

Claresholm Public Library Board  
Regular Meeting  
January 8, 2019

## **AGENDA**

### **1. CALL TO ORDER**

### **2. APPROVAL OF AGENDA**

### **3. DELEGATION - Friends of the Library - Wendy Montpetit**

### **4. APPROVAL OF MINUTES**

4.1 November 19<sup>th</sup>, 2018 REGULAR MEETING MINUTES

4.2 November 29<sup>th</sup>, 2018 SPECIAL MEETING MINUTES

4.3 December 6<sup>th</sup>, 2018 SPECIAL MEETING MINUTES

### **5. CORRESPONDENCE**

4.1 Bill Simpson Room Booking Form.

4.2 Credit Card Responsibilities from Library to Town.

### **6. FINANCIAL**

5.1 Financial Statement

### **7. COMMITTEE REPORTS**

7.1 Librarian's Report

7.2 Librarian's Committee Meeting Report

7.3 Chinook Arch Board Report

### **8. OLD BUSINESS**

8.1 Board Orientation

- Jason DeSousa Orientation has been cancelled. A new date must be selected.

8.2 Policy review

- 5.1.3(a) Smoking Policy (to include the use of Vape and Cannabis). Alec Meic to update the smoking policy changes. Kathy Davies will send CA policy to Alec.



- 6.13 Designation of Person Responsible for FOIP (Revise to include Library Manager) - at present the Town CAO is the only designated person. Check to see if "in consultation with the CAO" can be added to the designation.

### 8.3 Library Board Committee Reports

Discussion needed on all committee reports (minutes, approvals, Terms of Reference etc.) Sample Terms of Reference worksheets and completed file are attached.

- Finance Committee
  - November 28, 2018 Finance Committee Meeting Minutes
  - December 12<sup>th</sup>, 2018 Finance Committee Meeting Minutes
- Policy Review Committee - meeting to be booked.
- Personnel Committee
- Plan of Service Committee - meeting to be booked.

8.4 Christmas Party - is scheduled For Wednesday, January 23<sup>rd</sup>, 2019.

Cocktails at 6:30, dinner at 7:00.

### 9. CLOSED SESSION

### 10. ADJOURNMENT

**Next Meeting: February 12, 2019 at 6:30 p.m.**



Claresholm Public Library Board  
Regular Meeting  
November 19, 2018

**MINUTES**

Present: Tony Hamlyn, Casey Arnestad, Darry Markle, Lindsay Watson, Marika Thyssen,  
Lorraine Conaty, Gaven Moore

Regrets: Terry Mahone

1. **CALL TO ORDER** – Meeting called to order at 6:30.

2. **APPROVAL OF AGENDA** – Casey Arnestad motioned that the agenda be approved with no additions. Carried.

3. **APPROVAL OF MINUTES**

- Sept 19, 2018 REGULAR MEETING MINUTES
- Oct 23, 2018 SPECIAL ORGANIZATION MINUTES

Marika Thyssen motioned that the minutes be approved. Carried.

4. **CORRESPONDENCE**

- Waste Management letter and library response.

5. **FINANCIAL**

5.1 Financial Statement

Lindsay Watson motioned to approve the 3<sup>rd</sup> year Proposed Operational Budget for 2019. Carried.

6: **LIBRARY COMMITTEE REPORTS**

6.1 Librarian's Report

6.2 Librarian's Committee Meeting Report

6.3 Chinook Arch Board Report August 2018

Casey Arnestad motioned to accept all Library Committee Reports as presented. Carried.

7. **NEW BUSINESS**

7.1 Board Orientation

- Kathy Davies presentation – PowerPoint presentation
- Jordan De Sousa Dec 5, 2018 at 6:30 pm Webinar – confirmed

## 7.2 Policy Review

- 5.1.3(a) Smoking Policy (to include the use of Vape and Cannabis) – Alec Meic to update the smoking policy changes. Kathy Davies will send CA policy to Alec.
- 6.13 Designation of Person Responsible for FOIP (Revise to include Library Manager) – at present the Town CAO is the only designated person. Check to see if “in consultation with the CAO” can be added to the designation.

Casey Arnestad motioned to review both policies. Carried.

7.3 Committee Structure – Tony Hamlyn is ad hoc member of all committees that had been struck on an ad hoc basis in the past. As so many new people are on the Board we will return to having specific committees to promote learning and spread out the workload.

- Finance Committee – Kathy Davies, Gaven Moore, Marika Thyssen and Lindsay Watson.
- Policy Review Committee – Lorraine Conaty, Darry Markle, Terry Mahone.
- Personnel Committee (changed the name from the Hiring Committee to Personnel Committee) – Gaven Moore, Casey Arnestad, Darry Markle.
- Plan of Service Committee – Terry Mahone, Gaven Moore, Casey Arnestad.

Marika Thyssen motioned to create the Finance, Policy Review, Personnel and Plan of Service Committees. Carried.

7.4 Christmas Party – wait until January 2019

7.5 New Financial Items

- Lorraine Conaty to check into prices for a drop-down screen.
- Josh Thyssen is donating shelves he made for front desk.

## 8. CLOSED SESSION

Gaven Moore motioned to go into Closed Session. Carried.

Casey Arnestad motioned to come out of Closed Session. Carried.

9. ADJOURNMENT – Meeting adjourned at 9:59.

**Next Meeting: January 8<sup>th</sup>, 2019 at 6:30**

Claresholm Public Library Board  
Special Meeting  
November 29, 2018

Present: Tony Hamlyn, Casey Arnestad, Darry Markle, Marika Thyssen, Lorraine Conaty,  
Gaven Moore

Regrets: Terry Mahone, Lindsay Watson

## MINUTES

**1: CALL TO ORDER** – Meeting called to order at 1:00 p.m.

**2: OLD BUSINESS:**

2.1 Closed Session

- Gaven Moore motioned to go into Closed Session at 1:01 p.m. Carried.
- Lorraine Conaty joined the session at 1:15 p.m.
- Darry Markle motioned to come out of Closed Session at 1:41 p.m.  
Carried.

Lorraine Conaty motioned to accept the Personnel Committee's recommendation not to extend Alexander Meic's position past probation and terminate his position on November 30, 2018. Carried

**3. ADJOURNMENT** – Meeting adjourned at 1:42 p.m.



Claresholm Public Library

Financial Statement for January 1, 2018 to December 31, 2018

**REVENUES**

Department		2018 Budget	Actual	Difference
<b>Govt. Contributions</b>	Town of Claresholm	\$180,000.00	\$180,000.00	\$0.00
	Province of Alberta	20,857.00	20,857.00	\$0.00
	<b>Sub-total</b>	<b>200,857.00</b>	<b>200,857.00</b>	<b>0.00</b>
<b>Other Gov't. Contributions</b>	M.D of Willow Creek	12,100.00	12,052.00	\$48.00
	Rural Library Services Grant	6,890.00	7,060.25	-\$170.25
	Other Grants	0.00	0.00	\$0.00
	<b>Sub-total</b>	<b>18,990.00</b>	<b>19,112.25</b>	<b>-122.25</b>
<b>Other Revenue</b>	Book Sales	1,000.00	1,298.85	-\$298.85
	Donations	500.00	3,267.75	-\$2,767.75
	Membership Fees	11,000.00	12,030.00	-\$1,030.00
	Fines	1,800.00	2,277.37	-\$477.37
	Room Rental	3,500.00	3,090.00	\$410.00
	Coffee	80.00	138.00	-\$58.00
	Equipment Rental	100.00	50.00	\$50.00
	Fax	250.00	281.25	-\$31.25
	Photocopies/PC Copies	1,500.00	2,388.00	-\$888.00
	Miscellaneous	50.00	305.84	-\$255.84
	Interest Revenue	40.00	39.08	\$0.92
	Friends of the Library-Donations	8,000.00	8,150.00	-\$150.00
	<b>Sub-total</b>	<b>27,820.00</b>	<b>33,316.14</b>	<b>-5,496.14</b>
<b>TOTAL REVENUE</b>		<b>\$247,667.00</b>	<b>\$253,285.39</b>	<b>-\$5,618.39</b>



## EXPENDITURES

	Accounts	2018 Budget	Actuals	Difference
<b>Staff</b>	Salaries and Benefits	164,000.00	167,813.21	-\$3,813.21
	Employee Course & Conference Fees	1,000.00	447.39	\$552.61
	Travel & Hospitality	720.00	454.87	\$265.13
	<b>Sub-total</b>	<b>165,720.00</b>	<b>168,715.47</b>	<b>-2,995.47</b>
<b>Library Resources</b>	Books	10,000.00	5,388.85	\$4,611.15
	Periodical Subscriptions	2,000.00	1,894.58	\$105.42
	Audio-Visual	4,100.00	1,871.10	\$2,228.90
	Shipping		81.54	
	<b>Sub-total</b>	<b>16,100.00</b>	<b>9,236.07</b>	<b>6,945.47</b>
<b>Administration</b>	Bank charges, Legal Fees	50.00	2,985.43	-\$2,935.43
	Board Course & Conference	2,100.00	93.63	\$2,006.37
	Association Fees	325.00	55.00	\$270.00
	Equipment Rental & Maintenance (Deb Ma	580.00	659.01	-\$79.01
	Library Supplies:	2,500.00	997.40	\$1,502.60
	Software & Licences	1,100.00	1,612.63	-\$512.63
	Postage	100.00	105.00	-\$5.00
	Programs	5,800.00	3,761.43	\$2,038.57
	Volunteers	2,300.00	1,277.82	\$1,022.18
	Stationary, printing, & copier supp	5,000.00	3,708.67	\$1,291.33
	Telephone & Telecommuncations	1,420.00	1,385.35	\$34.65
	Fax	466.00	459.40	\$6.60
	GST Paid on Purchases		7,735.27	
<b>Sub-total</b>	<b>\$21,741.00</b>	<b>\$24,836.04</b>	<b>\$4,640.23</b>	
<b>Building Costs</b>	Insurance	1,250.00	1,043.53	\$206.47
	Cleaning Supplies	1,080.00	1,026.45	\$53.55
	Natural Gas & Power	15,000.00	10,354.81	\$4,645.19
	Security System	675.00	948.28	-\$273.28
	<b>Sub-total</b>	<b>18,005.00</b>	<b>13,494.60</b>	<b>4,631.93</b>
<b>Transfer Payments</b>	Chinook Arch Regional Library	13,500.00	13,494.60	\$5.40
	<b>Sub-total</b>	<b>\$13,500.00</b>	<b>\$13,494.60</b>	<b>\$5.40</b>
<b>Maintenance</b>	Building Repair and renovations	7,100.00	1,093.98	\$6,006.02
	Furniture and Equipment	5,500.00	6,025.35	-\$525.35
	Other (rent)	1.00	1.00	\$0.00
	<b>Sub-total</b>	<b>\$12,601.00</b>	<b>\$7,120.33</b>	<b>-\$5,496.14</b>
<b>TOTAL EXPENDITURES</b>		<b>\$247,667.00</b>	<b>\$236,897.11</b>	<b>\$5,496.14</b>
<b>Profit/Loss</b>		<b>\$0.00</b>	<b>\$16,388.28</b>	<b>-\$11,114.53</b>



## Librarian's report for January 8, 2019

- 1: on Friday November 30, 2018 Jay Sawatzky was appointed by the Board as interim manager. Barb Kemery and Noah Meic resigned that same day.
- 2: Monday Dec. 3, 2018 Sally Morton gave a letter of resignation. Her last day was Dec. 14.
- 3: On Wednesday Dec. 12, 2018 Sean Kelly from the Claresholm Fire Department did an inspection of the Library for fire safety. On Friday Dec. 14 he presented a copy of the inspection report with several recommendations that must be met within 30 days. (see report). All recommendations have been complied with except the fire door leading to the washrooms. Closing this door blocks easy access to the washrooms for anyone with a handicap. Sean will look into this to see if an exception can be made for this door.
- 4: The Library's annual Christmas concert was held on Friday Dec. 14 with 105 people attending.
- 5: The annual Christmas party for the Library Board, volunteers and staff was booked and will be Wednesday January 23 at the Putter's Restaurant at the Bridges Golf Club. Cocktails at 6:30 and dinner at 7. RSVPs must be in by Wednesday, January 16<sup>th</sup>.
- 6: One exam was proctored on Friday Dec. 7, 2018 and one on Thursday Jan. 3, 2019.
- 7: The library hours were temporarily changed to 10 am to 3 pm Monday to Friday, closed Saturday and Sunday until new staff is hired. But, even though the library closes at 3 to the public there are still so many behind the scenes circulation tasks to be completed that it has been difficult to fulfil the manager duties as well. Kathy Davies and Kathy Richardson have been extremely helpful during the last 3 weeks.



## **Librarians' Committee Meeting at Chinook Arch November 15, 2018 summary.**

**1:** It had been discussed at earlier meeting that harmonizing fine rates across the system would be beneficial to patrons who may be confused about differing fines depending on which library the item belonged to. The Claresholm Library Board has agreed to this harmonization. An alternative to this is now being proposed that recommends the circulation rules be modified in Workflows so that the fines are based on the library the user belongs to instead of the library that owns the item. The consensus was that this would be preferable to harmonizing rates across the system but it was noted that in some cases fine rates would need to be based on item types, eg: toys or camping equipment.

**2:** The Circulation Policy Review Committee is recommending that users be allowed to purchase or renew their membership at any Chinook Arch library. Some libraries expressed concern because they have policies requiring patrons to pay fines upon membership renewal. It was noted that online registration is being developed and may circumvent such policies. The importance of properly recording patron demographics was also noted as from a funding standpoint libraries need to know their patron base as funding is on a per capita basis. The policy was put back to the Committee.

**3.** Library managers were asked to make a decision regarding the amount that they would agree to contribute per capita from their 2019 book allotment towards the purchase of e-books.

**4:** The Chinook Arch Library Board approved their 2019-2022 Plan of Service.

**5:** Chinook Arch re-organization. Some changes will be made to better serve member libraries with some re-organization including Public Services split into 2 new areas: Member Support and Partnership & Community Development.

**6:** Program and Grant Updates: 20 more Learn2Drive kits were added to the system with grant money. Chinook Arch also received funding through the Alberta Rural Development Network's "Rural Community Opioid Outreach Program" to provide Community Opioid Information Sessions.

**7:** Public Library Services Branch will hold a Provincial Symposium Feb. 21-22 in Edmonton with a theme of Inclusivity. An overview of the updates to the Best Practices for Public Libraries in Alberta Document was provided. The structure of the document has changed with 3 new sections added: Accessibility; School Housed Public Libraries; and Indigenous Services.

Next Meeting: January 7, 2019 – location TBD



Claresholm Public Library Board  
**Finance Committee Meeting**  
November 28, 2018

Present: Lindsay Watson, Marika Thyssen, Gaven Moore, Kathy Davies  
Regrets: Tony Hamlyn.

**1: CALL TO ORDER** - Meeting called to order at 10:15 a.m.

**2. OLD BUSINESS**

- 2019 Operational budget must be into Town Council by November 30<sup>th</sup>, 2018
- Discussion followed and changes made to interim 2018 Operational Budget
  - Total proposed Operational budget is \$186,600.00
  - Painting of library interior is removed and volunteers will be asked for help
  - Building Repair and Renovations increased
- Lindsay Watson motioned that the new Operational Budget be approved.  
Carried

**3. NEW BUSINESS**

- Gaven Moore and Marika Thyssen delivered the revised 2019 Operational Budget to Marian Carlson

**4. ADJOURNMENT** - Meeting adjourned at 11.30 a.m.



Claresholm Public Library Board  
**Finance Committee Meeting Minutes**  
December 12th, 2018

Present: Tony Hamlyn, Lindsay Watson, Marika Thyssen, Gaven Moore, Kathy Davies,

1: **CALL TO ORDER** - Meeting called to order at 4.30 p.m.

**2. NEW BUSINESS**

- Library Corporate Credit Card Policy and Corporate Credit Cardholder Agreement Amendments
  - Kathy Davies received Town Council Credit Card and Cardholder Policy, Library Finance Committee discussed and Amendment 3.24 will be added to Board Policies and Appendix 7 Corporate Credit Cardholder Agreement will be amended
  
- Monthly Financial Review
  - Tony Hamlyn motioned that the Finance Committee meet monthly to review bank statements and discuss monthly expenditures. Carried.
  
- Credit Card switch to Town Council responsibility
  - Tony Hamlyn will check with Marian/Town Council on feasibility of switching Credit Card responsibilities from Library to Town.
  
- Online Debit expenses
  - Any online debit expenses requires TWO signatures

4. **ADJOURNMENT** – Meeting adjourned at 6:30 p.m.

**NEXT financial committee meeting – January 7<sup>th</sup> at 6:00**



**BILL SIMPSON ROOM BOOKING FORM**  
Claresholm Public Library

Key picked by _____
Rent (if applicable) \$ _____ Paid _____

Request for (day) \_\_\_\_\_, Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Time \_\_\_\_\_ Length of Meeting \_\_\_\_\_ Number of people \_\_\_\_\_

Equipment Required for Your Meeting: (please check)

- |  |   |   |                                 |  |
|--|---|---|---------------------------------|--|
| <input type="checkbox"/> Flip Chart<br><small>(Must provide own paper)</small> | <input type="checkbox"/> Tables         | <input type="checkbox"/> Lecture  | <input type="checkbox"/> Laptop | <input type="checkbox"/> Audio Projector |
| <input type="checkbox"/> Screen  | <input type="checkbox"/> Computer Table | <input type="checkbox"/> Coffee maker<br><small>(Indicate size in checkbox, 12 or 30 cup)</small> |                                 |  |

Other Information (optional): \_\_\_\_\_

The Bill Simpson Room is available for public usage. Not-for-profit organizations are given first priority. There is no charge for the use of the room if you are a **not-for-profit** organization, however, if the group using the room would like to make a donation to the Claresholm Public Library, it would be most appreciative.

**Guidelines:**

- Key to be picked up during the Library's open hours.
- There is either a 12-cup or a 30-cup coffee maker available for your use. The room does have a sink, so water is easily available. It is your responsibility to provide your own cups, coffee, creamer, sugar, etc.
- Room is to be left as you found it (put tables and chairs back in place).
- Please remember that you are responsible for any damage.

**Contact Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

If your plans or needs change, please call the Library at 403 625-4168.

Name (if different) \_\_\_\_\_

Signature \_\_\_\_\_



# Bill Simpson Room Booking Form

McKinney Centre

□□□□□

Feel free to fill out a form for upcoming meetings.

If Library is open - please return to the Circulation Desk.

If Library is closed - please put into the book drop at the front outside entrance.

Date \_\_\_\_\_



## Claresholm Public Library

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**From:** MAH.Libraries <Libraries@gov.ab.ca>  
**Sent:** January 7, 2019 2:36 PM  
**Cc:** Ken Allan; Kerry Anderson  
**Subject:** Request to Host Library Board Basics Workshops - 2019

The Public Library Services Branch is putting together the 2019 Library Board Basics Workshop schedule. Workshops are held on Saturdays at the local public library and they run from 9:30 a.m. to no later than 3:30 p.m.

If you are interested in hosting a workshop please complete the e-form [here](#).

Your request will be reviewed by the Public Library Services Staff and you will be contacted if a workshop has been scheduled for your library.

Deadline for submissions is **January 14, 2019 at 4:30 pm**.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.



### 3.24 Library Corporate Credit Card Policy

**Purpose:** The Claresholm Public Library recognizes that control procedures must be exercised over the use of a credit card. The Library Corporate Credit Card Policy is intended to establish authorizes and accountabilities for issuing the use of a credit card by designated staff. In addition, the policy will outline the responsibilities of those individuals who have authority to use the Claresholm Public Library credit card and specify rules and limitations for use while conducting affairs of the organization.

#### **Responsibilities and Procedures:**

The Claresholm Library Board authorizes the Library Manager to obtain a corporate credit card on behalf of the Claresholm Public Library. Prior to being issued a corporate credit card, the Library Manager shall sign the attached Cardholder Agreement (*see APPENDIX 7: Corporate Credit Cardholder Agreement*)

A maximum limit of funds on the credit card will be \$3,000.00.

Use of the corporate credit card is to be limited to expenditures when other payment methods are found to be untimely or inconvenient and include payment to companies who not invoice or accept purchase orders and for confirming reservations for conference and meetings.

The following purchases are not allowed on the Claresholm Public Library credit card:

- Personal purchases
- Cash advances or loans
- Payroll advances
- Purchases for outside organizations
- Alcohol
- Personal entertainment
- Fuel for vehicles
- Purchases from a business which the purchases is the owner or operator, unless pre-approved by the Library Board.
- Any items inconsistent with the mission and values of the Library.

Receipts for all credit card payments are to be submitted to the Finance Committee. Purchases not accompanied by receipts will be the responsibility of the card holder. The monthly billing statement will be reviewed by the Finance Committee prior to payment. All credit card charges will be reviewed and authorized by two designated Finance Committee members.

All expenditures shall correspond to an approved budget item and shall be charged to the appropriate general ledger account.

The corporate credit card shall not be intended for personal use. Usage shall be restricted for Claresholm Public Library business purposes only. The cardholder shall be responsible for any personal expense and



shall report immediately to the Treasurer of any personal use. Continuous personal use of the card shall lead to forfeiture of the card and disciplinary action.

If corporate credit card is lost or stolen it shall be reported immediately to the Credit Card Company and Library Board Treasurer.

Date Approved: January 8, 2019

Last Reviewed:

Last Revised:



**CORPORATE CREDIT CARDHOLDER AGREEMENT**

I, \_\_\_\_\_, hereby acknowledge receipt of a Claresholm Public Library Corporate credit card.

I understand that improper use of this card may result in disciplinary action, as outlined in the policy, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached Claresholm Public Library Corporate Credit Card Policy.

I acknowledge receipt of said policy and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the Library.

I will strive to obtain the best value for the Library when purchasing merchandise and/or services with this card. I.e. combined orders of materials when possible to reduce shipping charges.

As a holder of the Library card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the Board Chair or Treasurer, upon demand, during the period of my employment. I further agree to return the card upon termination of employment.

I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the Library will be entitled to reimbursement from me of such purchases. The Library shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with cost of collections and reasonable attorney fees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Claresholm Public Library - Proposed 3 Year Operational Budget: 2019 - 2021**

**REVENUES**

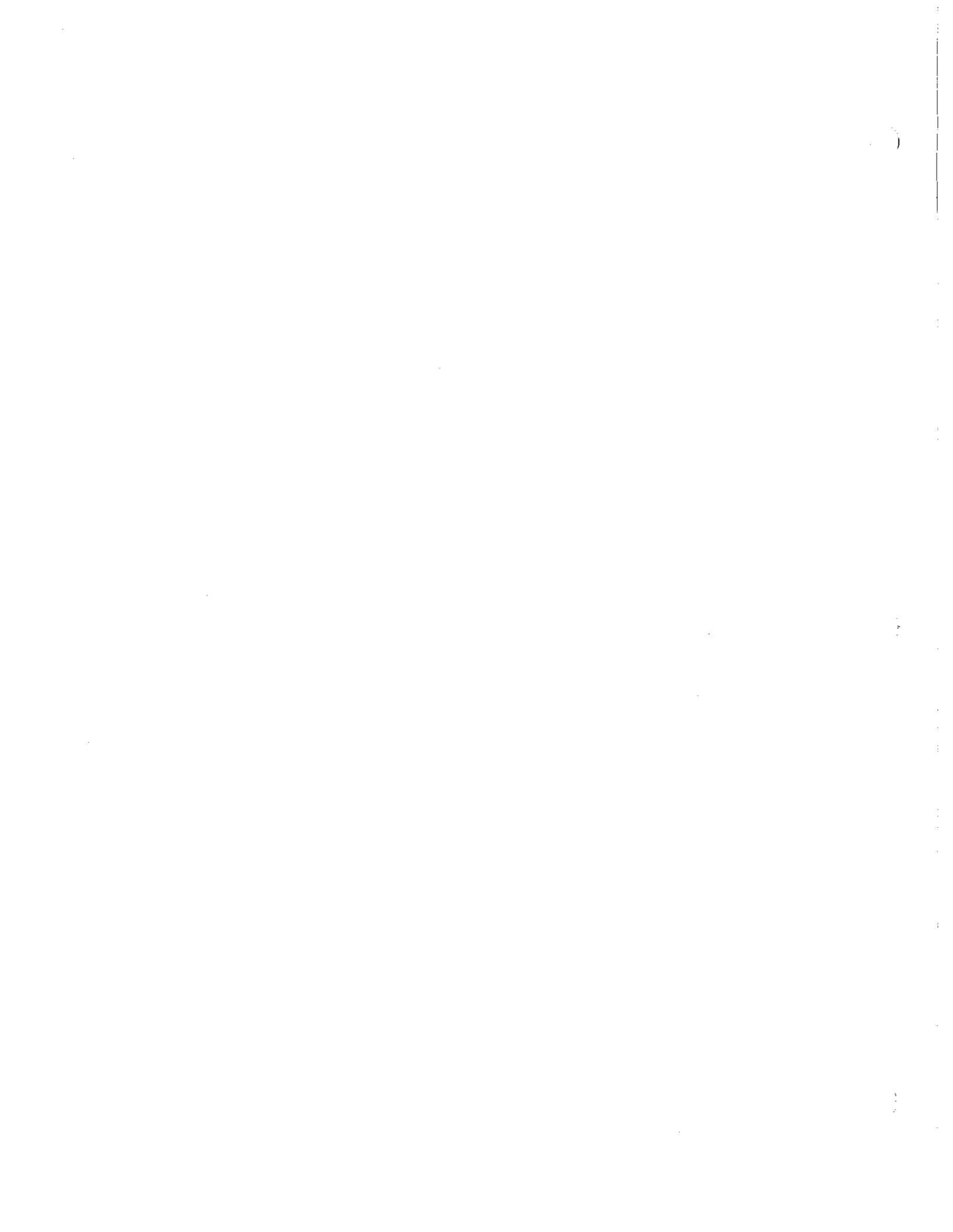
Department		Budget 2018	Proposed Budget 2019	Proposed Budget 2020	Proposed Budget 2021
Govt. Contributions	Town of Claresholm	\$180,000.00	\$185,000.00	\$190,000.00	\$195,000.00
	Province of Alberta	20,857.00	20,857.00	20,857.00	20,857.00
	<b>Sub-total</b>	<b>200,857.00</b>	<b>205,857.00</b>	<b>210,857.00</b>	<b>215,857.00</b>
Other Gov't. Contributions	M.D of Willow Creek	12,100.00	12,600.00	13,000.00	13,300.00
	Rural Library Services Grant	6,890.00	6,890.00	6,890.00	6,890.00
	Other Grants	0.00	2,445.00	1,000.00	2,000.00
	<b>Sub-total</b>	<b>18,990.00</b>	<b>21,935.00</b>	<b>20,890.00</b>	<b>22,190.00</b>
Other Revenue	Book Sales	\$1,000.00	1,090.00	1,100.00	1,150.00
	Donations	500.00	1,500.00	1,500.00	1,500.00
	Membership Fees	11,000.00	11,300.00	11,600.00	11,900.00
	Fines	1,800.00	2,300.00	2,350.00	2,400.00
	Room Rental	3,500.00	3,500.00	3,500.00	3,500.00
	Coffee	80.00	80.00	80.00	80.00
	Equipment Rental	100.00	100.00	100.00	100.00
	Fax	250.00	250.00	250.00	250.00
	Photocopies/PC Copies	1,500.00	1,500.00	1,500.00	1,500.00
	Miscellaneous	50.00	54.00	55.00	60.00
	Interest Revenue	40.00	40.00	40.00	40.00
	Friends of the Library-Donations	8,000.00	10,000.00	10,000.00	10,000.00
	<b>Sub-total</b>	<b>27,820.00</b>	<b>31,714.00</b>	<b>32,075.00</b>	<b>32,480.00</b>
<b>TOTAL REVENUE</b>		<b>\$247,667.00</b>	<b>\$259,506.00</b>	<b>\$263,822.00</b>	<b>\$270,527.00</b>

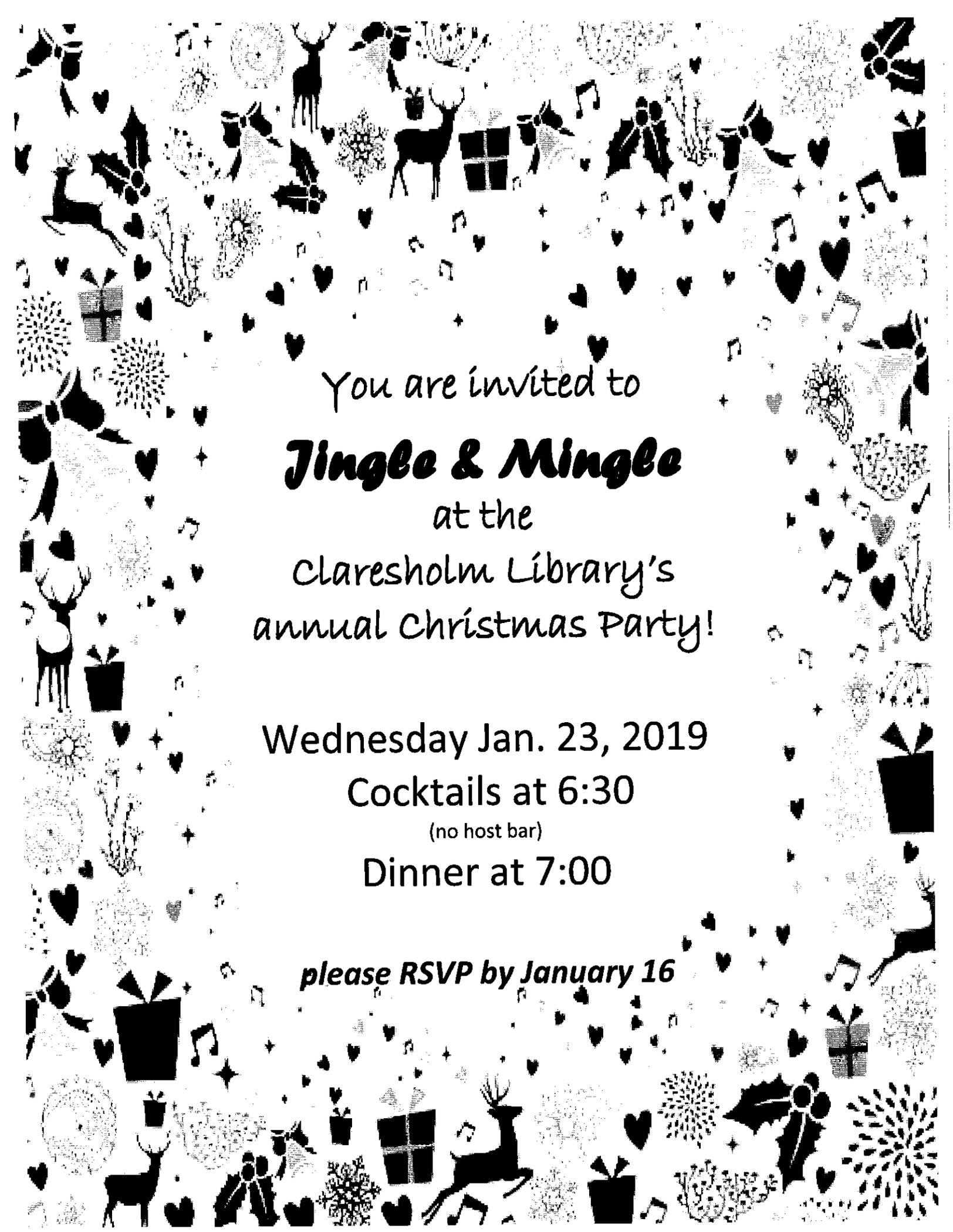
**EXPENDITURES**

	Accounts	Budget 2018	Proposed Budget 2019	Proposed Budget 2020	Proposed Budget 2021
Staff	Salaries and Benefits	164,000.00	182,500.00	185,400.00	191,000.00
	Employee Course & Conference Fees	1,500.00	500.00	750.00	1,000.00
	Travel & Hospitality	720.00	500.00	600.00	700.00
	<b>Sub-total</b>	<b>166,220.00</b>	<b>183,500.00</b>	<b>186,750.00</b>	<b>192,700.00</b>
Library Resources	Books	10,000.00	10,000.00	10,606.00	10,528.00
	Periodical Subscriptions	2,000.00	2,000.00	2,000.00	2,000.00
	Audio-Visual	4,100.00	2,200.00	2,250.00	2,300.00
	<b>Sub-total</b>	<b>16,100.00</b>	<b>14,200.00</b>	<b>14,856.00</b>	<b>14,828.00</b>
Administration	Financial Review		80.00	90.00	100.00
	Board Course & Conference	2,100.00	1,000.00	1,000.00	1,000.00
	Board Other	130.00	140.00	150.00	160.00
	Equipment Rental & Maintenance (Deb Mach	\$580.00	650.00	675.00	705.00
	Legal Fees, Bank charges	20.00	50.00	50.00	50.00
	Library Supplies:	2,500.00	2,300.00	2,500.00	2,700.00
	Computer software	500.00	600.00	650.00	700.00
	Association Fees	325.00	375.00	400.00	425.00
	Postage	100.00	110.00	115.00	120.00
	Programs:	5,800.00	5,900.00	6,000.00	6,100.00
	Volunteers	2,300.00	2,600.00	2,700.00	2,800.00
	Stationary, printing, & copier supp	5,000.00	4,000.00	4,100.00	4,200.00
	Telephone & Telecommunications:	1,420.00	1,450.00	1,500.00	1,600.00
	Fax	466.00	500.00	525.00	550.00
	<b>Sub-total</b>		<b>\$21,241.00</b>	<b>\$19,755.00</b>	<b>\$20,365.00</b>



Building Costs	Insurance	\$1,250.00	1,350.00	1,400.00	1,450.00
	Cleaning Supplies	1,080.00	1,200.00	1,300.00	1,400.00
	Natural Gas & Power	15,000.00	15,000.00	15,000.00	15,000.00
	Security System	675.00	900.00	950.00	1,000.00
Transfer Payments	Chinook Arch Regional Library	\$13,500.00	13,500.00	13,500.00	13,500.00
	Sub-total	\$31,505.00	\$31,950.00	\$32,150.00	\$32,350.00
Maintenance	Building Repair and renovations	7,100.00	4,400.00	3,800.00	3,438.00
	Furniture and Equipment	5,500.00	5,700.00	5,900.00	6,100.00
	Other	1.00	1.00	1.00	1.00
	Sub-total	\$12,601.00	\$10,101.00	\$9,701.00	\$9,539.00
TOTAL EXPENDITURES		\$247,667.00	\$259,506.00	\$263,822.00	\$270,527.00
Profit/Loss		\$0.00	\$0.00	\$0.00	\$0.00





You are invited to  
***Jingle & Mingle***  
at the  
Claresholm Library's  
annual Christmas Party!

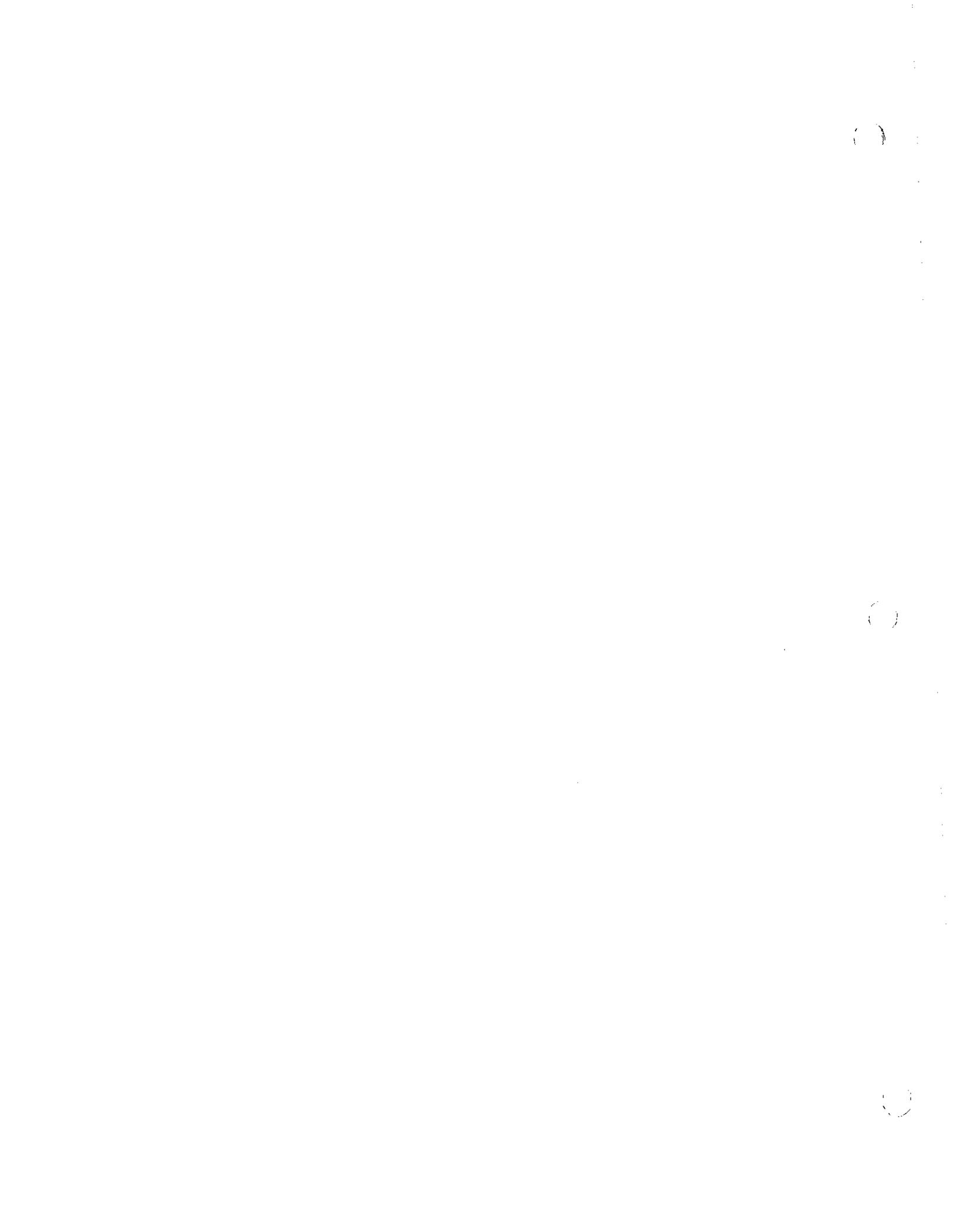
Wednesday Jan. 23, 2019

Cocktails at 6:30

(no host bar)

Dinner at 7:00

*please RSVP by January 16*



Claresholm Public Library Board  
Regular Meeting  
February 12, 2019

## **AGENDA**

### **1. CALL TO ORDER**

### **2. APPROVAL OF AGENDA**

### **3. INTRODUCTIONS**

Holly Ottewell – Library Manager  
Barry Pratte – New Board Member

### **4. APPROVAL OF MINUTES**

- 4.1 January 8th, 2019 Regular Board Meeting Minutes
- 4.2 January 19th, 2019 Special Board Meeting Minutes
- 4.3 January 7<sup>th</sup>, 2019 Finance Committee Meeting Minutes
- 4.4 January 29<sup>th</sup>, 2019 Finance Committee Meeting Minutes

### **5. CORRESPONDENCE**

- 5.1 Entrepreneurial Programming Opportunity for Rural Libraries.
- 5.2 Council notification of new Library Board member.
- 5.3 Notification of position acceptance from Holly Ottewell.
- 5.4 Notification of Board member resignation.

### **6. FINANCIAL**

- 5.1 Financial Statement for January 2019

### **7. LIBRARIAN'S REPORTS**

- 7.1 Librarian's Report
- 7.2 Librarian's Committee Meeting Report
- 7.3 Chinook Arch Board Report

### **8. OLD BUSINESS**

- 8.1 Board Orientation – Jason deSousa



### 8.3 Library Board Committee Reports

- Finance Committee
  - Terms of Reference
- Policy Review Committee
  - Policy review Sections sent to Board members by Darry Markle
- Personnel Committee
- Plan of Service Committee

### 9. NEW BUSINESS

9.1 Land Acknowledgements

9.2 Treaty Seven

9.3 Annual Report

- Due in Edmonton by February 28<sup>th</sup>, 2019

### 10. ADJOURNMENT

**Next Meeting: March 12th, 2019 at 6:30 p.m.**



Claresholm Public Library Board  
Regular Meeting  
January 8, 2019

**Present:** Tony Hamlyn, Marika Thyssen, Lindsay Watson, Jay Swatzky, Darry Markle, Kathy Davies., Casey Arnestad

**Regrets:** Lorraine Conaty, Terry Mahone

**Guest:** Wendy Montpetit

## MINUTES

1. **CALL TO ORDER** - Meeting called to order at 6:30p.m.
  
2. **APPROVAL OF AGENDA** - Casey Arnestad motioned that the agenda be approved. Carried.
  
3. **DELEGATION** - Friends of the Library
  - Wendy Montpetit discussed the roles and responsibilities of the Friends
  - 20 members, look after the parade float, run the "free" library, fund raising, Casino every 4 years.
  - Requested help from the Library Board for the Lethbridge Casino April 25/26.

### 4. APPROVAL OF MINUTES

4.1 November 19<sup>th</sup>, 2018 REGULAR MEETING MINUTES

4.2 November 29<sup>th</sup>, 2018 SPECIAL MEETING MINUTES

4.3 December 6<sup>th</sup>, 2018 SPECIAL MEETING MINUTES

Marika Thyssen motioned that the minutes be approved. Carried.

### 5. CORRESPONDENCE

4.1 Bill Simpson Room Booking Form.

- Renters of this Room must complete the form. Regular users only complete once per year.

Casey Arnestad motioned that the revised Booking Form be approved. Carried



## **6. FINANCIAL**

### **6.1 Financial Statement**

- Kathy Davies presented over and under revenues and over and under expenses for 2018.
- Discussion re: Encon expenses. Tony to check into benefits package.

Lindsay Watson motioned that the Financial Report be approved as presented. Carried.

## **7. COMMITTEE REPORTS**

### **7.1 Librarian's Report**

### **7.2 Librarian's Committee Meeting Report**

### **7.3 Chinook Arch Board Report**

Darry Markle motioned to accept all Library Committee reports as presented. Carried

## **8. NEW BUSINESS**

### **8.1 Board Orientation**

- Tony Hamlyn will book a presentation with Jordan deSousa for 3 or 4 hours and book a second presentation as needed.
- Either Wednesday, February 6<sup>th</sup> or Wednesday, February 27<sup>th</sup>, 2018
- Granum and Nanton wish to attend this presentation

### **8.2 Policy review**

- 5.1.3(a) Smoking Policy (to include the use of Vape and Cannabis).
  - Policy will be sent to Policy committee to review and present to the Board.
- 6.13 Designation of Person Responsible for FOIP (Revise to include Library Manager).
  - Policy will be sent to Policy committee to review and present to the Board.

### **9.3 Library Board Committee Reports**

All minutes will be presented under one heading – NEEDING CONSENT – and will be approved together.

- Finance Committee



- November 28<sup>th</sup>, 2018 Finance Committee Meeting Minutes.
- December 12<sup>th</sup>, 2018 Finance Committee Meeting Minutes.
  
- Credit Card Responsibilities from Library Board to Town Council.
  - Tony has been in correspondence with Marion and it can not be arranged.

Darry Markle motioned that the Finance Committee Minutes and the Credit Card Policy be approved as presented. Carried.

- Policy Review Committee – meeting to be booked.
- Personnel Committee
- Plan of Service Committee - meeting to be booked.
- Terms of Reference – Finance Committee presented 2018 Terms of Reference. Present for review and approval at next Board meeting.
- Resignation of Terry Mahone from two committees and the Library Board.

#### **9. CHRISTMAS PARTY**

- Has been rescheduled for Thursday, January 24<sup>th</sup> 2019 at Putters.

#### **10. CLOSED SESSION**

- Tony Hamlyn motioned to go into closed session at 8:31.
- Tony Hamlyn motioned to come out of closed session at 8:46.

**11. ADJOURNMENT** –Meeting adjourned at 8:51 p.m.

**Next Meeting: February 12, 2019 at 6:30 p.m.**



Claresholm Public Library Board  
Special Meeting  
January 19, 2019

**MINUTES**

**Present:** Tony Hamlyn, Marika Thyssen, Lindsay Watson, Jay Swatzky, Kathy Davies, Darry Markle, Gaven Moore

**1. CALL TO ORDER – Meeting called to order at 10:10**

**2. CLOSED SESSION:**

Casey Arnestad motioned that the Board go into Closed Session at 10:15a.m.  
Loraine Conaty motioned that the Board come out of Closed Session at 11:50

**3. ADJOURNMENT:**

Meeting adjourned at 11:53a.m. by Darry Markle



Claresholm Public Library Board  
Finance Meeting  
January 7, 2019, 6:00

Present: Tony Hamlyn, Marika Thyssen, Lindsay Watson, Kathy Davies

Regrets: Gaven Moore

## MINUTES

1. CALL TO ORDER – at 6:10p.m.

2. APPROVAL OF AGENDA – Approved and Carried.

3. APPROVAL OF FINANCE COMMITTEE MINUTES

3.1 November 28<sup>th</sup>, 2018 REGULAR ORGANIZATIONAL MINUTES

3.2 December 6<sup>th</sup>, 2018 REGULAR ORGANIZATIONAL MINUTES

3.3 December 12<sup>th</sup>, 2018 REGULAR ORGANIZATIONAL MINUTES

4. FINANCIAL

4.1 Terms of Reference

- Financial Committee Terms of Reference were amended and will be presented to the full Board.

4.2 Financial Statement

- Kathy Davies presented 2018 Financial report.

4.3 Year End

- Kathy Davies presented the 2018-year end to the committee.

4.4 Bank Statement Reconciliation

- September 2018 and December 2018 are not reconciled to date.

4.5 Shirley Issacson

- Has agreed to check the 2018 financial books.

4.6 T4 Requirements

- Kathy Davies will complete and submit.

9: ADJOURNMENT – Meeting adjourned at 8:58p.m.

**Next Meeting: Established as the 4<sup>th</sup> Tuesday of every month at 6:30. January 29<sup>th</sup>, 2019**



Claresholm Public Library Board  
Finance Meeting  
January 29, 2019, 6:30

## MINUTES

CALL TO ORDER – 6:36p.m.

### FINANCIAL

- Monthly Financial Statement and Bank Statement Reconciliation – not month end so not completed.
- Credit Card application will be completed with Holly Ottewell.
- Financial Training for Holly will be done by Kathy Davies and CA.
  - February 11<sup>th</sup> – meet with Personnel Committee
  - February 12<sup>th</sup> – Board meeting
  - February 14<sup>th</sup> – to Chinook Arch
- Financial Committee Policy Statement will be corrected as needed at next Financial Committee meeting.

### DISCUSSION

- Finance committee meetings have been changed to first Tuesday of the month to coincide with bank statements.
- Kathy Davies working on grant applications.
- All financial records will be moved to the Manager's office for availability of finances for Holly.
- February 16–23, 2019 Gaven Moore away
- February 18–25 – Tony Hamlyn away
- February 23–March 9 – Kathy Davies away

**Next Meeting: March 5th, 2019**



# Claresholm Public Library

## Comparative Income Statement

	Budget 01/01/2019 to 31/12/2019	Actual 01/01/2019 to 31/01/2019	Difference
<b>REVENUE</b>			
<b>Government Revenues</b>			
Town of Claresholm	185,000.00	55,000.00	130,000.00
Province of Alberta	20,857.00	0.00	20,857.00
M.D. of Willow Creek	12,600.00	0.00	12,600.00
Rural Library Services Grant	6,890.00	0.00	6,890.00
Other Grants	2,445.00	0.00	2,445.00
<b>Net Government Revenue</b>	<b>227,792.00</b>	<b>55,000.00</b>	<b>172,792.00</b>
<b>Other Revenue</b>			
Book Sales	1,090.00	108.30	981.70
Fund Raising (Donations)	1,500.00	52.45	1,447.55
Membership Fees	11,300.00	946.00	10,354.00
Fines	2,300.00	233.40	2,066.60
Room Rental	3,500.00	200.00	3,300.00
Coffee	80.00	6.00	74.00
Equipment Rental	100.00	0.00	100.00
Fax	250.00	14.00	236.00
Photocopies/Printing	1,500.00	154.20	1,345.80
Miscellaneous	54.00	4.00	50.00
Interest Revenue	40.00	1.92	38.08
Transfer from Reserves	5,000.00	0.00	5,000.00
Friends of the Library	10,000.00	0.00	10,000.00
<b>Total Other Revenue</b>	<b>36,714.00</b>	<b>1,720.27</b>	<b>34,993.73</b>
<b>TOTAL REVENUE</b>	<b>264,506.00</b>	<b>56,720.27</b>	<b>207,785.73</b>
<b>EXPENSE</b>			
<b>Purchases of Materials</b>			
Books	10,000.00	76.67	9,923.33
Periodicals	2,000.00	208.67	1,791.33
Audio-Visual	2,200.00	53.77	2,146.23
<b>Total Materials Purchased Expense</b>	<b>14,200.00</b>	<b>339.11</b>	<b>13,860.89</b>
<b>Payroll Expenses</b>			
Wages & Salaries	155,400.00	6,391.75	149,008.25
EI Expense	4,286.37	144.97	4,141.40
CPP Expense	8,254.43	281.36	7,973.07
WCB Expense	415.00	0.00	415.00
Benefits	8,000.00	10.34	7,989.66
Training & Conferences	3,000.00	0.00	3,000.00
<b>Total Payroll Expenses</b>	<b>179,355.80</b>	<b>6,828.42</b>	<b>172,527.38</b>



**General & Administrative Expenses**

Accounting & Legal	130.00	1,140.95	-1,010.95
Board Expenses	1,000.00	0.00	1,000.00
Association Memberships	375.00	0.00	375.00
Equipment Rentals	650.00	42.23	607.77
Software & Licenses	600.00	0.00	600.00
Postage	110.00	0.00	110.00
Library Supplies	2,300.00	28.29	2,271.71
Chinook Arch Transfer Payment	13,500.00	6,747.30	6,752.70
Programming	5,900.00	361.26	5,538.74
Volunteers	2,600.00	731.94	1,868.06
Stationery, Printing Supplies	4,000.00	0.00	4,000.00
Travel and Hospitality	500.00	0.00	500.00
<b>Total General &amp; Admin. Expenses</b>	<b>31,665.00</b>	<b>9,051.97</b>	<b>22,613.03</b>

**Building Expenditures**

Rent	1.00	1.00	0.00
Repair & Maintenance	4,400.00	0.00	4,400.00
Telephone	1,450.00	116.85	1,333.15
Fax	500.00	38.95	461.05
Security System	900.00	38.95	861.05
Natural Gas & Power	15,000.00	911.31	14,088.69
Insurance	1,350.00	0.00	1,350.00
Cleaning Supplies	1,200.00	0.00	1,200.00
<b>Total Building Expenditures</b>	<b>24,801.00</b>	<b>1,107.06</b>	<b>23,693.94</b>

**Capital Expenditures**

Furniture & Equipment	5,700.00	0.00	5,700.00
<b>Total Expenditures</b>	<b>5,700.00</b>	<b>0.00</b>	<b>5,700.00</b>

<b>TOTAL EXPENSE</b>	<b>255,721.80</b>	<b>17,326.56</b>	<b>238,395.24</b>
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<b>NET INCOME</b>	<b>8,784.20</b>	<b>39,393.71</b>	<b>-30,609.51</b>
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Generated On: 03/02/2019



## **Librarian's Report for February 12, 2019 Board Meeting**

- 1: On January 22 Board Chair Tony Hamlyn advised that Holly Ottewell was hired as the new manager for the Library. She started February 11, 2019.
- 2: The Town of Claresholm appointed Claresholm resident, and library patron, Barry Pratte as a new member of the Library Board as of January 30, 2018.
- 3: On Wednesday January 30 our Books & Babes and Tales and Rhymes programs resumed for the winter/spring sessions with excellent turnout in both. The Books & Babes program struggled last year and usually only had 1 or 2 participants but on the 30<sup>th</sup> we had 6 Moms and their babes. Volunteer Sue Slettete who runs the program was very pleased with the turnout.
- 4: Also on Wednesday January 30<sup>th</sup> library patron and world traveller Anola Laing did an Armchair Travel presentation on her trip via Rail from China to Russia. It was very well received by the 62 attendees.
- 5: Since Wednesday January 16 Chinook Arch has sent out staff members on 11 separate days to assist with the running of the library which has been a big help.



## Librarians' Committee Meeting February 12, 2019 Report

Lethbridge Library is celebrating its 100th anniversary and is offering free memberships for all of 2019.

The decision to allow patrons to obtain and renew cards at Chinook Arch branches other than their home branch, and to pay for them online or at the other branch as well, has been tabled until the March 2019 meeting when a finalized version of this policy will be presented.

January 2019 was Alzheimer Awareness Month and Chinook Arch has partnered with the regional Alzheimer Society to launch a new memory kit collection featuring DVDs, songs and activity kits from various decades. It will be decided via draw which libraries will house the initial collections.

April 2 is World Autism Awareness Day which will feature a joint event between Chinook Arch and LPL. A morning regional library workshop on neurodiversity, challenging behaviours, and sensory resources will be held in LPL's Theatre Gallery. The afternoon will feature a public program "sensory story time" run by LPL Children's Services. Registration information to come soon. Lunch will be provided.

Chinook Arch has hired Elizabeth Linville as a Digital Literacy Librarian. She will be delivering fundamental digital literacy classes within libraries to help patrons. She will attend Claresholm Library on Wednesday ~~March~~ 13 to meet the manager and staff to discuss same.

*February.*

Chinook Arch CEO Robin Hephner and the Member Support Librarians will be scheduling visits with library boards starting in the first few months of 2019. The goal is to bring the boards up to speed on Chinook Arch's new Plan of Service and answer any questions the boards may have about Chinook Arch and its services. The sessions should take 45 minutes to an hour. Chinook Arch will contact each library board chair to schedule a time and date for their visit.





# FINANCE COMMITTEE

## Terms of Reference

### Background

The *Alberta Libraries Act* sets out a governance structure that enables the public library boards to communicate and effectively manage a public library service.

### Introduction

The Claresholm Public Library Board first established the Finance Committee in 2004. Its main purpose is to oversee the financial management of the Claresholm Public Library.

### Key Duties and Responsibilities

The committee is responsible to ensure that proper internal controls are in place to protect the financial assets of the Claresholm Public Library. The Committee also makes recommendations for the Claresholm Public Library annual budget. Recommendations made at the Committee level are arrived at through consensus. Those decisions requiring approval by the Board are brought forward through a report presented by the Committee Chair.

The responsibilities of the Committee are to:

- Perform monthly, in-depth reviews of Claresholm Public Library financial activities;
- Review Claresholm Public Library rate for reimbursement of expenses annually (fall) ←
- Recommend the appointment of external financial reviewers to the Board, and then to Council if a change is required.

Budget Process:

1. Draft, review and refine a 3 year operational budget and a 5 year capital budget for the Claresholm Public Library fiscal year between September and November. *upcoming* ↑
2. Present the budgets to the Board for approval in November, before it is sent to the Town.

The responsibilities of the Library Manager are to:

- Work with the Finance Committee in preparation of budget and any other financial reports as required.
- Ensure that funds are spent appropriately and within the parameters set out the by the Board.
- Provide monthly financial reports to the Treasurer and the Board.



## **Composition and Appointments**

- The Finance committee is comprised of four (4) board members and the Library Manager.
- Each board member has one vote with the Library Manager serving as a resource person.
- Sub or Ad-hoc committees may be appointed on an "as needed basis".
- Committee appointments are decided by the ~~whole~~<sup>WMA</sup> of the Claresholm Public Library Board at the first meeting of the three-year term and then in November of following years. Each committee term is for 12 months.
- Committee Chairperson is the Board Treasurer.
- The Board Chairman is an ex-officio member.

## **Meetings**

- Meetings will be held monthly (more often as needed), with a report given to the Board.
- Communication between Committee members may also occur by email, texting and telephone.

## **Resources**

### **Staff:**

As the amount of staff time allocated for <sup>C</sup>committee support has never been measured, the committee will be keeping track of time staff commits to the committee and it will then be reviewed on a regular basis.

## **Special Annual Objectives**

- The committee will examine all of the present library finances and determine if any changes are required.
- The committee might consider consulting with other libraries, Chinook Arch Regional Library System and the Alberta Public Library Services Branch as to how other libraries operate and held their finances.

## **Review and Evaluation:**

- The monthly report to the Board will be the review and evaluation process.

## **Approval and Review Date:**

- Recommended changes to the "Terms of Reference" can be made at a committee meeting and then passed by the Board.



## Lindsay Watson

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**From:** Jay Sawatzky <jsawatzky@claresholmlibrary.ca>  
**Sent:** January 30, 2019 7:35 PM  
**To:** Casey Arnestad; Darry Markle; Gaven Moore (gaven.moore@claresholm.ca); Lindsay Watson; Lorraine Conaty; 'Maria Thyssen'; Tony Hamlyn (thamlyn2018@gmail.com)  
**Subject:** FW: Entrepreneurial Programming Opportunity for Rural Libraries

I am forwarding this information for the Board to look at before the next Board meeting as the program may well start up before then. It is to help local entrepreneurs learn through a virtual portal and local libraries have been invited to participate. Seeing as how Holly will be starting in less than two weeks I don't want to make decisions that will impact her immediately before she can get her toes wet. Second, when I spoke with Renae she could not give me a time of day that these events would take place (via our audio/visual link) and I have to say that if it is after hours I simply do not have the energy to come in and work evenings. Third, I don't have the time to see if there are people in our community who would like to participate seeing as how February is in 2 days. I don't know whether I missed the original email from Robin at HQ or if I didn't get it. She said there may be funding for libraries to pay their staff to work hours that may be outside the regular times but even so I only want to work days at this time as I will probably be working Thursday evenings once we are back to regular hours – at least for the first little while.

Please discuss and let me know.

Thanks,

Jay

**From:** Renae [mailto:renae@chooselethbridge.ca]  
**Sent:** January-30-19 2:40 PM  
**To:** Jay Sawatzky <jsawatzky@claresholmlibrary.ca>  
**Subject:** FW: Entrepreneurial Programming Opportunity for Rural Libraries

Hi Jay!

**Sorry you didn't get the original email! Thank you for taking this forward to your board for consideration. ☺ You can let your board know we have Fort Macleod, Cardston and Coaldale confirmed.**

Renae

**From:** Robin Hepher <rhepher@chinookarch.ca>  
**Sent:** January 28, 2019 5:03 PM  
**To:** Rural Library Managers <RuralLibraryManagers@chinookarch.ca>  
**Cc:** 'Renae' <renae@chooselethbridge.ca>  
**Subject:** RE: Entrepreneurial Programming Opportunity for Rural Libraries  
**Importance:** High

Hello again everyone!

I just wanted to offer a reminder about this great opportunity to bring some very high-quality entrepreneurial programming into your library! The Regional Innovation Network of Southern Alberta (RIINSA) is keen to work with libraries to expand their offerings to rural areas outside of Lethbridge. This is a great way to insert your library into the



conversation around entrepreneurship and business development in your community, and is definitely something you can brag about to your councils and funders. Note that the program includes cash support if you need to open the library outside of normal hours of operation. Chinook Arch is also very ready to support your participation in the pilot project, including marketing and promotional support.

If you have any questions at all, please contact me at any time. We've had a couple of libraries express interest, and would love to hear from a few more! If you'd like to participate (or just find out more, please contact me or Renae Barlow) by the end of the week.

Sincerely,

Robin

**Robin Hepher**

CEO

Office: 403-380-1505 | Mobile: 403-360-2727



[www.chinookarch.ca](http://www.chinookarch.ca)

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Attention Librarians

The Chinook Arch Regional Library system has partnered with the Regional Innovation Network of Southern Alberta (RINSA) to provide a unique opportunity for libraries in southern Alberta to participate in a **Rural Entrepreneurial Virtual Portal** pilot project funded by the Community Foundation of Lethbridge and Southwestern Alberta (Varley Fund). This project will provide rural entrepreneurs with access to start-up business resources through interactive live webinars delivered through the Chinook Arch RISE Network by Business Link Business Advisors over the period of February through to end of June.

Do you have entrepreneurs in your town that are ready to start their own business? Are they having to leave their community to get the resources they need? These webinars will help connect entrepreneurs with the most relevant small business resources to ensure their success and get customized one-on-one business advice. Funding for business books and resources will also be made available to participating libraries. As well, there is funding to pay staff for webinars occurring outside of regular library hours, if necessary.

To get started, we are looking for ten enthusiastic libraries that want to meet the needs of entrepreneurs in their area. The goals of the pilot project is to determine the interest by communities of having these resources readily available without having to go to the city. If successful, then we hope to garner additional funding to grow the entrepreneurial training offerings to support economic growth and stability of rural communities.

Interested? Please email or call me with your interest and we can schedule a telephone meeting to discuss more details.

I look forward to hearing from you.



## Lindsay Watson

---

**From:** Tony Hamlyn <thamlyn2018@gmail.com>  
**Sent:** January 21, 2019 8:36 AM  
**To:** Darry Markle; Casey Arnestad; Gaven Moore; Lindsay Watson; Lorraine Conaty; Marika Thyssen; Marian Carlson; Robin Hepher; Kathy Davies  
**Subject:** Fwd: Offer letter v2  
**Attachments:** ltr.offer.Holly Ottewellv2(signed).docx

I am so happy! I so look forward to welcoming her to our library.

Tony,

----- Forwarded message -----

**From:** Holly Ottewell <hottewel@uwo.ca>  
**Date:** Sunday, January 20, 2019  
**Subject:** Offer letter v2  
**To:** Tony Hamlyn <thamlyn2018@gmail.com>

Tony,

I am happy to accept this offer for Library Manager of the Claresholm Public Library.

Attached is a signed copy of the offer.

Thank you very much for this opportunity. I look forward to meeting you in person and getting to work.

Have a great night,

Holly

---

**From:** Holly Ottewell  
**Sent:** Saturday, January 19, 2019 3:06:18 PM  
**To:** Tony Hamlyn  
**Subject:** Re: Offer letter v2

Tony,

Thank you for this very appealing counter offer. I really appreciate it.

I need to discuss it with my partner and family, however I will have an answer to you on or before Monday January 21.

I look forward to speaking with you soon.

Thanks again,



Holly

---

**From:** Tony Hamlyn <[thamlyn2018@gmail.com](mailto:thamlyn2018@gmail.com)>  
**Sent:** Saturday, January 19, 2019 2:23:12 PM  
**To:** Holly Ottewell  
**Subject:** Offer letter v2

Hi Holly,

Our Library board met today to discuss a counter offer. I have attached that offer and would like to highlight a few things.

The offer is coming in at \$53, 625.00 and I want to make sure you know the benefit premiums are covered by the library. The wage review in 6 months is to give you time to learn the finances. If at that time you are able to take them over, we will be able to stop paying our retiring manager to complete those duties and will have more room in the budget.

You will also have the opportunity to evaluate staffing needs to determine if we could perhaps reduce hours from the previous staffing complement. Because you only have one staff member currently in place, the hours and complement of new hires will be flexible. If you would like to discuss this idea further, please give me a call.

Please have a look and reconsider the offer to become our Library Manager. We certainly saw what we are looking for in you and hope that you are able to reassess and are in a position to accept our offer. I know that you did research on our library, and I hope you saw what we see - it truly is a great library and we are all so proud of it. I truly hope that being part of such an amazing library and getting to move home to Alberta factor into your decision.

And, if you would like to give me a call to discuss anything, please feel free to call me any time.

Thank you,  
Tony Hamlyn



## Lindsay Watson

---

**From:** Tony Hamlyn <thamlyn2018@gmail.com>  
**Sent:** February 1, 2019 4:31 PM  
**To:** Jay Sawatzky  
**Cc:** Casey Arnestad; Darry Markle; Gaven Moore (gaven.moore@claresholm.ca); Lindsay Watson; Lorraine Conaty; Maria Thyssen  
**Subject:** Re: New Board Member

Great, thanks Jay!

On Wed, Jan 30, 2019 at 7:36 PM Jay Sawatzky <[jsawatzky@claresholmlibrary.ca](mailto:jsawatzky@claresholmlibrary.ca)> wrote:

Karine Keys from the Town of Claresholm sent a letter today advising that we have a new Board member: Terry Pratte.

He is a Claresholm Library member.

I will email him with the date and time of the next Board meeting.

I can also provide him with a copy of the Board Basics training brochure that is available online through PLSB.

Jay Sawatzky



## Lindsay Watson

---

**From:** Tony Hamlyn Library <thamlyn2018@gmail.com>  
**Sent:** February 12, 2019 2:14 PM  
**To:** 'darry markle'; Barry Pratte; Casey Arnestad; Gaven Moore; Holly Ottewell; Kathy Davies; Lorraine Conaty; Lindsay Watson; Marika Thyssen  
**Subject:** Fwd: Resignation

Hi all,

We will have another position to fill on the board. I will let Marian know.

Thanks,

Tony

----- Forwarded Message -----

**Subject:**Resignation

**Date:**Tue, 12 Feb 2019 13:42:16 -0700

**From:**Lorraine Conaty <[lorraine.conaty5@gmail.com](mailto:lorraine.conaty5@gmail.com)>

**To:**[thamlyn2018@gmail.com](mailto:thamlyn2018@gmail.com)

Good afternoon Tony Just letting you know I won't be able to attend tonight's meeting. I've given this some thought and since I missed last months meeting and now this one and I'm not sure about going forward I am resigning my position on the Claresholm Library board effective immediately. With all that's going on you need someone who can attend all the meetings and work on the committees. Thank you for the opportunity and the best of luck to the board going forward. Lorraine Conaty  
Sent from my iPhone



---

If you are interested, these are the questions we need to have answered to help us customize the program moving forward. Feel free to answer the following in the context of this email. Thank you so much!

- 1) What are your hours of operation?
- 2) What day(s) and time do you think a business workshop would be best delivered?
- 3) If the workshop is outside of your hours of operation, do you have staff that would be willing to attend?
- 4) Have you had any customers ask for any specific business related resources? If so, what kinds of materials were they looking for?
- 5) We will have entrepreneur materials, books and resources to share with your library. Do you have an area they can be kept that provides access for entrepreneurs?
- 6) If our Business Advisor is on site at your library, is there an area where he/she can meet one-on-one with entrepreneurs?
- 7) We would like to ensure entrepreneurs in your community knows about this opportunity. Do you have contact information for any business groups in your area? (eg. Chamber of Commerce or Business Clubs)

***Renaë***

**Renaë Barlow**  
Vice President, Entrepreneurship & Innovation  
**Economic Development Lethbridge**  
**Teconnect Direct Line: 403.332.6021**  
**EDL main office: 403.331.0022**

Follow us on Twitter! 

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Bus: 403.332.6021

E-mail: [renaë@chooselethbridge.ca](mailto:renaë@chooselethbridge.ca)  
Website: [chooselethbridge.ca](http://chooselethbridge.ca)

H

**Robin Hepher**  
CEO  
Office: 403-380-1505 | Mobile: 403-360-2727



[www.chinookarch.ca](http://www.chinookarch.ca)





211-49<sup>th</sup> Ave West, Claresholm Alberta Ph:403 625 4168

To the Mayor and Council of the Town of Claresholm,

This letter is intended to serve as an official request from the Claresholm Public Library Board to the Town of Claresholm for payment of legal fees incurred due to a 2018 AHRC complaint against the Claresholm Public Library. We do humbly submit that during our long relationship with the Town and People of Claresholm, the Claresholm Public Library has never required legal representation for an AHRC complaint nor any related situations which would necessitate our Board to include legal fees of this nature within our annual budget. As this current action does represent an anomaly we, as the Claresholm Public Library Board do not currently possess the means to support legal action. It has therefore become necessary for the Claresholm Public Library Board to petition the Town of Claresholm for payment of said legal fees incurred to this date. We appreciate your consideration in this matter.

Regards,

Tony Hamlyn

Chairperson

Town of Claresholm Public Library Board

211-49 Avenue West

Claresholm Alberta TOL OTO



**Claresholm Public Library Board**

**Special Meeting**

**November 29, 2018**

Present: Gaven Moore, Darry Markle, Casey Arnestad, Tony Hamlyn, Marika Thyssen, Lorraine Conaty

Missing: Terry Mahone, Lindsay Watson

1. Meeting called to order at 1:00 pm.
2. Gaven Moore Motioned to go in closed session at 1:01 pm. Carried.
3. Lorraine Conaty joined the meeting at 1:15 pm.
4. Darry Markle Motioned to come out of Camera at 1:41 am. Carried.
5. Lorraine Conaty Motioned to accept the Personnel Committee recommendation not to extend Alexander Meic's position past probation and terminate November 30, 2018. Carried.
6. Meeting adjourned at 1:42 pm.

A handwritten signature in black ink, appearing to read "Hamlyn", is located in the lower right quadrant of the page. The signature is cursive and somewhat stylized.



**Claresholm Public Library Board**

**Personnel Committee Meeting**

**November 29, 2018**

Present: Gaven Moore, Darry Markle, Casey Arnestad, Tony Hamlyn, Marika Thyssen

1. Meeting called to order at 10:00 am.
2. Gaven Motioned to go in closed session at 10:01 am. Carried.
3. Called other board members to join the meeting at 10:30 am, Marika joined at 10:45 am.
4. Darry Markle Motioned to come out of Camera at 11:01 am. Carried.
5. Casey Arnestad Motioned to present the recommendation to the board not to extend Alexander Meic's position past probation and terminate November 30, 2018. Carried.
6. Darry Markle Motioned to go in to closed session at 11:05 am. Carried.
7. Casey Arnestad Motioned to come out of closed session at 12:58 pm. Carried.
8. Gaven Moore Motioned to have Termination Letter and action plan reviewed by Town of Claresholm CAO. Carried
9. Meeting adjourned at 12:59 pm.

A handwritten signature in black ink, appearing to read "Tony Hamlyn". The signature is written in a cursive, flowing style with a large initial "T".



Claresholm Public Library Board  
Regular Meeting  
March 19, 2019

## **AGENDA**

### **1. CALL TO ORDER**

### **2. APPROVAL OF AGENDA**

### **3. APPROVAL OF MINUTES**

3.1 February 12th, 2019 Regular Board Meeting Minutes

### **4. CORRESPONDENCE**

4.1 Final Notification of Board member resignation.

4.2 Insurance update

### **5. FINANCIAL**

5.1 Financial Statement for February 2019

### **6. LIBRARIAN'S REPORTS**

6.1 Librarian's Report

6.2 Librarian's Committee Meeting Report

6.3 Chinook Arch Board Report

### **7. OLD BUSINESS**

7.1 Board Orientation – Jordan deSousa

7.2 Library Board Committee Reports

- Finance Committee
- Policy Review Committee
  - Policy review Sections sent to Board members by Darry Markle
- Personnel Committee
- Plan of Service Committee

**8. NEW BUSINESS**

8.1 Land Acknowledgements

**9. ADJOURNMENT**

**Next Meeting: April 16th, 2019 at 6:30 p.m.**

Claresholm Public Library Board  
Regular Meeting  
February 12, 2019

**Present:** Tony Hamlyn, Marika Thyssen, Lindsay Watson, Jay Swatzky, Darry Markle, Kathy Davies, Casey Arnestad, Holly Ottewell, Barry Pratte  
**Regrets:** Lorraine Conaty

## MINUTES

1. **CALL TO ORDER** – Meeting called to order at 6:00P.M.
  
2. **APPROVAL OF AGENDA** – Marika Thyssen motioned that the agenda be approved. Carried.

### 3. INTRODUCTIONS

Holly Ottewell – Library Manager  
Barry Pratte – New Board Member  
All board members introduced to new members

### 4. APPROVAL OF MINUTES

- 4.1 January 8th, 2019 Regular Board Meeting Minutes
- 4.2 January 19th, 2019 Special Board Meeting Minutes
- 4.3 January 7<sup>th</sup>, 2019 Finance Committee Meeting Minutes
- 4.4 January 29<sup>th</sup>, 2019 Finance Committee Meeting Minutes

Discussion regarding the approval of all minutes (including committees) at one time.

Casey Arnestad motioned that the minutes be approved. Carried

### 5. CORRESPONDENCE

- 5.1 Entrepreneurial Programming Opportunity for Rural Libraries – this project is Pilot programming for rural libraries. Claresholm not able to attend this year.
- 5.2 Tony received phone call from Lorraine Conaty that she has resigned from the Library Board. Tony to inform Marian from Town Council about resignation.

## **6. FINANCIAL**

### 5.1 Financial Statement for January 2019

- Money has been received from Town.
- Holly to call the insurance Alberta Municipalities Insurance as to costs.
- Kathy -T4 are completed and mailed out.

Barry motioned to accept financial report

## **7. LIBRARIAN'S REPORTS**

### 7.1 Librarian's Report

- Staff members no longer coming from CA. Tony to send a thank you to CA.

### 7.2 Librarian's Committee Meeting Report

### 7.3 Chinook Arch Board Report

- Large board meets 3X yr. staff or board may attend, CA Building committee last system formed.
- Open house in June

Darry Markle motioned that all the Librarian's Reports be accepted as read. Carried.

## **8. OLD BUSINESS**

### 8.1 Board Orientation - Jordan DeSousa - Public Library Service Branch

- Requesting the orientation be split into two sessions. Granum, Nanton and Stavley wish to attend
- Tony to request February 27th. or Mch 5TH

### 8.2 Library Board Committee Reports

- Finance Committee
  - Terms of Reference discussed.
- Policy Review Committee
  - Sections Facilities, Philosophy and Trustees sent to Board members by Darry Markle. Board members went through all the changes that Darry and Committee had made. Sections Patrons will be done next.
  - Darry to review Bylaws (need to be updated).
  - Barry Pratte is new Committee member on the Policy Review Committee

- Personnel Committee
  - Tony thanked Jay for all her work
  - Monday met with Holly and updated her. Kathy will undertake the training.
  - Holly doing interviews on Tuesday for Library positions
  - Jay staying on the emergency phone service
  - CRA application started
  
- Plan of Service Committee
  - get Holly up to date before first committee meeting.

Lindsay Watson motioned the three Policies and Terms of Reference as above be accepted. Carried.

## 9. NEW BUSINESS

### 9.1 Land Acknowledgements – Treaty Seven

- Holly to investigate further and bring back to the Board

### 9.2 Annual Report

- Casey to clarify her appointment
- Need updated spreadsheet on Board members timelines. Longest time is 9 years.
- New date for Board meetings is 3<sup>rd</sup> Tuesday of each month.

Casey Arnestad motioned that the annual report be accepted. Carried.

## 10. CLOSED SESSION

- Darry Markle cited 24(1)(b1) Officers/Employees of a public body under FOIP must cite act and number to go into Closed Session
- Darry Markle motioned to go into Closed Session 24(1)(b1) 8:35p.m.
- Marika Thyssen motioned to come out of Closed Session at 8:40.

## 11. ADJOURNMENT – Meeting adjourned at 8:44P.M.

**Next Meeting: March 19th, 2019 at 6:30 p.m.**



Claresholm Public Library

Financial Statement for January 1, 2019 to February 28, 2019

**REVENUES**

Department		2019 Budget	Actual	Difference
Govt. Contributions	Town of Claresholm	\$185,000.00	\$55,000.00	\$130,000.00
	Province of Alberta	20,857.00	0.00	\$20,857.00
	<b>Sub-total</b>	<b>205,857.00</b>	<b>55,000.00</b>	<b>150,857.00</b>
Other Gov't. Contributions	M.D of Willow Creek	12,600.00	0.00	\$12,600.00
	Rural Library Services Grant	6,890.00	0.00	\$6,890.00
	Other Grants	2,345.00	0.00	\$2,345.00
	<b>Sub-total</b>	<b>21,835.00</b>	<b>0.00</b>	<b>21,835.00</b>
Other Revenue	Book Sales	1,090.00	166.45	\$923.55
	Donations	1,500.00	319.50	\$1,180.50
	Membership Fees	11,300.00	1,861.00	\$9,439.00
	Fines	2,300.00	398.20	\$1,901.80
	Room Rental	3,500.00	550.00	\$2,950.00
	Coffee	80.00	6.00	\$74.00
	Equipment Rental	100.00	0.00	\$100.00
	Fax	250.00	50.00	\$200.00
	Photocopies/PC Copies	1,500.00	270.10	\$1,229.90
	Miscellaneous	54.00	7.00	\$47.00
	Interest Revenue	40.00	4.99	\$35.01
	Friends of the Library-Donations	10,000.00	0.00	\$10,000.00
	<b>Sub-total</b>	<b>31,714.00</b>	<b>3,633.24</b>	<b>28,080.76</b>
<b>TOTAL REVENUE</b>		<b>\$259,406.00</b>	<b>\$58,633.24</b>	<b>\$200,772.76</b>

**EXPENDITURES**

	Accounts	2019 Budget	Actuals	Difference
<b>Staff</b>	Salaries and Benefits	182,500.00	15,454.71	\$167,045.29
	Employee Course & Conference Fees	500.00	240.00	\$260.00
	Travel & Hospitality	500.00	183.82	\$316.18
	<b>Sub-total</b>	<b>183,500.00</b>	<b>15,878.53</b>	<b>167,621.47</b>
<b>Library Resources</b>	Books	9,530.00	76.67	\$9,453.33
	Periodical Subscriptions	2,000.00	208.67	\$1,791.33
	Audio-Visual	2,200.00	66.76	\$2,133.24
	<b>Sub-total</b>	<b>13,730.00</b>	<b>352.10</b>	<b>13,377.90</b>
<b>Administration</b>	Financial Review	80.00	0.00	\$80.00
	Board Conference & Other	1,140.00	110.00	\$1,030.00
	Equipment Rental & Maintenance (Deb Ma	650.00	55.00	\$595.00
	Legal Fees, Bank charges	50.00	84.29	-\$34.29
	Library Supplies:	2,300.00	294.12	\$2,005.88
	Computer software	600.00	0.00	\$600.00
	Association Fees	375.00	55.00	\$320.00
	Postage	110.00	0.00	\$110.00
	Programs:	5,900.00	409.08	\$5,490.92
	Volunteers	2,600.00	746.93	\$1,853.07
	Stationary, printing, & copier supp	4,000.00	229.29	\$3,770.71
	Telephone & Telecommunications:	1,450.00	233.70	\$1,216.30
	Fax	500.00	77.90	\$422.10
	GST Paid Out		239.41	-\$239.41
	<b>Sub-total</b>	<b>\$19,755.00</b>	<b>\$2,295.31</b>	<b>\$17,379.69</b>
<b>Building Costs</b>	Insurance	1,720.00	1,710.10	\$9.90
	Cleaning Supplies	1,200.00	7.77	\$1,192.23
	Natural Gas & Power	15,000.00	1,822.48	\$13,177.52
	Security System	900.00	77.90	\$822.10
	<b>Sub-total</b>	<b>18,820.00</b>	<b>3,618.25</b>	<b>15,201.75</b>
<b>Transfer Payments</b>	Chinook Arch Regional Library	13,500.00	6,747.30	\$6,752.70
	<b>Sub-total</b>	<b>\$13,500.00</b>	<b>\$6,747.30</b>	<b>\$6,752.70</b>
<b>Maintenance</b>	Building Repair and renovations	4,400.00	0.00	\$4,400.00
	Furniture and Equipment	5,700.00	0.00	\$5,700.00
	Other (rent)	1.00	1.00	\$0.00
	<b>Sub-total</b>	<b>\$10,101.00</b>	<b>\$1.00</b>	<b>\$28,080.76</b>
<b>TOTAL EXPENDITURES</b>		<b>\$259,406.00</b>	<b>\$28,892.49</b>	<b>-\$28,080.76</b>
<b>Profit/Loss</b>		<b>\$0.00</b>	<b>\$29,740.75</b>	<b>\$228,853.52</b>

Claresholm Public Library Board  
Regular Meeting  
April 16, 2019

## AGENDA

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

3.1 March 19<sup>th</sup>, 2018 REGULAR MEETING MINUTES

**4. GUEST SPEAKER**

4.1 Kerby Elfring – Reconciliation and Libraries (apx. 45 mins)

**5. CORRESPONDENCE**

**6. FINANCIAL**

6.1 March Financial Statement

6.2 Provincial Government Annual Financial Reports

**7. COMMITTEE REPORTS**

7.1 Librarian's Report

7.2 Chinook Arch Board Report

7.3 Finance Committee Report

- Finance Policy Review

7.4 Policy Review Committee Report

7.5 Personnel Committee

7.6 Plan of Service Committee – Meeting April 24<sup>th</sup> 3pm

**8. OLD BUSINESS:**

8.1 Board Orientation – Occurred on March 27<sup>th</sup>

**9. NEW BUSINESS**

9.1 Committee and Library Board Structure – Complete spreadsheet

9.2 Chart of Policies under review updated

9.3 Passport to the Library – Become a Know-It-All!

- Looking for volunteers to run the booth
- Looking for pictures and bios of each member

**10: EXECUTIVE ORDER FOR VICE CHAIR**

11: ADJOURNMENT:

Next Meeting: May 21, 2019 at 6:30 p.m.

Claresholm Public Library Board  
Regular Meeting  
March 19, 2019

**Present:** Tony Hamlyn, Marika Thyssen, Lindsay Watson, Kathy Davies, Casey Arnestad, Holly Ottewell, Barry Pratte  
**Regrets:** Darry Markle

## MINUTES

1. **CALL TO ORDER** – meeting called to order at 6:30pm
  
2. **APPROVAL OF AGENDA** – Motioned by Barry Pratte that the agenda be approved.  
Motion Carried.
  
3. **APPROVAL OF MINUTES**
  - 3.1 February 12th, 2019 Regular Board Meeting Minutes – Motioned by Marika Thyssen that the minutes be approved with requested update re CA Board Report.
  
4. **CORRESPONDENCE**
  - 4.1 Final Notification of Board member resignation. – Resignation accepted.
  - 4.2 Insurance update –Holly Ottewell reported board coverage was not active earlier, now has been added and covered in financial report. Barry Pratte motioned that an amendment be made to the financial report increasing the insurance expenses and decreasing the Library Resources. Motion carried.
  
5. **FINANCIAL**
  - 5.1 Financial Statement for February 2019– Lindsay Watson motioned that the January–February financial statement be accepted as presented. Motion carried.
  
6. **LIBRARIAN’S REPORTS**
  - 6.1 Librarian’s Report & Librarian’s Committee Meeting Report

6.2 Chinook Arch Board Report – Barry Pratte motioned that the Librarian’s Reports be accepted. Motion carried.

## **7. OLD BUSINESS**

7.1 Board Orientation – Jordan DeSousa – upcoming on the evening of March 27<sup>th</sup>, Nanton Library Board will also be in attendance

7.2 Library Board Committee Reports

- Finance Committee – next meeting April 9<sup>th</sup> at 6:00
  
- Policy Review Committee
  - Policy review: Policy 4 reviewed and Casey Arnestad motioned that Policy 4 (Facilities) be accepted with changes. Motion carried.
  - Spreadsheet of all policies would be appreciated.
  
- Personnel Committee – Holly Ottewell doing great job, Kathy expecting to retire (again) April 30<sup>th</sup>, 2019.
  
- Plan of Service Committee – Meeting set for April 18/23/24. CA and Holly Ottewell to check dates.

7.3 Land Acknowledgements – Holly Ottewell to speak with Kirby at CA to arrange a meeting with Linda Weaselhead to do a presentation on this topic. Not just posting for the sake of.

## **8. NEW BUSINESS**

8.1 Tony Hamlyn requested a spreadsheet of Library Board members, length of appointed term, committees served on etc.

The MD can recommend appropriate Board Members to Town Council; however, Town Council makes final decision.

**9. CLOSED SESSION** – Casey Arnestad “cited 24(1)(b1) Officers/Employees of a public body under FOIP” and motioned to go into Closed Session at 8:10pm. Out of Closed session at 8:27pm.

**10. ADJOURNMENT** – Meeting adjourned at 8:28pm.

**Next Meeting: April 16th, 2019 at 6:30 p.m.**



Claresholm Public Library  
 Financial Statement for January 1, 2019 to March 31, 2019

**REVENUES**

Department	2019 Budget	Jan-19	Feb-19	Mar-19	Total	Difference
Town of Claresholm	\$185,000.00	\$55,000.00	\$0.00		\$55,000.00	\$130,000.00
Province of Alberta	20,857.00	0.00	0.00		\$0.00	\$20,857.00
M.D of Willow Creek	12,600.00	0.00	0.00		\$0.00	\$12,600.00
Rural Library Services Grant	6,890.00	0.00	0.00		\$0.00	\$6,890.00
Other Grants	2,345.00	0.00	0.00		\$0.00	\$2,345.00
Book Sales	1,090.00	108.30	58.15	90.60	\$257.05	\$832.95
Donations	1,500.00	52.45	267.05	9.75	\$329.25	\$1,170.75
Membership Fees	11,300.00	946.00	860.00	940.00	\$2,746.00	\$8,554.00
Fines	2,300.00	233.40	164.80	218.25	\$616.45	\$1,683.55
Room Rental	3,500.00	200.00	350.00	200.00	\$750.00	\$2,750.00
Coffee	80.00	6.00	0.00	12.00	\$18.00	\$62.00
Equipment Rental	100.00	0.00	0.00	25.00	\$25.00	\$75.00
Fax	250.00	14.00	36.00	45.75	\$95.75	\$154.25
Photocopies/PC Copies	1,500.00	154.20	115.90	232.80	\$502.90	\$997.10
Miscellaneous	54.00	4.00	3.00	5.00	\$12.00	\$42.00
Interest Revenue	40.00	1.92	3.07	2.79	\$7.78	\$32.22
Friends of the Library-Donations	10,000.00	0.00	0.00		\$0.00	\$10,000.00
<b>TOTAL REVENUE</b>	<b>\$259,406.00</b>	<b>\$56,720.27</b>	<b>\$1,857.97</b>	<b>\$1,781.94</b>	<b>\$60,360.18</b>	<b>\$199,045.82</b>

**EXPENDITURES**

Department	2019 Budget	Jan-19	Feb-19	Mar-19	Total	Difference
Salaries and Benefits	182,500.00	6,828.42	8,626.29	14,627.75	30,082.46	\$152,417.54
Employee Course & Conference Fees	500.00	0.00	110.00	495.63	605.63	-\$105.63
Travel & Hospitality	500.00	0.00	183.82		183.82	\$316.18
Books	9,530.00	76.67	0.00	57.47	134.14	\$9,395.86
Periodical Subscriptions	2,000.00	208.67	0.00	107.00	315.67	\$1,684.33
Audio-Visual	2,200.00	53.77	12.99	24.96	91.72	\$2,108.28
Financial Review	80.00	0.00	0.00	55.01	55.01	\$24.99
Board Conference & Other	1,140.00	0.00	110.00	0.00	110.00	\$1,030.00
Equipment Rental & Maintenance (Deb Ma	650.00	42.23	42.06	42.53	126.82	\$523.18
Legal Fees, Bank charges	50.00	1,140.95	0.00	515.07	1,656.02	-\$1,606.02
Library Supplies	2,300.00	28.29	265.83	174.02	468.14	\$1,831.86
Computer software	600.00	0.00	0.00		0.00	\$600.00
Association Fees	375.00	55.00	0.00		55.00	\$320.00
Postage	110.00	0.00	0.00	16.62	16.62	\$93.38
Programs	5,900.00	361.26	47.82		409.08	\$5,490.92
Volunteers	2,600.00	731.94	14.99	21.24	768.17	\$1,831.83
Stationary, printing, & copier supp	4,000.00	0.00	229.29	314.62	543.91	\$3,456.09
Telephone	1,450.00	116.85	116.85	116.85	350.55	\$1,099.45
Fax	500.00	38.95	38.95	38.95	116.85	\$383.15
Insurance	1,720.00	0.00	1,710.10		1,710.10	\$9.90



Natural Gas & Power	15,000.00	911.31	911.17	1,100.00	2,955.30	717,040.04
Security System	900.00	38.95	38.95	38.95	116.85	\$783.15
Chinook Arch Regional Library	13,500.00	6,747.30	0.00		6,747.30	\$6,752.70
Building Repair and renovations	4,400.00	0.00	0.00	1.98	1.98	\$4,398.02
Furniture and Equipment	5,700.00	0.00	0.00		0.00	\$5,700.00
Special Projects				804.00	804.00	
Other (rent)	1.00	1.00	0.00		1.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$259,406.00</b>	<b>\$17,381.56</b>	<b>\$12,466.88</b>	<b>\$18,610.17</b>	<b>\$48,458.61</b>	<b>\$210,947.39</b>
<b>Profit/Loss</b>	<b>\$0.00</b>	<b>\$39,338.71</b>	<b>-\$10,608.91</b>	<b>-\$16,828.23</b>	<b>\$11,901.57</b>	



Claresholm Public Library Board  
Regular Meeting  
May 21, 2019

**AGENDA**

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

3.1 April 16<sup>th</sup>, 2019 REGULAR MEETING MINUTES

3.2 May 3<sup>rd</sup>, 2019 SPECIAL COMMITTEE MINUTES

**4. FINANCIAL**

4.1 3 Month Financial Statement

**5. COMMITTEE REPORTS**

5.1 Librarian's Report

5.2 Chinook Arch Board Report

**6. OLD BUSINESS:**

6.1 Library Board Committee Reports

- Finance Committee
- Policy Review Committee
- Personnel Committee
- Plan of Service Committee

**7. NEW BUSINESS**

7.1 Committee and Library Board Structure – Spreadsheets attached, please complete

**8. ADJOURNMENT:**

**Next Meeting: June 18, 2019 at 6:30 p.m.**



Claresholm Public Library Board  
Regular Meeting  
April 16, 2019

## Minutes

**Present:** Tony Hamlyn, Marika Thyssen, Darry Markle, Barry Pratte, Kathy Davies, and Holly Ottewell

**Regrets:** Gaven Moore, Lindsay Watson, and Casey Arnestad

1. **CALL TO ORDER** – Meeting called to order at 6:32pm
2. **APPROVAL OF AGENDA** – Barry Pratte motioned that the amended agenda be approved. Carried.
3. **APPROVAL OF MINUTES**
  - 3.1 March 19<sup>th</sup>, 2018 REGULAR MEETING MINUTES – Darry Markle motioned that the amended minutes be approved. Carried.
4. **GUEST SPEAKER**
  - 4.1 Kerby Elfring – Reconciliation and Libraries (apx. 45 mins)
6. **FINANCIAL**
  - 6.1 March Financial Statement
    - Financial Statements will now be presented as a three month comparison
    - Darry Markle motioned that the March Financial Statement be approved. Carried
  - 6.2 Provincial Government Annual Financial Reports
    - Marika Thyssen motioned that the Provincial Government Annual Financial Reports be approved. Carried.
7. **COMMITTEE REPORTS**
  - 7.1 Librarian's Report
    - In order to get more youth into the library we will work on increasing advertising in local schools and creating study spaces for students
  - 7.2 Chinook Arch Board Report
    - Chinook Arch Snapshot of 2018 Statistics presented
    - Chinook Arch Open House May 30<sup>th</sup>
  - 7.3 Finance Committee Report
    - Finance Policy Review
      - Barry Pratte motioned to present 3 month financial statements. Carried.
  - 7.4 Policy Review Committee Report
    - Darry Markle motioned for approval of the policy changes. Carried.
    - Marika Thyssen motioned that the Financial Policies be approved. Carried.

7.5 Personnel Committee

- The next meeting date is to be set

7.6 Plan of Service Committee

- Meeting April 24<sup>th</sup> 3pm

**8. OLD BUSINESS:**

8.1 Board Orientation - Occurred on March 27<sup>th</sup>, Nanton also attended.

**9. NEW BUSINESS**

9.1 Committee and Library Board Structure - Complete spreadsheet

9.2 Chart of Policies under review updated

9.3 Passport to the Library - Become a Know-It-All!

- Looking for volunteers to run the booth - Darry and Tony
- Looking for pictures and bios of each member

**10. CLOSED SESSION**

10.1 Darry Markle cited 24(1)(b1) Officers/Employees of a public body under FOIP and motioned meeting enter closed session at 9:09pm

- Barry Pratte motioned to come out of closed session. 9:20pm.

**11. EXECUTIVE ORDER FOR VICE CHAIR**

11.1 Marika Thyssen motioned to give Darry Markle authority to act for the Claresholm Public Library in the forthcoming legal matters. Approved.

11.2 Darry Markle considers name for Vice Chair. Passed.

**12. ADJOURNMENT:** Meeting adjourned at 9:23pm

**Next Meeting: May 21, 2019 at 6:30 p.m.**

Claresholm Public Library Board  
Special Meeting  
May 3rd, 2019

**MINUTES**

**Present:** Tony Hamlyn, Marika Thyssen, Darry Markle, Barry Pratte, Lindsay Watson, and Casey Arnestad

**Regrets:** Gaven Moore

1. **CALL TO ORDER** - Meeting called to order at 4:45PM

2. **CLOSED SESSION**

Tony Hamlyn cited 24(1)(b1) Officers/Employees of a public body under FOIP and motioned meeting enter closed session at 4:50PM

Lindsay Watson motioned to come out of closed session. 5:10pm.

3. **OLD BUSINESS**

Barry Pratte motioned to give Darry Markle and Tony Hamlyn authority to act for the Claresholm Public Library at the forthcoming legal matter regarding the Fowler case. Carried.

4. **ADJOURNMENT:** Meeting adjourned at 5:20PM

**Next Regular Board Meeting: May 21, 2019 at 6:30 p.m.**



## Plan of Service Committee Meeting Report

April 24<sup>th</sup>, 2019 at 3:00pm

- Amy Genesis from Chinook Arch attended to help committee in planning for Community Assessment and Plan of Service 2020-2024
- Community assessment: surveys will be designed to target individuals/households and organizations, we also discussed holding a stakeholder's meeting night
- Tentative plan to start releasing the surveys in June/July, and then in the fall start developing new Plan of Service
- Surveys should be available online through our website and social medias, as well as in paper form in the library and handed out at other community hubs.
- The outcomes of each goal should be measurable through clear qualitative or quantitative objectives (e.g. 200 children will attend storytimes in 2019 – goal is to have lots of children attending programming, we will know we've met the goal when we reach 200 children).
- Amy suggested that the Plan of Service be reviewed at every regular meeting in order to keep us on track with our goals
- New Plan of Service is due June 2020 our goal will be to have it complete before the end of 2019.

### Update:

- FCSS has responded to my request regarding the recent community assessment down by the Town for their new Strategic Plan. As soon as it has been reviewed by the Town, they will send it over to us.
- Amy sent draft of online survey for individuals/households on May 15<sup>th</sup>. Revisions have been made and we are hoping to release them over the summer.



**Personnel Committee Report**

May 1<sup>st</sup>, 2019 Present: Casey Arnestad, Tony Hamlyn

Personnel committee met to interview Holly and staff (Kathy Davies, Jay Sawatsky, Megan Melsom – Heather was unable to come in this day and is casual staff)

All interviews were extremely positive and staff feels supported and included by Holly.

Holly has officially taken over the financials from Kathy, Kathy's last day was June 30<sup>th</sup>. Holly is now officially running the library with support from staff.

Holly will be given a letter stating that she has passed probation and that the board is very pleased with how she is running the library.



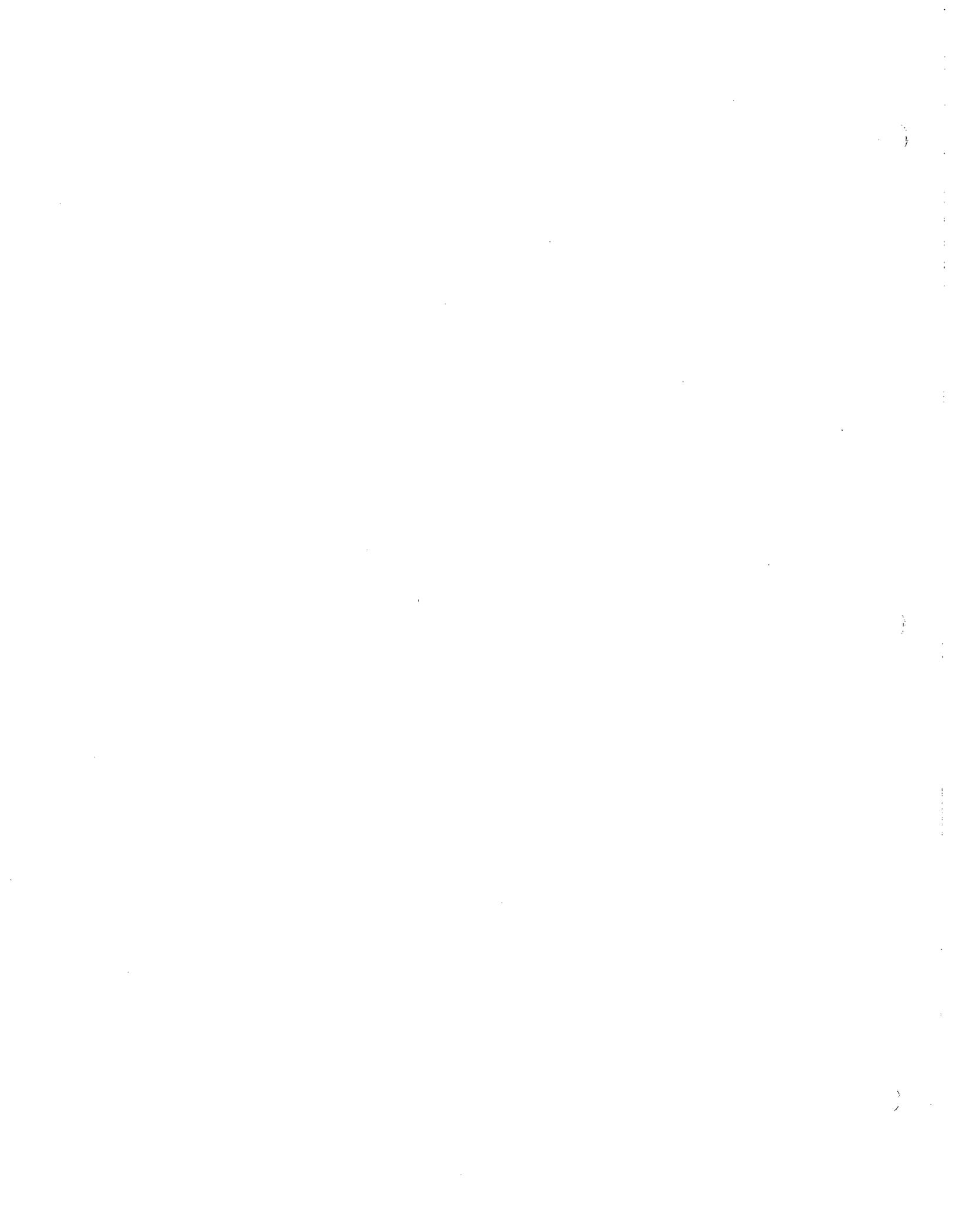
Claresholm Public Library  
 Financial Statement for January 1, 2019 to Feb. 28, 2019

**REVENUES**

Department	2019 Budget	Jan-19	Feb-19	Total	Difference
Town of Claresholm	\$185,000.00	\$55,000.00	\$0.00	\$55,000.00	\$130,000.00
Province of Alberta	20,857.00	0.00	0.00	\$0.00	\$20,857.00
M.D of Willow Creek	12,600.00	0.00	0.00	\$0.00	\$12,600.00
Rural Library Services Grant	6,890.00	0.00	0.00	\$0.00	\$6,890.00
Other Grants	2,345.00	0.00	0.00	\$0.00	\$2,345.00
Book Sales	1,090.00	108.30	58.15	\$166.45	\$923.55
Donations	1,500.00	52.45	267.05	\$319.50	\$1,180.50
Membership Fees	11,300.00	946.00	860.00	\$1,806.00	\$9,494.00
Fines	2,300.00	233.40	164.80	\$398.20	\$1,901.80
Room Rental	3,500.00	200.00	350.00	\$550.00	\$2,950.00
Coffee	80.00	6.00	0.00	\$6.00	\$74.00
Equipment Rental	100.00	0.00	0.00	\$0.00	\$100.00
Fax	250.00	14.00	36.00	\$50.00	\$200.00
Photocopies/PC Copies	1,500.00	154.20	115.90	\$270.10	\$1,229.90
Miscellaneous	54.00	4.00	3.00	\$7.00	\$47.00
Interest Revenue	40.00	1.92	3.07	\$4.99	\$35.01
Friends of the Library-Donations	10,000.00	0.00	0.00	\$0.00	\$10,000.00
<b>TOTAL REVENUE</b>	<b>\$259,406.00</b>	<b>\$56,720.27</b>	<b>\$1,857.97</b>	<b>\$58,578.24</b>	<b>\$200,827.76</b>

**EXPENDITURES**

Department	2019 Budget	Jan-19	Feb-19	Total	Difference
Salaries and Benefits	182,500.00	6,828.42	8,626.29	15,454.71	\$167,045.29
Employee Course & Conference Fees	500.00	0.00	110.00	110.00	\$390.00
Travel & Hospitality	500.00	0.00	183.82	183.82	\$316.18
Books	9,530.00	76.67	0.00	76.67	\$9,453.33
Periodical Subscriptions	2,000.00	208.67	0.00	208.67	\$1,791.33
Audio-Visual	2,200.00	53.77	12.99	66.76	\$2,133.24
Financial Review	80.00	0.00	0.00	0.00	\$80.00
Board Conference & Other	1,140.00	0.00	110.00	110.00	\$1,030.00
Equipment Rental & Maintenance (Deb Ma	650.00	42.23	42.06	84.29	\$565.71
Legal Fees, Bank charges	50.00	1,140.95	0.00	1,140.95	-\$1,090.95
Library Supplies	2,300.00	28.29	265.83	294.12	\$2,005.88
Computer software	600.00	0.00	0.00	0.00	\$600.00
Association Fees	375.00	55.00	0.00	55.00	\$320.00
Postage	110.00	0.00	0.00	0.00	\$110.00
Programs	5,900.00	361.26	47.82	409.08	\$5,490.92
Volunteers	2,600.00	731.94	14.99	746.93	\$1,853.07
Stationary, printing, & copier supp	4,000.00	0.00	229.29	229.29	\$3,770.71
Telephone	1,450.00	116.85	116.85	233.70	\$1,216.30
Fax	500.00	38.95	38.95	77.90	\$422.10
Insurance	1,720.00	0.00	1,710.10	1,710.10	\$9.90
Cleaning Supplies	1,200.00	0.00	7.77	7.77	\$1,192.23



Security System	900.00	38.95	38.95	77.90	\$822.10
Chinook Arch Regional Library	13,500.00	6,747.30	0.00	6,747.30	\$6,752.70
Building Repair and renovations	4,400.00	0.00	0.00	0.00	\$4,400.00
Furniture and Equipment	5,700.00	0.00	0.00	0.00	\$5,700.00
Other (rent)	1.00	1.00	0.00	1.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$259,406.00</b>	<b>\$17,381.56</b>	<b>\$12,466.88</b>	<b>\$29,848.44</b>	<b>\$229,557.56</b>
<b>Profit/Loss</b>	<b>\$0.00</b>	<b>\$39,338.71</b>	<b>-\$10,608.91</b>	<b>\$28,729.80</b>	



## Librarian's Report

May 21<sup>st</sup>, 2019

### Librarians' Committee Meeting May 6<sup>th</sup>, 2019

- Guest Speaker: Tymmarah Scheculski, Diversity Specialist at the City of Lethbridge, came in to talk about inclusion. She made some really great points in regards to intent versus impact. Even if the intent of actions is to be inclusive one must make sure that the actual impact of those actions represent inclusion. For example, the intent of putting up a washroom sign labeling a washroom as "gender neutral" may not have an inclusive impact. Those who may already feel marginalized may feel even more singled out for having a separate labelled washroom it is assumed they must use over the typically gendered washrooms they have always used. The intent was meant to be positive, but the impact ends up being negative for who you are trying to include.
- Service Canada sent out contact information for an Outreach Worker and a Citizen Services Specialist. Both of these contacts can be brought in at any time to offer materials and resources to those who need them in regards to housing support, low income support, disability support, newcomer support, etc. The Outreach Worker will focus on vulnerable populations (youth, seniors, those experiencing homelessness, etc.). See attached below.
- I think that it would be beneficial to try to set a date (probably late August or September) to have one of these contacts come in. We can advertise that they will be in the building and can provide somewhat of a "pop up" style Service Canada.
- IT is still dealing with delayed ordering due to an Intel shortage. Should be resolved by October. Hopefully we will not need a new computer so this should not affect us here.
- IT would also like to bring Spear Phishing to everyone's attention. Individuals from Chinook Arch are having their names stolen and used in phishing emails. Unless the email comes from the CA server do not engage.
- E-Resources: RB Digital just started in app registration (previously had to go onto website before being able to use the app which caused confusion); Hoopla has added BBC programs like Call the Midwife and Little Britain; PressReader has added new magazines including O and Esquire; NovelList now links back to BiblioCommons, which is great for allowing patrons to find read-a-likes available through the library (before this feature it was almost impossible to tell if the book listed on NovelList was actually owned by the library).
- Chinook Arch is also trying to make online registrations a possibility, but there are a lot of kinks to work out in terms of processing membership payments. We shouldn't expect this soon, but it is in the works.
- Interlibrary Loans: Chinook Arch no longer handles ILLs, PLSB will be in control. For now (because everything is either delayed or being kept secret due to politics/elections), we are still using Chinook Arch as our main ILL contact. We have been warned that VDX (online ILL database) may be replaced with something new and that we should expect extra long delays when it comes to ILLs.
- Library Tour Day May 27<sup>th</sup>: I will be attending. The group is stopping at Barnwell, Taber, and Vauxhill. I am excited to see what these libraries are doing, and hopefully get some good ideas for Claresholm.

- Digital Literacy Classes: The second class schedule has been completed. Elizabeth will visit us again July 3<sup>rd</sup> to talk about digital privacy. We will be receiving promotional material shortly.
- Seniors and Intergenerational Programming: Chinook Arch received a grant to run this programming. Charlene will be in Claresholm June 12<sup>th</sup>. The program will be targeting seniors and children around 4/5 years old. The group will play games, do activities, etc. all in the hopes of creating an inclusive environment for all. More to come for this program as well.

#### Claresholm Library Update:

- 3 month reviews for Heather and Megan are scheduled for Monday June 3<sup>rd</sup>. I have sent out PREP sheets in which they must list accomplishments, things they need to work on, etc. The goal is to be able to know where they think they stand versus where I think they stand ahead of the review, so we can focus the actual review on coming up with solutions for areas that need improvement.
- Megan Melsom has been a great asset since she started in February. She has taken the lead on several programs and is fully trained. Under the conditions that her review goes well, I would like to suggest increasing her hourly wage. Please see attached for the financial details.
- I will also be having a sit down with Jay. This will be her review for the year (yearly reviews for all staff to continue every June).
- DVD relocation: we are making our DVDs more "browseable". DVD cases are being moved out into the library stacks, so patrons can look at the actual case on the shelf. The DVDs will be kept in sleeves behind the desk to avoid theft. So far, even though it has been a bit hectic, the feedback from patrons (and staff) has all been positive.
- Staff Meeting Day: I am planning a staff and volunteer meeting day for June 10<sup>th</sup>. We will be closed to the public to discuss important library matters and address some of the housekeeping needs around the library. This will help get everyone on the same page. I have sent out an invitation to attend to the Friends as well, because we will be discussing the Library Garage Sale happening June 22<sup>nd</sup>. Board members are also invited to attend, and hopefully to participate in the Garage Sale as well.
- TD Summer Reads: Starts July 3<sup>rd</sup>, will run for six weeks, every Wednesday morning. The books have started to come in, I am seeking school volunteers to help out, so I am going to the high school next week. The plan for each day is prepared. The rest of May and June will be spent gathering materials and getting finishing touches done.
- Sensory Storytime: Megan has been working hard on making sensory storytime materials. This will be an interactive storytime and will be repetitive as recommended.
- Crafty Kids: Will happen every second Wednesday and replaces our Wednesday storytimes that go on hiatus for the summer. The first program saw three young children and feedback from parents was positive.
- TAG: I was super excited to have our first meeting. There were lots of great ideas shared. There is a want for a regular teen movie night, which TAG will help select movies for. At our next meeting we will continue to work on ideas for an Escape Room, seasonal reading competitions, a speed reading competition, fundraising ideas, and how to make the Youth Zone a more welcoming reading space. There was also some interest in TAG joining up with the Friends to work on the float. The members were also very enthusiastic to meet again, so the plan right now is to meet again in the next couple weeks.

### My Progress:

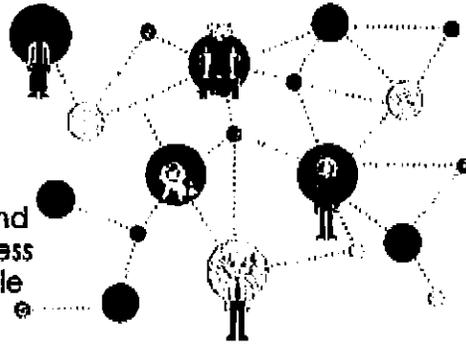
- I am officially done training. I will miss having Kathy around, but she has taught me well and I feel confident being in this position on my own.
- I have been in contact with Lorraine from the Care Centre, she is going to send me a list of all of their newer mental health non-fiction books in order for me to have a look, compare, and do some collection management of our own mental health collection. This is important to me, because we see Care Centre patients in everyday and there have been a few events now where we had no helpful nonfiction materials to show them.
- Some of my goals for the summer will be to check out existing contracts (like First Data, Shaw, etc.) to see if there are better deals out there, continue to update and add to the website, try to find some more grants to apply for, and do some revamping and organizing of the space.

Next Librarians' Committee Meeting: September 9<sup>th</sup>, 2019

Submitted by Holly Ottewell

# Reaching vulnerable people

We know the work you do impacts Canadians' lives, that's why we want to work with you! Partner with us to help expand our reach so that we can increase awareness of the services, benefits and credits available to vulnerable segments of the population.



## Making sure all vulnerable Canadians receive the benefits and credits they are entitled to, by supporting:

- Housing Insecure Individuals
- Individuals with disabilities
- Indigenous peoples
- Modest Income
- Newcomers and refugees
- Seniors
- Youth

### How we can help:



**IN-PERSON SERVICES:** To ensure your employees are aware of the benefits and credits your clients might be entitled to, we are available to host a booth or deliver a presentation at your next event.

Request a CRA outreach visit at [canada.ca/lets-work-together](http://canada.ca/lets-work-together)



**INFORMATION MATERIALS:** If you want your clients to have information in hand, just ask, we'd be happy to help! When outreach officers visit your organization, they will bring information materials that highlight the benefit and credit payments available, how to continue getting them, and other CRA services.

Request a CRA outreach visit at [canada.ca/lets-work-together](http://canada.ca/lets-work-together)



**FREE TAX HELP:** Since benefit payments are calculated using tax information, it's important for your clients to know that they need to do their taxes every year to continue getting their payments. Through the Community Volunteer Income Tax Program (CVITP), community organizations host free tax clinics where volunteers complete tax returns for eligible Canadians with a modest income and simple tax situation.

Register your organization today at [canada.ca/taxes-volunteer](http://canada.ca/taxes-volunteer)

*Nicole Frandsen - OUTREACHABG@cra-arc.gc.ca / 1-866-837-1531*



Canada Revenue  
Agency

Agence du revenu  
du Canada

Canada

Claresholm Public Library Board  
Regular Meeting  
June 18th, 2019

**AGENDA**

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

3.1 May 21, 2019 REGULAR MEETING MINUTES

**4. FINANCIAL**

5.1 3 Month Financial Statement

**5. COMMITTEE REPORTS**

5.1 Librarian's Report

5.2 Librarian's Committee Meeting Report

**6. OLD BUSINESS:**

6.1 Library Board Committee Reports

- Finance Committee
- Policy Review Committee
- Personnel Committee
- Plan of Service Committee

6.2 Chinook Arch Representative

**7. NEW BUSINESS**

7.1 Workers Compensation Board Alberta Contact List – add Holly Ottewell's name

7.2 CRA – Holly Ottewell

**8. ADJOURNMENT**

**Next Meeting: September 17, 2019 at 6:30 p.m.**



Claresholm Public Library Board  
Regular Meeting  
May 21, 2019

**MINUTES**

**Present:** Tony Hamlyn, Marika Thyssen, Casey Arnestad, Darry Markle, Gaven Moore, and Holly Ottewell

**Regrets:** Lindsay Watson

**Absent:** Barry Pratte

1. **CALL TO ORDER** - Meeting called to order at 6:35pm

2. **APPROVAL OF AGENDA** - Darry Markle motioned that the amended agenda be approved. Carried.

3. **APPROVAL OF MINUTES**

3.1 April 16<sup>th</sup>, 2019 REGULAR MEETING MINUTES

3.2 May 3<sup>rd</sup>, 2019 SPECIAL COMMITTEE MINUTES

Gaven Moore motioned that the minutes be approved. Carried.

4. **FINANCIAL**

5.1 3 Month Financial Statement

Casey Arnestad motioned that the April financial Statement be approved.  
Carried.

5. **COMMITTEE REPORTS**

5.1 Librarian's Report

5.2 Librarian's Committee Meeting Report

6. **OLD BUSINESS:**

6.1 Library Board Committee Reports

- Finance Committee
- Policy Review Committee - Gaven Moore motioned to approve changes to the collection development policy. Carried.
- Personnel Committee

- Plan of Service Committee

## **7. NEW BUSINESS**

7.1 Committee and Library Board Structure – Completed

7.2 Chinook Arch Representative – looking for new representative for Chinook Arch Board

**8: ADJOURNMENT:** Meeting adjourned at 8:00pm.

**Next Meeting:** May 21, 2019 at 6:30 p.m.

## Librarian's Report

June 18<sup>th</sup>, 2019 Meeting

### Programming

- Crafty Kids has been well received, parents' feedback has been to keep craft programming going, so we will continue to offer this after Summer Reads is over and into the fall.
- TD Summer Reads registration has begun, so far we have apx. 15 kids from Kidz Zone attending, we will keep registration open all of June or until we hit our max amount of kids. Teens will have the option to participate in a Teen Reading Challenge or a Teen Book Club. Teens at the high school have also been encouraged to apply to volunteer with the young children over the program.
- TAG has been going great, the members are very enthusiastic and we have started planning for a Teen Movie Night, a Halloween escape room, and a potential water balloon tournament at the end of the summer. TAG will be helping with Summer Reads and with the upcoming Garage Sale/Cat Café, they will be acting as crowd control in the Café and will be selling buttons at the Garage sale to raise money for their group.
- Garage Sale and Cat Café are happening Saturday June 22. We have Friends and volunteers also willing to help out for the day.
- Bicycle Workshop on Saturday the 8<sup>th</sup> had a very small turnout of one individual, however she is not a library user and learned about the event from the Town Calendar, so we can be assured posting there is getting our events out to a wider audience. Plus, the experts managed to fix her bike issues so she was very satisfied with the service and will hopefully share her experience.
- Cookbook Book Club has had its last meeting until September when we will be having a local author join us.
- The Makeup Series will start July, we have had some interest on our social medias and have ordered prizes to ensure attendance.

### Staff

- Holly Ottewell went on Library Tour Day May 27<sup>th</sup>. Visited Magrath, Vauxhall, and Taber libraries gathered some good ideas to bring back to CLA.
- Staff 3 month reviews have been completed. All went well. Goals for short and long term were discussed and have been added to staff files to be reviewed at a later date. Jay also had a review, which was very productive.
- Monday June 10<sup>th</sup> was a staff and volunteer day. There was a meeting in the morning in which we discussed the Garage Sale/Cat Café and some library housekeeping issues including how to order series when shelving, shelf reading duties, and volunteer workload over the slower summer days. The majority of the afternoon was spent cleaning the Bill Simpson Storage Room, which is way more functional. All of the supplies was also inventoried, so we know what we have to use for programming now. Garage Sale items were also organized.

- On June 13<sup>th</sup> Sherry Levesque handed in her two weeks, her last day of work will be July 5<sup>th</sup>, she will be missed. The goal will be finding her replacement before she leaves, so that Sherry can train the new person. Megan's husband is considering taking on the position.
- Marie Schooten will be retiring at the end of the summer and will not be around to run the Books and Babes and Stories and Rhymes programs in the fall. We are working to sort out who will continue these storytimes.

### Chinook Arch

- Holly Ottewell and Kathy Davies attended the Chinook Arch Grand Opening together. The revamped facility is very nice and with the renovation completed, all CA workings should go back to normal, however IT is still dealing with shortages.
- SALC Planning Committee Meeting: Theme is Looking Back, Moving Forward, which relates to the very popular theme choices surrounding vision for the year 2020. Committee will be accepting session suggestions and applications until the end of August
- CA programming: we have Digital Literacy Class 2 coming in July and should see around the same attendance as the last. Our first Intergenerational Programming happened on June 12. We were able to work with Cottonwood for this and four residents attended. The daycares were not able to participate, however some of our regular patrons with young children happened to be in the library and joined the program which was well received by both the kids and the seniors.

Submitted by Holly Ottewell

## Plan of Service Committee Meeting

### Minutes

Thursday June 6<sup>th</sup>, 2019

Present: Tony Hamlyn, Casey Arnestad, Gaven Moore, and Holly Ottewell

- Committee reviewed Plan of Service 2015-2019, most goals were met, some were not completed
- Date for surveys to be released is June 28<sup>th</sup>, 2019. Surveys will remain open online and available on paper in the library until the end of August
- Organizational surveys will be hand delivered to local organizations who are considered stakeholders in the community
- Potential Service Responses were discussed based on the community needs found within the Community Needs Assessment by the Town
- Plan to have next meeting to review surveys after they have been completed



Chinook Arch Regional Library System Report  
June 2019

May 30: Opening of the renovations. Went very well with approx. 130 responding. Kerry Anderson brought greetings from the Public Library Services Branch and the dedications of the Donna Dietrich Board room and the Berandette Folan Reading Lane was well received and appreciated by their families.

June 12<sup>th</sup> - Marketing Meeting

Discussed the following:

1. Format of the "Page Turner" newsletter and who the target group is. Was felt it was mainly for the librarians.
  2. Promotional Plan for 2019: Joey has chosen themes for each month and then sends out corresponding information to the libraries.
  3. Fundraising and Lobbying:
    - applying for a CIP grant for the Waterton Book Locker project;
    - successful in a wage subsidy from the Community future Treaty 7 for the Summer Reading Program coordinator salary;
    - Updated the fundraising spreadsheet - as of 2019 have fundraised over \$7,800,000.00 since its inception
- As for lobbying efforts – all the systems and the large libraries worked together to write a letter to the new minister of municipal affairs regarding the value of libraries to their communities.
4. READ Awards: discussed setting a more in-depth criteria and separating it into large libraries and small libraries. Joey will draft this for the next meeting.
  5. Have a casino for the Friends of Chinook Arch – August 5 & 6<sup>th</sup>.

Upcoming Meetings:

August 1<sup>st</sup> – Board meeting

June 26<sup>th</sup> – Executive meeting

Sept 18<sup>th</sup> – Planning and Facilities Meeting

Respectfully submitted by  
Kathy Davies



Claresholm Public Library  
 Financial Statement for May 1, 2019 to May 31, 2019

**REVENUES**

Department	2019 Budget	May	Total	Difference
Town of Claresholm	\$185,000.00	\$0.00	\$55,000.00	\$130,000.00
Province of Alberta	20,857.00	0.00	\$0.00	\$20,857.00
M.D of Willow Creek	12,600.00	12,052.00	\$12,052.00	\$548.00
Rural Library Services Grant	6,890.00	0.00	\$0.00	\$6,890.00
Other Grants	2,345.00	0.00	\$0.00	\$2,345.00
Book Sales	1,090.00	65.65	\$383.95	\$706.05
Donations	1,500.00	15.70	\$375.65	\$1,124.35
Membership Fees	11,300.00	800.00	\$4,496.00	\$6,804.00
Fines	2,300.00	295.29	\$1,136.44	\$1,163.56
Room Rental	3,500.00	200.00	\$1,150.00	\$2,350.00
Coffee	80.00	4.00	\$34.00	\$46.00
Equipment Rental	100.00	100.00	\$175.00	-\$75.00
Fax	250.00	30.00	\$150.75	\$99.25
Photocopies/PC Copies	1,500.00	188.47	\$820.57	\$679.43
Miscellaneous	54.00	8.00	\$24.10	\$29.90
Interest Revenue	40.00	1.33	\$11.01	\$28.99
Friends of the Library-Donations	10,000.00	0.00	\$0.00	\$10,000.00
<b>TOTAL REVENUE</b>	<b>\$259,406.00</b>	<b>\$13,760.44</b>	<b>\$75,809.47</b>	<b>\$183,596.53</b>

**EXPENDITURES**

Department	2019 Budget	May-19	Total	Difference
Salaries and Benefits	182,500.00	11,713.08	58,919.91	\$123,580.09
Employee Course & Conference Fees	500.00	0.00	693.50	-\$193.50
Travel & Hospitality	500.00	0.00	183.82	\$316.18
Books	9,530.00	0.00	1,623.16	\$7,906.84
Periodical Subscriptions	2,000.00	15.00	738.67	\$1,261.33
Audio-Visual	2,200.00	0.00	601.59	\$1,598.41
Financial Review	80.00	0.00	55.01	\$24.99
Board Conference & Other	1,140.00	0.00	110.00	\$1,030.00
Equipment Rental & Maintenance (Deb Mach	650.00	43.20	213.82	\$436.18
Legal Fees, Bank charges	50.00	0.00	1,656.02	-\$1,606.02
Library Supplies	2,300.00	0.00	530.06	\$1,769.94
Computer software	600.00	14.85	26.85	\$573.15
Association Fees	375.00	0.00	125.00	\$250.00
Postage	110.00	11.94	32.33	\$77.67
Programs	5,900.00	127.47	714.82	\$5,185.18
Volunteers	2,600.00	20.97	789.14	\$1,810.86
Stationary, printing, & copier supp	4,000.00	157.31	1,099.25	\$2,900.75
Telephone	1,450.00	116.85	584.25	\$865.75
Fax	500.00	38.95	194.75	\$305.25

Insurance	1,720.00	0.00	1,710.10	\$9.90
Cleaning Supplies	1,200.00	2.90	377.66	\$822.34
Natural Gas & Power	15,000.00	944.85	5,186.94	\$9,813.06
Security System	900.00	38.95	374.69	\$525.31
Chinook Arch Regional Library	13,500.00	0.00	6,747.30	\$6,752.70
Building Repair and renovations	4,400.00	0.00	1.98	\$4,398.02
Furniture and Equipment	5,700.00	0.00	0.00	\$5,700.00
Other (rent)	1.00	0.00	1.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$259,406.00</b>	<b>\$13,246.32</b>	<b>\$84,095.62</b>	<b>\$175,310.38</b>
<b>Profit/Loss</b>	<b>\$0.00</b>	<b>\$514.12</b>	<b>-\$8,286.15</b>	

Claresholm Public Library Board  
Regular Meeting  
September 11<sup>th</sup>, 2019

**AGENDA**

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

3.1 June 18<sup>th</sup>, 2019 REGULAR MEETING MINUTES

**4. FINANCIAL**

5.1 3 Month Financial Statement

**5. COMMITTEE REPORTS**

5.1 Librarian's Report and Librarian's Committee Meeting Report

5.2 Chinook Arch Regional Library System Report

**6. OLD BUSINESS:**

6.1 Library Board Committee Reports

- Finance Committee
- Policy Review Committee
- Policy 5. Pertaining to Human Resources.
  - Policy reviewed by Board members and changes made.

Lindsay Watson tabled a motion that final approval for Policy 5. Policies Pertaining to Human Resources is due at the September 2019 Board meeting.

- Personnel Committee
- Plan of Service Committee

6.2 Chinook Arch Representative – anyone named?

**7. NEW BUSINESS**

7.1 The letter of support written for the Kinsmen of Claresholm as they are seeking grants to upgrade Amundsen Park.

**8. CLOSED SESSION**

**9. ADJOURNMENT**

**Next Meeting: OCTOBER 15<sup>th</sup>, 2019 at 6:30 p.m.**



Claresholm Public Library Board  
Regular Meeting  
June 18th, 2019

## MINUTES

Present: Tony Hamlyn, Casey Arnestad, Darry Markle, Lindsay Watson, Marika Thyssen, Holly Ottewell

Regrets: Gaven Moore

Absent: Barry Pratte

**1. CALL TO ORDER** – Meeting called to order at 6:35PM

**2. APPROVAL OF AGENDA**

Lindsay Watson motioned that the agenda be approved. Carried.

**3. APPROVAL OF MINUTES**

3.1 May 21, 2019 REGULAR MEETING MINUTES

Casey Arnestad motioned the minutes be approved. Carried

**4. FINANCIAL**

5.1 Three Month Financial Statement

Marika Thyssen motioned that the financial report be accepted. Carried

**5. COMMITTEE REPORTS**

5.1 Librarian's Report and Librarian's Committee Meeting Report.

- Present custodian is leaving, Holly will advertise for replacement.

5.2 Chinook Arch Regional Library System Report

**6. OLD BUSINESS:**

6.1 Library Board Committee Reports

- Finance Committee – no report
- Policy Review Committee – Policy 5. Pertaining to Human Resources.
  - Policy reviewed by Board members and changes made.

Lindsay Watson tabled a motion that final approval for Policy 5. Policies Pertaining to Human Resources is due at the September 2019 Board meeting.

- Personnel Committee
- Plan of Service Committee

#### 6.2 Chinook Arch Representative

- Tony to follow up

### 7. NEW BUSINESS

7.1 Workers Compensation Board Alberta Contact List – add Holly Ottewell. Casey Arnestad motioned that Holly Ottewell's name be added as a contact on WCB list. Carried.

7.2 Canada Revenue Agency – Holly Ottewell requires Board authorization. Lindsay Watson motioned that Holly Ottewell be given authorization to contact CRA on behalf of the Claresholm Library. Carried.

8. **ADJOURNMENT** – Meeting adjourned at 8:42

**Next Meeting: September 17, 2019 at 6:30 p.m.**

Claresholm Public Library

Financial Statement for June 1, 2019 to Aug 31, 2019

REVENUES					
Department	June	July	Aug	Total	Difference
Town of Claresholm	\$130,000.00	\$0.00	\$0.00	\$185,000.00	\$0.00
Province of Alberta	0.00	0.00	10,428.00	\$10,428.00	\$10,429.00
M.D of Willow Creek	0.00	0.00	0.00	\$12,052.00	\$548.00
Rural Library Services Grant	0.00	0.00	0.00	\$0.00	\$6,890.00
Other Grants	0.00	0.00	0.00	\$0.00	\$2,345.00
Book Sales	72.80	55.15	71.60	\$583.50	\$506.50
Donations	4.50	8.05	93.45	\$481.65	\$1,018.35
Membership Fees	935.00	783.60	1,026.00	\$7,240.60	\$4,059.40
Fines	264.75	273.50	214.25	\$1,888.94	\$411.06
Room Rental	200.00	225.00	200.00	\$1,775.00	\$1,725.00
Coffee	6.00	8.00	12.00	\$60.00	\$20.00
Equipment Rental	0.00	0.00	0.00	\$175.00	-\$75.00
Fax	5.00	0.00	0.00	\$155.75	\$94.25
Photocopies/PC Copies	205.35	180.40	220.45	\$1,426.77	\$73.23
Miscellaneous	17.00	206.00	13.60	\$260.70	-\$206.70
Interest Revenue	1.28	5.87	5.43	\$23.59	\$16.41
Friends of the Library-Donations	0.00	0.00	0.00	\$0.00	\$10,000.00
<b>TOTAL REVENUE</b>	<b>\$131,711.68</b>	<b>\$1,745.57</b>	<b>\$12,284.78</b>	<b>\$221,551.50</b>	<b>\$37,854.50</b>
EXPENDITURES					
Department	Jun-19	Jul-19	Aug-19	Total	Difference
Salaries and Benefits	11,595.49	11,946.00	12,585.00	95,046.40	\$87,453.60
Employee Course & Conference Fees	0.00	0.00	0.00	693.50	-\$193.50
Travel & Hospitality	0.00	0.00	50.00	233.82	\$266.18
Books	1,280.32	3,141.19	1,207.88	7,252.55	\$2,277.45
Periodical Subscriptions	575.97	20.95	132.20	1,467.79	\$532.21
Audio-Visual	71.63	287.02	62.00	1,022.24	\$1,177.76
Financial Review	0.00	0.00	0.00	55.01	\$24.99
Board Conference & Other	0.00	264.63	0.00	374.63	\$765.37
Equipment Rental & Maintenance (Deb Mach	43.50	43.97	44.04	345.33	\$304.67
Legal Fees, Bank charges	0.00	0.00	0.00	1,656.02	-\$1,606.02
Library Supplies	12.99	267.85	34.12	845.02	\$1,454.98
Computer software	44.10	44.10	44.10	174.73	\$425.27
Association Fees	0.00	0.00	0.00	125.00	\$250.00
Postage	0.00	0.00	0.00	32.33	\$77.67
Programs	170.99	97.79	138.04	1,121.64	\$4,778.36
Volunteers	25.25	15.99	22.50	852.88	\$1,747.12
Stationary, printing, & copier supp	165.18	222.65	148.59	1,635.67	\$2,364.33
Telephone	116.85	116.85	118.17	936.12	\$513.88
Fax	38.95	38.95	38.95	311.60	\$188.40
Insurance	0.00	0.00	0.00	1,710.10	\$9.90
Cleaning Supplies	0.00	459.23	76.96	913.85	\$286.15
Natural Gas & Power	866.02	951.08	1,019.37	8,023.41	\$6,976.59

Security System	38.95	38.95	38.95	491.54	\$408.46
Chinook Arch Regional Library	6,747.30	0.00	0.00	13,494.60	\$5.40
Building Repair and renovations	0.00	0.00	0.00	1.98	\$4,398.02
Furniture and Equipment	0.00	0.00	0.00	0.00	\$5,700.00
Special Project (Women's Conf.)	0.00	0.00	0.00	804.00	-\$804.00
Other (rent)	0.00	0.00	0.00	1.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$21,793.49</b>	<b>\$17,957.20</b>	<b>\$15,760.87</b>	<b>\$139,622.76</b>	<b>\$119,783.24</b>
<b>Profit/Loss</b>	<b>\$109,918.19</b>	<b>-\$16,211.63</b>	<b>-\$3,476.09</b>	<b>\$81,928.74</b>	<b>\$0.00</b>

## Librarian's Report

September 2019

### Chinook Arch Librarians' Meeting September 9<sup>th</sup>

- Interlibrary Loans: Since being taken over by PLSB this service has seen some disruption
  - o PLSB will be switching from VDX (current online shared catalog) to D2D, we do not know how this change will affect interlibrary loans across TAL
- At our next meeting we will be discussing/voting on increasing each member library's e-book book allotment contribution
  - o Currently at \$0.20 per capita from CARLS book allotment funds
  - o The discussion at this meeting was very polarized
  - o The book allotment set by CARLS at \$2.00 per capita will not change, the \$0.20 goes only towards Overdrive/Libby books, and will not affect Hoopla
  - o Hoopla is funded by TAL and is separate (estimated cost is around \$20,000 a month)
- Beginning in 2020 patrons will be able to register and pay their membership fee online
  - o This will be for adults only to start and will require an email address
  - o There is currently no way to renew online, but they are working on that as well
- Phone Lines Services
  - o Chinook Arch is getting closer to switching to VoIP phone line systems
  - o The library can also take part, switch to this service and not pay for Shaw Cable telephone lines
  - o I will continue to update on this as HQ figures out the details
  - o Issues about phones being down while the internet is down are nullified because with no internet the library cannot function (no workflows, etc.) anyways
- Advice from Robin Hopher
  - o Libraries should be prepared with their regular budget (which we have), but he suggests we make a 2020 budget as well that would reflect funding cuts
  - o Also emphasized having board members and local level government representatives to reach out to province and advocate for their libraries (it is not as effective if the libraries themselves are doing it)

### Summer Programs Recap:

- Summer reads was very successful
  - o We saw anywhere from 12 to 22 kids for the programming on Wednesday
  - o It was staff run by Holly, Jay, and Megan with help from members of TAG
- Movie Nights are starting to becoming regular programming again
  - o Over the course of the summer we had three movie nights, one for kids, one for teens, and one for families. The movie for teens was the best attended with 12 teens.
  - o TAG seems to enjoy hosting these so the majority of movie nights moving forward will most likely be teen/family oriented
- TAG
  - o TAG met a few times over the summer
  - o Planning an Escape Room/Haunted House as our next event
  - o They also helped with (and manned) the parade float with the help of Morris and Henry from the Friends of the Library
  - o Also have a passive fundraiser going – Guess how many Jujubes are in the jar – Please support TAG!

- Mobile Circ Unit borrowed from Chinook Arch was not successful
  - o I spent a few mornings at the pool while summer lessons were occurring, everyone but a few kids ignored the "library"
  - o May be something that would have to be a regular occurring thing out in the community so people could "warm up" to the idea of a mobile library
- Armchair travel series to restart
  - o We have one presentation about a local's travels to Africa planned for September 25
  - o The goal is to have Claresholm locals share their stories in this new "expanded" series of guest speakers
  - o Examples of what we will be looking for will be travel, special/teachable skills, interesting life events, etc.
- Makeup Series
  - o The teen series went well. There were a lot of interested adults so Megan has decided to run another series for them. So far we have a few registrants and expect it to be very popular
- Dungeons and Dragons Workshop
  - o Megan has come up with this super cool series. Her and her Husband Justin will be leading it, as they have been playing for years.
  - o Hopefully this will be a good teen program – I have contacted the high school about it
- Cat café round 3
  - o We are hoping for another cat café in October
  - o These are very successful in raising donations the library and CAREs can split
- Rural Entrepreneurial Virtual Program
  - o This was happening from around March to May, we held some of the sessions here in CLA and broadcast through the RISE Network to other area libraries
  - o Because of our participation, Chinook Arch is giving us some of the grant money received to run this program.
  - o We should receive a cheque from HQ for \$720.
  - o There is a new grant for a new set of programming about women entrepreneurs in STEM fields, we will try to participate in that as well
- Intergenerational Programming (with Charlene from Chinook Arch)
  - o Class 1 went very well back in June
  - o Class 2 is coming up in early October
  - o Charlene reached out to me to be her second for a Shaw TV/Alberta Health Services Segment, so we did an interview regarding this program August 28<sup>th</sup> and will hear back regarding when it will air
- Cookbook Book Club
  - o Starting its second season with special guest authors of Food Artisans of Alberta
  - o Matilde Sanchez-Turri is a local, who used to work at the library so it will be very exciting to meet her

#### Budgeting moving into fall/winter

- TAG wants to see some changes in the youth zone for more comfortable seating and reading/homework space – I think we can work something out so that there is some reading space for youth, but still works as a functional meeting room
  - o I would like to see the interactive floor area be made into more of a "youth zone" (the interactive floor has been out of service for months and I am still waiting for a quote from IT regarding its fix)
- New paint for the library – has not been updated since the early 2000`s

- o Colour schemes are being worked on, the goal will be to keep it modern and clean, but also warm and welcoming
- o This means most likely staying away from the very trendy blue/grey combo as it may seem a little "sterile" or hospital feeling
- o The mural in the kids section that Kathy D. Painted would stay, and be added to for a full mural corner
- We have yet to spend any of our proposed budget for "building repairs and renovations" and "furniture and equipment" apx. \$10,000
  - o I will be taking sometime this fall to research costs of new paint for the library, potential carpet changes (as the colour limits paint/ redecorating options).
  - o Flooring is scheduled for 2019 within the proposed budget
  - o New furniture could also be an option – the Bill Simpson Room is still great, but the fireplace sitting area could use updating – more cleanable furniture would be great
- Some of the capital expenditures listed for 2018-2022:
  - o HVAC due in 2019 – was just serviced, I was advised that HVAC is running well and will not have to be replaced in the foreseeable future, however if something breaks down, in that time the HVAC is old enough now that it will probably not have replaceable parts so it will need to be fully updated.
  - o Computers are due to be replaced soon. I will have Chinook Arch IT down to give us a really good idea of an updated replacement plan and budget needed for this – the Friends should be able to cover some of these costs as well
  - o Kathy was mentioning adding some kind of mural to the cement along the exterior, this will probably be a goal for next spring
- Digital Connection Office Systems – Photocopier
  - o I have set them up for auto payments on the credit card as they do not do direct banking transfers
  - o They seem to have an issue sending us our bills on time, so now payments will not be late
- Debit Machine
  - o First Data our current provider has an interesting way of billing, not only does it make it difficult on the accounting side but there are also cheaper options.
  - o I have received a quote from Moneris: \$26.25 per month for machine rental, plus \$0.04 per transaction
  - o I cannot find any communications from First Data, since things were set up in 2011/2012
  - o They currently charge \$31.45 per month for machine rental, plus \$0.05 per transaction
  - o Switching will be beneficial as it will save us at least \$5.20 per month (over \$60 a year)
- Fax machine
  - o Is dead, do not want to replace
  - o Talked to Local Press who are happy to run the fax service in town (I also don't mind going there to fax when needed – we will pay less yearly to fax through them than running our own year round)
  - o Since we stopped collecting fax statistics at the end of June we have estimated only had around 4 to 8 inquires all summer
  - o The only time of the year we seem to get much use is tax season, March was the only month the fax "paid" for itself
  - o I plan to have Shaw in to review our services (and cancel our fax line if approved) sometime this fall to see if we can reduce our monthly Shaw bill
- Public Sector Alberta Periodical

- o Previous manager agreed to this in September 2018, advising Public Sector Publications to send invoice when the book was finally published
- o I received the book and invoice for \$451.70 this week, one year later
- o The town of Claresholm and Library information listed is not up to date and not useful for the town or the library patrons
- o I spoke with a representative there, who was not happy I was refusing the book. He said the best he would do was only charge \$220, I told him this was also unacceptable and I would have to address the matter at our board meeting
- My salary has also been increased based on the end of probation period. Thank you to all those involved in making this decision.

#### Holly to do a presentation in Calgary for Seven Generations Energy – Late October

- After speaking with a family friend who works for Seven Generations, he has been in talks with his HR team to have me present for them
- Will be donating \$500 to the library
- Presentation will be similar to the fake new seminar I have done for the library but will be altered for an audience of geologists and energy professionals
- Will be done over their lunch hour so Holly will take half day
- Will have more details as the month moves forwards

#### Kathy Davies Recognition

- Kathy will no longer be going on her trip to Vietnam come December. Her cancer is back.
- I have been in contact with the local engraver for the plaque
  - o Claresholm Casting – Tom Goodwin
  - o Is working on an estimate as of July 25<sup>th</sup>, 2019 – still no word back
- I am going to go talk with Creative Industries in town to see what their idea for a plaque would be

#### Plan of Service – update for committee and rest of board

- The surveys online have not been very successful – we have had only one response
- Every patron who checks something out at the desk is now being directed to the public laptop to fill out a survey or printed a paper one if they prefer so we can start actively pushing people to do them – this has seen great results
- I am also in the process of making a permanent suggestions-type box to hang in the library so people can anonymously speak their mind on whatever library-related issues they see fit
- Organizational surveys have started to come back, Kidz Zone, FCSS, and the Lodge have all sent them back, so I feel pretty good about the different demographics covered there. I will contact the schools later this month to see if they were filled out before teachers left (I passed them out early June and was not really surprised to not get any back)

#### Pink Tea 2019

- I will be seeking board member volunteers
- Wondering if anyone would like to present special surprise recognition
- Keynotes: Quinn Ohler and Marian Carlson
  - o Have both been confirmed – will discuss various aspects of being a successful women
- I can get invitations made for board members to invite who they wish (dignitaries, government, etc.)
- Also looking for local entertainment – someone at least to sing o' Canada
  - o I will use Hoopla for music during the rest of the Pink Tea

- I have a signup sheet here for anyone who would like to volunteer for set up/take down, doing other things to keep things running smoothly
- I would like to hold a PINK TEA Meeting sometime in the next couple of weeks to get everyone on the same page
  - o Friends of the Library, staff, volunteers, and board members are all welcome
  - o I will notify the board if a meeting date gets set

#### AMSC Insurance

- They have sent us our renewal notice for the 2020 year
- They have requested everything be submitted electronically so it is "typed"
- I have printed off a copy I am hoping can be reviewed by members of the Board and I will type and send back to them
- Due October 15<sup>th</sup>, 2019

#### Policy

- Bill Simpson Room Rental Policy
  - o Would like to update it so that the fee aspect is clearer
  - o For example if you are not charging for an event but you have the intentions of making some kind of profit from the presentation it should be a charge for use (we've been charging \$25)
  - o If there are no charges for event, but there are charges for materials (in which the guest gets to keep) then there is still no charge
  - o If it is a pay to enter event there is a charge of \$50
- We should really add something in about the xbox usage
  - o We have rules set up, but they are not anywhere in our actual policy and could be added near the computer use stuff
- I am currently reviewing our volunteer handbook as we have a new batch of volunteers coming in- should be completed by the end of the month
- Discussions with Blair Bullock of Town:
  - o He was very open about keeping in contact if there is anything we feel the town can be doing for the library
  - o Also informed me that the Board must send notice to the Town in regards to both financial reviews (they need to approve the reviewer, but he does not feel this will be strictly enforced, as it never has been) and By-Laws
  - o By-Laws must be sent to the town for review before they can be "official" this approval/review has to be written into the council's agenda
  - o Our next set of By-Laws should include a space for the approval by the town at the end

Submitted By Holly Ottewell





## **Regional Campuses - Claresholm**

**Phone** 403.360.6598 **Email** kyle.snowdon@lethbridgecollege.ca  
3000 College Drive S. Lethbridge, AB T1K 1L6

### **Lethbridge College – Claresholm Public Library Partnership Proposal**

This is a proposal to create a partnership between Lethbridge College's regional campus division and the Claresholm Public Library. This would allow for Lethbridge College to continue to serve the local community while also building closer ties to the staff and users of the Claresholm Public Library.

#### **Cost for Facility Use**

To be determined.

#### **Proposed Facility Access**

Lethbridge College is proposing access to a space to be used as an office for Lethbridge College's Regional Campus Support staff.

#### **Lethbridge College's Claresholm Programming**

Lethbridge College is prepared to work with the Claresholm Public Library on using the Bill Simpson room whenever possible for our community programming. The rental fee for use of the space to be negotiated between both parties.

#### **Internet Access/Wi-Fi**

Lethbridge College is seeking internet access through the library's existing wifi. We are expecting up to 4 staff devices (laptops and mobile devices) and up to 10 Lethbridge College laptops at a given time.

#### **In-Kind Services provided by the College's Centre for Teaching, Learning, and Innovation**

In recognition of the generosity of the provided space, Lethbridge College's Centre for Teaching, Learning, and Innovation will work with Claresholm Public Library. This may include:

- Virtual Reality and 3D printing training and demonstrations for Claresholm Public Library staff and users.
- Professional development for Claresholm Public Library staff (if desired).
- Exploring the possibility of a traveling art exhibit with features from the College's Buchanan Art Collection to be shown in Claresholm.

The proposed move-in date for this space is anytime after October 1<sup>st</sup>, 2019 at the convenience of the Claresholm Public Library.

Kyle Snowdon

A handwritten signature in black ink, appearing to read "Kyle Snowdon".

Library and Digital Learning Manager

**BE READY.**



Claresholm Public Library Board  
Regular Meeting  
October 15th, 2019

**AGENDA**

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

3.1 September 11<sup>th</sup>, 2019 REGULAR MEETING MINUTES

**4. FINANCIAL**

5.1 3 Month Financial Statement

**5. COMMITTEE REPORTS**

5.1 Librarian's Report and Librarian's Committee Meeting Report

5.2 Chinook Arch Regional Library System Report

**6. OLD BUSINESS:**

6.1 Library Board Committee Reports

- Finance Committee
- Policy Review Committee
- Personnel Committee
- Plan of Service Committee

**7. NEW BUSINESS**

7.1 Bylaws

7.2 2020 Annual Financial Report

7.3 Red Tape Reduction Feedback

**8. CLOSED SESSION**

**9. ADJOURNMENT**

**Next Meeting: NOVEMBER 19<sup>TH</sup>, 2019 at 6:30 p.m.**



Claresholm Public Library Board  
Regular Meeting  
September 11<sup>th</sup>, 2019

## MINUTES

**Present:** Tony Hamlyn, Darry Markle, Lindsay Watson, Marika Thyssen, Holly Ottewell, Barry Pratte

**Regrets:** Gaven Moore, Casey Arnestad

1. **CALL TO ORDER** – meeting called to order at 5:06pm
2. **APPROVAL OF AGENDA** – Barry Pratte motioned that the agenda be approved. Carried.

### 3. **APPROVAL OF MINUTES**

3.1 June 18<sup>th</sup>, 2019 REGULAR MEETING MINUTES –  
Marika Thyssen motioned that the minutes be approved. Carried

### 4. **FINANCIAL**

5.1 3 Month Financial Statement.

Holly Ottewell recommended that the fax cost be deleted. Marika Thyssen motioned that the Financial Statement be accepted as presented.

### 5. **COMMITTEE REPORTS**

5.1 Librarian's Report and Librarian's Committee Meeting Report

5.2 Chinook Arch Regional Library System Report

- Holly Ottewell mentioned that Kyle from Lethbridge College is scoping out spaces to have classes and drop in sessions.
- Public Sector Bool ordered by Alec last year (\$451.00) was received, phone call made, suggested we pay half price to return. Darry Markle proposed return the book be returned without payment.
- AED needed for library as a public building. Cost is \$2000. Holly Ottewell will checking with Town for assistance.

Lindsay Watson motioned that all the Librarian's Reports be accepted. Carried.

## **6. OLD BUSINESS:**

### **6.1 Library Board Committee Reports**

- Finance Committee – no meeting required
- Policy Review Committee – next to update is the Bylaws, Darry to send to Holly and Holly to all Board members. Schedules have many changes. Bylaws to be worked on next meeting.
- Policy 5. Pertaining to Human Resources.
  - Policy reviewed by Board members and changes made.
  - Transportation addendum approved.

Barry Pratte motioned that Policy 5. Pertaining to Human Resources. be accepted with all changes. Carried.

- Personnel Committee – no meeting required
- Plan of Service Committee – Survey results not doing well. Organizations are starting to send in results. Deadline will be extended.

6.2 Chinook Arch Representative – discuss next meeting. All members think about stepping up for this term as rep.

6.3 Holly Ottewell reported that a new custodian has been hired.

## **7. NEW BUSINESS**

7.1 Bylaws need to go to Town for approval

7.2 Insurance renewal has been received.

**8. CLOSED SESSION** Darry Markle cited “24(1) (b1) Officers/Employees of a public body under FOIP” and motioned to go into Closed Session at 6:00pm. Lindsay Watson motioned to come Out of Closed Session at 6:10pm.

**9. ADJOURNMENT** – at 6:11pm

**Next Meeting: OCTOBER 15th, 2019 at 6:30 p.m.**

Claresholm Public Library

Financial Statement for July 1, 2019 to Sept 31, 2019

REVENUES					
Department	July	Aug	Sept	Total	Difference
Town of Claresholm	\$0.00	\$0.00	\$0.00	\$185,000.00	\$0.00
Province of Alberta	0.00	10,428.00	0.00	\$10,428.00	\$10,429.00
M.D of Willow Creek	0.00	0.00	0.00	\$12,052.00	\$548.00
Rural Library Services Grant	0.00	0.00	0.00	\$0.00	\$6,890.00
Other Grants	0.00	0.00	720.00	\$720.00	\$1,625.00
Book Sales	55.15	71.60	198.10	\$781.60	\$308.40
Donations	8.05	93.45	173.10	\$654.75	\$845.25
Membership Fees	783.60	1,026.00	1,071.00	\$8,311.60	\$2,988.40
Fines	273.50	214.25	141.40	\$2,030.34	\$269.66
Room Rental	225.00	200.00	1,200.00	\$2,975.00	\$525.00
Coffee	8.00	12.00	12.00	\$72.00	\$8.00
Equipment Rental	0.00	0.00	0.00	\$175.00	-\$75.00
Fax	0.00	0.00	0.00	\$155.75	\$94.25
Photocopies/PC Copies	180.40	220.45	107.75	\$1,534.52	-\$34.52
Miscellaneous	206.00	13.60	9.00	\$269.70	-\$215.70
Interest Revenue	5.87	5.43	4.83	\$28.42	\$11.58
Friends of the Library-Donations	0.00	0.00	0.00	\$0.00	\$10,000.00
<b>TOTAL REVENUE</b>	<b>\$1,745.57</b>	<b>\$12,284.78</b>	<b>\$3,637.18</b>	<b>\$225,188.68</b>	<b>\$34,217.32</b>

EXPENDITURES					
Department	Jul-19	Aug-19	Sep-19	Total	Difference
Salaries and Benefits	11,946.00	12,585.00	11,995.00	107,041.40	\$75,458.60
Employee Course & Conference Fees	0.00	0.00	0.00	693.50	-\$193.50
Travel & Hospitality	0.00	50.00	50.00	283.82	\$216.18
Books	3,141.19	1,207.88	98.10	7,350.65	\$2,179.35
Periodical Subscriptions	20.95	132.20	0.00	1,467.79	\$532.21
Audio-Visual	287.02	62.00	50.81	1,073.05	\$1,126.95
Financial Review	0.00	0.00	0.00	55.01	\$24.99
Board Conference & Other	264.63	0.00	0.00	374.63	\$765.37
Equipment Rental & Maintenance (Deb Mac)	43.97	44.04	43.36	388.69	\$261.31
Legal Fees, Bank charges	0.00	0.00	0.00	1,656.02	-\$1,606.02
Library Supplies	267.85	34.12	31.58	876.60	\$1,423.40
Computer software	44.10	44.10	192.48	367.21	\$232.79
Association Fees	0.00	0.00	0.00	125.00	\$250.00
Postage	0.00	0.00	25.68	58.01	\$51.99
Programs	97.79	138.04	55.92	1,177.56	\$4,722.44
Volunteers	15.99	22.50	21.98	874.86	\$1,725.14
Stationary, printing, & copier supp	222.65	148.59	165.18	1,800.85	\$2,199.15
Telephone	116.85	118.17	116.85	1,052.97	\$397.03
Fax	38.95	38.95	38.95	350.55	\$149.45
Insurance	0.00	0.00	0.00	1,710.10	\$9.90
Cleaning Supplies	459.23	76.96	0.00	913.85	\$286.15
Natural Gas & Power	951.08	1,019.37	931.27	8,954.68	\$6,045.32

Security System	38.95	38.95	38.95	530.49	\$369.51
Chinook Arch Regional Library	0.00	0.00	0.00	13,494.60	\$5.40
Building Repair and renovations	0.00	0.00	0.00	1.98	\$4,398.02
Furniture and Equipment	0.00	0.00	0.00	0.00	\$5,700.00
Special Project (Women's Conf.)	0.00	0.00	0.00	804.00	-\$804.00
Other (rent)	0.00	0.00	0.00	1.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$17,957.20</b>	<b>\$15,760.87</b>	<b>\$13,856.11</b>	<b>\$153,478.87</b>	<b>\$105,927.13</b>
<b>Profit/Loss</b>	<b>-\$16,211.63</b>	<b>-\$3,476.09</b>	<b>-\$10,218.93</b>	<b>\$71,709.81</b>	

## Librarian's Report October 15<sup>th</sup>, 2019

### PLSB Request for Feedback

- PLSB is seeking feedback to reduce "red tape". They are requesting board member feedback as well as library staff. Survey can be found at: <https://extranet.gov.ab.ca/opinio6//s?s=46215>.

### Valiant Five and Museum Exhibit Unveiling Saturday October 5<sup>th</sup>

- I attended both the museum's Louise McKinney/Famous Five Exhibit and the Valiant Five performance
- The majority of the exhibit is made up of the Famous Five panels from the library. Bill Kell, the manager has done a great job building them into a display for the public to view. The library does not have the room to display these panels in such a way and I think that we should allow the museum to keep them as long as they are willing to display them, with the condition that if they ever decide to discard the panels they will give them back to the Library, where we can continue to store them.
- The Friends of the Library cosponsored the Valiant Five, I was there to introduce them and invite everyone in attendance to the Pink Tea October 18<sup>th</sup>. I also spent the day handing out Pink Tea reminder cards, with the hopes that we will see at least 80-100 in attendance at the Pink Tea.

### Library ADT Alarm Call List

- I am hoping that at least one local member of the Board will be willing to be added to the ADT call list, as we need more people. This is being requested by the Town, who is currently being called. I have taken the number one spot on the list, but the town recommends someone who lives closer be added as well. We currently only have one other staff member, who also lives outside of town, willing to be on the list.

### Library Phone

- We have officially removed the fax machine from a telephone line. The line is now connected to the phone in the WCCALS, so that Allison has her own line ((403) 625-2939). There have been several instances of people calling for WCCALS and library staff not having information for them, so now Allison has her own line and voicemail to avoid confusion of both library staff and WCCALS patrons. I have discussed this with Kate Glover, who would like to keep the

separate line, however I informed her the Board would be making the final decision in regards to WCCALS taking on the monthly cost of this line. DRC Communications also sent us a large invoice, because half of their time was spent with WCCALS, I think it would be fair to ask them to cover some of this cost as well.

- CARLS is starting to set up their VOIP phone service now, so we could see a change to our phone services again in the near future. VOIP would be free of charge, however it is unclear if we would need to continue to use Shaw for our security system line. Updates to come.

### Lethbridge College Partnership

- As of October 2<sup>nd</sup> Lethbridge College staff have officially started using the Jean Hoare Room for drop in sessions. They will have a staff member in the library for the majority of our open hours (Mon, Tues, Wed: 10-5:30, Thurs: 10-8, Fri, Sat: 10-3). They are aware that this is a shared space and the room will remain open to those with local history, genealogy, etc. inquiries.
- I visited their campus September 24<sup>th</sup> for a meeting with Kyle Snowden, the manager of their library to work out some dates for classes. We will be charging them for renting the Bill Simpson Room for these classes.
- In-kind gifts were also discussed. We are planning to have a Virtual Reality station set up for at least one week come November. They are also working out the insurance details in regards to bringing in some of their art to display here.
- The drop in staff will be sharing our break room space while they are here. I will be continuing to monitor this partnership and will make sure to get library staff opinion on how this partnership is working, so far so good.

### Staffing

- We had a staff member from Carmengay Library stop in inquiring about if we were currently hiring. I have been contemplating having a casual staff member for some time now to cover vacation time, extra hours for programming, sick day backup, etc. and having someone who knows the library system, circulation procedures and software, etc. could be an extremely valuable asset to our team as very little training would be required.
- Having an additional part-timer would be beneficial as our current part-time staff cannot work additional hours. This would also free up time for full time staff to run programs outside of our regular hours (e.g. adult programs in the evenings), which is something we have been too constrained to do much of because it only leaves one staff member to cover the desk on a regular day.
- This casual staff member would work approximately 8 hours a week.

## Programming

- October is a very busy month with both Halloween and the Pink Tea. The first half of the month will be dedicated to advertising/displaying Pink Tea, after the 18<sup>th</sup> we will switch over to Halloween
- TAG is hosting an "Escape the Haunted Library" Saturday October 26<sup>th</sup>. We will be having Halloween themed programming (crafts, storytimes) and passive programming as well, however it has been discussed we will have alternative options for those who do not celebrate
- Storytimes: Megan and Jay are currently running the children's storytimes Wednesday mornings, Megan with the older age group, Jay with the babies. We are looking to get some of the parents who volunteered previously back on board as well, so that there is less strain on staff.
- We currently have a few program series happening that are going well. Adult makeup has been popular and we are looking into hosting casual drop in sessions after the program is done for women (and men) who want to stop in, chat, have coffee, and do their makeup, etc. The Dungeons and Dragons series has had a group of teens regularly attend, there has been some negative feedback from one patron about running this program as it goes against religious beliefs.
- Upcoming for November: Cat Café, Adult Craft Night, high school grade seven visits, Blackfoot culture programming (funded by CARLS)
- New club start up ideas: Homeschool Club, Lego Club (still need Lego)

## Blackfoot Culture Programming

- CARLS has been in contact with Nitsitapi Educational Resources, who run various Blackfoot Culture programs.
- CARLS is willing to provide \$560.00 towards this programming, which is the total price of a storytelling program in which a fancy dancer comes in to dance along with the storyteller's story. This program has been set for Saturday November 16<sup>th</sup>.

## Community Needs Assessment Update:

- Surveys were available from July 2<sup>nd</sup> until September 30<sup>th</sup> 2019. I have been compiled the responses we received, we had a total of three organizations respond, 52 online individual responses, and 17 paper individual responses.
- I recommend the Plan of Service Committee meets in November to discuss results and start planning the new Plan of Service 2020-2024

## Christmas Party 2019

- I am starting to plan for the library's Christmas party. As in previous years, I am hoping for a date in early January as opposed to December as it is a hectic time for all. I will be contacting Putters before the end of the month to pick a date, and will be sending out invites hopefully before the end of November in order to give staff, volunteers, and board members time to organize for this date.

#### Library Budget 2020

- I have been in contact with the town regarding how much of the provincial funding is on hold, as well as uncertain at this time. We should know more come the end of October in terms of whether or not we will receive the other half of our funding and also have a better idea of 2020's funding.
- As of right now, the preliminary budget we will be sending to the town for review, will have some estimated amounts in regards to provincial funding, which has been okayed by the town as they are facing the same challenges.
- I recommend the Finance Committee meet at some point before the end of October to review the 2020 budget before I send it to the town for review.

#### Librarians' Meeting September 9<sup>th</sup>

- Alberta Health Services is offering Webinars that we can run through our videoconference system. We have signed up for most of the September sessions during our open hours. There has been some interest and we will continue to offer these free webinars as time permits. Topics vary, but all focus on families, child rearing, mental health, etc.
- We were made aware that some municipalities are already cutting library funding in Alberta, and CARLS will continue to keep managers posted about government funding changes.
- Online registration through BiblioCommons will start in 2020 for adult cards only
- There is no meeting scheduled for October, but I am hoping to attend a Training Day on the 28<sup>th</sup> if time permits.

Submitted by Holly Ottewell

Claresholm Public Library Board  
Regular Meeting  
November 19th, 2019

**AGENDA**

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

3.1 October 15th, 2019 REGULAR MEETING MINUTES

**4. FINANCIAL**

5.1 3 Month Financial Statement

**5. COMMITTEE REPORTS**

5.1 Librarian's Report and Librarian's Committee Meeting Report

5.2 Chinook Arch Regional Library System Report

**6. OLD BUSINESS:**

6.1 Library Board Committee Reports

- Finance Committee
- Policy Review Committee
- Personnel Committee
- Plan of Service Committee

**7. NEW BUSINESS**

7.1 Bylaws of the Town of Claresholm Municipal Library

7.2 2020 Annual Financial Report

**8. ADJOURNMENT**

**Next Meeting: DECEMBER 17, 2019 at 6:30 p.m.**



Claresholm Public Library Board  
Regular Meeting  
October 15th, 2019

## MINUTES

**Present:** Tony Hamlyn, Marika Thyssen, Casey Arnestad, Darry Markle, Lindsay Watson, Barry Pratte and Holly Ottewell

**Regrets:** Gaven Moore

1. **CALL TO ORDER** – Meeting called to order 6:30

2. **APPROVAL OF AGENDA** – Motioned that the agenda be approved by Barry Pratte. Carried.

### 3. **APPROVAL OF MINUTES**

3.1 September 11<sup>th</sup>, 2019 REGULAR MEETING MINUTES

Motioned that the minutes be approved as presented by Marika Thyssen. Carried.

### 4. **FINANCIAL**

5.1 3 Month Financial Statement

Motioned by Casey Arnestad that the financial statement be approved as presented. Carried.

### 5. **COMMITTEE REPORTS**

5.1 Librarian's Report and Librarian's Committee Meeting Report

5.2 Chinook Arch Regional Library System Report –No report from Kathy Davies

Motioned by Lindsay Watson that the Librarians Report be accepted as presented. Carried

### 6. **OLD BUSINESS:**

6.1 Library Board Committee Reports

- Finance Committee The Board will wait until the Town gets a set budget. Meeting to be determined.
- Policy Review Committee – All Policies have been updated.
- Personnel Committee– Nothing to report.
- Plan of Service Committee – Will set a date in the future.

## **7. NEW BUSINESS**

7.1 By-laws – By-laws Schedule was reviewed by the Board and corrections will be made by Lindsay Watson.

7.2 2020 Annual Financial Report – Waiting for budget from Town Council

7.3 Red Tape Reduction Feedback

## **8. ADJOURNMENT – Meeting was adjourned at 7: 47**

**Next Meeting: NOVEMBER 19<sup>TH</sup>, 2019 at 6:30 p.m.**

Claresholm Public Library

Financial Statement for Aug 1, 2019 to Oct 31, 2019

<b>REVENUES</b>					
Department	Aug	Sept	Oct	Total	Difference
Town of Claresholm	\$0.00	\$0.00	\$0.00	\$185,000.00	\$0.00
Province of Alberta	10,428.00	0.00	0.00	\$10,428.00	\$10,429.00
M.D of Willow Creek	0.00	0.00	0.00	\$12,052.00	\$548.00
Rural Library Services Grant	0.00	0.00	0.00	\$0.00	\$6,890.00
Other Grants	0.00	720.00	0.00	\$720.00	\$1,625.00
Book Sales	71.60	198.10	95.30	\$876.90	\$213.10
Donations	93.45	173.10	52.65	\$707.40	\$792.60
Membership Fees	1,026.00	1,071.00	1,185.00	\$9,496.60	\$1,803.40
Fines	214.25	141.40	196.70	\$2,227.04	\$72.96
Room Rental	200.00	1,200.00	200.00	\$3,175.00	\$325.00
Coffee	12.00	12.00	10.00	\$82.00	-\$2.00
Equipment Rental	0.00	0.00	50.00	\$225.00	-\$125.00
Fax	0.00	0.00	0.00	\$155.75	\$94.25
Photocopies/PC Copies	220.45	107.75	200.35	\$1,734.87	-\$234.87
Miscellaneous	13.60	9.00	7.00	\$276.70	-\$222.70
Interest Revenue	5.43	4.83	4.36	\$32.78	\$7.22
Friends of the Library-Donations	0.00	0.00	0.00	\$0.00	\$10,000.00
<b>TOTAL REVENUE</b>	<b>\$12,284.78</b>	<b>\$3,637.18</b>	<b>\$2,001.36</b>	<b>\$227,190.04</b>	<b>\$32,215.96</b>

<b>EXPENDITURES</b>					
Department	Aug-19	Sep-19	Oct-19	Total	Difference
Salaries and Benefits	12,585.00	11,995.00	12,428.49	119,469.89	\$63,030.11
Employee Course & Conference Fees	0.00	0.00	0.00	693.50	-\$193.50
Travel & Hospitality	50.00	50.00	0.00	283.82	\$216.18
Books	1,207.88	98.10	535.54	7,886.19	\$1,643.81
Periodical Subscriptions	132.20	0.00	179.18	1,646.97	\$353.03
Audio-Visual	62.00	50.81	285.31	1,358.36	\$841.64
Financial Review	0.00	0.00	0.00	55.01	\$24.99
Board Conference & Other	0.00	0.00	0.00	374.63	\$765.37
Equipment Rental & Maintenance (Deb Mac)	44.04	43.36	43.31	432.00	\$218.00
Legal Fees, Bank charges	0.00	0.00	0.00	1,656.02	-\$1,606.02
Library Supplies	34.12	31.58	309.62	1,186.22	\$1,113.78
Computer software	44.10	192.48	73.50	440.71	\$159.29
Association Fees	0.00	0.00	0.00	125.00	\$250.00
Postage	0.00	25.68	0.00	58.01	\$51.99
Programs	138.04	55.92	333.60	1,611.16	\$4,288.84
Volunteers	22.50	21.98	8.00	882.86	\$1,717.14
Stationary, printing, & copier supp	148.59	165.18	157.31	1,958.16	\$2,041.84
Telephone	118.17	116.85	612.45	1,665.42	-\$215.42
Fax	38.95	38.95	0.00	350.55	\$149.45
Internet	0.00	0.00	0.00	1,710.10	\$9.90
Cleaning Supplies	76.96	0.00	19.10	932.95	\$267.05
Natural Gas & Power	1,019.37	931.27	822.56	9,777.24	\$5,222.76

Security System	38.95	38.95	227.89	758.38	\$141.62
Chinook Arch Regional Library	0.00	0.00	0.00	13,494.60	\$5.40
Building Repair and renovations	0.00	0.00	4.47	6.45	\$4,393.55
Furniture and Equipment	0.00	0.00	0.00	0.00	\$5,700.00
Special Project (Women's Conf.)	0.00	0.00	0.00	804.00	-\$804.00
Other (rent)	0.00	0.00	0.00	1.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$15,760.87</b>	<b>\$13,856.11</b>	<b>\$16,040.33</b>	<b>\$169,619.20</b>	<b>\$89,786.80</b>
<b>Profit/Loss</b>	<b>-\$3,476.09</b>	<b>-\$10,218.93</b>	<b>-\$14,038.97</b>	<b>\$57,570.84</b>	

## Librarian's Report

November 19<sup>th</sup>, 2019

### October Training Day and November Librarians' Meeting

- CARLS hosted a training day October 28<sup>th</sup>. We had a session on Windows 10 accessibility features, Office 365 products, had manager round table discussions, and discussed library policy.
- The decision was made at the Librarians Meeting to keep the e-book contribution at \$0.20 per capita indefinitely. This comes out of our book allotment for CARLS each year.
- Hoopla has increased prices again, and CARLS can no longer afford to continue through 2020 as projected. There was much discussion about making changes in order to continue offering it to patrons (e.g. reducing the number of borrows per month or restricting the catalog to lower price point items). Ultimately CARLS makes the final decision on how to reduce spending, but cancelling Hoopla all together was not a viable option. We will be updated on this.
- CARLS is also considering canceling its RISE membership as many libraries do not use this service. As one of the libraries who uses the RISE network, we would have to change to another platform (gotomeeting or zoom), which would not have a great effect on the library's ability to access some kind of videoconferencing system. In my opinion this is not a detrimental change, we would use a laptop to connect to videoconferencing and usually there is less issues using the alternatives than using RISE anyway.
- CARLS is looking into hiring a cultural programming coordinator who would run programming in libraries similar to the intergenerational and digital literacy programs currently being offered. This would be great to see, we will know more in the new year.
- TecConnect is looking to offer more programming relating to digital entrepreneurship, I have signed us up to participate and will receive updates later in the month.
- PLSB is transitioning the interlibrary loan services to a different platform. This will not be an easy change for libraries to make and will require staff to learn a new system and do extra steps when filling requests. CARLS is not happy with this change. We should receive more information as things move forward. Staff training should be provided in the future by PLSB.

### Pink Tea 2019

- Raised over \$317.00
- Expenditures for the event included party materials, gifts for our speakers and entertainers, Kathy's dedication frame
- In total the library saw a loss of just over \$90 for the event after donations were added to expenditures

## Casual Job Position

- I was contacted by Inclusion Foothills (formally SNAPS) in regards to whether or not we would be welcoming to an individual who was looking for work with their help. I met with this individual and feel he is a good fit for this position, so the timing was great.
- This position will be subsidized for the first 12 weeks of employment (basically the probationary period).
- I had an interview with Adam Tuesday November 5<sup>th</sup>, Adam has agreed to take the casual position and will start training November 14<sup>th</sup>, once training is complete he will work 4-8 hours a week. To start off he will work Thursday mornings and the additional hours will revolve around programming during the week when we need an extra staff member on (potentially Wednesday mornings, Saturdays, extended evening hours).

## Willow Creek Community Adult Learning Society

- I have become a member of the WCCALS board. This should help us streamline services to the community, as well as keep lines of communication open. The AGM was on October 21<sup>st</sup>.
- We will be working to get some more of the updated advertising in the Library and I will continue to work to add to our ESL collection, many books considered hi-low that do not circulate in other collections (e.g. YA) are being re-cataloged to this collection.
- WCCALS is excited to potentially start offering a casual conversation circle for English language learners out of the Library, this was an idea thought of by library staff.
- WCCALS has agreed to pay for their phone line, so our Shaw bill will go down apx. \$40.00 a month. I have sent an invoice for October 2019-September 2020 and received a cheque November 4<sup>th</sup>. September is their month to pay their yearly rent, so we will start receiving a year's worth of phone payments September 2020 as well.
- This partnership will ultimately help us reach at least one goal for our new Plan of Service, so this is great.

## Government (Provincial) Funding

- I received an email from PLSB October 24<sup>th</sup> stating that government funding would remain at the same grant amount as last year, meaning we will receive all of the budgeted funding as normal. The second installment (the remaining 50% of the funding) will be sent out around the 21<sup>st</sup> of November.
- We will see around a 12-15% reduction over time due to inflation, as funding is remaining at the same amount over the next 4 years. CARLS will continue to send updates on this.

## CFEP Grant

- I will be beginning the process of applying for this grant in order to receive some extra funding for an update to the library space. This follows our new Plan of Service starting next year.
- The grant is due in January and we should hear the results in the spring of 2020.

## Programming

- The Friends have agreed to send two young people to YouthWrite Winter WordPlay Camp, as many TAG teens expressed an interest, but cannot afford to go themselves. I have set the guidelines so that teens will have to enter a piece of creative writing to be selected for this sponsorship. This is also the first of the Casino money we will see for the 2019 year. I have made a note for the December meeting with the Friends to discuss this matter. Seeing as we are nearing 2020, I think that it will be a good time to put this money we did not see in 2019 into the facility upgrades reflected in our new Plan of Service (e.g. furniture, computer upgrades).
- Random Act of Kindness Day November 1<sup>st</sup> Book Fairies: Megan and Jay went and hid 4 books around town from the 'book fairies.' This event was made possible by the Community Foundation who sent CARLS free books to give to libraries. So far we haven't been tagged by anyone who has claimed to find a book, but we are hopeful that they are being found and the finders are just unaware of or Facebook request. 27 libraries participated and 108 books were hidden.
- Socktober: Cardston put together a socktober campaign and we participated by having a sock donation box in the lobby all month. Many people donated socks in Claresholm (around 20 pairs), but in total the 4 libraries (and Cardston schools, some other organizations) that participated received over 1200 socks to be donated to community organizations.
- Grade Seven Visit: November 6<sup>th</sup>, and 15<sup>th</sup> we had both classes of grade sevens visit. We wrote Rocky Mountain Book Award book reviews and made buttons.
- Storytimes: Jay and Megan have officially taken over the storytimes from Marie (WCCALS). Marie was given a thank you gift card for her volunteering to train library staff. We have had several attendees to the Tales and Rhymes and are working to find babies for the Books and Babes portion.
- We have set the date for the Christmas Concert as Wednesday December 18<sup>th</sup>, planning is underway. I have contacted all singers from previous years and have one confirmed so far.
- Seven Generations Energy: the date for the Fake News Presentation has been set for Friday December 6<sup>th</sup>, I will be away in Calgary all day to speak to this corporation about fake news, information literacy, and information overload. I will receive a donation to the Library for my time.
- Other programs happening this month include: Cat Café, Blackfoot Culture Storytime, and Virtual Reality Drop In.

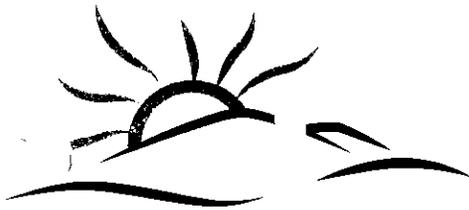
## SALC 2020

- SALC has been set for March 5-7<sup>th</sup> 2020, early bird registration is open until January 17<sup>th</sup>
- Do any board members want to go?
- I am also contemplating nominating Megan's Makeup program for a READ Award, possibly TAG as well. The applications will be released sometime this month.

## Holiday Season

- The library will be closed December 24-26, open reduced hours (10am-3pm) December 27, 28, 30, closed December 31 and January 1<sup>st</sup>, and back to regular hours starting January 2<sup>nd</sup>.
- The holiday party has been booked at Putter's for Friday January 10<sup>th</sup> 2020, everyone is invited to bring one guest along with them, dinner will be provided, and drinks will be provided at a cost.

Submitted by Holly Ottewell



# Claresholm

Where **Community** Takes Root

November 27, 2019

Claresholm Public Library  
Box 548  
Claresholm, AB T0L 0T0

**RE: CHINOOK ARCH REGIONAL LIBRARY SYSTEM**

At the last regular meeting of Claresholm Town Council held Monday, November 25, 2019, Council passed a motion to appoint Tony Hamlyn as Claresholm's primary representative and Darry Markle as alternate representative to the Chinook Arch Regional Library System.

If you have any questions or concerns regarding this issue, please contact the undersigned at your convenience.

Yours truly,

Marian Carlson, CLGM  
Chief Administrative Officer  
Town of Claresholm

MC/kk







# Municipal District of Willow Creek No. 26

Office of the Administrator

[www.mdwillowcreek.com](http://www.mdwillowcreek.com)  
273129 Secondary Hwy 520  
Claresholm Industrial Airport  
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351  
Fax: (403) 625-3886  
Shop: (403) 625-3030  
Toll Free: 888-337-3351

November 27, 2019

Claresholm Library Board  
Box 548  
Claresholm, Alberta  
T0L 0T0

Dear Sir/Madam:

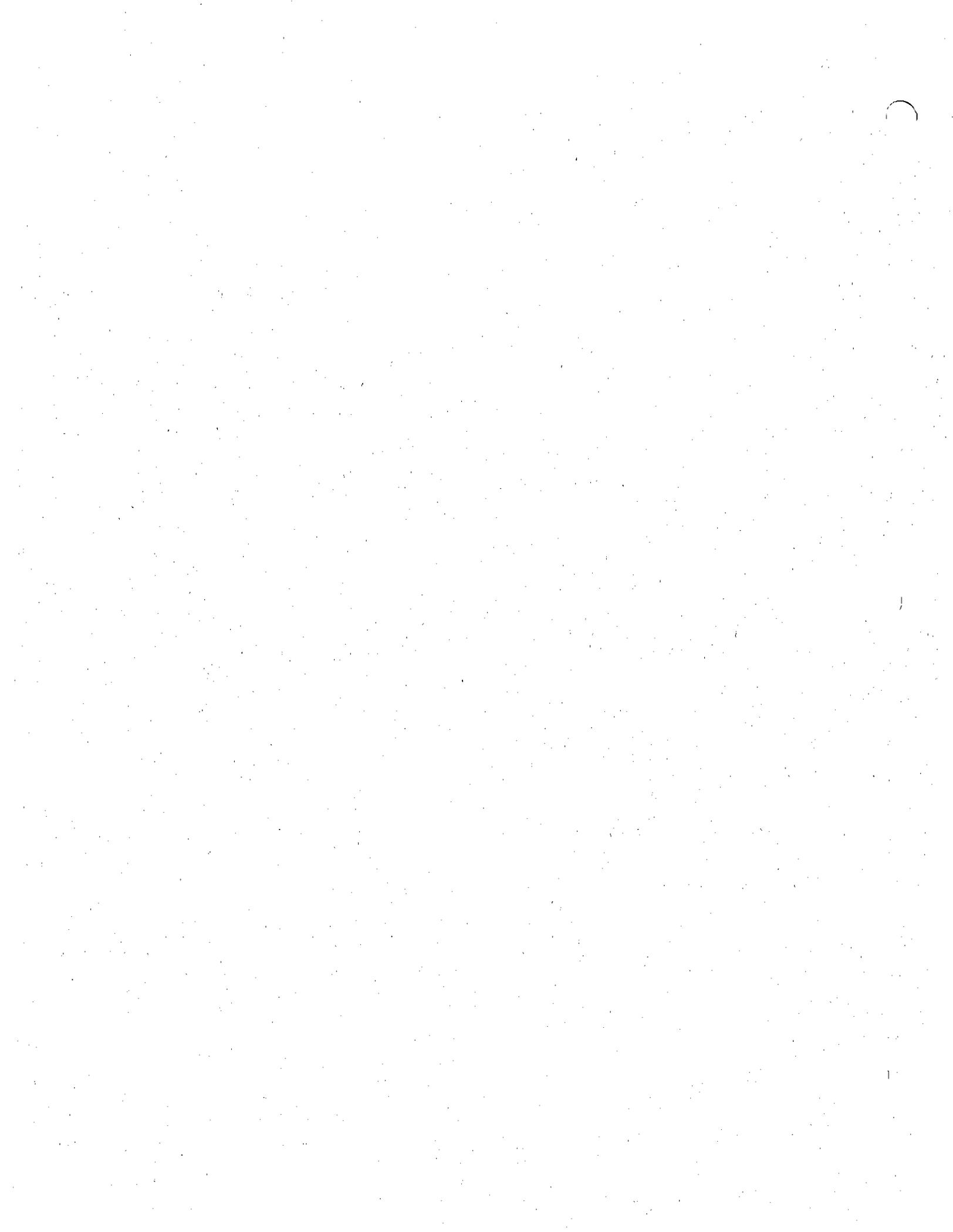
I wish to advise the Council of The Municipal District of Willow Creek No. 26 appointed Councillor Darry Markle and Casey Arenstad (Member at Large) as their representatives for the ensuing year on the Claresholm Library Board. Please advise them of your meeting dates.

- Darry Markle: Box 2199, Claresholm, Alberta T0L 0T0
- Casey Arenstad: Box 1776, Claresholm, Alberta T0L 0T0

The Council has requested the Municipal District be notified if a representative is absent for three meetings to ensure proper representation.

Sincerely,

Derrick Krizsan, C.L.G.M.  
Chief Administrative Officer  
Municipal District of Willow Creek #26



Claresholm Public Library Board  
Regular Meeting  
December 17, 2019

**AGENDA**

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

3.1 November 19, 2019 REGULAR MEETING MINUTES

**4. FINANCIAL**

5.1 3 Month Financial Statement

**5. COMMITTEE REPORTS**

5.1 Librarian's Report and Librarian's Committee Meeting Report

5.2 Chinook Arch Regional Library System Report

**6. OLD BUSINESS:**

6.1 Library Board Committee Reports

- Finance Committee - 2020 financial report
- Policy Review Committee - update by-laws
- Personnel Committee
- Plan of Service Committee

**7. NEW BUSINESS**

7.1 AED

7.2 Membership Fees

**8. CLOSED SESSION**

**9. ADJOURNMENT**

**Next Meeting: January 21<sup>st</sup>, 2020 at 6:30 p.m.**



Claresholm Public Library Board  
Regular Meeting  
November 19th, 2019

**MINUTES**

**Present:** Tony Hamlyn, Marika Thyssen, Casey Arnestad, Darry Markle, Gaven Moore, Barry Pratte and Holly Ottewell

**Regrets:** Lindsay Watson

**1. CALL TO ORDER** – Meeting called to order at 5:03pm

**2. APPROVAL OF AGENDA** – Motioned that the agenda be approved by Barry Pratte. Carried.

**3. APPROVAL OF MINUTES**

3.1 October 15th, 2019 REGULAR MEETING MINUTES

Motioned that the minutes be approved as presented by Darry Markle. Carried.

**4. FINANCIAL**

5.1 3 Month Financial Statement

Motioned by Marika Thyssen that the financial statement be approved as presented. Carried.

**5. COMMITTEE REPORTS**

5.1 Librarian's Report and Librarian's Committee Meeting Report

Motioned by Casey Arnestad that the Librarian's Report and Committee Meeting Report be approved as presented. Carried.

5.2 Chinook Arch Regional Library System Report – Reported that Tony Hamlyn will replace Kathy Davies on Board, waiting for town council to respond

**6. OLD BUSINESS:**

6.1 Library Board Committee Reports

- Finance Committee – nothing to report.
- Policy Review Committee – nothing to report.
- Personnel Committee – nothing to report.
- Plan of Service Committee – Met Friday October 25<sup>th</sup>, reviewed Plan of Service Draft. Will review new logo next meeting.

## **7. NEW BUSINESS**

7.1 Bylaws of the Town of Claresholm Municipal Library – Will be sent in before November 30<sup>th</sup>, 2019

7.2 2020 Annual Financial Report – Tentatively approved by Town, will have final approval December 2019

## **8. CLOSED SESSION**

8.1 Tony Hamlyn motioned to go into Closed Session citing 24(1)(b1) Officers/Employees of a public body under FOIP 5:36pm

Tony Hamlyn motioned to come out of Closed Session 5:47pm

**9. ADJOURNMENT** – Motioned by Darry Markle to adjourn at 5:50pm. Carried.

**Next Meeting: DECEMBER 17, 2019 at 6:30 p.m.**

Claresholm Public Library

Financial Statement for Sept 1, 2019 to Nov 31, 2019

**REVENUES**

Department	Sept	Oct	Nov	Total	Difference
Town of Claresholm	\$0.00	\$0.00	\$0.00	\$185,000.00	\$0.00
Province of Alberta	0.00	0.00	0.00	\$10,428.00	\$10,429.00
M.D of Willow Creek	0.00	0.00	0.00	\$12,052.00	\$548.00
Rural Library Services Grant	0.00	0.00	3,530.12	\$3,530.12	\$3,359.88
Other Grants	720.00	0.00	0.00	\$720.00	\$1,625.00
Book Sales	198.10	95.30	86.90	\$963.80	\$126.20
Donations	173.10	52.65	33.30	\$740.70	\$759.30
Membership Fees	1,071.00	1,185.00	1,040.00	\$10,536.60	\$763.40
Fines	141.40	196.70	273.30	\$2,500.34	-\$200.34
Room Rental	1,200.00	200.00	200.00	\$3,375.00	\$125.00
Coffee	12.00	10.00	8.00	\$90.00	-\$10.00
Equipment Rental	0.00	50.00	0.00	\$225.00	-\$125.00
Fax	0.00	0.00	0.00	\$155.75	\$94.25
Photocopies/PC Copies	107.75	200.35	195.45	\$1,930.32	-\$430.32
Miscellaneous	9.00	7.00	31.00	\$307.70	-\$253.70
Interest Revenue	4.83	4.36	3.59	\$36.37	\$3.63
Friends of the Library-Donations	0.00	0.00	0.00	\$0.00	\$10,000.00
<b>TOTAL REVENUE</b>	<b>\$3,637.18</b>	<b>\$2,001.36</b>	<b>\$5,401.66</b>	<b>\$232,591.70</b>	<b>\$26,814.30</b>

**EXPENDITURES**

Department	Sep-19	Oct-19	Nov-19	Total	Difference
Salaries and Benefits	11,995.00	12,428.49	12,430.00	131,899.89	\$50,600.11
Employee Course & Conference Fees	0.00	0.00	0.00	693.50	-\$193.50
Travel & Hospitality	50.00	0.00	0.00	283.82	\$216.18
Books	98.10	535.54	118.48	8,004.67	\$1,525.33
Periodical Subscriptions	0.00	179.18	472.38	2,119.35	-\$119.35
Audio-Visual	50.81	285.31	43.22	1,401.58	\$798.42
Financial Review	0.00	0.00	0.00	55.01	\$24.99
Board Conference & Other	0.00	0.00	0.00	374.63	\$765.37
Equipment Rental & Maintenance (Deb Mach	43.36	43.31	44.33	476.33	\$173.67
Legal Fees, Bank charges	0.00	0.00	0.00	1,656.02	-\$1,606.02
Library Supplies	31.58	309.62	135.07	1,321.29	\$978.71
Computer software	192.48	73.50	73.50	514.21	\$85.79
Association Fees	0.00	0.00	0.00	125.00	\$250.00
Postage	25.68	0.00	0.00	58.01	\$51.99
Programs	155.92	333.60	7.34	1,618.50	\$4,281.50
Volunteers	21.98	8.00	52.87	935.73	\$1,664.27
Stationary, printing, & copier supp	165.18	157.31	250.58	2,208.74	\$1,791.26
Telephone	116.85	612.45	172.99	1,838.41	-\$388.41
Fax	38.95	0.00	0.00	350.55	\$149.45
Insurance	0.00	0.00	0.00	1,710.10	\$9.90
Cleaning Supplies	0.00	19.10	15.21	948.16	\$251.84
Natural Gas & Power	931.27	822.56	882.38	10,659.62	\$4,340.38

Security System	38.95	227.89	38.95	797.33	\$102.67
Chinook Arch Regional Library	0.00	0.00	0.00	13,494.60	\$5.40
Building Repair and renovations	0.00	4.47	0.00	6.45	\$4,393.55
Furniture and Equipment	0.00	0.00	1,586.55	1,586.55	\$4,113.45
Special Project (Women's Conf.)	0.00	0.00	0.00	804.00	-\$804.00
Other (rent)	0.00	0.00	0.00	1.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$13,956.11</b>	<b>\$16,040.33</b>	<b>\$16,323.85</b>	<b>\$185,943.05</b>	<b>\$73,462.95</b>
<b>Profit/Loss</b>	<b>-\$10,318.93</b>	<b>-\$14,038.97</b>	<b>-\$10,922.19</b>	<b>\$46,648.65</b>	

## Librarian's Report

December 2019

### End of Year 2019

- Programming Meeting December 11<sup>th</sup> with Megan and Jay: goals for 2020 were discussed. I also asked for feedback from Megan and Jay so we could continue to improve next year, we feel we have a strong team right now and feedback was very positive in terms of staff workload, work environment, etc.
- I have been working to create a month to month budget for programming, books/AV purchases, etc. in order to keep finances/spending consistent throughout the year.
- Received a letter from the Town moving to appoint Tony Hamlyn as CARLS rep, and one from the MD appointing Darry Markle and Casey Arnestad as representatives as well.
- Shaw is increasing their rates next year (will increase or bill \$7.11/month), if we sign a contract (3/5 year) we can receive a discounted and locked in rate will bring the price point back down (no term = \$211.94/month, 3 year = \$164.75/month, 5 year = \$154.75/month).
- Kid Safe has contacted me asking us to sponsor part of their program, told them I would bring to Board for final decision, based on uncertainty moving I to next year's financing, I think it's wise we save the \$200.00.
- I received notification from the Town that they would like us to raise our membership fee, this will need to be discussed. This issue will need to be resolved before the Town approves our updated bylaws.

### SALC 2020

- The Southern Alberta Library Conference is March 5-7<sup>th</sup>, the theme is "Looking back, moving forward"
- I sat on the SALC planning committee and I think that there will be several really useful and relevant sessions for Claresholm (programming ideas/workshops, customer service information sessions, service for those considered vulnerable, etc.)
- After discussion with staff, it has been decided that Megan and myself will go to the conference this year. I plan to have us registered before February, so we can have the early bird rate.
- Total cost for 2 people will be \$474.10, which includes conference fee (food included), accommodations, and tax. The 2020 proposed budget has an allocated amount of \$750.00 for employee courses and conference fees, so this will leave us with a reasonable amount for further professional development if it comes up throughout the year.

## Goals for 2020

- We will continue with our weekly children's' programs: Monday afternoon Sensory Storytime, Wednesday Morning Storytimes, Friday Crafty Kids
- Goal to have at least one presentation for adults a month: arm chair travel, author talks, etc.
- Goal to offer at least one passive program in the library each month (craft station, writing exercises, etc.) for adults and teens
- Would also like to try and offer one adult craft a month (or every couple months) in the evening
- With our new staff member who is very flexible in terms of weekly shifts, these goals should be very attainable.
- After having programming meeting, it has been decided that Megan and Jay will continue to run children's programs, and we will work together as a team for adult programming. I will continue to focus on services for teens with TAG and other programming.

## Seven Generation Energy Corp. Presentation

- Presentation was on Friday December 6<sup>th</sup>. Travelled to downtown Calgary to give "Fake News: what it is and how to combat it" presentation over company's lunch hour. Was attended by apx. 50 people in house and 20 or so people in the Grand Prairie offices via video conferencing
- Feedback received was positive. Staff seemed to appreciate the section on information overload (and strategies to combat it) the most.
- Donation of \$500 made to the Library, I am working on a media release to recognize their generous donation.
- I left my business card with 7gen staff, who have let me know they will refer other companies to me to do similar presentations.
- They have also offered to invite me back for more "lunch and learn" sessions in the future on different topics.

## CFEP Grant

- Still need letters of support from community (working on receiving from members of TAG, WCCALS, MCG Careers, Inclusion Foothills, patrons, volunteers, Friends)
  - o Received WCCALS letter December 11<sup>th</sup>
- Will require a Letter of Support from the Town as well – have contacted Town about this and received letter December 12<sup>th</sup>
- Main application is almost complete aside from supporting documents: will be ready for due date January 15<sup>th</sup> 2020 (will need authorized rep. signatures when complete)
- In terms of the Library's willingness to match the CFEP funds, did we want to include a portion of the Library's savings (apx. \$39,000) in the financials section? This could strengthen our application. As of right now I have only included what is

in the budget under "Maintenance" (apx. \$8,000 from 2019 and \$9,000 pending for 2020).

- I am meeting with Loveday Furniture Rep to get updated furniture quotes December 18<sup>th</sup>

#### Around the Library

- AED was installed Friday December 6<sup>th</sup> by Sean Kelly, Fire Chief. It is not in a public area yet, because we need an alarm box, the Town is looking into this.
- International Volunteer Day December 5<sup>th</sup>: all volunteers were given a thank you card and box of chocolates to thank them for all that they do.
- We have been working on making the stacks more organized, keeping them neater day to day. I have been working in the picture books (messiest section) and we have added images on popular author/character/series cubbies with the hopes this will allow browsing children an easier time finding their favourites and make it easier for volunteers to shelf these popular titles
- We contacted the high school to come have a look at some of our donated books which we do not believe we will sell but may be useful in their classes (car repair, woodworking, art theory, general art, etc.)
- CARES fundraiser: donate to CARES and receive a book from under the tree or take a small amount off library fines. So far this has been successful, more people choosing to take a picture book (donations) from under the tree

#### Programming

- We saw our largest group ever for Crafty Kids December 6<sup>th</sup> (14 kids)
- YouthWrite Camp Contest (Friends of the Library): three teens submitted creative writing pieces, two were chosen and have been notified
- Christmas Concert: 7-8pm Wednesday December 18<sup>th</sup>, will be smaller than years past, 3 performers, snacks and coffee/tea will be provided
- January: upcoming events include Author Talk (Waterton Conservation), Kindergarten Class Visits, plus regularly scheduled programs

Reminder: Christmas/End of Year Party Friday January 10<sup>th</sup>, 6pm at Putter's Restaurant (Please RSVP to me before January 3<sup>rd</sup>, everyone is welcome to bring a guest!)

No Librarians' Committee Report – Meetings resume January 2020

Submitted by Holly Ottewell





Public Library Services Branch  
803, 10405 Jasper Avenue  
Edmonton, Alberta T5J 4R7  
Telephone: 780 427-4871  
[www.albertalibraries.ca](http://www.albertalibraries.ca)

December 4, 2019

Mr. Tony Hamlyn, Chair  
Town of Claresholm Library Board  
c/o Claresholm Public Library  
Box 548, 211 - 49 Avenue W  
CLARESHOLM, AB T0L 0T0

Dear Mr. Hamlyn:

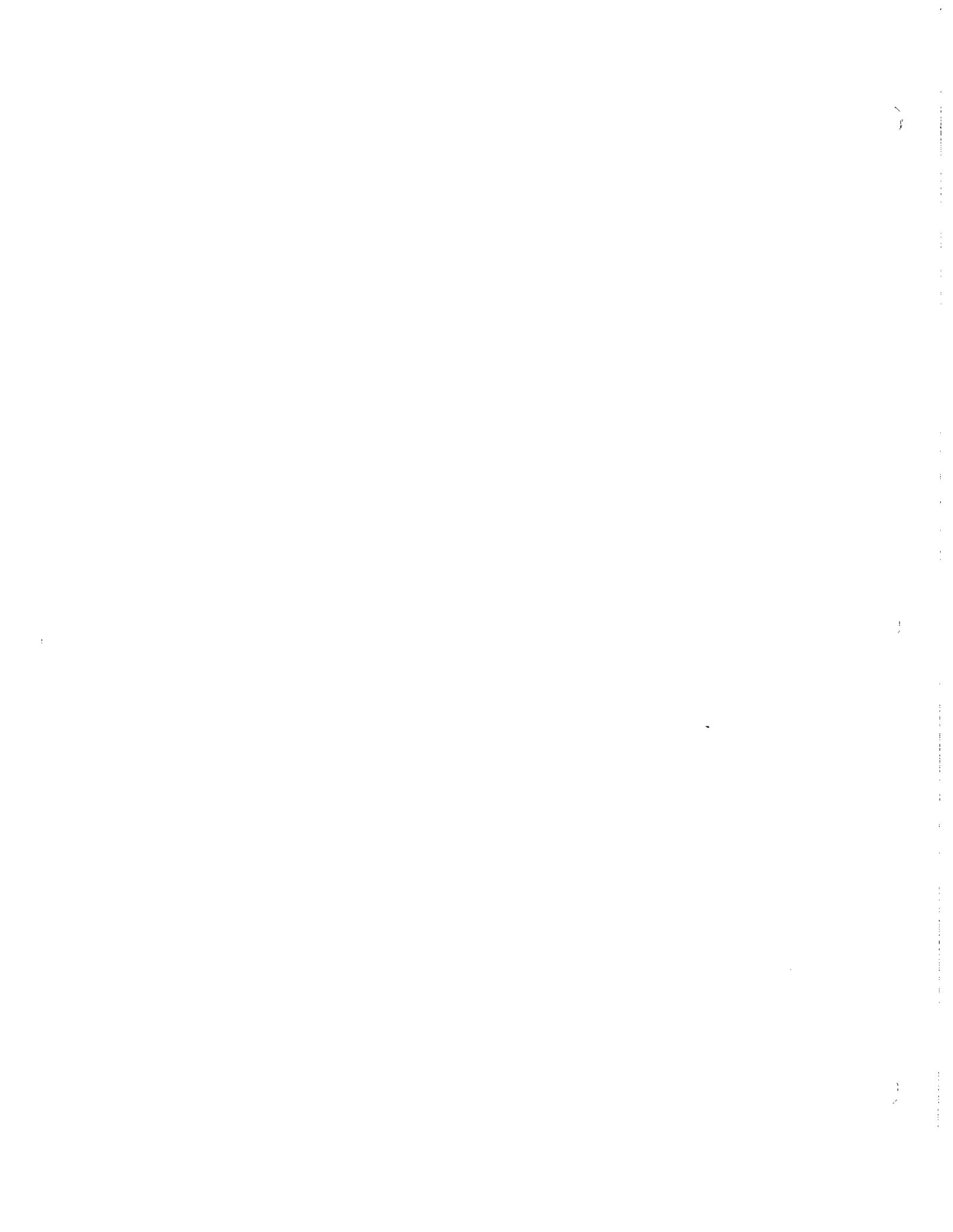
The amount of \$10,429 (ten thousand four hundred twenty-nine dollars) has been direct deposited into the library board's account. This is the second and final installment of your grant, which brings the total to \$20,857 for the 2019/2020 Library Operating Grant.

The Public Library Services Branch supports and enables a provincial network of efficient and effective library service for all Albertans. We are pleased to be able to contribute these funds to assist the library board with the provision of public library service in your community.

Yours truly,

A handwritten signature in black ink that reads "Jen Anderson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Jen Anderson  
Manager, Public Library Grants Program





# Claresholm

Where **Community** Takes Root

December 16, 2019

Claresholm Library Board  
P.O. Box 548  
Claresholm, AB T0L 0T0

**RE: CLARESHOLM PUBLIC LIBRARY BYLAWS**

This letter is to inform the Claresholm Library Board with an update regarding the Claresholm Public Library Bylaws that were sent to Town Council for acceptance. As per the Alberta's Library Act:

36(1) *A board may pass bylaws for the safety and use of the library...*

...  
37(1) *A municipal library board, on passing a bylaw under section 36, shall forthwith forward a copy of the bylaw to the council of the municipality.*

...  
38 *The council of a municipality may disallow a bylaw passed by a municipal board it has appointed.*

As is implied here, and clarified by Municipal Affairs, the Municipal Council only has the ability to allow or disallow the Bylaws passed by the Library Board, not to modify or author. As such, if Council does not approve or accept a Bylaw passed by the Library Board, it would disallow the bylaw and send it back to the Library Board to review and edit.

The Claresholm Public Library Bylaws were presented to Council at their December 9, 2019 Council meeting. During this meeting Council tabled discussion of the Bylaws to the next meeting of Council on January 13, 2020, pending further information from the Library Board regarding the membership fees and current membership levels. Council is unaware of what other communities in Chinook Arch charge for memberships and whether \$20 is a reasonable membership fee. They are aware the membership fees have not changed for many years and therefore would like the fees to be reviewed, with consideration for increases.

Council is appreciative of the work of the Claresholm Library Board in providing the indispensable public service provided to the community through our Public Library.

If you have any questions or concerns regarding this issue, please contact the undersigned at your convenience.

Yours truly,

Marian Carlson, CLGM  
Chief Administrative Officer  
Town of Claresholm

MC/bb

