

# Town of Drayton Valley Library Board

## APPENDICES – SECTION 3: Personnel

Appendix:	3-A	Professional Service Contracts
Last Reviewed:	Mar 2021	

The Drayton Valley Library Board is a corporate body as defined in the *Libraries Act* section 3 (4) and may enter into contracts with service professionals to fill roles that support the library's operation, organization or administration.

The following documents are included in this appendix:

- **Accountant** – recommend engagement renewal **annually**
- **Bookkeeper** – recommend service contract renewal every **3-5 years**
- **Collection Agent** – recommend service contract renewal every **5 years**
- **Equipment Lease** – recommend lease & service contract renewal every **5 years**
- **Janitorial** – recommend service contract renewal every **3-5 years**
- **Legal Representative** – recommend retainer on **ad-hoc frequency**