

Present:

Absent:

1. Approval of the Agenda
2. Board Feedback
3. Consent Agenda
 - a. Approval of Minutes of January 18, 2021 meeting
 - b. Items for Information
 - i. Correspondence
 - Camrose County Allocation 2022 Interim Budget
 - County Requisition Thank You
 - ii. Workplace Violence, Harassment and Other Unacceptable Behaviour Policy
 - c. Reports
 - i. Director's Report
 - ii. Nicole's Program Report and Library Stats January 2022
 - iii. Program Overview to January 31 2022
 - iv. 2022 Public Library Survey and 2021 Annual Report
4. Items for Discussion
 - a. Update from Policy Committee
 - b. Board Business Platform (file sharing etc.)
5. Items for Decision
 - a. Approval of 2022 Public Library Survey and 2021 Annual Report
 - b. Ratification of Budget 2022 Proposal Revision – E-vote occurred November 23, 2021
 - c. Workplace Violence, Harassment and Other Unacceptable Behaviour Policy
 - d. Move \$26,000 from the Staff Salaries Budget Line (5301) to the Building Repair & Maintenance Budget Line (5290)

Next regular Board meeting: March 15, 2022, 7:00pm

Present:

Lynette Irvine, Elizabeth Luck (Chair), Renee Greer, Carlene Wetthuhn (County Council), Elizabeth Bagdan, Margo McPhail, Joy-Anne Murphy (City Council), Carol Williams, Julie Girard, Alyssa Martin (Director)

1. Approval of the Agenda – **Motion 1/22 M/S/C** – Carol Williams, Carlene Wetthuhn, Carried
2. Board Feedback
 - i. Read for 15 is coming up on January 27, so everyone be sure to read and record your time.
3. Consent Agenda – **Motion 2/22 M/S/C** – Lynette Irvine, Margo McPhail, Carried
 - a. Approval of Minutes of November 16, 2021 meeting
 - b. Items for Information
 - i. Correspondence
 - Camrose Council Passes 2022 Budget
 - MAL Appointment – CPLB Term 2021-2024
 - BRCF Grant – Stolee Family Fund
 - Damien Kurek – Petition
 - City Requisition Thank You
 - c. Reports
 - i. Director's Report
 - ii. Nicole's Program Report and Library Stats Year-End 2021
 - iii. Program Overview 2021 Complete
4. Items for Decision
 - a. Chair and Vice Chair Appointments for 2022
 - i. Renee Greer nominates Elizabeth Luck for Chair – **Motion 3/22 M/C**
 - ii. Julie Girard nominates Renee Greer for Vice-Chair – **Motion 4/22 M/C**
 - b. Finance Committee will be made up of:
 - Elizabeth Luck

- Carlene Wetthuhn
 - Lynette Irvine

 - Julie Girard
- c. Personnel Committee will be appointed as needed
- d. Policy Committee will be made up of:
- Elizabeth Luck
 - Julie Girard
 - Renee Greer
 - Joy-Anne Murphy
- e. New Library Committee will be made up of:
- Elizabeth Luck
 - Margo McPhail
 - Carol Williams
 - Lynette Irvine
- f. Role of the Recorder will be filled by Alyssa Martin
- g. Cheque Signing Authority
- i. Cheque signing authority for 2022 will be granted to Elizabeth Luck, Margaret Elizabeth Bagdan, Renee Greer and Alyssa Martin
Motion 5/22 M/S/C – Carol Williams, Elizabeth Bagdan, Carried.
- h. Annual Closures 2022 - **Motion 6/22** – to accept Annual Closures 2022 as presented, **M/S/C** Julie Girard, Elizabeth Bagdan, Carried.
- i. Camrose Public Library will be closed for the following days in 2022:
 - Family Day Weekend (February 19, 20, 21)(Saturday-Monday)
 - Easter Weekend (April 15, 16, 17, 18)(Friday-Monday)
 - Victoria Day Weekend (May 21, 22, 23)(Saturday-Monday)
 - Canada Day Weekend (July 1, 2, 3)(Friday-Sunday)
 - August Civic Holiday (July 30, 31, August 1)(Saturday-Monday)

- Labour Day (September 3, 4, 5) (Saturday-Monday)
 - Thanksgiving (October 8, 9, 10) (Saturday-Monday)
 - Remembrance Day (November 11, 12, 13) (Friday-Sunday)
 - Christmas (December 24, 25, 26) (Saturday-Monday)
 - New Year's (December 31 2022, January 1 2023) (Saturday and Sunday)
- i. Policy Review and Revision Schedule. The policy committee will meet Wednesday January 26 at 6:00pm to set a meeting schedule and a review and revision schedule.
- j. February Board Meeting will be held on the alternative date and time of February 22 at 7:30pm **Motion 7/22 M/S/C** – Elizabeth Bagdan, Margo McPhail, Carried.
- k. Board Orientation date will be chosen via survey to be emailed to the Board.

Next Regular Board Meeting: February 22 at 7:30pm



January 26, 2022

File No: 970-03-70

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

RE: 2022 Allocation

Council at their December 14, 2021 Council meeting reviewed recommendations from the Budget Committee and after careful consideration Camrose County Council allocated \$73,421.10 (Seventy Three Thousand Four Hundred Twenty One Dollars and Ten Cents) in the Interim Budget to the Camrose Public Library.

As this was the Interim budget it should be noted that the allocation to the Library could potentially be affected depending on the outcome of the final County budget that will be approved in April.

We appreciate the contribution your local library makes to your community and wish you a successful year.

If the Library allocation remains the same in the final County budget a cheque in the amount of \$73,421.10 will be forwarded in July, 2022.

Yours truly,

Paul King
County Administrator

/jy

Cc Accounts Payable

February 11, 2022

Camrose County
3755 - 43 Avenue
Camrose AB T4V 3S8

Dear Reeve Trautman and Council,

On behalf of the Board and Staff of the Camrose Public Library, I would like to thank you for your support, and for approving our budget request for your 2022 Interim Budget. We know that this is a difficult time for everyone, and this approval will help us to serve our community when it needs us most.

Thanks to your support, the library will be able to

- Continue to remain open 7 days a week, providing everyone with a place where they are welcome, can build community, and explore their passions
 - Provide access to the internet and computers, which is a United Nations declared Human Right
 - Help our community locate and connect with the local resources and supports that are available to them through other organizations
 - Provide educational and recreational programming and classes so that everyone can have fun and learn, no matter their income
 - Ensure that those who cannot reach our building can still access the library's services and resources
 - Help increase our online resource and service offerings, which makes us more accessible to County residents
 - Help support and encourage all forms of literacy, especially early literacy for young families
-

- Partner with other local organizations so that we can all do our work more effectively, and thereby ensuring that we can reach and help more people than we could have otherwise

As you know, public libraries are vital to preserving intellectual freedom, universal access to information, and information literacy, all of which are necessary for an open and democratic society. It is our mission to do so by providing opportunities for all to share and grow through curiosity and creativity, and as a non-profit society, we can only continue to do so with support like yours. Thank you for helping us to continue serving the wider Camrose community.

We look forward to working with you for another year, and wish you all the best.

Sincerely,



Alyssa Martin
Director, Camrose Public Library

Cc: Camrose Public Library Board

Workplace Violence Harassment and other Unacceptable Behaviour

The Camrose Public Library is committed to an abuse-free work environment, characterized by respect and tolerance. Acts of violence or harassment committed by, or against, any individual(s) affiliated with this organization are considered as unacceptable conduct within the context of the *Alberta Occupational Health and Safety Code* and the *Canadian Human Rights Act*. Any individual(s) engaging in workplace violence, sexual harassment, or other forms of harassment will be subject to disciplinary action, up to and including termination of employment. Any patrons conducting any form of violence, harassment, or other form of unacceptable behaviour will be asked to leave the library for a period of time to be determined based on previous offences and the severity of the action committed.

If a patron would like to appeal any decision made by the library in regard to this policy, they may file a written complaint with the Camrose Public Library Board. The Camrose Public Library Board will thoroughly investigate the complaint and take appropriate action. If the patron is not satisfied with the action taken by the Camrose Public Library Board, they may appeal directly to the Alberta Human Rights Commission.

Inappropriate behaviour includes, but is not limited to:

- Threatening behaviour, such as shaking fists, destroying property, or throwing objects.
- Verbal or written threats, including any expression of intent to inflict harm.
- Harassment – any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known, or would be generally expected, to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities, including electronic communications.
- Harassment may include both active and passive threats and advances to staff or other individuals.
- Verbal abuse such as swearing, insults, and slurs.
- Physical attacks.
- Use or display of weapons – may include possession or threats made with a weapon.
- Use or sale of alcohol and drugs, or visible intoxication.

Public Health Appendix

Staff and Patrons must follow all current Provincial and Municipal health regulations.

The Camrose Public Library may also implement more stringent restrictions on an as-needed basis, provided that the decision aligns with public health guidance and best practice. The Director must get Chair approval to enact all public health related decisions. Upon enacting, the board must be apprised; they then have the opportunity to veto any actions. If the Chair does not approve, it can be taken to the board.



Director's Report

February 16 2022

Dolly Parton's Imagination Library

We are thrilled to announce that the Camrose Public Library has entered a partnership with the Camrose Rotary Club to bring Dolly Parton's Imagination Library to the children of Camrose! Dolly Parton's Imagination Library is a program that puts one free book a month into the hands of children aged 0-5. The Rotary Club was able to start this program with enough funding for just over 100 children for three years, in the city limits. Their goal is to increase their funding so that every child in the City of Camrose and Camrose County can be a part of the DPIL. Camrose Public Library is providing some administrative, outreach, and fund application support.

Read for 15

Camrose came in third for *Highest Percentage* in Read for 15 (20.5%). We were beat out by Bashaw and Irma respectively. We did rank first for *Highest Number of Readers* though! St. Albert and Coaldale followed us, and Blackfalds made an honourable mention.

Microfilm

The Camrose Canadian was shuttered in recent years, and there are few records of its contents available to the public. Camrose Public Library was in possession of microfilm records of the newspaper from its inception to 2009. This collection was of historical significance, and as such, I determined that CPL was not the best home for these records. We are not an archive, and we do not have the training or the means to protect and preserve the microfilm. Additionally, our microfilm reader does not function well, and we are not in a position to dedicate funds to preserving and maintaining access to a microfilm collection, or to digitize these records. The Provincial Archives of Alberta accepted the reels from 1992-2009 in order to complete their microfilm collection of the Camrose Canadian, and the University of Alberta accepted our reels from 1991 and back. Anyone wishing to access the reels can contact the Provincial Archives to view them.

CSL

We had one class participate in the Community Service Learning program from Augustana during the 3 week term in January. I this time, our students worked with our programmers to create an Information Literacy Web Application. The purpose of the web app was to provide information in a fun way to users in order to demonstrate different approaches to navigating information in the online world. The project very successful, the students learned about digital information literacy outside of an academic context, and we are very pleased with the final product, which was created in an incredibly short timeframe. We have the files, and are



considering our options on how to best host the app; we hope to have it up and running soon.

Robyn Gray's Passing

We have received many lovely notes of remembrance, sympathy cards, flowers etc. from the community over the past few weeks regarding the death of Robyn. Among other options, Robyn's parents have requested that memorial donations be made towards the Rotary Club of Camrose, an organization that Robyn was passionate about. The Rotary Club has suggested that these donations go towards Dolly Parton's Imagination Library. The Booster released a touching tribute article this week here: https://issuu.com/camrosebooster/docs/20220215_booster/18

January 2022

Program and Library Statistics

Submitted by Nicole Kyle
February 9, 2022

88

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

197

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

3849 people reported for Read for 15!

1

awesome bit of feedback

"I cannot explain just how much the library is an essential part of my life. My kids come here after school, there is space for reading, playing and studying. The library is so much more than a building - it is a place of community, where everyone is welcome."

January Summary:

This was a quiet month for regular, ongoing programming, but we're looking forward to what February and March will bring with the easing of public health restrictions and a cautious return to in-person programming.

One highlight of January was the annual **Read for 15** event in honour of Family Literacy Day on January 27. 3849 Camrosians reported reading for 15 minutes and helped our community step back on to the podium! We won **third place in the Most Readerly** (highest percentage of population) race, and a giant **first place for Readerpalooza** (highest number of overall readers)!

February Programs:

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!

Cosy Card Night
Adult Program!
Third Thursday Monthly beginning in January
7:00 PM on Zoom
Card kits supplied. You will need to provide your own glue or other adhesive.
Space is limited and you can register on Eventbrite for free!

The Backlist Book Club
Last Thursday of the Month at 7:00 PM
January Pick:
Battle Hymn of the Tiger Mother by Amy Chua
Email cp1techhelp@prl.ab.ca to register!

Ukulele Jam
Mondays at 1:00PM on Zoom
All levels welcome!
Email cp1techhelp@prl.ab.ca for Zoom link

SPANISH CONVERSATION CIRCLE
Mondays at 3:00 pm on ZOOM
Email cp1techhelp@prl.ab.ca for the session login information

BOOKS AND BOUNCES
Tuesdays at 11:00 am
Stories, songs and action rhymes for infants under 2 years. Siblings welcome. Register on Eventbrite.

Origami Club
Tuesdays at 4:30 PM for kids in grades 1-6
Register on Eventbrite or email cp1techhelp@prl.ab.ca for Zoom link
All you need is a device, internet, and paper!

Terrific Tales
Begins January 12
Wednesdays 11:00 AM
PLAY LEARN GROW
Family fun for 0 to 5 year olds.
Register for 3-week sessions on Eventbrite.

GERMAN CONVERSATION CIRCLE
Tuesdays at 4:00 pm on ZOOM
Email cp1techhelp@prl.ab.ca for session login information

FRENCH CONVERSATION CIRCLE
Starting the week of Jan. 10th, 2022!
When: Thursdays at 2:00 pm
Where: Online via ZOOM
Email cp1techhelp@prl.ab.ca for the Zoom link

Upcoming Special Events



Strategies for managing stress in challenging times

Stress affects people physically, mentally, and emotionally.
Many Albertans have identified feeling stressed. This free introductory course includes a basic discussion of stress plus looks at different ways to manage stress, including two HeartMath® breathing techniques. Participants will come away with an understanding of the impact of emotions on the body plus an action plan to address their own stress.

When: February 16th from 6:30-8:00pm

Where: Camrose Public Library

How to Register: Camrose Public Library at (780) 672-4214



For more information about AHS HeartMath email: AHS.HeartMath@ahs.ca
This course is taught by an Alberta Health Services certified HeartMath instructor.
© 2018 Alberta Health Services (AHS). All rights reserved. Although reasonable efforts were made to confirm the accuracy of the information contained herein, AHS does not make any representation or warranty, express, implied or statutory, as to the accuracy, reliability, completeness or applicability of such information. In no event will AHS be responsible or liable for any error or consequence arising from the use of the information herein.

Library Statistics

Camrose Public Library Monthly Stats January 2022

Circulation	Jan 2022	Jan 2021	2022 YTD	2021 YTD	Under/Over 2021	% Chg. Over 2021
Adult Material	5609	3748	5609	3748	1861	50%
Young Adult Material	381	207	381	207	174	84%
Juvenile Material	4243	2651	4243	2651	1592	60%
TAL Items Borrowed	117	17	117	17	100	588%
TAL Items Sent	25	2	25	2	23	1150%
Total	10375	6625	10375	6625	3750	57%

Econtent	Jan 2022	Jan 2021	2022 YTD	2021 YTD	Under/Over 2021	% Chg. Over 2021
Cloud Library/RBDigital	622	1013	622	1013	-391	-39%
Overdrive	775	565	775	565	210	37%
Total	1397	1578	1397	1578	-181	-11%

Circulation by Residence	Jan 2022	Jan 2021	2022 YTD	2021 YTD	Under/Over 2021	% Chg. Over 2021
City of Camrose	8149	5656	8149	5656	2493	44%
County of Camrose	2124	1194	2124	1194	930	78%
Outside City/County	76	10	76	10	66	660%
ME	65	14	65	14	51	364%
Total	10414	6874	10414	6874	3540	51%

Miscellaneous	Jan 2022	Jan 2021	2022 YTD	2021 YTD	Under/Over 2021	% Chg. Over 2021
Visitors	3659	798	3659	798	2861	359%
WiFi Users	4043	4209	4043	4209	-166	-4%
Internet Users	422	0	422	0	422	--
Exams	25	0	25	0	25	--
Total	8149	5007	8149	5007	3142	63%

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	Jan 2022		2022 YTD		Participants	
	Sessions	Participants	Sessions	Participants	2021 YTD	2020 YTD
1	20	88	20	88	107	401
2	0	0	0	0	4	65
3	13	197	13	197	263	554
4	0	0	0	0	5	671
Library Advocacy	1	3849	1	3849	3313	3,257
Total	34	4134	34	4134	3,692	4,948

Camrose Public Library
 Adult Programs
 January 1 to 31, 2022

Outreach	Program	Attendance
Deliveries to Care Facilites	9	61
Spanish Online	5	30
Ukulele Online	5	27
French Circle Online	3	9
German Circle Online	4	12
Mind Masters	1	123
Podcasts	1	5
	28	267

In House	Program	Attendance
	0	0

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

Total	28	267
-------	----	-----

Camrose Public Library
 Family Programs
 January 1 to 31, 2022

Outreach	Program	Attendance
Read for 15	1	3849
Books & Bounces Online	2	8
	3	3857

In House	Program	Attendance
	0	

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

Total	3	3857
--------------	----------	-------------

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

Outreach	Program	Attendance
Origami Club Online	3	10
	3	10

In House	Program	Attendance
	0	0

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

Monthly Total	3	10
---------------	---	----

Camrose Public Library
 Teen Programs
 January 1 to 31, 2022

Outreach	Program	Attendance
	0	0

In House	Program	Attendance
	0	0

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

Total	0	0
--------------	----------	----------

Camrose Public Library
Total Programs
January 1 to 31, 2022

Outreach Programs	34	4134
In-house Programs	0	0
Outside Groups	0	0
YTD	34	4134

Submitted by Nicole Bannick
9-Feb-22

2022 Public Library Survey and 2021 Annual Report

Approval

The public library survey and annual report must be approved by the library board before it is submitted to Alberta Municipal Affairs. This is a required field.

	Date approved by library board

2022 Alberta Public Library Survey

For the Alberta Public Library Survey section (up to but not including the "Library Board - Governance section"), please report CURRENT YEAR (2022) information.

General

Directory

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at <https://www.alberta.ca/alberta-public-library-directory.aspx>.

	Name of library board	Name of library (or libraries)
	City of Camrose Library Board	Camrose Public Library

Phone, Fax, Email, Website

	Library phone	Library fax	Library email	Library website
	780-672-4214	(780) 672-9165	cpl@prl.ab.ca	cpl.prl.ab.ca

Camrose Library Board, City of - Camrose 2021**Address**

	Address - Street and No.	P.O. Box	City/town, etc.	Province	Postal code
	4710 50 Ave		Camrose	Alberta	T4V 0R8

Contacts

	Name	Email	Phone	Alternate phone
Library Manager	Alyssa Martin	amartin@prl.ab.ca	780-672-4214	780-686-2608
Respondent (if different than above)				

Camrose Library Board, City of - Camrose 2021

Library Management - Board Members

Please provide full names, addresses, phone numbers and email addresses for **CURRENT** board members (i.e. members at the time of filling in this report). Indicate the chairperson (it is not necessary to provide positions for other than chairperson). As well, indicate any board member who is also on the local municipal council. Give the term expiry date (year/month/day) for each board member. **Library board term expiry dates (year/month/day) MUST be provided for ALL board members, including those board members who are also councillors.** Note: While names of board members are public information, addresses, phone numbers and email addresses are for the use of the Public Library Services Branch only and are not made available to the public.

Library Board Term - this is the length of time an individual has been appointed by municipal council to sit on the library board (up to three years). This does not refer to an individual's length of time in a position on the board, e.g. chair, secretary.

The Libraries Act requires ALL library board members to be APPOINTED BY MUNICIPAL COUNCIL (Part 1, Section 4). When the municipal council appoints members to the library board there should be written documentation regarding the term of appointment. If there is uncertainty about board member term expiration dates, contact the municipal administrator. If there is no record of library board appointments, please contact Public Library Services Branch.

	Name	Address	Phone	Email	Library board term expiry (year/month/day)	Councillor
Chairperson	Elizabeth Luck	[REDACTED]	[REDACTED]	[REDACTED]	2022-12-31	No
Board Member 1	Margaret Elizabeth Bagdan	[REDACTED]	[REDACTED]	[REDACTED]	2023-12-31	No
Board Member 2	Julie Girard	[REDACTED]	[REDACTED]	[REDACTED]	2022-12-31	No
Board Member 3	Renee Greer	[REDACTED]	[REDACTED]	[REDACTED]	2024-12-31	No
Board Member 4	Joy-Anne Murphy	[REDACTED]	[REDACTED]	[REDACTED]	2022-10-31	Yes
Board Member 5	Margo McPhail	[REDACTED]	[REDACTED]	[REDACTED]	2023-12-31	No
Board Member 6	Carlene Wethuhn	[REDACTED]	[REDACTED]	[REDACTED]	2022-10-31	No
Board Member 7	Carol Williams	[REDACTED]	[REDACTED]	[REDACTED]	2023-12-31	No
Board Member 8	Lynette Irvine	[REDACTED]	[REDACTED]	[REDACTED]	2023-12-31	No
Board Member 9						

Camrose Library Board, City of - Camrose 2021

2021 Annual Report

The following sections make up the annual report portion of the form. Please fill in the data for the reporting year (2021).

Library Management - Governance

	Library board email (e.g. libraryboard@abclibrary.ca)	Board meetings held (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
	amartin@prl.ab.ca	Jan 19, Feb 16, April 20, May 18, June 15, July 6, Sept 21, Oct 19, Nov 16	90	Municipality

Library Hours

Hours Open Per Year

Report the total number of hours the library was open for the reporting year. Include hours during the pandemic closure periods (January 1 to March 1 and April 7 to June 10) when services such as curbside pickup or remote reference was still available to library users.

	Total Number of Library Hours Open per Year
	2,924

Summary of Pandemic Impact

Provide a summary of how the COVID-19 pandemic affected the library's hours of opening for the reporting year. For example, elaborate on how long was the library closed for, if hours were reduced when you reopened, if you have not reopened, etc. To report on other ways the pandemic affected public library service delivery, please use the comments field at the end of the annual report.

	Summary of impact of pandemic on hours
	The library was closed on Sundays from January 1 - March 13. Sundays were reinstated on March 14. The library was closed to the public during the mandatory closure, but we offered curbside service every hour we would have been open.

Camrose Library Board, City of - Camrose 2021

Personnel

Paid and unpaid staff that worked in the library during the reporting period.

Staff

Report qualifications and the number of all paid staff (full and part time) who worked at the library whether they were paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (paid leaves as per a collective agreement can be included). You may need to get this figure from the individual or agency that does your staff payroll.

NOTE: If staff were laid off and re-hired, they are counted as two separate "bodies," therefore they should be counted twice. This will mean that the number of employees will likely increase from last year, while the total hours per year will decrease.

Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	# Employees	Total Hours/Yr
MLIS or equivalent	4	2,731.75
Other university degree	8	4,577.75
Library technician	1	137.00
Library operations certificate	0	0.00
Other tech/college diploma	2	2,660.25
Other	13	9,631.25
Total staff	28	19,738.00

Volunteers

Report the number of volunteers that assisted with library activities, and the total number of volunteer hours for the reporting year.

If a board member volunteered at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here. Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in the Alberta Public Library Survey section: Library Management - General > Board volunteer hours.

Friends of the Library groups are separate fundraising societies and are therefore counted separately from volunteers.

	# Volunteers	Volunteer Hours/Yr
Library Operations	10	83.75
Library Programming	1	20.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	1	12.00
Total Volunteers	12	115.75
Friends of the Library	6	70.00

Collections/Resources

Collection Management

	Acquired	Withdrawn
Print items	4,059	4,305
Non-print items	893	393
Total	4,952	4,698

Print Items

In this section, include all materials/books (in all categories) in print format. Include both catalogued and uncatalogued print materials/books. Do not include audiobooks, Ebooks or MP3 books. They will be recorded in subsequent categories.

	Print Volumes	Periodicals (number of issues)	Total Print
	28,762	988	29,750

Non-Print Items

Provide a count of each physical unit for a non-print item by category. DEFINITION: A physical unit of library material distinguished from other single units by a separate binding, encasement or other clear distinction.

	Audiobooks	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
	1,998	17	4,467	78	277	308	0	7,145

Virtual Items (Licensed by the board)

If the library board licenses any virtual resources such as eBooks, MP3 audiobooks, online magazine subscriptions, movies or games, include those items in this section. Count only items licensed by your board. If you are a node library, include licenses brokered by The Alberta Library (TAL).

Do **not** count databases licensed by your library system or the Public Library Services Branch (PLSB) in this section.

	eBooks	Periodicals	Audiobooks	Music	Video	Games	Databases	Other	Total licensed virtual items
	0	0	0	0	0	0	0	0	0

Camrose Library Board, City of - Camrose 2021

Library Board Contributions

If the library board contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), during the reporting year, please indicate the dollar amount contributed. The items that have been licensed on behalf of your board will be counted in the annual report completed by your library system.

	Contribution
	\$3,192.70

Totals

	Total physical collection	Total licensed virtual collection	Total collections
	36,895	0	36,895

Circulation

Direct Circulations

Report number of items circulated directly to library users during the reporting year. Include all items that were signed out for use, whether the use was inside or outside the library. Do not include interlibrary loans loaned to other libraries.

	Adult print	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
	57,228	4,420	45,242	14,700	321	3,069

Direct Circulations, continued...

	Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
	131	2,211	18,544	145,866	0	145,866

Interlibrary Loan

Interlibrary loan is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	ILL borrowed within Alberta	ILL lent within Alberta
Within Alberta (including within library system)	51,557	26,911
Outside of Alberta, but within Canada	0	0
Outside of Canada	0	0
Total	51,557	26,911

Information Services & Use

Reference transactions, examination services, library visits (in person and virtual) and in-house use of materials.

Reference Transactions

Using either an estimate or an actual count, report the number of reference transactions during the reporting year.

A reference transaction is an encounter between a library user and a member of the library staff which involves an attempt to supply factual or bibliographic information requiring knowledge, use, recommendation or interpretation of an information source or bibliographic tool. It includes informal technology training sessions, such as how to use email, demonstrating a URL or how to print a document. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"

Estimate

If reference transactions were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of transactions recorded for the count week
2. The total number of weeks that reference service was available to library users during the reporting year, up to a maximum of 50 weeks

If the physical library was closed due to the pandemic but reference services were still available to library users, please include those weeks in the count (in addition to the weeks that the physical library was open to the public).

	# of reference transactions during count week	# of weeks reference service was available	Estimate of reference transactions
	n.a.		0

Actual Count

Only complete this field if reference transactions were recorded as an actual count throughout the reporting year.

	Total reference transactions (actual count)
	47,569

Examination Services

If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If examination services are not provided at the library, please select "Not applicable".

	Total number of exams
	78

Camrose Library Board, City of - Camrose 2021

In Person Visits

Using either an estimate or an actual count, report the number of visits to the library, including each time an individual re-entered the library. If applicable, also include visits to smartlockers and visits for curbside/hold pick ups.

Estimate

If in person visits were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of in person visits recorded for the count week
2. The total number of weeks that library users were able to visit the library and receive service, up to a maximum of 50 weeks

If the physical library was closed due to the pandemic but library users could access curbside/hold pick up, please include those weeks in the count (in addition to the weeks that the physical library was open to the public).

	# of library visits during count week	# of weeks the library provided in person service	Estimate of in person visits
	n.a.		0

Actual Count

Only complete this field if in person visits to the library were recorded as an actual count throughout the year.

	Total in person visits (actual count)
	35,432

Virtual Visits

Report the number visits to the library's website. If you do not have a library website or an online catalogue, select "Not applicable".

	Visits to library website
	46,620

In Library Material Use

Using either an estimate or an actual count, report the number of physical materials used in the library but not circulated during the reporting year.

Camrose Library Board, City of - Camrose 2021

Estimate

If in library material use was counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of materials used (but not circulated) for the count week
2. The total number of weeks that library users were able to visit the library and access the physical library collection, up to a maximum of 50 weeks

If the library has not reopened with access to the physical library collection due to the pandemic and a count week was not completed prior to the closure, please select "Data not available."

	# of materials used during count week	# of weeks in house use was available	Estimate of in library material use
	n.a.		0

Actual Count

Only complete this field if in library material use was recorded as an actual count throughout the reporting year.

	Total in library material use (actual count)
	4,852

Programs

A library program is a pre-planned, coordinated event that: meets a service response as indicated in the board's Plan of Service; is hosted/presented by the public library; is set for a designated time and place; has a defined purpose; has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and may involve a registration process and/or some promotion of the event.

Please report the total number of program participants and sessions per age category, combining in person, pre-recorded and live virtual programs.

NOTE: If you are able to break down your attendance by the different types of program delivery (Live, pre-recorded, in person, etc.) you can provide the data in the note field.

How to count for the different types of program delivery:

In person programs:

Total number of in person sessions: count each program that was offered.

Total number of participants: count each individual that attended. If your program is a registered program, for example 6 sessions with 21 people registered to attend, it would be counted as 6 x 21 for a total of 126 participants. Public libraries housed in schools - **DO NOT** count weekly class visits to the library, unless each class would have come to the public library every week even if it was housed in another building elsewhere in town. Weekly class visits are a program of the school.

Live virtual programs:

Total number of live virtual sessions: count the number of live programs offered across all the various platforms you used to deliver them.

Camrose Library Board, City of - Camrose 2021

Total number of live virtual viewers: use the peak number of viewers, if possible. This one is admittedly tricky as there may be differences in stats recording across different platforms, and in some instances the data may be gone and not recoverable. Provide the most accurate information you have, and use the notes field in the LibPAS to provide any comments you have about the data.

Pre-record virtual programs:

Total number of pre-recorded virtual sessions: count each video/program once.

Total number of pre-recorded virtual viewers: use total number of views for the duration the pre-recorded program was available (if it is no longer online), or as of December 31, 2021 if it is still available. Note that you may need to keep track of this number if the video will be available in 2022 for reporting on additional views in 2022 (e.g. to calculate views after Dec 31, 2021).

Other types of non-traditional programs, e.g. phone programs:

We are aware that some libraries were doing one on one or phone type programs. Those you would track as you would an in person session, by counting the number of times it took place and how many participants were involved.

	Total # of programs offered (in person, virtually, etc.)	Total # of participants (in person, virtually, etc.)
Children's	79	610
Young adult	28	0
Adult	280	3,007
Family/multigenerational	203	7,370
Other	0	0
Total	590	10,987

Outreach

Report the total number of outreach programs (all age categories combined). An outreach program is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds. Outreach programs should not also be counted in the totals above for regular programs (to avoid double counting).

	Total # of outreach programs offered	Total # of outreach program participants
	564	10,694

Library Awareness

Count of activities that the library participated in which promoted awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.

	Total # of library awareness sessions	Total # of library awareness participants
	0	0

Camrose Library Board, City of - Camrose 2021

Social Media

Please provide the names of the social media platforms used to promote the library, the URL or username for the account, etc., and any relevant metrics. If more than 5 different social media platforms are used, please use the "Add Notes" feature to record the additional data.

	Name of Platform	Username/URL	Metrics
	Facebook	Camrose Public Library	Page reach: 21,614. Page visits: 3530. New page likes: 142
	Instagram	camrosepubliclibrary	Not available
	Youtube	Camrose Public Library	3612 views, 228.3 hours of watch time, an increase of 10 subscribers
	Twitter	@CamroseLibrary	132 tweets. 26,778 impressions. 2343 profile visits. 29 mentions. 5 new followers.
	TikTok	camrosepubliclibrary	Not available

Cardholders, Fees, Facilities

Total cardholders

Report the number of active cardholders as of December 31 in the reporting year (active cardholders are those whose cards have not expired). This includes both resident and non-resident library cards of all types (including family cards) issued by the library.

Note: If the library offers family cards and provides only one card/one patron account per family (which is shared among all family members), multiply the number of family cards by 3.1. If all members of a family receive their own card and have their own patron record, do not multiply by 3.1.

	Total Cardholders (resident and non-resident)
	5,114

Camrose Library Board, City of - Camrose 2021

Card fees

Indicate **YES** or **NO** if card fees were charged for the following specific patron types: adult, juvenile, senior and family, during the reporting year. If card fees were charged for a patron type that is not listed, indicate so in "Other".

Please use the "Add Note" feature if an explanation is necessary. **DO NOT leave these fields blank** - answer either YES or NO for each.

If you indicated YES for any of the listed patron types, please report the annual card fee charged as set out in the library board's bylaw. If no card fees are charged please leave the amount(s) as \$0.00.

	Did you charge card fees?	If yes, how much?
Adult	No	\$0.00
Juvenile	No	\$0.00
Senior	No	\$0.00
Family	No	\$0.00
Other	Yes	\$12.00

Facility size

A service point is a location where users can directly access library service. This includes mobile libraries (e.g. bookmobiles). Report the area in square metres of all library service points operated by the library board during the reporting year. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space. In order to convert a measurement of square feet to one of square metres, multiply square footage by 0.09.

	Library area (Sq. metres)	Library area (Sq. feet)
	1,180.0	12,701.4

Facility status

These fields are to report on the status of library facilities during the reporting year, separate from the impact of the pandemic. If you wish to report on how the pandemic affected library hours and service availability, please do so in "Library Hours - Summary of Pandemic Impact". If you have other comments about the impact of the pandemic on library service delivery, please use the "Comments" box at the end of the annual report.

	Yes or No	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) during the reporting year?	No	
Did a new service point open or an existing one permanently close during the reporting year?	No	
Did the library close for renovations at any point during the reporting year?	No	

Electronic Performance Measures

Workstations

	Workstations with internet access	Workstations without internet access	Mobile workstations	Total workstations
	13	1	0	14

Workstation sessions

Estimate

If workstation sessions were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of workstation sessions for the count week
2. The total number of weeks that public computer access was available library users during the reporting year, up to a maximum of 50 weeks

If the library has not reopened with access to public computers since the pandemic closures and a count week was not completed prior to the closure, please select "Data not available."

	Total workstation sessions during count week	# of weeks public computer access was available	Estimate of workstation sessions
	n.a.		0

Actual Count

Only complete this field if workstation sessions were recorded as an actual count throughout the reporting year.

	Total workstation sessions (actual count)
	4,189

Workstation hours

Report the total hours that public workstations were used during the count week. For example, if workstation sessions are 1 hour in length, then track the total number of sessions during the count week (estimate) or the entire year (actual count) and report the number of hours. If workstation session times vary, there will have to be some kind of method employed to determine the hours that the workstations were in use.

Camrose Library Board, City of - Camrose 2021

Estimate

If workstation hours were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of workstation hours recorded for the count week
2. The total number of weeks that computer access was available to library users during the reporting year, up to a maximum of 50 weeks

If the library has not reopened with access to public computers since the pandemic closures and a count week was not completed prior to the closure, please select "Data not available."

	Total workstation hours during count week	# of weeks public computer access was available	Estimate of workstation hours
	n.a.		0

Actual Count

Only complete this field if workstation hours were recorded as an actual count throughout the reporting year.

	Total workstation hours (actual count)
	3,402

Workstation use

Indicate the length of time (in minutes) that constitutes a workstation session in your library. Report the number of minutes only (e.g. 60 minutes to indicate 1 hour).

If the length of workstation session varies, please provide an average for the session length.

If the length of a workstation session is fixed, please provide the fixed length.

	Length of workstation sessions (in minutes)	Percentage of time workstations in use
	60	8.31%

Public Wi-Fi sessions

Estimate

If Wi-Fi sessions were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of Wi-Fi sessions for the count week
2. The total number of weeks that Wi-Fi was available to library users during the reporting year, up to a maximum of 50 weeks

If the physical library was closed due to the pandemic but Wi-Fi was still available to library users (e.g. in the parking lot), please include those weeks in the count.

	Total Wi-Fi sessions during count week	# of weeks Wi-Fi was available	Estimate of Wi-Fi sessions
	n.a.		0

Camrose Library Board, City of - Camrose 2021

Actual Count

Only complete this field if Wi-Fi sessions were recorded as an actual count throughout the reporting year.

	Total Wi-Fi sessions (actual count)
	63,047

Accomplishments & Comments

Provide your comments and accomplishments below. **Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.**

	Accomplishments	Comments
	<p>We co-coordinate and presented a virtual pop-culture festival with 4 other libraries in our system (Ponoka, Sylvan Lake, Blackfalds and Mary C. Moore) We completed our Community-based Innovations for Dementia Care project, which was possible due to the \$25,000 grant we received in 2019. This project connected us to Dementia Care initiatives across the province, and allowed us to develop our collection and services to better serve Caregivers and those living with Dementia. We also partnered with the Downtown Camrose, the City of Camrose, the Bailey Theatre, Camrose and District Centennial Museum and the Camrose Arts Society to celebrate Alberta Culture Days over a 2 day event. Our celebration made the Top Ten list for Communities with the Most Events 2021, in the Rural and Small towns section. This list looked at all of Canada.</p>	<p>Such a wonderful service we provide and she can't wait till we open again - patron. Just a note to commend the great service from the library yesterday. I stopped by to pick-up a book that was supposed to be in and the librarian on duty couldn't find it, looking for it a couple times of times while I waited. She said she'd keep an eye out for it or re-order it for me. Later in the afternoon she drove to our home with the "wayward" book in hand! That really is "curbside service" only the curb was in front of our house! Please pass along my thanks to her as I didn't get a chance to say so in person. - patron email "It was so lovely to see you today. We miss you and the library. We can't wait for in person programming again, but so understand the need to keep everyone safe." - patron email "Thank you for all the books you picked for us. We just picked them up and the boys are so excited. Our 3 year old hasn't even taken his boots off, and he's into the books. Our 5 year old keeps exclaiming how excited he is to read each book. I hope you and the rest of CPL staff know just how much joy you're bringing in our life in a time when we're really feeling the pandemic." - patron email "This goes above and beyond excellent customer service" (New patron when programmer personally made and delivered her new library card to her at her place of work.) "Thank you for the special delivery! These are just great - it's so nice to have some interesting new books to show the kids." (Local grade 3 teacher upon</p>

		<p>delivery by programmer of a box of curriculum-related books for her classroom) "The kids loved making these little potions! They also love the pride bookmarks; our youngest turned his into a headband. We just love our library :)" - email from patron "I want to let you know that my girls are so enjoying watching their herbs sprout, and to thank all of you for everything you're doing right now." - patron, in-person "Thank you for the curbside service and how helpful you have been!" - patron over phone "Every phone exchange has been helpful, and every curbside pickup has been a tiny Christmas morning. We have so appreciated that at least the goodness and familiarity of our beloved library, through so many hard-working hands and caring hearts, has been available to us through the pandemic." - patron email "We're so happy you're here and open, and curbside was so great for us!" - in person patron "This was the best fun I've had all day!" (teen break-in bag) - in-person patron "Good morning, friends. We came by the library this weekend and I left a card and two drawings from our family, along with two bags of mini chocolate bars in hopes that you could share the love and thanks we feel for 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. We are especially grateful to the children's department , and to your programmer and anyone else who thoughtfully tucked a paper bag project into our basket over the year. As we hope the black homemade card shows, we had a lot of sparkles of fun and craftiness to keep our hands busy in a sometimes very glum and isolating year. This was definitely a tough one to be homeschooling, as the kids watched their friends head back to public school and spend days with other children. We are so looking forward to safer days to come, when we can step into that children's department with gasps of delight and sighs of relief and comfort. The lego table! The stepping stones and stacking toys! The front-facing</p>
--	--	--

books tempting us to open them! The backpacks and cups of crayons! Storytime with ___ and ___! Friendly visits with ___! So many happy memories and days ahead. I am sorry I don't have a name to put to every friendly staff member's face to thank them individually, but every phone exchange has been helpful, and every curbside pickup has been a tiny Christmas morning. We have so appreciated that at least the goodness and familiarity of our beloved library, through so many hard-working hands and caring hearts, has been available to us through the pandemic. Bless you all, and here's to a summer of play and an autumn of joyful returns!" - patron email "Your BookBike staff were so helpful, friendly and very engaged!" - in-person patron "My wife and I want to extend our appreciation to the library for the Storywalk books around Mirror Lake, and for tonight's Foul Shami Syrian cooking. Thank you for providing the kit with its ingredients. The two presenters had a good on-camera persona and were connecting to us despite the masks muffling some of their voices. Finding the "link" to it was confusing and we had to call the library for guidance. As adults the book, presentation and cooking show were fun and tasty. Please keep expanding our horizons and continuing to be a public library in-and-for-the-community. Thank you." - patron email "Ah, the beautiful smell of the library" (young patron, in-person). "Thank you for teaching me how to figure out the online job application, I got an interview!" - in-person patron "You guys provide great service" (picking up holds) "We saw the library is closed because of water damage. Are you still able to do curb side pick up? Our 5 year old was so worried about the library last night that he couldn't sleep." - patron email "You are GREAT! It's always so friendly and amazing here! Keep up the great work!" - in person patron "You (library staff) are so good to us! Thank you! I really appreciate your help!" - in person patron "The programs we attended when the kids were babies and toddlers helped build such a great literacy

		<p>foundation. The tips and tricks you shared help foster a love of reading. At 8 and 10 years old, they now both devour books." - in person patron "The kids love the potato starch blocks; I love everything you do for the community, thank you!" (in reference to a take home activity kit) - patron email "Thank you for what you do!" - in person patron "Wow! I love this library! It just gets better every time I come in!" - in person patron "I'm so glad you have tampons! That's just so great!" (in reference to our free menstrual products) in person patron. "You guys are so amazing! I just can't believe the variety of things you have in your collection!" in person patron "This is the best place in town" - in person patron "This is just such a great service you guys offer!" - in person patron</p>
--	--	--