

PERSONNEL AND LIST OF DUTIES
VILLAGE OF EDGERTON LIBRARY

POLICY

The Library Manager and the Secretary Treasurer shall be employed under contract at the monthly rate set out by the Board.

The Board will gratefully accept volunteers to assist the Library Manager as instructed by the Library Manager.

PROCEDURE

The Library Manager shall be responsible for:

- Service to the public.
- Adhere to budget guidelines as determined annually by the board
- Actively participate with the Plan of Service development and review
- Enforce policies set by the board in reference to Library operations
- Budget for staffing, including research of funding opportunities (i.e. summer employment grants)
- Selecting library material on the basis of popularity, relevant issues and quality for the purpose of improving and updating the Library collection.
- Purchasing office supplies as required for properly maintaining the library.
- Material circulation.
- Preparing new and donated library materials for the shelf.
- Processing interlibrary loan requests.
- Organizing the Summer Reading Program and Storytime & Craft Sessions (Including special holidays).
- Tending to housekeeping (Library and library material).
- Maintaining records of library statistics.
- Preparing new Library material lists as well as advertising new material and library services.
- Ordering and shelving Theme Collections and Large Print Collections from Northern Lights Library Services.
- Accepting Memorial Fund donations.
- Attending Northern Lights Library Services councils, conferences, workshops and courses as approved by the Board.
- Weeding out of unpopular or damaged library material.
- Checking for overdue books and contacting patrons at fault.

The Secretary Treasurer shall be responsible for:

- Preparing payroll and issuing T4's.
- Collecting and disbursing the Edgerton Memorial Fund donations.
- Preparing the Agenda, Financial Statements, Financial Review & Budget as well as recording minutes at all Board meetings.
- Attending to the correspondence and filing.
- Holding the position of FOIP Co-Ordinator.
- Submitting the annual Provincial Grant Application as well as grant applications as requested by the Board.
- Recording of monthly Library Statistics.
- Submitting monthly and annual returns as required.
- Checking invoices upon arrival and paying accounts.
- Purchasing office equipment as approved by the Board for updating or properly maintaining the Library.

Original: 2005

Amended: May 2018

Reviewed: May 2018