

# THE ALBERTA LIBRARY

---

## Terms of Reference

### APLEN Standing Committee

#### **Type of Committee**

Standing Committee reporting to the TAL Board of Directors

#### **Purpose**

The Committee provides leadership and direction to the implementation of APLEN programs and services that will:

- Enhance Albertans' access to information through public libraries
- Facilitate resource sharing among public and other types of libraries
- Enhance electronic communication between public libraries
- Facilitate public access to the world wide web through public libraries
- Build and maintain the capacity of public libraries to operate in a multi-sector library environment within the framework of The Alberta Library
- Raise public awareness about the resources available through public libraries
- Ensure that staff in Alberta's public libraries have access to technology training opportunities
- Ensure ongoing financial support for the APLEN program to help support the implementation of the strategic plan.
- Support the resource sharing initiatives of the Public Libraries Services Branch.

#### **Responsibilities**

- To ensure appropriate consultation with public libraries, and particularly with public library nodes, on needs, issues, opportunities and priorities for the APLEN program.
- To develop a strategic plan in consultation with public library nodes and to review and update this plan annually.
- To develop and manage the annual budget for the APLEN program for incorporation in the total TAL budget.
- To develop applications for funding for the APLEN program.
- To develop appropriate criteria for grants and services to public libraries in an open, equitable and accountable manner which leverages and maximizes the use of available resources.
- To implement the public library Community Access Program (CAP) in accordance with the terms of the contribution agreements between Industry Canada and The Alberta Library.

- To ensure evaluation of programs and services, including the development of appropriate performance measures, and ensuring that sustainability issues are identified and addressed.
- To establish public library committees and/or project teams to assist in carrying out the work of the Committee.
- To provide timely and ongoing communication to public libraries regarding the APLEN program, ensuring appropriate recognition of funders.
- To review and make recommendations on the Terms of Reference and composition of the Committee.
- To participate in the review of the Grant Agreement with Alberta Municipal Affairs.

### **Authority**

The Committee is a Standing Committee pursuant to the Grant Agreement between The Alberta Library and Alberta. Municipal Affairs. The Standing Committee operates within the governance and financial policies and procedures of The Alberta Library. The Chair of the APLEN Standing Committee has the authority to represent APLEN on the TAL Executive Committee.

The Standing Committee will operate within the guidelines established for other TAL Standing Committees. The APLEN strategic plan and budget will be submitted to the Board for approval and to ensure compliance with the terms of the grant agreement with Alberta Municipal Affairs. Board approval of the APLEN budget and the strategic plan is conditional upon a 51% vote in favour from the public library sector members.

The Committee is empowered to make decisions on initiatives and actions that are within the approved budget the approved APLEN strategic plan and the deliverables on the Grant Agreement.

### **Budget**

The annual budget for APLEN will include allocations for the Committee to conduct meetings and carry out activities related to the approved APLEN strategic plan and deliverables as per the Grant Agreement. Members are reimbursed for all meeting expenses.

### **Membership and Composition**

The APLEN Standing Committee shall be composed of:

- One member each representing Edmonton and Calgary public libraries,
- Two members representing regional library systems
- One member representing mid-sized public libraries (including those in Systems)
- One member representing libraries serving populations between 10,000 and 50,000
- One member representing small rural libraries, serving populations under 10,000
- Two public library trustees, one of whom shall represent ALTA, and

Ex-officio member will include:

- Representation from Alberta Municipal Affairs, Public Libraries Services Branch
- APLEN Director
- Chief Executive Officer of The Alberta Library
- Others may be invited to participate from time to time, depending on expertise and need.

Members will be appointed by the Executive Committee, upon recommendation from the APLEN Standing Committee. The Standing Committee shall seek nominations from the sector/organization in which a vacancy occurs. Members shall be appointed for a two-year term. Appointments will be made effective April 30<sup>th</sup> annually.

The Chair of the APLEN Standing Committee will be elected from within the membership of the Standing Committee for a two-year term. The Chair is acclaimed as a member of the Executive Committee, as per the Grant Agreement. Only Directors of the Board of The Alberta Library are eligible to be members of the Executive Committee.

When a vacancy is about to arise, the APLEN Standing Committee shall seek nominations in a timely matter to ensure that a new member is appointed for the remainder of the term and ready to serve as soon as the previous member's term has expired or the previous member has vacated the position.

### **Staff**

The APLEN Director will be hired by the Chief Executive Officer of TAL and a sub-committee of the APLEN Standing Committee. The APLEN Director will report to the Chief Executive Officer and work with the Standing Committee to support its mandate and responsibilities. Performance evaluations will be conducted in consultation with the Standing Committee.

Other staff will be hired as necessary by the APLEN Director, in consultation with the Chief Executive Officer, and, as appropriate, the members of the APLEN Standing Committee. Such staff will report to the APLEN Director.

### **Reports**

Reports will be provided to the Board of Directors at each meeting of the Board. Other reports as required by the Grant Agreement referenced above shall be submitted in accordance with the Agreement.

Minutes of each meeting shall be recorded.

### **Meetings**

The Standing Committee will meet 6-8 times per year. Meetings will rotate between Edmonton and Calgary, and may include teleconferences, videoconferences, etc.

### **Evaluation**

The work of the Committee shall be evaluated against the strategic plan, Terms of Reference and the deliverables in the Agreement.

## **SCHEDULE A**

### **Schedule of Appointments**

Calgary Public Library:	2010, 2012, 2014, 2016
Edmonton Public Library:	2011, 2013, 2015, 2017
Small Library:	2010, 2012, 2014, 2016
Midsized Node Library:	2011, 2013, 2015, 2017
ALTA representative*:	Annually
Trustee at Large:	2011, 2013, 2015, 2017
Regional Library System A:	2010, 2012, 2014, 2016
Regional Library System B:	2011, 2013, 2015, 2017
Library of mid-population	2010, 2012, 2014, 2015

\*ALTA selects their representative to the Standing Committee at their yearly organizational meeting.

Revised: April 16, 2010

## **SCHEDULE B**

### **Node Libraries**

The Node libraries are:

- Calgary Public Library
- Chinook Arch Regional Library System
- Edmonton Public Library
- Fort McMurray Public Library
- Grande Prairie Public Library
- Lethbridge Public Library
- Marigold Library System
- Medicine Hat Public Library
- Northern Lights Library System
- Peace Library System
- Parkland Regional Library System
- Red Deer Public Library
- St. Albert Public Library
- Shortgrass Library System
- Strathcona County Library
- Yellowhead Regional Library System

APLEN Standing Committee Terms of Reference  
Approved by the Board of Directors: April 16, 2010