

Present:

Absent (with notice): Al Corbett, Trevor Miller, Katherine Schwaiger

1. Approval of Agenda

2. Board Feedback

a.

3. Consent Agenda.

a. Approval of Minutes of May 21, 2019 meeting

b. Items for Information

i. Correspondence

- Letter to Kaycee Madu
- Letter to Joe Ceci
- Camrose Ski Club Thank-You
- Minister of Municipal Affairs Letter from Provincial Public Library Network

ii. Other

- PRL Board Talk – May 23, 2019
- 2018 Financial Review Engagement – Final Copy
- 2018 Audit Highlights, with Surplus Recommendations from Management
- Zumbathon Fundraiser
- Parkland Professional Development Workshop

c. Reports

i. Librarian's Report

ii. June 2019 Program Calendar

iii. July 2019 Program Calendar

iv. Nicole's Program Report May 2019

v. Program Overview to May 31, 2019

vi. May 2019 Library Stats

4. Items for Decision

a. E-vote: motion to enter e-motions regarding Review Engagement into the minutes.

- b. A. Hoveland’s suggestion to place more money into building maintenance reserve.
- c. Policy revisions:
 - i. Governance Policy
 - ii. Resource Sharing Policy
 - iii. Social Media Policy
 - iv. Confidentiality and User Records Policy
 - v. Conditions for the Use of Areas of the Library Not Normally Used for Public Service

5. Items for Discussion

- a. Switching meeting times from 5:00 PM to 5:15 PM starting in September

6. Adjournment

Next regular Board meeting: **September 17, 2019**

Present: Elizabeth Luck (Chair), Katherine Schwaiger, Trevor Miller (County Council), Renee Greer, Al Corbett, Robyn Gray (Director)

Absent (with notice): Agnes Hoveland, Krista Larocque, Susanna Bruneau

1. **Approval of Agenda Motion 28/19 M/S/C** Moved by R. Greer. Passed.
2. **Board Feedback**
 - a. **E. Luck**
 - i. On May 6, Nicole and Elizabeth accepted the Augustana Alumni Citation Award on behalf of CPL at the Community Service-Learning Partner Appreciation Event
 - ii. CPL's Annual Summer Kickoff Event (a 'Birth-Tea Party') is happening June 25 at 6pm. It should be a great time!
3. **Consent Agenda Motion 29/19 M/S/C** A. Corbett/R. Greer. Passed.
 - a. Approval of Minutes of April 16, 2019 meeting
 - b. Items for Information
 - i. Correspondence
 - Letter to Bonnie Tanton
 - Letter to Kevin Smook
 - Letter to Morgan Bamford
 - Letter to Sandra Kim
 - Letter to Wes Caldwell
 - ii. Other
 - ALTA Board Report to PRL Meeting May 9, 2019
 - c. Reports
 - i. Librarian's Report
 - ii. May 2019 Program Calendar
 - iii. Shannon's ALC 2019 Report
 - iv. Kelly's ALC 2019 Report
 - v. Nicole's 2019 ALC Report
 - vi. Nicole's Program Report April 2019
 - vii. Program Overview to April 30, 2019
 - viii. April 2019 Library Stats
4. **Items for Decision**

- a. Policy revisions:
 - i. The Role of the Library Board **Motion 30/19 M/S/C** A. Corbett/
R. Greer. Passed.

5. Items for Discussion

- a. It looks like shifting meeting times from 5:00 PM to 5:15 PM will work for most board members, but we will confirm with all board members before making the official change. Will meet at 5:00 PM for June 18 meeting.
- b. Decision was to proceed with incorporating an annual review of meeting beginning time, asking everyone on the board each January what time is most convenient to meet.
- c. Upcoming Board Workshop Attendance – Robyn and Renee will likely attend the September 21st Board Basics Workshop in Spruce Grove.
- d. 100th Birthday Celebrations – R. Gray provided brief outline of our current plans for the library's 100th Birthday (Centennial Celebration), along with the suggestion that we close at 5pm on November 19th to prepare for a 7pm start to the Centennial Celebration. We will readdress this at a later date, but the board is overall supportive of the initial Celebration plans.
- e. Youth at the Table Mentorship Program interest – the board decided against pursuing this partnership, since it is so short-term and it is not guaranteed that any applicants applying will be from/in Camrose. If youth are interested in playing a role on the board and learning what it's all about, they are more than welcome to apply to City Council and become an official board member.

6. Adjournment 5:26 PM

Next regular Board meeting: **June 18, 2019 at 5:00 PM**

May 21, 2019

Honourable Kaycee Madu, MLA
Minister of Municipal Affairs
Alberta Legislature Building
132-10800 97 Avenue
Edmonton T5K 2B6

Dear Minister Madu:

On behalf of the Board and Staff of the Camrose Public Library, please accept our warm congratulations on your appointment as Minister of Municipal Affairs. Your appointment clearly acknowledges your outstanding service to Alberta as well as our Premier's trust in you. We look forward to working with you over the years to build on this province's accomplishments.

In November 2019, we will celebrate Camrose Public Library's 100th Birthday, and we are thrilled to begin our second century of exceptional service for all patrons. Through the years, provincial support for public libraries has enabled new service developments, resource sharing, equitable access to high-speed internet access, and opportunities for continuing education and job-skill enhancement. These initiatives are critical in our efforts to ensure excellent library services for all Albertans.

Libraries actively support the Government of Alberta's agenda by being invested in families and communities, promoting early childhood development, providing a welcoming environment to newcomers, supporting educational success, and creating proud, prosperous, and desirable places to live. At Camrose Public Library (CPL), we have four main goals: to provide social engagement so citizens can develop relationships and end isolation, to facilitate a welcoming space both physically and virtually for all patrons, to help people satisfy their curiosity for lifelong learning, and to enable all citizens to connect to the online world free of charge. We offer regular programs of all varieties throughout the year for all sorts of age groups, along with numerous special events.

At CPL, we offer an award-winning after-school program called "Snacks in the Stacks" which provides healthy snacks for kids and young adults. This program enables them to have somewhere to connect and develop a sense of community, while not going home hungry after school. Our programs make it so that children who may be

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vulnerable have a safe space outside of their homes where they can connect with others and feel safe and cared for.

CPL also provides weekly outreach services to numerous senior's homes in the community. During the summer, we offer our award-nominated service called "the Life Cycle," which consists of a trishaw (tricycle with a seat for two in the front with a pilot in the back) that enables community members to take seniors and people with disabilities for a bike ride to experience 'the wind in their hair.' At CPL, we host Art Walk events annually, and provide an affordable space for budding and local artists to display their work. Another of our award-winning services that can be seen throughout the summer is our one-of-a-kind Book Bike. This bike visits different locations regularly throughout Camrose during the summer, and offers free internet and book loaning wherever it goes along with programming, games, and storytimes.

Although libraries have expanded their services beyond basic reading materials, reading is essential for the health of all Albertans. Reading, viewing, and listening for pleasure can foster mental stimulation, stress reduction, knowledge building, vocabulary expansion, memory improvement, stronger analytical thinking skills, improved focus, and better writing skills, all of which can improve the health of Albertans. Libraries have grown to be essential community hubs, improving the health, education, and economy in communities around the province.

We know that the values we have are shared with you and your party. We hope we can forge a lasting working relationship with you over the next several years and are happy you have been chosen to lead Municipal Affairs.

Again, warmest congratulations!

Sincerely,

Elizabeth Luck
Chair, Camrose Public Library

cc: Camrose Public Library Board
Robyn Gray, Director of Camrose Public Library

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May 22, 2019

Mr. Joe Ceci, MLA
Legislature Office
5th Floor
9820 – 107 Street
Edmonton, AB
Canada T5K 1E7

Dear Mr. Ceci, MLA:

On behalf of the Board and Staff of the Camrose Public Library, please accept our warm congratulations on election as Municipal Affairs Critic for the NDP. Your re-election and appointment clearly acknowledge your outstanding service to Alberta. We look forward to continue working with you over the years to build on this province's accomplishments.

In November 2019, we will celebrate Camrose Public Library's 100th Birthday, and we are thrilled to begin our second century of exceptional service for all patrons. Through the years, provincial support for public libraries has enabled new service developments, resource sharing, equitable access to high-speed internet access, and opportunities for continuing education and job-skill enhancement. These initiatives are critical in our efforts to ensure excellent library services for all Albertans.

Libraries actively support the Government of Alberta's agenda by being invested in families and communities, promoting early childhood development, providing a welcoming environment to newcomers, supporting educational success, and creating proud, prosperous, and desirable places to live. At Camrose Public Library (CPL), we have four main goals: to provide social engagement so citizens can develop relationships and end isolation, to facilitate a welcoming space both physically and virtually for all patrons, to help people satisfy their curiosity for lifelong learning, and to enable all citizens to connect to the online world free of charge. We offer regular programs of all varieties throughout the year for all sorts of age groups, along with numerous special events.

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We hope we can continue our collaboration with you over the next several years and are happy you have been chosen as Municipal Affairs Critic for the NDP.

Again, warmest congratulations!

Sincerely,

Elizabeth Luck
Chair, Camrose Public Library

cc: Camrose Public Library Board
Robyn Gray, Director of Camrose Public Library

June 13, 2019

Camrose Ski Club
Box 1973
Camrose AB T4V 1X8

Dear Ski Club Members,

On behalf of the Board and Staff of the Camrose Public Library, please accept our sincere thanks for your very generous donation following your Ole's Spring Run Off Race. We are honoured you have chosen to support the library so generously and appreciate your confidence in us to provide the community with exceptional library service!

As you know, your donation has gone toward purchasing a Cycle Desk for the library. This Cycle Desk created a great deal of excitement amongst staff when it arrived, and has been well-utilized by patrons as they come into the library to work on their laptop or relax while reading a good book or new magazine. This Cycle Desk is ideal as it can easily be wheeled to different locations within the library, and the seat as well as tabletop are adjustable so that any patron can use them.

At the Camrose Public Library, we have four main service goals: social engagement: developing relationships and ending isolation; connect to the online world: public internet access; satisfy curiosity: lifelong learning; and visit a welcoming space: physical and virtual spaces. This donation is a terrific addition to our library, and will hopefully attract new patrons into our space as well as enhancing the time spent here by our current patrons. We are so grateful for this opportunity to enhance our patrons' physical literacy.

Again, thank you!

Sincerely,



Robyn Gray, Director
Camrose Public Library

cc: Camrose Public Library Board



May 1, 2019

The Honourable Kaycee Madu, MLA
 Minister of Municipal Affairs
 Alberta Legislature Building
 132-10800 97 Ave NW
 Edmonton, AB T5K 2B6

(sent via email)

Dear Minister Madu:

Congratulations on your appointment as Minister of Municipal Affairs.

The Alberta Government's goals of **strengthening our economy, seeking a smarter approach to innovation, welcoming and supporting newcomers and creating a better place for Albertans to raise their families** are supported through the work of public libraries across Alberta.

Public libraries are vital to Alberta communities, providing a neighborhood hub where everyone is welcome, demonstrating a return on investment, connecting, educating and inspiring citizens to build a strong Alberta.

- **Libraries strengthen our economy by:**
 - Enabling job seekers to create resumes, prepare for interviews and find jobs.
 - Preparing children for school with early literacy programs, services and collections.
 - Providing spaces outside of school hours for children to support healthy childhood development.
 - Offering life-propelling skills training, allowing Albertans to develop new competencies.
 - Assisting entrepreneurs with business startup information, resources and advice.
- **Libraries support innovation by:**
 - Reducing the digital divide by providing access to high speed internet, free public computing and access to millions of digital resources including online classes. For many Albertans their local library is their only access to the internet.
 - Preparing Albertans for the digital economy with digital literacy training and access to IT tools, resources and expertise. Alberta libraries have digital labs and recording studios and offer classes in 3D modelling, podcasting and coding.
 - Working as a network across Alberta to provide all Albertans, wherever they live, with access to quality information, knowledge, technology and expertise.
- **Libraries welcome and support newcomers by:**
 - Facilitating newcomers' language training, conversation circles and literacy and ESL support.
 - Offering digital literacy programs to ensure everyone has an equal opportunity to thrive.
 - Providing connections to agencies and businesses through settlement services workers.
- **Libraries create a better place for Albertans to raise their families by:**
 - Providing spaces where people can connect with neighbours – combatting social isolation.
 - Supporting seniors with outreach services, materials in accessible formats, and programs.
 - Supporting lifelong learning and literacy in all forms, from print literacy to financial literacy to media literacy to wellness literacy to digital literacy.
 - Filling gaps in services that support mental health, housing and addiction.
 - Supporting vulnerable people by providing connections to local social services agencies.

Libraries are one of the most effective and impactful uses of public funding. Working in partnership, municipalities provide the majority of the funding, but Provincial operating grants are critical. The Provincial investment of under \$35 million dollars a year enables hundreds of libraries in large and small communities across Alberta to offer

services needed in their communities as well as supports resource sharing between public libraries to ensure equitable access to all Albertans to public library resources.

Together we can help ensure that all Albertans have access to the information, technology, tools and services needed to help our province thrive. Wishing you success in your position.

Yours sincerely,

The Libraries of the Alberta Provincial Public Library Network:

Avnish Mehta

Chair Avnish Mehta, Calgary Public Library

L DeVar Dahl

Chair DeVar Dahl, Chinook Arch Regional Library System

Brian Heidecker

Chair Brian Heidecker, Edmonton Public Library

Mark Evans

Chair Mark Evans, Grande Prairie Public Library

Allan Quinton

Chair Allan Quinton, Lethbridge Public Library

L Lyster

Chair Lynda Lyster, Marigold Library System

Rick Redmond

Chair Rick Redmond, Medicine Hat Public Library

Larry Tiedemann

Chair Larry Tiedemann, Northern Lights Library System

Debra Smith

Chair Debra Smith, Parkland Regional Library

Carolyn Kalebaba

Chair Carolyn Kalebaba, Peace Library System

Jim Taylor

Chair Jim Taylor, Red Deer Public Library

Dwight Kilpatrick

Chair Dwight Kilpatrick, Shortgrass Library System

Janice Marschner

Chair Janice Marschner, St. Albert Public Library

Anna Pandos

Chair Anna Pandos, Strathcona County Library

Amanda MacPherson

Chair Amanda MacPherson, Wood Buffalo Regional Library

Hendrik Smit

Chair Hendrik Smit, Yellowhead Regional Library



PRL BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

MAY 23, 2019

Audit Report Approved

PRL's audit was presented to the board by Kevin Fergusson from the accounting firm RSM. In the documents provided, the auditors state:

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Parkland Regional Library as at December 31, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

They did make the recommendation that PRL's Director review general journal entries posted to PRL's accounts on a monthly or quarterly basis. They also made one audit adjustment related to the provincial grant related to our new building fund. To download a copy of the Auditor's Report and Report to the Board, they can be accessed through the following hyperlink:

<http://www.prl.ab.ca/~media/parkland/board-resources/prl-2018-approved-financial-statements.ashx?la=en>

Trustee Orientation

A brief presentation on how public libraries are funded in Alberta was given by Director Ron Sheppard.

Budget 2020

PRL's budget plans for 2020 are still being formulated. The Executive Committee has discussed the development of the 2020 Parkland budget at their last

two meetings. Within the budget, lines with increases really only reflect inflationary costs PRL can't control. Many budget lines remain unchanged between 2019 and 2020.

Staff do not recommend any further reduction to member library materials allotment. The 2020 allotment rate remains at \$1.13 per capita. PRL allotment is the only materials budget that many of PRL's member libraries have.

Work is ongoing. A new budget will be presented to the Executive Committee for review at the June 13th meeting.

Building Update

Parkland staff received a set of blueprints for PRL's new headquarters building from Tricon on March 27th. Staff asked for the "dream building" based on PRL's functional requirements. Unfortunately, it was over 7000 square feet bigger than the original plan.

On April 30th, Parkland staff met with Tricon staff to discuss ideas on how to reduce the cost of the building without negatively affecting functionality. The meeting went very well and Tricon is now working on another set of blueprints.

PRL Advocacy Committee

The Advocacy Committee has met three times, in March, April, and May, in the afternoons following Executive Committee meetings. The committee is chaired by Gord Lawlor with Barb Gilliat serving as Vice-Chair and Janine Stannard as Executive Committee and Board liaison.

The committee identified a couple of strategies to work towards the goal of maintaining stable funding to public libraries as the newly elected government develops their budget. They will send a tailored letter to each MLA in the region with a request for an introductory meeting. Each MLA will be matched with a member of the Advocacy or Executive Committee from that area to attend the meeting along with PRL's Director. In addition, a template letter will be sent to member library boards encouraging them to also send welcome letters to their MLAs and either request an audience or invite the MLA to their library.

The Committee also discussed aligning their activities with province-wide public library advocacy initiatives. At the Alberta Library Conference there was an informal meeting of the 16 public library nodes which led to the

creation of a welcome letter to the new Minister of Municipal Affairs, Kaycee Madu. The draft letter was completed by the Directors of PRL and Yellowhead Regional Library (YRL), signed by all the node library Chairs, and sent to the Minister on May 1st. That letter is attached.

The committee believes it is important for Alberta's public libraries to present a unified message at the provincial level. Since Parkland contributed significant content to the letter to the Minister and since they are already actively developing advocacy plans and tools, they committed to sharing their work and resources with the wider library community. This includes the slogan "Strong Libraries - Strong Communities - Alberta Strong!" Provincial funding is vital to sustaining rural library service and accounts for over 45% of Parkland's budget.

First Nations Update

Last October Parkland agreed to participate in the Public Library Services Branch (PLSB) sponsored "Voices of Amiskwaciy" project. This project was supposed to be concluded by the end of March, but an extension was given to June 30th. Training related to the project occurred on April 8 and 9th at Parkland.

It was the intention of this project to share local stories and cultural content through a digital public space. The scope of the project is province-wide and includes representation from Indigenous communities in northern, central, and southern Alberta. The idea is to support local and regional capacity in digital Indigenous story creation.

Outreach to the O'Chiese and Sunchild reserves continues to be a challenge partly due to the distance from Lacombe. However, staff are exploring a couple of options that may include local reserve residents providing the equivalent of a kiosk library service and/or a local public library extending service to reserve residents through contract. In May, at a meeting with the Rocky Mountain House library board, Parkland discussed what role the Rocky Mountain House Library might play in outreach to O'Chiese and Sunchild. They have agreed to act as an interlibrary loan (ILL) pick up and drop off location and will allow use of their collection. Parkland will endeavor to hire a person from one of the reserves who can pick up and drop off ILLs at the library in Rocky

Mountain House and provide a small kiosk service primarily using library materials from Rocky.

PRL is also set to open a semi-permanent library space at Maskwacis in June. This will replace the current "Pop-up" library service.

PRL P.D. Day

At the April 11th Executive Committee Meeting, the committee identified increased trustee education as a need for board members throughout the region. The committee asked if Parkland's Fall Conference/Professional Development Day could contain components that would be useful for trustees. The Workshop is to be held on September 23rd. Virtually the entire agenda is applicable to library board trustees. There is no charge to attend if you are:

- Staff from a member municipality
- A councilor from a member municipality
- A member of the Parkland Board
- A board member from a member library
- Staff from a member library

Online registration will start May 24th. Session details can be viewed at:

<http://support.prl.ab.ca/index.php/event/lets-talk-communication/>

Future PRL Board Meetings

PRL's Advocacy Committee discussed the idea of extending the length of board meetings. The intent was to allow more time for sharing between board members and to provide more professional development opportunities; particularly in the area of advocacy.

An informal vote was taken and the future meetings will be from 12:30-3:30 p.m.

Next Meeting:

September 12, 2019

12:30-3:30 p.m.



Financial Statements

Camrose Public Library

December 31, 2018

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Independent Practitioner's Review Engagement Report

Grant Thornton LLP
4870 - 51 Street
Suite 201
Camrose, AB
T4V 1S1

T +1 780 672 9217
F +1 780 672 9216
www.GrantThornton.ca

To the Board of Trustees of
Camrose Public Library

Report on the financial statements

We have reviewed the accompanying financial statements of Camrose Public Library that comprise the statement of financial position as at December 31, 2018, and the statements of operations, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Independent Practitioner's Review Engagement Report (continued)

Basis for qualified conclusion

Note 2 indicates that the library accounts for the acquisition of capital assets by recording them as an expense in the year of acquisition. Because of revenues in excess of \$500,000 per year in two consecutive years, this accounting policy is no longer in accordance with Canadian accounting standards for not-for-profit organizations. The effects of this departure from Canadian accounting standards for not-for-profit organizations on the unaudited financial statements have not been determined.

Qualified conclusion

Based on our review, except for the effects of the matter described in the Basis for Qualified Conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Camrose Public Library as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Camrose, Canada
June 6, 2019

Grant Thornton LLP

Chartered Professional Accountants

Camrose Public Library Statement of Operations

Year ended December 31	2018 Budget	2018 Actual	2017 Actual
Revenues			
Grants	\$ 999,244	\$ 932,597	\$ 854,727
Designated donations	-	1,700	7,886
Fees, fines and other	29,100	34,383	50,979
Memberships	3,000	3,339	3,190
	<u>1,031,344</u>	<u>972,019</u>	<u>916,782</u>
Expenditures			
Staff			
Salaries and benefits	752,657	666,979	675,536
Development and travel	9,200	5,426	7,215
Materials			
Books and audio visual	50,000	24,386	39,883
Periodicals	150	-	191
Administration			
Advertising	7,500	2,840	4,021
Capital purchases	21,450	-	20,502
Board	4,400	3,879	4,334
Equipment leasing	3,500	2,913	3,484
Computer supplies	3,700	1,747	3,408
Library supplies	8,160	7,984	10,751
Office	1,070	907	2,037
Professional fees	16,800	17,246	16,200
Insurance	2,285	2,785	2,338
Programming	28,000	27,204	36,476
Equipment repairs	2,500	1,363	1,555
Telephone and fax	3,176	2,520	2,817
Miscellaneous	2,000	2,772	2,360
Building			
Repairs and maintenance	94,796	18,953	13,697
Utilities	20,000	20,476	23,278
	<u>1,031,344</u>	<u>810,380</u>	<u>870,083</u>
Excess of revenues over expenditures	\$ -	\$ 161,639	\$ 46,699

See accompanying notes to the financial statements.

Camrose Public Library
Statement of Changes in Net Assets

Year ended December 31

2018

	Unrestricted Net Assets	Internally Restricted Net Assets	Total
Balance, beginning of year	\$ 223,993	\$ 150,857	\$ 374,850
Excess of revenues over expenditures	161,639	-	161,639
Transfer to internally restricted (Note 6)	<u>(40,000)</u>	<u>40,000</u>	<u>-</u>
Balance, end of year	<u>\$ 345,632</u>	<u>\$ 190,857</u>	<u>\$ 536,489</u>

2017

	Unrestricted Net Assets	Internally Restricted Net Assets	Total
Balance, beginning of year	\$ 169,014	\$ 159,137	\$ 328,151
Excess of revenues over expenditures	46,699	-	46,699
Transfer from internally restricted	<u>8,280</u>	<u>(8,280)</u>	<u>-</u>
Balance, end of year	<u>\$ 223,993</u>	<u>\$ 150,857</u>	<u>\$ 374,850</u>

See accompanying notes to the financial statements.

**Camrose Public Library
Statement of Financial Position**

December 31	2018	2017
Assets		
Current		
Cash and cash equivalents	\$ 161,198	\$ 73,337
Term deposits (Note 3)	407,510	607,239
Accounts receivable	3,699	5,573
Due from City of Camrose	<u>11,165</u>	<u>-</u>
	\$ 583,572	\$ 686,149
Liabilities		
Current		
Accounts payable and accrued liabilities (Note 4)	\$ 12,929	\$ 8,060
Accrued vacation pay	24,364	26,410
Deferred contributions (Note 5)	9,790	22,143
Due to City of Camrose	<u>-</u>	<u>254,686</u>
	47,083	311,299
Net Assets		
Unrestricted Net Assets	345,632	223,993
Internally Restricted Net Assets (Note 6)	<u>190,857</u>	<u>150,857</u>
	536,489	374,850
	\$ 583,572	\$ 686,149

On behalf of the board

 Trustee

 Trustee

Camrose Public Library
Statement of Cash Flows

Year ended December 31

2018**2017**

Increase (decrease) in cash

Operating

Excess of revenues over expenditures	\$ 161,639	\$ 46,699
Change in non-cash working capital items		
Accounts receivable	1,874	(1,360)
Prepaid expenses	-	150
Accounts payable and accrued liabilities	4,869	1,629
Accrued vacation pay	(2,046)	3,159
Deferred contributions	(12,353)	19,330
Advances (to) from City of Camrose	(265,851)	93,603
	(111,868)	163,210

Investing

Decrease (Increase) in term deposits	199,729	(114,000)
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Increase in cash **87,861** **49,210**

Cash

Beginning of year	73,337	24,127
End of year	\$ 161,198	\$ 73,337

Camrose Public Library

Notes to the Financial Statements

December 31, 2018

1. Nature of operations

Camrose Public Library's (the Library's) purpose is to encourage people of all ages to use Library materials and services and to encourage literacy. It accomplishes this by providing an excellent library service through collecting, maintaining, and making available quality print and non-print materials and by providing services that meet the expressed and perceived needs of the Camrose community and surrounding area. The Library is a registered charity under the Income Tax Act and is therefore exempt from income taxes.

2. Significant accounting policies

The Library applies the Canadian accounting standards for not-for-profit organizations.

Revenue recognition

The Library follows the deferral method of accounting for contributions.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and which may only be used for certain programs or in completion of specific work are restricted contributions and are recognized as revenue in the year in which the related expenses are incurred. Any unrestricted contributions are recognized as revenue when amounts are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Memberships and fee revenues are recognized when the products have been provided to the customer or the services have been provided. Any amounts received in advance of all revenue recognition criteria being met are classified as customer deposits or unearned revenue on the balance sheet.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, balances with banks, net of outstanding cheques and deposits, and short term deposits with original maturities of three months or less.

Property, plant and equipment

The Library owns the following capital assets which have been expensed when purchased:

- library books
- audio visual materials
- furnishings and leasehold improvements
- computer equipment and software

Contributed services

The Library benefits from the value of services donated by members interested in furthering its objectives. No amount is recorded for the year ended December 31, 2018 as the value is not readily determinable.

The contributions of the Library facilities and insurance thereon by the City of Camrose are not recognized in these financial statements.

Camrose Public Library
Notes to the Financial Statements
December 31, 2018

2. Significant accounting policies (continued)

Financial Instruments

The Library considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The Library accounts for the following as financial instruments:

- cash and cash equivalents
- term deposits
- accounts receivable
- accounts payable and accrued liabilities
- accrued vacation pay

A financial asset or liability is recognized when the Library becomes party to contractual provisions of the instrument.

Financial assets or liabilities obtained in arm's length transactions are initially measured at their fair value. In the case of a financial asset or liability not being subsequently measured at fair value, the initial fair value will be adjusted for financing fees and transaction costs that are directly attributable to its origination, acquisition, issuance or assumption.

Financial assets or liabilities obtained in related party transactions are measured in accordance with the accounting policy for related party transactions except for those transactions that are with a person or entity whose sole relationship with the Library is in the capacity of management in which case they are accounted for in accordance with financial instruments.

Financial assets and financial liabilities are subsequently measured according to the following methods:

Financial instrument	Subsequent measurement
Cash and cash equivalents	Amortized cost
Term deposits	Amortized cost
Accounts receivable	Amortized cost
Accounts payable and accrued liabilities	Amortized cost
Accrued vacation pay	Amortized cost

The Library removes financial liabilities, or a portion of, when the obligation is discharged, cancelled or expires.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. Previously recognized impairment losses are reversed to the extent of the improvement provided the asset is not carried at an amount, at the date of the reversal, greater than the amount that would have been the carrying amount had no impairment loss been recognized previously. The amounts of any write-downs or reversals are recognized in net income.

Camrose Public Library

Notes to the Financial Statements

December 31, 2018

3. Term deposits

Short term investments include term deposits with maturity dates at the time of purchase greater than three months and one year or less. They mature in April 2019 (2017 - March 2018 and September 2018) and carry interest rates between 1.42% and 1.55% (2017 - 0.50%).

4. Accounts payable and accrued liabilities

There are government remittances payable of \$8,828 included in accounts payable and accrued liabilities at December 31, 2018 (2017 - \$0).

5. Deferred contributions

Deferred contributions represent unspent resources externally restricted by the donor. Deferred contribution balances are as follows:

	<u>2018</u>	<u>2017</u>
New Horizons Seniors Grant	\$ -	\$ 288
Designated Donation - Snacks in the Stacks	9,790	8,104
Battle River Community Foundation	-	13,750
	<u>\$ 9,790</u>	<u>\$ 22,142</u>

6. Internally restricted net assets

The Board of Trustees have internally restricted the following amounts from unrestricted net assets to be used for the purposes noted. These internally restricted amounts are not available for other purposes without approval of the Board of Trustees.

	<u>2018</u>	<u>2017</u>
Building maintenance	\$ 105,059	\$ 85,059
Furnishings	9,419	9,419
Hume	26,756	26,756
Staff training	12,000	2,000
Technology	17,623	7,623
Utilities	10,000	10,000
Vacation/Sick Liability	10,000	10,000
	<u>\$ 190,857</u>	<u>\$ 150,857</u>

During the year, the Board of Trustees approved the following transfers. \$20,000 to the Building maintenance reserve, \$10,000 to the Staff training reserve, and \$10,000 to the Technology reserve, with the \$40,000 total coming from unrestricted equity.

Camrose Public Library
Notes to the Financial Statements
December 31, 2018

7. Economic dependence

Approximately 95% (2017 - 93%) of the Library's revenue is derived from grants received from various levels of government. The City of Camrose provides 61% (2017 - 63%) of the Library's revenue. The Library's continued viability depends upon maintaining a satisfactory grant level.

8. Local Authorities Pension Plan

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pensions Plan Act. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP fund.

Contributions for current services are recorded as expenditures in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 10.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 14.84% on pensionable earnings above this amount. Employees of the Library are required to make current service contributions of 9.39% of pensionable salary up to the year's maximum pensionable salary and 13.84% on pensionable salary above this amount.

Total current service contributions by the Library to the LAPP in 2018 were \$25,418 (2017 - \$28,718). The current service contributions by the employees of the Library to the LAPP in 2018 were \$23,155 (2017 - \$26,379).

At December 31, 2018 the LAPP disclosed an actuarial surplus of \$4.84 million (2017 - actuarial deficiency \$637 million).

9. Contributed materials

During the year non-cash contributions were received in the amount of \$1,757 (2017 - \$5,129) representing the estimated fair value of the contributions. These amounts have not been recorded in the financial records of the Library.

10. Financial instruments

The Library is exposed to various risks through its financial instruments. The following analysis provides a measure of the Library's risk exposures and concentrations at December 31, 2018.

(a) Liquidity risk

Liquidity risk is the risk that the Library will encounter difficulty in meeting the obligations associated with its financial liabilities. The Library is exposed to this risk mainly in respect of its accounts payable. The Library has determined that it is not exposed to a significant amount of liquidity risk with respect to its accounts payable. There has been no significant change in exposure from the prior year.

Camrose Public Library
Notes to the Financial Statements
December 31, 2018

10. Financial Instruments (continued)

(b) Market risk

Market risk is the risk that the fair value or expected future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Library is mainly exposed to interest rate risk.

(i) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Library has determined that it is not exposed to a significant amount of interest rate risk. There has been no significant change in exposure from the prior year.

2018 Audit Highlights

Statement of Operations (2018 Operating Budget)

Revenue total for 2018 is 972,019

- Grants (Income) – \$932,597
- County Memberships - \$3,339
- Donations - \$1,700
- Other - \$34,383
 - Library generated-Fines, copier, room rental, exams, book sale, etc.

Expenditure total for 2018 is \$666,979

Surplus \$161,639

This total surplus is high. Now that the City of Camrose is no longer doing our financials for us, the City actually owed Camrose Public Library money (11,164.84) after the City's audit was completed.

Our auditors suggested with a surplus this high, we may want to put aside some money in our Reserves. If it is decided to put some money in Reserves, please pass a motion reflecting what reserve and the amount. The auditors can make the adjustment before the final version is sent in to the Government.

Reserve Balances as of December 31, 2018

Building Maintenance	\$105,058
Technology	\$ 17,624
Hume	\$ 26,756
Utilities	\$ 10,000
Furnishings	\$ 9,419
Vacation and Sick Liability	\$ 10,000
Staff Training	\$ 12,000
TOTAL	\$190,857

Assets:**Current**

Cash on Hand (petty cash and cash register)	\$620
Chequing Account	\$160,578
Cash and Cash equivalents	\$161,198
Term Deposits	
Term Deposit (GIC)	\$213,829.29
Term Deposit (GIC)	\$18,076.93
Term Deposit (GIC)	\$85,317.88
Term Deposit (GIC)	\$90,286.03
Total Term Deposits	\$407,510
Accounts Receivable	
Due from City of Camrose	\$11,165
GST Rebate received	\$3,699
Total Accounts Receivable	\$14,864
Total Assets	583,572

Liabilities and Net Assets:

Liabilities:	
Accounts Payable and accrued liabilities	
▪ Government Remittances Payable 8,828	\$12,929
▪ Includes Accounting Accrual 4,101	
Accrued Vacation Pay Total	\$24,364
Deferred Contribution	
▪ Includes Designated Donation-Snacks in the Stacks , carried over to 2018, \$9,790	\$9,790
Total Liabilities	\$47,083
Assets:	
Internally Restricted Net Assets (Reserves)	\$190,857
Unrestricted Net Assets (Surplus)	\$345,529
Total Assets	\$536,489
Total Liabilities and Net Assets	\$583,572

2018 Surplus Suggestions:

-Place \$40,000 in Reserves

- Building Maintenance \$20,000 (we have a fairly good cushion, but our building is older and the City has talked about tight budgets the next year or two)
- Staff Training \$10,000 (we have 23 staff and our budgeted amount (5,200) does not go far)
- Technology \$10,000 (we currently have \$7,600 in reserves, a larger cushion would benefit the library if we ever had to replace servers and computer)

-Shortfall of 15,000 Revenue from Federal Employment Grants so the surplus could cover that shortfall

-Centennial Celebrations - \$5,000

-Use surplus money to provide staff with a 2.5% COLA increase in 2020. (approximately \$18,000)

Total \$78,000



**FELLOWSHIP OF CAMROSE PUBLIC
LIBRARY PRESENTS**

A LIBRARY FUNDRAISER
ZUMBATHON

With Olga Ojeda

TICKETS
\$15

JULY • 5 • 2019

AT EMERALD
in the Duggan Mall
6:30-8:30 PM

**TICKETS AVAILABLE AT THE DOOR OR AT CAMROSE
PUBLIC LIBRARY**



Let's Talk Communication
 Professional Development Workshop
 Lacombe Memorial Centre
 September 23, 2019

9-9:30	Registration & Refreshments (Centennial Hall)	
9:30-10:45	A: Opening Keynote: Bridging the Gap: Generations at Work <i>Kristen Cummings</i>	
10:45-11	Refreshment Break (Centennial Hall)	
11-12	B1: Visual Communication: Engaging Your Library Patrons through Photos <i>Anne Marie Watson/Sona MacNaughton</i>	B2: Creating a Culture of Constructive Conflict <i>Kristen Cummings</i>
12-1	Lunch (Centennial Hall)	
1-2	C1: Creating a Culture of Constructive Conflict <i>Kristen Cummings</i>	C2: Emotional Intelligence <i>Leah Sanderson</i>
2-2:15	Refreshment Break (Centennial Hall)	
2:15-3:45	C1: Introduction to Tactical Communication <i>Kathy Brooks</i>	C2: What's Our Role? The Connections Between the Library Board and Other Community Organizations <i>Ken Allan</i>

Overview of PD Day Sessions

Keynote: Bridging the Gap: Generations at Work

Kristen Cummings, Cantos Performance Management

Description:

This engaging talk uses a demographic framework to illuminate the values and workplace characteristics of different generations at work. By exploring the socio-economic conditions of each generation, audiences will gain insight to effective strategies to connect and collaborate across generations and build a high-performance culture that celebrates the unique strengths and contributions of each generation.

Kristen will also have breakout sessions on how to handle conflict in a positive manner in order to build on the information from the keynote.

Creating a Culture of Constructive Conflict

Description:

Conflict is an essential element to creativity, growth, innovation and change and yet many people struggling to manage and engage in conflict at work. This talk will explore the positive possibilities of conflict and consider day to day changes that might help to better foster productive, healthy and constructive conflict at work.

Visual Communication: Engaging Your Library Patrons Through Photos

Anne Marie & Sona MacNaughton, RDC

Description:

If a picture is truly worth a thousand words, how can you use photos to engage your library patrons? This session will cover:

- Tips for composing a great shot
- Using free photo editing tools or apps
- Using photos to drive social media engagement
- Finding and using copyright-friendly images

Sona brings her love of photography and her keen design eye, and Anne Marie brings her passion for social media and community engagement. Together they will show you how engaging your patrons with great photos can be a snap!

Emotional Intelligence

Leah Sanderson

Description:

What is Emotional Intelligence? Discover the five aspects of Emotional Intelligence (Self-Awareness, Self-Regulation, Motivation, Empathy and Social Skills) through experiential exercise and discussion.

Crisis Development and Introduction to Tactical Communication

Kathie Brooks, Marston House

Description:

In this introduction, library managers and trustees will learn about the progression of a crisis and then examine tools and techniques to safely and effectively respond to challenging behavior in a way that prevents escalation. You will leave with: the 'habit of mind' necessary to handle conflict skillfully, particularly under pressure, the preferred body position to maintain when intervening with an aggressive individual, and a simple tool to stay calm and rational under pressure. With training and support, your team can provide superior customer service in the most difficult of circumstances.

What's Our Role? The Connections Between the Library Board and Other Community Organizations

Ken Allan, PLSB

Description:

Public library boards are governing boards accountable to the community. But how does this affect the board's relationships with other bodies (e.g. council, manager/staff, Friends groups)? Come find out more about the library board's role and how this affects its relationships with the people and organizations the board deals with on a regular basis.



School visits for Summer Program Promotion

Our Summer Students' social media post!

Summer Students

Our summer students are thriving, and this summer is shaping up to be an exciting one! When provided with the theme idea of a 'Birth-Tea Party' in honour of our 100th Birthday this year, they ran with it and have come up with several activities to keep everyone entertained. The Book Bike and Life Cycle have several appearances lined up for the summer (both old and new), and the Summer Programming team have several exciting plans for the Summer Reading Program here at the library. Our Social Media coordinator will be working on questionnaires for patrons and Camrose community members this summer, so that we can get a sense of how we can bring in even more patrons to the library and meet a broader variety of needs.

Birth-Tea Party, June 25, 2019 – 6:00 to 8:00 PM

We hope to see you all there! Be sure to dress up in clothing that reflects 'your favourite decade'!

The Fellowship of Camrose Public Library

Camrose Public Library's Friends Group, "The Fellowship of Camrose Public Library," has officially been incorporated! This means they can finally get a start on fundraising on the library's behalf. As a starting point, they will be set up with a table at the Summer Kickoff Party with a 50/50 draw as well as information about the organization. Also, on July 5th the Fellowship is collaborating with Olga Ojeda of "Emerald" to host a Zumbathon! "Emerald" is a fitness studio located in Duggan Mall beside the movie theatre, and Olga is a trained Zumba instructor who will lead the Zumbathon for two hours. This event is happening July 5th from 6:30pm to 8:30pm, and tickets are \$15. Be sure to tell all your friends to join us for a great time – 100% of the proceeds go towards the library! Thanks again to Renee for being the CPL Board representative for the Fellowship group!

City Council

Our Summer Program Facilitator, Liana Nand, went with Nicole Bannick to the City Council Meeting on June 10th to formally present our request to close the road in front of the library for our Birth-Tea Party. I am grateful that Nicole stepped in for that meeting, as I was at a Parkland Libraries Council Meeting for the duration of that day. We are extremely grateful that City Council agreed to our request! Now we can safely extend the party fun outdoors. On June 17th, I will be accompany all of the summer students to the City Council Meeting for a more formal introduction.

Review Engagement Update

Thank you all so much for your e-votes concerning CPL's 2018 Review Engagement! Thanks to this in combination with Cheryl's hard work, we were able to have our audit submitted to Public Library Services Branch before the deadline of June 15th. Now that that is behind us, we can discuss the designation of surplus funds at our June meeting.

Professional Development

On September 23rd, Parkland is hosting their annual Professional Development Workshop, this year titled "Let's Talk Communication." This year's workshop is geared towards Board Members, Council Members, and Library Managers, and not quite as much at library staff. As a result, I will personally be attending this workshop, but do not believe that it would be beneficial to close CPL and send staff to attend. I am still working with the idea of hosting a Professional Development Day here at the library during the summer, but have not yet settled on a date. Now that we have a better sense of our remaining Professional Development budget since the Review Engagement has been conducted, we can better plan possible Professional Development activities that would benefit all staff. If we are hoping to close the library for a Professional Development Day before the board's next meeting, I will be sure to send out an e-vote notice.

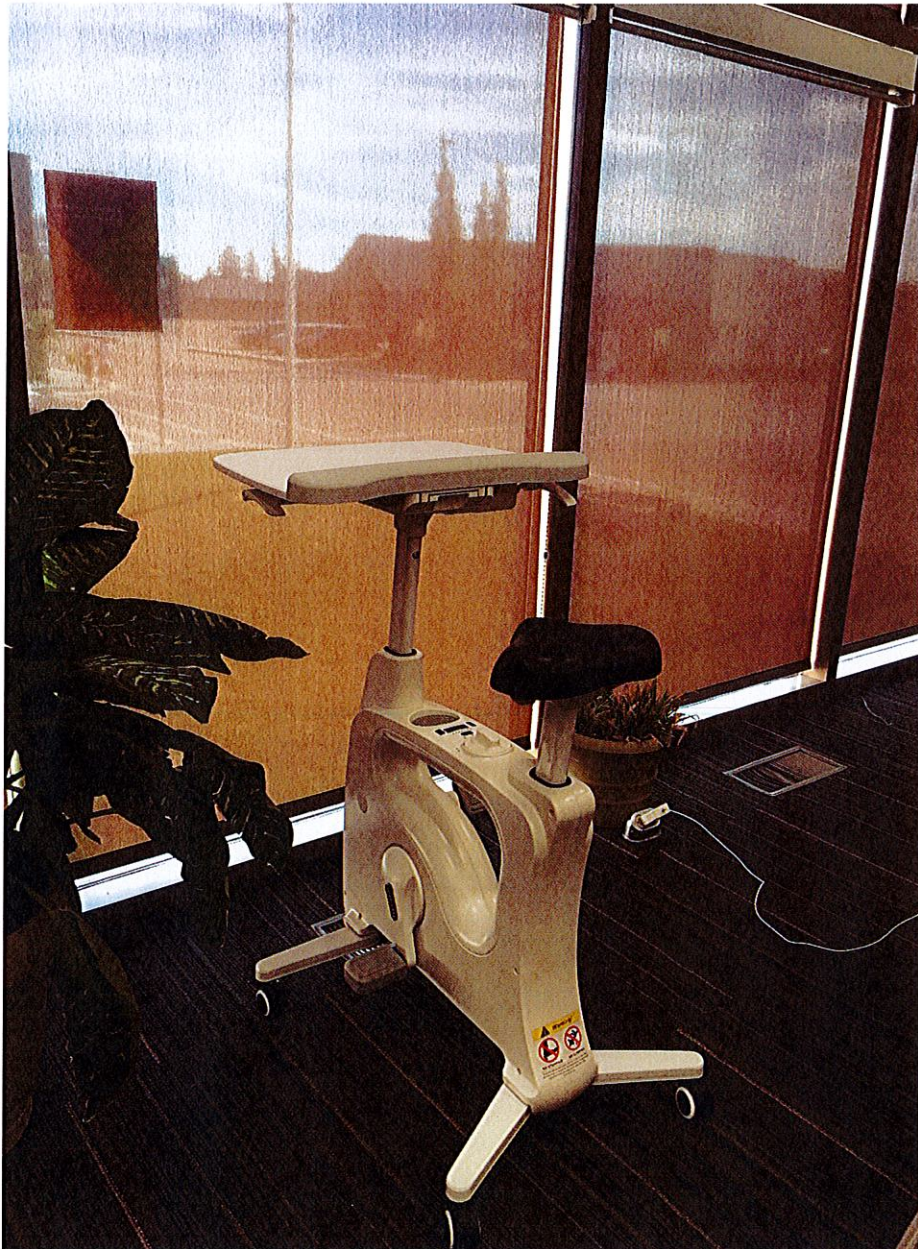
Other Community Connecting

I attended the Sahakarini AGM on June 3rd, and attended the combined 'Rotary Club of Camrose' and 'Rotary Club of Camrose Daybreak' evening meeting on June 10th. I also met with the Chair of the Camrose Branch of the Alberta Genealogical Society on May 31st and have sent her a draft of an updated agreement between them and the library – the original agreement was signed in 2003! I plan on attending the Battle River Community Foundation Open House event on June 19th.

Cycle Desk Donation

The Camrose Running Club, which is a division of the Camrose Ski Club, wanted to make a donation of \$500 to Camrose Public Library for providing space to facilitate the Running Club's Ole's Spring Run Off Race. They wanted this \$500 to be offered in the form of physical literacy,

and in the end they purchased a Cycle Desk on our behalf. Next time you're reading or working upstairs, feel free to take a spin on the Cycle Desk at the same time!



CHILDREN & TEENS

Dungeons & Dragons

Teens. Delve into the tabletop RPG world! Wednesdays.

Reading Tails with Booker

Grades 1-6
Read with Booker the Registered Therapy Dog and improve your reading confidence. Call 780.672.0299 for a free appointment. Mondays.

Something Cool After School

Grades 1-9 Crafts, board games, Wii or Xbox matches, you name it! Every day after school.

The Open Book Society

Grades 6-8 Books, snacks and chats! Tuesday.

FAMILIES

Bedtime Storytime

0-5 years of age. Stories, crafts and a snack: be sure to wear your jammies! Siblings welcome. Wednesdays.

Books and Bounces

0-1 years of age.
Stories, rhymes, songs, and finger plays for infants and parents or caregivers. Siblings welcome. Tuesdays.

Concept Corner

3-5 years of age. Children and their parents or caregivers explore basic early learning concepts through stories, songs, and art. Siblings welcome. Tuesdays.

Summer Kickoff Tea Party

All ages.

Everyone is invited to CPL's Summer Kickoff Tea Party. Help us celebrate our 100th "birth-tea" in style! Tuesday June 25.

Tales for Twos & Threes

2-3 years of age.
Terrific themed tales, action rhymes, games & crafts for toddlers and parents or caregivers. Siblings welcome. Tuesdays & Thursdays (identical programs)

ADULTS

Book Lovers' Discussion Group

BYOB (Bring Your Own Book) and check out your options for future reading with this book-talk style meeting. Wednesday June 12.

Cercle de Conversation en Français

Join us for casual and fun conversations in French. Adults at all levels are welcome to participate. Wednesdays.

Got Ukulele?

Come strum with us. Bring your ukulele or borrow one from the library. Music is supplied. Mondays.

Make and Take

Make 2 greeting cards with all supplies provided. Please pre-register as space is limited. Tuesday June 11.

MS Social

Everyone is welcome to join our Multiple Sclerosis discussion group. Discussion, information sharing and support. Wednesday June 26.

One on One Tech Help

Please call 780.672.4214 or email kelly@prl.ab.ca to book an hour long appointment.

Open Craft Studio

Come socialize and craft at the library! We will supply a big table and the coffee for you, you bring the project you want to work on - scrapbooks, recipe books, painting (whatever you would like!) Friday June 7.

Spanish Speaking Circle

Come and practice your Spanish. Beginner to advanced are welcome to attend. Snacks will be served. Mondays.

Tech Tutor Class

Thursdays.

Yarns : A Needlework Program

Bring your own project to work on over lunch. All ages and crafts welcome. Thursdays.

CELEBRATING SENIORS

Celebrating Seniors Coffee and Cookies

Lots of displays plus free coffee & cookies sponsored by Seasons Retirement Home. Tuesday June 4.

Celebrating Seniors Craft

We will make a handy grocery list holder that you can decorate as you wish. Wednesday June 5.

Got Ukulele? Concert

Come and hear our ukulele group as they share their musical talents with us! Monday June 3.

CAMROUSE
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CAMROSE PUBLIC LIBRARY

4710-50 Avenue

For more information,
talk to library staff,
call **780.672.4214**
or visit

cpl.prl.ab.ca

Library programs
are free and on a
drop-in basis unless
otherwise stated.

- Children & Teens
- Adults
- Families & Intergenerational

Kids

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	CLOSED 1	Books and Bounces 10:00 a.m. Tales for Twos & Threes 11:00 a.m. Concept Corner 2:00 p.m.	SRC Ages 5-8 10:00 a.m. SRC Ages 9-12 11:00 a.m. Books and Bikes 1:00 p.m. Game Time 3:30 p.m.	SRC Ages 5-8 10:00 a.m. SRC Ages 9-12 11:00 a.m. Tales for Twos & Threes 11:00 a.m. Yarns 12:00 p.m. Game On 1:00 p.m. Reading Buddies 3:00 p.m.	Open Craft Studio 10:00 a.m. SRC Ages 5-8 10:00 a.m. SRC Ages 9-12 11:00 a.m. Funtastic Fridays 1:00 p.m.	
	SRC Ages 5-8 10:00 a.m. SRC Ages 9-12 11:00 a.m. Got Ukulele? 1:30 p.m. Kids Movie 1:00 p.m. Spanish Speaking Circle 3:00 p.m. CCG 3:00 p.m. Maker Monday 4:00 p.m.	Books and Bounces 10:00 a.m. Tales for Twos & Threes 11:00 a.m. Pen Pals 11:00 a.m. Kids Creative Kitchen 1:00 p.m. Concept Corner 2:00 p.m. Reading Buddies 3:00 p.m. Teen Snack & Chat 4:00 p.m.	SRC Ages 5-8 10:00 a.m. SRC Ages 9-12 11:00 a.m. Books and Bikes 1:00 p.m. Book Lovers' Discussion Group 2:00 p.m. Game Time 3:30 p.m.	SRC Ages 5-8 10:00 a.m. SRC Ages 9-12 11:00 a.m. Tales for Twos & Threes 11:00 a.m. Yarns 12:00 p.m. Game On 1:00 p.m. Reading Buddies 3:00 p.m.	SRC Ages 5-8 10:00 a.m. SRC Ages 9-12 11:00 a.m. Funtastic Fridays 1:00 p.m.	
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CHILDREN & TEENS

Books and Bikes

Ages 5-12 Bike or walk to nearby parks for reading and outdoor activities. Wednesdays.

Game On

Ages 13-18 Dungeons & Dragons and other board games. Thursdays.
Game Time
Ages 5-12 Board games & video games. Thursdays.

Kids Creative Kitchen

Ages 5-12 Create and eat a snack. Tuesdays.

Kids Movie

Ages 5-12 Movie and popcorn! Mondays.

Maker Monday

Ages 5-12 Weekly creative challenges. Mondays.

SRC - Summer Reading Club

Ages 5-8 at 10:00 a.m.
Ages 9-12 at 11:00 a.m.
Reading together followed by crafts and activities.

Teen Snack and Chat

Ages 13-18 Food and fun - you decide what we do! Tuesdays.

CAMROUSE

PUBLIC LIBRARY

FAMILIES

Books and Bounces

0-1 years of age. Stories, rhymes, songs, and finger plays for infants and parents or caregivers. Siblings welcome. Tuesdays.

Concept Corner

3-5 years of age. Children and their parents or caregivers explore basic early learning concepts through stories, songs, and art. Siblings welcome. Tuesdays.

CCG - Craft Creations for All

Generations

All ages. Each week bring the family in for some fun arts and crafts. Mondays.

Fun-tastic Fridays!

All ages. Come enjoy a unique, family-friendly activity every week. Fridays.

Pen Pals

All ages. Have fun practicing writing skills by writing letters and bringing smiles to those in assisted care facilities. Tuesdays.

Reading Buddies

All ages. Practice your reading skills with a buddy & enjoy storytelling from people of all generations. Tuesdays & Thursdays.

Reading with Royalty

All ages. Join us for inclusive storytime dress up with Robyn Bank\$ and Sir Racha! Friday July 26

Tales for Twos & Threes

2-3 years of age. Terrific themed tales, action rhymes, games & crafts for toddlers and parents or caregivers. Siblings welcome. Tuesdays & Thursdays (identical programs)

ADULTS

Book Lovers' Discussion Group

BYOB (Bring Your Own Book) and check out your options for future reading with this book-talk style meeting. Wednesday July 10.

Got Ukulele?

Come strum with us. Bring your ukulele or borrow one from the library. Music is supplied. Mondays.

One on One Tech Help

Please call 780.672.4214 or email kelly@prl.ab.ca to book an hour long appointment.

Open Craft Studio

Come socialize and craft at the library! We will supply a big table and the coffee for you, you bring the project you want to work on - scrapbooks, recipe books, painting (whatever you would like!) Friday July 5.

Spanish Speaking Circle

Come and practice your Spanish. Beginner to advanced are welcome to attend. Snacks will be served. Mondays.

The Plot Matures : A Book Club for 20-Somethings

Want to meet new people, read fun & engaging books and share your thoughts and ideas? Join The Plot Matures, a book club for 20 somethings at the library. Tuesday July 30.

Yarns : A Needlework Program

Bring your own project to work on over lunch. All ages and crafts welcome. Thursdays.

CONNECT. CREATE. CAPTIVATE.

cpl.prl.ab.ca

Camrose Public Library
Programming Report
May 2019

CPL Service Responses and Applicable Programs

Social Engagement: Developing Relationships and Ending Isolation

- Regular in-house programs: **385 people**
- Programs facilitated by outside groups: **93 people**

Total for service response 1: 478 participants

Connect to the Online World: Public Internet Access

- Ongoing in-house programs: **64 people**

Total for service response 2: 64 participants

Satisfy Curiosity: Lifelong Learning

- Ongoing Outreach: **71 people**
- Ongoing in-house programs: **304 people**
- Grief Workshop: **20 people**
- Book Bike and Life Cycle at Jaywalkers (advocacy): **800 people**
- SRC Outreach to schools (advocacy): **295 people**
- Canadian Children's Book Week Author (we visited Sparling and Jack Stuart schools and held a session here in the library): **296 people**
- Programs facilitated by outside organizations: **160 people**

Total for service response 3: 1946 participants

Visit a Welcoming Place: Physical and Virtual Spaces

- Snacks in the Stacks: **679 people**

Total for service response 4: 679 participants

Total program participation for May 2019: 3167 people, which is a 44% increase since April.

	January		February		March		April		May	
	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons
Adult	58	490	58	610	57	449	49	350	48	363
Family	77	1727	83	1528	67	1302	85	1688	78	1326
Children	3	39	5	64	6	69	4	66	8	339
Teens	12	82	6	55	8	47	12	93	7	44
Other	1	3541	2	347	4	245	0	0	4	1095
Total	151	5879	154	2604	142	2112	150	2197	145	3167
Outreach	18	4038	16	481	14	294	14	133	17	1440
In House	119	1841	138	2123	128	1818	136	2064	128	1727
Total	137	5879	154	2604	142	2112	150	2197	145	3167
Advocacy	1	3541	2	347	4	245	0	0	4	1095
Service Respd	150	2338	152	2257	138	1867	150	2197	141	2072
Total	151	5879	154	2604	142	2112	150	2197	145	3167

YOU'RE INVITED TO

Camrose Public Library's

SUMMER KICK-OFF TEA PARTY

Help us celebrate our 100th
'birth-tea' in style!

Date: Tuesday, June 25

Time: 6 pm to 8 pm

Place: Camrose Public Library

RSVP: bit.ly/birthtearsvp



Reading fun for kids, from
Canada's public libraries
tdsummerreadingclub.ca



July 3 - August 23

2019 Summer Program Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
10 AM -	SRC		SRC	SRC	SRC
11 AM -	Ages 5-8		Ages 5-8	Ages 5-8	Ages 5-8
11 AM -	SRC	Pen Pals	SRC	SRC	SRC
12 PM -	Ages 9-12	All Ages	Ages 9-12	Ages 9-12	Ages 9-12
12 PM -					
1 PM -	Kids	Kids	Books and	Game On	Fun-lastic
2 PM -	Movie	Kreative	Bikes	Ages	Fridays!
2 PM -	Ages 5-12	Kitchen	Ages 5-12	13-18	All Ages
3 PM -		Ages 5-12			
3 PM -					
4 PM -			(3:30)		
4 PM -	Maker	Teen	Game Time		
5 PM -	Monday	Snack	Ages 5-12		
5 PM -	Ages 5-12	&			
6 PM -		Chat			
6 PM -		Ages			
7 PM -		13-18			



FEEL THE WIND IN YOUR HAIR!

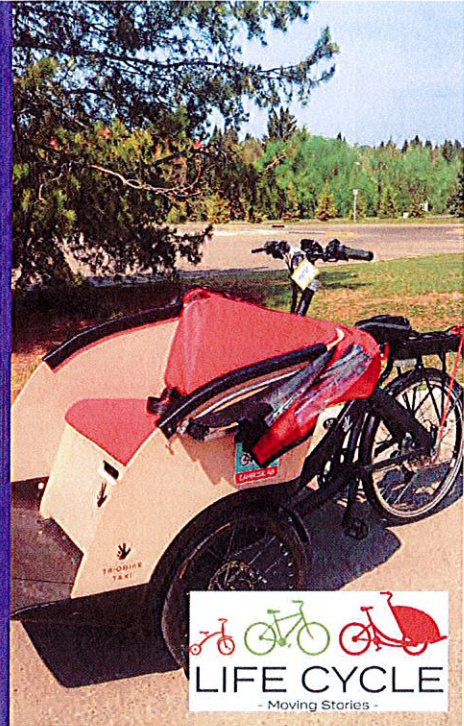
CAMROSE
PUBLIC LIBRARY

CYCLING WITHOUT AGE

Sign up for the Life Cycle today

You can find the Life Cycle around Camrose all summer long at various locations, as well as at the Camrose Public Library for personal use

Contact jmatzner@prl.ab.ca for more information



July 3 - August 23

Fun-tastic Fridays

Fridays 1-3 pm

Come enjoy a unique family-friendly activity every week this summer!

Highlights include:

July 19

Secrets of the Curious Creepy Crawlies

An interactive show for all ages presented by Kompany Family Theater

July 26

Reading with Royalty

Story time with a local drag queen and drag king, followed by a drag/dress-up workshop

August 9

Puzzle Pieces Collaborative Mural

Create and paint your own piece of a mural to be displayed in our library

Keep an eye on Facebook @CamroseLibrary for details of each event!

TD
Summer
Reading
Club
2019

CAMROSE
PUBLIC LIBRARY

Intergenerational Programming

Schedule



**Craft Creations
for All
Generations!**

**Mondays
3:00-5:00**

**Bring the family
out for some
crafts and games
ALL AGES
WELCOME!**

**Reading
Buddies**

**Tuesdays & Thursdays
3:00-4:00**

**Find a buddy and
read your favourite
book
ALL AGES
WELCOME!**

Pen Pals

**Tuesdays
11:00-12:00**

**Practice writing
skills by writing
letters to those in
care facilities &
bring a smile to their
faces**

Begins July 3-August 16

**CAMROSE
PUBLIC LIBRARY**

All Summer Long!

**Fun for
Ages 5-12
in the Library**

July 3 - August 23

Kids Movie

Mondays
1-3 pm

**Maker
Monday**

Mondays
4-5 pm

**Kids
Kreative
Kitchen**

Tuesdays
1-3 pm

**Books
and Bikes**

(Will travel to nearby
parks each week)
Wednesdays
1-3 pm

Game Time

Wednesdays
3:30-5 pm

**TD
Summer
Reading
Club
2019**

**CAMROSE
PUBLIC LIBRARY**

Summer Teen Programs

July 3-August 23

Teen Snack & Chat

We can promise food and fun every week, but other than that, it's up to you!

Tuesdays 4-7 pm

Game On

Dungeons & Dragons and other board games!

Thursdays 1-4 pm

CAMROSE
PUBLIC LIBRARY

TD
Summer
Reading
Club
2019

Submitted by Nicole Bannick
June 6, 2019

Camrose Public Library

Adult Programs

January 1 to May 31, 2019

Outreach	Program	Attendance
Book Deliveries to Care Facilities	44	286
Plot Matures Book Club	3	31
Outreach Tech Tutoring	2	40
Rosealta Pop-up Library	1	16
Pride Week at Augustana Forum	1	97
Augustana Job Fair	1	250
Fostering Allyship Symposium	1	70
Carissa Halton Author Visit at the Legion	1	20
	54	810

In House	Program	Attendance
Book Club	5	20
Spanish Circle	18	140
Yarns	19	88
Ukulele	18	185
French Circle	20	111
Tech Program	20	82
Tech Drop in	0	0
Card Making	5	56
Death Café	5	36
Plot Matures Book Club	2	17
Open Craft Studio	1	2
Grief Workshop	1	20
Body Image Workshop	4	29
Sugar Roller Coaster	1	9
Polaris Training	2	46
Cannabis Sessions	3	49
Meditation	10	42
Nordly's Film Festival 101	1	5
Nordic Poles Winter Walking	1	6
BYOV	1	230
Acupuncture 101	1	7
Tech Tutor CSL	3	13
World Water Day with BRWA	1	25
Green Cleaning	1	2
	143	1220

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	76	649
	76	649

Total	273	2679
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Camrose Public Library
Family Programs
January 1 to May 31, 2019

Outreach	Program	Attendance
Women's Shelter Family Literacy	10	67
Read for 15 at Sifton School	1	350
RuPaul's Drag Race Trivia at Fox & Fable	1	32
Bikes at Jaywalkers	2	800
SRC Outreach to Schools	2	295
Francophone Day	1	130
	17	1674

In House	Program	Attendance
Books & Bounces (infants)	21	285
Tales for Twos and Threes	42	764
Bedtime Stories with Feena	19	130
Something Cool After School	92	1082
Super Sundays	7	64
Concept Corner (3-5 years)	19	158
Snacks in the Stacks	86	3959
Tech Help	63	140
PD Movies	1	32
Read for 15	1	3541
Queer Like Me Art Show	1	20
Volunteer Appreciation Day	1	25
Candidate Forum	1	83
Solar Panels Info	2	23
Bike Repair	1	14
Canadian Children's Books Week Author Visit	1	22
Oculus Rift	5	94
	363	10436

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	16	217
	16	217

Total	396	12327
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Camrose Public Library
 Children's Programs (5-12 years)
 January 1 to May 31, 2019

Outreach	Program	Attendance
Kids Campus Visit	1	25
CCBW Author Visit Sparling & Jack Stuart Schools	2	274
St. Pat's Mystery Readers	2	46
	5	345

In House	Program	Attendance
Reading Tails	10	100
Tours	3	67
	13	167

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	10	110
	10	110

Monthly Total	28	622
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Camrose Public Library
 Teen Programs
 January 1 to May 31, 2019

Outreach	Program	Attendance
Our Lady of Mount Pleasant ESL Class	1	16
	1	16

In House	Program	Attendance
Open Book Society	4	22
D&D Club	18	79
Outreach School Visit	1	10
	23	111

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	21	204
	21	204

Total	45	331
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Camrose Public Library
Total Programs
January 1 to April 30, 2019

Outreach Programs	77	2845
In-house Programs	542	11934
Outside Groups	123	1180
YTD	742	15959

Camrose Public Library
Monthly Stats
May 2019

Circulation by Residence	May 2019	May 2018	2019 YTD	2018 YTD	Under/Over 2017	% Chg. Over 2017
City of Camrose	8265	7987	39921	44087	-4166	-9%
County of Camrose	2104	2284	10481	12542	-2061	-16%
Outside City/County	8	381	658	1410	-752	-53%
ME	38	206	518	1150	-632	-55%
Total	10415	10858	51578	59189	-7611	-13%

Selection of Service Responses

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

Programs	May 2019		2019 YTD		Participants		2016 Total	2015 Total
Service Response	Sessions	Participants	Sessions	Participants	2018 YTD	2017 YTD		
1	52	478	279	2744	4775	5,280	note: annual total program participation	
2	18	64	108	1641	1376	1,524		
3	53	851	261	3028	2148	2,522		
4	18	679	83	3318	55	93		
Advocacy	4	1095	11	5228	7369	5,366		
Total	145	3167	742	15959	15723	14,785	25942	21794

June 6, 2019

e-motions:

from Al Corbett

Motion 1 – that the 2018 financial review be accepted as presented and be approved by the Board

Motion 2 – that \$40,000 of the surplus be placed in reserve and an additional \$38,000 be distributed as outlined in the attachment.

Place \$40,000 in Reserves:

- Building Maintenance \$20,000 (we have a fairly good cushion, but our building is older and the City has talked about tight budgets the next year or two)
- Staff Training \$10,000 (we have 23 staff and our budgeted amount (5,200) does not go far)
- Technology \$10,000 (we currently have \$7,600 in reserves, a larger cushion would benefit the library if we ever had to replace servers and computer)
- Total \$40,000

-Shortfall of 15,000 Revenue from Federal Employment Grants so the surplus could cover that shortfall

-Centennial Celebrations - \$5,000

-Use surplus money to provide staff with a 2.5% COLA increase in 2020. (approximately \$18,000)

Total \$38,000

e-votes

I agree to put the money in reserves and approve the audit.

-Susanna

Get [Outlook for Android](#)

I am also in favour of both motions as Al stated.

Thanks Cheryl

Elizabeth

Sent from my iPhone

Cheryl,

I would vote in favour of motion 1 to accept the audit report.

I would have to vote against motion 2 as I would not support all the suggested allocations for the reserves.

With this size of surplus I would suggest at least \$60,000 be moved to the Maintenance reserve. The building is aging and surprises could be expected and I believe we should also start building a reserve for future library needs and possible relocation.

Also I would not recommend utilizing current surplus to fund future salary increases. Salary increases should be addressed in the 2020 budget.

I would support \$10,000 for staff training.

Agnes

Renee Greer

Board Members, I am in favour of both motions put forward by Al.

Sent from [Mail](#) for Windows 10

Approval of Review Engagement:

Al Corbett
Susanna Bruneau
Elizabeth Luck
Renee Greer
Agnes Hoveland

Approval of Reserves:

Al Corbett
Susanna Bruneau
Elizabeth Luck
Renee Greer

Governance

Governance Principles

The Camrose Public Library Board shall be formed in accordance with the *Alberta Libraries Act* and shall be hereinafter referred to as the “Board”.

As outlined by the Canadian Bill of Rights and the Canadian Charter of Rights and Freedoms, all persons in Canada have a legal right to intellectual freedom. The Camrose Public Library employees and employers are responsible for developing and maintaining that freedom. The role of the library is to provide the resources for intellectual freedom to thrive, allowing free expression and recognizing difference.

The Board is the governing, authoritative body whose main focus is the outward vision and long-term goals of the Camrose Public Library. The Board’s priority is to determine the Library’s Vision, Mission, Beliefs, Goals, and Objectives and to monitor its performance. The Governance Policy defines and guides appropriate relationships between the Library’s board and its director. The role of the Board is to collectively make decisions, encouraging diversity while maintaining compliance legally and with their policies. The Board is not concerned with managing the day-to-day operations of the Library. The Committees are in place to assist the Board to function best; not to advise or assist staff in doing their job.

The Board leads through policy, using a framework which defines four categories of Board Policy: *Vision, Mission, Beliefs, Goals, and Objectives; Governance Process; Board – Director Relationship; and Director’s Parameters.*

Regular monitoring, assessment, and education will be done to ensure governing is being conducted properly by both existing and new members of the Board. To ensure commitment of Board members, discipline for matters such as attendance, governance principles, respect of roles, and support for Board decisions will be given.

The Board has one employee, the Director, who is accountable to the Board as a whole. The Board guides the Director to ethically and prudently determine the means to achieve the expected Vision, Mission, Beliefs, Goals, and Objectives. Upon approval of Board policy, the Director is empowered to make all further decisions immediately and automatically. The Board monitors the Director solely on the basis of organizational performance and written policies.

Policy development suggestions from the Board trustees or the Director are taken under consideration by the Board. Any new policy or changes in policies should be done at a single board meeting, with one motion. For reference purposes, the Board’s policy manual and old policy copies (including those eliminated, changed, amended, or approved) should be maintained and filed with Alberta Public Library Services.

Job Descriptions for Library Trustees

Role of Board and Trustees

The Board shall meet and deliberate at specific, regular times as determined by its members and in accordance with the Alberta Libraries Act. At minimum, the Board will meet four times per year, with a quorum of the Board consisting of those members present and voting.

The job of the Board is to achieve the library's Vision, Mission, Beliefs, Goals, and Objectives and to be an advocate for the Camrose Public Library. The Board also forms the foundation for policy development which defines the governance process, the ~~D~~irector's parameters, the Board--Director relationship and the long range benefits. It is the Board's role to create procedures providing for the orientation and ongoing development of trustees as they fulfill their fiduciary duties.

The Board must comply with legislation to develop an approved three to five year plan of service, a budget, an annual report, and audited financial statements. Existing policies should be reviewed or revised on a three year cycle, and ~~to~~ new policies should be formulated when necessary. The Board defines payments and reimbursement of expenses for meetings, approved conferences, and workshops (see Finance Policy) and recognizes the contributions of long serving staff, volunteers, and trustees. Each year the Board elects a chairperson during the organizational meeting.

Role of Board Chair

The role of the Chair is primarily to ensure the integrity of the Board's process and secondarily, to represent the Board to outside parties.

The Chair upholds the Board's own policies and rules as well as those legitimately imposed from those outside the organization. The Chair also chairs Board meetings with all the commonly accepted powers including ruling and recognizing, but has no authority to make decisions beyond policies created by the ~~B~~oard. The Chair must be consistent with the Board's positions, policies (Governance Process and Board-Director Relationship policies), and resolutions when making decisions on behalf of the Board or when representing the Board to outside parties. It is the responsibility of the Chair to communicate with any member of the staff, Board or public when there are complaints or grievances regarding the Director. The Board, not the Chair, has authority to supervise/direct the Director. The Chair must also restrict meeting agendas and discussion and keep deliberations timely, fair, orderly, and thorough. The Chair acts as a voting ex-officio member of all committees. In the Chair's absence, the Vice-Chair will be responsible for fulfilling the Chair's duties.

Role of the Vice-Chair

In the Chair's absence, the Vice-Chair will be responsible for fulfilling the Chair's duties. The Vice-Chair is also responsible for:

- Annual trustee orientation
- Annual board evaluation
- Typically acts as ex-officio of the Finance Committee
- Undertakes any other duties assigned by the Chair

Role of the Recorder

The role of the Recorder is to record the minutes of all board meetings.

Finance Committee

The role of the Finance Committee is to supervise the financial affairs of the Library and keep the Board informed on the financial matters. The Finance Committee reviews the financial statements of the organization and compares it to the budget, making any necessary recommendations to the Board. Reviewing capital expenditure and establishing financial controls are both the responsibility of the Finance Committee.

Personnel Committee

The role of the Personnel Committee is to work with the Board on making recommendations for recruitment, compensation, performance evaluation, or any other human resources matters.

Policy Committee

The role of the Policy Committee is to create, develop, discuss, and review policy that guides the functioning of the Library.

Code of Conduct

The Board and its members shall operate in an ethical and professional manner, representing the Board in a positive light and taking no private action that will compromise the Board and its decisions.

Board trustees shall work in an ethical manner, avoiding personal or financial benefits at the expense of other library users. The trustees should attempt to work harmoniously with the Board, respecting the structure and views of the institution and Board members to work in the best interests of the institution. Confidentiality of library records is crucial and trustees must limit their trusteeship role to policy governance and advocacy.

Trustees are also expected to take responsibility for their personal development through continuing education opportunities and participation in provincial and national library organizations. Trustees should support intellectual freedom in the selection of library material.

When a trustee is delegated by the Board to attend a specific function, those expenses reimbursed by any other group may not be claimed from the Camrose Public Library.

Annual Agenda

To accomplish its job outputs consistent with Board policies, the Board will follow an annual agenda. The agenda will focus Board attention on governance priorities using a systematic approach.

Annually, the Board will engage in the following activities which include the following:

- approval of budget,
- Board orientation and education,
- Director's evaluation,
- election of officers and Executive Committee,
- ensure the submission of the annual grant application,
- organizational meeting,
- policy evaluation, review, & revision,
- review and approve of audited statements, PRL's Annual Report, and the Annual Reports for PRL's Library Service Points; review the Plan of Service, Board--Director Relationship, book allotment, Director's Parameters, Finance Schedules, governance process, investments, Vision, Mission, Beliefs, Goals, and Objectives.

Board-Director Relationship

All authority delegated from the Board to staff is delegated through the Director so all authority and accountability of staff, as far as the Board is concerned, is considered to be the authority and accountability of the Director. The Board will establish governance policies and will delegate the implementation and subsidiary procedure development to the Director.

The Board will:

- Direct the Director to achieve defined results, through Vision, Mission, Beliefs, Goals, and Objectives policies as established.
- Limit the latitude of the Director in practices, methods, conduct and other means to achieve the Vision, Mission, Beliefs, Goals, and Objectives only through establishment of policies.
- Authorize the Director to establish all further procedures, recommend new policy to the Board, make all decisions, and take all actions as long as they represent a reasonable interpretation of the Board policies.

- Monitor the Director’s performance and it will be considered synonymous with organizational performance as a whole. Consequently, the Director’s job contributions can be stated as performance in only two areas:
 - accomplishment of the Board policies on Vision, Mission, Beliefs, Goals, and Objectives,
 - compliance with the Board policies.

- Monitor organizational compliance with a given Board policy in one or more of three ways:
 - *Internal report*: Disclosure of compliance information to the Board from the Director.
 - *External report*: Discovery of compliance information by a disinterested, external auditor, specialist, or consultant who is selected by and reports directly to the Board. Reports must assess executive performance only against policies of the Board, not those of the external party unless the Board has previously indicated that party’s opinion to be the standard.
 - *Direct Inspection*: Discovery of compliance by a Board trustee, a committee, or the Board through inspection of documents, activities or circumstances as directed by the Board which allows a “prudent person” test of policy compliance.

Director’s Parameters

The Director shall establish all further procedures within the Board’s policies on Mission, Vision, Beliefs, Goals and Objectives to guide the day to day operation of the library.

Approval Date: May 2013

Amended: June 21, 2016, June 18, 2019

Revision/Review Date: June 202219

Resource Sharing

Resource Sharing

The Camrose Public Library views resource sharing as an integral part of the service provided to library patrons. In this regard, every attempt will be made to provide material to fulfill patron requests.

The Camrose Public Library Board follows the principles and guidelines in the [Provincial Resource Sharing Network](#) by virtue of membership in the [Parkland Regional Library System](#) and [The Alberta Library](#) (TAL) and therefore shall abide by the rules and procedures as outlined by both.

Commented [RG1]: Updated link:
www.municipalaffairs.alberta.ca/documents/libraries/2015_Resource_Sharing_Policy.pdf

Commented [RG2]: This currently leads to CPL's website. Should it lead to Parkland's instead, <http://www.prl.ab.ca/> ?

Approval Date: June 2013

Revision/Review Date: June 2016, [June 2019](#)

Social Media Policy

The Camrose Public Library is easy to identify with and all of us are very passionate about what we do on a daily basis. At the Camrose Public Library, we believe in open communication and you are encouraged to tell the world about your work and share your passion. Whether you do so by participating in a blog, wiki, online social network, or any other form of online publishing or discussion is completely up to you.

However, these ways of communication are changing the way we talk to each other and even to our consumers, target audiences, and partners.

In order to avoid any problems or misunderstandings, please refer to the following guidelines to provide helpful and practical advice for you when operating on the internet as an identifiable employee of the Camrose Public Library.

- First, please familiarize yourself with and follow the Camrose Public Library Policy Manual.
- When you discuss Camrose Public Library on the internet, you must **identify yourself** with your name and, when relevant, your role at the Camrose Public Library. Only very few people in this company are official spokespeople for the Library, so if you are not one of them you must make clear that you are speaking for yourself and not ~~on behalf of~~ the Camrose Public Library. You can use a disclaimer like "The postings on this site are my own and do not necessarily represent the position, strategy, or opinions of the Camrose Public Library". Please always write in the first person, and please consider that even anonymous postings on Wikipedia can be traced back to Camrose Public Library.
- You are **personally responsible** for the content you publish on blogs, wikis, or any other form of user-generated media. Please remember that the internet never forgets. This means everything you publish will be visible to the world for a very, very long time. **Common sense** is a huge factor here. If you are about to publish something that makes you even the slightest bit uncomfortable, review. If you are still unsure and it is related to the Camrose Public Library, talk to your manager or director.
- Not all information created at the Camrose Public Library is for public consumption. Messages from our director to all employees are not meant for the media. If we as an organization wanted a newspaper to know how our director or board sees the future of the Camrose Public Library, those individuals would contact them.

• It is perfectly fine to talk about your work and have a dialogue with the community, but it is **not** okay to talk about private, internal matters. If the judgement call is tough on secrets or other issues discussed, please ask the manager or director before you publish or forward. Please act responsibly with the information you are entrusted with.

• Do not comment on work-related legal matters unless you are an official spokesperson, and have the legal approval by the Camrose Public Library to do so. In addition, talking about revenues, unannounced financial results, or similar matters will get you, the library, or both into serious trouble. Stay away from discussing financial topics and predictions of future performance at all costs.

• Respect your audience. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the Camrose Public Library's workplace. You should also show proper consideration for other's privacy and for topics that may be considered objectionable or inflammatory (like religion or politics). If you are in a virtual world as a Camrose Public Library representative, please ~~dress and~~ behave accordingly. We all appreciate respect.

• Think about consequences. Please remember: Using your public voice to trash or embarrass your employer, your customers, your co-workers or even yourself is not okay ~~—and not very smart.~~

• Have you posted something that just wasn't true? Be the first to respond to your own mistake. In a blog, if you choose to modify an earlier post, make it clear that you have done so.

• Please respect copyright. If it is not yours, don't use it. It is very simple. It is that person's choice to share his or her material with the world, not yours. Before posting someone else's work, please check with the owner first.

• Don't cite or reference clients, partners, funding bodies, or suppliers without their approval. When you do make a reference, where possible, link back to the source.

• Be aware that others will associate you with the Camrose Public Library when you identify yourself as such. Please ensure that your Facebook, LinkedIn, Twitter, Instagram, etc. profiles and related content are consistent with how you wish to present yourself to clients and colleagues.

• Even if you act with the best intentions, you must remember that anything you put out there about the Camrose Public Library can potentially harm the Library. As soon as you act on Camrose Public Library's behalf by distributing information, you are upholding Camrose Public Library's image. Please act

responsibly. If in doubt, please contact the manager or director before you hit the send button.

- And finally, with all the blogging and interacting, don't forget your daily job...

Approval Date: June 2016

Revision/Review Date: June 2019, June 2022

Confidentiality and User Records Policy

All Camrose Public Library employees and volunteers shall hold in strict confidence any records and/or transactions relating to patrons such as individual memberships, use, borrowing, complaints, delinquent accounts, reading habits, etc.

An exception will be made when required by law with a court order. In addition, eConfidential information may be shared between libraries for the purposes of collecting fines, retrieving borrowed materials, and other related business.

Upon request, a library user will be given access to all information concerning their individual records that the library has on file. Access to a user's records is limited to that user, except where the user is a minor. A parent or guardian's signature is required for a cardholder to obtain a library card, and that parent or guardian may have full access to the cardholder's records for retrieval.

Approval Date: October 2013

Amended: June 21, 2016

Revision/Review Date: June 2019

Conditions for the Use of Areas of the Library Not Normally Used for Public Services

As an expression of its mission to connect people with information, ideas, and experiences, the Camrose Public Library provides meeting rooms in the Library. These rooms may be used by members of the community for the presentation and exchange of information and opinions. The Library makes these rooms available on equal terms to all persons and groups, regardless of opinion or affiliation. By making a meeting room available as a forum, the Library does not sponsor or endorse the views of any group using the room.

The decision to make space available is in accordance with all other library policies and space availability.

Fees for use of the meeting rooms are as set out in Schedule A of the Camrose Public Library Bylaws.

Approval Date: June 2013

Revision/Review Date: June 2016, June 2019