

Call to Order

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

1. Approval of the Agenda (1)
2. Approval of the Minutes of January 14, 2026 (1)
3. Board Feedback (3)
4. Consent Agenda
 - a. Items for Information
 - i. Correspondence
 - a. Mystery Letter
 - ii. Libraries in the News
 - a. [‘The Librarians’ to Premiere on PBS on February 9th](#)
 - b. [CULC releases national study on the social impact of urban public libraries](#)
 - b. Reports
 - i. Interim Director's Report
 - ii. Service Desk Report
 - iii. Occupational Health & Safety Report
 - c. Business Arising from the Consent Agenda (5)
 - d. Approval of the Consent Agenda (1)
5. Items for Discussion and Decision
 - a. ATB Signing Authority (1)
 - b. 2025-2029 CPL Plan of Service with Adjustments (5)
 - c. PLSB Annual Report (10)
 - d. Executive Election (10)
6. In-Camera Items for Discussion and Decision (10)
7. Adjournment

Next regular Board meeting: March 11, 2026, 5:15pm

Present:

Renee Greer (Chair)	Margaret Holliston (Secretary)	Cheryl Dezall
Channing S. MacDonald (Interim Director)	Martin Maxwell (Camrose Council)	Margaret Weir Andreassen
Naomi Finseth (Vice-Chair)	Laurel Warkentin	Joy-Anne Murphy (City Council)
Natalie Lockhart	Jacqueline Schaffter	Amanda Haugen (Recorder)

Regrets:

Call to Order: Chair Renee Greer called the meeting to order at 5:16 pm.

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1. Approval of the Agenda

Motion 01/26 M/C Naomi Finseth: Motion to approve the agenda as amended.

2. Approval of the Minutes of December 10, 2025 & December 17, 2025

Motion 02/26 M/C Martin Maxwell: Motion to approve the Minutes of December 10, 2025 & December 17, 2025 as circulated.

3. Board Feedback

Loving the CPL awards & certificates on the wall in the Irving room.

4. Consent Agenda**a. Items for Information****i. Correspondence**

- a. City of Camrose – 2026 Member-At-Large Appointments
- b. Camrose County – 2026 Funding
- c. Doane Grant Thornton – Annual Financial Review Engagement Letter

ii. Libraries in the News

- a. Alberta school boards remove dozens of library books as provincial ban in effect – January 7, 2026 (2 min read)

b. Reports**i. Director's Report****ii. Board Evaluation Report (January)****c. Business Arising from the Consent Agenda**

The Board reviewed the Board Evaluation Report and agreed to allocate dedicated time on meeting agendas to improve efficiency. The Board confirmed it will continue without a Policy Committee, consistent with the Margaret Law review, with policy review occurring at the Board table. Draft policies and related documents will be shared in OneDrive in advance of meetings for review purposes only, with editing authority remaining with Amanda. The Director will bring forward policy changes with supporting rationale in accordance with the

administrative calendar, and policies will be updated over time to improve clarity and structure. Approximately two policies will be reviewed per meeting until the review schedule is complete.

- d. Approval of the Consent Agenda

Motion 03/26 M/C Margaret Holliston: Motion to approve the consent agenda.

5. Items for Discussion and Decision

- a. 2026 Library Closures

Motion 04/26 M/C Cheryl Dezall, seconded by Joy-Anne Murphy: Motion to approve the 2026 Library closures as circulated.

- b. Board Administrative Calendar

The Board reviewed the presented Board Administrative Calendar and supported its use as a guiding and accountability document. The Board agreed that the calendar will not include exact dates, except where required for fixed deadlines (e.g., June 15 funding deadlines). Committee involvement will remain limited, with the Personnel Committee continuing as the only standing committee, and ad hoc support provided by the Executive Committee or Director as needed. The calendar is a living document to support agenda planning and Board accountability.

- c. Policy Review Schedule

The Board reviewed the Policy Review Schedule and noted that several policies had not been reviewed since 2016 or lacked a review date. The Board supported the proposed grouping of related and cross-referenced policies to streamline review and approved a condensed review timeline of approximately 30 months.

This schedule is intended to be flexible, with July and August excluded where possible, and recognized December as dedicated to the Employee Policy Manual to ensure alignment with Alberta Employment Standards. The Board agreed that more extensive policies will be scheduled individually to allow adequate discussion and review. Policies will be circulated in advance with rationale for proposed changes, followed by Board discussion and approval.

- d. Seasonal Supervisor Policy

The Board reviewed and approved a new Seasonal Supervision Policy. The policy establishes a clear supervisory structure for summer students, designating one Programmer as the primary supervisor, with the second Programmer acting as alternate supervisor during absences. The Board noted that this structure addresses prior role ambiguity and provides clarity and accountability. This policy avoids changes to job descriptions or salary grids while supporting effective supervision, orientation, and regular check-ins.

Motion 05/26 M/C Jacqueline Schaffter seconded by Cheryl Dezall: Motion to approve the Seasonal or Temporary Supervisor Policy as presented.

e. Employee Policy Manual

Correction to section C17 Benefits part of the Employee Policy Manual, approved December 10, 2025.

Motion 06/26 M/C Margaret Holliston: Motion to approve changes to CPL Employee Policy Manual - C17 Benefits as amended.

6. In-Camera Items for Discussion and Decision

7. Adjournment

Chair Renee Greer declared the meeting adjourned at 6:07pm.

Next regular Board meeting: February 11, 2026, 5:15pm

Renee Greer, Board Chair

Date

This report is structured around the responsibilities of the Interim Director, outlined in Essential Functions of Schedule J of the Interim Director Offer of Employment.

1. Communications, Marketing, and Advocacy

The joint Fellowship of the CPL (FOL) and CPL sponsorship committee met on January 28th to review proposed sponsorship levels, benefits, and displays. **Potential sponsorships** that were identified included books, shelves, kits, several categories of programs, end-caps on full rows of shelving, meeting rooms, and special & seasonal events. A broad range of sponsorship price levels were created, from \$25 to \$10,000. If all sponsorship opportunities were fully leveraged, the maximum possible funds to be raised would be ~\$95 000/year. This is truly a nearly-impossible task, but it puts into perspective the possibilities of leveraging community support. The proposal presented to the committee is [available here](#).

3. Circulation & Service Management

The FOL approved our request for funding for the signage pilot project. FOL transferred \$760 to purchase vinyl wall signage for the basement. The interim director determined that the main floor signage could be done sufficiently well in-house, reducing the cost by ~\$1500.

4. Contract Services Management

The library has received ~6 responses from the Janitorial RFP. These will be reviewed by Alyssa upon return.

5. Human Resource Management

Two new payroll administration processes have been rolled out in January. The first was the transition to **payment in arrears**. This change will reduce payroll errors and need for corrections, and should streamline monthly payroll processing. The second was that we administered the new 2026 salary grid (with the approved cola in arrears that apply) and any **step motion in the salary grid** for employees effective January 1st. This is change from separating the cola (previously Jan 1), and grid steps (previously anniversary dates), at the guidance of Salopek consultants HR team, as discussed with the board this fall 2025. This will allow the batching of increases, streamlining administrative processes and reducing the complexity of the budgeting process.

CPL has begun **advertising the Summer Programmer** position, in anticipation of securing the Young Canada Works grant. The positions will be advertised until mid-February.

Special Note

Thank you all for the opportunity to serve at the Camrose Public Library. It has been a pleasure working with you, and I wish you, the library, and the community of Camrose all the best going forward.

In gratitude,

Channing



February 2026 Service Desk Report

Changes to Service Desk

Staffing: We have hired two new On-Call Circulation Assistants. We still have a staff member on leave and several others with reduced hours for various reasons, so the addition of new, enthusiastic On-Call staff is very helpful.

HR Software: With all of the staffing changings, Agendix has been very helpful. Although we are still learning some of the features and how to best use them in our context, it is much easier to communicate schedule changes and open shifts.

Incidents: We have had no incidents since November, which is unusual but welcome. We are thrilled that there is now a Housing and Community Supports Navigator in place. We've had a number of conversations with Leslie Lindballe and we are excited to work with her and have that resource available to share with patrons.

Circulation Statistics

Daily visit averages (and hourly based on operational hours in brackets):

For January 2026:

- Mondays: 312 (avg of 35/hr)
- Tuesdays: 332 (avg of 33/hr)
- Wednesdays: 324 (avg of 35/hr)
- Thursdays: 279 (avg of 31/hr)
- Fridays: 269 (avg of 33/hr)
- Saturdays: 221 (avg of 44/hr)

For 2025:

- Mondays: 359 (avg of 40/hr, up 5% from 2024)
- Tuesdays: 389 (avg of 39/hr, down 10% from 2024, keeping in mind we extended our Tuesday hours in 2025)
- Wednesdays: 344 (avg of 38/hr, down 7% from 2024, keeping in mind we had fewer operational Wednesdays this year due to PD Day closures)
- Thursdays: 318 (avg of 35/hr, down 16% from 2024)
- Fridays: 303 (avg of 38/hr, up 3% from 2024 despite an 11% reduction in Friday hours)
- Saturdays: 230 (avg of 46/hr, up 5% from 2024)



Daily circulation averages:

Camrose Public Library						
Monthly Stats						
January 2026						
Circulation	Jan 2026	Jan 2025	2026 YTD	2025 YTD	Under/ Over 2025	% Chg. Over 2025
Adult Material	5343	5825	5343	5825	-482	-8%
Young Adult Material	390	327	390	327	63	19%
Juvenile Material	5172	6324	5172	6324	-1152	-18%
Relais Items Borrowed	123	167	123	167	-44	-26%
Relais Items Sent	23	35	23	35	-12	-34%
Total	11051	12678	11051	12678	-1627	-13%
Econtent	Jan 2026	Jan 2025	2026 YTD	2025 YTD	Under/ Over 2025	% Chg. Over 2025
Cloud Library/RBDigital	398	441	398	441	-43	-10%
Overdrive	1797	1587	1797	1587	210	13%
Total	2195	2028	2195	2028	167	8%
Circulation by Residence	Jan 2026	Jan 2025	2026 YTD	2025 YTD	Under/ Over 2025	% Chg. Over 2025
City of Camrose	9154	9100	9154	9100	54	1%
County of Camrose	2508	2391	2508	2391	117	5%
Outside City/County	46	81	46	81	-35	-43%
ME	0	2	0	2	-2	-100%
Total	11708	11574	11708	11574	134	1%
Miscellaneous	Jan 2026	Jan 2025	2026 YTD	2025 YTD	Under/ Over 2025	% Chg. Over 2025
Visitors	7436	8667	7436	8667	-1231	-14%
WiFi Users	9084	8473	9084	8473	611	7%
Internet Users	751	1024	751	1024	-273	-27%
Exams	11	18	11	18	-7	-39%
Total	17282	18182	17282	18182	-900	-5%



Year-end circulation averages:

Camrose Public Library Monthly and Year-end Stats December 31 2025						
Circulation	Dec 2025	Dec 2024	2025 YTD	2024 YTD	Under/ Over 2024	% Chg. Over 2024
Adult Material	4745	5123	63827	67711	-3884	-6%
Young Adult Material	339	266	4859	5325	-466	-9%
Juvenile Material	4298	3595	61280	59914	1366	2%
Relais Items Borrowed	134	119	1672	1542	130	8%
Relais Items Sent	27	20	340	327	13	4%
Total	9543	9123	131978	134819	-2841	-2%
Econtent	Dec 2025	Dec 2024	2025 YTD	2024 YTD	Under/ Over 2024	% Chg. Over 2024
Cloud Library/RBDigital	384	378	5026	5435	-409	-8%
Overdrive	1607	1330	18210	15229	2981	20%
Total	1991	1708	23236	20664	2572	12%
Circulation by Residence	Dec 2025	Dec 2024	2025 YTD	2024 YTD	Under/ Over 2024	% Chg. Over 2024
City of Camrose	8277	7844	110528	112913	-2385	-2%
County of Camrose	2035	1967	26961	25260	1701	7%
Outside City/County	10	42	659	765	-106	-14%
ME	0	0	135	182	-47	-26%
Total	10322	9853	138283	139120	-837	-1%
Miscellaneous	Dec 2025	Dec 2024	2025 YTD	2024 YTD	Under/ Over 2024	% Chg. Over 2024
Visitors	6117	7040	95266	99653	-4387	-4%
WiFi Users	7887	7598	116301	111253	5048	5%
Internet Users	565	837	11221	12963	-1742	-13%
Exams	20	23	185	261	-76	-29%
Total	14589	15498	222973	224130	-1157	-1%



Onboarding & Ongoing Training

One of our Circulation Assistants attended a virtual training session on using Polaris Leap, specifically about Holds and Reports, and will be attending another in February on Collections, specifically acquisitions. Both of these sessions were hosted by Parkland. Several of our circulation staff will be attending Psychological First Aid zoom workshop offered by Recovery Alberta that helps to build resiliency in communities in disaster or emergency situations.

Stats Weeks Updates

The third week of March is our next Stats week.

Upcoming Plans

Updating our Procedures Manual is underway. Having new staff to train makes this more pressing but also helps clarify what needs to be updated and changed.

We still need to create and implement a new staff evaluation process.

We will also need to do some updates to our processes for compliance with POPA, and we are looking at strategies shared by other Parkland libraries that could help streamline this conversation with patrons.

Krystal Shirley
Service Desk Supervisor
Camrose Public Library



February 2026 Occupational Health & Safety Report

1. Incidents & Responses (If Serious or Trends)

Patron behavior has remained positive, with the last reported incident occurring on October 20, 2025.

On January 27, 2026, a near-miss incident was reported when a plastic lighting cover fell in the Adult Fiction section. No patrons or staff were present in the area at the time, and no injuries occurred.

2. Emergency Response Plan & Training

Implementation of both the Emergency Response Plan (ERP) and the Situational Emergency Response Plan (SERP) is progressing. Staff were introduced to SERP during the February 4 PD-Day, where they also reviewed select ERP components requiring clarification.

Pending minor formatting updates, the OH&S team anticipates finalizing the ERP binders and rolling them out by Spring 2026.

3. Facility Related OHS Concerns

Air Quality

Interior air quality concerns were raised with the City in early 2025. The organization is currently awaiting follow-up and next steps from Cora Harpell-Yates, Health & Safety Advisor, Corporate Services, City of Camrose.

Fire Inspection (May 2025)

Several minor items from the May 2025 fire inspection remain outstanding:

- a. Installation of two additional upstairs fire extinguishers. **Completed January 2026.**
- b. Adjustment of the west upstairs exit door to ensure proper closure.
- c. Sealing of mechanical penetrations through fire separations in the furnace and elevator rooms, including drywall replacement in the furnace room.

Confirmation of completion timelines for the outstanding items has not yet been received from Paul Stone, Building Maintenance Manager, Public Works, City of Camrose.

Building Maintenance

- a. The mirror in the Children's Library has been relocated to allow visibility of the board book area from the circulation desk.



- b. Two additional upstairs fire extinguishers were received in mid-January 2026. Exit maps, as well as maps contained within the ERP and SERP, will be updated accordingly.
- c. Storage lids on the fishbowl steps have been securely fastened to prevent movement and reduce trip or pinch hazards.

4. Notable OHS Committee Updates

The OHS Committee welcomed a new member, Kathy, Collection Assistant, who joined the team during this reporting period.

5. Other OHS Training

Amanda and Krystal attended Introduction to Disability & Occupational Health & Safety on January 27, 2026.

Two staff members completed Psychological First Aid training, with two additional staff registered for the next available session.

Additional Ryan Dowd training was completed during the 2025 PD Days, along with ongoing modules completed during staff downtime.

Kathy will be registered to complete required OHS training.

Monthly Cyber Security training videos have been distributed by Channing. The focus for the coming year will shift toward staff physical safety, including proper lifting techniques.

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