SLTA Trustees' Manual

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Introduction

Welcome to the Saskatchewan Library Trustees' Association.

The association is pleased to present this handbook as a guide in assisting its members with their duties as trustees in the governance of public libraries in Saskatchewan.

The trustee's role is important to the successful management of public libraries, and the handbook is one of many ways in which the association supports its members.

Libraries play an important role in the educational, cultural, social, economic, and recreational aspects of our communities and the province.

The handbook gives emphasis to those aspects of public libraries for which trustees are responsible.

As a trustee you will have an opportunity to maintain the proud tradition of public library service for which this province has been widely recognized. Your commitment as a trustee is vital if we are to maintain this proud tradition.

There are many challenges ahead. But as a member of the association we will through co-operative means remain in the forefront of providing the kind of library services, necessary to the future well-being for people of this province.

Dedication

The SLTA dedicates this handbook to the memory of George Bothwell who devoted much of his life to the cause of libraries.

George died September 10, 1996 bringing to a close his insatiable desire to serve his community and province.

He will be missed and never forgotten by his colleagues and many friends. George was well known to library trustees and to the library community locally, provincially and nationally for his long and lasting commitment to libraries. Like his mother before him, George was a pioneer of the province-wide public library system as we know it today and a strong advocate of libraries.

In his steadfast support of libraries, George exemplified the virtues of a library trustee, and in 1995 he received recognition for his contribution to the provincial library system when he was accorded a lifelong honorary membership in the SLTA.

For those who did not have the good fortune of knowing George personally and who are not aware of his record of public service it is with pleasure the association shares his epitaph.

George came from Winnipeg to Regina where he worked as a journalist with The Leader News. He first reported on the political scene and then in later years he became directly involved as a candidate in civic

and provincial politics. He spent many years of his life in the public relations field. He owned and operated one of the largest public relations and advertising agencies in the province.

George was involved with his church, the Wascana Kiwanis Club, the Lung Association, Heritage Regina, the Saskatchewan Roughriders and many other community endeavours. He was bestowed with honorary life memberships in eight other organizations and in 1992 received the Saskatchewan Order of Merit.

Although George was involved in many facets of community life he never forgot about libraries, to which he devoted much of his time and talents. As a member of the Regina Public Library Board for more than 30 years he made an immeasurable contribution. He helped raise funds to construct the central library building in the Queen city and in recent years he was a major advocate of the multitype library initiative. He served on the executive of the Saskatchewan and the Canadian Library Associations.

In 1995, the South Regina branch library was named in George Bothwell's honour, a fitting tribute to a loyal and lifelong supporter and advocate.

Acknowledgements

The Saskatchewan Provincial Library staff continues to be of assistance to the association in providing its members with the kind of support they need to fulfill their duties as library trustees.

Intellectual Freedom

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 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 of the Canadian Library Association at the 29th Annual Conference in Winnipeg, June 1974 and amended November 18, 1985

1.0 Saskatchewan Library Trustees' Association

The Saskatchewan Library Trustees' Association (SLTA) represents library boards throughout the province. It is the collective voice of hundreds of library boards, and more than two thousand members.

The following section is mainly a paraphrasing of the constitution and bylaws of the SLTA. Because these documents are subject to amendment at any annual meeting some of the following clauses may become redundant. The actual constitution and bylaws form an appendix to this handbook. They should be consulted if there is any question on the subject.

1.1 Structure

The SLTA is incorporated under The Non-profit Corporations Act, 1995 and operates in accordance with its constitution and by-laws as approved by its membership.

1.2 Objectives

- To promote and foster the development of libraries and library services in Saskatchewan;

- To provide for the exchange of ideas and experiences among library board members through conferences and library publications;

- To assist members in understanding their responsibilities as library trustees;

- To seek improvements and foster necessary change in the legislation affecting Saskatchewan Libraries;

- To work in close co-operation with the Saskatchewan Library Association; and

- To co-operate with associations of library trustees outside Saskatchewan;

The association may affiliate or associate with other organizations with similar objectives and cooperate with other organizations in advancing the interests of the trustees' association.

1.3 Members

The association is made up of four kinds of members; voting and non-voting:

- Active Member: any person who is a library trustee in Saskatchewan is eligible;

- Associate Member: any resident of Saskatchewan interested in supporting the cause of libraries is eligible;

- Institutional Member: any administrative body which is responsible for public libraries is eligible and is entitled to have one non-voting representative at SLTA's annual meetings;

- All members are required to pay a membership fee to the association. Any member may withdraw from the association by informing the association, but no membership refunds will be granted. A membership year is from January 1 to December 31; and

- Honorary Life Member: may be conferred by the association on any present or past member of the SLTA for distinguished service as a trustee at the national, provincial, or local levels.

1.4 How are Honorary Life Members Selected?

- Nominations are solicited each year by the executive committee of SLTA from the regional, municipal and northern library systems;

- Nominations are submitted prior to December 1 each year along with an outline of the nominee's contributions. Nominations made by a librarian must be supported by at least one trustee;

- Nominations can be submitted more than once, but must be submitted each year by December 1;

- Current members of the executive committee of SLTA are not eligible;

- The selection committee comprises the executive committee of SLTA. The selection committee will make only one award each year and does not necessarily have to make an award.

The recipient of the award will be notified and invited to the annual convention banquet, will have the registration fee waived, and will have one night paid accommodation and transportation costs.

1.5 Association Executive Committee and Officers

The executive committee of the association is made up of trustees who are elected or appointed to serve as members and who are active members of the association. Executive members are elected or appointed by the seven regional library boards, the northern library system, and the Regina and Saskatoon Boards.

The executive officers comprise a president, vice-president, a secretary and a treasurer or a secretary-treasurer.

Any of the ten trustees on the executive are eligible to be elected president and vice-president. The position of secretary or secretary-treasurer can be chosen from among the members of the executive and have voting rights or a person can be appointed by the executive to the position without voting rights.

1.6 Meetings of the Executive Committee

The executive committee will meet at least twice a year between annual meetings of the association at the call of the president, and immediately before and following the annual meeting. A simple majority will constitute a quorum of the executive committee. All executive meetings will adhere to the latest edition of the Sturgis Standard Code of Parliamentary Procedure.

Any executive member of the SLTA who misses more than two consecutive meetings in one year may be replaced by the executive in consultation with the representative's jurisdiction.

1.7 Duties and Responsibilities of Executive Officers

President: shall preside over all meetings of the association, its officers, and its executive committee and shall have general supervision of the affairs of the association, and be an ex-officio member of all standing and special committees of the association. The president will appoint a nominating committee at the first executive committee meeting of the calendar year.

Vice-President: in the absence of the president, shall perform the duties of the president.

Secretary: appointed by the executive shall keep minutes and records of the association and its executive committee, and submit reports to the president, executive committee, and all the meetings of the association.

Treasurer: appointed by the executive shall receive all monies paid to the association, pay accounts, maintain membership records, and submit reports to the president and the executive committee.

Standing committees to assist in the regular work of the association may be appointed by the executive committee and special committees may be appointed by the president, the executive committee or the association to conduct particular assignments.

1.8 Meetings of the Association

- The association must hold an annual meeting on a Saturday in April;

- Notice of a general annual meeting must be given to members through advertisements or individual notices to be decided by the members at the general meeting or by the executive committee;

- Nominations for president and vice-president are made at the annual general meeting;

- Only **library trustees who are active members** are entitled to vote at an annual meeting;

- Voting will be by ballot for the election of officers at the annual meeting and by a show of hands in other cases, except when at least three members request voting by ballot;

- A simple majority of those members present constitute a vote necessary to elect an officer of the executive committee;

- A special general meeting may be called by the president when considered necessary and the President must do so if a written request is received by at least ten members; and

- The presence of active members constitutes a quorum at any general meeting.

1.9 Resolutions

- Shall be presented in writing by library trustees who are active members of the association to the chair of the resolutions committee at least one calendar month prior to the annual meeting or may be presented at the annual meeting with the approval of two-thirds of those in attendance.

1.10 Preparing and Dealing with Resolutions

More time and thought should be devoted to the preparation of resolutions and motions in order to avoid the many pitfalls which can and often do occur when hastily conceived resolutions or motions are presented at meetings. The following suggestions may be helpful when you or your board draft a resolution or motion for presentation at a meeting:

- Make sure you understand what you are proposing;

- Express your ideas clearly and briefly;

- Indicate why the proposed action is important to the organization's members;

- Indicate what timelines are needed to act on the resolution or motion; and

- Determine whether there are differences between what you are proposing and what already exists and if there are modifications or amendments to the existing rules to accommodate your ideas.

In many cases amendments are made to resolutions or motions. Remember, an amendment alters or modifies an existing rule or bylaw, resolution or motion.

- If amendments are made to a bylaw, motion or resolution make sure the amendments are debated before debating the entire resolution; and

- Alterations or modifications can take different forms -- substitution in whole or in part, deleting a portion of the main resolution or motion, and adding words or phrases to the main motion or resolution.

1.11 Constitutional and Bylaw Amendments

Amendments can be adopted by two-thirds majority of the members attending an annual meeting **only if notice of the proposed amendment(s) is mailed to the secretary at least two months before the date of the annual meeting of the association** so copies can be mailed to the membership at least one calendar month before the date of the annual meeting.

2.0 Honorary Life Members

To obtain a copy of trustees' who have received Honorary Life Membership Awards from the association please contact the Executive Director.

3.0 Role of A Trustee

3.1 <u>Advocacy</u>
3.2 <u>Information Required by A Trustee</u>

3.1 Advocacy

Saskatchewan continues to be in the forefront of providing the best public library services in Canada.

This does not happen by accident. It takes the dedication, commitment, and support of thousands of people including library trustees, library staff, provincial and community leaders, groups, organizations, and the public.

As a Library trustee you are primarily responsible for public libraries in the province at the community, municipal, regional and provincial levels. It is your vision, leadership, guidance, and hard work that fosters a climate of strong public support for libraries and brings together the necessary ingredients needed to maintain this province's high standards of library services.

To accomplish this you must be a tireless advocate of public libraries. What is an advocate? By dictionary definition an advocate is **someone who pleads for a cause...and who defends that cause.**

This is not as daunting a task as it may seem, and it certainly has its rewards in terms of personal satisfaction.

It is important to remember libraries exist because people want them. They fill individual needs. Libraries are no different from any other services essential to the needs of people and to the quality of life.

As an advocate it is important that you continually promote the value of libraries, particularly among those individuals who do not value library services or who do not want to adequately support them financially. Get to know these people, talk to them about the value of library services.

To be an effective advocate of libraries you must be armed with the facts. You must be prepared to challenge anyone who does not tell the real story about libraries. Libraries do many good things. Don't keep them a secret; tell everyone you meet about them. And, make sure you share the successes with those who financially support your library ... your cause.

Be an agent for change as well. Don't stand still! If you can improve the services your library provides, do so. Listen to your library patrons and members of the public generally. They have good ideas too. Use the ideas if you can. And, if you can, tell them about it. They may become an active library supporter.

Always remember, the SLTA represents several thousand library trustees. Through your membership and active support it is a strong and effective voice for libraries and can have a positive influence on matters important to libraries.

See the bibliography in the Appendix of this handbook for further information on trustee advocacy.

3.2 Information Required by A Trustee

This handbook provides information that will help association members effectively fulfill their responsibilities as public library trustees. However, this handbook does not contain all the information trustees must know to accomplish their obligations.

The following list of materials is a guide to what other materials trustees need in serving as a trustee at the regional, municipal, branch or community level, or in the northern library system. These include:

- The library's mission statement, goals and objectives, along with short-term and long-term plans;

- By-laws and written policies of the boards;

- A directory of board members, with brief profiles including addresses, telephone and fax numbers, and whom they represent;
- Current annual reports;

- Current and proposed budgets;

- A profile of your library, providing such information as its history, size and type of collection, circulation, and organization chart;

- Contracts in terms of employment of staff, including union agreements;

- Directory of local municipal councillors; and

- A directory of local Members of the Legislative Assembly (MLA) and Members of Parliament (MP).

Trustees may require other information to fulfill their responsibilities. Trustees should take the initiative to ask the appropriate individuals or organizations to provide such information they may require, starting with the head of your library, library system, or your SLTA representative.

4.0 The Provincial Public Library System

4.1 <u>**Organization**</u>
4.2 <u>**Boundaries**</u>
4.3 <u>**New Direction**</u>
4.4 <u>**Legislation**</u>
4.4A <u>**The Public Libraries Act, 1996**</u>
4.4B <u>**The Libraries Co-operation Act**</u>
4.4C <u>**Saskatchewan Provincial Library**</u>
4.4D <u>**Services**</u>

The mandate of public libraries in Saskatchewan is to provide residents with equitable access to materials that are informational, educational, recreational, and cultural in nature.

The public library system provides services to all Saskatchewan residents through more than 300 branch libraries in seven regional library systems, a northern library system, and libraries in Regina and Saskatoon with support from the Saskatchewan Provincial Library. Within a legislative framework, public libraries are governed by volunteer boards of trustees at the community, municipal and regional levels.

4.1 Organization (Chart)

4.2 Boundaries

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4.3 New Direction

There are many new elements connected with the governance and operation of the public library system in Saskatchewan that will take us into a new era of service delivery as we approach the year 2000. These elements are reflected in the new legislation passed in the Saskatchewan Legislature and proclaimed by the Government of Saskatchewan in 1996.

The Public Libraries Act, 1996 and *The Libraries Co-operation Act* are indicative of a new era of library service delivery in this province. Many of these new elements, such as the rapid technological development of the library delivery systems and the new co-operation act are designed to create a network of all libraries in the province will give new meaning to resource sharing and cooperation. These bold new initiatives are being undertaken by the public library system to provide the best library services to the people of Saskatchewan, in urban or rural settings, in the most equitable way possible.

4.4 Legislation

There are two acts which relate to the governance of public libraries in the province and to the cooperation of all types of autonomous libraries in the province in the provision of library services. They are *The Public Libraries Act, 1996* and *The Libraries Co-operation Act*. These acts were proclaimed by the Provincial Government effective December 31, 1996.

4.4A *The Public Libraries Act, 1996*

1. Purpose
2. Duties of A Public Library Board
3. Aboriginal Participation
4. Public Use of A Public Library
5. Boundaries
6. View the Act on the Queen's Printer Website

1. Purpose

Under the act the responsibilities of the provincial library system are:

- To facilitate equitable access to basic library services by all residents of the province by ensuring the existence of and availability to the Saskatchewan Union Catalogue, interlibrary loans, reciprocal borrowing, and

- To establish a structure of autonomous library boards for the provision of library services.

The Saskatchewan Union Catalogue is to contain records of public, academic, special and school libraries regardless of the format in which those records are stored or accessed.

2. Duties of A Public Library Board

Each public library board shall:

- Participate in the provincial public library system; and

- Provide public library services to the residents of Saskatchewan within the area it serves.

To meet its responsibilities a public library board may:

- Promote the use of library materials;

- Provide for planning and board training;

- Co-operate with the Saskatchewan Provincial Library in maintaining and developing province-wide library services;

- Acquire and maintain all basic library services and necessary equipment and supplies that may be required for the public library;

- Provide any other services or perform any other functions that it considers necessary for operating, maintaining, or developing library services; and

- Do any other things that it (board) considers necessary or incidental to carrying out board functions or to promoting the purpose of *The Public Libraries Act, 1996.*

A public library board shall prepare a policy statement and make bylaws to govern the operations of its library or libraries that shall include:

- The responsibilities of the board and the library director;

- The aims and objectives of the library;

- Any other matters that it considers necessary for the proper operation of its library system;

- Procedures and policy for its meetings and for conducting business;

- Safety bylaws and use of its libraries;

- Admission of the public to its libraries; and

- All other matters connected with the management of the library and property under the board's control.

A public library board may amend or alter its policy statement and bylaws. A bylaw has no effect and is not binding unless it is posted in a conspicuous place in the library. Anyone who contravenes a public library bylaw is guilty of an offence and liable on summary conviction to a fine of not more than $5,000.

3. Aboriginal Participation

When a public library board, a municipal library board, or a regional library board enters into an agreement to facilitate the participation of Aboriginal people in the provincial public library system, the agreement must address the matter of representation of Aboriginal people on the board and executive committee.

4. Public Use of A Public Library

Every Saskatchewan resident is entitled to borrow, directly or by interlibrary loan, library materials held by any public library in Saskatchewan, subject to any reasonable conditions, other than the payment of a fee that may be imposed by the responsible public library board.

No public library board shall charge a fee to Saskatchewan residents for borrowing books and other print materials from public libraries by residents of Saskatchewan.

A public library board may charge a fee to persons:

- Borrowing any library materials other than books and other print materials;

- Residing outside of Saskatchewan, to be fixed by bylaw (regional and/or local), for books, other print materials and other services prescribed by regulation.

Under the regulations charges can be made for:

- Lending of original paintings and drawings;

- Receiving books through interlibrary loan from outside Saskatchewan;

- Lending audiovisual equipment or other library equipment to patrons;

- Enhanced research by library staff and related costs; and

- Late return of library materials.

5. Boundaries

The boundaries of the areas to be served by municipal and regional libraries and the northern library system are to be set by regulation.

A Notice of Boundary Change(s) can be proposed by:

- A public library board;

- A participating municipality within the area served by a region;

- A northern municipality; or

- The Minister of the crown responsible for *The Public Libraries Act, 1996;*

A Notice of Boundary Change(s) proposed must be directed:

- To the persons or classes of persons designated in the regulations; and

- In a manner set out in the regulations.

Under the regulations a notice of proposed change must be provided:

- To all participating municipalities within the boundaries of the region whose boundaries would change;

- To chairpersons of the boards and library directors of a municipal library, a regional or northern library system whose boundaries would change;

- To the Provincial Librarian; and

- To the Minister.

The notice of a proposed boundary change must contain the following:

- Where the change is proposed;

- A copy of the resolution or motion requesting the proposed change;

- The reasons for the proposed change; and

- The disposition of assets be dealt with at a meeting of the affected parties.

The affected parties include:

- The municipality requesting the proposed change;

- The library director, or delegate of the municipal library, regional or northern library system whose boundaries would change; and

- Any other person the Provincial Librarian considers appropriate.

Upon receiving a Notice of Boundary Change(s) affected parties shall or may as defined by regulations:

- Shall meet and discuss the proposed change(s) in a manner arranged by the Provincial Librarian for the purposes of resolution by consensus;

- The meeting will be arranged within 30 days of receiving the notice and the meeting will take place within 60 days of the Provincial Librarian receiving the notice.

If a consensus cannot be reached on the proposed boundary changes and the disposition of assets within 90 days of the first meeting, any of the affected parties may request the Provincial Librarian to submit the matter to arbitration.

Where arbitration is considered appropriate the Provincial Librarian may:

- Direct the affected parties to appoint an arbiter within any time the Provincial Librarian considers appropriate; and

- Make any directions respecting the service of notice of the arbitration on any of the affected parties considered appropriate.

If affected parties cannot agree on an arbiter and the Minister has proposed a change to a boundary:

- Any affected parties may apply to the court of Queen's Bench for the appointment of an arbiter; and

- If the Minister has not proposed a boundary change, the Provincial Librarian may appoint an arbiter.

Arbitration will be in accordance with *The Arbitration Act, 1992* and regulations there under or any additional regulations that may be set out.

After a consensus is reached by meeting or a decision by the arbiter, the Lieutenant Governor in Council may amend the regulations on library boundaries to reflect the decision reached by consensus or by arbitration.

If boundaries are changed, any necessary transfer of assets from one library to another is to take place in accordance with the terms or consensus of the decision.

4.4B *The Libraries Co-operation Act*

1. Purpose
2. Governance
3. Appointments
4. Reports
5. Reimbursements
6. View the Act on the Queen's Printer Website

1. Purpose

The purpose of the Act is to provide a formal mechanism of co-operation among all libraries including public, post-secondary, school, special, Saskatchewan Provincial Library, and other information providers.

To facilitate such co-operation, the Act establishes a Multitype Library Board. The Minister must appoint a library director from a library or library system including public, school, post-secondary, and special libraries, the Provincial Librarian, the Saskatchewan Library Trustees' and School Trustees' Associations, the Saskatchewan Library Association, and one other person employed in a post-secondary and special library. Also the Minister may appoint a person who is employed by an information provider, one person from each of the Saskatchewan Municipal Associations, and two other persons.

Objectives of the board will be to develop a multitype library system by:

- Advising and making recommendations to the minister;

- Advising and making recommendations to libraries and library systems;

- Involving libraries and other persons, organizations, and information providers; and

- Advising the Provincial Librarian on plans and funding.

2. Governance

- The board may make rules governing the procedures for its meetings and the conduct of its business; and

- The board must meet three times a year.

3. Appointments

- The Minister will appoint the first chairperson for a term of one year and will continue to do so until a successor is chosen;

- Subsequent chairpersons are to be chosen annually by and from the board;

- The board shall determine the duties of the chairperson in keeping with the objectives of the board. The Minister may set other duties for the chairperson;

- The Minister shall appoint at least half of the members to the first board for three years;

- The Minister shall appoint the remainder of the members for a term of two years with all subsequent appointments for a term of two years.

- No member may serve more than two consecutive terms; and

- Any member whose term expires will continue to serve until a successor is named.

4. Reports

- The board shall prepare an annual report, forward it to the Minister within 90 days of the end of the year under review;

- The Minister shall table in the Saskatchewan Legislative Assembly each annual report within fifteen days of the opening of each new legislative session;

- The board shall report to the Minister at any other time on matters related to the multitype library system.

5. Reimbursement

Members of the board who are not Public Servants of Saskatchewan and who are not employed by a library or library system are entitled:

- To reimbursement for reasonable expenses for attending meetings; and

- To honoraria for services rendered to the board.

4.4C Saskatchewan Provincial Library

1. Role
2. Agreements
3. Regulations

1. Role

Saskatchewan Provincial Library (SPL) may in consultation with the board:

- Provide research, planning services to the board, libraries, library systems, and information providers;

- Establish policy and procedures for the multitype system;

- Work with potential participants;

- Collect data and develop a database;

- Develop a province-wide electronic library network;

- Facilitate co-operation in providing library services;

- Establish protocols and standards for operation of the multitype library system;

- Work with the libraries and library systems to assure access to collections of significance to Saskatchewan;

- Act as a central agency to receive multitype library system funds and to disburse funds;

- Provide financial planning assistance to the board, with the Minister's approval;

- Co-ordinate and facilitate training opportunities;

- Provide communication and public awareness services for the development of the multitype library system; and

- Facilitate access to government by developing information by, for and about the government of Saskatchewan on electronic information networks.

2. Agreements

The board shall:

- Establish model multitype library agreements which must include protocols and standards established by the Saskatchewan Provincial Library and make libraries aware of the terms of the model agreements.

Entering into agreements

- Any library, including the Saskatchewan Provincial Library, may enter into a multitype library agreement with any combination of other libraries and information providers to extend library services;

- A multitype library agreement must comply with a model agreement including any changes made from time to time;

- A multitype library agreement may contain any other provisions the parties to the agreement consider acceptable; and

- Such agreements do not detract from any other power libraries or information providers have to enter into agreements or to co-operate with one another.

3. Regulations

The Lieutenant Governor in Council may make regulations on any matter or thing that it considers necessary to carry out the intent of this Act, such as mechanisms for resolving disputes, honoraria, and the operation of a multitype library system.

4.4D Services

1. Basic Services
2. Resource Sharing
3. Joint Ventures

1. Basic Services

The following, as stated in the regulations under *The Public Libraries Act, 1996*, are the basic library services as determined at the local or community level. They include:

- Providing individuals with access to library resources through home access, publicly accessible computers, local branch libraries, area resource libraries, and regional resource centres;

- Providing a basic minimum level of service provincially to ensure access to public libraries' resources and catalogued collections;

- Providing public access to local and union catalogues through the province-wide library electronic network;

- Participating in the development of electronic information access as a method of delivering reference and information services;

- Making materials available to the public through direct lending, reciprocal borrowing, interlibrary loans and various types of home delivery;

- Providing appropriately qualified and trained staff to assist the public in its use of library resources and services;

- Developing a Saskatchewan universal public library card to link the individual to the system;

- Developing library collections according to the needs and interests of communities;

- Designing, by each library system, a process and method for evaluating and assessing local needs on an ongoing basis;

- Organizing, cataloguing and classifying collections;

- Maintaining catalogues of information resources and making them accessible to all Saskatchewan residents; and

- Developing programs that meet local needs for cultural, economic, educational, and recreational information organized around the themes of promoting and raising awareness of library resources, increasing information competencies, exploring and discovering new ideas and advocating library values.

2. Resource Sharing

The cornerstone of Saskatchewan's public library system is that of sharing resources. It was recognized from the very beginning that by working together and sharing resources, more could be accomplished than if each community went its separate way.

As a result the free movement of books and other library materials from one community to another, from one person to another, regardless of geographic location has had the effect of providing the widest array of library material to the people of this province.

The Saskatchewan Union Catalogue, an on-line computer database which represents the collections of public, special and post-secondary libraries in the province, is accessible to all residents of our province through the public library system.

This computer database of all the public library collections will continue to grow as other library systems such as schools, institutes, universities, special libraries, and other information providers are added to the multitype library network.

3. Joint Ventures

All joint venture agreements are to include the following terms and conditions:

- A statement of purpose;

- The rights, duties, and privileges of the parties to the agreement;

- The financial responsibilities of parties to the agreement;

- A facility design that ensures reasonable public access;

- A process to resolve disputes;

- A provision for periodic review of the agreement;

- The method of dissolution on termination of the agreement; and

- A clarification of the role of the public library board respecting access to library services by all patrons.

5.0 Duties and Responsibilities

5.1 <u>Saskatchewan Provincial Library</u>
5.2 <u>Municipal Libraries</u>

5.3 Regional Library Systems
5.4 Local Library Boards
5.5 Northern Library System
5.6 Northern Community Public Library Board

5.1 Saskatchewan Provincial Library (SPL)

The Saskatchewan Provincial Library in accordance with *The Public Libraries Act, 1996* and regulations, and under the Minister's direction is responsible for co-ordinating, facilitating, and developing the activities of the provincial public library system.

This includes:

- Acting as the central library for Saskatchewan;

- Providing cost-effective and appropriate central services to public libraries;

- Establishing committees and task forces to assist in the development and co-ordination of planning services;

- Co-operating with any cultural or educational organization, institution, individual, library board, or municipality or with any other government department in matters relating to the development, organization and operation of library services; and

- Performing any other functions that the Minister considers to be consistent with the objectives of the provincial public library system.

The Provincial Librarian, responsible for the administration of the Act under the direction of the Minister may act as the primary agent for the development of a library and information infrastructure, and may:

- Co-ordinate the development of public library service standards;

- Co-ordinate resource sharing among and between public and other libraries;

- Co-ordinate the improvement of access to information through the development of electronic databases and networks and the utilization of technology;

- Establish and co-ordinate ongoing development of an on-line union catalogue;

- Conduct research and surveys, institute inquiries into library services and in this regard collect, sort and systematize information and statistics; and

- Convene meetings with chairpersons of boards of public libraries and their directors on matters of concern to the provincial library system and to assist in the resolution of disputes within the public library system.

5.2 Municipal Libraries

1. Board
2. Agreements
3. Assessment and taxation

In addition to existing municipal libraries, a municipal council can establish a public library in a municipality (other than a northern municipality) on its own initiative or by virtue of a petition signed by 15 percent of the electorate and subsequently in a bylaw, submit the matter to the electorate for approval.

Council shall immediately send a certified copy of a proposed bylaw to the Provincial Librarian.

When electors support the proposed bylaw council shall immediately pass the bylaw.

When electors defeat the proposed bylaw council shall not pass the bylaw nor submit any similar bylaw to the electorate within the next 12 months.

1. Board

A municipal library board is a corporation responsible for the general management, regulation and control of a municipal library.

A board comprises the mayor or reeve, and six or eight members appointed by council including a councillor and resident electors excluding library employees.

Council must appoint board members at or before the first meeting of the council in January, and fill a vacancy at the first meeting of council for the remainder of a term.

Other than a mayor or reeve, board members serve for two years or until successors are appointed except when a board is first established, half of the appointments will be staggered into the second year of operation.

A board member absent from two consecutive meetings without sufficient cause as determined by the board ceases to be a member.

The board at its first annual meeting will elect one of its members as chairperson for one year and who will preside over meetings of the board with the right to a single vote.

The library director will serve as secretary to the board and to all committees of the board without a right to vote.

The board must meet at least four times a year, every three months, and the chairperson or any two members may call for a special meeting at any time for any purpose by giving notice in writing or any other means in accordance with the board's direction. A quorum will require the presence of at least four members.

The board shall appoint a library director with a library or information science degree from a university accredited by the American Library Association and may subject to approval by the minister join, establish or support any or all of the staff benefits including a pension or superannuation plan, a group insurance plan and any other employee benefit plan.

A board can be dissolved, by a council and approval by the Minister in an application to the court of Queen's Bench, if it fails to open a library within two years of members being appointed. If the application is approved, Council can take possession of the property and dispose of it.

2. Agreements

A municipal library board may enter into agreements with the boards of other public libraries and with institutions, organizations, associations, corporations and individuals to provide library services.

A municipal library board cannot enter into an agreement to provide library services to any other municipality other than by an agreement resulting from boundary changes.

Regina and Saskatoon libraries

The municipal library boards in these two cities may develop specialized resource centres and provide advanced reference services and may:

- Develop special collections and services not ordinarily provided in any other public library systems; and

- Co-operate with SPL in developing province-wide services through interlibrary loan, reciprocal agreements, and collection development planning; and administer funds for any purpose the board considers necessary to develop library services.

3. Assessment and Taxation

A municipal library board shall:

- By March 1 each year estimate the amount it needs to operate and have this amount transmitted to its council;

- By March 15 of each year every municipal board will apply to council for the funds it requires to operate the library;

Taxes for library purposes are to be levied and collected on the same basis as other municipal taxes.

A municipal library board may apply to council for a sum of money exceeding costs of operation for purposes of building, repairing, furnishing and equipping a library.

5.3 Regional Library Systems

1. **Appointments**
2. **Executive Committee**
3. **Meetings**
4. **Regional Reference Centre**
5. **Staff**
6. **Regional Library Agreements**
7. **Dissolving A Regional Library System**

Regional Library Systems exist to provide residents in all municipalities within their respective boundaries, library services as prescribed in an agreement between the region and municipality. The general management, control and operation of a regional library is the responsibility of a regional library board made up of one member appointed by each participating municipality for each 5,000 population or less.

1. Appointments

The council of a municipality that participates by agreement in a regional library system shall:

- Appoint the members of the regional library board and their alternates at the first meeting of council in January of each year;

- Fill a vacancy at the first meeting of the council after the vacancy occurs.

A regional board member is appointed for two years following from the date of the first regional annual board meeting following the appointment.

If a board member is unable to attend a regular or special meeting, an alternative is the official representative of council.

A member of the board missing two successive regular meetings of the board without sufficient cause as determined by the board ceases to be a member. The board shall advise council in this regard.

2. Executive Committee

At its annual board meeting, a regional library board must elect from among its members a chairperson and an executive committee to conduct the business of the board and the operation of the regional library. The regional library director is the secretary to the regional board and to all committees of the board.

3. Meetings

A regional library board must hold its annual meeting between January 1 and May 15 of each year and at least 10 days' notice must be given to members by the secretary prior to every meeting. A quorum means a majority of the members of the board or of the executive committee must be present, unless otherwise indicated by bylaw.

4. Regional Reference Centre

A regional board may designate, in co-operation 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. Such a centre may develop special collections that respond to the specific needs of the region.

A local library board that represents a regional reference centre is to be known as a regional reference centre board. The board shall:

- Administer funds that may be received from the regional library board, the municipality or from local contributions for the purpose of developing a collection and of providing library reference services;

- Formulate collection development policies in cooperation with the regional library board;

- Advise the regional library board with respect to the appointment of staff needed by the regional reference centre library; and

- Perform any additional duties delegated to it by the regional library board in keeping with *The Public Libraries Act, 1996* and regulations.

5. Staff

A regional library board must appoint a graduate in library or information science from a university accredited by the American Library Association and subject to the approval of the minister, may join, establish and support any or all of the staff benefits including a pension or superannuation plan, a group insurance plan, or any other employee benefit program

6. Regional Library Agreements

Every municipal council within regional boundaries shall enter into a regional library agreement with every other municipality within the regional library boundaries for the purpose of providing public library services within those boundaries.

Under *The Public Libraries Act, 1996*, agreements had to be entered into within six months of when the act was proclaimed -- December 31, 1996.

Copies of this and every library agreement must be in the possession of the Saskatchewan Provincial Library, before the day in which it goes into effect.

Other terms and conditions of the library services agreement are required and appear in the regulations in the appendix of this handbook.

7. Dissolving A Regional Library System

Where a regional library ceases to operate or the regional library board intends to disband the board shall:

- Provide notice of intent to the Minister.

The Minister upon receiving a notice of intent shall:

- Appoint a committee of three persons including the Provincial Librarian to make recommendations to the Minister respecting the division or transfer of assets, the settlement of outstanding claims and liabilities, changes to the boundaries, and the effective date of dissolution.

5.4 Local Library Boards

1. Functions and Responsibilities of the Board
2. Council(s) of A Participating Municipality

For municipalities to establish a local library and participate in a regional library agreement, the municipal councils that use the local library, must appoint a local library board of not less than five and not more than 15 members.

The library board members should include the regional board members of each municipality whose residents use the local library and any other individuals the councils appoint on an annual basis.

The term of service of local library board members is one year, effective upon appointment.

Each year the board shall appoint a chairperson from among its members and any other persons it considers necessary to carry out its business. The staff member in charge of the branch library shall act as secretary to the board and it committees, but not entitled to vote. The board shall hold its annual meeting prior to the annual meeting of the regional board and may hold any other meetings necessary. A local board shall prepare an annual budget for presentation to municipal council(s) by March 1 and supply minutes of all its meetings to the regional library board.

1. Functions and Responsibilities of the Board Are:

- To implement regional library board policy;

- To formulate policy respecting the development and operation of the local library in co-operation with the regional board;

- To advise the municipality in which the library is located about the provision and maintenance of adequate accommodation;

- To provide for planning and local library board training;

- To undertake local library promotion and public relations campaigns;

- To take responsibility for special library programming;

- To establish and maintain standards for hours of service and types of local service;

- 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;

- To consult with and report on a regular basis to the council of the municipality;

- To advise the regional library board respecting the appointment and terms of employment of the staff for the local library;

- To perform those duties delegated by the regional library board;

- To perform those other functions in accordance with the regulations; and

- To prepare an annual report by March 31, and submit it to the supporting municipal council(s) and the regional library board.

2. Council(s) of A Participating Municipality Shall:

- Make an annual grant to be raised through a general or special municipal tax levy to the regional library with the amount to be determined by the regional library board. The assessment and collection of municipal taxes shall apply to the library levy with the attending penalties for non-payment and enforcement of payment;

- Ensure that accommodation for local libraries is provided;

- Contribute financially in an amount determined by the council for the provision and maintenance of such accommodation; and

- Make decisions regarding the local library and its location in consultation with the local and regional library boards in accordance with any standards prescribed in the regulations.

5.5 Northern Library System

The general management, control and operation of the northern library system is the responsibility of a board providing library services within the area served by the northern library system.

The northern library system shall:

- Act as the central library;

- Maintain a central library facility;

- Act as a co-ordinating agency for school, regional college, public and special libraries;

- Provide library services that are necessary for remote areas;

- Co-operate with the Saskatchewan Provincial Library in maintaining province-wide library services; and

- Perform any other related functions as directed by the provincial government.

1. The Make-up and Operation of the Northern Library System Board:

- One person appointed by the local school advisory committee or board of education of each school division that has a library and is part of the system;

- One person appointed by each Indian band (defined by *The Canada Indian Act*) that operates a school library or northern community public library;

- One person appointed by the board of each northern community public library providing library services;

- One person appointed by the regional college board and each post-secondary institution board;

- One person may be appointed by agreement of two or more of the above groups in cases where the same geographic area is being represented;

- One employee of the board or of a library operated by a participating organization, or not a resident of the area served cannot be appointed as a member of the northern library system board;

- A board member's term of office is two years starting on the date of the annual meeting of the board;

- A member of the board who misses two successive regular meetings without a good reason ceases to be a member, and the board will advise the organization the member represents;

- A vacancy in the board must be filled for the remainder of the term at the first meeting of the board after the vacancy occurs;

- At the annual meeting, the board shall select a chairperson from among its members;

- The board may appoint from its members, an executive committee and by bylaw delegate to it, responsibilities necessary to conduct the business of the northern library system;

- The executive committee will include, where possible, at least two members of the appointed board;

- The executive committee shall keep minutes of its proceedings and decisions, submit minutes to the northern library board, and will have as its quorum a majority of its members;

- The executive director will act as the non-voting secretary to the executive committee, to the northern library system board and to all committees;

- The northern library system board shall hold its annual meeting between January 1 and May 15. Any member may participate in a meeting of the board or its committees by means of telephone or other two way communications facilities. The board shall fix its quorum as necessary for the transaction of its business;

- The northern library system board shall, subject to the approval of the Minister, designate the location of its headquarters;

- The northern library system board shall appoint as library director, a person who has a degree in library or information science from a university accredited by the American Library Association; and

- The board, subject to the approval of the Minister, may join, establish, and support for the benefit of its staff a pension or superannuation plan, a group insurance plan, or any other employee benefit program.

5.6 Northern Community Public Library Board

In addition to the existing public libraries, a community public library may be established in any northern municipality where none exist.

A community public library can be established by the council of one northern municipality or by agreement between two or more northern municipalities, or by petition of the electorate. The municipalities or electors of a northern municipality may petition the Minister to establish a public library in a form required by the Minister. A petition from the electorate must contain signatures of at least 10 percent of the electors in a northern municipality and the name and address of a person who speaks on their behalf.

If the Minister approves the establishment of a northern library, council must pass a bylaw of support.

Northern boards must hold an annual meeting no later than February 28.

The staff member in charge of a northern community public library will serve as secretary to the board and to its committees, but is not entitled to a vote.

Councils of northern municipalities must appoint a library board of not less than five and not more than 15 members who are residents of the north and who are employees of the board.

A member of a northern community library board can hold office for two years, starting on the date of the annual meeting. A vacancy must be filled by council to be effective immediately for the remainder of a term.

In a joint venture library involving the local school, the school board is entitled to appoint at least one member to the board and the school librarian is a non-voting member of the board.

A northern community public library board, at its annual meeting, must select a chairperson from among its members.

A northern community public library board must appoint any staff that may be required and, subject to the Minister's approval may join, establish, and support a pension or superannuation plan, a group insurance plan, or any other staff benefit program.

A northern municipality must provide accommodation for local libraries and contribute financially in an amount determined by the council for the provision and maintenance of the facility.

The northern municipality whose residents use a local library shall make decisions regarding the local library and its board in consultation with the northern community library board responsible for the services provided and in accordance with any prescribed standards.

A northern community public library can be closed by the Minister where:

- Membership in the northern public library does not include at least 20 persons who are 18 years-of-age or older;

- The board fails to keep the northern community public library open to the public for one year or more; and

- The board fails to provide an annual report for two consecutive years.

When a northern public library is closed the Minister may take possession of all the books, buildings, lands or other assets of the board, and transfer them to another public library or dispose of them in an appropriate manner. And, the board will continue to exist until all of its business has been completed.

6.0 Technology And Libraries

Libraries have entered a new era of delivering library services to the public. Through the use of a province-wide computer network a new concept called the Multitype Library System has emerged. This new vision has ushered in a new wave of co-operation in forging partnerships among the various types of library services in the province including schools, post-secondary institutions, government and special libraries, and information providers such as rural services centres and business service centres.

At the heart of this computer network is the Province-wide Library Electronic Information System (PLEIS).

PLEIS is an electronic network that makes use of the Internet, a world-wide information source, and has the potential of providing seamless access to the materials in all types of libraries in the province. Library users will be able to initiate a single search for information that would check all Saskatchewan libraries including school, public, special, post-secondary institutions as well as other information sources.

Within the public library system considerable progress is being made toward the development and integration of PLEIS that will eventually include all of the other library systems and information providers that are willing to participate in this bold new vision of delivering library services to residents of the province.

All ten regional and municipal library systems' headquarters and numerous branches are connected to PLEIS giving them access to the holdings of participating libraries.

By the year 2000 it's expected that all of the more than 300 public libraries throughout the province will have direct access to the Province-wide Library Electronic Information System (PLEIS).

This will provide PLEIS users with direct access to the more than 1.5 million records of holding listed in the Saskatchewan Union Catalogue, links to other library catalogues, Internet resources, electronic mail, bulletin board service, and interlibrary loans software (InterLEND).

1. What Will this Mean to Library Users in the Province?

It will mean:

- Instant access to information and relay of library requests;

- Faster delivery of books and other library materials;

- More efficient and cost-effective library operations;

- Better informed library staff;

- Increased opportunity for users with home computers to access library materials, particularly in remote areas of the province; and

- Increased opportunity for province-wide co-operation among public, school, special, post-secondary libraries and other libraries and information providers.

7.0 Funding

There are two major sources of revenue for public libraries; provincial and municipal governments. The provincial government provides annual operating grants to regional, municipal (Regina and Saskatoon) and northern libraries. Funding for the physical facility and its operation are municipal responsibilities. There may be provincial or federal grants available for certain initiatives such as special equipment grants for computers.

Construction or renovation costs are usually borne by municipal governments, but there may be provincial and federal grants available for such purposes.

Another source of funding public library initiatives is through private donations from individuals and organizations or through organized community fund raising campaigns at the provincial, regional, or local levels. Boards could also form joint ventures with other libraries or information providers in the community, region, or province.

Funding from the provincial government to regional libraries is through a special formula. The formula is based on regional support for resource sharing and services. Funds are allocated to regional headquarters in the following way:

- A base grant of $300,000 to support resource sharing and headquarters administration;

- A two dollar per capita grant for headquarter operations;

- A grant of two dollars is paid for each paid hour branch libraries are open; and

- A grant of 50 percent of a region's collection expenditures or 1.5 times per capita which ever is lower.

Note: This has not been approved as yet. The existing per capita grant will be used until it is replaced by the proposed formula.

8.0 Budgets -- Needs Assessment -- Planning -- Public Awareness -- Evaluation

8.1 <u>Budgets</u>
8.2 <u>Assessing Community Needs</u>

 8.1 Budgets

One of the most important aspects of operating libraries is the preparation of budgets. Without securing adequate funding, it is impossible to operate libraries in keeping with the needs and expectations of the communities they are intended to serve.

Trustees should remember that libraries are competing for funds with other public agencies. It is, therefore imperative that sufficient attention is given to the preparation of annual budgets. It is imperative for several reasons:

- Trustees must provide the funds needed to provide the services that library patrons demand;

- Trustees must justify the level of funds needed to provide the services;

- Trustees must show that the services are being provided in the most efficient and effective way possible; and

- Trustees must show they are meeting the day-to-day needs of the community and that libraries are a valued service.

Ideally, budget preparation should be a time of evaluating what the library is doing and determining how well the library is meeting its objectives.

Also, it is a time when trustees decide on its plans for the year(s) ahead. Trustees may want to focus on a number of questions: What services does the library want to maintain, strengthen, or initiate? To answer these and other questions talk to the patrons and the members of your community to find out what they want and need and perhaps why many of them don't use the library. You may be surprised to know that some members of your community don't even know what services your library provides.

There is a direct relationship between the needs of your community and providing the necessary funds to meet those needs. When you know the needs of your community, you can then plan on how you're going to meet those needs, and what funds you will need to do it.

Be sure you are spending money on what the community wants and needs.

8.2 Assessing Community Needs

How do you get to know the needs of your community?

As a member of a library board, you should get to know your community. You should understand the social, economic, political, and demographic makeup of your community. You should know what library programs and services your patrons value the most and what programs and services they value the least. And, you should know what programs and services will benefit your community the most and what programs and services will benefit them the least.

The needs of your community should be reflected in goals and objectives on your library.

Such needs can vary from a pre-school reading program, to longer and different hours of opening, or a larger facility to accommodate special programs for patrons such as seniors or more space for computer use.

If your community is made up of only several hundred people, it is easier to know what they expect of the library through direct contact. But, in larger communities, this may be more difficult. In such instances you can use public surveys in addition to direct contact to get the opinions of not just library users, but all the members of your community. By asking them questions in a survey they will indicate the kind of programs, services and library materials they want and need for themselves and their families.

This should be a continuous process, and is another of the important responsibilities of a trustee.

See the bibliography in the Appendix of this handbook for more material on assessing community needs.

1. Planning

When community needs are known and documented the next step is to develop a plan on how to meet and implement these needs. In order to meet your goals and objectives you may have to consider providing additional funds for staff, materials, programs, or services for new initiatives or you may have

to consider new ways and means of accommodating the greater demands on existing services or you may have to change the priorities of the library.

This may involve developing partnerships with local groups and organizations or other information providers in your community. It could mean sharing resources or roles with them or relinquishing (rationalizing) certain roles to other community information sources.

2. Public Awareness and Communications

Public awareness and communications enters every aspect of library activities. Information about libraries and what is happening in your library, the region, or the province with respect to libraries is part of a process. The process starts from the inside out. This means when decisions are made the board should be sure to communicate them to the appropriate stakeholders; internal or external to the library.

- First, the board should make sure all its members and the staff are informed (internal) of its decisions.

- Secondly, the board should determine if it is necessary to inform other stake holders or partners (external) that may have an interest in or be affected by a board decision. Such groups include the SLTA executive, Saskatchewan Library Association (SLA) executive, municipalities, the provincial government (Saskatchewan Provincial Library or MLAs), support groups and organizations, library users, the news media, and the general public.

It is in this way a full knowledge of board decisions and activities are made known to those individuals and organizations who are your partners and others who benefit from library services.

Additionally, it is important that each board develop a plan of action for promoting the value of libraries to the general public. It is important to promote the value of libraries in your community for two reasons:

- It gives an organization credibility; and

- It results in broad community support.

In the final analysis it is the general public (taxpayer) who will determine the success of your library and the level of financial support you need to fulfill your mandate.

There are numerous ways by which trustees can communicate with other individuals, groups and organizations, and promote the value of libraries to the general public. It doesn't happen by accident, it requires a great deal of effort by everyone 365 days of the year. All trustees and staff across this province and their organizations are the good will ambassadors for libraries

3. Evaluation

We must evaluate everything we do -- library programs and services, and administration -- to determine if we have made the correct decisions and our goals and objectives have been realized. If the evaluation

does not meet with your expectations or the expectations of the board then it is important to take remedial action. In other words, if it doesn't work fix it.

Following is a brief checklist of things we should evaluate from a board and a personal standpoint:

- How do I rate as a trustee?

- Does the board function as a team?

- Does the board fulfill its responsibilities, particularly those outlined in the legislation;

- Does the board review its by-laws, policies, goals and objectives at regular intervals;

- Does the board leave the administration of the library to the person in charge? Does it consult regularly with this person on how the library is operating?

- Does the board meet on a scheduled basis, using advance agendas and accurate information on which to make decisions?

- Do individual trustees have good attendance records and participate in board meetings?

- Do trustees accept assignments on behalf of the library?

- Does the board discuss the major issues affecting libraries?

- Does the board watch for signs of problems and move quickly to cope with them?

- Does the board see itself, and act, as a vigorous advocate for the good of libraries at the local and provincial levels?

- Does the board participate in and support the SLTA?

- Does the board's representative on the SLTA executive inform other members of boards about issues discussed at executive or annual meetings of the SLTA?

- Does the board keep accurate records of meetings?

There are numerous other duties and responsibilities of a board member related to functions of a library and its staff for which trustees are responsible. Not only must trustees continue to evaluate the performance of the board and staff, trustees and staff must evaluate the effectiveness and efficiency of the library's programs, services, collections, and the delivery system.

See the bibliography in the Appendix of this handbook for more information on evaluating your library.

9.0 Copyright

The passage of Bill 32 in the Parliament of Canada will modernize Canadian copyright law and harmonize it with international copyright conventions.

Copyright is a legal framework within which creators of literary and artistic works including films, books, sound recordings, information and computer programs receive payment for the use of their works. It establishes the economic and moral rights of creators to control the publication of their works, to receive remuneration and to protect the integrity of their creations.

Among the measures in Bill 32 are rights which provide:

- Royalties to producers and performers of sound recordings; a levy on recordable, blank audio media, such as cassettes and tapes;

- Remuneration to creators for private copying of their musical works;

- Exclusive distributors of books in Canada greater protection in the Canadian market; and

- Exceptions from certain clauses of the copyright law for groups such as non-profit educational institutions, libraries, archives and museums as well as people with perceptual disabilities for the payment of certain fees.

10.0 Other Associations/Partners

10.1 Canadian Library Trustees' Association (CLTA)
10.2 Canadian Library Association (CLA)
10.3 Saskatchewan Library Association (SLA)
10.4 Canadian School Library Association (CSLA)
10.5 Saskatchewan School Library Association (SSLA)
10.6 Saskatchewan Association of Library Technicians (SALT)
10.7 Saskatchewan Urban Municipalities Association (SUMA)
10.8 Saskatchewan Association of Rural Municipalities (SARM)

As a trustee, it will be important for you to know about other groups and organizations which are directly or indirectly interested in and responsible for the provision of library services.

The following organizations are among these. There are others which will become known to you as you become more involved in the responsibility of being a trustee.

10.1 Canadian Library Trustees' Association (CLTA)

The CLTA is a division of the Canadian Library Association which promotes and fosters the development of libraries and library services.

The CLTA, which has individual and corporate members, provides for the exchange of ideas and experiences among its members. It assists members to understand their responsibilities as library trustees, both in and outside Canada.

For more information contact:

Executive Director, Canadian Library Association
200 Elgin Street, Suite 602, Ottawa, Ontario K2P 1L5
Telephone: (613) 232-9625

10.2 Canadian Library Association (CLA)

The CLA exists to develop high standards of librarianship and of library and information services. It develops standards for public, university, school, and college libraries and library technician programs. It offers library board scholarships and book awards, makes representation to governments and official commissions, and offers professional development programs.

The CLA was founded in Hamilton, in 1946, and is a non-profit, voluntary organization governed by an elected council and board of directors. It comprises 4,000 individual members and 800 corporate members.

For more information contact:

Executive Director, Canadian Library Association
200 Elgin Street, Suite 602, Ottawa, Ontario K2P 1L5
Telephone: (613) 232-9625

10.3 Saskatchewan Library Association (SLA)

The Saskatchewan Library Association represents individuals drawn from all fields of library service in Saskatchewan.

The SLA was originally formed April 13, 1914. Consisting of seventeen persons representing Regina, Saskatoon, Moose Jaw, Prince Albert, North Battleford and Weyburn, the Association began pressing the provincial government "to take immediate steps toward providing the rural communities of the province with library facilities." By March, 1915, the government promised to look into the matter. The Association ceased to function in 1918.

On April 27, 1942, nineteen persons met at the Regina Public Library to resuscitate the Association. Part of the impetus for this meeting was the development of the Canadian Library Council (CLC), and its need for provincial representation. SLA gave strong support to the Council, later the Canadian Library Association (CLA), as well as to the campaign for the development of a national library. It also became very active on the provincial scene politically and professionally. In its first ten years, the Association helped to revolutionize the whole concept of libraries and librarianship in Saskatchewan. The Library Act was overhauled, grants were increased, and scholarships were set up. *The Regional Libraries Act* was passed, the Provincial and Legislative Libraries were changed and expanded, an archives department was established, expenditures increased fifty-fold, and more professionals were hired.

This activity continued through the years. The SLA was an important contributor to the *Library Inquiry Committee Report* of 1967 and the subsequent legislative changes that established the one library system concept of cooperative library service that is unique to Saskatchewan. SLA had representation on

the 1981 Library Legislation Review Committee, presented a brief, and responded to the committee's report.

SLA continues to be a very active association with many active committees in areas such as children's, special and young adult services.

At the association's annual conference a special feature of the conference is the Mary Donaldson Memorial Lecture, established in 1967 to honour Mary Donaldson who served Saskatchewan as an outstanding provincial librarian from 1959 until her death in 1966. The lectures are given by leaders in the field of library science or closely related fields. An award is also made in Mary Donaldson's name to a graduating library technician. In 1976, SLA began sponsoring Saskatchewan Library Week, established one year earlier by an ad hoc group of librarians.

The Association sponsors a newsletter, Forum, which gives the members and the board of directors an opportunity to publish news items and express opinions.

For more information contact:

Saskatchewan Library Association
P.O. Box 3388, Regina, Saskatchewan S4P 3H1

10.4 Canadian School Library Association (CSLA)

The CSLA is a division of the Canadian Library Association.

The CSLA supports and promotes the objectives of the Canadian Library Association. Further, it works toward the unification of library and media personnel and other interested parties in advancing and improving school library media service throughout Canada. The Association provides for the exchange of ideas and experiences among members, and cooperates with groups and organizations in the advancement of education and librarianship, and library, information and media services.

For more information contact:

Executive Director, Canadian Library Association
200 Elgin Street, Suite 602, Ottawa, Ontario K2P 1L5
Telephone: (613) 232-9625

10.5 Saskatchewan School Library Association (SSLA)

The SSLA is a special subject council organized under the auspices of the Saskatchewan Teachers' Federation. While intended mainly for teachers and teacher-librarians, membership is open to anyone with a professional interest in school libraries.

Objectives of the Association are:

- To promote the development of effective educational programs;

- To promote school resource centre development at all levels;

- To encourage the effective use of educational resources; and

- To encourage improved educational opportunities for those interested in school libraries.

The Association believes that school libraries are an essential part of the school program and strives to stress the importance of the school library and its programs.

For more information contact:

Saskatchewan School Library Association
c/o Saskatchewan Teachers' Federation
2317 Arlington Avenue, Saskatoon, Saskatchewan
S7J 2H8

10.6 Saskatchewan Association of Library Technicians (SALT)

SALT was formed in 1973 to:

- Promote the value of a library technician in the workplace;

- Provide communication and continuing education for library technicians;

- Provide job information; and

- Liaise with other library associations.

A library technician is involved in such things as setting up and maintaining circulation systems, cataloguing and classifying library materials, repairing and maintaining library materials, and assisting patrons in the use of libraries. There is a graduate program for individuals wanting to become library technicians at the Institute of Science and Technology in Saskatoon.

For more information contact:

Saskatchewan Association of Library Technicians (SALT)
P.O. Box 9388, Saskatoon, Saskatchewan S7K 7E9

10.7 Saskatchewan Urban Municipalities Association (SUMA)

The Province of Saskatchewan officially became a province of Canada in 1905. Prior to that time the area had been a part of the Northwest Territories.

The principal development that had taken place up to this time was in the agricultural industry, and this is still a primary source of production and wealth in Saskatchewan today. In order to provide the settlers with the necessary goods and services that they required for their livelihood, small towns and villages

developed throughout the southern half of the province which became the focal points for rural people and for the transportation system, both rail and road.

Many people who were required to supply the necessary products and services settled in these small communities and soon the population growth was such that there was a need for local government in these communities. There have been many settlements established over the years where today we have urban communities varying in population from 25 to almost 200,000. They have been incorporated into cities, towns and villages and have the right to self-determination in their own jurisdictions for the provision of the required services to meet the needs of their people.

The local city, town and village governments of the day believed it was necessary to have some organization through which they could, on a collective basis, express their needs and desires for local services, both in legislative and financial terms, to the provincial government.

Thus, in 1906, the Saskatchewan Urban Municipalities Association was formed under the leadership of Mayor Peter McAra, Jr., of the City of Regina.

The Association has been in continuous operation since that time, serving the needs of its member communities in trying to maintain and improve the strength of local government to assist them in meeting the needs of their people.

For more information contact:

Executive Director, SUMA
1819 Cornwall Street, Regina, Saskatchewan S4P 2K4
Telephone: (306) 525-3727

10.8 Saskatchewan Association of Rural Municipalities (SARM)

The Association, representing rural municipalities, was formed in 1907, although its current name was not adopted until the winter of 1910-11.

The interests and concerns of the Association over the years have been wide-ranging, but primarily they relate to matters which are agriculture oriented, with a view to improving the quality of life for individuals and families in the rural areas of the province.

For more information contact:

Executive Director, SARM
2075 Hamilton Street, Regina, Saskatchewan S4P 2E1
Telephone: (306) 757-3577

Appendix I

SASKATCHEWAN LIBRARY TRUSTEES' ASSOCIATION

Historical Development

The Saskatchewan Library Trustees' Association represents library board members throughout the province.

The Association, in its formative years, moved from a position of being one section of the Saskatchewan Library Association (SLA) into its present independent status. It took a number of meetings of library trustees to establish an organization. Records show that in 1965, 1966, 1967, 1968 and 1969, motions were passed by trustees on the subject of a trustee association.

Records show that the first steps to form the SLTA were taken at the annual meeting of the Saskatchewan Library Association in 1965. It was decided at this meeting to find out the general reaction to forming an independent trustees' association. Rusty Macdonald of Saskatoon agreed to seek reactions from library boards. "Having received a favourable response," Macdonald called a follow-up meeting in June of 1966, at Prince Albert. It was agreed to establish a Pro-Tem Committee and Macdonald was named as chairman. Others on the committee included: E.W. Campbell, Melville; Mrs. Laura Griffin, Alameda; Willard Kallio, Lucky Lake; Mrs. Muriel MacLean, Saskatoon; James S. Porter, Weyburn; and Mrs. Dorothy Van Cleave, Regina. Mrs. McLean and Mrs. Van Cleave represented the Provincial Library Advisory Council.

In 1967, the Saskatchewan Library Trustees' Association was established. James Porter was elected as chairman and George Bothwell as vice chairman. Mrs. Dorothy Van Cleave agreed to act as temporary secretary. Others on the executive committee were Mr. Kallio and Mr. Campbell from the Pro-Tem Committee and N. C. Correll, Moose Jaw.

In 1968, Mr. Porter, as chairman, sent out a letter under the heading Saskatchewan Library Association, Trustees' Section, urging trustees to attend a conference in Regina in June, in which he said: "We ask your support by your membership and by your participation in the Saskatchewan Library Trustees' Association."

At a subsequent meeting of 42 library trustees in Regina, "the Saskatchewan Library Trustees' Association was set up with Mr. Porter, Weyburn, President; George Bothwell, Regina, Vice President; and Mrs. Phoebe Bunnell as Secretary." He also reported that Alastair Muir, Moose Jaw, acted as spokesperson when a brief was presented to government.

Then, in 1969, the trustees came out with their own letterhead, and at a meeting in Regina, the first official executive of the SLTA was elected: President - Jim Porter, Weyburn; Vice President - George R. Bothwell, Regina; Secretary - Mrs. Phoebe Bunnell, Swift Current;

Councillors - G.T. Anderson, Melfort; Eldon Johnson, Kindersley; Allan Bailey, Yorkton; Dr. Robert Lodge, Swift Current; A.J. Little, Regina; Carlyle King, Saskatoon; Mrs. H.C. Taylor, Moose Jaw; T.F. Boyd, North Battleford. These persons represented regional boards. Wilfred Harvey, Assiniboia, was named to represent the small public libraries.

This historic meeting was held at Regina Public Library, September 13, 1969.

A short time later, the Saskatchewan Library Trustees' Association had adopted a constitution and applied to incorporate. The membership at first represented a handful of trustees, but in a few years grew to 175, representing dozens of different library boards of all types and size throughout Saskatchewan. Today the Association represents at least 800 trustees who are members.

Appendix II

History of Public Library Development in Saskatchewan

Historical Development

Saskatchewan, over the years, has developed a province-wide system of public libraries for the benefit of all its citizens. Today the provincial public library system consists of seven regions, two municipal libraries in Saskatoon and Regina, a northern system and the Saskatchewan Provincial Library.

For a copy of the chronology of developments please contact the Executive Director.

Appendix III

Library Trustee Advocacy:

A Bibliography

INTRODUCTION

This bibliography lists selective titles on public library advocacy - encouraging the support of the library's mission, values, and beliefs. Promoting the library itself, rather than merely seeking support for its programs.

The materials are available through interlibrary loan. Please give complete information when requesting items.

If additional information is required consult the bibliographies of the materials listed in this bibliography or consult sections in library trustee handbooks and manuals. For specific information, that can not be determined by using SUNCAT, send a subject request with details, through your library.

SUNCAT is accessible via the Internet on the PLEIS, Province-wide Library Electronic Information System, pages at: http://www.lib.sk.ca. Look under Library Catalogues.

Permission is granted to libraries to make additional copies of this publication, for non-commercial use. These copies must acknowledge the Saskatchewan Provincial Library as the source. When a substantial portion of the document is copied, include the cover, title page, and introduction.

Building public support for your library [sound recording]. -- Speaker: Karen Anderson -- Ballwin, Mo. : Acts, 1991. -- 1 sound cassette.

Recorded at the Public Library Association's 4th national conference.
   AV PB 021.7 Bui (SRP)

Kinney, Lisa. -- **Lobby for your library : knowing what works**. -- Chicago : American Library Association, 1992. -- 189 p. -- ISBN 0838934102
Includes bibliographical references.
   PB 021.83 Kin (SRP)

Library advocacy now [video recording]. -- Towson, MD : ALA Video/Library Video Network, 1996. -- 1 videocassette (23 min.), 1 handbook (36 p.).
   AV PB 021.8 Lib (SRP)

OLTA lobbying kit. -- Toronto : Ontario Library Association, 1996.
27 leaves.
   PB 021.82 Olt (SRP)

Public relations as a lobbying tool [sound recording]. -- Speaker: Deborah Miller. -- Ballwin, Mo. : Acts, 1991. -- 1 sound cassette.
   AV PB 021.7 Pub (SRP)

Reed, Sally Gardner. -- **Saving your library : a guide to getting, using, and keeping the power you need**. -- Jefferson, N.C. : McFarland & Co., 1992. -- ISBN 0899507190
Includes bibliographical references.
   PB 021.83 Ree (SRP SLPN)

Speaking up for libraries [video recording] : library trustees in action. -- Toronto : TVOntario and Southern Ontario Library Service in association with Ontario Library Service, North and the Ontario Library Trustees' Association, 1994. -- 1 videocassette (30 min.) & 1 booklet.
   AV PB 021.82 Spe (SRP)

<center>**Appendix IV**</center>

<center>**Library Trustees' Handbooks and Manuals:**</center>

<center>**A Bibliography**</center>

INTRODUCTION

This bibliography contains a selection of library trustee manual and handbooks.

The materials are available through interlibrary loan. Please give complete information when requesting items.

If additional information is required consult the bibliographies of the materials listed in this bibliography or search SUNCAT, the Saskatchewan Union Catalogue, under subject headings that start with: Library trustees or Public library trustees. For specific information, that cannot be determined by using SUNCAT, send a subject request with details, through your library.

SUNCAT is accessible via the Internet on the PLEIS, Province-wide Library Electronic Information System, pages at: http://www.lib.sk.ca. Look under Library Catalogues.

Baughman, James C. -- **Policy making for public library trustees**. -- Englewood, Colo. : Libraries Unlimited, 1993. -- 144 p. -- ISBN 1563081377
Includes bibliographical references.
    PB 021.82 Bau (SRP)

Boards that make a difference [sound recording]. -- Speakers: John Carver. -- Richmond Hill, Ont. : Audio Archives of Canada, 1992. -- 4 sound cassettes.
Session 007 of the Ontario Library Association 90th annual Conference, held November 19-21, 1992.
    AV PB 021.82 Boa (SPR)

The Effective trustee [sound recording]. -- Sue Dutton. -- Ottawa : Conference Tape, 1990. -- 2 sound cassettes (ca. 120 min.).
A session from the 45th CLA Conference, held in Ottawa, 1990.
    AV PB 021.82 Eff (SRP)

Ihrig, Alice B. -- **Decision making for public libraries.** -- Hamden, Conn. : Library Professional Publications, 1989. -- xiii, 166 p. -- ISBN 0208021493
Includes bibliographical reference.
    PB 027.4 Ihr (SRP SPANC)

Ihrig, Alice B. -- **A noble calling [video recording].** -- Denver, CO : Colorado State Library, 1989. -- 1 videocassette (20 min.), 1 discussion guide.
    AV PB 021.82 Ihr (SRP)

The Library trustee : a practical guidebook. -- Edited by Virginia G. Young. -- 5th ed. -- Chicago : American Library Association, 1995. -- 252 p. -- ISBN 0838906591
Includes bibliographical references.
    PB 021.82 Lib (SRP)

Morton, Gene. -- **Strategic planning for library trustees [video recording].** -- Denver, CO : Colorado State Library, 1990. -- 2 videocassettes (45 min.). 2 discussion guides.
    AV PB 021.82 Mor pt.1 & pt.2 (SRP)

Short, Jack. -- **Library trustee guidelines.** -- Avon, Conn. : Consultant Publications, 1994.
-- 53 p. -- ISBN 0964097605
  PB 025.1 Sho (SRP)

Swan, James. -- **Working together : a how-to-do-it manual for trustees and librarians.** -- James Swan. --
New York : Neal-Schuman Publishers, 1991. -- 219 p. -- ISBN 1555700969
  PB 021.82 Swa (SPR SLPN)

Thornton-Lazier, Hazel. -- **Handbook for the Canadian library trustee : on being a library trustee**. --
Ottawa : Canadian Library Trustees' Association, 1995. -- 22 p.
Includes bibliographical references.
  PB 021.82 Tho (SRP)

Trustee 20/20. -- London : Southern Ontario Library Service, 1991-1996. -- 1 v. -- **ISSN** 11921684
Module 1. The role of the board -- Module 2. The board and the budget -- Module 3. The board's role in
the planning process -- Module 4. CEO performance appraisal.
  PB 021.82 Tru (SRP)

Trustee tips. -- London : Southern Ontario Library Service, 1992. -- ISSN 1188763x
  Periodical (SRP will lend all issues)

Welcome aboard [video recording]. -- Massachusetts Trustee Education Project. -- Stoneham, MA :
Massachusetts Library Trustees Association, 1990. -- 1 videocassette (24 min.), 1 leaders' guide, 1
participant booklet.
Accompanied by: Massachusetts library trustees handbook / Marcia Shannon. 92 p. (loose-leaf).
  AV PB 021.82 Wel (SRP)

Williams, Lorraine M. -- **The library trustee and the public librarian : partners in service.**
-- Metuchen, N.J. : Scarecrow Press, 1993. -- 167 p. -- ISBN 0810826232
Includes bibliographical references.
  PB 021.82 Wil (SRP)

Young, Virginia G. -- **The trustee of a small public library.** -- 2nd ed. -- Chicago : Library Administration
and Management Association, American Library Association, 1992. -- ISBN 08395748X
  PB 021.82 You (SRP)

Appendix V

**Needs Assessment
of the Library Community:**

A Bibliography

INTRODUCTION

This bibliography contains a selection of materials on the topic of needs assessment for libraries and research tools that could be used to do needs assessment. Needs assessment is a structured program to analyze the information needs of a community in order to ascertain the gap between what should be and what currently is. Some of the items are about other organizations, but can be adopted for use by libraries. This bibliography does not contain any of the items listed in the previous March, 1989 and October 1993 bibliographies of the same title (ISBN 0-919059-44-9 and 091059-70-8). Materials listed in these previous bibliographies are basic sources on this topic.

The bibliography is arranged in two parts:

- <u>Methodology</u>
- <u>Reports</u> of needs assessment projects

The materials are available interlibrary loan. Please give complete information when requesting items.

If additional information is required consult the bibliographies of the materials listed in this bibliography; or search SUNCAT, the Saskatchewan Union Catalogue, using title and subject keyword searches and the words - needs assessment, focused groups, or libraries evaluation. For specific information, that can not be determined by using SUNCAT, send a subject request with details, through your library.

SUNCAT is accessible via the Internet on the PLEIS, Province-wide Library Electronic Information System, pages at: http://www.lib.sk.ca. Look under Library Catalogues.

Permission is granted to libraries to make additional copies of this publication, for non-commercial use. These copies must acknowledge the Saskatchewan Provincial Library as the source. When a substantial portion of the document is copied, include the cover, title page, and introduction.

METHODOLOGY

Brawner, Lee B. ; Beck, Donald K. -- **Determining your public library's future size : a needs assessment and planning model**. -- American Library Trustee Association. -- Chicago : American Library Association, 1996.-- 155 p. -- ISBN 0838906710
Includes bibliographical references.
   PB 022.314 Bra (SRP)

Childers, Thomas ; Vanhouse, Nancy A. -- **What's good? : describing your public library's effectiveness**. --Chicago : American Library Association, 1993. -- 93 p. -- ISBN 0838906176.
   PB 021.7 Chi (SRP SNB)

Davidson, Janice ; Alexander, Estelle. -- **"Assessing information needs : what do customers want?"**. -- Information for management : handbook . -- Edited by James M. Matarazzo and Miriam A. Drake. -- Washington, D.C. : Special Libraries Association, 1994. -- ISBN 0871114275. P.23-32
   PB 027.69 Inf (SRP)

Information audits : an SLA information kit. -- Washington, DC : Special Libraries Association, 1996. -- 56 p.

Includes bibliographical references.
   PB 026.000973 Inf (SRP)

Lancaster, F. Wilfrid. -- **If you want to evaluate your library**. -- 2nd ed. -- Champaign : University of Illinois, Graduate School of Library and Information Science, 1993. -- 352 p.-- ISBN 0878450912
Includes bibliographical references.
   PB 025.5 Lan (SRP)

Needs assessment of the library's community : a bibliography. -- Regina : Provincial Library, Saskatchewan Education, 1989-. -- ISBN 0919059449
Volume 1 and 2 of this bibliography
   PB 021.2016 Nee v.1, v.2 (SRP SLPN SRED SRAG)

Needs assessment and strategic planning for public libraries in northern Ontario : a how-to manual. -- Ontario Library Service - North. -- Kirkland Lake, Ont. : Ontario Library Service - North, 1994. -- 140 p.
   PB 027.4713 Nee (SRP)

Stewart, David W. ; Shamdasani, Prem N. -- **Focus groups : theory and practice**. -- Newbury Park, Calif. : Sage Publications, 1990. -- 153 p. -- ISBN 0803933894 --ISBN 0803933908
   PB 300.723 Ste (SWSE)

Successful focus groups : advancing the state of the art. -- David L. Morgan, editor. -- Newbury Park, Calif. :Sage Publications, 1993. -- 271 p.-- ISBN 0803948735
   300.72 Suc (SWSE)

The Tell it! manual : the complete program for evaluating library performance. -- Zweizig, Douglas. -- Chicago : American Library Association, 1996. -- 270 p. -- ISBN 0838906796
Includes bibliographical references.
   PB 027.073 Tel (SRP)

Valuing special libraries and information centers. -- Washington, D.C. : Special Libraries Association, 1993. -- 95 p. -- ISBN 0871114186
   PB 027.69 Val (SRP)

Van House, Nancy A. ; Childers, Thomas A. -- **The public library effectiveness study : the complete report**. -- Chicago : American Library Association, 1993. -- 99 p.-- ISBN 0838906192
   PB 027.473 Van (SRP)

Wagner, Mary M. ; Mahmoodi, Suzanne H. -- **A focus group interview manual**. -- Chicago : American Library Association Continuing Library Education Network and Exchange Round Table, 1994. -- 37 p.
   PB 020.72 Wag (SRP)

Walter, Virginia A. -- **Output measures for public library service to children : a manual of standardized procedures.** -- Chicago : Association for Library Service to Children and Public Library Association, American Library Association, 1992. -- 129 p. -- ISBN 0838934048
Includes bibliographical references.
   PB 027.625 Wal (SRP SBN SLPN)

Walter, Virginia A. -- **Output measures and more : planning and evaluating public library services for young adults**. -- Chicago ; London: Young Adult Library Services Association, Public Library Association, American Library Association, 1995. -- 117 p. -- ISBN 0838934528
   PB 027.626 Wal (SRP)

Zweizig, Douglas ; Braune, Joan A. ; Waity, Gloria A. -- **Output measures for children's services in Wisconsin public libraries**. -- Madison, WI : School of Library and Information Studies, University of Wisconsin--Madison, 1989. -- 44 p..
   PB 027.625 Zwe (SRP)

REPORTS OF NEEDS ASSESSMENT PROJECTS

McCluskey, Murton L. -**- An assessment of the need for "talking book" services by blind or physically handicapped Native Americans: residing on reservations in the state of Montana. --** Washington: National Library Services for the Blind & Physically Handicapped, 1992. -- 58 p.
   PB 027.66309786 (SRP)

Oxman, Jim. -- **Needs assessment : Wheatland Regional Library and Learn Centre**.-- Regina: J. Oxman, 1977. -- 132 p.
   In processing (SRP)

Regina Public Library needs assessment survey. -- Tanka Research. -- Regina: Tanka Research, 1995. -- 149 p.

Trustee Development

The SLTA, in partnership with library regions across the province and the Provincial Library, is currently working to provide trustees with trustee development modules. Please check this section soon for new information.

Libraries

This section can transfer over as is with the following changes: the links should be below the title "Saskatchewan's Public and Regional Library Systems", the first link (Saskatchewan's public...) should be removed, and the Chronology of library development in Saskatchewan should change to Chronology of Library Development in Saskatchewan.

Links

Links can transfer over as is.

Contact Us

Questions or concerns? More information?

Please contact the Executive Director:

Nancy Kennedy
79 Mayfair Crescent
Regina, SK
S4S 5T9
(306)584-2495
Fax (306)585-1473
Email njk@sasktel.net

About

This section can transfer over as is.

Governance

The Constitution and Bylaws can transfer over as are.

Executive

 Annual General Meetings will go here and changed to General Meetings. That can transfer over as is with the addition of the 2011 and 2012 minutes which are attached.

About

I think Newsletter should be added to this section. From April 2009 to Fall 2011 can transfer over. Attached are the Spring 2012 and Summer 2012 newsletters to be added.

On the old site "Documents"

Tools for Trustees should be moved to Trustee Development.

Annual Reports should be moved to Executive. 2011 is attached.

Briefs to the Minister should be moved to Executive and transferred over without the picture. 2011 is attached.

Projects should transfer over to Executive as is.

Events on the old site is garbage.

I think that has it all. Can I fine tune once the information has been moved?

Thanks Ashley.

Nancy