

The Town of Crossfield Library Board
April 20, 2022

Location: Library Meeting Room

In attendance: Lisa McNeil, AJ Raffan, Rianne Rayment, Brenda Rosvick, and Lynn Tucker

Absent: Janice Graham and Jo Tennant

Called to order at 7:04 pm

MOTION by Brenda to accept Agenda, VOTES all in favour

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

Land Acknowledgement

- we will be meeting with Sheldon First Rider at the May meeting to get his input

Plan of Service

- see Attachment section below
- several action steps have been identified
- 1F: wayfinding signage in the library added as an action step
- 2A: there will be two programs for each of the different age groups, this will include our current program plans
- Community Hub category
 - o Added the fundraising event
 - o “significant” to be defined as greater than \$1500
- how to include Indigenous events, books, etc.?
 - o should we add as a specific action statement so it’s explicit?
 - o wait until after our meeting with Sheldon First Rider in May

Policy Statements

- see Attachment section below
- policy sections of Introduction, Orientation and Continuing Education of Board Members and Staff, and Confidentiality of User Records have been completed
 - o need to renumber some statements so they are sequential
 - o change Board Member to Board Trustee
 - o change “Date Approved” to “Date Created” and “Date Revised”
- MOTION by Lisa to accept the policy statements as amended, SECONDED by AJ, VOTES all in favour

Librarian’s Report

- Board appointments are for three years and need to be appointed by Town Council
 - o will request Jo to connect with Town about getting our Board trustees made official as per Alberta
- SAIT practicum student
 - o starting at the beginning of July for three weeks
 - o WCB covered by SAIT

- needs about 100 hours of practicum time
- the student has to set goals for what to learn with a public library experience
- in the rental agreement “commercial” means a money-making event
- vulnerable sector checks should have a time limit
 - Rianne suggests three years to match Marigold
 - to be added to the Personnel Policy
- having a liquor license for on-site events
 - not something asked about for now, but for future planning
 - can be applied for by a Board member
 - this would be closed to the public, invited guests only
 - would have to also be approved by Town as this is a Town building

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

Correspondence

- Letter from Marigold about the value of our materials collection
 - Rianne to follow up with them to find out why the value decreased

Meeting adjourned at 8:00 pm. Next meeting will be on May 18, 2022.

SUBMITTED REPORTS

Policy Committee Report submitted by Lynn Tucker

On Wednesday, April 13, 2022, the Policy Committee met.

We reviewed the Introduction and the first two policies that have been developed, the Confidentiality of User Records and the Orientation and Continuing Education of Board Trustees and Employees. We also discussed the Finance policy that is in the process of being developed. We appreciate the feedback we received on the Finance policy.

The committee plans to meet the week before each Board meeting and will present to the Board additional policies at each Board meeting.

We decided that each existing policy other than the ones mentioned above should be formatted without modifying the content so that we can submit a policy document to the Minister of Municipal Affairs. Then as a committee and with input from the Board we will modify each additional policy as necessary and submit the changes as we complete them. The document developed by Lisa McNeil will be used as the basis of the initial submission.

- At this Board meeting, we are seeking approval of the Introduction, the Confidentiality of User Records, and the Orientation and Continuing of Board Trustees and Employees.
- We would also like your input on the dates that should be used at the end of each policy document (Date Approved, Date Revised, and Date to be Reviewed).
- For the policies that have not been modified, should we use the April 2018 date from

the existing policy statement for Date Approved? Or should we use the date when Lisa modified the policies in the existing statement?

As always, we will appreciate any feedback that you have about our plan.

Librarian's Report submitted by Rianne Rayment

Board Appointed Terms

*See attached PDF with guidance from the province for discussion.

Volunteers

We have two regular teen volunteers – Vienna Wald to help Ilene with Craft Club, and Josette Blais to help with general library operational tasks.

Dolores Wuermli is also volunteering to run a kids program on April 21st. We're going to try it and see how it goes.

SAIT Practicum Student

The practicum coordinator for SAIT reached out because one of their LIT Diploma students would like to do a three-week practicum with us. The practicum is unpaid, and SAIT covers any WCB requirements. The student and I will meet beforehand to go over details and draft a set of objectives, and then there is an evaluation for me to complete at the end of the practicum. No dates are set yet, but it would be some three-week period between May 16 & Aug 15.

Does anyone have any objections to this and/or points for consideration?

Bylaws – Room Rentals Fees

Clarify "Commercial" vs non-commercial usage. Is this just defined by whether a group is charging a fee for their event?

Vulnerable Sector Checks

Propose every three years based on Marigold's policy: "Marigold employees, who are required to do so by legislation and by this policy, will be asked to complete and submit appropriate criminal record checks and/or vulnerable sector checks at the beginning of employment and every 36 months (3 years), or more often as deemed useful."

March's Numbers (Feb in parenthesis)

Patron count: 1,569 (1,141)

Checkouts: 2,166 (1,740)

New Memberships: 14 (12) March *last year was 7, and Feb was 0.*

Liquor Licence

Occasional paint nights, book clubs, etc.

Has this ever been considered (other than the Ollie fundraiser)/is it possible?

Treasurer's Report submitted by Brenda Rosvick

- Attached reports – March activity

1. Town funding is lower than budgeted, and the Marigold grant is higher – Marigold is using the updated census. This increases both the Marigold levy cost and the grant from Marigold.
2. Salaries – this is two months, each month is about \$8K.

THE TOWN OF CROSSFIELD LIBRARY BOARD

Balance Sheet As at Mar 31, 2022

ASSET

CURRENT ASSETS

Petty Cash	-95.25	
Alberta Treasury Branch	10,376.13	
ATB Savings	75,319.49	
ATB Grant Savings	10,319.26	
Cash: Total		95,919.63
GST Receivable - 50%	1,233.35	
GST Receivable - 100%	525.55	
Receivables: Net		1,758.90
Materials Inventory	207,584.00	
Amort. - Materials	-207,584.00	
Inventory: Total		0.00
TOTAL CURRENT ASSETS		<u>97,678.53</u>

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		<u>3,453.79</u>

TOTAL ASSET 101,132.32

LIABILITY

CURRENT LIABILITIES

Unearned Income - Damage Deposits	300.00	
Accounts Payable	1,625.00	
ATB-Mastercard	252.08	
TOTAL CURRENT LIABILITIES		<u>2,177.08</u>

TOTAL LIABILITY 2,177.08

EQUITY

EQUITY

Retained Earnings	19,026.36	
Current Earnings (Deficit -)	79,928.88	
TOTAL YEAR TO DATE		<u>98,955.24</u>

TOTAL EQUITY 98,955.24

LIABILITIES AND EQUITY 101,132.32

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THE TOWN OF CROSSFIELD LIBRARY BOARD

Income Statement Mar 01, 2022 to Mar 31, 2022

REVENUE

RECEIPTS

Town of Crossfield Appropriation	91,704.32	> 1
Marigold Library System - Grant	2,964.33	> 1
Town of Crossfield - FCSS - Grant	12,000.00	
Donations	25.95	
Book Sales	160.50	
Fines	106.20	
Beverage Service	6.00	
Print + Copy	54.50	
Fax	3.00	
Service Revenue - Total	330.20	
GST Refund	55.63	
TOTAL RECEIPTS	<u>107,080.43</u>	
TOTAL REVENUE	<u>107,080.43</u>	

EXPENSE

LIBRARY ADMINISTRATION

Town - Payroll Admin	100.00	
Segue - Printer Maintenance	111.29	
Contracts - Total	211.29	
Bank Charges	28.49	
Telephone	33.55	
TOTAL LIBRARY ADMINISTRATION	<u>273.33</u>	

PROGRAM ADMINISTRATION

Salaries - Storyhour	764.00	
Salaries - Lego Club	312.00	
Salaries - Craft Club	522.00	
Program Salaries - Total	1,598.00	
Expenses - Storyhour	25.19	
Program Expenses - Total	25.19	
TOTAL PROGRAM ADMINISTRATION	<u>1,623.19</u>	

BUILDING COSTS

Cleaning Services - Janitor & Snow	410.70	
Utilities	1,055.53	
TOTAL BUILDING COSTS	<u>1,466.23</u>	

LIBRARY RESOURCES

Materials	142.95	
Magazines	206.79	
TOTAL LIBRARY RESOURCES	<u>349.74</u>	

STAFF

Staff Salaries	15,154.06	> 2
Staff Benefits	27.13	
TOTAL STAFF	<u>15,181.19</u>	

TOTAL EXPENSE 18,893.68

NET INCOME 88,186.75

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ATTACHMENTS

Plan of Service:

Crossfield Municipal Library Proposed Goals and Actions 2022-2025

1. Engaging and welcoming community hub

Actions:

A: Main floor window displays will be refreshed at least every two (2) months. Each display will relate to a specific theme.

B: Announcements of Library events and alerts, using multiple digital platforms, will occur at least monthly.

C: By September 30, 2022, at least two main floor, in-library seating options will be explored, trialed, and evaluated by Library patrons and staff.

D: 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.

E: Options for potential "Seed library" offerings will be researched with recommendations prepared for the 2023 growing season.

F: By October 2022, "wayfinding", map style signage will be posted to provide details of the library layout.

2. Provide Life- long learning opportunities

Actions:

A: A diversity of program offerings for infants and pre-school children, youth and teens and adults will be offered twice per month.

B: Upon request and up to once per week, one to one learning sessions for the community will be offered. Possible topic offerings will be posted on the Library website, Library newsletter and in Library advertising at least one week in advance of the offering.

C: Beginning in 2023, at least three times per year, Intergenerational programming, primarily consisting of knowledge exchange, will be facilitated by the library.

D: Informal gatherings to spark community conversations, will be hosted at least every two months. Conversation topic suggestions will be collected and reviewed monthly.

3. Encourage creativity and imagination

Actions:

A: The CML logo will be updated by May 2024.

B: Monthly main floor window refresh will be selected from work of those participating in Library Programming. Display contributors will be acknowledged while following PIPPA guidelines and Library policy.

C: Creative Crossfield and area residents will be invited to offer artisan and craft style workshops. Two workshops will be offered per year.

D: Regular passive activities, outside of scheduled programs, will be provided for patrons to express creativity. (e.g., sidewalk chalk in summer)

Policy Statements:

INTRODUCTION

The Town of Crossfield Library Board follows the current *Libraries Act* and *Libraries Act - Libraries Regulation* from *Province of Alberta*.

The Board also accepts as its guide the *Statement on Intellectual Freedom* adopted by the Canadian Federation of Library Associations.

Definitions:

For the purposes of these policy statements:

1. "Board" means the Town of Crossfield Library Board and its Trustees.
2. "Bylaws" means the *Safety and Use Bylaws of the Town of Crossfield Library Board*.
3. "Library" means the Crossfield Municipal Library building.
4. "Library items" includes all resources, regardless of format, that are held in the collection of the library, or borrowed by the library. This includes, but is not limited to, books, periodicals, audiovisual materials, kits, and computers.
5. "Personnel" means the paid employees and approved volunteers.
6. "Town" means Town of Crossfield administration or their approved designate.
7. "Marigold" means the Marigold Regional Library System, of which the Board is a member.

The Board will review and revise policies as necessary on the date indicated at the end of each policy.

Date approved:

Date revised:

Date to be reviewed:

ORIENTATION AND CONTINUING EDUCATION OF BOARD MEMBERS AND STAFF

Statement:

The Town of Crossfield Library Board recognizes the need for orientation of new Trustees and employees and the need for them to acquire continuing education to improve their skills and knowledge relating to their roles.

In Accordance With:

Libraries Act - Libraries Regulation 7(1)(b)

Policy:

1. Orientation
 - a. New Trustees and employees will be lent a package of material that can include copies of current library legislation, by-laws, policies, goals, service plans, needs assessment, statistics and any other information deemed necessary.
 - b. The Board is responsible for coordinating the orientation of the Library Manager. The Library Manager is responsible for the orientation of employees.
 - c. Employees will be paid for orientation hours.
 - d. The Library Manager will be made available to Trustees and employees to show them specific areas of the library, to explain specific library functions and to answer any questions.
2. Continuing Education
 - a. Trustees and employees will be reimbursed for expenses for Library related seminars, workshops, conferences, meetings, and courses approved by the Board, i.e., registration fees and/or mileage and related room and board.
 - b. Trustees and employees will be reimbursed for the cost of memberships approved by the Board in library associations.
 - c. The Board may approve full or partial reimbursement for successfully completed formal education courses related to library service.

Date approved:

Date revised:

Date to be reviewed:

CONFIDENTIALITY OF USER RECORDS

Statement:

The Town of Crossfield Library Board and personnel will protect the personal information, reading history, program attendance, and library usage of patrons.

In Accordance With:

Libraries Act - Libraries Regulation 7(1)(a)

The Freedom of Information and Protection of Privacy Act (FOIP)

Policy:

1. Personnel and Trustees will only collect patrons' personal information when it is required for the purposes of delivering library service.
2. All patron records are confidential to the public; however, they are accessible to the personnel and Trustees for the purposes of delivering library service.
3. Personal information may be shared in partnership with other Alberta libraries and library systems for the purposes of delivering library service.
4. Personal information will not be disclosed to a third party without the individual's consent, except in response to formal written legal documentation or for the purpose of contacting next of kin or emergency responders in the case of an emergency.
5. Upon request, a library patron will be given access to all information concerning their records that the library has on file. If the patron is a minor, their parent/guardian will be granted access to the records.
6. The Library Manager will act as the designated coordinator responsible for FOIP. FOIP requests may be subject to fees as laid out in the Bylaws.

Date approved:

Date revised:

Date to be reviewed: