

**Present:**

**Absent**

**Approval of Agenda**

**1. Board Feedback**

a.

**2. Consent Agenda**

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

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

b. Board Meeting Start Times and Frequency

c. Cheque Signing Authority

d. Annual Closures 2021

- e. Director's Annual Appraisal Committee
- f. E-Vote about Budget
- g. Programmer Job Description
- h. Camrose Public Library Bylaws

**5. Adjournment**

Next Board meeting: February 16, 5:15pm

**Present:** Elizabeth Luck (Chair), Agnes Hoveland (City Council), Trevor Miller (County Council), Renee Greer, Julie Girard, Susanna Bruneau, Krista Larocque, Robyn Gray (Director)

**Absent:** N/A

**Approval of Agenda** with additions – **Motion 40/20 M/S/C** R. Greer/K. Larocque. Passed.

**1. Board Feedback**

a. N/A

**2. Consent Agenda – Motion 41/20 M/S/C** K. Larocque/J. Girard. Passed.

a. Approval of Minutes of October 20, 2020 meeting

b. Items for Information

i. 2020-2021 City Council Appointments to Parkland Regional Library Board

ii. 2021 City Council Appointment to Camrose Public Library

iii. CPL Social Media Handbook (created by Kelly and Shannon!)

iv. Fellowship of Camrose Public Library Meeting Minutes, October 13

v. Fellowship Meeting Minutes, October 26

vi. City of Camrose Mandatory Face-Covering Bylaw

**3. Items for Discussion**

a. Reports

i. Librarian's Report

ii. Nicole's Program Report October 2020

iii. Library Stats October 2020

iv. Program Overview to October 31, 2020

v. November Program Calendar

b. Organizational Chart

c. Fine elimination

i. Summary

ii. Elimination of Fines – List of Parkland libraries that do not charge overdue fines

iii. Article by Sabrina Unrein, "Overdue Fines"

iv. **Motion 42/20 M/S/C** R. Greer/K. Larocque, the library will eliminate overdue fines. Passed. R. Gray will advertise and promote this change widely to the community!

**4. Items for Decision**

- a. ALTA Fee Change – reduced the increase from \$800 to \$400. **Motion 43/20** to renew this year at \$400 **M/S/C** S. Bruneau/K. Larocque. Passed.
- b. **Motion 44/20** to remove the staff reduction component of the Personnel Policy **M/S/C** J. Girard/K. Larocque. Passed.
- c. **Motion 45/20** to direct the Director and Manager to revise the budget to reflect a ten percent decrease in expenditures, **M/S/C** A. Hoveland/J. Girard. Passed.
- d. **Motion 46/20** to go into a closed session **M/S/C** A. Hoveland/J. Girard. Passed.
- e. **Motion 47/20** to go back into open session **M/S/C** A. Hoveland/K. Larocque. Passed.

**5. Adjournment** 6:10 PM

Next Board meeting: **January 19, 2021** at 5:15 PM



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Grande Prairie*

AR102919

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 recent correspondence congratulating me on my appointment as Minister of Municipal Affairs.

It is an honour and a privilege to serve in this role, supporting strong, fiscally responsible municipalities and continuing my ministry's role in providing Albertans with safe buildings, homes, and communities. I am looking forward to collaborating with communities, listening to the concerns and priorities of Albertans, understanding their perspectives on the issues, and discussing how we can all work together to help lead our province through its current economic challenges.

Albertans have demonstrated their strength and resiliency through this unprecedented time. As our province recovers from the COVID-19 pandemic, Alberta's government is investing in local infrastructure projects that put Albertans back to work, supporting growth in key sectors, and positioning the province for future economic prosperity. I believe the most compassionate response to this crisis will be to support communities and families by creating jobs. My goal is to spread hope to Albertans by creating visibly local opportunities and working tirelessly to demonstrate support for economic recovery, because people matter.

Thank you again for writing to share your warm wishes.

Sincerely,

Tracy L. Allard  
Minister



# PRLS BOARD TALK

## Highlights of the Parkland Regional Library System Board Meeting

NOVEMBER 12, 2020

### Organizational Meeting

Parkland's board has 8 new members. Board Members in attendance elected the new Executive Committee and Board Chair. Debra Smith was re-appointed Board Chair by acclamation.

### Executive Committee

The Executive Committee has 3 new faces, along with returning members.

**Debra Smith**, Committee Chair (Village of Lougheed)

**Bruce Gartside**, (Village of Donalda)

**Cindy Trautman**, (Camrose County)

**Heather Ryan**, (Town of Olds)

**Janine Stannard**, (Town of Coronation)

**Jas Payne**, (Town of Sylvan Lake)

**Jason Alderson**, (Town of Rocky Mtn. House)

**Kevin Ferguson**, (Town of Ponoka)

**Philip Massier**, (Red Deer County)

**Ray Olfert**, (Town of Blackfalds)

### 2021 Budget Approval

As of the date of the board meeting, PRLS' 2021 budget was approved by 68.75% of the municipalities representing 71.84% of the population. A list detailing municipal approval has been sent to Parkland's board members and municipalities.

### Advocacy Committee

There were no new volunteers for the Advocacy Committee. All the current members chose to remain on the committee for another year.

**Gord Lawlor**, Committee Chair – Town of Stettler

**Barb Gilliat**, Vice Chair – Village of Alix

**Bill Rock** – Village of Amisk

**Cora Knutson** – Town of Bentley

**Deb Smith**, Ex Officio – Village of Lougheed

**Janine Stannard** – Town of Coronation

**Jeanny Fisher** – Town of Daysland

**Norma Penney** – Village of Clive

**Shannon Wilcox** – Town of Carstairs

**Stephen Levy** – Town of Sedgewick

The newest advocacy tools from the committee include key messages, examples of supporting data, and sample elevator speeches. The committee has also settled on 3 regional key messages that they recommend board members adopt and use when talking about the library.

1. The library is a wise investment. We provide a very good financial return on investment.
2. The library supports the financial well-being of all citizens.
3. The library provides an important point of social connection that supports mental health.

The Advocacy Committee has also provided a dozen elevator speeches demonstrating how to deliver a key message with supporting facts in about 30 seconds. These examples will be posted on Parkland Library's Support Site.

### New Building Update

Parkland took ownership of the new headquarters building on September 30<sup>th</sup> and rented the old headquarters for \$1 for the month of October from the new owners, the City of Lacombe, until the new building was ready for occupancy.

Moving occurred in a three-stage process over the month of October. The final move, which included the transfer of Parkland's network and staff operations, began on Friday, October 16<sup>th</sup> and were completed on Monday October 19<sup>th</sup>. By Tuesday the 20<sup>th</sup>, Parkland was in full operation.

The final hand-over of the old building to the City of Lacombe occurred on the afternoon of October 28<sup>th</sup>, thus ending the presence of Parkland Regional Library at the old address of 5404-56 Avenue in Lacombe. Staff are working to establish a date for the new Minister of Municipal Affairs to tour the new building.

Since Parkland cannot hold an open-house to celebrate the new headquarters due to restrictions resulting from the COVID-19 pandemic, staff are preparing a virtual tour that can be put on Parkland's website. The virtual tour will allow stakeholders to get a sense of the new building until an in-person event can be held at some point in the future.

### Stronger Together Conference

The 2020 *Stronger Together* Virtual Conference was a tremendous success. This event was created in cooperation with Yellowhead Regional Library, The Peace Library System, and The Alberta Library (TAL). There were 1,155 registrants from across the globe with 730 live participants, as many as, or more than, the number of delegates normally attending the Alberta Library Conference. We are very pleased with the outcomes of this event and plan on a similar conference in 2021.

### ALTA Board Alternate for Parkland

The Alberta Library Trustee Association (ALTA) represents the trustees from all ALTA member libraries in the province of Alberta.

Currently, the Parkland Region is represented by Bob Green from the Carstairs Municipal Library. At present they are looking for an Alternate Director from the region. The region includes the City of Red Deer. Bill Windsor from the Town of Didsbury volunteered to let his name stand to be an Alternate Director representing the Parkland Region on the ALTA Board. Parkland will submit his name to ALTA for consideration.

### Board Meeting Dates for 2021

At present, Parkland is planning on holding board meetings virtually for 2021.

**February 25** - Annual Report, Year in Review

**May 20** - 2019 Financial Statements presented

**September 16** - Budget presentation for 2021

**November 18** - Organizational Meeting

### 2021 Alberta Library Conference

In the normal course of events, Parkland pays for three trustees, plus the Board Chair to attend the Alberta Library Conference. However, due to the COVID-19 pandemic, the conference has been cancelled for 2021.

### Community News from Trustees

**Stettler Public Library** is holding a "Christmas Wine Survivor Raffle" virtual elimination draw at the beginning of December. Cost to join is \$20 per ticket plus a bottle of wine.

### Board Members Present

Deb Smith, Gord Lawlor

### Board Members Present via Zoom

Jason Alderson, Jackie Almborg, Lana Curle (Alternate for Rick Pankiw), Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Cora Knutson, Stephen Levy, Daryl Loughheed, Josephine McKenzie, Philip Massier, Ricci Matthews, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Bill Rock, Heather Ryan, Sharolyn Sanchez (Alternate for Mike Yargeau), Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Bill Windsor, Mary Ann Wold, Bonita Wood, Mike Yargeau, Ann Zacharias

### With Regrets

Dana Kreil, Blair Morton

### Absent

Alison Barker-Jevne, Doreen Blumhagen, Glen Carrit, Bill Chandler, Amanda Derksen, Sandy Gamble, Clark German, Deborah Juch, Trudy Kilner, Lonnie Kozlinski, Sonia Temple, Sharon Williamson, Heidi Pierce

### PRLS Staff

Ron Sheppard, Tim Spark, Donna Williams, Colleen Schalm, Kara Hamilton, Haley Amendt

## Next Meeting: February 25, 2021

**10:00 AM.**

For more information or if you want a copy of the draft minutes from this board meeting, please contact PRLS.

Call to Order: November 17, 2020 @ 7 pm

Present: Nikki Hay, Kalene Gould, Alyssa Martin, Celine Warawa, Aaron Morris, Robyn Gray, Sam Stewart

Absent with Notice: Andrew Gabert

## **1. Camrose Christmas Bonus**

### Update on Business Canvassing

- Update on bonus business donations from Tabb Lanes (two bowling certificates), Nordlys (movie night gift basket), Starbucks (gift basket).
- There have been \$353 in donations from local businesses to increase the prizes.
- Celine to schedule the Facebook shout-outs for the businesses that have donated.

### Update on Raffle Sales

- Nikki provided an update on the ticket sales, which have surpassed last year at \$430 (excluding the 3% deductions), have sold 25 tickets in total.
- Discussed if there should be any cash included in the grand winner's prize, overall preference to buy gift cards from local businesses, to be discussed more in the December 7 meeting once final raffle and business donations are known.
- Idea for future fundraisers can have an early bird draw or "first person out" receive a cash prize or small prize.
- Raffle to be posted in the Camrose Morning News:
  - o Camrose Christmas Bonus Library Fundraiser running until December 6. Support the library and win prize packs from local businesses. Visit 'The Fellowship of the Camrose Public Library' Facebook page or contact Kalene at [fellowshipcpl@gmail.com](mailto:fellowshipcpl@gmail.com) or 403-458-4262 for more information.

## **2. FCPL AGM**

### Review of Bylaw Requirements

- Requirements:
  - o 4.2.1 – an activity update presented by the Chair or delegate (Kalene);
  - o 4.2.2 – a financial statement presented by Treasurer to the year-end of December 31 (Nikki)
    - 12.1 Audit – The books, account, records of the Secretary and Treasurer shall be audited once each year by an accountant or by two members of the society elected for that purpose at the Annual meeting
  - o 4.2.3 – a proposed annual budget for Jan 1 – December 31 of 2021
    - Camrose Christmas Bonus
    - Sock Drive (May)
    - Not a lot of spending (last year was first year, budget was projection, allocate, set aside for specific reasons).



- 4.2.4 – Election of Directors (auditors)
- 4.3 – 21-day notice (writing, email or telephone)
- AGM to be posted in Camrose Morning News:
  - Fellowship of the Camrose Library AGM via Zoom on Nov. 30 from 7-8pm, learn about library fundraising events, small door prize. Reach Kalene at [fellowshipcpl@gmail.com](mailto:fellowshipcpl@gmail.com) or 403-458-4262 for further details and meeting link.

### **3. Next Meeting**

- b. Date: November 30, 2020 @ 7-8pm – AGM
- c. Date: December 7, 2020 @ 7-8pm – Regular Meeting
- d. Agenda Items:
  - 1. Camrose Christmas Bonus Prize Distribution

### **4. Adjournment**



The City of  
**Camrose**

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

December 8, 2020

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 -  
Term 2021-2023**

Please be advised at the Regular Meeting of Council held December 7<sup>th</sup>, 2020, Camrose City Council approved the following Member at Large appointment(s) to the Camrose Public Library Board for a three year term effective January 1<sup>st</sup>, 2021 to December 31<sup>st</sup>, 2023, or at the pleasure of Council.

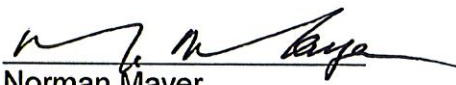
Camrose Public Library Board - Carol Williams (New Appointment)  
- Margaret Bagden (New Appointment)

Please contact the above noted individuals 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

**Camrose Public Library Board**  
**Member at Large Appointments**  
**Term 3 Years**

**January 1, 2021 to December 31, 2023**

<b>Name</b>	<b>Contact #</b>	<b>Email</b>	<b>Appointment</b>
Carol Williams 3808 – 58 Street Camrose, AB T4V 4A5	780-672-8083 (R) 1-877-212-0123 (B) 780-385-1131 (C)	<a href="mailto:caroljwilliams@eastlink.ca">caroljwilliams@eastlink.ca</a> *	New Appointment
Margaret Bagdan #106, 4615 – 50 Street Camrose, AB T4V 4P5	780-672-2873 (R) * 780-678-4336 (C)	<a href="mailto:bagdan@cable-lynx.net">bagdan@cable-lynx.net</a> *	New Appointment

Preferred Contact Method - \*

## **COVID-19 UPDATE FOR PUBLIC LIBRARIES – AS OF NOVEMBER 27, 2020**

The Government of Alberta is implementing additional public health measures to respond to rising COVID-19 spread and to protect the health of Albertans and the capacity of the health care system.

The measures are in effect as of Friday, November 27, including restrictions on entertainment and event services that will affect all public libraries in Alberta.

Public libraries may remain open to the public with restricted capacity of 25 per cent of the occupancy set under the Alberta Fire Code, or a minimum of five customers, whichever is more, if they follow all public health guidance in place and maintain physical distancing.

The full list of orders and relevant legislation can be found at <https://www.alberta.ca/covid-19-orders-and-legislation.aspx>. We encourage you watch for updates as they are made available and use the online information to guide your decision making. This info sheet is meant to assist public libraries in conforming with recent health restrictions. It is strongly advised that members look [online](#) for the most up-to-date information on these restrictions.

Libraries are encouraged to offer curbside pick-up and delivery and promote digital resources and online services where possible.

### **Authority for decision-making**

Alberta's public library decision-makers have a role to play in realizing a shared goal of curbing the spread of COVID-19.

According to the *Libraries Act*, public library boards maintain responsibility for public library service delivery in their community. It is critical that boards continue to exercise their decision-making authority during the pandemic.

Library boards are able to make choices for delivery of library service within the context of the *Libraries Act* and the Libraries Regulation, and while following public health orders and other provincial directives related to the current pandemic.

Library boards may decide that they want to pass further measures than the mandatory ones to stop the spread of COVID-19 at this time depending on the specific situation in their community. Again, public libraries are encouraged to offer curbside pick-up and delivery and promote digital resources and online services where possible.

### **Other existing mandatory measures**

- Masks are mandatory for anyone attending an indoor public place (i.e., any indoor location where an entity is operating) in the Calgary and Edmonton Metropolitan Regions (see Appendix for the list of affected municipalities)

- Other municipalities have passed mask wearing by-laws that will impact people in the library. Please make sure you are up to date on your municipalities' direction on this issue.
  - A "face mask" means a medical or non-medical mask or other face covering that covers a person's nose, mouth and chin.

Other orders include the following:

- Every person attending an indoor or outdoor location must maintain a minimum of two metres distance from every other person
- An operator of an entity must:
  - Implement practices to minimize the risk of transmission of infection among persons working at or attending the entity
  - Provide procedures for rapid response if a person develops symptoms of illness while working at or attending the entity
  - Ensure that persons working at or attending the entity maintain high levels of sanitation and personal hygiene
  - Comply, to the extent possible, with applicable Alberta Health guidance found at <https://www.alberta.ca/biz-connect>
- Mandatory 10-day isolation for people who exhibit symptoms of COVID-19

There may still be questions about how specific restrictions should be interpreted by library boards. Public Library Services Branch is seeking clarification and will update you when possible.

In the meantime, we encourage you to visit <https://www.alberta.ca/covid-19-orders-and-legislation.aspx> and to use the available information to guide your decision-making.

### **Questions and answers – (please refer to Alberta.ca for the most up-to-date information)**

#### **Can library space remain open to the public? Can people visit the library in-person?**

- Yes. Libraries may remain open to the public at this time with restricted capacity of 25 per cent of the occupancy set under the Alberta Fire Code, or a minimum of five patrons, whichever is more, if they follow all public health guidance in place and maintain physical distancing.
  - Fire code information can be found at: <https://nrc.canada.ca/en/certifications-evaluations-standards/codes-canada/codes-canada-publications/national-fire-code-2019-alberta-edition-nfcae>
- Where possible, library boards are encouraged to use curbside pick-up, delivery and online services to limit in-person visits at this time.
- Public libraries housed in schools will need to work with their partner school boards to determine the best way to deliver service at this time especially if the school will be closed to students.

### **Are people in the library considered a social gathering?**

- No. Indoor social gathering restrictions are in place for visits of a social nature. This does not apply to services offered by or being accessed at the public library.
- However, public libraries should follow other public health orders around social distancing and follow public health orders and municipal bylaws around masking.
- Programs should be offered online where possible and boards should consider postponing in-person programs where possible.

### **Are meetings allowed at work for library staff?**

- Meetings are allowed provided measures are in place to prevent the transmission of COVID-19 in the workplace.
- We strongly encourage meetings to move to an online format where possible.

### **Can we have an in-person Library Board or Committee meeting?**

- Meetings are allowed but in-person attendance should be limited to the extent possible and physical distancing, guidance and public health measures followed.
- In light of the new measures, it is recommended that boards meet virtually for now to reduce risk of person-to-person virus transmission.

### **What are the rules around masking?**

- Effective immediately, there is a mandatory mask requirement for all indoor workplaces in Calgary and Edmonton and surrounding areas (see Appendix for affected municipalities).
- Other municipalities have passed mask bylaws and are in the process of implementing mask bylaws.
- Exemptions to this include:
  - Persons who are unable to place, use or remove a non-medical face mask without assistance;
  - Persons unable to wear a non-medical face mask due to a mental or physical concern or limitation;
  - Persons providing or receiving immediate care or assistance where a non-medical face mask would hinder that caregiving or assistance.
- There are no changes to mandatory student mask requirements in schools (for the information of public libraries located in schools that remain open).

### **Can outside community groups use the library space for meetings?**

- Mutual support meetings are permitted to continue (e.g., Alcoholics Anonymous), with physical distancing and adherence to strict measures to control COVID-19. This includes masking and physical distancing and compliance with public health guidance. Virtual formats should be encouraged wherever possible.
- People are not permitted to use public space for private social gatherings at this time – i.e. a group of people booking a library program room to have a social gathering limited to that group is not permitted.

### **Can tutoring services continue at the library?**

- One-on-one lessons can continue by appointment only as long as all public health guidance is followed.
- Group lessons should move to virtual at this time.

### **Contact**

Public Library Services Branch produced information earlier in the pandemic on how to promote virtual services, how to ensure strong board governance, and how to safely have people in the library during the relaunch phase this summer.

If you are interested in receiving any of this information again or have any other questions, please feel free to reach out and ask for assistance. You can email our director at [diana.davidson@gov.ab.ca](mailto:diana.davidson@gov.ab.ca), any of our other staff, and/or use the email address [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca).

Appendix – Municipalities subject to mandatory mask order

- City of Airdrie
- Town of Beaumont
- City of Calgary
- City of Chestermere
- Town of Cochrane
- Town of Devon
- City of Edmonton
- Municipal District of Foothills
- City of Fort Saskatchewan
- Town of Gibbons
- Town of High River
- City of Leduc
- Leduc County
- Town of Morinville
- Town of Okotoks
- Parkland County
- Rocky View County
- City of St. Albert
- City of Spruce Grove
- Town of Stony Plain
- Strathcona County
- Sturgeon County
- Town of Thorsby



# Public Library Pandemic Response

## Frequently Asked Questions: Closures by December 13, 2020

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On December 8, 2020, the Province of Alberta announced new mandatory measures to slow the spread of COVID-19. **These new restrictions apply province wide and will be in place for at least four weeks.** For the full set of the most up-to-date restrictions, please visit

<https://www.alberta.ca/enhanced-public-health-measures.aspx>.

These measures directly affect public libraries and it is crucial that library boards take immediate action. Public Library Services Branch has compiled answers to some frequently asked questions to assist libraries in navigating this situation:

### Do public libraries have to close?

**Yes**—as announced on December 8, many businesses and service providers will be required to close to the public. **Libraries are included in this measure and must close as of 12:01 am on Sunday, December 13.**

In light of this directive, library boards need to make arrangements to close their doors to the public effective December 13. It is recommended that notifications of the closure be posted on the library's various social media and websites. Boards should also connect with any partners (e.g. municipality, school, library system) to collaborate and advise on further steps. Libraries may continue to support their communities with virtual and curbside services.

### What if my library is located in a school or joint use facility?

The new measures announced on December 8 also include closures of most public recreation or entertainment facilities. If your library is located in a joint-use facility, it may be that your partner organization is also closing its space to the public. While the board has authority over library service and the library space, it is important to maintain communication with partner organizations to inform

them of the board's decisions and plans. Consult your joint-use agreement to see what responsibilities you may have. If you have staff continuing to work on site, you may also need to discuss protocol for access to the facility during the closure.

If your library is located in a school, the board should engage in discussion with the school authority as soon as possible. K-6 schools are continuing with in-person delivery and the school authority may decide to continue with use of the library space and/or materials *for school purposes only*. If that is the case, the library board must ensure the library is closed to the public as per the new measures.

### Can library staff continue to work on site?

The measures announced on December 8 include a mandatory work-from-home order for employees unless the employer determines the work requires a physical presence for operational effectiveness. The library board, as the employer, has the authority and the responsibility to make decisions about on-site work in light of this directive.

If staff are required to work on site, for example to facilitate curbside pickup services, all public health measures (e.g. mask wearing, physical distancing, sanitization) must be followed. Masks are mandatory in all indoor workspaces province wide except when an employee is working alone in an office, at a safely distanced cubicle, or when a barrier is in place.

### Can the public enter a library for limited in-person service, such as service by appointment?

No. As per the most recent public health restrictions announced on December 8 2020, libraries must be closed to the public as of 12:01 AM on December 13, 2020. This means that members of the public are not permitted in the library after that time—not

even for limited time periods or previously booked appointments (like exam invigilation).

### Can my library provide curbside pickup and homebound services? If so, what do we need to consider?

Yes, libraries may continue to offer curbside pickup and homebound services (i.e. delivery of materials) after closure. Libraries that offer curbside pickup or homebound services are responsible for keeping both library users and workers safe.

Curbside pickup should be delivered using minimal staff on site (i.e., 1- 2 employees, more in large libraries and systems if necessary). Curbside pickup must also be structured so that staff have no physical contact with library users. Library users should not take materials directly from staff or vice versa. Library users cannot come into the library building. Physical distancing, mask wearing, and sanitization practices must all be implemented when delivering curbside pickup service. Vehicle and road safety should also be considered when providing curbside pick-up.

Homebound services can continue if no-contact rules are in place. The library should communicate clearly with any homebound service partners – especially long-term care facilities – about whether or not they want the service to continue at this time.

The library should consider if it will quarantine items after they are returned to the library. Refer to the question-and-answer later in this document for more information on item quarantine.

### Will interlibrary loan (ILL) lending and borrowing be impacted?

We will be suspending the patron/discovery side of Relais as of Friday, December 11 so that limited on-site staff are not overwhelmed with material during the closure.

The staff portal of Relais will remain active. Government courier (Loomis) will continue as usual, making daily drop offs and pickups at the 12 delivery nodes (i.e., the seven library systems, Wood Buffalo, Red Deer, Grande Prairie, Calgary and Edmonton).

### How can my library continue to support the community at this time?

Promote your library's available digital resources, and those offered by your regional library system, including those available to all Albertans through the provincial e-content suite:

- Pronunciator (language learning),
- PressReader (world newspapers),
- RBdigital Audiobooks,
- RBdigital Magazines,
- the *Read Alberta Ebooks Collection* (a partnership with the Book Publishers Association of Alberta) which includes the *Prairie Indigenous Ebook Collection* and
- Electronic resources for the print-disabled through NNELS and CELA.

Maintain a virtual presence in your community by continuing to communicate through your library's website and social media sites. The library may also resume online programming, such as story times or book clubs.

The board should also be mindful of those who may need additional supports to access virtual service, such as those with print and other disabilities and patrons with limited or no access to the internet (which may include remote Indigenous communities that boards are providing service with/for).

Patrons with print disabilities continue to have access to thousands of digital accessible-format items through both [NNELS](#) and [CELA](#). If you are having trouble registering a patron for NNELS because you do not have access to your ILS, please contact NNELS directly at [support@nnels.ca](mailto:support@nnels.ca) or 1-888-848-9250 (option 5) to have them registered manually.

If possible, you may want to maintain reference or information services via telephone—either by forwarding the library's number to another number or giving patrons an alternate phone number to call. Not everyone has a computer or internet access, so having alternative means of access to service is important. If you do this, it is best to have the phone answered by a staff member, not a machine. In these times of physical distancing, personal contact via telephone or virtually is important.

## Should libraries quarantine returned items?

There is no provincial order mandating the quarantine of library materials. Libraries that continue to circulate physical items (i.e. via curbside pickup) may wish to quarantine and/or sanitize physical materials to reduce the risk of transmission.

Research on the topic is continually evolving and current best practices vary by jurisdiction across Canada and globally. Alberta library boards have the authority to determine whether or not quarantine is worthwhile in their local context. Even if quarantine procedures are implemented, libraries should still put in place practices that encourage safe handling of materials by staff and patrons.

## Should library boards continue to meet?

Yes. The library board should meet remotely at this time, as most boards are already doing. Library boards in Alberta are governing bodies that make decisions in the public interest and spend public tax dollars, and it is important for boards to continue to fill this role. Just because the physical location is closed does not mean the board's work ceases. In fact, this is a critical time for boards to be discussing options and future plans.

Boards should also remember that all library board meetings, online or in person, should be made open to the public as per section 5(1) of the Libraries Regulation to ensure transparency in board decision making.

Library boards should share the method of joining the meeting with the general public. This could be done by posting the meeting link on the library website or posting the contact information of a staff person who could share a meeting invitation.

## How can I ask further questions or find additional support?

We encourage library boards to lean on the provincial Public Library Network for knowledge and support. There are over 220 municipal and intermunicipal boards in Alberta, each facing the same challenging situation.

Reach out to your fellow board members and library staff across the Province—there is a wealth of

knowledge out there. Your regional library systems also are there for support, advice, and help in service delivery.

Please continue to forward your questions to PLSB staff. PLSB staff are working remotely.

### PLSB Contact Information

#### General

p: 780-427-4871  
[libraries@gov.ab.ca](mailto:libraries@gov.ab.ca)

#### Interlibrary Loan

[illalberta@gov.ab.ca](mailto:illalberta@gov.ab.ca)

#### Diana Davidson

p: 780-719-5545  
[diana.davidson@gov.ab.ca](mailto:diana.davidson@gov.ab.ca)

#### Kerry Anderson

p: 780-644-5487 m: 780-720-0161  
[kerry.anderson@gov.ab.ca](mailto:kerry.anderson@gov.ab.ca)

#### Jen Anderson

p: 780-415-0294  
[jen.anderson@gov.ab.ca](mailto:jen.anderson@gov.ab.ca)

#### Colette Poitras

p: 780-644-3337 m: 780-718-6769  
[colette.poitras@gov.ab.ca](mailto:colette.poitras@gov.ab.ca)

#### Ken Allan

p: 780-641-9363 m: 780-292-2228  
[ken.allan@gov.ab.ca](mailto:ken.allan@gov.ab.ca)

#### Jordan DeSousa

p: 780-415-0295  
[jordan.desousa@gov.ab.ca](mailto:jordan.desousa@gov.ab.ca)

#### Miranda Maguire

p: 780-415-0296  
[miranda.maguire@gov.ab.ca](mailto:miranda.maguire@gov.ab.ca)

# COVID-19 Public Health Recommendations for Environmental Cleaning of Public Facilities

## Public Health Guidelines for Environmental Cleaning of Public Facilities during Respiratory Illnesses in the Community

This document is to support owners and operators of public facilities with general cleaning and disinfection considerations as it relates to COVID-19. For general information on COVID-19 or to find site specific resources, please visit: [ahs.ca/covid](https://ahs.ca/covid).

### General Cleaning

- Increase daily cleaning and disinfection of common areas and surfaces. Pay particular attention to door knobs, light switches, staff rooms, desktops, washrooms and other high touch surfaces.
- Cleaning refers to the removal of visible dirt, grime and impurities. Cleaning does not kill germs but helps remove them from the surface.
- Disinfecting refers to using chemical to kill germs on surfaces. This is most effective after surfaces are cleaned. Both steps are important to reduce the spread of infection.
- Use a **disinfectant** that has a Drug Identification Number (DIN) and a virucidal claim. Be sure to follow the instructions on the label to disinfect effectively.
- Alternatively, you can make a 1000ppm bleach water solution by mixing 20 ml (4 teaspoons) of unscented, household bleach with 1000 ml (4 cups) of water. Ensure the surface remains wet with the bleach water solution for 1 minute.
- Be sure to take the appropriate precautions when using chemicals for cleaning and disinfecting. Consult the product's Safety Data Sheets.

### Prevention

- [Wash your hands often and well](#)
- Avoid touching your face, nose, or mouth with unwashed hands
- Avoid close contact with people who are sick
- Clean and disinfect surfaces that are frequently touched
- Stay at home and away from others if you are feeling ill
- [When sick, cover your cough and sneezes and then wash your hands](#)

### Enhanced Measures

- In the event of a cluster of illness in a specific public facility, please adhere to any additional recommendations provided by Public Health at that time.

References:

Alberta Health Services Infection Prevention and Control

Centers for Disease Control and Prevention: Coronavirus Disease 2019 (COVID-19)

**For more information, please contact your nearest Environmental Public Health office.**

Edmonton Main Office  
Calgary Main Office  
Lethbridge Main Office

780-735-1800	Grande Prairie Main Office	780-513-7517
403-943-2288	Red Deer Main Office	403-356-6366
403-388-6689	<a href="http://www.ahs.ca/eph">www.ahs.ca/eph</a>	PUB-0568-202004

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December 10, 2020

File No: 970-03-69

Camrose Public Library  
4710-50 Avenue  
Camrose, AB T4V 0R8

**RE: 2021 Allocation**

Council at their December 8, 2020 Council meeting reviewed recommendations from the Budget Committee and after careful consideration Camrose County Council allocated \$73,421.10 (Seventy Three Thousand Four Hundred Twenty One Dollars and Ten Cents) to the Camrose Public Library.

In 2021, as budgets are significantly tighter the County had to stop funding for some organizations all together and reduce funding to others, including libraries, by 10%.

We appreciate the contribution your local library makes to your community and wish you a successful year.

A cheque in the amount of \$73,421.10 will be forwarded in July, 2021.

Yours truly,



Paul King  
County Administrator

/jy

Cc Accounts Payable

January 6, 2021

Camrose County  
3755 43 Avenue  
Camrose AB T4V 3S8

Dear Reeve and Council,

On behalf of the Board and Staff of Camrose Public Library, please accept our sincere thanks for allocating \$73,421.10 to Camrose Public Library. We truly appreciate Camrose County's ongoing support of Camrose Public Library and your ongoing confidence in us to provide the community with exceptional library service.

At Camrose Public Library (CPL), we facilitate a welcoming space physically and virtually for all patrons, we help people satisfy their curiosity for lifelong learning, and we enable all citizens to connect to the online world free of charge. A wide variety of community members utilize the library: parents, young children, students, seniors, ESL learners, community organizations, and more. We are essential in the community, as we provide reimagined programs to support technology, learning, exploring, playing, and connecting with others.

While this year was rather different from other years due to the COVID-19 pandemic, we were still able to reach our community members in innovative ways. Despite our library being in lockdown for multiple months, we offered curbside pickup of materials, virtual programs, and take-home kits to a variety of patrons. We continue to provide outreach services to numerous seniors homes, and our book bike and story walk facilitated library services throughout the summer in a socially-distant manner.

This funding also enables us to offer a variety of reading, listening, and viewing materials for all library patrons, which foster stress reduction, knowledge building, vocabulary expansion, and better writing skills. Along with countless other libraries throughout Alberta, Camrose Public Library prides itself on being an essential community hub that improves the health, education, and economy of

**CONNECT. CREATE. CAPTIVATE.**

---

its community members. No other place promotes educational accessibility and serves all community members without discrimination in the same way that a library does.

Again, thank you. We look forward to pursuing more opportunities to work together in the future!

Sincerely,



Robyn Gray, Director, Camrose Public Library

cc: Camrose Public Library Board





**Budget 2021 - 2023**

## LOCAL GOVERNANCE: BUDGET, CONTINUED

FEE FOR SERVICE	2019 Actual	2020 Budget	2021 Budget	Change 2020 to 2021		2022 Budget	Change 2021 to 2022		2023 Forecast
				Dollar Change	Per Cent Change		Dollar Change	Per Cent Change	
Camrose Ski Club	18,000	18,000	18,000	-	0.0%	18,000	-	0.0%	18,000
Northern Historical Society	31,210	31,210	32,000	790	2.5%	32,000	-	0.0%	32,000
Tourism Camrose	54,121	-	-	-	-	-	-	-	-
Parade/Train - Chamber	8,000	8,000	8,000	-	0.0%	8,000	-	0.0%	8,000
Visitor Information - Chamber	41,500	41,500	30,900	(10,600)	-25.5%	41,500	10,600	34.3%	41,500
	<b>152,831</b>	<b>98,710</b>	<b>88,900</b>	<b>(9,810)</b>	<b>-9.9%</b>	<b>99,500</b>	<b>10,600</b>	<b>11.9%</b>	<b>99,500</b>
<b>COMMUNITY ASSISTANCE</b>									
Discretionary Grants	24,886	20,000	20,000	-	0.0%	20,000	-	0.0%	20,000
	<b>24,886</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>	<b>0.0%</b>	<b>20,000</b>	<b>-</b>	<b>0.0%</b>	<b>20,000</b>
<b>COMMITMENTS</b>									
Camrose Lodge Authority	28,460	28,612	14,220	(14,392)	-50.3%	14,220	-	0.0%	14,220
Camrose Public Library	667,921	578,000	515,205	(62,795)	-10.9%	528,087	12,882	2.5%	528,087
Parkland Regional Library	154,622	160,244	160,244	-	0.0%	160,244	-	0.0%	160,244
C.D.S.S.	115,349	115,349	115,349	-	0.0%	115,349	-	0.0%	115,349
Lougheed Performing Arts Centre	250,000	250,000	250,000	-	0.0%	250,000	-	0.0%	250,000
Centra Cam Building Fund	50,000	-	-	-	-	-	-	-	-
	<b>1,266,352</b>	<b>1,132,205</b>	<b>1,055,018</b>	<b>(77,187)</b>	<b>-6.8%</b>	<b>1,067,900</b>	<b>12,882</b>	<b>1.2%</b>	<b>1,067,900</b>
<b>COUNCIL COMMITTEES</b>									
Social Development Committee	2,000	2,000	2,000	-	0.0%	2,000	-	-	2,000
Arts Council	40,000	30,000	30,000	-	0.0%	30,000	-	0.0%	30,000
	<b>42,000</b>	<b>32,000</b>	<b>32,000</b>	<b>-</b>	<b>0.0%</b>	<b>32,000</b>	<b>-</b>	<b>0.0%</b>	<b>32,000</b>



# Community Services – Recreation and Culture

## OVERVIEW

The Recreation and Culture work unit provides coordination and support to the arts and culture community in Camrose and facilitates direct programming and events in conjunction with many local organizations.

### BASE BUDGET HIGHLIGHTS

**Full-Time Equivalents:**

2020: 4.5 | 2021: 4.0 | 2022: 4.0

**Major Opportunities and/or Challenges**

## Opportunities:

- 2021 presents a new opportunity with new staff at the Chuck MacLean Arts Centre and new board members at with the Camrose Arts Society to clarify and create a new agreement between the two organizations.
- Use the recreation software Perfect Mind to enable online registrations and to track room booking done in person or over the phone.

## Challenges:

- The major challenge relates to the coordination of user groups in the COVID-19 environment. Additional cleaning, more set user times, and increased limitations on participant numbers in registered programs challenge the staff to take an even more planned approach than normal.

### SIGNIFICANT BUDGET IMPACTS

No significant impacts. Reduction on 0.5 FTE is a reallocation to Facilities.

Utilization of Perfect Mind software will require the installation of Moneris Debit/CC Machine.

### SERVICE LEVEL CHANGES

**2021:**

Increased focus on programming out of the Chuck MacLean Centre.

Service level increase allowing for more options for registrants for payments and online registrations.

Network connectivity (contained in the Information Technology Budget) will increase efficiency for staff and better access for public.

## RECREATION AND CULTURE: SERVICES INVENTORY

PROGRAMS	LIST OF INCLUDED SERVICES
Chuck McLean Arts Centre	Provide customer service to patrons at the Arts Centre and answer phone call inquiries. Perform management duties such as supervision, budgeting, and coordinating staff and program schedules. Schedule and prepare rented rooms and process billings. Host Art themed Birthday Parties. Conduct building maintenance and custodial services.
Canada Day Celebrations	Plan, organize, and participate in Canada Day opening ceremonies, games, activities, entertainment, and fireworks.
Support for Arts and Culture Community	Provide support to arts community in Camrose. Coordination and staging of community-based cultural events such as Art Walk, Arts in the Park, Alberta Culture Days and more. Support Camrose Arts Society at various capacities with Society run programs. Assist with projects and events for U of A Augustana Campus, Camrose Public Library, Camrose Chamber of Commerce, Bailey Theatre productions, Camrose Railway Museum, and the Jeanne & Peter Lougheed Performing Arts Centre. Sit on Camrose Healthy Lifestyle Coalition. Provide administrative support for the Camrose Arts Council.
Centennial Museum Management	Manage and operate museum, programing, events, building maintenance and support volunteers. Apply for museum related grants.
Community Programing and Events	Administer and deliver community registered programs of various sorts. Also provide free or low cost recreation activities throughout the community at various locations, providing a fun experience for people of all ages. Administer and deliver various community City run events throughout the year.

## RECREATION AND CULTURE: BUDGET

CULTURAL SERVICES	2019 Actual	2020 Budget	2021 Budget	Change 2020 to 2021		2022 Budget	Change 2021 to 2022		2023 Forecast
				Dollar Change	Per Cent Change		Dollar Change	Per Cent Change	
Chuck MacLean Arts Centre	193,550	202,324	182,450	(19,874)	-9.8%	185,435	2,985	1.6%	184,192
Canada Day Celebrations	18,339	18,598	18,771	173	0.9%	18,771	-	0.0%	19,171
Centennial Museum	94,148	50,472	50,978	506	1.0%	52,001	1,023	2.0%	52,481
Programming	56,384	71,382	72,946	1,564	2.2%	73,231	285	0.4%	75,117
Arts Council	(13,554)	-	-	-	-	-	-	-	0.0%
Camrose Public Library	59,502	24,186	21,599	(2,587)	-10.7%	21,978	379	1.8%	22,317
Community Groups	1,546	1,620	-	(1,620)	-100.0%	-	-	-	-
	<b>409,915</b>	<b>368,582</b>	<b>346,744</b>	<b>(21,838)</b>	<b>-5.9%</b>	<b>351,416</b>	<b>4,672</b>	<b>1.3%</b>	<b>353,278</b>
<b>Staff Complement</b>									
<b>Full time equivalents</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>			<b>2022</b>			
Permanent	3.8	3.0	2.5			2.5			
Casual	1.8	1.5	1.5			1.5			
<b>Total</b>	<b>5.6</b>	<b>4.5</b>	<b>4.0</b>			<b>4.0</b>			



*New Computer Desks!*

## Computer Desks

The Computer Desks that were paid for through a Rotary Daybreak Scholarship have arrived, and are all set up downstairs! Be sure to check out the photos of a few of them above!

## Board Appointments

Welcome to Carol Williams and Margaret Bagdan who have been appointed to the Camrose Public Library Board until December 31, 2023!

## Fine Free Announcement

On December 8, 2020, the Camrose Booster wrote an article about Camrose Public Library going fine-free. The article can be found at [https://issuu.com/camrosebooster/docs/20201208\\_booster](https://issuu.com/camrosebooster/docs/20201208_booster) , on page 31. On December 17, we promoted going fine-free on our social media. Also, Camrose Public Library has been added to librarianship.ca's list of fine-free libraries Canada-wide, at [https://librarianship.ca/features/fine-free-libraries-in-canada/!](https://librarianship.ca/features/fine-free-libraries-in-canada/) This is a wonderful step in the direction of eliminating all barriers to library service for patrons!

## Budget

At this point, we have received notification from Camrose County that they will be providing us with \$73,421.10 in 2021, but we are still waiting on confirmation from the City of Camrose as to what they will be providing us. Based on the City's Budget 2021-2023 as listed on their website, it appears they will provide us with \$515,205 in 2021.

### 3D Printer

A few parts for our old 3D printer broke, and we were presented with a quote of \$507.66 to get these parts replaced. Since the printer is at least 5 years old now, it was decided that we would replace the printer and purchase a new one instead for \$3,725.40 (including shipping). The old one has been given to Rocky Mountain House Public Library. Unfortunately, the new printer will take a few months to arrive due to COVID delays with the manufacturer. But hopefully it will be here sooner rather than later!

### Read for 15

'Read for 15' is happening on January 27! Be sure to submit your 15 minutes of reading on those days, to help us in our competition against other Albertan libraries.

### Summer Employment Grants

Cheryl and I will be submitting two summer student grant applications in 2021: one with Young Canada Works for a Book Bike Coordinator, and one with Canada Summer Jobs for a Summer Program Facilitator. It is difficult to say what the world will look like this summer, but we are confident that these positions would enable us to reach a large amount of people in the community. The Book Bike will be able to provide outdoor programs, and there will be another storywalk based on the success of last year's.

### Annual Report

Most of the information has been gathered for the 2020 Annual Report. The deadline to submit this to the Public Library Services Branch is February 28, so I will bring the finalized version to our Board Meeting on February 16 to be revised and approved.

### Fellowship of Camrose Public Library

The library's fundraising group just finished their second annual Camrose Christmas Bonus gift card fundraiser! There was one grand prize winner and two runner-ups this year. This fundraiser will result in \$52,650 being donated to the library for our 2021 Collection Development budget!



Quote # 043007-9629  
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 Valid to Date 1/15/2021

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 Fax: 416-213-8440  
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 Website: [www.idesignsol.com](http://www.idesignsol.com)

**Bill To/Ship To Address**

<b>Bill To Name</b>	Camrose Public Library	<b>Ship To Name</b>	Camrose Public Library
<b>Bill To</b>	4710 50 Ave Camrose, AB T4V 0R8 Canada	<b>Ship To</b>	4710 50 Ave Camrose, AB T4V 0R8 Canada
		<b>Name</b>	Nicole Kyle

**Sales Contact Information**

<b>Prepared By</b>	Dean Jacksch	<b>Email</b>	dean@idesignsol.com
<b>Phone</b>	(877) 730-4770	<b>Extension</b>	214

**Quote Terms**

<b>Terms</b>	Net 30	<b>Ship Via</b>	Ground
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**Quote Line Items**


Quantity	Product Description	Sales Price	Total Price
1.00	MakerBot Replicator+ 3D Printer - 6.50" x 7.68" x 11.61" Build Size - Fused Deposition Modeling - Single Jet - 3.9 mil Layer - 68.9 mil Filament - Polylactic Acid (PLA) Supported - Network (RJ-45) - Wireless LAN (MP07825) Incl. 6-month Warranty	\$3,098.00	\$3,098.00

Subtotal	\$3,098.00
Shipping & Handling	\$450.00
Tax	177.40
<b>Total</b>	<b>\$3,725.40</b>

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**December 2020  
Board Report**

**Programs and  
Library Statistics**

**Nicole Kyle  
January 8, 2021**

## December Program Stats

**268**

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

**20**

people came to us for help with electronic devices they use to stay connected, informed, and engaged.

**1013**

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

**190**

people made use of grab-and-go programs like Subject Matters, Mind Master, and craft kits.



## December Program Stats

**148 programs  
with 1301  
attendees**

**105  
programs  
for children,  
families,  
and teens**

**33 adult programs  
including materials  
deliveries**

**note:**

**December program  
attendance may seem  
higher, but this  
includes year end  
updates for virtual  
program views.**

# Ongoing Virtual Programs:

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

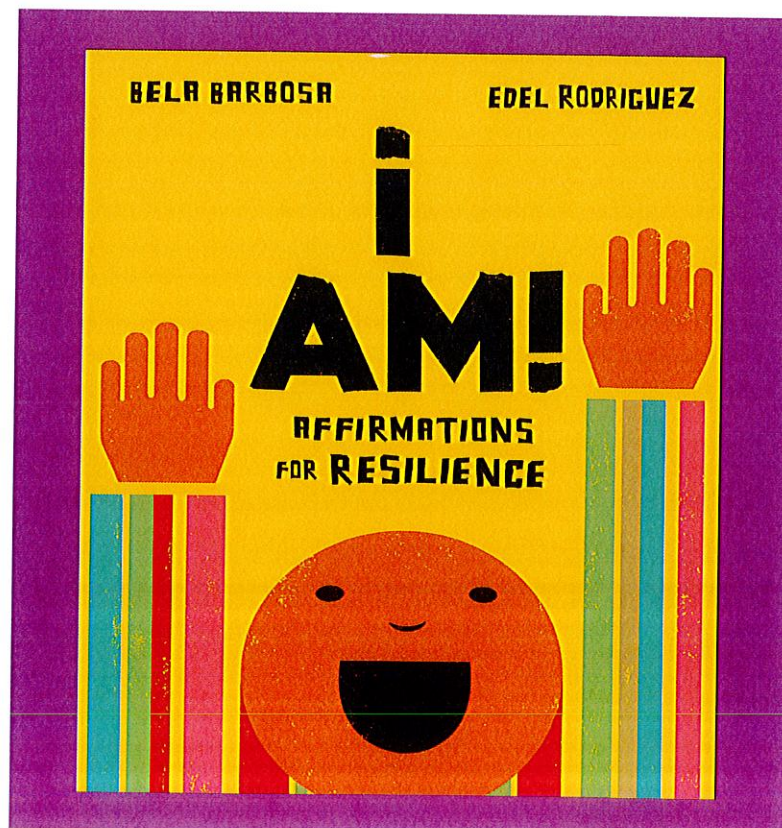
Our weekly Tuesday morning YouTube session for infants and their caregivers focused on books about opposites, body parts, and holidays.

## **QuaranTea Time:**

I shared a lovely book about mindfulness and emotional regulation (pictured below) called *i AM!*, and some holiday materials.

## **Crafternoon:**

Our weekly Thursday YouTube craft session offered tutorials on how to upcycle an old light bulb into a super cute snowman ornament, and two versions of Santa Claus inside a wee chimney!



# In-person Programs (digital or otherwise):

## Ghibli Geeks Club (Via Zoom):

In December we watched *Howl's Moving Castle* and created a hand-stitched book mark based on one of the characters, Calcifer, while discussing the film. January's film choice is *Spirited Away*.

## Virtually Artistic (Via Zoom):

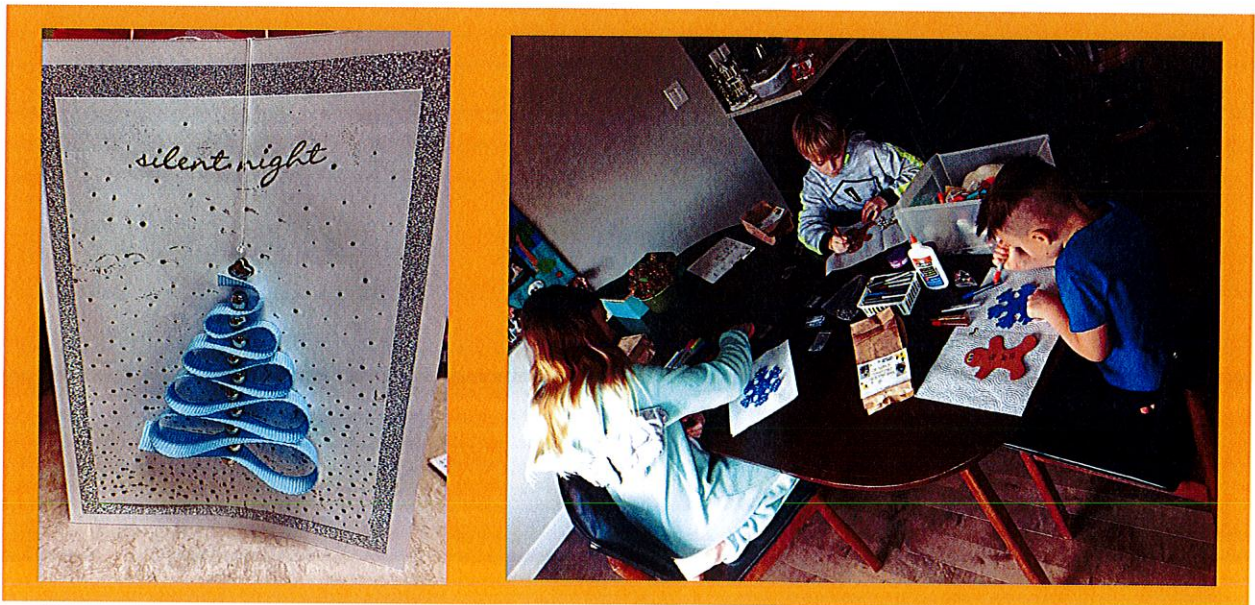
6 people participated in our December session, where we created a beautiful Christmas card with removable keepsake ornament (pictured below).

## Virtual Library Tours:

I'm beginning to schedule live, virtual library tours for school classrooms for 2021. Teachers I've spoken with are excited for this opportunity, because traditional field trips are not possible at the moment.

## Grab-and-Go Holiday Craft Kits:

I made two different style of kits in December for a total of 55 grab bags, and they were all gone in a blink of an eye. I happily dropped a few off to a family who was self-isolating, and they were so grateful and also kind enough to send me photos of them working on their projects (see below).



## Community partnership for youth mental health and support

I'm part of a subcommittee within the 0-18 service providers coalition that is developing an advocacy campaign to share messages of support, understanding, and hope to children and families. This committee is comprised of Tammy Richards from AHS, Laurie Jansen from Camrose Family Resource Centre, and me. Our first project was supposed to be a short video which featured youth themselves delivering these messages. We'd hoped to distribute it before Christmas holidays, but the kids I recruited were feeling too much strain from the effects of COVID restrictions and from adapting to once again learning from home that we put the video project on hold. Instead, we released a simple power point presentation that was sent to schools. I'm looking forward to collaborating on new ways to provide support to the young people in Camrose and Area.

## New responsibilities with staffing change

With Kelly's departure for greener pastures, Shannon and I are now a programming team of two doing the job of three people, and that means greater responsibilities for the both of us. Here are the tasks that were once Kelly's that I am taking over in addition to my existing duties:

- 3D printer maintenance, print jobs, and programming
- Social media scheduling (shared with Shannon)
- Photography Club
- BookMatch assistance if required
- Tech 1-on-1 appointments: PRL created a new email address that I share with Shannon so we can take this on as a shared task.
- D&D Club once I recruit a volunteer DM
- Juvenile displays once we reopen
- Shared responsibility for Kelly's Subject Matters months

These added tasks mean that once restrictions are lifted, in-person programming will look a bit different than it did pre-COVID, as Shannon and I will have less time to fit things in to our schedules.

# Library Statistics

## Camrose Public Library

### Monthly and Year-end Stats

December 31 2020

Circulation	Dec 2020	Dec 2019	2020 YTD	2019 YTD	Under/Over 2019	% Chg. Over 2019		
Adult Material	6340	6370	54841	76893	-22052	-29%		
Young Adult Material	402	246	3524	4661	-1137	-24%		
Juvenile Material	4087	3630	40706	49666	-8960	-18%		
TAL Items Borrowed	122	121	720	1283	-563	-44%		
TAL Items Sent	15	22	221	497	-276	-56%		
<b>Total</b>	<b>10966</b>	<b>10389</b>	<b>100012</b>	<b>133000</b>	<b>-32988</b>	<b>-25%</b>		
Econtent	Dec 2020	Dec 2019	2020 YTD	2019 YTD	Under/Over 2019	% Chg. Over 2019		
Cloud Library	694	479	9540	4137	5403	131%		
RBDigital AB	104	300	4547	3129	1418	45%		
RBDigital Mags	174	190	2992	2898	94	3%		
<b>Total</b>	<b>972</b>	<b>969</b>	<b>17079</b>	<b>10164</b>	<b>6915</b>	<b>68%</b>		
Circulation by Residence	Dec 2020	Dec 2019	2020 YTD	2019 YTD	Under/Over 2019	% Chg. Over 2019		
City of Camrose	8714	4442	76835	99437	-22602	-23%		
County of Camrose	1804	638	17931	26065	-8134	-31%		
Outside City/County	56	37	733	1236	-503	-41%		
ME	45	6	576	954	-378	-40%		
<b>Total</b>	<b>10619</b>	<b>5123</b>	<b>96075</b>	<b>127692</b>	<b>-31617</b>	<b>-25%</b>		
Reference	Dec 2020	Dec 2019	2020 YTD	2019 YTD	Under/Over 2019	% Chg. Over 2019		
By Phone	703	930	6997	16854	-9857	-19%		
By Person	1034	3250	19342	51235	-31893	-62%		
Email/Social Media	803	1518	10288	20135	-9847	-49%		
<b>Total</b>	<b>2540</b>	<b>5698</b>	<b>36627</b>	<b>88224</b>	<b>-51597</b>	<b>-58%</b>		
Miscellaneous	Dec 2020	Dec 2019	2020 YTD	2019 YTD	Under/Over 2019	% Chg. Over 2019		
Visitors	2413	10200	47373	122408	-75035	-61%		
WiFi Users	5070	6634	42616	106598	-63982	-60%		
Internet Users	205	1157	6428	18206	-11778	-65%		
Exams	2	35	111	387	-276	-71%		
<b>Total</b>	<b>7690</b>	<b>18026</b>	<b>96528</b>	<b>247599</b>	<b>-151071</b>	<b>-61%</b>		
Selection of Service Responses								
1. Social Engagement: Developing Relationships and Ending Isolation								
2. Connect to the Online World: Public Internet Access								
3. Satisfy Curiosity: Lifelong Learning								
4. Visit a Welcoming Place: Physical and Virtual Spaces								
Programs/ Service Response	Dec 2020		2020 YTD		Participants		2017 total	2016 total
	Sessions	Partici- pants	Sessions	Partici- pants	2019 YTD	2018 YTD		
1	20	268	302	4523	6,395	16258	note: annual total program participation	
2	10	20	97	273	3,284	2648		
3	118	1013	573	13276	7,579	3895		
4	0	0	101	3359	9,859	111		
Advocacy	0	0	7	3257	10,360	17305		
<b>Total</b>	<b>148</b>	<b>1301</b>	<b>1080</b>	<b>24688</b>	<b>37,477</b>	<b>40217</b>	<b>35408</b>	<b>25942</b>

Camrose Public Library  
 Adult Programs  
 January 1 to December 31, 2020

Outreach	Program	Attendance
Book Deliveries to Care Facilities	80	360
Plot Matures Book Club	11	78
Alzheimers Outreach	1	4
Breaking Loneliness Film	2	45
Pride Week @ Augustana	1	120
Augustana Job Fair	1	85
Uke Online (online chat)	35	277
Spanish Online (online chat)	35	188
Cooking with Robyn (online views)	8	1753
Adult Upcycle Crafts (online views)	9	1231
German Circle (online chat)	30	116
Craft & Connect (online chat)	32	162
Mind Masters	2	77
	247	4496

In House	Program	Attendance
Book Club	3	12
Spanish Circle	9	66
Yarns	11	43
Ukulele	9	121
French Circle	8	42
Make and Take Cards	6	44
Craft Night	2	24
Tech Tutor Class	9	75
Bullet Journaling	1	13
Tech Talks with Tyler	3	24
CSL Class	2	50
BYOV	1	150
Boomerang Bags Sewing Bee	1	20
Boardgame Workshop	4	36
Canva for Non-Profits	1	6
After Hours Study Hall	7	58
	77	784

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	24	318
	24	318

<b>Total</b>	<b>348</b>	<b>5598</b>
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Camrose Public Library  
Family Programs  
January 1 to December 31, 2020

Outreach	Program	Attendance
A Book and a Bounce (virtual views)	38	2058
QuaranTea Time (virtual views)	37	1599
Feena's Stories (virtual views)	23	1977
Mona's Stories (Online chat)	12	38
Larissa's Programs (virtual views)	4	756
Kelly's COVID Patron Outreach	14	61
SRC Crafts (virtual views)	54	634
SRC Story Times (virtual views)	54	87
Reading with Royalty	1	158
Book Bike	31	1486
Family Book Club	4	42
Photography Club	4	29
Dog Man Comic Drawing Contest	1	10
Tales from the Park Side	6	52
ESL Craft Kits	1	28
Holiday Craft Kits	2	55
Bookmatch	88	176
Holiday Contest	1	136
	375	9382

In House	Program	Attendance
Books & Bounces (infants)	9	141
Tales for Twos and Threes	17	275
Bedtime Stories with Feena	7	25
Something Cool After School	45	450
Super Sundays	4	25
Concept Corner (3-5 years)	5	34
Snacks in the Stacks	45	1763
Tech Help	85	174
Feena's School Groups	7	101
Read for 15	1	3122
Family Literacy Day	1	40
Pride Week Art Show Reception	1	11
Pride Week Health Talk	1	9
Community Kitchen	1	11
Freedom to Read Week programs	2	29
Subject Matters Button Making	1	8
	232	6218

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	12	172

	12	172
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Total	619	15772
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Camrose Public Library  
 Children's Programs (5-12 years)  
 January 1 to December 31, 2020

Outreach	Program	Attendance
Family Literacy Day at schools	4	78
Crafternoon (Virtual views)	41	2368
Book Bike	12	175
Boys & Girls Club Outreach Visits	3	41
Ghibli Geeks Club	3	13
	63	2675

In House	Program	Attendance
Reading Tails	8	62
School Tours	6	135
	14	197

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	6	54
	6	54

Monthly Total	83	2926
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Camrose Public Library  
 Teen Programs  
 January 1 to December 31, 2020

Outreach	Program	Attendance
Blackout Poetry (Virtual engagements)	2	168
Virtually Artistic	4	26
	6	194

In House.	Program	Attendance
D&D Club	13	114
Open Book Society	1	4
	14	118

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	10	80
	10	80

<b>Total</b>	<b>30</b>	<b>392</b>
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Camrose Public Library  
Total Programs  
January 1 to December 31, 2020

Outreach Programs	691	16747
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In-house Programs	337	7317
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Outside Groups	52	624
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YTD	1080	24688
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Submitted by Nicole Bannick  
8-Jan-20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					CLOSED <b>1</b>	CLOSED <b>2</b>
CLOSED <b>3</b>	<b>4</b> 1:00 Got Ukulele? (Zoom) 3:00 Spanish Conversation Circle (Zoom)	<b>5</b> 11:00 A Book and a Bounce (YouTube) 4:00 German Conversation Circle (Zoom)	<b>6</b> 11:00 QuaranTea Time (Youtube) 7:00 Bedtime Storytime (YouTube)	<b>7</b> 1:00 Crafternoon (YouTube) 5:00 Craft and Connect (Zoom)	<b>8</b>	<b>9</b>
CLOSED <b>10</b>	<b>11</b> 1:00 Got Ukulele? (Zoom) 3:00 Spanish Conversation Circle (Zoom)	<b>12</b> 11:00 A Book and a Bounce (YouTube) 4:00 German Conversation Circle (Zoom)	<b>13</b> 11:00 QuaranTea Time (YouTube) 7:00 Bedtime Storytime (YouTube)	<b>14</b> 1:00 Crafternoon (Youtube) 5:00 Craft and Connect (Zoom)	<b>15</b> 4:30 Virtually Artistic: A Teen Craft Meetup (Zoom)	<b>16</b>

 **Families and Intergenerational**

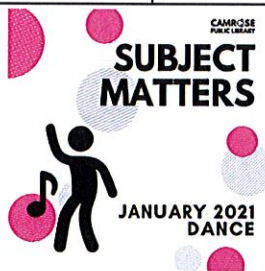
 **Children and Teens**

 **Adults**

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

**Ongoing all month:**  
**Kids Photography Club** - January's challenge is **DANCE!**  
 Send submissions to [nicole@prl.ab.ca](mailto:nicole@prl.ab.ca)  
**One eRead Canada**—read *Vi* by Kim Thúy with all of Canada.  
**Subject Matters**—Dance this month!

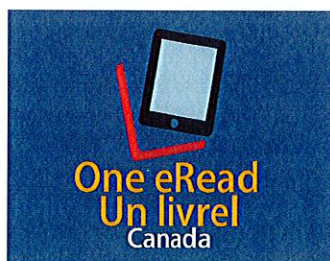
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>17</b> CLOSED	<b>18</b> 1:00 Got Ukulele? (Zoom) 3:00 Spanish Conversation Circle (Zoom) 4:30 Ghibli Geeks Club (Zoom)	<b>19</b> 11:00 A Book and a Bounce (YouTube) 4:00 German Conversation Circle (Zoom)	<b>20</b> 11:00 Quarantea Time (YouTube) 7:00 Bedtime Storytime (YouTube)	<b>21</b> 1:00 Crafternoon (YouTube) 5:00 Craft and Connect (Zoom)	<b>22</b>	<b>23</b>
<b>24</b> CLOSED	<b>25</b> 1:00 Got Ukulele? (Zoom) 3:00 Spanish Conversation Circle (Zoom)	<b>26</b> 11:00 A Book and a Bounce (YouTube) 4:00 German Conversation Circle (Zoom)	<b>27</b> <b>READ FOR 15</b> 11:00 Quarantea Time (YouTube) 7:00 Bedtime Storytime (YouTube)	<b>28</b> 1:00 Crafternoon (YouTube) 5:00 Craft and Connect (Zoom)	<b>29</b>	<b>30</b>
<b>31</b> CLOSED						



## 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. January's theme is dance! Grab a bundle of dance-themed books and movies, make some dance ribbons, and read through the recommendations in our booklet. Enjoy!



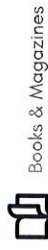
## ONE eREAD CANADA

### Vi by Kim Thúy

One eRead Canada is a national, bilingual digital book club connecting readers to one another and to their libraries. This year's pick is Kim Thúy's celebrated novel, *Vi*. Join us January 1-31! Follow questions and discussions on our Facebook page.

Check your copy out here: <https://bit.ly/3pNMIMT>

## LIBRARY SERVICES



Books & Magazines



Audiobooks



DVDs & Blurays



eBooks



Digital Downloads



Book Club Kits (10 books + guide per kit!)



3-D Printing



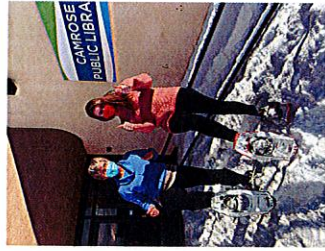
Book Bike Outreach Visits & Cycling Without Age Program



Exam Investigation



Physical Literacy Collection (like snowshoes!)



## SNOWSHOES!

AND WALKING POLES!  
AND PEDOMETERS!  
AND GAMES!

We are more than books and DVD's!

Check out our whole physical literacy collection at the library. Come into the library and turn right, then head towards the windows.

We also provide:

- Technology assistance
- Different formats for people with print disabilities
- Outreach to schools, day homes and care facilities
- Home delivery of materials
- Free programs for all ages!



CamroseLibrary



CamroseLibrary



@camrosebookbike  
@camrosepubliclibrary



search Youtube  
Camrose Public Library



camrosepubliclibrary.  
blogspot.com

## LIBRARY HOURS

### UPDATED COVID HOURS

Monday	10 am - 8 pm
Tuesday	10 am - 8 pm
Wednesday	10 am - 8 pm
Thursday	10 am - 8 pm
Friday	10 am - 6 pm
Saturday	11 am - 5 pm
Sunday	closed

We are closed on long weekends and on statutory holidays

January - April 2021

**CAMROSE**  
PUBLIC LIBRARY

## WINTER PROGRAM GUIDE

### Welcome!

While we start the year closed for browsing, we are still open for material pick-up and lots of virtual online programs. New books are arriving all the time and we can help you place holds on the materials you want. You will get an email or phone call when they arrive and you can call us to let us know you are at the library to pick them up. We hope that we will be able to open soon and be able to see you all again! Follow us on social media for opening updates.



### MIND MASTERS

Have you seen a copy of Mind Masters yet? It is a monthly newsletter with games and puzzles—just for some extra fun and a chance to exercise your brain! It's perfect for seniors or anyone who needs a bit of extra white space for their puzzles. Pick up a copy at the library or e-mail us (shannonepr.lib.ab.ca) your mailing address and we can mail a copy to your home!

## SUBJECT MATTERS

### SUBJECT MATTERS

Come along as we continue our year of weird and wonderful learning! Ask staff for details and a copy of the monthly brochure.

Upcoming themes:

- January - Dance
- February - Sandwiches
- March - Mythology
- April - Fresh



## CAMROSE PUBLIC LIBRARY IS STILL HERE FOR YOU!

### CURBSIDE



We can deliver your materials to you without having to come inside! Phone 780-672-4214 for pickup.

### E-RESOURCES



Electronic books, audiobooks and magazines are available with your library card.

### BOOKMATCH



Need some recommendations? Bookmatch can help! <https://cpl.prl.ab.ca/services/book-recommendations>

### PROGRAMS



Check Facebook and our website for virtual programs that are ongoing!



## FAMILY PROGRAMS

### ONLINE:

#### A Book and a Bounce

**Tuesdays at 11:00 AM**

Join us for a quick, virtual version of Camrose Public Library's Books and Bounces program for infants and caregivers. Visit our YouTube playlist below to read, sing, and bounce with Miss Nicole.

[youtube.com/playlist?list=PL14Mt\\_AeOg-ddkKdE\\_DD7-lw4vZtC4nGwW](https://www.youtube.com/playlist?list=PL14Mt_AeOg-ddkKdE_DD7-lw4vZtC4nGwW)

#### QuaranTea Time

**Wednesdays at 11:00 AM**

Join Miss Nicole on our YouTube channel for a couple of boredom busting books and rhymes for the preschool set and their caregivers! Click the link below for our QuaranTea Time playlist:

[youtube.com/playlist?list=PL14Mt\\_AeOg-cw90lH8OZHChjipmB9yrVM](https://www.youtube.com/playlist?list=PL14Mt_AeOg-cw90lH8OZHChjipmB9yrVM)

either-dependent. Children must be accompanied by an adult.

## KIDS PROGRAMS

### ANYTIME:

#### Photography Club

**At the start of every month.**

Check out the monthly challenge and submit a photo that you think best represents it! Photos will be displayed in the library and prizes will be given! Monthly challenges can be found at the library or online. Submit entries in-person or via e-mail to [nicole@prl.ab.ca](mailto:nicole@prl.ab.ca). Ages 5ish to 18ish

### KEEP UP TO DATE!

Keep up to date with changes! Follow our blog:

<https://camrosepubliclibrary.blogspot.com/>

Subscribe to our newsletter:

<https://bit.ly/30UFJMW>

## KIDS PROGRAMS

### ONLINE:

#### Crafternoon

**Thursdays @ 1:00 (Grades 1-8, but really, anyone)**

Join us on our YouTube channel for weekly craft tutorials. Projects can be completed with supplies most families will have on hand, but if there are specialty supplies required (like old books or CDs), we'll have a supply available for pickup at the library. Projects are geared toward kids in grades 1-9, but anyone with a crafty mind will enjoy them! Follow this link to find our Crafternoon playlist on YouTube: [youtube.com/playlist?list=PL14Mt\\_AeOg-dYL\\_JC6scYr29qf4CA755](https://www.youtube.com/playlist?list=PL14Mt_AeOg-dYL_JC6scYr29qf4CA755)

#### Ghibli Geeks Club

**3rd Monday Monthly, 4:50 PM (Grades 1-9)**

Are you a fan of Studio Ghibli films, or are you new to the fandom? Join our Zoom chat to discuss our monthly film and join in on a game, craft, or activity. We've chosen films that are available on Netflix so you can use your own subscription to watch the movie ahead of the meeting. Limited numbers of DVDs or Blu-rays may be available to borrow from the library; please email [nicole@prl.ab.ca](mailto:nicole@prl.ab.ca) if you need a hard copy of the film. Activity kits will be available at the beginning of each month. This program is geared towards school-aged children, but as some of the films are rated PG, parents or guardians are responsible for choosing whether or not their child can participate. Tickets available at: [eventbrite.ca/o/camrose-public-library-25872183559](https://eventbrite.ca/o/camrose-public-library-25872183559)

#### Virtually Artistic: a Teen Craft

### Meetup

**Third Friday Monthly, 4:30 PM (13-18 yrs)**

Pick up a kit and craft along with Nicole and other teens. Tickets are free but Zoom space is limited so register early on Eventbrite at the link below. You can register for all of the events, but you must do so by clicking the link for each date. Once you register on Eventbrite, pop in to the library to pick up your supply kit. Kits will be available at the beginning of the month that you've registered for. Tickets available at: [eventbrite.ca/o/camrose-public-library-25872183559](https://eventbrite.ca/o/camrose-public-library-25872183559)

### One eRead Canada January 1 - 31

One eRead Canada is a national, bilingual digital book club connecting readers to one another and to their libraries. This year's pick is Kim Thúy's celebrated novel, *Vi*. Join us January 1-31! Follow questions and discussions on our Facebook page. Check your copy out here: <https://bit.ly/3pNMlMT>



## ADULT PROGRAMS

### Tech 1-on-1

Book an one hour 1-on-1 tech appointment to get the technology help you need! Call 780.672.4214 to book an appointment. Bring your device along if you have one!

### ONLINE:

#### Craft and Connect

**Thursdays at 5:00 PM**

Looking for a community to share craft time with? Cozy up at home with your project and join us via Zoom! Email Robyn at [rgray@prl.ab.ca](mailto:rgray@prl.ab.ca) to receive the Zoom link.

#### German Conversation Circle

**Tuesdays at 4:00 PM**

Build your German-speaking skills by conversing with other community members on Zoom! All levels are welcome. Email Robyn at [rgray@prl.ab.ca](mailto:rgray@prl.ab.ca) to receive the Zoom link.

## ADULT PROGRAMS

### ONLINE:

#### Spanish Conversation Circle

**Mondays at 3:00 PM**

Brush up on your Spanish speaking skills with this weekly group meeting on Zoom! A chance to converse and build community with other Spanish learners. All levels welcome! E-mail [shannon@prl.ab.ca](mailto:shannon@prl.ab.ca) for Zoom meeting ID or call the library (780.672.4214)..

#### Ukulele

**Mondays at 1:00 PM**

Join our weekly jam session on Zoom to play and sing along with others! All levels welcome! Bring your own Ukulele, extra music books can be picked up from the library. To receive the Zoom meeting room code e-mail [shannon@prl.ab.ca](mailto:shannon@prl.ab.ca) or call the library (780.672.4214).

### BOOK CLUB:

The last Tuesday of the month

**6:30 pm via Zoom or in-person if we are open**

Our new monthly book club gives you the chance to meet new people, read great books, and chat about them.

Book copies can be picked up at the library.

Email [shannon@prl.ab.ca](mailto:shannon@prl.ab.ca) for the Zoom link.

#### February 23: Miss Benson's Beetle by Rachel Joyce

The unforgettable, funny and charming story of a marvelous adventure and unexpected female friendship.

#### March 30: Belonging by Nora Krug

Equal parts graphic novel, family scrapbook, and investigative narrative, Nora Krug draws on letters, archival material, flea market finds, and photographs to attempt to understand what it means to belong. A record of a German woman's struggle with the weight of catastrophic history.

#### April 27: Circe by Madeline Miller

Hollows Circe, the banished witch daughter of Helios, as she hones her powers and interacts with famous mythological beings before a conflict with one of the most vengeful Olympians forces her to choose between the worlds of the gods and mortals.



Camrose Public Library has joined libraries across Canada for the Read for 15 challenge on Family Literacy Day! On **Wednesday, January 27**, read a book, read a newspaper, scroll through your social media, or listen to an audiobook; Read for 15 minutes and then email [nicole@prl.ab.ca](mailto:nicole@prl.ab.ca), phone 780.781.0525, or visit our website to report your participation!

**DO YOU GET OUR MONTHLY NEWSLETTER?** You can let our staff know and they will sign you up!

### CRAFT KITS

Did you know you can check out a craft kit to go? Each kit can be checked out and has all the stamps, ink and fun stuff to make a card. The inside of the kit lists the materials that need to come back to the library.



**a) Item for Decision: Chair and Vice-Chair appointments for 2021**

**b) Item for Decision: 2021 Board Meeting Start times and Board Meeting Frequency.** Currently, they begin at 5:15pm. Is that still the best time for everyone? And are we alright with continuing to have board meetings on the third Tuesday of each month besides in July and August (and December)? The Libraries Act says we must meet four times a year, but that is the only requirement.

**c) Item for Decision: Cheque Signing Authority**

Currently, Elizabeth Luck, Renee Greer, and Director Robyn Gray are authorized to sign cheques. Once an additional person has been approved, a motion needs to be made to add signing authority for this individual. This motion will allow two of the four listed to sign cheques.

Motion to read: That Robyn Gray or Elizabeth Luck or Renee Greer or [board member] have cheque signing authority.

**d) Item for Decision: Annual Closures 2021**

**Recommendations for 2021:**

That we close (or close early) on the following days:

- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- August Civic Holiday (Heritage Day)
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Eve
- Christmas Day
- Boxing Day
- New Year's Eve
- New Year's Day 2022

**Our Personnel Policy states:**

Declared Holidays

The Library Board deems certain days as Declared Holidays during which the Library will be closed.

The following days are recognized as Declared Holidays:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
August Civic Holiday	

*(Or any other day proclaimed as a holiday by the Federal, Provincial, or Municipal Governments.)*

If a Declared Holiday falls on an employee's regularly scheduled day of work, the employee will be paid her basic rate of pay.

a) If a Declared Holiday falls on a **part time** employee's regularly scheduled day off, no pay or lieu time will be given.

b) If a Declared Holiday(s) falls on a **full time** employee's regularly scheduled day off, then the following working day or days shall be deemed the Declared Holiday.

If a Declared Holiday falls on a normal working day when an employee is off on vacation, the employee will be entitled to a mutually agreed upon day in lieu.

*Additional Holiday closures will be decided **annually**.*

In 2020, we also closed for Saturdays and Sundays of long weekends.

Therefore, in 2021 I recommend the following closures:

- 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 (Thursday, so no weekend closure)
- 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 (Thursday, so no weekend closure)
- Christmas Eve – December 24 – (Friday)
- Christmas Day – December 25 – (Saturday)
- Boxing Day – December 26 – (Sunday)
- New Year's Eve – December 31 (Friday)
- New Year's Day 2022 (Saturday, January 1, 2022)

**e) Personnel Committee for Director's Annual Appraisal**

**a. Date of Appraisal**

**From:** Robyn Gray  
**Sent:** Friday, November 27, 2020 3:37 PM  
**To:** Agnes Hoveland <[ahoveland@camrose.ca](mailto:ahoveland@camrose.ca)>; Renee Greer <[rgreer\\_2@telus.net](mailto:rgreer_2@telus.net)>; Elizabeth Luck <[ea.luck@hotmail.com](mailto:ea.luck@hotmail.com)>  
**Cc:** Krista Larocque <[krista.larocque@yahoo.ca](mailto:krista.larocque@yahoo.ca)>; Trevor Miller <[tmiller@county.camrose.ab.ca](mailto:tmiller@county.camrose.ab.ca)>; Julie Girard <[juliegirard6460@gmail.com](mailto:juliegirard6460@gmail.com)>; Susanna Bruneau <[susanna.bruneau@gmail.com](mailto:susanna.bruneau@gmail.com)>; Cheryl Hamel <[cheryl@prl.ab.ca](mailto:cheryl@prl.ab.ca)>  
**Subject:** RE: Hypotheticals for 2021

Hi Everyone,

Attached, please see a draft of the budget for 2022. For the 2021 budget lines, changes were made based on the idea of choosing Scenario 4, and I highlighted those changes in green. From there, I increased the professional development budget for 2022 slightly, added COLA into the staff salary, and also rounded Collection Development from \$30,486 to \$31,000.

Please let me know if you have any questions, and any additional feedback regarding the hypotheticals. Please voice any concerns regarding the budget as soon as possible, as we will have to submit this to City Council on Monday.

Thank you,

**Robyn Gray, MLIS**

Director, Camrose Public Library

p. (780) 672-4214 fb. [CamroseLibrary](#) t. [camroselibrary](#) in. [camrosebookbike](#)

*We wish to acknowledge that Camrose Public Library is located on Treaty 6 territory and the homeland of the Métis.*

**From:** Robyn Gray <[rgray@prl.ab.ca](mailto:rgray@prl.ab.ca)>  
**Sent:** Monday, November 30, 2020 4:09:43 PM  
**To:** Agnes Hoveland <[ahoveland@camrose.ca](mailto:ahoveland@camrose.ca)>; Renee Greer <[rgreer\\_2@telus.net](mailto:rgreer_2@telus.net)>; Elizabeth Luck <[ea.luck@hotmail.com](mailto:ea.luck@hotmail.com)>  
**Cc:** Krista Larocque <[krista.larocque@yahoo.ca](mailto:krista.larocque@yahoo.ca)>; Trevor Miller <[tmiller@county.camrose.ab.ca](mailto:tmiller@county.camrose.ab.ca)>; Julie Girard <[juliegirard6460@gmail.com](mailto:juliegirard6460@gmail.com)>; Susanna Bruneau <[susanna.bruneau@gmail.com](mailto:susanna.bruneau@gmail.com)>; Cheryl Hamel <[cheryl@prl.ab.ca](mailto:cheryl@prl.ab.ca)>  
**Subject:** URGENT E-Motion Needed Budget 2022

Sorry to bother you all with this again, but I don't really feel comfortable passing it along to City Council unless an e-motion has been made to approve the 2022 budget draft. Can someone please make this motion?

Thank you,

**Robyn Gray, MLIS**

Director, Camrose Public Library

Monday, November 30, 4:09pm:

I move that we accept the budget set forth with a 10% cut to be forwarded to the city for review.

Trevor Miller

Monday, November 30, 6:42pm:

I will second the motion. I am in favour.

Agnes

November 30, 10:08pm:

I am in favour.

-Susanna

Tuesday, December 1, 7:23am:

I am in favour.

Elizabeth

December 1, 11:37am:

I am in favour.

Krista Larocque

**Job Title:** Programmer

**Date:** January 2021

**Summary of Responsibilities:**

Programmers report to the Director of Library Services. Key responsibilities of this position are planning, marketing, and implementing programming and outreach services.

**Duties:**

- a. Assist the Director of Library Services on assessing service needs in the community and the library.
- b. Recommend to the Director of Library Services a range of programs for a variety of patrons including targets, priorities, publicity, cost, and assistance required to implement such programs.
- c. Plan, prepare, conduct and/or oversee programs and events both at the library as in-house programs and throughout the community in the form of outreach programs.
- d. Purchase program materials based on budget set out by the Director of Library Services.
- e. Respond to challenges to library programs and services.
- f. Maintain program spaces within the library and organize as required.
- g. Coordinate the use of programming rooms and spaces.
- h. Create and manage programming reports as assigned by supervisor.
- i. Maintain internal and external program statistics, and make recommendations for improvements on future programming.
- i. Liaise with existing and potential program users to provide information about programs.
- j. Maintain the learning opportunities of the library in public advertising places such as the library website, Facebook, Twitter, posters, newspapers and other locations as required.
- k. Create marketing materials including posters, brochures, newspapers, radio, television spots, and calendars and distribute these in the community.
- l. Along with other members of the programming team, create and foster partnerships with community organizations to determine community needs and present programs of interest such as author tours, special events, and other collaborations.
- m. Communicate with all other Camrose Public Library staff to foster a collaborative and cohesive work atmosphere.

**CONNECT. CREATE. CAPTIVATE.**

- n. Work with other staff to plan, prepare, and maintain library displays including book displays.
- o. Stay current on the latest tools in technology and implement these tools at the library when possible.
- p. Help with – and fill in for – other programmers' programs or circulation desk duties on an as-needed basis.
- q. Perform other related duties as required.

**Hours of Work:**

- Thirty-five (35) hours per week.

**Minimum Qualifications:**

- A high school diploma required; library information technician diploma preferred.
- Experience implementing program design and delivery to people of all ages.
- Experience working with patrons of all ages
- Experience providing exceptional customer service
- Experience with marketing and promotions.
- Working knowledge of social media, and of computer programs including Microsoft Office.
- Experience with database use.
- If chosen as successful candidate, must provide a current Police Check and Child Intervention Record Check.

**Physical Requirements:**

- Able to stand, walk or sit for long periods of time.
- Can climb, reach, stoop and kneel.
- Able to carry materials weighing up to 25 pounds.
- Manual dexterity to operate keyboards and library equipment
- Speech and hearing sufficient to interact with patrons and read computer screens and fine text.
- Able to perform repetitive hand, arm, and body movements.
- Able to push a loaded book cart.

**Supervisor:**

- Director of Library Services



# Camrose Public Library Bylaws

## Bylaws

The Camrose Public Library Board enacts the following by-laws pursuant to The Libraries Act, R.S.A. 2000, Chapter L-11, Section 36.

### 1.0 Definition

1.1 For the purposes of this bylaw the expression:

1. "Act" refers to The Libraries Act, R.S.A. 2000, Chapter L-11 and amendments thereto.
2. "Board" refers to the Camrose Public Library Board.
3. "Borrower" refers to the person to whom a Library borrower card has been issued.
4. "CPL" refers to the Camrose Public Library.
5. "Director" refers to the person charged by the Board with the operation of CPL.
6. "Library Materials" has the widest possible meaning and encompasses- regardless of format- items that are held in the collection of the Camrose Public Library or borrowed by the Camrose Public Library. This includes books, periodicals, audio, video, or projected media, paintings, drawings, photographs, micromaterials, toys, games, kits, and electronic databases.
7. "Library Resources" includes time, services, space, furniture, information, programs, equipment, and library materials designated for public use.
8. "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.
9. "Loan Period" means the period of time that a member may borrow Library resources for and includes any renewal of an original loan period.
10. "PRL" means the Parkland Regional Library
11. "TAL" means The Alberta Library

1.2 For the purposes of this bylaw:

1. Words imparting male persons include all persons.
2. Words in the singular include the plural and words in the plural include the singular.
3. Where a word is defined, other parts of speech and tenses of that word have corresponding meanings.
4. 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 on which the library is open to the public.
5. The Board, may, from time to time, change the specifics set out in the accompanying Schedules.

## **2.0 Use of Library Resources on the Library Premises**

2.1.1 Any member of the general public can use any library resource on library premises.

## **3.0 Library Facility**

3.1 The portion of any building used for public library purposes is open to any member of the public free of charge during the public hours of opening as set out by the CPL Board in library policies.

3.2 The Library's program room is available for use by groups in accordance with the terms and conditions outlined in Schedule A.

3.3 Every person using the Library building shall conduct himself so as to not disturb other Library users or damage any property.

Any staff member may ask any patron contravening this section to leave the premises. If any patron is asked and refuses to leave, the police may be contacted.

## **4.0 Borrower's Card**

4.1 Any person may, in accordance with *subsection 4.2*, apply for a borrower's card from the Library.

4.2 An application for a borrower's card must be:

a) In a form determined by the Director

b) If the applicant is less than 14 years old, a parent or guardian (guarantor) of the applicant must be in attendance or give written permission.

c) Accompanied by the fee set out in *Schedule B*

4.3 A staff member may issue a borrower's card to a person who has satisfied the requirements set out in *subsection 4.2*

4.4 A borrower's card is valid for one year from the date of issue and may be renewed on payment of the applicable fee set out in *Schedule B*. Fore residents of the City of Camrose, whose library cards are free of charge, said cards can be renewed for an indefinite length of time.

4.5 Despite *subsection 4.3*, a borrower's card belongs to the Library and must be immediately returned to the Library if the holder of a borrower's card is requested to do so by the Director pursuant to *Section 7.3*

## **5.0 Responsibilities of a Borrower**

5.1 A borrower card may only be used by the person to whom it is issued.

5.2 A borrower or guarantor shall be responsible for all library materials borrowed with the card; therefore, it is important that the borrower inform the Library if their card is lost or stolen.

5.3 A borrower or guarantor shall notify the Library of any change of address and/or telephone number.

5.4 A borrower or guarantor should return any Library item to the Library on or before the due date as provided in *Schedule C*.

## **6.0 Loan of Materials**

6.1 In accordance with The Libraries Act, Section 36(3), there shall be no charge for the use of the following library resources:

- a) Library resources used on the premises of the Library,
- b) Library resources loaned to a borrower, and
- c) Library resources acquired from other sources at the discretion of the Board.

6.2 For inter-library loan materials, when a lending library levies a charge for the loan or photocopy of materials, the requesting borrower may be asked to bear this charge.

6.3 Loan Periods are set by Parkland Regional Library

6.4 Library materials may be reserved in accordance with policy established by Parkland Regional Library.

6.5 Library materials may be renewed in accordance with policy established by Parkland Regional Library.

## **7.0 Penalty Provisions**

~~7.1 The charges for late return of materials are set out in Schedule D.~~

7.2 The charges for damaged or lost materials are as set out in Schedule D.

7.3 A borrower card may be suspended or revoked by Library staff if the borrower:

- a) fails to conduct himself in a manner so as not to disturb other Library customers,
- b) fails to comply with the conditions set out in *section 4*,

~~e) fails to pay overdue fines within a time specified by the Director,~~

d) fails to pay an amount assessed by the Director for the loss or damage of a library resource within the time specified by the Director, or

e) exceeds the maximum allowable fine limit as set by Parkland Regional Library.

7.4 A person who has had their borrower card revoked pursuant to *subsection 7.3* may, within 30 days of such revocation, appeal to the Board in writing, setting out the grounds of the appeal.

7.5 The decision of the Board under *subsection 7.4* is final

7.6 In cases of serious dereliction, the Board may prosecute an offence under The Libraries Act, Section 41. Such an offence is punishable under The Libraries Act, Section 41. The range of penalties applying on conviction for such an offence is set out in *Schedule D*.

7.7 Any charge or penalty imposed pursuant to an offence under The Libraries Act inures to the benefit of CPL in accordance with The Libraries Act, Section 42.

## **8.0 Freedom of Information and Protection of Privacy (FOIP) Bylaw**

8.1 The purpose of this bylaw is to establish the administrative structure of the Camrose Public Library in relation to the freedom of Information and Protection of Privacy Act and to set fees thereunder.

8.2 The Director of Library Services shall be responsible and accountable for all decisions taken under the Freedom of Information and Protection of Privacy Act.

8.3 Where an Applicant is required to pay a fee for services, the fee payable is in accordance with the Freedom of Information and Protection of Privacy Regulation, AR 200195, as amended from time to time or any successor Regulation that sets fees for requests for information from the Policy.

This bylaw replaces the previous CPL Bylaws.

Read a first time November 15, 2016

Read a second time November 15, 2016 with *unanimous consent*

Read a third time and adopted this *15 day of November, A.D. 2016*

**Approved:** May 5, **Amended:** Oct. 24, 1995, Sept. 16, 2003, Feb. 21, 2006, April 21, 2010, 1994  
May 21, 2013, June 17, 2014, January 2015, November 15, 2016, April 16, 2019, January 2020

Revision/Review Date: January 2019

Approval Signature: Elizabeth Luck

*Original Signed by Camrose Public Library Board Chair*

**Schedules A to D are part of the Bylaws of the Camrose Public Library**

Schedule A: Room Rental Fees

Schedule B: Annual Borrower Card Fees

Schedule C: Loan Periods for Library Materials

~~Schedule D: Penalty Provisions~~

**Schedule A: Room Rental Fees**

Room rental fees are as follows:

Full meeting room: \$20 per hour

**Schedule B: Annual Borrower Card Fees**

1. Residents of the
  - a) City of Camrose:
    1. Memberships are free. Reviewed annually.
  - b) Camrose County:
    1. Adult - \$12.00
    2. Youth - Free
    3. Institution - \$35.00
    4. Family - \$12.00 (Multiple Cards Issuable)
- 2.
3. At any time, the municipalities may cover the cost of library cards, making them free to those who reside in that municipality.
4. Residents of a municipality that is a member of Parkland Regional Library System will be charged for and issued a borrower card for their home library. The home library is determined by the geographic location where property taxes are paid.
5. Residents of a municipality that is not a member of Parkland Regional Library System will be charged \$30.00 per household.

6. The Alberta Library (TAL) Card Holders:  
Individuals who present valid TAL cards from their home library are eligible to have a CPL barcode attached to their home library card and borrow CPL materials as per the TAL regulations. There will be no charge or fee for this service.
7. ME Card:  
The ME card allows patrons to use their local card at other public libraries across Alberta to borrow their materials. Adults ages 18 and over in good standing may complete a web form to create accounts with other libraries. They must follow the rules of the lending library. ME materials may be returned to any library in Alberta.

### Schedule C: Loan Periods for Library Materials

Books	3 weeks
Magazines	3 weeks
Newspapers	Non-circulating
Audio books	3 weeks
Audio CDs	3 weeks
DVDs	3 weeks
Realia	Various
Micro-film	<del>3 weeks</del> Non-circulating
Inter-library loan materials	As specified by lending Library

Library materials borrowed from any other library whether within the Parkland Regional Library system, TAL, or ME are set to the owning library's borrowing period and may be different than what Camrose Public Library's borrowing periods are. Patrons are responsible for knowing when their library items are due regardless of which library the item is from and Camrose Public Library will make every effort to communicate various loan periods to patrons.

### Schedule D: Penalty Provisions

#### ~~1. Late return charges per item~~

- ~~a) For all materials, the late return charge will be \$.25 per item per day to a limit set by Parkland Regional Library.~~
- ~~b) Grace of one business day will be allowed for all materials before late charges commence. No charges will accumulate on any day the Library is closed.~~

~~e) — An item is considered “returned” when it is checked in by Library staff. Items left in the “After Hours Return Box” will be checked in by staff on the next business day.~~

1. Charges for damaged or lost resources:

a) For Library materials lost or damaged beyond repair, borrowers will pay the price listed in the top right corner of the book. If the item is more than 4 years old, charge half the price listed, and if the item is more than 8 years old, do not charge the patron. If there is no price on the top right corner of the book, it was a donation and no charge will be issued to the patron.

b) If the item belongs to another library, fill out the Damaged form on the Parkland support website at [support.prl.ab.ca](http://support.prl.ab.ca), to inform the owning library that our library will pay the replacement cost.

~~publisher’s list price on the item. Where publisher’s list price is not available, it will be assumed to be as follows:~~

~~Hardeover books ————— \$30.00~~

~~Trade paperback ————— \$20.00~~

~~Mass market paperback ————— \$10.00~~

~~Periodicals ————— \$8.00~~

~~CDs ————— \$20.00~~

~~Books on CD ————— \$30.00~~

~~DVDs or Blu Rays ————— \$20.00~~

~~b) — For resources other than materials listed above, borrowers will pay replacement cost for loss or damage.~~

c) Patron accounts will be suspended if late, lost, or damaged resources reach a value set by Parkland Regional Library.