aware of their legal and fiduciary responsibilities.
- 5.2. Maintain confidentiality and impartiality.
- 5.3. Recognize that the library system board represents a public trust which is concerned with the provision of library service at a regional level.
- 5.4. Are eligible to pursue professional development within the following parameters:
  - 5.4.1. The YRL Executive Committee will be authorized to attend the annual Alberta Library Conference (ALC).
    - 5.4.1.1. The Chair and Vice Chair will have right of first refusal for attendance at ALC.
    - 5.4.1.2. Other members of the Board will have next choice for attendance at the annual ALC if spaces are still available, and the trustee(s) attending will be chosen by lottery.
  - 5.4.2. Trustees may attend other professional development opportunities as approved by the Board.
- 5.5. Are eligible to serve on committees.
- 5.6. Shall be advocates for Yellowhead Regional Library.

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## 6. Committees

Approved:	October 16, 2000
Revised:	December 10, 2014

- 6.1. The YRL Executive Committee shall exercise the full powers of the Board, except for budget approval, any fee increase, or change to the Master Membership Agreement (as granted by YRL Board Motion 3533 on June 15, 2009).
- 6.2. YRL Executive Committee
- 6.2.1. Shall be formed according to the terms of the Libraries Act and Regulation.
  - 6.2.2. Shall meet a minimum of six times per year.
  - 6.2.3. Shall consist of ten Board members elected according to the following criteria as based upon the proportion of each to the overall membership:
    - 6.2.3.1. Any jurisdictions with a population of 15,000 or more are entitled to a seat.
    - 6.2.3.2. One seat shall be open for any School Division representative.
    - 6.2.3.3. One seat shall be open for any Municipal District representative.
    - 6.2.3.4. One seat shall be open for any Municipal District, Village, or Summer Village representative.
    - 6.2.3.5. One seat shall be open for the City of Wetaskiwin, the Municipality of Jasper, and any Town representative.
    - 6.2.3.6. One seat shall be open to any representative notwithstanding the population size of the municipality.
  - 6.2.4. A maximum of three YRL Public Libraries' Council (PLC) representatives, as determined by the PLC, shall be members of the YRL Executive Committee in an advisory capacity.
  - 6.2.5. The Alberta Library Trustees' Association (ALTA) representative for the Yellowhead Region shall be a member of the YRL Executive Committee in an advisory capacity.
  - 6.2.6. The Chair and Vice Chair shall be members.

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- 6.2.7. Is responsible for hiring and evaluating the Director.
  - 6.2.8. Shall deal with matters which arise between regularly scheduled Board meetings, except for those responsibilities which are the exclusive purview of the Board.
  - 6.2.9. Shall encourage communications with the rest of the Board:
    - 6.2.9.1. A detailed agenda for each meeting held by the YRL Executive Committee will be distributed to all trustees and library managers.
    - 6.2.9.2. Draft notes will be distributed to all trustees after each meeting.
    - 6.2.9.3. YRL Executive Committee members will facilitate communications with all trustees.
- 6.3. YRL Executive Committee Alternates
- 6.3.1. Alternates for the YRL Executive Committee members shall be elected according to the following:
    - 6.3.1.1 Any jurisdictions with a population of 15,000 or more, the YRL Board alternate duly appointed by a jurisdiction will be that jurisdiction's Executive Committee alternate.
    - 6.3.1.2 One Executive Committee alternate shall be elected from any School Division representative.
    - 6.3.1.3 One Executive Committee alternate shall be elected from any Municipal District representative.
    - 6.3.1.4 One Executive Committee alternate shall be elected from any Municipal District, Village or Summer Village representative.
    - 6.3.1.5 One Executive Committee alternate shall be elected from the City of Wetaskiwin representative, Municipality of Jasper representative or any Town representative.
  - 6.3.2. YRL Executive Committee alternates shall not act in place of an Executive Committee member at more than two consecutive meetings except by resolution of the YRL Executive Committee.

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**6.4.** Ad Hoc Committees

**6.4.1.** The Board or YRL Executive Committee, by motion, may establish Ad Hoc Committees as required.

**6.4.2.** Ad Hoc Committees shall normally consist of five Board members.

**6.4.3.** Ad Hoc Committees shall make recommendations to the Board or YRL Executive Committee as appropriate.

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## 7. Honoraria and Expenses

Approved:	October 16, 2000
Revised:	September 22, 2014
Next review:	May 2020

- 7.1. Yellowhead Regional Library does not pay any honoraria or expenses for attendance at Board meetings.
- 7.2. Yellowhead Regional Library pays an Honorarium to Board authorized trustees for attending committee meetings. Trustees participating in a meeting via teleconference may claim an honorarium.
- 7.2.1. Honoraria will be paid at \$100.00 for up to four hours inclusive of travel time, or at \$200.00 for four to eight hours inclusive of travel time.
- 7.2.2. Honoraria will be claimed using the appropriate form.
- 7.3. Yellowhead Regional Library reimburses Board authorized trustees for expenses when attending committee meetings and other Board authorized functions including conferences.
- 7.3.1. Registration for attending authorized professional development opportunities will be reimbursed at the Early Bird rate.
- 7.3.2. Expenses will be reimbursed at the following rates:
- a. Provincial government mileage rate.
  - b. Meals: Breakfast \$12.00  
Lunch \$15.00  
Dinner \$25.00
  - c. Accommodations: standard single room rates appropriate to the locale.
  - d. Travel: reasonable medium or economy class expenses.
- 7.3.3. Receipts will be required for meals if the amount exceeds the limit set above. YRL will not pay for alcoholic beverages.
- 7.3.4. Receipts will be required for all other expenses except mileage and honoraria.
- 7.3.5. Expenses will be claimed using the appropriate form.
- 7.4. Trustee honoraria and reimbursement for expenses shall be reviewed at least every three years.

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## 8. Recognition of Service

Approved:	October 16, 2000
Revised:	May 10, 2010
Next review:	May 2019

- 8.1. Yellowhead Regional Library recognizes the service provided by trustees.
- 8.1.1. A retiring member of the Board who has served for three or less years cumulatively will receive a thank you for service letter from the Board.
  - 8.1.2. A retiring member of the Board who has served for more than three years cumulatively will receive a "gift certificate for books" of \$25 for each three years of service.
  - 8.1.3. A retiring member of the Board who has made a special contribution, such as Chair or Vice Chair will also receive a gift to a value of \$50 for each three years of service. The gift and the manner of recognition will be decided by the Chair or Vice Chair plus two other members of the YRL Executive Committee.
  - 8.1.4. Rates for recognition of service shall be reviewed at least every three years.

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## 9. Trustee Orientation

Approved:	October 16, 2000
Revised:	May 11, 2015

- 9.1. In order that new board members are able to fulfill their responsibilities as representatives to their jurisdictions, and as members of the Yellowhead Regional Library Board, up to three orientation sessions will be provided annually. As well, member school divisions and municipalities will receive an annual trustee information package.
- 9.1.1. The Orientation sessions will include information on the following, but is not limited to:
- a. A presentation by a representative of the Public Library Services Branch (if staff available) on trustee responsibilities, provincial policy, Libraries Act, Libraries Regulation, Grants Regulation and the provincial public library network.
  - b. YRL governance including the Master Membership Agreement, Plan of Service, Board Policy and Human Resources/Health and Safety Manual.
  - c. YRL finances including the budget, annual audit and financial statements.
  - d. Member library services.
- 9.2. The trustee information package will be distributed to municipalities and school divisions every September to aid in selection of trustees to the YRL Board.

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## 10. Finance

Approved:	October 16, 2000
Revised:	May 12, 2014

- 10.1. The Board shall adopt regulations to ensure that the finances of Yellowhead Regional Library are managed in an efficient and accurate manner and in accordance with generally accepted accounting principles and to provide a sound basis for long-term financial management of the affairs of the system and conserve the assets of the system for the future.
- 10.2. The Board will ensure that Yellowhead Regional Library's financial records are audited annually as soon as possible after the end of the fiscal year. The Board shall approve the audit.
- 10.3. The fiscal year of Yellowhead Regional Library shall be January 1 to December 31.
- 10.4. For information purposes only, the Yellowhead Regional Library Board shall, prior to September 30 of each year, submit a budget for the General Fund to all parties to the Master Membership Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system.
- 10.5. The population of a municipality that is a party to the Master Membership Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.
- 10.6. The population of a school division that is a party to the Master Membership Agreement shall be deemed to be the most recent student enrollment submitted to Alberta Education.
- 10.7. The YRL Executive Committee will normally receive financial statements for the months of January, April, July and October.
- 10.8. The Director or Assistant Director shall sign the cheques along with a facsimile signature of the Board Chair. The signature stamp shall be under the control of the Client Services Manager or the Bibliographic Services Manager (whoever is not the Assistant Director).
- 10.9. Yellowhead Regional Library follows the deferral method of accounting for contributions (Fund Accounting).
  - 10.9.1. The Board shall maintain the following funds:
    - 10.9.1.1. General – the General Fund reflects the day-to-day operations. The General Fund will normally operate on a break-even basis.

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10.9.1.2. Operational Contingency – the Operational Contingency Fund allows Yellowhead Regional Library to operate in the event of unforeseen circumstances, or to meet shortfalls in the General Fund. The goal for this Fund will be equivalent to three to six months operating expenses.

10.9.1.3. Capital – the Capital Fund is maintained to allow for the purchase of capital assets.

10.9.1.4. Special Projects – the Special Projects Fund is for one-time projects approved by the Board.

10.10. The Board shall maintain capital assets.

10.10.1. Assets will be capitalized at \$2,000 or more.

10.10.2. YRL shall maintain a Capital Asset Replacement Schedule.

10.10.3. Capital Assets are recorded at cost. Amortization is charged against the Capital Fund and is provided for on a straight-line basis at the following rates:

- a. Building – 2.5%
- b. Building improvements – 10%
- c. Furniture and equipment – 15%
- d. Automotive equipment – 20%
- e. Computer hardware – 33 and 1/3%
- f. Computer software – 33 and 1/3%
- g. Remote access server – 33 and 1/3%
- h. Website – 33 and 1/3%

10.11. Investment earnings are maximized without incurring undue risk.

10.11.1. Yellowhead Regional Library will only invest its money in the following:

10.11.1.1. Securities issued or guaranteed by:

- a. The Crown in right of Canada or an agent of the Crown, OR
- b. The Crown in right of a province or an agent of a province.

10.11.1.2. Securities that are issued or guaranteed by a bank, treasury branch, credit union or trust corporation.

10.12. Yellowhead Regional Library will apply for applicable grants.

10.13. The Board shall provide adequate insurance coverage for its operations.

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- 10.14.** Gifts to Yellowhead Regional Library will be accepted only on the condition that they become the property of the library system to be used or disposed of as the Board decides. Receipts for cash gifts may be given for income tax purposes.
- 10.15.** When purchasing goods and services, Yellowhead Regional Library will follow sound business practices.

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## 11. Services

Approved:	October 16, 2000
Revised:	May 12, 2014

11.1. Yellowhead Regional Library provides library services to its members.

11.1.1. Services provided to members are listed in the Master Membership Agreement as required by the Libraries Act and Regulations These services may include but are not limited to:

- a. Bibliographic services.
- b. Materials and collections.
- c. Delivery and communications.
- d. Resource sharing and reference service.
- e. Programs and services, such as Summer Reading Program materials, and other library supplies.
- f. Training and consultation.
- g. Integrated library system, Internet, desktop computer and network services including support services.

11.1.2. The manner or provision of these services is defined in the current plan of service documents as adopted by the YRL Board.

11.2. Yellowhead Regional Library maintains two distinct collections, the Headquarters Collection and the Circulating Collection, that assist in the provision of the Reference, Inter-library Loan services and the enhancement of local collections. The selection and the responsibility for the development of these collections are set out in the Yellowhead Regional Library Collection Development Guidelines. The Director is responsible for the implementation of the regulations found in the Collection Development Guidelines.

11.3. Yellowhead Regional Library will cooperate with other agencies in the provision and support of library service including:

11.3.1. Yellowhead Regional Library will participate in The Alberta Library and its programs.

11.3.2. Yellowhead Regional Library will participate in Alberta's Public Library Network as a node and through its partnership in The Regional Libraries Computer Automation Systems Consortium (TRAC) Society.

11.3.3. Yellowhead Regional Library shall perform central integrated library system and network administration functions for The Regional Libraries Computer Automation Systems Consortium (TRAC) Society according to the terms of the TRAC Central Site Agreement.

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- 11.4.** Yellowhead Regional Library shall cooperate with other libraries, library systems, resources libraries and with the Government of Alberta in the development, maintenance and operation of a province-wide network for sharing of library resources.
- 11.4.1.** Yellowhead Regional Library abides by the policies, principles, roles and guidelines outlined in the Province of Alberta's Public Library Network Policy, Resource Sharing Operational Policy for Public Libraries and SuperNet Operational Policy.
- 11.4.2.** Yellowhead Regional Library is a participant in the development of the Operational Guidelines for The Regional Libraries Computer Automation Systems Consortium (TRAC) Society.
- 11.5.** In accordance with the terms of the Master Membership Agreement, Yellowhead Regional Library members shall participate in resource sharing by making all library materials belonging to Yellowhead Regional Library, municipal boards and schools, accessible.
- 11.5.1.** Resources will be shared according to policies, principles roles and guidelines outlined in the Province of Alberta's Public Library Network Policy and Resource Sharing Operational Policy for Public Libraries.
- 11.6.** Yellowhead Regional Library will hold confidential all user record information. Access to user records will be in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.
- 11.6.1.** Member libraries will be required to enforce the policy on confidentiality of patron records at the local level.
- 11.7.** Yellowhead Regional Library may provide services to non-members on a contractual basis under the following criteria:
- 11.7.1.** Yellowhead Regional Library will not enter into any contractual arrangements with municipalities and school divisions for library service outside of the geographic boundaries assigned in the Libraries Act and Regulation.
- 11.7.2.** Yellowhead Regional Library will not provide member services to non-member municipalities on a contract basis.
- 11.7.3.** Notwithstanding the above, as a node in Alberta's Public Library Network, Yellowhead Regional Library may enter into a contract for the provision of automation services to a non-member municipal library.
- 11.7.4.** Yellowhead Regional Library will not enter into any contractual arrangements which adversely affect service to members.

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## 12. Facility

Approved:	October 16, 2000
Revised:	September 27, 2010

- 12.1. Yellowhead Regional Library will maintain a safe and healthy work place.
  - 12.1.1. Smoking/vaping is prohibited in all areas of the headquarters building.
- 12.2. Yellowhead Regional Library is not a public library facility. For security reasons, access to the building is limited to trustees, staff, guests or others who have legitimate business with the library system.
- 12.3. No access to the headquarters building outside of regular operating hours will be permitted without authorization of the Director or designate.
- 12.4. Yellowhead Regional Library may allow outside groups to use the Harvey Treleaven Boardroom.
  - 12.4.1. A Yellowhead Regional Library staff member must be present at meetings held outside of regular office hours.
  - 12.4.2. The consumption of alcohol on YRL premises is prohibited.
  - 12.4.3. Recreational drug use on YRL premises is prohibited.
  - 12.4.4. The user is responsible for any damage to facilities or equipment.
  - 12.4.5. YRL is not responsible for injury or articles or equipment left behind.
  - 12.4.6. Use of YRL's Internet or videoconference connection is only possible with prior notification.
    - 12.4.5.1. YRL is not liable in the case of technical difficulties (i.e. if the Internet or video conference is not available, etc.).

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## 13. Personnel

Approved:	October 16, 2000
Revised:	September 17, 2012

- 13.1. The Yellowhead Regional Library Board is responsible for approving policies to ensure a work force is in place to carry out the operations of the library. These policies shall facilitate mutual respect, good communication and professionalism while endeavoring to be fair to both the Board and staff. Yellowhead Regional Library aims to provide a safe and healthy workplace where employees are free from violence and harassment. The Director is responsible for the implementation of the policies as found in the Human Resources/Health and Safety Manual.

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## 14. Board-Director Relationship

Approved:	September 27, 2010
Revised:	September 16, 2013

- 14.1. All authority delegated from the Board to the staff is delegated through the Director so all authority and accountability of staff, as far as the Board is concerned, is considered to be the authority and the accountability of the Director.
- 14.2. The Board through the YRL Executive Committee will:
- 14.2.1. Direct the Director to achieve results as defined by Yellowhead Regional Library's Mission Statement and formal documents such as those relating to the most current Plan of Service.
  - 14.2.2. Authorize the Director to establish all procedures, recommend policy, make decisions and take action as long as the above represent a reasonable interpretation of Board policies.
  - 14.2.3. Evaluate the Director's performance as directed in Policy 6.2.7.
  - 14.2.4. Evaluate compliance with any given Board policy or directive.

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## 15. Records Retention

Approved:	June 17, 2002
Revised:	September 27, 2010

- 15.1. Yellowhead Regional Library keeps orderly and timely records of its business in compliance with the Income Tax Act of Canada, the Freedom of Information and Protection of Privacy Act, and with the needs of YRL.
- 15.2. Yellowhead Regional Library retains and disposes of records as outlined in Schedule A
- 15.3. The retention period for records as set out in Schedule A shall be:
  - 15.3.1. Specified for a given number of years.
  - 15.3.2. Permanent – the original record shall be preserved and never destroyed.
  - 15.3.3. Retained until superseded.
- 15.4. The action for records as set out in Schedule A shall be:
  - 15.4.1. Hard copy – the original paper document shall be retained for the specified period.
  - 15.4.2. Electronic copy – an electronic copy of the document shall be retained for the specified period.
  - 15.4.3. Destroy – the record shall be destroyed after the retention period.
- 15.5. Schedule A lists the staff responsible for retention and/or disposal of records including all hard and/or electronic copies.
- 15.6. The Board gives authority for the destruction of records in accordance with Schedule A to the Director.
- 15.7. The Director is responsible for the proper and complete destruction of the records disposed of under this policy.
- 15.8. The Director has the discretion to retain records longer than the period provided for in this policy.
- 15.9. Permanent records are stored at the Yellowhead Regional Library office in Spruce Grove in appropriate secure storage or in a safe deposit box housed at YRL's financial institution.

## Records Retention Policy – Schedule A

Approved:	June 17, 2002
Revised:	September 24, 2018

record description	retention period	action	responsible
<b>Administration - Contact Database</b> These records include contact information for YRL member jurisdictions, libraries, and other agencies with which YRL deals.	Retain until superseded	Destroy	Admin Assoc
<b>Administration - General</b> Includes records on general administration not found elsewhere.	2 years	Destroy	Admin Assoc
<b>Annual Reports - YRL</b> These records include YRL's annual report to Alberta Municipal Affairs, the Annual Report to members, etc.	Permanent	Hard copy	Admin Assoc
<b>Annual Reports - Member Libraries</b> These include annual reports sent to YRL, etc.	3 years	Hard copy	Client Services
<b>Board - Minutes</b> Minutes of Board and committee meetings.	Permanent	Hard copy	Admin Assoc
<b>Building</b> Records related to building ownership and construction, including blueprints and other files.	Permanent	Hard copy	Site Services
<b>Building - Maintenance and Repair</b> Records related to the maintenance and repair of the building, including janitorial services, mechanical, heating and cost estimate records relating to damage or renovations.	7 years	Destroy	Site Services
<b>Bylaws</b>	Permanent	Hard copy	
<b>Contracts and Agreements</b> Includes records relating to persons, firms or corporations with whom YRL has entered into some form of contract or agreement.	Retain until expired plus 7 years	Destroy	Admin Assoc and Site Services
<b>Correspondence</b> Includes incoming and outgoing correspondence.	1 year	Selective retention for archives and destroy remainder	Admin Assoc

record description	retention period	action	responsible
<p><b>Electronic Data Processing</b> Includes records relating to the administration of computer system applications and networks. Includes design information, development and implementation strategies. Also includes records relating to the prevention of accidental loss, damage or destruction of data in all computer applications.</p>	Retain until superseded or obsolete	Destroy	Client Services
<p><b>Finance – Accounts Payable</b> Records of payment made to vendors or others who provide services to YRL. Includes invoices along with supporting documentation, packing slips, purchase orders, commitments, receipts of materials.</p>	7 years	Destroy	Accounting
<p><b>Finance – Accounts Receivable</b> The control and operation of receivable accounts such as billing, vouchers, invoices, remittances, receipts, bad debts, write-offs, compromise of debts and aging accounts, and charges by YRL for services of goods or services.</p>	7 years	Destroy	Accounting
<p><b>Finance – Audits</b> Financial auditing methods, responsibilities, reports, statements, background documentation, and recommendations resulting from audits.</p>	Permanent	Hard copy	Admin Assoc and Accounting
<p><b>Finance – Banking</b> Administration of banking methods and establishment, maintenance and termination of banking arrangements, deposits, cheques, statements, reconciliation, currency rates and acquisition of currency.</p>	7 years	Destroy	Accounting
<p><b>Finance – Budgets</b> Includes records relating to the preparation of budgets.</p>	7 years	Destroy	Accounting
<p><b>Finance – Ledgers</b> Records include Accounts Receivable, Accounts Payable, General, Payroll, Cheque Register, etc.</p>	7 years	Destroy	Accounting
<p><b>Finance – Payroll</b> Administration of salary and wages; forms; rates of pay; employee benefits such as disability, life, insurance, LAPP and RRSP. Includes individual earnings records, journal, records of employment, garnishees, etc.</p>	7 years	Destroy	Accounting

record description	retention period	action	responsible
<b>Finance – Taxation</b> Taxation matters at all government levels, records pertaining to GST, customs and excise taxes and tax receipts for gifts and tax exemptions.	7 years	Destroy	Accounting
<b>Legal Matters</b> Records relating to legal issues, opinions and advice provided to the Board by a solicitor.	Permanent	Hard copy	Admin Assoc
<b>Newsletters</b> These records include various Newsletters produced by YRL.	Permanent	Hard or electronic copy	Admin Assoc and Client Services
<b>Patron Records – Circulation History</b>	Retained for 90 days after check-in, until checked out again, or until all blocks are cleared.	Destroy	Client Services
<b>Patron Records – Contact Information</b>	Inactive patron's records destroyed according to local library policy	Destroy	Client Services
<b>Patron Records – Items Currently Signed Out</b>	Permanent	Electronic copy	Client Services
<b>Personnel – Applications and Resumes (interviewed but not hired)</b> Includes applications and resumes of people interviewed but not hired for vacant positions, including notes of interviewers.	2 years	Destroy	Admin Assoc and Accounting
<b>Personnel – Applications and Resumes (not interviewed and not hired)</b> Includes applications and resumes of people not interviewed and not hired for vacant positions.	Not retained	Destroy	Admin Assoc
<b>Personnel – Applications and Resumes (unsolicited)</b> Applications for employment for which no opening exists.	Not retained	Destroy	Admin Assoc

record description	retention period	action	responsible
<b>Personnel – General (current and former staff)</b> Includes the master record on individual employees, personal data, resumes, employment history, time sheets, appraisals and evaluations, pay and benefits, training, commendations, etc.	7 years	Hard copy	Accounting
<b>Personnel – Transitory Records</b> Records include items such as vacation requests, incident reports, etc.	2 years	Destroy	Accounting
<b>Policy and Regulation</b> Records relating to YRL Board policies and regulations.	Retain until superseded plus 2 years	Hard copy	Admin Assoc
<b>Reports, Studies and Statistics</b> Records relating to circulation statistics, or other periodic reports. Includes working papers.	2 years	Selective retention for archives and destroy remainder	Client Services
<b>System Agreement</b> Includes the Master Membership Agreement and the signature pages from member jurisdictions.	Permanent	Hard copy	Admin Assoc

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## Records Retention Policy – Schedule B

Approved:	June 17, 2002
Revised:	September 24, 2018

### Patron Records

- Confidentiality of patron records is in accordance with Policy 11.6.
- The YRL (TRAC) database collects personal information in order to circulate library materials, provide services to individual patrons, and to assess its programs and services. It may contain Name, Address, Telephone Number, Municipality, Barcode, Birth Date, Family and/or Guardian Name, PIN, Alternate Address and Telephone Number, Email, Fax, Number of Holds Placed, Grade, Home Room, Alberta Education Number, Home Room, Teacher, Default Language, and circulation records.

### Administration – Contact Database

- The Contact Database is maintained for the purpose of communications. It contains the names of YRL Board members, member and non-member municipal library and school personnel (Librarians, Board Chairs, Principals, etc.), member and non-member municipal and school division elected officials and staff (Mayors, Reeves, Board Chairs, Superintendents, etc.), Board Chairs and Directors of other library systems in the province, Associations, Societies, Government Officials, and business contacts. It may contain the following information: Name, Position, Organization, Address, Phone, Fax, and Email.

### Personnel Files

- YRL Employee Personnel Files may contain Employee Name, Address, Phone Number, Resume, Social Insurance Number, Proof of Age, Earnings and Income Tax records, RRSP or LAPP contribution records, Performance Evaluations, Correspondence, and Timesheets.

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## Appendices *(available upon request)*

1. YRL Master Membership Agreement
2. YRL Plan of Service Documents
3. Provincial Policies
  - a. Public Library Network Policy
  - b. Resource Sharing Operational Policy for Public Libraries
  - c. SuperNet Operational Policy
  - d. Collaborative Library Policy
  - e. Electronic Resources Operational Policy
  - f. Library Service for People with Print Disabilities Operational Policies
4. YRL Human Resources/Health and Safety Manual
5. YRL Board Meeting Proxy Voting Form
6. YRL Expense Form
7. YRL Trustee Honoraria and Expense Form
8. YRL Trustee Information