

**Present:**

**Absent:**

**1. Approval of Agenda**

**2. Board Feedback**

a.

**3. Consent Agenda**

a. Approval of Minutes of September 17, 2019 meeting

b. Items for Information

i. Correspondence

- Thank you to County for 2019 Requisition
- Date Change for November Meeting
- Grant Recipient Notification Letter
- Thank-you Letter for Remediation

ii. Other

- Fellowship of Camrose Public Library Meeting Minutes
- Sixties Scoop Program Poster

c. Reports

i. Librarian's Report

ii. Adult Programmer Report

iii. Technology Programmer Report

iv. CELA Report

**4. Items for Decision**

a. Policy Revision:

i. Conditions for the Use of Areas of the Library Not Normally Used for Public Services

ii. Personnel Policy

b. Budget Package\* *not included in package*

**5. Items for Discussion**

i. Camrose Public Library Bylaws

**6. Adjournment**

Next regular Board meeting: **November 25, 2019** at 5:15 PM

**Present:** Elizabeth Luck (Chair), Agnes Hoveland (City Council), Trevor Miller (County Council), Renee Greer, Al Corbett, Robyn Gray (Director)

**Absent with Notice:** Katherine Schwaiger, Krista Larocque, Susanna Bruneau

**1. Approval of Agenda Motion 40/19 M/S/C R. Greer/A. Corbett. Passed.**

**2. Board Feedback**

**a. E. Luck**

- i. Birth-tea party June 25, there was an article in the Booster, 300 people had attended.
- ii. Reading with Royalty happened on July 26
- iii. Book Bike and Life Cycle visited Downtown Farmers Market until the end of August, when the students went back to school
- iv. In the June 6<sup>th</sup> edition of the paper, Camrose Wellness Coalition presented the library with snowshoes, walking poles, and push-bikes
- v. We waived library fines on August 15, for all overdue fines accumulated before that date, in honour of the library's 100<sup>th</sup> Birthday. This does not apply to lost fines but has caused a positive reaction regardless.
- vi. August 29, met with Jackie Lovely and gave her a tour of the library
- vii. Camrose Co-op will be donating 3 cents from every reusable bag used to the Snacks in the Stacks program
- viii. Edmonton Journal published an article called 'Out on a Limb' talking about how libraries today are under threat as governments trim budget and cut funding, while libraries provide such valuable service for community members.
- ix. Another Camrose Booster article was called 'Art in the City' describing the Art Walk in Camrose, and the Library is mentioned as one of the locations where this Art Walk took place
- x. September is Parkland Regional Library card sign-up month, and we have an initiative called 'Refer a Friend' where people can win prizes for referring their friends to get a library card

**3. Consent Agenda Motion 41/19 M/S/C A. Corbett/T. Miller. Passed.**

- a. Approval of Minutes of June 18, 2019 meeting
- b. Items for Information
  - i. Correspondence
    - Thank you from Jason Kenney
    - Battle River Community Foundation
    - Provincial Operating Grant

- Rural Operating Grant
  - Provincial 100 Year Certificate
  - Thank You for 100 Year Certificate
  - Birth-Tea Road Closure
  - Thank You for Birth-Tea Road Closure
  - Reading with Royalty – Complaint and Response
  - Inclusive Programming Support
  - Centennial Celebration Invitations
  - Acceptance of Centennial Celebration Invitations
  - Art Walk Appreciation Certificate
- ii. Other
- PRL
- c. Reports
- i. Librarian's Report
  - ii. Life Cycle Board Report
  - iii. Book Bike Board Report
  - iv. Summer Reading Club Board Report
  - v. Summer Reading Registration Statistics
  - vi. Summer Reading Program Statistics
  - vii. Social Media Coordinator Board Report and Survey Analysis
  - viii. Nicole's Program Report Summer 2019
  - ix. Program Overview for June, July, and August 2019
  - x. Library Stats for June, July, and August 2019

#### 4. Items for Decision

- a. Policy Revision:
  - i. Social Media Policy **Motion 42/19 M/S/C** A. Corbett/R. Greer. Passed.
- b. New Policy:
  - i. Mould Prevention and Remediation Policy – After discussion, it was decided that this would be more relevant in the OHS binder as a procedure, rather than a formal policy, so as to serve as a preventative guide as to the formal steps to follow if there is a future occurrence.

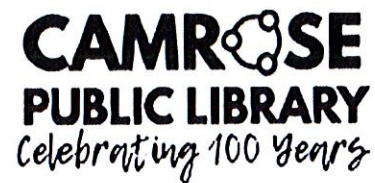
#### 5. Items for Discussion

- a. Meeting date of November 19, possible date change because of overlap with 100<sup>th</sup> Birthday. Robyn will distribute a poll as soon as possible so we can establish an alternative date for the meeting. T. Miller made the motion that R. Gray has the authority to close the library early on November 19 in order to prepare for the evening's Centennial Celebration – as soon as the closing time has been established, R. Gray will distribute this information widely online. This was **Motion 43/19 M/S/C T. Miller/R. Greer. Passed.**
- b. Use of Funds for Book Bike adding Electric Assist
  - i. A. Hoveland makes the motion to authorize transportation of the bike to and from the dealer in Bentley to acquire a quote, and get an opinion on whether this bike can be accommodated with an electric assist. This was **Motion 44/19 M/S/C A. Hoveland/T. Miller. Passed.**
- c. Finance Committee: E. Luck stated that currently, herself as Chair and A. Corbett who is vice-chair are the only members of the Finance Committee. Upon further discussion amongst the Board members present, it was recommended that due to the current financial uncertainties facing both provincial and municipal governments in 2020, both the municipal and county council representatives should be exempt from the Finance Committee due to perceived conflict of interest. As the Library Board only has 8 members, the remaining 6 Board members should be encouraged to be on the Finance Committee in order to present a unified front during the final budget presented to both councils. R. Gray is to send emails to the 6 remaining Library Board members stressing the importance of being on the Finance Committee. If they have valid reasons for not serving, they will reply in confidence to R. Gray. The meetings will be held ASAP after R. Gray and C. Hamel have a tentative budget to present to the Finance Committee, with as much flexibility as possible in options for time of meeting.

## 6. Adjournment at 6:45pm

Next regular Board meeting: **October 15, 2019** at 5:15 PM

4710 50 Avenue  
Camrose, AB T4V 0R8  
780.672.4214



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September 19, 2019

Camrose County  
3755 43 Avenue  
Camrose AB T4V 3S8

Dear Reeve and Council,

On behalf of the Board and Staff of Camrose Public Library, please accept our sincere thanks for your financial support of our 2019 budget, in the form of a cheque which was sent to us in July, 2019. We are honoured that your Council continues to support the library, and appreciate your ongoing confidence in us to provide the community with exceptional library service.

Camrose Public Library (CPL) prides itself on being invested in families and communities, promoting early childhood development, providing a welcoming environment to newcomers, and supporting educational success. At CPL, we have four main goals: to provide social engagement so citizens can develop relationships and end isolation, to facilitate a welcoming space both physically and virtually for all patrons, to help people satisfy their curiosity for lifelong learning, and to enable all citizens to connect to the online world free of charge.

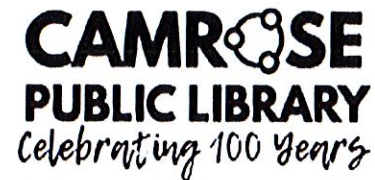
Building connections between people in the community is vital. The library partners with other organizations to more efficiently provide programs and services as well as provide space for people to feel safe, welcome, and appreciated. Our programming gives new parents opportunities to meet other new parents, generations to meet together and solve problems, and those needing support to make connections with services that provide that support.

This funding also enables us to offer reading, listening, and viewing materials for all library patrons, which foster stress reduction, knowledge building, vocabulary expansion, and better writing skills. From the beginning of 2019 to the end of

**CONNECT. CREATE. CAPTIVATE.**

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4710 50 Avenue  
Camrose, AB T4V 0R8  
780.672.4214



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August, we have loaned 89037 items, 17740 of which were borrowed by County members.

Camrose Public Library hopes to continue to make a difference in the broader community literacy and to improve services and programs for the community's children, young adults, and seniors. Your support and input allow us to continue to see improvements in this endeavor.

Again, thank you. We look forward to continuing to work together in the future!

Sincerely,

A handwritten signature in blue ink that reads "Robyn Gray". The signature is fluid and cursive, with the first name "Robyn" being larger and more prominent than the last name "Gray".

Robyn Gray, Director  
Camrose Public Library

cc: Camrose Public Library Board

**CONNECT. CREATE. CAPTIVATE.**

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## Robyn Gray

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**From:** Robyn Gray  
**Sent:** Wednesday, October 2, 2019 3:32 PM  
**To:** Agnes Hoveland; corbetta51@gmail.com; Elizabeth Luck; Krista Larocque; Katherine Schwaiger; tmiller@county.camrose.ab.ca; suzwick@hotmail.com; Renee Greer  
**Cc:** Cheryl Hamel  
**Subject:** Date Change for November Meeting

Hi Everyone!

The results of our survey are in, and the date that was most widely available for everyone to attend the November Camrose Library Board Meeting was November 25<sup>th</sup> at 5:15pm, instead of November 19<sup>th</sup>. Is this something that needs to be decided upon with an e-vote?

And just a brief reminder that our Finance Committee meeting will happen on October 8<sup>th</sup> (next Tuesday), at 5:15pm in the Bunker.

Thank you for taking the time to fill out all these surveys!

Regards,

Robyn Gray, MLIS

Director, Camrose Public Library

p. (780) 672-4214 fb. [CamroseLibrary](#) t. [camroselibrary](#) in. [camrosebookbike](#)

*We wish to acknowledge that Camrose Public Library is located on Treaty 6 territory and the homeland of the Métis.*

October 1, 2019

Camrose Public Library  
4710 50 Ave  
Camrose, AB T4V 0R8

*Delivered via email: shannon@prl.ab.ca*

**RE: ALBERTA HEALTH SERVICES (“AHS”) – CALL FOR APPLICATIONS  
COMMUNITY INNOVATION GRANT INITIATIVE FOR PEOPLE AFFECTED BY  
DEMENTIA – 2019 – AHS-2019-2176 (the “Call for Applications”)**

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Attention: Shannon Stolee

This letter is to advise that you have been selected under the Call for Applications to negotiate a contract with Alberta Health Services for the supply of the above described products and/or services.

A representative of Alberta Health Services, will be in contact with you to discuss timeframes, expectations and the next steps in this process.

Thank you again for participating in the request for proposal process and should you have any questions regarding the content of this letter, please contact Denise Krisco by phone 780-342-0336 or [Denise.krisco@albertahealthservices.ca](mailto:Denise.krisco@albertahealthservices.ca)

Sincerely,



Denise Krisco  
Contract Coordinator, Community & Continuing Care Contracts, CPSM  
Phone: 780-342-0336  
Fax: 780-342-0113  
Email: [Denise.krisco@albertahealthservices.ca](mailto:Denise.krisco@albertahealthservices.ca)



4710 50 Avenue, Camrose Alberta T4V 0R8  
780.672.4214



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October 9, 2019

City Manager, Public Works, Building Maintenance Staff, & Health & Safety Coordinator  
City of Camrose  
5204 – 50 Avenue  
Camrose AB T4V 0S8

To Mr. Boyd, Mr. Van Hyfte, Mr. Koch, Mr. Dixon, & Mr. Sacker:

On behalf of the Board and Staff of the Camrose Public Library, I would like to thank you for conducting and completing the remediation work at the library. We realize that this was an intensive job, and we really all of the support and work that was done.

We are so grateful for all of the ways that the City of Camrose supports Camrose Public Library, through financial contributions, building maintenance, and partnerships to promote civic engagement. Camrose Public Library is happy to continue to play an important and influential role for all citizens of the City of Camrose, Camrose County, and beyond.

Again, thank you. I look forward to continuing to work together well into the future!

Sincerely

A handwritten signature in black ink, appearing to read "Robyn Gray".

Robyn Gray , Director

cc: Camrose Public Library Board

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**CONNECT. CREATE. CAPTIVATE.**

Present: Bailey, Shannon, Robyn, Lucas, Josie, Celine, Kalene

Absent with Notice: Aaron

**1) Approval of Agenda**

**2) Consent Agenda**

**3) Old business**

- a) Election of Executive
  - i. Vice-Chair
  - ii. Chair (see new business for notes) – Josie has formally stepped down as Chair, as she will be moving.
- b) Bank account setup
  - i) Needs Signatures and Copies of ID from Bailey.
- c) FCPL Slogan.
  - i) New slogan chosen: *“Supporting our library’s adventures!”*
  - ii) Other ideas: “A friend’s of the library group that has a nice “ring” to it!” (to be used in advertising and media)
- d) FCPL Graphics
  - i) Ideas:
    - (1) Bilbo “I’m on an adventure!”
    - (2) Hobbit looking out the door.
    - (3) Action Item: (Alora, Celine’s sister) to develop graphic for approval at next FCPL meeting.**
- e) Social media campaign for new building.
  - i) Celine to contact Alyssa for more details on the process of campaigning for a new space.
- f) 100<sup>th</sup> Birthday, coming up next year!
  - i) **Action Item: (Celine) Ask for options for getting Kodiak tickets for a doorprize (pack of 4).**
  - ii) Bailey contacted grocery store contacts during the meeting and found an option that will donation sparkling apple juice for the gala.

**4) New Business**

- a) Election of Executive
  - iii. Chair
  - iv. Kalene to fit in as temporary chair, while in transition period.

- b) Gift Card Survivor (November-December 2019)
  - i) Rules:
    - (1) Everybody buys in (\$20) and receives a physical ticket, FCPL for each person purchases a gift card (\$10) through Funscript to get a percentage back.
    - (2) Depending on the amount of people that buy in, draw names over 1-2 weeks.
    - (3) Immunities (buy \$10 for an immunity on top of your immunity or a buy-back in, TBD)
    - (4) Would have to submit for the gambling license, for a specific event.
    - (5) Approach local businesses for gift card donations.
  - ii) **Action Item: (Kalene) Gather a list of business to begin canvassing for donations.**
  - iii) To be called “Camrose Christmas Bonus”.
  
- c) Paint Night (October 2019)
  - i) Artist: Sam Stewart
  - ii) Supplies List:
    - (1) Paints: black, grey, yellow, white, blue, red, orange
    - (2) Canvas (\$3/each from Dollorama)
    - (3) Paint Brushes: Small & Large flat tip, small & large paint tip (Arts Society may donate)
    - (4) Easels (Arts Society may donate)
    - (5) Paint pallets
    - (6) Something to hold water, paper towel
    - (7) Sponges
    - (8) Table covers
    - (9) Hot chocolate bar, apple cider, teabags and snacks
      - (a) Mini marshmallow, cinnamon, whipped cream, coconut whipped cream, shredded coconut, peppermint sprinkles, chocolate syrup, cameral syrup
      - (b) Hot water carafe from the library
  - iii) Date and Time: **October 28, 2019 @ 6-8pm**
  - iv) Ticket Charge: \$35/person, 16+, 20 people maximum

- v) Bailey to contact arts center on donating brushes and easels, also offering opportunities for advertising the classes at the Camrose Arts Society. Brushes need to be cleaned immediately after.
- vi) Family resource center is moving, have a bunch a table covers, we may be able to borrow to cover tables.
- vii) Roles:
  - (1) Supplies: Kalene (\$200 maximum)
  - (2) Advertising: Celine
  - (3) Grocery Store Donations: Lucas
- d) Date of Next Meeting: November 4th @ 7:00pm
  - i) Agenda: AGM Preparation; Camrose Christmas Bonus Launch and Details
- e) AGM Date: November 25<sup>th</sup> @ 7:00pm

**5) Adjournment**

Nov. 4th, 2019  
10am - 4pm

Augustana University  
4901 46 Ave, Camrose

# WHAT WAS LOST

*Reflections from the 60's Scoop*

Come and share in the experience of what was lost when Indigenous children were separated from their families and communities while being displaced around the world.

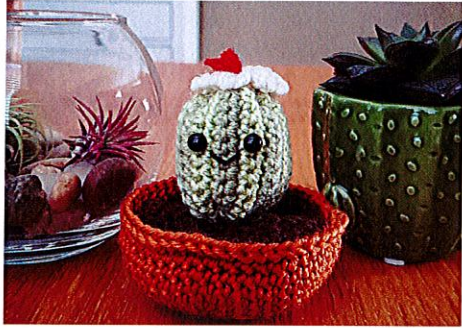


*Alberta*  
Municipal Affairs

**REACH**  
EDMONTON  
Council for Safe Communities



*Presented by the Sixties  
Scoop Indigenous Society of  
Alberta*



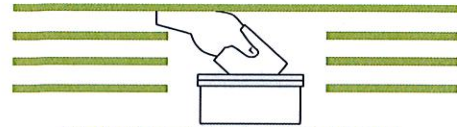
*Upcoming Cuddly Cactus Crochet Project!*



PAY OFF LIBRARY FINES WITH  
FOODBANK DONATIONS

**FOOD FOR  
FINES**

*Food For Fines*



COME AND MEET YOUR FEDERAL ELECTION CANDIDATES

**CANDIDATE  
MIX & MINGLE**

**THURSDAY  
OCTOBER 17  
6:00PM**

*Don't miss our Candidate Mix & Mingle!*

## Upcoming Programs

Shannon and Kelly will both outline more about their upcoming programs in their own reports, as well as some of their recent programs. We've had lots of lecture-style sessions lately that are very informative, and are beginning to offer more crafting opportunities which are drawing lots of attention. On October 23, me and my friend will be running a session on how to crochet a cactus – we're hoping that adult craft opportunities like this will really bring together different generations. The programmers are also hosting a Candidate Mix and Mingle on October 17 – while we only have had three candidates respond to our invitation so far, we are hoping the other parties will be able to participate. And of course, we are happy to be offering "Food for Fines" once again this year.

## The Fellowship of Camrose Public Library

Camrose Public Library's Friends Group, "The Fellowship of Camrose Public Library," is expressing lots of enthusiasm for how to proceed forward with fundraising. They are hoping to do a paint night at the end of October, as well as run a gift card raffle in November.

Unfortunately, the Chair Josie Anton Roberts has had to resign from her position, as she just got a new job that requires her to move away from Camrose. Kalene Gould, who is the treasurer, has stepped in as Interim Chair until someone else can be found to take the role. The Vice Chair position is vacant. The other members of the executive are as follows: Bailey Lassen as Secretary, Aaron Morris as Volunteer Coordinator, and Celine Warawa as Social Media Coordinator. Shannon Stolee is the CPL Staff Liaison, and Renee Greer is our Board Liaison. Thanks again to Renee for taking on this role! Please let me know if you know of anyone that would be interested in joining this group.

## Professional Development

On September 21<sup>st</sup>, I attended a Board Basics Workshop hosted by Public Library Services Branch in Spruce Grove. It was a day full of learning, and helped me to solidify my knowledge of the components encompassed in the Libraries Act and Libraries Regulations. Because of this session, I decided to attend a Red Tape Reduction feedback session at Wainwright Public Library on October 7<sup>th</sup>, and found it interesting to see what elements of the Libraries Act are

being questioned and discussed by other librarians. Public Library Services Branch is gathering information until December 13<sup>th</sup>, and the Government of Alberta will analyse responses after that.

On September 23<sup>rd</sup>, myself and 5 other staff members attended the Parkland Professional Development Day with the theme “Let’s Talk Communication.” We all got a lot of information from the day’s session, especially keynote Kristen Cummings who talked about “Bridging the Gap: Generations at Work”. One major takeaway from her session was to realize that your own version of ‘common sense’ is influenced by the generation you grew up in, and therefore different generations must work above their background and assumptions to reach their common goals. The keynote did another session on “Creating a Culture of Constructive Conflict” which was extremely valuable – my favourite takeaway from this session was to remember that your perception of someone’s actions are usually not the same as their intention.

### Budget Presentation to City

We will be submitting our proposed budget to both the City and the County on October 18<sup>th</sup>, with a chance to present our budget to the City on October 21<sup>st</sup>. Thank you so much to everyone who was able to attend the Budget Meeting on October 8<sup>th</sup>!

### 100<sup>th</sup> Birthday Planning

Myself and the programmers have been distributing invitations for our Centennial Celebration on November 19, 2019 throughout the community, and have been working hard to think of what other names to add to our invite list. Any tips or recommendations from the board are greatly appreciated!

We have confirmed Anjah Howard as our keynote speaker, and MLA Jackie Lovely, Director of Parkland Ron Sheppard, Mayor Mayer, and Reeve Don Gregorwich have all confirmed that they will provide a brief message from their organizations. I’m fairly confident someone from Public Library Services Branch from the Government of Alberta will also say a few words. It all seems to be coming together!

# ADULT PROGRAMMER BOARD REPORT OCTOBER 2019

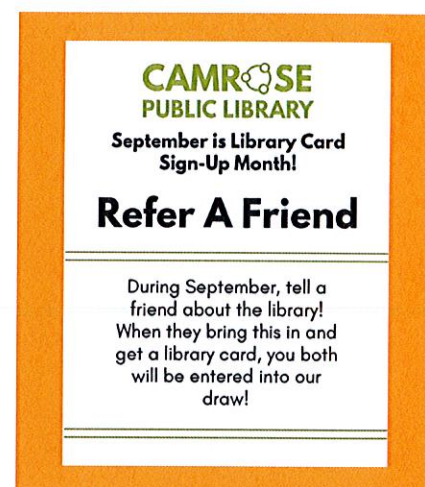
## Special Events:

**Seniors Week:** To celebrate Seniors Week, we hosted several programs to engage seniors. A ukulele concert, free cookies courtesy of Seasons Retirement Community, and the chance to do some crafting.

**Author Reading:** They had a large turnout for Jeannette Byron Stone reading from her novel Please Write.

**Diabetes: The Basics:** We have had a very successful partnership with Alberta Health Services and hosting their diabetes workshops. We will partner again in the spring with another program on emotional eating.

**Other programs:** Alzheimer Myths, One ERead Canada, FASD Day 2019, and a "how to talk to your kids about sex" session.



## Upcoming Events:

**God and Black Gold:** UofA Chester Ronning lecture by Dr. Darren Dochuk from the University of Notre Dame

**We Need to Talk. Period. :** A reproductive health talk.

### **UofA Augustana Lecture Series:**

Sexuality as the culture defines it : acquaintance rape in young adult fiction - November 7  
Canada and the world - November 28

One of these days I'm going to shine again: broken hearts and better promises in popular music - December 5

**NaNoWriMo:** National Novel Writing Month for all of November

**Centennial Celebration:** November 19

**Minimalist Christmas:** How to keep it simple. November 26

**Letter Writing Week:** Like last year, Kelly and I will put a week of letter writing together. The library will support Amnesty International and We Need More Love Letters writing campaigns and create opportunities for people to put pen to paper for someone they care about.



## Ongoing Programs:

**Adult Craft Night:** While we have been offering daytime craft programs, it had been a while since we offered one in the evening. By allowing people to register online via Eventbrite, it gives them the chance to register right away, instead of waiting to call the library when it is open. It's been wildly successful, we added in a second session for September. October filled up within the first week as well. Leather key chains, fairy lanterns, felt flower signs and embroidered Christmas ornaments are the fall lineup!

**TED Talk Lunch Break:** In order to catch more people who work during the day and have commitments in the evening, we are trying out a lunchtime program. Come and listen to a TED Talk and have a chance for discussion afterwards.

**Other ongoing programs:** Card making, Spanish speaking circle, French speaking circle, Meditation, Yarns, Got ukulele?, MS Social and Book lovers discussion groups are all going strong.

## And More:

**Community Connection:** I have represented the library by being part of Camrose Interagency, Social Development Committee and Camrose Seniors Coalition. I hosted tables at Community Registration Night and the Camrose Seniors Expo and partook in the Alberta Council for Global Cooperation round table.

**Alberta Library Conference (ALC):** I am part of the ALC planning committee and am in charge of creating publications for another year.

**Professional Development:** I attended the annual Parkland Professional Development conference PAGES workshop and look forward to attending the Bethany Group's Faith and Aging Conference in November. **Thank you to the board for encouraging and supporting staff professional development!** It is rewarding to be able to bring back new and exciting ideas to the library.

**PAGES workshop:** This professional development workshop is held every two years and coordinated by several Edmonton-area library systems. The theme this year was Reading Under Surveillance. We spent the day learning about how libraries are caught in a difficult position of being able to track data but have limits on ethically doing so. Topics ranged from how publishers and booksellers track data (and the issues this presents for libraries) to prison libraries and the surveillance that occurs in our prison system. The biggest takeaway I had was that data collection is the new normal in our society. If as patrons we know that data is being collected and why, the issue becomes less murky and a knowledgeable choice can be made.

**Dementia Grant:** I spent many hours over the summer compiling a grant for dementia support services that was offered through Alberta Health Services. The grant had come across my desk because of my previous elder abuse work. The application was accepted and we will receive funding for dementia-friendly library materials and funds to support caregivers and different agencies in Camrose. It opens up possibilities for exciting new programs we can offer. The grant also will cover the cost of the inter-generational programmer next summer.

*The only thing you absolutely have to know is the  
location of the library.  
-Albert Einstein*

**October 2019  
Board Report  
Kelly Higgins**

Stats:

**242**

Approx. number of programs run by Kelly in the last year.

**2141**

Approx. number of people who attended the following programs in the last year

**100**

Number of Tech. one-on-one appointments offered to patrons in the last year

**1601**

Current number of new Easy/Juv/YA/GN materials ordered as of October 2019



## Special Events:

**Tech Tutor with Tyler:** Tyler Osborne joined us once again for a 4 day lunchtime workshop teaching the amazing features available through Google Drive. We had a great group of 6-10 people who came every day and the laid back learning atmosphere gave everyone a chance to share ideas and learn something new! Tyler returns again for 2 days in November and I would highly recommend attending his programs!

**Augustana Camrose Community Fair:** The library had a booth at the Augustana Community fair that I was lucky enough to go and work at for the afternoon. We had such a great response from students and staff who wanted to know about library programs and services, spin our wheel of prizes, and sign up for library memberships. We created 42 new memberships within 4 hours!

**PAGES Workshop:** On October 4th, I attended the Pages Workshop in Edmonton. A wonderful opportunity to network with other library employees, learn about relevant library topics (the theme this year was privacy and security in the library), and share ideas!

## Upcoming Events:

**Oculus Rift:** PRL's ever popular Oculus rift will be at the Library from October 15-25! Various dates and times will give patrons the chance to try out the virtual reality headset and enter the world of 3D! If you haven't already, stop by and try it out!

**Period Products:** We are excited to soon be providing menstrual hygiene products in our women's bathrooms to those who need them! Providing menstrual hygiene products in public spaces helps eliminate the stigma around periods and helps to end period poverty. Shannon and I have ordered products through Aunt Flo, a company that specializes in providing menstrual hygiene products to public places and we hope to see them arrive soon! As well, Shannon and I have put together a proposal for ALC on this topic and hope to hear back soon as to whether we were accepted!

**Letter Writing Week:** Shannon and I plan on running Letter Writing Week for the second year this December. A chance to slow down, meet new people, and write some letters. We will be participating in Amnesty International's letter writing campaign as well as giving people the opportunities to write letters to whomever they choose in a cosy and welcoming atmosphere.

## Ongoing Programs:

**Tech. Tutor Classes:** Our weekly Thursday morning technology classes have started up again for the fall sessions. So far we have explored topics on internet safety, shopping online, and telling fact from fiction. In October we'll look at navigating the library websites and catalogues, as well as the e-resources that patrons have access to.

**One-on-One Tech. Help:** Tech. help continues to be very popular with patrons. 4-5 appointments are allotted each week, and often there drop-ins as well. Over the past year over 100 hours of tech. help have been put in for community members!

**The Plot Matures:** Our 20-something Book Club continued throughout the summer at the library and we had our first meeting of the Fall at our exciting new location, FIKA Coffeehouse! It's been a really great opportunity to reach out to community members and find a welcoming space that we can use for our meetings. In addition to meeting once a month, the Book Club now has an official monthly newsletter full of good stuff!

**Open Book Society:** Our trusty troupe of middle schoolers loved having an opportunity to sip tea out of our finest china and chat about books last year and the society is back in swing this fall with book chats, snacks, and practicing sipping tea with our pinkies out!

## Ongoing Programs:

**Post-it-Note Book Club:** Our newest book club kicked off in November with the hope that we could reach patrons who want to be part of a book club but can't necessarily commit to a monthly meeting. This club is open to everyone, all they have to do is read the book, fill out a post-it note with their thoughts, and stick it to our wall! Easy! We have hopes that this club may also be a way to connect our outreach patrons to library program.

**Dungeons and Dragons Club:** D+D ran throughout the summer thanks to the summer students and volunteers, and we are happy to have volunteer, Brian Topping, DMing for us this fall! We have a great group of teens participating weekly in campaigns, hanging out with each other, eating chips, and nerding out!

**3D Printing:** Our Makerbot 3D printer continues to chug along providing patrons with all the 3D prints their hearts desire. We have had a continuous flow of requests throughout the summer and fall and lots of people coming in to get tutorials and see the printer in action!

**Something Cool after School:** Our after school programs are back in full swing and continue to have a large group of kids stick around after Snacks in the Stacks to play board games, do crafts, play Lego, and hang out.

## 2019 CELA REPORT

By: Feena Gabert

A Great year in the CELA department as we have seen an increase in the use of CELA Interlibrary loans.

What does that mean?

Camrose receives DAISY discs two different ways.

### 1. DAISY ALLOTMENTS

The daisy Allotments are the Discs we receive twice a year, they are added to the catalog and can be shared with other libraries in PRL but are otherwise housed here at Camrose Public Library. They are put on the CELA shelves in the library. I can choose the genres and age groups, but in general they send random titles.

### 2. CELA INTERLIBRARY LOANS

CELA Interlibrary Loans are specific titles that we can order in for patrons, if we don't otherwise have them within PRL. We use the CELA website catalog and request them, and they are returned to CELA when they are done.

Some of our Outreach patrons are using this service as well.

This is a great tool, as most CELA patrons are registered with CELA and receive DAISY's through the mail from them, but those are random discs. This Interlibrary loan services allows the patrons to access their favorite authors and books.

At the beginning of the year, CELA updated/changed their website. It was a lot more intensive and longer transition then they had anticipated, and are still correcting and fixing a few bugs in the new catalog. There are many changes, one of them being a more efficient way to download from "BOOKSHARE" which is an American website that has hundreds of thousands Audio books. This service is only for downloading directly to your devices.

CELA also sends out a monthly newsletter to all member libraries with updates and new information. They are very good to have new and updated books. One thing I have noticed is that they are very keen on getting Canadian content - for example, having the finalists for the Governor General award and the Giller Award ready for patrons.

I have been asked a couple of times last year to visit the V.I.P. group (Camrose CNIB group), to share what our library offers for Print Disabilities, and describe our partnership with CELA.

We have a nice collection of Easy books in Braille for children. (a shelf)

I would like to see in the future acquiring some adult, YA and Junior books. I recently have been ordering braille books regularly for a patron from CELA.

Note from Robyn: Feena was telling me that the new website has resulted in limited statistics being accessible at the moment. She will send the CELA usage statistics as soon as that information is available on the website again.

# Conditions for the Use of Areas of the Library Not Normally Used for Public Services

As an expression of its mission to connect people with information, ideas, and experiences, the Camrose Public Library provides meeting rooms in the Library. These rooms may be used by members of the community for the presentation and exchange of information and opinions. The Library makes these rooms available on equal terms to all persons and groups, regardless of opinion or affiliation. By making a meeting room available as a forum, the Library does not sponsor or endorse the views of any group using the room.

The decision to make space available is in accordance with all other library policies and space availability. **In the interest of allowing any potential groups to have fair access to these spaces, room bookings can only be made 3 months in advance of the requested date. In addition, bookings can only be made for times when the library is open to the public. Regardless of who uses this room, the expectation is that the group using it cleans up after themselves and leaves the space exactly as they found it. This includes putting away tables and chairs, and cleaning any dishes they may have used.**

Fees for use of the meeting rooms are as set out in Schedule A of the Camrose Public Library Bylaws.



## (Within the Personnel Policy)

### Terminations

#### Termination for Just Cause

Termination for "just cause" may include, but shall not be limited to, conduct or any act of an employee prejudicial or injurious to the library, its interests, its reputation or its operation. Such causes may include:

- Serious criminal code violation such as drug abuse,
- Serious infraction of the FOIPP Regulations.
- Unreliability and/or dishonesty.
- Mistreatment of library patrons or fellow employee,
- Poor job performance or work habits,
- Inappropriate or unapproved use of library funds,
- Unexplained absences.

An employee dismissed for "just cause" will forfeit any special privileges or benefits and will only receive wages and vacation pay due by Employment Standards.

An employee may be dismissed for just cause without notice or pay in lieu of notice. An employee should be advised in writing of all reasons for dismissal.

An employee must receive all monies owing at the time of dismissal. An employee must receive a completed Record of Employment.

[...]

### Continuing Education and Professional Development

### Personal Appearance

Dress, grooming, and personal cleanliness [etc...]

### Responsible Use of Funds

**Commented [RG1]:** I suggest that we remove this heading, as there is no other information along with it within the Personnel Policy. Information about Professional Development is now encompassed in a separate policy.

Any staff member that holds a Camrose Public Library credit card must only use said card for the designated purpose within their role. For any purchases that branch outside the realm of their designated role, and/or for any purchases above \$500, said staff member must gain the Director's approval before making said purchase.

Commented [RG2]: I propose we add in this sub-category

# Camrose Public Library Bylaws

## Bylaws

The Camrose Public Library Board enacts the following by-laws pursuant to The Libraries Act, R.S.A. 2000, Chapter L-11, Section 36.

### 1.0 Definition

1.1 For the purposes of this bylaw the expression:

1. "Act" refers to The Libraries Act, R.S.A. 2000, Chapter L-11 and amendments thereto.
2. "Board" refers to the Camrose Public Library Board.
3. "Borrower" refers to the person to whom a Library borrower card has been issued.
4. "CPL" refers to the Camrose Public Library.
5. "Director" refers to the person charged by the Board with the operation of CPL.
6. "Library Materials" has the widest possible meaning and encompasses- regardless of format- items that are held in the collection of the Camrose Public Library or borrowed by the Camrose Public Library. This includes books, periodicals, audio, video, or projected media, paintings, drawings, photographs, micromaterials, toys, games, kits, and electronic databases.
7. "Library Resources" includes time, services, space, furniture, information, programs, equipment, and library materials designated for public use.
8. "Hours of Operation" means the hours as set from time to time by the Board, that the Library is open to members of the public for the purpose of using or borrowing library materials.
9. "Loan Period" means the period of time that a member may borrow Library resources for and includes any renewal of an original loan period.
10. "PRL" means the Parkland Regional Library
11. "TAL" means The Alberta Library

1.2 For the purposes of this bylaw:

1. Words imparting male persons include all persons.
2. Words in the singular include the plural and words in the plural include the singular.
3. Where a word is defined, other parts of speech and tenses of that word have corresponding meanings.
4. Where the time limit for doing anything falls on a day when the library is closed to the public, the time shall be deemed to be extended to the first day thereafter on which the library is open to the public.
5. The Board, may, from time to time, change the specifics set out in the accompanying Schedules.

## **2.0 Use of Library Resources on the Library Premises**

2.1.1 Any member of the general public can use any library resource on library premises.

## **3.0 Library Facility**

3.1 The portion of any building used for public library purposes is open to any member of the public free of charge during the public hours of opening as set out by the CPL Board in library policies.

3.2 The Library's program room is available for use by groups in accordance with the terms and conditions outlined in Schedule A.

3.3 Every person using the Library building shall conduct himself so as to not disturb other Library users or damage any property.

Any staff member may ask any patron contravening this section to leave the premises. If any patron is asked and refuses to leave, the police may be contacted.

## **4.0 Borrower's Card**

4.1 Any person may, in accordance with *subsection 4.2*, apply for a borrower's card from the Library.

4.2 An application for a borrower's card must be:

a) In a form determined by the Director

b) If the applicant is less than 14 years old, a parent or guardian (guarantor) of the applicant must be in attendance or give written permission.

c) Accompanied by the fee set out in *Schedule B*

4.3 A staff member may issue a borrower's card to a person who has satisfied the requirements set out in *subsection 4.2*

4.4 A borrower's card is valid for one year from the date of issue and may be renewed on payment of the applicable fee set out in *Schedule B*. Fore residents of the City of Camrose, whose library cards are free of charge, said cards can be renewed for an indefinite length of time.

4.5 Despite *subsection 4.3*, a borrower's card belongs to the Library and must be immediately returned to the Library if the holder of a borrower's card is requested to do so by the Director pursuant to *Section 7.3*

## **5.0 Responsibilities of a Borrower**

5.1 A borrower card may only be used by the person to whom it is issued.

5.2 A borrower or guarantor shall be responsible for all library materials borrowed with the card; therefore, it is important that the borrower inform the Library if their card is lost or stolen.

5.3 A borrower or guarantor shall notify the Library of any change of address and/or telephone number.

5.4 A borrower or guarantor should return any Library item to the Library on or before the due date as provided in *Schedule C*.

## **6.0 Loan of Materials**

6.1 In accordance with The Libraries Act, Section 36(3), there shall be no charge for the use of the following library resources:

- a) Library resources used on the premises of the Library,
- b) Library resources loaned to a borrower, and
- c) Library resources acquired from other sources at the discretion of the Board.

6.2 For inter-library loan materials, when a lending library levies a charge for the loan or photocopy of materials, the requesting borrower may be asked to bear this charge.

6.3 Loan Periods are set by Parkland Regional Library

6.4 Library materials may be reserved in accordance with policy established by Parkland Regional Library.

6.5 Library materials may be renewed in accordance with policy established by Parkland Regional Library.

## **7.0 Penalty Provisions**

7.1 The charges for late return of materials are set out in Schedule D.

7.2 The charges for damaged or lost materials are as set out in Schedule D.

7.3 A borrower card may be suspended or revoked by Library staff if the borrower:

- a) fails to conduct himself in a manner so as not to disturb other Library customers,
- b) fails to comply with the conditions set out in *section 4*,
- c) fails to pay overdue fines within a time specified by the Director,
- d) fails to pay an amount assessed by the Director for the loss or damage of a library resource within the time specified by the Director, or
- e) exceeds the maximum allowable fine limit as set by Parkland Regional Library.

7.4 A person who has had their borrower card revoked pursuant to *subsection 7.3* may, within 30 days of such revocation, appeal to the Board in writing, setting out the grounds of the appeal.

7.5 The decision of the Board under *subsection 7.4* is final

7.6 In cases of serious dereliction, the Board may prosecute an offence under The Libraries Act, Section 41. Such an offence is punishable under The Libraries Act, Section 41. The range of penalties applying on conviction for such an offence is set out in *Schedule D*.

7.7 Any charge or penalty imposed pursuant to an offence under The Libraries Act inures to the benefit of CPL in accordance with The Libraries Act, Section 42.

## **8.0 Freedom of Information and Protection of Privacy (FOIP) Bylaw**

8.1 The purpose of this bylaw is to establish the administrative structure of the Camrose Public Library in relation to the freedom of Information and Protection of Privacy Act and to set fees thereunder.

8.2 The Director of Library Services shall be responsible and accountable for all decisions taken under the Freedom of Information and Protection of Privacy Act.

8.3 Where an Applicant is required to pay a fee for services, the fee payable is in accordance with the Freedom of Information and Protection of Privacy Regulation, AR 200195, as amended from time to time or any successor Regulation that sets fees for requests for information from the Policy.

This bylaw replaces the previous CPL Bylaws.

Read a first time November 15, 2016

Read a second time November 15, 2016 with *unanimous consent*

Read a third time and adopted this *15 day of November, A.D. 2016*

**Approved:** May 5, 1994, **Amended:** Oct. 24, 1995, Sept. 16, 2003, Feb. 21, 2006, April 21, 2010, May 21, 2013, June 17, 2014, January 2015, November 15, 2016, April 16, 2019

Revision/Review Date: January 2019

Approval Signature: Elizabeth Luck

*Original Signed by Camrose Public Library Board Chair*

**Schedules A to D are part of the Bylaws of the Camrose Public Library**

Schedule A: Room Rental Fees

Schedule B: Annual Borrower Card Fees

Schedule C: Loan Periods for Library Materials

Schedule D: Penalty Provisions

**Schedule A: Room Rental Fees**

Room rental fees are as follows:

One half meeting room: \$10 per hour

Full meeting room: \$20 per hour

**Schedule B: Annual Borrower Card Fees**

1. Residents of the
  - a) City of Camrose:
    1. Memberships are free. Reviewed annually.
  - b) Camrose County:
    1. Adult - \$12.00
    2. Youth - Free
    3. Institution - \$35.00
    4. Family - \$12.00 (Multiple Cards Issuable)
- 2.
3. At any time, the municipalities may cover the cost of library cards, making them free to those who reside in that municipality.

4. Residents of a municipality that is a member of Parkland Regional Library System will be charged for and issued a borrower card for their home library. The home library is determined by the geographic location where property taxes are paid.
5. Residents of a municipality that is not a member of Parkland Regional Library System will be charged \$30.00 per household.
6. The Alberta Library (TAL) Card Holders:  
Individuals who present valid TAL cards from their home library are eligible to have a CPL barcode attached to their home library card and borrow CPL materials as per the TAL regulations. There will be no charge or fee for this service.
7. ME Card:  
The ME card allows patrons to use their local card at other public libraries across Alberta to borrow their materials. Adults ages 18 and over in good standing may complete a web form to create accounts with other libraries. They must follow the rules of the lending library. ME materials may be returned to any library in Alberta.

**Schedule C: Loan Periods for Library Materials**

Books	3 weeks
Magazines	3 weeks
Newspapers	Non-circulating
Audio books	3 weeks
Audio CDs	3 weeks
DVDs	3 weeks
Realia	Various
Micro-film	Non-circulating
Inter-library loan materials	As specified by lending Library

Library materials borrowed from any other library whether within the Parkland Regional Library system, TAL, or ME are set to the owning library's borrowing period and may be different than what Camrose Public Library's borrowing periods are. Patrons are responsible for knowing when their library items are due regardless of which library the item is from and Camrose Public Library will make every effort to communicate various loan periods to patrons.

**Schedule D: Penalty Provisions**



1. Late return charges per item

- a) For all materials, the late return charge will be \$.25 per item per day to a limit set by Parkland Regional Library.
- b) Grace of one business day will be allowed for all materials before late charges commence. No charges will accumulate on any day the Library is closed.
- c) An item is considered “returned” when it is checked in by Library staff. Items left in the “After Hours Return Box” will be checked in by staff on the next business day.

1. Charges for damaged or lost resources:

- a) For Library materials lost or damaged beyond repair, borrowers will pay the publisher’s list price on the item. Where publisher’s list price is not available, it will be assumed to be as follows:

Hardcover books	\$30.00
Trade paperback	\$20.00
Mass market paperback	\$10.00
Periodicals	\$8.00
CDs	\$20.00
Books on CD	\$30.00
DVDs or Blu-Rays	\$20.00

- b) For resources other than materials listed above, borrowers will pay replacement cost for loss or damage.
- c) Patron accounts will be suspended if late, lost, or damaged resources reach a value set by Parkland Regional Library.