

## *Call to Order*

*The Camrose Public Library (CPL) is an organization located on Treaty 6 territory, the traditional lands of the Indigenous and the Métis People. For as long as the sun shines, the rivers flow, and the grass grows, this land will be recognized as Treaty 6 Territory.*

1. Approval of the Agenda
2. Approval of the Minutes of May 14, 2025
3. Board Feedback
4. Consent Agenda
  - a. Items for Information
    - i. Correspondence
      - a. City of Camrose Library Board – Elevator Safety and Liability Concerns
      - b. City of Camrose – Elevator Improvements
    - ii. Libraries in the News
      - a. Christian conservative group Action4Canada lobbied for review of books in Alberta schools
      - b. LAA Statement on Provincial Government Announcement Regarding School Libraries
  - b. Reports
    - i. Director's Report
    - ii. Program Overview to May 31, 2025
    - iii. Program Report and Library Statistics May 31, 2025
5. Items for Discussion and Decisions
  - a. Book Bike Pilots Presentation RE: Summer Reading Program
  - b. LAPP Employer's Pension Policy
  - c. Banking
6. In-Camera Items for Discussion and Decision
  - a. FOIP Procedure and Policy
  - b. Personnel – Interim Director
  - c. Personnel – Annual Review
7. Adjournment

**Next regular Board meeting: July 9, 2025, 5:15pm**

**Presents:**

Renee Greer (Chair)	Margaret Holliston (Secretary)	Cheryl Dezall
Alyssa Martin (Director)	Margaret Weir Andreassen	Lucy Ernst
Naomi Finseth (Vice-Chair)	Joy-Anne Murphy (City Council)	Jacqueline Schaffter
Amanda Haugen (Recorder)		

**Regrets:**

Peter Hamm	Don Simpson (Camrose Council)
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**Guests:**

Renee LeBlanc (TAL)	Beth Kushnerick (Grant Thornton)
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Call to Order: Chair Renee Greer called the meeting to order at 5:19 pm.

*The Camrose Public Library (CPL) is an organization located on Treaty 6 territory, the traditional lands of the Indigenous and the Métis People. For as long as the sun shines, the rivers flow, and the grass grows, this land will be recognized as Treaty 6 Territory.*

**1. Approval of the Agenda**

**Motion 31/25 M/C** – Margaret Holliston: Motion to approve the agenda as circulated.

**2. Approval of the Minutes of April 9, 2025**

Discussion regarding duplication of motions to use reserve funds for the book bike. Would like one motion rescinded because it is redundant. During this time, it was asked if the Allard Foundation has responded to our request to reallocate their funding to help complete the book bike purchase. They approved spending for tangible bike items, not tariffs, shipping, or branding. Alyssa mentioned using the \$800 left from 2024 Battle River grant to help cover the Tariffs etc. as BRCF originally gave us \$3,800 the bike only cost \$3,000.

**Motion 32/25 M/C** – Cheryl Dezall: Motions to rescind **Motion 26/25 M/C** from April 9, 2025's minutes.

**Motion 33/25 M/C** – Joy-Anne: Motions to approve the Minutes of April 9, 2025 as amended.

**3. Board Feedback**

Personnel committee has completed two interviews for the Interim-Director. There is one more this week, and then an update will be sent to The Board in the upcoming weeks.

Alyssa reminded The Board that her performance review will need to be completed before her leave.

**4. Consent Agenda****a. Items for Information**

- i. Correspondence
  - a. City of Camrose – Appointment Jacqueline Schaffter
- ii. Libraries in the News

- a. Municipal Affairs Minister Ric McIver says Alberta Libraries Thrive as Rural Lifelines – Rocky Mountain Outlook

b. Reports

- i. Director's Report
- ii. Program Overview to April 30, 2025
- iii. Program Report and Library Statistics April 30, 2025

5. Items for Discussion and Decisions

- a. 2024 Financial Statements. Beth Kushnerik, Grant Thornton reviewed the statements as sent out in the board package. It should be noted that these financial statements, building assets have not been capitalized or amortized.
  - Grants were also up as Young Canada Works (YCW) was received after the yearend. Expenses, salaries, and benefits higher than expected but most was covered by YCW.
  - Prof Fees higher due TAL being brought in to finish up the year with Cheryl retiring.
  - Increase in capital purchases due to the new printer.
  - CPL has no financial policy directing what to do with GICs. In the past general approach was to put everything into GICs.
  - New Finance Policy will have quarter reports brought forward.
  - Statement of Cash Flows – tell you how much in cash beginning of the year and at the end of year, and what happened to it. In 2024 CPL had cash taken out of operating account and invested it into a GIC.

**Motion 34/25 M/C** – Moved by Margaret Holliston, seconded by Lucy Ernst: Moves to accept the 2024 Financial Statements as presented.

b. Quarterly Financial Reports

Reviewed Budget vs Actual for January to April. Revenue accounts and Grants are received throughout the year. There was a coding error for the Irving Fund, which was actually room rental revenue.

Snacks in the Stacks is deferred revenue from 2024, which is recognized as revenue for 2025. At the end of the year it will be record as deferred revenue and recognize it as revenue in 2026.

27.55% of budget on salaries and wages which makes sense as we would be at 33% with being at the end of April.

Renee will be meeting with Alyssa later this month so they can attach notes to these reports to clear up any questions. For example, where revenue is 50% received, noting that this Grant is received quarterly.

The detailed report is the preferred of the two presented today and will be brought to The Board quarterly.

The reserves were not presented today, Renee can bring these next quarter. The reserves do not fluctuate, as its an investment in a GIC and we have a fixed interest rate based on maturity. Discussion that these do not need to be seen quarterly but around GIC due dates.

Summary of Activity by Program was reviewed. In the future any large discrepancies will have notes.

c. Tangible Capital Asset Policy (Draft 1)

General consensus this policy is clear and makes sense. Questioning that Beth mentioned they are not tracking assets. Renee LeBlanc mentioned it is not worth deciphering to categorize and find its worth. We could look at putting the policy in place for January 1, 2025 and anything that can be capitalize and its worth. Could possibly reinstate the printer from last year.

The only change to be made was to edit "Purpose – investment of library property plant and equipment." Remove the word plant.

**Motion 35/25 M/C** – Moved by Cheryl Dezall, seconded by Lucy Ernst: Moves to approve the Tangible Capital Asset Policy as amended.

d. Finance Policy (Draft 2)

9.1 moved to 9.3, add 3 quotes or proposals, and 9.4 add procurement will.

**Motion 36/25 M/C** – Moved by Joy-Anne Murphy, seconded by Naomi Finseth: Moves that Camrose Public Library adopt the second draft of the Finance Policy as amended.

e. Advocacy for Elevator Upgrades

Reviewed letter submitted by CPL OH&S committee and the Equipment Condition Report & Capital Planner.

The Board discussed the need to formally request that the elevator upgrade be prioritized and completed. Leaving the elevator in its current state raises significant safety concerns. Without a functioning elevator, half of the library space is inaccessible, including program rooms. This not only limits library services but also presents operational challenges, such as the inability for staff to safely move materials between floors. The lack of elevator access prevents individuals with mobility issues from reaching the children's section and participating in programs, raising serious accessibility concern. The elevator is used frequently throughout the day but staff and patrons.

A letter should be addressed to Malcolm and Mayor Stasko, at The Boards request to option A repair and safe upgrade or option B replace the elevator. Advocate on behalf of the users that they have access and are safe.

**Motion 37/25 M/C** – Margaret Holliston: Motions to petition the City Council.

6. In-Camera Items for Discussion and Decision

**Motion 38/25 M/C** – Joy-Anne Murphy: Motions to go in-camera.

- a. FOIP Policy & procedures RE Security Cameras
- b. PRLS Relationship with Member Libraries

**Motion 39/25 M/C** – Margaret Holliston: Motions to go out-camera.

7. Adjournment

Chair Renee Greer declared the meeting adjourned at 7:30 pm.

**Next regular Board meeting: June 11, 2025, 5:15pm**



## Director's Report

June 5 2025

Alyssa Martin

### Organizational Review

Below is an update on the implementation of the Organizational Review recommendations.

#### Contracting TAL (The Alberta Library)

TAL met with our Admin team to discuss long-term software changes for scheduling, financial reports, payroll, and potentially some HR applications. This will be rolled out over the course of the year. This discussion included plans to manage vacation time given the changes to accrual.

### Book Bike Project

CPL has purchased our second new Pilot Bike due to a generous donation from the Allard Foundation! The Allard Foundation donated \$13,000 towards the Book Bike initiative, and will help with the cost of the Book Bike, a new Pilot Bike, a new Wifi Hub, First Aid training for the students, and books to fill the bike.

The Book Bike Pilots have now completed First Aid and Bike Training. They will be attending the PLSB Symposium, and have made a lot of headway planning for the season.

### Elevator Concerns

The elevator at CPL trapped someone in it for 45 minutes. The Fire Station was called to free them, and Otis came and serviced the machine after. No cause for the issue was found, and Otis believes the power cycle fixed the issue. As stated in correspondence, updates to the elevator are planned.

### Jaywalkers

CPL and the Fellowship of the Camrose Public Library are prepping for our Jaywalkers booth. We will be hosting our Blind Date with a Book sale, a free Date Night in Camrose Draw, and talking to the community about all the great (and free) services that CPL offers.

### Canada Day

CPL is hopefully providing funds from our Programming Budget to support an Indigenous speaker and artist at Canada Day – details to come!



### **Stronger Together**

Stronger Together is running again this year, and Early Bird registration has opened. We can send between 2 board members for both days, or 4 board members for 1 day each. You can take a look at the sessions here: <https://strongertogetherconf.ca/sessions/> Renee Greer attended last year, and felt that it was a worthwhile endeavour, and encouraged board members to attend in future years. Please let me or the Interim Director know if you're interested in attending before July 31 2025.

### **Last Day**

My last day in office is Friday, June 13 2025. I have been working hard to wrap up grant reporting, schedule staff PD, create resources for the Interim Director and hand off my projects to other staff. I'm incredibly sad to be stepping back at this point in CPL's organizational review and plan of service changes, but I know the team here will keep the good work going until I come back in the winter.

Camrose Public Library  
Adult Programs  
January 1 to May 31, 2025

Outreach	Program	Attendance
Deliveries to Care Facilities	49	361
German Circle Online	21	67
Ukulele Online	18	51
Mind Masters	5	891
Advocacy Events @ CAFCL	2	65
	95	1435

In House	Program	Attendance
Spanish	18	87
Ukulele	18	177
Fibre Club	18	93
Drum Circle with CMHA	3	17
Climate Café	4	6
Cricut Classes	10	26
Life Skills 101	5	28
Lunch & Learn with FCSS	5	53
Beading Circle with Joelle Skinner	3	42
Freedom to Look? FTRW with Andrea Korda	1	6
Companion Planting	1	10
John Dunn: Journey North	1	25
Elections Workshops	2	5
Solar PV Sessions	1	14
Genealogy Workshop	1	20
Rag Rug Workshop	1	16
Ribbon Skirt Teachings	2	27
Ribbon Skirt Workshop	2	18
Speed Friending with Recovery College	1	11
	97	681

Total	192	2116
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Camrose Public Library  
Family Programs  
January 1 to May 31, 2025

Outreach	Program	Attendance
Read for 15	1	3426
Chuck Maclean Family workshops	5	53
Women's Shelter Family Literacy	0	0
Newcomers Guide to Camrose in Community	3	24
Free Comic Book Day at Quantum Comics	1	10
	10	3513

In House	Program	Attendance
Snacks in the Stacks	102	2093
Something Cool After School	94	531
Books & Bounces	21	209
Terrific Tales	21	373
Tech Help	40	80
Bed Time Stories	20	260
Crafternoon	18	154
Rainbow Club	3	5
School PD Matinee	5	110
Newcomers Guide to Camrose	15	110
Saturday Story Time	1	3
Weekend Wiggles	0	0
Ghibli Geeks Club	4	8
Environmental Literacy Night for Family Literacy Day	1	14
Dolly Parton Party	1	52
Rag Rug Workshops	2	18
Impromptu Story Time	1	6
Seed Swap with CAFCL & CAS	1	40
	350	4066

Total	360	7579
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Camrose Public Library  
Childrens Programs  
January 1 to May 31, 2025

Outreach	Program	Attendance
	<b>0</b>	<b>0</b>

In House	Program	Attendance
BRSD School Tours	5	91
	5	91

Monthly Total	5	91
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Camrose Public Library  
Teen Programs  
January 1 to May 31, 2025

Outreach	Program	Attendance
BRSD Adulting Fair at ECCHS	1	350
BRSD Adulting Fair at New Norway School	1	45
	2	395

In House	Program	Attendance
Golden Flames Teen D & D	21	285
	21	285

Total	23	680
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Camrose Public Library Total Programs January 1 to May 31, 2025		
Outreach Programs	107	5343
In-house Programs	473	5123
YTD	580	10466

NOTE: These totals will change slightly once data for  
May Newcomers program is available.  
Submitted by Nicole Kyle  
3-Jun-25

# May 2025

## Program and Library Statistics

Submitted by Nicole Kyle  
June 3 , 2025

**660**

people attended programs that foster a sense of community connection and belonging.

**338**

people accessed outreach library programs and services in the places where they live, work, and play.

**491**

people attended library programs and special events designed to educate and promote a love of lifelong learning.

**1 bit of  
awesome feedback:**

Patron told us how much she and her mom appreciate the outreach program; she told us it is such a blessing and brings her mother so much joy.

# May Program Summary

We celebrated mothers and other strong feminine figures in our lives this month in our children's programming. We made these wee footprint butterflies at Books and Bounces!



We hosted two Ribbon Skirt sessions this month instead of our usual Indigenous Beading Circles. Elder Myrna Yellowbird shared some Ribbon Skirt teachings with all who were interested and then we followed up with workshops for registrants.

We tackled bike repair this month at Life Skills 101. Staff from The Bike Shop shared some hands-on repair teaching with patrons and Book Bike staff!



The CAMROSE BOOSTER, May 20, 2025 – Page 8

## Speed Friending event offers a new way to make more friends



Adan Shaikh, Camrose Booster

Speed Friending is a fun and creative way to meet new friends in Camrose. From left are Hazel Hwata, Louis Ducsharm, John Andres, Kristy McKay, Harmony Halvorson

We revisited our partnership with Camrose Recovery College to help facilitate social connection and foster friendships in our community.



## Ongoing Programs

This program schedule ends on June 21.  
Summer schedule runs July 2 to August 15

**Ukulele Jam (Adults)**  
Mondays @ 10:00

**Spanish Circle (Adults)**  
Mondays @ 3 in person  
and on Zoom

**Books & Bounces  
(infants under 2 and  
caregivers)**  
Tuesdays @ 11:00

**German Circle (Adults)**  
Tuesdays @ 4 on Zoom

**Climate Cafe (All ages)**  
1st Tuesday monthly @ 5:30

**Terrific Tales (Families)**  
Wednesdays @ 10:30

**Golden Flames D&D  
(Teens, registered)**  
Wednesdays @ 4; email  
cpltechhelp@prl.ab.ca to  
register

**Bed Time Stories  
(families)**  
Wednesdays @ 6

**Ukulele Online (adults)**  
Thursdays @ 1 on Zoom

**Newcomer's Guide to Camrose (All ages)**  
June 3 @ 5:00: Conversation Circle  
June 10 @ 5:00: Cultural Clothing Showcase  
June 21 @ 2:00: Visit to Camrose Railway Museum  
(contact pnatraj@prl.ab.ca for details)  
June 24 : Join us for the Summer Kickoff Tea Party!

**Drumming for Wellness  
with Recovery College  
(16+)**  
1st Thursday Monthly @  
5:30; Register at  
<https://bit.ly/CMHADrums>

**Ghibli Geek Club**  
June 12 @ 4:30 (12+).  
This month: Tales from  
Earthsea

**Snacks in the Stacks  
(Grades 1-12)**  
School days @ 3:30  
Non-school weekdays @  
12:30

**Something Cool After  
School (Grades 1-8)**  
School days @ 3:30

**Rainbow Club Public  
GSA (All ages)**  
June 6 @ 11:00

**Crafternoon (All ages)**  
Saturdays from 1-3

**1-on-1 Tech Help**  
To book, call or email  
cpltechhelp@prl.ab.ca

### For program and service info:

Phone: 780.672.4214  
Web: [prl.ab.ca/camrose](http://prl.ab.ca/camrose)  
Email: [cpltechhelp@prl.ab.ca](mailto:cpltechhelp@prl.ab.ca)

Unless otherwise noted, all programs and special  
events are FREE and on a drop-in basis. For  
registered programs, please email or call us.



### 24/7 Electronic resources:

Visit [prl.ab.ca/elibrary](http://prl.ab.ca/elibrary) to check out  
electronic print materials, audio books,  
learning resources, and resume building  
software. Use your library card  
and PIN to log in.

## Our Hours:

**Monday 10-7**  
**Tuesday 10-8**  
**Wednesday 10-7**  
**Thursday 10-7**  
**Friday 10-6**  
**Saturday 11-4**

## Special Events

### Seniors Week CRA Info Session June 3 @ 1:00-3:00 PM

Presented in partnership with the  
Government of Canada and Camrose  
Seniors Coalition.

### Lunch & Learn with Camrose Interagency

**June 9 @ Noon; BYO Lunch**

Join staff from local organizations to  
discover resources available in Camrose  
and Area.

### Life Skills 101: Emergency Preparedness

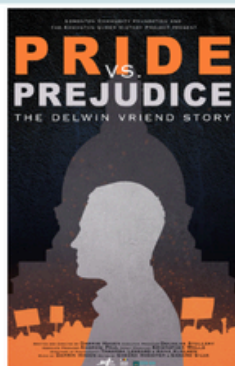
**June 10 @ 6:00 (16+)**

Create a personal emergency plan at this  
interactive workshop. The step-by-step  
approach will address ways to be emotionally,  
socially, and practically prepared. Register at  
<https://bit.ly/CPLEventbrite>

### Indigenous Beading Circle

**June 28 @ 11:00 (16+)**

Project TBA; smudge available to everyone  
ahead of session. Registration limited and  
opens June 1. Call or email to register.



### Pride Vs. Prejudice: The Delwin Vriend Story Film Screening

**Tuesday June 17<sup>th</sup>**  
**at 5:30 pm**

**CAMROSE  
PUBLIC LIBRARY**





Join us for an evening of refreshments, socializing, and creativity.



**June 24**  
**6:00 PM at**

**CAMROSE**  
PUBLIC LIBRARY



Costumes are encouraged but not required.

**All ages welcome!**

Help us welcome our Summer Programmers John, Hazel, and Irys (from left to right).

Keep an eye out for their summer program guide filled with Book Bike visits to local parks, special guest readers from our community, an adult summer reading game and so much more!



Say hello to our  
**2025 Summer Students!**



# May 2025 Library Statistics

Please note: May eContent circulation was not available by deadline, nor was Newcomer program attendance; these will be updated as soon as data is available.

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

Mondays: 399 (avg of 44/hr)      Tuesdays: 413 (avg of 41/hr)  
 Wednesdays: 386 (avg of 43/hr)      Thursdays: 323 (avg of 36/hr)  
 Fridays: 314 (avg of 39/hr)      Saturdays: 241 (avg of 48/hr)

Circulation	May 2025	May 2024	2025 YTD	2024 YTD	Under/ Over 2024	% Chg. Over 2024
Adult Material	4847	5621	26406	28690	-2284	-8%
Young Adult Material	354	522	1751	2310	-559	-24%
Juvenile Material	4044	4338	24825	23792	1033	4%
Relais Items Borrowed	122	100	728	618	110	18%
Relais Items Sent	29	25	143	155	-12	-8%
<b>Total</b>	<b>9396</b>	<b>10606</b>	<b>53853</b>	<b>55565</b>	<b>-1712</b>	<b>-3%</b>

Econtent	May 2025	May 2024	2025 YTD	2024 YTD	Under/ Over 2024	% Chg. Over 2024
Cloud Library/RBDigital		508	1714	2581	-867	-34%
Overdrive		1182	5971	6078	-107	-2%
<b>Total</b>	<b>0</b>	<b>1690</b>	<b>7685</b>	<b>8659</b>	<b>-974</b>	<b>-11%</b>

Circulation by Residence	May 2025	May 2024	2025 YTD	2024 YTD	Under/ Over 2024	% Chg. Over 2024
City of Camrose	8169	9197	43226	45903	-2677	-6%
County of Camrose	2126	1819	11715	9980	1735	17%
Outside City/County	123	25	343	388	-45	-12%
ME	9	4	105	149	-44	-30%
<b>Total</b>	<b>10427</b>	<b>11045</b>	<b>55389</b>	<b>56420</b>	<b>-1031</b>	<b>-2%</b>

Miscellaneous	May 2025	May 2024	2025 YTD	2024 YTD	Under/ Over 2024	% Chg. Over 2024
Visitors	8257	8470	41927	42014	-87	0%
WiFi Users	10882	9914	49739	46738	3001	6%
Internet Users	986	1123	4897	5247	-350	-7%
Exams	14	23	92	130	-38	-29%
<b>Total</b>	<b>20139</b>	<b>19530</b>	<b>96655</b>	<b>94129</b>	<b>2526</b>	<b>3%</b>

Selection of Service Responses						
1. Social Engagement: Developing Relationships and Ending Isolation						
2. Connect to the Online World: Public Internet Access						
3. Satisfy Curiosity: Lifelong Learning						
4. Visit a Welcoming Place: Physical and Virtual Spaces						

Programs	May 2025		2025 YTD		Participants	
Service Response	Sessions	Participants	Sessions	Participants	2024 YTD	2023 YTD
1	32	200	152	1051	1449	859
2	0	0	30	60	864	437
3	47	491	269	3225	2642	2,318
4	42	460	124	2244	2789	2,509
Advocacy	2	65	5	3886	4252	3,756
<b>Total</b>	<b>123</b>	<b>1216</b>	<b>580</b>	<b>10466</b>	<b>11996</b>	<b>9,879</b>