

**MLTA-ACBM  
TRUSTEES HANDBOOK  
V3.0  
MARCH 31, 2008**

**PREPARED BY  
J. FUDGE  
A. NORTHAM**

**© MANITOBA LIBRARY TRUSTEES ASSOCIATION  
ASSOCIATION DES COMMISSAIRES DE BIBLIOTHÈQUES DU MANITOBA  
WINNIPEG MARCH 2008**

**THIS PAGE IS INTENTIONALLY BLANK**

# INDEX

## SECTION A – TRUSTEES’ FUNCTIONS

- Chapter 1---Intro to Libraries in Manitoba
- Chapter 2—the Role of the Trustee
- Chapter 3 – Community Relations
- Chapter 4—Strategic Planning
- Chapter 5 – Developing Policy
- Chapter 6 – Trustee Development

## SECTION B - WHAT TRUSTEES “NEED TO KNOW”

- Chapter 1 – Effective Board Meetings
- Chapter 2 – Library Finances
- Chapter 3 –Staff Management

## SECTION C – APPENDICES

1. Glossary of Library Jargon and Acronyms
2. Budget Checklist
3. Sample Audited Statement
4. Sample Needs Assessment
5. Library Administrator Questionnaire for Performance Appraisal
6. Library Administrator Job Performance Inventory
7. Library Administrator Job Satisfaction Questionnaire
8. Sample Position Description for Library Administrator
9. Sample Job Posting for Library Administrator
10. Sample Job Interview Questions for a Library Administrator
11. Sample Job Contract
12. Interview Candidates Comparative Evaluation Form
13. Sample Library Mission Statements
14. Personnel Policy Checklist
15. Public Services Policy Checklist
16. Internet Policy Checklist
17. Administrative and Additional Library Policies Checklist
18. Volunteer Policy Checklist
19. A Sample Code of Conduct for a Public Library Board

- 20. Evaluating Board Meetings**
- 21. CLA Statement of Intellectual Freedom**
- 22. How to Start a “Friends of the Library” Group**
- 23. Steps in Conducting “Needs Assessment”**
- 24. MLTA Constitution and Bylaws**
- 25. Duties and Responsibilities of Boards and Librarians**
- 26. Code of Ethics - Innisfil Public Library**
- 27. Code of Conduct - City of Winnipeg Employees**
- 28. How to Calculate your Library’s Provincial Grant**