



Minutes of The City of Cold Lake Library Board Meeting
Held Monday, June 27, 2022
5:00 PM at the South Branch Library and/or Zoom

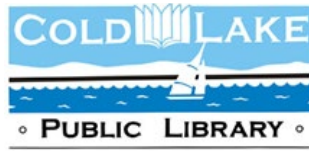
Present: Hannah Penn, Board Chair
 Suzanne Aessie, Board Secretary
 Alysha Hudson, Board Treasurer
 Ryan Bailey, Board Member (City of Cold Lake Councillor)
 Vicky Lefebvre, Board Member (City of Cold Lake Councillor)
 Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)
 Tanya Boudreau, Library Assistant Director

Absent with Regret:
 Gary Webb, Board Vice-Chair
 Leslie Price, Library Director

Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 5:02 pm.	N/A
2.0 Adoption of Agenda Alysha would like to add two items to the agenda. It will be item 8.1: Annual Report to Charities and item 8.2: Resignation of Board Member. MOTION 2022-35 Moved by Ryan that the agenda as presented, with the addition for Item 8.1, Annual Report to Charities, and Item 8.2, Resignation of Board Member, be adopted. Ben seconded. All members voted in favour.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2022-36 Moved by Ben that the minutes of the 30 May 2022 meeting be adopted. Ryan seconded. All members voted in favour.	Carried
4.0 Correspondence	N/A
4.1 Letter from the Public Library Services Branch regarding a cheque in the amount of \$87,335.00 for the 2022/2023 Public Library Operating Grant.	None
5.0 Reports	
5.1 Board Chair Report The Library Director is on an extended leave. The Board will correspond with the Assistant Director in the meantime.	None



Agenda Item and Discussion	Action
<p>5.2 Library Director Report The May 2022 statistics is attached as Appendix 1. Highlights from the Assistant Director are the Tipi has arrived and they will start to build it soon at the South Branch Library. The Assistant Director was busy during June with school visits to the library in preparation of the Summer Reading Program. Tanya was also recently interviewed by CBC Edmonton pertaining to the Cold Lake Public Library.</p>	None
<p>5.3 NLLS Rep Report Weekly updates sent out from Executive director to Cold Lake Library Board Members. NLLS Rep shared positive feedback about the recent conference. There was a Board Chair meeting at the conference to assist new and returning Board Chairs about their role as a Chair. NLLS Rep shared there are two van runs (two deliveries a week) to Cold Lake for interlibrary loans.</p>	None
<p>5.4 Personnel Committee Report None</p>	None
<p>5.5 Policy Committee Report None</p>	None
<p>5.6 Financial Committee Report The Library Financial Committee Report for May is attached as Appendix 2 and is attached to the meeting minutes. MOTION 2022-37 Moved by Alysha that the Library Financial Committee Report be approved as presented. Ryan seconded. All were in favour.</p>	Carried
<p>6.0 Priority Items</p>	N/A
<p>6.1 None</p>	N/A
<p>7.0 Old Business</p>	N/A
<p>7.1 Use of Surplus Money Board Members asked the Assistant Director to present up to three quotes for different library benches for the August meeting. Item open. MOTION 2022-38 Alysha motioned that \$5000 be put aside in the surplus fund for the library bench. Ben Seconded. All voted in favour.</p>	Carried
<p>8.0 New Business</p>	N/A
<p>8.1 Annual Report to Charities Board Treasurer updated information on charities return.</p>	N/A



Agenda Item and Discussion	Action
8.2 Resignation of Board Member Alysha, Board Treasurer, regrettfully submitted letter of resignation to the Library Board.	None
9.0 Next Library Board Meeting – Monday, 29 August, 2022 @ 5:00 PM	N/A
10.0 Meeting Adjourned at 5:40 PM	N/A

Board Chair or Delegate

Date

Appendix 1 to CCLL Board June Meeting Minutes

2022 City of Cold Lake Library Program Numbers and Stats

PofS	Programs	January	February	March	April	May	June	July	August	September	October
2,3,4,5	South Branch Book Club		6	4	4	5	4				
2,3,4,5	Cook Book Club		4	4	5	5	7				
2,3,4,5	Ladies Night Out	cancelled	cancelled	cancelled		8	9				
2,3,4,5	Stitch and Chat		1	18	43	35	39				
1,2,3,4,5	PST South	cancelled	cancelled		41	58	18				
1,2,3,4,5	PST North	cancelled	cancelled		68	40	31				
2,3,4	Pop Up		12	30	29	37	47				
2,3,4	Books on Wheels (seniors)	cancelled	cancelled		1	23	cancelled				
1,2,3,4,5	4 seasons Book Bingos	ongoing		20	45	ongoing	ongoing				
1,2,3,4,5	Bird/Snowflake Scavenger Hunt		40	60	55	ended	ended				
2,3,4,5	China Meet and Greet		26	20	15	10	10				
2,3,4	Monthly Colouring Contest		51	35	96	100	30				
2,3,4	Monthly Lego Contest		31	15	9	6	20				
2,3,4	Monthly Book Give Away		8	3	3	2	1				
1,2,3,4	WRP (Kindle) Ends Feb 28	ongoing		47	ended	ended	ended				
1,2,3,4	1000 Books Before Kindergarten		6	2	2	4	3				
2,3,4	Smart Hubs (2 is maximum)		2	2	2	2	2				
2,3,4	Puzzle Exchange Table		25	50	40	50	40				
2, 3,4	Comm. Of Oaths		7	6	6	10	24				

1,2,3,4	Book Bundle Request	3	0	1	0	0
2,3,4,5	Canvas Art Conest (Leslie's program)	ongoing	18 finished	finished	finished	
1,2,3,4	Spin the Wheel	50	40	60	10	30
1,2,3,4	Board Books for Baby	2	1	7	2	4
1,4,5	Easter Egg Guessing Game				75 ended	
1,2,3,4,5	School visits/brownies/tours					150
1,2,3,4	Battle of the Books					120
2,3,4	Seed Program					20

Stats

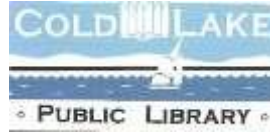
	January	February	March	April	May	June	July	August	September	October
Patrons North (in person visit)	970	1080	1461	1304	1359					
Patrons South (in person visit)	918	984	1294	1282	1445					
Computers North (in person visit)	140	200	173	192	150					
Computers South (in person visit)	136	132	172	126	187					
Webpage	1738	1854	742	1738	1404					
Google North (views)	3217	5310	2335	2531	3268					
Google South (views)	1853	2960	1976	2213	1998					
Facebook (followers)	1018	1033	1050	1100	1070					
Instagram (followers)	512	514	519	521	522					
Tik Tok (followers)	125	97	120	142	169					
Twitter (followers)	584	589	592	593	590					
Circ North	5397	5679	6957	6474	6714					

Circ South	6303	5743	6805	7102	6272
Holds North	1272	1194	1247	1106	968
Holds South	1486	1620	1664	1525	1641
Memberships North	1860	1858	1898	1924	1947
Memberships South	2066	2037	2052	2067	2079
TRAC logins North	694	582	635	504	412
TRAC logins South	1011	882	891	903	960
Ref questions for branches	190	276	242	280	41
wifi sessions north	1007	1367	1533	1423	1638
wifi sessions south	2643	2434	3249	2807	3625
CURBSIDE PICK-UPS					
patrons pick-up North	1	0	0	0	0
patrons pick-up South	0	0	0	2	0
number of items North	10	0	0	0	0
Number of items South	0	0	0	20	0
PODCASTS					
CFS Dana Podcast (episodes/followers)	2717	2962	3091	3186	3290
Dear... Podcast (episodes/followers)	420	426	434	440	448
TRACpac Road Trip Podcast (episodes/followers)	537	548	553	569	573

POS 1. early literacy								
POS 2 know your community								
POS 3 lifelong learning								

POS 4 Stimulate imagination (read, write, view, listen for pleasure

POS 5 visit a comfortable space physical and virtual



Cold Lake Public Library Board
May 2022 Financial Committee Report

Members: Alysha Hudson, Committee Chair
 Hannah Penn, Board Chair
 Leslie Price, Library Director

Highlights

- Received funding from the City of Cold Lake in April.
- Received more indigenous services funding from the Province in April.

	Jan-22	Feb-22	Mar-22	Apr-22	Year-To-Date	Projected	Budgeted	Variance	Projected
REVENUES									
Sales & Fines	36.00	384.44	398.65	671.59	1,490.68	4,472.04	3,200.00	1,272.04	1,490.68
Donations & Fundraising	24.13	458.48	668.58	5,625.08	6,776.27	20,328.81	13,000.00	7,328.81	6,776.27
Provincial/Federal Funding	0.00	5,988.45	0.00	23,953.80	29,942.25	29,942.25	128,369.12	-98,426.87	29,942.25
Local Gov't Funding	20,871.00	0.00	20,871.00	452,263.00	494,005.00	516,317.00	535,747.20	-19,430.20	494,005.00
Previous year Surplus / Deficit	44,257.36	0.00	0.00	0.00	44,257.36	52,154.27	10,000.00	42,154.27	44,257.36
TOTAL REVENUE	20,931.13	6,831.37	21,938.23	482,513.47	532,214.20	571,060.10	680,316.32	-109,256.22	532,214.20
EXPENSES									
Salaries & Training	35,867.69	38,694.48	43,413.59	39,501.17	157,476.93	511,245.02	549,507.42	38,262.40	511,510.85
Operating	1,959.79	8,924.60	2,268.91	1,994.33	15,147.63	117,038.21	116,246.00	-792.21	117,038.21
Plan of Service	1,371.07	368.17	3,073.99	15,867.06	20,680.29	62,040.87	23,200.00	-38,840.87	62,040.87
TOTAL EXPENSES	39,198.55	47,987.25	48,756.49	57,362.56	193,304.85	690,324.10	688,953.42	-1,370.68	690,589.93
Surplus / Deficit	-18,267.42	-41,155.88	-26,818.26	425,150.91	338,909.35	-119,264.00	-8,637.10	-107,885.54	-158,375.73

*Projected numbers based on YTD numbers x3.

**Variances mean different things in the revenue vs. expense section. In revenue negative means we aren't earning as much as we budgeted. Whereas in the expense section it means that we are spending more than we budgeted.

Alysha Hudson
 The City of Cold Lake Library Board
 Treasurer