

2.5. Expenses

Created 03/06

Revised 03/17

Guidelines and procedures

The Library Manager will be reimbursed for any purchasing done for the Library. An Expense Claim Form must be filled out and receipts attached. Mileage, in accordance with the Town, will be paid to the Library Manager for trips to purchase Library materials.

In accordance with budget provisions and with the approval of the Board, employees and Board Members who attend seminars, conferences, or workshops will be reimbursed for the following:

- Conferences fees
- Transportation costs
- Accommodations
- Meals, with receipts, up to \$75 per day
- Incidental up to \$40 per day

2.6. Finance

Created 03/06

Revised 04/21

As well as the responsibility set out in the Libraries Regulations Parts 1, 2 & 3, the Board is responsible for:

- Preparing the annual Library budget-
- Approving audited financial statements.
- Approving expenses.
- Approving policy.

Library Budget

- The Fiscal Year for the Library shall be January 1 to December 31.
- The Board shall prepare a budget with estimates of the money required to operate and manage the Library during the ensuing fiscal year.
- The Board shall pass the budget at the November meeting and ensure the budget is submitted to the Town Administrator before the end of the fiscal year.
- The Town Administrator shall present the library's budget to Town Council for approval. The Town Council may approve the estimate in whole or in part.

Audit & Accounting

- The annual audit will be done by the auditor for the Town and reimbursed by the Library as represented in the Library budget. The auditors report shall be submitted to Town Council upon its completion.
- Any unplanned/unbudgeted expenditure must be approved by the Board & motion prior to expense being incurred.
- The Town will administer accounting services for the Library.
- Financial records will be kept by the Town.
- A spreadsheet will be kept by the Librarian to track daily sales income.

Expenses & Signing Authority

- Signing Officers for grant applications and other official correspondence will be two of the following, the Chairperson, Treasurer and Librarian.
- No Signing Officer shall sign a cheque that is payable to themselves.
- A motion is required from the Board when a budgeted expenditure of monies above \$650 is required.

2.7. Social Media Policy

Created 09/14
Revised 03/17

The use of Social Media is recognized as an additional communication tool for the purposes of sharing information and encouraging dialogue with the public. It allows for the timely publications of news stories and events.

Guidelines and procedures

- The creation of an official Library social media site is subject to approval by the Board.
- Postings may include, but are not limited to Library news, programs and events.
- Designated personnel (as assigned by the Board) may create content on the Library social media sites at their discretion if it does not constitute inappropriate use as defined in this policy.
- The Library reserves the right to remove or restrict any inappropriate content posted by visitors.
- When representing the Library on social media, whether on official library social media applications or on their personal accounts, employees are expected to communicate in a respectful and professional manner.
- As much as reasonably possible, information will be confirmed for accuracy before posting.
- Inappropriate use is defined as creating public posts or sending private messages which:
 - Reflect negatively on the Library and Staff;
 - Contain personal or confidential information;
 - Do not abide by Library policies;
 - Do not abide by municipal, provincial and federal laws;
 - Include profanity, copyrighted information, defamatory or offensive comments, opinion, sexual content, the promotion of illegal activities or discrimination;
 - Contain any content deemed inappropriate by the Library Manager or the Board.

2.8. Gifts to the Library

Created 03/06
Revised 03/17

Guidelines and procedures

- Gifts to the Library will be accepted only on the condition that they become the property of the Library to be used or disposed of as the Library decides.
- The Library Manager will accept gifts or donations on behalf of the Library.
- A gift of money, property or stocks with conditions attached, will be reviewed by the Board before its acceptance.