

Present:

Absent:

Approval of Agenda –

1. Consent Agenda

- a. Approval of Minutes of June 15, 2021 meeting
- b. Approval of Minutes of July 6, 2021 meeting
- c. Items for information
 - i. Provincial Public Library Operating Grant - Receipt
 - ii. Rural Services Grant – Receipt
 - iii. Advocacy - Resources
- d. Reports
 - i. 2021 Summer Program Report
 - ii. May to August 2021 Nicole's Program Report and Library Stats
 - iii. Program Overview – Stats
 - iv. Summer Staff Program - Stats
 - v. Interim Director's Report

2. Items for Decision

- a. COVID Policy Change – Mask usage in library July 2021
- b. New position and pay grid – Service Desk Coordinator
- c. Change Personnel Policy – Declared Holidays
- d. Allocating funds for emergency mental health care
- e. Signing Authority – Interim Director

3. Items for Discussion

- a. Unattended Children and Vulnerable Person's Policy
- b. Workplace Violence, Harassment and Other Unacceptable Behaviour policy – Weapons
- c. Interim Director's Report
- d. Restrictions Exemption Program
- e. Library Closure – Staff training

Adjournment

Next Board meeting: **October 19, 2021, 5:15pm**

Present: Elizabeth Luck (Chair), Agnes Hoveland (City Council), Julie Girard, Elizabeth Bagdan, Carol Williams, Lynette Irvine, Margo McPhail, Trevor Miller (County Council), Cheryl Hamel, Manager

Absent: Renee Greer, Robyn Gray (Director)

Approval of Agenda – Motion 20/21 M/S/C C. Williams/M. McPhail. Passed. With the addition of 4.ii. Hiring an RFP consultant regarding a New Library Building. 4.iii. Hiring of Interim Director.

1. **Board Feedback** – Elizabeth Luck mentioned the library reopened on June 10, 2021 with 30% capacity, a 60-patron limit.
2. **Consent Agenda – Motion 21/21 M/S/C J. Girard/T. Miller.** Passed.
 - i. Approval of Minutes of May 18, 2021 meeting
 - ii. Items for Information
 - i. 2020 PRL Annual Report
 - ii. PRL Board Talk
 - iii. Margo McPhail – Member at Large Appointment
 - iv. Thank you letter from Minister Ric McIver on behalf of the Government of Alberta
3. **Items for Discussion**
 - i. Reports
 - i. Manager’s Report
 - ii. Adult Programmer Report June 2021
4. **Items for Decision**
 - i. Does the Board want to set up an Operating Reserve and how much of our unrestricted net assets does the Board want to move to the reserve? **Motion 22/21 M/S/C J. Girard/C. Williams.** Passed. The Board approved moving 6 months of operating expenses from the library surplus to an Operating Reserve. The average monthly operating expenses is approximately \$55,000 per month.
 - ii. Hiring an RFP Consultant regarding a New Library Building. **Motion 23/21 M/S/C** An Ad Hoc Planning Committee was formed including Elizabeth Luck, Julie Girard, Lynette Irvine, Margo McPhail, Agnes Hoveland. The planning committee will research whether the Intersectoral Action Fund grant can be used to pay for the consultant fee for a new building plan. If applicable, will fill out grant form and submit it for funding. Committee will also work on details of what a new building should include.
 - iii. Alyssa Martin was hired as Interim Director. **Motion 24/21 M/S/C C. Williams/A. Hoveland**
5. **Adjournment** 6:10 pm
6. Next Board meeting: **September 21, 2021, 5:15pm**

Present: Margaret Elizabeth Bagdan, Julie Giard, Renee Greer, Agnes Hoveland (City Council), Elizabeth Luck (Chair), Margo McPhail, Carol Williams, Lynette Irvine, Alyssa Martin

Absent: Trevor (County Council)

1. Items for Decision

a. Zoom Emergency Meeting - Masking in the Library

Motion approved. "I would recommend that the Camrose Public Library Board update their Workplace Violence, Harassment and Other Unacceptable Behaviour policy, specifically their Appendix: COVID-19 Considerations to allow us to enforce masking in the library for a short period of time until all of our staff have been afforded the same opportunity of protection."

Specific policy language:

"Staff and the Public are required to wear a mask. This applies to anyone 10 years of age and up. Medical exemptions apply. This will allow our staff and the public enough time to vaccinate if they wish to do so. This policy expires on August 7 2021."

M/S/C – Motioned by Agnes Hoveland, Seconded by Margo McPhail, Carried

Adjournment

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



Public Library Services Branch
803, 10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Telephone: 780 427-4871
www.albertalibraries.ca

June 17, 2021

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

Dear Ms. Luck:

The amount of \$100,144.00 has been direct deposited into the library board's account. This is payment of the 2021/2022 Public Library Operating Grant.

The Public Library Services Branch supports and enables a provincial network of efficient and effective library service for all Albertans. We are pleased to be able to contribute these funds to assist the library board with the provision of public library service in your community.

Yours truly,

A handwritten signature in blue ink that reads "Jen Anderson".

Jen Anderson
Manager, Public Library Grants Program



4565 – 46 Street
Lacombe, AB T4L 0K2
Ph. 403-782-3850
prl.ab.ca

June 21, 2021

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

Please find attached a cheque for \$23,260.05. This is a libraries service grant designed by the provincial government to enhance library service to rural patrons. The grant is based on Parkland Regional Library System's municipal membership agreement, which is given to municipalities without library boards on a per capita basis. Camrose County and the Village of Bittern Lake have both allocated a portion of their population allotment to your library.

In the spirit of building relationships with the provincial government, PRLS continues to encourage your board to send a thank-you letter to Ric McIver, the Minister of Municipal Affairs for the funding and invite your local MLA to your library to show just how much work your library does and how important you are to the community.

If you have any questions, please feel free to contact the Finance Department at finance@prl.ab.ca.

Strong Libraries, Strong Communities

5 KEY MESSAGES ABOUT CPL



Municipalities are our primary funders

Municipalities are the primary decision-makers who set library funding levels. In 2016, "municipal contributions (including in-kind support) to public library boards (municipal and system) totaled \$155,817,341. This represented 73% of total library operating revenue."

We're a GREAT return on investment!



In 2020, Camrose County's return on investment was \$4.07 for every dollar spent on CPL, and the City of Camrose saw a return of \$8.70 for every dollar spent! That's some math we can get behind!



The Public Library Services Branch sets our Best Practices...

Best Practices for Alberta Public Libraries provides service levels that each board can consider as they assess and plan their library service, while taking into account the community's expectations, challenges, and growth.

...and apparently we need more teammates!



PLSB states that a library of our size (based on our 2020 population) should have 11.6 Full Time Equivalent staff to meet the baseline, Essential standard. To reach an Excellent standard, we would need 23.2. We only have 10.25; imagine what we could do with double the staff!



We also need more room!

Our building was built in the late 1970s, and a lot has changed since bell bottoms and disco were a thing! We need more space, but we also need different types of space. Gone are the days where libraries were *only* a quiet place to read! Now we have kids doing science experiments, adults taking computer classes, communities attending speaker series, people making all kinds of stuff! And we are not alone; many other organizations in Camrose need a new space too, and we say the more the merrier!

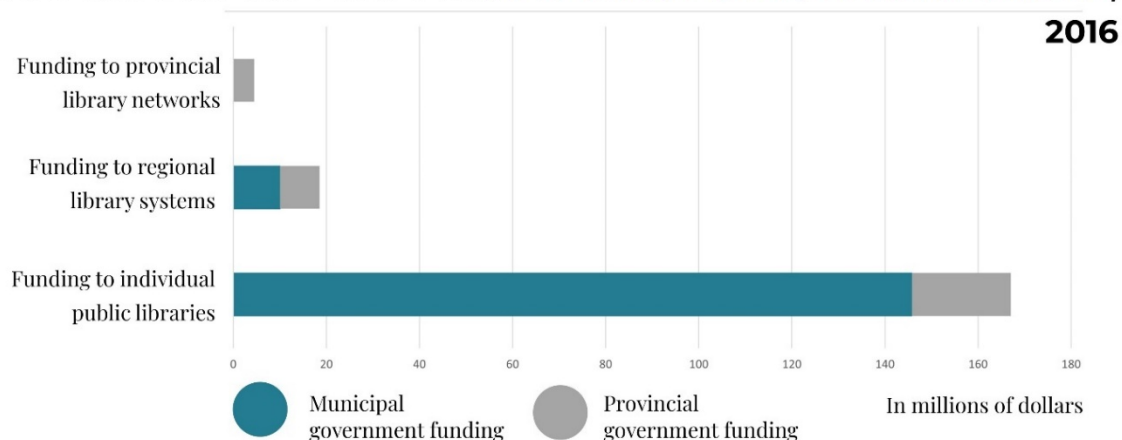
ADVOCATING FOR YOUR LIBRARY

Why should I ask my municipal election candidate about the library?

DID YOU KNOW...

- In Alberta, the Libraries Act gives each municipality the power to establish a library board to oversee the public library
- Library boards may have up to 2 municipal councillors serving on them, along with volunteers from the community
- Municipalities are the primary decision-makers who set library funding levels. In 2016, "municipal contributions (including in-kind support) to public library boards (municipal and system) totaled \$155,817,341. This represented 73% of total library operating revenue."

GOVERNMENT SUPPORT FOR ALBERTA'S PUBLIC LIBRARY SYSTEM,



- Libraries are keystones of communities: they support early literacy, student learning, summer reading, seniors, people experiencing homelessness, and access to technology and information for all
- Your elected mayor and city councillor help make important decisions that affect how your local library operates

Why is the library important?

A 2016 analysis estimates that every dollar invested in the Edmonton Public Library generates \$3.11 of value - the equivalent of \$212 per resident. ⁱ

BUSINESS AND THE ECONOMY

- Libraries provide important business resources, particularly for small businesses.
 - Every month, 204,000 Canadians get job-seeking help at their public libraryⁱⁱ.
-
- Libraries are a key support in the Canadian book and ebook market, and they are strong supporters of Canadian and Albertan voices in those fields. They also support the accessibility market by buying large-print books and audiobooks to meet the needs of their users.
 - Library buildings attract people, creating economic opportunities for businesses in the surrounding area.

COMMUNITY CONNECTIONS

- Libraries help preserve the history of their communities through books and documents.
- Libraries support students, seniors, parents, newcomers to Canada, and many other groups. Many users in these groups rely on the library as a place to make social connections and to connect to other local services and supports.
- 69% say their local libraries contribute “a lot” to providing a safe place for people to spend time. ⁱⁱⁱ
- According to a survey of Surrey Libraries users, 40% of respondents felt the library was a place where newcomers could feel connected to the community, meet people and make new friends. During their current visit, 28% of the newcomers met with other people ^{iv}
- In a survey of newcomers to Canada in Surrey, BC, a total of 70% of respondents first visited the library within 1 year of arriving in Canada, including 53% of

newcomers who visited a public library within a month of arrival.^v

LIFELONG LEARNING

- Libraries provide materials, comfortable spaces, and programs to support learners of all ages, from babies to seniors.
- Summer reading programs improve reading ability and academic achievement for students and help them maintain their reading skills over the summer^{v, vi}.
- Libraries provide leadership opportunities, access to technology, career development, and community connections to youth who may not be able to access those things elsewhere^{vii, viii}
- Among those who went to the library in the last 12 months and used library computers, the internet or Wi-Fi, 60% have used those tools to do research for school or work, and 17% have used them for taking an online class or completing an online certification. In addition, 17% did so to attend a class or lecture.^{iv}

TECHNOLOGY TRAINING & ACCESS

- Seventy percent of rural libraries were the only free Internet providers in their entire communities compared to 62% of libraries nationwide^{ix}
- “Canadian libraries offer over 8,500 Internet workstations, which are used over 18 million times annually” in 2011, so most likely much higher nowⁱⁱⁱ
- Among those who have used a public library website or mobile app [in 2015], 42% have used it for research or homework help. For those who have used a public library’s computers or Wi-Fi signal to go online, 60% have used those tools for research or school work.^{iv}

How can I talk to my local candidates about library issues?

The following questions can be used to start a conversation with a political candidate, or their representative, about their view of library services.

1 HOW DO MUNICIPALITIES SUPPORT THEIR LIBRARIES? IF ELECTED, HOW DO YOU PLAN TO BALANCE THE NEEDS OF THE LIBRARY WITH OTHER MUNICIPAL FUNDING OBLIGATIONS?

Municipalities are the primary decision-makers who set library funding levels for public libraries. In addition to approving budgets, city councillors may be interested in serving on the library board or supporting the library at events, for fundraising, etc.

2 WHAT DO YOU BELIEVE THE LIBRARY BRINGS TO OUR COMMUNITIES? and, HOW WILL YOU HELP THE LIBRARY ACHIEVE THAT ROLE IF YOU ARE ELECTED?

Libraries are places of learning and support but to support some of the most vulnerable in this city they require funds and the ongoing support of council.

3 LIBRARIES ARE A KEY SUPPORT FOR OUR COMMUNITY'S SENIORS/STUDENTS/NEWCOMERS. IF ELECTED, HOW ARE YOU GOING TO WORK WITH THE LIBRARY TO HELP THEM SUPPORT THESE GROUPS?

Feel free to adapt this question if there are other groups whose needs you believe need to be considered!

Are there additional funds that you will pledge to the library to run programs for students? Seniors? People experiencing homelessness?

4

MUNICIPAL COUNCILS ARE RESPONSIBLE FOR APPOINTING TRUSTEES TO THE LIBRARY BOARD. IF ELECTED, HOW WILL YOU ENSURE THAT THE RIGHT PEOPLE ARE APPOINTED?

SOURCES FOR STATISTICS

i *Measuring the Impact of the Edmonton Public Library*. Edmonton Public Library.

<https://d4804za1f1gw.cloudfront.net/wp-content/uploads/sites/18/2015/08/29142157/Measuring-Impact-EPL-Infographic.pdf>

ii *How Libraries Stack Up*. OCLC. 2016.

https://www.oclc.org/content/dam/oclc/reports/canadastackup/214109cef_how_libraries_stack_up.pdf

iii *Libraries At the Crossroads* (2015). *Libraries 2016* (2016). Pew Research;

<https://www.pewresearch.org/internet/2015/09/15/libraries-at-the-crossroads/> ;

https://assets.pewresearch.org/wp-content/uploads/sites/14/2016/09/PI_2016.09.09_Libraries-2016_FINAL.pdf

iv Shepherd, J., Petrillo, L., & Wilson, A. (2018). Settling in: how newcomers use a public library. *Library Management*. doi:10.1108/lm-01-2018-0001 [sci-hub.do/10.1108/LM-01-2018-0001](https://doi.org/10.1108/LM-01-2018-0001)

v Guo, Q., Kim, Y.-S. G., Liu, Y., Peng, Y., Sun, W., Wang, Y., & Yang, L. (2021). The Effects of a Summer Reading Program for Migrant Children in Migrant Schools: First-Year Results from a Randomized Experiment. *Asia Pacific Education Review*, 22(1), 139–154.

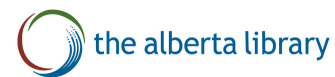
vi Beach, K. D., & Traga Philippakos, Z. A. (2021). Effects of a Summer Reading Intervention on the Reading Performance of Elementary Grade Students from Low-Income Families. *Reading & Writing Quarterly*, 37(2), 169–189.

vii Institute of Museum and Library Services, “Nine to Nineteen: Youth in Museums and Libraries – A Practitioner’s Guide” (Washington: Institute of Museum and Library Services, April 2008).

viii Roth, J. L., & Brooks-Gunn, J. (2003). What Exactly Is a Youth Development Program? Answers From Research and Practice. *Applied Developmental Science*, 7(2), 94–111

ix American Library Association (2012). *Public library funding and technology access study 2011–2012*. https://www.ala.org/tools/research/plftas/2011_2012#final%20report

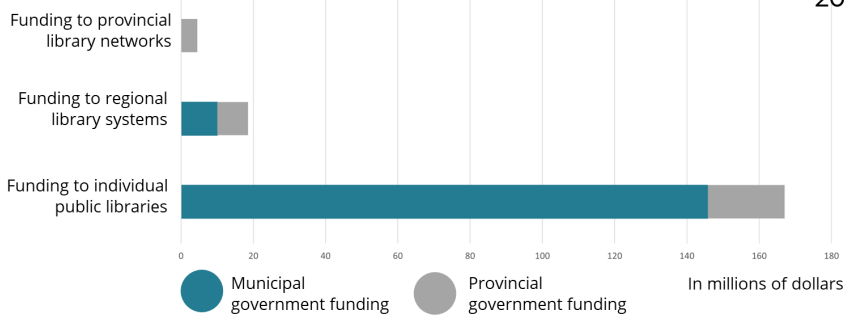
Advocating FOR YOUR



Library

DID YOU KNOW...

GOVERNMENT SUPPORT FOR ALBERTA'S PUBLIC LIBRARY SYSTEM, 2016



Libraries are a key support in the Canadian book and ebook market, and they are strong supporters of Canadian and Albertan voices in those fields. They support the accessibility market by buying large-print books and audiobooks to meet the needs of their users.

Every month, 204,000 Canadians get job-seeking help at their public library (1).

69% of people surveyed say their local libraries contribute "a lot" to providing a safe place for people to spend time (2).

Seventy percent of rural libraries were the only free Internet providers in their entire communities (3).

Summer reading programs improve reading ability and academic achievement for students and help them maintain their reading skills over the summer (4)(5).

40% of respondents felt the library was a place where newcomers could feel connected to the community, meet people and make new friends.

Questions FOR YOUR Candidates

IF ELECTED, HOW DO YOU PLAN TO BALANCE THE NEEDS OF THE LIBRARY WITH OTHER MUNICIPAL FUNDING OBLIGATIONS?

WHAT DO YOU BELIEVE THE LIBRARY BRINGS TO OUR COMMUNITIES? and, HOW WILL YOU HELP THE LIBRARY ACHIEVE THAT ROLE IF YOU ARE ELECTED?

LIBRARIES ARE A KEY SUPPORT FOR OUR COMMUNITY'S SENIORS/STUDENTS /NEWCOMERS. IF ELECTED, HOW ARE YOU GOING TO WORK WITH THE LIBRARY TO HELP THEM SUPPORT THESE GROUPS?

MUNICIPAL COUNCILS ARE RESPONSIBLE FOR APPOINTING TRUSTEES TO THE LIBRARY BOARD. IF ELECTED, HOW WILL YOU ENSURE THAT THE RIGHT PEOPLE ARE APPOINTED?

1. How Libraries Stack Up. OCLC. 2016. https://www.oclc.org/content/dam/oclc/reports/canadastackup/214109cef_how_libraries_stack_up.pdf
2. Libraries At the Crossroads (2015). Libraries 2016 (2016). Pew Research; <https://www.pewresearch.org/internet/2015/09/15/libraries-at-the-crossroads/>; https://assets.pewresearch.org/wp-content/uploads/sites/14/2016/09/PL_2016.09.09_Libraries-2016_FINAL.pdf
3. American Library Association (2012). Public library funding and technology access study 2011-2012. https://www.ala.org/tools/research/pftas/2011_2012#final%20report

4. Guo, Q., Kim, Y.-S. G., Liu, Y., Peng, Y., Sun, W., Wang, Y., & Yang, L. (2021). The Effects of a Summer Reading Program for Migrant Children in Migrant Schools: First-Year Results from a Randomized Experiment. *Asia Pacific Education Review*, 22(1), 139-154.
5. Beach, K. D., & Traga Philippakos, Z. A. (2021). Effects of a Summer Reading Intervention on the Reading Performance of Elementary Grade Students from Low-Income Families. *Reading & Writing Quarterly*, 37(2), 169-189.
Library image by Naki-sama on Vecteezy - <https://bit.ly/3foB5x>

Book Bike and Summer Reading Program Board Report 2021

This summer, much like last summer, was different and at times unpredictable. While this led to some challenges it also gave us the chance to try new things and find new ways to engage with the community. There wasn't much of a distinction between Book Bike and Summer Reading Club this year as there were only two of us meaning that we both had to work on everything in order to get it done. We also had the chance to collaborate with and explore ideas with Nicole, Shannon, Michelle and Alyssa which was a massive help considering how little we could do as two people. Leading into the summer we weren't sure that we would be able to do anything in person, potentially even less than last, which meant that our ideas had to be broad and easy to change if needed.



The Book Bike

The library on wheels was biked around the Camrose community for its sixth summer! This program is always a favourite of summer students, as well as the Camrose patrons, and this summer was no different. Although Covid-19 restrictions continued to narrow the offerings of the Book Bike, such as lawn games, we maintained our creativity and flexibility to bring the warmth and fun of the library out within the community. We were able to attend the market 6 times and had great engagement there although we were often asked how much the books cost. As Tristen was away in August we were not able to take it out often as we had to take either Michelle or Alyssa away from their duties in order to go out. We partnered with The City and their programmers this summer to bring the Book Bike to “Park Pop-ups” around Camrose. We did this twice, and both times went wonderfully with great engagement from the kids. Although this summer was a vast improvement over the last, with the inclusion of pool noodles, bubbles and chalk for even more fun engagement with the kids, the Book Bike certainly misses the opportunities of a “normal” summer.

STATISTICS OVERVIEW

Patrons Visited: 531

Places visited: 6

Visits to Markets: 6

Visits to Parks: 11

Puppies that peed on laptop
bags: 1



Free Book Week!

We were able to do our 6th annual Free Book Day (Week) this year! The purpose of Free Book Day is to promote accessible literacy to all, while advertising what the library is all about to the community. This year we continued with Free Book Week as it had been such a success last year. We contacted publishers from across Canada asking for donations of Advanced Reader Copy (ARCs) books. We received over 20 boxes full of books from publishers across the country including, 15 boxes of books from Scholastic Canada alone. In total, we gave away at least 10 boxes of books, including some of the boxes themselves! Our biggest successes came from our Free Book Week at the Market and with Action 4 Healthy Communities.



Summer Reading Club

We brought the weekly YouTube videos back for another summer given their success and fairly wide virtual outreach last year. As mentioned previously, we had a little more flexibility this summer and thus, relied less on these videos being the core of our programming; posting three videos a week (two crafts and one STEAM activity) as opposed to a new video everyday. They were once again quite successful with fairly consistent views and likes for every video, with a grand total of 303 views over the summer. These videos are great for ages 5-14 and are a good option for when in-person programming is impossible.

Sacred Arts and Crafts

Although this summer had plenty of successes, one program that was not a big hit was our Sacred Arts & Crafts. This partnership with the amazing local yoga studio Sacred Arts had a lot of promise. Sacred Arts would offer weekly one-hour long virtual yoga sessions, while we would take care of the kids with crafts and storytimes to give the parents some time to just enjoy the yoga. However, the engagement was nearly non-existent. We had one family (two kids) join us for the first week, but unfortunately no one else for the rest of the summer. We imagine this could be an incredibly successful in-person program, perhaps done outside around Mirror Lake, but it certainly attracted very little participation digitally.



Story Walk

As Story Walk was such a success last year we knew it had to be a major part of this summer. We initially planned to do 4 stories; *Salma the Syrian Chef*, *Hector's Favourite Place*, *Layla's Happiness* and *Quill Soup*, and have each story up for two weeks. We also connected many events to *Salma the Syrian Chef* in particular with a fowl shami cooking night and an author visit from Danny Ramadan!

While we received many positive comments we lost so many signs that by the end of the summer we could no longer take down *Quill Soup* early as the signs were too damaged to remain out. Unfortunately this program will likely no longer occur as it is too costly to replace them at the rate they would need to be.



Game Nights

This very well could be the surprise of the summer! Our weekly Game Nights attracted tons of attendance and engagement, not only within Camrose, but across North America. 34 people attended Games Nights in July including the legend himself, Craig (who in case anyone may have missed it, is from Philadelphia and LOVES Canadians) who attended all but one. What made this program such a success was its family focus, not just being geared towards children OR adults, but rather inviting families to come together for an hour or two every Thursday evening for some laughs and friendly competition. With the differences in age, we ensured every game was accessible and struck a balance between being too easy for the adults and too difficult for the kids. We tried to keep every week's Game Night feeling new and exciting by adjusting the game we played. Escape Rooms, Kahoot Games, Virtual Board Games, Olympic Trivia. This program could be a huge hit if brought back for in-person programming, however this may be one of the few times holding it virtually was beneficial as it reached families beyond just Camrose, and even Canada for that matter.



New Paths

We took advantage of the opportunity to try new things this summer by experimenting with online summer reading tracking and podcasts and were very happy with the results!

Beanstack

Beanstack gave us the chance to moving summer reading tracking, goals and activities online, with access to both a website and an app. We created 5 different challenges, a Pre-Reader Summer Reading Club, Grade 1-6 Summer Reading Club, Grade 6-12 Summer Reading Club, Adult Summer Reading Club and a Mental Health challenge. We had 155 people register over the course of the summer. Together they earned nearly 1,000 badges (earned for completing challenges like trying a recipe from a cookbook, reading a graphic novel, or reading outdoors, and for the length of time they read). 53 people successfully completed challenges and together the community read 94,901 minutes. We had excellent participation from the traditional SRC age group of grade 1-6 but also among adults! People loved to earn the badges and challenges that encouraged them to try new things. While a subscription to Beanstack is on the pricier end, it's an awesome software that can be used year round.

Podcasts

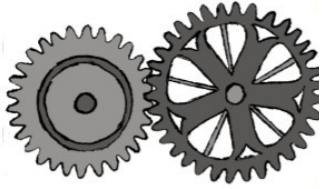
A big experiment this summer was our podcasts. While this required a bit of a start up cost, purchasing microphones and paying for a hosting service, it was well worth it! This summer we had 2 main programs; Book Tastings and our Novel Read Aloud. Michelle also made a podcast aimed at people with dementia. We had 4 Book Tastings and 7 Novel Read Aloud episodes. We averaged about 7 downloads an episode (this does not count how many people listened) with 110 downloads across all 3 series. These will remain up and see engagement grow over time.

Challenge of the Summer

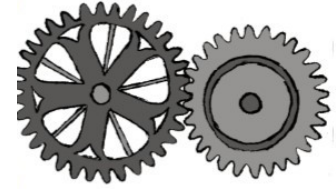
Staffing

There was one challenge that blew any other issues out of the water this summer; staffing. We knew from the start that with only two students to cover Book Bike *and* Summer Programming, that what we could offer would be significantly smaller than previous years. We managed to accommodate this by sharing duties and making sure we managed expectations. However this issue became even more apparent when Tristen left at the end of July. By coincidence this happened to be at the same time that Shannon left and a week later Nicole went on vacation. This left Georgia completely on her own for the last two weeks of programming. The book bike could only go out as often as Michelle or Alyssa could come along and there was no live programming. Being the only full time programmer for two weeks was a massive challenge. There was no programmer with experience running programs that had traditionally been run (like Reading with Royalty which could not happen), and no one who had worked there for long enough to answer CPL specific questions. It was impossible to keep up with our “pre-recorded” content, let alone offer any live events or programs. Many things were posted later than they were supposed to because of this issue.

In the future, this situation should be avoided as much as is possible. A few days, even up to a week alone is doable but two weeks was exhausting. It was an impossible task to deliver the kind of quality programming that Camrose Public Library normally offers alone. Everyone stepped up to help out but it did greatly affect programming.



Conclusion



This summer, even with Covid-19 and staffing levels, was an incredible success. We were able to explore new and innovative programs and technology and found new ways to reach out to the community. We built a base for future programmers, community service learning students and next summer's students, to build on and we have no doubt that these programs will continue to be successful. We are very thankful for the opportunities this summer brought and would like to thank everyone for helping to make this summer such a success.



**May to August
2021**

**Board Report:
Programs and
Library Statistics**

**Nicole Kyle
September 7 , 2021**

Program Stats

544

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

3635

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

500

people picked up grab-and-go program kits, from Subject Matters to Matilda interactive viewing packages to break-in puzzle bags for teens

1

awesome bit of feedback: "thanks to all the Camrose staff, for a year+ of extraordinary thoughtfulness, creative outreach, and the tangible gifts of paper bag projects and stacks of good books.

Program Stats

**250 programs
with 4175
attendees**

**84 family and
intergenerational
programs**

**105 programs
for adults**

**61 programs
for kids
and teens**

Library Programs:

Our regular YouTube programs wrapped up at the end of June to make way for summer programming that looked a bit different and was more engaging and interactive than pre-recorded videos.

Summer Preschool and Infant Programming:

Live Zoom sessions worked very well this summer. There were 5 sessions and 28 people for Books and Bounces (infants & caregivers) and 7 sessions with 82 people for Summer Time Story Time (preschool kids and caregivers). Participants expressed gratitude at being able to connect with others in a way that felt both safe and engaging.

Makerspace Kits:

Since news of our latest shutdown came the day we launched the Makerspace, I created another STEAM (Science, Technology, Engineering, Art, and Math) kits with some of the supplies we had on hand. It's pictured below and flew out the door. Once we have another programmer on board, we'll be looking at ways we can launch programs within the Makerspace

DraMatilda:

Playing on the success of our Shrekperience kits, I created another grab-and-go interactive viewing kit to celebrate the anniversary of the family classic, Matilda (based on the book by Roald Dahl). These kits were a hit and went quickly! We reached an estimated 140 people, as the kits themselves were built for families.

Subject Matters:

August was the last month in our Subject Matters series, and it was a celebration! Prairie Central FASD partnered with us for a draw for the most awesome Summer Mocktails gift basket, and there were 113 enters! Cheers to a full year of weird and wonderful learning!



Beanstack is here!

SRC staff did some digging in to software for creating reading challenges and tracking reading statistics. We ended up going with Beanstack, and we've had some pretty good engagement with it so far. PRL is looking in to getting bulk pricing for member libraries, so we can sign up under them once our current membership expires.

SRC staff created reading challenges for all age groups with small prizes for different levels of badges earned, larger prizes for completing challenges, and grand prizes for the end of summer. Here are the stats from the entire summer:

Active Readers: 28

New Registrations: 56

Challenge Completions: 11

Completed Activities: 239

Badges Earned: 221

Minutes Read: 33,853

Beanstack has some pre-built challenges that are easy to tailor to our library, so we're looking forward to seeing how we can excite and inspire our community to engage with reading and with their library!

For more information about Beanstack, please visit camrosepubliclibrary.beanstack.com

Upcoming Programs:

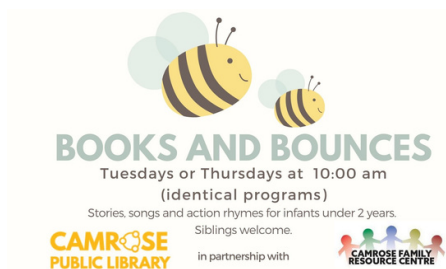
With the uncertainty of COVID restrictions and me being just one Programmer when we used to be a team of three, it's an understatement to say that it's been challenging to come up with a suite of fall programming. I've tried to keep as many programs as I could from pre-COVID times without stretching myself thin to the point of tearing. I'm currently taking on 12 programs per week and 1 new monthly family film/book club. I've doubled up some of my preschool programs to allow for smaller group sizes. There is also the chance that the second weekly session of these programs may go live via Zoom if caregivers have concerns about gathering in-person during the fourth wave. These schedules may change once we have another Programmer or if public health restrictions change.



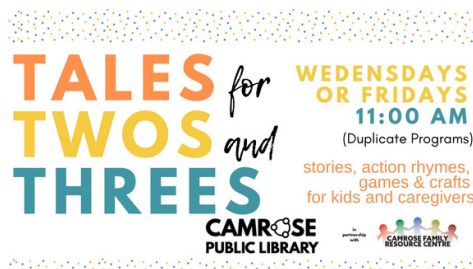
Bookmatch
Looking for your next great read?
We have suggestions!
Fill out the online form on our website and have personalized recommendations sent straight to your inbox!



SNACKS IN THE STACKS is back!
Kids in grades 1-12 are welcome to join us for a healthy snack every day after school from 3:30 to 4:30 PM
Generously sponsored by Wild Rose CAMROSE PUBLIC LIBRARY



BOOKS AND BOUNCES
Tuesdays or Thursdays at 10:00 am
(identical programs)
Stories, songs and action rhymes for infants under 2 years.
Siblings welcome.
CAMROSE PUBLIC LIBRARY in partnership with CAMROSE FAMILY RESOURCE CENTRE



TALES for TWOS and THREES
WEDNESDAYS OR FRIDAYS 11:00 AM
(Duplicate Programs)
stories, action rhymes, games & crafts for kids and caregivers
CAMROSE PUBLIC LIBRARY CAMROSE FAMILY RESOURCE CENTRE



Concept Corner
Thursdays 2:00 PM
CAMROSE PUBLIC LIBRARY
PLAY LEARN GROW
Preschool fun for 3 to 5 year olds.
in partnership with CAMROSE FAMILY RESOURCE CENTRE



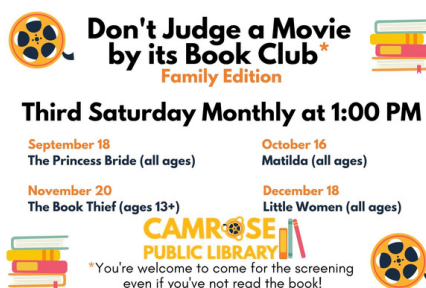
WEDNESDAYS AT 7:00 PM
BEDTIME STORIES WITH FEENA
Need more stories in your pajamas?
Join Feena for stories, cookies, and a craft!
CAMROSE PUBLIC LIBRARY



Got Ukulele?
Join our weekly Zoom jam session as we play and sing along with others!
Mondays at 1:00PM
All levels welcome!
Contact the library for the Zoom meeting ID.
CAMROSE PUBLIC LIBRARY



SPANISH CONVERSATION CIRCLE
Mondays at 3:00 pm on in-person at the library or on ZOOM
Email nicole@prl.ab.ca for the session login information



Don't Judge a Movie by its Book Club*
Family Edition
Third Saturday Monthly at 1:00 PM
September 18 The Princess Bride (all ages)
October 16 Matilda (all ages)
November 20 The Book Thief (ages 13+)
December 18 Little Women (all ages)
CAMROSE PUBLIC LIBRARY
*You're welcome to come for the screening even if you've not read the book!

Upcoming Partnerships:

Alberta Culture Days:

Alyssa has arranged for a story walk featuring an Alberta Author and for the Book Bike to visit the Culture Days venue with story times and crafts on Saturday, September 11 and Sunday, September 12.

Camrose Family Resource Centre:

I'll be joining CFRC staff and families for 4 sessions of a new Book and Cook program, where I'll share stories and then families will cook a recipe based on the story theme.

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've arranged 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. Her session is called "Can I Write a Short Story that Sells?" and the description follows in italics.

Join some editors from On Spec, Canada's longest-running English language SF journal, and ask them about their experiences reading 30 years of the "slush pile". What kind of story would grab their attention and more importantly, what kind of writing will hold that attention?

I'm also making a geeky craft tutorial video.

Library Statistics

In an effort to save space, I've only included the August monthly stats in this report. This contains good YTD info, but please let me know if you'd like to see specific stats from May, June, and July.

Camrose Public Library						
Monthly Stats						
August 2021						
Circulation	Aug 2021	Aug 2020	2021 YTD	2020 YTD	Under/Over 2020	% Chg. Over 2020
Adult Material	5792	5563	86288	81125	5163	17%
Young Adult Material	494	509	2738	2084	704	35%
Juvenile Material	5010	6865	27651	23765	3886	16%
TAL Items Borrowed	89	1	502	355	147	41%
TAL Items Sent	25	8	185	156	29	19%
Total	11410	12946	67362	57435	9927	17%
Econtent	Aug 2021	Aug 2020	2021 YTD	2020 YTD	Under/Over 2020	% Chg. Over 2020
Cloud Library/RBDigital	590	1045	7383	8704	-1321	-15%
Overdrive	783	463	5607	3001	2606	87%
Total	1373	1508	12990	11705	1285	11%
Circulation by Residence	Aug 2021	Aug 2020	2021 YTD	2020 YTD	Under/Over 2020	% Chg. Over 2020
City of Camrose	9131	7608	56946	43283	13663	32%
County of Camrose	2190	1780	12299	10710	1589	15%
Outside City/County	45	61	269	508	-234	-47%
ME	21	34	216	330	-114	-35%
Total	11387	9483	69730	54831	14904	27%
Reference	Aug 2021	Aug 2020	2021 YTD	2020 YTD	Under/Over 2020	% Chg. Over 2020
By Phone	1309	774	8384	4357	4027	92%
By Person	2851	2282	10575	13726	-3151	-23%
Email/Social Media	1309	1069	10713	7451	3262	44%
Total	5469	4125	29672	25534	4138	16%
Miscellaneous	Aug 2021	Aug 2020	2021 YTD	2020 YTD	Under/Over 2020	% Chg. Over 2020
Visitors	4548	4172	19121	33198	-14077	-42%
WiFi Users	7016	527	41508	22080	19428	88%
Internet Users	640	455	1926	4629	-2703	-58%
Exams	2	4	19	87	-68	-78%
Total	12206	4958	62574	59994	2580	4%
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	Aug 2021		2021 YTD		Participants	
	Sessions	Partic- pants	Sessions	Partic- pants	2020 YTD	2019 YTD
1	5	175	103	1078	3,978	4575
2	0	0	11	22	161	1749
3	64	836	324	4735	11,793	5424
4	0	0	4	402	3,260	8444
Advocacy	0	0	1	3313	3,257	8373
Total	69	1011	443	9548	22,449	28565

Camrose Public Library
 Adult Programs
 January 1 to August 31, 2021

Outreach	Program	Attendance			
Book Deliveries to Care Facilities	51	387			
Spanish Online	24	145			
Ukulele Online	32	402			
Craft & Connect	12	61			
German Circle	25	95			
Mind Masters	8	687			
Augustana Class Visit	1	23			
Sweary Stories	1	11			
Book Case Diorama	1	40			
Fidget Balls	1	41			
BYOVV	1	100			
Vision Workshop	1	5			
Bullet Journals	1	30			
Adult Beanstack	24	115			
Dementia Speaker Series	4	62			
Tales and Travel Podcast	6	29			
Vision Boards	1	29			
	194	2262			
In House	Program	Attendance			
	0	0			
Outside Groups	Program	Attendance			
Space Provided for Community Groups and Businesses					
	0	0			
Total	194	2262			

Camrose Public Library
Family Programs
January 1 to August 31, 2021

Outreach		Program	Attendance
A Book and a Bounce	28	446	
QuaranTea Time	6	35	
Tech Tutor	12	22	
Subject Matters	8	642	
Read for 15	1	3313	
BookMatch	32	64	
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	
Father's Day Card Kits	1	50	
Seniors Week Kits	1	80	
Book Bike Buddy Naming Contest	1	24	
Summer Time Story Time	7	82	
SRC Podcasts	11	95	
Preschool Beanstack	10	24	
DraMatilda	1	140	
FASD Passive Program	1	113	
Free Book Week	6	185	
SRC	13	130	
Book Bike	14	556	
	161	6555	
In House		Program	Attendance
	0		
Outside Groups		Program	Attendance
Space Provided for Community Groups and Businesses	0	0	
Total	161	6555	

Camrose Public Library Children's Programs (5-12 years) January 1 to August 31, 2021				
Outreach	Program	Attendance		
Crafternoon	18	116		
Ghibli Geeks Club	3	11		
Reading University Guest Reader Visits	2	102		
SRC YouTube Views	21	209		
Summer ELL with Action for Healthy Communities	5	29		
SRC Programs	5	43		
Grades 1-6 Beanstack	14	52		
Action for Health Communities Partnership	1	11		
	69	573		
In House	Program	Attendance		
	0	0		
Outside Groups	Program	Attendance		
Space Provided for Community Groups and Businesses				
	0	0		
Monthly Total	69	573		

Camrose Public Library
 Teen Programs
 January 1 to August 31, 2021

Camrose Public Library Teen Programs January 1 to August 31, 2021		
Outreach	Program	Attendance
Virtually Artistic	6	50
Summer ELL with Action for Healthy Communities	5	18
Grade 7-12 Beanstack	7	26
Break-in Bags	1	64
	19	158
In House	Program	Attendance
	0	0
Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses		
	0	0
Total	19	158

Camrose Public Library Total Programs January 1 to August 31, 2021		
Outreach Programs	443	9548
In-house Programs	0	0
Outside Groups	0	0
YTD	443	9548
Submitted by Nicole Bannick		
7-Sep-21		

Programming		
Name	Date	Attendance
Sacred Arts and Crafts	July 5th 2021	3
MHCB Programming	July 6th 2021	5
Murder on the Ebberon Express	July 6th 2021	4
MHCB Programming	July 7th 2021	9
Geronimo Stilton Escapes	July 7th 2021	7
MHCB Programming	July 8th 2021	9
MHCB Programming	July 9th 2021	10
Foul Shami Cooking Night (kits)	July 14th 2021	7
Kahoot! Games	July 15th 2021	12
Danny Ramadan	July 20th 2021	25
Game Night	July 22nd 2021	6
Game Night	July 29th 2021	5
Mary Lambert Concert	August 5th 2021	10
Total Attendance		112
Registration: 55		

		Pre Recorded events		
Name	Length	Date published	Main Statistic	Extras
YouTube				
Welcome to Summer 2021	2:23	June 10 2021	72	3 likes
Invisible Ink	10:44	July 5th 2021	15	1 like
Spy Decoders	8:01	July 5th 2021	5	
Chromatography	8:05	July 6th 2021	18	1 like
Puffy Paint Ice Cream	7:53	July 12th 2021	19	
Paper Donuts	14:13	July 12th 2021	14	2 likes
Solar Oven Smores	10:33	July 13th 2021	15	1 like
Foul Shami Cooking Night	12:47	July 14th 2021	30	2 likes
DIY Aquariums	7:53	July 19th 2021	10	1 like
Mason Jar Lanterns	7:08	July 19th 2021	13	1 like
Marble Painting	5:51	July 21st 2021	11	1 like
Olympic Graham Cracker Snacks	12:53	July 26th 2021	12	1 like
Olympic Torch Craft	6:09	July 26th 2021	7	1 like
Olympic Torch in a Jar	6:37	July 27th 2021	10	1 like
Marshmallow Olympics	10:30	July 28th 2021	23	1 like
Chalk Hair Trolls	9:01	August 2nd 2021	8	1 like
Flashlight Drawings	6:36	August 4th 2021	1	
Cotton Ball penguin	7:03	August 9 2021	6	1 like
Flamingo Handprint	8:00	August 9th 2021	6	1 like
Q-Tip Crossbow STEAM Activity	10:59	August 10th 2021	5	1 like
Bubble Paint	6:54	August 17th 2021	1	
CD Suncatchers	6:04	August 17th 2021	1	
Spin Art	11:06	August 17th 2021	1	
Average length:	8:34	Total views:	303	21 total likes

Escape Room				
Geronimo Stilton Escapes		July 7th 2021	6 reponses	
Buzzsprout (podcasts)				
Book Tasting Adult SFF			24	
Novel Read Aloud Chapter 1-2			11	
Novel Read Aloud Chapter 3-4			9	
Book Tasting YA Non-fiction			7	
Novel Read Aloud Chapter 5			4	
Danny Ramadan			8	
Novel Read Aloud Chapter 6-7			3	
Book Tasting Adult Historical Fiction			5	
Novel Read Aloud Chapter 8-9			4	
Novel Read Aloud Chapter 10-11			3	
Book Tasting YA LGBTQ2S+			3	
Novel Read Aloud Chapter 12-13			2	
Total Downloads			83	

Book Bike		
Date	Location	Attendance
July 8th 2021	Downtown Market	30
July 12th 2021	City pop up @ Victoria Park	20
July 14th 2021	Mirror Lake (tourist in your town)	30
July 15th 2021	Downtown Market	60
July 16th 2021	Mirror Lake	10
July 23rd 2021	City Camp	40
July 27th 2021	Jubilee Park	25
July 29th 2021	Downtown Market	30
July 30th 2021	Mirror Lake	11
August 5th 2021	Downtown Market	45
August 6th 2021	Front Lawn	15
August 9th 2021	Jubilee Park	35
August 10th 2021	Mirror Lake	10
August 11th 2021	Front Lawn	20
August 12th 2021	Downtown Market	80
August 18th 2021	Mirror Lake	30
August 19th 2021	Downtown Market	40
Total Attendance		531

Social Media				
Platform	May 10th 2021	August 24th 2021		
Facebook				
Likes	1,811	1,840		
Follows	2,076	2,170		
Total:	3,887	4,010	3.2% increase	
camrosepubliclibrary IG				
Followers	491	528	7.5% increase	
Posts	82	135	Posts per month= 13.25	
Reel Views	na	118		
camrosebookbike IG				
Followers	531	532		
Posts	148	167	Only 19 additional posts...	
Reel Views	na	1,573		
Twitter				
Followers	1,141	1,135	Some loss can be expected because it hadn't been used in a while	
Tiktok				
Followers	0	131		
Likes	0	396		
Views	0	4,119		



Interim Director's Report

Intersectoral Grant Application

The library has applied for the Intersectoral Action Fund, requesting \$100,000.

Here is a brief overview of the proposed project as pulled from the grant application:

"We wish to engage the services of a library design specialist to explore what a new library could look like in our community. The current building is aging and confining. Libraries have become community centres offering a wide variety of social programming and engaging, exponentially, with numerous community agencies. Our library is no exception. We envision a special place that could better serve our traditional library users and expand program accessibility by including, in a new space, such things as a place for our thriving senior services and other community agencies such as family and child services. More space may even allow us to bring in services from larger urban centers. Many other ideas are yet to be explored.

The funds would hire a consultant to connect with the community at large and other agencies to identify needs and service gaps. This consultation would result in a design that would act as a plan for our city council and administration to consider and build into their capital plan. Once we have a concept design we will be able to engage the community in a fundraising campaign to deliver on our vision for a new Camrose Public Library."

Leaking Roof

At the end of June, beginning of July, our roof developed a substantial leak. We have been in contact with Paul Stone at the city, and the city will be fixing it. To the best of my understanding), our roof has a leak somewhere, but given our flat roof they cannot ascertain where in the roof the problem is. Additionally, our building is now sinking into the ground on the south side, and the water is not flowing to the drains on the roof. This means we have feet of water pooling on the south side of the building. Our building currently floods whenever it rains, and the water pours through the south wall, through the panes of glass, in the window frame, and somehow it soaks the carpet in the basement, and not through a drippy ceiling. Our walls, carpet, and ventilation have all suffered some degree of damage. I have been told verbally that the drywall will come out and be replaced, but that was at the beginning of July and have received no updates on this portion of the repair. There will be a temporary, immediate fix, and eventually a more permanent fix, which sounds like a completely new roof. Paul got

approval to move forward with the roof repair August 31, so at this point we are waiting for a start date from the service provider. The library will be able to remain open during this initial roof repair.







Broken Pipe

On Sunday September 5 I was in the library and a leak in the furnace room was discovered. The drywall on the ceiling was damaged and falling, there was a large pool of water on the ground that did not flow toward the drain, and we could not ascertain if the water had damaged our electrical panels. As it was a Sunday, I called the building emergency line, which directed me to the police. The police were able to contact public works and they turned the water off for the building. As I could not reach anyone at the city, and as such had no assessment or timeline, I made the decision to close the library Monday morning. Monday morning I heard back from the city, they sent out their operations personnel, and they brought out a plumber. We had water back up and running late Monday morning, and we were able to get staff back in and open by 1:00. The problem was a small broken pipe that connected to the water heater. This section of pipe was replaced.





Alberta Culture Days Grant

The Bailey Theatre, Downtown Camrose, the City of Camrose and the Camrose Public Library applied for and received an Alberta Culture Days grant. We spent the month of August planning the event, scheduled for September 11th and 12th.

Weapon's Incident

On August 13 two individuals came to the library, verbally accosted a regular library patron who they knew, and demanded that person come outside. Once outside, one of the individuals pulled what appeared to be a long firearm from behind the trashcan, and began waving it in the air while yelling at the patron, pointing it in the general direction of the library. Staff sheltered behind the front desk, unable to lock the front door without putting themselves in harm's way as this would have required moving towards the person with the weapon. 911 was called, the people left of their own accord, and we witnessed the police pull them over one block away, no one was arrested. The library was not notified to evacuate or lock down as we had no protocols or means (ie no intercom, our phone was being used to call 911) to alert anyone.

Our regular library patron came back to the library later that day and told one of our staff that they had a knife on them for protection. At a later point another one of the aggressors came back to the library to talk to this person. A staff member called the police to inquire what to do, and the police said not to worry, that they were low functioning and not a threat.

That day I reached out to Deb Cryderman for guidance, and under her advisement approached the board to request emergency funding to offer mental health supports for any staff who felt they needed it. I also asked about Emergency Response Protocols, and how to ban users from the library. I then reached out to the broader library community for assistance, and for guidance regarding an ERP for this type of scenario. I also reached out to Parkland to apprise them of the situation and see what resources were available.

The police did not immediately follow up with us, about the entire incident, so I reached out to Chief LaGrange the next week to discuss the incident, and to discuss creating an emergency response protocol for lockdown and active shooter scenarios. The police updated me on the situation (it was a pellet gun, it was confiscated), and put me in touch with their crime prevention officer to help me create an ERP. After a week or two, Officer Bauer responded to me, and essentially suggested that I create my own plan and he would look over it afterward. The police also showed me the process to ban someone from the library; the papers were drawn up for a one year suspension for the individual who brought the gun, and the police picked up the papers to deliver to the individual. I was unable to access the security cameras as no one seems to know how to do this.

I also reached out to the city, as I thought I may be able to adapt their response plan to the library. They intend to create one in late 2021 at the earliest, and offered to collaborate if I was willing to wait. They offered what information they currently had, and Lorna Melton recommended the Alberta Municipal Health and Safety Association (AMHSA) Active Shooter / Active Threat: Organizational Preparedness & Recovery course, which I intend to take.

ALTA

I was able to update our Alberta Library Trustees Association Account, and all current board members should now have access to it.

COVID Restrictions

New restrictions were announced September 15. The library will be reducing its capacity to 60 people again, all the furniture is placed to allow for physical distancing, staff have been instructed to distance, and we will be moving programming to a virtual platform until the board has made a final decision on whether CPL should implement a Restrictions Exemption Program.

New Staff

After the departures and hour reductions of a few staff, CPL found that we needed to re-examine our staffing situation and to hire some new people. We created a new role, the Service Desk Coordinator, who will provide some much needed support to both the Manager and Circulation Staff. This new role had a new pay grid created for it as it has more responsibilities than a Circulation Assistant. We also created an On-Call Circulation Assistant list to give the circulation desk a little more flexibility when our regular staff do not come in (sick days, holidays, etc.), or for when we have large events and need more assistance. We also hired a new Programmer to fill an empty position. We had excellent candidates, and a successful interview process. Our new staff will begin in late September-early October. When we next review our Personnel Policy, we will need to ensure that the On-Call positions and Contract positions are adequately accounted for.

Request for Decision: Camrose Public Library's Approach to Stage 3

Alyssa Martin to the Camrose Public Library Board - June 30 2021

Request 1

Keep the masking mandate until all staff who want a vaccine have had the opportunity to get a second dose, and wait the requisite two weeks for full immunity. Estimated time to end masking is late August, subject to any new public health orders. A specific date will be chosen after consulting with staff further, possibly moving the date to end masking up. Anyone with a masking exemption would be allowed to come in, but required to maintain distance with staff.

Rationale:

Equity

Albertans aged 30 and under were given the ability to book a second dose of the COVID vaccine on June 18. As someone who got in line as the announcement was being made, the first appointment available to me was not until July 3. This announcement was made in the middle of the day, and I know of many younger people who were not able to get in line immediately as they were at work and unable to do so. I started to search for pharmacies with available appointments the next day, and many pharmacies did not have availabilities until August. To this day I am on the waitlist at five pharmacies (one of which is in Camrose), and it was only today (June 30) that I have heard from any of them about the possibility to book. Many people were not able to book vaccine appointments until late July, which means that their two week wait would put them at peak immunity sometime near the beginning of August. And this is assuming that complicating factors such as childcare or caring for a family member, access to transportation and pharmacy hours are not factored in. We have many staff who were only given the chance to book an appointment recently, and will not be able to get into their appointment before the provincial and municipal restrictions are lifted, meaning that they will not have that layer of public protection while they wait for their second dose and work with the public.

Safety

Many tasks in a library are difficult to do while distancing, particularly regarding technology help. Masking allows us to provide better service in a safer setting for

both our staff and patrons. In addition, the library is a popular stop for children under 12 during the summer. These patrons have no access to vaccines, and are still subject to being infected with COVID. Many children come from across the province to visit grandparents during the summer, and I can only imagine there will be even more of this once Stage 3 resumes as people have not been able to see extended family for so long. Given the new Delta variant which is more contagious and has more severe outcomes, mandating masking would make the library safer for not just everyone in it, but for our older community members as well. Dr. Tam (Chief Public Health Officer of Canada) has suggested that Canada continues to mask even with two doses of the vaccine due to the Delta variant. While Camrose has been very fortunate with it's case numbers recently, once Stage 3 proceeds people will be travelling, there will be no masking in in-door settings and large venues may open. I am inclined to take a cautious approach until our staff have received their vaccines.

Morale

Most of our staff are extremely apprehensive about abandoning masking in the library. Working in tight quarters with other staff and with the public without masking is incredibly stressful during a pandemic, and as this is their job our staff do not always have the option of removing themselves from an uncomfortable situation. This stress is compounded when they have not been able to access a second dose and wait the two weeks for maximum efficacy. Listening to our staff's concerns about their health and safety in their place of work will do wonders to improve staff morale. No one can bring their best selves to work if they are scared to be there.

Advocacy

Staff remember when they feel an organization does not have their safety in mind. Feeling unsafe at work (whether real or perceived) can cause staff to leave an organization, or to warn others not to apply when openings come up. Alternatively, when staff feel safe and heard, they stay with the organization. They also tell other people in the field about how much they appreciate their organization, which attracts talent. Amazing staff doing their best work helps an organization to improve their reputation in their community, which then makes the community advocates.

Background:

Many other libraries across Alberta have concerned staff who would like to see masking mandated. Airdrie Public Library intends to retain masking and sanitation requirements. Rimby Public Library is mandating masking and distancing until all

staff who want a vaccine have had both doses. Strathcona County Public Library staff also expressed concern over their ability to be vaccinated before working closely with the unmasked public. They have mandated that all staff must be masked in back rooms and on the floor. They will continue to require distancing with the public. Red Deer Public Library is in the midst of asking their board to retain masking as well. Calgary Public Library will also continue mandating masking, in keeping with the City of Calgary's decision to retain their masking bylaw. The most common reason given to end masking in other libraries is that it is unsafe for staff to enforce masking as some members of the public become violent. Camrose Public Library has had no violent altercations over masking and a high compliance rate, so risk to staff safety based on past patron interactions is low.

Recommendation:

I would recommend that the Camrose Public Library Board update their *Workplace Violence, Harassment and Other Unacceptable Behaviour* policy, specifically their *Appendix: COVID-19 Considerations* to allow us to enforce masking in the library for a short period of time until all of our staff have been afforded the same opportunity of protection.

Approval of a new Pay Grid

I spoke with Elizabeth about a new pay grid and a new position within the library, and she suggested I move forward in the hiring process with the new position and pay grid. Now that I am starting interviews, I need the board to officially approve this new pay grid before I can sign any paperwork to hire someone. My original proposal is below:

New Pay Grid

Much of the manager's job is necessary for the continued operation of this organization, and yet it seems that Cheryl has very little support, and no one to take over for her when she needs to take sick time or holidays. This is becoming a larger and larger problem as Cheryl's portfolio seems to grow every year. In 2019 the City of Camrose stopped doing payroll for CPL, and now Cheryl is responsible for inputting payroll and is the primary contact for ADP (the company we use to process payroll). This means that Cheryl effectively cannot take a vacation of more than a day here and there, which goes against our personnel policy, and fosters burnout. Having the operations of an organization hinge so heavily on the presence of one person puts the entire organization at risk, and I would like to mitigate that risk by creating a new position, the Service Desk Coordinator. The Service Desk Coordinator will function similarly to a Circulation Assistant, but will take on more responsibility in their role in order to assist management. This would be a full time, permanent position. Their job duties includes all of the tasks of a circulation assistant, as well as some additional tasks that management needs help with. These additional tasks include:

- Assisting with payroll
- Scheduling the circulation staff
- Exam Invigilation
- Meeting with Management and the Programmers frequently to share information and facilitate communication between all areas of the library
- Create signage that aligns with our brand guidelines
- Assist management with grant reporting

The **NEW** proposed Pay Grid would be:

Service Desk Coordinator	\$20.80	\$21.51	\$22.22	\$22.93	\$23.64	\$24.35	\$25.06	\$25.77
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The **current** circulation pay grid is:

Circ Assistant	\$18.63	\$19.22	\$19.83	\$20.50	\$21.13	\$21.75	\$22.39	\$23.00
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For reference, here is the programmer grid:

Programmer	\$22.98	\$23.80	\$24.59	\$25.39	\$26.17	\$26.98	\$27.75	\$28.58
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A higher pay grid combined with a full time, permanent position means that we will be able to attract someone either with library experience or library education who will be able to better handle technology questions and reference questions from patrons. It will also help us to retain employees who are trained in this field, and by having a full time staff member, our part time staff will have someone on the floor that they can turn to for more information, assistance with technology help or anything else they might need when the manager or director are unavailable. Additionally, Cheryl has been with the library for quite some time and it would be wise for CPL to start a transition plan in case (or really, *when*) she decides to retire. By hiring a position now that can help fill in for her during vacation, we will be training someone (or at least have a position created) who can help us during that eventual transition.

This new position is only possible due to one staff member resigning their circulation position (they have since agreed to be an On-Call staff member), and another full time circulation staff requesting a substantial reduction of hours. Due to this, we were able to create this position and its grid within our current funding, without relying on the approval of any grants. This position will help to make CPL a more resilient organization, bring in staff with a history of library education, and help with new staff retention by creating a quality job in the field. (UPDATE: This position was our most popular position with applicants, and we attracted MANY candidates with their MLIS, tech diplomas, multiple degrees, experience, etc.)

What I need from you by September 1:

- Someone needs to make a motion to approve this new Pay Grid. The motion must include a “vote by” date, usually about 1 week in length. At that point majority of submitted votes will make the decision.
- Someone else needs to second it.
- All board members submit their vote online.
- Notify me of the results.

Thank you!

Alyssa Martin

Request for Decision:

National Day of Truth and Reconciliation (Library closure)

The Federal Government declared September 30th a federal statutory holiday (National Day for Truth and Reconciliation). The library's [Personnel policy](#) currently states that the library is closed to the public for declared holidays, including federal, provincial or municipal. I've pasted the pertinent section below. My interpretation of this is that CPL will be closed on this day. I need to communicate to my staff, the public and Parkland whether we will be open or not. I have no preference, but we must follow our own policy or potentially face grievances. I would suggest if you choose not to close for this holiday that you remove the statement "Or any other day proclaimed as a holiday by the Federal, Provincial, or Municipal Governments" from the policy to avoid future confusion.

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.)

What I need from you by September 1:

- EITHER a motion for an e-vote (and a second) to change the policy to remove the statement "Or any other day proclaimed as a holiday by the Federal, Provincial, or Municipal Governments" and to keep the library open. If you make a motion, it needs to include a "vote by" date, usually one week in length. At that point, majority rules from the submitted votes.

- OR confirmation that the library will be closed on September 30th as it is now a Federal Statutory Holiday. If this is the case, I can add the stat name to the list of declared holidays.

Thank you!

Alyssa Martin

Request for Decision:

Hello,

I am writing to you all with a Request for Decision, and an update on the incident in the library on Friday August 13.

On Friday we had two people come into the library, start swearing at a third patron telling him to leave the library, and the three walked out of the library and stood in front of our front doors. One of them then pulled a long gun out from near the trashcan and started to scream at the third patron, waving the gun around pointing it in the general direction of the library. Diane, Debbie and I hid behind the front desk and called 911, Georgia was also nearby. The three people then left library and walked towards Main Street. No one was hurt, no shots were fired, and the police pulled them over within one block of the library. The police never let us know if it was a real gun or not. No one was arrested from what we could see, and two of the people from the incident came back to the library later in the day, one of whom was carrying a knife for "protection". Debbie called the police again, and they said not to worry about the two individuals at the library. I am in contact with Parkland, numerous library colleagues including Karla Palichuk and Deb Cryderman, and I will be reaching out to the police and the city later today. I debriefed Elizabeth Luck this morning at the library. If you desire more information, I can send you the incident reports of everyone who worked that morning.

Clearly this was a very upsetting and terrifying situation, and our staff have felt the effects. I feel strongly that we need to offer counselling and supports to the staff here. I have reached out to WCB to see what supports they can offer staff, and I will be contacting Alberta Mental Health this afternoon so that they can point me in the right direction. I propose we allocate up to \$5000 from our Staff Training Reserve (which currently has \$12,000) to pay for any necessary counselling sessions. We have about 15 staff, and a counselling session's standard rate in Alberta is \$200 an hour. I would write an email asking any staff who feel that they need external supports to contact me, and we can move forward from there. I assume most staff will not need this service, but it should be offered. Strathcona County offered a similar service when their library was bombed in recent years. I will be reaching out to this branch to discuss their emergency response protocols and staff trauma response.

This expense will require board approval. I would like to offer this to our staff sooner than later so that they can access this support when they need it.

Request:

That the board approve the allocation of \$5000 from our Staff Training Reserve to go toward any psychological service (such as counselling) that is needed due to the event happening on August 13.

I do not have any specific protocols in place as to how this would be dispensed as I would like there to be as few barriers to our staff accessing help as possible. Some form of receipt from the psychologist will be necessary at some point in the process.

Additionally, I believe that we will need to create a long-term sustainable plan for our staff's mental health in the event of future traumatic incidents. We do not need to discuss this now, but I would like to

state that the above request should be a onetime occurrence, and not our on-going plan for future mental health crises.

Please feel free to contact me with any questions, concerns or input. Thank you for your quick attention to this urgent matter.

Alyssa Martin