

Present:

Absent:

1. Approval of the Agenda
2. Board Feedback
3. Consent Agenda
 - a. Approval of Minutes of March 15 2023 meeting
 - b. Items for Information
 - i. Correspondence
 - a. 2023-03-12 to CPLB Chair - Notice Changes in Composition of CPLB
 - b. 2023-03-13 to CPLB Chair - Notice MAL Appointments Vikki Williams 23-24, Peter Hamm 23-25
 - c. 2023-03-18 Letter from Jillian
 - d. 2023-04-11 to Camrose County - County Councillor Appointment to Camrose Public Library Board
 - ii. Documents
 - a. 2022 Draft Financial Statements
 - b. 2023 Budget Revision Proposals
 - c. Reports
 - i. Interim Director's Report
 - ii. March 12-18 Stats Week Report
 - iii. Program Overview to March 31 2023
 - iv. Program Report and Library Stats March 2023
4. Items for Discussion
 - a. Budget Revision Options
5. Items for Decision
 - a. Approval of 2022 Draft Financial Statements
 - b. Appointment of Treasurer
 - c. Approval of Revised 2023 Budget

Next regular Board meeting: May 17 2023, 5:00pm

Present: Elizabeth Bagdan, Renee Greer (Chair), Margaret Holliston, Jade Hulkovich, Lynette Irvine (Vice Chair), Jennifer McDevitt (CPL), Joy-Anne Murphy (City of Camrose Representative)

Absent: Don Simpson (Camrose County Observer), Carol Williams

1. Approval of the Agenda

Motion 16/23 M/S/C – Margaret Holliston, Lynette Irvine

2. Board Feedback

3. Consent Agenda

a. Approval of Minutes of February 15 2023 meeting (as amended)

Remove Ron Sheppard and Kara Hamilton as attendees.

Motion 17/23 M/S/C – Joy-Anne Murphy, Elizabeth Bagdan

b. Items for Information

i. Correspondence

a. 2023-02-28 to CPLB - MAL Appt Jade Hulkovich 23-25

b. Letter from Minister Schulz - March 1 2023

ii. Documents

a. 2022 PLSB Infographic for CPL

b. 2023-24 Maximum Municipal Library Board Operating Grants

c. 2023 Budget with Building Rent Revision – Approved January 2023

d. Camrose Public Library Employee Policy Manual – Mar 1 2023

e. Camrose Public Library 2023 Provincial Election Advocacy Plan

c. Reports

i. Director's Report

ii. Interim Director's Report

a. Correction: We got the fax machine free, rather than for \$50.

b. Addition: lower level of CPL will be closed to the public while renovations happen from March 20 – April 7.

iii. Program Overview to February 28 2023

iv. Program Report and Library Stats February 2023

4. Items for Discussion

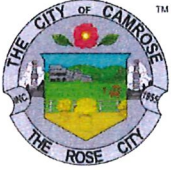
- a. Increased Municipal Library Board Operating Grant
 - i. Advocacy Committee formed - Renee, Joy-Anne, Jennifer
 - ii. Board requests Jennifer bring budget revision options that reflect increase to April meeting
- b. Appointing Treasurer & Financial Training
 - i. Appointing Treasurer will be Item for Decision at April meeting, at which time decisions on which PRL financial training sessions to attend and whom will be made.

5. Items for Decision

- a. Approval of Employee Manual – Version 1.1 (as amended for grammatical errors)
Motion 18/23 M/S/C – Joy-Anne Murphy, Lynette Irvine
- b. Approval of 2023 Provincial Election Advocacy Plan
Motion 19/23 M/S/C – Lynette Irvine, Joy-Anne Murphy

Meeting adjourned at 6:04 – Renee Greer

Next regular Board meeting: April 19 2023, 5:00pm



The City of
Camrose

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

March 13, 2023

Email: rgreer_2@telus.net

Renee Greer, Chair
Camrose Public Library Board
c/o Camrose Public Library
4710 – 50 Avenue
Camrose, AB
T4V 0R8

Re: Changed in Composition - Camrose Public Library Board

Please be advised at the Regular Meeting of Council, held March 13, 2023, Council approved the following motions:

Moved by David Francoeur - seconded by Joy-Anne Murphy that, effective March 13, 2023, Council rescind Motion #467/16.

CARRIED

Moved by Joy-Anne Murphy - seconded by Don Rosland that, effective March 13, 2023, the composition of the Camrose Public Library Board consist of ten (10) members, with one (1) being a representative from City of Camrose Council, one (1) from Camrose County Council, and eight (8) members from the public at large, with not more than three (3) from Camrose County.

CARRIED

Should you have any questions, give me a call at 780-781-0826 or email pjstasko@camrose.ca

Yours truly,

The City of Camrose

PJ Stasko
Mayor

cc: Jennifer McDevitt – Camrose Public Library Interim Director - jmcdevitt@prl.ab.ca



The City of
Camrose

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

March 13, 2023

Email: rgreer_2@telus.net

Renee Greer, Chair
Camrose Public Library Board
c/o Camrose Public Library
4710 – 50 Avenue
Camrose, AB
T4V 0R8

Re: Member at Large Appointments – Camrose Public Library Board

Please be advised at the Regular Meeting of Council, held March 13, 2023, Council approved the following Member at Large appointment(s) to the Camrose Public Library:

Vikki Williams as Member at Large to the Camrose Public Library Board commencing March 13, 2023, and expiring December 31, 2024, or at the pleasure of Council, and

Peter Hamm as Member at Large to the Camrose Public Library Board commencing March 13, 2023, and expiring December 31, 2025, or at the pleasure of Council.

Please contact the above noted individual(s) to advise of your next meeting date. I have attached a separate sheet with their contact information.

Should you have any questions, give me a call at 780-781-0826 or email pjstasko@camrose.ca

Yours truly,

The City of Camrose

PJ Stasko
Mayor

cc: Jennifer McDevitt – Camrose Public Library Interim Director - jmcdevitt@prl.ab.ca

**Camrose Public Library Board
Member at Large Appointments
Contact Information**

Name	Contact #	Email	Term
Vikki Williams [REDACTED]	[REDACTED]	[REDACTED]*	March 13, 2023, and expiring December 31, 2024, or at the pleasure of Council.

Preferred Contact Method – Email, Call or Text *

Checked "Yes" to the following:

- I am available to attend meetings in the *evening or during* the day.
- If selected, I agree to serve on the Camrose Public Library Board of Directors if appointed. I have reviewed the Camrose Public Library descriptions and am able to regularly attend meetings as required.
- I provide my approval for my application to be provided to the Chair of the Camrose Public Library Board or Directors.
- I acknowledge that if I am appointed to the Council Committees my introduction will form part of the public record

Peter Hamm [REDACTED]	[REDACTED]*	[REDACTED]*	March 13, 2023, and expiring December 31, 2025, or at the pleasure of Council.
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Preferred Contact Method – Phone or Email *

Checked "Yes" to the following:

- I am available to attend meetings in the *evening not during* the day.
- If selected, I agree to serve on the Camrose Public Library Board of Directors if appointed. I have reviewed the Camrose Public Library descriptions and am able to regularly attend meetings as required.
- I provide my approval for my application to be provided to the Chair of the Camrose Public Library Board or Directors.
- I acknowledge that if I am appointed to the Council Committees my introduction will form part of the public record

March 18, 2023

CAMROSE Public Library
4710 - 50 Ave.

You have lost me.

This is no longer a library of serious thought
and learning.

It has become an arcade, community center and
daycare.

Gone, is one of the few islands of sanctuary, of
peace and quiet.

I will endeavor to promote further funding cuts.
As I am no longer a patron or member.

Sincerely,

Jillian



The City of
Camrose

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

April 11, 2023

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

Email: ctroutman@county.camrose.ab.ca

Dear Reeve Trautman,

**Re: Appointment of Camrose County Councillor Don Simpson to the
Camrose Public Library Board**

The City of Camrose received a recent inquiry from the Public Library Services Branch revealing that although the Camrose County has appointed Councillor Don Simpson to the Camrose Public Library Board there is also a requirement for Camrose City Council to do so as well.

On behalf of City Council, please be advised at the Regular Council Meeting held April 10th, 2023, Council passed the following motion:

Moved by Joy-Anne Murphy - seconded by Lucas Banack that Council appoint Camrose County Councillor Don Simpson to the Camrose Public Library Board effective immediately until Camrose County's 2023 Organizational Meeting.

CARRIED

Should you have any questions, please give me a call.

Sincerely,

The City of Camrose

PJ Stasko
Mayor

cc: Paul King, Chief Administrative Officer; pking@county.camrose.ab.ca
cc: Jennifer McDevitt, Interim Director, Camrose Public Library Board
jmcdevitt@prl.ab.ca
cc: Renee Greer, Chair, Camrose Public Library Board, rgreer_2@telus.net
cc: Katrina Peachey, Library Network Advisor, Public Library Services Branch
email: katrina.peachey@gov.ab.ca

The City of Camrose is a Municipality located on Treaty 6 territory, the traditional lands of the Indigenous and the Métis People. For as long as the sun shines, the rivers flow, and the grass grows, this land will be recognized as Treaty 6 Territory.

Financial Statements

The City of Camrose Library Board

December 31, 2022

Draft - March 14, 2023, 9:26 AM

Contents

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Draft - March 14, 2023, 9:26 AM

Independent Practitioner's Review Engagement Report

To the Board of Trustees of
The City Of Camrose Library Board

Report on the financial statements

We have reviewed the accompanying financial statements of The City of Camrose Library Board that comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Independent Practitioner's Review Engagement Report (continued)

Basis for qualified conclusion

Note 3 indicates that the library accounts for the acquisition of tangible capital assets by recording them as an expense in the year of acquisition. Because of revenues in excess of \$500,000 per year in two consecutive years, this accounting policy is not in accordance with Canadian accounting standards for not-for-profit organizations. The effects of this departure from Canadian accounting standards for not-for-profit organizations on the unaudited financial statements have not been determined.

Qualified conclusion

Based on our review, except for the effects of the matter described in the Basis for qualified conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of The City of Camrose Library Board as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Camrose, Canada
Date to be determined

Chartered Professional Accountants

Draft - March 14, 2023,

The City of Camrose Library Board Statement of Operations

Year ended December 31	2022 Actual	2022 Budget (Not reviewed)	2021 Actual
Revenues			
Grants	\$ 758,237	\$ 752,562	\$ 759,169
Designated donations	1,800	-	-
Fees, fines and other	21,746	15,700	10,506
Memberships	2,424	1,800	1,835
	<u>784,207</u>	<u>770,062</u>	<u>771,510</u>
Expenditures			
Staff			
Salaries and benefits	597,581	655,006	615,970
Development and travel	3,512	3,000	409
Materials			
Books and audio visual	20,025	25,000	37,110
Administration			
Advertising	2,311	2,500	2,619
Board	2,393	2,600	717
Capital purchases	5,946	12,650	3,548
Computer supplies	3,518	825	3,268
Equipment leasing	3,072	3,800	3,413
Equipment repairs	776	1,000	550
Insurance	4,311	4,200	4,031
Library supplies	4,277	7,000	6,973
Miscellaneous	1,272	1,400	1,665
Office	451	3,050	1,284
Professional fees	22,643	12,000	10,298
Programming	12,252	13,000	19,984
Telephone and fax	2,866	3,175	2,535
Building			
Repairs and maintenance	33,435	40,000	12,624
Utilities	19,303	15,000	12,964
	<u>739,944</u>	<u>805,206</u>	<u>739,962</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 44,263</u>	<u>\$ (35,144)</u>	<u>\$ 31,548</u>

The City of Camrose Library Board
Statement of Changes in Net Assets

Year ended December 31

2022

	Unrestricted Net Assets	Internally Restricted Net Assets	Total
Balance, beginning of year	\$ 61,560	\$ 570,857	\$ 632,417
Excess of revenues over expenditures	<u>44,263</u>	<u>-</u>	<u>44,263</u>
Balance, end of year	<u>\$ 105,823</u>	<u>\$ 570,857</u>	<u>\$ 676,680</u>

2021
(Not reviewed)

	Unrestricted Net Assets	Internally Restricted Net Assets	Total
Balance, beginning of year	\$ 360,012	\$ 240,857	\$ 600,869
Excess of revenues over expenditures	31,548	-	31,548
Transfer to internally restricted	<u>(330,000)</u>	<u>330,000</u>	<u>-</u>
Balance, end of year	<u>\$ 61,560</u>	<u>\$ 570,857</u>	<u>\$ 632,417</u>

The City of Camrose Library Board
Statement of Financial Position

December 31

2022

2021

Assets

Current

Cash and cash equivalents	\$ 94,035	\$ 233,394
Term deposits (Note 4)	648,118	467,224
Accounts receivable	<u>3,626</u>	<u>3,636</u>
	\$ 745,779	\$ 704,254

Liabilities

Current

Accounts payable and accrued liabilities (Note 5)	\$ 21,533	\$ 20,501
Accrued vacation pay	18,766	21,874
Deferred contributions (Note 6)	<u>28,800</u>	<u>29,462</u>
	69,099	71,837

Net Assets

Unrestricted Net Assets	105,823	61,560
Internally Restricted Net Assets	<u>570,857</u>	<u>570,857</u>
	676,680	632,417
	\$ 745,779	\$ 704,254

On behalf of the Board

 Director

 Director

Draft - March 14, 2023, 9:26 AM

The City of Camrose Library Board

Statement of Cash Flows

Year ended December 31

2022

2021

Increase (decrease) in cash

Operating

Excess of revenues over expenditures	\$ 44,263	\$ 31,548
Change in non-cash working capital items		
Accounts receivable	10	2,392
Accounts payable and accrued liabilities	1,032	(12,522)
Accrued vacation pay	(3,108)	(3,864)
Deferred contributions	(662)	(15,867)
	<u>41,535</u>	<u>1,687</u>

Investing

Increase in term deposits	(180,894)	(59,714)
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Decrease in cash

(139,359) (58,027)

Cash

Beginning of year	<u>233,394</u>	<u>291,421</u>
End of year	<u>\$ 94,035</u>	<u>\$ 233,394</u>

Draft - March 14, 2023, 9:26 AM

The City of Camrose Library Board

Notes to the Financial Statements

December 31, 2022

1. Nature of operations

The City of Camrose Library Board's (the Library's) purpose is to encourage people of all ages to use Library materials and services and to encourage literacy. It accomplishes this by providing an excellent library service through collecting, maintaining, and making available quality print and non-print materials and by providing services that meet the expressed and perceived needs of the Camrose community and surrounding area. The Library is a registered charity under the Income Tax Act and is therefore exempt from income taxes.

2. Change in accounting policies

The Library has adopted the amendments to *CPA Handbook* Section 3856, Financial Instruments. The amendments have been adopted effective January 1, 2021, the beginning of the earliest comparative period in these financial statements (the "transition date"). The amendments provide guidance on the accounting for financial instruments arising from transactions between both arm's-length and related parties, and require disclosure of enterprise-specific information related to significant risks arising from financial instruments.

The Library has applied the amendments retrospectively, in accordance with the transition provisions. The amendments provide transition relief for instruments without repayment terms to be measured at their pre-adoption carrying amount less impairment at the transition date. Transition relief is also provided for instruments extinguished or derecognized prior to the transition date, such that only instruments existing on the transition date need to be assessed.

The adoption of the amendments had no impact on the Library's financial statements other than the enterprise-specific risk disclosures related to significant risks arising from the Library's financial instruments (see Note 10).

Related party financial instruments

The Library adopted the amendments to Financial Instruments, Section 3856. The change affects how the entity accounts for financial instruments originated or exchanged in a related party transaction.

Initial Measurement

Under the new requirements, a financial instrument is initially measured at cost, which is determined depending on whether the instrument has repayment terms. If the instrument does have repayment terms, cost is determined using the instrument's undiscounted cash flows, excluding interest and dividend payments, less any impairment losses. Otherwise, the cost of the instrument is determined using the consideration transferred or received by the Library.

Subsequent Measurement

Subsequent measurement is based on how the financial instrument is initially measured. A related party financial instrument initially measured at cost is subsequently measured at cost less any reduction for impairment or at fair value.

The City of Camrose Library Board

Notes to the Financial Statements

December 31, 2022

2. Change in accounting policies (continued)

Related party financial instruments (continued)

Transitional Provisions

These changes have been adopted retrospectively with the following transitional provisions:

- The cost of an instrument that has repayment terms is determined using its undiscounted cash flows excluding interest and dividend payment less any impairment;
- The cost of an instrument that does not have repayment terms is deemed to be its carrying amount, less any impairment provisions.

The adoption of the new requirements has no impact on the Library's financial statements.

3. Significant accounting policies

The Library applies the Canadian accounting standards for not-for-profit organizations.

Revenue recognition

The Library follows the deferral method of accounting for contributions.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and which may only be used for certain programs or in completion of specific work are restricted contributions and are recognized as revenue in the year in which the related expenses are incurred. Any unrestricted contributions are recognized as revenue when amounts are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Memberships and fee revenues are recognized when the products have been provided to the customer or the services have been provided. Any amounts received in advance of all revenue recognition criteria being met are classified as customer deposits or unearned revenue on the balance sheet.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, balances with banks, net of outstanding cheques and deposits, and short term deposits with original maturities of three months or less.

Tangible capital assets

The Library owns the following tangible capital assets which have been expensed when purchased:

- library books
- audio visual materials
- furnishings and leasehold improvements
- computer equipment and software

All capital assets are expensed in the year they are acquired. During the year \$5,946 (2021 - \$3,548) was expensed in the statement of operations.

The City of Camrose Library Board

Notes to the Financial Statements

December 31, 2022

3. Significant accounting policies (continued)

Contributed services

The Library benefits from the value of services donated by members interested in furthering its objectives. No amount is recorded for the year ended December 31, 2022 as the value is not readily determinable.

The contributions of the Library facilities and insurance thereon by the City of Camrose are not recognized in these financial statements.

Financial instruments

The Library considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The Library accounts for the following as financial instruments:

- cash and cash equivalents
- term deposits
- accounts receivable
- accounts payable and accrued liabilities
- accrued vacation pay

A financial asset or liability is recognized when the Library becomes party to contractual provisions of the instrument.

Financial assets or liabilities obtained in arm's length transactions are initially measured at their fair value. In the case of a financial asset or liability not being subsequently measured at fair value, the initial fair value will be adjusted for financing fees and transaction costs that are directly attributable to its origination, acquisition, issuance or assumption.

Financial assets or liabilities obtained in related party transactions are measured in accordance with the accounting policy for related party transactions except for those transactions that are with a person or entity whose sole relationship with the Library is in the capacity of management in which case they are accounted for in accordance with financial instruments.

Financial assets and financial liabilities are subsequently measured according to the following methods:

<u>Financial instrument</u>	<u>Subsequent measurement</u>
Cash and cash equivalents	Amortized cost (which approximates fair value)
Term deposits	Amortized cost (which approximates fair value)
Accounts receivable	Amortized cost
Accounts payable and accrued liabilities	Amortized cost
Accrued vacation pay	Amortized cost

The Library removes financial liabilities, or a portion of, when the obligation is discharged, cancelled or expires.

The City of Camrose Library Board

Notes to the Financial Statements

December 31, 2022

3. Significant accounting policies (continued)

Financial instruments (continued)

Financial assets measured at cost are tested for impairment when there are indicators of impairment. Previously recognized impairment losses are reversed to the extent of the improvement provided the asset is not carried at an amount, at the date of the reversal, greater than the amount that would have been the carrying amount had no impairment loss been recognized previously. The amounts of any write-downs or reversals are recognized in net income.

4. Term deposits

Short term investments include term deposits with maturity dates at the time of purchase greater than three months and one year or less. Four term deposits mature in April 2023 and carry an interest rate of 1.2% and four mature in July 2023 and carry an interest rate of 2.25%.

5. Accounts payable and accrued liabilities

There are government remittances payable of \$13,536 included in accounts payable and accrued liabilities at December 31, 2022 (2021 - \$12,348).

6. Deferred contributions

Deferred contributions represent unspent resources externally restricted by the donor. Deferred contribution balances are as follows:

	<u>2022</u>	<u>2021</u>
Designated Donation - Snacks in the Stacks	\$ 11,300	\$ 11,312
Battle River Community Foundation	<u>17,500</u>	<u>18,150</u>
	<u>\$ 28,800</u>	<u>\$ 29,462</u>

The City of Camrose Library Board

Notes to the Financial Statements

December 31, 2022

7. Internally restricted net assets

The Board of Trustees have internally restricted the following amounts from unrestricted net assets to be used for the purposes noted. These internally restricted amounts are not available for other purposes without approval of the Board of Trustees.

	<u>2022</u>	<u>2021</u>
Building maintenance	\$ 115,058	\$ 115,058
Reserve - operations	330,000	330,000
Furnishings	9,419	9,419
Hume	26,756	26,756
Staff training	12,000	12,000
Technology	17,623	17,623
Utilities	10,000	10,000
Vacation/Sick Liability	10,000	10,000
Building replacement	40,000	40,000
	<u>\$ 570,856</u>	<u>\$ 570,856</u>

8. Economic dependence

Approximately 97% (2021 - 98%) of the Library's revenue is derived from grants received from various levels of government. The City of Camrose provides 67% (2021 - 66%) of the Library's revenue. The Library's continued viability depends upon maintaining a satisfactory grant level.

9. Local Authorities Pension Plan

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pensions Plan Act. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP fund.

Contributions for current services are recorded as expenditures in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 12.80% on pensionable earnings above this amount. Employees of the Library are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable salary and 11.80% on pensionable salary above this amount.

Total current service contributions by the Library to the LAPP in 2022 were \$8,403 (2021 - \$22,044). The current service contributions by the employees of the Library to the LAPP in 2022 were \$7,409 (2021 - \$19,814).

At December 31, 2021 the LAPP disclosed an actuarial surplus of \$11.92 billion (2020 - actuarial surplus of \$4.96 billion).

The City of Camrose Library Board

Notes to the Financial Statements

December 31, 2022

10. Financial instruments

The Library is exposed to various risks through its financial instruments. The following analysis provides a measure of the Library's risk exposures and concentrations at December 31, 2022.

(a) Liquidity risk

Liquidity risk is the risk that the Library will encounter difficulty in meeting the obligations associated with its financial liabilities. The Library is exposed to this risk mainly in respect of its accounts payable. The Library has determined that it is not exposed to a significant amount of liquidity risk with respect to its accounts payable. There has been no significant change in exposure from the prior year.

Draft - March 14, 2023, 9:26 AM

Camrose Public Library – 2023 Budget Revision Proposals

April 19 2023

Presented by Jennifer McDevitt to the 2023 CPL Board

Executive Summary

Our 2023 budget originally cut our hours (eliminating Sundays and one hour every evening except Friday, which gained an hour) and our collection funds. Sundays were reinstated for one year by private donation. We now have an increase to our total budget from the Provincial Operating Grant, which in Budget 2023 updated its per capita population figures to 2019 numbers and simplified the formula to a \$9000 base grant and a per capita rate of \$5.60. For CPL, this is projected to be an increase of \$13 811. We can also move \$945 out of the Fax/Debit Machine Line budget because we received the fax machine for free and did not need a new line to install it. Our total increase will be \$14 756.

Two neglected priority areas I identified from our previous budget options are a 2.5% Cost-of-Living Adjustment (COLA) to staff pay and new furniture and paint. Below are options dividing our budget increase between these areas and further details regarding considerations and reasoning.

I recommend Option A, a COLA retroactive to January 2023. This is an increase none of our budget options could accomplish previously, and I believe it would be an appropriate way to spend operating funds that were increased in part because of inflation. The staff are the lifeblood of library services and deserve to be paid as close to a fair wage as we can responsibly provide.

	Option A	Option B	Option C
COLA 2.5% (increases line 5301 Staff Salaries)	\$14 756 (retro pay for full year)	\$9 601 (beginning May 2023)	-
New Furniture/Paint (increases line 5290 Bldg. Repair & Maintenance)	-	\$5 155	\$14 756

Items for Consideration

Advocacy

We heard from both municipal councils in 2022 that they had not heard demands for increased funding for library services from the public. In the library we frequently get feedback about how much we are appreciated and wishes for service expansion. From what we hear at the library, we know that the community wants more from us, so we need to encourage them to reach out to their local and provincial representatives, particularly in advance of the upcoming provincial election. Making cuts to public facing library services is not just necessary, but it gives us the opportunity to encourage our patrons to reach out to those who can increase funding.

By choosing to cut library opening hours and our collection fund as we did with the originally approved budget, we are being honest with the public regarding what we can reasonably offer with the funds we currently have. Neither Alyssa nor I would suggest cutting services solely to make a point, but since we are in the position where we need to cut services, even with this increase to our provincial operating grant, I agree with Alyssa's original assertion that this is a situation we should leverage.

Cost-of-Living Adjustment for Staff

Our current budget does not account for a COLA adjustment for staff in 2023 or 2024. The salary grids proposing starting and ending hourly/salary amounts for fair market wage/salary adjustments has not been looked at for at least 10 years. The one exception is the Manager's salary grid, which was approved November 1, 2018. The Service Desk Coordinator grid was approved September 21, 2021, but was based entirely on our existing grids and the funds we had available. This position likely receives higher compensation in other comparable libraries.

The only adjustments of the grids have been COLA adjustments that Cheryl has tracked over the last 5 years.

2018 – 2% COLA increase. Grids were adjusted to show increase

2019 – no increase

2020 – 2.5% COLA increase. Grids were adjusted to show increase

2021 – 2% COLA increase. Grids were adjusted to show increase

2022 – no increase

These COLA do not fully account for the increase to cost-of-living in Alberta; for example, the Consumer Price index shows a 3.6% increase to the cost of goods and services in February 2023 compared to February 2022. An increase to the salary grids will nevertheless help compensate for COLA increases to mandatory deductions like CPP and EI and help to ensure CPL's staff are compensated closer to a fair market rate for their invaluable work.

Furniture and Paint

Much of the library's furniture is broken, stained and wearing out. Additionally, almost all of our walls are chipped with large portions of paint missing from the stucco. Replacing these would make the library more welcoming and a nicer place to be, which is a public service. It also boosts attendance and attracts new users. That said, chipped walls do not affect our ability to offer services and our collection, and most of our furniture will last for another year or two, even if it wobbles and has tears and stains. In addition, if we are able to advocate for a new library space in the coming years, purchasing paint and furniture to improve our current space may be a shorter-term investment than we would like.

We can try to apply for grants to help replace furniture, but the initial budget was going to use the capital funds to apply for matching grants. Additionally, waiting for applicable grants to come up means we will be waiting for at least a year before we see any funds as it is. Because of this, adding the total increase to the budget line for this purpose this year is not likely to have as big of an impact as it would in 2024. However, adding it now would ensure that budget line is able to accommodate applications for matching grants this year and next.

Janitorial Services

I originally suspected that we may need to use some of this operating grant increase to compensate for hiring new janitorial services at six days per week (rather than five). However, our new janitorial services contract includes an extra day per week, as well as annual exterior window cleaning and steam cleaning of the carpets, both of which used to be a separate line (\$9500) within line 5290. Our original budget for janitorial services was \$28 665, and our new total for 2023 will be \$28 995, which means we have an extra \$9170 in budget line 5290 regardless. We can put those funds toward furniture and paint for the new rooms and basement. The total janitorial services budget is projected to be \$30 177 in 2024.

Alyssa's Original Budget Proposals. DRAFT D was chosen and approved by the Board.

	Book Bike	Summer Reading Program	Current Hours	Adequate Programming Funds	Adequate Collection Funds	Easy Opportunity for Advocacy	Replace broken furniture and paint
Draft A	X	X	X	✓	✓	✓ ✓	✓
Draft B	X	X	✓	✓	✓	✓	X
Draft C	✓	✓	X	✓	X	✓	✓
Draft D	✓	✓	X	✓	✓	✓	X
Draft E	X	✓	X	✓	✓	✓	X

Items that ALL budgets accomplish:

- First aid training \$600 (legally required)
- OHS training \$300 (legally required)
- Mental Health First Aid \$4,400
- 50% of the initially requested funds to spend on HR advice. 50% = \$3,150
- Fax line for the public = \$500
- A step increase for eligible staff (many staff are at the top of their pay grid) \$5,746
- 6th day of janitorial services (we currently have 5) = \$2,388.75

Items that NO budgets accomplish:

- Conference fees for staff professional development \$6,175
- 50% of the requested funds to spend on HR services = \$3,150
- Fundraising seed money = \$500
- Cost of Living Adjustment for staff = ~\$14,476.64
- A third programmer
 - (FT)= ~\$42,000
 - (PT/17hr)= ~\$20,400
- A fourth summer student to host senior focused programs and use the Life Cycle (\$11,350)

2023 Revised Budget Revenue
Presented to Board April 19 2023
Updated Building Rent

		2019 Budget	2022	2022 Budget	Draft
		Approved	Revenue	Approved	2023
GL#	Income/Revenue	15-Jan-19	YTD	23-Nov-21	Budget
4030	Term Deposit & GIC Interest	\$2,000.00	\$1,790.31	\$4,200.00	\$4,800.00
	Total ADDITIONAL REVENUE	\$2,000.00	\$1,790.31	\$4,200.00	\$4,800.00
4032	Fundraising/Booksale	\$2,000.00	\$1,635.17	\$1,500.00	\$1,500.00
4036	Donations	\$4,500.00	\$6,127.11	\$5,000.00	\$5,000.00
	Total DONATION/FUNDRAISING	\$6,500.00	\$7,762.28	\$6,500.00	\$6,500.00
4002	Operational - City Requisition	\$606,529.00	\$466,334.00	\$466,334.00	\$504,848.00
4002	Memberships-City Residents	\$44,352.00	\$44,352.00	\$44,352.00	\$44,352.00
4002	Sunday Opening	\$17,040.00	\$17,401.00	\$17,401.00	\$0.00
	Total GRANTS - CITY	\$667,921.00	\$528,087.00	\$528,087.00	\$549,200.00
4002	Building Rent In	\$77,796.00	\$77,796.00	\$77,796.00	\$80,226.00
	Total City Building Rent In/Out	\$77,796.00	\$77,796.00	\$77,796.00	\$80,226.00
4003	County Grant - County requisition	\$81,579.00	\$73,421.10	\$73,421.00	\$73,421.10
	Total GRANTS - COUNTY	\$81,579.00	\$73,421.10	\$73,421.00	\$73,421.10
4005	Provincial Employment Grant	\$3,500.00	\$0.00	\$0.00	\$0.00
4007	Provincial Operating Grant	\$100,144.00	\$100,144.00	\$100,144.00	\$113,955.00
4009	Rural Service Grant	\$23,543.00	\$22,854.90	\$23,260.00	\$22,855.00
	Total GRANTS - PROVINCIAL	\$127,187.00	\$122,998.90	\$123,404.00	\$136,810.00
4006	Federal Employment Grant	\$15,000.00	\$13,068.42	\$15,000.00	\$8,512.50
	Total GRANTS - FEDERAL	\$15,000.00	\$13,068.42	\$15,000.00	\$8,512.50
4010	Other Grants (BRCF, ARTS PRESENTING GRANT)	\$16,000.00	\$20,000.00	\$12,650.00	\$17,500.00
	Total GRANTS - OTHER	\$16,000.00	\$20,000.00	\$12,650.00	\$17,500.00
4040	Books - Lost	\$950.00	\$1,061.42	\$950.00	\$950.00
4042	Fines	\$5,200.00	\$285.41	\$0.00	\$0.00
4070	Memberships-Non-City Residents	\$2,600.00	\$2,424.00	\$1,800.00	\$1,800.00
4044	Photocopier	\$4,200.00	\$3,763.35	\$1,800.00	\$2,200.00
4046	Room Rentals	\$800.00	\$420.00	\$250.00	\$0.00
	Total LIBRARY GENERATED	\$13,750.00	\$7,954.18	\$4,800.00	\$4,950.00
4049	Exams	\$4,300.00	\$5,759.00	\$2,000.00	\$3,800.00
	Total EXAM REVENUE	\$4,300.00	\$5,759.00	\$2,000.00	\$3,800.00
	Total REVENUE	\$1,012,033.00	\$858,637.19	\$847,858.00	\$885,719.60
	Camrose Public Library Surplus	\$0.00	\$0.00	\$35,144.00	\$0.00
	Building Rent Out	-\$77,796.00	-\$77,796.00	-\$77,796.00	-\$80,226.00
	TOTAL REVENUE minus Rent	\$934,237.00	\$780,841.19	\$805,206.00	\$805,493.60

2023 Revised Budget Option A
Presented to Board April 19 2023

		2019 Budget	2022	2022 Budget	Draft
		Approved	Expenses	Approved	2023
GL#	Expenses	15-Jan-19	YTD	21-Nov-21	Budget
5306	Staff Training/Travel	\$5,200.00	\$3,512.35	\$3,000.00	\$6,325.00
5260	Audit/Prof & Legal Fees	\$17,500.00	\$23,538.55	\$24,070.00	\$16,620.00
5200	Professional Memberships	\$830.00	\$406.61	\$650.00	\$745.00
5105	Fund Raising Expense	\$1,500.00	\$0.00	\$500.00	\$0.00
5110	Marketing & Advertising Expense	\$2,500.00	\$2,158.30	\$2,000.00	\$2,500.00
5320	Library Supplies	\$8,000.00	\$4,795.68	\$7,000.00	\$6,000.00
5274	Recycling	\$120.00	\$240.00	\$300.00	\$270.00
5150	Bank Charges	\$1,200.00	\$865.48	\$750.00	\$750.00
	Total ADMINISTRATION	\$36,850.00	\$35,516.97	\$38,270.00	\$33,210.00
5307	Board Training/Travel	\$1,600.00	\$17.00	\$500.00	\$1,000.00
5308	Volunteer/Staff Appreciation	\$2,100.00	\$2,375.67	\$2,100.00	\$3,100.00
	Total BOARD & VOLUNTEER	\$3,700.00	\$2,392.67	\$2,600.00	\$4,100.00
5254	Postage	\$950.00	\$181.99	\$800.00	\$450.00
5340	Telephone	\$2,500.00	\$1,909.59	\$2,500.00	\$2,500.00
	Total COMMUNICATIONS	\$3,450.00	\$2,091.58	\$3,300.00	\$2,950.00
5341	Fax/Debit Machine Line	\$675.00	\$723.83	\$675.00	\$750.00
5227	Equipment Leasing	\$4,300.00	\$3,302.25	\$3,800.00	\$4,000.00
5291	Comp/Equip.Maintenance & Repair	\$1,600.00	\$775.78	\$1,000.00	\$1,000.00
5251	Software Programs & Fees	\$350.00	\$1,792.09	\$825.00	\$1,370.00
5253	Computer/Printer Supplies	\$3,000.00	\$1,775.09	\$1,800.00	\$1,800.00
	Total TECHNOLOGY	\$9,925.00	\$8,369.04	\$8,100.00	\$8,920.00
5220	Insurance	\$2,786.00	\$4,311.23	\$4,200.00	\$4,500.00
5225	Janitor Supplies	\$2,500.00	\$581.64	\$1,500.00	\$1,800.00
5360	Utilities	\$23,350.00	\$16,643.85	\$15,000.00	\$16,300.00
5290	Bldg. Repair & Maintenance	\$15,000.00	\$32,587.00	\$38,500.00	\$56,150.00
	Buidling Rent In	\$77,796.00	\$77,796.00	\$77,796.00	\$80,226.00
	Total BUILDING	\$121,432.00	\$131,919.72	\$136,996.00	\$158,976.00
5160	Capital Expense	\$1,450.00	\$1,244.49	\$0.00	\$0.00
5161*	Capital Grant Expenses (BRCF, Other)	\$20,000.00	\$4,721.54	\$12,650.00	\$17,500.00
	Total CAPITAL	\$21,450.00	\$5,966.03	\$12,650.00	\$17,500.00
5165	Collection Expense	\$35,000.00	\$16,431.53	\$25,000.00	\$2,642.60
	Total COLLECTION	\$35,000.00	\$16,431.53	\$25,000.00	\$2,642.60
5265	Program Expense	\$28,000.00	\$8,164.81	\$13,000.00	\$18,000.00
	Total PROGRAM EXPENSE	\$28,000.00	\$8,164.81	\$13,000.00	\$18,000.00
5301	Staff Salaries	\$750,476.00	\$622,333.51	\$641,136.00	\$637,271.00
5304	Worker's Comp. Board	\$1,500.00	\$1,922.43	\$1,600.00	\$0.00
5309	New Hires Security Checks	\$100.00	\$270.70	\$200.00	\$2,000.00
	Total STAFF EXPENSE	\$752,076.00	\$624,526.64	\$642,936.00	\$639,271.00
5255	Inter - Library Loans	\$150.00	\$31.99	\$150.00	\$150.00
	Total ILL	\$150.00	\$31.99	\$150.00	\$150.00
	TOTAL EXPENSES	\$1,012,033.00	\$835,410.98	\$883,002.00	\$885,719.60
	Building Rent Out	-\$77,796.00	-\$77,796.00	-\$77,796.00	-\$80,226.00
	TOTAL EXPENSES minus Rent	\$934,237.00	\$757,614.98	\$805,206.00	\$805,493.60

*used for collection in 2023

2023 Revised Budget Option B
Presented to Board April 19 2023

		2019 Budget	2022	2022 Budget	Draft
		Approved	Expenses	Approved	2023
GL#	Expenses	15-Jan-19	YTD	21-Nov-21	Budget
5306	Staff Training/Travel	\$5,200.00	\$3,512.35	\$3,000.00	\$6,325.00
5260	Audit/Prof & Legal Fees	\$17,500.00	\$23,538.55	\$24,070.00	\$16,620.00
5200	Professional Memberships	\$830.00	\$406.61	\$650.00	\$745.00
5105	Fund Raising Expense	\$1,500.00	\$0.00	\$500.00	\$0.00
5110	Marketing & Advertising Expense	\$2,500.00	\$2,158.30	\$2,000.00	\$2,500.00
5320	Library Supplies	\$8,000.00	\$4,795.68	\$7,000.00	\$6,000.00
5274	Recycling	\$120.00	\$240.00	\$300.00	\$270.00
5150	Bank Charges	\$1,200.00	\$865.48	\$750.00	\$750.00
	Total ADMINISTRATION	\$36,850.00	\$35,516.97	\$38,270.00	\$33,210.00
5307	Board Training/Travel	\$1,600.00	\$17.00	\$500.00	\$1,000.00
5308	Volunteer/Staff Appreciation	\$2,100.00	\$2,375.67	\$2,100.00	\$3,100.00
	Total BOARD & VOLUNTEER	\$3,700.00	\$2,392.67	\$2,600.00	\$4,100.00
5254	Postage	\$950.00	\$181.99	\$800.00	\$450.00
5340	Telephone	\$2,500.00	\$1,909.59	\$2,500.00	\$2,500.00
	Total COMMUNICATIONS	\$3,450.00	\$2,091.58	\$3,300.00	\$2,950.00
5341	Fax/Debit Machine Line	\$675.00	\$723.83	\$675.00	\$750.00
5227	Equipment Leasing	\$4,300.00	\$3,302.25	\$3,800.00	\$4,000.00
5291	Comp/Equip.Maintenance & Repair	\$1,600.00	\$775.78	\$1,000.00	\$1,000.00
5251	Software Programs & Fees	\$350.00	\$1,792.09	\$825.00	\$1,370.00
5253	Computer/Printer Supplies	\$3,000.00	\$1,775.09	\$1,800.00	\$1,800.00
	Total TECHNOLOGY	\$9,925.00	\$8,369.04	\$8,100.00	\$8,920.00
5220	Insurance	\$2,786.00	\$4,311.23	\$4,200.00	\$4,500.00
5225	Janitor Supplies	\$2,500.00	\$581.64	\$1,500.00	\$1,800.00
5360	Utilities	\$23,350.00	\$16,643.85	\$15,000.00	\$16,300.00
5290	Bldg. Repair & Maintenance	\$15,000.00	\$32,587.00	\$38,500.00	\$61,305.00
	Building Rent In	\$77,796.00	\$77,796.00	\$77,796.00	\$80,226.00
	Total BUILDING	\$121,432.00	\$131,919.72	\$136,996.00	\$164,131.00
5160	Capital Expense	\$1,450.00	\$1,244.49	\$0.00	\$0.00
5161*	Capital Grant Expenses (BRCF, Other)	\$20,000.00	\$4,721.54	\$12,650.00	\$17,500.00
	Total CAPITAL	\$21,450.00	\$5,966.03	\$12,650.00	\$17,500.00
5165	Collection Expense	\$35,000.00	\$16,431.53	\$25,000.00	\$2,642.60
	Total COLLECTION	\$35,000.00	\$16,431.53	\$25,000.00	\$2,642.60
5265	Program Expense	\$28,000.00	\$8,164.81	\$13,000.00	\$18,000.00
	Total PROGRAM EXPENSE	\$28,000.00	\$8,164.81	\$13,000.00	\$18,000.00
5301	Staff Salaries	\$750,476.00	\$622,333.51	\$641,136.00	\$632,116.00
5304	Worker's Comp. Board	\$1,500.00	\$1,922.43	\$1,600.00	\$0.00
5309	New Hires Security Checks	\$100.00	\$270.70	\$200.00	\$2,000.00
	Total STAFF EXPENSE	\$752,076.00	\$624,526.64	\$642,936.00	\$634,116.00
5255	Inter - Library Loans	\$150.00	\$31.99	\$150.00	\$150.00
	Total ILL	\$150.00	\$31.99	\$150.00	\$150.00
	TOTAL EXPENSES	\$1,012,033.00	\$835,410.98	\$883,002.00	\$885,719.60
	Building Rent Out	-\$77,796.00	-\$77,796.00	-\$77,796.00	-\$80,226.00
	TOTAL EXPENSES minus Rent	\$934,237.00	\$757,614.98	\$805,206.00	\$805,493.60

*used for collection in 2023

2023 Revised Budget Option C
Presented to Board April 19 2023

		2019 Budget	2022	2022 Budget	Draft
		Approved	Expenses	Approved	2023
GL#	Expenses	15-Jan-19	YTD	21-Nov-21	Budget
5306	Staff Training/Travel	\$5,200.00	\$3,512.35	\$3,000.00	\$6,325.00
5260	Audit/Prof & Legal Fees	\$17,500.00	\$23,538.55	\$24,070.00	\$16,620.00
5200	Professional Memberships	\$830.00	\$406.61	\$650.00	\$745.00
5105	Fund Raising Expense	\$1,500.00	\$0.00	\$500.00	\$0.00
5110	Marketing & Advertising Expense	\$2,500.00	\$2,158.30	\$2,000.00	\$2,500.00
5320	Library Supplies	\$8,000.00	\$4,795.68	\$7,000.00	\$6,000.00
5274	Recycling	\$120.00	\$240.00	\$300.00	\$270.00
5150	Bank Charges	\$1,200.00	\$865.48	\$750.00	\$750.00
	Total ADMINISTRATION	\$36,850.00	\$35,516.97	\$38,270.00	\$33,210.00
5307	Board Training/Travel	\$1,600.00	\$17.00	\$500.00	\$1,000.00
5308	Volunteer/Staff Appreciation	\$2,100.00	\$2,375.67	\$2,100.00	\$3,100.00
	Total BOARD & VOLUNTEER	\$3,700.00	\$2,392.67	\$2,600.00	\$4,100.00
5254	Postage	\$950.00	\$181.99	\$800.00	\$450.00
5340	Telephone	\$2,500.00	\$1,909.59	\$2,500.00	\$2,500.00
	Total COMMUNICATIONS	\$3,450.00	\$2,091.58	\$3,300.00	\$2,950.00
5341	Fax/Debit Machine Line	\$675.00	\$723.83	\$675.00	\$750.00
5227	Equipment Leasing	\$4,300.00	\$3,302.25	\$3,800.00	\$4,000.00
5291	Comp/Equip.Maintenance & Repair	\$1,600.00	\$775.78	\$1,000.00	\$1,000.00
5251	Software Programs & Fees	\$350.00	\$1,792.09	\$825.00	\$1,370.00
5253	Computer/Printer Supplies	\$3,000.00	\$1,775.09	\$1,800.00	\$1,800.00
	Total TECHNOLOGY	\$9,925.00	\$8,369.04	\$8,100.00	\$8,920.00
5220	Insurance	\$2,786.00	\$4,311.23	\$4,200.00	\$4,500.00
5225	Janitor Supplies	\$2,500.00	\$581.64	\$1,500.00	\$1,800.00
5360	Utilities	\$23,350.00	\$16,643.85	\$15,000.00	\$16,300.00
5290	Bldg. Repair & Maintenance	\$15,000.00	\$32,587.00	\$38,500.00	\$70,906.00
	Building Rent In	\$77,796.00	\$77,796.00	\$77,796.00	\$80,226.00
	Total BUILDING	\$121,432.00	\$131,919.72	\$136,996.00	\$173,732.00
5160	Capital Expense	\$1,450.00	\$1,244.49	\$0.00	\$0.00
5161*	Capital Grant Expenses (BRCF, Other)	\$20,000.00	\$4,721.54	\$12,650.00	\$17,500.00
	Total CAPITAL	\$21,450.00	\$5,966.03	\$12,650.00	\$17,500.00
5165	Collection Expense	\$35,000.00	\$16,431.53	\$25,000.00	\$2,642.60
	Total COLLECTION	\$35,000.00	\$16,431.53	\$25,000.00	\$2,642.60
5265	Program Expense	\$28,000.00	\$8,164.81	\$13,000.00	\$18,000.00
	Total PROGRAM EXPENSE	\$28,000.00	\$8,164.81	\$13,000.00	\$18,000.00
5301	Staff Salaries	\$750,476.00	\$622,333.51	\$641,136.00	\$622,515.00
5304	Worker's Comp. Board	\$1,500.00	\$1,922.43	\$1,600.00	\$0.00
5309	New Hires Security Checks	\$100.00	\$270.70	\$200.00	\$2,000.00
	Total STAFF EXPENSE	\$752,076.00	\$624,526.64	\$642,936.00	\$624,515.00
5255	Inter - Library Loans	\$150.00	\$31.99	\$150.00	\$150.00
	Total ILL	\$150.00	\$31.99	\$150.00	\$150.00
	TOTAL EXPENSES	\$1,012,033.00	\$835,410.98	\$883,002.00	\$885,719.60
	Building Rent Out	-\$77,796.00	-\$77,796.00	-\$77,796.00	-\$80,226.00
	TOTAL EXPENSES minus Rent	\$934,237.00	\$757,614.98	\$805,206.00	\$805,493.60

*used for collection in 2023



Interim Director's Report

April 12, 2023

Jennifer McDevitt

Summer Student Grants

We heard from Young Canada Works that our funding for one summer student position was approved at 70% (we asked for 75%). We have not heard from Canada Summer Jobs about funding for the other two students yet.

Janitorial Services

We evaluated the bids from 16 companies regarding our request for proposals for janitorial services and have contracted a company to start April 24.

Lower-Level Renovations

The library closed the lower level from March 20 to April 11 in order to build a new office and program room. Construction went as planned, finishing April 6, and after taking an extra day to rearrange the furniture and shelving, the downstairs is open again. There are still a few kinks to be worked out with our new furniture arrangement and the new rooms need to be painted, but we are excited to get started with our newly restructured space.

Inventory

Parkland staff came on March 20 to do a complete inventory of our upstairs collections. This is an important review that should be done approximately every two years to ensure what we have is accurately reflected in the library software, and as it hadn't been done since at least 2019, we are excited to have it complete. Now that our lower level has re-opened, we will have Parkland come back to inventory our children's collections in the coming months.

Stats Week

We conducted the first of our tri-annual Stats Weeks, and it went very well. During stats week we go above and beyond the normal stats we take, and we measure how the library is being used, what types of interactions we have with patrons, when patrons use the library, and how we connect with them. Details can be found in the board package. Our next Stats Week will be held in July and the last one in November.

CAMROSE PUBLIC LIBRARY

Statistics Week March 12-18, 2023

Highlights

Most people interact with us in person, which is a continuing upward trend. The most common type of question we received are reference questions. Reference questions are composed of requests for tech help, readers advisory, library services, and circulation questions. Circulation interactions are the highest category of reference questions and have remained about the same despite the addition of the self-checkout. Our second highest type of interaction are Community Connections, where we work on building a sense of community with our patrons. These are interactions that are not directly library related, but build a welcoming atmosphere. They are continuing to increase.

Previously our computers got the most use on Tuesdays, Wednesdays, and Thursdays. This month our computers got the most use on Tuesdays and Saturdays, with Wednesday and Thursday still close behind. If you examine computer usage by hours open, Saturdays are by far on top.

The most popular space to spend time upstairs is the computers next to the circulation desk. The second most popular place to spend time upstairs is in the seating by the windows in front of the Fiction, which saw a drastic increase from last November (up from 31 to 94). Our downstairs space usage stats were tracked incorrectly, so we will collect accurate statistics on a different week in April.

Tuesday and Friday saw the most people in the library, and when comparing the number of people by hours open, that remains the same. The library is busiest between 2:00-4:00pm. This is a change from last November, where we were busiest from 3:00-6:00pm.

INTERACTION TYPE		
DOWN		UP
278	IN PERSON	583
2	PHONE	70
0	ONLINE	0
280	TOTAL	653
INTERACTION CATEGORY		
1	TECH	63
30	REF	65
27	WAYFIND	43
59	LIB SERVICES	106
0	SELF CHECK	15
96	CIRC	317
94	COMMUNITY	115
307	TOTAL	724
COMBINED TOTAL		1031

COMPUTER USE UP + DOWN COMBINED			
	USES	TOTAL TIME (HRS:MIN)	vs hours open
SUNDAY	12	9:25	3
MONDAY	30	23:35	3.3
TUESDAY	38	23:24	4.2
WEDNESDAY	35	30:17	3.9
THURSDAY	36	26:06	4.0
FRIDAY	34	22:57	3.8
SATURDAY	37	30:05	7.4
WEEK	222	165:49	

DOOR COUNT		vs hours open
SU	250	62.5
M	476	52.9
TU	574	63.8
W	528	58.7
TH	464	51.6
F	637	70.8
SA	297	59.4
TOTAL	3226	

HIGHEST TRAFFIC/DAY based on highest hourly door count each day		
SU	4PM	61
M	4PM	109
T	3PM	122
W	11AM	81
TH	4PM	108
F	5PM	131
SA	12PM	71

TIME TOTALS UP		TIME TOTALS DOWN	
10-11AM	76	10-11AM	21
11-12PM	88	11-12PM	31
1-2PM	79	1-2PM	27
2-3PM	101	2-3PM	48
3-4PM	85	3-4PM	70
4-5PM	57	4-5PM	37
5-6PM	64	5-6PM	1
6-7PM	28	6-7PM	15
7-8PM	0	7-8PM	0

UP: WEEKLY SPACE USAGE TOTALS	
98	MAIN COMPUTERS
29	ANF COMPUTERS
44	FICTION
53	ANF WINDOWS
94	MEDICINE WHEEL SEATING
18	DVD/TABLES
34	ENTRANCE
24	CIRC DESK
4	STAIRWELL LOUNGE
32	YA
14	ANF STACKS
4	HOLDS/NEW
7	EXAM ROOM
1	NEAR WASHROOMS

Camrose Public Library
Adult Programs
January 1 to March 31, 2023

Outreach	Program	Attendance
Deliveries to Care Facilities	27	211
German Circle	11	33
Ukulele Online	11	33
Mind Masters	3	268
Seniors Hub Website Launch	1	25
Augustana Preview Day	1	50
	54	620

In House	Program	Attendance
Spanish	12	76
Ukulele	9	90
Cosy Cards	2	11
Yarn Club	6	40
Vinyl Record Flowers	1	5
Cricut Wine Glasses	1	12
Pride Wreaths	1	2
Cricut Flower Bouquets	1	5
Art Trading Cards	1	3
Cricut Leather Bracelets	1	3
	35	247

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	10	126
	10	126

Total	99	993
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Camrose Public Library
Family Programs
January 1 to March 31, 2023

Outreach	Program	Attendance
Read for 15	1	3349
Paper Mache with Chuck MacLean	1	7
Print Making with Chuck MacLean	1	15
Collage Art with Chuck MacLean	1	22
Women's Shelter Family Literacy	2	11
Curious Cuties with Camrose Family Resource Centre	1	22
Red Hot Science: Trouble with Tribbles	1	12
	8	3438

In House	Program	Attendance
Snacks in the Stacks	64	1150
Something Cool After School	49	264
Books & Bounces	16	232
Terrific Tales	12	171
Tech Help	45	90
Geek Days	8	77
Bed Time Stories	12	76
Rainbow Club	2	6
Mini Yogis with CFRC	6	128
3D Print workshop	1	6
Family Literacy Day with CFRC	1	56
Spring Break Geek week	5	77
	221	2333

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

Total	229	5771
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Camrose Public Library
 Children's Programs (5-12 years)
 January 1 to March 31, 2023

Outreach	Program	Attendance
Sifton Makerspace	3	37
OLMP Break the Fake	1	307
Red Hot Science Rock Paper Scissors Circuits	1	8
	5	352

In House	Program	Attendance
Red Hot Science Droids	1	11
BRSD PD Days	2	62
Chester Ronning Tours and program	2	44
	5	117

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

Monthly Total	10	469
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Camrose Public Library
 Teen Programs
 January 1 to March 31, 2023

Outreach	Program	Attendance
Print Making with Chuck MacLean	1	4
Collage Art with Chuck MacLean	1	3
ECKS QSA	1	20
	3	27

In House	Program	Attendance
Teen D & D	11	78
Anime Club	8	54
Red Hot Science Bats	1	7
Book Origami	1	3
Cricut Notebooks	1	2
Terrariums	1	10
	23	154

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

Total	26	181
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Camrose Public Library
Total Programs
January 1 to March 31, 2023

Outreach Programs	70	4437
In-house Programs	284	2851
Outside Groups	10	126
YTD	364	7414

Submitted by Nicole Bannick
4-Apr-23

March 2023

Program and Library Statistics

Submitted by Nicole Kyle
April 5, 2023

670

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

491

people attended programs designed to increase digital literacy skills like basic computer/device skills, online safety, 3D printing, and more!.

97

kids attended PD day programming like craft sessions, game days, and digital literacy programs

1

bit of awesome feedback:

"It is amazing what the library staff come up with for fun things for kids to do. Love the little pool play area and all the different and creative ideas staff have for it."

CAMROSE
PUBLIC LIBRARY

March Program Summary

Ongoing programs have seen average attendance, but we saw a small drop with the relocation of some programming to alternate venues. We've also paused a few of our programs during renovations due to space and logistical constraints.

March **special events** included some in-library makerspace programs like **Cricut paper bouquets, Cricut leather bracelets, art trading cards, terrariums, and two Red Hot Science coding programs for kids.**

We had some more great opportunities to partner with other community organizations to provide programming:

- **Camrose Adult Learning Council** generously offered their space for both of our Red Hot Science sessions on March 20.
- **Camrose and Area Family Resource Network (CFRN)** has been a partner for our Terrific Tales for some time now, and they generously offered their space for both Terrific Tales and Books and Bounces during our renovations..
- We partnered again with the **City and the Chuck MacLean Arts Centre**, this time to co-present a collage workshop for families.
- Louis has been busy with outreach digital literacy programming. He's continuing with 3D print design sessions with students from Ecole Sifton School and I joined him there for a session making light-up bookmarks with circuitry made of copper tape, button batteries, and LED lights.

Our week of Spring Break programs were quickly registered to the max of 12 kids and we had a few walk-ins that we were able to accommodate. The space worked well for our needs and the extra noise and activity didn't seem to be a bother to staff or patrons.




April Schedule

With renovations continuing until early to mid-April, we have made some arrangements for programs to continue when the lower level is not accessible. We are capping registration for special events at 12 people and most programs and events will continue as scheduled in the YA section, in the Adult Fiction seating area, and in the spot between the public computers and DVD shelf. The exceptions are as follows:


- Ukulele Jam: on hiatus
- Anime Club: on hiatus
- Books and Bounces: one session weekly on Thursdays at Camrose Family Resource Centre
- Terrific Tales: as scheduled but moved to Camrose Family Resource Centre

Heartfelt thanks go out to Camrose Family Resource Centre for accommodating us!



24/7 access to electronic resources:
Visit cpl.prl.ab.ca/eLibrary to check out electronic print materials, audio books, learning resources, and resume building software.
You will need your library card and PIN to log in.

1-on-1 Tech Help
Please call or email to book your 1 hour appointment.



Monday-Friday 10-7
Saturday 11-4
Sunday 12-4
Closed April 7-10

Important Notice re: Programs/Services

Programs

This schedule runs until June 23

- | | |
|--|--|
| Ukulele Jam (adults)
Mondays @ 12:30
<i>Resumes April 17</i> | Ukulele Online (adults)
Thursdays @ 1 (Zoom) |
| Spanish Circle (adults)
Mondays @ 3 (Hybrid) | Cosy Card Night (adults)
Third Thursday monthly @ 5
Register on Eventbrite |
| Books & Bounces (infants)
Tuesdays OR Thursdays
10:30 (identical sessions)
<i>Resumes April 11</i> | Snacks in the Stacks (grades 1-12)
School days @ 3:30 |
| German Circle (adults)
Tuesdays @ 4 on Zoom | Something Cool After School (grades 1-8)
School days @ 3:30 |
| Terrific Tales (families)
Wednesdays @ 10:30
<i>Resumes April 12</i> | Rainbow Club Public GSA (all ages)
April 15 @ 12 |
| Golden Flames D&D Club (teens)
Wednesdays @ 4 | Geek Day (all ages)
Fridays @ 5:00 |
| Anime Club (teens)
Wednesdays @ 5
<i>Resumes April 12</i> | Yarn Club (all ages and fibre arts welcome)
Every 2nd & 4th Saturday monthly @ 1 |
| Bed Time Stories (families)
Wednesdays @ 6 | |


Due to facility upgrades, **the lower level of the library will be closed from March 20 to April 6.** We'll do our best to fill your childrens' materials needs with inter-library loans, and we've made the following changes to programming during this time period:

- Ukulele Jam April 3 & 10: Canceled
- Terrific Tales (0-5) April 5 @ 10:30 at Camrose Family Resource Centre: 4823-51 Street
- Books & Bounces (infants) April 6 @ 10:30 at Camrose Family Resource Centre: 4823-51 Street
- Anime Club April 5: Canceled

Special Events

Due to facility improvements, space is limited. Unless listing below says otherwise, register for all special events at <https://bit.ly/CPLEventbrite>

- **Teen Events (11+) in-library**
April 1 @ 1: Cricut Leather Bracelets
April 29 @ 1: Poetry Mix-up
- **Adult Events, Sundays @ 1 in-library**
April 16: Spider Plant Terrariums
April 23: Cricut Garden Markers
April 30: Paper Quilling
- **April 17 @ 5:30: How to Digitize (all ages)**
Turn an old VHS in to a digital file and get an intro to our new Makerspace!
- **April 22: Earth Day Activities**
@ Chuck MacLean Arts Centre, 4809 52 Street
Families: 10 AM to 12 PM
Teens: 12:30 to 2:30 PM



For more information and updates about programs and services, call 780.672.4214, visit cpl.prl.ab.ca, or email cpltechhelp@prl.ab.ca

March 2023 Library Statistics

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

Mondays: 239 (avg of 26.6/hr) Tuesdays: 237 (avg of 26.3/hr)
 Wednesdays: 274 (avg of 30.4/hr) Thursdays: 245 (avg of 27.2/hr)
 Fridays: 254 (avg of 28.2/hr) Saturdays: 158 (avg of 31.6/hr)
 Sundays: 105 (avg. of 26.3/hr)

Circulation	Mar 2023	Mar 2022	2023 YTD	2022 YTD	Under/ Over 2022	% Chg. Over 2022
Adult Material	5965	6417	17474	17146	328	2%
Young Adult Material	613	410	1498	1129	369	33%
Juvenile Material	4757	5569	14778	13963	815	6%
TAL Items Borrowed	175	168	496	398	98	25%
TAL Items Sent	22	43	84	91	-7	-8%
Total	11532	12607	34330	32727	1603	5%

Econtent	Mar 2023	Mar 2022	2023 YTD	2022 YTD	Under/ Over 2022	% Chg. Over 2022
Cloud Library/RBDigital	697	571	1968	1714	254	15%
Overdrive	980	810	2809	2383	426	18%
Total	1677	1381	4777	4097	680	17%

Circulation by Residence	Mar 2023	Mar 2022	2023 YTD	2022 YTD	Under/ Over 2022	% Chg. Over 2022
City of Camrose	9072	9872	27073	25853	1220	5%
County of Camrose	2059	2391	6594	6454	140	2%
Outside City/County	32	104	95	276	-181	-66%
ME	19	0	97	66	31	47%
Total	11182	12367	33859	32649	1210	4%

Miscellaneous	Mar 2023	Mar 2022	2023 YTD	2022 YTD	Under/ Over 2022	% Chg. Over 2022
Visitors	7157	5929	19414	13343	6071	45%
WiFi Users	10471	9550	31647	18714	12933	69%
Internet Users	1076	678	2537	1552	985	63%
Exams	21	36	52	93	-41	-44%
Total	18725	16193	53650	33702	19948	59%

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	Mar 2023		2023 YTD		Participants	
	Sessions	Participants	Sessions	Participants	2022 YTD	2021 YTD
1	25	147	82	567	503	452
2	4	44	35	422	16	22
3	58	491	129	1530	803	604
4	41	523	116	1496	204	180
Library Advocacy	0	0	2	3399	3849	3313
Total	128	1205	364	7414	5375	4,571