

**Crowsnest Community Library Meeting room**

**Minutes**

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

**1. Call to Order-** Erin called the meeting to order at 1:30pm

**2. Adoption of Agenda** - October 25, 2022

Nicole made a motion to adopt the agenda as amended. Erin seconded. Motion carried.

**3. Adoption of Minutes** - September 13, 2022

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

**4. Business arising from minutes:**

- a. 2022 extra funding request  
*Extra funding for 2022 was approved by council.*
- b. 2023 funding request update  
*Brought up and recommended at council.*
- c. HSA benefit request update  
*It will be tabled until 2023.*
- d. Municipal presentation review - Erin  
*Erin will email copy to all Board members*

**5. Librarians Report** (attached)

Lisa made a motion to adopt the Librarians Report. Margaret seconded. Motion carried.

**6. Financial Report - 2022 to date** (attached)

Nicole made a motion to adopt the Financial Report. Gale Seconded. Motion carried.

**7. Policy Review -**

*Reviewed up to section 1.5 in The Municipality of Crowsnest Pass Library Board Policies.*

**8. Meeting Adjournment**

Lisa made a motion to adjourn the meeting at 2:05pm.

**Next Regular Meeting: November 22, 2022 at 1:30pm**

Approved \_\_\_\_\_ Date \_\_\_\_\_

## Librarians Report October 25, 2022

### Programming

- Peaks to Pines first visit scheduled for Oct 27.
- Grade 1 will be coming for a visit mid November.
- Brat Pack running weekly.
- Hero Kids program started Oct 21 (every 2 weeks).
- After school crafts ran Oct 14.
- Nintendo Switch racing ran Oct 21(monthly).
- Dungeons and Dragons (no staff required).
  - Teen/adult is running up Wednesday nights.
  - Teen group runs some Thursdays.
  - School group has asked to play Saturdays.
  - Adult group may start up soon.
- 40DA Movie Nights
  - Teen movie night October 28<sup>th</sup>.
  - Kids movie night November 7<sup>th</sup>.
  - Teen movie night November 10<sup>th</sup>.
- Spooktacular October 29<sup>th</sup>.
  - Rean is putting on the crafts section.
  - We have teen volunteers doing the reading cave.

### Building/Yard Maintenance

- Sprinkler system winter maintenance was done by Morency.
- Sidewalk leading up to ramp has been repaired again.
- Windows were cleaned by VISTA window cleaning.
- Many windows have broken seals and moisture between the panes. This was reported to the Municipality and they plan to put it forward as a 2024 budget item.

### Friends of the Library

- Meeting held Oct 20<sup>th</sup>.
- Still figuring out how to spend Casino money.
- Looking to cover 3 programs that were provided by Literacy foundation.
  - Brat Pack (FCSS funding).
  - Books for Babies (partner with health unit).
  - 1 Book 5 Schools (grant application).

### Staff training

- Rean took training on new ILL system Oct 3<sup>rd</sup>.
- Diane attended fall training day Oct 17<sup>th</sup> (cyber security and PLSB training).
- Diane attending Leadership training Oct 26<sup>th</sup>.
- Barb will be attending Mental Health First Aid training in November.

2:46 PM  
20-10-22  
Cash Basis

# Municipality of Crowsnest Pass Library

## Profit & Loss Budget vs. Actual

January through October 2022

					Jan - Oct 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	684.20		600.00
				4120 · Donations (made to Library)	1,431.55		900.00
				4130 · Facility Use	20.00		1,000.00
				4140 · Print & Photocopy	1,755.65		3,300.00
				4150 · Fines	156.13		400.00
				4170 · Coffee	0.00		400.00
				4500 · Interest Income	401.66		125.00
				Total Operations	4,649.19		6,725.00
				Total Income	173,656.19		175,732.00
				Gross Profit	173,656.19		175,732.00
				Expense			
				5050 · Board Expenses	0.00		100.00
				5200 · Furniture & Equipment	205.98		400.00
				5300 · Bank Charges	83.67		75.00
				5460 · Janitorial/Cleaning	2,727.28		3,000.00
				5500 · Computers	1,400.80		1,400.00
				5530 · Office Supplies	3,026.78		3,000.00
				5610 · Bldg. / Yard Repairs & Maint.	5,519.00		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	416.86		804.00
				5670 · Program Expenses	516.00		850.00
				5700 · Library Wages	102,196.82		128,000.00
				5760 · Security System	0.00		1,250.00
				5800 · Telephone	1,096.24		1,200.00
				5850 · Utilities	10,238.89		9,200.00
				Total Expense	146,705.16		175,732.00
				Net Income	26,951.03		0.00
				Current Assets			
				1100 · GIC Operations	25,259.00		
				1000 · Royal Bank - Chequing	3,889.00		
				Total Current Assets	29,148.00		