

**Village of Loon Lake
Saskatchewan
Bylaw No. 02/2024**

**A Bylaw of the Village of Loon Lake in the Province of Saskatchewan to Provide for the
establishment of a Local Library.**

Whereas, Loon Lake Village Council desires to provide a local library service, in order to increase the well-being of the community;

And whereas, pursuant to Section 39 of The Public Libraries Act, 1996, Loon Lake Village Council shall for the purposes of establishing a local library, appoint a local library board within the Municipality for the provision of library services;

Therefore, Loon Lake Village Council assembled enacts that a local library service, to be known as the "Loon Lake Public Library" be established, and a Loon Lake Public Library Board be appointed as follows:

1. Purpose of the Loon Lake Public Library Board

The purpose of the Loon Lake Public Library Board is to provide advice and guidance to Loon Lake Village Council, the Board and Director of the Lakeland Regional Library as well as the Chief Librarian for the Loon Lake Public Library on maintaining and enhancing library services in the Village of Loon Lake. This includes but may not be limited to the following:

- a. to interpret and implement the Lakeland Regional Library Board policy in the Loon Lake Public Library;
- b. to formulate policy respecting the development and operation of the Loon Lake Public Library in cooperation with the Lakeland Regional Library Board;
- c. to advise Loon Lake Village Council concerning the provision and maintenance of adequate accommodation for the Loon Lake Public Library;
- d. to provide planning and training for the Loon Lake Public Library Board if necessary;
- e. to undertake Loon Lake Public Library promotion and public relations campaigns in the community;
- f. to take responsibility for special library programming and apply for any grants or funding opportunities that may enhance the library or some aspect of it;
- g. in conjunction with the Lakeland Regional Library Board, provide recommendations for the establishment and maintenance of standards for hours of service and types of local service;
- h. to recommend to the Lakeland Regional Library Board and Director, programs and materials relevant to the interests and requirements of the community;
- i. to consult with and report on a regular basis to Loon Lake Village Council;
- j. to advise the Lakeland Regional Library Board respecting the appointment and terms of employment of the staff for the Loon Lake Public Library;
- k. to hold an annual meeting prior to the annual meeting of the Lakeland Regional Library Board;
- l. to perform those other duties delegated by the Lakeland Regional Library Board; and
- m. to perform those other functions in accordance with *The Public Libraries Act, 1996*; and *The Public Libraries Regulations, 1996*, for the provision of adequate library services at the local level.



2. Loon Lake Public Library Board Appointments

Loon Lake Village Council shall appoint a local library board that shall consist of:

- a. the Village of Loon Lake representative(s) on the Lakeland Regional Library Board; and
- b. individuals that qualify as electors, defined as:
 - i. a Canadian citizen;
 - ii. minimum 18 years old;
 - iii. reside in the municipality for at least three (3) months; or within the RM of Loon Lake for the past three (3) months.
 - iv. own assessable land situated in the municipality, for at least three (3) months; and
 - v. reside in Saskatchewan for at least six (6) months;
- c. Loon Lake Village Council may exempt an individual from the eligibility requirements by Council resolution.

3. Loon Lake Public Library Board Terms of Reference

- a. The Village of Loon Lake Public Library Board shall consist of a minimum of three (3) and a maximum of nine (9) members appointed through Loon Lake Village Council resolution as specified herein, in their sole discretion and as follows:
 - i. community members who must have the best interest of the community at the forefront of their decision making;
 - ii. a board member may be a municipal employee provided that:
 - the employee has relevant expertise to contribute;
 - the appointment is necessary by virtue of the employee's office; and
 - the appointment does not negatively affect the employee's work responsibilities;
 - i. Loon Lake Public Library Board members shall be appointed annually at a Village of Loon Lake Regular Council Meeting and according to the Village of Loon Lake - Procedure Bylaw, as follows:
 - board members shall hold office for one (1) calendar year unless Loon Lake Village Council reappoints them or until their successors are appointed;
 - prior to December 1st, each board member shall advise the Chairperson of their intention for reappointment;
 - prior to December 15th, the Chairperson shall notify the Administrator of the Village of Loon Lake of the board member's intention to let their name stand for reappointment, to be presented at the January Council meeting.
 - board members cannot serve on the Loon Lake Public Library Board for longer than six (6) consecutive years unless authorized by Loon Lake Village Council resolution.
- b. Board members shall elect a Chairperson and Vice-Chairperson as soon as possible after the Loon Lake Public Library Board is appointed.
- c. Board members are required to abide by the Loon Lake Public Library Board Bylaw.
- d. Board members are responsible for following the Village of Loon Lake - Code of Ethics Bylaw 2017-01 and are required to review this bylaw and sign the acknowledgement form annually.
- e. Loon Lake Public Library Board meetings are open to the public and held quarterly, at a



minimum, and as determined by the Chairperson; excluding the months of July and August.

- f. Board members shall receive a minimum of one (1) week written notice for a Loon Lake Public Library Board Meeting with the meeting packages being sent out in advance of the meeting by the Chief Librarian or appointed board member. For this bylaw text or e-mail is considered in writing.
- g. It is the responsibility of each board member to review the meeting information in advance of the meeting and be prepared to discuss issues and ask questions in a respectful and constructive manner.
- h. Board members not able to attend a meeting must give advance notice to the Chairperson, and any board member absent from three (3) consecutive, regularly scheduled meetings, without Loon Lake Public Library Board authorization made by resolution, forfeits his or her membership; and the Chairperson shall advise the Mayor of the Village of Loon Lake of the resulting vacancy.
- i. Any board member may resign by sending written notice to the Chairperson, who advises the Mayor of the Village of Loon Lake.
- j. Subject to Section 2(c) above, a board member ceases to be a board member if he or she no longer meets the eligibility requirements for the Loon Lake Public Library Board.
- k. Loon Lake Village Council may revoke the board membership of any individual appointed to the Loon Lake Public Library Board, at their sole discretion through Loon Lake Village Council resolution.
- l. Any board member vacancies that occur will be filled by Loon Lake Village Council resolution.
- m. The Chairperson is responsible to summon a Special Loon Lake Public Library Board Meeting, whenever requested by written notice to do so, by a majority of the board members.
- n. Board members shall receive twenty-four (24) hours written notice of a Special Loon Lake Public Library Board Meeting.
- o. Quorum for meetings is a majority of board members.
- p. Meetings shall be adjourned when the quorum is lost, and once adjourned the meeting can continue for discussion purposes only and meeting notes are recorded but no resolutions may be made.
- q. The Loon Lake Public Library Board adheres to the general rules of procedure as established by Loon Lake Village Council Procedure Bylaw 2021-10.
- r. Where a board member has an interest in the matter before the Loon Lake Public Library Board, whether directly or indirectly, he or she shall declare his or her interest, remove themselves from the meeting, exclude themselves from discussions and are not entitled to vote thereon.
- s. The Loon Lake Public Library Board shall record its decisions in writing and submit all signed meeting minutes to Loon Lake Village Council, to be received and filed.
- t. The Chief Librarian, or their designate, shall be the Recording Secretary for the Loon Lake Public Library Board meetings.
- u. The Recording Secretary and Chairperson who are presiding at the board meeting that the minutes are approved at, shall sign the minutes and forward them to the Village of Loon Lake - Village Clerk's Office.
- v. The Loon Lake Public Library Board may establish and appoint members to any Ad Hoc Committee that it believes will assist in maintaining the board's mandate.



4. Administration and Finance

- a. Administration for the Loon Lake Public Library shall be through the Chief Librarian who takes direction from the Director of the Lakeland Regional Library on all matters relating to library operations.
- b. The Chairperson for the Loon Lake Public Library Board shall act as the spokesperson for the board and speak on behalf of the board when authorized to do so by the board.
- c. The Chairperson shall represent the Loon Lake Public Library Board as one of the representatives to the Lakeland Regional Library Board.
- d. The Loon Lake Public Library Board is required to establish the annual operating budget for the Loon Lake Public Library, with the exceptions of staffing and levy, which is a Lakeland Regional Library Board responsibility and the facility, which is a Village of Loon Lake responsibility. The annual operating budget should include any building upgrades or maintenance, and any supplies that maybe needed to the best of the board's ability.
- e. The Chief Librarian or board is required to submit the annual operating budget request, excluding the staff and facility components, to the Village of Loon Lake - Administrator on or before the 15th of February annually.
- f. Once the annual operating budget is approved, the Loon Lake Public Library Board is authorized to administer the budget according to the Village of Loon Lake - Purchasing Policy 100-10, as follows:
 - i. The Chief Librarian shall have authority to spend money that was allocated and approved in the operating budget by the Village Council.
 - Three (3) telephone quotations are required for purchases under \$1,000.00;
 - the Loon Lake Public Library Board approval shall be required in cases where three (3) telephone quotes cannot be obtained.
 - three (3) written quotations are required for any purchases with a value exceeding \$1,000.00.
 - ii. in an Emergency situation the Chief librarian can spend up to \$5,000.00 in an emergency situation in consultation with the Village Foreman, Administrator, or Mayor
 - **Emergency:** Means a present or imminent or condition that requires prompt action to prevent or limit:
 - 1) Loss of life;
 - 2) Harm or damage to the safety, health or welfare of people; or
 - 3) Damage of property or the environment
- g. The Loon Lake Public Library Board may establish any other policies and procedures required for the effective and efficient operation of the Loon Lake Public Library.

5. Building Maintenance and lot

- a. The building is owned by the Village of Loon Lake and there for the Village is responsible to keep the building is fair operating condition. The Chief Librarian is authorized to contact the Foreman, Administrator, Mayor or the member of Village Council that sits on the library board with any concerns or requests pertaining to the condition or operation of the building.
- b. Any concerns not identified or addressed in the operating budget needs to be brought to the Village Council for approval.



- c. The Village will be responsible to keep the grass cut in the summer and sidewalk free to snow in the winter.

6. Effective Date

This Bylaw shall come into force and take effect on the date of final passing thereof.




MAYOR


ADMINISTRATOR

Introduced and read a first time this 3rd day of October, 2024
Read a second time this 3rd day of October, 2024
Read a third time and adopted this 3rd day of October, 2024

Certified a True Copy of BYLAW
Bylaw 02-2024
Passed by the Village Council on
October 3, 2024

Administrator



