

BYLAWS OF THE CITY OF LETHBRIDGE LIBRARY BOARD FOR THE SAFETY AND USE OF THE LIBRARY

The City of Lethbridge Library Board enacts the following bylaws pursuant to The Alberta Libraries Act, R.S.A 2000, Ch L-11, s36.

PART 1 – INTERPRETATION

- 1.1 For the purposes of this bylaw the expression:
- 1.1.1 **“Act”** refers to the Libraries Act, R.S.A. 2000, Chapter L-11 and amendments thereto.
 - 1.1.2 **“Board”** means the City of Lethbridge Library Board.
 - 1.1.3 **“Borrower”** means the person to whom a Library borrower card has been issued.
 - 1.1.4 **“CEO”** means the person charged by the Board with the operation of the Lethbridge Public Library.
 - 1.1.5 **“Hours of Operation”** means the hours as set from time to time by the Board, that the Library is open to members of the public for the purpose of using or borrowing library materials.
 - 1.1.6 **“Library”** means the Lethbridge Public Library (LPL) or any premises used by it for library purposes, including the Bookmobile.
 - 1.1.7 **“Library Resources”** means any material, regardless of format, that is held in a library’s collection and includes books, periodicals, audio and video recordings, projected media, closed format materials, artwork, photographs, micro-materials, toys and games, kits, software, and electronic databases in the collection of the Lethbridge Public Library or borrowed by the Lethbridge Public Library.
 - 1.1.8 **“Loan period”** means the period of time that a member may borrow Library Resources and includes any renewal of an original loan period.
 - 1.1.9 **“Region”** means the Chinook Arch Regional Library System.
 - 1.1.10 **“TAL”** means The Alberta Library.
 - 1.1.11 **“CNIB”** means The Canadian National Institute for the Blind.
 - 1.1.12 **“ME”** means the Alberta wide borrowing service provided by the Alberta Public Library Network.
- 1.2 The headings used herein are for convenience and do not form part of these bylaws.
- 1.3 Where the time limit for doing anything falls on a day when the Library is closed to the public, the time shall be deemed to be extended to the first day thereafter that the Library is open to the public.
- 1.4 Lethbridge Public Library reserves the right to adjust prices in the following fee schedules temporarily at the discretion of the CEO or designate for promotional or marketing purposes.

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PART 2 – USE OF LIBRARY PREMISES

2.1 Access to the Public Portions of the Library

- 2.1.1 The portion of any Lethbridge Public Library facility used for public library purposes is open to any member of the public free of charge during the hours of operation as are set out by the City of Lethbridge Library Board from time to time.

2.2 Meeting Room Charges & Use

- 2.2.1 Fees for the use of Library premises not normally used for public library purposes are set out in Schedule A – Meeting Room Fees that is attached hereto and forms part of this bylaw.
- 2.2.2 No charges shall apply for the use of meeting rooms for programs put on by the Library or in conjunction with the Library in keeping with the Board’s Public Library and Library related programming policies.

2.3 Conduct in the Library

- 2.3.1 Any person using the Library shall conduct themselves so as to not disturb other library users in accordance with the Library’s Code of Conduct.
- 2.3.2 Any person entering the Library must abide by any measures put in place to protect the health and safety of library users and staff.
- 2.3.3 For their own safety, young children using the Library should be accompanied by a parent, guardian, or other individual authorized by the parent. The Library cannot be responsible for the care and safety of young children using the Library.

2.4 Smoking on Library Premises

In the interest of promoting the health, safety, and welfare of the patrons of the Lethbridge Public Library, the purpose of this Bylaw is to regulate the use of tobacco and tobacco related products on all LPL property to reduce the exposure of others to second-hand smoke. Notwithstanding smoking bylaws and provisions from the Province of Alberta and the City of Lethbridge, the LPL Board has created this bylaw to specifically address smoking on LPL property.

- 2.4.1 Consumption of any tobacco or tobacco related product is prohibited on all Lethbridge Public Library property including, but not limited to, the Main (810 5 Avenue S) and Crossings (255 Britannia Blvd W) branches and the LPL Bookmobile.
- 2.4.2 The use of e-cigarettes or vaping products are prohibited on all Lethbridge Public Library property including, but not limited to, the Main (810 5 Avenue S) and Crossings (255 Britannia Blvd W) branches and the LPL Bookmobile.
- 2.4.3 The only exceptions will be areas designated by the CEO or designate at the Main (810 5 Avenue S) and Crossings (255 Britannia Blvd W) branches. These areas will be the only designated smoking areas.
- 2.4.4 Any person found in violation of this bylaw will be subject to discipline including, but not limited to, suspension of library privileges, removal from the property, or prosecution under the City of Lethbridge and/or province of Alberta enforcement policies and penalties.

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2.5 Cannabis on Library Premises

The Board recognizes that the possession and consumption of cannabis is legal after October 17, 2018.

The Board recognizes cannabis is an intoxicant and its use can result in cognitive and physical impairment. This can affect an individual's behaviour and by extension affect the safety, wellbeing, and experience of library users.

The Lethbridge Public Library also recognizes the dangers of second-hand smoke and that exposure to second-hand cannabis smoke can affect individuals in ways that differ from second-hand tobacco smoke.

As cannabis is a regulated product, like tobacco and alcohol, and no minors are permitted to possess or consume cannabis, it is important for the Library to treat the public consumption of cannabis in a manner that is consistent with other regulated products.

- 2.5.1 Legislation notwithstanding, public, recreational use of cannabis in any form, including but not limited to smoking, vaporizing, consumables, or oils, is not permitted on Lethbridge Public Library property.
- 2.5.2 Smoking or vaporizing cannabis in any manner is never permitted on Lethbridge Public Library property. This is in keeping with Section 2.4 recognizing the dangers of second-hand smoke and the potential repercussion for non-users of inhaling second hand cannabis smoke.
- 2.5.3 Merchandising, promoting, or sale of cannabis or cannabis related products are not permitted on Lethbridge Public Library property.
- 2.5.4 At any licenced event on LPL property, an application can be made for the consumption or use of cannabis to the LPL CEO. It will be at the discretion of the CEO as to permission of cannabis consumption.
- 2.5.5 This bylaw is not intended to discourage or prevent individuals from receiving accommodation for the medicinal use of cannabis. The Board will adhere to Alberta Human Rights Legislation regarding its consideration of requests for accommodation of the authorized Medicinal Use of Cannabis. It will be at the discretion of the CEO to review requests for accommodation.
- 2.5.6 Any person found in violation of this bylaw will be subject to discipline including, but not limited to, suspension of library privileges, removal from the property, or prosecution under the City of Lethbridge and/or province of Alberta enforcement policies and penalties.

PART 3 – USE AND LOAN OF LIBRARY RESOURCES

- 3.1 In accordance with the Libraries Act, s36(3) there shall be no charge for the use of Library Resources. This includes resources used on the premises, resources loaned or resources acquired from other sources at the discretion of the Board.
- 3.2 Any person presenting a valid borrower card may borrow or access remotely all Library Resources subject to the restrictions set out in section 3.3.

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- 3.3 Borrowing or access restrictions may apply to:
- 3.3.1 Persons with a “Juvenile” borrower card based on specific collections/services the parent/guardian may opt to restrict their child’s use of, or the Library has designated as restricted.
 - 3.3.2 Closed format materials where use is restricted to registered borrowers as per the CNIB regulations or other regulations conferred onto these materials by the publishers of these materials.
 - 3.3.3 Library Resources the Library has designated as non-circulating.
 - 3.3.4 Library Resources borrowed from other libraries
 - 3.3.5 Persons with a “Local Services” borrower card based on restrictions set by the Chinook Arch Regional Library System and The Alberta Library (TAL).
- 3.4 The number of Library Resources that may be taken out at any one time may be limited at the discretion of the Library staff in accordance with the Library’s Circulation Policies.
- 3.5 The loan periods of various Library Resources are set out in Schedule E – Loan Periods for Library Resources.
- 3.6 Library Resources may be reserved in accordance with the Library’s Circulation Policies and in keeping with the policies set out by the Region.
- 3.7 Library Resources may be renewed in accordance with the Library’s Circulation Policies.

PART 4 – PROCEDURES FOR ACQUIRING A LIBRARY BORROWER CARD

- 4.1 The City of Lethbridge is a member of the Chinook Arch Regional Library System. In order to meet the obligations that membership in the Region implies, the Lethbridge Public Library honours library borrower privileges of patrons of any library or residents of any local government area that is a member of the Region.
- 4.2 The City of Lethbridge Library Board is a member of The Alberta Library (TAL). In order to meet the obligations that membership in TAL implies, the Lethbridge Public Library honours library borrower privileges of patrons of any library that is a member of TAL and participates in the TAL Card Program.
- 4.3 The Lethbridge Public Library is a participating library in Alberta’s Public Library Network, and honours library borrower privileges of patrons of any participating library that is part of that network via the ME card program.
- 4.4 The following Library borrower categories exist for persons resident in the City of Lethbridge:
- 4.4.1 **Adult** meaning any person who is at or between the ages of 18 – 59 years.
 - 4.4.2 **Senior** meaning any person who is 60 years of age or older.
 - 4.4.3 **Family** meaning no more than two adults and any one below the age of 18 in their care.
 - 4.4.4 **Young Adult** meaning any person at or between the ages of 13 – 17 years.
 - 4.4.5 **Juvenile** meaning any person below the age of 13 years.
 - 4.4.6 **Temporary Resident** meaning any person having no fixed address in Lethbridge.

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- 4.4.7 **Print Impaired** meaning, any one of the above persons who meet the CNIB eligibility criteria for the use of closed format materials.
 - 4.4.8 **Homebound** meaning any one of the above persons who meet the eligibility criteria to participate in the Library's Homebound program.
 - 4.4.9 **Staff, Library Board, Volunteers** meaning any one who is currently employed with the City of Lethbridge Library Board, a duly appointed member of the City of Lethbridge Library Board, or is a registered volunteer at the Library.
 - 4.4.10 **Internet Access Only** meaning any person wishing to gain access to the Library's public use computer workstations without having to obtain a Library borrower card that has full borrowing privileges.
 - 4.4.11 **The Alberta Library** meaning any person that is a member in good standing with the Library and wishes to participate in the TAL Card program.
 - 4.4.12 **Lifetime** meaning any person who is granted a free membership status at the discretion of the CEO for the duration of their lifetime.
 - 4.4.13 **Complimentary** meaning any person who redeems an authorized complimentary voucher for a 1-year membership.
 - 4.4.14 **Read On** meaning a current volunteer tutor with the Library's Read On program.
 - 4.4.15 **Storyteller** meaning a participant in the Storytellers-at-Large program, run jointly by the Library and the University of Lethbridge Applied Studies Department.
 - 4.4.16 **Organization** meaning a representative of any business, government agency, school, community organization, group home, daycare or pre-school located within the city of Lethbridge who require library material for their work. Responsibility for items borrowed rests with the institution and the person who signs for the card, rather than with the person actually borrowing the items.
 - 4.4.17 **ME Card** meaning any person who redeems a valid ME card obtained through the ME libraries program at their home library.
- 4.5 The following borrower categories exist for persons who do not reside in Lethbridge but wish to utilize the services provided by the Lethbridge Public Library:
- 4.5.1 A Library borrower card based on one of the categories enumerated in Section 4.4 issued by the Library to any person who resides in a municipality, county, or other local government area that is a member of the Region.
 - 4.5.2 **Local Services** meaning any person who is not a resident of a member municipality, county or local government area of the Region.
- 4.6 Borrower Cards listed in section 4.4 and 4.5 are valid for one (1) year with the exception of Temporary Resident – that are limited to a period of six (6) months, and Lifetime – which are valid for the lifetime of the bearer.
- 4.7 An application for a Library borrower card shall be:
- 4.7.1 In a form prescribed by the CEO as described in the Library's Circulation Policies.
 - 4.7.2 Be signed by the applicant or by a parent or guardian of an applicant under 13 years of age.
 - 4.7.3 Include a current address and telephone number, valid proof of identity and verification of current address and telephone number as prescribed in the Library's Circulation Policies.

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- 4.7.4 Be accompanied by the appropriate borrower fee, if any, as set out in Schedule B- Borrower Card Fees.
- 4.8 The CEO or delegate may issue a Library borrower card to a person who has made proper application as prescribed in Section 4.7 and meets one or more of the borrower categories set out in Sections 4.4 or 4.5.
- 4.9 The Board reserves the right to create other borrower categories or alter existing categories as required.
- 4.10 Any person making application under section 4.7 for a Library borrower card may be denied a card under the following conditions:
- a) If the applicant has a past Library account with outstanding fines and fees in excess of amount as set out by C.11 Maximum Bill in the Library's Circulation Procedures and Guidelines
 - b) If the applicant is unable to meet the eligibility criteria/requirements outlined in this bylaw or the Library's Circulation Policies.
- 4.11 Borrowing privileges may be suspended and a Library borrower card revoked if a borrower has incurred charges in excess of as set out by C.11 Maximum Bill in the Library's Circulation Procedures and Guidelines.

PART 5 – RESPONSIBILITY OF A BORROWER

- 5.1 Any person that holds a valid borrower card is responsible for all materials taken out on that card. Parents or guardians signing library registration forms for Juvenile borrower cards are responsible for all materials taken out on the child's card.
- 5.2 For borrower categories listed in section 4.4 and 4.5, a borrower shall forthwith notify the Library of any change in address or telephone number or loss of borrower card.
- 5.3 The fees for Library borrower and borrower card replacement, when applicable, are set out in Schedule B- Borrower Fees and Schedule C-Penalties, Fines and Fees respectively.
- 5.4 There shall be no fee for the replacement of a borrower card due to damage caused by normal wear and tear.
- 5.5 A Borrower should take proper care of any Library Resources entrusted to their care in accordance with the guideline listed in the Library's Circulation Policies.
- 5.6 A Borrower should return any Library Resources to the Library on or before the due date as provided in Schedule E – Loan Periods for Library Resources.

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PART 6 – PENALTIES, FINES & FEES PROVISIONS

- 6.1 The fines for late return of Library Resources are as set out in Schedule C – Penalties, Fines and Fees.
- 6.2 The fines for damaged or lost Library Resources are as set out in Schedule C – Penalties, Fines and Fees.
- 6.3 The current procedures for demanding the return of overdue Library Resources are set out in Schedule C – Penalties, Fines and Fees.
- 6.4 The Library may charge fees related to services that are not enumerated in the Libraries Act, s36(3). These fees are listed in Schedule D – Service Fees.
- 6.5 Patrons will receive notification regarding Library Resources that are not returned by the date due by Canada Post or e-mail according to predetermined parameters within the automated library system. Once an item is overdue for a prescribed length of time, the patron will be assessed charges based on the replacement cost of the item and receive notification by e-mail or Canada Post of said charges according to the Library’s Circulation Policies.

PART 7 – REVOKING, DENIAL OR SUSPENSION OF BORROWER PRIVILEGES

- 7.1 A borrower card may be revoked or suspended by the CEO or designate for the reasons set out in Schedule C – Penalties, Fines and Fees, or if the Borrower has violated any part of this bylaw.
- 7.2 Any person making application under section 4.7 for a Library borrower card may be denied a card, under the conditions enumerated in Schedule C – Penalties, Fines and Fees.
- 7.3 A person who has had their borrower card revoked, suspended or denied pursuant to sections 7.1 or 7.2 may within 30 days of such revocation make an appeal to the Board in writing setting out the grounds of the appeal.
- 7.4 The decision of the Board in an appeal pursuant to 7.3 is final and not subject to further appeal.

PART 8 – PROSECUTION

- 8.1 In cases of serious dereliction, the Board may prosecute an offence under the Libraries Act, s41. Such an offence is punishable under the Libraries Act, s41. The range of penalties applying on conviction for such an offence is set out in Schedule C – Penalties, Fines and Fees.
- 8.2 Any fine or penalty imposed pursuant to an offence under section 8.1 inures to the benefit of the City of Lethbridge Library Board in accordance with the Libraries Act, s42.

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- 8.3 The Board reserves the right to engage a collection agency to obtain from delinquent borrowers all Library Resources and associated fines and fees as stipulated in this Schedule.
- 8.4 The Board reserves the right to prosecute, as an offence under the Libraries Act, s41 any borrower for willfully retaining any Library Resources from the Library.
- 8.5 Penalties, fines and fees associated with prosecution will include any fines and fees imposed pursuant to the prosecution as well as all costs the Board may incur during prosecution.
- 8.6 Any person who contravenes any provision of these bylaws, will be asked to discontinue the actions, and via the CEO or designate may:
- a) have Library borrowing privileges suspended or revoked
 - b) be prohibited from entering the Library facility for a specified period of time
 - c) be subject to proceedings pursuant to The Criminal Code where applicable
 - d) be subject to any such other action as permitted by law or as per Library policy



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Read for a first time,
Read for a second time,

Chairperson _____

Vice Chair _____

CEO _____

Read a third time and adopted this 14 day of November, 2018

Effective: November 14, 2018

Revised: February 2021

Schedules A to E are part of the Bylaws of the Lethbridge Public Library

Schedule A – Meeting Room Fees

Schedule B – Borrower Fees

Schedule C – Penalties, Fines and Fees

Schedule D – Service Fees

Schedule E – Loan Periods for Library Resources

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SCHEDULE A – MEETING ROOM FEES

MEETING ROOM FEE ITEM	FEE (Includes GST)
MAIN LIBRARY	
THEATRE GALLERY MEETING ROOM	
For Profit (3 Hours)	\$160.00
Not For Profit (3 Hours)	\$75.00
COMMUNITY MEETING ROOM	
For Profit (3 Hours)	\$100.00
Not For Profit (3 Hours)	\$50.00
THE CROSSINGS BRANCH	
RICHARDSON BOARD ROOM	
For Profit (3 Hours)	\$100.00
Not For Profit (3 Hours)	\$40.00
LETHBRIDGE AUTO DEALERS ASSOCIATION DIGITAL LEARNING CENTRE (INCLUDES ACCESS TO 8 COMPUTERS)	
For Profit (3 Hours)	\$100.00
Not For Profit (3 Hours)	\$40.00
SERVUS CREDIT UNION MEETING & STUDY AREA	
For Profit (3 Hours)	\$100.00
Not For Profit (3 Hours)	\$40.00
MULTI PURPOSE MEETING ROOM	
For Profit (3 Hours)	\$120.00
Not For Profit (3 Hours)	\$60.00
BEFORE & AFTER LIBRARY HOURS ADDITIONAL FEES FOR – SECURITY/MAINTENANCE (MIN. 1 HOUR) (MAIN BRANCH) (AFTER LIBRARY HOURS REQUIRES ADDITIONAL ½ HOUR FOR BUILDING CLOSURE PROCEDURES)	Current Rate of Security Guards and maintenance staff +25%
BEFORE & AFTER LIBRARY HOURS ADDITIONAL FEES FOR – SECURITY/MAINTENANCE (MIN. 1 HOURS, THE CROSSINGS BRANCH) (AFTER LIBRARY HOURS REQUIRES ADDITIONAL ½ HOUR FOR BUILDING CLOSURE PROCEDURES)	Current Rate of Security Guards and maintenance staff +25%
ROOM BOOKING CANCELLATION (Within 48 hours of Time of Use)	50% of Rental Charge
ROOM BOOKING CANCELLATION (Prior to 48 hours of Time of Use)	No Charge

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- Organizations may be allowed to book once per month for up to 12 months in advance at the For Profit rate.
- Organizations may be allowed to book once per week for up to 6 months in advance at the For Profit rate.
- Approval of recurring room bookings at a rate of once per month or more, is at the discretion of the CEO and based on ensuring sufficient availability of rooms for Library programming and general availability of rooms for public bookings.

All rooms may be booked on short notice for 50% off the noted rate listed above. Short Notice time frame is as described in the Library's meeting room booking procedures.

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SCHEDULE B – BORROWER CARD FEES

BORROWER CATEGORY	ANNUAL FEE <i>(No GST Required)</i>
ADULT <i>(18 – 59 years of age inclusive)</i>	\$15.00
SENIOR <i>(60 years of age or older)</i>	\$7.00
YOUNG ADULT <i>(13-17 years of age inclusive)</i>	No charge
JUVENILE <i>(12 years of age or under)</i>	No Charge
LOCAL SERVICES	\$65.00
TEMPORARY RESIDENT <i>(Valid for 6 months)</i>	No charge
PRINT IMPAIRED	Adult, Senior, Young Adult, Juvenile, Local Services, , or Temporary Resident fee as applicable
HOMEBOUND	Adult, Senior, Young Adult, Juvenile, Local Services, or Temporary Resident fee as applicable
FAMILY <i>(No more than two adults and any one below the age of 18 in their care)</i>	\$25.00
INTERNET ACCESS ONLY	No Charge
LPL STAFF, LIBRARY TRUSTEES AND VOLUNTEERS	No Charge for current and retired staff, appointed Library Trustees or registered volunteers
THE ALBERTA LIBRARY (TAL) CARD	No Charge for Borrowers in good standing at LPL
COMPLIMENTARY BORROWER CARDS	May be offered at the discretion of LPL CEO or delegate
ORGANIZATION	\$15.00
STORYTELLER (VALID FOR 4 MONTHS)	No charge
READ ON	No charge
LIFETIME	No charge
ME CARD	No charge

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SCHEDULE C – PENALTIES, FINES AND FEES

[section c.1 'Penalties' removed]

REPLACEMENT FEES	FEES PER ITEM (<i>GST Included</i>)
Magazines, all circulating	\$5.00
Lost Library Materials	
Items purchased within past 12 months and unusable	Full Undiscounted Item Price
Items 1-2 years old and unusable	80% of Full Undiscounted Price
Items 2-3 years old and unusable	70% of Full Undiscounted Price
Items 3-4 years old and unusable	60% of Full Undiscounted Price
Items over 4 years old and unusable	50% of Full Undiscounted Price or a minimum of \$10.00
Damaged Equipment Rentals/Audiovisual Equipment/Toys	Assessment made by Staff or actual repair Cost/Full Undiscounted Price

SCHEDULE D – SERVICE FEES

SERVICE ITEM	FEE RATE	FEES (<i>GST Included</i>)
COPYING /PRINTING		
Photocopying	Per Page	\$.25
Micro Materials Copying	Per Page	\$.25
Printing from Computers	Per Page	\$.25
Current LPL Staff Personal Copying	Per Page	\$.05
Remote Reference Prints Mail/Fax Service	Per Request	\$3.00
EXAM ADJUDICATION	Per Exam	\$30.00
PUBLIC USE PRODUCTS		
Headphones	Per Unit	\$2.00
Headsets	Per Unit	\$15.00

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SERVICE ITEM	FEE RATE	FEE <i>(No GST Required)</i>
TOURS FOR GROUPS COMPRISED OF PEOPLE NOT RESIDING IN LETHBRIDGE <i>(12 PEOPLE /GROUP)</i>	Per Tour	\$25.00
READ ON STUDENT REGISTRATION	Per Student	\$30.00

SCHEDULE E – LOAN PERIODS FOR LIBRARY RESOURCES

LIBRARY RESOURCES LOANED	LOAN PERIOD
AUDIO (CDs, KITS,)	3 Weeks
BOOKS (PAPERBACK/HARDCOVER)	3 Weeks
CONSUMER CORNER MATERIALS	In Library Use Only
TOP READS	3 Weeks
GOVERNMENT DOCUMENTS	In Library Use Only
INTER LIBRARY LOANS	Determined by Lending Library
IPADS (READ ON TUTORS ONLY)	24 Hours
MAGAZINES, ALL CIRCULATING	1 Week
NEWSPAPERS	In Library Use Only
PASSES (E.G. GALT MUSEUM, SAAG, NIKKA YUKO)	1 Week
PEDOMETERS	3 Weeks
PHYSICAL LITERACY KITS	3 Weeks
READ ON-BOOKS/KITS/AUDIO – READ ON VOLUNTEERS	6 Weeks
READ ON-BOOKS/KITS/AUDIO – ALL BORROWERS EXCEPT READ ON VOLUNTEERS	3 Weeks
READ ON-VIDEOS	3 Weeks
REFERENCE MATERIALS	In Library Use Only
SENATOR BUCHANAN/SENATOR BUCHANAN GENEALOGY	In Library Use Only
TALKING BOOKS/DAISY BOOKS/DESCRIPTIVE VIDEOS	3 Weeks
TOYS	3 Weeks
BLOCKBUSTER COLLECTION	1 Week
VIDEOS (DVDs, BLU-RAYS)	1 Week
VIDEO GAMES	1 Week
COMPUTER KITS/SOFTWARE/CD-ROMS	3 Weeks
KITS – VIDEO	3 Weeks
KITS - OTHER	3 Weeks
INTERNET ON THE GO - HOTSPOTS	1 Week
INTERNET ON THE GO – LAPTOPS/TABLETS	3 Hours – in house only

* Schedules will be reviewed by the Library Board and updated accordingly on an annual basis.

** The Board reserves the right to alter, add to or remove from these schedules on an as needed basis.