

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.

- 2.2. Up to three qualified suppliers have been contacted for quotations.
 - 2.3. That the purchase is awarded to the supplier with the lowest negotiated price when all other factors are considered equal.
 - 2.4. If other than the lowest price is selected, Board approval is required including appropriate justification.
 - 2.5. All other things being equal, local suppliers shall be given preference.
3. Up to three quotes from qualified suppliers will be requested for all purchases in excess of \$25,000.00 and submitted to the Board for final acceptance.

1.25 PUBLIC EMERGENCY PREPAREDNESS

PURPOSE

This policy is created to establish a protocol that will be used in the event of a public emergency. The library should plan for staff being unable to report to work. It is important to ensure a proactive approach for the safety of the Morinville Public Library staff as well as their patrons.

DEFINITION:

PUBLIC EMERGENCY: Any circumstances or events that affect the library's ability to offer services and prompts co-ordination of action. These could include natural disaster, medical pandemic, epidemic, civil unrest, or armed conflict.

PROCEDURE:

In the event of a public emergency Morinville Public Library will follow the recommendations of a relevant government or authorized authority.

1. *Minimum Staffing Level:*

The absence of sufficient library staff able to work will determine the ability to carry out services and maintain open hours.

2. *Library Closure:*

- Morinville Library Board or Management has the authority to temporarily close the library.
- If a mandate order or recommendation for closure is issued by a relevant authority the library would be closed.

In the event there is insufficient staff to maintain services the management may reduce library operation hours, limit or cancel services and reassign employee's duties and shifts.

In the event of closure, late fines will be suspended and borrower's cards will be extended until the library reopens.