



**Municipality of Crowsnest Pass Library Board
Annual General Meeting
Tuesday January 24, 2023 (1:30pm)
Crowsnest Community Library Auditorium**

Minutes

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

Absent: Lisa Sygutek (Municipal Council Rep).

Guest: Julie Dempsey.

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

2. Adoption of Agenda - January 24th, 2023

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

3. Adoption of Minutes - January 25th, 2022

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

4. 2022 in Review (presented by Diane)

Discussion surrounding sidewalks and basement carpets.

Action item: Erin will send a letter to the council requesting that these items be included in the 2023 capital budget.

5. 2022 Financial Report (attached) - Presented by Diane

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

6. Election of Officers

Gale nominated Erin as Chair. Erin nominated Margaret as Vice Chair. Margaret nominated Nicole as Secretary. Margaret nominated Gale as Treasurer. No further nominations. All positions accepted. Elections closed.

7. Signing authority for RBC Banking

Erin, Gale, and Diane to continue with signing authority.

8. Meeting Adjournment

Gale made a motion to adjourn the meeting at 1:49pm.

Next AGM meeting date January 23, 2024 at 1:30pm.

Next Regular Meeting: January 23, 2024 (following 2024 AGM)

Approved _____ Date _____

Crowsnest Community Library
2022 in review

Accomplishments

- Won a READ award for going virtual with BRAT Pack program in 2021.
- Received \$500 grant from local Landfill association for Story Walk programming.
- Received \$500 from FCSS towards Mental Health resources.
- Received memorial donations after the passing of former Librarian.

Building/yard maintenance

- Sidewalks patched (to be considered for repairs in 2023).
- Requested basement carpeting to be considered for funding in 2023.
- New Hot Water tank installed by Municipality.

Chinook Arch

- Created a new Plan of Service and new System agreement.
- Added Kanopy - new Streaming Video resource.
- Added Udemy – new resource for on-demand learning for in-demand skills.
- Added option to renew Library memberships online.

Programming/Events

- Indoor programming resumed, including:
 - BRAT Pack
 - Hero Kids
 - Switch-it-up
 - Dungeons and Dragons
 - 40DA Movie Nights
 - Summer Reading Program
- Outside programming included story walks with take home crafts.
- Engaged with Peaks to Pines to resume outreach program.
- Grade 1 class was able to visit the Library for a tour and activities.
- Children's author visit – author of Waterton based books.
- Visits to Kids College resumed.
- Participated in Spooktacular event and Teen Amazing Race.

Friends of the Library

- Raised money through a silent auction.
- Received funds from Pass Beverages depot donation bin.
- Opened market booth to be shared with Local Authors.
- Friends had Casino weekend and received AGLC funding.
- Made purchases for the Library that include: folding tables, carts, and computer chairs.
- Adopted CNP Literacy Foundation tasks after CNP-LF closed down.
 - Application for BRAT Pack funding.
 - 1 Book 5 Schools annual project.
 - Books for Babies partnership with Health Clinic.

Municipality of Crowsnest Pass Library

Profit & Loss Budget vs. Actual

January through December 2022

				Jan - Dec 22	Budget
Income					
Funding					
			4000 · Municipality	152,100.00	137,100.00
			4010 · Province of Alberta	31,907.00	31,907.00
			Total Funding	184,007.00	169,007.00
Operations					
			Awards	200.00	
			4100 · Book Sales	785.25	600.00
			4120 · Donations (made to Library)	1,531.00	900.00
			4130 · Facility Use	20.00	1,000.00
			4140 · Print & Photocopy	2,403.15	3,300.00
			4150 · Fines	187.10	400.00
			4170 · Coffee	0.00	400.00
			4500 · Interest Income	510.77	125.00
			Total Operations	5,637.27	6,725.00
			Total Income	189,644.27	175,732.00
			Gross Profit	189,644.27	175,732.00
Expense					
			5050 · Board Expenses	0.00	100.00
			5200 · Furniture & Equipment	820.46	400.00
			5300 · Bank Charges	83.67	75.00
			5460 · Janitorial/Cleaning	3,330.66	3,000.00
			5500 · Computers	1,400.80	1,400.00
			5530 · Office Supplies	3,448.30	3,000.00
			5610 · Bldg. / Yard Repairs & Maint.	7,790.89	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	1,130.60	850.00
			5700 · Library Wages	126,243.44	128,000.00
			5760 · Security System	1,114.50	1,250.00
			5800 · Telephone	1,077.95	1,200.00
			5850 · Utilities	12,166.97	9,200.00
			Total Expense	178,301.94	175,732.00
			Net Income	11,342.33	0.00
Current Assets					
Chequing/Savings					
			1000 · Royal Bank - Chequing	3,338.03	
			1100 · GICoperations	10,298.51	
			Total Current Assets	13,636.54	