

## **The Town of Crossfield Library Board**

**October 13, 2021**

Location: Library Meeting Room

In attendance: Kayla Groves, Lisa McNeil, AJ Raffin, Rianne Rayment, Brenda Rosvick, Jo Tennant, and Lynn Tucker

Absent: Janice Graham

Called to order at 7:05 pm

MOTION by Brenda to add Remote Camera Access to agenda, VOTES all in favour to accept amended Agenda

MOTION by Lynn to accept September Minutes, VOTES all in favour

### **Land Acknowledgement**

- Jo asks if we should consider adding a land acknowledgement at the start of every meeting, as per the Truth and Reconciliation Commission Calls to Action
- Jo read out the one from the Law Society of Alberta that is used at Town Council meetings
- Jo will find some other examples

### **New Manager**

- Rianne Rayment was hired for the position and started on October 5
- Rianne to write a short bio of herself to post on the website and Facebook

### **Community Survey**

- AJ built a list of local community groups that we could contact for input in developing a plan of service (see Attachments below)
- each board member can be responsible for contacting a couple of the groups
- Rianne can create a fillable pdf or Google form that could be linked to Facebook and library website
- if we have responses from the groups completed by the January Board meeting then we can build our plan of service

### **Policy Statements**

- Lisa has not completed this and with new work requirements does not have the time to do it now, so it must be passed on to someone else
- Lynn will consider taking this on

### **Treasurer's Report**

- Brenda to meet with Rianne tomorrow (Oct.14) to go over financial documents

### **AGLS**

- next casino date to be April/May/June 2023

- need to find a new Treasurer for AGLS
- Rianne to post on the website and Facebook for us

### **Librarian's Report**

- Rianne would like to know what we'd like to see in her reports, so email her if there are specific requests
- Shanalee has resigned, Rianne to post the position next week
- Rianne suggests that as we develop our new plan of service that we should look at our mission statement and update it
- new Town CAO Sue Keenan has requested that we hold the upstairs rooms vacant for now as she sorts out staffing over the next couple months

### **Remote Camera**

- as manager, Rianne will now get access to the remote cameras
- Ken was the director on this, so a new person needs to take this on
  - o AJ has agreed to have her name on this

MOTION by Brenda to accept reports as submitted, VOTES all in favour

MOTION by AJ for *in camera* discussion on personnel issue at 7:57 pm, VOTES all in favour

MOTION by AJ to end *in camera* 8:13 pm, VOTES all in favour

MOTION by Brenda to proceed with personnel issue as discussed, VOTES all in favour

### **Correspondence**

- Letter from Rocky View County with the municipal levy of \$3,168.00
- Letter from Public Library Services Branch with the operating grant of \$16,650.00
- Invoice from Marigold Library System for levy of \$4.50 per capita

Meeting adjourned at 8:25 pm. Next meeting will be on November 17, 2021.

**Attachments**  
**Crossfield Library**  
**Community Survey Data collection**  
**Fall 2021**

| <b>Organization</b>                     | <b>Contact</b>                           | <b>Board Member</b> | <b>Date contacted</b> |
|---|--|---------------------|-----------------------|
| Artist of Crossfield Theatre            | Facebook page                            |                     |                       |
| Crossfield Ag Society & Farmer's Market | crossfieldagsociety.com                  |                     |                       |
| Elks #416                               | crossfieldelks.ca                        | Brenda              |                       |
| 4H                                      | Crossfieldmadden4Hbeefclub@gmail.com     |                     |                       |
| Mothers of Preschoolers (MOPS)          | cbcoffice@crossfieldbaptist.com          |                     |                       |
| Rodeo Society                           | Info.peteknight@telus.net                |                     |                       |
| Golden Key/over 50                      | 403-946-4314 or 403-946-5537             |                     |                       |
| Beavers/cubs/scouts                     | Marklley7@gmail.com 403-540-1999         | Brenda              |                       |
| Chamber of Commerce                     |  |                     |                       |
| Rockyview Lodge/Dr Whillans Manor       |  |                     |                       |
| Figure skating club                     | Webpage form town webpage                |                     |                       |
| Minor hockey                            | Communiations.crossfieldmha@gmail.com    |                     |                       |
| Minor Soccer                            | On Facebook                              |                     |                       |
| Rising Sun Tae Kwan Do                  | 403-829-4677                             |                     |                       |
| Jazzercise                              | Jazzercisecrossfield.com                 |                     |                       |
| Curling Club                            | crossfieldcommunitycurlingclub@gmail.com | Brenda              |                       |
|   |  |                     |                       |
| United Church                           |  | Brenda              |                       |
| Baptist Church                          |  | Brenda              |                       |

### **Submitted Reports**

**AGLS Report** submitted by Brenda Rosvick

- nothing to report

**Grants Report** submitted by Brenda Rosvick

- no updates

**Librarian's Report** submitted by Rianne Rayment

**Patron Count:**

Aug: 1,036

Sept: 967

**Circulation (checkouts):**

Aug: 1,617

Sept: 1,370

**Room Use for August 2021:**

Community Links – 1

Baby Clinic – 3

Community Use – 1

**Treasurer's Report** submitted by Brenda Rosvick

Statements attached

- 2021 Income Statement YTD to Sept 30, against budget.
  - o I updated the amounts for Sept 15-30 manually, getting the info from ATB online.
- No Balance Sheet is provided this month.
- A few accounts are noted on the left side of the statement, that will not be on budget by Dec 31.
  - o Service Revenue will be under budget.
  - o Expenses - over budget will be Board-Library Admin, Interest-CRA, and Salaries.
  - o Everything else appears to be within budget at this point.
- With a Sept 30th Net Income of over \$58K, we will be in a positive position on December 31st.
- No further changes to the Account names and placement on the statements will be done at this time.

Accountant

- no updates

# THE TOWN OF CROSSFIELD LIBRARY BOARD

## Comparative Income Statement - Budget Check

|                                     | Actual<br>01/01/2021 to<br>09/30/2021 | Budget<br>01/01/2021 to<br>12/31/2021 |            |
|-------------------------------------|---------------------------------------|---------------------------------------|------------|
| <b>REVENUE</b>                      |                                       |                                       |            |
| <b>RECEIPTS</b>                     |                                       |                                       |            |
| Town of Crossfield Appropriation    | 91,167.52                             | 54,000.00                             |            |
| Alberta Municipal Affairs - Grant   | 16,650.00                             | 16,650.00                             |            |
| Rockyview County                    | 3,168.00                              | 3,168.00                              |            |
| Marigold Library System             | 5,628.66                              | 8,443.00                              |            |
| Marigold Spending Account           | 1,000.00                              | 1,000.00                              |            |
| Alberta Lottery Fund - CIP Grant    | 12,500.00                             | 18,000.00                             |            |
| Town of Crossfield - FCSS           | 12,000.00                             | 12,000.00                             |            |
| Alberta SME Relaunch Grant          | 460.22                                | 0.00                                  |            |
| Ann Grover Library Society          | 15,196.50                             | 15,197.00                             |            |
| Donations                           | 575.90                                | 1,000.00                              |            |
| Donations-in-kind                   | 103.04                                | 0.00                                  |            |
| Book Sales                          | 329.25                                | 8,200.00                              |            |
| Fines                               | 856.46                                | 0.00                                  |            |
| Room Rental                         | 40.00                                 | 0.00                                  |            |
| Beverage Service                    | 270.00                                | 0.00                                  |            |
| Print + Copy                        | 179.75                                | 0.00                                  |            |
| Fax                                 | 177.65                                | 0.00                                  |            |
| Other Service                       | 7.00                                  | 0.00                                  |            |
| ** Service Revenue - Total          | <del>1,960.11</del>                   | 2,210.11                              | 8,200.00   |
| GST Refund                          | 1,099.83                              |                                       | 1,700.00   |
| Interest Income                     | <del>47.20</del>                      | 53.28                                 | 200.00     |
| Sale of Assets                      | 295.00                                |                                       | 0.00       |
| Other Income                        | 0.00                                  |                                       | 1,519.00   |
| <b>TOTAL RECEIPTS</b>               | <del>461,851.98</del>                 | 162,108.06                            | 141,077.00 |
| <b>TOTAL REVENUE</b>                | <del>461,851.98</del>                 |                                       | 141,077.00 |
| <b>EXPENSE</b>                      |                                       |                                       |            |
| <b>LIBRARY ADMINISTRATION</b>       |                                       |                                       |            |
| Professional Fees                   | 121.00                                |                                       | 2,625.00   |
| Insurance                           | 0.00                                  |                                       | 3,500.00   |
| ** Board - Library Administration   | <del>1,141.84</del>                   | 1,779.72                              | 675.00     |
| Board - Board Management            | 216.87                                |                                       | 0.00       |
| Membership- Marigold Library System | 15,196.50                             |                                       | 15,197.00  |
| Contracts - Payroll Admin           | <del>350.00</del>                     | 450.00                                | 600.00     |
| Contracts - Printer Maintenance     | 322.17                                |                                       | 400.00     |
| Bank Charges                        | <del>444.27</del>                     | 170.87                                | 350.00     |
| ** Interest - CRA                   | 1,917.99                              |                                       | 0.00       |
| Office Supplies                     | 120.33                                |                                       | 200.00     |
| Office Supplies - Covid             | 29.38                                 |                                       | 0.00       |
| Licenses                            | 105.00                                |                                       | 105.00     |
| Postage                             | 0.00                                  |                                       | 125.00     |
| Telephone                           | 301.95                                |                                       | 400.00     |
| Beverage Service                    | 249.11                                |                                       | 400.00     |
| Other Expenses                      | 0.00                                  |                                       | 200.00     |
| <b>TOTAL LIBRARY ADMINISTRATION</b> | <del>20,246.44</del>                  | 20,980.89                             | 24,777.00  |
| <b>PROGRAM ADMINISTRATION</b>       |                                       |                                       |            |
| Program Salaries                    |                                       | <del>5,524.31</del>                   | 6,036.16   |
| Expenses - Storyhour                | 947.70                                |                                       | 0.00       |
| Expenses - Summer Reading           | 203.38                                |                                       | 0.00       |
| Expenses - Craft Club               | 120.89                                |                                       | 0.00       |
| Program Expenses                    |                                       | 1,271.97                              | 0.00       |
| <b>TOTAL PROGRAM ADMINISTRATION</b> |                                       | <del>6,796.28</del>                   | 7,308.13   |
| <b>BUILDING COSTS</b>               |                                       |                                       |            |
| Janitorial - External               |                                       | 1,337.01                              | 2,700.00   |
| Janitorial - Supplies               |                                       | 68.20                                 | 400.00     |

Revised Amounts  
after manually  
adding items from  
Sept 15 to Sept 30

(continued...)

|                                  | Actual<br>01/01/2021 to<br>09/30/2021 | Budget<br>01/01/2021 to<br>12/31/2021 |
|----------------------------------|---------------------------------------|---------------------------------------|
| Janitorial - Covid               | 18.88                                 | 0.00                                  |
| Maintenance - External           | 2,153.78                              | 2,500.00                              |
| Utilities                        | 8,620.79                              | 11,500.00                             |
| <b>TOTAL BUILDING COSTS</b>      | <b>12,198.66</b>                      | <b>17,100.00</b>                      |
| <br>                             |                                       |                                       |
| <b>CAPITAL EXPENDITURE</b>       |                                       |                                       |
| Furniture & Equipment - Internal | 2,239.37                              | 1,000.00                              |
| Furniture & Equipment - External | 14,794.64                             | 0.00                                  |
| <b>TOTAL CAPITAL EXPENDITURE</b> | <b>17,034.01</b>                      | <b>1,000.00</b>                       |
| <br>                             |                                       |                                       |
| <b>LIBRARY RESOURCES</b>         |                                       |                                       |
| Materials                        | 771.37                                | 1,200.00                              |
| Materials - Grant                | 3,893.51                              | 18,000.00                             |
| Magazines                        | 973.08                                | 1,000.00                              |
| <b>TOTAL LIBRARY RESOURCES</b>   | <b>5,637.96</b>                       | <b>20,200.00</b>                      |
| <br>                             |                                       |                                       |
| <b>STAFF</b>                     |                                       |                                       |
| Staff Salaries                   | 29,454.71                             | 40,594.37                             |
| Staff Benefits                   | 110.87                                | 122.44                                |
| Staff Course & Conference        | 0.00                                  | 500.00                                |
| Staff Travel                     | 70.62                                 | 0.00                                  |
| <b>** TOTAL STAFF</b>            | <b>29,636.20</b>                      | <b>40,787.43</b>                      |
| <br>                             |                                       |                                       |
| <b>TOTAL EXPENSE</b>             | <b>91,519.52</b>                      | <b>103,947.08</b>                     |
| <br>                             |                                       |                                       |
| <b>NET INCOME</b>                | <b>70,332.46</b>                      | <b>6,500.00</b>                       |