

**Present:**

**Absent:**

**Approval of Agenda –**

- 1. Introduction of our Summer Students** (Georgia Englot, Michelle Elliott, Tristen Hansen)
- 2. Board Feedback**
  - a.
- 3. Consent Agenda**
  - a. Approval of Minutes of April 20, 2021 meeting
  - b. Items for Information
    - i. Thank you letter for funding to Honourable Cindy Trautman and council
    - ii. Thank you letter for funding to Honourable Norm Mayer and council
    - iii. Thank you letter for funding to Honourable Jason Kenny
    - iv. Thank you letter for funding to Honourable Ric McIver
    - v. Thank you letter for funding to Ms. Jackie Lovely, MLA for Camrose
    - vi. Letter of support with the Bailey Theatre for Alberta Culture Days Grant
- 4. Items for Discussion**
  - a. Reports
    - i. Manager's Report
    - ii. Nicole's Program Report April 2021
    - iii. Program Overview Report to April 30, 2021
- 5. Items for Decision**
  - a. 2020 Draft Financial Statement

**Adjournment**

Next Board meeting: **June 15, 2021, 5:15pm**

**Present:** Elizabeth Luck (Chair), Agnes Hoveland (City Council), Julie Girard, Renee Greer, Elizabeth Bagdan, Carol Williams, Trevor Miller (County Council), Lynette Irvine

**Absent:** Robyn Gray (Director)

**Approval of Agenda – Motion 14/21 M/S/C E. Bagdan/J. Girard.** Passed.

**1. Board Feedback**

- i. E. Luck
  - i. Camrose Public Library closed our front door April 7, 2021 and we are back to Step 1 of the relaunch and only offering curbside service.
- ii. C. Williams
  - i. Sedgewick Library was offering curbside but is now closed as staff tested positive for Covid 19 and is waiting on results.
- iii. A. Hoveland
  - i. Agnes felt the programmers did a great job with the amount of programming that is happening and the creative titles for each program.

**2. Consent Agenda – Motion 15/21 M/S/C R. Greer/C. Williams.** Passed.

- i. Approval of Minutes of February 16, 2021 meeting
- ii. Items for Information
  - i. CELA NNELS Letter of Support
  - ii. CELA NNELS Damien Kurek Letter of Support
  - iii. PRL Library Smart Hub Press Release
  - iv. PRL Board Talk

**3. Items for Discussion**

- i. Reports
  - i. Manager's Report
  - ii. Nicole's Program Report March 2021
  - iii. Nicole's Program Report February 2021
  - iv. Nicole's Program Overview to February 2021
  - v. Nicole's Program Overview to March 31, 2021
  - vi. Shannon's Adult Programmer Report April 2021

**4. In Camera Session 5:35 pm Motion 16/21 M/S/C T. Miller/A. Hoveland.** Passed.

**5. Adjournment 6:00 pm**

**6. Next Board meeting: May 18, 2021, 5:15pm**

April 15, 2021

Honourable Cindy Trautman  
Reeve of Camrose County  
3755 – 43 Avenue  
Camrose, AB T4V 3S8

Dear Reeve and council:

The City of Camrose Library Board and staff thank you for continuing to fund our public library at a stable level.

As a front-line community service, we witness the impacts of these challenging economic conditions at the personal level. We strive to always provide the best possible return on the funds you invest in our library. We also strive to meet the evolving needs of our community as a whole and each individual we serve, whether through literacy development, broadband access, lifelong learning, exploring and troubleshooting technology, access to reading material in appropriate formats, and through safe and welcoming spaces.

When COVID-19 hit, the Camrose Public Library demonstrated our ability to adapt quickly to changing circumstances while continuing to offer as many services as possible to local parents, children, seniors, and the newly unemployed or underemployed as they coped with uncertainty, loss, and lock-down. When we had to close our doors to public access, we delivered information and entertainment by mail and through contactless curbside pickup. We adapted our in-person programs to online delivery and implemented "take-and-make" activity kits. Through Parkland Regional Library System, we increased digital content (books, audio, homework help) for 24/7 remote access and ensured our free wi-fi access extended to the library's perimeter so that people could connect without having to enter the library. Implementing appropriate safety measures, our staff continued to work to keep our citizens connected: to information, to learning resources, to entertainment, to employment resources, and to each other. We partnered locally and regionally to continue supporting our citizens.

Our board is aware that both municipal and provincial governments are facing economic challenges. We will continue to partner with you to support the financial well-being, mental health, and continued connection of our citizens and to maintain the vitality of City of Camrose.

**CONNECT. CREATE. CAPTIVATE.**

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4710 50 Avenue, Camrose Alberta T4V 0R8  
780.672.4214



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Thank you for your ongoing financial support. We could not offer the range of services and supports we do without the municipal and provincial funding we receive and without the support of membership in Parkland Regional Library System.

Sincerely,

A handwritten signature in blue ink, appearing to read "Elizabeth Luck", is written over a light blue horizontal line.

Elizabeth Luck, Chair of The City of Camrose Library Board

**CONNECT. CREATE. CAPTIVATE.**

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April 15, 2021

Honourable Norm Mayer  
Mayor of City of Camrose  
5204 – 50 Avenue  
Camrose, AB T4V 0S8

Dear Mayor and council:

The City of Camrose Library Board and staff thank you for continuing to fund our public library at a stable level.

As a front-line community service, we witness the impacts of these challenging economic conditions at the personal level. We strive to always provide the best possible return on the funds you invest in our library. We also strive to meet the evolving needs of our community as a whole and each individual we serve, whether through literacy development, broadband access, lifelong learning, exploring and troubleshooting technology, access to reading material in appropriate formats, and through safe and welcoming spaces.

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Elizabeth Luck, Chair of The City of Camrose Library Board

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April 15, 2021

The Honourable Jason Kenny, MLA  
Premier of the Province of Alberta  
3007 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

Dear Premier Kenny:

The City of Camrose Library Board thanks you for maintaining stable funding for public libraries in Budget 2021.

As a front-line community service organization, we witness the impacts of these challenging economic conditions on a personal level. We strive to always provide the best possible return on the funds invested in our library. We also strive to meet the evolving needs of our community and the individuals we serve, whether through literacy development, broadband access, lifelong learning, technology exploration, access to reading material in traditional and alternate formats, or through safe and welcoming spaces.

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Elizabeth Luck, Chair, The City of Camrose Library Board

**CONNECT. CREATE. CAPTIVATE.**

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April 15, 2021

Honourable Ric McIver, MLA  
Minister of Municipal Affairs  
132 Alberta Legislature Building  
10800 97 Ave NW  
Edmonton, AB T5K 2B6

Dear Minister McIver:

The City of Camrose Library Board thanks you for maintaining stable funding for public libraries in Budget 2021.

As a front-line community service organization, we witness the impacts of these challenging economic conditions on a personal level. We strive to always provide the best possible return on the funds invested in our library. We also strive to meet the evolving needs of our community and the individuals we serve, whether through literacy development, broadband access, lifelong learning, technology exploration, access to reading material in traditional and alternate formats, or through safe and welcoming spaces.

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**CAMROSE**  
**PUBLIC LIBRARY**

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Sincerely,



Elizabeth Luck, Chair of The City of Camrose Library Board

**CONNECT. CREATE. CAPTIVATE.**

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April 15, 2021

Ms. Jackie Lovely, MLA for Camrose  
Legislature Office, 6<sup>th</sup> Floor  
9820 – 107 Street  
Edmonton, AB  
Canada T5K 1E7

To Ms. Jackie Lovely, MLA for Camrose:

The City of Camrose Library Board thanks you for maintaining stable funding for public libraries in Budget 2021.

As a front-line community service organization, we witness the impacts of these challenging economic conditions on a personal level. We strive to always provide the best possible return on the funds invested in our library. We also strive to meet the evolving needs of our community and the individuals we serve, whether through literacy development, broadband access, lifelong learning, technology exploration, access to reading material in traditional and alternate formats, or through safe and welcoming spaces.

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**PUBLIC LIBRARY**

---

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Sincerely,



Elizabeth Luck, Chair, The City of Camrose Library Board

**CONNECT. CREATE. CAPTIVATE.**

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May 7, 2021

RE: Alberta Culture Days Grant Application

To whom it may concern,

On behalf of the Camrose Public Library, I am pleased to partner with the Bailey Theatre for the "Create a Splash" project for the Alberta Culture Days grant. We have appreciated the work that the Bailey Theatre has done for arts and culture in the Camrose community and we welcome the opportunity to work with them.

The library values the ability to foster connection and we assist people and organizations in forming relationships that create a supportive community. Alberta Culture Days is an exciting opportunity to partner with other groups in our community that we do not usually get to work with. We are an organization committed to free and equal access to information and programs, so we are grateful for the opportunity to work with a program that is free and is open to all ages and stages in Camrose!

Thank you for your time and consideration today.

Sincerely,

Shannon Stolee

Adult Programmer, Camrose Public Library

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## **Summer Reading Program – Hiring of Summer Students**

Michelle Elliott – Intergeneration Programmer – started May 10, 2021. Funded by Seniors Health Science Community-Based Innovations for Dementia Grant.

Tristen Hansen - Books Bike Coordinator – started May 3 to August 20, 2021. Our project has been tentatively recommended for approval by Young Canada Works in Heritage Organizations pending the availability of supplemental funding through Canadian Council of Archives-Libraries.

Georgia Englot - Summer Program Facilitator – started May 3 to August 20, 2021. This position is partially funded by Canada Summer Jobs.

## **2020 Review Engagement**

A draft 2020 Financial Statements prepared by Grant Thornton was forwarded to the Board for review and included in our May 18, 2021 board package to be passed at our May board meeting. The approved financial statements must be sent to Public Libraries Service Branch by the June 15, 2021 deadline.



## **Curbside Pickup**

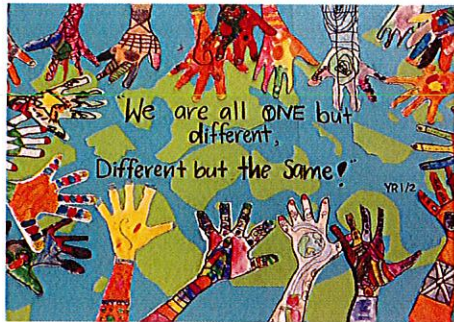
Curbside pickup is still very popular and with our van run book delivery days on Tuesdays and Friday those are our busiest days with patrons picking up their material. Every day we still hear how thankful patrons are the library is available for curbside service.

Exams and photocopying are popular and staff have been busy making sure our patrons are looked after and receiving these services when needed.

Curbside Pickup (continued)

Quarantining is now just 24 hours so material is checked-in and off the patrons record after one day of quarantining and the material is available sooner for other patrons.

Craft/Program kits is still very popular with families and our programmers are busy preparing kits on a regular basis.



## Alberta Culture Days

Shannon Stolee, Adult Programmer, attended a meeting with staff from the Bailey Theatre and she has sent a letter of support to partner with the Bailey Theatre for the “Create a Splash” project for the Alberta Culture Days grant that will happen during the month of September 2021. Once we hear the grant was approved Shannon is pleased to partner with the Bailey Theatre to provide arts and culture in the Camrose Community.

## Staff Professional Training

With the library's front doors closed and no public in the library staff have found some time to work on some training videos/webinars.

- Librarian's Guide to Homelessness (Core Training) – 3 hours to complete Certificate of Completion
- Polaris for Beginners – PRL webinar – 2.5 hours (Refresher for staff)

For our summer staff Parkland Regional Library is hosting a Summer Reading Club brainstorming virtual session on Tuesday, May 18.



**April 2021  
Board Report**

**Programs and  
Library Statistics**

**Nicole Kyle  
May 10, 2021**



## April Program Stats

**80**

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

**496**

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

**222**

people got their Shrek on with our interactive viewing kits in honour of the film's 20th anniversary

**1**

awesome bit of feedback:  
"I want to let you know that my girls are so enjoying watching their herbs sprout, and to thank all of you for everything you're doing right now."



## April Program Stats

**50 programs  
with 798  
attendees**

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

**21 online and  
outreach  
adult  
programs**

**920  
curbside visits to  
pick up library  
materials and  
program kits**

# Ongoing Programs:

## A Book and A Bounce:

Our weekly Tuesday morning YouTube session for infants and their caregivers focused on spring, simple sign language, and finger plays.

## QuaranTea Time:

I shared books about spring and bears for our weekly preschool programs.

## Crafternoon:

Our weekly Thursday YouTube craft session offered tutorials on cardboard tube structures, pipe cleaner creatures, and CD hovercrafts.

## Virtually Artistic (Via Zoom):

We created an ant hill cross-section using clay, paper, silk flowers, and an old CD case.

# Alternative Programs and Services

## Makerspace Kits:

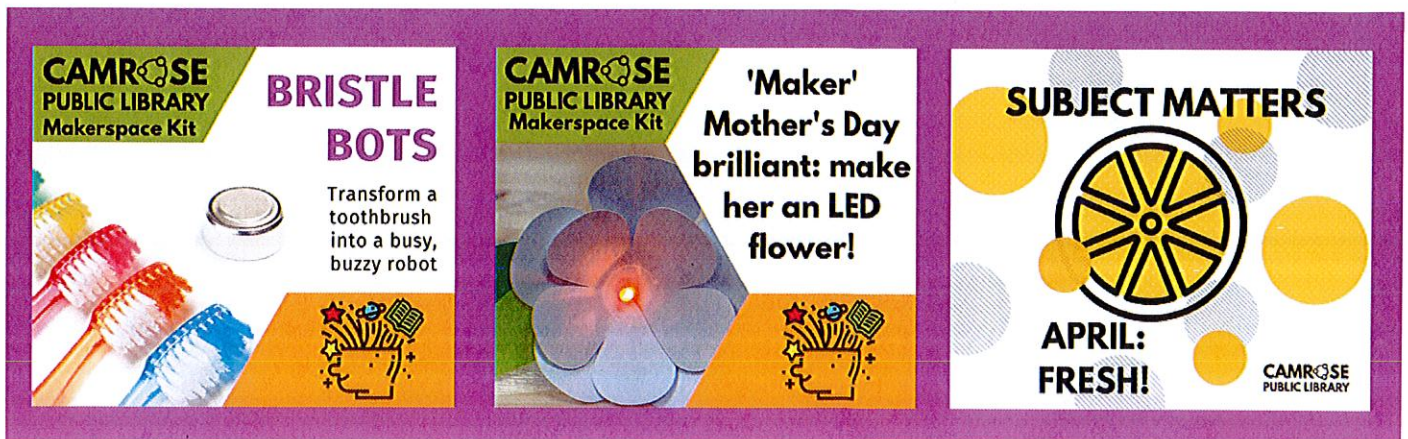
Since news of our latest shutdown came the day we launched the Makerspace, I created two grab-and-go STEAM (Science, Technology, Engineering, Art, and Math) kits with some of the supplies we had on hand. They're pictured below and flew out the door, so I'm making another set of kits as I write this!

## Shrexperience:

These kits were a hit and went quickly! We reached an estimated 222 people, as the kits themselves were built for families. I'm looking for another film to build an interactive home experience for since this one went over so well.

## Subject Matters:

Our FRESH! April theme explored gardening, coffee, spring cleaning, and so many more fresh takes on things like literature and dance. The DIY Pizza Herb Garden kits went so quickly that I may do a similar kit for families this summer.



# Upcoming Programs and Partnerships:

## **Camrose Family Resource Centre:**

I'll be joining CFRC staff and families with infants for their Curious Cuties program, where I'll speak about library services and programs and share some early literacy and family literacy tips.

## **Action for Healthy Communities:**

Our partnership opportunities with A4HC, who provide services and build community connections for Newcomers to Alberta and Canada, continues to grow! I created Shrexperience kits for a group of 20 kids. I'll be hosting a virtual library tour and tutorial on how to navigate our online catalogue for another youth group. This same group will be taking over our raised garden beds out front from this spring and summer.

## **FanFest:**

I've been working with programming staff and Directors from Ponoka Jubilee, Sylvan Lake, Blackfalds, and Mary C. Moore (Lacombe) libraries to host a multi-day virtual convention for fans of all things geeky. There will be a cosplay contest, D&D sessions, lightsaber demos, panel discussions with guest speakers on topic like science fiction, comic books, and so much more!

Ponoka hosted their first in-person FanFest in 2019. It was a roaring success and they planned on repeating in 2020, but like so many other things, were forced to cancel due to COVID. They invited other libraries to join them for a virtual event this year; one of the silver linings of this pandemic is that working virtually has opened up new avenues for partnerships that may not have even been on the radar before.

Each library will be hosting one or two online sessions over 6 days from September 27 to October 2. I'm going to co-facilitate an online scavenger hunt using the Goosechase app, and have spoken with a friend who is an editor of a Canadian Science Fiction and Fantasy magazine about hosting a session on writing and publishing geeky short fiction. I'm also making a proposal to a few comic store owners I know in hopes of forming a panel discussion.

## **Summer Preschool and Infant Programming:**

Now that we have Tristan and Georgia, they'll be taking over school-aged programs for the summer months. I'll be ending my pre-recorded preschool and infant programs at the end of June in favour of new, registered Zoom programs so that we can bring back a bit of social interaction to the mix. Registrants can pick up a package of materials, we'll share some stories and songs, and then do a craft or activity together.

# Library Statistics

April 2021

Circulation	Apr 2021	Apr 2020	2021 YTD	2020 YTD	Under/ Over 2020	% Chg. Over 2020
Adult Material	3837	398	16920	18054	-1134	-6%
Young Adult Material	243	31	1079	914	165	18%
Juvenile Material	2767	444	11198	11478	-280	-2%
TAL Items Borrowed	73	1	159	327	-168	-51%
TAL Items Sent	26	0	77	147	-70	-48%
<b>Total</b>	<b>6946</b>	<b>874</b>	<b>29433</b>	<b>30920</b>	<b>-1487</b>	<b>-5%</b>

Econtent	Apr 2021	Apr 2020	2021 YTD	2020 YTD	Under/Over 2020	% Chg. Over 2020
Cloud Library	759	835	3047	3168	-121	-4%
Overdrive	697	336	2542	1322	1220	92%
RBDigital Magazines	577	311	1155	914	241	26%
<b>Total</b>	<b>2033</b>	<b>1482</b>	<b>6744</b>	<b>5404</b>	<b>1340</b>	<b>25%</b>

Circulation by Residence	Apr 2021	Apr 2020	2021 YTD	2019 YTD	Under/Over 2020	% Chg. Over 2020
City of Camrose	5813	1077	24982	23962	1020	4%
County of Camrose	1174	158	5203	6168	-965	-16%
Outside City/County	17	2	74	378	-304	-80%
ME	23	0	108	241	-133	-55%
<b>Total</b>	<b>7027</b>	<b>1237</b>	<b>30367</b>	<b>30749</b>	<b>-382</b>	<b>-1%</b>

Reference	Apr 2021	Apr 2020	2021 YTD	2020 YTD	Under/Over 2020	% Chg. Over 2020
By Phone	1208	81	3989	2666	1323	50%
By Person	1057	196	3695	9805	-6110	-62%
Email/Social Media	2024	548	5197	4824	373	8%
<b>Total</b>	<b>4289</b>	<b>825</b>	<b>12881</b>	<b>17295</b>	<b>-4414</b>	<b>-26%</b>

Miscellaneous	Apr 2021	Apr 2020	2021 YTD	2020 YTD	Under/Over 2020	% Chg. Over 2020
Visitors	1339	0	6674	26576	-19902	-75%
WiFi Users	3449	641	18248	21632	-3384	-16%
Internet Users	51	0	484	3628	-3144	-87%
Exams	2	0	4	79	-75	-95%
<b>Total</b>	<b>4841</b>	<b>641</b>	<b>25410</b>	<b>51915</b>	<b>-26505</b>	<b>-51%</b>

Programs	April 2021		2021 YTD		Participants	
Service Response	Sessions	Participants	Sessions	Participants	2020 YTD	2019 YTD
1	10	80	65	532	1350	2,266
2	0	0	11	22	147	1,577
3	39	496	112	1100	5040	2,177
4	1	222	4	402	2011	2,639
Advocacy	0	0	1	3313	3257	4,133
<b>Total</b>	<b>50</b>	<b>798</b>	<b>193</b>	<b>5369</b>	<b>11805</b>	<b>12,792</b>

Camrose Public Library  
 Adult Programs  
 January 1 to April 30, 2021

Outreach	Program	Attendance
Book Deliveries to Care Facilities	22	132
Spanish Online	16	97
Ukulele Online	16	205
Craft & Connect	12	61
German Circle	17	63
Mind Masters	4	215
Augustana Class Visit	1	23
Sweary Stories	1	11
Book Case Diorama	1	40
Fidgit Balls	1	41
BYOVV	1	100
	92	988

In House	Program	Attendance
	0	0

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

<b>Total</b>	<b>92</b>	<b>988</b>
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Camrose Public Library  
Family Programs  
January 1 to April 30, 2021

Outreach	Program	Attendance
A Book and a Bounce	16	65
QuaranTea Time	6	35
Tech Tutor	12	22
Subject Matters	4	222
Read for 15	1	3313
BookMatch	31	62
Online Contest	1	5
Curious Cuties	1	27
FLD Craft Kits	1	30
Pride Week Book Bands	1	75
Bristle Bots	1	50
Shrexperience	1	222
LED Flowers	1	50
Pink Shirt Day	1	95
	78	4273

In House	Program	Attendance
	0	

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

<b>Total</b>	<b>78</b>	<b>4273</b>
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Camrose Public Library  
Children's Programs (5-12 years)

Outreach	Program	Attendance
Crafternoon	16	63
Ghibli Geeks Club	3	11
	19	74

In House	Program	Attendance
	0	0

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

<b>Monthly Total</b>	<b>19</b>	<b>74</b>
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Camrose Public Library  
 Teen Programs  
 January 1 to April 30, 2021

Outreach	Program	Attendance
Virtually Artistic	4	34
	4	34

In House	Program	Attendance
	0	0

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

<b>Total</b>	4	34
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Camrose Public Library  
 Total Programs

Outreach Programs	193	5369
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In-house Programs	0	0
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Outside Groups	0	0
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YTD	193	5369
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Submitted by Nicole Bannick  
 6-May-21



Report is not dated



Financial Statements

The City of Camrose Library Board

December 31, 2020

*Draft - April 27, 2021, 2:03 PM*

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*Draft - April 27, 2021, 2:03 PM*

# Independent Practitioner's Review Engagement Report

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Grant Thornton LLP  
4870 - 51 Street  
Suite 201  
Camrose, AB  
T4V 1S1  
T +1 780 672 9217  
F +1 780 672 9216  
www.GrantThornton.ca

To the Board of Trustees of  
The City of Camrose Library Board

## Report on the financial statements

We have reviewed the accompanying financial statements of The City of Camrose Library Board that comprise the statement of financial position as at December 31, 2020, and the statements of operations, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

## Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## Practitioner's responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

# Independent Practitioner's Review Engagement Report (continued)

## **Basis for qualified conclusion**

Note 3 indicates that the library accounts for the acquisition of tangible capital assets by recording them as an expense in the year of acquisition. Because of revenues in excess of \$500,000 per year in two consecutive years, this accounting policy is not in accordance with Canadian accounting standards for not-for-profit organizations. The effects of this departure from Canadian accounting standards for not-for-profit organizations on the unaudited financial statements have not been determined.

## **Qualified conclusion**

Based on our review, except for the effects of the matter described in the Basis for Qualified Conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of The City of Camrose Library Board as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Camrose, Canada

Chartered Professional Accountants

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## The City of Camrose Library Board Statement of Operations

Year ended December 31	2020 Actual	2020 Budget	2019 Actual
Revenues			
Grants	\$ 748,842	\$ 833,562	\$ 881,233
Fees, fines and other	17,673	26,250	48,830
Designated donations	1,548	-	3,789
Memberships	1,596	2,600	3,068
	<u>769,659</u>	<u>862,412</u>	<u>936,920</u>
Expenditures			
Staff			
Salaries and benefits	655,787	615,131	692,377
Development and travel	2,179	4,200	6,681
Materials			
Books and audio visual	31,431	39,000	36,982
Administration			
Programming	12,738	22,500	37,172
Professional fees	10,019	12,000	12,068
Library supplies	8,197	8,000	8,467
Capital purchases	6,110	19,000	1,113
Computer supplies	3,898	3,300	3,270
Insurance	3,689	3,650	3,640
Advertising	2,629	3,000	4,346
Equipment leasing	2,554	4,300	3,674
Telephone and fax	2,528	3,175	2,548
Board	2,495	2,500	4,235
Equipment repairs	1,659	1,200	845
Miscellaneous	1,615	1,230	1,901
Office	1,385	1,280	1,397
Building			
Repairs and maintenance	17,779	17,800	16,272
Utilities	16,803	23,350	21,716
Rent	-	77,796	-
	<u>783,495</u>	<u>862,412</u>	<u>858,704</u>
(Deficiency) excess of revenues over expenditures	\$ (13,836)	\$ -	\$ 78,216

**The City of Camrose Library Board**  
**Statement of Changes in Net Assets**

Year ended December 31

	2020		
	Unrestricted Net Assets	Internally Restricted Net Assets	Total
Balance, beginning of year	\$ 373,848	\$ 240,857	\$ 614,705
Deficiency of revenues over expenditures	<u>(13,836)</u>	<u>-</u>	<u>(13,836)</u>
Balance, end of year	<u>\$ 360,012</u>	<u>\$ 240,857</u>	<u>\$ 600,869</u>
			2019
	Unrestricted Net Assets	Internally Restricted Net Assets	Total
Balance, beginning of year	\$ 345,632	\$ 190,857	\$ 536,489
Excess of revenues over expenditures	78,216	-	78,216
Transfer to internally restricted	<u>(50,000)</u>	<u>50,000</u>	<u>-</u>
Balance, end of year	<u>\$ 373,848</u>	<u>\$ 240,857</u>	<u>\$ 614,705</u>

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**The City of Camrose Library Board**  
**Statement of Financial Position**

December 31 2020 2019

**Assets**

Current

Cash and cash equivalents	\$ 291,421	\$ 267,153
Term deposits (Note 5)	407,510	407,510
Accounts receivable	<u>6,028</u>	<u>10,644</u>
	<b><u>\$ 704,959</u></b>	<b><u>\$ 685,307</u></b>

**Liabilities**

Current

Accounts payable and accrued liabilities (Note 6)	\$ 33,023	\$ 25,781
Accrued vacation pay	25,738	25,738
Deferred contributions (Note 7)	<u>45,329</u>	<u>19,083</u>
	<b><u>104,090</u></b>	<b><u>70,602</u></b>

**Net Assets**

Unrestricted Net Assets	360,012	373,848
Internally Restricted Net Assets	<u>240,857</u>	<u>240,857</u>
	<b><u>600,869</u></b>	<b><u>614,705</u></b>
	<b><u>\$ 704,959</u></b>	<b><u>\$ 685,307</u></b>

On behalf of the board

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

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# The City of Camrose Library Board

## Statement of Cash Flows

Year ended December 31

2020

2019

Increase (decrease) in cash

### Operating

(Deficiency) excess of revenues over expenditures	\$ (13,836)	\$ 78,216
Change in non-cash working capital items		
Accounts receivable	4,616	(6,945)
Accounts payable and accrued liabilities	7,242	12,852
Accrued vacation pay	-	1,374
Deferred contributions	<u>26,246</u>	<u>9,293</u>
	<u>24,268</u>	94,790

### Financing

Advances from City of Camrose	-	<u>11,165</u>
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Increase in cash 24,268      105,955

### Cash

Beginning of year	<u>267,153</u>	<u>161,198</u>
End of year	<u>\$ 291,421</u>	<u>\$ 267,153</u>

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# The City of Camrose Library Board

## Notes to the Financial Statements

December 31, 2020

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### 1. Nature of operations

The City of Camrose Library Board's (the Library's) purpose is to encourage people of all ages to use Library materials and services and to encourage literacy. It accomplishes this by providing an excellent library service through collecting, maintaining, and making available quality print and non-print materials and by providing services that meet the expressed and perceived needs of the Camrose community and surrounding area. The Library is a registered charity under the Income Tax Act and is therefore exempt from income taxes.

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### 2. Adoption of accounting policy

On January 1, 2020, the Organization adopted new accounting standards Section 4433 Tangible capital assets held by not-for-profit organizations and Section 4434 Intangible assets held by not-for-profit organizations (the "standards"). The most significant requirements include:

- tangible capital assets must be separated into their component parts, when practicable, and when estimates can be made of the lives of the separate components;
- tangible capital assets and intangible assets are written down to fair value or replacement cost to reflect partial impairments when conditions indicate that the assets no longer contribute to an organization's ability to provide goods and services, or that the value of future economic benefits or service potential associated with the tangible capital assets are less than their net carrying amounts; and
- additional disclosures when an impairment has occurred.

The adoption of the new accounting standards was applied prospectively. The adoption of these standards did not have any impact on the statement of financial position as at January 1, 2020 and the changes in financial position for the current period.

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# The City of Camrose Library Board

## Notes to the Financial Statements

December 31, 2020

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### 3. Impacts of COVID-19

The outbreak of a novel strain of coronavirus ("COVID-19") was declared a global pandemic by the World Health Organization in March 2020. COVID-19 has severely impacted many economies around the globe. In many countries, including Canada, businesses were forced to cease or limit operations for long periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

In response to the pandemic, the Library was closed for a short period of time from March 15, 2020 to July 3, 2020. During the closure, the Library laid-off a total of twelve employees, once reopened all previously laid-off staff were rehired. The Library received reduced operational grants during the period as a response of government cut backs due to COVID-19. The board continues to monitor operations and will adjust as necessary in response to the pandemic.

The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, continue to remain unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the Library for future periods.

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### 4. Significant accounting policies

The Library applies the Canadian accounting standards for not-for-profit organizations.

#### Revenue recognition

The Library follows the deferral method of accounting for contributions.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and which may only be used for certain programs or in completion of specific work are restricted contributions and are recognized as revenue in the year in which the related expenses are incurred. Any unrestricted contributions are recognized as revenue when amounts are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Memberships and fee revenues are recognized when the products have been provided to the customer or the services have been provided. Any amounts received in advance of all revenue recognition criteria being met are classified as customer deposits or unearned revenue on the balance sheet.

#### Cash and cash equivalents

Cash and cash equivalents include cash on hand, balances with banks, net of outstanding cheque's and deposits, and short term deposits with original maturities of three months or less.

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# The City of Camrose Library Board

## Notes to the Financial Statements

December 31, 2020

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#### 4. Significant accounting policies (continued)

##### Tangible capital assets

The Library owns the following tangible capital assets which have been expensed when purchased:

- library books
- audio visual materials
- furnishings and leasehold improvements
- computer equipment and software

All capital assets are expensed in the year they are acquired. During the year \$6,110 (2019 - \$1,113) was expensed in the statement of operations.

##### Contributed services

The Library benefits from the value of services donated by members interested in furthering its objectives. No amount is recorded for the year ended December 31, 2020 as the value is not readily determinable.

The contributions of the Library facilities and insurance thereon by the City of Camrose are not recognized in these financial statements.

##### Financial instruments

The Library considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The Library accounts for the following as financial instruments:

- cash and cash equivalents
- term deposits
- accounts receivable
- accounts payable and accrued liabilities
- accrued vacation pay

A financial asset or liability is recognized when the Library becomes party to contractual provisions of the instrument.

Financial assets or liabilities obtained in arm's length transactions are initially measured at their fair value. In the case of a financial asset or liability not being subsequently measured at fair value, the initial fair value will be adjusted for financing fees and transaction costs that are directly attributable to its origination, acquisition, issuance or assumption.

Financial assets or liabilities obtained in related party transactions are measured in accordance with the accounting policy for related party transactions except for those transactions that are with a person or entity whose sole relationship with the Library is in the capacity of management in which case they are accounted for in accordance with financial instruments.

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# The City of Camrose Library Board

## Notes to the Financial Statements

December 31, 2020

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#### 4. Significant accounting policies (continued)

##### Financial instruments (continued)

Financial assets and financial liabilities are subsequently measured according to the following methods:

Financial instrument	Subsequent measurement
Cash and cash equivalents	Fair value
Term deposits	Fair value
Accounts receivable	Amortized cost
Accounts payable and accrued liabilities	Amortized cost
Accrued vacation pay	Amortized cost

The Library removes financial liabilities, or a portion of, when the obligation is discharged, cancelled or expires.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. Previously recognized impairment losses are reversed to the extent of the improvement provided the asset is not carried at an amount, at the date of the reversal, greater than the amount that would have been the carrying amount had no impairment loss been recognized previously. The amounts of any write-downs or reversals are recognized in net income.

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#### 5. Term deposits

Short term investments include term deposits with maturity dates at the time of purchase greater than three months and one year or less. They mature in April 2021 and carry an interest rate of 1.10%.

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#### 6. Accounts payable and accrued liabilities

There are government remittances payable of \$11,099 included in accounts payable and accrued liabilities at December 31, 2020 (2019 - \$11,736).

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#### 7. Deferred contributions

Deferred contributions represent unspent resources externally restricted by the donor. Deferred contribution balances are as follows:

	<u>2020</u>	<u>2019</u>
Designated Donation - Snacks in the Stacks	\$ 11,312	\$ 11,183
Battle River Community Foundation	12,537	7,900
Alberta Health Services - Dementia Grant	<u>21,480</u>	<u>-</u>
	<u>\$ 45,329</u>	<u>\$ 19,083</u>

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# The City of Camrose Library Board

## Notes to the Financial Statements

December 31, 2020

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### 8. Internally restricted net assets

The Board of Trustees have internally restricted the following amounts from unrestricted net assets to be used for the purposes noted. These internally restricted amounts are not available for other purposes without approval of the Board of Trustees.

	<u>2020</u>	<u>2019</u>
Building maintenance	\$ 115,058	\$ 115,058
Furnishings	9,419	9,419
Hume	26,756	26,756
Staff training	12,000	12,000
Technology	17,623	17,623
Utilities	10,000	10,000
Vacation/Sick Liability	10,000	10,000
Building replacement	40,000	40,000
	<u>\$ 240,856</u>	<u>\$ 240,856</u>

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### 9. Economic dependence

Approximately 97% (2019 - 94%) of the Library's revenue is derived from grants received from various levels of government. The City of Camrose provides 67% (2019 - 71%) of the Library's revenue. The Library's continued viability depends upon maintaining a satisfactory grant level.

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### 10. Local Authorities Pension Plan

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pensions Plan Act. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP fund.

Contributions for current services are recorded as expenditures in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% on pensionable earnings above this amount. Employees of the Library are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% on pensionable salary above this amount.

Total current service contributions by the Library to the LAPP in 2020 were \$31,547 (2019 - \$16,316). The current service contributions by the employees of the Library to the LAPP in 2019 were \$28,375 (2019 - \$14,658).

At December 31, 2019 the LAPP disclosed an actuarial surplus of \$7.91 billion (2018 - actuarial surplus of \$3.47 billion).

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# The City of Camrose Library Board

## Notes to the Financial Statements

December 31, 2020

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### 11. Financial instruments

The Library is exposed to various risks through its financial instruments. The following analysis provides a measure of the Library's risk exposures and concentrations at December 31, 2020.

(a) Liquidity risk

Liquidity risk is the risk that the Library will encounter difficulty in meeting the obligations associated with its financial liabilities. The Library is exposed to this risk mainly in respect of its accounts payable. The Library has determined that it is not exposed to a significant amount of liquidity risk with respect to its accounts payable. There has been no significant change in exposure from the prior year.

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