

The Guidelines as a Tool for Trustees and Staff

Role of Board ▼	Guidelines: A Tool for Trustees
Set Policy	The Board is required to have in place a framework for the governance of the library and operation of the board. This framework exists in the form of policies. The guidelines are a tool that provide a basic inventory of polices that Board must have in place and are fundamental to good governance.
Demonstrate Accountability and Enhance Public Standing	The guidelines provide a marketing tool that allows the board to demonstrate to the community and council that the library it governs complies with a recognized standard of library service.
Monitor and Evaluate	The Board must request/acquire the information it needs to monitor and evaluate the health of the library and ensure performance is satisfactory. Evaluation needs a standard of comparison or expectation. In other words, in order to evaluate something, there must be criteria set out in the first place. ¹ The guidelines are an evaluation tool that provide the standard against which a library board can evaluate governance, accessibility, resources, services, and partnerships.
Planning	The Board's role is to ensure that planning takes place to improve the library's governance and operations. Based on the results of an audit the board can use the guidelines as a planning tool for such things as facilities improvements, preparing a strategic plan or as the foundation for a work plan to achieve accreditation.
Role of the CEO	Guidelines: A tool for CEOs
As an advisor to the board.	The guidelines are an inventory and evaluation tool that help the CEO advise the board on area of policy development that require board action. The information from the audit can also be used to report to the board on service strengths and weakness.
Assess and Monitor Service Levels	The CEO's role is to monitor service levels. The guidelines are an assessment tool that can be used by the CEO to gather data on current levels of service.
Service Planning and Delivery	The CEO's role is to plan for service improvements. The CEO can use the guidelines to identify service goals and targets for service improvements.