



**Municipality of Crowsnest Pass Library Board  
Annual General Meeting  
Tuesday January 22, 2019 (1:30pm)  
Crowsnest Community Library Auditorium**

**Draft Minutes**

**Attendance:** Diane deLauw (Library Manager / Treasurer), Erin Matthews (Chair), Nicole Stafford (Secretary), Gale Comin, Barbara Huseby, and Margaret Thomas.

**Regrets:** Sally Bulloch (Vice Chair) and Doreen Glavin (Municipal Council Rep.)

**Absent:** Lisa Sygutek (Municipal Council Rep)

1. **Call to Order** - Erin called the meeting to order at 1:37pm

2. **Welcome to New Board Members** - Barbara Huseby and Margaret Thomas

3. **Adoption of Agenda**

Gale made a motion to adopt the agenda. Erin seconded. Motion carried

4. **Adoption of Minutes - January 23, 2018**

Adopt with changes to Elections of Officers with Erin and the date of the Annual General Meeting being changed from 2017 to 2018.

Erin made a motion to adopt the minutes with the changes. Nicole seconded. Motion carried.

5. **Chair Report-** Presented by Erin

6. **2018 Financial Report (attached)** - Presented by Diane

Nicole made a motion to adopt the financial report. Erin seconded. Motion carried.

7. **Election of Officers**

Gale nominated Erin as Chair, Sally as Vice Chair, and Nicole as Secretary. No further nominations. All positions accepted. Elections closed.

8. **Signing authority for RBC Banking**

Erin, Sally, and Diane to continue with signing authority.

**Next AGM meeting date January 21, 2020 at 1:30pm.**

Gail made a motion to adjourn the meeting at 2:15 pm.

## Municipality of Crowsnest Pass Library Profit & Loss Budget vs. Actual January through December 2018

		Jan - Dec 18	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
Board Games - Income					
	Friends of the Library (BG)	527.36			
	Community Foundation Grant	1,000.00			
<b>Total Board Games - Income</b>		<b>1,527.36</b>			
Awards		250.00			
Grants					
	4025 · Canada Summer Jobs	3,625.00	3,000.00	625.00	120.83%
	4000 · Municipality	125,200.00	125,000.00	200.00	100.16%
	4010 · Province of Alberta	31,907.00	31,907.00	0.00	100.0%
<b>Total Grants</b>		<b>160,732.00</b>	<b>159,907.00</b>	<b>825.00</b>	<b>100.52%</b>
	4500 · Interest Income	227.12	200.00	27.12	113.56%
Operations					
	4150 · Fines	1,805.98	1,200.00	605.98	150.5%
	4120 · Donations (made to Library)	1,180.90	600.00	580.90	196.82%
	4130 · Facility Use	710.00	300.00	410.00	236.67%
	4140 · Print & Photocopy	3,362.35	2,500.00	862.35	134.49%
	4100 · Book Sales	91.25	150.00	-58.75	60.83%
	4170 · Coffee	476.00	300.00	176.00	158.67%
<b>Total Operations</b>		<b>7,626.48</b>	<b>5,050.00</b>	<b>2,576.48</b>	<b>151.02%</b>
<b>Total Income</b>		<b>170,362.96</b>	<b>165,157.00</b>	<b>5,205.96</b>	<b>103.15%</b>
<b>Gross Profit</b>		<b>170,362.96</b>	<b>165,157.00</b>	<b>5,205.96</b>	<b>103.15%</b>
Expense					
Board Games at the Library		1,532.31			
	5500 · Computers	5,339.70	1,000.00	4,339.70	533.97%
	5100 · Advertising	92.00	100.00	-8.00	92.0%
	5300 · Bank Charges	57.00	50.00	7.00	114.0%
	5610 · Bldg. / Yard Repairs & Maint.	12,464.26	4,000.00	8,464.26	311.61%
	5050 · Board Expenses	211.66	100.00	111.66	211.66%
	5200 · Furniture & Equipment	393.89	400.00	-6.11	98.47%
	5460 · Janitorial/Cleaning	3,050.58	3,000.00	50.58	101.69%
	5700 · Library Wages	101,058.36	119,000.00	-17,941.64	84.92%
	5530 · Office Supplies	4,957.54	4,000.00	957.54	123.94%
	5650 · Professional Assoc. Memberships	300.00	150.00	150.00	200.0%
	5660 · Professional Develop. Expense	905.31	907.00	-1.69	99.81%
	5670 · Program Expenses	1,351.24	1,000.00	351.24	135.12%
	5655 · Regional Library Membership	19,952.74	20,000.00	-47.26	99.76%
	5760 · Security System	948.00	950.00	-2.00	99.79%
	5800 · Telephone	1,420.59	1,500.00	-79.41	94.71%
	5850 · Utilities	8,667.44	9,000.00	-332.56	96.31%
<b>Total Expense</b>		<b>162,702.62</b>	<b>165,157.00</b>	<b>-2,454.38</b>	<b>98.51%</b>
<b>Net Income</b>		<b>7,660.34</b>	<b>0.00</b>	<b>7,660.34</b>	<b>100.0%</b>
Current Assets					
	1020 · Cash on Hand - Blairmore	100.00			
	1025 · Cash Drawer Blairmore	50.00			
	1000 · Royal Bank - Chequing	10,525.90			
<b>Total Current Assets</b>		<b>10,675.90</b>			