



Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday April 23rd, 2024
Crowsnest Community Library Meeting Room

Minutes

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

Regrets: Nicole Stafford (Secretary) **Absent:** Erin Matthews (Chair)

1. Call to Order - Margaret called the meeting to order at 1:35pm

2. Adoption of Agenda- April 23rd, 2024

Doreen motioned to adopt the agenda as presented. Motion carried.

3. Adoption of Minutes - March 26th, 2024

John made a motion to adopt the minutes. Motion carried.

4. Correspondence: Letter from minister reviewed

5. Librarian's Report - (attached)

Lisa motioned to approve the Librarian's Report. Gale seconded. Motion carried.

6. Request for Computer Spending

Doreen motioned to spend \$2500, for upgrades needed to meet Windows 11 requirements.. Gale seconded. Carried.

7. Financial Report- (attached)

Lisa motioned to approve the Financial Report with changes. Margaret seconded. Carried.

8. Financial Audit 2023 (supplied by BDO)

Gale motioned to approve the Financial Audit. Doreen seconded. Motion carried.

9. Policy update: Section 4 - Policies pertaining to Personnel

Diane has made approved changes, and is still working on the consolidation.

10. Plan of service (2025-2030)

A: Service Response #5 Create Young Readers: Early Literacy

Action item: Diane will bring back a draft Goals and Objectives as discussed.

11. Meeting Adjournment - Lisa made a motion to adjourn the meeting at 1:57pm.

Next Regular Meeting: May 28th, 2024 (1:30pm)

Approved _____ Date _____



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

April 8, 2024

AR114360

Dear Public Library Board Members:

On April 8, 2024, a Red Tape Reduction omnibus bill was tabled in the Legislature that will make some changes to the *Libraries Act*.

One proposed amendment will increase the maximum number of municipalities that can jointly create an intermunicipal library board from three to four (or all of those within a municipal district). This will enable greater flexibility for municipalities to cooperate in local library service delivery.

The remaining amendments will streamline the legislation with the aim of reducing red tape for library boards; this should mean you will have more time to devote to direct public library service in the community.

These changes were made as a result of extensive engagement with the library stakeholder community in the fall 2019 and further in fall 2021. Thank you to those who shared your feedback during these engagements.

Further information about these changes will be made available to library boards in the coming weeks. My staff continue to offer in-person and virtual library board training and will offer webinars with specific information once the bill is passed, and the amended legislation is proclaimed later this spring.

If you have any questions about the proposed amendments, please feel free to contact my staff at libraries@gov.ab.ca or 780-427-4871.

Sincerely,

Ric McIver
Minister

Librarians Report
April 23rd, 2024

Programming

- BRAT Pack continuing Tuesday mornings until the end of May.
- Movies played on April 5 & 6 and are scheduled again for May 3&4.
- Offered a seed planting program on April 12
- Lego program April 16
- Adult Coloring program continuing on Wednesdays.
- Grade 1 class visited on March 27th. (48 kids attended)

Use of Library space

- April - Tutoring, meetings, interviews, events, clubs, & information sessions.
- 4 exam proctoring's booked

Staffing

- Diane, Danielle, and Gale attending SALC on April 26.
- Diane taking 1 week off starting April 29.
- Still waiting on response to Canada Summer Jobs grant.
- Current part-time student will continue full time for summer.
- Will soon advertise to fill position of 2nd fulltime summer staff.

Building update

- Repairs to broken sprinkler system have started.

Computer upgrades

- Windows 10 "End of Life is" is October 2025
- Upgrade to Windows 11 will happen between now and then.
- We had 5 computers that were not compatible to upgrade to Windows 11.
- 1 of those computers is being upgraded in 2024 within the current budget.
- 1 public computer is mostly used as a catalogue computer, and can be replaced with a chromebox for \$450
- 1 is a public laptop and could be replaced with a chromebook for \$500
- 2 other computers will need to be upgraded by August of 2025 (minimum of \$3000).

WiFi hotspots

- Additional hotspots could be as much as \$500 each.
- Current grant to cover subscriptions ends December 2024.
- Current subscription cost is \$30 per month for each device.
- We will need to add \$1800 to our annual budget in 2025 to cover current devices.

Library Donation

- Full donation has come through for the Cuddle Chair, and stained-glass piece.
- Extra money was offered and we agreed on a new shelf for the Juvenile area, and a set of jumbo blocks for programming.

Friends of the Library

- Silent Auction for Quilt resulted in a sale.
- Meeting with me May 29 to discuss available funds, and Library wish list.

Municipality of Crowsnest Pass Library Profit & Loss Budget vs. Actual January through April 2024

		Jan - Apr 24	Budget
Income			
Funding			
	4000 · Municipality	156,102.00	156,102.00
	4010 · Province of Alberta	0.00	40,298.00
Total Funding		156,102.00	196,400.00
Operations			
	4100 · Book Sales	362.99	800.00
	4120 · Donations (made to Library)	80.20	0.00
	4130 · Facility Use	80.00	150.00
	4140 · Print & Photcopy	605.00	2,500.00
	4150 · Fines	55.00	200.00
	4500 · Interest Income	235.61	1,500.00
Total Operations		1,418.80	5,150.00
Total Income		157,520.80	201,550.00
Gross Profit		157,520.80	201,550.00
Expense			
	5050 · Board Expenses	0.00	50.00
	5200 · Furniture & Equipment	103.78	400.00
	5300 · Bank Charges	0.00	50.00
	5460 · Janitorial/Cleaning	819.00	3,400.00
	5500 · Computers	1,765.16	1,600.00
	5530 · Office Supplies	1,412.39	3,400.00
	5610 · Bldg. / Yard Repairs & Maint.	4,566.52	8,000.00
	5650 · Professional Assoc. Memberships	0.00	50.00
	5655 · Regional Library Membership	10,070.97	21,000.00
	5660 · Professional Develop. Expense	0.00	1,500.00
	5670 · Program Expenses	461.05	950.00
	5700 · Library Wages	32,811.38	136,000.00
	5760 · Security System	0.00	1,350.00
	5800 · Telephone	82.56	800.00
	5850 · Utilities	5,231.15	23,000.00
Total Expense		57,323.96	201,550.00
Net Income		100,196.84	0.00
Current Assets			
	1000 · Royal Bank - Chequing	<i>5,735.00</i>	
	1100 · GIC Operations	<i>112,000.00</i>	
Total Current Assets		<i>117,735.00</i>	

RECEIPTS FOR YEAR		Reporting Period 2023
Cash balance at beginning of year, January 1		
01	Cash on hand	\$150.00
02	Total in current bank accounts	\$3,435.68
03	Total in savings accounts	
04	Term deposits	\$10,298.51
05	Other committed funds (e.g. trust funds and bequests)	
06	TOTAL OPENING CASH ON HAND (add lines 01 to 05)	\$13,884.19
Government contributions		
07	Local appropriation (Cash transfer from your municipality for operations)	\$153,050.00
08	Provincial library operating grant (Do not combine with other provincial funding)	\$40,298.00
Other government contributions		
09	Cash transfer from <u>neighbouring municipality</u>	
10	Cash transfer from <u>another municipal or intermunicipal library board</u>	
11	Cash transfer from <u>library system</u> (e.g. Library Services Grant)	
12	Cash transfer from improvement district/summer village	
13	Cash transfer from school board, FCSS	
14	Employment programs (e.g. Canada Summer Jobs)	
15	Other grants (e.g. recreation board, CFEP, CIP) please list	
15a		
15b		
15c		
Other revenue		
16	Fundraising and donations (e.g. book sales, bequests)	\$1,535.79
17	Friends group donations	
18	Fees and fines	
18a	Card fees (incl. non-resident fees)	
18b	Fines (incl. overdue, lost/damaged book reimbursements)	\$253.56
19	Program revenue	
20	Room rentals	\$960.00
21	Other service revenue (e.g. photocopying, faxing, contracts, exam proctoring)	\$2,238.16
22	GST refund	\$2,866.58
23	Interest and dividends	\$2,946.96
24	Transfers from reserve accounts	
25	Other income (please list)	
25a		
25b		
25c		
26	TOTAL CASH RECEIPTS (add lines 07 to 25)	\$204,149.05
27	TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 26)	\$218,033.24

CASH DISBURSEMENTS FOR YEAR		Reporting Period 2023
Staff		
28	Salaries, wages and benefits (incl. worker's compensation insurance)	\$139,743.44
29	Honoraria (library volunteers)	
30	Staff professional development (incl. travel and hospitality)	\$1,378.35
31	TOTAL STAFF EXPENSE (add lines 28 to 30)	\$141,121.79
Library resources		
32	Physical materials (incl. periodicals and non-print materials; <u>do not</u> include money transferred to your library system for book purchases, that info goes on line 54)	
33	Digital resources (i.e. e-content)	
34	TOTAL LIBRARY RESOURCES (add lines 32 and 33)	
Administration		
35	Audit and/or annual financial review	
36	Board expenses (incl. honoraria, travel, course and conference fees)	
37	Equipment rentals and maintenance	
38	Contracts and fees for services (e.g. bookkeeping, IT services, professional fees)	
39	Bank charges	\$12.00
40	Library and office supplies (incl. binding & repair, printing and copier supplies)	\$3,548.37
41	Association memberships (e.g. ALTA, LAA, AALT)	\$38.10
42	Postage and box rental	
43	Program expense (incl. publicity/advertising, equipment rental, artist fees)	\$992.77
44	Telephone and internet	\$600.76
45	Software and licenses (e.g. QuickBooks, Office365 for staff, gate counter software)	
46	Other expenses (please list)	
46a	Security System	\$1,155.96
46b	GST expense	\$2,020.76
47	TOTAL ADMINISTRATION EXPENSE (add lines 35 to 46)	\$8,368.72
Building costs		
48	Insurance	
49	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$15,492.05
50	Utilities	\$12,364.35
51	Occupancy costs (i.e. share of utilities/janitorial in joint-use buildings)	
52	Rent	
53	TOTAL BUILDING EXPENSE (add lines 48 to 52)	\$27,856.40

CASH DISBURSEMENTS FOR YEAR (cont'd)		Reporting Period 2023
Transfer payments		
54	Transfer to other library boards (Please specify boards: may include transfers to other municipal/intermunicipal library boards or library system boards for the material allotment/levy and other system charges)	
54a	Regional Library Membership- Chinook Arch	\$20,216.92
54b		
54c		
54d		
54e		
54f		
55	Contract payments to library societies (please list)	
55a		
55b		
55c		
55d		
56	TOTAL TRANSFER PAYMENTS (add lines 54 and 55)	\$20,216.92
57	TOTAL OPERATING EXPENDITURE (add lines 31, 34, 47, 53, 56)	\$197,563.83
58	Loan interest and payments	
59	Transfer to other accounts (e.g. capital, operating reserves)	
Capital expenditures		
60	Building repairs and renovations (e.g. roof, carpet, partitions)	
61	Furniture and equipment	\$389.11
62	Computer hardware (e.g. desktop computers, printers)	\$2,492.65
63	Other (please list)	
63a		
63b		
64	TOTAL CAPITAL EXPENDITURE (add lines 60 to 63)	\$2,881.76
65	TOTAL CASH DISBURSEMENTS (add lines 57, 58, 59, 64)	\$200,445.59

Cash balance at end of reporting year		
66	Cash on hand	\$150.00
67	Total in current bank accounts	(\$2,562.35)
68	Total in savings accounts	
69	Term deposits	\$20,000.00
70	Other committed funds (e.g. trusts and bequests, reserves, capital)	
71	TOTAL CASH ON HAND (add lines 66 to 70)	\$17,587.65
72	TOTAL CASH ACCOUNTED FOR (add lines 65 and 71)	\$218,033.24

Summary of cash receipts and disbursements statement

For the year ended December 31, 2023

	Reporting Period 2023
Total cash receipts for the year (from line 26)	\$204,149.05
SUBTRACT Total cash disbursements for the year (from line 65)	\$200,445.59
Net cash increase or (decrease) from operations	\$3,703.46
ADD Total opening cash on hand and in bank (from line 6)	\$13,884.19
TOTAL CLOSING CASH ON HAND AND IN BANK (this should match line 71)	\$17,587.65

Please continue on to page 7 if your municipality made any payments on behalf of the library board.

Please have the Municipal Administrator fill out page 7.

Direct Payments - Receipts and Disbursements

Costs paid directly by the municipality on behalf of the library board are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit Do not include in kind contributions. The funds in lines i. through xii. should not be included in the library board's financial review. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's financial review and should not be included on this form.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Reporting Period 2023
i. Library staff (e.g. salaries, wages and benefits. DO NOT include expenditures for municipal staff)	
ii. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	\$75,342.37
iii. Insurance	\$7,865.37
iv. Utilities	
v. Audit/financial review	\$5,457.00
vi. Rent (paid to private landlord, not to municipality)	
vii. Telephone and internet	
viii. Other (please list)	
IX. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines i. to viii.)	\$ 88,664.74
Other expenditures paid by municipality	
x. Municipal staff costs (e.g. if a municipal employee spends a portion of time on library business)	
xi. Debenture interest and principal	
xii. Capital or special grants (e.g. one-time grants. DO NOT include annual operating cash transfer)	
XIII. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines x. to xii.)	\$ -

I, Brian McCulloch, Administrator of

 (please print name)
 Municipality of Crowsnest Pass

 (name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality
 in providing the indicated services on behalf of
Municipality of Crowsnest Pass Library Board

 (legal name of library board)

Signature: _____ Date: April 23 2024