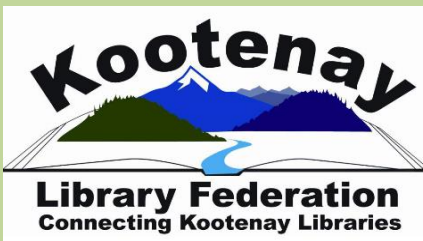


Policies



- 1.0 KLF Consortium Purchase Policy
- 2.0 Speaker/Tour Policy
- 3.0 Governance Workshop Support
- 4.0 KLF Travel Compensation Policy
- 5.0 KLF Reserve Funds
- 6.0 Code of Conduct and Confidentiality
- 7.0 Conflict of Interest
- 8.0 Online Motions
- 9.0 Records Management

Policy Title: KLF Consortium Purchase Policy	Policy Number 1.0
Approved by the Board: October 2007 Amended: October 2019 April 2023	Expected review date: Every two years

Objective

This policy defines the conditions for initiating and discontinuing consortium purchases for KLF member libraries.

Definitions

Consortium Purchase

- a collaborative arrangement where goods, works, or services can be obtained for better prices collectively rather than individually

Background/Rationale

The KLF aims to provide financial assistance and administrative support to member libraries for consortium purchases. The KLF supports regional equities among member libraries for services and programs.

Policy

1. Financial assistance for a consortium purchase will be provided when the following conditions are met
 - a minimum of 50% of member libraries are participating in the purchase
 - member libraries can commit to a 2-year subscription for databases (in order to facilitate patron and staff learning and uptake)
 - KLF funding is available
2. Discontinuing an ongoing purchase will be considered when:
 - Fewer than 50% of member libraries are interested in continuing participation
 - Data collected by member libraries indicates infrequent use of resource and/or negative feedback from users regarding resource
 - KLF funding is no longer available

Policy Title: Speaker/Tour Policy	Policy Number 2.0
Approved by the Board: May, 2010 (as Author Tour Policy) Amended: September 2020 April 2023	Expected review date: Every two years

Objective

This policy defines considerations for funding public performances of authors, speakers and other performers for KLF member libraries.

Background/Rationale

The objective of a tour is to increase engagement between communities and their local library and to introduce authors, speakers and performers and their work to then community. The KLF may offer partial or full funding to authors, speakers and performers for fees and travel costs related to public performances in member libraries either in person or virtually.

Policy

The KLF will consider the following when planning a tour:

1. Suggestions for authors, speakers and performers made by member libraries
2. Geographic equity when scheduling a tour
3. Partnerships with publishers, member libraries, community groups and other Federations to plan, promote and host a tour
4. Available funding -
 - if grant funds are used, conditions stipulated by the grant will have precedence over other considerations

Policy Title: Governance Workshop Support (formerly KLF Trustee Orientation Program)	Policy Number 3.0
Approved by the Board: October 13, 2007 Amended: October 13, 2019 Amended: September 26, 2020	Expected review date: Every two years

Policy Background

The British Columbia Library Trustees Association offers governance workshops on a cost recovery basis.

As part of our mandate to provide professional development for board members, the Kootenay Library Federation will cover a portion of the governance workshop fee charged by the BCLTA.

Policy statement:

The KLF will reimburse member libraries for 60% of the governance workshop fee charged.

1. This support is available to trustees from any KLF member library.

2. Member libraries are responsible for paying the balance of the fees, travel, and any other additional costs for the attendees.
3. Working with the BCLTA, and when possible, the KLF will arrange up to two in-person or Zoom training sessions per year - one in the East Kootenays, and one in the West Kootenays. Library trustees may attend a session in another part of the province under the same guidelines described in this policy.
4. Financial support for governance workshops is contingent on acceptable funding for the KLF from Libraries Branch.

Policy Title: KLF Travel Compensation Policy	Policy Number 4.0
Approved by the Board: October 23, 2010 Amended: October 19, 2019	Expected review date: Every two years

Purpose/Rationale

As reimbursement for travel and accommodation expenses are the largest cost of KLF meetings and training events, it is sensible that libraries make the most economical arrangements possible for travel. The KLF encourages and will work to facilitate carpooling amongst Board members and Library Directors.

Exceptions may be made to this policy for reasons including poor driving conditions, unforeseen circumstances, and accessibility concerns. If possible, consult with the KLF Executive Director prior to making travel arrangements which do not comply with KLF policy. In these circumstances, reimbursement consideration will be at the discretion of the KLF Executive Director.

Principles

1. Maximum amounts for travel, meals and accommodation will be at the current rates paid by the BC Government and will be reviewed annually. This information can be found at https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf
2. Mileage rates for vehicle use include all vehicle costs such as gas, maintenance and insurance. Mileage rates will not exceed the cost of economy class airfare, where available. Mileage will be calculated using the distances set out in the KLF distance chart.

3. Carpooling is encouraged where feasible.
4. Air travel reimbursement will be the lesser of actual costs or economy class travel and will be booked promptly when the commitment to travel becomes known.
5. Receipts are required.
6. Meals will be reimbursed at the receipted amount or the maximum stipulated rate, whichever is less. When a meal is provided, a meal allowance will not be paid out. Alcoholic beverages are not a reimbursable expense.
7. Billeting with family and friends is encouraged and upon request, will be reimbursed at a rate of \$45.00/night's stay, inclusive of accommodation and meals.
8. Meetings will end by 3pm to allow travel home the same day.

	KLF Distance Chart																			
	Beaver Valley	Castlegar	Cranbrook	Creston	Elkford	Fernie	Grand Forks	Greenwood	Invermere	Kaslo	Kimberley	Midway	Nakusp	Nelson	Penticton	Radium H.S.	Rossland	Salmo	Sparwood	Trail
Beaver Valley	x	45	214	108	377	310	122	162	347	135	245	193	185	65	308	360	24	25	339	16
Castlegar	45	x	231	125	391	326	97	137	363	115	245	154	145	46	283	376	38	42	356	31
Cranbrook	214	231	x	105	164	96	322	362	133	219	31	377	312	230	506	146	238	190	125	230
Creston	108	125	105	x	269	201	216	256	238	114	137	270	206	124	402	251	133	85	231	124
Elkford	377	391	164	269	x	67	484	525	278	386	185	539	533	394	667	291	401	353	39	393
Fernie	310	326	96	201	67	x	418	457	211	315	121	473	408	325	602	224	334	286	30	326
Grand Forks	122	97	322	216	484	418	x	40	454	207	353	57	240	137	186	467	98	133	447	108
Greenwood	162	137	362	256	525	457	40	x	494	246	393	15	280	177	145	507	138	173	487	148
Invermere	347	363	133	238	278	211	454	494	x	352	120	511	366	362	639	13	371	323	240	362
Kaslo	135	115	219	114	386	315	207	246	352	x	251	262	93	70	391	365	146	109	345	140
Kimberley	245	262	31	137	185	121	353	393	120	251	x	406	343	261	537	133	270	221	150	261
Midway	177	152	377	271	540	472	55	15	509	261	408	x	295	192	131	522	153	188	502	163
Nakusp	185	149	312	206	533	408	240	280	366	93	343	297	x	146	361	379	180	181	437	173
Nelson	65	46	230	124	394	325	137	177	362	70	261	194	146	x	323	375	77	40	355	70
Penticton	308	283	506	402	667	602	186	145	639	391	537	131	361	323	x	649	282	318	633	292
Radium H.S.	360	376	146	251	291	224	467	507	13	365	133	524	379	375	649	x	384	336	253	375
Rossland	24	38	238	133	401	334	98	138	371	146	270	152	180	77	282	384	x	50	364	10
Salmo	25	42	190	85	353	286	133	173	323	109	221	189	181	40	318	336	50	x	315	41
Sparwood	339	356	125	231	39	30	447	487	240	345	150	500	437	355	633	253	364	315	x	355
Trail	16	31	230	124	393	326	108	148	362	140	261	163	173	70	292	375	10	41	355	x

Policy Title: KLF Reserve Funds	Policy Number 5.0
Approved by the Board: October 15, 2016 Amended: September 26, 2020	Expected review date: Every two years

Purpose/Rationale

The Federation has a commitment to its member libraries to maintain the current level of programming and to be flexible to explore new opportunities that meet the Federation’s strategic priorities.

Principles:

Due to the unpredictable nature of the Federation’s revenue stream, the KLF will maintain two reserve funds. A general reserve is intended for use should our annual operating grant from Libraries Branch be delayed. An operating reserve is intended for use should Libraries Branch discontinue disbursing annual operating grants to library federations.

1. In either of these eventualities, the two reserve funds will be used to meet obligations to our member libraries, to fulfill program and project commitments, and if required, to ensure an orderly shutdown of the Federation.
2. The general reserve will be held in a high interest savings account. These funds (\$5000.) are available to the Executive Director without Board approval. Executive Committee will be apprised of use of general reserve funds. When used, these funds will be replenished after the Federation operating grant is received from Libraries Branch.
3. The operating reserve will be held in a cashable term deposit in an amount sufficient to ensure an orderly shutdown of the Federation over a course of four months (between \$40,000 - \$50,000).
4. The Executive Director is responsible for ensuring that the reserve funds are maintained and used in consultation with the Treasurer and used only as described in this policy.
5. This policy will be reviewed every two years by the Finance Committee and the Executive Director. Any changes will be referred to the Board for approval.
6. Surplus funds will be used to fund projects or programs, based on current strategic priorities. The Executive Director is responsible for ensuring that any surplus funds are used only as described in this policy.

Policy Title: Code of Conduct and Confidentiality	Policy Number 6.0
Approved by the Board: October 13, 2018	Expected review date: Every two years

All Kootenay Library Federation Board members will:

1. Recognize that whether or not they agree with a decision made by the Board, they must support said decision as being the considered judgement of the Board, and present a unified voice when speaking outside of Board meetings.
2. Operate in an ethical and businesslike manner. This commitment includes proper use of authority and appropriate decorum when acting on behalf of the Board.
3. Have loyalty to the interests of the Kootenay Library Federation. This supersedes any loyalty to advocacy or interest groups.
4. Listen carefully to and respect the opinion of other Board Members and respect the decisions of the Board.
5. Maintain confidentiality about all matters that are discussed and considered during in camera meetings.
6. Use proper care and exercise ethical, lawful and prudent judgment in the performance of their duties.
7. Recognize that all authority is vested in the Board as a whole when it meets in legal session, and not with individual Board members.
8. Participate actively in Board meetings and actions.
9. Call to the attention of the Board any issues that may have an effect on the KLF.
10. Refer complaints about the KLF to the Board Chair for governance issues or the Executive Director for operational matters.
11. Recognize that the Board's job is to ensure that the KLF is well managed, not to manage the KLF.
12. Ensure that the KLF is financially secure, growing and always operating in the best interests of the member libraries.
13. In terms of confidentiality, Board members must not disclose confidential information learned as a result of their KLF duties, except as necessary for the performance of those same duties.
 - a. Board members must continue to maintain information in confidence after the termination of their involvement with the KLF.
 - b. Board members must not use confidential information gained through their association with the KLF in order to further their own private interests or those of a related party.
 - c. If in doubt about what is considered confidential, a Board member should seek guidance from the Board Chair or the Executive Director.

Signed _____

Date _____

Policy Title: Conflict of Interest	Policy Number 7.0
Approved by the Board: October 2018 Amended October 2019 April 2023	Expected review date: Every two years

Objective

This policy outlines standards, expectations and processes to identify and manage potential conflict of interest situations.

This policy is intended to supplement but not replace any applicable federal, provincial or municipal laws governing conflicts of interest applicable to non-profit and charitable organizations.

Scope

This policy applies to KLF Board members and staff.

Definitions

Conflicts of Interest

- arise when personal interests conflict with an individual's stipulated duties and responsibilities as a member of the KLF Board. A conflict of interest can exist whether or not a monetary or an employment advantage exists.

Background/Rationale

The KLF is accountable to both government agencies and members of the public for responsible and proper use of its resources. Members have a duty to act in the best interests of the KLF and ensure that decision-making on behalf of the KLF is free from actual or potential conflicts of interest.

Policy

1. Neither Board members nor their immediate families may be KLF employees.
2. Board members are responsible for identifying situations in which possible conflicts of interest may arise.
3. Board members have a duty to disclose possible conflicts before any given issue or agenda item is discussed.
4. The Executive Committee will review all reports of conflicts of interest brought to their attention and will determine a process for resolution.

Process

1. Full disclosure of potential or actual conflict of interest will be made in writing to the Executive Committee if:

- a Board member is related to another Board or staff member by blood, marriage, adoption or domestic partnership
 - a Board member or a Board member's family or business organization may derive a direct or indirect monetary or material benefit from:
 - a Board decision or outcome of a Board decision
 - a contract or business arrangement established by the KLF
 - a Board member is also a member of the governing body of a contributor to the KLF
2. Board members who perceive themselves to be in a possible conflict of interest will:
 - report the matter immediately to the KLF Board Chair or Vice Chair
 - excuse themselves at the onset of discussion, without comment, from both deliberation of the issue or agenda item in possible conflict and the vote
 3. When requested, a Board member in perceived conflict may be present during deliberations to clarify information unless an objection is made by any other Board member. Any declaration must be recorded in the minutes.

Policy Title: Online Motions	Policy Number 8.0
Approved by the Board: October 2019 reviewed Nov 2022 deleted April 2023	Expected review date: Every two years

Policy was deleted as it's no longer relevant with Zoom.

Policy Title: Records Management	Policy Number 9.0
Approved by the Board: September 26, 2020 Amended April 2023	Expected review date: Every two years

Objective

This policy provides direction to ensure that full and accurate records of all activities and decisions of the KLF are created, managed, and retained or disposed of appropriately and in accordance with the operational needs of the KLF and relevant legislation.

Scope

This policy applies to all records of the KLF, physical and electronic.

Definitions

Records

- refers to information recorded in any format (physical or electronic) that has been created or received and/or maintained by the KLF. The nature of the record determines its eventual disposition and/or disposal as noted in the Retention Schedule

Vital Records

- refers to records deemed essential to the survival of the KLF and have been identified for protection from destruction in the event of a disaster. These records are identified in the Retention Schedule with a (V).

Policy

1. The KLF Director has overall responsibility for oversight and implementation of the records management program and records destruction
2. Storage of files held by the KLF will be kept to the legal minimum consistent with the efficient operation of the organization and the preservation of a meaningful historical record. The KLF Board and/or Director have the discretion to retain records longer than stipulated in the Retention Schedule provided they have historical or current value.
3. The KLF shall keep an orderly and timely record of its business so that all records are compliant with federal legislation.
4. Records may be kept in hard copy or electronic format. Electronic records will be backed up on a minimum monthly basis to an external drive or a secure Canadian cloud-based account.
5. Records slated for disposal shall be recycled (hard copy) or deleted (electronic) with the exception of records containing personal information.
6. Records containing personal information:

- may be collected by the KLF for the purposes of program and service provision, evaluation and newsletter distribution (opt-in only). The KLF will use reasonable security measures to safeguard this information.
 - are retained and disposed of in accordance with B.C.'s Freedom of Information and Protection of Privacy Act. The KLF will not retain any personal information longer than necessary for current service provision, unless required by law.
 - that have been slated for disposal following the guidelines set out in the Retention Schedule shall be shredded or deleted by the KLF Director.
7. Vital records will be kept in a persistent electronic format (e.g. PDF) and held in duplicate by the KLF Board Chair. Updated vital records will be provided to the Chair once per year, following the AGM.

KLF RECORDS RETENTION SCHEDULE

(V) = vital records

One year	Three years	Seven years	Forever
Budget working sheets	Board Agenda packages	Committee Minutes (after disbanded or issue is resolved)	Board Minutes (V)
Grant applications (not approved)	Correspondence, general	Contracts (after expiration)	Historical Records: <ul style="list-style-type: none"> - Annual Reports - Federation Agreement (V) - Governance & policy manuals - Record of programs supported by the KLF by year - Strategic Plans
Workplans	Federation Managers' Meeting Minutes	Financial Records (V), including but not limited to: <ul style="list-style-type: none"> - Bank statements and reconciliations - Budgets (final) - Cheque stubs, invoices, and receipts - Payroll - SOFI (submitted copy) - Subsidy calculations - Vendor and supporter lists - monthly reports 	Provincial Library Grant Reports (V)
	Insurance policies (after replacement or cancellation)	Grant applications and reports (approved grants)	
	LDAG Agenda packages	LDAG Minutes	
	Personnel files (four years after employee leaves)	Statistics and surveys (programs, consortial purchasing, Strategic Plans, conferences etc.)	

In addition, it is the responsibility of the Executive Director to keep those records which will contribute to the continuous smooth operation of the Federation as well as a robust historical record of the activities of the Federation.

