

Present:

Absent:

Approval of Agenda –

1. Board Feedback

a.

2. Consent Agenda

- a. Approval of Minutes of May 18, 2021 meeting
- b. Items for Information
 - i. 2020 PRL Annual Report
 - ii. PRL Board Talk
 - iii. Margo McPhail – Member at Large Appointment
 - iv. Thank you letter from Minister Ric McIver on behalf of the Government of Alberta

3. Items for Discussion

- a. Reports
 - i. Manager's Report
 - ii. Adult Programmer Report, June 2021

4. Items for Decision

- a. Does the Board want to set up an Operating Reserve and how much of our unrestricted net assets does the Board want to move to the reserve?

Adjournment

Next Board meeting: **September 21, 2021, 5:15pm**

Present: Elizabeth Luck (Chair), Agnes Hoveland (City Council), Julie Girard, Renee Greer, Elizabeth Bagdan, Carol Williams, Lynette Irvine, Cheryl Hamel, Manager

Absent: Trevor Miller (County Council), Robyn Gray (Director)

Approval of Agenda – Motion 17/21 M/S/C C. Williams/J. Girard. Passed.

1. **Introduction of our summer students** (Georgia Englot, Michelle Elliott, Tristen Hansen). The students introduced themselves and provided a presentation outlining their plans/schedule for this years summer programming.
2. **Board Feedback**
3. **Consent Agenda – Motion 18/21 M/S/C E. Bagdan/J. Girard.** Passed.
 - i. Approval of Minutes of April 20, 2021 meeting
 - ii. Items for Information
 - i. Thank you letter for funding to Honourable Cindy Trautman and council
 - ii. Thank you letter for funding to Honourable Norm Mayer and council
 - iii. Thank you letter for funding to Honourable Jason Kenny
 - iv. Thank you letter for funding to Honourable Ric McIver
 - v. Thank you letter for funding to Ms. Jackie Lovely, MLA for Camrose
 - vi. Letter of support with the Bailey Theatre for Alberta Culture Days Grant
4. **Items for Discussion**
 - i. Reports
 - i. Manager’s Report
 - ii. Nicole’s Program Report April 2021
 - iii. Program Overview Report to April 30, 2021
5. **Items for Decision**
 - i. 2020 Draft Financial Statements approved. **Motion 19/21 M/S/C A. Hoveland/C. Williams.** Passed.
6. **Adjournment** 6:00 pm
7. Next Board meeting: **June 15, 2021, 5:15pm**

Annual Report 2020

Parkland Regional Library System

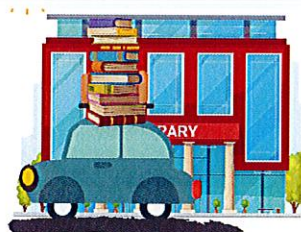
Expanding opportunities for discovery, growth, and imagination for all Central Albertans

The Parkland Library Board thanks our member municipalities and the Government of Alberta for continued funding. With your help we supported our 49 public libraries throughout the pandemic.

2020 was a challenging year for everyone; face masks and hand sanitizer became daily routines and libraries were mandated closed to the public along with many other services. Libraries responded and continue to adapt service to meet evolving community needs. Perimeter Wi-Fi access, curbside pickup, virtual programming, take-away craft kits, and increased digital content are some ways our libraries met the changing needs brought about by the COVID-19 pandemic.

We Responded, We Innovated, We Adapted

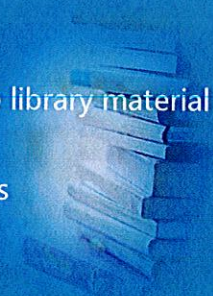
Parkland stayed open to support our member libraries. We:



- Maintained all core services
- Increased eLibrary investment
- Increased communication
- Distributed masks for the GOA through libraries
- Installed 100+ computers
- Transitioned 37 libraries to SuperNet 2.0
- Increased digital collections by 20%
- Shared virtual resources for staff and patrons

2020 Impacts & Outcomes

- 25% increase in database use
- 47% increase in digital circulation
- 400% increase in remote support sessions
- Continued van deliveries to circulate library material
- 18 virtual meetings with libraries
- 59 updates delivered to stakeholders
- Website traffic increased by 7%



We delivered **59 email newsletters** to member municipalities and libraries between March and December.

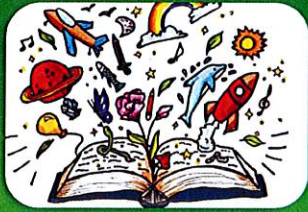
"The Parkland Updates were a lifeline!" -PRLS library manager

We created a **COVID-19 Info** page on our website with current resources to support our members and the broader Alberta community. See it [here](#)

We reached out on **social media**, sharing online resources and supports for children, families, seniors, and workers. Followers increased by 25% and we averaged a **47% increase** in engagement.

Strong Libraries, Strong Communities

Parkland Annual Report 2020



1st place winner

To keep people engaged with their libraries following physical closures, Parkland's Advocacy Committee held a **library card design contest** in July. We received over **100 submissions** from all ages across the whole region. The Advocacy Committee chose three winning designs through online, anonymized voting. These new cards were distributed to member libraries at the end of September.



3rd place winner



We cooperated with Yellowhead Regional Library, Peace Library System, and The

Alberta Library, to host our first **joint virtual conference, *Stronger Together***, on October 1 & 2. A tremendous success, we encouraged and educated **1,155 international registrants**.



You can stay up-to-date by visiting our website, www.prl.ab.ca, or follow us on **Facebook**, **Twitter**, and **Instagram**

Parkland headquarters completed construction and moved into a **new building**, on time, within budget, and without service disruption, during a pandemic! Still located in the City of Lacombe, this is the first time Parkland has moved to a new site in in our 60-year history.

Contact Us:

Parkland Regional Library System

4565 46th Street
Lacombe, AB T4L 0K2
403-782-3850

Board Chair Debra Smith
Vice Chair Janine Stannard

Executive Committee

Debra Smith (Chair)
Janine Stannard (Vice Chair)
Kevin Ferguson
Bruce Gartside
Philip Massier
Ray Olfert
Jas Payne
Leonard Phillips
Heather Ryan
Cindy Trautman

Advocacy Committee

Gord Lawlor (Chair)
Norma Penney (Vice Chair)
Jeanny Fisher
Barb Gilliat
Cora Knutson
Stephen Levy
Bill Rock
Debra Smith (ex officio)
Janine Stannard
Shannon Wilcox

Director - Ron Sheppard (ext. 230)
Manager of Library Services
Colleen Schalm (ext. 221)
Manager of Finance & Operations
Donna Williams (ext. 141)
Manager of Technology Infrastructure
Tim Spark (ext. 212)
IT Helpdesk – (ext. 600)



2nd place winner

Complete Board and Municipality list [here](#).



Parkland Regional Library System is a municipal co-operative that supports 49 public libraries across central Alberta, serving over 220,000 residents in 64 municipalities

*Statistics based on 2020 Annual Report to PLSB Municipal Affairs



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

MAY 20, 2021

Audit Report Approved

Parkland's audit was presented to the board by MNPs Lindsey Schmidt and Joey Ingram.

Parkland received a clean audit. However, the auditors had two recommendations in their management letter, first, that employee timesheets should always be reviewed by immediate supervisors and approved by signature. Secondly, it was noted that reserve balances were below the recommended minimum outlined in the Governance Policies and Bylaws. They recommended that the board discuss transferring funds to these reserve accounts to meet minimum recommended levels or that the Governance policies be updated if the board believes these minimum levels should be reconsidered. They added that all other points from 2019 were rectified by management during the year.

A copy of the Auditor's Report and Report to the Board will be sent to your municipality.

Treasury Board and Finance Population Numbers

According to clause 8.3 of Parkland's master agreement, when invoicing members for the requisition, "*The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*" However, according to the Government of Alberta's website "*The Municipal Affairs Population List has been discontinued and will be*

replaced by population estimates from Treasury Board and Finance in the future."

The last updated official population list from Municipal Affairs uses 2019 population figures and, as stated, will no longer be updated. Instead, the only official population figures appear to be those from the Treasury Board. However, the population numbers are noticeably different.

At their March 25th meeting, the Executive Committee recommended that for 2021, Parkland invoice municipalities using the updated 2019 population figures supplied by Alberta Municipal Affairs. For 2022, staff were instructed to build the budget and invoice municipalities based on the population estimates supplied by Treasury Board and Finance. At the Executive Committee's direction, notice of this change was sent to all Parkland member municipalities and board members on March 31, 2021.

Also, at the Executive Committee's direction, Parkland is building a budget for 2022 without increasing the per capita rate of the municipal requisition/levy. This will mean that the per capita levy will remain the same (\$8.55) for three consecutive years.

2022 Strategic Plan

At the February board meeting, the Parkland Board made the decision to extend the current strategic plan for another year. This is because with the shutdowns and limitations on meetings, conducting a needs assessment in 2021 for a new plan in 2022 would be very difficult.

In compliance with legislation, staff duly sent the strategic plan and workplan along with an explanation and motions made by the board to the Public Library Services Branch (PLSB) at Municipal Affairs. Unfortunately, the PLSB did not accept the extension of the strategic plan because there is no allowance to extend a plan of service in the legislation.

The board therefore approved the 2019-2021 Strategic Plan as Parkland's Strategic Plan for 2022.

Parkland Investments

Parkland reviewed its investment strategy and has decided to make no changes. Currently, all investments are in a conservative bond portfolio managed by Dominion Securities. Due to the potential change in interest rates, this matter will be re-examined in the fall.

Outlet Annual Reports

The board approved the Annual Reports for the four library service points for which the Parkland Board is the governing board. They are:

Brownfield Community Library – County of Paintearth
Nordegg Public Library – Clearwater County
Spruce View Community Library – Red Deer County
Water Valley Public Library – Mountain View County

Despite the many challenges of 2020, Parkland's outlets actually saw increases in areas such as cardholders and programming. That Parkland's outlet libraries have worked so hard to adapt services during this difficult time is testimony to their adaptiveness, resilience and resolve.

The reports have been submitted to the Public Library Services Branch in compliance with the February 28th deadline.

Advocacy Committee Report

The Advocacy Committee introduced the 2020 Return on Investments (ROI) for member municipalities. They can be found on Parkland's website: [Return on Investment - Parkland Regional Library System \(prl.ab.ca\)](https://www.prl.ab.ca)

Community News from Trustees

The **Alix Public Library** manager is doing book reviews and posting them online. They are very popular and useful because patrons can only do curbside pickup at this time.

Stettler Public Library is using a 3D printer to print items for senior hobby kits. One of the items printed are knitting bobbins for a Learn to Knit kit.

Stettler Public Library is livestreaming on Facebook for new gardeners. They are also continuing their outreach to 3 seniors lodges and 3 Hutterite colonies, and producing early literacy kits for children.

Mountain View County libraries are working together to make sure that patrons of all the county libraries have equal access. They are focusing on mental health supports, early literacy and are holding a Teen Kindness awareness program that accepts nominations for a Kindness Award with prizes.

Castor Municipal Library has hired new staff and has had a big reset. Parkland staff have been a fantastic resource. They are looking for a book drop box that is weatherproof.

Before the recent restrictions, when the restaurants moved to outdoor seating the **Olds & District Municipal Library** thought to move outdoors also. They placed two computers outside for patrons as well as a rack of lending books and had a staff member outside to assist. It was well received but couldn't continue due to COVID restrictions.

Provost Municipal Library held a silent auction, with sale items donated by local businesses. Pictures of items were posted on their Facebook page. The public was notified via Facebook, local Facebook groups and signs on Main Street. Bids were taken via phone. The event was very successful and brought in \$3,000.

Clive Public Library held their annual book sale virtually. It was as successful as in-person book sales have been in the past.

Board Members Present

Debra Smith (Board Chair)

Board Members Present via Zoom

Jackie Almberg, Alison Barker-Jevne, Doreen Blumhagen, Amanda Derksen, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Clark German, Barb Gilliat, Rick Manning (alternate for Jeanette Herle), Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Stephen Levy, Daryl Loughheed, Josephine McKenzie, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Danny Rieberger, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Mary Ann Wold, Bonita Wood

Guests

Joey Ingram, Lindsay Schmidt, Rebecca Slater from MNP

With Regrets

Trudy Kilner, Bill Rock, Ann Zacharias

Absent

Bill Chandler, Colleen Ebdon, Lonnie Kozlinski, Ricci Matthews, Rick Pankiw, Jas Payne, Heidi Pierce, Mike Yargeau

Next Meeting: September 16, 2021, 10:00 AM (Zoom)



The City of
Camrose

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

June 8, 2021

File: G1.C3.05

Emailed to:

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

Please be advised at the Regular Meeting of Council, held June 7th, 2021 Camrose City Council approved the following Member at Large appointment to the Camrose Public Library Board for a three year term effective June 7th, 2021 to December 31st, 2023, or at the pleasure of Council.

Camrose Public Library Board -Margo McPhail

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

DocuSigned by:

Norman Mayer

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Norman Mayer
Mayor

cc: Robyn Gray, Director Camrose Public Library

/kb



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays*

AR105368

MAY 18 2021

Ms. Elizabeth Luck
Chair
City of Camrose Library Board
c/o Camrose Public Library
4710 - 50 Avenue
Camrose AB T4V 0R8

Dear Ms. Luck:

Thank you for your letter of April 15, 2021, to Premier Jason Kenney regarding funding for public libraries in Budget 2021. As Minister of Municipal Affairs, I am responding on behalf of the Government of Alberta.

I am pleased the government was able to maintain funding for public libraries across the province. Public libraries play a key role in keeping people connected during the best of times and especially in our new pandemic realities.

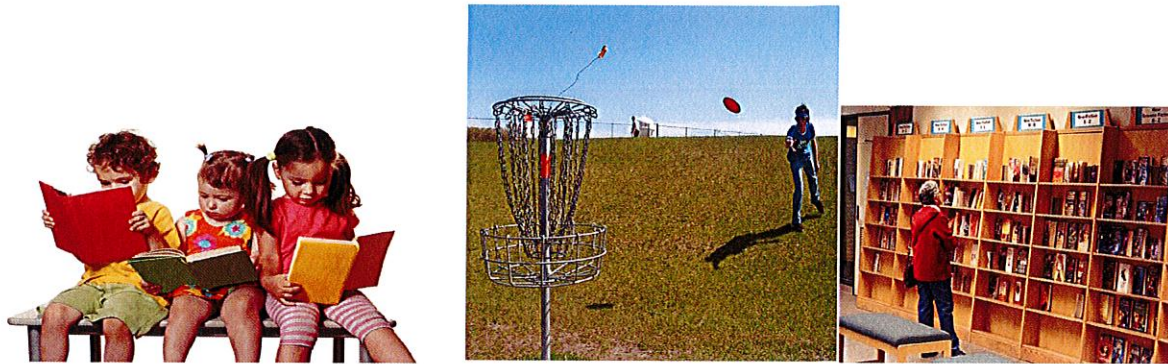
I commend you for your innovative efforts in continuing to serve the community during these challenging times and for adapting to changing conditions while having to navigate closures and restrictions while open. It is encouraging to hear that public libraries are being well-used for curbside services and for virtual services even while physical doors are closed for health reasons.

I look forward to continuing to support the work of the Camrose Public Library and public libraries across Alberta. Thank you again for the important work you do to keep our communities safe, informed, and connected.

Sincerely,

Ric McIver
Minister

cc: Honourable Jason Kenney
Premier of Alberta



Camrose Public Library is Reopening!

The Library reopened June 10, 2021 (Stage 2 of the reopening plan) and we are excited to welcome patrons back inside the library. As part of stage 2, the library can reopen with 30% capacity and that works out to a 60-patron limit for the library. Mask wearing and social distancing is still required and we are still doing our programs virtually. We have signs with our reopening date on our front/side doors and advertised on our Facebook page.

The TD Summer Reading Club theme: Game On! The club celebrates Canadian authors, illustrators and stories, and inspires kids to explore the fun of reading their way. Starting June 21, kids can begin registering for the program. Mirror Lake Story Walk is returning! watch for the story around Mirror Lake walking path!

Golf discs

The City of Camrose has set up a disc golf course in Jubilee Park and the library purchased golf discs as part of our physical literacy collection for patrons to borrow. The discs can be borrowed for 3 weeks at a time. PRL member libraries can borrow the discs but they must be picked up at Camrose Public Library. We will see how much they are used by Camrose patrons and if there isn't demand we could possibly send any hold requests for the discs to other libraries on the PRL van deliveries.

Young Canada Works

I was excited to hear that our YCW application was approved for funding. Our approved funding is 85% (\$9,208.27) and the approved funding is the top amount a non-profit organization can receive. The student under this grant works from May 3 to August 20, 2021.

Provincial Funding

I received a confirmation email from Jen Anderson, Manager, Public Library Grant Program, Public Library Services Branch that The City of Camrose Library Board's 2021 Public Library Operating Grant application has been approved and put forward for payment.

ADULT PROGRAMMER BOARD REPORT JUNE 2021

Beanstack

CPL has purchased a subscription to Beanstack for the year. Beanstack is the world's easiest way to keep track of all the books you read. It is an online program and app designed for public libraries to host reading challenges year-round. Through Beanstack, our library will offer reading challenges that will allow you to track your reading and complete activities to earn badges and rewards. Beanstack does have an app component, and you can create an account through their website or on the app. Beanstack allows you to make multiple readers under one account, making it easier for families to keep their reading in one place.

Adult Programs

Bookmatch - Get new book recommendations, just click on the link on the webpage to the online form.

Mind Masters - a monthly games booklet, just for seniors.

Ukulele Program - join our jam session every Monday via Zoom, continuing all summer. Facilitated by an instructor from St. Albert.

Book club - Join us for The Last Mrs. Parrish on June 29 and The Alice Network on July 27

Subject Matters - we only have a few months left. June's theme is Fashion, July is Camrose and August is Cheers.

Portable Vision Board- Create a vision board as a daily visual reminder of your goals.

Family and Children's Programs

A Book and a Bounce - Program for infants and caregivers via Zoom.

Makerspace - Book a time and get creative with our tools and materials. Four time slots are available per week, to start. For all ages.

Summer Time Story Time - Preschool families can grab a kit full of activities for all summer long. Activities are matched with a weekly zoom session.

STEAM Kits - For patrons to check out. Makedo's are kid-friendly cardboard building tools. MaKey MaKey's mimic a keyboard and mouse. The Makey Makey lets you control any computer program with everyday objects.

Summer Student Programs

Craft Videos and STEAM Activities - Check out our Youtube Account for weekly videos that will explore your creative side! From invisible ink to solar oven smores, we have exciting activities for everyone!

Game Nights - Are you a game and trivia lover? If so, you're lucky, as we will be hosting a virtual game night every Thursday. With board games, trivia and Kahoot all planned, come and join us for a lot of laughs and some friendly competition!

Cycling Without Age - Our motorized trishaw allows those who can't ride a bike any longer to enjoy a ride again.

3R's - Reckless, Ridiculous Reading - For a summer of reckless, ridiculous, reading fun! Join Michelle at Camrose Public Library for reading challenges and fun activities in a low-anxiety environment to engage with reading in every context. Two different age groups will be offered: Grades 4 - 6 and Grades 7 - 9.

Podcasts - Book Tasting (Similar to a menu at a restaurant, our book tastings will provide a variety of book recommendations within a genre to help you find your next great read!) and

Novel Read Aloud (Our novel read aloud will feature the thrilling Agatha Christie mystery *The Mysterious Affairs at Styles*. Tune in weekly for a new piece of the puzzle as we solve this mystery together.)

Sacred Arts and Crafts - Amazing online yoga for parents alongside exciting crafts, storytimes and activities for kids.

Salma the Syrian Chef - Our first story is Syrian-Canadian author Danny Ramadan's heartwarming picture book, *Salma the Syrian Chef*. Author Visit: Wednesday, July 21 at 7:00 pm. *Cooking Foul Shami*: Wednesday, July 14 at 6:00 pm

Teen Dungeons and Dragons - For ages 13-19

Dementia Grant

- **Tales and Travels Program:** Take an imaginary journey to another country to explore folklore, interesting facts, books, and puzzles from the region.
- **Dementia Kits:** Kits filled with dementia-friendly puzzles and games, as well as movies and music.
- **Authors Su Croll and Rhonda Hoffman** will come share their works and how dementia has affected their families.
- **Life Cycle:** Look for the Life Cycle around town. You can get trained and take a family member out yourself too!

