

Present:

Absent:

1. Approval of Agenda

2. Board Feedback

a.

3. Consent Agenda

a. Approval of Minutes of November 25, 2019 meeting

b. Items for Information

i. Correspondence

- ALTA Centennial Thank You
- Jason Kenney Centennial Thank You
- Jackie Lovely Centennial Thank You
- Anjah Howard Centennial Thank You
- Starbucks Centennial Thank You
- Co-Op Centennial Thank You
- CDSS Centennial Thank You
- Colleen Schalm Centennial Thank You
- Arts Society Centennial Thank You
- Camrose Swans and Roses Lions Club Letter
- Swans and Roses Thank You
- Rural Services Grant Remainder of 2019 Funding
- Provincial Operating Grant Remainder of 2019 Funding
- Minister Madu's Letter
- Donation from Mrs Balshaw
- Thank You to Mrs Balshaw
- Letter of Appointment to the Board
- Camrose County 2020 Funding Letter
- Thank You for County Requisition
- Thank You for City Requisition

ii. Other

- PRL Board Talk November 7, 2019
- Fellowship of CPL's AGM Presentation

- Fellowship of CPL's AGM Meeting Minutes

c. Reports

- Librarian's Report
- Nicole's Program Report November 2019
- Nicole's Program Report December 2019
- Program Overview to November 30 2019
- Program Overview to December 31, 2019
- December and Year-End Library Statistics 2019

4. Items for Decision

- Chair and Vice Chair Appointments for 2020
- 2020 Board Meeting Start Times and Frequency
- Cheque Signing Authority
- Alberta Library Conference Attendance
- Annual Closures 2020
- Irving Room Insurance
 - Description
 - Room Use Brochure
 - Potential Insurance Liability Form
- Policy Revision:
 - Camrose Public Library Bylaws
 - Personnel Policy
- Further financial discussion regarding budget * *not included in package*

5. Adjournment

Next regular Board meeting: **February 18, 2020** at 5:15 PM

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

Absent: Krista Larocque, Susanna Bruneau

1. Approval of Agenda – Motion 48/19 M/S/C T. Miller/R. Greer. Passed.

2. Board Feedback

- a. **A. Hoveland** – Sends apologies for not being able to attend Centennial Celebration, but heard from others that it was tremendous. Passes along her Congratulations to staff for such a successful event.
- b. **E. Luck**
 - i. The Centennial Celebration was a huge success. Great job!
 - ii. The Christmas party has received lots of coverage in the paper, and is happening on December 7th
 - iii. Dementia grant started November 1st
 - iv. The Fellowship of CPL is offering a Camrose Christmas Bonus fundraiser

3. Consent Agenda – Motion 49/19 M/S/C K. Schwaiger/A. Corbett. Passed.

- a. Approval of Minutes of October 15, 2019 meeting
- b. Items for Information
 - i. Correspondence
 - Congratulations to Damien Kurek
 - Congratulations to Cindy Trautman
 - Thank you to Don Gregorwich
 - Superstore Thank You
 - Letter Regarding Parkland Representative
 - Council Appointments Letter
 - Letter from Kaycee Madu
 - Kaycee Madu Thank You
 - Jason Kenney Thank You
 - Jackie Lovely Thank You
 - ii. Other
 - Olds and District Municipal Library's Finance Policy
 - PLSB Budget Update
 - Municipal Library Board Establishment Bylaw
 - PRL Board Talk, September 12 2019

c. Reports

- i. Librarian's Report
- ii. Nicole's Program Report September 2019
- iii. Program Overview to September 30 2019
- iv. Library Stats September 2019
- v. Nicole's Program Report October 2019
- vi. Program Overview to October 31 2019
- vii. Library Stats October 2019
- viii. CELA Statistics
- ix. ALTA 2019 Fall Report
- x. Fellowship of Camrose Public Library November Meeting Minutes

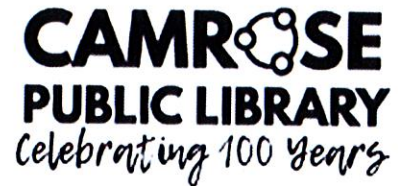
4. Items for Decision

- a. Policy Revision:
 - i. Finance Policy – **Motion 50/19 M/S/C** with stated revisions, A. Corbett/A. Hoveland. Passed.
 - ii. Conditions for the Use of Areas of the Library Not Normally Used for Public Services – **Motion 51/19 M/S/C** with stated revisions, R. Greer/A. Hoveland. Passed. R. Gray will look into CPL's insurance policy regarding the meeting room more extensively.
- b. E-vote: motion to enter e-motions regarding Reserve Funds into the minutes. **Motion 52/19 M/S/C** A. Corbett/K. Schwaiger. Passed.
- c. Decision to move forward with the Electric Assist Installation on the book bike. **Motion 53/19 M/S/C** K. Schwaiger/A. Hoveland. Passed.
- d. Further financial discussion * *not included in package*
 - i. **Motion 54/19 M/S/C** A. Hoveland/A. Corbett, to defer surplus to 2020, for future consideration of the board at the February Board Meeting. Passed.
 - ii. **Motion 55/19 M/S/C** A. Corbett/R. Greer, to defer \$7900 BRCF Grant to 2020 Operations. Passed.

5. Adjournment 6:20pm

Next regular Board meeting: **January 21, 2020** at 5:15 PM

4710 50 Avenue
Camrose, AB T4V 0R8
780.672.4214



November 25, 2019

Dr. Tanya Pollard, ALTA President
4024 37A Avenue
Edmonton, AB T6L 7A1

To Dr. Tanya Pollard & the Alberta Library Trustees' Association,

On behalf of the Board and Staff of the Camrose Public Library, please accept our sincere thanks for your attendance at our Centennial Celebration, and your presentation of a certificate of congratulations for our 100 years! This contribution was greatly appreciated, and we are so honoured that you were able to join us for this momentous occasion.

It meant a lot to us to have a representative from ALTA join us, especially as so many influential individuals from within our community were there – and we really appreciate you making the drive despite the questionable weather conditions! We are so proud to display our new certificate in our library. We were thrilled to have you there with us as we made a toast to our next 100 years.

Thank you again, and we look forward to more collaboration with you in the future.

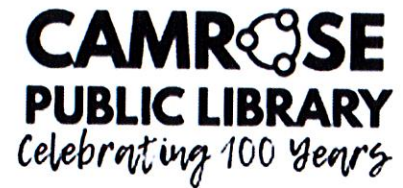
Sincerely,

Robyn Gray, Director
Camrose Public Library

c.c: Camrose Public Library Board

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4710 50 Avenue
Camrose, AB T4V 0R8
780.672.4214



November 25, 2019

The Honourable Jason Kenney, Premier of Alberta
Legislature Office
307 Legislature Building
10800 – 97 Avenue NW
Edmonton, AB
Canada T5K 2B6

To the Honourable Jason Kenney,

On behalf of the Board and Staff of the Camrose Public Library, please accept our sincere thanks for your congratulatory card and personally signed copy of "Lucy Tries Hockey" for the library's Centennial Celebration. This contribution was greatly appreciated, and we really appreciate the Province of Alberta's support!

It meant a lot to us to have MLA Lovely at this event as a representative on behalf of Alberta, especially as so many influential individuals from within our community were there. Having items that were personally signed by you was a wonderful and caring gesture. We would like to note that at the Centennial Celebration, we proudly displayed the certificate that you sent to us this past summer congratulating us on 100 years of service. We have framed this certificate and it now sits at the front desk for all patrons to see.

Thank you again, and we look forward to more collaboration with you in the future.

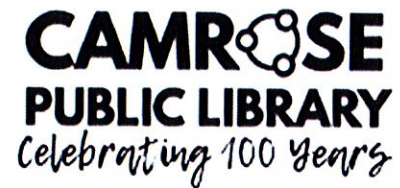
Sincerely,

Robyn Gray, Director
Camrose Public Library

c.c: Camrose Public Library Board

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Camrose, AB T4V 0R8
780.672.4214



November 25, 2019

Ms. Jackie Lovely, MLA for Camrose
Legislature Office, 6th Floor
9820 – 107 Street
Edmonton, AB
Canada T5K 1E7

To Ms. Jackie Lovely, MLA for Camrose:

On behalf of the Board and Staff of the Camrose Public Library, please accept our sincere thanks for your thoughtful speech and presentation of the Honourable Jason Kenney's letter at our Centennial Celebration, and your contribution of the book "Lucy Tries Hockey" to our collection. This donation was a wonderful way to support the library, and we really appreciate this show of support!

It meant a lot to us to have you there as a representative on behalf of Alberta, especially as so many influential individuals from within our community were present. Our celebration was enhanced by your speech and presentation of these gifts, and we were thrilled to have you there with us as we made a toast to our next 100 years.

Thank you again, and we look forward to more collaboration with you in the future!

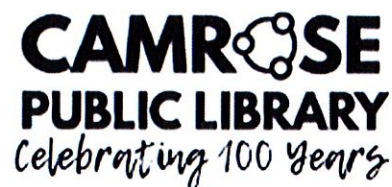
Sincerely,

Robyn Gray, Director
Camrose Public Library

c.c: Camrose Public Library Board

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4710 50 Avenue
Camrose, AB T4V 0R8
780.672.4214



November 25, 2019

To Ms. Howard,

On behalf of the Board and Staff of the Camrose Public Library, please accept our sincere thanks for your fantastic speech, and your generous donation of \$100 at our Centennial Celebration. This donation was a wonderful way to support the library, and we really appreciated this touching tribute to your grandmother.

Your keynote speech was thoughtful and kind, and we are so grateful for the way that you described the library with simile as well as metaphor. It meant a lot to us that our keynote speaker was such a true representative of both the community of Camrose and Camrose Public Library's role within that community. Our celebration was truly enhanced by your speech, and we were thrilled to have you there with us as we made a toast to our next 100 years.

Thank you again, and we look forward to more partnerships with you in the future as we launch forward into our next 100 years!

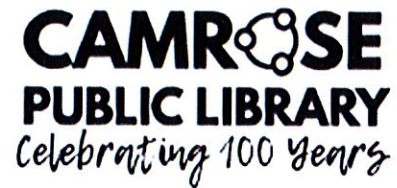
Sincerely,

Robyn Gray, Director
Camrose Public Library

c.c: Camrose Public Library Board

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780.672.4214



November 25, 2019

Julie Girard, Manager
Starbucks, Cornerstone
6800 48 Ave 130
Camrose, AB T4V 4T1

To Julie and the Staff of Starbucks:

On behalf of the Board and Staff of the Camrose Public Library, please accept our sincere thanks for your generous donation of coffee for our Centennial Celebration. We are so thrilled to have received this support, and really appreciate all that Starbucks does for community engagement throughout Camrose.

The first container of coffee provided our patrons with hot coffee all day long on our 100th Birthday, and was served with birthday cake and enjoyed alongside live entertainment to celebrate the occasion. The second container was consumed during our formal Centennial Celebration that evening, which attracted over 100 community members. Our celebration was truly enhanced by the ability to offer fresh coffee throughout the day's festivities. Starbucks making this generous contribution is a terrific example of the wonderful role that this organization plays in our community. Camrose Public Library is so grateful for the wonderful connections we have throughout Camrose, and we were thrilled to have Starbucks there with us as we made a toast to our next 100 years.

We strive to ensure that our programs are highly responsive and reflective of the needs of everyone in our community. Your support is important and valuable to help us meet our goal of creating connections and building a healthy community.

Thank you again, and we look forward to more partnerships with you in the future!

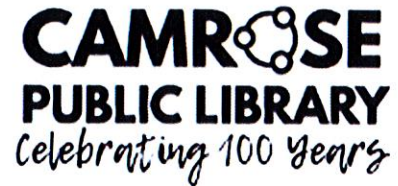
Sincerely,

Robyn Gray, Director
Camrose Public Library

c.c: Camrose Public Library Board

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Camrose, AB T4V 0R8
780.672.4214



November 25, 2019

Carol Rollheiser, General Manager
Wild Rose Co-op
4818 51 Street
Camrose, AB T4V 2R8

To Carol Rollheiser & the staff of Wild Rose Co-op,

On behalf of the Board and Staff of the Camrose Public Library, please accept our sincere thanks for your attendance at our Centennial Celebration, and the beautiful flowers that you sent us in honour of this wonderful milestone! This contribution was greatly appreciated, and we are so honoured that you were able to join us for this momentous occasion. The flowers are a beautiful centerpiece at the library, and all of our staff and patrons have been thoroughly enjoying them.

It meant a lot to us to have you join us, especially as Wild Rose Co-op is a community partners we are so grateful to have in Camrose. Our reaching 100 years would not have been possible if it were not for our amazing community connections!

Thank you again, and we look forward to more collaboration with you in the future.

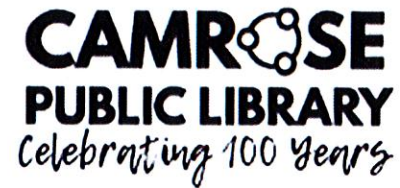
Sincerely,

Robyn Gray, Director
Camrose Public Library

c.c: Camrose Public Library Board

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Camrose, AB T4V 0R8
780.672.4214



November 26, 2019

Margaret Holliston, Executive Director
Camrose & District Support Services
4821 – 51 Street
Camrose, AB T4V 1R9

To Margaret Holliston & the Staff of Camrose & District Support Services:

On behalf of the Board and Staff of the Camrose Public Library, please accept our sincere thanks for the beautiful flowers and words of congratulations regarding our Centennial Celebration! We are so honoured that you thought of us as we reach this wonderful milestone. The flowers are a beautiful centerpiece at the library, and all of our staff and patrons have been thoroughly enjoying them.

Camrose Public Library's partnership with Camrose & District Support Services is extremely meaningful, and is an example of the fact that the library would not have reached 100 years were it not for our amazing community connections.

Thank you again, and we look forward to more collaboration with you in the future!

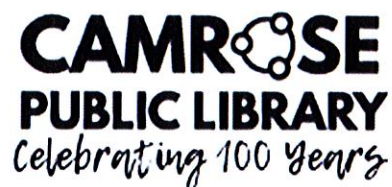
Sincerely,

Robyn Gray, Director
Camrose Public Library

c.c: Camrose Public Library Board

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4710 50 Avenue
Camrose, AB T4V 0R8
780.672.4214



November 26, 2019

Colleen Schalm
Parkland Regional Library
5404 56 Ave
Lacombe, AB T4L 1G1

To Colleen Schalm & Parkland Staff:

On behalf of the Board and Staff of the Camrose Public Library, please accept our sincere thanks for your thoughtful speech and presentation of a beautiful bouquet of flowers at our Centennial Celebration! It meant so much to have a representative from Parkland present, and your speech was heartfelt and kind regarding our library. And the flowers have lasted wonderfully, and continue to be enjoyed by staff and patrons!

Parkland has played such a huge part in Camrose Public Library's history. Our celebration was enhanced by your speech and presentation of these gifts, and we were thrilled to have you there with us as we made a toast to our next 100 years!

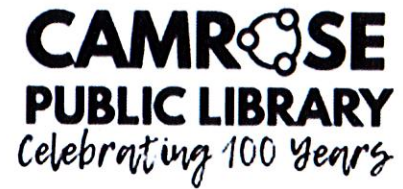
Sincerely,

Robyn Gray, Director
Camrose Public Library

c.c: Camrose Public Library Board

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4710 50 Avenue
Camrose, AB T4V 0R8
780.672.4214



December 6, 2019

Jane Cherry-Lemire
Camrose Arts Society
4809 52 Street
Camrose, AB T4V 1T9

To Jane & Staff at Camrose Arts Society:

On behalf of the Board and Staff of Camrose Public Library, please accept our sincere thanks for lending us an easel so that we could display our work of art for our Centennial Celebration! The unveiling of this artwork was a beautiful component of the Celebration, and we wouldn't have been able to do it in such a nice way were it not for this equipment that you lent us. We really hope that at some point, you will be able to come into the library and admire this artwork in its new location on our wall.

On November 19, we had a fantastic Centennial Celebration, with approximately 100 attendees and several dignitaries who said a few words, along with a keynote speaker. The unveiling of the artwork came towards the end of the evening, and was very well-received. The Centennial Celebration was a fantastic opportunity to celebrate how far we have come in the past 100 years, and we are so excited to continue improving our services and meeting the needs of the community as we begin our next 100 years.

Again, thank you so much for your support. We look forward to continuing to collaborate with the Camrose Arts Society well into our next 100 years!

Sincerely,

Robyn Gray, Director, Camrose Public Library

cc: Camrose Public Library Board

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Camrose Swans & Roses Lions Club

Box 1404
Camrose, Alberta
T4V 1X3

Nov 17, 2019

Camrose Public Library

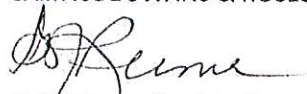
Dear Robyn,

We are pleased to forward you a cheque on behalf of the Camrose Swans & Roses Lions Club in the amount of \$500.00.

In anticipation of many kids attending your great "Snacks in the Stacks" program, we would like to see this designated towards your snack program. We know the value of nutritious food and the benefit that there is for better behavior in kids of all ages!

Keep up the good work!

Sincerely yours,
CAMROSE SWANS & ROSES LIONS CLUB


Gail Reimer, President

4710 50 Avenue, Camrose Alberta T4V 0R8
780.672.4214
nicole@prl.ab.ca



November 27, 2019

Dear Gail and Members of Camrose Swans and Roses Lions Club:

I wanted to send a brief note to thank you so much for the lovely donation for Snacks in the Stacks. The support of organizations like yours makes this program possible, especially considering that we run it completely outside of our operating budget.

The number of kids we feed has grown since Snacks in the Stacks began. We saw an average of 25 kids daily for the program in the 2016/2017 school year. So far in this current school year, we've provided healthy snacks to almost 3000 children; that's an average of 43 kids per day who deal with fewer hunger-related social, emotional, and academic issues, and for that, we thank you!

Sincerely,

A handwritten signature in cursive script that reads "Nicole Bannick".

Nicole Bannick
Program Coordinator
Camrose Public Library

cc. Camrose Public Library Board

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5404 – 56 Avenue
Lacombe, AB T4L 1G1
Ph. (403) 782-3850

Parkland Regional Library

Cooperation ■ Innovation ■ Service

December 6, 2019

Camrose Public Library
4710 - 50th Avenue
Camrose, AB T4V 0R8

Please find attached a cheque for \$12,126.75. This is a libraries service grant designed by the provincial government to enhance library service to rural patrons. The grant is based on Parkland Regional Library's municipal membership agreement, which is given to municipalities without library boards on a per capita basis. Camrose County and the Village of Bittern Lake have both allocated a portion of their population allotment to your library.

The above amount represents the remaining 50% of the 2019 library services grant. The balance will be sent once the provincial budget is announced in the fall.

In the spirit of building relationships with the new provincial government, PRL continues to encourage your board to send a thank-you letter Kaycee Madu, the Minister of Municipal Affairs for the remainder of the funding and invite your local MLA to your library to show just how much work your library does and how important you are to the community.

If you have any questions, please feel free to contact the Finance Department at finance@prl.ab.ca



Public Library Services Branch
803, 10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Telephone: 780 427-4871
www.albertalibraries.ca

December 9, 2019

Ms. Elizabeth Luck, Chair
City of Camrose Library Board
c/o Camrose Public Library
4710 - 50 Avenue
CAMROSE, AB T4V 0R8

Dear Ms. Luck:

Enclosed please find a cheque in the amount of \$50,072 (fifty thousand seventy-two dollars). This is the second and final installment of your grant, which brings the total to \$100,144 for the 2019/2020 Library Operating Grant.

The Public Library Services Branch supports and enables a provincial network of efficient and effective library service for all Albertans. We are pleased to be able to contribute these funds to assist the library board with the provision of public library service in your community.

Yours truly,

A handwritten signature in black ink that reads "Jen Anderson".

Jen Anderson
Manager, Public Library Grants Program

Enclosure



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

AR99251

DEC 03 2019

Ms. Robyn Gray
Director
Camrose Public Library
4710 - 50 Avenue
Camrose AB T4V 0R8

Dear Ms. Gray,

Thank you for your letters of November 4, 2019, to Premier Jason Kenney and me regarding the 2019 provincial funding for the Camrose Public Library. As the Minister responsible for public library services in Alberta, I am pleased to respond on behalf of the Government of Alberta.

I am delighted that we were able to maintain funding and provide the library with the remaining 50 per cent of the 2019 Provincial Operating Grant and Library Services Grant. We value the important role public libraries play in our communities. I commend the Camrose Public Library for providing a wide range of programs and services that serve the many diverse populations in the immediate community and surrounding area.

Thank you for the kind invitation to enjoy the hospitality of the library. I look forward to continuing to work with the Camrose Public Library and all public libraries across Alberta.

Thank you again for writing.

Yours very truly,


Kaycee Madu
Minister

cc: Honourable Jason Kenney
Premier of Alberta

Cheryl Hamel

From: CanadaHelps.org <info@canadahelps.org>
Sent: Monday, December 09, 2019 11:51 PM
To: Cheryl Hamel
Subject: Your charity has received a donation through CanadaHelps



get social with us . . .



Dear CAMROSE PUBLIC LIBRARY BOARD,

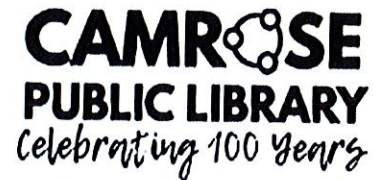
We are pleased to inform you that on December 9, 2019 11:50:29 PM, one of your supporters made a one-time donation of \$500.00 to your charity in support of the following fund: General. Donor's message to charity: To Robyn Gray and all the staff at the Camrose Public Library -- I read recently in the Camrose Booster that you have just celebrated your 100th birthday! Congratulations on contributing to the literacy of children and adults in the Camrose area for a century! My sister's column (Reflections by Bonnie Hutchinson) took me down a happy memory lane. With all my siblings and our parents, I grew up in Camrose and remember the library when it was a big white building on Main Street. I remember climbing the stairs to the library when I was a kid and delighting in the books I could borrow -- Nancy Drew, Hardy Boys, Bobbsie Twins. My mother, Berdie Fowler, was a huge supporter of the library and was always a keen supporter of literacy programs over the years. Nothing would please her more than to receive a birthday gift of a donation to the library. She was born a year after the library, in 1920 so, if she were still with us, she would be celebrating her 100th birthday on July 1, 2020. Please accept my \$500 donation to the library to thank you for all that you have done for the community over the past century and to honour my parents' memory. Beth (Fowler) Balshaw

To access information about the donor who made this donation, [sign in](#) to your CanadaHelps Charity Account and select the Donations Reports tab.

Donations, less the CanadaHelps non-commercial fee, are disbursed as part of our standard process. For more information about our fees or disbursement process, please visit our [frequently asked questions](#). Should you have any questions or comments, please do not hesitate to contact us at info@canadahelps.org or 1-877-755-1595.

Kind regards,

4710 50 Avenue
Camrose, AB T4V 0R8
780.672.4214



December 17, 2019

To Mrs. Balshaw,

On behalf of the Board and Staff of Camrose Public Library, please accept our sincere thanks for providing us with a \$500 donation on the occasion of our 100th Birthday! This is such a wonderful gift to give in honour of your parents' memory, and we are so grateful to be the recipient of such generosity.

We were so thrilled to read your message regarding all of the memories you have of Camrose Public Library as you were growing up. We love hearing about ways that this library has made a lasting impact on community members, and are happy that this library represented a home to endless books that you could enjoy. It is so wonderful that your family showed so much support for their local library!

We pride ourselves on continuing to play an important role in our community in countless ways. We still provide a wide variety of books and run several literacy programs daily. In addition to this, we offer cutting-edge services and programs to meet a variety of patron needs. We offer a "Snacks in the Stacks" program for hungry kids during the school year, weekly outreach services to numerous seniors homes, 3D printing and virtual reality experiences for all ages, and summer programs to provide kids with a place to enhance their reading skills and foster lasting friendships. Camrose Public Library prides itself on being an essential community hub that improves the health, education, and economy of its community members.

Again, thank you. Your generous donation will help us begin our next 100 years continuing to provide a variety of services to the community. We would love to welcome you to the library anytime that you are back in Camrose!

Sincerely,

A handwritten signature in black ink, appearing to read "Robyn Gray". The signature is written in a cursive, flowing style.

Robyn Gray, Director
Camrose Public Library

CONNECT. CREATE. CAPTIVATE.



The City of
Camrose

5204 – 50 Avenue, Camrose, Alberta T4V 0S8 PH. (780) 672-4426 FAX (780) 672-2469

December 17, 2017

File: G1.C3.05

Elizabeth Luck, Chair
Camrose Public Library Board
c/o Camrose Public Library
4710 - 50 Avenue
Camrose, AB T4V 0R8

re: 2020-2022 Member at Large Appointment(s) - Camrose Public Library Board

Please be advised at a Regular Meeting of Council, held December 16, 2019, Camrose City Council approved the following Member at Large appointment(s) to the Camrose Public Library Board for a three year term effective January 1, 2020 to December 31, 2022, or at the pleasure of Council.

Camrose Public Library

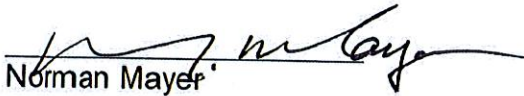
- Elizabeth Luck (Re-Appointment)
- Julie Girard (New Appointment)

I have attached a separate sheet with contact information for the above noted individuals

Please give me a call if there are any questions.

Yours truly,

The City of Camrose


Norman Mayer
Mayor

cc: Robyn Gray, Director, Camrose Public Library



December 20, 2019

File No: 970-03-68

Camrose Public Library
4710-50 Avenue
Camrose, AB
T4V 0R8

RE: 2020 Budget Allocation

Council at their December 10, 2019 Council meeting reviewed the recommendation and approved the Interim Budget. I can advise you after considerable deliberation, Camrose County allocated \$81,579.00 (Eighty One Thousand Five Hundred Seventy Nine Dollars) to the Camrose Public Library.

A cheque in the amount of \$81,579.00 will be forwarded in July, 2020.

Yours truly,

Paul King
County Administrator

/jy

Cc Accounts Payable

January 8, 2020

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 allocating \$81,579.00 to Camrose Public Library. We truly appreciate Camrose County's ongoing support of Camrose Public Library and your ongoing confidence in us to provide the community with exceptional library service.

At Camrose Public Library (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. On any given day, 300 or more people visit the library: parents, young children, students, seniors, ESL learners, community organizations, and so much more. We are essential in the community, as we provide reimagined programs to support technology, learning, exploring, playing, and connecting with others.

This funding from Camrose County is instrumental in allowing CPL to offer programs that make an impact to our community, such as our "Snacks in the Stacks" program for hungry kids during the school year, weekly outreach services to numerous seniors homes, and summer programs to help kids and teens foster friendships throughout July and August. This funding also enables us to offer a variety of reading, listening, and viewing materials for all library patrons, which foster stress reduction, knowledge building, vocabulary expansion, and better writing skills. Along with countless other libraries throughout Alberta, Camrose Public Library prides itself on being an essential community hub that improves the health, education, and economy of its community members.

CONNECT. CREATE. CAPTIVATE.

4710 50 Avenue, Camrose Alberta T4V 0R8
780.672.4214



Again, thank you. We look forward to pursuing more opportunities to work together in the future!

Sincerely,

Robyn Gray, Director, Camrose Public Library

cc: Camrose Public Library Board

CONNECT. CREATE. CAPTIVATE.

January 8, 2020

City of Camrose
5204 50 Avenue
Camrose AB T4V 0S8

Dear Mayor Mayer and Council,

On behalf of the Board and Staff of Camrose Public Library, I would like to sincerely thank you for providing Camrose Public Library with \$578,000 for 2020 Operational Funding. We truly appreciate the City of Camrose's ongoing support of Camrose Public Library and your ongoing confidence in us to provide the community with exceptional library service!

Thanks to your very generous support, you have created a library that plays an influential role to all community members. On any given day, 300 or more people visit the library: parents, young children, students, seniors, ESL learners, community organizations, and so much more. We are essential in the community, as we provide reimagined programs to support technology, learning, exploring, playing, and connecting with others.

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Sincerely,

Robyn Gray, Director, Camrose Public Library

cc: Camrose Public Library Board

CONNECT. CREATE. CAPTIVATE.



PRL BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 7, 2019

Organizational Meeting

Parkland's board has 12 new members. Board Members in attendance elected the new Executive Committee and Board Chair. Debra Smith was re-appointed Board Chair by acclamation. One vacancy remains on the Executive Committee. The board has until the February 20th board meeting to fill the vacancy, otherwise the seat will remain empty until the next year's organizational meeting in November.

Executive Committee

The Executive Committee has one new face, along with returning members.

- Debra Smith**, Board Chair (Village of Lougheed)
- Sharolyn Sanchez**, (Town of Penhold)
- Jason Alderson**, (Town of Rocky Mountain House)
- Kevin Ferguson**, (Town of Ponoka)
- Bruce Gartside**, (Village of Donalda)
- Ray Olfert**, (Town of Blackfalds)
- Janine Stannard**, (Town of Coronation)
- Heather Ryan**, (Town of Olds)
- Megan Hanson**, (Town of Sylvan Lake)

2020 Budget Approval

As of the date of the board meeting, PRL's 2020 budget was not yet approved. However, by November 13th, the budget reached approval by 73% of the member municipalities representing 67% of the population.

Trustee Orientation

A Board Member Orientation was given by Ken Allan with Miranda McGuire from the PLSB.

Alberta Library Conference 2019

Parkland will cover the costs for 3 board members plus the Board Chair to attend the Alberta Library Conference held from April 23 to 25, 2020 in Jasper. Barb Gilliat (Village of Alix), Gord Lawlor (Town of Stettler), and Ann Zacharias (Summer Villages of Sylvan Lake) will attend. Attendees are selected to attend through a ballot process.

2020 Board Meeting Dates

- February 20** – Annual Report, Year in Review
- May 28** – 2019 Financial Statements
- September 17** – Budget Presentation for 2021
- November 12** – Organizational Meeting

Library Card Sign up Month

PRL's Library Card Sign-up Month campaign was held this September. Alix Public was the star library this year, with a 34% increase in memberships. They received the Nintendo Prize package from PRL. There was an overall rise in memberships across the Parkland region of 4.5%

Building Update

Tricon Developments has forwarded PRL's application for a development permit to the City of Lacombe. Williams along with representatives of Tricon presented the request to council on November 12th, which was approved.

Tricon is working on the agreement between PRL and Tricon for the construction of the new building and selling of the current headquarters building. When complete, this agreement will provide the most cost-effective way to finance the new building. Signing an agreement with Tricon should occur soon, since based on the draft construction schedule, pouring the concrete pilings for the new building should occur by the end of November.

Based on cost estimates PRL may have to move more of its current furniture than expected. There may be insufficient money to purchase large amounts of new furniture. Staff have already investigated the cost of moving the contents of the current headquarters building. A quote is being prepared by Outsource Installations Ltd.

Based on the draft construction schedule, Parkland's planned move in date is the end of October 2020.

Advocacy Committee Activity

The Advocacy Committee has met once since the last board meeting. Nevertheless, they have been able to move forward on several objectives.

- A brief *What You Need to Know* trustee handout is in its first draft. Board members received it at this meeting.
- A Return on Investment (ROI) document that demonstrates the value municipalities receive from their membership in Parkland is nearing completion.
- The committee is working to educate PRL board members on their role as trustees and to promote attendance at board meetings. Staff will now track board member attendance so they can advise municipalities when a trustee misses two consecutive meetings. Under the Libraries Regulation it is assumed that a trustee who misses three consecutive meetings has resigned.
- There will soon be a document that clarifies the role of council in relation to their local library board.
- Advocacy Committee members contributed thoughts on how libraries are well positioned to help the provincial government balance their budget (for example, as an agency for service delivery).
- They discussed the value of regional library staff manning a booth at the AUMA trade show and are investigating whether presenting a session at AUMA instead would be a better use of time and money for this conference.

Lawlor stated that all of the current Advocacy Committee members wish to continue their service to the PRL Board; making room for two more members. Bill Rock volunteered and has joined the committee.

The Advocacy Committee members are:

- Gord Lawlor**, Chair, (Town of Stettler)
- Barb Gilliat**, Vice Chair (Village of Alix)
- Jeanny Fisher**, (Town of Daysland)
- Stephen Levy**, (Town of Sedgewick)
- Norma Penney**, (Village of Clive)
- Janine Stannard**, (Town of Coronation)
- Cora Knutson**, (Town of Bentley)
- Deb Smith**, Ex Officio, (Village of Lougheed)
- Bill Rock**, (Village of Amisk)

Community News from Trustees

Stettler Public Library will host a Wine Survivor night on November 16th at 7:00 p.m. The entry fee is \$20.00 and a bottle of wine. Last year they raised \$2,000.00 for the library.

The **Sundry Municipal Library** held a \$500.00 contest to local artists to have a mural painted in their library, with the winner Dax Stringer unveiling the Barb Bell memorial mural on September 30th.

Alix Public Library won the contest for Library Card Sign-up Month in September with a whopping 34% increase in membership. They received the Nintendo Switch Prize package from PRL.

Board Members Present

Debra Smith (Board Chair), Jason Alderson, Doreen Blumhagen, Darlene Dushanek, Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Sandy Gamble, Bruce Gartside, Barb Gilliat, Megan Hanson, Jeanette Herle, Cora Knutson, Gord Lawlor, Faye Leicht, Daryl Lougheed, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Bill Rock, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood, Ann Zacharias, Gavin Bates (Alternate for Glen Carrit), Greg Harris (Alternate for Dwayne Fulton)

With Regrets

Glen Carrit, Agnes Hoveland, Philip Massier, Heather Ryan, Stephen Levy

Absent

Jackie Almborg, Wendy Aschenbrenner, Connie Beringer, Jared Booth, Jacqueline Boulet-Boden, May Douglas Chamber, Trudy Kilner, Lonnie Kozlinski, Dana Kreil, Brenda McDermott, Josephine McKenzie, Blair Morton, Roger Nichols, Rick Pankiw, Corby Parsons, Chris Ross, Sonia Temple

Guests

Bob Green, Ken Allan and Miranda McGuire (PLSB)

PRL Staff

Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Haley Amendt, Kara Hamilton

Next Meeting: February 20, 2020, 12:30 PM.

FCPL Annual Meeting

November 25, 2019

Meeting Overview

- Introduction to FCPL
- Activity Update
- Financial Update
- Election of Board of Directors
- Camrose Christmas Bonus
- 2020 Fundraising Opportunities



Fellowship of the Camrose Public Library *Supporting Our Library's Adventures!*

The Fellowship of the Camrose Public Library is committed to being advocates for the Camrose Public Library through fundraising to support them in their mission and vision.

2019 Activity Overview

Feb: CPL "Be Your Own Valentine" Info Table and Sock Draw

May: FCPL Incorporated under GovAB Societies Act

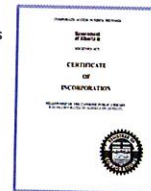
June: CPL Birth-Tea Party 50/50 & Sock Sales

July: Zumbathon

Sep: Info Table @ Camrose Registration Night

Nov: CPL Centennial Kodiak Ticket Door Prize

Nov-Dec: Camrose Christmas Bonus



Finance Update: Donations & Fundraisers

Fundraising Event	Amount (\$)
Sock Sale Fundraiser (Year Total)	\$537.00
CPL Birth-Tea Party 50/50 Raffle	\$96.00
Bottle Donations	\$34.25
Zumbathon	\$340.00
2019 FCPL Donation Box (Jan-Nov Total)	\$113.30
Total:	\$1,120.55 (excluding CCB)

Finance Update: Prizes and Expenses

Fundraising Event	Amount (\$)
CPL Birth-Tea Party 50/50 Prize Winner	\$48.00
CPL Centennial \$100 Gift Card for Event Supplies	Donated by Superstore
CPL Centennial Kodiak Family-Pack Tickets	Donated by Camrose Kodiaks
Total:	\$48.00 (excluding in-kind donations)

Financial Overview

Total 2019 FCPL Donations (excluding Camrose Christmas Bonus): \$1,120.55

Total 2019 FCPL Expenses (excluding in-kind donations to CPL): \$48.00

Budget Balance: \$1,072.55

FCPL Board of Directors

President - Kalene Gould (temporary)

Vice-President - N/A

Treasurer - Kalene Gould

Secretary - Bailey Lassen

Social Media Coordinator - Celine Warawa

Volunteer Coordinator - Aaron Morris

Interested in joining FCPL? We are looking to fill the following FCPL executive positions:

- **President**
- **Vice-President**

Camrose Christmas Bonus

- Gift Card "Survivor"
- \$20 Buy-In (\$10 to FCPL; \$10 to Prize Pot)
- Bonus Community Business Donations
- Deadline: December 7, 2019
- Final Draw: December 12, 2019



2020 Fundraiser Options

Examples of potential fundraisers/events:

- Bailey Theatre Movie Night
- 50/50s
- Art Nights
- Casino
- Bottle Drives

What kind of fundraisers would you like to see from FCPL?

Thank You!

FCPL Annual General Meeting – November 25, 2019 7:00 PM

Present: Shannon Stolee, Kalene Gould, Celine Warawa, Robyn Gray, Aaron Morris, Kelly Higgins, Alyssa Martin, Andrew Gabert, Sam Stewart, Colton Warawa

Absent with Notice: Bailey Lassesen,

1) AGM Presentation Overview

- a) Temporary President, Kalene Gould, provided a review of 2019 including an introduction to FCPL, 2019 activity update, 2019 financial update, and the election of board of directors.

2) Activity Update

- a) The 2019 activity update included highlighting the following:
 - i) FCPL fundraising initiatives (Birth-Tea Party 50/50; Sock Sales; Zumbathon; Camrose Christmas Bonus)
 - ii) FCPL milestones (May 2019 Incorporation; Bank Account Creation)
 - iii) FCPL community presence building opportunities (“Be Your Own Valentine” Information Table; Camrose Registration Night; CPL Centennial Door Prize)
- b) *Andrew Gabert moved to approve the FCPL 2019 Activity Update as presented during the FCPL 2019 AGM, seconded by Celine Warawa, all approved. Motion passed.*

3) Financial Update

- a) Overall, the 2019 FCPL financial status is as follows:
 - i) Total 2019 FCPL Donations/Fundraising (excluding Camrose Christmas Bonus Program): +\$1,120.55
 - ii) Total 2019 FCPL Expenses (excluding in-kind donations to CPL, like the Kodiak Door Prize Tickets and Superstore Gift Card): -\$48.00
 - iii) Balance as of November 25, 2019: \$1,072.55
- b) *Aaron Morris moved to approve the FCPL 2019 Financial Update as presented during the FCPL 2019 AGM, seconded by Andrew Gabert, all approved. Motion passed.*
- c) Regarding the 2020 FCPL budget, the FCPL is waiting until the library’s 2020 budget is released to determine potential gaps needing support, recognizing that 2020 will be the second full year of the FCPL and will likely continue to be setting groundwork. The 2020 budget is tabled until January 2020, but will include meeting expenses, advertising costs, fundraiser costs, etc.

4) Board of Directors Election

- a) The 2019/2020 Board of Directors is as follows:
 - i) President – Kalene Gould (temporary position)
 - ii) Vice-President – Vacant
 - iii) Treasurer – Kalene Gould
 - iv) Secretary – Bailey Lassen
 - v) Social Media Coordinator – Celine Warawa
 - vi) Volunteer Coordinator – Aaron Morris
- b) *Celine Warawa moved to approved the FCPL 2019-2020 Board of Directors as presented in the FCPL 2019 AGM, seconded by Aaron Morris, all approved. Motion passed.*

5) 2020 Fundraising Ideas

- a) The following is a short summary of the different 2020 fundraising ideas discussed during the 2019 AGM:
 - i) “Boozy Night at the Library” – Partner with Back 40 Distillery or local winery
 - ii) Camrose Pub Crawl/Walking Tour – Brewhouse/Norseman/Boston Pizza/Geos
 - iii) Downtown Camrose Walking Tour
 - iv) Battle River Foundation
 - v) Bailey Theatre “The Public” Movie Night
 - vi) Augustana CSL Placement with FCPL
 - vii) Advertising Ideas:
 - (1) Promotion of Bottle Depot Program
 - (2) Camrose Market / Farmer’s Market Table Rental
 - (3) Camrose News – Community Events

6) New CPL Building Advocacy

- a) FCPL discussed the opportunity for FCPL to advocate for a much needed new building for the library, including focus on connecting with successful advocates (e.g., Natalie Mills – New Pool) and examples of partnerships with other community organizations that are in need of a new space. This message will be closer defined in 2020.

7) Adjournment



Centennial Celebration Photos, including MPA Kurek and the Dr. Pollard of ALTA Family Holiday Party!

Board Appointments

Congratulations to Elizabeth Luck for her appointment to the Board for another three-year term! And welcome to Julie Girard who has also been appointed to the Board!

100th Birthday

We hired Amanda McDevitt to take photos at our Centennial Celebration, and she finished editing them after our last Board meeting of 2019. To see the photos that she took, please visit the Camrose Public Library's Facebook page and check out the photo album called 'Camrose Library's Centennial Celebration.' I have emailed photos of the politicians and speakers that were in attendance to each of them.

Family Holiday Party

Our Annual Family Holiday Party was held on December 7th, facilitated by Nicole with the help of 5 CSL students. There were approximately 127 attendees, the ukulele group played Christmas carols, and a great time was had by all!

Community Service Learning (CSL) Update

In addition to the 5 CSL students we had with us to plan the Family Holiday Party, in 2019 we had two students work on Enviropalooza, 3 students help out with Snacks in the Stacks, and one technology placement who worked with Kelly. Right now, we have 5 students working with Nicole on a 3-week placement to conduct a study on the environmental impact that patrons make by using their library card. This study will hopefully result in lots of interesting infographics that we can use in future promotions of the library! For an upcoming 11-week term, we are anticipating approximately 12 students for a Community Kitchen program in which they work with community members to create healthy meals.

Family Literacy Day & Read for 15

In honour of Family Literacy Day, we will be having a Family Board Game Night on January 27th from 6-8pm (cleverly named 'Family bored? Games Night!' by Nicole). Playing games is a great way to enhance literacy and numeracy skills, and this event is being hosted in partnership with the Camrose Family Resource Centre and the Camrose and Area Early Childhood Development Coalition. In addition, 'Read for 15' is happening on January 27th and 28th. Be sure to submit your 15 minutes of reading on those days, to help us in our competition against other Albertan libraries!

Be Your Own Valentine

This year's event will take place on February 7th. It will include lots of the same indulgent elements as previous years (including vendors, massages, and door prizes) but will also feature new elements, including speakers on important topics like relationship loss (with Bill Harder from the Hospice Society) and creating works of healing art with Art Therapist Nikki Featherstone.

Community Collaborations

During the week of January 27th to 31st, myself and some of the programmers will be reading to groups of students at Ecole Sifton School to help celebrate Family Literacy Day. Nicole and I both attended a meeting in November for a new group called the Community Coalition, which plans on collaborating and enhancing services for children 0-18 and their families. Our second meeting was supposed to be this week but has been postponed due to weather. Also, Shannon has been reaching out to local seniors organizations to see how we can best apply our Alberta Health Services Dementia Grant to have a maximum impact in the community. Also, on January 16 I am conducting a brief presentation for a Community Psychology course at Augustana regarding how libraries have changed and re-branded over the years.

Donations

We have many, many generous people in the community that provide book donations to the library. While this is amazing, it means we have an overabundance of donated materials that become part of our ongoing book sale, or else we are responsible for disposing of if they are in poor condition. Centra Cam has informed us that books are not recyclable because of the glue used to keep pages together, so we end up throwing a lot of these books in the

garbage. As a result, we have begun trying to get more firm about not accepting donations unless they are publications made within the past 5 years and in excellent condition. We are very careful about our wording when we tell patrons we cannot accept their donations (because we are very grateful for their thoughtfulness), but hope that this step will lessen the load for our employees who take the time to sort through all of our donations.

Annual Report

I have most of the information gathered for the 2019 Annual Report. The deadline to submit this is February 28, so I will be bringing forward the draft at our next meeting on February 18 to be revised and approved. For now, I will mention that in 2019, we gained 5,138 new cardholders, had 106,553 wifi usages, and circulated a total of 144,517 items!

Summer Employment Grants

Cheryl and myself have submitted two grant applications for the Young Canada Works Grant ('Summer Program Support' and 'Book Bike Assistant') and will submit two more applications ('Book Bike Coordinator' and 'Summer Program Facilitator') for Canada Summer Jobs as soon as the application becomes available. We decided against hiring a Social Media Coordinator this summer since we have lots of social media coverage between the 3 programmers and myself. The Intergenerational Programmer position will be a bit different this year since the role is encompassed in the Alberta Health Services Dementia Grant that we have received. This programmer will have many of the same responsibilities as before, but will not be limited by the same constraints as other students in terms of full-time versus part-time employment, being within a certain age limit, and working for a specific four-month term. Shannon has been examining how this shift will play an impact on how we recruit and hire for this position.

Camrose Public Library
Programming Report
November 2019

CPL Service Responses and Applicable Programs

Social Engagement: Developing Relationships and Ending Isolation

- Regular in-house programs: **318 people**
- Programs facilitated by outside groups: **45 people**
- Library Centennial: **102 people**

Total for service response 1: 465 participants

Connect to the Online World: Public Internet Access

- Ongoing in-house programs: **23 people**

Total for service response 2: 23 participants

Satisfy Curiosity: Lifelong Learning

- Ongoing Outreach: **67 people**
- Ongoing in-house programs: **272 people**
- Sparks Tour: **20 people**
- Programs facilitated by outside groups: **43 people**

Total for service response 3: 402 participants

Visit a Welcoming Place: Physical and Virtual Spaces

- Snacks in the Stacks: **627 people**
- Programs facilitated by outside groups: **6 people**

Total for service response 4: 633 participants

Total program participation for November 2019: 1523 people.

	January		February		March		April		May		June		July		August		September		October		November	
	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons
Adult	58	490	58	610	57	449	49	350	48	363	49	423	44	522	46	441	45	306	53	447	33	234
Family	77	1727	83	1528	67	1302	85	1688	78	1326	67	1883	71	3050	44	1614	65	1380	74	1491	68	1167
Children	3	39	5	64	6	69	4	66	8	389	5	49	59	920	34	336	1	9	2	18	3	27
Teens	12	82	6	55	8	47	12	93	7	44	5	37	14	190	11	73	9	80	11	93	10	75
Other	1	3541	2	347	4	245	0	0	4	1095	8	544	5	471	5	1480	2	1275	7	692	1	20
Total	151	5879	154	2604	142	2112	150	2197	145	3167	134	2936	193	5153	140	3944	122	3050	147	2741	115	1523
Outreach	18	4038	16	481	14	294	14	133	17	1440	26	1177	53	3364	46	3146	12	1336	13	713	11	67
In House	119	1841	138	2123	128	1818	136	2064	128	1727	108	1809	140	1789	94	798	110	1714	134	2028	104	1456
Total	137	5879	154	2604	142	2112	150	2197	145	3167	134	2936	193	5153	140	3944	122	3050	147	2741	115	1523
Advocacy	1	3541	2	347	4	245	0	0	4	1095	8	544	5	471	5	1480	2	1275	7	692	1	20
Service Resp	150	2338	152	2257	138	1867	150	2197	141	2072	126	2392	188	4682	135	2464	120	1775	140	2049	114	1503
Total	151	5879	154	2604	142	2112	150	2197	145	3167	134	2936	193	5153	140	3944	122	3050	147	2741	115	1523

Submitted by Nicole Bannick
December 13, 2019

Camrose Public Library
Programming Report
December 2019

CPL Service Responses and Applicable Programs

Social Engagement: Developing Relationships and Ending Isolation

- Regular in-house programs: **276 people**
- Adult special events: **25 people**
- Elf interactive film: **13 people**
- Family holiday party: **127 people**
- Programs facilitated by outside groups: **30 people**

Total for service response 1: 471 participants

Connect to the Online World: Public Internet Access

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

Total for service response 2: 10 participants

Satisfy Curiosity: Lifelong Learning

- Ongoing Outreach: **71 people**
- Ongoing in-house programs: **230 people**
- Programs facilitated by outside groups: **137 people**

Total for service response 3: 438 participants

Visit a Welcoming Place: Physical and Virtual Spaces

- Snacks in the Stacks: **611 people**
- 2019 Library Board meetings: **62 people**
- Programs facilitated by outside groups: **6 people**

Total for service response 4: 679 participants

Total program participation for December 2019: 1598 people.

Submitted by Nicole Bannick
January 8, 2020

	January		February		March		April		May		June	
	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons
Adult	58	490	58	610	57	449	49	350	48	363	49	423
Family	77	1727	83	1528	67	1302	85	1688	78	1326	67	1883
Children	3	39	5	64	6	69	4	66	8	339	5	49
Teens	12	82	6	55	8	47	12	93	7	44	5	37
Other	1	3541	2	347	4	245	0	0	4	1095	8	544
Total	151	5879	154	2604	142	2112	150	2197	145	3167	134	2936
Outreach	18	4038	16	481	14	294	14	133	17	1440	26	1127
In House	119	1841	138	2123	128	1818	136	2064	128	1727	108	1809
Total	137	5879	154	2604	142	2112	150	2197	145	3167	134	2936
Advocacy	1	3541	2	347	4	245	0	0	4	1095	8	544
Service Respc	150	2338	152	2257	138	1867	150	2197	141	2072	126	2392
Total	151	5879	154	2604	142	2112	150	2197	145	3167	134	2936

	July		August		September		October		November		December	
	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons
Adult	44	522	46	441	45	306	53	447	33	234	48	360
Family	71	3050	44	1614	65	1380	74	1491	68	1167	55	1163
Children	59	920	34	336	1	9	2	18	3	27	3	27
Teens	14	190	11	73	9	80	11	93	10	75	6	48
Other	5	471	5	1480	2	1275	7	692	1	20	0	0
Total	193	5153	140	3944	122	3050	147	2741	115	1523	112	1598
Outreach	53	3364	46	3146	12	1336	13	713	11	67	11	71
In House	140	1789	94	798	110	1714	134	2028	104	1456	101	1527
Total	193	5153	140	3944	122	3050	147	2741	115	1523	112	1598
Advocacy	5	471	5	1480	2	1275	7	692	1	20	0	0
Service Respc	188	4682	135	2464	120	1775	140	2049	114	1503	112	1598
Total	193	5153	140	3944	122	3050	147	2741	115	1523	112	1598

Camrose Public Library

Adult Programs

January 1 to November 30, 2019

Outreach	Program	Attendance
Book Deliveries to Care Facilities	98	602
Plot Matures Book Club	4	39
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
Life Cycle trips	37	542
Outreach to Rotary	1	15
Book Bike at lodges	8	162
SCORE at Augustana	1	130
Augustana Community Fair	1	275
	157	2258

In House	Program	Attendance
Book Club	11	95
Spanish Circle Day	35	257
Spanish Circle Evening	2	8
Yarns	45	191
Ukulele	39	449
French Circle	32	188
Tech Program	28	123
Tech Drop in	0	0
Card Making	12	113
Death Café	5	36
Plot Matures Book Club	6	43
Open Craft Studio	1	2
Grief Workshop	1	20
Body Image Workshop	4	29
Sugar Roller Coaster	1	9
Polaris Training	3	50
Cannabis Sessions	3	49
Meditation	10	42
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
Green Cleaning	1	2
Seniors Week Craft	1	3

Alzheimer's Info Session	1	12
Tours	3	6
Jannette Byron Stone Author Visit	1	30
Tech Talks with Tyler	8	48
Craft Night	4	34
Alberta Culture Days Editing Workshop	1	13
Diabetes Info Sessions	4	35
Reproductive Health Sessions	2	6
Post-it Note Book Club	2	14
SOS Husing Session	1	35
Augustana Distinguished Lecture	1	95
TED Talks	8	29
	284	2352

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	103	939
	103	939
Total	544	5549

Camrose Public Library
Family Programs
January 1 to November 30, 2019

Outreach	Program	Attendance
Women's Shelter Family Literacy	15	107
Read for 15 at Sifton School	1	350
RuPaul's Drag Race Trivia at Fox & Fable	1	32
Bikes at Jaywalkers	2	800
SRC Outreach to Schools	2	295
Francophone Day	1	130
Book Bike at Purple Martin Fest	1	20
Book Bike at Pride BBQ	1	60
Book Bike @ Rec in th Park	1	80
Book Bike at Market	2	400
Curious Cuties	2	46
Life Cycle at Community Events	6	600
Book Bike July 1	1	500
Life Cycle July 1	1	150
Book Bike Programs	30	3048
Life Cycle at Market	1	450
Life Cycle at Community Events	4	980
BVJ Parade	1	500
Flu Clinic	1	500
Community Registration Night	1	1000
	75	10048

In House	Program	Attendance
Books & Bounces (infants)	44	578
Tales for Twos and Threes	84	1395
Bedtime Stories with Feena	30	195
Something Cool After School	163	1833
Super Sundays	12	90
Concept Corner (3-5 years)	40	294
Snacks in the Stacks	163	7055
Tech Help	113	253
Homeschool Hangout	2	21
Feena's School Drop-in	2	28
PD Movies	2	43
Read for 15	1	3541
Queer Like Me Art Show	1	20
Volunteer Appreciation Day	1	25
Candidate Forum	1	83
Solar Panels Info	2	23
Bike Repair	1	14
Canadian Children's Books Week Author Visit	1	22

Oculus Rift	6	110
Summer Tea	1	248
Reading with Royalty	1	69
Intergenerational Pen pals	6	64
Intergenerational Crafts	6	82
Integenerational Reading Buddies	9	96
Centennial Celebration	1	102
SRC	7	168
	700	16452

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	28	389
	28	389

Total	803	26889
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Camrose Public Library
 Children's Programs (5-12 years)
 January 1 to November 30, 2019

Outreach	Program	Attendance
Kids Campus Visit	1	25
CCBW Author Visit Sparling & Jack Stuart Schools	2	274
St. Pat's Mystery Readers	2	46
Summer staff at schools	2	400
Book Bike at Reading University	3	75
	10	820

In House	Program	Attendance
Reading Tails	13	134
Tours	13	248
Reading University library visits	8	256
SRC	82	925
	116	1563

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	18	179
	18	179

Monthly Total	144	2562
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Camrose Public Library
 Teen Programs
 January 1 to November 30, 2019

Outreach	Program	Attendance
Our Lady of Mount Pleasant ESL Class	1	16
Camp fYrefly Resource Fair	1	80
	2	96

In House	Program	Attendance
Open Book Society	5	27
D&D Club	31	198
Outreach School Visit	2	23
SRC D&D	7	71
SRC Snack & Chat	7	38
	52	357

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	51	426
	51	426

Total	105	879
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Camrose Public Library
Total Programs
January 1 to November 30, 2019

Outreach Programs	244	13222
In-house Programs	1152	20724
Outside Groups	200	1933
YTD	1596	35879

Submitted by
Nicole Bannick
13-Dec-19

Camrose Public Library

Adult Programs

January 1 to December 31, 2019

Outreach	Program	Attendance
Book Deliveries to Care Facilities	107	655
Plot Matures Book Club	5	51
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
Life Cycle trips	37	542
Outreach to Rotary	1	15
Book Bike at lodges	8	162
SCORE at Augustana	1	130
Augustana Community Fair	1	275
	167	2323

In House	Program	Attendance
Book Club	12	100
Spanish Circle Day	39	282
Spanish Circle Evening	3	12
Yarns	48	201
Ukulele	44	509
French Circle	34	201
Tech Program	28	123
Tech Drop in	0	0
Card Making	14	130
Death Café	5	36
Plot Matures Book Club	6	43
Open Craft Studio	1	2
Grief Workshop	1	20
Body Image Workshop	4	29
Sugar Roller Coaster	1	9
Polaris Training	3	50
Cannabis Sessions	3	49
Meditation	10	42
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
Green Cleaning	1	2
Seniors Week Craft	1	3

Alzheimer's Info Session	1	12
Tours	3	6
Jannette Byron Stone Author Visit	1	30
Tech Talks with Tyler	8	48
Craft Night	6	56
Alberta Culture Days Editing Workshop	1	13
Diabetes Info Sessions	4	35
Reproductive Health Sessions	2	6
Post-it Note Book Club	3	22
SOS Husing Session	1	35
Augustana Distinguished Lecture	1	95
Holiday Cards	1	6
Postcrossings	1	9
Library Board meetings: entire year	10	62
Write-a-thon	1	10
TED Talks	8	29
	318	2603

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	109	1009
	109	1009

Total	594	5935
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Camrose Public Library
Family Programs
January 1 to December 31, 2019

Outreach	Program	Attendance
Women's Shelter Family Literacy	16	113
Read for 15 at Sifton School	1	350
RuPaul's Drag Race Trivia at Fox & Fable	1	32
Bikes at Jaywalkers	2	800
SRC Outreach to Schools	2	295
Francophone Day	1	130
Book Bike at Purple Martin Fest	1	20
Book Bike at Pride BBQ	1	60
Book Bike @ Rec in th Park	1	80
Book Bike at Market	2	400
Curious Cuties	2	46
Life Cycle at Community Events	6	600
Book Bike July 1	1	500
Life Cycle July 1	1	150
Book Bike Programs	30	3048
Life Cycle at Market	1	450
Life Cycle at Community Events	4	980
BVJ Parade	1	500
Flu Clinic	1	500
Elf Interactive film	1	13
Community Registration Night	1	1000
	77	10067

In House	Program	Attendance
Books & Bounces (infants)	47	632
Tales for Twos and Threes	89	1470
Bedtime Stories with Feena	33	210
Something Cool After School	176	1950
Super Sundays	12	90
Concept Corner (3-5 years)	41	301
Snacks in the Stacks	176	7666
Tech Help	117	263
Homeschool Hangout	3	27
Feena's School Drop-in	3	42
PD Movies	2	43
Read for 15	1	3541
Queer Like Me Art Show	1	20
Volunteer Appreciation Day	1	25
Candidate Forum	1	83
Solar Panels Info	2	23
Bike Repair	1	14

Canadian Children's Books Week Author Visit	1	22
Oculus Rift	6	110
Summer Tea	1	248
Reading with Royalty	1	69
Intergenerational Pen pals	6	64
Intergenerational Crafts	6	82
Integenerational Reading Buddies	9	96
Centennial Celebration	1	102
Holiday Party	1	127
SRC	7	168
	745	17488

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	34	469
	34	469

Total	856	28024
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Camrose Public Library
 Children's Programs (5-12 years)
 January 1 to December 31, 2019

Outreach	Program	Attendance
Kids Campus Visit	1	25
CCBW Author Visit Sparling & Jack Stuart Schools	2	274
St. Pat's Mystery Readers	2	46
Summer staff at schools	2	400
Book Bike at Reading University	3	75
	10	820

In House	Program	Attendance
Reading Tails	13	134
Tours	13	248
Reading University library visits	8	256
SRC	82	925
	116	1563

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	21	206
	21	206

Monthly Total	147	2589
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Camrose Public Library
 Teen Programs
 January 1 to December 31, 2019

Outreach	Program	Attendance
Our Lady of Mount Pleasant ESL Class	1	16
Camp fYrefly Resource Fair	1	80
	2	96

In House	Program	Attendance
Open Book Society	5	27
D&D Club	34	224
Outreach School Visit	2	23
SRC D&D	7	71
SRC Snack & Chat	7	38
	55	383

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	54	450
	54	450

Total	111	929
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Camrose Public Library
Total Programs
January 1 to December 31, 2019

Outreach Programs	256	13306
In-house Programs	1234	22037
Outside Groups	218	2134
YTD	1708	37477

Submitted by
Nicole Bannick
19-Dec-19

Camrose Public Library
Monthly and Year-end Stats
December 2019

Circulation	Dec 2019	Dec 2018	2019 YTD	2018 YTD	Under/Over 2018	% Chg. Over 2018
Adult Material	6370	5891	76893	76414	479	1%
Young Adult Material	246	292	4661	4707	-46	-1%
Juvenile Material	3630	2898	49666	48934	732	1%
TAL Items Borrowed	121	91	1283	1253	30	2%
TAL Items Sent	22	20	497	495	2	0%
Total	10389	9192	133000	131803	1197	1%

Econtent	Dec 2019	Dec 2018	2019 YTD	2018 YTD	Under/Over 2018	% Chg. Over 2018
Cloud Library	479	335	4137	4460	-323	-7%
Hoopla	N/A	157	355	512	-157	-31%
RBDigital AB	300	244	3129	3351	-222	-7%
RBDigital Mags	190	268	2898	2985	-87	-3%
Total	969	1004	10519	11308	-789	-7%

Circulation by Residence	Dec 2019	Dec 2018	2019 YTD	2018 YTD	Under/Over 2018	% Chg. Over 2018
City of Camrose	4442	6894	99437	101889	-2452	-2%
County of Camrose	638	1832	26065	27259	-1194	-4%
Outside City/County	37	275	1236	1474	-238	-16%
ME	6	175	954	1123	-169	-15%
Total	5123	9176	127692	131745	-4053	-3%

Reference	Dec 2019	Dec 2018	2019 YTD	2018 YTD	Under/Over 2018	% Chg. Over 2018
By Phone	930	1307	16854	17231	-377	-1%
By Person	3250	2882	51235	50867	368	1%
Email/Social Media	1518	1634	20135	20251	-116	-1%
Total	5698	5823	88224	88349	-125	0%

Miscellaneous	Dec 2019	Dec 2018	2019 YTD	2018 YTD	Under/Over 2018	% Chg. Over 2018
Visitors	10200	12878	122408	125086	-2678	-2%
WiFi Users	6634	5510	106598	105474	1124	1%
Internet Users	1157	1093	18206	18142	64	0%
Exams	35	37	387	389	-2	-1%
Total	18026	19518	247599	249091	-1492	-1%

Selection of Service Responses

1. Social Engagement: Developing Relationships and Ending Isolation
2. Connect to the Online World: Public Internet Access
3. Satisfy Curiosity: Lifelong Learning
4. Visit a Welcoming Place: Physical and Virtual Spaces

Programs/ Service Response	Dec 2019		2019 YTD		Participants		2016 total	2015 total	
	Sessions	Parti- pants	Sessions	Parti- pants	2018 YTD	2017 YTD			
1	44	471	609	6395	16,258	17621	note: annual total program participation	25942	21794
2	4	10	232	3284	2,648	2809			
3	40	438	621	7579	3,895	6720			
4	24	679	201	9859	111	159			
Advocacy	0	0	45	10360	17,305	8095			
Total	112	1598	1708	37477	40,217	35404			
			% Chg. Over 2018	-7%					

Submitted by Nicole Bannick

7-Jan-20

a) Item for Decision: Chair and Vice-Chair appointments for 2020

b) Item for Decision: 2020 Board Meeting Start times and Board Meeting Frequency. Currently, they begin at 5:15pm. Is that still the best time for everyone? And are we alright with continuing to have board meetings on the third Tuesday of each month besides in July, August, and December? The Libraries Act says we must meet four times a year, but that is the only requirement.

c) Item for Decision: Cheque Signing Authority

Currently, Elizabeth Luck, Katherine Schwaiger, and Director Robyn Gray are authorized to sign cheques. Once a Vice-Chair has been appointed, a motion needs to be made to add signing authority for this individual. This motion will allow two of the four listed to sign cheques.

Motion to read: That Robyn Gray or Elizabeth Luck or Katherine Schwaiger or [board member] have cheque signing authority.

d) Item for Decision: Alberta Library Conference Attendee – April 23-26, 2020

e) Item for Decision: Annual Closures 2020

Recommendations for 2020:

That we close (or close early) on the following days:

- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- August Civic Holiday (Heritage Day)
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Eve
- Christmas Day
- Boxing Day
- New Year's Eve
- New Year's Day 2021

Our Personnel Policy states:

Declared Holidays

The Library Board deems certain days as Declared Holidays during which the Library will be closed.

The following days are recognized as Declared Holidays:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
August Civic Holiday	

(Or any other day proclaimed as a holiday by the Federal, Provincial, or Municipal Governments.)

If a Declared Holiday falls on an employee's regularly scheduled day of work, the employee will be paid her basic rate of pay.

a) If a Declared Holiday falls on a **part time** employee's regularly scheduled day off, no pay or lieu time will be given.

b) If a Declared Holiday(s) falls on a **full time** employee's regularly scheduled day off, then the following working day or days shall be deemed the Declared Holiday.

If a Declared Holiday falls on a normal working day when an employee is off on vacation, the employee will be entitled to a mutually agreed upon day in lieu.

*Additional Holiday closures will be decided **annually**.*

In 2019, we also closed for Saturdays and Sundays of long weekends.

Therefore, in 2020 I recommend the following closures:

- Family Day – February 17 (February 15 and 16)

- Good Friday – April 10 (April 11 and 12)
- Easter Monday – April 13
- Victoria Day – May 18 (May 16 and 17)
- Canada Day – July 1 (Wednesday, so no weekend closure)
- August Civic Holiday – August 3 (August 1 and 2)
- Labour Day – September 7 (September 5 and 6)
- Thanksgiving Day – October 12 (October 10 and 11)
- Remembrance Day – November 11 (Wednesday, so no weekend closure)
- Christmas Eve – December 24 – (Thursday)
- Christmas Day – December 25 – (Friday)
- Boxing Day – December 26 – (Saturday)
- New Year's Eve – December 31 (Thursday)
- New Year's Day 2021 (Friday, January 1, 2021)

- Do we want to address Boxing Day, as it falls on a Saturday?

Please note that the savings from these closures will be slightly lower than in previous years because there are 4 less days than usual, when the annual holiday falls on a Wednesday (Canada Day and Remembrance Day).

	Average Wage	Hours	Weekends	Cost
Circ Assistant	\$21.55	30	7	\$4525.50
Page	\$16.62	3	7	\$349.02
Total				\$4874.52

		Days	Cost
Power Charges 1/366	\$60.27	14	\$843.78

Total savings closing Saturdays and Sundays of long weekends: **\$5718.30**

f) Item for Decision: Irving Room Insurance

At the November 25 meeting, we revised the "Conditions for the Use of Areas of the Library Not Normally Used for Public Services" Policy to take out the statement: "Groups using this room are also responsible for any insurance needs incurred while using the library facility." If any injuries were to be incurred while using this facility, there is no guarantee that this statement within the policy would be enough to be legally binding and prevent Camrose Public Library from facing those costs or other legal measures.

The library's building insurance is with the Alberta Urban Municipalities Association (AUMA). We have liability insurance for community events hosted by the library itself, but we do not have coverage for events hosted by external groups on library property. I will have the total potential cost for adding this coverage to the library's insurance policy at our meeting.

The decision could be to either add this cost to have the total coverage, or to (re)instate measures that ensure patrons know they will be responsible for those costs if anything were to happen. We could reinsert the line previously mentioned in our policy, and in addition to that we could have external groups sign a liability form before using the space. We currently have a brochure describing our meeting room rental availability (scanned copy below) and could add a line to this brochure that people have to sign along with a statement regarding room use. Otherwise, I could create a waiver form that we expect all external groups to sign before using the room.

We also now have a link on the library's website where people can see the rooms available and then send a request directly to Nicole (who coordinates room bookings). If we proceed with creating a waiver requiring a signature, we would still have people sign this when they arrive to use the room. Please visit <https://cpl.prl.ab.ca/services/meeting-rooms> to take a look at what this webpage looks like.

Community Group Name:

Contact Name:

Phone Number:

Email:

Room Required:

Date and Time Required:

Paid

**CONNECT.
CREATE.
CAPTIVATE.**

**CAMROSE
PUBLIC LIBRARY**

4710 - 50 Avenue
Camrose, Alberta T4V 0R8

780.672.4214

nicole@prl.ab.ca
shannon@prl.ab.ca

**CAMROSE
PUBLIC
LIBRARY**

**Community Use
Guidelines**

CAMROSE PUBLIC LIBRARY

WORK WITH US

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. We try to accommodate all groups, but please understand that we sometimes have limited availability.

Please see the Policy called *Conditions for the Use of Areas of the Library Not Normally Used for Public Services* at cpl.prl.db.ca for more details.

SERVICES

PROVISIONS

There are 30 chairs and 15 tables (10 large and 5 small) available for use.

The Irving Room and the Bunker are equipped with a projector and screen, if needed.

Water pitchers, coffee urns and hot water urns are all available to borrow (please return them to the kitchen and clean them before leaving).

Please bring your own consumables like whiteboard markers, paper, and money for photocopies if needed.

**OUR MISSION:
WE PROVIDE
OPPORTUNITIES FOR
ALL TO SHARE AND
GROW THROUGH
CURIOSITY AND
CREATIVITY.**

FEES

Room rental fees for a full meeting room is \$20 per hour. Payment is required to confirm the room booking.

SPACE

There are three different spaces available for rental.

The Irving Room is a meeting room with full capacity to seat 25 people sitting at tables or 50 people with theatre seating.

The Bunker is a small meeting room with capacity to seat 12.

The Storytime Room is a small room with seating capacity for 12.

EXPECTATIONS

Rooms can be booked in advance up to three months at a time.

Rooms will be left as they are found, cleaned and the furniture put away.

Camrose Public Library Physical Literacy Caution

Dear Patron,

Welcome! We are so thrilled that you have shown interest in Camrose Public Library's Physical Literacy Collection.

Staff at Camrose Public Library would like to note that if you borrow these materials, you are using them at your own risk. Please use caution and take safety measures while using these materials to ensure your safety. If you do come to any harm while using these materials, you are fully responsible for all associated claims and liability. Camrose Public Library does not offer nor provide any insurance or other assurances, services, or protections.

We sincerely hope that you find materials that you enjoy from our Physical Literacy Collection. Enjoy!

Sincerely,



Robyn Gray, Director
Camrose Public Library

In signing this agreement, I agree that the organization I represent will be accountable for any potential insurance costs incurred during our organization's use of this space at Camrose Public Library.

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*. 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, 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.

Personnel Policy

The Camrose Public Library Board has the responsibility for setting the standards and policies to ensure a work force that can carry out the functions required by the board. The Board recognizes that providing employees and volunteers is the responsibility of the Camrose Public Library. Camrose Public Library aims to be a fair and safe workplace. The following policy constitutes a statement of best practices except where specific commitments and expectations are made by the Camrose Public Library Board. This policy applies to both employees and volunteers.

Where no policy is set out in this document, it is assumed the provisions of the Alberta Employment Standards will be followed as mandated by law. In the event of any discrepancy between this policy and the Alberta Employment Standards as set out by Alberta Labour, the latter shall prevail. A copy of these Standards is available online at the Government of Alberta website. If the library policy goes beyond Employment Standards, then the Library policy will prevail.

Organization

Camrose Public Library shall be staffed by suitably qualified staff with the knowledge and ability to help library users find information and provide service according to their needs and interests, within the ability of CPL to provide for these needs and services. Open, honest communication between all levels of staff must be practiced without fear of reprisal in order for input to be considered of the highest caliber.

- The **Director of the Camrose Public Library (Director)** shall be the only library staff accountable to the Library Board for managing the activities within the Library.
- All **supervisors** will be accountable to the Director for furthering the consultative management process throughout their sections.
- All employees and volunteers are responsible to their supervisors.
- Any **employee** who feels she is being treated unjustly or unfairly may address the issue or circumstances following the appeal procedure described in the Problem Resolution and Grievance Procedure section.
- The **Management Team** will delegate authority to employees in their absence.

All hourly paid employees shall be accountable to their supervisor and ultimately to the Director of Library Services.

Definitions

For the purpose of this Personnel Policy, the following definitions shall apply:

- **Employee** shall refer to those full-time, part-time, casual and temporary persons who are employed by the Library and responsible for library service at the Camrose Public Library.

• **Volunteers** shall refer to those individuals who perform duties that contribute to the operation of the Library or the provision of library services but are not paid a wage or salary for performing these duties.

• **Board** shall refer to the Camrose Public Library Board, which is comprised of appointed officials and community members. The Camrose Public Library Board serves as the board of record.

Exceptions to Policy

Requests for any exceptions regarding the application of the Personnel Policy must be submitted to the Director. The Director may choose to make a ruling or may forward the request to the Camrose Public Library Board for a decision.

Employee Recruitment

The Camrose Public Library System upholds the principle of selecting the most qualified and suitable candidate to fill any position that becomes available.

Vacancies may be offered internally. External job advertisements may be placed in local newspapers, library employment online services, the library's website and at other agencies and publications that are deemed appropriate for the position

All positions will have a written job description outlining position, supervisor(s), employees supervised, duties, qualifications and hours of work. Job descriptions will be reviewed annually by the employee and supervisor at the employee's performance review.

1. The Director will be hired by the Library Board.
2. The Director is responsible for hiring library employees and acquiring volunteer persons.

Hiring of family members of current employees and Board will be restricted by "arm's length" criteria in terms of hiring and direct supervision. It is necessary for any employee or Board member to disqualify herself immediately whenever the appearance of a conflict of interest exists.

Screening of all applicants shall include a minimum of three references, a Police Information Check and an Intervention Records Check. All Library Staff must provide a Police Information Check and an Intervention Records Check every three (3) years. The documents must be submitted within 30 days of the employee's anniversary date. The Library will reimburse employees for the cost of security checks.

The official offer of employment will be generated by the Director. The Director employment offers will be issued by the Board. Written acceptance of a position will be required, agreeing to position, remuneration, hours of work, and any benefits.

All positions exceeding six (6) months' duration will have a probationary period set as follows:

Managerial/supervisory positions:	six (6) months
All other positions:	three (3) months

One extension of the probationary period may be granted by the Director or by the Board for the probationary period of the Director. The extension may not exceed the length of the original probationary period.

The Library's Local Authorities Pension Plan is for permanent full-time employees who work 35 hours per week. Membership in this pension plan commences one year after an employee has begun working full-time.

Working Hours and Conditions of Employment

The hours of Library employees will be set to meet the needs of the people of the community and at the direction of the Director, with consideration given to meeting the needs of the employees. All efforts will be made to ensure that employees' schedules consist of minimal alone time so that they are able to interact with and support patrons as much as possible.

- The regular hours of work for a **full-time** employee are seven (7) hours per day, and thirty-five (35) hours per week which excludes a daily one (1) hour unpaid lunch break. If staff members consistently take longer than their allotted lunch breaks, this can be grounds for disciplinary action.
- The hours of a **part-time** position may vary.
- **Full time supervisory** employees will work a minimum of thirty-five (35) hours per week and such other hours that are reasonably necessary to fulfill the requirements of their position.

Breaks and Overtime are per *Alberta Employment Standards*.

- Extra shifts/hours will be paid at the employee's normal rate of pay for that position; for example, to cover for employees who are ill or on vacation, or to attend the monthly staff meeting.
- Any time in lieu must be approved in advance. Time in lieu will be given at a rate of 1.5 hours lieu for every hour worked if directed to work additional hours. Time in lieu must be used within 6 months of accrual. Changes of shifts will be treated as a direct hour per hour change.
- The **Director** will receive time off in lieu of overtime. The Director may bank a total of 70 hours of overtime, and overtime that is worked beyond 70 hours shall be paid out at the same employee current rate of pay for the month that it is accumulated as per Labour Standards Code. Remuneration paid in respect to time off in place of overtime pay shall be treated as wages.

Schedules will be posted a minimum of seven (7) working days in advance of work days. It is the responsibility of the employees to be aware of when they are expected to work.

Employees are expected to make every effort to report to work, even under adverse conditions. If an employee is unable to report to work because of weather, that employee is responsible for informing the Director one hour before the start of the shift. In addition, eEmployees shall notify a supervisor of an expected absence at least one hour prior to the start of a scheduled shift. Consistent failure to notify a supervisor of an expected absence can be considered grounds for discipline or dismissal.

Staff may be called in to cover shifts outside of their regularly scheduled.

Recording of Time Worked

- The employee, in consultation with the Director, will record the time worked by filling out a time sheet. It is the responsibility of the library to ensure these records are maintained as *Alberta Employment Standards*.
- All absences or lateness will also be recorded and copies retained for record keeping purposes.
- Volunteers hours will be recorded and recognized during volunteer appreciation ceremonies.

Wages and Salaries

The Library Board wishes to maintain a compensation system that reflects equity within and amongst other libraries and the local public sector.

Job categories will have a pay scale that is set periodically by the Library Board. Each new employee's starting pay, or promoted employee's new pay, will be based on that scale, taking into account the individual's education, training and/or experience.

Employees may be entitled to movement on the salary grid on their anniversary date. Such increases will **NOT** be automatic, but will be based on any training completed as well as the results of any evaluations.

Annual cost-of-living increases will be considered by the Library Board. Employees will be notified each year of the amount, if any, of such increases.

The Camrose Public Library deems it important to provide a benefit program to eligible employees that sustains general health and ensures that the earning power of an individual is not radically altered.

In addition to the Canada Pension Plan, after one year of continuous full-time employment, all employees who meet the criteria of the Library Pension Plan shall participate in said the Local Authorities Pension Plan as required.

The Board will make available the Chamber of Commerce Health Plan:

- Permanent part time employees who are regularly scheduled to work twenty (20) hours or more per week will be given the option to join.

- Permanent full time employees must join, unless coverage is provided under a spousal plan.

All employees are entitled to a free individual membership at the Library.

Staff Reduction

Should the Board deem a reduction in the number of staff necessary, it will endeavor first to affect such reduction through voluntary attrition, which includes the following:

- a) Resignation;
- b) Retirement;
- c) Leave of absence;
- d) Change in employment status; i.e., full-time to part-time; and
- e) Reduction of hours if necessary through:
 - Lay-off, or
 - Mandatory reduction of hours to part-time staff at the discretion of the Director

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Should reduction not be achieved through the above means, the Board will effect reduction through termination of employment. The following criteria will be utilized in the determination of which employees will be retained.

- a) The most appropriate qualifications as they apply to the job description;
- b) The highest level of relative competency based on written performance appraisals done by the Director; and
- c) The greatest level of seniority

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Where qualifications and relative competency are deemed to be equal, then seniority with the Library will be the determining factor for retention. The Board delegates to the Director the responsibility for applying these criteria and for recommending to the Board those employees be terminated.

Termination of employee(s) designated will be done in accordance with the Alberta Labour Code. This policy and regulation does not require the Board to assign an employee to any vacant position or a position occupied by a part-time employee if they do not meet the above criteria.

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Service Awards

The library board endorses an awards program that recognizes length of employment at Camrose Public Library service.

Service awards will be given to employees at the completion of each five year phase of employment. The years of service will commence from the employee's anniversary date.

Anniversary Schedule:

- Fifth A gift certificate in the value of \$25.00
- Tenth A gift certificate in the value of \$50.00
- Fifteenth A gift certificate in the value of \$75.00
- Twentieth A gift certificate in the value of \$100.00
- Twenty-fifth A gift certificate in the value of \$125.00
- Thirtieth A gift certificate in the value of \$150.00
- Thirty-fifth A gift certificate in the value of \$175.00
- Fortieth A gift certificate in the value of \$200.00

Leaves of Absence - Paid

The Library Board deems it necessary to provide paid leaves to employees under specified circumstances.

Sick Leave

Definitions:

Sick leave means the period of time an employee is absent from work with full pay by virtue of being sick or disabled, exposed to a contagious disease, or under examination or treatment of a physician, chiropractor, or dentist or because of an accident for which compensation is not payable under the Worker's Compensation Act.

Annual Paid Sick Leave:

Annually, each permanent employee is eligible to accumulate sick leave on the basis of 5.77% of their regularly scheduled hours.

The **Director** has the right to send a person who they deem to be sick home to protect the health of other staff and/or patrons.

Accumulation of Sick Leave

The unused portion of an employee's sick leave shall accrue for her future benefits to a maximum of one hundred and twenty (120) days.

Deductions from Sick Leave

An employee who, because of sickness, is unable to continue at her employment, and completed only a portion of her normal duty period or shift in any one day, shall be reported as sick for the uncompleted portion of that duty period or shift.

For the purpose of calculating sick credit deductions, the total number of hours off-duty for sick purposes shall be converted into days by dividing that total by the number of hours normally constituting a day's work period or shift.

Personal and Family Responsibility Leave

Up to 5 days of unpaid leave per year may be taken for personal sickness or short term care of an immediate family member. This includes attending to personal emergencies and caregiving responsibilities related to the education of a child. On request, Employees shall be required to show proof of medical care. When Workers Compensation is payable to an employee, the personal leave benefit is not applicable.

An employee who has exhausted her personal leave credits but is not able to return to work may be considered on leave of absence without pay for one month for every year worked at CPL up to six months, at the discretion of the Board. After this period of time, the employee's employment will be considered terminated. An employee who has exhausted her personal leave credits but continues to take unpaid time during the calendar year will be potentially faced with disciplinary action.

Proof of Illness

In all cases of sickness, or non-occupational accident, the Director may, at her discretion, require a medical certificate from the employee, before authorizing any sick credit payments.

Long-Term Illness and Injury Leave

An employee not eligible for short term or long term disability who has exhausted her accrued sick leave credits and is not able to return to work, may be considered to be on leave of absence without pay for 16 weeks per year at the Library up to six months, at the discretion of the Director. After this period of time, the employee's employment will be considered terminated. Medical certificate and reasonable notice will be required.

Sick Leave during Leave of Absence and Lay-off

When an employee is laid-off due to lack of work or is taking a Leave of Absence, they shall not receive sick leave credits for the period of such absence, but shall retain their cumulative credit, if any, existing at the time of such lay-off or Leave of Absence.

Sick Leave Records

Records of earned and spent sick leave credits shall be kept and updated monthly. Any employee may examine her own record upon request.

Compassionate Leave

Temporary leaves of absence with pay will be granted to permanent employees for the following circumstances:

- Critical illness or death in the immediate family – up to three (3) days. This includes: Current spouse, parent, brother, sister, brother-in-law, sister-in-law, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent or

grandchild, aunt, uncle, niece, nephew, grandparent of spouse, legal guardian. Where travel outside the province is required, such leave may additionally include travel time to a maximum of two (2) days within North America, or three (3) days outside of North America.

The Director may grant other compassionate leaves of absence with pay to employees at her sole discretion. The Director may choose to consult with the Board Chair or a member of the Personnel Committee should she require other compassionate leave for herself.

Domestic Violence Leave

Up to 10 days of unpaid leave may be taken annually by employees addressing a situation of domestic violence.

Citizenship Ceremony Leave

Up to one half day of unpaid leave may be taken by employees attending a citizenship ceremony.

Critical Illness of a Child

Up to 36 weeks of unpaid leave may be taken by the parents of a critically ill or injured child.

Death or Disappearance of a Child

Up to 52 weeks of unpaid leave may be taken by employees whose child has disappeared as a result of a crime, or up to 104 weeks if a child died as a result of a crime.

Maternity and Parental Leave

Maternity and Parental Leave should be granted in compliance with Alberta Labour Employment Standards Code, upon proper written notice of at least six weeks.

- *Maternity Leave*

Maternity Leave shall be available for a period not to exceed 15 weeks. Upon returning to work, the employee should be placed in the former position, or if the former position is not available, in an equivalent position with no change in level or increment placement.

- *Parental Leave*

Parental leave should be available for a period not to exceed 37 weeks. Upon returning to work, the employee should be placed in the former position or, if the former position is not available, in an equivalent position with no change in level or increment placement. An employee must give at least four weeks written notice of the

day he/she plans to return. Earned vacation, holiday benefits, and security will not continue during parental leave.

Adoption leave shall be granted in compliance with Alberta Employment Standards.

Jury Duty

Employees will be granted leave of absence without loss of pay for the purpose of jury duty, acting as a witness, or if summoned to appear in court on behalf of Camrose Public Library. Any remuneration awarded by the court shall be refunded to the Library. Upon being served with notice to appear in court, the employee will immediately notify the Director of the Library.

Leaves of Absence - Unpaid

The Library Board deems it necessary to provide unpaid leaves to employees under specified circumstances.

Leaves of absence without pay in excess of four (4) weeks require the written approval of the Director, providing satisfactory arrangements can be made for the performance of the employee's duties. Vacation accrual credits at the time of the leave cannot exceed five (5) days.

The Board may, in the case of the Director, grant a leave of absence without pay, providing satisfactory arrangements can be made for the performance of her duties. Vacation accrual credits at the time of the leave cannot exceed five (5) days.

An employee who is on a leave of absence greater than four (4) weeks may continue on benefit plans provided that she pays entire monthly premiums. Any leave of absence utilized for purposes other than that for which the leave was granted may be grounds for dismissal.

Time-lost claim, short term (WCB definition)

The worker has lost a few days of work and a quick and successful recovery is expected.

Time-lost claim, long term (WCB definition)

Due to the severity of the injury, the worker will lose time from work and will need additional rehabilitation support to return.

Absenteeism

Employees are expected to be prompt and regular in attendance. In the event of consistent lateness or absenteeism, the supervisor is expected to ascertain the reason and take steps to solve the problem. Continued excessive lateness or absenteeism will result in disciplinary action. Employees who are unable to report to work on time because of circumstances beyond their control, including illness, are

expected to notify the Director within a reasonable period of time ~~beforeon the morning of~~ the absence. When an employee is returning to work after an illness of over three working days, a medical note from a doctor may be required. An absence of a period of three consecutive days without contacting a supervisor may be considered justification for termination.

Declared Holidays

The Library Board deems certain days as Declared Holidays during which the Library will be closed.

The following days are recognized as Declared Holidays:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
August Civic Holiday	

(Or any other day proclaimed as a holiday by the Federal, Provincial, or Municipal Governments.)

If a Declared Holiday falls on an employee's regularly scheduled day of work, the employee will be paid her basic rate of pay.

- a) If a Declared Holiday falls on a **part time** employee's regularly scheduled day off, no pay or lieu time will be given.
- b) If a Declared Holiday(s) falls on a **full time** employee's regularly scheduled day off, then the following working day or days shall be deemed the Declared Holiday.

If a Declared Holiday falls on a normal working day when an employee is off on vacation, the employee will be entitled to a mutually agreed upon day in lieu.

*Additional Holiday closures will be decided **annually**.*

Vacation

The Library Board recognizes the importance of vacation entitlements to its permanent employees.

All **hourly paid library employees** shall bank vacation pay to be drawn upon when their vacation is scheduled. Vacation pay will be earned as in the following chart:

1 - 2 years	5% of hours worked
3 - 9 years	6% of hours worked
10 - 19 years	8.3% of hours worked
20 or more years	10.5% of hours worked

For all hourly paid library employees, the following shows the number of weeks' annual vacation they are entitled to ("vacation time" equating the same weekly hours that they usually work):

1 - 2 years	Two (2) weeks
3 - 9 years	Three (3) weeks
10 - 19 years	Four (4) weeks
20 or more years	Five (5) weeks

Within hourly paid library employees' first year of employment, they can withdraw the amount of accrued vacation pay that they have accumulated in their months of earned vacation pay. For example, an employee beginning in January and wanting to take vacation in November can draw on 10 months worth of accumulated vacation pay. However, if they choose to do this, they will have less vacation pay to draw from in the following year, then their following year will have less vacation pay to draw from.

The Director shall normally receive annual vacation time in accordance with years of employment, with each "year" beginning on the anniversary of their starting month:

1 - 2 years	Three (3) weeks
3 - 9 years	Four (4) weeks
10 - 19 years	Five (5) weeks
20 or more years	Six (6) weeks

Other salaried employees shall normally receive annual vacation time in accordance with years of employment, with each "year" beginning on the anniversary of their starting month:

1 - 2 years	Two (2) weeks
3 - 9 years	Three (3) weeks
10 - 19 years	Four (4) weeks
20 or more years	Five (5) weeks

A vacation schedule will be posted each year, with vacation dates based on: employee requested dates; whether an employee is salary or wage; seniority; maintaining necessary coverage; and approval by direct supervisor.

All wage employees will give three weeks' written notice for vacation requests. Vacation time will be granted based on maintaining necessary coverage. For an employee to receive priority based on seniority in the vacation time that they wish to take, they must submit all vacation requests for the year by March 1st of that year. An individual can only use seniority for 1 vacation request in the year. After March 1st, if

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they wish to submit requests for vacation time or days of Leave Without Pay, requests will be considered on a first come, first served basis, and requests may be denied based on operational need.

~~A vacation schedule will be posted each year, with vacation dates based on: employee requested dates; whether an employee is salary or wage; seniority; maintaining necessary coverage; and approval by direct supervisor.~~

All paid vacation time must be taken within twelve (12) months from the time that the vacation was earned, except where prior approval has been granted in writing by the employer. Total deferred vacation shall not exceed 10 vacation days and must be used in the next twelve months or be forfeited.

Employees are normally entitled to receive their vacations in an unbroken period, unless agreed upon in advance with the Director. Employees are encouraged to take their vacation time throughout the year, instead of all at the end of the year. If an employee wishes to take vacation time at the end of the calendar year, they must be prepared for the possibility of not being approved for this time based on the need for coverage at the library.

Employees who begin employment between the 1st day of the month up to and including the 15th of the month will be entitled to vacation accrual for that month. Employees who begin employment between the 16th of the month up to and including the last day of the month are not entitled to vacation accrual for the month.

Termination of employment between the 1st day of the month up to and including the 15th of the said month does not entitle the employee to vacation accrual for that month. Termination of employment between the 16th of the month up to and including the last day of the month does entitle the employee to vacation accrual for that month.

Break in service: More than 90 days leave of absence without pay is considered to be a break in service and the employee will start their vacation accrual entitlement from the beginning of her return to work. The only exception would be if the employee is off on STD/LTD (Short Term Disability/Long Term Disability). Upon the return of the STD/LTD employee, she will continue to accrue vacation at her previous entitlement rate. An employee on STD/LTD will cease accruing vacation once she has reached 60 days of sick leave

Performance Appraisals

The performance evaluation system is an on-going process designed to enhance performance and establish and maintain positive communication ~~and enhance performance.~~

- All employees will participate in the performance evaluation system process. Coaching may occur throughout the year.
- The Director will be evaluated annually by the Library Board, or Board designate(s).

- All other employees will be formally evaluated annually by their immediate supervisor.

Performance evaluations do not include grid movements and do not suggest that pay increases automatically occur. If grid movement is recommended by an employee's immediate supervisor, it occurs on the anniversary date of that employee.

Normally the written performance evaluations will be performed at the end of an employee'sthe probationary period and are due on the employee's anniversary date thereafter. An employee or supervisor may request an evaluation at any time.

The Director's Performance Evaluation shall be completed by the Personnel Committee of the Board. The Director and Manager are responsible for completing Performance Evaluations for all other staff members that they directly supervise. The supervisor and employee will collaborate to complete the evaluation form, and the completed evaluation form shall then be placed in the employee's personnel file.

Upon request to her supervisor, an employee may access her personnel file in accordance with FOIP guidelines.

Employee Conduct and Disciplinary Action

All employees are expected to adhere to the standards laid out by the Camrose Public Library's policies and procedures. Employees are responsible for familiarizing themselves with said policies and procedures, as posted on the library website (<https://cpl.prl.ab.ca/about-us/policies>) and found within the library building. Please refer any questions regarding policies and procedures to your immediate supervisor, to ensure conduct is appropriate as outlined in these documents.

The Director has the full authority and responsibility to discipline or dismiss any employee for just cause, or alternatively without cause when providing sufficient notice and pay in accordance with the employee's length of service. Employees will be subject to disciplinary action for inappropriate conduct or unsatisfactory work performance. Progressive discipline with the aim of being corrective will be utilized, except in extreme cases.

Progressive discipline steps:

1. Verbal warning with an agreed upon time frame to sit down to discuss.
2. First written warning that includes a reasonable time frame to correct the problem.
3. A second written warning that includes a reasonable time frame to correct the problem.
4. Dismissal.

All disciplinary documentation will be immediately copied to the employee and a signed copy acknowledging receipt will be placed in the employee's personnel file.

Terminations will be administered in accordance with the guidelines established by Alberta Employment Standards. These Employment Standards may be accessed electronically at the Government of Alberta website.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Where there are perceived performance problems, a progressive form of discipline from minor to severe is recommended. Each notice or warning will be recorded clearly indicating the potential consequences should the undesirable behaviour continue or recur.

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 FOIP 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.

Footage from Camrose Public Library's security cameras may be considered when determining whether an employee's behavior is considered evidence for dismissal; for example, consistently being absent for work, late for work, or taking time off without confirming said time with the Director.

Resignation

An employee may leave employment on a voluntary basis. An employee is required by Employment Standards to give a minimum of one week's notice in writing if the employment period is less than two years, and more than three months. An employee with more than two years' service is required to give a minimum of two weeks' notice in writing.

An employee may be terminated prior to the end of the notice period. In such cases, the employee must be paid wages in lieu of notice. Should the employee not give the required notice, the employee will be paid any earned wages and vacation pay and will be provided with the Record of Employment within seven days. Accumulated sick leave will not be paid out upon employee resignation or termination.

Medical Termination

This employment termination may be initiated by the employee or by the Director when an employee is unable to continue to work for health reasons if this action is supported by a medical recommendation.

Grievance Procedure

A grievance is defined as any difference arising out of the interpretation, application, administration or alleged violation of any policy affecting employees. A grievance must be presented in writing with full detail. Employees experiencing employment-related problems may contact the Director for resolution of the problem. The problem may be taken to the Library Board.

The purpose of the grievance procedure is to ensure that any grievance is processed in an expeditious manner. Therefore, compliance with the procedures is mandatory. The griever shall be present at each step of the grievance procedure to present his/her case. If the employer fails to comply with the procedures, the grievance may be processed to the next step by the griever. If the griever fails to comply with the procedures, the grievance shall be considered abandoned. An abandoned grievance will not prejudice employees in any future grievance of a similar nature.

Note that a grievance is a term with legal meaning, whereas a complaint is not. For a grievance to be placed, the employee's employment must have been adversely affected by the matter being grieved. A complaint may result from any condition of employment that the employee feels is unjust or inequitable. An earnest effort shall be made to settle grievances fairly and promptly in the manner hereinafter described.

The time limits set out for the processing of grievances shall be adhered to except in the case of mutual agreement, in writing, to alter the time limits. Failure of the griever to act within the prescribed time limits shall cause the grievance to end. Additionally, failure of the Board or supervisor to act within the prescribed time limits shall permit advancement.

An Employee with a grievance in regard to the interpretation of this Policy will resolve it through the procedures outlined below.

1. A grievance will be initiated with the Director within seven calendar days from the day the incident comes to the attention of the Employee. A complaint may be lodged at any time.
2. The Employee will contact the Director in writing for resolution of the grievance. The grievance shall be in writing and must include a statement of the following:
 1. The name(s) of the aggrieved;

2. The nature of the grievance and the circumstances out of which it arose
3. The remedy or correction the employer is asked to make.
4. Upon receipt of a written grievance, the Director will respond in writing to the employee/volunteer within seven working days.
5. If the employee is not satisfied with the response from the Director, the employee/volunteer may appeal directly to the Library Board in writing for resolution of the grievance. The decision of the Library Board must be returned in writing within thirty working days.
 1. An ad hoc committee of the Board may be struck and will include:
 1. The Board Chair
 2. The Board Vice Chair
 3. A Committee Chair.
 4. If the grievance remains unresolved, the employee may forward the grievance to the Canadian Human Rights Commission within fourteen (14) days of the Library Board Chair and Vice-Chair decision. The grievance must be in writing, and it must set out the nature of the grievance and the remedy sought and it must include reasons for dissatisfaction with the process to date. *The Canadian Human Rights Commission's decision will be considered final.*

Workplace violence, harassment and other unacceptable behaviour

The Camrose Public Library is committed to an abuse-free work environment, characterized by respect and tolerance. Acts of violence or harassment committed by, or against, any individual(s) affiliated with this organization are considered as unacceptable conduct within the context of the *Alberta Occupational Health and Safety Code* and the *Canadian Human Rights Act*. Any individual(s) engaging in workplace violence, sexual harassment, or other forms of harassment will be subject to disciplinary action, up to and including termination of employment.

Inappropriate behaviour includes, but is not limited to:

- Threatening behaviour, such as shaking fists, destroying property, or throwing objects.
- Verbal or written threats, including any expression of intent to inflict harm.
- Harassment – any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known, or would be generally expected, to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities, including electronic communications generally disseminated.
- Verbal abuse such as swearing, insults, and slurs.
- Physical attacks.

Procedures for Handling Complaints

If an employee or volunteer believes he/she is being harassed, the employee or volunteer shall:

1. Tell the individual his/her behaviour is unwelcome and ask him/her to stop.

2. Keep a record of incidents (dates, times, location, possible witnesses, what happened and the employees own response). The employee or volunteer does not have to have a record of events in order to file a complaint, but such a record can strengthen his/her case and assist him/her in remembering details over time.
3. File a written complaint if, after asking the harasser to stop, the harassment continues. The employee should report the problem to the Director as soon as possible and without fear of reprisal.
4. The Director will promptly and thoroughly investigate the complaint and will inform the Camrose Public Library Board.
5. If the complainant is not satisfied with the actions taken by the Director, the individual experiencing the alleged harassment may file a written complaint with the Camrose Public Library Board. The Camrose Public Library Board will thoroughly investigate the complaint and take appropriate action.
6. If the complainant is not satisfied with the action taken by the Camrose Public Library Board, they may appeal directly to the Alberta Human Rights and Citizenship Commission.

Working Alone

Legislation: The Occupational Health and Safety Act, Ch. 0-2, RSA 2000

Camrose Public Library is required by the Occupational Health and Safety Act to ensure that employees required ~~to~~ working alone can do so safely. The following policy outlines how the library will take steps to make staff working alone as safe as possible.

Definition:

The Library considers an employee to be working alone if the employee is by himself or herself at a work site in circumstances where assistance is not readily available when needed. Examples of those who could be at risk from working alone include those who: work in sites isolated from public view, work by themselves without close or direct contact with co-workers, travel alone or do hazardous work with no routine interaction with the public, travel away from base offices to meet clients, or handle cash.

Guidelines:

1. The Library will identify, as part of a hazard assessment, the potential hazards of working alone and will take practical steps to eliminate or control the hazards.
2. The Library will, where practical, establish an effective means of communication appropriate to the hazards involved for employees to contact other people who can respond to the employee's need. Alternatively, the employee will be visited by and will contact a competent worker or their employer at intervals appropriate to the nature of the hazards.
3. The Library will ensure employees are trained and made aware of the hazards of working alone and the preventative steps that can be taken to reduce or eliminate potential risks so they can perform their jobs safely.

Safety and Security

The Library Board wishes to promote a safe work environment for Library employees.

All injuries to employees will be reported to and documented by the immediate supervisor within 48 hours of the injury. A copy of the report will be written up on the appropriate injury form with a copy to the Director. Employees on Workers Compensation will be paid directly by the *Workers Compensation Board* and be temporarily taken off the payroll system.

All employees will report unsafe working conditions to their supervisor without fear of reprisal. Unsafe working conditions will be given immediate attention. *All employees are required to alert the Director regarding any security concerns.*

Camrose Public Library actively works on continuous improvement of safe work practices for the benefit of all. Employees are required to read CPL's Occupational Health and Safety Manual and sign a form saying they have read said manual, and are responsible for knowing the locations of all fire exits and alarms, fire extinguishers, and first aid kits in the facility. All employees must make sure to follow the proper Safe Work Practices while performing duties.

Employees working in the building during **off hours** are responsible for maintaining the security of the building during their stay and for leaving the building secure.

Accident Reporting

- All employees and volunteers of Camrose Public Library must be covered by the Library under the Worker's Compensation Act of Alberta. All employees are expected to conform to *Worker's Compensation Board (W.C.B.)* Regulations regarding accident reporting.
- When an employee does suffer an injury of any kind, he/she shall seek first aid assistance or medical treatment if necessary. The employee shall then immediately report it to the Library Director (where applicable) who will, complete the necessary Workers Compensation report and file it according to the requirements. The Director of the Camrose Public Library System should be notified of all *W.C.B.* reports.
- It is the Director of the Library's responsibility to see that the employer and employee or volunteer *W.C.B.* Accident Reports are submitted to the *W.C.B.* within 72 hours of the time that the accident is reported to the employer to ensure prompt action from the Worker's Compensation Board. All further *W.C.B.* communications will be managed by the Director as assigned.
- **Professional Development**
 - The Library may, at its discretion, determine an amount of money to be included in the annual operating budget of the library for the purposes of continuing education/professional development.
 - Employees or volunteers will contact the Director to obtain permission to attend courses or workshops. Such continuing education shall be of benefit to the library.

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- Time spent in professional development or travel will be considered a day of work at straight time.
- Course and workshop fee reimbursement is available to permanent employees with prior approval of the Director. The amount of that reimbursement will be determined by such factors as the cost of the course, total funds available, degree of relevance to job and previous reimbursement received.
- Travel time to or time spent at conferences, conventions, workshop seminars, or similar training course shall not be considered as lieu or overtime. Such attendance is to be determined in consultation with the appropriate supervisor and must stay within budget.
- The Director will report to the Board annually on training and professional development.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image that each library presents to its patronscustomers and visitors. During business hours, employees are expected to present a clean and neat appearance and not draw inappropriate or disruptive attention to the individual. Health and Safety Standards much be considered in dressing for work.

Attire that is not acceptable are as follows: tank tops, band shirts, flip-flops, torn jeans, anything that reveals undergarments such as bra straps, and shorts and skirts that are shorter than knee length.

Responsible Use of Funds

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 \$400, said staff member must gain the Director's approval before making said purchases. For any purchase made on Camrose Public Library's behalf, receipts for purchases must be presented within the same week that the purchase was made to enable timely reimbursement and processing of payment.

Public Statements

- a) The Board Chair shall have responsibility for news releases on behalf of the board except when responsibility has been delegated to the Director
- b) Employees who speak or write publically are responsible for ensuring that they do not release confidential information or slander the Camrose Public Library. Public statements regarding the Library must consider library policy. For more information relating specifically to Social Media in association with Camrose Public Library, please see our Social Media Policy at <https://cpl.prl.ab.ca/about-us/policies>.

Library Volunteers

The library supports the concept of volunteerism, recognizes the important role that volunteers can play and encourages their activities. The energy, expertise, and commitment of volunteers help the library offer more services to patrons.

Volunteers need to provide both a Police Information Check and Intervention Records Check to the Director of the Library.

Volunteers younger than 16 must have written consent of a parent or guardian prior to volunteering.

(a) Volunteers will be interviewed by the Volunteer Coordinator to ensure that they meet the position requirements and fit in with the Library organization.

(b) The Volunteer Coordinator will conduct orientation and training to familiarize volunteers with the policies and procedures of the Library or will delegate said training to appropriate personnel.

(c) There will be a three (3) month probationary period to give both the volunteer and the Director time to determine suitability.

Volunteers should be provided with an orientation to the library premises, services, policies, and people with a focus on the areas relating directly to their assigned tasks.

Volunteers must be covered by their own vehicle insurance where their volunteer activity involves the use of a vehicle.

Volunteers should be treated as non-paid employees. They have the right to be treated as a co-worker, not just free help. This also means volunteers are expected to meet their commitment made to the library. Volunteers are responsible for maintaining confidentiality of all proprietary or privileged information whether this information involves individual employees, volunteers, patrons, or Board members, or involves overall Library business. Volunteers will carry out assigned duties in accordance with any by-laws, policies, and procedures of the library.

With prior approval, volunteers will be reimbursed for out-of-pocket expenses incurred in performing library duties.

In the event of an opening for a paid position, volunteers who apply for the position shall be considered and evaluated on the same basis as all other applicants.

The Director reserves the right to evaluate the placement and performance of a volunteer. This may lead to the reassignment of the volunteer or the termination of the relationship between the volunteer and the Director in the case of unsatisfactory service, gross misconduct, or failure to comply with policies and procedures.