



Town of Cardston

Public Library Board

Membership	All Members of Board Town Council Representative Library Manager
Date and Time of Regular Meeting	Third Monday of each month 5:00 p.m. Library Board Room
Mandate	<ol style="list-style-type: none"> 1. To establish, maintain, and preserve an organized collection of educational, cultural and recreational materials in order to promote an enlightened citizenship and enrich personal lives. 2. To serve the community as an information center. 3. To provide opportunity and encouragement for continuous education of the residents of the community. 4. To identify community needs and provide programs and services to meet such needs. 5. To cooperate with other library systems, groups, organizations, agencies and institutions which can provide programs or services to meet community needs. 6. To provide the best possible service to all persons, recognizing the Canadian Charter of Rights and Freedoms.
Guidelines	<ol style="list-style-type: none"> 1. Advocate for the library in the community and advocate for the community as a member of the library board. To be a library advocate is to work for the betterment of library services for the community. Advocacy includes working to obtain adequate funding for the library; pursuing opportunities to meet and speak with community groups; getting to know the mayor and city council; making sure the community's needs and interests are paramount when making board decisions. 2. Plan for the future of the library. Planning is one of the most important trusts that the community gives to the library board. Planning is deciding what is going to happen with library services over the next few years. It is taking charge of the library's future and creating it to be responsive to what the community needs. 3. Monitor and evaluate the overall effectiveness of the library. The community puts its trust in the library board to make sure the library is operating the way it should. For example, the library board is familiar with the library's budget - where the money is coming from and how it will be spent. The board monitors monthly financial reports and approves the bills so they can be paid. The board also helps determine whether the community is satisfied with the service received from the library.
Guidelines Continued	<ol style="list-style-type: none"> 4. Set library policies. The library board spends much of its time on policy issues - developing policies and monitoring the effectiveness of those policies. (Policy is a carefully designed, broadly stated, written guideline for actions and decision of the library.) Once adopted by the board, library staff carries out the policies on a day to day basis. 5. Hire and evaluate the library director. The board hires a qualified director to manage the day-to-day operations of the library and works with the director, carefully respecting each other's roles. The board also regularly evaluates the director to make sure the library operates well and in the best interest of those the library serves.

Approved by Resolution: # _____

Date: _____