



Policy Timetable

POLICY NAME	LAST REVIEWED	JANUARY	MARCH	JUNE	SEPTEMBER	NOVEMBER
B-1 Vision Statement	October 2021	2024				
B-2 Mission Statement	October 2021	2024				
B-3 General Objective	October 2021	2024				
B-4 Town of Taber Library Bylaw	October 2021	2024				
B-5 Bylaw Management	October 2021	2024				
B-6 Taber Public Library Board Bylaw	October 2021	2024				
B-7 Policy Management	October 2021	2024				
B-7a Policy Review Timeline	October 2021	2024				
B-8 Library Board	October 2021		2024			
B-9 Trustee Code of Ethics	October 2021		2024			
B-10 Board Job Descriptions	October 2021		2024			
B-11 Board Committees	October 2021		2024			
B-12 Board Meetings	October 2021		2024			
B-12a Special Board Meeting Waiver	October 2021			2024		
B-13 Annual General Meeting	October 2021			2024		
B-14 Volunteers	October 2021			2024		
B-15 Confidentiality	October 2021				2024	
B-16 Board Honoraria	October 2021				2024	
B-17 Records Management	October 2021				2024	
B-17a Records Management Schedule A	October 2021				2024	
B-18 Needs Assessment	October 2021					2024
B-19 Freedom of Information and Protection	October 2021					2024
B-19a FOIP Fees Schedule	October 2021					2024
B-20 Board Orientation and Training	October 2021					2024
F-1 Finance Committee	February 2022	2025				
F-2 Allocation	February 2022	2025				
F-3 Audit	February 2022	2025				
F-4 Banking	February 2022	2025				
F-5 Year End	February 2022	2025				
F-6 Budget	February 2022	2025				



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F-7 Security/Fraud Management	February 2022		2025			
F-8 Reserves and Investments	February 2022		2025			
F-9 Materials Selection	February 2022		2025			
F-10 General Weeding Guidelines	February 2022		2025			
F-11 Gifts and Donations	February 2022		2025			
F-12 Expenses	February 2022		2025			
F-13 Honorariums	February 2022		2025			
F-14 NSF Cheques	February 2022		2025	2025		
F-15 Grant Applications	February 2022			2025		
F-16 Indemnity	February 2022			2025		
F-17 Giving Donations	February 2022			2025		
F-18 Discretionary Spending	February 2022			2025		
G-1 Hours of Operation	February 2022			2025		
G-2 Library Closures	June 2022			2025		
G-3 Rental of Library Facilities	June 2023				2025	
G-4 Video Loan Periods	November 2022				2025	
G-5 Renewals	February 2022				2025	
G-6 Challenge of Library Material	February 2022				2025	
G-6a Request for Reconsideration	February 2022				2025	
G-6b Intellectual Freedoms	June 2023				2025	
G-7 Lost/Damaged Materials	February 2022					2025
G-8 Overdue Fines	February 2022					2025
G-9 Interlibrary Loans/ Pick up Fee	February 2022					2025
G-10 Laminating Service	February 2022					2025
G-11 Public Fax Service	January 2023					2025
G-12 Public Use of Computers/Waiver	June 2022					2025
G-13 Holds	February 2022					2025
G-14 Resource Sharing	February 2022					2025
G-15 Supervision of Children	July 2022					
G-16 Emergency Evacuation of Building	February 2022					
G-16a Emergency Preparedness Plan	February 2022					
G-17 Silent Alarm	February 2022					
G-18 Animals in the Library	November 2022					
G-19 Patron Code of Conduct	June 2023					



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P-1 Definitions	October 2021	2024				
P-2 Terms & Conditions of Employment	January 2019	2023				
P-3 Job Descriptions	October 2021	2024				
P-3.1 Library Assistant	October 2021	2024				
P-3.2 Program Coordinator	October 2021	2024				
P-3.3 Library Team Lead	July 2022	2024				
P-3.4 Library Manager	October 2021	2024				
P-4 Administration & Management	March 2019	2023				
P-5 Hours of Work & Overtime	October 2021			2024		
P-6 Employee Absence	October 2021			2024		
P-7 Fit for Work Policy	March 2019			2023		
P-8 Annual Vacation	October 2021			2024		
P-9 Further Education	October 2021			2024		
P-10 Leave Entitlement	April 2023				2024	
P-11 Pay Periods & Remuneration	October 2021				2024	
P-12 Resignation, Severance & Termination	October 2021				2024	
P-13 Travel & Expense Reimbursement	October 2021				2024	
P-14 Employee Records	October 2021				2024	
P-15 Performance Appraisal	October 2021				2024	
P-16 Grievance	October 2021				2024	
P-17 Disciplinary Action	October 2021				2024	
P-18 Occupational Health & Safety	October 2021				2024	
P-19 Violence & Harassment/Incident Form	October 2021				2024	
P-20 Health Benefits	October 2021				2024	
P-21 Anti-Nepotism	October 2021				2024	
P-22 Dress Code	November 2021				2024	

B-7 (a)

Date of Approval: October 14, 2021
September 14, 2023