Minutes of The City of Cold Lake Library Board Annual General Meeting
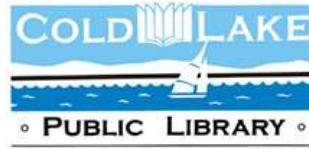**Held Monday, Jan 25, 2021**
Via Zoom

Present: Cynthia Sloychuk, Board Chair
Marie Manning, Board Vice-Chair
Darren Robson, Board Secretary / Treasurer
Leslie Price, Library Director
Vicky Lefebvre, Board Member (City of Cold Lake Councillor)
Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)
Daryl Gilroy, Board Member
Alysha Hudson, Board Member
Suzanne Aessie, Board Member
Gilles Lefebvre, Public Attendee
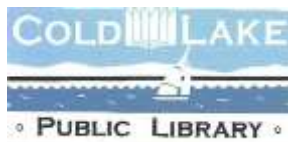
Absent with regret: None

Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:32 pm.	N/A
2.0 Adoption of Agenda **MOTION 2021-01** Moved by Vicky that the agenda be adopted. Marie seconded.	Carried
3.0 Adoption of Minutes from previous meeting Darren had accidentally sent out the minutes of the 2019 AGM. The 2020 AGM minutes were quickly e-mailed to Board members during the meeting. **MOTION 2021-02** Moved by Darren that the minutes of the 2020 AGM meeting be adopted. Vicky seconded. All members voted in favour.	Carried
4.0 Correspondence	None
5.0 Reports	None
6.0 Priority Items	None
7.0 Old Business	None
8.0 New Business	N/A
8.1 Review of 2020 Summary of Motions The 2020 Summary of Motions is attached to the minutes as Appendix 1. The Board has no issues.	

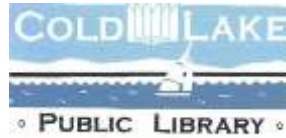| Agenda Item and Discussion	Action
MOTION 2021-03 Marie moved to accept the 2020 Summary of Motions as presented. Alysha seconded. All members voted in favour.	Carried
8.2 Review of 2020 Financial Report (unaudited) Darren presented the unaudited 2020 financial report, which is attached to the minutes as Appendix 2. Darren went over the differences between the 2020 budget and actual expenses and revenues, and presented the expected uncommitted library surplus to start 2021. The Board has no issues. The actual 2020 audited report is expected in April. **MOTION 2021-04** Darren moved to accept the 2020 Financial Report (unaudited) as presented. Suzanne seconded. All members voted in favour.	Carried
8.3 Review of 2020 Year-End Report Leslie presented the 2020 Year-End Report that must be submitted to Alberta Municipal Affairs (Public Library Services Branch) and approved by the Board. It is attached to the minutes as Appendix 3. Alysha noted that no full-time or part-time staff hours were listed on Page 6. Darren checked last year's report, and the library provided a total summary of each type of hours. Leslie will add the totals to the report before sending it in. The Board has no further issues. **MOTION 2021-05** Alysha moved to accept the 2020 Year-End Report for Alberta Municipal Affairs as presented with the addition of total full-time and part-time hours. Vicky seconded. All members voted in favour.	Carried
8.4 Board Executive 2021 Elections As declared at the Nov Board meeting, Cynthia said she will let her name stand for Board Chair, and asked if there were any further submissions – there were none. **MOTION 2021-06** Vicky moved that Cynthia be accepted as Chair. Marie seconded. All members voted in favour. As declared at the Nov Board meeting, Marie said she will let her name stand for Board Vice-Chair. Cynthia asked if there were any further submissions – there were none. **MOTION 2021-07** Cynthia moved that Marie be accepted as Vice-Chair. Darren seconded. All members voted in favour. As declared at the Nov Board meeting, Suzanne said she will let her name stand for Secretary. Cynthia asked if there were any further submissions –	Carried Carried

| Agenda Item and Discussion	Action
there were none. **MOTION 2021-08** Marie moved that Suzanne be accepted as Secretary. Darren seconded. All members voted in favour. As declared at the Nov Board meeting, Alysha said she will let her name stand for Treasurer. Cynthia asked if there were any further submissions – there were none. **MOTION 2021-09** Vicky moved that Alysha be accepted as Treasurer. Darren seconded. All members voted in favour.	Carried Carried
9.0 Next Meeting The next AGM will be on Jan 24, 2022.	None
10.0 Meeting Adjourned at 4:55 pm	N/A

Summary of Motions for 2020
**The City of Cold Lake Library Board**

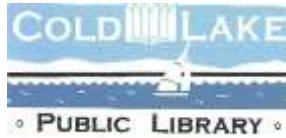| Number	Meeting	Description	Result
2020-01	27-Jan-20 (AGM)	Adoption of the 2020 AGM Agenda	Carried
2020-02	27-Jan-20 (AGM)	Adoption of the 2019 AGM Meeting Minutes	Carried
2020-03	27-Jan-20 (AGM)	Darren moved to accept the 2019 Summary of Motions as presented. Marie seconded. All members voted in favour	Carried
2020-04	27-Jan-20 (AGM)	Darren moved to accept the 2019 Financial Report (unaudited). Daryl seconded. All members voted in favour.	Carried
2020-05	27-Jan-20 (AGM)	Marie moved to accept the 2019 Year-End Report for Alberta Municipal Affairs as presented. Ben seconded. All members voted in favour	Carried
2020-06	27-Jan-20 (AGM)	Ben moved that Cynthia be accepted as Chair. Marie seconded. All members voted in favour	Carried
2020-07	27-Jan-20 (AGM)	Alysha moved that Marie be accepted as Vice-Chair. Daryl seconded. All members voted in favour	Carried
2020-08	27-Jan-20 (AGM)	Marie moved that Darren be accepted as Secretary/ Treasurer. Ben seconded. All members voted in favour	Carried
2020-09	27-Jan-20	Adoption of the Jan 2020 Board Meeting Agenda	Carried
2020-10	27-Jan-20	Adoption of the Nov 2019 Board Meeting Minutes	Carried
2020-11	27-Jan-20	The Library Director Report was approved by unanimous consent	Carried
2020-12	27-Jan-20	Darren moved to accept the updated City of Cold Lake Library Budget for 2020 as presented. Daryl seconded. All members voted in favour	Carried
2020-13	27-Jan-20	Marie moved that the library proceed with painting the South Branch, up to a maximum cost of $11,500. Daryl seconded. All members voted in favour	Carried
2020-14	27-Jan-20	Ben moved that the library switch to the new longer opening hours on 1 March 2020. Alysha seconded. All members voted in favour	Carried
2020-15	24-Feb-20	Adoption of the Feb 2020 Board Meeting Agenda with two additions	Carried

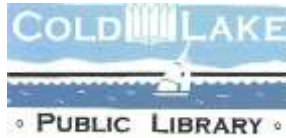| Number	Meeting	Description	Result
2020-16	24-Feb-20	Adoption of the Jan 2020 Board Meeting Minutes with corrections to motions numbers.	Carried
2020-17	24-Feb-20	The Library Director Report was approved by unanimous consent	Carried
2020-18	24-Feb-20	Vicky moves to adopt the Vancouver Public Library Inclusion and Diversity statement for the City of Cold Lake Library. Daryl seconded. All members voted in favour.	Carried
2020-19	24-Feb-20	Vicky moves to give the Library Director authority to close the South Branch for one day once the painters have selected a date for spraying. Daryl seconded. All members voted in favour.	Carried
2020-20	24-Feb-20	Daryl moves to close the North and South Branches on Easter Monday (13 April). Darren seconded. All members voted in favour.	Carried
2020-21	16-Mar-20	Due to the COVID-19 outbreak, Darren moves to close both branches of the City of Cold Lake Library starting 17 March 2020, until further notice. Cynthia seconded. All members voted electronically in favour.	Carried
2020-22	16-Mar-20	Even though both branches are closed, Darren moves that the City of Cold Lake Library Staff will still be paid from 17-31 March 2020, at which time the Board will determine a way forward. Cynthia seconded. All members voted electronically in favour.	Carried
2020-23	23-Mar-20	Adoption of the Mar 2020 Board Meeting Agenda	Carried
2020-24	23-Mar-20	Adoption of the Feb 2020 Board Meeting Minutes.	Carried
2020-25	23-Mar-20	The Library Director Report was approved by unanimous consent	Carried
2020-26	23-Mar-20	Darren moves that the City of Cold Lake Library Staff continue to be paid from 1-15 April 2020, at which time the Board will meet again to determine a way forward. Cynthia seconded. All members voted in favour	Carried
2020-27	23-Mar-20	Darren moves that the Board approve $8800 of surplus funds, provided the library receives the CFEP grant, to replace the old fluorescent lights in the South Branch Children's Area, and the paint the ceiling as required. Daryl seconded. All members voted in favour	Carried
2020-28	23-Mar-20	Vicky moves that the Board meet next on 6 April at 4:30pm via Skype. Marie seconded. All members were in favour	Carried
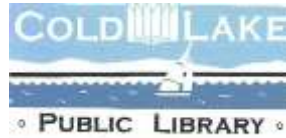
| Number	Meeting	Description	Result
2020-29	6-Apr-20	Adoption of the 6 Apr 2020 Board Meeting Agenda	Carried
2020-30	6-Apr-20	Adoption of the Mar 2020 Board Meeting Minutes.	Carried
2020-31	6-Apr-20	The Library Director Report was approved by unanimous consent	Carried
2020-32	6-Apr-20	Darren moves that the City of Cold Lake Library Staff continue to be paid from 16 April to 15 May 2020, up to a maximum of 254 hours per week (30% reduction). Daryl seconded. Cynthia, Marie, Darren, Ben, Vicky and Daryl voted in favour. Alysha voted against.	Carried
2020-33	27-Apr-20	Adoption of the 27 Apr 2020 Board Meeting Agenda	Carried
2020-34	27-Apr-20	Adoption of the 6 Apr 2020 Board Meeting Minutes.	Carried
2020-35	27-Apr-20	The Library Director Report was approved by unanimous consent	Carried
2020-36	27-Apr-20	The Financial Committee Report was approved by unanimous consent	Carried
2020-37	27-Apr-20	Darren moves that the City of Cold Lake Library Staff continue to be paid until 31 May 2020, up to a maximum of 254 hours per week (30% reduction). Alysha seconded. All members voted in favour.	Carried
2020-38	27-Apr-20	Vicky moved to accept the Pandemic Emergency Plan as submitted with the two corrections as discussed. Ben seconded. All members voted in favour.	Carried
2020-39	25-May-20	Adoption of the 25 May 2020 Board Meeting Agenda	Carried
2020-40	25-May-20	Adoption of the 27 Apr 2020 Board Meeting Minutes.	Carried
2020-41	25-May-20	The Library Director Report was approved by unanimous consent	Carried
2020-42	25-May-20	The Financial Committee Report was approved by unanimous consent	Carried
2020-43	25-May-20	Alysha moves that the City of Cold Lake Library Staff continue to be paid until the start of Stage 2 re-opening, up to a maximum of 254 hours per week (30% reduction). Darren seconded. All members voted in favour.	Carried
2020-44	25-May-20	Vicky moves that the library continue with the CFEP Grant application and cover the remaining Grant funding through other budget funds. Ben seconded. All members voted in favour	Carried
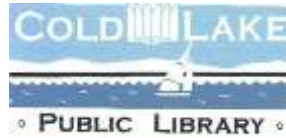
Number	Meeting	Description	Result
2020-45	29-Jun-20	Adoption of the 29 June 2020 Board Meeting Agenda	Carried
2020-46	29-Jun-20	Adoption of the 25 May 2020 Board Meeting Minutes.	Carried
2020-47	29-Jun-20	The Library Director Report was approved by unanimous consent	Carried
2020-48	29-Jun-20	The Financial Committee Report was approved by unanimous consent	Carried
2020-49	29-Jun-20	Alysha moved to bring staffing back to previously approved 2020 hours starting 2 July. Marie seconded. All members voted in favour.	Carried
2020-50	29-Jun-20	Vicky moved to return both branches to regular opening hours starting 2 July. Alysha seconded. All members voted in favour.	Carried
2020-51	24-Aug-20	Adoption of the 24 Aug 2020 Board Meeting Agenda	Carried
2020-52	24-Aug-20	Adoption of the 29 June 2020 Board Meeting Minutes.	Carried
2020-53	24-Aug-20	The Library Director Report was approved by unanimous consent	Carried
2020-54	24-Aug-20	The Financial Committee Report was approved by unanimous consent	Carried
2020-55	28-Sep-20	Adoption of the 28 Sep 2020 Board Meeting Agenda	Carried
2020-56	28-Sep-20	Adoption of the 24 Aug 2020 Board Meeting Minutes.	Carried
2020-57	28-Sep-20	The Library Director Report was approved by unanimous consent	Carried
2020-58	28-Sep-20	The Financial Committee Report was approved by unanimous consent	Carried
2020-59	28-Sep-20	Darren moved to accept the City of Cold Lake Library 2019 Audited Statement as presented. Alysha seconded. All members voted in favour.	Carried
2020-60	28-Sep-20	Darren moved to not renew the library ALTA membership for 2021. Marie seconds. Four members voted in favour (Cynthia, Marie, Darren, Vicky), two against (Alysa, Ben).	Carried
2020-61	28-Sep-20	Darren moved to approve a 1.2% increase in City of Cold Lake Library expenses for 2021. Ben seconded. All members voted in favour.	Carried

Number	Meeting	Description	Result
2020-62	28-Sep-20	Darren moved that 2020 surplus funds be committed to fund the North Branch Circulation Desk purchase for $5000. Alysha seconded. All members voted in favour.	Carried
2020-63	28-Sep-20	Vicky moved to accept the 2021 MOU for Indigenous Services between NLLS and the City of Cold Lake Library. Ben seconded. All members voted in favour	Carried
2020-64	28-Sep-20	Ben moves to accept the Oct-Dec 2020 MOU for Indigenous Services between NLLS and the City of Cold Lake Library. Ben seconded. All members voted in favour	Carried
2020-65	26-Oct-20	Adoption of the 26 Oct 2020 Board Meeting Agenda	Carried
2020-66	26-Oct-20	Adoption of the 28 Sep 2020 Board Meeting Minutes.	Carried
2020-67	26-Oct-20	The Library Director Report was approved by unanimous consent	Carried
2020-68	26-Oct-20	The Financial Committee Report was approved by unanimous consent	Carried
2020-69	26-Oct-20	Darren moved to accept the City of Cold Lake Library 2021 budget as presented. Alysha seconded. All members voted in favour.	Carried
2020-70	26-Oct-20	Alysha moved to recommend the Library Director adopt PPE guidelines and the hazard assessment tool similar to the Vermillion Public Library with an addition to the assessment tool stating that Staff maintain 6 feet of separation form patrons if the patron is not wearing a mask. Suzanne seconded. All members voted in favour.	Carried
2020-71	30-Nov-20	Adoption of the 30 Nov 2020 Board Meeting Agenda with one addition	Carried
2020-72	30-Nov-20	Adoption of the 26 Oct 2020 Board Meeting Minutes	Carried
2020-73	30-Nov-20	The Library Director Report was approved by unanimous consent	Carried
2020-74	30-Nov-20	The Financial Committee Report was approved by unanimous consent	Carried
2020-75	30-Nov-20	Alysha moved that the Board concurs with the updates to the library PPE guidelines and hazard assessment tool to make masks mandatory in the library for patrons and staff. Suzanne seconded. All members voted in favour	Carried

Number	Meeting	Description	Result
2020-76	30-Nov-20	Vicky moves that the Board approve up to $4500 to replace the flooring in the North Branch small room across from the circulation desk. Suzanne seconded. All members voted in favour.	Carried
2020-77	30-Nov-20	Ben moves that over the Christmas Holidays, the library close for 24-28 Dec, open for 29-30 Dec, and then close for 31 Dec and 1 Jan. Suzanne seconded. All members voted in favour.	Carried
2020-78	30-Nov-20	Darren moves that the Board approve up to 15 $50 gift cards ($750 total) for the Staff this Christmas. Ben seconded. All members voted in favour.	Carried
2020-79	09-Dec-20	Adoption of the 09 Dec 2020 Board Meeting Agenda	Carried
2020-80	09-Dec-20	Darren moves that the City of Cold Lake Library Staff continue to be paid from 13 Dec 2020 to 10 Jan 2021 during the 4 week library closure, as full Staff hours can be maintained. Suzanne seconded. All members voted in favour.	Carried

COLD LAKE
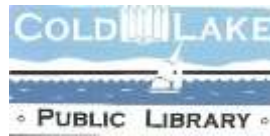
· PUBLIC LIBRARY ·

Cold Lake Public Library
Statement of Operations (Unaudited)
For the Year Ending December 31, 2020

	Budget	**2020**	**2019**
REVENUES			
Sales and Fines	5,200.00	4,823.22	5,980.22
Donations and Fundraising	17,500.00	17,989.31	15,974.85
Provincial Funding	126,096.30	133,599.06 [1]	125,192.84
Local Government Funding	516,317.00	533,146,15 [2]	511,283.00
Other	-	11,107.00 [3]	-
TOTAL REVENUE	**665,113.50**	**700,664.74**	**658,430.91**
EXPENSES			
Salaries and Training	513,001.00	469,156.35 [4]	512,447.56
Operating Costs	122,255.00	119,989.77 [5]	121,705.30
Plan of Service	29,200.00	50,517.71 [6]	36,811.62
Surplus Spending	-	11,735.00 [7]	8,211.69
TOTAL EXPENSES	**664,456.00**	**656,215.86**	**679,176.22**
Surplus / Deficit	657.50	44,448.88 [8]	-20,745.31

1. The library received a Community Facility Enhancement Program (CFEP) grant of $8600 in late 2020, but the expenses for the South Branch Children's Area project won't be paid until Jan 2021.
2. The library received a one-time payment from the MD of Bonnyville for $16,829.35 to replace the majority of its aging computers.
3. The library received two sets of Disability Payments this year for staff on short term disability.
4. As a result of COVID-19 this year, all conferences were cancelled and Staff hours were scaled back during the first closure from 17 Mar to 2 July. The total includes expected accrue staff salaries and benefits payments earned in 2020 but initially paid in 2021.
5. The library spent the MD payment of $16,829 on new computers. As part of the Plan of Service, the library spent $6500 to update the Youth Area at the South Branch.
6. The Operating Costs total includes an additional $1500 in expenses for year-end copier lease expenses that have yet to be invoiced.
7. Carried over from 2019, the library started 2020 with a surplus of $17,606 in a City account. The library painted the South Brach for $10,560 during the closure. The library paid $1175 for an initial payment on the new North Branch Circulation Desk. The library ends 2020 with $5871 of unspent previous 2019 surplus.
8. The library committed $30,000 of the new 2020 surplus towards 2021 budget revenue. The library committed $8800 to the South Branch Children's Area project to match the CFEP grant. The library has committed $3825 to complete the North Branch Circulation Desk purchase. The library has committed $4500 to replace the flooring in the small room at the North Branch. Taking into account the $5871 of previously unspent 2019 surplus, it is projected that the library will start 2021 with $3195 of uncommitted surplus.

2021 Public Library Survey and 2020 Annual Report

Approval
The public library survey and annual report 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

2021 Alberta Public Library Survey
For the Alberta Public Library Survey section (up to but not including the "Library Board - Governance section"), please report CURRENT YEAR (2021) information.

Directory
This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at https://www.alberta.ca/alberta-public-library-directory.aspx.

	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 (year/month/day) for each board member. **Library board term expiry dates (year/month/day) 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.

Library Board Term - this is the length of time an individual has been appointed by municipal council to sit on the library board (up to three years). This does not refer to an individual's length of time in a position on the board, e.g. chair, secretary.

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 (year/month/day)	Councillor
Chairperson	Cynthia Sloychuk	Box 425 Cold Lake, AB, T9M 1P1	780 594-0330	csloychuk@gmail.com	2022-10-01	No
Board Member 1	Vicky Lefebvre	805 Beach Ave Cold Lake T9M 1K7	780 573-1926	vlefebvre@coldlake.com	2021-10-01	Yes
Board Member 2	Marie Manning	5812 50 Ave Cold Lake, AB T9M 1S5	780 594 4583	ednaman@telus.net	2021-10-01	No
Board Member 3	Ben Fadeyiw	Box 2152 Cold Lake , AB T9M 1P5	780 826-1462	bfadeyiw@md.bonnyville.ca	2021-10-01	Yes
Board Member 4	Daryl Gilroy	4721 62 Ave Cold Lake AB T9M 2B6	780 545 8328	daryltgilroy@gmail.com	2020-10-1	No
Board Member 5	Alysha Hudson	Box 8032 Bonnyville Ab T9N 2J3	780 813 1079	hudson.alysha@gmail.com	2023-10-01	No
Board Member 6	Darren Robson	5322 44 St Cold Lake T9M 2B4	780 594 4145	drobson@incentre.net	2022-10-01	No
Board Member 7	Suzanne Aessie	Box 885 Cold Lake T9M 1P2	780 201 2746	suzanne.aessie@nlsd.ab.ca	2023-10-01	No
Board Member 8						
Board Member 9						

2020 Annual Report

The following sections make up the annual report portion of the form. Please fill in the data for the reporting year (2020).

Library Management - Governance

	Library board email (e.g. libraryboard@abclibrary.ca)	Board meetings held in 2020 (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
	n/a	Jan 20, Feb 17, Mar 23 , April 20, May 18, June 15, Aug 17, Sept 21, Oct 19, Nov 16	334	Municipality

Library Hours

Hours Open Per Year

Report the total number of hours the library was open for the reporting year. Include hours during the pandemic closure periods (March 17 to June 12 and December 13 to December 31) when services such as curbside pickup or remote reference was still available to library users.

	Total hours open for reporting year
	[1]4,000

Summary of Pandemic Impact

Provide a summary of how the COVID-19 pandemic affected the library's hours of opening for the reporting year. For example, elaborate on how long was the library closed for, if hours were reduced when you reopened, if you have not reopened, etc. To report on other ways the pandemic affected public library service delivery, please use the comments field at the end of the annual report.

	Summary of impact of pandemic on hours
	We had to close to the public on and off throughout 2020 but we did offer curbside pick-ups. We had to cancel in person programs. We started some online programming. We had staff meetings and board meetings and training via Zoom. Some staff had to work from home. We had to cancel our Christmas party but we found a way to celebrate remotely. We started a Youtube channel and podcasting. We installed sneeze guards and hand sanitizer stations. And we made a lot of signs to reflect the changing restrictions and rules. Interlibrary loans were effected (no Relais for a time) and items had to be quarantined so items took longer to get to patrons. Our library turtle is not as active with no patrons around to see her. Our puzzle exchange table has been popular at this time. Patrons have been very thankful we can offer what we can but they have let us know they miss visiting the library and browsing in person. Patrons have really missed using the public computers, fax, scan to email and printing services because they had no where else to go to get them with things being closed in town. We also had to cancel our commissioner of oaths service. We had patrons call who were disappointed we couldn't let them in to do it as they had no where else to go. We haven't been able to attend any public outreach events or mobile pop-up services on the settlements or reserves.

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 worked at the library whether they were 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 (paid leaves as per a collective agreement can be included). You may need to get this figure from the individual or agency that does your staff payroll.

NOTE FOR 2020: If staff were laid off and re-hired, they are counted as two separate "bodies," therefore they should be counted twice. This will mean that the number of employees will likely increase from last year, while the total hours per year will decrease.

Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	# Employees	Total Hours/Yr
MLIS or equivalent	1	0.00
Other university degree	6	0.00
Library technician	1	0.00
Library operations certificate	0	0.00
Other tech/college diploma	3	0.00
Other	3	0.00
Total staff	14	0.00

Volunteers

Report the number of volunteers that assisted with library activities, and the total number of volunteer hours for the reporting year.

If a board member volunteered at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here. Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in 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	2	111.05
Library Programming	0	0.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	0	0.00
Total Volunteers	2	111.05
Friends of the Library	0	0.00

Collections/Resources

Collection Management

	Acquired	Withdrawn
Print items	3,163	4,463
Non-print items	487	560
Total	3,650	5,023

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
	46,901	[2]74	46,975

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
	997	1,024	4,457	24	166	10	135	6,813

Virtual Items (Licensed by the board)

If the 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 the library board contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), during the reporting year, 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
	53,788	0	53,788

Circulation

Direct Circulations

Report number of items circulated directly to library users during the reporting year. Include all items that were signed out for use, whether the use was 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
	19,590	1,583	29,900	7,168	29	1,701

Direct Circulations, continued...

	Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
		1,385	0	61,356	0	61,356

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.

	ILL borrowed within Alberta	ILL lent within Alberta
Within Alberta (including within library system)	25,001	17,939
Outside of Alberta, but within Canada	39	34
Outside of Canada	0	0
Total	25,040	17,973

Information Services & Use
Reference transactions, examination services, library visits (in person and virtual) and in-house use of materials.

Reference Transactions
Using either an estimate or an actual count, report the number of reference transactions during the reporting year.

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 directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"

Estimate
If reference transactions were counted for a one week period to provide an estimate for the reporting year, please report:
1. The number of transactions recorded for the count week
2. The total number of weeks that reference service was available to library users during the reporting year, up to a maximum of 50 weeks

If the physical library was closed due to the pandemic but reference services were still available to library users, please include those weeks in the count (in addition to the weeks that the physical library was open to the public).

	# of reference transactions during count week	# of weeks reference service was available	Estimate of reference transactions
		0	0

Actual Count
Only complete this field if reference transactions were recorded as an actual count throughout the reporting year.

	Total reference transactions (actual count)
	652

Examination Services
If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If examination services are not provided at the library, please select "Not applicable".

	Total number of exams
	n.a.

In Person Visits

Using either an estimate or an actual count, report the number of visits to the library, including each time an individual re-entered the library. If applicable, also include visits to smartlockers and visits for curbside/hold pick ups.

Estimate

If in person visits were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of in person visits recorded for the count week

2. The total number of weeks that library users were able to visit the library and receive service, up to a maximum of 50 weeks

If the physical library was closed due to the pandemic but library users could access curbside/hold pick up, please include those weeks in the count (in addition to the weeks that the physical library was open to the public).

	# of library visits during count week	# of weeks the library provided in person service	Estimate of in person visits

Actual Count

Only complete this field if in person visits to the library were recorded as an actual count throughout the year.

	Total in person visits (actual count)
	19,610

Virtual Visits

Report the number visits to the library's website. If you do not have a library website or an online catalogue, select "Not applicable".

	Visits to library website
	22,764

In Library Material Use

Using either an estimate or an actual count, report the number of physical materials used in the library but not circulated during the reporting year.

Estimate

If in library material use was counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of materials used (but not circulated) for the count week
2. The total number of weeks that library users were able to visit the library and access the physical library collection, up to a maximum of 50 weeks

If the library has not reopened with access to the physical library collection since the closure in March and a count week was not completed prior to the closure, please select "Data not available."

	# of materials used during count week	# of weeks in house use was available	Estimate of in library material use
	60	[3]35	2,100

Actual Count

Only complete this field if in library material use was recorded as an actual count throughout the reporting year.

	Total in library material use (actual count)

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.

Please report the total number of program participants and sessions per age category, combining in person, pre-recorded and live virtual programs.
NOTE: If you are able to break down your attendance by the different types of program delivery (Live, pre-recorded, in person, etc.) you can provide the data in the note field.

How to count for the different types of program delivery:

In person programs:

Total number of in person sessions: count each program that was offered.
Total number of participants: count each individual that attended. If your program is a registered program, for example 6 sessions with 21 people registered to attend, it would be counted as 6 x 21 for a total of 126 participants. 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.

Live virtual programs:

Total number of live virtual sessions: count the number of live programs offered across all the various platforms you used to deliver them.

Total number of live virtual viewers: use the peak number of viewers, if possible. This one is admittedly tricky as there may be differences in stats recording across different platforms, and in some instances the data may be gone and not recoverable. Provide the most accurate information you have, and use the notes field in the LibPAS to provide any comments you have about the data.

Pre-record virtual programs:

Total number of pre-recorded virtual sessions: count each video/program once.

Total number of pre-recorded virtual viewers: use total number of views for the duration the pre-recorded program was available (if it is no longer online), or as of December 31, 2020 if it is still available. Note that you may need to keep track of this number if the video will be available in 2021 for reporting on additional views in 2021 (e.g. to calculate views after Dec 31, 2020).

Other types of non-traditional programs, e.g. phone programs:

We are aware that some libraries were doing one on one or phone type programs. Those you would track as you would an in person session, by counting the number of times it took place and how many participants were involved.

	Total # of programs offered (in person, virtually, etc.)	Total # of participants (in person, virtually, etc.)
Children's	[4]13	391
Young adult	[5]4	47
Adult	[6]18	202
Family/multigenerational	[7]13	391
Other	[8]217	7,078
Total	265	8,109

Outreach

Report the total number of outreach programs (all age categories combined). An outreach program is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.

	Total # of outreach programs offered	Total # of outreach program participants
	[9]7	568

Library Awareness

Count of activities that the library participated in which promoted 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.

	Total # of library awareness sessions	Total # of library awareness participants
	[10]1	296

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 more than 5 different social media platforms are used, please use the "Add Notes" feature to record the additional data.

	Name of Platform	Username/URL	Metrics
	Twitter	@CLPublicLibrary/	568 followers
	Facebook	/ColdlakePublicLibrary/	909 members
	Youtube	Cold Lake Public Library	86 uploads 22 subscribers
	Instagram	Cold Lake Public Library	434 followers
	Pinterest	www.pinterest.ca/coldlakepublic/	187 followers

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 the library.

Note: If the 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)
[111]1,373

Card fees

Indicate **YES** or **NO** if card fees were charged for the following specific patron types: adult, juvenile, senior and family, during the reporting year. If card fees were 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 no card fees are charged please leave the amount(s) as $0.00.

	Did 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 the library board during the reporting year. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space. In order to convert a measurement of square feet to 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

These fields are to report on the status of library facilities during the reporting year, separate from the impact of the pandemic. If you wish to report on how the pandemic affected library hours and service availability, please do so in "Library Hours - Summary of Pandemic Impact". If you have other comments about the impact of the pandemic on library service delivery, please use the "Comments" box at the end of the annual report.

	Yes or No	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) during the reporting year?	No	
Did a new service point open or an existing one permanently close during the reporting year?	No	
Did the library close for renovations at any point during the reporting year?	No	

Electronic Performance Measures

Workstations

	Workstations with internet access	Workstations without internet access	Mobile workstations	Total workstations
	22	0	2	24

Workstation sessions

Estimate
If workstation sessions were counted for a one week period to provide an estimate for the reporting year, please report:
1. The number of workstation sessions for the count week
2. The total number of weeks that public computer access was available library users during the reporting year, up to a maximum of 50 weeks

If the library has not reopened with access to public computers since the closure in March and a count week was not completed prior to the closure, please select "Data not available."

	Total workstation sessions during count week	# of weeks public computer access was available	Estimate of workstation sessions

Actual Count
Only complete this field if workstation sessions were recorded as an actual count throughout the reporting year.

	Total workstation sessions (actual count)
	3,186

Workstation hours
Report the total hours that public workstations were used during the count week. For example, if workstation sessions are 1 hour in length, then track the total number of sessions during the count week (estimate) or the entire year (actual count) and report the number of hours. If workstation session times vary, there will have to be some kind of method employed to determine the hours that the workstations were in use.

Estimate

If workstation hours were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of workstation hours recorded for the count week

2. The total number of weeks that computer access was available to library users during the reporting year, up to a maximum of 50 weeks

If the library has not reopened with access to public computers since the closure in March and a count week was not completed prior to the closure, please select "Data not available."

	Total workstation hours during count week	# of weeks public computer access was available	Estimate of workstation hours

Actual Count

Only complete this field if workstation hours were recorded as an actual count throughout the reporting year.

	Total workstation hours (actual count)
	[12]3,186

Workstation use

Indicate the length of time (in minutes) that constitutes a workstation session in your library. Report the number of minutes only (e.g. 60 minutes to indicate 1 hour).

If the length of workstation session varies, please provide an average for the session length.

If the length of a workstation session is fixed, please provide the fixed length.

	Length of workstation sessions (in minutes)	Percentage of time workstations in use
	60	3.32%

Public Wi-Fi sessions

Estimate

If Wi-Fi sessions were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of Wi-Fi sessions for the count week

2. The total number of weeks that Wi-Fi was available to library users during the reporting year, up to a maximum of 50 weeks

If the physical library was closed due to the pandemic but Wi-Fi was still available to library users (e.g. in the parking lot), please include those weeks in the count.

	Total Wi-Fi sessions during count week	# of weeks Wi-Fi was available	Estimate of Wi-Fi sessions
	n.a.		

Actual Count

Only complete this field if Wi-Fi sessions were recorded as an actual count throughout the reporting year.

	Total Wi-Fi sessions (actual count)
	12,922

Accomplishments & Comments

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

	Accomplishments	Comments
	Season equipment collection added Indigenous collections updated with new location and shelving Wolverine statue made and donated to the library by an artist New furniture and paint job in South Branch Started process for new circulation desk and flooring in North Branch We did 173 deliveries We had 231 patrons do curbside pick-ups with 661 items given to them	

[1], We were never fully closed. We always had some staff working in the branches and/or at home and we did curbside pick-up as well. The reduction in hours was because we didn't work some Saturdays and some evenings we had to close early or open later (depending on the restrictions by the government).(*0-2021-01-14*)

[2], number of individual issues 1791(*0-2021-01-13*)

[3], This number accounts for the weeks we were closed to the public for browsing during the first and second round of restrictions(*0-2021-01-14*)

[4], in person Baby rhyme time, storytime, early reading book club, colouring contests(*0-2021-01-14*)

[5], in person manga club and life skills class(*0-2021-01-14*)

[6], in person stitch and chat, knitting club, ladies night out, cook book club, south branch book club, toastmasters(*0-2021-01-14*)

[7], in person storytimes, baby rhyme time, early reader book club(*0-2021-01-14*)

[8], These include all our virtual programs via Facebook, and Youtube, Zoom, and Podcasts(*0-2021-01-14*)

[9], Festival of Words 2020(*0-2021-01-14*)

[10], Festival of Words in Jan 2020(*0-2021-01-14*)

[11], 1373 active 2868 inactive(*0-2021-01-14*)

[12], patrons are allowed on average an hour on the computers(*0-2021-01-13*)