

Present:**Absent:****1. Approval of Agenda****2. Board Feedback**

a.

3. Programmer Presentation**4. Consent Agenda**

a. Approval of Minutes of January 21, 2020 meeting

b. Items for Information

i. Fellowship of CPL Meeting Minutes January 22, 2020

ii. Volunteer Brochure

iii. Volunteer Application Form

iv. Dungeons & Dragons Volunteer Role Description

v. Life Cycle Pilot Volunteer Role Description

vi. Outreach Delivery Volunteer Role Description

vii. Photographer Volunteer Role Description

viii. Poster Delivery Volunteer Role Description

ix. Sewing/Knitting/Crochet Instructor Volunteer Role Description

x. Snacks in the Stacks Volunteer Role Description

xi. Timeslips Volunteer Role Description

c. Reports

i. Librarian's Report

ii. Nicole's Program Report January 2020

iii. Program Overview to January 31, 2020

iv. Library Stats January 2020

5. Items for Decision

a. Annual Report 2019

b. Alberta Library Conference Attendance

c. Job Description Revision:

i. Original Programmer Job Description (For Reference)

ii. Adult Programmer

iii. Children's Programmer

- iv. Technology Programmer
- d. Policy Revision:
 - i. Personnel Policy
- e. Further financial discussion regarding budget * *not included in package*

6. Adjournment

Next regular Board meeting: **March 17, 2020** at 5:15 PM

Present: Elizabeth Luck (Chair), Agnes Hoveland (City Council), Trevor Miller (County Council), Katherine Schwaiger, Krista Larocque, Julie Girard, Robyn Gray (Director)

Absent with Notice: Susanna Bruneau, Renee Greer

1. Approval of Agenda with additions **Motion 1/20 M/S/C** K. Larocque/K. Schwaiger. Passed.

2. Board Feedback

a. **E. Luck**

- i. There was an article regarding the successful Centennial Celebration in the paper, along with photos from the event
- ii. This past week, there was also a photo of Kelly with some of the physical literacy materials available at the library in the paper
- iii. The Holiday Party on December 7th was very well-attended, and the CSL students helped Nicole with the organization and facilitated crafts
- iv. Read for 15 is coming up on January 27, as is Family Literacy Day
- v. Be Your Own Valentine is coming up on February 7

3. Consent Agenda Motion 2/20 M/S/C K. Schwaiger/J. Girard. Passed.

a. Approval of Minutes of November 25, 2019 meeting

b. Items for Information

i. Correspondence

- ALTA Centennial Thank You
- Jason Kenney Centennial Thank You
- Jackie Lovely Centennial Thank You
- Anjah Howard Centennial Thank You
- Starbucks Centennial Thank You
- Co-Op Centennial Thank You
- CDSS Centennial Thank You
- Colleen Schalm Centennial Thank You
- Arts Society Centennial Thank You
- Camrose Swans and Roses Lions Club Letter
- Swans and Roses Thank You
- Rural Services Grant Remainder of 2019 Funding
- Provincial Operating Grant Remainder of 2019 Funding
- Minister Madu's Letter

- Donation from Mrs Balshaw
- Thank You to Mrs Balshaw
- Letter of Appointment to the Board
- Camrose County 2020 Funding Letter
- Thank You for County Requisition
- Thank You for City Requisition
- ii. Other
 - PRL Board Talk November 7, 2019
 - Fellowship of CPL's AGM Presentation
 - Fellowship of CPL's AGM Meeting Minutes
- c. Reports
 - i. Librarian's Report
 - ii. Nicole's Program Report November 2019
 - iii. Nicole's Program Report December 2019
 - iv. Program Overview to November 30 2019
 - v. Program Overview to December 31, 2019
 - vi. December and Year-End Library Statistics 2019

4. Items for Decision

- a. Chair and Vice Chair Appointments for 2020 – E. Luck was nominated to be 2020 Chair, and K. Schwaiger was nominated for the role of Vice Chair 2020. The board was all in favour, and motion was passed.
- b. 2020 Board Meeting Start Times and Frequency – all board members satisfied to continue on with the schedule as it has been laid out in the past
- c. Cheque Signing Authority – **Motion 3/20** to approve Krista Larocque to have cheque-signing authority along with Elizabeth Luck, Robyn Gray, and Katherine Schwaiger. **M/S/C** A. Hoveland/K. Schwaiger. Passed.
- d. Alberta Library Conference Attendance – There were three board members that expressed interest in attending in 2020 (K. Schwaiger, J. Girard, and E. Luck), and R. Gray will also ask R. Greer and S. Bruneau whether they are interested in attending as well. Further discussion needed.
- e. Annual Closures 2020 – **Motion 4/20** to accept Annual Closures 2020 as presented, **M/S/C** K. Larocque/J. Girard. Passed.
 - i. Annual closures for 2020 will be:
 - Family Day – February 17 (February 15 and 16)
 - Good Friday – April 10 (April 11 and 12)

- Easter Monday – April 13
 - Victoria Day – May 18 (May 16 and 17)
 - Canada Day – July 1
 - August Civic Holiday – August 3 (August 1 and 2)
 - Labour Day – September 7 (September 5 and 6)
 - Thanksgiving Day – October 12 (October 10 and 11)
 - Remembrance Day – November 11
 - Christmas Eve – December 24 – (Thursday)
 - Christmas Day – December 25 – (Friday)
 - Boxing Day – December 26 – (Saturday)
 - New Year’s Eve – December 31 (Thursday)
 - New Year’s Day 2021 (Friday, January 1, 2021)
- f. Irving Room Insurance
- i. Description
 - ii. Room Use Brochure
 - iii. Potential Insurance Liability Form
- More information needed before a decision can be made.
- g. Policy Revision:
- i. Camrose Public Library Bylaws – with revisions
 - 1st reading: **Motion 05/20 M/S/C** K. Larocque/J. Girard. Passed.
 - 2nd reading: **Motion 06/20 M/S/C** A. Hoveland/K. Schwaiger. Passed.
 - 3rd reading: **Motion 07/20 M/S/C** J. Girard/K. Larocque. Passed.
 - ii. Personnel Policy – Accepted as presented with revisions. **Motion 08/20 M/S/C** A. Hoveland/J. Girard. Passed.
- h. Further financial discussion regarding budget * *not included in package*
- i. Motion will be made at February meeting, as an outdated budget was presented
 - i. Formulating Personnel Committee for Director’s Annual Appraisal: E. Luck, K. Schwaiger, and K. Larocque will sit on this committee for 2020. Once R. Gray has completed her appraisal, will send it to the Committee and they will decide on a date to complete the appraisal.

5. Adjournment - 6:25pm

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

Present: Kalene Gould, Robyn Gray, Renee Greer, Nikki Stewart, Sam Stewart, Celine Warawa

Absent with Notice: Alyssa Martin, Shannon Stolee, Bailey Lassen

1) Approval of Agenda

- a) No changes to agenda.

2) New Building Update (Review of Meeting w/ Natalie Mills)

- a) Refer to the meeting materials for details related to the new building. Some key points included:
 - i) Renovation is not an option, for example pool discovered more problems during renovations. Space of the current location is also an issue; there is a need to expand.
 - ii) Election year is 2021, meaning there is time to be prepared now.
- b) Potential Steps:
 - i) Social Media: would need to create a new Facebook page, no concerns arose about the FCPL running this page and we do not work for the library.
 - ii) Need additional data from the library including:
 - (1) How many different programs does the library runs and what kinds of ages are reached through programming?
 - (2) The number of library card and foot traffic (i.e., not everyone has a card).
 - (3) Where are the patrons are living?
 - (4) Where are people spending the most time when they visit? What resources/service are they using? What spaces being booked, how often and for what reasons?
 - iii) Community Poll: review the library survey results and determine if an additional poll/survey run by the FCPL is needed to fill in any data gaps. The poll could include ranking top reasons why the library is important and also allow space for qualitative answers. Another note, was to avoiding using the word library as it can narrow the view (e.g., learning commons), focus on community wants vs. library wants. Focus on awareness and advocacy.
 - iv) Partnerships: Past-Fieldhouse organizations, community coalition.
- c) Preliminary Goals for a New Space:
 - i) Outdoor playground place (fenced and safe area)

- ii) More meeting space, maker space (video games, sewing machines, typewriters, recording studios, etc.)
- iii) Separate kid and teen zones
- iv) Café
- v) Example of great libraries include: Halifax, Calgary, Sherwood Park

Action Item: Robyn to send Aug 2018 - Aug 2019 CPL report to FPCL.

Action Item: Robyn to share the results from the library survey.

Action Item: Kalene to see options for joining the community coalition meeting.

3) Election of Board

- a) Kalene Gould nominated Sam Stewart for Vice Chair, Nikki Hay seconded, all approved. Motion passed.
- b) Celine Warawa nominated Nikki Hay as the Treasurer, Sam Stewart seconded, all approved. Motion passed.

4) 2020 Fundraising Ideas

- a) Focus Events for 2020: Camrose Christmas Bonus; Bailey Partnership
- b) Library Fundraising Ideas Examples

Action Item: All members to review fundraising event in advance of next FCPL Meeting.

5) Date of Next Meeting: TBD

- a) Agenda:
 - i) Member Requirements
 - ii) FCPL New Space Poll Update
 - iii) Bailey Partnership
 - iv) 2020 Fundraising Goals
 - v) AB Casino Update

6) Adjournment

CONTACT US

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connect.
create.
captivate.

VOLUNTEER!



APPLY TO VOLUNTEER!

1. Fill out an application form.
2. Return it to a library staff member.
3. We will review your application and schedule an orientation with you.
4. Please note! All volunteers require a valid Criminal Record check and Vulnerable Persons check.

CAMROSE
PUBLIC LIBRARY



WORK WITH US

CAMROSE PUBLIC
LIBRARY VOLUNTEERS
MAKE A TREMENDOUS
CONTRIBUTION TO OUR
LIBRARY!



WHY VOLUNTEER?

Gain skills and experience.
Build your resume.
Meet new members of the
community.
Help make our library even
more awesome!

DUNGEON MASTER



Facilitate Dungeons & Dragons games for teens and tweens weekly after school.

FELLOWSHIP OF CAMROSE PUBLIC LIBRARY



Our fundraising and advocacy group creates special events and projects.

LIBRARY BOARD TRUSTEE



Contact our director, Robyn Gray, at rgray@prl.ab.ca for trustee information.

LIFE CYCLE PILOT



Volunteers will provide rides on the motorized Lifecycle for elderly members of our community during warmer months.

OUTREACH DELIVERY



Deliver books and other materials monthly to home bound patrons and take time to visit with them and discuss their literary interests.

PHOTOGRAPHER



Practice and share your photography skills for the library's marketing and advertising campaigns.

Find volunteer job descriptions online for all of our volunteer positions at: cpl.prl.ab.ca/about-us/volunteer??

POSTER DELIVERY



Distribute promotional posters around Camrose on a flexible schedule.

SEWING INSTRUCTOR



Share your sewing expertise as part of the library's Makerspace programming.

KNITTING INSTRUCTOR



Share your knitting and crochet expertise as part of the library's Makerspace programming.

GENERAL CLEANING



Straightening material on shelves, cleaning shelves and books.

SNACKS IN THE STACKS



Help prepare and distribute after-school snacks through our Snacks in the Stacks program.

TIMESLIPS STORYTELLER



Bring TimeSlips storytelling to people in our community affected by dementia.

Camrose Public Library Volunteer Application

Full Name _____

Address _____

Address Line 2 _____

City _____

Postal Code _____

Preferred Phone Number _____ Home Cell Work

Email _____

Preferred Contact Method: Phone Email Text

Birthday (month & day only) _____

Emergency contact:
Name _____

Phone _____

If under 18 years of age:

Birth date: ____ / ____ / ____ (Day Month Year)

School: _____ Grade: _____

Previous Volunteer Experience:

Note: A personal resume outlining any additional information may be forwarded, but is not required.

Do you have any specific qualifications and/or experiences (for example: employment, previous volunteer work, hobbies, sports, etc.) that you feel would make you an asset to the library?

Interests/Hobbies

Other comments

During which hours are you available for volunteer opportunities?

- | | |
|---|---|
| <input type="checkbox"/> Weekday mornings | <input type="checkbox"/> Weekend mornings |
| <input type="checkbox"/> Weekday afternoons | <input type="checkbox"/> Weekend afternoons |
| <input type="checkbox"/> Weekday evenings | <input type="checkbox"/> Weekend evenings |

Would you like to work (check all that apply):

- With others
- Independently
- Short term project
- A regular 1-2 hour weekly shift

What volunteer position are you interested in applying for?

- | | |
|--|--|
| <input type="checkbox"/> lifecycle pilot | <input type="checkbox"/> outreach delivery |
| <input type="checkbox"/> sewing instructor | <input type="checkbox"/> knitting/crochet instructor |
| <input type="checkbox"/> timeslips storyteller | <input type="checkbox"/> dungeon master for D&D |
| <input type="checkbox"/> snacks in the stacks | <input type="checkbox"/> poster delivery |
| <input type="checkbox"/> general cleaning | <input type="checkbox"/> photographer |
| <input type="checkbox"/> Fellowship of Camrose Public Library (Friends of the Library group) | |

I understand that I am required to submit a criminal record check and vulnerable persons check as part of the volunteer screening process. City of Camrose residents can have a check done with Camrose City Police and County of Camrose residents can go to the Camrose RCMP detachment. I understand that in the course of my work as a volunteer, I may have access to personal information about Library users, including their requests for information and records of materials they have borrowed. I agree to hold such information in complete confidence and to access it only in the course of performing my volunteer assignment.

By submitting this application, I affirm that the facts set forth in it are true and complete.

- I agree

Camrose Public Library

Dungeon Master for Teen/Tween Dungeons & Dragons

Volunteer Position Description

Position Overview and Impact: Camrose Public Library is looking for a Dungeon Master to spin stories, breathe life into characters and move the D& D adventure forward for our teens and tween players.

Key Responsibilities:

- Coordinate a weekly after-school D& D game for teens and tweens.
- Keep the D & D game on track and minimize distractions.

Qualifications:

- Excellent knowledge of Dungeons & Dragons
- Patience to work with new, inexperienced players
- Ability to work with teens and tweens
- Sense of humor and fun

Staff Volunteer Contact:

Training and Support Provided:

Orientation to the Library goals and programs.

Meetings scheduled with staff as needed for information and support.

Time Commitment: 2-3 hours per week

Length of Commitment: 4-6 months requested

Benefits of Volunteering:

- Chance to meet new people and help others by creating a game that is memorable, fun, and welcoming.
- The library staff would be happy to write letters of recommendation for exceptional volunteer service.

Requirements:

All volunteers are required to submit a volunteer application. After receiving your application, there will be a volunteer orientation. If your application is successful, a criminal record and vulnerable persons check will be required. Please note, this position may not be available at all times.

Contact Person:

Camrose Public Library

Life Cycle Pilot

Volunteer Position Description

Position Overview and Impact: Camrose Public Library has a trishaw called the "Life Cycle" with a seat for two in the front and a battery assist for the volunteer pilot.

Many elderly often experience a loss of mobility and independence. This leads to social isolation, loneliness, and depression. Time spent with the volunteers on the Trishaw breaks them free from their social isolation. The program gives them wind in their hair, the ability to connect with nature, and the chance to share their stories.

Local volunteers called 'pilots' visit homes, care and senior centers/facilities around the community and offer rides on the Trishaw. Being out in nature and with the 'pilots', nurtures emotional well-being. Nature rides make passengers smile, bring back their memories, and allow them to be part of society again and thereby renew their appetite for life itself. We believe life can and should be beautiful at any age – even at 100!

Key Responsibilities:

- Volunteers will provide rides on the motorized trishaw called the "Life Cycle" for elderly members of our community.

Qualifications:

- As long as you can ride a bicycle, have strong legs and a desire to help others, then there is plenty of space for you.
- Ideal volunteer will have good customer service and communication skills, patience, enthusiasm for working with others, and be willing and able to follow directions.
- Able to commit to and keep scheduled hours.
- Willingness and compassion for working with library patrons that come from diverse backgrounds and various walks of life.

Staff Volunteer Contact:

Training and Support Provided:

All members of Cycling Without Age worldwide have the same pilot training,

which you will receive.

An orientation to the Camrose Public Library will be given by staff, covering library resources and policies.

The library will provide ongoing support and access to staff as needed for problem-solving, information and support.

Time Commitment: 4 - 6 hours per month, minimum

Length of Commitment: 4 months requested – however, this position is weather dependent as it involves outdoor activity

Benefits of Volunteering:

- Cycling Without Age is all about bringing together the young and elderly in the outdoors, to experience the joy of travelling by bike and feeling free!
- Chance to meet new people and help others.
- The library staff would be happy to write letters of recommendation for exceptional volunteer service.

Requirements:

All volunteers are required to submit a volunteer application. After receiving your application, there will be a volunteer orientation. If your application is successful, a criminal record and vulnerable persons check will be required. Please note, this position may not be available at all times.

Contact Person:

Camrose Pubic Library

Outreach Delivery

Volunteer Position Description

Position Overview and Impact: This position will open up a homebound patron's world. The Outreach Delivery volunteer will provide vital links of friendship and service to local Camrose residents that are homebound and unable to utilize the library facility, by delivering books to their homes on a monthly basis.

Key Responsibilities:

1. Volunteer will arrange a delivery schedule based on convenience of both patrons' and volunteer's schedule. Visits are usually scheduled once a month, but can be more often if desired.
2. Volunteers should try to visit for at least 15 minutes with each patron to learn about the books the patrons enjoy and other topics of interest.
3. Volunteers need to keep track of checked out materials and ensure that all library materials are returned by due dates.
4. Volunteers will help with an annual program evaluation to help assist services. This will involve interviewing the patrons they work with and gathering information to improve the service offering.
5. Volunteers use their personal vehicles to pick up the books from the library and to make the deliveries. Volunteers return all materials to Camrose Public Library.

Qualifications:

- Desire to help the library and the community of Camrose.
- Ideal volunteer will have good customer service and communication skills, patience, enthusiasm for working with others, and be willing and able to follow directions.
- Able to commit to and keep scheduled hours.
- Willingness and compassion for working with library patrons that come from diverse backgrounds and various walks of life.
- Experience being a mentor and/or skills working with disabled or vulnerable populations is highly desirable.

Staff Volunteer Contact:

Camrose Public Library

Volunteer Photographer

Volunteer Position Description

Position Overview and Impact: This position will provide high quality photographs that can be used for publications and/or posted on social media outlets such as Facebook and Twitter to help with library marketing campaigns.

Key Responsibilities:

- In coordination with library staff contact, schedule times to visit that will allow for taking actual or “staged” photos of library services in action.
- Obtain photo release forms from all staff, volunteers and patrons in the photos.
- Provide digital copies of photos to library staff in sizes and formats that can be used in printed publications, as well as on social media.

Qualifications:

- Demonstrated high quality photography skills
- Interest in helping to create public awareness of the library

Staff Volunteer Contact:

Training and Support Provided:

Orientation to the Library goals and programs.

Meetings scheduled with staff as needed for information and support.

Time Commitment: 3 – 4 hours per week

Length of Commitment: 2 – 3 months requested

Benefits of Volunteering:

- Chance to practice and share your photography skills and develop a portfolio.
- Chance to meet new people and help others.
- Opportunity to help engage the public with the library through photographs.

- The library staff would be happy to write letters of recommendation for exceptional volunteer service.

Requirements:

Candidates must submit a portfolio for consideration.

All volunteers are required to submit a volunteer application. After receiving your application, there will be a volunteer orientation. If your application is successful, a criminal record and vulnerable persons check will be required. Please note, this position may not be available at all times.

Contact Person:

Camrose Pubic Library

Poster Delivery

Volunteer Position Description

Position Overview and Impact:

The Camrose Public Library has ongoing programs and events that require community awareness. The volunteer in this role will help in spreading the word about our activities by delivering posters around the community.

Posters can be delivered in a particular area, or all across the city, depending on the volunteer's wishes.

Key Responsibilities:

- Distribute posters around Camrose on a flexible schedule.
- Volunteers use their personal vehicles if they wish to deliver posters across the city, but otherwise a vehicle is not required.

Qualifications:

- Desire to help the library and the community of Camrose.
- Ability to commit to and keep scheduled hours.
- Valid driver's license and proof of valid insurance if using a vehicle.

Staff Volunteer Contact:

Training and Support Provided:

- An orientation to the Camrose Public Library will be given by staff, covering library resources and policies.
- The library will provide ongoing support and access to staff as needed for problem-solving.

Time Commitment: 1-2 hours per month

Length of Commitment: 12 months requested

Benefits of Volunteering:

- Chance to meet new people and help others.
- Fresh air and exercise if you choose to walk or bike to deliver posters.
- The library staff would be happy to write letters of recommendation for exceptional volunteer service.

Requirements:

All volunteers are required to submit a volunteer application. After receiving your application, there will be a volunteer orientation. If your application is

successful, a criminal record and vulnerable persons check will be required.
Please note, this position may not be available at all times.

Contact Person:

Camrose Public Library

Sewing/Knitting/Crochet Instructor

Volunteer Position Description

Position Overview and Impact:

As part of the Camrose Public Library Makerspace, we have several sewing machines. The volunteer Sewing Instructor would be able to teach patrons the basics of home sewing, simple mending and/or quilting.

Key Responsibilities:

1. Volunteer will arrange and deliver a sewing, knitting or crochet program as part of our Makerspace.
2. Volunteers will coordinate with library programmers to create a program that will fit the needs of library patrons.

Qualifications:

- Experience in sewing/crochet/knitting as well as teaching.
- Ideal volunteer will have good customer service and communication skills, patience, enthusiasm for working with others, and be willing and able to follow directions.
- Able to commit to and keep scheduled hours.
- Willingness and compassion for working with library patrons that come from diverse backgrounds and various walks of life.
- Desire to help the library and the community of Camrose.

Staff Volunteer Contact:

Training and Support Provided:

An orientation to the Camrose Public Library will be given by staff, covering library resources and policies.

The library will provide ongoing support and access to staff as needed for problem-solving.

Time Commitment:

8-10 hours per month, including lesson preparation and class time

Length of Commitment: 6 months requested

Benefits of Volunteering:

- Chance to meet new people and help others.

- Learn about the workings of a Library and the opportunity to develop working relationships with library staff.
- The library staff would be happy to write letters of recommendation for exceptional volunteer service.

Requirements:

Sewing/crochet/knitting Instructor volunteers will be required to submit a portfolio or supply samples of sewing experience.

All volunteers are required to submit a volunteer application. After receiving your application, there will be a volunteer orientation. If your application is successful, a criminal record and vulnerable persons check will be required. Please note, this position may not be available at all times.

Contact Person:

Camrose Pubic Library

Snacks in the Stacks Volunteer

Volunteer Position Description

Position Overview and Impact:

Snacks in the Stacks offers a wide array of healthy food choices to kids who come to the library after-school. The program helps families living with food insecurity, creates a welcoming environment for kids and teens in the library, and promotes healthy eating and lifestyle choices.

Key Responsibilities:

- Volunteer will work with the Camrose Public Library children's programmer to help coordinate, prepare and serve the snack after school.

Qualifications:

- Ideal volunteer will have good customer service and communication skills, patience, comfort and enthusiasm for engaging with children and youth, and be willing and able to follow directions.
- Able to commit to and keep scheduled hours.
- Willingness and compassion for working with library patrons that come from diverse backgrounds and various walks of life.
- Desire to help the library and the community of Camrose.

Staff Volunteer Contact:

Training and Support Provided:

- An orientation to the Camrose Public Library will be given by staff, covering library resources and policies.
- The library will provide ongoing support and access to staff as needed for problem-solving.

Time Commitment:

2-3 hours per day, as many days during the week as able to offer

Length of Commitment: 6 months requested.

Benefits of Volunteering:

- Chance to meet new people and help others.
- Make connections with children coming to the library after school.
- Learn about the workings of a Library and the opportunity to develop working relationships with library staff.

- The library staff would be happy to write letters of recommendation for exceptional volunteer service.

Requirements:

All volunteers are required to submit a volunteer application. After receiving your application, there will be a volunteer orientation. If your application is successful, a criminal record and vulnerable persons check will be required. Please note, this position may not be available at all times.

Contact Person:

Camrose Public Library

TimeSlips Storyteller

Volunteer Position Description

Position Overview and Impact: Camrose Public Library is looking for TimeSlips storytellers to share stories with people in our community affected by dementia. TimeSlips is a specific storytelling program that uses creative engagement to reduce isolation and build community. While our first reaction to encountering someone with memory loss is to help them remember, TimeSlips encourages them to use their imaginations for greater engagement.

Key Responsibilities:

- Bring images and story ideas to care facilities to create a dementia-friendly TimeSlips program.

Qualifications:

- A belief that we can bring meaning to late life through creative engagement
- Patience and understanding to work with people of all ages and abilities
- Sense of humor and fun
- Eagerness to connect with new people

Staff Volunteer Contact:

Training and Support Provided:

TimeSlips training.

An orientation to Camrose Public Library will be given by library staff, covering library resources and policies. The library will provide ongoing support and access to staff as needed for problem-solving, information and support.

Time Commitment: 2-3 hours per storytime session, with flexible frequency

Length of Commitment: 12 months requested

Benefits of Volunteering:

- Chance to meet new people and help families experiencing isolation from cognitive disabilities.
- The library staff would be happy to write letters of recommendation for exceptional volunteer service.

Requirements:

TimeSlips training is required before starting the official position.

All volunteers are required to submit a volunteer application. After receiving your application, there will be a volunteer orientation. If your application is successful, a criminal record and vulnerable persons check will be required. Please note, this position may not be available at all times.

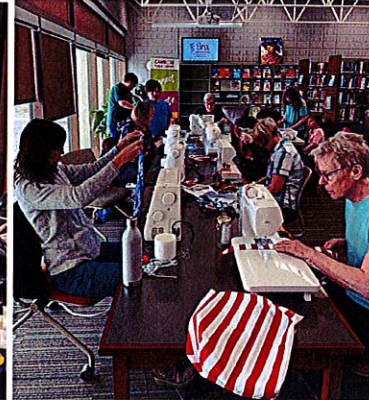
Contact Person:



BYOV Buttons!



One of our BYOV Vendors, Space!



Boomerang Bags

Be Your Own Valentine

Our annual Be Your Own Valentine event took place on February 7th. There were approximately 150 participants, and everyone had a great time! We added a few new elements this year, including Bill Harder speaking on the grief of relationship loss, and Nikki Featherstone conducting an arts therapy workshop. It will be interesting to think of how we will approach next year!

New InterLibrary Loan Service

Public Library Services Branch has switched our 'external' InterLibrary Loan (ILL) service from TAL and VDX to Relais. This means that if we do not have the item that a patron is looking for within Parkland, when we go to request the item from an external library we will be working with a different page than before. The transition took place on February 10 and so far has been fairly smooth.

Other Exciting Events

We recently had a Boomerang Bags Sewing Bee, which was a big hit and can potentially turn into an ongoing event as a result. This is a project that was started by two women in Australia who wanted to reduce plastic consumption by making their own bags from materials they had lying around, and now there are groups appearing all over the world. Visit boomerangbags.org to learn more! Some of our upcoming events are the 'Build a Board Game' event on February 22, as well as the Community Kitchen event which is being run by Nicole in collaboration with several CSL students on Friday evenings from February 28 to April 3. The programmers will be joining us at this February Board Meeting to provide more details and discussion around their programs!

Professional Development Update

I attended the Forum for Information Professionals (FIP) Conference on Friday, February 7. It was nice to go and provide support for the University of Alberta students that put this initiative together! There were lots of sessions focussed on providing services for a variety of patrons, as well as being aware of biases that we bring into a situation when we are coming from a background of privilege. The keynote speaker was Sharon Siga, who talked about how Strathcona County Library was able to recuperate after there were explosions in the parking garage of their building in November 2018. It was a great reminder of how important it is to stay up-to-date with a Business Continuity Plan, having fire drills and a well-established muster point, and having connections with the community that you feel comfortable turning to in case of emergencies.

On February 11, I met with the Personnel Committee for my Annual Performance Appraisal, and appreciated the chance to brainstorm over how I have learned and developed over this past year and how I plan on growing over this upcoming year.

Board Basics Workshops seem to be materializing fairly close to Camrose! If you haven't been to one of these workshops before, I highly encourage it. There is one in Lamont on Saturday, March 14, and one in Red Deer on March 21 (both take place from 9:30am to 3:30pm). The Library will cover your mileage. If you need information on reserving your seat, please let me know – I know they fill up quite quickly so be sure to grab a spot if you are available.

Annual Report

The Annual Report is complete (but awaiting your approval) and ready to be sent to Public Library Services Branch. The Annual Report is one of the requirements of qualifying for our Provincial Operating Grant.

Financial Review

Thanks to the terrific work of Cheryl, our annual financial review process is underway and the documents have been sent to Grant Thornton for our 2019 audit. The draft financial statements will be available for our Board Meeting on March 17. Like the Annual Report, this is one of the requirements of qualifying for the Provincial Operating Grant.

Summer Employment Grants

Cheryl and myself have submitted two grant applications for the Young Canada Works Grant ('Summer Program Support' and 'Book Bike Assistant') and two more ('Book Bike Coordinator' and 'Summer Program Facilitator') for Canada Summer Jobs. By the time you all read this board package, the job ads for these positions will have been posted to our website and we anticipate lots of applications! The deadline to apply will be March 15, so interviews will be conducted shortly after and the students will begin in May.

Freedom to Read Week

Freedom to Read Week is an annual event that encourages Canadians to think about and reaffirm their commitment to intellectual freedom, which is guaranteed to them under the Charter of Rights and Freedoms. This year, it takes place from February 23-29. On February 24 at 3:30, we will have a photo booth and button-making event to celebrate.

Camrose Pride Week

Camrose Pride Week coincides with Freedom to Read Week, so we are happy to celebrate both and remind the community that we are inclusive and welcoming to everyone. We have a rainbow flag we'll fly all week, will be set up at Augustana on February 26 with books and pride socks, and will be once again hosting the Queer Like Me Art Show at the library on Thursday, February 27 from 6 to 8pm.

Camrose Public Library
Programming Report
January 2020

CPL Service Responses and Applicable Programs

Social Engagement: Developing Relationships and Ending Isolation

- Regular in-house programs: **352 people**
- Programs facilitated by outside groups: **49 people**

Total for service response 1: 401 participants

Connect to the Online World: Public Internet Access

- Ongoing in-house programs: **41 participants**
- Tech Talks with Tyler: **24 people**

Total for service response 2: 65 participants

Satisfy Curiosity: Lifelong Learning

- Ongoing Outreach: **60 people**
- Alzheimer's Outreach: **4 people**
- CSL Orientation: **25 people**
- Bullet Journaling: **13 people**
- Ongoing in-house programs: **209 people**
- Read for 15 patron reporting: **3122 people**
- Family Literacy Day school visits: **78 people**
- Family Literacy Day event: **40 people**
- Kindergarten tours: **135 people**
- Programs facilitated by outside organizations: **125 people**

Total for service response 3: 3811 participants

Visit a Welcoming Place: Physical and Virtual Spaces

- Snacks in the Stacks: **665 people**
- Programs facilitated by outside organizations: **6 people**

Total for service response 4: 671 participants

Total program participation for January 2020: 4948 people

	January	
	Programs	Patrons
Adult	47	391
Family	63	1114
Children	9	119
Teens	9	67
Advocacy	7	3257
Total	135	4948
Outreach	15	142
In House	120	4806
Total	135	4948
Advocacy	7	3257
Service Respc	128	1691
Total	135	4948

Submitted by Nicole Bannick
February 5, 2020

Camrose Public Library
 Adult Programs
 January 1 to 31, 2020

Outreach	Program	Attendance
Book Deliveries to Care Facilities	9	53
Plot Matures Book Club	1	7
Alzheimers Outreach	1	4
	11	64

In House	Program	Attendance
Book Club	1	4
Spanish Circle	4	30
Yarns	5	20
Ukulele	4	52
French Circle	3	18
Make and Take Cards	2	10
Craft Night	1	12
Tech Tutor Class	4	25
Bullet Journaling	1	13
Tech Talks with Tyler	3	24
CSL orientation	1	25
	29	233

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	7	94
	7	94

Total	47	391
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Camrose Public Library
 Family Programs
 January 1 to 31, 2020

Outreach	Program	Attendance
	0	0

In House	Program	Attendance
Books & Bounces (infants)	3	54
Tales for Twos and Threes	5	75
Bedtime Stories with Feena	2	9
Something Cool After School	18	179
Super Sundays	2	9
Concept Corner (3-5 years)	1	7
Snacks in the Stacks	18	665
Tech Help	8	16
Feena's School Groups	2	24
Read for 15	1	3122
Family Literacy Day	1	40
	61	4200

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	3	36
	3	36

Total	64	4236
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Camrose Public Library
 Children's Programs (5-12 years)
 January 1 to 31, 2020

Outreach	Program	Attendance
Family Literacy Day at schools	4	78
	4	78

In House	Program	Attendance
Reading Tails	3	23
School Tours	6	135
	9	158

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	2	18
	2	18

Monthly Total	15	254
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Camrose Public Library
 Teen Programs
 January 1 to December 31, 2020

Outreach	Program	Attendance
	0	0

In House	Program	Attendance
D&D Club	5	35
	5	35

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	4	32
	4	32

Total	9	67
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Camrose Public Library
Total Programs
January 1 to 31, 2020

Outreach Programs	15	142
In-house Programs	104	4626
Outside Groups	16	180
YTD	135	4948

Submitted by Nicole Bannick
5-Feb-20

Camrose Public Library

Monthly Stats

January 2020

Circulation	Jan 2020	Jan 2019	2020 YTD	2019 YTD	Under/Over 2019	% Chg. Over 2019
Adult Material	7330	7569	7330	7569	-239	-3%
Young Adult Material	305	453	305	453	-148	-33%
Juvenile Material	4236	3886	4236	3886	350	9%
TAL Items Borrowed	146	181	146	181	-35	-19%
TAL Items Sent	40	30	40	30	10	33%
Total	12057	12119	12057	12119	-62	-1%

Circulation by Residence	Jan 2020	Jan 2019	2020 YTD	2019 YTD	Under/Over 2019	% Chg. Over 2019
City of Camrose	9002	9252	9002	9252	-250	-3%
County of Camrose	2373	2312	2373	2312	61	3%
Outside City/County	333	357	333	357	-24	-7%
ME	184	207	184	207	-23	-11%
Total	11892	12128	11892	12128	-236	-2%

Miscellaneous	Jan 2020	Jan 2019	2020 YTD	2019 YTD	Under/Over 2019	% Chg. Over 2019
Visitors	11285	9879	11285	9879	1406	14%
WiFi Users	7566	8509	7566	8509	-943	-11%
Internet Users	1437	1618	1437	1618	-181	-11%
Exams	24	29	24	29	-5	-17%
Total	20312	20035	20312	20035	277	1%

Selection of Service Responses

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

Programs	Jan 2020		2020 YTD		Participants		2017 Total	2016 Total
	Sessions	Participants	Sessions	Participants	2019 YTD	2018 YTD		
1	49	401	49	401	490	829	note: annual total program participation	
2	15	65	15	65	1498	208		
3	45	554	45	554	268	297		
4	19	671	19	671	82	6		
Library Advocacy	7	3257	7	3257	3541	7,017		
Total	135	4948	135	4948	5,879	8,357	35408	25942

Submitted by Nicole Bannick

5-Feb-20

Camrose Library Board, City of - Camrose 2019

Approval

The report and survey must be approved by the library board before it is submitted to Alberta Municipal Affairs. This is a required field.

	Date approved by library board

Alberta Public Library Survey

For the Alberta Public Library Survey (up to but not including the Personnel section), please report current year details.

The Annual Report (reporting on the previous calendar year) begins at the Personnel section and carries through to the end of the report.

Directory

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at http://www.municipalaffairs.alberta.ca/plsb_directory.

	Name of library board	Name of library (or libraries)
	City of Camrose Library Board	Camrose Public Library

Phone, Fax, Email, Website

	Library phone	Library fax	Library email	Library website
	780-672-4214	(780) 672-9165	rgray@prl.ab.ca	cpl.prl.ab.ca

Address

	Address - Street and No.	P.O. Box	City/town, etc.	Province	Postal code
	4710 - 50 Avenue		Camrose	Alberta	T4V 0R8

Contacts

	Name	Email	Phone	Alternate phone
Library Manager	Robyn Gray	rgray@prl.ab.ca	780-672-4214	403-681-2649
Respondent (if different than above)				

Camrose Library Board, City of - Camrose 2019

Library Management - Board Members

Please provide full names, addresses, phone numbers and email addresses for **CURRENT** board members (i.e. members at the time of filling in this report). Indicate the chairperson (it is not necessary to provide positions for other than chairperson). As well, indicate any board member who is also on the local municipal council. Give the term expiry date (month/day/year) for each board member. **Library board term expiry dates (month/day/year) MUST be provided for ALL board members, including those board members who are also councillors.** Note: While names of board members are public information, addresses, phone numbers and email addresses are for the use of the Public Library Services Branch only and are not made available to the public.

The Libraries Act requires **ALL** library board members to be **APPOINTED BY MUNICIPAL COUNCIL** (Part 1, Section 4). When the municipal council appoints members to the library board there should be written documentation regarding the term of appointment. If there is uncertainty about board member term expiration dates, contact the municipal administrator. If there is no record of library board appointments, please contact Public Library Services Branch.

	Name	Address	Phone	Email	Library board term expiry (month/day/year)	Councillor
Chairperson	Elizabeth Luck	RR#1 Ohaton, AB T0B 3P0	7806723533	ea.luck@hotmail.com	2022-12-31	No
Board Member 1	Agnes Hoveland	4209-64 Street, Camrose T4V 3L3	7806795566	ahoveland@camrose.ca	2020-10-31	Yes
Board Member 2	Trevor Miller	RR#1 Bittern Lake, AB T0C 0L0	7807811277	tmiller@county.camrose.ab.ca	2020-10-31	No
Board Member 3	Krista Larocque	5809 28 Avenue Camrose T4V 1P8	3064613702	krista.larocque@yahoo.ca	2020-12-31	No
Board Member 4	Renee Greer	7315-42 Ave Close Camrose T4V4W6	7807816244	rgreer_2@telus.net	2021-12-31	No
Board Member 5	Katherine Schwaiger	5902 44 Ave Camrose T4V 0B2	7807810067	katherine.vigil@hotmail.com	2020-12-31	No
Board Member 6	Julie Girard	6211 45 Ave Camrose T4V 0C3	7806789246	juliegirard6460@gmail.com	2022-12-31	No
Board Member 7	Susanna Bruneau	Box 67, Rosalind, T0B 3Y0	7807815494	susanna.bruneau@gmail.com	2020-12-31	No
Board Member 8						
Board Member 9						

Camrose Library Board, City of - Camrose 2019

Library Management - General

	Library board email (e.g. libraryboard@abclibrary.ca)	Board meeting dates (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
	rgray@prl.ab.ca	Jan 15, Feb 19, March 19, April 16, May 21, June 18, Sept 17, Oct 15, Nov 25	144	Municipality

Library Hours

Hours of Service

Provide the actual open hours for the library for each day of the week at the time of completing this report using the following format: 10:00-5:00; 1:30-8:30; etc. DO NOT JUST ENTER THE TOTAL NUMBER OF HOURS OPEN EACH DAY. Only enter summer hours if they differ from regular hours.

Also, enter the total number of hours open per week based on the indicated library open hours.

This information will be used for the provincial directory.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours per week
Regular Hours	10:00-8:00	10:00-8:00	10:00-8:00	10:00-8:00	10:00-6:00	11:00-5:00	1:00-5:00	58.00
Summer Hours								

Hours Open Per Year

Total number of library hours open per year. There are two possible calculations:

1. If your library hours are the same all year: 50 x total hours per week
2. If summer hours differ from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Hours Open per Year
	2,900

Personnel

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

Camrose Library Board, City of - Camrose 2019

Staff

Report qualifications and the number of all paid staff (full and part time) who work for the library whether they are paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (you may need to get this figure from the individual or agency that does your staff payroll).

Note: Do not include individuals who provide service through a contract, such as the library audit, custodial staff or bookkeeping.

	# Employees	Total Hours/Yr
MLIS or equivalent	1	1,820.00
Other university degree	4	1,014.00
Library technician	3	4,264.00
Library operations certificate	1	1,820.00
Other tech/college diploma	4	2,735.00
Other	11	10,052.00
Total staff	24	21,705.00

Volunteers

Report the number of volunteers assisting with library activities, and the total number of volunteer hours per year.

If a board member is volunteer at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here. Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in the Alberta Public Library Survey section: Library Management - General > Board volunteer hours.

Friends of the Library groups are separate fundraising societies and are therefore counted separately from volunteers.

	# Volunteers	Volunteer Hours/Yr
Library Operations	28	944.00
Library Programming	17	463.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	13	65.00
Total Volunteers	58	1,472.00
Friends of the Library	11	35.00

Collections/Resources

Camrose Library Board, City of - Camrose 2019

Collection Management

	Acquired	Withdrawn
Print items	5,704	4,725
Non-print items	1,034	321
Total	6,738	5,046

Print Items

In this section, include all materials/books (in all categories) in print format. Include both catalogued and uncatalogued print materials/books. Do not include audiobooks, Ebooks or MP3 books. They will be recorded in subsequent categories.

	Print Volumes	Periodicals (number of issues)	Total Print
	41,228	1,459	42,687

Non-Print Items

Provide a count of each physical unit for a non-print item by category. DEFINITION: A physical unit of library material distinguished from other single units by a separate binding, encasement or other clear distinction.

	Audiobooks	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
	1,938	31	5,080	91	241	276	0	7,657

Virtual Items (Licensed by your board)

If your library board licenses any virtual resources such as eBooks, MP3 audiobooks, online magazine subscriptions, movies or games, include those items in this section. Count only items licensed by your board. If you are a node library, include licenses brokered by The Alberta Library (TAL).

Do not count databases licensed by your library system or the Public Library Services Branch (PLSB) in this section.

	eBooks	Periodicals	Audiobooks	Music	Video	Games	Databases	Other	Total licensed virtual items
	0	0	0	0	0	0	0	0	0

Library Board Contributions

If your library board has contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), please indicate the dollar amount contributed. The items that have been licensed on behalf of your board will be counted in the annual report completed by your library system.

	Contribution
	\$961.11

Camrose Library Board, City of - Camrose 2019

Totals

	Total physical collection	Total licensed virtual collection	Total collections
	50,344	0	50,344

Circulation

Direct Circulations

Report number of items circulated directly to library users. Include all items that are charged out for use, whether the use is inside or outside the library. Do not include interlibrary loans loaned to other libraries.

	Adult print	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
	49,851	4,687	47,120	25,601	397	4,468

Direct Circulations, continued...

	Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
	191	4,047	8,155	144,517	0	144,517

Interlibrary Loan

Interlibrary loan is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	Borrowed	Lent
Within Alberta (including within library system)	36,858	21,898
Outside of Alberta, but within Canada	27	6
Outside of Canada	0	0
Total	36,885	21,904

Information Services & Use

Camrose Library Board, City of - Camrose 2019

Reference Transactions

A reference transaction is an encounter between a library user and a member of the library staff which involves an attempt to supply factual or bibliographic information requiring knowledge, use, recommendation or interpretation of an information source or bibliographic tool. It includes informal technology training sessions, such as how to use email, demonstrating a URL or how to print a document. It does NOT include a directional or administrative question.

Report the number of reference transactions for the reporting year (either from an actual count or 1 week's worth x 50 to provide an estimate).

	Total reference transactions	Count method
	88,224	Actual count

Examination Services

If examination services are provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year.

	387
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Library Use

Library visits and in-house use of materials.

	In person visits	Count method (in person visits)	Virtual visits	In library material use	Count method (in library material use)
	122,408	Actual count	87,140	7,916	Actual count

Camrose Library Board, City of - Camrose 2019

Programs

A library program is a pre-planned, coordinated event that: meets a service response as indicated in the board's Plan of Service; is hosted/presented by the public library; is set for a designated time and place; has a defined purpose; has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and may involve a registration process and/or some promotion of the event.

Note: If your program is a registered program, for example 6 sessions with 21 people registered to attend, it would be counted as 6 x 21 for a total of 126 participants.

Public libraries housed in schools - **DO NOT** count weekly class visits to the library, unless each class would have come to the public library every week even if it was housed in another building elsewhere in town. Weekly class visits are a program of the school.

	Sessions	Participants
Children's	125	1,543
Young adult	109	821
Adult	427	3,509
Family/multigenerational	779	14,566
Outreach	226	6,775
Other	0	0
Total	1,666	27,214

Library Awareness

This is a count of activities held by the library which promote awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.

	Sessions	Participants
Library awareness	39	9,710

Social Media

Please provide the names of the social media platforms used to promote the library, the URL or username for the account, etc., and any relevant metrics. If you use more than 5 different social media platforms, please use the "Add Notes" feature to record the additional data.

	Name of Platform	Username/URL	Metrics
	Facebook	@CamroseLibrary	1809 followers, and 1663 people like this page
	Twitter	@CamroseLibrary	1139 followers
	Instagram	camroselibrary	186 followers
	Instagram	camrosebookbike	477 followers
	LinkedIn	Camrose Public Library	10 followers

Cardholders, Fees, Facilities

Total cardholders

Report the number of active cardholders as of December 31 in the reporting year (active cardholders are those whose cards have not expired). This includes both resident and non-resident library cards of all types (including family cards) issued by your library.

Note: If your library offers family cards and provides only one card/one patron account per family (which is shared among all family members), multiply the number of family cards by 3.1. If all members of a family receive their own card and have their own patron record, do not multiply by 3.1.

	Total cardholders (resident and non-resident)
	5,138

Card fees

Indicate **YES** or **NO** if card fees are charged for the following specific patron types: adult, juvenile, senior and family. If card fees are charged for a patron type that is not listed, indicate so in "Other".

Please use the "Add Note" feature if an explanation is necessary. **DO NOT leave these fields blank** - answer either YES or NO for each.

If you indicated YES for any of the listed patron types, please report the annual card fee charged as set out in the library board's bylaw. If you do not charge card fees, or do not charge a card fee in a certain category, please leave the amount as \$0.00.

	Do you charge card fees?	If yes, how much?
Adult	Yes	¹ \$12.00
Juvenile	No	\$0.00
Senior	No	² \$0.00
Family		\$0.00
Other		\$0.00

Facility size

A service point is a location where users can directly access library service. This includes mobile libraries (e.g. bookmobiles). Report the area in square metres of all library service points operated by your board. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space. In order to convert a measurement of square feet to one of square metres, multiply square footage by 0.09.

	Library area (Sq. metres)	Library area (Sq. feet)
	1,180.0	12,701.4

Camrose Library Board, City of - Camrose 2019

Facility status

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

Electronic Performance Measures

Workstations

	Workstations with internet access	Workstations without internet access	Mobile workstations	Total workstations
	21	0	0	21

Workstation sessions

	Number of workstation sessions	Count method (sessions)	Workstation hours	Count method (hours)	Length of workstation sessions (minutes)	Percentage of time workstations in use
	18,206	Actual count	18,206.00	Actual count	60	29.89%

Public Wi-Fi sessions

	Number of public wi-fi sessions	Count method
	106,553	Actual count

Accomplishments & Comments

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

	Accomplishments	Comments
	<p>We celebrated our 100th Birthday on November 19th, and were able to develop a lot of initiatives and excitement in regards to this event! Our annual summer-kickoff tea party had a birthday party theme and there were 248 participants. In August, we waived all fines on overdue items in celebration of our birthday, and this resulted in a lot of positive feedback from patrons who had been scared to come to the library because of their fines. On November 19, we hosted a formal Centennial Celebration Gala in the evening, which featured 102 attendees including political speakers and numerous community partners. In 2019, we offered our award-winning Snacks in the Stacks program 163 times to 7055 kids and teens. We began offering free menstrual products in the women's washroom, which has been a very successful initiative. Starbucks continues to provide us with free daily coffee and snacks that patrons can help themselves to in the morning. And once again in October, we collected Food for Fines and donated the proceeds to the local food bank. We also took part in 'Read for 15' along with numerous other libraries across Alberta, and we had 230 attendees at our Be Your Own Valentine event in February. In November, we received a grant from Alberta Health Services that will go towards dementia-related projects in 2020 such as book club kits, outreach, and supportive resources for caregivers. We host numerous Community Service Learning students from the Augustana Campus of University of Alberta, and they help to run programs such as our Family Holiday Party. We received the 2018 Augustana Campus Alumni Citation Award for all of our collaboration with these students and were presented with this award at the 2019 CSL partner appreciation event. Our Life Cycle and Book Bike continue to be well-utilized in the</p>	<p>One staff member noted that while helping a patron with getting some legal issues in order, she made the comment that as someone who has been homeless and had addiction issues in the past, the library has been the only place where she has been able to come and get help with computer/legal issues etc. without facing judgement or scrutiny from those helping her. A patron commented during children's programs that she appreciates that we use reusable supplies (paint plates etc.) and would love to see more of it. At the candidate forum: "This went really well, thank you for hosting" "Having so many people show up for an event like this shows you have a lot of community support and you are well liked." (Regarding the library in general): "Having this environment for so many kids is amazing. So many kids don't have a place to go and it's wonderful that they can have a safe place like this where they can come after school." "My ESL student that I tutor here at the library just passed her Canadian Citizenship exam, and I give partial credit for that to the library for being such a welcoming place for her to learn." "I want to thank you for making the purchase of my new dog possible. I don't have internet access at home. Using the internet at the library, I was able to locate a breeder and contact him, use Google Maps to find our meeting place, and get my dream puppy." A lady who works at one the schools here in Camrose was thrilled to hear about Snacks in the Stacks because she personally knows some of the kids who come to the library. She was so happy to hear that we provide them with an after school snack because she knows that some of the kids don't always have access to snacks, breakfast, or lunch. She was so happy to know that two of her students are being fed after school even if it is just a small snack. (After Bicycle Repair</p>

community, and the Summer Reading Program thrived in 2019 with 925 participants; also, "Reading with Royalty" had 69 participants this summer. We continue to offer lots of outreach and technology tutoring for seniors, and we also offered a lecture by Darren Dochuk on "God and Black Gold" that was attended by 95 people. We hosted a Sixties Scoop Indigenous event at Augustana in collaboration with the Sixties Scoop Indigenous Society of Alberta, and there were 37 participants. This year we offered environmentally-themed programs especially around Earth Day, including an information session on solar panels, a session on spring cleaning, and a bike maintenance workshop.

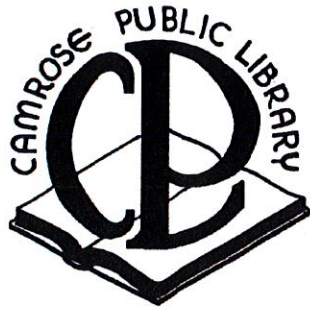
(Workshop): "Thank you so much for hosting this event. It's terrific to see an innovative new program like this being run at the library!" Older lady came in with her iPad, she was frustrated because she couldn't figure out how to get past the first screen. I walked her through it, explained the different features. By the time she left she was smiling & said "you're such a dear" "thank you so much for your help" "have a good day." (In reference to the Birth-Tea Party): "It was a fun party, lots of goodies and lots of kiddos running about having fun, that's what birthday parties are all about. I have to say the summer employees are delightful. They are all so receptive and accommodating and they looked like they were having fun last night." A resident of Faith House called and said "I love that the library provides this outreach service. I moved here a month and a half ago, I can't drive anymore, and taking a taxi to the library is not very convenient. I love that staff from the library come here to personally bring us books. They are so friendly, and I truly appreciate this service." Patron to me as her grandson was leaving an SRC program with an armload of books: "This [the SRC] is like double extra awesome because now we read every day too!" Patron writing an exam commented on how much better our library was than her home library in terms of exam writing space. She noted that our space was quieter, cost less, were open more hours/days, and that she will continue coming to us rather than her home library. Patron expressed her gratitude that in this time of technology that they library is creating opportunities for people to connect to each other face-to-face. A couple from Camrose County got their library cards and requested to be seen the e-resources available with their cards. They were completely wowed by the offering of Rbdigital magazines and audiobooks as well as PressReader and Consumer Reports. They said how happy they are that they'll once again have access to The National since they can't subscribe to a physical copy in their remote location. They were

Camrose Library Board, City of - Camrose 2019

	<p>thrilled at the concept of having free access to this resource digitally. (Centra cam volunteer and aide), Aide said: "Thank you for the opportunity for our clients to be a part of the Library. They take value in their work, and feel included in their community." Today an elderly volunteer that was with the aide said "I cleaned 6 shelves all by myself, and that makes me feel good." Patron looking at Food for Fines table: "what a great idea, this library is amazing! So many great ideas, I'm so impressed!" (After the Centennial Celebration): "Thank you to you and your team for the lovely evening of celebration. It was an absolute joy to attend. The attendance at the Library was excellent, and it shows how well your Library programs have served the community." One patron said "the Centennial Celebration was very well done. The speakers were great, the decor was fantastic, and every detail was very well thought out. Congratulations on such a successful event." Regarding Plot Matures bookclub: "I love that the conversations are respectful even when there are differing viewpoints, that there is a 'moderator' but the conversations are free to wander past the books, and that members are encouraged to share suggestions and opinions not just on the books but on the structure and operation of the club itself. Love it all!" "My kids love Dungeons and Dragons. They put so much work and time into getting ready for it and it's so great to see kids spending time with each other and not on the computer. Please keep this program going for as long as possible!"</p>
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¹, Library cards are free for all City of Camrose Citizens, but adults from Camrose County pay \$12 a year.(0-2020-02-04)

², We charge seniors the same amount as adults, so the same conditions apply: \$12 if it's someone from Camrose County, and free if they're from the City of Camrose(0-2020-02-04)



Job Title: Programmer

Date: October 2011

Summary of Responsibilities:

The Programmer reports to the Director of Library Services. Key responsibilities of this position are planning, marketing and implementing programming and outreach services.

Duties:

- a. Assist the Director of Library Services on assessing needs in the community and the library.
- b. Recommend to the Director of Library Services, an appropriate mix of programs including targets, priorities, publicity, cost, and assistance required to implement such programs.
- c. Assist the Director of Library Services on assessing needs in the community.
- d. Plan, prepare, conduct and/or oversee programs and events.
- e. Plan, prepare and maintain library displays including bulletin boards and book displays.
- f. Maintain program spaces and organize as required.
- g. Purchase program materials based on budget set out by the Director of Library Services.
- h. Report on program outcomes and make recommendations for improvement in the future.
- i. Liaise with existing and potential program users to provide information about programs.
- j. Maintain the learning opportunities of the library in public advertising places such as the library website, facebook, twitter, posters, newspapers and other locations as required.
- k. Create marketing materials for programs offered including posters, brochures, newspapers, radio, television spots and calendars and distribute these in the community.
- j. Perform other related duties as required.

Hours of Work:

- Thirty-five (35) hours per week.

Minimum Qualifications:

- A high school diploma.
- Experience implementing program design and delivery to people of all ages.
- Experience with marketing and promotions.
- Basic knowledge of computers including Microsoft Office.
- Experience with database use.
- Must provide a current Police Check and Child Intervention Record Check.

Physical Requirements:

- Able to stand, walk or sit for long periods of time.
- Can climb, reach, stoop and kneel.
- Able to carry materials weighing up to 25 pounds.
- Manual dexterity to operate keyboards and other library equipment.
- Speech and hearing sufficient to read computer screens and fine text.
- Able to perform repetitive hand, arm and body movements.
- Able to push a loaded book cart.

Supervisor:

- Director of Library Services

Job Title: Adult Programmer

Date: October 2011 February 2020

Summary of Responsibilities:

The Adult Programmer reports to the Director of Library Services. Key responsibilities of this position are planning, marketing, and implementing programming and outreach services.

Duties:

- a. Assist the Director of Library Services on assessing service -needs in the community and the library.
- b. Recommend to the Director of Library Services, an a range of programs for a variety of patrons appropriate mix of programs including targets, priorities, publicity, cost, and assistance required to implement such programs.
- ~~c. Assist the Director of Library Services on assessing needs in the community.~~
- c. Plan, prepare, conduct and/or oversee programs and events both at the library as in-house programs and throughout the community in the form of outreach programs.
- d. Plan, prepare and maintain library displays including bulletin boards and book displays.
- e. Maintain program spaces within the library and organize as required.
- f. Purchase program materials based on budget set out by the Director of Library Services.
- g. Report on program outcomes and make recommendations for improvement in the future.
- i. Create and manage programming reports as assigned by supervisor.
- j. Liaise with existing and potential program users to provide information about programs.
- k. Maintain the learning opportunities of the library in public advertising places such as the library website, facebook, twitter, posters, newspapers and other locations as required.
- k. Create marketing materials for programs offered including posters, brochures, newspapers, radio, television spots, and calendars and distribute these in the community.

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q. Create and foster partnerships with community organizations to determine community needs and present programs of interest such as author tours, special events, and other collaborations.

r. Communicate with all other Camrose Public Library staff to foster a collaborative and cohesive work atmosphere.

s. Help with – and fill in for – other programmers' programs or circulation desk duties on an as-needed basis.

r. Perform other related duties as required.

Hours of Work:

- Thirty-five (35) hours per week.

Minimum Qualifications:

- A high school diploma.
- Experience implementing program design and delivery to people of all ages.
- Experience providing exceptional customer service
- Experience with marketing and promotions.
- Basic/Working knowledge of social media, and of computer programs including Microsoft Office.
- Experience with database use.
- If chosen as successful candidate, must provide a current Police Check and Child Intervention Record Check.

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Physical Requirements:

- Able to stand, walk or sit for long periods of time.
- Can climb, reach, stoop and kneel.
- Able to carry materials weighing up to 25 pounds.
- Manual dexterity to operate keyboards and library equipment.
- Speech and hearing sufficient to interact with patrons and read computer screens and fine text.
- Able to perform repetitive hand, arm, and body movements.
- Able to push a loaded book cart.

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Supervisor:

- Director of Library Services

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Job Title: Children's Programmer

Date: October 2011 February 2020

Summary of Responsibilities:

The Children's Programmer reports to the Director of Library Services. Key responsibilities of this position are planning, marketing, and implementing programming and outreach services.

Duties:

- a. Assist the Director of Library Services on assessing needs in the community and the library.
- b. Recommend to the Director of Library Services, an a range of programs for a variety of ages, appropriate mix of programs including targets, priorities, publicity, cost, and assistance required to implement such programs.
- ~~c. Assist the Director of Library Services on assessing needs in the community.~~
- c. Plan, prepare, conduct and/or oversee programs and events both at the library as in-house programs and throughout the community in the form of outreach programs.
- d. Plan, prepare and maintain library displays including bulletin boards and book displays.
- e. Maintain program spaces within the library and organize as required. Purchase program materials based on budget set out by the Director of Library Services.
- g. Report on program outcomes and make recommendations for improvement in the future.
- i. Create and manage programming reports as assigned by supervisor.
- j. Liaise with existing and potential program users to provide information about programs.
- k. Maintain the learning opportunities of the library in public advertising places such as the library website, facebook, twitter, posters, newspapers and other locations as required.
- k. Create marketing materials for programs offered including posters, brochures, newspapers, radio, television spots, and calendars and distribute these in the community.
- n. Respond to challenges to library programs and services.

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p. Book meeting spaces for community organizations and businesses and track statistics for those bookings.

q. Create and foster partnerships with community organizations and schools to determine community needs and present programs of interest such as author tours, special events, library tours for students, and other collaborations.

r. Communicate with all other Camrose Public Library staff to foster a collaborative and cohesive work atmosphere.

s. Help with – and fill in for – other programmers' programs or circulation desk duties on an as-needed basis.

r. Perform other related duties as required.

Hours of Work:

- Thirty-five (35) hours per week.

Minimum Qualifications:

- A high school diploma.
- Experience implementing program design and delivery to people of all ages.
- Experience working with children.
- Experience providing exceptional customer service
- Experience with marketing and promotions.
- Basic Working knowledge of social media, and of computer programs including Microsoft Office.
- Experience with database use.
- If chosen as successful candidate, must provide a current Police Check and Child Intervention Record Check.

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Physical Requirements:

- Able to stand, walk or sit for long periods of time.
- Can climb, reach, stoop and kneel.
- Able to carry materials weighing up to 25 pounds.
- Manual dexterity to operate keyboards and library equipment, and interact extensively with youth.
- Speech and hearing sufficient to interact with patrons and read computer screens and fine text.
- Able to perform repetitive hand, arm, and body movements.

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- Able to push a loaded book cart.

Supervisor:

- Director of Library Services

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Job Title: Technology Programmer

Date: October 2011 February 2020

Summary of Responsibilities:

The Technology Programmer reports to the Director of Library Services. Key responsibilities of this position are planning, marketing, and implementing programming and outreach services.

Duties:

a. Assist the Director of Library Services on assessing needs in the community and the library.

b. Recommend to the Director of Library Services, an a range of programs appropriate mix of programs including targets, priorities, publicity, cost, and assistance required to implement such programs.

~~c. Assist the Director of Library Services on assessing needs in the community.~~

c. Plan, prepare, conduct and/or oversee programs and events both at the library as in-house programs and throughout the community in the form of outreach programs.

d. Conduct one-on-one technology sessions with library patrons

d. Plan, prepare, and maintain library displays including bulletin boards and book displays.

e. Maintain the 3D printer, purchase equipment for it, and carry out printing requests for patrons.

f. Book and organize any outside technology programs through Parkland Regional Library such as the Oculus Rift and laptop kits.

e. Maintain program spaces within the library and organize as required.

f. Purchase program materials based on budget set out by the Director of Library Services.

g. Report on program outcomes and make recommendations for improvement in the future.

i. Create and manage programming reports as assigned by supervisor.

j. Liaise with existing and potential program users to provide information about programs.

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- k. Maintain the learning opportunities of the library in public advertising places such as the library website, facebook, twitter, posters, newspapers and other locations as required.
- k. Create marketing materials for programs offered including posters, brochures, newspapers, radio, television spots, and calendars and distribute these in the community.
- q. Create and foster partnerships with community organizations to determine community needs and present programs of interest such as guest speakers, special events, and other collaborations.
- r. Communicate with all other Camrose Public Library staff to foster a collaborative and cohesive work atmosphere.
- s. Help with – and fill in for – other programmers' programs or circulation desk duties on an as-needed basis.
- r. Perform other related duties as required.

Hours of Work:

- Thirty-five (35) hours per week.

Minimum Qualifications:

- A high school diploma.
- Experience implementing program design and delivery to people of all ages.
- Experience working with children, seniors, and patrons of all ages.
- Experience providing exceptional customer service
- Experience with marketing and promotions.
- ~~Basic~~Extensive knowledge of social media, and of computer programs including Microsoft Office.
- Experience with database use.
- If chosen as successful candidate, must provide a current Police Check and Child Intervention Record Check.

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Physical Requirements:

- Able to stand, walk or sit for long periods of time.
- Can climb, reach, stoop and kneel.

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- Able to carry materials weighing up to 25 pounds.
 - Manual dexterity to operate keyboards and library equipment.
 - Speech and hearing sufficient to interact with patrons and read computer screens and fine text.
 - Able to perform repetitive hand, arm, and body movements.
 - Able to push a loaded book cart.

Supervisor:

- Director of Library Services

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Personnel Policy

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

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

Organization

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

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

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

Definitions

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

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

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

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

Exceptions to Policy

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

Employee Recruitment

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

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

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

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

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

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

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

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

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

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

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

Working Hours and Conditions of Employment

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

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

Breaks and Overtime are per *Alberta Employment Standards*.

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

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

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

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

Recording of Time Worked

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

Wages and Salaries

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

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

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

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

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

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

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

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

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

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

Staff Reduction

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

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

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

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

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

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

Service Awards

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

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

Anniversary Schedule:

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

Leaves of Absence - Paid

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

Sick Leave

Definitions:

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

Annual Paid Sick Leave:

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

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

Accumulation of Sick Leave

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

Deductions from Sick Leave

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

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

Personal and Family Responsibility Leave

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

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

Proof of Illness

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

Long-Term Illness and Injury Leave

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

Sick Leave during Leave of Absence and Lay-off

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

Sick Leave Records

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

Compassionate Leave

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

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

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

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

Domestic Violence Leave

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

Citizenship Ceremony Leave

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

Critical Illness of a Child

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

Death or Disappearance of a Child

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

Maternity and Parental Leave

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

- *Maternity Leave*

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

- *Parental Leave*

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

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

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

Jury Duty

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

Leaves of Absence - Unpaid

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

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

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

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

Time-lost claim, short term (WCB definition)

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

Time-lost claim, long term (WCB definition)

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

Absenteeism

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

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

Declared Holidays

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

The following days are recognized as Declared Holidays:

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

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

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

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

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

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

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

Vacation

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

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

Commented [RG1]: One thing I had not realized before our January approval of 2020 Holidays is that if we treat Boxing Day as a holiday, we have to provide full-time staff with Monday, December 28 as a holiday in lieu. We originally did not have the library closed for December 28 so it just means making sure we have enough part-time staff working to provide enough coverage.

Commented [RG2]: I wanted to note that this is not required within Alberta Employment Standards (https://www.tweedcollective.com/?utm_source=charityvillage&utm_medium=display&utm_campaign=tweed_ACQ_tweedcollective&utm_content=EmailBlast_1x1) in case at some point the board wants to address this.

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

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

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

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

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

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

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

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

A vacation schedule will be posted each year, with vacation dates based on: employee requested dates; whether an employee is salary or wage; whether the staff member received their ideal vacation days in the previous year; seniority; maintaining necessary coverage; and approval by direct supervisor.

All wage employees will give To provide the library with enough time to provide shift coverage for potential absences, all wage employees will provide two months' three weeks' written notice for vacation requests. If an employee provides less than two months' notice, this will affect their chances of receiving approval if alternative shift coverage is not found to cover their hours. -Vacation time will be granted based on

maintaining necessary coverage. The management team will do her utmost to grant vacation leave as requested, however, employees should remain flexible and should have alternate dates of vacation should the leave not be granted. And while programmers, the Manager, and the Director do not have regularly scheduled hours on the desk, they may be called upon to provide this coverage in the event of other employees' absence. 'Prime vacation time' requests are defined as the months of July and August as well as December 1st to January 15th. If some staff have to be denied vacation time especially during prime vacation time, they will receive preference for receiving that time off the following year.

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

Employees are normally entitled to receive their vacations in an unbroken period, unless they are requesting time during 'prime vacation time' dates which includes July, August, and December 1st to January 15th. If their request is during this prime time, they are limited to a 2-week maximum request during those periods, and any additional time during prime time will be permitted at the discretion of management and subject to availability. agreed upon in advance with the Director. Employees are encouraged to take their vacation time throughout the year, instead of all at the end of the year. If an employee wishes to take vacation time at the end of the calendar year, they must be prepared for the possibility of not being approved for this time based on the need for coverage at the library.

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

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

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

Performance Appraisals

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

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

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

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

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

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

Staff Ethics and Relations with the Public

Camrose Public Library aims to treat staff members and patrons courteously at all times. We take seriously any threatening, abusive, or violent behavior against any staff or patrons. Abuse of any kind will not be tolerated. Violation of this policy may result in disciplinary action or termination of Library privileges and patronage.

- 1) Staff members are expected to regard one another as valued colleagues and treat one another with respect at all times.
- 2) Staff members shall be expected to regard each member of the library's public as a valued library patron.
- 3) Members of the public shall be treated with courtesy and consideration.
- 4) Staff will use de-escalation techniques and safety procedures when dealing with difficult and challenging interactions.

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Camrose Public Library is committed to an abuse-free work environment, characterized by respect and tolerance. Please see the *Workplace Violence Harassment and other Unacceptable Behaviour* Policy for more information.

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Employee Conduct and Disciplinary Action

All employees are expected to adhere to the standards laid out by the Camrose Public Library's policies and procedures. Employees are responsible for familiarizing themselves with said policies and procedures, as posted on the library website (<https://cpl.pr.ab.ca/about-us/policies>) and found within the library building. The Library Director and Manager are responsible for providing each employee with a copy of an

Employee Handbook, and having each employee sign and submit a form confirming that they have read and understood said Handbook. Please refer any questions regarding policies and procedures to your immediate supervisor, to ensure conduct is appropriate as outlined in these documents.

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

Progressive discipline steps:

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

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

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

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

Terminations

Termination for Just Cause

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

- Serious criminal code violation such as drug abuse,
- Serious infraction of the FOIP Regulations.
- Unreliability and/or dishonesty.
- Mistreatment of library patrons or fellow employee,

- Poor job performance or work habits,
- Inappropriate or unapproved use of library funds,
- Unexplained absences.

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

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

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

Footage from Camrose Public Library's security cameras may be considered when determining whether criminal activity has been committed either by a patron or staff member.

Resignation

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

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

Medical Termination

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

Grievance Procedure

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

The purpose of the grievance procedure is to ensure that any grievance is processed in an expeditious manner. Therefore, compliance with the procedures is mandatory. The griever shall be present at each step of the grievance procedure to present his/her case. If the employer fails to comply with the procedures, the grievance may

be processed to the next step by the grievor. If the grievor fails to comply with the procedures, the grievance shall be considered abandoned. An abandoned grievance will not prejudice employees in any future grievance of a similar nature.

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

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

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

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

Workplace violence, harassment and other unacceptable behaviour

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

Inappropriate behaviour includes, but is not limited to:

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

Procedures for Handling Complaints

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

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

Working Alone

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

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

Definition:

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

Guidelines:

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

Safety and Security

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

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

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

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

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

Accident Reporting

- All employees and volunteers of Camrose Public Library must be covered by the Library under the Worker's Compensation Act of Alberta. All employees are expected to conform to *Worker's Compensation Board (W.C.B.)* Regulations regarding accident reporting.
- When an employee does suffer an injury of any kind, he/she shall seek first aid assistance or medical treatment if necessary. The employee shall then immediately report it to the Library Director (where applicable) who will, complete the necessary Workers Compensation report and file it according to the requirements. The Director of the Camrose Public Library System should be notified of all *W.C.B.* reports.
- It is the Director of the Library's responsibility to see that the employer and employee or volunteer *W.C.B.* Accident Reports are submitted to the *W.C.B.* within 72 hours of the time that the accident is reported to the employer to ensure prompt action from the Worker's Compensation Board. All further *W.C.B.* communications will be managed by the Director as assigned.

Professional Development

- The Library may, at its discretion, determine an amount of money to be included in the annual operating budget of the library for the purposes of continuing education/professional development.
- Employees or volunteers will contact the Director to obtain permission to attend courses or workshops. Such continuing education shall be of benefit to the library.
- Time spent in professional development or travel will be considered a day of work at straight time.
- Course and workshop fee reimbursement is available to permanent employees with prior approval of the Director. The amount of that reimbursement will be determined by such factors as the cost of the course, total funds available, degree of relevance to job and previous reimbursement received.
- Travel time to or time spent at conferences, conventions, workshop seminars, or similar training course shall not be considered as lieu or overtime. Such attendance is to be determined in consultation with the appropriate supervisor and must stay within budget.
- The Director will report to the Board annually on training and professional development.

Personal Appearance

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

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

Responsible Use of Funds

Any staff member that holds a Camrose Public Library credit card must only use said card for the designated purpose within their role. For any purchases that branch outside the realm of their designated role, and/or for any purchases above \$400, said staff member must gain the Director's approval before making said purchases. For any purchase made on Camrose Public Library's behalf, receipts for purchases must be presented within the same week that the purchase was made to enable timely reimbursement and processing of payment.

Public Statements

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

Library Volunteers

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

Volunteers need to provide both a Police Information Check and Intervention Records Check to the Director of the Library. Applicants with a criminal record will be considered on a case-by-case basis between the management team and the Board, to determine the suitability of volunteer status.

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

- (a) Volunteers will be interviewed by the Volunteer Coordinator to ensure that they meet the position requirements and fit in with the Library organization.
- (b) The Volunteer Coordinator will conduct orientation and training to familiarize volunteers with the policies and procedures of the Library or will delegate said training to appropriate personnel.
- (c) There will be a three (3) month probationary period to give both the volunteer and the Director time to determine suitability.

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

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

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

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

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

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