

**Present:**

**Absent:**

**Approval of Agenda –**

**1. Board Feedback**

a.

**2. Consent Agenda**

- a. Approval of Minutes of January 19, 2021 meeting
- b. Board Member Introductions
- c. Items for Information
  - i. City of Camrose Appointment to the Board
  - ii. Letter of Welcome to Minister of Municipal Affairs
  - iii. Annual Report for PLSB

**3. Items for Discussion**

- a. Reports
  - i. Librarian's Report
  - ii. Nicole's Program Report January 2021
  - iii. Program Overview to January 31, 2021
  - iv. February 2021 Calendar
  - v. Occupational Health and Safety Meeting Minutes

**4. Adjournment**

Next Board meeting: **March 16, 2021, 5:00pm**

**Present:** Elizabeth Luck (Chair), Agnes Hoveland (City Council), Julie Girard, Renee Greer, Elizabeth Bagdan, Carol Williams, Robyn Gray (Director)

**Absent:** Trevor Miller (County Council), Lynette Vandenberg

**Approval of Agenda – Motion 1/21 M/S/C A. Hoveland/R. Greer. Passed.**

### **1. Board Feedback**

- a. E. Luck
  - i. December 8, article in the Booster about the library going fine-free
  - ii. Information in the Booster about curbside pickup
  - iii. Also, don't forget that Read for 15 is happening January 27

### **2. Consent Agenda – Motion 2/21 M/S/C R. Greer/J. Girard. Passed.**

- a. Approval of Minutes of November 17, 2020 meeting
- b. Items for Information
  - i. Alberta Municipal Affairs Thank You letter (from Nov. 2020)
  - ii. Parkland Regional Library Board Talk November 12, 2020
  - iii. Fellowship of Camrose Public Library Meeting Minutes November 17
  - iv. Camrose Public Library Board Member at Large Appointment
  - v. COVID-19 Update for Public Libraries, November 27, 2020
  - vi. FAQs on Public Library Pandemic Response December 10
  - vii. AHS Cleaning Procedures for COVID-19
  - viii. County Allotment
  - ix. Thank you for County Allotment
  - x. City of Camrose Budget 2021-2023

### **3. Items for Discussion**

- a. Reports
  - i. Librarian's Report
    - Mistake was made: Fellowship of Camrose Public Library raised \$526.50 for the library's collection development budget.
  - ii. 3D Printer Replacement Quote
  - iii. Nicole's Program Report November 2020
  - iv. Year End Library Statistics
  - v. Program Overview 2020
  - vi. January 2021 Calendar
  - vii. Winter 2021 Program Guide

#### 4. Items for Decision

- a. Chair and Vice-Chair Appointments for 2021 – E. Luck was nominated to be 2021 Chair, and R. Greer was nominated for the role of Vice Chair 2021. The Board was all in favour, and the motion was passed.
- b. Board Meeting Start Times and Frequency – A. Hoveland made the motion to change the start times of meetings from 5:15 to 5:00pm in 2021. **Motion 3/21 S/C** by R. Greer. Passed.
- c. Cheque Signing Authority – J. Girard nominated E. Bagdan to have cheque signing authority along with Elizabeth Luck, Robyn Gray, and Renee Greer. **Motion 4/21 M/S/C** R. Greer. Passed.
- d. Annual Closures 2021 – **Motion 5/21** to accept Annual Closures 2021 as presented, **M/S/C** R. Greer/J. Girard. Passed.
  - i. Annual closures for 2021 will be:
    - Family Day – February 15 (February 13 and 14)
    - Good Friday – April 2 (April 3 and 4)
    - Easter Monday – April 5
    - Victoria Day – May 24 (May 22 and 23)
    - Canada Day – July 1
    - August Civic Holiday – August 2 (July 31 and August 1)
    - Labour Day – September 6 (September 4 and 5)
    - Thanksgiving Day – October 11 (October 9 and 10)
    - Remembrance Day – November 11
    - Christmas Eve – December 24
    - Christmas Day – December 25
    - Boxing Day – December 26
    - New Year’s Eve – December 31
    - New Year’s Day 2022 – January 1
- e. Director’s Annual Appraisal Committee – E. Luck, J. Girard, and A. Hoveland will be on this committee for 2021. Once R. Gray has completed her appraisal, will send it to the Committee and they will decide on a date to complete the appraisal.
- f. E-Vote about Budget – A. Hoveland made **Motion 6/21** to ratify the e-vote that took place November 30. **S/C** by J. Girard. Passed.
- g. Programmer Job Description – For information only, no changes need to be addressed.
- h. Camrose Public Library Bylaws – with revisions

- i. 1<sup>st</sup> reading: **Motion 7/21 M/S/C** A. Hoveland/R. Greer. Passed.
- ii. 2<sup>nd</sup> reading: **Motion 8/21 M/S/C** J. Girard/A. Hoveland. Passed.
- iii. 3<sup>rd</sup> reading: **Motion 9/21 M/S/C** R. Greer/C. Williams. Passed.
- i. Budget 2021 – **Motion 10/21 M/S/C** A. Hoveland/J. Girard, to accept the revised budget as presented on January 19, 2021. Passed.

**5. Adjournment** 6:20pm

Next Board meeting: **February 16, 2021**, 5:00pm



The City of  
**Camrose**

5204 – 50 Avenue, Camrose, Alberta T4V 0S8 PH. (780) 672-4426 FAX (780) 672-2469

January 19, 2021

File: G1.C3.05

Elizabeth Luck, Chair  
Camrose Public Library Board  
c/o Camrose Public Library  
4710 - 50 Avenue  
Camrose, AB  
T4V 0R8

**Re: Member at Large Appointment – Camrose Public Library Board –  
Lynette Irvine**

Please be advised at the Regular Meeting of Council held January 18<sup>th</sup>, 2021, Camrose City Council approved the following Member at Large appointment to the Camrose Public Library Board effective January 18<sup>th</sup>, 2021 to December 31<sup>st</sup>, 2023, or at the pleasure of Council.

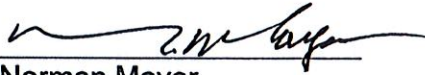
**Camrose Public Library Board - Lynette Irvine**

Please contact the above noted individual to advise of your next meeting date. I have attached a separate sheet with their contact information.

Please give me a call if there are any questions.

Yours truly,

***The City of Camrose***

  
Norman Mayer  
Mayor

cc: Robyn Gray, Director Camrose Public Library

/cjj

**Camrose Public Library Board  
Member at Large Appointments  
Contact Information**

<b>Name</b>	<b>Contact #</b>	<b>Email</b>	<b>Term</b>
Lynette Irvine R.R. 1, Site 1, Box 10 Bittern Lake, AB T0C 0L0	780-563-0083 (c) *	<a href="mailto:LynetteMvandenbergh@hotmail.com">LynetteMvandenbergh@hotmail.com</a>	2021-2023

Preferred Contact Method - \*

February 8, 2021

Honourable Ric McIver  
Minister of Transportation, Deputy  
House Leader  
Officer of the Minister  
Transportation  
320 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

Dear Honourable Mr. McIver:

On behalf of the Board and Staff of the Camrose Public Library, please accept our warm congratulations on your appointment as Minister of Municipal Affairs. This appointment clearly acknowledges your outstanding service to the province as well as the Premier's trust in you. We look forward to working with you over the years to foster Alberta's economic recovery and build on our province's accomplishments.

Camrose Public Library actively supports the Government of Alberta's agenda by being invested in families and communities, promoting early childhood development, providing a welcoming environment to newcomers, supporting educational success, and creating a proud, prosperous, and desirable place to live. Provincial support for public libraries has enabled efficient and effective new service developments, resource sharing in the forms of physical materials and e-resources, and equitable access to high-speed internet. These are all services that are especially significant in rural Alberta, and are crucial in our efforts to ensure excellent library service for all citizens in Camrose and the surrounding areas. During the entirety of our COVID-19 related closure from March to July, countless patrons sat outside our building to use the internet, and as soon as we opened our doors again many patrons were eager to get back on the computers.

The COVID-19 pandemic has had significant, negative effects on the provincial economy that is expected to last for years. Camrose Public Library is playing a key role in supporting families and individuals affected by the current economy. We continue to work on the front lines of social services, providing resources to those hardest hit by the change in our economy. Our programming helps Albertans build their skills and create new connections throughout the community; gives families safe and equitable access

**CONNECT. CREATE. CAPTIVATE.**

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to a broad range of resources for enjoyment as well as education; and partners with local businesses and community agencies to meet the needs of the community. Our award-winning Book Bike was able to offer programming at numerous locations in Camrose throughout the summer, both independently and in collaboration with organizations such as the Camrose Boys & Girls Club, Battle River Mental Health, and the Camrose Family Resource Centre Association. Provincial support for public libraries has been very much appreciated during these difficult times; we are thrilled about being able to distribute masks to the public on behalf of the province along with offering our many other supportive services.

We look forward to collaborating with you over the next several years. Libraries are essential community hubs that improve the health, education, and economy of communities around the province. If you or anyone in your cabinet would like more information, we would be happy to discuss further and welcome you to our Library. Please accept our best wishes on your new portfolio.

Again, warmest congratulations!

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Sincerely,

Elizabeth Luck  
Chair, Camrose Public Library

cc: Camrose Public Library Board  
Robyn Gray, Director of Camrose Public Library



Alberta Library Statistics (2) 2020  
**Camrose Library Board, City of Camrose**  
**2021 Public Library Survey and 2020 Annual Report**

**Approval**

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

Date approved by library board

**2021 Alberta Public Library Survey**

For the Alberta Public Library Survey section (up to but not including the "Library Board - Governance section"), please report CURRENT YEAR (2021) information.

**Directory**

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at <https://www.alberta.ca/alberta-public-library-directory.aspx>.

Name of library board City of Camrose Library Board	Name of library (or libraries) Camrose Public Library
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**Phone, Fax, Email, Website**

Library phone 780-672-4214	Library fax	Library email rgray@prl.ab.ca	Library website cpl.prl.ab.ca
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**Address**

Address - Street and No. 4710-50 Ave	P.O. Box	City/town, etc. Camrose	Province Alberta	Postal code T4V 0R8
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**Contacts**

Library Manager Respondent (if different than above)	Name Robyn Gray	Email rgray@prl.ab.ca	Phone 780-672-4214	Alternate phone 403-681-2649
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**Library Management - Board Members**

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

Library Board Term - this is the length of time an individual has been appointed by municipal council to sit on the library board (up to three years). This does not refer to an individual's length of time in a position on the board, e.g. chair, secretary.

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

Chairperson	Name	Address	Phone	Email	Library board term expiry (year/month/day)	Councillor
	Elizabeth Luck	RR#1 Ohaton AB, T0B 3P0	780 672 3533	ea.luck@hotmail.com	2022-12-31	NO
Board Member 1	Agnes Hoveland	4209 - 64 Street, Camrose AB, T4V 3L3	780 679 5566	ahoveland@camrose.ca	2021-10-31	Yes
Board Member 2	Trevor Miller	RR#1 Blittem Lake AB, T0C 0L0	780 781 1277	tmiller@county.camrose.ab.ca	2021-10-31	Yes
Board Member 3	Julie Girard	6211 45 Ave, Camrose AB, T4V 0C3	780 678 9246	julegirard6460@gmail.com	2022-12-31	
Board Member 4	Renee Greer	7315-42 Ave Close, Camrose AB, T4V 4W6	780 781 6244	rgreer_2@telus.net	2021-12-31	
Board Member 5	Carol Williams	3808 - 53 Street, Camrose AB, T4V 4A5	780 672 8083	carolwilliams@eastlink.ca	2023-12-31	
Board Member 6	Margaret Bagdan	#106, 4615-50 Street, Camrose AB, T4V 4P5	780 672 2873	bagdan@cable-lynx.net	2023-12-31	
Board Member 7						
Board Member 8						
Board Member 9						

**2020 Annual Report**

The following sections make up the annual report portion of the form. Please fill in the data for the reporting year (2020).

**Library Management - Governance**

Library board email (e.g. libraryboard@abclibrary.ca) rgray@prl.ab.ca	Board meetings held in 2020 (e.g. Jan 28, Feb 13) Jan 21, Feb 18, March 24, April 14, May 19, June 16, July 28, Sept 15, Oct 20, Nov 17	Board volunteer hours 101	Building ownership Municipality
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**Library Hours**

**Hours Open Per Year**

Report the total number of hours the library was open for the reporting year. Include hours during the pandemic closure periods (March 17 to June 12 and December 13 to December 31) when services such as curbside pickup or remote reference was still available to library users.

Total hours open for reporting year  
2,316

**Summary of Pandemic Impact**

Provide a summary of how the COVID-19 pandemic affected the library's hours of opening for the reporting year. For example, elaborate on how long was the library closed for, if hours were reduced when you reopened, if you have not reopened, etc. To report summary of impact of pandemic on hours

Our hours at the beginning of 2020 were Monday to Thursday, 10am to 8pm, Fridays, 10am to 5pm, Saturdays, 11am to 4pm, and Sundays, 1 to 4pm. When the library was first closed due to the pandemic on March 15, we were closed to the public completely until the beginning of

**Personnel**

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

**Staff**

Report qualifications and the number of all paid staff (full and part time) who worked at the library whether they were paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (paid leaves as per a collective agreement can be included). You may need to get this figure from the individual or agency that does your staff payroll.

NOTE FOR 2020: If staff were laid off and re-hired, they are counted as two separate "bodies," therefore they should be counted twice. This will mean that the number of employees will likely increase from last year, while the total hours per year will decrease.

Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

MLIS or equivalent	# Employees	Total Hours/Yr
Other university degree	1	1,820.00
Library technician	5	1,808.00
Library operations certificate	1	3,734.00
Other tech/college diploma	4	1,820.00
Other	15	1,862.00
Total staff	31	19,637.00

**Volunteers**

Report the number of volunteers that assisted with library activities, and the total number of volunteer hours for the reporting year.

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

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

	# Volunteers	Volunteer Hours/Yr
Library Operations	14	174.50
Library Programming	3	22.50
Fundraising (aside from a Friends group)	0	0.00
Outreach	2	8.00
Total Volunteers	19	205.00
Friends of the Library	13	280.00

**Collections/Resources**

**Collection Management**

Print items	Acquired	Withdrawn
Print items	3,854	8,047
Non-print items	635	1,724
Total	4,489	9,771

**Print Items**

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

Print Volumes	Periodicals (number of issues)	Total Print
28,187	965	29,152

**Non-Print Items**

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

Audiobooks	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
1,926	16	4,065	73	186	269	0	6,535

**Virtual Items (Licensed by the board)**

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

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

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

**Library Board Contributions**

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

Contribution	\$1,497.34
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**Totals**

Total physical collection	35,687	Total licensed virtual collection	0	Total collections	35,687
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**Circulation**

**Direct Circulations**  
Report number of items circulated directly to library users during the reporting year. Include all items that were signed out for use, whether the use was inside or outside the library. Do not include interlibrary loans loaned to other libraries.

Adult print	38,634	Young adult print	3,426	Juvenile print	34,447	Adult non-print	15,224	Young adult non-print	284	Juvenile non-print	2,831
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**Direct Circulations, continued...**

Non-catalogued	64	Periodicals	2,684	Virtual	240	Total direct circulation	97,834	Bulk loans (not reported above)	0	Total circulation	97,834
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**Interlibrary Loan**

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

Within Alberta (including within library system)	38,615	ILL borrowed within Alberta	0	ILL lent within Alberta	17,598
Outside of Alberta, but within Canada	0		0		0
Outside of Canada	0		0		0
Total	38,615		38,615		17,598

**Information Services & Use**

Reference transactions, examination services, library visits (in person and virtual) and in-house use of materials.

**Reference Transactions**

Using either an estimate or an actual count, report the number of reference transactions during the reporting year.

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

**Estimate**

If reference transactions were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of transactions recorded for the count week
2. The total number of weeks that reference service was available to library users during the reporting year, up to a maximum of 50 weeks

If the physical library was closed due to the pandemic but reference services were still available to library users, please include those weeks in the count (in addition to the weeks that the physical library was open to the public).

# of reference transactions during count week		# of weeks reference service was available		Estimate of reference transactions	
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**Actual Count**

Only complete this field if reference transactions were recorded as an actual count throughout the reporting year.

Total reference transactions (actual count)	36,627
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**Examination Services**

If examination services were provided at the library (e.g., proctoring/investigating, or exam administration), please report the number of exams held at the library during the reporting year. If examination services are not provided at the library, please select "Not applicable".

Total number of exams	111
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**In Person Visits**

Using either an estimate or an actual count, report the number of visits to the library, including each time an individual re-entered the library. If applicable, also include visits to smartlockers and visits for curbside/hold pick ups.

Estimate	
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If in person visits were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of in person visits recorded for the count week
2. The total number of weeks that library users were able to visit the library and receive service, up to a maximum of 50 weeks

If the physical library was closed due to the pandemic but library users could access curbside/hold pick up, please include those weeks in the count (in addition to the weeks that the physical library was open to the public).

# of library visits during count week		# of weeks the library provided in person service		Estimate of in person visits	
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**Actual Count**

Only complete this field if in person visits to the library were recorded as an actual count throughout the year.

Total in person visits (actual count)  
47,373

**Virtual Visits**

Report the number visits to the library's website. If you do not have a library website or an online catalogue, select "Not applicable".

Visits to library website  
42,616

**In Library Material Use**

Using either an estimate or an actual count, report the number of physical materials used in the library but not circulated during the reporting year.

**Estimate**

If in library material use was counted for a one week period to provide an estimate for the reporting year, please report:  
1. The number of materials used (but not circulated) for the count week  
2. The total number of weeks that library users were able to visit the library and access the physical library collection, up to a maximum of 50 weeks

If the library has not reopened with access to the physical library collection since the closure in March and a count week was not completed prior to the closure, please select "Data not available."

# of materials used during count week  
# of weeks in house use was available  
Estimate of in library material use

**Actual Count**

Only complete this field if in library material use was recorded as an actual count throughout the reporting year.

Total in library material use (actual count)  
3,274

**Programs**

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

Please report the total number of program participants and sessions per age category, combining in person, pre-recorded and live virtual programs.

NOTE: If you are able to break down your attendance by the different types of program delivery (Live, pre-recorded, in person, etc.) you can provide the data in the note field.

How to count for the different types of program delivery:

In person programs:

Total number of in person sessions: count each program that was offered.

Total number of participants: count each individual that attended. If your program is a registered program, for example 6 sessions with 21 people registered to attend, it would be counted as 6 x 21 for a total of 126 participants. Public libraries housed in schools - DO NOT count weekly class visits to the library, unless each class would have come to the public library every week even if it was housed in another building elsewhere in town. Weekly class visits are a program of the school.

Live virtual programs:

Total number of live virtual sessions: count the number of live programs offered across all the various platforms you used to deliver them.

Total number of live virtual viewers: use the peak number of viewers, if possible. This one is admittedly tricky as there may be differences in stats recording across different platforms, and in some instances the data may be gone and not recoverable.

Provide the most accurate information you have, and use the notes field in the LibPAs to provide any comments you have about the data.

Pre-record virtual programs:

Total number of pre-recorded virtual sessions: count each video/program once.

Total number of pre-recorded virtual viewers: use total number of views for the duration the pre-recorded program was available (if it is no longer online), or as of December 31, 2020 if it is still available. Note that you may need to keep track of this number if the video will be available in 2021 for reporting on additional views in 2021 (e.g. to calculate views after Dec 31, 2020).

Other types of non-traditional programs, e.g. phone programs:

We are aware that some libraries were doing one on one or phone type programs. Those you would track as you would an in person session, by counting the number of times it took place and how many participants were involved.

	Total # of programs offered (in person, virtually, etc.)	Total # of participants (in person, virtually, etc.)
Children's	83	2,926
Young adult	30	392
Adult	348	5,598
Family/multigenerational	619	15,772
Other	0	0
<b>Total</b>	<b>1,080</b>	<b>24,688</b>

**Outreach**

Report the total number of outreach programs (all age categories combined). An outreach program is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.

Total # of outreach programs offered  
691  
Total # of outreach program participants  
16,747

**Library Awareness**

Count of activities that the library participated in which promoted awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.

Total # of library awareness sessions  
1,080

Total # of library awareness participants  
24,688

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

Name of Platform	Username/URL	Metrics
Facebook	@CamroseLibrary, and also, Camrose Public Library Subject Matters	1,779 people like the page, 2,010 followers, 59 people like 'Subject Matters' and there are 66 followers
Instagram	@camrosepubliclibrary, and @camrosebookbike	427 followers, and 521 followers
Twitter	@CamroseLibrary	1,142 followers
Newsletter, and Blog	https://cppl.pr.lib.ca/about-us/newsletter , https://camrosepubliclibrary.blogspot.com/	133 subscribers , 1088 blog views
YouTube	https://www.youtube.com/channel/UCvU4QPhzhoMWEe99Twe6w	22 subscribers, 1,416 views

**Cardholders, Fees, Facilities**

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

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

Total Cardholders (resident and non-resident)  
4,825

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

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

If you indicated YES for any of the listed patron types, please report the annual card fee charged as set out in the library board's bylaw. If no card fees are charged please leave the amount(s) as \$0.00.

Adult	Juvenile	Senior	Family	Other	Did you charge card fees?	If yes, how much?
					Yes	1-\$12.00
					No	\$0.00
					Yes	2-\$12.00
					Yes	3-\$12.00
					Other	\$0.00

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

Library area (Sq. metres)  
1,180.0

Library area (Sq. feet)  
12,701.4

**Facility status**  
These fields are to report on the status of library facilities during the reporting year, separate from the impact of the pandemic. If you wish to report on how the pandemic affected library hours and service availability, please do so in "Library Hours - Summary of Pandemic Impact". If you have other comments about the impact of the pandemic on library service delivery, please use the "Comments" box at the end of the annual report.

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

**Electronic Performance Measures**

**Workstations**  
Workstations with internet access  
21

Workstations without internet access  
0

Total workstations  
21

**Workstation sessions**  
Workstations with internet access  
21

Workstations without internet access  
0

Total workstations  
21

**Estimate**  
If workstation sessions were counted for a one week period to provide an estimate for the reporting year, please report:  
1. The number of workstation sessions for the count week  
2. The total number of weeks that public computer access was available library users during the reporting year, up to a maximum of 50 weeks

If the library has not reopened with access to public computers since the closure in March and a count week was not completed prior to the closure, please select "Data not available."  
Total workstation sessions during count week  
# of weeks public computer access was available

Estimate of workstation sessions

**Actual Count**

Only complete this field if workstation sessions were recorded as an actual count throughout the reporting year.

Total workstation sessions (actual count)  
6,428

**Workstation hours**

Report the total hours that public workstations were used during the count week. For example, if workstation sessions are 1 hour in length, then track the total number of sessions during the count week (estimate) or the entire year (actual count) and report the number of hours. If workstation session times vary, there will have to be some kind of method employed to determine the hours that the workstations were in use.

**Estimate**

If workstation hours were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of workstation hours recorded for the count week
2. The total number of weeks that computer access was available to library users during the reporting year, up to a maximum of 50 weeks

If the library has not reopened with access to public computers since the closure in March and a count week was not completed prior to the closure, please select "Data not available."

Total workstation hours during count week  
# of weeks public computer access was available  
Estimate of workstation hours

**Actual Count**

Only complete this field if workstation hours were recorded as an actual count throughout the reporting year.

Total workstation hours (actual count)

**Workstation use**

Indicate the length of time (in minutes) that constitutes a workstation session in your library. Report the number of minutes only (e.g. 60 minutes to indicate 1 hour). If the length of workstation session varies, please provide an average for the session length. If the length of a workstation session is fixed, please provide the fixed length.

Length of workstation sessions (in minutes)  
60  
Percentage of time workstations in use  
0.00%

**Public Wi-Fi sessions**

**Estimate**

If Wi-Fi sessions were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of Wi-Fi sessions for the count week
2. The total number of weeks that Wi-Fi was available to library users during the reporting year, up to a maximum of 50 weeks

If the physical library was closed due to the pandemic but Wi-Fi was still available to library users (e.g. in the parking lot), please include those weeks in the count.

Total Wi-Fi sessions during count week  
# of weeks Wi-Fi was available  
Estimate of Wi-Fi sessions

**Actual Count**

Only complete this field if Wi-Fi sessions were recorded as an actual count throughout the reporting year.

Total Wi-Fi sessions (actual count)  
53,089

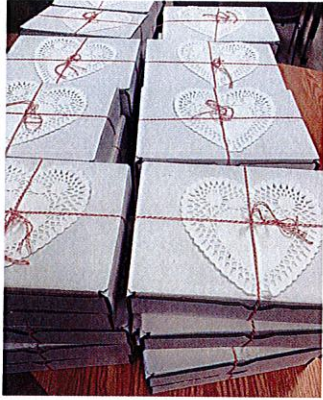
**Accomplishments & Comments**

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

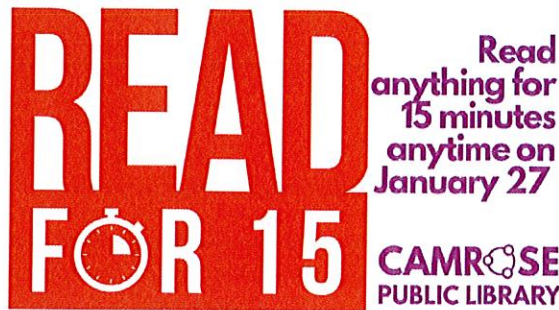
**Accomplishments**

We were able to adapt our programs and offerings to the COVID reality quite well. We offer three YouTube programs a week for youth, and we were able to hire three summer students this year to do a combination of online YouTube programming, a storybook walk in the commu

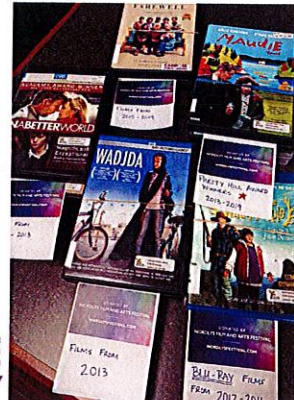
- 1, Only for Camrose County patrons. Free for City of Camrose patrons. (0-2021-01-14)
- 2, Only for Camrose County patrons. Free for City of Camrose patrons. (0-2021-01-14)
- 3, Only for Camrose County patrons. Free for City of Camrose patrons. (0-2021-01-14)



BYOVV Boxes!



Read for 15 poster!



Nordly's Film Fest packages!

### Be Your Own Virtual Valentine

While we cannot offer our Be Your Own Valentine Event this year in-person, we are offering take-home kits for women. They have been extremely popular, and almost all 50 kits for patrons are already gone! We only announced that these kits were available on social media on Tuesday. The other 50 kits went towards our partner organizations in Camrose as a show of gratitude for their partnership.

### Board Appointments

Welcome to Lynette Vandenberg who has been appointed to the Camrose Public Library Board until December 31, 2023!

### Workshops

I've gotten in touch with the Public Library Services Branch (PLSB) of the Government of Alberta, and they are happy to provide us with a 2-hour Board Orientation. A library consultant from PLSB would deliver the orientation, discussing the structure of library service in Alberta, the role of the board as a whole, and the roles and responsibilities of individual board members. If we want, we could also learn more about other specific areas of our choice, but I would need to share that information with the consultant from PLSB.

### Summer Employment Grants

Cheryl and I submitted two summer employment grant applications; one to Young Canada Works and one to Canada Summer Jobs.

### Annual Report

The Annual Report is complete (but awaiting your approval) and is ready to be sent to Public Library Services Branch. The Annual Report is one of the requirements for qualifying for our Provincial Operating Grant. Considering the

format of the form this year, we can look at the Annual Report live during our next board meeting's Zoom session if everyone would like.

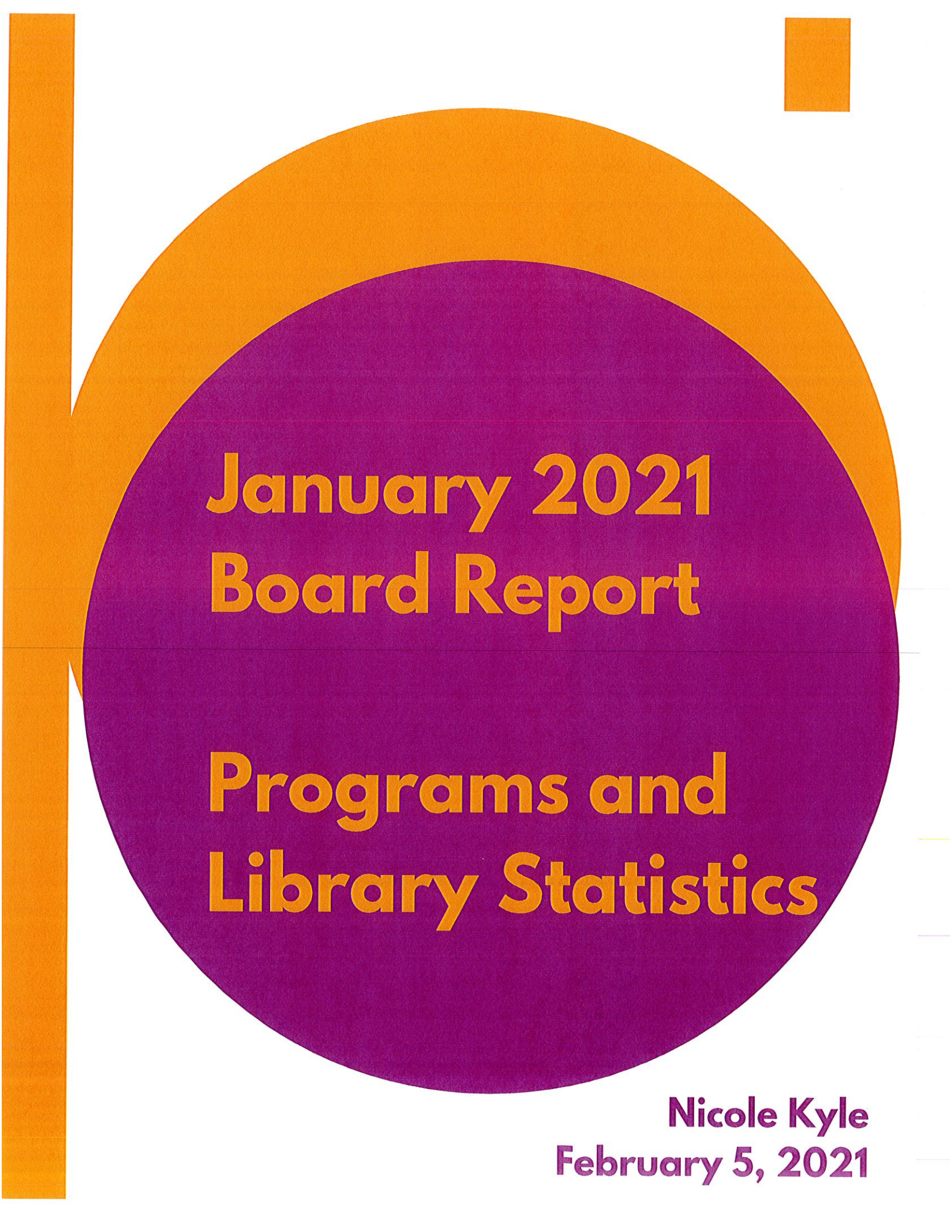
### Financial Review

Thanks to the work of Cheryl, our annual financial review process is underway and the documents are ready to be sent to Grant Thornton for our 2020 audit. The draft financial statements will be available for our Board Meeting in March. Like the Annual Report, this is one of the requirements of qualifying for the Provincial Operating Grant.

### Camrose Pride Week

Camrose Pride Week is March 8 to 12, 2021! This year's events are all happening online, but Augustana Queers and Allies (AQUA) still has lots on the go including 'So You Think You Can Drag' and art therapy. The library is not taking part specifically in any events, but we will promote Pride Week at the library regardless!





# **January 2021 Board Report**

## **Programs and Library Statistics**

**Nicole Kyle  
February 5, 2021**

## January Program Stats

**107**

people accessed programs and outreach services that help develop relationships and end social isolation.

**263**

community members of all ages attended programs that facilitate lifelong learning.

**3313**

people reported for Read for 15

**1**

awesome bit of feedback:  
"This goes above and beyond excellent customer service!"  
-heard upon handing a new library patron a card at her workplace.



## January Program Stats

**47 programs  
with 3692  
attendees**

**27 online  
and outreach  
programs  
for children,  
families,  
and teens**

**20 online and  
outreach  
adult  
programs**

**798  
curbside visits to  
pick up library  
materials and  
program kits**

# Ongoing Virtual Programs:

## **A Book and A Bounce:**

Our weekly Tuesday morning YouTube session for infants and their caregivers focused on opposites, books using sign language, movement rhymes, and Family Literacy Day.

## **QuaranTea Time:**

I shared books about animals, bottoms, opposites, and some special selections for Family Literacy Day.

## **Crafternoon:**

Our weekly Thursday YouTube craft session offered tutorials on DIY gift bags, homemade playdough, clothespin creatures (we made Hulk and a Wocket for our pocket), and deliciously simple mug brownies.



# Ongoing in-person Programs (digital or otherwise):

## Ghibli Geeks Club (Via Zoom):

In January we watched *Spirited Away* and created a paper roll character, No-Face (see below) while discussing the film. February's film choice is *When Marnie Was There*.

## Virtually Artistic (Via Zoom):

10 people participated in our January session, where we created super cool clocks from old vinyl records (pictured below).

## One-on-One Tech Help:

It provided one phone session and some follow up emails with a patron who acquired a new iPad. These sessions should pick up momentum once we are able to resume in-person programming, as most of the people who come to us for help lack the basic skills necessary to be able to effectively learn via phone or email.



# Some Special Moments

## A Community Win!

We participated in our 5th annual Read for 15 in honour of Family Literacy Day on January 27, and I'm pleased to announce that we are back in the Winners' Circle! 3313 Camrosians reported reading for 15 minutes, which earned us a bronze in the race for "Most Readerly" community, which is based on the percentage of population that reports reading. We shone brightest in the event called "Readerpalooza" which is awarded to the community who reports the highest overall number of readers. We can look forward to holding a beautiful trophy (pictured below) in our hands very soon, as we took first place in this event!

## A Smaller, Yet Just as Significant Win ❤️

With the library being closed, it's given some of us more opportunities to connect and build deeper relationships with our community partners and our patrons. I had the pleasure of hand-picking some books for a family who has been attending my infant and preschool programs for around 5 years. After picking them up, the mum sent me this email and the photo below : "Thank you for all the books. We just picked them up and the boys are so excited. (Child 1) hasn't even taken his boots off, and he's into the books. (Child 2) keeps exclaiming how excited he is to read each book. I hope you and the rest of CPL staff know just how much joy you're bringing into our life in a time when we're really feeling the pandemic. Thank you!!"



# Special Events and Community Relationships

## **Augustana Presentation:**

I had the opportunity to connect with a Community Psychology class and talk with them about library programs and services. They were working on a community needs assessment project, so it's fortuitous that I spoke about our Plan of Service, how it's informed by our community's needs, and how it in turn informs the programs and services we provide.

## **0-18 Coalition:**

The coalition is meeting again at the end of February to touch base and see where we can work together to support youth in our community.

## **Open Door Association:**

Our community suffered a great loss in December when the Open Door's Program Coordinator of 17 years, Wayne Wilson, suddenly and unexpectedly passed away. I attended his virtual memorial service and passed on condolences on behalf of the Library Board and Staff.

## **Camrose Family Resource Centre:**

I continue my virtual visits with CFRC's Curious Cuties program for new parents and their children. Once per series, I share library information and tips and tricks for fostering bonding, emergent literacy, and family literacy skills at home.

## **BYOVV:**

Since Be Your Own Valentine could not happen this year, our wonderful Shannon had the idea of making "Be Your Own Virtual Valentine" take-home kits. The two of us brainstormed and decided to create customizable DIY self-care kits and will be distributing them to ladies across our community. The kits come in a lovely white cardboard box and contain fancy papers for decorating the boxes, ribbons for making bookmarks, chocolates, tea, a small bag of Epsom salts, sheet masks for facials, and a lovely brochure full of different ways of practicing self-care from facial recipes, to art therapy projects, to empowering playlists, and so much more. We included a page in the brochure thanking last years event vendors for their support, and Kim Lindballe at Bra Necessities was so generous to include a \$25.00 gift certificate for each of the 100 boxes we created!

# Library Statistics

Circulation	Jan 2021	Jan 2020	2020 YTD	2020 YTD	Under/Over 2020	% Chg. Over 2020
Adult Material	3748	7330	3748	7330	-3582	-49%
Young Adult Material	207	305	207	305	-98	-32%
Juvenile Material	2651	4236	2651	4236	-1585	-37%
TAL Items Borrowed	17	146	17	146	-129	-88%
TAL Items Sent	2	40	2	40	-38	-95%
<b>Total</b>	<b>6625</b>	<b>12057</b>	<b>6625</b>	<b>12057</b>	<b>-5432</b>	<b>-45%</b>

Econtent	Jan 2021	Jan 2020	2020 YTD	2020 YTD	Under/Over 2020	% Chg. Over 2020
Cloud Library	826	590	826	590	236	40%
Overdrive	565	339	565	339	226	67%
RBDigital Magazines	187	196	187	196	-9	-5%
<b>Total</b>	<b>1578</b>	<b>1125</b>	<b>1578</b>	<b>1125</b>	<b>453</b>	<b>40%</b>

Circulation by Residence	Jan 2021	Jan 2020	2020 YTD	2020 YTD	Under/Over 2020	% Chg. Over 2020
City of Camrose	5656	9002	5656	9002	-3346	-37%
County of Camrose	1194	2373	1194	2373	-1179	-50%
Outside City/County	10	333	10	333	-323	-97%
ME	14	184	14	184	-170	-92%
<b>Total</b>	<b>6874</b>	<b>11892</b>	<b>6874</b>	<b>11892</b>	<b>-5018</b>	<b>-42%</b>

Reference	Jan 2021	Jan 2020	2020 YTD	2020 YTD	Under/Over 2020	% Chg. Over 2020
By Phone	885	939	885	939	-54	-6%
By Person	563	3693	563	3693	-3130	-85%
Email/Social Media	797	1430	797	1430	-633	-44%
<b>Total</b>	<b>2245</b>	<b>6062</b>	<b>2245</b>	<b>6062</b>	<b>-3817</b>	<b>-63%</b>

Miscellaneous	Jan 2021	Jan 2020	2020 YTD	2020 YTD	Under/Over 2020	% Chg. Over 2020
Visitors	798	11285	798	11285	-10487	-93%
WiFi Users	4209	7566	4209	7566	-3357	-44%
Internet Users	0	1437	0	1437	-1437	-100%
Exams	0	24	0	24	-24	-100%
<b>Total</b>	<b>5007</b>	<b>20312</b>	<b>5007</b>	<b>20312</b>	<b>-15305</b>	<b>-75%</b>

Programs	Jan 2021		2021 YTD		Participants	
	Sessions	Participants	Sessions	Participants	2020 YTD	2019 YTD
Service Response						
1	17	107	17	107	401	490
2	2	4	2	4	65	1,498
3	26	263	26	263	554	268
4	1	5	1	5	671	82
Library Advocacy	1	3313	1	3313	3257	3,541
<b>Total</b>	<b>47</b>	<b>3692</b>	<b>47</b>	<b>3692</b>	<b>4,948</b>	<b>5,879</b>



Camrose Public Library  
 Adult Programs  
 January 1 to 31, 2021

Outreach	Program	Attendance
Book Deliveries to Care Facilities	2	10
Spanish Online	4	21
Ukulele Online	4	45
Craft & Connect	4	21
German Circle	4	17
Augustana Class Visit	1	23
Mind Masters	1	40
	20	177

In House	Program	Attendance
	0	0

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	0	0

<b>Total</b>	<b>20</b>	<b>177</b>
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Camrose Public Library  
 Family Programs  
 January 1 to 31, 2021

Outreach	Program	Attendance
A Book and a Bounce	4	20
QuaranTea Time	1	3
Tech Tutor	2	4
Subject Matters	1	60
Read for 15	1	3313
BookMatch	9	18
Online Contest	1	5
Curious Cuties	1	27
FLD Craft Kits	1	30
	21	3480

In House	Program	Attendance
	0	

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses		
	0	0

<b>Total</b>	<b>21</b>	<b>3480</b>
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Camrose Public Library  
 Children's Programs (5-12 years)  
 January 1 to 31, 2021

Outreach	Program	Attendance
Crafternoon	4	22
Ghibli Geeks Club	1	3
	5	25

In House	Program	Attendance
	0	0

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	0	0

<b>Monthly Total</b>	<b>5</b>	<b>25</b>
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Camrose Public Library  
Teen Programs  
January 1 to 31, 2021

Outreach	Program	Attendance
Virtually Artistic	1	10
	1	10

In House	Program	Attendance
	0	0


Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses		
	0	0

Total	1	10
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Camrose Public Library  
Total Programs  
January 1 to 31, 2021

Outreach Programs	47	3692
In-house Programs	0	0
Outside Groups	0	0
YTD	47	3692

Submitted by Nicole Bannick  
5-Feb-21

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> 1:00 Got Ukulele? (Zoom) 3:00 Spanish Conversation Circle (Zoom)	<b>9</b> 11:00 A Book and a Bounce (YouTube) 4:00 German Conversation Circle (Zoom)	<b>10</b> 11:00 Quarantea Time (YouTube)	<b>11</b> 1:00 Crafternoon (YouTube) 5:00 Craft and Connect (Zoom)	<b>12</b>	<b>13</b>
<b>14</b> 	<b>15</b> 1:00 Got Ukulele? (Zoom) 3:00 Spanish Conversation Circle (Zoom) 4:30 Ghibli Geeks Club	<b>16</b> 11:00 A Book and a Bounce (YouTube) 4:00 German Conversation Circle (Zoom)	<b>17</b> 11:00 Quarantea Time (YouTube)	<b>18</b> 1:00 Crafternoon (YouTube) 5:00 Craft and Connect (Zoom)	<b>19</b> 4:30 Visually Artistic : A Teen Craft Meetup (Zoom)	<b>20</b>

**This month:**

-  **Families and Intergenerational**
-  **Children and Teens**
-  **Adults**

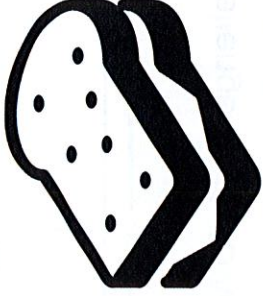
For more information and program descriptions,  
visit: [cpl.prl.ab.ca/events](http://cpl.prl.ab.ca/events)

**Kids Photography Club** - February's challenge is SANDWICHES! Send submissions to [nicole@prl.ab.ca](mailto:nicole@prl.ab.ca)

**Book Club**—*Miss Benson's Beetle* by Rachel Joyce is our pick this month. We have a book club set so you just need to call 780-672-4214 or email [shannon@prl.ab.ca](mailto:shannon@prl.ab.ca) for a copy to read!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	1:00 Got Ukulele? (Zoom) 3:00 Spanish Conversation Circle (Zoom)	4:00 German Conversation Circle (Zoom) 7:00 Book Club (Zoom)	23	24	25	26
28						27

# FEBRUARY - SANDWICHES!



We all eat them. We all love them.  
 We can't imagine lunch without them!  
 Join us for a month of sandwiches!

Come by the Library and grab craft kits, articles, books, movies, and your monthly Subject Matters guide!

**CAMRUSE**  
PUBLIC LIBRARY

## SUBJECT MATTERS A YEAR OF WEIRD AND WONDERFUL LEARNING FOR EVERYONE

Come along as we delve into a year of weird and wonderful learning! One topic, every month. You choose what and how you want to learn about it... we will provide the resources. Our February Subject Matters theme is SANDWICHES!

We have all kinds of tasty recommendations for you to take part in this month. Ask for a brochure from the library staff. There are DIY sandwich wrap craft kits for you to do too!

## OHS Meeting

Date: January 21/21

Start: 7:00pm

End: 7:40pm

In attendance: Melissa, Diane, Mona and Larissa

Discussed new restrictions re: COVID-19 and precautions the library will need to take upon re-opening.

As per AHS guidelines the occupancy in the library has been limited to 15%. This means that we are allowed 25 people upstairs and 20 people downstairs, a total of 45 people including staff. At the time of our closure in December the board had limited library occupancy to 30 patrons plus staff. As this amount of people would fall under the 15% max the OHS committee feels we should keep the limit to 30 patrons max plus staff.

OHS has brought the request to management to close the bathroom downstairs to the public once again. Robyn has approved this and we will close the bathroom downstairs for the time being. This is a temporary remedy and will be looked at again at a later date. OHS discussed the cleaning of the bathrooms and we have decided that keeping the bathroom on an hourly cleaning schedule should be sufficient. Therefore at this time we have made no changes to cleaning the bathroom upstairs.

A concern was brought to the OHS committee regarding cleaning high touch surfaces and if they were being cleaned often enough. We are going to send an email out to all staff reminding us to clean these areas (ie. Railings of the stairs and elevator buttons). OHS will suggest that we clean these areas on the same schedule as the bathroom (hourly)

A concern was brought to OHS regarding patrons in the library coughing and/or sneezing and what we could do about those patrons. As the Camrose Public Library is a public space we can not confront patrons regarding their health. OHS has recommended to management to put up some additional signage reminding patrons to stay home if they are feeling unwell or if they have been in contact with someone with a confirmed case of COVID-19 and Robyn has approved these signs.



It was suggested to OHS that we put up signage requesting patrons to keep their visits to the library brief that Larissa is going to make. We will continue to allow patrons to stay in the library as long as needed as before the closure but we think that sign should help make a difference.

OHS will be sending out an email to all staff in the next week reminding staff of proper cleaning procedures. Making sure that everyone is providing the same standard and ensure everyone is cleaning the table, keyboard, mouse, monitor, tower and chair after every patron. We will remind staff that the bathroom upstairs is to be cleaned hourly and that they should be doing high touch surfaces every hour as well.

Larissa will be making new signs that we can put up before we re-open. New signs will be put at front entrance and placed throughout the library. A sign for wearing a mask properly will be put at all computer tables and throughout the library.