

Chinook

Regional Library

Administrative Manual

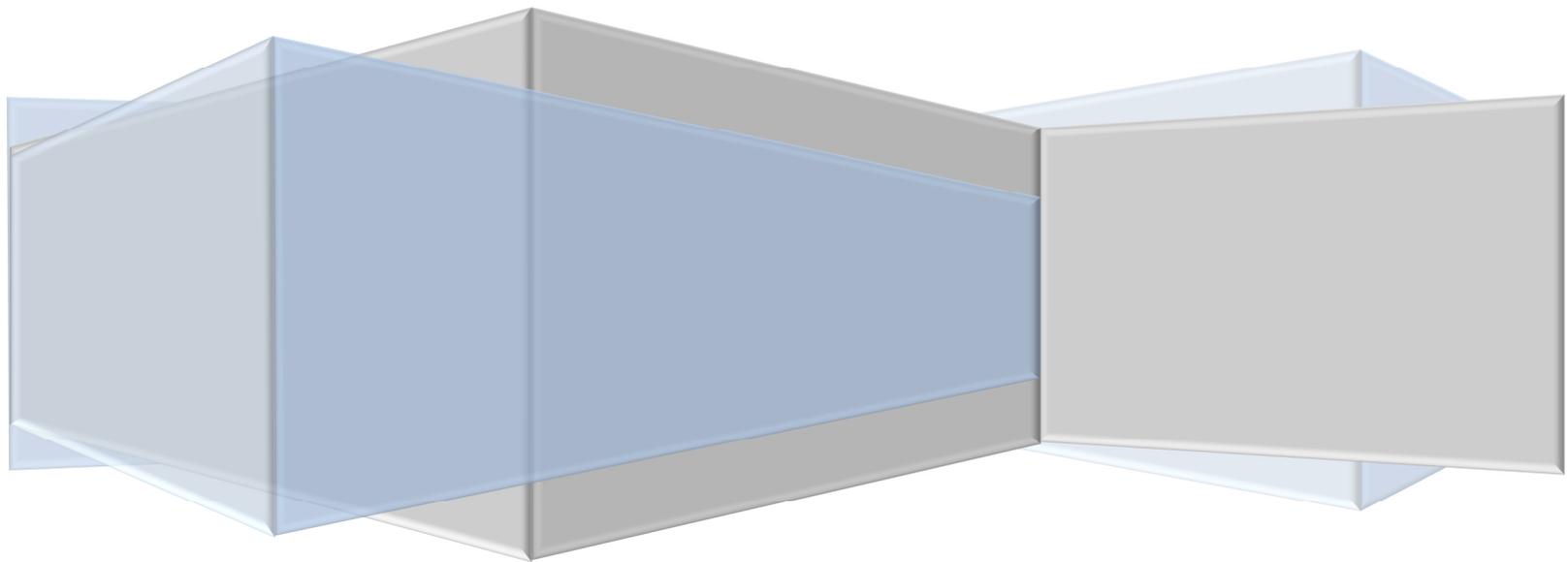


TABLE OF CONTENTS

INTRODUCTION	2
Purpose of this Manual.....	2
Vision for Saskatchewan Libraries.....	2
Our Mission.....	3
Our Vision.....	3
Our Values	3
The Purpose Of Library Service: Public Libraries Act 1996.....	3
STRUCTURE OF LIBRARY SERVICE IN SASKATCHEWAN.....	4
The Ten Library Agencies.....	4
The Provincial Library	5
Multitype Library Board.....	5
SILS (Saskatchewan Information & Library Services Consortium)	6
Chinook Bylaws.....	6
Chinook Regulations.....	11
Statement on Intellectual Freedom	24
ANNUAL CYCLE – KEY DATES.....	25
HEADQUARTERS OPERATION.....	26
Staffing.....	26
BRANCH OPERATION	27
Municipal Responsibilities for branch libraries	27
FISCAL MANAGEMENT	27
KEY RELATIONSHIPS	27

INTRODUCTION

Purpose of this Manual

The purpose of the manual is to provide guidance to Chinook Regional Library staff and Executive members with regard to the tasks that need to be done month by month and provide helpful background documentation related to those tasks.

Vision for Saskatchewan Libraries

- Equitable access to quality electronic information on jobs, business, markets, healthcare and tourism through library web sites and databases so contributing to the local and provincial economy.
- Employment opportunities throughout Saskatchewan.
- Resources and programs that benefit children and families.
- Literacy skills and computer literacy training.
- Opportunities for individual lifelong learning.
- Services and programs that reflect local community needs, including outreach services and special equipment for people with special needs, resources for learning English as an additional language, programming that responds to the recreational or information needs of seniors, adults, teenagers and children.
- Recreational reading for pleasure and improving literacy skills.
- Resources for formal learning.
- Cultural development and knowledge of our past by partnering with Saskatchewan provincial and local culture, recreation and heritage organizations.
- The values of an informed citizenry inherent in a democratic society.

Source: "Public Libraries: Contributing to the Economic, Social Well-Being and Lifelong Learning of Saskatchewan People." Saskatchewan Learning. Provincial Library. April, 2005.

Our Mission

The Chinook Regional Library is dedicated to providing inclusive and welcoming services that strengthen and sustain lifelong learning in our communities.

Our Vision

Chinook Regional Libraries will be essential centers in our communities and accessible resources for people, creating opportunities to participate, connect, discover, and learn by:

- Responding to the needs of our communities
- Offering space for people and ideas to come together
- Providing materials that educate, entertain, and inspire
- Remaining current and adapting to the needs of our changing society
- Providing a commitment to sustainable funding of our programs and services

Our Values

- INNOVATIVE...original and creative in our thinking
- ADAPTABLE...responsive to changing community needs
- INCLUSIVE...welcoming to everyone
- PATRON FOCUSED...enthusiastic, energetic and committed to our patrons and their needs
- EFFECTIVE...committed to our libraries being safe and caring community centers offering a full range of library services
- COMMUNITY FOCUSED...building partnerships within the community

The Purpose Of Library Service: Public Libraries Act 1996

“The purposes of the provincial public library system are:

(a) to facilitate equitable access to basic library services by all residents of Saskatchewan; and

(b) to ensure the existence and availability of:

(i) the Saskatchewan union catalogue composed of the records of

public, academic, special and school libraries, regardless of the format in which those records are stored or accessed;

(ii) interlibrary loans;

(iii) reciprocal borrowing;

(iv) autonomous library boards.”

Source: “Public Libraries Act 1996”, c.P-39.2, s.3

STRUCTURE OF LIBRARY SERVICE IN SASKATCHEWAN

The Ten Library Agencies



“There are seven regional libraries in Saskatchewan: Lakeland Library Region (North Battleford area), Wapiti Regional Library (Prince Albert area), Wheatland Regional Library (Saskatoon area), Parkland Regional Library (Yorkton area), Chinook Regional Library (Swift Current area), Palliser Regional Library (Moose Jaw

area), and Southeast Regional Library (Weyburn area). Each regional library consists of a large geographical area with a substantial population and represents a group of cities, towns, villages and rural municipalities that have joined together to deliver library services. Each regional library board elects an executive committee of 9 -12 members; responsibilities include initiating policy development; managing the annual budget; making recommendations for improvements to the regional library system and its services; and hiring a regional library director. The Regina and Saskatoon Public Libraries provide material and library services in the two major urban centers. The northern library system, Pahkisimon Nuye?áh Library System, is a federation of northern community public libraries and has the legislated mandate to act as the central library for northern Saskatchewan. It acts as the coordinating agency for all school, regional college, public and special libraries."

The Provincial Library

The mission of the Saskatchewan Provincial Library is "Strengthening libraries to ensure equitable access to global information, resources and library services for all Saskatchewan residents", and it is through The Public Libraries Act, 1996, that it is entrusted to co-ordinate and support the province-wide library system. The Provincial Library's Mission Statement is to *"work co-operatively with all libraries and communities to secure equitable access to library resources, information and services for Saskatchewan people" and it administers The Libraries Co-operation Act which encourages co-operation and resource-sharing among all libraries throughout the province to benefit Saskatchewan people. The operating principles of the Provincial Library are that "the needs of the library user are fundamental in the design of policy, procedures, and services; think globally, search locally: libraries rely on each level within the system - local, regional, provincial, national, international - adhering to recognized standards; our work is based on professional practices and standards; and technology is utilized to improve the effectiveness of library services."*

Source: <http://www.lib.sk.ca/About-Libraries-Saskatchewan>

Multitype Library Board

The Multitype Library Board facilitates co-operation among all libraries in Saskatchewan in matters relating to the development of library services. It provides a forum for appointed representatives from all types of libraries in the province, including, public, academic, school and special libraries, to discuss library cooperation.

SILS (Saskatchewan Information & Library Services Consortium)

In October of 2008, the Provincial Government committed \$5.2 million over four years to the Saskatchewan Information and Library Services (SILS). This included \$2 million in one-time funding to the SILS Consortium to purchase software, and \$1.3 million to assist library boards with purchasing local computers. The remaining \$1.9 million was used to support the implementation of SILS throughout the province. Regional and Municipal Library Boards are also major contributors to the SILS project. All public libraries in Saskatchewan are part of this "One Province, One Library Card" initiative in which they have agreed to a single set of borrowing policies. SILS unites the public library systems and Provincial Library, a branch of the Ministry of Education.

SILS provides all Saskatchewan library patrons with faster, more equitable access to public library services and materials, such as:

- Patrons access public library materials from anywhere in the province via 24/7 catalogue access from any computer with Internet and can have that material delivered to their preferred library location.
- Notices for holds and late charges are sent through a centralized notification system including mail, telephone, and email.
- A personalized library card account provides patrons with borrowing rights at all Saskatchewan public libraries.
- Patrons receive materials faster because of improved coordination and standards in the way materials are purchased, catalogued and processed.

Chinook Bylaws

The Chinook Regional Library Bylaws

Adopted April 29, 2006

Article 1: Title

1.1.1 These bylaws may be cited as The Chinook Regional Library Bylaws.

Article 2: Interpretation

2.1.1 In all bylaws:

- a) "Act" means The Public Libraries Act, 1996, S.S. 1996, Chapter P-39.2 as amended from time to time.
 - b) "regulations" means The Public Libraries Regulations, 1996, Chapter P-39.2 Reg 1 as amended from time to time.
 - c) "region" refers to the Chinook Regional Library.
 - d) "board" refers to the Chinook Regional Library Board.
 - e) "executive" refers to the Chinook Regional Library Executive Committee.
 - f) "grant" refers to the amount that is invoiced to a municipality as their annual contribution to the regional library as per section 43 of the Act.
-

Article 3: Organization

3.1.1 The organization is a corporation and shall be known as The Chinook Regional Library, constituted under the Act and regulations.

Article 4: Board

4.1.1 The general management, control and operation of a regional library is vested in the board, consisting of one member appointed by each municipality that participates in the regional library for each 5,000 of its population, or fraction thereof, appointed from among the voters resident within the municipalities participating in the regional library. (Act, Section 32(1)).

4.1.2 Members of the board shall serve on the board for a two year term in accordance with provision in Section 34(7) of the Act.

4.1.3 A member of the board may be appointed to represent more than one municipality, in which case the member will hold more than one seat on the board and be empowered to represent those municipalities at board meetings.

4.1.4 Where a member of the board resigns, passes away, or no longer is eligible to be a member of the board, the council of the respective municipality shall appoint another member to fill the vacancy for the remainder of the term of that member.

4.1.5 Where a board member is unable to attend a regular or special meeting of the board, the official alternate is for that meeting the official representative of the council with all the duties and responsibilities of a board member.

Meetings

4.2.1 The board shall hold its annual meeting between January 1 and May 15 in each year.

4.2.2 The board may hold other general meetings as deemed necessary.

4.2.3 The secretary to the board shall give each member at least 10 days' notice of every meeting of the board.

4.2.4 The chairperson shall preside at all meetings of the board and shall be an ex officio member of all committees. In the absence of the chairperson, the vice-chairperson shall act as chairperson.

4.2.5 Bourinot's rules of order shall be adopted at all meetings of the board.

Quorum

4.3.1 A quorum for a meeting of the board shall be constituted by members representing one-third of the participating municipalities.

4.3.2 In the event of no quorum, each absent municipality will be assessed a \$200.00 absentee surcharge.

Vote

4.4.1 Majority vote of the members present is necessary to carry a motion. However, when the financial contribution of the participating municipalities is concerned, a two-thirds majority of the members present is necessary for a motion to carry.

4.4.2 Voting, in the case of election of officers, shall be by show of hands except where a ballot is requested by at least three members.

Library director

4.5.1 The library director shall act as secretary to the board and all committees of the board.

Signing authority

4.6.1 Any two of the following officers shall have signing authority for the board: the chairperson, the vice-chairperson, and the secretary.

Article 5: Executive

5.1.1 Subject to section 33 of the Act, at its annual meeting, the board shall, from among its members elect a chairperson and an executive to carry out the day to day business of the board and the operation of the regional library.

5.1.2 The executive shall consist of eight members: including the chairperson and the vice-chairperson, two to represent the city, two to represent the towns, one to represent the villages, two to represent the rural municipalities and Indian Bands, and one member at large.

5.1.3 The chairperson shall have voting power.

5.1.4 The executive is empowered to appoint a new executive member in the case of the death or resignation of a current executive member.

5.1.5 Any executive member who misses two consecutive meetings without cause shall be replaced.

5.1.6 Executive meetings shall be held at the call of the chairperson. The date of the meeting may be changed by common agreement of the members.

5.1.7 The executive shall appoint any committees deemed necessary. The chairperson shall be an ex officio member of all committees.

Saskatchewan Library Trustees' Association representative

5.2.1 If not already an elected member of the executive, the representative for the region shall be represented on the executive as an ex officio member.

Quorum

5.3.1 A quorum for the meeting of the executive shall be constituted by 50% of the members.

Article 6: Library director

6.1.1 In addition to any duties that may be imposed on the library director pursuant to the Act, the regulations, and the bylaws, the library director shall:

- 1) direct and supervise the staff of the regional library in the performance of their duties;
- 2) submit regular reports to the executive and the board;
- 3) make recommendations to the executive and the board respecting programs and procedures to provide effective library service in the region; and
- 4) perform any other duties that may properly belong to the office or be delegated to the library director by the executive or the board.

Article 7: Finance and grants

7.1.1 Subject to the Act and regulations, the board shall be financed by grants from the Provincial Government and by grants made by each municipality in

accordance with the Act and regulations. The board has the authority to approve the operating budget of the regional library and to approve municipal grant obligations at a meeting of the board. *For the purpose of calculating the annual municipal grant, the source of the population figure for each municipality will be the latest Saskatchewan Municipal Directory.* In the event revised population figures become available from the Department of Municipal Affairs between publications of the Saskatchewan Municipal Directory, the revised population figures will be the population figures used to determine the annual municipal grant.

7.1.2 The grant to be paid by each participating municipality shall be paid as follows:

- 1) The first instalment shall be equal to the second instalment of the previous year and shall be paid by January 31 in each year; and
- 2) The balance of the grant shall be paid by July 31 in each year.

Penalty

7.2.1 In the event of an annual municipal grant or portion thereof becomes overdue by one calendar year, the board may elect to charge interest on the outstanding amount including all current charges not received by the prescribed date. Such a financial decision requires a two-thirds majority to carry. A letter of notice will be sent to the offending municipality advising it of the board's decision and the date on which interest charges will begin.

7.2.2 Interest may be charged to and shall be paid by each municipality at the rate of 1% per month on any grant or portion thereof which is unpaid.

7.2.3 Further action may be taken by the board that does not contravene the Act or regulations.

Article 8: Library fees

8.1.1 The executive 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 regulations.

8.1.2 A person who does not reside in Saskatchewan is not entitled to borrow library material.

8.1.3 Any branch that is live on Saskatchewan Information and Library System (SILS) will abide by SILS circulation policies, including those regarding overdue charges and fees. All such charges and fees are to be remitted to the Chinook Regional Library Headquarters no less than once per month.

Article 9: Conflict of interest

9.1.1 Members of Chinook staff cannot be voting members of the Regional board, nor of Local boards.

9.1.2 Both Local and Regional board members shall declare any conflict of interest (whether real, potential, or perceived) and absent themselves from voting on such issues. Examples of conflict of interest include, but are not limited to decisions where a board member has a personal, financial or family interest in the outcome.

Article 10: Safe Use

10.1 In order to ensure the comfort and safety of all staff and patrons of the Chinook Regional Library (CRL), the CRL board prohibits the following behavior on its premises:

- making undue noise or causing a physical disruption
- being intoxicated or under the influence of non-prescription drugs
- behavior in contravention of the Criminal Code or public health and safety regulations
- destruction of library property, destruction of property of staff members or patrons or vandalism
- verbal, physical or sexual abuse, misconduct or harassment
- any other behavior that interferes with the safety of staff or patrons and the use and enjoyment of the Regional Library

10.2 For reasons of safety, the CRL also reserves the right to require children on library premises to be accompanied or supervised by an adult.

10.3 Apart from guide dogs, no animal is permitted in a CRL library except at the discretion of the local library.

10.4 Consequences of Violation of Bylaw: If a patron contravenes any provision of this bylaw:

(a) the senior library staff member on duty or designate may:

(i) suspend or revoke the patron's borrowing privileges for up to one week, beyond which period the ban may be extended by the Director of the Chinook Regional Library;

(ii) prohibit the patron from entering the library facilities for up to one week, beyond which period the ban may be extended by the Director of the Chinook Regional Library; or

(iii) call the police for assistance, who may commence proceedings under the Criminal Code where applicable.

(b) the Library Director may:

(i) indefinitely suspend or revoke the patron's borrowing privileges

(ii) prohibit the patron from entering the library facilities for a specified period of time;

(iii) initiate a prosecution under the Public Libraries Act, 1996; or

(iv) call the police for assistance, who may commence proceedings under the Criminal Code.

10.5 Right of Appeal

(a) a person whose borrowing privileges have been suspended or revoked or who has been prohibited from entering a library facility may appeal the decision of the Library Director to the Board.

(b) an appeal under this Section must be in writing, must state the grounds of appeal and the facts relied on in support of the appeal, and must be filed with the Secretary of the Board within 30 days of the date of the decision of the Library Director.

(c) the board may, in its sole discretion, allow the patron to speak in support of his or her appeal at a regular or special meeting of the executive or its appointed committee.

(d) on appeal under this Section, the Board or the committee of the Board may confirm, modify or repeal the decision of the Library Director or substitute its own decision for that of the Library Director

Article 11: Amendments to bylaws

11.1.1 Bylaw amendments can be made at any general meeting of the board following a minimum 30 days' notice of intent to each participating municipality and their board representative.

11.1.2 Bylaw amendments shall be delivered in writing to Chinook Regional Library headquarters no less than 60 days prior to a meeting of the board.

11.1.3 Bylaw amendments require a notice of motion. Such notice shall include a brief but representative statement of the specific change proposed.

11.1.4 Motions that are amended beyond the scope given in the original notice invalidate that notice of motion.

Chinook Regulations

Regulations

1. THE CHINOOK REGIONAL LIBRARY OPERATING BUDGET TIMETABLE

- a) The subject of the Proposed Budget for the upcoming year is placed on the Executive Committee Agenda in April or May for general discussion.
- b) The first draft of the Proposed Budget is presented for discussion at the May or June Executive Committee meeting.
- c) 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. The timing should provide each municipality with at least one council meeting to examine the Proposed Budget prior to the Fall Board Meeting.
- d) 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.
- e) Associated municipal councils receive a copy of the Fall Board Meeting minutes in November or December.

- f) 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.

2. HOURS OF WORK

a) Regional Headquarters, Swift Current and Rural Branch Libraries

(i) Administrative Staff

Thirty-seven and one-half (37.5) hours per week.

(ii) Support Staff – Full time

Thirty-seven and one-half (37.5) hours per week.

Modified Three Week Work Cycle (Headquarters)

The total hours worked for any three week period will be the same for participating and non-participating full time support staff members. The modified work cycle will be structured on two forty hours and one thirty-two and a half hours work weeks.

Employees must declare annually prior to January 1st that they will be participating in the modified work cycle for the full calendar year. Employees may not opt into the modified work cycle after January 1st.

Discontinuance of the Modified Three Week Work Cycle will be at the discretion of the Executive Committee.

(iii) Part-time and Casual Support Staff (Other Than Full Time)

Hours of work vary, to a maximum of 7.5 hours per day and 37.5 per week. Some exceptions may apply depending on individual branch opening hours.

(iv) Overtime Pay

Overtime is paid at the rate of one and a half times the normal hourly rate for each hour in excess of 8 hours in a day or 40 hours in a week, whichever is greater, subject to Provincial Labour/Employment Legislation changes.

b) Opening Hours

(i) 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.

(ii) Branch Libraries (As determined March 22, 1984)

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.

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.

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 Business Manager 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)

Headquarters closes over the Christmas-New Year's 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.

Guidelines for Local Library Boards for Increasing Branch Hours:

(Adopted January 30, 1998)

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 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.

iii) 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.

iv) The Supervisor of Branch Libraries (Rural Branch Manager)

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.

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 directly or contracting with the region for additional opening hours.

3) BRANCH STAFF TRAINING

Branch staff will be compensated at their hourly rate when training is at the request of Headquarters. If training is outside the home community, travel time will also be calculated at the hourly rate.

Where training is at the discretion of the staff member (i.e. Annual Branch Workshop) compensation will be in the amount as provided by the region's policy on Travel.

New employees at the branch level will be compensated at their hourly rate for training for a maximum of two weeks of opening hours.

4) ROLE OF VOLUNTEERS *(Adopted June 4, 1996)*

The Chinook Regional Library recognizes the value of volunteers who are willing to contribute their time, energies and talents to the benefit of both volunteer and the library system.

Local library boards may enlist volunteers to assist in providing library services and programs. Volunteers are enlisted to augment basic library services, they do not replace the role of paid employees.

Training and supervision of volunteer library workers is the responsibility of the branch librarian. A volunteer may work in the library only under supervision of the branch librarian and with the knowledge and approval of the local board. **The supervisor of branch libraries also should be advised.**

Volunteers are required to follow library procedures as described in the Branch Library Handbook and the bylaws, policies and regulations of the regional library.

5. SALARIES AND BENEFITS

All staff salaries are negotiated between staff representatives and a negotiations committee consisting of several board members and the library director.

a) VACATION

Management / Administrative Staff

Vacation pay and vacation leave accumulates at the rate of two working days per month to twenty-two working days per year for the

first five years of employment. Commencing with the sixth year of employment vacation pay and vacation leave shall accumulate at the rate of two days per month for the first eleven months and three days for the twelfth month for a total of twenty-five days per year.

Commencing with the fifteenth year of employment vacation pay and vacation leave shall accumulate at 18.75 hours per month for a total of 30 days annually. (*Adopted September 19, 2002, effective January 1, 2003*).

Support Staff – Full Time

Vacation pay and vacation leave accumulates at the rate of one and one quarter days per month (15 days per year) for the first four years of employment. Commencing with the fifth year vacation pay and vacation leave shall accumulate at the rate of one and two-thirds working days per month to a total of twenty working days per year. Commencing with the eleventh year of employment vacation pay and vacation leave shall accumulate at the rate of two days per month for the first eleven months and three days for the twelfth month for a total of twenty-five days per year.

(Salary negotiations for 1999 – Effective January 1, 1999)

Commencing with the sixteenth year of employment vacation pay and vacation leave will accumulate at a rate of 2.5 days per month for a total of 30 days per year.

Support Staff - Other Than Full Time

Vacation pay is 3/52 of the gross earnings for the first nine years of employment and 3 weeks of vacation leave.

Commencing with the tenth year of employment, vacation pay is calculated at 4/52 of the gross earnings and 4 weeks of vacation leave. The anniversary date of employment is used in the calculation of vacation.

Vacation pay is paid every pay period.

Vacation pay and vacation leave are calculated in accordance with Provincial Labour/Employment Legislation which is subject to change.

Addendum (Effective June 24, 2004)

- (i)** The year for the purpose of accumulating vacation leave shall be from January 1st to December 31st of the same year.
 - (ii)** All vacation leave accumulated at December 31st must be taken prior to December 31st of the following year.
 - (iii)** Full-time staff can take vacation leave as accumulated.
 - (iv)** When a statutory / public holiday falls within an employee's annual vacation, it is not recorded as vacation.
-

(v) All Headquarters staff requests for vacation leave shall be made in writing to the Library Director. Swift Current branch staff requests shall be made to the Manager at the Swift Current Branch. Rural branch librarians vacation is arranged with the local board. Rural branch assistants requests shall be made to the Rural branch librarian.
Requests should be made at least one week prior to the date the vacation is to commence.

(vi) Granting vacation leave shall be at the discretion of the Library Director or the Manager at Swift Current Branch.

b) *Statutory / Public Holiday Pay*

Effective February 3, 1995, public holiday pay is calculated by taking 1/20th of the employee's wages, excluding overtime, over the four weeks immediately preceding the public holiday. A week is defined as Saturday midnight to Saturday midnight.

Statutory / Public Holiday pay is calculated in accordance with Provincial Labour/Employment Legislation which is subject to change.

Statutory / 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 statutory / public holidays Headquarters and the branch libraries will be closed. In addition, any day proclaimed as a holiday by federal, provincial or municipal authorities will be honoured with the branch libraries closed. Where a public holiday falls on a Saturday or Sunday when Headquarters would be closed, the following Monday will be observed by Headquarters staff.

Swift Current Branch is closed on Sunday and Monday whenever a Public Holiday falls on Monday. When Christmas, Remembrance Day or New Year's Day falls on a Sunday the branch will be closed on the following Monday.

c) *Leave of Absence and Annual Increments*

The date for annual increments, following a leave of absence, is advanced for a period of time equal to the length of the absence.

d) *Pension Plan*

Enrolment in the Municipal Employees' Pension Plan is compulsory for permanent full-time staff. Management / Administrative and full time support staff become eligible on date of employment. Contributions are 8.15% (2013, varies over time) of gross salary. The employer matches employee contributions.

Enrolment is mandatory for all other than full time employees who have completed 700 hours in each of two consecutive years or are presently employed with another MEPP employer.

e) *Group Insurance – (Effective February 1, 2014)*

Group Benefits are mandatory for any employee whose average hours per week equal 15 or more. The plan is cost shared between the employee and employer. Current employees will be notified immediately upon reaching eligibility.

Under certain conditions noted in the plan text an employee may be able to waive particular components.

f) *Christmas Closing: Headquarters*

The Headquarters facility will be closed between Christmas and New Year's.

All Headquarters management / administrative and support staff will be allowed to work extra time in excess of their normal hourly requirements equivalent to the work hours affected by the closing. Such time worked will be credited toward the time Headquarters is closed during the Christmas season.

Any extra time worked must be approved by the library director.

Staff members will have the option of accounting for the work time affected by the closure as follows:

1. Work the equivalent extra time during the year;
2. Take time as part of paid vacation;
3. Take time without pay.

g) *Employment Insurance Premium Reduction*

To meet the requirement for sharing at least 5/12 of the reduction in E.I. premiums, all full time employees will receive a half day paid leave the afternoon of December 24th, or on the last day worked prior to Christmas Day.

6. *PROFESSIONAL DEVELOPMENT (Adopted September 19, 2002)*

Each librarian within the Management / Administrative staff may attend annually as budgeted by the library a National or International Conference. The selection will be determined in consultation with the Library Director and the Executive Committee.

7. *LEAVE OF ABSENCE*

a) *Personal Days - Full time Staff*

The Chinook Regional Library recognizes that there are times when personal circumstances require that an employee be away from work due to an emergency or for personal business. A staff member employed as of January 1 shall qualify for 3 days of Personal Leave.

- i)** Personal days are to be taken at the convenience of the staff member, to workload requirements.
- ii)** Scheduling of personal days must be done with the approval of the designated supervisor.
- iii)** When advance notification is not possible because of an emergency, the employee must contact their supervisor and explain the need for the personal day.
- iv)** Personal days can be taken in less than a 7.5 hour day if needed.
 1. Personal days will be deducted as used.
 2. Personal days are not cumulative from year to year and no compensation will be paid for unused time.
 3. Personal Leave is available for use between the dates January 2nd through December 31st.
 4. Entitlement to personal days begins after 3 complete months of employment.

b) Sick Leave

i) Long Term Disability Covered Employees

Sick Leave is directly tied to employees covered for Long Term Disability in the Group Benefit plan. Accumulated Sick Leave is to be used for an individual's own health reasons. This may constitute sick days at home, hospital confinement, or doctor, dentist, optometry, or other health related appointments.

Sick leave shall accrue on actual hours paid which includes paid leaves such as statutory/public holidays, sick leave and vacation, etc. Sick leave shall not be made up by working the equivalent time.

Sick leave shall accrue at the rate of one and a quarter working days for every month employed, based on 7.5 hours per day. The unused portion shall accumulate to a maximum of 4 months at 37.5 hours per week. The amount will vary depending on which 4 months is the elimination period for disability benefits through the current benefit plan.

Sick leave benefits are accumulated only at the end of each month and become applicable on the first day of the following month.

An employee claiming sick leave benefits for a period of five or more days shall supply a medical practitioner's certificate. If the employee does not return after five days the medical certificate should provide an estimated time of return to work.

A deduction shall be made from accumulated sick leave for all normal work time (exclusive of statutory / public holidays) absent for sick leave. When an employee is ill, the employee must inform the immediate supervisor by telephone or in writing as soon as possible.

regular branch opening day. This does not mean five days of scheduled work but five consecutive days, whether the employee is scheduled to work within that five-day period or not. Branch librarians will be paid at their regular rate for hours which they have been scheduled to work within those five consecutive days.

(iii) Other Than Full time Staff

Other than full time staff will be allowed bereavement leave of up to five working days without pay to be taken within one week prior to and one week after the funeral.

This bereavement leave will be in accordance with Provincial Labour/Employment Legislation which is subject to change.

Additional Note:

Entitlement for Absences due to illness or injury of an employee or a member of the employee's immediate family will be in accordance with the Provincial Labour/Employment Legislation which is subject to change. As noted above for full time there is a paid leave component.

d) Absence Due To Inclement Weather – Headquarters Staff.

Staff members missing work time because of inclement weather shall have the following options:

1. Take time missed as part of paid vacation;
2. Take time missed from banked time previously accumulated;
3. Work time missed within one month of date time was taken;
4. Take time missed without pay.

e) Employees Required to Serve as a Juror or Witness

(Adopted September 3,1998)

In the event that an employee is required to serve as a juror or subpoenaed in Court as a witness, the employee shall suffer no loss of pay, providing the employee advises that the juror or witness fees have been applied for and they shall be submitted to Chinook Regional Library upon receipt by the employee.

f) Leave of Absence – Other Leaves (paid or unpaid)

An employee may be granted a paid or unpaid Leave of Absence as approved by the Library Director or the Manager at Swift Current Branch for Swift Current Branch Staff in consultation with the Library Director. Approval of the leave may require consultation with the Executive Committee. Leave may include educational purposes, attending to an immediate family illness, maternity, compassionate leave or other concerns as they may arise. These leaves will be in accordance with Provincial Labour/Employment Legislation which is subject to change.

8. TRAVEL

Travel expenses are authorized by the Regional Executive at a rate determined from time to time.

a) Meal Allowances: (Adopted March 11, 2000)
Provincial Government rate.

b) Mileage (for use of personal vehicle)
(Adopted March 11, 2000)
Provincial Government rate.

c) Accommodation
Receipts required for commercial lodging and private lodging. As much as possible accommodations will be arranged through headquarters.

d) Committee Meetings (Adopted February 10, 2015)
Executive committee members receive an honorarium of \$35.00 per day for attending meetings or conferences pertaining to regional library business; and staff are paid in according to provincial labour/employment legislation with travel time included as part of the hours of work.

9. PHYSICAL ASSETS

Replacement value is only considered for physical assets that cost over \$500.00. Under normal circumstance:

a) Total replacement value to be placed into the appropriate reserve will be determined in each instance.

b) The replacement time for each physical asset will be determined on the date of purchase. Either the entire replacement amount in the year of purchase or equal annual instalments commencing with the year of purchase will be placed into the appropriate reserve.

c) In the event that sufficient funds are not in place to cover the purchase of a specified physical asset, the balance of the cost will be accounted for in the year of purchase.

d) If the cost of purchasing and replacing a physical asset is less than the amount assigned for that specified physical asset, the surplus may be transferred to the operating budget for the year of purchase.

10. LIBRARY MATERIALS – Acquisition and Disposal

a) Library Materials

All library materials listed in the Chinook Regional Library catalogue and readily available for loan shall circulate on the standard system loan period.

b) Basic Charges For Lost Or Damaged Material

(i) For processed material the actual retail replacement cost is charged. This information is indicated in the catalogue record.

- (ii) For older material, a replacement cost may not be indicated. A basic charge will be applied. These charges can be found in the SILS Circulation Procedures Manual on SharePoint. The basic valuation will also be applied as necessary for annual branch library collection additions and for collection insurance purposes.
- (iii) A refund will be provided only if the material in question is returned within 6 months with a receipt.

c) Gifts, Memorial Books and Charitable Donations

(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 the property of the library.

(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 or to the branch receiving a branch specific donation.

Name, full mailing address of the donor and the actual donation must be provided to Headquarters.

d) Disposal Of Library Materials

For obvious reasons, books and other library material must be constantly reviewed, keeping in mind the necessity of maintaining a valued as well as an up-to-date collection. From time to time the library holds public sales of discarded material.

11. INSURANCE

**a) Business: Policy #C70006491-5
Renewal Date: August 25**

b) Vehicle:

Chinook Regional Library vehicle(s) will be covered by an appropriate commercial auto policy.

12. LIBRARY FEES AND CHARGES

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

Article 8 of the Chinook Regional Library Bylaws addresses Library Access fees.

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 Act and / or 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) Long Overdue/Lost material Invoice Charges

(Adopted November 22, 1997)

When an invoice must be issued to recover overdue or lost material, a billing fee of \$5.00 over and above the cost of the material shall be assessed against the borrower. In the event the assessment remains unpaid, the patron's borrowing privileges shall be suspended.

Statement on Intellectual Freedom

Chinook Regional Library Affirms The Statement of Intellectual Freedom 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 or unacceptable. To this end, libraries shall acquire and make available the widest variety 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)

ANNUAL CYCLE – KEY DATES

Key dates from an administrative perspective, with their attendant matters requiring attention, are below. Note that any bylaw amendment must be preceded by 30 days' notice to board members, and that proposed bylaw amendments must be delivered to the Executive 60 days or more ahead of a meeting of the regional board. Bylaws must be reviewed every five years or less. Board members must receive notice of the next regional board meeting 10 days or more in advance.

January	1	Employees indicate if they will be working by modified schedule. Normal date on which changed/increased branch hours, as granted, commence. Date on which annual vacation accumulation commences. Councils receive request for 1 st installment of grant. At the first meeting of councils this month, they appoint regional board members and their alternates.
---------	---	--

		The regional annual meeting must occur between January 1 st and May 15 th . Local boards must hold their annual meetings prior to the annual meeting.
	31	First installment of municipal grants are due and payable to regional library.
February		
March		
April		Or in May, annual budget appears on Executive Committee meeting agenda for discussion.
May		Or in June, first draft of annual budget is on Executive agenda.
	15	Date by which annual regional meeting must occur, and the Chairperson and Executive Committee must be elected.
June		
July	1	Branch Supervisor or Local Boards indicate to Director and/or Executive Committee any recommendations for changes to branch open hours.
	31	Second installment of municipal grants are due and payable to the regional library.
August	25	Business Insurance policy renewal date.
September		Or in October, final draft of annual budget is on Executive agenda, and approved for presentation to councils, regional board.
October		Proposed annual budget is shared with councils, at least one council meeting ahead of Fall regional board meeting.
November		Month by which annual budget is approved complete with municipal grant rates. Or in December, month in which councils receive a copy of the Fall Board meeting minutes.
December	24	Full time Swift Current branch and headquarters staff are given a half day holiday in the afternoon, or on last day worked prior to Christmas Day.
	31	Date on which annual vacation accumulation ends.

HEADQUARTERS OPERATION

Staffing

The current positions at headquarters include management / administrative and

support roles. Current management / administrative positions at HQ are the director, business manager and rural branch manager. The number and titles of administrative staff are subject to change.

Support staff roles include acquisitions, processing, circulation and distribution of library materials, interlibrary loan, information technology management, and other functions in support of administrative and branch staff. Positions and job descriptions are subject to change.

BRANCH OPERATION

Headquarters staff works in concert with local library board and municipal councils, to ensure branches are staffed and the staff excel in their work. This requires frequent and routine interaction by newsletters, email, telephone, and through branch visits and staff workshops.

Municipal Responsibilities for branch libraries

Under the Act, municipalities are responsible to belong to the regional library; make the requested grant payments to the region annually; provide and maintain a facility for the local branch library where one exists in their municipality; appoint a trustee and an alternate to represent them on the regional board by the first meeting of the Council in January of each year; appoint a representative to the local board of a branch which is used by their residents; and if there is a branch in their municipality, appoint the entire board in January of each year.

FISCAL MANAGEMENT

Fiscal authority stems from The Public Libraries Act, through municipal councils, to the representatives they appoint, and the Executive they, in turn, appoint. The Executive hires the Director, and through the Director, all the staff in the region. Authority in detail is described in Section 7 of Chinook Bylaws. How to handle certain expenditures and the he roles and spending limits and steps for the Director, Executive, are spelled out in Sections 8 and 9.

Key dates in the annual budget cycle are outlined in the calendar above in the Annual Cycle – Key Dates section.

KEY RELATIONSHIPS

Successful management of the regional library requires careful cultivation and maintenance of relationships with these parties:

- The Ministry of Education and Provincial Library
- Other library agencies and their boards, directors, staff
- SILS
- municipal councils, and their staff
- municipal representatives and their alternates
- the regional board
- the regional Executive Committee
- local library boards
- local library staff
- library customers and citizens who have yet to become library patrons
- SLTA – Saskatchewan Library Trustees Association
- SLA – Saskatchewan Library Association
- CLA – Saskatchewan Library Association and its various Networks
- Other library associations