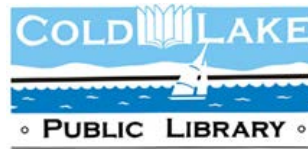


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Aug 26, 2019
Program Room, South Branch

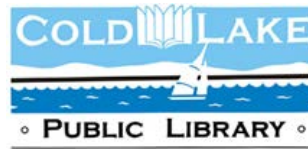
Present: Marie Manning, Board Vice-Chair
 Darren Robson, Board Secretary / Treasurer
 Councillor Vicky Lefebvre, City of Cold Lake Representative
 Ben Fadeyiw, MD of Bonnyville Representative
 Leslie Price, Library Director
 Jeannette Hatta, Board Member
 Leah Woodford, Board Member

Absent with regret: Cynthia Sloychuk, Board Chair
 Daryl Gilroy, Board Member

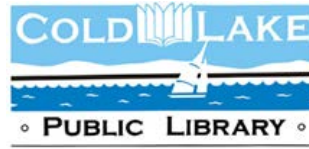
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Vice-Chair at 4:30pm.	N/A
2.0 Adoption of Agenda Leslie wished to add an Item 8.4, North Branch Closure on 28 Sep. MOTION 2019-051 Moved by Jeanette that the agenda be adopted with one addition.	Carried
3.0 Adoption of Minutes from previous meeting Ben pointed out that his last name was spelt incorrectly. MOTION 2019-052 Moved by Ben that the minutes of the June 2019 meeting be adopted with the one correction.	Carried
4.0 Correspondence	N/A
4.1 Letter from Cold Lake FCSS looking for nominations for Volunteer Appreciation Event and Awards before 1 March. Event on 7 April.	N/A
4.2 Letter from City confirming resignation of Emily Heynes	N/A
4.3 Letter from NLLS stating the levy increased by 1.5% this year	N/A
4.4 Leslie showed the library page in the City of Cold Lake Annual Report	N/A
4.5 Cold Lake FCSS hosting a Volunteer Board Workshop on 19 Oct presented by Alberta Culture and Tourism's Board Development Program	N/A
5.0 Reports	N/A



Agenda Item and Discussion	Action
<p>5.1 Board Chair Report No report this month.</p>	N/A
<p>5.2 Library Director Report The Library Director Report for Aug is attached as Appendix 1, and includes the statistics for June and July. MOTION 2019-053 The Library Director Report was approved by unanimous consent. The official poster is out for the Mosaic of Cultures, hosted by the library, with the Lakeland Multicultural Association on 27-28 Sept. Leah suggested contacting the schools to share on their social media feeds.</p>	Carried
<p>5.3 NLLS Rep Report NLLS had a special meeting to ensure that 50% of the provincial rural grant money was sent out. There were no regular meetings over the summer. The executive is trying to meet with as many MLAs as possible to discuss the importance of libraries in advance of the provincial budget.</p>	None
<p>5.4 Friends of the Library Report Marie is back working to dissolve the Friends. There should be more to report next month.</p>	None
<p>5.5 Personnel Committee Report No report this month.</p>	None
<p>5.6 Policy Committee Report No report this month.</p>	None
<p>5.7 Financial Committee Report The Library Financial Report for Aug is attached as Appendix 2. MOTION 2019-054 The Financial Committee Report was approved by unanimous consent.</p>	Carried
<p>6.0 Priority Items</p>	
<p>6.1 City of Cold Lake Library Board Bylaws The Board reviewed the updated Bylaws for the third time. No further changes were noted. MOTION 2019-055 Vicky moved to pass the third and final reading of the City of Cold Lake Library Board Bylaws as presented with the two corrections noted in the June meeting minutes. Ben seconded. All members voted in favour. Once signed, the updated Bylaws will be sent to the City. Item closed.</p>	Carried



Agenda Item and Discussion	Action
7.0 Old Business	N/A
<p>7.1 Surplus Budget Tracking</p> <p>The library CFEP grant funding has not arrived yet. When the lights are replaced as part of the grant work, Leslie is looking to replace the fans in the South Branch Children’s Area for \$1000. She is also looking for an honorarium for \$800 to give to a deserving group who would move books while the South Branch is painted. The library currently has \$15,000 in Surplus that has not been committed. Item open.</p> <p>MOTION 2019-056</p> <p>Darren moved to approve up to \$1800 of surplus funding for the purchase of new ceiling fans and for an honorarium to move books while the South Branch is painted. Jeanette seconded. All members voted in favour.</p>	Carried
<p>7.2 Fundraising Priorities</p> <p>The Financial committee continues to work with Leslie to write up short project descriptions for the Benevity website. Ella’s Closet, a new consignment store in Cold Lake, is providing the library as one of the recipient choices when consigning your items. Item open.</p>	Financial
8.0 New Business	N/A
<p>8.1 Provincial Funding</p> <p>Darren provided a short summary of the Board’s concerns with the uncertainty with provincial library funding this year. Darren provided written responses to questions from the local Respect and Bonnyville Nouvelle papers. The Board needs to continue promoting libraries to MLAs and MPs. Leslie briefly hosted our MLA a couple weeks ago during a very short notice and short visit. Vicky suggested the Board write a letter to MLA/MP. Leah volunteered to help Cynthia write the letter, and suggested patrons could be asked to provide their own positive stories as well. Item open.</p>	Board Chair
<p>8.2 Honey Fundraising</p> <p>One of the two honey providers let Leslie know that they are increasing their prices by 25 cents. Leslie was wondering if the library should also increase its sale price by the same. After reviewing the current buy and sell amounts, the Board decided to leave the sell price where it is. Item closed.</p>	None
<p>8.3 Mural Removal in Children’s Area</p> <p>As part of painting the South Branch, Leslie has been trying to decide if the large fairy tale mural in the Children’s Area should be painted over and redone. She realises it’s her decision, but is looking for suggestions</p>	None



Agenda Item and Discussion	Action
<p>from the Board as she is finding the decision quite difficult. The mural is 15 years old. The Board walked over and looked at the mural. Ben pointed out that as long as it's not faded or chipped, why not leave it. Leah feels it's dated, very colonial and not inclusive of the current community. Leslie knows that cultural diversity is part of the Plan of Service. The Board's recommendation was to leave the current mural, and look at a different wall to add a new mural that reflects the community's cultural diversity. Item closed.</p>	
<p>8.4 North Branch Closure – Sept 28 On the second day of the Mosaic of Cultures, Sept 28, Leslie will require all staff at the South Branch for the day. MOTION 2019-057 Jeanette moved to close the North Branch on Sept 28 to allow all staff to assist with the Mosaic of Cultures. Leah seconded.</p>	Carried
<p>9.0 Next Meeting Monday Sept 30, 2019 at 4:30 PM at the South Branch</p>	None
<p>10.0 Meeting Adjourned at 5:45 pm</p>	N/A

Board Chair or Delegate

Date

Director Report

Board Meeting

August 26, 2019

Misc.

MLA Dave Hanson was invited to visit our Library to see our Library and hear about our services and programs. He came for a visit August 14th, but due to a tight schedule he was only able to visit for about 10 minutes. He was given our annual report for 2018. We will invite him again to attend our Mosaic of Cultures at the end of September.

Programming

1. Alberta Arts and Culture has awarded the Library with a grant for 3500.00 for the upcoming Mosaic of Cultures in September. We are having meetings with the LMA to put the final plans in place now that we have a budget.
2. The Summer Reading Program was a great success this summer. Interest levels in the subject matter was very high. * Side celebration power on stage used for first time 😊

Administration

1. City of Cold Lake Annual Report is complete, and the Library has a page.
2. Alarm System at North Branch has had the annual check of the system and is in order
3. Seniors have installed security cameras at the North Branch location.
4. Painting will be started within the month at South Branch.
5. Tanya has been working with NLLS to put together Pod Cast Kits that can be lent to the Libraries within the system.
6. We are working in conjunction with NLLS to be able to have WiFi Hotspots available for our patrons.
7. Health and Safety Manual is about $\frac{3}{4}$ done for Library. I will be consulting with City Safety Officer, Dan when we are finished first draft.

Staff

1. New Circulation Staff Member this month
2. New Janitor has been hired and is working out well.
3. Free Workshops with Alberta Health on very important topics have been offered to the staff...ie..stress management
4. I will be attending a workshop in Edmonton in October on Management and Supervision.

Plan of Service

1. New Reading Furniture has arrived and been installed at the South Branch, as per update to Explore and Discover Zone goal.
2. Shelf for Multi Cultural Area of South Branch has been ordered.
3. Online survey for Preschool Services will be finished at end of August. (once a year as per Plan of Service).
4. Started giving reviews of online data bases to staff at Monthly meetings as per our Plan of Service.

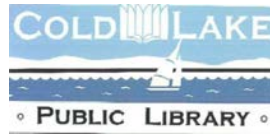
Date	Program	Number	Celebrate Diversity	Create Young Readers	Stimulate Imagination	Make Informed Decisions	Find and Use Information
June	Baby Rhyme Time	109		x	x		
	Stitch and Chat	16			x		
	Toastmasters	57 x			x	x	x
	Storytime South	26 x		x	x		
	Storytime North	78 x		x	x		
	Cook Book Club	5 x			x		x
	Ladies Night Out	12 x			x	x	
	Self Development Club	Cancelled for summer	x		x	x	x
	Manga	4 x		x	x		
	Makerspace	3		x	x		
	South Book Club	5 x			x		
	North Book Club	3 x			x		
	school visits	345					
	Midnight Library	40		x	x	x	x
	Seniors and BOW	38			x		
	Pop Up	90 x		x	x		
	Early Literacy Book Club	15		x	x		x
	webpage	327					
	Google My Business North	5660					
	Google My Business South	2770					
	Facebook	677					
	Twitter	543					
	Computer Usage North	186					
	Computer Usage South	312					
	Patrons Visiting North	1779					
	Patrons Visiting South	1401					

memberships North	1949
memberships South	2547
circulation (in and out) North	5448
circulation (in and out) South	6458
Holds (in and out) North	1012
Holds (in and out) South	1840

Factual Fridays on FB	1 post			x	x
Creative Expressions Project	compiling book	x	x		
Commisionnaire of Oaths	3 people			x	x

Date	Program	Number	Celebrate Diversity	Create Young Readers	Stimulate Imagination	Make Informed Decisions	Find and Use Information
July	Baby Rhyme Time	85		x	x		
	Canada Day parade	100s	x	x	x		
	Toastmasters	60	x		x	x	x
	Meet Pete the Cat	75		x	x		
	Storytime North	117	x	x	x		
	Vermicomposting	25				x	
	Ladies Night Out	8	x		x	x	
	Reading with Cats	85		x	x		
	Manga	4	x	x	x		
	Makerspace	15		x	x		
	South Book Club	5	x		x		
	Turtle and Aquarium Club	135		x	x	x	x
	Nature Activities	45		x	x	x	x
	Kids Writing Workshops	25		x	x	x	x
	Seniors and BOW	31			x		
	Pop Up	89	x	x	x		
	Art Lessons Kids	43			x	x	x
	Early Literacy Book Club	7		x	x		x
	All Things Cupcake	50	x	x	x	x	x
	Recycling with the City	2				x	x
	Wooden Cookies	50			x		x
	Magician	100		x	x	x	
	webpage	412					
	Google My Business North	5960					
	Google My Business South	2100					
	Facebook	689					
	Twitter	542					
	Computer Usage North	256					
	Computer Usage South	366					
	Patrons Visiting North	1831					

Patrons Visiting South	2106		
memberships North	1979		
memberships South	2590		
circulation (in and out) North	6636		
circulation (in and out) South	9047		
Holds (in and out) North	879		
Holds (in and out) South	2046		
Factual Fridays on FB	1 post	x	x
TRACpac logins North	664	x	x
TRACpac logins South	1027		
Commisionnaire of Oaths	2	x	x

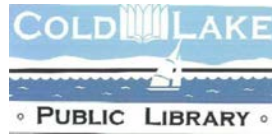


City of Cold Lake Library Board
Aug 2019 Financial Committee Report

Members: Darren Robson, Committee Chair
 Cynthia Sloychuk, Board Chair
 Jeanette Hatta, Board Member
 Leslie Price, Library Director

1. The Committee Chair met with two CRA GST/HST Charity Outreach officers on 13 Aug. It is a new program from the CRA to help charities understand the ins and outs of GST. If a charity has revenue over \$250,000 and exceed a \$50,000 threshold on taxable revenue, they must collect GST. Although the library meets the first criteria, it has never been near the second. If the library charged fines or required payment to attend programs, those could count towards the threshold. If we really ramp our fundraising efforts, there are definite rules to review as some campaigns and events would count towards the threshold. Grants from the province and donations are definitely exempt. Funding from the City and MD should be exempt as well, but wording in our funding letters should be improved so there is no doubt it is a non-taxable transfer payment. A technical information bulletin on transfer payments was provided, and the committee will look into the matter further.
2. As a charity, we are eligible for GST rebates on 50% of the GST spent on items/services purchased for the library. There is a simple form to fill out twice a year and receipts must be kept in case of an audit. For large value purchases, the charity name must appear on the invoice. Leslie is fairly sure the City claims GST rebates, and is making sure there will be no overlap if the library starts claiming its own rebates.
3. With the Surplus funds committed to date this year, the library has about \$15,000 remaining. Leslie has realized that with the replacement of lights in the South Branch Children's Area, there are some fans that should be replaced as well. She is looking at \$1000 for that. Also, she is hoping to pay an honorarium to a deserving group to help with moving books while the painting is completed in the South Branch. She is looking at \$800 for that. After the above two expenditures, that would leave the Library with a Surplus of \$13,360.
4. The Aug financial summary is attached to the report. There has been a delay with the transfer of the Provincial Grant this year. The library should receive half shortly, but the other half has been delayed until after the provincial budget is delivered in late October. There is some concern that the Conservative government will be cutting library funding.

Darren Robson
The City of Cold Lake Library Board
Secretary/Treasurer



Cold Lake Public Library
Aug 2019 Financial Summary

	May-19	Jun-19	Jul-19	Year-To-Date	Projected	Budgeted	Variance
REVENUES							
Sales & Fines	848.34	443.54	243.70	2,866.57	4,914.12	5,700.00	-785.88
Donations & Fundraising	2,181.60	787.90	1,202.00	8,983.15	10,383.69	14,000.00	-3,616.31
Provincial Funding	0.00	0.00	0.00	4,725.00	135,252.90	130,527.90	4,725.00
Local Gov't Funding	456,716.00	0.00	18,189.00	493,094.00	511,283.00	511,282.80	0.20
TOTAL REVENUE	459,745.94	1,231.44	19,634.70	509,668.72	661,833.71	661,510.70	323.01
EXPENSES							
Salaries & Training	43,678.18	38,100.71	37,723.93	285,428.00	489,305.14	515,505.00	26,199.86
Operating	3,597.01	3,004.09	1,893.71	29,008.35	119,791.24	121,650.00	1,858.76
Plan of Service	1,252.47	2,554.64	3,741.75	25,416.55	30,615.66	24,100.00	-6,515.66
TOTAL EXPENSES	48,527.66	43,659.44	43,359.39	339,852.90	639,712.04	661,255.00	21,542.96
Surplus / Deficit	411,218.28	-42,428.00	-23,724.69	169,815.82	22,121.66	255.70	

Category Explanation:

Sales & Fines: Book Replacement, Sale of Services (x2), Fines

Provincial Funding: Provincial Grant and any Wage Grants

Local Gov't Funding: Memberships, City and MD Funding

Salaries & Training: Salaries, Overtime, Employer Contributions, Personal Development

Operating: Postage & Courier, Telephone, Audit, Security, Copier, Network, Janitorial, ILL,
Memberships, NLLS Transfer, Insurance, Supplies, Collections and Books

Plan of Service: Programs, Equipment Purchases, Advertising, Promotion, Beautification

Notes:

1. It is expected that half of the provincial funding grant (\$50K) will arrive shortly. The remainder has been delayed until after the provincial budget in late Oct.
2. Although many extra donations have been received to date, there has been no fundraising revenue this year, other than honey sales. Most of the donations received have been tied to particular projects or new programming.
3. Employee salaries and employer contributions are projecting about \$26K under budget. This is partly due to short vacancies in the Janitor and Clerk (1) positions this year as new staff were hired.
4. The Plan of Service expenses are projecting about \$6515 over budget. This is mostly offset by the additional provincial funding of \$4725.

THE CITY OF COLD LAKE LIBRARY BOARD BYLAWS

The City of Cold Lake Library Board enacts the following bylaws pursuant to the *Libraries Act*.

1.0 Interpretations

- 1.1 Act - means the *Libraries Act*, as amended from time to time.
- 1.2 Board – refers to the Board of Trustees of the City of Cold Lake Library.
- 1.3 Library Director – is the person charged by the Board with the operation of the City of Cold Lake Library.
- 1.4 Library User – means any person holding a valid City of Cold Lake Library Borrower’s Card or library card from any library with a reciprocal borrowing agreement within the Northern Lights Library System, and Lakeland Regional Library System.
- 1.5 TRAC/TAL User – means any person holding a valid library card with any libraries participating in the TAL Card program.
- 1.6 Patron – means a person with or without a library card who makes use of the library and its services.
- 1.7 Trustee – refers to any person appointed to the Board.

2.0 Library Facility

- 2.1 The portion of any building used for library purposes is open to any member of the public FREE OF CHARGE during the hours of opening as are set by the Board from time to time.
- 2.2 Any person using the library building shall conduct himself so as to not disturb other library users.

3.0 Procedure for acquiring a borrower’s card.

- 3.1 Any person resident in the City of Cold Lake, Municipal District of Bonnyville, Cold Lake First Nations, and Elizabeth Metis Settlements is eligible to apply for a borrower’s card.
- 3.2 An application pursuant to 3.1 shall be:
 - 3.2.1 in writing in the form prescribed by the Library Director;
 - 3.2.2 dated and signed by the applicant;
 - 3.2.3 dated and signed by the parent or guardian of an applicant who is less than 15 years if age; and
 - 3.2.4 accompanied the fee prescribed in Schedule A.

3.3 In writing in the form prescribed by the Library Director.

3.4 Responsibilities of a borrower:

3.4.1 a borrower's card may only be used by the person to whom it is issued;

3.4.2 a borrower shall notify the librarian of any change of address and/or telephone number;

3.4.3 a borrower shall take proper care of any library item entrusted to their care; and

3.4.4 a borrower shall return any library item to a library on or before the due date as provided in Schedule B.

4.0 Loan of Library Resources

4.1 In accordance with the *Libraries Act*, there shall be NO CHARGE for the use of library resources. This includes resources used on the premises, resources loaned or resources acquired from other sources at the discretion of the board.

4.2 The loan periods for various library resources are set in Schedule B

4.3 Library resources may be reserved in accordance with policy established by the Board.

4.4 Library resources may be renewed in accordance with policy established by the Board.

5.0 Penalty Provisions

5.1 The charges for damaged or lost resources are as set out in Schedule C

5.2 The procedures for demanding the return of overdue materials are as set out in Schedule C.

5.3 A borrower's card may be revoked by the library director for the reasons set out in Schedule C.

5.4 A person who has a borrower's card revoked pursuant to 5.3 may within 30 days of such revocation make an appeal to the board in writing setting out the grounds of the appeal.

5.5 The decision of the board in an appeal pursuant to 5.4 is final and not subject to further appeal.

5.6 In cases of serious dereliction the board may prosecute an offence under the *Libraries Act*. Such an offence is punishable under the *Libraries Act*. The range of penalties applying on conviction is set out in Schedule C.

5.7 Any charge or penalty imposed to an offence under 5.6 inures to the benefit of the City of Cold Lake Library Board in accordance with the *Libraries Act*.

Read a first time	June 24, 2019
Read a second time	June 24, 2019
Read a third time	August 26, 2019

Chairperson: _____

Treasurer: _____

Read and adopted	August 26, 2019
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SCHEDULES

SCHEDULES A to C are part of the Bylaws of the City of Cold Lake Library.

Schedule A Borrower's Card Fees

Schedule B Loan Periods for Library Resources

Schedule C Penalty Provisions

- 1) Fines for late return of library resources
- 2) Fines for damaged or lost library resources
- 3) Procedures for notice of overdue library resources and demand for return for library resources
- 4) Revocation of borrower's cards
- 5) Procedure for prosecution
- 6) Penalties for abuse of borrowing privileges

SCHEDULE A BORROWER'S CARD FEES

The City of Cold Lake Library currently does not charge fees for library borrower's cards.

SCHEDULE B LOAN PERIODS FOR LIBRARY MATERIALS

Loan Period:

Books	3 week loan	Maximum of 2 renewals*
Audio Books	3 week loan	Maximum of 2 renewals*
Magazines	3 week loan	Maximum of 2 renewals*
DVD TV Series	3 week loan	Maximum of 2 renewals*
DVD/Blu-Rays	1 week loan	Maximum of 2 renewals*
CDs	1 week loan	Maximum of 2 renewals*
Video Games	1 week loan	Maximum of 2 renewals*
Overdrive Audio Books	1, 2 or 3 week loan	Renewals possible**
Overdrive E-Books	1, 2 or 3 week loan	Renewals possible**
3M E-Books & Audio Books	3 week loan	

*Renewal not available if item has been requested by another patron

**Borrowing period to be selected by patron at checkout

SCHEDULE C PENALTY PROVISIONS

1. Fines for late return of library resources

The City of Cold Lake Library currently does not charge late return fees

2. Fines for damaged or lost library resources

- a. The charge for lost or irreparably damaged library materials will be replacement cost plus GST.
- b. An item is considered lost when it has not been returned after two months.
- c. When charges exceed \$10.00, borrowing privileges shall be suspended until the balance is paid in full

3. **Procedures for notice of overdue library resources and demand for return of library resources.**

Patrons will be notified that material is overdue by telephone, mail or e-mail.

4. **Revocation of borrower's cards**

- a. A patron's library card may be suspended or revoked for the following reason: Unpaid library charges for lost or damaged books in excess of \$40.00 that have remained on the patrons file for 3 months or more.
- b. Recommendation for suspension or revocation will be made to the City of Cold Lake Library Board by the Library Director.

5. **Procedure for prosecution**

- a. Steps may be taken by the City of Cold Lake Library Board to take patrons to small claims court to recover materials that have not been returned when the amount is more than \$250.00. The costs for this would be attached to the patron's file to be recovered from the patron.
- b. If the decision is made to proceed to prosecution to recover materials the patron will be notified by special delivery requiring a signature that this matter will be taken to small claims courts if not resolved within 7 days of reception of the notification.
- c. Every option will have been made prior this written notification to forestall the Board proceeding to this step.

6. **Penalties for abuse of borrowing privileges**

- a. Charges for late return of different types of materials.
- b. Charges for materials that have been returned damaged by a patron
- c. Charges for lost materials
- d. Amnesty periods when patrons can return overdue materials without having to pay charges will occur at various times during the year.