1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. MINUTES APPROVAL

3.1 Library Board Minutes, February 26, 2020

4. NEW BUSINESS

4.1 County of Wetaskiwin Library Board Updated Plan of Service Discussion – Report

5. INFORMATION ITEMS


5.2 Yellowhead Regional Library (YRL) Board – Best Practices and Relaunch After COVID-19 and Information – Report

5.3 Yellowhead Regional Library (YRL) Board – The Loop – Issues Available for June Meeting – Report

5.4 Yellowhead Regional Library (YRL) Board – The Scoop – Issues for June Meeting – Report

5.5 Yellowhead Regional Library (YRL) Board – CyberCat Says – May 2020 – Report

5.6 Alder Flats Buck Lake Public Library – Budget, Inventory, and Financial Statements – Report

5.7 Lakedell Area Community Library Society Budget, Statement of Operations, and Inventory 2019-2020 – Report

5.9 Millet Public Library Minutes – February, April, and May 2020 – Report

6. ADJOURN
County of Wetaskiwin No. 10 Library Board

MINUTES

Wednesday, February 26, 2020, 4:30 PM
Council Chambers
County Administration Building

Present
Board Member, Ken Smith
Chairperson, Brenda Doupe
Board Member, Floyd Johnson
Board Member, Dale Woitt
Board Member, Bill Krahn

Also Present
Secretary-Treasurer, Jeff Chipley
Municipal Intern, Naomi Finseth
Municipal Intern, Ben Cowan

1. CALL TO ORDER
The County of Wetaskiwin No. 10 Library Board met in the Council Chambers of the County of Wetaskiwin Administration Office, commencing at 4:32 p.m. on Wednesday, February 26, 2020.

2. APPROVAL OF AGENDA
Resolution LB20200226.001
MOVED: by Board Member B. Krahn
that the agenda for the County of Wetaskiwin No. 10 Library Board Meeting be approved as presented.

Carried Unanimously

3. MINUTES APPROVAL
3.1 Library Board Minutes, November 21, 2019
Resolution LB20200226.002
MOVED: by Board Member D. Woitt
to approve the minutes for the County of Wetaskiwin No. 10 Library Board meeting held Thursday, November 19, 2019 as presented.

Carried Unanimously

4. UNFINISHED BUSINESS
4.1 Election of Vice-Chairperson for the Remainder of the 2019/2020 Year – Report

Chairperson B. Doupe called for nominations from the floor for the position of Vice-Chairperson.

Board Member K. Smith nominated Board Member F. Johnson for the position of Vice-Chairperson. Board Member F. Johnson accepted. Chairperson B. Doupe called two additional times for further nominations from the floor, but there were no further nominations.

Resolution LB20200226.003
MOVED by Board Member D. Woitt

that nominations cease and that the County of Wetaskiwin Library Board elect F. Johnson as Vice-Chairperson for the remainder of the 2019/2020 Year.

Carried Unanimously

5. NEW BUSINESS

5.1 Annual Reports from Alder Flats/Buck Lake Public Library, Lakedell Area Community Library (Operating as Pigeon Lake Public Library), and Winfield Community Library and County of Wetaskiwin Library Board Survey – Report

Resolution LB20200226.004
MOVED by Chairperson B. Doupe

that the County of Wetaskiwin Library Board approve the reports for the Alder Flats/Buck Lake Library, Lakedell Area Community Library Society (operating as Pigeon Lake Public Library), and Winfield Community Library as presented.

Carried Unanimously

Resolution LB20200226.005
MOVED by Chairperson B. Doupe

that the County of Wetaskiwin Library Board approve the Public Library Survey for the County of Wetaskiwin Library Board as presented.

Carried Unanimously

5.2 Five-Year Library Statistics – Report

Resolution LB20200226.006
MOVED by Board Member B. Krahn

that the County of Wetaskiwin Library Board accept the details provided as information.
6. **INFORMATION ITEMS**


**Resolution LB20200226.007**

MOVED: by Chairperson B. Doupe

that the County of Wetaskiwin Library Board accept the following issues of “The Scoop” newsletter from the Yellowhead Regional Library (YRL) as information:

- November 20, 2019
- December 4, 2019
- January 8, 2020
- January 22, 2020
- February 19, 2020

Carried Unanimously


**Resolution LB20200226.008**

MOVED: by Board Member D. Woitt

that the County of Wetaskiwin Library Board accept the November 27, 2019 through January 29, 2020 Issues of “The Loop” newsletter from the Yellowhead Regional Library (YRL) as information.

Carried Unanimously

6.3 **Alder Flats/Buck Lake Public Library Minutes from January 2019 to January 2020 – Report**

**Resolution LB20200226.009**

MOVED: by Chairperson B. Doupe

that the County of Wetaskiwin Library Board accept the January 24, 2019, May 23, 2019, October 17, 2019, and January 23, 2020 Regular Meeting Minutes and the February 21, 2019 and January 23, 2020 Annual General Meeting Minutes for the Alder Flats/Buck Lake Public Library as information.

Carried Unanimously

6.4 **Lakedell Area Community Library Society Minutes – October & December 2019 – Report**
Resolution LB20200226.010
MOVED: by Chairperson B. Doupe

that the County of Wetaskiwin Library Board accept the October 16 and December 18, 2019 regular meeting minutes for the Lakedell Area Community Library Society as information.

Carried Unanimously

6.5 Millet Public Library Manager Reports & Minutes – November 2019 to January 2020 – Report

Resolution LB20200226.011
MOVED: by Board Member K. Smith

that the County of Wetaskiwin Library Board accept the November 2019 and January 2020 Manager Reports and the November 12, 2019 Minutes for the Millet Public Library as information.

Carried Unanimously

6.6 Winfield Library Minutes – January 20, 2020, Collection Value by Organization, and 2020 Inventory – Report

Resolution LB20200226.012
MOVED: by Chairperson B. Doupe

that the County of Wetaskiwin Library Board accept the minutes from January 20, 2020 Meeting, Collection Value by Organization, and 2020 Inventory for the Winfield Library as information.

Carried Unanimously

7. ADJOURN

Resolution LB20200226.013
MOVED: by Board Member D. Woitt

that the County of Wetaskiwin No. 10 Library Board meeting adjourn at 5:05 p.m.

Carried Unanimously

__________________________________________
CHAIRPERSON

__________________________________________
SECRETARY-TREASURER
County of Wetaskiwin Library Board Updated Plan of Service Discussion – Report

Meeting Date (Report Reference Only): 2020/06/25
Meeting (Report Reference Only): Library Board

Background

As per Section 13 of the Libraries Regulation, Alberta Regulation 141/98, a Municipal or Intermunicipal Library Board is required to annually review its Plan of Service and, not less than every five (5) years, file a copy of the current Plan of Service of the Board with the Minister of Municipal Affairs.

The current Plan of Service of the County of Wetaskiwin Library Board will expire on December 31, 2020. As this is less than six (6) months away, Administration believes it may be prudent and useful for the Board to read through the current Plan of Service and have a preliminary discussion on how they would like to see the review and update process be conducted. The current Plan has also been provided for the benefit of the Board.

The current Plan was approved by the Board on June 9, 2016 (Ref. Resolution #LB20160609.1004). Discussion on the current Plan was facilitated by Jocie Wilson from Yellowhead Regional Library (YRL) at the Library Board meeting held on February 2, 2016.

Recommendations

Administration recommends that the Board discuss options for a review and update to the Plan of Service and provide Administration with direction moving forward.

Recommended Resolution

that the Board discuss options for a review and update to the Plan of Service and provide Administration with direction moving forward.
The County of Wetaskiwin Library Board is entrusted with the responsibility for organizing, promoting and maintaining comprehensive and efficient library service on behalf of the entire community it serves.

The Library Board is governed in accordance with the Libraries Act, Chapter L-11 and the County of Wetaskiwin Bylaw No. 2011/42.

Mission Statement

“Guiding local libraries to promote library services in their communities.”

Service Responses

The following three service responses are the Library Board’s primary focus for 2016-2020:

1. Stimulate Imagination: Reading, Viewing and Listening for Pleasure
2. Satisfy Curiosity: Lifelong Learning
3. Create Young Readers: Early Literacy

Stimulate Imagination: Reading, Viewing and Listening for Pleasure

Goal
Imagination helps make knowledge applicable in solving problems and is fundamental to integrating experience and the learning process. It is the goal of the County of Wetaskiwin Library Board to ensure that County residents have access to the materials to enhance their leisure time and are able to find the resources they want and have assistance to choose among the options.

Objectives

- Promote library services and collections throughout the County to encourage library use.
- Provide information on opportunities for funding through grant programs.
• Sponsor community-wide information sharing, including the distribution of leisure and program guides to the local libraries for public access.
• Support the libraries in promotion and advertising of their hours, services and programs.

Satisfy Curiosity: Lifelong Learning

Goal
Lifelong learning is the ongoing pursuit of knowledge for either personal or professional reasons. Lifelong learning enhances personal development and active citizenship. It is the goal of the County of Wetaskiwin Library Board to ensure that County residents have access to programs and services that allow them to gain knowledge and pursue personal interests at every stage in life.

Objectives

• Encourage innovative programming in the County libraries through partnership opportunities.
• Work with libraries to access other types of grants for non-traditional programs.
• Assist libraries in promoting library programs and services by advertising in County-wide publications and promoting library programs and services at County events.
• Encourage library staff to continue their lifelong learning through professional development opportunities at Yellowhead Regional Library, conferences and other opportunities.
• Encourage libraries to reach beyond their walls to provide library services.

Create Young Readers: Early Literacy

Goal
The interactions that young children have with literacy materials and with the adults in their lives are the building blocks for language, reading and writing development. It is the goal of the County of Wetaskiwin Library Board to ensure that County residents are supported in providing early literacy skills to the children in their lives by providing the tools necessary to develop early literacy skills in a real life setting through positive interactions with literacy materials.

Objectives

• Support libraries in their early literacy initiatives though partnership opportunities, training and available grants.
• Encourage libraries to partner with early literacy initiatives in their communities.

Meeting Date (Report Reference Only): 2020/06/25
Meeting (Report Reference Only): Library Board

Background

Due to the COVID-19 Pandemic, the Winfield Library requested to have their lease reduced with the Wetaskiwin Regional Public Schools (WRPS) for their lease owing for the 2019-2020 school year.

WRPS approved prorating the rent to reflect the time the Winfield Library was closed during the COVID-19 pandemic in the 2019-2020 school year.

Moving forward into Stage 2 of the Government of Alberta relaunch strategy that permitted the opening of libraries, the plan of the Winfield Library was to open fully on Tuesdays from 10 a.m. to 3 p.m. following all guidelines in place, with no public bathrooms, no computers, no furniture, toys, etc. The Librarian will require additional time in morning or evening to regroup, clean, sanitize etc. The Library will be set up like a maze, similar to a grocery store with directional arrows in place. Patrons are to come in the back door and drop off books at the quarantine table, with none of those books being allowed to be checked out before quarantine is over for those books, being seventy-two (72) hours. Individuals will head into the book areas, while keeping browsing to a minimum and when done, checkout as usual, utilizing safe distancing practices. The Library will have a taped area set up by the checkout point so patrons will recognize safe practices are in place.

There will also be curbside service available for those who are unsure or wish to have the extra step of certainty. The Library will also offer Wednesday evenings for appointments, particularly for those who feel vulnerable.

The COVID-19 information bulletin from the Government of Alberta titled “Guidance for Libraries” has been provided for review by the County of Wetaskiwin Library Board.

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the COVID-19 Relaunch and Guidance for Libraries as information.

Recommended Resolution
that the County of Wetaskiwin Library Board accept the COVID-19 Relaunch and Guidance for Libraries as information.
Overview

Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply, to the extent possible, with the Workplace Guidance for Business Owners, this guidance, and any other applicable Alberta Health guidance found at: https://www.alberta.ca/biz-connect.aspx.

This document has been developed to support libraries in reducing the risk of transmission of COVID-19 among attendees (including workers, visitors and the public). The guidance provided outlines public health and infection prevention and control measures, specific to libraries.

COVID-19 Risk Mitigation

| Public Areas | • Ensure attendees are aware of practices in place by posting signage in highly visible locations or displaying messages on digital screens that outline:
|              |   o Physical distancing requirements (2 metres)
|              |   o Prohibitions on attendance by attendees who are sick or isolating
|              |   o Hand hygiene
|              |   o Coughing and sneezing etiquette
|              |   o Cleaning and disinfection practices
|              |   o Library specific rules, which may include:
|              |     ▪ Any changes to capacity and/or hours
|              |     ▪ Any restrictions on person items (e.g., reusable bags)
|              | • Hand sanitizer containing at least 60% alcohol should be available at library entrances and exits and throughout the library.
|              | • Consider keeping children’s play areas closed.
|              |   o Communal toys should be removed.

| Layout and Flow | • To help ensure that attendees are able to maintain physical distancing requirements, the following strategies should be considered:
|                |   o Restricting and directing the flow of attendees into, throughout and leaving the library (e.g., designate doors for entry or exit to avoid two-way traffic, designate hallways for one-way flow of attendees with signs and floor decals).
|                |   o Assigning staff to assist with distancing in high-traffic areas
|                |   o Removing or spreading out seating
|                |   o Limiting the number of attendees allowed in the library at any given time.
Supporting vulnerable populations with dedicated hours.

- Post signage about any restrictions regarding elevator use to ensure distancing requirements can be met, as appropriate
- Increase the cleaning of all high touch surfaces and common spaces, in particular:
  - Washrooms
  - Water fountains. Consider encouraging attendees to bring their own water bottle or provide single use drinking vessels
- Develop policies for staff masking; consider masking policies for attendees.

### Check-out and Returns
- Consider installing acrylic shields (or equivalent) at desks, counters or points of contact between the public and library staff.
- Employ the use of self-serve checkout and return services as much as possible.
  - Place hand sanitizer stations and sanitizing wipes near each station.
  - Monitor use and frequently disinfect high touch surfaces.
- If not already used, consider options for the public for borrowing materials, such as:
  - Accessing e-books and other virtual library borrowing services.
  - Browsing library catalogues online at home.
  - Encouraging the use of “holds” to reserve materials to reduce the amount of time people spend in the library.
- Consider offering curbside pickup for on hold items, or if available, consider delivery or drop off services for items to residences.
- Libraries should store all returned materials in a dedicated space for 72 hours and prevent handling the materials during that period.
- Staff handling returned materials should always follow hand hygiene practices.

### Programming for the Public
- One-on-one library services may continue with appropriate physical distancing and barriers.
- For adult in-person, group programming (e.g., book clubs, fundraisers, classes, workshops):
  - Physical distancing (2 metres) must be applied for participants not from the same household
  - Consider limiting the number of participants
  - Consider hosting online or virtual activities.
- Programming for children may operate in adherence with the [Guidance for Day Camps](#).
**COVID-19 INFORMATION**

**GUIDANCE FOR LIBRARIES**

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<table>
<thead>
<tr>
<th>Cleaning and Disinfecting</th>
<th>Workplace</th>
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</thead>
<tbody>
<tr>
<td>• In addition to the cleaning and disinfection guidance found in the <a href="https://www.gov.ab.ca">Workplace Guidance for Business Owners</a>, libraries should:</td>
<td>• Develop a rapid response plan in case an attendee falls ill with COVID-19 related symptoms.</td>
</tr>
<tr>
<td>o Clean high-traffic areas, checkouts (self-serve of staffed) and high-touch surfaces more frequently.</td>
<td>• Ensure employees have access to hand sanitizer as required.</td>
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<td>o Keep washrooms (staff and public) clean and well-stocked with soap and paper towels.</td>
<td>• Allow staff to wear masks if preferred.</td>
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<tr>
<td>o Provide ample waste disposal options in both public and staff-only areas.</td>
<td>• Stagger staff arrival and departure times, lunch times, breaks and meetings to reduce the number of individuals in one place at a given time.</td>
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<tr>
<td>o Line waste containers with plastic bags for safer garbage disposal.</td>
<td>• Designate lockers and storage spaces to individual workers.</td>
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<tr>
<td>o Ensure library hours allow a deep clean of the entire library each day.</td>
<td>• Provide staff with training on library practices, such as:</td>
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<td>o Make sure staff are properly trained on the safe use and disposal of masks, including how to put them on and take them off safely.</td>
<td>o New policies and procedures related to COVID-19, such as a response plan for if an attendee falls ill.</td>
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- Computers used by the public should be cleaned and disinfected between each use.
  - Consider options to assign computer time to an individual, scheduling cleaning time between users.
  - Place hand sanitizer stations and sanitizing wipes at each computer.
Good Afternoon Carmen & Ben:

Can you please add this to our Library Board Meeting as an informational item?

Have a great night!

Thanks,

Jeff

---

**Jeff Chipley** | Assistant CAO | County of Wetaskiwin No. 10
Box 6960, Wetaskiwin, AB, T9A 2G5
Toll Free: 1-800-661-4125
Website: [www.county.wetaskiwin.ab.ca](http://www.county.wetaskiwin.ab.ca)

---

As you may have heard public libraries have been approved for opening as of Friday June 12\textsuperscript{th}.
Which means our first official day could be June 16\textsuperscript{th}.

I understand we have talked about doing curbside service.
While this was the plan before yesterday’s announcement, as we thought we might be in phase 3.
While this announcement was being prepped we were in talks with WRPS about being allowed for curbside service,
that morning in fact.
Later in the afternoon, we got an email from Sherri Senger regarding our opening up in the school. I have enclosed the email and two attachments for your reading purposes.

All this while I have been dealing with bins from YRL, cleaning, moving furniture and such, I have been using the back room and movie room as a quarantine/furniture storage/ staging area. I realized that we could actually use this to our advantage. Being that libraries are open and schools as well, we will have access to our library as usual during the summer.

So here is my idea; We open fully on Tuesdays, 10-3 following all guidelines in place, no public bathrooms, no computers, no furniture, toys, etc. I will need extra time in the am/pm to regroup, clean, sanitize etc. Then we will let folks come in and pick up books they would enjoy, in person, check out as usual etc. We will set up a maze, kind of like in a grocery store. Patrons would come in the back door; drop off books at the quarantine table (none will be allowed to check out before quarantine is over for those books); head into the book areas; while keeping browsing to a minimum, when done check out as usual, of course using safe distancing practices. I will have a taped area set up by the checkout point so patrons will recognize safe practices are in place.

Please let me know if you have problems/concerns with this. I will still offer curbside service for those who are unsure or wish to have that extra step of certainly. I also would offer Wednesday nights for appts, particularly those who feel vulnerable.

Please keep in mind that we usually only have up to 5 people in the library at a time, during summer hours. I am also going to adding a bell of some sort on top of the doors to the school, the principal is aware of that. So if we have more people then deemed appropriate we can ask them to wait for their turn. Our patrons are great and most will not have a concern to wait for their turn.

Please note we have gotten a 3 months’ rent decrease, due to us being no able to access the school.
Joyce
Thank you

Mrs. Sherri Senger, CPA, CMA, CSBO
Associate Superintendent, Business
Wetaskiwin Regional Public Schools

---------- Forwarded message ----------
From: Terry Pearson <terry.pearson@wrps11.ca>
Date: Tue, Jun 9, 2020 at 1:30 PM
Subject: Libraries
To: Sherri Senger <sherri.senger@wrps11.ca>
Cc: Brian Hogg <brian.hogg@wrps11.ca>

Sherri:

They just released info regarding libraries. Given this information, the Winfield Community Library should be able to begin planning for an opening on Tuesday, June 16, 2020. Should be able to restrict access to a specific area of the school and close off access to any other parts of the school using yellow caution tape or something similar.

If there are staff who have concerns, then they need to stay away from the school.

--

Dr. Terry Pearson
Superintendent of Schools
Wetaskiwin Regional Public Schools
June 9, 2020

Christine Cripps-Woods
c/o Winfield Library

Dear Christine,

**RE: 2019-2020 Lease Reduction**

At today’s board meeting, you made a request to the Board of Trustees, in light of the pandemic and the forced closure of library, to reduce the amount of lease owing for September 1, 2019 to August 31, 2020.

Trustees considered your request and passed the following motion:

*That the Board offer the Winfield Community Library prorated rent to reflect the time it was closed during the COVID-19 pandemic in the 2019-2020 school year.*

Subsequent to the board meeting, the Premier announced that libraries could open as part of Stage 2. That said, the library is located in Winfield School building and school buildings remain closed to the public.

I have consulted with the Superintendent and he has directed that because the 2019-2020 school year ends for Winfield School on June 15, 2020, the library could reopen to the public on Tuesday, June 16, 2020.

Assuming the library will open as suggested, the library will have been closed for three months (mid-March 2020 to mid-June 2020) and the Board of Trustees is offering to reduce the lease amount by $850 ($3,400/12*3). This amount will be refunded.

I trust this is acceptable. However, should you have any questions or concerns do not hesitate to give me a call at the above number. I can also be reached by email at sherri.senger@wrps11.ca.

Yours truly,

Mrs. Sherri Senger, CMA, CSBO
Associate Superintendent, Business

CC: Lynn Ware, Board Chair
    Terry Pearson, Superintendent
Background

On the Yellowhead Regional Library (YRL) webpage, there are various documents and information regarding best practices and relaunch after the COVID-19 Pandemic and overall information of what has been happening during COVID-19.

A few articles have been provided for review by the County of Wetaskiwin Library Board:

- COVID-19 Information Guidance for Libraries
- YRL Best Practices – Library Reopening During a Pandemic – May 8, 2020
- YRL Curbside Delivery of Library Materials – April 20, 2020
- YRL’s Blog from March 19 – June 15, 2020

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the best practices and relaunch after the COVID-19 Pandemic and overall information of what has been happening during COVID-19 as information.

Recommended Resolution

that the County of Wetaskiwin Library Board accept the best practices and relaunch after the COVID-19 Pandemic and overall information of what has been happening during COVID-19 as information.
Overview

Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply, to the extent possible, with the Workplace Guidance for Business Owners, this guidance, and any other applicable Alberta Health guidance found at: https://www.alberta.ca/biz-connect.aspx.

This document has been developed to support libraries in reducing the risk of transmission of COVID-19 among attendees (including workers, visitors and the public). The guidance provided outlines public health and infection prevention and control measures, specific to libraries.

COVID-19 Risk Mitigation

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## COVID-19 INFORMATION

### GUIDANCE FOR LIBRARIES

- Supporting vulnerable populations with dedicated hours.
- Post signage about any restrictions regarding elevator use to ensure distancing requirements can be met, as appropriate
- Increase the cleaning of all high touch surfaces and common spaces, in particular:
  - Washrooms
  - Water fountains. Consider encouraging attendees to bring their own water bottle or provide single use drinking vessels
- Develop policies for staff masking; consider masking policies for attendees.

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Computers used by the public should be cleaned and disinfected between each use.
  - Consider options to assign computer time to an individual, scheduling cleaning time between users.
  - Place hand sanitizer stations and sanitizing wipes at each computer.

**Workplace**

- Develop a rapid response plan in case an attendee falls ill with COVID-19 related symptoms.
- Ensure employees have access to hand sanitizer as required.
- Allow staff to wear masks if preferred.
- Stagger staff arrival and departure times, lunch times, breaks and meetings to reduce the number of individuals in one place at a given time.
- Designate lockers and storage spaces to individual workers.
- Provide staff with training on library practices, such as:
  - New policies and procedures related to COVID-19, such as a response plan for if an attendee falls ill.
  - Physical distancing, updated check-out processes, and hygiene practices.
  - Updated programming policies.

**Cleaning and Disinfecting**

- In addition to the cleaning and disinfection guidance found in the Workplace Guidance for Business Owners, libraries should:
  - Clean high-traffic areas, checkouts (self-serve of staffed) and high-touch surfaces more frequently.
  - Keep washrooms (staff and public) clean and well-stocked with soap and paper towels.
  - Provide ample waste disposal options in both public and staff-only areas.
  - Line waste containers with plastic bags for safer garbage disposal.
  - Ensure library hours allow a deep clean of the entire library each day.
  - Make sure staff are properly trained on the safe use and disposal of masks, including how to put them on and take them off safely.
At the end of April, it was announced that public libraries will be considered as part of stage two in Alberta’s relaunch strategy.

KEY MESSAGES

- Roadmaps for reopening public library buildings have been in development by other jurisdictions since early April. YRL has compiled the following information as posted by the Government of Alberta, International Federation of Library Associations, Montana State Library, New Jersey State Library, Ohio Library Council, and West Virginia Library Commission, as information becomes available.

- There cannot be a ‘one size fits all’ process – libraries are different sizes with different services, programs, staffing levels and community needs. All communities are experiencing different things. Your guiding principles should be to ensure that your library is a safe environment for staff and for patrons. We do not want a hotspot or outbreak connected to public library use.

- Just because we have been told that we CAN open doesn’t mean we MUST open. This is NOT an order to reopen, it is only the earliest date that you COULD reopen. And the language is ‘reopen, with restrictions.’ How to reopen is a decision that needs to be made by the Board.

- Reopening your library and moving to ‘a new normal’ will not be a clear and linear process. You may need to adapt and change your approach depending on the situation in your community or when instructed to by Alberta Health Services (AHS) or your municipality through states of emergency.

- At the time of writing, this document is consistent with provincial and federal guidelines. As information is shared, this document will be updated.

BEFORE YOU REOPEN

You SHOULD NOT open until you have:

- A plan.
- Shared your plan with YRL so that we can support you.
- Personal protective equipment (PPE) and sanitation supplies (three weeks recommended) for staff.
- Clear communication to staff and to your patrons on what to expect – which means updating policies.
- Run a critical incident debrief with returning staff and Board members. Contact YRL staff at askyrl@yrl.ab.ca and we can help you with this.

SCENARIO 1: STAFF ON SITE; LIBRARY CLOSED TO THE PUBLIC

Library Best Practices

- Staff should do a daily symptom assessment and stay home if feeling unwell – or if anyone in their household is unwell.
• Ensure social distancing between staff who need to be on site.
• Proper hand hygiene must be followed.
• Stagger start/end times for staff.
• Post health and safety information from AHS and Occupational Health and Safety in common areas (including in digital files accessible to staff).
• Frequent disinfection of high touch and shared surfaces.
• Staff should not share keyboards, phones, office supplies, etc.
• No common food/shared food. Use disposable plates and cutlery or encourage staff to bring their own from home and take it home for cleaning.
• Determine the maximum number of staff you can have in the building at any one time, and still ensure social distancing.
• Bringing all staff back into the building will be a gradual process.
  o Divide staff into ‘teams’ and establish rotating shifts of the same ‘team’ members so there is limited crossover or mixing.
  o Limit staff congregation in office or confined spaces.
  o Start cycling staff into the building in advance of re-opening or establishing any additional services.
• Isolate and seek medical advice for any staff person who develops symptoms while at work.
  o Impacted staff must contact AHS for guidance; AHS will inform the library if quarantine, shutdown or testing is required.
  o Shut down the building and conduct a deep sanitation if possible.
• Redesign/rework staff spaces to ensure a seating and working distance of 2m or more.
• Increase airflow through your space:
  o Keep interior doors open.
  o If you can, open windows and exterior doors.
• Try to maintain approximately three weeks of cleaning supplies on hand.
• If you have not had the volume of activity in your building that you normally have, run the taps in the common areas to flush out stagnant water.

Director/Board Best Practices
• Review time off/sick time policies.
  o Do you have a section in your time off/human resources manual/sick time policy that covers pandemic situations?
  o Reconsider requirement for staff to provide sick note(s).
  o Reconsider requirement for staff to report to work after 3/5/7 sick days during a pandemic – consider extending to 10 days (AHS recommendation for quarantine timeframe).
  o Communicate sick time policy/time off policy to staff and check for understanding.
• Review staff code of conduct policy including your expectations for staff actions under pandemic situations.
  o Communicate changes to staff and check for understanding.
• Review staff employment contracts, collective agreements, etc.
  o Employer rights often include the right to shift work, start/end times to meet operational needs – what do your contracts/agreements state?

• Consider a working from home policy.
  o Use of library-owned IT equipment at home and expectations for use.

• You cannot communicate too much or too often.

SCENARIO 2: STAFF RETURN TO WORK; LIBRARY STILL CLOSED TO THE PUBLIC

Library Best Practices
• All of the above plus:
• Staff at work prepare the library to provide the limited/restricted service you will be offering to the public. This could include:
  o Preparing desk and work areas to ensure social distancing.
  o Preparing public areas to ensure social distancing.
  o Stocking PPE and sanitation supplies in areas where they are easily accessible.
  o Catching up on mail, communications, etc.
  o If you will be offering limited access into the building, look at floorplans and remove excess furniture/computers.

• Increase communication and check-ins with staff.

SCENARIO 3: LIBRARY OPEN TO STAFF; LIMITED SERVICE ACCESS TO THE PUBLIC

Things to Consider
To be determined: If libraries will be considered similar to retail OR a gathering space. If libraries are considered to be gathering spaces, then the 15 people maximum limit will need to be managed – and this would include staff.

• Are you able to meet the restrictions?
• Do you have a steady supply of PPE and sanitation supplies (minimum of three weeks) if you were to allow the public into the building?
• How many staff do you have who would be able to return to work?
• How many would fall into a high-risk category, or have someone in the household who would be considered high-risk?

Operational Hours
• Do you want to limit your open hours?
• Do you want to restrict certain hours when only seniors/at-risk populations can come in?
• Do you want to have people book appointment times?

Limited Services (reopening with maximum number of people set to 15)
• Curbside delivery (see YRL document) and/or holds pickup.
• Could consider allowing patrons access to computers for a limited amount of time and by appointment.
• Consider reserving specific times for access by at-risk populations.
• Continue to offer readers advisory, chat, reference, general information services.
• Continue to provide virtual/online programming and services.
• Consider reducing the number of open hours to allow for virtual programming, cleaning public areas and quarantining materials.
• Holds pickup.

Library Best Practices
• Limit the reasons for people to be in the library.
• Limit the amount of time people may stay in the library.
• Set up additional precautions for staff at public service desks. This may include:
  o Masks, gloves additional hand sanitizer.
  o Installation of Plexiglas barrier (or a transparent shower curtain).
  o Posting additional signage.
• Close program and meeting rooms.
• Remove furniture from the public floor except in areas where it may be required (i.e. computers, if you have determined you need to offer computer access).
  o Remove children’s furniture, games, puzzles, toys, stuffed animals, puppets.
• Ensure 2m between workstations or people. If you cannot manage this, then you will need to restrict the number of people in the space to below 15.
• Ensure all high touch surfaces are cleaned after each use.
• Clean all computer surfaces after each use (keyboard, mouse, monitor, table, chair).
  o Ensure that you are using the right cleaning supplies for your monitor.
  o Contact YRL if you are interested in medical-grade keyboards or mice (these can be more easily disinfected and washed).
• Staff need to perform daily symptom assessments.
  o Staff do not come to work if symptomatic, or if anyone in the household is symptomatic.
  o If staff become symptomatic when at work, they need to be isolated and AHS contacted for instructions.
• Staff and patrons must follow hand hygiene protocols.
  o Access to running water, soap and paper towel.
  o Access to hand sanitizer.
• Place hand sanitizers in high-contact locations (doors, return chutes, self checkouts, customer service desks, staff desks, computers).
• Clean high touch items after each use (carts, baskets, computers, chairs, tables, doors).
  o Assign staff to do this.
• Clean and disinfect high contact areas hourly.
  o Assign staff to do this.
  o Clean and stock public washroom more frequently than would typically be done.
• Close the library once per week to do a deeper clean.
• Inform customers that they cannot enter if they are symptomatic.
• If you are allowing customers into the space to pick up items:
  o Encourage use of self checkout as much as possible.
  o Do not handle a patron’s library card if they have held it in their mouth.
• Post signage about social distancing; enforce as needed but do not put staff at risk.
• Do NOT provide food or beverages to customers – even wrapped candy.
• Consider not accepting returns at this time. If customers do return items:
  o Set up a quarantine area.
  o Handle materials only with PPE.
  o The Cleveland Clinic has reported that the virus can survive anywhere between three hours and seven days, depending on the type of material. At this point, the virus can survive on the following common surfaces:
    ▪ Glass: five days
    ▪ Wood: four days
    ▪ Plastic, stainless steel: three days
    ▪ Cardboard: 24 hours
    ▪ A research project is currently underway at Battelle with the Institute of Museum and Library Services and OCLC to determine how long the virus will exist on books, magazines, newspapers and other materials. We are waiting for information from this project to inform how to handle and clean materials.
      ▪ AT THIS TIME, QUARANTINE MATERIALS FOR 3-4 DAYS.
  o Create a system to identify return dates so items can be backdated.
• Explain your plans for service and behaviour clearly and on your website/social media so patrons know what to expect.

Limited Service (maximum number of people permitted – half capacity)
To be determined: How to calculate a reasonable number of people who can be in the building and maintain 2m distance. This number usually refers to the building capacity as issued by the fire department. Using this metric may give you an unreasonably high number.

• Don’t forget to include staff in this calculation.
• You could take your public floor space and divide by 2m (or 6ft).
• You may need to limit the number of patrons in the building – and/or in certain parts of the building – based on layout and the free-flow/traffic patterns of patrons through the space.

Library Best Practices
• All of the above, plus:
• Assign staff to monitor the door and ‘count’ patrons coming into the space; lock the door when your number has been reached, or book appointments for people to come into the library.
• Include your expectations and the steps you will be taking on your website/social media.

Director/Board Best Practices
• Create processes and procedures for curbside pickup (YRL sent out best practices).
• Review your customer code of conduct/behaviour policy and include expected behaviours for pandemic situations and administrative responses. Communicate changes with staff and check for understanding.
• Review your return/circulation policies.
  o Consider including a statement that under pandemic conditions, normal processes for circulation may be suspended at discretion of the director.
• Director should be running regular check-ins with staff to address concerns.
  o Recognize that everyone – all staff, the Board – have experienced higher than normal stress and anxiety.
• Director and Board to agree on what services will be offered – communicate to staff and post on website/social media.

SCENARIO 4: ADDITIONAL RESTRICTIONS LIFTED
To be determined: If buildings are open to the public and there’s a decrease in the social distancing requirements, this may look like:

• Additional patrons in the building.
• Expanding/restoring some library hours, if you had restricted hours.
• Providing a limited amount of seating in public areas.
• Providing more access to physical computers.

Library Best Practices
• Pay attention to the outbreak levels in your community and be prepared to scale down service.
• Social distancing still required.
• Computer areas more accessible, but with time restrictions; ask customers to book appointments.
• Cleaning of public areas may be relaxed.
• Virtual programming continues.
• Limited in-person programming can begin; encourage people to register for programs in order to control social distancing. NO SINGING.
• Meeting rooms open for limited activities; by appointment only.
• Staff clean public areas as the public leave the building.
• Accept returns, but items need to be quarantined.

Director/Board Best Practices
• Determine the hours the library will be open to the public.
• Determine the services you want to expand, keep the same, or introduce.
• Publicize limited-service restoration (and define what that is).

SCENARIO 5: FULL PUBLIC SERVICE RESTORED
To be determined: What this looks like; however, in this phase all staff and volunteers can work in the library.
• The library is entirely open to the public, with restored services and programs.
• You must be prepared to scale back to one of the other scenarios, depending on direction from your municipality, health authority or the province.

Library Best Practices
• Library materials no longer quarantined.
• Meeting rooms accessible.
• No restrictions on computer use.
• Social distancing restrictions lifted.
• All in-person programming resumes.
• Volunteers can return.

Director/Board Best Practices
• Evaluates which virtual programs to continue based on plan of service, customer feedback.
• Reviews current plan of service and includes any new/ongoing activities.
• Leads a debrief conversation – both Board and staff should participate in one.
  o Review actions taken and responses; use structured debriefing questions.
    Contact YRL if you need assistance with the questions, or if you would like YRL staff to facilitate these sessions.
  o Record learnings and identify any further actions that need to be taken.

Sources
• Alberta’s relaunch strategy (PDF)
• Workplace guidance for business owners (PDF)
• https://www.ifla.org/covid-19-and-libraries#reopening
• http://olc.org/reopening-oh-libraries/
• https://librarycommission.wv.gov/Librarian/Pages/Resources.aspx
BACKGROUND

- Public libraries were closed by provincial order in March. Public libraries are not considered essential services.
  - Any violation of this order may result in fines.
- PLSB issued a statement regarding curbside delivery on April 14, 2020.
- Your Board needs to be involved in this decision. Under normal circumstances, this would be an operational decision. These are not normal circumstances and the Board, as the legal body, needs to be aware of the risks.

The key considerations below have been gathered from guidelines for retail and food services as well as based on discussions and examples within the library community. As no set of standards have arisen, we have included suggestions for best practices from a YRL perspective for our members.

KEY CONSIDERATIONS

1. Risk Analysis

Health Canada has issued risk-informed decision-making guidelines for workplaces/businesses. The intent of this page is to provide a framework for decision making and mitigation strategies.

Before starting curbside delivery, think about the following questions and the steps you will take to mitigate the risk:

- Are your patrons part of a high-risk group?
- Are your patrons at greater risk of spreading the virus?
- Is your community experiencing an increased rate of infection?
- Will patrons and staff be participating in activities that could contribute to the spread of the virus? Transactional activities (retail, passing objects) may represent higher risk.
- Do you have a pandemic preparedness plan? A continuity plan? How will staff absenteeism impact your core business activities?
- Do you have a communications plan to explain to patrons and key contacts what steps you are taking to ensure safety?
- Can your site implement public health, infection prevention and control measures?
  - Do you have a stable supply of disinfectant, soap, gloves, paper towels, masks, hand sanitizer, clean plastic bags, tissues?
  - Will you be compromising the supply of these materials to businesses and organizations deemed essential by the province?
- How will staff/patrons demonstrating symptoms be handled?
- Do staff have access to mental health supports? Working in this type of ambiguity can increase stress.
2. Perception is Reality

If you are implementing curbside pickup, the primary consideration you will have is the perception of safety – both for your patrons and for your staff. There will need to be an increased focus and discipline around sanitation. You will also need to continuously monitor the recommendations from Alberta Health Services (AHS) and your local public health unit in order to make informed decisions regarding when to stop, or restart, curbside pickup.

BEST PRACTICE

- Update, and continuously update, messaging on your website along the lines of ‘what we are doing’ and list all the sanitation steps you are taking.
- Include your expectations for patrons accessing your service.
- Be very, very clear and enforce the sanitation and safety steps you are taking.

3. Staff

Recognize the staff who are doing this work. Recognize, also, that staff have the right to refuse work that they deem unsafe. Staff may not agree to participate in curbside pickup activities.

BEST PRACTICE

- Staff will need to spend extra time to focus on cleaning and sanitizing ALL shared services. This includes: doors, handles, tables, carts, staff workstations, materials, packing materials. Do not use reusable bags for curbside pickup.
- Staff will need to increase the amount of time spent on hand-washing, and there needs to be continual reminders on proper handwashing techniques.
- Staff will need continual and reliable sources of: soap, paper towels, disinfectant, hand sanitizer (minimum 60% alcohol), gloves, plastic lined bins for disposal of paper towels and gloves.
- Change gloves as you change tasks. Once you have processed items for a patron and moved it to the pick up zone – wash down everything and change your gloves. Once the patron has picked up items, wash down everything and change your gloves.
- Staff do not come to work if they are exhibiting any symptoms of cold, flu or allergies.
- If staff exhibit symptoms when at work, have a strategy for containment, sanitation of the area(s) and assume that anyone in contact with this staff person has been exposed. Use the AHS self assessment and assume the staff member and anyone working with them will need to be in quarantine for 10+ days. Have a communication plan in place in the event that you need to inform the public.

4. Patrons

Access to physical items can support the mental health of patrons by providing a distraction, learning opportunities, skill development.

BEST PRACTICE

Patrons should be encouraged to:
• STAY HOME if they are exhibiting signs of infection, cold or allergies.
• Designate one person to pick up library items.
• Observe physical distancing.

5. The Process

Each site will have a different process based on risk (i.e. library is co-located with other services), space and access.

BEST PRACTICE

• Designate specific parking spots for curbside pickup; ideally close to where staff can monitor arrivals/departures.
• If the pickup zone is in an airlock, leave the front door open to minimize how many times the door handles need to be touched.
• Staff should disinfect the table tops (or carts) with the material on it, before and after each pickup; same with any surfaces (doors, handles, automatic door opening buttons).
• Staff should leave the items for the patron in advance of the scheduled pickup time and leave the area.
• Indicate on the ground where patrons should stand to maintain social distances.
• Patrons should not move to pick up items until staff are out of the area.
• Patrons should not touch items that are not for them if there are items out for other patrons.
• Make hand sanitizer, tissues and a plastic-lined garbage cans available for patron use.
• Reserve times for patrons to come and pick up material. This should be a phone call or email. If your patrons fall into a high-risk category, designate the first pickup times for them.
• Patrons may NOT enter the library for any reason. Doing so could result in fines levied against the library and the patron.
• The primary concern is to maintain the safety of staff and patrons.
  • For that reason, do NOT accept returns unless and until you are able to:
    ▪ Ensure you have the space to quarantine the items away from staff.
    ▪ Ensure you have the personal protective equipment to handle the materials.
    ▪ Ensure you have enough sanitation supplies to clean the items and the work surfaces.
    ▪ Remember: staff have the right to refuse work they perceive to be unsafe.

6. TRACpac

Patrons will be limited to items checked in at their home library. There is no movement of materials between libraries, and this service will not be reinstated until the province provides guidelines.
BEST PRACTICE

YRL will not be opening up libraries in Polaris to permit holds.

- This is not as easy a process as just permitting holds to happen; there are other consequences to this that can, and will, impact library operations.
- We need a consistent response across the region. Not all libraries are willing to open to curbside delivery (yet).
- Patrons are not following instructions to limit their hold requests to their home library collections – this is starting to impact holds list, and staff time to manage it.
- Edmonton Public Library has closed to holds. YRL libraries are within an easy reach of Edmonton patrons who could put holds on material using the ME Library feature and show up at your library expecting service.

Managing requests:

- If patrons have specific title or author requests:
  - Create a new list.
  - Search for and add the titles they want to that list.
    - Use advanced search to limit the search to their home library.
  - Email the list to the library.
- Designated staff can review the list, ensure that the items are both at that library and checked in.
- Pull the number of items that you are allowing patrons to check out at once.
- Inform the patron via email or phone that their items are ready to be picked up and work out the time for them to do so. TRAC notices will not go out, so this will need to be done manually.

You can reserve the right to limit the number of items checked out.

You can reserve the right to substitute items based on your collection.

You can have a readers’ advisory conversation with your patrons to help them discover new and/or different authors.

You can also prepare kits of materials (i.e. mystery, westerns, non-fiction; hink ‘blind date with a book’).
YRL BLOG - UPDATES AND MORE

COVID-19 Information Guidance for Libraries produced June 2020 by Alberta's Chief Medical Officer of Health's Office

YRL Best Practices - Library Reopening During a Pandemic - May 8, 2020

YRL Curbside Delivery of Library Materials - April 20, 2020

June 15
SRC 2020 training webinar reminder

- Tuesday, June 16, 11:00 a.m.: This 90-minute webinar will include a live tour of the TDSRC and ABSRC resources along with Q&A. Register for the live event (recording will be available after).

- The recorded webinar from last week is available on YouTube and the handouts are online.

Diversity audit webinar reminder

- Wednesday, June 17, 11:00 a.m.: YRL librarian Laina Kelly will be doing a live Q&A with BookNet Canada for her Diversity Benchmarking: Improving Diversity and Inclusion in Library Collections presentation. Register for the 90-minute live event (recording will be available after).

Post-pandemic organizational sustainability recorded webinar

- In this Excellence Canada webinar, How a Healthy Organization Achieves Post-Pandemic Sustainability, learn how inclusive leadership can inspire employees and build team resilience to produce a vibrant, positive workplace.

Another safety barrier option

- Thank you to Karen from Three Hills Municipal Library for sharing this safety barrier idea! “As plexiglass is hard to obtain and incredibly expensive, we purchased large frames from Ikea ($30 each) that came with an optically clear acrylic cover; we removed all the backing, used silicone to keep the acrylic cover in place, drilled small holes in the top of the aluminum frame, and hung them up with picture wire.”

June 12
Communicating new library rules/processes

- As library staff are busy behind the scenes preparing to reopen, it is important to plan your reopening communication strategy. This Super Library Marketing blog post has great ideas for conveying the new rules and processes to your staff and the public.

National Indigenous Peoples Day virtual celebration

- Thank you to YRL Trustee Bill Elliot from the City of Wetaskiwin for sharing this with us! Join the Banff Centre for Arts and Creativity in virtually celebrating National Indigenous Peoples Day with a rich and unique immersion in Treaty 7 arts and culture featuring free events and workshops. Register for the free events and workshops. Register for the free events and workshops.

- Sunday, June 21, 10:00 a.m.: Drawn to Nature Online Workshop led by Alberta Rose W/Inguk
BPAA announcement

- Please see the [BPAA announcement](https://bookpublishers.ab.ca/2020/06/12/introducing-the-alberta-reads-book-club/) regarding the newly launched "Alberta Reads" provincial book club.

**June 11**

Local holds reopening

- YRL is planning to reopen local holds as of Monday, July 13. Before we do, we will contact every member public library to gather specific information, as once the holds are opened, it will impact other things such as notices and overdue fines.
- "Why July 13?" We had multiple requests from libraries to provide as much notice as possible as staff may need to be recalled. We also do not know when government courier will resume, which will impact the movement of material between regions/outside of YRL.

SRC 2020 training webinar

- Thank you to all interested libraries who signed up for yesterday's SRC 2020 training webinar. We are very sorry not all attendees were able to view the webinar and YRL is offering the following options to make sure programming staff feel prepared for SRC 2020.
  - The recorded webinar is on YouTube: [Watch](https://youtu.be/CwbCg_XIkeQ)
  - The handouts are available online: [Download](https://absummerreading.ca/staff/additional-resources/download-supporting-documentation)
  - Tuesday, June 16, 11:00 a.m.: Another 90-minute webinar with a live tour of the resources and Q&A. [Register](https://attendee.gotowebinar.com/register/548102555926408208)

Diversity audit webinar

- Wednesday, June 17, 11:00 a.m.: YRL librarian Laina Kelly will be doing a live Q&A with [BookNet Canada](https://www.booknetcanada.ca/) for her presentation [Diversity Benchmarking: Improving Diversity and Inclusion in Library Collections](https://www.eventbrite.ca/e/diversity-benchmarking-tickets-107132698786). For the 90-minute live event (recording will be available after).

ALTA AGM

- Saturday, June 13, 9:30 a.m.: Library board members across the province are invited to view the [meeting package](https://librarytrustees.ab.ca/altas-2020-virtual-agm/) and attend ALTA's 49th AGM. [Register](https://zoom.us/webinar/register/WN_Ff9Jtm8RGylX66GVagIF6Q)

**June 10**

Tips for dealing with angry patrons when your library reopens video

- As libraries reopen their physical buildings, library staff may be worried about dealing with patrons who are upset. This 6-minute [Super Library Marketing video](https://youtu.be/H11UbaaE9Ik) offers tips for dealing with patrons who are having trouble accepting the new rules and regulations.

Supporting mental health in a virtual world recorded webinar

- The Conference Board of Canada presented this informative session with mental health experts to help individuals and workplaces navigate the many virtual mental health offerings, and they discussed the role of employers and governments to promote and scale these services as society becomes reliant on digital platforms. [Access recording](https://www.conferenceboard.ca/insights/covid-19?utm_source=OP&utm_medium=EMAIL&utm_campaign=SMHWEBRECORDINGJUN10.20&mkt_tok=eypjlojiLEURGaj16QTjPRGRlsTkRReSlsInOjIojOjJ)

**June 9**

Relaunch Strategy Stage 2 starts Friday, June 12

- It was announced earlier this afternoon that [Stage 2](https://www.alberta.ca/alberta-relaunch-strategy.aspx#stage2) of the relaunch will begin this Friday, June 12. This will allow additional businesses and services, including libraries, to reopen and resume operations with two-

AUMA webinar

- **Friday, June 12, 11:00 a.m.** What "Phase 2" means to municipal & community services: This 60-minute interactive webinar will provide some insights and guidance on operational matters for Stage 2 with a panel of experts, including Alberta’s CMOH, Dr. Deena Hinshaw. Register (https://www.eventbrite.ca/e/ask-the-expert-what-phase-2-means-to-municipal-community-services-tickets-108694959550)

June 8

YRL van delivery

- Please continue to quarantine bins arriving from YRL for at least three days. It is not necessary to quarantine anything being sent to YRL, as we quarantine all bins and items for at least three days. If you have any questions please email askyrl@yrl.ab.ca (mailto:askyrl@yrl.ab.ca).

Virtually share your new books!

- You may have noticed that YRL changed many of the record sets on the homepage of your website to eBooks and eAudiobooks when your library closed due to COVID-19 restrictions. We are happy to announce that you can now use these record sets to promote the new items or any other physical items belonging to your library to your patrons. The best part is all the work can be done easily in Polaris through record sets. If you are interested in learning more, please email askyrl@yrl.ab.ca (mailto:askyrl@yrl.ab.ca) and someone from our websites team will contact you to get this set up and show you how to maintain the record sets.

SRC 2020 training

- **Wednesday, June 10, 1:00 p.m.** YRL will be offering a two-hour training session covering the TD SRC website, online programming and other topics related to this year’s SRC. Register (https://attendee.gotowebinar.com/register/1102553283783742731)

Race Matters webinar series

- Thank you to Laura from our YRL team for sharing this with us! In this three-part webinar series, Korn Ferry will discuss what business leaders at all levels can say and do to tackle racism in their organizations and in society, the impact of recent events on the Black community, what White people can do to be authentic allies and drive change, and what leaders and HR can do to address systemic racism and build inclusive organizations for all.
  - **Tuesday, June 9, 9:00 a.m.** Stand by Me – How whites can become authentic allies: White privilege has always been difficult to explore. But without accusation we will talk about how Whites can leverage racial privilege to be effective allies for achieving equity. Register (https://infokf.kornferry.com/stand-by-me.html)
  - **Wednesday, June 10, 9:00 a.m.** In My Shoes – Addressing systemic racism through structural inclusion: The emphasis of diversity and inclusion over the past few years has been to tackle people's behavior with unconscious bias training. But, while worthwhile, it's not enough. In this webinar we discuss how organizations are tackling the systemic racism in their existing talent systems. Register (https://infokf.kornferry.com/in-my-shoes.html)
  - **Thursday, June 11, 9:00 a.m.** Don't Talk, Do – Creating a racially equitable future as inclusive leaders: Organizations need CEOs to be champions of racial equity. But to lead their businesses to become truly inclusive and equitable they also need to be highly skilled in a multitude of ways. We talk about what inclusive leadership looks like in action. Register (https://infokf.kornferry.com/dont-talk-do.html)
  - **Hear Me – Black voices on their pain and anger** (recorded June 4): Four Black professionals from three different generations share what George Floyd, Breonna Taylor, and Ahmaud Arbery's tragic killings and that of many other Blacks means for them and their families. Watch (https://infokf.kornferry.com/hear-me.html)

Home office ergonomics video

- HRdownloads created this short video (https://vimeo.com/413239665/125ea84756) with ergonomic tips for those working from home.

How to stop rumination during stressful times
**June 5**

**PLSB update: Nodes meeting**

- Diana Davidson, PLSB Director, sent this message about the Provincial Public Library Network Nodes roundtable meeting held June 3:
  
  Thanks for attending the teleconference yesterday and for so quickly sharing your new card holder numbers with me. I thought you might like to know that, according to the numbers you shared, just over 18,500 Albertans registered for new public library cards since March 15th. That is pretty incredible. For perspective... This is roughly double the number of new card registrations typically seen in a three month period (as estimated from total new card numbers in the last four years of annual reports). I think this rough statistic speaks to how important libraries have been during the pandemic (even as physical doors had to close). I know that when we officially report this, there will be more analysis to be done around other benchmarks and other totals and what happens to usage generally over the rest of the year. But for today, it is an encouraging number and I think something everyone can be proud of.

**LibraryAware has reopening templates**

- Did you know that LibraryAware had hundreds of new COVID-19 related design templates that library staff can use to prepare signage for reopening? There are options for posters, flyers, bookmarks, social media widgets and more, with designs for topics such as reopening hours, donations, directional signage and curbside pickup. To access the templates, log into your library's LibraryAware account and enter “covid” into the search box. If you need help accessing LibraryAware, please contact askylr@yrl.ab.ca.

**Distillery hand sanitizer vendors**

- Thank you to those who sent us information about regional distilleries making hand sanitizer.
  
  - **North 49 Lubricants** ([https://www.49northlubricants.com/products/other/hand-sanitizer/](https://www.49northlubricants.com/products/other/hand-sanitizer/)), Leduc  info@49northlubricants.com (780) 986-9260
  
  - **Rocky Mountain Big Horn Distillery** ([https://rockymountainbighorn.ca/](https://rockymountainbighorn.ca/)), Edson  info@rockymountainbighorn.ca (780) 712-3709
  
  - **West of the 5th Distillery** ([https://www.westofthe5th.com/handsanitizer](https://www.westofthe5th.com/handsanitizer)), Barrhead  info@westofthe5th.com (780) 283-1809
  
  - **Indoff Alberta** ([https://indoffalberta.indoff.com/](https://indoffalberta.indoff.com/)), Edmonton  dave.birkenhagen@indoff.com (780) 915-9635
  
  - **Section 35 Farm Distillery** ([https://sec35.com/](https://sec35.com/)), Viking  lynette@sec35.com (403) 616-6079

**Helping restore an anxious brain**

- COVID-19 has brought anxiety to the fore with many of us during this pandemic period. This [folio article](https://www.folio.ca/chemical-messenger-in-brain-could-point-to-better-treatments-for-anxiety) has good news though – scientists at the University of Alberta are progressing in research on the anxious brain.

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**June 4**

**Canada-Alberta Job Grant**

- The [Canada-Alberta Job Grant](https://www.alberta.ca/canada-alberta-job-grant.aspx) is a training program where an employer applies on behalf of their employee(s) for eligible training costs. Employers decide who gets training and what type of training may be needed for their employees. Eligible employers are required to contribute a minimum of one-third of the total training costs for existing employees. Government contributes two-thirds of the cost to a maximum of $10,000 per trainee per fiscal year. If hiring and training an unemployed Albertan, up to 100 per cent of training costs could be covered, up to $15,000 per trainee.

**Re-opening policies, etc.**

- Reopening policies and other relevant documents will be added to the [Library Toolshed](https://librarytoolshed.ca/browse/resources) as they become available.

**ALTA Zoom tutorial and AGM**

- **Saturday, June 6, 9:30 a.m., Zoom tutorial**: Attend this webinar if you are new to using Zoom. [Register](https://zoom.us/webinar/register/WN_Si8du6Kh5xGHuVQ2p06Q_A)
Wednesday, June 17, 1:00-4:00 p.m.: The second Library 2.020 mini-conference will be held free online, and will focus on innovation and innovative thinking in rural, independent, tribal, and other small, diverse array of keynote panelists and curated presenters. Register (https://www.eventbrite.com/e/library-2020-small-rural-and-independent-libraries-registration-101568361704)

10 Days of Happiness program

- The COVID-19 pandemic brings big challenges for our mental health, whether you’re isolating at home or trying to live with the new restrictions. 10 Days of Happiness is a free, 10-day online coaching program which guides you through daily actions for happier living, and can help you cope and find a little more happiness in these difficult times. Join (https://10daysofhappiness.org/)

June 3

Provincial town hall call on June 1

- Hosted by Tanya Fir, Minister of Economic Development, Trade and Tourism, along with Kaycee Madu, Minister of Municipal Affairs and Dr. Deena Hinshaw, Alberta’s Chief Medical Officer of Health, the call was to gather questions and feedback from the library community which will then be used in the development of library-specific guidelines that will be available before Stage 2 begins. It was confirmed that Stage 2 is not a ‘must open by date’ for libraries: boards can decide timelines based on the community and risk assessments.

- Topics of discussion included: physical distancing between staff and/or patrons, computer access, face masks, acrylic barriers, sanitizing surfaces, browsing library collections, restroom access, managing staff or patrons who may be sick, and public libraries in co-located facilities.

- Minister Madu spoke to the actions taken by the Public Library Services Branch and remarked how active public libraries in the province have been in supporting communities in a variety of ways, the creativity that has gone into offering programming and the increased use of eResources. He also affirmed the commitment to provide the balance of the library operating grant this fall.

PLSB update

- The PLSB hosted a Provincial Public Library Network Nodes roundtable call this afternoon. Highlights include:

  - Minister Madu was delighted with the participation and number of people (384 in total) connected to Monday’s provincial town hall call, particularly since it was organized and communicated on very short notice.

  - The guidelines coming from the office of the Chief Medical Officer of Health will probably be very general with regards to restrictions. For specific information, please refer to the previously distributed PLSB material and YRL planning documents, and what has also been shared amongst libraries. Contact the PLSB or YRL if you have any questions or concerns.

  - PLSB will be sending out a statement this week regarding co-located facilities, but it appears the decision on when and how to open will need to be a conversation between the partners (i.e. library board and school) and as per any agreement(s) in place.

  - There is no obligation for libraries to open sooner than when you are ready to do so. A number of the urban libraries in the province are aiming for a July opening date.

  - Some locations are NOT starting with curbside pickup of material. Instead, they are starting with computer access BY appointment, AND working through community agencies.

    - The library books time for the agency clientele to come in.

    - Those clients come in for one hour.

    - After that hour, the computers are cleaned before the next group booking is allowed in.

    - Computers have been moved into a separate area, and physically distanced.

  - Communication plans on what services you are opening with, and why you are choosing one service over another will be very important, especially to manage expectations of patrons coming back in. Contact Karla (mailto:kpalichuk@yrl.ab.ca) if you need assistance.

  - There are 16 Provincial Public Library Network Node members. Not including Edmonton and Calgary Public Libraries, Chinook Arch Regional Library System (even with Lethbridge Public Library’s numbers removed) currently has the most new cardholders for March-May (well done!) and YRL has the second highest number of new cardholders in the province for the same time period: more than 1,000! Great job engaging with your communities!

Supporting mental health in a virtual world webinar
REALM project update

- The REALM Project (http://click.e.oclc.org/?qs=ea668b368a23acf2532e90fbb79600dc8936680bb1c50096e767f311e1c911fa7e82e06c885f910ab711b61a6a40ca9) released a technical document, *Test Plan for the Natural Attenuation of SARS-CoV-2 as a Decontamination Approach*, that explains the process and details about conditions for testing materials provided by archives, libraries, and museums. A preliminary literature review prepared by Battelle informed the context for the laboratory research that is currently underway; the REALM Project Happening Now update (http://click.e.oclc.org/?gs=ea668b368a23acf2cca6d686942b9e9db6bb1b43a6b04be889e0b0dc751a6b591b159e40b0df24e9810dc4f968f0b) has more information on this first round of testing.

Project READY: Reimagining Equity & Access for Diverse Youth free online curriculum

- The Project READY curriculum modules (http://ready.web.unc.edu/) were designed to support school and public youth services librarians committed to working toward racial equity and may also be useful for teachers and other school staff members, library or school administrators, instructors in library science programs, or anyone else interested in improving their own understanding of racial equity issues. Thank you to Susan from Calmar Public Library for sharing this resource with us!

June 2

New chat feature available!

- YRL is pleased to offer a chat service platform to its member libraries. After some beta testing with libraries, LibraryH3lp is now live for Beaumont, Hinton and Spruce Grove with two more libraries in the testing phase.

- LibraryH3lp is a flexible virtual reference platform that provides real-time chat for instant answers. With LibraryH3lp embedded on your website, library staff can connect with visitors to your website, providing assistance and answers from the comfort of their desk at work, at home, or even on the go using a web-based chat application on their phone.

- If you would like more information or are interested in adding LibraryH3lp chat as a service your library offers, contact Stephanie at sthero@yrl.ab.ca.

TAL Update

- TAL is running a pilot project with Parkland Regional Library System, Peace Library System and Yellowhead Regional Library. Prior to COVID-19, there were discussions about combining workshop planning and the need for a virtual conference led to the invitation for TAL to be a partner.

- Along with technical expertise and contacts, TAL has licensed the virtual conference software and has the capacity to host and archive the conference sessions. TAL is using this opportunity to assess how we can provide this as a service to our members and whether it has the possibility of generating revenue if we host sessions for other non-profit organizations.

- Stronger Together Virtual Conference (https://strongertogether.heysummit.com/coming-soon/) October 1 & 2, 2020

Adapting to new workplace health and safety measures

- As businesses begin to reopen, they're setting new rules around health and safety. But it will take some time for these new rules to feel normal. Leaders can take a few steps to help their teams adapt.

  - First, encourage returning employees to not only follow, but help enforce the rules. Ask them to politely call out any violations of the new safety practices, and to remind the offender of proper protocol — even if it's the boss.

  - Next, remind your team that the best response to a reminder is a simple "thank you," followed by compliance.

  - Finally, hold a boot camp where people can practice the new behaviors. This can be as short as 30 minutes or as long as a few hours, depending on your company's particular policies.

  - Make the moral case for changing behavior by clearly communicating the life-and-death risks of noncompliance. And give people the opportunity to go through the motions, so they can begin to develop these new habits.

  - Establishing new norms is difficult, but clear and committed leadership will help make it happen.

Feel the grief and keep going

Thank you to Allison from Stony Plain Public Library for sharing this newsletter with us! Parkland School Division's Family Supports Newsletter contains a wide variety of information and training opportunities; the first article in this issue, The Discomfort You Are Feeling is Grief, aptly describes what many people may be going through and also offers insights on how to be empathetic and compassionate toward others.

How to overcome challenges

- This Crisis & Trauma Resource Institute blog post [here](https://ca.ctrinstitute.com/blog/how-to-overcome-challenges-lessons-from-rock-climbing/) lists three important lessons for overcoming challenges.

June 1

Order by Friday: Re-entry Kit/Acrylic barrier

- YRL is coordinating the bulk purchase of COVID-19 Re-entry Kits for Libraries and acrylic safety barriers; libraries will be invoiced upon receipt and the kits/barriers will be delivered on the van run. Email your order to Wendy (mailto:wsears@yrl.ab.ca) by 12:30 p.m. on Friday, June 5.
  - COVID-19 Re-entry Kit for Libraries – $375
    - 10 – face shields
    - 50 – masks
    - 12 – sanitizer bottles (240 ml each)
    - 2 – sanitizer refill bottles (2 L each)
    - 4 – 8.5" x 11" plastic signs (2 each: Social distancing in use and Clean your hands)
  - Acrylic safety barrier/sneeze guard – $200

ALA 'Libraries Reopening' webinar series

- Thank you to Allison from Stony Plain Public Library for sharing this with us! The ALA IRRT webinar committee will run six free webinars focusing on perspectives from libraries around the world, and the presenters will address the following questions:
  - What risks are libraries expecting to be associated with the reopening?
  - What is the library strategy to protect their users, the library staff, the building, and the materials?
  - What are the safety measures that libraries are putting in place?
  - What is the training the staff need?
  - What communications channels are you using or plan to use to communicate the staff safety?
  - Libraries in Germany, Hong Kong, Indonesia, Mexico, Qatar, Netherlands, Sweden, and Australia will share how they addressed, and are currently addressing, the reopening of libraries during the challenging time of COVID-19. [Register](http://www.ala.org/rt/irrt/initiatives)
    - Wednesday, June 3: #1 Leipzig University Library | Germany | 11:00 a.m.-12:00 p.m. (MDT) #2 University of Hong Kong | Hong Kong | 6:00-7:00 p.m. (MDT)
    - Thursday, June 4: #1 UIN Sunan Kalijaga Library | Indonesia and National Autonomous University of Mexico, Mexico | 9:00-10:00 a.m. (MDT) #2 ACT Heritage Library | Australia | 5:00-6:00 p.m. (MDT)
    - Friday, June 5: Qatar National Library | Qatar and Netherlands: A Comparative View | 1:00-2:00 p.m. (MDT)
    - Thursday, June 11: Helsingborg City Libraries and Mjölby Public Library | Sweden | 9:00-10:00 a.m. (MDT)

Mental health and returning to the workplace

- This [Conference Board of Canada article](https://www.conferenceboard.ca/insights/blogs/covid-19-s-impact-on-mental-health-and-returning-to-the-workplace?utm_source=HEALTH&utm_medium=EMAIL&utm_campaign=RATB20MAY29&mkt_tok=eyJpIjoiTUdNM05ESTFNelZoTUdSaisInQiOiJyXC9GMmh looks at what organizations must consider as they prepare to return to the workplace, and how employers need to be prepared to support mental health as well as employee safety and physical health.

'Libraries Still Light the Way'
May 29

20 million masks to be distributed to Albertans

- As part of Alberta's Relaunch Strategy, the provincial government is partnering with A&W, McDonald's and Tim Hortons to distribute non-medical masks at no cost through drive-thru locations across the province starting in early June. Media Release (https://www.alberta.ca/release.cfm?xID=71469CBC1BF0F-EF94-B660-C2BFCCB26FA6034C)

Diluted bleach and cleaning products

- If you are (or will be) using diluted bleach in your library, please consider potential conflicts with the cleaning products being used. For example, bleach and ammonia (commonly found in glass and window cleaners) can produce a toxic gas.


Science-based reopening plans in everyday English

- Thank you to Janet of our YRL team for sharing this Library Journal article (https://www.libraryjournal.com/?detailStory=science-based-reopening-plans-in-everyday-english&fbclid=IwAR1w6Gw11d9Z_jLVZaLUmByzCkJEmy1fSBhl2ImR3_7Wqzvd6I8b9P6j97Y) about reopening.

May 28

Save the date!


- Registration is free and opens on Friday, August 7.

- Visit the Stronger Together website (https://strongertogether.heysummit.com/coming-soon/) to learn more.

Packing of delivery bins

- When library staff are packing bins for delivery to YRL, place all material directly in the bin – please do not use any extra packaging; for example: canvas bags, bubble wrap, cardboard. Thank you!

June schedule: YRL Coffee Chats

- Thursday, June 4, 11, 18 and 25, 1:30-2:15 p.m.: Working from a distance doesn't mean you can't connect! Join YRL staff for a weekly coffee chat, where we answer your frequently asked questions, discuss projects you can work on during closure, chat about what's happening in your library and (virtually) check in with everyone to see how each of us are doing during this unprecedented time. Each Coffee Chat has a limit of 26 participants, so be sure to join the meeting early to secure your spot! Email askyrl@yrl.ab.ca (mailto:askyrl@yrl.ab.ca) to get the meeting link.

- If you are accessing the Coffee Chat via your phone or tablet, download the GoToMeeting app (https://global.gotomeeting.com/install/460218661).

May 27

Face shields and more...

- Having trouble buying PPE and other necessities for your library's relaunch? YRL could coordinate a bulk purchase and have the items delivered to your library on the van run.

  - COVID-19 Re-entry Kit (as listed) $375
    - 10 – face shields
    - 50 – masks
    - 12 – sanitizer bottles (240 ml each)
    - 2 – sanitizer refill bottles (2 L each)
To express an interest for your library, email Wendy at wsears@yrl.ab.ca.

**TAL update**

- An annual report will be published and shared in June.
- Continually adding online content to support libraries in post-pandemic planning, and provide free professional development opportunities for staff.
- Exploring options to work with the Alberta Library Trustees' Association (ALTA) and the Alberta Museums Association for shared programming.
- Anticipate early July move to new location at Edmonton Public Library.
- Met with several TAL members to discuss options for licensing the Edmonton Journal archives; work continues on this project.

**FWE free 5-day program**

- Launching Monday, June 8 – Ready, Resilient, and Strong: A resilience program for women entrepreneurs – join women entrepreneurs from across Canada for a free, 5-day educational dive aimed at strengthening you and your business’ resilience during this unprecedented time. Register.

**May 26**

**CAMH webinar**

- Tuesday, June 2, 9:00 a.m.: Managing the transition back: Organizational readiness and employee anxiety – as a business leader, you may be thinking about managing the transition back to the office and what the new normal will look like. This one-hour webinar will discuss managing the transition back to the office, organizational readiness and employee anxiety during COVID-19. Register.

**How to save your summer vacation**

- Thinking differently about leisure time can help you get a family getaway despite the pandemic, say experts in this folio article.

**May 25**

**Patron expiration dates**

- On June 1, YRL will be doing a bulk change for patrons with expiration dates in the month of June – they will be extended through until July 31, 2020.
- If you do not want this, or would like a longer extension, please email Stephanie at shero@yrl.ab.ca as soon as possible.

**Washable keyboards and mice**

- For those who were interested in sealable, washable keyboards and mice, we have sourced out a supplier who has high inventory (for now) of high-quality, waterproof, dishwasher-safe units:
  - Seal Shield Silver Seal™ Waterproof Keyboard, Black, SSKSV207 – $115.99 View keyboard
  - Seal Shield Silver Storm™ Waterproof Mouse, Corded, Black, STM042 – $83.49 View mouse
- YRL will coordinate the bulk purchase and invoice your library after. As stocks of such items are in high demand, the order will be submitted at the end of this week.
- If you are interested in purchasing these for your library, email the quantity of each to Stephanie (mailto:shero@yrl.ab.ca) by 12:30 p.m. on Friday, May 29.
Reopening notes

• Separation barrier specifications
  There has not been a size stipulation provided by the province. None of the best practices out of the US have indicated any size standards.
  Most libraries that are going forward with barriers are ensuring that they extend up quite high (at least 6-8" above the height of the tallest staff person or patron).
  Some libraries are opting to use a clear shower curtain suspended from the ceiling and taped to the desk.

• Number of people in the library
  At this point, the maximum number of people that can be in the facility cannot exceed 15, until and unless the province determines that libraries can act as retail outlets.
  The Public Library Services Branch (PLSB) set out a suggestion of one person per 10 square metres (108 square feet) but you cannot allow more than 15 people in at this time, even if the calculation indicates otherwise. One thing to consider, is to remove the space taken up by computer stations, staff work areas, shelving and any other fixtures. For example, when Edmonton Public Library ran the calculation on one of their 8,000 square foot spaces and removed the space taken up by shelving and other items, they had 15 people allowed in; at this time, they determined that 15 people is too many to keep the staff safe so will not be opening to the public.
  A majority of libraries in the province are moving to start curbside pickup OR a combination of curbside pickup and allowing customers to enter the library into clearly defined areas for holds pickup or computer use only (closed stacks, no browsing).
  You could, as Stage 2 opens, allow up to 15 people – but you must ensure physical distancing and that any surface touched by patrons and/or staff is thoroughly cleaned, including books.

• School-housed/Co-located libraries
  School-housed public libraries and other co-located areas may be included in Stage 3. The PLSB is going to confirm because there are quite a few school-housed/co-located public libraries in the province.
  Questions to consider: Do you have your own public entrance? Or an entrance that is separate from the school (or other organizations)? Is the school (or other organizations) aware of your opening plans?

ALTA Virtual AGM

• Find out the details and download the Saturday, June 13 meeting documents from the ALTA website (https://librarytrustees.ab.ca/altas-2020-virtual-agm/).

May 22

The Dewey Divas and Dudes presentations

• The Dewey Divas and Dudes are excited to offer a virtual presentation of the Spring 2020 books that should absolutely not be missed! These titles are the must-reads and hidden gems hand-picked by our reps that will entertain, absorb, and comfort readers of all ages. Thank you to Wendy at Westlock Municipal Library for sharing this with us!
  Pre-registration is required by Sunday, May 24 to attend one or both sessions. Register (https://www.eventbrite.ca/e/the-dewey-divas-and-dudes-spring-books-not-to-be-missed-tickets-104351664638)
    • Tuesday, May 26, 11:00 a.m.: Adult picks
    • Wednesday, May 27, 11:00 a.m.: Kids and teen picks

Excellence Canada webinars

• Thursday, May 28, 11:00 a.m.: Workplace Wellness, It’s Not Just Checking a Box – If you are going to do wellness, why not do it well? In this session we will explore the science of wellness and key elements required to drive sustainable health behaviour change, the power of measuring wellness, and a glimpse into the future using data to drive tailored interventions. Register (https://us02web.zoom.us/webinar/register/3615894699006/WN_WNKi4eysScyo2_-_d9aHr6g)
• Thursday, June 11, 12:00 p.m.: How to Enable Your Workforce to Thrive as You Transition Out of the Pandemic – Anyone in a management position can benefit from these insights about designing a healthy change process, cultivating team resilience, and fostering the mutual trust that will be essential for future success. Register (https://us02web.zoom.us/webinar/register/8015894703541/WN_aafAnLjv5UuwHYWKvDoc7g)

May 21

Polaris considerations when offering curbside services
While many libraries are offering curbside services and the van delivery system is starting to move materials around, the ability to place holds in TRACpac for YRL libraries will not be activated yet. This is one way we are “flattening the curve” of materials moving around in the initial stages of reopening. Considerations include:

• The majority of libraries are not fulfilling holds from other locations, regardless of what region they are in. Some regions are not yet doing deliveries between all their libraries, and government courier is not yet operational.

• Holds that are placed, go to pending and then are ignored long term, can become problematic to the holds routing setup in Polaris.

• We have to be very considerate of the capacity of our van deliveries. At present, YRL van deliveries are more about moving material that has been returned and providing libraries with their new materials.

• Reducing the impact on libraries when they reopen as well as limit the volume of materials coming through all sites, including YRL HQ. All the materials that were checked out are going to be returned, likely quickly, and must be quarantined for 3-5 days minimum. Bins and storage space is going to be at a premium.

• Despite the hiatus of patrons being able to place holds in TRACpac, library staff are still able to place item-specific holds on their own materials in Polaris/Leap and be able to identify it in Request Manager (just switch the By field to Pickup and Status to Active). When you check the items out, they will take the regular loan period, so if you’re looking to go longer or shorter, make sure to choose a Special Loan Period date.

• One thing you'll need to consider is whether you want email, phone and text message notifications turned on; they are currently turned off. That's going to include hold notices, but also almost overdue reminders, overdue notices, patron expiration reminders, etc. For more information or to turn your notifications on, email Stephanie at sthero@yrl.ab.ca.

• Contact Stephanie (mailto:sthero@yrl.ab.ca) if you have any Polaris-related questions about curbside services.

REALM project update: Material testing underway

• Five items commonly found in public libraries have been selected for initial lab testing to determine the length of time the COVID-19 virus may live on the surface of these materials. Testing began May 13 using materials provided to Battelle by Columbus Metropolitan Library, and the results of this first round are expected to be released mid-June.

• For more information on this first round of testing and other activities, visit the “Happening Now (http://click.e.oclc.org/?qs=c107208b5d4830c2da592f2a52bd7b895e2824373880d966a7e719a1220050a87c7b4758f2da8b93f09ada2c7e0e6d4c)” project update page. For more on the scope, timeline, and committees involved with the REALM project, visit oc.lc/realm-project.

May 20

Ancestry Library Edition update

• Remote access of Ancestry Library Edition has been extended another month to June 30, 2020.

Flushing building water systems

• For buildings that have had low or zero occupancy during the COVID-19 pandemic, the water lines in these building should be flushed to ensure that potential microbial and chemical risks from stagnant water are minimized. Alberta Environment and Parks produced this Guidance for Flushing Water Systems (https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-flushing-water-systems.pdf) document.

May 19

AUMA webinar on YouTube

• Last week's 90-minute Ask the experts webinar is available on YouTube (https://www.youtube.com/watch?v=uIDGCQp90RQ&feature=youtu.be).

Is it safe to borrow library books?

• This reader-submitted question was in a CBC news article (https://www.cbc.ca/news/covid-questions-library-asthma-1.5570160). Please note that Alberta-specific information will be forthcoming but this does underly the importance of libraries to quarantine materials and the need to communicate the same to their staff and patrons.

How to manage anxiety during COVID-19 - A guide for frontline workers

• This Crisis & Trauma Resource Institute blog post (https://ca.ctrinstitute.com/blog/how-to-manage-anxiety-during-covid-19-a-guide-for-frontline-workers/) has five anxiety-reducing tips for frontline workers.
May 14

Reopening libraries

Premier Kenney announced yesterday that Stage 2 of the Alberta Relaunch Strategy would not start any earlier than Friday, June 19. Libraries are included in Stage 2; however, restrictions must be adhered to including two metre physical distancing requirements and other public health guidelines. We will continue to send out more information as it becomes available.

Managing your team post-pandemic

Managing your staff as they return to work will be different than a few months ago; listen to the recording of this RBC Dominion Securities presentation for some great ideas and approaches.

Grammarly for free

Grammarly provides writing support including critical grammar, spelling, punctuation and conciseness suggestions, along with tone detection, and they have launched a tailored offering for non-profits that is free through all of 2020. This free offer provides access to key features, including all premium-level writing suggestions, administrator dashboards, and integrations with websites and workplace tools.

May 13

YRL Delivery Schedule - May 19 to June 25

Thank you to our member library staff for their flexibility and communication these last few weeks as we have experimented with van runs to deliver new books and in-transit items to your libraries. We have really appreciated everyone putting safety first and being open to changing how you accept the bins. It has led to this! A modified delivery schedule for the next six weeks. This will help everyone to plan and help us to keep new books flowing into your libraries. A few things to remember:

- If you do not want to accept a delivery, that is okay. Please mail delivery@yrl.ab.ca or askyrl@yrl.ab.ca to let us know.
- If we do not have any bins for your location in any given week, we may contact you to see if you have items to pick-up.
- If you have any questions or concerns about delivery and you would like to make further changes to how we are picking up bins and/or where we are dropping them off, please contact Jocie Wilson at jwilson@yrl.ab.ca. We want to ensure we are not causing any extra anxiety or worry by re-establishing deliveries/pick-ups and will work with each individual location to meet your needs the best way we can.
- Please continue to be flexible. We are cautiously optimistic by planning for a six-week period but at any given time we may need to make further modifications to this schedule. We will do our best to communicate this with you if anything arises.
May 14, 11:30 a.m. to 1:00 p.m. - Ask the Expert: What a "relaunch" means to municipal & community services

With the recent announcement of the Provincial Relaunch Strategy, there have been many questions about how and when to reopen municipal services and businesses within our communities. AUMA is hosting this multi-stakeholder webinar with a panel of experts to provide:

- A status update on the province's Relaunch Strategy and what supporting materials are available.
- Some insights into developments and delivery timelines.
- Q&A with the best information available.

Free self-paced online courses

- NorQuest College is offering free self-paced tutorial courses during the pandemic with three months to complete the 24-course-hour programs.  
  
  - Managing customer service: Become indispensable to any organization by understanding how to identify and meet customer needs. [Register](https://www.ed2go.com/norquest/online-courses/managing-customer-service-self-paced-free)
  
  - Fundamentals of supervision and management: Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. [Register](https://www.ed2go.com/norquest/online-courses/fundamentals-supervision-management-self-paced-free)
  
  - Personal finance: Protect your assets and discover how best to achieve all your financial goals. [Register](https://www.ed2go.com/norquest/online-courses/personal-finance-self-paced-free)
  
  - Individual excellence: Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. [Register](https://www.ed2go.com/norquest/online-courses/individual-excellence-self-paced-free)
  
  - Keys to effective communication: Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. [Register](https://www.ed2go.com/norquest/online-courses/keys-effective-communication-self-paced-free)

May 12

PLSB operating grant payments update

- As of May 5, all payments have been processed. If you receive direct deposit, please check your accounts to make sure the funds are there. If you receive a cheque, they were put in the mail the morning of May 12, so they should get to you by the end of this week. Contact [libgrants@gov.ab.ca](mailto:libgrants@gov.ab.ca) if you have not received your cheque by May 22, to submit your grant application, or if you have inquiries about the grant or the grant process.

TAL update

- By calculating the value of licensing through TAL, the overall consortia savings for TAL Opt-in licenses totaled over $2.25 million in 2019, not including savings from the TAL Public or Academic Cores. Individual reports for each TAL member will be distributed in the next few weeks.

- Contacted several suppliers of "sneeze guards" to see whether there was a role for TAL in buying them on behalf of members. Because they need to be individually fitted to your desk, and the vendors aren't interested in offering a bulk discount, TAL will not be pursuing this.

YRL-recorded webinars

- Library Development Services staff created an [April-June 2020 Webinars](https://www.youtube.com/playlist?list=PLCZBEmRK7CDp68cuho-2sB0rapbWVvY1) playlist on YouTube for member library staff to view at their convenience. You can currently watch Collection Development 2.0 and Finding your Collection Gaps, and more will be added soon!

May 11

TAL update

- TAL is in discussions with other western Canadian consortia to prepare a joint COVID-19 response statement for vendors. The purpose is to approach vendors with a common, coordinated message requesting vendors to keep renewal pricing stable for libraries in these difficult times.

- We have started a section on our site for post-pandemic planning. We will include resources there that might help with your planning for re-opening, or for moving forward after your libraries re-open.

- An interesting, free webinar on hosting practicum students remotely from CERIC: Going remote with experiential learning and work-integrated learning.
What is work-integrated learning when workplaces are remote? What is front-line experience when locations are essential staff only? How to host a placement student in these times? These are the questions we are facing. This practical session is about getting to “this is a possible option” by identifying priority outcomes, the design options that remain, and assessment/feedback and activities that could align.

Register [here](https://ceric.ca/events/going-remote-with-experiential-learning-and-work-integrated-learning-a-practical-outcome-based-approach/)

Video editing software

- Screencast-O-Matic ([https://screencast-o-matic.com/](https://screencast-o-matic.com/)) is a free software program offering easy-to-use, accessible tools to share videos; you can upgrade to the Deluxe version for $20/year or the Premier version for $48/year to get enhanced editing features and the ability to transfer videos from a mobile device to save as an MP4 or easily post to social media. Thank you to Kelly at Onoway Public Library for sharing this with us!

CORE Alberta

- Yesterday, the government [announced](https://www.alberta.ca/release.cfm?xID=71313F9E7FFA3-0D79-CBB3-80A36A85A9ADF252) a new online hub called CORE Alberta to coordinate community services for older Albertans and seniors during the COVID-19 pandemic and beyond. The hub will make it easier for seniors-serving organizations to share resources and coordinate services and will feature:
  - Online forums to access training, share resources and promote best practices.
  - A link to Alberta 211 for seniors seeking direct supports.
  - Information about volunteer safety, protocols and guidelines.
  - Links to funding opportunities and resources to address challenges related to COVID-19.

May 8

YRL Best Practices: Library Reopening During a Pandemic

- Public library boards and directors can refer to this [document](https://storeapi.libraryjournal.com/magento2-ib/customform/form.php?name=Your_Home_Librarian) for information and best practices around reopening. We will update and resend this document as more information becomes available.

CMOH profile article

- Before she was Alberta’s CMOH, Dr. Deena Hinshaw “impressed her medical professors with her quiet thoughtfulness, commitment and empathy for patients.” Find out more about Dr. Hinshaw in this [folio article](https://www.folio.ca/deena-hinshaw-the-making-of-an-unlikely-folk-hero/).

May 7

PLSB operating grant payments update

- Normally, the PLSB processes grant payments and each library board receives a letter with the grant amount – enclosed with the cheque or on its own if the funds are direct deposited (aka EFT); however, with the current COVID-19 situation, the PLSB will not be sending letters for the 50 per cent advance. Letters will be sent with/for the second payment later this year.

Leading Remote Teams When the Stakes are High recorded webinar

- Have a look at this Center for Creative Leadership [recorded webinar](https://cclwebinars.webvent.tv/webinar/3758) and [slide deck](https://cclmarketingstorage.blob.core.windows.net/email/Leading%20Remote%20Teams%20Slides.pdf) to review the mindset, skillset and toolset needed to navigate the new virtual landscape with greater effectiveness.

It’s who you know...

- We are looking for a distillery within the YRL region that is currently producing hand sanitizer. Do you know one? Do you know the owner(s)? Please share what you know with us at [askyrl@yrl.ab.ca](mailto:askyrl@yrl.ab.ca).

May 6

Your Home Librarian newsletter

- Sign up to receive this [weekly newsletter](https://storeapi.libraryjournal.com/magento2-ib/customform/form.php?name=Your_Home_Librarian) for help through the COVID-19 crisis - it will keep you informed, entertained and organized as well.
• Library programming has gone digital... but what about patrons without internet access, or with very limited access? To combat the digital divide, libraries and humanities professionals are finding the old-fashioned phone to be a strong programming tool. From Programming Librarian, a website of the American Library Association Public Programs Office, this news article offers tips on how your library can start similar programming.

May 5

Annual conference

• It will come as no surprise that YRL's annual conference will not take place as usual at the River Cree Resort & Casino. But that won't mean we won't be learning together this fall! Stay tuned – we have something incredible up our sleeves and we can't wait to share it with you soon!

Libraries reopening globally

• The International Federation of Library Associations and Institutions' COVID-19 and the Global Library Field blog has a dedicated Reopening Libraries section with information on what libraries around the world are doing.

Signs, signs, everywhere there's signs...

• You may need some signs when we relaunch society, here are some useful links:
  - Signs.com (https://www.signs.com/coronavirus-signage) Free but you must provide your email to access the templates.
  - VistaPrint (https://www.vistaprint.ca/marketing-materials/labels-stickers/custom-stickers/templates/covid-19-support-c2571?category=2574%2c2573&page=2&GP=05%2f05%2f2020+17%3a05%3a15&GPS=5673464485&GNF=0) Stickers
  - Brady Canada (https://www.bradycanada.ca/safety-signs/covid-19) Aluminum and plastic signs

Personnel management kiosks

• The wave of the future? Maybe kiosks that check your temperature before entry will be in public libraries! Watch this webinar about the Meridian kiosk and if you are interested in purchasing one (or more) for your library, email Stephanie (mailto:sthero@yrl.ab.ca).

May 4

YRL Public Libraries' Council meeting cancelled

• In consultation with PLC Chair Robert McClure, the decision was made to cancel the meeting scheduled for this Friday, May 8.

ORC 101 Public Libraries webinar

• May 5, 1:30 p.m.-2:15 p.m.: Join this free webinar tomorrow by Lorisia MacLeod, ORC Coordinator at The Alberta Library (TAL), for an overview of the K-12 resources available and the temporary login access change. Register (https://register.gotowebinar.com/register/4987599554823904013)

Mental Health Week

• The Mental Health Week website (https://mentalhealthweek.ca/) has articles and tips for every age group along with shareable resources for social media using #GetReal.

• The Wellness Together Canada website (https://ca.portal.gs/) provides tools and resources to help people get back on track with modules for addressing low mood, worry, substance use, social isolation, and relationship issues.
• March to April usage increases:
  • OverDrive – up 15% (YRL patrons) and 18% overall in TRAC
  • hoopla – up 44% (YRL patrons)
  • cloudLibrary – up 27% (all TRAC, including Parkland Regional Library borrowing)
  • PressReader newspapers – up 10%
  • RBdigital magazines – up 38%

• New patrons accessing eResources for the first time:
  • OverDrive – 349 new YRL users (1,299 for all of TRAC)
  • hoopla – 228 new YRL users
  • cloudLibrary – 503 new users (across TRAC, not exclusive to YRL)

PLSB update
• You will likely have heard details about Alberta’s Relaunch Strategy. Public libraries will be considered in Phase Two of the relaunch. Details will be shared as they become available.

Cleaning versus disinfecting
• The article How to Clean and Disinfect Yourself, Your Home, and Your Stuff has a lot of useful information including a section about cleaning versus disinfecting, as they are two very different things:
  • Cleaning is about removing contaminants from a surface.
  • Disinfecting is about killing pathogens.

April 30
Let Me Out! Designing and Implementing Digital Escape Rooms webinar
• Thursday, May 14, 11:00-11:45 a.m.: With many libraries adapting programs for virtual environments due to the pandemic, one unexpected contender has emerged: the digital escape room. Join Hailey McCullough, Head of Adult Services at Grande Prairie Public Library, as she discusses and demonstrates the steps for creating a digital escape room of your own using Google Forms. Register.

COVID-19 Impact on Mental Health Pulse Check Survey
• The Conference Board of Canada, Mental Health Commission of Canada and Workplace Safety & Prevention Services developed this short 5-minute survey designed to provide a snapshot of the current state of Canadians’ mental health, the coping strategies that people are using and perceived assessment of how they are working. “Complete the survey and share it with your teams and professional colleagues. Aggregate results will be available at the end of May. Not only will this serve us as we move through the next few months, it will provide vital insight to assist with planning and decision making in the future.”

Dealing with uncertainty and anxiety during these times
• When events are unpredictable, anxiety can increase. Here are some helpful tips from the Centre for Creative Leadership to aid you during those anxious moments.

April 29
Extensions for due dates and patrons
• Due dates for items Out: This will be done for all items, excluding digital titles, regardless of when they were checked out. Item checkouts will be extended until July 31, 2020. TRAC understands that some libraries have been checking out items during the broader closure; however, with more than 200,000 items currently Out, this must be done for all items in one go.
Libraries Reimagined

- Libraries Reimagined is a special public radio series examining the role of libraries as a fundamental resource for democracy where you'll hear from librarians in the field, library patrons, and authors and experts including bestselling author and sociologist Eric Klinenberg. You can share the four-part series (https://www.humanmedia.org/product/libraries-reimagined/) online and there is promotional artwork (https://www.humanmedia.org/libraries-reimagined-artwork-share/) available in a variety of digital formats.

World Tales Short Story Competition

- With the aim to foster imagination, resourcefulness and ingenuity, UNESCO and the Idries Shah Foundation launched the World Tales Short Story Competition (https://en.unesco.org/news/unesco-and-idries-shah-foundation-launch-world-tales-short-story-competition) in close collaboration with the International Coalition of Inclusive and Sustainable Cities of UNESCO. Using the theme Once upon a time in my future, young teenagers from all over the globe are invited to write about challenges of today and tomorrow and share their perspectives in a short story format. Submissions are accepted until May 31, 2020.

April 28

PLSB update

- Plan of Service: We are at the time of year when many library boards submit, or begin working on, a new Plan of Service and we’ve had a number of questions about how COVID-19 impacts this process. If you have questions, or want to inquire about the status of your current Plan of Service, please contact Jordan De Sousa (mailto:jordan.desousa@gov.ab.ca).

- Public library operating grants: As you will likely have seen, Minister Madu sent out a letter last Monday regarding payment of 2020-2021 public library operating grants. All operating grants will be paid out in a first installment of 50 per cent in the next few weeks. This includes municipal library board grants, regional system library board grants, and grants to boards serving Indigenous populations. You do not have to apply for this first 50 per cent payment. Library Boards have until October 1 to submit their annual grant application, and the payment of the second 50 per cent of the operating grant will happen in the fall (and once boards have been able to submit their information to PLSB). Feel free to contact Jen Anderson (mailto:jen.anderson@gov.ab.ca) with questions.

- Recording books with NNELS: The NARRATE! Pilot Project (https://nnels.ca/narrate-pilot-project-guide) is an opportunity for libraries to connect their volunteers with NNELS to record an audiobook. This pilot is currently underway with 10 libraries across Canada. Three portable recording kits have gone out to libraries and online training, resources and direct support are available for all participating libraries. If your library is interested in participating in a NARRATE! Project, please fill out the library sign-up (https://nnels.ca/volunteer/record/library-profile). Recording an audiobook is a great activity to do while people are working remotely and will add to available titles for readers with print disabilities.

- Press Release on World Book Day: You may have seen a government press release (https://www.alberta.ca/release.cfm?xID=701468C812C67-97C1-C10A-37C878A02FCA0B28) last Thursday for World Book Day. Minister Madu celebrated the Read Alberta eBooks Project which PLSB offers in partnership with the Book Publishers Association of Alberta. Did you know that all Alberta libraries have access to the Read Alberta eBooks Project which offers over 1,700 Alberta-published eBooks? And that the Prairie Indigenous eBook Collection – including wonderful children’s books – is also part of the project? The Read Alberta eBooks Project is also accessible for readers with print disabilities through NNELS. As more and more patrons access eBooks and eContent, now is the perfect time to utilize and promote this funded project. Read Alberta eBooks allows for simultaneous downloads of a title so it is a perfect resource for virtual book clubs. (refer to the second bullet of Virtual book club author visits).

Virtual book club author visits

- Local author Marty Chan has let us know that he is eager and willing to participate in book club meetings! If you’re hosting virtual book clubs for kids, Marty’s books are available on hoopla and Overdrive. Please contact him via his website (https://martychan.com/).

- Other Alberta authors might be interested in virtual appearances at book clubs too! Check out Read Alberta eBooks (https://yrl.cantookstation.com/home) for lots of great eBooks by local authors for your book clubs.

April 27

TAL update

- A new section of resources is being created on the TAL website (https://thealbertalibrary.ca/) for material to support post COVID-19 planning; more information will be shared soon.
• Contact us (https://thealbertalibrary.ca/about-tal/tal-staff-and-services) if there are any other ways that TAL can support you during this time.

CTRI free resources

• Stress Reduction Exercises: Guided exercises for adults and children for managing stress and anxiety through mindful awareness, breathing, and simple movements (3-8 minute audio recordings (https://ca.ctrinstitute.com/stress-reduction-exercises/)).

• Anxiety – Practical Intervention Strategies: explores practical and accessible strategies which can be applied to all ages, and help address the physical, emotional, cognitive, and social aspects of anxiety (4.5 hour on-demand workshop (https://ca.ctrinstitute.com/free-on-demand-workshop/?type=workshop)).

April 24

YRL webinar: Collection Development 2.0

• Tuesday, April 28, 1:30-2:30 p.m.: Level up your collection development skills! YRL offers several selection tools that you can use to build your collection in both breadth and depth. Move beyond ordering from Amazon and join us for an introduction to our favourite selection tools for all areas of your library collection. Intended for library managers and any library staff members who do selection for the library. Register (https://attendee.gotowebinar.com/register/5887638882200774155).

PLSB operating grants update

• All public library boards in the province will automatically be receiving an advance of 50 per cent of their provincial operating grant and system library boards will also be receiving 50 per cent of their library services grant. Here are some logistical details:

  • To see the total amount that your municipal library board is eligible to receive, click here (https://www.alberta.ca/assets/documents/ma-maximum-municipal-library-board-operating-grants.pdf).
  • Your 50 per cent installment will be half of those total amounts.
  • We anticipate the first 50 per cent installment to be reaching library boards in the second or third week of May.
  • The second 50 per cent installment will be released in the fall, after your grant application has been processed and approved for payment.
  • You can access the grant application form, as well as our templates for the financial review, budget and direct payments, on our website (https://www.alberta.ca/public-library-board-operating-grants.aspx).
  • To help speed up processing, if you deposited some or all of your 2019-2020 operating grant after December 31, 2019, please include a deposit slip (or other proof of deposit) with your grant application, as it will not show up in your 2019 financial reviews.
  • Please email your grant applications to libgrants@gov.ab.ca (mailto:libgrants@gov.ab.ca). Unfortunately, we can no longer accept faxed applications.
  • Please note that the website and documentation still list the deadline of June 15 right now (we are working to update it) but the revised deadline for 2020-2021 is October 1st. If you are unable to meet the Oct 1 deadline because of working remotely etc., you will still be paid your second installment when we receive your documentation.
  • If you have already sent in your full grant application, thank you. We will be processing grants over the summer as we usually do, and will have as many as possible ready for payment in the fall so there is no further delay.
  • If the pandemic situation continues into the fall, we will re-evaluate the situation to get you your second grant payment.
  • If you still receive your grant by mail and have concerns about this, please contact Jen Anderson (mailto:jennifer@calderson@gov.ab.ca) directly.

April 23

The reason video calls drain your energy

• Video calls are helping us stay employed and connected. But what makes it so tiring – and how can we reduce ‘Zoom fatigue’? Find out more in this BBC article (https://www.bbc.com/worklife/article/20200421-why-zoom-video-chats-are-so-exhausting).
April 22

PLSB update

- **Library Board Governance During the COVID-19 Pandemic webinar**: PLSB is hosting four same-content webinars for library board trustees and library managers to expand on the information sent out over the past several weeks. Attend a session to learn more about:
  - Library board governance basics.
  - Board meetings during the pandemic.
  - How policies, plans of service and other governance tools can assist you in this time.
  - PLSB support.
    - Registration is not required; simply click on the link to attend the session that works best with your schedule.
      - Monday, May 4, 11:00-11:45 a.m. [Attend](https://global.gotomeeting.com/join/167075261)
      - Tuesday, May 5, 7:00-7:45 p.m. [Attend](https://global.gotomeeting.com/join/722087493)
      - Wednesday, May 6 from 10:00-10:45 a.m. [Attend](https://global.gotomeeting.com/join/302823197)
      - Thursday, May 7 from 2:00-2:45 p.m. [Attend](https://global.gotomeeting.com/join/964068349)

- **2020-2021 public library grants**: Minister Kaycee Madu sent a letter that explains that the government is paying out 50 per cent of 2020-2021 public library grants right now (without requiring boards to apply and report on last year for this first installment and the second 50 per cent will be paid out in the fall when we have [hopefully] returned to normal practices) with the hope that the first payment alleviates potential cash flow issues and the administrative work of the grant application on librarians and board chairs working remotely.

YRL van runs

- We will be extending our offer of special van runs to libraries who have staff onsite between April 28 and May 7.
  - If you have not been contacted by YRL and would like a special van run, please email askyrl@yrl.ab.ca by Friday, April 24 and we will schedule a van run for you.
  - We are asking that physical distancing measures be put into place to protect library staff and YRL staff. This may mean that library staff bring bins out to an open area or foyer and the van driver dropping off bins in the same area. We are asking libraries to quarantine all bins for 72 hours after delivery before checking in items.
  - YRL has been cataloging and processing new items so you may receive a mix of new items and items in-transit.
  - Please email askyrl@yrl.ab.ca if you have questions.

IMLS news release

- In a [news release](https://www.imls.gov/news/covid-19-research-partnership-inform-safe-handling-collections-reopening-practices-libraries) today, IMLS, OCLC and Battelle, announced a new collaboration to support libraries and museums as they consider safe reopening practices in light of COVID-19.

WSSC Pandemic Awareness online course

- Thank you to Kelly from Onoway Public Library for sharing the information about this course with us! During this 30-minute online course, you will learn about the nature of viruses, how to protect yourself and others from viral spread, and how to react to the different effects of outbreaks and becoming ill during a pandemic event. This course will remain free to use until this pandemic has passed, and is based on the data available and best practices learned from Influenza, COVID-19, and Severe Acute Respiratory Syndrome (SARS). [Register](https://worksitesafety.ca/product/training/online/coronavirus-covid-19/)

April 21

Publisher permission and copyright laws

- As we move to remote learning and programming, many are worrying and wondering about reading books aloud online and possibly violating copyright laws. In response, many children’s publishers have temporarily altered policies.
• ORC 101: Public Libraries – Wednesday, April 29, 11:00-11:45 a.m.: An overview of the Online Reference Centre (ORC) specifically with a focus on the important aspects for public libraries. Register (https://attendee.gotowebinar.com/register/1286209754901595658)
  - This webinar will feature a 20-minute presentation and then extra time for Q&As; topics covered will include:
    • The temporary change in login access.
    • Introduction to the ORC mandate.
    • Overview of the ORC resources.
    • Review of the supports in place for learners and our ORC ambassadors (like you!) who support those learners.

CCL free webinar series

• Building Resilience and Leadership in the Context of Crisis & Telework – Tuesday, April 28, 3:00-4:00 p.m.: This webinar will cover the importance of resilience and leadership and practical ways to enhance personal and team effectiveness during times of crisis. Register (http://links.email1.ccl.org/ctt?kn=16&ms=NjQ1ODI4OTQ5&r=NDMwNzgwMjE1NDI4S0&b=0&j=MTe2MjU0Nzc3NQ&mt=1&rt=0)
  • Leading Remote Teams When the Stakes Are High – Wednesday, May 6, 3:00-4:00 p.m.: With new emphasis on telecommuting comes a new need for leading remote teams. Tune into this webinar to learn best practices for virtual leadership. Register (http://links.email1.ccl.org/ctt?kn=5&ms=NjQ1ODI4OTQ5&r=NDMwNzgwMjE1NDI4S0&b=0&j=MTe2MjU0Nzc3NQ&mt=1&rt=0)

Salt to combat viruses, could be a winner

• See how University of Alberta researchers are testing compressed salt to make door levers and handrails that fight the spread of viruses in this folio article (https://www.folio.ca/door-levers-and-handrails-made-of-compressed-salt-could-be-effective-against-viruses-such-as-covid-19/).

April 20

Curbside delivery of library materials

• Please refer to this YRL document containing information and best practices about curbside delivery.

Ancestry Library Edition update

• The temporary access that was expanded to library cardholders working remotely, courtesy of ProQuest and Ancestry, has been extended another month to May 31, 2020.

YRL webinar reminder

• Connecting with your Customers using LibraryAware on Tuesday, April 21, 1:30-2:30 p.m.: LibraryAware is a library-focused outreach service that allows library staff to design, develop and distribute professional library communications and promotional content. With free access for YRL members, Library Aware features professional designed templates, images and other ready-to-use promotional content that can be used to engage your customers and increase circulation. Intended for any library staff member who does the outreach and social media for the library. Register (https://attendee.gotowebinar.com/register/3213716763402995979).

TAL update

• The Online Reference Centre (ORC) webinar from last week was recorded and will be available on our training page (https://thealbertalibrary.ca/Training).

• We continue to add library resources (https://thealbertalibrary.ca/library-resources) to our website and ask that you let us know if there is particular material you would like to see added.

• Deeper dive into the Calgary Herald webinar on Thursday, April 23, 11:00-11:30 a.m.: By the end of this deep dive session into ProQuest Historical Newspapers: Calgary Herald, you will be able to apply advanced search features, distinguish differences between searching the Calgary Herald and Canadian Newsstream, implement full-text search tricks in place of common ProQuest Platform filters, and create custom links to search multiple databases. Register (https://proquestmeetings.webex.com/proquestmeetings/onstage/g.php?MTID=ec61013b553f19e38a425e75043d664a)

April 16

Canada Summer Jobs program changes
The federal government announced changes to the Canada Summer Jobs program to help employers hire summer staff and to provide young Canadians access to the jobs they need during this unprecedented time. The temporary changes to the program include:

• An increase to the wage subsidy, so that private and public sector employers can also receive up to 100 per cent of the provincial or territorial minimum hourly wage for each employee.

• An extension to the end date for employment to February 28, 2021.

• Allowing employers to adapt their projects and job activities to support essential services.

• Allowing employers to hire staff on a part-time basis.

Financial help for Canadians affected by COVID-19

• This CBC website has a list of benefits the federal government, provinces and territories are offering to people financially affected by the coronavirus including lost income, renters/homeowners, families, seniors, students, businesses, and a personal finance section with information on tax and utility bill deferrals.

The FOLD: April 30-May 3

• The FOLD celebrates books and stories, with over 30 events that prioritize underrepresented authors and storytellers from around the world. This year's festival will take place virtually – featuring free online events. Panels, discussions and workshops will allow guests from across Canada and around the world to participate in the festival via Zoom and all virtual events will be closed-captioned.

Behind the scenes at Alberta's COVID-19 testing labs

• Do you wonder how Alberta is leading the country in testing for the COVID-19 virus? This folio article explains how the provincial laboratory system ramped up to do thousands of tests per day.

April 15

PLSB recommendations for library board meetings

• PLSB has recommended that meetings for all library boards continue and shift to an online platform. As library board meetings are public, the recommendation is to notify the public (via website(s) and social media) requiring pre-registration so that instructions can be sent (a recommendation to prevent being hijacked if using Zoom).

• If you would like help with setting up a virtual board meeting, please contact email askyrl@yrl.ab.ca.

SRC survey

• Given the current (and potential) social distancing measures, we are requesting feedback on how YRL can support libraries with online SRC programming. Please complete our SRC 2020 survey.

AHS Text4Hope program

• The Text4Hope program is a free service providing three months of daily cognitive behavioural therapy-based text messages written by mental health therapists. This evidence-based tool helps people identify and adjust the negative thoughts, feelings and behaviours a pandemic might be expected to provoke. Through the messages, you will receive advice and encouragement helpful in developing healthy personal coping skills and resiliency. Subscribing is easy: Text COVID19HOPE to 393939.

Imagine Canada: COVID-19 and the Canadian non-profit sector

• Charities and non-profits are on the front lines of dealing with the current COVID-19 pandemic in Canada. Imagine Canada is dedicated to supporting you as the situation evolves, and advocating for support from the federal government.

PSD resources webpage

• PSD has curated a great list on their Crisis Hotlines and Community Resources webpage covering COVID-19 support, crisis hotlines, and community resources including general assistance; addictions, detox and mental health; counseling; food and finance assistance; and shelters and safe houses.
curbside delivery services since our Chief Medical Officer of Health prohibited Albertans from visiting public libraries as of March 17. Following inquiries about the service, we are sending out information that may be useful in your decision making. It is really up to you as a public library board, working with your library director/manager, whether or not to offer curbside services at this time. Some questions to ask when considering this service:

- How do we protect employees from the risk of transmission?
- How do we limit the risk of spreading in the workplace?
- How do we ensure critical aspects of service continue if possible?

Safety should be at the forefront of any decision to provide curbside delivery or have staff in a building. This also includes vehicle and road safety if you are providing curbside delivery/pick-up. The Provincial Operations Center shared the following information about curbside delivery services:

- Libraries can operate but cannot allow public access into the facilities:
  - While public access into libraries is restricted as per Order 02-2020, nothing specifically prohibits a library from offering the delivery or curbside pick up of books and other items.
  - The safest option is for any library to expand its online offerings and limit the handling of books and other items.
  - As a workplace, a library that offers curbside pick up is responsible for keeping both patrons and workers safe from virus transmission. This means that the library must put measures in place to prevent transmission from handling books and other items.
  - Risk mitigation strategies should address the latest knowledge relating to the risk of transmission of the virus from inanimate objects.
  - The COVID-19 virus can survive up to 24 hours on cardboard and up to 2-3 days on plastic and stainless steel. As books cannot be effectively cleaned and disinfected, it may be wise to store books for a minimum of 24 hours before making them available to a new user. Plastic or stainless-steel items should be cleaned and disinfected immediately upon their return to the library.
  - Books and other educational resources can help to maintain basic societal function, however the library should consider limiting the types of items they make available to the public for pick up.
  - Patrons who are immune compromised or otherwise susceptible to COVID-19 infection should not take out items from the library.
  - Patrons should be advised to wash hands before and after handling books and other items, avoid touching their face while reading and to avoid sneezing or coughing onto the page while reading.
  - Also, a reminder that the Public Library Services Branch in Manitoba has produced a communication on the sanitation/safe handling of books that may be of use during your decision-making.

TAL resources

- TAL has created resources that may be of interest with topics including:
  - Indigenous Resources for library staff.
  - Online courses on a variety of library topics.
  - How to work remotely.
  - Digital resources including research-based articles on COVID-19.

LAA temporary office closure

- The LAA office will be closed from April 15 to July 15. The LAA board (http://www.laa.ca/_alcd/etr.ashx?etuid=33D1AFEA-EE06-4990-8B23-EAE4C0DF599E&p=http://www.laa.ca) is available if you need to reach out for support or information.

Created While Isolated website

- Created While Isolated is a collaborative creativity journal from the Howard County Library System in Maryland. Thank you to Leah from Drayton Valley Municipal Library for bringing this site to our attention!
Online storytime and copyright

• When it comes to copyright and online storytimes, there isn’t one blanket answer. However, author Kate Messner has created a comprehensive webpage about publisher guidelines during COVID-19.

  [https://www.katemessner.com/publisher-guidelines-on-fair-use-for-online-storytimes-read-alouds-during-covid-19-school-closures/?fbclid=IwAR1TI4gtnNA_4Qbjkj2uye-tsmxP4syDETTvCqZFGupd1DUSpvzm1i9wDII]

• Additionally, Canadian publishers are extending their rights to schools and libraries as well through their Read Aloud Canadian Books Program with more publishers being added each day.

How to Run Coding Programs at Your Library webinar from MLS

• Tuesday, May 5; 10:00-11:00 a.m.: Join Grant Stewart on a lesson on how to teach kids coding. Grant will show you the basics of the coding program he organized and delivered to dozens of patrons throughout multiple summers working for MLS. He will go over the resources that are the most useful, fun games, and coding toys like the Sphero and Code-a-Pillar that teach kids while they play!

  [https://register.gotowebinar.com/register/7323713218333761038]

April 9

YRL Coffee Chat update

• Thank you to those who were able to join the first YRL Coffee Chat today! We had 26 people participate including one from another region. We look forward to “seeing” you again next Thursday!

PLSB update

• The PLSB shared information from the Manitoba Provincial Government, with thanks to their colleagues at the PLSB Manitoba in Brandon, who produced a circular for their libraries with a wealth of good information including how to sanitize books which may be useful to those libraries who are offering curbside delivery/pick-up services.

• If you are offering or wanting to start curbside service, Boards and Directors need to be very clear on the risks and how much you are willing to accept. Here are some questions to consider:

  • How will you mitigate risks to staff?
  • How will you mitigate the risks to the public?
  • What are the optics of doing this service? Will you be blamed if someone gets sick? Are you encouraging people to leave their homes?
  • What does your local or regional health unit say about this?
  • What is the current COVID-19 infection rate in your community?
  • Libraries are not on the essential services list. There is no clarity yet if either the library or the customer could be fined for this type of service.

• Are there other ways to provide physical materials to the public without customer interaction?

  • Little free libraries outside the building or in the lobby.
  • Providing sanitized and quarantined material to food banks.
  • Can you mail material to the customer?

Wellness Society Coronavirus Anxiety Workbook

• The Wellness Society has developed a Coronavirus Anxiety Workbook that may be of use to many during these difficult times.


The Conference Board of Canada (TCBC) survey results

• In an ongoing survey series, TCBC asked organizations across Canada if and how they’re accommodating employees with family responsibilities and have now released their Family Responsibilities Survey Results.

  [https://www.conferenceboard.ca/research/working-through-covid-19-family-responsibilities?utm_source=OP&utm_medium=EMAIL&utm_campaign=FAMILIESSURVEYAPR9.20&mkt_tok=eyJpIjoiTjJmOiI6IjNjMzU5NjMxNjY1MzY5ODQ2ODI1ODU0IiwiaXNzIjoidXNlcnNpb25zIiwiY29tcGF0aW9uIjoie1wiY29tcGF0aW9uIjoiR2VuY2UvYmFzZXN0b24ifSIsInR5cCI6IjNvbnRlbnQiLCJhY2NvdW50IjoiYmFzZXN0b24iLCJhY2NvdW50YWxnIjoiYmFzZXN0b24iLCJheXBlIjoiOjMiLCJjdXJyZWQiOiJDb250ZW50IiwicXVhbCI6IjI0Mzg2NjM3MjM2ODU1IiwidXJpIjoiYmFzZXN0b24ifQ%3D%3D]
Is your library in the news?

Has your library received any press attention about your programs and/or online services? If you have, please share them with us at askyrl@yrl.ab.ca!

Here's an article about Westlock Municipal Library [linked article](https://www.townandcountrytoday.com/local-news/westlock-library-continues-programming-online-2221705?utm_source=Email_Share&utm_medium=Email_Share&utm_campaign=Email_Share) (shared with permission).

Listing online programs on your website

- Please start including your online programs on your website as Upcoming Programs so they will be accessible to those who are looking for something to engage with, and really highlights what is happening in your communities. Email wsfl@yrl.ab.ca (mailto:wsfl@yrl.ab.ca) if you'd like us to do it for you!

Summer Reading Program

- Discussions have started around how to manage or coordinate a provincial online summer reading program, and what that could look like. More details coming soon!

COVID-19 tracking maps

- Do you wonder how the COVID-19 tracking maps are developed? Read about the work being done at the University of Alberta through this [folio article](https://www.folio.ca/scientist-develops-interactive-tool-for-mapping-covid-19-spread/).

Public Library Services Branch (PLSB) update

- Please fill out the PLSB programming survey that was sent to all libraries last week! The data will help them determine how to structure the 2020 Annual Report, and share information about programs inside of government.

- PLSB says “Don't Panic!” if your Plan of Service is due! They will work with Boards with needs assessment processes, and timelines.

- Have you pressed your 3D printers into service to produce PPE? Are you working with agencies to loan out laptops or other technology to reduce the digital divide? Are you working with the food bank? What non-library-specific activities are you engaged with to support your community? Please let me know at kpalichuk@yrl.ab.ca (mailto:kpalichuk@yrl.ab.ca) as PLSB is looking for these stories!

April 7

Healthy Together website

- Check out Alberta Health Services’ Healthy Together [link](https://www.albertahealthservices.ca/news/Page15439.aspx) website, a guide to family and home life during COVID-19. Each weekday, they will post a new story about how families can be healthy, active and safe in these changing times.

3D printing for healthcare workers

- Does your library have a 3D printer that is currently idle? Check with your local healthcare providers to see if they would like surgical mask straps! [link](https://www.thingiverse.com/thing:4249113) These devices hold the elastic straps of a mask, keeping the pressure off the wearers' ears.

Perceived Isolation-Loneliness Effect survey

- Want to help on-going research into workplace mental health while going through self-isolation? Share your experience about loneliness in this new type of workplace by taking the Perceived Isolation-Loneliness Effect [survey](https://www.howatthronline.com/loneliness/).

The Alberta Library (TAL) request

- TAL would like to highlight programs and services libraries are currently doing to connect with their community. What have you had success with? What new thing are you proudest of? What idea (or program or video) would you love to share with others? Please email your stories to me at kpalichuk@yrl.ab.ca (mailto:kpalichuk@yrl.ab.ca).

April 6

Utility Payment Deferral Initiative

- The Government of Alberta has released some updated information regarding the Utility Payment Deferral Initiative it announced on March 18 as part of the financial relief available for Albertans affected by COVID-19. Go to their [webpage](https://www.alberta.ca/utility-payment-deferral.aspx) for additional information regarding the program and its eligibility requirements.
If you would like specific book lists created for your website for OverDrive and CloudLibrary resources, please email wsfl@yrl.ab.ca. (mailto:wsfl@yrl.ab.ca)

**Guide for municipal leaders on economic response to COVID-19**

- AUMA has developed a guide for municipalities to outline the variety of programs available and actions taken by the Government of Canada and Government of Alberta to stabilize the economy as a result of the COVID-19 outbreak. The online guide (http://r20.rs6.net/tn.jsp?f=001tEXrgm7nUitr6G2f8MimuHP6udMBW85fc9P9YBlv8kkK_My_BOGPDs6Z2FBbwjIbf8xmij2B1ZVQowp1HQFAwWpixPd6cwnCsbkjAgk4hfhpLisM_TC_hjKyU_6lttw9H57jmHxv2iSu6hPJuRsPzdxmCsmM8wAGKFFz_RGv2CCUxO6os0QEz8za2xmFlIeCasmuKP9YTVmP6AhScEiwk8gw7poWmWB75Fx OSI 4zo6vo-dblnuI7pWdycVE7t1hzMTjHjee==&ch=f2p8mpPoMjIEsze44Wtu0tOFbdyO4Qg1NBrPG-ctLm64V_ggChMcxZA==) was updated on April 1, so please make sure you view this new version and its additional resources.

**Digital tools to help you work remotely**

- Thank you to YRL Trustee Bill Elliott for sharing with us the details on this free webinar series so we can share it with you!

- Digital tools to help you work remotely webinars start at 11:00 a.m. MST.

  - April 8: How to use Zoom effectively
  - April 15: G-Suite for real time use
  - April 22: Communication with Slack and Voxer

**Understand the facts: Deciphering COVID-19**

- This 19-minute video (http://mms.tveyes.com/ComView/?c3RhdGlvbj0xNDB0MCCTdGyzdFQdGVUaW1ITPAzITJmMzE1MmYyMDiwKzE4JTNhNDQ1M2EObN2FbmREYXRlVGItZT0wMyUyZlJmMjMjAyMCSxQ4 information from Dr. Timothy Caulfield, University of Alberta Professor in the Faculty of Law and the School of Public Health and Research Director of the Health Law Institute as well as the Canada Research Chair in Health Law and Policy.

**Active for Life**

- Need some ideas for you or your library patrons to stay fit while “physically distancing?” Get moving with Active for Life (https://activeforlife.com/).

**The Alberta Library (TAL) updates**

- Province-wide access to the Calgary Herald; details to follow soon.

- Permanently added the National Film Board of Canada to the Online Reference Centre (http://www.learnalberta.ca/) (English and French) as well as temporary access to five more databases.

- Library resources (https://thealbertalibrary.ca/library-resources) including digital and Indigenous resources, training opportunities and working remotely.

- Details on emergency wage subsidy (http://thealbertalibrary.ca/details-emergency-wage-subsidy).

**April 2**

**Statistics – patron renewals**

- We added a new spreadsheet to the 2020 Statistics (https://drive.google.com/drive/folders/1Zg0xtinp-Y5OAljCRN4RW73eqazbRSpG?usp=sharing), Google Drive. It is called Patron Renewals. Many of you have asked how many of your patrons’ cards were renewed – now the answer is at your fingertips. This figure is from March 1 – 31. This does not include new memberships.

**Emergency funding to charities program**

- If you haven’t seen this yet, the province has a program to support additional emergency funding to charities, not-for-profits and civil society organizations to support their COVID-19 response. In looking at the forms, FAQ and requirements there could be opportunities for libraries to partner with other agencies in your community to offer supports to families, children and seniors. Technology purchases would...
Last week, PLSB sent a survey to all public libraries with some information for trustees, and a survey for libraries. They are very interested in what we are all doing to offer programs and services through this unprecedented time. Please review this survey and let me know if you need support with completing it. There is no timeline at this point.

Provincial meeting

- Every week, the Node Directors meet with PLSB. This includes a brief statement from PLSB and a round table.
  - PLSB is asking for data and stories. If you receive positive feedback on your programs, any impact stories, please send them to me (kpalichuk@yrl.ab.ca).
  - Please track your online program attendance! You will want this information later. If you are on APLAC, there is a good thread on what to count and how. If you are not on APLAC, or unsure what to do, please contact me (kpalichuk@yrl.ab.ca).
  - PLSB would like data on e-resource activity – YRL has responded.
  - PLSB is aware that there are challenges with bandwidth right now (brownouts in some places; slow connectivity in others) and have taken this under advisement. Not sure what they can do, but it doesn't hurt to ask.
  - YRL has asked PLSB if they can remove the authentication on the Alberta Books resource.

April 1

Email to customers

- YRL has received some questions about using patron emails stored in Polaris in order to contact patrons during the pandemic to conduct welfare checks, promote online services, identify social isolation etc. Due to Canada's Anti-Spam Legislation (CASL), this type of contact is not recommended. How would you feel to know that an organization was looking at your personal contact information in order to send you unsolicited information? This might come across as shocking and alarming to patrons, especially since the public views libraries as an institution that respects and maintains privacy. Patrons provide their personal information to us with the expectation that it be used under certain circumstances, such as automatic account notices within Polaris. Best practice is to never assume that patrons have opted in to receiving other communication from the library, unless they have expressly done so by signing up for a newsletter. Here are some tips to ensure compliance with CASL according to fightspm.gc.ca:
  - Don't send messages without consent: For express consent, a customer must have said, verbally or in writing, “Yes, please contact me.” If you have implied consent because of an existing relationship with the recipient, ensure you maintain complete records and respect the time limits for implied consent as set out in CASL. For example, a patron has contacted you first, you have evidence of this contact, and you are responding within a reasonable time limit and for the purposes of satisfying the reason for their inquiry.
  - Make sure you provide an opportunity for customers and clients to say no to your commercial electronic messages (e.g., via an unsubscribe button).
  - Clearly identify yourself and your organization.

Resources:


Statistics

- March 2020 statistics (https://drive.google.com/drive/folders/1Zq0xt1np-YSOaLiCRN4RWJ3eqazbRPyG) are available. Not surprisingly, there was a big jump in eResources usage; some highlights comparing February to March include:
  - hoopla: 2,290 to 4,521
  - OverDrive: 14,698 to 16,621
  - CloudLibrary: 3,490 to 5,296
Looking at the stats for the websites, system-wide, there has been a 33% increase in the number of users accessing your websites and a 29% increase in the number of pages viewed.

April online training opportunities

- YRL Library Development Services Librarians will be hosting several live, online training opportunities in April on topics such as Simply Reports, Collection Development, Polaris LEAP, LibraryAware, and more. Starting next week, we will also be hosting weekly live, coffee catch-ups – an opportunity for you to (virtually) meet with other YRL library managers and YRL staff to ask questions and share information.

- Although we can’t visit you in person, YRL staff are also available for one-on-one virtual training on a variety of topics. Contact askyrl@yrl.ab.ca for more information and to set up a time to meet.

March 31

Polaris update

- Patron cards with expiration dates between April 1 and April 31, 2020 have been extended until May 31, 2020.

Polaris Leap training

- Marigold Library System is offering their online training to other TRAC libraries and their focus in April is Leap. NOTE: You must have permissions to use Leap outside of the library; if you do not have those permissions (or do not know), please email Stephanie at sthero@yrl.ab.ca.

  - **Session:** Leap – Circulation Basics Learn the ins and outs of circulating library materials using LEAP.
    - **Wednesday, April 1 (10:00-10:30 a.m.)** Register now (https://attendee.gotowebinar.com/register/7453274170771987981)
    - **Monday, April 6 (1:00-1:30 p.m.)** Register now (https://register.gotowebinar.com/register/3341094085820061709)

  - **Session:** Leap – Patron Accounts Learn all about patron accounts in LEAP, including view, edit, renewing patron registration; registering new patrons; patron block and notes; fines, claims and lost items; holds and notices; reading history; and associations,
    - **Wednesday, April 1 (11:00-11:45 a.m.)** Register now (https://attendee.gotowebinar.com/register/2572283669841987477)
    - **Monday, April 6 (2:00-2:45 p.m.)** Register now (https://attendee.gotowebinar.com/register/4825435882829373709)

  - **Session:** Leap – Searching for Materials and Placing Holds Topics include using the Find Tool and search filters, bibliographic and item records, placing and grouping holds.
    - **Thursday, April 2 (10:00-10:45 a.m.)** Register now (https://attendee.gotowebinar.com/register/8398899250636293133)
    - **Tuesday, April 7 (1:00-1:45 p.m.)** Register now (https://attendee.gotowebinar.com/register/143096531144311349)

Keeping your spirits up and guarding your mental fitness

- Two excellent resources for helping you stay mentally fit during this time.
  - Maintaining Mental Fitness website: Weekly webinars and toolkit resources (https://maintainingmentalfitness.com/)
  - Folio article: How to know if isolation is affecting your mental health, and what to do about it (https://www.folio.ca/how-to-know-if-isolation-is-affecting-your-mental-health-and-what-to-do-about-it/)

March 30

Webinar: Library Emergencies - Doing the Right Things When Things Go Wrong

- **Tuesday, March 31, 2:00-3:00 p.m. MST:** This webinar looks at library life through the eyes of protecting your facility, your staff and your patrons from real harms, and discusses your response to low likelihood events with highly catastrophic consequences versus higher likelihood events that can cause a lot of headaches. Register online (https://www.library20.com/group/emergencies) ($98/person).

Emergency planning and business continuity for municipalities

• K-12 student/teacher (https://www.downdogapp.com/schools)  
• Healthcare professional (https://www.downdogapp.com/healthcare)

Online mini-conference: Small, Rural, and Independent Libraries

• Wednesday, June 17, 12:00-4:00 MST: This mini-conference (https://www.library20.com/smallruralindependent) will focus on innovation and innovative thinking in rural, independent, tribal, and other small libraries, as well as the many unique challenges that they face. Register online (https://www.library20.com/smallruralindependent) (free).

March 27

Connectivity

• We are starting to hear comments regarding supports to residents who do not have internet (or stable internet) at home and how they can be supported to access the provincial and federal government programs if the application is online. Today Employment and Social Development Canada (https://www.canada.ca/en/employment-social-development/corporate/notices/coronavirus.html#web-notice) released the following: “To support access to critical programs and services for clients without access to technology, Service Canada Community Outreach and Liaison Service staff are contacting communities to offer alternate service delivery methods that will continue to support accessing critical programs, services and benefits.”

Cybersecurity at home

• Starting Monday, YRL will be sharing key tips about how to work securely from home. In the interim, Stephanie highly recommends you subscribe to (or at least have a look at) the OUCH! Newsletter (https://www.sans.org/security-awareness-training/ouch-newsletter), a monthly security awareness newsletter developed by the SANS Security Awareness team, that is useful for everyone. Check out their Digital Spring Cleaning (https://www.sans.org/security-awareness-training/resources/digital-spring-cleaning) article – something we should all be able to do with this extra time we have. If you want to learn more, register for the Spring Has Sprung! Time for a Digital Spring Cleaning webinar (https://staysafeonline.org/event/digital-spring-cleaning/) hosted by the National Cyber Security Alliance and the Better Business Bureau on April 14 from 11:00 a.m. to noon (MST).

From The Alberta Library (TAL)

• LearnAlberta (http://www.learnalberta.ca/) changed the login for the Online Reference Centre (http://thealbertalibrary.ca/services/online-reference-centre) (ORC) so that it is geolocated for the moment. All students/parents/guardians/teachers across Alberta should be able to access it without an issue.

• TAL is fielding calls from customers who are concerned about renewing their library material (they somehow get to TAL first). On behalf of public libraries, TAL is telling them to hang on to the items until libraries reopen, and not to worry about the fines or due dates.

• TAL is adding free professional development ideas to their website and are currently developing an Indigenous Resources (http://thealbertalibrary.ca/library-resources/indigenous-resources) section. Please email Karla (mailto:kpalichuk@yrl.ab.ca) if there is something you would find useful.

• National Geographic is offering free access to their special Coronavirus coverage (https://www.nationalgeographic.com/science/coronavirus-coverage/).

March 26

Watch your email for...

• A message from Stephanie Thero (sthero@yrl.ab.ca (mailto:sthero@yrl.ab.ca)) on how to work from home – and be cybersecure.

eResources

• We have had a number of libraries asking to provide funds to increase OverDrive and/or cloudLibrary purchases – thank you!!!! If you have questions about this or would like to allocate funds, please email askyrl@yrl.ab.ca (mailto:askyrl@yrl.ab.ca) (then everything is in one place and we won't lose anything!).

• hoopla has just announced 1,100 additional titles to their catalogue (okay, that part isn't news). What IS news is that these titles are part of their 'bonus borrows' collection – customers will NOT be debited borrows from their monthly allotment. Check our Facebook (https://www.facebook.com/YRLnow/) and Twitter (https://twitter.com/YRLnow?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwsr%5Eauthor) accounts for hoopla promotional posts you can share.
Federal programs

- Demonstrating how quickly things are changing... after yesterday's update was sent, the federal government announced changes to their COVID-19 response funding. In particular, the new [Canada Emergency Response Benefit](https://www.canada.ca/en/department-finance/economic-response-plan/covid19-individuals.html) (CERB) will provide a taxable benefit of $2,000 a month for up to four months.

- The CERB will be accessible through a secure web portal starting in early April. Applicants will also be able to apply via an automated telephone line or via a toll-free number.

- Additionally, workers who are still employed, but are not receiving income because of disruptions to their work situation due to COVID-19, would also qualify for the CERB. This would help businesses keep their employees as they navigate these difficult times, while ensuring they preserve the ability to quickly resume operations as soon as it becomes possible.

March 25

Provincial library operating grants

- All library nodes were told today via a conference call that the provincial operating grants for libraries are secure; the government is currently developing a process to release the funds.

Training materials

- A tutorial has been developed on the various options available for organizing and running virtual meetings; this tutorial can be found on our [Training page](https://yrl.ab.ca/yrl-training-resources).

- Thank you to those who have reached out to us already for weeding support! We are happy to help you virtually and we will have additional training for weeding posted on our training page by the end of this week.

They love you! They really love you!!

- As the webform rolls out, we're seeing an influx of new cards and card renewals! As of 3:00 p.m. today, YRL staff have issued 27 new cards and 37 renewals.
  - As we get juvenile card requests without guardian details, we will be sending that back requesting the full information.

- Libraries in the United Kingdom are now contacting us asking for OverDrive support!

Federal government initiatives (as we know them to be)

- The Canada Revenue Agency (CRA) has a [Helping Canadians with the economic impact of the COVID-19 Pandemic](https://www.canada.ca/en/revenue-agency/campaigns/covid-19-update.html) page to provide information on programs and services including.
  - Emergency Support Benefit: Support for workers who are not eligible for Employment Insurance (EI) and who are facing unemployment.
  - [Temporary Wage Subsidy for Employers](https://www.canada.ca/en/revenue-agency/campaigns/covid-19-update/frequently-asked-questions-wage-subsidy-small-businesses.html): A new program intended to support employers: non-profit organizations, charities, and some private corporations. These employers, effective immediately, reduce remittances of federal, provincial or territorial income tax paid to the CRA.

Communities of support

- If you aren't already on the Alberta Public Library Administrators Council (APLAC) listserv, please subscribe [here](http://lists.talonline.ca/cgi-bin/mailman/listinfo/aplac)! This has been a very active group recently and there is a lot of support there.


- Subscribe [here](https://www.alberta.ca/public-subscribers.cfm) to the latest news from the Alberta government including daily Alberta Health Services updates.
Communications

- We have ‘assigned’ member public libraries to specific staff at YRL who will be calling you about once a week, just to check in. Please don’t hesitate to call or contact us if you have questions, or just need to talk!
  - If you are calling, please leave a message on the main line voicemail as it is checked regularly throughout the day. 780-962-2003 or toll free 1-877-962-2003, press zero when the message starts which will transfer you to the main line voicemail.
  - For email, you can send it directly to your contact or to askyrl@yrl.ab.ca.

March 23

New cards/card renewals

- If you would like a form on your website for customers to fill out, for a new card or card renewal, email askyrl@yrl.ab.ca.
- If you would like us to manage the new card/card renewal issuing process for you, email askyrl@yrl.ab.ca. We ask that you please allow 48 hours turn-around time, depending on volume.

Request: Online programming

- If you are doing any online programming, please keep track of the numbers you are getting, and if you can – the reach of the program. Did you have participants from outside your municipality? Outside of Alberta? Outside of Canada?
- Please let us know if you are also doing online programs in languages other than English (no pressure)

Online Reference Centre

- TAL has announced that they were successful in getting LearnAlberta and the vendors to agree to temporary access to the Online Reference Centre Content. TAL is working with LearnAlberta on developing a temporary login and will inform us when it is ready to go. Stay tuned for more resources to support Alberta students!

Professional Development

- NOTE!!! ALC has officially been cancelled for this year. Any registration amounts you have paid, will be refunded. Jasper Park Lodge will be refunding any deposits made on the rooms.

Online professional development opportunities:

- Library 2.0 presents Libraries stepping up! Serving the needs of communities in crisis (https://www.library20.com/page/crisis). Thursday, March 26, 11:00 am - 4:30 pm Mountain Time (four one-hour sessions with one 30-minute break).
  - Registration: To register for the mini-conference, join Library 2.0 (https://www.library20.com/main/authorization/signUp?). Those who are already members of Library 2.0 do not need to do anything. The schedule with the live session links will be sent to all Library 2.0 members the day prior to the event. You can also attend the conference by logging in to this site and there will be links on the main page to follow. The mini-conference platform is Zoom. To make sure your computer or mobile is configured for Zoom, please visit zoom.us/test (http://zoom.us/test).
- African Library and Information Associations and Institutions' Suite of COVID-19 Resources for Librarians (https://web.afilai.net/suite-of-covid-19-resources-for-librarians/?utm_source=AFLIA+Members&utm_campaign=97664f5bef-EMAIL_CAMPAIGN_2018_12_10_01_55_COPY_01&utm_medium=email&utm_term=0_c6108a149e-97664f5bef-202564505) is a collection of online/mobile reading platforms, more resources for students, links to Massive Open Online Courses, tools to create digital content, and more.

HR Questions

- Mondaq provides a digest of Canadian legal information every week. I thought you would find this article useful: Preventing The Spread Of COVID-19 In The Workplace: Key Considerations For Alberta Employers (https://www.mondaq.com/article/904822).
- The Alberta Health Services' COVID-19 Self-Assessment (https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx) tool has been revised

Communications

- If your Board needs to meet, let us help you set up a virtual meeting (Google Hangouts, GoToMeeting, Whereby, etc.). Email askyrl@yrl.ab.ca with the participants' names and emails and, of course, the date and time of your meeting (please allow us 24 notice minimum).
March 19

Delivery

- Library delivery services, including government courier, have been shut down. YRL is not able to move items between libraries and systems until further notice.

Polaris

- Any item with a status of Out as of Wed., Mar, 19 had its due date extended to May 15, 2020. This does not apply to eResources (e.g. eBooks).
- Items with a status of Held as of Wed., Mar. 19 had its held til date extended to May 15, 2020.
- All hold requests with a status of Active with expiration dates between Mar. 18 and Dec. 31, 2020 have been extended to Dec. 31, 2021.
- Patron records with an expiration date between Mar. 1 and Mar. 31, 2020 regardless of standing were extended to May 31, 2020. Depending how long libraries are closed, we may have to do another bulk update for cards expiring in April.
- As no one will be able to fill holds, placing holds has been disabled and holds routing is stopped, we've removed YRL libraries as a pickup location so that people don't think that they'll be able to pick up holds.
- Email, text and telephone notifications have been turned off to minimize patron confusion.
- Do not access Leap or SimplyReports from a personal device.

New cards/card renewals

- If you would like a form on your website for customers to fill out, for a new card or card renewal, email askyrl@yrl.ab.ca.
- If you would like us to manage the new card/card renewal issuing process for you, email askyrl@yrl.ab.ca. Allow 48 hours turn-around time.

eResources

- On Mar. 19, we increased hoopla checkouts to 10 per month. We will reassess this in April based on use and volume.
- We will increase OverDrive and Cloud Library purchases.
- Don't forget about the [Read Alberta eBooks collection](https://yrl.cantookstation.com/home)! There are often fewer holds on titles accessed through here.
- Email askyrl@yrl.ab.ca if you need assistance with waiving fines so that customers can access eResources.

Wireless Internet

- We removed the library barcode and PIN authentication for the Library Wireless WiFi network.

Communications

- We will be touching base with library staff regularly as things progress by phone or email. Please keep in touch with us as well through askyrl@yrl.ab.ca or call and leave a message at 780-962-2003/1-877-962-2003, press zero.
- Visit our [website](http://https://www.yrl.ab.ca/yrl-services-during-shut-down) for updates, recommendations and changes.
- [Training and resource videos](https://www.yrl.ab.ca/yrl-training-resources) are available.
- If you need your website updated, email the details to wsfl@yrl.ab.ca.
- If your board needs to meet, let us help you set up a virtual meeting (Google Hangouts, GoToMeeting, Whereby, etc.). Email askyrl@yrl.ab.ca with the participants' names and emails and, of course, the date and time of your meeting (please allow us 24 hours notice minimum).
- PLSB reminds us all that the libraries should be completely closed to the public. Please do not stay open to serve target groups or book appointments for people to come in and use computers or browse the collection.
Yellowhead Regional Library – The Loop – June Meeting – Report

Meeting Date (Report Reference Only): 2020/06/25
Meeting (Report Reference Only): Library Board

Background

“The Loop” is a bi-weekly newsletter with articles, lists, news, tips and tricks, for public library staff.

The February 26, 2020 Issue of “The Loop” newsletter from the Yellowhead Regional Library (YRL) is provided for review by the County of Wetaskiwin Library Board.

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the February 26, 2020 Issue of “The Loop” newsletter from the Yellowhead Regional Library (YRL) as information.

Recommended Resolution

that the County of Wetaskiwin Library Board accept the February 26, 2020 Issue of “The Loop” newsletter from the Yellowhead Regional Library (YRL) as information.
The Loop is a bi-weekly email that will bring information from the library world straight to you! In each issue, you will find links to articles, lists, news, technology, book pop culture, or any other information that will help keep you up-to-date about the latest and greatest. Feel free to share the content on your social media outlets too.

Plan now for #LibraryGivingDay - April 23, 2019

The 2nd annual Library Giving Day is fast approaching and now is the time get planning. Library Giving Day was started by the Seattle Public Library Foundation to give Library Giving a national day that public libraries and donors could rally around. The first Library Giving Day was celebrated on April 10, 2019. Several YRL Libraries participated in 2019 - will you join them in 2020? If you want to get involved, visit www.librarygivingday.org and review the campaign toolkit. It has all of the resource you need to plan and promote a #LibraryGivingDay in your own community.
Books that Appeal to Boys

Research indicates that boys generally read less than girls, and score lower than girls in reading at all grade levels. If you are looking for some great titles to purchase or to recommend to the boys who visit your library, we’ve uploaded some lists with titles geared just for boys.

- From Readbrightly, books that 9-12 year olds say are awesome!
- From Readbrightly, books with a combo of adventure, mystery, sports and characters that are appealing to boys aged 13-14.
- Dewey Divas & Dudes, featured at the 2020 Ontario Library Association Conference. Great books with diverse characters for boys and girls.

Time to Get Ready for St. Patrick's Day!

Get ready to put your green books on display, St. Patrick's day is coming soon! Check out these links for book and program inspiration!

- From Readbrightly: 7 picture books to capture the spirit of St. Patrick's Day
• From Demco Ideas and Inspiration: A full calendar of adult programming ideas for the month of March

Meeting Date (Report Reference Only): 2020/06/25
Meeting (Report Reference Only): Library Board

Background

“The Scoop” is a bi-weekly newsletter, similar to “The Loop”, but with a school library focus.

The following issues of “The Scoop” newsletter from the Yellowhead Regional Library (YRL) is provided for review by the County of Wetaskiwin Library Board:

- March 4, 2020
- March 17, 2020

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the following issues of “The Scoop” newsletter from the Yellowhead Regional Library (YRL) as information:

- March 4, 2020
- March 17, 2020

Recommended Resolution

that the County of Wetaskiwin Library Board accept the following issues of “The Scoop” newsletter from the Yellowhead Regional Library (YRL) as information:

- March 4, 2020
- March 17, 2020
March 4, 2020

The Scoop is an email that brings information from the library world straight to you! In each issue, you will find links to articles, lists, news, technology, book pop culture, or any other information that will help keep you up-to-date about the latest and greatest. Feel free to share the content with staff in your school and on your social media outlets too.

Creating a More Inclusive Classroom

Do you want to create an environment of inclusivity with your students? Check out this article full of great suggestions -- our favourite one, of course, is reading books with diverse characters to your students!

Research on Leveled Readings

School Library Journal's cover story is a research-based critique of leveled reading that raises many interesting points about the difficulty of classifying books and the downfalls of labeling readers: Reading Levels Unfairly Label Learners, Say Critics. And Then There's the Research.
YRL has added two new CCD lists that may be of interest:

**Embracing Neurodiversity**: From School Library Journal, these books feature neurodiverse characters. Neurodiversity includes people with dyslexia, ADHD, Autism, Tourette's Syndrome and other neurological difference. Features books and novels for a variety of ages.

**Graphic Novel Adaptations of Previously Published Books**: Teen readers can't get enough of graphic novels! Check out these popular novels now available in graphic novel format recommended by Teen Services Underground.

Happy reading!
March 17, 2020

Supporting Students Working at Home

Dear Scoop subscribers,

This week's Scoop aims to provide you with resources you can share with students and staff to assist with supporting students during school closures. If you have any questions about library-related resources feel free to contact schoolQ@yrl.ab.ca and we'll try to help you out or put you in touch with your local library.

Take care,
YRL Staff

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Solaro

Solaro is a free resource provided by The Alberta Library and is created by Castle Rock, the publishers of The Key. Solaro features units and topics of study of the Alberta curriculum for grades 3-12 and contains self-led lessons, quizzes and unit exams.
Students will need a public library card to access this resource. Many libraries are registering new patrons via telephone, so please contact your local library for assistance.

The access link for Solaro is located on your local library's website under "eResources".

For more information, you can view YRL's webinar on Solaro.

## Online Reference Centre

The Online Reference Centre (ORC) licenses digital resources for use by Alberta schools and students. Resources include videos, databases and interactive games all aligned with the Alberta curriculum. Students and teachers can access all of these resources from home.

If you or your students need your institutional login information, please email Lorisia MacLeod at Lmacleod@thealbertalibrary.ab.ca. She will respond with your login and password within 24-48 hours. Until then, feel free to browse the lists of resources by division and curriculum area!

## Other Online Resources

YRL libraries have plenty of other resources your students can access from home using a library card. All of these can be found on your local library's website under "eResources".

**TeenBookCloud** - Online collection of eBooks, audiobooks, graphic novels, enhanced novels, National Geographic videos, and educator resources. All material is available simultaneously -- no holds.

**Early World of Learning** - Premier learning resource for preschoolers and children. Offers narrated stories, interactive games, leveled reading practice and visual encyclopedia.

**TumbleBookCloud Junior** - Contains early reader chapter books, children's classics, graphic novels, children's audio books and new National Geographic videos.

**TumbleBooks** - Animated, talking picture books for children from your favorite authors.

**WorldBook Online** - An online suite of six resources: World Book for Kids; Info Finder for school-aged patrons' homework and research needs; Reference Center for advanced researchers and information seekers; Enciclopedia Estudiantil Hallazgos for World Book's content in Spanish; L'Encyclopédie Découverte for content in French and Discover, which offers differentiated instruction for individuals below grade level and ELL students.

Happy reading!

Yellowhead Regional Library

www.yrl.ab.ca
If you are having trouble unsubscribing from this email, please contact:
Yellowhead Regional Library at 780-962-2003, 433 King St Spruce Grove, Alberta T7X 3B4
sthero@yrl.ab.ca
Background

On May 4, 2020, an article was received from the Yellowhead Regional Library (YRL) titled: “CyberCat Says: It’s About Your Password...”.

The article states that we all have passwords, some we safeguard better than others. Passwords are the literal keys to online security. We are to protect ourselves and our accounts by following CyberCat’s advice.

There are five (5) tips for secure passwords:

1. Make it strong – do not make it easy for a cyberattacker to crack the code.
   a. First, do not tell anyone your password, keep it secret.
   b. Do not write them down in a notebook labelled “Passwords” or on a Post-it you put on your monitor or under your keyboard.
   c. Do not include anything personal, like your name, address, phone number, birthday, pet’s name, any one in your family’s name, address, SIN, etc. in your password.
      i. As well think twice before sharing those personal details in on of those silly online quizzes. You are giving away potential clues to your passwords and security questions.

2. Make it long
   a. The longer the password, the stronger it is. Pretty simple, right? Short passwords get cracked quickly by brute force and dictionary attacks using words and commonly chosen passwords. What is a good length, you ask? Well, that complicated, and can vary depending on what is at stake behind that account. Just make it as long as you want – 12-20 is a good range.

3. Make it unique
   a. Every account you have should have a unique password. That can be (read: will be) a lot, but if one of your accounts is compromised, your other accounts are still safe. The next tip helps with this.

4. Use a password manager
a. It’s not until you commit yourself to having a unique password for every account that you truly realize how many accounts you have. It seems like everything these days requires you create an account.

b. Make it super easy on yourself by getting a password manager. There are plenty out there, but CyberCat’s favorite is LastPass. It is free and has a secure browser extension that you can use to help fill in your passwords or create new ones. You will not regret it.

5. Two factors are better than one
   a. When two-factor or multi-factor authentication is available, use it. 2FA or MFA requires you not only need your password but something like a biometric (e.g. fingerprint) or code sent to your phone. It may seem a slight inconvenience, but it is the strongest authentication method you can use.

Password versus Passphrase
Passphrases are passwords that are just bunch of random words or a sentence, including spaces and punctuation – they are typically a little easier to remember too. In order to be secure whether you use a password or passphrase, they still need to be long, strong, and unique.

Some of CyberCat’s Favorite Sites:
- Have I Been Pwned? If you do one thing today, go to this website and enter your email address and see if it is been compromised in one or the hundreds of data breaches they have indexed. If you have, do not get scared, just change the password for that account and every other account you used that email password combination immediately.
- The Best Free Password Managers for 2020 While CyberCat has already recommended LastPass, if you like exploring options, have a look at this article from PCMag.
- Test a Password by Kaspersky Labs is a fun way to see how length matters. Enter a password (not a real one) to learn how long it would take a brute force attack to crack it.

Recommendations

Administration recommends that the County of Wetaskiwin Library Board approve the article from Yellowhead Regional Library titled: “CyberCat Says: It’s About Your Password…” as information.

Recommended Resolution

that the County of Wetaskiwin Library Board approve the article from Yellowhead Regional Library titled: “CyberCat Says: It’s About Your Password…” as information.
We all have them. Some we safeguard better than others. Passwords: the literal keys to online security. Protect yourself and your accounts by following CyberCat's advice.

5 Tips for Secure Passwords

Make it strong

Do not make is easy for a cyberattacker to crack your code.

• First of all, don't tell anyone your password. Keep it secret.
• Don't write them down in a notebook labelled "Passwords" or on a Post-it you put on your monitor or under your keyboard.
• Don't include anything personal, like your name, address, phone number, birthday, pet's name, anyone in your family's name, address, SIN, etc. in your password.

As well, think twice before sharing those personal details in one of those silly online quizzes. You're giving away potential clues to your passwords and security questions.

Make it long
The longer your password, the stronger it is. Pretty simple, right? Short passwords get cracked quickly by brute force and dictionary attacks using words and commonly chosen passwords. What's a good length, you ask? Well, that's complicated, and can vary depending on what's at stake behind that account. Just make it as long as you want -- 12-20 is a good range.

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CyberCat's Favourite Sites

Have I Been Pwned? If you do one thing today, go to this website and enter your email address to see if it's been compromised in one of the hundreds of data breaches they've indexed. If you have, don't get scared, just change the password for that account and every other account you used that email-password combination immediately.

The Best Free Password Managers for 2020 While CyberCat has already recommended LastPass, if you like exploring options, have a look at this article from PCMag.
Test a Password by Kaspersky Labs is a fun way to see how length matters. Enter a password (not a real one) to learn how long it would take a brute force attack to crack it.

CyberCat is your guide through the world of cybersecurity. She knows it can be intimidating out there, so that's why it's her mission to educate you about using technology responsibly. She brings you semi-regular information so you can be proactive about protecting yourself. Don't want to miss an issue?

Acknowledgement
Icons made by Freepik from www.flaticon.com

Yellowhead Regional Library
www.yrl.ab.ca

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Yellowhead Regional Library at 780-962-2003, 433 King St Spruce Grove, Alberta T7X 3B4
sthero@yrl.ab.ca
Alder Flats Buck Lake Public Library – Budget, Inventory, and Financial Statements – Report

Meeting Date (Report Reference Only): 2020/06/25
Meeting (Report Reference Only): Library Board

Background

Copies of the Budget for 2020 and the Inventory and Financial Statements for 2019 for the Alder Flats Buck Lake Public Library are provided for review by the County of Wetaskiwin Library Board.

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the Budget for 2020 and the Inventory and Financial Statement for 2019 for the Alder Flats Buck Lake Public Library as information.

Recommended Resolution

that the County of Wetaskiwin Library Board accept the Budget for 2020 and the Inventory and Financial Statement for 2019 for the Alder Flats Buck Lake Public Library as information.
INCOME:
*Wetaskiwin County - Provincial contribution $ 5,440.96
*Wetaskiwin County - County contribution $ 6,205.45
*Wetaskiwin County - Bonus $ 2,500.00
*Wetaskiwin County - Rec Board $ 2,600.00 Rec’d $1,975 in 2019
*Wetaskiwin County - FCSS Summer Reading $ 3,000.00
*Wetaskiwin County - FCSS Special Programs $ 4,500.00
Fundraising $ 100.00

TOTAL INCOME $24,346.41

EXPENSES:
Book Purchases $ 2,000.00
Books for School $ 1,000.00
Manager’s Contract $ 5,800.00
Mileage Reimbursement $ 600.00
Honorariums $ 4,500.00
Insurance $ 1,450.00
Office (paper, paper rolls, postage, folders, etc) $ 600.00
Conference fees $ 100.00
*Capital Expense $ 500.00
*Summer Reading Camp $ 3,000.00
Miscellaneous $ 600.00
*Special Programming $ 4,500.00

TOTAL EXPENSES $24,650.00

DEC 31/2019 BANK BALANCE $12,381.04

FUNDS AVAILABLE TOWARDS NEXT YEAR $12,077.45

*Depending on funding Received
ALDER FLATS BUCK LAKE LIBRARY INVENTORY 2019

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## OTHER EQUIPMENT

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<td>Book Shelf</td>
<td></td>
<td>$700</td>
</tr>
<tr>
<td>100 metal book supports</td>
<td></td>
<td>$325</td>
</tr>
<tr>
<td>2 drawer filing cabinet</td>
<td></td>
<td>$230</td>
</tr>
<tr>
<td>3 computer desks</td>
<td></td>
<td>$525</td>
</tr>
<tr>
<td>3 leather public computer chairs</td>
<td></td>
<td>$300</td>
</tr>
<tr>
<td>3 power bars</td>
<td></td>
<td>$45</td>
</tr>
<tr>
<td>2 surge protectors</td>
<td></td>
<td>$70</td>
</tr>
<tr>
<td>2 laptop cases</td>
<td></td>
<td>$160</td>
</tr>
<tr>
<td>2 monitor stands</td>
<td></td>
<td>$160</td>
</tr>
<tr>
<td>DVD shelving stand</td>
<td></td>
<td>$40</td>
</tr>
<tr>
<td>3 library tables</td>
<td></td>
<td>$1,791</td>
</tr>
<tr>
<td>12 lg. Plastic storage tubs</td>
<td></td>
<td>$144</td>
</tr>
<tr>
<td>16 sm. Plastic storage tubs</td>
<td></td>
<td>$48</td>
</tr>
<tr>
<td>Librarian leather chair</td>
<td></td>
<td>$171</td>
</tr>
</tbody>
</table>

## OTHER MISCELLANEOUS SUPPLIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crayons, markers, pens, paints, glue, scissors etc</td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>Printer ink, label printer rolls, receipt printer rolls</td>
<td></td>
<td>$250</td>
</tr>
</tbody>
</table>

## TOTAL INVENTORY

$165,429
Alder Flats Buck Lake Public Library  
Financial Statement 2019

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>$11,342.18</td>
</tr>
<tr>
<td><strong>INCOME:</strong></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>$19,121.41</td>
</tr>
<tr>
<td>Interest (Bank)</td>
<td>$0.48</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>$42.70</td>
</tr>
<tr>
<td>Conference Reimbursement</td>
<td>$-497.24</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>$19,663.83</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
</tr>
<tr>
<td>Librarian Contract Fee</td>
<td>$5,796.00</td>
</tr>
<tr>
<td>Mileage</td>
<td>$512.15</td>
</tr>
<tr>
<td>Honoursiums</td>
<td>$3,608.00</td>
</tr>
<tr>
<td>Conference</td>
<td>$99.00</td>
</tr>
<tr>
<td>Capital Expense</td>
<td>$210.00</td>
</tr>
<tr>
<td>Book/DVD Purchases</td>
<td>$1,572.02</td>
</tr>
<tr>
<td>School Donation</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Office</td>
<td>$425.99</td>
</tr>
<tr>
<td>Insurance</td>
<td>$1,446.26</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>$626.00</td>
</tr>
<tr>
<td>Summer Reading Camp</td>
<td>$1,387.22</td>
</tr>
<tr>
<td>Special Programming</td>
<td>$1,753.17</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$18,024.97</td>
</tr>
<tr>
<td><strong>Closing Balance</strong></td>
<td>$12,381.04</td>
</tr>
</tbody>
</table>

This summary reflects records kept by Treasurer, Rosemary Parker. They have been reviewed and found to be accurate and complete as indicated. This statement has been reviewed and approved by:

Linda Wermerstein (780-388-0127)  Date
Background

Copies of the Budget for 2020, the Statement of Operations for 2019, and the Inventory for 2019 for the Lakedell Area Community Library Society are provided for review by the County of Wetaskiwin Library Board.

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the Budget for 2020, the Statement of Operations for 2019, and the Inventory for 2019 for the Lakedell Area Community Library Society as information.

Recommended Resolution

that the County of Wetaskiwin Library Board accept the Budget for 2020, the Statement of Operations for 2019, and the Inventory for 2019 for the Lakedell Area Community Library Society as information.
Memo

To: County of Wetaskiwin

Attention: Library Board

From: Jean Glasier, Lakedell Area Community Library Society (Pigeon Lake Public Library)

Date: April 24, 2020

Re: Attached documents

Attached are the required documents for the County library Board.
Lakedell Area Community Library Society
Budget - 2020

**Proposed Expenses:**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Purchases</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Advertising and Public Relations</td>
<td>$150.00</td>
</tr>
<tr>
<td>Library and program supplies</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Wages and Statutory Benefits</td>
<td>$29,000.00</td>
</tr>
<tr>
<td>Telephone and Fax</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>Training, Travel and Meals</td>
<td>$200.00</td>
</tr>
<tr>
<td>Office Expenses &amp; Postage</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Utilities</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Janitorial Supplies</td>
<td>$100.00</td>
</tr>
<tr>
<td>Amortization of Fixed Assets</td>
<td>$37,000.00</td>
</tr>
<tr>
<td>Security System</td>
<td>$325.00</td>
</tr>
<tr>
<td>Maintenance &amp; Repair</td>
<td>$16,020.25</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>$2,500.00</td>
</tr>
<tr>
<td></td>
<td><strong>$97,895.25</strong></td>
</tr>
</tbody>
</table>

**Funding Sources:**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants - County</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>Grants - Summer Villages/YRL</td>
<td>$9,900.00</td>
</tr>
<tr>
<td>Rental Revenue</td>
<td>$17,500.00</td>
</tr>
<tr>
<td>Memberships and Donations</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Fundraising</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Book Sales, Fines etc.</td>
<td>$2,525.00</td>
</tr>
<tr>
<td>Interest Income</td>
<td>$3,000.00</td>
</tr>
<tr>
<td></td>
<td><strong>$57,925.00</strong></td>
</tr>
</tbody>
</table>

Shortfalls will be covered by funds on hand.
Lakedell Area Community Library Society
Statement of Operations
For the year ended December 31, 2019

Receipts:
Grants - County $16,475.69
Funding (Summer Villages and YRL) $9,913.95
Donations and memberships $7,335.05
Rental Revenue $17,386.10
Fundraising $1,498.25
Clubs (Knitting & Book) $395.15
Book Sales $1,609.92
Book fines (lost books) $247.70
Miscellaneous $211.86
Interest Income $2,734.56
Total Receipts $57,808.23

Disbursements:
Training and travel $223.00
Advertising & Public Relations $519.50
Book Purchases $1,581.48
Library and program supplies $1,000.15
Contracts/Honorariums/Wages $31,315.29
Telephone and Fax $1,622.37
Office Expenses $2,338.46
Insurance $2,463.03
Utilities $3,760.79
Alarm System $307.50
Janitorial Supplies $53.76
Depreciation $37,663.52
Maintenance & Repair $7,196.42
Total Disbursements $90,045.27
Surplus(Deficit) before Capital Expenditures ($32,237.04)
Net Capital Expenditures, 2019 $6,799.83
($39,036.87)

Balance Sheet
As at the year ended December 31, 2019

Assets
Bank Accounts $358,546.32
Accounts Receivable $10,714.43
GST rebates rec'l $850.53
Fixed Assets $239,814.34

Total Assets, December 31, 2019 $609,925.62

Liabilities and Net Assets
Accounts Payable $0.00
Deferred Revenue $0.00
Rental Deposits $1,275.00

Net Assets, December 31, 2018 $640,887.66
Increase(decrease) in net assets ($32,237.04)
Net Assets, December 31, 2019 $608,650.62

Prepared and Certified Correct January 13, 2020
Audited and Certified Correct Jan 15, 2020

Jean C. Glasier B.Admin. CPA #07198, Treasurer
James Duggan, Director
Lakedell Area Community Library Society  
Inventory at December 31, 2019

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chairs</strong></td>
<td></td>
</tr>
<tr>
<td>Green Armchairs</td>
<td>2</td>
</tr>
<tr>
<td>Children's Chairs</td>
<td>8</td>
</tr>
<tr>
<td>Office Chairs</td>
<td>1</td>
</tr>
<tr>
<td>Leather Chairs (Brown Lounge)</td>
<td>4</td>
</tr>
<tr>
<td>Leather Board Room/Library Chairs</td>
<td>20</td>
</tr>
<tr>
<td>Armless task chairs</td>
<td>3</td>
</tr>
<tr>
<td><strong>Tables/Desks</strong></td>
<td></td>
</tr>
<tr>
<td>Lounge and Coffee Tables</td>
<td>2</td>
</tr>
<tr>
<td>Small Table</td>
<td>1</td>
</tr>
<tr>
<td>Children's Area Table</td>
<td>1</td>
</tr>
<tr>
<td>Computer Table</td>
<td>1</td>
</tr>
<tr>
<td>Library Work Table</td>
<td>1</td>
</tr>
<tr>
<td>Board Room Modular Tables/section</td>
<td>10</td>
</tr>
<tr>
<td>Folding Tables</td>
<td>2</td>
</tr>
<tr>
<td><strong>Lamps</strong></td>
<td></td>
</tr>
<tr>
<td>Fixtures Only</td>
<td></td>
</tr>
<tr>
<td><strong>Bookshelves</strong></td>
<td></td>
</tr>
<tr>
<td>Fixed Shelving - Perimeter (New 3 foot sections)</td>
<td>13</td>
</tr>
<tr>
<td>Fixed Shelving - Perimeter (New 3 foot sections)</td>
<td>7</td>
</tr>
<tr>
<td>Fixed Shelving - Interior (New 3 foot sections)</td>
<td>10</td>
</tr>
<tr>
<td>Fixed Shelving - Interior (New 3 foot sections)</td>
<td>5</td>
</tr>
<tr>
<td>Fixed Shelving - Teen Room</td>
<td>5</td>
</tr>
<tr>
<td>Fixed Shelving - Other</td>
<td>1</td>
</tr>
<tr>
<td>Shelving (Audio Visual)</td>
<td>1</td>
</tr>
<tr>
<td>Giraffe children's book shelf</td>
<td>1</td>
</tr>
<tr>
<td>Tall Wooden Shelves (Approx. 6 Feet)</td>
<td>1</td>
</tr>
<tr>
<td>Rolling Book Blocks</td>
<td>1</td>
</tr>
<tr>
<td>Book Carts</td>
<td>2</td>
</tr>
<tr>
<td><strong>Office Equipment</strong></td>
<td></td>
</tr>
<tr>
<td>4 Drawer Vertical filing cabinet</td>
<td>1</td>
</tr>
<tr>
<td>3 drawer lateral filing cabinet/Storage Unit</td>
<td>1</td>
</tr>
<tr>
<td>3-hole punch</td>
<td>1</td>
</tr>
<tr>
<td>stapler</td>
<td>1</td>
</tr>
<tr>
<td>tape dispensers</td>
<td>2</td>
</tr>
<tr>
<td>Printers - HP pro M277DW (Colour)</td>
<td>1</td>
</tr>
<tr>
<td>Printers-HP Laser Printer (Black only)</td>
<td>1</td>
</tr>
<tr>
<td>Printer - Epson Color</td>
<td></td>
</tr>
<tr>
<td>Receipt Printer</td>
<td>1</td>
</tr>
<tr>
<td>Printer Carts</td>
<td>1</td>
</tr>
<tr>
<td>Computer Stations</td>
<td>3</td>
</tr>
<tr>
<td>Computers</td>
<td>5</td>
</tr>
<tr>
<td>Monitors</td>
<td>5</td>
</tr>
<tr>
<td>Keyboards</td>
<td>5</td>
</tr>
<tr>
<td>Item</td>
<td>Quantity</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Copier - Large digital</td>
<td>1</td>
</tr>
<tr>
<td>Speakers</td>
<td>4</td>
</tr>
<tr>
<td>Mouse (Computer)</td>
<td>4</td>
</tr>
<tr>
<td>Cordless Telephone System</td>
<td>1</td>
</tr>
<tr>
<td>Fax Machine</td>
<td>1</td>
</tr>
<tr>
<td>Document Shredder</td>
<td>1</td>
</tr>
<tr>
<td>Paper Cutter</td>
<td>1</td>
</tr>
<tr>
<td>Rolling Filing Stool</td>
<td>1</td>
</tr>
</tbody>
</table>

**Miscellaneous**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Extinguisher</td>
<td>1</td>
</tr>
<tr>
<td>Flag standard and flags</td>
<td>1</td>
</tr>
<tr>
<td>Clock</td>
<td>2</td>
</tr>
<tr>
<td>Area Rugs</td>
<td>2</td>
</tr>
<tr>
<td>Wall Mirrors</td>
<td>2</td>
</tr>
<tr>
<td>Paintings</td>
<td>6</td>
</tr>
<tr>
<td>Christmas Tree (Pre-lit)</td>
<td>1</td>
</tr>
<tr>
<td>Seasonal Decorations</td>
<td></td>
</tr>
<tr>
<td>Various small tools</td>
<td></td>
</tr>
</tbody>
</table>

**Janitorial**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted Brooms, Mops Etc.</td>
<td></td>
</tr>
<tr>
<td>Mop Pail</td>
<td>1</td>
</tr>
<tr>
<td>Vacuum Cleaner</td>
<td>1</td>
</tr>
<tr>
<td>Heavy Duty Step Ladder</td>
<td>1</td>
</tr>
</tbody>
</table>

**Kitchen Equipment**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Cooler</td>
<td>1</td>
</tr>
<tr>
<td>Commercial Coffee Maker and Carafe</td>
<td>1</td>
</tr>
<tr>
<td>Insulated Tea Pot</td>
<td>1</td>
</tr>
<tr>
<td>Coffee Maker (Non-Commercial)</td>
<td>1</td>
</tr>
<tr>
<td>Electric Kettle</td>
<td>1</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>1</td>
</tr>
<tr>
<td>Slow Cooker/Buffet Warmer (Bravetti)</td>
<td>1</td>
</tr>
<tr>
<td>Kitchen Coffee Cart</td>
<td>1</td>
</tr>
<tr>
<td>Toaster</td>
<td>1</td>
</tr>
<tr>
<td>Assorted Mugs and Dishes</td>
<td></td>
</tr>
<tr>
<td>Assorted Cutlery and Utensils</td>
<td></td>
</tr>
</tbody>
</table>

**Program Equipment**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piano (Yamaha) with Bench</td>
<td>1</td>
</tr>
<tr>
<td>Flip Chart</td>
<td>1</td>
</tr>
<tr>
<td>Television</td>
<td>1</td>
</tr>
<tr>
<td>VCR/DVD Player</td>
<td>1</td>
</tr>
<tr>
<td>World Globe - Lighted</td>
<td>1</td>
</tr>
<tr>
<td>Assorted plastic storage containers</td>
<td>5</td>
</tr>
<tr>
<td>Audio Visual Shelving</td>
<td>3</td>
</tr>
<tr>
<td>Podium with Microphone</td>
<td>1</td>
</tr>
<tr>
<td>Electric Screen</td>
<td>1</td>
</tr>
<tr>
<td>Head Phones</td>
<td>2</td>
</tr>
<tr>
<td>Rotary Paper Cutter</td>
<td>1</td>
</tr>
<tr>
<td>Item</td>
<td>Quantity</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Laminator and Supplies</td>
<td>1</td>
</tr>
<tr>
<td>Overhead Projector</td>
<td>1</td>
</tr>
<tr>
<td>LCD Projector</td>
<td>1</td>
</tr>
<tr>
<td>Wall mounted speakers</td>
<td>2</td>
</tr>
<tr>
<td>Binding System</td>
<td>1</td>
</tr>
<tr>
<td>Speakers</td>
<td>2</td>
</tr>
<tr>
<td>Various audio books</td>
<td></td>
</tr>
<tr>
<td><strong>Outdoor Furniture Etc.</strong></td>
<td></td>
</tr>
<tr>
<td>Garbage Cans</td>
<td>2</td>
</tr>
<tr>
<td>Garbage Stands</td>
<td>1</td>
</tr>
<tr>
<td>Out Door Bench (Green Metal)</td>
<td>2</td>
</tr>
<tr>
<td>Outdoor Picnic Table (Heavy Green Metal)</td>
<td>1</td>
</tr>
<tr>
<td>Locked Bulletin Board</td>
<td>1</td>
</tr>
<tr>
<td>Hose Reel and Watering Hose</td>
<td>1</td>
</tr>
<tr>
<td>Rain Barrel</td>
<td>1</td>
</tr>
<tr>
<td>Various shovels/Ice scrapers etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Fixtures - Built in Furniture - Part of Building</strong></td>
<td></td>
</tr>
<tr>
<td>Circulation Desk and Storage Wall</td>
<td>1</td>
</tr>
<tr>
<td>Kitchen Cupboards and Coffee Centre</td>
<td></td>
</tr>
<tr>
<td>Various Attached Storage Shelving</td>
<td></td>
</tr>
</tbody>
</table>

Books (Approximate Count) 10,800
Background

Copies of the January 15, February 19, and March 18, 2020 minutes for the Lakedell Area Community Library Society have been provided for review by the County of Wetaskiwin Library Board.

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the January 15, February 19, and March 18, 2020 minutes for the Lakedell Area Community Library Society as information.

Recommended Resolution

that the County of Wetaskiwin Library Board accept the January 15, February 19, and March 18, 2020 minutes for the Lakedell Area Community Library Society as information.
LAKEDELL AREA COMMUNITY LIBRARY SOCIETY
(OPERATOR OF THE PIGEON LAKE PUBLIC LIBRARY)
603 - 2ND AVE, MA-ME-O BEACH, AB T0C 1X0

MINUTES OF THE GENERAL MEETING HELD ON WEDNESDAY JANUARY 15, 2020

In Attendance: Jean Glasier, Geri Gregg, Janet Hutsulak, Jeanne Seneka, Shelagh Slater, Opal Taylor. President Shelagh Slater welcomed everyone and called the meeting to order at 10:10 AM.

AGENDA: Janet moved the adoption of the agenda; Geri seconded. Carried.

MINUTES: Jeanne moved that the minutes from December 18, 2019 be received and adopted; Janet seconded. All in favor.

TREASURER’S REPORT: Jean moved that the quarterly report be received and adopted; Janet seconded. Carried. Jean has completed the 2019 annual report, which Jim Duggan will audit later today. She also presented us with copies of the proposed budget for 2020, and we discussed the variances in some of the categories. Our fundraising was strong this past year, so that was very positive.

CORRESPONDENCE: None.

STANDING AGENDA ITEMS:
A. FUNDRAISING:
1. Bottles and Cans: Our total amount for 2019 was $2641.80. Since we receive donations of bottles and cans from the Village Auto Wash, Geri suggested that we invest in a sign that makes it clear that any bottles and cans dropped off there are much appreciated donations going to the library.
2. Donor Wall: A new name to add at the February meeting?

B. MAINTENANCE:
1. Update on Regional Waste Water/Sewer System Connection: Status is the same since our last meeting in December, with pump outs continuing through the winter months.
2. Plumbing Quotes: Shelagh has received one quote for the work needed to be done to fix our hot water system - $4305 plus GST, and is waiting for the second one. As well, we discussed the need for a double sink in our kitchen area. Jean moved that we get both quotes in order to compare costs, including a new sink, and then decide if one is better suited to our needs and budget. Geri seconded the motion; all were in favor.

C. OUTREACH PROGRAMS:
Ongoing:
--Two Book Clubs and Knitting Club:
There was a discussion regarding the small charge of $2.00 per person that book club members pay to use our rental space, while the knitting club does not. The clubs are dissimilar in usage, with both book clubs having meetings every six weeks, while the knitting club is run as an informal 'drop in' every Wednesday afternoon. The money collected from book club members is used by the library to purchase a copy of the book to have in our library collection.
We decided that the library would take over the provision of coffee for the two book clubs, instead of having both of them provide their own.

-- Little Lions Reading Group (Cancelled)
-- Speakers Series: Geri reported that Margot Soltice is our next scheduled speaker on January 23/20. Her topic is "Sustainable Gardening". Then Bill Moure will speak on February 13/20, about his Arctic experiences finding out what is still a fascinating mystery today -- "The Franklin Expedition".
If you have suggestions for future speakers, please pass them on to Geri.

-- Facebook Accounts: Pigeon Lake Library Happenings and Pigeon Lake Positive Page.

BUSINESS ARISING FROM THE MINUTES AND OLD BUSINESS:
A. Plan to create a "MakerSpace Capture Box": Geri, Bonny, and Shelagh will be planning this project.
B. Society Membership Status: There are eight directors and seven society members who have renewed, or started memberships for this year. In our new category of supporters, "Friends of the Library", we have four names at present. A quick discussion followed to confirm that the latter category will not receive minutes or financial statements, but they will be kept informed of all our activities in case they wish to participate or help out in any way.
C. Update on new initiative "Reaching out to Area Schools": As this topic is very recent, there has not been enough time or personnel to really begin looking into it. Tabled until the March meeting.
D. Update on changing to "e-transfers" to facilitate payments, donations, etc.: Jean has spoken to the Treasury Branch about making this change. We will require a dedicated email address, different from the library's, but the change should be quite easy to implement.

NEW BUSINESS:
A. Budget Proposals for 2020-2021 need to be submitted by March 18, 2020, so any further ideas will need to be brought up at our February 19th meeting.
B. Volunteer Hours - accurate recording of all volunteer hours is necessary and important.
C. Library Report: --Opal has almost completed the statistical report for the County of Wetaskiwin.
   --YRL is asking us to commit to sign up for their 'Summer Reading Program', which means that we cannot charge our participants for anything, including snacks. She feels confident that she and our experienced summer student will be capable of designing their own program. We hope that the Pigeon Lake Watershed Association may participate again this summer as well as others in the community.
D. Open Saturdays? As we had only 57 people drop in during the 16 Saturdays from September through December, we have decided to stop. Instead we'll open on the Saturdays between the May and September long weekends (May 16-Sept 5).
E. "Backpack Project": As a 2020 Christmas project, Geri is suggesting that we think about helping those less fortunate by filling backpacks with necessities, and then giving them to charities to distribute at Christmastime. The community could be involved as well, and the charities will give out lists of the most needed items. She is willing to chair this committee, and looking for volunteers to join her.
F. New printer? Geri suggested that we purchase an Epson 'reservoir printer' that doesn't need cartridges replaced regularly - the cartridges cost $100 each according to Opal. The cost of the printer is between $350-$650; Geri will check at Costco this week and let us know so we can make a decision.

Next General Meeting will be held on Wednesday, February 19, 2020 at 10 AM.
We adjourned unofficially at 12:00 PM.

Respectfully submitted,
Jeanne Seneka,
Secretary
LAKEDELL AREA COMMUNITY LIBRARY SOCIETY
(OPERATOR OF THE PIGEON LAKE PUBLIC LIBRARY)
603 - 2ND AVE, MA-ME-O BEACH, AB T0C 1X0

MINUTES OF THE GENERAL MEETING ON WEDNESDAY FEBRUARY 19, 2020

In Attendance: Yvonne Adair, Chris Browse, Jean Glasier, Geri Gregg, Arlene Jackson, Darcy MacNaughton, Bonny Mieske, Cheryl Rehman, Shelagh Slater, Opal Taylor, Jeanne Seneka.

President Shelagh Slater welcomed everyone and called the meeting to order at 10 AM.

AGENDA: Chris moved the adoption of the agenda with additions; Geri seconded. Carried.

MINUTES: Jeanne moved that the minutes of January 15, 2020 be received and adopted; Cheryl seconded. Carried.

TREASURER'S REPORT:
1. With our new board members, Jean moved that we change our banking authority at the Alberta Treasury Branch; Geri seconded. All in favor. New members with signing authority need to present themselves and their ID at the ATB to be added to the form.
2. E-transfers are up and running with the ATB.
   The new email for this is: pigeonlakepubliclibrary@gmail.com
3. 2020 Budget Proposals: After further budget discussion, Jean moved that the proposed budget be adopted as amended. Cheryl seconded, and all were in favor.

CORRESPONDENCE:
1. Letter from SecurTek Monitoring Solutions letting us know that a new company "Authority Alarms" will assume the servicing of our security system account. No changes or disruptions are anticipated.
2. Letter from Ma-Me-O Beach Summer Village to update residents for the upcoming year.

STANDING AGENDA ITEMS:
A. FUNDRAISING:
1. Bottles and Cans: $50.60
2. Donor Wall: Two new names to be added - Don and Darlene Bouclin, and Chris is making a donation in memory of her uncle.

B. MAINTENANCE:
1. Regional Wastewater /Sewer System update: No change.
2. Hot Water Tank: After receiving a second quote, Shelagh asked Isaac Juergens of Blueline Innovations to install the tank, faucets, and a new double sink in the kitchen. The tank has filters that will need to be changed every six months, so we will add him to our scheduled maintenance list.
3. EXIT lights: Bonny noted that the boardroom exit light was burnt out. She moved that we replace our light as well as the one in the Summer Village Office; Jean seconded. All in favor.
C. OUTREACH PROGRAMS:
Ongoing:  -- Two Book Clubs
          -- Knitter's Group - will start again April 1st.
          -- Speakers Series:  March speaker is still unknown, but Tom Owen will be back on Wednesday April 8 to speak on paleontology.  Keep your suggestions coming.
          -- Facebook Accounts:  Pigeon Lake Library Happenings and Pigeon Lake Positive Page.

BUSINESS ARISING FROM THE MINUTES AND OLD BUSINESS:
A.  Status Update on Outreach to Schools in Region:  Deferred to March meeting.
B.  New Printer with Refillable Cartridges:  Shelagh purchased one at Costco. Chris noted that these types need to be used regularly.
C. Coffee discussion continued from last month’s meeting:  Chris moved that we provide free coffee for all our clubs; Bonny seconded. All in favor.

NEW BUSINESS:
A. MakerSpace Capture Box Update: Bonny explained what this project entails, and what other options are available for us as possible future Makerspace projects. This project will offer patrons the opportunity to book time at the library to transfer their pictures, photos, or slides to a digital format. Geri spoke to Holly Arnason from the Edmonton Public Library for advice, and also did a preliminary costing. It is will be within our budget, as we raised the monies with our Christmas fundraiser.
B. Signage for bottles at Village Car Wash: Bonny will check with the owners, but thinks the present sign is good enough.
C. Volunteer Hours:  Accurate recording of your hours is necessary. Thank you.
D. Committee to organize the annual book sale:  Deferred to March meeting.
E. Library Report:
   -- Opal advised that YRL has upgraded Polaris to 6.4 from 6.2.
   -- there are new audio books for children.
   -- she would like training on how to use the MakerSpace before we offer it to patrons.
   -- Summer Reading Program planning: there are several activities and volunteers planned already. One suggestion was to see if the South Pigeon Lake Fire Dep't. would bring a fire truck to the library one afternoon.

Next General Meeting will take place Wednesday March 18, 2020 at 10 AM.

Adjournment: Geri moved that we adjourn at 11:25 AM.

Respectfully submitted,

Jeanne Seneka,
Secretary
LAKEDELL AREA COMMUNITY LIBRARY SOCIETY
(OPERATOR OF THE PIGEON LAKE PUBLIC LIBRARY)
603 - 2ND AVE, MA-ME-O BEACH, AB T0C 1X0

MINUTES OF THE GENERAL MEETING ON WEDNESDAY MARCH 18, 2020

In Attendance: Christine Browse, Jean Glasier, Janet Hutsulak, Marilyn King, Bonny Mieske, Jeanne Seneka, Shelagh Slater (teleconference), Opal Taylor.

Vice-President Christine Browse called the meeting to order at 10:00 AM, and welcomed all.

AGENDA: Bonny moved the adoption of the agenda with one addition (discussion of COVID-19); Janet seconded. Carried.

MINUTES: Jeanne moved that the minutes from February 19, 2020 be received and adopted; Jean seconded. Carried.

TREASURER’S REPORT: First quarter report due next month.

CORRESPONDENCE: None.

STANDING AGENDA ITEMS:
A. FUNDRAISING:
1. Bottles and Cans: $20 added, plus another load is ready to be taken to the depot.
2. Donor Wall: No new names this month.

B. MAINTENANCE:
1. Update on Regional Waste Water and Sewer System Connection: No change.
2. Replacement of Exit Lights in Library and Summer Village Office: Bonny reported that Ben Zukiwski changed the exit lights and checked the battery packs in the SVO. We will have him check the pot lights in the children's section in the future and see if we can use LED lights there.

C. OUTREACH PROGRAMS:
1. Ongoing: Following the announcement of the library's closure, all of our programs (Book Clubs, Knitters' Group, Speaker Series, Art Class for Home School Students) have been cancelled until further notice.
2. Facebook Accounts need to be updated with the news of the library's closure due to COVID-19.

BUSINESS ARISING FROM THE MINUTES AND OLD BUSINESS:
A. Update regarding Outreach to Area Schools: Cancelled for now.
B. Update for MakerSpace Capture Box: Chris visited Capilano Library in Edmonton to see their area for MakerSpace. We now have a good idea of what we will need to purchase to begin (scanner, VHS -CD, monitor, high definition cords. Memory sticks? --they are used at Capilano. When we purchase anything, the suggestion is to use Amazon Prime.
NEW BUSINESS:
A. Book Sale Committee: (Assuming the July sale can go on): Jeanne (Chair); Shelagh and Bonny have volunteered to help.
B. Back Pack Project: Tabled for now.
C. Casino Update: Sometime in 2021?
D. Volunteer Hours: Please record your hours today.
E. Library Report: Opal gave the latest news from the Director of Public Library Services, Municipal Affairs, mandating the immediate closure of all public libraries in the province. She will make a sign for the door immediately, and update our website with the news.

F. COVID-19 Discussion: Upcoming meetings by the book clubs are not scheduled for six weeks, so we will know by then if the library has been allowed to open. PLWA has two meetings booked for April - we will advise them to wait and see what the situation is. Library staffing in the meantime: Opal will continue to come in to cull books and organize areas that require it. Also, she plans to re-order kits from YRL for the summer, in case they are available. We discussed some salary options. Bonny moved that we leave Opal at full salary until we reassess the situation by April 15. Jean seconded; all were in favor. The cleaning staff will come in at least once more; by April 15 we will know more about our situation.

Janet moved the adjournment of the meeting at 10:45 AM.

Next General Meeting Date? We will have to wait and see.

Respectfully submitted,

Jeanne Seneka, Secretary
Millet Public Library Minutes – February, April, and May 2020 – Report

Meeting Date (Report Reference Only): 2020/06/25
Meeting (Report Reference Only): Library Board

Background

Copies of the February 11, April 14, and May 26, 2020 Minutes for the Millet Public Library are provided for review by the County of Wetaskiwin Library Board.

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the February 11, April 14, and May 26, 2020 Minutes for the Millet Public Library as information.

Recommended Resolution

that the County of Wetaskiwin Library Board accept the February 11, April 14, and May 26, 2020 Minutes for the Millet Public Library as information.
Town of Millet Library Board Minutes
February 11, 2020

Present: Charlene Van de Kraats, Chris Richards, Doug Peel, Sandra Ames, Stacie McKinney (with apologies), Susan Williamson, Tony Wadsworth, Kourtland Fox, Jill Simms

1. The Meeting called to order at 7:05pm
2. Adoption of Agenda: moved by D. Peel, carried
3. Adoption of November 12, 2019 minutes: moved by C. Van de Kraats, carried
4. Financial Report:
   a. Year End ready for Auditor, WCB Done, T4’s Done
   b. Request Town pay utilities AMSC and Town Utilities letter sent to town and pending approval
   c. Monthly Comparison Budget accepted as presented by J. Simms
   d. County of Wetaskiwin Funding- reduced for 2019 value of $1,349 and reduced for 2020 value of $796, letter provide, we will keep the current approved budget

Res #1/2020 Request Friends to help with programming costs of $2000 over the year: moved by, D. Peel, carried

5. Trustee Application

Res #2/2020 Trustee Application K. Fox: moved by C. Van de Kraats, carried
Res #3/2020 Trustee Application D. Peel: moved by S. Ames, carried
Res #4/2020 Trustee Application T. Wadsworth: moved by C. Richard, carried

6. Manager’s Report:

   Res. #5/2020 Annual Report for 2019: moved by D. Peel, carried
   a. Lucie Jackson resignation letter provided
   b. Jill Vacation Feb 28-March 8, 2020
   c. STATS
   d. C. Richards term approved by council for three more years

Res. #6/2020 Approval to apply for 2020 Pat Morris Communities Matter Initiative Grant move, C. Richards, carried

7. Friends Report:
   a. Pancake Supper February 25, 2020 request volunteers
   b. Arber Greenhouse Gift Card Fundraiser March 27-April 24

Res #7/2020 Elections:

   Chair: Susan Williamson Vice Chair: Charlene Van de Kraats
   Secretary: Sandra Ames Treasurer: Kourtland Fox (on approval of town)
   Moved by: C. Richards, called three times, carried

Res #8/2020 Signing Authority, remove S. McKinney from Bank account: moved by C, Van de Kraats, carried

Res #9/2020 Signing Authority add K. Fox and C. Van de Kraats: moved by T. Wadsworth, carried

Res #10/2020 The Library Manager is allowed to modify the library hours during a pandemic crisis as required on a day by day basis to prioritize the safety of the community based on the recommendations of Alberta Health Services, moved by email, carried

8. Mayor Report verbal report on the status of the purchased school and possible use
9. Town Report none
10. Meeting Dates for 2020: April 14, June 9, September 8, November 17, 2020 starting at 7:00
11. Farewell S. McKinney thank you for all your support, card mailed
12. Next meeting April 14, 2022 at 7:00

Meeting Adjourned
Present: Charlene Van de Kraats, Chris Richards (with apologies), Doug Peel (with apologies), Sandra Ames, Susan Williamson, Tony Wadsworth, Kourtland Fox

The Meeting called to order at 7:06pm

1. Adoption of Agenda: moved by S. Ames carried
2. Adoption of February 11, 2020 minutes moved by C. Van de Kraats, carried
3. Financial Report:
   Res#11/2020 Audit from Doyle and Company for December 31, 2019 approved, moved by T. Wadsworth, carried
   a. Look into a reserves account for 2020 for any surplus
   b. Town of Millet Grant additional money $14,500 has been freed up to increase wages and benefits for the library staff.
   c. Monthly Comparison
4. Manager's Report:
   a. STATS
   b. K. Fox approved by council as trustee for a three-year term as put forth at Board meeting February 26, 2020
   c. FCSS Grant outcome $4000 for programming costs, $1000 volunteer supper to paid out in September 2020
   d. Pat Morris Grant Outcome, we did not receive grant announced after Pandemic will follow up as to see what changes can be made for future application
   e. Telus Bill, willing to reduce rate from $102 to $30/month
   f. Allotment Statement from YRL 2020 Municipal $1458.75 plus Allocation Allotment $2012.56 Total $3471.33
5. Pandemic Report
   a. Library currently closed until advised by government
   b. Staff currently working slightly reduced number of hours on different days to practice social distancing.
   Res#12/2020 Continue to pay staff as currently scheduled to be re-evaluated at next board meeting moved by, C. Van de Kraats, carried
   Res#13/2020 Curbide pickup is not to be done at present time, to be re-evaluated based on AHS recommendations moved by S. Ames, carried
   Res#14/2020 The Library will donate withdrawn books and make up children's activity packages for the Millet Food Bank to put in their care packages, moved by T. Wadsworth, carried
6. Friends Report:
   a. Pancake Supper February 25, 2020, Profit $644.15 Attendees 180
   b. Arber Greenhouse Gift Card fundraiser TBA
   c. Approved to purchase new computer $1000
   d. Approved Programming Costs $1000 in the form of STEAM kits
   e. Bike Rodeo July
   f. Town Parade August 29
   g. Friends next meeting: May 22, 2020
7. Town Liaison Report: Town has Declared State of Local Emergency all staff are preforming normal daily functions from home.

Next meeting June 9, 2020 at 7:00pm

Meeting Adjourned 8:30pm
Town of Millet Library Board Minutes
May 26, 2020

Present: Charlene Van de Kraats, Chris Richards, Doug Peel, Sandra Ames, Susan Williamson, Tony Wadsworth, Kourtland Fox, Jill Simms

1. The Meeting called to order at 7:07
2. Adoption of Agenda: moved by C. Richards, carried
3. Adoption of April 14, 2020 minutes moved by K. Fox, carried
4. Financial Report:
   a. Due to the current situation Alberta Government has paid all libraries half of their grant in advance which we received in May. They have confirmed receipt of our library grant application.
   b. Monthly Comparison accepted as presented

5. Manager’s Report:

Res#15/2020 Request Susan Williamson renew 3-year term moved by D. Peel, carried

Res#16/2020 Request Charlene Van de Kraats renew 3-year term moved by C. Richards, carried

Res#17/2020 Approval to apply for Mental Health and Addiction COVID-19 Community Funding moved by T. Wadsworth, carried

   a. Annual review of Plan of Service 2019-2022 accepted as presented

Res#18/2020 Approval of $1.00/hour increase in wages of Jill Simms, Randi Pedersen, Cindy Dextraze for cost of living expenses and bring closer to current rates effective May 20/2020 moved by T. Wadsworth, carried

Res#19/2020 Approval to increase the vacation pay from 4% to 6% for Jill Simms; increase from 4% to 5% for Randi Pederson and Cindy Dextraze moved by C. Van de Kraats, carried

Res#20/2020 Approval of updated Budget moved by K. Fox, carried

Res #21/2020 Approval Library Services During a Pandemic Policy moved by C. Van de Kraats, carried

Res #22/2020 Approval of Procedural Roadmap of Pandemic Service moved by C. Van de Kraats, carried

   b. Review the Checklist for Resuming Public Library Service tabled for next meeting June 9, 2020

6. Friends Report:
   a. Next meeting: August 7, 2020

7. Mayor Report three parks in town will be reopening as of Monday June 1, 2020

8. Town Liaison Report

Next meeting June 9, 2020 at 7:00pm

Meeting Adjourned 8:33

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