

Present:

Regrets:

1. Approval of the Agenda
2. Board Feedback
3. Consent Agenda
 - a. Approval of Minutes of January 17 2024 meeting
 - b. Items for Information
 - i. Correspondence
 - a. Thank You Letter to Camrose County: RE 2024 Budget
 - ii. Libraries in the News
 - a. Airdrie Public Library to Operate Round the Clock
 - b. James L. Turk Receives the CFLA Intellectual Freedom Award
 - c. Reports
 - i. Director's Report
 - ii. Program Overview to January 31 2024
 - iii. Program Report and Library Stats January 2024
4. Items for Discussion and Decision
 - a) Treasurer's Report
 - b) Policy Committee Report
 - c) Plan of Service Committee Report
 - d) PLSB Annual Survey and Report – Review and Approval
 - e) New Policy – Review and Approval
 - a. Program Policy
 - b. Request for Reconsideration of Library Program Form
 - f) Battle River Community Foundation Funding – A summary and possibilities
 - g) Staff and Board Development – James L. Turk and Intellectual Freedom

Next regular Board meeting: March 20 2024, 5:00pm

Present: Renee Greer (Chair), Alyssa Martin (Director), Cheryl Dezall, Don Simpson (Camrose County Council), Jade Hulkovich, Joy-Anne Murphy (City of Camrose Council), Lucy Ernst, Margaret Holliston, Naomi Finseth

Regrets: Peter Hamm

Absent: Vikki Williams

Call to Order: Following a tour of the renovated downstairs washrooms, Chair Renee Greer called the meeting to order at 5:19 pm

1. Approval of the Agenda

Motion 01/24 M/S/C – Margaret Holliston/Naomi Finseth: That the agenda be approved as amended: addition of 4.a) d. Treasurer; addition of 4f) Sponsorship.

2. Board Feedback

a. Discussion in response to a question regarding use of library as a warm space during the recent extreme cold spell led to a longer conversation regarding use of the library by folks, especially youth, experiencing houselessness and/or inappropriate home environments. Alyssa provided concerning information and reported that she is in conversation with The Open Doors.

- The Open Doors no longer operates in the Gateway Centre, and no longer provides a drop-in outreach service (appointment only). CPL is hoping to fill that gap to some extent by hosting Open Doors staff at the library, with details still being discussed.
- The Community Pantry is well-used and often empty by mid-day/early afternoon. Food is donated through Second Harvest, and spearheaded by Camrose Helps, which coordinates donations of 'rescued food' from grocery stores and others, with primary locations at CDFCSS and CPL.
- When asked about Mental Health First Aid Training, Alyssa replied that she will investigate; however, CPL staff have had comprehensive Core Training via Ryan Dowd/the Homelessness Academy, noting that many other Alberta library staff have also accessed this training.

- Margaret/Alyssa to provide links/more information):

<https://www.homelesstraining.com/catalog>; Ryan is on Facebook:

<https://www.facebook.com/HomelessTrainingbyRyanDowd/>

3. Consent Agenda

a. Approval of Minutes of December 20, 2023, meeting.

Motion 02/24 M/S/C – Naomi Finseth/Joy-Anne Murphy: That the minutes of December 20, 2024, be approved.

b. Items for Information: Board members reviewed prior to the meeting.

c. Reports: Board members reviewed prior to the meeting.

4. Items for Discussion and Decision

a. Executive Election and Committee Assignments. Alyssa Martin took the chair for this portion of the meeting.

- Chair: Margaret Holliston nominated Renee Greer, who accepted the nomination; Alyssa called for other nominations three times. **Renee Greer acclaimed as CPL Board chair for 2024.**
- Vice Chair: Joy-Anne Murphy nominated Naomi Finseth, who accepted the nomination. The Chair called for further nominations three times. **Naomi Finseth acclaimed as CPL Board Vice-Chair for 2024.**
- Secretary: Renee Finseth nominated Margaret Holliston, who accepted the nomination. The Chair called for further nominations three times. **Margaret Holliston acclaimed as CPL Board Secretary for 2024.**
- Treasurer: The Board indicated a preference to have Vikki Williams continue as Treasurer; however, Vikki was not at the meeting to accept a nomination. **Motion 03/24 M/S/C** - JoyAnne Murphy/Margaret Holliston: That election of CPL Board Treasurer for 2024 be deferred to the next meeting.
- Signing Authorities for 2024:
Motion 04/24 M/S/C – Joy-Anne Murphy/Cheryl Dezall: That Elizabeth Bagdan be removed as a signing authority, and Lucy Ernst be named as a signing authority, and that all other signing authorities remain the same.
- Finance Committee: The board discussed the need for a Finance Committee, noting that there are no Terms of Reference for such a committee.
Motion 05/24 M/S/C – Margaret Holliston/Joy-Anne Murphy: That any appointment to the Finance Committee will be deferred until the Governance Policy is reviewed, and that, until such time as a Finance Committee is struck, the CPL Board as a whole may act as a Finance Committee.
- Personnel Committee: Renee Greer, Cheryl Dezall, Jade Hulkovich and Peter Hamm (subject to Peter's approval) were confirmed as members of the Personnel Committee.
- Policy Committee: Renee Greer, Joy-Anne Murphy, Margaret Holliston, Alyssa Martin and Peter Hamm (subject to Peter's approval) were confirmed as members of the Policy Committee.
- Plan of Service Committee: Naomi Finseth, Cheryl Dezell, Alyssa Martin and Lucy Ernst were confirmed as members of the Plan of Service Committee. Lucy's focus will be on advocacy. As Chair Renee Greer is excused from this committee, any leadership as may be needed will be provided by the Vice Chair.

Motion 06/24 M/S/C – Joy-Anne Murphy/Margaret Holliston: That Chair Renee Greer be excused from serving on the Plan of Service Committee.

b. Meeting Date: The board will continue to meet on the third Wednesday of each month, at 5 pm, except July and August. Meeting dates include: February 21, March 20, April 17, May 15, June 19, September 18, October 16, November 20, and December 18.

- Action: Alyssa Martin will send calendar invitations for the year.

c. 2024 Library Closures:

Motion 07/24 M/S/C – Cheryl Dezall/Lucy Ernst: That the Board approve the library closure dates as presented.

d. Board Orientation – Date and Orientation Provider: The board expressed a preference for the Public Library Services Branch rather than Parkland Regional Library System, as Parkland has provided orientation last year. The board further expressed a preference for a Wednesday at 5pm, either in conjunction with the regular board meeting, which would then be a longer meeting, or else on a separate Wednesday. Alyssa noted orientation is roughly 60-75 minutes.

- Action: Alyssa Martin will follow-up

e. Correspondence regarding Sunday Operations: The board entered into an informal closed meeting to discuss a letter recently received from a generous community member, and how best to respond. Alyssa took notes, and will respond accordingly, requesting, at most, advice regarding advocacy.

f. Sponsorship: Alyssa shared correspondence received from a local pizza business regarding potential donations with the caveat of exclusive pizza sponsorship and/or purchases for the year. Board members shared some initial responses (concerns and appreciation); however, as the time was nearing 7pm, opted to further review the matter at a subsequent meeting.

- Action: Alyssa Martin will follow-up

5. Adjournment – the meeting adjourned at 7:00 pm

Next regular Board meeting: February 21, 2024, 5:00 pm

4710 50 Avenue,
Camrose Alberta, T4V 0R8
780.672.4214



January 10 2024

Camrose County
3755 – 43 Ave
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 express our appreciation for the funding support provided by Camrose County. We are grateful for the assistance and recognition of the importance of our work within the community. We would like to acknowledge the constraints and complexities involved in the decision-making process and appreciate the efforts undertaken to allocate funds responsibly.

In 2023 Camrose Public Library saw our visits increase by over 30%, making our total annual visits cap at 84,163. Our WIFI usage increased by 18%, and our computer sessions increased by 37%, resulting in 126,750 total annual sessions. Our program participation increased by 30%, seeing 23,260 program participants this past year. Our circulation was slightly higher than 2022, and County patrons are still responsible for approximately 19% of that borrowing. CPL continues to see increased usage by almost every metric year over year. Our 2024 revenue will see us reducing our hours by eliminating service on Sundays, but despite this reduction, Camrose Public Library remains committed to our vision where we make a difference in people's lives through connections, community engagement, and inclusion.

In 2024 our capacity will be reduced, but with the time we have we will continue to:

- Provide a safe and welcoming place for our community to connect, create, and learn
 - Provide the technology and internet access that are needed to participate in today's society, as well as provide opportunities for people to try new technology and expand their digital skill sets
 - Partner with other local organizations to cut down on the duplication of efforts, and to most effectively connect our community with the resources they need to succeed
-

- Provide educational and recreational programming so that everyone can have fun and learn, no matter their income, age or background
- Do our best to maintain a diminishing and aging collection
- Commit ourselves to accessibility in both our physical and virtual spaces, in our collection, and in our practices
- Seek additional funds in an increasingly competitive landscape
- Seek new ways to reduce expenses in an increasingly expensive economy
- Create a new 5 year Plan of Service, with extensive community consultation

In addition, Camrose Public Library will continue to strive to preserve intellectual freedom, universal access to information, and promote the skillsets needed to make use of these ideals.

We understand the difficulties municipalities face in balancing competing priorities, and we value the partnership we have with Camrose County council and administration. While the current funding may not fully address our immediate needs, we hope to explore future opportunities for collaboration and discourse over the upcoming year. Camrose Public Library would not be able to offer these resources and services to our community without the support of Camrose County, and we are grateful for the funds you were able to allocate.

Thank you again for your support and understanding. We look forward to continued engagement and collaboration as we work together to enhance the well-being of our community.

Best wishes,



Renee Greer
Camrose Library Board Chair
Cc Alyssa Martin, Director

LOCAL NEWS

Airdrie Public Library to operate round the clock

Written by Dakota Colborne Thursday, Jan 11 2024, 10:50 AM

Share this story:   



The Airdrie Public Library has confirmed that it will stay open around the clock as a warming/shelter facility as Airdrie and the surrounding areas are experiencing an extreme cold warning. Friday night is expected to be the coldest night of the week, with temperatures hovering at -48 degrees. (File Photo)

On Thursday, the Airdrie Public Library confirmed that it will stay open around the clock as a warming/shelter facility as Airdrie and the surrounding areas are experiencing an extreme cold warning. Friday night is expected to be the coldest night of the week, with temperatures hovering at -48 degrees.

The decision comes on the heels of the City's previously announced short-term plans for vulnerable residents. Earlier this week, The City stated that various facilities would only be open for several hours, seven days a week for those in need. However, questions from residents arose about what would happen to the city's most vulnerable residents in the night, when temperatures are at their coldest.

As part of the city's response to the extreme weather, officials underlined that transit would be operating and that 'all residents anywhere along their transit routes remain safe and be provided transportation options to access various programs and services or other warm, safe environments.'

Residents are encouraged to check bus routes online.

In its last City Council meeting in 2023, council discussed the next steps forward in responding to homelessness in Airdrie.

As part of its response, the city has commissioned a homelessness study in the city to have a more comprehensive understanding of, 'the vulnerable and unsheltered population in the community and options for moving forward.'

However, in its more immediate response, the city added that last month they had met with 15 community stakeholders that represent 10 community social serving organizations to discuss and develop policies around extreme cold weather events.

"Additionally, the administration is meeting with representatives from key city departments to discuss the short-term action. While the short-term action just described steps towards helping to protect the health and safety of unsheltered individuals, it does not solve the issue of homelessness in Airdrie," city officials previously stated.

Currently, Airdrie does not have a 24-hour emergency shelter or other social housing programs, such as the ones that provide services to the unhoused and vulnerable populations in Calgary.

Send your news tips, story ideas, pictures, and videos to news@discoverairdrie.com. You can also message and follow us on [Twitter](https://twitter.com/AIR1061FM): @AIR1061FM



Congratulations to Dr. James L. Turk on Receiving the Inaugural CFLA Intellectual Freedom Award!

James L. Turk Receives the CFLA Intellectual Freedom Award

January 25, 2024

The Canadian Federation of Library Associations (CFLA) announced that Dr. James L. Turk, Director of the Centre for Free Expression at the Toronto Metropolitan University, has been chosen as the recipient of the inaugural CFLA-FCAB Intellectual Freedom Award.

Dr. James L. Turk to be awarded the CFLA-FCAB Intellectual Freedom Award for his commitment to intellectual freedom and its advocacy in Canada.

TORONTO, January 25, 2024 — The Canadian Federation of Library Associations/Fédération Canadienne des Associations de Bibliothèques (CFLA-FCAB) is pleased to recognize Dr. James L. Turk with the inaugural CFLA-FCAB Intellectual Freedom Award. Dr. Turk has been an enthusiastic advocate for the rights of individuals to think, express themselves, and access information without fear of persecution or censorship.

As the Director of the Centre for Free Expression at the Toronto Metropolitan University, Dr. Turk has been at the forefront of the fight for intellectual freedom and Charter rights since its inception in 2015. A public intellectual who has recognized and endorsed the leading role that libraries play defending and promoting intellectual freedom, Dr. Turk is a true champion of libraries in their role protecting intellectual freedom for all Canadians.

Dr. Turk has made myriad concrete contributions to discussions regarding Intellectual freedom as an essential role for libraries, including:

- Leading the development and launch of the Library Challenges Database consisting of challenges faced by libraries across the country, and including the supporting resources and decisions made regarding those challenges.
- Leading the development and launch of the Library Policies Database, a free, fully searchable database of Canadian public library policies related to the topic of Intellectual Freedom.
- Responding to and supporting multiple librarians and public library boards of trustees in various parts of the country who turned directly to Dr. Turk as Chair of the CFE's Working Group on Intellectual Freedom for wise counsel and support.
- Encouraging critical commentaries, such as *When a Book by an Eminent Indigenous Author Is Pulled from a School Library, Something is Wrong* published on May 4, 2022.
- Leading the CFE collaboration with Edmonton Public Library to develop an online course on intellectual freedom for library staff which is made available to public library staff across the nation on a regular basis.
- Providing in-person and online training for multiple library staff and library board trustees on intellectual freedom and the legal framework in Canada.
- Facilitating online public education sessions and commentaries on topics ranging from censorship and freedom of the press, freedom of expression and the charter to regulation of online speech, reaching audiences in Canada and internationally; and
- Facilitating the 2022 negotiations with CFLA-FCAB's Intellectual Freedom Committee to join forces on a single nation-wide library challenge database.

About the Award Presentation:

CFLA-FCAB's Intellectual Freedom Committee will present Dr. Turk with his award at the Ontario Library Association Super Conference at the closing keynote, 3:55 pm, Friday January 26th, 2024 at the Metro Toronto Convention Centre, room MTCC 105/106.

About the CFLA-FCAB Intellectual Freedom Award:

The 2023 CFLA-FCAB Intellectual Freedom Award is the successor to the Canadian Library Association's Advancement of Intellectual Freedom Award which was awarded annually between 1988 and 2016. It recognizes outstanding contributions to intellectual freedom in Canada.

Director's Report

February 13 2024

Alyssa Martin

Read for 15

Camrose won two awards in this year's Read for 15 event! We took the awards for:

- Highest Percentage of Reported Readers in a Town with a population of 10,000-70,000
- Most Reader's Overall

OLA Super Conference

I attended the 2024 Ontario Library Super Conference in January, and spent 3 days in workshops, talks, sessions and keynotes about libraries. This experience was incredibly valuable, and I count it among one of the most meaningful professional development opportunities in my life. It allowed me to connect with almost 4000 library professionals from across Canada, learn more about the associations pertaining to public libraries, learn more about emerging technologies, best practices and challenges facing not just libraries, but also our communities.

A few takeaways from the 2024 OLA Super Conference

Pandemic Fallout/The State of Everything

Communities across Canada and the United States are facing the fallouts of a pandemic. Funding is being slashed across the country to every social serving industry, including libraries. The public's behaviour is increasingly hostile and emotionally charged, resulting in record reports of incidents in libraries. Our patron's needs are increasingly complex, immediate, and beyond the training and resources libraries have historically provided. Given that this is true across the country, this means there is nowhere to direct our communities to go to for help. There is a decrease in available social supports everywhere, and as the library is one of the only public spaces in existence, we are on the front lines of this social crisis, and there is nothing we can do to make it go away in the near term, only things we can do to manage it. This, inevitably, leads to library worker burnout and compassion fatigue. In response, libraries are attempting to respond to their employees emotional needs, physical safety, and finding or hiring the social support expertise needed in our spaces.

Some of the relevant workshops and talks included:

- De-Escalation Workshop
- Hosting Food Banks in the Library – Successes and Lessons
- **Meeting the Moment: Bystander Intervention to Create Safer Spaces**
- “We Have a Social Worker, Yay!... Now What?”
- Small Library, Mighty Impact: Creating Community Partnerships to Build Community Connection”
- Community Fridge: Big Success or Just a Big Hassle
- It’s Time to Get Loud About Emotional Labour & Public Library Work
- Safety and Security in Public Libraries: resources and Ideas to Help
- Don’t Just Shake It Off: Using Debriefing Tools to Support Frontline Library Staff
- At the Crossroads of Two Disciplines: Collaboration Between a Public Library and Social Work Researchers
- **Closing Keynote – Eric Klinenberg.** Discussing 2020, how society handled it, and how we’re all doing now. His new book, *2020: One City, Seven People, and the Year Everything Changed* was just released. Eric Klinenberg also authored *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life*

Artificial Intelligence

AI is coming, whether we like it or not. It is being embedded in our every day software, it is changing the landscape of information literacy, and it is opening up new possibilities for how libraries can leverage these tools to help our organizations. Discussions of ethics, legalities, copyright and more were had. This is an area that our whole team should have training on, and a topic that our community is going to need to learn about.

Some of the relevant workshops and talks included:

- AI’s not a Bad Guy – Understanding Algorithms
- Approachable AI: Empowering Library Staff to branch Out from ChatGPT
- A Prompt Primer: An Introduction to Prompt Engineering
- The Role of Academic Librarians in the AI Revolution: Insights from Educational Encounters
- Opening the Black Box: Teaching Algorithmic and AI Literacy in Canadian Universities
- Improving AI Literacy in Our Communities
- Challenging ChatGPT: Information Literacy Skills in a Generative AI World
- Getting Your Library Staff AI_Ready: Strategies for Building Capacity to Understand and Use Generative AI Within Libraries
- **WTF is AI and Why Do Libraries Need It?**
- Navigating the Impact of ChatGPT on Higher Education: A Year in Review



Intellectual Freedom

Intellectual Freedom is facing massive amounts of pushback across North America, and this is something we should all be very concerned about. Libraries are seeing book bans happen at an alarming rate. Politicians are running on platforms of removing access to information (book bans, closing libraries, removing content from schools, muzzling university professors), there are coordinated efforts by people who want to control what items are accessible to the public to get on library and school boards. There are letter writing campaigns trying to scare public libraries into pulling titles from their collections by threatening legal action. Librarians are being fired for refusing to remove content from their collections. In some cases, librarians are receiving such intense and ongoing threats from the public that they are having to move out of their communities and leave their jobs due to their personal safety. Then of course there are continent wide protests about LGBTQ programming and materials, which frequently come with threats of violence.

Additionally, Intellectual Freedom challenges have sky rocketed, and the research shows that these challenges come from a range of demographics, personal beliefs, ages, places of origin, and education levels. This is not "one type" of person trying to remove access to information, this is many groups. The thing they all have in common is a belief that if a piece of information (such as a book) contains language, content, images, ideas (etc) that they disagree with, that information should not be accessible to anyone.

A frequent theme in library talks lately is that society has lost the ability to simply disagree with someone, and to engage in a good faith conversation with perspectives you might disagree with, or even passionately disagree with. And of course if no one can respectfully engage in a good faith conversation with ideas you disagree with, all we are left with is screaming at each other or ignoring each other, neither of which are healthy or productive. Many organizations and libraries are working hard to respond to these threats to intellectual freedom, but the root problems here are much bigger than libraries.

Some of the relevant workshops included:

- **Opening Keynote – ALA President Emily Drabinski In Conversation with Leslie Weir**
- Between the Line: the Public Libraries' Role in Championing Intellectual Freedom and Resisting Censorship
- **What's at Stake? Raising Awareness and Engaging Audiences on the Difficult Topic of Intellectual Freedom**

CAMROSE PUBLIC LIBRARY

- **Censorship in Canadian Libraries: What We Know, What We Don't Know (Yet)**
- Helping Kids Spot Fake News and Find the Good Stuff
- **Inspire Democracy – Learn About Election Canada's outreach program and how libraries are making a difference in our work**
- Get Loud About Access to Digital Content with the CULC/CBUC Digital Content Working Group
- Drag Queens, Librarians, and Protestors, Oh My! Host High Profile Events Through Community Collaboration
- Getting Loud About Misinformation: Introducing Misinformation March
- Out of the Vaults: Democratizing Community Access through Digitization Partnerships
- Making a Statement

Other Topics

The sessions listed above probably account for less than a third of all the sessions that were available. Social Justice, Equity, Diversity and Inclusion, practicalities of running a library, author talks and climate change were all prevalent themes. I attended two sessions about climate change and libraries, and learned that that BCLA, OLA, CFLA and IFLA all have relatively new committees dedicated to the subject, and data tracking and library responses the climate change and the emergencies surround it are just beginning to be developed. CPL is surprisingly progressive in this respect, but working with our local municipalities to assist with disaster response is an area we should explore. I also attended a workshop about Strategic Planning, and I will share my insights with the Plan of Service Committee at our next meeting. There are recordings of many of the sessions, and I will continue to work my way through relevant sessions as time allows.

Naloxone Training

CPL staff are in the midst of updating our Naloxone training, and refreshing our supply to include the nasal spray. This free training is coming to an end, along with the free nasal spray through St. John's Ambulance. CPL has been lucky in that we have not needed this medication to date, but the opioid crisis across Canada is ongoing.

Grants

I've applied for:

A \$10,000 development grant from the Government of Alberta. These funds are for libraries serving a population under 20,000 (we qualify by their standards). The



money is intended to go towards digital literacy, skill building for employment, or services for newcomers. I submitted a plan for a program for newcomers which could easily also include building employment skills (there is a large English language component) as well as building digital literacy. One of the priorities for this grant is to help libraries far from major service centers, so our proximity to Edmonton will hurt our application. We will learn if we are successful around March 2024.

The Young Canada Works grants for our Book Bike Pilots. I have applied for multiple positions, and requested 70% funding for a FT position, 16 weeks, May-August.

The Canada Summer Jobs grants for a Summer Reading Programmer. I applied for one position, FT, 16 weeks, May-August. This grant will cover up to 50% of our province's minimum wage, so less than 50% of the cost of the student.

Sponsorship

CPL has entered into a Sponsorship with Dominos Camrose. Dominos has very generously agreed to donate 10 pizzas for our programs, give us a 50% discount for the pizza we need above and beyond what they're donating, and they will supply us with enough pizza for an annual pizza party. Additionally, they will run three fundraisers that benefit CPL throughout the year. We are incredibly grateful for Dominos support, and our community has already expressed their appreciation of Dominos to us as well.

Fellowship of the Camrose Public Library – Membership Drive

The Fellowship of the Camrose Public Library is in dire need of new members. The Fellowship is an independent society whose primary purpose is to fundraise for CPL, and to let the public know about all the resources and services that CPL offers to the community. We are helping them to run a membership drive, and will be hosting a joint open house on the evening of February 27th so that members of the community can get a better understanding of what that mission looks like in practice, how they can help the society, and what roles, responsibilities and time commitments being on the executive has, vs being a volunteer. There will be refreshments, an overview of past projects, a short talk about how the Fellowship has helped CPL in the past and how valuable this group is to us, and what the Fellowship needs to keep going. If this membership run is unsuccessful, this group will fold, and CPL will lose one more avenue of support. Beyond having more voices, the Fellowship is eligible to run Casinos, and obtain AGLC licenses, something that our library is not eligible for.



Freedom to Read Week

Freedom to Read week is a national event that encourages Canadians to think about and reaffirm their commitment to intellectual freedom. Our programmer's have created some great displays about banned and challenged books, and have asked me to give a talk. So on February 22, I will be giving the talk *Libraries and Intellectual Freedom: Fighting for everyone's rights. Yes, even theirs.* This talk will explain what intellectual freedom is, why it is so important, how libraries play into it, and all the threats to it that we are experiencing, and how they are on the rise. If you like libraries and the idea of democracy, you'll find this talk interesting.

WANT TO SUPPORT YOUR LOCAL LIBRARY?



THE FELLOWSHIP OF THE CAMROSE PUBLIC LIBRARY

IS LOOKING FOR **NEW EXECUTIVES & MEMBERS** TO
SUPPORT ADVOCATING AND FUNDRAISING INITIATIVES.

FIND OUT MORE AT OUR INFO NIGHT:

FEBRUARY 27TH

5:30 PM

CAMROSE PUBLIC LIBRARY

COFFE, TEA & SNACKS PROVIDED!

Questions?

Email fellowshipcpl@gmail.com or phone 780-672-4214 and ask for Alyssa

HELP US PLAN FOR NUMBERS
BY REGISTERING HERE:



Libraries and Intellectual Freedom:

Fighting for everyone's rights. Yes, even theirs.



Learn how our democracy depends on your public library; a talk with a librarian

February 22 2024
5:30pm
Camrose Public Library



February 18–24, 2024
**FREEDOM
TO READ WEEK**

Camrose Public Library
 Adult Programs
 January 1 to 31, 2024

Outreach	Program	Attendance
Deliveries to Care Facilities	9	70
German Circle Online	5	17
Ukulele Online	3	9
Mind Masters	1	237
	18	333

In House	Program	Attendance
Spanish	4	35
Ukulele	4	32
Fibre Club	4	18
Drum Circle with CMHA	1	6
French (Wednesday)	4	4
French (Thursday)	4	7
Climate Café	1	0
Cricut Classes	2	10
How To: Canva	1	19
	25	131

Total	43	464
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Camrose Public Library
 Family Programs
 January 1 to 31, 2024

Outreach	Program	Attendance
Read for 15	1	4167
Chuck Maclean Family workshops	1	10
Women's Shelter Family Literacy	1	6
	3	4183

In House	Program	Attendance
Snacks in the Stacks	22	462
Something Cool After School	19	152
Books & Bounces	4	64
Terrific Tales	4	60
Tech Help	15	30
Bed Time Stories	4	39
Rainbow Club	1	0
Family Literacy Day with CFRC	1	25
Game Day	4	2
Anime Club	4	8
Crafternoon	4	4
Writing Club	4	3
Early Dismissal Matinee	1	62
	87	911

Total	90	5094
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Camrose Public Library
 Childrens Programs
 January 1 to 31, 2024

Outreach	Program	Attendance
	0	0

In House	Program	Attendance
	0	0

Monthly Total	0	0
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Camrose Public Library
 Teen Programs
 January 1 to 31, 2024

Outreach	Program	Attendance
	0	0

In House	Program	Attendance
Golden Flames Teen D & D	4	37
	4	37

Total	4	37
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Camrose Public Library
Total Programs
January 1 to 31, 2024

Outreach Programs	21	4516
In-house Programs	116	1079
YTD	137	5595

Submitted by Nicole Bannick
2-Feb-24

January 2024

Program and Library Statistics

Submitted by Nicole Kyle
February 13, 2023

836

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

592

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

22%

of the City of Camrose reported for Read for 15 this year. That's a 24% increase over last year's reporting!

1 patron quote that shows what we mean to some people:

"Let me tell you my story, seeing that I won't have anyone else to tell today!"

January Program Summary

We hit the ground running in 2024 with a full roster of regularly scheduled programming and a few special events.

Lou's How To: Canva session was well attended, with 19 people coming together to learn the basics of Canva's free digital design software. Canva is what we use for our marketing materials and what I use to create these reports every month!



CAMROSE PUBLIC LIBRARY

How To: Canva

Learn the basics of Canva for personal & business graphic design

January 18 at 5 pm

Secure your free spot at <https://bit.ly/CPLEventbrite>
We suggest to bring a laptop if you have one but not required



Family Bored

GAMES!
12:00-3:00 PM
Families of all shapes and sizes welcome!

Family Literacy Day
Jan 27
Since 1999

CAMROSE PUBLIC LIBRARY
In partnership with **CAMROSE FAMILY RESOURCE CENTRE**

We partnered with Camrose Family Resource Centre for an event celebrating Family Literacy Day on Saturday, January 27. Family Bored Games saw 25 people with kids of all ages visit the library to play table top board and card games, create their own game to take home, and share snacks and community with other families.

Our monthly "Half-Day Matinee continues to grow! We had 62 people this month and have begun a partnership with Camrose Family Resource Centre for the remainder of this series, and have a newly minted sponsorship deal with Dominos Camrose to help supply pizza for the hungry masses!



READ FOR 15

We have not yet won the coveted "Most Readerly" trophy, but we did place in the top 4 this year. This is also our second year in a row with the highest number of reported readers, with 4167 people who read for 15 minutes on January 26 & 27!

Ongoing Programs

Ukulele Jam (adults)
Mondays @ 12:30

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

**Books & Bounces
(infants)**
Tuesdays @ 11:30

German Circle (adults)
Tuesdays @ 4 on Zoom

Terrific Tales (families)
Wednesdays @ 10:30

**Golden Flames D&D
Club (teens)**
Wednesdays @ 4

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

Ukulele Online (adults)
Thursdays @ 1 on Zoom

French Circle (adults)
Thursdays @ 1 in-person
and on Zoom

Writing Circle (all ages)
Thursdays @ 5

Climate Cafe (all ages)
February 6 @ 5:30

Drumming Circle (16+)
1st Thursday Monthly @ 5
Register at
<https://bit.ly/CMHADrums>

**Half-Day Matinee
(all ages)**
BRSD/EICS Early Dismissal
Days @ 12:30

**Snacks in the Stacks
(grades 1-12)**
School days @ 3:30

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

**Rainbow Club Public
GSA (all ages)**
1st operational Saturday
Monthly @ 11 (February 3)

**Crafternoon (all ages; 11
and under accompanied
by an adult)**
Saturdays from 1-4

Fibre Club (all ages)
Saturdays @ 1

For Zoom links and more information:

Phone: 780.672.4214
Web: prl.ab.ca/camrose
Email: cpltechhelp@prl.ab.ca

February 18–24, 2024



**FREEDOM
TO READ WEEK**

<https://www.freedomtoread.ca>

Freedom to Read Week is an annual event that encourages Canadians to think about and reaffirm their commitment to intellectual freedom. Swing by the library to check out displays of books that have been challenged or banned and attend a special event on February 22.

Our Hours:

Monday–Friday: 10–7
Saturday: 11–4
Sunday: Closed
Closed February 17, 18, & 19

Special Events

For Cricut's Sake (Adults, registered)
February 2 or 9 from 5-7 PM

Valentine's Day Cards. Space is limited; please register with QR below.

**Paw Café with Camrose Alliance Animal
Rescue Society**

February 4 from 1-3 PM @ CRE

Play with adoptable pets and create pet-themed crafts. Entry is free; refreshments will be available to purchase with proceeds going to CAARS

How To: Chat GPT (Adults, registered)
February 15 @ 5:00 PM

Learn the basics of Chat GPT and other AI tools. BYO device if you have one; we will have limited devices available. Space limited; register with QR below.

Libraries and Intellectual Freedom (Adults)
February 22 @ 5:30 PM

Join our Library Director Alyssa Martin for a talk about libraries, democracy, privacy, and intellectual freedom in celebration of Freedom to Read Week!

Weaving Wonders (Family, registered)
February 25 from 10 AM-12 PM

Join us at the Chuck MacLean Arts Centre (4809 52 Street) to weave, braid, and tie string in to art! Space limited; register with the QR below.

Leap Day (All Ages)
February 29 from 5:30-7:00 PM

Take advantage of 2024's Bonus Day and join us to play time-based games and add to our time-capsule to be opened next February 29!

For registered programs, please visit <https://bit.ly/CPLEventbrite>, scan the QR, or call 780-672-4214.



We're reaching out with an exciting (and urgent) request: join the Fellowship of the Camrose Public Library! The Fellowship is an independent organization that's all about keeping our library amazing by organizing fun events, raising funds to help us help others, and speaking up for why public libraries rock!

Our current execs need a break, so we're seeking new members to keep us strong. Not interested in the exec team? We need help with events, behind-the-scenes work, social media, and more. Time commitments vary and are flexible. Plus, it's a great way to meet new people who share your love for books, learning and community. Come to our info night for more information, or share our poster to help us connect with more cool people. Or you can reach out to the Fellowship at fellowshipcpl@gmail.com and let them know how you'd like to help. Let's help our library be even more amazing.

-Love from the Camrose Public Library and the Fellowship

WANT TO SUPPORT YOUR LOCAL LIBRARY?

THE FELLOWSHIP OF THE CAMROSE PUBLIC LIBRARY

IS LOOKING FOR **NEW EXECUTIVES & MEMBERS** TO SUPPORT
ADVOCATING AND FUNDRAISING INITIATIVES.

FIND OUT MORE AT OUR INFO NIGHT:

FEBRUARY 27TH
5:30 PM
CAMROSE PUBLIC LIBRARY

COFFEE, TEA & SNACKS PROVIDED!

HELP US PLAN FOR NUMBERS
BY REGISTERING HERE:



Questions? Email fellowshipcpl@gmail.com or phone 780-672-4214 and ask for Alyssa

January 2024 Library Statistics

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

Mondays: 238 (avg of 26/hr) Tuesdays: 315 (avg of 35/hr)
 Wednesdays: 315 (avg of 35/hr) Thursdays: 306 (avg of 34/hr)
 Fridays: 296 (avg of 33/hr) Saturdays: 187 (avg of 33/hr)
 Sundays: 97 (avg of 24/hr)

Circulation	Jan 2024	Jan 2023	2024 YTD	2023 YTD	Under/ Over 2023	% Chg. Over 2023
Adult Material	6516	6196	6516	6196	320	5%
Young Adult Material	409	446	409	446	-37	-8%
Juvenile Material	5091	5290	5091	5290	-199	-4%
TAL Items Borrowed	124	148	124	148	-24	-16%
TAL Items Sent	34	35	34	35	-1	-3%
Total	12174	12115	12174	12115	59	0%

Econtent	Jan 2024	Jan 2023	2024 YTD	2023 YTD	Under/ Over 2023	% Chg. Over 2023
Cloud Library/RBDigital	568	639	568	639	-71	-11%
Overdrive	1317	964	1317	964	353	37%
Total	1885	1616	1885	1616	269	17%

Circulation by Residence	Jan 2024	Jan 2023	2024 YTD	2023 YTD	Under/ Over 2023	% Chg. Over 2023
City of Camrose	9779	9687	9779	9687	92	1%
County of Camrose	2176	2319	2176	2319	-143	-6%
Outside City/County	67	50	67	50	17	34%
ME	30	43	30	43	-13	-30%
Total	12052	12099	12052	12099	-47	0%

Miscellaneous	Jan 2024	Jan 2023	2024 YTD	2023 YTD	Under/ Over 2023	% Chg. Over 2023
Visitors	7643	6248	7643	6248	1395	22%
WiFi Users	7267	10301	7267	10301	-3034	-29%
Internet Users	984	735	984	735	249	34%
Exams	19	17	19	17	2	12%
Total	15913	17301	15913	17301	-1388	-8%

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 2024		2024 YTD		Participants	
	Sessions	People	Sessions	People	2023 YTD	2022 YTD
1	44	222	44	222	223	88
2	15	30	15	30	29	0
3	36	562	36	562	475	197
4	41	614	41	614	439	0
Library Advocacy	1	4167	1	4167	3349	3,849
Total	137	5595	137	5595	4,515	4,134

AB Library Statistics

Survey Report - This tab contains the Alberta Public Library Survey. It is to be filled in with current information, up to and including the Board Governance - Board Members section. All municipal and intermunicipal library boards are required to complete this report.

Annual Report - This tab contains fields to capture statistical data for the reporting year for each library service point the board operates. If the board does not operate a service point, the Annual Report fields will not be visible. Urban library boards with multiple branches in the same city are excluded from this and can report aggregate data.

Video Resources:

[Completing the Public Library Survey and Annual Report using LibPAS](#)

This webinar provides a brief overview of what the Survey and Annual Report is, and why library boards need to do it. The focus of the training is an examination of each field in the report and what the expectations are for reporting. It also demonstrates some tips and tricks on using LibPAS.

[How to Access and Run Reports in LibPAS](#)

This webinar is an introduction to using the reporting feature in LibPAS. It shows how to access reports, how to run reports, filter information and how to make use of the provided templates.

Survey Report

The Alberta Public Library Survey captures current year information.

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>.

Approval

The Survey and Annual Report is filed by the library board pursuant to the Libraries Regulation. By approving, the board accepts the report, certifies its essential accuracy and transmits it to Alberta Municipal Affairs, Public Library Services Branch (PLSB), in accordance with the above regulation. Personal information contained in the report will not be disclosed except for use by Alberta Municipal Affairs.

The completed Survey and Annual Report must be approved by the library board via resolution *before* it is submitted to PLSB. PLSB reserves the right to request a copy of the meeting minutes to demonstrate board approval.

	Date report approved by library board

Library Board

The legal name of the library board.

	Name of library board
	City of Camrose Library Board

Name of Library

Provide the name of the library operated by the library board.

	Name of library
	Camrose Public Library

Library Phone, Email, Website

Report the current main phone number for the library, the general email address for reaching library staff and the URL for the library's website.

	Library phone	Library email	Library website
	780-672-4214	cpl@prl.ab.ca	https://prl.ab.ca/camrose

Library Address

Report the current address of the library.

	Street address	P.O. box	City/town, etc.	Province	Postal code
	4710 50 Ave		Camrose	AB	T4V 0R8

Contacts

Library Manager: Provide the name and work email of the person charged with the management of the daily operations of the library.

Respondent: If a person other than the library manager prepares this report, please provide their name and email. The respondent might be a library staff person, a member of the board, or any person charged with filling in the data. This information is not included in the Directory.

	Name	Email
Library Manager	Alyssa Martin	amartin@prl.ab.ca
Respondent (if different than above)		

Camrose Library Board, City of - Camrose 2023

Board Governance - Board Members

Provide the full names, contact information, and term expiry date for all current board members (i.e. members at the time of filling in this report). Indicate the board chair by entering their information in the first line of the table. While names of board members are public information, phone numbers and email addresses are strictly for the use of Public Library Services Branch and are not made available to the public.

Please note that the library board term expiry date must reflect the individual's appointment as made by municipal council and must be provided for all board members, including those members who are also councillors. The board term expiry date should not reflect the individual's date of recruitment, the date of their first board meeting, the date they were elected chair (or any other officer position), or any other date.

The *Libraries Act* requires all board members to be appointed by municipal council. Appointments are made by council resolution and therefore will be recorded in council meeting minutes. When an appointment is made, the municipality may also provide documentation (e.g. a letter) that includes the relevant information (i.e. resolution number, date of appointment, and the term length/expiry date).

Please see the *Appointments to the Municipal Library Board* or *Appointments to the Intermunicipal Library Board* fact sheets (<https://www.alberta.ca/public-library-board-development.aspx>) for more information.

If you are unsure about board member appointments and term expiry dates, contact your municipality for more information. If there is no record of appointments by council for some or all board members, please contact Public Library Services Branch at libraries@gov.ab.ca or 780-427-4871 for support.

	Name	Phone	Email	Library board term expiry (year/month/day)	Councillor?
Chair	Renee Greer			2024-12-31	No
Board Member 1	Cheryl Dezall			2026-12-31	No
Board Member 2	Lucy Ernst			2026-12-31	No
Board Member 3	Naomi Finseth			2025-12-31	No
Board Member 4	Peter Hamm			2025-12-31	No
Board Member 5	Margaret Holliston			2025-12-31	No
Board Member 6	Jade Hulkovich			2025-12-31	No
Board Member 7	Joy-Anne Murphy			2024-10-31	Yes
Board Member 8	Don Simpson			2024-10-31	Yes
Board Member 9	Vikki Williams			2024-12-31	No

Annual Report

This is the Annual Report portion of the report. Please fill in the data for the reporting year (i.e. the previous calendar year) unless otherwise indicated.

Board Governance

Provide the actual dates (e.g. Jan 28, Feb 13) of board meetings held during the reporting year. All library boards are required by the Libraries Act to meet at least once every four months (Part 5, Section 33(1)).

Provide the amount of time board members volunteered on library board business during the reporting year, e.g. board meetings, committee meetings (a 2 hour board meeting with 5 members in attendance would equal 10 volunteer hours).

Any volunteer work *in the library* by board members should be recorded in the *Personnel - Volunteers* section.

	Dates of board meetings held (e.g. Jan 28, Feb 13)	Board volunteer hours
	Jan 18, Feb 15, Mar 15, Apr 19, May 8, May 17, Jun 21, Sept 20, Oct 18, Nov 2, Nov 15, Nov 30, Dec 20	124

Library Hours

Report the total number of hours the library was open to the public for the reporting year. If you are reporting for multiple libraries, please provide the total hours for all locations combined.

Do not include administrative days, where there may be staff in the library but no library users.

There are two possible calculations:

1. Actual count of hours open per year.
2. Estimate:

If the library hours were the same all year: 50 x total hours per week

If summer hours differed from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Total hours open during reporting year
	2,604

Personnel

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

Staff

Report total number of employees and the total hours worked in the reporting year (paid leaves such as vacation or sick days can be included). You may need to get this figure from the individual or agency that does your staff payroll.

Include all paid staff (full- and part-time) who were employed by the library board during the reporting year whether they were paid directly by the board or paid through the municipality.

Do not count the number of positions, count the total number of individual persons that worked in the library during the reporting year. Each person should only be counted once. For those that have multiple credentials (i.e. both an MLIS and Library Technician diploma), please count them by the credential required by the position they are in. Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	Total # of employees	Total hours/year
MLIS or equivalent	3	2,288.88
Library technician	1	642.10
All other credentials (e.g. high school, Library Operations Certificate, diploma, other university degree)	23	17,788.39
Total	27	20,719.37

Volunteers

Report the number of volunteers (i.e., those who worked without payment from any agency) 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 *Board Governance > Board volunteer hours*.

Do not include volunteer activities of Friends groups. Friends groups are separate organizations and have their own reporting mechanisms.

	Total # of volunteers	Total volunteer hours contributed
	28	781.25

Collections

Report only items that have been acquired as part of the library collection. Count the total library collection, not just items added during the reporting year.

Collection management

Report the number of print and non-print items acquired and withdrawn during the reporting year. Do not include e-content.

	Items acquired	Items withdrawn
Print items	2,570	3,202
Non-print items	345	1,371
Total	2,915	4,573

Print and non-print items

Report the total number of print and non-print items in the library collection. Include both catalogued and uncatalogued items. Do not include electronic equipment for loan or e-content as they are captured in the following sections.

Print items: include physical books and issues of periodicals.

Non-print items: include physical items such as audiobooks (e.g. books on CD), music (e.g. CDs), videos/movies (e.g. DVDs), videogames (e.g. Xbox, PlayStation), kits (e.g. CD/book combinations) and objects (e.g. baking pans, tools, snowshoes).

	Total print items (including issues of periodicals)	Total non-print items	Total print and non-print items
	28,289	6,026	34,315

Electronic equipment for loan

Report the number of electronic equipment items available for loan by patrons. These are items that are available for use inside or outside of the library. This may need to be a manual count if the items are not held in the ILS (e.g. Polaris/Workflows).

	Wireless hotspots	Mobile devices (e.g. laptops, chromebooks, e-readers, tablets)	Total electronic equipment
	0	0	0

E-content

If your library board licenses any e-content resources such as e-books, e-audiobooks, online magazine subscriptions, movies, games or databases, include the items in this section.

Only count e-content licensed by your library board. Do not count e-content licensed and purchased by a library system (if applicable) or the Public Library Services Branch (PLSB), as those statistics are captured outside of this report. However, for library boards that are a member of a system and have contributed funding towards system level e-content purchasing (e.g. the system has licensed items paid with money contributed by your board), you may count the items purchased with your contributed funds in the reporting year. Please contact your system for this information.

For library boards that are not part of a library system, include any licenses brokered by The Alberta Library (TAL).

	E-books	E-audiobooks	All other e-content combined	Total e-content items
	n.a.	n.a.	n.a.	0

Camrose Library Board, City of - Camrose 2023

Total collections

Total library collection.

	Total physical collection	Total e-content collection	Total library collection
	34,315	0	34,315

Library board contributions

If your library board contributed money to your library system for licensing e-content (e.g. e-books, e-audiobooks or e-magazines) during the reporting year, please indicate the dollar amount contributed. This is above and beyond any annual allotment funds that may be required by the library system for purchasing.

	Library board contribution
	\$170.55

Circulation

This section captures how many items were circulated (physical and virtually) to library users during the reporting year.

Circulation

Report number of circulations during the reporting year. Include all items that were signed out for use and item renewals.

For electronic equipment and/or objects (e.g. mobile devices, snowshoes): Report the number of circulations captured either through the ILS (e.g. Polaris/Workflows) or manually by staff if the items are not in the ILS.

For e-content (e.g. e-books and e-audio and all others): the numbers may only reflect a portion of total circulations, as it depends on how the e-content platform is configured. Please consult with your library system.

Do not include items that were sent to other libraries (those are captured in the *Interlibrary loan* section).

	Total print	Total non-print	Total electronic equipment	E-books	E-audiobooks	All other e-content combined	Total Circulation
	114,664	20,711	0	7,680	7,916	2,795	153,766

Interlibrary loan

Interlibrary loan (ILL) 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. This includes items that are sent to other libraries within your library system. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	ILL borrowed	ILL lent
Within Alberta (including within your library system)	53,702	23,891
Outside of Alberta	0	0
Total	53,702	23,891

Camrose Library Board, City of - Camrose 2023

In library use

Report the number of physical items used within the library during the reporting year, but not circulated.

There are two possible calculations for each:

1. Actual count of items used within the library for an annual total.
2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Print and non-print items
	3,984

Library Access

This section will cover the ways that library users access the library and the range of services available to them.

Cardholders

Report the number of active cardholders during the reporting year.

An active cardholder is a user whose card was used at some point during the reporting year to access physical and/or virtual library resources and services. This includes virtual borrowing activity as well as authentication to access electronic resources. Cardholders can include people who are residents (i.e., people whose municipal taxes directly support the library board operating the library | fund the library) and non-residents. However, do not include ME Libraries users as that data is captured outside of this report.

	Total active cardholders
	3,003

Visits

Report the number of in-person and virtual visits (i.e. website visits) to the library during the reporting year.

There are two possible calculations for each:

1. Actual count of visits for an annual total.
2. Typical week estimate: count the number of visits and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	In-person visits	Website visits
	84,163	53,776

Information Services

Report the number of information technology assistance and reference transactions during the reporting year. Information technology assistance transactions are reported separately from reference transactions.

A reference transaction is an in-person or virtual encounter in which library staff recommend, interpret, evaluate and/or use information resources to help a library user meet particular information needs. It includes readers advisory. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"

An informal technology assistance transaction is an occasion where library staff help or train a library user on technology in the library. It includes unscheduled individual instruction and assistance in things such as how to use email, demonstrating a URL or how to print a document. Do not include any pre-planned, coordinated events (i.e., library programs) where technology training is delivered. These are captured in Programs > Digital literacy programs.

There are two possible calculations for each:

1. Actual count of transactions for an annual total.
2. Typical week estimate: count the number of transactions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Total informal technology assistance transactions	Total reference transactions
	2,767	4,750

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 an individual sits for more than one exam at the library, count the number of exams taken, not the individual.

	Total number of exams
	217

Meeting space

Meeting space is defined as any area within the library that may be reserved by an individual or group for a use that is not part of the library's regular programming. The space may or may not be physically isolated (e.g., a separate room with a door); however, during the reserved time, the space is solely for the use of the party who made the reservation. The library may or may not charge a fee for use of the space but some form of reservation in advance (e.g., booking through library staff or software) is required.

Do not include regular walk-in use of library facilities.

	Meeting space bookings
	45

Public Workstations

Public workstations are desktop computers owned by the library board available for public use. This can include computers in computer labs used for public instruction. Generally, public workstations are positioned in a static location in the library. Count public workstations with internet access separately from workstations without internet access. Workstations without internet access include those dedicated to games, word processing, children's literacy, etc.

Do not count laptops or other mobile devices made available for public use inside or outside the library. Instead, count those under *Collections > electronic equipment for loan*.

	Public workstations with internet access	Public workstations without internet access	Total public workstations
	22		22

Public workstation and wi-fi sessions

Report the number of sessions conducted by users at any of the available public workstations or on the library's wireless connection, regardless of the length of the session. If a user logs on more than once, count each log-on separately.

Count public workstation sessions and public wi-fi sessions separately.

There are two possible calculations for each:

1. Actual count of sessions for an annual total.
2. Typical week estimate: count the number of sessions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Number of public workstation sessions	Number of wi-fi sessions
	11,742	115,008

Facility

Provide Information on the building the library was housed in during the reporting year.

Facility ownership

Library facilities can be owned by a variety of agents. Most often, a building that houses a public library is owned by one of the following:

- Municipality
- School board (when a library is housed in a school)
- Library board
- Society or other charitable group
- Private business or company
- Private owner (individual)

Report what category the owner of the facility that houses the library falls under. If there was a change in facility owner during the reporting year, please report the current owner and note the change in the appropriate facility status field below.

	Facility ownership
	Municipality

Facility size

A service point is a physical location where users can directly access library materials and services. This includes mobile libraries (e.g. bookmobiles).

Report the total area in square metres of the library service point(s) being captured in this report for 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 square metres, multiply square footage by 0.09.

	Library Area (Sq. Meters)
	1,180.0

Facility status

These fields are to report on the status of the library facility(ies) during the reporting year.

	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?	Yes	Part of the library closed for renovations this year. Our lower level (the children's section) underwent renovations and was closed to the public for two weeks, and our upstairs bathrooms are being renovated and have been closed to the public for 3 weeks.

Programs

A library program (in-person or virtual) is a pre-planned, coordinated event that:

- meets a community need;
- 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.

Do not include programs that are delivered by external organizations in the library unless library staff are involved with the planning and development of the program as per above.

For hybrid programs (i.e. participants can choose to attend in-person or virtually) count the program in the category that best reflects how the program was being delivered and report the corresponding total number of participants (whether they attended virtually or in-person). For example, if the program presenter/facilitator delivered the program in-person, count it as an in-person program and include the total number of participants combined, whether they attended in-person or virtually.

In-person programs

Report the total number of in-person program sessions and participants for each age category. Do not include data for digital literacy or outreach programs as they are counted separately in the sections following.

Please note that a session is one instance of a program being offered. A program may consist of multiple sessions offered at different times. If a program consists of multiple sessions, ensure you are counting each session and not just the overall program.

Participants should also be counted on a per session basis. If an individual attends multiple sessions, even in a case where the sessions are connected (e.g. part of a series), they should be counted each time. For example: if a program was offered in 5 sessions, with 20 participants each time, you would count 100 participants.

For public libraries housed in schools, only count class visits if public library staff have planned a program to coincide with the visit.

	Total # of in-person sessions	Total # of participants
Children's	24	311
Young adult	67	568
Adult	189	1,213
Multigenerational	636	8,641
Total	916	10,733

Digital literacy programs

Report the total number of in-person sessions and participants for digital literacy programs (all age categories combined).

A **digital literacy program** is defined as any program where the primary purpose is for participants to build skills related to the use of various forms of technology (e.g. computers, mobile devices), accessing/creating/using information in a digital environment, or communicating via digital means.

Do not count any informal technology assistance or instruction, as this is counted as a type of reference transaction in the Information Services category.

	Total # of digital literacy sessions	Total # of participants
	143	711

Outreach programs

Report the total number of in-person sessions and participants for 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.

	Total # of outreach sessions	Total # of participants
	220	7,842

Virtual programs

Report the total number of virtual program sessions and participants (all age categories combined). A virtual program is defined as any program that is delivered remotely using technology (e.g. via telephone, video conferencing software, or other digital platforms). Virtual programs may be delivered in either a synchronous (e.g. delivered live via Zoom) or asynchronous (e.g. video hosted on YouTube) format and are counted together for the purpose of this report. Please see the definitions below to ensure virtual program sessions and participants are reported as accurately as possible.

Synchronous virtual programs

Synchronous virtual programs are those where participants access the program at a specified time and the delivery is controlled by the program presenter/host. Some or all of the content may be pre-recorded but the presenter/host is present at the time of delivery and may interact with participants in some way.

Sessions: Count the total number of synchronous virtual program sessions offered across all platforms.

Participants: For each session, count the highest number of participants at any point during the session (i.e. the peak number of participants).

Asynchronous virtual programs

Asynchronous virtual programs are those where participants access the program at any time without the presence of a program presenter/host. Depending on the platform, there may be some interactive elements but access to the content is controlled entirely by the participant.

Sessions: Count each video/module/program once. Only count videos/modules/programs that were accessible during the reporting year.

Participants: Count the total number of times the program was accessed (regardless of whether or not it was completed or accessed multiple times by the same individual). How access is captured will vary by platform. For example, for videos hosted on YouTube or similar, you should count the total number of views during the reporting period. For any programs that have been available across multiple reporting years (e.g. video available in 2021, 2022, and 2023), you may need to use analytics available in the platform (or do your own calculations) to ensure you only count the number of participants during the current reporting year.

	Total # of virtual sessions	Total # of participants
	67	3,546

Camrose Library Board, City of - Camrose 2023

Take-home programs

Report the total number of take-home program sessions and participants (all age categories combined).

A **take-home program** is defined as any program that is planned and designed by library staff but is completed independently by the participant(s) at home or off-site. Take-home programs require the distribution of library-compiled "kits" (name may vary by library, e.g., "take and make") which include, at a minimum, the instructions and materials necessary to complete the program. Other library kits (e.g., book club kits) do not count as take-home programs. Take-home programs should demonstrate all elements of a traditional library program—e.g., planned and designed by library staff, has library prepared materials (instructions, worksheets, resource lists, etc.), has a defined purpose/learning objective, is available for a defined period of time.

Take-home program sessions: count each instance of a take-home program being offered. If the same program is offered multiple times (e.g., once a month), count each instance as a session.

Take-home program participants: count only the number of program kits taken by patrons. Do not count the number of kits created or the number of registrations, if registration was required.

	Total # of take-home sessions	Total # of participants
	0	0

Total programs

Total sessions and participants in the reporting year for in-person, digital literacy, outreach, virtual and take-home programs combined.

	Total number of sessions	Total number of participants
	1,346	22,832

Library Trends

Each year this question will change to capture current trends in Alberta's public libraries.

Does your library board have a current technology plan? A technology plan outlines a library board's goals and strategies for utilizing technology to achieve its overall mission, goals, and objectives. It also addresses the current inventory of technology equipment and software utilized in the library, as well as a plan for the future purchase/replacement/maintenance of equipment and software.

Select the answer from the choices below. If you wish to provide additional information please use the notes field.

	Does your library board have a current technology plan?
	No

Accomplishments & Comments

Summarize the major achievements of your library board for the reporting year and/or provide any comments your board has about public library service delivery.

Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.

	Accomplishments & comments
	Accomplishments: - We underwent a lengthy renovation that closed an entire floor

	<p>of our building without impact to our operational hours and we also maintained excellent library services and programs during renovations - We expanded our program Snacks in the Stacks which provides a nutritious after-school snack to kids and teens on non-instructional days and through the summer to help reduce food insecurity - We partnered with FCSS to expand their efforts to fight food insecurity in the form of a community pantry - We brought back in-house Summer Reading Club programming - We were able to keep Sunday operating hours for a whole year thanks to a generous private donation - Library foot traffic and program attendance increased by around 30% - We commissioned Albertan artists to create a mural in our children's section - Expanded sections of our collection, in particular our Library of Things and more up to date video games - Relationship building with various community organizations - we deepened some and created new ones - We worked with a bevy of talented facilitators on many events and programs - Had a successful and safe Reading with Royalty despite threats and protests prior to and after the event - Continued to tackle a backlog of board work, including policy reviews and clarifying organizational practices - Created an organizational response to protests which was put in place 2-3 times this year in response to our Reading with Royalty event, and two instances of the Million March for Children - With the closure of our local youth shelter and drop in center, the library became an obvious place for youth in crisis to spend time. Our staff have worked on forging relationships with these kids, reaching out to resources to help them, and to include PD to effectively work with and help this population. - We held a couple of optional staff events to assist with team building and a sense of camaraderie, which both help our organization to be more effective and resilient. - We have had ongoing efforts to diversify our staff to better represent the community we serve, expand the cross-section of lived experiences and demographics on our team, as well as expand our team's skillsets and areas of education, and 2023 was a very successful year in this regard. Other Comments - There seems to be a general lack of awareness in the general community and amongst decision makers about what the mandate of a 21st Century Public library is, and what public libraries actually do. - The amount of services and roles that a public library is filling is constantly increasing, all while funding diminishes. 2023 was a year full of difficult cuts, which followed years of difficult cuts, and 2024 will be another year of even more cuts. There are no more efficiencies to find or fat to trim; library service to the public has been heavily and negatively impacted and will not improve unless funding streams are restored or added to.</p>
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