

#### Municipality of Crowsnest Pass Library Board Regular Board Meeting Tuesday February 22, 2022 (1:30pm)

#### **Crowsnest Community Library Auditorium**

#### **Minutes**

Attendance: Diane deLauw (Library Manager / Treasurer), Nicole Stafford (Secretary), Doreen Glavin (Municipal Council Rep), Gale Comin (Treasurer), Lisa Sygutek (Municipal Council Rep), and John Hucik.

Regrets: Margaret Thomas (Vice Chair)

Absent: Erin Matthews (Chair)

- 1. Call to Order Nicole called the meeting to order at 1:42 pm
- 2. Agenda February 22, 2022

Doreen made a motion to adopt the agenda. John seconded. Motion carried.

3. Adoption of Minutes - November 23, 2022

Lisa made a motion to adopt the minutes. Doreen seconded. Motion carried.

4. Treasurer position - (nominated at AGM January 25, 2022)

Gale Comin accepted the Treasurer position on the Library Board.

#### 5. Annual Report

Gale made a motion to approve the annual report to submit to the Public Library Service Branch . Nicole seconded. Motion carried.

#### 6. Librarians Report (attached)

Nicole made a motion to approve the Librarians Report. Gale seconded. Motion carried.

#### 7. Financial Report (attached)

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

#### 8. Meeting Adjournment

Nicole made a motion to adjourn the meeting at 2:22 pm.

Next regular meeting date:	March 22, 2022 at 1:30pm.	
Approved	Date	

#### Librarians Report February 22, 2022

#### **COVID** restrictions lifting

- Open at full capacity / No masking for children 12 and under.
- In-person / group programs can resume (including Library Board meetings).
- March 1 more to be announced.

#### **Programming**

- BRAT Pack will resume in-person March 1.
- 40 Developmental Assets would like to partner on movie nights and other programs.
  - They are storing equipment at the Library for this purpose.
- Library phones can be used by the general public for personal or business calls.
  - We have informed Kim at the Municipality and she will let people know.

#### Resources

- Zoom has been installed on the Chromebook, and it has been borrowed a few times.
- The Smart Hub is getting more popular, and has been out regularly.
- Snowshoes have been going out regularly.

#### Building/Yard maintenance

- Furnaces have had some issues.
  - Municipality ordered parts and will do maintenance.

#### Financial update

- Full Municipal funding was received the first week in February (after requested).
- Bank has given me online (view only) access to my accounts.
- GIC purchased at .8%.
- Large increase in Utility bills for January &February.

#### Chinook Arch

- SALC Conference will be 1 day and in celebration of their 30th anniversary on April 29th.
- VOIP phone systems are not a viable option for us as we need to keep a landline for security and alarm systems.

#### Staffing

- We have been running short staffed so far in 2022.
- We have managed to maintain regular opening hours.
- Full staffing should resume March 1st.

#### Friends of the Library

- Working on coordinating another round of Adirondack Chairs.
- Looking for volunteers for the Casino at the end of June.
- Applying to be added to the list for the donation bin at Pass Beverages.

### **Municipality of Crowsnest Pass Library** Profit & Loss Budget vs. Actual January through February 2022

			Jan - Feb 22	Budget
Inc	come			
	Fun	ding		
		4000 · Municipality	137,100.00	137,100.00
		4010 · Province of Alberta	0.00	31,907.00
	Total Funding		137,100.00	169,007.00
	Ope	rations		
		4100 · Book Sales	57.30	600.00
		4120 · Donations (made to Library)	11.00	900.00
		4130 · Facility Use	0.00	1,000.00
		4140 · Print & Photcopy	138.75	3,300.00
		4150 · Fines	37.99	400.00
		4170 · Coffee	0.00	400.00
	Tota	al Operations	245.04	6,600.00
	450	0 - Interest Income	0.00	125.00
To	tal Inc	come	137,345.04	175,732.00
Gross	Profit		137,345.04	175,732.00
Ex	pense			
	505	0 · Board Expenses	0.00	100.00
	520	0 - Furniture & Equipment	65.98	400.00
	530	0 ⋅ Bank Charges	24.07	75.00
	546	0 · Janitorial/Cleaning	351.75	3,000.00
	550	0 · Computers	0.00	1,400.00
	553	0 - Office Supplies	214.48	3,000.00
	561	0 · Bldg. / Yard Repairs & Maint.	1,737.96	5,400.00
	565	0 · Professional Assoc. Memberships	0.00	300.00
	565	5 · Regional Library Membership	9,619.37	20,753.00
	566	0 · Professional Develop. Expense	0.00	804.00
	567	0 · Program Expenses	108.57	850.00
	570	0 - Library Wages	9,405.48	128,000.00
	576	0 - Security System	0.00	1,250.00
	580	0 · Telephone	229.88	1,200.00
	585	D · Utilities	2,674.58	9,200.00
	tal Ex	pense	24,432.12	175,732.00
Net Income	)		112,912.92	0.00
C	urrer	nt Assets		
		1100 · GlCoperations	100,000.00	
		1000 · Royal Bank - Chequing	16,660.00	
	otal (	Current Assets	116,660.00	



## Crowsnest Pass Municipal Library

# Annual Report 2021



The library had **2,367** open hours in 2021!



**2,044** people have a card at our library



**5,750** people walked through our doors last year



In addition to **25,427** website visits



The library added **1,849** new items last year



Bringing the total collection to 17,486



There were **8,971** downloads of e-Content



Contributing to a total of **45,727** checkouts!



We lent our items to libraries outside of our system **106** times



Our service is delivered by **3** dedicated staff



Who answered over 550**0** reference questions



The library has **5** public computers



And brought in **292** items upon patron request



The library produced **7** informative newsletters



Over **800** people viewed each newsletter



They were in use for a total of **930** hours!



We offered **15** programs for kids



**58** for adults and seniors



And **27** for families



1,298 people attended in total!



There were also **3,525** connections to our Wi-Fi