

Present:

Absent:

1. Approval of the Agenda
2. Board Feedback
3. Consent Agenda
 - a. Approval of Minutes of May 17 2022 meeting
 - b. Items for Information
 - i. Correspondence
 - PLSB - Provincial Operating Grant Received
 - c. Reports
 - i. Director's Report
 - ii. Program Report and Library Stats May 2022
 - iii. Program Overview to May 31 2022
 - d. Presentations
 - i. CPL Summer Staff Introductions and Summer Plan
4. Items for Discussion
 - a. Update from Policy Committee
 - b. Update regarding Board Communications Platform
 - c. PRL cutting VPN service
5. Items for Decision
 - a. In-Camera Session
 - i. HR
 - ii. Facility

Next regular Board meeting: September 20, 2022, 7:30pm

Present: Elizabeth Bagdan, Julie Girard, Renee Greer, Lynette Irvine, Elizabeth Luck, Alyssa Martin (Director), Joy-Anne Murphy (City Council Rep.), Carol Williams

Absent: Margo McPhail, Carlene Wetthuhn (County Council Rep.)

1. Approval of the Agenda

Motion 21/22 M/S/C – Elizabeth Bagdan, Lynette Irvine

2. Board Feedback

Joy-Anne likes the sunflower display that was installed in the library to welcome Ukrainian refugees and all newcomers to Camrose.

Renee liked the volunteer appreciation night, thought it was well prepared and lovely. Joy-Anne enjoyed the pie charts in the presentation.

3. Consent Agenda

Motion 22/22 M/S/C – Joy-Anne Murphy, Renee Greer

a. Approval of Minutes of April 19 2022 meeting

b. Items for Information

i. Correspondence

- Chase the Ace – Featured Charity

c. Reports

i. Director's Report

ii. Program Report and Library Stats April 2022

iii. Program Overview to April 30 2022

4. Items for Discussion

a. Update from Policy Committee

We are hoping to have the Personnel Policy ready to present to the June board meeting.

b. Update regarding Board Communications Platform

Google for non-profits is very promising and user friendly. We will need to purchase a domain name, and we can do so through Google for about \$20 USD. Alyssa will send a list of potential/available domain names to the board so they can choose their favourite.

c. Facility Options

A report and presentation will be created for the CPL Board and City Council to discuss options for CPL facilities, including renovations to the current CPL building, and a proposal for a Satellite Branch. Parkland

will be assisting in the creation of this presentation, and will be sourcing a quote for SuperNet access. Alyssa gave an update on current thoughts and plans for the Satellite branch, and what quotes are in motion.

d. HR Contracting Service

Alyssa is looking into HR Contract options to have professional support in contract creation, succession planning, gap analysis, policy creation, role analysis etc. HR Consultant companies can also help with OHS compliance. They also offer On-Demand services for emerging needs and questions.

Parkland has been made aware that this is a need for many libraries, and it has been noted in their input for their new plan of service. The City has been able to help with the occasional question, but it is not a long term solution, or suitable for bigger projects.

HR needs, risk management, HR costs, and budget considerations were discussed. Alyssa will explore options and report back with quotes from multiple companies.

5. Items for Decision

a. Board Communications Platform – Domain Name Purchase

Alyssa will send a selection of domain names to choose from via email and will purchase one.

Next regular Board meeting: June 21, 2022, 7:30pm



Public Library Services Branch
17th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Telephone: 780 427-4871
www.albertalibraries.ca

June 8, 2022

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 2022/2023 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". The signature is fluid and cursive.

Jen Anderson
Public Library Grants Program



Director's Report

June 14 2022

Bikes

Our bikes went in for service, and got all tuned up. Unfortunately, the Life Cycle got a tricky diagnosis, meaning it is out of commission until we can get it fixed. At the moment, the brake system is not working in tandem, meaning anytime someone brakes the bike pulls very hard to the right. Given that we want the community to use the bike, we cannot have it behaving in an unexpected and therefore dangerous way. The complicated part is that the system is European, and supply chain issues are complicating how we get it fixed.

Summer Students

Our Book Bike Pilots have started, and have already been busy out in the community. Make sure you stop to say hello at the Farmer's Market, and let any families you know, know about our Summer Reading Program Kick-Off event.

Staff Appreciation

Our staff appreciation night was held at Fox & Fable this year. The staff had a great time competing at Trivia, visiting, and eating tasty food. The Service Awards were distributed, and the winners of our new annual Staff Awards were announced. Our annual awards are Team Member of the Year, Customer Service Superstar, and Biggest Cheerleader, and they are staff nominated. Our newly hired Summer Staff got to meet the whole team and participate in some team building.

Hiring

CPL had a few staff members leave in May, so we brought on some wonderful new teammates to fill the gaps. We now have a new Circulation Assistant, and two new On-Call Circulation Assistants. We have been working on new training and on-boarding materials to help standardize the process.

Occupational Health and Safety

CPL has been working hard getting our OHS up to date. As part of this initiative, we sent ten staff members to get First Aid certified this month to make CPL a safer place to be. Additionally, we brought in a CANbike Instructor to give the Book Bike pilots a day of training to help them be aware and be safer while on the road.



Display Contest

Our team worked very hard to turn our library into a full building display for the month of April for Parkland's display contest. I'm proud to say that we took home second place. Carstairs came in first, and Hughenden came in third. You can see photos and video of our work on our social media pages.

Canada Day

The Camrose Public Library will be a sponsor for Canada Day 2022. Our Book Bike will be in attendance at the celebration, some of our large games will be set up on the grounds, and we have created a post card hand out with fun games, book lists, trivia, and plenty of information about all the services that CPL offers. 2500 of these were printed and will be distributed at the event grounds on Canada Day, similar to what was done last year.

CSL

We met with Augustana's Community Service Learning lead to discuss possible CSL placements for the fall and winter of next year, and we were able to come up with plenty of ideas. Hopefully everything works out and we will be seeing more CSL students in September.

Young Canada Works

We just received word that our waitlisted YCW application was approved for the full amount we applied for, which covers three positions. This grant will allow us to reach more people, provide more services, and help to build community in Camrose at a point where it is very much needed.

Fundraisers

The Fellowship of the Camrose Public Library have been working hard this month. In May they ran the Spring 2022 Fundraiser: Help Flood our Library's Shelves with Books! Patrons can sponsor a book in our collection, and dedicate a book to whomever they choose via a nameplate. To date we have had 24 books sponsored. This fundraiser will end June 30.

Chase the Ace chose Camrose Public Library to be the beneficiary of their raffle, and the Fellowship of the Camrose Public Library stepped up to be the official partner organization. Chase the Ace is an on-going raffle that supports community projects. From June 1 to June 15th, the proceeds from the raffle will be supporting CPL, helping us to purchase a self-checkout so we can spend more time helping our patrons and answering questions. CPL will receive \$20 of the bi-weekly jackpot. As of today, the bi-weekly jackpot is estimated at \$1,850,



which translates into ~\$370 for CPL. This fundraiser ends at 5:00pm Wednesday, June 15th.

Dolly Parton's Imagination Library

Rotary had a very successful ReBoot fundraiser on May 13, where the DPIL was one of a few recipients. We have filled our 200 available spots, although as children age out of the program, we have new spots open so we do keep a wait list. We are hopeful that we will either be able to expand or extend our DPIL commitment, which is currently 200 seats for 3 years.

May 2022

Program and Library Statistics

Submitted by Nicole Kyle
June 7, 2022

594

people accessed programs that help develop relationships, end social isolation, and make them feel welcome in our library and our community.

489

community members of all ages attended programs that facilitate lifelong learning and help them develop digital literacies.

Did you know?

Program attendance is up by 4.5 % over April 2022 and up 23% over 2021 year to date?

1

awesome bit of feedback

"Can I just say you folks are AWESOME? I just so appreciate all the amazing things you offer us"

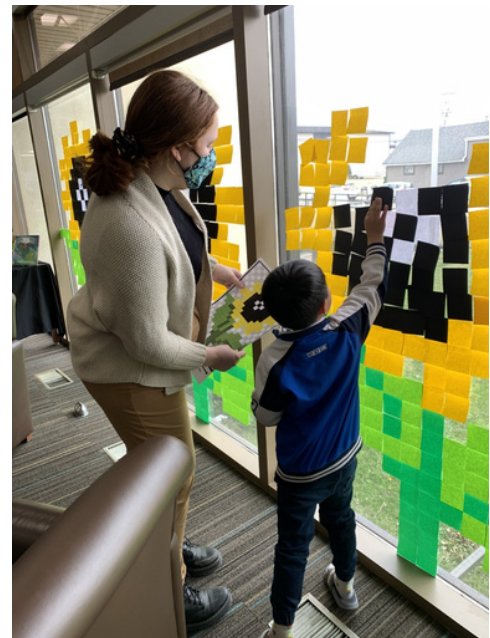
May Program Summary

Ongoing programs

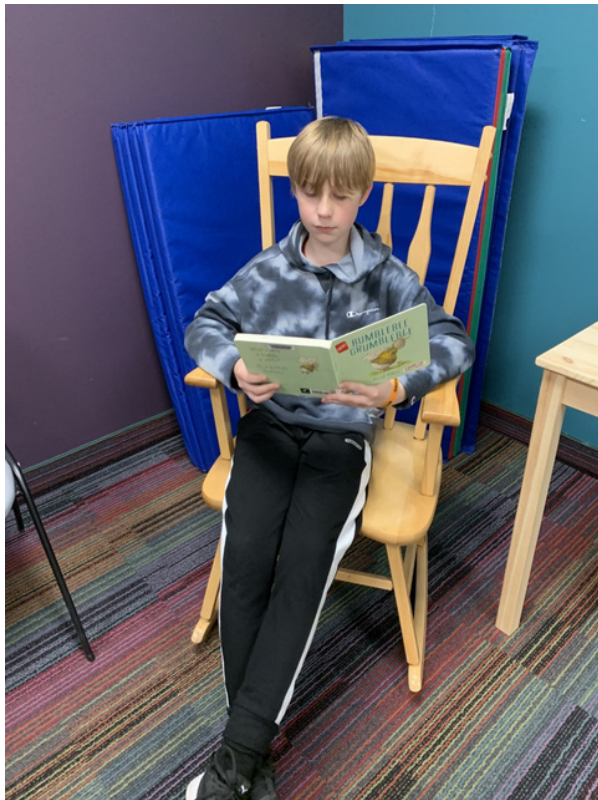
June is our last month of ongoing programming, as Georgia, Hannah, and Ashley will be ramping up the Book Bike and SRC schedule. I will be running some infant and preschool programs through July and August before returning to regular programming in September.

Special Events

- May was Sexual Violence Awareness Month so we partnered with the Association of Communities Against Abuse (ACAA) to bring awareness and information to parents and caregivers. ACAA Program Manager Jenny Ofrim was a guest at a few preschool and infant programs, and facilitated two sessions for parents and caregivers. Attendees shared feedback and were engaged with and enlightened by the content. Our thanks to ACAA for their work in bringing such important programming to our community! We also set up a display and offered resources in honour of Red Dress Day on May 5.
- We partnered with Action For Healthy Communities for a special event to help build awareness around the Ukrainian refugee crisis and to help prepare our community for the possibility of welcoming newcomers from Ukraine to Camrose. Teens and youth helped us put up giant sticky note sunflowers in our front windows, and they are so bright and beautiful! We hope that the flowers and notes will not only help all displaced people feel welcome in our community, but will also build empathy within our existing community members.



Random Library Happenings



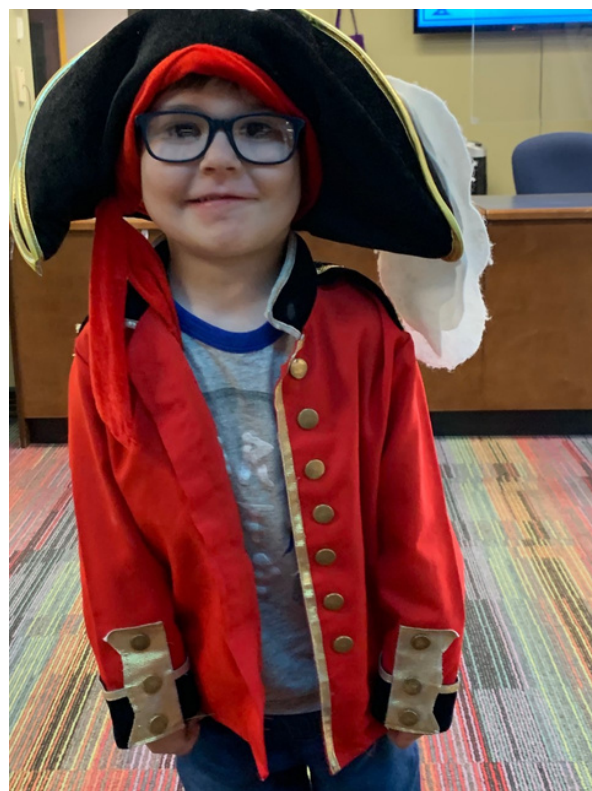
A young person at Snacks in the Stacks sat in the story time chair, so I told them they had to read us a book. They happily complied, so perhaps this is a future librarian!



This is one of the 3 cards we made at Cosy Cards in May. June will be the last session until we return to fall programming.



We read books about tigers in Terrific Tales, painted with orange and black, and there was an accidental volcano!



Ahoy, me hearties! An actual pirate popped in to play with our pirate ship Lego along side some library land lubbers.

Upcoming Partnerships and Special Events

June Events

- **All Pride. No Prejudice.**
June 11, 11 AM to 12:30 PM
Camrose Public Library
Drop in to celebrate Pride Month by painting a wooden heart flag and sewing a rainbow book band. Presented in partnership with Camrose Pride Community.
- **Pop-up Drum Circle and Pride Crafts**
June 11, 1 to 4 PM
Jubilee Park
The Book Bike is joining Camrose Pride Community for an afternoon of celebration, creativity, and community-building.
- **The Book Bike outreach to Purple Martin Festival**
11 AM to 1 PM
Stoney Creek Centre
The Book Bike and staff will be at the festival with bird-themed books, crafts, and fun!
- **Welcome to Canada – an English Conversation Class for Beginners**
Thursdays from 10 to 11:30 AM
June 16 to August 18
In partnership with and facilitated by Action for Healthy Communities, this program is geared towards Newcomers to Canada to help improve foundational English language skills, to learn about services in Camrose, and help acclimate to life in Canada.
- **Summer Kick-off**
Summer staff are finalizing plans for a Wizard of Oz themed summer programming kick-off event. Details TBA.
- I will be running some **infant and preschool programs** through July and August (see below) before returning to regular ongoing programming in September.



Ongoing Program Schedule:

CAMROSE PUBLIC LIBRARY

For more details and upcoming special events, please visit www.cpl.prl.ab.ca.

Program	Day	Age	Time
1-on-1 Tech Help	By Appointment	All ages	By Appointment
Snacks in the Stacks	School Days	Grades 1-12	3:30 - 4:30 PM
Something Cool After School	School Days	Grades 1-9	3:45 PM
Ukulele Jam	Mondays	Adults	12:30 PM
Spanish Conversation Circle	Mondays	Adults	3:00 PM
Books and Bounces	Tuesdays	0-1 year & caregivers	10:30 AM
German Conversation Circle	Tuesdays	Adults	4:00 PM (Online via Zoom)
Terrific Tales	Wednesdays	0-5 years & caregivers	10:30 AM
Tech Tutor	Wednesdays	Adults	1:00 PM
Anime Club	Wednesdays	12-17 years	6:30 PM
Bed Time Story Time	Wednesdays	Families	7:00 PM
Ukulele Jam Online	Thursdays	Adults	1:00 PM (Online via Zoom)
French Conversation Circle	Thursdays	Adults	4:00 PM
Cosy Card Night	Third Thursday Monthly	Adults	7:00 PM (Online via Zoom)
BYOBook Club	Last Thursday Monthly	Adults	6:30 PM
L'heure du conte (French Story Time)	Fridays	Families	11:00 AM

This schedule runs from March 1 to June 24, 2022. Program schedule and format are subject to change.

CONNECT. CREATE. CAPTIVATE.

May Library Statistics

YTD daily visit averages (and hourly based on operational hours in brackets)

Mondays: 139 (avg of 13.9/hr)

Tuesdays: 220 (avg of 22/hr)

Wednesdays: 203 (avg of 20.3/hr)

Thursdays: 185 (avg of 18.5/hr)

Fridays: 190 (avg of 23.8/hr)

Saturdays: 120.9 (avg of 24.2/hr)

Sundays: 59 (avg of 14.8/hr)

Circulation	May 2022	May 2021	2022 YTD	2021 YTD	Under/ Over 2021	% Chg. Over 2021
Adult Material	5264	3878	27792	20798	6994	34%
Young Adult Material	415	262	1901	1341	560	42%
Juvenile Material	5023	3018	23936	14216	9720	68%
TAL Items Borrowed	117	68	662	227	435	192%
TAL Items Sent	36	15	152	92	60	65%
Total	10855	7241	54443	36674	17769	48%

Econtent	May 2022	May 2021	2022 YTD	2021 YTD	Under/Over 2021	% Chg. Over 2021
Cloud Library/RBDigital	686	1330	2973	4955	-1982	-40%
Overdrive	887	800	4105	3342	763	23%
Total	1573	2130	7078	8297	-1219	-15%

Circulation by Residence	May 2022	May 2021	2022 YTD	2021 YTD	Under/Over 2021	% Chg. Over 2021
City of Camrose	8771	5967	43442	30949	12493	40%
County of Camrose	2004	1215	10719	6418	4301	67%
Outside City/County	30	11	365	85	280	329%
ME	58	20	129	128	1	1%
Total	10863	7213	54655	37580	17075	45%

Miscellaneous	May 2022	May 2021	2022 YTD	2021 YTD	Under/Over 2021	% Chg. Over 2021
Visitors	5264	1001	23571	7675	15896	207%
WiFi Users	7438	3836	35801	22084	13717	62%
Internet Users	769	0	3000	484	2516	520%
Exams	17	8	125	12	113	942%
Total	13488	4845	62497	30255	32242	107%

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	May 2022		2022 YTD		Participants	
	Sessions	Participants	Sessions	Participants	2021 YTD	2020 YTD
1	45	259	175	1046	706	2,333
2	5	10	20	41	22	147
3	37	479	120	1739	1645	6,867
4	21	335	57	819	402	2,011
Advocacy	0	0	1	3849	3313	3,257
Total	108	1083	373	7494	6088	14,615

Camrose Public Library
 Adult Programs
 January 1 to May 31, 2022

Outreach	Program	Attendance
Deliveries to Care Facilities	41	255
Spanish Online	8	48
Ukulele Online	19	83
French Circle Online	7	19
German Circle Online	22	62
Cosy Cards	5	53
Mind Masters	5	567
Podcasts	5	20
Visually Impaired Persons Group Presentation	1	10
	113	1117

In House	Program	Attendance
Spanish Circle	11	68
Ukulele Jam	11	73
French Circle	11	41
Tech Tutor Class	7	15
ACAA Partnership	2	17
	42	214

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	4	50
	4	50
Total	159	1381

Camrose Public Library
 Family Programs
 January 1 to May 31, 2022

Outreach	Program	Attendance
Read for 15	1	3849
Books & Bounces Online	4	16
Curious Cuties with Camrose Family Resource Centre	2	11
BB @ Market	1	47
Women's Shelter Family Programming	4	17
	12	3940

In House	Program	Attendance
Books & Bounces	14	125
Terrific Tales	13	202
Snacks in the Stacks	55	762
Something Cool After School	52	380
Bed Time Story Time	13	157
1-on-1 Tech Help	13	29
French Story Time	4	25
Spring in to a Library Program	1	35
Volunteer Appreciation Night	1	12
Earth Month Event	1	14
Sunflowers with Action 4 Healthy Communities	1	10
	168	1751

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	1	25
	1	25
Total	181	5716

Camrose Public Library
 Children's Programs (5-12 years)
 January 1 to May 31, 2022

Outreach	Program	Attendance
Origami Club Online	5	15
St Pats Mystery Readers	2	60
Spring Reading challenge with local schools	1	152
	8	227

In House	Program	Attendance
Red Hot Science	2	24
ACAA Partnership	1	8
	3	32

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

Monthly Total	11	259
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Camrose Public Library
 Teen Programs
 January 1 to May 31, 2022

Outreach	Program	Attendance
	0	0

In House	Program	Attendance
Anime Club	11	56
D & D	9	67
Red Hot Science	2	15
	22	138

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

Total	22	138
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Camrose Public Library
Total Programs
January 1 to May 31, 2022

Outreach Programs	133	5284
In-house Programs	235	2135
Outside Groups	5	75
YTD	373	7494

Submitted by Nicole Bannick
2-Jun-22