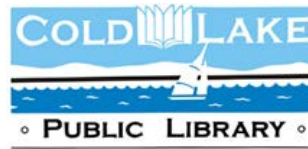


Minutes of The City of Cold Lake Library Board Annual General Meeting
Held Monday, Jan 28, 2019
Program Room, South Branch

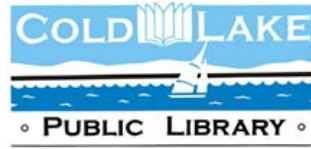
Present: Cynthia Sloychuk, Board Chair
 Marie Manning, Board Vice-Chair
 Darren Robson, Board Secretary / Treasurer
 Councillor Vicky Lefebvre, City of Cold Lake Representative
 Leslie Price, Library Director
 Jeannette Hatta, Board Member
 Daryl Gilroy, Board Member
 Calvin Rideout, Board Member

Absent with regret: Jamie Purkiss, Board Member
 Emily Heyne, Board Member

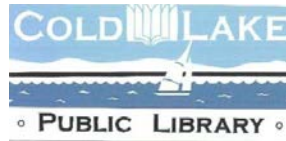
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 5:05 pm.	N/A
2.0 Adoption of Agenda The AGM Agenda was included as Priority Items 6.1 to 6.4 in the Jan Board Meeting Agenda and adopted as Motion 2019-001.	N/A
3.0 Adoption of Minutes from previous meeting The minutes from the 2018 AGM were captured as part of the Feb 2018 Board meeting minutes and accepted as Motion 2018-029. They will be captured and adopted separately this time.	N/A
4.0 Correspondence	None
5.0 Reports	None
6.0 Priority Items	N/A
6.1 AGM – Review of 2018 Summary of Motions The 2018 Summary of Motions is attached to the minutes as Appendix 1. Vicky would like the any motions pertaining to policies to include the policy name in addition to the policy number in case the number or name changes in the future. MOTION 2019-005 Daryl moved to accept the 2018 Summary of Motions as amended. Calvin seconded. All members voted in favour.	Carried



Agenda Item and Discussion	Action
<p>6.2 AGM – Review of 2018 Financial Report (unaudited) Darren presented the unaudited 2018 financial report, which is attached to the minutes as Appendix 2. Darren went over the differences between the 2018 budget and actual expenses and revenues. The Board has no issues. The actual 2018 audited report is expected in April.</p> <p>MOTION 2019-006 Darren moved to accept the 2018 Financial Report (unaudited). Jeanette seconded. All members voted in favour.</p>	Carried
<p>6.3 AGM – Review of 2018 Year-End Report Leslie presented the Year-End Report that must be submitted to Alberta Municipal Affairs and approved by the Board. It is attached to the minutes as Appendix 3. Calvin pointed out his contact info was incorrect and provide Leslie with up to date info.</p> <p>MOTION 2019-007 Marie moved to accept the 2018 Year-End Report for Alberta Municipal Affairs as amended. Daryl seconded. All members voted in favour.</p>	Carried
<p>6.4 AGM – Board Executive 2019 Elections Cynthia had previously asked Board members to submit their names if they wanted to be consider for Chair, Vice-Chair or Secretary/Treasurer. Cynthia had submitted her name for Chair, Marie had submitted her name for Vice-Chair and Darren had submitted his name for Secretary/Treasurer. Cynthia asked once more if any other Board members would like to submit their names for any Executive positions. There were no further submissions.</p> <p>MOTION 2019-008 Vicky moved that Cynthia be accepted as Chair. Daryl seconded. All members voted in favour.</p> <p>MOTION 2019-009 Marie moved that Darren be accepted as Secretary/Treasurer. Jeanette seconded. All members voted in favour.</p> <p>MOTION 2019-010 Vicky moved that Marie be accepted as Vice-Chair. Jeanette seconded. All members voted in favour.</p>	Carried Carried Carried
<p>7.0 Old Business</p>	None
<p>8.0 New Business</p>	None
<p>9.0 Next Meeting The next AGM will be in Jan 2020.</p>	None



Agenda Item and Discussion	Action
10.0 Meeting Adjourned at 5:21 pm	N/A

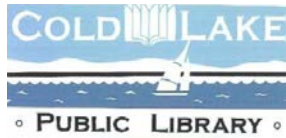


Summary of Motions for 2018
The City of Cold Lake Library Board

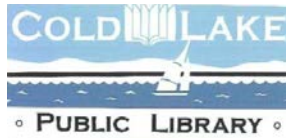
Number	Meeting	Description	Result
2018-01	22-Jan-18	Adoption of Jan 2018 Board Meeting Agenda with one Policy removed.	Carried
2018-02	22-Jan-18	Adoption of Nov 2017 Board Meeting Minutes	Carried
2018-03	22-Jan-18	The Library Director Report was approved by unanimous consent.	Carried
2018-04	22-Jan-18	The Financial Committee Report was approved by unanimous consent.	Carried
2018-05	22-Jan-18	Don moved that the Cold Lake Library Board Bylaws as presented, with the one correction noted by Jamie, be accepted by the Board. Jamie seconded. All members voted in favour	Carried
2018-06	22-Jan-18	Marie moved that the Board approve up to \$40,000 to cover the Library portion of the funding for End Panels and Canopies and new carpets for the North Branch. Don seconded. All member voted in favour.	Carried
2018-07	22-Jan-18	Don moved that the Policy 3010, Administrative Decision in the Absence of Policy, as presented be accepted by the Board. Marie seconded. All members voted in favour	Carried
2018-08	22-Jan-18	Daryl moved that the Policy on Sick Leave as presented be accepted by the Board. Marie seconded. All members voted in favour.	Carried
2018-09	22-Jan-18	Don moved that the Policy 5021, Overtime, as presented be accepted by the Board. Marie seconded. All members voted in favour	Carried
2018-10	22-Jan-18	Jamie moved that the Policy 5022, Employment of Minors, as presented be accepted by the Board. Marie seconded. All members voted in favour	Carried
2018-11	22-Jan-18	Daryl moved that the Policy 5070, Leave of Absense Without Pay, as presented be accepted by the Board. Don seconded. All members voted in favour	Carried
2018-12	22-Jan-18	Marie moved that the Policy 5060, Short and Long Term Disability, as presented be accepted by the Board. Jamie seconded. All members voted in favour	Carried



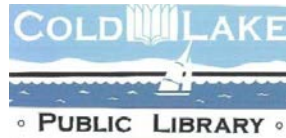
Number	Meeting	Description	Result
2018-13	22-Jan-18	Marie moved that the Job Description for the Assistant Director (Policy 5010) as presented, with the one deletion noted by Darren, be accepted by the Board. Daryl seconded. All members voted in favour.	Carried
2018-14	22-Jan-18	Daryl moved that the Job Description for Administrative Assistant & ILL Assistant (Policy 5010) as presented be accepted by the Board. Don seconded. All members voted in favour.	Carried
2018-15	22-Jan-18	Marie moved that the Job Description for Community Library Services Manager (Policy 5010) as presented be accepted by the Board. Jamie seconded. All members voted in favour.	Carried
2018-16	26-Feb-18	Adoption of Feb 2018 Board Meeting Agenda with one addition.	Carried
2018-17	26-Feb-18	Adoption of Jan 2018 Board Meeting Minutes	Carried
2018-18	26-Feb-18	The Board Chair Report was approved by unanimous consent.	Carried
2018-19	26-Feb-18	The Library Director Report was approved by unanimous consent.	Carried
2018-20	26-Feb-18	The Board Member Report was approved by unanimous consent.	Carried
2018-21	26-Feb-18 (AGM)	Emily moved to accept the 2017 Summary of Motions with one correction. All members voted in favour.	Carried
2018-22	26-Feb-18 (AGM)	Darren moved to accept the unaudited 2017 Financial Report (unaudited). Daryl seconded. All members voted in favour.	Carried
2018-23	26-Feb-18 (AGM)	Emily moved to accept the 2017 Year-End Report with one correction. Don seconded. All members voted in favour.	Carried
2018-24	26-Feb-18 (AGM)	Vicky moved that Cynthia be accepted for Chair, Marie be accepted for Vice-Chair, and Darren be accepted for Secretary/Treasurer for 2018, all be acclamation. Daryl seconded. All members voted in favour.	Carried
2018-25	26-Feb-18	Marie moved to take Sat, March 31, as an unpaid closed day. Don seconded. All members voted in favour.	Carried
2018-26	26-Feb-18	Marie moved to close the South Branch from 3-15 March with the discretion of the Library Director to open early. Emily seconded. All members voted in favour.	Carried



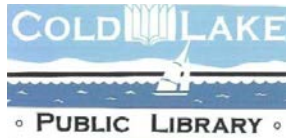
Number	Meeting	Description	Result
2018-27	26-Feb-18	Daryl moved that the Plan of Service update for Feb 2018 be accepted with the three additions.	Carried
2018-28	26-Mar-18	Adoption of Mar 2018 Board Meeting Agenda with one addition.	Carried
2018-29	26-Mar-18	Adoption of Feb 2018 Board Meeting Minutes	Carried
2018-30	26-Mar-18	The Library Director Report was approved by unanimous consent	Carried
2018-31	26-Mar-18	The Personnel Committee Report was approved by unanimous consent	Carried
2018-32	26-Mar-18	The Financial Committee Report was approved by unanimous consent	Carried
2018-33	26-Mar-18	Cynthia moved that the Board Executive will review and approved the application package on behalf of the Board. Vicky seconded	Carried
2018-34	26-Mar-18	Marie moved that the 2017 Library Annual Report be accepted as presented. Don seconded	Carried
2018-35	26-Mar-18	Emily moved that the library should move away from the City's worker compensation and set up its own. Don seconded. All voted in favour	Carried
2018-36	26-Mar-18	Marie moved that the Policy 1000 (Mission Statmen) and Policy 1020 (Values and Beliefs) as presented be accepted by the Board. Vicky seconded. All members voted in favour	Carried
2018-37	26-Mar-18	Don moved that the Policy 2040, Code of Ethics / Code of Conduct, as presented be accepted by the Board. Marie seconded. All members voted in favour	Carried
2018-38	26-Mar-18	Emily moved that the Policy 6051, Naloxone Policy, as presented be accepted by the Board. Don seconded. All members voted in favour	Carried
2018-39	26-Mar-18	Don moved that the Policy 3050, Material Selection Policy, as presented with the one correction be accepted by the Board. Emily seconded. All members voted in favour	Carried
2018-40	26-Mar-18	Marie moved that the Policy 5150, Grievance Policy, as presented be accepted by the Board. Don seconded. All members voted in favour	Carried
2018-41	26-Mar-18	Vicky moved that the Policy 5161, Scent Free Policy, as presented be accepted by the Board. Emily seconded. All members voted in favour	Carried



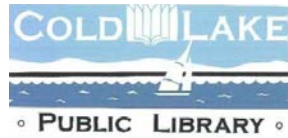
Number	Meeting	Description	Result
2018-42	26-Mar-18	Don moved that the Policy 6052, Harrassment Policy, as presented with the one correction be accepted by the Board. Emily seconded. All members voted in favour	Carried
2018-43	26-Mar-18	Marie moved that the Policy 7030, Volunteer Job Description, as presented be accepted by the Board. Vicky seconded. All members voted in favour	Carried
2018-44	26-Mar-18	Emily moved that the Policy 5021, Overtime Policy, as presented be accepted by the Board. Don seconded. All members voted in favour	Carried
2018-45	26-Mar-18	Don moved to have the PLSB training session on 29 May, have the regular board meeting after, and provide a light meal.	Carried
2018-46	26-Mar-18	Marie moved to close the North Branch for 7-10 days in April, with the discretion of the Library Director to open earlier or stay closed longer. Don seconded. All members were in favour	Carried
2018-47	23-Apr-18	Adoption of Apr 2018 Board Meeting Agenda	Carried
2018-48	23-Apr-18	Adoption of Mar 2018 Board Meeting Minutes	Carried
2018-49	23-Apr-18	The Library Director Report was approved by unanimous consent	Carried
2018-50	23-Apr-18	The Personnel Committee Report was approved by unanimous consent	Carried
2018-51	23-Apr-18	Emily made a motion that the policy, finance, and personnel committees work together to develop a proposal for turning the janitorial contract position into an employee position. All board members voted in favour except Vicky	Carried
2018-52	23-Apr-18	The Financial Committee Report was approved by unanimous consent	Carried
2018-53	23-Apr-18	Don moved that the amended 2018 CLPL Budget be accepted. Emily seconded. All members voted in favour	Carried
2018-54	23-Apr-18	Marie moved to accept Jeannette Hatta as a new member of the CLPL Board. Jamie seconded. All members voted in favour	Carried
2018-55	23-Apr-18	Don moved that the Policy 5010 Job Description – Circulation Desk Clerk, with the one sentence deleted, be accepted by the Board. Emily seconded. All members voted in favour.	Carried



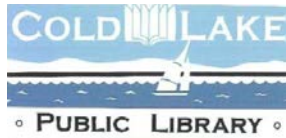
Number	Meeting	Description	Result
2018-56	28-May-18	Adoption of May 2018 Board Meeting Agenda	Carried
2018-57	28-May-18	Adoption of Apr 2018 Board Meeting Minutes	Carried
2018-58	28-May-18	The Board Chair Report was approved by unanimous consent	Carried
2018-59	28-May-18	The Library Director Report was approved by unanimous consent	Carried
2018-60	28-May-18	The Personnel Committee Report was approved by unanimous consent	Carried
2018-61	28-May-18	The Policy Committee Report was approved by unanimous consent	Carried
2018-62	28-May-18	The Financial Committee Report was approved by unanimous consent	Carried
2018-63	28-May-18	Darren moved to accept audited 2017 Financial Statement. Marie seconded. All members voted in favour	Carried
2018-64	25-Jun-18	Adoption of June 2018 Board Meeting Agenda	Carried
2018-65	25-Jun-18	Adoption of May 2018 Board Meeting Minutes	Carried
2018-66	25-Jun-18	The Library Director Report was approved by unanimous consent	Carried
2018-67	25-Jun-18	The Personnel Committee Report was approved by unanimous consent	Carried
2018-68	25-Jun-18	The Financial Committee Report was approved by unanimous consent	Carried
2018-69	25-Jun-18	Emily moved that the Board accept 5 and 6 Sept as the preferred dates. Vicky seconded. All members voted in favour	Carried
2018-70	25-Jun-18	Darren moved that the Board approve up to \$4000 in Surplus to purchase nesting tables and chairs. Daryl seconded. All members voted in favour	Carried
2018-71	25-Jun-18	Vicky moved that the Policy 5022, Employee Conduct and Behaviour, as presented be accepted by the Board. Don seconded. All members voted in favour	Carried
2018-72	25-Jun-18	Marie moved that the Policy 5010, Employment of Relatives, as presented be accepted by the Board. Don seconded. All members voted in favour	Carried



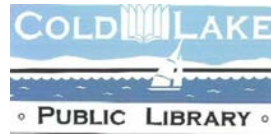
Number	Meeting	Description	Result
2018-73	25-Jun-18	Vicky moved that the Policy 3070, Fund Raising Policy, as presented be accepted by the Board. Don seconded. All members voted in favour	Carried
2018-74	25-Jun-18	Marie moved that the Interlibrary Loan Manager Job Description (Policy 5010) as presented with the correct policy number added be accepted by the Board. Don seconded. All members voted in favour	Carried
2018-75	25-Jun-18	Emily moved that the Janitor Job Description (Policy 5010) as presented with the two changes be accepted by the Board. Don seconded. All members voted in favour	Carried
2018-76	25-Jun-18	Marie moved that the Policy 2111, Social Media Policy, as presented be accepted by the Board. Jeanette seconded. All members voted in favour	Carried
2018-77	25-Jun-18	Vicky moved that the Flex Time Hours Appendix (Policy 5021 Overtime) as presented with be accepted by the Board. Emily seconded. All members voted in favour	Carried
2018-78	25-Jun-18	Daryl moved that the Cyber Security Policy as presented with the correct policy number added be accepted by the Board. Emily seconded. All members voted in favour	Carried
2018-79	25-Jun-18	Vicky moved that the Policy 5000, Hiring, as presented be accepted by the Board. Jeanette seconded. All members voted in favour	Carried
2018-80	25-Jun-18	Daryl moved to close the North Branch on 7 July. Marie seconded. All members voted in favour.	Carried
2018-81	25-Jun-18	Marie moved to cancel the next meeting on 30 July. Don seconded. All members voted in favour.	Carried
2018-82	27-Aug-18	Adoption of Aug 2018 Board Meeting Agenda	Carried
2018-83	27-Aug-18	Adoption of Jun 2018 Board Meeting Minutes	Carried
2018-84	27-Aug-18	The Library Director Report was approved by unanimous consent	Carried
2018-85	27-Aug-18	Vicky moved to close both branches early on 6 Sept from 4:30 pm to close. Emily seconded	Carried
2018-86	27-Aug-18	The Financial Committee Report was approved by unanimous consent	Carried
2018-87	27-Aug-18	Daryl motioned to accept the draft MOU (with the City) as presented, with date changed from 2017 to 2018. Emily seconded. All members voted in favour	Carried



Number	Meeting	Description	Result
2018-88	27-Aug-18	Don motioned to accept the draft Lease (with the City) as presented, with date changed from 2017 to 2018. Daryl seconded. All members voted in favour	Carried
2018-89	27-Aug-18	Daryl motioned to remove library fines for a trial period of three months. Jamie seconded. A majority of members voted in favour	Carried
2018-90	27-Aug-18	Emily moved to change the next meeting from 24 Sept to 1 Oct	Carried
2018-91	01-Oct-18	Adoption of Sep 2018 Board Meeting Agenda	Carried
2018-92	01-Oct-18	Adoption of Aug 2018 Board Meeting Minutes	Carried
2018-93	01-Oct-18	The Library Director Report was approved by unanimous consent	Carried
2018-94	01-Oct-18	The Personnel Committee Report was approved by unanimous consent	Carried
2018-95	01-Oct-18	Emily moved to change the Supervisor listed in the Job Description for the Janitor (Policy 5010J) to Director / Assistant Director. Daryl seconded. All members voted in favour	Carried
2018-96	01-Oct-18	Emily moved to update the Director's Performance Evaluation form. Cynthia seconded. All member voted in favour	Carried
2018-97	01-Oct-18	The Financial Committee Report was approved by unanimous consent	Carried
2018-98	01-Oct-18	Cynthia moved that Leslie proceed with the network cleanup as detailed in the quote from CCL. Emily seconded. All members voted in favour	Carried
2018-99	01-Oct-18	Cynthia moved that Leslie proceed with the grant application and begin planning the addition of trails to the Reading Garden. Marie seconded. All members voted in favour	Carried
2018-100	01-Oct-18	Daryl moved accept Calvin Rideout as a new member of the CLPL Board. Emily seconded. All members voted in favour	Carried
2018-101	29-Oct-18	Adoption of Oct 2018 Board Meeting Agenda	Carried
2018-102	29-Oct-18	Adoption of Sep 2018 Board Meeting Minutes	Carried
2018-103	29-Oct-18	The Library Director Report was approved by unanimous consent	Carried



Number	Meeting	Description	Result
2018-104	29-Oct-18	The Financial Committee Report was approved by unanimous consent	Carried
2018-105	29-Oct-18	Emily moved that the Board use current Surplus to cover any shortfall in funding for 2018 and the Financial Committee create a balanced budget for the worst-case scenario MD population number. All members in favour	Carried
2018-106	29-Oct-18	Vicky moved that the Fireplace Operation and Safety Policy as presented be accepted by the Board. Daryl seconded. All members voted in favour	Carried
2018-107	29-Oct-18	Jeanette moved that the North Branch close for the day on 8 Dec. Jamie seconded, All members voted in favour	Carried
2018-108	29-Oct-18	Daryl moved to close both branches of the library from 22-26 Dec and be open from 27-31 Dec. Emily seconded. All members voted in favour	Carried
2018-109	26-Nov-18	Adoption of Nov 2018 Board Meeting Agenda	Carried
2018-110	26-Nov-18	Adoption of Oct 2018 Board Meeting Minutes	Carried
2018-111	26-Nov-18	The Library Director Report was approved by unanimous consent	Carried
2018-112	26-Nov-18	The Personnel Committee Report was approved by unanimous consent	Carried
2018-113	26-Nov-18	The Financial Committee Report was approved by unanimous consent	Carried
2018-114	26-Nov-18	Emily moved that the Board accept the 2019 library budget as presented. Vicky seconded All members voted in favour	Carried
2018-115	26-Nov-18	Darren moved that the Board write a letter to the MD requesting a representative for the library Board	Carried
2018-116	26-Nov-18	Emily moved to purchase 13 \$50 gift cards this year, including one for Leslie for a total of \$650. Jeanette seconded. All members voted in favour.	Carried



Cold Lake Public Library
Statement of Operations (Unaudited)
For the Year Ending December 31, 2018

	Budget	2018	2017
REVENUES			
Sales and Fines	6,500.00	7,555.49	7,891.85
Donations and Fundraising	12,000.00	13,071.05	12,223.11
Provincial Funding	124,100.40	164,876.66 ¹	124,166.10
Local Government Funding	506,958.32	506,958.00	545,631.60
TOTAL REVENUE	649,558.72	692,461.20	689,912.66
EXPENSES			
Salaries and Training	489,332.00	483,191.07	468,219.06
Operating Costs	139,600.00	126,552.26 ²	136,394.56
Plan of Service	18,300.00	114,759.80 ³	46,628.35
TOTAL EXPENSES	647,232.00	724,503.13	707,474.17
Surplus / Deficit	2,326.72	-32,041.93 ⁴	-17,561.51

1. The library received a \$33,237 funding grant from the provincial government to cover half the cost of shelving improvements and carpet replacements at the North and South branches.
2. Operating costs were lower than expected in 2018 due to a decrease in the NLLS Transfer Fee and the Janitorial contract not increasing to a higher monthly rate as budgeted.
3. All spending associated with the improvement work at the North and South branches was tracked in the Plan of Service category, which came to \$84,000. In addition, savings in Operating costs were used to fund extra Programs in the later part of the year.
4. The library started 2018 with a surplus of \$76,650.91 in a City account, and the library provided a letter to the City in June outlining the plan to spend \$50,000 of the surplus in 2018. The library funded the other half of the improvements to the North and South branches from the City surplus account. However, with other expenses slightly under budget for 2018, the library did not spend quite as much of the surplus as expected. With a planned deficit of \$32,041.93 during 2018, the library will start 2019 with a surplus of \$44,608.26.

Approval

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

	Date approved by library board

Alberta Public Library Survey

For the Alberta Public Library Survey (up to but not including the Personnel section), please report current year details.

The Annual Report (reporting on the previous calendar year) begins at the Personnel section and carries through to the end of the report.

Directory

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at

http://www.municipalaffairs.alberta.ca/plsb_directory.

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

Phone, Fax, Email, Website

	Library phone	Library fax	Library email	Library website
	780-594-7425	(780) 594-7787	director@library.coldlake.ab.ca	www.library.coldlake.ab.ca

Address

	Address - Street and No.	P.O. Box	City/town, etc.	Province	Postal code
	5513 B 48th Ave		Cold Lake	Alberta	T9M 1X9

Contacts

	Name	Email	Phone	Alternate phone
Library Manager	Leslie Price	director@library.coldlake.ab.ca	780-594-7425	780-594-5101
Respondent (if different than above)	Tanya Boudreau	asst_director@library.coldlake.ab.ca	780-639-3967	780-639-3963

Library Management - Board Members

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

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

	Name	Address	Phone	Email	Library board term expiry (month/year)	Councillor
Chairperson	Cynthia Sloychuk	box 425 Cold Lake T9M 1P1	7805940330	csloychuk@gmail.com	2019-10-01	No
Board Member 1	Vicky Lefebvre	805 Beach Ave Cold Lake T9M 1K7	7805731926	vlefebvre@coldlake.com	2019-10-01	Yes
Board Member 2	Marie Manning	5812 50 ave Cold Lake T9M 1S5	7805944583	ednaman@telus.net	2021-10-01	No
Board Member 3	Jamie Purkiss	707C Rocky Way Cold Lake T9M 0H3	6395360531	jamiepurkiss@gmail.com	2019-10-01	No
Board Member 4	Darren Robson	5322 44 St Cold Lake T9M 2B4	7805944145	drobson@incentre.net	2019-10-01	No
Board Member 5	Donald Cassidy	5310 44 St Cold Lake T9M 2B4	7805941693	cassidyd@telus.net	2020-10-01	No
Board Member 6	Daryl Gilroy	4721 62 ave Cold Lake T9M 2B6	7805458328	darylgilroy@gmail.com	2020-10-01	No
Board Member 7	Emily Heyne	303 B Aurora Way Cold Lake T9M 0K2	7802010632	emieritz@gmail.com	2020-10-1	No
Board Member 8	Jeannette Hatta	4906 53 ave Cold Lake T9M 1C9	3063132752	schmidt713@hotmail.com	2021-10-01	No
Board Member 9	Calvin Rideout	1210 18 Ave Cold Lake T9M 0G4	506999421	calvin.rideout@gmail.com	2020-10-01	No

Cold Lake Library Board, City of - Cold Lake 2018

Library Management - General

	Library board email (e.g. libraryboard@abclibrary.ca)	Board meeting dates (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
	n/a	Jan 15, Feb 19, March 19, April 16, May 28, June 18, Aug 20, Sept 17, Oct.15 Nov.19	1403	Municipality

Library Hours

Hours of Service

Provide the actual open hours for the library for each day of the week at the time of completing this report using the following format: 10:00-5:00; 1:30-8:30; etc. DO NOT JUST ENTER THE TOTAL NUMBER OF HOURS OPEN EACH DAY. Only enter summer hours if they differ from regular hours.

Also, enter the total number of hours open per week based on the indicated library open hours.

This information will be used for the provincial directory.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours per week
Regular Hours	10-6 and noon-8	10-8 and 10-6	10-6 and noon to 8	10-8 and 10-6	10-5 and 10-5	10-3 and 10-4	closed	93.00
Summer Hours	10-6 and noon -8	10-8 and 10-6	10-6 and noon to 8	10-8 and 10-6	10-5 and 10-5	10-3 and 10-4	closed	93.00

Hours Open Per Year

Total number of library hours open per year. There are two possible calculations:

1. If your library hours are the same all year: 50 x total hours per week
2. If summer hours differ from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Hours Open per Year
	24,836

Personnel

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

Staff

Report qualifications and the number of all paid staff (full and part time) who work for the library whether they are paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (you may need to get this figure from the individual or agency that does your staff payroll).

Note: Do not include individuals who provide service through a contract, such as the library audit, custodial staff or bookkeeping.

	# Employees	Total Hours/Yr
MLIS or equivalent	1	1,700.00
Other university degree	6	7,453.08
Library technician	1	1,700.00
Library operations certificate	0	0.00
Other tech/college diploma	3	2,239.42
Other	3	2,838.68
Total staff	14	15,931.18

Volunteers

Report the number of volunteers assisting with library activities, and the total number of volunteer hours per year.

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

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

	# Volunteers	Volunteer Hours/Yr
Library Operations	7	740.00
Library Programming	0	0.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	0	0.00
Total Volunteers	7	740.00
Friends of the Library	0	0.00

Collections/Resources

Collection Management

	Acquired	Withdrawn
Print items	3,399	5,189
Non-print items	728	763
Total	4,127	5,952

Print Items

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

	Print Volumes	Periodicals (number of issues)	Total Print
	48,267	³ 72	48,339

Non-Print Items

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

	Audiobooks	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
	1,032	1,120	4,067	24	186	236	141	6,806

Virtual Items (Licensed by your board)

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

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

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

Library Board Contributions

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

	Contribution
	\$0.00

Totals

	Total physical collection	Total licensed virtual collection	Total collections
	55,145	0	55,145

Circulation

Direct Circulations

Report number of items circulated directly to library users. Include all items that are charged out for use, whether the use is inside or outside the library. Do not include interlibrary loans loaned to other libraries.

	Adult print	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
	30,039	2,628	43,274	13,164	118	3,583

Direct Circulations, continued...

	Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
	0	0	0	92,806	0	92,806

Interlibrary Loan

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

	Borrowed	Lent
Within Alberta (including within library system)	33,514	28,020
Outside of Alberta, but within Canada	0	0
Outside of Canada	0	0
Total	33,514	28,020

Information Services & Use

Reference Transactions

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

Report the number of reference transactions for the reporting year (either from an actual count or 1 week's worth x 50 to provide an estimate).

	Total reference transactions	Count method
	4,992	⁴ Estimate (1 week x 50)

Examination Services

If examination services are provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. **For the 2018 reporting year:** if you do not have an actual count please estimate and add a note.

	Total number of exams
	n.a.

Library Use

Library visits and in-house use of materials.

	In person visits	Count method (in person visits)	Virtual visits	In library material use	Count method (in library material use)
	36,549	Actual count	⁵ 10,831	3,744	⁶ Estimate (1 week x 50)

Programs

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

Note: To public libraries housed in schools - **DO NOT** count weekly class visits to the library, unless each class would have come to the public library every week even if it was housed in another building elsewhere in town. Weekly class visits are a program of the school.

	Sessions	Participants
Children's	186	3,639
Young adult	30	328
Adult	122	⁷ 848
Family/multigenerational	⁸ 186	3,639
Other	⁹ 175	2,016
Total	699	10,470

Library Awareness

This is a count of activities held by the library which promote awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.

	Sessions	Participants
Library awareness	5	¹⁰ 2,000

Social Media

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

	Name of Platform	Username/URL	Metrics
	Facebook	/ColdLakePublicLibrary/	642
	Twitter	@CLPublicLibrary	525
	Tumblr	http://coldlakepubliclibraryblog.tumblr.com	13
	Pinterest	www.pinterest.ca/coldlakepublic/	151
	Instagram	Cold Lake Public Library	8 posts

Cardholders, Fees, Facilities

Total cardholders

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

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

	Total cardholders (resident and non-resident)
	4,102

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Card fees

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

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

If you indicated YES for any of the listed patron types, please report the annual card fee charged as set out in the library board's bylaw. If you do not charge card fees, or do not charge a card fee in a certain category, please leave the amount as \$0.00.

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

Facility size

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

	Library area (Sq. metres)	Library area (Sq. feet)
	1,058.1	11,389.3

Facility status

	Yes or No	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) in the reporting year?	No	
Has a new service point opened or an existing one closed in the reporting year?	No	
Did the library close for renovations at any point in the reporting year?	Yes	We closed for a few days to install flooring

Electronic Performance Measures

Workstations

	Workstations with internet access	Workstations without internet access	Mobile workstations	Total workstations
	21	0	2	23

Workstation sessions

	Number of workstation sessions	Count method (sessions)	Workstation hours	Count method (hours)	Length of workstation sessions (minutes)	Percentage of time workstations in use
	6,244	Actual count	374,640.00	Actual count	60	336.82%

Public Wi-Fi sessions

	Number of public wi-fi sessions	Count method
	7,013	Actual count

Accomplishments & Comments

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

	Accomplishments	Comments
	New flooring at each branch; wooden shelving panels and new children's shelving for North Branch.	

¹, every meeting is approx. 3 hoursx10=30 At the concert fundraiser=9 hours(0-2019-01-07)

², 93x52= 4836 (we didn't close for our xmas break this year; only the stat days)(0-2019-01-03)

³, 72 titles with 848 issues(0-2019-01-03)

⁴, approx 6 per week at pop-up approx 10 per week North and South Branch 52 weeks 6 days of the week(0-2019-01-04)

⁵, webpage visits(0-2019-01-04)

⁶, approx 10 per day(0-2019-01-04)

⁷, left the parents out from storytimes and baby rhyme time(0-2019-01-04)

⁸, same as children's as parents and grandparents come to them(0-2019-01-04)

⁹, senior, Books on wheels, pop-up(0-2019-01-04)

¹⁰, Community Reg. Day, Santa Parade, July 1 Parade, Multicultural Day, India Movie Festival(0-2019-01-04)