






Public Trust

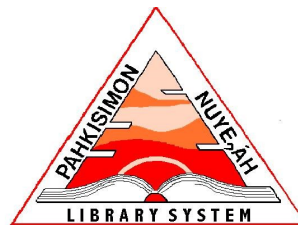
Public Libraries are able to receive and use public funds to provide library services to the communities they serve. Public trust refers to the obligation placed on Public Library Board Members to provide governance and management of the public library resources, to implement library programs and services for the benefit of the public and to ensure that the public library remains in the public domain to the benefit of this and future generations.

How can we tell that the Board Members and Staff are fulfilling their roles and responsibilities?

-  People in the community know it exists and are members.
-  Adults including teachers regularly use the service.
-  The library is an active member of the interlibrary loan system.
-  Public programs are available and well attended.
-  The library is open all year with evening and weekend hours responsive to the local community.



Highway sign alerting visitors that there is a public library at Far Reserve.



Pahkisimon Nuye?áh Library System

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La Ronge, SK S0J 1L0

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Pahkisimon Nuye?áh Library System

Roles & Responsibilities of Public Library Boards and Staff



Role of the Public Library Board

The role of the public library board is to provide public library services to the residents within the area it serves and to participate in the provincial public library system. The Public Library Board is the legal entity and authority for managing the local public library. It is a corporation established as such under the Public Libraries Act, 1996. The Board, appointed by council, has the power and duty to establish policies to fulfill its responsibilities.

Responsibilities of the Public Library Board

The Public Library Board provides leadership, vision, continuity of purpose, and accountability to the public.

Establishing and implementing the public library's purpose or mission.

Board Members make sure that the public library meets the needs of the people it serves. This is done through needs assessments and policy. In a facility shared with another organization, a joint use agreement is an essential policy.

Setting the rate of progress which the public library will undertake in achieving its purpose or mission.

Board Members set goals and a plan of action for the library administrator, staff and volunteers to implement. Then the Board Members play an active role supporting the library and the library administrator in implementing that plan. This plan, based on needs identified by consulting the community, will provide direction for 2-5 years. A long term plan gives the library administrator the context within which to decide and implement short-term plans and actions.

Providing continuity for the governance and management of the public library's affairs.

Board Members must ensure that the library has adequate funding. The Board must approve an annual budget so that the money can be responsibly spent in a way that supports the goals of the library. The Library Administrator, in cooperation with the Treasurer or bookkeeper, must deliver regular (minimum quarterly) financial statements to the Board. These statements show how expenditures and revenues are following the budget guidelines. This financial picture is summarized at the end of the year with a compilation, review engagement or audit done by a qualified person outside of the Board or staff.

Board Members, acting as a team, select and evaluate the Library Administrator. The Library Administrator selects and evaluates staff and volunteers. The Board must nurture its Administrator by providing adequate salary and benefits and reasonable direction. Some of this direction

comes in the form of a job description, policies and the plan of action. Board Members will support the Administrator with their advice -- when asked.


Individual Board Members should actively participate by preparing for meetings, attending regularly, and serving as officers and on committees.

A member of the Board should also be present at the Annual General Meeting of the Pakkisiimon Nuyehah Library system

Confirming the public library's identity within the community.


Board Members do not take action as individuals. They decide on issues and policies as a team with advice from the library administrator, and act as a team when representing the library to the public. Board Members do presentations to councils and other organizations showcasing the public library and its achievements. As individuals, Board Members encourage people in their community to use the library facilities and attend programs and events sponsored by the library.

Role of the Public Library Administrators

 *The Public Library Administrator, under the authority and general supervision of the public library Board, implements Board policies and administers the operations of the public library.*



People using the Community Access Program computers and research materials at Ayamicikiwikamik Public Library in Sandy Bay.

 *Ensures that the library is open all year with evening and weekend hours responsive to the local community.*

Responsibilities of the Public Library Administrator

The Library Administrator's responsibilities include:

- ⊖ Administers the day-to-day operation of the library
- ⊖ Serves as the Secretary to the Board.
- ⊖ Works with the Board and Board Committees to develop, review and evaluate policies and plans for the operation of the Library.
- ⊖ Creates short-term plans to complement Board guidelines.
- ⊖ Directs and supervises the work of implementing the programs and services of the library and ensures necessary operating procedures are in place.
- ⊖ Reports regularly (at least quarterly) to the Board and acts as liaison between staff and volunteers and the Board.
- ⊖ Plans the operational and capital budget for the library and recommends it to the Board.
- ⊖ Hires, trains and evaluates other staff and volunteers.
- ⊖ Selects books and materials for the collection.
- ⊖ Coordinates local services and programs with those available on a regional and provincial level. This includes interlibrary loans, maintaining the catalogue of the collection at the library and the provincial union catalogue and ensuring the library participates in the Northern and Summer Reading Programs.
- ⊖ Reduces possible risk to the library by ensuring staff understand and follow safety guidelines and by tracking and backing up essential operations.

All public library staff and Board Members are ambassadors for the library to the community. They promote the library service by maintaining high standards of service. These services and programs are compiled in an Annual Report that is given to the Board, council, community, library system headquarters and Saskatchewan Provincial Library.

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