

The Town of Crossfield Library Board

June 15, 2022

Location: Library Meeting Room

In attendance: Lisa McNeil, AJ Raffan, Rianne Rayment, Brenda Rosvick, and Jo Tennant

Absent: Janice Graham and Lynn Tucker

Called to order at 7:00 pm

MOTION by AJ to accept Agenda, VOTES all in favour

MOTION by Brenda to accept May Minutes, VOTES all in favour

Land Acknowledgement

- haven't heard back from Sheldon First Rider at this time

Plan of Service

- posted as a pdf on the website and will be an 8-page booklet in hard copy format
- Rianne to submit to Public Library Service
- MOTION by Brenda to accept the Plan of Services documents as completed, VOTES all in favour

Utilities Provider

- Link Energy likely going out of business, so we need to find a new provider
 - o Link Energy can transfer our account to Sponsor Energy, which would save us a credit check
- Rianne will look into different options of utility providers to compare rates
- based on usage, Brenda says we are likely under-budgeted for the 2022 year, so will need to increase in our 2023 budget

MOTION by AJ for *in camera* discussion on personnel 7:25 pm, VOTES all in favour

MOTION by Brenda to end *in camera* 7:30 pm, VOTES all in favour

- information discussion only, no further action required at this time

Grants

- for the Finance policy, the Library Manager will be the primary contact to apply for and manage grants

Librarian's Report

- with all the recent rain, there is water coming in the basement and in the children's room
 - o Town will have a roofer come look at the building
- Pete Knight Days
 - o parade float made by Ilene, and it received 1st place prize of \$50 for Service Clubs category
 - o free popcorn and coffee handed out after the parade

- renting chairs and tables
 - o may be too confusing to manage, so no we won't rent out these items at this time
- trying to do more collaborative events with Town (e.g. a movie night) to use our space, not use our staff time, and to be aware of creating conflicting event schedules
- May number may be slightly inaccurate due to some formatting updates by Yellowhead Regional Library

Meeting adjourned at 7:55pm. Next scheduled meeting will be on September 21, 2022.
Special meetings to be called if necessary.

SUBMITTED REPORTS

Grants Report submitted by Brenda Rosvick

Rianne applied for the Alberta Libraries operating grant (provincial funding \$16,650) and will forward the Plan of Service upon board approval.

Policy Committee Report submitted by Lynn Tucker

There was no Policy Committee meeting this month, so there is no report this month.

Librarian's Report submitted by Rianne Rayment

Community

Have been in contact with the RCMP for potential information sessions in the fall.

Have plans to meet with Nicole and Eris to discuss more consistent collaboration on events.

Room Bookings

Rocky View Gas has signed a new agreement and is back for regular meetings.

W.G. Murdoch has booked our space twice (and plans to continue).

Movie folks came to look at the program room and hope to book it for their crew.

Question: are we willing to rent out chairs/tables etc. for events outside the library?

Programming

Teen Games – June is the final month (until Sept), it's been really fun & we have a few new teens interested so hopefully we'll get a larger group in the fall.

Craft Club & LEGO – June is the final month (until Sept.) for these as well. They are both very full and have been a huge success since moving back to fully in-person.

Seeds & Soil (June 4) – went well. Had 8 people. We'd hoped for closer to 15, but it was a good start and Badger Ridge Greenhouses seemed open to donating for a similar event next year.

Teen Job Skill Program with Airdrie BGC (June 14,21,28) – have two teens registered, obviously hoping for more. Even if this program doesn't go ahead, they're very open to further collaboration in the future.

Preschool Drive-In (June 22) – planned this for the Story Hour age-group who are missing that regular program as it is on a break for the summer.

Summer – plans are coming together for pre-readers, school-age, and teens. The focus will be to encourage reading over the summer with activities, reading logs, and prize incentives. The Donut Man has donated free donut certificates and two \$25 gift cards as reading incentives and to go with the grand prizes.

May's Numbers (April in parenthesis)

Patron count: 1,361 (1,560)

Checkouts: 1,755 (2,053)

New Memberships: 8 (13)

Treasurer's Report submitted by Brenda Rosvick

- 2022 May Income Statement - coffee machine needed repairs; parts were \$350

THE TOWN OF CROSSFIELD LIBRARY BOARD

Balance Sheet As at May 31, 2022

ASSET

CURRENT ASSETS

Petty Cash	147.50	
Alberta Treasury Branch	885.17	
ATB Savings	57,880.38	
ATB Grant Savings	10,322.37	
Cash: Total		69,235.42
GST Receivable - 50%	1,369.00	
GST Receivable - 100%	526.23	
Receivables: Net		1,895.23
Materials Inventory	207,584.00	
Amort. - Materials	-207,584.00	
Inventory: Total		0.00
TOTAL CURRENT ASSETS		71,130.65

EQUIPMENT

Computer Equipment	2,108.67
Accum. Amort - Computer	-579.88
Furniture & Fixtures - asset	2,200.00
Accum. Amort - F&F	-275.00
TOTAL EQUIPMENT	3,453.79

TOTAL ASSET 74,584.44

LIABILITY

CURRENT LIABILITIES

Unearned Income - Damage Dep...	300.00
Accounts Payable	204.75
ATB-Mastercard	15.82
Bigway Foods - Account	66.18
TOTAL CURRENT LIABILITIES	586.75

TOTAL LIABILITY 586.75

EQUITY

EQUITY

Retained Earnings	19,026.36
Current Earnings (Deficit -)	54,971.33
TOTAL YEAR TO DATE	73,997.69

TOTAL EQUITY 73,997.69

LIABILITIES AND EQUITY 74,584.44

THE TOWN OF CROSSFIELD LIBRARY BOARD

Income Statement May 01, 2022 to May 31, 2022

REVENUE

RECEIPTS

Donations		51,25
Book Sales	40,00	
Fines	96,05	
Beverage Service	8,00	
Print + Copy	32,50	
Fax	2,00	
Other Service	2,00	
Service Revenue - Total		180,55
GST Refund		76,15
Marigold Spending Account (2020)		0,00

TOTAL RECEIPTS 307,95

TOTAL REVENUE 307,95

EXPENSE

LIBRARY ADMINISTRATION

Town - Payroll Admin	50,00	
Segue - Printer Maintenance	71,63	
Contracts - Total		121,63
Bank Charges		2,68
Office Supplies		74,36

TOTAL LIBRARY ADMINISTRATION 198,67

PROGRAM ADMINISTRATION

Salaries - Storyhour	764,00	
Salaries - Lego Club	156,00	
Salaries - Craft Club	261,00	
Program Salaries - Total		1,181,00
Expenses - Storyhour	415,76	
Expenses - Other Programs	7,96	
Program Expenses - Total		423,72

TOTAL PROGRAM ADMINISTRATION 1,604,72

BUILDING COSTS

Cleaning Services - Janitor & Sn...		205,95
Janitorial - Other		7,86
Maintenance - Scheduled		306,60
Utilities		1,180,73

TOTAL BUILDING COSTS 1,701,14

CAPITAL EXPENDITURE

Non-recurring Repairs & Renova...	511,05	
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TOTAL CAPITAL EXPENDITURE 511,05 →

STAFF

Staff Salaries	8,439,82	
Staff Benefits	17,39	

TOTAL STAFF 8,457,21

TOTAL EXPENSE 12,472,79

NET INCOME -12,164,84

ATTACHMENTS

Plan of Service (web version)

CROSSFIELD MUNICIPAL LIBRARY

Plan of Service 2022-2025



www.crossfieldlibrary.ca
403-946-4232
admin@crossfieldlibrary.ca

GOAL 1

BE AN ENGAGING AND WELCOMING COMMUNITY HUB

- ◆ Main floor window displays will be refreshed at least every two months. Each display will relate to a specific theme.
- ◆ Announcements of library events and alerts, using multiple digital platforms, will occur at least monthly.
- ◆ By September 30, 2022, at least two main floor, in-library seating options will be explored, trialed, and evaluated by library users and staff.
- ◆ An ongoing book sale shelf will be provided on the main floor of the library. Annually, in March, the Library Manager will lead a review of book sale material to determine if the volume of material supports an annual book sale event.
- ◆ Options for potential "seed library" offerings will be researched with recommendations prepared for the 2023 growing season.
- ◆ By October 2022 "wayfinding," map-style, signage will be posted to provide details of the library layout.
- ◆ In collaboration with Ann Grover Library Society (AGLS) and two additional community organizations a fund-raising event netting at least \$1500 will be organized and held by December 2025.

GOAL 2

PROVIDE LIFE-LONG LEARNING OPPORTUNITIES


- ◆ A diversity of program offerings will be offered twice per month for each of the following groups: **infants and pre-school children, youth and teens, & adults.**
 - ◆ Upon request and up to once per week, one-on-one learning sessions for the community will be offered.
 - ◆ Topic offerings will be posted on the library website, in the library newsletter, and in library advertising.
- ◆ Beginning in 2023, at least three times per year, intergenerational programming, primarily consisting of knowledge exchange, will be facilitated by the library.
- ◆ Informal gatherings to spark community conversations will be hosted at least every two months. Conversation topic suggestions will be collected and reviewed monthly.

GOAL 3

ENCOURAGE CREATIVITY AND IMAGINATION

- ◆ The library logo will be updated by May 2024.
- ◆ Monthly main floor window refresh will be selected from work of those participating in library programming. Display contributors will be acknowledged following library policy.
- ◆ Crossfield and area residents will be invited to offer artisan and craft style workshops. Two workshops will be offered per year.
- ◆ Regular passive activities, outside of scheduled programs, will be provided for library users to express creativity (e.g. sidewalk chalk in summer).

Current offer from LINK Partner "Sponsor Energy"



ENERGY ACCOUNT SETUP

E.customerservice@linkenergy.com
P+1 (855) 444-5465

WELCOME!

Hello Link Energy customers! Please verify your account details below to get started. If you have any questions, please call our team at 1-855-444-5465.

Account Verification

Acct #	Last Name or Company Name	
11200000735	The Town of Crossfield Library Board O/A Crossfield Lib	<div>VERIFY</div> ✓ Account Verified

Current Product Offer:

Natural Gas 0003132846711 - Index +0.74/GJ Admin Fee of \$9.99/month Contract Fee of \$0.29/day

Electricity 0040001813200 - Fixed Rate 0.09862/kWh Admin Fee of \$9.99/month Contract Fee of \$0.59/day

You must agree to our Terms and Conditions listed here: [Terms and Conditions](#)

☐ Yes, I have read and Agree to the Terms and Conditions

The start date of this agreement will be within 48 hours of your approval with no disruption to your energy service.

Otherwise, Liz Dick (Commercial Energy Consultant) will sign us up with a fixed (3- or 5-year term) at whatever the current rate is.

Pricing as of May 18 (as per email from Liz):

Pricing is \$6.35 per gigajoule for gas for a 3-year plan or \$5.83 per gigajoule for a 5-year plan.

And for electricity the price is 10.93 cents for a 3-year plan and 9.94 cents for a 5-year plan.