

**CHINOOK**

**REGIONAL**

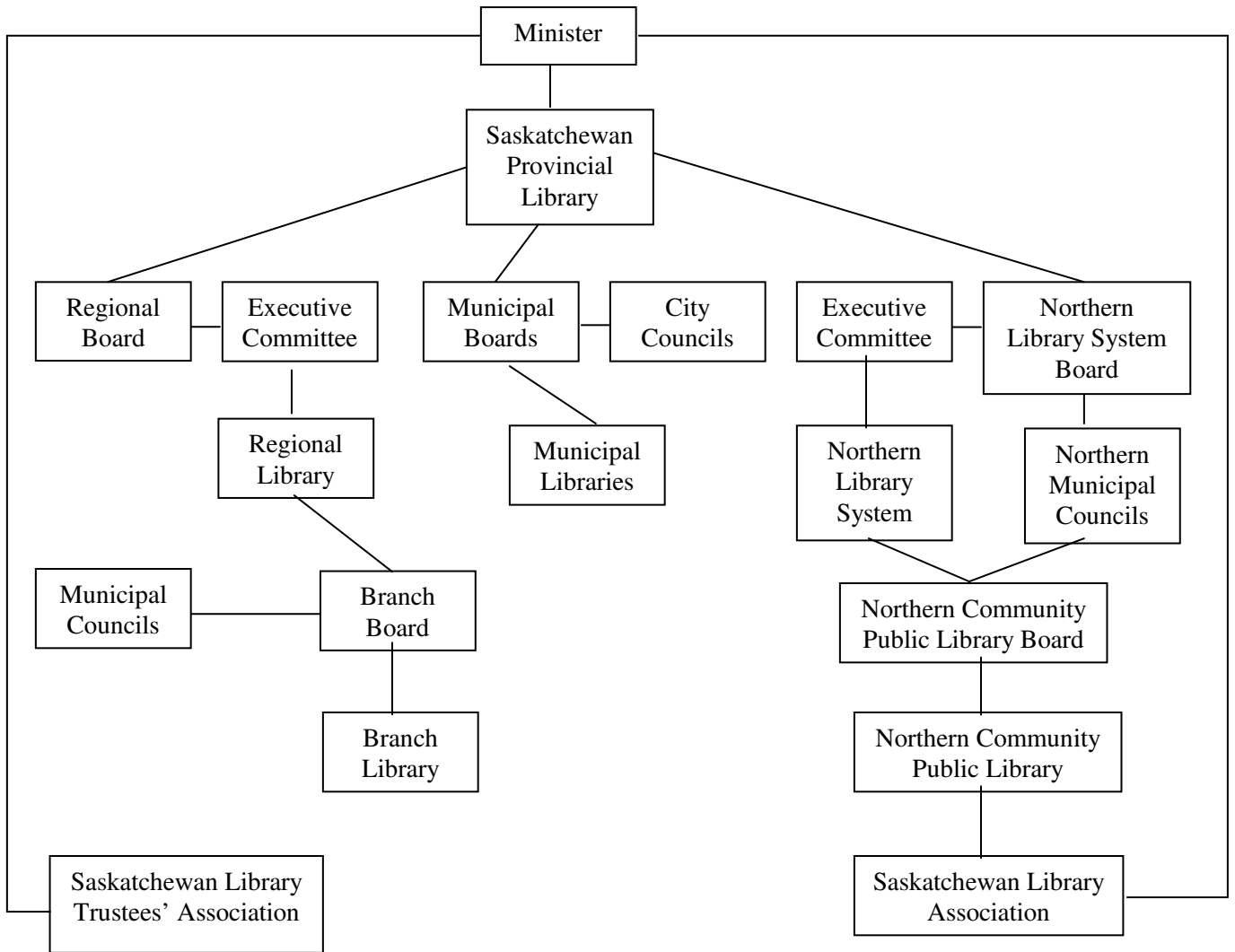
**LIBRARY**

## I. SASKATCHEWAN LIBRARY HISTORY

- 1909** - Regina Public Library opened.
- 1913** - Saskatoon and Moose Jaw Public Libraries opened.
- Saskatchewan Public Libraries Act:
    - allowed for the establishment of municipal libraries.
    - grants inadequate when spread over many libraries.
    - only larger urban centres could afford to provide adequate service with little Provincial Government assistance.
- 1914** - Travelling Libraries:
  - legislative library sent large wooden boxes, with 60-80 books each, to groups or communities for a year.
  - there were 851 travelling libraries with 38,000 books in 1953.
- Open Shelf Service:
    - started because of request from Women Grain Growers for literary and educational material.
    - mail service for informational and reference material.
- 1918** - Swift Current Public Library opened May 1.
- 1946** - Regional Libraries Act:
  - allowed for the establishment of Regional Libraries.
  - appointment of Supervisor of Regional Libraries.
- 1950** - North Central Saskatchewan Regional Library ( now called Wapiti) established - Prince Albert.
- 1953** - Provincial Library formed:
  - took over the Open Shelf Service, the Travelling Libraries and the Office of the Supervisor of Regional Libraries.
- 1965** - Southeast Saskatchewan Regional Library established - Weyburn.
- 1967** - Wheatland Regional Library established after a two-year bookmobile demonstration project was completed in the area around Saskatoon.
- 1968** - Parkland Regional Library established - Yorkton.
- 1971** - June 1<sup>st</sup> Chinook Regional Library established - Swift Current.

- 1972** - Lakeland Library Region established - North Battleford.
- 1973** - Palliser Regional Library established - Moose Jaw
- 1990** - Pahkisimon Nuye-ah Library System established - Air Ronge.

II. CHART OF PROVINCIAL LIBRARY STRUCTURE



### III. LIBRARY ORGANIZATIONS

#### *Canadian Library Association*

The CLA is a national organization devoted to improving the quality of library service in Canada and to developing higher standards of librarianship.

#### *Canadian Library Trustees' Association*

The CLTA is a branch of CLA concerned with improving trustees awareness of nation-wide library problems and developments.

#### *Saskatchewan Library Association*

The SLA is a Provincial organization actively involved in improving library education, service, and legislation through workshops, conferences, and brief presentations. It maintains close liaison with other organizations (including SLTA, CLA, and CLTA).

#### *Saskatchewan Library Trustees' Association*

The SLTA is an independent organization made up of members from across the province. Presently, all Chinook Regional Library Board Members have their membership in SLTA paid by the Regional Library. Individual memberships may be purchased by any individual or local library board member.

The association is active in trustee education, cooperating with other library organizations and lobbying the government on behalf of better library services.

The Executive of SLTA is made up of one representative from each library system in Saskatchewan.

#### *Multitype Library Board*

The committee is composed of 14 members representing various organizations and appointed by the Minister of Municipal Government.

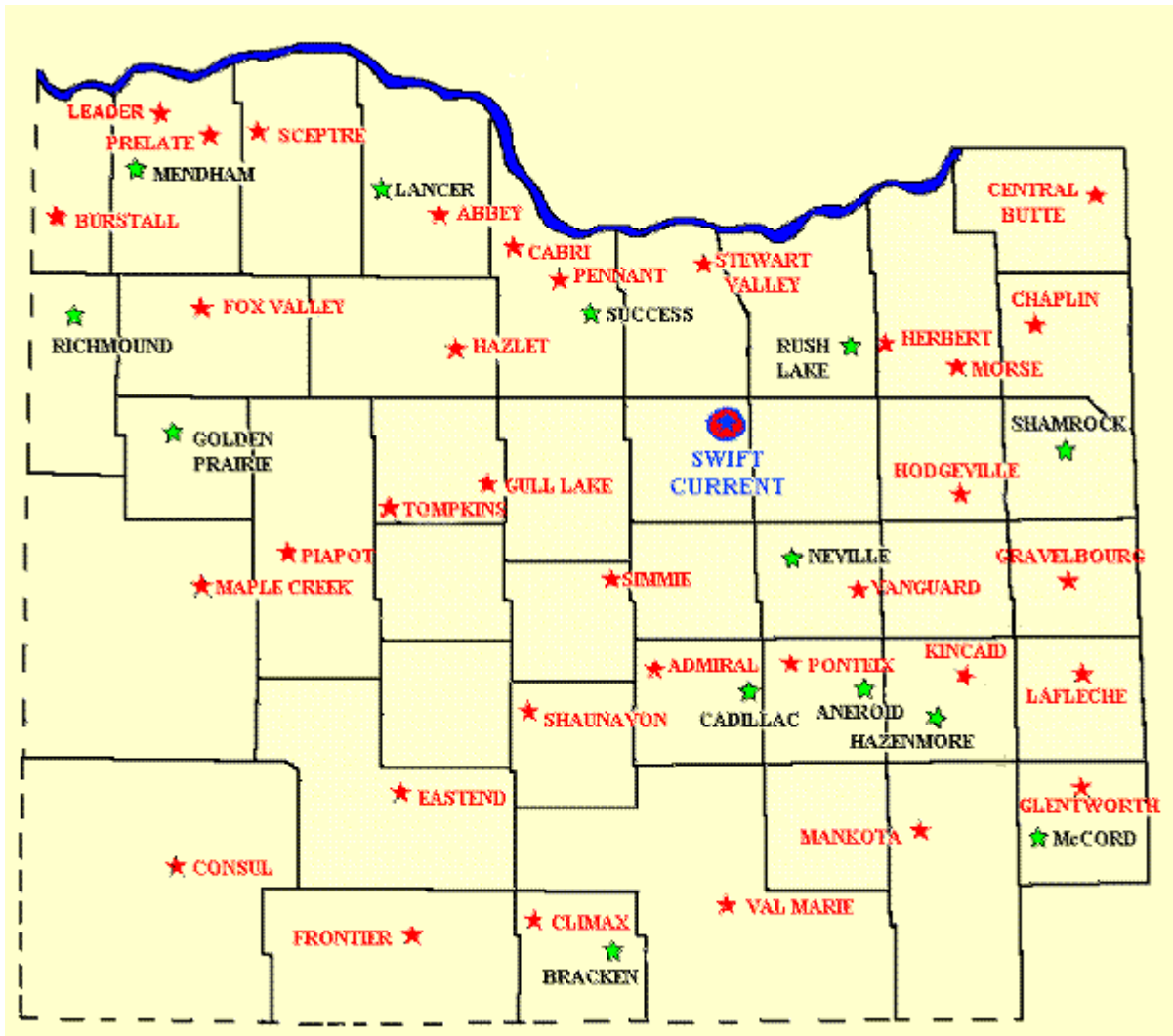
The role of the committee is to advise the Minister and recommend a strategic plan for the multitype library system. Composition of the Committee reflects its role as the one place where issues which cross jurisdictional lines can be discussed and cooperative activities can be planned.

IV. CRL MAP

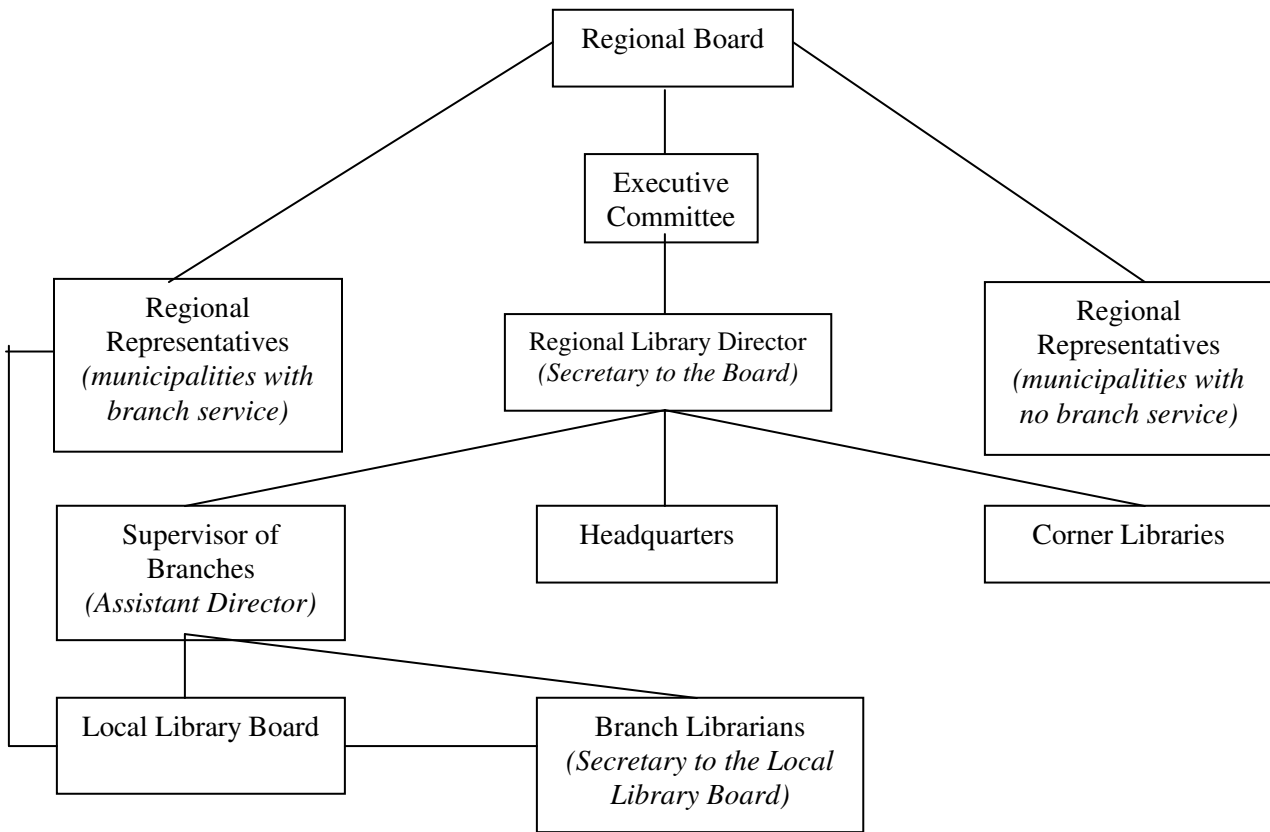
Locations with Branch Libraries are red.

Locations with Corner Libraries are green.

For further information on any of these libraries, click on the location name.



V. CRL ORGANIZATIONAL CHART



**\* Each participating municipality appoints a representative to the regional library board. This representative shall be a member of the Local Library Board.**

**VI. CRL BOARD*****Public Libraries Act, 1996***

- 32** (1) The general management, control and operation of a regional library is vested in a regional library board, to be known as “The *(name of regional library)*Regional Library”, consisting of one member appointed by each municipality that participates in the regional library agreement for each 5,000 of its population, or fraction thereof, appointed from among the electors resident within the municipalities participating in the regional library.
- (2) A regional library board is a corporation.
- (3) If there is a local library board in a municipality that participates in a regional library agreement, the council shall appoint persons who are members of the local library board as members of the regional library board.
- (4) The council of each municipality that participates in a regional library agreement shall:
- (a) appoint the members of the regional library board and their alternates at the first meeting of the council in January in each year; and
- (b) fill a vacancy arising from any cause at the first meeting of the council after the vacancy occurs, and the person so appointed holds office during the unexpired portion of the term of the member in whose place he or she is appointed.
- (5) A member of a regional library board holds office for a term of two years, commencing on the date of the annual meeting of the regional library board next following the appointment, and until his or her successor is appointed.
- (6) A member of a regional library board who is absent from two successive regular meetings of the board without sufficient cause, as determined by the board, ceases to be a member, and the board shall so advise the council by which the member was appointed.
- (7) Where a member of a regional library board is unable to attend a regular or special meeting of the regional board, his or her alternate is, for that meeting, the official representative of the council with all the duties and responsibilities of the board member.
- 33** At its annual meeting a regional library board shall elect from among its members a chairperson and an executive committee to carry out the day-to-day business of the board.
- 34** (1) The library director of a regional library:
- (a) is the secretary to the regional library board and to all committees of the board, and
- (b) shall be present at all meetings of the board and its committees, except those

meetings or portions of meetings that deal with matters pertaining to his or her salary and performance evaluation.

- (2) The secretary has no right to vote.
- 35**(1) A regional library board shall hold its annual meeting between January 1 and May 15 in each year.
- (2) The secretary to the regional library board shall give each member at least 10 days' notice of every meeting of the regional library board.
- 36** Except where a regional library board, by bylaw, otherwise provides, a majority of the members of the board or of the executive committee present constitute a quorum.
- 37** Subject to the approval of the minister, a regional library board shall designate the location of the headquarters of the regional library.
- 38** (1) Every regional library board shall appoint a person who has a degree in library or information science from a university accredited by the American Library Association as library director of the regional library and, on the recommendation of the library director, may appoint any other librarians, officers, technicians, assistants, clerks and employees that are required for the efficient operation of the regional library.
- (2) A regional library board may pay to any employee retiring by reason of advanced age, ill health or other disability any gratuity or retiring allowance that the board considers appropriate.
  - (3) Subject to the approval of the minister, a regional library board may join or establish, and support, any or all of the following for the benefit of the library director, staff of the board and the dependents of the library director and staff:
    - (a) a pension or superannuation plan;
    - (b) a group insurance plan;
    - (c) any other pension, superannuation or employee benefit program.

## **VII. CRL BOARD - FINANCE**

*Public Libraries Act, 1996*

- 43** (1) A council of a participating municipality shall make an annual grant to the regional library.
- (2) A regional library board shall determine the amount of the annual grant to be made by each

participating municipality.

- 44** (1) A council of a municipality may raise the moneys required for the purpose of section 43 by including them in the general municipal tax levy or by a special library tax levy.
- (2) Where moneys are raised by a special library tax levy:
- (a) the municipality shall levy the tax in the same manner as municipal taxes; and
  - (b) the provisions of the following Acts apply to the tax in the same manner and to the same extent as if the tax were part of the general municipal levy:
    - (i) the appropriate municipal Act respecting the assessment and collection of municipal taxes, including:
      - (A) penalties for non-payment; and
      - (B) enforcing payment of the tax: and
    - (ii) *The Tax Enforcement Act.*

- 45** A council of a municipality participating in a regional library agreement may raise money in the manner provided by section 44 for any purpose related to the provision of library services.

### **VIII. CRL BOARD - BUDGET TIMETABLE**

1. The subject of the Proposed Budget for the upcoming year is placed on the Executive Committee Agenda in April or May for general discussion.
2. The first draft of the Proposed Budget is presented for discussion at the May or June Executive Committee meeting.
3. The final draft is approved by the Executive Committee at their September or October meeting. The Proposed Budget along with supplementary information regarding local cost is sent to all municipal councils and their regional representative in October. This provides each municipality with at least one council meeting to examine the Proposed Budget prior to the Fall Board Meeting.
4. At the Fall Board Meeting in November, the Proposed Budget is placed on the agenda for discussion. The operating budget for the forthcoming year and the related municipal grant are approved at this meeting. Approval of the municipal grant requires at least two-thirds majority of the board members attending the meeting. The operating budget and municipal grant may be accepted as presented in the Proposed Budget or amended as directed by the Board.

5. Associated municipal councils receive a copy of the Fall Board Meeting minutes in November or December.
6. In January the Municipal councils receive a request from the regional library for payment of the first installment of their respective municipal grant. The balance of the municipal grant is requested in July.

## **IX. Regional Library System**

### *Public Libraries Act, 1996*

- 29**
- (1) The council of every municipality within the boundaries of a regional library shall:
    - (a) participate in the regional library and make payments to the regional library of the annual grants and interest in accordance with any bylaw passed by the regional library board pursuant to subsection 43(3); and
    - (b) comply with any additional terms and conditions set out in this Act or the regulations.
  - (2) Where the council of a municipality mentioned in subsection (1) contributes more than the percentage prescribed in the regulations of the annual grants made by all municipalities to a regional library board, the regional library board shall not require any increase in the amount of the grant unless the council of that municipality agrees.
  - (3) Where, pursuant to section 66, a regional library system enters into an agreement for the participation of Aboriginal peoples in the regional library system, the agreement must address the matter of representation of Aboriginal peoples on the board and executive committee.
  - (4) The council of every municipality participating in a regional library system may enter into a regional library agreement for the purposes of providing public library services within the regional library boundaries.  
2000, c.22, s.7.

### *The Public Libraries Regulations, 1996*

- 4 The percentage prescribed for the purposes of section 29(2) of the Act is 25%.
- 5 Repealed
- 6 A copy of every regional library agreement, and any other agreement made by a regional library board to provide library services, is to be forwarded to the Provincial Librarian before the day on which the agreement comes into effect.

## **X. CRL POLICY (Administrative Handbook)**

### **OBJECTIVES**

- 1.1 To provide all persons in the associated municipalities with ready access to all cultural, informational, and recreational materials.
- 1.2 To promote the use of such materials.
- 1.3 To encourage the development of active local library boards and branches.
- 1.4 To support all groups working to strengthen library service, especially the Saskatchewan Library Trustees' Association, the Saskatchewan Library Association, the Canadian Library Trustees' Association, and the Canadian Library Association.
- 1.5 To co-operate with other libraries in Saskatchewan, Canada, and outside Canada in sharing resources and improving library services. That we recognize the Saskatchewan Library Association's standards for libraries within regional library systems in Saskatchewan.

### **COLLECTION**

- 3.1 The library collection shall be as universal as budgets allow. Emphasis shall be given to classes of material that will be of the greatest value and interest to the greatest number. Selection shall be made with careful attention to literary merit, authenticity, and honesty of presentation.
- 3.2 By definition the collection will contain material unpleasant or offensive to some. The aim shall be to build a collection that contains a representative balance of all viewpoints. Criticism of the collection based on one or a few items will be rejected as the collection must be viewed as a whole. Sex education oriented material shall be catalogued and placed in the non-fiction area to be available for use in the teaching of sex education.
- 3.3 The whole collection shall be available to all borrowers without hindrance.
- 3.4 Donations of materials are welcomed. They become the property of the Chinook Regional Library to be added to the collection or disposed of as the library sees fit.
- 3.5 The Statement of Intellectual Freedom of the Canadian Library Association is affirmed.

## STATEMENT OF INTELLECTUAL FREEDOM

(This is the official statement of the Canadian Library Association)

*All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.*

*Libraries have a basic responsibility for the development and maintenance of intellectual freedom.*

*It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular and unacceptable. To this end, libraries shall acquire and make available the widest range of materials.*

*It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.*

*Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.*

*Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.*

(Ratified by the Board of Directors and Council at the 29th Annual Conference in Winnipeg, June 1974 and amended November 17, 1983 and November 18, 1985).

- 3.6 In purchasing materials every effort shall be made to use Canadian wholesalers, publishers, or agents as suppliers.
- 3.7 The Saskatchewan Provincial Library has at times developed collections of special materials for use within the province. The Chinook Regional Library will not develop collections in these areas until such time it is felt necessary to do so.

## GIFTS, MEMORIAL BOOKS, AND CHARITABLE DONATIONS

### CRL Regulations

#### (i) *Gifts*

While the library gratefully receives gifts, all gifts will be evaluated for selection or rejection, in terms of the library's stated purposes.

Donations of books and other library material are accepted with the condition that the regional library reserves the right to select from the donations the materials best suited to the needs of its library collections, to place the materials where they

are most needed, and to dispose of the remaining material as it sees fit. Once accepted and processed for the collection, the gifts become subject to the library's regulations and procedures.

**(ii) *Memorial Books:***

The Chinook Regional Library will coordinate the acquisition and processing of library material for the purpose of a memorial donation.

Upon the receipt of a donation, the library will arrange for the acquisition of specific titles or material of a specific interest or subject provided the material is readily available and acceptable for addition to the library's collection. Material may be placed permanently in a particular library if so requested at the time of the donation.

A book plate acknowledging the memorial donation will be placed on the material. If, at some time, it is necessary to discard a memorial donation from the library collection, the Chinook Regional Library is under no obligation to replace the material for the purpose of continuing the original memorial donation.

**(iii) *Charitable Donations***

These may be made in the following ways:

- a) money
- b) money specified for the purchase of a book
- c) new book with bill of sale

An income tax deductible receipt will be sent from Headquarters to the donor. Name and full mailing address of the donor must be provided to Headquarters.

## **STAFF**

1. Selection of staff members is based solely on merit; careful consideration is given to the education, skill, experience, and personal attributes of each candidate. There is no discrimination or favouritism because of race, creed, sex, marital status, or political affiliation.

## **FACILITIES**

1. Every effort shall be made to see that each local library branch is built and maintained so as to be able to meet the needs of its community.
2. School housed branches will be discouraged in all but exceptional circumstances.

## XI. CRL FEES AND CHARGES

*a) Library Access Fees* (Adopted April 17, 1999)

Article 8 of the Chinook Regional Library Bylaws addresses Library Access fees. The number of items on loan at any one time to a temporary resident individual or family is restricted to fifteen.

*b) Fees for Certain Library Services* (Adopted April 17, 1999)

The Executive Committee shall set fees, or shall authorize local library boards to set fees, for those services for which it is entitled to collect a fee pursuant to The Public Library Regulations.

*c) Interlibrary Loan Photocopying Charges* (Adopted February 5, 1987)

The regional library assumes financial responsibility for interlibrary loan photo-copying charges to a maximum of \$5.00 per item. Patrons will be informed if such costs exceed \$5.00 and must be willing to cover the cost over \$5.00 for the interlibrary loan to be transacted.

*d) Overdue Invoice Charges* (Adopted November 22, 1997)

When an overdue invoice must be issued to recover overdue material, a charge of \$1.00 over and above the cost of the overdue material shall be assessed against the borrower. In the event the assessment remains unpaid, the patron's borrowing privileges shall be suspended.

## XII. CRL HEADQUARTERS

### LOCATION

Chinook Regional Library  
1240 Chaplin Street West  
SWIFT CURRENT, Saskatchewan  
S9H 0G8

Phone: 773-3186

Fax: 773-0434

E-Mail: chinook @chinook.lib.sk.ca

### OPENING HOURS

(Adopted June 18, 1992)

The normal hours of opening for the Chinook Regional Library Headquarters are 8:00 a.m. to 12:00 noon, 1:00 p.m. to 5:00 p.m. Monday through Friday.

05/2007

LOCAL

LIBRARY

BOARD

ADMINISTRATION

### **XIII. GUIDELINES FOR INCREASING BRANCH HOURS – Administrative Handbook**

The supervisor of branch libraries is responsible for advising the library director and the executive committee of branch hour requirements on an annual basis. The branch hour recommendations are to be received by the library director by July 1 of each year (*Adopted May 22, 1997 - Effective January 1, 1998*) so that they may be considered by the Executive Committee and when necessary, incorporated into the proposed annual operating budget which is considered by the board at their fall meeting, generally in November. The final approval of any adjustments to branch hours will be determined by the Executive Committee only after the annual operating budget for the region has been approved by the board..

The recommendations for branch hours will come either from:

1. the local board
2. the supervisor of branch libraries

Increased hours for branch library opening will generally be granted beginning January 1.

#### **1. The Local Board**

Prior to requesting additional opening hours, the local library board is advised to survey patrons regarding current and desirable hours of opening for their branch library. The supervisor of branch libraries can assist the local board with the survey format.

The local board is advised to invite the supervisor of branch libraries to the meeting at which increasing branch hours is being discussed. This will allow for immediate discussion of concerns and merits of the request.

All requests for increasing branch hours should come to the supervisor of branch libraries through a letter stating the motion of the local board. The letter should include how the extra hours will be used and why they are felt to be necessary. The local board will be advised through the process of approval.

#### **2. The Supervisor of Branch Libraries**

The supervisor of branch libraries, after initiating discussion with a local board, may recommend an adjustment of hours in the proposed annual operating budget. Final recommendations will be made only after approval has been received from the local board and librarian.

Adjustment of branch hours may include:

1. Additional opening hours (recommendation may suggest specific opening period).

2. Re-arrangement of current opening hours prior to adding additional opening hours.

### **Criteria for Additional Branch Library Opening Hours**

Priority will be given to communities that have recently improved local branch operating conditions or are prepared to invest locally in their branch library. Such improvements might include:

- new or refurbished facility providing more collection space and/or improved ambiance
- provision of computer hardware and an Internet connection
- region/local community sharing of opening hour expense, etc.

Additional factors to be considered:

- Population served
- Present circulation
- Standards
- Location of library
- Interlibrary Loans
- Programming
- Community service (outreach)
- Local initiative - librarian and board

At no time does this policy preclude the local board and/or municipal council paying for increased branch hours themselves.

## **XIV. SALARIES AND BENEFITS – Administrative Handbook**

### ***Rural Branch Staff*** (Adopted October 7, 2004 – Effective January 1, 2005)

Branches are designated as:

- Branches without Computers
- Branches with Computers/No Integrated Library Software (ILS)
- Branches with Computers/ILS

The salary scales for rural branch staff will reflect the designations indicated above.

### ***Vacation Pay: Branch Staff***

Vacation pay is calculated in accordance with Provincial Government Labour Legislation and is paid with each monthly cheque. Vacation pay is 3/52 of the gross earnings (5.77%) for the first nine years of employment. Commencing with the tenth year of employment, vacation pay is calculated at 4/52 of the gross earnings (7.69%). The anniversary date of employment is used in the calculation of vacation pay.

***Sick Leave: Branch Librarians***

The maximum sick leave credit is \$250.00. When the maximum of \$250.00 has been reached the benefits cease to accumulate. Sick leave benefits are calculated on the basis of the following formula:

$$\frac{a \times c \times d \times e}{b} = x$$

a - hours worked in the month by the branch librarian

b - hours worked in the month by headquarters staff

c - hours worked per day by headquarters staff

d - sick leave allocated in the month for headquarters staff

e - hourly rate of pay for librarian

x - sick leave accumulated in the month

i.e.      a 48.0 hours              b 165.0 hours              c 7.5 hours  
            d 1.25 days                  e 7.47

Therefore:

$$x = \frac{48.0 \times 7.5 \times 1.25 \times 7.47}{165.0} = \$20.37$$

Sick leave benefits are given to branch librarians only.

***Public Holidays***

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.

On all public holidays the branch library shall be closed. In addition any day proclaimed as a holiday by federal, provincial or municipal authorities shall be honoured with the branch library closed.

***Public Holiday Pay***

Effective February 3, 1995, public holiday pay is calculated by taking 1/20th of the employee's wages not including overtime, over the four weeks immediately preceding the public holiday. A week is defined as Saturday midnight to Saturday midnight.

***Compassionate Leave - Branch Librarians***  
*(Adopted March 9, 1996 - Effective January 1, 1996)*

Effective January 1, 1996 branch librarians will be allowed compassionate leave of four consecutive days excluding weekends as long as either weekend day is not a regular branch opening day. This does not mean four days of scheduled work but four consecutive days, whether the employee is scheduled to work within that four-day period or not. Staff members will be paid at their regular rate for hours which they have been scheduled to work within those four consecutive days.

**XV. DUTIES AND RESPONSIBILITIES -  
LOCAL LIBRARY BOARD**  
*Public Libraries Act, 1996*

- 39** For the purpose of developing the local library in a municipality that participates in a regional library agreement, the councils of the municipalities whose residents use that local library shall appoint a local library board consisting of not less than five and not more than 15 members, including:
- (a) the regional library board members of each municipality whose residents use the local library; and
  - (b) any other members that the councils of the municipalities appoint on an annual basis.
- 40** The functions and responsibilities of the local library board are:
- (a) to interpret and implement regional library board policy in the communities using the local library;
  - (b) to formulate policy respecting the development and operation of the local library in cooperation with the regional library board;
  - (c) to advise the municipality in which the local library is located concerning the provision and maintenance of adequate accommodation for the local library;
  - (d) to provide for planning and local library board training;
  - (e) to undertake local library promotion and public relations campaigns in the community;
  - (f) to take responsibility for special library programming;
  - (g) in conjunction with the regional library board, to establish and maintain standards for hours of service and types of local service;
  - (h) to recommend to the regional library board and to its library director programs and materials relevant to the interests and requirements of the local community;
  - (i) to consult with and report on a regular basis to the council of the municipality with respect to which the local library board was created;
  - (j) to advise the regional library board respecting the appointment and terms of employment of the staff of the local library;

- (k) to hold an annual meeting prior to the annual meeting of the regional library board;
  - (l) to perform those other duties delegated by the regional library board; and
  - (m) to perform those other functions in accordance with the regulations for the provision of adequate library services at the local level.
- 42(1)** A regional library board may designate, in cooperation with the council of a participating municipality that has a local library, any number of those local libraries as regional reference centres in order to provide information and reference services for the region.
- (2) A regional reference centre designated pursuant to subsection (1) may develop special collections that respond to the specific needs of the region.
  - (3) In addition to the functions and responsibilities described in section 40, a local library board that represents a regional reference centre designated pursuant to subsection (1) is to be known as a regional reference centre board, and shall:
    - (a) administer those funds that may be received from the regional library board, the municipality or from local contributions for the purpose of developing the collection and of providing library reference services;
    - (b) formulate collection development policies in cooperation with the regional library board;
    - (c) advise the regional library board with respect to the appointment of staff required by the regional reference centre library; and
    - (d) perform any additional duties delegated to it by the regional library board that are not inconsistent with this Act and the regulations.

***The Public Libraries Regulations, 1996***

- 15(1)** Local library board members are to be appointed for one-year terms by the municipal councils, and appointments are effective on the date they are made.
- (2) In each year a local library board shall appoint from its members a chairperson and any other officers it considers necessary to carry out its business.
  - (3) The staff member in charge of the branch library shall act as secretary to the local library board and to the committees of the board, but is not entitled to vote.

- 16(1)** The local library board shall hold an annual meeting before the annual meeting of the regional library board and may hold any other meetings that may be necessary to conduct the business of the board at any time.
- (2) The local library board shall present its annual report to the relevant municipal councils and the regional library by March 31 in each year.
- 17(1)** Except in the case of the appointment of a regional library director, the powers of the regional library board set out in section 38 of the Act are to be carried out in consultation with the local library board.
- (2) A regional library board may delegate those powers to the local library board and, where those powers are delegated, the local library board shall carry them out in consultation with the regional library director.
- (3) A local library board shall prepare an annual budget of necessary local expenditures and present it to the council or councils concerned by March 1 in each year.
- (4) A local library board shall supply minutes of all its meetings to the regional library board.

**BRANCH**

**LIBRARY**

**OPERATION**

**XVI - OPENING HOURS- CRL Administrative Handbook - Regulations**

**HEADQUARTERS**

(Adopted June 18, 1992)

The normal hours of opening for the Chinook Regional Library headquarters are 8:00 a.m. to 12:00 noon, 1:00 p.m. to 5:00 p.m. Monday through Friday.

**BRANCH LIBRARIES**

(As determined March 22, 1984)

1. The annual number of hours allocated by headquarters must be used for work carried out during **opening hours.** (*Adopted May 22, 1997 - Effective January 1, 1998*) If a second person is required to assist in a branch library, this may be accommodated through volunteer assistance or through compensation arranged at the local level.
2. Opening hours should be standardized for the benefit of the public. However, variance from the established hours during the year can be acceptable under planned circumstance, e.g. closing during Christmas week, summer hours, etc.
3. The use of the designated number of hours per year by the branch staff must be at the approval of the **local library board.** This includes established opening hours, seasonal opening hours, authorized closings, etc. The branch librarian should inform the Administrative Assistant immediately in writing of such decisions. The monthly branch time sheets will verify the approved board decisions.

**e.g Seasonal hours**

**Branch C - Total open hours = 10 hours/week  
510 hours**

Sept. 1 - May 31

Mon. 12:30 - 4:30 p.m.  
 Wed. 6:00 - 9:00 p.m.  
Fri. 12:30 - 4:30 p.m.  
 11 hours (418 hours)

June 1 - Aug. 31

Tues. 1:00 - 4:30 p.m.  
 Thurs. 1:00 - 4:30 p.m.  
 7 hours (91 hours)

4. Headquarters closes over the Christmas-New Years period. Branch hours for the year are allocated over a theoretical 51-week year, therefore it is recommended that branch libraries close through the same period as does Headquarters. Branch exceptions can be considered if the openings through this period are justified, planned and the necessary hours are available through the annual allocation or accommodated through local funding.

**XVII - CALENDAR OF EVENTS**

- January -** Councils appoint members to the board  
[Regulations 15(1)]
- January-March -** Local board to hold Annual Meeting  
[Regulations 16 (1)]  
Minutes of all meetings sent to Headquarters  
[Regulations 17 (4)]
- February -** Local Board prepare Annual Budget and present to council  
[Regulations 17 (3)]
- March -** Annual Report submitted to councils and Headquarters  
[Regulations 16 (2)]
- May or October** Annual Branch Librarians Workshop
- June -** Annual Book Sale
- July & August -** Summer Reading Program
- August/September -** Magazine grants mailed from headquarters  
Library director begins his tour of the region
- October -** Saskatchewan Library Week
- December -** On the **last working day** send in time sheets, circulation sheets and petty cash receipts, along with petty cash verification sheet.

## XVIII - IMPORTANT ITEMS

### *ANNUAL REPORT*

Each year all branches must fill out the Annual Report form supplied by Headquarters. The report is sent to the branch by e-mail and should be returned by e-mail. All information on the form except for the board members is for the year just completed. The list of board members that you supply is for the new year and is used as a mailing list so it is imperative that the member's **complete address, including post office box number**, is provided, along with the **municipality in which they reside**.

The figures on this form should be those presented and approved at your branch Annual Meeting. **Please be sure that your financial information is balanced before submitting the form.** A copy of the form is sent to each branch, then on return to Headquarters the proper form is reviewed and copies distributed to the Provincial Library and the branch. It makes it easier for typing if the board members are listed **alphabetically by the last name**.

### *YEAR END*

It is important that all time sheets, circulation records, petty cash receipts, and petty cash verifications be mailed after the **last working day of the year**. Headquarters cannot close their books until all branch records are in.

### *MONTH END*

All time sheets, circulation sheets, and petty cash receipts (where necessary) should be e-mailed on the **last working day of the month**. Late mailings not only affect your branch pay cheques but hold up the printing and mailing of cheques for the whole region, and remittance of federal deductions.

If the librarian is sick on a day she would normally work, this must be indicated on the time sheet or she will not be paid sick leave.

