

## STAFF ORIENTATION and CONTINUING EDUCATION

Policy Number: 2023-016  
Revisions approved: September 2023  
To be reviewed: September 2026

### Purpose or Intent

The Town of Trochu Library Board recognizes the importance of a thorough orientation process for staff. It is important that all staff acquire skills and knowledge relating to their roles within the local, regional and provincial library structure and continue to educate themselves during their period of employment. The Board supports this policy by providing an orientation process and provides encouragement and support for participation in web-based programming, attending library conferences or workshops and enrolling in library-related courses.

### Authority

The Town of Trochu Library board is required to set out:

“orientation and continuing education of board members and staff, including expenses for attendance at library meetings, conference workshops and courses and for memberships in library associations.”

*Libraries Regulations 7(1)(b).*

### Policy Statement(s)

#### A. Orientation

1. The Board shall ensure that an orientation package (OP) is prepared and provided to each new staff member.
2. It is the responsibility of the Board secretary or designated Board member to maintain the OP on the Board computer and provide an annual update to all staff.
3. The orientation of a new Library Manager to the Trochu Municipal Library is the responsibility of the Board Chair and designated Board members.
4. The orientation of a new employee is the responsibility of the Library Manager with assistance from designated Board members, PLSB and Marigold Library System. In addition to the OP, the Library Manager will provide specific training for the employee's position including participation in the regional library system and Provincial Library network.
5. All staff are expected to become thoroughly familiar with the materials in the OP.
6. Appendix A provides the index of materials in the current Trochu Municipal Library Orientation Package (April 2023). This Appendix may be updated annually.



## **B. Continuing Education**

7. Staff are expected to take advantage of the many educational opportunities to deepen their knowledge and skills related to libraries.
8. Staff members should use their annual performance goal-setting to determine educational options that meet their needs and align with the Plan of Service.
9. Staff should request budgetary allotments for specific educational opportunities to be included in the annual budget preparation process.
10. Within budget guidelines and with prior approval of the Board, payment of expenses incurred by individual staff for travel, subsistence, lodging, registration fees and replacement staff wages will be reimbursed as per established procedures.
11. Staff are expected to submit a short report on their Continuing Education activities at the next Board meeting.

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Pam Bezanson, Library Chairperson

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Date

## Appendices A

### Trochu Municipal Library Orientation (April 2023)

*Note: The orientation package has been downloaded onto a thumb drive provided to each member. It is expected that the thumb drives will be updated annually and will be returned when a member leaves the Board or when staff leave their position of employment.*

#### 1. Legislation

- a. Libraries Act (2000)
- b. Libraries Regulation (2018)

#### 2. Boards

- a. Town of Trochu Library Board and Employee Contact Information
- b. Town of Trochu Library Board appointments and terms
- c. Library board basics: A handbook for library board members and managers (2021)
- d. Policies and bylaws: A guide for public library boards in Alberta (2022)

#### 3. Strategic Plan

- a. Mission Statement (2022)
- b. Strategic Plan of Service (January 2023-December 2027)

#### 4. Bylaws

- a. Bylaws of the Trochu Municipal Library (2022)
- b. Freedom of Information and Protection of Privacy Bylaw (2019)

#### 5. Policies

##### a. Ten Required Policies – April 2023

##### b. Governance

- 002. Interest in Trochu Municipal Library Board Membership (2021)
- 003. Electronic Motion and Voting (2021)
- 004. Board Executive, Committee Membership and Responsibilities (2021)
- 010. Finance Policy (2022)
- 011. Reserve Policy (2022)
- Trusteeship Policy (2020)
- Records Management Policy (May 2020)

##### c. Administrative/Operational

- 001. General (Statutory) and Optional Holidays (2021)
- 005. Selection, Acquisition, Purchase and Disposition of Resources (2022)
- 006. Confidentiality of User Records (2022)
- 007. Resource Sharing (2022)
- 008. Facility Use (2022)
- 009. Hours of Service (2022)

012. Provision of Service to those unable to use conventional print (2022)

013. Certified Service Dog Teams (2022)

014. Loan of Library Resources (2022)

- Library Code of Conduct
- Patrons Code of Conduct Policy (2021)
- Internet Public Access Policy (2019)
- Information Technology Policy (2020)
- Violence and Harassment Policy (2019)
- Pandemic Management

**d. Human Resources**

- Personnel Policy
- Library Manager Job Description
- Assistant Librarian Job Description
- Performance Review Policy (2020)
- Working Alone Policy (2019)
- Staff Orientation and Continuing Education Policy (2021)
- Board Orientation and Continuing Education Policy (2021)

**6. Meetings**

- a. 2023 Minutes (Jan, Feb)
- b. 2022 Minutes
- c. Roberts' Rules of Order Cheat sheet

All the approved minutes from 2019 to 2023 are available on the website at:

<https://www.trochulibrary.ca/About-Us/Library-Board>

**7. Financial documents**

- a. Approved Budget 2023
- b. 2022 General Account (Reviewed)

**8. Marigold Library System**

Marigold Library System is a collaborative of member municipalities in Southern Alberta with the vision of providing cost-effective, state-of-the-art public library services and support.

Trochu Municipal Library and the town of Trochu pay a levy to be part of Marigold. Patrons in Marigold have access to amazing digital content, high-speed internet and wifi at library locations, access to millions of books, other collection materials and much more.

These two documents summarize the investment and partnership.

- a. Marigold Transfer Payment (Services Grant) Feb 2023
- b. Connecting Communities: 2023-2025 MLS Plan of Service
- c. 2022 Annual Report
- d. 2022 Value of Your Investment



- e. 2021 Value of Your Investment

More information on Marigold Library System can be accessed at: <https://www.marigold.ab.ca/>

## 9. Other Items

- a. Board presentation to Town of Trochu Council – October 2022
- b. Board's Strategic Analysis – October 2022
- c. Guidelines for Fundraising Analysis – adopted January 2022
- d. Building and Capital Plan – April 2023 Draft

## 10. Useful resources and websites

- a. **Public Libraries Services Branch (PLSB)**

<https://www.alberta.ca/public-library-services-branch.aspx>

- b. **Community Development Unit**

<https://www.alberta.ca/community-development-unit.aspx>

- c. ***Freedom of Information and Protection of Privacy Act*** (Current as of December 2020)

<https://www.alberta.ca/freedom-of-information-and-protection-of-privacy-overview.aspx>

- d. **Trochu Municipal Library Society**

The *Society Act* (2000) and *Society Regulation* (2000) articulate the legislation that governs the Trochu Municipal Library Society including the specific financial, oversight and reporting requirements.

*Societies Act* (Current as of November 2022)

[https://kings-printer.alberta.ca/1266.cfm?page=S14.cfm&leg\\_type=Acts&isbncln=9780779838264](https://kings-printer.alberta.ca/1266.cfm?page=S14.cfm&leg_type=Acts&isbncln=9780779838264)

*Society Regulation* (Current as of October 2022)

[https://kings-printer.alberta.ca/1266.cfm?page=2000\\_122.cfm&leg\\_type=Regs&isbncln=9780779833788](https://kings-printer.alberta.ca/1266.cfm?page=2000_122.cfm&leg_type=Regs&isbncln=9780779833788)