

Call to Order

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

1. Approval of the Agenda
2. Approval of the Minutes of February 11, 2026
3. Board Feedback
4. Consent Agenda
 - a. Items for Information
 - i. Correspondence
 - a. Municipal Affairs and Housing Statutes Amendment Act 2026 – Dan Williams, Minister of Municipal Affairs
 - ii. Libraries in the News
 - a. Calgary Public Library moves forward with AI artist residency despite criticism <https://calgaryherald.com/news/calgary-public-library-moves-forward-ai-artist-residency-despite-criticism>
 - b. Potential cuts to prison libraries concerning advocates <https://www.ctvnews.ca/winnipeg/article/advocates-union-critical-of-potential-cuts-to-prison-libraries/>
 - c. Alberta Public Libraries Condemn Act of Censorship – Coalition of Alberta Public Libraries Media Release <https://www.capllibraries.ca/newsroom/alberta-public-libraries-condemn-act-of-censorship>
 - b. Reports
 - i. Director's Report
 - ii. Collection's Report
 - c. Business Arising from the Consent Agenda
 - d. Approval of the Consent Agenda
5. Items for Discussion and Decision
 - a. *Orientation and Continuing Education of Board and Staff Policy*
 - b. *Donations, Sponsorship, and Naming Agreements – Policy and procedural discussion*
 - c. *Community Facility Enhancement Program (CFEP) Grant Proposal*
6. In-Camera Items for Discussion and Decision
7. Adjournment

Next regular Board meeting: May 13, 2026, 5:15pm

Sustainable Stewardship · Future Facility Planning · Staffing Supports & Development
Service Resource & Delivery · Community Partnerships & Outreach

Motion 23/26 M/C Naomi Finseth: moves to support the stage 1 recommendation, in the cities report presented to the Board March 11, 2026.

5. Items for Discussion and Decision

a. Building Update – *Amanda*

A city technician inspected the outdoor lighting and determined the control system (timer and contactor) has failed; the system has been bypassed to keep the lights on 24/7 until the replacement parts are installed. Additional lighting repairs, including bulb replacements, were conducted on Tuesday, March 10, 2026.

An outside contractor, coordinated by the city, will perform repairs on the West Exit door. The schedule for drywall completion related to fire suppression remains pending.

On Monday, March 9, the library experienced a partial power outage beginning at approximately 2:30 PM. Due to the loss of power, the facility was closed and vacated at 3:15 PM. Fortis estimated a 6:00 PM restoration, though power was officially restored at 7:00 PM; staff were dismissed early.

Air quality is still an issue and we have no update at this time.

b. Signing Authority

The Board reviewed the current list of authorized signatories to ensure adequate coverage during upcoming absences. It was determined that the five existing signing authorities provide sufficient oversight, and no additional appointments are required. Delays regarding the addition of a previously approved signatory have been resolved. Amanda informed the Board that we will not anticipate delays to any future updates to the account, due to updates in procedures.

c. Governance Policy

The Board reviewed the updated Governance Policy as presented. The Board discussed and revised the policy and reached a consensus on the revised policy language.

Motion 24/26 M/C Laurel Warkentin: Motion to adopt the Governance Policy as amended.

d. Board Orientation and Professional Development

The Board reviewed several Board Orientation options. After the discussion based on previous experience and time commitments, the Board selected a two-hour PLSB orientation. The session will be held on a Wednesday at 5:15 pm, with the format (in-person or virtual) to be determined by the facilitator's availability.

The Board discussed the upcoming AI professional development opportunities, including a PLSB presentation in Grande Prairie and various online options including a webinar series hosted by the BC Library Association.

The Grande Prairie session would require a draw from the reserve funds, as the current budget was allocated based on local attendance in Sherwood Park.

Board Members will further explore the available online options and revisit at the next meeting.

6. Adjournment

Chair Renee Greer declared the meeting adjourned at 7:23 pm.

Next regular Board meeting: April 8, 2026, 5:15 pm

Renee Greer, Board Chair

Date



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Peace River*

April 2, 2026

I am pleased to share that today, our government introduced Bill 28, the Municipal Affairs and Housing Statutes Amendment Act, 2026. Bill 28 makes amendments to the *Libraries Act* establishing ministerial oversight to allow the Minister to initiate a review or respond to complaints about libraries. It also adds regulation-making authority to enable the Minister to introduce province-wide standards ensuring age-appropriate access to materials for children and youth.

Future Libraries Regulation changes will be brought forward to introduce these standards to ensure children 15 and under cannot access library materials that feature explicit visual depictions of sexual acts without parental or guardian permission.

Local library boards would continue to make decisions about collections and programming. The proposed standards focus on how materials are accessed—not on removing books or limiting what libraries may carry—and are intended to provide clarity and consistency across Alberta.

Guidelines would be developed to support the library sector to implement the proposed changes. The government will be working with the library sector, as well as consulting early childhood education research to develop best practices related to collections, access to materials and complaint processes.

I invite you to read Bill 28. A copy of the bill can be found here:

<https://www.assembly.ab.ca/assembly-business/bills/bill?billinfoid=12124&from=bills>.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

Director's Report

2026.03.03 – 2026.04.01

Alyssa Martin

Augustana Networking Event

I attended to the Augustana Networking night where I was able to speak with students about the library industry, and all the opportunities that CPL offers for students (CSL placements, summer jobs, On-Call staff). It was a great opportunity to connect with youth and to help them figure out what we look for when we hire, whether that be students or permanent positions.

Related Plan of Service Goals

Goal 3: Staff Supports & Development

- Objective 1: Attract and retain skilled staff
- Objective 3: Meet service needs with adequate staff levels and competencies

Goal 4: Service & Resource Delivery

- Objective 4: Maintain our friendly and welcoming vibe.

Goal 5: Community Partnerships & Outreach

- Maintain and expand valued partnerships and collaborations that address and meet community needs within the Camrose region

Spring Parkland Libraries Council Meeting

1. Library Damaged Items Report

Following the June 2025 PLC meeting discussion on the damaged item procedure, the question arose: Should we continue sending invoices and cheques for these items, or would it "come out in the wash" if we stopped? A working group was formed to develop a proposal for handling lost and damaged items across the region.

ACTION: Haley Amendt moved that Parkland libraries change the procedure for damaged and lost items where money will now stay at the library where it is received and there will no longer be a process for sending money to other libraries for these items. – 12/25 libraries voted in favour of the motion. Motion was defeated.

2. Automatic Renewals for Patron Materials

During my time as a new manager (Nicole Rice, Blackfalds), I have noticed that some of our patrons accrue late fines because they have forgotten to renew their books. I have also noticed that books are not being renewed at fine free libraries (not targeting anyone, but why would patrons renew the book if there are no fines?), the books are moved to lost by Polaris automatically, we see the book is missing and replace it, and

then the book is sent to our library, and now we have two copies. One way to fix both of these issues is to ensure that patron items are renewed automatically if renewal is a possibility. That way, patrons are not racking up fines because they are forgetful, and books won't be sent to lost and re-purchased inadvertently.

ACTION: Nicole Rice moved that the system implements auto-renewal for all five 3-week renewal periods. 11/25 libraries voted in favour. Motion was defeated.

3. System Transit Flag Process

(Alyssa Martin, Camrose and Lesley Moody, Olds) would like PRL to consider revising the current transit flag process (TFP). The current TFP is cumbersome and time consuming, and does not leverage the technology available to streamline the process.

ACTION: Parkland (Andrea Newland) will work with Operations to explore this with the possibility of a pilot project.

4. eResource Selection Group Report

The eResource Selection group has been working since November to consider options for a new electronic resource for PRLS.

- Information update
- Universal Class, Lote4Kids, Road to IELTS, Ground News – we have enough money in the budget to go forward with all four of these options. Training and educational resources on each new eResource to follow.

Related Plan of Service Goals

Goal 1: Sustainable Stewardship

- Objective 1: Strengthen relationships and advocacy with funders to show our value and critical contributions to a thriving region
- Objective 2: Assess and implement sound organizational and financial processes

Goal 2: Future Facility Planning

- Objective 3: Maintain or expand access to technology and internet

Goal 5: Community Partnerships & Outreach

- Objective 1: Maintain and expand valued partnerships and collaborations that address and meet community needs within the Camrose region

Nordlys Donation

The Nordly's donated a selection of their films to us from their 2026 event. We are very grateful for the donation, and had the Booster come to commemorate it. The Nordly's (and libraries) are having an increasingly difficult time getting ahold of physical films and TV series as so many items are only hosted on streaming platforms, or, in the Nordly's case, are foreign films and not created on formats for North American markets.

Related Plan of Service Goals

Goal 5: Community Partnerships & Outreach

- Objective 1: Maintain and expand valued partnerships and collaborations that address and meet community needs within the Camrose region

Fellowship of the Camrose Public Library Meeting

I attended the friend's meeting. They are pleased with how their recent fundraising efforts have gone, and are keen to help us promote future sponsorship and naming right opportunities. Additionally, they would like to hold an event once the children's section is updated to thank the donors.

Related Plan of Service Goals

Goal 1: Sustainable Stewardship

- Objective 3: Diversify revenue opportunities to provide stability and resiliency for library services.

Goal 2: Future Facility Planning

- Objective 2: Address immediate concerns in current building for accessibility, safety, and comfort.

Met with Loveday on Libraries

Chris Loveday came to CPL to discuss how we might spend the funds on the children's section, leverage our funding as much as possible through repairs over purchasing new, and discussing the CFEP grant. He was able to give us knowledge no other furniture rep could have due to his long standing relationship with CPL, and his specialty in Albertan mid-sized libraries. See the CFEP briefing note for more information.

Related Plan of Service Goals

Goal 1: Sustainable Stewardship

- Objective 2: Assess and implement sound organizational and financial processes.

Goal 2: Future Facility Planning

- Objective 2: Address immediate concerns in current building for accessibility, safety, and comfort.
- Objective 3: maintain or expand access to technology and internet

Goal 4: Service & Resource Delivery

- Objective 3: Uphold and champion the tenets of access, intellectual freedom, free services, and accessible spaces.
- Objective 4: Maintain our friendly and welcoming vibe

CPL Collection Report

2026.03.25

Alyssa Martin

1. Collections Budget & Spending

Our collection is funded via multiple streams of funding. Purchasing is underway and on track. CPL worked with PRLS to develop a new tracking system for these different funding streams, and this system was implemented this week.

Bill Direct

Bill Direct are funds that CPL allocates for collection spending, and is a portion of our Library Resources line in the annual budget. These funds can be spent on anything that CPL feels is fit to be in the collection.

Allotment

Allotment funds are held by Parkland Regional Library System, and these funds have limits on how they may be spent. Allotment funds cannot be spent on computer material licensed for multiple users, magazine subscriptions, database subscriptions, consumable materials, or realia (aka Library of Things). This budget line does not appear in our operating budget because we are not the holders of the funds. PRLS has an annual spending schedule that we must adhere to.

Donated Funds

CPL accepts financial donations to spend on our collection, and will accept donations with limited conditions. We are currently working on spending the following donations:

Ole Run

\$442.90 to spend on magazine subscriptions and non-fiction books pertaining to running or physical activity more broadly.

Private Donation 1

\$500 was carried forward from 2025 to be put towards the purchase of large print mystery novels.

Private Donation 2

\$500 was donated to the collection generally, it has been pooled into our standard collection spending.



Grants

BRCF Community Grant

We received a \$2,600 grant in 2025 from BRCF to expand our Library of Things.

Allard Foundation

The Allard Foundation gave us \$10,000 to spend on the Book Bike program. Any remaining funds are to be spent on books for the bike and collection. It is atypical to find a grant that allows generic collection spending, and is quite a gift.

2. Plan of Service Alignment

Collection decisions are made in alignment with our values and goals.

Value 1: We are adaptable

Purchasing, weeding and promotion decisions reflect our current community's needs. We are spending more on e-content due to public requests, if items have long waitlists we buy additional copies, and Library of Things maintenance and grant applications look at community requests and what circulates.

Value 2: We Foster Connections

We add items into our collection when community organizations approach us community needs and viable projects. One example are the Block Party Kits that AHS organized. They are filled with everything someone could need to organize a block party to get to know your neighbours. AHS researched them, created them, and we manage and circulate them.

Value 3: We Protect Intellectual Freedom

We try to balance the need to purchase items with a wide breadth of perspectives, while balancing demand, budget and lack of shelf space. If we receive community requests for contentious topics that we cannot fulfill via another PRLS library, we either bring the item in via ILL or purchase it. Items that are ILL's frequently get added to the collection somewhere in PRLS. CPL is a part of the PRLS initiative to fill system-wide gaps. CPL has not received any formal collection challenges this year, and our staff are trained in how to manage soft and official challenges.

Value 4: We are the Highlight of Your Day

CPL does our best to ensure that our collection reflects what our community wants to read. If we don't have an item, we'll either buy it or bring it in for you.



Value 5: We are Inclusive

We attempt to bring in languages that reflect the makeup of our community, and to ensure that our collection reflects a diverse array of authors, illustrators, topics and formats. We have French collections, Ukrainian collections, Victor Readers, braille items, and our own Large Print collection. Channing participated in an e-resource committee with PRLS, and that committee helped to do the work to bring in IELTS and other platforms for those who are learning English. Dates for implementation TBD.

Goal 1: Sustainable Stewardship

CPL has been working with funders to show the value our collection brings to the community. This has resulted in over \$23,000 in grant funding coming in for the Book Bike program, as well as over \$1000 in private donations to the collection. Additionally, we are operating on a 1 in and 1 out approach to our collection, given that we are at physical shelving capacity. An increase in collection funding would allow us to bolster the increasingly popular e-content portion of our collection. We are always seeking grants to fund the popular Library of Things or special interest portions of the collection, such as the Dementia Kits.

Goal 2: Future Facility Planning

CPL has conducted a library needs assessment to determine our future collection needs, and how this would impact any potential future building. Part of this goal involves addressing immediate concerns for our current building. Our current building impacts where our collection can be located, as certain walls have a tendency to leak every spring and after big rains. Fire safety and accessibility also impact how many shelves we can squeeze into our building. We currently use very tall shelves to maximize collection size, but this contravenes industry best practice for accessibility.

Goal 3: Staff Supports & Development

We are training more staff to manage purchasing, and bringing in PRLS to offer training for our purchasing staff next month.

Goal 4: Service & Resource Delivery

Our collection budget continues to shrink from 2019 levels, and prices continue to climb. We are doing our best to stretch our dollars but this only goes so far. A part of collection development includes displays – the vast majority of browsers pull items that are faced or displayed. Our team does their best to build displays based on current events, topics of interest, and promoting new facets of the collection.



Goal 5: Community Partnerships & Outreach

CPL is engaging in more outreach and relationship building with our community. This results in obtaining community feedback on our collection needs, which are then communicated to purchasers and applied to weeding decisions.

3. Special Development Areas

As mentioned above, we have received grants that apply to our Library of Things, and a donation for Large Print Mystery books.

4. Trends or Emerging Issues

Nothing to report.

5. Weeding

CPL has engaged PRLS to come and do our weeding for us. Weeding refers to withdrawing items from the collection. Libraries do not have infinite space, so as new items join the collection, others must go. Items are generally weeded based on condition, outdated/incorrect information, or a lack of movement. Items in good shape that are still relevant go into book sales. Items that contain harmful information (such as medical advice from the 1960s) or are in terrible condition get recycled or thrown away.

CPL uses a 2-year weeding rotation to keep the workload manageable for our team. This had the benefit of not overloading our recycling system and book sale, and it also avoided shocking the public with suddenly empty shelves and a dumpster full of books.

This year PRLS will be coming to do our weeding for us. While this will have the unfortunate consequence of shocking the public with suddenly empty shelves, it also means that the collection will be weeded by accredited librarians. Additionally, this will save my team much needed time, as our circulation assistants are deeply understaffed. As an added bonus, PRLS will remove the weeded material for us. We are very excited to have this work done in the first half of April.



For Decision – Orientation and Continuing Education of Board and Staff Policy

Issue:

As per our policy review schedule, we are reviewing the Orientation of Board and Staff policy, and our Professional Development policy, which applies solely to staff.

Background:

Public Library Service Branch (Government of Alberta) requires us to have an "Orientation and Continuing Education of Board and Staff" policy, or equivalent(s). Since the introduction of our *Employee Manual*, portions of the *Professional Development* policy have been re-homed. As such, I am suggesting we combine our *Orientation of Board and Staff* policy with our *Professional Development* policy, and create an *Orientation and Continuing Education of Board and Staff* policy, pulling predominantly from the PLSB sample policy. The PLSB sample policy is much more comprehensive than our current policies

Relevant Documents:

Policies and bylaws: A Guide for Public Library Boards in Alberta (2022). Municipal Affairs
Guidance on policy writing with sample policies for policies required by the government of Alberta.

https://www.alberta.ca/system/files/custom_downloaded_images/ma-plsb-policies-and-bylaws-guide-for-public-library-boards.docx

Professional Development Policy (2017). City of Camrose Library Board.
Our current Professional Development policy.

<https://prl.ab.ca/Camrose/About-Us/Policies/Professional-Development>

Orientation of Board and Staff Policy (2019). City of Camrose Library Board.
Our current Orientation of Board and Staff policy.

<https://prl.ab.ca/Camrose/About-Us/Policies/Orientation-of-Board-and-Staff-Policy>

Employee Manual (2025). City of Camrose Library Board.

The policy location for reimbursement values and process.

https://prl.ab.ca/-/media/files/camrose/policies/employee_policy_manual.pdf

Recommendations:

I recommend that the board adopt the presented policy, and retire the *Orientation of Board and Staff* policy, as well as retire our *Professional Development* policy.



Proposed Motions:

"I move that we adopt the Orientation and Continuing Education of Board and Staff policy as presented."

"I move that we rescind the orientation of Board and Staff policy, as well as the Professional Development policy."



Orientation and Continuing Education of Board and Staff

TOPIC:

PASSED:

AMENDED:

REVIEWED:

NEXT REVIEW:

1. Purpose

The Libraries Regulation requires the “Orientation and continuing education of board members and staff, including expenses for attendance at library meetings, conference workshops and courses, and for memberships in library associations” (Libraries Regulation 7(1)(b)). Camrose Public library recognizes the need for orientation and continuing education of board members and employees, and the need to acquire skills and knowledge relating to their roles as board members and employees. Camrose Public Library is prepared to provide resources and materials for the orientation and continuing education of board members and employees.

2. Definitions

- 2.1 **Board Member:** An individual appointed as a Camrose City Council Appointment, or a Member at Large to the City of Camrose Library Board, by Camrose City Council.
- 2.2 **Staff:** An employee employed by either the City of Camrose Library Board, or Camrose Public Library.
- 2.3 **Orientation:** An educational introduction to an individual's role, responsibilities, and the organization.
- 2.4 **Continuing Education:** Education that occurs throughout an individual's appointment or employment with the organization. The term “continuing education” will be used interchangeably with the term “professional development” in this policy.

3. Board Orientation and Continuing Education

3.1 Board Orientation

- 3.1.1 The board provides a board manual to each new board member. This package consists of:



- 3.1.1.1 The library board's bylaws and policy manual
 - 3.1.1.2 Municipal bylaw establishing the municipal library board
 - 3.1.1.3 The library board's rules of order for board meetings
 - 3.1.1.4 Information about the responsibilities of board members, including ethical responsibilities, fiduciary duty, and other individual board members responsibilities
 - 3.1.1.5 List of board members, including their term start and end dates.
 - 3.1.1.6 List of board committees (if applicable), including which board members are currently serving on those committees.
 - 3.1.1.7 Financial statements and budget
 - 3.1.1.8 Annual report
 - 3.1.1.9 Sources of library funding
 - 3.1.1.10 *Libraries Act and Libraries Regulation*
 - 3.1.1.11 PLSB's suite of provincial policies:
 - 3.1.1.11.1 The Public Library Network Policy
 - 3.1.1.11.2 The Electronic Resources Operational Policy
 - 3.1.1.11.3 Resource Sharing Operational Policy
 - 3.1.1.11.4 SuperNet Operational Policy
 - 3.1.1.11.5 Library Resources for People with Print Disabilities Operational Policy
 - 3.1.1.12 Introduction to the local library system and the services it provides
 - 3.1.1.13 Library's current plan of service
 - 3.1.1.14 Map of area served by library
 - 3.1.1.15 Names and positions of staff, including an organizational chart
 - 3.1.1.16 Information about the relationship between the library board and staff, especially between the library board and the library manager
- 3.1.2 A board member's information package is distributed to each new board member at their first board meeting or shortly thereafter. The board vice-chair and delegated members of the board or employee(s) are responsible for the information package preparation and distribution, as well as ensuring the package is updated when necessary.
- 3.1.3 The orientation process is the responsibility of the vice chair, and the library director. This process includes an explanation of the materials in the new board member's orientation package and a tour of the library.
- 3.1.4 New Board Members are encouraged to attend a Board Basics Workshop facilitated by the provincial Public Library Services Branch. Board Members who have attended the workshop previously are encouraged to participate regularly to refresh their knowledge.



3.2 **Board Continuing Education**

- 3.2.1 The board recognizes the importance of having informed board members. To ensure this, the board provides, within the limits of its budget, financial support for attendance at library conferences and relevant workshops and membership in library organizations.
- 3.2.2 Board members are expected to regularly attend library or board member courses or conferences in the area, as time and budget guidelines permit.
- 3.2.3 Within budget guidelines, expenses incurred by individual board members for travel, subsistence, lodging, and registration fees are reimbursed, as per established procedure.
- 3.2.4 Board members are expected to provide a verbal report on conference attendance to the board.
- 3.2.5 All board members regularly attend board member workshops, as time and budget guidelines permit.

4. **Staff Orientation and Continuing Education**

4.1 **Staff Orientation**

- 4.1.1 New employees are given orientation and training that prepares them to best provide service to the public.
- 4.1.2 Orientation and training for all staff except the library manager is the responsibility of the library manager and includes an understanding of:
 - 4.1.2.1 the role of the library in the community
 - 4.1.2.2 the role of the library in the larger library community, including participation in both the local library system and the Provincial Library Network
 - 4.1.2.3 the responsibilities and duties of the board and staff
 - 4.1.2.4 the library board's policies, services, goals, and objectives, and
 - 4.1.2.5 specific training for the employee's position.
- 4.1.3 Each new employee is given a staff handbook for personal use and study along with job-specific material provided by the employee's supervisor.

4.2 **Staff Continuing Education**

- 4.2.1 The director may, within the limits of the budget, approve staff attendance at library-related meetings, workshops and conferences without prior board approval.
- 4.2.2 Professional development opportunities for the director (including conference attendance, coursework, or travel) costing over \$200 will need to be approved by the board.
- 4.2.3 Participants who attend conferences, conventions, workshops, seminars, or similar training courses must report on developmental activities to the



director in a format suitable to share with the library board. In the case of the director's attendance, the report will be submitted to the board.

4.2.4 Within budget guidelines and with prior approval of library management, expenses incurred by individual staff members for travel, meals, and lodging may be reimbursed, as per established procedure. In the Director's case, expense approval comes from the board. Conference and registration fees will be pre-paid by the library.

4.2.5 The library board supports and encourages the ongoing training of library staff through staff development workshops and regular system training sessions. With the authorization of the board, the library manager may occasionally close the library to allow staff the opportunity to attend these training opportunities.

4.2.6 The board supports and encourages informal, ongoing sharing of information among library staff as part of their continuing education.

4.3 **Further Formal Education for Staff**

4.3.1 The board supports staff attending formal education programs related to their work at the library to further their education.

4.3.2 Employees wishing to take an unpaid leave of absence for the purpose of further education must apply to do so as per established procedure.

4.3.3 For an absence for the purpose of further education, the Board may hold an employee's position for a maximum of two (2) years.

5. **Library Association Memberships**

- 5.1 The board purchases an annual institutional membership in the Library Association of Alberta (LAA). The library manager is the voting representative.
- 5.2 Within budget guidelines and with prior approval of the library manager, other association institutional memberships may be purchased.
- 5.3 Expenses incurred by individual library staff members for association memberships may be reimbursed, with prior management approval. The director approves individual memberships for library staff members. The board approves individual memberships for the director by board motion.
- 5.4 Camrose Public Library maintains a membership in the provincial trustee's association.

6. **Financial Assistance and Reimbursements**

- 6.1 See section C11 Business Expenses in the [Employee Policy Manual](#) to see rates and procedure for travel reimbursement
- 6.2 See section C12 Training and Development in the [Employee Policy Manual](#) to see details regarding further formal education.



For Discussion – Donations, Sponsorship, and Naming Agreements Policy

Issue:

Director Martin is seeking clarification on the Donations, Sponsorship, and Naming Agreements policy.

Background:

This policy was created and put into place during Director Martin's leave of absence, and some questions have arisen prior to promoting the opportunities to the public.

Unrestricted donations:

Section 3.2 states that "Unrestricted donations will be placed in the general operating fund."

- Does this refer to the annual operating budget, or the operating reserve?

Sponsorship:

Section 5.4 states that "All sponsorship funds or materials may be allocated at the discretion of the library unless the sponsorship agreement states otherwise."

- Are these funds allocated by the Director or the Board, or is it dependent on dollar amounts?
- Does the Director have permission to execute a sponsorship agreement, or are they subject to board approval? See attached *Draft Sponsorship Agreement Template*.
- Does the Board or the Director determine appropriate dollar values for sponsorship opportunities? See *attached Proposed Camrose Public Library Sponsorship Opportunities*.

Section 5.1.1 states that "The library will not accept sponsorship from any sponsor who 1) exploits certain members of the community in its product lines, advertising, marketing, and workforce, or in any other way, and/or 2) who is known to discriminate against or espouse hate toward people of any protected grounds."

How do we put this in practice, and how do we define members of the community and protected grounds?

- Do we proactively run some type of background check?
- Are cancellation clauses in the sponsorship agreement a sufficient lever of enforcement?
- Most businesses sell products or outsource labour to countries with incredibly exploitative employment standards, most of which is difficult to fact check. How do we determine this?



- Are we only concerned with employees in our service area (ie Alberta?), or is there a different measurement metric that defines “members of the community”?
- Does protected grounds refer to the Alberta human rights commission, the Canadian Charter of Rights and Freedoms, or something else?

Naming Rights:

Section 6.7 states “All naming agreement funds or materials may be allocated at the discretion of the library unless the naming agreement states otherwise.”

- Are these funds allocated by the Director or the Board, or is it dependent on dollar amounts?
- Does the Director have permission to execute a naming agreement, or are they subject to board approval?

Section 6.8 raises the same questions as section 5.1.1 under Sponsorships.

Action Request:

I am seeking guidance on the above questions. This may involve a directive to provide draft revisions to the policy, or simply a directive for interpretation.



Sponsorship Agreement Template

Document Title: Sponsorship Agreement

Date: [YYYY-MM-DD]

Agreement Number: [Library-Generated ID]

1. Parties

- 1.1. **Library:** City of Camrose Library Board (O/A Camrose Public Library)
Registered Address: [Address]
Contact Name & Title: [Name, Title]
Email / Phone: [Email] | [Phone]
- 1.2. **Sponsor:** [Full Legal Name of Sponsor (Individual or Company)]
Registered Address: [Address]
Contact Name & Title: [Name, Title]
Email / Phone: [Email] | [Phone]

2. Purpose

- 2.1. This Agreement outlines the terms under which the Sponsor provides funding (the "Sponsorship") to support the Library, and in exchange the Library provides the recognition and benefits set out herein and in **Schedule A (Benefits)**.

3. Term

- 3.1. **Start Date:** [YYYY-MM-DD]
- 3.2. **End Date:** [YYYY-MM-DD]
- 3.3. **Renewals:** At the natural termination of the sponsorship, the Library will offer the option of renewal to the Sponsor. If the sponsor does not reply within 30 days of the offer, the Library will proceed to offer the sponsorship to other entities.

4. Sponsorship Contribution & Payment

- 4.1. **Total Amount:** \$[Amount CAD]
- 4.2. **Payment Due:** [Full upfront / Installments on dates ____]
- 4.3. **Method:** [E-transfer/Cheque/ACH/Online Portal]
- 4.4. **Invoice To:** [Sponsor Contact]
- 4.5. **Receipts:** Per 5.9 of the Donations, Sponsorships, and Naming Agreements Policy, tax receipts are not issued for sponsorships, but the library will issue a general business receipt upon request.

5. Sponsorship Scope & Naming

- 5.1. **Sponsored Item/Area/Program:** [Describe precisely: "Children's Storytime Program," "Local History Room," "Teen Manga Shelf," "Bookplates in 50 new large-print titles," etc.]
- 5.2. **Recognition/Naming (exact wording):** "Sponsored by [Preferred Sponsor Name] [Term of Sponsorship]" OR "Dedicated to [Preferred Sponsor Name] [Term of Sponsorship]"

- 5.3. **Recognition Duration:** [e.g., Program cycle dates; Room signage for 3 years; Bookplates until end-of-life of materials]
- 5.4. **Signage/Placement:** [On-site signage location, size, plaque language, bookplate design, shelf tag, digital signage placement, website page, program guide mention]

6. Benefits (See Schedule A)

- 6.1. The Library will provide the benefits listed in Schedule A, which may include:
 - 6.1.1. Name/logo on [website page, event page, print guide, posters, social media acknowledgement (X times/period), e-newsletter inclusion]
 - 6.1.2. On-site recognition: [Shelf tag / Bookplates / Room signage]
 - 6.1.3. Reports: [Impact summary, attendance metrics, photos (subject to consent)]

7. Use of Funds

- 7.1. Per 5.4 of CPL's Donations, Sponsorship, and Naming Agreements Policy, all sponsorship funds or materials may be allocated at the discretion of the library. Funds may be used as the library sees fit, unless specifically stated otherwise in this agreement.

Commented [CM1]: Added this section to reference the Donations, Sponsorship, and Naming Rights Policy.

8. Content, Brand & Approvals

- 8.1. **Sponsor Brand Assets:** The Sponsor will provide logos, brand guidelines, and recognition name (see **Schedule B**) in acceptable formats by [date].
- 8.2. **Library Brand & Editorial Control:** The Library retains control over its brand, editorial standards, and placement to ensure compliance with policies and community standards.
- 8.3. **Approval Process:** Each party will have [X] business days to approve materials referencing them. Silence after [X] days = deemed approved (optional).
- 8.4. **Prohibited Content:** No content that is partisan, discriminatory, defamatory, sexually explicit, or contrary to Library policies, municipal bylaws, or applicable law.

9. Community Standards & Morals Clause

- 9.1. If the Sponsor (or Library) engages in conduct that reasonably brings substantial public disrepute or undermines public trust inconsistent with Library values, the non-breaching party may request corrective action. If not remedied within [30] days, the non-breaching party may terminate under Section 15.

10. Accessibility, Equity, and Neutrality

- 10.1. Both parties support accessible, inclusive, and equitable services. Sponsorship does not imply endorsement and will not affect the selection, access, or treatment of collections, spaces, programs, services, or patrons.

11. Privacy (POPA) & Data

- 11.1. The Library is subject to the **Protection of Privacy Act (Alberta)**.
- 11.2. Sponsor information will be collected/used solely for administering this Agreement and recognition activities.
- 11.3. Public reporting may include Sponsor name and contribution level.
- 11.4. Any sharing of images will respect consent requirements (especially for minors).

12. Deliverables & Reporting

- 12.1. **Library Deliverables:** [Recognition deliverables, timelines, events, acknowledgements]
- 12.2. **Sponsor Deliverables:** [Brand assets, payments, quotes for press release, optional participation]
- 12.3. **Reporting Cadence (optional):** [Mid-term update; final impact report within X days of term end]

13. Intellectual Property

- 13.1. Each party retains ownership of its respective intellectual property and grants the other a non-exclusive, royalty-free, revocable license to use marks solely for acknowledgements under this Agreement.

14. Termination

- 14.1. **For Cause:** Either party may terminate if the other materially breaches this Agreement and fails to remedy within [30] days of notice.
- 14.2. **Effect of Termination:** The Library will remove recognition within a reasonable time. Pro-rata refunds (if any) or true-up will be handled as follows: [Describe—e.g., refund less delivered value; or no refund if majority of benefits delivered].
- 14.3. **End-of-Life of Materials:** For sponsorships tied to physical collections or fixtures (e.g., bookplates, shelf tags), removal occurs at natural end-of-life or within [X] days of termination/expiry.

15. Donations, Sponsorship, and Naming Agreements Policy

- 15.1. This agreement is made possible by provisions in the Library's Donations, Sponsorship, and Naming Agreements Policy. In entering this agreement, both the Library and Sponsor agree to abide by the terms of the policy.

Commented [CM2]: Added reference to policy, to ensure policy applies alongside this agreement.

16. Entire Agreement; Amendments

- 16.1. This Agreement (including Schedules) constitutes the entire understanding and supersedes prior discussions. Amendments must be in writing and signed by both parties. If any provision is unenforceable, the remainder remains in effect.

Signatures

Library/Organization

Name: _____
Title: _____
Signature: _____
Date: _____

Sponsor

Name: _____
Title (if applicable): _____
Signature: _____
Date: _____

Schedule A – Sponsorship Benefits (Fillable Matrix)

1. **Sponsorship Level/Type:** [e.g., Shelf Sponsor / Bookplate Sponsor / Program Sponsor / Room Sponsor]
 2. **Recognition Wording (public-facing):** “[Sponsor Name] supports [Program/Area].”
 3. **Benefits & Deliverables**
 - 3.1. On-site recognition: [Plaque/Signage/Nameplate/Bookplates/Shelf tag], location: [Describe], installation by: [Date]
 - 3.2. Digital recognition: [Website page URL], duration: [Dates]
 - 3.3. Print recognition: [Program guide/newsletter] issues: [Dates/Quantities]
 - 3.4. Social media: [Platform], [X] posts over [period], tagging: [@handle]
 - 3.5. Reporting: [Mid-term update on Date], [Final impact report by Date]
 - 3.6. Any restrictions or blackout dates: [List]
 4. **Measurement/Verification (if needed)**
 - 4.1. Metrics to report: [Attendance, circulation shifts, program outcomes, qualitative feedback]
 - 4.2. Photo permissions: [Yes/No; conditions]
-

Schedule B – Brand Assets (Sponsor to Fill)

1. Official Recognition Name: “[Exact Spelling/Casing]”
 2. Logo files provided: [Y/N]; formats: [PNG/SVG/EPS]; colour/mono: []
 3. Brand guidelines provided: [Y/N]; link/file location: []
 4. Pronunciation notes (if applicable): []
 5. Approvals contact (name/email): []
-

Schedule C – Recognition Language & Signage Proofs

1. Final approved wording: “[Text]”
2. Signage/bookplate mockups: [Attach proofs; confirm dimensions and placement]
3. Approval dates: []
4. Installation date: []

Proposed Camrose Public Library Sponsorship Opportunities: September 2026 – August 2027

Item	Examples	Duration	Suggested Value	Annual Opportunities	Suggested Recognition Parameters
Book	A hardcover item of the library's choice.	Lifetime of the item.	\$30	1000	A 2 cm x 8 cm nameplate on the inside of the cover, stating either "Sponsored by" or "Dedicated to" followed by the handwritten name of the donor or honouree.
Kit	A library of things kit, such as a birdwatching nature kit.	Lifetime of the item.	\$200	4	A 4 cmx 8 cm label on the bag or box, stating either "Sponsored by" or "Dedicated to" followed by the handwritten name of the donor or honouree, and 2 cm x 8 cm nameplates in all books included in the kits.
Single Shelf	A single shelf of books in any collection.	1 Year	\$100	100	A 2cm x 10 cm namplate on the shelf, stating either "sponsored by" or "dedicated to" followed by the name of the donor or honouree, followed by the period of the sponsorship (ex. 2026-2030). The library reserves the right to move the nameplate to another shelf.
Endcap Shelves	The end-cap of a row of books.	1 Year	\$1000	8	A 3" x 11" nameplate on the endcap, stating either "sponsored by" or "dedicated

					to" followed by the name of the donor or honouree, followed by the period of the sponsorship.
Event – Small (Estimated ~20 People)	Author Reading	Single Event	\$250	10	Company Name & Logo on the single event poster and in social media posts about the program, with a thank you social media post following the event.
Event – Large (Estimated 75-250 People)	Summer Kick Off Party or Holiday Party	Single Event	\$2500	2	Company Name & Logo on the special event poster and in social media posts about the program, with a thank you social media post. An ad in a local paper in advance of the event that contains the company name & logo.
Ongoing Program - Monthly	Unplanned Band, Climate Cafe	1 Year	\$750	2	Company Name & Logo on the program poster for a period of 12 months, and in social media posts about the program, with a thank you post announcing the new or renewed sponsor.
Ongoing Program - Weekly	Books & Bounces, Saturday Crafternoons	1 Year	\$1,500	6	Company Name & Logo on the program poster for a period of 12 months, and in social media posts about the program, with a thank you

					post announcing the new or renewed sponsor.
Ongoing Program – Multiple Days of the Week	Something Cool After School	1 Schoolyear	\$5000	1	Company Name & Logo on the program poster for the full schoolyear, and in social media posts about the program, with a thank you post announcing the new or renewed sponsor, and a thank you social media post & in the Booster at the end of the school year.
Ongoing Program - Seasonal	Summer Programming (Book Bike)	1 Summer	\$10,000	1	Company Name & Logo on the program poster for the full summer, and in social media posts about the program, with a thank you post announcing the new or renewed sponsor. An ad in the Booster promoting the program at the start of the season with company name & logo. A thank you social media post. at the end of the school year.
The Cave	Small community office, 3-4 person capacity.	1 Year	\$1000	1	A 3" x 11" nameplate beside the door to the room, stating either "sponsored by" or "dedicated to" followed by the name of the donor or honouree, followed by the period of the sponsorship.

The Sunroom	Medium meeting room, 5-10 person capacity.	1 Year	\$2000	1	A 3' x 11" nameplate beside the door to the room, stating either "sponsored by" or "dedicated to" followed by the name of the donor or honouree, followed by the period of the sponsorship.
The Storytime Room	Medium Meeting room, 10-20 person capacity.	1 Year	\$3000		A 3' x 11" nameplate beside the door to the room, stating either "sponsored by" or "dedicated to" followed by the name of the donor or honouree, followed by the period of the sponsorship.

For Discussion – Pursuing the Community Facility Enhancement Program (Large Stream) for 2026 intake date

Issue:

Our building currently needs patched walls in places, new paint in most rooms, some repaired/replaced flooring, and new or repaired furniture. Rectifying these problems falls outside our operational budget, and will require funding.

Background:

Explain any history that is helpful for decision making?

Most of our furniture is from ~2012 or older, and most of the paint is just as old. Our flooring may even be older. Most of our projectors were also purchased around the same point in time. Items that we use daily are finally failing, and it has created a domino effect.

In 2024 we received a donation for technology from the Thrift Store. We consulted Audio Visual, and they suggested we replace our projector with a smart TV as it was more cost effective. At the time the donation was not enough money to purchase a TV, so we saved the funds. In 2026, our projector in the Irving room is almost unusable, and the price of smart TVs dropped, and we found a sale. To install the TV, we will need to strip the wall of the whiteboard, projector screen and some shelves. This will result in the need for patching, painting, and mounting a heavy TV. This needs to happen this year.

In 2025, a fundraiser was run to refresh the children's section with furniture and toys. This money needs to be spent this year.

We also want to launch a sponsorship campaign, where individuals can display their names and logos around the library. We are more likely to attract sponsors with aesthetically appealing spaces that feel worth sponsoring.

Additionally, some of the changes we implemented from the organizational review have changed our workflow. As such, the circulation desks and aging return bin no longer meet our needs.

Please see the attached appendix for the scope of work that we would/are seeking quotes for.

The City of Camrose has extensive work scheduled for this building, and they plan to repair/replace our roof in 2027. Currently, the inside of our building pours water into public sitting spaces during every major thaw or storm, which impacts the health and safety of our building. This project is slated to cost \$250,000.

The government of Alberta offers a series of grants to help with capital projects for community spaces. One of these grants is the Community Facility Enhancement Program, which has a small stream and a large stream. The small stream offers financial assistance up to \$125,000. The large stream offers financial assistance from \$125,000 -



\$1,000,000. CFEP is a matching grant, and matching funding may be in the form of grants, cash, donated labour, equipment, or materials/services, all of which must be specifically related to the project. Municipalities are not eligible for this funding stream. The City of Camrose can only benefit from this if CPL is the grant recipient and does the work of applying.

If CPL applies for CFEP this year, we can decrease the cost of the Irving room project, use portions of the children's area fundraiser as matching funds, and decrease the City's cost of the roof repairs by half. Additionally we could potentially double the amount of funds we have to refresh the library if we receive the full grant request.

CFEP funding comes with a large string - CFEP ties us to our building. CFEP Large and Small requires that if we leave the premises within 5 years of the end of the grant term (so approximately 8 years from today), we must notify the government and potentially repay all or part of the funds. Given that the City has said we are on the edge of their ten-year capital plan, I would suggest applying for CFEP sooner rather than later to avoid running into a situation where we have to pay funds back. The city has been made aware of the 5 (or rather 8) year condition, and are still in support of the grant application.

In order to accommodate the roof as a component of the application, we need to apply for CFEP Large, which has one annual intake (May 15th 2026). CFEP Small has 3 annual intakes, the next of which is May 15th 2026, and the one after that is in September.

The timeline for CFEP Large is as follows:

There is a Q&A webinar April 8th at 2:00pm regarding CFEP Large. CFEP Large requires an expression of interest (EOI) by May 15th 2026. If selected, we have till July 30th 2026 to complete the application in its entirety. Decisions would be released December 2026. We are only allowed to apply for one of these grants annually.

Additional information about the CFEP Large Stream is available here:

<https://open.alberta.ca/publications/cfep-large-program-guidelines>

What is needed for the Expression of Interest (EOI) due May 15th

- The Board to sign the EOI
- New lease with the city of Camrose. Ours ends December 2026, and we need at minimum an 8-year lease agreement. Brianne Hillson has said she will have something for us mid-April.
- Detailed quotes for the work being done – the dollar amounts are needed, the specific quotes do not need filed until the application step.
- Relevant permits and permissions (examples include development permits, build permits, titleholder permits, environmental scans, city approvals). The City would need to obtain these for the roofing project.
- 5 Year Budget



- Up to date Financials (ours will be presented to the board for approval May 13th 2026)
- We will need a 3rd Party Agreement with the City if we are awarded the grant, but do not need one to apply for the EOI.

Option 1:

Move forward in the application process for CFEP Large, which would include the City's roof repairs.

Considerations and risks for each option:

Managing CFEP Large is a tight turn around timewise with more hoops and work for us. The City of Camrose is already obligated to pay for the roof out of their funds. However, providing access to funding the City cannot access on its own is an excellent way to build relationships and trust, and may help us in advance of budget time.

Applying for CFEP Large helps us to achieve goals 1-5 of our Plan of Service.

Financial Implications for each option:

Matching funds will need to come out of our reserves, or from volunteer hours and donations. Our current financial plan to replenish the reserves is to put the reserves into GICs, and reinvest those earnings into the reserves. Once we spend reserve funds, there is nothing to invest in GICs. Additionally, one of our GIC's is tied as collateral to allow CPL the credit card limits needed to conduct daily business. As such, we should not empty our reserves all at the same time.

Applying for any CFEP would make it more complicated to move into a new building quickly. If we find ourselves in a position to move into a new space soon, depleting our reserves now will pose financial challenges to moving.

By applying for CFEP, we will be able to use the donations for the children's area as matching funds, and use this grant to support the time sensitive work in the Irving room. Our building and furniture need work, and this grant will reduce the financial impact of that work.

We currently have enough funds in the reserves to provide matching funds to do this work.

Option 2:

Move forward in the application process for CFEP Small, which would not include the City's roof repairs.

Considerations and risks for each option:

If we find that the timeline for May 15th is too tight, we would be able to catch the secondary intake. It would also reduce the workload and streamline the process for the grant. However, choosing not to include the City will hinder any



relationship building efforts, and will not assist us at budget time. The Friends of the Library are anxious to host a thank you event for funders, so a delay in spending the donations will negatively impact that relationship.

Applying for CFEP Small helps us to achieve goals 1-4 of our Plan of Service.

Financial Implications for each option:

Matching funds will need to come out of our reserves, or from volunteer hours and donations. Our current financial plan to replenish the reserves is to put the reserves into GICs, and reinvest those earnings into the reserves. Once we spend reserve funds, there is nothing to invest in GICs. Additionally, one of our GIC's is tied as collateral to allow CPL the credit card limits needed to conduct daily business. As such, we should not empty our reserves all at the same time.

Applying for any CFEP would make it more complicated to move into a new building quickly. If we find ourselves in a position to move into a new space soon, depleting our reserves now will pose financial challenges to moving.

By applying for CFEP, we will be able to use the donations for the children's area as matching funds, and use this grant to support the time sensitive work in the Irving room. Our building and furniture need work, and this grant will reduce the financial impact of that work.

We currently have enough funds in the reserves to provide matching funds to do this work.

Option 3:

Choose not to pursue CFEP, and fund only the bare minimum required from donations and reserves.

Considerations and risks for each option:

We lose out on our ability to build a stronger relationship with the city. We save a lot of staff time by not having to write a grant or manage the reporting. CFEP is a very complex, time-consuming grant. Our building continues to decline, we struggle to attract sponsors and donors, and our community is less likely to use our services.

Choosing not to pursue CFEP and only funding the bare minimum helps us to achieve goal 2 of our Plan of Service.

We retain the ability to quickly move into a new location without complications, and we save our reserves for that eventuality.

Financial Implications for each option:

Not applying for matching grants means we are leaving money sitting on the table when it comes to maintaining the library.





Recommendations:




At this point, I am requesting direction for which course of action to pursue. I recommend Option 1, as there are no guaranteed timelines for moving out of this building, and we need to do some work. I think it makes the most sense to capitalize on the available funds now, and reduce our risk of having to give funds back by applying for CFEP now rather than later.



Appendix: Scope of purchases and work that we intend to seek quotes for

Moving forward with any of the following is fund and board approval dependent.

Children's Area Fundraising	Notes	Photos
	<p>We have \$17,000 in donations that must be spent on this area of the library. Once we obtain quotes, we will see what we can afford. CFEP funds could be used to go further if items deemed a priority.</p>	
<p>Reupholster Red and Black Chairs</p>	<p>Patrons love these chairs, the covering is just worn out. Loveday said they can get them re-covered in Alberta, and it will look factory new and cost substantially less than replacement.</p>	
<p>Reupholster red and black sofa</p>	<p>Same as chairs.</p>	

<p>Reupholster club chairs and remove tablet tables</p>	<p>Every club chair has a broken tablet table, most have broken wheels, and many have either grubby fabric or torn vinyl. Loveday can have the tables removed, the fabric replaced with vinyl for easy cleaning, and the cushions replaced for much less than the cost of replacement. Wheels can be replaced. Many of the chairs have had the wheels removed completely at this point as they all broke</p>		
<p>Reupholster brown couch</p>	<p>Couch is looking rough, it can be recovered and made easier to clean via re-upholstering.</p>		
<p>New book display in lobby</p>	<p>Our last shelf was from the 1980s and broke. We need to replace it.</p>		
<p>New browser shelves for board books</p>	<p>Children choose books based on the cover, and our board book shelving displays book spines. Some of the shelves are cheap particle board shelves and are beginning to look grubby.</p>		
<p>New homework tables</p>	<p>Our tables are ancient and look bad.</p>		

New book display/shelves


Many of our display shelves are being held together via tape or other patch jobs.



New lego table


Our lego tables have been repaired more times than I can count. It is currently missing the lower shelf as it was unrepairable.







New train table (or equivalent)	Our train table is broken	
New toy storage	Our toy storage are very cheap shelves.	
Bean bags	Our bean bags have all worn out and most of been thrown out. The kids love these for reading and movies.	




Irving Room	Notes	Photos
	The Thrift Shop made a donation to go towards technology. Our projector in the Irving room is almost entirely burnt out. A large smart TV was determined to be the most cost-effective way to replace the projector based on the size of the room. As such, we need to make changes to the room to accommodate the TV.	
TV Mount	Necessary purchase as we already own the TV,	
Supplies to patch and paint wall	Necessary purchase due to TV. We will need to remove the whiteboard and	

	projector screen, which will leave the wall damaged.	
Speakers for TV	CFEP Dependent	
Board Room Camera	CFEP Dependent. There are better meeting setups than we currently have, and we have to work to avoid double booking the meeting webcam at the moment.	

Rest of Library	Notes	Photos
<p>Book drop box and carts</p>	<p>Now that books are solely returned in the lobby and checked in in the work room, we would like a book drop that is designed to handle book returns from indoors, and holds book carts that can just be wheeled into the work room. This is how we would handle a book drop in any new space as well.</p> <p>Additionally, our current book drop is broken, the springs barely work, and items get trapped between the tray and the walls, damaging books and causing us to occasionally lose one. Any carts purchased for this system would come with us in a move.</p> <p>This would involve having to alter the exterior window to raise the book drop slot, and building an enclosure with a locking door and second return slot.</p>	

<p>Reupholster rolling chairs</p>	<p>The rolling chairs are in the Irving Room, Sunroom, and the upstairs computers. They're worn, and we would like to reupholster them with vinyl to make cleaning them easier.</p>	
<p>Service rolling chairs</p>	<p>The joints and wheels can be serviced/replaced to make them less squeaky</p>	
<p>Purchase nesting tables</p>	<p>At the moment CPL uses folding plastic tables for all of our rentals, board meetings, etc. They are permanently set up in the Sunroom and most of the time in the Irving room. It looks bad and is an uncomfortable experience. I also think it makes it less likely for us to attract room sponsors. New folding/nesting board tables would look more professional. Additionally, we could use these same tables to act as desks in the CAVE, which means we wouldn't need to purchase desks for that room, and if we ever move to a new space, they could join the ranks of tables.</p>	

<p>Reupholster brown couch</p>	<p>The brown couch in the YA section can be reupholstered to give it new life, less expensive than new.</p>	
<p>Reupholster purple ottoman</p>	<p>See note and image above.</p>	
<p>Reupholster club chairs</p>	<p>See note above regarding the downstairs club chairs.</p>	<p>See image above, with ottoman and couch.</p>
<p>Service club chair wheels</p>	<p>See note above.</p>	
<p>Purchase new comfy chairs</p>	<p>Our current chairs weigh a ton, are difficult to move, and have been patched roughly. Loveday was not confident these could be reupholstered.</p>	

<p>Purchase tablet tables</p>	<p>These can replace our current wobbly coffee tables, and the role of the tablet tables on the club chairs.</p>	
<p>Upstairs help desk</p>	<p>As our circulation team moves towards reference and tech help over checking books in and out, a small desk at the front of the library makes more sense. It will give us more floor space for displays, patron seating, etc. Additionally, the desk that currently exists was not designed to exist in its current configuration and looks bad. We are seeking a desk with sitting and standing options, possibly an electric desk so that it can adjust to staff or patron needs. The new "Help" desks are designed to be portable and are usually on wheels for maximum flexibility.</p>	 
<p>Downstairs help desk</p>	<p>See note above.</p>	

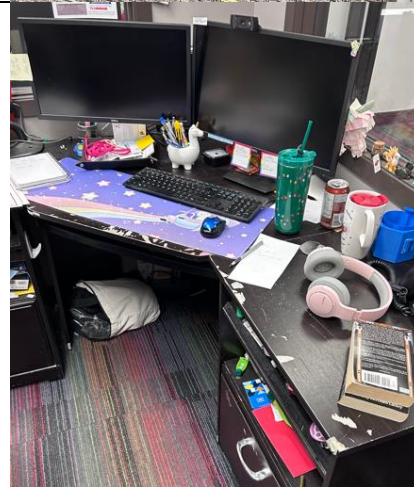
Service/purchase office chairs



Some of the office chairs are broken. Loveday believes they can be repaired. Some staff have requested new chairs with a hard back instead of solely mesh. The chair pictured no longer adjusts up or down.









Replace desks in programmer offices


These were not high-quality desks. They are shaky and the laminate is worn off.



<p>Purchase book displays</p>	<p>Some of our book display tables have lost their laminate and the particle board is exposed.</p>	
<p>Purchase standing desks</p>	<p>Some of our staff have asked for electric standing desks to improve health and ergonomics.</p>	
<p>Storage carts for Irving room</p>	<p>We currently have storage clogging our hallways and staff offices. If we were to fill the back wall of the Irving room with storage, we could clear the hallways and some of the offices of programming and decoration storage. Pictures are examples, not exactly what would be purchased.</p>	

<p>Purchase booth seating</p>	<p>Other libraries have installed rolling booth seating to great effect. It encourages people to spend time visiting and working in the library. The booth style seats roll, making it an attractive and flexible option. Our non-fiction section is mostly used as a working space, and would benefit from this set up.</p>	  
<p>Self-checkout table for downstairs</p>	<p>The public have asked for a second self-checkout downstairs. This would come with an increased annual licensing cost for Meescan.</p>	
<p>Self-checkout tablet for downstairs</p>	<p>Needed for a downstairs self-checkout.</p>	
<p>Electrical Outlet for Self-Checkout</p>		

<p>Smart TV in Sunroom</p>	<p>To replace the aging projector.</p>	
<p>Portable Speakers for Sunroom</p>	<p>Most TVs come with subpar speakers these days, assuming you will purchase speakers.</p>	
<p>Paint</p>	<p>The whole building except for the new construction in the basement needs new paint. There is chipped and fading paint everywhere, and most of it hasn't been touched since 2012.</p>	
<p>Repair circulation flooring</p>	<p>There is some damage to the floor behind the circulation desk. This may end up being public flooring depending on the new desk.</p>	

<p>Repair stair flooring</p>	<p>The carpet tiles on the stairs are showing signs of wear.</p>		
<p>Accessible Door Buttons (2)</p>	<p>We have an accessible button for the building, but not accessible buttons for bathrooms. We should have one on both levels of the library. If we did extensive renovations or built new it would be code. Additionally, a component of the grant grades us on making the space more accessible.</p>		
<p>Change table</p>	<p>There are only change tables in the basement, and we have had requests for some upstairs.</p>		

Roof	Notes	Photos
Repairs/replacement	<p>This was scheduled by the City to be done in 2027. Currently our windows pour water every spring and during big storms due to issues with the roof. Budget is ~\$250,000</p> <p>You can't tell from the photo, but the floor is soaked (again).</p>	