

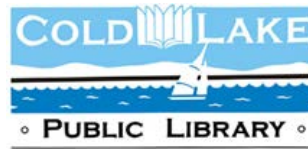


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, May 28, 2018
Program Room, South Branch

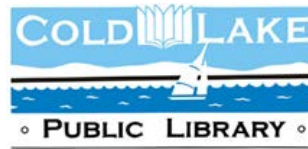
Present: Cynthia Sloychuk, Board Chair
 Marie Manning, Board Vice-Chair
 Darren Robson, Board Secretary / Treasurer
 Leslie Price, Library Director
 Emily Heyne, Board Member
 Don Cassidy, Board Member
 Daryl Gilroy, Board Member
 Jamie Purkiss, Board Member
 Jeannette Hatta, Board Member

Absent with regret: Councillor Vicky Lefebvre, City of Cold Lake Representative

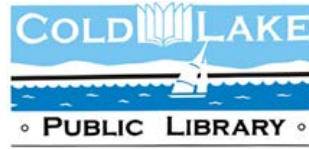
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 6:27pm, after a Board Training Session with Ken Allen, Public Library Services Branch.	N/A
2.0 Adoption of Agenda MOTION 2018-56 Moved by Daryl that the agenda be accepted.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2018-57 Moved by Don that the minutes of the Apr 2018 meeting be adopted.	Carried
4.0 Correspondence	N/A
4.1 None	None
5.0 Reports	N/A
5.1 Board Chair Report The Board Chair Report for May is attached as Appendix 1, and includes a summary of the Jasper Library Conference. MOTION 2018-58 The Board Chair Report was approved by unanimous consent.	Carried



Agenda Item and Discussion	Action
<p>5.2 Library Director Report</p> <p>The Library Director Report for May is attached as Appendix 2, and includes the statistics for April and a summary of the Jasper Library Conference. Leslie also reported that the CLPL will be a site for NLLS to trial Cloud Printing in June. At the recent English Bay Fair, there was a good turn-out for the Pop-Up Library. The vinyl sign outside the South Branch is ready to be replaced, but the Staff are looking for assistance.</p> <p>MOTION 2018-59</p> <p>The Library Director Report was approved by unanimous consent.</p>	Carried
<p>5.3 City of Cold Lake Rep Report</p> <p>No report.</p>	None
<p>5.4 MD of Bonnyville Rep Report</p> <p>No report. No longer a representative.</p>	None
<p>5.5 NLLS Rep Report</p> <p>The NLLS Rep Report for May was sent as an e-mail and the text is attached to the minutes as Appendix 7.</p>	None
<p>5.6 Friends of the Library Report</p> <p>Marie reported that, as of the end of April, the Friends chequing account has a balance of \$123.96 and the savings account has a balance of \$775.35.</p>	None
<p>5.7 Personnel Committee Report</p> <p>The Personnel Committee meeting minutes for May are attached to the minutes as Appendix 3.</p> <p>MOTION 2018-60</p> <p>The Personnel Committee Report was approved by unanimous consent.</p>	Carried
<p>5.8 Policy Committee Report</p> <p>The Policy Committee meeting minutes for May are attached to the minutes as Appendix 4, and will have 8 policies ready for the next meeting.</p> <p>MOTION 2018-61</p> <p>The Policy Committee Report was approved by unanimous consent.</p>	Carried



Agenda Item and Discussion	Action
<p>5.9 Financial Committee Report The Financial Report for May is attached to the minutes as Appendix 5, which includes the amended 2018 budget. MOTION 2018-62 The Financial Committee Report was approved by unanimous consent</p>	Carried
<p>6.0 Priority Items</p>	N/A
<p>6.1 None</p>	None
<p>7.0 Old Business</p>	N/A
<p>7.1 Charitable Status Leslie had worked on some revisions to the application and Darren provided more comments. Leslie will finish up the application and provide to the Board Executive for final review. Item Open.</p>	Leslie
<p>7.2 Lease Agreements Leslie had asked for updates from the City on the MOU and South Branch lease, but did not hear anything back. Item open.</p>	None
<p>7.3 Worker's Compensation The application was submitted and accepted. The library has paid for the year, and will receive a refund from the City for the first 4 months of the year at the City rate. The staff will start regular safety meetings. The Policy Committee will continue work on new policies associated with the change. Item Closed.</p>	Policy
<p>7.4 Plan of Service Renewal The staff continue to collect patron feedback on service responses both online and in the branches. Leslie will look into inviting Heather Nichol to facilitate a public consultation in Sept. Heather and Leslie will then refine the best service responses for the Board to review and formulate into the next Plan of Service. Item open.</p>	Leslie
<p>7.5 Surplus Budget Tracking The North Branch carpet replacement is complete. The shelving work by Foothills will happen in July. Darren needs to write a letter to the City that outlines the Surplus spending for this year. Leslie had gathered some prices for new portable tables for the Program Room - looking at 3-5 tables at \$300 to \$400 each. She would also like to consider chairs to go with them. Cynthia asked Leslie to write up a proposal for the Board to consider at the next meeting. Item open.</p>	Darren Leslie



8.0 New Business	N/A
8.1 2017 Financial Statement The library received the audited 2017 financial statement from the City, and it is attached as Appendix 6. This statement is sent into the PLSB as part of the yearly reporting. Item Closed. MOTION 2018-63 Darren moved to accept audited 2017 Financial Statement. Marie seconded. All members voted in favour.	Carried
8.2 South Branch Sign The CLPL sign outside of City Hall has been overgrown by the trees. Cynthia wrote a letter to the City asking if the sign could be moved. Leslie engaged City staff over the last month, but discovered the process is very complicated and it call really only be moved six inches due to bylaws. The request to move the sign will be dropped. Item closed.	None
9.0 Next Meeting Monday June 25, 2018 at 4:30 PM at South Branch	N/A
10.0 Meeting Adjourned at 7:02pm	N/A

Appendix 1 to CLPL Board May 2018 Meeting Minutes

Chairperson Report – May 2018

This past month I met with all committees and with the City as well as attended the Alberta Library Conference.

The meeting with Linda from the City was regarding our audited financial statements.

Some highlights from conference were the keynote speakers Scott Bonner and Sheila Watt-Cloutier as well as the closing session Fake News.

I was disappointed in some of my regular sessions but several were very good.

Stand Up For Inclusion: many libraries are writing inclusion statements to celebrate the differences and diversities of their patrons. It is suggested that we do so as part of our plan of service. The Calgary Public staff name tags also refer to languages spoken. There was also some discussion on healing kits that are available for loaning at some libraries.

Trustee 2.0: this was a disappointing session as it kept referring to a document that was supposed to be available but was not. When this document is ready it should be helpful for board members.

Will include a checklist tool for boards and is supposed to be available in May.

Libraries around the World: this was an extremely poor session and did not reflect on the description given. What we heard about was how University Libraries obtain material and how the universities are connected. Very technical.

Library Legislation Survival guide: very informative but we only got half way through the material needs to be longer or two sessions.

Trustee connect and solutions were of a round table or forum style with questions and answer sessions from the executive of ALTA.

Appendix 2 to CLPL Board May 2018 Meeting Minutes

Director Notes

May 28th/2018

Renovations/Community Facility Grant

Carpets are installed in North Branch.

New Shelving coming in July.

Misc.

We now have our own WCB account and number and working towards being compliant with posters and training.

Insurance now covers Cyber/ Terrorism , no extra cost.

We will be getting new fireplace paid by City, just must wait our turn in que for installation.

Staff

Training

A pharmacist from Value Drug Mart will be coming in on Monday, May 28, at 9:00 am, to provide training on Naloxone use. We have the kits already and they are free at any Drug Store. As well we will be showing a webinar in June.

Lock has been installed on Family Bathroom, so project is complete with training.

Hiring

In June we will be hiring for a new Admin. Assistant. Long time Employee is leaving the end of July.

We will also be losing our student page at the end of the summer, we are super excited she is going to Library School...she started as a volunteer with us.

Programming Highlights



COLD LAKE PUBLIC LIBRARY PRESENTS:
RICHARD VAN CAMP



Photo by William Au

Richard Van Camp is an author, a story teller, and a creative force! He is a proud member of the 11cho (Dogrib) Nation, originally from Fort Smith, NWT. He now lives and works in Edmonton. He was the 2017 Writer in Residence at Edmonton Public Library and has published books for readers of all ages: board books, picture books, short story collections, graphic novels, novels and more. *Three Feathers* is the second film adaptation of his work.

Creative Writing Workshop
Thursday, June 7th 2018, 6-8pm
Cold Lake Public Library, South Branch
Please call to register for this free program: 780-594-5101



Film Screening and Q&A:
The Lesser Blessed
Friday, June 8th 2018
6-9pm
English Bay Community Centre, CLFN
This free event is open to everyone, but please note: the film is rated 14A

These events were made possible with support from:



Richard Van Camp is a well know Indigenous Author and we are very excited to be able to bring him to Cold Lake. This Program is only costing us a couple of ads in Paper as our partners NLLS and Cold Lake Community Learning are picking up the cost of travel, presentation and incidentals. As well the Courtyard Marriott is sponsoring his room for him and his family. The Book for Babies we give out in Pop Up Libraries is written by him.

Summer Reading Program

The Library will be represented with Float in Canada Day Parade.

Kick off party in Reading Garden July 7th.....Camp Day Theme.

NLLS entertainer this Summer is Reptile Parties. We get this presentation free.

A lot of programs are planned, and advertising will be out in June.

Reading Garden is open and is being utilized a lot already.

New this year will be the “Dying Garden”...a plot with plants that can be used to make natural dyes, will tied in with program in summer.

Fundraising

The Staff have worked hard to put together a Calendar of Donations...over half sold. 20.00 donation per square with every square having a gift with the value of at least 20.00. (Local Businesses Donated)

The funds raised of at Least 560.00 will go towards a new book display shelf in the Library or Garden Furniture updates.

Jasper Conference

Director Report

Keynote Speaker:

Basic Summary behind the Story:

Few were surprised when the Ferguson Municipal Public Library in Ferguson, Mo., was named the 2015 Gale/Library Journal Library of the Year. When Michael Brown, an eighteen-year-old black man, was shot by Darren Wilson, a twenty-eight-year-old white Ferguson police officer, the incident and subsequent trial and acquittal set off a powder keg of civil unrest and widespread protests that affected virtually everyone in the city]. During the chaos, the library served as a beacon of safety.

My personal Comments:

A real inspiration on how Libraries can step up in times of need

Session

Stand Up for Inclusion

Inclusion statements: what are they and why do they matter?

This session focused on the importance of Libraries to develop and implement an inclusion statement. The Speakers took you on their journey of developing a Statement for Calgary Public Library.

My personal comment:

A very well laid out session in which I learned why a Library should have a statement. What the statement should contain and who to include in developing the statement.

An inclusive statement should have a clear focus and support the Diversity of your community. The Statement should have actionable statements that are achievable and put into practice an Inclusive Environment at both a staff and public level.

Actionable:

Do a structural Barrier Brainstorming session with staff. Address any barriers we may currently have.

Bring in a consultant and do a have them facilitate the drafting of a statement with staff and Board.

Session

Pathways to Leadership

Each participant was asked to do a “life /personal/professional journey map using a set of cards with labels such as Dragon, Princess. This process was very personal and reflective. Different participants were then asked to share their journey and how they learned through different experiences

My Personal comments

This exercise helped you to analyze your own strengths, weaknesses and what makes a good leader.

Stories of leaders that were inspiring and some “not so inspiring”. Understanding what characteristics and attributes a good leader will possess. A Good leader will inspire and empower and people around you.

Actionable:

Do a version of this exercise with staff.

Leadership attributescontinue to search out.

Session

Patron Experience: More than Customer Service

Learning Objectives:

- Consider ways to strengthen the image your branch is presenting to the public
- Understand how patron experience can build loyalty and improve team morale

My Personal Comment

Have a Space where patrons want to come back both facility and service wise.

Training is Very important for front end staff as well as personality.

First impressions -Don't turn into last impressions

Actionable

OFT person....meaning On the Floor greeting and helping those in the library...

(training staff to go to them)

Continue to upgrade Library Facilities and make clean and inviting.

Work on more signage inside of both Branch facilities.

April 2018 (North Branch Had Renovations)

Program	Number of Times	Number of People
Baby (Baby Rhyme Time)	3	67
Children (Toddler Time North and South, Origami Club, Makerspace)	9	104
Teens (Manga, Life Skills High School Class)	3	41
Adults (Stitch and Chat, Ladies Night Out, South Book Club, Cook Book Club, Toastmasters, Nonfiction bookclub at Nourish the Soul, Cookbook Club)	12	86
Seniors (Books on Wheels, Senior Program)	3	31
Pop-Up Library	12	103
Awareness/Outreach/Partnerships (Paws to Read, Babttle pf the Books)	3	160

Circulation Check-Outs: North: 3091 items; South: 4386 items

Active Membeships: North: 1734; South: 2747

Visits to the Library (not including programs): North: 1243 people; South: 1793 people

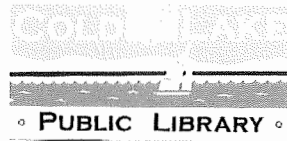
Virtual Visits: Webpage: 863; Google My Business North: 2512; Google My Business South: 3440

Interlibrary Loans: North holds placed: 890; South holds placed: 1031

Computer Sessions on Public Computers: North: 190 people; South 240 people

Social Media: Facebook: 562 followers; Twitter 500 followers

TRACpac logins at home: North: 465; South: 1153



CLPL Board Personnel Committee Meeting Report
From May 3, 2018

Members: Emily Heyne, Board Member, Committee Chair
Cynthia Sloychuk, Board Chair
Marie Manning, Board Vice-Chair
Jamie Purkiss, Board Member

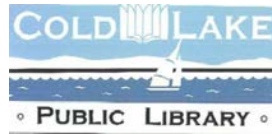
1. The committee has developed a janitorial job description consistent with numbers provided from the finance committee and a projected policy from the policy committee.
2. The Director's Contract has been converted into a digital, editable copy and awaits final edits.

Emily Heyne
Personnel Committee Chair

**Cold Lake Public Library Board
Policy Subcommittee Report
May 28, 2018**

One meeting was held to discuss new policy drafts. The following policy areas will be ready for presentation in June:

1. Staff Conduct and Behavior Policy
2. Employment of Relatives Policy
3. Fund Raising Policy
4. Hiring Policy
5. Inter Library Loan Manager Policy
6. Social Media Policy
7. Flex Time Hours of Agreement (appendix)
8. Cyber Security Policy



Cold Lake Public Library Board
May 2018 Financial Committee Report

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

1. The audited 2017 Cold Lake Public Library Financial Statements were completed and will be presented to the Board at the May meeting for review and approval. The audited financial statements match with the 2017 Statement of Operations presented by the Treasurer at the March board meeting.
2. The May financial summary is attached to the report. As discussed, the projected surplus is quite high at the moment, but will return to a deficit (as expected this year) once the North Branch work is complete.

Darren Robson
CLPL Board
Secretary/Treasurer



Cold Lake Public Library
May 2018 Financial Summary

	Feb-18	Mar-18	Apr-18	Year-To-Date	Projected	Budgeted	Variance
REVENUES							
Sales & Fines	237.13	74.94	1,127.49	1,953.26	5,859.78	6,500.00	-640.22
Donations & Fundraising	188.95	750.00	378.75	1,723.90	5,171.70	12,000.00	-6,828.30
Provincial Funding	33,237.00	0.00	0.00	33,237.00	157,337.00	124,100.40	33,236.60
Local Gov't Funding	14,364.50	0.00	435,694.00	450,058.50	506,958.00	506,958.32	-0.32
TOTAL REVENUE	48,027.58	824.94	437,200.24	486,972.66	675,326.48	649,558.72	25,767.76
EXPENSES							
Salaries & Training	28,261.10	57,728.03	42,868.83	160,612.25	481,836.75	489,332.00	7,495.25
Operating	8,069.42	3,845.60	3,281.46	18,766.31	131,631.15	139,600.00	7,968.85
Plan of Service	1,422.90	7,998.70	12,743.07	22,399.39	32,344.85	18,300.00	-14,044.85
TOTAL EXPENSES	37,753.42	69,572.33	58,893.36	201,777.95	645,812.75	647,232.00	1,419.25
Surplus / Deficit	10,274.16	-68,747.39	378,306.88	285,194.71	29,513.73	2,326.72	

Category Explanation:

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

Donations & Fundraising: Donation, Friends of the Library Fundraising

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 (x2)

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. The projected Donations and Fundraising revenue is \$6800 less than budgeted.
2. The Plan of Service expenses for April include the initial payment of \$11,244 with Foothills for the North Branch shelving replacement. The total cost of the carpet and shelving is expected to be about \$67K.
3. The large projected Surplus reflects the provincial grant funding for the work that will be done at the North Branch. The projected Surplus/Deficit will return to a deficit once the matching expenses for the work arrive, which is expected as the Library spends some of its current Surplus with the City.

COLD LAKE PUBLIC LIBRARY

FINANCIAL STATEMENTS

DECEMBER 31, 2017

**COLD LAKE PUBLIC LIBRARY
5319 - 48 Avenue**

FINANCIAL STATEMENTS

December 31, 2017

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COLD LAKE PUBLIC LIBRARY

December 31, 2017

MANAGEMENT'S REPORT

The accompanying Statement of Operations and other information contained in this financial report are the responsibility of the management of the Cold Lake Public Library.

The Statement of Operations have been prepared by management. The Statement of Operations are not precise since they include certain amounts based on estimates and judgments. Management has determined such amounts on a reasonable basis in order to ensure that the Statement of Operations are presented fairly, in all material respects.

The Cold Lake Public Library maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate.

The appointed board of the Cold Lake Public Library are responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the Statement of Operations.

Board members meet annually with management and external auditors to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, and to satisfy themselves that each party is properly discharging its responsibilities. Board members consider the engagement or reappointment of the external auditors and also review monthly financial reports.

The Statement of Operations have been audited by Faber LLP, Chartered Professional Accountants, the external auditors, in accordance with Canadian auditing standards on behalf of the Board and members of the Cold Lake Public Library. Faber LLP, Chartered Professional Accountants has full and free access to the Board.

Cold Lake, Alberta **Nagoya**
April 24, 2018

Kevin Nagoya
CAO

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of:
Cold Lake Public Library

We have audited the **Statement of Operations** of the **Cold Lake Public Library** as at December 31, 2017. The Statement of Operations are the responsibility of the Library's management. Our responsibility is to express an opinion on these Statement of Operations based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial information is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial information. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial information presentation.

In our opinion, the Statement of Operations present fairly, in all material respects, the financial activity of the Cold Lake Public Library as at December 31, 2017 and is in accordance with Canadian generally accepted accounting principles.

Edmonton, Alberta
April 24, 2018



Chartered Professional Accountants

COLD LAKE PUBLIC LIBRARY

STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2017

	Budget (Unaudited)	2017	2016
Revenues			
Memberships and Fees	\$ 9,050	\$ 9,956	\$ 10,364
Government Transfers (Schedule 1)	594,627	664,798	611,963
Fines	2,000	2,936	3,434
Other	8,000	12,223	22,737
	613,677	689,913	648,498
Expenses			
Advertising and Promotion	2,000	3,616	1,975
Books and Tapes	5,000	4,372	13,759
Contracted Services	30,400	88,620	35,260
Insurance	4,000	3,599	2,967
Office and Other	6,000	17,787	9,332
Professional Fees	4,000	4,550	4,350
Program Expenses	8,000	11,862	12,052
Salaries, Wages, and Benefits	461,617	461,459	397,312
Subscriptions and Memberships	81,411	101,105	80,698
Supplies	3,200	5,830	7,156
Telephone	6,000	4,675	4,680
	611,628	707,475	569,541
Excess (Deficiency) of Revenues Over Expenses	\$ 2,049	\$ (17,562)	\$ 78,957

The accompanying notes are an integral part of these financial statements

COLD LAKE PUBLIC LIBRARY**SCHEDULE OF GOVERNMENT TRANSFERS
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Budget (Unaudited)	2017	2016
Provincial Transfers			
Shared-cost agreements and grants	\$ 87,334	\$ 124,166	\$ 98,335
	87,334	124,166	98,335
Local Government Transfers			
Shared-cost agreements and grants	507,293	540,632	513,628
Total Government Transfers	\$ 594,627	\$ 664,798	\$ 611,963

The accompanying notes are an integral part of these financial statements

COLD LAKE PUBLIC LIBRARY

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial activities of the Cold Lake Public Library are the representations of management prepared in accordance with generally accepted accounting principles as required by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Cold Lake Public Library are as follows:

(a) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue and then recognized as revenue when the funds are used for the purpose specified.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the municipality has met any eligibility criteria, and reasonable estimates of the amounts can be made.

(b) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(c) Government Transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

2. APPROVAL OF FINANCIAL STATEMENTS

These financial statements have been approved by the Board of Directors.

Appendix 7 to CLPL Board May 2018 Meeting Minutes

NLLS Rep Report – May 2018

Highlights

Another virtual reality machine is being purchased. Current one spoken for until 2019.

Changes made to policies and updated several. Coming close to finishing up.

Alberta Library Trustees

1 We need to confirm all our email addresses to insure we receive their updates and highlights-check Leslie has sent all ours out. It appears we will have to do this annually.

2. Making up a new trustee handbook. Looking for feedback from trustees.####

3. Jennifer Anheliger our rep.

4. Making a new forum on website for trustees to exchange thoughts.

PLSB

Scaling back on board basics as low on staff.

June 2 Cochrane, will have another in fall.

Director's

LMC concerns...responses to be presented May 30th

Our concerns with Polaris (Innovative) have been addressed and it is felt things should improve.

New staff mentioned.

Response to new trustee and library advocacy course well received to date.

FOIP session will be put on if enough interest.

Chair

Confirmed advocacy at provincial level with Alta is only for increased funding per capita.

NLLS has to do own for building grants etc

Local libraries do their own.

Conference well attended.