

CALGARY PUBLIC LIBRARY

Board Meeting

5:30 PM, Wednesday, June 25, 2025
Central Library Boardroom 0-11



1. **Treaty 7 Land Acknowledgment** 4
Aaron J. Noga, Board Member
2. **Chair's Welcoming Remarks**
3. **Review of Agenda**
4. **Consent Agenda**
5. **Business Arising**
 - A. ALTA Update
 - B. Business Arising from the Minutes
6. **Chair's Report** Verbal
Evan Legate, Board Chair
7. **MOTION CEO's Report** 6
Sarah Meilleur, CEO Information
8. **Governance Committee**
 - A. **MOTION** Report of the June 16, 2025 Meeting 13
Dana Saric, Governance Committee Chair Information
 - B. **MOTION** Board Policy Revisions 16
Dana Saric, Governance Committee Chair Approval
9. **Strategy and Community Committee**
 - A. **MOTION** Report of the June 11, 2025 Meeting 23
Kate Andrews, Strategy and Community Committee Chair Information

10. Calgary Public Library Foundation Update

- A. **MOTION** Calgary Public Library Foundation Update
Tracy Johnson, CEO Calgary Public Library Foundation

Verbal
Information

11. Board Workplan Review

Evan Legate, Board Chair

26
Discussion

- A. Organizational Meeting Update
Evan Legate, Board Chair

28
Discussion

12. Other Business

13. In Camera

14. Adjournment

TREATY 7 LAND ACKNOWLEDGEMENT

With gratitude, mutual respect, and reciprocity, we acknowledge the ancestral home, culture, and oral teachings of the Treaty 7 signatories which includes the Siksika (*Six-ih-gah*) Nation, Piikani (*Bee-gun-knee*) Nation, Kainai (*Gah-nah-wah*) Nation, the Îlethka (*Ee-ith-kah*) Stoney Nakoda Nation, consisting of the Chiniki (*Chi-ni-key*), Bearspaw (*Bears-paw*), and Good Stoney Bands (*Good Stoe-knee*), and the people of the Tsuut'ina (*Sue-tin-ah*) Nation. The City of Calgary is also homeland to the historic Northwest Métis and to the Otipemisiwak (*Oh-tay-Pem-soo-wak*) Métis Government, Métis Nation Battle River Territory, Nose Hill Métis District 5 and Elbow Métis District 6.

At Calgary Public Library we celebrate stories: the stories of the community and the land that we live on. We serve the community on Wîcîspa (*Wing-cheese-pa*), Guts'ists'I (*Goo-tss-is-tsee*), and Moh'kinstsis (*Moh-gin-tss-is*), which describes the gathering place where the Bow and Elbow rivers meet. We respect all people who share, celebrate, and care for the Treaty 7 territory of southern Alberta and we honour the original caretakers of the land who remind us of the ongoing histories that precede us. We recognize our shared responsibilities going forward to help bring everyone together on this journey of Truth and Reconciliation.

PRONUNCIATION GUIDE

HELLO:

Oki - Ohh-gee (Blackfoot hello)

Âba Wathtech - Um-ba-wath-stitch (Stoney Nakoda hello)

Danit'ada - Duh-nee-duh-duh (Dene hello)

Taashi – Tawn-she (Michif (Métis language) hello)

Mohkinstsiss (Moh-gin-tss-is) means where the two rivers meet / the elbow at the confluence of the Bow and Elbow Rivers. Refers to where the two rivers meet and what we refer to today as Calgary.

CEO REPORT

June 2025

Summers are busy at the Library and the energy and excitement is building.

Not every city can boast its Central Library as an international tourist destination and we are proud to be considered a top attraction in Calgary. This summer, we are partnering with Tourism Calgary to host a new Visitor Information Centre inside the main entrance at Central Library. Staffed by Tourism Calgary's team of local experts, this will be an accessible place to find information on tours, itineraries, access passes, and all the best ways to explore Calgary this summer.

Over the summer, the Library plays a significant role in students and families bridging the summer slide, that notorious learning gap that can widen during the months that schools are closed. To help fight the slide, members of all ages are welcome to sign up for Ultimate Summer Challenge through the Beanstack app to be eligible for prizes or pick up a printed map at any Library location to track their daily reading in July and August. Registration has begun and will remain open until the end of August.

Over 2,000 soon-to-be kindergarteners have claimed their Kindergarten Book Bag. Each keepsake tote bag comes with helpful resources and a curated selection of Library books to help the whole family prepare for the transition to kindergarten. These are available now at nearly every location, excluding Prototype: Skyview and Rocky Ridge Library.

Leaders at the Library were pleased to meet recently with Chief Katie McLellan and her team as Calgary Police Service (CPS) navigates a leadership transition. We appreciate the ongoing support and partnership of CPS in areas ranging from safety and security matters and preparations for G7, to their participation in our Readers and Leaders program.

Library staff from Signal Hill Library, our Elders' Guidance Circle coordinator and myself were honoured to represent the Library at Tsuut'ina Nation's 2025 Education Powwow. Signal Hill staff have been regularly visiting Tsuut'ina Nation with the Book Truck over the past year and it was wonderful to be invited to join this celebration of partners and community.

On June 28, we will be recognizing Library volunteers by treating them to a double feature screening at Central Library. There are currently over 2,500 active volunteers with the Library, 445 of whom have been onboarded just this year. Our volunteers contributed nearly 22,000 hours between January and May 2025, an increase of 9% from the same period in 2024.

Government Relations

As we shared in May, the Town of Stettler and City of Calgary have partnered on an Alberta Municipalities resolution to draw attention to the critical underfunding of public libraries in Alberta as a result of exponential population growth and rising inflation. Both the Town of Stettler and Calgary City Council have voted to approve the resolution and it will be submitted for consideration at the Alberta Municipalities convention in November 2025. Working collaboratively with the Parkland Regional Library System that supports Stettler Public Library, we have been communicating this resolution proactively to Library Directors and MLA's across the Province to convey the growing urgency to ensure appropriate funding for the critical supports provided by public libraries.

The Library was honoured that one of our Service Design experts, Raeesa Farooqi, was an invited guest speaker at the Government of Alberta Community Development Unit's Community Complexity Lab. The Lab is a space for leaders to learn and exchange ideas about tackling

systemic challenges from a multidisciplinary approach. Farooqi presented to leaders from immigrant-serving organizations like Calgary Bridge Foundation for Youth, United Way Calgary, and Trellis Society about the design research and prototyping process that led to the creation of Drop-In English Practice, the Library's newest English language learning program.

System Developments

The Early Learning Centre refresh project work will begin over the summer. This research will incorporate voices of Library staff, volunteers, patrons, and the community. The project aims to capture and document interdepartmental processes and considerations for indoor and outdoor Early Learning Centre spaces. Focused on continuous improvement, the project will also formalize processes for physical updates and maintenance of ELCs on an ongoing basis.

Planning is underway for the new Louise Riley Library Early Learning Centre that will open later this year. Staff have been meeting with the project designer to finalize designs, furniture, equipment selections, and play elements, including sensory experiences for children. This new feature has been integrated into the overall renovations taking place at the location thanks to the generosity of a donation stewarded by the Calgary Public Library Foundation. Once open, the system will have a total of 14 early learning centres at 13 Library locations across the city.

Library Hotline staff recorded a total of 2,774 interactions by phone, email, and chat in May. The questions they have been receiving recently reflect the interest of many new Library users in attending programs and learning about the different services provided at community library locations, such as print and computer services. There has been a noticeable decrease in questions about limits on technology access, so we are pleased that awareness has continued to spread that services have been completely restored following the 2024 cybersecurity attack.

Operational Highlights

LitCon 2025, an annual virtual literacy festival for kids and teens returned to the Library in May. Expanded programming attracted 495 classes and an estimated 13,368 students to this series of live workshops facilitated by content creators across a variety of formats. Approximately 300 more classes watched the recorded sessions on YouTube afterwards.



LitCon 2025 featured a storytelling workshop with local rapper KtheChosen

Interest in the Library continues to circle the globe, with staff hosting tours for international guests on a continuing basis. Some recent examples are a tour of Central Library for a delegation of 30 education ministers from Germany and a series of tours at Memorial Park Library for a group of dancers from Japan on exchange at Alberta Ballet School. We always enjoy these opportunities to connect across cultures and continents.

SAIT film student Sergio Peña Soto recently finished a short documentary about Memorial Park Library. [*When the Walls Actually Speak: A Library's Legacy*](#) is now streaming for free on YouTube. Using archival photos, historical newspaper articles, and an interview with a Library staff member, the story of Memorial Park Library is told from the building's own perspective of how it came to be and its place in Calgary's future.

While Calgary officially observes Pride at the end of August, the Library also likes to participate in June with programming and curated booklists. This year, the Library hosted Fake Mustache founder Kait Hatch along with a panel of local drag artists for an evening diving into the past, present, and future of drag performance.

Saddletowne Library staff enjoyed supporting the Calgary Police Service Youth Link Summer Safety Day. They spoke with over 800 people from families across the city, checked out materials from the Story Truck, distributed bookmarks promoting Ultimate Summer Challenge, and answered questions from parents and educators about how to bring the Story Truck or Book Truck to their schools and communities. This event was a great way to support our partners at Calgary Police Service while connecting with the public and promoting the Library.

In June, Village Square Library launched a new Lego Club, much to the delight of our young patrons. Over the first three sessions, staff witnessed an outpouring of enthusiasm, teamwork, and boundless creativity from participants. This is quickly becoming a highlight of the week for participants and staff alike.

Create Purpose Together

Readers and Leaders was a new program this year and the pilot is wrapping up with evaluation surveys circulating to educators and first responder volunteers from CPS, Calgary Fire Department, and Calgary 911. The response so far has been very positive, with educators reaching out to express their appreciation for this opportunity to inspire young readers and connect them with the people they look up to as heroes in the community.

As part of Mental Health Awareness Month in May, the Library participated in the Community of Practice at Genesis Centre. Hosted by the City of Calgary, this event brought together community organizations to share services focused on mental health and addictions. Library staff used this opportunity to share information on the Wellness Desk and other Library resources, including collections focused on wellness, belonging, and community.

In partnership with Calgary Jewish Federation, we hosted nearly 2,500 students from local schools in the Performance Hall at Central Library over ten days of programming for the Holocaust Education Symposium (May 5-16). During their time at the Library, students were able to hear both live and recorded stories from Holocaust survivors and their descendants about the importance of empathy, tolerance, and community building, along with a keynote address by a Holocaust education professional from Poland.

The Canadian Gap Year Association's Calgary Gap Year Expo was hosted at Central Library on May 22. 55 youth and their families visited Central Library to explore options for a gap year between high school and post-secondary education. Exhibitors covered topics like financial planning for post-secondary study and ways to prepare for a meaningful gap year.

With the success of a recent pilot under the Library's Teen Engagement Strategy, Forest Lawn Library has been identified as the next location to receive a Teen Tech Lab. Staff welcomed this news after working hard to test Mini Teen Tech Labs with patrons and incorporating ideas into their Teens Create program. The significant teen population who enjoy spending time at this location will benefit from a new opportunity to explore creativity at the Library.

Calgary Wild Football Club hosted a family storytime at Central Library on June 8 to honour UNICEF's International Day of Play. The Wild FC players enjoyed interacting with the elaborate set created by Library staff and enthusiastically read books, gave autographs, answered audience questions and posed for photos to the delight of over 80 participants who gathered on the stairs in the Shaikh Family Welcome Gallery. Soccer fans in attendance were thrilled to meet their newest local sports heroes, including Wild mascot Echo the Owl.



Family Storytime with Calgary Wild FC

Champion a Sense of Belonging

In collaboration with an anti-racism program at the City of Calgary, the Library was connected with special guest Kim Pay for a storytime with stories featuring the Chinese New Year and zodiac. The children participating in this special Storytime were also invited to play a memory game and do colouring sheets to help learn the zodiac animals.

All year, we honour and celebrate Indigenous people and cultures as members of the Treaty 7 community. The responsibility of the Library in supporting Truth and Reconciliation is outlined in the Truth and Reconciliation Commission of Canada's [Calls to Action](#) and the [White Goose Flying Report](#) specific to Calgary institutions. In June each year, this area of focus deepens in recognition of National Indigenous History Month.

This year, we have observed National Indigenous History Month across the system through special displays, children's activities, storytimes, guest speakers, and performances. This has included Indigenous artists featured during Music Under the Archway on Sundays at Central Library, a Canada Sport Hall of Fame exhibit featured at Central and Shawnessy Libraries, a keynote on Indigenous sports heroes, and a panel exploring the importance of preserving and proliferating Indigenous languages on June 21 for National Indigenous Peoples' Day.

Leaders in our Service Design department were accepted into the Banff Centre's Wise Practices in Indigenous Leadership program and attended in late May. This unique program welcomes Indigenous leaders from across Canada and abroad for a weeklong personal and professional leadership journey. Under the guidance of Elders, participants learned to balance cultural and contemporary competencies through land-based learning, hands-on case studies, and guidance around community dialogue. This impactful professional learning opportunity is already guiding the work of the Indigenous Services team and how they connect with Treaty 7 communities.

As announced in May, the Library's newest partner for the Newcomer Desk is La Cité des Rocheuses. This French language newcomer-serving organization will occupy the Newcomer Desk at Central Library every Thursday. For their first shift with the Library, the entire settlement

team from La Cité des Rocheuses visited Central for a tour and orientation. Staff spent two hours with them answering their questions about services and resources.



La Cité des Rocheuses staff welcomed at Central Library for a new partnership on the Newcomers Desk

May 29 marked the first of this year's Canadian citizenship ceremonies at the Library. Proud families, friends, and Library patrons stood by in support of these 83 new Canadians from 19 countries as they obtained their citizenship. The 275 attendees celebrated afterwards with cake and live music from Eclipse Duo.



May 29 Citizenship Ceremony in the Patricia A. Whelan Performance Hall at Central Library

Energize Lifelong Learning

Service Design and Service Delivery co-hosted 100 Calgary Board of Education (CBE) teachers at Central Library on May 16 for their annual Indigenous Day of Learning, Moo'kaaksin. Teachers participated in Caretakers of the Land activities, a Placemaking art tour and a program with Elder Adrian on Indigenous comics for teens.

Library staff attended the third annual Reading League Summit in Chicago to learn about the latest research in reading and literacy. This special event is hosted by the Reading League, a non-profit dedicated to advancing awareness, understanding, and use of evidence-aligned reading instruction. Reading science experts facilitated sessions on applying theory and research to the practice of supporting literacy. At the Library, we are lifelong learners always seeking new ways to bring science, technology, reading, arts, and more to members of all ages.

The Libin Cardiovascular Institute lecture series finished the season at Seton Library with Women's Cardiovascular Health Across the Reproductive Lifespan. The mezzanine was transformed into a lecture hall where 55 patrons attended an engaging talk on women's health led by Doctors Roopinder Sandhu, Sandra Dumanski, Kara Nerenberg, and Shafeena Premji. An active question-and-answer session led to several smaller group discussions, and many expressed their appreciation for a lecture of this caliber being offered in a community location.

The Library's Collections department is monitoring the evolving international trade situation with the potential impact of tariffs within the publishing industry. Collections is proactively sourcing more Canadian titles and placing orders before tariffs are set to begin in July.

As part of an artificial intelligence in collections working group, Library staff attended a presentation by Jack Illingworth from the Association of Canadian Publishers about the use of AI by authors. He shared that the use of AI in contemporary fiction is growing in acceptance. Some examples of Canadian authors using AI include Stephen Marche's *Death of an Author*, Sean Michaels' *Do You Remember Being Born?* and Sheila Heti's upcoming *According to Alice*. Those authors have been transparent about the use of AI, but all relied on it to co-create works of fiction using generative tools. The Library continues to monitor this trend as AI use in nonfiction is more controversial given the potential for misinformation.

AI continues to impact libraries in the audiobook space. Audible recently announced a new initiative using AI to produce more audiobook content in other languages. In one of the options, Audible would handle the entire production process. For titles produced in this way, publishers can decide to offer their audiobooks exclusively with Audible, making them unavailable to public libraries. Libraries must stay nimble to meet the changing needs of communities while navigating the evolving publishing landscape.

Strategic Initiative Projects and Progress Updates

The Prototype: Skyview project has completed Phase 1: Prototype and Learn, when the Service Design project team worked with Service Delivery to connect with the community, evaluate core opening services, and prototype new ones. This included an outgoing fax service and furniture called the Solo Pod. In Phase 2: Action and Iteration, the project team will build upon learnings and shift focus to areas needing attention, including newcomer services, digital equity, and social connection. After the successful launch of Drop-In English Practice at Prototype: Skyview, this location will also be a test site for a new document translation service beginning in July.

Mentors and mentees participating in the new Library staff mentorship pilot have begun meeting and in just a few short weeks have found it to be a fruitful experience. Participants have enjoyed connecting with colleagues across the system and dedicating time to one another's professional development and learning.

Staff have continued to participate in Elder in Residence training sessions on a range of topics and have been providing feedback to leadership about how helpful this has been in their personal journeys towards understanding the ways they can support Truth and Reconciliation at the Library. Opportunities to learn more about injustices in the past and present help staff to show up and connect more mindfully with patrons across the system.

Work is already underway to develop our next strategy to take effect in 2027. The current strategic plan, *Everyone Belongs at the Library*, has been in place since 2023 and is entering its final year in 2026. Going forward and in response to changes with the City of Calgary's planning cycles, the Library is considering ways to plan and deploy bold strategic goals addressing a long-term vision for library service.

Impact Moments

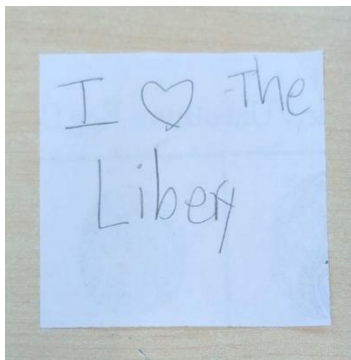
A parent whose child recently graduated from My First Bookshelf shared their final feedback:

This program has been incredible in helping to boost my children's love of reading. They both were very excited to see what book they received each month and to show it off to their peers! We all enjoyed reading the books as often as possible. Also, the diversity within the books was really enjoyable to see, being a family of visible minorities. We usually don't see ourselves represented in stories, so to receive some books where we were represented was truly appreciated and my children were so happy!

A visitor from a local newcomer-serving organization came to Nicholls Family Library to register one of her clients for a Library card. The client was new to Canada from Kenya. After the card was processed, they shared that of all the applications they had made, the Library card was the nicest and the easiest. They were pleased that there would be no wait and they could leave with a Library card in hand.

Firefighter Storytime is enjoyed across the system. Giuffre Family Library staff learned that one rite of passage for rookie firefighters with Calgary Fire Department is to be volunteered as a reader. At the May 29 storytime, Rookie Colm's Irish accent delighted listeners as he read *Do Bulldozers Have Butts?* and *This is a Ball*. Staff at Nicholls Family Library were impressed to hear from one of their regular visitors that, upon finding herself stuck in an elevator with her two very young children, her toddler told her not to worry because he knew from Firefighter Storytime that the firefighters would be there to rescue them.

At the recent staff appreciation event at Heritage Park, a staff member from Nose Hill Library was listening to a history lesson on the family that had once lived in the house where they stood. The conversation revolved around settlers in the area and the *Dominions Land Act*. The staff member had just finished reading a book on the subject, so she jumped into the conversation and delivered a quick, impromptu book talk. She showed the crowd the book on the Library's website and noted that some of them were taking her recommendation to check it out. The Heritage Park employee on site commented, "I love that librarians are here today because you always ask questions and you're always interested in what we have to say!"



Visitor feedback left behind in the pencil box at Nose Hill Library

Recently, a 70-year-old member came to Judith Umbach Library and commented that she had never visited at noon before and seen all the students who come to spend their lunch hour at the Library. The staff member was bracing for a complaint about noise or lack of seating, but the member remarked that she "loves seeing how many teens are here". It was a great reminder about the importance of libraries as intergenerational spaces, which benefit people in all age groups and are increasingly hard to find.

Unapproved Minutes
Governance Committee Meeting
Calgary Public Library Board
Online via Microsoft Teams
Monday, June 16, 2025
11:00 am

Board in Attendance:

- Dana Saric (Chair)
- Kate Andrews
- Haritha Devulapally
- Gillian Hynes
- Evan Legate
- Aaron J. Noga

Regrets:

- Al-Karim Khimji

Administration in Attendance:

- Sarah Meilleur, *CEO*
- Lisa Minnikin, Executive Assistant
- Amanda Robertson, Executive Assistant
- Heather Robertson, Director, Service Design and Innovation

1. Treaty 7 Opening

Dana Saric respectfully opened the meeting with a land acknowledgment.

2. Review of Agenda

MOVED by Gillian Hynes that the June 16, 2025 Agenda be approved as presented.

Carried unanimously

3. Approval of Minutes

MOVED by Haritha Devulapally that the April 2, 2025 minutes be approved as presented.

Carried unanimously

4. Business Arising

Imagine Canada Update

Heather Robertson shared an update from Administration's review of the Imagine Canada accreditation standards and isolated the line items that would fall within the Board's mandate: documentation regarding the way Board records are created and stored; and documentation of Board succession planning and procedures. The Governance Committee will take these into consideration as they develop the 2025/2026 committee workplan.

5. Mini Moments

Dana Saric joined the Signal Hill Library Outdoor Early Learning Centre fundraising breakfast hosted by the Foundation. Her family enjoyed visiting a library outside of their usual area and could see the impact the new OELC will have in this busy location when completed.

6. Board Recruitment

A. Recruitment Committee Update

Haritha Devulapally updated the committee that she has touched base with the search firm and they are planning to set a meeting at the end of August with interviews taking place in September. The Recruitment Committee (Haritha Devulapally, Gillian Hynes, Evan Legate, and Aaron J. Noga) will be seeking a candidate with a CPA background to fill a gap being left in next year's skills matrix. The Committee will interview four to five candidates before recommending one to the City for appointment.

7. By-Laws, Policies, and Processes

Heather Robertson outlined Administration's recommendation that the Board develop a Truth and Reconciliation policy. Administration has been working on an environmental scan to better understand what other comparable public institutions have done to recognize this important component of their work.

Sarah Meilleur and Robertson also engaged Crystal Manyfingers for her thoughts and her support in this process. Respecting protocol, Manyfingers was presented with tobacco for this ask and she agreed to help guide and contribute to the process. At her suggestion, Meilleur, Robertson, and Manyfingers will seek to invite members of the Elders Guidance Circle to discuss the idea of a Truth and Reconciliation Policy and to solicit their thoughts on what the Library should consider in terms of process and important principles to include. Administration is working to bring a further update to the Governance Committee in September with more information on the different approaches other libraries have taken as well as next steps and potential draft language that could be considered for Calgary Public Library's policy.

ACTION – Administration will bring an update on this process to the September Governance Committee meeting.

8. Governance Committee Workplan Review

No changes were requested. Administration to note the September discussion regarding a Truth and Reconciliation policy.

9. Other Business

None.

10. In Camera

MOVED by Dana Saric that the Calgary Public Library Board move in camera at 11:19 pm.

Carried unanimously

All attendees not serving on the Library Board were dismissed from the meeting.

MOVED by Kate Andrews that the Calgary Public Library Board rise without reporting.

Carried unanimously

11. Adjournment

MOVED by Kate Andrews that the meeting be adjourned at 12:09 pm.

Transcribed by Amanda Robertson.

Dana Saric
Committee Chair

Administrative Policies

The Board authorizes and may direct the Chief Executive Officer to establish, revise, repeal, and replace such Administrative Policies as the Chief Executive Officer considers appropriate from time to time. Where a specific Administrative Policy is created at the discretion of the Board, the Chief Executive Officer shall inform the Board promptly following the establishment, revision, repeal, or replacement of each such policy ~~in support of a Board Policy~~.

Commented [HR1]: Minor adjustment to align with language in the Bylaws.

Conflict of Interest

Board Members must be open, honest, and transparent in the work we do. A conflict of interest occurs, or may occur, in a situation where a Board Member has private interests and relationships that they believe could or identify could be seen to impact the decisions or actions they take on behalf of the Library. The interests of the Calgary Public Library must be placed before those interests.

Board Members must abide by the law and policies of the Library. Board Members shall regulate activities so as to remain free of interests or relationships which are, or have the appearance of being, harmful or detrimental to the Calgary Public Library, or are in conflict with the Library's best interests.

Where there might be a conflict between Board Member's personal interests and those of the Library, it is the responsibility of each Board Member to declare in writing to the Board Chair at the first opportunity those interests and relationships that could or could be seen to impact the decisions or actions they take on behalf of the Board. [If such Board Member is the Board Chair, the disclosure should be made to the Board Vice-Chair or other applicable Board Committee Chair who will perform all of the duties normally performed by the Board Chair as outlined above.](#)

Board Members who declare a conflict of interest must recuse themselves from voting on motions involved in the conflict.

Board Members will not accept or provide gifts, benefits and favours in exchange for, or appear to be in exchange for, preferential treatment or influence at the Calgary Public Library.

Category	Board
Statutory	No
Approval History	2024. 2020. 2015
Approval	Evan Legate

Commented [HR2]: Suggestion to include this language from the Board Bylaws outlining what to do in the event the Board Chair has a real, apparent, or potential conflict of interest.

Collections Policy

As a vital community connection to the world of information and ideas, the Library provides the widest possible access to knowledge, thought, and creativity for information, learning, inspiration, and enjoyment. To accomplish this, the Library provides a broad range of print and digital resources for users of every age and ability.

Through its collections, the Library encourages reading, helps develop literacy skills, and fosters life-long learning. The collections support formal and informal education and inform, entertain, enhance, and enrich individual lives. The collections:

- support informational and recreational reading, viewing, listening, and engagement
- stimulate the imagination and empower creativity
- increase an individual's ability to succeed and participate actively in the community

The Library's collection development strategies are aligned with the values set out in the Library's Strategic Plan and with the goal of ensuring that the breadth and depth of the Library's collections are both reflective and inclusive of the diversity within our communities. To ensure that content is discoverable, accessible, and responsive to different needs, the Library continually seeks new ways of making resources available, by evaluating and implementing emerging formats, technologies, and curation strategies.

As part of this work, the Library works with relevant agencies to provide content in alternative formats to individuals with special needs, such as print or perceptual disabilities. In particular, the Centre for Equitable Library Access (CELA) was established in 2014 with the goal of supporting and assisting public libraries in delivering accessible library materials to Canadians. The partnership with CELA enables the Library to provide a broad selection of books, media, and digital resources to users with print disabilities in the formats of their choice.

In considering content for inclusion in the collection, Library staff exercise their professional judgment, using criteria such as currency, accuracy, availability, imaginative quality, appeal, and the unique contribution that each resource makes to the overall collection. The whole of a work or a resource rather than a part is always considered when making a selection decision.

Other criteria include:

- the expressed and anticipated needs and interests of Calgary's diverse community
- recommendations made by critics, reviewers, and other authorities
- authority, reputation, or qualifications of the author, artist or publisher
- the suitability of the subject, style, presentation, and reading level to the intended audience
- clarity, accuracy, and logic of presentation
- representation of Canadian and local perspectives
- representation of important movements, genres, or trends
- insight into the human condition and social realities
- artistic presentation and experimentation

Commented [GL3]: Recommend removing accuracy from this sentence and adding the following to the bulleted list of other criteria:
clarity, accuracy, and logic of presentation

- budget priorities
- space priorities
- the suitability of the form for library use
- availability
- copyright and rights management

An item need not meet all of the above criteria to be selected.

Requests by individual patrons for the inclusion of content will be considered by the Library through the application of the criteria in this policy. The whole of a work, rather than a part, is always considered when making a selection decision.

Ultimate responsibility for the policy that determines and guides selection and access of materials rests with the Board. The task of selection is delegated to the Chief Executive Officer who directs this activity to qualified and knowledgeable staff.

The Board recognizes that this policy is carried out in compliance and with due regard for all applicable legislation.

Intellectual Freedom

While Library staff may assist patrons, the ultimate right and responsibility for the choice and use of Library Materials rests with the individual.

The Library is guided in this work by the [Intellectual Freedom Policy](#) and endorses the Canadian Federation of Library Associations' *Statement on Intellectual Freedom*, and the International Federation of Library Associations and Institutions' *Statement on Libraries and Intellectual Freedom*.

The availability of content within the Library's collections does not indicate endorsement by the Library. The Library recognizes that some resources selected for its collections may be regarded as controversial, unconventional, or unpopular.

Parental Responsibility

Responsibility for children's or teens' choice and use of resources rests with their parent(s) or legal guardian(s). Selection for the adult collection is not restricted by the possibility that children or teens may access resources their parent(s) or legal guardian(s) may consider inappropriate. The Library believes in the freedom of the individual, and the right and obligation of parent(s) or legal guardian(s) to guide, develop, interpret, and maintain their own code of values in their family. The Library will not limit individuals' access to content included in its collections.

Collection Maintenance

To maintain collections that support community interests and demands, Library staff carry out an ongoing program of collections maintenance to ensure that content is current, relevant, and that physical collections are in good condition.

Commented [GL4]: Recommend adding the following sentence at the end of this list:
An item need not meet all of the above criteria to be selected

Commented [GL5]: Recommend adding the following to address AI-generated content: *authority, reputation, or qualifications of the author, artist, or publisher*

Commented [GL6]: This sentence is also stated above the list of other criteria. Do we need it in both places?

Use of Library Premises

Hours of Opening

The Board authorizes the Chief Executive Officer to establish Hours of Opening for all Library Premises.

Access

Every member of the public shall have access during the Hours of Opening to those public areas normally used for Library purposes or designated for Library purposes. The Library may also grant after-hours access for public and private bookings under the conditions set out in the *Calgary Public Library Terms and Conditions of Room Use*.

Conduct

All persons using Library Premises shall conduct themselves so as not to disturb other patrons or cause damage to Library property as per the *Library's Code of Conduct*, [Terms and Conditions of Room Use](#), and *Political Use of Library Space Policy*.

Intellectual Freedom

The Library is guided in this work by the [Intellectual Freedom Policy](#) and endorses the Canadian Federation of Library Associations' *Position Statement on Intellectual Freedom*, the City's resolution on Freedom to Read Week, and the International Federation of Library Associations and Institutions' *Statement on Libraries and Intellectual Freedom*. Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Food and Beverages

Consumption of food and non-alcoholic beverages only will be permitted in designated areas of Library Premises, provided such activity does not interfere with the use and enjoyment of Library Premises by other patrons or result in any damage to Library Materials, furnishings, or equipment.

Patrons who consume food and beverages on Library Premises may be held liable and accountable for any damage, repair, or additional expense that may be incurred because of this activity.

Program Rooms, [Event Spaces](#), and Other Library Spaces

Program rooms and any areas of Library Premises not used for Library purposes may be reserved for use by groups under the conditions set out in the [Calgary Public Library Terms and Conditions of Room Use](#). [The use of programs rooms and event spaces must also adhere to the Library's Code of Conduct, Public Access Network Terms of Use, and Political Use of Library Space Policy.](#)

Category	Library Premises Use and Safety
Statutory	Yes
Approval History	2024. 2022. 2020. 2015.

Commented [HR7]: Recommend addition of this sentence to reinforce that intent for space use must adhere to applicable library policies and guidelines.

Schedule A: Loan Limits and Loan Periods

Loan Limits

Library Member	99 items per Library Member , with the following exceptions:
Adult DVDs	30 items per Library Member
Children's DVDs	30 items per Library Member
Holder of The Alberta Library [TAL] Card	5 items per Library Member

Loan Periods

All circulating materials, with the exception of DVDs	3 weeks
DVDs	1 week

Other Loan Limits and Loan Periods may be imposed in accordance with the terms of licenses for electronic resources.

Schedule B: Fees

Fee for Non-resident Library Members

\$112.00/year (total for all family members at one address)

Recovery Fees for Lost and Damaged Library Materials

The price in the bibliographic record determines the replacement cost of lost or damaged Library Materials.

Recovery Fees for Courses, Programs, and Special Events

Admission to Library programs is normally free. In exceptional circumstances, a charge may be implemented. Any such charge may be waived for individual patrons in financial hardship.

Rental Fees for Library Program and Event Spaces

Booking of library program rooms in community library locations is normally free to those with a valid library membership. Rental fees may apply for third party renters of large-scale event spaces at the Central Library as outlined in the following chart.

Commented [HR8]: Recommend this heading and wording be added to more clearly differentiate the information about recovery fees and the chart outlining rental rates that may be charged for use of library space.

	Program Rooms in All Locations	Central Library Event Spaces*						
		Patricia A. Whelan Performance Hall	Staff/ Security Fee	Combined Fee	Performance Hall with Level 0 Meeting Rooms	Staff/ Security Fee	Combined Fee	Shaikh Family Welcome Gallery
Not-for-profit rate**	No charge	\$100/hour	\$60/hour	\$160/hour	\$200/hour	\$60/hour	\$260/hour	\$270/hour (Flat rate \$2,000)
Regular booking	No charge	\$250/hour	\$60/hour	\$310/hour	\$500	\$60/hour	\$560/hour	\$333/hour (Flat rate \$2,500)

*A three-hour minimum applies.

**Non-profit groups running events for a profit will be charged a for-profit rate.

The use of the Library's program rooms, the Patricia A. Whelan Performance Hall, and the Shaikh Family Welcome Gallery are governed by the *Calgary Public Library Terms and Conditions of Room Use* and other related policies.

Unapproved Minutes
Strategy and Community Committee Meeting
Calgary Public Library Board
Online via Microsoft Teams
Wednesday, June 11, 2025
3:00 pm

Board in Attendance:

- Kate Andrews (Chair)
- Al-Karim Khimji
- Evan Legate
- Evan Spencer
- Margaret Wu

Regrets:

- Crystal Manyfingers

Administration in Attendance:

- Sarah Meilleur, *CEO*
- Mary Kapusta, *Executive Director, Communications and Engagement*
- Barb Gillard, *Acting Executive Director, Visitor Experience*
- Leanne Hooper, *Service Design Lead*
- Amanda Robertson, *Executive Assistant*
- Heather Robertson, *Executive Director, Service Design and Innovation*

1. Treaty 7 Opening

Margaret Wu respectfully opened the meeting with a land acknowledgment.

2. Chair's Opening Remarks

Kate Andrews welcomed everyone to the Strategy and Community Committee meeting.

3. Review of Agenda

MOVED by Margaret Wu that the June 11, 2025 agenda be approved as presented.

Carried unanimously

4. Approval of Minutes

MOVED by Evan Legate that the minutes of the April 9, 2025 Strategy and Community Committee meeting be approved as presented.

Carried unanimously

5. Business Arising

None.

6. Spotlight Report: Civic Engagement

Leanne Hooper presented highlights from the Spotlight Report on Civic Engagement at the Library.

Libraries are foundational institutions for civic engagement as they provide resources and spaces of belonging, conversation, and connection. The primary audience for this year's civic engagement and elections support priorities are voting age patrons, newcomers, first-time voters, Indigenous voters, and Library staff supporting this work.

After conducting an environmental scan of what other libraries are doing in this space, it is apparent that Calgary Public Library is a leader in this space. Previous resources like the Plan My Vote tool in 2021 and the Government 101: Divisions of Power boards were highly effective based on feedback from staff and the public. A cross departmental project team was formed this year to continue to build on those supports and identify emerging needs related to civic literacy, including dispelling harmful misinformation, disinformation, and malinformation.

In general, this year's focus is on targeting critical thinking as it relates to civic engagement. The Library will enhance and develop new supports aimed at: increasing civic and media literacy; promoting a sense of belonging as it pertains to voting and why voting matters; understanding the roles of different levels of government; learning the mechanics of voting; educating about the differences between and types of misinformation, disinformation, and malinformation standing in the way of the democratic process.

Civic engagement does not stop after the election is over. The Library believes that investing in these areas now will provide evergreen tools that can support civic engagement and democracy both during and between future election periods.

MOVED by Evan Spencer that the Strategy and Community Committee receive Spotlight Report: Civic Engagement for information as presented.

Carried unanimously

Evan Legate left the meeting at 3:30 pm.

Leanne Hooper left the meeting at 3:37 pm.

7. Board Advocacy Plan Review

Mary Kapusta provided background information about the Calgary Public Library Board advocacy priorities. The items described in this plan pertain to individual actions Board members can take to advocate on behalf of the Library and in reflecting the needs of their communities back to the Library. These are reviewed each year and evolve with the needs of the Library and the skill sets available on the Board.

Administration advised that the Board's approach to advocacy may change based on the skills of its members and the strategic priorities of the organization at a given time. Actions outlined in the plan are intended to provide an evergreen basis for the types of work Board members may do outside of their primary function making governance-level decisions on behalf of the organization.

MOVED by Al-Karim Khimji that the Board Advocacy Priorities be received for information as presented.

Carried unanimously

8. Strategy and Community Committee Workplan Review

No changes were requested.

9. Other Business

None.

10. Adjournment

MOVED by Margaret Wu that the meeting be adjourned at 3:59 pm.

Transcribed by Amanda Robertson

Kate Andrews
Committee Chair

2025 Calgary Public Library Board Workplan

Reports for Information (I) and Approval (A) Or No Motion Required (X)	Annual Meeting Cycle													
	Jan	Feb	Mar	Apr	May	Jun	Jul*	Aug	Sep	Oct	Org	Nov	Dec	
Executive Leadership Team														
1. CEO Report	I		I		I	I			I			I		
2. Public Libraries Service Branch (PLSB) Annual Survey (in camera)	A													
General Board Governance														
3. Chair and Vice-Chair Appointments											X			
4. Standing Committee Appointments											X			
5. Standing Committee Chair Appointments											X			
6. ALTA Representative Appointment (optional)											X			
7. Delegate Selection for Calgary Public Library Foundation Board											X			
8. Recognition and appreciation of any departing Board member									X			X		
Governance Committee														
9. Meeting Report(s)	I		I		I	I			I					
10. Organizational Meeting Review and Recommendations	I													
11. Board Self Evaluation Results Review and Recommendations	I													
12. New Member Appointment Recommendations (in camera)									A					
13. New Member Orientation									X					
14. Board Governance Bylaw Review (revisions require Board approval)									I					
15. Board Policy Review (revisions require Board approval)									I					
16. CEO Performance Review (in camera)						A								
Strategy and Community Committee														
17. Meeting Report(s)	I		I		I	I			I			I		

18. Community Library Liaisons	X												
19. Board Retreat Recommendations	X												
20. Board Advocacy Recommendations									A				
21. Strategic Plan (2022, 2026, 2030)						A							
Audit and Finance Committee													
22. Meeting Report(s)	I		I		I		I*		I			I	
23. Annual Budget	A												
24. Annual Financial Audit			A										
25. Quarterly and Annual Financial Review	I		I		I		I*		I			I	
26. Quarterly and Annual Risk Review	I				I		I*		I			I	
Calgary Public Library Foundation													
27. Report to the Board	I		I		I	I			I			I	

* July meeting cancelled in 2025

**Calgary Public Library Board
New Board Member Appointments and Organizational Meeting - Briefing
June 25, 2025**

Background

Each year the Calgary Public Library Board Organizational Meeting is held approximately two weeks after Calgary City Council completes its appointments for Boards, Committees, and Commissions. This usually means the Organizational meeting is completed in early November with the first Regular Meeting of the new Board taking place in late November, allowing a break over December during which time some of the new Board member orientation may take place to prepare them for the resumption of the standing committee schedule in January of the following year.

Impact of 2025 Municipal Election

With the municipal election delaying routine City Council business, new appointments have been delayed significantly this year. Timelines are as follows:

- **November 3:** Deadline for new candidate nomination forms and resumes to the City
- **November 20:** Council Nominations Committee initial review of candidates and recommendations
- **December 4:** Regular Meeting of Council on Boards, Commissions and Committees to consider recommendations and approve candidates

The Organizational meeting was previously scheduled for November 5 and will no longer be able to proceed on that date without the new Public member and Councillor member being appointed by City Council.

Proposal

If City representatives share the approved candidates on December 5, the Organizational meeting should be able to proceed the following week. The Board Chair and Vice Chair propose rescheduling the Organizational meeting to a virtual, 60-minute meeting at noon on either:

- **Wednesday, December 10**
- **Thursday, December 11 (preferred)**
- **Friday, December 12**

The Regular Meeting currently scheduled for November 26 will proceed as scheduled with the prior Board.

Library Board Meeting Schedule

2024 - 2025

City Calendar 2025

Legend	
Meeting	Time
BRD	Regular Board Meeting 5:30 PM
A&F	Audit and Finance Committee 5:30 PM
GOV	Governance Committee 11:30 AM
S&C	Strategy and Community Committee 3:00 PM
SP	Special Board Session / Retreat 24-May
FF	Foundation Finance Committee Meeting 5:30 PM
F	Foundation Board Meeting 5:30 PM
AGM	Foundation Annual General Meeting 5:30 PM
BCC	City's BCC Organizational Meeting 9:30 AM
CA	City's Audit Committee 9:30 AM
SPC	City's SPC on CPS (Civic Partner Report) 9:30 AM
ORG	Board Organizational Meeting 5:30 PM
HOL	Holidays

November 2024							December 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

January 2025							February 2025							March 2025							April 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1										1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

May 2025							June 2025							July 2025							August 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7													1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30

September 2025							October 2025							November 2025							December 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1														
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			