

Present:

Regrets:

1. Approval of the Agenda
2. Board Feedback
3. Consent Agenda
 - a. Approval of Minutes of January 15 2025 meeting
 - b. Items for Information
 - i. Correspondence
 - ii. Libraries in the News
 - a. Regina Public Library Seeking Increased Budget to Cover Rising Costs, Eventual New Downtown Facility
 - c. Reports
 - i. Director's Report
 - ii. Program Overview to January 31 2025
 - iii. Program Report and Library Statistics January 31 2025
4. Items for Discussion and Decision
 - a. PLSB Annual Report
 - b. Board Training – Advocacy
 - c. LAPP Audit – Funding
 - d. March Library Closure – Inventory
 - e. New Procedure for Board Meetings and Briefing Note Template
5. In-Camera Items for Decision
 - a. Collection Assistant Grid

Next regular Board meeting: March 12 2025, 5:15pm

Present: Renee Greer (Chair), Alyssa Martin (Director), Naomi Finseth (Vice-Chair), Don Simpson (Camrose Council) Joy-Anne Murphy (City Council), Cheryl Dezall, Lucy Ernst, Margaret Holliston (Secretary),

Guest: Margaret Law

Regrets: Peter Hamm

Call to Order: Vice-Chair Naomi Finseth called the meeting to order at 5:05 pm. By Zoom. Chair Renee Greer joined the meeting at approximately 5:12 pm.

1. Approval of the Agenda

Motion 01/25 M/S/C –Margaret Holliston/Lucy Ernst: That the agenda be approved.

2. Board Feedback: None.

3. Consent Agenda

a. Approval of Minutes December 18, 2024, meeting:

Motion 02/25 M/S/C – Cheryl Dezall/Don Simpson: That the minutes for December 18, 2024, be approved as amended: Item 4g, Library Operating Hours, second line, insert “remain” between “and” and “open”.

b. Items for Information: Board members reviewed prior to the meeting.

c. Reports: Board members reviewed prior to the meeting.

4. Items for Discussion and Decision

a. Organizational Review: Margaret Law presented the draft Review dated January 1, 2025. The review complements the Plan of Service. It was well-received and generated good discussion. Most of the implementation falls to the Executive Director, but board can support. Margaret also pledged her support as appropriate and feasible.

- Entailed a comprehensive consultation process with significant staff input and documents review. Staff are clearly committed to and enthusiastic about the library. The board works well with the Director and each other.
- Space is a major limiting factor: no room for more storage or staff. Contains helpful suggestions for re-focusing current resources. Aging space must also be kept in mind, including in terms of OHS concerns that may arise.
- Provides a more clarified focus on board duties (fewer committees) and is equally helpful to the Director in terms of her and other staff responsibilities. Good role clarification suggestions for updating job descriptions.
- Human resources and building related matters thus emerged as priorities for at least the first half of 2025.
- Programming is good; programming staff very enthusiastic; need to link to the Plan of Service (consistently clarify/identify related P of S outcomes) stressed.

b. Executive Election:

- i. Chair: Renee Greer acclaimed to continue as Chair.
- ii. Vice-Chair: Naomi Finseth acclaimed to continue as Vice-Chair.
- iii. Secretary/Treasurer: Margaret Holliston acclaimed to continue as Secretary, noting that the position is now Secretary/Treasurer (see below), and that TAL will prepare the Quarterly Financial Reports for presentation to the Board.
- iv. Communications: The board opted to leave this vacant pending implementation of the Organizational Review.
- v. Treasurer: The board agreed that the Secretary and Treasurer roles would be combined into one position (see above).
- vi. Signing Authorities: Renee Greer and Lucy Ernst remain as signing authorities. Alyssa noted that there will be more online banking, and the library is exploring banking options.

Motion 03/25 M/S/C - Don Simpson/Naomi Finseth: To remove Vikki Williams as a signing authority.

Motion 04/25 M/S/C – Joy-Anne Murphy/Lucy Ernst: To add Margaret Holliston as a signing authority.

vii. Personnel Committee:

Motion 05/25 M/S/C – Margaret Holliston/Naomi Finseth: To re-appoint Renee Greer, Charyl Dezall and Naomi Finseth to the Personnel Committee.

- viii. Policy Committee: The board agreed not to create a policy committee as per the Organizational Review, but review policy as a whole board based on Alyssa's priorities and recommendations/suggested changes.
- ix. Advocacy Committee: The board opted to build advocacy discussions into each board meeting. Members are interested in advocacy training, noting that there are three elections in 2025 (federal; two municipal – see below).

c. Meeting Date:

Motion 06/25 M/S/C – Joy-Anne Murphy/Lucy Ernst: That the CPL board will meet the second Wednesday of the month at 5:15 pm.

d. 2025 Library Closures:

Motion 07/25 M/S/C – Margaret Holliston/Joy-Anne Murphy: That the CPL board approve the 2025 library closure dates as presented in the board package.

- e. Board Orientation: Introductory orientation was deemed unnecessary; the board would like advocacy training; Alyssa will bring options to the next meeting.

5. **Adjournment:** Chair Renee Greer declared the meeting adjourned at 6:55 pm.

6. **Next regular board meeting: February 12, 5:10 pm**

Regina Public Library seeking increased budget to cover rising costs, eventual new downtown facility

By [Wayne Mantyka](#)

Published: February 05, 2025 at 10:50AM EST

Leaders at the Regina Public Library say they need more money to cover increasing operating costs and a future new central location.

City council will be asked to approve a 4.58 per cent mill rate increase for the Regina Public Library (RPL) with the board saying current revenue is not meeting needs.

“That is equivalent to 0.42 per cent of the city’s mill rate or about 80 cents a month for the average homeowner,” RPL board chair Marj Gavigan said.

RPL says if approved, the increased funding will go toward increased salaries and improving cyber security.

- [Council upholds previous decision on central library renewal for Regina](#)
- [‘Our city deserves this’: Council approves funding for Regina Central Library renewal](#)
- [RPL scales back on proposed size of main branch, seeks funding from city](#)

Gavigan said the average annual increase for RPL has been 2.2 per cent over the past decade but adds that this year they find themselves under more financial pressure.

“And we need to increase our revenue to address that pressure,” Gavigan said.

The library board will also ask the new city council to affirm a commitment to an eventual new central library downtown. That would require an additional 5.5 per cent dedicated mill rate increase for five years along with debt financing of \$119 million.

“We are at the front end at this stage where we are hiring consultants, architects, legal advisors and things like that to make sure that we can issue an RFP that meets our needs,” RPL’s director of finance Curtis Smith said.

Smith expects that work will take them into 2026, when the design stage will likely begin.

Currently the plan is to have a new facility for 2030.

<https://www.ctvnews.ca/regina/article/regina-public-library-seeking-increased-budget-to-cover-rising-costs-eventual-new-downtown-facility/>

Director's Report

February 5 2025

Alyssa Martin

Organizational Review

Below is an update on the implementation of the Organizational Review recommendations. A staff meeting was held to inform staff of the upcoming changes, and to brainstorm how to put them into effect in the least disruptive manner possible.

Contracting TAL (The Alberta Library)

Our banking platform is now live, and TAL will be able to send EFTs in February for our bill payments, moving much of our work to an automated system with very few paper cheques, and very little postage. We are still in the process of setting up how we will submit timesheets and access paystubs.

Creating Executive Assistant Role

An Executive Assistant has been hired, and will begin in the role at the end of February.

New HR Software

We are in the implementation process with Collage HR to track our HR paperwork and staff leave. We will assess the product once it is up and running to determine if it will meet our needs.

Service Desk Supervisor

The Service Desk Supervisor is now in their office and is able to work on their off-desk work with fewer interruptions. This is particularly necessary as we wait for the Executive Director to start. This has resulted in fewer circulation desk hours.

Service Desk Changes

With the Service Desk Supervisor moving into their new role, the strain on the service desk is increasing (as expected). They are working to train the public to use the self-checkout as much as viable, to use their online account to place holds, renew items and search the catalogue, and to get the public to return their items in the front grey bin in preparation for the Collection Assistant position. As the public learns to use these tools, which is industry standard at this point, the pressure on the Circulation



Assistants will lessen, and eventually allow us to give them off-desk time to complete their tasks and training.

Public response is mixed. Some are excited to learn we have a self-checkout, but many think we are trying to eliminate jobs and are resistant to using the machine. Staff are working on improved messaging so that the public understands that since we cannot hire more staff, we have to find ways to adapt to increased usage.

Donations

We are still waiting to hear from the Fellowship of the Camrose Public Library to see if they can take over the Book Sale and to take book donations on our behalf.

Alberta Government Ethnocultural Grant

Our submission for the Ethnocultural Grant has been submitted in the hopes of extending our newcomer programming.

Vision Credit Grant

We have submitted an application to Vision Credit to obtain the last pilot bike, and to get back up batteries.

Camrose Public Library
 Adult Programs
 January 1 to 31, 2025

Outreach	Program	Attendance
Deliveries to Care Facilities	9	69
German Circle Online	4	13
Ukulele Online	4	10
Mind Masters	1	201
	18	293

In House	Program	Attendance
Spanish	4	17
Ukulele	4	41
Fibre Club	3	21
Drum Circle with CMHA	0	0
Climate Café	0	0
Cricut Classes	2	9
Life Skills 101	1	5
Lunch & Learn with FCSS	1	12
Beading Circle with Joelle Skinner	1	12
	16	117

Total	34	410
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Camrose Public Library
Family Programs
January 1 to 31, 2025

Outreach	Program	Attendance
Read for 15	1	3426
Chuck Maclean Family workshops	1	9
Women's Shelter Family Literacy	0	0
	2	3435

In House	Program	Attendance
Snacks in the Stacks	22	541
Something Cool After School	19	124
Books & Bounces	4	47
Terrific Tales	4	67
Tech Help	9	18
Bed Time Stories	4	64
Crafternoon	3	21
Rainbow Club	0	0
School PD Matinee	1	31
Newcomers Guide to Camrose	3	25
Saturday Story Time	0	0
Weekend Wiggles	0	0
Ghibli Geeks Club	1	2
Environmental Literacy Night for Family Literacy Day	1	14
	71	954

Total	73	4389
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Camrose Public Library
 Childrens Programs
 January 1 to 31, 2025

Outreach	Program	Attendance
	0	0

In House	Program	Attendance
	0	0

Monthly Total	0	0
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Camrose Public Library
 Teen Programs
 January 1 to 31, 2025

Outreach	Program	Attendance
	0	0

In House	Program	Attendance
Golden Flames Teen D & D	4	53
	4	53

Total	4	53
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Camrose Public Library
Total Programs
January 1 to 31, 2025

Outreach Programs	20	3728
In-house Programs	91	1124
YTD	111	4852

Submitted by Nicole Kyle
3-Feb-25

January 2025

Program and Library Statistics

Submitted by Nicole Kyle
February 3, 2025

213

people attended programs that foster a sense of community connection and belonging.

1142

people attended library programs and special events designed to educate and promote a love of lifelong learning.

3426

Camrosians reported for Read for 15, giving us the largest number of readers in the Alberta-wide contest!

1 bit of awesome feedback:

A patron said that they absolutely loved that we lend showshoes; their grandkids have used them every single day and have had an absolute blast!

Ongoing Programs

Ongoing programs will run from
January 6 to June 20.

Ukulele Jam (Adults)
Mondays @ 10:00

Spanish Circle (Adults)
Mondays @ 3 in person
and on Zoom

**Books & Bounces
(infants under 2 and
caregivers)**
Tuesdays @ 11:00

German Circle (Adults)
Tuesdays @ 4 on Zoom

Climate Cafe (All ages)
1st Tuesday monthly @ 5:30

Terrific Tales (Families)
Wednesdays @ 10:30

**Golden Flames D&D
Club
(Teens, registered)**
Wednesdays @ 4; email
cpltechhelp@prl.ab.ca to
register

**Bed Time Stories
(families)**
Wednesdays @ 6

Ukulele Online (adults)
Thursdays @ 1 on Zoom

**Drumming Circle with
Recovery College (16+)**
1st Thursday Monthly @ 5
Register at
<https://bit.ly/CMHADrums>

Newcomer's Guide to Camrose (All ages)
February 4 @ 5: English Conversation Circle
February 11 @ 5: Let's Learn Ukranian Dance
February 18 @ 5: Yoga Essentials for Wellness

Ghibli Geek Club
February 1 @ 1 PM and
February 13 at 4:30 (12+).
This month: Castle in the Sky

PD Day Matinee  **(All ages, registered)**
No program this month as
there are no full-day staff
meeting days

**Snacks in the Stacks
(Grades 1-12)**
School days @ 3:30

**Something Cool After
School (Grades 1-8)**
School days @ 3:30

**Rainbow Club Public
GSA (All ages)**
1st Saturday Monthly @ 11

**Saturday Story Time
(Families)**
1st Saturday Monthly @ 11

**Weekend Wiggles
(Infants under 2 and
caregivers)**
1st Saturday Monthly @ 12

Crafternoon (All ages)
Saturdays from 1-3

Fibre Club (All ages)
Saturdays @ 1

For program and service info:

Phone: 780.672.4214

Web: prl.ab.ca/camrose

Email: cpltechhelp@prl.ab.ca

Unless otherwise noted, programs
& events are FREE and on a drop-in
basis. For registered programs,
visit <https://bit.ly/CPLEventbrite>,
scan the QR, or call 780-672-4214.



NEW

Our Hours:

Monday 10-7
Tuesday 10-8
Wednesday 10-7
Thursday 10-7
Friday 10-6
Saturday 11-4

Closed Sundays
Closed February 15 & 17

Technology Services



24/7 Electronic resources:

Visit prl.ab.ca/elibrary to
check out electronic print
materials, audio books,
learning resources, and
resume building software.

1-on-1 Tech Help

Need assistance with
some technology basics?
Please call us or email
cpltechhelp@prl.ab.ca to
book your free 1 hour
appointment today!

Use your library card
and PIN to log in.



Special Events

Life Skills 101: Taxes (16+) February 11 @ 5:30

Join staff from Camrose & District Family &
Community Support Services for an info
night about simple income tax preparation
and filing.

Pom Pomsters Family Workshop February 16, 10 AM to noon

@ Chuck MacLean, 4809 52 Street.
Make monstrously fun friends! Space
limited; register with QR code.

For Cricut's Sake (16+)
February 20 & 27 @ 5 PM: Shadow Boxes
Space is limited; register with QR code.

Indigenous Beading Circles

with Métis artist Joelle Skinner
For ages 16+ | All supplies provided!

This month: Rearview Mirror Decor
February 22, 12 - 2 PM

Participants who are interested are invited to join Joelle at 11:30 AM for smudging ahead of the session.

Space is limited. Please visit <https://bit.ly/CPLEventbrite> or use the QR on the other page to register beginning February 1.

Made possible thanks to
a generous grant from



February 23 – March 1, 2025

FREEDOM TO READ WEEK



Freedom to Look?



**On Art and Censorship
with Andrea Korda**

CAMROSE
PUBLIC LIBRARY

In celebration of Freedom to Read Week, Professor Andrea Korda, an art historian at the Augustana Campus of the U of A, will talk to us about the "freedom to look." We will consider examples of censorship in the history of art and talk about what is at stake when we censor works of art. People age 16+ are invited to join us for this free event celebrating our freedom of expression in all its forms.

Keep an eye out for special book displays through the week of February 23 to March 1.

February 26 at 5:30 PM

January 2024 Library Statistics

YTD daily visit averages (and hourly based on operational hours in brackets)

Mondays: 421 (avg of 47/hr) Tuesdays: 386 (avg of 43/hr)
 Wednesdays: 366 (avg of 41/hr) Thursdays: 304 (avg of 34/hr)
 Fridays: 316 (avg of 35/hr) Saturdays: 220 (avg of 44/hr)

Circulation	Jan 2025	Jan 2023	2025 YTD	2024 YTD	Under/ Over 2024	% Chg. Over 2024
Adult Material	5825	6516	5825	6516	-691	-11%
Young Adult Material	327	409	327	409	-82	-20%
Juvenile Material	6324	5091	6324	5091	1233	24%
Relais Items Borrowed	167	124	167	124	43	35%
Relais Items Sent	35	34	35	34	1	3%
Total	12678	12174	12678	12174	504	4%

Econtent	Jan 2025	Jan 2023	2025 YTD	2024 YTD	Under/ Over 2024	% Chg. Over 2024
Cloud Library/RBDigital	*	568	* 0	568	-568	-100%
Overdrive	*	1317	* 0	1317	-1317	-100%
Total	0	1885	0	1885	-1885	-100%

Circulation by Residence	Jan 2025	Jan 2023	2025 YTD	2024 YTD	Under/ Over 2024	% Chg. Over 2024
City of Camrose	9100	9779	9100	9779	-679	-7%
County of Camrose	2391	2176	2391	2176	215	10%
Outside City/County	81	67	81	67	14	21%
ME	2	30	2	30	-28	-93%
Total	11574	12052	11574	12052	-478	-4%

Miscellaneous	Jan 2025	Jan 2024	2025 YTD	2024 YTD	Under/ Over 2024	% Chg. Over 2024
Visitors	8667	7772	8667	7772	895	12%
WiFi Users	8473	7267	8473	7267	1206	17%
Internet Users	1024	984	1024	984	40	4%
Exams	18	19	18	19	-1	-5%
Total	18182	16042	18182	16042	2140	13%

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	Jan 2025		2025 YTD		Participants	
Service Response	Sessions	People	Sessions	People	2024 YTD	2023 YTD
1	28	213	28	213	222	223
2	9	18	9	18	30	29
3	73	1195	73	1195	562	475
4	0	0	0	0	614	439
Library Advocacy	1	3426	1	3426	4167	3,349
Total	111	4852	111	4852	5,595	4,515

* Please note: eContent statistics were not available from PRL before report submission deadline

Decision

Public Library Service Branch 2024 Annual Report and Survey

Issue:

The board must approve the PLSB Annual Report and Survey each year to be eligible for provincial funding.

Background:

Statistics are gathered throughout the year for the purposes of this report, and are used to make operational decisions and to advocate for the library. This report is the summary of those statistics, and is sent to the provincial government as a requirement for our provincial funding, which is our second largest source of funding.

Considerations:

If this report and survey is not approved by the board, CPL will be ineligible for the annual provincial funding.

What are the risks?

CPL will need to cut personnel and operating hours if this report is not submitted by the deadline of February 28 2025.

Options:

- Approve the report and survey as presented.
- Suggest changes to rectify information errors and approve the report and survey as an e-vote.
- Do not approve the report and survey, and lose a large portion of our annual funding.

Recommendations:

Approve the report and survey as presented.

Proposed Motion:

"I move to approve the PLSB 2024 Annual Report and Survey as presented."



AB Library Statistics

Survey Report - This tab contains the Alberta Public Library Survey. It is to be filled in with current information, up to and including the Board Governance - Board Members section. All municipal and intermunicipal library boards are required to complete this report.

Annual Report - This tab contains fields to capture statistical data for the reporting year for each library service point the board operates. If the board does not operate a service point, the Annual Report fields will not be visible. Urban library boards with multiple branches in the same city are excluded from this and can report aggregate data.

Camrose Library Board, City of - Camrose 2024

Survey Report

The Alberta Public Library Survey captures current year information.

This information is used in the *Alberta Public Library Directory*, which is produced by the Public Library Services Branch and is available at <https://open.alberta.ca/publications/6656702>.

Approval

The Survey and Annual Report is filed by the library board pursuant to the Libraries Regulation. By approving, the board accepts the report, certifies its essential accuracy and transmits it to Alberta Municipal Affairs, Public Library Services Branch (PLSB), in accordance with the above regulation. Personal information contained in the report will not be disclosed except for use by Alberta Municipal Affairs.

The completed Survey and Annual Report must be approved by the library board via resolution before it is submitted to PLSB. PLSB reserves the right to request a copy of the meeting minutes to demonstrate board approval.

	Date report approved by library board
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Library Board

The legal name of the library board.

	Name of library board
	City of Camrose Library Board

Name of Library

Provide the name of the library operated by the library board.

	Name of library
	Camrose Public Library

Library Phone, Email, Website

Report the current main phone number for the library, the general email address for reaching library staff and the URL for the library's website.

	Library phone	Library website
	780-672-4214	https://prl.ab.ca/camrose
	Library email	
	cp@prl.ab.ca	

Camrose Library Board, City of - Camrose 2024

Library Address

Report the current address of the library.

Street address	P.O. box	City/town, etc.	Province	Postal code
4710 50 Ave		Camrose	AB	T4V 0R8

Contacts

Library Manager: Provide the name and work email of the person charged with the management of the daily operations of the library.

Respondent: If a person other than the library manager prepares this report, please provide their name and email. The respondent might be a library staff person, a member of the board, or any person charged with filling in the data. This information is not included in the Directory.

Library Manager	Name	Email
Respondent (if different than above)	Alyssa Martin	amartin@prl.ab.ca

Camrose Library Board, City of - Camrose 2024

Board Governance - Board Members

Provide the full names, contact information, and term expiry date for all current board members (i.e. members at the time of filling in this report). Indicate the board chair by entering their information in the first line of the table. While names of board members are public information, phone numbers and email addresses are strictly for the use of Public Library Services Branch and are not made available to the public.

Please note that the library board term expiry date must reflect the individual's appointment as made by municipal council and must be provided for all board members, including those members who are also councillors. The board term expiry date should not reflect the individual's date of recruitment, the date of their first board meeting, the date they were elected chair (or any other officer position), or any other date.

The *Libraries Act* requires all board members to be appointed by municipal council. Appointments are made by council resolution and therefore will be recorded in council meeting minutes. When an appointment is made, the municipality may also provide documentation (e.g. a letter) that includes the relevant information (i.e. resolution number, date of appointment, and the term length/expiry date).

Please see the *Appointments to the Municipal Library Board or Appointments to the Inter-municipal Library Board* fact sheets (<https://www.alberta.ca/public-library-board-development.aspx>) for more information.

If you are unsure about board member appointments and term expiry dates, contact your municipality for more information. If there is no record of appointments by council for some or all board members, please contact Public Library Services Branch at libraries@gov.ab.ca or 780-427-4871 for support.

	Name	Phone	Email	Library board term expiry (year/month/day)	Councillor?
Chair	Renee Greer			2027-12-31	No
Board Member 1	Naomi Finseth			2025-12-31	No
Board Member 2	Margaret Holliston			2025-12-31	No
Board Member 3	Lucy Ernst			2026-12-31	No
Board Member 4	Cheryl Dezall			2026-12-31	No
Board Member 5	Peter Hamm			2025-12-31	No
Board Member 6	Joy-Anne Murphy			2025-10-31	Yes
Board Member 7	Don Simpson			2025-10-31	Yes
Board Member 8					
Board Member 9					

Camrose Library Board, City of - Camrose 2024

Annual Report

This is the Annual Report portion of the report. Please fill in the data for the reporting year (i.e. the previous calendar year) unless otherwise indicated.

Board Governance

Provide the actual dates (e.g. Jan 28, Feb 13) of board meetings held during the reporting year. All library boards are required by the Libraries Act to meet at least once every four months (Part 5, Section 33(1)).

Provide the amount of time board members volunteered on library board business during the reporting year, e.g. board meetings, committee meetings (a 2 hour board meeting with 5 members in attendance would equal 10 volunteer hours).

Any volunteer work *in the library* by board members should be recorded in the *Personnel - Volunteers* section.

	Dates of board meetings held (e.g. Jan 28, Feb 13)	Board volunteer hours
	Jan 17, Feb 21, Mar 6, Mar 20, Mar 27, Apr 17, May 7, May 15, Jun 13, Jun 17, Aug 7, Aug 14, Sept 4, Oct 16, Nov 14, Nov 20, Dec 18 Jun 19, Jul 3, Jul 8,	185

Library Hours

Report the total number of hours the library was open to the public for the reporting year. If you are reporting for multiple libraries, please provide the total hours for all locations combined.

Do not include administrative days, where there may be staff in the library but no library users.

There are two possible calculations:

1. Actual count of hours open per year.

2. Estimate:

If the library hours were the same all year: 50 x total hours per week

If summer hours differed from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

Total hours open during reporting year	2,459
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Personnel

Paid and unpaid staff that worked in the library during the reporting year.

Camrose Library Board, City of - Camrose 2024

Staff

Report total number of employees and the total hours worked in the reporting year (paid leaves such as vacation or sick days can be included). You may need to get this figure from the individual or agency that does your staff payroll.

Include all paid staff (full- and part-time) who were employed by the library board during the reporting year whether they were paid directly by the board or paid through the municipality.

Do not count the number of positions, count the total number of individual persons that worked in the library during the reporting year. Each person should only be counted once. For those that have multiple credentials (i.e. both an MLIS and Library Technician diploma), please count them by the credential required by the position they are in. Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	Total # of employees	Total hours/year
MLIS or equivalent	1	1,820.00
Library technician	1	624.00
All other credentials (e.g. high school, Library Operations Certificate, diploma, other university degree)	21	17,944.00
Total	23	20,388.00

Volunteers

Report the number of volunteers (i.e., those who worked without payment from any agency) that assisted with library activities, and the total number of volunteer hours for the reporting year. If a board member volunteered at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here.

Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in *Board Governance > Board volunteer hours*.

Do not include volunteer activities of Friends groups. Friends groups are separate organizations and have their own reporting mechanisms.

Total # of volunteers	35	Total volunteer hours contributed	859.25
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Collections

Report only items that have been acquired as part of the library collection. Count the total library collection, not just items added during the reporting year.

Collection management

Report the number of print and non-print items acquired and withdrawn during the reporting year. Do not include e-content.

	Items acquired	Items withdrawn
Print items	2,323	3,096
Non-print items	392	651
Total	2,715	3,747

Print and non-print items

Report the total number of print and non-print items in the library collection. Include both catalogued and uncatalogued items. Do not include electronic equipment for loan or e-content as they are captured in the following sections.

Print items: include physical books and issues of periodicals.

Non-print items: include physical items such as audiobooks (e.g. books on CD), music (e.g. CDs), videos/movies (e.g. DVDs), videogames (e.g. Xbox, PlayStation), kits (e.g. CD/book combinations) and objects (e.g. baking pans, tools, snowshoes).

	Total print items (including issues of periodicals)	Total non-print items	Total print and non-print items
	28,762	6,104	34,866

Electronic equipment for loan

Report the number of electronic equipment items available for loan by patrons. These are items that are available for use inside or outside of the library. This may need to be a manual count if the items are not held in the ILS (e.g. Polaris/Workflows).

Wireless hotspots	Mobile devices (e.g. laptops, chromebooks, e-readers, tablets)	Total electronic equipment
0	0	0

Camrose Library Board, City of - Camrose 2024

E-content

If your library board licenses any e-content resources such as e-books, e-audiobooks, online magazine subscriptions, movies, games or databases, include the items in this section.

Only count e-content licensed by your library board. Do not count e-content licensed and purchased by a library system (if applicable) or the Public Library Services Branch (PLSB), as those statistics are captured outside of this report. However, for library boards that are a member of a system and have contributed funding towards system level e-content purchasing (e.g. the system has licensed items paid with money contributed by your board), you may count the items purchased with your contributed funds in the reporting year. Please contact your system for this information.

For library boards that are not part of a library system, include any licenses brokered by The Alberta Library (TAL).

E-books	E-audiobooks	All other e-content combined	Total e-content items
0	0	0	0

Total collections

Total library collection.

Total physical collection	Total e-content collection	Total library collection
34,866	0	34,866

Library board contributions

If your library board contributed money to your library system for licensing e-content (e.g. e-books, e-audiobooks or e-magazines) during the reporting year, please indicate the dollar amount contributed. This is above and beyond any annual allotment funds that may be required by the library system for purchasing.

Library board contribution
\$466.31

Circulation

This section captures how many items were circulated (physical and virtually) to library users during the reporting year.

Camrose Library Board, City of - Camrose 2024

Circulation

Report number of circulations during the reporting year. Include all items that were signed out for use and item renewals.

For electronic equipment and/or objects (e.g. mobile devices, snowshoes): Report the number of circulations captured either through the ILS (e.g. Polaris/Workflows) or manually by staff if the items are not in the ILS.

For e-content (e.g. e-books and e-audio and all others): the numbers may only reflect a portion of total circulations, as it depends on how the e-content platform is configured. Please consult with your library system.

Do not include items that were sent to other libraries (those are captured in the *Interlibrary loan* section).

Total print	Total non-print	Total electronic equipment	E-books	E-audiobooks	All other e-content combined	Total Circulation
113,819	20,563	0	6,546	8,876	3,301	153,105

Interlibrary loan

Interlibrary loan (ILL) is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. This includes items that are sent to other libraries within your library system. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	ILL borrowed	ILL lent
Within Alberta (including within your library system)	53,640	24,613
Outside of Alberta	8	6
Total	53,648	24,619

In library use

Report the number of physical items used within the library during the reporting year, but not circulated.

There are two possible calculations for each:

1. Actual count of items used within the library for an annual total.
2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

Print and non-print items	3,154
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Camrose Library Board, City of - Camrose 2024

Library Access

This section will cover the ways that library users access the library and the range of services available to them.

Cardholders

Report the number of active cardholders during the reporting year.

An active cardholder is a user whose card was used at some point during the reporting year to access physical and/or virtual library resources and services. This includes virtual borrowing activity as well as authentication to access electronic resources. Cardholders can include people who are residents (i.e., people whose municipal taxes directly support the library board operating the library | fund the library) and non-residents. However, do not include ME Libraries users as that data is captured outside of this report.

	Total active cardholders
	3,370

Visits

Report the number of in-person and virtual visits (i.e. website visits) to the library during the reporting year.

There are two possible calculations for each:

1. Actual count of visits for an annual total.
2. Typical week estimate: count the number of visits and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	In-person visits	Website visits
	99,653	52,449

Camrose Library Board, City of - Camrose 2024

Information Services

Report the number of information technology assistance and reference transactions during the reporting year. Information technology assistance transactions are reported separately from reference transactions.

A reference transaction is an in-person or virtual encounter in which library staff recommend, interpret, evaluate and/or use information resources to help a library user meet particular information needs. It includes readers advisory. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"

An informal technology assistance transaction is an occasion where library staff help or train a library user on technology in the library. It includes unscheduled individual instruction and assistance in things such as how to use email, demonstrating a URL or how to print a document. Do not include any pre-planned, coordinated events (i.e., library programs) where technology training is delivered. These are captured in Programs > Digital literacy programs.

There are two possible calculations for each:

1. Actual count of transactions for an annual total.
2. Typical week estimate: count the number of transactions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

Total informal technology assistance transactions	Total reference transactions
3,083	5,350

Examination Services

If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If an individual sits for more than one exam at the library, count the number of exams taken, not the individual.

Total number of exams
261

Camrose Library Board, City of - Camrose 2024

Meeting space

Meeting space is defined as any area within the library that may be reserved by an individual or group for a use that is not part of the library's regular programming. The space may or may not be physically isolated (e.g., a separate room with a door); however, during the reserved time, the space is solely for the use of the party who made the reservation. The library may or may not charge a fee for use of the space but some form of reservation in advance (e.g., booking through library staff or software) is required.

Do not include regular walk-in use of library facilities.

	Meeting space bookings
	92

Public Workstations

Public workstations are desktop computers owned by the library board available for public use. This can include computers in computer labs used for public instruction. Generally, public workstations are positioned in a static location in the library. Count public workstations with internet access separately from workstations without internet access. Workstations without internet access include those dedicated to games, word processing, children's literacy, etc.

Do not count laptops or other mobile devices made available for public use inside or outside the library. Instead, count those under Collections > electronic equipment for loan.

	Public workstations with internet access	Public workstations without internet access	Total public workstations
	21	1	22

Public workstation and wi-fi sessions

Report the number of sessions conducted by users at any of the available public workstations or on the library's wireless connection, regardless of the length of the session. If a user logs on more than once, count each log-on separately.

Count public workstation sessions and public wi-fi sessions separately.

There are two possible calculations for each:

1. Actual count of sessions for an annual total.
2. Typical week estimate: count the number of sessions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Number of public workstation sessions	Number of wi-fi sessions
	12,963	111,209

Camrose Library Board, City of - Camrose 2024

Facility

Provide information on the building the library was housed in during the reporting year.

Facility ownership

Library facilities can be owned by a variety of agents. Most often, a building that houses a public library is owned by one of the following:

- Municipality
- Band or Settlement
- School board (when a library is housed in a school)
- Library board
- Society or other charitable group
- Private business or company
- Private owner (individual)

Report what category the owner of the facility that houses the library falls under. If your library board operates multiple service points in various facilities, please select all that apply.

If there was a change in facility owner during the reporting year, please report the current owner and note the change in the appropriate facility status field below.

Facility ownership
Municipality

Facility size

A service point is a physical location where users can directly access library materials and services. This includes mobile libraries (e.g. bookmobiles).

Report the total area in square metres of the library service point(s) being captured in this report for the reporting year. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space.

In order to convert a measurement of square feet to square metres, multiply square footage by 0.09.

Library Area (Sq. Meters)
1,180.0

Camrose Library Board, City of - Camrose 2024

Facility status

These fields are to report on the status of the library facility(ies) during the reporting year.

	Yes or no	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) during the reporting year?	No	
Did a new service point open or an existing one permanently close during the reporting year?	No	
Did the library close for renovations at any point during the reporting year?	No	

Programs

A library program (in-person or virtual) is a pre-planned, coordinated event that:

- meets a community need;
- is hosted/presented by the public library;
- is set for a designated time and place;
- has a defined purpose;
- has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and
- may involve a registration process and/or some promotion of the event.

Do not include programs that are delivered by external organizations in the library unless library staff are involved with the planning and development of the program as per above.

For hybrid programs (i.e. participants can choose to attend in-person or virtually) count the program in the category that best reflects how the program was being delivered and report the corresponding total number of participants (whether they attended virtually or in-person). For example, if the program presenter/facilitator delivered the program in-person, count it as an in-person program and include the total number of participants combined, whether they attended in-person or virtually.

Camrose Library Board, City of - Camrose 2024

In-person programs

Report the total number of in-person program sessions and participants for each age category. Do not include data for digital literacy or outreach programs as they are counted separately in the sections following.

Please note that a session is one instance of a program being offered. A program may consist of multiple sessions offered at different times. If a program consists of multiple sessions, ensure you are counting each session and not just the overall program.

Participants should also be counted on a per session basis. If an individual attends multiple sessions, even in a case where the sessions are connected (e.g. part of a series), they should be counted each time. For example: if a program was offered in 5 sessions, with 20 participants each time, you would count 100 participants.

For public libraries housed in schools, only count class visits if public library staff have planned a program to coincide with the visit.

	Total # of in-person sessions	Total # of participants
Children's	17	313
Young adult	62	850
Adult	195	1,200
Multigenerational	660	9,913
Total	934	12,276

Digital literacy programs

Report the total number of in-person sessions and participants for digital literacy programs (all age categories combined).

A **digital literacy program** is defined as any program where the primary purpose is for participants to build skills related to the use of various forms of technology (e.g. computers, mobile devices), accessing/creating/using information in a digital environment, or communicating via digital means.

Do not count any informal technology assistance or instruction, as this is counted as a type of reference transaction in the Information Services category.

	Total # of digital literacy sessions	Total # of participants
	117	328

Outreach programs

Report the total number of in-person sessions and participants for outreach programs (all age categories combined).

An **outreach program** is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.

Total # of outreach sessions	195
Total # of participants	10,174

Virtual programs

Report the total number of virtual program sessions and participants (all age categories combined). A virtual program is defined as any program that is delivered remotely using technology (e.g. via telephone, video conferencing software, or other digital platforms). Virtual programs may be delivered in either a synchronous (e.g. delivered live via Zoom) or asynchronous (e.g. video hosted on YouTube) format and are counted together for the purpose of this report. Please see the definitions below to ensure virtual program sessions and participants are reported as accurately as possible.

Synchronous virtual programs

Synchronous virtual programs are those where participants access the program at a specified time and the delivery is controlled by the program presenter/host. Some or all of the content may be pre-recorded but the presenter/host is present at the time of delivery and may interact with participants in some way.

Sessions: Count the total number of synchronous virtual program sessions offered across all platforms.

Participants: For each session, count the highest number of participants at any point during the session (i.e. the peak number of participants).

Asynchronous virtual programs

Asynchronous virtual programs are those where participants access the program at any time without the presence of a program presenter/host. Depending on the platform, there may be some interactive elements but access to the content is controlled entirely by the participant.

Sessions: Count each video/module/program once. Only count videos/modules/programs that were accessible during the reporting year.

Participants: Count the total number of times the program was accessed (regardless of whether or not it was completed or accessed multiple times by the same individual). How access is captured will vary by platform. For example, for videos hosted on YouTube or similar, you should count the total number of views during the reporting period. For any programs that have been available across multiple reporting years (e.g. video available in 2021, 2022, and 2023), you may need to use analytics available in the platform (or do your own calculations) to ensure you only count the number of participants during the current reporting year.

Total # of virtual sessions	79
Total # of participants	246

Camrose Library Board, City of - Camrose 2024

Take-home programs

Report the total number of take-home program sessions and participants (all age categories combined).

A **take-home program** is defined as any program that is planned and designed by library staff but is completed independently by the participant(s) at home or off-site. Take-home programs require the distribution of library-compiled "kits" (name may vary by library, e.g., "take and make") which include, at a minimum, the instructions and materials necessary to complete the program. Other library kits (e.g., book club kits) do not count as take-home programs. Take-home programs should demonstrate all elements of a traditional library program—e.g., planned and designed by library staff, has library prepared materials (instructions, worksheets, resource lists, etc.), has a defined purpose/learning objective, is available for a defined period of time.

Take-home program sessions: count each instance of a take-home program being offered. If the same program is offered multiple times (e.g., once a month), count each instance as a session.

Take-home program participants: count only the number of program kits taken by patrons. Do not count the number of kits created or the number of registrations, if registration was required.

Total # of take-home sessions	Total # of participants
0	0

Total programs

Total sessions and participants in the reporting year for in-person, digital literacy, outreach, virtual and take-home programs combined.

Total number of sessions	Total number of participants
1,325	23,024

Library Trends

Each year this question will change to capture current trends in Alberta's public libraries.

Does your current plan of service focus on any service responses specifically for seniors? The Plan of Service is a strategic plan that allows a board to connect with the community it serves and give direction to library service so that it aligns with local needs. The most important part of the planning process is the needs assessment—where the board engages with library users and non-users to find out what the most pressing needs are in the community and determines what role the library can play in addressing those needs. The final Plan of Service document includes goals and objectives the library will work to achieve over a set period of time.

Select the answer from the choices below. If you wish to provide additional information please use the notes field.

Does your current Plan of Service focus on any service responses specifically for seniors?
No, and we do not offer seniors specific programming and/or services

Camrose Library Board, City of - Camrose 2024

Accomplishments & Comments

Summarize the major achievements of your library board for the reporting year and/or provide any comments your board has about public library service delivery.

Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.

	Accomplishments & comments
	- Contracted a consultant to conduct a thorough Plan of Service consultation and creation process - Worked on relationship building with municipalities, and was able to avoid major service cuts during the budget season - Contracted a consultant to conduct an organizational review, and began to implement suggested changes including an organizational restructuring - Despite hours of operation being cut, we are busier per hour than we were pre-pandemic.

Decision

Board Advocacy Training

Issue:

It was decided that board orientation would focus on advocacy this year. The board needs to choose a training option.

Background:

Board orientation usually consist of training from PLSB or Parkland about how public libraries are governed, structured and funded in Alberta. As all of our board are returning members, it was decided that we would focus our orientation on advocacy this year as we are facing two municipal elections and a federal election. The Director was instructed to find advocacy training options.

Considerations:

As laid out in the organizational review, CPL is understaffed and needs a new building that will meet our organization and community's needs. Funds are hard to come by, and advocacy during an election year is vital. An advocacy plan will need to be put forth by the end of Spring at the latest. The CPL Board will need to weigh budgetary constraints against how much guidance they desire to create an advocacy plan.

What are the risks?

An advocacy plan could be created without advocacy training, but it may lack guidance and efficacy. Alternatively, without having prior experience with the offered training, the training may cost more time or funds than the board may find useful. A decision should be made in order to move forward with an advocacy plan.

Options:

- Parkland Regional Library System offered live, online virtual training for directors and their boards during the middle of the work day this week. When asked if they would present the training to our board at a time that suits us, their response was that a recording would be available. They would not provide a description of the training beyond "advocacy" in advance of the training, so the contents are unclear. This option is free as we are a part of PRLS, but we cannot ask questions and it won't be tailored to our community.
- Sue Heuman from Focus Communications was recommended by Yellowhead Regional Library, as she provided custom advocacy training for their board. She would do the same for Camrose and run a 2 hour workshop for the board. The quote was sent to the board. This would be an in-depth and tailored workshop, specific to Camrose, and the most likely to help us craft a strong advocacy plan, but the quote is well out of the board training budget, and would require pulling from the PD Reserves, and possibly allocating the board's annual training budget line to this instead of attending Stronger Together.



- There are various toolkits and guides online, but none are tailored for Albertan libraries, and few were released within the last 3 years. Most of these are free, but of limited helpfulness.

Recommendations:

If the board feels the price tag is worth the advocacy training, I would suggest Sue Heuman's customized training, given our acute need for more staff and a new building.

Proposed Motion:

"I move we pull up to \$2500 from the PD Reserve for the purposes of contracting Focus Communications to run an advocacy workshop."



Discussion – LAPP Audit

Issue:

CPL must conduct an audit for our Local Authorities Pension Plan every 3 years. LAPP changed their requirements, and this will now cost double what it did a few years ago. This is not in the budget.

Background:

Grant Thornton conducts our annual financial review and our tri-annual LAPP audit. This year the LAPP audit rate doubled, and it is not in the budget. The annual financial review will be \$500 more than was budgeted for. It may be worth our time to investigate alternative options. We can choose whomever we want for the LAPP Audit, but section 6 of the Libraries Act requires library boards to *“have a person who is not a member of the board and whose qualifications are satisfactory to the council of the municipality review the financial records each calendar year and prepare a financial report in a form satisfactory to the council”*. Mr. Bouck, the General Manager at the City of Camrose, suggested our council rep speak to what is considered satisfactory to council.

Considerations:

There is limited time to find someone else to conduct these services. The Annual Financial Review is needed to apply for our provincial funding, and should be presented to the board in our April board Meeting to ensure enough time for the grant application. The LAPP Audit is due by June 30.

CPL is undergoing a lot of change at the moment, staff time is limited, and stability with our accounting firm would be appreciated. However, funds are limited and our accountants may no longer be financially sustainable.

What are the risks?

By changing providers, we may save CPL thousands of dollars going forward, but put additional stress on a team that is already stretched. By continuing to use our current providers, we will need to use funds from the operating reserve.

Options:

- Choose to look into a new firm for the LAPP Audit, but retain our accountants for the annual financial review.
- Keep our current accountants for both the LAPP Audit and Annual Financial review, and use reserve funds to cover it.
- Look into a new firm (or firms) for the LAPP Audit and Annual Financial Review.

Recommendations:

If CPL were not in the midst of broad organizational change, I would suggest looking into new firms for both the Audit and Review to compare prices. Given the staff turn-



over and changes to operations, I suggest keeping our current provider for 2025, pulling funds from the reserves, and seeking other options in 2026.

Proposed Motion:

"I motion to pull up to \$4500 from the Operation Reserve to cover the 2025 LAPP Audit expenses."



Decision

Library Closure to Conduct Inventory

Issue:

Inventory of the library collection should be conducted every second year. In the past PRLS did all of the inventory for us. This year, they are only willing to send half the staff needed, and require CPL staff to make up the other half. This leaves CPL in the position of being unable to staff the desks and do inventory.

Background:

In past years, PRLS has brought enough staff to conduct inventory while the library remains open and handles normal operations. This year, when requested to come and conduct inventory, CPL was told "We now reserve staff time for assisting member libraries without a full staffing complement or full-time operational hours with the completion of the inventory process." I responded that our organizational review identified that we were deeply understaffed, that we pay the same per capita as the other libraries, and that we expect the same services to be made available to us. A compromise was offered, where PRLS offered to send out 4 people for an eight person job, and would need CPL to supply 4 staff for a full day of work. This either requires CPL to close for a day to provide the staff, or to use up our PD and staff meeting hours to conduct inventory. This removal of service was not relayed to member libraries as we were making our budget.

Considerations:

CPL requires board approval for library closures for non-emergency measures.

What are the risks?

Inventory is necessary to keep the collection well maintained, and to ensure our catalogue works. If we stay open for the public, CPL will need to pay extra staff to come in for inventory, using up our hours allocated for staff meetings, community events and professional development. If we close the library to conduct PD, the community loses a day of service, and a few of my team get a day to catch up on desk work, engage in PD, and inventory gets done.

Options:

- Approve a day of library closure to conduct inventory.
- Reduce hours for staff meetings or community events to cover the staff needed for inventory.

Recommendations:

Close the library for a day to conduct inventory with PRLS assistance.

Proposed Motion:

"I move to permit the Director to choose a day to close the library in 2025 for the purposes of conducting inventory."



Decision

New Procedures for Board Meetings and the Introduction of Briefing Notes

Issue:

One of the suggestions from the Organizational Review was to implement procedures for Board Meetings and briefing notes to make board work more efficient.

Background:

CPL does not have recorded procedures and has not implemented briefing notes prior to this recommendation.

Considerations:

The Board and staff will have less guidance on how to run a meeting and disseminate information, increasing the likelihood of mistakes or missed information.

What are the risks?

This is not urgent, but would provide some clarity to our processes and better inform the board before meetings of discussion and decision topics.

Options:

- Adopt the procedures for board meetings and briefing notes as written.
- Suggest alterations to either document or request more information.
- Reject the suggestion and continue as the board currently operates.

Recommendations:

The Director recommends implementing a version of briefing notes and board meeting procedures.

Proposed Motion:

"I move that the board adopts the *board meeting procedures and briefing notes* as presented."



**For Discussion/Decision
Topic**

Issue:

Why is this matter being brought to the board?

Background:

Explain any history that is helpful for decision making?

Considerations:

What happens if this decision is not made?

What are the risks?

How urgent is it? Who does it affect? Pros and cons.

Options:

If there are options for this decision, list them here.

Recommendations:

If there are options, which is the preferred one, and why.

Proposed Motion:

If it is a decision, draft the motion so that the trustees can see it in writing. It can be changed at the meeting if necessary.



Procedure for Board Meetings

Call to order

- a. Chair calls the meeting to order
- b. Any new members or guests are introduced
- c. Land Acknowledgement

"The Camrose Public Library (CPL) is an organization located on Treaty 6 territory, the traditional lands of the Indigenous and the Métis People. For as long as the sun shines, the rivers flow, and the grass grows, this land will be recognized as Treaty 6 Territory."

Adoption of Agenda

- a. Chair asks if there are any additions to the agenda
- b. Chair declares the agenda adopted (no motion needed)

Adoption of the Minutes

- a. Chair asks if there are any corrections to the minutes
- b. Chair declares the minutes adopted (no motion needed)

Items for Decision

- a. Each item in this section requires a motion but it does not need to be seconded
- b. Each item should have a briefing note providing the information that the trustees need to make a decision
- c. A draft motion should be part of each briefing note
- d. The motion requires a vote
- e. Board members may ask to have their vote recorded

Items for Discussion

- a. The items in this section do not require a motion
- b. This is for discussion of items where the Library Director or a Board Committee wishes further input from the Board
- c. Each item requires a briefing note
- d. Items in this section often result in an action

Items for Information

- a. This section includes reports from the Chair, the Library Director, financial reports, committee reports and reports from the regional system
- b. These reports should be in writing
- c. It is assumed that everyone has read these reports in advance, so there is no verbal report unless there are questions.



Trustees Only Session

- a. This allows the trustees to talk without the Library Director or any guests present.
No motions can be made at this time.
- b. It may not be used at every meeting, but it remains on the agenda.

Meeting Adjournment

- a. The chair declares the meeting adjourned
- b. No motion is necessary

