



Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday, Sept 13, 2022 at 1:30 pm

Crowsnest Community Library
Meeting room

Attendance: Diane deLauw (Library Manager), Erin Matthews (Chair), Margaret Thomas (Vice Chair), Doreen Glavin (Municipal Council Rep), Lisa Sygutek (Municipal Council Rep) and John Hucik and Gale Comin (Treasurer).

Regrets: Nicole Stafford (Secretary),

1. Call to Order

Margaret called the meeting to order at 1:40pm

2. Adoption of Agenda – Sept 13, 2022

Gale made a motion to approve the agenda. Motion carried.

3. Adoption of Minutes – June 21, 2022

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

4. Librarian's report (attached)

Doreen made a motion to approve the Librarians report for information. Motion carried.

5. Chamber of Commerce – benefits option (Email attached for Information).

Diane presented option of offering Health Spending Account to staff via the Chambers plan.

*Action Item: Doreen will consult with Municipal HR and check into options.

6. Financial Report - 2022 to date (attached)

Presentation of Financial Report shows upcoming deficit for 2022

*Action Item: Doreen checking with Municipal CFO to see how we increase 2022 funding.

Gale made a motion to approve the Financial Report. Lisa seconded. Motion carried.

(Erin joined the meeting)

7. 2023 Municipal request / 3 Year Budget (Sept 30th deadline/Oct 13th presentation)

Gale motioned to request \$153,050 for 2023 Municipal Funding. Erin 2nd. Motion carried.

Gale motioned to approve 3 Year Budget projection. Erin seconded. Motion carried

8. In Camera

Doreen made a motion to go in Camera at 2:30pm.

Gale made a motion to come out of Camera at 3:01pm.

Erin made a motion to increase Diane's pay as of October 1. Gale 2nd. Motion carried.

9. Meeting Adjournment

Gale made a motion to adjourn at 3:10pm.

Next Regular Meeting: October 25, 2022 at 1:30pm.

Approved _____ Date _____

Librarians Report September 13, 2022

Programming

- Story walks
 - 6 story walks ran throughout the summer
 - 30 crafts were supplied for each walk.
 - Some vandalization occurred, but we persisted.
- Summer Reading Program.
 - Ran 2 programs a week for 6 weeks. Total attendance 120.
- Author Visit "Pam McDowell" was July 15th. "Fire on the Mountain"
- Peaks to Pines visits are being arranged, and will start up again soon.
 - Donation of Large Print books was given
- Brat Pack will resume first week in October (September is for planning)
- Marg will not be resuming StoryTime
- Rean is trying to plan more school age programming.
- Dungeons and Dragons is starting up Wednesday nights on Sept 14.
- Movie Night is tentatively starting September 23rd.

Staffing

- Summer staff were an excellent fit. They did a great job with SRP.
- Canada Summer Jobs grant was denied.
- All 3 permanent staff had holidays over the summer (as well as sick days).

Building/Yard Maintenance

- Electrical bills have skyrocketed.
 - We are only turning on lights when needed.
 - Municipality is looking into light sensors for basement.
- Main/accessible bathroom had a couple of issues over the summer.
 - Broken door handle and broken flush mechanism.
 - Both problems were addressed by Municipal staff.
- New hot water tank was installed by Municipal staff.
 - Replacement was due to age of old tank.

Friends of the Library

- Casino money has been received - \$33,998.30.
- AGM set for September 22nd at 4:30pm.
- Silent auction for quilt ended July 2nd. (Erin purchased.)

Chinook Arch

- New Plan of Service
 - <https://chinookarch.ca/about-us/reports-and-plans>
- New Resource – Kanopy
 - Streaming video resource.
 - <https://www.kanopy.com/en/chinookarch/>
 - Only allowing 4 check outs per card
 - Children's content is unlimited.
 - Has some built in Public Performance Rights.

Municipality of Crowsnest Pass Library

Profit & Loss Budget vs. Actual

January through September 2022

					Jan - Sep 22		Budget
				Income			
				Funding			
				4000 · Municipality	137,100.00		137,100.00
				4010 · Province of Alberta	31,907.00		31,907.00
				Total Funding	169,007.00		169,007.00
				Operations			
				Awards	200.00		
				4100 · Book Sales	526.20		600.00
				4120 · Donations (made to Library)	1,341.30		900.00
				4130 · Facility Use	20.00		1,000.00
				4140 · Print & Photocopy	1,457.65		3,300.00
				4150 · Fines	148.13		400.00
				4170 · Coffee	0.00		400.00
				4500 · Interest Income	370.84		125.00
				Total Operations	4,064.12		6,725.00
				Total Income	173,071.12		175,732.00
				Gross Profit	173,071.12		175,732.00
				Expense			
				5050 · Board Expenses	0.00		100.00
				5200 · Furniture & Equipment	205.98		400.00
				5300 · Bank Charges	78.67		75.00
				5460 · Janitorial/Cleaning	2,487.28		3,000.00
				5500 · Computers	1,400.80		1,400.00
				5530 · Office Supplies	2,801.03		3,000.00
				5610 · Bldg. / Yard Repairs & Maint.	5,065.00		5,400.00
				5650 · Professional Assoc. Memberships	38.10		300.00
				5655 · Regional Library Membership	19,238.74		20,753.00
				5660 · Professional Develop. Expense	391.86		804.00
				5670 · Program Expenses	654.68		850.00
				5700 · Library Wages	82,238.25		128,000.00
				5760 · Security System	0.00		1,250.00
				5800 · Telephone	987.26		1,200.00
				5850 · Utilities	9,241.50		9,200.00
				Total Expense	124,829.15		175,732.00
				Net Income	48,241.97		0.00
				Current Assets			
				1100 · GIC Operations	35,298.00		
				1000 · Royal Bank - Chequing	15,673.00		
				Total Current Assets	50,971.00		

Municipality of Crowsnest Pass Library

3 Year Budget Projection

		2023 Budget	2024 Budget	2025 Budget
Income				
	Grants			
	4000 · Municipality	153,050.00	159,100.00	165,150.00
	4010 · Province of Alberta	31,907.00	31,907.00	31,907.00
	Total Grants	184,957.00	191,007.00	197,057.00
	Operations			
	4150 · Fines	200.00	250.00	300.00
	4130 · Facility Use	100.00	150.00	200.00
	4140 · Print & Photocopy	2,500.00	2,800.00	3,000.00
	4100 · Book Sales/donations	700.00	800.00	900.00
	4500 - Interest Income	500.00	550.00	600.00
	Total Operations	4,000.00	4,550.00	5,000.00
Total Income		188,957.00	195,557.00	202,057.00
Gross Profit		188,957.00	195,557.00	202,057.00
Expense				
	5100 · Computers	1,500.00	1,600.00	1,700.00
	5300 · Bank Charges	100.00	100.00	100.00
	5610 · Bldg /Yard Repair&Maint.	7,500.00	8,000.00	8,500.00
	5050 · Board Expenses	50.00	50.00	50.00
	5200 · Furniture & Equipment	400.00	400.00	400.00
	5460 · Janitorial/Cleaning	3,200.00	3,400.00	3,600.00
	5700 · Library Wages	132,000.00	136,000.00	139,000.00
	5530 · Office Supplies	3,369.00	3,019.00	3,569.00
	5650 · Prof.Assoc.Member.	350.00	350.00	350.00
	5660 · Prof. Develop	800.00	800.00	800.00
	5670 · Program Expenses	900.00	950.00	1,000.00
	5655 · Regional Library	19,238.00	19,238.00	19,238.00
	5760 · Security System	1,300.00	1,350.00	1,400.00
	5800 · Telephone	1,250.00	1,300.00	1,350.00
	5850 · Utilities	17,000.00	19,000.00	21,000.00
Total Expense		188,957.00	195,557.00	202,057.00
Net Income		0.00	0.00	0.00