

Claresholm Public Library Board
Regular Meeting
January 21, 2020

AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

3.1 December 17th, 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 (Holly)

On the Membership Fees –

membership estimates as follows:

600 adult memberships at \$20 = \$12,000

600 at \$25 = \$15,000

Difference = \$3,000

If it is only a matter of covering this difference in the budget

I have sent this info and a letter covering this information to Blair.

7.3 Furniture

Had a meeting with Chris Loveday and discussed goals.

The next step is to get actual quotes by creating a wish list well in time to apply for the CFEP Grant.

7.4 Panic Button

Contacted Stay Safe and Revolar for information, waiting for pricing etc.

8. CLOSED SESSION (if needed)

9. ADJOURNMENT

Next Meeting: February 18th, 2020 at 6:30 p.m.

Claresholm Public Library Board
Regular Meeting
December 17, 2019

MINUTES

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

Absent: Lindsay Watson and Barry Pratte

1. CALL TO ORDER Meeting called to order at 6:40pm

2. APPROVAL OF AGENDA - Motioned that the agenda be approved by Darry Markle. Carried.

3. APPROVAL OF MINUTES

3.1 November 19, 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

5.2 Chinook Arch Regional Library System Report

Granum is dissolving, M.D. will form a board and keep library open.

Tony Hamlyn joined Finance and Personnel Committee, and Executive.

6. OLD BUSINESS:

6.1 Library Board Committee Reports

- Finance Committee - 2020 financial report
Will respond to Town via letter from Board.
- Policy Review Committee - update by-laws
Will respond to Town via letter from Board.
- Personnel Committee - nothing to report.
- Plan of Service Committee
Will review final draft of Plan of Service 2020-2024 January Meeting.

7. NEW BUSINESS

7.1 AED

7.2 Membership Fees - Will be responding to Town Council via Letter from Board

8. CLOSED SESSION

8.1 Darry Markle motioned to go into Closed Session citing 24(1)(b1) Officers/Employees of a public body under FOIP 7:50pm

Tony Hamlyn motioned to come out of Closed Session 7:56pm

9. ADJOURNMENT - Motioned by Tony Hamlyn to adjourn at 7:58pm. Carried.

Next Meeting: January 21st, 2020 at 6:30 p.m.

Claresholm Public Library

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

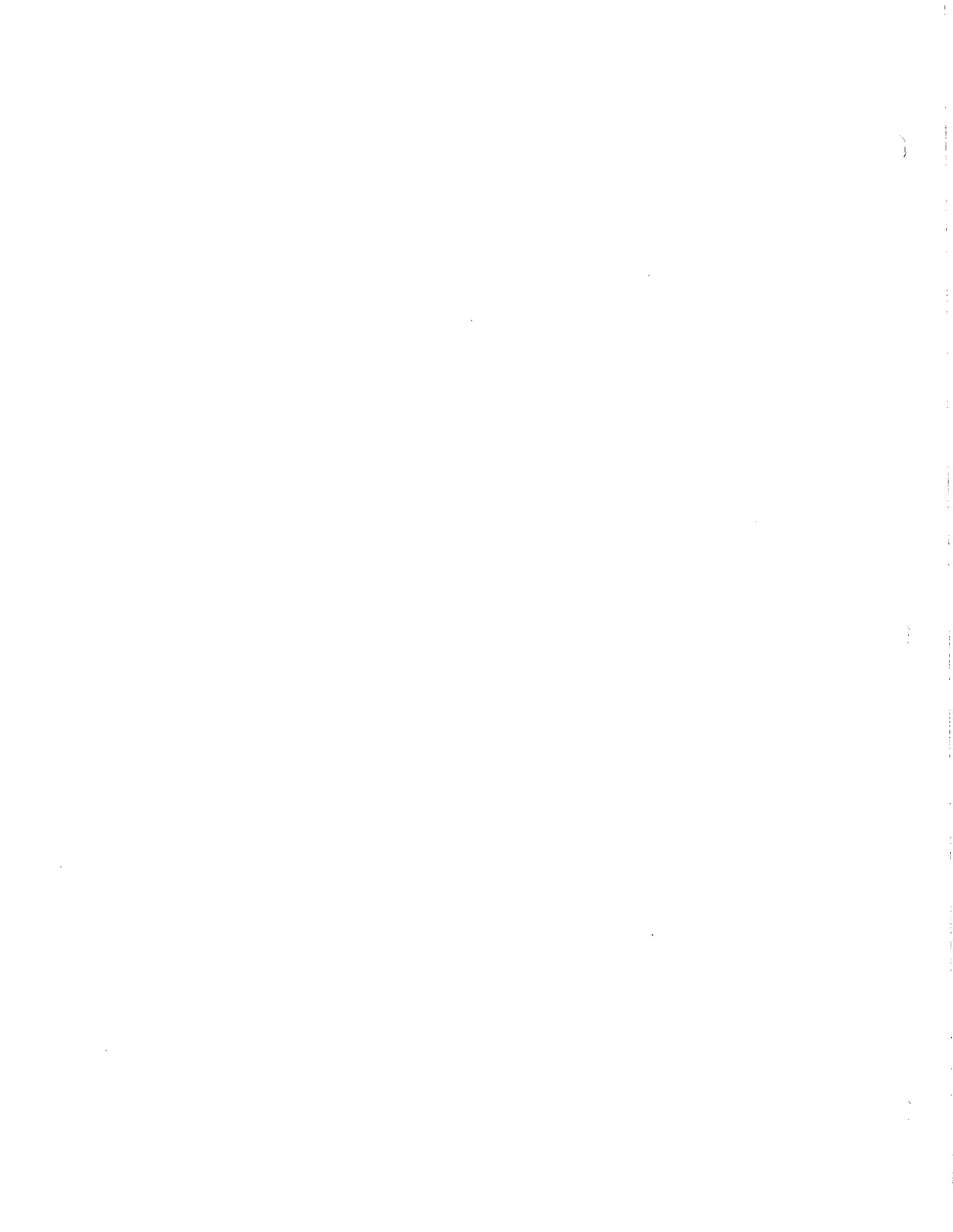
REVENUES

Department	Oct	Nov	Dec	Total	Difference
Town of Claresholm	\$0.00	\$0.00	\$0.00	\$185,000.00	\$0.00
Province of Alberta	0.00	0.00	10,429.00	\$20,857.00	\$0.00
M.D of Willow Creek	0.00	0.00	0.00	\$12,052.00	\$548.00
Rural Library Services Grant	0.00	3,530.12	3,530.13	\$7,060.25	-\$170.25
Other Grants	0.00	0.00	0.00	\$720.00	\$1,625.00
Book Sales	95.30	86.90	56.60	\$1,020.40	\$69.60
Donations	52.65	33.30	711.60	\$1,452.30	\$47.70
Membership Fees	1,185.00	1,040.00	590.00	\$11,126.60	\$173.40
Fines	196.70	273.30	145.75	\$2,646.09	-\$346.09
Room Rental	200.00	200.00	200.00	\$3,575.00	-\$75.00
Coffee	10.00	8.00	8.00	\$98.00	-\$18.00
Equipment Rental	50.00	0.00	0.00	\$225.00	-\$125.00
Fax	0.00	0.00	0.00	\$155.75	\$94.25
Photocopies/PC Copies	200.35	195.45	151.10	\$2,081.42	-\$581.42
Miscellaneous	7.00	31.00	3.00	\$310.70	-\$256.70
Interest Revenue	4.36	3.59	3.71	\$40.08	-\$0.08
Friends of the Library-Donations	0.00	0.00	0.00	\$0.00	\$10,000.00
TOTAL REVENUE	\$2,001.36	\$5,401.66	\$15,828.89	\$248,420.59	\$10,985.41

EXPENDITURES

Department	Oct-19	Nov-19	Dec-19	Total	Difference
Salaries and Benefits	12,428.49	12,430.00		131,899.89	\$50,600.11
Employee Course & Conference Fees	0.00	0.00	131.00	824.50	-\$324.50
Travel & Hospitality	0.00	0.00	0.00	283.82	\$216.18
Books	535.54	118.48	1,619.38	9,624.05	-\$94.05
Periodical Subscriptions	179.18	472.38	0.00	2,119.35	-\$119.35
Audio-Visual	285.31	43.22	0.00	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 Mac	43.31	44.33	43.50	519.83	\$130.17
Legal Fees, Bank charges	0.00	0.00	0.00	1,656.02	-\$1,606.02
Library Supplies	309.62	135.07	71.50	1,392.79	\$907.21
Computer software	73.50	73.50	597.90	1,112.11	-\$512.11
Association Fees	0.00	0.00	0.00	125.00	\$250.00
Postage	0.00	0.00	0.00	58.01	\$51.99
Programs	333.60	7.34	146.42	1,764.92	\$4,135.08
Volunteers	8.00	52.87	37.38	973.11	\$1,626.89
Stationary, printing, & copier supp	157.31	250.58	178.89	2,387.63	\$1,612.37
Telephone	612.45	172.99	171.07	2,009.48	-\$559.48
Fax	0.00	0.00	0.00	350.55	\$149.45
Insurance	0.00	0.00	0.00	1,710.10	\$9.90
Cleaning Supplies	19.10	15.21	1.71	949.87	\$250.13
Natural Gas & Power	822.56	882.38	978.52	11,638.14	\$3,361.86
Security System	227.89	40.89	40.89	840.16	\$59.84
Chinook Arch Regional Library	0.00	0.00	0.00	13,494.60	\$5.40
Building Repair and renovations	4.47	0.00	0.00	6.45	\$4,393.55
Furniture and Equipment	0.00	1,586.55	0.00	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
TOTAL EXPENDITURES	\$16,040.33	\$16,325.79	\$4,018.16	\$189,963.15	\$69,442.85
Profit/Loss	-\$14,038.97	-\$10,924.13	\$11,810.73	\$58,457.44	



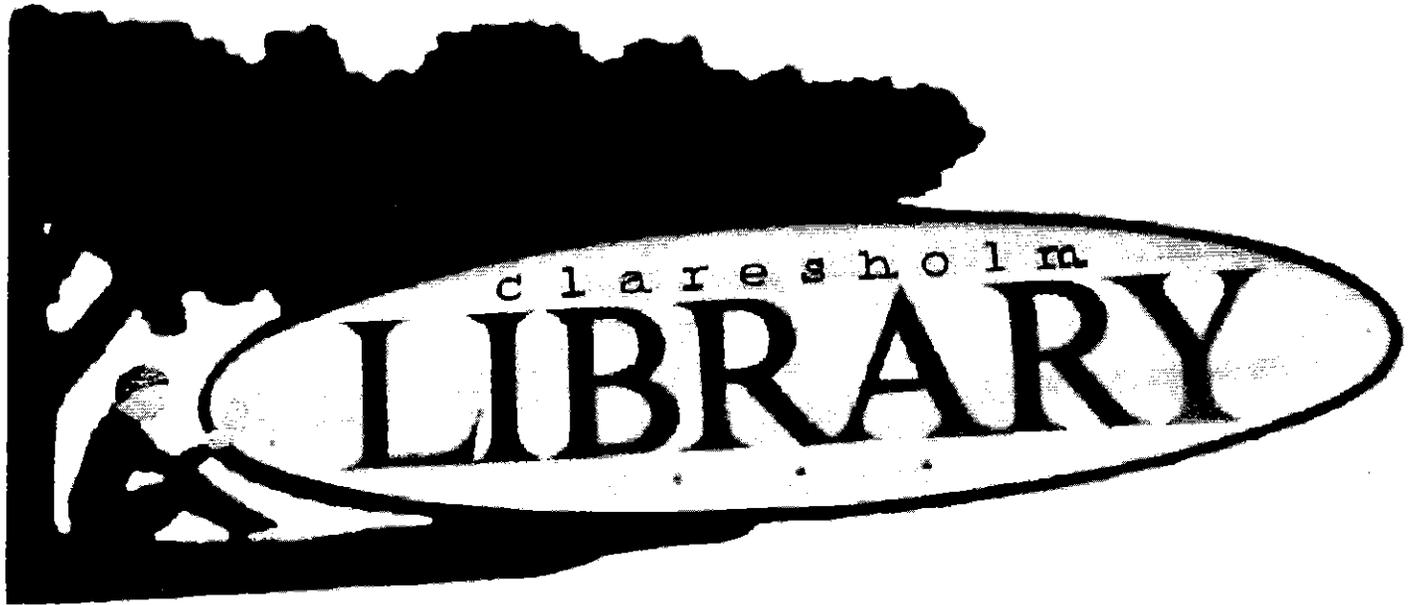
Claresholm Public Library

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

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M.D of Willow Creek	0.00	0.00	0.00	\$12,052.00	\$548.00
Rural Library Services Grant	0.00	3,530.12	3,530.13	\$7,060.25	-\$170.25
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Membership Fees	1,185.00	1,040.00	590.00	\$11,126.60	\$173.40
Fines	196.70	273.30	145.75	\$2,646.09	-\$346.09
Room Rental	200.00	200.00	200.00	\$3,575.00	-\$75.00
Coffee	10.00	8.00	8.00	\$98.00	-\$18.00
Equipment Rental	50.00	0.00	0.00	\$225.00	-\$125.00
Fax	0.00	0.00	0.00	\$155.75	\$94.25
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Computer software	73.50	73.50	597.90	1,112.11	-\$512.11
Association Fees	0.00	0.00	0.00	125.00	\$250.00
Postage	0.00	0.00	0.00	58.01	\$51.99
Programs	333.60	7.34	146.42	1,764.92	\$4,135.08
Volunteers	8.00	52.87	37.38	973.11	\$1,626.89
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TOTAL EXPENDITURES	\$16,040.33	\$16,325.79	\$15,584.16	\$201,529.15	\$57,876.85
Profit/Loss	-\$14,038.97	-\$10,924.13	\$244.73	\$46,891.44	

Department	2019 Budget	Jan-19	Feb-19	Mar-19	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Difference
Town of Carleton	\$185,500.00	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$185,000.00	\$0.00
Province of Alberta	20,577.00	0.00	0.00	0.00	0.00	0.00	10,428.00	0.00	0.00	0.00	0.00	0.00	10,428.00	\$20,577.00	\$0.00
M.O Willow Creek	12,800.00	0.00	0.00	0.00	0.00	12,087.00	0.00	0.00	0.00	0.00	0.00	0.00	12,087.00	\$32,087.00	\$9,287.00
Rural Library Services Grant	6,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,590.12	\$7,080.25	\$1,280.25
Other Grants	1,345.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$7,200.00	\$1,025.00
Book Sales	1,090.00	108.39	98.15	90.80	61.25	64.65	72.80	55.15	71.25	109.10	95.20	88.80	86.60	\$1,020.40	\$99.60
Donations	1,500.00	944.00	856.00	940.00	950.00	800.00	935.00	783.50	1,035.00	1,071.00	1,185.00	1,040.00	590.00	\$1,126.60	\$173.40
Membership Fee	11,300.00	233.40	154.20	218.25	274.70	298.20	264.75	275.50	214.25	143.40	195.70	273.30	145.75	\$2,616.00	\$8,683.00
Fines	2,500.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	\$2,000.00	\$500.00
Room Rental	3,500.00	200.00	350.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	\$2,000.00	\$1,500.00
Equipment Rental	80.00	6.00	6.00	75.00	12.00	4.00	6.00	8.00	12.00	12.00	0.00	0.00	0.00	\$221.00	\$141.00
Coffee	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$100.00
Equipment	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$250.00
Fax	1,500.00	14.00	36.00	46.75	25.20	80.00	80.00	5.00	0.00	0.00	0.00	0.00	0.00	\$357.75	\$94.25
Photocopy/Printer Copies	1,500.00	154.20	115.90	233.80	128.20	205.35	188.47	205.35	220.45	107.75	200.35	135.45	151.10	\$2,081.42	\$581.42
Interlibrary	54.00	4.00	3.00	5.00	4.10	8.00	17.00	8.00	13.50	9.00	7.00	31.00	3.00	\$210.70	\$156.70
Interest Revenue	40.00	1.92	3.07	2.78	1.50	2.33	1.28	5.87	5.42	4.83	4.36	3.58	3.71	\$40.00	\$0.00
Friends of the Library-Donations	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$10,000.00
TOTAL REVENUE	\$259,406.00	\$56,720.27	\$1,957.97	\$1,781.94	\$1,688.85	\$13,760.44	\$131,714.68	\$1,745.57	\$12,284.78	\$3,637.18	\$2,001.36	\$5,401.66	\$15,828.89	\$248,420.59	\$10,985.41
EXPENDITURES															
Department	2019 Budget	Jan-19	Feb-19	Mar-19	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Difference
Salaries and Benefits	282,500.00	6,828.42	6,626.29	14,627.75	17,124.27	11,713.08	11,535.49	11,040.00	12,595.00	11,095.00	12,428.49	12,430.00	11,566.00	143,465.89	\$39,034.11
Employee Course & Conference Fees	500.00	0.00	110.00	465.65	87.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.00	824.92	\$324.92
Trent & Hospitality	500.00	0.00	183.42	0.00	0.00	0.00	0.00	0.00	50.00	98.10	0.00	0.00	0.00	201.52	\$716.18
Bonus	9,500.00	76.67	0.00	57.47	1,488.00	0.00	1,280.32	3,141.19	1,207.28	981.00	535.54	118.46	1,619.38	9,624.05	\$94.05
Periodic Subscriptions	2,000.00	298.67	0.00	307.00	408.00	15.00	575.37	20.95	132.20	0.00	178.38	472.38	0.00	2,118.35	\$118.35
Audio-Visual	2,200.00	53.77	12.99	24.56	509.87	0.00	71.48	287.07	62.80	50.81	285.31	42.22	0.00	1,401.58	\$798.42
Financial Review	80.00	0.00	0.00	110.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.20	\$30.20
Barrel Conference & Other	1,140.00	0.00	0.00	0.00	0.00	0.00	0.00	264.63	0.00	0.00	43.30	43.30	0.00	351.23	\$788.77
Equipment Rental & Maintenance (Dns M)	650.00	42.23	42.35	42.35	43.20	43.20	43.20	43.97	44.84	43.80	43.30	44.33	43.50	\$519.83	\$130.17
Legal Fees, Bank Charges	50.00	1,140.95	0.00	515.07	61.92	0.00	12.95	267.85	34.12	0.00	308.62	138.07	71.50	1,997.21	\$1,507.21
Library Supplies	2,300.00	28.29	265.93	12.00	14.65	11.58	44.10	44.10	44.10	280.48	73.50	79.50	597.80	1,113.11	\$812.11
Computer Software	600.00	0.00	0.00	0.00	70.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.00	\$530.00
Association Fees	375.00	55.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.00	\$320.00
Program	110.00	0.00	0.00	16.62	2.77	11.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.33	\$78.67
Programs	5,900.00	502.26	47.82	0.00	178.27	127.47	170.29	97.29	138.04	155.92	313.60	7.24	166.47	1,794.82	\$4,105.18
Volunteers	2,600.00	791.94	14.99	21.24	0.00	20.97	25.25	15.99	22.50	21.96	97.87	97.86	97.86	979.11	\$1,620.89
Stationery, Printing, & copier sup	4,000.00	0.00	229.29	314.62	388.03	157.31	165.28	221.65	146.29	105.18	157.31	258.58	178.89	2,387.63	\$1,612.37
Telephone	1,450.00	118.85	116.85	116.85	116.85	116.85	116.85	116.85	116.17	116.85	612.45	172.95	171.07	2,009.48	\$559.48
Fax	500.00	38.95	38.95	38.95	38.95	38.95	38.95	38.95	38.95	38.95	0.00	0.00	0.00	\$389.55	\$110.45
Insurance	1,700.00	0.00	1,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,700.00	\$0.00
Cleaning Supplies	1,200.00	0.00	7.77	26.64	340.35	2.96	0.00	459.23	76.56	0.00	0.00	0.00	0.00	869.88	\$69.88
General Gas & Power	15,000.00	911.31	911.17	1,100.88	1,208.73	844.85	866.62	911.08	1,019.27	911.27	812.56	882.38	978.52	11,638.14	\$3,361.86
Security System	900.00	38.95	38.95	38.95	218.89	38.95	38.95	38.95	38.95	38.95	227.85	40.85	40.85	840.16	\$59.84
Children's and Regional Library	13,500.00	6,241.30	0.00	0.00	0.00	0.00	6,747.20	0.00	0.00	0.00	0.00	0.00	0.00	13,488.50	\$111.50
Building Repair and renovations	4,400.00	0.00	0.00	1.98	0.00	0.00	0.00	0.00	0.00	0.00	4.47	0.00	0.00	6.45	\$4,393.55
Furniture and Equipment	5,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,965.55	\$4,134.45
Special Project (Women's Cent.)	0.00	0.00	0.00	804.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	804.00	\$804.00
Other Item	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	\$0.00
TOTAL EXPENDITURES	\$259,406.00	\$17,381.56	\$12,466.88	\$16,622.17	\$22,283.54	\$13,247.05	\$21,793.49	\$17,857.20	\$15,760.87	\$13,956.11	\$16,040.33	\$16,325.79	\$15,584.16	\$201,529.15	\$57,876.85
Profit/Loss	\$0.00	\$39,338.71	\$10,668.91	\$16,622.17	\$20,704.69	\$551.39	\$109,918.19	\$16,211.63	\$3,476.69	\$10,318.93	\$14,038.97	\$10,924.13	\$244.73	\$46,891.44	

CarLS computer software renewal X2
 sending \$20,000 January
 Fax has been removed as of October 2nd



Plan of Service

2020 - 2024

Claresholm Public Library
Claresholm, Alberta

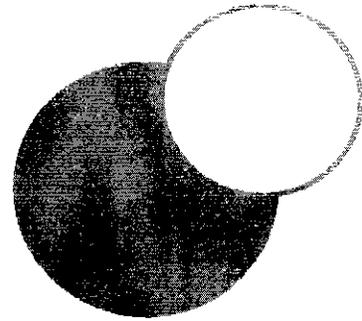
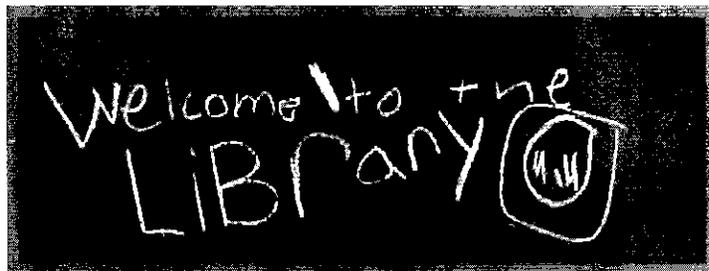


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3. Mission Statement, Vision, and Values
4. Community Needs Assessment and Contributors
5. Service Response #1: Visit a Comfortable Place:
Physical and Virtual Spaces
6. Service Response #2: Know Your Community:
Community Resources and Services
7. Service Response #3: Celebrate Diversity: Cultural
Awareness

8. Contact Us



Mission

The Claresholm Public Library strengthens the community by providing a safe space for members to seek connections, become inspired, and discover a passion for lifelong learning.

Vision

Connect, Inspire, Create, Learn

Values

We believe...

- Public service is our first priority.
- Public libraries are a foundation of a free society.
- Knowledge and information are vital to an individual's quality of life.
- Reading gives people the power to improve their lives and should be encouraged throughout an individual's lifetime.

Community Needs Assessment

The Claresholm Public Library conducted a needs assessment over the summer of 2019. This assessment included an online survey available through our website, a paper survey available in the Library, and an organizational survey, which was delivered to local community organizations. In total 69 individuals and 3 organizations responded. Organizations expressed a need for affordable services as well as local partnership opportunities to provide educational and recreational programming. Individual responses reflected the importance of online services, community meeting areas, quiet reading spaces, as well as programming for all ages, especially seniors and youth.

Contributors:

Board Members:

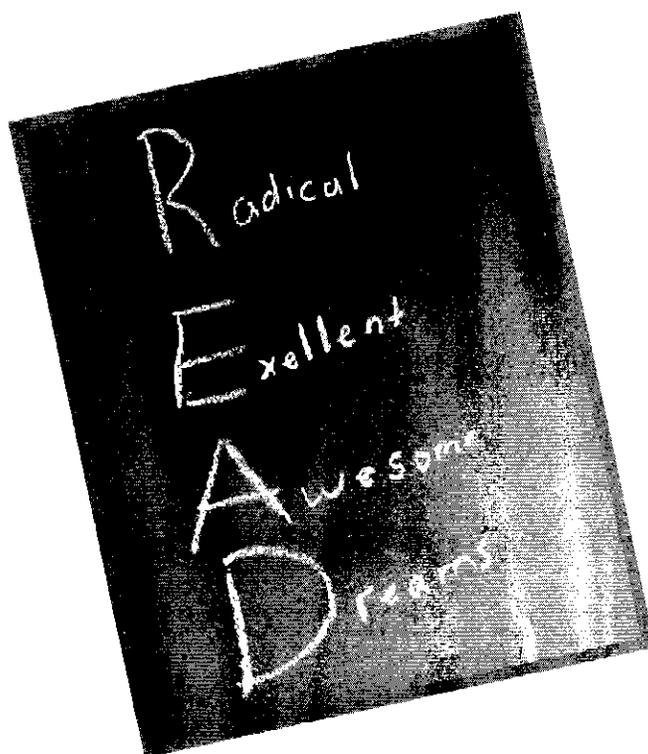
Tony Hamlyn

Casey Arnestad

Gaven Moore

Library Manager:

Holly Ottewell



Service Response #1

Visit a Comfortable Place: Physical and Virtual Spaces

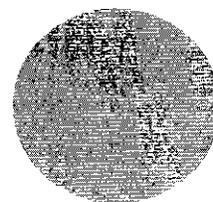
Goal: All residents will have a safe and welcoming physical space to meet and interact, or sit quietly and read, as well as an open and accessible virtual space that supports networking.

Objective 1:

By 2024, the Claresholm Library will have upgraded its flooring, paint, and furniture to create a more comfortable, modern space for patrons to relax and enjoy.

Objective 2:

By 2024, the Library staff will have become more actively engaged in the digital spaces patrons visit most frequently. This will include seeing an increase in social media posts and interactions, producing at least one staff pick each per month, encouraging patrons to write reviews, and creating at least one BiblioCommons book list per month.



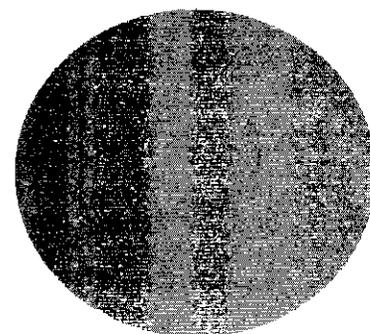
Service Response #3

Celebrate Diversity: Cultural Awareness

Goal: All residents will have programs and services that promote appreciation and understanding of their personal heritage and the heritage of others in the community.

Objective:

By 2024, the Claresholm Library will have hosted several presentations and events relating to the culture and heritage of the community and surrounding areas that will have reached at least 100 community members.



Claresholm Public Library

Contact Us

Call:
(403) 625-4168

Mail:
Box 548
211- 49th Avenue West
Claresholm, Alberta
T0L 0T0

Email:
manager@claresholmlibrary.ca
help@claresholmlibrary.ca

Webpage:
www.claresholmlibrary.ca





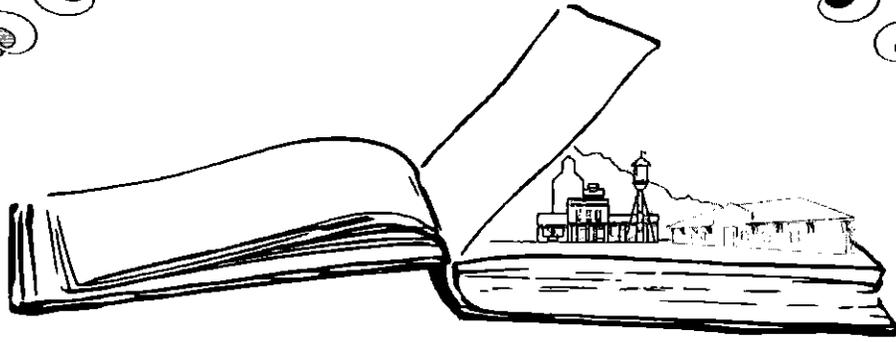
CLARESHOLM PUBLIC LIBRARY

Connect, Inspire, Create, Learn

Plan of Service

2020 - 2024

Claresholm Public Library
Claresholm, Alberta



CLARESHOLM PUBLIC LIBRARY

Connect, Inspire, Create, Learn

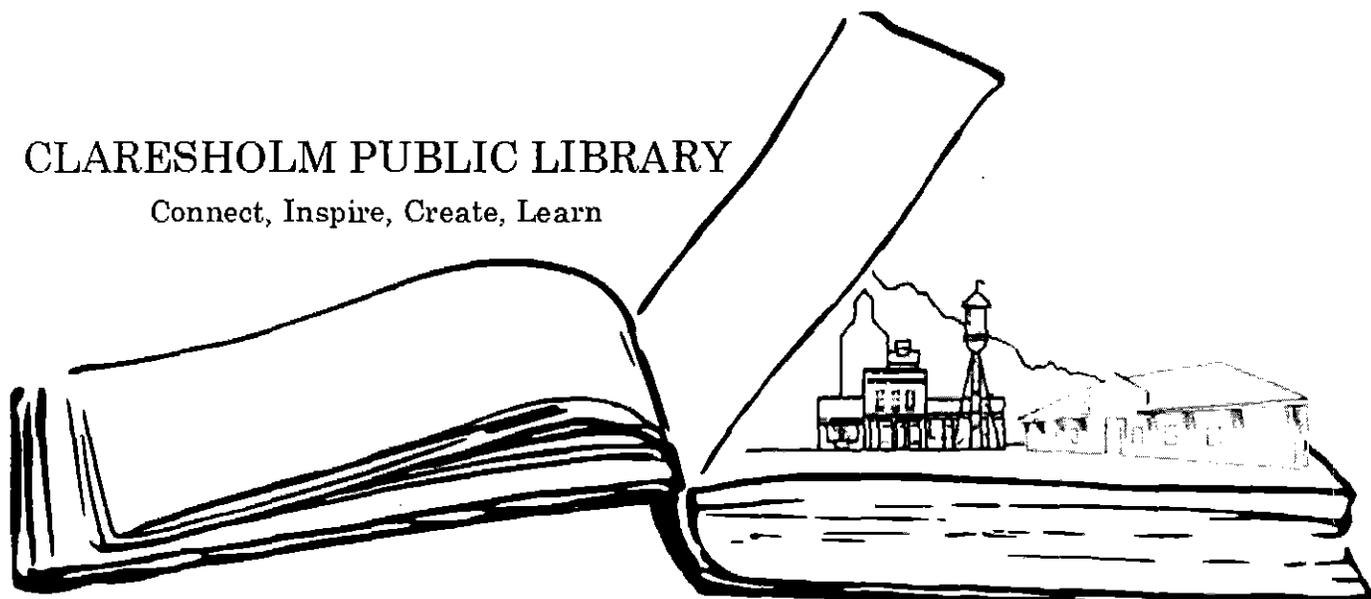


CLARESHOLM PUBLIC LIBRARY

Connect, Inspire, Create, Learn

CLARESHOLM PUBLIC LIBRARY

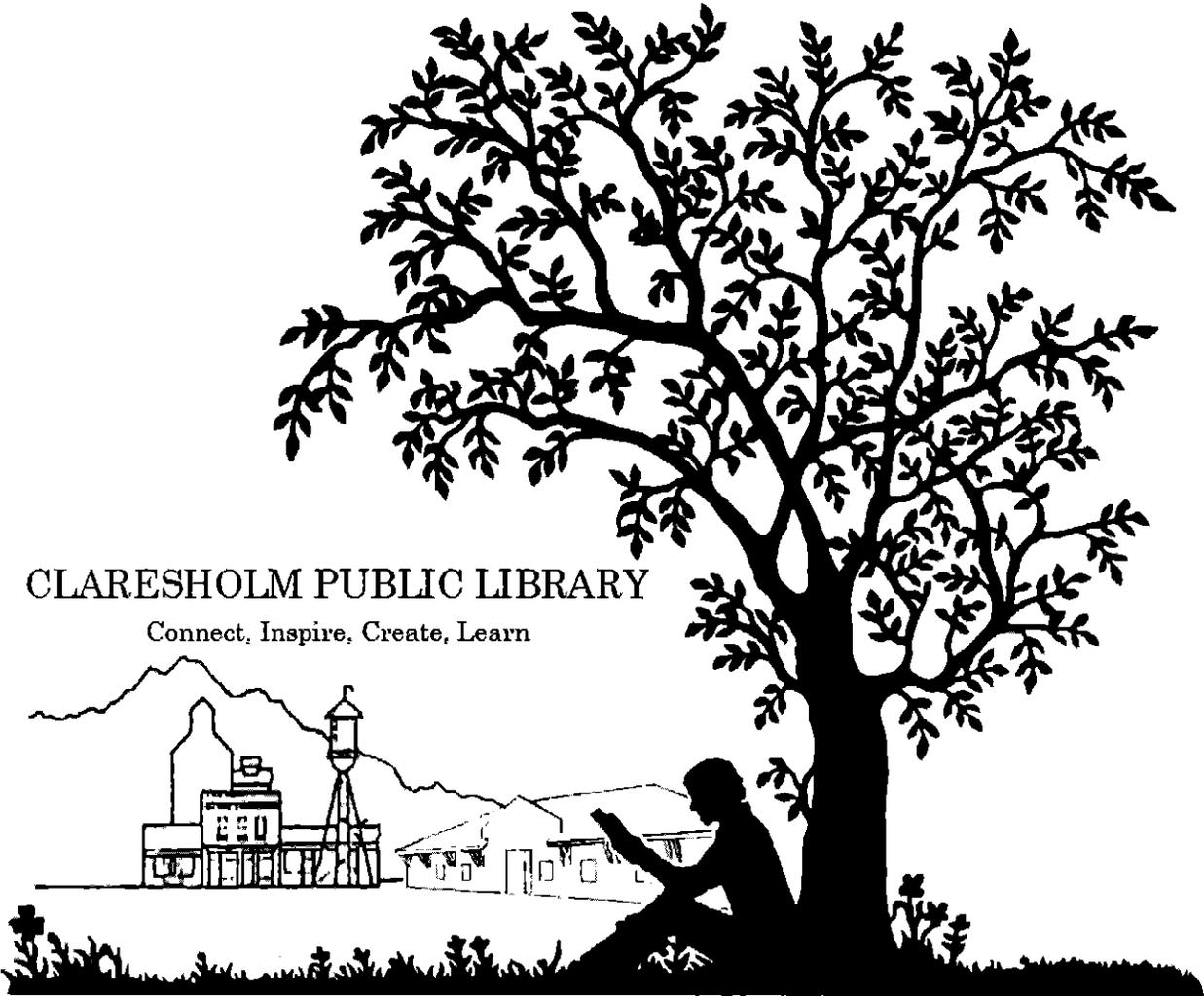
Connect, Inspire, Create, Learn



Plan of Service

2020 - 2024

Claresholm Public Library
Claresholm, Alberta



CLARESHOLM PUBLIC LIBRARY

Connect, Inspire, Create, Learn

Plan of Service

2020 - 2024

Claresholm Public Library
Claresholm, Alberta



Claresholm Public Library
211-49th Avenue West
Claresholm, AB, T0L 0T0
Phone: (403) 625-4168

January 8, 2020

Town of Claresholm
221 45 Avenue West
Claresholm, AB, T0L 0T0

Re: Claresholm Public Library By-Laws

To Whom It May Concern,

The Claresholm Library Board has reviewed the Library's membership fee rate of \$20.00 and have made the decision not to raise the membership fee at this time.

Reasons for this decision include:

- Out of all member libraries within the Chinook Arch Regional Library System, Claresholm Public Library has the highest membership fees by a minimum of \$5.00.
- Member libraries within the M.D. of Willow Creek all have lower membership fees (Fort McLeod - \$10, Granum - \$15, Stavely - \$15, Nanton - \$15) and several other libraries (10 of 33) have transitioned to a free membership.
- Raising fees by \$5.00 would have the potential to raise membership revenues a maximum of \$3,000 in a year (based on 600 adult membership payments, 2019 memberships did not reach the estimated 600). These funds can be recovered in other areas of the 2020 budget.
- Free memberships within the library system have already started affecting Claresholm Library's membership revenues, the library has lost several patrons to Lethbridge Public Library in 2019 as anyone residing in the M.D. can choose any system library to renew or sign up for a library card (this will change if/when the M.D. forms a library board).
- Alberta libraries have started changing from a model of charging membership fees. The Canadian Federation of Library Associations (CFLA) encourages a free access, barrier-free model, which can be found in almost all other Canadian provinces.



Claresholm Public Library
211-49th Avenue West
Claresholm, AB, T0L 0T0
Phone: (403) 625-4168

Signed,

Tony Hamlyn, Board Chair

Holly Ottewell, Library Manager

Claresholm Public Library Board
Regular Meeting
February 18, 2020

AGENDA

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **APPROVAL OF MINUTES**
 - 3.1 January 21, 2020 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 WCB – Holly –WCB personal coverage
 - 7.2 Meeting Time to be decided
 - 7.2 Panic Button
Decision??.
8. **CLOSED SESSION (if needed)**
9. **ADJOURNMENT**

Next Meeting: March 17th, 2020 at 4:30 p.m.

Claresholm Public Library Board

Regular Meeting

January 21st, 2020

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Gaven Moore, Holly Ottewell, Lindsay Watson and Barry Pratte

Regrets: Casey Arnestad

1. **CALL TO ORDER** Meeting called to order at 6:40pm

2. **APPROVAL OF AGENDA** - Motioned that the agenda be accepted as presented by Marika Thyssen. Carried.

3. **APPROVAL OF MINUTES**

3.1 January 21st, 2020 REGULAR MEETING MINUTES

Motioned that the minutes be approved as read by Barry Pratte. Carried.

4. **FINANCIAL**

5.1 3 Month Financial Statement

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

5. **COMMITTEE REPORTS**

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

- ALTA membership renewal approved by the board
- New logo approved with the removal of the image of the grain elevator and addition of a book image
- Holly Ottewell to write an anti-bullying policy to be presented at the February Board meeting

5.2 Chinook Arch Regional Library System Report - no report

Motioned by Darry Markle that the reports be approved as read. Carried.

6. **OLD BUSINESS**

6.1 Library Board Committee Reports

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

Plan of Service 2020-2024 approved, committee now retired for 4 (four) years

7. NEW BUSINESS

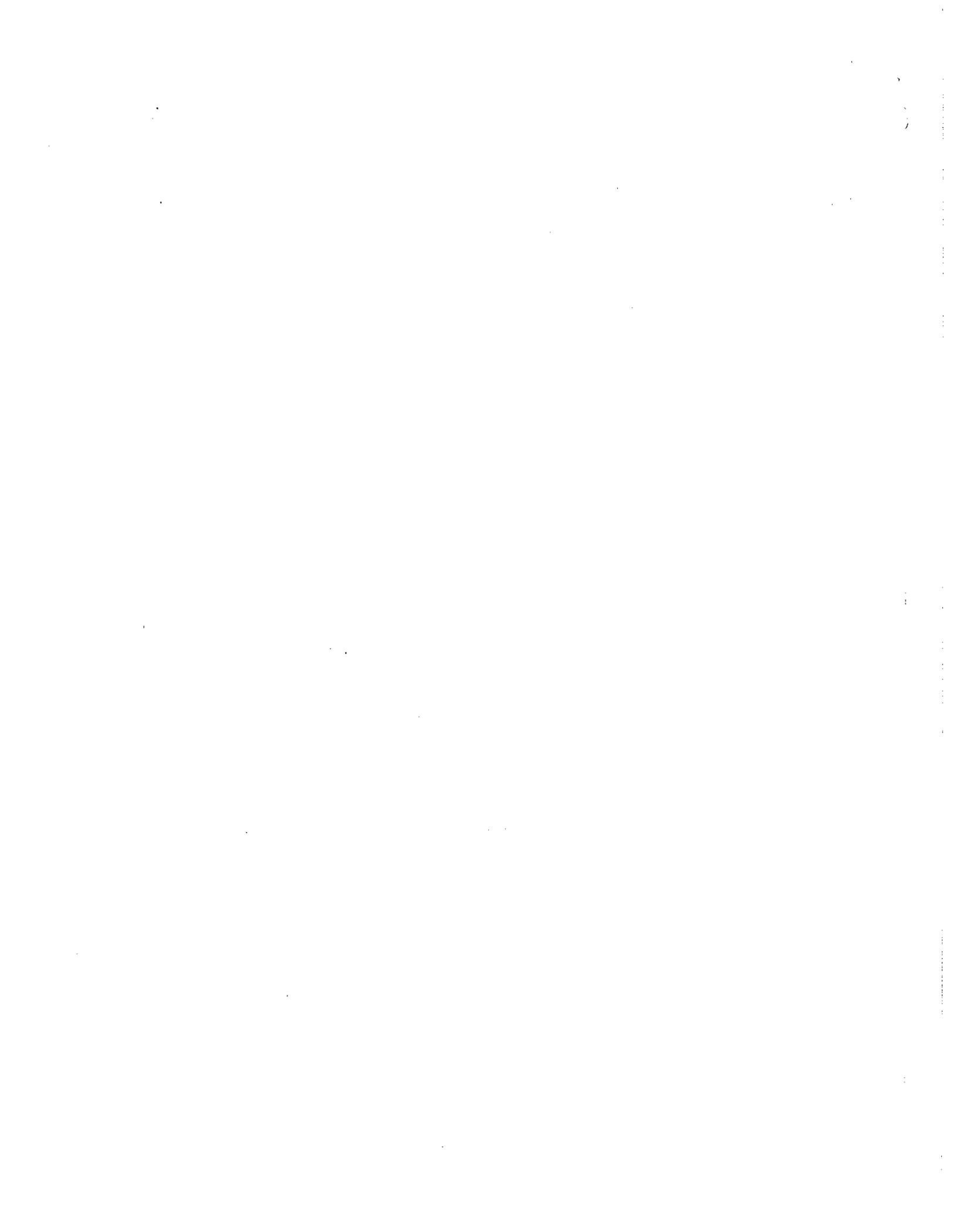
7.1 AED –to be installed

7.2 Membership Fees –letter accepted by Town Council, fees will remain as is.

7.3 Holly Ottewell to check apps for panic button use.

8. ADJOURNMENT – Motioned by Tony Hamlyn to adjourn at 7:35pm. Carried.

Next Meeting: February 18th, 2020 at 4:30 p.m.



Claresholm Public Library
Financial Statement for Jan 1, 2020

REVENUE				
Department	2020 Budget	Jan-20	Total	Difference
Town of Claresholm	\$190,000.00	\$60,000.00	\$60,000.00	\$130,000.00
Province of Alberta	20,857.00	0.00	\$0.00	\$20,857.00
M.D of Willow Creek	13,000.00	0.00	\$0.00	\$13,000.00
Rural Library Services Grant	6,890.00	0.00	\$0.00	\$6,890.00
Other Grants	0.00	0.00	\$0.00	\$0.00
Book Sales	1,100.00	79.45	\$79.45	\$1,020.55
Donations	1,500.00	1.10	\$1.10	\$1,498.90
Membership Fees	11,500.00	1,195.00	\$1,195.00	\$10,305.00
Fines	2,350.00	247.30	\$247.30	\$2,102.70
Room Rental	3,800.00	200.00	\$200.00	\$3,600.00
Coffee	90.00	18.00	\$18.00	\$72.00
Equipment Rental	100.00	0.00	\$0.00	\$100.00
Photocopies/PC Copies	1,800.00	188.70	\$188.70	\$1,611.30
Miscellaneous	80.00	3.00	\$3.00	\$77.00
Interest Revenue	40.00	3.62	\$3.62	\$36.38
Friends of the Library-Donations	20,000.00	0.00	\$0.00	\$20,000.00
TOTAL REVENUE	\$273,107.00	\$61,936.17	\$61,936.17	\$211,170.83
EXPENDITURES				
Department	2020 Budget	Jan-20	Total	Difference
Salaries and Benefits	183,426.00	12,817.22	12,817.22	\$170,608.78
Employee Course & Conference Fees	750.00	538.12	538.12	\$211.88
Travel & Hospitality	600.00	0.00	0.00	\$600.00
Books	11,000.00	817.45	817.45	\$10,182.55
Periodical Subscriptions	2,000.00	258.63	258.63	\$1,741.37
Audio-Visual	2,500.00	189.04	189.04	\$2,310.96
Financial Review	90.00	0.00	0.00	\$90.00
Board Conference & Other	1,150.00	0.00	0.00	\$1,150.00
Equipment Rental & Maintenance (Deb Mach)	675.00	44.09	44.09	\$630.91
Legal Fees, Bank charges	50.00	0.00	0.00	\$50.00
Library Supplies	2,500.00	334.15	334.15	\$2,165.85
Computer software	1,100.00	75.60	75.60	\$1,024.40
Association Fees	400.00	0.00	0.00	\$400.00
Postage	115.00	0.00	0.00	\$115.00
Programs	6,000.00	133.95	133.95	\$5,866.05
Volunteers	2,700.00	851.54	851.54	\$1,848.46
Stationary, printing, & copier supp	4,100.00	157.31	157.31	\$3,942.69
Telephone	1,500.00	174.04	174.04	\$1,325.96
Insurance	2,000.00	0.00	0.00	\$2,000.00
Cleaning Supplies	1,300.00	23.00	23.00	\$1,277.00
Natural Gas & Power	15,000.00	1,020.58	1,020.58	\$13,979.42
Security System	950.00	40.95	40.95	\$909.05
Chinook Arch Regional Library	13,500.00	6,747.30	6,747.30	\$6,752.70
Building Repair and renovations	3,800.00	0.00	0.00	\$3,800.00
Furniture and Equipment	5,900.00	0.00	0.00	\$5,900.00
Other (rent)	1.00	1.05	1.05	-\$0.05
TOTAL EXPENDITURES	\$263,107.00	\$24,224.02	\$24,224.02	\$238,882.98
Profit/Loss	\$10,000.00	\$37,712.15	\$37,712.15	-\$27,712.15

Claresholm Library Board, Town of - Claresholm 2019

Approval

The report and survey must be approved by the library board before it is submitted to Alberta Municipal Affairs. This is a required field.

	Date approved by library board

Alberta Public Library Survey

For the Alberta Public Library Survey (up to but not including the Personnel section), please report current year details.

The Annual Report (reporting on the previous calendar year) begins at the Personnel section and carries through to the end of the report.

Directory

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at <https://www.alberta.ca/alberta-public-library-directory.aspx>.

	Name of library board	Name of library (or libraries)
	Town of Claresholm Library Board	Claresholm Public Library

Phone, Fax, Email, Website

	Library phone	Library fax	Library email	Library website
	403-625-4168		help@claresholmlibrary.ca	www.claresholmlibrary.ca

Address

	Address - Street and No.	P.O. Box	City/town, etc.	Province	Postal code
	211-49 Avenue West	548	Claresholm	Alberta	T0L 0T0

Contacts

	Name	Email	Phone	Alternate phone
Library Manager	Holly Ottewell	hottewell@claresholmlibrary.ca	403-625-4168	
Respondent (if different than above)				

Claresholm Library Board, Town of - Claresholm 2019

Info

Library Management - Board Members

Please provide full names, addresses, phone numbers and email addresses for **CURRENT** board members (i.e. members at the time of filling in this report). Indicate the chairperson (it is not necessary to provide positions for other than chairperson). As well, indicate any board member who is also on the local municipal council. Give the term expiry date (month/day/year) for each board member. **Library board term expiry dates (month/day/year) MUST be provided for ALL board members, including those board members who are also councillors.** **Note:** While names of board members are public information, addresses, phone numbers and email addresses are for the use of the Public Library Services Branch only and are not made available to the public.

The Libraries Act requires **ALL** library board members to be **APPOINTED BY MUNICIPAL COUNCIL** (Part 1, Section 4). When the municipal council appoints members to the library board there should be written documentation regarding the term of appointment. If there is uncertainty about board member term expiration dates, contact the municipal administrator. If there is no record of library board appointments, please contact Public Library Services Branch.

	Name	Address	Phone	Email	Library board term expiry (month/day/year)	Councillor
Chairperson	Tony Hamlyn	Box 2936, Claresholm, AB. T0L 0T0	403-489-0380	thamlyn2018@gmail.com	2022-11-01	No
Board Member 1	Darry Markle	Box 2199, Claresholm, AB. T0L 0T0	403-489-1956	darrymarkle@gmail.com	2020-11-01	No
Board Member 2	Marika Thyssen	Box 441, Claresholm, AB. T0L 0T0	403-625-0640	gerto@telusplanet.net	2021-11-01	No
Board Member 3	Gaven Moore	Box 2474, Claresholm, AB. T0L 0T0	403-625-9105	gav_localhero@yahoo.com	2020-11-01	Yes
Board Member 4	Barry Pratte	Box 1060, Claresholm, AB. T0L 0T0	403-816-5035	vera@plantinum.ca	2022-02-01	No
Board Member 5	Casey Arnestad	Box 1776, Claresholm, AB. T0L 0T0	403-682-7548	casey_arnestad@hotmail.com	2022-11-30	No
Board Member 6	Lindsay Watson	Box 2481, Claresholm, AB. T0L 0T0	403-805-3356	linsw@shaw.ca	2021-11-01	No
Board Member 7						
Board Member 8						
Board Member 9						

Claresholm Library Board, Town of - Claresholm 2019

Library Management - General

	Library board email (e.g. libraryboard@abclibrary.ca)	Board meeting dates (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
	manager@claresholmlibrary.ca	Jan 8, Feb 12, Mar 19, Apr 16, May 21, Jun 18, Sept 17, Oct 15, Nov 19, Dec 17	100	Municipality

Library Hours

Hours of Service

Provide the actual open hours for the library for each day of the week at the time of completing this report using the following format: 10:00-5:00; 1:30-8:30; etc. DO NOT JUST ENTER THE TOTAL NUMBER OF HOURS OPEN EACH DAY. Only enter summer hours if they differ from regular hours.

Also, enter the total number of hours open per week based on the indicated library open hours.

This information will be used for the provincial directory.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours per week
Regular Hours	10:00-5:30	10:00-5:30	10:00-5:30	10:00-8:00	10:00-5:30	10:00-3:00		45.00
Summer Hours								

Hours Open Per Year

Total number of library hours open per year. There are two possible calculations:

1. If your library hours are the same all year: 50 x total hours per week
2. If summer hours differ from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Hours Open per Year
	2,250

Personnel

Paid and unpaid staff that worked in the library during the reporting period.

Claresholm Library Board, Town of - Claresholm 2019

Staff

Report qualifications and the number of all paid staff (full and part time) who work for the library whether they are paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (you may need to get this figure from the individual or agency that does your staff payroll).

Note: Do not include individuals who provide service through a contract, such as the library audit, custodial staff or bookkeeping.

	# Employees	Total Hours/Yr
MLIS or equivalent	1	1,824.50
Other university degree	0	0.00
Library technician	0	0.00
Library operations certificate	0	0.00
Other tech/college diploma	0	0.00
Other	5	4,342.00
Total staff	6	6,166.50

Volunteers

Report the number of volunteers assisting with library activities, and the total number of volunteer hours per year.

If a board member is volunteer at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here. Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in the Alberta Public Library Survey section: Library Management - General > Board volunteer hours.

Friends of the Library groups are separate fundraising societies and are therefore counted separately from volunteers.

	# Volunteers	Volunteer Hours/Yr
Library Operations	9	1,300.00
Library Programming	3	100.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	0	0.00
Total Volunteers	12	1,400.00
Friends of the Library	16	100.00

Collections/Resources

Claresholm Library Board, Town of - Claresholm 2019

Collection Management

	Acquired	Withdrawn
Print items	1,128	320
Non-print items	256	46
Total	1,384	366

Print Items

In this section, include all materials/books (in all categories) in print format. Include both catalogued and uncatalogued print materials/books. Do not include audiobooks, Ebooks or MP3 books. They will be recorded in subsequent categories.

	Print Volumes	Periodicals (number of issues)	Total Print
	30,023	530	30,553

Non-Print Items

Provide a count of each physical unit for a non-print item by category. DEFINITION: A physical unit of library material distinguished from other single units by a separate binding, encasement or other clear distinction.

	Audiobooks	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
	1,497	495	2,652	2	70	279	9	5,004

Virtual Items (Licensed by your board)

If your library board licenses any virtual resources such as eBooks, MP3 audiobooks, online magazine subscriptions, movies or games, include those items in this section. Count only items licensed by your board. If you are a node library, include licenses brokered by The Alberta Library (TAL).

Do not count databases licensed by your library system or the Public Library Services Branch (PLSB) in this section.

	eBooks	Periodicals	Audiobooks	Music	Video	Games	Databases	Other	Total licensed virtual items
	0	0	0	0	0	0	0	0	0

Library Board Contributions

If your library board has contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), please indicate the dollar amount contributed. The items that have been licensed on behalf of your board will be counted in the annual report completed by your library system.

	Contribution
	\$0.00

Claresholm Library Board, Town of - Claresholm 2019

Totals

	Total physical collection	Total licensed virtual collection	Total collections
	35,557	0	35,557

Circulation

Direct Circulations

Report number of items circulated directly to library users. Include all items that are charged out for use, whether the use is inside or outside the library. Do not include interlibrary loans loaned to other libraries.

	Adult print	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
	19,711	657	8,897	7,987	114	1,259

Direct Circulations, continued...

	Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
	0	349	6,477	45,431	0	45,431

Interlibrary Loan

Interlibrary loan is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an Interlibrary loan.

	Borrowed	Lent
Within Alberta (including within library system)	183	481
Outside of Alberta, but within Canada	12	30
Outside of Canada	1	0
Total	196	511

Information Services & Use

Claresholm Library Board, Town of - Claresholm 2019

Reference Transactions

A reference transaction is an encounter between a library user and a member of the library staff which involves an attempt to supply factual or bibliographic information requiring knowledge, use, recommendation or interpretation of an information source or bibliographic tool. It includes informal technology training sessions, such as how to use email, demonstrating a URL or how to print a document. It does NOT include a directional or administrative question.

Report the number of reference transactions for the reporting year (either from an actual count or 1 week's worth x 50 to provide an estimate).

	Total reference transactions	Count method
	1,146	^a Actual count

Examination Services

If examination services are provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year.

	27
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Library Use

Library visits and in-house use of materials.

	In person visits	Count method (in person visits)	Virtual visits	In library material use	Count method (in library material use)
	30,110	Estimate (1 week x 50)	25,855	2,567	Actual count

Claresholm Library Board, Town of - Claresholm 2019

Programs

A library program is a pre-planned, coordinated event that: meets a service response as indicated in the board's Plan of Service; is hosted/presented by the public library, is set for a designated time and place; has a defined purpose; has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and may involve a registration process and/or some promotion of the event.

Note: If your program is a registered program, for example 6 sessions with 21 people registered to attend, it would be counted as 6 x 21 for a total of 126 participants.

Public libraries housed in schools - **DO NOT** count weekly class visits to the library, unless each class would have come to the public library every week even if it was housed in another building elsewhere in town. Weekly class visits are a program of the school.

	Sessions	Participants
Children's	69	620
Young adult	18	145
Adult	20	351
Family/multigenerational	9	274
Outreach		
Other	2	20
Total	118	1,310

Library Awareness

This is a count of activities held by the library which promote awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.

	Sessions	Participants
Library awareness	3	14

Social Media

Please provide the names of the social media platforms used to promote the library, the URL or username for the account, etc., and any relevant metrics. If you use more than 5 different social media platforms, please use the "Add Notes" feature to record the additional data.

	Name of Platform	Username/URL	Metrics
	FACEBOOK	https://www.facebook.com/clarlibrary/	
	INSTAGRAM	https://www.instagram.com/cloresholmpubliclibrary/	
	TWITTER	https://twitter.com/clarlibrary?lang=en	

Claresholm Library Board, Town of - Claresholm 2019

Cardholders, Fees, Facilities

Total cardholders

Report the number of active cardholders as of December 31 in the reporting year (active cardholders are those whose cards have not expired). This includes both resident and non-resident library cards of all types (including family cards) issued by your library.

Note: If your library offers family cards and provides only one card/one patron account per family (which is shared among all family members), multiply the number of family cards by 3.1. If all members of a family receive their own card and have their own patron record, do not multiply by 3.1.

	Total cardholders (resident and non-resident)
	1,047

Card fees

Indicate **YES** or **NO** if card fees are charged for the following specific patron types: adult, juvenile, senior and family. If card fees are charged for a patron type that is not listed, indicate so in "Other".

Please use the "Add Note" feature if an explanation is necessary. **DO NOT leave these fields blank** - answer either YES or NO for each.

If you indicated YES for any of the listed patron types, please report the annual card fee charged as set out in the library board's bylaw. If you do not charge card fees, or do not charge a card fee in a certain category, please leave the amount as \$0.00.

	Do you charge card fees?	If yes, how much?
Adult	Yes	\$20.00
Juvenile	No	\$0.00
Senior	Yes	\$20.00
Family	No	\$0.00
Other	No	\$0.00

Facility size

A service point is a location where users can directly access library service. This includes mobile libraries (e.g. bookmobiles). Report the area in square metres of all library service points operated by your board. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space. In order to convert a measurement of square feet to one of square metres, multiply square footage by 0.09.

	Library area (Sq. metres)	Library area (Sq. feet)
	881.0	9,483.0

Claresholm Library Board, Town of - Claresholm 2019

Facility status

	Yes or No	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) in the reporting year?	No	
Has a new service point opened or an existing one closed in the reporting year?	No	
Did the library close for renovations at any point in the reporting year?	No	

Electronic Performance Measures

Workstations

	Workstations with internet access	Workstations without Internet access	Mobile workstations	Total workstations
	6	1	1	8

Workstation sessions

	Number of workstation sessions	Count method (sessions)	Workstation hours	Count method (hours)	Length of workstation sessions (minutes)	Percentage of time workstations in use
	4,800	Estimate (1 week x 50)	7,200.00	Estimate (1 week x 50)	60	40.00%

Public Wi-Fi sessions

	Number of public wi-fi sessions	Count method
	12,169	Actual count

Claresholm Library Board, Town of - Claresholm 2019

Accomplishments & Comments

Provide your comments below. **Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.**

	Accomplishments	Comments
	Implemented several new regularly occurring programs including sensory storytime, crafty kids, Teen Advisory Group, along with regular weekly storytimes. New community partnerships including one with Lethbridge College, Claresholm Campus, improvement with partnerships previously formed.	New management started mid February.

¹, removed fax line October 2019(0-2020-01-27)

², approximation(0-2020-01-10)

³, approximation(0-2020-01-10)

⁴, JAN-MAR is estimated, APR-DEC is actual(0-2020-01-10)

⁵, THIS IS NOT A SEPARATE CARD FROM THE ADULT CARD(0-2020-01-10)

⁶, WE NO LONGER OFFER THIS CARD TYPE(0-2020-01-10)

LIBRARY

The local Library Board oversees the activities and budget requests. The Municipality is a member of the Chinook Arch Regional Library system which is a network of independent, cooperating libraries in the southwestern corner of Alberta. Chinook Arch provides training, consulting, IT support and centralized purchasing, cataloguing, processing, and delivery services.

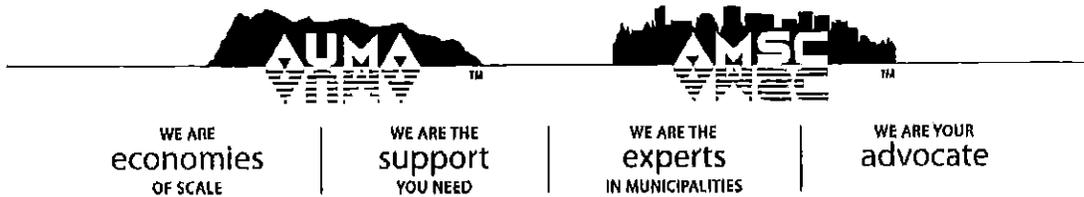
LIBRARY	Budget 2020	Actual 2019 (Nov 29)	Budget 2019	Actual 2018	Actual 2017
Grant	190,000	185,275	193,840	185,035	174,740
Chinook Arch membership	30,883	30,278	30,278	29,673	28,636
Amortization	25,693	-	25,693	25,693	25,593
	246,576	215,553	249,811	240,402	228,969
Operational budget adjustments					
Addback amortization	(25,693)	-	(25,693)	(25,693)	(25,593)
Services to other departments	3,500	1,540	3,500	1,454	
NET DEFICIT (SURPLUS) LIBRARY	224,383	217,093	227,618	216,162	203,376

Variance Highlights

- 5K increase in operational funding from 185K to 190K, however no capital funding requested for 2020, there slight drop in grant funding.
- No other significant variances to note.

Claresholm Public Library
BOARD MEMBERS
 January 2020

Name	Position	Phone	Email Addresses	Box #	Appointed	Term Expiry
Hamlyn, Tony	Chairperson	(403) 489-0380	Thamlyn2018@gmail.com	5434	November 2010	2022
Watson, Lindsay	Secretary	(403) 805-3356	linsw@shaw.ca	2481	November 2018	2021
Thyssen, Marika	Treasurer	(403) 625-0640	gerto@telusplanet.net	441	November 2010	2021
Arnestad, Casey		(403) 682-7548	casey_arnestad@hotmail.com	1776	November 2019	2020
Markle, Darry	M.D. of Willow Creek Council Representative	(403) 489-1956	darry.markle@mdwillowcreek.com	2199	November 2019	2020
Moore, Gaven	Town Council Representative	(403) 625-9105	gaven.moore@claresholm.ca	2474	November 2017	2020
Pratte, Barry		(403) 816-5035	vera.pratte@gmail.com	1060	February 2019	2022



January 30, 2020

Claresholm Public Library

Dear valued member:

2020 Annual AUMA Insurance Renewal

Greetings from the dedicated team at the Alberta Urban Municipalities Association (AUMA). Please find enclosed your 2020 AUMA insurance renewal package.

SHIELDED BY YOUR INSURANCE POOL

There is anxiety in the insurance world. Insurance premiums are increasing by staggering amounts. News media is reporting some property insurance premiums are increasing by as much as 300%. Municipalities and their related non-profit organizations are feeling the effects.

Our insurance pool subscribers like you will see an insurance premium change that is much less than what the general market is offering.

The pool acts as a shock absorber, damping the budgetary highs and lows and providing stability to all its subscribers. As a subscriber, you are an owner, and AUMA administers the pool on your behalf. Last year, AUMA's diligent administration of the pool allowed us to offset insurance premiums by \$1.5 million and we added coverage.

This year we have done it again! 2020 insurance pool premiums will be offset by **\$2 million AND your coverage will be enhanced.**

EXTRA COVERAGE AT NO COST

In 2020, core cyber insurance will once again be included for you at no cost. Speak to your consultant about your coverage for system hacks or privacy breaches. Additionally, we are delighted to announce a few of many positive changes that will give you extra and exclusive coverages you won't find elsewhere:

- **Adjustments without impacting premiums.** Your premiums will be unchanged for any newly acquired or recently sold property advised to us after January 2 in your policy year.
- **Inflatables coverage.** Owned and rented Inflatables such as bouncy castles are now covered for liability up to \$2 million.
- **New equipment is covered up to 365 days.** Newly acquired equipment will be covered up to \$100,000 for 365 days regardless of the policy expiry date.

YOUR NEXT STEPS

This renewal package includes your insurance renewal certificates and insured assets schedule. Please review them and advise us if you feel they should be amended.

Should you have any questions related to your insurance, or wish to discuss your risk management needs, please call us at **310-AUMA (2862)**. Alternatively, you can e-mail us at **insurance@auma.ca**.

We thank you for your continued commitment to AUMA, and we look forward to working with you in 2020.

Yours truly,

GENERAL INSURANCE SERVICES TEAM

SCHEDULE OF INSURED ASSETS

Please review your Schedule of Insured Assets and premium savings below.

PROPERTY

DESCRIPTION	2019 VALUE	2020 VALUE
Total asset value	N/A	N/A
Insurance premium per \$100 of asset value	N/A	N/A
Your premium	N/A	N/A

GENERAL LIABILITY

DESCRIPTION	2019 VALUE	2020 VALUE
Your premium	\$1,020.70	\$1,071.74

AUTO

DESCRIPTION	2019 VALUE	2020 VALUE
Count	0	0
Your premium	N/A	N/A



Proud winner of the 2019 Insurance Business Canada Award for Excellence in Risk Management



AMSC Insurance Services Ltd.

Certificate Holder: Claresholm Public Library Box 548 Claresholm, AB T0L0T0	Invoice Date: 01/30/2020 Invoice Number: 36042 Policy #: P8251-2020 Invoice Due Date: 02/29/2020 Member Code: CLAPL
---	---

Policy Period: January 1, 2020 to January 1, 2021
12:01 A.M. Standard Time at the address of the Insured.

Premium Distribution	Premium Amount
Crime	\$142.00
CGL and 1st Excess Liability	\$1,071.74
Directors and Officers Liability	\$550.00
Non Owned Automobile Liability	\$17.56
Total Premium Payable:	\$1,781.30

Please make your payments to:

AMSC Insurance Services Ltd.

#300, 8616 - 51 Avenue

Edmonton, AB T6E 6E6

Toll Free: 1-800-661-AUMA (2862) or 310-AUMA (2862)

Fax: 1-866-250-6117

Invoice payments are due 30 calendar days from issue



AMSC Insurance Services Ltd.

Crime Coverage

Certificate Holder: Claesholm Public Library Box 548 Claesholm, AB T0L0T0	Certificate # 8251
---	---------------------------

Policy Period: January 1, 2020 to January 1, 2021
12:01 A.M. Standard Time at the address of the Insured.

This Summary is evidence that the Insurer(s) described herein hereby insures certificate holder herein after called the Insured, for the coverages and limits of liability shown below, subject to all the terms and conditions of the Policies, copies of which may be seen at the offices of the Alberta Urban Municipalities Association 300, 8616 - 51 Avenue, Edmonton AB T6E 6E6, and which will be provided on request to any Insured under these policies.

Policy No.B27004
Insurer: The Guarantee Company of North America

Special Note 1: Non segregation of Bank reconciliation duties: Limits of \$250,000 drop to \$50,000 with 50% co-insurance

Special Note 2: Deductibles apply to certificate holders as follows: \$5,000 per occurrence if annual operating budget of \$1,000,000 or greater. \$1,000 per occurrence if annual operating budget is less than \$1,000,000

Special Note 3: Limit of Liability for Incoming Cheque Forgery is limited 25% of total loss, subject to per occurrence and annual aggregate of \$10,000.

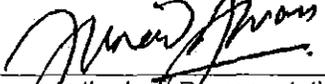
Special Note 4: All VLT and Casinos must be declared to the insurer. Additional premium may apply.

Description	Policy Term	Limit(s)	Deductible	Premium
Employee Dishonesty	01/01/20 to 01/01/21	\$50,000.00	\$1,000.00	\$142.00
Loss Inside the Premises / or outside		\$50,000	\$1,000.00	Included
Loss from Robbery and Safe Burglary		\$50,000	\$1,000.00	Included
Money Orders and Counterfeit Currency		\$10,000.00	\$1,000.00	Included
Forgery or Alteration		\$50,000.00	\$1,000.00	Included
Professional Fees		\$25,000.00	\$1,000.00	Included
Computer Funds Transfer		\$50,000.00	\$1,000.00	Included
Credit Card Forgery		\$50,000.00	\$1,000.00	Included
Pension or Employee Benefits		\$10,000.00	\$1,000.00	Included
Social Engineering Fraud		\$50,000	\$10,000	Included
Total Premium:				\$142.00

This document is subject to all terms, conditions and exclusions of the policy issued hereunder. Please advise us immediately of any discrepancy, inaccuracy or necessary change.

In witness whereof the Insurers listed above, through their representative duly authorized by them for this purpose, have executed and signed this Certificate.

Dated at EDMONTON, Alberta this 30th day of January, 2020


Authorized Representative
AMSC Insurance Services Ltd.

Various provisions in the Policy documents restrict coverage and have partial payment of loss clauses. Read the various Policy documents referenced in this Certificate carefully to determine rights, duties and what is and is not covered.



AMSC Insurance Services Ltd.

Commercial General Liability Coverage

Certificate No:

Certificate Holder: Claresholm Public Library
 Box 548
 Claresholm, AB T0L0T0

8251

Policy Period: January 1, 2020 to January 1, 2021
 12:01 A.M. Standard Time at the address of the Insured.

This Summary is evidence that the Insurer(s) described herein hereby Insures certificate holder herein after called the Insured, for the coverages and limits of liability shown below, subject to all the terms and conditions of the Policies, copies of which may be seen at the offices of the Alberta Urban Municipalities Association 300, 8616 - 51 Avenue, Edmonton AB T6E 6E6, and which will be provided on request to any Insured under these policies.

Primary Commercial General Liability

Limits of Liability:

Bodily Injury & Property Damage - per occurrence	\$5,000,000
Annual Aggregate / Maximum	\$5,000,000
Personal Injury - per occurrence	\$5,000,000
Advertising Liability - per occurrence	\$5,000,000
Employer's Liability - per occurrence	\$5,000,000
Forest and Prairie Protection Acts Expenses - per occurrence	\$5,000,000
Tenants Legal Liability - per occurrence	\$5,000,000
Elevator Collision - per occurrence	\$5,000,000
Wrap-up Liability and Difference in Conditions	Included
Legal Liability for damage to hired automobiles	
- Firefighting and Ambulance (Mutual Aid)	\$250,000
- All other losses	\$75,000
Medical payments	
Per person	\$10,000
Per accident	\$100,000
Employee Benefits Liability - each claim	\$5,000,000
Municipal Errors & Omissions Liability - per occurrence	\$5,000,000
Wrongful Dismissal Liability	
Each claim	\$1,250,000
Annual Aggregate / Maximum	\$2,000,000
Bouncy Houses and Inflatable Amusement Devices	\$2,000,000

Deductibles:

Bodily Injury & Property Damage	\$2,500
Employee Benefits Liability	\$2,500
Forest and Prairie Protection Acts Expenses	\$2,500
All other claims	\$2,500

Except;

Wrongful Dismissal 1month salary for each year of employment or portion thereof,
 or agreed settlement between employee & employer;
 \$10,000 minimum

Various provisions in the Policy documents restrict coverage and have partial payment of loss clauses. Read the various Policy documents referenced in this Certificate carefully to determine rights, duties and what is and is not covered.



CLAPL

AMSC Insurance Services Ltd.

1st Excess Liability

Limit of Liability:
Each Occurrence \$5,000,000
Annual Aggregate \$5,000,000

Insurer: Alberta Municipal Insurance Exchange
Policy No. MNX002
Certain Non-Marine Underwriters at Lloyds of London BOWCI2000036

Table with 2 columns: Description (Primary Commercial General Liability and 1st Excess Liability) and Amount (\$1,071.74). Includes Total Premium row.

Cyber Security and Privacy Liability

Insurer: AIG Insurance Company of Canada
Policy No: 03-984-31-27
Perils Insured: As per policy wording
Perils Excluded: As per policy wording
Limits of Liability: Security & Privacy Liability - per claim \$150,000
Network Interruption Liability - per claim \$150,000
Event Management Liability - per claim \$150,000
Cyber Extortion - per claim \$150,000
Policy Aggregate Limit - Annual \$5,000,000
Retention: \$2,500 per claim
Premium: included

This document is subject to all terms, conditions and exclusions of the policy issued hereunder. Please advise us immediately of any discrepancy, inaccuracy or necessary change.

In witness whereof the Insurers listed above, through their representative duly authorized by them for this purpose, have executed and signed this Certificate.

Dated at EDMONTON, Alberta this 30th day of January, 2020

Signature line for Authorized Representative, Munix Principal Attorney Ltd.

Signature line for Authorized Representative, AMSC Insurance Services Ltd.

Various provisions in the Policy documents restrict coverage and have partial payment of loss clauses. Read the various Policy documents referenced in this Certificate carefully to determine rights, duties and what is and is not covered.



CLAPL

AMSC Insurance Services Ltd.

2 nd Excess Liability		Certificate No: 8251		
Certificate Holder: Claresholm Public Library Box 548 Claresholm, AB T0L0T0				
Policy Period: January 1, 2020 to January 1, 2021 12:01 A.M. Standard Time at the address of the Insured.				
This Summary is evidence that the Insurer(s) described herein hereby Insures certificate holder herein after called the Insured, for the coverages and limits of liability shown below, subject to all the terms and conditions of the Policies, copies of which may be seen at the offices of the Alberta Urban Municipalities Association 300, 8616 - 51 Avenue, Edmonton AB T6E 6E6, and which will be provided on request to any Insured under these policies.				
Policy No. 128478 Insurer: Certain Non-Marine underwriters at Lloyds of London				
Description	Policy Term	Amount(s) Limit(s)	Self-Insured Retention	Premium
2 nd Excess Liability	01/01/20 to 01/01/21	\$0	\$0.00	
Total Premium:				

Schedule of underlying liability coverage 2 nd Excess			
Liability Coverage Type	Underlying Policy Limits	Insurer	Policy No.
Automobile Liability	\$5,000,000	Aviva Insurance Company of Canada	41265755
Commercial General Liability and Municipal E & O	\$5,000,000	Alberta Municipal Insurance Exchange	MX002
1 st Excess Liability	\$5,000,000	Certain Non-Marine underwriters at Lloyds of London	BOWCI2000036
Non-Owned Automobile Liability	\$5,000,000	Certain Non-Marine underwriters at Lloyds of London	BOWCI2000034
Standard Garage Automobile	\$5,000,000	Aviva Insurance Company of Canada	AUMA1000G

This document is subject to all terms, conditions and exclusions of the policies issued hereunder. Please advise us immediately of any discrepancy, inaccuracy or necessary change.

In witness whereof the Insurers listed above, through their representative duly authorized by them for this purpose, have executed and signed this Certificate.

Dated at EDMONTON, Alberta this 30th day of January, 2020



 Authorized Representative
 AMSC Insurance Services Ltd.

Various provisions in the Policy documents restrict coverage and have partial payment of loss clauses. Read the various Policy documents referenced in this Certificate carefully to determine rights, duties and what is and is not covered.



CLAPL

AMSC Insurance Services Ltd.

Non Owned Auto Coverage				Certificate No:	
Certificate Holder: Claresholm Public Library Box 548 Claresholm, AB T0L0T0				8251	
Policy Period: January 1, 2020 to January 1, 2021 12:01 A.M. Standard Time at the address of the Insured.					
This Summary is evidence that the Insurer(s) described herein hereby insures certificate holder herein after called the Insured, for the coverages and limits of liability shown below, subject to all the terms and conditions of the Policies, copies of which may be seen at the offices of the Alberta Urban Municipalities Association 300, 8616 - 51 Avenue, Edmonton AB T6E 6E6, and which will be provided on request to any Insured under these policies.					
Policy No. BOWCI200034 Insurer: Certain Non-Marine Underwriters at Lloyds of London					
Description	Policy Term	Amount(s) / Limit(s)	Deductible	Premium	
Bodily Injury and Property Damage Liability - per occurrence	01/01/20 to 01/01/21	\$5,000,000	\$2,500	\$17.56	
				Total Premium: \$17.56	

This document is subject to all terms, conditions and exclusions of the policy issued hereunder. Please advise us immediately of any discrepancy, inaccuracy or necessary change.

In witness whereof the Insurers listed above, through their representative duly authorized by them for this purpose, have executed and signed this Certificate.

Dated at EDMONTON, Alberta this 30th day of January, 2020

Authorized Representative
AMSC Insurance Services Ltd.

Various provisions in the Policy documents restrict coverage and have partial payment of loss clauses. Read the various Policy documents referenced in this Certificate carefully to determine rights, duties and what is and is not covered.



AMSC Insurance Services Ltd.

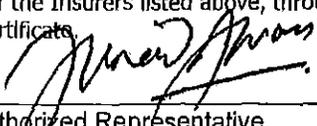
Certificate Holder: Claresholm Public Library Box 548 Claresholm, AB T0L0T0	Certificate # 8251
Policy Period: January 1, 2020 to January 1, 2021 12:01 A.M. Standard Time at the address of the Insured.	
<p>This Summary is evidence that the Insurer(s) described herein hereby insures certificate holder herein after called the Insured, for the coverages and limits of liability shown below, subject to all the terms and conditions of the Policies, copies of which may be seen at the offices of the Alberta Urban Municipalities Association 300, 8616 - 51 Avenue, Edmonton AB T6E 6E6, and which will be provided on request to any Insured under these policies.</p>	
Insurer:	Chubb Insurance Company of Canada
Policy No:	8255-6276
Perils Insured:	As per policy wording
Perils Excluded:	As per policy wording
Limits of Liability:	
Per Person	\$1,000,000
Workplace Violence Expense	\$250,000
Investigation Costs	\$100,000
Deductible	\$1,000 per claim
Premium:	As per Invoice



AMSC Insurance Services Ltd.

This document is subject to all terms, conditions and exclusions of the Policies to be issued. Please advise us immediately of any discrepancy, inaccuracy or necessary change.

In witness whereof the Insurers listed above, through their representative duly authorized by them for this purpose, have executed and signed this Certificate.



Authorized Representative,
AMSC Insurance Services Ltd.

Various provisions in the Policy documents restrict coverage and have partial payment of loss clauses. Read the various Policy documents referenced in this Certificate carefully to determine rights, duties and what is and is not covered.



CLARESHOLM PUBLIC LIBRARY

Connect, Inspire, Create, Learn

Plan of Service

2020 - 2024

Claresholm Public Library
Claresholm, Alberta

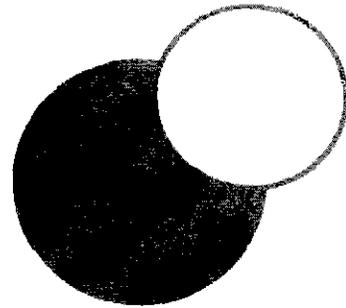
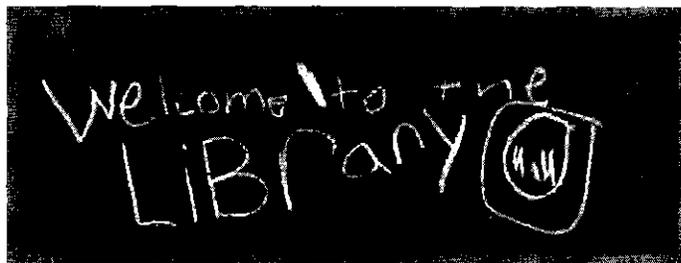


Table of Contents

3. Mission Statement, Vision, and Values
4. Community Needs Assessment and Contributors
5. Service Response #1: Visit a Comfortable Place:
Physical and Virtual Spaces
6. Service Response #2: Know Your Community:
Community Resources and Services
7. Service Response #3: Celebrate Diversity: Cultural
Awareness

8. Contact Us



Mission

The Claresholm Public Library strengthens the community by providing a safe space for members to seek connections, become inspired, and discover a passion for lifelong learning.

Vision

Connect, Inspire, Create, Learn

Values

We believe...

- Public service is our first priority.
- Public libraries are a foundation of a free society.
- Knowledge and information are vital to an individual's quality of life.
- Reading gives people the power to improve their lives and should be encouraged throughout an individual's lifetime.



Community Needs Assessment

The Claresholm Public Library conducted a needs assessment over the summer of 2019. This assessment included an online survey available through our website, a paper survey available in the Library, and an organizational survey, which was delivered to local community organizations. In total 69 individuals and 3 organizations responded. Organizations expressed a need for affordable services as well as local partnership opportunities to provide educational and recreational programming. Individual responses reflected the importance of online services, community meeting areas, quiet reading spaces, as well as programming for all ages, especially seniors and youth.

Contributors:

Board Members:

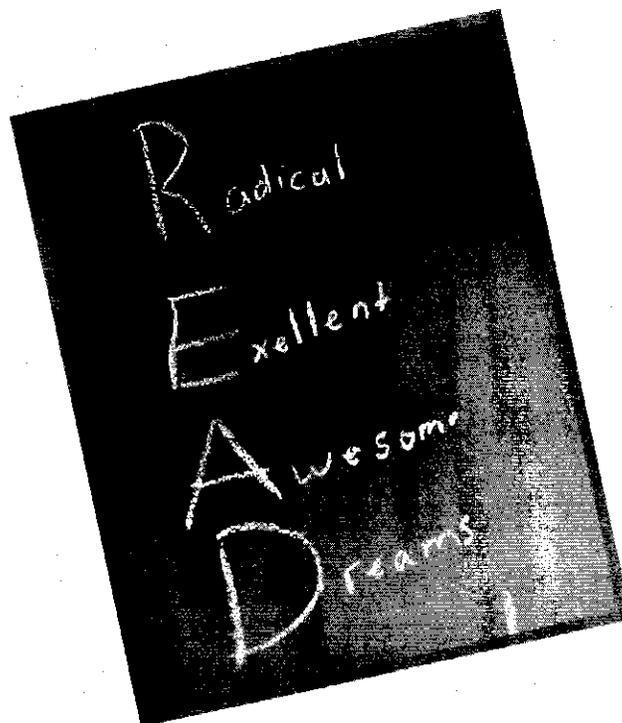
Tony Hamlyn

Casey Arnestad

Gaven Moore

Library Manager:

Holly Ottewell



Service Response #1

Visit a Comfortable Place: Physical and Virtual Spaces

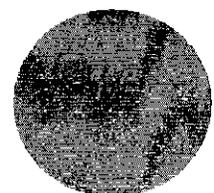
Goal: All residents will have a safe and welcoming physical space to meet and interact, or sit quietly and read, as well as an open and accessible virtual space that supports networking.

Objective 1:

By 2024, the Claresholm Library will have upgraded its flooring, paint, and furniture to create a more comfortable, modern space for patrons to relax and enjoy.

Objective 2:

By 2024, the Library staff will have become more actively engaged in the digital spaces patrons visit most frequently. This will include seeing an increase in social media posts and interactions, producing at least one staff pick each per month, encouraging patrons to write reviews, and creating at least one BiblioCommons book list per month.



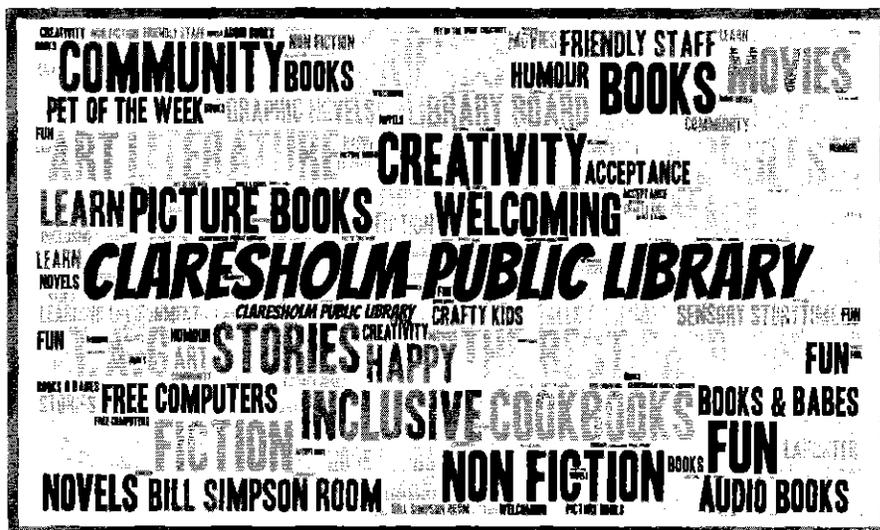
Service Response #2

Know Your Community: Community Resources and Services

Goal: Adult residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.

Objective:

By 2024, the Claresholm Library, along with Willow Creek Community Adult Learning Society (WCCALS), will have improved the English Language Learning collection by increasing available materials by at least 20 items, as well as providing other resources such as informational brochures on community resources available to assist patrons.



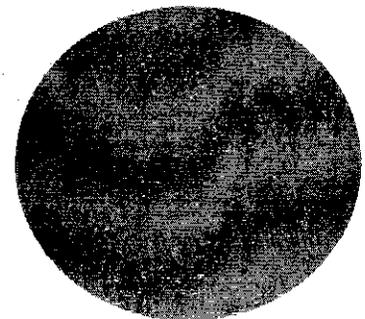
Service Response #3

Celebrate Diversity: Cultural Awareness

Goal: All residents will have programs and services that promote appreciation and understanding of their personal heritage and the heritage of others in the community.

Objective:

By 2024, the Claresholm Library will have hosted several presentations and events relating to the culture and heritage of the community and surrounding areas that will have reached at least 100 community members.



Claresholm Public Library

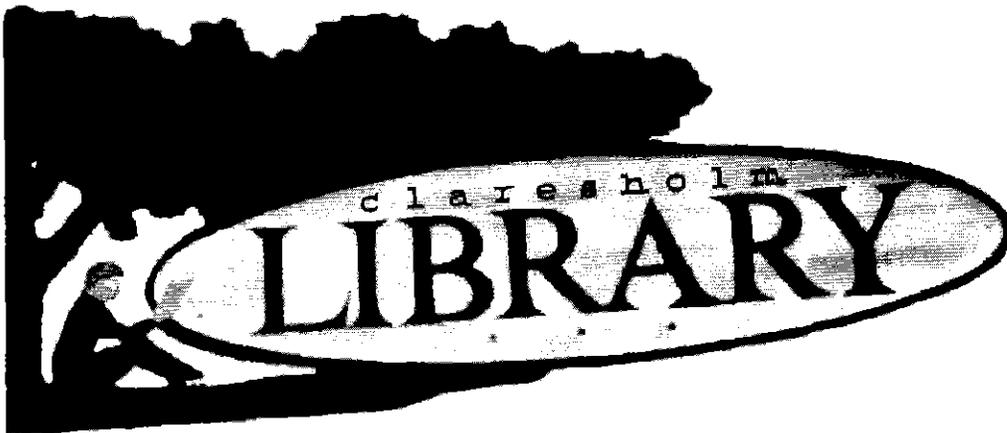
Contact Us

Call:
(403) 625-4168

Mail:
Box 548
211- 49th Avenue West
Claresholm, Alberta
TOL 0T0

Email:
manager@claresholmlibrary.ca
help@claresholmlibrary.ca

Webpage:
www.claresholmlibrary.ca



Claresholm Public Library Board
Regular Meeting
March 17th, 2020

AGENDA

- 1. CALL TO ORDER**
 - 2. APPROVAL OF AGENDA**
 - 3. APPROVAL OF MINUTES**
 - 3.1 February 18th, 2020 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 Budget discussion regarding adding a virtual machine and computer to 2021 budget
 - 8. CLOSED SESSION (if needed)**
 - 9. ADJOURNMENT**
- Next Meeting: April 21st, 2020 at 4:30 p.m.**

Claresholm Public Library Board
Regular Meeting
February 18th, 2020

MINUTES

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

Regrets: Barry Pratte

Absent: Casey Arnestad, Gavin Moore

1. **CALL TO ORDER** Meeting called to order at 4:37pm
2. **APPROVAL OF AGENDA** – Motioned that the agenda be accepted with one change by Darry Markle. Carried.
3. **APPROVAL OF MINUTES**
 - 3.1 January 21st, 2020 REGULAR MEETING MINUTES
Motioned that the minutes be approved as read by Marika Thyssen. Carried.
4. **FINANCIAL**
 - 5.1 3 Month Financial Statement
Motioned by Lindsay Watson that the financial statement be approved as read. 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
Motioned by Lindsay Watson that the reports be approved as read.
Carried.
6. **OLD BUSINESS**
 - 6.1 Library Board Committee Reports
 - Finance Committee
 - Policy Review Committee
 - Personnel Committee
 - Plan of Service Committee
Plan of Service 2020–2024 approved, committee now retired for 4 (four) years
7. **NEW BUSINESS**
 - 7.1 WCB personal coverage – Board agreed not to follow up with WCB
 - 7.2 Meeting time is changed to 4:30

- 7.3 Online Panic button app very expensive, Jay has no concern by herself, leave for now.
- 7.4 Careers contract added a clause to include a one-month cancellation available to both parties. Motioned by Lindsay Watson that the new clause in the Career Contract be approved. Carried.

7. CLOSED SESSION – Tony Hamlyn motioned to go into Closed Session citing 24(1)(b1) Officers/Employees of a public body under FOIP 4:59pm

Tony Hamlyn motioned to come out of Closed Session 5:01 pm

8. ADJOURNMENT – Motioned by Darry Markle to adjourn at 5:05pm. Carried.

Next Meeting: February 18th, 2020 at 4:30 p.m.

Claresholm Public Library - Financial Statement for January 1, 2020 to Dec. 31, 2020

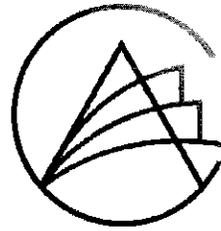
Department	2020 Budget	Jan-20	Feb-20	Total	Difference
Town of Claresholm	\$190,000.00	\$60,000.00	\$0.00	\$60,000.00	\$130,000.00
Province of Alberta	20,857.00	0.00	0.00	\$0.00	\$20,857.00
M.D of Willow Creek	13,000.00	0.00	0.00	\$0.00	\$13,000.00
Rural Library Services Grant	6,890.00	0.00	0.00	\$0.00	\$6,890.00
Other Grants	0.00	0.00	0.00	\$0.00	\$0.00
Book Sales	1,100.00	79.45	122.80	\$202.25	\$897.75
Donations	1,500.00	1.10	251.10	\$252.20	\$1,247.80
Membership Fees	11,500.00	1,195.00	920.00	\$2,115.00	\$9,385.00
Fines	2,350.00	247.30	222.05	\$469.35	\$1,880.65
Room Rental	3,800.00	200.00	200.00	\$400.00	\$3,400.00
Coffee	90.00	18.00	12.00	\$30.00	\$60.00
Equipment Rental	100.00	0.00	0.00	\$0.00	\$100.00
Photocopies/PC Copies	1,800.00	188.70	214.55	\$403.25	\$1,396.75
Miscellaneous	80.00	3.00	8.00	\$11.00	\$69.00
Interest Revenue	40.00	3.62	4.59	\$8.21	\$31.79
Friends of the Library-Donations	20,000.00	0.00	0.00	\$0.00	\$20,000.00
TOTAL REVENUE	\$273,107.00	\$61,936.17	\$1,955.09	\$63,891.26	\$209,215.74

EXPENDITURES

Department	2020 Budget	Jan-20	Feb-20	Total	Difference
Salaries and Benefits	183,426.00	12,817.22	11,570.00	24,387.22	\$159,038.78
Employee Course & Conference Fees	750.00	538.12	0.00	538.12	\$211.88
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Profit/Loss	\$10,000.00	\$37,712.15	-\$14,623.81	\$23,088.34	

BOARD REPORT



**CHINOOK
ARCH** REGIONAL
LIBRARY SYSTEM

CHINOOK ARCH LIBRARY BOARD MEETING - DECEMBER 5, 2019

CHINOOK ARCH LIBRARY BOARD EXECUTIVE COMMITTEE 2020

The December meeting of the Chinook Arch Library Board is the annual organizational meeting, where the Executive Committee is elected for the following year. Congratulations to the following trustees who comprise the Executive Committee for 2020:

Dévar Duhl (Town of Nainokotik): Chair
Marie Logan (Village of Lacombe): Vice-Chair
Hazel Kozl (Carleton County): Treasurer
Tony Harty (Town of Claresholm): Director
Wendy Kakeen (LPL Resource Centre): Director
Dwight Logan (Mukwonago County): Director
Vic Henschel (Ministerial Appointment): Director
Christopher Northcott (Village of Milk): Director
Quentin Stevick (Pincher Creek, ND): Director

According to the Committees and Committee Mandates policy, the Executive Committee is responsible for the smooth operation of the System between board meetings. Thanks to everyone who put their names forward.

SAYING FAREWELL TO LONG-TIME TRUSTEES

The Board would like to acknowledge the significant contributions of three departing trustees: Howard Paulsen (Town of Stavely), Kathy Davies (Town of Claresholm), and Gordon Given (Town of Nanton).

Howard Paulsen was on the board for nearly 12 years, chairing several standing committees before serving two terms as Board Chair, and then sitting on the Executive Committee as Past Chair. Howard was instrumental in the successful campaign to lobby the Government of Alberta for the much-needed infrastructure funds to upgrade the Chinook Arch facility.

Gordon Given has also been on the board for many years, while also chairing the Nanton Library Board. Gordon was active on the Finance/Personnel and Executive Committees, and has long been a strong advocate of the public library as a vital community service.

Kathy Davies joined the board upon her retirement as the manager of the Claresholm library, where she worked for 38 years! Kathy's knowledge of rural libraries was instrumental in the board's planning and decision-making. Kathy was on the Executive Committee and chaired the Planning/Facilities Committee. Thank you all for your service to southern Alberta public libraries!

thank you!

BOARD MEMBERS PRESENT

Arrowwood	Wendy Williams
Barons	Ron Gorzitza
Cardston County	Lloyd Kearl
Carmangay	Joanne Juce
Claresholm	Tony Hamlyn
Coaldale	Briane Simpson
Coalhurst	Heather Caldwell
Fort Macleod	Jim Monteith
Glenwood	David Rolfsen
Hill Spring	Suzanne French
Lethbridge	Heather Woodruff
Lethbridge County	Tory Campbell
Lomond	Marie Logan
Magrath	DeVar Dahl (Chair)
Milk River	Margaret McCanna
Nanton	Marie Schooten
Picture Butte	Teresa Feist
Pincher Creek	Mark Barber
Pincher Creek MD	Quentin Stevick
Raymond	Joan Harker
Stavely	Howard Paulsen
Stirling	Rob Edwards
Taber	Carly Firth
Vauxhall	Kim Cawley
Vulcan	Liz Hammond
Vulcan County	Doug Logan
Warner	Colette Glynn
Warner County	Morgan Rockenbach
LPL Resource Centre	Wendy Kalkan
Ministerial Appointment	Vic Mensch

Regrets:

Barnwell	Jane Johnson
Cardston	Dennis Barnes
Crowsnest Pass	Doreen Glavin
Milo	Christopher Northcott
Taber MD	Jennifer Crowson
JD of Waterton	Lesley Little
Willow Creek MD	Maryanne Sandberg

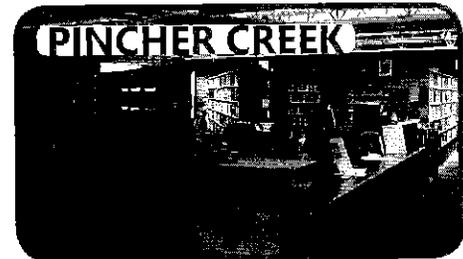
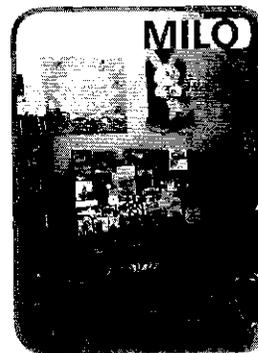
Absent:

Champion	Trevor Wagenvoort
Coutts	Marvin Bohne
Granum	Vacant
Kainai Board of Education	Linda Weasel Head

WOWZERS! 2020 REVISED BUDGET APPROVED

Provincial funding for Alberta's public libraries was maintained in the Government's 2019-2020 Budget. As such, no significant adjustments were required to Chinook Arch's 2020 budget. Changes for 2020 include the discontinuation of the RISE Videoconference network. RISE, originally funded by a grant from Rural Alberta's Development Fund, played a significant role in delivering programming to rural libraries across Alberta. Other changes to the budget include restrictions on spending for the hoopla service that allows patrons to download audiobooks, movies, and more. While a popular service, the pricing model has proven unsustainable in the long run.

A LOOK AT OUR LIBRARIES



POLICY REVIEW

The Board reviewed and approved the following updated policies:

- Annual Vacation
- Memberships
- Grievance Procedures

CONTACT US

Chinook Arch Regional Library System
 2407 7th Avenue North
 Lethbridge, AB T1H 5C6 | 403-380-1500
www.chinookarch.ca | arch@chinookarch.ca



facebook.com/
chinookarch7



@chinooklib



@chinooklib



Claresholm Public Library
211-49th Avenue West
Claresholm, AB, T0L 0T0
Phone: (403) 625-4168

Start date: January 1, 2020

End date: December 31st, 2020

This agreement is made in 2 original copies between:

(1) The Town of Claresholm Public Library Board

and

(2) MCG Careers Inc.

The Agreement states that MCG Careers Inc. will have made available to them:

- One room for office space;
- One desk, one table, two chairs;
- Use of photocopier as per agreement (see schedule A);

The agreement states that MCG Careers Inc. will be responsible for:

- Provision of any other furnishings;
- Provision of all office supplies;
- Provision of technical equipment;
- Any cost associated with setting up of the office (keys, phone,);
- For their own janitorial and recycling services;
- Posting of hours of operation in a public location;
- All communication between McBride Career Group staff and their clients.

MCG Careers Inc. will pay rent in the amount of \$ 200.00 per month to the Claresholm Public Library.

The Town of Claresholm, Library, Library Employees, Board and Volunteers shall be held faultless for any injury or loss to MCG Careers Inc. staff and clients.

The Library may terminate this lease for any one of the following or any other case permitted by law:

- a) Fifteen days' arrears of rent or additional rent;





Claresholm Public Library
211-49th Avenue West
Claresholm, AB, T0L 0T0
Phone: (403) 625-4168

- b) The insolvency of the Tenant;
- c) A material change in the use of the Premises by the Tenant, and in particular (without limiting the generality of this provision) any change which affects the Library's building insurance or which constitutes a nuisance;
- d) Any unauthorized assignment or subletting of this lease by the Tenant;
- e) Substantial damage to or destruction of the Premises;
- f) Any sale or material change in use of the building in which the Premises are located by the Library;

The Claresholm Public Library or MCG Careers Inc. can end the contract before the stated end date with one month's notice given to the other party.

This agreement shall be reviewed by both parties on an annual basis.

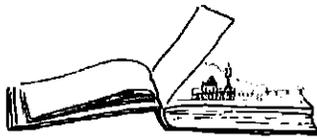
Agreed to on behalf of
MCG Careers Inc.:

Shannon Mervold, CEO

Agreed to on behalf of
Claresholm Public Library by:

Tony Hamlyn, Board Chair





Claresholm Public Library
211-49th Avenue West
Claresholm, AB, T0L 0T0
Phone: (403) 625-4168

Claresholm Public Library and MCG Careers Inc.

Schedule "A"

The Library will bill MCG Careers Inc. on a yearly basis for the following charges:

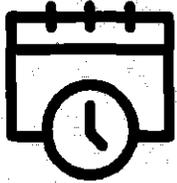
Photocopier/Printer:

Size	One Side	Double Side
Letter/Legal	25¢ per page	40¢ per page
Ledger (Photocopier only)	50¢ per page	80¢ per page

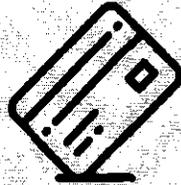


Claresholm Public Library

Annual Report 2019



The library had **2,250** open hours in 2019!



1,047 people have a card at our library



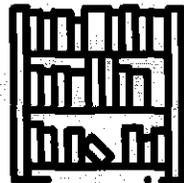
30,110 people walked through our doors last year



In addition to **25,855** website visits



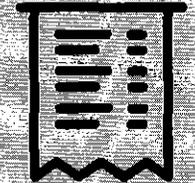
The library added **1,384** new items last year



Bringing the total collection to **35,557**



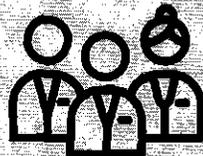
There were **6,477** downloads of e-Content



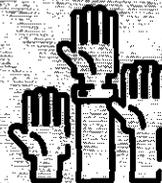
Contributing to a total of **45,431** checkouts!



We lent our items to libraries outside of our system **511** times



Our service is delivered by **6** dedicated staff



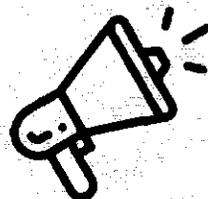
And **12** amazing volunteers



The library has **8** public computers



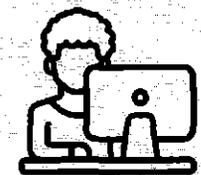
And brought in **198** items upon patron request



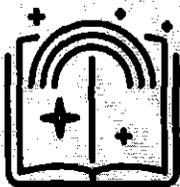
The library participated in **3** promotional events



Where **14** people heard our message



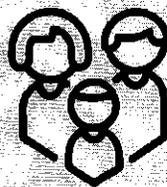
They were in use for a total of **7,200.00** hours!



We offered **76** programs for kids



21 for adults and seniors



And **9** for families



1,411 people attended in total!



There were also **12,169** connections to our Wi-Fi



Claresholm Public Library Board
ZOOM Regular Meeting
April 21st, 2020

AGENDA

- 1. CALL TO ORDER**
 - 2. APPROVAL OF AGENDA**
 - 3. APPROVAL OF MINUTES**
 - 3.1 February 18th, 2020 REGULAR MEETING MINUTES
 - 3.2 March 17th, 2020 DELAYED 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 Honourable Minister Madu letter
 - 7.2 Application for Financial Assistance (3 forms)
 - 8. CLOSED SESSION (if needed)**
 - 9. ADJOURNMENT**
- Next Meeting: May 19th, 2020 at 4:30 p.m.**

Claresholm Public Library Board
Regular Meeting
February 18th, 2020

MINUTES

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

Regrets: Barry Pratte

Absent: Casey Arnestad, Gavin Moore

1. **CALL TO ORDER** Meeting called to order at 4:37pm
2. **APPROVAL OF AGENDA** – Motioned that the agenda be accepted with one change by Darry Markle. Carried.
3. **APPROVAL OF MINUTES**
 - 3.1 January 21st, 2020 REGULAR MEETING MINUTES
Motioned that the minutes be approved as read by Marika Thyssen. Carried.
4. **FINANCIAL**
 - 5.1 3 Month Financial Statement
Motioned by Lindsay Watson that the financial statement be approved as read. 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
Motioned by Lindsay Watson that the reports be approved as read.
Carried.
6. **OLD BUSINESS**
 - 6.1 Library Board Committee Reports
 - Finance Committee
 - Policy Review Committee
 - Personnel Committee
 - Plan of Service CommitteePlan of Service 2020–2024 approved, committee now retired for 4 (four) years
7. **NEW BUSINESS**
 - 7.1 WCB personal coverage – Board agreed not to follow up with WCB
 - 7.2 Meeting time is changed to 4:30

- 7.3 Online Panic button app very expensive, Jay has no concern by herself, leave for now.
- 7.4 Careers contract added a clause to include a one-month cancellation available to both parties. Motioned by Lindsay Watson that the new clause in the Career Contract be approved. Carried.

7. CLOSED SESSION – Tony Hamlyn motioned to go into Closed Session citing 24(1)(b1) Officers/Employees of a public body under FOIP 4:59pm

Tony Hamlyn motioned to come out of Closed Session 5:01 pm

8. ADJOURNMENT – Motioned by Darry Markle to adjourn at 5:05pm. Carried.

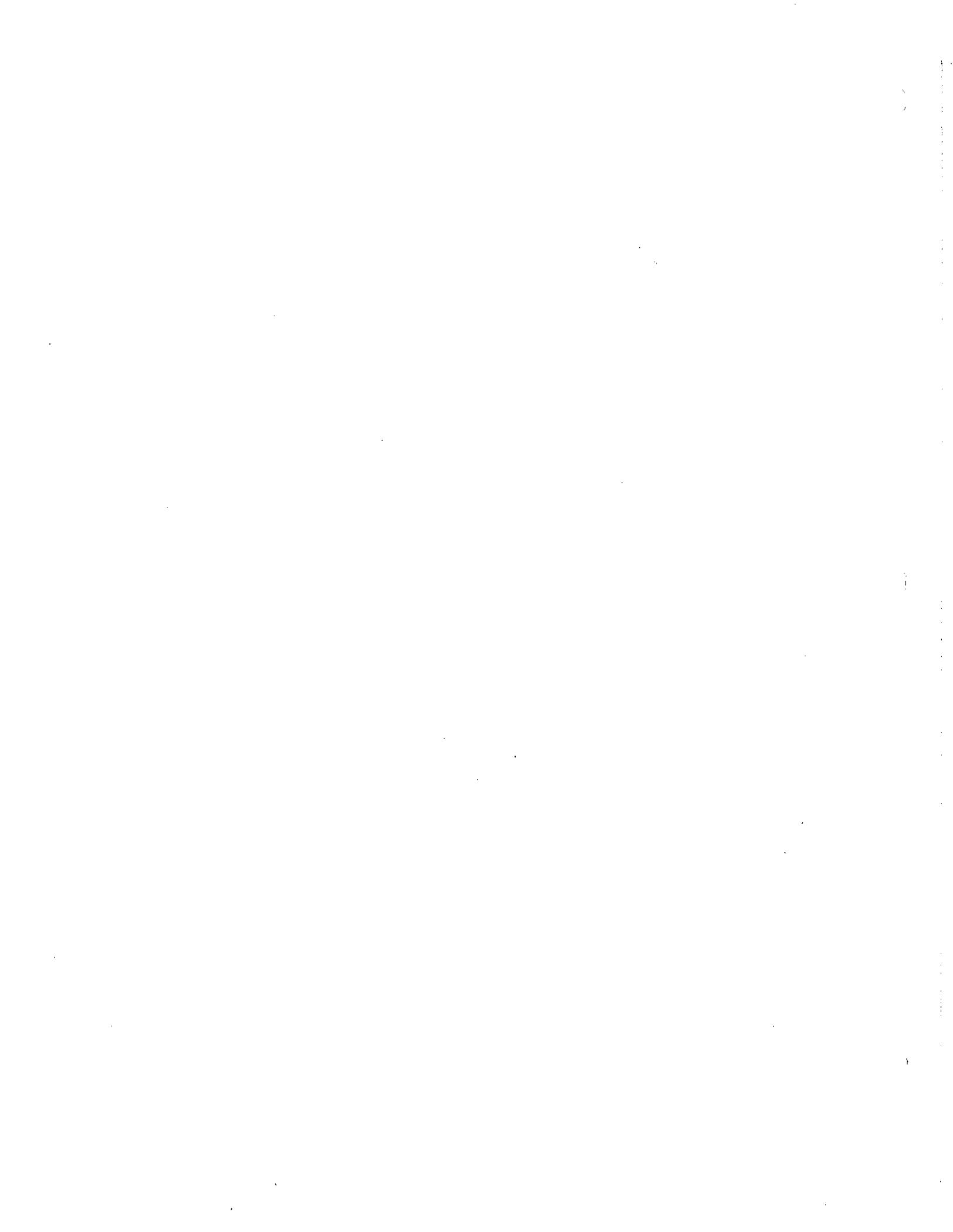
Next Meeting: February 18th, 2020 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting
March 19th, 2020

MINUTES

- 1. CALL TO ORDER Meeting CANCELLED**
- 2. APPROVAL OF AGENDA.**
- 3. APPROVAL OF 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**
- 8. CLOSED SESSION**
- 9. ADJOURNMENT**

Next Meeting: April 21st, 2020 at 4:30 p.m.



Claresholm Public Library

Financial Statement for Jan 1, to Feb 29, 2020

Department	2020 Budget	Jan-20	Feb-20	Mar-20	Total	Difference
Town of Claresholm	\$190,000.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$130,000.00
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M.D of Willow Creek	13,000.00	0.00	0.00	0.00	\$0.00	\$13,000.00
Rural Library Services Grant	6,890.00	0.00	0.00	0.00	\$0.00	\$6,890.00
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ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

April 20, 2020

To all Alberta Libraries,

I want to thank all of Alberta's dedicated library boards and staff for working hard to serve your patrons in new ways while physical libraries are closed. I know many of you are facing hard decisions about budgets, services, and staffing. As the Minister responsible for public library service in Alberta, I also know that our strong network and innovative library service will help us get through this time.

I have heard many inspiring stories of how libraries are going above-and-beyond during the pandemic. I am amazed that there were over 1 million visits to EPL's new virtual programs in one week alone. I applaud the Medicine Hat Public Library for lending Chromebooks and physical books to the day shelter for homeless and vulnerable people. I am also proud that public libraries in Sundre and Olds are using their 3D printers to make personal protective equipment for frontline healthcare staff. These are just a few examples of the wonderful things so many of you are doing to support your communities.

To ensure that our libraries continue to be supported in your great work, I am pleased to announce that I have asked my staff at the Public Library Services Branch to immediately advance 50% of all 2020-2021 public library operating grant amounts. We will pause the requirement for library boards to submit applications and reports to get you this first installment of the annual grant. We want to lighten administrative burdens on library staff right now. We also want to ensure that libraries have funds to continue to serve communities in virtual ways until you can re-open your physical doors.

The second installment of your grant will be available in the fall. Hopefully by then, we will have returned to a version of "business as normal" and can resume our regular processes.

We are also continuing our support for network services – such as e-content (including ebooks and audiobooks), services for people with print disabilities, interlibrary loan supports, and SuperNet connectivity. I encourage you to utilize the great resources we support such as the *Read Alberta Ebooks Project* and *Voices of Amiskwaciy* to bolster your digital offerings.

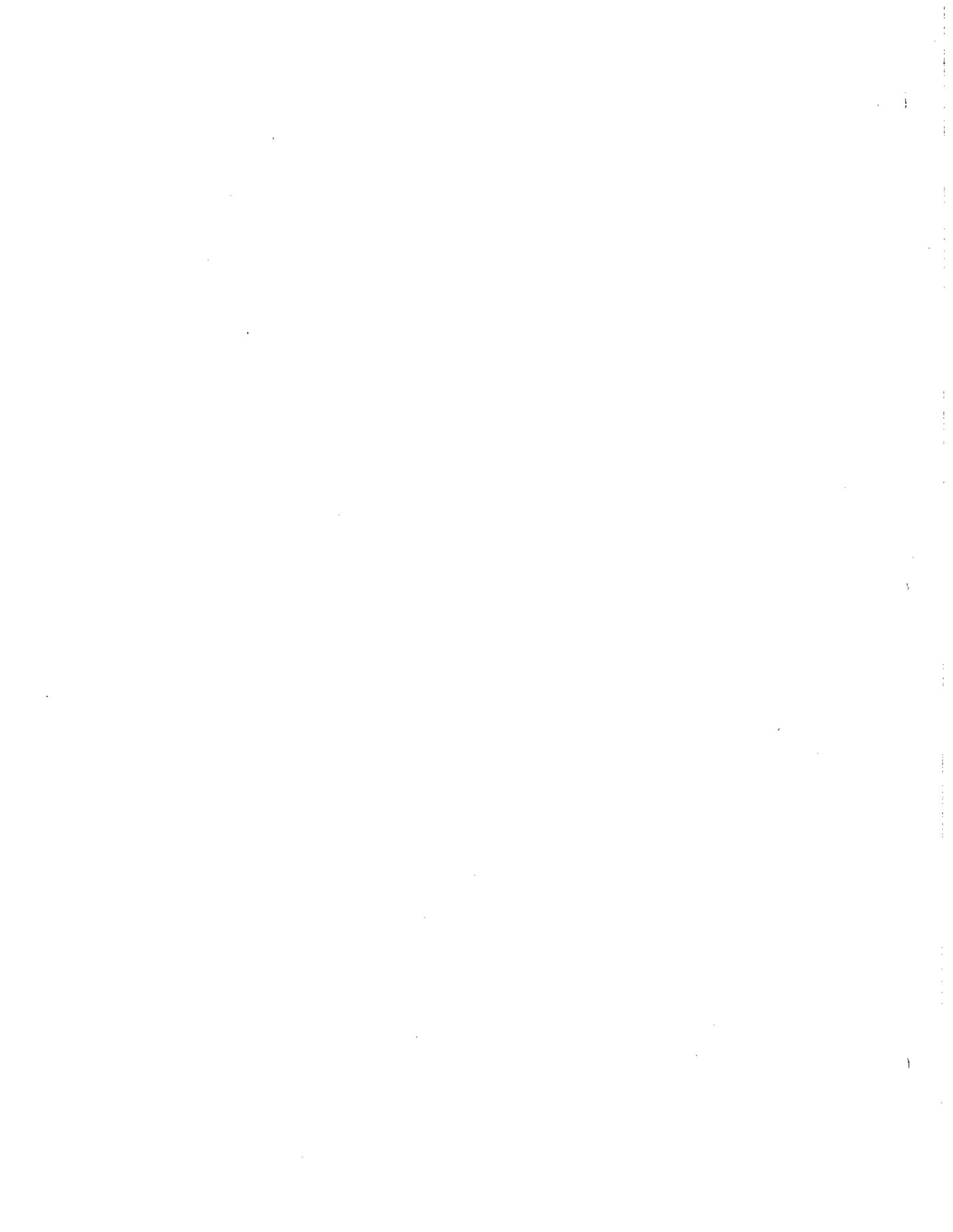
My staff at Public Library Services Branch will be sending out follow-up information about your operating grant payments shortly and, as always, are happy to answer any of your specific questions.

In the meantime, thank you for all that you do to serve Albertans and make Alberta libraries thrive.

Yours truly,

Hon. Kaycee Madu, QC
Minister of Municipal Affairs

132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550





Public Library Services Branch
Alberta Municipal Affairs
#803, 10405 Jasper Avenue
Edmonton, Alberta T5J 4R7

Phone: 780-427-4871
libraries@gov.ab.ca
www.albertalibraries.ca

2020 APPLICATION FOR FINANCIAL ASSISTANCE for Municipal and Intermunicipal Library Boards

Application for an annual Library Operating Grant under *The Municipal Affairs Grant Regulation*

I, _____, _____
(Applicant's name – please print) (Position with library board)

Of the _____ Library Board
(Legal name of library board)

do solemnly declare that I am the person authorized to receive and disburse funds on behalf of the said library board, and that I am authorized by the board to apply for the annual grant.

I declare that all statements made by me on this form are true and any funds awarded shall be used solely for library purposes. Any funds not used will be returned to the *Government of Alberta*, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

(Signature of applicant)

(Date)

The personal information that you provide on this form and any attachments will be used for the purpose of determining your eligibility for the **Public Library Operating Grant Program** and the promotion of the program. Your personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* and is protected by the privacy provisions of the *Act*. If your grant application is approved your name, the grant program and the amount of the grant will be published on the Government of Alberta Grant Disclosure Portal as authorized in section 40(1)(b) and (f) of the *FOIP Act*.

Should you have any questions about the collection, use or disclosure of this information, please contact Jen Anderson, Manager, Public Library Grants Program at (780) 415-0294 or jen.anderson@gov.ab.ca.

If you have any questions about this form or any part of the grant application process, please contact Mari Scott, Grants Administrator at (780) 415-0303 or libgrants@gov.ab.ca.





Direct Payments - Budget

Costs paid directly by the municipality *on behalf of the library board* are referred to as direct payments. If it is anticipated that the municipality will pay costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is anticipated to be paid on behalf of the library board. These figures may be subject to audit Do not include in kind contributions. The funds in lines a. through L. should not be included in the library board's budget. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's budget and should not be included on this form.

OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Budget 2020
a. Staff (e.g. salaries, wages and benefits, moving expenses, course fees)	
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	
c. Insurance	
d. Utilities	
e. Audit/financial review	
f. Rent (paid to private landlord, not to municipality)	
g. Telephone/Internet	
H. TOTAL PROJECTED OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines a. to g.)	\$
Other expenditures to be paid by municipality	
Debt interest and principal	
j. Capital or special grants (one-time grants)	
k. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period)	
L. TOTAL PROJECTED OTHER EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines i. to k.)	\$

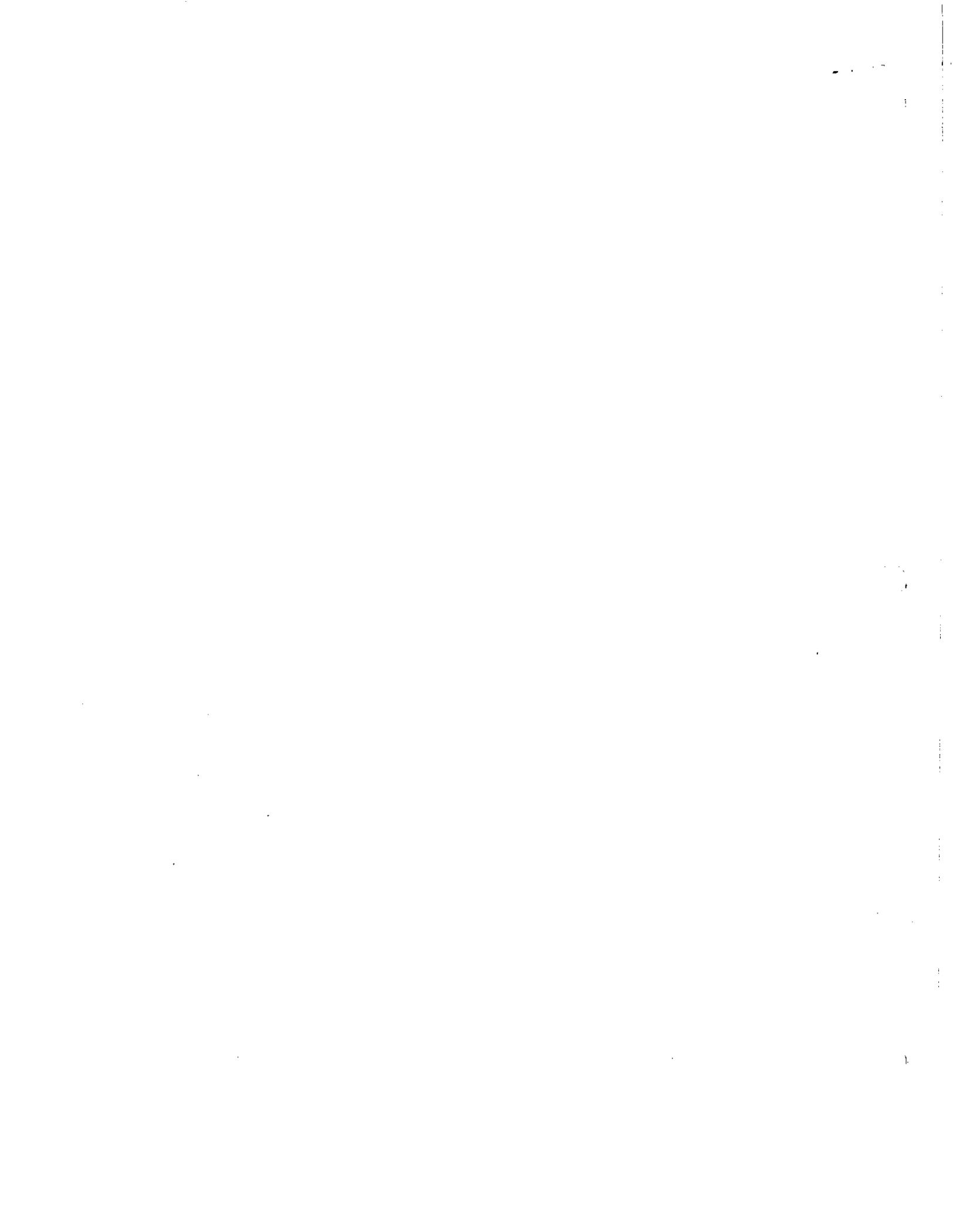
I, _____, Administrator
of _____
(name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality in providing the indicated services to the _____
(legal name of library board)

Print Name: _____

Signed: _____

Date: _____





Return this completed form, or financial review, signed by your financial reviewer along with your budget and your signed grant application form by mail or email to:

**Alberta Municipal Affairs
Public Library Services Branch
803, 10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Phone: (780) 427-4871
libgrants@gov.ab.ca**

Financial reporting requirements are set out in Section 9 of the *Libraries Act*:

<https://www.alberta.ca/provincial-public-library-legislation-and-policies.aspx>

2019 Statement of Receipts and Disbursements

Original or emailed copies are accepted

Financial Review

For the: Town of Claresholm Library Board
Legal name of Library Board*

*The name must match the legal Library Board name on the grant application form

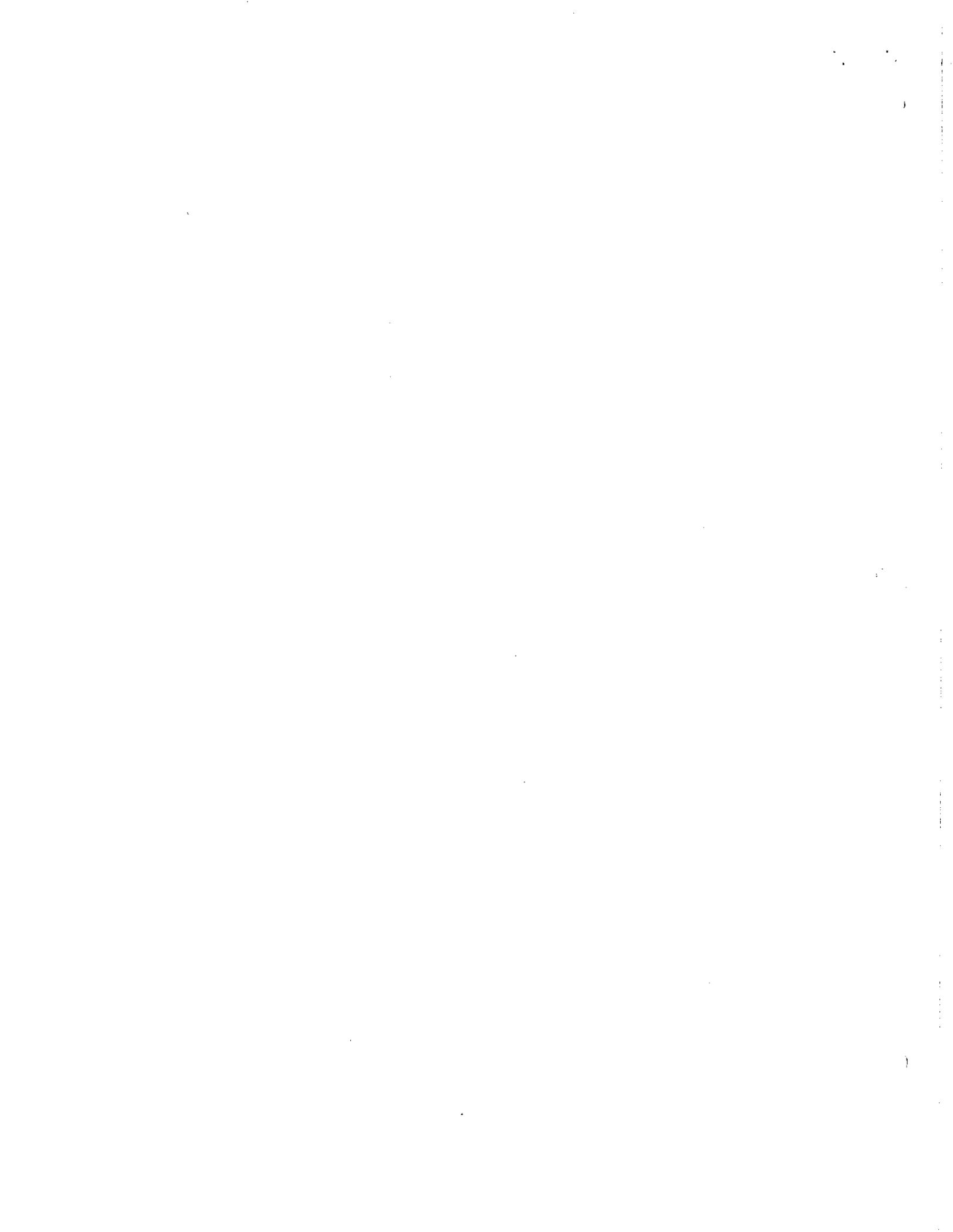
Completed by Financial Reviewer:

Print Name: _____

Signature: _____

Date: _____

Signature of person/firm approved as Financial Reviewer as per Section 9 of the *Libraries Act*



RECEIPTS FOR YEAR	Reporting Period 2019
Cash balance at beginning of year, January 1	
01 Cash on hand	\$200.00
02 Total in current bank accounts	\$51,025.66
03 Total in savings accounts	\$39,255.31
04 Term deposits	\$78.26
05 Other committed funds (e.g. trust funds and bequests)	
06 TOTAL OPENING CASH ON HAND (add lines 01 to 05)	\$90,559.23
Government contributions	
07 Local appropriation (contribution from your council to the operation of library)	\$185,000.00
08 Provincial library operating grant	\$20,857.00
Other government contributions	
09 Cash transfer from neighbouring municipality (e.g. village, town, county, municipal district)	\$12,052.00
10 Cash transfer from Improvement District/Summer Village	
11 Cash transfer from another municipal library board	
12 Cash transfer from library system (do not include system book allotment)	
13 Cash transfer from school board, FCSS	
14 Employment programs (e.g. STEP, Canada Summer Jobs)	
15 Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list	
15a <u>RURAL LIBRARY SERVICES GRANT</u>	\$7,060.25
15b _____	
15c _____	
Other revenue	
16 Book sales	\$1,020.40
17 Fundraising (donations and other fundraising activities, incl. from Friends groups)	\$1,452.30
18 Fees and fines (card fees, fines, non-resident deposits)	
18a Fees	\$11,126.60
18b Fines	\$2,646.09
19 Program revenue	
20 Room rentals	\$3,575.00
21 Other service revenue (e.g. photocopying, faxing, contracts)	\$2,715.12
22 GST refund	
23 Interest	\$40.08
24 Transfers from reserve accounts	
25 Other income (please list)	
25a _____	
25b _____	
25c _____	
26 TOTAL CASH RECEIPTS (add lines 07 to 25)	\$247,544.84
27 TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 26)	\$338,104.07

CASH DISBURSEMENTS FOR YEAR		Reporting Period 2019
Staff		
28	Salaries, wages and benefits	\$143,465.89
29	Honoraria (volunteers)	\$973.11
30	Moving expenses	
31	Course or conference fees	\$824.50
32	Travel and hospitality (staff)	\$283.82
33	TOTAL STAFF EXPENSE (add lines 28 to 32)	\$145,547.32
Library resources		
34	Books (include freight and purchased cataloguing; do not include money you transfer to your library system for book purchases, that info goes on line 59)	\$9,624.05
35	Periodicals and newspapers	\$2,119.35
36	Non-print materials (e.g. audio-visual materials, loanable objects)	\$1,401.58
37	Digital and electronic resources	
38	TOTAL LIBRARY RESOURCES (add lines 34 to 37)	\$13,144.98
Administration		
39	Audit and/or annual financial review	\$55.01
40	Board expenses (incl. honoraria, travel, course and conference fees)	\$374.63
41	Equipment rentals and maintenance	\$519.83
42	Contracts for services (e.g. bookkeeping, IT services)	
43	Legal fees, bank charges, refunds and deposits	\$1,656.02
44	Library supplies (incl. binding & repair)	\$1,392.79
45	Association memberships (Do not include payments to a regional library system, that info goes on line 59)	\$125.00
46	Postage and box rental	\$58.01
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees)	\$2,508.82
48	General office supplies (incl. stationery, printing and copier supplies)	\$2,570.30
49	Telephone and telecommunications (incl. internet connections)	\$3,200.13
50	Other materials and supplies	
51	Other expenses	\$1,112.11
52	TOTAL ADMINISTRATION EXPENSE (add lines 39 to 51)	\$13,572.65



CASH DISBURSEMENTS FOR YEAR (cont'd)		Reporting Period 2019
Building costs		
53	Insurance	\$1,710.10
54	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$955.97
55	Utilities	\$11,638.14
56	Occupancy costs (e.g. share of building costs in joint-use buildings)	
57	Rent	\$1.00
58	TOTAL BUILDING EXPENSE (add lines 53 to 57)	\$14,305.21
Transfer payments		
59	Transfer to other library boards (please specify boards: may include municipal or library system boards for membership fees, etc.)	
59a	CHINOOK ARCH REGIONAL LIBRARY SYSTEM	\$13,494.60
59b		
59c		
59d		
59e		
59f		
60	Contract payments to library societies (please list)	
60a		
60b		
60c		
60d		
61	TOTAL TRANSFER PAYMENTS (add lines 59 and 60)	\$13,494.60
62	TOTAL OPERATING EXPENDITURE (add lines 33, 38, 52, 58, and 61)	\$200,064.76
63	Loan interest and payments	
64	Transfer to other accounts (e.g. capital, operating reserves)	
Capital expenditures		
65	Building repairs and renovations (e.g. roof, carpet, partitions)	
66	Furniture and equipment (incl. computer hardware)	
67	Other (please list)	
67a		
67b		
68	TOTAL CAPITAL EXPENDITURE (add lines 65 to 67)	
69	TOTAL CASH DISBURSEMENTS (add lines 62, 63, 64, 68)	\$200,064.76

Cash balance at end of reporting year		
70	Cash on hand	\$200.00
71	Total in current bank accounts	\$87,317.27
72	Total in savings accounts	\$39,649.66
73	Term deposits	\$81.41
74	Other committed funds (e.g. trusts and bequests, reserves, capital)	
75	TOTAL CASH ON HAND (add lines 70 to 74)	\$127,248.34
76	TOTAL CASH ACCOUNTED FOR (add lines 69 and 75)	\$327,313.10



Summary of cash receipts and disbursements statement

For the year ended December 31, 2019

	Reporting Period 2019
Total cash receipts for the year (from line 26)	\$247,544.84
SUBTRACT Total cash disbursements for the year (from line 69)	\$200,064.76
Net cash increase or (decrease) from operations	\$47,480.08
ADD Total opening cash on hand and in bank (from line 6)	\$90,559.23
TOTAL CLOSING CASH ON HAND IN BANK (from line 75)	\$138,039.31

Please continue on to page 7 if your municipality made any payments on behalf of the library board.

Please have the Municipal Administrator fill out page 7.

Direct Payments - Receipts and Disbursements

Costs paid directly by the municipality *on behalf of the library board* are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit Do not include in kind contributions. The funds in lines a. through L. should not be included in the library board's financial review. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's financial review and should not be included on this form.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Reporting Period 2019
a. Staff (e.g. salaries, wages and benefits, moving expenses, course fees)	
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	
c. Insurance	
d. Utilities	\$4,341.64
e. Audit/financial review	
f. Rent (paid to private landlord, not to municipality)	
g. Telephone/Internet	
H. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a. to g.)	\$ 4,341.64
Other expenditures paid by municipality	
i. Debenture interest and principal	
j. Capital or special grants (one-time grants)	
k. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period)	
L. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines i. to k.)	\$ -

I, _____, Administrator

of _____
(name of municipality)

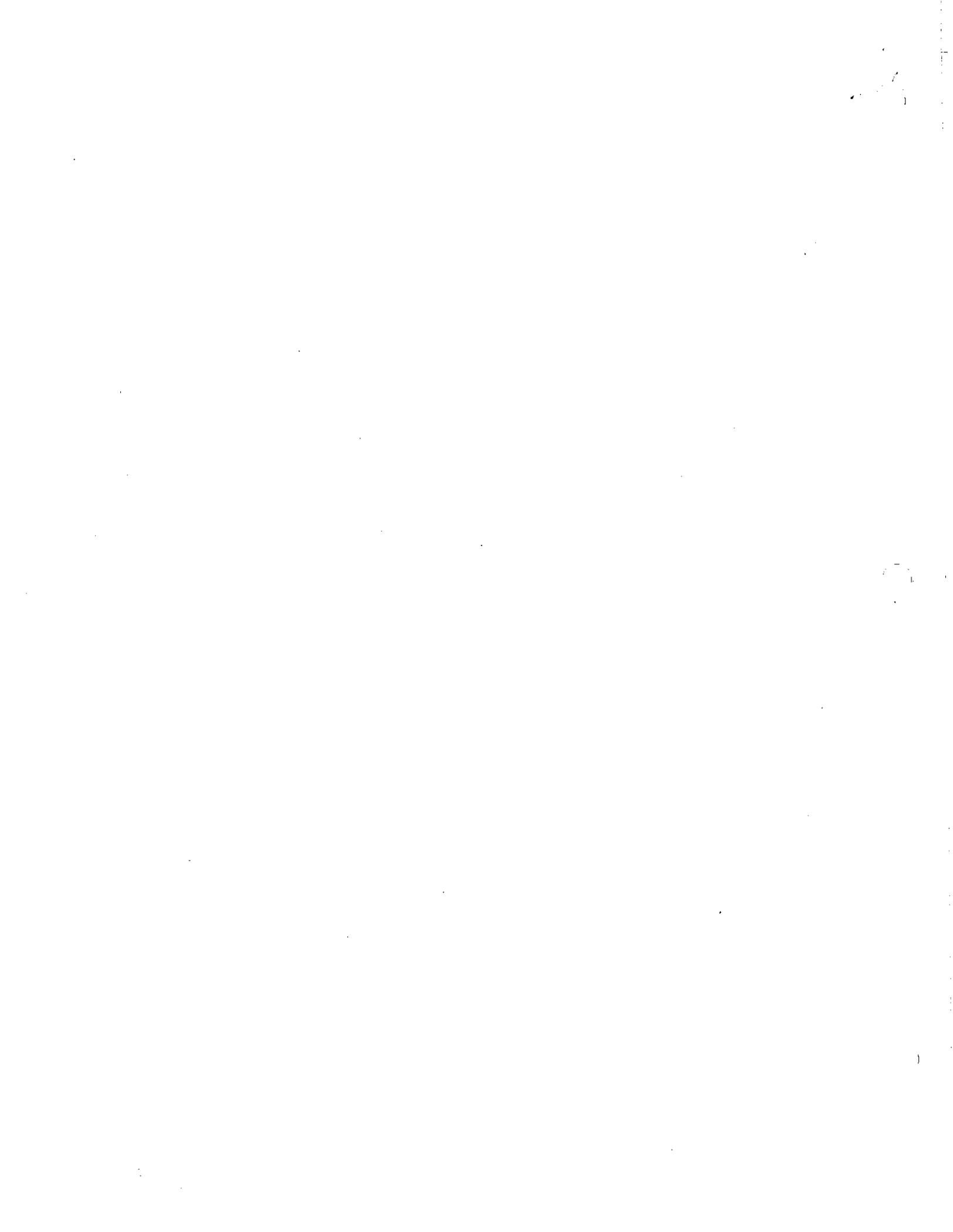
certify that the amounts stated above are the costs incurred by the municipality in providing the indicated services to the

(legal name of library board)

Print name: _____

Signed: _____

Date: _____



Claresholm Public Library Board
Regular Meeting
May 19, 2020

AGENDA

All here for the meeting

1. **CALL TO ORDER** 4:35 called to order

2. **APPROVAL OF AGENDA**

Barry moves the agenda forward - with the added amendments from tony

3. **APPROVAL OF MINUTES**

3.1 April 21st, 2020 REGULAR MEETING MINUTES

Marika accepts these

3.2 May 8th, 2020 SPECIAL MEETING MINUTES

Casey moves these

4. **FINANCIAL**

4.1 3 Month Financial Statement

Motion by Marika

5. **COMMITTEE REPORTS**

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

5.2 Chinook Arch Regional Library System Report

Motion to accept the minutes as presented Marika

6. **OLD BUSINESS:**

6.1 Library Board Committee Reports

- Finance Committee n/a
- Policy Review Committee n/a
- Personnel Committee n/a
- Plan of Service Committee n/a

7. **NEW BUSINESS**

Phone call added by Tony, Barry moves the agenda forward

Tony is having a call with the lawyer at noon tomorrow, if there is anything to discuss a meeting will be booked

8. **CLOSED SESSION (if needed) not needed**

9. ADJOURNMENT

Adjournment at 4:53pm

Next Meeting: June 16th, 2020 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting
April 21st, 2020

MINUTES

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

1. **CALL TO ORDER** – Meeting called to order at 4:37
2. **APPROVAL OF AGENDA** – Motioned by Gaven Moore that the agenda be approved as presented. Carried.
3. **APPROVAL OF MINUTES**
 - 3.1 February 18th, 2020 REGULAR MEETING MINUTES
 - 3.2 March 17th, 2020 DELAYED MEETING MINUTES – Motioned by Marika Thyssen that the minutes be accepted as presented. Carried.
4. **FINANCIAL**
 - 5.1 3 Month Financial Statement – Motioned that the Financial Statement be accepted by Barry Pratte. Carried.
5. **COMMITTEE REPORTS**
 - 5.1 Librarian’s Report and Librarian’s Committee Meeting Report
 - 5.2 Chinook Arch Regional Library System Report – Motioned by Casey Arnestad that the Committee Reports be accepted. Carried.
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
7. **NEW BUSINESS**
 - 7.1 Honourable Minister Madu letter – receiving the expected dollars early
 - 7.2 Application for Financial Assistance (3 forms) – require the final budget from the Town to complete.
8. **ADJOURNMENT** – Meeting adjourned at 4:59PM

Next Meeting: May 19th, 2020 at 4:30 p.m.



Claresholm Public Library Board
SPECIAL Meeting
May 8th, 2020

MINUTES

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

1. **CALL TO ORDER** – Meeting called to order at 10:08AM
2. **CLOSED SESSION** – Barry Pratte motioned to go into Closed Session citing 24(1)(b1) Officers/Employees of a public body under FOIP at 10:09AM
– Casey Arnestad motioned to leave closed session at 10:28AM
3. **NEW BUSINESS**
 - 7.1 Paint Purchase for Library – Marika Thyssen motioned that Claresholm Library Staff be allowed to purchase requested paint for interior painting.
Carried.
4. **ADJOURNMENT** – Meeting adjourned at 10:38AM

Next Meeting: May 19th, 2020 at 4:30 p.m.



Librarian's Report May 2020

We received 50% of our provincial funding on May 5th. We also received our funding from the M.D. Both of these payments are on the May financial statement.

I am working to complete the financial assistance application (due date extended to October), it will need to be sent to the Town for the utilities portion, then signed by our financial reviewer, and then will need board approval. I should have this ready to go before our next meeting.

Zoom Meeting CARLS Managers May 7th

- CARLS staff have all been working from home. Cataloguing has not been happening so there will be a delay in getting new books, they will also not be cataloging any donations for the foreseeable future
- There has been a major influx in patrons moving online to register as well as to access eResources, overdrive has seen the biggest usage increase
- Public Libraries are part of Stage 2 in Alberta's Relaunching Plan, meaning earliest date to reopen most likely is May 28th
- The biggest hurdle we will face when reopen is shipments of materials, finer details are still being worked out at HQ
- The government will be sending out reopening strategies (safe handling of books, social distancing information, etc.) before they deem us able to reopen
- Updates on TD Summer Reading Program also to come, all we know right now is that it will be fully online (SALC 2021 also online only)
- We will be having regular meetings every two weeks while we go through the rest of the closure and reopening process

As we have completed signage, cleaning, etc. and still have all month until the soonest reopen date. We will be spending the next weeks painting some of the interior walls to match out new colour scheme. All painting will be done by staff. We will be painting all of the green walls, the children's' book shelves, as well as the chalkboard wall in the juvenile section, which will be painted with magnetic paint instead. This will create a new way for kids to have fun in that section, with less mess and staff maintenance. When this is done, we will be posting a video to Facebook introducing the new library space. Jay has also been working to create crafty kids kits for kids to take home and do while the rule of social distancing continues. These should be very well received. Megan has been working hard to make sure that our Facebook page is updated and all resources that have been shared through CARLS are findable on our pages. I

have created a new brochure with updated information as well as some new posts around the library about readers' advisory and elements of literacy patrons will hopefully find informative.

While painting, a large amount of paint was spilled on the carpet, which was successfully cleaned by Leon's. I am thinking this may be a good time to have them back in to do the full carpet before we reopen as it has been several years and the clean spot may stand out. I am awaiting the bill for the spill and a quote as to the cost for a full carpet clean.

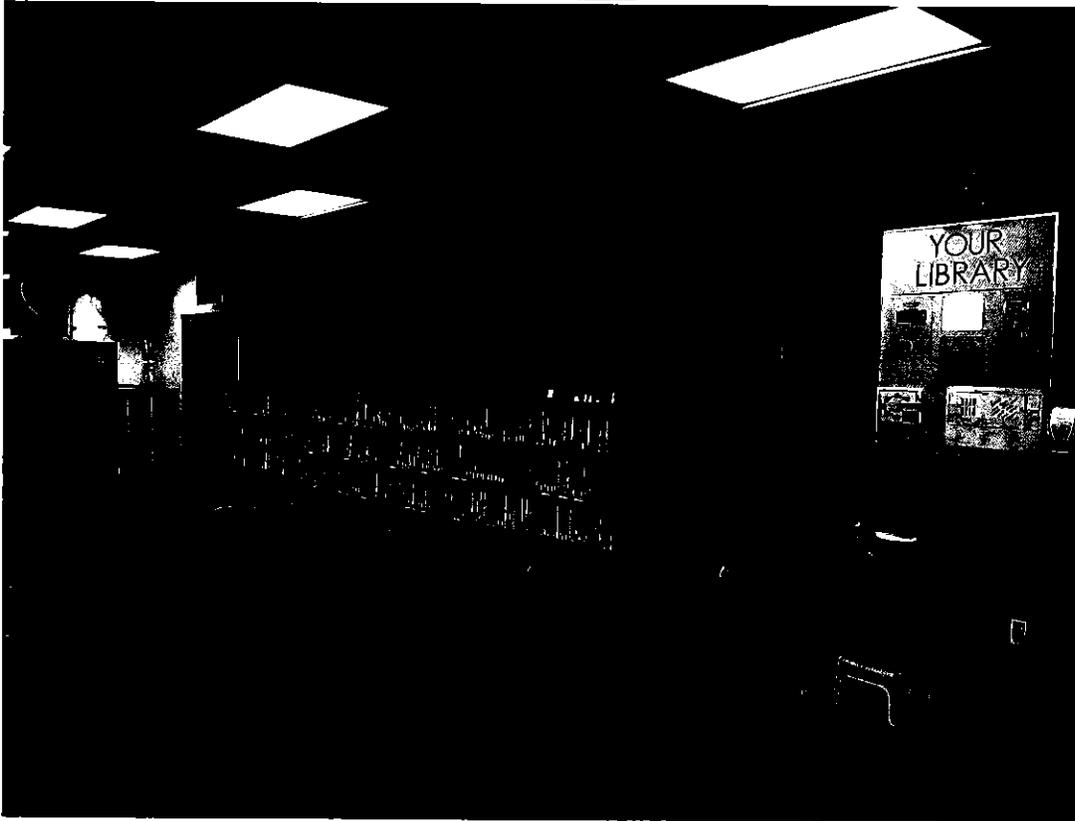
I will have to return to Home Depot to replace the spilled paint and get more magnetic paint, as to be a successful magnet wall, it will need at least one more coat of paint. We will be working to create interactive magnetic activates (e.g. tic tac toe, magnetic puzzles) for kids to play.

MD of Willow Creek Map: I am hoping that we can get a new/updated MD map to replace the old one. When it came off the wall, it was clear it was time to be replaced.

Submitted by Holly Ottewell

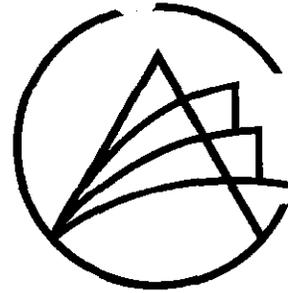






(we are still working on the magnetic wall, stay tuned)

BOARD REPORT



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

CHINOOK ARCH LIBRARY BOARD MEETING - APRIL 2, 2020

CHINOOK ARCH AND COVID-19 PANDEMIC RESPONSE - UPDATE

As a result of an order from Alberta's Chief Medical Officer of Health, all public recreational facilities have been closed in an effort to slow the spread of the virus that causes COVID-19. Public libraries are included in this order. Chinook Arch remains operational, with some service reductions.

Services that have been impacted include: cataloguing and processing, interlibrary loans, and delivery. In-library programming is being reconfigured for online delivery. Chinook Arch continues to offer IT support, consulting support, and direct support to patrons, many of whom are attempting to access OverDrive, hoopla, and other online services for the first time. Chinook Arch has also purchased a subscription to Zoom videoconferencing, and has made it available to member libraries and boards that wish to hold virtual meetings. Libraries continue to order materials, and Chinook Arch is ensuring that those orders are processed. To meet increased demand, Chinook Arch has invested additional funds in online resources.

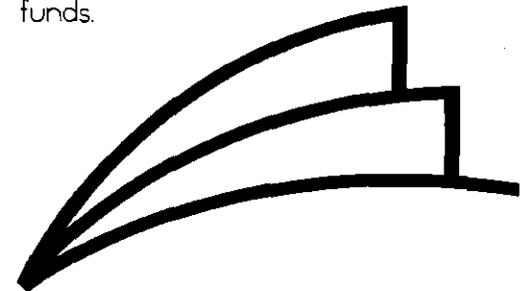
APRIL BOARD MEETING SUMMARY

Due to the COVID-19 Pandemic, the regular meeting of the Chinook Arch Library Board was moved online. Trustees were provided with the meeting materials (with enhanced explanatory notes), and then invited to cast their votes using an online survey tool. A Zoom meeting was also scheduled for the time of the regular meeting, and trustees were invited to join the meeting to ask any questions they had about the contents of the meeting package. A total of 31 trustees cast votes online, with every motion but one passing unanimously.

Important agenda items included the 2019 Annual Reports for Chinook Arch, and its two outlet libraries, along with the 2019 Audited Financial Statements. Chinook Arch received a clean audit opinion from its auditor, Insight LLP

of Lethbridge. The Board ended the year in a solid financial position, with a modest surplus after year-end transfers to pay for reserve-funded projects completed during the year.

Surplus funds from the building renovation project will be transferred back into the Building Reserve once the final building project report has been submitted and approved by Municipal Affairs. These funds will replenish the reserves that were depleted to complete needed repairs done before the receipt of the building project funds.



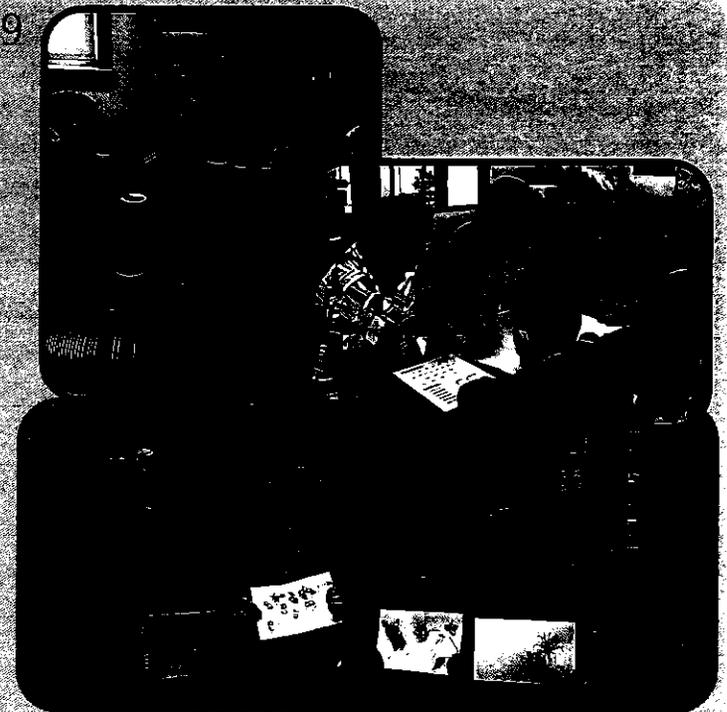
BOARD MEMBERS PRESENT

***Note that the April "meeting" was held virtually due to the COVID-19 pandemic. The following members cast a vote online. In addition, three members cast a vote but did not identify themselves; therefore, their vote is not counted here.**

Arrowwood	Wendy Williams
Barnwell	Jane Johnson
Cardston	Dennis Barnes
Cardston County	Lloyd Kearl
Carmangay	JoAnne Juce
Claresholm	Tony Hamlyn
Coaldale	Briane Simpson
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Kainai Board of Education	Linda Weasel Head
Lethbridge	Heather Woodruff
LPL Resource Centre	Wendy Kalkan
Lomond	Marie Logan
Magrath	DeVar Dahl
Milk River	Margaret McCanna
Milo	Christopher Northcott
Nanton	Lise Mayne
Picture Butte	Teresa Feist
Pincher Creek	Mark Barber
Pincher Creek MD	Sandra Baker
Raymond	Joan Harker
Taber	Carly Firth
Taber MD	Tamara Miyanaga
Vulcan	Liz Hammond
Vulcan County	Doug Logan
Warner County	Morgan Rockenbach
Waterton	Lesley Little
Willow Creek MD.	Maryanne Sandberg
Ministerial Appointment	Vic Mensch

LIBRARIES UNDER COVID-19

With all Alberta libraries closed to the public, libraries and library systems are finding innovative ways to continue to serve their patrons. Several libraries in the Chinook Arch region are offering curbside pick-up service, with library staff placing bags of materials outside the library for patron pick-up. Readers are increasingly turning to ebooks and audiobooks, which are available from the Chinook Arch website. Daily usage of these services has increased an average of 33% compared to February. Patrons are borrowing almost 900 items per day from OverDrive alone! Programming is moving online as well with the Digital Literacy Exchange Program and Seniors and Intergenerational Program classes being configured for remote delivery. And watch for a virtual Summer Reading Program in 2020!



Libraries across southern Alberta take part in Chinook Arch's Senior and Intergenerational Programs.

Top Left: Jim and Mary Kearl Library of Cardston

Top Right: Barnwell Public Library

Bottom: Milo Library

POLICY REVIEW

The Board reviewed and approved the following updated policies:

- Planning & Facilities Committee Timeline and Workplan
- Finance & Personnel Committee Timeline and Workplan
- Marketing/Communications Committee Timeline and Workplan

CONTACT US

Chinook Arch Regional Library System
2902 7th Avenue North
Lethbridge, AB T1H 5C6 | 403-380-1500
www.chinookarch.ca | arch@chinookarch.ca



facebook.com/
chinook.arch7



@chinooklibs



@chinooklibs

Claresholm Public Library Board
Regular Meeting
June 16th, 2020

AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - 3.1 May 19th, 2020 REGULAR MEETING MINUTES
4. FINANCIAL
 - 4.1 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
7. NEW BUSINESS
8. CLOSED SESSION (if needed)
9. ADJOURNMENT

Next Meeting: July 21st, 2020 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting
May 19, 2020

MINUTES

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

1. **CALL TO ORDER** Meeting called to order at 4:35pm
2. **APPROVAL OF AGENDA** – Motioned by Barry Pratte that the agenda be approved with added amendments by Tony Hamlyn. Carried.

3. APPROVAL OF MINUTES

3.1 April 21st, 2020 REGULAR MEETING MINUTES

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

3.2 May 8th, 2020 SPECIAL MEETING MINUTES

Motioned by Casey Arnestad that the minutes be accepted as presented.
Carried.

4. FINANCIAL

4.1 3 Month Financial Statement – Motioned that the Financial Statement be accepted by Marika Thyssen. Carried.

5. COMMITTEE REPORTS

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

5.2 Chinook Arch Regional Library System Report

Motioned by Marika Thyssen that the Committee Reports be accepted. Carried.

6. OLD BUSINESS:

6.1 Library Board Committee Reports

- Finance Committee – n/a
- Policy Review Committee – n/a
- Personnel Committee – n/a
- Plan of Service Committee – n/a

7. NEW BUSINESS (amended)

Tony Hamlyn will be having a call with the lawyer at noon May 20th, if there is anything to discuss a meeting will be scheduled after that time.

8. CLOSED SESSION (if needed) – n/a

9. ADJOURNMENT – Meeting adjourned at 4:53pm

Next Meeting: June 16th, 2020 at 4:30 p.m.

Claresholm Public Library

Financial Statement for Feb 1, to Apr 30, 2020

REVENUES			
Department	2020 Budget	Mar-20	Apr-20
Town of Claresholm	\$190,000.00	\$0.00	\$0.00
Province of Alberta	20,857.00	0.00	0.00
M.D of Willow Creek	13,000.00	0.00	0.00
Rural Library Services Grant	6,890.00	0.00	0.00
Other Grants	0.00	0.00	0.00
Book Sales	1,100.00	48.80	0.00
Donations	1,500.00	201.70	0.00
Membership Fees	11,500.00	240.00	0.00
Fines	2,350.00	42.24	0.00
Room Rental	3,800.00	200.00	200.00
Coffee	90.00	20.00	0.00
Equipment Rental	100.00	0.00	0.00
Photocopies/PC Copies	1,800.00	94.60	0.00
Miscellaneous	80.00	0.00	0.00
Interest Revenue	40.00	4.37	3.79
Friends of the Library-Donations	20,000.00	0.00	0.00
TOTAL REVENUE	\$273,107.00	\$851.71	\$203.79
EXPENDITURES			
Department	2020 Budget	Mar-20	Apr-19
Salaries and Benefits	183,426.00	12,581.00	12,075.24
Employee Course & Conference Fees	750.00	0.00	0.00
Travel & Hospitality	600.00	0.00	0.00
Books	11,000.00	1,603.47	0.00
Periodical Subscriptions	2,000.00	491.40	0.00
Audio-Visual	2,500.00	209.55	32.17
Financial Review	90.00	37.04	0.00
Board Conference & Other	1,150.00	0.00	0.00
Equipment Rental & Maintenance (Deb Mach)	675.00	41.70	41.70
Legal Fees, Bank charges	50.00	0.00	0.00
Library Supplies	2,500.00	5.70	137.41
Computer software	1,100.00	85.60	86.10
Association Fees	400.00	0.00	0.00
Postage	115.00	3.55	0.00
Programs	6,000.00	136.50	51.01
Volunteers	2,700.00	26.63	0.00
Stationary, printing, & copier supp	4,100.00	542.45	377.27
Telephone	1,500.00	174.04	174.04
Insurance	2,000.00	340.14	0.00

Cleaning Supplies	1,300.00	461.14	7.86
Natural Gas & Power	15,000.00	1,047.88	987.18
Security System	950.00	40.95	229.89
Chinook Arch Regional Library	13,500.00	0.00	0.00
Building Repair and renovations	3,800.00	0.00	0.00
Furniture and Equipment	5,900.00	0.00	0.00
Other (rent)	1.00	0.00	0.00
TOTAL EXPENDITURES	\$263,107.00	\$17,828.74	\$14,199.87
Profit/Loss	\$10,000.00	-\$16,977.03	-\$13,996.08

May-20	Total	Difference
\$50,000.00	\$110,000.00	\$80,000.00
10,428.00	\$10,428.00	\$10,429.00
12,052.00	\$12,052.00	\$948.00
0.00	\$0.00	\$6,890.00
0.00	\$0.00	\$0.00
0.00	\$251.05	\$848.95
0.00	\$453.90	\$1,046.10
0.00	\$2,355.00	\$9,145.00
0.00	\$511.59	\$1,838.41
0.00	\$800.00	\$3,000.00
0.00	\$50.00	\$40.00
0.00	\$0.00	\$100.00
0.00	\$497.85	\$1,302.15
0.00	\$11.00	\$69.00
3.59	\$19.96	\$20.04
0.00	\$0.00	\$20,000.00
\$72,483.59	\$137,430.35	\$135,676.65

May-20	Total	Difference
11,962.00	61,005.46	\$122,420.54
0.00	538.12	\$211.88
0.00	0.00	\$600.00
11.25	3,046.02	\$7,953.98
49.92	799.95	\$1,200.05
53.98	580.84	\$1,919.16
0.00	37.04	\$52.96
0.00	0.00	\$1,150.00
41.70	212.57	\$462.43
0.00	0.00	\$50.00
84.85	704.33	\$1,795.67
86.10	409.00	\$691.00
0.00	127.25	\$272.75
0.00	24.91	\$90.09
0.00	489.10	\$5,510.90
0.00	904.14	\$1,795.86
316.95	1,559.16	\$2,540.84
174.04	870.20	\$629.80
0.00	2,121.44	-\$121.44

0.00	492.00	\$808.00
880.45	5,300.16	\$9,699.84
40.95	393.69	\$556.31
0.00	6,747.30	\$6,752.70
1,002.17	1,002.17	\$2,797.83
0.00	169.99	\$5,730.01
0.00	1.05	-\$0.05
\$14,704.36	\$87,535.89	\$175,571.11
\$57,779.23	\$49,894.46	

Librarian's Report

June 2020

June 1st, 2020 – Town Hall with the Government of Alberta

Minister Fir, Minister Madu, and Dr. Hinshaw had a question and answer period with library stakeholders from around the province to discuss libraries reopening as part of Stage 2 of the Provincial Relaunch Strategy. No new information was given, they took questions from individuals and will answer what they did not know at the time in an information package which will be sent out prior to the start of Stage 2, so we have time to prepare based on provided guidelines. There were over 300 people on the call.

June 4th, 2020 – CARLS Librarians Meeting

Resource sharing will not start up again until majority of libraries are reopened, this will likely mean it will be a slow transition back to normal even after stage 2 starts. They have started testing VOIP phone lines in selected libraries, so we should have an update for adding those phones and removing Shaw in the future. CARLS will provide what PPE the Town cannot, the only need will most likely be masks for staff if they want to use them (Town is providing gloves and disinfecting wipes and sanitizer).

CARLS has also sent out a "preventing COVID in the workplace" resource for library staff to review.

The Library painting has been completed in the main space and Kathy Davies Room. Extra paint will be used to paint feature walls in the Bill Simpson Room and for the office. It took almost three weeks to complete all of the painting.

Curbside Pickup started Monday May 25th.

- Patrons can place holds and pick up their items during their pick up time (set up by speaking with staff)
- So far things have gone well, we are learning how to make the process efficient and painless for everyone involved
- Patrons can order books, movies, and craft kits
- We will most likely keep this service available after reopen for people who do not want to enter the building

Our goal from now until we are allowed to reopen will be to engage with community through social media, we will be using BiblioCommons to create staff pick lists. We are also working with CARES to feature some of the cats they have up for adoption on our social media pages.

We are also working on creating window displays, chalk displays, and other passive programming that patrons can see from outside. As June is Pride Month, the windows on the north side of the building have been decorated accordingly for that, Indigenous History Month, and Adopt a Cat Month.

I have received the financial application materials back from the Town. I have contacted our financial reviewer to come and do a final sign off. As of June 6th, I am still waiting on a response.

Our volunteer Kathy Richardson has graciously donated \$5,000 to the Library. This money will help to balance the loss in membership fees. Kathy has also instructed that we buy ourselves a new paper cutter with some of the money (ours cuts crooked). I would also like to use it to purchase a new book drop bin. She donated through the Town, so if I have not received word after COVID is more sorted out, I will be requesting it. We have made a thank you card, which she has received.

Megan notified me that she is planning to move back to Whitecourt, so I am working to put a job posting together. Her last day is June 15th. I am going to look for a replacement as soon as possible and have posted it as a part time position as there will be no programming for the foreseeable future. Jay and I are more than comfortable handling the workload until someone can replace Megan. I have included a line about this opening in our newspaper ad, it is on the website, and posted on the front door of the library as well. As of June 6th, no one has applied.

I was asked by the Town to purchase flowers for the planters out front. This is something that the Friends normally purchase but as there has been no AGM, I have used Library funds for the time being (apx. \$100 - on June Statement)

Re-opening the Library

I have been working to get information together for patrons in terms of rules to follow when in the Library again. We will not have anything for kids to play without until things have settled back down, will be encouraging patrons not to just hang out in the space, and will be extra vigilant making sure computers and other commonly touched surfaces (door handles, etc.) are disinfected often. For example, computers will be wiped down after each use. I would also like to close early each day (5pm/7:30pm/2:30pm), so that staff have extra cleaning time to ensure surfaces are cleaned thoroughly. There is a Table in front of the circulation desk providing about 1.5 metres of distance between anyone approaching the desk and staff.

We have set the reopen date for June 16th. We will be allowing patrons to visit for a maximum of 30 minutes and will be limiting the amount of patrons to 10 people at a time. There will be no newspapers available, the water fountain and the coffee machine have also been taped off to prevent use as per Government recommendations.

There is normally not a great deal of programs running through the summer months anyways, but we will not be holding anything until at least the fall (no garage sale/book sale as was the original plan for June). TD Summer Reading Club has been shifted to an online model, which I will be attending a training session for June 10th. I am considering starting an online book club of sorts, but last time I ran one no one attended, so I will be putting out some feelers come reopen to see if there is interest. We will continue to brainstorm alternatives to regular programming and events over the next couple months.

I have let Lethbridge College know about our reopening plan, and am awaiting an update on when their staff come back. They stay in the Jean Hoare Room and there should be no issues working at a distance from them while they are here.

This will be a learn/adapt on the fly situation, so I will have an update for the meeting as to how the first day reopen goes. I am working on checklists for staff for cleaning and other changes to library procedure during COVID.

Volunteers are not allowed to resume work until Stage 3, so we will be running without them for the time being. Again, because there is no programming or big shipments we should be fine.

I have also included the Government Guidelines in the Board Meeting package for reference.

Bill Simpson Room Use

The maximum amount of people in the room should be set to around 6 people to allow for social distancing. I am thinking that we should have some kind of new agreement in place for bookings, so I will be working on that as I need to do more research on what can be required of visitors and what staff will be responsible for in terms of cleaning, etc. Issues I am worried about are people not following distancing rules, lack of disinfecting of surfaces, shared key for the door, bathroom use, etc.

I have allowed the Writers Group (3 people with their own key) to start coming back June 16th as they have agreed to social distance and disinfect everything they touch before they leave. We have also been contacted by the Rug Hookers and TOPS, both groups have been told we will have updates on when they can come back after June 16th.

Submitted by Holly Ottewell



GUIDANCE FOR LIBRARIES

Overview

Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply, to the extent possible, with the Workplace Guidance for Business Owners, this guidance, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/biz-connect.aspx>.

This document has been developed to support libraries in reducing the risk of transmission of COVID-19 among attendees (including workers, visitors and the public). The guidance provided outlines public health and infection prevention and control measures, specific to libraries.

COVID-19 Risk Mitigation

<p>Public Areas</p>	<ul style="list-style-type: none"> • Ensure attendees are aware of practices in place by posting <u>signage</u> in highly visible locations or displaying messages on digital screens that outline: <ul style="list-style-type: none"> ○ Physical distancing requirements (2 metres) ○ Prohibitions on attendance by attendees who are sick or isolating ○ Hand hygiene ○ coughing and sneezing etiquette ○ Cleaning and disinfection practices ○ Library specific rules, which may include: <ul style="list-style-type: none"> ▪ Any changes to capacity and/or hours ▪ Any restrictions on person items (e.g., reusable bags) • Hand sanitizer containing at least 60% alcohol should be available at library entrances and exits and throughout the library. • Consider keeping children’s play areas closed. <ul style="list-style-type: none"> ○ Communal toys should be removed.
<p>Layout and Flow</p>	<ul style="list-style-type: none"> • To help ensure that attendees are able to maintain physical distancing requirements, the following strategies should be considered: <ul style="list-style-type: none"> ○ Restricting and directing the flow of attendees into, throughout and leaving the library (e.g., designate doors for entry or exit to avoid two-way traffic, designate hallways for one-way flow of attendees with signs and floor decals). ○ Assigning staff to assist with distancing in high-traffic areas ○ Removing or spreading out seating ○ Limiting the number of attendees allowed in the library at any given time.



GUIDANCE FOR LIBRARIES

	<ul style="list-style-type: none"> ○ Supporting vulnerable populations with dedicated hours. ● Post signage about any restrictions regarding elevator use to ensure distancing requirements can be met, as appropriate ● Increase the cleaning of all high touch surfaces and common spaces, in particular: <ul style="list-style-type: none"> ○ Washrooms ○ Water fountains. Consider encouraging attendees to bring their own water bottle or provide single use drinking vessels ● Develop policies for staff <u>masking</u>; consider masking policies for attendees.
<p>Check-out and Returns</p>	<ul style="list-style-type: none"> ● Consider installing acrylic shields (or equivalent) at desks, counters or points of contact between the public and library staff. ● Employ the use of self-serve checkout and return services as much as possible. <ul style="list-style-type: none"> ○ Place hand sanitizer stations and sanitizing wipes near each station. ○ Monitor use and frequently disinfect high touch surfaces. ● If not already used, consider options for the public for borrowing materials, such as: <ul style="list-style-type: none"> ○ Accessing e-books and other virtual library borrowing services. ○ Browsing library catalogues online at home. ○ Encouraging the use of "holds" to reserve materials to reduce the amount of time people spend in the library. ● Consider offering curbside pickup for on hold items, or if available, consider delivery or drop off services for items to residences. ● Libraries should store all returned materials in a dedicated space for 72 hours and prevent handling the materials during that period. ● Staff handling returned materials should always follow hand hygiene practices.
<p>Programming for the Public</p>	<ul style="list-style-type: none"> ● One-on-one library services may continue with appropriate physical distancing and barriers. ● For adult in-person, group programming (e.g., book clubs, fundraisers, classes, workshops): <ul style="list-style-type: none"> ○ Physical distancing (2 metres) must be applied for participants not from the same household ○ Consider limiting the number of participants ○ Consider hosting online or virtual activities. ● Programming for children may operate in adherence with the <u>Guidance for Day Camps</u>.

GUIDANCE FOR LIBRARIES

	<ul style="list-style-type: none">• Computers used by the public should be cleaned and disinfected between each use.<ul style="list-style-type: none">○ Consider options to assign computer time to an individual, scheduling cleaning time between users.○ Place hand sanitizer stations and sanitizing wipes at each computer.
Workplace	<ul style="list-style-type: none">• Develop a rapid response plan in case an attendee falls ill with COVID-19 related symptoms.• Ensure employees have access to hand sanitizer as required.• Allow staff to wear masks if preferred.• Stagger staff arrival and departure times, lunch times, breaks and meetings to reduce the number of individuals in one place at a given time.• Designate lockers and storage spaces to individual workers.• Provide staff with training on library practices, such as:<ul style="list-style-type: none">○ New policies and procedures related to COVID-19, such as a response plan for if an attendee falls ill.○ Physical distancing, updated check-out processes, and hygiene practices.○ Updated programming policies.
Cleaning and Disinfecting	<ul style="list-style-type: none">• In addition to the cleaning and disinfection guidance found in the <u>Workplace Guidance for Business Owners</u>, libraries should:<ul style="list-style-type: none">○ Clean high-traffic areas, checkouts (self-serve of staffed) and high-touch surfaces more frequently.○ Keep washrooms (staff and public) clean and well-stocked with soap and paper towels.○ Provide ample waste disposal options in both public and staff-only areas.○ Line waste containers with plastic bags for safer garbage disposal.○ Ensure library hours allow a deep clean of the entire library each day.○ Make sure staff are properly trained on the safe use and disposal of masks, including how to put them on and take them off safely.



Thursday May 21, 2020

Please read over the following information regarding reopen, we can work this all out together.

WE WILL BE STARTING CURBSIDE PICK UP MONDAY MAY 25th

Responsibilities of Circ Staff before Monday/after Monday:

- Create a schedule (including a document that can be filled out) for pickups you are comfortable with (I would suggest giving people a minimum of a 15 minute window with around 5 minutes on either end for disinfection/etc. and to avoid more than one person showing up a one time)
- Books returned require a 72 hour quarantine in an "isolated space" if you want to keep it where it is that's fine, but the Kathy Davies Room can also be used. Once books have been sitting untouched for 72 hours they are safe to handle with no PPE, but please wash your hands after checking in materials
- Holds list will start being emailed again today, they will need to be pulled and the people ordering online may need to be contacted to set up a pick up time
- Be prepared to be fielding phone requests from nonCLA patrons who cannot place holds online – anyone difficult can be directed to me
- If a patron misses their pick up time, they will have to rebook, no exceptions here, they moved to the back of the line again, due dates of these precheckedout materials can be extended to reflect the new pickup/due dates
- I am currently working on some kind of patron information sheet to be shared online and posted on the front door (see rough attached and provide input please)
- We will see how patrons respond to curbside and move on from there, I am still looking into the logistics of booking the BS Room, but I have a feeling we will be opening that up next week as well, however I don't want to advertise that quite yet.
- Anyone with any questions you are unsure about in terms of the reopen pass along to me, but your best bet for some kind of token response should be that we are working to keep things clean during curbside circulation and are working on creating a plan for reopening the building while keeping everyone safe, and following government recommendations, we do not have any set dates for this plan, so stay tuned for updates.

Information Regarding the Claresholm Public Library's Response to the COVID-19 Pandemic and Strategies for Reopening

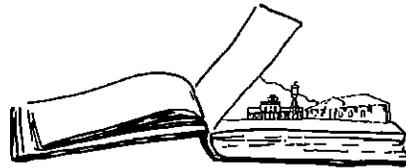
Library Access

- Patrons can call, email, or use online services to place holds on Claresholm-owned materials (holds on system-wide materials will remain unavailable until further notice) including books, DVDs and Blu-rays, audiobooks, and Crafty Kids Kits
- Patrons will be required to book a curbside pickup time by contacting Library Staff by phone or email
- CURBSIDE PICKUP will be contactless
 - Staff will place held materials in a designated bin, materials will be pre-checked out with a due date slip included
 - Patrons can come to the library during their pre-booked time slot and grab their materials from the bin
 - Staff will disinfect the bin after each use
 - If materials are not picked up during the pre-booked time period, patrons will have to book a new time by contacting staff, material due dates will reflect the new pick up date, however as pick up times will be booked on a first-come-first-serve basis, no special bookings will be allowed if a pre-booked time is missed
- (POTENTIAL - needs further input) Bill Simpson Room Usage
 - Based on Public Health Order 07-2020, social distancing practices will remain the norm for the foreseeable future. Due to related restrictions, the Bill Simpson Room can be booked for a maximum of six people. Staff will disinfect the room after each use.
- (POTENTIAL - needs further input) Library Visits
 - Patrons can book a time to visit the Library in person by contacting Library Staff, these visits will be limited to a maximum of one hour.
 - Patrons can book time to use a public access computer (three stations can be used at one given time while practicing social distancing)
 - Patrons can also book a time to browse library materials (no contact/touching of materials, unless you borrow them)
 - Note that the above two bookings will not happen at the same time, it is potential that we will conduct library visits to borrow materials in the mornings (e.g. 10am-1pm) and computer use bookings during the afternoons (e.g. 1:30pm-4:30pm)
 - If/when patrons are permitted to enter the Library, social distancing and safety practices must be adhered to including, but not limited to: remaining at least 10 meters away from Library Staff (or other patrons), not entering an aisle that another person is in, following social distancing markers on the floors and allowing space for staff

to check out materials, sanitizing your hands when entering and exiting the Library building, not visiting if you or a family member is ill or are showing symptoms relating to COVID-19.

Other Information

- Until further notice, the Library will not be holding any in-person programming or events
- Until further notice no volunteers will be permitted to volunteer within the Library space (volunteer work is designated for Stage 3 in the Alberta Relaunch Strategy)
- The Library will be unable to accept donations from the public until further notice
- Materials will be subject to quarantine (in a designated separate space) for a minimum of 72 hours before being handled by staff (dates of return at check-in will reflect this period, however delays in material discharges from online accounts should be expected)
- Fines and membership fees will remain on patron accounts (no blocking of accounts for exceeding maximums) until further notice of when payments of cash will be permitted.



CLARESHOLM PUBLIC LIBRARY
Connect, Inspire, Create, Learn

Information Regarding the Claresholm Public Library's Response to the COVID-19 Pandemic and Strategies for Reopening

Information for Library Patrons

As part of Alberta's Relaunch Strategy (Phase 2), public libraries across the province are preparing to reopen with limited services and access. The Claresholm Public Library is creating new ways to offer services to our community while keeping both staff and patrons safe.

For those who wish to borrow materials:

- Patrons with a Claresholm Library card can call, email, or use online services to place holds on Claresholm-owned materials including books, DVDs and Blu-rays, audiobooks, and new Crafty Kids Kits
 - Please note: holds on system-wide materials will remain unavailable until further notice, toys will also be unavailable to borrow until further notice
 - Note on Craft Kits: please call or email to reserve your kit, limited to 2 kits per household per week
- Patrons will be required to book a curbside pickup time by contacting Library Staff by phone or email
 - Patrons will be given a designated pick up window
 - Staff will place all materials requested within a designated bin outside the Library doors
 - Patrons can come pick up materials, which will be pre-checked out with an attached due date slip
 - Staff will disinfect the bin after each use
 - If materials are not picked up during the pre-booked time period, patrons will have to book a new time by contacting staff. Please note: material due dates will reflect the new pick up date, however as pick up times will be booked on a first-come-first-serve basis, no special bookings will be allowed if a pre-booked time is missed

Other Information

- Until further notice, the Library will not be holding any in-person programming or events
- The Library will be unable to accept donations from the public until further notice
- Returned materials will be subject to quarantine for a minimum of 72 hours before being handled by staff, please note: dates of return at check-in will reflect this period, however delays in material discharges from online accounts should be expected
- Fines and membership fees will remain on patron accounts (no blocking of accounts for exceeding maximums) until further notice of when payments of cash will be permitted
- The Library will continue to be actively involved online (primarily through Facebook, email, and our website) offering readers' advisory, updating patrons on Library happenings, providing information on new initiatives such as Crafty Kids Kits

The Library Board, in consultation with Library Management, will work to continue to monitor any updates and changes in regards to government strategies for reopening public libraries and offering related services. This may include future Bill Simpson Room booking availability

(limited capacities) and prearranged library visits to access materials and public access computers.

For any further updates please monitor our website and social media pages.

Any further questions can be directed to Library Management.

Thank you for your understanding, patience, and cooperation during this time.

Claresholm Public Library
211-49th Avenue West
Claresholm, Alberta
T0L 0T0

(403) 625-4168
help@claresholmlibrary.ca
www.claresholmlibrary.ca

Claresholm Public Library Board
Regular Meeting
September 15th, 2020

AGENDA

Guest in Attendance: Ashley Oliver

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

3.1 June 16th, 2020 REGULAR MEETING MINUTES

4. FINANCIAL

4.1 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

7. NEW BUSINESS

8. CLOSED SESSION (if needed)

9. ADJOURNMENT

Next Meeting October 20th, 2020 at 4:30 p.m.



Claresholm Public Library Board
Regular Meeting
June 16th, 2020

MINUTES

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

Regrets: Casey Arnestad, Gavin Moore

1. **CALL TO ORDER** Meeting called to order at 4:34pm

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

3. **APPROVAL OF MINUTES**

3.1 May 19th, 2020 Regular Meeting Minutes – Motioned by Lindsay Watson that
the minutes be approved. Carried.

4. **FINANCIAL**

4.1 3 Month Financial Statement – Motioned that the Financial Statement be
accepted by Darry Markle. Carried.

5. **COMMITTEE REPORTS**

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

5.2 Chinook Arch Regional Library System Report – no meeting to report

Motioned by Marika Thyssen that the Committee Reports be accepted. Carried.

6. **OLD BUSINESS:**

6.1 Library Board Committee Reports – n/a

7. **NEW BUSINESS**

7.1 Tony Hamlyn informed the Board that Casey Arnestad has resigned from
the Board and is applying for the advertised Library position.

Darry will take the information to the next MD meeting. Hold off
advertising for the new Board member until decision made.

8. **ADJOURNMENT** – Meeting adjourned at 5:02 pm

Next Meeting: September 15th, 2020 at 4:30 p.m.



Librarian's Report

September 2020

Librarians' Meetings

- Over the summer we had a few regional Zoom meetings to share how we were all managing through COVID. All libraries are now reopen or at least open for curbside/computer use
- I will be attending fall training day remotely at the end of the month, one of the guest presenters will be discussing how to handle patrons who don't want to follow COVID related regulations
- We will be restarting the Digital Literacy Classes in October, this is the second time around for the seven class program
- Seniors and Intergenerational programming is still on hold, but Charlene is sharing activities online and sending seniors packs to all libraries

COVID Updates

- The Town Council has suggested mask be worn in all public places. I have posted the poster for this on the front doors of the Library
 - o In the average day about 50% of patrons come in wearing masks
 - o The general consensus of staff and volunteers is that if it becomes required, they will wear one, I have been leaving it up to the individual to decide
 - o If it becomes required we will have to create a policy
- The Government of Alberta has sent masks out to all public libraries to give away in 4-packs, so far we have given away only a few bundles
- I have been in contact with Chris Loveday about a hanging Plexiglas barrier for the circulation desk, he will be able to supply this if we decide it is necessary
 - o The cost will be several hundred dollars to cover the length of the circulation desk
 - o Right now, we have a table in front of the small circulation desk and floor signage to keep a social distance of 2 metres as opposed to an actual barrier
- I have also been hesitant to relaunch our fall programming, specifically storytimes and would like Board input on restarting small group programming for October

Moving into fall

- If we plan to start programming in October it will have to be registration only and limited capacity
- There should be no issues with numbers getting too high as we have been very slow although we have seen things to start to pick up again this month
- We did our best to keep interacting with patrons online this was not very successful
 - o Over the summer we had a kids, adult, movie, and teen Bingo, plus various other challenges, we only had a handful of participants total and gave out around 4 prizes

- o We will continue to give out craft kits which have been well received by families and offer online contests/challenges/etc. with the hopes that with the weather cooling down, people will start participating
- CARLS has been working to provide resource lists for families doing distance learning this year, we have shared them and have received positive feedback
- If programming starts up again Tanner is hoping to start running some movie night events this fall which have been popular in the past
- We had hundreds of unsellable picture books (poor quality, old), so I donated them to the Gibbs Humanitarian Foundation
 - o They pick up the books and bring them down to South America to children living in poverty at no cost to us which is rare
 - o Monty Gibb was very grateful to receive the books and said he would send us pictures/updates

Registration Fair

- I attended the registration fair September 9th at the arena, hardly anyone came (maybe 8 families walked through)
- I handled out four crafts and had a draw for a free book which I got three people to enter into, we have plenty of leftover prizes, so I called all three of them

Book Sales

- The Town had us remove all for sale books from the Library lobby
- We started creating fiction bundles and compiling lists for all items we have for sale
- We advertised the change to for sale books and have had great response, it seems some did not know we had books for sale until we started posting these lists online, DVDs have been very popular
- We are also selling old DVDs, large print, art books, oversized, and other nonfiction, and now that summer reading programming is done, we will start to sell picture books as well (picture books are used as prizes for SRP, all summer only one child claimed a prize)
- The goal is to start cleaning up the unused stockpile in the basement

Books for Babies

- I was contacted by the health unit with a request for more kits, worked with PHECC who used their left over funds to purchase the books. I made up info packages about the baby's first card. FCSS will now be funding the kits and I will continue to provide library related information when requested

WCCALS

- September is the yearly contract renewal for WCCALS
- I will be invoicing them for their phone line for the year (\$40.95/month)
- Normally they pay \$1000.00 in yearly rent, we gave MCG Careers a break while the room was inaccessible, I think it only fair we reduce their rent as well
 - o 3 months closed apx. \$80/month, reduce rent to \$760?

M.D. Grant Changes

- With the Willow Creek M.D Library Board formed, we no longer qualify for the Rural Library Services Grant
- CARLS/Robin have been working to organize some kind of meeting to figure out what will happen with those funds when the M.D Board receives them
- Robin will continue to update me as he learns more

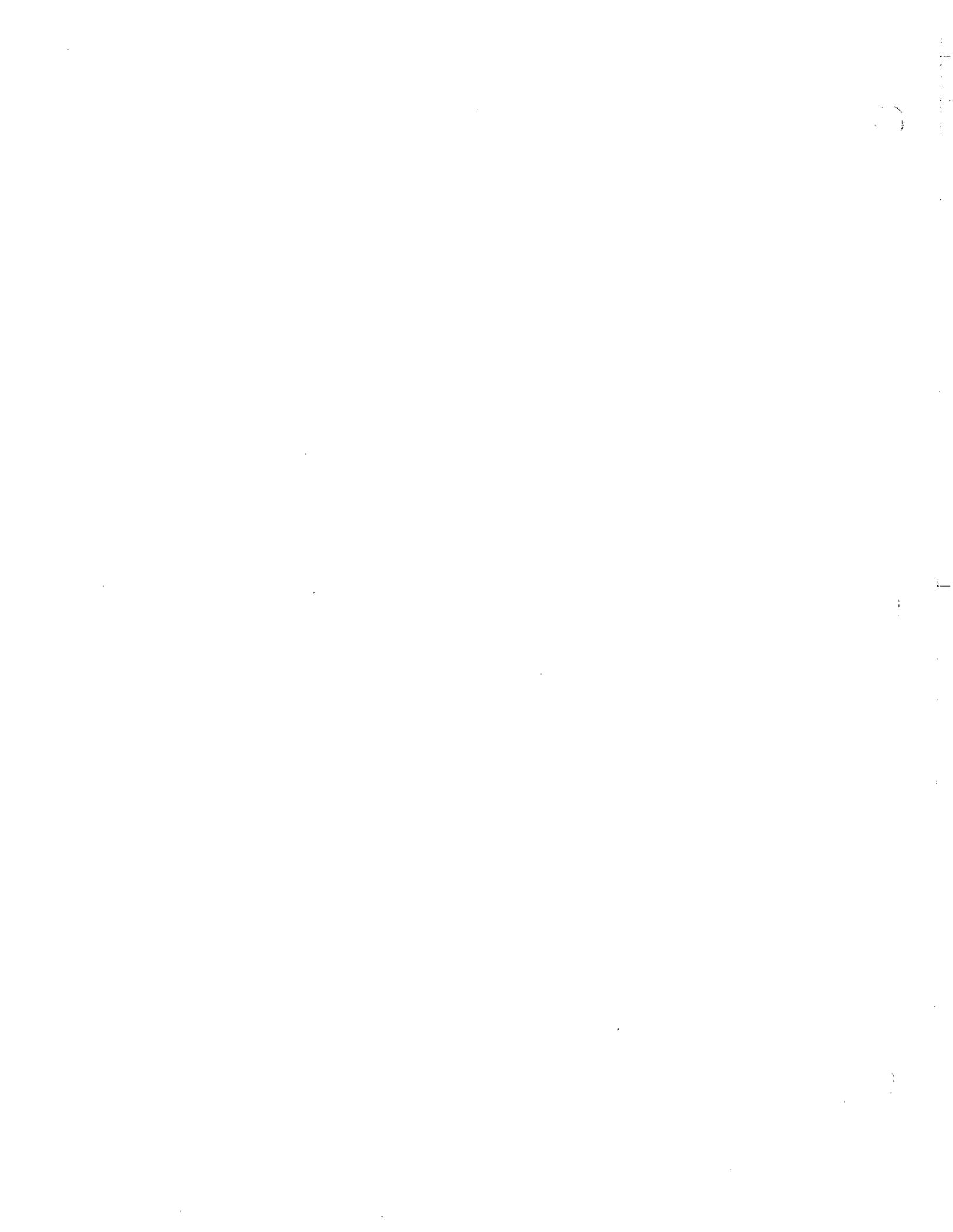
Submitted by Holly Ottewell



Librarian's Report August 2020

Books for Babies – I was contacted by the health unit with a request for more kits, worked with PHECC who used their left over funds to purchase the books. I made up info packages about the baby's first card. FCSS will now be funding the kits and I will continue to provide library related information

Our contract with Digital Connections (photocopier) renewed in March. We were due for an upgrade which we will be receiving sometime in August.



Librarian's Report
July 2020

There are no scheduled Chinook Arch Librarians' Meetings until September 2020.

I have hired Casey and Tanner Arnestad as Part Time (10-25 hours a week) staff. Between the two of them, they will work 5 shifts a week. They will start their training the week of July 6th, 2020. As of July 13th, Tanner has been in for 2 shifts of training as is doing well. Casey started Wednesday July 15th and is also doing very well.

The summer has been slow since we reopened, but after checking the stats from 2019, we are not too far off what we were in terms of visitors. The difference is probably coming from the lack of summer reading club kids and due to the Care Centre patients still not being able to visit.

We are trying to be very active on Facebook to continue to be involved in the community. We will continue to create new craft kits and share reading recommendations and other fun stuff online.

I have been in contact with WCCALS and MCG Careers (our room renters). Allison is back in the office once a week, but MCG is still unsure of when Charley will be back in. I will resume rent charges when Charley returns to the office. This may not be until September 2020. Lethbridge College will also not be returning until January 2021.

Our Tuesday, Wednesday, and Thursday volunteers have returned to shelve materials and do some of the quarantine check ins. This started the week of July 5th. We also have a new volunteer starting Monday July 13th who was supposed to be part of the CSSG program which has now lost funding. She has agreed to keep the position for the summer anyways.

The 2020 Application for Financial Assistance package was submitted July 6th, 2020.

Since we have reopened and CARLS has started to catalog backlogged materials, I have made a significant book purchase and also ordered some movies to get us through the summer season (will also carry into the fall).

FCSS is hosting a volunteer appreciation celebration in Amundsen Park September 10th, if you are interested in attending (free dinner, entertainment), please let me know before August 20th.

Submitted by Holly Ottewell



Claresholm Public Library - Financial Statement for January 1, 2020 to Dec. 31, 2020

REVENUES

Department	2020 Budget	Jan-20	Feb-20	Mar-20	Apr-20
Town of Claresholm	\$190,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00
Province of Alberta	20,857.00	0.00	0.00	0.00	0.00
M.D of Willow Creek	13,000.00	0.00	0.00	0.00	0.00
Rural Library Services Grant	6,890.00	0.00	0.00	0.00	0.00
Other Grants	0.00	0.00	0.00	0.00	0.00
Book Sales	1,100.00	79.45	122.80	48.80	0.00
Donations	1,500.00	1.10	251.10	201.70	0.00
Membership Fees	11,500.00	1,195.00	920.00	240.00	0.00
Fines	2,350.00	247.30	222.05	42.24	0.00
Room Rental	3,800.00	200.00	200.00	200.00	200.00
Coffee	90.00	18.00	12.00	20.00	0.00
Equipment Rental	100.00	0.00	0.00	0.00	0.00
Photocopies/PC Copies	1,800.00	188.70	214.55	94.60	0.00
Miscellaneous	80.00	3.00	8.00	0.00	0.00
Interest Revenue	40.00	3.62	4.59	4.37	3.79
Friends of the Library-Donations	20,000.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	\$273,107.00	\$61,936.17	\$1,955.09	\$851.71	\$203.79

EXPENDITURES

Department	2020 Budget	Jan-20	Feb-20	Mar-20	Apr-19
Salaries and Benefits	183,426.00	12,817.22	11,570.00	12,581.00	12,075.24
Employee Course & Conference Fees	750.00	538.12	0.00	0.00	0.00
Travel & Hospitality	600.00	0.00	0.00	0.00	0.00
Books	11,000.00	817.45	613.85	1,603.47	0.00
Periodical Subscriptions	2,000.00	258.63	0.00	491.40	0.00
Audio-Visual	2,500.00	189.04	96.10	209.55	32.17
Financial Review	90.00	0.00	0.00	37.04	0.00
Board Conference & Other	1,150.00	0.00	0.00	0.00	0.00
Equipment Rental & Maintenance (De	675.00	44.09	43.38	41.70	41.70
Legal Fees, Bank charges	50.00	0.00	0.00	0.00	0.00
Library Supplies	2,500.00	334.15	142.22	5.70	137.41
Computer software	1,100.00	75.60	75.60	85.60	86.10
Association Fees	400.00	0.00	127.25	0.00	0.00
Postage	115.00	0.00	21.36	3.55	0.00
Programs	6,000.00	133.95	167.64	136.50	51.01
Volunteers	2,700.00	851.54	25.97	26.63	0.00
Stationary, printing, & copier supp	4,100.00	157.31	165.18	542.45	377.27
Telephone	1,500.00	174.04	174.04	174.04	174.04
Insurance	2,000.00	0.00	1,781.30	340.14	0.00

Cleaning Supplies	1,300.00	23.00	0.00	461.14	7.86
Natural Gas & Power	15,000.00	1,020.58	1,364.07	1,047.88	987.18
Security System	950.00	40.95	40.95	40.95	229.89
Chinook Arch Regional Library	13,500.00	6,747.30	0.00	0.00	0.00
Building Repair and renovations	3,800.00	0.00	0.00	0.00	0.00
Furniture and Equipment	5,900.00	0.00	169.99	0.00	0.00
Other (rent)	1.00	1.05	0.00	0.00	0.00
TOTAL EXPENDITURES	\$263,107.00	\$24,224.02	\$16,578.90	\$17,828.74	\$14,199.87
Profit/Loss	\$10,000.00	\$37,712.15	-\$14,623.81	-\$16,977.03	-\$13,996.08

May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20
\$50,000.00	\$0.00	\$50,000.00	\$0.00			
10,428.00	0.00	0.00	0.00			
12,052.00	0.00	0.00	0.00			
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	9.00	46.25	112.00			
0.00	134.50	14.95	18.00			
0.00	1,220.00	1,340.00	695.00			
0.00	45.35	72.50	11.30			
0.00	0.00	0.00	0.00			
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.75	0.00			
0.00	37.10	98.55	59.80			
0.00	0.00	5.00	0.00			
3.59	5.55	5.45	6.78			
0.00	0.00	0.00	0.00			
\$72,483.59	\$1,451.50	\$51,583.45	\$902.88	\$0.00	\$0.00	\$0.00

May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20
11,962.00	10,709.38	9,949.00	9,608.00			
0.00	0.00	0.00	0.00			
0.00	0.00	0.00	0.00			
11.25	1,113.88	2,145.22	0.00			
49.92	0.00	54.00	0.00			
53.98	201.29	26.21	0.00			
0.00	0.00	0.00	0.00			
0.00	0.00	0.00	0.00			
41.70	47.26	43.92	43.00			
0.00	0.00	0.00	0.00			
84.85	117.16	57.72	0.00			
86.10	86.10	234.48	86.10			
0.00	0.00	0.00	0.00			
0.00	0.00	0.00	0.00			
0.00	93.24	0.00	103.75			
0.00	37.31	0.00	21.13			
316.95	165.18	165.18	288.48			
174.04	174.04	174.04	174.04			
0.00	0.00	0.00	0.00			

0.00	53.01	45.58	64.96			
880.45	757.77	747.62	857.56			
40.95	40.95	40.95	40.95			
0.00	0.00	9.00	6,747.30			
1,002.17	230.96	0.00	0.00			
0.00	0.00	0.00	0.00			
0.00	0.00	0.00	0.00	0.00	0.00	-0.00
\$14,704.36	\$13,827.53	\$13,692.92	\$18,035.27	\$0.00	\$0.00	\$0.00
\$57,779.23	-\$12,376.03	\$37,890.53	-\$17,132.39	\$0.00	\$0.00	\$0.00

Dec-20	Total	Difference
	\$160,000.00	\$30,000.00
	\$10,428.00	\$10,429.00
	\$12,052.00	\$948.00
0.00	\$0.00	\$6,890.00
0.00	\$0.00	\$0.00
	\$418.30	\$681.70
	\$621.35	\$878.65
	\$5,610.00	\$5,890.00
	\$640.74	\$1,709.26
	\$800.00	\$3,000.00
0.00	\$50.00	\$40.00
	\$0.75	\$99.25
	\$693.30	\$1,106.70
	\$16.00	\$64.00
	\$37.74	\$2.26
	\$0.00	\$20,000.00
\$0.00	\$191,368.18	\$81,738.82

will not be receiving this grant any longer

NO ROOM RENATL DUE TO COVID - will resume C
NO COFFEE DUE TO COVID

Dec-20	Total	Difference
	91,271.84	\$92,154.16
	538.12	\$211.88
	0.00	\$600.00
	6,305.12	\$4,694.88
	853.95	\$1,146.05
	808.34	\$1,691.66
	37.04	\$52.96
	0.00	\$1,150.00
	346.75	\$328.25
	0.00	\$50.00
	879.21	\$1,620.79
	815.68	\$284.32
	127.25	\$272.75
	24.91	\$90.09
	686.09	\$5,313.91
	962.58	\$1,737.42
	2,178.00	\$1,922.00
	1,392.32	\$107.68
	2,121.44	-\$121.44

contract change for new copier - refund receive

	655.55	\$644.45
	7,663.11	\$7,336.89
	516.54	\$433.46
	13,503.60	-\$3.60
	1,233.13	\$2,566.87
	169.99	\$5,730.01
0.00	1.05	-\$0.05
\$0.00	\$133,091.61	\$130,015.39
\$0.00	\$58,276.57	

\$104.96 flowers for town planters/ \$126 paint stai



CLARESHOLM PUBLIC LIBRARY

Connect, Inspire, Create, Learn

September 10, 2020

Robin Hepher, CEO

Chinook Arch Regional Library System

2902 - 7th Avenue North

Lethbridge, AB

T1H 5C6

Dear Robin,

The Town of Claresholm Library Board requests the 2020 Rural Services Grant from the Chinook Arch Regional Library System.

Our Plan of Service states that the Claresholm Public Library provides services to residents of the MDs of Willow Creek and Ranchland.

Sincerely,

A handwritten signature in black ink, appearing to read 'Holly Ottewell'. The signature is fluid and cursive, with a horizontal line drawn through the middle of the name.

Holly Ottewell

Library Manager

Claresholm Public Library



Claresholm Public Library Board
Regular Meeting
October 20th, 2020

AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - 3.1 September 15th, 2020 REGULAR MEETING MINUTES
4. FINANCIAL
 - 4.1 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
 - 6.2 Ashley Oliver for appointment to Library Board
7. NEW BUSINESS
8. CLOSED SESSION (if needed)
9. ADJOURNMENT

Next Meeting November 17th, 2020 at 4:30 p.m.



Claresholm Public Library Board
Regular Meeting
September 15th, 2020

MINUTES

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

Absent: Lindsay Watson

Guest in Attendance: Ashley Oliver

1. **CALL TO ORDER** Meeting called to order at 4:40pm
2. **APPROVAL OF AGENDA** – Motioned by Barry Pratte that the agenda be approved.
Carried.
3. **APPROVAL OF MINUTES** – Motioned by Marika Thyssen that the minutes be approved. Carried.

3.1 June 16th, 2020 REGULAR MEETING MINUTES

4. **FINANCIAL** – Motioned by Marika Thyssen that the financial statement be approved.
Carried.

4.1 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

Motion by Gaven Moore that the committee reports be approved as presented. Carried.

6. OLD BUSINESS:

6.1 Library Board Committee Reports

- Finance Committee
- Policy Review Committee
- Personnel Committee

7. NEW BUSINESS

7.1 Darry Markle motions that Ashley Oliver's name be brought to council for appointment to Library Board. Tony Hamlyn carries.

8. **ADJOURNMENT** – Meeting adjourned at 5:17pm.

Next Meeting October20th, 2020 at 4:30 p.m.

Claresholm Public Library
Financial Statement for June 1, to August 31, 2020

REVENUES			
Department	2020 Budget	Jul-20	Aug-20
Town of Claresholm	\$190,000.00	\$50,000.00	\$0.00
Province of Alberta	20,857.00	0.00	0.00
M.D of Willow Creek	13,000.00	0.00	0.00
Rural Library Services Grant	6,890.00	0.00	0.00
Other Grants	0.00	0.00	0.00
Book Sales	1,100.00	46.25	112.00
Donations	1,500.00	14.95	18.00
Membership Fees	11,500.00	1,340.00	695.00
Fines	2,350.00	72.50	11.30
Room Rental	3,800.00	0.00	0.00
Coffee	90.00	0.00	0.00
Equipment Rental	100.00	0.75	0.00
Photocopies/PC Copies	1,800.00	98.55	59.80
Miscellaneous	80.00	5.00	0.00
Interest Revenue	40.00	5.45	6.78
Friends of the Library-Donations	20,000.00	0.00	0.00
TOTAL REVENUE	\$273,107.00	\$51,583.45	\$902.88
EXPENDITURES			
Department	2020 Budget	Jul-20	Aug-20
Salaries and Benefits	183,426.00	11,254.38	10,913.38
Employee Course & Conference Fees	750.00	0.00	0.00
Travel & Hospitality	600.00	0.00	0.00
Books	11,000.00	2,145.22	0.00
Periodical Subscriptions	2,000.00	54.00	0.00
Audio-Visual	2,500.00	26.21	0.00
Financial Review	90.00	0.00	0.00
Board Conference & Other	1,150.00	0.00	0.00
Equipment Rental & Maintenance (Deb Mach)	675.00	43.92	43.00
Legal Fees, Bank charges	50.00	0.00	0.00
Library Supplies	2,500.00	57.72	0.00
Computer software	1,100.00	234.48	86.10
Association Fees	400.00	0.00	0.00
Postage	115.00	0.00	0.00
Programs	6,000.00	0.00	103.75
Volunteers	2,700.00	0.00	21.13
Stationary, printing, & copier supp	4,100.00	165.18	288.48
Telephone	1,500.00	174.04	174.04
Insurance	2,000.00	0.00	0.00

Cleaning Supplies	1,300.00	45.58	64.96
Natural Gas & Power	15,000.00	747.62	857.56
Security System	950.00	40.95	40.95
Chinook Arch Regional Library	13,500.00	9.00	6,747.30
Building Repair and renovations	3,800.00	0.00	0.00
Furniture and Equipment	5,900.00	0.00	0.00
Other (rent)	1.00	0.00	0.00
TOTAL EXPENDITURES	\$263,107.00	\$14,998.30	\$19,340.65
Profit/Loss	\$10,000.00	\$36,585.15	-\$18,437.77

Sep-20	Total	Difference
\$0.00	\$160,000.00	\$30,000.00
0.00	\$10,428.00	\$10,429.00
0.00	\$12,052.00	\$948.00
0.00	\$0.00	\$6,890.00
0.00	\$0.00	\$0.00
86.25	\$504.55	\$595.45
64.95	\$686.30	\$813.70
1,391.00	\$7,001.00	\$4,499.00
77.10	\$717.84	\$1,632.16
1,219.97	\$2,019.97	\$1,780.03
0.00	\$50.00	\$40.00
0.00	\$0.75	\$99.25
136.15	\$829.45	\$970.55
1.75	\$17.75	\$62.25
6.08	\$43.82	-\$3.82
10,000.00	\$10,000.00	\$10,000.00
\$12,983.25	\$204,351.43	\$68,755.57

Sep-20	Total	Difference
10,837.55	104,720.15	\$78,705.85
0.00	538.12	\$211.88
0.00	0.00	\$600.00
192.09	6,497.21	\$4,502.79
0.00	853.95	\$1,146.05
175.08	983.42	\$1,516.58
0.00	37.04	\$52.96
0.00	0.00	\$1,150.00
	346.75	\$328.25
0.00	0.00	\$50.00
7.35	886.56	\$1,613.44
86.10	901.78	\$198.22
0.00	127.25	\$272.75
0.00	24.91	\$90.09
57.43	743.52	\$5,256.48
16.68	979.26	\$1,720.74
158.65	2,336.65	\$1,763.35
174.04	1,566.36	-\$66.36
0.00	2,121.44	-\$121.44

77.30	732.85	\$567.15
935.63	8,598.74	\$6,401.26
40.95	557.49	\$392.51
0.00	13,503.60	-\$3.60
0.00	1,233.13	\$2,566.87
0.00	169.99	\$5,730.01
0.00	1.05	-\$0.05
\$12,758.85	\$148,461.22	\$114,645.78
\$224.40	\$55,890.21	

Librarian's Report October 2021

Librarians' Meeting October 8th via ZOOM

- Women in STEM: Rural Entrepreneurial help for women available (federal grant funding) – will be working with CARLS again to bring in monthly programming (mostly online), provide funding/connection opportunities for women, for more information on the program check out westem.ca
- CARLS is working on obtaining Radon Kits that will be shared between libraries, patrons will be able to borrow them for three weeks and test their homes
- VOIP phone update: HQ has figured out most of the VOIP in their building and have sent out quotes to libraries interested.
 - o Cost would be \$15 per month with \$5 per additional line (WCCALS line, which they pay for each year), plus apx. \$200 for the phones themselves (we would need 3 plus 1 for WCCALS)
 - o Through Shaw we pay apx. \$135/month (this does not include WCCALS line which is on financial statement) just for phones, we would still have to keep Shaw for our security system line
 - o There will be more info to come, there is the potential of switching over before the new year
- Coaldale and Taber have started resume in person programs, everyone else is waiting to see how things go, so far the programs are very small are outdoors
- LPL is starting author talks online with a really great line up of Canadian authors, we will be promoting this here in Claresholm
- We shared information about our craft kits in the CARLS newsletter, many libraries are piggybacking on the idea now and we have received lots of emails asking for help making their own kits, especially by some of the single staff libraries who are very appreciative of the help

Budget 2021

- As was discussed at the last meeting, I have made a rough draft of the 2021 budget to account for a 5% and 10% reduction in spending, please review
- I have accounted for minor inflation costs on yearly/monthly bills/services
- Cuts have been made to several areas which will impact level of service we are able to offer patrons, if we remain online this will be less of an issue, but we will allot more money for STEAM kits as well as craft kits
- Discussion among library managers in regards to funding cuts has seen many libraries in agreement to not use reserve funds to make up difference in terms of keeping programs on and materials available
 - o We will need to work as a collective to show that reduced funding does have an impact on services libraries can offer, e.g. if we do not offer a program and tell patrons it is due to lack of funding, hopefully this will lead to more people advocating for libraries and the government being forced to react
 - o This will continue to be a topic of discussion for librarians during meetings

Circulation Desk

- I have attached a separate document outlining several options for barriers, none of which are cost effective when staff could be wearing masks/face shields during their shifts (both of those options are free)
- I have spent hours trying to find a solution and have not found one

Charitable Status

- We have been asked by the Town to reapply for a charitable status, because they do not want to issue tax receipts for large donations to the library
- We have yet to received several donations that have been made through the town (e.g. donation of \$5,000 in early 2020), so this is something we should look into for 2021 (it would be easiest for tax/end of year financials if we wait until the end of the fiscal year to make a change)
- I contacted the town about the \$5,000 and the motion was missed by council back in August, so it is being brought forward this month
- For more information on the difference between charities and NPOs:
<https://bit.ly/30wCOiP>
- More information: <https://www.canada.ca/en/services/taxes/charities.html>,
<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity.html>

Other Updates

- I have completed the StatsCan Annual Capital Expenditures Survey: Preliminary Estimate for 2020 and Intentions for 202, if you would like a copy please let me know. Nothing has changed since last year, questions mostly concern capital expenditures which do not apply to us
- Craft kits continue to be popular, we have gone through many of the Halloween options
 - o Jay is working on finding affordable STEAM (science technology, engineering, art, math) kits that will be fun and also have some kind of informative aspect to them (e.g. bubble pens; inflated balloon on a hallow pen, used in soapy water to write/draw)
- Tanner is working on brainstorming movies available through Hoopla to start some kind of online movie watching club (replacing in house movies)
- Pink Tea is online this year, we have created promotional posts for social medias to recognize the day
- Lethbridge College will not be coming back until at least January 2021, there have been very few updates from College staff
- Tanner has had his three month review, it went very well
- Casey is scheduled to have her review October 27th
- Heather has been away due to injury since the end of August, Adam has replaced her on Mondays for the time being, I delivered a get well card last week that was signed by all the staff

Submitted by Holly Ottewell

Claresholm Public Library Board
Regular Meeting
November 17th, 2020

AGENDA

1. CALL TO ORDER
 2. APPROVAL OF AGENDA
 3. APPROVAL OF MINUTES
 - 3.1 October 20th, 2020 REGULAR MEETING MINUTES
 4. FINANCIAL
 - 4.1 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
 - 6.2 Review of plexi glass at counter
 7. NEW BUSINESS
 - 7.1 Motion to give Jay Sawatzky signing authority as per request by Chinook Financial
 - 7.2 Lethbridge College wants to bring staff back in the New Year
 - 7.3 Correspondence from M.D. naming Darry Markle and Ashley Oliver to Library Board
 8. CLOSED SESSION (if needed)
 9. ADJOURNMENT
- Next Meeting December 15th, 2020/January 17th, 2021 at 4:30 p.m. ??



- Personnel committee will meet with Jay Sawatsky to discuss interim manager position

6.3 Lexan glass at reception desk discussed.

- Barry Pratte motioned that the library purchase one sheet of Lexan and Josh Thyssen will cut to size.

7. NEW BUSINESS

7.1 Darry Markle motioned that Ashley Oliver's name be brought to council for appointment to Library Board. Tony Hamlyn carried. Town Council has approved.

8. ADJOURNMENT – Meeting adjourned at 4:45pm.

Next Meeting November 17th, 2020 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting
October 20th, 2020

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Holly Ottewell, Gaven Moore, and Barry Pratte, Ashley Oliver, Lindsay Watson

1. CALL TO ORDER

Meeting called to order at 4.05pm

2. APPROVAL OF AGENDA

Motioned by Barry Pratte that the agenda be approved. Carried.

3. APPROVAL OF MINUTES

3.1 September 15th, 2020 REGULAR MEETING MINUTES

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

4. FINANCIAL

4.1 3 Month Financial Statement

4.2 Updated 2021 Budget presented by Holly Ottewell. All library boards are to meet at a round table to discuss

Motioned by Lindsay Watson that the financial statements be approved.
Carried.

5. COMMITTEE REPORTS

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

5.2 Chinook Arch Regional Library System Report –meeting next week

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

6. OLD BUSINESS:

6.1 Library Board Committee Reports

- Finance Committee
- Policy Review Committee – will not need to meet for 21 /2 years
- Personnel Committee – struck again with Gaven Moore, Darry Markle, Tony Hamlyn

6.2 Correspondence

- Holly Ottewell has submitted a letter of resignation with two weeks notice.

Librarian's Report for November 17, 2020

Holly Ottewell's last day as manager was October 31, 2020. Jay Sawatzky's started as manager on November 1, 2020.

Along with craft kits for kids we are working on making science kits to hand out as well. The first kit is Build a Model Lung and are available starting Nov. 16. Only 6 kits were made as we want to gauge interest from the public before making more

The Library is also working on some Felt Board Kits for young kids learning to count. They should be ready to go out by the end of November. Again, only a few were made so we could see if the public wants them.

The DAISY audiobooks are being weeded this month. First, the technology is becoming obsolete since CD audiobooks and e-audiobooks have become popular and a lot of the DAISY titles have not circulated in years. Second, the space created offers more room for regular audiobooks making it easier for patrons to browse them.

Circulation clerk Tanner has been busy creating displays: one for Remembrance Day and another for November.

Library patron Vivienne O'Neil retired from the Elementary School Library a few months ago and wishes to volunteer here. I asked her if she would like to do an online program reading to kids. I am going to look into either getting us a Youtube channel or asking Robin Hopher at Chinook Arch if we could set up a weekly Zoom for this program so Vivienne could interact with the kids, especially as she says reading to the kids was one of her favourite activities at the school library. I am not sure if she needs a Criminal Record Check for this as she would not be in physical contact with the kids.

Circulation Clerk Heather Wright advises that she is waiting on another medical appointment but at this time it appears that she may need a hip replacement and she cannot provide a date when she can come back to work and notes it may be months. She does have an interest in more hours if and when she does return. If we get busier or move into Stage 3 of the pandemic opening in the new year I will look into possibly hiring someone else.

Kyle Snowdon from Lethbridge College contacted the Library to say that the College is exploring a limited return to our operations in Claresholm. They are looking at offering test invigilation by appointment and having an employee present to answer community questions about programming at the college. They would be aiming to begin this in the new year. I advised him that I would notify the Board. I feel that there would never be more than 2 people in the Jean Hoare room at any given time so it should be doable re Covid restrictions.

There is no financial report for this meeting as I have not had time to learn Quickbooks and without knowing what entries are to be made and where, etc., I cannot provide an accurate report.



Librarian's Committee Meeting Nov. 12, 2020 Report

The meeting started with a presentation by CRA employee Nicole Frandsen who briefly explained the new Canada Recovery Benefits. She explained how they worked and who was eligible, etc. This information was provided for libraries who may have questions from patrons. She also said she is available to do a Zoom presentation for any library requesting it for patrons.

CEO Robin Hepher provided updates on Chinook Arch's budgeting process: the budget will not be approved by the board until early December, but it is looking like there will be a 5% reduction in the municipal levy for member municipalities in 2021. The Chinook Arch budget will not be approved until first half of December so more information to follow on this.

Due to reduced operational spending because of COVID-19, Chinook Arch has some surplus funds in 2020, and is looking at the feasibility of purchasing some new computers for member libraries. Feedback from library managers included a request from Chromebooks or laptops rather than public computer stations, the need for webcams and microphones, VOIP phone equipment, and questions about how funds could be distributed otherwise for libraries that have already recently updated their public computer stations; further communication about this will be coming via email.

Robin will also be circulating the bi-annual confidential salary survey to member library managers before the end of November via email. Participation in this survey is optional.





Municipal District of Willow Creek No. 26

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October 30, 2020

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 Ashley Oliver (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
- Ashley Oliver: Box 62, 340 Minto Street, Granum, Alberta T0L 1A0

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

In order to update our records, we request a current copy of the Terms of Reference, Organizational Bylaw or Committee Bylaw for your organization. Please provide a copy to Sheila Karsten by email at sheila@mdwillowcreek.com.

Sincerely,



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

