

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.

2013

Programs and Events

Authors Among Us, featuring local and Alberta Authors was held in the spring.
30th Anniversary celebration of the formation of Sheep River Library celebrated in spring.

Permanent Donor Display in form of “books” created by Rob Osberg to honor donors.
Permanent Celebration Banner recognizing 30 years of partnership between the province, Towns of Black Diamond and Turner Valley and Marigold was created by Vireo Productions.

Second OUT LOUD series held with speakers Brian Keating, Paul Rumbolt, Sun Eros, Tipi Tales and School author talks. Story Telling workshop with Donnalynn Grunewald.

Poetry on the Patio commenced and morphed into Poetry by the Fireplace.
Other events included Candidate forums, Avenue of Trees by the Sheep River Health Trust, Kindergarten visits sponsored by Mark Muller, Manager of AG Foods for third year, and Trivia at the Stop.

The FLOOD of our river in June saw our building become the community operations centre for many groups including Disaster Services, Counselling Services. The Medical Clinic set up doctor visiting hours and even stored urine and blood samples in our fridge.

Awards

Marigold Making a Difference Award.

Ministers Award for Excellence in Public Library Service for 2012 Out Loud Series

Fundraising and Donations

New Horizons Grant of \$18,900 approved for the Ramblers Program which, under the coordination of Gita Grahame became a hugely successful walking/hiking/ snowshoe program.

Friends of Sheep River Library funded the special authors, 30th Anniversary Celebrations, Sound Baffles, Glass Display units, Outdoor Sign, MPowered Marketing session and the Fall Out Loud series.

Rob Osberg Endowment fund of over \$4,000.00 used to start Cowboy Poetry Permanent Collection

MD of Foothills agreed to support the towns with 20% of municipal funding requisitions.

Building Initiatives and Board Governance

SRL Board Policy Manual updating & revisions under the leadership of Pam Vipond finalized in summer.

Baffles and Quilt Rods installed by Rob Osberg in February. Outdoor sign approved and installed.

Smart Board arrived for program use. Concrete curbs installed around flowerbeds.

Freegal music, Magazines on line and Library Aware were instituted by Marigold.

Pam Vipond, Margie Newington resigned from the board. Marlis Pollock, Mae Fisher and Dave Patterson appointed to the board in the fall. Brenda Smethurst tendered her resignation as a staff position.

Marigold meetings attended by Diane Osberg and Linda Macauley

Vitalize Conference attended by Diane Osberg and Linda Macauley

Volunteer appreciation BBQ and Christmas party held to recognize service contributions to the library.

Advocacy, Publicity and Community Awareness

Four-page pull-out program marketing in High Country News distributed to all households twice yearly advertising winter/spring courses and fall courses –paid for by the Friends of SRL.

Sheep River Library Promo video and SRL OUT LOUD series video posted on You Tube

Many photo galleries were added to our web page by Norma Dogger including Youth Film Makers, 30 anniversary Celebrations, Spring School Author talks, building the Tile Wall, and First Grand Opening.

Parade Day Float coordinated by Linda Macauley and Gail Page.

Spring, summer, and fall course brochures and posters made available throughout communities.

Monthly articles in High Country News and posted on web page kept public up to date on happenings

2014

Library Operations

Received Honorable Mention, Marigold's Making a Difference Award for our Ramblers program.

Alberta Wide Borrowing – TRAC became available this year.

June and December Volunteer Appreciation events well attended.

Equipment purchased for the first Makerspace initiative -quilter's Scan and Cut machine for fall classes.

Old books were picked up by Better World Books .

Programs and Events

Winter Courses included new series of Secret Family Recipe Crock Pot series.

Author Annie McInnis gave a presentation for Family Literacy Day

Partnership with Literacy for Life and McBride Business Training and Search &Rescue continues.

AHS started a Grief counseling program.

Turner Valley Oil Discovery Centennial Celebration - month long historical photo display.

4th Spring Kindergarten class visits to the library sponsored by AG Country Food Market.

Dogtooth Films monthly presentations are attracting increasing numbers.

Summer Reading program was a success and Thursday Family Movie nights ran all summer.

Fall OUT LOUD program featured kid's authors, The Wardens, Harry Sanders, Faye Reineberg

Holt workshop, Sun Ergos, Terry Fallis, Richard Wagamese and Afternoon Tea with the Duchess.

Eden Valley Kindergarten visited the library in the fall.

Santa at the Library was a big hit with kindergarten and Grade 1 students -Thanks to Ron and Sue Gibbar.

Building Initiatives

New paperback book racks installed in spring in the youth section.
Art Display units – metal grids – installed in meeting rooms 3 and 4.
Bulletin Boards repaired; Mae Fisher volunteered to keep displays updated and current.
60 new folding chairs were delivered in the winter.
New public computer section put in place against the east wall, increasing seating capacity around the fire place for larger community events.
Holds shelving moved to secure back room area.
Hall walls repainted and protection bar installed.
Sheep River Library APP purchased and put in place by volunteer Dave Patterson.
Outside handrail ordered and installed to help patrons on the sloped front sidewalk.
Book-bag shelves built for juvenile and easy book collection.
Circulation desk modified.
First Aid kits and Eye Wash stations in place throughout building.
Battle Box for emergency situations now in place in storage room.

Fundraising and Donations

Application for FCSS Funding from Black Diamond, Turner Valley and MD for volunteer training and recognition successfully completed/received.
New Horizon Grant money spent on additional snowshoes – report finalized and sent to government.
Friends Casino held in August – volunteers recruited.
Casino proceeds of \$50,541 will be used over the next three years for special projects and equipment.
Get-Grow-Give Back Fundraiser initiative raised funds for the Friends.
Community Spirit Program Grant final report submitted to Alberta Culture.
Parade day book sale brought in \$220. Book sales within the library continued through to Christmas.

Staff, Volunteer and board Development

Board, staff and some Rambler Volunteers took part in First Aid Training.
Teagan Bender joined staff as a part time in February. She managed the Summer Reading program.
Job descriptions for staff were updated in February.
Video Conference workshops on Grant Connect, Community Profiles, Library Aware, and a workshop on eResources attended by staff and board members
Jan Burney became a member of the Marigold Advisory Council.
Web-master Norma Dogger retired. Dave Patterson took on this responsibility.

Alberta Library Conference in Jasper attended by Jan Burney, Gita Grahame and Diane Osberg. Gita and Jan gave a presentation thus registration fee for their participation in the conference waived. Diane was on ALC planning committee as co-chair of session organization so her registration and expenses covered.

Gita and Jan continue their SAIT Library Science courses.

Dedicated volunteer Jan Odegard passed away in August. She will be sadly missed.

Cecily Fowlie has undertaken the recycling responsibilities.

Jan Burney and Diane Osberg gave a presentation to Crossfield on the process undertaken to build our library.

Art Coordinator Ruth Lindsay resigned. Holly Quan has undertaken this responsibility.

Ruth Goodwin, councillor for Black Diamond assumed her position on the library board in the fall.

A newly created part time casual library staff position was filled by Becky Schmidt.

Board Governance

Website was revised and updated.

Changes made to the Working Alone Policy in line with WHS-Pub documents.

Marlis Pollock added to the Personnel Committee and approved by the Town of Turner Valley as the Marigold Alternate.

New position of board volunteer to look after cards and flowers for special occasions added – Gail Page.

Emergency Preparedness and Business Continuance Trustee Workshop, presented at SRL by Grant Tolley of Alberta Library Services held in March. Eight SRL board and staff attended Workplace Hazard Assessment undertaken by Irene Waring, Gail Page and Marlis Pollock – potential hazards addressed; incident reporting form developed to be used and kept on file. Fund Development Policy documents finalized.

Dave Patterson resigned and moved to Vancouver Island. Betty Holthe appointed to the board.

Summer Planning meeting to discuss initiatives for 2015 including Advocacy ideas, plans and procedures for a new Strategic Planning Document that needs to be completed next year, Open House theme, Out Loud themes, and new program ideas to be implemented. A tentative budget was then discussed with finance committee and forwarded to the Friends.

Position of Assistant Manager approved and advertised in house. Gita Grahame became Assistant Manager.

Advocacy Publicity and Community Awareness

Winter/spring courses as well as the Fall Programs and Out Loud were advertised in the Foothills Continuing Education booklet, as a centre fold to the January edition of the High Country News.

Weekly column in High Country News submitted by Jan Burney.

The web page continues to contain updates to activities and events as well as the calendar of events.

Float in the Black Diamond Parade coordinated by Linda Macauley and Gail Page.

Book sale at the Turner Valley Discovery Days,

Outdoor sign changed frequently to highlight programs.

Many press releases contained in the Western Wheel and Gazette most with photographs.

Facebook was an amazing public relations tool with almost daily notices, blurbs, pictures, and announcements thanks to Gita Grahame.

2016

Library Operations

The library operated a VIC (Visitors Information Centre) from the library. \$5000 was provided from the town for operational expenses. A comprehensive report of activities was provided to the town. Full accreditation as a VIC is ongoing.

A thorough check of all things emergency related was done by the Fire Department.

Newsletter email list data entered.

The library is acting as a ticket distribution point for the "On It" bus which is a pilot project of the Calgary Regional Bus project.

A very successful book sale was held on Parade Day in June.

The Library Board is very pleased with the significant increase in memberships in 2016.

Programs and Events

Marigold quarterly Board Meeting held at library in January.

Downton Abbey Tea and Open House held in March.

Fifth anniversary of the library held in March.

Initiated working with schools practicing and using Solaro.

Applied for a Marigold and Provincial award called Schollaboration.

Received the Marigold Making a Difference Award for Schollaboration.

Ran a full slate of programs in spring and fall.

Steps were made with the High Country Coalition to start a cycle program with the borrowing of bikes. These bikes would be signed out, and locked at our library facility.

Ramblers has continued to be a very active group with over 200 plus members.

Literature for Life was a success with 25 participants.

Bird Watchers did a presentation in April.

Ramblers carried the banner for the Diamond Valley Days and volunteered at the Half Marathon in June.

All staff attended the Marigold Libraries Workshop.

A Cowboy Poetry Videoconference was done by Doris Daley from our library.

The 2016 Out Loud theme was "Our Wild and Wonderful West".

The local writer's group held a very large and successful event at the library. The poetry group from the library were participants.

We became a Pokémon/gym stop which attracted lots of visitors to the library.

In December we did a farewell afternoon event for our departing 10 year chair, Diane Osberg.

Fundraising and Donations

Applied for Canada 150 Grant to support the Maker Spaces. It was rejected.

Applied for monies from the FCSS fund from the municipality of Foothills, and the Towns of Black Diamond and Turner Valley.

Established a once a month market for home businesses which took place in the library. Each vendor donated a fee for each table used.

Continue to work collaboratively with Friends of Sheep River Library.

Received money from New Horizons grant for Maker Spaces.

Mark Mueller from AG Foods in Black Diamond donated memberships for all children in the elementary school in Black Diamond starting in the Fall 2016.

Library Board and Staff took advantage of the Associated Grocers Super Save Project to raise money selling vouchers for reduction on food items. This project netted \$1000+.

Advocacy, Publicity and Community Awareness

An Open House was held in March.

New Board Bios updated on the website.

The Board Members started meeting with the Cowboy Trail executives to investigate new activities.

Continued monthly publications of the library activities in the High Country News.

Winter and Fall course inserts continued in the High Country News with distribution to all households.

Close ties with Western Wheel for press releases on special events.

Building Enhancements

Springcreek Woodworking contracted to build cupboards for storage of equipment used with the Maker Spaces.

VIC banner displayed and new brochure racks were installed in the lobby.

The flower boxes were planted by Catherine _____ and plants were watered by the town.

Les Antoniuk set up all the scanning equipment for the lab which was part of our Maker Spaces. Removed the bean bags from the childrens' area due to expense, hygiene, and unforeseen circumstances.

Batteries for all safety equipment were checked and replaced if necessary.

Board Governance

Jerry Muelaner, Bruno Canadien and Les Antoniuk were appointed to the Board in January.

Audit completed in February 2015.

Discussed and implemented working towards the new minimum wage policy.

Mae Fisher appointed as alternate Marigold Representative. Mae Fisher and Diane Osberg attended all Marigold Board Meetings.

Orientation for all new Board Members was done in March 2016.

Updated and adopted Respect in the Workplace document for our library.

Conducted a successful audit with Phil Cadrin.

Staff reviews were held in June.

Policy updates completed in June.

Diane Osberg, Lisa Park, Irene Waring, Michelle Toombs attended Black Diamond and Turner Valley Council meetings to present an update on library activities.

The Chair of Friends presented a productive report to the Board and reminded us of the casino in the second quarter of 2017.

Marigold was provided funding for libraries in their jurisdiction to pursue providing on reserve and on settlement with access to library services. Our library will be encouraging this service. Our policy manual was reviewed as suggested by the Public Services Branch and then forwarded to the government department.

In the late fall we accepted the resignation of Jerry Muelaner from the Board.

Peggy Emslie applied to the Board of Trustees and was accepted.

Employee files were updated.

Staff, Board and Volunteer Development

Applied for Making a Difference Award.

Jan Burney attended MAC (Marigold Advisory Committee) meetings.

Staff attended a book mending workshop.

Diane Osberg (Board) and Gita Grahame (staff) attended the Library Conference in Jasper.

Volunteer appreciation events were held in May and December.

All staff attended the Marigold Libraries Workshop.

First Aid Certifications for all employees put in place.

2017

Library Operations

The Visitor Information Centre (VIC) continued to be operated by our library staff for which we receive \$5000 annually.

Our “Out Loud” theme was based on Canada 150 and was very well attended by townspeople who turned out to see and hear our impressive list of presenters.

A thorough check of all things relating to an emergency was conducted by the fire department.

A very successful book sale was held on Discovery Days in June.

The Travelling Indigenous Book Display from Marigold was on display at the library.

The *Western Wheel* has put two newspaper boxes outside the library.

Due to poor service from our bank machine supplier, we switched to Moneris as our new supplier.

Ongoing discussion was held re housing an RBC ATM in or at our library following request from RBC and the town of Turner Valley. Ongoing.

The library received very favourable feedback according to the stats compiled from the towns’ Amalgamation Survey results.

Jan wrote a letter outlining the importance of being a part of Marigold Library System to support their application for funding for a new building.

The library budget for 2018 was finalized and presented to the town of Turner Valley early in December by the library manager and board chair.

Jan spoke to the Foothills School Division School librarians at Red Deer Lake School about the e-resources available through Marigold.

A new staff computer was installed at the processing desk as per the technology plan.

We reviewed employee standards from the PLSB and currently comply so no changes were necessary.

Programs and Events

The quarterly Marigold meeting was held at Sheep River Library (SRL) in January via video-conference with three other locations checked in.

SRL ran a full slate of programs in Spring and Fall with 528 in total including:

- a presentation was made on wild flowers in Banff by two local photographers.
- Okotoks Men’s Chorus performed holiday music at the library in December.
- Navigation course with Search and Rescue was held.
- Exploring the Arduino demo was held.
- RBC financial courses are held monthly.

The Amalgamation Feasibility Study Committee held a week-long Open House at the library.

Literacy for Life’s annual bingo was held at the library with many families participating in the literacy activities on the card.

A new program of lending bikes was launched on the long weekend in May. Bikes, helmets, and a repairman were all donated and a successful program of members being able to sign out bikes for the day was underway until the fall.

The Sheep River Ramblers continues to be a very active group with over 300 members.

Three local writers' groups met at the library for an afternoon of readings in June.

There was a double book launch held at SRL in October with 65 people in attendance.

Fundraising and Donations

The library made \$650 from bidding on three quilts that were donated.

Board members and patrons of the SRL took part in the running of a casino in June which yielded \$44,000...not the \$55,000 made on the previous casino but helpful in any case.

We received \$1200 from FCSS Turner Valley and MD of Foothills; \$600 from Black Diamond.

Our library was successful in its application to Crescent Point and received a grant in the amount of \$10,000 as well as six used computers and monitors.

We continue to work with the Friends of the SRL to everyone's benefit.

Applied for monies from the FCSS fund from the municipality of Foothills and the towns of Black Diamond and Turner Valley.

Kindergarten children from both towns visited the library. Mark Muller, owner of Country Food Mart, AG Foods read to the children and provided each with a voucher for a free family library membership, which is paid for by Country Food Mart.

Gita, Assistant Manager and Drum Circle Facilitator, requested and received monies from the Friends of the SRL to purchase more drums for our very successful monthly drumming circle.

Advocacy, Publicity and Community Awareness

Our previous Board Chair, Diane Osberg, was awarded the prestigious Lois Hole Lifetime Achievement Award from the Alberta Library Trustees' Association. Gita, our assistant manager, attended the presentation at ALC in Jasper, along with Diane, the recipient.

Several SRL volunteers attended the Volunteer Appreciation Dinner held at the Turner Valley Golf Course in June.

Board bios were updated as necessary on the SRL website.

We continued monthly publicity submissions of the library activities in the High Country news.

Winter and Fall course inserts continued in the High Country News with distribution to all households.

We have continued close ties with the *Western Wheel* for press releases on special events.

Building Enhancements

The requirements made by the fire department were worked through. .

New toilets have been installed in the public washrooms.

Outdoor water taps have been locked and boxed in to replace suspicious water loss resulting in much higher-than-normal water bills.

A lovely teak bench that was no longer needed at the swimming pool was installed outside the library after being sanded down and refinished.

A staff person from the town of Turner Valley will do a monthly walkthrough to nip any issues in the bud.

Board Governance

The quarterly Marigold meeting was held at SRL via video-conference with three other locations checked in.

A successful audit was completed with Phil Cadrin with new minimum wage and carbon tax being budgeted for.

Ratification of all board members took place with all remaining in their present roles and committees.

Annual Report and Year-in-review was presented to the board, accepted and submitted.

The Inter-municipal Library Board bylaw was read and reviewed.

Theresa Deacon, new Chair of the Friends of the SRL, attended our March meeting.

Nancy Jackson of Turner Valley joined the board in March and quickly became the Marigold representative and the interim Friends of the SRL liaison.

Janice McCann of Turner Valley joined the board in June and just as quickly took on the task of secretary.

All Policy manuals have been updated.

There were three board-member resignations...two of which were due to term limit and an out-of-province move. Recruiting began in earnest and two replacements have been found. A get together was held to thank the exiting board members.

One of our board members was elected to town council in October and resigned but has been replaced with a new recruit.

Three of four Marigold meetings were attended with the exception being the August meeting where most of the board was not available.

The Chestermere Library Board visited our library for a tour and information gathering session on what contributes to our success.

Staff, Board and Volunteer Development

We held a board member/staff/volunteer development day in November and participated in the Six Hat Thinking workshop facilitated by Doris Daley.

Staff and some board members attended Marigold's Workshop in Calgary on May 10. The library closed for the day.

Our assistant manager attended the drum circle facilitator training.

A volunteer appreciation dinner was held in December with the new councils of Black Diamond and Turner Valley in attendance for a tour. Thank you letters were sent out to all volunteers in June.

Staff wages were adjusted to keep in line with COL and minimum wage increases.

Staff performance reviews were held in June.

A new staff member was hired for a casual position. She will be available for evenings and Saturdays to sub for staff.

The board updated the Board Member and Friends of the Sheep River Library plaques with names that were missing.

Jan, Library Manager, attended the library leaders meeting in Strathmore in September and chaired the afternoon session which covered many and varied topics.

A video-conferenced Marigold Advisory Council meeting was held in November.

Approved: January 10, 2013

Revised: February 8, 2018

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 (Inter-municipal) 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 provincial legislation and the Inter-municipal Agreement 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 Network and other consortia to enhance and expand services.
- manage the main bridge for videoconferencing, provides equipment
- maintain Supernet services

Inter-municipal Board

The Inter-municipal 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

Revised: December 8, 2016

SECTION 2: C

Overview Inter-municipal 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 inter-municipal library, to be known as the Sheep River Library, managed and controlled by an inter-municipal 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 Inter-municipal 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 Inter-municipal 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 inter-municipal 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.

SECTION 2: E**Overview****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:

Sheep River Library 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 support life-long learning, satisfy curiosity, stimulate imagination and preserve local history.**
 - a. Working with input from program partners and community groups, volunteer teachers, and individuals, we will expand the reference and support materials annually.
 - b. Expand the collection to preserve local history as it relates to oil and gas, ranching and the Cowboy Trail.
 - c. Continue the magazine donor program, expand selection titles by 10% annually and encourage patrons to use e-resources (Zinio) for magazines.
 - d. Expand the availability of program related equipment for patron usage.
 - e. Expand the library's permanent art collection.

- 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. Solicit feedback from patrons verbally, through surveys and event/course evaluations.
 - c. Expand and review a calendar of special events for the Library that will become a standard of annual activities for which the library is known community wide.
 - d. Develop new and interesting Maker Spaces annually to enhance hands-on experiential learning.

e. To maintain and improve safety and service, the staff, volunteers and Board will receive:

- (1) First Aid training and recertification as required bi-annually.
- (2) Training on fire extinguishers, defibrillators, and the security system annually.
- (3) Customer service training as required.

3. Sheep River Library will develop and implement a comprehensive communications strategy to enable residents of the local communities to be aware of services offered.

- a. Staff and Board will develop a written schedule of strategies for print based and electronic marketing including brochures, Foothills Continuing Education Council (FCEC), posters, signage, newspapers and webpage, and annually conduct an efficiency evaluation
- b. Staff will develop a social media marketing strategy using Facebook while continuing to explore any new and relevant social marketing tools.
- c. Staff will develop an email list of patrons by using the Library Aware program.
- d. Fund raise for outdoor electronic signage with installation by 2017.
- e. Continue to participate in community activities and festivals.
- f. Regular 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. Each trustee will seek out opportunities, both formal and informal , in the community to advocate for the library .
- b. Expand upon volunteer recruitment support services and appreciation.
- c. Identify cost and implementation requirements for special projects and investigate grant and project support available. Continue the collaboration with Friends of the Sheep River Library and strive for improved communications.
- d. Annually review and update the volunteer donor recognition signage.
- e. Board, manager and Town of Turner Valley will develop a business continuity plan to be followed in the event of an unforeseen prolonged facility closure.
- f. Encourage continuous education and training opportunities for staff, volunteers and Board members including workshops, conferences and courses.

5. Sheep River Library will maintain being on the leading edge of technology and demonstrate the use of current technology options for patrons.

- a. Sheep River library will be in compliance with the Marigold IT document.

- b. Sheep River Library will explore and implement videoconferencing programs that are available to our community and increase participation in these events by 25% annually.
- c. Continue on-going staff, Board and volunteer training in the use of various e-resources.
- d. Establish regular sessions for patrons to receive instruction in the use of e-resources provided by Marigold Library System and use of new hardware.

Approved: October 13, 2011

Revised: December 10, 2015