



**Municipality of Crowsnest Pass Library Board**  
**Regular Board Meeting**  
**Tuesday June 25th, 2024 (1:30 pm)**  
**Crowsnest Community Library**

**Minutes**

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

**1. Call to Order** - Erin called the meeting to order at 1:33pm.

**2. Adoption of Agenda - June 25th, 2024:**

Erin motioned to adopt the agenda with additions. Gale seconded. Motion carried.

**3. Adoption of Minutes - May 28th, 2024**

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

**4. Librarian's Report (attached)** - Presented by Diane

Margaret motioned to adopt report as presented. Doreen seconded. Motion carried.

**5. Financial Report** - Presented by Diane.

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

**6. Elevator update** - Elevator survey results reviewed. Email from Johan regarding cost of hiring an architect, and annual maintenance costs presented.

Margaret motioned to request a fee estimate, and to hire an architect as long as the fee estimate did not exceed \$8000. Gale seconded. Motion carried.

**7. Policy update: Section 4** (Personnel Policy) Erin motioned to approve the full revision of Section 4. Margaret Seconded. Motion carried.

**8. Plan of Service** (Service Response 9 draft reviewed)

Lisa motioned to approve draft of Response 9. Erin Seconded. Motion carried

**9. In Camera** Lisa made a motion to go in camera at 2:35pm. Lisa made a motion to come out of camera at 2:38pm.

Erin made a motion to send out review documents to full Library Board and to have reply's by July 5th. Gale Seconded, Motion carried

**10. Meeting Adjournment** - Lisa made a motion to adjourn the meeting at 2:26pm.

**Next Meeting: June 25th, 2024**

Approved \_\_\_\_\_ Date \_\_\_\_\_

Librarians Report  
June 25<sup>th</sup>, 2024

Programming

- Legomania – June 7<sup>th</sup>, 2024
- Summer- Read-on-Day – June 21<sup>st</sup>, 2024.
- Museum Movie partnership – July 4<sup>th</sup>, 2024
- Summer Reading Program runs for 6 weeks July 9-August 15<sup>th</sup>
  - Pre-School Tuesdays 10-11am
  - School-Age Thursdays 2-3:30pm
- Provincial Family Resource Network / Fort Macleod and District FCSS, now doing monthly youth programs at Crowsnest Community Library.

Staff training

- SRP Workshop attended
- New Summer Student in training.

Building update

- Windows are being resealed on outside of building.

Computer upgrades

- Computers have been received to meet Windows 11 requirements.
- Windows 11 upgrades have started

Friends of the Library

- 2 Adirondack chairs purchased for Library.
- Purchased new book cases for Non-Fiction section.

Isabelle Russel donations

- Friends and Family donations
  - Stained Glass (Isabelle's Garden)
  - Cuddle Chair
  - Ikea cube shelf
  - Jumbo blocks

Financial update

- Provincial Funding received.

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

		Jan - Jun 24	Budget
<b>Income</b>			
<b>Funding</b>			
	4000 · Municipality	156,102.00	156,102.00
	4010 · Province of Alberta	40,298.00	40,298.00
<b>Total Funding</b>		<b>196,400.00</b>	<b>196,400.00</b>
<b>Operations</b>			
	4100 · Book Sales	492.44	800.00
	4120 · Donations (made to Library)	184.85	0.00
	4130 · Facility Use	320.00	150.00
	4140 · Print & Photcopy	1,301.00	2,500.00
	4150 · Fines	215.92	200.00
	4500 · Interest Income	522.87	1,500.00
<b>Total Operations</b>		<b>3,037.08</b>	<b>5,150.00</b>
<b>Total Income</b>		<b>199,437.08</b>	<b>201,550.00</b>
<b>Gross Profit</b>		<b>199,437.08</b>	<b>201,550.00</b>
<b>Expense</b>			
	5050 · Board Expenses	0.00	50.00
	5200 · Furniture & Equipment	118.43	400.00
	5300 · Bank Charges	29.00	50.00
	5460 · Janitorial/Cleaning	1,588.95	3,400.00
	5500 · Computers	4,144.54	1,600.00
	5530 · Office Supplies	1,936.59	3,400.00
	5610 · Bldg. / Yard Repairs & Maint.	6,810.63	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	1,024.07	1,500.00
	5670 · Program Expenses	940.89	950.00
	5700 · Library Wages	52,506.61	136,000.00
	5760 · Security System	0.00	1,350.00
	5800 · Telephone	123.84	800.00
	5850 · Utilities	7,036.32	23,000.00
<b>Total Expense</b>		<b>86,330.84</b>	<b>201,550.00</b>
<b>Net Income</b>		<b>113,106.24</b>	<b>0.00</b>
<b>Current Assets</b>			
	1000 · Royal Bank - Chequing	<b>9,092.00</b>	
	1100 · GIC Operations	<b>121,000.00</b>	
<b>Total Current Assets</b>		<b>130,092.00</b>	