



## **Background Information**

### **1.0 Background**

- 1.1 The primary duty of Libraries NI, as set down in the Libraries Act (Northern Ireland) 2008, is to provide a comprehensive and efficient public library service for persons living, working or studying in Northern Ireland. In doing so we are required to:
- secure that facilities are available for the borrowing of, or reference to library materials sufficient in number, range and quality to meet the general requirements of adults and children:
  - encourage both adults and children to make full use of the library service
  - provide advice as to the use of the library service and making available such bibliographical and other information as may be required by persons using the service
  - promote literacy and lifelong learning
  - maintain a collection of library materials relevant to the cultural heritage of Northern Ireland
  - make library premises available for cultural and community activities
  - meet any special requirements of adults and children by any appropriate means.
- 1.2 The Board of Libraries NI comprises a Chairperson and eighteen non-executive Members, the majority of whom are councillors within the meaning of the Local Government Act (Northern Ireland) 1972. The Chief Executive is Jim O'Hagan
- 1.3 Libraries NI is a non-departmental public body within the Department for Communities (DfC).
- 1.4 Libraries NI is a large, complex organisation with an annual resource budget of £30m and with 700 staff. Copies of our annual report and accounts are available on our website.

## **2.0 Our Vision**

- 2.1 A visible, accessible and inclusive library service at the heart of communities, changing lives and valued by all.

## **3.0 Our Mission**

- 3.1 Connecting people with information, ideas and experiences to foster lifelong learning, inspire curiosity, provide enjoyment and strengthen communities.

## **4.0 Our Values**

- Caring - we care about our library users, the community, each other and what we do. We will provide a safe and welcoming environment where people can connect and explore. We will show respect for users of our service and for each other, will build trust and will strive to provide positive experiences for both external and internal customers.
- Accountable – we take responsibility, as individuals and as an organisation, for effective stewardship of the resources allocated to us and for delivering on our commitments. We will act with honesty and integrity and maintain high standards of governance, responsible leadership and efficient operations.
- Responsive – we are a learning organisation that is open to new ideas and better ways to serve individuals and communities. We have a focus on quality, are creative and flexible and will continue to explore innovative ways of working to ensure that services are vibrant, effective and relevant to the changing needs of our customers.

## **5.0 Our network and services**

- 5.1 The library network is crucial to the delivery of both an effective and comprehensive library service taking account of the geographic and demographic spread of Northern Ireland. Our services are currently delivered through a network of 96 branch libraries, heritage libraries, mobile libraries and a homecall service, which provide a wide range of free services including:

- Loan of books and other material
- downloadable eBooks, audio books and eMagazines and other online resources
- supported access to computers for use by the general public
- support for the development of ICT skills
- free Wi-Fi, enabling library members to use their own devices
- activities for children
- family history, heritage and local studies material
- access to information, cultural and creative experiences
- reading groups

- health and wellbeing information, activities and events
- social activities, which promote community cohesion and combat isolation
- study, meeting and shared social space.

## **6.0 Overview of the Finance Department**

- 6.1 Due to the resignation of the current post holder, Libraries NI wishes to appoint a highly motivated and experienced finance professional to lead the Finance team.
- 6.2 The Finance Department consists of a small multidisciplinary team within the Business Support Directorate of Libraries NI, and comprises the Head of Finance, Deputy Finance Manager, Finance Supervisor, Payroll Manager, Procurement Officer and six other administrative staff. Staff work closely to support each other and team morale is good.
- 6.3 The Finance team supports the delivery of services by:
- providing advice, support and guidance to all managers and staff on matters related to financial management, financial propriety and regularity;
  - raising orders, paying suppliers, collecting income;
  - preparing monthly management accounts and reports for internal managers and for the Department for Communities;
  - preparing VAT and CIS returns;
  - ensuring systems are in place are appropriate and operate effectively.
- 6.4 The Payroll team supports the delivery of services by:
- administering a monthly salaried payroll, including reimbursement of travel expenses for approximately 700 staff;
  - administering pensions for staff in the NILGOSC pension scheme
- 6.5 The Procurement Officer facilitates procurement of goods and services for Libraries NI, including purchasing from large scale framework arrangements, and also facilitating and administering specific tenders for Libraries NI, valued at under £30,000.