



**Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday, Sept 26th, 2023 1:30pm.**

**Crowsnest Community Library
Meeting room**

Minutes

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

- 1. Call to Order-** Erin called the meeting to order at 1:34pm.
- 2. Adoption of Agenda -** September 26th, 2023
Margaret motioned to adopt the agenda as presented. Nicole seconded. Motion carried.
- 3. Adoption of Minutes -** June 27rd, 2023
Gale made a motion to adopt the minutes. Erin seconded. Motion carried.
- 4. Business arising from minutes:** N/A
- 5. Board Appointments** (recommendation to Municipal Council)
Gale made a motion to recommend Nicole Stafford and Margaret Thomas to another term on the Municipality of Crowsnest Pass Library Board. John seconded. Motion carried.
- 6. Librarians Report (attached)**
Nicole motioned to accept the report as presented. Gale seconded. Motion carried.
- 7. Financial Report (attached)**
Erin motioned to approve the Financial Report. Margaret seconded. Motion carried.
- 8. Budget Approval - 3 Year** (Municipal Request)
Nicole made a motion to approve the three year projected budget for 2024, 2025 and 2026. Margaret seconded. Motion carried.
- 9. Municipal Funding Request** (for 2024)
Erin motioned that we approve the amount of 156,102 for the 2024 Municipal Funding Request. Gale seconded. Motion carried.
- 10. Other Business** (Policy updates – will bring to October meeting)
- 11. Meeting Adjournment**
Doreen motioned to adjourn the meeting at 2:30 pm.

Next regular meeting date is October 24th, 2023 at 1:30pm.

Approved _____ Date _____

Librarians Report
September 26th, 2023

Programming

- Family Movies are back (Sept 23 and Oct 21)
- CNP 40 showing 2 movies for middle school and high school (Sept 23 and Oct 20)
- Summer Reading Program went over well. We had about 35 kids in total. Ran 2 programs per week for 6 weeks.
- BRAT Pack will start up again the first week in October.

Chinook Arch

- Digital Literacy programs ran in July and September.
- Purchased another WIFI hotspot for all Libraries (we now have 4)
- Holding a Library Board workshop in November.
- Staff Fall Training Day is October 18.

Staffing

- New OHS requirements state that we need 1 First Aider per shift for 2-9 workers.
 - Barb took training in September.
 - I have scheduled myself and our new staff member for training in October.
- Having 3 students this summer was very helpful for programming, gardening, moving the basement around during flooring installation, and overall help in the Library.
- Canada Summer Jobs grant received (\$2100)
- We have hired a new full time Library Assistant. She starts last week in September.
- One of our students is staying on a part-time basis through the school year. This was quite helpful in September when we were short staffed, and will be great going forward.

Building update

- Basement carpeting was replaced in July.
- South sidewalk was replaced early September.
- Front step project started early September.
- We lost 2 planter boxes in the process, and will see about replacing in the spring.
- Sprinkler system shut down and maintained for winter.
- AG society covered all gardening costs for 2023 (\$441)

Friends of the Library

- AGM meeting is Sept 28 at noon. They are offering lunch. Please attend if you are available.
- Holding a silent auction for a quilt from the Rag Bags.

Use of Library Space

- We have sewing class running on Monday nights.
- The Improve group is here on Tuesday nights.
- Baby shower is booked in October.

Municipality of Crowsnest Pass Library

Profit & Loss Budget vs. Actual

January through September 2023

		Jan - Sept 23	2023 Budget	<i>notes</i>
Income				
Funding				
	4000 · Municipality	153,050.00	153,050.00	
	4010 · Province of Alberta	40,298.00	31,907.00	<i>new increase</i>
Total Funding		193,348.00	184,957.00	
Operations				
	4100 · Book Sales	449.65	700.00	
	4120 · Donations (made to Library)	807.69	0.00	
	4130 · Facility Use	390.00	100.00	
	4140 · Print & Photocopy	1,723.56	2,500.00	
	4150 · Fines	228.34	200.00	
	4500 · Interest Income	2,150.03	500.00	<i>higher rates</i>
Total Operations		5,749.27	4,000.00	
Total Income		199,097.27	188,957.00	
Gross Profit		199,097.27	188,957.00	
Expense				
	5050 · Board Expenses	0.00	50.00	
	5200 · Furniture & Equipment	399.71	400.00	
	5300 · Bank Charges	12.00	100.00	
	5460 · Janitorial/Cleaning	2,079.00	3,200.00	
	5500 · Computers	2,492.65	1,500.00	<i>new monitors</i>
	5530 · Office Supplies	2,995.21	3,369.00	
	5610 · Bldg. / Yard Repairs & Maint.	6,029.86	7,500.00	<i>\$433 AG Society</i>
	5650 · Professional Assoc. Memberships	38.10	350.00	
	5655 · Regional Library Membership	20,216.92	19,238.00	
	5660 · Professional Develop. Expense	1,098.10	800.00	<i>First Aid added</i>
	5670 · Program Expenses	478.69	900.00	
	5700 · Library Wages (18/26)	91,633.98	132,000.00	<i>\$2100 CSJ grant</i>
	5760 · Security System	0.00	1,300.00	
	5800 · Telephone	476.35	1,250.00	
	5850 · Utilities	8,968.32	17,000.00	
Total Expense		136,918.89	188,957.00	
Net Income		62,178.38	0.00	
Current Assets				
	1100 · G/Operations	<i>50,000.00</i>		
	1000 · Royal Bank - Chequing	<i>27,250.00</i>		
Total Current Assets		<i>77,250.00</i>		

Municipality of Crowsnest Pass Library 3 Year Budget Projection

		2024 Budget	2025 Budget	2026 Budget
Income				
Funding				
	4000 · Municipality	156,102.00	161,952.00	167,802.00
	4010 · Province of Alberta	40,298.00	40,298.00	40,298.00
Total Funding		196,400.00	202,250.00	208,100.00
Operations				
	4100 · Book Sale/Donations	800.00	850.00	900.00
	4130 · Facility Use	150.00	200.00	250.00
	4140 · Print & Photocopy	2,500.00	2,500.00	2,500.00
	4150 · Fines	200.00	200.00	200.00
	4500 · Interest Income	1,500.00	1,500.00	1,500.00
Total Operations		5,150.00	5,250.00	5,350.00
Total Income		201,550.00	207,500.00	213,450.00
Gross Profit		201,550.00	207,500.00	213,450.00
Expense				
	5050 · Board Expenses	50.00	50.00	50.00
	5200 · Furniture & Equipment	400.00	400.00	400.00
	5300 · Bank Charges	50.00	50.00	50.00
	5460 · Janitorial/Cleaning	3,400.00	3,600.00	3,800.00
	5500 · Computers	1,600.00	1,700.00	1,800.00
	5530 · Office Supplies	3,400.00	3,450.00	3,500.00
	5610 · Bldg/Yard Repair&Maint.	8,000.00	8,500.00	9,000.00
	5650 · Prof.l Assoc. Member	50.00	50.00	50.00
	5655 · Regional Library	21,000.00	21,000.00	21,000.00
	5660 · Professional Develop	1,500.00	1,500.00	1,500.00
	5670 · Program Expenses	950.00	1,000.00	1,050.00
	5700 · Library Wages	136,000.00	139,000.00	142,000.00
	5760 · Security System	1,350.00	1,400.00	1,450.00
	5800 · Telephone	800.00	800.00	800.00
	5850 · Utilities	23,000.00	25,000.00	27,000.00
Total Expense		201,550.00	207,500.00	213,450.00
Net Income		0.00	0.00	0.00