

**Present:**

**Absent:**

**1. Approval of Agenda**

**2. Board Feedback**

a.

**3. Consent Agenda**

a. Approval of Minutes of March 19, 2019 meeting

b. Items for Information

i. Correspondence

- Updated sign out front photograph
- Thank-you letter to Malcolm Boyd
- Correspondence with Paul King
- Letter to Camrose County from Taillieu
- Letter to Sandra Taillieu

ii. Other

- “Freshly Minted” article on librarianship.ca

c. Reports

i. Librarian’s Report

ii. Adult Programmer Report

iii. Kelly, Technology Programmer Report

iv. Nicole’s Program Report

v. Monthly Stats March 2019

**4. Items for Decision**

a. Policy addition:

i. Orientation of Board and Staff Policy

b. Policy revisions:

i. Camrose Public Library Bylaws

ii. Hours of Use Policy

**5. Items for Discussion**

a.

**6. Adjournment**

Next regular Board meeting: **May 21, 2019 at 5:00 PM**

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

**Absent (with Notice):** Susanna Bruneau

1. **Approval of Agenda Motion 18/19 M/S/C** Moved by T. Miller, Seconded by A. Hoveland. Passed.
2. **Board Feedback**
  - a. Elizabeth Luck
    - i. The new catalogue and Polaris Library System launched on March 14<sup>th</sup>, and is all up and running.
3. **Consent Agenda Motion 19/19 M/S/C** K. Larocque/R. Greer. Passed.
  - a. Approval of Minutes of February 17, 2019 meeting
  - b. Items for Information
    - i. Correspondence
    - ii. Other
      - PRL Board Talk February 21, 2019
      - Fellowship of the Camrose Public Library Board Meeting Minutes
      - PLSB 2019 Symposium Summary
  - c. Reports
    - i. Librarian's Report
    - ii. Program Report
    - iii. Program Overview to February 28, 2019
    - iv. Statistics
4. **Items for Decision**
  - a. Ex-officio Board Member to participate in the Fellowship of Camrose Public Library – Renee Greer volunteered to act as our representative on the Fellowship of Camrose Public Library executive. **Motion 20/19 M/S/C** A. Hoveland/K. Larocque. Passed.
5. **Items for Discussion**
  - a. Postponing Staff PD Session – R. Gray will wait until the summer to try and initiate a PD Session, due to lack of initial availability from staff.
  - b. Staff Feedback on Director for Probation – E. Luck inquired whether we should continue to do performance review via a Personnel Committee or whether we should consider staff feedback for the initial, probationary performance review. Decided to continue with a Personnel Committee as historically done.

**6. Adjournment 5:25 PM**

Next regular Board meeting: **April 16, 2019 at 5:00 PM**



**CAMROSE  
PUBLIC LIBRARY**

March 22, 2019

City of Camrose  
5204 – 50 Avenue  
Camrose AB T4V 0S8

Dear Mr. Boyd,

On behalf of the Board and Staff of the Camrose Public Library, I would like to sincerely thank you for changing the Camrose Public Library's sign! We really appreciate your support of the sign's wording so that it is inclusive of not only patrons within the City of Camrose, but for Camrose County as well.

We are so grateful for all of the ways that the City of Camrose supports Camrose Public Library, through financial contributions to the library, building maintenance, and partnerships to promote civic engagement. Thank you so much to the City of Camrose for covering the expense of changing the sign so that it still has the beautiful graphics and colours of the City, while also having a wording that is inclusive beyond the City of Camrose borders.

Camrose Public Library is happy to continue to play an important and influential role for all citizens of the City of Camrose as well as Camrose County, and beyond!

Again, thank you. Please do not hesitate to contact me in advance of any future building upgrades so we can work together to find solutions that will benefit both our library patrons and our community.

Sincerely,



Robyn Gray  
Director

cc: Camrose Public Library Board

**From:** Paul King  
**Sent:** Tuesday, March 26, 2019 1:46 PM  
**To:** Robyn Gray  
**Subject:** Re: Correspondence Request regarding library patron

Robyn, attached is a copy of the letter that was sent to Council

*Paul King* P. Ag.  
CAO  
Camrose County  
[pking@county.camrose.ab.ca](mailto:pking@county.camrose.ab.ca)  
t. [780-672-4446](tel:780-672-4446)  
c. [780-878-1282](tel:780-878-1282)  
Skype/DID [587-769-0388](tel:587-769-0388)



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**From:** Robyn Gray <[rgray@prl.ab.ca](mailto:rgray@prl.ab.ca)>  
**Sent:** March 26, 2019 12:59 PM  
**To:** Paul King  
**Cc:** Cindy Trautman; Trevor Miller; Elizabeth Luck  
**Subject:** RE: Correspondence Request regarding library patron

Good Afternoon Paul,

I was just speaking with Trevor, and he mentioned the piece of correspondence that was received by Camrose County Council regarding a piece of artwork at Camrose Public Library. Since it sounds like this correspondence has now been discussed in an open public meeting of Council, I wanted to offer once again to reach out to the author of this correspondence. If you are able to release this correspondence to me, we would be happy to write a response to them on behalf of the library.

Thank you for your time,

**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.*

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**From:** Paul King <[pking@county.camrose.ab.ca](mailto:pking@county.camrose.ab.ca)>  
**Sent:** Monday, February 11, 2019 9:22:50 AM  
**To:** Robyn Gray  
**Cc:** Cindy Trautman; Trevor Miller  
**Subject:** Re: Correspondence Request regarding library patron

Good Morning Robyn, I am in your receipt of your request for a copy of correspondence that was addressed to Camrose County Council, unfortunately as this correspondence has not been discussed in an open public meeting of Council, and I have not been grant authorization by the author to release, I will not be able to release it to you. Should Council make a decision regarding its contents and discuss it publicly at a future Council meeting I will then ensure you receive a copy.

*Paul King* P. Ag.  
CAO  
Camrose County  
[pking@county.camrose.ab.ca](mailto:pking@county.camrose.ab.ca)  
t. [780-672-4446](tel:780-672-4446)  
c. [780-878-1282](tel:780-878-1282)  
Skype/DID [587-769-0388](tel:587-769-0388)



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**From:** Robyn Gray <[rgray@prl.ab.ca](mailto:rgray@prl.ab.ca)>  
**Sent:** February 8, 2019 3:45 PM  
**To:** Paul King  
**Subject:** Correspondence Request regarding library patron

Good Afternoon,

Attached, please find a letter I have written regarding concerns brought forward by Sandra Taillieu. If you have any questions, please don't hesitate to contact me. I look forward to receiving your response.



Thank you,

**Robyn Gray, MLIS**

Director, Camrose Public Library

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

*We wish to acknowledge that Camrose Public Library is on Treaty 6 territory.*

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December 8, 2018

Camrose County  
3755 - 43 Avenue  
Camrose, Alberta  
T4V 3S8

Dear Camrose County Council:

My gratitude to Mr. Trevor Miller for forwarding my letter of concern to the Camrose Library Board and to Ms. Cindy Trautman for forwarding this follow up letter to you.

Attached please find a copy of my original communication to the Camrose Library Board and the reply I received from Board Chair, Ms. Elizabeth Luck.

The reply disregards my concern and informs me that this so-called art display (which disrespects the image of the Sacred Heart of Jesus) will be featured in the library as a permanent exhibit.

To display a sacrilege in our library is unthinkable. All religions should be respected in the public places which serve our community. Art or displays that degrade sacred images, religious symbols or artifacts are not appropriate.

The library is to be a place that provides equitable access for all citizens to a variety of books and learning resources. We surely want this public space and the displays within it to demonstrate the highest level of respect.

Should Camrose County tax dollars be used to support the Camrose Library if the Camrose Library Board and staff insist on disrespecting what is sacred to a group of people in our community?

Ratepayers would be better served by dividing these funds between our small rural libraries instead.

Thank you very much for your time. And Merry Christmas!

Sincerely,

*Sandra Taillieu*

Sandra Taillieu  
Rural Route 2  
New Norway, AB T0B 3L0  
780-855-3838

March 29, 2019

Hello Sandra,

First of all, I would like to introduce myself. My name is Robyn Gray, and I am the new Director of Camrose Public Library. I am aware of your initial letter of complaint to Camrose Public Library, have seen our Board Chair Ms. Elizabeth Luck's response, and on March 26, 2019 received your letter to the Camrose County Council written on December 8, 2018. Camrose County Council expressed the wish that I reach out to you regarding your concerns.

Thank you for bringing forward your objection about one of the posters by artist Daniel Arzola. I would like to reaffirm what Ms. Luck sent in our first letter to you. I am sorry to hear that you feel our initial response disregarded your concerns; as an organization that upholds the right of everyone to have a voice, that was not our intention. As Ms. Luck stated, Camrose Public Library Board has carefully considered the library's collection development through its Acquisition Policy, which states the library's responsibility to meet the needs of our community, and that not all materials will be suitable to every patron. You can read the full text here: <http://cpl.prl.ab.ca/about-us/policies/selection-acquisition-and-disposition-of-materials>

Camrose Public Library's current Plan of Service supports lifelong learning, including access to all forms of knowledge, as well as teaching visitors to think critically and to recognize bias. We developed this plan of service based on community needs assessments as well as the CFLA's Statement on Intellectual Freedom. To see our Plan of Service and learn more, please visit <http://cpl.prl.ab.ca/about-us/guiding-principles>.

As you wrote so aptly in your letter, "the library is a place that provides equitable access for all citizens to a variety of books and learning resources". According to the CFLA's Statement on Intellectual Freedom:

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive

**CONNECT. CREATE. CAPTIVATE.**

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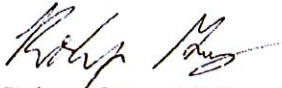
content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

<http://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/>

If we enacted a policy of considering library materials based on "the dignity of sacred images, symbols of faith and spiritual artifacts from all religions in our community" we would be unable to have library materials that relate to any religion. This would eliminate a large chunk of our collection, both fiction and non-fiction, as well as some of our seasonal programming and displays. This would also impose limits on the space we allow community organizations to use; special interest groups could no longer rent our meeting rooms to share their ideas and opinions with peers and others who are interested in learning about another culture or religion. We cannot impose these limitations within the library and want to continue offering relevant services for all individuals in our community, as well as space for different voices to be heard; therefore, we will not be removing Daniel Arzola's artwork from our collection and it will remain on the library wall.

Camrose County tax dollars allow Camrose Public Library to provide vital services to an average of almost 10,000 patrons every month. Camrose Public Library is a place for vulnerable people to come in from the cold; we provide snacks for children and adults who may be living with food insecurity; we provide a source of free internet for those who may not have access at their homes; and we provide meeting spaces for any community group, free from discretion. We host story-times for toddlers, resume workshops for young professionals, technology classes for seniors, and we supply outlets for creative expression. For some, this is the only space in the community that welcomes them and sees them as a valued member of society. We provide resources and opportunities for people to learn, discover, and connect, and are happy to continue doing so for everyone in the City of Camrose as well as Camrose County.

Sincerely,



Robyn Gray, MLIS  
Director

cc. Camrose Public Library Board

**CONNECT. CREATE. CAPTIVATE.**

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## Freshly Minted: Robyn Gray

April 8, 2019

Director, Camrose Public Library

### Who are you and what do you do?

My name is Robyn Gray, and I am the Director of Camrose Public Library.

Camrose is a small but mighty city in Alberta, with about 27,200 citizens between the City of Camrose and Camrose County. A few of my tasks are to work with the Library Board to ensure our space meets the needs of citizens, develop positive working relationships with community groups and other public libraries, and manage our 25 staff. In addition to offering programs, resources, and services right at the library, we are always looking at ways to do new outreach and collaborations in the community.

### What was it that initially drove you to librarianship?

I have always loved libraries, but never thought about it as a career path until the semester of my Bachelor of Arts degree.

I was trying to think of possible next steps, like a Master's in English or maybe Law School...but when I realized I could be a librarian, I instantly knew it was the perfect degree for me and I have never looked back. I wanted a career where I would be constantly learning and growing, and librarianship offers that variety of experience and endless possibilities.

### **Where did you complete your MLIS?**

Dalhousie University, in Halifax. I loved my experience there!

### **When did you start your first professional librarian position?**

I started at Northern Lights Library System in May of 2016 as a Public Services Consultant. I knew I was willing to move anywhere in Canada to begin getting experience as a librarian, so I happily moved to Elk Point, Alberta for the job!

### **How long did the job search take and how did you prepare yourself for it?**

I started applying for jobs extremely early; in November of my last year of school I had already started sending out applications across Canada! But I didn't get any interviews until March 2016.

When Northern Lights Library System asked me to deliver a presentation as part of the interview, I prepared a 'handout' to send ahead of time, guided them through a PowerPoint presentation, and I had spent a great deal of time perusing their website and social media before the interview. This showed them that I was willing to go the extra mile to get the job, and in the end I was able to start right after I graduated.

### **How did you do your job search? What were some of the things that worked and didn't? What was the greatest challenge?**

I monitored job sites regularly, such as the University of Toronto Faculty of Information Jobsite, the Jerome listserv, the Foothills Library Association jobsite, and the Partnership Job Board. I had a lot of generous mentors who agreed to read over my cover letter, resume, and curriculum vitae, and I soaked up any advice I could from them. I customized every cover letter and would also make alterations to the resume depending on which job I was applying for.

The biggest challenge was probably deciding when I shouldn't apply for particular jobs. I wanted to apply for anything and everything, but applying to too many things meant that the quality of each cover letter would suffer as I didn't have the time to customize each one. Sometimes you have to be honest with yourself and realize that certain jobs aren't worth your time based on your knowledge of your own priorities.

**Is your work as a professional what you expected and prepared yourself for while you were in the MLIS program? Otherwise, what would you have done differently if you knew?**

I'm very grateful that I took a management course in my MLIS program (it was required) as my job now is a full-on manager! I don't think I had expected that at all during my MLIS, but I also had kept an open mind throughout the degree. I'm grateful that I took a wide variety of courses during my MLIS (including law librarianship and information literacy) as I can bring a wide background of information into everything that I do.

I don't think I would do anything differently; no matter what job you take on, you will need to learn new things regardless of what you learned in school. I also took on a wide variety of part-time jobs and volunteer roles while at school, and that played a huge part in rounding out my experience that I could speak to in job interviews.

**How do you stay current in your field?**

I'm always staying aware of new trends by following a variety of libraries on social media and staying in touch with other library professionals within my region. I love to hear about all sorts of ideas, and then I can establish whether they are ideas we could apply here in Camrose!

**What do you think is the most important aspect of being an information professional today?**

Adaptability (to new technologies, new duties on the job, and potential changes in circumstances), the ability to educate others about the dangers of Fake News, and the willingness to embrace that libraries have changed so much since their initial inception. A library can be so much more than a warehouse for books, and there are so many ways you can let others in your community know that!

**Any advice for the many MLIS students who will be soon graduating and looking for their first professional position?**

Don't be afraid to network. Kindly ask professionals to meet for coffee and share their knowledge with you. Some connections won't go beyond an initial discussion, but others may turn into lifelong friendships. Don't network with others if you're hoping to get a job out of them (which is a major turn-off!), but rather network for the sake of the actual discussion. Another note in regards to networking: if you are a bit of an introvert (like me) and are attending a conference or library event, set reasonable goals for how much networking you will do – instead of getting intimidated by being around a ton of people, try to talk to two new people each day of a conference.

Get involved in library executives and volunteer opportunities if you can – you never know what valuable skills you'll learn from each new experience.

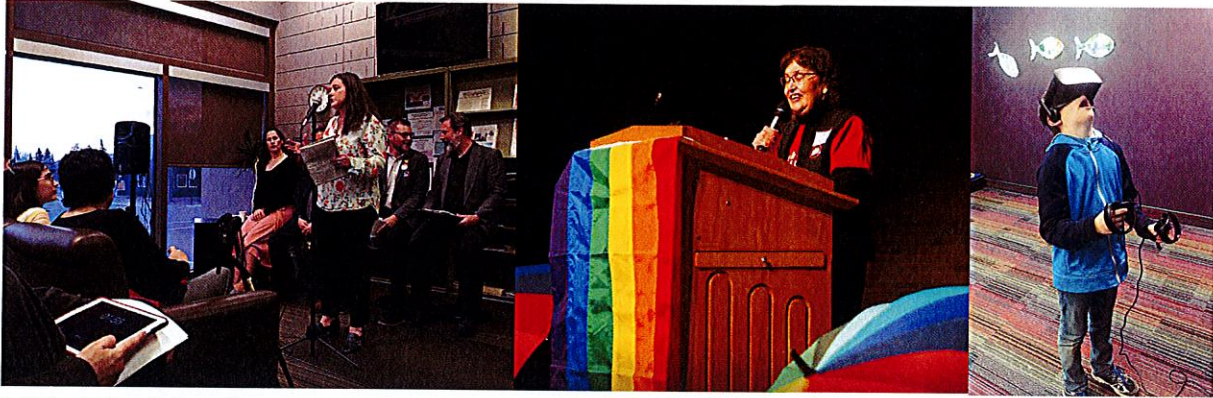
Also, you can never be too prepared for a job interview. Go through the job description point by point, thinking of all your experiences that relate to each qualification the posting is looking for.

Don't be afraid to bring forward a wide range of examples from your background that show the variety of experience you have to offer.

And let your enthusiasm shine through! Sometimes, it's less about how much you know and more about confidence, and how eager and ready you are to learn. A lot of the jobs I didn't get were because deep-down I thought they were too advanced for me, and that showed in the form of hesitation in the interview. Set aside some time to really peruse the workplace's website and social media – it's a step that shows how eager you are and how willing you are to get the job done. Best of luck to all of you!

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*Political Candidate Forum*

*Carol Brietkreutz at Symposium*

*Virtual Reality*

### Summer Students

We have once again applied for a number of summer grant positions and are awaiting the results of most of those, but are happy to say we have been approved for our STEP grant. We have filled all of the positions with energetic and outgoing candidates that we think will be a great fit:

- Summer Program Facilitator – Liana Nand
- Summer Programming Support – Juanita Hohm
- Book Bike Coordinator – Elliot Harder
- Book Bike Assistant – Sarah Bean
- Intergenerational Programmer – Jennae Matzner
- Social Media and Marketing Coordinator – Jennifer McDevitt

The students will begin work on May 6.

### Circulation Assistant

13 people applied for the latest Circulation Assistant position (which is impressive considering the limited number of hours being promoted in the job ad) – many of the candidates were extremely qualified! We are happy to say we hired Debbie Schielke, for whom we received several recommendations (including her reference from Augustana library who said that she was an excellent public services assistant), and we were very impressed with her prioritization of customer service.

### Online System Transition

We are slowly adapting to Polaris, although certain aspects are proving to be less user-friendly than others. For example, staff are not finding the search tool as easy to use as it had been with Horizon; but alternatively we love that check-out receipts now show the amount of money a patron has saved by using the library! Staff are still adjusting to using Polaris, but slowly all of our questions are getting answered and we are able to use the system for day-to-day operations. I am so grateful for how efficiently staff made the transition to this new system! I wanted to note that March was Polaris Migration Month, which means that circulation stats may have been a bit

lower than usual. Also, eContent circulation stats were unavailable at the time this report was generated, because Parkland is still figuring out how to generate them with Polaris.

### New Lights

Paul Stone from the City of Camrose has let us know that we will soon be replacing all of our fluorescent lighting with LED bulbs, beginning over Easter weekend.

### Pride Symposium and Cabaret

On March 23, Nicole attended the Augustana Queers and Allies Fostering Allyship Symposium, representing the library and selling pride socks between sessions. Both Nicole and I (informally) attended the Cabaret and Family Dance that followed; this was a fundraiser as well as a farewell event for Carol Brietkreutz, who has played an influential role in the Camrose Pride Community and has since moved to Montreal in her retirement. We enjoyed performances by About Time Productions as well as Garry Williams, who is a musical theatre writer and LGBTQ advocate in Halifax and had been the keynote at the symposium.

### Political Candidate Forum

On April 1<sup>st</sup>, the library hosted a Candidate Forum for the MLA candidates for Camrose. Five of the seven candidates were able to join us to speak and answer questions: Morgan Bamford of the New Democratic Party, Kevin Smook of the Alberta Party, Wes Caldwell of the Freedom Conservative Party, Sandra Kim of the Alberta Advantage Party, and Bonnie Tanton, Independent. Shannon and Kelly did all of the groundwork for this event, and I was the moderator – it was a terrific chance for more people to get to know me as the Director and I had a chance to speak with several people after the formal part of the evening was complete. It was also CPL's first time going live on Facebook!

### Other Community Connecting

I was provided with a tour of Camrose Women's Shelter by their Executive Director, and am eager for us to continue our partnership and look for new ways that the library can support the shelter. I also attended my first Camrose County Council Meeting on April 9<sup>th</sup>, starting off with a brief introduction of myself as the new Director of CPL.

### In the News

The article which I attached, called "Freshly Minted: Robyn Gray" on Librarianship.ca, has been shared on Facebook by at least 6 people/organizations, including Dalhousie University School of Information Management, Northern Lights Library System, and the Alberta Library Trustees' Association. In addition to this, I was featured in the Camrose Booster for the April 9<sup>th</sup> issue, and was interviewed by CFCW on April 10<sup>th</sup>.

### Upcoming Events and Programs

We have been offering Virtual Reality with the Oculus Rift starting April 11 and ending April 17, which has drawn lots of attention! April is Earth Month at CPL (in honour of Earth Day – we couldn't squish all our events into one day) so coming up we have “Living Sustainably with Solar” on April 17, and “Basic Bike Repair” on April 23. We also have begun hosting an Open Craft Studio on the first Friday of each month, where people can come and bring their projects to work on and enjoy coffee and conversation at the library.

### Parkland Representative

My most recent meeting on the Executive Committee for Parkland consisted primarily of reviewing Parkland's audit and proposed upcoming budget for 2020.

# ADULT PROGRAMMER BOARD REPORT APRIL 2019

## Special Events:

**Body Image: A Course for Adults:** We hosted a therapist from Canadian Mental Health to run a four week group around body image. We had steady numbers despite the cold weather and it showed patrons have an interest in health and wellness programs from a reliable source.

**Cannabis Panels:** The library hosted three different cannabis panels in January. We partnered with Service Options for Seniors for one just for seniors.

**Little Yellow House: Finding Community in our Changing Neighbourhoods:** We partnered with the Family Violence Action Society Service Options for Seniors and brought in Carissa Halton, the author of Little Yellow House. She is a great speaker and strong library advocate. Her book is a great read!

**Célébration de la francophonie:** Robyn and I set up a display at Augustana for the celebration. Over 100 people attended!

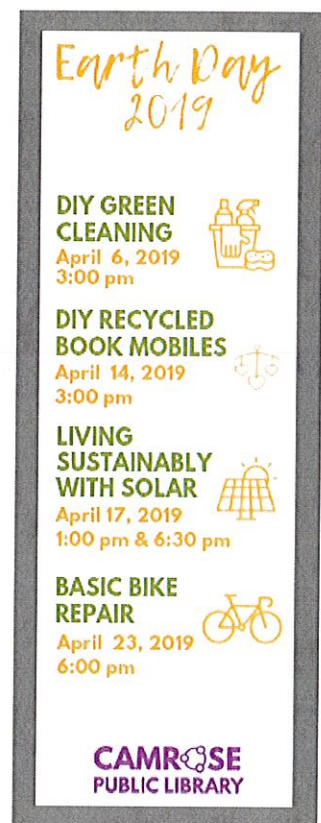
**Provincial Candidate Forum:** The library hosted five of the seven candidates for a civil, polite and engaging question and answer session. We tried Facebook live for the first time

**Other programs:** Winter Walking Safety (and Nordic Walking Poles!), Introduction to Acupuncture, DIY Green Cleaning and Nordlys 101.

## Upcoming Events:

**April is Earth Month:** All month we are offering environmental programs. Basic Bike Repair, DIY recycled book crafts and Living Sustainably with Solar are all upcoming.

**Seniors Week:** The first week of June is Seniors week and I am creating a week of Senior-specific programs. Seniors Coalition is hosting a Seniors Expo June 7 to cap off the week.



## Ongoing Programs:

**Multiple Sclerosis Social:** A new monthly program we are trying out on request of patrons. The MS Society is no longer connected to a group in Camrose, yet people still wanted an opportunity to meet and support one another - and I am thrilled to work with them.

**Open Craft Studio:** We are following patron demand for a chance for people to come in and craft together, but bring their own personal projects. It's exactly what our Plan of Service goal of developing relationships and ending isolation is all about.

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

## And More:

**Community Connection:** I represent the library at Seniors Coalition and the Social Development Committee. I'm glad that the library can be at the table for these committees and I hope that we can strengthen our community partnerships this way. I'm also the staff liaison for the Fellowship of Camrose Public Library.

Robyn and I attended the last interagency meeting together, as well as a speaker the Chamber of Commerce brought in.

I attended a marketing workshop in Wetaskiwin that was immensely helpful. It said that traditional marketing and advertising doesn't work anymore, and it's all about how you need to build customer and community relationships before people will use your services. The library already makes community connection a priority, so it was good to know we are on the right track.

**Alberta Library Conference (ALC):** I am part of the ALC planning committee and am in charge of all publications. It's been rewarding to be part of a great event and contribute my skills where I can. It also means free conference registration!

**Graphic Design:** The new logo has been rolled out and I have been creating graphics for all of our marketing needs. New posters, business cards, buttons, bookmarks and brochures have all been created and have a fresh, new look. You will notice Staff Pick stickers on library materials now, giving staff the chance to share our favourites with everyone.



**CAMROSE**  
**PUBLIC LIBRARY**



*Libraries always remind me that there are good things in this world.*  
*-Lauren Ward*

# TECHNOLOGY PROGRAMMER BOARD REPORT APRIL 2019

## Special Events:

**Tech Tutor with Tyler:** A 4 week session that ran throughout March with Tyler Osborne, a certified Google instructor, on computer topics relevant to adults and families including Gmail and Internet Safety.

**Fort Friday:** An afternoon event held during spring break that gave families the chance to create something awesome with cardboard, tape, and our Makedo kits! We had over 60 people attend this STEAM event and many cars, swords, and forts were made!

**Probus Group:** In January I had the chance to visit the Probus Group and talk about Social Media and the Library's tech. tutor programs. The meeting was well attended and quite a few people booked tech appointments afterwards.

**Pop-up Library at Rosealta:** Shannon and I spent an afternoon at Rosealta Lodge with books, movies, magazines, and library info. Tech. help was also provided for residents with iPads, CD Players, and Daisy Readers.



## Upcoming Events:

**Oculus Rift:** PRL's Oculus rift will be at the Library from April 8-22. Various dates and times will give patrons the chance to try out the virtual reality headset and enter the world of 3D!

**New iPad's:** In late March the library received a New Horizons Grant which has allowed us to purchase 8 new iPads! We are excited for the opportunity these will provide for us in tech. programs including our Tech. Tutor programs, teens and children's programs, and outreach services

## Ongoing Programs:

**Tech. Tutor Classes:** Our weekly Thursday morning technology classes continue in April as we explore the online resources that the library has access to, including, Cloud Library, RB Digital, and Press Reader.

**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.

**CSL Student:** Our CSL tech. student that we are supervising this semester, Alvee, is currently working on digitizing CPL's old noteworthy records, pictures, newspaper clippings, and other paraphernalia. This will allow us to keep these mementos in a safe digitized space that will be easy to access.

**Dungeons and Dragons Club:** Our RPG club continues to be popular with tweens and teens. They are currently in the midst of playing a game that one of the teens created by himself...and it's way too complicated for me, and I have no idea what's happening! ;)

# Camrose Public Library

## Monthly Stats

Mar 2019 \*Polaris Migration Month, some stats are partial due to switchover

Circulation	Mar 2019	Mar 2018	2019 YTD	2018 YTD	Under/Over 2018	% Chg. Over 2018
Adult Material	4832	5478	18793	20439	-1646	-8%
Young Adult Material	308	345	1195	1488	-293	-20%
Juvenile Material	2475	6171	9922	13995	-4073	-29%
TAL Items Borrowed	48	146	345	525	-180	-34%
TAL Items Sent	95	32	157	67	90	134%
<b>Total</b>	<b>7758</b>	<b>12172</b>	<b>30412</b>	<b>36514</b>	<b>-6102</b>	<b>-17%</b>

Econtent	Mar 2019	Mar 2018	2019 YTD	2018 YTD	Under/Over 2018	% Chg. Over 2018
Cloud Library		379	838	1036	-198	-19%
Hoopla		182	355	559	-204	-36%
RBDigital AB		232	586	592	-6	-1%
RBDigital Magazines		190	609	553	56	10%
<b>Total</b>	<b>0</b>	<b>983</b>	<b>2388</b>	<b>2740</b>	<b>-352</b>	<b>-13%</b>

Circulation by Residence	Mar 2019	Mar 2018	2019 YTD	2018 YTD	Under/Over 2018	% Chg. Over 2018
City of Camrose	6546	9147	23725	26895	-3170	-12%
County of Camrose	1828	2495	6264	7957	-1693	-21%
Outside City/County	14	289	646	925	-279	-30%
ME	39	218	433	696	-263	-38%
<b>Total</b>	<b>8427</b>	<b>12149</b>	<b>31068</b>	<b>36473</b>	<b>-5405</b>	<b>-15%</b>

Reference	Mar 2019	Mar 2018	2019 YTD	2018 YTD	Under/Over 2018	% Chg. Over 2018
By Phone	1480	1538	4410	4715	-305	-6%
By Person	3657	3753	11008	10650	358	3%
Email/Social Media	1452	2205	5157	6583	-1426	-22%
<b>Total</b>	<b>6589</b>	<b>7496</b>	<b>20575</b>	<b>21948</b>	<b>-1373</b>	<b>-6%</b>

Miscellaneous	Mar 2019	Mar 2018	2019 YTD	2018 YTD	Under/Over 2018	% Chg. Over 2018
Visitors	10434	11111	29290	24702	4588	19%
WiFi Users	8122	8489	23810	23918	-108	0%
Internet Users	1690	1759	4710	4726	-16	0%
Exams	37	37	107	97	10	10%
<b>Total</b>	<b>20283</b>	<b>21396</b>	<b>57917</b>	<b>53443</b>	<b>4474</b>	<b>8%</b>

### Selection of Service Responses

1. Stimulate Imagination: Reading, viewing and listening for pleasure
2. Create Young Readers: Early Literacy
3. Satisfy Curiosity: Lifelong Learning
4. Welcome to Canada: Services for newcomers

Service Response	Mar 2019		2019 YTD		Participants		2016 Total	2015 Total
	Sessions	Participants	Sessions	Participants	2018 YTD	2017 YTD		
1	55	452	168	1720	3027	3,231	note: annual total program participation	
2	4	10	86	1553	783	945		
3	66	600	140	1405	1306	1,276		
4	13	805	46	1784	31	72		
Library Advocacy	4	245	4	4133	7047	5,015		
<b>Total</b>	<b>142</b>	<b>2112</b>	<b>444</b>	<b>10595</b>	<b>12194</b>	<b>10,539</b>	<b>25942</b>	<b>21794</b>



Camrose Public Library  
Programming Report  
March 2019

**CPL Service Responses and Applicable Programs**

*Social Engagement: Developing Relationships and Ending Isolation*

- Regular in-house programs: **347 people**
- Carissa Halton Author Visit to Legion: **20 People**
- Programs facilitated by outside groups: **95 people**

**Total for service response 1: 462 participants**

*Connect to the Online World: Public Internet Access*

- Ongoing in-house programs: **10 participants**

**Total for service response 2: 10 participants**

*Satisfy Curiosity: Lifelong Learning*

- Ongoing Outreach: **74 people**
- Adult Special Events: **70 people**
- Ongoing in-house programs: **302 people**
- Kindergarten Tours: **35 people**
- Augustana Fostering Allyship Symposium: **70 people**
- Francophone Day: **130 People**
- Programs facilitated by outside organizations: **154 people**

**Total for service response 3: 835 participants**

*Visit a Welcoming Place: Physical and Virtual Spaces*

- Snacks in the Stacks: **805 people**

**Total for service response 4: 805 participants**

**Total program participation for March 2019: 2112 people**

	January		February		March	
	Programs	Patrons	Programs	Patrons	Programs	Patrons
Adult	58	490	58	610	57	449
Family	77	1727	83	1528	67	1302
Children	3	39	5	64	6	69
Teens	12	82	6	55	8	47
Other	1	3541	2	347	4	245
<b>Total</b>	<b>151</b>	<b>5879</b>	<b>154</b>	<b>2604</b>	<b>142</b>	<b>2112</b>
Outreach	18	4038	16	481	14	294
In House	119	1841	138	2123	128	1818
<b>Total</b>	<b>137</b>	<b>5879</b>	<b>154</b>	<b>2604</b>	<b>142</b>	<b>2112</b>
Advocacy	1	3541	2	347	4	245
Service Respo	150	2338	152	2257	138	1867
<b>Total</b>	<b>151</b>	<b>5879</b>	<b>154</b>	<b>2604</b>	<b>142</b>	<b>2112</b>

#### News and More:

- **I attended the Augustana Queers and Allies Fostering Allyship Symposium** on March 23. I attended sessions on behalf of the library and participated in the resource fair with items from our collection, information about the library, and Library Pride socks to sell for the Fellowship.

There were many great speakers including Dean Berger, Michael Green from AltView, the U of A Sexual Assault Centre, The Landing at U of A, and from the U of A's Institute for Sexual Minority Studies & Services. Our keynotes for the day were Halifax musical theatre writer and LGBTQ advocate, Garry Williams, and former Camrosian Marnie Panas. Ms. Panas' session was engaging and enlightening, and gave a bit of perspective about what it might be like growing up as a trans person in small city like Camrose. It was an honour to hear her speak; Ms. Panas was a member of the LGBTQ2 Apology Advisory Council, which helped draft the apology delivered by Prime Minister Justin Trudeau to LGBTQ2 people in Canada, who faces discrimination and injustices because of federal legislation, policies, and programs.

The Symposium and the social event which followed was also the forum for a public farewell to Carol Brietkreutz, we will be sorely missed in our community. A teacher at Mt. Pleasant for 24 years, Carol retired from teaching and took a position with AHS in School Health Promotion, and was integral to the formation of Camrose Pride Community. The partnerships that she fostered through her work and her volunteerism have helped Camrose become a stronger, more inclusive city.

- We hope all the Trustees have received invitations to our annual Volunteer Appreciation Day, which is being held on April 13 at 2:00 PM. We're excited to have the chance to honour all the volunteers who help us here, from the people who keep our toys and shelves dust-free to those of you who write policy!

# CAMROUSE PUBLIC LIBRARY

# April

Saturday  
Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

	<p>Got Ukulele? 1:30 p.m. Spanish Speaking Circle 3:00 p.m. Reading Tails 3:30 p.m. Something Cool After School 3:45 p.m. Candidate Forum 7:00 p.m.</p> <p>1</p>	<p>Books and Bounces 10:00 a.m. Tales for Twos &amp; Threes 11:00 a.m. Concept Corner 2:00 p.m. Something Cool After School 3:45 p.m.</p> <p>2</p>	<p>Something Cool After School 3:45 Dungeons &amp; Dragons 4:00 p.m. Cercle de Conversation en Français 6:00 p.m. Meditation 6:30 p.m. Bedtime Storytime 7:00 p.m.</p> <p>3</p>	<p>Tech Tutor Class 10:30 a.m. Tales for Twos &amp; Threes 11:00 a.m. Yarns 12:00 p.m. Something Cool After School 3:45 p.m.</p> <p>4</p>	<p>Open Craft Studio 10:00 a.m. Something Cool After School 3:45 p.m.</p> <p>5</p>
<p>6 DIY Green Cleaning 3:00 p.m. Super Cool Sundays 3:00 p.m.</p> <p>7</p>	<p>Got Ukulele? 1:30 p.m. Spanish Speaking Circle 3:00 p.m. Reading Tails 3:30 p.m. Something Cool After School 3:45 p.m.</p> <p>8</p>	<p>Books and Bounces 10:00 a.m. Tales for Twos &amp; Threes 11:00 a.m. Make and Take 1:00 p.m. Concept Corner 2:00 p.m. Something Cool After School 3:45 p.m.</p> <p>9</p>	<p>Something Cool After School 3:45 Dungeons &amp; Dragons 4:00 p.m. Cercle de Conversation en Français 6:00 p.m. Meditation 6:30 p.m. Bedtime Storytime 7:00 p.m.</p> <p>10</p>	<p>Tech Tutor Class 10:30 a.m. Tales for Twos &amp; Threes 11:00 a.m. Yarns 12:00 p.m. Something Cool After School 3:45 p.m.</p> <p>11</p>	<p>Something Cool After School 3:45 p.m.</p> <p>12</p>
<p>Super Cool Sundays 3:00 p.m. DIY Book Page Mobiles 3:00 p.m.</p> <p>14</p>	<p>Got Ukulele? 1:30 p.m. Spanish Speaking Circle 3:00 p.m. Reading Tails 3:30 p.m. Something Cool After School 3:45 p.m.</p> <p>15</p>	<p>Books and Bounces 10:00 a.m. Tales for Twos &amp; Threes 11:00 a.m. Concept Corner 2:00 p.m. Something Cool After School 3:45 p.m.</p> <p>16</p>	<p>Solar Panels 1:00 and 6:30 p.m. Book Lovers' Discussion Group 2:00 p.m. Something Cool After School 3:45 O &amp; D 4:00 p.m. Cercle de Conversation en Français 6:00 p.m. Meditation 6:30 p.m. Bedtime Storytime 7:00 p.m.</p> <p>17</p>	<p>Tech Tutor Class 10:30 a.m. Tales for Twos &amp; Threes 11:00 a.m. Yarns 12:00 p.m. Something Cool After School 3:45 p.m.</p> <p>18</p>	<p><b>CLOSED</b></p> <p>19</p>
<p><b>CLOSED</b></p> <p>21</p>	<p><b>CLOSED</b></p> <p>22</p>	<p>Books and Bounces 10:00 a.m. Tales for Twos &amp; Threes 11:00 a.m. Concept Corner 2:00 p.m. Something Cool After School 3:45 p.m. Basic Bike Repair 6:00 p.m.</p> <p>23</p>	<p>MS Social 11:00 a.m. Something Cool After School 3:45 O &amp; D 4:00 p.m. Cercle de Conversation en Français 6:00 p.m. Meditation 6:30 p.m. Bedtime Storytime 7:00 p.m.</p> <p>24</p>	<p>Tales for Twos &amp; Threes 11:00 a.m. Yarns 12:00 p.m. Something Cool After School 3:45 p.m.</p> <p>25</p>	<p>Something Cool After School 3:45 p.m.</p> <p>26</p>
<p>28</p>	<p>Got Ukulele? 1:30 p.m. Spanish Speaking Circle 3:00 p.m. Reading Tails 3:30 p.m. Something Cool After School 3:45 p.m.</p> <p>29</p>	<p>Books and Bounces 10:00 a.m. Tales for Twos &amp; Threes 11:00 a.m. Concept Corner 2:00 p.m. Something Cool After School 3:45 p.m. The Plot Matures 7:00 p.m.</p> <p>30</p>			

4710-50 Avenue

For more information,  
talk to library staff,  
call 780.672.4214  
or visit

[cpl.prl.ab.ca](http://cpl.prl.ab.ca)

Library programs  
are free and on a  
drop-in basis unless  
otherwise stated.

- Families
- Children & Teens
- Adults
- Earth Day 2019 Programs

Submitted by Nicole Bannick  
April 8, 2019

For more information,  
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Library programs  
are free and on a  
drop-in basis unless  
otherwise stated.

-  Families
-  Children & Teens
-  Adults

# March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>3</b></p> <p>Super Cool Sundays 3:00 p.m.</p>	<p><b>4</b></p> <p>Got Ukulele? 1:30 p.m. Spanish Speaking Circle 3:00 p.m. Reading Tails 3:30 p.m. Something Cool After School 3:45 p.m.</p>	<p><b>5</b></p> <p>Books and Bounces 10:00 a.m. Tales for Twos &amp; Threes 11:00 a.m. Concept Corner 2:00 p.m. Something Cool After School 3:45 p.m. Digital Citizenship 7:00 p.m.</p>	<p><b>6</b></p> <p>Book Lovers' Discussion Group 2:00 p.m. Something Cool After School 3:45 p.m. Dungeons &amp; Dragons 4:30 p.m. Circle de Conversation en Français 6:30 p.m. Meditation 6:30 p.m. Bedtime Storytime 7:00 p.m.</p>	<p><b>7</b></p> <p>Parkland Catalogue Update Tales for Twos &amp; Threes 11:00 a.m. Yarns 12:00 p.m. Something Cool After School 3:45 p.m.</p>	<p><b>8</b></p> <p>Parkland Catalogue Update Little Yellow House 1:00 p.m. Something Cool After School 3:45 p.m.</p>	<p><b>9</b></p> <p>Parkland Catalogue Update</p>
<p><b>10</b></p> <p>Parkland Catalogue Update Super Cool Sundays 3:00 p.m.</p>	<p><b>11</b></p> <p>Got Ukulele? 1:30 p.m. Spanish Speaking Circle 3:00 p.m. Reading Tails 3:30 p.m. Something Cool After School 3:45 p.m.</p>	<p><b>12</b></p> <p>Parkland Catalogue Update Books and Bounces 10:00 a.m. Tales for Twos &amp; Threes 11:00 a.m. Make and Take 1:00 p.m. Concept Corner 2:00 p.m. Something Cool After School 3:45 p.m. Privacy, the Internet and your KIDs 7:00 p.m.</p>	<p><b>13</b></p> <p>Parkland Catalogue Update Something Cool After School 3:45 p.m. Dungeons &amp; Dragons 4:30 p.m. Circle de Conversation en Français 6:30 p.m. Meditation 6:30 p.m. Bedtime Storytime 7:00 p.m.</p>	<p><b>14</b></p> <p>Tales for Twos &amp; Threes 11:00 a.m. Yarns 12:00 p.m. Something Cool After School 3:45 p.m.</p>	<p><b>15</b></p> <p>Something Cool After School 3:45 p.m.</p>	<p><b>16</b></p>
<p><b>17</b></p> <p>Super Cool Sundays 3:00 p.m.</p>	<p><b>18</b></p> <p>Got Ukulele? 1:30 p.m. Spanish Speaking Circle 3:00 p.m. Reading Tails 3:30 p.m. Something Cool After School 3:45 p.m.</p>	<p><b>19</b></p> <p>Books and Bounces 10:00 a.m. Tales for Twos &amp; Threes 11:00 a.m. Concept Corner 2:00 p.m. Something Cool After School 3:45 p.m. What the heck is a Chromebook? 7:00 p.m.</p>	<p><b>20</b></p> <p>Something Cool After School 3:45 p.m. Dungeons &amp; Dragons 4:30 p.m. Circle de Conversation en Français 6:30 p.m. Meditation 6:30 p.m. Bedtime Storytime 7:00 p.m.</p>	<p><b>21</b></p> <p>Tales for Twos &amp; Threes 11:00 a.m. Yarns 12:00 p.m. Something Cool After School 3:45 p.m.</p>	<p><b>22</b></p> <p>Something Cool After School 3:45 p.m.</p>	<p><b>23</b></p>
<p><b>24</b></p> <p>Super Cool Sundays 3:00 p.m.</p>	<p><b>25</b></p> <p>Got Ukulele? 1:30 p.m. Spanish Speaking Circle 3:00 p.m. Reading Tails 3:30 p.m. Something Cool After School 3:45 p.m.</p>	<p><b>26</b></p> <p>Books and Bounces 10:00 a.m. Tales for Twos &amp; Threes 11:00 a.m. Concept Corner 2:30 p.m. Something Cool After School 3:45 p.m. The Open Book Society 3:45 p.m. The Plot Matters 7:30 p.m. Email for beginners 7:00 p.m.</p>	<p><b>27</b></p> <p>Introduction to Acupuncture 1:00 p.m. Something Cool After School 3:45 p.m. Dungeons &amp; Dragons 4:30 p.m. Circle de Conversation en Français 6:30 p.m. Meditation 6:30 p.m. Bedtime Storytime 7:00 p.m.</p>	<p><b>28</b></p> <p>Tales for Twos &amp; Threes 11:00 a.m. Yarns 12:00 p.m. Something Cool After School 3:45 p.m.</p>	<p><b>29</b></p> <p>Something Cool After School 3:45 p.m.</p>	<p><b>30</b></p>
<p><b>31</b></p> <p>Super Cool Sundays 3:00 p.m.</p>						

Camrose Public Library  
 Adult Programs  
 January 1 to March 31, 2019

Outreach	Program	Attendance
Book Deliveries to Care Facilities	26	166
Plot Matures Book Club	3	31
Outreach Tech Tutoring	2	40
Rosealta Pop-up Library	1	16
Pride Week at Augustana Forum	1	97
Augustana Job Fair	1	250
Fostering Allyship Symposium	1	70
Carissa Halton Author Visit at the Legion	1	20
	36	690

In House	Program	Attendance
Book Club	3	12
Spanish Circle	11	76
Yarns	11	51
Ukulele	11	102
French Circle	12	64
Tech Program	12	30
Tech Drop in	0	0
Card Making	3	37
Death Café	3	20
Body Image Workshop	4	29
Sugar Roller Coaster	1	9
Polaris Training	2	46
Cannabis Sessions	3	49
Meditation	9	40
Nordly's Film Festival 101	1	5
Nordic Poles Winter Walking	1	6
BYOV	1	230
Acupuncture 101	1	7
Tech Tutor CSL	3	13
World Water Day with BRWA	1	25
	93	851

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	47	425
	47	425

<b>Total</b>	<b>176</b>	<b>1966</b>
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Camrose Public Library  
 Children's Programs (5-12 years)  
 January 1 to March 31, 2019

Outreach	Program	Attendance
Kids Campus Visit	1	25
	1	25

In House	Program	Attendance
Reading Tails	7	65
Tours	3	67
	10	132

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	5	60
	5	60

<b>Monthly Total</b>	<b>16</b>	<b>217</b>
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Camrose Public Library  
 Teen Programs  
 January 1 to March 31, 2019

Outreach	Program	Attendance
	0	0

In House	Program	Attendance
Open Book Society	2	12
D&D Club	12	50
	14	62

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	12	132
	12	132

<b>Total</b>	<b>26</b>	<b>194</b>
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Camrose Public Library  
Total Programs  
January 1 to March 31, 2019

Outreach Programs	46	1272
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In-house Programs	328	8584
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Outside Groups	73	739
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YTD	447	10595
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# Orientation of Board and Staff

## **Purpose**

The Camrose Public Library Board recognizes the importance of having informed Board Members. To ensure this, the Board provides, within budget limitations, a comprehensive orientation program for all new Board Members.

The Library Director conducts an orientation with new Board Members to provide an overview of the Camrose Public Library services, trustee roles and responsibilities, provincial library legislation, and the framework for the provision of library services within the province of Alberta.

At the orientation session, new Board Members will receive a copy of relevant documents, and will be provided with a tour of CPL.

New Board Members are encouraged to attend a Board Basics Workshop facilitated by the provincial Public Library Services Branch. Board Members who have attended the workshop previously are encouraged to participate regularly to refresh their knowledge.

Camrose Public Library maintains a membership in the provincial trustees association.

For information about continuing education, please read the policy on Professional Development.

# 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 and 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 st 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*. For 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

Revision/Review Date: ~~April~~ 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
  - ~~1.~~ a) City of Camrose
    - Memberships are free. Reviewed annually.
  - ~~2.~~ b) Camrose County:
    - a) Adult \$12.00
    - b) Youth free
    - c) Institution \$35.00
    - d) Family \$12.00 Multiple cards issuable
  - ~~3.~~ c) At any time, the municipalities may cover the cost of library cards, making them free to those who reside in that municipality.
  - ~~4.~~ d) 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.

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4. 5. Residents of a municipality that is *not* a member of Parkland Regional Library System will be charged \$30.00 per household.

4. 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 to borrow CPL materials as per the TAL regulations. There will be no charge or fee for this service.

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#### 1. 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 at 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.

4. 2. Charges for damaged or lost resources:

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- 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 <u>or Blu-Rays</u> —	\$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.

# Hours of Use

The Camrose Public Library Board shall set hours of service to encourage library use by all residents of the community.

It is the policy of the Board to ensure that the library hours are consistent with the Alberta Libraries Act and Regulations, Alta. Reg. 141/98, section 7 (2)(f) which requires regularly scheduled public hours of operation.

The Director may authorize that the library be closed on Statutory Holidays or on days when there is a power and/or equipment failure, extreme weather conditions, or a community event. As soon as it is determined that the library will be closed, the closed days must be posted to inform the public.

Approval Date: June 2013

Revision/Review Date: June 2016, **April 2019**