Camrose Public Library – August 4, 2026 | Agenda

Call to Order

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.

1. Approval of the Agenda
2. Approval of the Minutes of June 10, 2026
3. Board Feedback
4. Consent Agenda
    a. Items for Information
        i. Correspondence
            a. City of Camrose – MAL Appointment
        ii. Libraries in the News
            a. Alberta Orders Censorship in All Public Libraries: What Are Libraries' Options?
    b. Reports
        i. 2026 Q2 Financial Report
        ii. System Salary Wages and Compensation
        iii. OHS – Elevator Emergency Calls
    c. Business Arising from the Consent Agenda
    d. Approval of the Consent Agenda
5. Items for Discussion and Decision
    a. Q2 Review
    b. 2026 Draft Budget
    c. Privacy Management Program Policy
    d. Bill 28
        i. Libraries Act – Libraries Amendment Regulation
    e. Library Closure Request – PRLS Conference
6. In-Camera Items for Discussion and Decision
    a. Lease Agreement
7. Adjournment

Next regular Board meeting: September 9, 2026, 5:15pm

Camrose Public Library – June 10, 2026 | Minutes

Present:

Renee Greer (Chair)
Alyssa Martin (Director)
Naomi Finseth (Vice-Chair)
Margaret Holliston (Secretary)
Martin Maxwell (Camrose Council)
Laurel Warkentin
Margaret Weir Andreassen
Natalie Lockhart
Amanda Haugen (Recorder)

Regrets:

Cheryl Dezall
Joy-Anne Murphy (City Council)

Guests:

Call to Order: Chair Renee Greer called the meeting to order at 5:15 pm.

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.

In accordance with the Alberta Libraries Act, ***Motion 44 /26 M/C*** *Margaret Holliston: Motion to excuse Cheryl Dezall & Joy-Anne Murphy from the meeting of June 10, 2026 and authorize their absence.*

1. Approval of the Agenda
   Motion 45/26 M/C Naomi Finseth: Motion to approve the agenda as circulated.

2. Approval of the Minutes of May 13, 2026
   Motion 46/26 M/C Laurel Warkentin: Motion to approve the Minutes of May 13, 2026 as circulated.

3. Board Feedback

   Hands Off Our Books Event

   The event hosted by the Friends of the Library was well attended. There were quite a few people that were unfamiliar with Bill 28. The documentary was emotional, leading to post-screening discussions. Including interest in joining our board or becoming more involved with the library. A few days after the event we received our first sponsorship!

4. Consent Agenda
   a. Items for Information
      i. Libraries in the News
         a. Bruce County Public Library launches Teen Advisory Group – Shoreline Beacon
         b. The most banned books in Alberta school libraries – Xtra
         c. Bill 28 Coverage – Compiled by Coalition of Alberta Public Libraries
   b. Reports
      i. Director's Report

ii. Program Reports

iii. Program Overview January-April 2026

c. Business Arising from the Consent Agenda

d. Approval of the Consent Agenda
Motion 47/26 M/C Martin Maxwell: Motion to approve as circulated.

5. Items for Discussion and Decision

a. Book Bike Pilots Presentation

The Book Bike Pilots presented their summer plans. CPL staff is excited to see the results of their year.

b. 2027 & 2028 Budget Priorities
Alyssa presented the upcoming budget planning cycle. She will create a draft budget based on TAL's recommendations and what the Board's priorities are for the next two years. Alyssa will create a couple drafts to be presented at the next meeting. After further direction a second draft budget will be presented for approval at the September meeting. After this a budget should be ready for Alyssa to present to the City & County.

As per the Organizational Review CPL is understaffed. Alyssa would like to put together the budget to request an increase in staff. As well as an increase to the Professional Development budget. At this time Alyssa does not believe there is anything we can cut at this time.

c. Big Book Bike Bash – Speakers

The Board reviewed the invitation list and RSVP status for the upcoming event. Book Bike sponsors Cargill & Battle River Community Foundation will be attending, though confirmation is still pending from the Allard Foundation. Invites were also sent to the Mayor, City Councillors, County Councillors, and the Reeve. Renee is unable to attend, Laurel has offered to do a speech on behalf of the Board.

There is a formal program from 6:00-6:30 PM then the party will start. It includes Dominoes pizza, cake, drinks, 4imprint T-shirts, they did a write up about us on their blog.

d. Joining the Coalition of Alberta Public Libraries (CAP)
CAP has invited local libraries to join their coalition. Alyssa requested approval for CPL to join CAP.

Motion 48/26 M/C Margaret Holliston, seconded by Margaret Weir Andreassen: Motion for Camrose Public Library to join the Coalition of Alberta Libraries.

6. Adjournment

Chair Renee Greer declared the meeting adjourned at 6:26pm.

Next regular Board meeting: TBD – Doodle Poll will be sent out.

Renee Greer, Board Chair **Date**

The City of
Camrose

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

June 8, 2026

Renee Greer, Chair
Camrose Public Library Board
c/o Camrose Public Library
4710 – 50 Avenue
Camrose, AB T4V 0R8

Email: [redacted]

Re: Camrose City Council 2026 Member-at-Large Appointment

On behalf of Camrose City Council, I wish to advise that, at the Regular Council Meeting held on June 8, 2026, Council approved the following Members-at-Large appointment:

Name	Term	Contact
Lindsay Jacobsen	Appointed to the Camrose Public Library Board as a representative from the Camrose County commencing June 8, 2026, and expiring December 31, 2028, or at the pleasure of Council.	[redacted]

She has been notified, through her appointment letter, of the requirement to obtain and submit a satisfactory Police Information Check to Legislative Services (legservices@camrose.ca) prior to attending any Board meetings in 2026.

Should you require any additional information or have questions regarding this appointment, please do not hesitate to contact me directly at 780.781.0826 or via email at pstasko@camrose.ca.

Kindest Regards,

PJ Stasko, Mayor
City of Camrose

cc: Alyssa Martin, Library Director, Camrose Public Library amartin@prl.ab.ca

Camrose Public Library
Budget vs. Actuals
January - June 2026

January to March 2026	Actual	Budget	% of Budget	Budget Remaining	% of Remaining	Q2 Notes
Revenue						
4100 Operating Grants						
4101 Municipal Grant	$ 306,640.00	$ 613,278.00	50%	$ 306,638.00	50%	
4102 Provincial Grant		$ 113,955.00	0%	$ 113,955.00	100%	
4103 County Grants		$ 77,240.00	0%	$ 77,240.00	100%	These funds are received in July.
4104 Rural Service Grant		$ 24,304.00	0%	$ 24,304.00	100%	These funds are received in August.
4106 Young Canada Works		$ 26,477.84	0%	$ 26,477.84	100%	1st payment received in August, and the 2nd payment in Q3 or Q4.
Total 4100 Operating Grants	**$ 306,640.00**	**$ 855,254.84**	**36**	**$ 548,614.84**	**64**	
4200 Program Grants	**$ 1,114.66**	**$ 0.00**		**-$ 1,114.66**	**0%**	Funds deferred from the 2025 budget.
4300 Donations & Fundraising	**$ 8,340.30**	**$ 750.00**	**1112%**	**-$ 7,590.30**	**-1012%**	$595 towards the collection, $250 towards the Book Bike program, $1000 towards technology, $20 towards programming, and $500 towards T-Shirts. The rest amounts to ~$2630 to the "Area of Greatest Need".
4400 Building Rent In	**$ 80,226.00**	**$ 80,226.00**	**100%**	**$ 0.00**	**0%**	
4500 Interest Income	**$ 0.00**	**$ 15,000.00**	**0%**	**$ 15,000.00**	**100%**	GICs mature in August.
4600 Service Revenue						
4601 Printing & Photocopying	$ 3,995.00	$ 6,000.00	67%	$ 2,005.02	33%	
4602 Makerspace Printing	$ 183.00	$ 150.00	122%	-$ 33.00	-22%	Button sales continue to be popular.
4603 Exams	$ 1,650.00	$ 4,600.00	36%	$ 2,950.00	84%	Exam bookings have declined in 2026, and we likely won't meet our targets. Anticipating a ~$1000 shortfall.
4604 Lost Books	$ 874.64	$ 1,200.00	73%	$ 325.36	27%	
4605 Rental Revenue	$ 935.00	$ 900.00	104%	-$ 35.00	-4%	We have 2 regular renters. If they were to change habits, this would largely decrease.
4606 Membership	$ 65.00		-65%	-$ 65.00		Out of Area individuals and organizations can purchase memberships, but it historically has not been common.
4607 Other Service Income	$ 4,125.00			-$ 4,125.00		
Total 4600 Service Revenue	**$ 11,827.64**	**$ 12,850.00**	**33%**	**$ 1,022.38**	**67%**	
Total Revenue	**$ 408,148.60**	**$ 964,080.84**	**42%**	**$ 555,932.26**	**58%**	
Expenses						
6100 Staffing Costs						
6101 Salaries & Wages	$ 302,645.29	$ 616,124.28	49%	$ 313,478.99	51%	
6102 CPP & EI	$ 21,976.81	$ 48,718.76	45%	$ 26,741.95	55%	
6103 LAPP	$ 11,587.43	$ 30,971.53	37%	$ 19,384.10	63%	
6104 Employee Group Benefits	$ 9,626.44	$ 17,191.02	56%	$ 7,564.58	44%	
6105 WCB	$ 1,458.73	$ 2,924.01	50%	$ 1,465.28	50%	

6106 Professional Development	$ 2,639.47	$ 5,903.00	45%	$ 3,263.53	55%	First Aid, meals for staff meeting days, and OHS certification. Second half of the year will be conference attendance.
6107 Security Checks	$ 450.00	$ 1,125.00	40%	$ 675.00	60%	
6108 Staff Appreciation	$ 201.41	$ 3,184.98	6%	$ 2,983.57	94%	
6109 Employee Health & Wellness Expense	$ 50.00			-$ 50.00		Doctors' notes
Total 6100 Staffing Costs	**$ 350,635.58**	**$ 726,142.58**	**48%**	**$ 375,507.00**	**52%**	
6200 Program Expenses	**$ 5,407.95**	**$ 12,475.00**	**43%**	**$ 7,067.05**	**56%**	
6300 Library Resources						
6301 Collections	$ 5,503.69	$ 7,925.00	69%	$ 2,421.31	31%	This line should hit ~100% before Q4 to fit within PRLS's purchasing requirements.
6303 Technology Equipment	$ 2,212.95	$ 617.94	358%	-$ 1,595.01	-258%	We used the funds donated from the Thrift Store in 2024 to purchase the TV for the Irving room to replace the end of life projector.
6304 Library Supplies	$ 2,649.47	$ 5,667.21	47%	$ 3,017.74	53%	
6305 Inter-library Loan		$ 150.00	0%	$ 150.00	100%	
6306 Lost Book Expense	$ 14.39	$ 1,200.00	1%	$ 1,185.61	99%	This is when other libraries send us invoices when our patrons damage their books. We have yet to receive an invoice this year.
Total 6300 Library Resources	**$ 10,380.50**	**$ 15,560.15**	**66%**	**$ 5,179.65**	**33%**	
6400 General & Administration						
6401 Advertising & Marketing	$ 1,795.95	$ 2,335.92	77%	$ 539.97	23%	This line frequently hits 75% before the end of Q2, as most of it is spent on Jaywalkers, hiring summer students, and promoting the summer program.
6402 Bank & Credit Card Fees	$ 897.27	$ 1,500.00	60%	$ 602.73	40%	We underestimated the cost of our Moneris and banking fees.
6403 Equipment Repair & Maintenance	$ 0.00	$ 500.00	0%	$ 500.00	100%	
6404 Phone & Internet	$ 1,453.67	$ 3,004.31	48%	$ 1,550.64	52%	
6405 Printer Supplies & Service	$ 2,020.10	$ 3,300.68	61%	$ 1,280.58	39%	Printing is higher than expected this year.
6406 Recycling	$ 680.00	$ 1,468.80	46%	$ 788.80	54%	
6407 Software & Subscriptions	$ 3,180.67	$ 1,616.90	197%	-$ 1,563.77	-97%	Known Coding error - Quickbooks and Agendrix was coded here, when it should have been coded to line 6803 Finance & Payroll. Will be fixed in 2027.
6408 Stationary & Supplies	$ 1,274.79	$ 2,720.74	47%	$ 1,445.95	53%	
6409 Travel	$ 46.50	$ 0.00		-$ 46.50		Mileage for staff. This mileage was allocated under 6803, but upon reflection was moved to 6409. Mileage for PD and Programming are in other lines.
Total 6400 General & Administration	**$ 11,348.95**	**$ 16,447.35**	**69%**	**$ 5,098.40**	**31%**	
6500 Memberships						
6502 Association Memberships	$ 1,064.95	$ 910.00	117%	-$ 154.95	-17%	ALTA doubled their membership fees, which will push us over this year.
Total 6500 Memberships	**$ 1,064.95**	**$ 910.00**	**117%**	**-$ 154.95**	**-17%**	

6600 Board & Volunteer						
6601 Board Development & Travel	$ 0.00	$ 316.72	0%	$ 316.72	100%	
6602 Volunteer Appreciation	$ 36.50	$ 520.00	4%	$ 483.50	96%	Will be spent in December.
Total 6600 Board & Volunteer	**$ 36.50**	**$ 836.72**	**0%**	**$ 800.22**	**100%**	
6700 Occupancy						
6701 Building Rent Out	$ 80,226.00	$ 80,226.00	100%	$ 0.00	0%	
6702 Building Repair & Maintenance	$ 3,300.35	$ 13,224.00	25%	$ 9,923.65	75%	Snow removal makes up the bulk of this line, which is heavy in Q1 and Q4.
6703 Insurance	$ 4,441.00	$ 4,516.56	98%	$ 75.56	2%	
6704 Janitorial	$ 7,185.00	$ 32,063.00	22%	$ 24,878.00	78%	We received a few months of free services as we worked towards a new contract. This will not be indicative of 2027.
6705 Utilities	$ 10,881.66	$ 19,872.01	55%	$ 8,990.35	45%	
Total 6700 Occupancy	**$ 106,034.01**	**$ 149,901.57**	**71%**	**$ 43,867.56**	**29%**	
6800 Professional Fees						
6801 Audit	$ 8,720.00	$ 7,000.00	125%	-$ 1,720.00	-25%	This is a one time payment in Q2 and covers our annual financial review. It went over budget as we also paid for the creation of a capitalasset plan, which is in line with best practices. This should be a one time expense.
6802 Consulting	$ 87.50	$ 1,750.00	5%	$ 1,662.50	95%	Used on an as-needed basis.
6803 Finance & Payroll	$ 18,140.00	$ 37,666.12	48%	$ 19,526.12	52%	
6804 Legal	$ 0.00	$ 1,000.00	0%	$ 1,000.00	100%	Used on an as-needed basis.
Total 6800 Professional Fees	**$ 26,947.50**	**$ 47,416.12**	**57%**	**$ 20,468.62**	**47%**	
Total Expenses	**$ 511,855.94**	**$ 969,689.49**	**53%**	**$ 457,833.55**	**47%**	
TOTAL	**$ (103,707.34)**					At this point, we are in the red, but as most of our revenue comes in Q3 and Q4, this is not concerning.



Photo courtesy of Bibliothèque de Beaumont Library

2025-26

System Salary, Wages and Compensation

Alberta Library Systems Survey Results for Public Libraries

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Introduction

In early 2026, representatives from each of Alberta's seven regional library systems formed a System Salary, Wage and Compensation committee to begin updating information for libraries within their systems. The previous salary, wage and compensation report prepared by regional library staff was completed in 2024.

In March 2026, the member public libraries of seven regional library systems[1] in Alberta were asked to participate in a confidential, online total compensation survey based on their 2025 fiscal year or more recent data. Some libraries not affiliated with Alberta's regional library systems were asked to participate in the survey to enable a more comprehensive analysis of data.[2] A total of 191 responses were received. Please note that a small number of respondents did not fully complete the survey, meaning some of the data may not match the total responses for that section. Data presented in this report relies on self-reported measures, meaning responses were collected directly from participants without independent verification.

The public library survey results are grouped by service population to be relevant and meaningful to all sizes of public libraries. The data has been aggregated so that no results are identifiable to a single person or library. The reported results are an indicator of the wages and other forms of compensation, such as health and pension benefits, vacation allotment, etc., among common positions across Alberta's public libraries.

Wherever possible, municipal compensation data sources[3] have been included to provide a comparative benchmark. This comparison with municipality compensation was included in the report, in limited form, at the request of many member public libraries. Each library system has access to the full municipal data for the different types of municipalities (cities, towns, counties, villages, summer villages, etc.). Upon request to the library system representative listed below, member public libraries can access the full municipality compensation reports that includes information on wages, staffing hours, paid vacations and sick days, benefits and pension.

When reviewing wages and other forms of compensation at your library, it may be beneficial to gather information from other local nonprofit organizations to evaluate whether compensation levels are keeping pace with those of comparable organizations, along with the cost of living. It is also important to ensure your organization is meeting the obligations set out in Alberta's employment standards. Salary ranges for publicly funded organizations should be available online and/or through an Access to Information (ATI) request. This information will assist in determining and planning for wages and other compensation benefits in future budget years.

The 2026 System Salary, Wage and Compensation committee would like to thank member public libraries for participating in this survey. We hope that this report will help in defining your library's upcoming compensation strategies. If you have any questions about the report, please reach out to your library system's representative listed below.

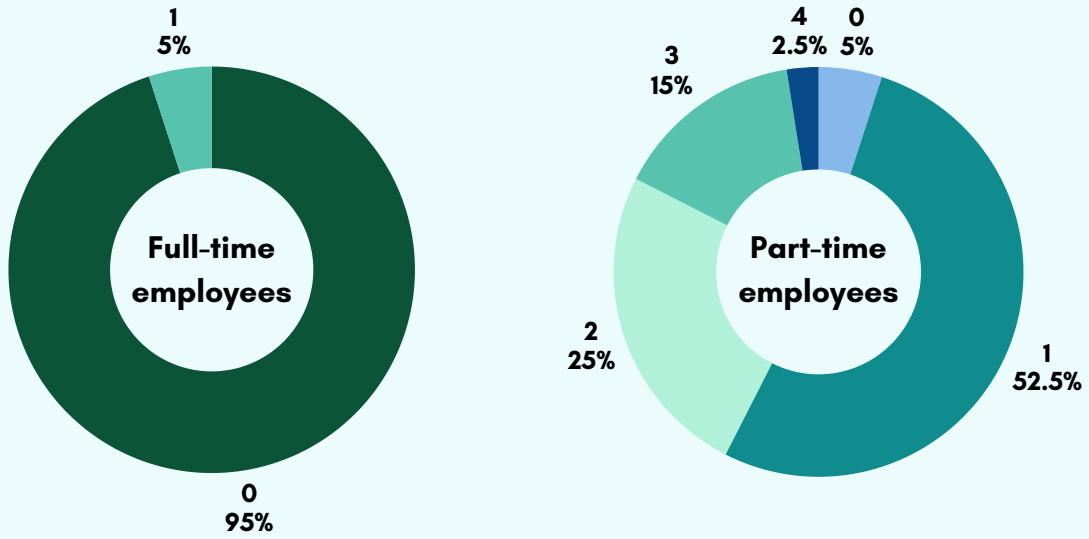
Dothlyn McFarlane, Chinook Arch Regional Library System
Joey Going, Chinook Arch Regional Library System
Laura Taylor, Marigold Library System
Jessie Morris, Northern Lights Library System
Andrea Newland, Parkland Regional Library System
Paige Mueller, Parkland Regional Library System
Jill Kergan, Peace Library System
Meghan Stewart, Shortgrass Library System
Jocie Wilson, Yellowhead Regional Library

[1] Chinook Arch Regional Library System (33 libraries), Marigold Library System (37 libraries), Northern Lights Library System (53 libraries), Parkland Regional Library System (49 libraries), Peace Library System (46 libraries), Shortgrass Library System (14 libraries), and Yellowhead Regional Library (44 libraries).

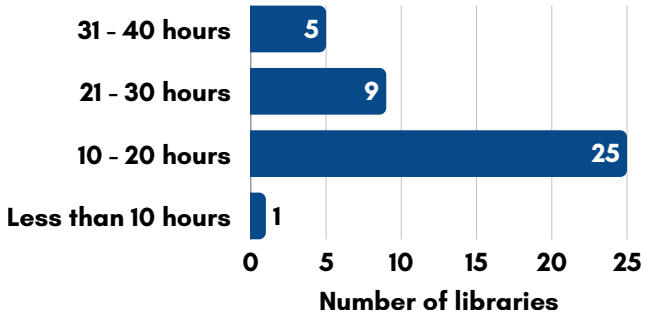
[2] Other Library locations include Red Deer Public Library, Lloydminster Public Library, St. Albert Public Library and Strathcona County Library.

[3] 2025 Wage and Compensation Survey, Alberta Municipalities, conducted and prepared by Y Station, 2025.

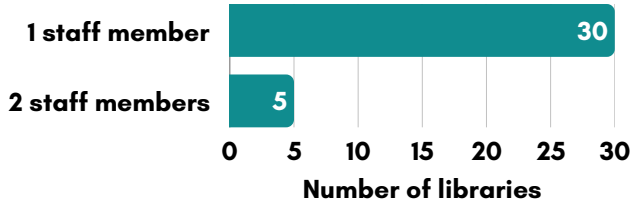
Number of employees



Total hours open per week

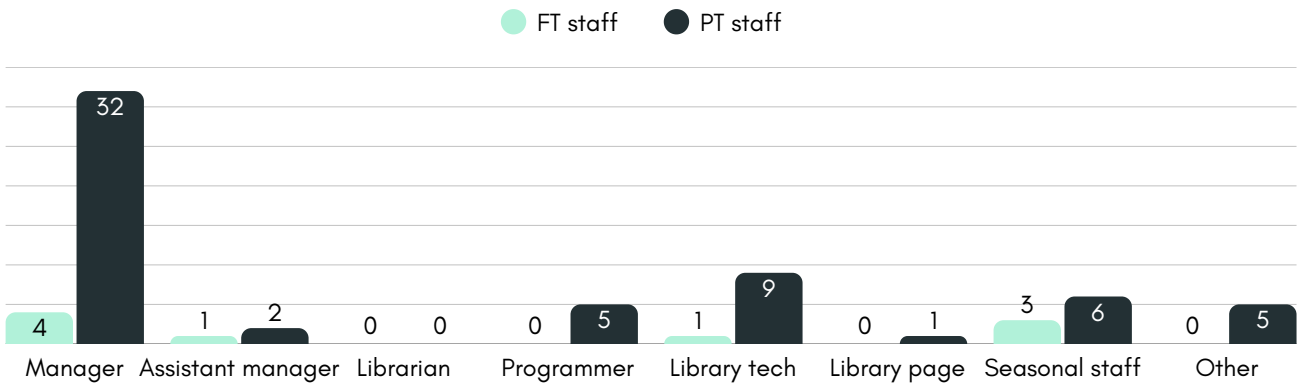


How many paid employees have supervisory/management responsibilities in your library?

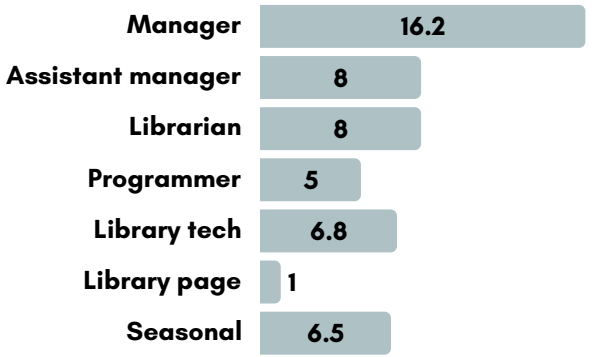


Staffing levels by role

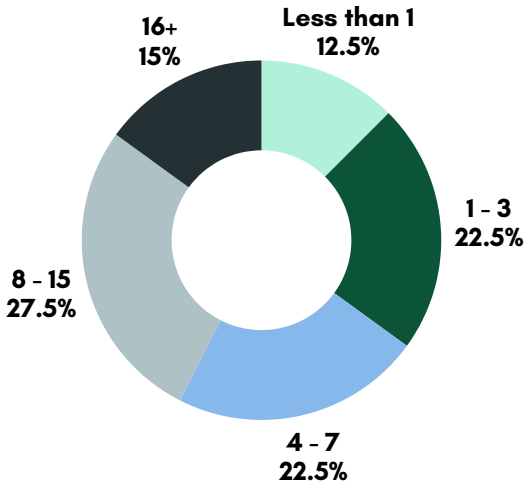
Number of libraries reporting full-time and part-time staff by role



Average number of hours worked by position per week



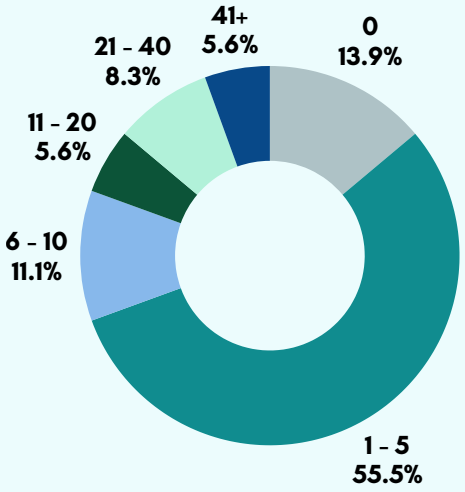
Years of experience the library manager has



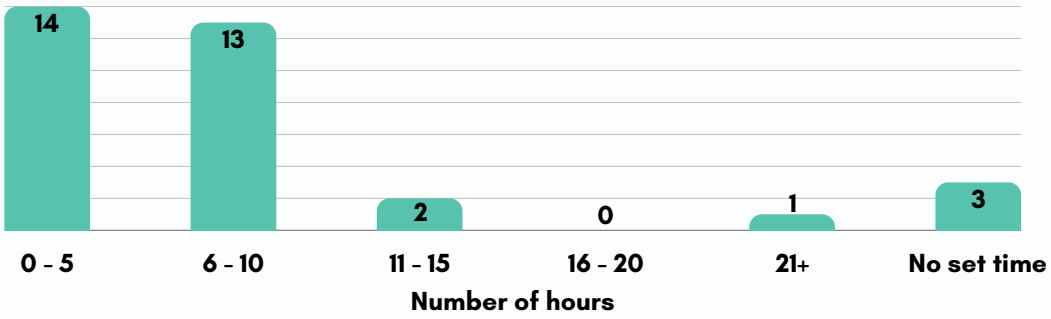
Does the library manager have a written employment contract?

Yes	No
50%	50%

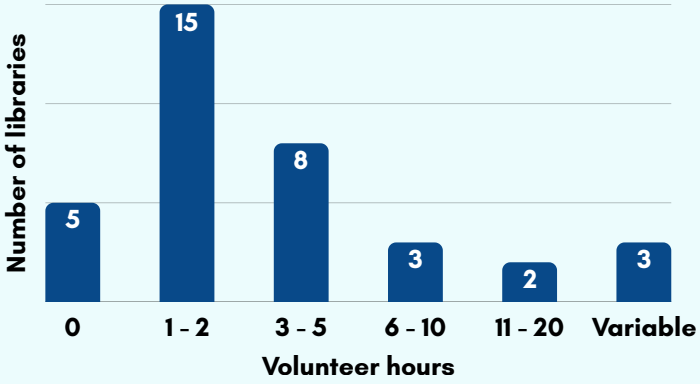
Number of library volunteers



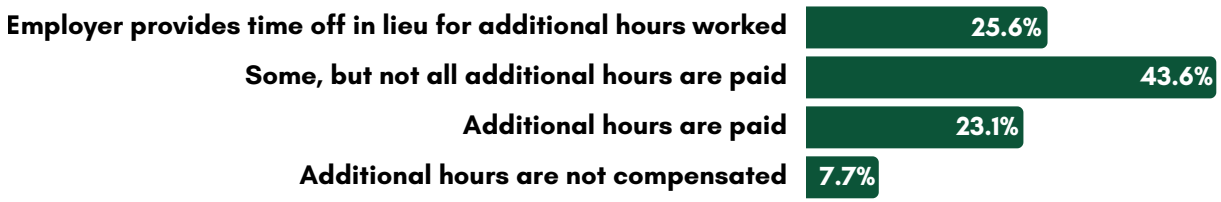
Hours per week the manager has strictly for administrative tasks



Volunteer hours per week



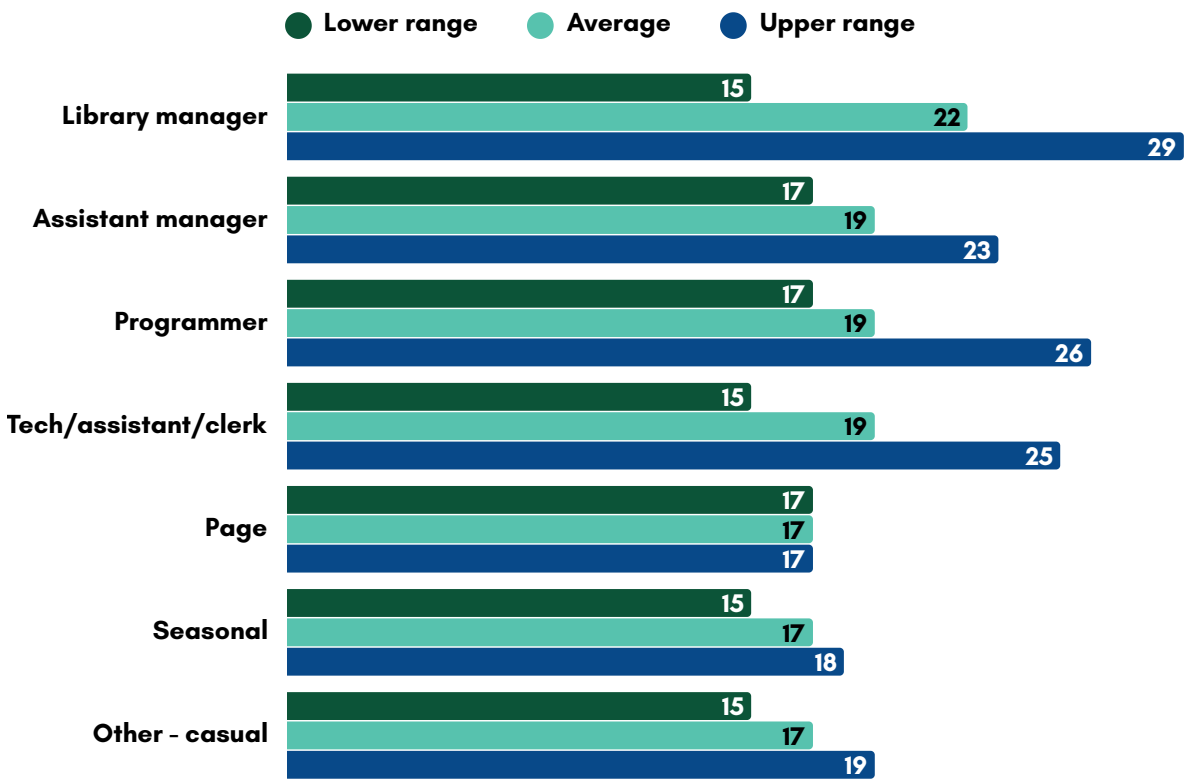
Library manager compensation for overtime worked



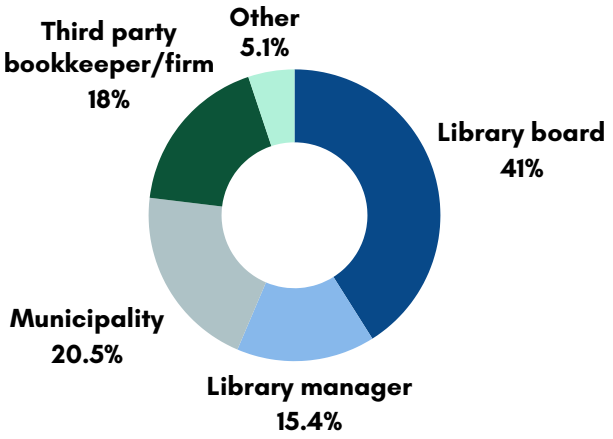
Volunteer tasks include:

- Shelving
- Programming
- Cleaning
- Other
- Special events/fundraisers
- Circulation/membership/holds
- Shelf reading/inventory

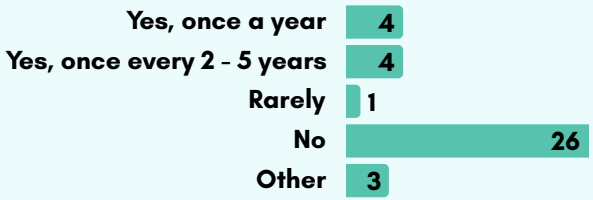
Current hourly wage by role ($)



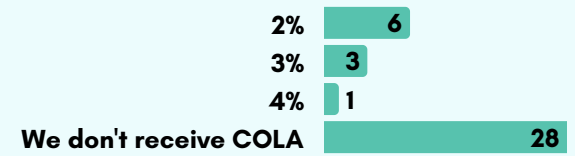
Payroll responsibility



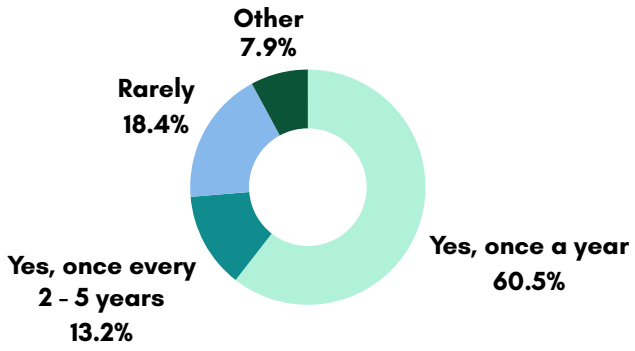
Does your library board provide a cost of living adjustment (COLA)?



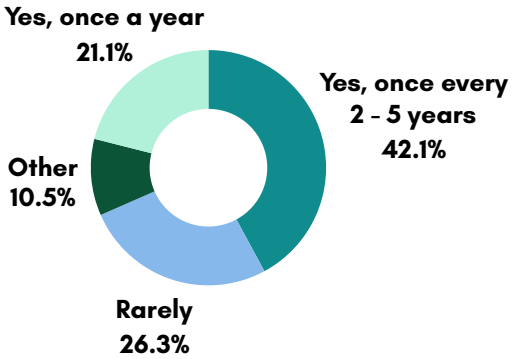
Over the past two years, what is the average per cent of COLA you received?



Does your library board regularly review employee salaries?



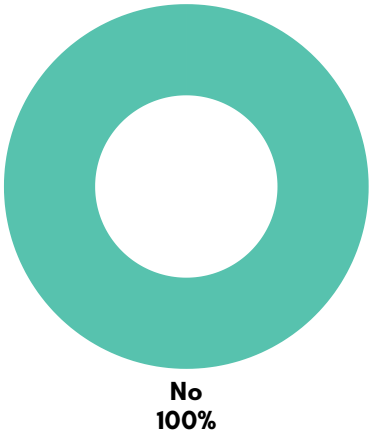
Does your library board regularly provide salary increases?



Does your library board offer an extended health care plan?



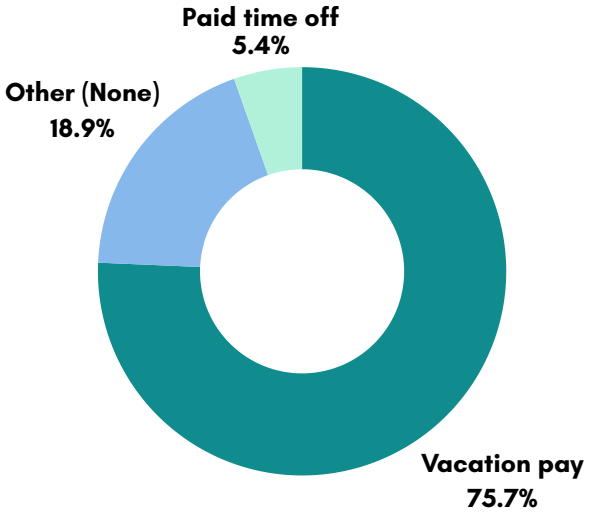
Does your library board offer a pension plan?



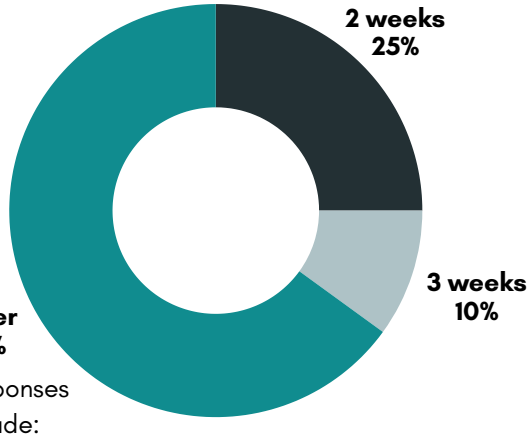
Does your library provide paid sick time?



Does your library provide paid vacation time or vacation pay?



Paid vacation time library manager receives

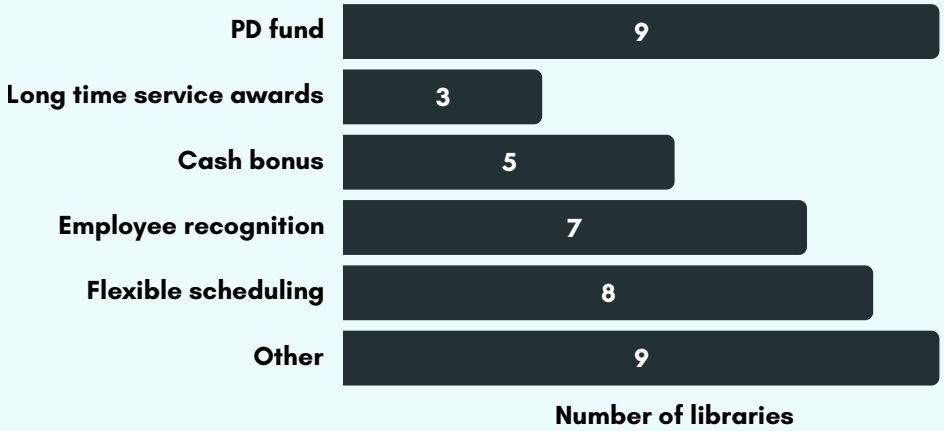


Responses include:

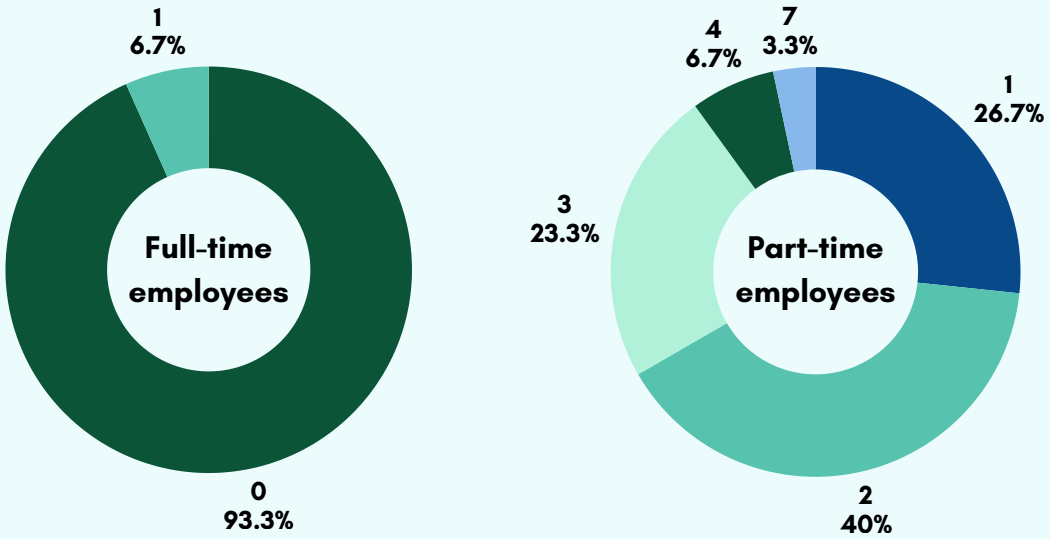
- None
- Part-time employment

Additional employee benefits that add to overall compensation

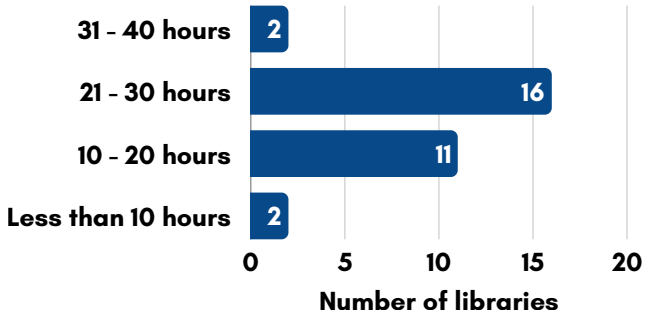
(Libraries could choose all that applied)



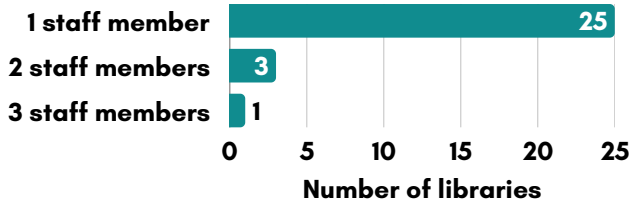
Number of employees



Total hours open per week

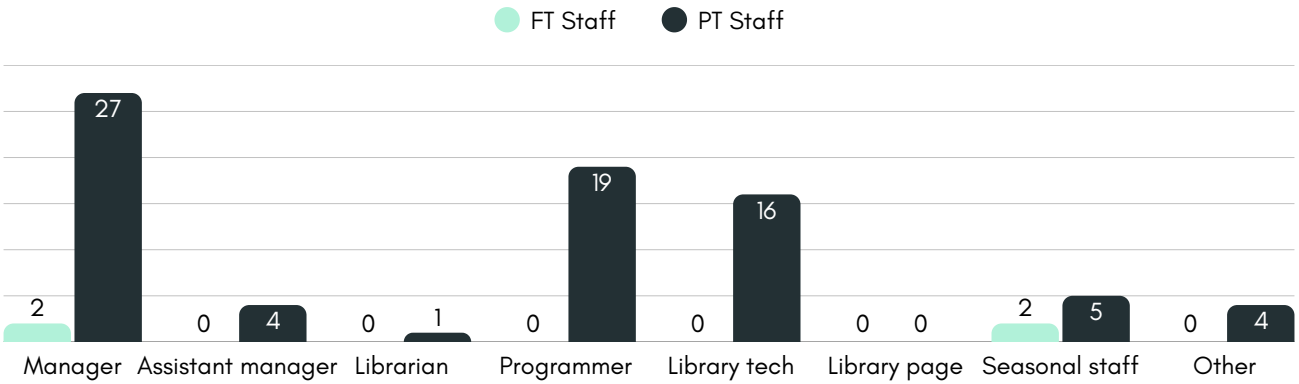


How many paid employees have supervisory/management responsibilities in your library?

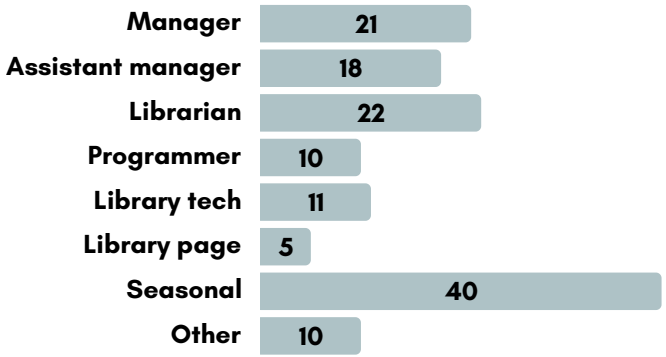


Staffing levels by role

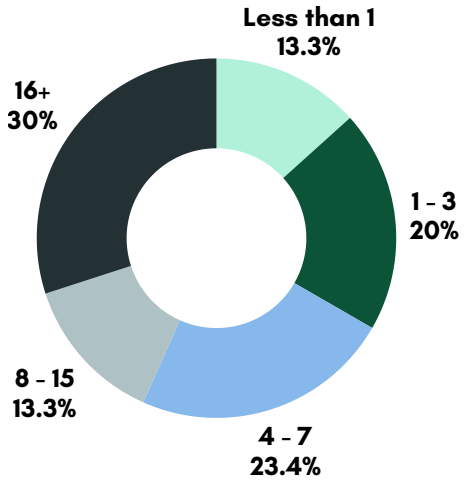
Number of libraries reporting full-time and part-time staff by role



Average number of hours worked by position per week



Years of experience the library manager has



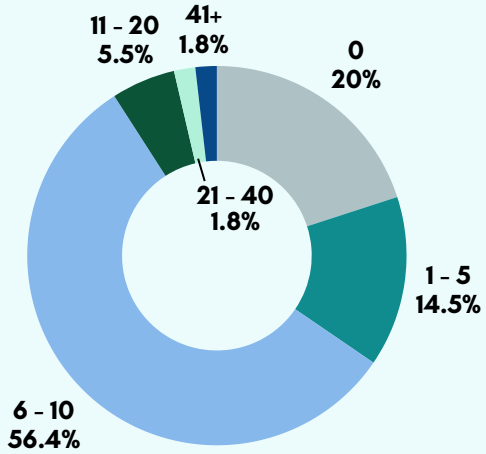
Does the library manager have a written employment contract?

Yes **50%**

No **46.7%**

Other
(signed offer letter)
3.3%

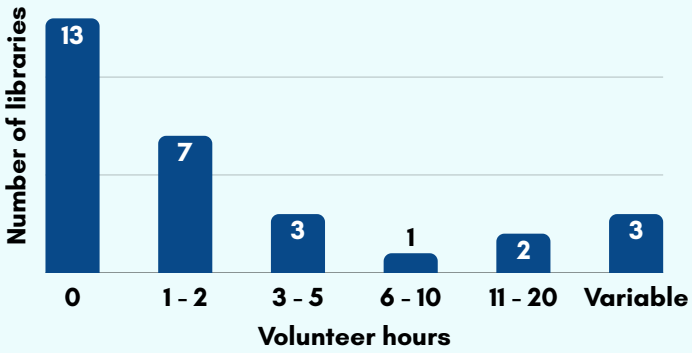
Number of library volunteers



Hours per week the manager has strictly for administrative tasks



Volunteer hours per week



Library manager compensation for overtime worked



Volunteer tasks include:

- Shelving
- Programming
- Cleaning
- Other
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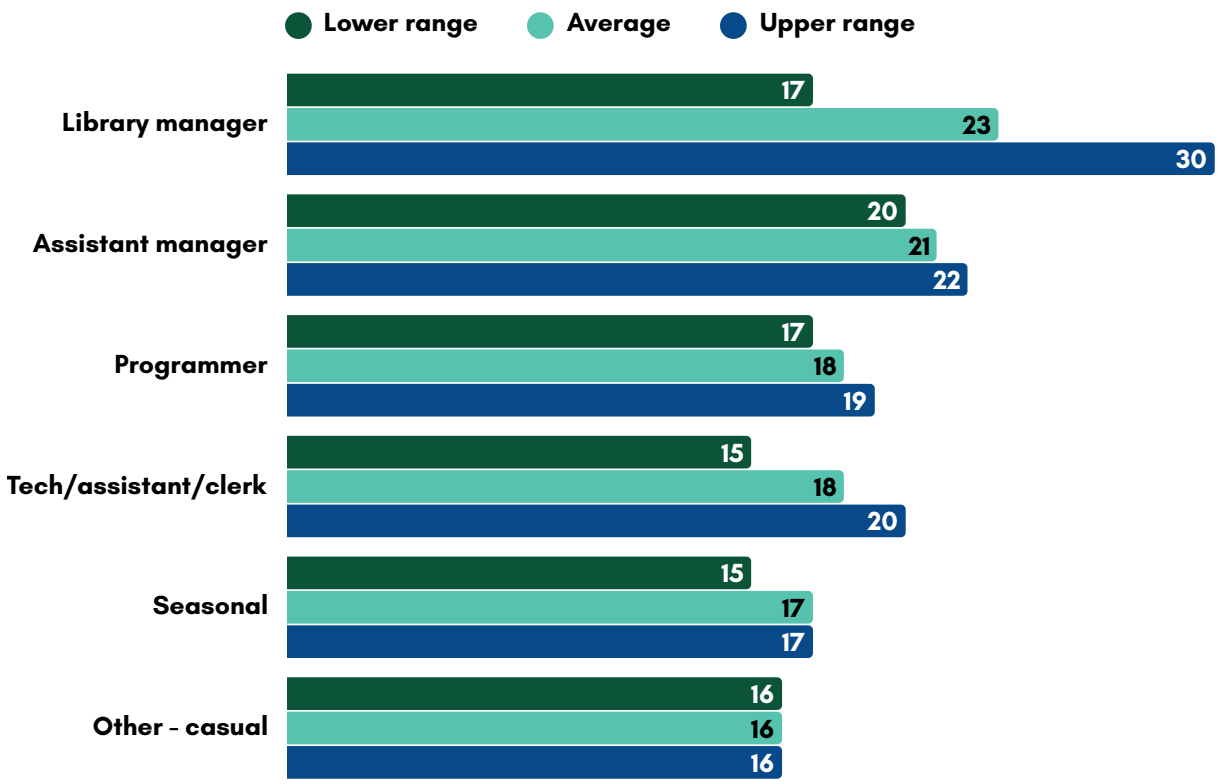
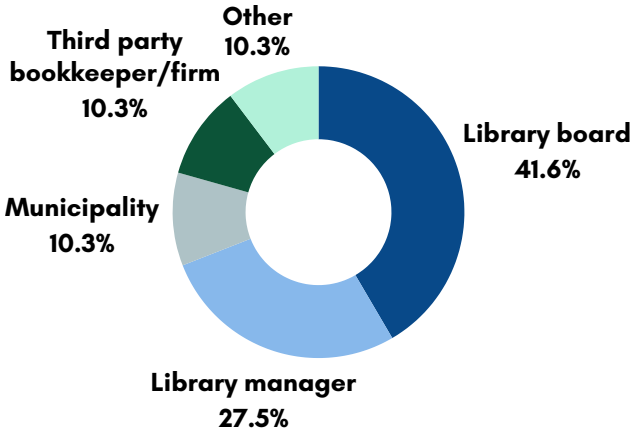
- Shelf reading/inventory

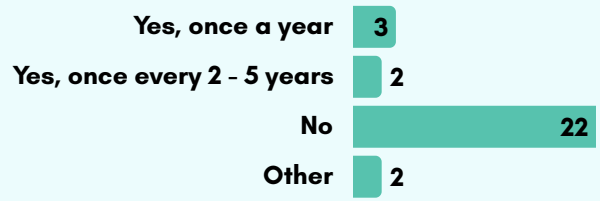
Current hourly wage by role ($)



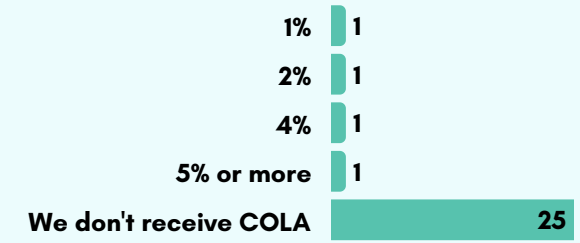
Payroll responsibility



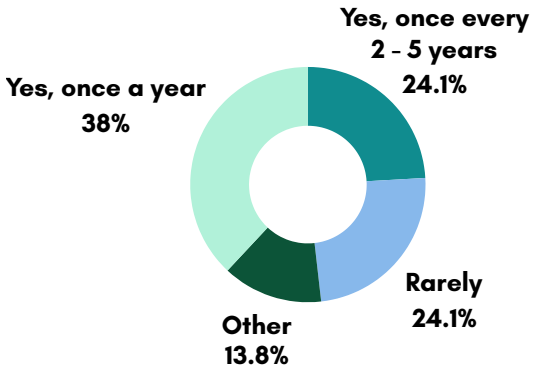
Does your library board provide a cost of living adjustment (COLA)?



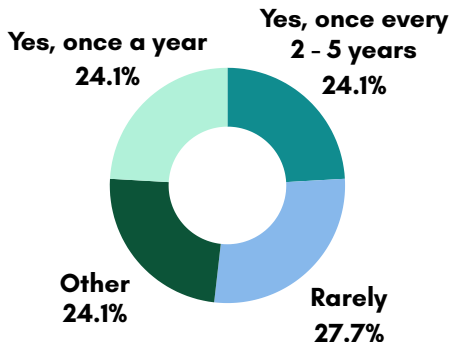
Over the past two years, what is the average per cent of COLA you received?



Does your library board regularly review employee salaries?



Does your library board regularly provide salary increases?



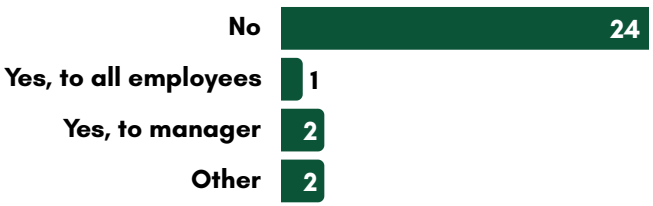
Does your library board offer an extended health care plan?



Does your library board offer a pension plan?



Does your library provide paid sick time?



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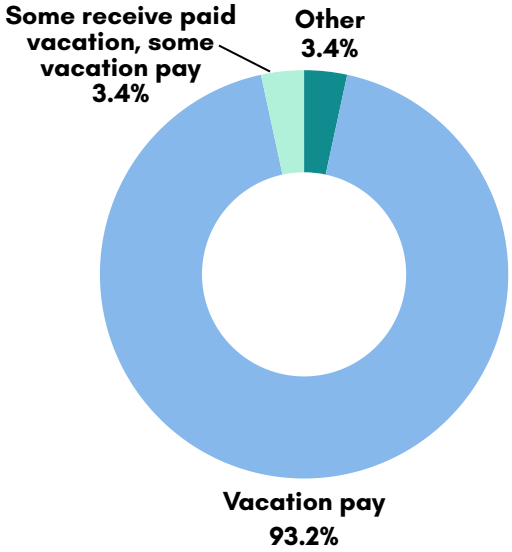
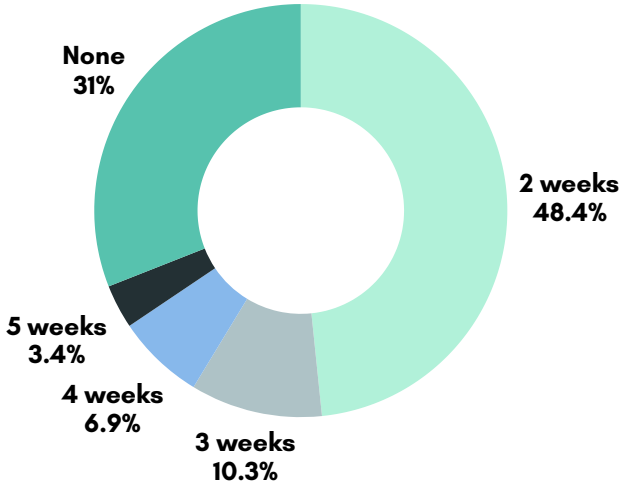
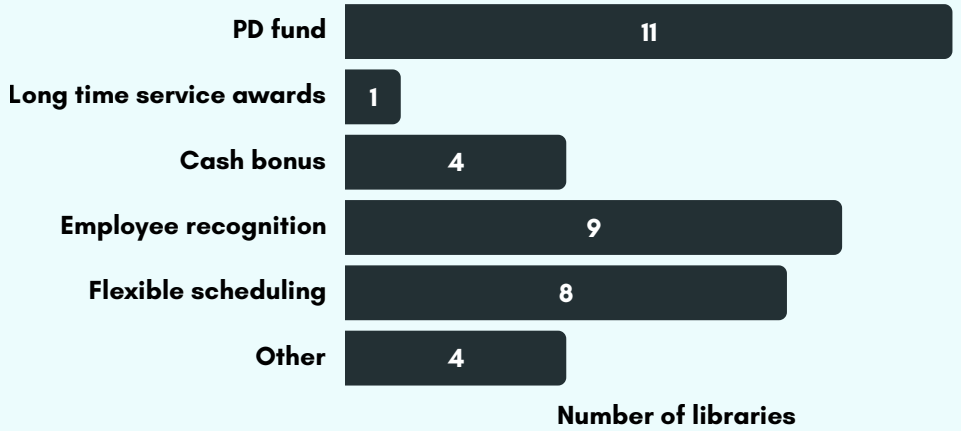


Paid vacation time library manager receives

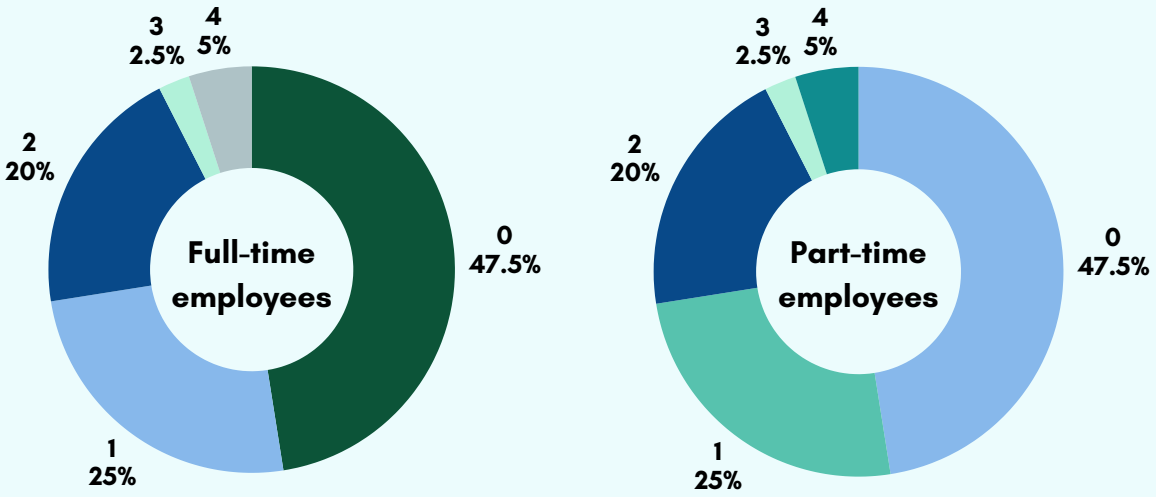


Additional employee benefits that add to overall compensation

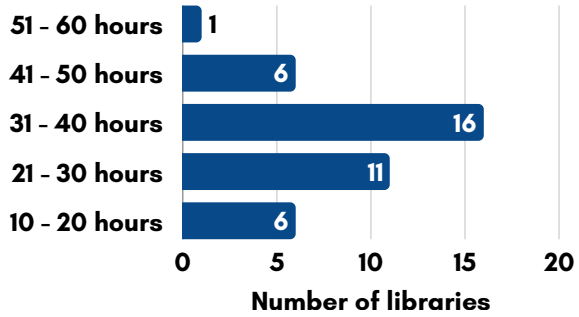
(Libraries could choose all that applied)



Number of employees



Total hours open per week



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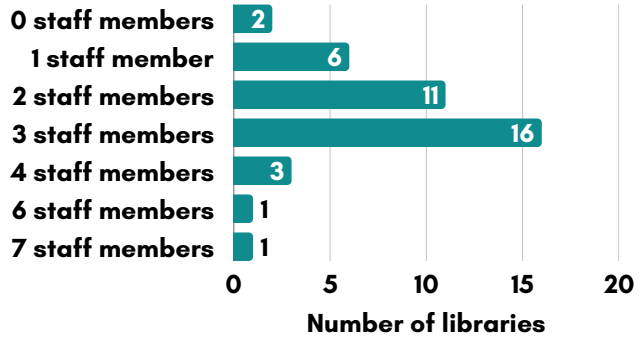
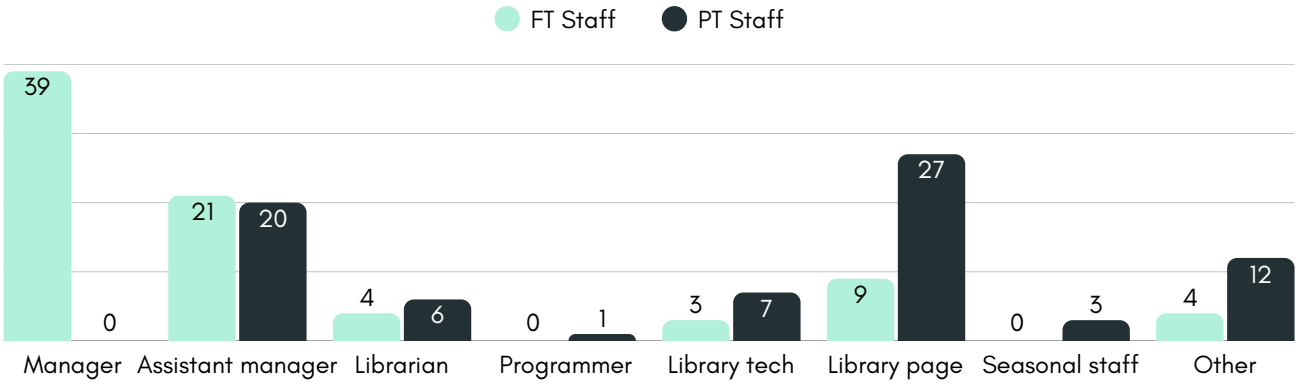
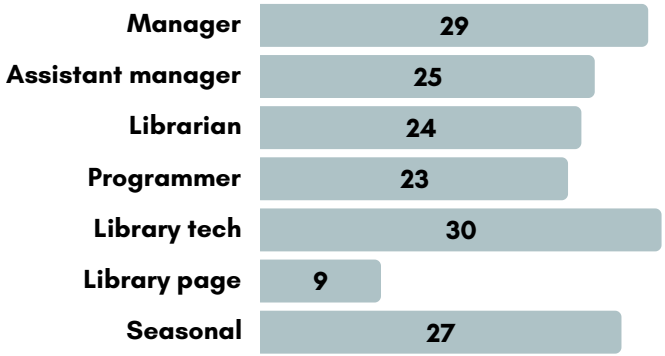


Staffing levels by role

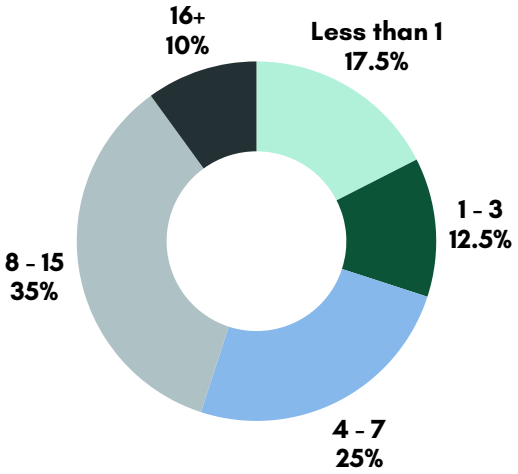
Number of libraries reporting full-time and part-time staff by role



Average number of hours worked by position per week



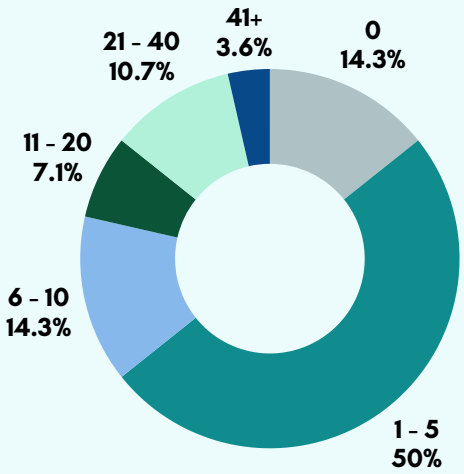
Years of experience the library manager has



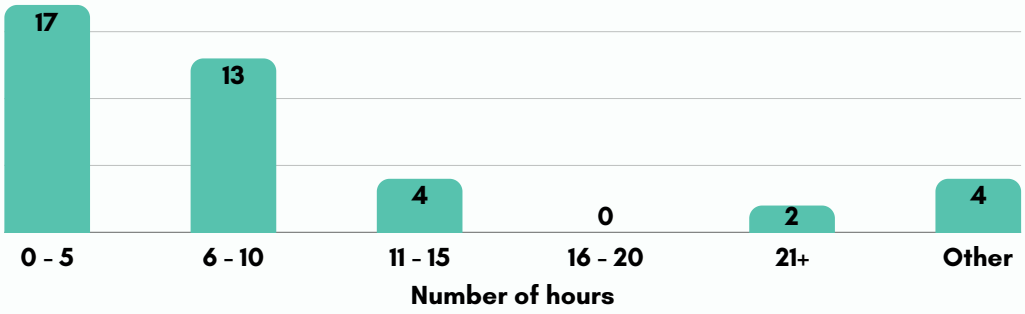
Does the library manager have a written employment contract?

Yes	No
35%	65%

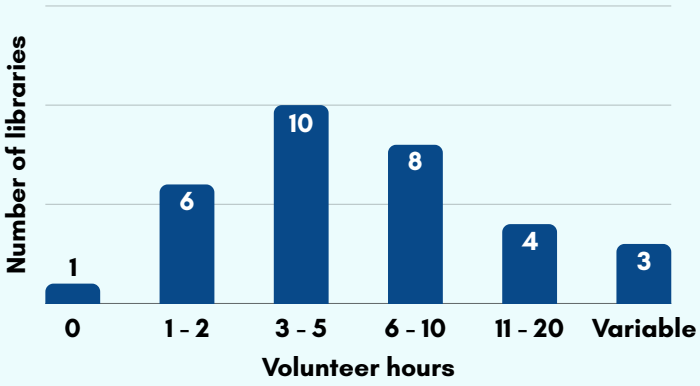
Number of library volunteers



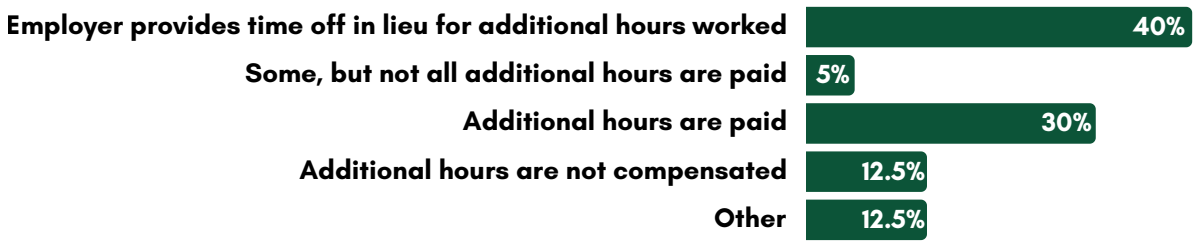
Hours per week the manager has strictly for administrative tasks



Volunteer hours per week



Library manager compensation for overtime worked



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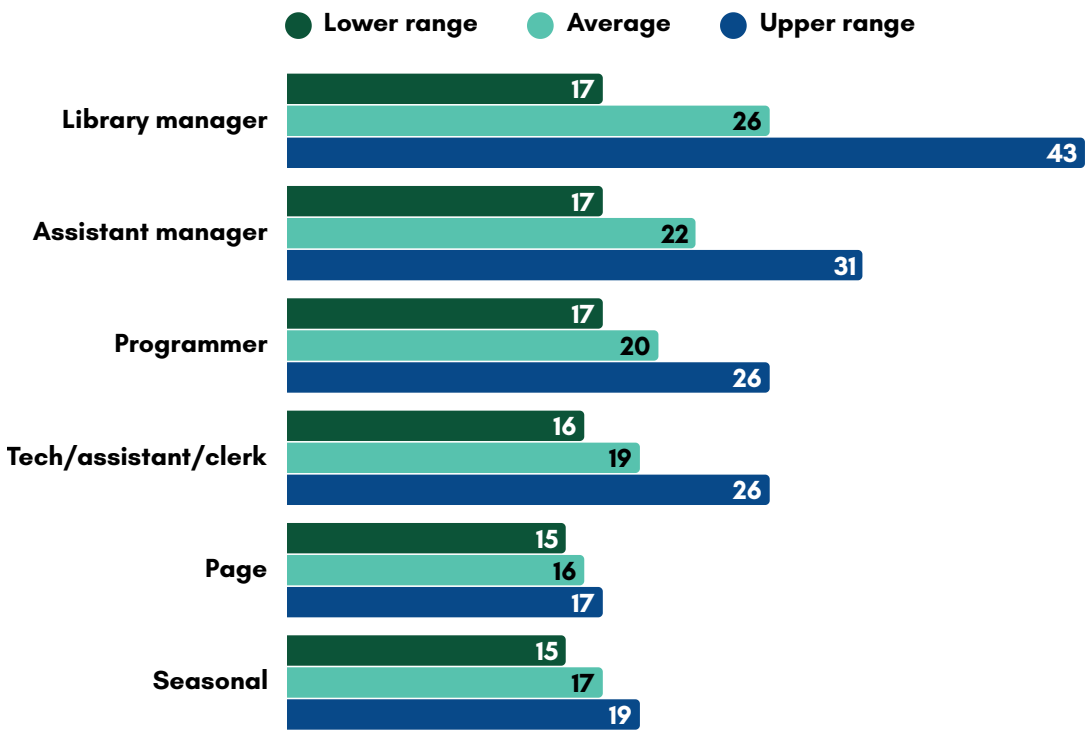
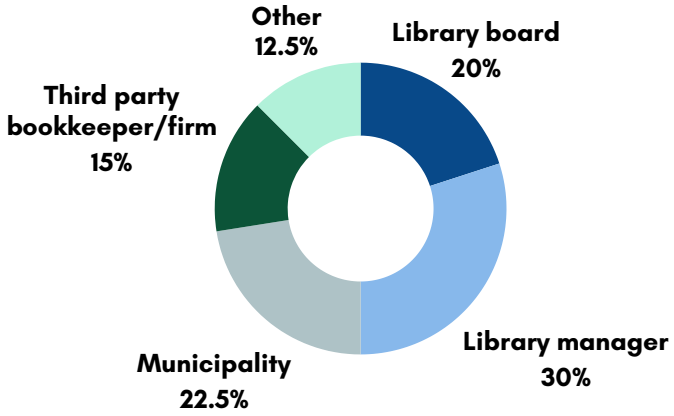
Current hourly wage by role ($)



Payroll responsibility



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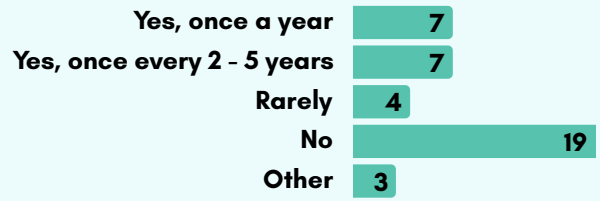
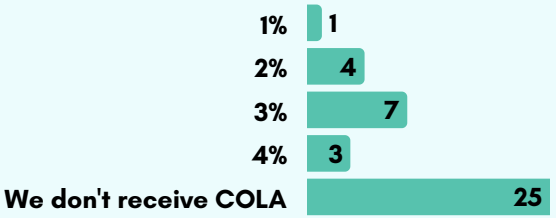


Over the past two years, what is the average per cent of COLA you received?



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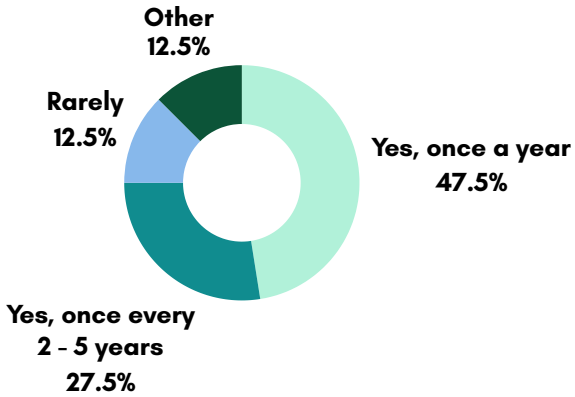

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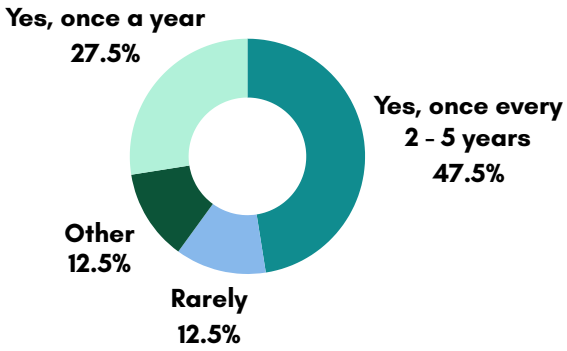
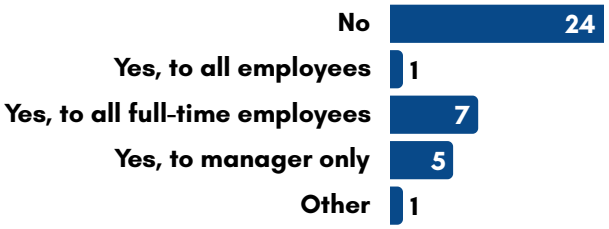
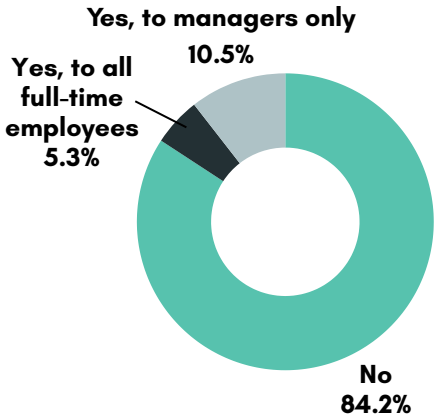


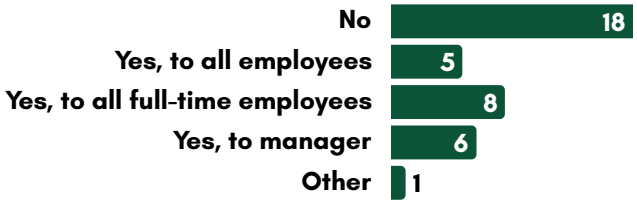
Does your library board offer an extended health care plan?



Does your library board offer a pension plan?



Does your library provide paid sick time?



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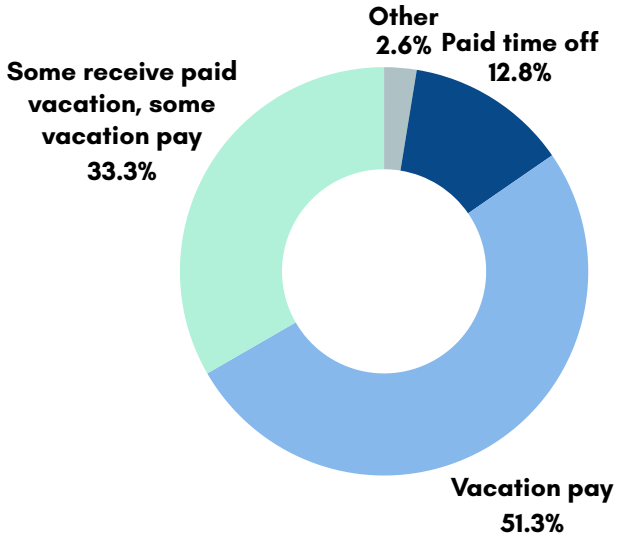
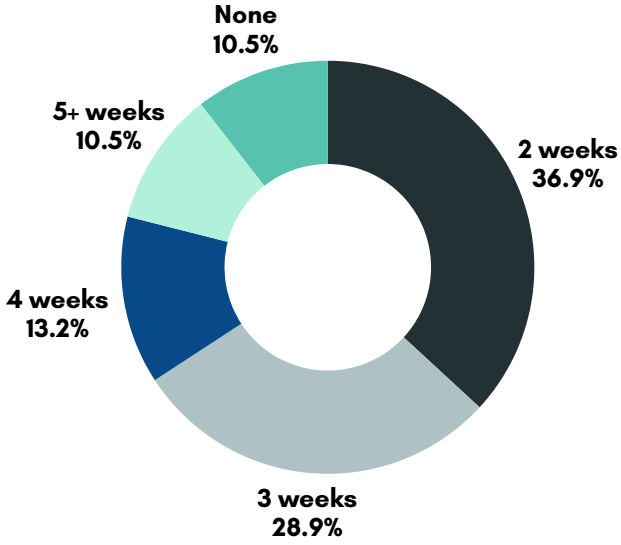


Paid vacation time library manager receives



Additional employee benefits that add to overall compensation

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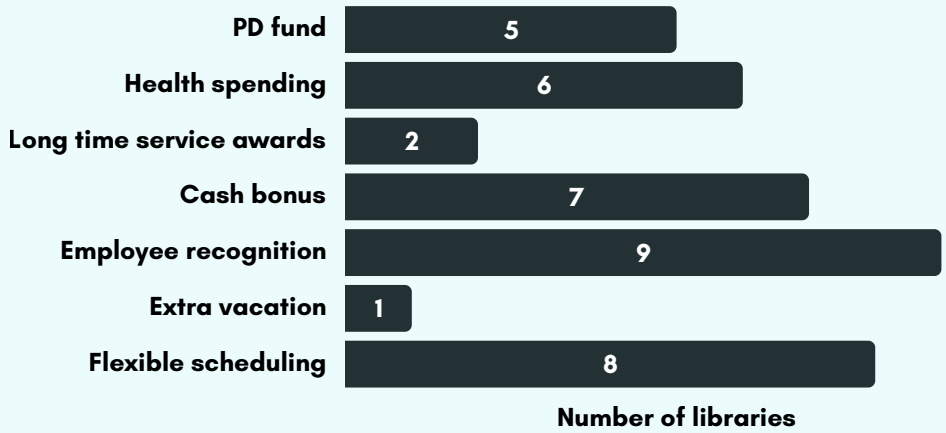
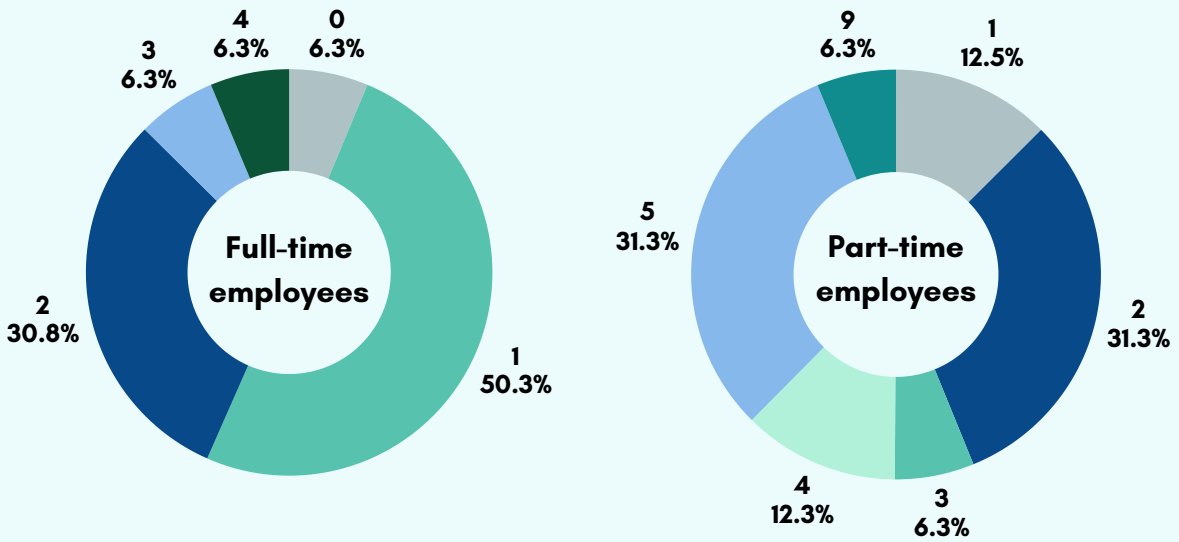
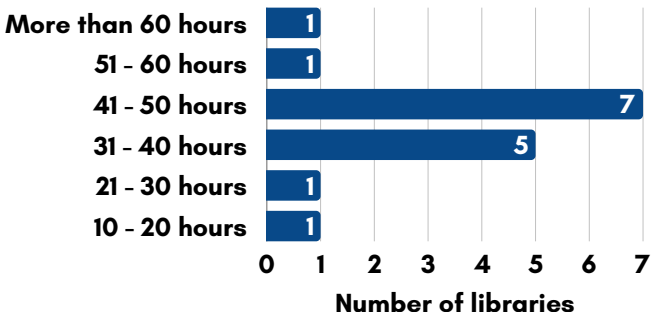


Number of employees



Total hours open per week



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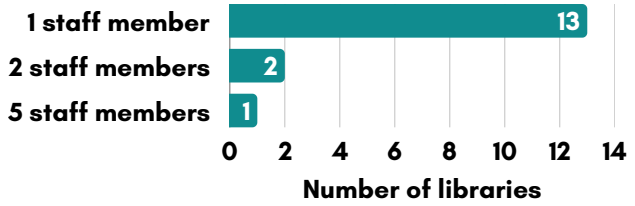

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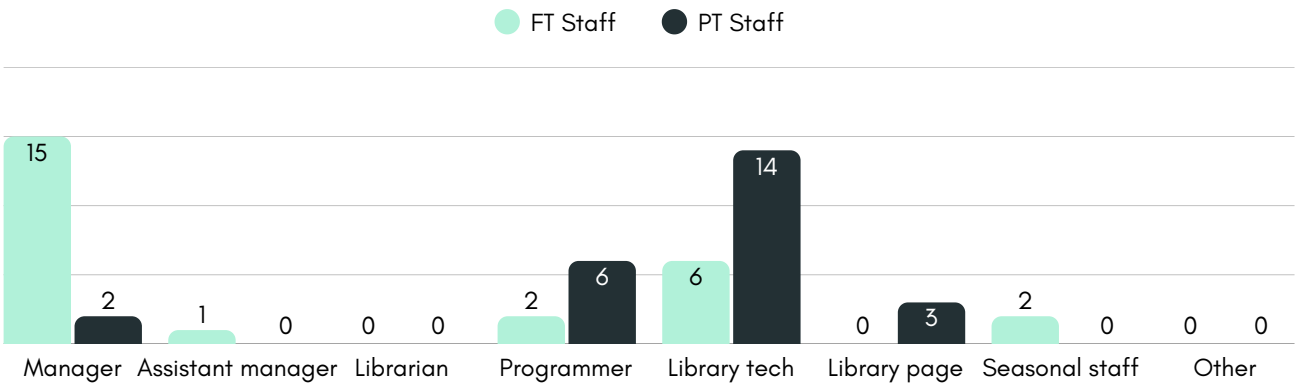

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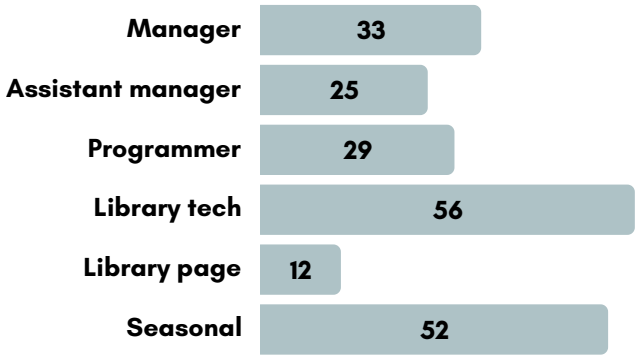
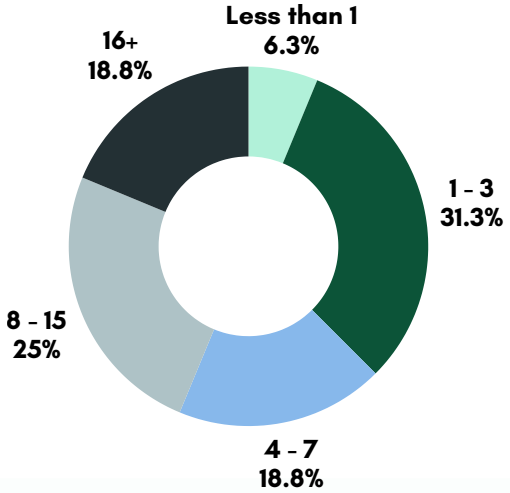


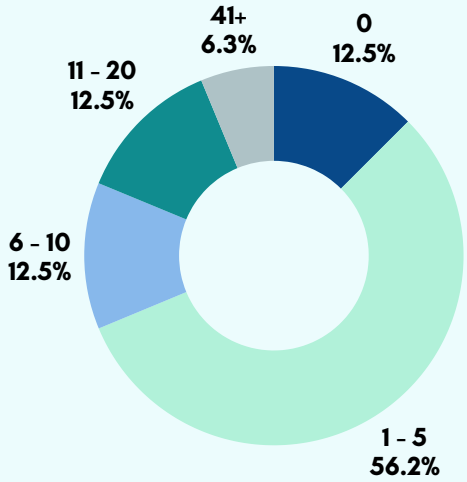
Years of experience the library manager has



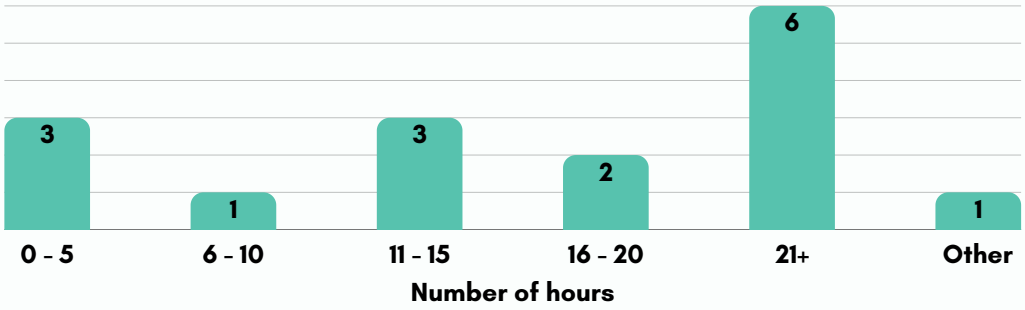
Does the library manager have a written employment contract?

Yes	No
93.8%	6.2%

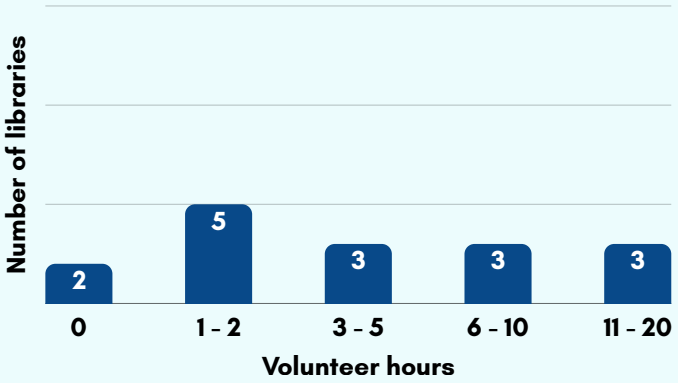
Number of library volunteers



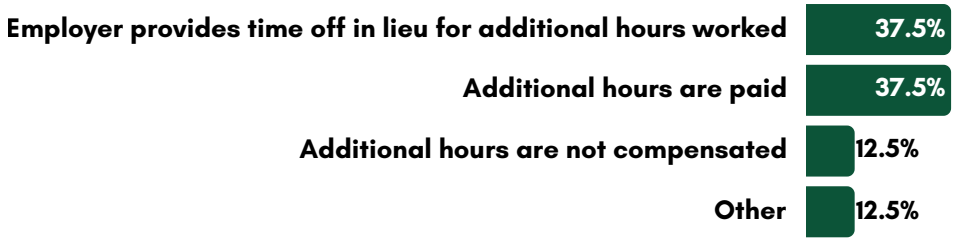
Hours per week the manager has strictly for administrative tasks



Volunteer hours per week



Library manager compensation for overtime worked



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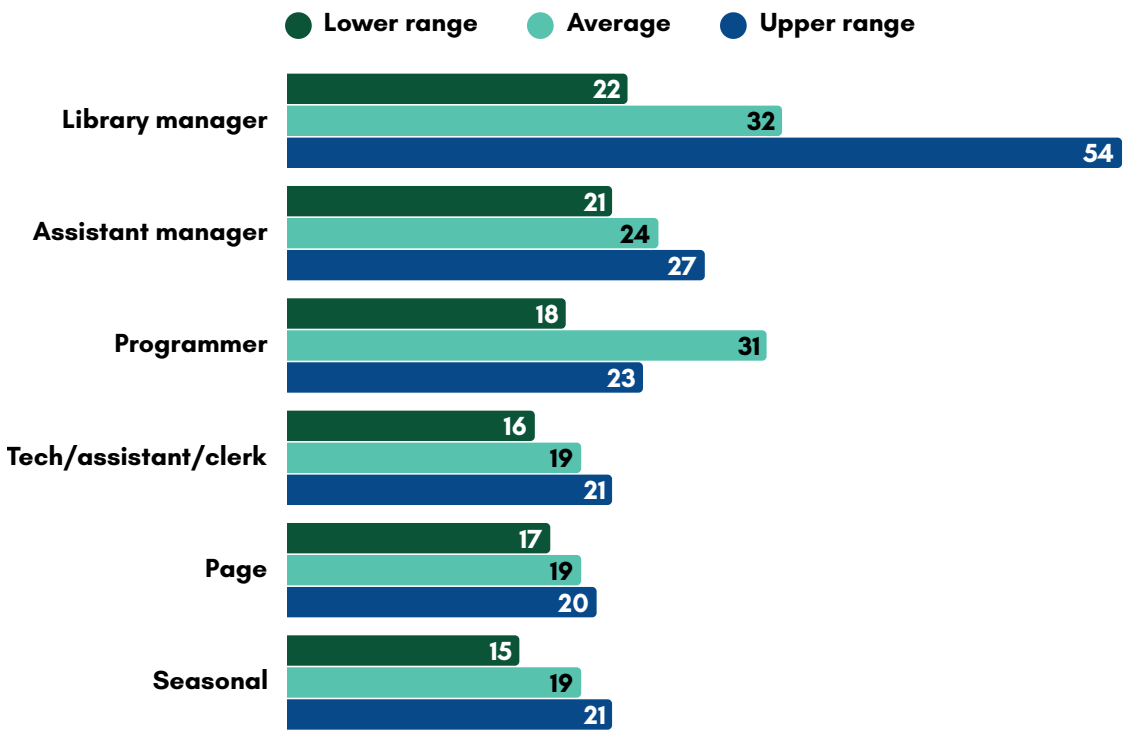
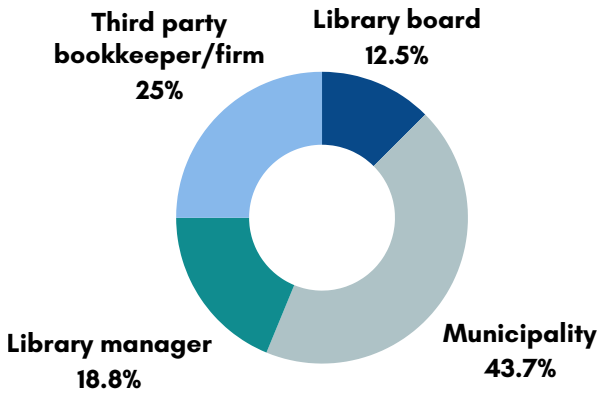


Payroll responsibility



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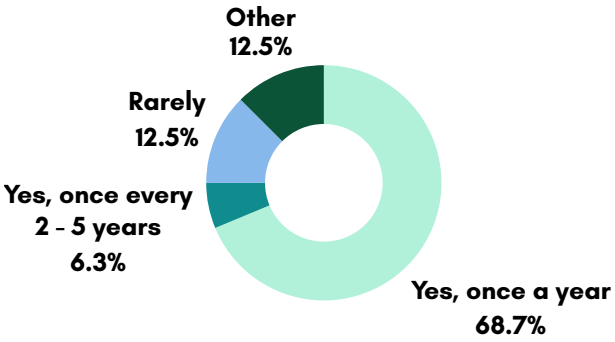

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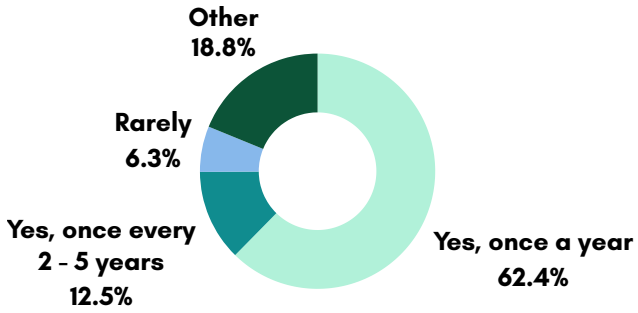

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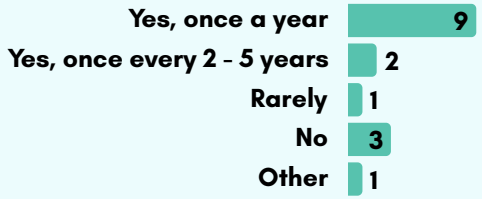

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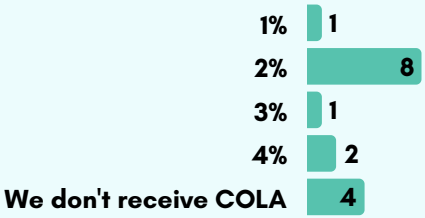

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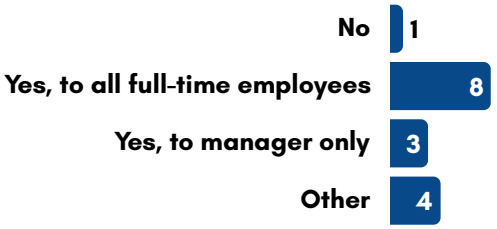

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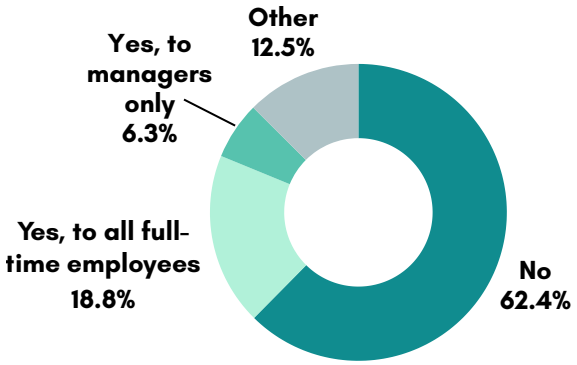

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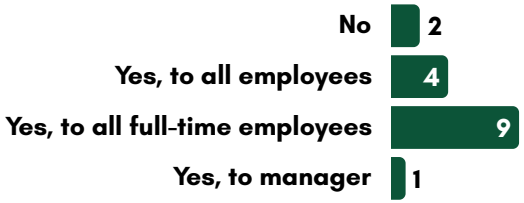

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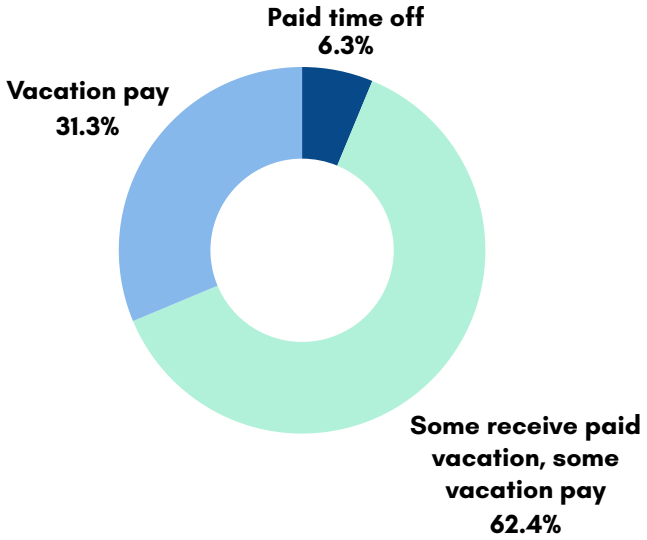
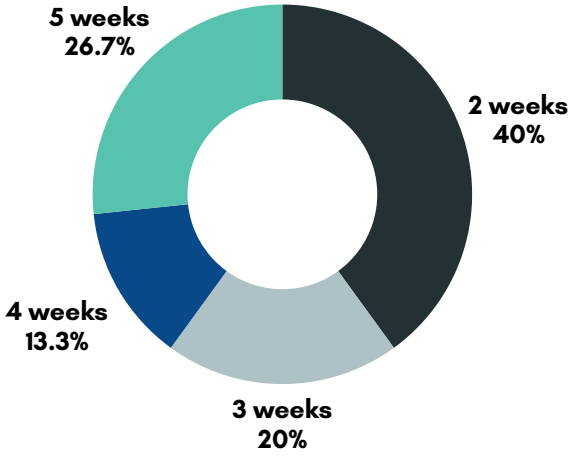


Paid vacation time library manager receives



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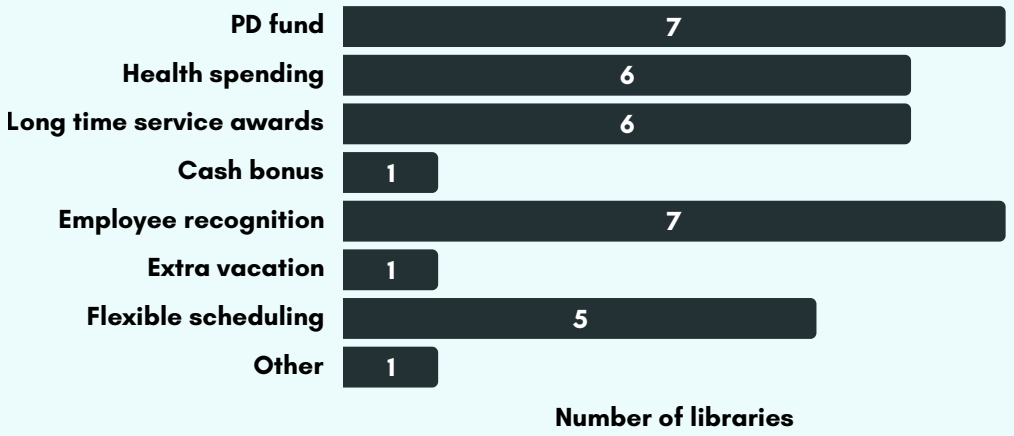
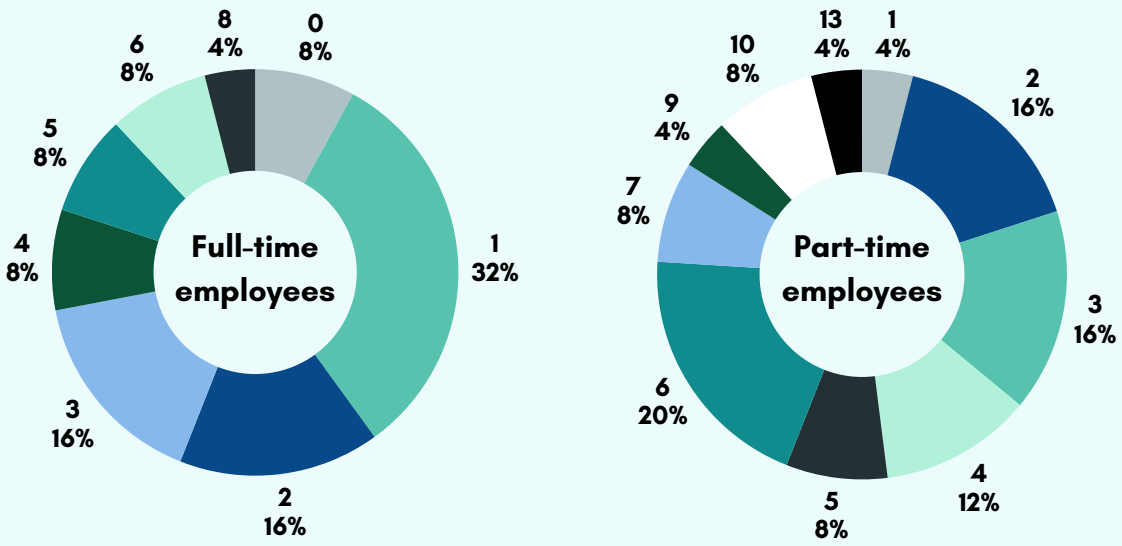
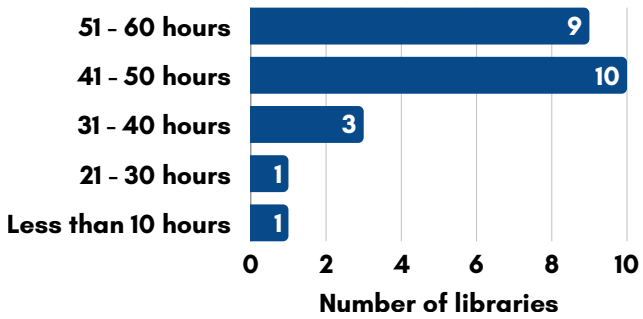


Number of employees



Total hours open per week



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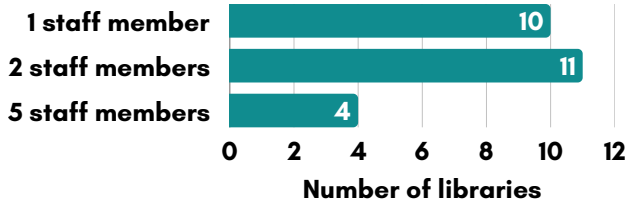

Staffing levels by role

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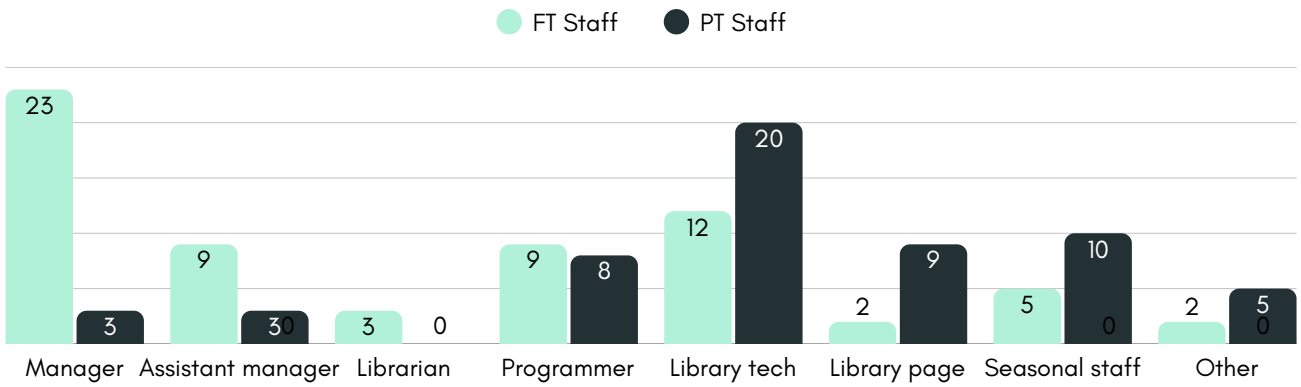

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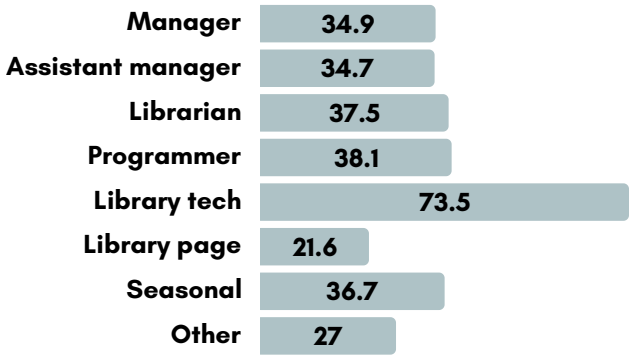
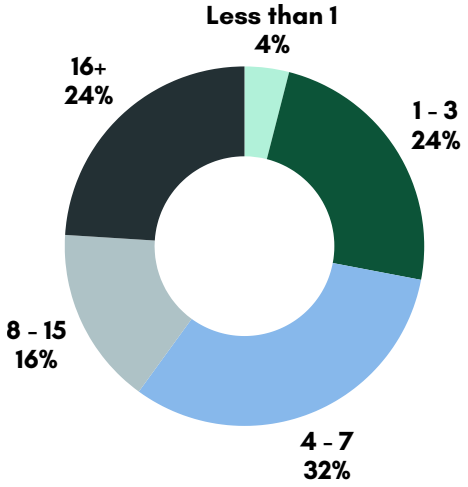


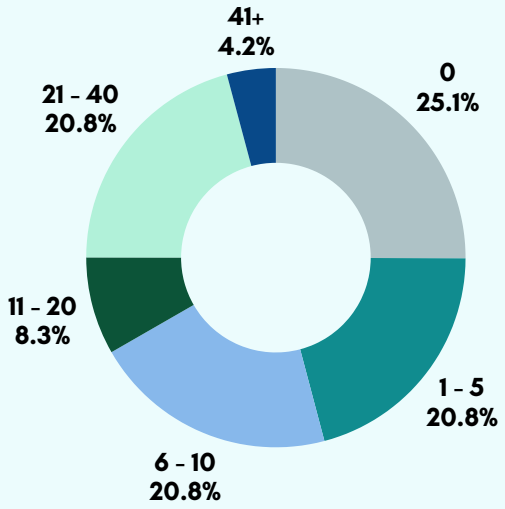
Years of experience the library manager has



Does the library manager have a written employment contract?

Yes	No
80%	20%

Number of library volunteers



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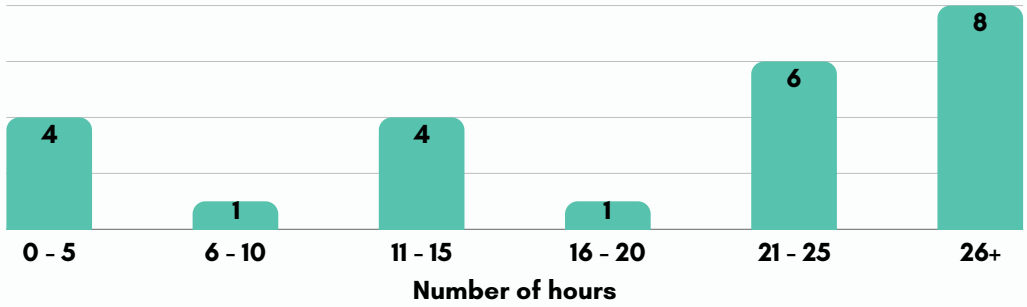

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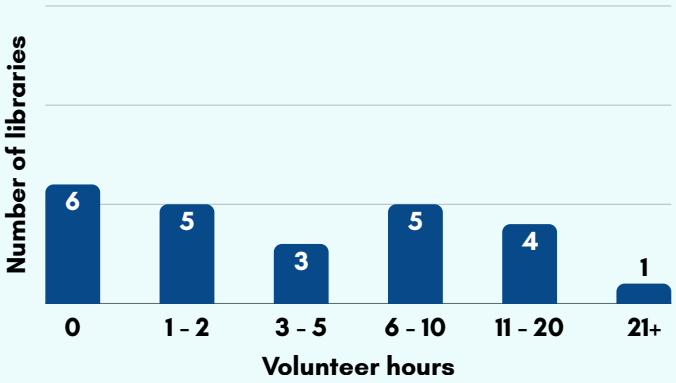

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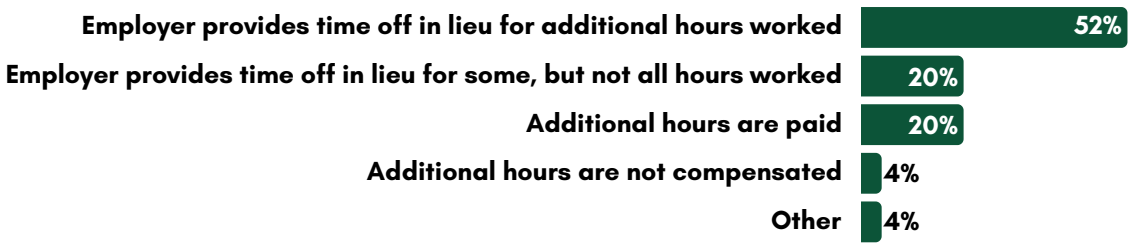

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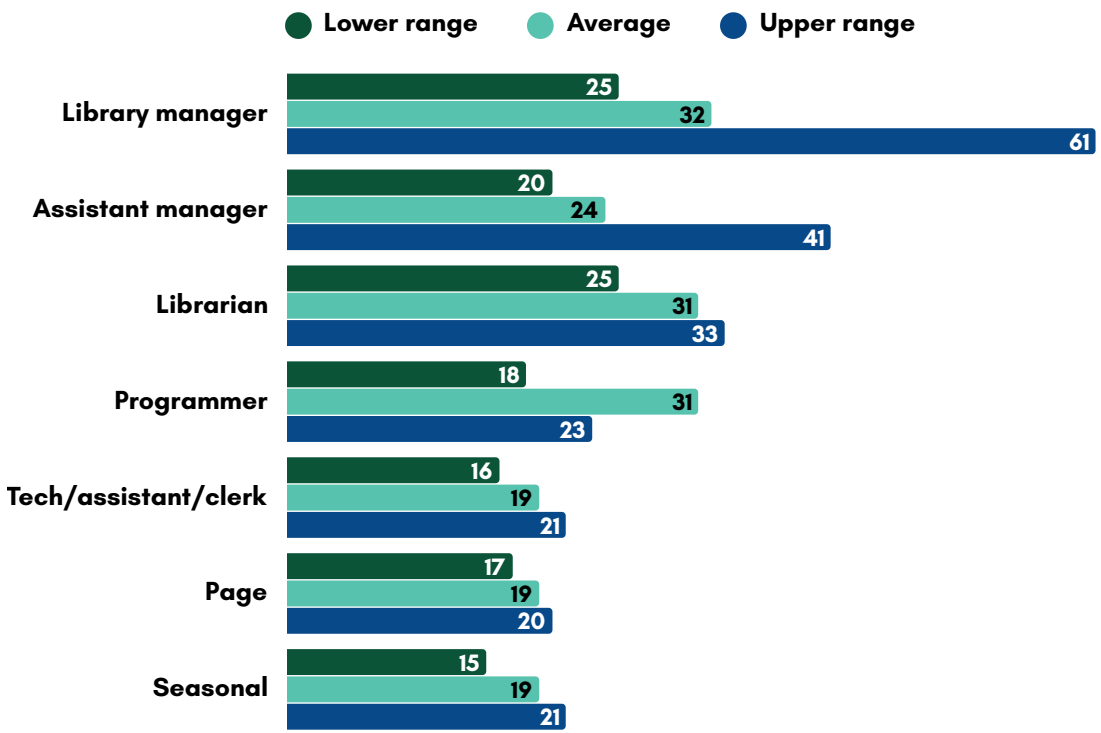
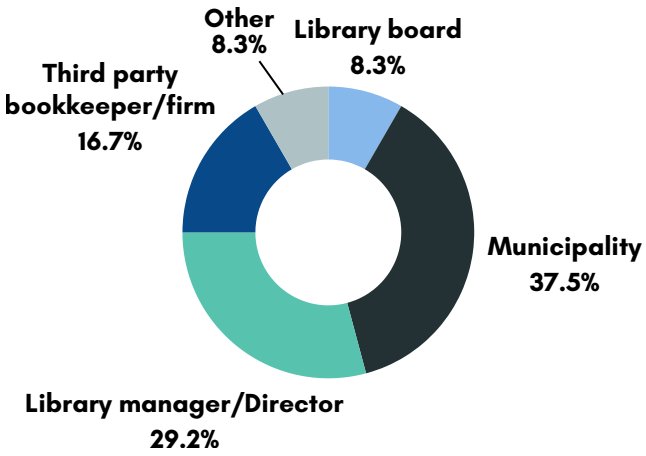


Payroll responsibility



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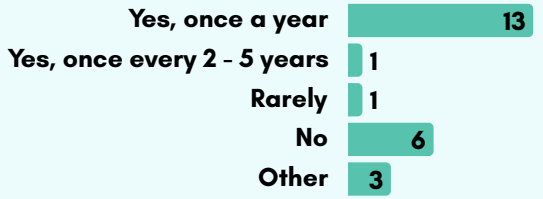

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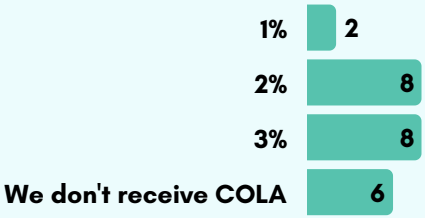

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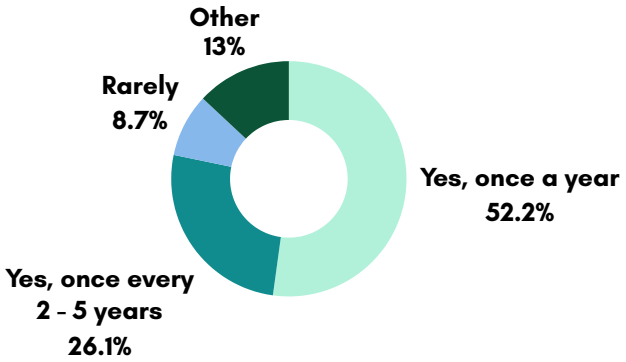

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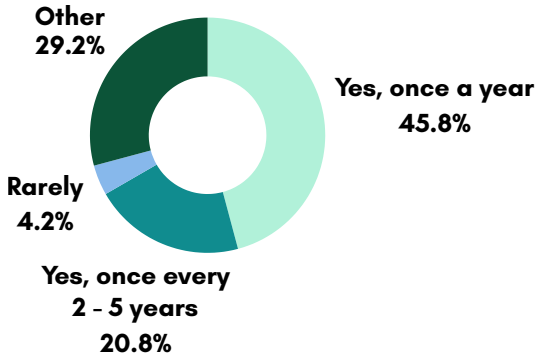

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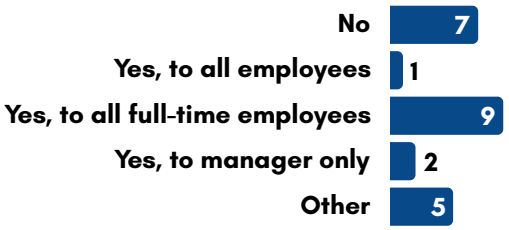

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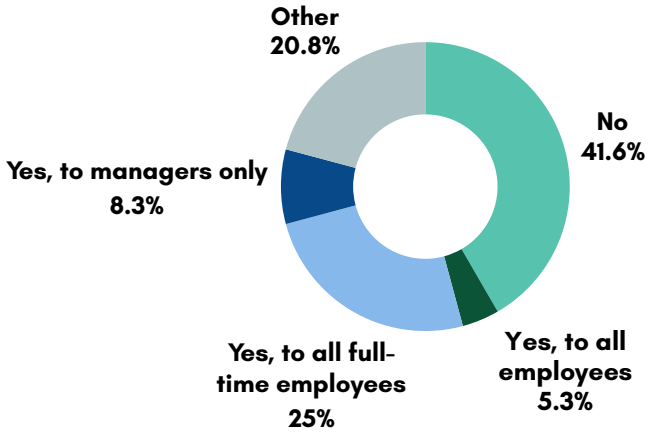

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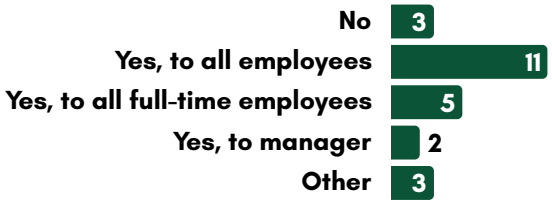

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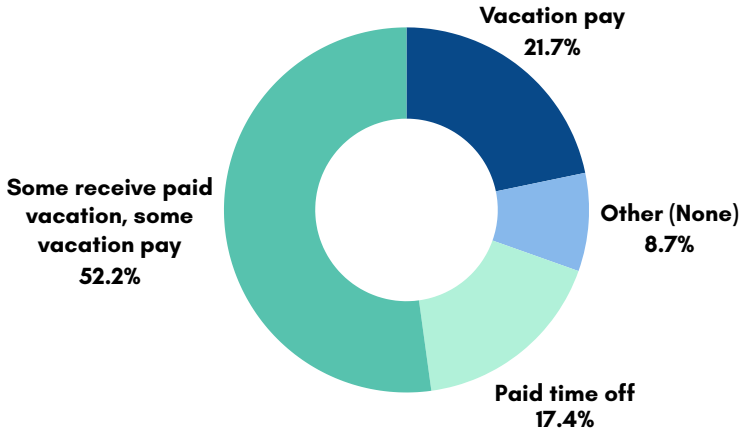
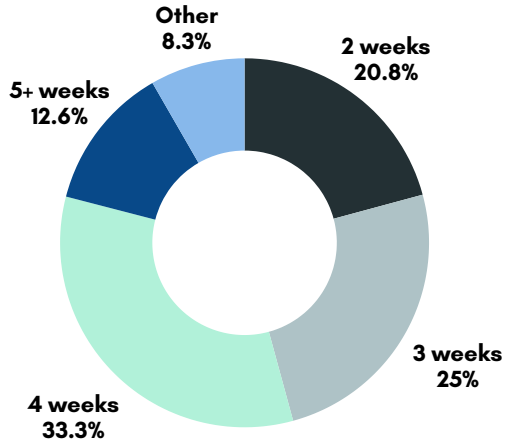


Paid vacation time library manager receives



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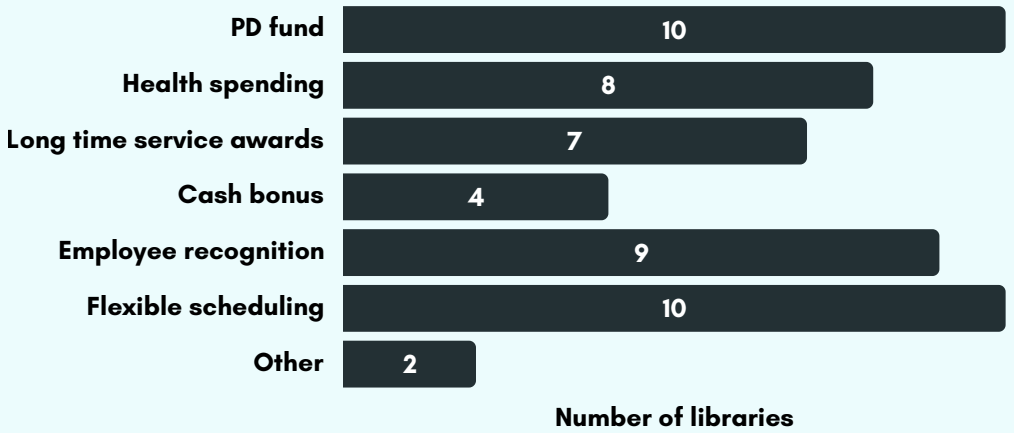
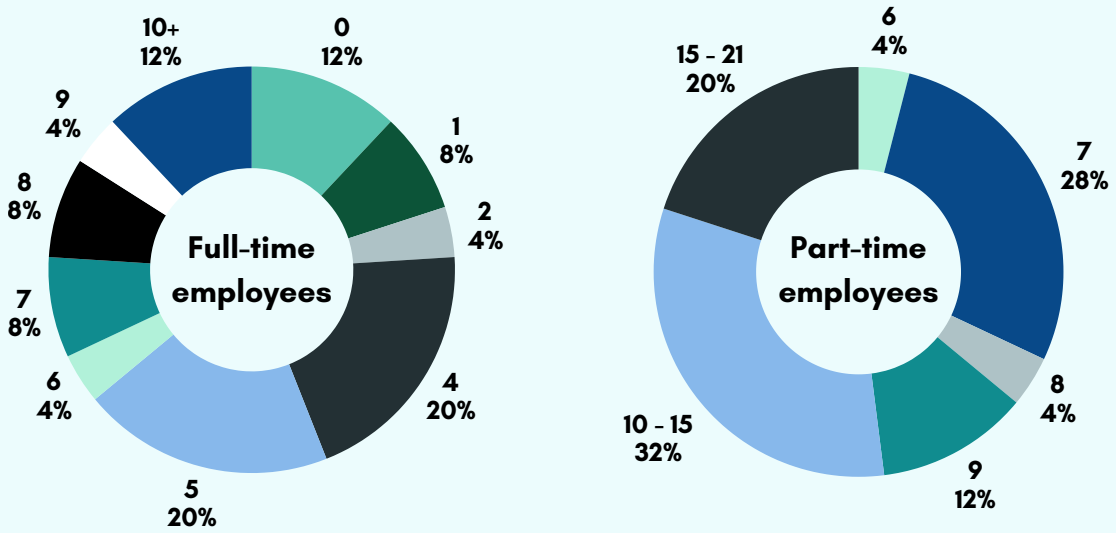
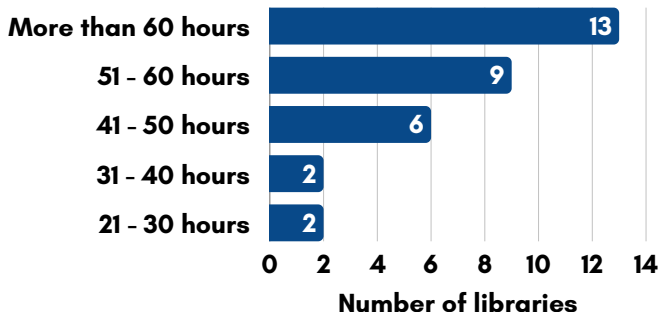


Number of employees



Total hours open per week



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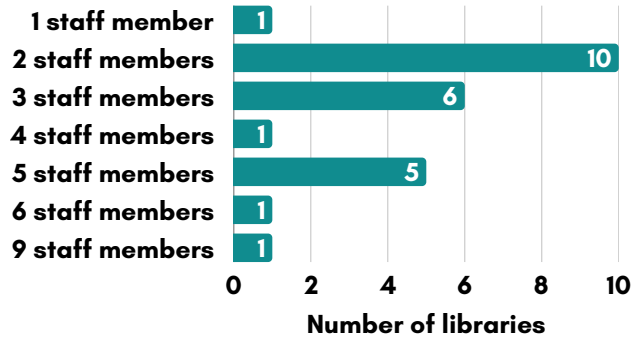

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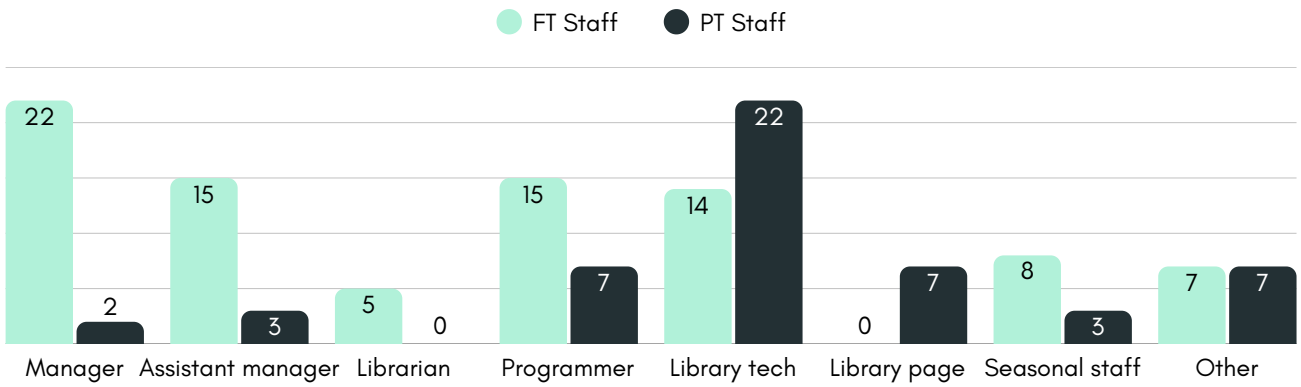
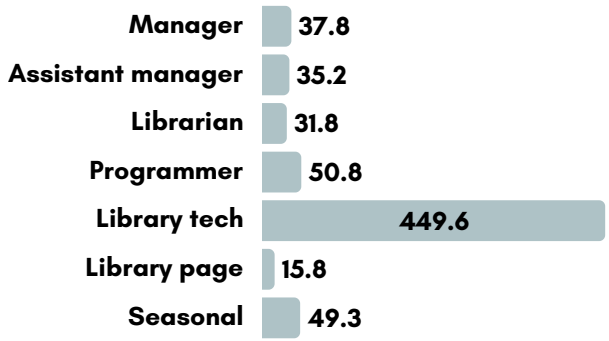


Average number of hours worked by position per week



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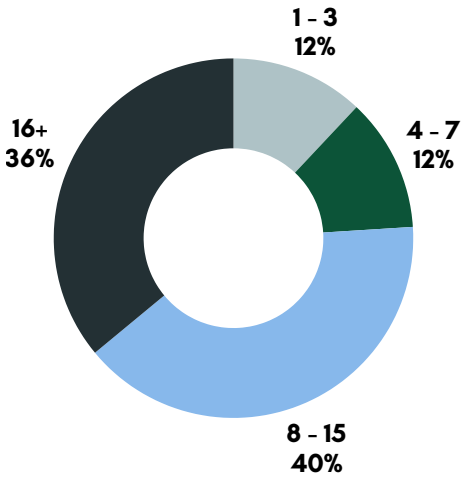
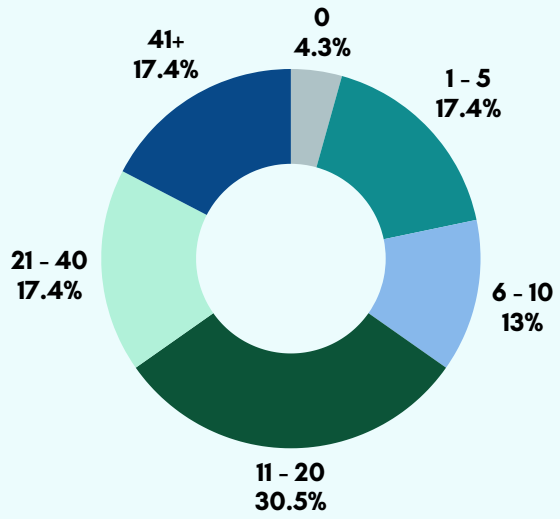


Does the library manager have a written employment contract?

Yes	No
88%	12%

Number of library volunteers



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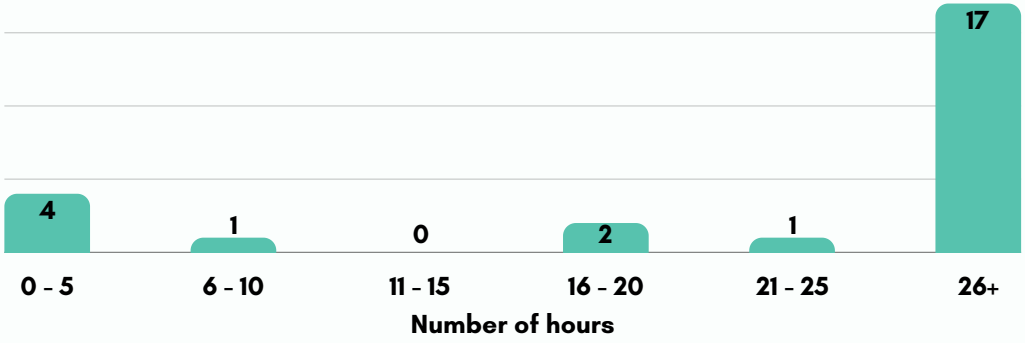

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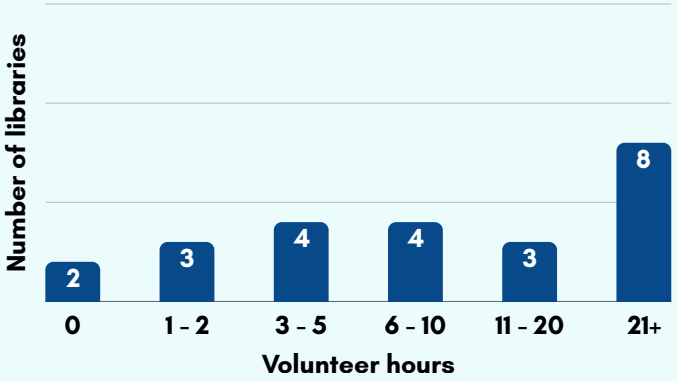

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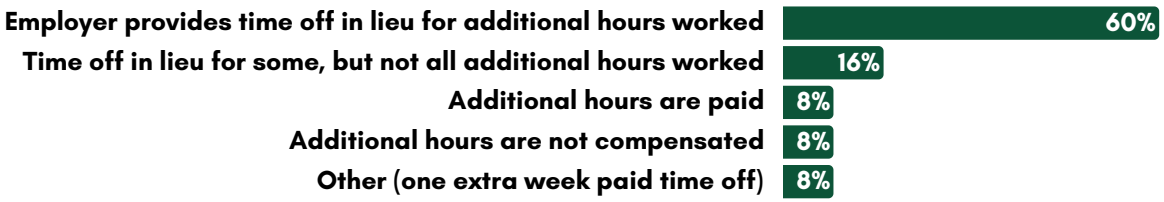

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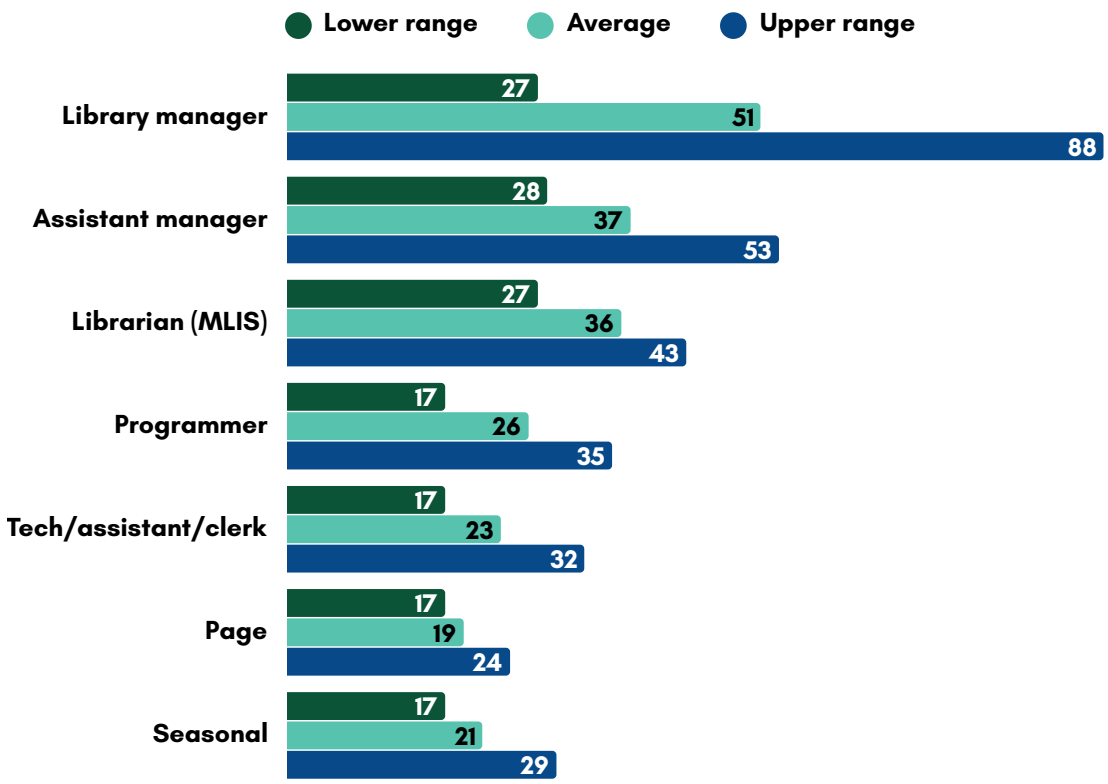

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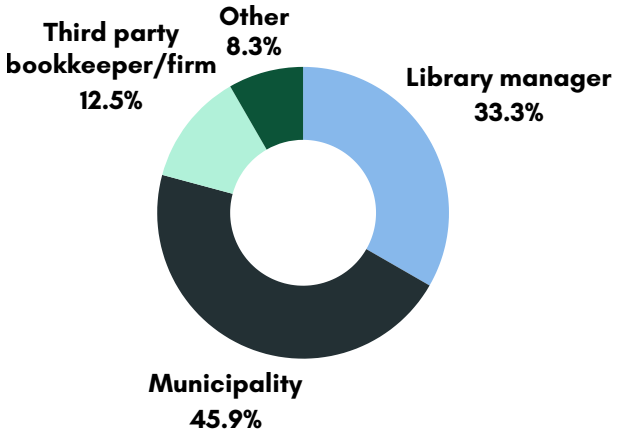

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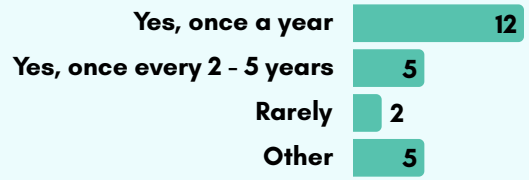

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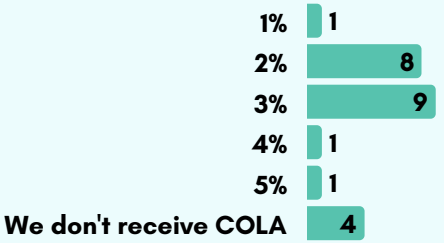

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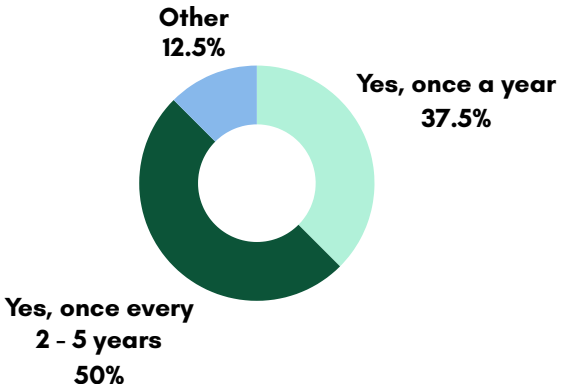

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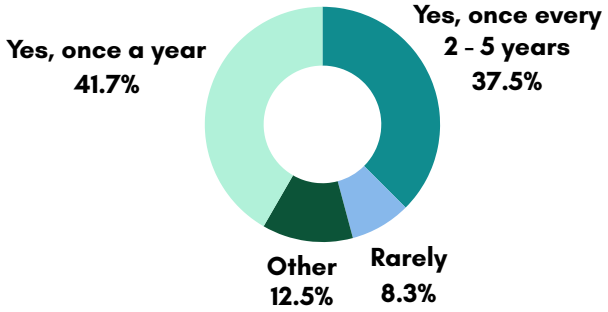

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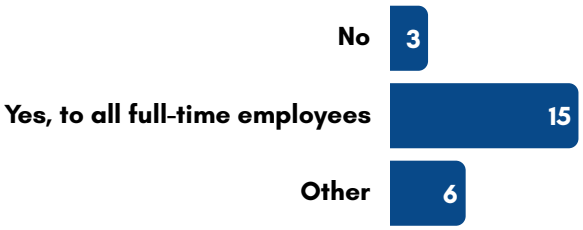

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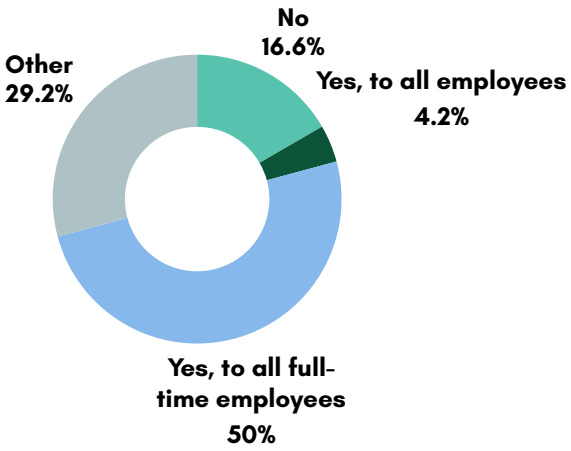

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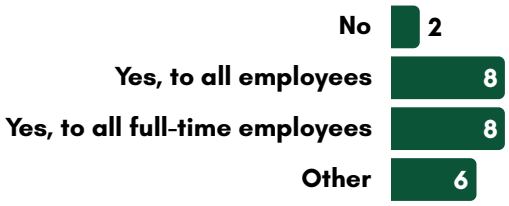

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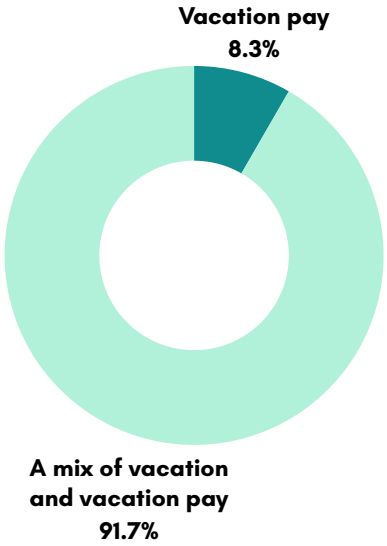

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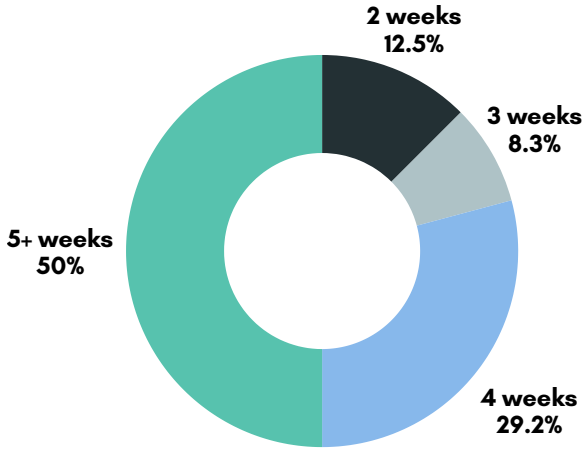

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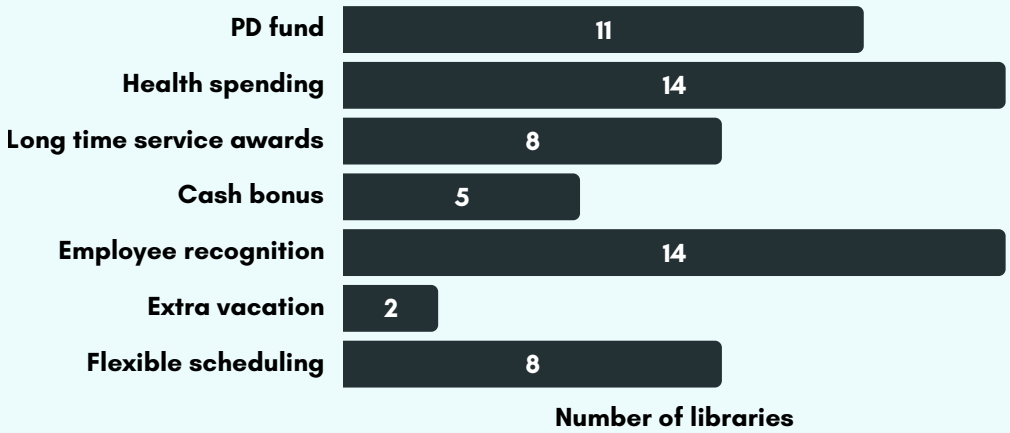
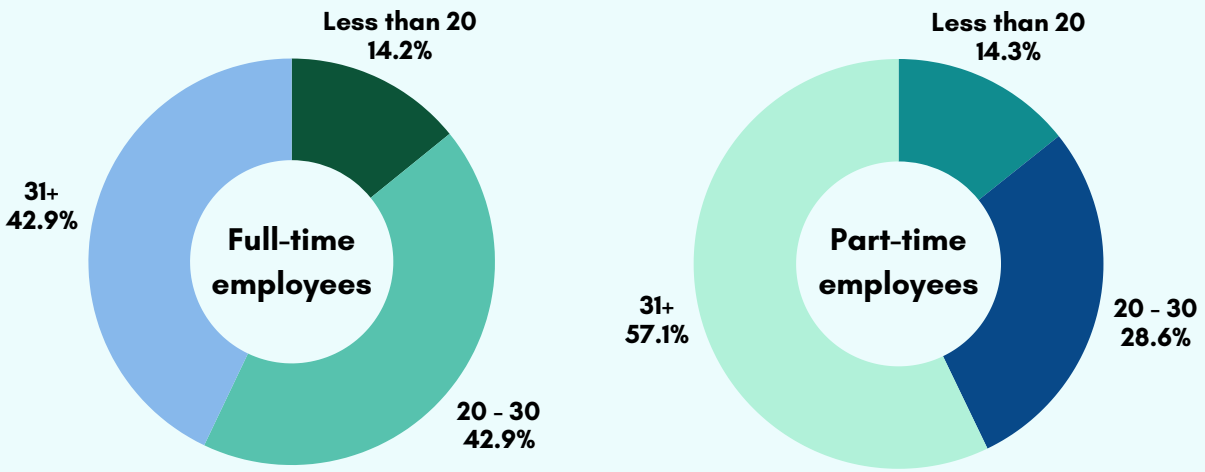
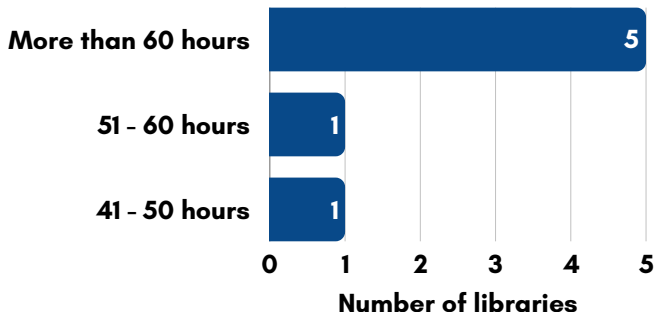


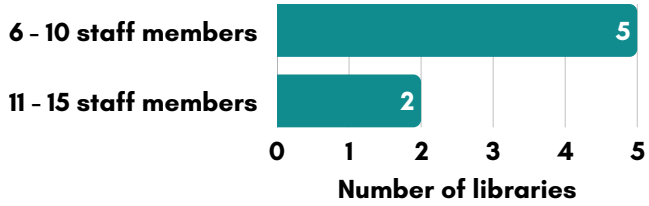
Number of employees



Total hours open per week



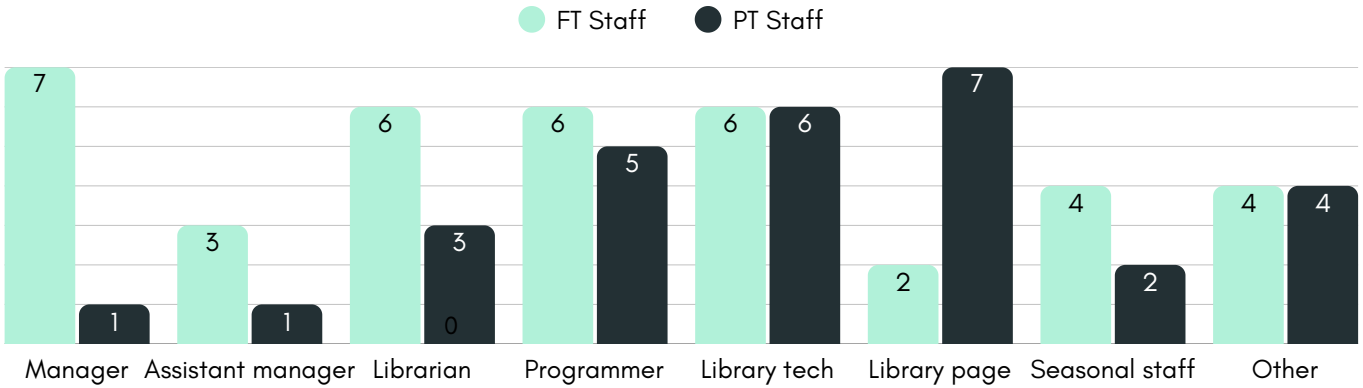
How many paid employees have supervisory/management responsibilities in your library?



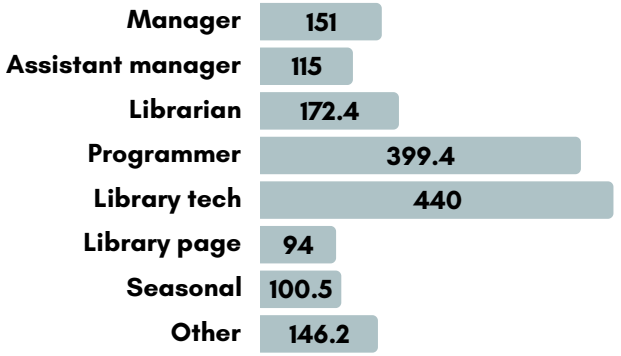
Staffing levels by role

Number of libraries reporting full-time and part-time staff by role

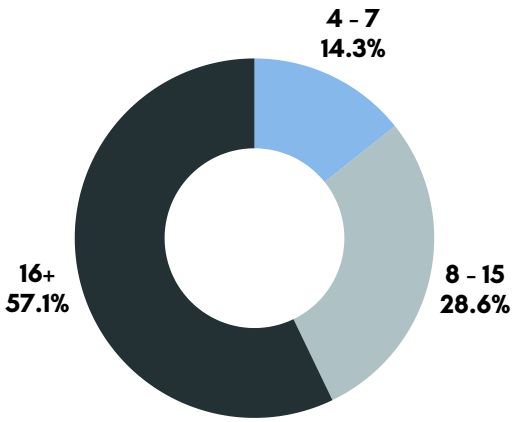
**Note: This size library has various positions that do not fit into these categories. They include IT staff, fund development, cataloguing, security, administration coordinators, etc.*



Average number of hours worked by position per week



Years of experience the library manager has

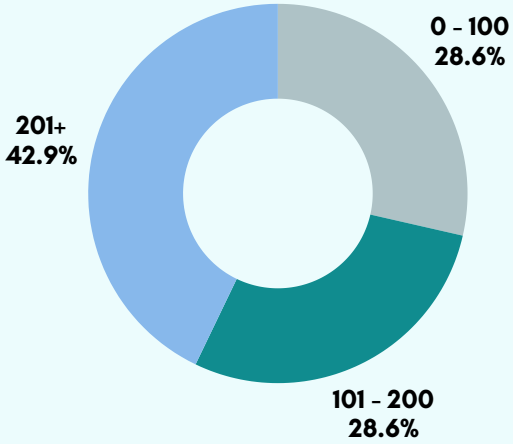


Does the library manager have a written employment contract?

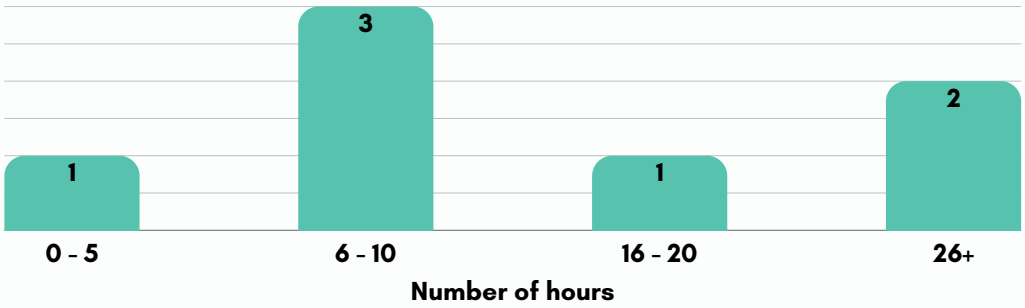
Yes

100%

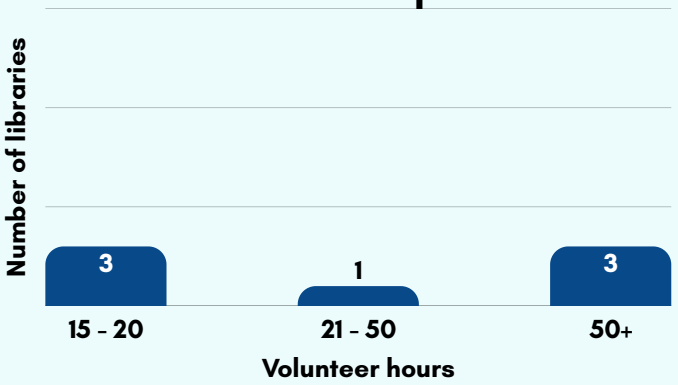
Number of library volunteers



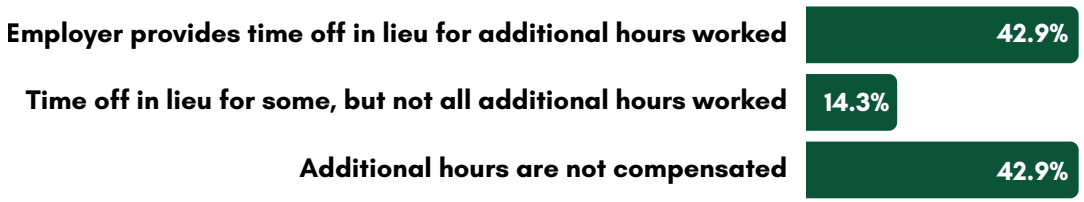
Hours per week the manager has strictly for administrative tasks



Volunteer hours per week



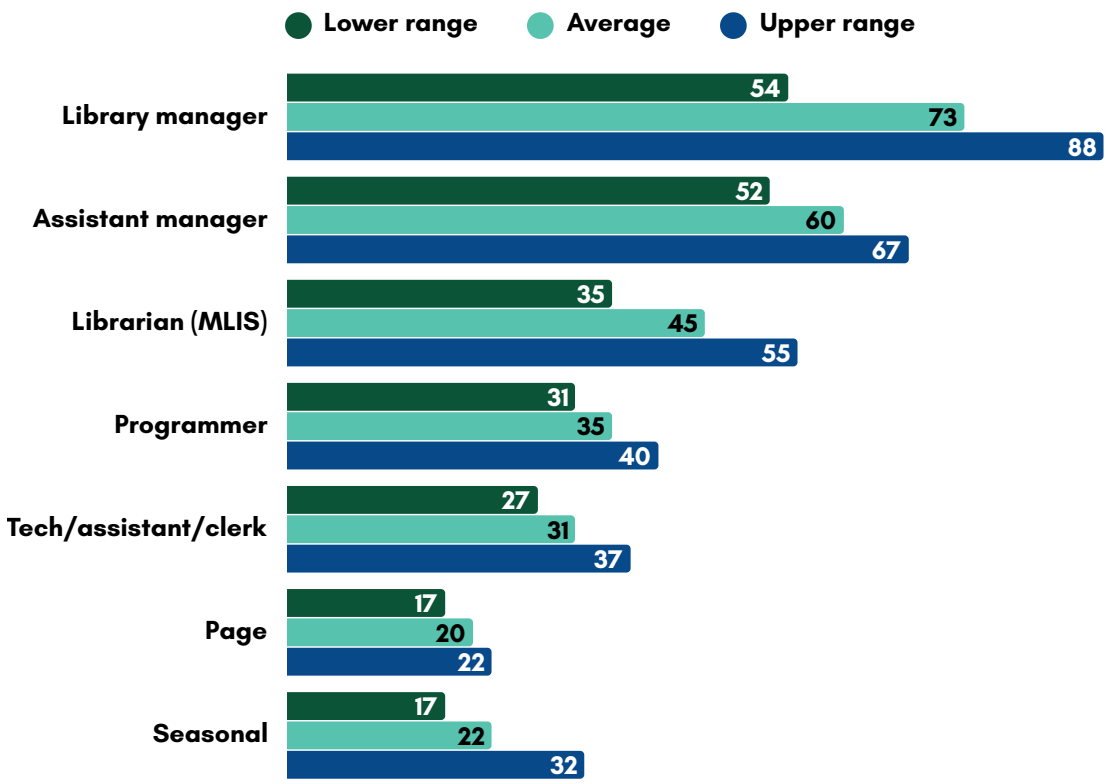
Library manager compensation for overtime worked



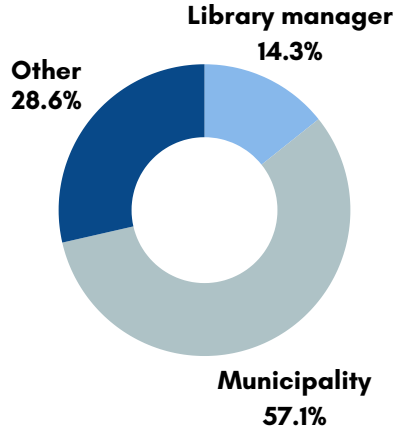
Volunteer tasks include:

- Shelving
- Programming
- Cleaning
- Other
- Special events/fundraisers
- Circulation/membership/holds
- Shelf reading/inventory

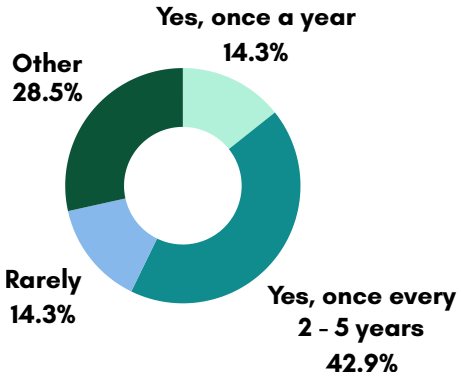
Current hourly wage by role ($)



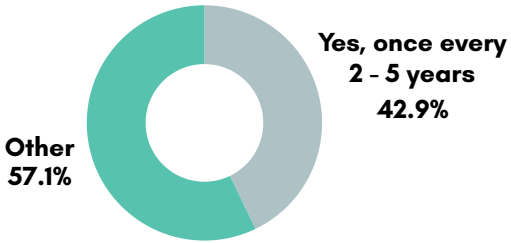
Payroll responsibility



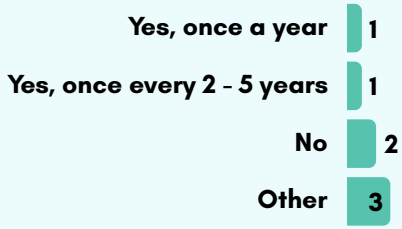
Does your library board regularly review employee salaries?



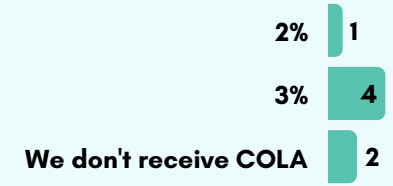
Does your library board regularly provide salary increases?



Does your library board provide a cost of living adjustment (COLA)?



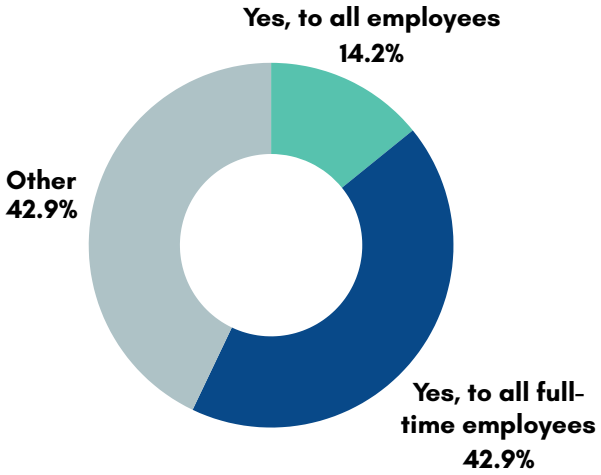
Over the past two years, what is the average per cent of COLA you received?



Does your library board offer an extended health care plan?



Does your library board offer a pension plan?



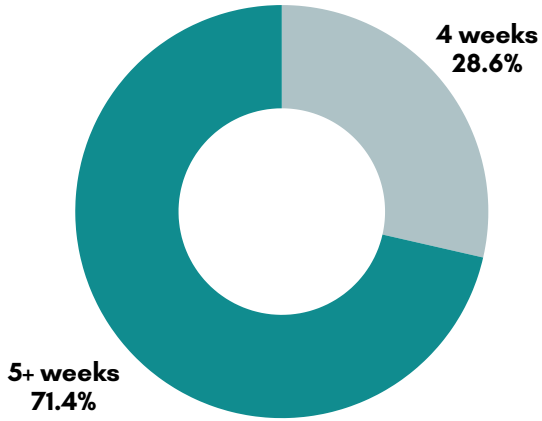
Does your library provide paid sick time?



Does your library provide paid vacation time or vacation pay?

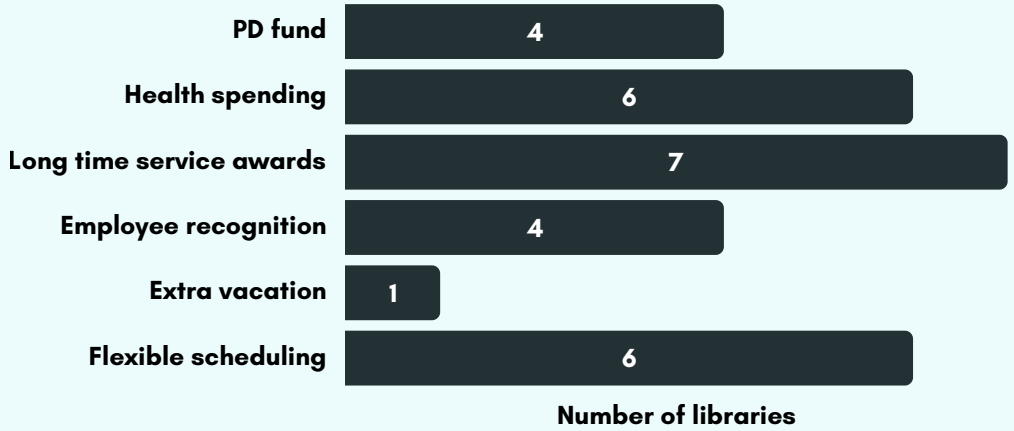


Paid vacation time library manager receives



Additional employee benefits that add to overall compensation

(Libraries could choose all that applied)



Comparison Wages - Alberta Municipalities

Position	Overall aggregate			Rural aggregate			Small town aggregate			Urban aggregate		
	Min	Max	Mean	Min	Max	Mean	Min	Max	Mean	Min	Max	Mean
Library assistant/librarian	$15.00	$34.06	$25.44	N/A			N/A			$15.00	$34.06	$25.44
Library manager/head librarian	$25.00	$85.96	$48.57	N/A			N/A			$25.00	$52.47	$41.09
Accounting/finance clerk/coordinator	$21.00	$40.78	$75.57	$30.67	$75.57	$50.05	$23.00	$42.00	$31.65	$29.40	$83.35	$44.13
Accounting/finance manager	$28.70	$98.53	$60.70	$51.64	$95.52	$69.34	$31.40	$54.38	$43.19	$45.19	$123.76	$65.87
Administrative assistant/receptionist	$18.00	$58.05	$32.15	$18.00	$46.93	$30.55	$20.83	$47.44	$29.78	$20.68	$50.99	$33.11
Clerk/coordinator	$25.16	$71.91	$39.08	$28.97	$71.91	$44.83	$26.27	$42.81	$29.93	$27.16	$56.19	$38.57
Community development coordinator/liaison	$32.91	$65.52	$44.63	N/A			N/A			$35.75	$64.63	$45.41
Customer service representative	$15.74	$51.90	$27.87	$27.00	$36.42	$32.30	$18.98	$33.00	$22.78	$19.67	$44.10	$30.55
Director of community services	$26.00	$153.15	$79.15	$71.28	$105.48	$90.39	$26.00	$76.70	$53.79	$57.21	$128.27	$89.00
FCSS coordinator	$24.00	$70.99	$41.74	$48.23	$60.40	$52.39	$29.31	$38.16	$34.24	$29.39	$64.78	$44.37
FCSS director	$37.38	$83.88	$61.39	N/A			N/A			$43.88	$83.83	$62.33
Janitor/custodian	$18.50	$45.42	$29.51	$25.00	$40.78	$32.05	$18.50	$31.25	$25.70	$22.80	$39.21	$30.22
Manager, administration services	$30.85	$98.53	$52.97	$30.85	$34.33	$33.75	N/A			$30.85	$98.53	$50.22
Marketing/communications assistant	$15.15	$69.14	$40.00	N/A			N/A			$21.88	$66.44	$40.96
Marketing/communications coordinator	$32.83	$69.82	$46.94	$34.80	$69.82	$48.94	N/A			$33.94	$61.19	$45.74
Parks, arena, facilities laborer	$18.54	$49.59	$29.08	$22.78	$47.06	$29.10	$18.54	$35.25	$28.13	$20.93	$43.08	$30.04
Parks, area, facilities supervisor/manager	$23.50	$107.69	$47.63	$37.65	$95.52	$68.87	$30.00	$52.79	$39.81	$37.02	$91.30	$56.62
Payroll/benefits clerk	$28.34	$73.05	$42.97	$34.99	$73.05	$46.01	$28.34	$49.76	$39.74	$31.58	$57.98	$42.95
Program coordinator	$16.52	$53.32	$36.91	$40.82	$53.32	$47.58	$29.59	$32.90	$31.59	$24.62	$50.56	$37.27
Records/records manager clerk/coordinator	$30.33	$63.14	$43.19	$36.26	$63.14	$44.31	N/A			$34.83	$55.27	$43.89
Summer laborers/interns	$15.00	$34.32	$20.98	$17.00	$34.32	$24.52	$15.00	$24.25	$19.70	$16.66	$28.72	$21.62

CAMROSE PUBLIC LIBRARY

July 29, 2026 – Elevator

This past week we have had people trapped in the elevator twice.

July 25, 2026 – a staff member
July 29, 2026 – 3 patrons (mom, toddler, and infant)

Both times Camrose Fire Department was called and opened the door. The elevator remains out of order and powered off until OTIS comes and clears it for use.

CPL OH&S and leadership team is concerned that there may be a bigger issue with the elevator since this happened twice within 4 business days.

The building maintenance manager will be following up with OTIS after they inspect the elevator, to find out what the root cause is and what our options are.

The elevator assessment report we received in the beginning of 2025, stated the elevator is obsolete and if parts are needed, it could be weeks or months for parts to be sourced and replaced if at all. Since receiving this report we have had 3 entrapments – the 3rd being a staff member May 2025.

Amanda Haugen
Executive Assistant
OH&S Co-Chair
Camrose Public Library

For Discussion – Budget 2027 + 2028 Draft 1

July 30 2026
Alyssa Martin – Director of CPL

Issue:

The draft budget presented here is currently not balanced. Previous discussions with the board determined that our priorities were to increase staffing levels, and possibly professional development. Increasing or even maintaining these lines would likely come with a substantial funding increase request to the municipalities.

The budget presented currently assumes 2.5% inflation for 2027, meaning that budget lines are increased by 2.5%, unless we have information to the contrary (such as with staffing). It also assumes that the City of Camrose and Camrose County will contribute an increase of 2.5%.

I am seeking direction from the board.

Relevant Documents:

- 2026 Q2 Report
- 2027 + 2028 Budget Draft 1
- 2027 Chart of Accounts with commentary

Background:

The City of Camrose is the largest funder of the Camrose Public Library, and they create two budget years at a time. The CPL board must pass a draft 2027 budget and 2028 budget by September 2026, present it to the City of Camrose, and make our funding request of them. We will present the 2027 draft budget and make our funding request of Camrose County in October of 2026. We will hear what their decisions are in December of 2026, take those amounts into account and create our approved budget in December.

In our previous board meeting, the board determined that staff levels and professional development were priorities for the 2027 and 2028 budget.

Board Priorities – Staffing and Professional Development

Our staff retention, staff compensation, and staffing levels are either exactly where they should be in comparison to other Albertan libraries of our size, or below recommendations.

Staff retention is up

Our staffing expenses are increasing beyond inflation due to staff retention. Staff are moving up their pay grid instead of quitting or retiring. Many of our staff are not at the top step of their grids (although some are getting close). So while our staff costs are increasing, we are also saving staff time and funds on orientation, training, and the HR process of onboarding and off-boarding staff. Our good retention is also an indicator that we have a good work culture, and that we are appropriately compensating our staff.

We are compensating staff appropriately

2025-2026 System Salary, Wages and Compensation – Alberta Library Systems Survey Results for Public Libraries

Every year the library systems send out a survey to gather up to date data on libraries across Alberta, and aggregate it by population. CPL falls within the 10,001-50,000 Population Band. CPL falls squarely within the middle range of what pensions, benefits, vacation, and hourly pay Albertan libraries pay. Given that our population (City of Camrose pop. 19,984, Camrose County pop. 8504), falls in the middle of the 10,001-50,000 range, this indicates that we are aligned with comparable libraries.

We are at the bottom end of acceptable staffing levels

Government of Alberta's Public Library Services - Best Practices

The GoA Municipal Affairs Population Listing for 2025 states that the City of Camrose population is 19,984. Camrose County has a population of 8504. This means that Camrose Public Library is serving a population of at least 21,684 people (19984 + (8504/5) = 21684).

	Essential	**Enhanced**	**Excellent**
10,000 – 20,000	0.5 FTE/1000 population • At least 1 MLIS required by law for municipalities of 10,000 or greater • Full-time programming positions on staff • IT Staff On-Site	0.7 FTE/1000 population • 2 MLIS • Manager has at least 5 years library experience • All full-time staff attend two	1.0 FTE/1000

	• Manager has at least 3 years library experience • Management staff attend one library conference and two other professional development sessions per year	professional development sessions per year	
What this looks like for 19,984 population	9.99 FTE	13.99 FTE	19.99 FTE
20,000 +	0.5 FTE/1000 population • 1 MLIS/10,000 population • IT Staff On-Site • Full-time programming positions on staff • Manager has at least 3 years library experience • All full-time staff attend two professional development sessions per year • Management staff attend one library conference and two other professional development sessions per year	0.7 FTE/1000 population • Manager has at least 5 years library experience	1.0 FTE/1000
What this looks like for 21,684 population	10.84 FTE	15.18 FTE	21.68 FTE

Camrose Public Library currently has a permanent Full Time Equivalency (FTE) of 11.06 FTE. This means we are currently hitting the Essential (read bare minimum) threshold for staffing.

We need more staff

2024 Organizational Review

Our organizational review stated that CPL is understaffed. It also stated that we should assign staff (as best we can) to either upstairs or downstairs to allow for the development of expertise in children's library services. The majority of our staff prefer working with adults, and we do not have anyone on staff with a background in children's services. Given the complexities that Bill 28 also presents, it makes the most sense to concentrate staffing efforts on the children's section.

Best outcome for service – Full time children's circulation assistant

Assuming reliable money can be found, I would like to add 1 FTE in the form of a Children's Circulation Assistant. The high-end cost to employer for a full-time position is ~$53,308. This position is needed for our current workload, and was suggested in our Organizational Review. Given the expected increase in workload from Bill 28, this position will be even more necessary. No additional staff will be the equivalent to a cut in service for 2027.

Options to increase revenue:

1) Ask municipalities for more money
2) Bet that we get Young Canada Works or Canada Summer Jobs (max payoff $16,000)
3) Increase our donation/sponsorship estimate
4) Look outside of ATB for better GIC rates
5) Pull from reserves

Considerations and risks for each option:

1) Municipalities are stretched thin and facing increased challenges as well. We may lose credibility or social capital if we ask for too much.
2) If we don't get this grant, we would need to pull from reserves. Since this is a contract position, there is limited ongoing risk.
3) If we do not meet our targets, we could pull from reserves, but this would be inadvisable for ongoing staffing positions or operating costs.

4) There is a limit to how much better rates would be elsewhere, and fixed-term GICs leave us in a tough spot if we get CFEP or need to pull from reserves for Bill 28 expenses.
5) The less in reserves, the less GIC revenue we have. Additionally, our reserves are theoretically finite and not a long-term plan.

Options to decrease expenses:

1) Estimate that inflation rates will be below 2.5%
2) Do not add additional staffing
3) Do not give a cost of living adjustment
4) Cut professional development to just mileage for free conferences (savings ~$3500)
5) Cut the staff appreciation event (~$1000)
6) Cut programming (up to $10,000)
7) Cut collections (up to $6000)
8) Cut advertising and marketing (up to $1600)
9) Cut software (up to $600)
10) Cut board professional development ($100)
11) Cut board and volunteer appreciation ($500)
12) Cut building repair and maintenance ($500)
13) Switch financial review providers (est. $2000)
14) Cut consulting (up to $1500)

Considerations and risks for each option:

1) I think inflation is likely to be higher, not lower.
2) No additional staffing is a service cut for 2027, and our staff are already struggling to manage the current staff load.
3) The cost of living is rapidly escalating, and many of our team have expressed feeling the impact. This also risks staff retention and staff morale.
4) We are currently meeting the bare minimum of suggested professional development. Given that CPL does not generally hire library technicians, staff professional development is crucial for us. Networking and collaboration is also how CPL saves time and money.
5) Staff currently have a staff appreciation event with a minimal budget given our staff size (we have ~25 staff). Cutting this would hurt staff morale, but would not be a cut to public service.
6) This would decimate our programming budget. While there are grants available for specific initiatives, there is nothing for general programming. In 2023, this budget line was $18,000. I would not cut this.
7) Cutting this line would end almost all new books. We could use donations to boost it, but it would not come close. In 2023, this line was $20,000. I would not cut this.

8) We could reduce advertising and marketing expenses, but this limits our ability to do outreach.
9) We could cut the Adobe subscription for the Makerspace ($600) but that hurts our ability to support entrepreneurs. There may be alternative software to explore.
10) This would see negligible financial returns, and I think it is important for our board to connect with other libraries for context and networking.
11) Our board and volunteers give substantial amounts of time and energy to the library, and cutting our small amount of appreciation would hurt morale, retention and recruitment.
12) I am not sure how much we could save by looking at other providers, but I have heard that we are paying on the higher end.
13) We could reduce our consulting estimates or pull from reserves, but I expect to be using them a fair bit through 2027 as we navigate accommodations with changing work flows.

Recommendations:

My recommendations would rely on board feedback.

Chart of Accounts – Draft 1 2027 + 2028 Budget

Chart of Accounts

Below you will find an explanation of each budget line and context for the 2027 budget.

Revenue

4100	Operating Grants	Funding used for operational expenses.
4101	Municipal (City) Grant	Funds from the City of Camrose. As our founding municipality, they are obligated to give us a base amount. The size of the grant is tied to how much the province gives us (to a degree).
4102	Provincial Grant	Funds from the provincial government. They have given libraries money for years, but are not obligated by legislation to do so. They have been exceedingly reluctant to increase the amount, and I would not expect them to increase it next year.
4103	County Grant	Funds from Camrose County. Camrose County gives funding to 5 different libraries including us.
4104	Rural Service Grant	These funds are allocated by PRLS annually, but I believe the province disburses them based on County population.

		PRLS has advised me to budget using the 2026 dollar value, noting that it could change in either direction.
4105	Federal Employment Grant	I believe this was meant to be a place holder for either the Young Canada Works or Canada Summer Jobs grant, but I am not sure. Given that YCW has its own line, I have kept this blank.
4106	Young Canada Works	Young Canada Works grant for summer students. Every year CPL applies to Young Canada Works and Canada Summer Jobs to help off-set the cost of our summer students. There is no guarantee we get it, or get the amount we ask for. Many libraries are unsuccessful. We have had good luck over the past few years.
4200	Program Grants	Any grants we receive for programs and events. We apply for grants every year, but they are an unreliable source of funding, and must be applied to very niche projects.
4300	Donations and Fundraising	Donations from the public, the Friends, our fundraising initiatives, and sponsorships.
4301	General Donations	Undesignated donations, and donations for the collection. We have seen an increase in donations since the Friends of the Library have been working. I have only included donations to the collection and to the "area of greatest need" in the budget as everything else is too specific to budget with.

4302	Irving Fund	Payouts from the Irving Fund at BRCF. Due to CRA changes, we can now rely on receiving this dollar value annually from the Irving Fund held at BRCF – we are the sole recipients and there are no restrictions.
4400	Building Rent	Rent Money
4401	Building Rent In	Our rent is an in and out expense thanks to the City of Camrose.
4500	Interest Income	Reserve investment payouts
4501	GIC Interest Income	GIC payouts. Our reserve funds are invested into GICs. The early 2020s had remarkably high interest rates, and a few of our GICs were put into longer fixed terms. Our current Finance Policy says we must be able to liquidate them, which reduces the rates we can apply for, and rates are much lower generally. Additionally, we have applied for CFEP, which means we may need to use ~$130,000 if there is no further fundraising. Our total reserve holdings is $701,726.
4600	Service Revenue	Revenue that we produce through regular operations.
4601	Printing & Photocopying	Funds from our public printer. The public pays to print at CPL. We charge slightly more than the cost of paper and ink. This line is directly tied to 6405 Printer Supplies & Service.
4602	Makerspace Printing	Funds from the Makerspace.

		This is now primarily from our button maker. We charge slightly more for button supplies than it costs to purchase them. People have the option bring their own supplies.
4603	Exams	We charge to invigilate exams. This is a labour intense process for staff, and I believe we have maxed out local demand.
4604	Lost Books	When people pay for lost or damaged collection items.
4605	Rental Revenue	The amount of money we make from renting our rooms to the public. Limits to this revenue include operating hours, whether a library program is happening, the ability to lock up our supplies, and public demand. We currently cannot rent the Storytime room as our supplies get stolen during rentals, and most demand for room rentals is in the evenings during weekdays when we are closed.
4606	Memberships	Membership revenue. We do not charge for memberships for City or County individuals. We charge annual fees for organizations, and out of area individuals. We have worked hard to make individual memberships free, and libraries who do charge see a substantial drop in memberships and vice versa.

Other Sources of Revenue (Not in Budget)

Donor Advised Funds from BRCF	Donations from BRCF where the donor attached to a fund chooses CPL to donate to.

	CPL is very lucky and frequently receives donor advised funds (these rarely come with restrictions) from BRCF, but they cannot be relied upon in frequency or value.
Grants	Grants are frequently available from the government, business foundations, and charities. We apply for grants, but most grants are for capital projects and will not cover operating expenses. They are also increasingly difficult to obtain, and many come with extensive reporting requirements that eat staff time.
Designated Donation	We receive some donations that are designated for specific items or uses. Some examples include the summer reading program, staff professional development, this year we received one for marketing material. Usually the designation is for a capital expense.
Sponsorship	When a person or business exchanges money for advertising (not a donation). We have just gotten our sponsorship framework complete and need to promote it. I do not know what to expect, so I am hesitant to include it in the budget.
BRCF Fund – Camrose Public Library	CPL has another fund at BRCF where we are the sole beneficiary (like the Irving Fund).

	Started in 2024. It is still too small for us to see annual returns, but a very large donation (or many medium donations) could change this. We should collectively promote this.

Expenses

6100	Staffing Costs	Costs associated with employing people.
6101	Salaries & Wages	Staff salaries and wages. This is by far the largest increase of any line. Please read the note below.* This is the budget line with the most room for adjustment, but also the largest trade offs.
6102	CPP & EI	The employer portion of the Canadian Pension Plan and Employment Insurance.
6103	LAPP	The employer portion of our pension plan (Local Authorities Pension Plan). Mandatory for all full time employees.
6104	Employee Group Benefits	The employer portion of our group benefits. Employees 20 hours and up can opt in, full time employees must participate. We shopped around for alternatives this year, and found other options were comparable to what we pay now, with slightly worse coverage.
6105	WCB	Workers Compensation Board contributions.

		There is a rough formula for this (=0.35%*gross salary)
6106	Professional Development	First Aid, bike training, conferences, mileage, webinars, associated staff meeting costs besides salaries. First Aid is required by law. Mileage has increased exponentially this year, and I expect it to stay high until the price of gas falls. Professional Development is vital for 2027 as we roll out POPA compliance, Bill 28 compliance, and as AI continues to have an increasing impact on our and our patrons lives.
6107	Security Checks	We require all staff and volunteers to turn in police checks every 3 years. Staff and volunteers have access to sensitive information, minors, vulnerable patrons, etc.
6108	Staff Appreciation	Service Awards, staff appreciation event, staff holiday gifts, gifts for life events (babies, weddings, graduations funerals, retirement).
6109	Employee Health & Wellness	Primarily used for doctors' notes. We are navigating multiple accommodations currently.
6200	Programs	Costs to run programs and events (besides regular wages).
6201	Programs	Costs for running programs and events that are not covered by grants.
6202	Book Bike	Primarily bike maintenance and associated costs for the Book Bike and Pilot Bikes.

		Up until 2027, these expenses were included in line 6304 Library Supplies.
6300	Library Resources	Costs to maintain the collection and space.
6301	Collections	These are our "Bill Direct" funds that are used to purchase books, films, library of things items, periodicals, video games, etc. Some of these item classes cannot be purchased with PRLS "Allotment" funds. The bulk of Library of Things item are purchased with grants. The collection line is also frequently bolstered by donations and fundraising.
6302	Furniture & Fixtures	We are responsible for maintaining and replacing furniture, flooring, and other fixtures. We have applied for CFEP this year for new furniture, flooring and paint. We will not know if we were successful until December 2026, but some furniture will need replaced regardless.
6303	Technology Equipment	Most of the technology at CPL is owned and maintained by PRLS (staff and public computers, laptops, and their accessories). CPL purchases our own webcams, cordless mice, self-checkout, iPads for programming and administration, speakers, microphones, and printers. There are no large purchases planned for 2027 or 2028, unless we expand to a second self-checkout.
6304	Library Supplies	Supplies needed for the collection. Tape, stickers, glue, labels, shelving signs, Jlar etc.

		We had been pushing most of our processing onto PRLS, but Bill 28 will complicate this. This budget does not plan for Bill 28 expenses, but I would not cut this line as there is no future where this work reduces or the cost of supplies lowers. The value of the Book Bike expenses was allocated to its new line (6202).
6305	Interlibrary Loan	We pay the shipping on ILLs (books from other systems).
6306	Lost Books Expense	When our patrons lose another library's book, that library sends us an invoice.
6400	General & Administration	The items and services needed by administration to operate.
6401	Advertising & Marketing	Costs associated with outreach, advertising, and marketing. Includes job ads, Jaywalkers costs, advertising initiatives and changes. This line directly supports Plan of Service goals, and will be important to help address Bill 28 changes (this budget does not include Bill 28 costs).
6402	Bank & Credit Card Fees	Bank fees and Moneris (debit) fees. We could look into switching to Square, but costs savings will be a few hundred at most. We also need new cheques and deposit books in the next two years, even with the reduction of cheque writing.
6403	Equipment Repair & Maintenance	At the moment this applies solely to our phone system.
6404	Phone & Internet	This includes our phone, fax and portable WIFI. The portable WIFI is used for the Book Bike and outreach events.

6405	Printer Supplies & Service	This includes our printer paper and Ricoh fees, which includes our toner. There was a large jump in use this year, so the expense went up in proportion to the revenue.
6406	Recycling	We pay Centra Cam to manage our recycling. As the library is used more, we create more waste and recycling.
6407	Software & Subscriptions	This includes all of our software. Self-checkout, makerspace, board email, zoom account, staff HR and scheduling software, Quickbooks (license negotiation by TAL). We could change software at Makerspace, but would only save ~$500.
6408	Stationary & Supplies	Office supplies, sharps disposal, first aid kits, naloxone, shipping.
6409	Travel	Mileage for administration.
6500	Memberships	What organizations CPL belongs to.
6501	Association Memberships	Chamber of Commerce (needed for our benefits), AUMA (needed for insurance), APLAC (needed for administration), Library Association of Alberta, AMA (used for Book Bike), Access Copyright (needed for legal reasons to do with our printer). I cut our ALTA (Alberta Library Trustees Association) membership in this budget due to cost ($800).
6600	Board & Volunteer	Costs associated with board and volunteer participation.

6601	Board Development & Travel	Mileage and conference fees. This year only includes mileage for the PRLS conference, but I would rather send someone to Stronger Together given the massive library changes coming.
6602	Volunteer Appreciation	Volunteer appreciation gifts, and board service awards.
6700	Occupancy	Expenses related to the building.
6701	Building Rent Out	Our rent is an in and out expense from the City.
6702	Building Repairs & Maintenance	Parking lot maintenance (snow and sand), odd jobs. Most maintenance is provided by the city, but some odd job fall to us. This also includes snow removal, parking lot sweeping, and security monitoring.
6703	Insurance	Insurance is through Alberta Municipalities. We reviewed and updated it this year to ensure the shed and bikes are covered.
6704	Janitorial	Janitorial expenses. We ran an RFP this year and our current providers are by far the most cost effective.
6705	Utilities	The City sources our utility provider and we pay the utilities.

		Utilities have been going up.
6800	Professional Fees	Outside services to ensure our finances and human resource management are correct.
6801	Audit	Annual financial review. Currently using Doane Grant Thornton to conduct our annual financial review. We could explore other options, but would need the city to sign off on any change.
6802	Consulting	Human Resources and other consultation. This is primarily used for HR consultation to ensure we are compliant with labour laws, accomodations and best practices – used on an as-needed basis.
6803	Finance & Payroll	Bookkeeping, payroll, and financial direction/consultation. The Alberta Library (TAL) is contracted to provide these services. Besides payroll and bookkeeping, they flag when our policy is lacking or non-compliant, and provide organizational stability.
6804	Legal	Legal advice. This line was added last year, but I am not expecting to use this. If something comes up, we can pull from reserves then. As such, it is empty.

Barriers to best outcome

Barriers to Revenue

Our avenues for revenue are limited. The provincial grant is unlikely to increase, and may very well decrease. I believe our service revenue is at capacity unless our operating hours change. Interest rates have fallen, so the GIC revenue that we have relied on in the past has taken a large hit. Our current staffing line is increasing due to staff retention, which puts more pressure on our funders. Increasing our staff line requires an increase in reliable funding – this means money from one of the government lines, as our other ongoing lines are unlikely to increase. To complicate matters, our municipal funders are facing their own budget pressures and have limited funding capacity.

Options to increase revenue:

- Ask municipalities for more money
- Take a riskier bet that we get Young Canada Works or Canada Summer Jobs (max payoff $16,000)
- Bet that we receive more donations or sponsorships than we did this year, which is an unproven gamble
- Look outside of ATB for better GIC rates (our need to purchase furniture limits how large of a payoff we could get)
- Pull from reserves (I would only use this as far as our controllable expenses go, and even then it's a stop gap measure).

Barriers to reducing Expenses

The bulk of our budget lines only allow for inflation increases, so any cuts are a cut to service or resources. Trimming bits and pieces would realistically only result in ~$6000 of savings, and the impacts would be large. The only way to achieve meaningful budget cuts would be to take it out of staffing costs.

Options to decrease expenses:

- Gamble that inflation will be below 2.5%
- No new circulation assistant
- No COLA
- Cut PD to just mileage for free conference ($3000-$4000), would put us below bare minimum PD levels

- Cut staff appreciation ($3000) this would essentially end staff appreciation.
- Cut programming (max savings $10,000 and then the line is effectively defunct). Eligible for grants and donations.
- Cut collections (max savings $6000 and then the line is effectively defunct). Eligible for donations.
- Cut advertising and marketing (max savings and then the line is effectively defunct $1800)
- Cut software (max savings $3000 but results in a drastic increase to workload)
- Cut board PD (~$100)
- Cut board and volunteer appreciation (~$500)
- Cut Building repair and Maintenance (~$500)
- Look at new companies for financial review (~$2500)
- Cut consulting (~$1500). We could pull from reserves as needed.

CAMROSE PUBLIC LIBRARY

For Decision – Privacy Management Program Policy

Issue:
This policy is required by law, and needs board approval to be implemented.

Background:
In June of 2025, the Government of Alberta announced that it would be replacing the *Freedom of Information and Protection of Privacy Act* (FOIP) with two new pieces of legislation, the *Protection of Privacy Act* (POPA) and *Access to Information Act* (ATIA). The new legislation required public bodies to update our internal processes and policies to be compliant with this new legislation June 2026. The government of Alberta and the Public Library Services Branch did not release supporting resources until June of 2026.

The proposed policy attached draws heavily from policies from PRLS, Sylvan Lake Public Library, and Beaumont Public Library. In addition, Director Martin attended the PLSB session Privacy Legislation (POPA and ATIA) Training, hosted by Privacy Works.

The attached Privacy Management Program will replace the following our current Records Management and Confidentiality: Personal and Public Information Retention policy.

Draft 1 was given to the board July 20 2026. Comments were incorporated, and draft 2 is now presented for approval.

Option 1:
Approve the policy as-is

> **Considerations and risks for each option:**
> This policy needs to be approved. It was required as of June 2026, but supportive training and documents were not released until June 2026.

Option 2:
Send the policy back for revisions.

> **Considerations and risks for each option:**
> Policy implementation will take longer, the policy will not be approved before September.

Recommendations:
Approve the policy as is.

Proposed Motions:
"I move that the *Privacy Management Program Policy* be approved as presented."

"I move that the *Records Management and Confidentiality: Personal and Public Information Retention Policy* be revoked.

CAMROSE PUBLIC LIBRARY

Privacy Management Program

TOPIC: Records Management and Privacy
PASSED:
AMENDED:
REVIEWED:
NEXT REVIEW:

1. Purpose

Camrose Public Library (CPL) is governed by the Protection of Privacy Act (POPA) of Alberta and is committed to the privacy of personal information that is in the custody or control of the Library. CPL will only collect personal information if the information is necessary for employment records and purposes, an operating program, or activity of the library. CPL will only use information for the purpose it was collected for. CPL will only share information when authorized or required by law.

Under POPA, you have the right to request access to your personal information. You have the right to request corrections to your personal information. You can ask questions about how your information is collected or used, and you can make a complaint if you believe your privacy has been compromised.

Library employees and volunteers will not inappropriately disclose any private information gathered in the due course of their employment. CPL will make its Privacy Management Program available upon request. The Privacy Management Program will be reviewed every 3 years.

2. Definitions

2.1 **Artificial Intelligence (AI) System** – A system that uses input data to generate outputs such as predictions, recommendations, or content.

2.2 **Automated System** – A system or process that uses computation to support or inform decision-making.

2.3 **Custody** – The care and possession of such Personal information that is in the possession of the Camrose Public Library.

2.4 **Collection Notice** – A statement provided to individuals at the time of collecting personal information, explaining the purpose of collection, the legal authority for collection, and contact information for questions.

2.5 **Consent** – Voluntary agreement by an individual for the collection, use, or disclosure of their personal information. Consent may be written, electronic, or

verbal, provided it meets the requirements of the Protection of Privacy Act (POPA) and Library policy.

2.6 **Control** – The management, restriction, regulation, administration of use, disclosure or disposition of Personal information held by Camrose Public Library.

2.7 **Formal Access Request** – A request for access to information or records that are not routinely disclosed and cannot be provided through existing procedures.

2.8 **Informal Access Request** – A request for access to your own personal information or information of another person for whom you have proof of authority to act on their behalf.

2.9 **Personal Information** – Any information about an identifiable individual, including but not limited to name, address, email, race, nationality, religious or political beliefs, age, sex, gender, marital status, identifying numbers (such as Driver's License or Social Insurance Number), health information, employment history, financial information, photographs, and opinions from or about an individual.

2.10 **Privacy Breach** – Any occurrence of unauthorized access to, collection, use, or disclosure of personal information.

Unauthorized access includes:

2.10.1 Access by the public where there is no right to access;

2.10.2 Access by a Library employee who does not need the information for their duties;

2.10.3 Storage of information in an unsecured manner that allows unauthorized access.

2.11 **Privacy Impact Assessment (PIA)** – A process used to identify and mitigate privacy risks when introducing new or significantly changed programs, projects, or services that involve personal information.

2.12 **Privacy Management Program** – A documented framework of policies, procedures, and safeguards established by the Library to meet its obligations under POPA, including training, incident response, and privacy controls.

2.13 **Privacy Officer** – The individual designated by the Library Board or Library Director to oversee compliance with the Privacy Management Program and the Protection of Privacy Act, including handling privacy breaches, training, and responding to access requests.

2.14 **Privacy Training** – Mandatory training that ensures individuals understand their obligations under POPA regarding the collection, use, disclosure, and safeguarding of personal information.

2.15 **Record** – Any recorded information, regardless of medium or format, created or received in the course of business. Records include, but are not limited to, emails, registrations, waivers, database entries, sticky notes, photographs, and video recordings.

CAMROSE PUBLIC LIBRARY

3. Legislative and Policy Authorities

3.1 Alberta Access to Information Act **(ATIA)**
3.2 Alberta Protection of Privacy Act **(POPA)**
3.3 Alberta Protection of Privacy (Ministerial) Regulation **(PPMR)**
3.4 Alberta Libraries Act **(ALA)**
3.5 Alberta Libraries Regulations **(ALR)**
3.6 Alberta Employment Standards Code **(AESC)**
3.7 Canada Income Tax Act **(CITA)**

4. Designation of a Privacy Officer

PPMR - Section 6(1)a

4.1 As a public body under the Protection of Privacy Act (POPA), the Board allows access to its records while ensuring the protection of the privacy of individuals' personal information. The Board designates the Library Director as the Head, in accordance with POPA. The Head may delegate specified responsibilities under the Act.

4.2 The Privacy Officer will:

4.2.1 Manage the library's Privacy Management Program.

4.2.2 Act as contact for complaints, access, and correction requests. Oversee incident reporting, PIAs, and compliance monitoring.

4.2.3 Ensure timelines, documentation, and notifications comply with POPA.

4.2.4 Ensure the implementation and maintenance of mandatory privacy training.

5. Correction of Personal Information

POPA - Section 7

5.1 An individual who believes there is an error or omission in their personal information held by CPL may request that their information be corrected, in accordance with guidelines outlined in Section 7 of POPA.

5.2 This applies to all personal information about identifiable individuals held by CPL, whether in paper or electronic form. It also applies to individuals who request a correction of their own personal information, or who are authorized to act on behalf of another individual.

5.3 Some personal information collected by CPL is stored or managed through Parkland Regional Library System (PRLS). Where personal information is held by PRLS, CPL will assist the individual in directing their correction request to PRLS.

5.4 CPL is not required to correct opinions, professional judgments, or evaluative records. Individuals may request that a statement of disagreement be added to the record in accordance with POPA.

5.5 Individuals have the right to seek a review by the Office of the Information and Privacy Commissioner if they are dissatisfied with how a correction request was handled.

6. Notification of Incident or Loss of Personal Information

POPA Section 10(2)

6.1 If an incident occurs involving the loss of, unauthorized access to, or unauthorized disclosure of personal information in CPL's custody where there is real risk of significant harm to an individual as a result of that loss, CPL will give notice to:

- 6.1.1 The individual
- 6.1.2 CPL's Privacy Officer
- 6.1.3 The Library Board
- 6.1.4 The Commissioner
- 6.1.5 The Minister

6.2 An individual who believes there is an error or omission in their personal information held by CPL may request that their information be corrected, in accordance with guidelines outlined in Section 7 of POPA.

6.3 This applies to all personal information about identifiable individuals held by CPL, whether in paper or electronic form. It also applies to individuals who request a correction of their own personal information, or who are authorized to act on behalf of another individual.

7. Privacy Complaints

POPA Section 38(2)

7.1 Privacy complaints must be submitted in writing or electronically to the Library's Privacy Officer and should include sufficient detail to allow the complaint to be understood and investigated.

7.2 CPL will acknowledge receipt of a privacy complaint within a reasonable timeframe.

7.3 The Privacy Officer will assess and investigate the complaint, which may include reviewing records, consulting with staff, and taking steps to determine whether POPA has been complied with.

7.4 The complainant will be informed in writing of the outcome of the investigation and any corrective actions taken, where appropriate.

7.5 If a complainant is not satisfied with the library's response, they may request a review by the Office of the Information and Privacy Commissioner of Alberta under POPA.

7.6 If a complaint regarding personal information about an individual has been received by CPL, a request for review cannot be delivered to the Commissioner

unless CPL does not respond to the complaint within 30 business days of receiving the complaint.

8. Creation, Use, and Disclosure of Personal and Non-Personal Information

PPMR Section 6(1) ii

8.1 CPL may create and use non-personal data, in compliance with POPA.

8.2 CPL uses personal information for the following purposes:

- 8.2.1 The provision, delivery, management, and communication of library services, including, but not limited to, issuing library cards, purchasing and circulating materials, handling patron complaints, collecting fees, handling facility booking requests, and issuing suspensions.
- 8.2.2 Evaluating, planning and improving services.
- 8.2.3 Employment, volunteer, contraction and donor administration.
- 8.2.4 Library fundraising.
- 8.2.5 To advocate for library services to stakeholders.
- 8.2.6 When otherwise allowed by law.

8.3 CPL does not disclose personal information, except for the following purposes:

- 8.3.1 In response to a subpoena or court order.
- 8.3.2 When there are reasonable grounds to believe that the disclosure will avert or minimize an imminent danger to the health and safety of any person, or a risk of harm to the health and safety of a minor.
- 8.3.3 To contact the next of kin or emergency response personnel in case of an emergency.
- 8.3.4 When a formal information-sharing agreement is in place between the library and a third party.
- 8.3.5 Otherwise, as required by law.

9. Records Retention and Disposal

POPA Part 3 (18) and (20)

9.1 Provisions for the protection and retention of data:

- 9.1.1 The Library will use reasonable measures to protect against the risk of unauthorized access, collection, use, disclosure or disposal of personal information.
- 9.1.2 The Library applies technological, physical, administrative, and operational safeguards appropriate to the nature and format of personal information.
- 9.1.3 The Library will take reasonable steps to ensure the personal information it holds is accurate, complete and up to date.

9.1.4 The Library will retain the personal information it collects for as long as it is needed for the purpose for which it was collected. Once it is no longer required, it will be destroyed.

10. Privacy Management Training Program

PPMR Section 6(1) d and e

10.1 CPL staff, contractors, consultants, volunteers, students, trustees and appointees or service providers acting on behalf of the library will be trained annually regarding their responsibilities under POPA. Privacy training will be proportionate to an individual's role.

10.2 Privacy training is mandatory, and must be completed during onboarding and before being granted access to personal information, and annually thereafter. Material changes to the legislation, policies, procedures, or identified privacy risks will also result in training.

10.3 Completion of privacy training will be documented.

10.4 The Library Privacy Management Program will be reviewed and updated, if needed, every three years.

11. Security Classification System

PPMR Section 6(1) c

11.1 High-sensitivity information is defined in the (Ministerial) Regulations to include personal information related to biometric, financial, or personal information regarding a minor, senior, or vulnerable individual. Any high-sensitivity information will be protected with additional safeguards.

12. Privacy Impact Assessments

PPMR Section 7(1)

12.1 CPL will conduct a Privacy Impact Assessment (PIA) whenever there is a new or changed administrative practice, program, project, or service that will involve the collection, use, or disclosure of personal information if one or more of the following apply:

12.1.1 The loss of personal information could result in significant harm

12.1.2 One or more of the factors requiring the submission of a PIA to the Commissioner apply. See Section 7(5) (MIN)

CPL will submit a copy of any PIA to the Commissioner, if required by guidelines outlined in the (Ministerial) Regulations or by specific request of the Commissioner.

12.2 A Privacy Impact Assessment must:

12.2.1 Include a summary of the purpose of the collection, use, or disclosure of personal information for the new, or substantial change to an existing, administrative practice, program, project, or service.

12.2.2 Identify the types of personal information that will be collected, used or disclosed and reasonable security arrangements in place to protect that personal information.

12.2.3 Identify the legal authorities for the collection, use, or disclosure of the personal information.

12.2.4 Identify any privacy risks and mitigation strategies respecting the personal information.

12.2.5 Identify the administrative, physical, and technical safeguards in place to protect the personal information.

12.2.6 Describe accuracy, correction, and retention procedures that will be implemented to ensure the personal information is accurate and complete.

12.3 Completed PIAs will be retained for six years.

13. Consent to Gather Personal Information

PPMR - Section 6 (2) iv

13.1 CPL will require oral, written or electronic consent for the gathering of personal information. If the information is to be used to make a decision that directly affects the individual, the library will retain the records for one year, or the amount of time agreed to by:

13.1.1 The individual

13.1.2 The Library Director, of the "Head"

13.1.3 Appendix B - Library Records Retention Schedule

14. Manner of Collection

PPMR Section 5(2)

14.1 CPL will collect personal information directly from the individual the information is about. A collection notice will be provided at the time of collection and can be provided either in writing, or verbally during an in-person conversation. The collection notice must include:

14.1.1 The purpose for which the information is collected

14.1.2 The specific legal authority for the collection

14.1.3 The contact information to which the individual may direct the individual's questions about the collection

15. Administrative, Technical, and Physical Safeguards

PPMR - Section 6(2) b

15.1 Administrative Safeguards: CPL will restrict access to personal information to those who need it for the regular duties of their employment.

15.2 Physical Safeguards: Hard copies of personal information will be locked in cabinets depending on the Security Classification of the information.

15.3 Technical Safeguards: CPL via the Parkland Regional Library System will employ firewalls and restrictions to electronic access to personal information within the SuperNet or Cloud-based storage.

1. Artificial Intelligence (AI) and Automated System Use

PPMR Section 6(1)(b)(iii)

15.4 CPL will prioritize humans over automated systems to generate content or make decisions, recommendations, or predictions whenever possible.

15.5 If CPL uses an artificial intelligence (AI) or automated system to generate content or make decisions that directly affect an individual, the Library will identify this use in its collection notices.

15.6 The Library will ensure personal information used in these systems is accurate, protected, and used in accordance with applicable legislation. Human oversight will be maintained to review outputs.

15.7 The Library will prioritize the use of non-personal or de-identified information when using artificial intelligence and automated systems wherever possible.

15.8 Personal information will only be used where necessary and permitted by law.

15.9 Individuals will be informed when personal information is used in AI or automated systems, as required by legislation.

15.10 AI and automated systems will not operate without appropriate human review.

15.11 Staff will validate output before they are used to inform decisions that affect individuals.

15.12 Personal information will be protected in accordance with legislation and internal policies.

15.13 Only necessary information will be used.

2. Confidentiality of User Records

ALR Section 7

15.14 Library board members, staff, and volunteers will only collect patrons' personal information when it is required for the purposes of delivering public library service.

15.15 No records are kept of the frequency or content of visits to the library by specific patrons.

15.16 No records are kept of a cardholder's item checkout history unless an item is associated with an unpaid fine by the borrowing patron, or if the cardholder has

given written permission for this record to be kept. If this record is kept, it is subject to disclosure with the cardholder's other records under the conditions described in points (17.4 + 17.8)

15.17 Library staff, board members, and volunteers will not disclose a patron's personal information to a third party without the individual's consent, except:

15.17.1 In response to a court order (e.g. subpoena, search warrant)

15.17.2 In partnership with other Alberta libraries and library systems for the purposes of sharing materials under conditions defined in existing resource sharing agreements and programs (e.g. interlibrary loan agreements, ME Libraries, etc.), collecting fees or fines, and retrieving borrowed materials.

15.17.3 For the purpose of contacting next of kin or emergency response personnel in the case of an emergency.

15.18 Cardholders will acknowledge that their contact information will be available to other organizations for the purposes identified in 15.17.

15.19 A patron's use of the library, including their presence in the library, will not be given over the phone.

15.20 Staff and volunteers are to keep confidential the reading and viewing habits of individual patrons.

15.21 Upon request, a library patron will be given access to all information concerning their records that the library has on file. Access to a user's records is limited to that user except where the user is a minor, or if the user has given written permission for someone else to access their records. Where a parent or guardian's permission is required for a cardholder to obtain a library card, that parent or guardian may have full access to the cardholder's records for retrieval.

3. Retention of Library Records

ALR Section 7

15.22 Library Board members, staff, and volunteers will only collect patrons' personal information when it is required for the purposes of delivering public library service.

15.23 Library Records which have been slated for disposal following the time guidelines outlined above shall be shredded, incinerated or deleted by the Executive Assistant and/or appointed personnel and a record made of the date, method and time of disposal.

15.24 Hard copy Library records will be kept locked in the library in either a filing cabinet or a room for this purpose.

CAMROSE PUBLIC LIBRARY

16. Delegation by Head of Public Body

POPA - Section 55

See APPENDIX A – Protection of Privacy Act Delegation Tables

APPENDIX A
Protection of Privacy Act Delegation Tables

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Privacy Officer
Collection, Correction, Protection of Personal Information			
Authority to set aside collection requirements	5(3), (4)	X	
Authority to decide on requests for correction of personal information	7(1)	X	
Duty to correct, annotate or link personal information, duty to notify previous recipients	7(3), (4)	X	
Duty to give notice to individual requesting correction	7(7)	X	
Authority to transfer a request for correction	8	X	
Duty to ensure protection of personal information by making reasonable security arrangements	10(1) Regulation (MIN) 2,3	X	
Duty to notify the affected individual when there exists a significant risk of harm	10(2) Regulation (MIN) 4	X	
Duty to ensure protection of data derived from personal information	20	X	
Duty to ensure protection of data derived from non-personal data	24	X	

Use and Disclosure of Personal Information			
Establishing rules for electronic consent	Regulation 2(4)(a)	X	
Establishing rules for oral consent	Regulation 2(5)(a)	X	
Authority to disclose to guardian of a minor	54(1)(e)	X	
Authority to disclose to relative or adult interdependent partner of deceased individual	13(1)(s)	X	
Authority to disclose to avert imminent danger to health or safety	13(1)(cc) Regulation 1(1)(b)	X	
Authority to approve conditions for disclosure for research and statistical purposes and for administration of research agreements	15	X	
Reviews and Complaints			
Authority to ask the Commissioner for advice	28(1)	X	
Authority to require Commissioner to examine original record on site	29(4)	X	
Right to make representations to the Commissioner	41(6),(8)	X	
Duty to comply with Commissioner's Order	44	X	
General Provisions			
Duty to publish a directory of the body's personal information banks and keep it current	57(2),(5)		X
Duty to record uses or disclosures of personal information not included in directory	57(4)	X	

CAMROSE PUBLIC LIBRARY

APPENDIX B
Library Records Retention Schedule

Camrose Public Library will retain the following library records based on the schedule provided by the Canadian Income Tax Act and in accordance with the schedules provided by the Camrose Public Library Board. The records are held in hardcopy and/or electronic formats.

Document Type	**Length of Retention**
Cash receipts, deposit books, copies of paid invoices, receipt books, cancelled cheques, cheque stubs, year-end trial balances, accounts payable, bank statements, grant applications and a record of charitable receipts	7 years from the date that the tax return is submitted
Bank reconciliations, outstanding cheques and design estimates	7 calendar years
Employee records including personnel files, job applications of hired personnel and personnel evaluations, payroll records, including T-4 slips, WCB claims, and attendance records	3 years past last working day
Solicited resumes, job applications (not hired), interview packages (not hired), applications for grant funded positions, etc.	12 months from receipts
Interlibrary loan requests and daily logs will be held	Until the transaction is complete
Board minutes and agendas, assets and final audit reports including financial statements, bylaws, court cases, deeds, insurance claims, legal opinions and proceedings, record of files destroyed, and Income Tax Records	Permanently
Privacy Impact Assessments	6 years

CAMROSE
PUBLIC LIBRARY

For Discussion – Bill 28 – New Library Regulations

July 30 2026

Issue:

The new Library Regulations were released in July. They will have a large impact on CPL policy, operations, and potentially our space and furnishings. The implementation deadline is January 1 2027. The GoA is not releasing an implementation guide until "fall 2027".

Background:

In April of 2026, the Minister of Municipalities Dan Williams announced Bill 28, an omnibus bill that contained changes for public libraries. This new bill provided the government with powers to ban content and activities within libraries, along with new enforcement powers. It was announced that this would be used to restrict images of sexual activity to patrons aged 16+, unless a minor aged 15 or below received guardian consent. The amendment to the Libraries Act was approved in June 2026, and the Libraries Regulations amendment was released in July of 2026. While the GoA has released many supporting documents about the regulations and has promised to release an implementation guide, the Library Regulations is the only document with legal authority.

To the best of my understanding, libraries will be required to do the following:

- Give library inspectors access to any information or area the library holds.
- Create systems to discern if an individual is 15 or below, or 16 and above when attempting to access restricted content.
- Create systems in which to ascertain if a minor aged 15 or below has guardian approval to use or borrow restricted resources.
- Create a system or space that physically separates restricted resources separate from other resources, and in a space that requires staff-controlled access.
- Create a system to identify and segregate restricted resources.
- Write and publish the following policies:
    1) How the board will determine age
    2) Guardian authorization
    3) How the board will determine if a resource is subject to restrictions
    4) The issuance of library borrowing cards to persons 15 years of age or younger
    5) Internet access via library computer by persons 15 years or younger
    6) Gaming system access via library computer or gaming console by persons 15 years or younger
    7) The methods by which the board shall determine, for the purpose of implementing the policies above, the age of a person for points 4, 5 and 6
- Create an identification system for restricted items.
- Create a system to manage and maintain the above.

The Coalition of Alberta Public Libraries will be working together on templates for policy creation, collection management, and how to assess resources, but they will not be creating a draft list of resources.

This will be a large drain on staff time and resources as we work to put the regulations into place and train staff and the public, and then maintain a new system going forward. The timeline given to us is unreasonable given the workload, and to meet the deadline we will likely need to schedule library closures. I predict public backlash to new processes, and I have already witnessed a decrease in morale across the profession.

CAMROSE PUBLIC LIBRARY

For Decision – Library Closure Request – PRLS Conference

Issue:
I would like to take all of our permanent staff to the free Parkland Regional Library System conference. This would mean there would be no staff to operate the library, and as such we need a library closure for Monday, September 21 2026.

Background:
The PRLS Conference is a full day conference for library staff, volunteers, board members and friends. It is a chance for networking, sharing ideas, and a rare chance for in-person PD for our part time employees. We would like to rent a shuttle and drive our permanent staff to Lacombe to attend.

Option 1:
Approve the closure

> **Considerations and risks for each option:**
> The staff get a chance to bond and learn something new at a point of rapid change in libraries, but the public will not be able to access services for the day.

Option 2:
Not approve the closure

> **Considerations and risks for each option:**
> The staff will miss out on an affordable and accessible professional development option, but the public will not miss out on services.

Recommendations:
Option 1. This is the most cost effective PD I can swing for our team.

Proposed Motion:
"I move that the Camrose Public Library close to the public on September 21 2026 for the purpose of staff professional development."