

1.22 POLICIES AND BY-LAWS

1. The Board shall consider all proposals for policies or by-laws, whether they originate from with the board or from sources outside the board, such as library employees, residents of the area served by the library, community groups, etc.
2. It is the sole responsibility of the Board to determine and adopt policies and by-laws relative to the library.
3. A policy proposal must be presented to the Board, by a Board member, in the form of a motion. If the motion is carried, the proposal shall be drafted into policy format, numbered and presented for final approval at the next meeting.
4. A by-law proposal must be presented to the Board by a Board member, in the form of a motion. Three readings are required for passage of a by-law. All three readings may occur at the same meeting, but unanimous consent is required to proceed with the third and final reading.
5. The policy and by-law manual shall contain only the most current version of the Board by-laws and policies. Superseded versions shall be destroyed.
6. By-laws and policies adopted by the Board shall be included in the library's reference collection.
7. Board policies and by-laws shall be reviewed from time to time and revised when necessary to ensure their continued relevance and meaningfulness.
8. In the absence of policy, the Board authorizes the Library Director to act on its behalf. Prior to action the Director should consult with the Board Chair and/or other Board members. The action shall be reported to, and reviewed by, the Board.

1.23 BUDGETING PRINCIPLES

1. As described under the *Libraries Act, Sections 13 and 14(1)*, the Library Board has full management and control of the municipal Library and shall prepare a budget to ensure operations and management of the library for the ensuing fiscal year.
2. By August the Library Director shall prepare recommendations for review and discussion by the Budget Committee.
3. By September the Budget Committee shall present a recommendation for a three-year funding request for discussion and approval by the Morinville Library Board. The Board will operate from the revised approved budget.
4. A request for funding, based on the Board approved recommendations, will be presented for approval by Council, in accordance with the process established by the Town of Morinville, for the purpose of providing library services.
5. Following funding approval by Council the Budget Committee will create a draft budget to be approved by the Morinville Library Board.
6. The Library Director shall approve expenditures for budgeted items. Expenditures that are not itemized on the approved budget must be presented for approval to the Morinville Library Board.

7. At the end of each fiscal year, any operating surpluses shall be reconciled by the Library Director and Board Treasurer and added to the reserve. The operating surplus consists of variation in the projected budget as well as proceeds from fundraising and donations. This accounting shall then be presented to the Library Board for information.
8. The Board shall review, on a yearly basis, following budget presentation, how to prioritize the allocation of some reserve funds for new projects or events fitting the purpose of the reserves.
9. Reserves must contain enough funds to provide a cushion against HR liabilities mandated by Alberta Government and employment contracts. Reserves shall be used for contingencies such as:
 - a. Unforeseen emergencies, including but not limited to:
 - i. Flood/fire damage, infestation, and/or loss of revenues.
 - b. Human Resources expenses such as:
 - i. Termination/severance, and legal fees.
 - c. Technology and innovation such as:
 - i. Replacement of or additions to information technology, electronic devices, media equipment, software licenses, operating upgrades.
 - d. Designs for functionality such as:
 - i. New construction or remodelling of library space.
 - e. Furnishings such as:
 - i. Shelving, fixtures, furniture, and equipment other than information technology.
 - f. Programs and services such as:
 - i. Mobile library (van), support for in-house and outreach programs/services, new initiatives conforming to the Plan of Service, and remaining current with trends in library service.
 - g. Funds raised in advance for programs.

1.24 TENDERING OF CONTRACTS AND SERVICES

1. Purchasing of goods and services of under \$2,500.00 may be made without a formal process, but competitive quotations or price comparisons should be obtained.
2. The Library Director may approve untendered purchases up to \$25,000.00 subject to the following limitations:
 - 2.1. Board has approved the purchase in the budget estimates.