

Present:

Absent:

1. Approval of the Agenda
2. Board Feedback
3. Consent Agenda
 - 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
 - b. Update regarding Board Communications Platform
 - c. Facility Options
5. Items for Decision
 - a. Board Communications Platform – Domain Name Purchase

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

Present: Elizabeth Luck, Julie Girard, Lynette Irvine, Elizabeth Bagdan, Margo McPhail, Joy-Anne Murphy, Carlene Wetthuhn, Carol Williams

Absent: Renee Greer

1. Approval of the Agenda

Motion 18/22 M/S/C – Lynette Irvine, Carol Williams

2. Board Feedback

Elizabeth is pleased to see the increased attendance at the library.

3. Consent Agenda

Motion 19/22 M/S/C – Julie Girard, Carlene Wetthuhn

a. Approval of Minutes of March 15 2022 meeting

b. Items for Information

c. Reports

i. Director's Report

ii. Program Report and Library Stats March 2022

iii. Program Overview to March 31 2022

iv. March 2022 Stat Week

v. Draft Financial Statements

4. Items for Discussion

a. Update from Policy Committee

i. Work is ongoing, progress is being made.

b. Update regarding Board Communications Platform

i. Decided not to move forward with Microsoft for Education. Currently exploring Google for Non-Profits for an email address and online storage for the board.

c. Facility Options

i. We are waiting to hear back from the City on quotes for fixing the Bunker.

ii. It was brought up that CALC has more space, there may be an opportunity to partner and share some space.

iii. We discussed possible City owned locations for a secondary location, both short and long term.

- iv. Discussion regarding which option (as outlined in the Director's report) would be most feasible, and best balance the library and community's needs with available resources.
 - v. Discussion about the possibility of combining options 1, 2 and 3. 1 being to fix the Bunker, 2 being to renovate the basement and 3 being the creation of a secondary satellite branch.
- d. Camrose Interagency Collaborative Working Group
- i. This working group is doing a Collective Impact project for Camrose and the surrounding area. They have received some funding, and some form of needs assessment will be conducted, not before the fall. This needs assessment will be incredibly helpful in informing how we move forward with our long-term facility plans (ie, new building/massive renovation/community hub).
 - ii. Discussion regarding feasibility studies, timelines, organizations who have done recent library feasibility studies, and grant applications that could support this.
- e. Chase the Ace
- i. The Library was approached to be a Chase the Ace recipient to help fund our self-checkout. Discussion ensued about gaming licenses and restrictions. We will ask the Fellowship to be the beneficiary group.
5. Items for Decision
- a. Approve 2021 Audit
 - ii. **Motion 20/22 M/S/C** – Julie Girard, Carlene Wetthuhn.
Approve the report as presented.

Next regular Board meeting: May 17, 2022, 7:30pm

Camrose Service Clubs Group

CamSvcClubs@gmail.com

April 20, 2022

Alyssa Martin, Executive director
Camrose Public Library
4710 50 Ave, Camrose, AB T4V 0R8

RE: FUNDRAISING AND PUBLICITY OPPORTUNITY

Dear Alyssa

Your organization has been selected by the Camrose Service Clubs Group as a potential **Featured Charity** to receive a portion of proceeds from our *Camrose Chase the Ace* Progressive Raffle. We see this raffle as an opportunity to raise significant funds for community projects by partnering with charitable groups such as yours.

How does the raffle work?

This raffle is set up to have 2 ways to win:

1. A draw will be made every 2 weeks, and the lucky ticket holder will win 20% of the total sales for that 2-week period.
2. The event draw winner is then entitled to try and draw the Ace of Spades from a diminishing deck of playing cards. If the Ace of Spades is drawn, the raffle ends and the winner takes home the total Progressive Pool.

What happens to the rest of the money from total ticket sales for each 2-week period?

- 20% is donated to the Featured Charity to be used for the advertised purpose decided in advance by that organization.
- 20% is added to the accumulating Progressive Pool to be won by the ticket holder drawing the Ace of Spades.
- 20% is added to the accumulating Major Project Pool. When the Ace of Spades is drawn, the raffle ends and the total of this Pool will be donated to the charitable organization selected at the beginning of the Progressive Raffle for their use toward the advertised purpose.
- 20% is set aside to cover administration and advertising expenses, with any excess funds at the end of the raffle to be donated to a community cause.



Benefit to your organization

The Camrose Service Clubs Group believes that your organization reaches out a helping hand to a broad segment of the Camrose community. We want to help you in your work to support those you serve. We have chosen your group because we have seen the success you have and fully support the work you do. We believe that your participation in our raffle will raise awareness and increase visibility of your great work. And you will earn some money for a purpose that you want to highlight!

What the Camrose Service Clubs Group expects from you

Our expectation is that you will actively promote the *Camrose Chase the Ace Raffle*, especially during the 2 weeks where your group receives a share of the sales.

- ✓ Share *Camrose Chase the Ace Raffle* posts on your social media platforms and website.
- ✓ Inform your staff, volunteers, clients, members, Board members, sponsors, donors about the raffle and ask for their support by:
 - Liking / following the *Camrose Chase the Ace Raffle* socials and website.
 - Sharing your posts (and ours) through their own social media.
 - Sharing with their families and friends about it and getting them to help spread the word.
 - Buying tickets if they can, individually or in groups.
 - Any other means you can think of to encourage people to share the news.
- ✓ Help us develop appropriate, consistent advertising and promotional materials by:
 - Providing us with information about your organization and what you bring to the community. Your organization's logo and at least one action photo will be needed.
 - Identifying an immediate need that you have for the donation you will receive, one that the community will be excited to support
 - Requesting approval from us prior to using any alternate or modified messaging (anything other than what we supply) about the *Camrose Chase the Ace Progressive Raffle* or the nature of your organization's relationship with us.
- ✓ Participate in whatever sorts of media coverage we can arrange to promote the Raffle before, during and after your period as the Featured Charity.
- ✓ No money will ever be requested from your organization to qualify as a Featured Charity and recipient of Camrose Chase the Ace Progressive Raffle.

Your success is our success! The more effort you can put into spreading the word about the *Camrose Chase the Ace Progressive Raffle*, the better ticket sales will be. Of course, this means more funds for you and more goodwill for the raffle. We want to involve the whole community in raising funds, not only for one major project, but for a broad range of other causes as well. It is critical that people know about the raffle and why they should contribute by purchasing tickets. You and your contacts will be our #1 way to let Camrose know what we are doing.



What you can expect from us

- ✓ During the 2 weeks when you are the Featured Charity of our raffle, our website and social media will promote your organization and its value to the community.
- ✓ We will provide templates and support for developing promotional materials for you to distribute or post on social media.
- ✓ We will get your approval before releasing advertising that describes and features your organization.
- ✓ As much as possible, we will continue to recognize your organization as a past supporter and recipient of proceeds from the raffle.
- ✓ Based on our experience from July 2021 until now, a realistic estimate of the amount of the donation your organization will receive is likely to be in the range of \$400 to \$600. As the raffle gains popularity and the Progressive Pool grows bigger we expect sales to increase substantially. The more you and your supporters can promote this raffle, the more successful we can be in raising funds and awareness for your organization.

What happens after you accept our invitation to be a Featured Charity?

1. Submit the completed Feature Charity Information form by email to CamSvcClubs@gmail.com
2. The Executive Board of the Camrose Service Clubs Group will advise you of the 2-week period when you will be the Featured Charity.
3. In the weeks leading up to your period as Featured Charity, the Camrose Service Clubs Group will work with you to develop your promotional materials and your plans for actively promoting the *Camrose Chase the Ace Raffle*.

Who is the Camrose Service Clubs Group?

Several local service clubs have formed a joint venture to better serve our community. The pandemic has hampered all of our abilities to raise funds to support the work of many of our community's organizations that are so vital to quality of life in Camrose area. This Progressive Raffle is one way our service clubs can work together for the benefit of non-profit organizations.

Service clubs participating in the joint venture at this time include:

- Benevolent and Protective Order of Elks Lodge #70
- Camrose Royal Purple Lodge #49
- Camrose Swans & Roses Lions Club
- Kinette Club of Camrose
- Kinsmen Club of Camrose
- Rotary Club of Camrose
- Rotary Club of Camrose Daybreak

Lou Henderson

Camrose Chase the Ace Progressive Raffle

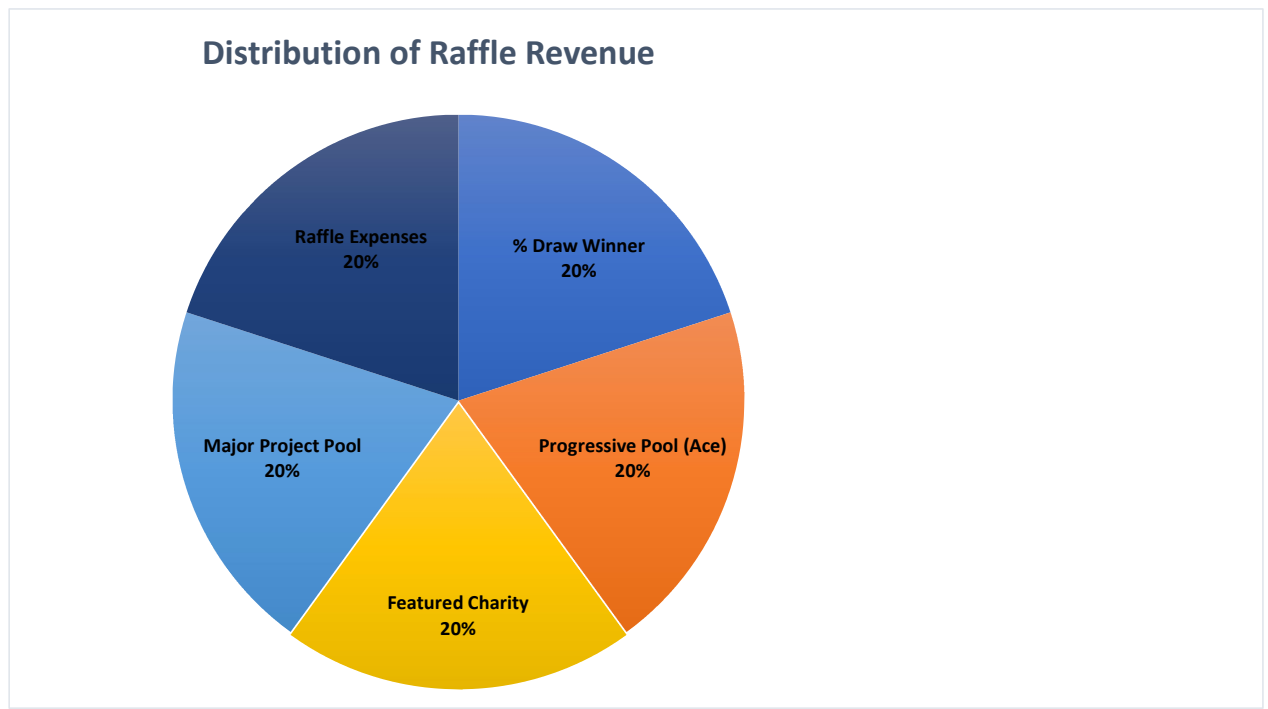
Ph. 780-678-5135



Camrose Service Clubs Group
Chase the Ace Progressive Raffle
June 2021

Raffle proceeds are distributed as follows. Note that the \$1,000 for Draw 1 is simply a random amount for illustration purposes. The actual amount will be distributed using the 20% allocations as shown. Expenses may be less and if so will be donated to a charitable cause.

		Public Wins 40%		Community Donations 40%		Costs 20%	
		% Draw Winner	Progressive Pool (Ace)	Featured Charity	Major Project Pool	Raffle Expenses	
		20%	20%	20%	20%	20%	
Total Ticket Sales	100%						
Draw 1	\$ 1,000	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	





Director's Report

May 10 2022

Facilities

We are moving ahead with the City to explore multiple options for CPL. The City is working on getting quotes for the proposed possible changes for our current downstairs area.

John Kennedy is continuing his work on the building assessment, and I expect to hear from him soon with some dates where he will come to the building with some specialists.

I have started the process of pricing out what a satellite location would cost us. I have connected with Parkland, who will help us to get a quote for the SuperNet Connection, as well as have them come down and do some space planning with us. The space planning will help us to get information such as if we need to add or move any Data Ports, outlets, doors, walls etc. to make the space work. We have not set a date for the site visit, but we hope it will be before month end.

Summer Student Grants

We were approved for half of our original Canada Summer Jobs request this year. We were waitlisted for Young Canada Works, but our application scored high enough that if they receive supplemental funding in June we stand a good chance of receiving some amount of funding.

Arts and Culture Conversation

I attended the Arts and Culture Conversation at the Bailey on April 26 to discuss the current and future state of the arts and culture in Camrose. Many wonderful ideas were voiced, including the idea of an annual arts festival, an arts hub, a central location for information about the arts in Camrose, and ideas on how to reach further afield for attendees. We also discussed our common challenges. One of the most oft-repeated challenges were a lack of places that were accessible for the creation of art (think rehearsal space, studios, set building, equipment storage etc.), and a lack of stable funding. The idea of a semi-regular meeting to share news and information was voiced, as was the idea to hire someone to be a central contact for information and marketing.



Canada Day Committee

Plans for Canada Day are going well. The CPL will be a Silver Sponsor, as we will be donating post-cards for the grab bags. The post-cards will contain word games, mazes, Canadian reads recommendations, along with information about the library, such as our hours, offerings, and plans from our summer staff.

Fundraising

The Fellowship of the Camrose Public Library is Flooding the Library! This fundraiser is running till the end of May, with the goal of expanding our collection. To participate, grab a raindrop (or raindrops) from the Umbrella, bring it to the desk, and pay the amount listed on the raindrop to sponsor a book purchase. We have sold a few so far, but we are nowhere near a flood yet.

Rotary ReBoot is raising funds for multiple projects, including Dolly Parton's Imagination Library. We are hoping to expand the number of children we can accommodate, as well as expand the length of time we can run the program for. This event is happening Friday, May 13, and you can attend in person, or buy virtual tickets if you would like to support the cause, but not attend.

The Fellowship of the Camrose Public Library are happy to be the organization attached to the Chase the Ace raffle. This fundraiser will help us to finance a self-checkout, which will enhance patron privacy, and free up some staff time to answer more reference questions, tech questions, and to take on special projects.

April 2022

Program and Library Statistics

Submitted by Nicole Kyle
May 9, 2022

564

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

472

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 19% over 2021 year to date?

1

awesome bit of feedback

From the caregiver of someone living with dementia:
"She talks about the library when we're not here, even when she's not prompted. The library is now an active memory!"

April Summary

Spring has sprung and we're seeing a lot of families and kids returning to daily library visits during the week or after school and for the occasional special event

Ongoing programs

Attendance at ongoing programming is slowly, but every week is different depending on the weather. We're averaging between 3-6 families for preschool and infant programs every week, and approximately 15-25 kids come for Snacks in the Stacks every day. Adult program attendance has remained fairly consistent even with the switch to in-person.



Special Events

We hosted a couple of special events this month, both in-library and on an outreach basis.

- Feena held a **Volunteer Appreciation Night** at the end of the month to celebrate all of our amazing volunteers. Our thanks go out to each and every one of you!
- Savannah reached out to local schools and organized a **Spring Reading Challenge**. 152 local students completed the challenge and earned a chance to win some great prize packs.
- Savannah and I hosted a Family Free Play afternoon in honour of Earth Month. Families joined in the upcycling fun by getting crafty with cardboard and Makedos (a kid-friendly cardboard cutting and fastening system). We also made "Air Bee'n'Bee" hotels for solitary bees out of book pages and plastic beverage containers.

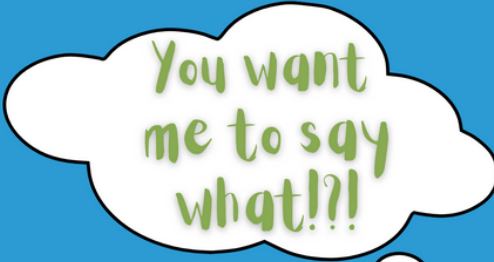


Upcoming Partnerships and Special Events

May Events

May is Sexual Violence Awareness Month and we are partnering with the **Association of Communities Against Abuse (ACAA)** to bring awareness and information to parents and caregivers. ACAA staff will be joining me at a few of my existing, ongoing programs for special themed days to connect with parents and kids, and we are also hosting two identical special events, one at **6:00 PM on May 26** and another at **1:00 PM on May 29**. These special events will be concurrent sessions for parents and kids, with ACAA hosting the adult portion of the program and me (and possibly staff from Camrose Family Resource Centre) providing separate programming for the children of the adult attendees.

We're partnering 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 are invited to join us on **May 13 at 1:00 PM** to craft, chat, and snack as we put up 5 giant sticky note sunflowers in our front windows. Once the flowers are complete, we're asking library visitors to fill them with messages of welcome and support for newcomers to our community. We hope that these notes will not only help all displaced people feel welcome in our community, but will also build empathy within our existing community members.



You want me to say what!?!

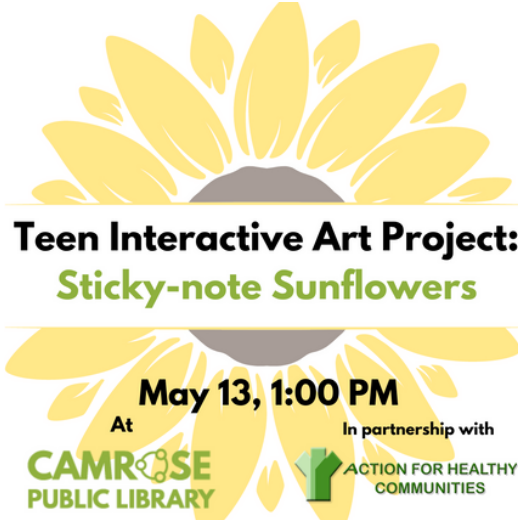
Conversations about **CONSENT** with your kids (focus on ages 1 - 9)

A children's program for age 3+ will be available at the same time

Presented in partnership by:

ACAA **CAMROSE PUBLIC LIBRARY**

Camrose Public Library
May 26, 6:00 PM
or
May 29 1:00 PM



**Teen Interactive Art Project:
Sticky-note Sunflowers**

May 13, 1:00 PM
At
CAMROSE PUBLIC LIBRARY

In partnership with
ACTION FOR HEALTHY COMMUNITIES

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.

Library Statistics

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

Mondays: 177 (avg of 17.7/hr) Tuesdays: 221 (avg of 22.1/hr)

Wednesdays: 211 (avg of 21.1/hr) Thursdays: 180 (avg of 18/hr)

Fridays: 190 (avg of 23.75/hr) Saturdays: 125 (avg of 25/hr)

Sundays: 58 (avg of 14.5/hr)

Camrose Public Library						
Monthly Stats						
April 2022						
Circulation	Apr 2022	Apr 2021	2022 YTD	2021 YTD	Under/Over 2021	% Chg. Over 2021
Adult Material	5382	3837	22528	16920	5608	33%
Young Adult Material	357	243	1486	1079	407	38%
Juvenile Material	4950	2767	18913	11198	7715	69%
TAL Items Borrowed	147	73	545	159	386	243%
TAL Items Sent	25	26	116	77	39	51%
Total	10861	6946	43588	29433	14155	48%
Econtent	Apr 2022	Apr 2021	2022 YTD	2021 YTD	Under/Over 2021	% Chg. Over 2021
Cloud Library/RBDigital	573	759	2287	3625	-1338	-37%
Overdrive	835	697	3218	2542	676	27%
Total	1408	1456	5505	6167	-662	-11%
Circulation by Residence	Apr 2022	Apr 2021	2022 YTD	2021 YTD	Under/Over 2021	% Chg. Over 2021
City of Camrose	8818	5813	34671	24982	9689	39%
County of Camrose	2261	1174	8715	5203	3512	67%
Outside City/County	59	17	335	74	261	353%
ME	5	23	71	108	-37	-34%
Total	11143	7027	43792	30367	13425	44%
Miscellaneous	Apr 2022	Apr 2021	2022 YTD	2021 YTD	Under/Over 2021	% Chg. Over 2021
Visitors	4964	1339	18307	6674	11633	174%
WiFi Users	9649	3449	28363	18248	10115	55%
Internet Users	679	51	2231	484	1747	361%
Exams	15	2	108	4	104	2600%
Total	15307	4841	49009	25410	23599	93%
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	April 2022		2022 YTD		Participants	
Service Response	Sessions	Participants	Sessions	Participants	2021 YTD	2020 YTD
1	41	284	130	787	532	1,350
2	7	15	15	31	22	147
3	23	457	83	1260	1100	5,040
4	17	280	36	484	402	2,011
Advocacy	0	0	1	3849	3313	3,257
Total	88	1036	265	6411	5369	11,805

Camrose Public Library
 Adult Programs
 January 1 to April 30, 2022

Outreach	Program	Attendance
Deliveries to Care Facilities	31	190
Spanish Online	8	48
Ukulele Online	16	73
French Circle Online	7	19
German Circle Online	17	47
Cosy Cards	4	42
Mind Masters	4	463
Podcasts	4	16
Visually Impaired Persons Group Presentation	1	10
	92	908

In House	Program	Attendance
Spanish Circle	7	51
Ukulele Jam	7	49
French Circle	8	30
Tech Tutor Class	4	9
	26	139

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	1	20
	1	20
Total	119	1067

Camrose Public Library
 Family Programs
 January 1 to April 30, 2022

Outreach	Program	Attendance
Read for 15	1	3849
Books & Bounces Online	4	16
Curious Cuties with Camrose Family Resource Centre	1	7
Women's Shelter Family Programming	2	7
	8	3879

In House	Program	Attendance
Books & Bounces	9	90
Terrific Tales	9	128
Snacks in the Stacks	36	484
Something Cool After School	35	266
Bed Time Story Time	9	98
1-on-1 Tech Help	11	25
French Story Time	2	8
Spring in to a Library Program	1	35
Volunteer Appreciation Night	1	12
Earth Month Event	1	14
	114	1160

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	1	25
	1	25
Total	123	5064

Camrose Public Library
 Children's Programs (5-12 years)
 January 1 to April 30, 2022

Outreach	Program	Attendance
Origami Club Online	5	15
Spring Reading challenge with local schools	1	152
	6	167

In House	Program	Attendance
Red Hot Science	2	24
	2	24

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

Monthly Total	8	191
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Camrose Public Library
 Teen Programs
 January 1 to April 30, 2022

Outreach	Program	Attendance
	0	0

In House	Program	Attendance
Anime Club	8	39
D & D	5	35
Red Hot Science	2	15
	15	89

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

Total	15	89
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Camrose Public Library
Total Programs
January 1 to April 30, 2022

Outreach Programs	106	4954
In-house Programs	157	1412
Outside Groups	2	45
YTD	265	6411

Submitted by Nicole Bannick
3-May-22

