



**Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday February 26, 2019 (1:30pm)
Crowsnest Community Library Auditorium**

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)

Guests: Robin Hepher CEO, Jane Edmundson

1. Call to Order - Erin called the meeting to order at 1:31 pm

2. Agenda:

Gale made a motion to adopt the agenda.

3. Adoption of Minutes - January 22, 2019

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

4. Chinook Arch Guest Speakers - Robin Hepher CEO and Jane Edmundson.

Robin gave an overview of Chinook Arch services to member Libraries, and the new Chinook Arch Plan of Service (<http://www.chinookarch.ca/about-us/reports-and-plans>)

5. Librarians Report (attached)

6. Financial Report (attached)

Barbara made a motion to adopt the financial report. Margaret seconded. Motion carried.

7. Annual Report to PLSB - presented by Diane

Gale made a motion to approve the report. Margaret seconded. Motion carried.

8. SALC February 28 to March 2, 2019

a. Diane, Rean, and Erin attending.

b. Library will close early on the 29th.

9. Policy Review

Tabled until next meeting, March 26, 2019.

Next regular meeting date March 26, 2019 at 1:30pm.

Gale made a motion to adjourn the meeting at 3:00 pm.

Approved _____ Date _____

Crowsnest Community Library
Librarians Report - February 26, 2019

- Programming
 - Family Literacy Day on Saturday January 26th, 35 participants.
 - Drop in activities for Reading Week Feb 19-22 entertained about 25 kids.
 - Chinook Arch has hired a Digital Literacy Librarian. She is arranging to offer programming at all Libraries within Chinook Arch. She will offer several fundamental computer training sessions throughout a 2 year period.
- Partnerships
 - Rural Entrepreneur Virtual Portal is a partnership with teconnect, Businesslink, Community Foundation and Chinook Arch. Our Library has signed up to participate. They are offering free business training and advisory services to residents of rural and remote areas of Southern Alberta. 8 sessions scheduled.
- Building Maintenance
 - Municipal electrician came in and cleaned up some computer wiring that needed to be dealt with before the carpet is installed.
 - Carpet has been ordered and installation will start the week of March 18th.
- Annual Report to Public Libraries Services Branch
 - Annual report completed for Board approval. To be submitted by February 28th.
 - New item being counted is Proctoring. We proctored 25 exams total in 2018 and already 12 for 2019.

Municipality of Crowsnest Pass Library Profit & Loss Budget vs. Actual January through February 2019

				Jan - Feb 19	Budget
Income					
Grants					
		4025 · Canada Summer Jobs	0.00	4,000.00	
		4000 · Municipality	125,000.00	125,000.00	
		4010 · Province of Alberta	0.00	31,907.00	
		Total Grants	125,000.00	160,907.00	
		4500 · Interest Income	0.00	100.00	
Operations					
		4150 · Fines	110.70	1,500.00	
		4120 · Donations (made to Library)	66.85	800.00	
		4130 · Facility Use	0.00	500.00	
		4140 · Print & Photocopy	179.00	3,000.00	
		4100 · Book Sales	0.00	100.00	
		4170 · Coffee	31.00	400.00	
		Total Operations	387.55	6,300.00	
		Total Income	125,387.55	167,307.00	
		Gross Profit	125,387.55	167,307.00	
Expense					
		5100 · Advertising	0.00	100.00	
		5300 · Bank Charges	4.50	75.00	
		5610 · Bldg. / Yard Repairs & Maint.	826.83	4,000.00	
		5050 · Board Expenses	0.00	100.00	
		5200 · Furniture & Equipment	0.00	400.00	
		5460 · Janitorial/Cleaning	180.00	3,000.00	
		5700 · Library Wages	15,045.43	121,000.00	
		5530 · Office Supplies	44.97	4,000.00	
		5650 · Professional Assoc. Memberships	0.00	150.00	
		5660 · Professional Develop. Expense	330.00	1,429.26	
		5670 · Program Expenses	0.00	600.00	
		5655 · Regional Library Membership	9,976.37	19,952.74	
		5760 · Security System	0.00	1,000.00	
		5800 · Telephone	240.47	1,500.00	
		5850 · Utilities	1,553.59	10,000.00	
		Total Expense	28,202.16	167,307.00	
		Net Income	97,185.39	0.00	
Current Assets					
		1020 · Cash on Hand - Blairmore	100		
		1025 · Cash Drawer Blairmore	50		
		1000 · Royal Bank - Chequing	107,505.00		
		Total Current Assets	107,655.00		



Crowsnest Pass Municipal Library

Annual Report 2018



The library had **2,261** open hours in 2018!



1,859 people have a card at our library



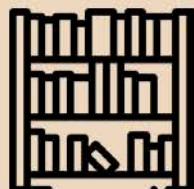
18,616 people walked through our doors last year



In addition to **26,329** website visits



The library added **1,965** new items last year



Bringing the total collection to **20,266**



There were **5,103** downloads of e-Content



Contributing to a total of **45,030** checkouts!



We lent our items to libraries outside of our system **300** times



Our service is delivered by **4** dedicated staff



And **78** amazing volunteers



The library has **8** public computers



And brought in **632** items upon patron request



The library participated in **7** promotional events



Where **1,000** people heard our message



They were in use for a total of **6,355.00** hours!



We offered **86** programs for kids



182 for adults and seniors



And **46** for families



3,169 people attended in total!



There were also **8,244** connections to our Wi-Fi