

# GRAND VALLEY PUBLIC LIBRARY POLICY

## LITERACY PROGRAM

Date of Review/Approved: May 14, 2008

Motion: #7

Chairperson's Signature:

### 1.1 TERMS OF REFERENCE FOR THE LITERACY PROGRAM

The Board and Staff shall support a committee of concerned citizens in its efforts to provide a Literacy Program at the Grand Valley Public Library. The Library will provide the following:

Bookkeeping

Space (program room, office space)

Computer, telephone, and photocopier including costs

Maintain a literacy collection in accordance with the Collection Development Policy

Public referral to the program.

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## **LITERACY PROGRAM**

### **1.2 TERMS OF REFERENCE FOR THE LITERACY COMMITTEE**

The Literacy Committee shall be composed of a group of concerned adult citizens with at least one board appointment. The committee shall be responsible for the following:

maintain an active committee membership;

set its own governance structure;

appoint a director to develop and maintain the program;

establish a mission statement, goals and objectives;

assess the community at least once every three years;

advocate the service to the community;

secure revenue for the program (fund raise, donations, grants);

prepare an annual budget (expenditures and revenue) for inclusion in the Boards' annual operating budget;

make an annual report to the Board at its annual meeting in a written/oral presentation by the chair of the committee or its director.

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## **LITERACY PROGRAM**

### **1.3 BOOKKEEPING PRACTICES FOR THE LITERACY PROGRAM**

The Chief Executive Officer (CEO) shall be the bookkeeper for the Literacy Program which shall be under the management of the Literacy Committee. The following bookkeeping practices shall be implemented by the Board, the Staff and/or the committee as it applies.

The Literacy Committee shall provide the CEO with its annual operating budget (expenditures and revenue) and the previous years actuals.

The Literacy Program shall appear in the Boards' fund account as a new line expenditure and revenue under Literacy.

The CEO shall issue tax receipts, under the Library's charitable organization number, for donations made to the literacy program and allocate those funds to the program.

The committee shall approve all invoices for payment and the CEO shall issue payment in accordance with Board policy.

The Board shall apply for literacy grants on behalf of the committee as the program becomes eligible.