

Claresholm Public Library Board  
Regular Meeting  
January 16, 2018 @ 6:30 p.m.

## AGENDA

1: CALL TO ORDER

2: APPROVAL OF AGENDA

3: 3.1: APPROVAL OF NOVEMBER 21, 2017 ORGANIZATIONAL MINUTES  
3.2: APPROVAL OF NOVEMBER 21, 2017 REGULAR MEETING MINUTES

4: CORRESPONDENCE: Letter from the Town of Claresholm's Community Peace Officer, Jason Hemmaway, in response to the Board's request to look at having a cross-walk painted on street between Library and Amundsen Park in Sept. 2017.

5: FINANCIAL:

5.1 Financial Statement - December 31, 2017

6: COMMITTEE REPORTS

6.1 Library Manager's Report

6.2 Committee for 80<sup>th</sup> Anniversary Planning

6.3 Friends of the Library

6.4 Chinook Arch Library Board meeting Dec. 7, 2017

6.5 Chinook Arch Librarians' Committee meeting

7: NEW BUSINESS: Annual Report

8: OLD BUSINESS:

8.1 Southern Alberta Library Conference, March 1-3 at the Lethbridge Lodge Hotel & Conference Centre

8.2 Encon benefits for Jay Sawatzky

8.3 Employee agreement for Kathy Davies

10: IN CAMERA: Legal

11: ADJOURNMENT

Next Meeting: February 20, 2018 at 6:30 p.m.

Claresholm Public Library Board

**REGULAR MEETING**

January 16, 2018

Present: Jay Sawatsky, Tony Hamlyn, Marika Thyssen, Lisa Anderson, Anna Pollock, Darry Markle, Gaven Moore, Lorraine Conaty, Tracey Strong

Regrets: Casey Arnestad

1: **CALL TO ORDER @ 6:30 pm**

2: **APPROVAL OF AGENDA**

Moved by Darry Markle that the agenda be approved. Carried.

3: 3.1: **APPROVAL OF NOVEMBER 21, 2017 ORGANIZATIONAL MINUTES**

3.2: **APPROVAL OF NOVEMBER 21, 2017 REGULAR MEETING MINUTES**

Moved by Lorraine Conaty that the revised November 21, 2017 Regular and Organizational Meeting Minutes be approved. Carried.

**CORRESPONDENCE:** Letter from the Town of Claresholm's Community Peace Officer, Jason Hemmaway, in response to the Board's request to look at having a cross-walk painted on street between Library and Amundsen Park in Sept. 2017.

After consultation different in areas and many different considerations it was determined that this request is denied. The reasons seem very reasonable and the board accepts this.

5: **FINANCIAL:**

5.1 Financial Statement - December 31, 2017

Moved by Tracey Strong to accept the Financial Statements as presented. Carried.

6: **COMMITTEE REPORTS**

6.1 Library Manager's Report

6.2 Committee for 80<sup>th</sup> Anniversary Planning

6.3 Friends of the Library

6.4 Chinook Arch Library Board meeting Dec. 7, 2017

6.5 Chinook Arch Librarians' Committee meeting

Moved by Tony Hamlyn to accept the Committee Reports as presented. Carried.

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7: **NEW BUSINESS:** Annual Report will be presented on Feb 20<sup>th</sup>

Moved by Darry Markle to have our regularly scheduled meeting on Feb 20<sup>th</sup> and not have one in March. Carried.

8: **OLD BUSINESS:**

8.1 Southern Alberta Library Conference, March 1-3 at the Lethbridge Lodge Hotel & Conference Centre - Let Jay know by Friday morning if you want to attend any of the sessions and she will get registrations done.

8.2 Encon benefits for Jay Sawatzky - benefit issue has been resolved, Jay has benefits.

8.3 Employee agreement for Kathy Davies - signed she is working in the basement with her new laptop and things are going well.

10: **IN CAMERA:** Legal

Moved by Marika Thyssen to go in camera at 7:15pm.

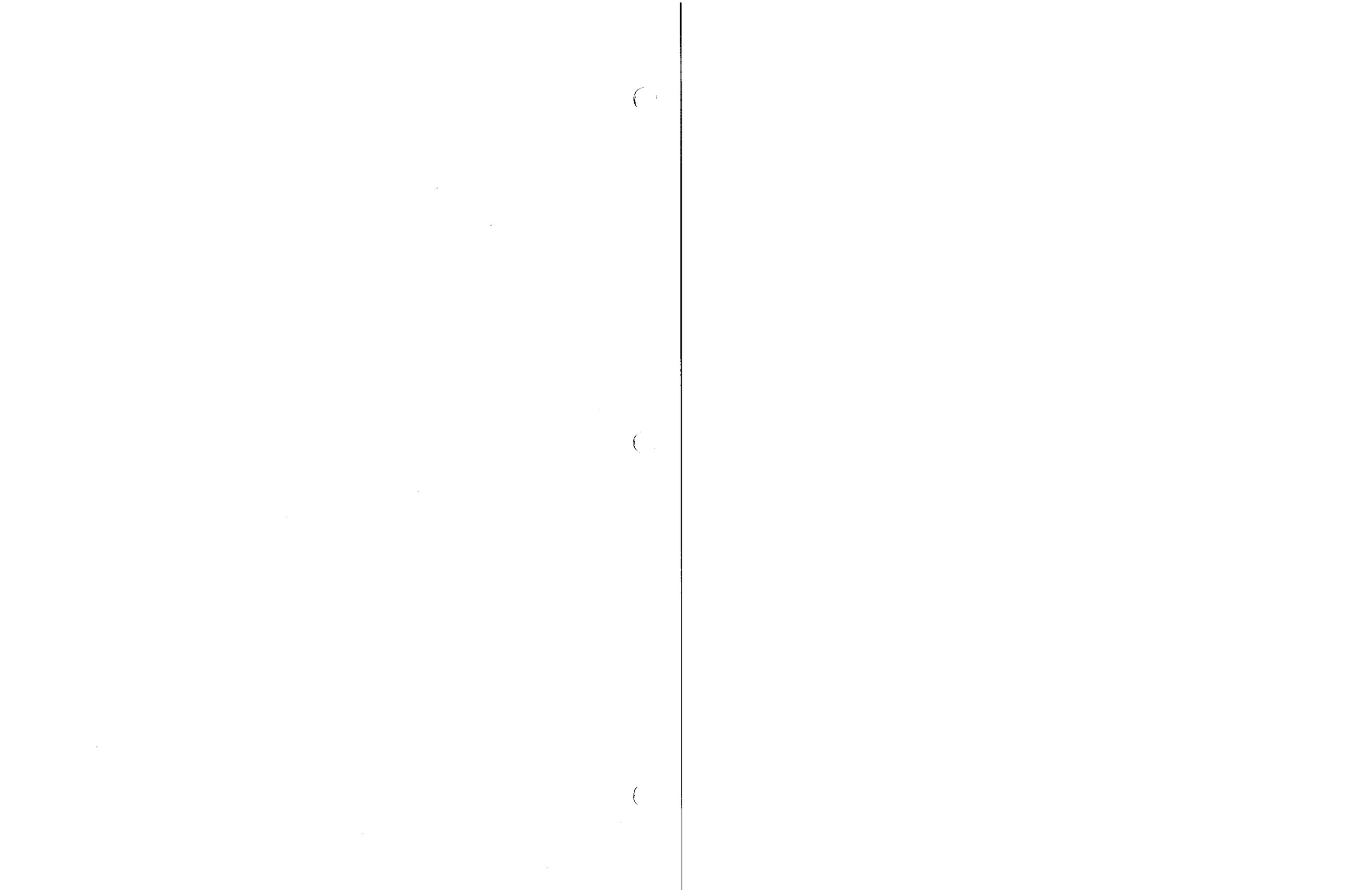
Moved by Darry Markle to come out of camera at 7:40 pm.

Cocktails at 6:30 Supper at 7:00 at the Golf Course on Friday for our Christmas Party, see you there!

11: **ADJOURNMENT:** Moved by Lorraine Conaty to adjourn at pm

**Next Meeting: February 20, 2018 at 6:30 p.m.**

A handwritten signature in black ink, appearing to be 'D. Markle', written in a cursive style.



Claresholm Public Library

Financial Statement for Jan.1, 2017 to December 31, 2017

<b>REVENUES</b>				
Department	Accounts	2017 Budget	Actuals	Difference
Govt. Contributions	Town of Claresholm	\$174,740.00	\$174,890.00	-\$150.00
	Province of Alberta	20,857.00	20,857.00	\$0.00
Other Gov't. Contributions	M.D of Willow Creek	9,375.00	12,100.00	-\$2,725.00
	Rural Library Services Grant	6,890.00	6,989.94	-\$99.94
	Other Grants	5,000.00	0.00	\$5,000.00
Other Revenue	Book Sales	1,000.00	1,023.00	-\$23.00
	Donations	1,200.00	2,156.85	-\$956.85
	Membership Fees	11,000.00	11,870.00	-\$870.00
	Fines	2,000.00	2,043.03	-\$43.03
	Room Rental	3,500.00	3,300.00	\$200.00
	Coffee	200.00	86.00	\$114.00
	Equipment Rental	100.00	150.00	-\$50.00
	Fax	350.00	271.00	\$79.00
	Photocopies/PC Copies	1,500.00	2,095.62	-\$595.62
	Miscellaneous	100.00	162.25	-\$62.25
	Interest Revenue	25.00	36.66	-\$11.66
	Reserves	5,000.00	5,000.00	\$0.00
	Friends of the Library-Donations	10,000.00	10,000.00	\$0.00
	<b>TOTAL REVENUE</b>		<b>\$252,837.00</b>	<b>\$253,031.35</b>
<b>EXPENDITURES</b>				
Department	Accounts	Proposed Budget 2017	Actuals	Difference
Staff	Salaries and Benefits	185,615.00	190,150.60	-\$4,535.60
	Employee Course & Conference Fees	2,000.00	1,669.50	\$330.50
Library Resources	Books	9,312.00	6,408.74	\$2,903.26
	Periodical Subscriptions	2,000.00	1,394.47	\$605.53
	Audio-Visual	2,559.00	2,483.64	\$75.36
Administration	Bank charges, Legal Fees	30.00	749.35	-\$719.35
	Board Course & Conference	2,100.00	979.86	\$1,120.14
	Association Fees	325.00	100.00	\$225.00
	Equipment Rental & Maintenance (De	580.00	493.45	\$86.55
	Library Supplies:	2,500.00	1,539.68	\$960.32
	Software & Licences	1,100.00	487.55	\$612.45
	Chinook Arch Regional Library	13,500.00	13,416.06	\$83.94
	Postage	50.00	69.80	-\$19.80
	Programs	5,200.00	3,417.21	\$1,782.79
	Volunteers	2,300.00	432.00	\$1,868.00
	Stationary, printing, & copier supp	4,000.00	3,348.41	\$651.59
	Friends		367.75	
	Travel & Hospitality	720.00	240.00	\$480.00
Building Costs	Insurance	1,250.00	1,144.76	\$105.24
	Cleaning Supplies	1,080.00	784.82	\$295.18
	Natural Gas & Power	8,000.00	12,337.54	-\$4,337.54
	Security System	650.00	877.18	-\$227.18
	Telephone & Telecommunications:	1,400.00	1,552.05	-\$152.05
	Fax	466.00	517.50	-\$51.50
Maintenance	Building Repair and renovations	100.00	50.23	\$49.77
	Furniture and Equipment	6,000.00	5,775.08	\$224.92
	Rent		1.00	-\$1.00
<b>TOTAL EXPENDITURES</b>		<b>\$252,837.00</b>	<b>\$250,788.23</b>	<b>\$2,048.77</b>
<b>Profit/Loss</b>		<b>\$0.00</b>	<b>\$2,243.12</b>	

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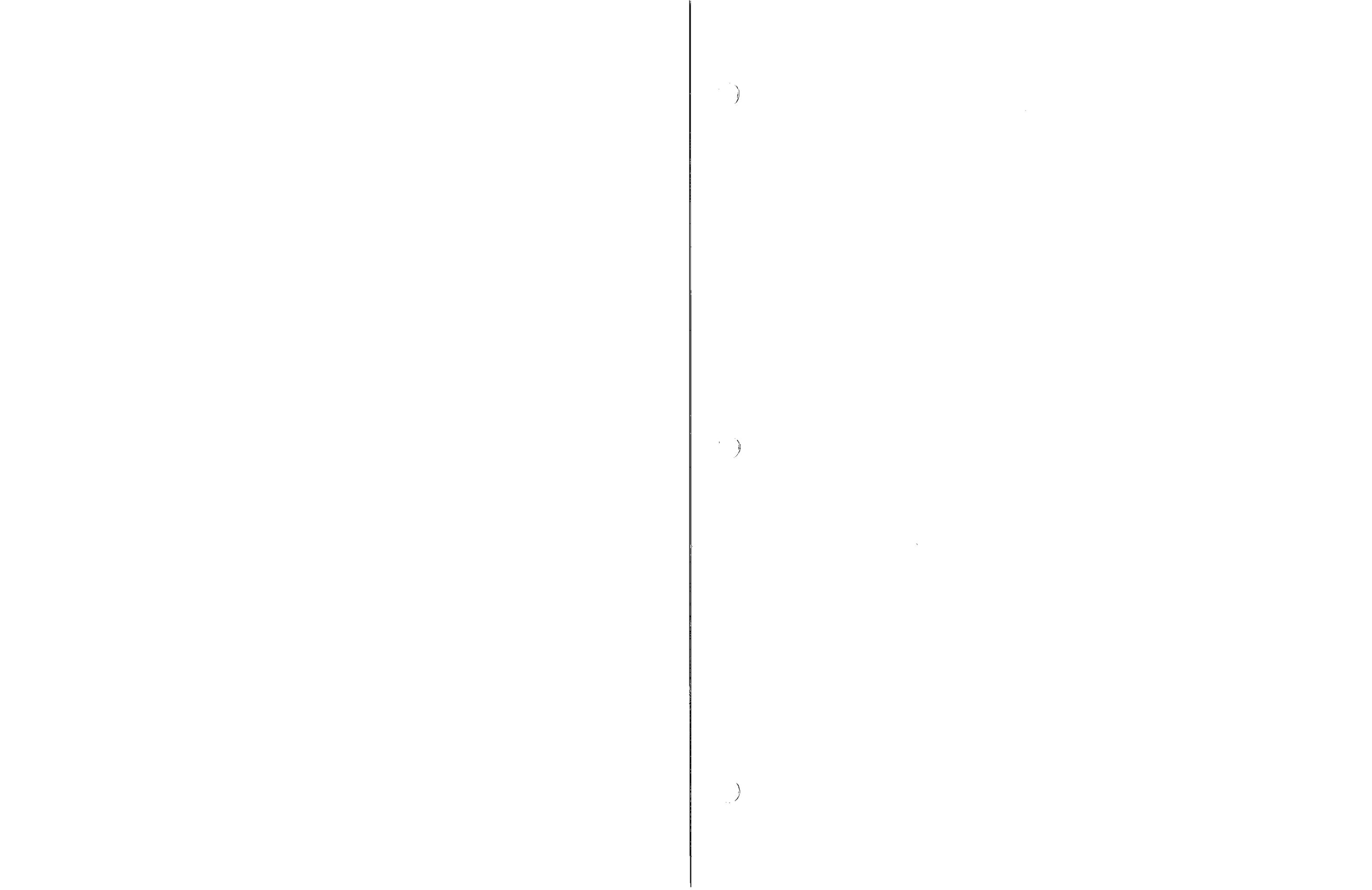
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#### Librarian's report for January 16, 2018 Board Meeting

- 1: The "Laughing Yoga" event November 22 was a big success with 35 people attending.
- 3: Part time employee Wynona MacDonald, who worked Saturdays 10 to 3, tendered her resignation at the end of November and her last day working at the library was Dec. 9, 2017. After advertising the position Miranda Hubbard was hired and started her training on Jan. 3, 2018.
- 3: 15 children attended our Kids' Christmas Movie on Dec. 15<sup>th</sup>.
- 4: The Library held it's annual Christmas concert, titled "Christmas Chaos" this year, on Dec. 20 and was a great success with 84 people attending. Our program coordinator Barb Kemery has built a great relationship with the Clear Lake Hutterite Colony and as a result they provided baked goods free of charge for this event. Some members of the Friends of the Claresholm Library also provided squares and cookies.
- 5: Jay met with Amy Genesis who is Claresholm's library consultant from our head office on Dec. 18<sup>th</sup> to discuss the coming year.
- 6: Dec. 19<sup>th</sup> Jay took an online webinar regarding the changes to the Alberta Labour Standards. Our policy manual has been updated to reflect these new laws.
- 7: Jay attended a short grant writing seminar at Chinook Arch HQ in Lethbridge on Dec. 28<sup>th</sup>.
- 8: Jay proctored 10 exams at the Library in the last month.
- 9: There were more glitches with our interactive floor and IT staff member John Buckmaster from HQ came to the library on Tuesday Dec. 9<sup>th</sup> and worked his magic and the floor is working perfectly.
- 10: Jay attended the Librarians' Committee Meeting at Chinook Arch HQ on Monday Jan. 8<sup>th</sup>
- 11: Claresholm Library staff held their monthly staff meeting on Friday Jan. 12<sup>th</sup>.
- 12: Reegan McLeod tendered her resignation in January. Her last day will be Feb. 16, 2018. After advertising for the position Judy Arnold was hired and will start training on Jan. 14<sup>th</sup>.
- 13: Upcoming January events include "Searching For Elvis" on January 17<sup>th</sup> as part of our Armchair Travel series and "Smudging with Alex Meic" on January 24<sup>th</sup> as part of our Expanding Our World series.
- 14: Jay nominated the Claresholm Library's Expanding Your World series for the annual READ award. The winner will be announced at the SALC in March in Lethbridge. The READ award is given out by the Chinook Arch Regional Library System to recognize innovation and excellence in Library Service in the Region.



**80<sup>th</sup> ANNIVERSARY MEETING WED. DEC. 6/17**

present: Marika, Lisa, Tony and Jay

- The Anniversary come and go tea will be Friday Feb. 9<sup>th</sup> from 2 to 4 pm
- The Mayor will be asked to speak
- 2 Local authors will be invited to speak. Jay will ask: David Poulsen and Dave Armstrong and Karen Uhl and Susan Bohnet. Guest speakers will be asked to provide a brief bio for emcee to introduce them prior to the event
- invitations should go out the first week of January
- people to invite include: former board members/employees, Claresholm Elementary and High School Librarians, Librarians from surrounding communities including Stavely, Granum, Nanton and Fort MacLeod, the Mayor and Town Council, Chinook Arch CEO and other staff, the Local Press
- an ad should go in the Local Press the middle of January and Wednesday Feb. 7
- Lisa will have Crazy Cakes in Lethbridge make a cake in the shape of a stack of books as well as cake pops which will be white with green glitter
- Jay will order personalized M&Ms online – will get a large bag that we can then scoop into smaller treat bags to be given to guests
- Jay will Emcee the event and will ask the Mayor to bring greetings from the Town
- Lisa will speak on behalf of the board
- the guest speakers will be given 10 – 15 minutes each
- background music only, no live music
- there will be tea, coffee and lemon water provided as refreshments

**Next meeting: Wednesday January 17<sup>th</sup> at 10 am**

**As of January 16** – Mayor Doug MacPherson will bring greetings from the Town

- Chinook Arch CEO Robin Hopher has agreed to speak
- local author Susan Bohnet will speak
- former board member and enthusiastic library user Irene Gladstone will speak on what the library means to her
- all invitations have gone out
- first ad will be in Local Press on Wednesday January 17
- M&Ms were too expensive so “bottlecap” Hershey’s kisses (with Library name and anniversary on the label) were ordered and have been received
- pens and notebooks were received from Chinook Arch as giveaways

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## Friends of the Claresholm Public Library Regular Meeting

Monday Dec. 18, 2017

In Attendance: Don and Shirley Leonard, Elva Clay, Dorothy Erven, Wendy Monpetit, Shannon Yates, Morris Dube, Kathy Richardson, and Clea Franssens.

Agenda:

1: Call to order.

2: Approval of agenda with amendment; approved by Don Leonard.

3: Approval of Sept 18<sup>th</sup> regular meeting minutes; Kathy Richardson

4: Approval of Executive meeting of Nov. 15<sup>th</sup>; Wendy Monpetit

5: Financial Report: no report as Kathy Davies was absent but it was reported that there was basically no change in the financial status.

6: Old Business:

6.1: Wendy Monpetit followed up with a report on the "Death by Chocolate" possible fundraiser that she was looking into. She reported that Vulcan charged \$5.00 per person and served coffee and tea, all chocolate goodies were made and donated by members and there was also a chocolate fountain they profited about \$500.00. Brooks also had a "Death by Chocolate" fund raiser which was held on a Friday and Saturday, all chocolate goodies donated by members and sold, the club profited approximately \$1500.00.

6.2: Shannon Yates reported that she and Kathy Davies met to talk to merchants about a fund raiser that would see the merchants ask their clients if they would like to add a dollar to the cost of their purchase in support of the library. They had a short conversation with a staff member of the IGA, who suggested that this was not the time of year to initiate this project, and perhaps to try again in February or March.

6.3: Shannon Yates also brought up the idea of pursuing grants as a possible way of sourcing funds for the library. Apparently the Town of Claresholm is hiring a "Grants Writer." She would be willing with the help of Kathy Davies to approach the Town with a proposal to hopefully secure a grant under a literacy component. If successful the money could go to providing the library with children and young adult books.

7: New Business: It was brought up that the Library's visibility has been diminished somewhat. Perhaps the monthly newsletter needs to be more frequent and perhaps promote the Friends more as we are in need for more and younger members.

8: Committee Reports:

8.1: Pink Tea: It was reported that the Pink tea was successful with about 70 people in attendance. Financially it broke even. At the Executive meeting it was decided that the library staff would take over the planning of the tea and that the friends would help where they could, baking, set-up, and serving etc. Dorothy Erven brought up that she had contacted Cheryl Roberts about preparing dainty sandwiches and squares for future Pink Teas and it was suggested she consult with Barb Kemery with the information as she will be in charge of the future planning of the tea. This committee will cease to be.

8.2: Free Little Library: Morris Dube reported all is going well. Kathy Richardson said she look in to the box at the hospital the other day only to find that the supply of books was low even though it had just been replenished the week before. Elva Clay said she would be willing to fill it up.

8.3: Fair Days Float: Shirley Leonard asked everyone to put on their thinking caps to try to come up with ideas for the "2018 Fair Days Parade" float. Next Year's theme will be "Salute to Horses.

9: Next meeting will be the Annual Meeting March 19<sup>th</sup>,2018. It was discussed to perhaps plan an afternoon meeting instead of an evening one as some of our members do not like to go out after dark.

10: Meeting was adjourned at 8:05 p.m. by Morris Dube.

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# BOARD REPORT

VOL. 16 NO. 3 DECEMBER 2017



CHINOOK ARCH LIBRARY BOARD MEETING, DECEMBER 7, 2017

**Chinook Arch**  
Regional Library  
System

## Chinook Arch Library Board Chooses 2018 Executive Committee

The Chinook Arch Library Board has elected its Executive Officers for 2018. They are as follows:

- \* **DeVar Dahl** (Magrath, Chair)
- \* **Marie Logan** (Vulcan County, Vice-Chair)
- \* **Lloyd Kearl** (Cardston County, Secretary-Treasurer)
- \* **Howard Paulsen** (Stavelly, Past Chair)

Officers-At-Large include:

- \* **Wendy Kalkan** (LPL Resource Centre)
- \* **Christopher Northcott** (Milo)
- \* **Gordon Given** (Nanton)
- \* **Doug Logan** (Lomond)
- \* **Kathy Davies** (Claresholm)
- \* **Quentin Stevick** (MD Pincher Creek)

Thank you for the time you devote to ensuring the continued success of Chinook Arch! Thanks also to those who signed up for one of the standing committees: Finance/Personnel, Marketing/Communications, Planning/Facilities, and the Building Committee. If you would like to join one of the standing committees, please contact Kerby Elfring at (403)380-1523. Members are needed for the Planning/Facilities Committee!

## 2018 Revised Budget Approved

Chinook Arch is in the final year of its four-year budget. Each year, the Board reviews a revised budget based on updated forecasts and changes to the member levy approved by member councils in the 2015-2018 Budget. The 2018 Revised Budget includes a modest adjustment to the salary grid, and the addition of a one-year contract position.

## Thank You Howard!

The staff and board would like to thank Howard Paulsen for four years at the helm of the Chinook Arch Library Board. Howard, who hails from Stavelly, was first elected Chair in 2013. During his tenure, Howard oversaw many significant developments at Chinook Arch, including a successful lobbying effort that resulted in a \$2.12 million grant from Alberta Infrastructure that will position Chinook Arch to serve its members well into the future.



### **Chinook Arch Quick Facts 2017:**

Population served: 201,165  
Library Service Points: 35  
Municipalities: 40  
School Authority: 1  
Board Chair: DeVar Dahl, Magrath  
CEO: Robin Hepher (rhepher@chinookarch.ca)

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**Board Members Present:**

Barnwell	Jane Johnson
Barons	Ron Gorzitza
Town of Cardston	Dennis Barnes
Cardston County	Lloyd Kearl
Carmangay	JoAnne Juce
Claresholm	Kathy Davies
Coaldale	Briane Simpson
Coalhurst	Heather Caldwell
Granum	Bernie Kennedy
Lethbridge County	Tory Campbell
Lomond	Doug Logan
Magrath	DeVar Dahl
Milk River	Margaret McCanna
Milo	Christopher Northcott
Nanton	Gordon Given
Picture Butte	Teresa Feist
Town of Pincher Creek	Mark Barber
Pincher Creek MD	Quentin Stevick
Raymond	Joan Harker
Stavelly	Howard Paulsen
Stirling	Rob Edwards
Vauxhall	Kim Cawley
Town of Vulcan	Liz Hammond
Vulcan County	Marie Logan
County of Warner	Morgan Rockenbach
MD of Willow Creek	Maryanne Sandberg
LPL Resource Centre	Wendy Kalkan

**Regrets:**

Crowsnest Pass	Doreen Glavin
Taber MD	Tamara Miyanaga
Village of Warner	Colette Glynn
Ministerial Appointment	Vic Mensch

**Absent:**

Arrowwood	Janet Cockwill
Champion	Trevor Wagenvoort
Coutts	Tom Butler
Fort Macleod	Michael Dyck
Glenwood	Barb Michel
Mill Spring	Jim Rowley
City of Lethbridge	Gail Berkner
Town of Taber	Carly Firth
Kainai Board of Education	Linda Weasel Head

**CHINOOK ARCH BOARD MEETING, DECEMBER 7, 2016****MEETING HIGHLIGHTS****Policy Reviews****Personnel Policies Updated:**

In light of the upcoming changes to Alberta's employment standards, many Chinook Arch policies were revised to align with the new legislation. Changes include the introduction of several new unpaid leaves, and a reduction of the time required for staff to become eligible for leaves. Affected policies include:

- Annual Vacation
- Employee Leave
- Hours of Work and Overtime

**Committees and Committee Mandates:**

After consultation with the Public Library Services Branch of Alberta Municipal Affairs, the Committees and Committee Mandates policy was updated so that former board members and trustees of member library boards may join the Marketing/Communications Committee of the Chinook Arch Board.

All Chinook Arch Board policies can be viewed on the website at <http://www.chinookarch.ca/content/library-board-policies>

**Salary Grid Review**

The Board approved an adjustment of 2% to the Chinook Arch salary grid, with a further 0.25% adjustment for certain positions to correct an inequity on the grid. The salary grid ensures consistency for staff and the employer. In order to stay competitive in local and provincial labour markets, it is reviewed annually by the Finance and Personnel Committee.

**Building Renovation Update**

Progress continues on planning for the renovation of the Chinook Arch facility. Staff and the Building Committee are continuing to refine the design concept with RPA, the consulting architecture firm. It is expected that construction will begin in the spring, and be completed in the fall of 2018.

**Contact Us:**

Chinook Arch Regional Library System  
2902 7th Ave. N  
Lethbridge, AB T1H 5C6 | 403-380-1500  
[www.chinookarch.ca](http://www.chinookarch.ca) | [arch@chinookarch.ca](mailto:arch@chinookarch.ca)

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## Chinook Arch Librarians' Committee Meeting Report

Date: Monday January 8, 2018

Location: Chinook Arch Headquarters

### Items discussed:

Under *Business arising from minutes of last meeting* it was discussed how best to make patrons aware that the cost of late fees varies between Chinook Arch libraries. It was decided that when a patron places a book on hold themselves that they will receive an online message and this same message will appear in the email reminder patrons receive when items are due back in 3 days time. It will also appear on staff computers when patrons check items out. The message will say "late fees may vary between regional libraries."

The DAISY Block collection for print impaired patrons: HQ staff member Pat Wauters ran a report to determine how often the Block collection of DAISY items that belongs to H.Q. are being checked out and found that 67 percent of them are never used so she wonders if it is worth the time and effort by the cataloguing staff to continue to have a DAISY Block. Some libraries, such as Claresholm, do have patrons that check out the DAISYs while other libraries are getting rid of their in house DAISY collection as the items don't circulate. Pat recorded the input from the different libraries and will take the information back to cataloguing and determine the future of the DAISY block collection.

It was decided that cataloguing would catalogue all fiction items under fiction only and not under the subheading of mystery or western, etc. However, this won't affect patrons when they search under the subheadings. It will only be staff that will see this in Workflows.

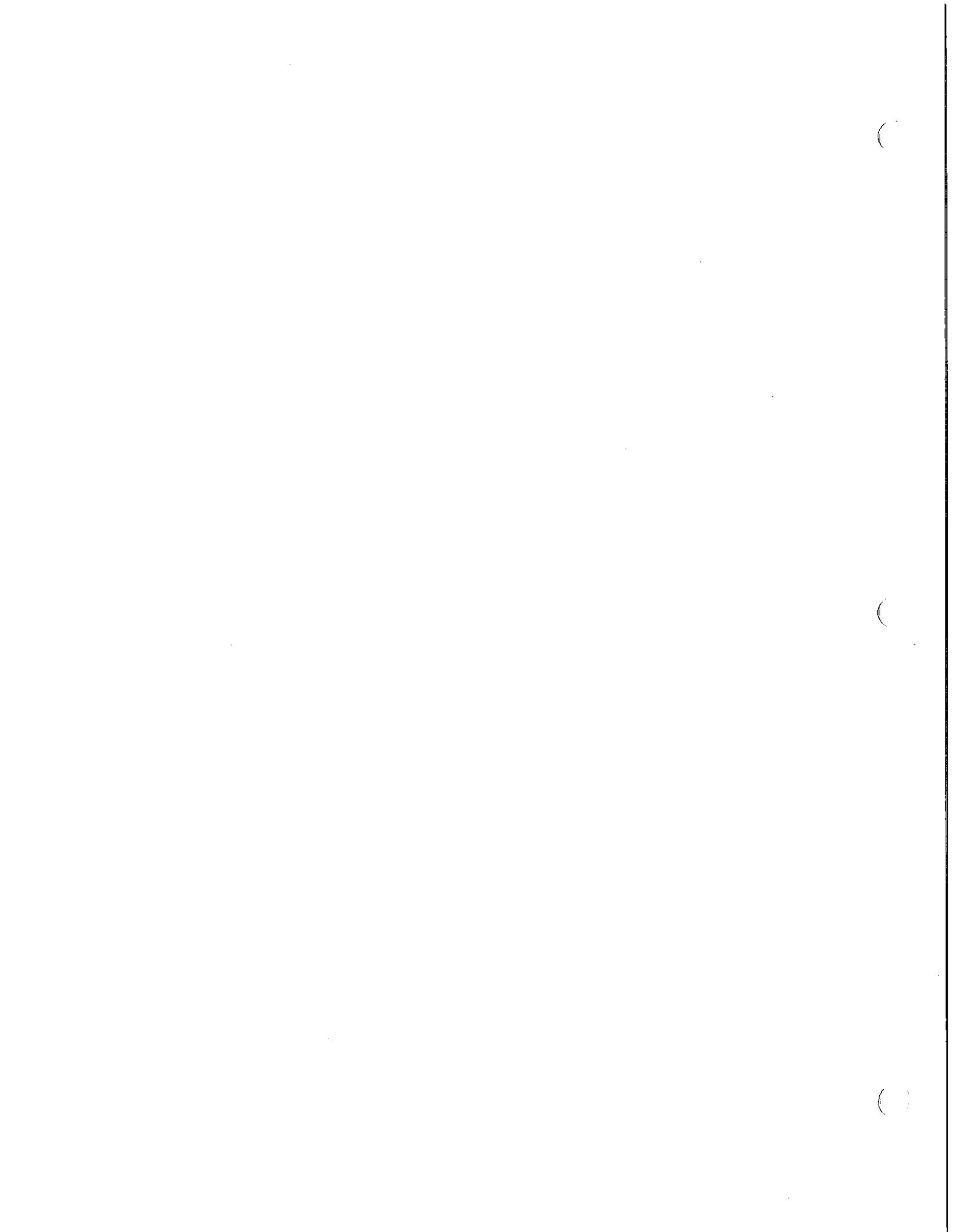
### Items for information:

Lethbridge Public Library has created a manual for their staff on the management of their collections and have made it available online for other libraries to view.

Chinook Arch CEO Robin Hepher discussed the changes to the Alberta Labour Standards.

There was a reminder that the SALC early bird deadline for registration is January 19<sup>th</sup>.

**Presentation:** Tina Fielding of Alberta Health Services gave a short presentation on the influx of Low German Mennonites in Southern Alberta. She grew up in this community in Mexico and now acts as an interpreter for AHS and presented information as to how she helps this community. Tina is happy to do a presentation at any library that has a Low German Mennonite population and have patrons who struggle with health care needs due to a language or literacy barrier.





**Chinook Arch  
Regional Library  
System**

**Librarians' Committee Meeting**

January 8, 2018, 9:30 a.m.

System Headquarters

**AGENDA**

1. Introductions
2. Adoption of Agenda
3. Minutes of November 6, 2017 meeting
4. Business arising from minutes
  - a. Hold Message Barb Longair
5. Announcements
6. Items for Discussion
  - a. DAISYS Pat Wauters
  - b. Fiction Genres Pat Wauters
7. Items for Information
  - a. LPL Collections Manual Barb Longair
  - b. Bill 17 – The Fair and Family-friendly Workplaces Act Robin Hepher
  - c. SALC Early Bird Deadline Kerby Elfring
8. Low German Mennonite community - cultural presentation Tina Fielding - AHS
9. Other Business
10. Ten Minute Training with IT – Help Desk overview John Buckmaster
11. Next Meeting: Monday, March 12, 2018
12. Adjournment

Meeting to be followed by the afternoon training session:  
***“Starting the Year Off Right – IT Tips & Tricks” (1:00 – 2:30)***  
Lunch will also be served.



**Chinook Arch  
Regional Library  
System**

**Librarians' Committee Meeting  
Monday, November 6, 2017  
System Headquarters  
MINUTES**

**Present**

Louise Duffey, Arrowwood  
Kim Shimbashi, Barnwell  
Donna Beazer, Cardston  
Patty Abel, Champion  
Dothlyn McFarlane, Coaldale  
Diane deLauw, Crowsnest Pass  
Melissa Lybbert, Glenwood  
Madeline Gormley, Lethbridge  
Barb Nickel, Lethbridge  
Caroline Moynihan, Lethbridge  
Jonathan Jarvie, Lethbridge  
Kate Koch, Lomond  
Peter Denmark, Milk River (VC)  
Joanne Monner, Milo  
Gloria McGowan, Nanton  
Cheryl Garratt, Picture Butte (VC)  
Janice Day, Pincher Creek (VC)  
Faye Geddes, Raymond  
Bev Olson, Stavelly  
Laura Quinton, Stirling  
Heather Martin-Detka, Taber  
Connie Clement, Vulcan

**Chinook Arch Staff**

Robin Hopher  
Mitchell Duram  
Kerby Elfring  
Jane Edmundson  
Amy Genesis  
Trevor Haugen  
Jennifer Latham  
Jody Mendenhall  
Lisa Weekes  
Gill Watkinson

**Regrets**

Jay Sawatsky, Claresholm  
Sharon Wollersheim, Coutts  
Laurie Huestls, Fort Macleod  
Donna Pavey, Granum  
Kathy Goodstriker, Kainai  
Charlotte Lester, Magrath  
Andrea Tapp, Warner

**Absent**

Sharon Hagen, Enchant  
Nancy Nelson, Grassy Lake  
Diane Wickenheiser, Hays  
Lori Van Hal, Vauxhall  
Marsha Edwards, Wrentham

1. Introductions

2. Adoption of Agenda

Motion: D. Beazer moved approval of the agenda. CARRIED.

3. Minutes of September 11, 2017 meeting

MOTION: J. Monner moved approval of the minutes as amended. CARRIED.

4. Business arising from minutes

None.

5. Announcements

Chinook Arch

- Early Bird Registration for the 9<sup>th</sup> Annual Southern Alberta Library Conference is now open. Details can be found at [salc.wildapricot.org](http://salc.wildapricot.org)
- Currently, Pashuk Architecture is working through the design phase for the Chinook Arch building redesign project. A first draft has been presented to staff and was sent back with suggestions for improvements and revisions. A second draft is expected soon. Construction is slated to begin in spring of 2018 and expected to wrap up by fall of 2018.

6. Items for Decision

a. E-book Contribution Figure for 2018

Robin Hepher

In November of 2016 the Librarians Committee agreed to contribute \$0.20 per capita from their 2017 book allotment funds towards the purchase of e-books for the year 2017. Library Managers were asked to make a decision regarding the amount that they would agree to contribute for 2018. This amount is added to a separate HQ E-book Fund for the purchase of e-books.

Motion: D. DeLauw moved that libraries contribute \$0.20 per capita from their 2018 book allotment funds towards the purchase of e-books for 2018. J. Monner seconded. Carried

7. Items for Discussion

a. Chinook Arch Plan of Service – Needs Assessment feedback Robin Hepher

Chinook Arch has been gathering information from various stakeholders as it works to develop its 2019-2022 Plan of Service. Like all Alberta libraries, Chinook Arch is required by law to periodically do a needs assessment and plan of service.

The current Plan of Service expires at the end of 2018; however, because the Chinook Arch Library Board meets only three times per year, it is necessary to start the needs assessment process well in advance. The needs assessment involves speaking with our various stakeholder groups (the Chinook Arch Board, member library staff, member library boards, and Chinook Arch staff), to see where Chinook Arch can invest its resources to best assist member libraries in achieving their mission. Information gathering methods include facilitated discussions and online survey tools.

At the recommendation of facilitators, Chinook Arch has been using the Value Proposition Canvas, which is a simple framework for articulating the customer's wishes and goals, in addition to the roadblocks that are preventing them from achieving those goals. The goal is to ensure that the services offered by Chinook Arch line up with the needs and goals of the customers/members. For more information on the VPC, check out the brief video here:

<https://strategyzer.com/canvas/value-proposition-canvas>).

Thus far, the following were identified:

- Advocacy/Fundraising/Marketing
  - "Community gap" – lack of awareness of library's role and services
  - Municipal government doesn't understand/acknowledge library's role
  - Getting the word out re: programs and services
  - Getting people into the library – those who don't use it
  - Marketing expertise
  - Presence at community events – fairs, parades, markets
- Programming
  - Time-consuming to develop/offer programs
  - Assessing community needs is difficult
  - Need for seniors' programs
  - Newcomers/low-literacy groups
  - Multi-generational programming
  - Time and space is often an issue
  - Partnering with other community organizations
- Collection Management
  - Reduced wait times for popular items
  - Insufficient time to focus on collection development
  - Hard to know what to order
  - Limited collection budgets
  - Collection management/weeding is time-consuming
  - Expertise/training in collection development and management
- Human Resources

- Recruitment of staff a challenge
- Dealing with HR management: hiring, firing, performance management, payroll
- Being able to pay a better wage, and hire more qualified staff
- Having access to expertise/advice
- Knowing employment law and policy
- Technology
  - People come to library with technology-related questions
  - Increase in e-government puts pressure on libraries
  - Technology gap – people in the community without internet
  - Library Internet is frustratingly slow
  - People want face-to-face help with devices, etc. (time consuming)
- Governance
  - Board roles – lack of understanding
  - Board recruitment
  - Board management – preparing board documents, agendas, etc.
  - Knowledge of library legislation and policy
  - Board apathy
  - Where to turn for advice/guidance/assistance
- Library Facilities
  - Insufficient space for programming
  - Lack of working space (office space)
  - Accessibility

Subsequent discussions produced the following feedback from managers:

- Small budgets make staffing difficult. Even minimum wage is difficult to maintain.
- Increased on-site support and individualized service by Chinook Arch staff (eg special projects, inventory, weeding, IT installation, etc) has been immensely valuable and appreciated.

b. Phone App

Melissa Lybbert

Recently a patron was refused service at member library after presenting the Chinook Arch app on a smart phone. The patron was told by staff that it could not be accepted as it could not be know for sure if it was actually their library card. Some libraries in the region have policy that disallows photographs of library cards in lieu of a library card. It is likely that staff in this situation confused the app barcode for a photograph. It was noted that all Chinook Arch libraries agree to accept the app barcode in lieu of a library card. Managers were encouraged to familiarize staff with the Chinook Arch app.

c. Hold Message

Barb Nickel

In an effort to alleviate confusion that may arise when patrons are faced with overdue fees from libraries that are not their own, Barb Longair would like to propose that a pop-up message warning patrons about the potential for differences in overdue fines be introduced in Biblicommons when patrons place holds on items. Generally, there was support for the idea, but acceptable wording for such a message was not found. Recommendations for wording will be presented at the January 8, 2018 meeting.

8. Items for Information

a. PLSB-Regional Library Policies Review & Submission

Lisa Weekes

Regional library members were encouraged to contact Ken Allan at the Public Library Services Branch when reviewing their policies. Ken can review, comment and provide feedback (ken.allan@gov.ab.ca). Once policies have been updated, they should be sent electronically to the PLSB, attention to Ken Allan. Ken has authored a new policies document which will be released shortly from the PLSB "Policies & Bylaws: A Guide for Alberta Libraries".

b. Waterton joining Chinook Arch

Robin Hepher

Waterton has received Ministerial approval to join Chinook Arch. Like other member municipalities without a library board, residents of Waterton may choose to make any library their home library.

Waterton residents may start showing up at Chinook Arch member libraries (most likely Pincher Creek, Glenwood, Kainai, Cardston, or Lethbridge), asking for a borrowing card. While these folks were formerly only eligible for a local card, they should now be issued a full Chinook Arch membership and PIN. Their membership fee should match your standard resident fee.

There will not be local library service immediately in Waterton, though there is a small book exchange that operates out of the post office. Local residents may at some point wish to form a library board, and other options for local service may be explored. In the meantime, the advantage for Waterton residents is the ability to place holds in BiblioCommons, and to access online services such as OverDrive and hoopla.

Persons claiming Waterton residency should be able to prove it, through the provision of government-issued ID, a utility bill, or other form of ID that is deemed acceptable by your library.

As Waterton has less than 100 residents, we do not expect a huge impact on local libraries, nor on the Chinook Arch bottom line.

c. Regional Programming Collection – Physical Literacy Kits Mitchell Duram

The first part of the Regional Programming Collection, the Physical Literacy Kits, is almost ready for launch. A brochure with more information about the kits was available at the meeting and can be found on the Internal Website. Any questions or concerns about the collection may be directed to Mitchell.

d. Annual Reports

Jody Mendenhall

The 2017 annual reports process is going to be different from past years. In the past Chinook Arch has sent generalized reports and data to each library leaving managers to decipher the relevant information and integrate it into their own report. For the 2017 annual report, Chinook Arch will pull relevant data (circulation counts, collection counts, digital resources, etc.) for libraries and organize it into a document that will be sent to each library with library-specific data. Each Public Services Librarian will do this for her libraries in early January. Each library will still be responsible for their operational data (Board members, program attendance, traffic, etc).

9. Southern Alberta Community News – University of Lethbridge

Wendy Merkley  
& Jake Cameron

Representatives from the University of Lethbridge library are working to create a publicly accessible, digitized collection of Community Newsletters. Libraries and rural communities who may have collections of community newsletters and would be interested in having them digitized were encouraged to contact Wendy Merkley at [wendy.merkley@uleth.ca](mailto:wendy.merkley@uleth.ca) 403-329-2026.

10. Other Business

Managers were encouraged to communicate to their patrons that any special payment plans or privilege arrangements with regard to outstanding overdue fines are normally only applicable at their home library and may not extend to other member libraries within the region. It was noted that educating patrons about differing policies among member libraries is important as well as keeping notes on patron files in Workflows.

11. Next Meeting: Monday, January 8, 2018

12. Adjournment

MOTION: M. Lybbert moved the meeting adjourn. CARRIED.

**Agenda Item # 6a : DAISYS**

Meeting: Chinook Arch Librarians' Committee Meeting

Date: January 8, 2018

Submitted by: Pat Wauters

For Information

For Discussion

For Decision

Issue

DAISYS

Explanation of Issue

DAISY's are a format of audiobooks available for users with print disabilities. As well as physical collections of DAISY's being held at some of the Chinook Arch member libraries, online collections of DAISY's are available through NNELS and CELA. In 2015, a HQ DAISY block was created. It was hoped that placing one annual order with NNELS for DAISYS on behalf of all of the Chinook Arch libraries would reduce the number of duplicate titles. Creating the block was a way of ensuring that those libraries with print impaired patrons could have a browsing collection of DAISYS available with new titles added on a regular basis. The block currently consists of 940 DAISYS. 250 DAISYS are added to the block each year (with 500 added in 2016.) There are currently 8 libraries participating in the block which is rotated every 4 months. Of the DAISY's added into the block collection since 2015, 65% have never been charged to a user. In 2017, there were 46 users that borrowed DAISY's and of the approximately 700 charges/renewals, just over 500 were for 10 users.

Discussion

What is the most effective way to make DAISYS accessible to print impaired patrons?

## Agenda Item # 6b : Fiction Genres

Meeting: Chinook Arch Librarians' Committee Meeting

Date: January 8, 2018

Submitted by: Pat Wauters

For Information

For Discussion

For Decision

### Issue

Fiction genres

### Explanation of Issue

Currently, genre specific home locations are assigned when a romance, mystery, fantasy, western, Christian, science fiction or horror hardcover fiction title is catalogued. The home location appears in BiblioCommons and directs patrons to the physical collection that an item is shelved in. E.g.) for a mystery fiction title, a collection description of 'Adult Fiction Collection - Mystery' appears in BiblioCommons. Genre specific fiction locations were originally created so that the collection description that appeared in BiblioCommons would include the genre for libraries that shelved their genres separately with the hope that the descriptions would not cause confusion for patrons in libraries that interfiled their fiction.

To streamline the process of cataloguing fiction titles, the cataloguers are considering assigning the home location of FICTION to all fiction titles regardless of the genre. As a result, the collection description of 'Adult Fiction Collection' will appear in BiblioCommons for all adult hardcover fiction titles. An item category field with the genre will be added to the item record but this field will not appear in the BIB or item record in BiblioCommons.

### Discussion

Do any member libraries separate their hardcover fiction collections based on the genre?

Assigning all fiction titles to a fiction collection will make it difficult for patrons to determine the genre of fiction titles in BiblioCommons. Does this matter? How do users search the catalog?

I'm also wondering about CollectionHQ. Do library managers limit weeding lists that they create for fiction collections to a specific genre?

**Agenda Item # 7a : LPL Collections Manual**

**Meeting:** Chinook Arch Librarians' Committee Meeting

**Date:** January 8, 2018

**Submitted by:** Barb Longair - LPL

For Information

For Discussion

For Decision

**Issue**

LPL has produced its first collection manual

**Explanation of Issue**

**Discussion**

LPL's first collection manual was presented to staff this October. The collection manual is designed to be a practical guide for staff who select, maintain, and develop the library's collections. The manual outlines the principles, policies, and procedures that govern the purchase, maintenance, and withdrawal of collection resources. It provides additional clarity for the public regarding the selection and deselection of materials. It is continually updated with the institutional knowledge of the people who manage its collections.

**Agenda Item # 7b : Bill 17 – The Fair and Family-friendly Workplaces Act**

Meeting: Chinook Arch Librarians' Committee Meeting

Date: January 8, 2018

Submitted by: Robin Hepher

For Information

For Discussion

For Decision

Issue

2018 Employment Standards changes

Explanation of Issue

Bill 17, which came into effect on January 1, 2018, will have an impact on all employers. Although some guidelines are still under development, there are many changes that are implemented immediately. Changes to certain personnel policies may be required.

Discussion

Review of the changes brought about by Bill 17 (Powerpoint), and discussion of its possible effects on library operations and policy.

**Agenda Item # 7c : SALC Early Bird Deadline**

<b>Meeting: Chinook Arch Librarians' Committee Meeting</b>
<b>Date: Jan. 8, 2018</b>
<b>Submitted by: Kerby Elfring</b>

For Information       For Discussion       For Decision

**Issue**

<b>SALC Early Bird Deadline</b>
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**Explanation of Issue**

<b>The Early Bird Deadline for SALC is January 19<sup>th</sup>, 2018</b>
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**Discussion**

<p><b>Cultivating Communities: Mindful Library Service.</b> Mindfulness. Service. Wellness. Balance. The 2018 Southern Alberta Library Conference will showcase how libraries can cultivate these themes within their day to day operations to better support their staff, stakeholders, and communities.</p> <p>Check out the full conference program at <a href="http://salc.wildapricot.org/resources/Documents/SALC%20Program%202018.pdf">http://salc.wildapricot.org/resources/Documents/SALC%20Program%202018.pdf</a></p> <p>Early Bird rates of \$100 for the Full Conference and \$75 for one day are available until January 19<sup>th</sup>, 2018. Be sure to register soon to secure these discounted rates!</p>
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Claresholm Public Library  
c/o Lisa Anderson  
Board Chairperson  
Box 548, Claresholm, AB. T0L 0T0

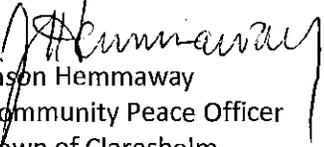
Dear Lisa and the Board

I am writing to follow up with your letter we received requesting the Town consider putting a painted crosswalk from the library across to Amundsen Park. I have taken this inquiry forward and initiated conversations with the Director of Infrastructure Services, RCMP, Public Works staff and Town Administration. The conversation has led to the following conclusions:

1. A crosswalk is located approximately 100 yards to the east or west that is well established with a 4-way stop, which is in turn very safe.
2. This area is an established playground area with a signed speed limit of 30 km/h again making traffic flow safer.
3. A cross walk installed at the proposed location in the middle of the street could cause confusion, with two other crossings being so close.
4. The activity crossing at the proposed crosswalk location is not highly active and is very seasonal, therefore driver complacency to the proposed crosswalk may become prevalent and lead to drivers not noticing or preparing for a pedestrian crossing at this mid-block point, especially with two other crossings so close.
  - This results in the problem that a pedestrian may enter the crossing expecting the driver to stop, but driver complacency/habit will actually put that pedestrian in harm's way.
5. Under the Traffic Safety Act, Use Of Highways And Rules Of The Road Regulation, section 92 pedestrians are permitted to cross a roadway at any point other than within a crosswalk, and can do so by yielding the right of way to vehicles on the roadway.
6. Under the Traffic Safety Act, Use Of Highways And Rules Of The Road Regulation, section 93 pedestrians have the right of way in a crosswalk, however the duty of exercising due care for the pedestrians own safety is the responsibility of the pedestrian. Which speaks to the fact a driver may not be liable if a pedestrian:
  - Assumes the driver will stop,
  - Steps into a crosswalk crossing without looking first,
  - Does not allow sufficient time for a driver to stop.
7. Claresholm does not have a jaywalking bylaw, because it is legal to cross the road at points other than a crosswalk as long as the action of doing so does not impede traffic flow.

In conclusion the following suggested course of action to cross the road for the Kids Reading Program is to use the established cross walk at either the 4-way stop east or west of the library. It is also possible and legal to cross the road at the library by looking both ways and proceeding when it is safe to do so. Therefore the addition of a crosswalk at this location is being denied.

Thank you for your inquiry

  
Jason Hemmaway  
Community Peace Officer  
Town of Claresholm



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Claresholm Public Library Board  
Regular Meeting  
February 20, 2018

## AGENDA

1: CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF JANUARY 16, 2018 REGULAR MEETING MINUTES

4: CORRESPONDENCE: none

5: FINANCIAL:

5.1 Financial Statement – January 31, 2018

6: COMMITTEE REPORTS

6.1 Library Manager's Report

7: NEW BUSINESS:

7.1 Alberta Library Conference in Jasper April 26–29

The theme is We Stand Up

website: <http://www.albertalibraryconference.com/>

7.2 Nanton Library Manager Gloria McGowan has asked Claresholm Library to partner on a request to have someone from the Public Library Services Branch in Edmonton come here to give a Library Board Basics Workshop for the trustees of both our libraries. She has contacted them and is hoping they may be able to come in the spring. The session would be hosted in our Bill Simpson Room.

8: OLD BUSINESS:

8.1 ANNUAL REPORT

10: IN CAMERA: Legal

11: ADJOURNMENT

**Next Meeting: April 17, 2018 at 6:30 p.m.**

Claresholm Public Library Board

**Regular Meeting**

February 20, 2018

Present: Jay Sawatzky, Tony Hamlyn, Marika Thyssen, Casey Arnestad, Anna Pollock, Darry Markle, Gaven Moore, Lorraine Conaty, Tracy Strong

Regrets: Lisa Anderson

1: **CALL TO ORDER @ 6:29 pm**

2: **APPROVAL OF AGENDA**

Moved by Gaven Moore that the agenda be approved. Carried.

3: **APPROVAL OF JANUARY 16, 2018 REGULAR MEETING MINUTES**

Moved by Darry Markle that the minutes of the January 16, 2018 Regular Meeting Minutes be approved. Carried.

4: **CORRESPONDENCE:** none

5: **FINANCIAL:**

5.1 Financial Statement – January 31, 2018

Moved by Tony Hamlyn to accept the Financial Statements as presented and formula errors in the spreadsheet will be looked into. Carried.

6: **COMMITTEE REPORTS**

6.1 Library Manager's Report

Moved by Casey Arnestad to accept the Committee Reports as presented. Carried.

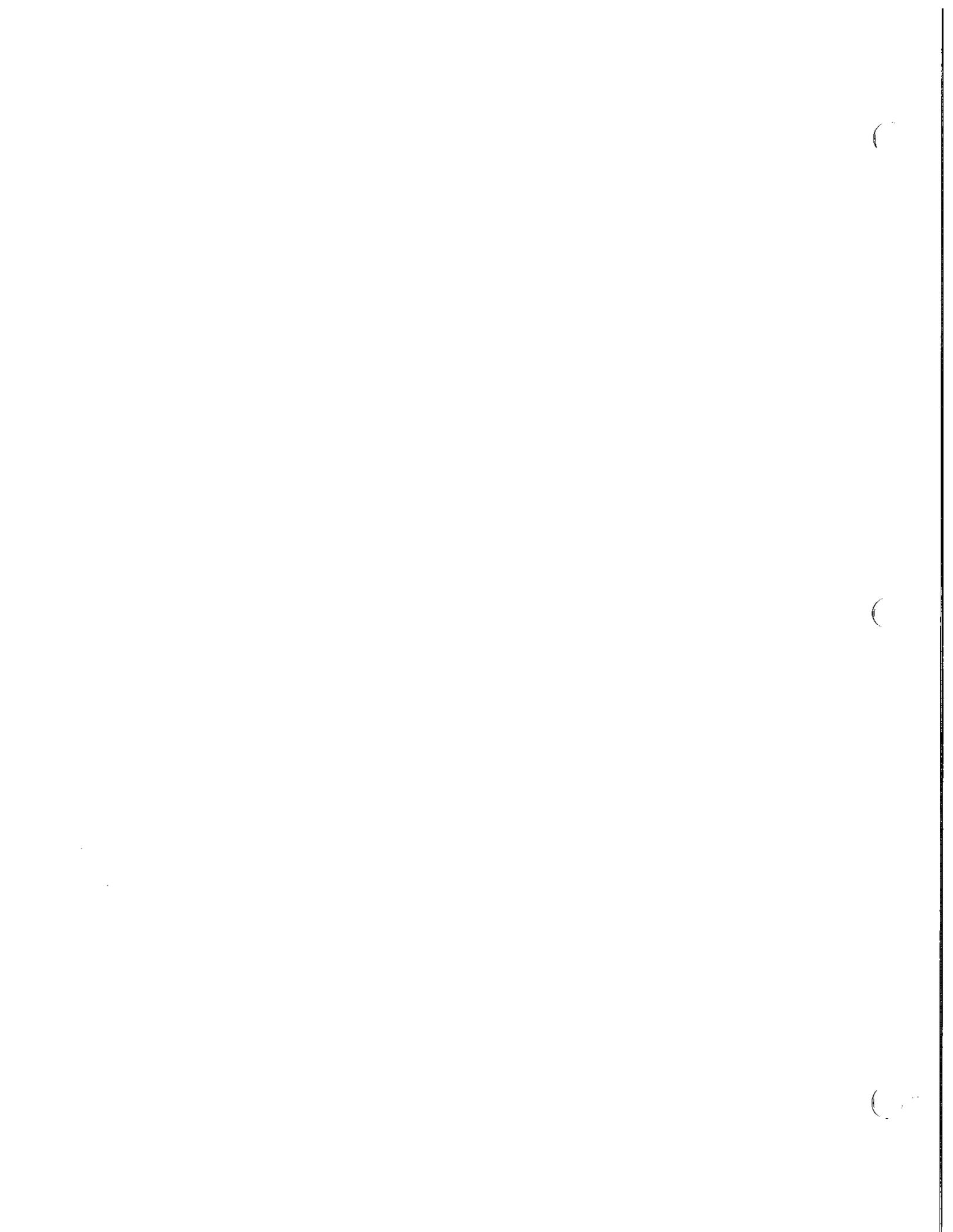
7: **NEW BUSINESS:**

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**8: OLD BUSINESS:**

**8.1 ANNUAL REPORT**

Moved by Casey Arnestad to accept the Annual Report as presented. Carried.

**9: IN CAMERA: Legal**

Moved by Darry Markle that we go into Camera at 7:15 pm. Carried.

Moved by Gaven Moore to come out of Camera at 7:20 pm. Carried.

Moved by Tracy Strong to refrain from sending any board members to the Jasper Library conference. Carried.

**11: ADJOURNMENT:** Moved by Lorraine Conaty to adjourn at 7:25 pm.

**Next Meeting: April 17, 2018 at 6:30 p.m.**

A handwritten signature in black ink, appearing to be "L. Conaty", written over the text of the next meeting.

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## Librarian's Report for February 20, 2018 Board Meeting

- 1: Library staff have weeded and discarded 592 adult fiction books. Many were given to the Clear Lake Hutterite Colony as they use the covers for their personal journals and the others went to recycling.
- 2: Staff have started the weeding of 647 non-fiction adult books.
3. Jay took a webinar on January 17 re: training on the Collection HQ website which is a tool to see what books are most popular, which ones should be weeded out, etc.
4. The Library received a new rotating block collection from HQ – the First Nations, Metis and Inuit block which are stories by and about Canada's indigenous peoples.
5. Armchair Travel on January 17 was "Searching for Elvis" which was presented by Museum manager Ken Favrholt and his wife Linda. 37 people attended.
6. "Smudging" with Alex Meic was the Expanding Our World presentation on January 31 with 27 people attending.
7. The Library has partnered with Project Read to have a collection of 250 books that are meant to assist people who are learning English. They belong to Project Read but will be available on our shelves for the patrons of Claresholm and surrounding municipalities. The first 25 of these books have been sent to cataloguing and will be available soon.
8. The Library's 80<sup>th</sup> anniversary celebration on Feb. 9<sup>th</sup> was a great success with 85 people attending to hear speeches from Claresholm Mayor Doug MacPherson, M.D. and Library Board rep Darry Markle, Library Board Chair Lisa Anderson, local author Susan Bohnet and local patron Irene Gladstone. The children and grandchildren of Fern Wiig, who was with the Library for 30 years as board Chair and also as a staff member, attended and made a donation of \$1000 to the library for the purchase of books. The Library also received a lovely plaque from the M.D. of Willow Creek commemorating our 80 years and it is on display in the main library to the left of the circulation desk.
9. New staff member Judy Arnold started Wed. January 14<sup>th</sup> and Reagan McLeod's last day was Friday Jan. 16<sup>th</sup>.

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**Approval**

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

	Date approved
	FEB. 20 / 2018

**Claresholm Library Board, Town of - Claresholm 2017****Alberta Public Library Survey**

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

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

**Directory**

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

	Name of library board	Name of library (or libraries)
	Town of Claresholm Library Board	Claresholm Public Library

**Phone, Fax, Email, Website**

	Library phone	Library fax	Library email	Library Board email	Library website
	403-625-4168	(403) 625-2939	help@claresholmlibrary.ca	jsawatzky@claresholmlibrary.ca	www.claresholmlibrary.ca

**Address**

	Address - Street and No.	P.O. Box	City/town, etc.	Province	Postal code
	211 49 Ave. W.	548	Claresholm	Alberta.	T0L 0T0

**Contacts**

	Name	Email	Phone	Alternate phone
Library Manager	Jay Sawatzky	jsawatzky@claresholmlibrary.ca	403-625-4168	403-614-2977
Respondent (if different than above)				

**Info**

**Library Management - Board Members**

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

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

	Name	Address	Phone	Email	Term expiry (month/year)	Councillor
Chairperson	Lisa Anderson	Box [REDACTED] Claresholm, AB T0L 0T0	[REDACTED]	[REDACTED]	2019-10	
Board Member 1	Casey Arnestad	BOX [REDACTED] Claresholm AB T0L 0T0	[REDACTED]	[REDACTED]	2020-10	
Board Member 2	Lorraine Conaty	BOX [REDACTED] Claresholm AB T0L 0T0	[REDACTED]	[REDACTED]	2020-10	
Board Member 3	Tony Hamlyn	BOX [REDACTED] Claresholm AB T0L 0T0	[REDACTED]	[REDACTED]	2019-10	
Board Member 4	Darry Markle	BOX [REDACTED] Claresholm AB T0L 0T0	4 [REDACTED]	darry.markle@mdwillowcreek.com	2018-10	Yes
Board Member 5	Gaven Moore	BOX [REDACTED] Claresholm AB T0L 0T0	[REDACTED]	gaven.moore@claresholm.ca	2018-10	Yes
Board Member 6	Anna Pollock	BOX [REDACTED] Claresholm AB T0L 0T0	[REDACTED]	[REDACTED]	2018-10	
Board Member 7	Tracey Strong	BOX [REDACTED] Claresholm AB T0L 0T0	[REDACTED]	[REDACTED]	2020-10	
Board Member 8	Marika Thyssen	BOX [REDACTED] Claresholm AB T0L 0T0	[REDACTED]	[REDACTED]	2018-10	
Board Member 9						

**Library Management - General**

	Board meeting dates (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
	Jan. 10, March 14, May 23, June 20, Sept. 19 and Nov. 21, 2017	128	Municipality

**Library Hours**

**Hours of Service**

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

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

This information will be used for the provincial directory.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours per week
Regular Hours	10:00-5:30	10:00-5:30	10:00-5:30	10:00-8:00	10:00-5:30	10:00-3:00	closed	45.00
Summer Hours								

**Hours Open Per Year**

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

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

	Hours Open per Year
	2,250.00

**Personnel**

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

**Staff**

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

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

	# Employees	Total Hours/Yr
MLIS or equivalent	0	0.00
Other university degree	0	0.00
Library technician	0	0.00
Library operations certificate	0	0.00
Other tech/college diploma	2	3,373.25
Other	4	4,015.75
<b>Total staff</b>	<b>6</b>	<b>7,389.00</b>

**Volunteers**

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

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

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

	# Volunteers	Volunteer Hours/Yr
Library Operations	6	1,000.00
Library Programming	6	297.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	0	0.00
<b>Total Volunteers</b>	<b>12</b>	<b>1,297.00</b>
Friends of the Library	20	226.00

Collections/Resources

Collection Management

	Acquired	Withdrawn
Print items	906	1,653
Non-print items	221	74
Total	1,127	1,727

Print Items

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

	Print Volumes	Periodicals (number of issues)	Total Print
	31,289	779	32,068

Non-Print Items

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

	Audiobooks	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
	1,386	1,369	2,224	3	75	281	5	5,343

Virtual Items (Licensed by your board)

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

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

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

Library Board Contributions

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

	Contribution
	\$0.00

Totals

	Total physical collection	Total licensed virtual collection	Total collections
	37,411	0	37,411

Circulation

**Direct Circulations**

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

	Adult print	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
	21,173	520	7,335	9,664	214	1,655

**Direct Circulations, continued...**

	Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
	0	391	0	40,952	1,040	41,992

**Interlibrary Loan**

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

	Borrowed	Lent
Within Alberta (including within library system)	9,876	11,631
Outside of Alberta, but within Canada	17	35
Outside of Canada	2	0
Total	9,895	11,666

Reference and Use

**Reference Transactions**

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

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

	Total reference transactions	Count method
	3,500	Estimate (1 week x 50)

**Library Use**

Library visits and in-house use of materials.

	In person visits	Count method (in person visits)	Virtual visits	In library material use	Count method (in library material use)
	45,000	Estimate (1 week x 50)	27,664	3,042	Actual count

**Programs**

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

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

	Sessions	Participants
Children's	41	534
Young adult	5	63
Adult	30	1,124
Family/multigenerational	9	415
Other	1	12
Total	86	2,148

**Library Awareness**

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

	Sessions	Participants
Library awareness	2	50

**Social Media**

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

	Name of Platform	Username/URL	Metrics
	Facebook	facebook.com/clalibrary	
	Twitter	https://twitter.com/clalibrary	
	Instagram	claresholmlibrary	

**Cardholders, Fees, Facilities**

**Total cardholders**

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

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

	1,378
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**Card fees**

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

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

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

	Do you charge card fees?	If yes, how much?
Adult	Yes	\$20.00
Juvenile	No	\$0.00
Senior	Yes	\$20.00
Family	No	\$0.00
Other	No	\$0.00

**Facility size**

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

	Library area (Sq. metres)	Library area (Sq. feet)
	881.0	9,483.0

Facility status

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

Electronic Performance Measures

Workstations

	Workstations with internet access	Workstations without internet access	Mobile workstations	Total workstations
	6	1	0	7

Workstation sessions

	Number of workstation sessions	Count method (sessions)	Workstation hours	Count method (hours)	Length of workstation sessions (minutes)	Percentage of time workstations in use
	5,000	Estimate (1 week x 50)	7,760.00	Estimate (1 week x 50)	60	49.27%

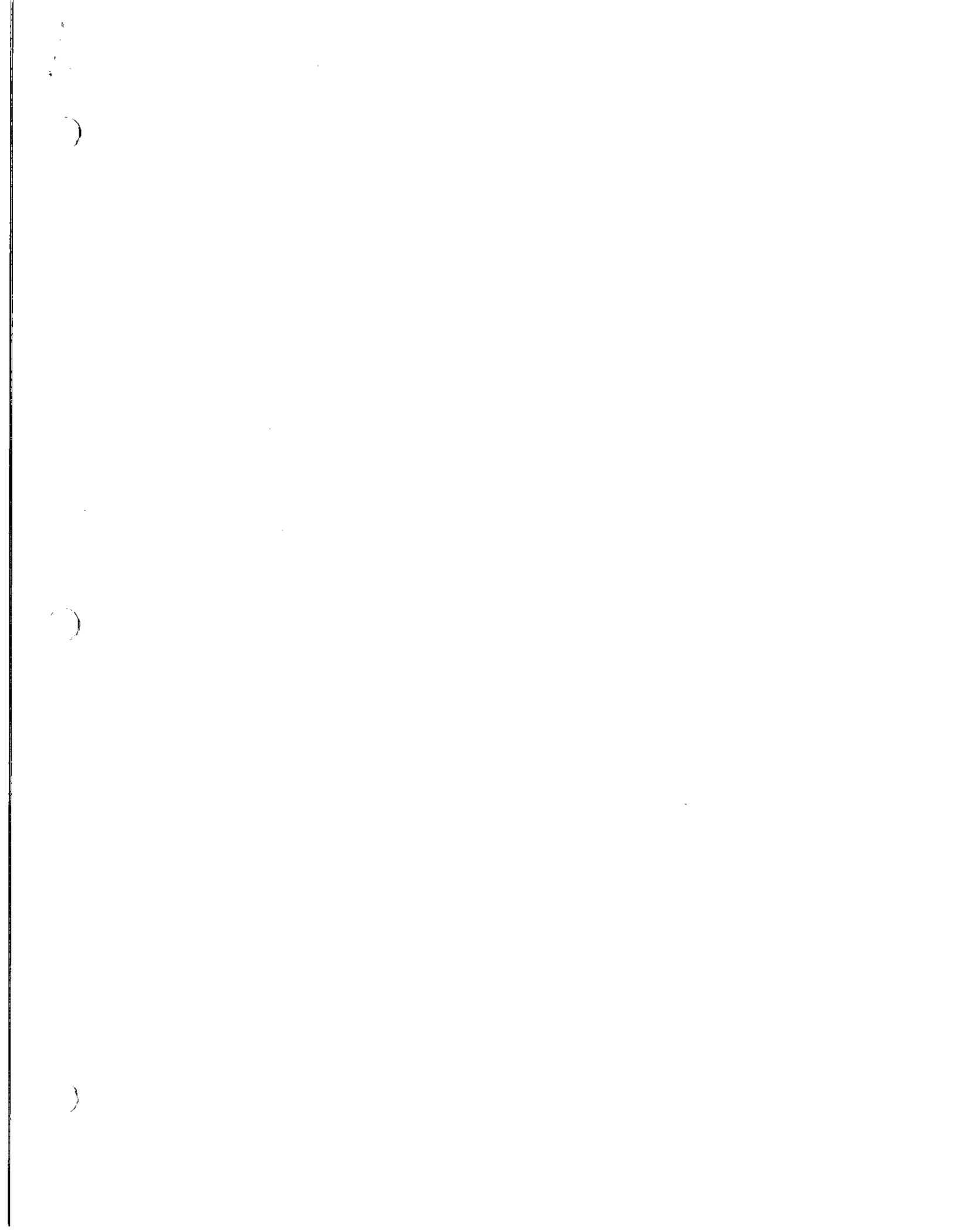
Public Wi-Fi sessions

	Number of public wi-fi sessions	Count method
	12,701	Actual count

**Accomplishments & Comments**

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

	Accomplishments	Comments
	<p>In 2017 The Claresholm Library started a new program for adults titled "Expanding Our World" which aims to break down prejudice between different communities. Examples: a Muslim Imam from High River came and spoke about Islam; one of the local Hutterite communities sent a speaker who explained how their community works and lives; a member of the Piikani Nation did a presentation on the Blackfoot community. The Library is also proud of our local Friends of the Library Group who put together an amazing float for our local parade in August and won the two top prizes.</p>	



Claresholm Public Library Board  
Regular Meeting  
April 17, 2018

## AGENDA

1: CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF FEBRUARY 20, 2018 REGULAR MEETING MINUTES

4: CORRESPONDENCE:

- 4.1 Thank you from Earl Hemmaway
- 4.2 Notification from the Town of Claresholm that the Library's 2018 budget has been approved.

5: FINANCIAL:

5.1 Financial Statement

6: COMMITTEE REPORTS

- 6.1 Library Manager's Report
- 6.2 Librarian's Committee Meeting Report
- 6.3 Friends of the Library March 19 Meeting Report

7: NEW BUSINESS:

- 7.1 Harmonizing Fine Rates throughout the Chinook Arch
- 7.2 Policy for working alone
- 7.3 One day training workshop for board members in Lethbridge on May 5.

8: OLD BUSINESS:

- 8.1 Financial Report from Feb. 20, 2018 regular meeting

9: IN CAMERA: Legal

10: ADJOURNMENT

**Next Meeting: June 19, 2018 at 6:30 p.m.**

Claresholm Public Library Board  
**Regular Meeting**  
April 17, 2018

Present: Jay Sawatzky, Tony Hamlyn, Marika Thyssen, Casey Arnestad, Anna Pollock, Darry Markle, Lorraine Conaty, Tracey Strong, Lisa Anderson

Regrets: Gaven Moore

1: **CALL TO ORDER @ 6:30 pm.**

2: **APPROVAL OF AGENDA**

Moved by Tracey that the agenda be approved. Carried.

3: **APPROVAL OF FEBRUARY 20, 2018 REGULAR MEETING MINUTES**

Moved by Anna Pollock that the minutes of the February 20, 2018 Regular Meeting Minutes be approved. Carried.

4: **CORRESPONDENCE:**

4.1 Thank you from Earl Hemmaway

4.2 Notification from the Town of Claresholm that the Library's 2018 budget has been approved.

5: **FINANCIAL:**

5.1 Financial Statement

Moved by Marika Thyssen to accept the Financial Statements as presented. Carried.

6: **COMMITTEE REPORTS**

6.1 Library Manager's Report

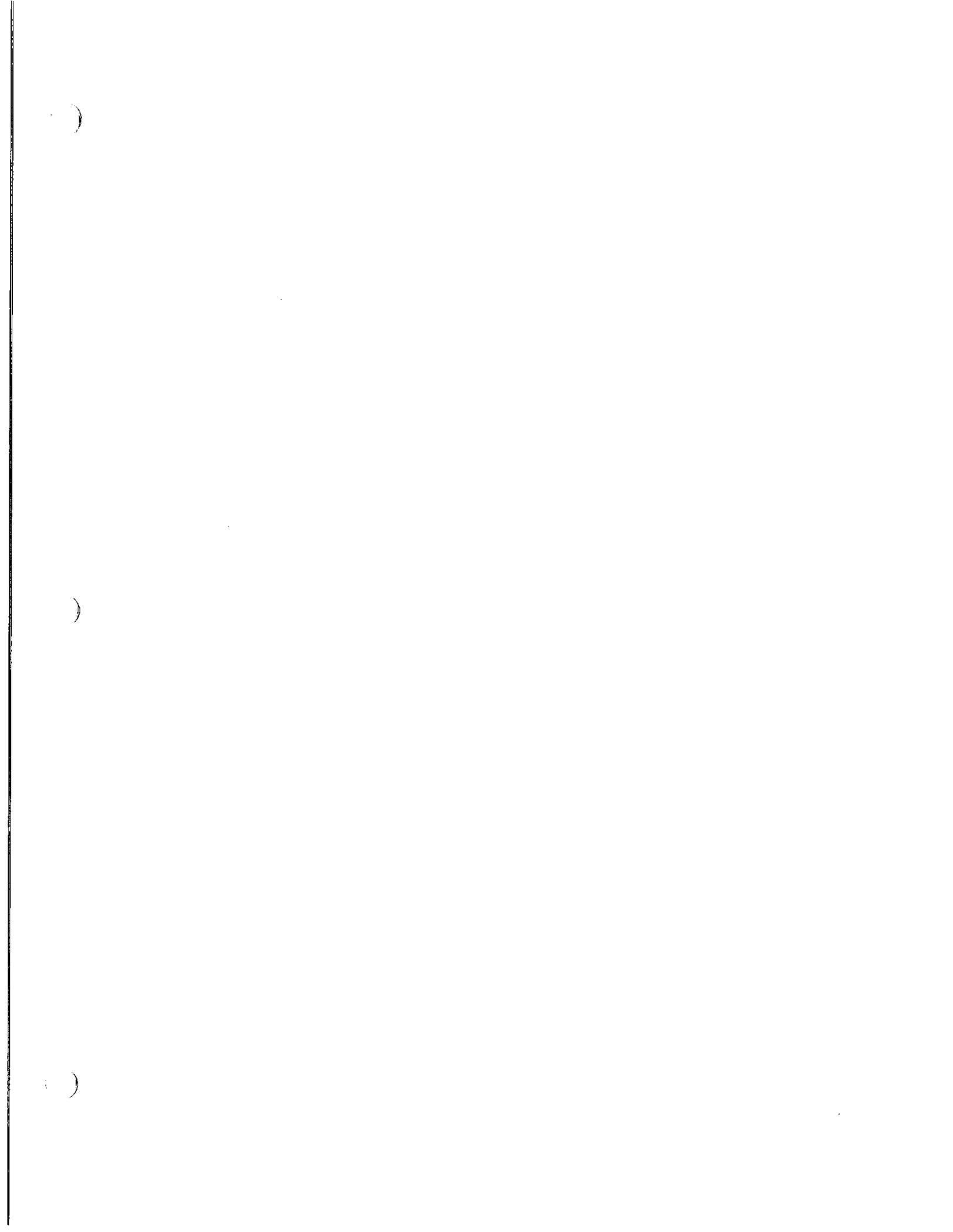
6.2 Librarian's Committee Meeting Report

6.3 Friends of the Library March 19 Meeting Report

Moved by Tony Hamlyn to accept the Committee Reports as presented. Carried.

7: **NEW BUSINESS:**

7.1 Harmonizing Fine Rates throughout the Chinook Arch



Darry Markle moves that we go along with the proposal to harmonize the Fine rates.  
Carried.

7.2 Policy for working alone

Jay will work on the policy updates and bring proposed changes to the next meeting. The Saturday shift works alone for 5 hours and the late shift Thursday works alone for 2.5 hours.

7.3 One day training workshop for board members in Lethbridge on May 5. Not specific to libraries but helpful for board members with respect to risk management, fiscal responsibility, bylaws and policies, strategic planning etc. If you are interested please let Jay know and she will register us. The library specific workshop is still tentative as to when it can be delivered to us.

8: **OLD BUSINESS:**

8.1 Financial Report from Feb. 20, 2018 regular meeting.

Only worked on the Active numbers because the budget wasn't approved yet so there was no point in plugging numbers yet.

9: **IN CAMERA:** Legal

Moved by Darry Markle to go in camera at 7:05 pm.

Moved by Darry Markel to come out of camera at 7:15 pm.

10: **ADJOURNMENT** Moved by Lorraine Conaty to adjourn at 7:25 pm.

Next Meeting: June 19, 2018 at 6:30 p.m.



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March 7, 2018

Dear Claresholm Library Board,

I Thank You for the Book Plate in honour of my ten years representing The MD of Willow Creek on the Claresholm Library Board.

The book The Cowboy in Me was well written , we enjoyed the many short stories that actually could have pertained to a family member of ours. He lived a life much like Robin and his family.

I deem it a honour and a privilege to have served on the library board, and Chinook Arch Regional Library System. I feel the Library systems play a major role in our community, and that role is always changing.

With the age of Technology and Social Media it will be a challenge to encourage the youth of our communities to read. Libraries are evolving to this challenge.

I thank you for this honour.

Respectfully yours,

*Earl Hennaway*

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## Jay Sawatzky

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**From:** Blair Bullock <Blair@claresholm.ca>  
**Sent:** April-09-18 11:04 AM  
**To:** Jay Sawatzky  
**Cc:** Mike Schuweiler; Marian Carlson  
**Subject:** Library Budget

Good morning Jay, Marian asked me to respond to your question regarding Town's approval of Library Budget. The 2018 Town of Claresholm Budget included the \$180K operational funds for the Library as requested. Plus there is the 3.5K for window replacement and 2K for boulevard repair. Please work with Mike on those window and boulevard projects. I believe the rest of the 180K operational funds should be coming soon.

As discussed the LED project was postponed and we are hoping that you will be looking at a CFEP grant or something for the LED and maybe other upcoming projects (i.e. front doors, flooring, etc) this year for 2019. We are happy to support you in application process as well as of course matching funding for the grant.

Let me know if you have any further questions.



### **Blair Bullock, CPA, CA**

Director of Corporate Services

Phone: 403.625.3381 | Fax: 403.625.3869

PO Box 1000, 221 - 45<sup>th</sup> Avenue W, Claresholm, AB T0L 0T0

[www.claresholm.ca](http://www.claresholm.ca)

*We are excited to share our new municipal website with you at [www.claresholm.ca](http://www.claresholm.ca). As part of the launch, my email address has recently changed and can be found in the sender information of this e-mail.*

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Claresholm Public Library  
 Financial Statement for January 1, 2018 to March 31, 2018

**REVENUES**

Department		2018 Budget	Actual	Difference
Govt. Contributions	Town of Claresholm	\$180,000.00	\$55,000.00	\$125,000.00
	Province of Alberta	20,857.00	0.00	\$20,857.00
	<b>Sub-total</b>	<b>200,857.00</b>	<b>55,000.00</b>	<b>145,857.00</b>
<b>Other Gov't. Contributions</b>				
Other Gov't. Contributions	M.D of Willow Creek	12,100.00	0.00	\$12,100.00
	Rural Library Services Grant	6,890.00	0.00	\$6,890.00
	Other Grants	0.00	0.00	\$0.00
	<b>Sub-total</b>	<b>18,990.00</b>	<b>0.00</b>	<b>18,990.00</b>
<b>Other Revenue</b>				
Other Revenue	Book Sales	1,000.00	218.70	\$781.30
	Donations	500.00	1,700.05	-\$1,200.05
	Membership Fees	11,000.00	3,035.00	\$7,965.00
	Fines	1,800.00	637.23	\$1,162.77
	Room Rental	3,500.00	650.00	\$2,850.00
	Coffee	80.00	34.00	\$46.00
	Equipment Rental	100.00	0.00	\$100.00
	Fax	250.00	41.00	\$209.00
	Photocopies/PC Copies	1,500.00	537.40	\$962.60
	Miscellaneous	50.00	69.00	-\$19.00
	Interest Revenue	40.00	3.87	\$36.13
	Friends of the Library-Donations	8,000.00	0.00	\$8,000.00
	<b>Sub-total</b>	<b>27,820.00</b>	<b>6,926.25</b>	<b>20,893.75</b>
<b>TOTAL REVENUE</b>		<b>\$247,667.00</b>	<b>\$61,926.25</b>	<b>\$185,740.75</b>

**EXPENDITURES**

	Accounts	2018 Budget	Actuals	Difference
Staff	Salaries and Benefits	164,000.00	44,353.86	\$119,646.14
	Employee Course & Conference Fees	1,000.00	100.00	\$900.00
	Travel & Hospitality	720.00	0.00	\$720.00
	<b>Sub-total</b>	<b>165,720.00</b>	<b>44,453.86</b>	<b>121,266.14</b>
<b>Library Resources</b>				
Library Resources	Books	10,000.00	480.22	\$9,519.78
	Periodical Subscriptions	2,000.00	1,039.37	\$960.63
	Audio-Visual	4,100.00	466.13	\$3,633.87
	<b>Sub-total</b>	<b>16,100.00</b>	<b>1,985.72</b>	<b>14,114.28</b>
<b>Administration</b>				
Administration	Bank charges, Legal Fees	50.00	1,800.65	-\$1,750.65
	Board Course & Conference	2,100.00	0.00	\$2,100.00
	Association Fees	325.00	55.00	\$270.00

	Equipment Rental & Maintenance (Deb Ma	580.00	125.95	\$454.05
	Library Supplies:	2,500.00	203.89	\$2,296.11
	Software & Licences	1,100.00	675.69	\$424.31
	Postage	100.00	85.00	\$15.00
	Programs	5,800.00	1,169.05	\$4,630.95
	Volunteers	2,300.00	920.66	\$1,379.34
	Stationary, printing, & copier supp	5,000.00	928.03	\$4,071.97
	Telephone & Telecommuncations	1,420.00	221.70	\$1,198.30
	Fax	466.00	73.90	\$392.10
	<b>Sub-total</b>	<b>\$21,741.00</b>	<b>\$6,259.52</b>	<b>\$15,481.48</b>
<b>Building Costs</b>	Insurance	1,250.00	1,043.53	\$206.47
	Cleaning Supplies	1,080.00	275.62	\$804.38
	Natural Gas & Power	15,000.00	2,405.13	\$12,594.87
	Security System	675.00	73.90	\$601.10
	<b>Sub-total</b>	<b>18,005.00</b>	<b>3,798.18</b>	<b>14,206.82</b>
<b>Transfer Payments</b>	Chinook Arch Regional Library	13,500.00	6,747.30	\$6,752.70
	<b>Sub-total</b>	<b>\$13,500.00</b>	<b>\$6,747.30</b>	<b>\$6,752.70</b>
<b>Maintenance</b>	Building Repair and renovations	7,100.00	504.00	\$6,596.00
	Furniture and Equipment	5,500.00	1,140.85	\$4,359.15
	Other (rent)	1.00	1.00	\$0.00
	<b>Sub-total</b>	<b>\$12,601.00</b>	<b>\$1,645.85</b>	<b>\$10,955.15</b>
<b>TOTAL EXPENDITURES</b>		<b>\$247,667.00</b>	<b>\$64,890.43</b>	<b>\$182,776.57</b>
<b>Profit/Loss</b>		<b>\$0.00</b>	<b>-\$2,964.18</b>	<b>\$2,964.18</b>

## **Librarian's Report for April 17, 2018 Meeting**

- 1: The Southern Alberta Library Conference was held first weekend in March. Jay was unable to attend due to weather/road conditions.
- 2: Claresholm Library was one of the winners of the READ awards at this year's SALC and was presented with a plaque and a cash prize of \$500 for our "Expanding Our World" series.
- 3: Weeding: 102 Young Adult books and 15 books from the Oversize Collection were discarded.
- 4: As of April 1, 2018 Mango Languages has been replaced by Pronunciator as the Chinook Arch e-resource for language learning.
- 5: Chinook Arch will no longer be offering Consumer Reports as an e-resource due to the cost of \$33 every time a patron uses it.
- 6: Kids movies: 13 children attended the February 23 movie and 45 attended the March 23 showing.
- 7: On March 7 the grade one students from West Meadow Elementary were given a tour of the library by Sally Morton with Mayor Doug MacPherson and Rob Vogt from the Local Press assisting her.
- 8: Jay attended the Librarians' Committee Meeting Monday March 12, 2018 at H.Q.
- 9: The Friends of the Library held their AGM Monday March 19, 2018. Library Program Coordinator Barb Kemery has joined the Friends and is the new Chairperson.
- 10: The chairs in the library see heavy use and have become quite dirty. Half of the chairs were cleaned and scotch guarded in April and look like new! The other half will be cleaned in May.
- 11: Rita Erven did a presentation on her trip down the Rhine River for "Armchair Travels" on Wednesday, March 21, 2018 with 36 people in attendance.
- 12: 17 children attended the April 5<sup>th</sup> craft for 3-4 year olds.
- 13: Circulation stats for Jan. 1 to March 31 of 2018 are up 7.17 per cent over same time period from last year.

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## Librarians' Committee March 12, 2018 Meeting Report

### 1: Business arising from minutes of last meeting: Harmonizing Fine Rates

Chinook Arch would like library managers to ask their boards if they would agree to harmonizing fine rates which they feel would improve customer service as overdue rates would be consistent regardless of which library an item belonged to. This in turn would presumably result in less staff time spent explaining fine rates to patrons.

### 2: Announcements

Vulcan Library has had some flood damage and upon clean up asbestos was found in the walls so they will be closed for a week for removal/rebuilding. Closure date not yet known.

### 3: Items for decision – the OverDrive Collection Development Committee

At the committee's Feb. 2, 2018 meeting current members were identified as: Robin Hopher, Lisa Weeks, Amy Genesis, Jane Edmundson, Jody Mendenhall, Diane DeLauw, Donna Beazer, Jonathon Jarvie, Paige McGeorge, Caroline Moynihan and Kim Shimbashi.

The Committee also agreed on the following terms of reference (with the previous terms (crossed out) to show what they were previously: \*\* see attachment labelled OverDrive Collection Development Committee Terms of Reference.

### 4: Items for Discussion

Chinook Arch and Picture Butte Municipal Library will attend an information night for the Low German Mennonite community at Barons School on March 26. Chinook Arch wanted to provide 25-30 vouchers for free library memberships to attendees. Vouchers redeemed at any of the system Libraries would be reimbursed for membership costs by Chinook Arch. However, during discussion it was decided instead of vouchers they would give out free books. They may give out vouchers at other events in the coming year.

### 5: Items for information

a: OverDrive Collection Development Committee update: Terms of Reference revised (see #3 above); auto-weeding plan enabled; recommended that patrons, especially those new to e-books, use the Libby App instead of the OverDrive one as Libby is more user friendly and, if you are reading a book in a series it apparently tells you which book is next; new committee members welcome.

b: Resource Sharing Committee update: at the last meeting on March 8, 2018 the committee recommended cancellation of Consumer Reports under Chinook Arch's e-resources as the cost of every use by a patron is \$33! This e-resource is set to expire sometime around the end of May/beginning of June and will not be renewed; TAL is working on a new "core" to replace some of our current databases with more user-friendly and popular resources; the committee has provided some websites for driver test prep to bookmark on library computers if there's a need – this information has been passed to our Circulation Desk as they often get questions regarding this; Public Services Library Branch is replacing the Mango Languages e-resource with Pronunciator at the end of March, 2018.

6: Book Club Kits – procedure change

The Book Club Kit committee has asked that if a kit is returned with a damaged or missing item that the kit not be checked it at whichever library it is returned to but that it just be sent to Chinook Arch and staff there will deal with damage or loss and decide if patron should be charged or not.

7: RCMP Presentation – "Working Alone."

RCMP Cst. Jake Newberry was scheduled to speak as a lot of libraries have staff who work alone, including Chinook Arch. However, he was unable to attend and Chinook Arch hopes to reschedule.

8: IT Training

Chinook Arch IT member John Buckmaster did a 10 minute presentation on minimizing computer frustrations, ie: how to mark spam as spam in your inbox.

9: Next meeting will be Monday, May 7, 2018 at 9:30 a.m. at Chinook Arch.



**Chinook Arch  
Regional Library  
System**

**Librarians' Committee Meeting**

March 12, 2018, 9:30 a.m.

System Headquarters

**AGENDA**

1. Introductions
2. Adoption of Agenda
3. Minutes of January 8, 2018 meeting
4. Business arising from minutes
  - a. Harmonizing Fine Rates Pat Wauters
5. Announcements
6. Items for Decision
  - a. OverDrive Collection Development Committee – members and revised Terms of Reference Lisa Weekes
7. Items for Discussion
  - a. Vouchers – LGM Info Night & FCSS Amy Genesis
8. Items for Information
  - a. OverDrive Collection Development Committee - updates Amy Genesis
  - b. Resource Sharing Committee – updates Amy Genesis
  - c. Book Club Kits – procedure change Jody Mendenhall
9. RCMP Presentation – “Working Alone” Cst. Jake Newberry
10. Other Business
11. Ten Minute Training with IT – Minimizing Computer Frustrations John Buckmaster
12. Next Meeting: Monday, May 7, 2018
13. Adjournment



**Chinook Arch  
Regional Library  
System**

**Librarians' Committee Meeting  
Monday, January 8, 2018  
System Headquarters  
MINUTES**

**Present**

Louise Duffey, Arrowwood  
Kim Shimbashi, Barnwell  
Patty Abel, Champion  
Jay Sawatsky, Claresholm  
Sharon Wollersheim, Coutts  
Diane deLauw, Crowsnest Pass  
Melissa Lybbert, Glenwood  
Donna Pavey, Granum  
Kathy Goodstriker, Kainai  
Madeline Gormley, Lethbridge  
Terra Plato, Lethbridge  
Barb Nickel, Lethbridge  
Barbara Longair, Lethbridge  
Madeline Gormley, Lethbridge  
Caroline Moynihan, Lethbridge  
Jonathan Jarvie, Lethbridge  
Kate Koch, Lomond  
Gloria McGowan, Nanton  
Cheryl Garratt, Picture Butte (VC)  
Janice Day, Pincher Creek  
Bev Olson, Stavely  
Heather Martin-Detka, Taber  
Lori Van Hal, Vauxhall  
Andrea Tapp, Warner  
Cindy Kuhl, Warner

**Chinook Arch Staff**

Robin Hepher  
Kristen Bell  
Kerby Elfring  
Jane Edmundson  
Amy Genesis  
Trevor Haugen  
Jennifer Latham  
Jody Mendenhall  
Pat Wauters  
Lisa Weekes

**Regrets**

Donna Beazer, Cardston  
Laurie Huestis, Fort Macleod  
Joanne Monner, Milo  
Laura Quinton, Stirling

**Absent**

Kelsey Chic, Carmangay  
Dothlyn McFarlane, Coaldale  
Sharon Hagen, Enchant  
Nancy Nelson, Grassy Lake  
Diane Wickenheiser, Hays  
Charlotte Lester, Magrath  
Peter Denmark, Milk River  
Faye Geddes, Raymond  
Connie Clement, Vulcan  
Marsha Edwards, Wrentham

**1. Introductions**

**2. Adoption of Agenda**

D. deLauw requested that Annual Reports update be added to the Business arising from the minutes.

Motion: C. Kuhl moved approval of the agenda as amended. CARRIED.

**3. Minutes of November 6, 2017 meeting**

MOTION: D. deLauw moved approval of the minutes as amended. CARRIED.

**4. Business arising from minutes**

**a. Hold Message**

In an effort to alleviate confusion that may arise when patrons are faced with overdue fees from libraries that are not their own, Barb Longair proposed that a pop-up message warning patrons about the potential for differences in overdue fines be introduced in Biblicommons when patrons place holds on items. There was general consensus of the wording "Late fees may vary between regional libraries." There were some concerns that this messaging was somewhat negative and might deter patrons from placing holds. It was suggested that this message be added to courtesy notices or upon checkout instead. However others felt that the more places the messaging was visible, the better. The messaging will be placed in all three places. There was further discussion regarding the variety of late fees throughout the region and whether or not fees could become better harmonized. P. Wauters will bring a spreadsheet outlining the differences in late fees to the next meeting for review.

**b. Annual Reports Update**

This year, Chinook Arch staff are hoping to make the Annual Reporting process to the Public Library Services Branch easier for our member libraries. As usual, Chinook Arch will be running statistics that are used to fill out the Annual Report: Annual Cataloguing Statistics, Annual Donation Statistics, Annual Purchase Statistics, Annual Discard Statistics, Annual Circulation Statistics, Annual Collection Count, Annual Patron Count, Annual Library Websites and BiblioCommons Statistics, and Annual WiFi Session Statistics. These statistics will be available on the internal website, and printed copies from Bib Services will arrive in delivery

bins. Bib Services expects to have their portion of the stats ready by January 12, and IT will have theirs ready by January 19.

Chinook Arch's Public Services Librarians are able to enter your library's data from the Chinook Arch-generated statistics directly into your Annual Report using the online LibPAS system. You would then only need to enter the information that member libraries collect themselves (library board information, library hours, staffing, reference transactions, programming, promotion, card fees, public computer usage). Each library's Annual Report must be approved by its library board, and then submitted to the Public Library Services Branch via LibPAS.

Libraries that would like their Public Services Librarian to fill in the sections of the Annual Report that use Chinook Arch-generated statistics are to contact their respective librarian.

The deadline for submitting the Annual Report is February 28. If you have any questions about Annual Reports, please contact your Public Services Librarian.

## 5. Announcements

### Chinook Arch

- The Call for Nominations for the READ Awards is expected to be distributed within the next week
- Information about participating in the Connections Gallery at the Southern Alberta Library Conference will also be disseminated soon.
- R. Hepher will be scheduling visits to municipal councils beginning in March to advocate for Chinook Arch and local libraries. Library managers are encouraged to attend alongside if possible.
- Currently, Pashuk Architecture is working through the design phase for the Chinook Arch building redesign project. A draft design has been presented to staff for feedback and is currently in revision. Construction is slated to begin in spring of 2018 and expected to wrap up by fall of 2018.
- An Important Dates calendar is being developed to highlight dates throughout the calendar year that may be of interest to library managers. The calendar will be posted to the internal website once it is complete.

### Barnwell

- Barnwell library will be hosting an official Grand Opening on February 1, 2018

### Glenwood

- Glenwood Library received a \$1000 grant to purchase Lego and create a Lego program.

### Lethbridge

- Renovations at the main branch are in their final stages. A Grand Re-opening will likely occur in May or June.
- 2019 will mark Lethbridge Public Library's 100<sup>th</sup> anniversary. Planning for celebratory events is under way.

#### Other

- Registration for the Alberta Library Conference will be open soon. LAA offers continuing education grants to help small libraries supplement the cost of ALC. For more information, visit [www.laa.ca](http://www.laa.ca)

### 6. Items for Discussion

#### a. DAISYS

Pat Wauters

DAISY's are a format of audiobooks available for users with print disabilities. As well as physical collections of DAISY's being held at some of the Chinook Arch member libraries, online collections of DAISY's are available through NNELS and CELA. In 2015, a HQ DAISY block was created. It was hoped that placing one annual order with NNELS for DAISYS on behalf of all of the Chinook Arch libraries would reduce the number of duplicate titles. Creating the block was a way of ensuring that those libraries with print impaired patrons could have a browsing collection of DAISYS available with new titles added on a regular basis. The block currently consists of 940 DAISYS. 250 DAISYS are added to the block each year (with 500 added in 2016.) There are currently 8 libraries participating in the block which is rotated every 4 months. Of the DAISY's added into the block collection since 2015, 65% have never been charged to a user. In 2017, there were 46 users that borrowed DAISY's and of the approximately 700 charges/renewals, just over 500 were for 10 users. Library managers were asked for feedback on the most effective way to make DAISYS accessible to print impaired patrons. Some librarians noted they preferred dealing with CELA directly so they could tailor collections to the few patrons that require the service. It was noted that processing DAISY materials for the block collections was quite time consuming and the group agreed that processing for DAISY material need not be so elaborate.

#### b. Fiction Genres

Pat Wauters

Currently, genre specific home locations are assigned when a romance, mystery, fantasy, western, Christian, science fiction or horror hardcover fiction title is catalogued. The home location appears in BiblioCommons and directs patrons to the physical collection that an item is shelved in. E.g.) for a mystery fiction title, a collection description of 'Adult Fiction Collection – Mystery' appears in

BiblioCommons. Genre specific fiction locations were originally created so that the collection description that appeared in BiblioCommons would include the genre for libraries that shelved their genres separately with the hope that the descriptions would not cause confusion for patrons in libraries that interfiled their fiction.

To streamline the process of cataloguing fiction titles, the cataloguers are considering assigning the home location of FICTION to all fiction titles regardless of the genre. As a result, the collection description of 'Adult Fiction Collection' would appear in BiblioCommons for all adult hardcover fiction titles. An item category field with the genre would be added to the item record but this field would not appear in the BIB or item record in BiblioCommons. Books would also still be labelled with genre specific labels. The group was asked for feedback. One library noted that they shelved Christian fiction apart from the regular fiction collection, but so long as Christian Fiction was still easily distinguished, the changes would be acceptable.

## 7. Items for Information

### a. LPL Collections Manual

Barbara Longair

LPL's first collection manual was presented to their staff this October. The collection manual is designed to be a practical guide for staff who select, maintain, and develop the library's collections. The manual outlines the principles, policies, and procedures that govern the purchase, maintenance, and withdrawal of collection resources. It provides additional clarity for the public regarding the selection and deselection of materials. It is continually updated with the institutional knowledge of the people who manage its collections. Digital copies can be shared with regional member libraries – requests directed to Barb Longair.

### b. Bill 17 – The Fair and Family-Friendly Workplaces Act

Robin Hepher

R. Hepher gave a presentation regarding Bill 17, which took effect January 1<sup>st</sup>. Bill 17 will have an impact on all employers. Although some guidelines are still under development, there are many changes that are implemented immediately. Changes to certain personnel policies may be required. Library managers may contact R. Hepher or Y Grajeda with any questions they may have about Bill 17.

### c. SALC Early Bird Deadline

Kerby Elfring

Early Bird rates for the Southern Alberta Library Conference (March 1 – 3, 2018) are available until January 19th, 2018. Early Bird rates are \$100 for the Full

Conference and \$75 for one day. The theme of the conference is Cultivating Communities: Mindful Library Service.

Mindfulness. Service. Wellness. Balance. The 2018 Southern Alberta Library Conference will showcase how libraries can cultivate these themes within their day to day operations to better support their staff, stakeholders, and communities.

Check out the full conference program at

<http://salc.wildapricot.org/resources/Documents/SALC%20Program%202018.pdf>

**8. Low German Mennonite Community – Cultural Presentation**

Tina Fielding

Tina Fielding from Alberta Health Services presented a brief cultural presentation about the Low German Mennonite Community. Tina and her team are available to give cultural presentations in communities within the Chinook Arch region if requested. A full cultural presentation is also included in the SALC program.

**9. Other Business**

None.

**10. Next Meeting**

Monday, March 12, 2018

**11. Adjournment**

MOTION: S. Wollersheim moved the meeting adjourn. CARRIED.

**Agenda Item # 4a : Harmonizing Fine Rates**

<b>Meeting:</b> Chinook Arch Librarians' Committee Meeting
<b>Date:</b> March 12, 2018
<b>Submitted by:</b> Pat Wauters

For Information       For Discussion       For Decision

**Issue**

Fine rates, loan periods and privilege fees
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**Explanation of Issue**

At the January Librarian's meeting there was some discussion about the variety of overdue fine rates throughout the region and the suggestion of harmonizing them was raised. Harmonizing fine rates would result in improved customer service as overdue fine rates would be consistent regardless of which library an item belonged to. This in turn would presumably result in less staff time spent explaining fine rates to user.
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**Discussion**

Is working towards harmonizing fine rates, loan periods, and/or privilege fees a customer service goal that the Chinook libraries would like to work towards?
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Agenda Item # 6a : OverDrive Collection Development Committee – members & revised Terms of Reference

<b>Meeting:</b>	Chinook Arch Librarians' Committee Meeting
<b>Date:</b>	March 12, 2018
<b>Submitted by:</b>	Lisa Weekes

For Information       For Discussion       For Decision

**Issue**

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**Explanation of Issue**

At the February 2, 2018 OverDrive Collection Development Committee meeting, current members were identified as Robin Hepher, Lisa Weekes, Amy Genesis, Jane Edmundson, Jody Mendenhall, Diane DeLauw, Donna Beazer, Jonathan Jarvie, Paige McGeorge, Caroline Moynihan, and Kim Shimbashi.

Motion requested to appoint these members as presented.

The Feb.2/18 Committee meeting also revised the Terms of Reference (attached) for approval by the Librarians' Committee.

Motion requested to approve the revisions to the Terms of Reference as presented.

**Discussion**

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## OverDrive Collection Development Committee Terms of Reference

**Purpose:** The OverDrive Collection Development Committee was established under Policy 3.5 of the Chinook Arch Library Board Policy Manual. ~~“Chinook Arch will establish and Chair a committee consisting of System staff librarians, at least 2 LPL librarians, and at least two representatives of other member libraries to choose, review and evaluate electronic resources for the System in a timely manner.”~~ The scope of this committee, with regards to electronic resources, is limited to the OverDrive Collection.

### Key Duties and Responsibilities:

1. Review collection development activities on behalf of all member libraries
2. Review and update the OverDrive Collection Development Guidelines as needed ~~changes with collection development activities or aspects of the OverDrive system require~~
3. Assess and make recommendations on new features on behalf of member libraries
4. Address challenges to materials in the collection on behalf of all member libraries

**Composition:** This committee will be made up of at least 2 Chinook Arch librarians staff, at least 2 Lethbridge Public Library ~~librarians~~ staff and at least 2 ~~representatives~~ staff from other member libraries. The committee will have a minimum of 5-6 members.

**Meetings:** Committee meetings will be held at Chinook Arch ~~headquarters~~ or via video conference three times a year or as needed to accomplish the work of the committee. Committee business may also be conducted via e-mail or telephone as necessary. Quorum will consist of whoever is present.

**Review and Evaluation Process:** Terms of Reference for the Committee must be approved by the Librarians Committee. ~~The committee will review these terms of reference with the start of each new committee, and not less than every 2 years [AG1].~~ Appointment of member library committee members will occur annually at the November/December meeting of the Librarian's Committee ~~annually~~, or as required.

Approval Date: October 8, 2015

Last Revised: October 8, 2015

Last Reviewed: ~~October 8, 2015~~ February 2, 2018

Agenda Item # 7a : Vouchers – LGM Info Night & FCSS

<b>Meeting:</b>	Chinook Arch Librarians' Committee Meeting
<b>Date:</b>	March 12, 2018
<b>Submitted by:</b>	Amy Genesis

For Information       For Discussion       For Decision

**Issue**

Vouchers – LGM Info Night & FCSS

**Explanation of Issue**

Chinook Arch and Picture Butte Municipal Library will attend an information night for the Low German Mennonite (LGM) community at Barons School on March 26. We would like to provide 25-30 vouchers for free library membership to attendees. Chinook Arch would plan to reimburse libraries who accept these vouchers for membership at their location. A similar request for vouchers has come from FCSS for a new Parents Pack program.

**Discussion**

Any issues with this idea?  
Questions about the event?

Agenda Item # 8a : OverDrive Collection Development Committee - updates

<b>Meeting:</b>	Chinook Arch Librarians' Committee Meeting
<b>Date:</b>	March 12, 2018
<b>Submitted by:</b>	Amy Genesis

For Information       For Discussion       For Decision

**Issue**

OverDrive Collection Development Committee Meeting Updates
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**Explanation of Issue**

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**Discussion**

<p>Last meeting: February 2, 2018</p> <ul style="list-style-type: none"><li>• Terms of Reference revised and awaiting Librarians' Committee approval (see separated agenda item)</li><li>• Auto-weeding plan enabled</li><li>• Meet.libbapp.com – URL for staff and patrons to get to know latest—and recommended—OverDrive app</li><li>• New committee members welcome</li></ul>
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Agenda Item # 8b : Resource Sharing Committee - updates

<b>Meeting:</b>	Chinook Arch Librarians' Committee Meeting
<b>Date:</b>	March 12, 2018
<b>Submitted by:</b>	Amy Genesis

For Information       For Discussion       For Decision

**Issue**

Resource Sharing Committee Meeting Updates
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**Explanation of Issue**

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**Discussion**

<p>Last meeting: March 8, 2018</p> <ul style="list-style-type: none"><li>• Recommended cancellation of Consumer Reports</li><li>• TAL is working on a new "core" to replace some of our current databases with more user-friendly and popular resources like Ancestry, Tumblebooks, and SOLARO</li><li>• Recommended websites for driver test prep (to bookmark on library computers if there's a need at your library:<ul style="list-style-type: none"><li>○ <a href="https://www.alberta.ca/drivers-knowledge-test.aspx">https://www.alberta.ca/drivers-knowledge-test.aspx</a></li><li>○ <a href="https://www.alberta.ca/class-7-learners-licence.aspx">https://www.alberta.ca/class-7-learners-licence.aspx</a></li><li>○ <a href="http://practiceexam.keys2drive.ca/">http://practiceexam.keys2drive.ca/</a></li></ul></li><li>• See Top 10 list for most popular elements in our e-Library</li><li>• PLSB is replacing Mango Languages with Pronunciator at the end of the month</li></ul>
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## Top 10s in 2017

### Gale Courses

- 1 Accounting Fundamentals
- 2 Medical Terminology: A Word Association Approach
- 3 Introduction to Microsoft Excel 2013
- 4 Writing Essentials
- 5 Beginning Writer's Workshop
- 6 Introduction to Natural Health and Healing
- 7 Discover Sign Language
- 8 Mastering Your Digital SLR Camera
- 9 Introduction to Microsoft Excel 2016
- 10 Introduction to Microsoft Excel 2007

### Top 10 Publications - PressReader

- 1 Lethbridge Herald
- 2 The Globe and Mail (Alberta Edition)
- 3 Calgary Herald
- 4 Calgary Sun
- 5 The Globe and Mail Metro (Ontario Edition)
- 6 National Post - (Latest Edition)
- 7 Toronto Star
- 8 Edmonton Journal
- 9 The Globe and Mail (BC Edition)
- 10 The Globe and Mail (Atlantic Edition)

### Top 10 Magazines - RBDigital

- 1 The Economist
- 2 Canadian Living
- 3 O, The Oprah Magazine
- 4 Better Homes and Gardens
- 5 Good Housekeeping
- 6 Martha Stewart Living
- 7 Cosmopolitan
- 8 National Geographic
- 9 Family Circle
- 10 Food Network Magazine

### Top 10 Language Courses in Mango

- 1 Spanish, Latin American
- 2 French
- 3 ESL Portuguese (Brazil)
- 4 Pirate
- 5 French, Canadian
- 6 Chinese, Mandarin
- 7 German
- 8 Bengali
- 9 Dutch
- 10 Japanese

### Top 10 Magazines - Flipster

- 1 Ok Magazine
- 2 Real Simple
- 3 Star
- 4 Chatelaine
- 5 Prevention
- 6 Women's Health
- 7 InStyle
- 8 MotorTrend
- 9 Canadian Geographic
- 10 Vanity Fair

## hoopla

### Top 10 Audiobooks

- 1 A Man Called Ove
- 2 You Are a Badass
- 3 Hidden Figures
- 4 The Orphan's Tale
- 5 The Life-Changing Magic of Tidying Up
- 6 The Zookeeper's Wife
- 7 1984
- 8 The Lion, the Witch and the Wardrobe
- 9 Daring Greatly
- 10 Lion

### Top 10 Movies

- 1 Manchester By The Sea
- 2 Brooklyn
- 3 The Shack
- 4 Lad
- 5 Ducktales: The Movie Treasure Of The Lost Lamp
- 6 Emma
- 7 Love & Friendship
- 8 Swiss Family Robinson
- 9 Bakery in Brooklyn
- 10 The Hitman's Bodyguard

### Top 10 Comics

- 1 Archie Vol. 2
- 2 Moana
- 3 Big Nate: What's a Little Noogie Between Friends?
- 4 The Archie Wedding: Archie In Will You Marry Me?
- 5 Big Nate Makes the Grade
- 6 Brandon Sanderson's White Sand Vol. 1
- 7 The Walking Dead Vol. 27: The Whisperer War
- 8 Archie Vol. 3
- 9 Batman: The Dark Knight: The Master Race
- 10 Big Nate: A Good Old-Fashioned Wedgie

### Top 10 Music

- 1 Moana
- 2 ÷ (Deluxe)
- 3 Beauty and the Beast
- 4 2017 Grammy® Nominees
- 5 Sing
- 6 Evolve
- 7 Much Dance 2017
- 8 WOW Hits 2017
- 9 La La Land
- 10 Dear Evan Hansen (Broadway Cast Recording)

### Top 10 Ebooks

- 1 The Orphan Keeper
- 2 Milk and Honey
- 3 Two Days Gone
- 4 The Lose Your Belly Diet
- 5 Dirty Filthy Rich Men
- 6 Rescue Me
- 7 Diary of a Wimpy Kid
- 8 Fifteen Dogs
- 9 The Getaway
- 10 The Obesity Code

### Top 10 Television (single episodes)

- 1 Jillian Michaels: Ripped in 30
- 2 Jillian Michaels: Beginner Shred - Season 1
- 3 Vera - Season 1
- 4 Masterpiece: Small Island
- 5 Jillian Michaels Body Revolution: Phase 1
- 6 Camilla Lackberg's Fjallbacka Murders - Season 1
- 7 Jillian Michaels: Beginner Shred - Season 1
- 8 Agatha Christie's Marple - Season 1
- 9 Vera - Season 1
- 10 Gone But Not Forgotten: The Complete Miniseries

**Agenda Item # 8c : Book Club Kits – procedure change**

Meeting: Chinook Arch Librarians' Committee Meeting
Date: March 12
Submitted by: Jody Mendenhall

For Information       For Discussion       For Decision

**Issue**

Changes to procedure - Book club kit lost/missing/damaged items

**Explanation of Issue**

The Book Club Kit Committee has made some changes to the way that lost/missing/damaged items are handled.

**For Claimed Lost items:**

1. Staff will not check the kit in (note that no fines accrue on these items). They will return it to HQ and email Public Services ([publicservices@chinookarch.ca](mailto:publicservices@chinookarch.ca)) to let them know that an item in the kit has been lost.
2. Once received, HQ staff will check the kit in and add a CIRC Note to the item record for that kit indicating the missing items.
3. At their discretion, Public Services may order a replacement and bill the patron for the replacement costs.
4. The CIRC Note will be removed once the item has been replaced.

**Items with minimal damage that can still be circulated:**

1. Staff should note any damage to materials upon check in at their library.
2. The Damage Noted stamp or sticker should be attached to a slip of paper and taped to the item near the back of the book.
3. Damaged items will be assessed when returned to HQ. At their discretion, Public Services may order a replacement and bill the patron for the replacement costs.

**Discussion**

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## 2018 Important Dates for Chinook Arch Libraries

### March

all month	Promo: PressReader
1-3	Southern Alberta Library Conference (SALC)
2	READ Award Winners announced at SALC
8	Resource Sharing Committee Meeting
12	Librarians' Committee Meeting (a.m.)
TBA	Hotlist and Second Choice orders due
30	Good Friday - no delivery - Good Friday

### April

all month	Promo: Niche Academy
1st Thursday	Chinook Arch Board Meeting (pm)
2	Good Friday - no delivery - Good Friday
	ULS Apr/May Superforthcoming orders due
26-29	Alberta Library Conference - Jasper
end	Minister's Awards for Excellence & Innovation announced

### May

all month	Promo: Pronunciator
all month	Summer Reading Program (SRP) - school visits begin
	Emergency Preparedness Week
3	Resource Sharing Committee Meeting
7	Librarians' Committee Meeting (a.m.)
10-13	Alberta Library Association of Library Technicians Conference - Drumheller
14	Over Drive Collection Development Committee Meeting
16	Manitgold Library System Workshop - Calgary
21	Good Friday - no delivery - Good Friday
28	Library Tour Day
end	Deadline for submissions to Horizons, summer edition
end	Audio Cine Films - screening report for last quarter due

*See the Internal Website Events Calendar for URLs*

**Friends of the Claresholm Public Library Society**  
**Annual General Meeting Minutes**  
**from March 19, 2018**

1. **In attendance:** Shirley Leonard, Elva Clay, Dorothy Erven, Shannon Yates, Doris Burchill, Morris Dube, Kathy Richardson, Kathy Davies, Leah Bush, Elaine Jorgenson, new members Judy Jowett and Peggy Moore and Library manager Jay Sawatzky as acting secretary.

**Regrets:** Clea Franssens, Alison McAlonan, Arden Dubnewick, Wendy Montpetit, Don Leonard, Barb Uhl and new member Barb Kemery.

1: **Call to order** made by Shirley Leonard at 2:01 p.m.

2: **Approval of Agenda:** Doris Burchill made a motion to approve, carried at 2:03 p.m.

3: **Welcome** by Shirley Leonard at 2:07 p.m.

4: Acting secretary Jay Sawatzky read in full the minutes from the AGM of March 20, 2017. Move to adopt the minutes as read by Dorothy Erven, second by Kathy Richardson, carried.

5: Shannon Yates asked the two new members to introduce themselves and that was followed by everyone in attendance introducing themselves in turn.

6: **Financial Statement:** Treasurer Kathy Davies presented the financials for the Period Beginning January 1, 2017 and Ending December 31, 2017.

**General Account:** Cash on hand (beginning of year): \$7,688.97

Receipts: interest of \$3.85 giving a total of: \$7692.82

Disbursements: None

Cash on Hand (end of year): \$7,692.82

**Casino Account:** Cash on Hand (beginning of year): \$18,184.55

Interest: \$8.78

Total: \$18,193.33

Disbursements: Claresholm Library (Materials) \$10,000.00

Cash on Hand (end of the year): \$8,193.22

**Petty Cash:** Cash on hand (beginning of year): \$243.68

Receipts: Memberships (16): \$80.00; Pink Tea: \$302.90; and Book Sale: \$50.00 for a subtotal of: \$432.90. Leaving a total of \$676.58.

Disbursements: Pink Tea: \$162.87; and Float: \$267.00 for a total of \$429.87.

Cash on hand (end of year): \$246.71.

Kathy Davies also reported that the Casino has changed its rules and she now has to give

them a financial statement every year as to how the money has been spent whereas in the past it was every two years. Kathy also reports that the \$7292.82 Casino money cash on hand at the end of 2017 has to be donated to the Claresholm Library by June of 2018 as any money left in the account at the next Friends run Casino will be deducted from their earnings.

Shannon Yates made a motion to adopt the financial statement as presented, seconded by Leah Bush and carried.

#### **7: Election of Officers:**

Chairperson: Kathy Davies nominated Barb Kemery who briefly attended the meeting to agree to let her name stand for nomination. Carried.

Vice Chairperson: Wendy Montpetit, although absent, had advised Shirley Leonard beforehand that she would let her name stand to continue as Vice Chairperson.

Secretary: Clea Franssens, although absent, had let it be known that she would let her name stand to continue as secretary. Shirley Leonard nominated Clea, carried.

Treasurer: Kathy Davies will let her name stand to continue as treasurer.

Directors: Kathy Richardson and Morris Dube agree to let their names stand. Arden Dubnewick was not present but had agreed to let her name stand.

Motion by Morris Dube to end elections, seconded by Dorothy Erven, carried.

**8: Signing Authority:** Kathy Davies moved, seconded by Doris Burchill that two (2) signatures will be required on each cheque issued, that of the Chairperson, Secretary or Treasurer and that Shirley Leonard's name be removed as signatory and Barb Kemery's name be added.

**9: Other Business:** Shannon Yates just wanted to make a note/reminder that the Directors are to act as nominating committee for next AGM.

**10: Meeting Dates:** Dorothy Erven asked that the group decide how many meetings for the upcoming year with dates and times: Morris Dube moved that the group meet on the third Monday of every third month starting with March and that the meetings be at 2 p.m. This was seconded by Dorothy Erven and carried. Therefore, the meetings will be held on June 18, September 17, and December 17 at 2 p.m. and the next Annual General Meeting will be March 18, 2019 at 2 p.m.

**11: Little Free Library:** Shirley gave a rundown of the basic procedures of getting books from the Claresholm Library, delivering them to the Little Free Libraries and then the pick up and return on the books at end of the season. A schedule for those on the committee was handed out to everyone.

**12: Fundraising Report:** Shannon Yates says that she and Kathy Davies decided to ask the Claresholm Pharmacy if they would again agree to accepting donations for the Library. Staff there were more than

happy to work with the Friends and said that this March they had helped the local WCHS basketball team fundraise by agreeing to keep a donation box at the store. The Pharmacy staff said that this worked out well and a lot of money was raised by the team and thought maybe the Library would like to do something similar. Shannon and Kathy also thought perhaps the fall would be a better time to fund raise there and Kathy Davies made a motion to table it until later in the year, seconded by Dorothy Erven, carried.

Shannon had also spoken to the Town of Claresholm to see if their newly hired Grant Writer might assist the Friends with fundraising/grant writing. Kathy Davies directed her to speak with Library Manager Jay Sawatzky before going any further with this.

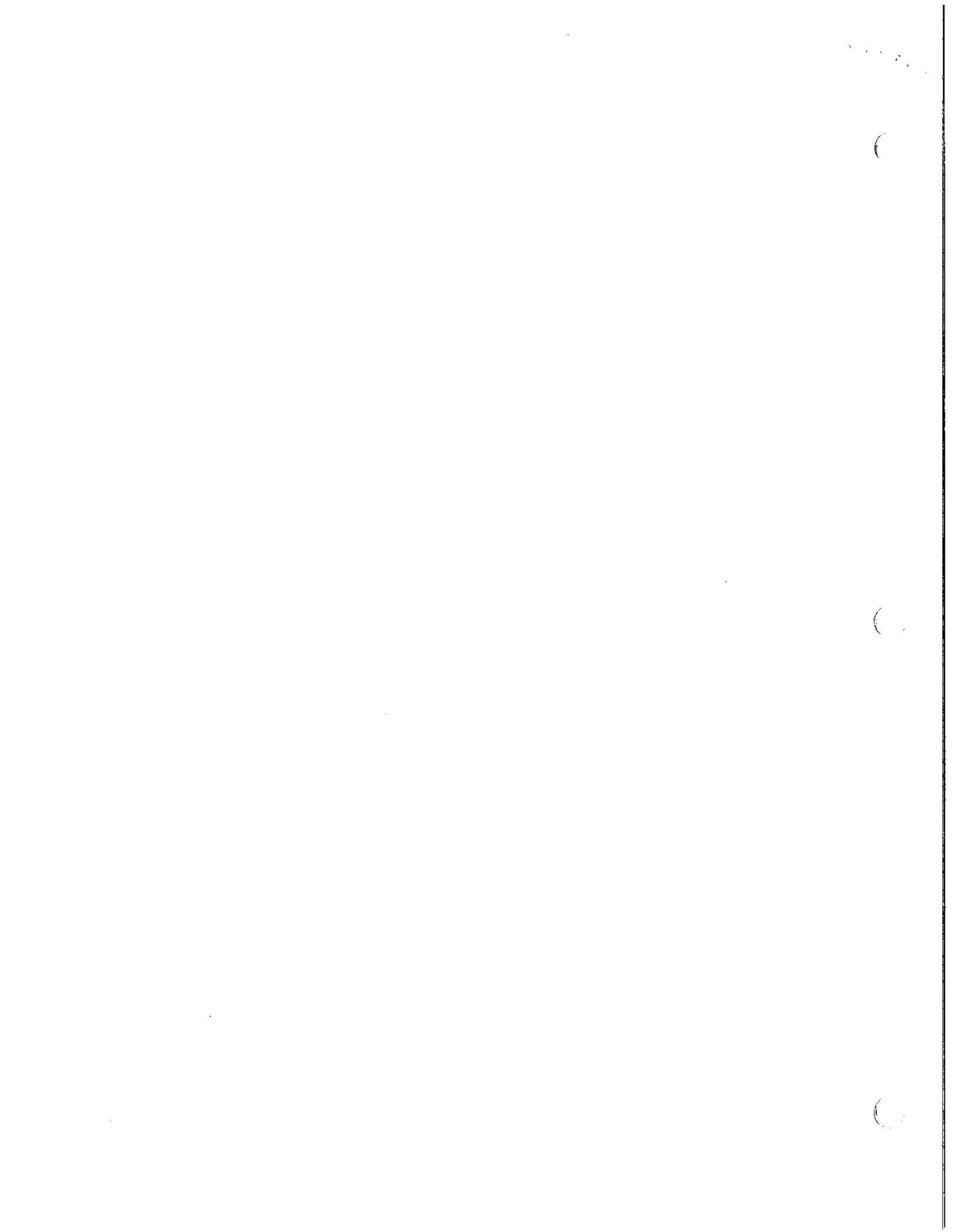
Shirley Leonard made a motion that the "Social Committee" become the "Social and Fund Raising Committee." This was seconded was Elva Clay and carried.

**13: 2018 Claresholm Fair Days Parade Float:** Kathy Davies says the theme this year will be Salute to Horses and that she read an article about women in Kentucky in the 1930s who filled their saddle bags with books and then delivered them to patrons on horseback. Kathy has a friend who is with the Appaloosa Horse Club and they may be willing to ride in the parade handing out books, and, that the group and their horses have parade experience.

The meeting ended with Shirley Leonard handing out sign up sheets for the various committees.

**13: Adjournment:** Shirley Leonard made the motion to adjourn at 3:12 p.m. Carried.

**Next Meeting: Monday June 18, 2018 at 2 p.m.**



## **OverDrive Collection Development Committee Terms of Reference**

**Purpose:** The OverDrive Collection Development Committee was established under Policy 3.5 of the Chinook Arch Library Board Policy Manual, ~~“Chinook Arch will establish and Chair a committee consisting of System staff librarians, at least 2 LPL librarians, and at least two representatives of other member libraries to choose, review and evaluate electronic resources for the System in a timely manner.”~~ The scope of this committee, with regards to electronic resources, is limited to the OverDrive Collection.

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2. Review and update the OverDrive Collection Development Guidelines as needed ~~changes with collection development activities or aspects of the OverDrive system require~~
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Approval Date: October 8, 2015

Last Revised: October 8, 2015

Last Reviewed: ~~October 8, 2015~~ February 2, 2018

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**Claresholm Public Library Board  
Special Board Meeting of April 19, 2018**

**Present:** Lisa Anderson, Marika Thyssen, Jay Sawatzky, Darry Markle, Casey Arnestad, Anna Pollock, Lorraine Conaty

**Regrets:** Gaven Moore, Tony Hamlyn, Tracey Strong, Anna Pollock

**1: CALL TO ORDER: 4:00 pm.**

**2: MOVED** by Darry Markle to go in camera to discuss legal matter. Carried.

**3. MOVED** by Casey Arnestad to come out of camera at 4:35 pm. Carried.

**4. MOVED** by Darry Markle to respond to letter of complaint from Jackie Vanderfluit dated April 18, 2018.

**5. MOVED** by Darry Markle to adjourn at 4:40 pm. Carried.

**Next regular scheduled meeting: June 19<sup>th</sup> at 6:30 pm.**



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**Claresholm Public Library Board  
Special Board Meeting of May 28, 2018**

**Present: Lisa Anderson, Marika Thyssen, Jay Sawatzky, Tony Hamlyn, Darry Markle, Casey Arnestad, Anna Pollock, Lorraine Conaty, Tracy Strong, Gaven Moore**

**Regrets: none**

**1: CALL TO ORDER: 12:05 pm.**

**2: MOVED** by Casey Arnestad to go in camera to discuss legal matter. Carried.

**3. MOVED** by Darry Markle to come out of camera at 1:15 pm. Carried.

**4. MOVED** by Gaven Moore to respond by fax to the Alberta Human Rights Complaint dated May 7, 2018 submitted by Jackie Vanderfluit on behalf of Caleb Vanderfluit vs the Claresholm Public Library board.

**5. MOVED** by Marika Thyssen to adjourn at 1:20 pm. Carried.

**Next regular scheduled meeting: June 19<sup>th</sup> at 6:30 pm.**

A handwritten signature in black ink, appearing to be 'G. Moore', is written over the end of the meeting information.

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Claresholm Public Library Board  
Regular Meeting  
June 19, 2018

## AGENDA

1: CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF APRIL 17, 2018 REGULAR MEETING MINUTES

4: Jacqui and Trevor Vanderfluit - on June 16 they advised via email that they will be out of town and unable to attend the Board meeting. The request to attend was made by Jacqui Vanderfluit on April 20<sup>th</sup>.

5: CORRESPONDENCE:

5.1 Human Rights Commission

5.2 Email from Jacqui Vanderfluit

6: FINANCIAL:

5.1 Financial Statement

7: COMMITTEE REPORTS

6.1 Librarian's Report

6.2 Librarian's Committee Meeting Report

6.3 Friends of the Library March 19 Meeting Report

6.4 Chinook Arch Regional Library System Board Report for June 2018

8: NEW BUSINESS:

8.1 Introduction of new library manager

8.2 Training for new manager

- 8.3 Signing authority for new manager
- 8.4 Change to Policy 6.12 Invigilating Exams
- 8.5 Staff salaries payed monthly vs bi-monthly
- 8.6 Rural Library Conference 2018

9: OLD BUSINESS:

- 8.1 Working Alone policy

9: ADJOURNMENT

**Next Meeting: September 18, 2018 at 6:30 p.m.**

Claresholm Public Library Board  
**Regular Meeting**  
June 19, 2018

Present: Jay Sawatzky, Tony Hamlyn, Marika Thyssen, Casey Arnestad, Darry Markle, Lorraine Conaty, Tracey Strong, Lisa Anderson, Gaven Moore

Regrets: Anna Pollock

1: **CALL TO ORDER** - @ 6:00 pm.

2: **APPROVAL OF AGENDA** - Moved by Tracey Strong the agenda be approved. Carried.

3: **APPROVAL OF APRIL 17, 2018 REGULAR MEETING MINUTES**

Moved by Lorraine Conaty that the minutes of the February 20, 2018 Regular Meeting Minutes be approved. Carried.

4: **Jacqui and Trevor Vanderfluit** - A request to attend this meeting was made by Jacqui Vanderfluit on April 20<sup>th</sup>. On June 16 they advised via email that they will be out of town and unable to attend the Board meeting.

5: **CORRESPONDENCE:**

5.1 Human Rights Complaint - discussed in Camera.

5.2 Email from Jacqui Vanderfluit - discussed in Camera.

Moved by Casey Arnestad to go in Camera at 7:02 pm. Carried

Moved by Tracy Strong to come out of Camera at 7:55 pm. Carried

Moved by Darry Markle to defer any response to Jacqui Vanderfluit's June 16, 2018 email until consultation with Town of Claresholm lawyers to determine next steps. Carried.

Jay will ensure that our board meeting dates are posted on our website.

6: **FINANCIAL:**

6.1 **Financial Statement**

Kathy Davies attended to present the financial statement. She gave the board an explanation of library funding and detailed discussion about the finances. Moved by Tony Hamlyn to accept the Financial Statements as presented. Carried.

## 7: COMMITTEE REPORTS

7.1 Librarian's Report – attached

7.2 Librarian's Committee Meeting Report – attached

7.3 Friends of the Library March 19 Meeting Report – attached

7.4 Chinook Arch Regional Library System Board Report for June 2018 – attached

Moved by Darry Markle to accept the Committee Reports as presented. Carried.

## 8: NEW BUSINESS:

### 8.1 Introduction of new library manager

Welcome to Alexander Meic who will start work on July 3, 2018.

### 8.2 Training for new manager

Alex will begin his first two weeks on the circulation desk being trained by Sally so that he gets an understanding of that role. The Employee Training guide will be loosely followed for training. Kathy and Jay put together a Manager training checklist that splits up the training between them and identifies the training that will be provided by Chinook Arch.

### 8.3 Signing authority for new manager

Moved by Marika Thyssen to make the following changes effective July 3, 2018 to the signing authority at Chinook Financial:

- Remove Jay Sawatzky from signing authority
- Add Alexander Meic to signing authority

Carried.

### 8.4 Change to Policy 6.12 Invigilating Exams

Moved by Lorraine Conaty to update policy to add Alexander Meic's name and email address. Carried.

### 8.5 Staff salaries payed monthly vs bi-monthly

Moved by Casey Arnestad to change staff pay to biweekly instead of once a month.

### 8.6 Rural Library Conference 2018

Discussion held and it was decided not to attend this conference in Grand Prairie, rather attend the one in Lethbridge. It will be more economical for the library for us to attend closer to home

**9: OLD BUSINESS:**

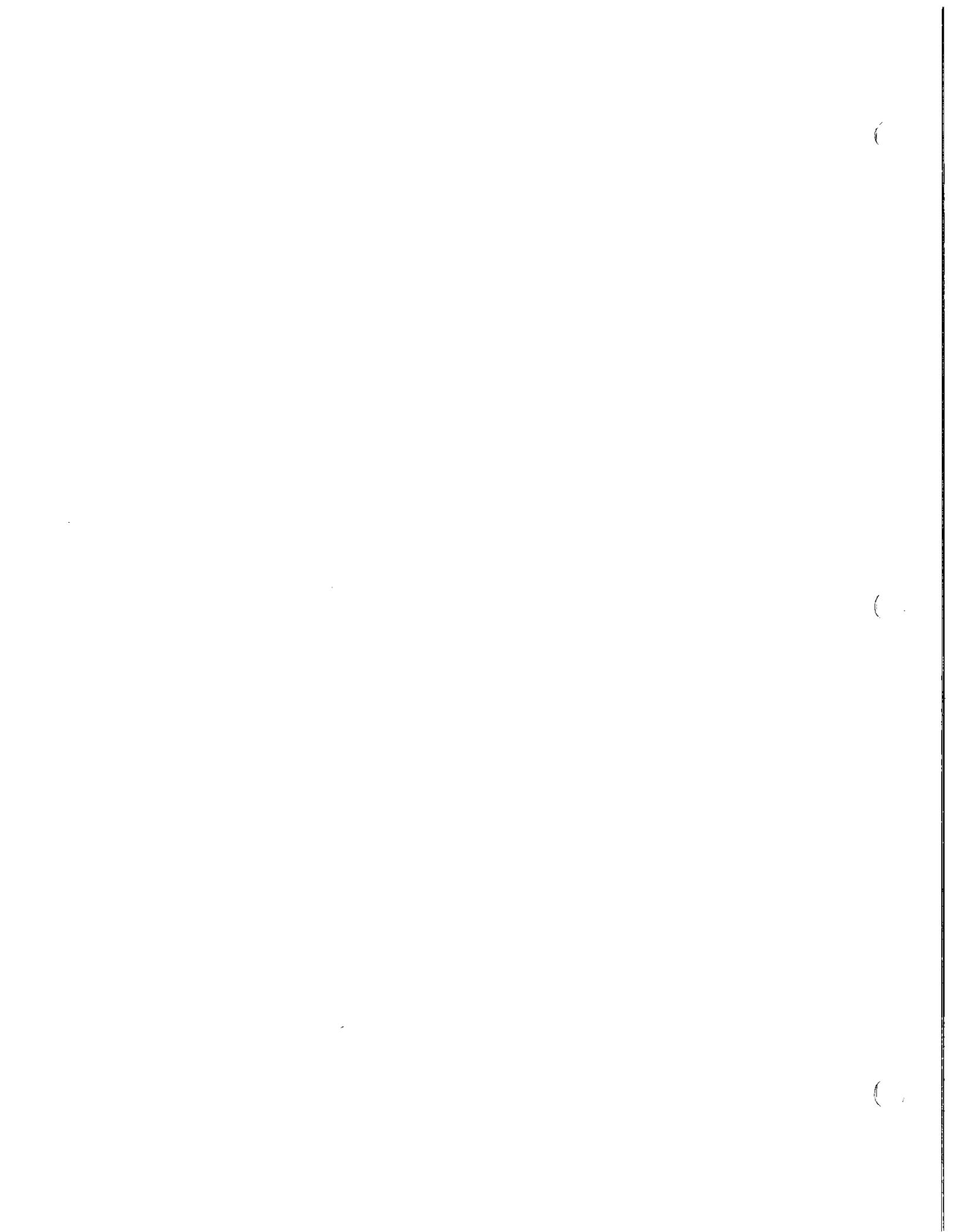
9.1 Working Alone policy

We did not have a Working Along Policy in place, Jay proposed a new policy. Discussion and review was held. Moved by Tracey Strong to accept the new policy. Carried.

**10: ADJOURNMENT @ 8:10 pm**

**Next Meeting: September 18, 2018 at 6:30 p.m.**

A handwritten signature in black ink, appearing to be 'J. Strong', written in a cursive style.



**EXPENDITURES**

	Accounts	2018 Budget	Actuals	Difference
<b>Staff</b>	Salaries and Benefits	164,000.00	71,497.11	\$92,502.89
	Employee Course & Conference Fees	1,000.00	100.00	\$900.00
	Travel & Hospitality	720.00	0.00	\$720.00
	<b>Sub-total</b>	<b>165,720.00</b>	<b>71,597.11</b>	<b>94,122.89</b>
<b>Library Resources</b>	Books	10,000.00	672.62	\$9,327.38
	Periodical Subscriptions	2,000.00	1,099.27	\$900.73
	Audio-Visual	4,100.00	815.84	\$3,284.16
	<b>Sub-total</b>	<b>16,100.00</b>	<b>2,587.73</b>	<b>13,512.27</b>
<b>Administration</b>	Bank charges, Legal Fees	50.00	1,800.65	-\$1,750.65
	Board Course & Conference	2,100.00	93.63	\$2,006.37
	Association Fees	325.00	55.00	\$270.00
	Equipment Rental & Maintenance (Deb Ma	580.00	357.36	\$222.64
	Library Supplies:	2,500.00	274.86	\$2,225.14
	Software & Licences	1,100.00	1,473.92	-\$373.92
	Postage	100.00	85.00	\$15.00
	Programs	5,800.00	1,521.59	\$4,278.41
	Volunteers	2,300.00	973.39	\$1,326.61
	Stationary, printing, & copier supp	5,000.00	1,711.62	\$3,288.38
	Telephone & Telecommuncations	1,420.00	561.40	\$858.60
	Fax	466.00	184.75	\$281.25
	GST Paid on Purchases		879.16	
	<b>Sub-total</b>	<b>\$21,741.00</b>	<b>\$9,972.33</b>	<b>\$12,647.83</b>
<b>Building Costs</b>	Insurance	1,250.00	1,043.53	\$206.47
	Cleaning Supplies	1,080.00	519.03	\$560.97
	Natural Gas & Power	15,000.00	4,530.02	\$10,469.98
	Security System	675.00	373.69	\$301.31
	<b>Sub-total</b>	<b>18,005.00</b>	<b>6,466.27</b>	<b>11,538.73</b>
<b>Transfer Payments</b>	Chinook Arch Regional Library	13,500.00	6,747.30	\$6,752.70
	<b>Sub-total</b>	<b>\$13,500.00</b>	<b>\$6,747.30</b>	<b>\$6,752.70</b>
<b>Maintenance</b>	Building Repair and renovations	7,100.00	1,072.00	\$6,028.00
	Furniture and Equipment	5,500.00	1,140.85	\$4,359.15
	Other (rent)	1.00	1.00	\$0.00
	<b>Sub-total</b>	<b>\$12,601.00</b>	<b>\$2,213.85</b>	<b>\$21,078.88</b>
<b>TOTAL EXPENDITURES</b>		<b>\$247,667.00</b>	<b>\$99,584.59</b>	<b>-\$21,078.88</b>
<b>Pr Loss</b>		<b>\$0.00</b>	<b>\$99,208.53</b>	<b>\$69,952.76</b>

Claresholm Public Library  
 Financial Statement for January 1, 2018 to May 31, 2018

**REVENUES**

Department		2018 Budget	Actual	Difference
Govt. Contributions	Town of Claresholm	\$180,000.00	\$180,000.00	\$0.00
	Province of Alberta	20,857.00	0.00	\$20,857.00
	<b>Sub-total</b>	<b>200,857.00</b>	<b>180,000.00</b>	<b>20,857.00</b>
Other Gov't. Contributions	M.D of Willow Creek	12,100.00	12,052.00	\$48.00
	Rural Library Services Grant	6,890.00	0.00	\$6,890.00
	Other Grants	0.00	0.00	\$0.00
	<b>Sub-total</b>	<b>18,990.00</b>	<b>12,052.00</b>	<b>6,938.00</b>
Other Revenue	Book Sales	1,000.00	410.80	\$589.20
	Donations	500.00	1,832.55	-\$1,332.55
	Membership Fees	11,000.00	4,955.00	\$10,950.45
	Fines	1,800.00	981.53	\$818.47
	Room Rental	3,500.00	2,190.00	\$1,310.00
	Coffee	80.00	56.00	\$24.00
	Equipment Rental	100.00	0.00	\$100.00
	Fax	250.00	101.00	\$149.00
	Photocopies/PC Copies	1,500.00	1,026.25	\$473.75
	Miscellaneous	50.00	83.00	-\$33.00
	Interest Revenue	40.00	10.44	\$29.56
	Friends of the Library-Donations	8,000.00	0.00	\$8,000.00
	<b>Sub-total</b>	<b>27,820.00</b>	<b>6,741.12</b>	<b>21,078.88</b>
<b>TOTAL REVENUE</b>		<b>\$247,667.00</b>	<b>\$198,793.12</b>	<b>\$48,873.88</b>

### Librarian's report for June 19, 2018

- 1: Jay gave her resignation as manager to the Library Board on May 19.
- 2: The Board interviewed for a new manager on May 28 and 29<sup>th</sup> and Alex Meic hired June 5, 2018.
- 3: 8 exams were proctored in the last 8 weeks.
- 4: Kids movies were held in the Bill Simpson Room on April 27, with 45 attending, and May 25 with 11 attending.
- 5: *Armchair Travel* - Diane Vogel presented a trip to Dieppe on April 18 with 19 in attendance & Anola Laing presented on her trip to The Galapagos Islands on May 16 with 33 people attending.
- 6: *Expanding Our World* - Jason Hemmaway presented on April 25 with a talk on his journey from the accident that took his lower left leg to his recovery and present situation. 29 people attended. Due to all the comments in the following days from people who were unable to make it on April 25, program coordinator Barb Kemery will ask Jason to speak again in the coming months.
- 7: The projector bulb in the Benq projector that is used for presentations in the main library (and rented out to the public) burnt out and was replaced. The total cost after shipping/handling was \$377.
- 8: Levy Groves cleaned and scotch guarded the remaining 38 chairs used throughout the library on May 24.
- 9: The Library held a Spring Tea on April 25 in the main library. Allison McKee from FCSS spoke on Gorilla Gardening and encouraged everyone to grow vegetables in their backyard. She was assisted by Peace Officer Jason Hemmaway. Library staff member Miranda Hubbard did a presentation on the importance of bees in maintaining our food supply. There was lots of food and several door prizes given out. Local band The Back 40 provided entertainment. 36 people attended.
- 10: W.C.C.H.S. art teacher Bart Heine brought 24 pieces of student art work to display at the Library. They will be on display until the middle of June and have been reviewed and enjoyed very enthusiastically by patrons and staff alike.
- 11: In May library patron Millat Uz-Zaman donated \$100 to the library for a kids colouring contest. The contest was divided into 3 age groups – 2 to 4 yr olds, 5 to 7 year olds and 8 to 10 year olds. First place in each group is \$15, \$10 for 2<sup>nd</sup> and \$5 for third. The remaining \$10 was used to cover the cost of printing the colouring pages.
- 12: The Library has two new volunteers. Allen Wilcke, who now lives in Claresholm, and who served on the Crowsnest Library board some years ago, is volunteering on Monday afternoons to re-shelve books. Shannon Yates, who works with Marie Schooten of Project Read, is currently tutoring a local Korean family in English as a second language. She asked if the

Library could use another volunteer to shelve books as the family's 21 year old daughter would benefit from this in that it would help her English language skills. So Amy Jun is now our Wednesday volunteer.

13: Program coordinator Barb Kemery had 40 children attend the craft sessions that ran in April and May.

14: On May 7 Board Member Anna Pollock advised the library manager that she will be resigning her position on the Board as she and her family are moving to Norway.

15: On May 8 a technician from Airtech Heating & Air in Lethbridge did a six month checkup of the library's furnace system and advised that there were a couple of small issues that should be fixed before they become big issues, namely that one belt was loose and another was too tight. The tech has sent the invoice and maintenance issues to Mike Schuweiler, Director of Infrastructure Services for the Town of Claresholm.

16: On May 8 a technician from Tyco Integrated Fire & Security performed a regularly scheduled test of the library's fire alarm system.

17: The Friends of the Claresholm Library held a regular meeting on Monday June 18, 2018.

## Librarians' Committee Meeting May 7, 2018 Report

1: Chinook Arch has hired a Communications Coordinator, Joey Going, who is available for help with programming and social media.

2: E-resource RB Digital, a provider of online magazines to patrons, now also has a library of 350 audiobooks available as well.

3: Several of the Chinook Arch Library boards have agreed to harmonize the fine rates, however, a handful have yet to meet and discuss this so it will be on the table again at the September Librarians' Committee Meeting before a final decision is made.

4: Chinook Arch has made some **changes to circulation policies**. The changes are:

- Items that have a status of *missing* will be purged from the database after 2 years (previously 6).
- items with a status of *lost* will be purged from the database after 4 years (previously 6)
- items on hold will be held for a patron for a maximum of 10 days with the hold expiring on the library's next open date. Overdrive titles will be held for 3 days.
- Inactive patron records that have no outstanding bills or checkouts will be purged after 4 full years of inactivity (previously 6). Chinook Arch will purge these records annually in June of each year and will provide libraries with a list. Member libraries may delete their own inactive patrons earlier than this as the situation arises.
- Inactive patrons who have outstanding bills or checkouts will be purged in this same process once their bills have been deleted from the system after approximately 4 years of inactivity (previously 6).
- paid bills records over 4 years old will be purged from the database annually (previously 5).
- unpaid bills with a "Bill Date Created" date of more than 4 years will be deleted from the database (previously 6). Chinook Arch will purge these unpaid bills annually prior to the Inactive Patron Purge.
- items that have been *claims returned* will be purged from the database 4 years after their claims returned date (previously 6). This purge will take place before the annual patron purge.
- libraries may choose to use a Credit User Account for only their only patrons or with all Chinook Arch patrons in the following ways:
  - a) to deposit money for the purpose of maintaining a credit to pay future bills
  - b) to pay bills – the type of bill that can be paid using credit may be limited by the library
  - c) to manually refund a patron for a bill

5: use of online resources such as Overdrive went down 3-4 percent in the last year with the exception of Hoopla which continues to have very strong patron usage.

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## Friends of the Claresholm Library Report for June 18, 2018 Meeting

- 1: The Friends will have a landscape workbee at the Library on Wednesday July 4<sup>th</sup> at 3 p.m. They will clean up the garden on the west side of the building, along the sidewalk on the north side and the bushes in the parking lot area. Kathy Davies noted that it is important to keep the trees/bushes cut down at the back because there is a video camera on that side of the building. It was noted that new mulch is needed there as well to cover the black plastic and Barb will contact Mike Schuweiler from the Town regarding this. The landscaping will be followed by a B.B.Q. for the Friends.
  
- 2: The Friends Float Committee will meet Wednesday July 11<sup>th</sup> at 3:30 pm. in the Bill Simpson Room to discuss their entry for this year's Claresholm Parade. The parade theme this year is Salute to Horses. Kathy Davies will speak to the local Appaloosa Club regarding them assisting the Friends with their parade entry.
  
- 3: Shannon Yates who is on the Friends Fund Raising Committee reports that she has spoken to the Claresholm Pharmacy about doing a fund raiser there for the Library (ie: when customers make a purchase ask if they would like to donate \$1 to the Library to purchase books or?). The Pharmacy is apparently too busy at this time but definitely do want to partner with the Friends on this and Shannon will check back with them at the end of August.
  
- 4: Library patron Kathrine Roberts attended this meeting to say that she would like to donate her time and the costs of making fancy tea sandwiches for the Pink Tea program in October. Friends Chairperson Barb Kemery gladly accepted.

Dorothy Erven notes that Cheryl Hamilton has offered to make squares for the Pink Tea at a nominal cost and Dorothy will cover that cost as her contribution.

- 5: Friends Chair Barb Kemery asked the Friends if they would like to have a social to which they could invite members of the public to educate them about what the Friends do or invite Friends Groups from other Libraries to share ideas with. It was decided to invite other Friends Groups to the next regular meeting which will be on September 17<sup>th</sup> at 7 p.m.

Shannon Yates also noted that another way to educate people regarding what the Friends do, and all that the Library has to offer as well, was to look into providing some kind of entertainment that speaks directly to this. For example: a play that shows the fun things that the libraries of today provide. Kathy Davies will speak to administration at the Chinook Arch regarding same as Shannon remembers a presentation they did some years ago that was in this vein.

Chinook Arch Regional Library System Board Report  
June 2018

The next regular Chinook Arch meeting (meets 4 times/year) is August 2.

I was elected to the executive at the organizational meeting and I sit on two other committees. Next Executive Meeting is on Monday, June 25.

**Planning and Facilities Committee**

We met on May 24. I am the new Chairman of this committee. Items discussed at this meeting were:

- Review of policies
- 2019 – 2022 Plan of Service (Chinook Arch's)
- Building Update

Our next meeting is Sept. 20

**Building Committee (ADHOC)**

Plans are moving ahead for the renovations at Chinook Arch headquarters. The initial costs from the cost consultant came in at \$200,000 over the budget. The building committee met with the architect to prioritize the needs bring the costs in line. This has been achieved.

In terms of timing:

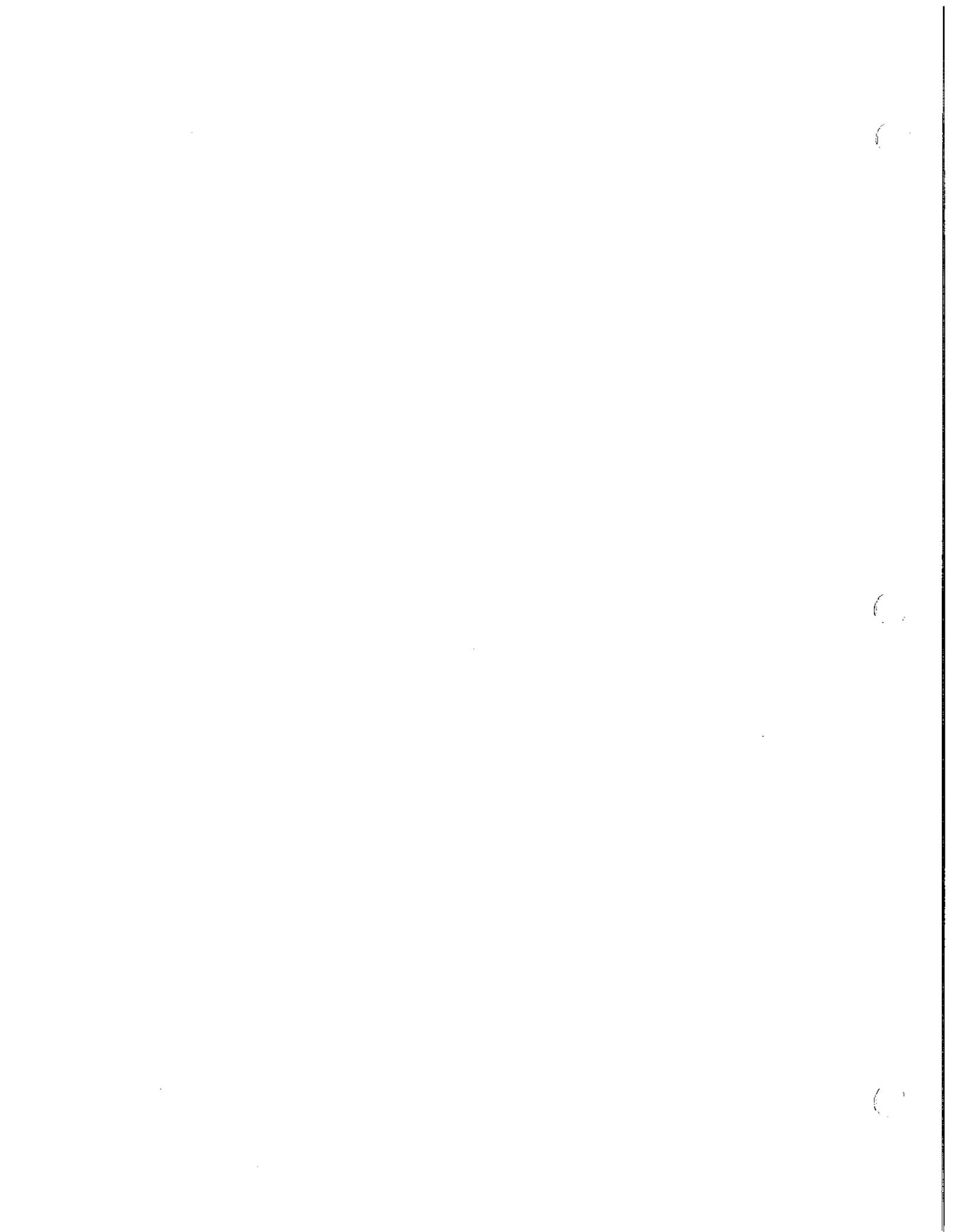
- RPA expects to have the project tendered by the end of May.
- The group of six pre-qualified contractors would submit their bids by mid-June.
- It would take a week or so for RPA to evaluate the bids.
- The Building Committee would meet to select a general contractor on June 25.
- Construction starts mid-July. Construction will be done in phases as to limit the amount of disruption as possible to the staff who will continue to work through the renovations.

**Another positive for Alberta libraries:**

Maggie Macdonald retired 2 years ago as being the CAO of Chinook Arch Regional Library System – Robin Hopher was then hired to fill the CAO position. On June 1, 2018 Maggie was presented with a Doctor of Laws, honoris causa at the U of Lethbridge.

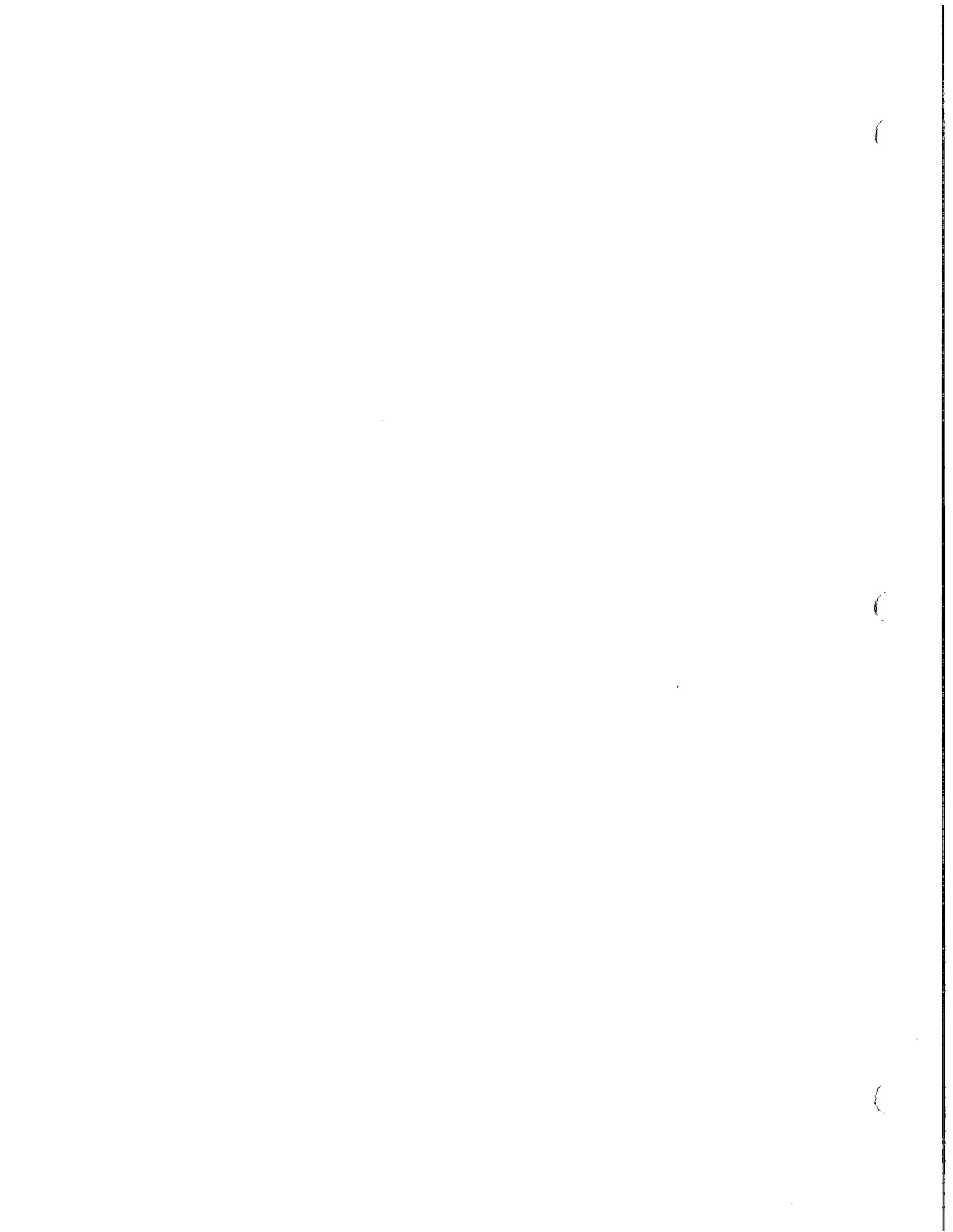
**Maggie Macdonald's vision has allowed the Chinook Arch Regional Library System to become a technology leader in the delivery of library services. Janice Varzari says Macdonald has had profound influence on rural literacy in Alberta.**

Respectfully submitted by  
Kathy Davies



**NEW MANAGER TRAINING CHECKLIST JUNE 2018**

Jay		Kathy
CFEP grant		<b>General</b>
Project Read (lease signed Nov. 2017)		Chinook Arch
McBride Career Group (lease signed June/2018)		Finances and Library Funding
Upcoming maintenance (windows & Blvd)		Friends of the Library
Art displays - local and TREX SW		Oral Histories
Interactive floor		Archives/Museum
Programs - specifically recurring ones		Genealogy
Proctoring exams		
Benefits - Encon		<b>Library Legislation</b>
P.H.E.C.C. *		Plan of Service
Print Impaired Patrons and CELA *		Annual Report
Volunteers		Bylaws and Policies
Patron purchase suggestions		
Writer's group		
FOIP requests stats		
Inter Library Loans		
E-resources		
Collections - purchasing and weeding		
ADT alarm system		
Printer count		
Supplies		
* Porcupine Hills Early Childhood Coalition		
* Centre for Equitable Library Access		
<b>Chinook Arch Training</b>		
Workflows		
Cataloguing		
Acquisitions		
Sitecore - changes to the Library's webpage		



Claresholm Public Library  
**TRAINING CHECKLIST**

Employee \_\_\_\_\_

Training Particulars		Completed
<b>Memberships: (Resident vs. Non-resident)</b>		
	New / Renewals	
	Gift	
	The Alberta Library (TAL)	
	ME Library Card	
	Local Card	
<b>Circulation:</b>		
	Borrowing Privileges	
	Check Ins	
	Check Outs	
	Manual and offline check outs	
	Charges for services and misc. items,	
<b>Reference:</b>		
	Queries: Personal, Phone, Internet (E-Mail)	
	Reference Collection	
	Searching on Workflows	
	Electronic Resources:	
	Overdrive and Libby	
	Hoopla	
	R.B. Digital and Flipster	
	Tumblebooks	
	Gale Courses	
	Press Reader	
	Pronunciator	
	Solaro	
	Novelist	
	Niche Academy (includes Facebook, Instagram, Twitter and Pinterest)	
	Consumer Reports	
	Science Reference Center	
	Ancestry Library Edition	
	Local Resources	
	Resource Sharing Centre - LPL	
<b>Collections:</b>		
	In-house Use (Reference, JH)	
	Rotating Collections (Large Print, BOT, Daisy Discs, Indigenous Titles)	
	Newspapers and magazines	
	audiobooks	
	Daisy Discs	
	DVDs	
	Maps	

	For Sale Books	
	Microfilms, Journals,	
	Jean Hoare Room collection and uses	
<b>Services:</b>		
	Books To You	
	CELA/NELLS and loaning of Victor DAISY disc & digital readers	
	PC Reservation (Public computer software) & Printing	
	Exam Invigilating	
<b>Advertising to the Public:</b>		
	Signs of front door	
	Signs of PC at circulation desk	
	Bulletin Boards - guidelines	
	Website	
	Posters around town	
	Library Facebook and Instagram accounts	
	Handouts at the circ desk and at schools (depending on the need)	
	Electronic Sign and Light Box	
	Sandwich Board Signs	
	Public Service Announcements	
<b>Programming:</b>		
	Rhymes & Tales	
	Summer Reading Program	
	Dog Tales	
	Movie Time (Kids and Adult)	
	Ipad for Children - In house use	
	X-Box – when equipment is borrowed from Chinook Arch	
	Other	
<b>Donations:</b>		
	\$\$ - go through the Town	
	Materials	
<b>Interlibrary Loans (Intralibrary Loans):</b>		
	Holds	
	VDX	
	Microfilm requests	
	Chinook Arch Regional Library System Courier	
	Government Courier	
	Mail	
<b>Other Organizations connected to the Library:</b>		
	Board/Trustees	
	Friends of the Claresholm Public Library	
	Project Read	

	Writers Group	
	Empowerment Society -- Women's Conference	
	Claresholm Chronicles -- Oral History Project	
<b>Library Associations:</b>		
	ALTA -- Alberta Library Trustees Association	
	LAA -- Library Association of Alberta	
	CLA -- Canadian Library Association	
<b>Room Rental:</b>		
	Bill Simpson Room	
	Other	
<b>Computers (Online):</b>		
	Logins/Passwords	
	Troubleshooting	
	Staff #1: (Workroom) used mainly for checkins	
	Staff #2: Librarian's	
	Circ #1: Standup at Circulation Desk	
	Circ #2: Sit down at Circulation Desk	
	Laptop: Programming	
	PAC: (Public Access Computers) used for searching Chinook Arch database	
	Public Terminal #1: Public Area	
	Public Terminal #2: Public Area	
	Public Terminal #3: Public Area	
	Public Terminal #4: Assistive Technology	
	Public Terminal #5: Jean Hoare Room	
<b>Physical Building:</b>		
	General Layout	
	Keys	
	Janitor's Room	
	Garbage	
	Bill Simpson Room	
	Jean Hoare Room	
	Toy Lending Library	
	Youth Zone	
	Project READ	
	McBride Career Counsel Office	
	Opening	
	Closing	
<b>Storage Spaces:</b>		
	Bill Simpson Room	
	Basement	
<b>Equipment:</b>		

	Typewriter	
	Microfilm Reader	
	Photocopier/Scanner	
	Flip Chart	
	Fax Machine	
	Assistive Technology Equipment: SARA, Merlin, Large mouse, Large key keyboard, Zoomtext software on Computer	
	Videoconference equipment	
Equipment (Rental):		
	Audio/video Projector	
	Overhead Projector	
	Screen	
	Talking Book Readers (Narrators)	

**Emergency Plan**

	Evacuation Procedure	
	Muster Point	
	Generator	
	Battle Box	
	Emergency Contact List	
	Heating/Mechanical/Water Shutoff/Gas Shut Offs	
	Emergency exits/fire extinguishers/First aid kit	
	Alarm Panel	
	Emergency Lighting	
	Flashlights	

\_\_\_\_\_  
Library Manager

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

## 6.12 Invigilating Exams

The Claresholm Public Library does provide the service of invigilating exams. It is acceptable for library staff to invigilate (supervise) individuals taking exams with the approval of the Library Manager. These exams can either be hardcopy or online.

### **Delivery of Exam Materials:**

Schools send the exams to the following address or if online – can email with a password to be used to access the exam at the scheduled time. The time is to be agreed upon between the supervising staff member and the student.

### **Contact Information:** To be given to the school is:

Alexander Meic  
c/o Claresholm Public Library  
PO Box 548  
211 – 49 Ave. West  
Claresholm, AB. T0L 0T0  
403-625-4168  
ameic@claresholmlibrary.ca

### **Supervision:**

Let Library Manager know of any requests made regarding supervision of exams. Library Manager will work with staff and student in arrangement of supervision.

### **Fees for Invigilating:**

1. The student will be required to cover any costs that the Library incurs for their exams, ie. postage, printing, faxing, etc.
2. Supervision Fees:
  - a. No Charge for supervision if:
    - Exams will be free if scheduled during staff scheduled work hours.
    - Exams must be started and completed within these hours.
  - b) Fee of \$ 25.00 /hour - minimum of 3 hours = \$ 75.00  
However, if the student is unable to schedule a time during scheduled staff work hours, then a fee will be charged to cover staff wages for call in. To comply with Alberta Labour Standards the minimum number of hours a staff can be called in for is 3 hours.

Also if a student is still writing the exam past staff scheduled work hours, then a fee would be charged for the time after the staff scheduled work hours. For example: if student starts their exam on a Tuesday evening at 7:00p.m. and it is a 2 hour exam – then the charge would be for 1 hour, as the library closes at 8:00 p.m.

Date Approved: November 1987  
Date Reviewed: September 19, 2017  
Date Revised: September 20, 2017

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## **Draft Working Alone Policy**

### **5.6 Working Alone**

There shall be adherence to the Alberta Occupational Health and Safety Act, Regulation and Code.

#### **Management will:**

- \* Develop and maintain working alone policy and procedures;
- \* Provide proper equipment and training;
- \* Identify hazards and implement appropriate control measures.

#### **Definition and Risks of Working Alone**

All employees within the Claresholm Library, regardless of their status, may be put at risk while performing their duties alone.

Working alone can be defined as being the sole worker at a work site where assistance is not readily available in the event of an injury, illness or emergency.

The risks of working alone in the Library where employees have routine interaction with members of the public are: injuries, hazardous work conditions and violent attacks from Library visitors or intruders. The risks for employees working alone in the Library after hours are: injuries, hazardous work conditions and violent attacks from intruders.

#### **Working alone procedures:**

##### **Staff working alone when the Library is open to the public should:**

**a:** make contact every two and a half (2.5) hours with another predetermined staff member via phone, cell phone, text or video chat, ie: Facetime and Skype.

**b:** always have their cell phone or the Library's cordless phone with them.

**c:** leave the manager's office open so it can be used as a safe place to call for help from (it is a heavy door with a deadbolt that locks from the inside).

**d:** if staff want someone to leave the library because of their behaviour they are to ask them to do so and if they say no they are trespassing and the police can be called.

**e:** call 911 for help when they feel threatened as the Claresholm RCMP Detachment is not manned 24 hours a day. Also, due to the large area of the RCMP's jurisdiction there could be a delay from the time the call is placed until they are on scene. If staff feel it is

warranted and the threat has left the building, staff may close the library and lock the doors.

**f:** not attempt to wake unconscious/intoxicated persons. Call 911 for EMS for help and only wake them if advised to do so by a 911 operator and staff is comfortable doing so.

**g:** complete an incident report after a situation where they felt unsafe so this issue can be addressed.

**Staff working alone after hours when the Library is closed should:**

**a:** Let someone know they will be working alone at the Library and give them a time they expect to be arriving at and leaving the Library; make contact with this person when they have arrived at the Library and again upon leaving.

**b:** park close to the main doors.

**c:** keep the doors to the Library locked.

**d:** open the Manager's office so it can be used as a safe space to call for help from.

**e:** call 911 for help when feeling threatened.

**f:** when leaving the building, scan the parking lot to make sure it is safe to exit..

**g:** carry their car keys in hand so they can use them to set off the alarm in their car.

**h:** check their car to make sure no one is hiding near or under the car or in the back seat.

**i:** complete an incident report after a situation where they felt unsafe so this issue can be addressed



**Chinook Arch**  
Regional Library  
System

**Librarians' Committee Meeting**

May 7, 2018, 9:30 a.m.

System Headquarters

**AGENDA**

1. Introductions
2. Adoption of Agenda
3. Minutes of March 12, 2018 meeting
4. Business arising from minutes
  - a. Harmonizing Fine Rates Pat Wauters
5. Announcements
6. Items for Decision
  - a. Circulation Policies Pat Wauters
7. Items for Information
  - a. Communications Coordinator Joey Going
  - b. SALC Planning Committee Kerby Elfring
  - c. LGSM Community Information Events Amy Genesis
  - d. Resource Sharing Committee – updates Amy Genesis
8. "Working Alone" presentation RCMP
9. Other Business
10. Chinook Arch – new internal website overview Trevor Haugen
11. Next Meeting: September 10, 2018
12. Adjournment



**Chinook Arch  
Regional Library  
System**

**Librarians' Committee Meeting**

Monday, March 12, 2018

System Headquarters

**MINUTES**

**Present**

Louise Duffey, Arrowwood  
Kim Shimbashi, Barnwell  
Jay Sawatsky, Claresholm  
Dothlyn McFarlane, Coaldale (VC)  
Sharon Wollersheim, Coutts  
Diane DeLauw, Crowsnest Pass  
Laurie Huestis, Fort Macleod  
Melissa Lybbert, Glenwood  
Donna Pavey, Granum  
Madeline Gormley, Lethbridge  
Terra Plato, Lethbridge  
Barb Nickel, Lethbridge  
Madeline Gormley, Lethbridge  
Caroline Moynihan, Lethbridge  
Kate Koch, Lomond  
Joanne Monner, Milo  
Peter Denmark, Milk River  
Gloria McGowan, Nanton  
Janice Day, Pincher Creek  
Faye Geddes, Raymond  
Bev Olson, Stavely  
Heather Martin-Detka, Taber (VC)  
Connie Clement, Vulcan  
Andrea Tapp, Warner

**Chinook Arch Staff**

Kerby Elfring  
Amy Genesis  
Trevor Haugen  
Robin Hepher  
Jennifer Latham  
Jody Mendenhall  
Tracey Sawatsky  
Pat Wauters  
Lisa Weekes

**Regrets**

Kathy Goodstriker, Kainai

**Absent**

Kelsey Chic, Carmangay  
Patty Abel, Champion  
Sharon Hagen, Enchant  
Nancy Nelson, Grassy Lake  
Diane Wickenheiser, Hays  
Charlotte Lester, Magrath  
Cheryl Garratt, Picture Butte  
Laura Quinton, Stirling  
Lori Van Hal, Vauxhall  
Marsha Edwards, Wrentham

1. Introductions

2. Adoption of Agenda

Motion: S. Wollersheim moved approval of the agenda as amended. CARRIED.

3. Minutes of January 8, 2018 meeting

MOTION: D. DeLauw moved approval of the minutes. CARRIED.

4. Business arising from minutes

a. Harmonizing Fines

Discussions from the previous meeting regarding the variety of late fees throughout the region and whether or not fees could become better harmonized led P. Wauters to bring a spreadsheet outlining the differences in late fees to the meeting for review. The group discussed the possibility of harmonizing fines. Most seem to agree that harmonizing fines would be a favourable goal, however it was noted that there would be some difficulties getting Boards to agree on a single amount. Managers were asked to gauge Board interest of working towards harmonizing overdue fines and P Wauters will look into determining how much revenue is actually generated via overdue fines.

5. Announcements

Chinook Arch

- Library managers were encouraged to apply for indoor gardening kits via Healthy Lethbridge prior to the March 30<sup>th</sup> deadline.
- The Symphony server will be upgraded the morning of Wednesday, March 14<sup>th</sup> and managers can expect 2-3 hours of downtime. The upgrade will allow for the new Symphony Web functionality.
- Due to a water main break, the Vulcan Library will be undergoing reparative renovations. Though no dates have been formalized, the renovations may impact the library's regular operations. Updates will be shared as they are made available.
- Coaldale Library will be extending their hours beginning in April. The library will now be open 9:30am – 9:00pm on Mondays and Wednesdays. The library also hosted a successful Food for Fines event.

- Tech Connect has reached out to Chinook Arch to partner on a Grant application to deliver entrepreneurial training to remote locations in rural areas. Updates will be shared as they are made available.
- The Chinook Arch building renovations have been pushed back and are now expected to begin towards the end of May.

## 6. Items for Decision

- a. **OverDrive Collection Development Committee** Lisa Weekes

At the February 2, 2018 OverDrive Collection Development Committee meeting, current members were identified as Robin Hephner, Lisa Weekes, Amy Genesis, Jane Edmundson, Jody Mendenhall, Diane DeLauw, Donna Beazer, Jonathan Jarvie, Paige McGeorge, Caroline Moynihan, and Kim Shimbashi. The Committee also revised the Terms of Reference.

**Motion:** L. Huestis moved to appoint the members of the OverDrive Collection Development Committee as presented. **CARRIED**

**Motion:** J. Day moved to approve the revised Terms of Reference of the OverDrive Collection Development Committee. **CARRIED**

## 7. Items for Discussion

- a. **Vouchers – LGM Info Night & FCSS** Amy Genesis

Chinook Arch and Picture Butte Municipal Library will attend an information night for the Low German Mennonite (LGM) community at Barons School on March 26. Chinook Arch was hoping to provide 25-30 vouchers for free library membership to attendees. Chinook Arch would plan to reimburse libraries who accept these vouchers for membership at their location. However, A. Genesis noted that given the fact that Nobleford residents might be in attendance at the LGM Info Night, perhaps avoiding vouchers for this particular event would be best. Overall, managers were supportive of vouchers at various outreach events in the future, but noted that it would be helpful to know ahead of time what the vouchers would look like.

## 8. Items for Information

- a. **OverDrive Collection Development Committee Updates** Amy Genesis

A. Genesis presented updates from the February 2<sup>nd</sup> OverDrive Collection Development Committee Meeting. The Terms of Reference were updated and new committee members were welcomed as per Agenda Item 6a. An automated

weeding plan was enabled to help better maintain the collection. The meet.libbyapp.com URL was shared for staff and patrons to get to know the latest recommended OverDrive app. Library managers indicated the new app was very user friendly.

b. Resource Sharing Committee Updates

Amy Genesis

A. Genesis presented updated from the March 8<sup>th</sup> Resource Sharing Committee. Given poor usage stats and high cost per use statistics, the Committee is recommending cancelling Consumer Reports. The Public Library Services Branch will also be replacing Mango Languages with Pronunciator at the end of March. Furthermore, TAL is working on a new core to replace some of the currently offered databases with more user-friendly and popular resources like Ancestry, Tumblebooks, and SOLARO. More updates regarding changes to digital resources will be provided as they are made available. The Committee also recommended three websites to help patrons prepare for Drivers Licence testing:

- <https://www.alberta.ca/drivers-knowledge-test.aspx>
- <https://www.alberta.ca/class-7-learners-licence.aspx>
- <http://practiceexam.keys2drive.ca/>

A top 10 List of most used resources was also shared.

c. Book Club Kits – procedure change

Jody Mendenhall

The Book Club Kit Committee has made some changes to the way that lost/missing/damaged items are handled.

For Claimed Lost items:

1. Staff will not check the kit in (note that no fines accrue on these items). They will return it to HQ and email Public Services ([publicservices@chinookarch.ca](mailto:publicservices@chinookarch.ca)) to let them know that an item in the kit has been lost.
2. Once received, HQ staff will check the kit in and add a CIRC Note to the item record for that kit indicating the missing items.
3. At their discretion, Public Services may order a replacement and bill the patron for the replacement costs.
4. The CIRC Note will be removed once the item has been replaced.

Items with minimal damage that can still be circulated:

1. Staff should note any damage to materials upon check in at their library.
2. The Damage Noted stamp or sticker should be attached to a slip of paper and taped to the item near the back of the book.

3. Damaged items will be assessed when returned to HQ. At their discretion, Public Services may order a replacement and bill the patron for the replacement costs.

**9. RCMP Presentation – “Working Alone”**

Cst. Jake Newberry

- The speaker was unable to attend and the presentation was tabled for another meeting. The group briefly discussed their own tips about working alone. Having sound policies in place was highly recommended. It was also suggested that staff trust their gut and that superiors check-in on staff working alone during their shift. One manager suggested installing security cameras if possible.

**10. Other Business**

D. DeLauw enquired about whether or not SALC presentations will be shared. K. Elfring has solicited speakers for their presentations and will distribute those she receives.

**11. Ten Minute Training with IT – Minimizing Computer Frustrations**

J. Buckmaster

IT Help Desk contact information was shared and managers were asked to remove any old contact information posted in the library with the information provided. Managers were also encouraged to call IT on weekends for emergencies as outlined in the IT service document. An email with links to all of these documents on the Internal Website will be shared with library managers. Managers were also encouraged to log off of their computers at day's end to ensure that updates are installed properly.

**12. Next Meeting**

Monday, May 7<sup>th</sup>, 2018

**13. Adjournment**

MOTION: M. Lybbert moved the meeting adjourn. CARRIED.

Agenda Item # 6a : Circulation Policies

<b>Meeting:</b> Chinook Arch Librarians' Committee Meeting
<b>Date:</b> May 7, 2018
<b>Submitted by:</b> Pat Wauters

For Information       For Discussion       For Decision

**Issue**

Circulation Policy Review

**Explanation of Issue**

The Circulation Policies Review Committee: Barb Nickel (LPL), Diane DeLauw (Crowsnest Pass), Andrea Tapp (Warner), Laurie Huestis (Fort Macleod), Jenn Latham, Kerby Elfring, Robin Hepher, Lisa Weekes, Jane Edmundson, Jody Mendenhall, Amy Genesis, and Pat Wauters (Chinook Arch) are proposing modifications to the attached policies.

The following repealed policies were removed from the manual and the remaining policies were re-numbered:

- Removed repealed policy 1.8, modified policy 1.9 to new 1.8
- Removed repealed policy 1.10 and 1.11, modified policy 1.12 – 1.13 to new 1.9 – 1.10
- Removed policies 2.2.1 and 2.2.2
- Removed policy 2.3.3, modified policies 2.3.4 and 2.3.5 to new 2.3.3 and 2.3.4
- Removed repealed policy 2.8 and modified policy 2.9 to new 2.8

**1.3 Ownership of Patron Records**

The policy wording was updated.

**3.1 Number of Days Items Held for Patron**

The policy wording was updated for clarity to reflect that holds sit on the hold shelf for a maximum of 10 days with the hold expiring on the library's next open date as defined in Workflows.

**4.2.1 Purging Lost and Missing Items**

The committee feels that 6 years is too long to wait to purge missing and lost items. Instead they are recommending that missing items are purged after 2 years and lost items are purged after 4 years. If agreed upon by the Librarians Committee the following policies will be updated to reflect this change:

- **Policy 4.2.1**
  - Missing items purged after 2 years
  - Lost items purged after 4 years
- **Policy 1.8 Purging Inactive Patron Records – purge after 4 years**
- **Policy 2.3.3 – Paid Bills History – purge after 4 years**
- **Policy 2.3.4 – Unpaid Bills – purge after 4 years**
- **Policy 4.4.1 Purging Claims Returned Items – purge after 4 years**

### **4.3 Refunds Owing to Patrons on Materials Paid for and Later Returned**

This policy references a "Request for Refund Reimbursement Form" that is not being used by any of the libraries on the Circulation Policy Review committee. The policy was simplified to reflect that credits will be created in Workflows for lost items that are paid for and later found.

#### **4.3.1 Credit User Accounts**

This policy was amended to reflect the change made in policy 4.3

### **Discussion**

## 1.3 OWNERSHIP OF PATRON RECORDS

### BACKGROUND

The concept of "ownership" of a patron record is necessary to define who owns the patron record for FOIP and other legal purposes.

### POLICY

The owning library for a patron record is the library listed in the record. In order to keep contact information current, other libraries may update registration information in patron records belonging to any other Chinook Arch library. Full Service patrons must renew or purchase their membership from their home library. ~~For definition of home library see Appendix E, unless they exercise their choice to make another library their home library, if applicable.~~

Adopted: *April 10, 1995*

Last Revised: *May 9, 2016*

Last Reviewed: *April 21, 2016*

## SECTION 3: HOLDS ON LIBRARY MATERIALS

### GENERAL

Holds may be placed on most items in the system catalogue by most patrons.

Holds cannot be placed on non-circulating items, including reference materials and some special collections. There are some collections that are only available to certain patron types..

### 3.1 NUMBER OF DAYS ITEMS HELD FOR PATRON

#### BACKGROUND

The number of days an item is held for a patron is set in the ILS to ensure equity of access to all patrons.

#### POLICY

Items will be held on the hold shelf for a patron for a maximum of 10 days with the hold expiring on the library's next open date, with the eExceptions include of the Bookmobile which will hold materials for 14 days and OverDrive titles which are held for 3 days.

Adopted: *September 11, 1995*

Last Revised: January 9, 2017

Last Reviewed: November 14, 2016

## 4.2.1 PURGING LOST AND MISSING ITEMS

### BACKGROUND

Records of lost and missing items need to be cleared from the ILS periodically. Items that are marked as Lost remain on the user's charge list as an inactive charge until the user pays the lost item bill, a staff member forgives or waives the lost item bill or the item is found and returned to circulation. User records with checkouts cannot be removed from the database, therefore it is necessary to purge items that have been lost before the patron purge can take place.

### POLICY

Records for items that have had a "lost" or "missing" status will be purged from the database ~~6-2~~ years after the status was set. Records for items that have had a "lost" status will be purged from the database 4 years after the status was set. The purge will take place before the patron purge annually (see policy 1.8).

Adopted: November 14, 2016

Last Revised: January 9, 2017

Last Reviewed: November 14, 2016

## 1.8 PURGING INACTIVE PATRON RECORDS

### BACKGROUND

Patron records that have been inactive for a period of time need to be cleaned from the database. Patrons who have outstanding bills or checkouts cannot be purged from the database.

### POLICY

Inactive patron records that have no outstanding bills or checkouts will be purged after ~~six~~ 4 full years of inactivity.

Chinook Arch will purge these records annually in June of each year.

For example, records with an expiry date of 2009 and earlier would be purged in 2016~~14~~.

Libraries will be provided with a list of their patron records purged.

Member libraries may delete their own inactive patron records earlier than this time frame as situations arise.

Inactive patrons who have outstanding bills or checkouts will be purged in the above process once their bills have been deleted from the System (see Policy 2.3.4) – after approximately ~~6~~ 4 years of inactivity.

Adopted: December 8, 2003

Last Revised: September 12, 2016

Last Reviewed: August 11, 2016

### **2.3.3 PAID BILLS HISTORY**

#### **BACKGROUND**

In Symphony, paid bill records are kept until a report is run to purge them. Purging these records periodically will help the ILS perform better.

#### **POLICY**

Paid bill records over 54 years old will be purged from the database annually.

Adopted *November 4, 1996*

Last Revised: November 7, 2016

Last Reviewed: September 29, 2016

## 2.3.4 UNPAID BILLS

### **BACKGROUND**

Patron records with outstanding bills or checkouts cannot be purged from the Symphony ILS until any unpaid bills or outstanding checkouts are deleted. Selection of unpaid bills to be deleted cannot be based upon a patron's last activity date. Therefore, deletion of unpaid bills must be considered separately from Purging Inactive Patrons (see Policy 1.8).

### **POLICY**

Unpaid bills with a "Bill Date Created" date of more than 64 years will be deleted from the database.

Chinook Arch will purge these unpaid bills annually prior to the Inactive Patron Purge.

Adopted *June 7, 2010*

Last Revised: November 7, 2016

Last Reviewed: September 29, 2016

#### **4.4.1 PURGING CLAIMS RETURNED ITEMS**

##### **BACKGROUND**

The Symphony ILS treats Claims Returned items as active checkouts. As such it is necessary to purge items that have been claims returned before the patron purge can take place as patron records with active checkouts cannot be removed from the database.

##### **POLICY**

Items that have been claims returned will be purged from the database 6 4 years after their claims returned date. This purge will take place before the patron purge annually (see policy 1.8).

Adopted: November 1, 2010

Last Revised:

Last Reviewed: February 17, 2017

## 4.3 REFUNDS OWING TO PATRONS ON MATERIALS PAID FOR AND LATER RETURNED

### BACKGROUND

Chinook Arch staff run monthly reports which identify materials lost and paid for at a library other than the owning library. A report is sent out to the libraries bi-annually which identifies monies owing to other libraries for these items.

~~If a patron has paid for a lost book and then finds and returns it, he will receive a refund. If the refund is on an item owned by another library, then this policy would apply.~~

### POLICY

If a patron has paid for a lost book and then finds and returns it, they will receive a credit in Workflows.

- ~~1. Refund monies owing to the patron.~~
- ~~2. Determine the library owning the item.~~
- ~~3. Complete the "Request for Refund Reimbursement" form (see Appendix B) and send to the owning library requesting reimbursement for your library.~~
- ~~4. The library receiving the request will verify the request and will notify the other library involved if there are any problems.~~
- ~~5. Reimbursement will be processed as soon as possible (with copy of form sent back with reimbursement).~~

Adopted: *September 9, 1996*

Last Revised: *September 12, 2011*

Last Reviewed: *September 12, 2011*



**APPENDIX B**

**REQUEST FOR REFUND REIMBURSEMENT FORM**

**Chinook Arch  
Regional Library  
System**

<b>FROM: (REQUESTING LIBRARY)</b>	<b>LIBRARY</b>	
	<b>AMOUNT</b>	<b>\$</b>
	<b>DATE (OF PATRON REFUND)</b>	
	<b>INITIALS</b>	
<b>PATRON INFORMATION</b>		
<b>NAME</b>		
	<b>USER ID#</b>	
<b>ITEM INFORMATION</b>		
<b>TITLE</b>		
	<b>BARCODE #</b>	
	<b>CALL #</b>	
	<b>OWNING LIBRARY</b>	

**NOTES:**

**Chinook Arch Circulation Policy 4.3  
REFUNDS OWING TO PATRONS ON MATERIALS PAID FOR AND LATER RETURNED**

**BACKGROUND**

Chinook Arch staff run monthly reports which identify materials lost and paid for at a library other than the owning library. A report is sent out to the libraries bi-annually which identifies monies owing to other libraries for these items.

If a patron has paid for a lost book and then finds and returns it, he will receive a refund. If the refund is on an item owned by another library, then this policy would apply.

**POLICY**

1. Refund monies owing to the patron.
2. Determine the library owning the item.
3. Complete the "Request for Refund Reimbursement" form (see Appendix B) and send to the owning library requesting reimbursement for your library.
4. The library receiving the request will verify the request and will notify the other library involved if there are any problems.
5. Reimbursement will be processed as soon as possible (with copy of form sent back with reimbursement).

<b>FOR OWNING LIBRARY</b>	<b>DATE REFUND PROCESSED</b>	
	<b>INITIALS</b>	

## 4.3.1 CREDIT USER ACCOUNTS

### BACKGROUND

Credits are posted to an account both automatically (through the return of a lost and paid for item) and manually (library staff can manually refund patron for a paid bill or patron can deposit money on their credit account).

In order for a credit to be posted to a patron account (either automatically or manually) a credit user account must be opened for that patron.

There is no way to determine at which library a deposit or refund to a credit account occurs.

### POLICY

Credit user accounts may be opened by staff at any library for any patron within the System.

Credit user accounts are used System wide to credit patrons for a lost and paid for item that has been returned.

Additional use of credit accounts is at the discretion of each library. Libraries may choose to use this functionality with only their own patrons or with all patrons in the following ways:

- To deposit money for the purpose of maintaining a credit to pay future bills
- To pay bills – the type of bill that can be paid using credits may be limited by the library
- To manually refund a patron for a bill (~~other than a lost and paid for item~~)

Adopted: May 9, 2011

Last Revised:

Last Reviewed: February 17, 2017

Agenda Item # 7a : Communications Coordinator

<b>Meeting:</b> Chinook Arch Librarians' Committee Meeting
<b>Date:</b> May 7, 2018
<b>Submitted by:</b> Joey Going

For Information       For Discussion       For Decision

**Issue**

Communications Coordinator: Introduction to me and my position
--

**Explanation of Issue**

How can I help you??
----------------------

**Discussion**

<ul style="list-style-type: none"><li>- Member library support/training (my ideas)</li><li>- Site visits</li><li>- Hoping to hear from you how I can best support you and the work you are doing</li></ul>
--

Agenda Item # 7b : SALC Planning Committee

<b>Meeting:</b>	Chinook Arch Librarians' Committee Meeting
<b>Date:</b>	May 7 <sup>th</sup> , 2018
<b>Submitted by:</b>	Kerby Elfring

For Information       For Discussion       For Decision

**Issue**

Call for SALC Planning Committee Members
--

**Explanation of Issue**

The Southern Alberta Library Conference Planning Committee is seeking members for its 10 <sup>th</sup> annual conference, set to take place Feb. 28-March 2, 2019
---

**Discussion**

The Committee meets 2 -3 times leading up to the conference and once following the conference. The terms of reference are attached. Interested parties can contact Kerby Elfring at <a href="mailto:kelfring@chinookarch.ca">kelfring@chinookarch.ca</a> or 403-380-1523
--

**Southern Alberta Conference Planning Committee**  
**Terms of Reference**

**General Purpose:** To assist in the planning and evaluation of the Southern Alberta Library Conference

**Key Duties and Responsibilities:**

- 1) Review past conference evaluations and make suggestions for revisions to conference format as appropriate.
- 2) Develop a theme for the conference.
- 3) Develop a list of 25 or more conference session topics, and suggested speakers/  
Suggest guidelines for acceptance of session proposals
- 4) Develop a list of potential exhibitors for the conference
- 5) Develop a list of potential corporate sponsors and approach as appropriate
- 6) Review the progress made in conference planning and identify elements that may have been overlooked
- 7) Act as, and assist in recruiting, session conveners
- 8) Evaluate conference and make suggestions for future events

**Composition:** The committee will be made up of System Public Services staff; other interested System staff; interested member library staff, volunteers or board members.

**Meetings:** Committee meetings will be held at Chinook Arch headquarters or via video conference as needed. Committee business may also be conducted via e-mail or telephone.

**Timelines:** This is an ad hoc committee which may be dissolved upon the completion of committee duties as follows:

- Duties 1 through 5 must be completed by September 30, 2016 so that program brochures and conference advertising can be done in a timely manner.
- Duties 6 and 7 are ongoing and will be completed by the start of the conference.
- Duty 8 will be completed within 2 months after conference.

**Review and Evaluation Process:** These terms of reference will be revised as necessary and will expire upon the completion of committee's duties.

Revised: July 15, 2016

Agenda Item # 7c : LGSM Community Information Events

<b>Meeting:</b>	Chinook Arch Librarians' Committee Meeting
<b>Date:</b>	May 7, 2018
<b>Submitted by:</b>	Amy Genesis

For Information       For Discussion       For Decision

**Issue**

Low German Mennonite Info Evening - Interested Libraries?
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**Explanation of Issue**

<p>Amy, Mitchell from Chinook Arch and Cheryl &amp; Susie from Picture Butte attended a March 26 LGM Info Evening at Barons School.</p> <p>Agencies represented in addition to us: Fire dept; RCMP; Alberta Hunter Info; Palliser Schools; FCSS; EYC/CLCLC; AHS – Oral Health, Car Seat safety, Quit Smoking; Environmental Public Health</p> <p>Next SAKA-organized LGM Info Evening will be scheduled for fall.</p> <p>Think your library should represent? Talk to Public Services.</p> <ul style="list-style-type: none"><li>• Your programs</li><li>• How you serve LGM community; what you find benefits them most</li><li>• System-wide resources that would benefit them</li><li>• Your LGM-focused promo material</li></ul>
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**Discussion**

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Agenda Item # 7d : Resource Sharing Committee - updates

<b>Meeting:</b>	Chinook Arch Librarians' Committee Meeting
<b>Date:</b>	May 7, 2018
<b>Submitted by:</b>	Amy Genesis

For Information       For Discussion       For Decision

**Issue**

Resource Sharing Sub-committee – May 3 Meeting Update
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**Explanation of Issue**

Highlights from the May 3 Resource Sharing meeting <ul style="list-style-type: none"><li>• Q1 stats reviewed</li><li>• Pronunciator discussed</li><li>• Zinio for Libraries app reached end of life on April 17</li></ul>
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**Discussion**

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## 2018 Important Dates for Chinook Arch Libraries

### May

all month	<b>Promo: Pronunciator</b>
3	Resource Sharing Committee Meeting - 2:00-4:00pm
7	Librarians' Committee Meeting - 9:30am
10-13	Alberta Library Association of Library Technicians Conference - Drumheller
14	OverDrive Collection Development Committee Meeting
16	Marjold Library System Workshop - Calgary
21	School holiday - no delivery - Victoria Day
28	Library Tour Day
end	Deadline for submissions to Horizons, summer edition
end	Audio Cine Films - screening report for last quarter due

### June

all month	<b>Promo: eMagazines</b>
all month	Summer Reading Program (SRP) - school visits
early	Chinook Arch membership fees due
TBA	SRP Workshop(s)
11	Circulation Policies/Review Committee Meeting - 1:30pm
	<b>Plans of Service due to PLSB (must be received before grants are disbursed)</b>
	Grant applications due to Municipal Affairs; send a copy to Chinook Arch

### July

all month	<b>Promo: Summer Reading Club</b>
all month	TD-Summer Reading Club begins
all month	SRP - library visits
2	School holiday - Canada Day

### August

all month	<b>Promo: SOLARO</b>
all month	SRP - library visits
2	Chinook Arch Board Meeting (1pm)
1-3	Pacific Northwest Library Association (PNLA) Conference - Kalispell
6	School holiday - no delivery - Heritage Day
16	Book Club Kit Committee Meeting - Grossings Branch - 1:30pm
end	Send TD-Summer Reading Club statistics & evaluation to Chinook Arch
end	Audio Cine Films - screening report for last quarter due; cancellations due

*See the Internal Website Calendar for URLs*

Claresholm Public Library Board  
Regular Meeting  
September 18, 2018

## AGENDA

1: CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF June 19, 2018 REGULAR MEETING MINUTES

4: CORRESPONDENCE:

4.1 Letter from Province confirming deposit of \$20857.00

4.2 Letter of request abandonment Re: FOIP request 10705-2018

5: FINANCIAL:

5.1 Financial Statement

6: COMMITTEE REPORTS

6.1 Librarian's Report

6.2 Librarian's Committee Meeting Report

6.3 Chinook Arch Board Report August 2018

7: NEW BUSINESS:

7.1 Introduction of new Archive Policy

7.2 Introduction of Library/Museum unification proposal

7.3 Introduction of proposed Operating and Capital budget

8: OLD BUSINESS:

8.1 Introduction of new library manager

8.2 Training for new manager

8.3 Signing authority for new manager

8.4 Change to Policy 6.12 Invigilating Exams

8.5 Staff salaries payed monthly vs bi-monthly

8.6 Rural Library Conference 2018

9: ADJOURNMENT

**Next Meeting: October 16, 2018 at 6:30 p.m.**

Claresholm Public Library Board

**Regular Meeting**

September 18, 2018

**Present:** Tony Hamlyn, Marika Thyssen, Darry Markle, Lorraine Conaty, Lisa Anderson

**Regrets:** Anna Pollock, Tracey Strong, Gaven Moore

**Absent:** Casey Arnestad

**AGENDA**

**1: CALL TO ORDER** – Meeting called to order at 6:33 p.m.

**2: APPROVAL OF AGENDA** – Tony Hamlyn requested to add Board Resignations to New Business.

Marika Thyssen motioned to approve the amended agenda. Carried.

**3: APPROVAL OF June 19, 2018 REGULAR MEETING MINUTES**

Darry Markle motioned to approve the minutes. Carried.

**4: CORRESPONDENCE:**

4.1 Letter from Province confirming deposit of \$20,857.00

4.2 Letter of request abandonment Re: FOIP request 10705–2018 – copy of the letter to advise the requester was attached to the board package.

**5: FINANCIAL:**

5.1 Financial Statement

Tony Hamlyn motioned to approve the Financial Statement as presented. Carried.

**6: COMMITTEE REPORTS**

6.1 Librarian's Report

6.2 Librarian's Committee Meeting Report

6.3 Chinook Arch Board Report August 2018

Motioned by Tony Hamlyn to approve the Committee Reports as presented. Carried.

## 7: NEW BUSINESS:

### 7.1 Introduction of new Archive Policy

Moved by Lorraine Conaty to accept the New Archive Policy as presented. Carried.

### 7.2 Introduction of Library/Museum unification proposal

Moved by Marika Thyssen to launch the preliminary steps for a unification proposal between the library and the museum.

As the library board we need to determine if it is in the best interest of the library to merge with the Claresholm Museum. First step would be to go to the town with the idea and get their input on moving forward.

Considerations:

- Steering Committee members:
  - Library board member
  - Claresholm Museum board member
  - Town of Claresholm staff (if they want)
- Need to determine grant impacts of doing a merger.
- Staffing components - managing both staff, succession planning, one full time staff there for 10 months, only open 4 months.
- Board merger - need to determine how to merge and members need to accept governing both parties.

### 7.3 Introduction of proposed Operating and Capital budget

Reviewed the proposed Operating and Capital budget. Alex will review with Kathy Davies and bring an updated version next meeting.

7.4 Resignation of Board Members - Tracey Strong and Anna Pollock both resigned their position on the board because they are moving away. We thank them for their contributions and wish them the best in their new ventures.

Lisa Anderson, our Chair, gave her resignation, as she too is moving. This is sad news as Lisa has been on the board for 8 years and has done a lot of work during her time on the board. She will be greatly missed. We will put Executive Positions on the next meeting's agenda.

**8: OLD BUSINESS:**

8.1 Introduction of new library manager – Alex was hired and started in July. The hiring committee met with both Alex and the staff to review how the transition was going a couple of times.

8.2 Training for new manager – Alex has been to Lethbridge to Chinook Arch and has had different staff come down to do training onsite. A training plan was devised by Kathy and Jay and training occurred by them as well.

8.3 Signing authority for new manager – Paperwork was completed at the credit union.

8.4 Change to Policy 6.12 Invigilating Exams – We have had a lot of Alberta Distance Learning kids coming in to take exams so having the Policy in place was good timing.

8.5 Staff salaries payed monthly vs bi-monthly – Alex has now taken over payroll from Kathy. He will move forward to get to the bi-weekly pay periods going.

8.6 Rural Library Conference 2018 – no one attended the conference.

9: ADJOURNMENT Meeting adjourned at 8:40 pm.

**Next Meeting: October 16, 2018 at 6:30 p.m. which is also our Annual General meeting.**

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<b>VENDOR</b>		<b>VENDOR ID</b>	<b>DATE ISSUED</b>
TOWN OF CLARESHOLM LIBRARY BOARD		0000092780	03-Aug-2018
<b>DEPOSITED AT BANK:</b> 089921269		<b>DEPOSIT NO</b>	<b>DATE</b>
<b>BRANCH:</b> 21269		0067732192	08-Aug-2018
<b>ACCOUNT:</b> [REDACTED]		<b>AMOUNT</b>	
		\$20,857.00	
		<b>TOTAL</b>	
		\$20,857.00	

PAYMTE D 00655  
TOWN OF CLARESHOLM LIBRARY BOARD  
PO BOX 548  
CLARESHOLM AB  
CAN TOL 0T0



<b>DEPOSIT NO</b> 0067732192		<b>DEPOSIT DATE</b> 08-Aug-2018		
<b>VOUCHER</b>	<b>DESCRIPTION/REASON FOR PAYMENT</b>	<b>INVOICE/CREDIT NOTE</b>	<b>AMOUNT</b>	<b>SUB-TOTAL</b>
00093639	2018 LIBRARY OPERATING GRANT Total Payment From Municipal Affairs For Inquiries Call 780/427-7481	JUL2018	\$20,857.00	\$20,857.00
			<b>DEPOSIT TOTAL</b>	\$20,857.00

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Claresholm Public Library  
 Financial Statement for January 1, 2018 to August 31, 2018

**REVENUES**

Department		2018 Budget	Actual	Difference
<b>Govt. Contributions</b>	Town of Claresholm	\$180,000.00	\$180,000.00	\$0.00
	Province of Alberta	20,857.00	20,857.00	\$0.00
	<b>Sub-total</b>	<b>200,857.00</b>	<b>200,857.00</b>	<b>0.00</b>
<b>Other Gov't. Contributions</b>				
<b>Other Gov't. Contributions</b>	M.D of Willow Creek	12,100.00	12,052.00	\$48.00
	Rural Library Services Grant	6,890.00	0.00	\$6,890.00
	Other Grants	0.00	0.00	\$0.00
	<b>Sub-total</b>	<b>18,990.00</b>	<b>12,052.00</b>	<b>6,938.00</b>
<b>Other Revenue</b>				
<b>Other Revenue</b>	Book Sales	1,000.00	872.00	\$128.00
	Donations	500.00	2,234.45	-\$1,734.45
	Membership Fees	11,000.00	7,830.00	\$3,170.00
	Fines	1,800.00	1,605.50	\$194.50
	Room Rental	3,500.00	2,490.00	\$1,010.00
	Coffee	80.00	80.00	\$0.00
	Equipment Rental	100.00	50.00	\$50.00
	Fax	250.00	218.00	\$32.00
	Photocopies/PC Copies	1,500.00	1,769.15	-\$269.15
	Miscellaneous	50.00	208.84	-\$158.84
	Interest Revenue	40.00	24.05	\$15.95
	Friends of the Library-Donations	8,000.00	8,150.00	-\$150.00
	<b>Sub-total</b>	<b>27,820.00</b>	<b>25,531.99</b>	<b>2,288.01</b>
<b>TOTAL REVENUE</b>		<b>\$247,667.00</b>	<b>\$238,440.99</b>	<b>\$9,226.01</b>

**EXPENDITURES**

	Accounts	2018 Budget	Actuals	Difference
<b>Staff</b>	Salaries and Benefits	164,000.00	116,161.46	\$47,838.54
	Employee Course & Conference Fees	1,000.00	423.47	\$576.53
	Travel & Hospitality	720.00	246.41	\$473.59
	<b>Sub-total</b>	<b>165,720.00</b>	<b>116,831.34</b>	<b>48,888.66</b>
<b>Library Resources</b>	Books	10,000.00	5,241.31	\$4,758.69
	Periodical Subscriptions	2,000.00	1,417.27	\$582.73
	Audio-Visual	4,100.00	1,316.69	\$2,783.31
	<b>Sub-total</b>	<b>16,100.00</b>	<b>7,975.27</b>	<b>8,124.73</b>
<b>Administration</b>	Bank charges, Legal Fees	50.00	1,810.65	-\$1,760.65
	Board Course & Conference	2,100.00	93.63	\$2,006.37
	Association Fees	325.00	55.00	\$270.00
	Equipment Rental & Maintenance (Deb Ma	580.00	490.41	\$89.59
	Library Supplies:	2,500.00	614.25	\$1,885.75
	Software & Licences	1,100.00	1,473.92	-\$373.92
	Postage	100.00	105.00	-\$5.00
	Programs	5,800.00	2,432.43	\$3,367.57
	Volunteers	2,300.00	1,140.55	\$1,159.45
	Stationary, printing, & copier supp	5,000.00	2,270.40	\$2,729.60
	Telephone & Telecommuncations	1,420.00	917.95	\$502.05
	Fax	466.00	303.60	\$162.40
	<i>Handwritten: Hagby → ?</i> GST Paid on Purchases		5,977.97	
<b>Sub-total</b>	<b>\$21,741.00</b>	<b>\$17,685.76</b>	<b>\$10,033.21</b>	
<b>Building Costs</b>	Insurance	1,250.00	1,043.53	\$206.47
	Cleaning Supplies	1,080.00	824.60	\$255.40
	Natural Gas & Power	15,000.00	7,324.97	\$7,675.03
	Security System	675.00	612.54	\$62.46
	<b>Sub-total</b>	<b>18,005.00</b>	<b>13,494.60</b>	<b>8,199.36</b>
<b>Transfer Payments</b>	Chinook Arch Regional Library	13,500.00	13,494.60	\$5.40
	<b>Sub-total</b>	<b>\$13,500.00</b>	<b>\$13,494.60</b>	<b>\$5.40</b>
<b>Maintenance</b>	Building Repair and renovations	7,100.00	1,093.98	\$6,006.02
	Furniture and Equipment	5,500.00	1,961.38	\$3,538.62
	Other (rent)	1.00	1.00	\$0.00
	<b>Sub-total</b>	<b>\$12,601.00</b>	<b>\$3,056.36</b>	<b>\$2,288.01</b>
<b>TOTAL EXPENDITURES</b>		<b>\$247,667.00</b>	<b>\$172,537.93</b>	<b>-\$2,288.01</b>
<b>Profit/Loss</b>		<b>\$0.00</b>	<b>\$65,903.06</b>	<b>\$11,514.02</b>

## Librarians Report July/August 2018

1: Alexander Meic was brought on as the new library manager in July. Alex has received training over the months of July and August from Pat Wauters, Gillian Watkinson, and Tracey Sawatsky from Chinook Arch HQ.

2: July 5, 2018 the Claresholm Public Library received five concurrent FOIP requests from Jacqui Vanderfluit. Between July 5 and August 10, 2018 46 hours committed to research and processing all concurrent requests under *The Freedom of Information and Protection of Privacy Act*.

3: The Summer Read Program at the library ran from July 11 to August 8 with 109 kids attending. Barb Kemery ran the program with assistance from volunteers Susan Slettede and Diane Manning. It is important to note that due to policy restrictions regarding extreme weather, Kidz Zone was unable to participate in the latter half of the program.

4: Proposal to unite Library and Museum administration/operations under a single administrative entity presented to Tony Hamlyn in July.

5: Policy drafted regarding archive administration, operation and access July 30<sup>th</sup>, 2018

6: The Friends of the Claresholm Library tied for 1st place for their entry in the Fair Days parade on August 11th.

7: Met with Mayor and Blair to discuss CFEP grant in August. Discussed window replacement and planters for boulevard with Mike Schuweiler August 2<sup>nd</sup>. August 16<sup>th</sup> advised contractor will take measurements of windows and planters should arrive within next few weeks. Windows have been replaced as of September 10, 2018.

8: Jay permitted paid leave on compassionate grounds for family emergency the week of August 18<sup>th</sup>

9: Have begun the initial phase of offering a seed library to our patrons, we have weeded the outdated cassette tape collection in order to make room for the seed library. As a result all cassette tapes have been placed on sale for \$0.25.

10: Hosted and attended an "Introduction to Archive Management" workshop presented by Ken Favrholt on August 15<sup>th</sup>, Library closed for professional development. Work on Archive and accession records begun.

11: Rural Services Grant has been delayed until an unspecified time, the Province of Alberta has not remunerated the operating Grant to any of the Provinces Library systems. Robin has assured us that CARLS will expedite the process as soon as they receive payment from the Province.

12: Attended the September 10th Chinook Librarians Committee meeting, discussed Fee Harmonization, Circulation Policy review, and EBook contributions for 2019. The two former topics required further discussion and the final topic, EBook contributions for 2019 will remain status quo.

13: Chess club introduced in August will continue with intent to expand this initiative to encompass a multitude of board games in order to draw more patrons to the library.

14: Initiated a contest to design a new logo and incorporate a mascot for the Library. We are hoping to launch the re-branded library in January.

15: Lastly, due to the withdrawal of Friends of the Library support in terms of organization, we have come to the agonizing decision to not host the 2018 Pink Tea.



**Chinook Arch  
Regional Library  
System**

**Librarians' Committee Meeting  
September 10, 2018, 9:30 a.m.**

**Lethbridge Public Library – Main Branch – Community Meeting Room**

**AGENDA**

1. Introductions
2. Adoption of Agenda
3. Minutes of May 7, 2018 meeting
4. Business arising from minutes
  - a. Harmonizing Fine Rates Pat Wauters
5. Announcements
6. Items for Decision
  - a. Circulation Policy Review Pat Wauters
7. Items for Discussion
  - a. E-book contribution figure for 2019 Pat Wauters
8. Items for Information
  - a. Plan of Service Robin Hepher
  - b. Chinook Arch re-organization Robin Hepher
  - c. Update on ODCDC Amy Genesis
  - d. Niche Academy online training Jane Edmundson
  - e. Fall Training Day 2018 Jane Edmundson
  - f. Program and Grant updates Lisa Weekes
9. PLSB presentation – Best Practices document - updates Kerry Anderson  
Jenn Anderson
10. Other Business
11. Ten Minute Training with IT – available new tech John Buckmaster
12. Next Meeting: November 5, 2018 – The Crossings Branch, Lethbridge Public Library
13. Adjournment



**Chinook Arch  
Regional Library  
System**

**Librarians' Committee Meeting**

May 7, 2018, 9:30 a.m.

System Headquarters

**Minutes**

Present

Louise Duffey, Arrowwood  
Kim Shimbashi, Barnwell  
Barb, Cardston  
Kelsey Chic, Carmangay  
Patty Abel, Champion  
Jay Sawatsky, Clāresholm  
Dothlyn McFarlane, Coaldale  
Sharon Wollersheim, Coutts  
Diane DeLauw, Crowsnest Pass  
Darlene Hofer, Fort Macleod  
Melissa Lybbert, Glenwood  
Madeline Gormley, Lethbridge  
Jonathan Jarvie, Lethbridge  
Barb Nickel, Lethbridge  
Madeline Gormley, Lethbridge  
Caroline Moynihan, Lethbridge  
Kate Koch, Lomond  
Charlotte Lester, Magrath  
Joanne Monner, Milo  
Gloria McGowan, Nanton  
Cheryl Garratt, Picture Butte (VC)  
Janice Day, Pincher Creek  
Faye Geddes, Raymond  
Bev Olson, Stavely  
Laura Quinton, Stirling  
Heather Martin-Detka, Taber (VC)  
Connie Clement, Vulcan  
Cindy Kuhl, Warner  
Andrea Tapp, Warner

Chinook Arch Staff

Amy Genesis  
Joey Going  
Trevor Haugen  
Robin Hepher  
Jody Mendenhall  
Tracey Sawatsky  
Gill Watkinson  
Pat Wauters  
Lisa Weekes

Regrets

Donna Pavey, Granum  
Kathy Goodstriker, Kainai  
Terra Plato, Lethbridge  
Peter Denmark, Milk River

Absent

Sharon Hagen, Enchant  
Nancy Nelson, Grassy Lake  
Diane Wickenheiser, Hays  
Lori Van Hal, Vauxhall  
Marsha Edwards, Wrentham

1. **Introductions**

2. **Adoption of Agenda**

**Motion:** C. Kuhl moved approval of the agenda. **CARRIED.**

3. **Minutes of March 12, 2018 meeting**

**Motion:** S. Wollersheim moved approval of the minutes. **CARRIED.**

4. **Business arising from minutes**

a. **Harmonizing Fine Rates**

**Pat Wauters**

Following last meeting's discussion, several library managers announced that their boards agree to a median fine rate. Several more libraries have yet to discuss with their boards; and another segment simply agree to the principle. Conversation to be continued in September. Library managers are encouraged to continue the conversations with their boards. R. Hepher reaffirmed the importance of both discussion and consensus. L. Quinton suggested managers email their boards' positions to Chinook Arch in advance of the September meeting.

5. **Announcements**

- Jay Sawatsky has given her notice; her last day as manager of Claresholm Public Library is June 30.
- Darlene Hofer announced L. Huestis' one-year leave, and that she will act as Head Librarian at Fort Macleod Public Library for the next year.
- Lisa Weekes announced that all applicants for the indoor gardens were successful – Kainai, LPL - The Crossings, Vulcan, Pincher
- Connie Clement said that the Vulcan library has begun restoration efforts after the flood.
- Faye Geddes announced Robin Hepher will do a session on Robert's Rules of Orders at the Seniors' Centre in Raymond on June 13 at 7:00 p.m.
- Charlotte Lester announced that Magrath got a grant for \$6000 and she is retiring, last day June 15, 2018.
- Robin Hepher gave info on a program from Teconnect in Lethbridge that Chinook Arch would like to set up for the region via RISE. Chinook Arch applied for a couple grants regarding entrepreneurial programs for the region. One grant was successful; the other was not. However this project is still in process to establish more funding, and more info is forthcoming.
- The Chinook Arch building renovation is slated to begin late June, meaning we will likely find an alternate location for the September Librarians' Committee meeting.
- Due to the renovations, Chinook Arch staff need to start clearing out the building. There are opportunities to pick up free items, namely the book shelf in the reception area.
- Yoga in the Library programs are underway and going well at Vauxhall, Barnwell, Taber, Kainai, Pincher Creek. There is a fall series in the works for libraries that weren't able to participate in the spring session. L. Weekes will be pursuing other active living activities to supplement library programming for regional libraries. If library staff have suggestions for such programs, please contact Lisa directly.
- Library Tour Day is on May 28. Sign up ASAP by contacting Jody Mendenhall.

- Chinook Arch's SRP students started today and will begin contacting libraries about SRP activities and events soon.

## 6. Items for Decision

### a. Circulation Policies

Pat Wauters

The Circulation Policies Review Committee: Barb Nickel (LPL), Diane DeLauw (Crowsnest Pass), Andrea Tapp (Warner), Laurie Huestis (Fort Macleod), Jenn Latham, Kerby Elfring, Robin Hopher, Lisa Weekes, Jane Edmundson, Jody Mendenhall, Amy Genesis, and Pat Wauters (Chinook Arch) are proposing modifications to the attached policies.

The committee has developed a more structured meeting schedule and updated their terms of reference.

The following repealed policies were removed from the manual and the remaining policies were re-numbered:

- Removed repealed policy 1.8, modified policy 1.9 to new 1.8
- Removed repealed policy 1.10 and 1.11, modified policy 1.12 – 1.13 to new 1.9 – 1.10
- Removed policies 2.2.1 and 2.2.2
- Removed policy 2.3.3, modified policies 2.3.4 and 2.3.5 to new 2.3.3 and 2.3.4
- Removed repealed policy 2.8 and modified policy 2.9 to new 2.8

### 1.3 Ownership of Patron Records

The policy wording was updated.

### 3.1 Number of Days Items Held for Patron

The policy wording was updated for clarity to reflect that holds sit on the hold shelf for a maximum of 10 days with the hold expiring on the library's next open date as defined in Workflows.

### 4.2.1 Purging Lost and Missing Items

The committee feels that 6 years is too long to wait to purge missing and lost items. Instead they are recommending that missing items are purged after 2 years and lost items are purged after 4 years. If agreed upon by the Librarians Committee the following policies will be updated to reflect this change:

- **Policy 4.2.1**
  - Missing items purged after 2 years
  - Lost items purged after 4 years
- **Policy 1.8 Purging Inactive Patron Records – purge after 4 years**
- **Policy 2.3.3 – Paid Bills History – purge after 4 years**
- **Policy 2.3.4 – Unpaid Bills – purge after 4 years**
- **Policy 4.4.1 Purging Claims Returned items – purge after 4 years**

#### **4.3 Refunds Owing to Patrons on Materials Paid for and Later Returned**

This policy references a "Request for Refund Reimbursement Form" that is not being used by any of the libraries on the Circulation Policy Review committee. The policy was simplified to reflect that credits will be created in Workflows for lost items that are paid for and later found.

##### **4.3.1 Credit User Accounts**

This policy was amended to reflect the change made in policy 4.3

**Motion:** J. Monner moved to adopt changes to Circulations Policies as presented. **CARRIED**

#### **7. Items for Information**

a. **Communications Coordinator**

**Joey Going**

J. Going introduced herself officially, gave some background, and outlined her role. She has experience and education in advertising and communication, and used to work at the Community Foundation. Her current role involves promoting Chinook Arch to the community; and also to work directly with member libraries to assist with their communications and branding where requested. She'd also like to set up a "best practices" portal for marketing initiatives; assist with social media; feature stories about "super patrons" and libraries' role in their regions. She hopes to visit all libraries this summer. She'd like to hear about programming and events that libraries are hosting so she's aware of what libraries are doing, and can help promote the work of member libraries.

b. **SALC Planning Committee**

**Kerby Elfring**

L. Weekes asked for members for the planning committee for the 2019 conference. The committee meets about 3 times a year. 2019 will be the 10<sup>th</sup> anniversary of the conference. J. Monner mentioned that she participated on the committee via video conference, so that is an option for participating.

c. **LGSB Community Information Events**

**Amy Genesis**

Staff from Chinook Arch and Picture Bütte attended an "Information Evening" for the low German-speaking Mennonite community at Barons School on March 26.

Additional agencies represented: Fire dept; RCMP; Alberta Hunter Info; Palliser Schools; FCSS; EYC/CLCLC; AHS – Oral Health, Car Seat safety, Quit Smoking; Environmental Public Health

Next SAKA-organized LGM Info Evening will be scheduled for fall. Libraries interested in participating or advising can contact A. Genesis.

d. **Resource Sharing Committee – updates**

**Amy Genesis**

Mango Languages has been replaced by Pronunciator in a decision made by the Public Library Services Branch (PLSB) of Municipal Affairs on behalf of all public libraries in Alberta. That transition is complete. Managers were reminded to remove all promotional material for Mango from their libraries.

RBdigital has added audiobooks to their app that was previously dedicated to emagazines. This, too, was a transaction negotiated and rolled out by PLSB with

RBdigital occurring in April. The collection of 350 audiobook titles comes at no cost to the region and titles are simultaneous use. MARC records are available and will be added to BiblioCommons for patron discovery.

The current TAL Core will cease to be when our subscription expires in September 2018. The Alberta Library (TAL) is creating options for a new TAL Core [of databases]. The Resource Sharing Committee will vote on its choices for the new core via email when the options become available for subscription. It's possible Chinook Arch could subscribe to Ancestry, Tumblebooks, and SOLARO via the Core, resulting in lower annual subscription costs for those resources.

R. Hopher noted that in general, resource usage is down except for hoopla. He mentioned that hoopla stats show that out of 20,000 hoopla items circulated last year, 12,000 items circulated only one time. This indicates a breadth of collection that we can't replicate with other resources, and this allows us to meet unique patrons' needs economically. Chinook Arch is one of Alberta's heartiest hoopla subscribers, offering 6 borrows per month to each patron, while other Alberta libraries or systems go as low as 2 borrows. R. Hopher suggests that resource budgets should accommodate hoopla since it is a well-used resource that meets both needs and expectations.

Barb from Cardston wondered how school districts, like West Wind, who subscribe to OverDrive might affect Chinook Arch's stats. It might actually benefit us since it teaches young people to use the resource; and schools likely have school-specific special collections, which would not compete with our collections.

J. Monner suggested that hoopla's costs might be correlated to their huge marketing packages that they send to each library which contain too much information.

M. Lybbert suggests that getting more Libby marketing material would be helpful for her patrons who are still using the OverDrive app, and could divert patron traffic that way. L. Weekes reminded managers that Joey Going is available for assistance with marketing efforts.

8. **"Working Alone" presentation**

RCMP

Constable Simon Grimard from the Coaldale detachment provided tips for library staff who work alone, referring to the Alberta Government's Working Alone document - [https://work.alberta.ca/documents/WHS-PUB\\_workingalone.pdf](https://work.alberta.ca/documents/WHS-PUB_workingalone.pdf)

Summary notes of the discussion will be shared with all member libraries via email.

9. **Other Business**

No other business.

**10. Chinook Arch – new internal website overview**

**Trevor Haugen**

T. Haugen gave a demonstration of the new Internal Website which becomes active this week. The biggest changes are the easily navigable menu; and that currently, it's not possible to be auto-logged in via location. IT will investigate and apply a module that allows for authentication via location. Login info will be provided to libraries that need it in the meantime.

**11. Next Meeting: September 10, 2018**

Location to be announced.

**12. Adjournment**

**Motion:** C. Kuhl moved to adjourn the meeting. **CARRIED.**

Agenda Item # 4a : Harmonizing Fine Rates

<b>Meeting:</b> Chinook Arch Librarians' Committee Meeting
<b>Date:</b> September 10, 2018
<b>Submitted by:</b> Pat Wauters

For Information       For Discussion       For Decision

Issue

Harmonizing Fine Rates
------------------------

Explanation of Issue

Harmonizing fine rates across the system would improve the customer service provided to our users by preventing confusion about overdue fine rates that vary between each library. At the May Librarians meeting it was requested that library managers discuss with their boards the idea of adopting a median fine rate that would consistently be applied at all of the Chinook Arch libraries. Based on the responses received to date, many are in favor of harmonizing fine rates but not all. The median fine rates presented at the May Librarians meeting didn't take into consideration maximum fine rates.

Discussion

In Workflows, a set of circulation rules have been created for each of the Chinook libraries that defines the loan period, daily fine rate, maximum fine, and the number of renewals allowed based primarily on the item type. For example, currently there is a circulation rule that states that any Chinook user that borrows a Blu-ray that belongs to Lethbridge will be charged a daily fine rate of \$0.30 to a maximum of \$15.00. There is another circulation rule that states that any Chinook user that borrows a Blu-ray that belongs to Coaldale will be charged a daily fine rate of \$1.00 to a maximum of \$10.00. If a user borrows a blu-ray from each of these libraries, and they are both overdue by one day, they'll be billed \$1.00 for the Coaldale blu-ray and \$0.30 for the LPL blu-ray.

As an alternative to one median fine rate being shared by all of the Chinook libraries I'm recommending that the circulation rules in Workflows be modified so that they are based on the library that the user belongs to instead of the item owning library. For example, the above circulation rules would be modified so that a LPL user that borrows a Blu-ray from any Chinook library is charged a daily fine rate of \$0.30 to a maximum of \$15.00 and a Coaldale user that borrows a Blu-ray from any Chinook library would be charged a daily fine rate of \$1.00 to a maximum of \$10.00. With these rules, a LPL user that borrows a blu-ray from LPL and Coaldale that are overdue by one day will be billed \$0.30 for both the Coaldale and LPL blu-ray.

Should the circulation rules in Workflows be modified to be based on the user library rather than the item library?

Agenda Item # 6a : Circulation Policy Review

<b>Meeting:</b> Chinook Arch Librarians' Committee Meeting
<b>Date:</b> September 10, 2018
<b>Submitted by:</b> Pat Wauters

For Information       For Discussion       For Decision

**Issue**

Circulation Policy Review

**Explanation of Issue**

The Circulation Policies Review Committee: Barb Nickel (LPL), Diane DeLauw (Crowsnest Pass), Andrea Tapp (Warner), Jenn Latham, Kerby Elfring, Robin Hephher, Lisa Weekes, Jane Edmundson, Jody Mendenhall, Amy Genesis, and Pat Wauters (Chinook Arch) are proposing modifications to the attached policies.

**Section 1, Policy 1.1 Types of Patron Services, and Policy 1.1.1 Full Services**  
The wording was edited for brevity.

**Policy 1.1.1.1 Definition of home library for full service patrons**  
The committee is recommending that users be allowed to purchase or renew their membership at any Chinook Arch library.

Reports are currently being compiled on a quarterly basis to reimburse privilege bills paid online to the user's home library. Bi-annually, a fund distribution report is sent out that identifies monies owed to libraries for lost and damaged bills paid at a library other than the item owning library. A similar report could be developed to identify privilege bills paid at a library other than the user's home library. Users that purchase/renew their membership at a library that is not their home library could also be directed to either pay their privilege bill online or at their home library.

**Discussion**

## SECTION 1: PATRON SERVICES AND REGISTRATION

### GENERAL

The policies in this section must be followed to allocate Chinook Arch Regional Library System services to eligible patrons and to restrict System services from ineligible patrons.

Chinook Arch Regional Library System consists of member municipalities and member library boards that contribute levies for system services. Not all municipalities in our geographic region belong to Chinook Arch.

Chinook Arch Regional Library System and all of its member libraries participate in The Alberta Library (TAL) services and other provincial resource sharing programs.

~~Library board, municipality and provincial contributions to the Chinook Arch Regional Library System are determined on a per capita basis based on residency and census counts. Chinook Arch contributions to The Alberta Library (TAL) and its licensing services are also made on a per capita basis.~~

~~\*\* Although many patron policies are set by member libraries, the policies in this section set some general guidelines that must be followed to allocate Chinook Arch Regional Library System services to eligible patrons and to restrict System services from ineligible patrons.~~

Under the Alberta Libraries Act, all libraries must provide onsite services, including access to library resources, to anyone entering a library. ~~Local library policies on inappropriate behaviour would apply.~~

## 1.1 TYPES OF PATRON SERVICES

### POLICY

Chinook Arch member libraries determine their own patron types, levels of service, and any accompanying borrower's card fees. These fees remain with the library.

The services afforded to different patron types, however, must follow patron eligibility guidelines and any service rights or restrictions as outlined in The Chinook Arch Library Board policies, these Chinook Arch Circulation policies (see 1.1.1), The Alberta Library (TAL) policies, and the Me Card policies

Adopted: *December 5, 2005*

Last Revised: *May 9, 2016*

Last Reviewed: *April 21, 2016*

## 1.1.1 FULL SERVICES

### BACKGROUND

Library board, ~~and municipality, and provincial~~ contributions to the Chinook Arch Regional Library System are determined by ~~on a per capita basis based on the most recent official population list as published by Alberta Municipal Affairs~~ residency and census counts. Chinook Arch contributions to The Alberta Library (TAL) and its licensing services are also made on a per capita basis.

~~Full system services are dependent on whether a per capita contribution is made on behalf of that person.~~

~~\*\* Temporary, seasonal, and occasional residents may or may not be included in a census count and generalizations about these groups would be impossible. Member libraries can determine what level of service to offer these patrons.~~

### POLICY: ELIGIBILITY

- 1 Any person for whom a Chinook Arch member jurisdiction pays a fee to Chinook Arch is eligible for full System services at any Chinook Arch member library, ~~provided they register at their home library as outlined in policy 1.1.1.1. If these residents choose not to register at their home library, they would only be eligible for local services at any library providing that option.~~
- 2 Residents of non-participating municipalities are not eligible for full services, but may be eligible for local services at any libraries providing that option.
- 3 Residents of non-member First Nations are eligible for full system services.
- 4 Temporary, seasonal, or occasional residents are handled according to the policies of the local library they are registered at. These residents may be extended full services if the local board decides to do that.

### **1.1.1 FULL SERVICES ... continued**

#### **CHINOOK ARCH PATRON SERVICES ASSOCIATED WITH A FULL SERVICES REGISTRATION**

Patrons in good standing are eligible for the following services:

##### **1. Chinook Arch Regional Library System Borrower's Card**

Full service patrons are eligible for a Chinook Arch Regional Library System borrower's card. These ~~plastic~~ cards are provided by Chinook Arch ~~and each home library has a version of this card with their library's contact information.~~

##### **2. Regional Lending**

Patrons presenting a valid Chinook Arch card will be recognized for full services at any Chinook Arch member library. Full service patrons may place holds to have regional circulating materials brought into a Chinook Arch library of their choosing. Returns of materials may be made to any Chinook Arch library. (Lending restrictions on certain materials may apply. See policies 2.8)

##### **3. Remote services**

Full service patrons are allowed:

- Login privileges to use the Chinook Arch catalogue and available online resources
- Access to their patron account information.
- ~~Remote access to research databases licensed under the TAL consortium.~~

\_\_\_\_\_ To use these services, a PIN must be assigned (See policy 1.7)

##### **4. The ME Card**

Full service patrons are eligible to register for a ME Card for use at participating ME Libraries. See policy 1.1.4 and Appendix ~~F-H~~ for details on the ME Card.

##### **5. The Alberta Library (TAL) Card**

Full service patrons are eligible to be issued a TAL Card for use at TAL participating libraries. See policy 1.1.1.2 for details on the TAL Card.

Adopted: *December 5, 2005*

Last Revised: September 12, 2016

Last Reviewed: August 11, 2016

### 1.1.1.1 DEFINITION OF HOME LIBRARY FOR FULL SERVICE PATRONS

#### BACKGROUND

~~\*\*Municipalities contribute funds to libraries and library systems for services to their residents. Some municipalities establish library boards that may operate a library or support a library in another municipality. Library boards provide funding support to the libraries on behalf of their taxpaying residents. The level of support varies and many libraries charge a borrower's card fee for operating revenue. To be eligible for full services, a patron must meet Chinook Arch eligibility guidelines and register at their "home" library as defined in this policy.~~

~~Staff should ensure patrons are aware when they are switching "home" libraries. See APPENDIX E for a listing of the home library for users living in each of the municipalities in south west Alberta.~~

#### POLICY

~~For villages, towns and cities that operate a library board: residents must purchase~~ Eligible patrons may obtain their membership from any Chinook Arch member library the library that is supported by their board. That library is considered their home library. Home library is assigned according to place of residence as outlined in Appendix E.

Chinook Arch staff run reports which identify privileges paid for at a library other than the user's home library. A fund distribution report is sent out to the libraries bi-annually which identifies monies owing to other libraries for these bills.

~~e.g. The village of Arrowwood operates a library board. Therefore residents of the village of Arrowwood must purchase their membership at the Arrowwood Municipal Library.~~

~~e.g. The MD of Taber Library Board supports the libraries in the Town of Taber, Vauxhall, Barnwell, Hays, Enchant, and Grassy Lake. Therefore residents of the MD of Taber may make any of these 6 libraries their home library.~~

~~For residents of a Reserve receiving public library service through a school authority which is a member of Chinook Arch: residents of the Reserve must purchase their membership from the library that is supported by that authority. That library is considered their home library.~~

~~For municipalities that do not operate a library board: residents of the municipality may make any library in the System their home library.~~

~~e.g. Residents of the County of Lethbridge may make any member library their home library, as the County does not operate a Library Board.~~

~~Patrons that wish to register with a Chinook Arch library other than their home library would only be eligible for a local services card at that library. Not all libraries may have a local services card. (See Policy 1.1.2).~~

**Agenda Item # 7a : E-book contribution figure for 2019**

Meeting: Chinook Arch Librarians' Committee Meeting
Date: September 10, 2018
Submitted by: Tracey Sawatsky c/o Pat Wauters

For Information       For Discussion       For Decision

**Issue**

E-book contribution figure for 2019
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**Explanation of Issue**

<p>In November of 2017 the Librarians Committee agreed to contribute \$.20 per capita from their 2018 book allotment funds towards the purchase of e-books for the year 2018.</p> <p>Library Managers are asked to make a decision regarding the amount that they would agree to contribute for 2019. This amount is added to a separate HQ E-book Fund for the purchase of e-books.</p> <p>(Please note: if you wish to add money independently to this fund you can do so by contributing money from another source (not your book allotment) such as your library's own independent finances by sending a cheque to Chinook Arch. The money will be added to the HQ E-book Fund and purchases will be made.)</p>
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**Discussion**

<p>Please discuss the amount for the budget year of 2019. A decision will be required at the next Librarians Committee meeting in November so that acquisitions can begin the year end accounting process with a decisive figure.</p>
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Agenda Item # 8a : Plan of Service

<b>Meeting:</b>	Chinook Arch Librarians' Committee Meeting
<b>Date:</b>	September 10, 2018
<b>Submitted by:</b>	Robin Hepher

For Information       For Discussion       For Decision

**Issue**

Chinook Arch Plan of Service

**Explanation of Issue**

On August 2, the Chinook Arch Library Board approved the 2019-2022 Plan of Service. I would like to take a few minutes to go over the document, which was in development for over year, and to talk about some of the exciting initiatives that we'll be undertaking together!

**Discussion**

Agenda Item # 8b : Chinook Arch re-organization

<b>Meeting:</b>	Chinook Arch Librarians' Committee Meeting
<b>Date:</b>	September 10, 2018
<b>Submitted by:</b>	Robin Hepher

For Information       For Discussion       For Decision

**Issue**

Chinook Arch Re-organization
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**Explanation of Issue**

With a new 4-year Plan of Service and a new 4-year budget, we are making a few changes that will position us to better serve our member libraries and other stakeholders.
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**Discussion**

Information will be provided at the meeting.
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Agenda Item # 8c : Update on ODCDC Meeting

<b>Meeting:</b>	<b>Chinook Arch Librarians' Committee Meeting</b>
<b>Date:</b>	<b>September 2018</b>
<b>Submitted by:</b>	<b>Amy Genesis</b>

For Information       For Discussion       For Decision

**Issue**

**Item for Information – Update on ODCDC Meeting**

**Explanation of Issue**

**Committee Updates**

**Discussion**

- Lonely Planet Travel Guide collection discontinued in favour of pointing people to hoopla's much bigger collection, saving us ~\$5000
- OverDrive will offer emagazines, but their collections are way more expensive than RBdigital or Flipster; so we will not purchase thru them
- OverDrive offers some cost-per-circ titles which we may purchase to alleviate wait times for patrons

Agenda Item # 8d : Niche Academy online training

<b>Meeting:</b> Chinook Arch Librarians' Committee Meeting
<b>Date:</b> September 10
<b>Submitted by:</b> Jane

For Information       For Discussion       For Decision

**Issue**

Niche Academy online training
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**Explanation of Issue**

Chinook Arch subscribes to Niche Academy, an online portal that has quick and easy tutorials on many of our online resources, like OverDrive, Hoopla, Pronunciator, and more. Chinook Arch staff have also developed tutorials on topics specific to our system, including WorkFlows tasks, Delivery procedures, and customer service. Check out Niche Academy for a refresher on topics you are already familiar with, or to learn new skills: <a href="https://my.nicheacademy.com/chinookarchstaff">https://my.nicheacademy.com/chinookarchstaff</a>
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**Discussion**

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Agenda Item # 8e : Fall Training Day 2018

<b>Meeting:</b> Chinook Arch Librarians' Committee Meeting
<b>Date:</b> September 10
<b>Submitted by:</b> Jane

For Information       For Discussion       For Decision

**Issue**

Fall Training Day 2018

**Explanation of Issue**

Fall Training Day 2018 will be held at the Helen Schuler Nature Centre on Monday, October 15 from 9:30am – 3:30pm. The day is open to all interested library managers and staff, and will include sessions on customer service, grant writing, library manager/board relationships, collection development, and more! Jane will be sending out an email following this meeting with more information and to collect RSVPs.

**Discussion**

Agenda Item # 8f : Program and Grants updates

<b>Meeting:</b>	Chinook Arch Librarians' Committee Meeting
<b>Date:</b>	September 10, 2018
<b>Submitted by:</b>	Lisa Weekes

For Information       For Discussion       For Decision

**Issue**

Programs and Grants updates

**Explanation of Issue**

L2D kits – fall 2018 expansion to the current collection of 6 kits. Chinook Arch was successful with its grant application to add 20 more kits to the regional collection, and 5 more for program and partnership purposes. Funding will be supplied through the Alberta Traffic Safety Fund – Alberta Transportation.

Community Opioid Information Sessions – Chinook Arch has received grant funding through the Alberta Rural Development Network's "Rural Community Opioid Outreach Program" to provide community information sessions in partnership with ARCHES. Thank you to Picture Butte, Fort Macleod, Coaldale, Raymond, Pincher Creek, and Taber libraries for being able to host fall sessions. Jill Manning will also be presenting at our November Librarians Committee meeting and at SALC 2019.

The spring series of Yoga in the Library wrapped up well with very positive feedback from participants. Thank you to Vauxhall, Barnwell, Taber, Kainai, and Pincher Creek for participating in this exciting pilot project. The fall series will see the program hosted at Vulcan, Coaldale, Cardston, Milo, and Fort Macleod. This program is a partnership with Be Fit for Life – Lethbridge College and is grant funded by the Recreation and Physical Activity Division of Alberta Culture & Tourism.

The success of this program, along with the regional programming collection, has resulted in a provincial award to be received in October. Details will be shared at the November Librarians Committee meeting.

**Discussion**

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# BOARD REPORT

VOL. 17 NO. 2 AUGUST 2018

CHINOOK ARCH LIBRARY BOARD MEETING, AUGUST 2, 2018



**Chinook Arch  
Regional Library  
System**

## Board Approves 2019-2022 Plan of Service and Budget

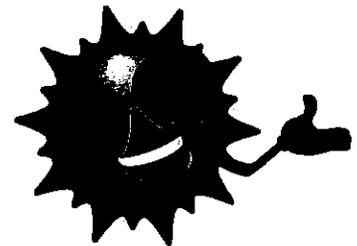
*Thriving Libraries, Thriving Communities!* is the theme of the Chinook Arch 2019-2022 Plan of Service. In development for over a year, this exciting plan is the result of a collaborative and consultative process involving stakeholders from across the Region. It sees Chinook Arch embarking on exciting new initiatives designed to support local libraries' efforts to become their communities' go-to destination for information, entertainment, and community connection.

At its August 2nd meeting, the Chinook Arch Library Board approved the 2019-2022 Plan of Service and a new 4-year budget. The budget includes modest increases to the per capita Municipal Levy for each of the four years (see chart below). Proposed increases of \$0.16 per capita in 2019 and 2020 and \$0.12 per capita in 2021 and 2022 are drastically reduced over the 2015-2018 budget's \$0.22 per capita average annual increase. Note that the Library Board Levy remains static at \$3.57 per capita.

	2019	2020	2021	2022
Municipal Levy	\$8.01	\$8.17	\$8.29	\$8.41
(% increase)	2.04%	2%	1.47%	1.45%
Library Board Levy	\$3.57	\$3.57	\$3.57	\$3.57
<b>Total Member Levy</b>	<b>\$11.58</b>	<b>\$11.74</b>	<b>\$11.86</b>	<b>\$11.98</b>
(% increase to total levy)	1.7%	1.38%	1.02%	1.01%

According to the Chinook Arch System Agreement, any change to the membership levy must be approved by 2/3 of member councils representing 2/3 of the total member population (that is 27 councils representing 136,020 residents). Please contact Robin Hepher (CEO) at 403-380-1505 or [rhepher@chinookarch.ca](mailto:rhepher@chinookarch.ca) with questions about the Budget and Plan of Service.

**Chinook Arch Rebranding Underway!**  
It is a time of change for Chinook Arch, with our renovation project now in full swing, and a new Plan of Service and Budget to guide our activities over the next four years. The Marketing/Communications Committee agreed that this would be a good time to update the Chinook Arch logo and visual identity. Communications Specialist Joey Going has been working with the Committee and local design firm Three Legged Dog to develop the new logo. The proposed designs will be shared with the Board at the December meeting.



### 2019—2022 Plan of Service Highlights

Our needs assessment in 2017 and 2018 provided an opportunity for members to guide the development of our Plan of Service. Look for exciting new initiatives in the areas of:

- ⇒ Marketing and Advocacy Support
- ⇒ Collection Development Support
- ⇒ Library Programming and Partnership Development
- ⇒ Technology Support
- ⇒ Administrative Support (Board Development and Human Resources, etc.)

### Chinook Arch Quick Facts 2018:

Population served: 204,030  
 Library Service Points: 35  
 Municipalities: 40  
 School Authority: 1  
 Board Chair: DeVar Dahl, Magrath  
 CEO: Robin Hepher ([rhepher@chinookarch.ca](mailto:rhepher@chinookarch.ca))

**CHINOOK ARCH BOARD MEETING, AUGUST 2, 2018****Board Members Present:**

Town of Cardston	Dennis Barnes
Cardston County	Lloyd Kearl
Carmangay	JoAnne Juce
Coalhurst	Heather Caldwell
Crowsnest Pass	Doreen Glavin
Glenwood	David Rolfsen
Granum	Arlette Heck
Lethbridge County	Tory Campbell
Lomond	Marie Logan
Magrath	DeVar Dahl (Chair)
Milk River	Margaret McCanna
Nanton	Gordon Given
Picture Butte	Teresa Feist
Town of Pincher Creek	Mark Barber
Pincher Creek MD	Quentin Stevick
Raymond	Joan Harker
Stavelly	Howard Paulsen
Stirling	Rob Edwards
Town of Taber	Carly Firth
Taber MD	Tamara Miyanaga
Vauxhall	Kim Cawley
Town of Vulcan	Liz Hammond
Vulcan County	Doug Logan
Village of Warner	Colette Glynn
Warner County	Morgan Rockenbach
Willow Creek MD	Maryanne Sandberg
Kainai Board of Education	Linda Weasel Head
LPL Resource Centre	Wendy Kalkan
<b>Regrets:</b>	
Barons	Ron Gorzitza
Coaldale	Briane Simpson
Claresholm	Kathy Davies
Ministerial Appointment	Vic Mensch
<b>Absent:</b>	
Arrowwood	Janet Cockwill
Barnwell	Jane Johnson
Champion	Trevor Wagenvoort
Coutts	Tom Butler
Fort Macleod	Jim Monteith
Hill Spring	Sue French
City of Lethbridge	Brittany Dow
Milo	Christopher Northcott

**MEETING HIGHLIGHTS****Chinook Arch Building Project Update**

As a part of the Government of Alberta's 2017-2018 Capital Budget, Chinook Arch received \$2.12 million for much-needed upgrades and renovations to its headquarters facility. The project has been moving forward, with Ward Bros. Construction of Lethbridge having submitted the winning bid for general contractor. Construction started on Monday, August 13, with a scheduled completion date of February 28, 2019.



This project is designed to improve workflows, improve staff work areas, and position Chinook Arch to best serve its members for decades to come. Upgrades to electrical and mechanical systems will result in improved energy efficiency and staff comfort. We look forward to welcoming our members and other stakeholders to a grand opening in the spring of 2019!

**Policy Reviews**

The following policies were revised and approved:

- Borrowing
- Capital Assets
- Rules of Order
- Direct Loans

All Chinook Arch Board policies can be viewed on the website at <http://www.chinookarch.ca/about-us/board-policies>

Contact Us:

Chinook Arch Regional Library System  
2902 7th Ave. N  
Lethbridge, AB T1H 5C6 | 403-380-1500  
[www.chinookarch.ca](http://www.chinookarch.ca) | [arch@chinookarch.ca](mailto:arch@chinookarch.ca)

# RECORDS AND ARCHIVES MANAGEMENT POLICY

1. PURPOSE
2. DEFINITIONS
3. SCOPE
4. ROLES AND RESPONSIBILITIES OF RECORD KEEPING
5. CREATION OF RECORDS
6. CONTROL OF RECORDS
7. DISPOSAL AND DESTRUCTION OF RECORDS
8. AUDIT AND REVIEW

## APPENDIX A – NORMAL ADMINISTRATIVE PRACTICE

## APPENDIX B – ELECTRONIC RECORDS

## APPENDIX C—ACCESS TO THE ARCHIVE

### 1. PURPOSE

The purpose of this policy is to establish the framework needed for effective records management at the Claresholm Public Library. This policy provides advice to Library employees on the creation and use of Archival records, and sets standards for classifying, managing and storing those records.

The Claresholm Public Library has a substantial volume of records relating to education, research, organizations, clubs, families, finances and other activities. In order to efficiently conduct its business, the storage, retrieval and management of these information reserves is a significant issue.

A good record keeping program is fundamental to the Claresholm Public Library's commitment to administrative transparency and accountability. It enables the Library to account for decisions and actions by providing essential evidence in the form of records and ensures the preservation of the collective memory of the Town of Claresholm and Region.

The Claresholm Public Library is concerned with all aspects of its record keeping independent of the technological medium. This policy seeks to ensure that the Town of Claresholm and Region's culture, society, and history are adequately documented through the creation of records that are then managed in accordance with best practice.

## 2. DEFINITIONS

<i>Appraisal</i>	the process of evaluating business activities to determine which records need to be captured, and how long the records need to be kept to meet business needs, the requirements of organisational accountability, and community expectations.
<i>Archive</i>	the whole body of records of continuing value of an organisation or individual. Sometimes called 'corporate memory'.
<i>Archives</i>	those records that are appraised as having continuing value.
<i>Business activity</i>	umbrella term covering all the functions, processes, activities and transactions, of an organisation and its employees.
<i>Disposal</i>	a range of processes associated with implementing appraisal decisions. These include the retention, deletion, or destruction of records in or from record keeping systems. They may also include the migration, or transmission, of records between record keeping systems, and the transfer of custody or ownership of records.
<i>Electronic records</i>	records communicated and maintained by means of electronic equipment.
<i>Evidence</i>	information that tends to prove a fact. Not limited to the legal sense of the term.
<i>Information systems</i>	organized collections of hardware, software, supplies, policies, procedures and people, which store, process, and provide access to information.
<i>Record keeping</i>	making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.
<i>Record keeping systems</i>	information systems which capture, maintain, and provide access to records over time.
<i>Records</i>	records information in any form including data in computer systems, created or retrieved, and maintained by an organisation or person in the transaction of business, or the conduct of affairs, and kept as evidence of such activity.

### **3. SCOPE**

This policy is applicable to all areas and locations of the Claresholm Public Library. It is intended to comply with relevant Alberta legislation.

Staff should be aware that electronic documents have the same status as paper documents. Both electronic and paper documents are bound by the same legislative requirements and are subject to the same degree of confidentiality and care. Therefore electronic records must be managed as part of a comprehensive record keeping program [see Appendix B – Electronic Records].

### **4. ROLES AND RESPONSIBILITIES OF RECORD KEEPING**

#### **4.1 Library Manager/Librarian**

Overall responsibility for records management rests with the Library Manager/Librarian. As Manager the Library Manager/Librarian has ultimate responsibility to ensure that the Library complies with the legislation and standards specified in this Policy.

#### **4.2 Staff**

Record keeping is not the province of archivists, records managers or systems administrators alone, but is an essential role of all employees.

Staff members are to follow authorised procedures in carrying out record management functions, and must observe security, privacy and confidentiality requirements at all times, in accordance with the Provincial Legislation.

Staff members are to handle records sensibly and with care, and respect so as to avoid damage to the records and prolong their life-span. Smoking, eating and drinking should not occur near or in records storage areas.

#### **4.3 Patrons/General public**

Collection and Conservation of social, cultural, and/or historically significant records of and for the Town of Claresholm and Region is the providence of the Claresholm Public Library.

Patrons or members of the general public are required to adhere to administrative policy and Protection of Privacy Legislation when accessing records housed within the Archive [see Appendix C-Access to the Archive].

## **5. CREATION OF RECORDS**

In accordance with section 4.2 of this policy, all staff are required to create full and accurate records which adequately document the business activities in which they take part.

Records should be full and accurate to the extent necessary to:

- (i) facilitate action by employees, at any level, and by their successors;
- (ii) make possible a proper scrutiny of the conduct of businesses by anyone authorised to undertake such scrutiny;
- (iii) protect the financial, legal, and other rights of the organization, its patrons and any other people affected by its actions and decisions.

## **6. CONTROL OF RECORDS**

### **6.1 Version control**

Earlier versions (i.e. drafts) of a document may be deleted once the previous versions are no longer needed to create future records. However, drafts that must not be disposed of are those that document significant decisions, reasons, and actions, and contain significant information that is not contained in the final form of the record. This applies to both paper and electronic drafts.

### **6.2 Security**

Records must be made accessible to Patrons and the General Public. Officers of the Town of Claresholm, Claresholm Library Board, Claresholm & Region Museum, and Claresholm Public Library enacting the normal course of their duties must have access to relevant records contained within the archive.

The Archive shall remain locked and access granted by library staff as outlined in Appendix-C.

### **6.3 Storage**

Records should be stored in conditions that are clean and secure, with low risk of damage from fire, water, dampness, mould, insects and rodents. They should also be kept away from direct sunlight and other sources of light and heat. The storage area should be well ventilated and ideally maintained at a stable temperature and humidity. Records in non-paper formats such as photographs, maps or computer disks require specialised storage conditions and handling process that take account of their specific physical and chemical properties. Irrespective of format, records of continuing value require higher quality storage and handling to preserve them for as long as that value exists.

## **7. DISPOSAL AND DESTRUCTION OF RECORDS**

Staff may only destroy or dispose of records in accordance with the Claresholm Public Library's Retention and Disposal Schedule or in accordance with Normal Administrative Practice [see Appendix A – Normal Administrative Practice].

The Retention and Disposal Schedule shall provide a listing of records which no longer meet retention criteria. It must comply with Provincial legislation and should be accepted as the minimum retention period for records.

Where records are scheduled for destruction this should be undertaken by methods appropriate to the confidentiality status of the records. All records approved and eligible for destruction must be destroyed under confidential conditions, unless the material is widely published. If staff are uncertain of the status of a record, it should be treated it as confidential and destroyed under confidential conditions.

Confidential records should be destroyed as follows:

### **7.1 Destruction of paper records**

Paper records must be placed in security bins. They must never be placed in unsecured bins or rubbish tips.

### **7.2 Destruction of magnetic media**

Records stored on magnetic media such as floppy disks must be destroyed by reformatting at least once. Deleting files from magnetic media is not sufficient to ensure the destruction of the records. Backup copies of the records must also be destroyed.

### **7.3 Destruction of optical media**

Records held on optical media such as rewritable disks must be destroyed by cutting, crushing or other physical means.

### **7.4 Destruction of Digital media**

Digital storage devices such as SD cards, USB storage devices, Hard Disk Drives etc. must have be destroyed by re-formatting or degaussing at least once. Deleting files from digital media is not sufficient to ensure the destruction of the records. Backup copies of the records must also be destroyed.

## **8. AUDIT AND REVIEW**

All record systems may be subject to audit and review to ensure compliance with legislative requirements and with the requirement of this policy.

To accommodate changes in legislation, technologies, programs and resources available to the Claresholm Public Library this policy is to be reviewed on a biennial basis.

### **APPENDIX A**

#### **NORMAL ADMINISTRATIVE PRACTICE**

Destruction as a normal administrative practice usually occurs because the records are duplicated, unimportant or for short-term use only. This applies to both paper and electronic records.

The following categories of records may be destroyed as normal administrative practice:

- superseded manuals or instructions;
- catalogues and trade journals;
- copies of press cuttings, press statements or publicity material;
- letters of appreciation or sympathy, or anonymous letters;
- requests for copies of maps, plans, charts, advertising material or other stock information;
- address lists and change of address notices;
- calendars, office diaries and appointment books (other than those covered in the Retention and Disposal Schedule);
- facsimiles where a photocopy has been made;
- telephone message;
- drafts of reports, correspondence, speeches, notes, spreadsheets, etc. ; and
- routine statistical and progress reports compiled and duplicated in other reports.

## APPENDIX B

### ELECTRONIC RECORDS

Electronic documents have the same status as paper documents. Both electronic and paper documents are bound by the same legislative requirements and are subject to the same degree of confidentiality and care. Therefore electronic records are to be managed as an integral and routine part of record keeping.

#### *Storage*

Electronic records that contain evidence of official transactions should be backed up and migrated to new systems or transferred to off-line storage such as CD-ROM, USB, or other external storage media for longer-term retention. Strategies should be developed to ensure that these records remain accessible and useable in all future generations of software, for the entire period of their retention.

#### *Destruction*

Records stored on magnetic, or digital media such as floppy disks, USB, or other external storage media must be destroyed by reformatting at least once. Deleting files from magnetic media is not sufficient to ensure the destruction of the records. Backup copies of the records must also be destroyed.

Records held on optical media, such as rewritable disks, must be destroyed by cutting, crushing or other physical means.

## APPENDIX C

### Access to the Archive

The Claresholm Public Library acting as administration and custodian of the Town of Claresholm and Region archive will ensure access to the archive and public record as set forth by Provincial legislation. As the archive collection contains documents of social, cultural, and historic significance in varied condition, it is understood that access and management of all records contained within the archive will fall under the providence of the Claresholm Public Library, the following guidelines must be observed to access the records within the archive.

All requests to view records must be made to the Library Manager/Librarian or in absence of the former, a library staff member authorized to grant access to the archive.

Requests for access to the Archive for the General public, Academics, and Researchers is by appointment only and must be made in writing via mail or Email to the Claresholm Public Library.

In order to ensure the longevity of the archival collection the archive will remain securely locked and access restricted to staff until otherwise granted to the General Public, Academics, and/or Researchers as authorized by this policy.

Access to public records or documents deemed to be public domain as per Freedom of Information legislation shall be granted without prejudice.

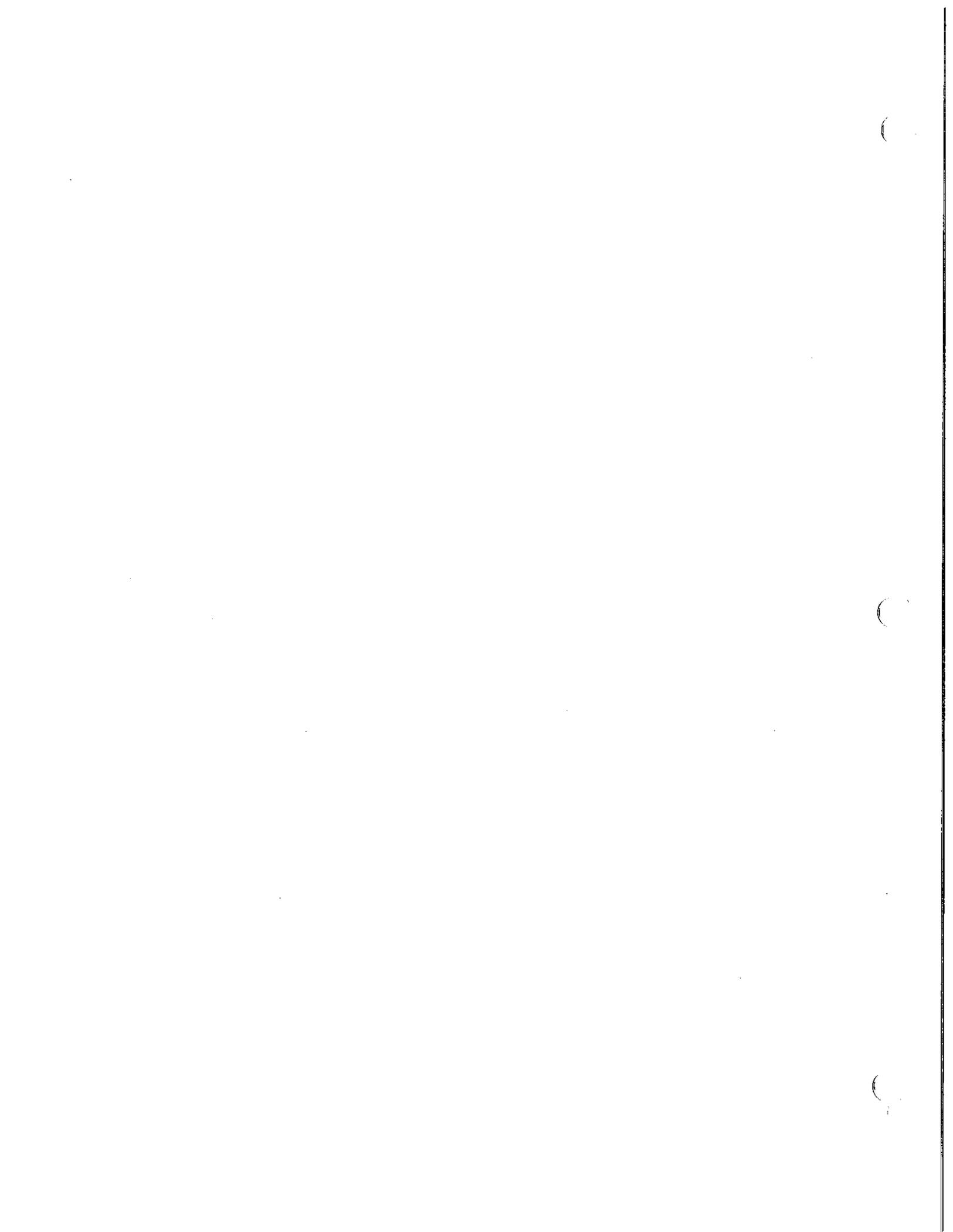
Members of the General Public, Academics, and Researchers must agree to the following access conditions prior to being granted access to the archives.

- Records within the archive must be retrieved and replaced by library staff
- Viewing of archival records must be done under the supervision of a member of the library staff.
- Handling of records without protective gloves (White Cotton) is strictly prohibited.
- No photography within the archive is permitted.
- No food or beverage is permitted within the archive
- The archival record must remain within the archive, only Claresholm Public Library staff shall be permitted to remove records or portions of the collection contained within during the commission of Library business.
- Handling of records within the archive designated as fragile, sensitive, unique, or significant shall be conducted by library staff. If applicable, facsimiles or copies may be generated at cost to the patron.

Title: Records and Archives Management Policy No:	Approved By: Date: Page: 9 of 9
Officer Responsible: Library Manager/Librarian	Contact Officer: Alexander Meic Library Manager/Librarian

**BUILDING WITH REPLACEMENT TIME LINES**

Capital Item	Year Constructed	Estimated Median Service Life (Years)	Year to be Repaired or Replaced	Est. Cost
Hot water tanks	2004	12	2016	\$2,000.00
Asphalt Seal Coat	2004	12	2016	\$10,000.00
<b>TOTAL</b>				<b>\$12,000.00</b>
Flooring	2004	13	2017	\$62,300.00
<b>TOTAL</b>				<b>\$62,300.00</b>
Basement Board Room	2018		2018	\$6,000.00
Basement Washroom	2018		2018	\$6,000.00
<b>TOTAL</b>				<b>\$12,000.00</b>
HVAC Units	2004	15	2019	
Entrance Doors	2004	15	2019	
<b>TOTAL</b>				<b>\$0.00</b>
Lighting	2004	20	2024	
T-Bar Ceiling	2004	20	2024	
<b>TOTAL</b>				
Roof	2004	25	2029	
Washroom fixtures	2004	25	2029	\$2,000.00
<b>TOTAL</b>				
Windows	2004	30	2034	\$8,000.00
Sidewalks	2004	30	2034	\$12,000.00
<b>TOTAL</b>				
Parging				
Boulevard between library & alley				





# **CLARESHOLM PUBLIC LIBRARY AND CLARESHOLM & DISTRICT MUSEUM PROJECT UNITY**

July 17, 2018

## **OVERVIEW**

### **1. Project Background and Description**

In 2004 The Town of Claresholm took the bold step of completing construction of and opening a facility designed to accommodate a number of challenges and services the previous facility could not. As we are well aware the (at the time) new Library was tasked with filling a role within our community which included among other things local Historic and Archival preservation as well as access to local Historical and archival resources for research purposes. For the purpose of this proposal we will be concentrating upon these roles within our community.

During the design and construction phases of the facility which currently houses the Claresholm Public Library, several factors related to the aforementioned Historic and Archival preservation and research services required attention. Each addressed the importance of a centralized Archive with year round access for Researchers and Academics. Currently the Archival record located at the Claresholm Public Library is incomplete, many historically significant documents which should be archived at the Library are in possession of and on display at the Claresholm & District Museum.

As the Museum is currently only operational from mid-April through October (Thanksgiving), without an Executive Director with Historic Document Preservation training, and because our two facilities specialize in the historical and cultural preservation of Artifacts, literature and the accumulated archival record we, the Management and Staff of the Claresholm Public Library, feel our mandate and mission have unreasonable obstructions preventing us from fulfilling them. We respectfully propose that The Claresholm Public Library assume operational management of the Claresholm & District Museum.

This project will consist of a number of phases to be outlined below, one of which is the expansion of our Archival capacity. As you may be aware our current archive is home to thousands of documents and photographs, with the potential of thousands of additional records, documents and photographs to be introduced should this proposal be permitted to achieve its ultimate and logical goal. As such, we feel the Claresholm Public Library would require localized renovation to our basement to accommodate this and future collections.

### **2. Project Scope**

Project Unity's purpose is to consolidate the operations of the Claresholm Public Library and the Claresholm & District Museum under a single Operations Manager. This manager will be answerable to the Governing Board as set forth in the policies, regulations and bylaws already in place. As both the Claresholm Public Library and the Claresholm & District Museum have similar or reciprocal needs in relation to staff and supply management, the Operations Manager would be responsible for centralization of purchasing, whilst leveraging bulk purchasing for both facilities, and be tasked with the day to day operations of both facilities including staff hiring and discipline/termination. Also, as both Museum and Library are committed to cultural and historical preservation, a unified body could coordinate events and programs which would serve a larger demographic, increasing visitation of the Museum and circulation of Library materials.



Renovations to the Library would be confined to the Basement and possibly Jean Hoare areas and would include the following.

- Construction of a cleanroom with environmental controls capable of housing documents, articles, photographs, and literature of local historical importance.
- Workspace to facilitate document, article, photographic, and literary conservation and preservation.

### **3. High-Level Requirements**

The new Unified Operational entity must include the following:

- Ability to allow both internal and external patrons to access the facilities without undue hardship
- Ability to integrate Vocational Training and Adult Education as they pertain to both Library and Museum operation
- Ability for the Management and Staff of the Claresholm Public Library and the Claresholm & District Museum to jointly exist as an entity under the umbrella of the Town of Claresholm with all the rights and responsibilities there in.

### **4. Deliverables**

With the merger of the Claresholm Public Library and the Claresholm & District Museum under the auspices of the Town of Claresholm the staff of both parties would be granted standard payment schedules, benefits, and pension plans. The Town of Claresholm could leverage and centralize their purchasing power and control the supply chain, thus reducing costs for each individual entity.

### **5. Affected Parties**

More study and information is required to determine how this merger could benefit all parties involved.

### **6. Affected Business Processes or Systems**

To be determined

### **7. Specific Exclusions from Scope**

With such a large undertaking a gradual rollout would be advisable, more discussion is required before implementation.



## 8. Implementation Plan

By merging the Claresholm Public Library and Claresholm & District Museum into and under the same municipal umbrella, we would gain greater control over resources including fiscal and human. As a unified entity under a Single Operations Manager, we would in effect standardize practice and policy and increase the efficacy of all facilities involved.

I propose a steering committee be formed on how best to facilitate a merger should that direction be desirable to all parties involved.

## 9. High-Level Timeline/Schedule

To be determined by steering committee.

## APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.

Name	Title	Date

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Approved By

\_\_\_\_\_  
Date

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Approved By

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Date

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