

Present:**Absent:****1. Approval of Agenda****2. Board Feedback**

a.

3. Consent Agenda

a. Approval of Minutes of October 15, 2019 meeting

b. Items for Information

i. Correspondence

- Congratulations to Damien Kurek
- Congratulations to Cindy Trautman
- Thank you to Don Gregorwich
- Superstore Thank You
- Letter Regarding Parkland Representative
- Council Appointments Letter
- Letter from Kaycee Madu
- Kaycee Madu Thank You
- Jason Kenney Thank You
- Jackie Lovely Thank You

ii. Other

- Olds and District Municipal Library's Finance Policy
- PLSB Budget Update
- Municipal Library Board Establishment Bylaw
- PRL Board Talk, September 12 2019

c. Reports

i. Librarian's Report

ii. Nicole's Program Report September 2019

iii. Program Overview to September 30 2019

iv. Library Stats September 2019

v. Nicole's Program Report October 2019

vi. Program Overview to October 31 2019

vii. Library Stats October 2019

- viii. CELA Statistics
- ix. ALTA 2019 Fall Report
- x. Fellowship of Camrose Public Library November Meeting Minutes

4. Items for Decision

- a. Policy Revision:
 - i. Finance Policy
 - ii. Conditions for the Use of Areas of the Library Not Normally Used for Public Services
- b. E-vote: motion to enter e-motions regarding Reserve Funds into the minutes
- c. Quote for Electric Assist Installation
- d. Further financial discussion * *not included in package*

5. Adjournment

Next regular Board meeting: _____ at 5:15 PM

Present: Elizabeth Luck (Chair), Krista Larocque, Al Corbett, Agnes Hoveland (City Council), Katherine Schwaiger, Renee Greer, Robyn Gray (Director)

Absent: Trevor Miller (County Council), Susanna Bruneau

1. Approval of Agenda with additions **Motion 44/19 M/S/C** K. Larocque/R. Greer. Passed.

2. Board Feedback

a. **E. Luck**

- i. Library Card Sign-up Month was a success. The library had 365 new card registrations in September, and 351 renewals, which brings the total number of cardholders to 5551.
- ii. On October 5, the Camrose Branch of the Alberta Genealogical Society hosted session at the library
- iii. September 27 to 29 was Alberta Culture Days, and the library hosted a manuscript editing workshop for writers across Alberta with Kimmy Beach on September 28
- iv. On September 17, Camrose Booster had an article on Booker, a Therapy Dog who also comes to the library as part of the ‘Reading Tails’ program
- v. On October 15, Darren Dochuk delivered a lecture on “Religion and Oil in Alberta” (while our meeting is happening)
- vi. Thursday, October 17 is the Federal Candidate Mix and Mingle Event – while three candidates have confirmed their attendance, we’re hoping all representatives will be able to come
- vii. Our 60s Scoop Event is happening on November 4 in partnership with Augustana
- viii. We have received confirmation of our Alberta Health Services Grant, to develop services that cater to patrons with dementia!

3. Consent Agenda Motion 44/19 M/S/C A. Corbett/K. Larocque. Passed.

a. Approval of Minutes of September 17, 2019 meeting

b. Items for Information

i. Correspondence

- Thank you to County for 2019 Requisition
- Date Change for November Meeting
- Grant Recipient Notification Letter
- Thank-you Letter for Remediation

ii. Other

- Fellowship of Camrose Public Library Meeting Minutes

- Sixties Scoop Program Poster

c. Reports

- Librarian's Report
- Adult Programmer Report
- Technology Programmer Report
- CELA Report

4. Items for Decision

a. Policy Revision:

- Conditions for the Use of Areas of the Library Not Normally Used for Public Services **Motion 45/19 M/S/C** K. Larocque/A. Corbett. Passed. R. Gray will also gather information regarding what is currently in place for insurance and rental agreements
- Personnel Policy **Motion 46/19 M/S/C** A. Corbett/A. Hoveland. Passed with amendments.

b. Budget Package* *not included in package*

- Is there a Policy around using reserves? R. Gray will investigate further.
- Approval of submitting the budget as presented: **Motion 47/19 M/S/C** A. Corbett/R. Greer. Passed.

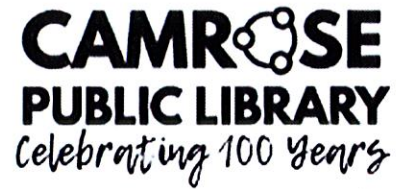
5. Items for Discussion

- Camrose Public Library Bylaws – will examine more closely in January.
- Red Tape Reduction Survey through the Government of Alberta – E. Luck will send out a copy of this survey for any board members interested in completing it.

6. Adjournment 6:35pm

Next regular Board meeting: **November 25, 2019** at 5:15 PM

4710 50 Avenue
Camrose, AB T4V 0R8
780.672.4214



October 25, 2019

The Honourable Damien Kurek
Conservative MP for Battle River – Crowfoot
4945 – 50 Street
Camrose, AB
T4V 1P9

To the Honourable Damien Kurek, M.P:

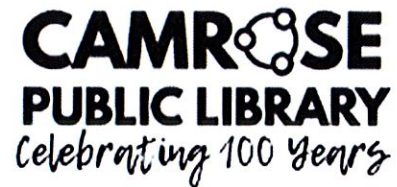
On behalf of the Board and Staff of Camrose Public Library, please accept our heartfelt congratulations on your election as Member of Parliament for Battle River – Crowfoot. Your election clearly acknowledge your outstanding service on behalf of this constituency!

On November 19, 2019, Camrose Public Library will be celebrating our 100th Birthday. We will be hosting a Gala from 7pm to 9pm that evening, as a way to celebrate how far our library has come in our first 100 years and toast our launch forward into our next 100 years. We hope that you will please accept our invitation to attend Camrose Public Library's Centennial Celebration. In addition, we would be honoured if you would say a few words on behalf of the Government of Canada at this remarkable event. We expect that approximately 300 attendees will be present along with a photographer, and there will be hors d'oeuvres served and displays showing how Camrose Public Library became the community hub that it is today. In addition to dignitaries saying a few words, we will have a keynote speaker.

We at Camrose Public Library are proud of the role that we play within the community of Camrose. Our Plan of Service has four main goals: to provide social engagement so citizens can develop relationships and end isolation, to facilitate a welcoming space both physically and virtually for all patrons, to help people satisfy their curiosity for lifelong learning, and to enable all citizens to connect to the online world free of charge.

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Some of the many programs we offer include 'Snacks in the Stacks' for providing healthy snacks for kids each day after school, outreach services for numerous seniors homes in the community, and a trishaw called The Life Cycle that enables seniors and people with disabilities to have a bike ride and experience 'the wind in their hair' during the summer months. And although libraries have expanded their services beyond basic reading materials, reading continues to foster mental stimulation, stress reduction, knowledge building, improved focus, and better writing skills to help improve the health of all Canadians. Libraries have grown to be essential community hubs that improve the health, education, and economy in communities across the country.

November 19, 1919 was the day that trustees came together to form the official Camrose Public Library Board. We look forward to continuing to play an important role in our community going forward, and expanding our services to the public even further than what we currently provide.

Please let us know by November 8 whether you would be available to say a few words at our Centennial Celebration on behalf of the Government of Canada. This would consist of approximately one minute of speaking time.

Thank you for your consideration, and thank you for supporting Camrose Public Library. We look forward to working with you, and are excited to launch the next hundred years of working in partnership with the federal government to provide exceptional service to the community.

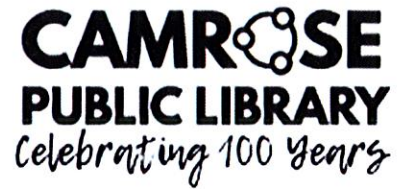
Sincerely,

Robyn Gray, Director, Camrose Public Library

cc: Camrose Public Library Board

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November 7, 2019

Cindy Trautman, Reeve
Camrose County
3755 43 Avenue
Camrose AB T4V 3S8

Dear Reeve Cindy Trautman,

On behalf of the Board and Staff of Camrose Public Library, please accept our sincere congratulations for your appointment as Reeve of Camrose County! We are thrilled that you have been chosen to fill this role, and look forward to continuing to collaborate with Camrose County to provide the community with exceptional library service.

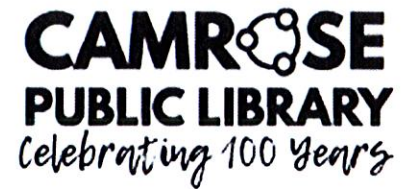
Trevor Miller, who represents Camrose County on the Public Library Board, told us that you are able to speak at the library's Centennial Celebration on November 19th. Thank you so much for agreeing to do this! This commitment consists of approximately one minute of speaking time, in which we would appreciate if you pass along words of welcome on behalf of Camrose County. We expect that approximately 300 attendees will be present along with a photographer, and there will be hors d'oeuvres served and displays showing how Camrose Public Library became the community hub that it is today. In addition to dignitaries from the Province, City, and County saying a few words, we will have a keynote speaker.

November 19, 1919 was the day that trustees came together to form the official Camrose Public Library Board. Our gathering on November 19 will be a celebration of how far Camrose Public Library has come in our first 100 years, and a toast as we launch forward into our next 100 years. We look forward to continuing to play an important role in our community going forward, and expanding our services to the public even further than what we currently provide.

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Thank you for your consideration, and congratulations again on your appointment as Reeve. We look forward to the next hundred years of working in partnership with Camrose County to provide exceptional service to the community.

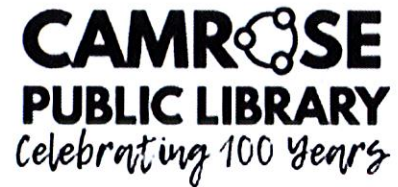
Sincerely,

Robyn Gray, Director
Camrose Public Library

cc: Camrose Public Library Board

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780.672.4214



November 12, 2019

Don Gregorwich
Camrose County
3755 43 Avenue
Camrose AB T4V 3S8

Dear Mr. Don Gregorwich,

On behalf of the Board and Staff of Camrose Public Library, please accept our sincere gratitude and congratulations for your many years of service as Reeve of Camrose County. It has been a pleasure for us to collaborate with you, and we appreciate all of the support that the library has received from Camrose County with you as Reeve.

We sincerely hope that you will still be able to join us at the library for our Centennial Celebration on Tuesday, November 19th. It is our understanding that Reeve Trautman has now agreed to speak on behalf of the County at this event, but we would be thrilled to have you attend. We would not have reached this remarkable milestone were it not for your leadership and support!

Thank you again for everything that you have done for Camrose County and in support of Camrose Public Library. We look forward to welcoming you at the library for many years to come.

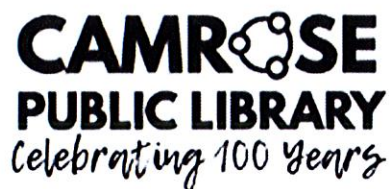
Sincerely,

Robyn Gray, Director
Camrose Public Library

cc: Camrose Public Library Board

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November 15, 2019

Real Canadian Superstore
7005 48 Ave
Camrose AB T4V 4W1

To Store Manager Rochelle Daniels & Canadian Superstore Staff:

On behalf of the Board and Staff of Camrose Public Library, please accept our sincere thanks for your generous gift card donation! It is such an honour to receive your support, and we greatly appreciate your commitment to your local library.

Camrose Public Library (CPL) prides itself on being invested in families and communities, promoting early childhood development, providing a welcoming environment to newcomers, and supporting educational success. On Tuesday, November 19th, CPL celebrates 100 years of serving the community of Camrose. Your donation will go towards materials for our Centennial Celebration Gala that we will be having that evening. On behalf of everyone at CPL, I sincerely hope that you will be able to join us for this celebration! It will be from 7 to 9pm, and there will be hors d'oeuvres, displays of how the library has developed over time, and a keynote speaker. We are so excited to toast our progress over the past 100 years, and launch ourselves into the next 100!

Again, thank you. We look forward to continuing to work together in the future, and hope that you will be able to join us at our Centennial Celebration on November 19th.

Sincerely,

Robyn Gray, Director, Camrose Public Library

cc: Camrose Public Library Board

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The City of
Camrose

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

October 30, 2019

Our File: G1.C3.05

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

Attention: Elizabeth Luck, Chair

Re: 2019-2020 Council Appointments – Camrose Public Library

Please be advised at the Organizational Meeting of Council, held October 21st, 2019, Camrose City Council approved the following Council appointments to the Camrose Public Library for the term of October 21, 2019, to the Organizational Meeting of Council to be held in October, 2020.

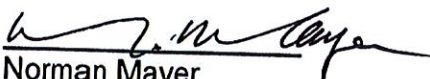
Camrose Public Library:

Councillor Agnes Hoveland

Please give me a call if there are any questions.

Sincerely,

The City of Camrose


Norman Mayer
Mayor

cc: Robyn Gray, Director, Camrose Public Library



The City of
Camrose

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

October 30, 2019

Our File: G1.C3.06

Parkland Regional Library Board
4710 - 50 Avenue
Camrose, AB
T4V 0R8

Attention: Debra Smith, Chair

Re: 2019-2020 Council Appointments – Parkland Regional Library Board

Please be advised at the Organizational Meeting of Council, held October 21st, 2019, Camrose City Council approved the following Council appointments to the Parkland Regional Library Board for the term of October 21, 2019, to the Organizational Meeting of Council to be held in October, 2020.

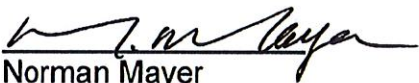
Parkland Regional Library Board:

Councillor Agnes Hoveland
Elizabeth Luck (Alternate)

Please give me a call if there are any questions.

Sincerely,

The City of Camrose


Norman Mayer
Mayor

cc: Robyn Gray, Director, Camrose Public Library



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR98462

Robyn Gray
Director
Camrose Public Library
4710 - 50 Avenue
Camrose AB T4V 0R8

Dear Ms. Gray,

Thank you for your August 26, 2019, letter regarding provincial public library funding. As the Minister responsible for public library services in Alberta, I assure you I value the important role public libraries play in our communities. I know the programs and resources you provide help Albertans with everything from early literacy to job seeking to language learning.

I also know rural libraries especially rely on provincial support and funding. Our government has approved interim operating grant funding at 50 per cent of 2018/19 levels to ensure libraries can continue to operate and thrive until Budget 2019 is finalized later in the fall.

The 50 per cent figure represents an interim supply, a measure taken by government to maintain public library programs and services until a full budget is passed. Funding for public libraries will be provided under Budget 2019. In all our budget decisions, we are balancing maintaining services while carefully looking at public spending.

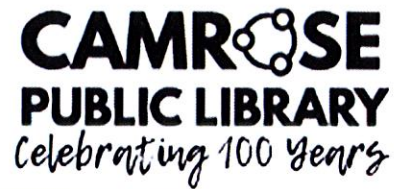
Thank you for writing to share your concerns about, and to show your support for, public libraries.

Yours very truly,

Kaycee Madu
Minister

cc: Camrose Public Library Board

4710 50 Avenue
Camrose, AB T4V 0R8
780.672.4214



November 4, 2019

The Honourable Kaycee Madu
Alberta's Minister of Municipal Affairs
Legislature Office
132 Legislature Building
10800 – 97 Avenue NW
Edmonton, AB
Canada T5K 2B6

To the Honourable Kaycee Madu,

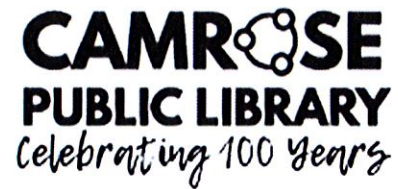
On behalf of the Board and Staff of Camrose Public Library, please accept our sincere thanks for providing us with the remaining 50% of the 2019 Provincial Operating Grant and the Library Services Grant in the United Conservative Party's provincial budget. We truly appreciate the Province of Alberta's ongoing support of public libraries.

Libraries actively support the Government of Alberta's agenda by being invested in families and communities, promoting early childhood development, providing a welcoming environment to newcomers, supporting educational success, and creating proud, prosperous, and desirable places to live. At Camrose Public Library (CPL), we have four main goals: to provide social engagement so citizens can develop relationships and end isolation, to facilitate a welcoming space both physically and virtually for all patrons, to help people satisfy their curiosity for lifelong learning, and to enable all citizens to connect to the online world free of charge. We offer regular programs of all varieties throughout the year for all ages, along with numerous special events.

The Public Library Board Operating Grant and Library Services Grant that we receive from the provincial government are instrumental in allowing CPL to offer programs that make an impact to our community, such as our "Snacks in the Stacks" program for hungry kids during the school year, weekly outreach

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services to numerous seniors homes, and summer programs to help kids and teens foster friendships throughout June and July. This funding also enables us to offer a variety of reading, listening, and viewing materials for all library patrons, which foster stress reduction, knowledge building, vocabulary expansion, and better writing skills. Along with countless other libraries throughout Alberta, Camrose Public Library prides itself on being an essential community hub that improves the health, education, and economy of its community members.

We know that our values are shared with you and your party. If you are ever in Camrose and are available, we would be thrilled to meet with you and provide you with a tour of our library. We look forward to continuing to forge a lasting working relationship over the next several years.

Sincerely,

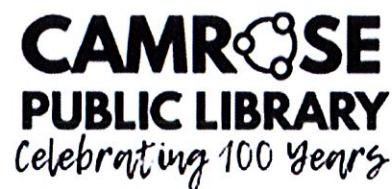
Robyn Gray, Director, Camrose Public Library

cc: Camrose Public Library Board

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November 4, 2019

The Honourable Jason Kenney, Premier of Alberta
Legislature Office
307 Legislature Building
10800 – 97 Avenue NW
Edmonton, AB
Canada T5K 2B6

To the Honourable Jason Kenney,

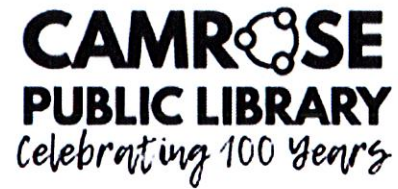
On behalf of the Board and Staff of Camrose Public Library, please accept our sincere thanks for providing us with the remaining 50% of the 2019 Provincial Operating Grant and the Library Services Grant in the United Conservative Party's provincial budget. As well, thank you for maintaining projected financial levels of support to Library Services through to 2023. We truly appreciate the Province of Alberta's ongoing support of public libraries.

Libraries actively support the Government of Alberta's agenda by being invested in families and communities, promoting early childhood development, providing a welcoming environment to newcomers, supporting educational success, and creating proud, prosperous, and desirable places to live. At Camrose Public Library (CPL), we have four main goals: to provide social engagement so citizens can develop relationships and end isolation, to facilitate a welcoming space both physically and virtually for all patrons, to help people satisfy their curiosity for lifelong learning, and to enable all citizens to connect to the online world free of charge. We offer regular programs of all varieties throughout the year for all ages, along with numerous special events.

The Public Library Board Operating Grant and Library Services Grant that we receive from the provincial government are instrumental in allowing CPL to offer programs that make an impact to our community, such as our "Snacks in the Stacks" program for hungry kids during the school year, weekly outreach services to numerous seniors homes, and summer programs to help kids and

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teens foster friendships throughout June and July. This funding also enables us to offer a variety of reading, listening, and viewing materials for all library patrons, which foster stress reduction, knowledge building, vocabulary expansion, and better writing skills. Along with countless other libraries throughout Alberta, Camrose Public Library prides itself on being an essential community hub that improves the health, education, and economy of its community members.

We know that our values are shared with you and your party. If you are ever in Camrose and are available, we would be thrilled to meet with you and provide you with a tour of our library. We look forward to continuing to forge a lasting working relationship over the next several years.

Sincerely,

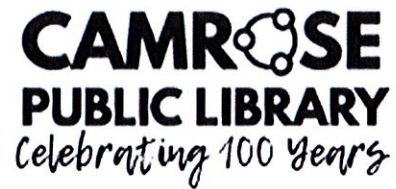
Robyn Gray, Director, Camrose Public Library

cc: Camrose Public Library Board

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November 4, 2019

Ms. Jackie Lovely, MLA for Camrose
Legislature Office, 6th Floor
9820 – 107 Street
Edmonton, AB
Canada T5K 1E7

To Ms. Jackie Lovely, MLA for Camrose:

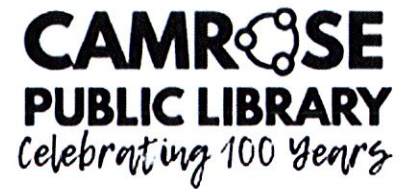
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The Public Library Board Operating Grant and Library Services Grant that we receive from the provincial government are instrumental in allowing CPL to offer programs that make an impact to our community, such as our "Snacks in the Stacks" program for hungry kids during the school year, weekly outreach services to numerous seniors homes, and summer programs to help kids and teens foster friendships throughout June and July. This funding also enables us to offer a variety of reading, listening, and viewing materials for all library patrons,

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which foster stress reduction, knowledge building, vocabulary expansion, and better writing skills. Along with countless other libraries throughout Alberta, Camrose Public Library prides itself on being an essential community hub that improves the health, education, and economy of its community members.

We know that our values are shared with you and your party. It was such a pleasure to welcome you to our library this past summer, and we are so grateful that you will be joining us at our Centennial Celebration on November 19th. We look forward to continuing to forge a lasting working relationship over the next several years!

Sincerely,

Robyn Gray, Director, Camrose Public Library

cc: Camrose Public Library Board

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Policy 11.0: Finance Policy

Libraries Regulation 141/98:

7(1) Subject to section 40 of the Act, every board shall establish policies with respect to the following:

(c) finance, including designation of expenses for which board members and staff will be reimbursed, the form and manner in which those expenses shall be claimed and the appointment of signing officers for the board.

11.1 Year End Audit

Financial records must be independently audited each fiscal year. The Board, upon recommendation of the Finance Committee, will annually appoint the auditor. System financial records are prepared (by the Library Manager and the Finance Committee) for audit as soon as reasonably possible after year end. The audited financial statement is received and approved by the Board and presented at the annual general meeting.

11.2 Banking

The Board, upon recommendation of the Finance Committee, determines where banking services are secured.

11.3 Budget

The budget is prepared by the Finance Committee in consultation with the Library Manager, in time for its approval by the Board and presentation to the Town of Olds for its budget considerations. The Finance Committee shall develop a long-term financial strategy for the ODML by planning for capital replacement, for financial emergencies, and for long-term stability of the system.

11.4 Reserves

The Finance Committee, in consultation with the Library Manager, is responsible for the investment and care of reserve funds. Interest from reserve funds is re-invested as part of the reserves. The Board may designate some or all of these funds for specific projects or purposes.

11.5 Signing Authority for Cheques

The signing officers are the Library Manager, Treasurer, Vice Chair, and Chair. Two signatures are required on each cheque. The Board member who signs is responsible for monitoring expenses for which payment is made and consigning it to the proper budget category. Additional signatories may be approved by the Board. 35

11.6 Capital Assets

Whenever possible the purchase or lease of capital assets is provided for in the annual budget. Assets needing to be purchased or leased and not in the budget must be approved by the Board upon recommendation of the Finance Committee.

11.7 Financial Statements

Monthly financial statements are prepared by the Library Manager, and approved by the Treasurer, for presentation to the Board. The Finance Committee is responsible for overall supervision of the budget. The Library Manager shall report any financial anomalies to the Treasurer as soon as reasonably possible.

11.8 Fiscal Year

The fiscal year of the ODML shall be January 1 - December 31.

11.9 N.S.F. Charges

There will be a \$25.00 service charge applied to all N.S.F. cheques with exceptions at the discretion of the Library Manager.

11.10 Operating and Capital Reserves

The primary objective of this policy is to establish an operating reserve for the Olds Municipal Library that will permit the organization to continue to operate during difficult financial times.

11.10.1 Operating Reserve:

Olds Municipal Library Board will maintain an operating reserve that will be no less than 2 months and no more than 3 months of the annual operating budget. The operating reserve will be reviewed by the Finance Committee at least annually to see if the organization is in compliance with this policy.

Earnings from the operating reserve investments will be added to the balance until the maximum reserve balance is achieved.

Any spending of the operating reserve must be approved in advance by the Board.

11.10.2 Capital Reserve/Technology Reserve:

Olds Municipal Library Board will maintain a capital reserve that will be no more than 33% of the total capital value of library assets. The number will be based on the annual schedule prepared for insurance purposes and will be reviewed annually by the board.

The Capital reserve shall be invested as approved by the board and reviewed when the term expires for reinvestment.

11.10.3 Reserve Growth Plan:

Any net surplus from the previous year shall be used to add to the capital and operating reserve. 80% of the Net surplus shall go to the reserve. The other 20 % will be used at the discretion of the board. The division of these funds between operating and capital reserve shall be decided by the board annually at the AGM after financial statements are completed and reported for the 36

previous year. If the minimum reserve requirement is met as outlined above, 100% of the surplus may be used at the discretion of the board.

Net surplus is calculated by taking the difference between the total revenue and total expenditures.

11.11 Charity and Tax Receipts

Monetary donations over \$10.00 are eligible for a tax receipt, which are sent out at the beginning of the following tax year.

Donations of materials and other in kind donations are eligible for a tax receipt as outlined in policy 5.0 *Selection, Acquisition and Disposition of Materials (Page 23)*

From: [MAH.Libraries](#)
Subject: Budget 2019
Date: Thursday, October 24, 2019 3:40:51 PM
Attachments: [image001.png](#)

Hello Everyone:

Through Budget 2019, the Government of Alberta is providing stable funding for Public Library Services Branch. This means that you will receive the same amount for your operating grant as you did last year. It also means our support for crucial services such as interlibrary loan management and delivery, e-content and e-books, Indigenous community library services and resources for print-disabled readers continues at the same level.

We will start processing the second installment (the second 50%) once Budget 2019 passes in the legislature (approximately November 21). There is no need to submit any further information to us if your grant application is complete (i.e. if you have already received your first 50% installment).

Thank you everyone for your commitment to library service in Alberta. We look forward to continuing to work with you as you deliver valuable services across the province.

Diana Davidson, Ph.D.
Director of Public Library Services Branch
Alberta Municipal Affairs
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Edmonton, AB T5J 4R7
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**BYLAW 3068-19
OF THE
CITY OF CAMROSE
PROVINCE OF ALBERTA**

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF A MUNICIPAL LIBRARY BOARD

WHEREAS the Council of the City of Camrose deems it expedient to propose the establishment of a municipal library board.

NOW THEREFORE with the authority and under the provisions of the *Libraries Act*, the Council in the City of Camrose duly assembled enacts as follows:

1. There shall be established a Municipal Library Board for the City of Camrose.
2. The relationship between the Council of the City of Camrose and the Municipal Library Board shall be governed by the *Libraries Act* and Amendments and Regulations pertaining thereto.
3. This Bylaw shall come into effect on the final passing thereof.

READ a FIRST time in COUNCIL this 19TH day of NOVEMBER, A.D. 2019.



MAYOR



DEPUTY CITY MANAGER

Mayor

Deputy
City
Manager





READ a **SECOND** time in **COUNCIL** this **19TH** day of **NOVEMBER**, A.D. 2019.


MAYOR


DEPUTY CITY MANAGER

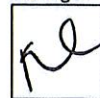
READ a **THIRD** time and **FINALLY PASSED** in **COUNCIL** this **19TH** day of **NOVEMBER**, A.D. 2019.


MAYOR


DEPUTY CITY MANAGER

Mayor

Deputy
City
Manager





PRL BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 12, 2019

Budget 2020

PRL's 2020 budget was approved by the board and will be sent out to the municipalities this week.

Trustee Orientation

A presentation on *Advocacy – A Way of Thinking* was given by Dr. Margaret Law

Building Update

Staff met with Tricon Developments Inc. on August 21, 2019 and approved the initial version of blueprints for the new building.

Staff then went through the Design/Build specifications document provided by Tricon. Some minor suggestions were made (e.g. more concrete/less landscaping, etc.) but we are now at a point where Tricon will develop "permit drawings" for presentation to the City of Lacombe for approval.

PRL will also need a separate purchase agreement for land. This will include an agreement for the sale of the current building to Tricon.

The ground selected for the building is a 1.24 acre lot located on the south-east side of Lacombe just off Hwy 2A. This site has lower land development costs, is serviced by storm drains, and has a lower SuperNet installation cost.

There is some good news about financing. Details will have to be worked out but there may be ways around

having to sell the current headquarters building and rent it back. Staff hope to save between \$100,000 and \$150,000 in building costs.

Donna Williams, Parkland's Manager of Finance and Operations, is applying for two "small stream" Community Facility Enhancement Program grants to try and obtain additional money for enhancements to the new headquarters building.

CloudLinking

In July, Parkland and Yellowhead Regional Library (YRL) decided to participate in cloudLinking. In the collaborative spirit of consortiums and interlibrary loan, cloudLink "links" the eContent from one library's e-collection (hosted on the cloudLibrary application) to the collections of other libraries. YRL is a member of The Regional Automation Consortium (TRAC). TRAC is made up of YRL and the Marigold, Peace and Northern Lights library systems for the purpose of sharing an Integrated Library System (ILS). TRAC uses cloudLibrary. So, by PRL sharing in cloudLinking with YRL, all TRAC libraries now have access to PRL's eBooks and vice versa. From implementation in July to August 27th, TRAC patrons borrowed 764 eBooks from Parkland and Parkland patrons borrowed 810 items from TRAC. Based on the estimated average cost of an eBook, that amounts to a total of over \$47,000 in value of materials circulated.

Advocacy Committee Activity

PRL has been very busy with advocacy related activities.

PRL's Director and Chair met with MLA Jackie Lovey of Camrose on July 10th and MLA Ron Orr from the Lacombe/Ponoka constituency on July 12th. Both meetings went well. The intent of the meeting was to build relationships with MLAs and inform them on how vital the government of Alberta's support is for the sustaining of rural public libraries.

PRL's Executive Committee and Advocacy Committee both wanted PRL board members and staff to visit Parkland's MLAs. Letters congratulating all the MLAs on their election were sent out and a number of visits were scheduled.

On August 12th, PRL's Chair and Director also met with Minister Rick Wilson the MLA for Maskwacis/Wetaskiwin. This meeting was held in conjunction with Hank Smit the Chair of Yellowhead Regional Library (YRL) and Karla Palichuk YRL's Director. The meeting's purpose was the

same as with the other MLAs, however a proposal for restructuring the First Nations grant funding to better serve the indigenous community was also brought forward. The proposal was well received and there may be a follow up meeting with government representatives to explore PRL's and YRL's proposal further.

In July, at the direction of PRL's Advocacy Committee, staff sent a package to all our member libraries and boards that included template letters and speaking notes with the encouragement that they either meet with their local MLAs or invite them to their libraries. The aim was to help build relationships and impress on politicians the importance of public libraries to rural communities.

In early August, a significant amount of time was spent by PRL's Director dealing with Government of Alberta's issuing of 50% bridge funding as a precursor to issuing library operating grants. Many library boards, library staff, and media interpreted the issuing of 50% of the grant as a reduction of the grant. The same situation occurred when the NDP were elected and had no budget until the fall of the year of their election. PRL staff had to send out multiple communications to member libraries and the media to help them understand there was no cause at this point for concern.

Advocacy and Marketing Initiatives

Parkland ran radio advertisements with six stations to promote Library Card Sign Up Month in September. Parkland is also contracting with the marketing firm "topdraw" to work on a social media marketing campaign that includes training in social media marketing for member libraries.

New Auditor

After an RFP process, Parkland is switching to a new auditor – MNP. PRL's former auditor was RSM.

New Financial Institution

Following another RFP process, Parkland has switched from Servus Credit Union to ATB as its financial institution of choice.

Community News from Trustees

Alix Public Library was closed for three weeks with renovations. They thank the Ponoka Jubilee library for the gift of some extra shelves. They re-opened the day of the parade and gained 13 new memberships! Their

official Grand re-opening is on September 21st at 11:00 a.m. with MLA Ron Orr in attendance.

The **Sedgewick & District Municipal Library** bought an Oculus Rift kit and it has been a huge hit with their patrons. They have gained 20 new memberships in the last two weeks from children who line up for their 30-minute turn with the very popular Virtual Reality game.

The **Clive Public Library** hosted a village wide garage sale on Saturday. They made \$1,500.00.

Sylvan Lake Municipal Library hosted a cultural event for Alberta Arts and Culture Days. An Executive Director will be hired soon.

Eckville Municipal Library Helen Posti, the alternate board member from the town of Eckville, presented a certificate in recognition of Parkland Regional Library's 60th Anniversary.

Board Members Present

Debra Smith (Board Chair), Jason Alderson, Jean Bota, Jacqueline Boulet-Boden, Darlene Dushanek, Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Robyn Gray, Bob Green, Megan Hanson, Jeanette Herle, Tim Hoven, Rhonda Hunter, Cora Knutson, Stephen Levy, Blair Morton, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Heather Ryan, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Sonia Temple, Patricia Toone, Cindy Trautman, Doug Weir, Ann Zacharias

With Regrets

Bill Rock, Gord Lawlor, Bonita Wood, Sharon Williamson

Absent

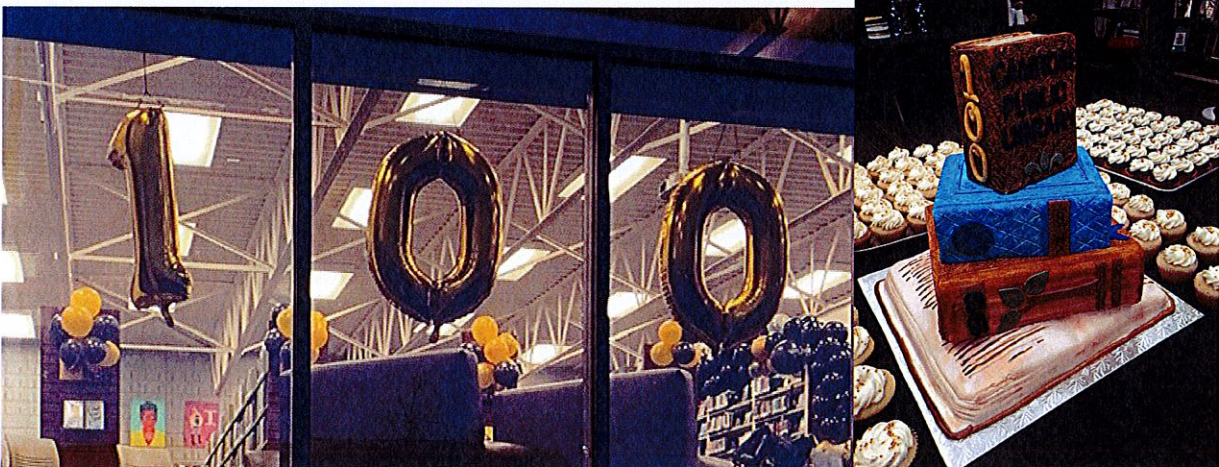
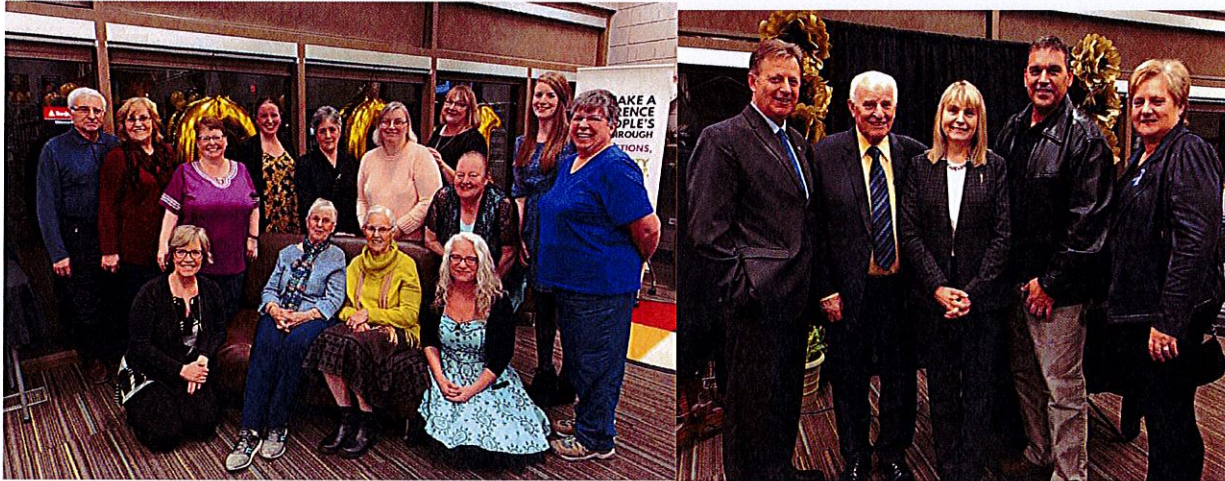
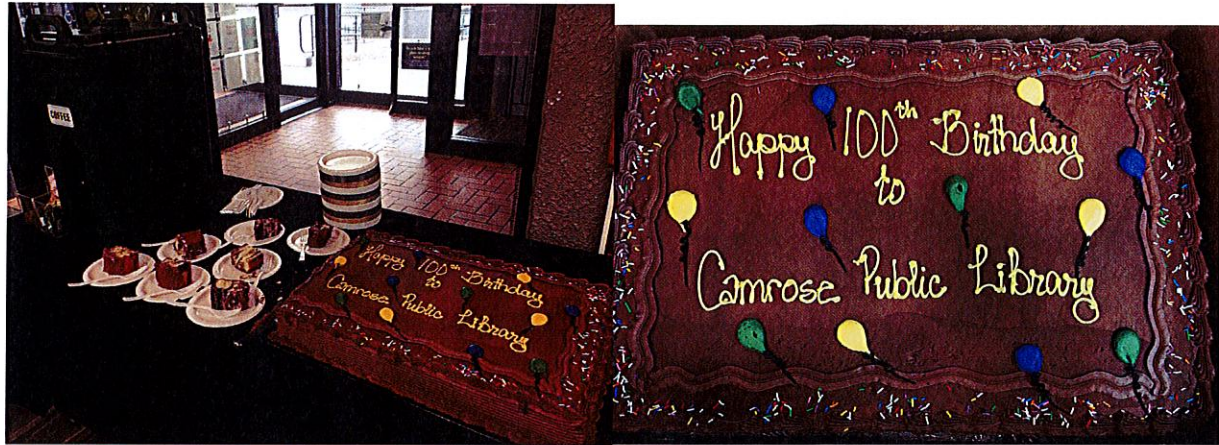
Jackie Almborg, Roger Gaetzman, Donnie Hill, Trudy Kilner, Lonnie Kozlinski, Dana Kreil, Faye Leicht, Angela Lorente, Brenda McDermott, Josephine McKenzie, Leah Nelson, Roger Nichols, Corby Parsons, Gayle Rondeel, Chris Ross, Jeannette Ruud, Leonard Thompson

PRL Staff

Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Jen Kendall, Kara Hamilton

Next Meeting: November 7, 2019, 12:30 PM.

Photos from our Centennial Celebration!





100th Birthday

Our Centennial Celebration was a huge success! There will be more photos coming shortly that were taken by a photographer. During the day, we offered free cake and coffee and our ukulele group performed a concert. Our evening event was very well-received, with numerous compliments on the décor, flowers, and food, and our speakers kept their sentiments short and sweet. You'll note I included a group photo in my report – this photo features current CPL staff present at the event, and in the front and centre of the photo are the granddaughters of CPL's original librarian! They had lots of stories and memories to share. Anjah Howard was our keynote speaker, and we also had MP Damien Kurek, MLA Jackie Lovely, Deputy Director of Parkland Colleen Schalm, Mayor Norm Mayer, and Reeve Cindy Trautman all say a few words. The unveiling of artwork created by Alyssa Martin resulted in lots of oohs and ahs, and we concluded the event with a toast to the next 100 years. This event was an opportunity for us to create new promotional materials: we now have postcard-sized copies of the artwork that we can distribute, and we made three new banners that we can take with us to major events.

Programs Update

The crochet programs that my friend from Augustana and I have been hosting have been very successful! We are hosting a Christmas crochet event on December 10th, and are hoping that along with people conducting the projects, others will join in and bring their own projects.

Thanks to the Public Library Services Branch of the Government of Alberta, we were able to successfully co-host 'What Was Lost: Reflections from the 60s Scoop' with Augustana, with the Sixties Scoop Indigenous Society of Alberta. We had 36 participants, and this event proved to be an extremely valuable learning experience.

Our Annual Family Holiday Party will be held on December 7th. Nicole is working with our CSL students to create a spectacular event!

Shannon and I will be meeting with one of the organizers of the Dementia Grant this week, to discuss our goals for the project over the course of this year. Our next step will be to meet with individuals working with seniors across Camrose so that we can find out what their biggest

concerns and needs are that we can help them with through this grant. The grant formally began on November 1st, and we have tons of initiatives that we cannot wait to implement!

The Fellowship of Camrose Public Library

Camrose Public Library's Friends Group, "The Fellowship of Camrose Public Library," is currently running a Gift Card Survivor event that they are calling 'Camrose Christmas Bonus.' Each ticket costs \$20. Ten dollars of that goes towards the library and ten dollars goes towards purchasing gift cards, and one participant wins all of the gift cards. The deadline is November 30, and the winner of all of the gift cards will be announced December 12. The Fellowship is also hosting it's Annual General Meeting the same night as our board meeting on November 25, at 7pm. They are currently looking for a Chair and Vice-Chair. Thanks again to Renee for acting as Board Liaison! Please let me know if you know of anyone that would be interested in joining this group.

Professional Development

Kelly and Shannon's presentation proposal has been accepted for the Alberta Library Conference! The title of their session is "Go with the Flow: Supporting Reproductive Health and Ending Period Stigma Through Library Services". There may be the potential for them to submit this session to other conferences this year as well.

Camrose Public Library
Programming Report
September 2019

CPL Service Responses and Applicable Programs

Social Engagement: Developing Relationships and Ending Isolation

- Regular in-house programs: 368 people
- PD Day Family Film: 11 people
- Programs facilitated by outside groups: 58 people

Total for service response 1: 437 participants

Connect to the Online World: Public Internet Access

- Ongoing in-house programs: 11 people

Total for service response 2: 11 participants

Satisfy Curiosity: Lifelong Learning

- Ongoing Outreach: 52 people
- Ongoing in-house programs: 1168 people
- Adult Special Events: 44 people
- Programs facilitated by outside groups: 43 people

Total for service response 3: 1307 participants

Visit a Welcoming Place: Physical and Virtual Spaces

- Community Registration Night: 1000 people
- Augustana Community Fair: 275 people
- Programs facilitated by outside groups: 10 people

Total for service response 4: 1285 participants

Total program participation for September 2019: 3040 people.

	January		February		March		April		May		June		July		August		September	
	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons
Adult	58	490	58	610	57	449	49	350	48	363	49	423	44	522	46	441	45	306
Family	77	1727	83	1528	67	1302	85	1688	78	1326	67	1883	71	3050	44	1614	65	1380
Children	3	39	5	64	6	69	4	66	8	339	5	49	59	920	34	336	1	9
Teens	12	82	6	55	8	47	12	93	7	44	5	37	14	190	11	73	9	80
Other	1	3541	2	347	4	245	0	0	4	1095	8	544	5	471	5	1480	2	1275
Total	151	5879	154	2604	142	2112	150	2197	145	3167	134	2936	193	5153	140	3944	122	3050
Outreach	18	4038	16	481	14	294	14	133	17	1440	26	1127	53	3364	46	3146	12	1336
In House	119	1841	138	2123	128	1818	136	2064	128	1727	108	1809	140	1789	94	798	110	1714
Total	137	5879	154	2604	142	2112	150	2197	145	3167	134	2936	193	5153	140	3944	122	3050
Advocacy	1	3541	2	347	4	245	0	0	4	1095	8	544	5	471	5	1480	2	1275
Service Respc	150	2338	152	2257	138	1867	150	2197	141	2072	126	2392	188	4682	135	2464	120	1775
Total	151	5879	154	2604	142	2112	150	2197	145	3167	134	2936	193	5153	140	3944	122	3050

Camrose Public Library

Adult Programs

January 1 to September 30, 2019

Outreach	Program	Attendance
Book Deliveries to Care Facilities	80	497
Plot Matures Book Club	3	31
Outreach Tech Tutoring	2	40
Rosealta Pop-up Library	1	16
Pride Week at Augustana Forum	1	97
Augustana Job Fair	1	250
Fostering Allyship Symposium	1	70
Carissa Halton Author Visit at the Legion	1	20
Life Cycle trips	37	542
Outreach to Rotary	1	15
Book Bike at lodges	8	162
Augustana Community Fair	1	275
	137	2015

In House	Program	Attendance
Book Club	9	87
Spanish Circle	29	219
Yarns	36	156
Ukulele	33	370
French Circle	23	133
Tech Program	26	114
Tech Drop in	0	0
Card Making	8	80
Death Café	5	36
Plot Matures Book Club	5	36
Open Craft Studio	1	2
Grief Workshop	1	20
Body Image Workshop	4	29
Sugar Roller Coaster	1	9
Polaris Training	3	50
Cannabis Sessions	3	49
Meditation	10	42
Nordly's Film Festival 101	1	5
Nordic Poles Winter Walking	1	6
BYOV	1	230
Acupuncture 101	1	7
Tech Tutor CSL	3	13
World Water Day with BRWA	1	25
Green Cleaning	1	2
Seniors Week Craft	1	3
Alzheimer's Info Session	1	12
Tours	3	6

Jannette Byron Stone Author Visit	1	30
Tech Talks with Tyler	4	33
Craft Night	2	15
Alberta Culture Days Editing Workshop	1	13
Diabetes Info Sessions	3	27
TED Talks	3	13
	225	1872

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	95	851
	95	851

Total	457	4738
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Camrose Public Library
Family Programs
January 1 to September 30, 2019

Outreach	Program	Attendance
Women's Shelter Family Literacy	13	92
Read for 15 at Sifton School	1	350
RuPaul's Drag Race Trivia at Fox & Fable	1	32
Bikes at Jaywalkers	2	800
SRC Outreach to Schools	2	295
Francophone Day	1	130
Book Bike at Purple Martin Fest	1	20
Book Bike at Pride BBQ	1	60
Book Bike @ Rec in th Park	1	80
Book Bike at Market	2	400
Curious Cuties	1	24
Life Cycle at Community Events	6	600
Book Bike July 1	1	500
Life Cycle July 1	1	150
Book Bike Programs	30	3048
Life Cycle at Market	1	450
Life Cycle at Community Events	4	980
BVJ Parade	1	500
Community Registration Night	1	1000
	71	9511

In House	Program	Attendance
Books & Bounces (infants)	36	456
Tales for Twos and Threes	69	1114
Bedtime Stories with Feena	24	159
Something Cool After School	127	1449
Super Sundays	8	70
Concept Corner (3-5 years)	32	239
Snacks in the Stacks	127	5529
Tech Help	92	204
Homeschool Hangout	2	21
PD Movies	2	43
Read for 15	1	3541
Queer Like Me Art Show	1	20
Volunteer Appreciation Day	1	25
Candidate Forum	1	83
Solar Panels Info	2	23
Bike Repair	1	14
Canadian Children's Books Week Author Visit	1	22
Oculus Rift	5	94
Summer Tea	1	248

Reading with Royalty	1	69
Intergenerational Pen pals	6	64
Intergenerational Crafts	6	82
Integenerational Reading Buddies	9	96
SRC	7	168
	562	13833

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	26	366
	26	366

Total	659	23710
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Camrose Public Library
 Children's Programs (5-12 years)
 January 1 to September 30, 2019

Outreach	Program	Attendance
Kids Campus Visit	1	25
CCBW Author Visit Sparling & Jack Stuart Schools	2	274
St. Pat's Mystery Readers	2	46
Summer staff at schools	2	400
Book Bike at Reading University	3	75
	10	820

In House	Program	Attendance
Reading Tails	13	134
Tours	8	187
Reading University library visits	8	256
SRC	82	925
	111	1502

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	13	134
	13	134

Monthly Total	134	2456
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Camrose Public Library
 Teen Programs
 January 1 to September 30, 2019

Outreach	Program	Attendance
Our Lady of Mount Pleasant ESL Class	1	16
Camp fyrefly Resource Fair	1	80
	2	96

In House	Program	Attendance
Open Book Society	4	22
D&D Club	22	122
Outreach School Visit	1	10
SRC D&D	7	71
SRC Snack & Chat	7	38
	41	263

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	41	352
	41	352

Total	84	711
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Camrose Public Library
Total Programs
January 1 to August 31, 2019

Outreach Programs	220	12442
In-house Programs	939	17470
Outside Groups	175	1703
YTD	1334	31615

Submitted by
Nicole Bannick
11-Oct-19

Camrose Public Library

Monthly Stats

September 2019

Circulation by Residence	Sept 2019	Sept 2018	2019 YTD	2018 YTD	Under/Over 2018	% Chg. Over 2018		
City of Camrose	8674	8226	78035	81227	-3192	-4%		
County of Camrose	2284	2186	20024	22092	-2068	-9%		
Outside City/County	21	302	1169	2917	-1748	-60%		
ME	67	223	855	2149	-1294	-60%		
Total	11046	10937	100083	108385	-8302	-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/ Service Response	Sept 2019		2019 YTD		Participants		2016 total	2015 total
	Sessions	Partici-pants	Sessions	Partici-pants	2018 YTD	2017 YTD		
1	50	437	463	5012	12394	14314	note: annual total program participation	
2	4	11	144	1760	2041	2150		
3	65	1317	541	6741	3173	4797		
4	1	10	149	8454	103	137		
Advocacy	2	1275	37	9648	15761	6779		
Total	122	3050	1334	31615	33,472	28177		

Submitted by Nicole Bannick

11-Oct-19

Camrose Public Library
Programming Report
October 2019

CPL Service Responses and Applicable Programs

Social Engagement: Developing Relationships and Ending Isolation

- Regular in-house programs: **418 people**
- Programs facilitated by outside groups: **52 people**

Total for service response 1: 470 participants

Connect to the Online World: Public Internet Access

- Ongoing in-house programs: **35 people**
- Outreach School Visit: **13 people**
- Tech Talks with Tyler: **15 people**

Total for service response 2: 63 participants

Satisfy Curiosity: Lifelong Learning

- Ongoing Outreach: **61 people**
- Ongoing in-house programs: **311 people**
- Reproductive health sessions: **6 people**
- Augustana Distinguished Lecture: **95 people**
- SOS Housing session: **35 people**
- Diabetes session: **8 people**
- Family VR: **16 people**
- Curious Cuties outreach: **22 people**
- Child Care tours: **40 people**
- Programs facilitated by outside groups: **79 people**

Total for service response 3: 668 participants

Visit a Welcoming Place: Physical and Virtual Spaces

- Snacks in the Stacks: **900 people**
- Outreach to SCORE at Augustana: **130 people**
- Outreach to Flu Clinic: **500 people**
- Programs facilitated by outside groups: **10 people**

Total for service response 4: 1540 participants

Total program participation for October 2019: 2741 people.

	January		February		March		April		May		June		July		August		September		October	
	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons	Programs	Patrons
Adult	58	490	58	610	57	449	49	350	48	363	49	423	44	522	46	441	45	306	53	447
Family	77	1727	83	1528	67	1302	85	1688	78	1326	67	1883	71	3050	44	1614	65	1380	74	1491
Children	3	39	5	64	6	69	4	66	8	339	5	49	59	920	34	336	1	9	2	18
Teens	12	82	6	55	8	47	12	93	7	44	5	37	14	190	11	73	9	80	11	93
Other	1	3541	2	347	4	245	0	0	4	1095	8	544	5	471	5	1480	2	1275	7	692
Total	151	5879	154	2604	142	2112	150	2197	145	3167	134	2936	193	5153	140	3944	122	3050	147	2741
Outreach	18	4038	16	481	14	294	14	133	17	1440	26	1127	53	3364	46	3146	12	1336	13	713
In House	119	1841	138	2123	128	1818	136	2064	128	1727	108	1809	140	1789	94	798	110	1714	134	2028
Total	137	5879	154	2604	142	2112	150	2197	145	3167	134	2936	193	5153	140	3944	122	3050	147	2741
Advocacy	1	3541	2	347	4	245	0	0	4	1095	8	544	5	471	5	1480	2	1275	7	692
Service Respc	150	2338	152	2257	138	1867	150	2197	141	2072	126	2392	188	4682	135	2464	120	1775	140	2049
Total	151	5879	154	2604	142	2112	150	2197	145	3167	134	2936	193	5153	140	3944	122	3050	147	2741

Camrose Public Library

Adult Programs

January 1 to October 31, 2019

Outreach	Program	Attendance
Book Deliveries to Care Facilities	89	549
Plot Matures Book Club	3	31
Outreach Tech Tutoring	2	40
Rosealta Pop-up Library	1	16
Pride Week at Augustana Forum	1	97
Augustana Job Fair	1	250
Fostering Allyship Symposium	1	70
Carissa Halton Author Visit at the Legion	1	20
Life Cycle trips	37	542
Outreach to Rotary	1	15
Book Bike at lodges	8	162
SCORE at Augustana	1	130
Augustana Community Fair	1	275
	147	2197

In House	Program	Attendance
Book Club	10	91
Spanish Circle Day	32	232
Spanish Circle Evening	1	3
Yarns	41	176
Ukulele	36	407
French Circle	28	160
Tech Program	28	123
Tech Drop in	0	0
Card Making	10	96
Death Café	5	36
Plot Matures Book Club	6	43
Open Craft Studio	1	2
Grief Workshop	1	20
Body Image Workshop	4	29
Sugar Roller Coaster	1	9
Polaris Training	3	50
Cannabis Sessions	3	49
Meditation	10	42
Nordly's Film Festival 101	1	5
Nordic Poles Winter Walking	1	6
BYOV	1	230
Acupuncture 101	1	7
Tech Tutor CSL	3	13
World Water Day with BRWA	1	25
Green Cleaning	1	2
Seniors Week Craft	1	3

Alzheimer's Info Session	1	12
Tours	3	6
Jannette Byron Stone Author Visit	1	30
Tech Talks with Tyler	8	48
Craft Night	3	27
Alberta Culture Days Editing Workshop	1	13
Diabetes Info Sessions	4	35
Reproductive Health Sessions	2	6
Post-it Note Book Club	1	6
SOS Husing Session	1	35
Augustana Distinguished Lecture	1	95
TED Talks	8	29
	264	2201

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	100	917
	100	917

Total	511	5315
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Camrose Public Library
Family Programs
January 1 to October 31, 2019

Outreach	Program	Attendance
Women's Shelter Family Literacy	14	101
Read for 15 at Sifton School	1	350
RuPaul's Drag Race Trivia at Fox & Fable	1	32
Bikes at Jaywalkers	2	800
SRC Outreach to Schools	2	295
Francophone Day	1	130
Book Bike at Purple Martin Fest	1	20
Book Bike at Pride BBQ	1	60
Book Bike @ Rec in th Park	1	80
Book Bike at Market	2	400
Curious Cuties	2	46
Life Cycle at Community Events	6	600
Book Bike July 1	1	500
Life Cycle July 1	1	150
Book Bike Programs	30	3048
Life Cycle at Market	1	450
Life Cycle at Community Events	4	980
BVJ Parade	1	500
Flu Clinic	1	500
Community Registration Night	1	1000
	74	10042

In House	Program	Attendance
Books & Bounces (infants)	40	519
Tales for Twos and Threes	76	1266
Bedtime Stories with Feena	26	173
Something Cool After School	147	1705
Super Sundays	10	75
Concept Corner (3-5 years)	37	274
Snacks in the Stacks	147	6429
Tech Help	103	230
Homeschool Hangout	2	21
PD Movies	2	43
Read for 15	1	3541
Queer Like Me Art Show	1	20
Volunteer Appreciation Day	1	25
Candidate Forum	1	83
Solar Panels Info	2	23
Bike Repair	1	14
Canadian Children's Books Week Author Visit	1	22
Oculus Rift	6	110

Summer Tea	1	248
Reading with Royalty	1	69
Intergenerational Pen pals	6	64
Intergenerational Crafts	6	82
Integenerational Reading Buddies	9	96
SRC	7	168
	634	15300

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	27	381
	27	381

Total	735	25723
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Camrose Public Library
 Children's Programs (5-12 years)
 January 1 to October 31, 2019

Outreach	Program	Attendance
Kids Campus Visit	1	25
CCBW Author Visit Sparling & Jack Stuart Schools	2	274
St. Pat's Mystery Readers	2	46
Summer staff at schools	2	400
Book Bike at Reading University	3	75
	10	820

In House	Program	Attendance
Reading Tails	13	134
Tours	12	227
Reading University library visits	8	256
SRC	82	925
	115	1542

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	15	152
	15	152

Monthly Total	140	2514
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Camrose Public Library
 Teen Programs
 January 1 to October 31, 2019

Outreach	Program	Attendance
Our Lady of Mount Pleasant ESL Class	1	16
Camp fyrefly Resource Fair	1	80
	2	96

In House	Program	Attendance
Open Book Society	4	22
D&D Club	27	165
Outreach School Visit	2	23
SRC D&D	7	71
SRC Snack & Chat	7	38
	47	319

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	46	389
	46	389

Total	95	804
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Camrose Public Library
Total Programs
January 1 to October 31, 2019

Outreach Programs	233	13155
In-house Programs	1060	19362
Outside Groups	188	1839
YTD	1481	34356

Submitted by
Nicole Bannick
12-Nov-19

Circulation statistics for

Period: January 2019 to September 2019

	CD Audio t	CD audio r	Direct to Player a	Direct to Play text bc	Zipped audio k	Zipped text b	Braille	*Printbrail	Newspape	Total
Library	40	0	0	0	0	0	4	0	---	44
Patrons	766	280	121	3	212	83	0	0	1035	2500

*Children's picture books with braille

Bookshare and CELA statistics are combined in numbers for patrons.

Description of formats available at <https://celalibrary.ca/help/accessible-formats>

2019 Fall Report

NEW ALTA Trustee Forum has launched!

But that's not all, ALTA also has a new website, database, membership directory, calendar of events and more! Check it out www.librarytrustees.ab.ca

The Trustee Forum is our first member only site. Your ALTA membership needs to be current and all library board members names and emails are listed on your ALTA membership to ensure your trustees have access to the trustee forum.

2020 Trustee Handbook

The former Trustee Handbook is currently in revision, with many updates, new resources will be added and new content. Watch for its release in April 2020 at the ALC.

Library Advocacy

Collaborating with our partners, Regional Systems, TAL and LAA, we continue to advocate for public libraries in AB including letters to the Minister of Municipal Affairs.

Trustee Education

New trustee presentations for 2020. Also in discussion possible educational podcasts with our partners.

2020 Board Nominations

Nominations for the Alberta Library Trustee Board of Directors will open December 1, 2019 – January 31st, 2020. For more information please go to <http://www.librarytrustees.ab.ca>

Nominations will be accepted for Directors and Alternates in the following Areas;

Area 2 (Yellowhead), **Area 4** (Marigold), **Area 6** (Shortgrass), **Area 8** (Northern Lights)

New to the ALTA Board

Camille Zavnisha new Director for Area 1 (Peace)

Brian Heidecker, new Director for EPL

Craig Blackmore, new Alternate for Area 7 (Metro)

2020 ALTA Awards

Nominations are open for the 2020 ALTA Awards, to recognize Library Boards and long serving trustees.

2020 ALTA Memberships

Your 2020 Library Board membership campaign begins November 1st, 2019.

Note: Ensure your library board's names and emails are added to gain access to the trustee forum.

2020 PLSB Symposium

This event has been cancelled and will not be held in February 2020.

Present: Shannon Stolee, Kalene Gould, Celine Warawa, Robyn Gray, Aaron Morris

Absent with Notice: Bailey Lassen

1) Approval of Agenda

- a) Add reviewing minutes to the agenda.

2) Minutes Review

- a) *Celine Warawa moved to approve the October 7, 2019 meeting minutes as written, seconded by Kalene Gould, all approved.*

3) Old Business

- a) Executive Election:

- i) Chair
- ii) Vice Chair

- (1) Recruiting options: email (send to list of interested people), social media, AGM, city councillor list, Morning News has free events (can list AGM and include mention of executive positions), City of Camrose events page, centennial celebration.

- (2) **Action Item: Celine to message Morning News to see option for free event listing for FCPL AGM?**

- (3) **Action Item: Shannon to add FCPL AGM to the City of Camrose page.**

- b) Bank Account Setup

- i) Meeting w/ ATB

- (1) Meeting with ATB booked for Thursday (Nov 7) for 10am to review the requirements for setting up the bank account and determine if any additional steps are needed.

- c) FCPL Slogan & Graphics

- i) *“Supporting our library’s adventures”*
- ii) LOTR Graphic Update

- (1) Celine presented 3 options: one detailed, one just silhouette, one in between.

- (2) Concerns that detailed image would not transfer well to a small image, to update to give a solid black example, trim jacket to avoid a strange shape in silhouette.

- d) New Building Campaign Update
 - i) Celine to contact Alyssa and request information on ways to proceed (including inviting her to present to the next FCPL meeting)
 - ii) **Action Item: Celine to contact Alyssa on approach to new building fundraising.**
- e) Centennial Celebration
 - i) Superstore Giftcard
 - (1) Luca sent out letters to different organizations, Superstore gave \$50 giftcard. After cancelling, Robyn sent the giftcard back with a letter. Superstore sent it back, to use in any future event.
 - (2) FCPL decided to use the card within the Camrose Christmas Bonus to draw in buy-ins.
 - ii) Kodiak Tickets
 - (1) Celine was able to get 4 tickets to a Kodiaks game to be used as a door prize for the Centennial.
 - (2) Don't need AGLC licence.
 - (3) FCPL volunteers will be giving out tickets for free at same table at the guest book.
 - (4) **Action Item: (Kalene) Send out email requesting volunteers for the Centennial Celebration door prize table.**

4) New Business

- a) Paint Night Update & Promotion Ideas
 - i) Cancelled due to lack of interest, no supplies were bought for the event, no financial loss.
 - ii) A discussion on promotion highlighted areas for improvement for the next event: too short time notice (1 month at least), use a general picture instead of a season-specific picture (e.g., landscape), make tickets a little cheaper, not holding on a weekday, other people doing it frequently (Arts Society).
 - iii) Other options: kids paint night (some schools may run paint night), brunch paint night.
 - iv) FCPL decided to focus on spring craft session instead of holding another paint night.
- b) Camrose Christmas Bonus
 - i) Need AGLC licence
 - (1) **Action Item: (Kalene) Start AGLC process for under \$20,000 raffle.**
 - ii) FCPL to canvas businesses from the community for gift cards or experiences. Have a template letter for canvassing businesses.

- (1) Action Item: (Kalene) Update template letter for canvassing business and send out to group.**
 - (2) Action Item: (Kalene) Develop a Google Doc for people to update as they approach businesses for gift cards.**
 - iii) Rules (as per October 7 meeting minutes): \$20 buy-in and FCPL purchases \$10 giftcards through Funscript, no immunities! Deadline for tickets in November 30, 2019.
 - iv) Tickets paid through e-transfer or through library. Need to fill in a piece of paper with name and contact information (phone and email) for draws.
 - c) FCPL Annual General Meeting (November 25)
 - i) To serve free pizza to help draw a crowd.
 - ii) Action Item (Kalene): Begin drafting PowerPoint which includes:**
 - (1) President Report (request from Josie)
 - (2) Financial Update
 - (3) Meet Your Executives
 - (4) Election of Executives
 - (5) Camrose Christmas Bonus Highlight
 - (6) Future Fundraising Event Brainstorm
 - d) Review of Parkland Fundraising Events
 - i) Moved to next meeting (FCPL AGM).
 - e) Date of Next Meeting: (Wednesday) December 11, 2019 7-8pm - Library / Fox and Fable / Other Location

5) Adjournment

Finance Policy

Audit:

- The Director shall establish internal controls for the Library's financial handling system.
- The Camrose Public Library's financial records will be prepared for an approved review within 90 days after the end of the fiscal year.
- The Library Board will appoint an auditor annually, to be approved by the City of Camrose.
- The Board has the authority to approve the financial review.

Fiscal Year:

- The fiscal year of the Camrose Public Library shall be January 1 to December 31.

Banking:

- **The Board, upon recommendation of the Finance Committee, determines where banking services are secured.**

Petty Cash and Cash Register

- The Camrose Public Library will maintain a petty cash fund of \$500 to be managed by the Manager or designate. The fund is to be used for making immediate payments when:
 - It is impractical to issue a cheque in a small amount
 - A patron, staff member, or board member requires immediate payment for small amounts
 - Under no circumstances will the petty cash fund be used to cash cheques or for I.O.U's, loans, or advances
 - The cash register float of \$120.00 shall be kept and administered by the Manager or designate.

Signing Authority

- The signing officers shall be the Director, the Board Chair, and the Vice Chair. The signing officers shall be appointed by a motion of the Board.

Credit Card

- Corporate Credit Cards will be used by the Director, Manager, and designated staff with an overall library credit card limit of \$20,000.
 - Credit cards will be surrendered upon the employee leaving the Library's employment.

- Receipts for expenses will be submitted to the Manager as soon as possible after the expense has occurred.
- Personal use of the credit card is prohibited.
- An agreement outlining the above conditions will be signed by the staff members upon receipt of the credit cards.

Spending Limit

- The spending limit is within the confines of the budget. Any purchase over \$10,000 will require three quotes.

Budget

- The budget is prepared by the Finance Committee in consultation with the Library Director and Library Manager, in time for its approval by the Board and presentation to the City of Camrose for its budget considerations. The Finance Committee shall develop a long-term financial strategy for CPL by planning for capital replacement, for financial emergencies, and for long-term stability of the system.

Reserves

- The Finance Committee, in consultation with the Library Director, is responsible for the investment and care of reserve funds. Interest from reserve funds is re-invested as part of the reserves. The Board may designate some or all of these funds for specific projects or purposes. CPL has multiple designated categories for reserves, and a board motion is required for any of these reserves to be utilized or altered in any way.

Tax Receipts

- Monetary donations over \$10.00 are eligible for an Official Donation Receipt for Income Tax Purposes.

Approval Date: January 25, 2000

Amended: March 12, 2002; January 14, 2003; October 5, 2006; May 20 2008; October 18, 2011; February 21, 2012, November 2014, February 2015, November 2017

Conditions for the Use of Areas of the Library Not Normally Used for Public Services

As an expression of its mission to connect people with information, ideas, and experiences, the Camrose Public Library provides meeting rooms in the Library. These rooms may be used by members of the community for the presentation and exchange of information and opinions. The Library makes these rooms available on equal terms to all persons and groups, regardless of opinion or affiliation. By making a meeting room available as a forum, the Library does not sponsor or endorse the views of any group using the room.

The decision to make space available is in accordance with all other library policies and space availability. Room bookings must be scheduled and confirmed with CPL's Program Coordinator. The booking of a meeting room is not considered complete until a rental form has been completed and the fee is paid. In the interest of allowing any potential groups to have fair access to these spaces, room bookings can only be made 3 months in advance of the requested date. Room bookings can only be made for times when the library is open to the public. CPL-sponsored or co-sponsored programs have priority over non-library programs, but whenever possible, advance registration will be honoured.

Groups using this room are responsible for their conduct while using the library facility. Any conduct resulting in damage or loss of library property will be the responsibility of the group using the room. Groups using this room are also responsible for any insurance needs incurred while using the library facility.

Regardless of who uses this room, the expectation is that the group using it cleans up after themselves and leaves the space exactly as they found it. This includes putting away tables and chairs, and cleaning any dishes they may have used.

Fees for use of the meeting rooms are as set out in Schedule A of the Camrose Public Library Bylaws.

From: [Elizabeth Luck](#)
To: [Robyn Gray](#)
Cc: [Al Corbett](#); [Agnes Hoveland](#); tmiller@county.camrose.ab.ca; [Renee Greer](#); [Krista Larocque](#); [Katherine Schwaiger](#); suzwick@hotmail.com; [Cheryl Hamel](#)
Subject: Re: Surplus Matters
Date: Wednesday, October 16, 2019 6:37:40 PM

Robyn,

I will vote in favour of the motion as stated by Al regarding the allocation of the remaining surplus monies.

Elizabeth

Sent from my iPhone

On Oct 16, 2019, at 5:22 PM, Robyn Gray <rgray@prl.ab.ca> wrote:

Hi Al,

The surpluses that were presented in the budget meeting includes the designated amounts that were decided on in June. So Tech is still \$17,623, Staff Training is still \$12,000, and Bldg Maint is still \$105,059. If this motion is made and passed as written, then the Bldg Maint would become \$115,059.

Let me know if you have any other questions!

Thanks,

Robyn Gray, MLIS
Director, Camrose Public Library
p. (780) 672-4214 fb. [CamroseLibrary](#) t. [camroselibrary](#) in. [camrosebookbike](#)
We wish to acknowledge that Camrose Public Library is located on Treaty 6 territory and the homeland of the Métis.

From: Al Corbett <corbettag51@gmail.com>
Sent: Wednesday, October 16, 2019 5:03 PM
To: Robyn Gray <rgray@prl.ab.ca>; Elizabeth Luck <ea.luck@hotmail.com>; Agnes Hoveland <ahoveland@camrose.ca>; tmiller@county.camrose.ab.ca; Renee Greer <rgreer_2@telus.net>; Krista Larocque <krista.larocque@yahoo.ca>; Katherine Schwaiger <katherine.vigil@hotmail.com>; suzwick@hotmail.com
Cc: Cheryl Hamel <cheryl@prl.ab.ca>
Subject: RE: Surplus Matters

Thanks, Robyn. I would be prepared to make the motion as written by you but would like to know if the restricted reserves are now as shown on the reserve list last night or

are they higher by the amounts given, example Bldg Maint is now \$145,059 with the \$40,000 from the surplus, Tech is \$27,623 and Staff Training is \$22,000 or did the amounts from surplus bring them to the numbers shown on the reserve list?

Al

Sent from [Mail](#) for Windows 10

From: [Robyn Gray](#)

Sent: October 16, 2019 11:19 AM

To: [Elizabeth Luck](#); [Agnes Hoveland](#); tmiller@county.camrose.ab.ca; corbetta51@gmail.com; [Renee Greer](#); [Krista Larocque](#); [Katherine Schwaiger](#); suzwick@hotmail.com

Cc: [Cheryl Hamel](#)

Subject: Surplus Matters

Hello Everyone,

At yesterday's meeting, it became clear that certain aspects of our \$121,536 were not yet resolved. Me and Elizabeth looked through the meeting minutes and email exchanges leading up to that email, and confirmed that the following decisions were made:

\$20,000 were placed in Building Maintenance

\$10,000 were placed in Staff Training

\$10,000 were placed in Technology

The surplus was also used to cover \$15,000 of the revenue shortfall from Federal Employment Grants, and \$5000 towards the Centennial Celebration preparations.

This still leaves us with \$61,536 surplus, which is a bit high.

The suggestion was made at our Board Meeting in June that a New Building reserve be created, but this decision was never finalized. I believe that someone would have to put forward a motion to make this happen. Personally, I feel that \$40,000 should be put into a newly-created New Building reserve, and an additional \$10,000 be placed in the Building Maintenance reserve. This leaves us with just over \$11,000 of the original surplus that could go towards other expenses as they arise.

Thank you all! I will be sure to distribute the Meeting Minutes from yesterday by tomorrow.

Robyn Gray, MLIS

Director, Camrose Public Library

p. (780) 672-4214 fb. [CamroseLibrary](#) t. [camroselibrary](#) in. [camrosebookbike](#)

We wish to acknowledge that Camrose Public Library is located on Treaty 6

territory and the homeland of the Métis.



Wed 10/16/2019 6:45 PM

Al Corbett <corbetttag51@gmail.com>

RE: Surplus Matters

To Robyn Gray; Elizabeth Lusk; Agnes Hoveland; tmiller@county.camrose.ab.ca; Renee Greer; Krista Larocque; Katherine Schwaiger; suzwick@hotmail.com
Cc Cheryl Hamel

Thanks, Robyn. I will make the motion as you had written although I think the board will need to consider exactly what the "new Building Reserve" will be used to accomplish. I assume if a new building is ever provided the city would be the owner and the library board would be required to furnish and possibly provide interior finishes. Policy for fund will be required in the future.

Al

Sent from [Mail](#) for Windows 10



Wed 10/16/2019 6:50 PM

Katherine Schwaiger <katherine.vigil@hotmail.com>

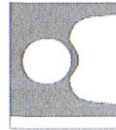
Re: Surplus Matters

To Al Corbett
Cc Robyn Gray; Elizabeth Lusk; Agnes Hoveland; tmiller@county.camrose.ab.ca; Renee Greer; Krista Larocque; Katherine Schwaiger; suzwick@hotmail.com; Cheryl Hamel

I vote in favour of the motion.

Katherine

Sent from my iPhone



Wed 10/16/2019 6:52 PM

Agnes Hoveland <ahoveland@camrose.ca>

RE: Surplus Matters

To Katherine Schwaiger; Al Corbett
Cc Robyn Gray; Elizabeth Lusk; tmiller@county.camrose.ab.ca; Renee Greer; Krista Larocque; Katherine Schwaiger; suzwick@hotmail.com; Cheryl Hamel

I vote in favour of the motion.

Agnes

Sent with BlackBerry Work

(www.blackberry.com)

Wed 10/16/2019 7:19 PM



Renee Greer <rgreer_2@telus.net>

Re: Surplus Matters

To Robyn Gray
Cc Elizabeth Ludd; Agnes Hoveland; tmiller@county.camrose.ab.ca; corbetttag51@gmail.com; Krista Larocque; Katherine Schwaiger; suzwick@hotmail.com; Cheryl Hamel

I am in favor of the motion as well.

Sent from my iPhone



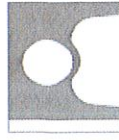
Wed 10/16/2019 8:01 PM

Susie Bruneau <suzwick@hotmail.com>

Re: Surplus Matters

To Robyn Gray

I vote in favour.



Thu 10/17/2019 8:46 AM

Trevor Miller <Trevor_A_Miller@cargill.com>

RE: Surplus Matters

To Al Corbett; Robyn Gray; Elizabeth Ludd; Agnes Hoveland; tmiller@county.camrose.ab.ca; Renee Greer; Krista Larocque; Katherine Schwaiger; suzwick@hotmail.com
Cc Cheryl Hamel

I vote in favor

Trevor Miller



4932 50th Ave, Box 512
Bentley, Alberta, T0C0J0
Canada
403-748-3176
GST 73779 0899 RT0001
Adventure! Enjoyment! We've got a bike for that!

Quote

20/11/2019 4:08 pm

Quote #: 125
Ticket: 220000005510
Register: Register 1
Employee: Abby
Customer: Camrose Public Library Robyn Gray

Item	#	Price
Book Bike - Add electric assist system to existing tricycle - 350W mid-drive, 17.4 ah battery, and installation		
Includes delivery back to Camrose Library and demonstration on how to use system at drop off	1	\$3700.00
	Subtotal	\$3700.00
	GST (\$3700.00 @ 5%)	\$185.00
	Total Tax	\$185.00
	Total	\$3885.00

No returns on bikes and helmets. Minimum 20% restocking fee on all other items at stores discretion. All sale or clearance items are final sale.

Thank You Camrose Public Library Robyn Gray!

