



**The City of Kawartha Lakes
Public Library**

Policy Number: LIB2020-11

Policy Name: APPOINTMENT OF A BOARD TREASURER
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Developed By:	Linda Kent, CEO	Date:	25 Sept 2007
Revised By:	Jamie Anderson, CEO	Adoption Date:	6 Nov 2008
Resolution #:	LIB2020-11	Effective:	6 Nov 2008
Review Cycle:	Once per term	Last Reviewed Date:	6 August 2020

POLICY STATEMENT AND RATIONALE:

The purpose of this policy is to provide a statement of philosophy and identify key objectives respecting the financial accountability of the Library.

SCOPE:

This policy shall apply to the City of Kawartha Lakes Public Library and the City of Kawartha Lakes Public Library Board.

DEFINITIONS:

In reading and interpreting this policy, the following definitions shall apply:

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library;

“City” means the Corporation of the City of Kawartha Lakes;

“Library” means the City of Kawartha Lakes Public Library;

“Library Board” means the City of Kawartha Lakes Public Library Board;

“Treasurer” means the office and function of the Treasurer of the City of Kawartha Lakes Public Library Board as set out in the Public Libraries Act, R.S.O 1990, 15(4).

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Responsibility

- 1.1 The Library Board's financial authority and responsibilities are outlined in the Public Libraries Act, R.S.O. 1990, chapter P.44.

2.0 Appointment

- 2.1 The Library Board appoints the City Treasurer as the Treasurer of the Library Board.
- 2.2 The Library Board agrees to utilize the services of the City for bookkeeping and financial accounting.

3.0 Duties and Responsibilities

The Treasurer shall be responsible for the handling of all the financial affairs of the Library Board on behalf of and in the manner directed by the Board. The duties and responsibilities of the office shall be carried out in accordance with the Public Libraries Act, R.S.O 1990, 15(4), the Statutes and Regulations of the Province of Ontario, and any and all relevant and applicable legislation, by-laws and resolutions of the Library Board or City.

4.0 Reporting Relationship

The Treasurer reports to the Library Board via the CEO.

Related Documents

Public Libraries Act, R.S.O. 1990.