

Present:

Absent

1. Approval of Agenda

2. Board Feedback

a.

3. Consent Agenda Motion

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

5. Items for Discussion

a. Shifting meeting times to begin at 5:15 PM instead of 5:00 PM.

b. Incorporating an annual review of meeting beginning time, to make sure the time is most convenient for everyone on the board.

- c. Upcoming Board Workshop Attendance
- d. 100th Birthday Celebrations
- e. Youth at the Table Mentorship Program interest

6. Adjournment

Next regular Board meeting: **June 18, 2019**

Present: Elizabeth Luck (Chair), Agnes Hoveland (City Council), Al Corbett, Katherine Schwaiger, Robyn Gray (Director)

Absent (with notice): Krista Larocque, Renee Greer, Susanna Bruneau

Absent: Trevor Miller (County Council)

1. Approval of Agenda Motion 21/19 M/S/C Moved by A. Corbett, Seconded by A. Hoveland. Passed.

2. Board Feedback

a. **A. Corbett** noted that that it's nice that Robyn and CPL were featured in articles both in the Camrose Booster and on librarianship.ca.

b. **E. Luck**

- i. April 1 – CPL hosted the Candidate Forum and it was very well-attended!
- ii. April 13 – Feena did a terrific job of arranging the Volunteer Appreciation Event with the birthday party theme.
- iii. May 6 – there will be a CSL Partner Appreciation Event at 4pm, where Elizabeth and Nicole will proudly accept the 2018 Alumni Citation Award on behalf of Camrose Public Library.
- iv. Not one but two articles in the Camrose Booster; both the interview with Robyn as well as the Nordly's film donation.

3. Consent Agenda Motion 22/19 M/S/C A. Corbett/A. Hoveland. Passed.

a. Approval of Minutes of March 19, 2019 meeting

b. Items for Information

i. Correspondence

- Updated sign out front photograph
- Thank-you letter to Malcolm Boyd
- Correspondence with Paul King
- Letter to Camrose County from Taillieu
- Letter to Sandra Taillieu

ii. Other

- “Freshly Minted” article on librarianship.ca

c. Reports

i. Librarian's Report

ii. Adult Programmer Report

iii. Kelly, Technology Programmer Report

- iv. Nicole's Program Report
- v. Monthly Stats March 2019

4. Items for Decision

- a. Policy addition:
 - i. Orientation of Board and Staff Policy **Motion 23/19 M/S/C** A. Corbett/
K. Schwaiger. Passed.
- b. Policy revisions:
 - i. Camrose Public Library Bylaws
 - 1st reading: **Motion 24/19 M/S/C** A. Corbett/K. Schwaiger.
Passed.
 - 2st reading: **Motion 25/19 M/S/C** K. Schwaiger/A. Hoveland.
Passed.
 - 3rd reading: **Motion 26/19 M/S/C** A. Hoveland/A. Corbett.
Passed.
 - ii. Hours of Use Policy **Motion 27/2019 M/S/C** K. Schwaiger/
A. Hoveland. Passed.

5. Items for Discussion

- a.

6. Adjournment 5:24 PM

Next regular Board meeting: **May 21, 2019 at 5:00 PM**

4710 50 Avenue, Camrose Alberta T4V 0R8
780.672.4214



April 24, 2019

Dear Mrs. Tanton,

On behalf of the Board and Staff of the Camrose Public Library, I want to thank you for being one of the courageous individuals willing to put themselves forward to run for public office. It is truly a selfless act to participate in the democratic process in such a manner. We really appreciated your taking the time to come and speak at the Candidate Forum that was hosted at the library on April 1st. You clearly have an admirable passion for public service!

There are many opportunities to volunteer with community boards, and we sincerely hope you will consider working with the library as part of your ongoing public service. We have a variety of volunteer roles and opportunities, including Board Trustee or Friend of the Library (formally called 'Fellowship of the Camrose Public Library'), which may be of interest to you. The library plays such an important role for residents of the City of Camrose and Camrose County, and we are incredibly proud of the work our volunteers do for our community.

We hope that as you look forward, the library will play a role in your life. We are always excited to chat with people who share our passion for Camrose!

Sincerely,

A handwritten signature in black ink, appearing to read "Robyn Gray". The signature is fluid and cursive, with the first name "Robyn" being more prominent than the last name "Gray".

Robyn Gray
Director, Camrose Public Library

cc: Camrose Public Library Board

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April 24, 2019

Dear Mr. Smook,

On behalf of the Board and Staff of the Camrose Public Library, I want to thank you for being one of the courageous individuals willing to put themselves forward to run for public office. It is truly a selfless act to participate in the democratic process in such a manner. We really appreciated your taking the time to come and speak at the Candidate Forum that was hosted at the library on April 1st. You clearly have an admirable passion for public service!

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Robyn Gray
Director, Camrose Public Library

cc: Camrose Public Library Board

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April 24, 2019

Dear Mr. Bamford,

On behalf of the Board and Staff of the Camrose Public Library, I want to thank you for being one of the courageous individuals willing to put themselves forward to run for public office. It is truly a selfless act to participate in the democratic process in such a manner. We really appreciated your taking the time to come and speak at the Candidate Forum that was hosted at the library on April 1st. You clearly have an admirable passion for public service!

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Robyn Gray
Director, Camrose Public Library

cc: Camrose Public Library Board

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April 24, 2019

Dear Mrs. Kim,

On behalf of the Board and Staff of the Camrose Public Library, I want to thank you for being one of the courageous individuals willing to put themselves forward to run for public office. It is truly a selfless act to participate in the democratic process in such a manner. We really appreciated your taking the time to come and speak at the Candidate Forum that was hosted at the library on April 1st. You clearly have an admirable passion for public service!

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Robyn Gray
Director, Camrose Public Library

cc: Camrose Public Library Board

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April 24, 2019

Dear Mr. Caldwell,

On behalf of the Board and Staff of the Camrose Public Library, I want to thank you for being one of the courageous individuals willing to put themselves forward to run for public office. It is truly a selfless act to participate in the democratic process in such a manner. We really appreciated your taking the time to come and speak at the Candidate Forum that was hosted at the library on April 1st. You clearly have an admirable passion for public service!

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Robyn Gray
Director, Camrose Public Library

cc: Camrose Public Library Board

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Alberta Library Trustees Association report to the PRL Board meeting on May 09, 2019

Your ALTA board has had a fairly busy time since the last report. There has been extensive work done to improve our communications with ALTA trustees in the province. There has been a lot of work done on the ALTA website, it has seen a major revamp to make the site much more user friendly. Be sure and have a look at the website at www.librarytrustees.ab.ca for the new improve page.

We have also seen a new communication tool that has been made available to trustees. Trustee Link on the website will allow you to post questions, comments, or other items of interest to other trustees of ALTA. However, you must be a current member of ALTA, and you will receive a password to allow you to participate in this communication tool. If you are not sure if your board is a paid-up member, again, you can find a list of libraries that have paid their 2019 dues on the website in the membership link. Dues are as little as \$48.00 for the year for your library board to sign up as members of ALTA.

Your ALTA executive board recently met in Trochu for our executive meeting. We had a full day workshop for the board members. I had sent out a report on this meeting to all library board chairs in our region with the highlights from this executive meeting.

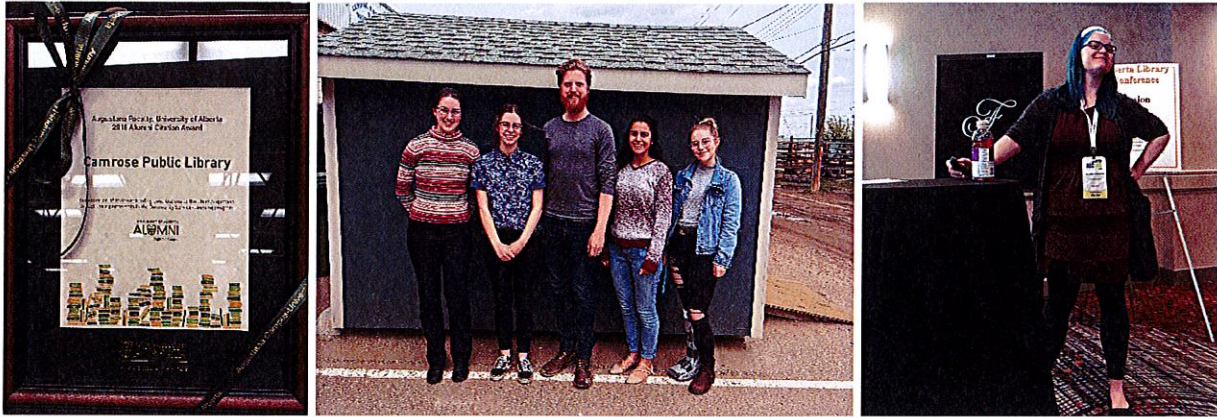
Your ALTA board is continuing to update the policy manual for the Association. We are attempting to review at least 2 or 3 policies at each of the board meetings we have in the year. As each policy is reviewed and the revised motion is passed, the policy gets updated on the website.

The most recent event for our association was the Annual General Meeting that took place at the Alberta Library Conference in Jasper on April 26, 27, and 28, 2019. We had over 80 ALTA members at the AGM, and as promised, the meeting was short, but we got all our business covered. The President and the Executive Director gave their reports, and we also approved the 2018 audited financial report. I am glad to report that we had a good year financially, showing a small excess in revenue over expenses. We also had the election of your officers for the 2019-2021 Board of Directors, and your Parkland region board member for this time period, Bob Green, was re-elected by acclamation, as was your alternate board member Jane Skocdopole.

The Alberta Library Conference was well attended this year by both Library trustees, and library staff. There were many workshops from which to choose for those looking for information. We also had 2 keynote guest speakers, with very interesting topics. I would encourage trustees to consider attending this conference in the future, as it is a great opportunity to network with fellow trustees.

The next ALTA executive board meeting is on June 15, in Spruce Grove. I will send out a report again after that meeting.

Bob Green – Parkland region representative - Alberta Library Trustees Association



2018 Alumni Citation Award Juanita, Sarah, Elliot, Liana, and Jennae Jenn McDevitt at ALC

Alberta Library Conference 2019

I had a terrific time at the Alberta Library Conference! This was my first time attending in association with Camrose Public Library, and there were a lot of sessions I was able to take that applied to my role as Director. Both of the keynotes were fantastic. Craig Silverman spoke of how we are infiltrated with fake news from a variety of sources online, and how we should offer library programs that offer support for recognizing fake news even if we just call it a ‘technology program’ (since most people think they already know how to recognize fake news). Terry O’Reilly spoke of stories and the power of specific, personal stories when it comes to influencing people. We will be applying this powerful tool through collecting patron stories throughout the summer so that we can convey the true power of the library!

It was fantastic to see so many CPL staff, past and present, speak at ALC! I was able to attend Jennifer McDevitt’s session “Engaging and Empowering Marginalized Groups,” which talked about the importance of providing a safe space for all patrons. In addition to this, Carley Angelstad presented on “Disrupting White Supremacy in the Library,” Nicole Bannick presented on our LGBTQ initiatives in “It’s Dangerous to Go Alone,” and Alyssa Martin presented on LGBTQ initiatives and resisting censorship. I was unable to attend these last three sessions but was still so thrilled about the brilliant minds that have worked at Camrose!

I attended sessions that focused on municipalities, human resources, library boards, and the interactions between library boards and city/county councils. “Great Libraries Make Great Cities” by Ben Henderson and Evan Woolley was a great tool that highlighted the importance of reaching out to councillors as a librarian. “Human Resources Overview for Small, Medium, and Rural Libraries” by Elisa Wilson and Camille Thorsteinson from EPL was fantastic for helping me enhance my human resources skills, and I’ve actually reached out to the presenters for more human resources assistance since their presentation. “Demystifying Alberta’s Local Governments” by Ian McCormack was very helpful for understanding Alberta local government structure better, and learning how governments choose between competing priorities. “Library Boards and Councils” by Ken Allen of Public Library Services Branch was extremely

informative regarding how to recognize the roles and responsibilities of library boards and councils in relation to one another. The only disappointing session was the last one I attended, which was about “Titans of Industry.” While this session description made it sound like the interviewer would talk with a wide variety of librarians about what they have learned in their careers, it was two academic librarians and the session focused solely on academic librarianship.

I also attended the Library Association of Alberta's General Meeting, which led to an intense financial conversation during said meeting but was otherwise engaging. I enjoyed the panel discussion, “Social Responsibility and Neutrality in Libraries” with Dale Askey (from University of Alberta), Christina de Castell (Vancouver Public Library), and James Turk (Ryerson's Centre for Free Expression), moderated by Pilar Martinez (Edmonton Public Library). Unfortunately, the main takeaway from this panel is that there is not an easy answer regarding the social responsibility of libraries...in the interest of being open to everyone, someone will always be offended. I really appreciated that Christina de Castell was there, as it really spoke to Camrose's public library experience as opposed to an academic perspective.

In addition to all that I learned from sessions, I was thrilled at the chance to network with so many professionals, and reconnect with librarian friends I have made in the past. Thank you so much for providing me with the opportunity to attend this conference! I'm not sure what next year will look like yet, but once I have my feet under me in this role I will definitely consider either putting my name forward to join the LAA, or else submitting a session proposal of my own for ALC.

Awards

On May 6, myself, Nicole, Shannon, and Elizabeth attended the CSL Partner Appreciation Event. Elizabeth and Nicole received Augustana's 2018 Alumni Citation Award on behalf of Camrose Public Library, and Nicole said a few words about our gratitude to all of the students that collaborate with us. Be sure to take a look at the award at the front desk – each of the books in the picture contains the name of all of our CSL students that have worked here! They also gave us four beautifully hand-crafted mugs with images of Augustana on them. A huge thank-you to Nicole, the Board, and Deb Cryderman for all of their hard work and collaboration with CSL. We also submitted our Life Cycle Bike for the 2019 “Minister's Award for Excellence,” and usually the winner of this award would be announced at ALC...but unfortunately we still do not have any word on this year's winner because of the election taking place so close to the conference.

Summer Students

We are thrilled to introduce this year's Summer Students to you! They will briefly pop in at our meeting on May 21 to introduce themselves to you.

Our Intergenerational Programmer this year is **Jennae Matzner**. She will be coordinating the Life Cycle, continuing with Time Slips, and managing Intergenerational Programs.

Our Social Media Coordinator this year is **Jennifer McDevitt**. She is joining us for her second year, to build on her success of last summer! She will be doing the bulk of our social media for this summer, as well as conducting interviews in the library and in the wider community, to see what is working about CPL's advertising and programming, and what could be improved. She will also be putting an emphasis on gathering patron stories in preparation for our 100th Birthday event.

Our Book Bike Team this year is **Sarah Bean** and **Elliot Harder**. They plan to be out and about for regularly scheduled visits around the community and at the Farmer's Market, as well as attending various local events. We have made a few adjustments to the book bike box this year, and they have been hard at work painting the box with CPL's new colours!

Our Summer Programmers this year are **Liana Nand** and **Juanita Hohm**. They will be coordinating the Summer Reading Club this year, as well as working with the entire team to create our Annual Summer Kickoff Tea Party! We are so thrilled that Liana is spending her summer with us before heading off to complete her Master's of Library and Information Studies degree at Dalhousie University (Halifax) in the Fall.

Save the Date: Birth-Tea Party will be happening on June 25, 2019, 6pm!

Upcoming Board Workshops

There are two Board Basics Workshops hosted by Public Library Services Branch coming up, that are not too long of a drive from here. One will be on June 8, 2019 in Viking, and the other will be on September 21, 2019 in Spruce Grove. Personally, I am planning on attending the one on September 21, so anyone who wants to attend is more than welcome to carpool with me.

Audit Update

Cheryl passed along our financial information to the representatives from Grant Thornton on May 26. She had a difficult time reaching them before now, but she told them that this audit needs to be submitted provincially on June 15, and it should be no problem for the process to be completed by this deadline. The library board will likely have to conduct an e-vote on the audit once it has been completed, and we are happy to answer any questions regarding the audit once it is complete. Sorry for the delay!

Other Community Connecting

I attended the Interagency Meeting at CDSS on May 13, and also attended the WOW Camrose Networking Group lunch event on May 14. On Tuesday, May 21, I am speaking at the 'Rotary Club of Camrose Daybreak' meeting at 7am, and am introducing myself at the City of Camrose Council Meeting that afternoon.

Parkland Representative

My most recent meeting on the Executive Committee for Parkland consisted primarily of reviewing Parkland's audit and proposed upcoming budget for 2020. On May 23, the entire Parkland Board will meet to discuss Parkland's audit.

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

Author Visit: Shelly Becker

Families are welcome to join us for a reading with Toronto author Shelly Becker in celebration of Canadian Children's Book Week.

All ages are welcome! Friday May 10

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.

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.

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.

MS Social

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

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.

Spanish Speaking Circle

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

Tech Tutor Class

Thursdays.

The Plot Matures : A Book Club for 20-Somethings

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

Yarns : A Needlework Program

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

CAMROUSE
PUBLIC LIBRARY

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CPL.PRL.AB.CA

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
5	Got Ukulele? 1:30 p.m. Spanish Speaking Circle 3:00 p.m. Reading Tails 3:30 p.m. Something Cool After School 3:45 p.m.	Books and Bounces 10:00 a.m. Tales for Twos & Threes 11:00 a.m. Make and Take 1:00p.m. Concept Corner 2:00 p.m. Something Cool After School 3:45 p.m.	Something Cool After School 3:45 D & D 4:00 p.m. Cercle de Conversation en Français 6:00 p.m. Bedtime Storytime 7:00 p.m.	Tech Tutor Class 10:30 a.m. Tales for Twos & Threes 11:00 a.m. Yarns 12:00 p.m. Something Cool After School 3:45 p.m.	Open Craft Studio 10:00 a.m. Something Cool After School 3:45 p.m.	4	
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CLOSED	CLOSED	Books and Bounces 10:00 a.m. Tales for Twos & Threes 11:00 a.m. Concept Corner 2:00 p.m. Something Cool After School 3:45 p.m.	Something Cool After School 3:45 D & D 4:00 p.m. Cercle de Conversation en Français 6:00 p.m. Bedtime Storytime 7:00 p.m.	Tech Tutor Class 10:30 a.m. Tales for Twos & Threes 11:00 a.m. Yarns 12:00 p.m. Something Cool After School 3:45 p.m.	Something Cool After School 3:45 p.m.	CLOSED	
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29	Got Ukulele? 1:30 p.m. Spanish Speaking Circle 3:00 p.m. Reading Tails 3:30 p.m. Something Cool After School 3:45 p.m.	Books and Bounces 10:00 a.m. Tales for Twos & Threes 11:00 a.m. Concept Corner 2:00 p.m. Something Cool After School 3:45 p.m.	MS Social 11:00 a.m. Something Cool After School 3:45 D & D 4:00 p.m. Cercle de Conversation en Français 6:00 p.m. Bedtime Storytime 7:00 p.m.	Tales for Twos & Threes 11:00 a.m. Yarns 12:00 p.m. Something Cool After School 3:45 p.m.	Something Cool After School 3:45 p.m.	Something Cool After School 3:45 p.m.	23
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31	Got Ukulele? 1:30 p.m. Spanish Speaking Circle 3:00 p.m. Reading Tails 3:30 p.m. Something Cool After School 3:45 p.m.	Books and Bounces 10:00 a.m. Tales for Twos & Threes 11:00 a.m. Concept Corner 2:00 p.m. Something Cool After School 3:45 p.m.	MS Social 11:00 a.m. Something Cool After School 3:45 D & D 4:00 p.m. Cercle de Conversation en Français 6:00 p.m. Bedtime Storytime 7:00 p.m.	Tales for Twos & Threes 11:00 a.m. Yarns 12:00 p.m. Something Cool After School 3:45 p.m.	Something Cool After School 3:45 p.m.	Something Cool After School 3:45 p.m.	25

ALBERTA LIBRARY CONFERENCE

APRIL 25-28, 2019

Conference Committee: Publications

Over the past year, I have been part of the ALC Conference Planning Committee. Being responsible for Publications, I did the graphic design for all of the publications. I worked on the folder, nametags, exhibitor information package, sponsorship brochure, website pdf, Conference at a Glance and all of the signs. It's a great match to my skill set. I made great connections in the library community over the past year and the committee covers the cost of being able to attend the conference. It is a two year commitment and I am looking forward to helping again this coming year.

Learning

So. Much. Learning!

Keynote speakers:

Craig Silverman walked us through a news story about Fort McMurray oil camps leaving and money going to build an Islamic centre instead - but the story was fake and he showed us how he figured it out and the reason behind it. As library staff, we need to be trained and ready to help our patrons decipher this online information.

Terry O'Rielly was all about stories:

"Storytelling can convey intangible benefits and powerful stories have a long shelf life. Storytelling can pierce jaded hearts. Storytelling can eliminate obstacles. **Make people feel your message, not just understand it.**"

Sessions:

Midlife Crisis: Programming for Adults Edmonton Public Library was open and honest about their failures and their successes about adult programming. It was reassuring (Camrose is on the right track) and they allowed for brainstorming ideas at the end. Opera night! Cheesemaking! Design, build and 3D print your own board game!

What's the Deal with Public Library Collections? Edmonton Public Library's findings from their Collections Assessments & Trends Intern Project. We brought back new ideas on how to look at our circulation trends and how it can influence our collection development.

Finding Success on Social Media Edmonton Public Library shared their social media plan with us, including a great flow chart to follow if you get a negative social media response. Following their lead, we have set up a LinkedIn profile for CPL.

Dewey Divas Present: The Best New Adult Books for the First Half of 2019 So many great recommendations.

Social events:

I helped with the Escape Rooms Friday night and want to bring the concept to CPL now too.

The panel session Saturday was on Social Responsibility and was hotly debated with conference attendees. Are we really a "safe" space when we have a collection that will offend people? It made us all think deeply about what responsibility the library has in the flow of information and ideas in society.

Shannon Stolee
Adult Programmer

Thank you so much for the chance to attend ALC this year! As always, I feel like it provides such a great opportunity to learn, share, network, and inspire!

This year I was able to attend sessions that broadened my horizons about librarianship and the important work that is done in libraries. Many of the sessions I attended were theory heavy, but this gave me the opportunity to reflect on my own work and CPL's work as a whole and find ways that we can apply these theories and principles to the work we do daily. I was also able to attend sessions that were done by current and former library staff, which really reinforced the potential for amazing things here at our library!

Keynote Speakers:

Craig Silverman: Silverman, a BuzzFeed editor and journalist, provided a wonderful keynote on the importance of digital literacy. He stressed the importance of digital literacy and the teaching of it, as well as the false confidence many, if not most, of us have about what we know about digital content and fake news.

Terry O'Reilly: O'Reilly's session focused on how our stories and storytelling can change how people view organizations or products. I found this session extremely relevant to libraries, and how we market ourselves, and the stories we tell to show the importance of libraries within communities.

Sessions:

Engaging and Empowering Marginalized Groups: Our summer student, Jennifer McDevitt, presented a wonderful session on breaking down the walls that prevent marginalized groups from accessing information in the library. A wonderful discussion from the audience followed the session about what we can all do in libraries to bring down these barriers!

Disrupting White Supremacy: Former staff member and board member, Carley Angelstad provided amazing information about the prejudices and stereotypes we hold that put up walls to non-white library users, and what we all need to do to break these prejudices down.

It's Dangerous to Go Alone: Our Nicole Bannick presented about current and past programs and initiatives at CPL that have helped marginalized and LGBTQ+ people in our community as well as challenges the library has faced because of them. The session was well attended and lots of great questions and discussion afterwards!

What's the Deal with Public Library Collections: Angela Lieu and Quincy Hiscott, were EPL's intern's last year and dedicated their time to researching and better understanding EPL's collections and assessing trends and finding gaps within it. This session provided so much insight into collection development, and how people use the library especially within print and digital collections!

Settling into the Library: Newcomer Perspectives: Allan Wilson and John Shepherd presented how their libraries welcomed newcomers and how they were able to survey and connect with them to understand their needs.

Panel Discussion: Social Responsibility and Neutrality in Libraries

Dale Askey: Vice-Provost and Chief Librarian, University of Alberta

Christina de Castell: Chief Librarian, Vancouver Public Library

James Turk: Distinguished Visiting Professor and Director of Ryerson's Centre for Free Expression.

Pilar Martinez: CEO, EPL

This session really opened up the conversation about 'safe spaces' and how libraries should act when unpopular viewpoints are shared within a library. The big takeaway from this panel is can libraries really claim they are 'safe spaces' if we cannot guarantee the actions of all of the people who walk into the building.

Along with all these sessions, there were many opportunities for networking and connecting with library folk from all over Canada! I really enjoyed meeting new people from not only PRL but also systems across Alberta and the country.

ALC 2019 Report to the Board

I'd like to extend my thanks to the board for sending me to ALC again this year. The PD and networking that happens there is invaluable, as is the inspiration that board members and staff gain from a weekend with peers.

I chose not to attend a preconference session this year as there is an additional cost to do so and none of the preconference topics appealed to me.

The two keynote speakers were brilliant this year, as usual.

Craig Silverman is a Canadian journalist and media editor of BuzzFeed. Craig is an expert in fake news, and shared with the import of sussing out reliable news sources, and lauded our responsibility as libraries to help others do the same. One of my favourite quotes from his talk: "A big part of fighting fake news is not accidentally pushing people towards it".

Terry O'Reilly, a well-known Canadian broadcast personality, focused on how to construct successful marketing messages. He spoke about bringing emotion in to marketing rather than just facts. He said, "Information alone rarely moves people to act. Make people feel your message, not just understand it".

I attended a number of sessions that focused on supporting marginalized groups in our communities. Our summer staff member Jennifer McDevvit gave a brilliant talk about engaging and empowering the marginalized, and former staff member Carley Angelstad delivered a powerful session on disrupting white supremacy in libraries, this included a bit on decolonization of library spaces and collections, which was eye opening.

I also attended a couple of sessions about building reading culture and early literacy in libraries. My takeaway from those were more ideas of how to create space and programming for infants, children, and youth.

I was honoured to present a session at ALC as well. I spoke about the history of Camrose Public Library's LGBTQ Safe Space, The Bunker, and the community partnerships that grew out of being an inclusive place. I also touched on the challenges we've faced to LGBTQ+ library materials and programs and spoke about tools libraries have for responding to challenges: the Universal Declaration of Human Rights, the Canadian Charter of Rights and Freedoms, the Canadian Federation of Library Association's Statement on Intellectual Freedom, strong library policy and procedures, and the support by like-minded community partner organizations. My session was well received, and I'm hoping to submit proposals to host the same session at the Rural Libraries Conference in Grande Prairie at the end of September and at the 2020 Alberta Association of Library Technicians Conference.

Submitted by Nicole Bannick

May 8, 2019

Camrose Public Library
Programming Report
April 2019

CPL Service Responses and Applicable Programs

Social Engagement: Developing Relationships and Ending Isolation

- Regular in-house programs: **435 people**
- Volunteer Appreciation Event: **25 People**
- Programs facilitated by outside groups: **86 people**

Total for service response 1: 546 participants

Connect to the Online World: Public Internet Access

- Outreach School Visit: **10 participants**
- Ongoing in-house programs: **14 people**

Total for service response 2: 24 participants

Satisfy Curiosity: Lifelong Learning

- Ongoing Outreach: **71 people**
- Adult/Family Special Events: **216 people**
- Ongoing in-house programs: **321 people**
- St. Pat's Mystery Readers: **46 people**
- Visit to OLMP ESL Class: **16 people**
- Programs facilitated by outside organizations: **102 people**

Total for service response 3: 772 participants

Visit a Welcoming Place: Physical and Virtual Spaces

- Snacks in the Stacks: **855 people**

Total for service response 4: 855 participants

Total program participation for March 2019: 2197 people

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

News and More:

- I attended The Alberta Library Conference from April 25 to 28; please see my ALC report for details.
- I've still not had notification regarding the YOU Libraries People's Choice Award race and whether or not we've won another Minister's Award for the Life Cycle application I submitted. The voting and awards were put on hold due to the provincial election, but I'm hoping we hear something soon, perhaps in June, now that Minister Madu is in place at Municipal Affairs.

Submitted by Nicole Bannick
May 8, 2019

Camrose Public Library
 Adult Programs
 January 1 to April 30, 2019

Outreach	Program	Attendance
Book Deliveries to Care Facilities	35	226
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
	45	750

In House	Program	Attendance
Book Club	4	16
Spanish Circle	15	121
Yarns	15	67
Ukulele	15	152
French Circle	16	89
Tech Program	15	44
Tech Drop in	0	0
Card Making	4	45
Death Café	4	28
Plot Matures Book Club	1	8
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
	118	1033

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	62	533
	62	533

Total	225	2316
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Camrose Public Library
 Family Programs
 January 1 to April 30, 2019

Outreach	Program	Attendance
Women's Shelter Family Literacy	8	56
Read for 15 at Sifton School	1	350
RuPaul's Drag Race Trivia at Fox & Fable	1	32
Francophone Day	1	130
	11	568

In House	Program	Attendance
Books & Bounces (infants)	17	229
Tales for Twos and Threes	33	600
Bedtime Stories with Feena	15	95
Something Cool After School	74	848
Super Sundays	7	64
Concept Corner (3-5 years)	15	129
Snacks in the Stacks	68	3280
Tech Help	50	114
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
Oculus Rift	5	94
	292	9191

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	11	147
	11	147

Total	314	9906
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Camrose Public Library
 Children's Programs (5-12 years)
 January 1 to April 30, 2019

Outreach	Program	Attendance
Kids Campus Visit	1	25
St. Pat's Mystery Readers	2	46
	3	71

In House	Program	Attendance
Reading Tails	7	65
Tours	3	67
	10	132

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	7	80
	7	80

Monthly Total	20	283
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Camrose Public Library
 Teen Programs
 January 1 to April 30, 2019

Outreach	Program	Attendance
Our LaDY OF Mount Pleasant ESL Class	1	16
	1	16

In House	Program	Attendance
Open Book Society	3	18
D&D Club	17	76
Outreach School Visit	1	10
	21	104

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	16	167
	16	167

Total	38	287
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Camrose Public Library
Total Programs
January 1 to April 30, 2019

Outreach Programs	60	1405
In-house Programs	441	10460
Outside Groups	96	927
YTD	597	12792

Camrose Public Library

Monthly Stats

April 2019

Circulation by Residence	Apr 2019	Apr 2018	2019 YTD	2018 YTD	Under/Over 2018	% Chg. Over 2018		
City of Camrose	7931	9205	32930	36100	-3170	-9%		
County of Camrose	2113	2301	8565	10258	-1693	-17%		
Outside City/County	4	104	750	1029	-279	-27%		
ME	47	248	681	944	-263	-28%		
Total	10095	11858	42926	48331	-5405	-11%		
Selection of Service Responses								
1. Stimulate Imagination: Reading, viewing and listening for pleasure								
2. Create Young Readers: Early Literacy								
3. Satisfy Curiosity: Lifelong Learning								
4. Welcome to Canada: Services for newcomers								
Programs	April 2019		2019 YTD		Participants			
Service Response	Sessions	Participants	Sessions	Participants	2018 YTD	2017 YTD	2016 Total	2015 Total
1	59	546	227	2266	3937	4,017	note: annual total program participation	
2	4	24	90	1577	1049	1,227		
3	68	772	208	2177	1770	1,782		
4	19	855	65	2639	45	79		
Advocacy	0	0	4	4133	7099	5,022		
Total	150	2197	594	12792	13900	12,127	25942	21794

2019

Role of the Library Board

CAMROSE
PUBLIC LIBRARY

Prepared for:
Camrose Public Library Board

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The Role of the Library Board

A Library Board is a formal, policy-setting group that exists to set goals and objectives that will meet the community's information needs. Once Board members have considered the legislative and legal responsibilities of serving on the Library Board, what will they do? Stated quite simply, they will govern.

What is governance?

Governance is "the overall processes and structures used to conduct an organization's operations and activities." The term implies ultimate responsibility and accountability. In other words, the Board is the decision-making and legal authority of the organization.

What is accountability?

Going hand-in-hand with governance is the issue of accountability. Accountability means having to explain and accept responsibility for actually carrying out what the library is there to do. Because the library belongs to the public, the Board must be able to provide detailed information about how responsibilities have been carried out and what results have been achieved.

Today's more stringent expectations for the accountability of public bodies call for a focus on outcomes rather than a simple report on efforts and activities. The Board is accountable for the whole range of activity of the organization and for the results it achieves, but is not responsible for carrying out everything that is done. The activity of running the organization on a day-to-day basis is a responsibility delegated to the staff.

Ongoing Responsibilities of the Board

The 21st Century library is not the reading room of the 19th century. It does require rocket science to fulfil its potential. What an exciting challenge for Boards!

As a corporation, the Board requires a "constitution and by-laws" to establish its functional framework. These two items provide the body of fundamental principles that govern how the Board operates (constitution) and the specific regulations and procedures (by-laws) to operate the Board. These are "mechanical aspects" of governance and include the name of the Board and purpose of the organization, its seal and symbol and rules for Board composition, officers of the Board, meetings, elections, committees, finances, rules of

order, staff, amendments and authority. Much of this information comes directly from the Alberta Libraries Act Chapter L-11.

Responsibility: To define the library's purpose and direction

The Board is responsible for determining the purpose of the library and ensuring that it achieves what it is meant to achieve. It must define new directions in response to changing environmental conditions and broadly draft a course of action to be undertaken by staff to meet the needs of the community.

Responsibility: To delegate authority and resources to the staff to run the library

The Board must ensure that the best possible staff is in place and let the staff do the job. This requires the Board to put in place a CEO who is capable of managing the entire operation as well as a comprehensive framework for operations. The Board DOES NOT have direct responsibility for operations and programming. The Board must, however, ensure that the financial resources are available to provide library service to the community.

Responsibility: To act as a bridge between the library and the Municipal Council and the library and the community

The Board represents the public in its stewardship of the library. The Board works with the staff to determine what the public wants and, in turn, to let the public know what the possibilities of library service are. To do this, the Board must maintain regular contact with the public – with both those who use the library and those who do not. The Board collects data that will guide the Board in setting future directions for the library. In order to achieve future goals, the Board must communicate this information to the Municipal Council and advocate for the necessary resources. It is essential that the Board maintain a close working relationship with the Municipal Council – the library's major funder and partner.

Responsibility: To report on the library's effectiveness

The Board must be constantly aware of its requirement to report on the effectiveness of organizational achievement. It must carefully monitor policies and controls and elicit appropriate information to be able to report to Council, the community and the province in a meaningful way. The Board reports on the library's effectiveness in a variety of ways. Examples include the annual report to Municipal Council and to the community showing the library's achievement of its annual goals and objectives and the annual audit demonstrating the library's ability to manage financial resources.

Responsibility: To practice good governance

The Board is responsible for its own operations - those of the Board itself. Included in this are the organization and structure of the Board, how it conducts meetings, its committees and the role of its officers.

The Skills that Trustees Need

The responsibilities outlined in the previous section are not simple tasks. They require a number of specialized skill sets in four major activities.

Policy development

Policy development is a key job for the Board of directors. Its critical nature comes from the organization's need for continuity. As discussed in an earlier chapter, the Board exists beyond the tenure of individual Board members and, as such, must provide for the continuing existence of the organization. Because a full complement of policies provides the necessary framework for all of the operations and priorities of the library, it is the chief tool to maintain the library's continuity. A policy framework allows for a smooth transition from old to new Boards. New board members can step into their jobs without having to start from scratch and the library has a consistent base for ongoing activities.

To be a useful tool, policy must be in writing and approved at a duly called Board meeting. Using the input and expertise of the staff, the Board works through a series of stages to debate opinions on various issues and consolidates the collective values and beliefs of the Board, staff and community into the basis of a policy statement. From there, the Board identifies the rules and parameters for action and finally outlines specific procedures that will guide all future action.

The skills necessary for writing policy include the willingness to listen to all sides of an issue and the courage to state beliefs and stand by decisions that are made. The Board must also, however, commit to monitoring and reviewing policy regularly and to making the revisions necessary to adapt to changing environments.

Planning

The Board's focus must be firmly on the future, rather than on the day-to-day activities of the library. Determining the direction of the organization and deciding how quickly it will take to get there are chief planning functions for the Board. In conjunction with the senior management and armed with the expertise of the staff and the input of the community which the Board represents,

the Board develops the mission, goals and objectives that will guide the library's activities into the future. Community input may be gathered in a variety of ways including needs assessment, focus groups, public meetings, etc.

The planning task requires that trustees develop a big-picture approach to their tasks. The Board must also be willing to ensure that the necessary resources are available for the library to be able to achieve its planned results. Whether this means additional funding, a new building, or increased professional staff, the Board must plan not only where to go, but also how to get there.

Strategic planning is a technique used by Boards and senior management to focus the library's energy towards achieving its mission and goals over a period of three to five years. It is strategic because it requires the planning team to analyze the changing environment and consider how best to respond to it.

The importance of strategic planning cannot be over-emphasized. Boards often find it difficult to make time for such a future-oriented approach because of the rapid advances libraries are facing, especially with respect to technology. It is critical for the Board to identify a clear vision for library service, based on input from all stakeholders, that will fit within the community's master plan, and then to set priorities and monitor the library's achievements over time.

The skills required to plan include the abilities to think in broad, future-oriented terms, to seek and listen to input from all stakeholders, especially those whose interests are being represented, and to translate that input into a comprehensive plan. Also required is a degree of comfort with taking calculated risks to make things happen.

Advocacy

As the body that is ultimately accountable for the operation of the library, the Board must be able

How good is your library?

You need to know if your advocacy is to succeed. Make sure the things that matter are measured. Do not be misled by statistics. They have their purpose but they are only one indicator.

to speak for the library to the public and to Councils.

Chief among the advocacy responsibilities, that the board must shoulder are securing adequate funding for the library to provide its services, ensuring that there is an adequate physical facility for the library service, and acquainting the community with the library and its services. Each year, the Board will present the proposed budget to the Municipal Councils and lobby for the necessary funds. Similarly, in cases where facilities are inadequate, the Board will lobby and, if necessary, undertake to raise further funds to improve library facilities. Finally, the Board will report on the

effectiveness of the library in meeting goals and objectives, both to the Councils and to the community of owners.

For many years funding and resource development have been the subjects of much discussion in the library community. The rapid advances in computer technology along with increased competition for municipal dollars have strained the resources of many Boards. As a result, they have had to consider raising funds or entering into a variety of activities to increase revenue and thus meet the needs of the community. The discussion, while sometimes controversial, continues. Many Boards have found that community members are happy to support the library and are enjoying considerable success raising funds. There has also been a gradual increase in the number of fundraising professionals joining the staff of public libraries in Alberta. Fundraising remains a very debated form of advocacy.

Partnerships

To collaborate means to work in partnership. Synonyms for collaboration include "co-operation," teamwork and synergy. It is the synergistic nature of collaboration that makes it most appealing, the notion that working in conjunction with other people, teams or bodies can result in something more than simply the sum of the parts.

While collaborative projects can indeed be exciting, they are almost always extremely challenging. They require significant attention to process as well as to product. The ability to collaborate depends on strong communication skills, regular contact, trust, a willingness to accept another's point of view, flexibility, adaptability, and the capacity to resolve conflict constructively and build consensus whenever possible.

Partnerships are becoming a common means for Library Boards to achieve outcomes they could otherwise not manage on their own. It is simply not possible for the library to exist in isolation, especially when so many other organizations are also involved in providing information. Many innovative projects have arisen when libraries and community groups pool their talents and resources. Initiatives such as shared facilities between schools and public libraries or municipal service access points housed in public libraries are just two examples of the varied and exciting partnerships emerging within ~~the~~ libraries. Developing and nurturing such partnerships is the mark of a dynamic and forward-thinking Board.

Required and Recommended Policies

	Required	Recommended
By-laws	*	
Confidentiality of user records	*	
Orientation and continuing education of board and staff of Board and Staff Policy	*	
<u>Professional Development Policy</u>	*	
Finance Policy	*	
Personnel Policy	*	
Statement on Intellectual Freedom		*
Selection, acquisition and disposition of materials	*	
Request for Reconsideration Policy		*
Expression of concern/request for reconsideration of library resources form		*
Provision for library resources to be lent (Resource Sharing)	*	
Waiving of fines/fees on library materials		*
Provision for persons unable to use conventional print or languages other than English	*	
Records retention policy and schedule (required under FOIP)	*	
Personal Information Banks (required under FOIP)	*	
Internet access and acceptable use		*
Hours of Service	*	
Terms and conditions for use of public meeting space	*	
Workplace violence, harassment and other unacceptable behaviour	*	
Working alone	*	
Job descriptions for Library Trustees (included in Board Governance Policy)		*
Board Governance	*	

Duties and Responsibilities of the Board and its Members

From Camrose Public Library Board Governance Policy

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 director'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 board. 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.

Board Evaluation

1. Is the Board functioning effectively as a group?
2. Has the Library Board acted effectively to cope with problems, handle challenges and take advantage of opportunities?
3. Is the Board fulfilling its responsibility for governance without taking on operations responsibilities?
4. Has the Library Board been successful in gaining effective financial support for the library?
5. Are the Trustees aware of current issues facing public libraries?
6. Is each member of the board engaged and interested in the Board's work?
7. Has the board made policy decisions that effectively guide the operational activities of staff?

Resources

Alberta Library Trustees' Association (ALTA)	http://www.librarytrustees.ab.ca/
Alberta Public Libraries electronic Network (APLEN)	http://www.thealbertalibrary.ab.ca/aplen.html
Library Association of Alberta (LAA)	http://www.laa.ca/
Public Library Services Branch (PLSB)	http://www.albertalibraries.ca/
The Alberta Library (TAL)	http://www.thealbertalibrary.ab.ca/
The Canadian Library Trustees Network	http://clatrusteenetwork.wordpress.com/
Camrose Public Library Plan of Service 20194 - 202319	http://cpl.prl.ab.ca/about-us/guiding-principles http://issuu.com/camrose/docs/pos_2014_2019

Alberta's Regional Library Systems



Area 1 – Peace Library System

Area 2 – Yellowhead Regional Library System

Area 3 – Parkland Regional Library System

Area 4 – Marigold Library System

Area 5 – Chinook Arch Regional Library System

Area 6 – Shortgrass library System

Area 8 – Northern Lights Library System



📍 LIBRARY BOARDS > BOARD BASICS WORKSHOPS SCHEDULE ANNOUNCED

Board Basics workshops schedule announced

📁 LIBRARY BOARDS / UNCATEGORIZED 📅 APRIL 24, 2019

PRL EVENTS

PLC

Meeting

June 10 @ 10:00 am - 3:00 pm

[View All Events](#)

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Public Library Services Branch has announced 2019 dates for Board Basics workshops across the province. There are three workshops within the vicinity of PRL libraries:

- June 8, 2019 – Viking
- September, 21 2019 – Spruce Grove
- November, 2 2019 – Strathmore

Visit the PLSB website for the complete list of Board Basics locations and dates.


The full-day Board Basics Workshops are open to all library trustees and library managers. They are designed to help participants understand the structure of public library service in Alberta, and how to support the delivery of effective public library service in their communities and regions. Topics covered include *Libraries Act* and *Libraries Regulation* and other pertinent legislation; library board roles, responsibilities and relationships; finances and board effectiveness.

The workshop and lunch are provided for free while participants cover their own travel costs.

Print copies of the Library Board Basics Workshop workbook are available, whether or not you attend a workshop, by emailing libraries@gov.ab.ca. And a pdf version is also available.

An email will be sent to all public libraries when registration opens, approximately 1 month prior to the workshop date.

 [PLC Meetings](#)

 [Notable Dates for 2019](#)

RECENT NEWS

Canada's first "one nation, one book" program starts June 3rd April 29, 2019

Board Basics workshops schedule announced April 24, 2019

PAC Customization is here! April 17, 2019

Millennials read more than



PROGRAM INFO

WHAT IS YOUTH @ THE TABLE?

Supported by Canada Service Corps, Youth @ the Table is a province-wide initiative seeking to engage youth ages 18-30 in shaping their communities.

Participants will spend at least six months from September 2019 until March 2020 collaborating with a nonprofit organization to explore and impact a social issue they care about. Volunteer Alberta will match youth participants with a nonprofit where they will be engaged at the governance level on a board, committee, or council.

WHAT IS MEANINGFUL YOUTH ENGAGEMENT?

“Youth engagement is the meaningful participation and sustainable involvement of young people in shared decisions in matters which affect their lives and those of their community, including planning, decision-making and program delivery” (Smith, Peled, Hoogeveen and Cotman (2009)

Volunteer Alberta expects meaningful and skills-based experiences for youth in their programming. If your organization is selected for the program, asking your youth participant(s) what they excel in and what they would like to work on is a great start to meaningful youth engagement.

Consulting your participant on what they hope to get out of their board experience allows you to create personal development opportunities. For example, if a youth is skilled at social media management and interested in this area, you might ask them to sit on an outreach committee and assist your organization with developing or updating your organization’s online presence.



PROGRAM ACTIVITIES & TIMELINE

ACTIVITY	DATE	APPROX. HRS
PRE-PROGRAM START		
Organization Recruitment	May 2019	N/A
Youth Recruitment	June - July 2019	N/A
Matching	August 2019	N/A
PROGRAM STARTS		
Training Retreat in Edmonton	September 13-15 2019	3 days (Youth) 1.5 days (Orgs)
Board Activities	September 2019 - March 2020	~ 30 hours (total)
Cohort Meetings	September 2019 - March 2020	~ 3 hours/month
Monthly Reflections	September 2019 - March 2020	~ 6 hours/Month
Wrap-up Party/Presentation to Peers	March 2020	1 day



PARTICIPATING NONPROFIT BOARD EXPECTATIONS

-  You are interested in creating a sustainable space for youth participate at the governance level of your organization
-  You have the capacity to host between 1-5 youth over the duration of the program.
-  You want to provide youth with a meaningful governance experience.
-  You can identify a supervisor on the board who can support and mentor youth (up to 2 youth per mentor).
-  Your identified mentor(s) can attend the full or required parts of the retreat to be held between September 14-15.*
-  You are able to host youth for the 6-month placement.
-  You are willing to sign a contract with Volunteer Alberta and the youth participant to commit to the entirety of the program.

* Approved expenses (e.g., accommodations and travel) will be covered by Volunteer Alberta.



BOARD MENTOR EXPECTATIONS

- 1) Sign a contract with Volunteer Alberta and the youth participant to confirm their participation for the entirety of the program (6 months).
- 2) Attend the mandatory training session in Edmonton on September 14-15 and meet their youth participant(s).
- 3) Support their youth participant(s) in board meetings by advocating for them, and helping foster a safe environment where youth feel they can contribute and participate.
- 4) Encourage youth to develop their areas of interests and provide opportunities for them to practice their skills (e.g., if the youth participant wants to develop public speaking skills, arrange for them to chair a meeting).
- 5) Meet with their youth participant(s) at least once a month, twice if there are no board meetings that month (approx. 1-2 hours monthly).
- 6) Write 1 monthly reflection for a total of 6 throughout the program, as a way for us to constantly evaluate and improve on program components.

YOUTH PARTICIPANT EXPECTATIONS

- 1) Be between the ages 18-30 years old at the time of applying.
- 2) Sign a contract with Volunteer Alberta and their Board mentor to confirm their participation in the program for the entirety of the program (6 months).
- 3) Attend a 3 day training session in Edmonton on September 13-15 where they will meet their Mentors and learn about board governance (e.g., different kinds of boards, basic board meeting conventions etc.).
- 4) Attend and participate in monthly board related activities (e.g., board meetings, committee meetings, Annual General Meetings) (approx. 30 hours total).
- 5) Meet with their Board Mentor at least once a month, twice if there are no board meetings during that month (approx. 1-2 hours monthly).
- 6) Write 1 monthly reflection for a total of 6 throughout the program as a way for us to constantly evaluate and improve on program components.
- 7) Attend monthly Volunteer Alberta facilitated workshops to continue training and work on developing a project with their co-participants in their region.

IS MY BOARD READY?

In addition to the criterion checklist above, here are some questions to reflect on with your board and/or senior staff:

- Does the idea of engaging young people in decision-making roles excite me? Why?
- Does the idea of engaging young people in decision-making roles make me nervous? Why?
- Does our team/programming/organization regularly solicit the input of young people already? How?
- Do we believe that engaging youth in organizational decision-making will positively impact the development of the organization including the board, and the development of other youth involved?
- Do we have the capacity to create a meaningful role for youth on our board? What would this look like? What kinds of things would they be doing?
- If we have a good experience with our youth participant(s), would we consider inviting them to stay on our board beyond the 6-month program requirement?





GET INVOLVED!

Are you ready to take the next steps in engaging your nonprofit organization to mentor young leaders?

Submit an application through our website to host a Youth @ the Table participant who is interested in learning more about your work. Your board will identify a mentor who will involve and support the participant in understanding nonprofit governance so they can provide youth perspectives on outreach, operations, and strategic directions.

This partnership will help improve your capacity to engage young people and strengthen the future of your nonprofit's leadership. We will provide you with a curriculum that will guide you in establishing a sustainable plan for youth engagement.

Application deadline: May 30, 2019

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