



Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday February 28th, 2023
Crowsnest Community Library
Meeting room

Minutes

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

1. Call to Order- Margaret called the meeting to order at 1:39pm.

2. Adoption of Agenda - February 24th, 2023

Margaret motioned to adopt the agenda with changes. Gale seconded. Motion carried.

3. Adoption of Minutes - January 29th, 2023

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

4. Business arising from minutes:

a. Trees Removed

b. AG Society contact - tabled

c. Letter to council - capital budget request (from AGM)

Margaret motioned to accept information and table 'AG Society' to March. Motion carried.

5. Librarians report (attached)

Nicole motioned to accept the report as presented. John seconded. Motion carried.

6. Financial Report (attached)

Lisa motioned to approve the Financial Report. Margaret Seconded. Motion carried.

7. Meeting Adjournment

Nicole made a motion to adjourn the meeting at 2:00 pm.

Next regular meeting date is March 28th, 2023 at 1:30pm.

Approved _____ Date _____

Librarians Report
February 28, 2023

Programming

- Pop-up play stations were created for Reading Week.
- March programs - adding a new Lego and Switch program.
- March movie moved to 2nd Saturday due to staff conference
 - Playing "Puss in Boots" March 11th.
- First Digital Literacy class was in February. 2 attended.

Makerspace activities

- What can you build with 100 plastic cups?
- Paper Airplanes.
- Where's Waldo.

Chinook Arch

- New website should be available in April.
- Conference – Back to the Future taking place March 3rd.
- Provided SAD (Seasonal Affective Disorder) lamp.
- Provided 2 Smarthubs for loan.

Staff training

- Diane and Rean attending Library conference March 3rd.

French collection

- French Library in Lethbridge is closing and distributing materials.
- Was contacted about providing a French collection in the community.
- Agreed to a small trial collection.

Reporting

- PLSB Annual report submitted.

Municipality of Crowsnest Pass Library

Profit & Loss Budget vs. Actual

January through February 2023

				Jan - Feb 23	Budget
Income					
Funding					
			4000 · Municipality	153,050.00	153,050.00
			4010 · Province of Alberta	0.00	31,907.00
			Total Funding	153,050.00	184,957.00
Operations					
			4100 · Book Sales	121.65	700.00
			4120 · Donations (made to Library)	304.76	0.00
			4130 · Facility Use	0.00	100.00
			4140 · Print & Photocopy	307.50	2,500.00
			4150 · Fines	0.00	200.00
			4500 · Interest Income	92.69	500.00
			Total Operations	826.60	4,000.00
			Total Income	153,876.60	188,957.00
			Gross Profit	153,876.60	188,957.00
Expense					
			5050 · Board Expenses	0.00	50.00
			5200 · Furniture & Equipment	3.75	400.00
			5300 · Bank Charges	0.00	100.00
			5460 · Janitorial/Cleaning	513.99	3,200.00
			5500 · Computers	0.00	1,500.00
			5530 · Office Supplies	5.27	3,369.00
			5610 · Bldg. / Yard Repairs & Maint.	1,710.00	7,500.00
			5650 · Professional Assoc. Memberships	38.10	350.00
			5655 · Regional Library Membership	10,108.46	19,238.00
			5660 · Professional Develop. Expense	199.50	800.00
			5670 · Program Expenses	8.21	900.00
			5700 · Library Wages	19,677.48	132,000.00
			5760 · Security System	0.00	1,300.00
			5800 · Telephone	107.80	1,250.00
			5850 · Utilities	2,905.35	17,000.00
			Total Expense	35,277.91	188,957.00
			Net Income	118,598.69	0.00
Current Assets					
			1100 · GIC Operations	120,000.00	
			1000 · Royal Bank - Chequing	13,300.37	
			Total Current Assets	133,300.37	