

SECTION 2: A

Overview

Sheep River Library Historical Review

1974

Library services were established by a group of volunteers in the Griffith Memorial Centre.

1979

Library services came under the jurisdiction of the town of Black Diamond with a move to the basement of the Black Diamond Municipal building.

1981

Black Diamond Municipal Library joined the Marigold Library System (Marigold).

1983

Black Diamond and Turner Valley developed an agreement for joint support of Library services for both towns. Thus provincial grants came to the joint Library Board as well as financial municipal support from both towns. Both towns entered into an agreement with Marigold for regional Library support services.

1985

The name Sheep River Community Library was put in place after a contest in the fall of 1985. With the support of enthusiastic community members, staff initiated many programs that were enjoyed including summer reading programs, children's story hour, book clubs, entries in the Diamond Valley Parade, book readings /signings, and well received salsa festivals.

1990's

Supernet high speed connectivity was put in place.

2006

A community planning workshop took place to determine the feasibility of expanded Library services. The vision was to become a lifelong learning centre. A business plan was developed and presented to both towns articulating the primary need for more space. Each community (town) earmarked reserves to go towards an eventual new facility.

2008

A series of learning opportunities were offered including travel talks, Literacy for Life programs, crafts, computer, and personal development. Partnerships for program delivery were initiated. Volunteer management strategies were put in place. Library space was expanded by 400 sq. feet. Videoconferencing capabilities to enhance communication and educational experiences were put in place. The RISE Marigold project was started.

With a grant from New Horizons, a Seniors Literacy Outreach Project was initiated between the Library and High Country Lodge. This monthly book delivery to the Lodge was managed by volunteers.

2009

With the consent of the Minister, and under section 12 of the Libraries Act, both town councils entered into an agreement on April 15, 2009, to establish and operate jointly an *Intermunicipal Library* to be known as the Sheep River Library, managed and controlled by an Intermunicipal Board.

Friends of the Sheep River Library started an impressive campaign to raise funds for furnishings for a new facility including making grant applications, a dance, soliciting donors, and starting the tile project.

Funding for a new Library was received from the Federal and Provincial governments (approx. 1 million dollars each) and the Town of Turner Valley through the Infrastructure Stimulus Initiative Grant.

2010

The Town of Turner Valley donated land for the new building and the official sod turning was on June 30.

Funds raised by the Friends of Sheep River Library Foundation were used to purchase equipment and furnishings.

The Sheep River Library became a pilot for the development of Marigold's web site. Recognizing the need for help with the expanded operations in the new Library, volunteer recruitment and management strategies were expanded. With presentations from Marigold, two volunteer recruitment sessions were held in November. Volunteers' job descriptions were designed, resulting in the recruitment of new volunteers to support the Library.

Program initiatives commencing this year included Terrific Tuesday Talks for folks from the Lodge and other seniors' organizations, Dog-Tooth Mountain films, and the collaboration with the Boys and Girls Club.

2011

In March, the Sheep River Library moved into its new facility in Turner Valley. Over 400 guests attended the Grand Open House on April 23. The wall of tiles was unveiled and the \$15,000 it generated was matched by two grants.

The Library Board oversaw the development of a comprehensive room rental policy and agreement, the implementation of electronic payroll system, art in the Library policy, cash handling procedure, a 'sound off' computer usage policy, and new police check procedures for volunteers, board and staff. The magazine donations guidelines and procedures were updated and added to the policy manual. All magazine donors are recognized annually in the magazine section of the Library. The web site was fine-tuned and Facebook added.

Sheep River Library received the *Ministers Award for Programming* at the Alberta Library Conference in April. The award recognized the series of Wildlife Videoconference programs held in the fall of 2010.

Literacy for Life initiated the Dog Tales project and increased the number of literacy programs in the Library. The Royal Astronomical Society of Canada, Calgary Branch, put on a workshop for 60 participants and donated a lending telescope.

A float was entered in the Black Diamond Parade and web page bookmarks were handed out along the route. The Library took part in the Art in the Park event in August and the Christmas Market in December with a book sale and other activities.

AG Foods donated family memberships to all kindergarten children at a ceremony in May. Pharmasave donated the licensing fees for all movies shown by all groups in the Library. Flying Needles Quilt Guild donated a large number of quilt books for the Library permanent collection.

In late July Jan Burney became the Library Manager following the resignation of Muhammad Al Haque. The Marigold Library System held their August meeting in our new facility. The five year Strategic Plan was adopted and forwarded to the Alberta Libraries Branch, the two towns, and Marigold.

2012

Work on revision of the 2006 Policies, Procedures and Guidelines commenced early in the year. New strategies were implemented to ensure that Board minutes would contain all reports and deliberations as these are the legal and historical documents of our Board.

Policy was created to include the hiring of staff and the inclusion of volunteers in Board and committee positions whenever viable. A new bookkeeper and the new treasurer were voted in place in February. All staff received Emergency First Aid Level C training. Approval for an outdoor sign was received from the Town of Turner Valley. Signs and more inside display equipment were ordered using Community Facility Enhancement Program (CFEP) funding. Library representatives made presentations to both towns, MD of Foothills, both schools and two church groups.

Acoustic tiles were installed to cut down the echo in the Library. Brackets and rods were added for hanging quilt displays to further enhance sound quality in the building.

The Friends of the Sheep River Library resigned and a new team was put in place. Much appreciation for the work of the founding group was expressed by staff and Board and a grateful welcome extended to the new group.

Programs and Events

Family Literacy Day was held the end of January

Discussions of an annual Signature Event began in the new year resulting in the first OUT LOUD Series of programs held during Canadian Library Month in October. Over 800 participants took part. The partnership with the elementary schools to bring authors for various age groups to the Library ensured that every elementary school child visited the Library for this event. The day long Writers Workshop with 10 presenters was successful. Author Reads session with Terry Fallis was a grand evening with 100 participants. The program to engage youth to tell stories through video was conducted by local filmmakers 'Untitled Productions'. Forty Authors had displays and readings at the Authors Among Us Saturday sessions.

On March 24, Open House and Donor Appreciation Event:

Forty Five donors were invited for an appreciation luncheon at which a review of expenditures was presented. The public visited booths of all the participating program partners. Well over 150 questionnaire entries were filled in followed by a draw for prizes.

A University of Calgary solar car presentation was a well-attended event with over 100 participants. Community Spirit Grant money was utilized in part to hire a Kids Summer Reading Program coordinator.

A Trustee Training Workshop was held in March to bring new board members up to speed. The Southern Alberta Library Conference and the Library Conference in Jasper were attended by Trustees and staff.

Participation by youth in the PD days saw a steady increase throughout the year. Facility use by community groups has increased significantly.

During the month of December, the Library was host to the Avenue of Trees, a fund raising event and auction sponsored by the Sheep River Health Trust. The event was a large fundraiser for the Trust and brought many citizens to the Library.

Volunteer appreciation events were held at a June BBQ and a December dinner and concert.

Over 800 program sessions were scheduled during the winter/spring and fall seasons.

Approved: January 10, 2013

SECTION 2: B

Overview Governance

The four levels of governance which play a leadership role in operations of quality Library services are:

- Provincial governance
- Local municipal governments
- Library Systems and Boards
- Municipal (Intermunicipal) Library Boards

The Province of Alberta

- to support equitable access to Library services
- to maintain a governance structure
- to provide funding assistance
- to establish a province wide network for communications and sharing of Library resources.

from The Alberta Libraries Act Chapter L-11 2000: A guide to the Legislation

Local Municipal Governments (Towns of Black Diamond and Turner Valley)

- establishes a Library Board by bylaw
- provides a facility for Library services
- appoints Library Board Trustees in accordance with legislation including one council member from each town
- approves municipal requisition portion of Library Board's budget
- joins the Library System, pays system levy and appoints representative (chair) to System Board.

Library Systems and Board (Marigold)

The Library Systems, in accordance with provincial regulations and in co-operation with other Boards, shall:

- organize, promote and maintain comprehensive and efficient Library services.
- support and enhance municipal local Library services
- be the mechanism for resource sharing, purchasing and processing books in cost effective manner
- act in a cooperative and consultative capacity with member libraries
- provide linkage with The Alberta Library (TAL), Alberta Public Library Electronic Network (ALPEN) and other consortia to enhance and expand services.
- manage the main bridge for videoconferencing, provides equipment
- maintain Supernet services

Intermunicipal Board

The Intermunicipal Board, according to the Alberta Libraries Act, has full management and control of the Library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient Library services in the municipalities and may co-operate with other Boards and Libraries in the provision of those services.

A local board shall determine policy giving direction over:

- framework governance including vision, mission, objectives and goals that include long term planning, policies reflective of community needs, and evaluates progress as outlined in policies and action plan.
- operational governance that directs the libraries programs, personnel and financial functions
- advocacy governance: garnering community support and appreciation for the Library's beliefs, vision, mission and long term direction.

To fulfil this function the Board:

- develops community awareness,
- represents the Library to the community, government(s), foundations, corporations and funding agencies
- monitors government legislation and advises government officials on the impact of current and proposed policies.

Approved: January 10, 2013

Intermunicipal Agreement

AGREEMENT TO establish an INTERMUNICIPAL LIBRARY BOARD Pursuant to section 12 of the Libraries Act

Memorandum of an agreement made this 15 day of April of. A.D.2009

Between:

The Town of Black Diamond

and

The Town of Turner Valley

WHEREAS section 12 of the Libraries Act (part1.1) makes provision whereby such Councils may, with the consent of the Minister, enter into agreements relating to the provision of a library service

And

WHEREAS it is deemed expedient and proper by Councils concerned, that such an agreement be entered into.

Now, therefore, the parties hereto covenant and agree as follows:

1. That the parties hereto agree to establish and operate jointly an intermunicipal library, to be known as the Sheep River Library, managed and controlled by an intermunicipal board to be known as The Sheep River Library Board (hereafter referred to as the Board).
2. That the management and operation of the library shall be delegated to the Board constituted as follows:
 - a) 4 members appointed by the Council of the Town of Black Diamond
 - b) in addition, 1 appointed member of the town council of Black Diamond
 - c) 4 members appointed by the Council of the Town of Turner Valley
 - d) in addition, 1 appointed member of the town council of Turner Valley
 - e) All public appointments shall be for a term of 3 years
 - f) All council appointments shall be for a term as determined by the councils
 - g) That the Board shall elect one of its members as a Chairperson
3. That the Board so appointed shall exercise all powers and perform all the duties delegated to an Intermunicipal Library Board under section 12 of the Libraries Act.
4. That the Board shall keep accounts of its receipts, payments, credits and liabilities. That the Sheep River Library nor the Intermunicipal Board or any member thereof, has the power to borrow money on behalf of either town, enter into contracts in the name of either town, nor pledge the credit of either town.
5. That the financing of the Board shall be arranged as follows:
 - a) The Town of Black Diamond shall contribute a per capita allocation.
 - b) These monies shall be due to the Board in March of the operating year.
 - c) The Town of Turner Valley shall contribute a per capita allocation.

- d) These monies shall be due to the Board March of the operating year
 - e) That the annual budget and estimate of funding for the upcoming year shall be prepared and approved by the Board prior to November 1 of the current year and transmitted to each participating council for the estimated funding approval. The budget is for information purposes only.
 - f) That the most recent Federal or Municipal Census be used to determine population numbers
 - g) That an invoice on the agreed amount will be sent from the library to the CAO's
6. That an annual financial report shall be prepared in accordance with section 12.7 of the Libraries Act by a person appointed by the Board and when complete, shall be submitted to each Council that is party to this agreement. The person appointed by the Board to conduct the financial review and prepare the report, shall not be a Library employee, nor a Board Trustee, nor a Councillor of a municipality that is party to this agreement.
 7. That this agreement shall take effect on the date the Minister responsible for libraries establishes the Board.
 8. The assets and liabilities of the current Sheep River Library which was set up under a bylaw of the Town of Black Diamond and the consent of the Town of Turner Valley and the Library Board shall be transferred to the intermunicipal library board on establishment by the minister.
 9. That the Board or any party to agreement may propose amendments to this agreement. Amendments will be filed with the Minister responsible for libraries.
 10. Using the following system, it is hoped that any dispute between the parties in this agreement can be settled.

SECTION 2: D

Overview

Marigold Regional Library System

The Marigold Board Policy Manual contains all policies relating to governing Marigold Library System.

It articulates the services available to member libraries including:

- materials (books, AV materials) purchasing at reduced cost through bulk buying
- processing of materials –cataloguing, technical services
- consultation and IT Support – IT upgrades, help desk support, installations, troubleshooting and maintenance at the Library and remote support.
- ILS (Integrated Library System) –Polaris, TRAC, and Network support – check in systems
- insurance of materials collection at member libraries
- grants – Service Grants for Interlibrary loans, CAP grant
- delivery costs – van delivery twice a week between SRL and Marigold- interlibrary loans
- continuing Education and Professional Development – training for staff and board members
- programs – to enhance Library services; provides prizes, materials and support for the national TD Summer Reading program; year round programs and prizes for the teens through TeensBOOKinit website; provides prizes and promotional materials and support for Teen Summer Library Experience program.
- special collections – large print, book club in a box kits, story time kits, Daisy Readers, Nintendo Wii's and Wii games
- videoconferencing –high definition equipment, training, orientations and troubleshooting with necessary technical support
- web page development support
- downloadable e-books for patrons with e-readers to borrow books at no cost

Municipal Levy

Marigold is a member collaborative formed in 1981 with the support of 41 municipalities and 35 member libraries to provide cost effective and valuable resources and leadership for a strong public Library presence in the region. Municipalities pay a levy to Marigold, to support these services. No increase in service fee was requested from 2003 to 2010. The current Municipal Levy was signed and ratified by 98% of Marigold Municipalities in September 2011 for an increase in support over the next three years.

Policy:**Statement of Intellectual Freedom**

We, the Sheep River Library, endorse the "Statement of Intellectual Freedom" as adopted by the Canadian Library Association, as printed below:

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the Library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

Approved: January 10, 2013

VISION:

Connecting communities to a world of knowledge

MISSION:

**SRL will enhance our communities by providing access
to resources for life-long learning**

GOALS:

- 1. Sheep River Library will maintain and develop collections that will preserve local history, satisfy curiosity, support life-long learning, and stimulate imagination.**
 - a. Working with input from program partners and community groups, volunteer teachers, and individuals, we will expand the reference and support materials annually.
 - b. Establish a collection to preserve local history: oil and gas and ranching
 - c. Continue the magazine donor program, expand selection titles by 10% annually, and expand newspaper subscriptions.

- 2. Sheep River Library will be a viable lifelong learning centre that demonstrates the value of partnerships in the delivery of programs, services, and events in a safe, barrier free, welcoming, comfortable environment.**
 - a. Support and encourage collaboration with organizations and agencies in the provision of classes
 - b. Explore community resources for additional educational programs; repeat popular sessions, find new options on a continual basis: action solicit feedback from patrons verbally, through surveys, suggestion box and event/course evaluations.
 - c. By 2016, develop a calendar of special events for the Library that will become standard; annual activities for which the Library is known community wide.
 - d. Develop a disaster response plan and improve interior security signage by 2012: action; this information will be reviewed with volunteers, teachers and presenters before each program season.

- e. Staff will receive First Aid training and recertification as required starting 2011
- f. Staff, Volunteers and Board will receive training on fire extinguishers, defibrillators, and the security system
- g. Customer service training for staff and volunteers annually.

3. Sheep River Library will develop and implement a comprehensive communication strategy to enable residents of the Diamond Valley Area to be aware of services offered.

- a. Develop a written schedule of strategies for print based marketing including brochure, Foothills Continuing Education Council (FCEC), posters, signage, newspapers and conduct an annual evaluation of effectiveness.
- b. Develop a written social media marketing strategy including web page, other's web pages, Facebook, twitter and conduct an annual evaluation.
- c. Investigate outdoor electronic signage and install by 2013
- d. Participate in five community activities and festivals to establish a community identity
- e. Annually, give five presentations to community organizations including schools
- f. Regularly monitoring of bulletin boards so that they are interesting, stimulating and current

4. Sheep River Library will have governance policies, procedures, and guidelines that articulate the governance and delivery of Library services.

- a. Expand upon volunteer support services job descriptions for the volunteer section of the policy manual and update on an on-going basis.
- b. Initiate regular volunteer/staff meetings to facilitate collaboration, respect, support and safety
- c. Identify cost and implementation requirements for special projects and investigate grant and project support available. Action: Continue collaboration with Friends of the Sheep River Library
- d. Implement an annual funding appreciation for donors.
- e. Encourage continuous education and training opportunities for Staff, Volunteers and Board Members including workshops & conferences

- 5. Sheep River Library will provide and model current technology options for patrons.**
- a. SRL will explore and implement videoconferencing programs that are available to our community and increase participation in these events by 25% annually.
 - b. Educate community groups and businesses on the value and use of videoconferencing and increase community utilization of this technology by two programs annually.
 - c. On-going staff and volunteer training in utilization of various eBooks so that they are capable of assisting patrons with a variety of brands.
 - d. Starting 2011, SRL will implement a geek squad to assist with utilization of AV equipment and personal computer support for patrons including help with home computers, laptops, and eBooks

Approved: October 13, 2011