Present:

Absent:

Approval of Agenda –

- 1. Board Feedback
- 2. Consent Agenda
  - a. Approval of Minutes of October 19, 2021 meeting
  - b. Items for information
    - i. Unattended Children and Vulnerable Patron Policy 2021
    - ii. Correspondence
      - 2021-2022 City Council Appointment Parkland Regional Library Board
      - 2021-2022 City Council Appointment Camrose Public Library Board
      - County Council Appointment Camrose Public Library Board
  - c. Reports
    - i. Nicole's Program Report and Library Stats October 2021
    - ii. Program Overview to October 31 2021
    - iii. Interim Director's Report

## 3. Items for Decision

a. Budget 2022

## 4. Items for Discussion

- a. PLSB Board Training
- b. Changing Standing Meeting Time

## Adjournment

Next Regular Board meeting: December 21, 2021, 5:15pm

**Present:** Margaret Elizabeth Bagdan, Julie Girard, Renee Greer, Elizabeth Luck (Chair), Margo McPhail, Lynette Irvine, Alyssa Martin

Absent: Trevor Miller (County Council), Carol Williams (With Notice)

1. Approval of the Agenda with addition -Motion 34/21 M/S/C - Lynnette Irvine, Elizabeth Bagdan, Carried

CIDC Grant Extension

2. Board Feedback

Elizabeth Luck:

- i. Enjoyed Election Spotlight Blog Posts
- Consent Agenda Motion 35/21 M/S/C Julie Girard, Renee Greer, Carried

Approval of Minutes of September 21 Meeting

Items for information

- i. Battle River Community Foundation Letter Ross and Denise Irving Fund
- ii. Roof Report 1 and 2
- iii. PRLS Board Talk
- iv. Correspondence Dementia Programming Objection

Reports

- v. Nicole's Program Report and Library Stats September 2022
- vi. Program Overview to September 30 2021
- vii. Interim Director's Report
- 4. Items for Decision
  - a. Unattended Children and Vulnerable Patrons Policy

After gathering feedback from a few people, there were minor revisions to the draft.

Motion 36/21 M/S/C – Julie Girard, Margo McPhail, Carried

i. Motion approved. "The proposed draft of the Unattended Children and Vulnerable Patrons Policy be approved, with the proposed alteration of "Library staff will not transport or take the vulnerable person away from the library building regardless of whether or not they have consent of the vulnerable person's parent, guardian or caregiver, except in the case of a public emergency."

b. Camrose Public Library Closure – Professional Development Day

Alyssa proposes that the library close Monday November 15 to facilitate staff Professional Development, with the caveat that if COVID restrictions impede activities, we revert to December 6 2021 instead.

Motion 37/21 M/S/C – Julie Girard, Margo McPhail, Carried.

- i. "I make a motion to close the library on those dates [November 15 or December 6] for staff training"
- c. Weekend Opening Hours Change

Request to change our hours on Saturday 12:00-5:00 to 11:00-4:00, and Sunday 1:00-5:00 to 12:00-4:00.

Motion 38/21 M/S/C - Renee Greer, Julie Girard, Carried.

- i. "We make the proposed changes to the hours on the weekend"
- 5. Items for Discussion

Interim Director's Report

i. Culture Days went over well and will plan to do next year even if don't get culture grant.

Have gotten new program working & looking at digitizing staff timetable.

May be about 10 years before replacing the library. 2 drains have been put in to decrease water pooling on the roof. Ceiling tiles are on the repair list.

Fellowship of the Camrose Public Library needs new members.

- 6. Adjournment
  - a. Next regular board meeting: November 16, 2021, 5:15pm

## **Unattended Children and Vulnerable Patrons Policy**

The Camrose Public Library welcomes children of all ages and vulnerable adults to use its facilities and services. The library, its staff, volunteers and anyone else associated with the library are not responsible for any unattended vulnerable persons. It is not the duty of any staff to provide supervision, childcare or to entertain any vulnerable person outside of our scheduled programs.

Responsibility for the welfare and the behaviour of children and vulnerable adults using the library ultimately rests with the parent, guardian, or an assigned caregiver.

## Behavioural Requisites for Using the Library Unattended

- Any unattended person at the library must be capable of leaving the library under their own means, particularly in the event of an emergency or other unexpected event.
- Any unattended person at the library must be capable of reaching out to an emergency contact (ie know this person's name, phone number and address).
- Any unattended person at the library must be capable of behaving in a manner befitting a public place. Unattended people must be capable of using the restroom alone. Their behaviour must also be in compliance with the library's Workplace Violence Harassment and Other Unacceptable Behaviour Policy.

In instances where a child or vulnerable person cannot meet the behavioural requisites for using the library unattended, their parent, guardian or caregiver must be able to facilitate this behavior. This means that any caregiver must be able to help the patron to leave the library unexpectedly, assist them in the restroom if necessary, and ensure that their behaviour is compliant with our *Workplace Violence Harassment and Other Unacceptable Behaviour Policy*.

### If an Unattended Vulnerable Person is found at the Library

If a child or vulnerable adult is left at the library at closing time, emergency closings or in the event of an emergency situation, the staff person in charge will attempt to contact the parents, guardians or caregivers. If the parent, guardian

or adult caregiver cannot be contacted, staff will notify the police. At least two staff will remain with the vulnerable person until the police arrive. Library staff will not transport or take the vulnerable person away from the library building regardless of whether or not they have consent of the vulnerable person's parent, guardian or caregiver, except in the case of a public emergency.

Any unattended person who engages in inappropriate behaviour as outlined in our Workplace Violence Harassment and Other Unacceptable Behaviour Policy will be asked to leave the library immediately. Police may be called to assist if necessary.

Any child or vulnerable adult who leaves the library cannot be detained by staff.

Approval Date: January 2015 Amended: June 2020, October 2021 Revision/Review Date: March 2023 Approval Signature: Elizabeth Luck, Camrose Public Library Board Chair



# The City of **Camrose**

5204 - 50 Avenue, Camrose, Alberta T4V 0S8 PH. (780) 672-4426 FAX (780) 672-2469

October 29, 2021

Email: ealuck@hotmail.com

Attention: Elizabeth Luck, Chair Camrose Public Library Board Camrose Public Library 4710 - 50 Avenue Camrose, AB T4V 0R8

Re: 2021-2022 City Council Appointment - Camrose Public Library Board

Please be advised at the City Council Organizational Meeting on October 27<sup>th</sup>, 2021, City Council approved the following Council appointments to the Camrose Public Library Board for the term of October 27<sup>th</sup>, 2021 to the Organizational Meeting of Council to be held in October, 2022.

Camrose Public Library Board: Joy-Anne Murphy

Please give me a call if you have any questions.

Sincerely,

The City of Camrose

PJ Stasko Mayor

cc: Alyssa Martin, Interim Director - amartin@prl.ab.ca



# The City of **Camrose**

5204 -- 50 Avenue, Camrose, Alberta T4V 0S8 PH. (780) 672-4426 FAX (780) 672-2469

October 29, 2021

Email: amartin@prl.ab.ca

Attention: Alyssa Martin, Interim Director Parkland Regional Library Board Camrose Public Library 4710 - 50 Avenue Camrose, AB T4V 0R8

Re: 2021-2022 City Council Appointment(s) - Parkland Regional Library Board

Please be advised at the City Council Organizational Meeting on October 27<sup>th</sup>, 2021, City Council approved the following Council appointments to the Parkland Regional Library Board for the term of October 27<sup>th</sup>, 2021 to the Organizational Meeting of Council to be held in October, 2022.

Parkland Regional Library Board: Councillor Joy-Anne Murphy Councillor Elizabeth Luck (Alternate)

Please give me a call if you have any questions.

Sincerely,

The City of Camrose

PJ Stasko Mayor



October 26, 2021

Camrose Public Library 4710 50 Avenue Camrose, Alberta, T4V 0R8

**RE:** Organizational Meeting

Please be advised at the Camrose County Organizational meeting held on October 26, 2021 the following appointments were made:

Reeve Deputy Reeve (8 months)

Cindy Trautman Carlene Wetthuhn

Camrose Public Library

Carlene Wetthuhn

Carlene can be contacted at 780 781-1199 or cwitthuhn@county.camrose.ab.ca

Yourstruly

Paul King, P. Ag. County Administrator

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3755 – 43 Avenue, Camrose, Alberta T4V 388 780-672-4446 www.county.camrose.ab.ca E-mail: county@county.camrose.ab.ca October 2021 Board Report: Programs and Library Statistics

> Nicole Kyle November 10 , 2021

# **Program Stats**

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



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

32 programs with 325 attendees

> awesome bit of feedback (from a patron who moved back to Camrose after being away for 6 years) "The programs we attended when the kids were babies and toddlers helped build such a great literacy foundation. The tips and tricks you shared help foster a love of reading. At 8 and 10 years old,

they now both devour books."

## New Library Programs and Events in October:

**Crochet Lessons in a Bag:** These are flying out of the library! I made 22 kits initially, and ended up having to assemble more; we gave out 45 by the end of October, and I've made more for November. They're super cost-friendly, as I purchased the hooks at local dollar stores and all the yarn was donated.

**Golden Ticket Scavenger Hunt:** Parkland spearheaded this celebration of Canadian Library Month and provided the grand prize iPad; Savannah made up a swag bag for local entrants and all who found the Golden Ticket hidden in the library earned an entry!

**Monster Take and Make:** I created 42 kits that held small containers of play dough, chenille stems, and goodly eyes for families to create monsters; each package also held a recommended reading list for 0–13 years of age.

**Air Plant Terrariums:** we were a group of 17 people on the Zoom call and all had a great, creative time! There were a couple of people who couldn't pick up a kit so I sent them the "ingredients" list and they purchased their own so they could attend.

**AudioFile Podcast:** Savannah created and is recording episodes for this ongoing podcast that features audiobook recommendations

**ZomBarbies:** 16 people registered for this, 3 of them being from the U.S.A.: two from Western Michigan and one from Eastern Washington! They heard about it because I shared the program details on a library-centred Facebook group I'm part of.







## **Partnership Programs:**

I joined the **Camrose Family Resource Centre** for a series of four virtual "Book and Cook" programs. I chose the food-themed books and then we chose recipes based on them. The Family Resource Centre builds ingredients kits for the registrants, and then we and the families meet online on Saturdays to read a story and cook a recipe together. It's a great way to promote family literacy and bonding through cooking! These initial 4 sessions were such a hit that we are presenting 3 more sessions in December geared toward teens.

# **Upcoming Programs:**

## **Special Events:**



## New, ongoing programs thanks to Savannah:





# Library Statistics

Camrose Public Library								
Monthly Stats								
October 2021								
					Under/ Over	% Chg. Over 2020		
Circulation	Oct 2021	Oct 2020	2021 YTD	2020 YTD	2020	-		
Adult Material	5214 420	5441 308	46649 3635	42579 2674	4070 961	10% 36%		
Young Adult Material Juvenile Material	420	4360	36983	32324	4659	14%		
TAL Items Borrowed	4327	78	659	481	178	37%		
TAL Items Sent	32	25	240	190	50	26%		
Total	10284	10212	88166	78248	9918	13%		
Econtent	Oct 2021	Oct 2020	2021 YTD	2020 YTD	Under/Over 2020	% Chg. Over 2020		
Cloud Library/RBDigital	483	960	8327	10651	-2324	-22%		
Overdrive	775	505	7107	3959	3148	80%		
Total	1258	1465	15434	14610	824	6%		
					Under/Over			
Circulation by Residence	Oct 2021	Oct 2020	2021 YTD	2020 YTD	2020	% Chg. Over 2019		
City of Camrose	8260	8157	73777	59643	14134	24%		
County of Camrose	2240	1753	16437	14250	2187	15%		
Outside City/County	57	69	360	620	-260	-42%		
ME	66	81	340	497	-157	-32%		
lotai	Total 10623 10060 90914 75010 15904 21%							
Reference	Oct 2021	Oct 2020	2021 YTD	2020 YTD	Under/Over 2020	% Chg. Over 2020		
By Phone	1383	649	11106	5343	5763	108%		
By Person	2440	1916	15802	16229	-427	-3%		
Email/Social Media	1353	794	13387	8510	4877	57%		
Total	5176	3359	40295	30082	10213	34%		
					Under/Over			
Miscellaneous	Oct 2021	Oct 2020	2021 YTD	2020 YTD	2020	% Chg. Over 2020		
Visitors			27237	41202	-13965	-34%		
WiFi Users			52762	30111	22651	75%		
Internet Users	617	581	3091	5783	-2692	-47%		
Exams Total	11 10422	10 11075	35 83125	103 77199	-68 5926	-66% 8%		
Total					3920	978		
4 Cardal			vice Respons	es and Ending Is	alation			
				and Ending is ternet Access				
-			Lifelong Lean					
4.			_	/irtual Spaces				
		2021		L YTD		rticipants		
Programs/ Service								
Response	Sessions	People	Sessions	People	2020 YTD	2019 YTD		
1	9	61	121	1249	4139	5,459		
2	0	0	11	22	223	3,251		
3	23	264	368	5232	12145	6,759		
4	0	0	11	516		8,547		
Adverser	0	0	1	3313	3257	10 240		
Advocacy Total		325	512	10332	23,082	10,340 34,356		

Camrose Public Library				
Adult Programs				
January 1 to October 31, 2021				
Outreach	Program	Attendance		
Book Deliveries to Care Facilities	64			
Spanish Online	29	162		
Ukulele Online	38			
Craft & Connect	12	61		
German Circle	30	116		
Mind Masters	8	687		
Augustana Class Visit	1	23		
Sweary Stories	1	11		
Book Case Diorama	1	40	e 47	
Fidgit 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	9	40		
Vision Boards	1	29		
FanFest Publisher Panel	1	5		
Air Plant Terrariums	1	17		
AudioFile Podcast	1	5		
	229	2508		
In House	Program	Attendance		
	0	0		
Outside Crouns	Drogram	A++		
Outside Groups	Program	Attendance		
Space Provided for Community Groups and Businesses			 	
	0	0		
Total	229	2508		-

Family Pro		
January 1 to Octo Outreach		
A Book and a Bounce		Attendance
QuaranTea Time	28	446
Tech Tutor	6	35
Subject Matters	12	22 642
Read for 15	8	
BookMatch	32	3313
Online Contest		64 5
Curious Cuties	1	27
FLD Craft Kits	1	30
Pride Week Book Bands	1	
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
Book Bike @ Culture Days	2	69
Book & Cook with CFRC	4	98
FanFest Craft Tutorial	1	20
FASD Passive Program	1	62
Once Upon a Screen Time	2	10
BookSquirms	4	17
	175	6831
In House	Program A	ttendance
Books & Bounces	3	16
Tales for 2s and 3s	3	19
Snacks in the Stacks	7	114
Crochet Kits	1	45
Golden Ticket	1	4
Monster Take & Make	1	42
	16	240

Outside Groups	Program	Attendance	
Space Provided for Community Groups and Businesses			
	0	0	
Total	191	7071	

Camrose Public Library			
Children's Programs			
January 1 to October 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	
Origami Club	3	6	
	72	579	
In House	Program	Attendance	
	0	0	
Outside Groups	Program	Attendance	
Space Provided for Community Groups and Businesses			
	0	0	
Monthly Total	72	579	

Camrose Public Library		
Teen Programs		
January 1 to October 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
ZomBarbies	1	16
	20	174
In House	Program	Attendance
	0	0
Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses		
	0	0
Total	20	174

10092
240
0
10332



## **Interim Director's Report**

November 9 2021

ா^) Like

Comment

A Share

6) -

### Advocacy Campaign

CPL ran a social media based advocacy campaign where we shared where our funding comes from, what our ROI is, our biggest needs for the future, positive community reviews, and some compelling statistics. These posts performed extremely well in comparison to many of our other posts, and the post with the largest reach hit over 900 people. These were also shared on our Insta page, where the posts routinely hit about 10 people. The concepts for the posts were inspired by LAA's advocacy posts, but we wanted to make our information as Camrose and CPL specific as possible. The ROI stats were provided to us by Parkland, the Provincial Municipal contribution by PLSB, our circulation is an internal stat, and the assessment of our staffing levels is based on projected information from late September, early October. Our FTE is now 10.96, which is still below the PLSB's essential standard.





#### Post details



Performance f	or your post	
764 People Reache	ed	
29 Reactions, Com	ments & Shares 1	
25	16 On Post	9 On Shares
1 O Love	0 On Post	1 On Shares
0 Comments	0 On Post	0 On Shares
3 Shares	3 On Post	0 On Shares
12 Post Clicks		
4 Photo views	0 Link clicks	8 Other clicks
NEGATIVE FEEDBACH	< Contract of the second se	
0 Hide post	0 Hide all	posts
0 Report as spam	0 Unlike F	Page
Reported stats may b	e delayed from what a	opears on posts

#### Post details



### Post details

#### Camrose Public Library 5 October 14 · 📀

We have amazing teammates at CPL. Hopefully we can have even more in the future!

## CAMR SE

# Did you know ...

that CPL needs more teammates! To meet PLSB's essential standard, we need 11.6 FTE staff, and to meet an excellent standard, we need 23.2! We only have 10.25; imagine what we could do with double the staff!

US HOW YOU CAN
ATE FOR LIBRARIES RING THE ELECTION.
cales in Alberta, <i>Communit al Alberta</i> , 2018. Calesiones based on sur 2020 population

...

	Comments and Shares his post, you'll show it to mo	re people.	
493 People reached	18 Engagements	1	Boost post
CON Angela Field, S	Savannah Lynn Adam and 7 ol	thers	1 Share
🖒 Like	Comment	A Share	<b>()</b> -

#### Performance for your post 493 People Reached 12 Reactions, Comments & Shares () 6 On Post 2 On Shares Like 2 O Love 2 On Post 0 On Share 1 Wow 1 On Post 0 0 On Post 1 Shares 1 On Post 0 On Sh 6 Post Clicks 1 0 5 Other clicks Link clicks Photo views NEGATIVE FEEDBACK 0 Hide post 0 Hide all posts 0 Report as spam 0 Unlike Page

4 On Shares

2 On Shares

0 On Shares

3 Other clicks @

0 On Sh

Reported stats may be delayed from what appears on posts

	Performance	for your post	
Camrose Public Library ···· October 15 · @	425 People Reach	ed	
You can't keep a good library down! Despite the difficulties of 2020, we saw parely any reduction in circulation last year. Please think about Camrose	8 Likes, Comments	& Shares (1)	
Public Library as you cast your vote in the municipal election on October 18th.	6 Likes	6 On Post	0 On Shares
	1 Comments	<b>1</b> On Post	0 On Shares
	<b>1</b> Shares	1 On Post	0 On Shares
Did you know	17 Post Clicks		
in 2020, the hours the library was	2 Photo views	0 Link clicks	15 Other clicks
able to remain open due to	NEGATIVE FEEDBAC		
COVID dropped by 60%, but the	0 Hide post 0 Report as spam	0 Hide 0 Unlike	all posts e Page
number of items people borrowed barely dropped at all!*	Reported stats may t	be delayed from what	appears on posts
*Our resolution only degend by PE from 200 to 2028			
Get More Likes, Comments and Shares When you boost this post, you'll show it to more people.			
125     25       People reached     Engagements			
Tina Stang, David Larson and 4 others 1 Comment 1 Share			
🖒 Like 🗘 Comment 🎓 Share 🔞 🕶			
Comment as Camrose Public Library 😳 🙆 🗃 🦻			
llost Relevant ▼			
Bennett Lyster And I am so thankful for that			
Like - Reply - Message - 3w			
ost details			×
Camrose Public Library ····	Performance for y	our post	
Cotober 17: © The election is almost here! Please consider Camrose Public Library as you	03 People Reached		

Î

Did you know ... that the Public Libraries Services Branch (PLSB) is part of the

~

Get More Likes, Comments and Shares When you boost this post, you'll show it to more people.

4

Engagements

~ 0

Government of Alberta and sets the standards and best practices for public library service? 0

ASK US HOW YOU CAN ADVOCATE FOR LIBRARIES DURING THE ELECTION.

Boost post

**4** Likes 4 On Post 0 On Shares 0 On Post 0 On Shares 0 Comments 0 Shares 0 On Post 0 On Shares 0 Post Clicks 0 Photo views 0 Link clicks (i) 0 Other clicks (i) NEGATIVE FEEDBACK 0 Hide post **0** Hide all posts 0 Report as spam 0 Unlike Page Reported stats may be delayed from what appears on posts

🕑 David Larson, Sabrina Heydorn and 2 others

303

People reached

## **Municipal Election**

Given how short staffed we were in September, CPL was not able to organize a forum of our own, so we focused our efforts on making sure our patrons knew about the virtual forums hosted by the Camrose & District Chamber of Commerce, and that the public were able to submit their questions in advance.

We also reached out to every County and City candidate and asked them to take part in our Municipal Election Spotlight. Each Spotlight asked the candidate to submit some basic information, a photo, a link to their campaign website and/or socials, and answers to a list of questions. We had some wonderful responses from 22 candidates. We had some wonderful uptake from both the City and County, and the blog posts were visited a total of **1,012** times. We did have some problems with our blog host not showing all candidates equally at the beginning, so we remedied this with a new Facebook post that listed every participating candidates name with a link to their individual spotlight.

Late in the campaign we were approached a by a candidate asking to display some promotional material, so we quickly set up an election table and reached out to all of the candidates again asking them to bring down some promotional material if they wished. We had many (~10-15) candidates bring down materials, including candidates who had not participated in the election spotlight.

## Unattended Children and Vulnerable Patrons

The new Unattended Children and Vulnerable Patrons policy is now in use and on our website. I assigned the review date as March 2023. I chose three years at the suggestion of PLSB, as laid out in the Policies and Bylaws: A Guide for Alberta Public Library Boards. The old review date was March 2020.

## Halloween

While in-person programming is still difficult to manage, our programmers packaged up some spooky treats and reads for our patrons. This was so popular we couldn't keep up!

