

AGENDA

1. CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF MINUTES

3.1 November 17, 2020 REGULAR MEETING MINUTES

4: CORRESPONDENCE

4.1 The Board received a letter from A. Thompson in November, 2020.

5: FINANCIAL

5.1 2020 Financial Year End Report

5.2 2021 Budget proposal

6: COMMITTEE REPORTS

5.1 Librarian's report

5.2 Librarian's Committee Meetings Reports

5.3 Chinook Arch Regional Library System Report

7: NEW BUSINESS

7.1 Blair Bullock, The Town of Claresholm's Director of Corporate Services, sent an email on December 15, 2020 saying that with the "with the squeeze the municipality is receiving from the province" the Town may start billing the NPOs in town for utilities. Until now the Town has paid the Library's utilities and a letter has been drafted asking that they continue to do so. See attached.

8: CLOSED SESSION (if needed)

9: ADJOURNMENT –

Next Meeting February 16th, 2021 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting
November 17th, 2020

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Gaven Moore, Ashley Oliver, Lindsay Watson, Jay Sawatzky

Absent: Barry Pratte

1. CALL TO ORDER

Meeting called to order at 4:35pm

2. APPROVAL OF AGENDA

Motioned by Gaven Moore that the agenda be approved. Carried.

3. APPROVAL OF MINUTES

3.1 October 20th, 2020 REGULAR MEETING MINUTES

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

4. FINANCIAL

4.1 3 Month Financial Statement – delayed

5. COMMITTEE REPORTS

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

Motioned by Marika Thyssen that the Committee Report be approved. Carried.

6. OLD BUSINESS:

6.1 Library Board Committee Reports

- Finance Committee
- Policy Review Committee – will not need to meet for 2 1/2 years
- Personnel Committee

6.2 Correspondence

- Letter from Municipal District of Willow Creek appointing Darry Markle and Ashley Oliver as District representatives for the ensuing year

6.3 Protective glass at reception desk discussed. Jay Sawatzky to follow up with Claresholm Glass. Suspended from the ceiling with cut out at the bottom.

7. NEW BUSINESS

- 7.1 Tony Hamlyn motioned that signing authority be granted to Jay Sawatzky for the Claresholm Library at Chinook Financial. Carried.

7.2 Tony Hamlyn will also look after getting a Credit Card In Jay Sawatzky's name, to represent the Claresholm Library

7.3 Ashley Oliver requested a copy of The Mission Statement and the Plan of Service

8. ADJOURNMENT – Meeting adjourned at 4:58pm.

Next Meeting January 19th, 2021 at 4:30 p.m.

November 2020

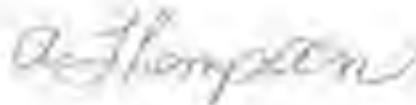
To Chairman of the Claresholm Library Board,

I have been debating with myself over sending this letter to you, But I feel I must. What has happened to the Library???

It used to be a place that drew me in and I felt comfortable and would sit and read magazines and books. I would wander the shelves and find great reads, loved the old classics. Now that is all changed. It does not feel welcoming anymore: the books are crammed together; the middle is too open and not at all inviting. Really don't like the blue – very cold feeling.

But the saddest change is when I brought my granddaughter in to look at pictures of Lousie McKinney – they are gone, gone, gone! I wanted to relate the story that one of the library staff told me about the statues on Parliament Hill. She said the security guards would notice people sitting in the chair, this was after they called the Help Line, they were told to go sit in the chair and draw strength from these women. These women are from Alberta and one from Claresholm, I wanted my granddaughter to know that she too could do whatever she put her mind to.

Very disappointed and just sad, sad,
sad.



December 17, 2020

TO: Claresholm Municipal Library

FROM: Yanet Grajeda, Corporate Services Manager

RE: Rural Services Grant 2020

Hello,

Rural Services Grants are distributed by Chinook Arch to reimburse libraries serving rural populations with no library board. Chinook Arch combines some of its provincial funding with the library services fee paid by rural municipalities with no library board. In March 2020, the MD of Willow Creek formed a Library Board resulting on a reduction to your Rural Services grant.

Your grant for 2020 covers January and February only.

Background: Willow Creek MD has allocated their library services funds on behalf of MD residents to the Nanton, Stavely, Claresholm, Granum, and Fort Macleod libraries. The former MD library board grant is now referred to as the **Rural Services Grant**. In a separate agreement library funding for the MD of Ranchland residents is allocated to the Nanton, Claresholm, and Pincher Creek Libraries. Chinook Arch distributes this grant on behalf of both MDs. For 2020 the MD contribution and the rural services grant are based on the 2019 official population. The total Rural Services Grant for your library will be as follows:

Funding component	Per Capita Contribution	Population	Total
MD Of Willow Creek	\$2.34	5,179	\$2,019.81
Chinook Arch Rural Services Grant	\$4.29	5,179	\$3,702.99
Total			\$5,722.80
Percentage to your library			20.00%
MD Willow Creek Rural Services Grant			\$1,144.56
MD of Ranchland	\$2.00	92	\$184.00
Chinook Arch Rural Services Grant	\$4.29	92	\$394.68
Total			\$578.68
Percentage to your library			33.33%
MD of Ranchland Rural Services Grant			\$192.89
TOTAL			\$1,337.45

Claresholm Public Library

Financial Statement from January 1, 2020 to December 31, 2020

Department	2020 Budget	2020 Actual	Difference
Town of Claresholm	\$190,000.00	\$190,000.00	0.00
Province of Alberta	20,857.00	20,857.00	0.00
M.D of Willow Creek	13,000.00	12,052.00	-948.00
Rural Library Services Grant	6,890.00	2,674.90	4,215.10
Other Grants	0.00	0.00	0.00
Book Sales	1,100.00	319.05	-780.95
Donations	1,500.00	6,309.85	4,809.85
Employment Programs	0.00	1,185.00	1,185.00
Membership Fees	11,500.00	9,715.33	-1,784.67
Fines	2,350.00	1,059.88	-1,290.12
Room Rental	3,800.00	2,691.97	-1,108.03
Coffee	90.00	20.00	-70.00
Equipment Rental	100.00	0.00	-100.00
Photocopies/PC Copies	1,800.00	728.85	-1,071.15
Miscellaneous	80.00	80.00	0.00
Other Income	0.00	1,244.56	1,244.56
G.S.T. Refund	0.00	3,233.45	3,233.45
READ Awards	0.00	600.00	600.00
Interest Revenue	40.00	63.52	23.52
ends of the Library-Donations	20,000.00	10,000.00	-10,000.00
TOTAL REVENUE	\$273,107.00	\$262,835.36	-10,271.64

EXPENDITURES

Department	2020 Budget	2020 Actual	Difference
Salaries and Benefits	\$ 169,801.00	\$144,348.89	25,452.11
Employee Course & Conference Fee	750.00	519.06	230.94
Travel & Hospitality	600.00	\$0.00	600.00
Books	11,000.00	\$489.47	10,510.53
Periodical Subscriptions	2,000.00	\$712.57	1,287.43
Audio-Visual	2,500.00	\$1,282.33	1,217.67
Financial Review	90.00	\$72.61	17.39
Board Conference & Other	1,150.00	\$0.00	1,150.00
Equipment Rental & Maintenance (I	675.00	\$520.40	154.60
Legal Fees, Bank charges	50.00	\$1.82	48.18
Library Supplies	2,500.00	\$1,300.38	1,199.62
Computer software	1,100.00	\$1,219.31	-119.31
G.S.T. Paid	0.00	\$1,466.31	-1,466.31
Association Fees	400.00	\$382.95	17.05
Postage	115.00	\$42.42	72.58
Other Expenses	0.00	\$2,717.51	-2,717.51
Programs	6,000.00	\$502.37	5,497.63
Volunteers	2,700.00	\$367.87	2,332.13
Stationary, printing, & copier supp	4,100.00	\$3,429.14	670.86
Telephone	1,500.00	\$1,801.80	-301.80
Insurance	2,000.00	\$1,781.30	218.70
Cleaning Supplies	1,300.00	\$1,128.21	171.79
Natural Gas & Power	15,000.00	\$10,632.19	4,367.81

Security System	950.00	\$810.33	139.67
Chinook Arch Regional Library	13,500.00	\$13,494.60	5.40
Fund Redistribution to Other Libraries	0.00	\$253.65	-253.65
Building Repair and renovations	3,800.00	\$2,082.82	1,717.18
Furniture and Equipment	5,900.00	\$2,805.89	3,094.11
Other (rent)	1.00	\$1.00	0.00
TOTAL EXPENDITURES	\$249,482.00	\$194,167.20	\$55,314.80
Profit/Loss	\$23,625.00	\$68,668.16	

REVENUES

Department		Proposed Budget 2021
Govt. Contributions	Town of Claresholm	\$ 190,000.00
	Province of Alberta	\$ 20,857.00
	Sub-total	\$ 210,857.00
Other Gov't. Contributions	M.D of Willow Creek	\$ 13,000.00
	Rural Library Services Grant	\$ -
	Other Grants	\$ -
	Sub-total	\$ 13,000.00
Other Revenue	Book Sales	\$ 1,100.00
	Donations	\$ 1,500.00
	Membership Fees	\$ 11,500.00
	Fines	\$ 1,000.00
	Room Rental	\$ 3,800.00
	Coffee	\$ -
	Equipment Rental	\$ 100.00
	Photocopies/PC Copies	\$ 1,800.00
	Miscellaneous	\$ -
	Interest Revenue	\$ 40.00
	Friends of the Library-Donation	\$ 10,000.00
	Sub-total	\$ 30,840.00
TOTAL REVENUE		\$ 254,697.00

2020
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2500 300

EXPENDITURES

	Accounts	Proposed Budget 2021
Staff	Salaries and Benefits	\$ 183,426.00
	Employee Course & Conferenc	\$ -
	Travel & Hospitality	\$ -
	Sub-total	\$ 183,426.00
Library Resources	Books	\$ 11,000.00
	Periodical Subscriptions	\$ 1,000.00
	Audio-Visual	\$ 2,500.00
	Sub-total	\$ 14,500.00
Administration	Financial Review	\$ 90.00
	Board Course & Conference	\$ -
	Board Other	\$ 50.00
	Equipment Rental & Maintena	\$ 675.00

SALARY CHANGE
\$ 169,801.00

deduct Holly's salary, ad

	Legal Fees, Bank charges	\$	50.00
	Library Supplies:	\$	1,500.00
	Computer software	\$	1,300.00
	Association Fees	\$	100.00
	Postage	\$	60.00
	Programs	\$	3,000.00
	Volunteers	\$	1,500.00
	Stationary, printing, & copier su	\$	3,000.00
	Telephone & Telecommunicat	\$	1,600.00
	Sub-total	\$	12,925.00
Building Costs	Insurance	\$	2,200.00
	Cleaning Supplies	\$	1,500.00
	Natural Gas & Power	\$	16,000.00
	Security System	\$	975.00
	Sub-total	\$	20,675.00
Transfer Payments	Chinook Arch Regional Library	\$	13,500.00
	Sub-total	\$	13,500.00
Maintenance	Building Repair and renovation	\$	1,900.00
	Furniture and Equipment	\$	2,950.00
	Other (rent)	\$	2.00
	Sub-total	\$	4,852.00
TOTAL EXPENDITURES		\$	249,878.00
Profit/Loss		\$	4,819.00

AMENDED BUDGET SENT TO
TOWN

EXPENDITURES	Accounts	Proposed Budget 2021
Staff	Salaries and Benefits	\$ 183,426.00
	Employee Course & Conferenc	\$ -
	Travel & Hospitality	\$ -
	Sub-total	\$ 183,426.00
Library Resources	Books	\$ 11,000.00
	Periodical Subscriptions	\$ 1,000.00
	Audio-Visual	\$ 2,500.00
	Sub-total	\$ 14,500.00
Administration	Financial Review	\$ 90.00
	Board Course & Conference	\$ -
	Board Other	\$ 50.00
	Equipment Rental & Maintena	\$ 675.00
	Legal Fees, Bank charges	\$ 50.00
	Library Supplies:	\$ 1,500.00
	Computer software	\$ 1,300.00
	Association Fees	\$ 100.00
	Postage	\$ 60.00
	Programs	\$ 3,000.00
	Volunteers	\$ 1,500.00
	Stationary, printing, & copier su	\$ 3,000.00
	Telephone & Telecommunicat	\$ 1,600.00
	Sub-total	\$ 12,925.00
Building Costs	Insurance	\$ 2,200.00
	Cleaning Supplies	\$ 1,500.00
	Natural Gas & Power	\$ 16,000.00
	Security System	\$ 975.00
	Sub-total	\$ 20,675.00
Transfer Payments	Chinook Arch Regional Library	\$ 13,500.00
	Sub-total	\$ 13,500.00
Maintenance	Building Repair and renovation	\$ 1,900.00
	Furniture and Equipment	\$ 2,950.00
	Other (rent)	\$ 2.00
	Sub-total	\$ 4,852.00
TOTAL EXPENDITURES		\$ 249,878.00
Profit/Loss		\$ 5,119.00

Proposed 2021 Budget for the Claresholm Public Library

REVENUES

Department		Proposed Budget 2021
Govt. Contributions	Town of Claresholm	\$ 190,000.00
	Province of Alberta	\$ 20,857.00
	Sub-total	\$ 210,857.00
Other Gov't. Contributions	M.D of Willow Creek	\$ 12,000.00
	Rural Library Services Grant	\$ 1,300.00
	Other Grants	\$ -
	Sub-total	\$ 13,300.00
Other Revenue	Book Sales	\$ 1,100.00
	Donations	\$ 1,500.00
	Membership Fees	\$ 11,500.00
	Fines	\$ 1,000.00
	Room Rental	\$ 3,800.00
	Coffee	\$ -
	Equipment Rental	\$ 100.00
	Photocopies/PC Copies	\$ 1,800.00
	Miscellaneous	\$ -
	Interest Revenue	\$ 40.00
	Friends of the Library Donation	\$ 10,000.00
	Sub-total	\$ 30,840.00
TOTAL REVENUE	\$ 254,997.00	

Library Manager's Report for January 19, 2021 Board Meeting

Chinook Arch is still working on the pricing for VOIP (voice over phone protocol). Originally it was going to be a \$15 monthly for the first line and \$5 monthly for the second line which is used by W.C.C.A.L.S. We would need to keep one line with Shaw for our Telus Secure Business (previously ADT) alarm line. Trevor Haugen from I.T. at Chinook Arch says that I.T. will need to install the new system using data ports - they plug the phone into the data port and the computer into the phone and, in Trevor's words "Magici". Trevor will let us know when they have all the pricing in place and they can move forward with VOIP. We don't have the new pricing yet but it will save us quite a bit of money over the year.

As per the Government of Alberta the Library has been closed to the public since December 13, 2020. The closure was originally for four weeks and it was announced on January 7, 2021, that this closure has been extended until at least January 21, 2021. During this time the Chinook Arch courier is still coming twice a week so we are able to provide curbside pickup to our patrons using our front lobby. Patrons ring a doorbell, we see who it is, check their items out to them and put them on a table in the lobby for them. This way we do not have to touch their cards or have any physical contact with them. We have found that we are very busy with the holds which is great. We continue to update our patrons via Facebook and email about the closures. We are also providing Craft Kits for Kids via curbside pickup. Anyone who contacts us regarding their Library card expiring during this time has their card extended until the end of January. Of course, we continue to check items in under our "fine free discharge" wizard in Workflows as books must quarantine for at least 72 hours, so we are not making any money from fees or fines during this time.

New Computers have been purchased for the two workstations at the front desk and the one in the workroom. The two at the front desk will be "tinys" as the computer is built into the back of the monitor and the one in the workroom will be a tower type as we need a drive for DVDs and CDs. We do not yet have an installation date.

Chinook Arch's Collection Specialist Heather Martin-Detka advises that Chinook Arch has upgraded the TumbleBooks e-resource subscription and it now offers twice as many titles as before plus they have added graphic novels for grades K to 6. As well she says that the RBDigital e-resource still has some older magazines but they will not be adding anything new and that new e-magazine titles can be found exclusively on our Flipster and Pressreader e-resources.

Using Quickbooks online for our accounting was costing us from \$75.60 per month at the

start of 2020 and \$84 monthly by the end of the year. I have switched to Quicken which only costs \$60 per year.

The volunteer who had volunteered to do an online story time for us has since changed her mind. I think she found it too stressful trying to make it work from home.

Librarians Committee Meeting Report – December 2020

The Chinook Arch Board approved a 5% reduction to the municipal member levy for 2021; this change will be communicated directly to member municipal councils in January. The library board fee has remained static since 2007 and will remain unchanged, as reducing this would negatively impact libraries' book allotment. Robin discussed the plan to give some of Chinook Arch's 2020 surplus back to member libraries in the form of technology purchases or other services; the Chinook Arch Board requested that this be postponed to January, when the final surplus amount will be known.

Libraries are reporting being very busy since the announcement of forthcoming library closures on December 13, as people are wanting to stock up on books. Patrons have expressed gratitude that many libraries are planning to offer access to materials through the closure with curbside service. Coutts will be offering curbside through the closure, and utilize the hallway outside of the library for item pickup. Patrons will need to wear their masks in the hallway. Sharon may reduce her hours, and focus on offering curbside in the evenings for patrons who work during the day. Fort MacLeod will offer curbside through the closure, and utilize the foyer of the library for material pickup. The library received \$10,000 from the Emergency Community Support Grant for book trucks, room dividers, and other infrastructure that is helping the library with quarantining and distancing operations. Glenwood will offer curbside through the closure, with hours to be determined, and using a table outside on their covered walkway. Lomond will be offering curbside service through the closure.

Elizabeth Linville's Digital Literacy programs are moving to Zoom for January and February. Libraries that want to participate should respond to her email, so she can drop-off bags of class materials at participating libraries and get patrons the connection information for the Zoom classes.

Amy Genesis talked about the acquisition of RBdigital by OverDrive. The 6000+ audiobook titles that were in RBdigital have now been moved into OverDrive/Libby. The magazines that have been offered via RBdigital are being moved into Flipster and PressReader by December 31, and the comics that are currently in RBdigital will be phased into OverDrive in February.

Pat Wauters will be sending out emails with information about an auto-renewal process in WorkFlows, and asking libraries for feedback about replacing the "Christian Fiction" category with an "Inspirational Fiction" category.

Charlene continues to work on activity kits and content for seniors, and thanks participating libraries for sharing those kits with their local seniors.

Lisa Weeks said the Radon Kits have been very popular, with 75 current holds on 18 kits throughout the region. Chinook Arch has received \$5000 from Alberta Blue Cross to expand the Memory Kits program, with 40-50 new kits being made available to interested libraries.

Kerby Salberg is working on finalizing the program for the Southern Alberta Library Conference. Registration will be opened for member library managers and staff first, and later for people outside

of the Chinook Arch region, to ensure that our members are prioritized.

Gill Watkinson said that Cataloguing has completed the backlog of items that were sent in from libraries, and asked any libraries are missing any items that were sent in to be catalogued to let her know.

Librarians' Committee Meeting Report January 2021

LPL Going Fine Free

LPL plans to go fine free in 2021 (date TBD, with marketing to the public forthcoming). LPL's revenue from fines has been steadily decreasing since 2012. LPL is approaching going fine free as part of their role in the community's recovery from the pandemic; people have endured financial hardships, need access to educational and entertainment materials, and LPL strives to be a welcoming, inclusive space that contributes to community connectedness and wellbeing. Studies have shown that overdue fines restrict access, disproportionately impact underserved and marginalized populations, and that they do not actually encourage people to return materials on time.

LPL will be waiving all existing overdue fines. Instead of assigning overdue fines going forward, LPL patrons will be charged a lost fee for any items not returned after 3 months; this change in procedure will hopefully ensure material recovery.

Terra will circulate her presentation on LPL's model for going fine free with the regional library managers via email.

Automatic renewals and renewal settings

A Workflows report is available to libraries interested in having their library user's items coming due automatically renewed and email notices of what has been renewed/not renewed sent. Ahead of scheduling this report for library patrons there are a couple of settings in Workflows related to renewals that need to be modified.

In the circulation rules in Workflows there's a setting that determines if items are renewed from the due date or the date of the renewal. Currently this setting is set to renew items from the date of renewal. Pat is planning to schedule the automatic renewals report to renew materials a few days before items are due. In order to ensure that patrons don't 'lose' any days on their loan period Pat would like to modify this global setting so that renewals are based on the due date.

If renewals are based on the original due date (as described above), then there is a second setting that determines the number of days before an item is due that it can be renewed online. This could be set to prevent patrons from renewing their items online early on in their initial loan period. Pat asked if libraries would like this setting preventing early renewals applied. Meeting attendees discussed this, and it was agreed that renewals will be based on the due date and patrons will be blocked from renewing items online until 4 days before the due date.

Meeting attendees agreed on February 1 for a start date for the changes in renewals procedure outlined above to be implemented.

Automatic renewals will be setup for LPL patrons first. After a test period to ensure the report is working as expected, Pat will notify the libraries and any that want to opt-in to automatic renewals for their patrons can contact Pat to have this implemented.

BOARD REPORT



**CHINOOK
ARCH** REGIONAL
LIBRARY SYSTEM

CHINOOK ARCH LIBRARY BOARD MEETING - DECEMBER 3, 2020

CHINOOK ARCH LIBRARY BOARD APPROVES 5% REDUCTION TO 2020 MEMBER LEVY

For the first time since 1992, the Chinook Arch Library Board has reduced its member levy. At its December meeting, the Board, which includes representatives from every member municipality in southwestern Alberta, approved a 2021 budget that features a 5% reduction to the 2020 member levy of \$8.17 per capita, reversing a previously-approved increase of 147% for the 2021 fiscal year.

DeVar Dahl, Municipal Councillor for the Town of Magrath and Chair of the Chinook Arch Library Board, said of the levy reduction: "Municipal revenues are under increasing pressure, due to COVID and other factors. Reducing the levy is a way for the Board to recognize and respond to the reality facing many Alberta municipalities."

The levy change will not have a significant impact on Chinook Arch service levels, as many of the savings have been realized as a result of reduced expenditures due to the ongoing COVID-19 pandemic.

congratulations!

TO THE 2021 EXECUTIVE COMMITTEE

The December meeting of the Chinook Arch Library Board is the annual organizational meeting. Congratulations to the following Trustees who will form the Board's Executive Committee for 2021:

Chair: DeVar Dahl (Town of Magrath)

Vice Chair: Marie Logan (Village of Lacombe)

Treasurer: Jim Monteith (Town of Fort Macleod)

Directors at Large:

Tory Campbell (Lethbridge County)

Wendy Kalkan (LPL Resource Centre)

Tony Hamlyn (Town of Claresholm)

Doug Logan (Municipal County)

Vic Mersch (Ministerial Appointment)

Christopher Northcott (Village of Milo)

Thank you to all incoming Executive Committee members for your dedication to public library services in southwestern Alberta.

BOARD REPORT

CHINOOK ARCH LIBRARY BOARD MEETING - DECEMBER 3, 2020



**CHINOOK
ARCH** REGIONAL
LIBRARY SYSTEM

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Vice Chair: Maria Logan (Village of Lethbridge)

Treasurer: Jim Manseth (Town of Fort Macleod)

Directors at Large:

Tory Campbell (Lethbridge County)

Wendy Kahan (LPL Resource Centre)

Tony Hornsby (Town of Claresholm)

Doug Logan (Municipal County)

Vic Mensch (Municipal Appointment)

Christopher Northcott (Village of Milo)

Thank you to all incoming Executive Committee members for your dedication to public library services in southwestern Alberta.

Claresholm Public Library Board

Regular Meeting

January 19, 2021

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Gaven Moore, Barry Pratte, Ashley Oliver and Jay Sawatzky

Regrets: Lindsay Watson

1: CALL TO ORDER

Meeting called to order at 4:33

2: APPROVAL OF AGENDA

Motion made by Barry Pratte that the agenda be approved. Carried.

3: APPROVAL OF MINUTES

3.1 December 17, 2020 REGULAR MEETING MINUTES

Motion made by Gaven Moore that the minutes be approved. Carried.

4: CORRESPONDENCE

The letter from A. Thompson was discussed. As there was no return address and no first name to try find exactly who this letter is from it was deemed for information only.

5: FINANCIAL

5.1 2020 Financial Year End Report

5.2 2021 Budget Proposal

The 2020 Year End report discussed. Tony noted the amount spent on books was quite a bit less than budgeted and wondered if patrons had noticed this. Jay replied she had not seen this to be a huge issue. Ashley asked if the plexiglass for the front counters had been purchased and installed. The answer was yes; it was recorded under furniture and equipment for 2020.

There were uncategorized items in the 2020 finances due to previous manager's errors in the monthly financial reconciliation. A new software program was purchased (for less \$ annually) and the year of financials was re input. There are slightly more dollars in the credit and debit miscellaneous categories as a result. Procedures and monthly audit will mitigate this risk going forward.

Regarding the 2021 Budget Proposal Jay noted that in 2020 the amount budgeted for the Rural Services Library Grant was zero; it was not known at that time what the amount would be. The M.D. of Willow Creek formed a Library Board following Granum no longer having a classification of "town". This affected the amount libraries in the M.D. receive from this grant. The money Claresholm received for

2020 was \$1,337.45 and was received in December of 2020. Because of this, Jay asked for the proposed 2021 Budget be amended to include \$1,300 from the Rural Services Library Grant. The amount we are to receive from the M.D. of Willow Creek be changed from \$13,000 to \$12,000 as we had only received \$12,052 from them in 2020.

A motion was made by Marika Thyssen that both financial statements be accepted including the changes suggested by Jay and the Library's Proposed Budget for 2021 be sent to the Town of Claresholm and Jay prepare a financial statement for the 2020 finances.

Motion carried.

6: COMMITTEE REPORTS:

Tony would like clarification as to the Levy reduction Chinook Arch is giving to Libraries as our cost for 2021 is the same as 2020. Jay will contact Robin at Chinook Arch regarding this.

Motion made by Darry Markle to accept the reports as presented. Carried.

7: NEW BUSINESS

It was agreed Jay would send letter to Town along with the Budget proposal for 2021

8: CLOSED SESSION

At 5:14 Tony Hamlyn made a motion to go into Closed Session citing 24(1)(b1) Officers/Employees of a public body under FOIP

At 5:27 Tony Hamlyn made a motion to come out of closed session.

9: ADJOURNMENT

At 5:27 Tony Hamlyn made a motion to adjourn.

Next meeting: February 16, 2021 at 4:30 pm.



Co-operative Limited

December 30, 2020

The world has changed in truly unbelievable ways. What hasn't changed is UFA's commitment to keeping our communities strong. Your organization plays an important role in building community strength and resiliency as we navigate through COVID-19.

On behalf of UFA, I want to sincerely thank you for your efforts to support our communities. To assist in these efforts, we are pleased to share a donation with you. We hope this helps you continue the important work you do.

As we continue to navigate through the global outbreak of COVID-19, we invite you to connect with us over social media to share your story and the valuable contributions of your organization. You can find us on:

Facebook – UFACooperativeLtd

Twitter - @UFACooperative

Instagram - @UFACooperative

We know the road ahead is long, but UFA remains committed to our communities. Thank you for all you do.

Kindest Regards,

Kimberly MacDonald
Manager, Community Investment
Kimberly.MacDonald@ufa.com
403-570-4214

M.D. of Willow Creek No. 26 Library Board

P.O. Box 300

Granum, Alberta

T0L 1A0

February 1, 2021

Claresholm Public Library

PO Box 548

Claresholm, Alberta

T0L 0T0

Attention: Toni Hamlyn

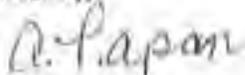
Dear Board Members:

As you are all aware the Town of Granum is now a hamlet and part of the Municipal District of Willow Creek No. 26 and the Town of Granum Library is now the M.D. of Willow Creek Library No. 26 Library Board. As such we are now tasked with dispersing Provincial Government funding previously dispersed by Chinook Arch Regional Library to the Libraries within the M.D. of Willow Creek No. 26.

We had hoped to be able to meet with all the Library Boards and have an opportunity to meet all the Board Members, however with the Covid-19 restrictions this will have to wait until people can gather again some time in the future.

We have enclosed a cheque in the amount of \$4,833.00, your share of the provincial funding. I hope that all of us will be able to go to our Libraries again in person soon.

Sincerely,



Anne Papan

Vice-Chair

MD of Willow Creek No. 26 Library Board

Claresholm Public Library - Financial Statement for January 2021

REVENUES

Department	2021 Budget	Jan-20	Total	Difference
Town of Claresholm	\$190,000.00	\$0.00	\$0.00	\$190,000.00
Province of Alberta	20,857.00	0.00	\$0.00	\$20,857.00
M.D of Willow Creek	12,000.00	0.00	\$0.00	\$12,000.00
Rural Library Services Grant	1,300.00	0.00	\$0.00	\$1,300.00
Other Grants	0.00	0.00	\$0.00	\$0.00
Book Sales	1,100.00	0.00	\$0.00	\$1,100.00
Donations	1,500.00	1,360.00	\$1,360.00	\$140.00
Membership Fees	11,500.00	40.00	\$40.00	\$11,460.00
Fines	1,000.00	0.00	\$0.00	\$1,000.00
Room Rental	3,800.00	0.00	\$0.00	\$3,800.00
Coffee	0.00	0.00	\$0.00	\$0.00
Equipment Rental	100.00	0.00	\$0.00	\$100.00
Photocopies/PC Copies	1,800.00	6.55	\$6.55	\$1,793.45
Miscellaneous	0.00	0.00	\$0.00	\$0.00
Interest Revenue	40.00	6.29	\$6.29	\$33.71
Friends of the Library-Donations	10,000.00	0.00	\$0.00	\$10,000.00
TOTAL REVENUE	\$254,997.00	\$1,412.84	\$1,412.84	\$253,584.16

EXPENDITURES

Department	2021 Budget	Jan-20	Total	Difference
Salaries and Benefits	\$ 183,426.00	10,191.12	10,191.12	\$173,234.88
Employee Course & Conference Fees	0.00	0.00	0.00	\$0.00
Travel & Hospitality	0.00	0.00	0.00	\$0.00
Books	11,000.00	67.63	67.63	\$10,932.37
Periodical Subscriptions	1,000.00	42.00	42.00	\$958.00
Audio-Visual	2,500.00	0.00	0.00	\$2,500.00
Financial Review	90.00	0.00	0.00	\$90.00
Board Conference & Other	0.00	0.00	0.00	\$0.00
Equipment Rental & Maintenance (Dr	675.00	0.00	0.00	\$675.00
Legal Fees, Bank charges	50.00	0.00	0.00	\$50.00
Library Supplies	1,500.00	0.00	0.00	\$1,500.00
Computer software	1,300.00	0.00	0.00	\$1,300.00
Association Fees	100.00	57.75	57.75	\$42.25
Postage	60.00	0.00	0.00	\$60.00
Programs	3,000.00	50.85	50.85	\$2,949.15
Volunteers	1,500.00	0.00	0.00	\$1,500.00
Stationary, printing, & copier supp	3,000.00	0.00	0.00	\$3,000.00
Telephone	1,600.00	174.04	174.04	\$1,425.96
Finance	2,200.00	0.00	0.00	\$2,200.00
Cleaning Supplies	1,300.00	12.06	12.06	\$1,287.94

Natural Gas & Power	16,000.00	1,004.00	1,004.00		\$14,996.00
Security System	975.00	40.95	40.95		\$934.05
Chinook Arch Regional Library	13,500.00	6,747.30	6,747.30		\$6,752.70
Building Repair and renovations	1,900.00	0.00	0.00		\$1,900.00
Furniture and Equipment	2,950.00	4,719.15	4,719.15		-\$1,769.15
Other (rent)	1.00	1.05	1.05		-\$0.05
TOTAL EXPENDITURES	\$249,627.00	\$23,107.90	\$23,107.90		\$226,519.10
Profit/Loss	\$5,370.00	-\$21,695.06	-\$21,695.06		

Librarian's Report for February 16, 2021

The Calgary office of UFA Co-operative Limited made a donation of \$1000 to the Library. A letter accompanied the donation saying that the library plays an important part in building community strength and resilience as we all navigate through Covid-19 and the donation is to thank us for supporting our community. We have several families in town who homeschool and I have reached out to some asking what they may need to help with this. I received a couple of responses suggesting some juvenile fiction and non-fiction titles. I have already purchased some of these and to thank UFA I will be putting a book plate in these books saying that they were purchased with a donation from UFA. I will be sending a letter to UFA to let them know and to ask their permission to thank them on social media.

A letter was sent to Shirley Isaacson asking if she would audit the Library's finances for 2020. I spoke with her on February 10 and she confirmed that she will do this and will contact me with a date that works for her as soon as. The audit should be completed and made available by the March 16 Board Meeting.

As it now appears the Library will be closed for all of February and possibly into March we have the time to move some collections around. I have put up shelves to move the juvenile non-fiction collection onto from its current location. These shelves will provide more room for this collection which is very crowded where it is plus there are more titles in the basement that can now be brought up. We will then move the Young Adult collection to the shelves vacated by the juvenile non-fiction. Doing this will give us extra room for the Adult Fiction collection which is quite crowded at this time.

Trevor Haugen, head of I.T. at Chinook Arch, has now provided the cost of switching our phones to VOIP.

Here is the information he has provided:

Monthly Costs

Monthly Cost - \$15/month for 1st number – additional \$5 for each number after that

Initial Setup Costs

Phone set - \$150/phone

Transfer phone numbers - \$10/number

New Phone numbers* - \$5/number

Nearly half of the libraries have requested to join our service so it could be a long process to work through all the libraries and I hope to be able to start soon so anyone at the end of the list doesn't have

to wait too long. The list has been created based upon when your initial request for VOIP was received.

Some libraries only have 5 Mbps bandwidth via SuperNet. We are certain that this will be enough but we want to ensure that there won't be problems so we'll be doing a test at one of the sites with 5 Mbps SuperNet bandwidth to ensure this will work.

Public Services Library Branch in Edmonton has advised that libraries can count any kits we handed out to patrons over the last year in lieu of programming as programs in the 2020 Annual Report. Each kit counts as one program and the number handed out is how many patrons "attended." This is very good news as I handed 24 different kits with an average of approximately 15 each.

The Annual Report from 2020 shows a huge impact from Covid-19 especially in terms of patrons coming into the Library. We had over 30,000 patrons come in in 2019 and just over 13,000 in 2020. The Claresholm chapter of the T.O.P.S. group meets every Tuesday in the Bill Simpson room. They currently have 25 members and the attendance is very high every week. If they averaged 20 people a week and they only came for the first 2.5 months of the year then that is a loss of 800 patrons for the year and that is just one group.

The Library received a letter from the newly formed M.D. of Willow Creek Library Board stating that they are now tasked with dispersing the Provincial Government Funding that had previously been dispersed by Chinook Arch to the Libraries with the M.D. They enclosed a cheque for \$4833 for the Claresholm Library's share of the provincial funding.

Librarians' Committee Report from February 11, 2021

Announcements

- The provincial government has adjusted how population is calculated
 - GOA (Government of Alberta) is now using estimates for population figures. This won't have a significant impact on most municipalities this year, but may in subsequent years. According to this new method, total change in population for our region is -1.6%, down from the figure used for 2020. It's uncertain how PLSB will adjust to this new method; they have been using 2016 numbers for grants for the last few years. 2021 operating grants are likely to be the same as 2020.
- The municipal levy has been reduced by 5% for 2021.
- Chinook Arch will issue one-time grants to member libraries once the system's financial audit is complete. This is possible due to a budget surplus in 2020.
- Chinook Arch's quarantine of library materials has been removed, relying on the 72-hour quarantine done at the libraries. This should result in a more efficient flow of materials around the region. PLSB has recently reminded libraries about the 72-hour quarantine, shifting from "Libraries...may wish to quarantine and/or sanitize physical materials" in December to "libraries **should quarantine materials for 72 hours** and follow current recommendations out of an abundance of caution" as of February 8, 2021.
- **Trevor from Chinook Arch:** Contact him if you are interested in VOIP service; there is still time to opt in. Set-up can begin in libraries that are comfortable in having IT visit now. The internal website has menu problems. To improve the process of getting to shared documents, IT wants to set up Sharepoint, a content management system from Microsoft. Approval is required from the Chinook Arch board in April because Sharepoint is expensive to set up due to the need for outside assistance and staff training. In the meantime users can use the internal website's search function to find the needed documents.
- **Pat from Chinook Arch:** Renewal settings have been changed to renew from the item's due date rather than from the date of renewal. LPL staff have reported strange related messages. Pat has a meeting with Sirsi Dynix later today to inquire about that. Automatic renewals has been tested with HQ and LPL. There are still bugs to work out. Other libraries that opt in to automatic renewals should have it begin March 1.
- **Charlene from Chinook Arch:** The last of the seniors activity kits go into bins today. Charlene will present a program wrap-up to librarians at the next BYOQ. She recommends <https://corealberta.ca/> for continued resources.
- **Tracey from Chinook Arch:** Year end was completed January 20. All ordering was brought up to date with some special orders still outstanding. Incoming shipments are being processed again. Reconciliation was delayed from November 2020 to end of

February which will clean up orders and encumbered funds. The pandemic has disrupted the publishing and distribution industries which affects libraries in general, and Chinook Arch processes in particular. Send any questions about on-order titles to her.

- **Kerby from Chinook Arch:** SALC registration is still open - <http://salc.wildapricot.org/>

1. Questions & Comments

- **Question:** For those libraries going fine free, how do you get patrons to return items if there are no consequences?
 - **Answer:** One manager replied that there are consequences, one being that unreturned items move to "lost" more quickly—28 days vs 100 days--and the incurred lost charge prompts returns. Another manager replied that various studies show that patrons not returning items tends not to be an issue; other libraries acknowledge the possibility while choosing to not overly concern themselves with that possibility.
- **Janice on libraries being essential:** libraries might not want to be designated essential because it's a legal term that removes control of services from those offering the service. A point of consideration.

Next meeting: March 11, 2021

AGENDA

1. CALL TO ORDER
- 2: APPROVAL OF AGENDA
- 3: APPROVAL OF MINUTES
 - 3.1 FEBRUARY 16, 2021 REGULAR MEETING MINUTES
- 4: CORRESPONDENCE
 - 4.1 Letter from Ric McIver, Minister of Alberta Municipal Affairs
 - 4.2 Community Foundation Statement
- 5: FINANCIAL
 - 5.1 January/February 2021 Financial Statement
 - 5.2 Library Reserve Funds
 - 5.3 Amend 2021 Financial Budget
- 6: COMMITTEE REPORTS
 - 6.1 Librarian's report
 - 6.2 Librarians' Committee Meetings Reports
 - 6.3 Chinook Arch Regional Library System Report
- 7: CLOSED SESSION (if needed)
- 8: ADJOURNMENT –

Next Meeting April 20th, 2021 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting
February 16, 2021

Minutes

Present: Tony Hamlyn, Darry Markle, Marika Thiessen, Jay Sawatzky, Ashley Oliver, Gaven Moore

Regrets: Lindsay Watson

Absent: Barry Pratte

1. **CALL TO ORDER:** Tony Hamlyn called the meeting to order at 4:37 pm Feb 16, 2021.

2: **APPROVAL OF AGENDA:** Darry Markle motioned to accept the agenda as presented.
Carried.

3: **APPROVAL OF MINUTES**

3.1 JANUARY 19, 2021 REGULAR MEETING MINUTES

Ashley Oliver motioned to accept the minutes of the Jan 19, 2021 regular meeting minutes.
Carried.

4: **CORRESPONDENCE**

4.1 Letter from UFA Calgary - letter attached. We have thanked in a letter. Jay reached out to some of the families with kids who are home schooled and asked if they could use anything. She has since purchased some books that will be labelled as donated on behalf of UFA.

4.2 Letter from the M.D. of Willow Creek Library Board - attached.

5: **FINANCIAL**

5.1 January 2021 Financial Statement

5.2 Library Reserve Funds

Marika Thyssen motioned to accept the Financial Statement as presented. Carried.

Gaven Moore made a motion to transfer \$50K from the chequing account into the Elite Savings account for Temporary Reserves until such time as the funds are required for expenses as outlined. Carried.

6: **COMMITTEE REPORTS**

6.1 Librarian's report

6.2 Librarians' Committee Meetings Reports

**Claresholm Public Library Board
Regular Meeting
February 16, 2021**

Minutes

6.3 Chinook Arch Regional Library System Report – verbal report.

Darry Markle motioned to accept the Committee Reports as presented. Carried.

7: NEW BUSINESS

7.1 Annual Report for 2020 needs approval.

Marika Thyssen motioned to approve the Annual Report for 2020 with the one change of saying Yes Darry Markle is on council. Carried.

8: CLOSED SESSION (if needed)

Tony Hamlyn made a motion to go into closed session at 5:14, citing 24(1)(b1) Officers/Employees of a public body under FOIP.

Tony Hamlyn made a motion to come out of closed session at 5:29.

9: ADJOURNMENT – Ashley Oliver motioned to adjourn at 5:30.

Next Meeting March 16th, 2021 at 4:30 p.m.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
Deputy Government House Leader
M.L. Calgary-Hays*

February 25, 2021

Dear Library Board Member:

Earlier today, my colleague the Honourable Travis Toews, President of Treasury Board and Minister of Finance, introduced Budget 2021.

As I am sure you know, Alberta faces significant challenges as a result of low energy prices, a global economic downturn and the COVID-19 pandemic. This has made for difficult choices in this year's budget, and as your government we have worked hard to make those choices in a responsible yet compassionate manner.

Within that lens, I am very pleased to share with you that Budget 2021 is good news for public libraries. Our government understands the critical role that libraries play in Alberta, and in recognition of that, we have kept provincial public library operating grants stable, and you are eligible to receive the same amount in 2021-22 that you received in 2020-2021.

Funding for provincial public library network supports also remains stable, so our management of SuperNet connectivity, e-content (such as ebooks), and interlibrary loan services continues.

If you are interested, a link to the budget documents is provided in the transmittal e-mail.

If you have specific questions about your library grant eligibility or the grant application process, please contact ministry staff at libgrants@gov.ab.ca.

In closing, I want to thank you for the great work you continue to do in communities throughout the province, especially given the challenges of the pandemic. I look forward to continuing to work with you to serve Albertans.

Sincerely,

Ric McIver
Minister



February 12, 2021

Tony Hamlyn
Claesholm Public Library
Box 548
Claesholm AB T0L 0T0

Dear Tony,

I hope that this letter finds you healthy and safe as we continue to live with the COVID-19 pandemic. The pandemic struck hard in 2020, hitting everything in its path, including the financial markets. While our investments suffered significant losses in March, there was a rebound in asset prices in April and May that continued slowly throughout the summer and fall months. November and December saw a strong uplift that ultimately resulted, I am very happy to say, in a positive return on our investments, as your enclosed 2020 Fund Report will show.

I am delighted to share with you that this April marks our 55th year of service to the community. While the pandemic prevents us from proceeding with our annual Friends of the Foundation Dinner or a party at this time, we are working on plans to commemorate this anniversary, and will share relevant details as our plans come to fruition.

Last year, thanks to the support of our donors, as well as the governments of both Alberta and Canada, the Community Foundation awarded over \$2 million in grant funding throughout Southwestern Alberta, with \$1.4 million supporting COVID-19 response and recovery work. Thank you for your continued support of the community through our work, and for helping us respond effectively to the needs of our community in a time of crisis.

Please contact me directly if there is anything I can do to be of assistance to you.

All best wishes,

Charleen Davidson
Executive Director



CLARESHOLM PUBLIC LIBRARY #3363

Fund Statement January 1, 2020 - December 31, 2020

FUND OPENING BALANCE - January 1

Opening Fund Balance	<u>\$34,073.53</u>
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FUND ACTIVITY -

Additions:

Contributions		\$0.00	
Total additions			\$0.00

Investment returns:

Income (Interest and Dividends)	2.76%	\$931.75	
Capital Gain	6.12%	\$2,084.58	
Total additions (Investment return)	8.88%		\$3,016.33

Distributions:

Grants		\$0.00	
Administrative Support Fee at 1.00%		-\$340.74	
Total Distributions			<u>-\$340.74</u>

Net change in fund balance	\$2,675.59
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FUND BALANCE DECEMBER 31	<u>\$36,749.12</u>
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Note:

The suggested CRA guideline for granting from an endowment fund is 3.5% of the fund balance. Over time this should preserve the capital of the fund from market fluctuations and provide a degree of inflation protection. The granting from a fund is at the discretion of the fund holder, however for your information, 3.5% of the fund balance is:

\$1,286

Your rate of return is based on a weighted average of your fund throughout the year.

Motion to pull disbursement quote in minutes.

Cloesholm Public Library - Financial Statement for February 2021

REVENUES

Department	2021 Budget	Jan-21	Feb-21	Total	Difference
Town of Cloesholm	190,000.00	0.00	0.00	0.00	190,000.00
Province of Alberta	20,857.00	0.00	0.00	0.00	20,857.00
M.D of Willow Creek	12,000.00	0.00	4,833.00	4,833.00	7,167.00
Rural Library Services Grant	1,300.00	0.00	0.00	0.00	1,300.00
Other Grants	0.00	0.00	0.00	0.00	0.00
Book Sales	1,100.00	0.00	20.00	20.00	1,080.00
Donations	1,500.00	1,360.00	0.00	1,360.00	140.00
Membership Fees	11,500.00	40.00	472.81	512.81	10,987.19
Fines	1,000.00	0.00	91.82	91.82	908.18
Room Rental	3,800.00	0.00	0.00	0.00	3,800.00
Coffee	0.00	0.00	0.00	0.00	0.00
Equipment Rental	100.00	0.00	0.00	0.00	100.00
Photocopies/PC Copies	1,800.00	6.55	0.00	6.55	1,793.45
Miscellaneous	0.00	0.00	40.00	40.00	40.00
Interest Revenue	40.00	6.29	3.30	9.59	30.41
Friends of the Library-Donations	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL REVENUE	254,997.00	1,412.84	5,460.93	6,873.77	248,123.23

EXPENDITURES

Department	2021 Budget	Jan	Feb	Total	Difference
Salaries and Benefits	\$183,426.00	\$11,423.95	\$8,919.55	\$20,343.50	\$163,082.50
Employee Course & Conference Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel & Hospitality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Books	\$11,000.00	\$19.99	\$44.42	\$64.41	\$10,935.59
Periodical Subscriptions	\$1,000.00	\$40.00	\$0.00	\$40.00	\$960.00
Audio-Visual	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Financial Review	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00
Board Conference & Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Rental & Maintenance (D	\$675.00	\$40.84	\$70.59	\$111.43	\$563.57
Legal Fees, Bank charges	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Library Supplies	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Computer software	\$1,300.00	\$0.00	\$138.71	\$138.71	\$1,161.29
Association Fees	\$100.00	\$55.00	\$0.00	\$55.00	\$45.00
Postage	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Programs	\$3,000.00	\$48.50	\$71.45	\$119.95	\$2,880.05
Volunteers	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Stationary, printing, & copier supp	\$3,000.00	\$151.00	\$151.00	\$302.00	\$2,698.00
Telephone	\$1,600.00	\$163.80	\$0.00	\$163.80	\$1,436.20
Insurance	\$2,200.00	\$0.00	\$1,962.99	\$1,962.99	\$237.01
Printing Supplies	\$1,300.00	\$11.49	\$0.00	\$11.49	\$1,288.51

Natural Gas & Power	\$16,000.00	\$0.00	\$956.19	\$956.19	\$15,043.81
Security System	\$975.00	\$40.95	\$0.00	\$40.95	\$934.05
Chinook Arch Regional Library	\$13,500.00	\$6,747.30	\$0.00	\$6,747.30	\$6,752.70
Building Repair and renovations	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,900.00
Furniture and Equipment	\$2,950.00	\$3,969.39	\$0.00	\$3,969.39	-\$1,019.39
GST Paid	\$0.00	\$116.44	\$80.95	\$197.39	-\$197.39
Transfer to Reserves	\$0.00	\$0.00	\$50,000.00	\$50,000.00	-\$50,000.00
Other (rent)	\$1.00	\$1.00	\$0.00	\$1.00	\$0.00
TOTAL EXPENDITURES	\$249,627.00	\$22,829.65	\$62,395.85	\$85,225.50	\$164,401.50
Profit/Loss	\$5,370.00	-\$21,416.81	-\$56,934.92	-\$21,416.81	

Library Manager's Report for March 16, 2021 Board Meeting

The Lethbridge Public Library gave away two self checkout stations that they were no longer using. They drew names and Claresholm was lucky enough to get one. It has been placed just to the north of the inside front entrance so it is handy for people to use on their way out and still close enough to the circulation desk should patrons require help. It is awaiting set up from an IT member from Chinook Arch.

The bulb in the projector in the Bill Simpson room was replaced for a cost of \$276.

The Skipping Stone Foundation in Calgary, which supports trans and gender diverse individuals in Alberta, contacted us and offered free books (picture, juvenile and YA titles) as a resource for our community. These books were provided to them by Indigo/Chapters as part of their Love of Reading program. A thank you to both parties along with a list of the books we received was posted on Facebook. They will be part of our Pride display in June.

Although the Library was initially to be part of the stage 3 of re-opening the province following the closure due to Covid in December, the Alberta Government upgraded libraries to stage 2 as of March 1. We opened March 4 with capacity limited to 15 % of our fire code occupancy, not including staff. The main library is limited to 28 patrons and the Bill Simpson room to 4. The volunteers are very happy to be back.

Over the last few years we've had a lot of patrons ask for tap on the debit machine. I have upgraded our lease with First Data so that we now have a Clover debit machine that does allow tap. The monthly lease is approximately \$5 per month more than the non tap machine and there is a 3.5 cent charge now for interact for every use of the tap function.

Volunteer Shirely Isaacson came in to do the 2020 financial audit. I hope to have a report for the Board Meeting on the 16th.

Brady Schnell, the EDO for the Town of Claresholm, phoned on March 11 to say that he had applied for and received \$290,000 in funding for the Town to support immigrants. He has asked me to compile a list of books for adults and children who are learning English for Hindi, Punjabi, Spanish and Tagalog speakers, as well as any other items we may need to assist them, as well as the costs. He needs this list by March 15. As we also have Korean families in Claresholm I am adding Korean/English titles to the list as well.

And finally I am looking to hire a part time circulation clerk to work Tuesday and Wednesday so that we will have coverage when other staff members are off. This person will also be tasked with doing a reading program, virtual or in house, for children. The posting will go out on Monday March 15th with a deadline of March 26th.

Librarians' Committee Meeting Report March 2021

Seniors and Intergenerational Program Summary – Charlene Fletcher

This two year program is finished at the end of March. Charlene has shared her final program report and some wrap-up resources with library managers via email. Despite the pandemic causing the program to shift from in-person programs to online videos and activity kits, the program received positive feedback from participating libraries and patrons. Charlene's resource binder of all her research, program plans, and source materials will be saved and made available for member libraries to borrow from Chinook Arch; any libraries interested in borrowing the binder can contact Lisa Weekes.

Around the Table

• Jonathan Jarvie:

- LPL has launched their Internet on the Go program, which loans Chromebooks and WiFi Hotspots, and also enables patrons to print materials remotely. A number of libraries expressed interest in LPL's procedures for the lending program; Jonathan will share information with those libraries. LPL has some new upcoming online adult programs, including a knitting program with Hannah Thiessen, and an author interview with Eden Robinson.

• Caroline Moynihan:

- LPL is doing a spring program series called Community Conversations in partnership with the Social Health Equity Network of Lethbridge and Area; the first program is this evening

• Robin Hepher:

- Chinook Arch's Finance Committee has approved using some of the 2020 budget surplus to give some money back to member libraries. More details will be shared once Chinook Arch's annual audit is completed. Chinook Arch is also working on a vaccination policy for staff, and can share it with any interested member libraries.

• Trevor Haugen:

- Trevor gave some information about WiFi hotspots that he has been researching on behalf of Fort Macleod. Any libraries that are interested in getting costs for WiFi Hotspots for potential lending programs can contact Chinook Arch IT. Starting in May, Chinook Arch will begin transitioning all member libraries onto SuperNet 2.0, which will increase bandwidth at all libraries. Trevor will be contacting libraries individually with their upgrade dates.

• Lisa Weekes:

- Lisa is investigating federal grant opportunities for a WiFi Hotspot and Chromebook lending program for the region. Lisa will share more information via email and any member libraries that are interested in being included as part of the application can contact Lisa.

- Pat Wauters:
 - Pat will share a Circulation Policies Item for Decision with member libraries via email.
- Kerby Elfring:
 - Kerby is working on posting the session recordings and resources from the Southern Alberta Library Conference to the conference website, and will share the details via email.
- Trevor Hatfield:
 - OCLC has been rolling out changes to Relais, the ILL software. The changes have caused some bugs, but will eventually increase requesting abilities to more library collections beyond Alberta libraries. If anyone is having trouble with Relais or has suggestions for improvement, they can contact Trevor.

- Heather Martin-Detka

- I've been scheduling introduction chats with library managers to talk about their libraries and their collection management needs. Some of these needs include:
 - helping with coming up with themed lists of books to use for displaying at programs or to help with way-finding
 - when they received a cash donation that is to go towards adding titles to the collection, compiling lists of books you may be interested in adding to your collection ("pre-selecting" titles that you then go through and decide which you would like to purchase)
 - setting up Collection HQ reports to be sent directly to them to help with selection decisions on a regular basis
 - Once things return to "COVID-normal," coming out to visit on a bi-yearly basis to talk about displays, merchandising and shelf organization.

If any of these sound like something you'd be interested in, send me an email or give me a call and we can set up a time to talk about your library's collection management needs.

I've also heard from these managers about how I can provide collection management support in general in the newsletter etc., so I look forward to rolling some of these ideas out in the next few months.

- In response to the growth in user ship of OverDrive in the last year, we've reallocated a budget surplus from Hoopla to OverDrive. I've been working on a system to make sure we're supplementing LPL's new title purchasing in a way that reflects the needs of our users, by using CollectionHQ collection use reports, and investigating prepublication lists, as well as lists of buzzworthy titles coming out soon. Part of this is also focusing on adding diverse authors/voices to the collection.
- At the February BYOQ meeting there were comments made about patrons starting to miss the social aspect of libraries. In response, Chinook Arch will be testing out an online book club – the Archers Book Club – using the Big Library Reads title, "The Art of Taking it Easy," which will be available through OverDrive/Hoopla from April 5-19. How it will work:

- Patrons will need to register at <https://chinookbookclub.proboards.com/>
- Borrow the book (more information about the title [here](#)) starting April 5 using OverDrive or Libby. It'll be set up as a simultaneous-use lending model until April 19, so there's no worry about copies not being available during that two-week period.
- All of the discussion questions are posted [on the forum](#). The majority of interaction will be on the forum, and patrons are encouraged to check back regularly to continue on conversations with others, instead of making a single comment and leaving it at that. I *will* be moderating comments so people need to stay respectful of one another. Otherwise they will be removed from the forum.
- If there are enough people registered and interacting, we will do a live Zoom on the evening of April 19 to go over the questions in person.

Keep your eyes open for an email with some marketing material a little closer to the April 5 date.

Claresholm Public Library Board
Regular Meeting
April 20, 2021

AGENDA

1. CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF MINUTES

3.1 MARCH 16, 2021 REGULAR MEETING MINUTES

4: CORRESPONDENCE

4.1 Barry Pratte resignation from Board

5: FINANCIAL

5.1 Honorarium for Kathy Davies

5.2 Roof repairs

5.3 Financial Committee Meeting

5.4 Town Grant Meeting

5.5 March Financial Report

6: COMMITTEE REPORTS

6.1 Library Manager's report

6.2 Librarians' Committee Meetings Reports

6.3 Chinook Arch Regional Library System Report

7: CLOSED SESSION

8: ADJOURNMENT

Next Meeting May 18, 2021 at 4:30 p.m.

Claresholm Public Library Board

Regular Meeting

March 16, 2021

MINUTES

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Ashley Oliver and Jay Sawatzky

Regrets: Lindsay Watson, Barry Pratte, Gaven Moore

1: CALL TO ORDER

Meeting called to order at 4:35

2: APPROVAL OF AGENDA

Motion made by Darry Markle that the amended agenda be approved. Carried.

3: APPROVAL OF MINUTES

3.1: Approval of Minutes from February 16, 2021 Regular Board Meeting

Motion made by Ashley Oliver that the minutes be approved. Carried.

4: CORRESPONDENCE

4.1: Letter from Minister of Alberta Municipal Affairs. The letter confirms that the funding from the Government of Alberta for 2021 will be the same as 2020. Ashley Oliver asked for the amount the Library will receive in 2021. It will be the same as 2019 and 2020: \$20,587.00.

4.2: Community Foundation Statement: Tony reports that there is \$26,749.12 in the fund with \$1286 available to the Library if they wished to use it.

5: FINANCIAL

5.1 January/February 2021 Financial Statement: Marika wondered why there was no entry for January for Atco. January is empty because the 2020 December payment came out in December so it could be included in the 2020 year end. The payment for January was made in February and on the statement it is recorded as \$956.19 as the GST was recorded separately to make it easier when applying for the GST rebate.

5.2 Library Reserve Funds – Jay confirms that \$50,000 was moved from the Community Account to the Elite Savings account on February 26.

A motion was made by Marika to accept the financial statement with amendments requested. Carried.

5.3 Amend 2021 Financial Budget: it was decided that the Board Finance Committee will meet to possibly amend the 2021 Financial Budget as some of our needs have changed since it was first approved.

6: COMMITTEE REPORTS:

Tony made a verbal report of the last Chinook Arch Regional Library System Meeting on Feb. 18 and said that the Finance Committee has approved using some of the funds of the 2020 budget surplus to give some money back to member libraries. More details will be forthcoming once Chinook Arch's annual audit is completed. Also, a letter was sent from the Board to the City of Lethbridge asking for better communication between the two. No response as of yet. The next Board meeting will be on March 18.

Darry made a motion to accept the reports. Carried.

7: CLOSED SESSION

At 5:05 Tony Hamlyn made a motion to go into Closed Session citing 24(1)(b1) Officers/Employees of a public body under FOIP.

At 5:13 Tony Hamlyn made a motion to come out of closed session.

8: ADJOURNMENT

At 5:13 Tony Hamlyn made a motion to adjourn.

Next meeting: April 20, 2021 at 4:30 pm.

March 30, 2021

Please be advised of my
resignation from the Claresholm
Library Board effective April 1, 2021.

I'd like to thank all of you
for the privilege of serving on
the board.

Sincerely,
Barry Drath

Claresholm Public Library - Financial Statement for March 2021

REVENUES

Department	2021 Budget	Jan-21	Feb-21	Mar-21	Total	Difference
Town of Claresholm	190,000.00	0.00	0.00	0.00	0.00	190,000.00
Province of Alberta	20,857.00	0.00	0.00	0.00	0.00	20,857.00
M.D. of Willow Creek	12,000.00	0.00	4,833.00	0.00	4,833.00	7,167.00
Rural Library Services Grant	1,300.00	0.00	0.00	0.00	0.00	1,300.00
Other Grants	0.00	0.00	0.00	0.00	0.00	0.00
Book Sales	1,100.00	0.00	20.00	0.00	20.00	1,080.00
Donations	1,500.00	1,360.00	0.00	16.00	1,376.00	124.00
Membership Fees	11,500.00	40.00	472.81	890.00	1,402.81	10,097.19
Fines	1,000.00	0.00	91.82	29.94	121.76	878.24
Room Rental	3,800.00	0.00	0.00	0.00	0.00	3,800.00
Coffee	0.00	0.00	0.00	0.00	0.00	0.00
Equipment Rental	100.00	0.00	0.00	0.00	0.00	100.00
Photocopies/PC Copies	1,800.00	6.55	0.00	116.90	123.45	1,676.55
Miscellaneous	0.00	0.00	40.00	0.00	40.00	40.00
Interest Revenue	40.00	8.29	3.30	2.34	11.93	28.07
Friends of the Library-Donations	10,000.00	0.00	0.00	0.00	0.00	10,000.00
TOTAL REVENUE	254,997.00	1,412.84	5,460.93	1,055.18	7,928.95	247,068.05

EXPENDITURES

Department	2021 Budget	Jan	Feb	Mar	Total	Difference
Salaries and Benefits	\$183,426.00	\$11,423.95	\$8,919.55	\$9,095.74	\$29,439.24	\$153,986.76
Employee Course & Conference Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel & Hospitality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Books	\$11,000.00	\$19.99	\$44.42	\$576.82	\$641.23	\$10,358.77
Periodical Subscriptions	\$1,000.00	\$40.00	\$0.00	\$220.75	\$260.75	\$739.25
Audio-Visual	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Financial Review	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Board Conference & Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Rental & Maintenance (D	\$675.00	\$40.84	\$70.59	\$66.44	\$177.87	\$497.13

Legal Fees, Bank charges	\$50.00	\$0.00	\$0.00	\$15,580.57	\$15,580.57		-\$15,530.57
Library Supplies	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,500.00
Computer software	\$1,300.00	\$0.00	\$138.71	\$0.00	-\$138.71		\$1,161.29
Association Fees	\$100.00	\$55.00	\$0.00	\$35.00	\$90.00		\$10.00
Postage	\$60.00	\$0.00	\$0.00	\$88.20	\$88.20		-\$28.20
Programs	\$3,000.00	\$48.50	-\$71.46	\$112.93	-\$232.88		\$2,767.12
Volunteers	\$1,500.00	\$0.00	\$0.00	\$23.98	\$23.98		\$1,476.02
Stationary, printing, & copier supp	\$3,000.00	\$151.00	\$151.00	\$184.44	\$486.44		\$2,513.56
Telephone	\$1,600.00	\$163.80	\$0.00	\$327.60	\$491.40		\$1,108.60
Insurance	\$2,200.00	\$0.00	\$1,962.99	\$0.00	\$1,962.99		\$237.01
Cleaning Supplies	\$1,300.00	\$11.49	\$0.00	\$0.00	\$11.49		\$1,288.51
Natural Gas & Power	\$16,000.00	\$0.00	\$958.19	\$928.34	\$1,884.53		\$14,115.47
Security System	\$975.00	\$40.95	\$0.00	\$31.90	\$122.85		\$852.15
Chinook Arch Regional Library	\$13,500.00	\$6,747.30	\$0.00	\$0.00	\$6,747.30		\$6,752.70
Building Repair and renovations	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,900.00
Furniture and Equipment	\$2,960.00	\$3,969.39	\$0.00	\$226.82	\$4,196.21		-\$1,246.21
GST Paid	\$0.00	\$116.44	\$80.95	-\$879.79	\$1,077.18		-\$1,077.18
Transfer to Reserves	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00		-\$50,000.00
Other (rent)	\$1.00	\$1.00	\$0.00	\$0.00	\$1.00		\$0.00
TOTAL EXPENDITURES	\$249,627.00	\$22,829.65	\$62,395.85	\$28,429.32	\$113,654.82		\$135,972.18
Profit/Loss	\$5,370.00	-\$21,416.81	-\$56,934.92	-\$27,374.14	-\$21,416.81		

Library Manager's Report for April 20, 2021

Brady Schnell, the Town of Claresholm EDO, says that we will definitely receive some funds from the Community Takes Roots grant for the ESL books, shelving, wifi hot spots and chrome books but I don't yet know when we will be able to purchase these items.

The Library's roof lost a lot of shingles in the windstorm on March 28. Arnold Vegter from the Town Crew took a look a couple of days later and said that it would not leak but that the entire roof had already been in need of re shingling prior to the storm. Mike Schuweiler advised that he has hired a contractor who is currently patching the roof where needed until they can replace everything later in the summer. The cost is \$50,000 and Mike mentioned that he didn't know if Blair Bullock from the Town would ask the Library to help cover this amount.

Umeko Van De Wetering was hired as a part time circulation clerk to work Tuesdays and Wednesdays. Despite the shutdown she started work/training on April 13 and is doing very well.

The Alberta government shut down provincial libraries again as of midnight April 6th. We are back to curbside pickup Monday to Fridays from 10 to 5 and Saturdays from 10 to 2:30. Because of the shutdown Tanner will be setting up a Youtube channel for the Library and we hope to have Umeko do some story times for kids that we can post on it. Also, local writer David Poulsen had expressed an interest in the recent job posting and I have spoken to him about doing some programming instead, possibly in the form of writing workshops, and we could also post these to the channel.

Chinook Arch had a surplus of funds from 2020 due to Covid restrictions and has formally offered each library \$1500 or computer equipment for that amount. I have chosen the \$1500.

It is still not known when our self checkout station will be working as Chinook Arch's IT team is currently upgrading the Supernet server and following that will be working on installing the VOIP system in several libraries.

Librarians' Committee Meeting

April 8, 2021, 10:30 a.m.

Via Zoom

1. **Statistics Canada Presentation on 2021 Census – Jasmine Breti and Kurtis Schwartzenberger**

The federal census will be taking place in May 2021. Accurate census data is important for communities to receive funding from government bodies that properly corresponds to resident populations. Statistics Canada has created a Community Supporter Toolkit of resources that local organizations, including libraries, can share with community members to raise awareness of the census as well as advertise census enumerator jobs: <https://census.gc.ca/resources-ressources/cst-tsc/index-eng.htm> If libraries have any questions about sharing content from the toolkit, they can contact Jasmine at jasmine.breti@canada.ca

2. **Television Series DVD Boxsets – Barb Longair and Paige McGeorge**

Paige has created 50 boxsets of complete TV series for patrons that like to "binge watch" a whole series at one time. Paige consolidated the discs into multi-disc audiobook cases so they take up less shelf space, and had Gill re catalogue them as one item in WorkFlows. The loan period for the boxsets is three weeks, as opposed to one week for regular DVDs. The cases have basic information on them (series title, seasons contained within), and circulation over the past year has been steady. Paige plans to review the boxsets yearly, and potentially create new boxsets if there are other TV series that have finished their run and would be popular as a boxset. Barb noted that the boxsets have a significantly lower circulation rate than their regular DVDs, that the different loan period may be confusing for patrons, and that not every patron wants to check out a whole series rather than just a season. Paige noted that throughout the region there are options for people to place a hold on a specific season, if they prefer that. Cheryl in Picture Butte has combined specific seasons of TV shows into single cases, rather than having seasons broken into separate volumes. If other libraries are interested in creating boxsets, they can work with Gill at Chinook Arch to get the cataloguing side done, but the processing work to get the discs in new cases will need to be done by library staff. Going forward, Chinook Arch will catalogue TV show seasons into a single unit, rather than into separate volumes.

3. **Revised Guidelines for Reimbursement for Purchases – Tracey Sawatsky**

Tracey shared the new guidelines with library managers via email earlier this week. The new guidelines are as follows:

An allowance of 20% of book allotment will be available for reimbursement for purchases. Invoices are exempt from the 20% limit.

The remainder of your book allotment must be purchased and ordered through acquisitions at Chinook Arch. Please review the following procedures to receive reimbursement for items you have purchased:

STORE RECEIPTS

Store receipts that are sent in for reimbursement to a person or library:

- Store, Debit, Credit Card receipts must accompany a completed Voucher Form
- A copy of the entire receipt that has first been signed and dated by the library manager, then photocopied is acceptable. Original receipts are still acceptable.
- The items purchased must be listed on the Voucher Form along with prices.
- The items can either be sent into acquisitions along with the Voucher Form or kept/catalogued at the library.
- If items are catalogued by library manager please list the Item ID next to the title on the Voucher Form.
- The items listed on the receipt should be easily identifiable and readable or reimbursement will not be issued.
- A limit of 20% of your book allotment will be allowable for reimbursement for purchases.

INVOICES

Invoices sent in to be paid direct to the vendor:

- Voucher Form not required.
- Invoices are exempt from the 20% limit.
- Invoices do not require an authorized signature.
- The name of the library or librarian name must appear on the invoice. If item is a subscription or a pre-order for an item to be shipped at a later date then the invoice will be paid. If items were received by the library then items must accompany invoice.

If you are unsure about any receipts, invoices or additional copies of the Voucher Form please contact Tracey Sawatsky at 403-380-1510 or e-mail tsawatsky@chinookarch.ca.

Around the Table

Robin Hepher:

- o Robin is working on getting the one-time grants out to member libraries that are coming out of Chinook Arch's 2020 budget surplus. Details will be coming via

email soon. Due to changes in the way the province is counting local populations, the Chinook Arch Board has approved a new version of the System Agreement; the new agreement has to be voted on and passed by 2/3 of member municipal councils before it becomes official. Robin is also investigating whether Chinook Arch can purchase new routers for member libraries to improve SuperNet bandwidth at member libraries in tandem with the SuperNet upgrade, using some of the 2020 budget surplus; this would need to be approved by the System board and details will be forthcoming. Chinook Arch has decided not to hire Summer Reading Coordinators this year due to the uncertainty of program delivery during the pandemic. TD Summer Reading Club has been providing StoryWalk kits to some libraries, but due to overwhelming demand they do not have enough to give to every library. Robin said Chinook Arch can look into creating extra StoryWalk kits for member libraries if there is interest.

• Trevor Haugen:

- The SuperNet upgrade project, scheduled to take place in May and June, has delayed the VOIP phone system project rollout in member libraries, but IT is still working on it. Trevor will be emailing libraries with the dates/times of the SuperNet upgrades at member libraries. IT is also working on moving the System's file storage onto Sharepoint, more information will be shared soon.

• Cheryl Garratt:

- Picture Butte is offering curbside service and home delivery, as well as English conversation classes via Zoom.

• Heather Martin-Detka:

- Heather mentioned that Libby has made some changes to the app, and shared this tutorial on the changes:
<https://link.overdrive.com/0a2c60ac130d4c9da703f489f9389476> The Archers Virtual Book Club is up and running and library patrons can still join the discussion forum: <https://chinookbookclub.proboards.com/>

• Pat Wauters:

- Auto renewals have been set up for those libraries that requested them. Pat is working on updating the email notices that go out to patrons from text-only to HTML, to improve formatting, layout, and hyperlink ability within the notices.

• Janice Day:

- Pincher is offering curbside service.
- Champion is offering curbside service.

• Jay Sawatzky:

- Claresholm is offering curbside service and craft kits. The Town of Claresholm has given the library funds to purchase a new collection of books in a variety of languages, new shelving for that collection, some chromebooks and wifi hotspots.

- **Connie Clement:**
 - Vulcan is offering curbside service. The library is partnering with the County on a Wellness Challenge; Connie is working on putting together relevant resources that library patrons can check out to participate. Connie is still delivering library materials to Wild Rose Colony School. The library's gardening program is going ahead this year in partnership with a local kindergarten class. Connie mentioned that their patrons would love to see the audiobook and large print block collections start rotating again.
- **Cassidy Yaroslowsky:**
 - Taber is offering curbside service three days a week. Staff is working on take-home kits for patrons, and ways to get library materials to homebound patrons.
- **Donna Beazer:**
 - Cardston is offering curbside service, and currently has four staff members that are in quarantine. Some library renovations are happening while the library is closed.
- **Laura Quinton:**
 - Stirling is offering curbside service.
- **Darlene Hofer:**
 - Fort Macleod is offering curbside service and take-home kits for kids that include library books that are on-theme with the kit. The library is participating in the Alberta Foundation for the Arts TREX program to install artwork in the library, and TREX is providing them with some online resources to promote the exhibition online while the library is closed. The library also received funding to set up an aquaponic system in the library that can be used once they are able to do in-person programming again.
- **Sherry Malmberg:**
 - Arrowwood is offering curbside service.
- **Bonnie Mikalson-Andron:**
 - LPL is doing some renovations while the library is closed.
- **Joey Going:**
 - Joey is working on a summer marketing plan, and will be asking member libraries for input via email.
- **Stephanie Humphreys:**
 - Magrath is offering curbside service and activity kits for seniors. They are working on planning a Summer Reading Program that can be flexible depending on what stage of the pandemic we are in then.
- **Gloria McGowan:**
 - Nanton is offering curbside service, and Gloria recently hired a new staff member.

- Dothlyn McFarlane:
 - Coaldale is offering curbside service and a variety of activity kits. Dothlyn asked about whether public library workers are considered critical service workers and therefore eligible for government benefits. School library workers are included, but public library workers are not currently.
- Faye Geddes:
 - Raymond is offering curbside service. The Raymond Wellness Coalition is partnering with the library to provide Mental Wellness Kits to library patrons, as well as creating a sports lending library for outdoor sports equipment, including skates, basketballs, cross-country skis, etc.
- Kerby Elfring:
 - The Galt Museum donated Blackfoot Language Learning kits for member libraries, and they will be sent out via Delivery when they are catalogued. The Southern Alberta Library Conference Committee will be meeting next week to review the conference evaluations and discuss plans for next year's conference.
- Nikki Francis:
 - Glenwood is offering curbside service, kids craft kits, and delivery to homebound patrons. Nikki is working on getting a mural painted in the children's area, and on displays and bulletin boards around the library.
- Gill Watkinson:
 - Pat has created a duplicate bib records report that Gill will be reviewing each month to clean up duplicate records in the catalogue. Any libraries that are interested in adding their own items in the catalogue should contact Gill for detailed instructions on how to do so.
- Elizabeth Linville:
 - The digital literacy classes are continuing to be offered via Zoom, and Elizabeth is sending materials out to participating libraries via Delivery.
- Yanet Grajeda:
 - Yanet is back in the office after a two week leave.
- Tracey Sawatsky:
 - Tracey is reconciling orders and will be sharing information with library managers via email. Tracey also encouraged managers to pay close attention to the Sonata Templates when adding titles to your ULS carts, as this keeps the fund reports accurate and saves Tracey and Brandie time.

Claresholm Public Library Board
Regular Meeting
May 18, 2021

AGENDA

1. CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF MINUTES

3.1 April 20, 2021 REGULAR MEETING MINUTES

4: CORRESPONDENCE

4.1 Letter of resignation from the Library Board from Lindsay Watson

4.1 Email from the Town of Claresholm advising Joanna Ridley has been appointed as a new board member from Claresholm

5: FINANCIAL

5.1 April Financial Report

5.2 2021 Budget submission to Public Services Library Branch

6: COMMITTEE REPORTS

6.1 Library Manager's report

6.2 Librarians' Committee Meeting Report

6.3 Chinook Arch Regional Library System Report

7: New Business

7.1 Elect new secretary

8: CLOSED SESSION (if required)

9: ADJOURNMENT

Next Meeting June 15, 2021 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting
April 20, 2021

Minutes

Present: Tony Hamlyn, Marika Thyssen, Ashley Tebbutt, Gaven Moore, Jay Sawatzky

Regrets: Darry Markle

Absent: Lindsay Watson

1. **CALL TO ORDER:** Tony Hamlyn called the meeting to order at 4:35 pm April 20, 2021.

2. **APPROVAL OF AGENDA:** Gaven Moore motioned to accept the agenda as presented.
Carried.

3. **APPROVAL OF MINUTES**

3.1 March 15, 2021 REGULAR MEETING MINUTES

Ashley Tebbutt motioned to accept the minutes of the March 16, 2021 regular meeting minutes. Carried.

4. **CORRESPONDENCE**

4.1 Barry Pratte letter of resignation

Boardchair Tony Hamlyn will contact the Town of Claresholm office to have them advertise for another Town board representative. She will also contact board member Lindsay Watson to see when she will be returning from the U.S.

5. **FINANCIAL**

5.1 Honorarium for Kathy Davies

A payment of \$5000 will be made to Kathy for all the hours she has volunteered over the last several months helping with the Library finances.

5.2 Roof Repairs

Jay advised the board that the roof needed to be completely retiled and the cost would be \$50,000 and it is unknown at this time if the Town will ask the Library to help cover the cost.

5.3 Finance Committee Meeting

The committee met April 14th and discussed and approved the honorarium for Kathy Davies. They also decided that the members of the committee will take turns each month conducting

Claresholm Public Library Board
Regular Meeting
April 20, 2021

Minutes

the financial audit. Jay will create a log to be signed each month to show the audit was done.

5.4 Town Grant Meeting

Tony Hamlyn and Gaven Moore met with the Town of Claresholm on Tuesday April 20th. The Town will receive less funding from the provincial government this year and inquired as to whether the Library could function without a degradation to services if we only received \$160,000 in funding from the Town for 2021. The funding should be back up in the coming years. After discussion with the board it was agreed 2020 and 2021 are very abnormal years because of the pandemic and we can handle it this year. We will let the town know this.

They also let us know that going forward the Library will now have to cover the cost of our Town utilities.

5.5 March Financial Statement

Marika Thyssen motioned to accept the Financial Statement as presented. Carried.

6: COMMITTEE REPORTS

6.1 Librarian's report – provided

6.2 Librarians' Committee Meetings Reports – provided

6.3 Chinook Arch Regional Library System Report

Tony Hamlyn verbally provided the Chinook Arch Regional Library report: attended the Finance Committee March 18th, the Executive Committee March 25th and the Regular Board Meeting on April 1st. Summary to come.

Gaven Moore motioned to accept the Committee Reports as presented. Carried.

7: CLOSED SESSION

Tony Hamlyn made a motion to go into closed session at 5:04, citing 24(1)(b1) Officers/Employees of a public body under FOIP.

Tony Hamlyn made a motion to come out of closed session at 5:08.

9: ADJOURNMENT – Tony Hamlyn adjourned at 5:08 pm

Next Meeting May 18, 2021 at 4:30 p.m.

From: Lindsay Watson <linsw@shaw.ca>

Sent: May 11, 2021 3:13 PM

To: [tthamlyn2018@gmail.com](mailto:thamlyn2018@gmail.com)

Subject: Resignation

Hi Tony,

Please accept this email as an official notification of my resignation from the Claresholm Public Library Board.

Lindsay

Jay Sawatzky

From: Karine Keys <Karine@claresholm.ca>
Sent: May 11, 2021 1:19 PM
To: Joann
Cc: Jay Sawatzky
Subject: RE: Library board

Hi Joanna,

At the last regular meeting of Claresholm Town Council held Monday, May 10, 2021, Council appointed you to the Claresholm Public Library Board.

Please get in touch with Jay Sawatzky, Library Manager (whom I have cc'd on this email), and she can put you in touch with the Board and their upcoming meetings.

Council would like to thank you for putting your name forward and hopes that you find the experience rewarding.

Sincerely,
Karine Keys
Town of Claresholm
403-625-3381

From: Joann <joannaridley@shaw.ca>
Sent: May 6, 2021 3:40 PM
To: Karine Keys <Karine@claresholm.ca>
Subject: RE: Library board

Hello Karine, I received an email from Jay Sawatzky regarding the library board position. I would like to put my name forward to join! I am retired so have free time and I do live in Claresholm. Thank you for your quick reply

Sent from [Mail](#) for Windows 10

From: [Karine Keys](#)
Sent: Thursday, May 6, 2021 12:17 PM
To: [Joann](#)
Cc: [Jay Sawatzky](#)
Subject: RE: Library board

Hi Joann,

Jay Sawatzky is the Library Manager and can provide details of what is involved in being a member of the Claresholm Library Board.

I have cc'd her on this email, and she can respond to you.

If you wish to put your name forward after you have more information, please reach out by email.

Thanks
Karine Keys
Town of Claresholm

From: Joann <joannaridley@shaw.ca>
Sent: May 6, 2021 12:14 PM
To: Karine Keys <Karine@claresholm.ca>
Subject: Library board

Sent from [Mail](#) for Windows 10

Good afternoon, I noticed an ad in the Local Press looking for a member on the Claresholm Public Library board I am interested and would like some info on the details.

And yes I live in Claresholm!

joannaridley@shaw.ca

Claresholm Public Library - Financial Statement for April 2021

REVENUES							
Department	2021 Budget	Jan-21	Feb-21	Mar-21	Apr-21	Total	Difference
Town of Claresholm	190,000.00	0.00	0.00	0.00	80,000.00	80,000.00	110,000.00
Province of Alberta	20,857.00	0.00	0.00	0.00	0.00	0.00	20,857.00
M.D of Willow Creek	12,000.00	0.00	4,833.00	0.00	0.00	4,833.00	7,167.00
Rural Library Services Grant	1,300.00	0.00	0.00	0.00	0.00	0.00	1,300.00
Other Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Book Sales	1,100.00	0.00	20.00	0.00	10.00	30.00	1,070.00
Donations	1,500.00	1,360.00	0.00	16.00	1,500.00	2,876.00	1,376.00
Membership Fees	11,500.00	40.00	472.81	890.00	160.00	1,562.81	9,937.19
Fines	1,000.00	0.00	91.82	29.94	0.00	121.76	878.24
Room Rental	3,800.00	0.00	0.00	0.00	0.00	0.00	3,800.00
Coffee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment Rental	100.00	0.00	0.00	0.00	0.00	0.00	100.00
Photocopies/PC Copies	1,800.00	6.55	0.00	116.90	1.75	125.20	1,674.80
Miscellaneous	0.00	0.00	40.00	0.00	0.00	40.00	40.00
Interest Revenue	40.00	6.29	3.30	2.34	1.53	13.46	26.54
Friends of the Library-Donations	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
TOTAL REVENUE	254,997.00	1,412.84	5,460.93	1,055.18	81,673.28	89,602.23	165,394.77

EXPENDITURES							
Department	2021 Budget	Jan	Feb	Mar		Total	Difference
Salaries and Benefits	\$183,426.00	\$11,423.95	\$8,919.55	\$9,095.74	\$9,781.40	\$39,220.64	\$144,205.36
Employee Course & Conference Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel & Hospitality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Books	\$11,000.00	\$19.99	\$44.42	\$576.82	\$2,101.48	\$2,742.71	\$8,257.29
Periodical Subscriptions	\$1,000.00	\$40.00	\$0.00	\$220.75	\$20.00	\$280.75	\$719.25
Audio-Visual	\$2,500.00	\$0.00	\$0.00	\$0.00	\$340.66	\$340.66	\$2,159.34
Financial Review	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Board Conference & Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Rental & Maintenance (Dep N	\$675.00	\$40.84	\$70.59	\$66.44	\$42.11	\$219.98	\$455.02
Legal Fees, Bank charges	\$50.00	\$0.00	\$0.00	\$15,580.57	\$0.00	\$15,580.57	-\$15,530.57

Library Supplies	\$1,500.00	\$0.00	\$0.00	\$0.00	\$164.93	\$164.93	\$1,335.07
Computer software	\$1,300.00	\$0.00	\$138.71	\$0.00	\$183.96	\$322.67	\$977.33
Association Fees	\$100.00	\$55.00	\$0.00	\$35.00	\$0.00	\$90.00	\$10.00
Postage	\$60.00	\$0.00	\$0.00	\$88.20	\$0.00	\$88.20	-\$28.20
Programs	\$3,000.00	\$48.50	\$71.45	\$112.93	\$193.41	\$426.29	\$2,573.71
Volunteers	\$1,500.00	\$0.00	\$0.00	\$23.98	\$5,136.53	\$5,160.51	-\$360.51
Stationary, printing, & copier supp	\$3,000.00	\$151.00	\$151.00	\$184.44	\$258.48	\$744.92	\$2,255.08
Telephone	\$1,600.00	\$163.80	\$0.00	\$327.60	\$163.80	\$655.20	\$944.80
Insurance	\$2,200.00	\$0.00	\$1,962.99	\$0.00	\$0.00	\$1,962.99	\$237.01
Cleaning Supplies	\$1,300.00	\$11.49	\$0.00	\$0.00	\$0.00	\$11.49	-\$1,288.51
Natural Gas & Power	\$16,000.00	\$0.00	\$956.19	\$928.34	\$1,975.06	\$3,859.59	\$12,140.41
Security System	\$975.00	\$40.95	\$0.00	\$81.90	\$400.83	\$523.68	\$451.32
Chinook Arch Regional Library	\$13,500.00	\$6,747.30	\$0.00	\$0.00	\$0.00	\$6,747.30	-\$6,752.70
Building Repair and renovations	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,900.00
Furniture and Equipment	\$2,950.00	\$3,969.39	\$0.00	\$226.82	\$0.00	\$4,196.21	-\$1,246.21
GST Paid	\$0.00	\$116.44	\$80.95	\$879.79	\$283.66	\$1,360.84	-\$1,360.84
Transfer to Reserves	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	-\$50,000.00
Other (rent)	\$1.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00
TOTAL EXPENDITURES	\$249,627.00	\$22,829.65	\$62,395.85	\$28,429.32	\$21,046.31	\$134,701.13	\$114,925.87
Profit/Loss	\$5,370.00	-\$21,416.81	-\$56,934.92	-\$27,374.14	\$123,765.90	-\$21,416.81	

Library Manager's Report for May 18, 2021 Board Meeting

The Library was given the green light from the Town of Claresholm to start ordering items that will be paid for by the Community Takes Roots Project funding. The Library will pay for the items and invoice the Town to be reimbursed. All the books have been ordered and some have already arrived. There is a delay with the Chrome Books due to a lack of silicon because of Covid and the Suez Canal issue last month. Shelving and MIFI hotspots have also been ordered.

Dave Poulsen started on May 1st as our program coordinator and will work 10 hours per week. Tanner has set up a Youtube channel for the Library and Dave is starting by setting up interviews with interesting people in the Claresholm area. His first interview will be with musician Charlie Ewing and should be up on our channel soon.

John Buckmaster from Chinook Arch IT upgraded the library's bandwidth on Supernet on May 12th. At that time I spoke to him regarding our self check out station and he is not sure that it will work where we want which is near the door. There are no computer plugs there and the areas in the main library that have the right plugs will not work space wise so John will see if he can do it wirelessly. If not then I will take a look at a Meescan which is essentially an iPad that can be configured as a scanner and it can be mounted on any desk. I will ask John for a quote if the other station doesn't work. We already have an iPad we aren't currently using so that would cut some of the cost. A self check out station is not essential though so we will have to see how finances go over the next few months.

I have sent Barry Pratte a letter on behalf of the Library Board thanking him for his service and have dedicated two books in his name as per our policy. I have also done this for Casey Arnestad who left the Board last summer.

Lindsay Watson has resigned from the Board and I will be doing the same for her.

The Town of Claresholm has appointed a new Town Board member, Joanna Ridley.



BYOQ Meeting
May 13, 2021, 10:30 a.m.
Via Zoom
Notes

1. Summer Reading Program Update – Robin Hepher

Robin ordered Summer Reading program prizes based on the numbers that were requested last year. The prizes will be sent out to each library via the red bins, and libraries can use them however they see fit. Chinook Arch is currently waiting to receive the story kits.

2. Block Collections Update – Robin Hepher

In the past, the block collections have been seen as a browsing collection, but during the pandemic, member libraries have been providing access to these collections in other ways. The block collection rotation is a detailed process based on the pre-COVID delivery schedule, so there is currently work being done to see how it could be modified to provide libraries with a new selection.

3. PLSB Nodes Meeting Update – Robin Hepher

Reopening Plans: there was some talk of reopening plans, but there is currently no tentative date for libraries reopening. Hopefully there will be more information about this in the next six weeks, but at this time there is no set date.

eMagazine and eAudiobook subscriptions provided by the Province: in regards to the eAudiobooks that were removed from the Chinook Arch collection, the PLSB paid for the cost of the platform (RBDigital/OverDrive), but not for the cost of the content that was provided on the platform. The content related to these contracts will not be renewed at the end of this contract, which will expire during this fiscal year. The PLSB has renewed PressReader until 2023, as well as Pronunciator.

Election Advocacy: there was some talk about how to get the word out, regarding advocacy and the municipal election. There is a great deal of turn over expected in elected officials, and there will be some sharing of knowledge on how to reach out to candidates during the election and connecting with elected officials afterwards.

Operating Grant Applications: the deadline to apply for the provincial operating grant is June 15. They are processing applications rather quickly right now, and they will come in a lump sum this year.

4. Staff Changes in Member Support – Robin Hepher

Jane's last day was Friday last week; she has moved on to the Galt Museum as their exhibit designer. With that in mind Member Support is currently understaffed and it may take a little longer than

normal for someone from the Member Support team to get back to questions. Kerby has stepped in to help with patron questions that come in.

5. Around the Table

- a. Lisa Weekes: thanked everyone for their feedback on interest in the Chrome Books and MiFi Wi-Fi project. She has budget together and is currently working on the narrative to go along with the budget for the grant applications, which will be opening soon, and she may have to reach out to some managers for clarification or additional information, and she will be working with IT for a timeline. These will be catalogued similar to LPL's Internet on the Go items.
Thanks went to Pat's team for all the help with the radon kits. The kits have been "paused" for the year, as they do not work as well during the summer. There are currently 53 holds, and they will go back into circulation in October. If patrons have questions about testing options and contractors, they can get that information from the Lung Association in Edmonton (<https://www.ab.lung.ca/>; 1-888-566-LUNG (5864)).
- b. Yanet Grajeda: has completed a HR Management certificate and is knowledgeable in current HR trends. She will be working on a HR tool kits for member libraries. Yanet has requested that libraries share with her what their specific HR needs are, so that she can put together some resources, which will be updated as labour laws change etc. Chinook Arch also has access to HR templates, which can be shared with member libraries.
Libraries can also reach out to Yanet if they have any questions regarding accounting.
- c. Tracey Sawatsky: will be working on reconciling orders, and this will clean up fund reports and on-order reports. Items that are old and have been cancelled by the vendors will be deleted and those encumbered funds will be returned to the free balance. Libraries will receive a printed sheet of paper for each item cancelled from the on-order report. If there are any questions, or if you would still like to order these titles another way, please reach out to Tracey: tsawatsky@chinookarch.ca / 403-380-1510.
ULS shipments have been scheduled to come weekly. First regular weekly shipment was this Monday. This means that a more regular timeline should be expected for libraries to receive their new materials in the bins.
- d. Trevor Haugen: the IT team is currently in the middle of the changeover to SuperNet. Things are going smoothly the day-of for most sites, and IT will be visiting two sites per day for the rest of the month.
Chinook Arch is currently in line to have SharePoint set up, and work will begin in the next couple of months to have data transferred and the system set up. SharePoint will replace the internal website. The file folders will be accessible from anywhere, and you will only need your Windows login information to access the files, so it should make things easier and more efficient.
- e. Heather Martin-Detka: with the removal of the RBDigital eAudiobooks, Amy and Jane met with OverDrive to talk about what our options were. Chinook Arch was given the opportunity to select some titles from a collection and a focus was put on genres that

are most popular with our users. To help mitigate against rising wait times due to the removal of these 6000 titles, the holds ratio carts have been tweaked to allow for the suggested purchase of additional copies of in demand titles.

- f. Amy Gensis: though we miss Jane, Member Support is still here to help. Please reach out if you need us.
- g. Cassidy Yaroslowsky / Taber: a new manager has been hired and will begin on Tuesday, May 25. She is local to the community and has many years of management experience. The library is keeping busy with take-and-make and scavenger hunt kits, and their current colouring contest has been popular with local senior's facilities and schools participating. There is currently some work being done on their building's basement, and they are shifting and reorganizing collections in anticipation of reopening.
- h. Cheryl Garratt / Picture Butte: currently running things on her own with Courtney coming in twice a week. The library is still doing curbside service, working on making cards and streamlining their DVD collection, with thanks going out to Gill for all her help. Thanks also went out to LPL for the games on discs, which have already gone out to patrons. Cheryl is planning on preparing some Summer Reading take-home kits and will reach out to Gill for how to do that.
- i. Janice Day / Pincher Creek: offering curbside service, and will be offering Summer Reading kits using branded backpacks, which were purchased using local grant money. Janice will be retiring at the end of the year.
- j. Andrea Tapp / Warner: offering curbside service; there is a board meeting coming up, and they will re-evaluate then. IT will be out to set up their new bandwidth in the next week or so.
- k. Faye Geddes / Raymond: offering curbside. The library was approved for two Summer Reading staff through Canada Summer Jobs. Otherwise, things have been slow.
- l. Dothlyn McFarlane / Coaldale: offering curbside. She has split staff into teams working one week on, one week off in the building. Otherwise, staff are working from home.
- m. Connie Clement / Vulcan: Thanks to Lisa for the opportunity to receive the Chrome Books and MiFi. It will be nice to be able to offer something like MiFi, especially for the library's rural users, and the Chrome Books will be nice for when Elizabeth comes to lead her programs. Vulcan is working with Heather and Joey for the library's participation in the county's wellness challenge. All of the libraries in the county can get involved, and it has also gotten Chinook Arch's name out there in the county. Thanks to Robin and Tara at LPL for their insight regarding a banned patron. The library is offering curbside and keeping steady with that. The library has also been offering Situ in School science-based programming. Nancy from the Read-award winning "Gardening with Nancy" program has asked people to donate to the library in exchange for a plant.
- n. Laura Quinton / Stirling: offering curbside. Received Canada Summer Jobs funding for Summer Reading staff. They are currently accepting applications.

- o. Sherry / Arrowood: things have been quiet, but there is always other work to be done around the library.
- p. Jay Sawatzky / Claresholm: curb side is steady. The library has hired a local writer in a programming position, and he will be interviewing local people for segments to be aired on the YouTube channel they will be starting. Staff are busy weeding juvenile collections.
- q. Patty Abel / Champion: offering curb side, though not as busy as she would like. The library is planning some sort of Summer Reading program as there has been interest shown by local parents. The library will be getting its SuperNet upgrade today.
- r. Sharon Wollersheim / Coutts: offering curb side. Patrons miss the social aspect of coming in, and a due to how Coutts' library is set up, socially-distanced visits with patrons are possible. With new cards issued before lockdown and new people moving to town, Sharon is hoping to see some new faces at the library.
- s. Robin Hepher: Executive Committee did not approve the vaccine policy, which was set up as an enabling policy, allowing for alternative work arrangements if a staff person was unable to get vaccinated. The plan is to update the language in the health and safety policies to reflect the current situation.
Waterton is showing up in Workflows, but it is not yet available as a pick-up location. Patrons are unable to select it as a pick-up option in Bibliocommons, but once it is ready, it will be set up as a pick-up location.

Next Meeting

10:30 am, Thursday, June 10, 2021 via Zoom. It will be discussed at that time whether library managers would want to continue the BYOQ meetings during the summer.

Claresholm Public Library

BOARD MEMBERS

November 2020

Name	Position	Home Phone Work Phone Fax Number All nos. (403)	Email Addresses
Hamlyn, Tony	Chairperson	h: 625-5434 c: 489-0380	Thamlyn2018@gmail.com
Watson, Lindsay	Secretary	h: 468-0104	linsw@shaw.ca
Thyssen, Marika	Treasurer	h: 625-4660 c: 625-0640	gerto@telusplanet.net
Tebbutt, Ashley (2)		h/c: 403-793-1239	ashley.Tebbutt@ufa.com
Markle, Darry (2)		c: 489-1956	darry.markle@mdwillowcreek.com darrymarkle@gmail.com
Moore, Gaven (1)		h: 625-3452 c: 625-9105	gav_localhero@yahoo.com
Ridley, Joanna		h: 625-1525 c: 682-7191	joannaridley@shaw.ca
Jay Sawatzky	Library Manager	h: 614-2977	manager@claresholmlibrary.ca

(1) Town Council Representative

(2) M.D. of Willow Creek Council Representative

Claresholm Public Library Board
Regular Meeting
May 18, 2021

Minutes

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Joanna Ridley, Jay Sawatzky

Regrets: Ashley Tebbutt, Gaven Moore

1. **CALL TO ORDER:** Tony Hamlyn called the meeting to order at 4:37 p.m.
2. **APPROVAL OF AGENDA:** Darry Markle motioned to accept the agenda as presented. Carried.

3: APPROVAL OF MINUTES

3.1 April 20, 2021 REGULAR MEETING MINUTES

Marika motioned to accept the minutes. Carried.

4: CORRESPONDENCE

4.1 Letter of Resignation from the Library Board by Lindsay Watson

4.2: Letter from the Town advising of Joanna Ridley's appointment

Tony noted that Lindsay enjoyed her time on the board but wanted to travel. Tony and the other members present welcomed Joanna Ridley to the Board.

5: FINANCIAL

5.1 May Financial Report

5.2: 2021 Budget submission to PSLB

Marika Thyssen made a motion to accept financial report. Carried.

Marika will contact Gaven Moore and set up a time for the Finance Committee to meet sometime June 1 to 11th to go over the budget for submission to PSLB by June 15.

6: COMMITTEE REPORTS

6.1 Librarian's report – provided

6.2 Librarians' Committee Meetings Reports – provided

6.3 Chinook Arch Regional Library System Report – there was no meeting since the Claresholm Library Board last met.

Darry Markle motioned to accept the reports. Carried.

Claresholm Public Library Board
Regular Meeting
May 18, 2021

Minutes

7: NEW BUSINESS

Election of new secretary tabled.

8: CLOSED SESSION

Tony Hamlyn made a motion to go into closed session at 5:01, citing 24(1)(b1) Officers/Employees of a public body under FOIP.

Tony Hamlyn made a motion to come out of closed session at 5:06.

9: ADJOURNMENT - Tony Hamlyn adjourned at 5:07 pm

Next Meeting June 15, 2021 at 4:30 p.m.

AGENDA

1. CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF MINUTES

3.1 May 18, 2021 Regular Meeting Minutes

4: CORRESPONDENCE

4.1 Email from the Town of Claresholm appointing Kelsey Hipkin as a Board Member

4.2 Letter from the Town of Claresholm approving the use of Amundsen Park in July and August for display of the TD Summer Read Story Walk kit.

5: FINANCIAL

5.1 May Financial Report

5.2 Finance Committee Meeting June 4

6: COMMITTEE REPORTS

6.1 Library Manager's report

6.2 Librarians' Committee Meeting Report - meeting postponed until June 24th

6.3 Chinook Arch Regional Library System Report

7: NEW BUSINESS

7.1 Amend police 8.1 Emergency Plan. Remove Holly Ottewell's name as contact in emergency contact list and add Jay Sawatzky's name.

8: OLD BUSINESS

8.1 Elect new secretary

9: CLOSED SESSION (if required)

10: ADJOURNMENT

Next Meeting September 21, 2021 at 4:30 p.m.

**Claresholm Public Library Board
Regular Meeting
May 18, 2021**

Minutes

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Joanna Ridley, Jay Sawatzky

Regrets: Ashley Tebbutt, Gaven Moore

1. **CALL TO ORDER:** Tony Hamlyn called the meeting to order at 4:37 p.m.

2. **APPROVAL OF AGENDA:** Darry Markle motioned to accept the agenda as presented. Carried.

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Darry Markle motioned to accept the reports. Carried.

Claresholm Public Library Board
Regular Meeting
May 18, 2021

Minutes

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Election of new secretary tabled.

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Tony Hamlyn made a motion to come out of closed session at 5:06.

9: ADJOURNMENT - Tony Hamlyn adjourned at 5:07 pm

Next Meeting June 15, 2021 at 4:30 p.m.

From: Karine Keys
Sent: May 26, 2021 9:54 AM
To: Kelsey Hipkin
Cc: Jay Sawatzky
Subject: RE: Claresholm Library Board Position

Good morning Kelsey,

At the last regular meeting of Claresholm Town Council held Tuesday, May 25, 2021, Council appointed you to the Claresholm Library Board.

Please get in touch with Library Manager Jay Sawatzky regarding their upcoming meetings. I have cc'd her on this email. You can also contact the Library at 403-625-4168.

Thank you for putting your name forward and Council wishes you success in your efforts.

Sincerely,
Karine Keys
Town of Claresholm



Claresholm

Where **Community** Takes Root

June 14, 2021

Claresholm Library
Claresholm, AB T0L 0T0

[sent via email jsawatzky@claresholmlibrary.ca]

RE: REQUEST – AMUNDSEN PARK TD Summer Reading Club StoryWalk

The Town of Claresholm Council has established a policy that sets out consistent strategy/procedure regarding the use of Municipal Park Facilities by the public for the purpose of charity or non-profit events. Events in community parks enhance the quality of life, provide entertainment, promote local economic health, attract visitors, and contribute to the dynamic atmosphere of the community.

Your request was reviewed on June 14, 2021 and has been **APPROVED** subject to the following:

- Event Date and Time: July and August
- Location: Amundsen Park
- Group: Claresholm Library
- Cost: No charge
- Purpose for Event: TD Summer Reading Club Story Walk
- Coordinator: Jay Sawatzky

The coordinator shall be responsible to ensure that the park is cleaned up after the program has concluded, and that if any portion of the StoryWalk is damaged or blown with the wind that it is collected and/or fixed.

Feel free to contact Mike Schuweiler at 403-625-0200 for underground sprinkler location if you are staking into the ground. If you have any questions or concerns regarding the above, please contact the undersigned at your convenience.

Yours truly,

Marian Carlson, CLGM
CAO

MCHs
cc: Mike Schuweiler, Director of Infrastructure Services

Claresholm Public Library - Financial Statement for May 2021

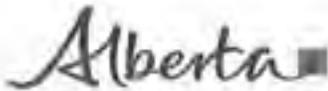
REVENUES

Department	2021 Budget	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Total	Difference
Town of Claresholm	190,000.00	0.00	0.00	0.00	80,000.00	0.00	80,000.00	110,000.00
Province of Alberta	20,857.00	0.00	0.00	0.00	0.00	0.00	0.00	20,857.00
M.D of Willow Creek	12,000.00	0.00	4,833.00	0.00	0.00	12,052.00	16,885.00	-4,885.00
Rural Library Services Grant	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00
Other Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Book Sales	1,100.00	0.00	20.00	0.00	10.00	0.00	30.00	1,070.00
Donations	1,500.00	1,360.00	0.00	16.00	1,500.00	0.00	2,876.00	-1,376.00
Membership Fees	11,500.00	40.00	472.81	890.00	160.00	528.96	2,131.77	9,368.23
Fines	1,000.00	0.00	91.82	29.94	0.00	27.01	148.77	851.23
Room Rental	3,800.00	0.00	0.00	0.00	0.00	0.00	0.00	3,800.00
Coffee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment Rental	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Photocopies/PC Copies	1,800.00	6.55	0.00	116.90	1.75	0.75	125.95	1,674.05
Miscellaneous	0.00	0.00	40.00	0.00	0.00	0.00	40.00	-40.00
Interest Revenue	40.00	6.29	3.30	2.34	1.53	4.79	18.25	21.75
Friends of the Library-Donations	10,000.00	0.00	0.00	0.00	0.00		0.00	10,000.00
TOTAL REVENUE	254,997.00	1,412.84	5,460.93	1,055.18	81,673.28	12,653.51	102,255.74	152,741.26

EXPENDITURES

Department	2021 Budget	Jan	Feb	Mar			Total	Difference
Salaries and Benefits	\$183,426.00	\$11,423.95	\$8,919.55	\$9,095.74	9781.4	9527.59	\$48,748.23	\$134,677.77
Employee Course & Conference Fees	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
Travel & Hospitality	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
Books	\$11,000.00	\$19.99	\$44.42	\$576.82	2101.48	1530.8	\$4,273.51	\$6,726.49
Periodical Subscriptions	\$1,000.00	\$40.00	\$0.00	\$220.75	20	35.85	\$316.60	\$683.40
Audio-Visual	\$2,500.00	\$0.00	\$0.00	\$0.00	340.66	184.65	\$525.31	\$1,974.69
Financial Review	\$90.00	\$0.00	\$0.00	\$0.00	100	\$0.00	\$100.00	-\$10.00
Board Conference & Other	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
Equipment Rental & Maintenance (Dep M)	\$675.00	\$40.84	\$70.59	\$66.44	42.11	42.15	\$262.13	\$412.87
Legal Fees, Bank charges	\$50.00	\$0.00	\$0.00	\$15,580.57	0	3714.9	\$19,295.47	-\$19,245.47

Library Supplies	\$1,500.00	\$0.00	\$0.00	\$0.00	164.93	205.12	\$370.05	\$1,129.95
Computer software	\$1,300.00	\$0.00	\$138.71	\$0.00	183.96	\$0.00	\$322.67	\$977.33
Association Fees	\$100.00	\$55.00	\$0.00	\$35.00	0	\$0.00	\$90.00	\$10.00
Fund Redistribution	\$0.00	\$0.00	\$0.00	\$0.00	0	\$50.95	\$50.95	-\$50.95
Postage	\$60.00	\$0.00	\$0.00	\$88.20	0	\$0.00	\$88.20	-\$28.20
Programs	\$3,000.00	\$48.50	\$71.45	\$112.93	193.41	117.3	\$543.59	\$2,456.41
Volunteers	\$1,500.00	\$0.00	\$0.00	\$23.98	5036.53	25.72	\$5,086.23	-\$3,586.23
Stationary, printing, & copier supp	\$3,000.00	\$151.00	\$151.00	\$184.44	258.48	151	\$895.92	\$2,104.08
Telephone	\$1,600.00	\$163.80	\$0.00	\$327.60	163.8	163.8	\$819.00	\$781.00
Insurance	\$2,200.00	\$0.00	\$1,962.99	\$0.00	0	\$0.00	\$1,962.99	\$237.01
Cleaning Supplies	\$1,300.00	\$11.49	\$0.00	\$0.00	0	\$0.00	\$11.49	\$1,288.51
Natural Gas & Power	\$16,000.00	\$0.00	\$956.19	\$928.34	1975.06	\$0.00	\$3,859.59	\$12,140.41
Security System	\$975.00	\$40.95	\$0.00	\$81.90	400.83	40.95	\$564.63	\$410.37
Chinook Arch Regional Library	\$13,500.00	\$6,747.30	\$0.00	\$0.00	0	\$0.00	\$6,747.30	\$6,752.70
Building Repair and renovations	\$1,900.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$1,900.00
Furniture and Equipment	\$2,950.00	\$3,969.39	\$0.00	\$226.82	0	\$0.00	\$4,196.21	-\$1,246.21
GST Paid	\$0.00	\$116.44	\$80.95	\$879.79	283.66	411.37	\$1,772.21	-\$1,772.21
Transfer to Reserves	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	-\$50,000.00
Other (rent)	\$1.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00
TOTAL EXPENDITURES	\$249,627.00	\$22,829.65	\$62,395.85	\$28,429.32	\$21,046.31	\$16,202.15	\$150,903.28	\$98,723.72
Profit/Loss	\$5,370.00	-\$21,416.81	-\$56,934.92	-\$27,374.14	\$123,765.90	\$45,057.81	-\$21,416.81	



Return the completed and signed budget, a copy of your Statement of Receipts and Disbursements or financial report from the previous year 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

Budget requirements are set out in Sections 8 and 12.6 of the *Libraries Act*:

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

2021 Budget

Budget approved by library board as authorized by:

Legal name of library board: _____ Town of Claresholm Library Board _____

Print name: Marika Thyssen _____ Position: Treasurer _____

Signature: _____

Date budget approved by board: _____

Original or emailed copies are accepted

ESTIMATED RECEIPTS FOR THE YEAR		Budget 2021
Projected cash balance at beginning of year, January 1		
01	Cash on hand	\$200.00
02	Total in current bank accounts	\$164,534.09
03	Total in savings accounts	\$39,886.45
04	Term deposits	
05	Other committed funds (e.g. trust funds and bequests)	
06	TOTAL PROJECTED OPENING CASH ON HAND (add lines 01 to 05)	\$204,620.54
Government contributions		
07	Local appropriation (contribution from your council to the operation of library)	\$160,000.00
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	\$4,833.00
12	Cash transfer from library system (do not include system book allotment)	\$1,500.00
13	School board, FCSS	
14	Employment programs (e.g. Canada Summer Jobs)	
15	Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list	
15a		
15b		
15c		
Other revenue		
16	Book sales	\$500.00
17	Fundraising (donations and other fundraising activities, incl. from Friends groups)	\$22,295.00
18	Fees and fines (card fees, fines, non-resident deposits)	
18a	Fees	\$1,500.00
18b	Fines	\$500.00
19	Program revenue	
20	Room rentals	\$1,000.00
21	Other service revenue (e.g. photocopying, faxing, contracts)	
22	GST refund	
23	Interest	\$30.00
24	Transfers from reserve accounts	
25	Other income (please list)	
25a		
25b		
25c		
26	TOTAL PROJECTED CASH RECEIPTS (add lines 07 to 25)	\$225,067.00
27	TOTAL PROJECTED CASH TO BE ACCOUNTED FOR (add lines 06 and 26)	\$429,687.54

ESTIMATE OF EXPENDITURE		Budget 2021
Staff		
28	Salaries, wages and benefits	\$130,000.00
29	Honoraria (volunteers)	\$6,500.00
30	Moving expenses	
31	Course or conference fees	
32	Travel and hospitality (staff)	
33	TOTAL PROJECTED STAFF EXPENSE (add lines 28 to 32)	\$136,500.00
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)	\$12,000.00
35	Periodicals and newspapers	\$1,000.00
36	Non-print materials (e.g. audio-visual materials, loanable objects)	\$1,500.00
37	Digital and electronic resources	
38	TOTAL PROJECTED LIBRARY RESOURCES (add lines 34 to 37)	\$14,500.00
Administration		
39	Audit and/or annual financial review	\$100.00
40	Board expenses (incl. honoraria, travel, course and conference fees)	
41	Equipment rentals and maintenance	\$675.00
42	Contracts for services (e.g. bookkeeping, IT services)	
43	Legal fees, bank charges, refunds and deposits	\$30,000.00
44	Library supplies (incl. binding & repair)	\$1,000.00
45	Association memberships (Do not include payments to a regional library system, that info goes on line 59)	\$300.00
46	Postage and box rental	\$100.00
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees)	\$3,000.00
48	General office supplies (incl. stationery, printing and copier supplies)	\$1,300.00
49	Telephone and telecommunications (incl. internet connections)	\$2,580.00
50	Other materials and supplies	
51	Other expenses	
52	TOTAL PROJECTED ADMINISTRATION EXPENSE (add lines 39 to 51)	\$39,055.00

ESTIMATE OF EXPENDITURE (cont'd)	Budget 2021
Building costs	
53 Insurance	\$2,000.00
54 Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$500.00
55 Utilities	
56 Occupancy costs (e.g. share of building costs in joint-use buildings)	
57 Rent	\$1.00
58 TOTAL PROJECTED BUILDING EXPENSES (add lines 53 to 57)	\$2,501.00
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	\$13,500.00
59b	
59c	
59d	
59e	
59f	
60 Contract payments to library societies (please list)	
60a	
60b	
60c	
60d	
61 TOTAL PROJECTED TRANSFER PAYMENTS (add lines 59 and 60)	\$13,500.00
62 TOTAL PROJECTED OPERATING EXPENDITURE (add lines 33, 38, 52, 58, and 61)	\$206,056.00
63 Loan interest and payments	
64 Transfer to other accounts (e.g. capital, operating reserves)	\$50,000.00
65 Building repairs and renovations (e.g. roof, carpet, partitions)	\$1,000.00
66 Furniture and equipment (incl. computer hardware)	\$6,000.00
67 Other (please list)	
67a	
67b	
68 TOTAL PROJECTED CAPITAL EXPENDITURE (add lines 65 to 67)	\$7,000.00
69 TOTAL PROJECTED ESTIMATE OF EXPENDITURE (add lines 62, 63, 64, 68)	\$263,056.00

Projected cash balance at end of reporting year

70 Cash on hand	\$200.00
71 Total in current bank accounts	\$76,431.54
72 Total in savings accounts	\$40,000.00
73 Term deposits	\$50,000.00
74 Other committed funds (e.g. trusts and bequests, reserves, capital)	
75 TOTAL PROJECTED CASH ON HAND (add lines 70 to 74)	\$166,631.54
76 TOTAL PROJECTED CASH ACCOUNTED FOR (add lines 69 and 75)	\$429,687.54

Please continue on to page 5 if your municipality will make any payments on behalf of the library board.
Please have the Municipal Administrator fill out page 5.

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 2021
a. Staff (e.g. salaries, wages and benefits, moving expenses, course fees)	
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	\$8,500.00
c. Insurance	\$4,700.00
d. Utilities	
e. Audit/financial review	\$1,000.00
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.)	\$ 14,200.00
Other expenditures to be paid by municipality	
I. Debenture interest and principal	
J. Capital or special grants (one-time grants)	\$9,233.00
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/fees to the library system for the reporting period)	\$29,333.00
L. TOTAL PROJECTED OTHER EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines I. to K.)	\$ 38,566.00

I, Marian Carlson, Administrator of
(please print name)

Town of Claresholm
(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)

Signature: Marian Carlson

Date: May 25, 2021

Library Manager's Report for June 15, 2021

Library volunteer Kathy Richardson purchased a new tap for the kitchen sink as the old one was leaking even after the Town crew had tried to fix it.

At the last regular meeting of the Claresholm Town Council on May 25, 2021, council appointed new Library Board member Kelsey Hipkin.

The Library is ramping up for Summer Read which runs from June 15 until the end of August. Due to Covid-19 restrictions it is mostly online like last year through the TD Summer Reading Club. The kids can read online, follow a weekly comic strip, submit stories, etc. I have also decided to hand out activity kits for kids who sign up at the Library which includes a couple of crafts, a bookmark and colouring and activity pages. I have also included a reading log to encourage kids to read physical books. For every five books they read they can claim a prize at the Library. The local Dairy Queen has agreed to give us 25 free coupons for kids size soft serve cones which will be used as prizes. We have advertised this program online via Facebook and email, at the elementary school, in the Local Press and posters in English, Spanish, Punjabi and Tagalog were given to the Immigrant Services office here in town.

We are still waiting for the Story Walk kit to arrive and for permission from the Town of Claresholm to display this kit in Amundsen Park.

As of Thursday June 10 the Library is open to the public as per the Government of Alberta's Stage 2 opening criteria. The Library will resume pre-Covid hours: Monday, Tuesday, Wednesday and Friday, 10 to 5:30, Thursday 10 to 8 and Saturday 10 to 3.

YouTube Channel update: David Poulsen has filmed 4 interviews so far: Chad Besplug, Susan Bohnet, Dr. Adam Vyse and Charlie Ewing. Staff member Umeko Van De Wetering has uploaded some story read along videos for kids all of which are now available on our YouTube Channel.

The Public Services Library Branch advised on Friday June 11 that the 24 hour book quarantine for Stage 2 is no longer a requirement and that quarantine of library materials is now optional for libraries. Claresholm will no longer quarantine returned items.

Local artist Dena Carlson currently has some pieces on display at the Library as of Monday June 14.

8.1 Emergency Plan

Training note: All facility staff will receive familiarization for all of the listed emergency procedures upon commencement of their employment with the Claresholm Public Library, with refresher training at minimum annually [or at whatever lesser interval or greater frequency you decide upon.]

POLICY:

In order to ensure the safety of Library Members and Staff, Claresholm Public Library has established the following procedures to follow in an emergency. Ensure that sufficient resources and plans exist to deal with emergency situations. At minimum, these resources and plans shall include:

- Communication with other agencies for assistance
- A current emergency contact list and battle box
- One first aid kit equipped with the required supplies. Located on west wall of work room by ladder up to roof.

1. Building Evacuation

The building should be evacuated whenever remaining in the building becomes dangerous or upon the request of government authorities. Do not panic, take charge of yourself first. Remain calm. If multiple staff are on hand, the most senior staff is in charge. Activate the emergency alarm system (if your facility has one)

- Remain calm and leave the building as quickly as possible.
- If the nature of the emergency requires evacuation, get the people OUT OF THE BUILDING to safety. Get the people to muster points if they have been designated and if it is safe for them to congregate there.
- Circulation Desk Personnel is responsible for clearing the Main Library, and three (3) rooms on the south end; Workroom Personnel is responsible for clearing Basement, Workroom, Washroom, Rented Offices and Bill Simpson Room.
- When evacuating persons with disabilities, ask how you can help before giving assistance. Ask how he/she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person. Get the attention of a person with a hearing disability by touch or eye contact. Clearly state the problem. Gesture and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand. Do not grasp a

visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

- When evacuating the building – closed the door and place one of the yellow cards on the floor, indicating that the room has been cleared.
- Take with you: your car keys, purse, briefcase, etc. if taking them does not delay an orderly evacuation. Do not attempt to take large or heavy objects.
- Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
- Once out of the building, move away from the structure to a designated muster point.

If the nature of the emergency requires that people remain in the building, get them to safe locations inside the building. In the event of tornado or earthquake, find some structural protection such as within a doorway, in a washroom, under a heavy table, keep away from windows and items that might collapse.

Call 911/ First Responders:

- Fire Rescue
- Police
- Ambulance, if there are any injuries whatsoever
- Be prepared to give the following information:
 - Nature of the emergency
 - EXACT address (211- 49 Avenue West)
 - Telephone number you are calling from (library number is 403-625-4168)
 - Your name
 - Your EXACT location
 - Stay on the line until you are told to hang up, additional information may be required from you
- Assign one present staff member to ensure that all staff and library members have left the premises.
- Call Library Manager, if not on the premises, and Library Board Chair.
- Cooperate fully with First Responders.

2. Fire

- At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire.
- Do not panic, but do not under-estimate the potential danger to Library Members or staff.
- If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. Fire extinguishers are mounted on the wall at the following locations:
 - Bill Simpson Room: west wall
 - Work Room: west wall by ladder to roof
 - Main Library: South wall : outside of Jean Hoare Room
 - Basement: mechanical room
- Use P.A.S.S procedure when extinguishing fires
 - PULL the pin,
 - AIM the nozzle and the base of the fire and squeeze trigger,
 - SPRAY at the base of fire
 - Swing the nozzle from SIDE to side
- Never allow the fire to come between you and the exit.
- Call 911.
- The smoke detectors may set off the fire alarm. Otherwise pull the fire alarm to notify staff and library members to evacuate the building. When possible, a staff member should be at each exit to guide library members.
- When the evacuation/fire alarm system sounds, or when told verbally, all employees and library members must evacuate the building by the nearest and safest route and report to the designed muster point.
- Do not break a window as the fire needs oxygen to feed.
- Do not open hot doors. Before opening any door, touch near the top. If the door is hot or if smoke is visible do not open the door.
- Do not enter a smoke-filled area. If an area has filled with smoke, all persons must exit via an alternate exit.
- Do not attempt to save possessions at the risk of personal injury. Employees, when close to their locker during the evacuation, should take their coats and purses, etc. (if it's safe to do so).

- When evacuating the building the Library Manager, ensure a designated person checks the restrooms and other rooms to ensure that everyone has left. Doors and windows will be closed if it can be done safely.
- Evacuate to the muster point and wait for the Fire Department.
- Do not re-enter the building until the Fire Department, Emergency responders or the On-Site Controller says that it is safe to return.
- Call the Library Manager or Library Board Chair if he/she is not on the premises.

3. Explosion

- Remain calm and be prepared for possible further explosion.
- Crawl under a table or desk and stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
- If evacuation is ordered, go to a designated area.
- Do not move seriously injured persons unless they are in obvious, immediate danger.
- Open doors carefully and watch for falling objects.
- Do not use matches, lighters or telephones.

4. Health Emergency

- No medication, including aspirin, should ever be dispensed to the public.
- Call 911 in the event of a serious problem.
- First Aid supplies are located in the kit near the circulation desk.
- Call the parent/guardian if it is a minor.
- Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause.
- After the person has been taken care of and the incident is over, remain available to help the supervisor with pertinent information for a medical report.
- Call the Library Manager or Library Board Chair if he/she is not on the premises.
- Fill out an accident report. *Appendix 10 "First Aid Record Form"*

5. Medical Staff Emergency

- Call 911 in the event of a serious problem.
- First Aid supplies are located in the staff lunch area on the west wall.
- Call the Library Manager or Board Chair if he/she is not on the premises.
- Call the parent/guardian if it is a minor.
- After the person has been taken care of and the incident is over, remain available to help the supervisor with pertinent information for an accident report or, if applicable, a Workers' Compensation report.

6. No Utility Services

Power Outage

- During a power outage immediately close the library to the public.
- Follow the building evacuation procedures.
- If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
- Check all bathrooms to make sure that Library Members are not trapped inside without lights.
- There are emergency battery back-up lights in the building and if any of these lights fail to operate, or if an exit light by a door is not working, advise the person in charge, so they may be repaired.
- Flashlights are located: *Batteries will be checked annually. Extra batteries will be kept workroom in the drawer in the island marked "Batteries".*
 - Circulation Desk - bottom shelf under stand-up workstation
 - Basement – shelf around the left hand corner of stairs
 - Battle box.
- Turn off computers at the start of a power outage.
- If possible, do not run any water.
- Secure the building from vandalism and intrusion.

- Call the Library Manager or Board Chair if he/she is not on the premises.

No Heat and/or No Water

- If the facility has no heat (if cold) or water, immediately close the library to the public.
- Contact the Town Office and advise them of the problem.
- Call the Library Manager or Board Chair if he/she is not on the premises.

No Telephone Service

- Using a cell phone, call the Library Manager or Library Board Chair if he/she is not on the premises.
- Contact telephone provider and advise them of the problem.

7. Biohazard

- Leave the suspicious substance where it was found.
- Do not take any action that might spread it to another area.
- Call 911
- Follow the building evacuation procedures.
- Call the Library Manager or Board Chair if he/she is not on the premises.

8. Suspicious Package

- In the event of an employee or Library Member discovering a suspicious package, the first response is to NOT touch it. Secure the area and notify the local police department.
- A complete evacuation may not be required until advised or request by the police department. If an evacuation is required, please follow the guidelines listed above.

9. Bomb Threats

- Keep the caller on the line as long as possible.

- Ask the caller to repeat the message and try to write down every word spoken by the person.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information.
- Pay particular attention to background noises such as motors running, background music and any other sounds which may indicate the location from which the call is originating.
- Immediately after the caller hangs up, call 911.
- Call the Library Manager or Board Chair if he/she is not on the premises.
- Follow the building evacuation procedures if requested by the police department.
- The police will handle the actual bomb search.
- Do not discuss the threat with others.

All employees must:

- Maintain an uncluttered work area;
- Watch for suspicious or unfamiliar packages in their work area;
- Not touch or move any suspicious packages;
- Call the Library Manager or Board Chair if he/she is not on the premises.
- Attempt to record vital information using the:
 - *Appendix 9 "Bomb Threat Initial Response Checklist."*

10. Gun Threat

- Announce "Lock Down" in progress to all staff and library members.
- Lock doors and proceed to the nearest room which can be secured and remain inside. (e.g. Librarian's Office)
- Cover the windows, move away from the door and turn off the lights.
- Remain calm and quiet.
- If you are unable to enter a secured space, stay where you are and seek any available shelter and only attempt to leave if you are in immediate danger.
- If it is safe to do so contact 911.

- Once the all clear signal is given, please contact: the Library Manager or Board Chair if he/she is not on the premises.

11. Water Damage

- Contact the Town Superintendent and advise him of the problem.
- Call the Library Manager or Board Chair if he/she is not on the premises.
- If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.
- Be prepared to help as directed in protecting collection materials that are in jeopardy. Take only those steps needed to avoid or reduce immediate water damage: cover shelf ranges with plastic sheeting; carefully move materials out of the emergency area. **DO NOT** remove already wet books from shelves.

12. Local/National Emergencies

- Monitor the news and follow any instructions given.
- Call the Library Manager or Board Chair if he/she is not on the premises.
- Evacuate the building or remain in a safe area of the building.

13. Tornadoes

- Do not leave the building. Shut all exterior windows and doors if there is time.
- Do not remain in any open areas as their roofs could collapse. Take shelter in inner hallways or rooms, washrooms, do not stay in the open part which is exposed to the high roof areas (note: flying debris could become lethal).
- Stay away from door openings and windows, crouch, lie flat or get under desks etc.
- Prepare for a power outage. Remain under cover until the storm has completely passed or given the all-clear sign.

14. Earthquakes

- Remain calm.

Emergency Response Contact Numbers 911

Town Contacts:

Town of Claresholm Superintendent (Mike Schuweiller): 403-625-3964

Town Office: 403-625-3381

Board Chair (Tony Hamlyn): 403-489-0380 (h: 403-625-5434)

Library Manager (Jay Sawatzky) 403-614-2977

Power Outages: 403-310-9473 or 1-800-668-5506

Natural Gas: 1-800-511-3447

Security Service: 1-888-263-1748

Hospital: 403-682-3700

RCMP (local): – 403-625-4445

Library Contacts:

Chinook Arch Library System: 1-888-458-1500

Alberta Library Services Branch: 1-780-427-4871

Provincial Contacts:

Alberta Disaster Services (Edmonton): 1-780-310-0000

Alberta One Call: 1-800-242-3447

Ambulance/Fire Department/Police: 911

Dangerous Good Incidents: 1-888-226-8832 (on cellphone dial *666)

Environmental Emergency: 1-800-222-6514

Occupational Health & Safety: 1-403-297-2222

Poison Centre: 1-800-332-1414

Important Notes:

- For all Emergency response (Situations) in all regions of Alberta use “911” (if available), for all other non-emergency responses (situations) employees can use the alternate number which is provided for each company office location.
- All Emergency Response Contact Numbers will be reviewed semi-annually.

- Stay in the building. Take shelter within a doorway, in a narrow corridor, or under a heavy table, desk or bench.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
- Do not attempt to leave the building, as exit stairwells may have collapsed or be jammed with people.
- Remain alert for aftershocks.
- Listen to local radio stations for instructions.
- Assist those who have been trapped or injured by falling debris, glass, etc. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
- Evacuate the building if safe to do so. Do not re-enter until the building has been declared structurally sound.
- Check for broken water pipes or shorting electrical circuits. Do not use a match, candle or lighter to find your way, since there may be flammable gas in the air. Shut off utilities at main valves or meter boxes. Turn off appliances.
- Do not use the telephone, except in a real emergency. The lines should be kept free for emergency rescue operations.
- Ensure that sewage lines are intact before running water or flushing toilets.

Originated: June 2015

Reviewed: February 2019

First Aid Record Form

Appendix 10

Date of the injury or illness: _____ Time: _____ AM / PM

Date that this was reported: _____ Time: _____ AM / PM

Full name of the injured person: _____

Description of the injury or illness: _____

Description of where the injury or illness occurred/began: _____

Cause of the injury or illness: _____

First Aid provided ___ Yes (If yes, complete the rest of this page) ___ No

Name of the First Aider: _____

First Aider qualifications:

___ Emergency First Aider Emergency Medical Technician – Paramedic

___ Standard First Aider Emergency Medical Technician – Ambulance

___ Advanced First Aider Emergency Medical Technician

___ Nurse Emergency Medical Responder

First Aide provided: _____

First Aider Signature

Date

Library Manager Signature

Date

Bomb Threat Initial Response Checklist

Appendix 9

Date: _____ Time: _____ Duration of the call: _____

Exact wording of threat: _____

Location of the bomb: _____

Detonation time: _____ What does it look like: _____

Why did you place the bomb/or make the threat: _____

Caller's name: _____ Caller's location: _____

Note identifying characteristics of the call: _____

Sex: _____ Estimated age: _____ Accent (English, French etc.): _____

Voice (loud, soft etc.): _____ Speech (slow, fast, nervous etc.): _____

Manner (calm, emotional, vulgar etc.): _____ Diction (normal, nasal, lisp etc.): _____

Familiar voice (specify): _____ Caller familiar with the area? _____

Background noise: _____

Other information: _____

Person who took the call: _____

AGENDA

CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF MINUTES

3.1 June 15, 2021 Regular Meeting Minutes

4: CORRESPONDENCE

4.1 Letter from Jen Anderson, Manager of the Public Library Grants Program

5: FINANCIAL

5.1 Finance report for June, July and August

6: COMMITTEE REPORTS

6.1 Library Manager's report

6.2 Librarians' Committee Meeting Report – June 24

6.3 Chinook Arch Library Board Meeting Report – August 5

6.4 Librarians' Committee Meeting Report – August 12

6.5 Librarians' Committee Meeting – Sept. 13

7: NEW BUSINESS

7.1 Amend policy 8.1 Emergency Plan. Remove Holly Ottewell's name as contact in emergency contact list and add Jay Sawatzky's name.

7.2 Discuss Policy 6.3 Code of Conduct in the Library and Policy 4.5 Public Access for Computer and Internet Access in reference to patrons watching porn on public computers.

7.3 National Day for Truth and Reconciliation – the Town of Claresholm will recognize this day as a Statutory Holiday.

7.4 PLSB: We encourage libraries to move programs online wherever possible and offer curbside pick-up and delivery if you are not already doing so.

8: OLD BUSINESS

9: CLOSED SESSION (if required)

10: ADJOURNMENT

Claresholm Public Library Board
Regular Meeting
September 21, 2021

AGENDA

Next Meeting October 19, 2021 at 4:30 pm

Claresholm Public Library Board
Regular Meeting
June 15 , 2021

Minutes

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Joanna Ridley, Gaven Moore, Ashley Tebbutt, Kelsey Hipkin, Jay Sawatzky

1. **CALL TO ORDER:** Tony Hamlyn called the meeting to order at 4:34 p.m.

2. **APPROVAL OF AGENDA:** Kelsey Hipkin motioned to accept the agenda as presented. Carried.

3. **APPROVAL OF MINUTES**

3.1 May 18, 2021 REGULAR MEETING MINUTES

Gaven Moore motioned to accept the minutes. Carried.

4. **CORRESPONDENCE**

4.1 Email from the Town of Claresholm appointing Kelsey Hipkin as a Board Member

4.2: Letter from the Town of Claresholm approving the use of Amundsen Park in July and August for display of the TD Summer Reading Club Story Walk Kit.

5. **FINANCIAL**

5.1 May Financial Report

- it was decided to add a separate line to the budget for the money received from the M.D. of Willow Creek Library Board instead of including this amount along with the money received from the M.D. of Willow Creek itself.

5.2: 2021 Budget submission to Public Services Library Branch

- the Finance Committee met on June 4th to adjust the numbers for 2021 as the Town of Claresholm is providing \$160,000 in 2021 instead of the original projection of \$190,000.

- Marika Thyssen expressed concerns that \$130,000 for staff wages for the year might not be enough. Jay Sawatzky advised that, with assistance from Kathy Davies, all the numbers for staff wages had been gone over and we felt confident that this amount was sufficient.

Marika Thyssen made a motion to accept the financial reports. Carried.

Claresholm Public Library Board
Regular Meeting
June 15 , 2021

Minutes

6: COMMITTEE REPORTS

6.1 Librarian's report - provided - it was noted there was an error in that Kathy Davies' name was used instead of Kathy Richardson's regarding purchase of kitchen tap- this will be amended. Motion made by Darry Markle to accept reports. Carried.

6.2 Librarians' Committee Meetings Reports - no meeting for June prior to Board meeting

6.3 Chinook Arch Regional Library System Report - no meeting or report at this time.

7: NEW BUSINESS

7.1 Library Board Policy 8.1 - motion made by Ashley Tebbutt to remove Holly Ottewell as Library Emergency contact and add Jay Sawatzky. Carried

8: OLD BUSINESS

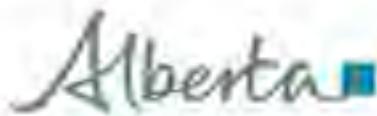
8.1 Elect New Secretary - new Board member Kelsey Hipkin put her name forward. Joanna Ridley made a motion to accept her as Board Secretary, all in favour, carried.

9: CLOSED SESSION - Tony Hamlyn made a motion to go into closed session at 4:55, citing 24(1)(b1) Officers/Employees of a public body under FOIP. Carried.

Darry Markle made a motion to come out of closed session at 5:03.

10: ADJOURNMENT - Tony Hamlyn adjourned the meeting at 5:04 pm.

Next Meeting September 21, 2021 at 4:30 p.m.



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

August 9, 2021

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

Dear Ms. Hamlyn:

The amount of \$20,857.00 has been direct deposited into the library board's account.
This is payment of the 2021/2022 Public Library Operating Grant.

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

Yours truly,

A handwritten signature in black ink that reads "Jen Anderson".

Jen Anderson
Manager, Public Library Grants Program

Claresholm Public Library - Financial Statement end of August 2021

REVENUES

Department	2021 Budget	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Total	Difference
Town of Claresholm	\$160,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$120,000.00	\$40,000.00
Province of Alberta	20,857.00	0.00	0.00	0.00	0.00	0.00	0.00	20,857.00	0.00	20,857.00	0.00
M.D. of Willow Creek	12,052.00	0.00	0.00	0.00	0.00	12,052.00	0.00	0.00	0.00	12,052.00	0.00
Rural Library Services Grant	1300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,300.00
M.D. Willow Creek Library Board	4,833.00	0.00	4,833.00	0.00	0.00	0.00	0.00	0.00	0.00	4,833.00	0.00
Book Sales	500.00	0.00	20.00	0.00	10.00	0.00	0.00	30.90	161.90	222.80	277.20
Donations	1500	1,360.00	0.00	16.00	1,500.00	0.00	42.70	2.00	3,317.00	6,237.70	-4,737.70
Membership Fees	6,000.00	40.00	472.81	890.00	160.00	568.96	1,120.00	1,180.00	977.90	5,429.67	570.33
Fines	1,000.00	0.00	91.82	29.94	0.00	27.01	40.50	91.40	93.40	374.07	625.93
Room Rental	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Coffee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment Rental	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Photocopies/PC Copies	800	6.55	0.00	116.90	1.75	0.75	30.05	62.25	100.40	318.65	481.35
Miscellaneous	0.00	0.00	40.00	0.00	0.00	0.00	0.50	0.00	0.50	41.00	-41.00
Interest Revenue	30.00	6.29	3.30	2.34	1.53	4.79	4.15	4.13	5.86	32.39	-2.89
Friends of the Library-Donations	22,295.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,295.00	22,295.00	0.00
TOTAL REVENUE	\$232,267.00	\$1,412.84	\$5,460.93	\$1,055.18	\$81,673.28	\$12,653.51	\$1,237.90	\$62,227.68	\$26,971.96	\$192,693.28	\$39,573.72

EXPENDITURES

Department	2021 Budget	Jan	Feb	Mar	April	May	June			Total	Difference
Salaries and Benefits	\$130,000.00	\$11,423.95	\$8,919.55	\$9,095.74	\$9,781.40	\$9,527.59	\$10,207.28	\$10,612.04	\$20,730.86	\$90,298.41	\$39,701.59
Employee Course & Conference Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
Travel & Hospitality	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
Books	12,000.00	19.99	44.42	576.82	2,101.48	1,530.80	1,006.41	11,350.44	1,755.89	\$8,386.25	\$3,613.75
Periodical Subscriptions	1,000.00	40.00	0.00	220.75	20.00	35.85	0.00	0.00	83.25	\$399.85	\$600.15
Audio-Visual	1,500.00	0.00	0.00	0.00	340.66	184.65	240.44	0.00	59.57	\$825.32	\$674.68
Financial Review	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	\$100.00	\$0.00
Board Conference & Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
Equipment Rental & Maintenance (Debit)	675.00	40.84	70.59	66.44	42.11	42.15	104.92	44.12	44.79	\$455.96	\$219.04
Legal Fees, Bank charges	30,000.00	0.00	0.00	15,580.57	0.00	3,714.90	0.00	0.00	3,895.75	\$23,191.22	\$6,808.78

Library Supplies	1,000.00	0.00	0.00	0.00	164.93	-205.12	136.53	15.99	72.99	\$545.58	\$454.44
Computer software	1,300.00	0.00	198.71	0.00	183.96	0.00	0.00	0.00	0.00	\$322.67	\$977.33
Association Fees	300.00	55.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	\$90.00	\$210.00
Fund Redistribution	50.00	0.00	0.00	0.00	0.00	50.95	0.00	0.00	0.00	\$50.95	-\$0.95
Postage	100.00	0.00	0.00	88.20	0.00	0.00	0.00	0.00	0.00	\$88.20	\$11.80
Programs	3,500.00	48.50	71.45	112.93	193.41	117.30	71.25	178.09	502.01	\$1,294.94	\$2,205.06
Volunteers	8,500.00	0.00	0.00	23.98	5,036.53	25.72	13.49	-40.00	0.00	\$5,139.72	\$1,360.28
Stationary, printing, & copier supp	1,500.00	151.00	151.00	184.44	258.48	151.00	271.67	151.00	194.29	\$1,513.08	-\$13.08
Telephonic	2,580.00	163.80	0.00	327.60	163.80	163.80	163.80	0.00	327.60	\$1,310.40	\$1,269.60
Insurance	2,000.00	0.00	1,962.99	0.00	0.00	0.00	0.00	0.00		\$1,962.99	\$37.01
Cleaning Supplies	500.00	11.49	0.00	0.00	0.00	0.00	0.00	0.00	104.86	\$116.35	\$383.65
Natural Gas & Power	16,000.00	0.00	956.19	928.34	1,975.06	0.00	871.45	650.57	1,097.38	\$6,478.99	\$9,521.01
Security System	975.00	40.95	0.00	81.90	400.83	40.95	40.95	0.00	81.90	\$687.48	\$287.52
Utilities	2,200.00	0.00	0.00	0.00	0.00	0.00	0.00	810.60	0.00	\$810.60	\$1,389.40
Chinook Arch Regional Library	13,500.00	6,747.30	0.00	0.00	0.00	0.00	0.00	6,747.30	0.00	\$13,494.60	\$5.40
Building Repair and renovations	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$1,000.00
Furniture and Equipment	2,950.00	3,969.39	0.00	226.82	0.00	0.00	0.00	0.00	611.22	\$4,807.43	-\$1,857.43
GST Paid	1,036.00	116.44	80.95	879.79	283.66	411.37	137.04	46.93	235.08	\$2,191.26	-\$1,155.26
Other (rent)	\$1.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00
TOTAL EXPENDITURES	\$232,267.00	\$22,829.65	\$12,395.85	\$28,429.32	\$21,046.31	\$16,202.15	\$13,265.43	\$20,647.08	\$29,747.44	\$164,563.23	\$67,703.77
Profit/Loss	\$0.00	-\$21,416.81	-\$6,934.92	-\$27,374.14	\$60,626.97	-\$3,548.64	-\$12,027.53	\$41,580.60	-\$2,775.48	-\$21,416.81	

Money taken from 2020

Transfer to Reserves	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00				\$50,000.00	\$0.00
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Library Manager's Report

Summer Read: 36 kids signed up at the Library and received activity bags including reading logs to win prizes for every 5 physical books read. We gave out 53 prizes so at least 265 books were read which is a great success. 11 out of the 36 also signed up for the online TD Summer Read Program.

Storywalk: The Storywalk Kit did not work for us. The ground at Amundsen Park was too hard to get the stakes in properly and three were broken on the first day (not sure what happened). These stakes were plastic and Chinook Arch then sent metal stakes but, again, they would not go far enough into the ground and the "pages" kept blowing over. The pages would have had to be removed every night and then set out again each morning so we ending up taking it down and sending it back to Chinook Arch and cancelled the remaining Storywalk Kit we were due to receive. Great idea but not viable.

Makerspace: We started a Makerspace that runs every Friday from noon to 5 pm. This is an area where patrons of any age can come and craft or build with Lego or try their hand at making basic electric circuits. All the supplies are free to be used and taken home with the exception of the Lego, the magnetic blocks and puzzles. This has been slow to get off the ground despite signage in the Library, numerous Facebook posts and emails so an ad was run in the September 8th issue of the Local Press to try and get the word out.

Donations: Library volunteer Kathy Richardson donated \$3000 to the Library in August. She would like to see large print books and audiobooks purchased with the money and we will make that happen.

The family of late library patron Joan Mackin donated \$750 from her estate in August. This money will go towards new books for our children's board and picture book collections.

Staff: Heather Wright was off work for a year while she waited for, and then recovered from, hip surgery. She came back to work for half days on Mondays in August and resumed her regular full day on Mondays as of September 13th.

Umeko Van De Wetering is now working three days a week bringing her weekly hours to 22.5 making her eligible for health benefits through Victor and she will be applying for them.

Self Checkout: IT staff member John Buckmaster was able to get our donated Self Checkout Station up and running in August.

Pink Tea: The tea was scheduled for October 18 but due the rising Covid cases in the M.D. the decision was made to cancel.

English Language Learners Collection: most of the books for our ELL collection for children have arrived along with a new shelf for displaying them. The books and the shelf were purchased with funds given to us from the Town of Claresholm's Community Takes Root Grant. The adult ELL books the Library already has in circulation will be displayed on the same shelf. The Library will continue to

add to this collection going forward.

Roof: The roofers were to start work the first week of September, however, Mike Schuweiler from the Town of Claresholm advises that they had had difficulty getting shingles so the start has been pushed back to the end of the month.

Evacuation plan: as per the Town of Claresholm the library has posted a map with the exits and the evacuation procedure in the main library for patrons.



CHINOOK
ARCH REGIONAL
LEADERSHIP SYSTEM

BYOQ Meeting
June 24, 2021, 10:30 a.m.
Via Zoom

Notes

Present

Sherry Malmberg, Arrowwood
Kim Shimbashi, Barnwell
Donna Beazer, Cardston
Patty Abel, Champion
Jay Sawatzky, Claresholm
Dothlyn McFarlane, Coaldale
Nikki Francis, Glenwood
Madeline Gormley, Lethbridge
Kate Koch, Lomond
Stephanie Humphreys, Magrath
Peter Denmark, Milk River
Gloria McGowan, Nanton
Cheryl Garratt, Picture Butte
Janice Day, Pincher Creek
Faye Geddes, Raymond
Chris Vowles, Taber
Cassidy Yaroslowsky, Taber
Connie Clement, Vulcan
Andrea Tapp, Warner

Chinook Arch Staff

Kerby Elfring
Amy Genesis
Joey Going
Yanet Grajeda
Trevor Haugen
Robin Hopher
Jennifer Latham
Elizabeth Linville
Heather Martin-Detka
Gill Watkinson
Pat Wauters
Lisa Weekes

1. Updates – Robin Hepher

- a. A new Member Support librarian has been hired, Carley Angelstad. She's currently finishing up as manager of the Hanna Municipal Library. She starts at Chinook Arch on August 9.
- b. A new driver has been hired, Brent Coulton. This is in advance of a return to the 10-day delivery (full service) delivery schedule starting mid-July. Yanet mentioned that enroute sorting will be reincorporated, and she'll send a list of delivery routes to managers so they know which libraries follow theirs on the delivery route and can therefore have their items put in the enroute bin.
- c. The Waterton Book Locker is technically operating and in a soft-launch phase. Patron-initiated holds should be activated within the next couple days to make it fully functional. Delivery drivers are being trained on how to exchange materials from the book locker. Feel free to spread the word for people to check out the book locker when they are in the Waterton area.
- d. Summer reading program supplies were sent to Chinook Arch and redistributed to libraries, but the quantities were less than what was ordered. Robin has requested extra materials; those will be sent to libraries when they arrive.
- e. Summer meetings - Robin proposed that the managers group skip the July BYOQ meeting, have one in August, and then transition in the fall to hybrid in-person meetings with the option to join remotely. The group accepted this proposal.

2. Around the Table

- a. **Janice in Pincher Creek** – library opened June 10. People seem happy to have access, and traffic is manageable. The library isn't at full hours yet and will likely wait till the fall. No indoor programming yet this summer, but they'll work on take-away kits and outdoor activities.
- b. **Jenn at Chinook Arch** –block rotations will likely resume in August.
- c. **Cheryl in Picture Butte** – regular hours have resumed; people can make appointments or drop in if no one is in library. Still offering curbside and patrons are happy. No in-person SRP this summer because they didn't budget for it due to continual uncertainty of what would be allowed. Cheryl is making activity tote bags with activities involving chalk, scavenger hunts, flower presses, for example.
- d. **Cassidy & Chris in Taber** – hours have been updated to accommodate people in the community who work till 5:30pm. They are waiting to make more accommodations until Stage 3 happens, including watching what the Town of Taber decides for safety mandates. Also found it was difficult to plan for summer activities, so they will be planning outdoor activities and a take-home bingo challenge. Happy to hear that block rotation and increased delivery is resuming this summer.

- e. **Peter in Milk River** – summer is usually slow, but with reopening it's been nice for normalcy. Received a grant that allowed them to add a sink to the library space, a good addition that makes sanitization easier.
- f. **Lisa at Chinook Arch** – working on grant for Regional Technology Collection for mobile hotspots and devices for lending. The grant has been submitted but a response might not be received until September. Lisa will keep the group informed of updates. 24 libraries are interested in Chromebook lending, and 12 have committed to lending the wi-fi hubs.
- g. **Connie in Vulcan** – basically back to regular hours. Looking to bring a student on board in mid-July. Summer reading program is not likely due to the town and pool offering attractive activities for children; Connie thinks that will deter people from attending library programs. Partnered with FCSS for Seniors Week and saw 30 gift bags and continental breakfasts prove very popular. Senior make up 60% of the community, and they appreciate all services and support for seniors. Gave away many tomato and rhubarb plants donated to library/FCSS, and got some financial donations in return. Window displays have generated interest. Partnering with a former bike shop owner to do some outdoor bike clinics this summer. FCSS has other ideas for partner programs during town's festivities in August. Hoping to borrow some physical literacy kits for that. People eager for social activities again. Recommended that managers have policies and procedures in place to protect staff and patrons from people who display problematic behaviour in the library. It's also helpful to have the municipality and system and board come to your defence.
- h. **Heather at Chinook Arch** – working on solutions for high holds/long wait times, one idea being centralized monthly purchasing popular titles to reduce wait times around the region. The Resource Sharing Committee has opted to renew SOLARO and Gale Courses. If anyone want to join (or leave) that committee, let her know. Also get in touch if you want a library visit from Heather.
- i. **Elizabeth at Chinook Arch** – Digital Literacy training continues via Zoom for the summer. Class 5, the one-on-one digital skills class, resumes in September via Zoom or in-person. If people express interest in in-person classes currently, please send their info to Elizabeth.
- j. **Jay in Claresholm** – opened on June 10 and have resumed regular hours. On Tuesday, they had 100 people visit over the course of the day. They've distributed activity kits and reading logs for kids; Dairy Queen donated coupons for treats, and those are given out for every 5 books read. The library's Youtube channel offers interviews with local celebrities and experts. No in-house programming because of concerns the government will close things down again.
- k. **Gill at Chinook Arch** – please keep donations to 20 items per delivery. Items you've purchased have no limits; send in as needed. Let Gill know if you have any special projects you want to work on over the summer. "Janice, you will be missed!" (Janice hopes to see us at some in-person meetings this fall.)

- l. **Kim in Barnwell** – the \$1500 grant went towards eliminating membership fees. Opened June 10, and no issues with exceeding capacity. Will be having indoor and outdoor summer programming regarding “the things you can become” with people in different careers talking about their jobs. Pioneer Days will see vendors setting up at the library. All is going well.
- m. **Trevor at Chinook Arch** – was approached by Telus wanting to offer 15 public wi-fi access points, devices, and data plans for use at public libraries. They can be signed out to patrons and are good for the life of the devices. IT will determine how to distribute these to libraries. The VOIP systems are almost ready to roll out; just working on scheduling and switch-overs. This affects those libraries who have opted in. Sharepoint, the replacement for the Internal Website, is being tested at Chinook Arch first before being rolled out to libraries. Training will be provided when the system is ready to use. IT is catching up with regular tasks after the Supernet upgrades that occurred during the month of May.
- n. **Nikki in Glenwood** – offered take-home kits during library closures. Opened June 10 and have been busy since then. Got approved for a Canada Summer Jobs grant. The student hired has worked the last 2 summers at the library and will help with SRP which will be offered one day per week, indoors and outdoors. The board approved the hiring of another student to help with SRP. A book sale of donations and discards is going well. Interested in borrowing physical literacy kits; Lisa informed the group that requests for physical literacy kit booking and delivery can be sent to Jenn Latham. Kerby also mentioned that button maker kits are available to book.
- o. **Pat at Chinook Arch** – Pat emailed everyone about the charge history being increased to one year from 6 months. That’s an opt-in service. Pat hopes to start reviewing circ policies in the fall. Also hopes to have HTML patron notices ready for fall. WorkFlows will be upgraded soon, but Pat will give plenty of heads up when that’s ready to roll out.
- p. **Amy at Chinook Arch** – thanks for your responses to the movie screening survey. Chinook Arch likely will not pursue public performance rights/licences for the region until 2022. If libraries are interested in screening movies now, Amy will send info on how to contact Audio-Cine Film directly for a licence.
- q. **Patty in Champion** – Opened June 10, regular hours. People are happy to be able to visit the library again. On July 12, Summer Reading Program begins. They’ll just do Mondays in July and maybe move to 2 days per week in August.
- r. **Stephanie in Magrath** – things are going well. New regular hours advertised as summer hours, trying to accommodate needs expressed by the community and the possibility of shifting hours in the fall. Working on Plan of Service. Curbside service is still popular with some patrons, for example parents who don’t want to get sleeping kids out of car. A student is working on a hybrid summer reading experience with take-away kits and some in-person programming with smaller groups. Might have a Harry Potter escape room ready for August. The Plan of Service is focusing on creating a quieter space within the library. Issue –

damaged books with a "damaged" note from months ago have continued to circulate. Stephanie asked that damaged books be sent directly back to the owning library so damage can be attributed and dealt with. Circulation policy specifies that damaged items be sent back directly to the owning library without fulfilling any further holds. The library is trying an e-newsletter in response to a community preference to receive library news via email.

- s. **Andrea in Warner** – The renovation of the building next door to the library is affecting access to the library right now. Warner will not be doing summer reading programs, but there will be a summer-long scavenger hunt that will have prizes of Slushie coupons and a Lego kit. Themed kits and displays will allow patrons to grab and go. Planning a book sale for July 15-16.
- t. **Faye in Raymond** – opened June 10, not yet at regular hours. Won't open on Saturdays until September. Sports library going well – thanks to Gill and the cataloguing team for their help with that project. Purchased some of their own physical literacy equipment. Students have been hired to help with summer reading program. The Subway Reading Challenge will see patrons adding "ingredients" to a giant paper sub for every 15 minutes that they read. Gift certificates from Subway are prizes. "Summer on the Lawn" is a hybrid program that features crafts, reading, and activities. Other activities include Mad Scientist, Harry Potter Children's Fair, and Ukelele Club. On July 1, Raymond will have its annual parade.
- u. **Gloria in Nanton** – Things are good. Running reduced hours, with a steady stream of patrons. Their kitchen reno is completed and is enjoyed. Glad to have a normal delivery schedule soon to run. Summer Reading Program this year is online.
- v. **Joey at Chinook Arch** – Thanks to everyone who contributed to the recommended reading program this summer. Patrons can read and enter to win prizes. Questions about this? Let Joey know. If websites need updating with revised hours, also let Joey know.
- w. **Kerby at Chinook Arch** – 751 bodies were found in unmarked graves at the former Marieval Residential School in Saskatchewan. Be aware that some library patrons may be grieving this news. Story Walk materials are being delivered in phases as they get prepared.
- x. **Yanet at Chinook Arch** – 2nd round of invoicing happening soon. Send any questions about delivery to delivery@chinookarch.ca. As mentioned before, the Delivery team is working to resume pre-COVID delivery schedules. The new driver will be making the rounds as he trains.
- y. **Sherry in Arrowwood** – Opened June 10, with regular hours, and it has been slow. No summer reading program because only one family with kids visit the library.
- z. **Dothlyn in Coaldale** (via chat) – "I won't be able to stay for the meeting today. All is well in Coaldale and we're enjoying having patrons in the Library. Thank you."

aa. Madeline from Lethbridge Public (via chat) – “[LPL] partially reopened on June 16 with limited access to the building and computers, and will reopen more fully on July 2. The Bookmobile is also going to be changing its regular summer schedule and introducing programming, which is new for them! We have a few new staff - Madeson Singh is our new summer student and will be focusing on Indigenous Summer programming. Marilyn Contois is our new Library Tech: Indigenous Services. Was lovely to hear about everybody's plans - see you all next time!”

3. Next Meeting

Scheduled for 10:30 am, Thursday, August 12, 2021 via Zoom.

Let Robin know if you do not see an invite in your calendar.



BYOQ Meeting
August 12, 2021, 10:30 a.m.
Via Zoom

Notes

Present

Sherry Malmberg, Arrowwood
Kim Shimbashi, Barnwell
Patty Abel, Champion
Jay Sawatzky, Claresholm
Dothlyn McFarlane, Coaldale
Kate Koch, Lomond
Stephanie Humphreys, Magrath
Cheryl Garratt, Picture Butte
Janice Day, Pincher Creek
Faye Geddes, Raymond
Chris Vowles, Taber
Connie Clement, Vulcan
Diane DeLauw, Crowsnest Pass
Laura Quinton, Stirling
Sue Oguchi, Lethbridge
Terra Plato, Lethbridge
Barb Longair, Lethbridge

Staff

Joey Going
Yanet Grajeda
Robin Hepher
Elizabeth Linville
Heather Martin-Detka
Gill Watkinson
Pat Wauters
Lisa Weekes
Carley Angelstad
Tracey Sawatzky

1. Updates – Robin Hepher

- a. Carley Angelstad has joined the Member Support team.
- b. **Future of the BYOQ.** We have been doing since Spring 2020 as a replacement for Librarians Meetings as a stop-gap measure, and it feel like it is time to return to the traditional Library Manager Meeting format – every two months with a formal agenda, making decisions around circulation policies, guest speakers etc. Robin requested feedback on what people’s thoughts were about returning to in-person meetings and/or hybrid meeting. Managers throughout the region agreed that a more formal format would be welcome especially in regards to the need for decision making. Policies and procedures were suspended or carried on with interim changes, but it was seen as it is time to normalize doing business under COVID and adjusting such things to the new reality. Those managers who voices their opinions were in support of in-person and/or hybrid meetings as in-person is seen as beneficial to getting business done, but also being conscious of the time and cost it may be to attend these meetings in person.

There was conversation regarding which day managers preferred the Librarian’s meeting – Monday morning versus Thursday morning. There were managers in favour of both options.

Robin will send out a poll to get everyone’s opinions on the preferred format and date, with the hope that Librarian’ Meetings will start up again in a formal format in September.

- c. The Public Libraries Services Branch will be looking at the Public Libraries Act in the context of red tape reduction. Library managers will want to talk with their boards about how their libraries are evolving especially in regards to the following topics before attending a consultation session: board governance; meetings and policies; public system participation agreements; public library nodes; intermunicipal library boards; and requirements for library boards of municipalities with populations over 10,000 in regards to needing to hire a MLS-holding librarian.
- d. Robin would like to hear what everyone’s plans are for the fall; what are plans for collections and what you’re doing so that can assign its resources to assist you this fall in the best way we can.

2. Around the Table

- a. **Carley Angelstad.** Came from Hanna Municipal Library where she was the director, and she previously worked at Edmonton Public Library and Camrose Public Library. She is excited to be here and to get to know everyone.
- b. **Barb Longair.** Canadian Children’s Book Centre (CCBC) is doing a fundraiser and a sale. The fundraiser is a virtual walk: “walk, wheel or run in the ScotiaBank Charity Challenge.” Barb is participating in the race in October, and others can join in the race or support Barb’s team. 100% of the donations towards supporting the walk goes to the CCBC, and a portion of the sale (memberships

and magazine subscriptions) go towards the organization. To learn more about the CCBC go to bookcentre.ca.

This fall, LPL is planning on doing in-person programming. They noticed that most viewership is coming after they livestream, so they are planning to do in-person story time with a live stream, and they can pivot to live streaming if things change. Summer kits went quickly. Kids are back in the library and happy to receive their Summer Reading Program (SRP) prizes. LPL is planning on having some room rentals in September for municipal elections, so they are gradually moving furniture back into the building. In regards to Robin's question, Barb appreciates all the work that Gill and the bibliographic services team does.

- c. **Tracey Sawatsky.** Will be sending out a deadline email for ordering for the end of the year. Otherwise, things are rolling along well; she is up to date with ordering and receiving shipments.
- d. **Pat Wauters.** An updated version of the donation procedure was sent out this week, which includes a list of items we don't normally catalogue. Added onto that list was vinyl and TV series with missing DVDs. That said, you know the needs of your community and, for example, if you have a lot of people with record players and want vinyl in your collection please contact Pat directly to have a conversation so the bibliographic services team is aware of these items coming in.

The Waterton book locker's hold shelf time has been changed to 14 days, because delivery out to Waterton is once a week.

The Circulation Policy committee is starting a formal review in September and will be looking for committee members.

There will be a Workflows upgrade in August or September, and Tracey will give notice before that happens. Tracey does her best to schedule the upgrade on a day when most of the libraries are closed.

- e. **Gill Watkinson.** A committee that formed in the province to rid catalogues of the colonial wording to describe Indigenous subject headings. started to do this a few years ago in our own catalogue, but this is a large province-wide project with the University of Alberta, University of Calgary and most of system headquarters. Background: the head of cataloguing at the University of Alberta had a summer student create a spreadsheet with new subject headings after they had gone out for consultation with Indigenous groups in northern Alberta and they are now hoping for support from southern Alberta. There are over 6000 terms that need to be changed/created, and once that is done, the committee has to convince the Library of Congress to accept these new terms.
- f. **Laura Quinton.** Sterling has been super busy all summer, but they're not sure what they're doing in the fall, which depends on budget discussions. Laura is anticipating the same (with in person programs etc.) and hoping to have the normal hours for fall and winter. She's ready to somewhat get back to normal but is also aware of the need to be flexible.

- g. **Stephanie Humphries.** SRP has been going well. It has been better attended than in the past and their summer student is great. They have a successful writing group and interest from teens so Stephanie is thinking of starting a teen writing group in the fall. The library has purchased some furniture to set up a reading/study space for teens and adults. Their current hours are temporary, but Stephanie is not sure if evening hours are needed by the community. In response to Robin's questions, Stephanie thinks is doing well in providing support.
- h. **Jay Sawatzky.** Things are going well in Claresholm. The library started a Friday makerspace and popularity is growing. Recently, a volunteer donated \$3000 for large print and audiobooks. In regards to Robin's questions, Chinook Arch is doing a wonderful job and is never left hanging and appreciates.
- i. **Sue Oguchi.** Sue is new to LPL's main branch and is part of the Read On Literacy program. Her program has decided for classes to continue online as a response to the ongoing COVID developments. Read On is giving their volunteers and tutors the option of in-person one-on-ones or online classes and it has been interesting to see the number staying online because of the convenience. She is thinking that blended classes may be a good option, because some want the face-to-face learning, but some have barriers to attending and they benefit from having the online sessions.
- j. **Kim Shimbashi.** Barnwell's SRP went well; it was five weeks and ended last week. The library will be starting Moms and Tots on September 9, and the program leader double-checked that things like snacks were allowed. In response to Gill's committee, Kim shared that she and the school went through their indigenous books and put warnings if the terms used weren't politically correct; a few titles were thrown out, but most had the warning added on the outside.
- k. **Dothlyn McFarlane.** Coaldale has been busy. They have summer staff digitizing records, and by end of next year they hope to be done with the permanent records. SRP has been using kits. A "Celebrate Main Street" event was recently held; the library had a book sale and over 700 people came through. Coaldale did four story walks (with funding from the Lethbridge Community Foundation and their friends society) they went well, aside from people moving them. The library is hoping to go back to normal unless the government gives other directives, and they are preparing for regular fall programming. In regards to Robin's question, she can't think of anything different: staff have been super supportive and accommodating to her needs. She did have a question about online registration payment happening before the patron receives access instead of creating a bill to be paid afterwards. Pat said she would look into this and bring something to the September meeting.
- l. **Sherry Malmberg.** Arrowood didn't do SRP this year. Instead they partnered with FCSS for Kids Day Out: every Wednesday in August they meet and doing activities. The first day was a day in the library, and this latest day was a tour with 16 kids. Harvest is going on in Arrowood, so foot traffic is hit and miss.

- m. **Lisa Weekes.** She is hoping to hear soon in regards to the regional grant application for the tech collection (Wi-Fi and Chromebooks) to move forward on that project.
- n. **Heather Martin-Detka.** OverDrive is officially sunseting the OverDrive app in favour of the Libby app. This process will begin in February 2022 by removing OverDrive from the app stores. In the meantime, OverDrive is asking that all OverDrive app promotional materials be replaced with Libby promotional materials and that libraries urge their patrons to move over to Libby. Joey will include some Libby promo material in her September promo plan.

Damaged materials have been brought up a few times at the BYOQ meetings, and in response, I will be sending an email out to the managers to outline a tracking measure to get a better picture. If you are interested in participating in tracking the damaged items you receive, please let me know.

Something else that has been asked is what creative or out-of-the box things are you doing to bring people into your library this fall. Please feel free to share what you're doing using the manager's email list.

- o. **Chris Vowels.** Taber is back at full capacity and has opened on Saturdays beginning earlier this month. It's slow, but they're getting the word out that they're open again via social media. Cornfest is August 26 and the library will have a float in the parade. In September they are doing a month-long book sale with a weekend garage sale. Programming has been happening – such as open mic, yoga for kids, kids crafts, stuffy sleepovers – and they have plans for story times on Thursdays. In regards to Robin's questions, she appreciates all Chinook Arch staff as she settles into her role.
- p. **Diane DeLauw.** Crowsnest Pass has started doing in-person programming. They did story walks during the summer that were well attended and well liked, and the library is open regular hours and busy as usual.
- q. **Janice Day.** Pincher Creek is presuming fall looks normal, but will cancel or move programs to Zoom otherwise. For SRP they didn't do anything live but did reading bags. As Janice will be retiring at the end of the year, the librarian job posting will be up after Labour Day. There are some issues going on with the library's internet, which started after the upgrade, and Robin will check in with IT about this.
- r. **Joey Going.** The Read to Win contest is going well with 350 entries from 15 libraries and it goes until the end of August. She is working on the September promo and thinking for 2022 for different social media strategy, which may include a team from around the region inputting ideas to get more going, if anyone – managers or staff – are interested.
- s. **Cheryl Garratt.** Picture Butte didn't plan SRP that they usually do; instead they did a table with simple crafts for kids to drop in and do. Otherwise, the library has been running full tilt. The library is interested in keeping some programming online but Internet is an issue out in rural areas.
- t. **Patty Abel.** Champion is running SRP on Mondays with lots of kids – 14/15 attending. The library decided to do individual cookies and juice boxes (no

candy this year) and kids and parents happy. They have their normal hours and as there are new people in town the library has some new patrons.

- u. **Elizabeth Linville.** Going into September, the digital literacy programming will be class 5, the one-to-one digital skills sessions. Posters out next week. Elizabeth is tentatively planning for in-person programming (limiting size, distance, sanitizer etc.), but if you would prefer the entire class to be Zoom or an individual patron prefers Zoom classes let her know and she can look at the schedule to find a day that will work. She will send out an email with more details.
- v. **Connie Clement.** In response to Robin's questions, Connie appreciates the support she receives from Joey and the rest of Chinook Arch. The library had a partnership with FCSS for fair days; there was a book sale, parade, and car show. The local Sargent recently did a bike clinic at the library. The whole community, including the library, has been showing their support for a local Olympian. It has been busy and the library has started Saturday hours: they're slow but those who came in on Saturday were appreciative. With the help of Chinook Arch IT, the library is looking into an interactive board. Vulcan has new new people moving to town, which means new patrons and the community is appreciating the library's A/C. Time for Rhymes is starting in September and they're getting ready for programming, but there is some fear of everything going back to how it was before summer.
- w. **Yanet.** Delivery to Waterton started on Monday. There was no make-up route this week due to a vehicle out for maintenance. On-route sorting has started; if you have any questions contact Yanet. Membership fees are being received, and the rural services grant will be dispensed once it is received.

3. **Next Meeting**

TBD.

BOARD REPORT



**CHINOOK
ARCH** REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - August 5, 2021

Book Locker Launches in Waterton!

Thanks to support from Alberta's Community Initiatives Program (CIP), the Waterton townsite now enjoys regional library service! Although the project was delayed due to the pandemic, it was finally launched earlier this summer. The service consists of an automated locker system with a small browsing collection. It also serves as a holds pickup location, so residents, seasonal workers, and visitors can have items brought to them. Chinook Arch will deliver to Waterton on a weekly basis.

The Waterton Micro-Library is located in the south foyer of the temporary visitor's centre, at 209 Fountain Ave. Check it out next time you're in the area! Plans for a similar service on the Pikani Nation are underway.



Board Members Present

Arrowood	Melody Williams
Barrhead	Dennis Barnes
Beaumont	Gary Helmly
Brooks	Briene Smayda
Brooks East	Darwin Glenn
Brooks West	David Robson
Calgary	Suzanna Frensch
Calgary East	Hughie Woodruff
Calgary North	Tony Campbell
Calgary South	Phani Lopez
Calgary West	DeVan Dahl (Chair)
Canmore	Margaret McCann
Canmore West	Christine Northcott
Cardston	Merv Schuchter
Chinook Arch	Mark Barber
Chinook Arch, MD	Quentin Stevick
Chinook Arch, MD	Joan Rinkak
Chinook Arch, MD	Joe Snowdon
Chinook Arch, MD	Timothy Myerburg
Chinook Arch, MD	Doug Logan
Chinook Arch, MD	Morgan Rickwood
Chinook Arch, MD	Larley Little
Chinook Arch, MD	Maryann Samaluk
Chinook Arch, MD	Wendy Kallen

Recreation	Raj Gorzha
Recreation	Jim Montell
Recreation	Teresa Fero

Agents	Jane Johnson
Blaine	Tina Muir
Blaine County	Travis Wajnsztein
Blaine East	Heather Caldwell
Blaine West	Kevin Baine
Blaine North	Frederic Saunders
Blaine South	Rob Edwards
Blaine East	Ken Cowley
Blaine West	Ed Heywood
Blaine North	Oslo Glynn
Blaine South	Wade Weasel Head

Alberta Libraries Act Up for Review

In September 2021, the Public Library Services Branch of Alberta Municipal Affairs will be seeking feedback from stakeholders on potential changes to Alberta's library legislation. Many of the proposed changes are in the areas of library governance, staffing, and reporting. Feedback from board members, municipal councillors, and other stakeholders is welcome. This initiative is part of the government's "red tape reduction" initiative.

To register for a feedback session, follow this link:
<https://extranet.gov.ab.ca/opinio6/s?s=53846>

Update on the Revised System Agreement

Due to changes in the way the Government of Alberta reports on population figures, it was necessary for the Chinook Arch Library Board to revise its System Agreement for the first time since 1992. In order for the new Agreement to take effect, it must be ratified by 2/3 of member councils representing 2/3 of the population served. As of this writing, 23 councils representing 80,673 people have approved the Agreement. To meet the threshold, 27 councils representing 139,456 people must approve the agreement.

Contact Us

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



facebook.com/
chinookarch

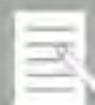


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Policies Revised



- Services for the Print Impaired
- Capital Assets
- Employee Benefits
- Hours of Work and Overtime

4.5 Public Access Computers/Internet Access

The Claresholm Public Library provides access to the Internet as a means to enhance information and learning opportunities. The library board has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to everyone; however, this service may be restricted at any time for use not consistent with the guidelines.

Parents of minor children (14 years and under), must assume responsibility for their children's use of the library's Internet service. Prior to being granted access to the Internet, anyone under 14 years of age, along with a parent or guardian, must sign the Internet Use Agreement. All users must check in at the Circulation Desk before they are assigned an access number.

Expectations:

Users should be aware that inappropriate use of electronic information resources can be a violation of local, provincial, and/or federal laws and can lead to prosecution. Users will be held responsible for their actions using the Internet. Users are expected to abide by the policies below, which include general accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, unmoderated global network; the Claresholm Public Library has no control over the content found therein. The library does not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's electronic devices from data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Actions relating to or in support of illegal activities will be reported to the proper authorities.

Not all Internet information sources provide accurate, complete or current information. Users need to be aware of this, and become careful information consumers. Question the validity of the information received, and cross reference with other sources to make sure information is accurate.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals
- Internet use is offered in sixty (60) minute sessions on a first-come, first-served basis; each user is allowed one session. The current procedures are in Appendix "3" of this policy manual.

- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use internet access for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs to the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters. Any accidental damage must be reports to library staff immediately

Assistance/Help

Library staff cannot provide in-depth training on the Internet, computer hardware /~~or~~ software use or computer jargon during regular hours of operation.

The first priority of the staff is the regular circulation duties of the Library. However, if time and job commitments allow, staff may assist patrons in accessing the Internet, offer searching suggestions, and answering questions.

6.3 Code of Conduct

As a destination for information, inspiration, and enrichment for all residents of Claresholm and area, the Library's Code of Conduct has been established to ensure a positive Library experience for everyone. The Library will uphold existing bylaws to guarantee a safe and comfortable place for all.

Zero Tolerance: The Claresholm Public Library is committed to providing a safe, respectful environment for all staff and customers. No physical or verbal abuse will be tolerated.

At the Claresholm Public Library, we expect every customer's conduct to be:

- Respectful of everyone: customers, visitors, staff and volunteers
- Careful and considerate of Library property
- Lawful
- Responsible

We expect every customer to:

- Dress appropriately
- Attend to and supervise children in their care
- Attend to personal belongings
- Use library furniture, equipment and property properly and for only their intended purposes
- Use washrooms only for their intended purpose
- Leave the Library promptly at closing time.

Examples of behaviours which are NOT permitted include:

- Threatening, abusive, harassing language, behaviour or actions
- Behaviour that disturbs others' use of the Library
- Being under the influence/selling/using alcohol, marijuana and/or illegal substances
- Carrying weapons or implements which can be used as weapons
- Damage or theft of Library materials
- Sleeping
- Offensive body and/or clothing odour
- Use of communications devices such as cell phones, laptops, iPods etc. in a disruptive manner
- Taking Library materials into washrooms
- Photographing or filming without prior approval from staff.
- Violation of any of the above may result in monetary charges for damage and/or misuse, suspension of some or all library privileges, exclusion from the Public Library, and/or criminal prosecution.

Date Approved: November 1987
Date Reviewed: November 2016
Date Revised: April 2015

*Claresholm Public Library Policy Manual
Patrons and the Community
April 2019*

AGENDA

CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF MINUTES

3.1 September, 2021 Regular Meeting Minutes

4: CORRESPONDENCE – none

5: FINANCIAL

5.1 Finance report for September 2021

6: COMMITTEE REPORTS

6.1 Library Manager's report

6.2 Librarians' Committee Meeting – Sept. 13

7: NEW BUSINESS

7.1 Results of 2021 Municipal election held October 18, 2021 regarding board members

8: OLD BUSINESS

9: CLOSED SESSION (if required)

10: ADJOURNMENT

Next Meeting November 16, 2021 at 4:30 pm

Claresholm Public Library Board
Regular Meeting Minutes
September 21, 2021

Present: Ashley Tebbutt, Darry Markle, Gaven Moore, Jay Sawatzky, Tony Hamlyn, Joanna Ridley, Kelsey Hipkin / Regrets: Marika Thyssen

CALL TO ORDER

4:33 pm

2: APPROVAL OF AGENDA

Motion to approve: Darry Markle

Carried

3: APPROVAL OF MINUTES

3.1 June 15, 2021 Regular Meeting Minutes

Motion to approve: Kelsey Hipkin

Carried

4: CORRESPONDENCE

4.1 Letter from Jen Anderson, Manager of the Public Library Grants Program

-Read aloud by Ashley, accepted by Board

5: FINANCIAL

5.1 Finance report for June, July and August

- Jay provides report for whole year
- Reached out to ATCO re: fee increase
- Library doing well with donations this year
- Legal fees won't appear until end of month

Motion to accept as presented for June, July, August: Gaven Moore

Carried

6: COMMITTEE REPORTS

6.1 Library Manager's report

- Summer Read more successful than past years
- Storywalk not viable for future
- Self-checkout working well
- Pink tea cancelled due to COVID restrictions
- ELL for children books have arrived
- A good summer for the library overall
- Courier back to three times a week

6.2 Librarians' Committee Meeting Report - June 24

6.3 Chinook Arch Library Board Meeting Report - August 5

Claresholm Public Library Board
Regular Meeting Minutes
September 21, 2021

6.4 Librarians' Committee Meeting Report – August 12

6.5 Librarians' Committee Meeting – Sept. 13 (Jay still awaiting Sept. 13 minutes, will present at next meeting)

Motion to accept Committee Reports as presented: Joanna Ridley

Carried

7: NEW BUSINESS

7.1 Amend police 8.1 Emergency Plan. Remove Holly Ottewell's name as contact in emergency contact list and add Jay Sawatzky's name.

-Should read "police policy"

Motion: Darry Markle

Carried

7.2 Discuss Policy 6.3 Code of Conduct in the Library and Policy 4.5 Public Access for Computer and Internet Access in reference to patrons watching porn on public computers.

-Wording of 6.3 code of conduct gives the authority to deal with offensive material

7.3 National Day for Truth and Reconciliation – the Town of Claresholm council voted yes to recognizing this day as a Statutory Holiday.

-Gaven will confirm with Town and library will follow suit of what town does

-Motion to have the library close and recognize Sept. 30 as a stat holiday: Gaven Moore

Carried

7.4 PLSB: We encourage libraries to move programs online wherever possible and offer curbside pick-up and delivery if you are not already doing so.

-Going to go with the 1/3 capacity, not moving to curbside

8: OLD BUSINESS

None

9: CLOSED SESSION (if required)

Tony Hamlyn made a motion to go into closed session 5:09 citing 24(1)(b1) Officers/Employees of a public body under FOIP.

Carried

Darry Markle makes motion to end closed session at 5:13

Claresholm Public Library Board
Regular Meeting Minutes
September 21, 2021

Carried

10: ADJOURNMENT

Motion to adjourn at 5:13 Ashley Tebbutt

Next Meeting October 19, 2021 at 4:30 pm

Claresholm Public Library - Financial Statement end of September 2021

REVENUES

Department	2021 Budget	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	September	Total	Difference
Town of Claresholm	\$160,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	0.00	\$120,000.00	\$40,000.00
Province of Alberta	20,857.00	0.00	0.00	0.00	0.00	0.00	0.00	20,857.00	0.00	0.00	20,857.00	0.00
M.D of Willow Creek	12,052.00	0.00	0.00	0.00	0.00	12,052.00	0.00	0.00	0.00	0.00	12,052.00	0.00
Rural Library Services Grant	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.89	192.89	1,107.11
M.D. Willow Creek Library Board	4,833.00	0.00	4,833.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,833.00	0.00
Book Sales	500.00	0.00	20.00	0.00	10.00	0.00	0.00	30.90	161.90	57.55	280.35	219.65
Donations	1,500.00	1,360.00	0.00	16.00	(1,500.00)	0.00	42.70	2.00	3,317.00	58.45	6,326.15	-4,826.15
Membership Fees	6,000.00	40.00	472.81	896.00	160.00	568.96	1,120.00	1,180.00	997.90	1,055.00	6,484.67	-484.67
Fines	1,000.00	0.00	91.82	29.94	0.00	27.01	40.50	91.40	93.40	97.35	471.42	528.58
Room Rental	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00	600.00
Coffee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment Rental	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Photocopies/PC Copies	800	6.55	0.00	116.90	1.75	0.75	30.05	62.25	100.40	88.90	407.55	392.45
Miscellaneous	0.00	0.00	40.00	0.00	0.00	0.00	0.50	0.00	0.50	3.00	44.00	-44.00
Interest Revenue	30.00	6.29	3.30	2.34	1.83	4.79	4.15	4.13	5.86	5.11	37.50	-7.50
Friends of the Library-Donations	22,295.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,295.00	0.00	22,295.00	0.00
TOTAL REVENUE	\$232,267.00	\$1,412.84	\$5,460.93	\$1,055.18	\$81,673.28	\$12,653.51	\$1,237.90	\$62,227.68	\$26,971.96	\$1,988.25	\$194,681.53	\$37,585.47

EXPENDITURES

Department	2021 Budget	Jan	Feb	Mar	April	May	June	July	August	September	Total	Difference
Salaries and Benefits	\$130,000.00	\$11,423.95	\$8,919.55	\$9,095.74	\$9,781.40	\$9,527.59	\$10,207.28	\$10,612.04	\$20,730.86	11,172.01	\$101,470.42	\$28,529.58
Employee Course & Conference Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
Travel & Hospitality	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
Books	12,000.00	19.99	44.42	576.82	2,101.48	1,530.80	1,006.41	1,350.44	1,755.89	841.73	\$9,227.98	\$2,772.02
Periodical Subscriptions	1,000.00	40.00	0.00	220.75	20.00	35.85	0.00	0.00	63.25	0.00	\$399.85	\$600.15
Audio-Visual	1,500.00	0.00	0.00	0.00	340.66	184.65	240.44	0.00	59.57	1.48	\$826.80	\$673.20
Financial Review	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	\$100.00	\$0.00
Board Conference & Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
Equipment Rental & Maintenance (Debit)	675.00	40.84	70.59	66.44	42.11	42.15	104.92	44.12	44.79	41.75	\$497.71	\$177.29
Legal Fees, Bank charges	30,000.00	0.00	0.00	15,580.57	0.00	3,714.90	0.00	0.00	3,895.75	1,976.35	\$25,167.57	\$4,832.43

Library Supplies	1,000.00	0.00	0.00	0.00	144.93	205.12	136.53	15.99	22.99	8.99	\$554.53	\$445.45
Computer software	1,300.00	0.00	138.71	0.00	188.96	0.00	0.00	0.00	0.00	0.00	\$322.67	\$977.33
Association Fees	300.00	55.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	\$90.00	\$210.00
Fund Redistribution	50.00	0.00	0.00	0.00	0.00	50.95	0.00	0.00	0.00	0.00	\$50.95	\$0.95
Postage	100.00	0.00	0.00	88.20	0.00	0.00	0.00	0.00	0.00	0.00	\$88.20	\$11.80
Programs	3,500.00	48.50	71.45	112.93	193.41	117.30	71.25	178.06	502.01	406.44	\$1,701.38	\$1,798.62
Volunteers	2,500.00	0.00	0.00	23.98	5,036.53	25.72	13.49	40.00	0.00	12.12	\$5,151.84	\$1,348.16
Stationary, printing, & copier supp	1,500.00	151.00	151.00	184.44	258.48	151.00	271.87	151.00	194.29	248.34	\$1,761.42	\$281.42
Telephone	2,580.00	163.80	0.00	327.60	163.80	163.80	163.80	0.00	327.60	163.80	\$1,474.20	\$1,105.80
Insurance	2,000.00	0.00	1,962.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,962.99	\$37.01
Cleaning Supplies	500.00	11.49	0.00	0.00	0.00	0.00	0.00	0.00	104.86	69.75	\$186.10	\$313.90
Natural Gas & Power	16,000.00	0.00	956.19	928.34	1,975.06	0.00	871.45	650.57	1,097.38	1,209.53	\$7,688.52	\$8,311.48
Security System	975.00	40.95	0.00	81.90	400.83	40.95	40.95	0.00	81.90	40.95	\$728.43	\$246.57
Utilities	2,200.00	0.00	0.00	0.00	0.00	0.00	0.00	810.60	0.00	280.09	\$1,090.69	\$1,109.31
Chinook Arch Regional Library	13,500.00	6,747.30	0.00	0.00	0.00	0.00	0.00	6,747.30	0.00	0.00	\$13,494.60	\$5.40
Building Repair and renovations	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$1,000.00
Furniture and Equipment	2,950.00	3,969.39	0.00	226.82	0.00	0.00	0.00	0.00	611.22	968.42	\$5,775.85	-\$2,825.85
GST Paid	1,036.00	116.44	80.95	879.79	283.66	411.37	137.04	46.93	235.08	286.30	\$2,477.56	-\$1,441.56
Other (rent)	\$1.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$1.00	\$0.00
TOTAL EXPENDITURES	\$232,267.00	\$22,829.65	\$12,395.85	\$28,429.32	\$21,046.31	\$16,202.15	\$13,265.43	\$20,647.08	\$29,747.44	\$17,728.05	\$182,291.28	\$49,975.72
Profit/Loss	\$0.00	-\$21,416.81	-\$6,934.92	-\$27,374.14	\$60,626.97	-\$3,548.64	-\$12,027.53	\$41,580.60	-\$2,775.48	-\$15,739.80	\$12,390.25	

Money taken from 2020

Transfer to Reserves	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00					\$50,000.00	\$0.00
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Library Manager's Report

Movie License: Amy at Chinook Arch advises that libraries can renew their licenses to show movies as of November 1 this year. The Claresholm Library gets licensing through ACF (Audio Cine Films) and the cost for 12 months is \$325. Due to the uncertainty of programming because of Covid I have opted out until next year as I don't want to pay for November and December when there is a good chance we will not show any movies during that time. Amy says we should be able to sign up in the new year at a prorated cost.

Pink Tea: We are unable to host a Pink Tea this year so we have created a display in the Library to celebrate the 92nd Anniversary of the Persons Case.

Book Donations: The Piikani Nation in Brocket is looking for donations for their Little Free Library project and specifically want books for children and teens. Our library was able to send two full boxes to them as we have had a lot of donations in the past couple of months that we could not use ourselves.

Halloween: The Friday before Halloween we will have a simple in house program for kids – the simple but effective Mystery Boxes. For the two weeks prior to Halloween we will have a table set up in the main library where kids can pick up craft kits, colouring pages, treats, pumpkin carving how tos etc. We will also have a button making station from October 20 to 27th where kids can colour a button with a Halloween design and then staff will stamp it into a button for them. Chinook Arch has a button maker they loan out to member libraries.

Digital Literacy Skills: Class 6 of the Fundamental Digital Literacy Skills Program will be held in the Bill Simpson Room on November 3. 1/3 occupancy of the room is 8 to 9 people, however, in order to make sure everyone can maintain the required 6 feet apart we are only allowing six people to register. Three people are already signed up. If the government brings in more Covid restrictions before then teacher Elizabeth Linville from Chinook Arch will offer the class via Zoom.

Rural Library Services Grant: Claresholm Library has received \$192.89 from Chinook Arch. We had budgeted \$1300 as per past years, however, because Granum is no longer incorporated we now only receive money through this grant for the residents of the M.D. of Ranchlands.



Librarians' Committee Meeting
September 13, 2021, 9:30 a.m.
Board Room and via Zoom– Chinook Arch
Minutes

Present

Sherry Malmberg, Arrowwood
Kim Shimbashi, Barnwell
Donna Beazer, Cardston
Kelsey Chic, Carmangay
Patty Abel, Champion
Jay Sawatzky, Claresholm
Dothlyn McFarlane, Coaldale
Sharon Wollersheim, Coutts
Diane deLauw, Crowsnest Pass
Darlene Hofer, Fort Macleod
Nikki Francis, Glenwood
Michelle Dyke, Lethbridge
Madeline Gormley, Lethbridge
Caroline Moynihan, Lethbridge
Joanne Monner, Milo
Kate Koch, Lomond
Stephanie Humphreys, Magrath
Gloria McGowan, Nanton
Janice Day, Pincher Creek
Bev Olson, Stavely
Chris Vowles, Taber
Connie Clement, Vulcan

Chinook Arch Staff

Carley Angelstad
Amy Genesis
Joey Going
Trevor Haugen
Robin Hepher
Jennifer Latham
Elizabeth Linville
Heather Martin-Detka
Pat Wauters
Lisa Weekes

Regrets

Cheryl Garratt, Picture Butte
Nancy Nelson, Grassy Lake
Andrea Tapp, Warner
Tracey Sawatzky
Gill Watkinson

Absent

Sharon Hagen, Enchant
Donna Pavey, Granum
Diane Wickenheiser, Hays
Kathy Goodstriker, Kainai
Peter Denmark, Milk River
Faye Geddes, Raymond
Laura Quinton, Stirling
Gen Durupt, Vauxhall
Marsha Edwards, Wrentham

1. **Introductions and Opening Presentation on Women in STEM Program at Tecconnect**

Jenny Bourne and Paloma Navarro presented on their service, Women Entrepreneurs-in-Stem (WESTEM). They want to work with public libraries to connect more with women, particularly in rural areas. The team has 22 female business advisors who serve to support women in southern Alberta who have a business or want to start a business. They offer support in both entrepreneurship and technology/STEM areas, and offer networking opportunities. Business advising is available in 7 different languages. All services are available for free to users thanks to federal funding. They shared some fall programming events:

- a. *Blackfoot Women Entrepreneurs* – September 14 to October 19
- b. *Demystifying Technology* – September 15, 7:00-8:00pm
 - includes follow up coaching and self-directed activities
- c. *Value Proposition workshop* – September 20 and 23, 7:00-8:00pm
 - Includes 2-hour online workshop and one hour 1-on-1 advisory follow up with each participant
- d. *New Canadian Emerging Entrepreneurs* -- October 21 to November 25
 - 6-week online workshop
 - WESTEM can cover the costs of childcare for participants
- e. *Foundations in Digital Media*--October 25 to December 6 (Mondays)
 - 7-week program
 - For participants who want to improve their digital media literacy

Registration for all programs is available via westem.ca/events

The original plan for the partnership between Chinook Arch and Tecconnect was for virtual content to be provided through Chinook Arch libraries throughout 2020. Jenny asked what libraries were willing to do now to promote Tecconnect's programs and services. Libraries were willing to add events to their calendar, post workshops to social media, post posters in library. Jenny said that marketing material could be created with specific libraries in mind, as well as programming along a theme that a library identifies within their community. Several library managers expressed interest in partnering more directly.

Jenny's contact info for interested libraries: jenny@chooselethbridge.ca, 403-354-0110

2. **Adoption of Agenda**

Motion: K. Shimbashi moved adoption of the agenda. **CARRIED.**

3. **Minutes of January 6, 2020 meeting**

Motion: D. McFarlane moved approval of the minutes. **CARRIED.**

4. **Business arising from minutes**

None.

5. **Announcements**

- Robin Hopher welcomed everyone to Chinook Arch, some returning, some for the first time. Thanks to IT for getting the technology aspects for the hybrid meeting sorted. He acknowledged that this may be the last meeting for Joanne Monner and Janice Day and

thanked them for their contributions to library service. Both are retiring by the end of the year. Robin presented them with bouquets.

- Joanne Monner announced that she will continue to work in the archives in Milo. She thanked IT for helping her with some tech set up.

- Robin announced that the newest book locker will be set up in a community centre in Brocket. It is funded by a grant from a federal initiative. Lisa said promotion of this new book locker must wait until after the election, at the request of the funder. The Waterton book locker has experienced some operational issues. Robin is working with technicians to resolve them.

6. Items for Discussion

a. September 30 – National Day for Truth & Reconciliation Robin Hepher

The Government of Canada has declared September 30 the *National Day for Truth and Reconciliation*. It is a federal statutory holiday. At this time, Alberta has opted not to enshrine the day as a statutory holiday, leaving it up to employers to decide whether to close for the day or not. Some libraries plan to close, providing it is approved by their boards. The Town of Fort Macleod and the City of Lethbridge are mandating closures for their libraries. Some library boards and municipalities will wait to make decisions for next year. For 2021, Chinook Arch will aim for recognition activities and promotions.

7. Items for Information

a. IT – updates Trevor Haugen

VOIP – things are still in the works as to a definitive timeline. Trevor hopes to provide dates for the switch to libraries this week.

Sharepoint – IT is aware that the internal website is not working well. The best work-around for finding info--until Sharepoint replaces the internal website--is to use the search field. If you have difficulties, contact IT or the Chinook Arch staff member responsible for the information. More information about the upgrade to Sharepoint is forthcoming.

Shipping equipment/parts to IT – please avoid using rubber bands due to a latex allergy in the department. Please use a red bin or string to contain things instead.

b. DLEP – Digital Literacy Program Updates Elizabeth Linville

Class 5 One-on-One instruction has started. Registration is required and closes 2 days before class date. If you get late registrants, let Elizabeth know; she will look into scheduling a Zoom session with the patron(s). She will also provide this for people not comfortable meeting in person.

Elizabeth stressed the importance of patrons returning surveys – especially those who take the class at home. If patrons ask for a bag, or information about a particular class, please have them fill out the double-sided survey in the bag before taking it, and send it to Elizabeth (along with their name/contact info). That would be a great help to make sure all participants are recorded. If more bags are needed from a particular class (Intro to Computers, Online Privacy, Digital Resources, or Cloud Computing), let Elizabeth

know. There are 6 months left in the program, and two more classes after the current one (Mobile Devices and Digital Media).

- c. National Novel Writing Month – Regional Events for Youth** Jamie Lewis - FCSS Family & Community Support Services, based out of Coaldale, is looking to offer increased writing programming in October and November 2021 for youth aged 13-18 that live within their coverage area. This programming will include preparation for and ongoing programming throughout National Novel Writing Month (NaNoWriMo), which is an international challenge that occurs in November. While adults are challenged to write 50,000 words in 30 days, NaNoWriMo also offers the Young Writers Program (YWP), which gives youth the chance to set and achieve their own goals based on their availability and interest over the course of November.

FCSS Coaldale is reaching out to see if there are any member libraries interested in sharing news about the Kaleidoscope Young Writers Club with young people in their communities. FCSS would provide posters and perhaps some other resource materials to interested libraries and offer guidance on how young people can sign up for Kaleidoscope and get involved in NaNoWriMo. For anyone outside of FCSS's coverage area, FCSS can provide info on their online classroom and how they have utilized the Young Writers Program. There could be other opportunities for greater involvement if anyone has the time and interest, but the first priority is to make sharing this information and getting youth involved as easy as possible for libraries.

FCSS Coaldale currently serves, and can therefore offer direct programming to, the following municipalities:

- Barnwell
- Barons
- Coaldale
- Coalhurst
- County of Warner
- Coutts
- Lethbridge County (excluding the city of Lethbridge)
- M.D. of Taber
- Milk River
- Nobleford
- Picture Butte
- Raymond
- Stirling
- Taber
- Vauxhall
- Warner

If interested in learning more, reach out to the Youth Inclusion Project Coordinator Jamie Lewis (they/them or she/her pronouns) at 403-795-2963 or Jamie.lewis@fcss.ca. In addition to their work with FCSS, Jamie is also one of the co-Municipal Liaisons for NaNoWriMo in the city of Lethbridge, so anyone interested in adult NaNoWriMo updates

Robin asked libraries who find the annual licence cost a barrier to let him know in the chance that Chinook Arch may be able to support this cost in the future.

8. Other Business

a. Damage Forms

Janice from Pincher asked that the Chinook Arch form for noting damage on an item include space for a comment on whether the patron had been talked to about the damage. Connie said a standardized form would be great. Heather took note of these requests.

b. Membership Renewals

Dothlyn asked if libraries are doing renewals via email or over the phone. Coaldale requires patrons to come in, but asked if pandemic restrictions have changed protocols. Many libraries reported no longer requiring in-person renewal. Chinook Arch staff also renew memberships via phone and email.

9. Round Table

Managers shared some updates.

Patty from Champion. She is ready for Halloween. Reading Rainbow, based in Vulcan County, does some programming in the library.

Chris from Taber. The library participated in Corn Fest and this year marks the library's 75th anniversary. Programs aren't well attended right now. They've offered their courtyard to a daycare across the street, so they use the library daily. A craft show is coming up.

Connie from Vulcan. She's gotten some supplies to help locals use new park amenities in Vulcan. They're open on Saturdays again and that's boosted foot traffic. Rock displays in the library have been a hit.

Kim from Barnwell. Moms and Tots started last week and has gone very well, even with mask mandates.

Sharon from Coutts. Happy to have block rotations back in library. Patrons are expressing appreciation for library service.

Darlene from Fort Macleod. August has been busier in library than its ever been. Coding and Ozobot programs were well attended and was presented by Destination Exploration; \$150 for a one-hour session. The instructor did a great job. They received a grant to participate in Culture Days in September.

Dothlyn from Coaldale. Story walks have been posted around Coaldale, but some signs were damaged. The library is back to regular hours. Staff hope to host a Christmas Craft Fair. The annual book sale was held as part of town's "Celebrate Main" event which brought in about 800 people into the library.

Kate from Lomond. The library has resumed normal hours. Programming is on hold until the school year gets more underway.

Joanne from Milo. A Canada Summer Jobs student was hired to work in the library and archives. It worked well, but the all the forms for the registration and reporting were very difficult (Joanne had to access the government website on Sunday evening to get access). Summer Reading Program was the most successful it has ever been. It was held outside, and parents and kids were excited.

can also reach out to her in that capacity for more details. Joey Going is also a contact for more info on these initiatives.

d. OverDrive App – Sunsetting

Heather Martin-Detka

This summer OverDrive announced the sunsetting of the OverDrive app. The process will begin in early 2022, and OverDrive hopes to have the majority of app users on Libby by the end of 2022. This will not affect those who access the OverDrive collection through ereaders. OverDrive has requested that any OverDrive app promo materials be removed from libraries and replaced with Libby material. If you have any questions, please reach out to your Member Support Librarian or Heather Martin-Detka.

e. Resource Sharing Committee – Fall Meeting

Heather Martin-Detka

The Resource Sharing Committee will be meeting on Tuesday, October 26, 2021 at 1:00 pm. If you are interested in joining the committee/attending the meeting, please get in touch with Heather Martin-Detka, so she can share the meeting information with you.

f. Circulation Policies Review Committee

Pat Wauters

The primary responsibility of the Chinook Arch Circulation Policies Review Committee is to review the circulation policies and recommend any changes to the Librarians Committee. Thanks to those managers who have served in the past. The Committee is preparing to begin a new 3 year term to review the policies. The committee comprises HQ staff and representatives from LPL and a midsize library. Pat asked for at least one more library manager to join the committee which meets about 3 times per year. The first meeting of this new term will be in October.

g. Other OverDrive News

Amy Genesis

Heather and Amy meet monthly with OverDrive staff about issues. Send them any questions or concerns to share. Also, OverDrive updates are coming this fall. Bottom line: there are various lines of support for your staff and patrons with OverDrive issues, but the one you might find most convenient is contacting Member Support. Other modes of support will be in the next eNews.

h. Public Performance Licencing

Amy Genesis

The region's licenses to screen movies from Audio-Cine Film (ACF) and Criterion Studios were suspended in 2020 when libraries closed. Now some libraries are ready to resume screening movies as of November 1, 2021. Amy will apply for public performance licenses on behalf of all interested libraries. Both ACF and Criterion licenses cost about \$350 per year per library. Here are some parameters to consider:

- Licences are for in-library screenings only
- Licences are good for one year
- Reporting is required for both licences
- Screening movies from a streaming source (i.e. Disney +) is not permitted
- Libraries' social media posts are monitored by these licencing agencies
- Amy will email you about all this and request your answer on a November 1 start date for one or both licences
- Send any questions about movie screenings or special licences to Amy.

Michelle from Lethbridge. She echoed Joanne's comments regarding the challenges in getting a summer student. Their summer student focused on Indigenous issues, meeting a need for the community. They hope to do it again. Word on the Street is happening this week, hybrid version. Live streaming events can also be viewed either at home or at the library. Food trucks and buskers will be part of the at-the-library experience for Word on the Street.

Stephanie from Magrath. Summer reading program took a different form this year – they ran all summer long and were wildly successful. Staff are looking at resuming Story Hour and trying to plan a Christmas event with crafts.

Kelsey from Carmangay. The library hired 2 summer students who were given a budget and did some great programming with what they were given, allowing Kelsey to do more administrative work.

Janice from Pincher Creek. The board's current focus is finding a new library manager.

Pat from Chinook Arch. Right now it's quieter in Bib Services with staff on vacation. Pat's tweaking the automatic renewal process and working on online renewals.

Amy from Chinook Arch. Member Support is getting prepared for the upcoming Resource Sharing meeting, thinking about Fall Training Day, and visiting libraries. Amy's glad that Carley has joined the team.

Jenn from Chinook Arch. She's getting the radon kits ready to resume circulation which includes recalibration of the machines. They do not circulate them during the summer because of reduced effectiveness. Lisa added the importance of getting patrons to complete the included surveys. Chinook Arch can provide print copies if libraries have run out/run low.

Robin from Chinook Arch. The revised system agreement has been sent to all municipalities for approval; the most significant revision is the mentioning of how population is determined. The budget is being prepared that includes a 0% increase to municipal levies. A new budget cycle coincides with a new plan-of-service cycle.

Elizabeth from Chinook Arch. Planning continues for upcoming classes and their delivery. Feedback is welcome.

Carley from Chinook Arch. She's busy visiting libraries and she looks forward to meeting everyone.

Heather from Chinook Arch. Contact her for any help you need with getting your collection up-to-date.

Lisa from Chinook Arch. She's supporting Elizabeth in her classes and looking at new partnerships; and assisting with the Piikani book locker project.

Caroline from Lethbridge. She and Jonathan are working on mayoral and election forums, fall reading series based on WOTS, and equity, diversity & inclusion training.

Joey from Chinook Arch. She's working on DLEP promo material and annual promo planning. 2022 planning has also started.

Madeline from Lethbridge. Marilyn is a new hire and is doing learning circles focused on a new topic every week. September 30 will feature some programs created by LPL staff. WiFi lending devices are popular and are holding up pretty well.

Nikki from Glenwood. The summer reading program was very popular, perhaps the most ever. There is currently an outbreak of Delta in Glenwood, so they are exercising caution.

Sherry from Arrowwood. The library has been busy.

10. **Next Meeting: November 8, 2021 – Location: Chinook Arch Board Room**
This will be a hybrid meeting.

11. **Adjournment**

Motion: J. Day moved to adjourn the meeting. CARRIED.

AGENDA

CALL TO ORDER

2: APPROVAL OF AGENDA

3: ELECTION OF EXECUTIVE POSITIONS

3.1 Chairperson

3.2 Vice Chairperson

3.3 Secretary

3.4 Treasurer

4: SIGNING AUTHORITY

5: MEETING DAY AND TIME:

6: MOTIONS:

7: ADJOURNMENT

NO

QUORUM

AGENDA

CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF MINUTES

- 3.1 October 19, 2021 Regular Meeting Minutes

4: CORRESPONDENCE

- 4.1 Letters from the Town of Claresholm confirm Brad Schlossberger's appointment to the Claresholm Library Board
- 4.2 Email correspondence from the Town of Claresholm advising Tony Hamlyn has re-appointed to the Claresholm Library Board
- 4.3 Email correspondence from the MD of Willow Creek advising Councillor Earl Hemmaway has been appointed as the MD rep to the Claresholm Library Board
- 4.4 MD of Willow Creek Library Board chair sent a letter and cheque for \$4833 which is Claresholm's share of the Public Library Operating Grant from the Alberta Government's Public Library Services Branch (PLSB) for 2021 /2022

5: FINANCIAL

- 5.1 Financial report for end of October 2021

6: COMMITTEE REPORTS

- 6.1 Library Manager's report
- 6.2 Librarians' Committee Meeting from November 8th report.

7: NEW BUSINESS

- 7.1 amend policy 6.11 Invigilating Exams – policy currently states that those wishing to write their exams at the Library contact Holly Ottewell. This needs to be changed – it might be best to just amend it to say contact the Library Manager with no specific name given.

8: OLD BUSINESS:

- 8.1 Policy 6. Patrons and Community – revised April 2019
- 8.2 VOIP – the IT department at Chinook Arch reports that there have been some problems with the vendor so it's unknown at this time when this will happen but they are working on it. See Library manager's report for more details.

9: CLOSED SESSION (if required)

Claresholm Public Library Board
Regular Meeting
November 16, 2021 – immediately following organizational meeting

AGENDA

10: ADJOURNMENT

Next Meeting: Tuesday December 21, 2021 at 4:30 pm

Meeting Minutes

Present: Ashley Tebbutt, Darry Markle, Jay Sawatzky, Tony Hamlyn, Joanna Ridley, Kelsey Hipkin, Tony Hamlyn, Marika Thyssen / Regrets: Gaven Moore

CALL TO ORDER

4:32 pm

2: APPROVAL OF AGENDA

Motion to approve: Ashley Tebbutt

Carried

3: APPROVAL OF MINUTES

3.1 Sept. 21, 2021 Regular Meeting Minutes

Motion to approve: Joanna Ridley

Carried

4: FINANCIAL

5.1 Finance report for September 2021

- Jay makes correction, has updated board
- Donations are up
- Utilities based on a floating rate

Motion to accept as presented for September: Marika

Carried

5: COMMITTEE REPORTS

5.1 Library Manager's report

- Libraries can renew film licenses Nov. 1
- Unable to host Pink Tea - Persons Case display created instead
- Sent two full boxes of books to Piikani Nation for their little free library
- Friday before Halloween, simple in-house program for kids
- Digital Literacy Skills Program will be held Nov. 3 - maximum of six due to restrictions
- Rural Library Services Grant - we received \$192.89 from Chinook Arch

5.2 Librarians' Committee Meeting Report - Sept. 13

5.3 Chinook Arch Library Board Meeting Report - Tony will report next meeting

Motion to accept Committee Reports as presented: Kelsey Hipkin

Carried

Meeting Minutes

7: NEW BUSINESS

7.1 - Results of 2021 Municipal Election held Oct. 18, 2021 regarding board members - Darry Markle and Gaven Moore will be leaving the board. At our next meeting we'll have two meetings and set out positions for next go

7.2 - Discussion around Christmas Concert for patrons - unsure if and when we can plan this. Volunteer dinner will be set back to January of 2022.

7.3 - Marika resigning her term on the board for 2021, will send a letter to the Town

8: OLD BUSINESS

None

9: CLOSED SESSION (if required)

Tony Hamlyn made a motion to go into closed session 5:05 citing 24(1)(b1) Officers/Employees of a public body under FOIP.

Tony Hamlyn makes motion to end closed session at 5:13

Carried

10: ADJOURNMENT

Motion to adjourn at 5:13 Tony Hamlyn

Next Meeting Nov. 16, 2021 at 4:30 pm



Claresholm

Where Community Takes Root

October 27, 2021

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

RE: COUNCIL REPRESENTATION

At the Organizational Meeting of Claresholm Town Council held Monday, October 25, 2021, Council appointed Councillor Brad Schlossberger to be the Council Representative on the Claresholm Public Library Board. Please contact him at brad.schlossberger@claresholm.ca with information regarding your next regular meeting.

Brad Schlossberger
Box 117
Claresholm, AB T0L 0T0
Phone: (403) 625-6206

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

Yours truly,

Abe Tinney
Chief Administrative Officer
Town of Claresholm

AT/ts

Jay Sawatzky

From: Karine Keys <Karine@claresholm.ca>
Sent: November 9, 2021 9:44 AM
To: Tony Hamlyn
Cc: Jay Sawatzky
Subject: RE: Library Board

Good morning,

At the last regular meeting of Claresholm Town Council held Monday, November 8, 2021, Council reappointed you to the Claresholm Library Board.

Council would like to thank you for your continued willingness to volunteer on this board.

Our community needs people such as yourself who are willing to volunteer on our boards and committees

Sincerely,



Karine Keys, BA, CLGM

Finance Assistant / Communications Administrator

Phone: 403.625.3981 | Fax: 403.625.2960

PO Box 1000, 111 - 57th Avenue W, Claresholm, AB T0L 0T0

www.claresholm.ca

From: thamlyn2018@gmail.com <thamlyn2018@gmail.com>
Sent: October 27, 2021 9:14 PM
To: Karine Keys <Karine@claresholm.ca>
Subject: RE: Library Board

Hello Karine,

I would like to remain on the board of the Claresholm Public Library.

*Thank you,
Tony Hamlyn*

From: Karine Keys <Karine@claresholm.ca>
Sent: October 27, 2021 9:43 AM
To: thamlyn2018@gmail.com
Subject: Library Board

Hi Tony,

Further to the conversation we had recently regarding the Library Board, we require a letter or email stating that you would like to remain on the board by November 4th. Council will be making appointments at their next regular meeting on November 8th.

Thanks



Karine Keys, BA, CLGM

Finance Assistant / Communications Administrator

Phone: 403.625.3881 | Fax: 403.625.3869

PO Box 1000, 111 - 56th Avenue W, Claesholm, AB T0L 0T0

www.claesholm.ca



Municipal District of Willow Creek No. 26

Office of the Administrator

www.mdwillowcreek.com
273129 Secondary Hwy 520
Claresholm Industrial Airport
Box 550, Claresholm Alberta T0L 0T0

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

November 12, 2021

Claresholm Library Board
Box 548
Claresholm, Alberta
T0L 0T0

Dear Sir/Madam:

I wish to advise that the Council of The Municipal District of Willow Creek No. 26 appointed Councillor Earl Hemmaway as their representative for the ensuing year on the Claresholm Library Board. Please advise him of your meeting dates.

- Earl Hemmaway: Box 153, Claresholm, Alberta T0L 0T0

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

Sincerely,

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

MD of Willow Creek No. 26 Library Board

P.O. Box 300 - Granum, AB T0L 1A0 - tel: 403-687-3912

Claresholm Public Library
Box 548
Claresholm, AB T0L 0T0

Oct. 31, 2021

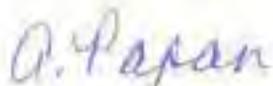
Dear Chair:

The MD of Willow Creek #26 Library Board has been allocated the responsibility of distributing the 2021/2022 Public Library Operating Grant from the Alberta Government Public Library Service Branch.

Enclosed please find a cheque in the amount of \$4,833.00 (Four Thousand Eight Hundred and Thirty Three Dollars).

These funds are to assist library boards to provide public library service to their communities.

Your Truly,



Anne Papan
Vice-Chair
MD of Willow |Creek #26 Library Board

Claresholm Public Library - Financial Statement end of October 2021

REVENUES

Department	2021 Budget	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	September	October	Total	Difference
Town of Claresholm	\$160,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	0.00	826.91	\$120,826.91	\$39,173.09
Province of Alberta	20,857.00	0.00	0.00	0.00	0.00	0.00	0.00	20,857.00	0.00	0.00	0.00	\$20,857.00	0.00
M.D of Willow Creek	12,052.00	0.00	0.00	0.00	0.00	12,052.00	0.00	0.00	0.00	0.00	0.00	\$12,052.00	0.00
Rural Library Services Grant	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.89	0.00	\$192.89	1,107.11
M.D. Willow Creek Library Board	4,833.00	0.00	4,833.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$4,833.00	0.00
Book Sales	500.00	0.00	20.00	0.00	10.00	0.00	0.00	30.90	161.90	57.55	60.55	\$340.90	159.10
Donations	1,500.00	1,360.00	0.00	16.00	1,500.00	0.00	42.70	2.00	3,317.00	88.45	15.20	\$6,341.35	-4,841.35
Membership Fees	6,000.00	40.00	472.81	890.00	160.00	568.96	1,120.00	1,180.00	997.90	1,055.00	835.00	\$7,319.67	-1,319.67
Fines	1,000.00	0.00	91.82	29.94	0.00	27.01	40.50	91.40	93.40	97.35	85.60	\$557.02	442.98
Room Rental	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00	\$400.00	600.00
Coffee	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
Equipment Rental	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	100.00
Photocopies/PC Copies	800	6.55	0.00	116.90	1.75	0.75	30.05	62.25	100.40	88.90	64.90	\$472.45	327.55
Miscellaneous	0.00	0.00	40.00	0.00	0.00	0.00	0.30	0.00	0.50	3.00	7.00	\$51.00	-51.00
Interest Revenue	30.00	6.29	3.30	2.34	1.53	4.79	4.15	4.13	5.86	5.11	4.74	\$42.24	-12.24
Friends of the Library-Donations	22,295.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,295.00	0.00	0.00	\$22,295.00	0.00
TOTAL REVENUE	\$232,267.00	\$1,412.84	\$5,460.93	\$1,055.18	\$81,673.28	\$12,653.51	\$1,237.90	\$62,227.68	\$26,971.96	\$1,988.25	\$1,899.90	\$196,581.43	\$35,685.57

EXPENDITURES

Department	2021 Budget	Jan	Feb	Mar	April	May	June	July	August	September	October	Total	Difference
Salaries and Benefits	\$130,000.00	\$11,423.95	\$8,919.55	\$9,095.74	\$9,781.40	\$9,527.59	\$10,207.28	\$10,612.04	\$20,730.86	11,172.01	10,901.73	\$112,372.15	\$17,627.85
Employee Course & Conference Fees	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
Travel & Hospitality	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
Books	12,000.00	19.99	44.42	576.82	2,101.48	1,530.80	1,006.41	1,350.44	1,755.89	841.73	957.83	\$10,185.81	\$1,814.19
Periodical Subscriptions	1,000.00	40.00	0.00	220.75	20.00	35.85	0.00	0.00	83.25	0.00	0.00	\$399.85	\$600.15
Audio-Visual	1,500.00	0.00	0.00	0.00	340.66	184.65	240.44	0.00	59.57	1.48	104.34	\$931.14	\$568.86
Financial Review	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	\$100.00	\$0.00
Board Conference & Other	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
Equipment Rental & Maintenance (Deb Mach)	675.00	40.84	70.39	66.44	42.11	42.15	104.92	44.12	44.79	41.75	46.63	\$544.34	\$130.66
Legal Fees, Bank charges	30,000.00	0.00	0.00	15,580.57	0.00	3,714.90	0.00	0.00	3,895.75	1,976.35	0.00	\$25,167.57	\$4,832.43
Library Supplies	1,000.00	0.00	0.00	0.00	164.93	205.12	136.53	15.99	22.99	8.99	118.46	\$673.01	\$326.99
Computer so. &	1,300.00	0.00	138.71	0.00	163.96	0.00	0.00	0.00	0.00	0.00	138.71	\$138.71	\$838.62

Association Fees	300.00	55.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$90.00	\$210.00
Fund Redistribution	50.00	0.00	0.00	0.00	0.00	50.95	0.00	0.00	0.00	0.00	0.00	\$50.95	\$0.95
Postage	100.00	0.00	0.00	88.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$88.20	\$11.80
Programs	3,500.00	48.50	71.45	112.93	193.41	117.30	71.25	178.09	502.01	406.44	271.76	\$1,973.14	\$1,526.86
Volunteers	6,500.00	0.00	0.00	23.98	5,036.53	25.72	13.49	40.00	0.00	12.12	71.43	\$5,223.27	\$1,276.73
Stationery, printing, & copier supp	1,500.00	151.00	151.00	184.44	258.48	151.00	271.87	151.00	194.29	248.34	181.53	\$1,942.95	\$542.95
Telephone	2,580.00	163.80	0.00	327.60	163.80	163.80	163.80	0.00	327.60	163.80	163.80	\$1,638.00	\$942.00
Insurance	2,000.00	0.00	1,962.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,962.99	\$37.01
Cleaning Supplies	500.00	11.49	0.00	0.00	0.00	0.00	0.00	0.00	104.86	69.75	0.00	\$186.10	\$313.90
Natural Gas & Power	16,000.00	0.00	956.19	928.34	1,975.06	0.00	871.45	450.57	1,097.38	1,209.53	941.91	\$8,630.43	\$7,369.57
Security System	975.00	40.95	0.00	81.90	400.83	40.95	40.95	0.00	81.90	40.95	220.89	\$949.32	\$25.68
Utilities	2,200.00	0.00	0.00	0.00	0.00	0.00	0.00	810.60	0.00	260.09	274.82	\$1,345.51	\$854.49
Chinook Arch Regional Library	13,500.00	6,747.30	0.00	0.00	0.00	0.00	0.00	6,747.30	0.00	0.00	0.00	\$13,494.60	\$5.40
Building Repair and renovations	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$1,000.00
Furniture and Equipment	2,950.00	3,969.39	0.00	226.82	0.00	0.00	0.00	0.00	611.22	968.42	0.00	\$5,775.85	\$2,825.85
GST Paid	1,036.00	116.44	80.95	879.79	283.66	411.37	137.04	46.93	235.08	286.30	141.42	\$2,618.98	\$1,582.98
Other (rent)	\$1.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	\$1.00	\$0.00
TOTAL EXPENDITURES	\$232,267.00	\$22,829.65	\$12,395.85	\$28,429.32	\$21,046.31	\$16,202.15	\$13,265.43	\$20,647.08	\$29,747.44	\$17,728.05	\$14,535.26	\$196,826.54	\$35,440.46
Profit/Loss	\$0.00	\$21,416.81	\$6,934.92	\$27,374.14	\$60,626.97	\$3,548.64	\$12,027.53	\$41,580.60	\$2,775.48	\$15,739.80	\$12,635.36	-\$245.11	

Money taken from 2020

Transfer to Reserves	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00						\$50,000.00	\$0.00
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Library Manager's Report

Chromebooks - the three Chromebooks purchased through Chinook Arch with funds from the Town of Claresholm's Community Takes Root grant arrived. Carrying cases were purchased for them and they are now available for checkout. They are categorized as "hotspots" so that they will only be available to Claresholm patrons. They are available to be checked out one week at a time with no automatic renewals and no late fees - patrons will have to speak directly with staff regarding renewal. If the laptops are not returned staff will contact IT in Lethbridge who will disable them. This is the model that was used by Lethbridge Public Library who were the first library in the Chinook Arch System to have them available for checkout. We can change this as we go if need be. At a cost of \$510 each we want to ensure they are returned.

Hotspots - the Library also asked IT to source and purchase three hotspots for local patrons but they have not yet arrived due to supply chain delays. IT can't give a date at this time as to when they will be available.

November displays - Tanner has made great displays for Remembrance Day and also for "Movember." Both have been popular with the patrons.

Youtube - Tanner uploaded two new *In Conversation with David Poulsen* videos the first week in November. The first is with Alberta author, and immigrant from Tanzania, Tololwa Mollel who has written several books and plays. The second is with the Town of Claresholm's Museum Manager Bill Kells.

Library usage - we have received word from Public Services Library Branch that Alberta libraries are still required to operate at 1/3 capacity with patrons wearing masks and social distancing. Because of this we will not be having a Christmas Concert for patrons this year as it takes quite a bit of time to organize and with these rules still in place it is not feasible. We are going to try to bring the Christmas spirit to patrons with increased craft kits for kids, and adults, and Dave Poulsen and Charlie Ewing will be doing a set of Christmas songs and readings for our Youtube channel. We will also be having some giveaways/contests and possibly a Christmas themed scavenger hunt.

Tales and Rhymes - this program has not been run since the start of the pandemic. We plan to start it up again in the new year as soon as the restrictions allow. In the past it

was run by a volunteer who worked with Project Read which was a part of the Willow Creek Community Adult Learning Society which has an office in the Library. Project Read is no longer a part of WCCALS so Library staff will run the program. Clerk Umeko Van de Wetering will be taking an online course beginning Nov. 17. The course is taught by Ginger Mullens who has a Master of Arts in Children's Literature from UBC and is an expert in this type of programming.

Volunteers – Volunteer John Perrott was injured in a car accident at the end of September and spent 8 weeks in the hospital. He is now recovered and at home but it will be some time before he will return to shelve books, if at all. John has volunteered for over 30 years and the Library will hold a party celebrating his 95th birthday on Nov. 16.

VOIP – this is the update from Trevor Haugen, IT team leader at Chinook Arch:

"The VOIP project has hit a couple of snags along the way but we're still trying to make this work. Our vendor/reseller for our VOIP system has not been very responsive or available to discuss next steps and to get information from. They have informed me that any library with a security system will have to keep an existing analog phone line. This baffles me because when they setup Chinook Arch we were able to put our security alarm on the VOIP system. I'm still trying to find answer why it works for us but not any of the libraries.

If you have a security system and it remains that VOIP won't work with security systems then we can either move forward with a few more steps and costs or your library can choose to opt out. To move forward with a security system you will need to keep your existing phone line but coordinate with your phone provider and security system to get a new phone number just for the security system. After that is done we can attempt to plan the rollover of your main phone line to the VOIP phone systems. This would create extra monthly costs for the library to keep an old phone line for their security systems as well as the cost for the new VOIP system.

If you don't have a security system then we can go ahead with the project once our vendor is able to commit to this project.

I'm hoping to apply pressure to get this project rolling or to chance to a new vendor that can work with our VOIP system."

Retiring Board members – I have sent thank you letters on behalf of the Board to Marika Thyssen and Darry Markle for their years of service and am in the process of picking books and DVDs to donate to the Library in their names.

Librarians' Committee Meeting from Nov. 9 report

Vicki Hazelwood from the University of Lethbridge did a presentation on their Building Brains Together program which strives to help parents and caregivers to help build the executive functions of their child's brains which greatly enhances their success as adults. This process is best accomplished in the first 5 years of life. (The Claresholm Library has purchased a game kit for parents from this program that will be available as a kit for checkout).

HQ Collections Specialist Heather Martin-Detka has been working on a system to help libraries with the return of damaged items. It was decided that any library checking in a damaged item needs to add a note with the date, library name, whether the item was received in the courier bins or the local drop box and if the patron returning it was spoken to before the item was sent back to its home library or on to another library to fill a hold (depending on the damage).

Bibliographic Services Manager Pat Wauters notes that with the recent upgrade to Workflows there is the ability to set an expiration date for the Workflows PIN. She adds that many of the staff accounts have had the same PIN since 2008 and thinks this is a security problem and proposes the PIN be changed on a regular basis. This was agreed upon with only Picture Butte voting no.

Ms. Wauters also brought the Circulation Policy review to the table. See next page for details.

The Resource Sharing Committee announced that e-resources Novelist, Tumblebooks, the Newspaper Archives and Flipster have been renewed. Due to unjustifiable costs some magazines were removed from Flipster: Esquire, GQ, MacLean's, The New Yorker, Zen Patterns and Taste and Travel.

Member Support Librarian Amy Genesis gave this information regarding Overdrive issues: "Since September 30, 2021, Overdrive users who had iOS 9 on their devices have found Overdrive and Libby inaccessible. The fix is to upgrade to at least iOS 10, however, some users cannot because their device is too old to allow such an upgrade. In these cases the only alternative is to move to a device that operates on iOS 10+. Android users need Android 5.0+.

Many Kobo users were also experiencing access issues in recent weeks. Overdrive reported that they found a glitch and their suggested fix is to re-sign in to the Kobo. New Kobos have built in Overdrive integration, eliminating the need for Adobe Digital Editions.

We may have info on recommend devices to share soon for library patrons who need a new device to continue using Overdrive/Libby."

Issue

Circulation Policy Review

Explanation of Issue

The Circulation Policy Review Committee: Barb Longair, Michelle Dyke(LPL), Cassidy Yaroslowsky (Taber), Darlene Hofer (Fort Macleod), Dothlyn McFarlane (Coaldale), Jenn Latham, Robin Hopher, Lisa Weekes, Carley Angelstad and Pat Wauters (Chinook Arch) recently met to begin a new full review of the circulation policies.

The committee's terms of reference, policy review timeline and policies 1.1 to 1.1.4 were reviewed and minor modifications to the wording were made in some of the policies. The committee is proposing modifications to the attached policies.

Terms of reference

The terms of reference were updated to reflect that along with revising or drafting new policies the committee may also recommend the deletion of policies. As well, new committee members will be announced rather than being appointed at the November/December Librarians meeting.

Policy 1.1.1.2 The Alberta Library (TAL) Services for Full Service Patrons

The policy has been modified to include information on a fillable PDF version of the TAL card that TAL recently developed.

Appendix D Chinook member libraries offering a local services card

The appendix has been updated to include Kainai.

Appendix F Me Card Procedures

The procedures were modified and now include the process for handling lost cards.

Claresholm Public Library Board
Organizational Meeting
December 21, 2021

AGENDA

CALL TO ORDER

2: APPROVAL OF AGENDA

3: ELECTION OF EXECUTIVE POSITIONS

3.1 Chairperson

3.2 Vice Chairperson

3.3 Secretary

3.4 Treasurer

4: SIGNING AUTHORITY

5: MEETING DAY AND TIME:

6: MOTIONS:

7: MD REP TO CHINOOK ARCH BOARD

8: ADJOURNMENT

Claresholm Public Library Board
Regular Meeting
December 21, 2021 – immediately following organizational meeting

AGENDA

1: CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF MINUTES

3.1 November 16, 2021 Regular Meeting Minutes

4: CORRESPONDENCE

4.1 Email correspondence from Chinook Arch CEO Robin Hepher re: the updated Chinook Arch System Agreement

4.2 Email correspondence from the Town of Claresholm advising Donna Meister has been appointed to the Claresholm Library Board

4.3 Email from the Town of Claresholm confirming Earl Hemmaway's appointment to the Library Board as a representative from the MD of Willow Creek

4.4 Email from the Town of Claresholm advising that Kendall Schille has been appointed to the Claresholm Library Board

5: FINANCIAL

5.1 Financial report for end of November 2021

5.2 Proposed Library Budget for 2022

6: REPORTS

6.1 Library Manager's report

6.2 Chinook Arch Library Board December report

7: NEW BUSINESS

7.1 Date for volunteer/staff dinner in January

Claresholm Public Library Board
Regular Meeting
December 21, 2021 – immediately following organizational meeting

AGENDA

8: OLD BUSINESS:

- 8.1 \$4833 received from the M.D. of Willow Creek Library Board as Claresholm's share of the Public Library Operating Grant from the Government of Alberta's Public Library Services Branch

9: CLOSED SESSION (if required)

10: ADJOURNMENT

Next Meeting: Tuesday January 18, 2021 at 5:00 pm

AGENDA

Present: Jay Sawatzky, Tony Hamlyn, Kelsey Hipkin, Brad Schlossberger

Sent regrets: Ashley Tebbutt, Joanna Ridley

CALL TO ORDER

4:35 pm

2: APPROVAL OF AGENDA

Motion to approve: Kelsey H

Carried

3: APPROVAL OF MINUTES

3.1 Oct. 19, 2021 Regular Meeting Minutes

Motion to approve: Brad S

Carried

4: CORRESPONDENCE

4.1 – Welcome Brad

4.2 – Email correspondence from the Town of Claresholm advising Tony Hamlyn has been re-appointed to the Claresholm Library Board

- Town re-appointed Tony for three years

4.3 – Email correspondence from the MD of Willow Creek advising Councillor Earl Hemmaway has been appointed as the MD rep to the Claresholm Public Library

4.4 – MD of Willow Creek Library Board chair sent a letter and cheque for \$4,833 which is Claresholm's share of the Public Library Operating Grant from the Alberta Government's Public Library Services Branch for 2021/2022

- Jay will look into this and report back next meeting

5: FINANCIAL

5.1 Finance report for October 2021

- An anonymous donation of \$1 million for the library in the form of \$25k per year is in the works and will go before Town Council on Monday Nov. 22

Motion to accept as presented for October: Kelsey H

Carried

6: COMMITTEE REPORTS

6.1 Library Manager's report

Claresholm Public Library Board
Regular Meeting
November 16, 2021

AGENDA

- Chromebook – three purchased through Chinook Arch through Community Takes Root have arrived
- Library asked IT to source and purchase three hotspots but they've yet to arrive due to supply chain issues
- November displays for Remembrance Day and Movember
- Tanner uploaded two new In Conversation with David Poulsen to YouTube
- Still working on VOIP
- Letters sent to Marika and Darry for their years of service on the board

6.2 – Librarians Committee Meeting from Nov. 8

- People experiencing issues with Kobo when using Overdrive

Motion to accept Committee Reports as presented: Brad S

Carried

7: NEW BUSINESS

- 7.1 – Amend policy 6.1 so contact changed to "Library Manager" instead of a given name

Motion by Tony H to amend policy 6.1 Invigilating Exams to "Library Manager"

Seconded: Kelsey

Carried

8: OLD BUSINESS

- 8.1 – Policy 6, Patrons and Community – revised April 2019
- 8.2 – VOIP – IT at Chinook Arch reports some problems with vendor – more details in Library Managers report

9: CLOSED SESSION (if required)

Tony Hamlyn made a motion to go into closed session 4:56 citing 24(1)(b1) Officers/Employees of a public body under FOIP.

Tony Hamlyn makes motion to end closed session at 5:03

Carried

10: ADJOURNMENT

Motion to adjourn at 5:13 Tony Hamlyn

Next Meeting Dec. 21, 2021 at 4:30 pm (will be Organizational Meeting – Tony will update board via email)

Jay Sawatzky

From: Robin Hepher
Sent: November 18, 2021 11:33 AM
To: Library Managers
Subject: Updated Chinook Arch System Agreement
Attachments: Chinook Arch Agreement Approved 2021 with Schedules.pdf

Hello everyone,

As I mentioned at a Librarians' Meeting this fall, the Chinook Arch System Agreement was revised earlier in the year and sent to all member municipalities for approval. In order for the new System Agreement to take effect, two thirds of member municipalities representing two thirds of our service population had to approve the agreement. We have now reached that threshold, so this new System Agreement will replace the old on January 1, 2022.

While most of the changes to the System Agreement were simple housekeeping matters (removing references to outdated legislation, etc.), the major change that triggered the revision is the manner in which the Government of Alberta publishes its population data. Population figures, formerly published by Municipal Affairs, are now the responsibility of Finance/Treasury Board. The Agreement was updated to allow Chinook Arch to use the most current population figures published by the Government of Alberta, regardless of which department issues them.

The updates in this Agreement do not materially affect the nature of the relationship between Chinook Arch, its member libraries/library boards, and its member municipalities.

I've attached a copy of the new Agreement, for your information. Please feel free to share with your boards as you see fit. A copy is also being forwarded to all member municipalities. Should you have any questions, don't hesitate to ask.

Sincerely yours,

Robin

Robin Hepher

CEO

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



www.chinookarch.ca

**THE CHINOOK ARCH REGIONAL LIBRARY SYSTEM
AGREEMENT
Revised April 2021**

WHEREAS the Libraries Act of Alberta, hereinafter referred to as the "Act" provides that:

- A. a municipality, improvement district, special area or school authority, upon entering into and becoming a party to an agreement as provided for by the Libraries Regulation, hereinafter referred to as the "Regulation" with one (1) or more municipalities, improvement districts, special areas, or school authorities, and upon complying with the Regulation may request the Minister to establish a library system, and
- B. the Minister may establish a library system board and may prescribe the boundaries of the library system, and
- C. a library system board so established by the Minister is a corporation under the *Libraries Act*.

AND WHEREAS the jurisdictions listed in Schedule "A" attached hereto (hereinafter referred to collectively as the "Parties" and individually as the "Party"):

- A. recognize that the most effective way to provide a high quality of library service is through cooperation and,
- B. desire to enter into an agreement to establish a library system pursuant to the Act and Regulation.
- C. are prepared to jointly finance and operate a library system and,
- D. agree that all library materials which are available through their municipal libraries should be accessible to all residents of the library system;

AND WHEREAS the Parties to this Agreement have each carried out all the requirements pursuant to the Regulation to enter into this Agreement;

AND WHEREAS pursuant to the Act the Parties intend to request that a library system be established known as "**The Chinook Arch Library Board**", hereinafter referred to as the "Board";

AND WHEREAS section 26 of the Regulation sets out various terms and conditions that must be provided for in this Agreement;

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and agreements contained herein, the Parties hereto covenant and agree with each other as follows:

CLAUSE 2. - DEFINITIONS

2.1 In this Agreement, including the recitals:

- (a) "board",
- (b) "community board",
- (c) "community library",
- (d) "council",
- (e) "library system",
- (f) "library system board",
- (g) "Minister",
- (h) "municipal board",
- (i) "municipal library",
- (j) "municipality",
- (k) "public library",
- (l) "Public Library Rate", and
- (m) "school authority"

have the same meaning as defined in section 1 of the Libraries Act, statutes of Alberta, 2000, chapter L-11, as appended to this agreement.

2.2 In this agreement, including the recitals:

- (a) "Act"
- (b) "Deputy Minister"
- (c) "library resources", and

have the same meaning as defined in Section 1 of the Libraries Regulation, being Alberta Regulation 141/1998, as amended up to and including Alberta Regulation 134/2018, as appended to this agreement.

CLAUSE 3. - OPERATION

3.1 The Parties to this Agreement shall enable the Board to maintain and operate the library system in accordance with the Act and Regulations as may be amended from time to time.

3.2 The Parties to this Agreement shall enable the Board to provide a library service to all their residents through the Board established by this Agreement in the manner and upon the terms set out in this Agreement.

3.3 The Parties to this Agreement shall make all library materials belonging to the Board and municipal boards accessible to the residents of the Parties.

CLAUSE 4. - EFFECTIVE DATE

4.1 The starting date for this Agreement shall be the First day of April, 1992.

CLAUSE 5. - APPOINTMENTS TO THE CHINOOK ARCH LIBRARY BOARD

[Act s.16(a) - (d)]

5.1 Where a municipality is a Party to this Agreement, it shall appoint one member to the Board.

5.2 Where an improvement district is a party to this Agreement, the Minister of Municipal Affairs shall appoint one member to the Board.

5.3 Any additional members shall be appointed in accordance with the Regulation. [Reg. s.33(1)]

CLAUSE 6. - TERM OF APPOINTMENT

6.1 The term of any appointment to the Board shall be in accordance with section 32 of the Regulation.

CLAUSE 7. - POWERS AND DUTIES OF THE CHINOOK ARCH LIBRARY BOARD

7.1 Subject to the provisions of the Act and the Regulation and subject to the provisions of this Agreement, the Board shall manage and control the library system by organizing, promoting and maintaining comprehensive and efficient library services.

7.2 The Board shall engage a person as Director who shall be a graduate of an accredited post graduate library program, or hold equivalent qualifications and whose responsibility shall be the administration of the library system.

7.3 The Board may engage such additional employees as are required for the operation of the library system in accordance with the Regulation.

7.4 The Board shall cooperate with other libraries, library systems, resource libraries and with the Government of Alberta in the development, maintenance and operation of a province-wide network for sharing of library resources.

CLAUSE 8. - EXECUTIVE COMMITTEE

8.1 The Board shall make provision for the establishment of an Executive Committee of not more than 10 persons when the number of members to the Board is more than 20. The Board may empower the Executive with the authority to act on its behalf between Board meetings.

8.2 Appointment to the Executive Committee shall be made in accordance with the Executive Officers policy.

8.3 The Executive Committee is responsible for recruiting and fixing the compensation and all other terms of employment of the Director.

CLAUSE 9. - LIBRARY SYSTEM BUDGET

9.1 The Board shall prepare a four-year levy schedule and submit it to all Parties to this Agreement on or before September 1 of the fiscal year before the levy schedule is to take effect.

9.2 The levy schedule and estimate of money required referred to in clause 9.1 above, shall be effective upon receipt by the Board of written notification of approval from two-thirds of the Parties to this Agreement representing two-thirds of the persons living within the boundaries of the library system; and thereupon, each Party to this Agreement shall pay to the Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the Agreement. Payments shall be made on or before the dates set out therein.

9.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent official estimate of the population for the municipality published by the Government of Alberta for the fiscal year prior to the fiscal year in which the levy is made.

9.4 The municipality which is a Party to this Agreement shall pay the annual per capita library system levy directly to the Board as stated in "Schedule B, clause 1" which forms part of this agreement.

9.5 In a municipality which is a Party to this Agreement and which has a municipal board, the municipal board shall pay from its revenue the annual per capita levy directly to the Board as stated in "Schedule B, clause 2".

9.6 The Board shall apply to the Government of Alberta for all library operating grants for which it is eligible.

9.7 Municipal boards may retain any revenues generated at the local level, and may expend such funds as they see fit to provide library services to their communities.

CLAUSE 10. - LIBRARY SYSTEM SERVICES TO PUBLIC LIBRARIES

10.1 The Board shall equip, establish and maintain a library system for the residents of the Parties to this Agreement and the services provided may include:

- (a) technical services, including central ordering, central cataloguing and processing, and assistance with adding existing collections to the shared catalogue;
- (b) materials and collections, including book allotment, reciprocal borrowing, regional lending service, inter-library loans, digital/online resources, and rotating collections;
- (c) delivery and communications, including scheduled delivery service, area librarians meetings, toll free line to headquarters, marketing support, and newsletters;
- (d) resource sharing, including continued and expanded information services provided by the Lethbridge Public Library, and a shared catalogue with customer-facing interface;
- (e) programs and services, including summer reading programs, and discount ordering of supplies; and
- (f) training and consultation, including professional consultation, and continuing education; and
- (g) information technology support, including network management, threat protection, help desk support, email, website hosting, and purchasing services.

CLAUSE 11. - LIBRARY SYSTEM SERVICES TO SCHOOL LIBRARIES, GROUPS, INDIVIDUALS, OR AGENCIES

11.1 The Board may enter into one or more separate contracts with any other person or group including a school authority, military base, or First Nation to provide library services as specified in the contract.

CLAUSE 12. - ROLES AND RESPONSIBILITIES OF MUNICIPAL LIBRARY BOARDS WITHIN THE SYSTEM

12.1 The powers and duties of municipal boards within the library system shall be as specified in the terms and conditions of this Agreement.

12.2 Each municipal board within the library system shall:

- (a) comply with the library legislation in the provision of library service to the residents of the municipality;

- (b) pay from its revenue the annual per capita levy directly to the Board as stated in "Schedule B, clause 2".
- (c) act as a liaison between the residents of the municipality and the Board, to advise the residents of the municipality of the policies of the Board and bring their needs to the attention of the Board;
- (d) cooperate with the Board in implementing system-wide policies;
- (e) in accordance with Clause 10.1 (b) and (d) of this Agreement, make available to all residents of the Parties all library materials normally lent under municipal board policy;
- (f) forward a copy of its plan of service to the Board;
- (g) forward a copy of its budget for the current year, a copy of its annual report and a audited statement of receipts and disbursements for the preceding year, to the Board on or before June 30;
- (h) in general, perform such duties as are necessary to operate library services in the municipality.

12.3 The relationship between the Board and the City of Lethbridge Library Board (the municipal library designated as the resource centre) shall be set out in a separate agreement between those two parties as outlined in Appendix A attached to this agreement.

12.4 If a municipal library has been established in a municipality and is receiving library services from the Board, the authority of the municipal board is subject to any limitation of its authority under this Agreement.

CLAUSE 13.- OWNERSHIP OF PROPERTY

13.1 All real and personal property (including intellectual property rights) acquired by the Board shall be the property of the Board except library materials acquired by the Board (e.g. purchased with the municipal board allotment) on behalf of a municipal board which operates a library and the catalogue records relating to those materials, which shall be the property of the municipal board.

CLAUSE 14.- DIVISION OF ASSETS

14.1 If a Party to this Agreement withdraws from the Agreement pursuant to section 22 of the Act, that Party shall be deemed to have forfeited any right of ownership or to share in the assets of the Board.

CLAUSE 15. - COMPLETION OF THE LIBRARY SYSTEM

15.1 The Parties to this Agreement agree that any municipality listed in Schedule "A - 1" may become a party to this Agreement and a member of the Board by:

- (a) signing an agreement containing the terms and conditions of this Agreement as amended,
- (b) complying with the terms of this Agreement as amended, and
- (c) receiving the approval of the Minister.

CLAUSE 16. - LIBRARY SYSTEM REPORTS

16.1 The Board shall make an annual report on the operation of the library system to each of the Parties to this Agreement and to each municipal board or advisory committee and to the Minister on or before April 15 in the year following the year for which the annual report was prepared.

CLAUSE 17. - AMENDMENT

17.1 This Agreement may be amended according to a motion for amendment passed by the Board.

- (a) During the first three years of this agreement such amendment shall be effective upon receipt by the Board of written notification from all of the parties to this agreement that they have so authorized such amendment.
- (b) During the fourth and subsequent years of this agreement amendment shall be effective upon receipt by the Board of written notification from two-thirds of the Parties to this Agreement representing two-thirds of the persons living within member jurisdictions of the library system that they have so authorized such amendment.
- (c) The Parties to this Agreement shall conform with such amendment upon notification from the Board that this clause has been fulfilled.

CLAUSE 18. - EXTENSION

18.1 The provisions of this Agreement shall be binding upon the Parties to this Agreement and their successors and all eligible participants who may join in this Agreement with the original Parties.

CLAUSE 19. - ENTIRE AGREEMENT

19.1 This document, including all schedules appended, constitutes the entire agreement between the Parties with respect to the subject matter; all prior agreements, representations, statements, negotiations and undertakings are superseded hereby.

CLAUSE 20. - INSURANCE

20.1 The Board shall provide adequate insurance coverage for its operations.

SCHEDULE "A"
List of Parties To The Chinook Arch Library Board
(Revised April 2021)

Village of Arrowwood
Village of Barons
Village of Barnwell
County of Cardston
Town of Cardston
Village of Carmangay
Village of Champion
Town of Claresholm
Town of Coaldale
Town of Coalhurst
Village of Coutts
Village of Cowley
Municipality of Crowsnest Pass
Town of Fort Macleod
Village of Glenwood
Village of Hillspring
City of Lethbridge
County of Lethbridge
Village of Lomond
Town of Magrath
Town of Milk River
Village of Milo
Town of Nanton
Town of Picture Butte
M.D. of Pincher Creek
Town of Pincher Creek
M.D. of Ranchland No. 66
Town of Raymond
Town of Stavely
Village of Stirling
Town of Taber
MD of Taber
Town of Vauxhall
Town of Vulcan
County of Vulcan
Village of Warner
Warner County
M.D. of Willow Creek
Kainai Board of Education

SCHEDULE "A-1"
LIST OF ELIGIBLE MUNICIPAL PARTICIPANTS
TO THE CHINOOK ARCH LIBRARY BOARD

City:	Lethbridge	Villages:	Arrowwood Barnwell Barons Carmangay Champion Coutts Cowley Glenwood Hillspring Lomond Milo Nobleford Stirling Warner
Counties:	Vulcan County County of Warner Lethbridge County Cardston County		
M.D.s:	Pincher Creek MD Taber MD Willow Creek MD MD of Ranchland		
I.D.s:	#4 Waterton		
Towns:	Cardston Claresholm Coaldale Coalhurst Crowsnest Pass Fort Macleod Magrath Milk River Nanton Picture Butte Pincher Creek Raymond Stavelly Taber Vauxhall Vulcan		

School Authorities in the region may also join the Regional Library System.

SCHEDULE "A-2"

LIST OF MUNICIPAL BOARDS
SUPPORTING THE CHINOOK ARCH LIBRARY BOARD

Village of Arrowwood Library Board
Town of Cardston Library Board
Village of Carmangay Library Board
Village of Champion Library Board
Town of Claresholm Library Board
Town of Coaldale Library Board
Village of Coutts Library Board
Crowsnest Pass Municipal Library Board
Town of Fort Macleod Library Board
Village of Glenwood Library Board
City of Lethbridge Library Board
Village of Lomond Library Board
Town of Magrath Library Board
Town of Milk River Library Board
Village of Milo Library Board
Town of Nanton Library Board
Town of Picture Butte Library Board
Pincher Creek & District Library Board
Town of Raymond Library Board
Town of Stavely Library Board
Village of Stirling Library Board
Town of Taber Library Board
MD of Taber Library Board
Town of Vauxhall Library Board
Town of Vulcan Library Board
Vulcan County Library Board
Village of Warner Library
MD of Willow Creek Library Board

**Chinook Arch Library System Agreement
Schedule "B" Revised August 2018
The Chinook Arch Library Board Levy**

1. Municipalities

The levy paid to the Chinook Arch Board from the municipality which is a Party to the Agreement to which this schedule is attached shall be as follows for the period stated:

- a) for those municipalities **without** municipal library boards:
 - 2019 \$ 10.01 per capita minimum or by agreement
 - 2020 \$ 10.17 per capita minimum or by agreement
 - 2021 \$ 9.76 per capita minimum or by agreement
 - 2022 \$ 9.76 per capita minimum or by agreement

Subsequent years: As determined on the basis of approved budgets and estimates based on Clause 8 of this Agreement.

- b) for those municipalities having municipal library boards:
 - 2019 \$ 8.01 per capita
 - 2020 \$ 8.17 per capita
 - 2021 \$ 7.76 per capita
 - 2022 \$ 7.76 per capita

Subsequent years: As determined on the basis of approved budgets and estimates based on Clause 8 of this Agreement.

2. Municipal Boards and school authorities

The levy paid to the Chinook Arch Board by Municipal Boards of each Party to the Agreement to which this Schedule is attached and which operate libraries shall be as follows for the periods stated:

2019 - 2022 \$3.57 per capita

Subsequent years: As determined on the basis of approved budgets and estimates based on Clause 8 of this Agreement.

3. General

Each Party to this Agreement shall pay to the Chinook Arch Board out of revenue to the Party the amount required to be paid pursuant to Clause 8 of this Agreement:

- a) Municipalities and school authorities shall make two equal installments by January 15 and July 1 of each year during the currency of the Agreement.
- b) Municipal Boards and school authorities shall make two equal installments by January 15 and July 1 of each year during the currency of the Agreement.

Approved by _____ Date:
Municipality

Authorized Signature:

(Updated after 4 year Budget approval by Municipal Councils in 2018 for 2019-2022)

Jay Sawatzky

From: Karine Keys <Karine@claresholm.ca>
Sent: November 23, 2021 11:59 AM
To: donna meister
Cc: Jay Sawatzky
Subject: RE: Board Member

Hello Donna,

At the last regular meeting of Claresholm Town Council held Monday, November 22, 2021, Council appointed you to the Claresholm Public Library Board.

Please get in touch with Jay Sawatzky, cc'd on this email, regarding their upcoming meetings.

Council would like to thank you for putting your name forward and wishes you success.

Sincerely,
Karine Keys
Town of Claresholm

Jay Sawatzky

From: Karine Keys <Karine@claresholm.ca>
Sent: December 14, 2021 10:43 AM
To: earl.hemmaway@mdwillowcreek.com
Cc: Jay Sawatzky
Subject: Claresholm Library Board

Good morning Earl,

At the last regular meeting of Claresholm Town Council held Monday, December 13, 2021, Council appointed you to the Claresholm Library Board as per the MD of Willow Creek's recommendation.

Please get in touch with Jay Sawatzky Library Manager about their upcoming meetings. I have cc'd her on this email.

Thank you for all your hard work in the community and we hope you find the experience rewarding.

Sincerely,



Karine Keys, BA, CLGM

Finance Assistant / Communications Administrator

Phone: 403.625.3381 | Fax: 403.625.3869

PO Box 1000, 111 - 55th Avenue W, Claresholm, AB T0L 0T0

www.claresholm.ca

Jay Sawatzky

From: Karine Keys <Karine@claresholm.ca>
Sent: December 14, 2021 11:20 AM
To: Kendall Schille
Cc: Jay Sawatzky
Subject: RE: Claresholm Library Board

Good morning Kendall,

At the last regular meeting of Claresholm Town Council held Monday, December 13, 2021, Council appointed you to the Claresholm Library Board. Please get in touch with Library Manager Jay Sawatzky regarding their upcoming meetings. I have cc'd Jay on this email or alternatively you may contact her at the Library at 403-625-4168.

Council would like to thank you for your willingness to put your name forward and wishes you success. Happy holidays!

Sincerely,



Karine Keys, BA, CLGM

Finance Assistant / Communications Administrator

Phone: 403.625.3381 | Fax: 403.625.3869

PO Box 1000, 111 - 55th Avenue W, Claresholm, AB T0L 0T0

www.claresholm.ca

From: Kendall Schille <kschille@north-co.com>
Sent: December 1, 2021 4:00 PM
To: Karine Keys <Karine@claresholm.ca>
Subject: RE: Claresholm Library Board

Thanks for letting me know what you need!

I'm interested in becoming a member of the Claresholm Library Board; as a lifelong reader, literacy is important to me. I've been a resident of Claresholm since late January of 2020 (just before the pandemic!) and during the last two years I've been a member of the Claresholm & District Chamber of Commerce executive board. The modern library is so much more than just books—libraries now serve their communities as social hubs, a place to access social services and assistance, and a technology resource for seniors and people without a home computer.

I believe libraries have a duty to protect the free expression of ideas and ensure barrier-free access to information for the community. I'd love to join the Claresholm Public Library Board, to help guide the library as it navigates a changing landscape.

A little about me – I was called to the Alberta Bar in 2019 after completing my articles with North & Company, primarily out of the Pincher Creek branch. I now live in Claresholm and practice out of the firm's Claresholm and Vulcan branches. My husband and I share our home with our dog and plan to add a second one in 2022. I'm a fan of science fiction, horror, fantasy, true crime, and English modernism literature. I collect Stephen King novels and am currently working

my way through the Dune series, including the prequels. When I'm not practicing law, I enjoy reading, cross-stitch, tending my expanding collection of houseplants, and teaching myself the trombone.

I look forward to hearing from you after the next Council meeting later this month.

Take care,
Kendall



Kendall Schille, B.A., J.D. (she/her)
Barrister & Solicitor, North & Company LLP

Tel: 403.625.4404 | Fax: 403.625.4186

Toll-Free: 1.800.552.8022

Email: kschille@north-co.com | Web: north-co.com

124 - 50th Ave W | Claresholm, AB

PO Box 1300 | T0L 0T0

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From: Karine Keys <Karine@claresholm.ca>
Sent: December 1, 2021 3:39 PM
To: Kendall Schille <kschille@north-co.com>
Subject: RE: Claresholm Library Board

[EXTERNAL EMAIL:] Take care with links and attachments.

Hi Kendall,

Thanks for you interest!

All we require is an email from you stating that you would like to become a member of the Claresholm Library Board and a bit about you. We are currently looking for members from within the Town of Claresholm.

Your request would go to Council at their next meeting on December 13th.

Thanks!

Karine

From: Kendall Schille <kschille@north-co.com>
Sent: December 1, 2021 3:35 PM
To: Karine Keys <Karine@claresholm.ca>
Subject: Claresholm Library Board

Good afternoon Karine,

I see in the paper that the library is looking for board members. I am very interested in joining the board as January will be my two-year anniversary of moving to Claresholm.

Claresholm Public Library - Financial Statement end of November 2021

REVENUE						
Department	2021 Budget	Jan-21	Feb-21	Mar-21	Apr-21	May-21
Town of Claresholm	\$160,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	\$0.00
Province of Alberta	20,857.00	0.00	0.00	0.00	0.00	0.00
M.D. of Willow Creek	12,052.00	0.00	0.00	0.00	0.00	12,052.00
Rural Library Services Grant	1,300.00	0.00	0.00	0.00	0.00	0.00
M.D. Willow Creek Library Board	4,833.00	0.00	4,833.00	0.00	0.00	0.00
Book Sales	500.00	0.00	20.00	0.00	10.00	0.00
Donations	1,500.00	1,360.00	0.00	16.00	1,500.00	0.00
Membership Fees	6,000.00	40.00	472.81	890.00	160.00	568.96
Fines	1,000.00	0.00	91.82	29.94	0.00	27.01
Room Rental	1,000.00	0.00	0.00	0.00	0.00	0.00
Coffee	0.00	0.00	0.00	0.00	0.00	0.00
Equipment Rental	100.00	0.00	0.00	0.00	0.00	0.00
Photocopies/PC Copies	800	6.55	0.00	116.90	1.75	0.75
Miscellaneous	0.00	0.00	40.00	0.00	0.00	0.00
Interest Revenue	30.00	6.29	3.30	2.34	0.53	4.79
Friends of the Library-Donations	22,295.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	\$232,267.00	\$1,412.84	\$5,460.93	\$1,055.18	\$81,673.28	\$12,653.51
EXPENDITURES						
Department	2021 Budget	Jan	Feb	Mar	April	May
Salaries and Benefits	\$130,000.00	\$11,423.95	\$8,919.55	\$9,095.74	\$9,781.40	\$9,527.59
Employee Course & Conference Fees	0.00	0.00	0.00	0.00	0.00	0.00
Travel & Hospitality	0.00	0.00	0.00	0.00	0.00	0.00
Books	12,000.00	19.99	44.42	576.82	2,101.48	1,530.80
Periodical Subscriptions	1,000.00	40.00	0.00	220.75	20.00	35.85
Audio-Visual	1,500.00	0.00	0.00	0.00	340.66	184.65
Financial Review	100.00	0.00	0.00	0.00	100.00	0.00
Board Conference & Other	0.00	0.00	0.00	0.00	0.00	0.00
Equipment Rental & Maintenance (Dep A)	675.00	40.84	70.59	66.44	42.11	42.15
Legal Fees, Bank charges	30,000.00	0.00	0.00	15,580.57	0.00	3,714.90
Library Supplies	1,000.00	0.00	0.00	0.00	164.93	205.12
Computer software	1,200.00	0.00	138.71	0.00	183.96	0.00
Association Fees	300.00	55.00	0.00	35.00	0.00	0.00
Fund Redistribution	50.00	0.00	0.00	0.00	0.00	50.95
Postage	100.00	0.00	0.00	88.20	0.00	0.00
Programs	3,500.00	48.50	71.45	112.93	193.41	117.30
Volunteers	6,500.00	0.00	0.00	23.98	5,036.53	25.72
Stationary, printing, & copiers supp	1,500.00	151.00	151.00	184.44	258.48	151.00
Telephone	2,580.00	163.80	0.00	327.60	163.80	163.80
Finance	2,000.00	0.00	1,962.99	0.00	0.00	0.00
Printing Supplies	500.00	11.47	0.00	0.00	0.00	0.00
Natural Gas & Power	16,000.00	0.00	956.19	928.34	1,975.06	0.00

Security System	975.00	40.95	0.00	51.90	400.83	40.95
Uniforms	2,200.00	0.00	0.00	0.00	0.00	0.00
Clonak Arch Regional Library	13,500.00	6,747.30	0.00	0.00	0.00	0.00
Building Repair and renovations	1,000.00	0.00	0.00	0.00	0.00	0.00
Furniture and Equipment	2,950.00	3,969.39	0.00	226.82	0.00	0.00
GST Paid	1,036.00	116.44	60.95	879.79	283.66	411.87
Other (rent)	\$1.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$232,267.00	\$22,829.65	\$12,395.85	\$28,429.32	\$21,046.31	\$16,202.15
Profit/Loss	\$0.00	-\$21,416.81	-\$6,934.92	-\$27,374.14	\$60,626.97	-\$3,548.64

Money taken from 2020

Transfer to Reserves	\$30,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00
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Jun-21	Jul-21	Aug-21	September	October	November	Total	Difference
\$0.00	\$40,000.00	\$0.00	0.00	826.91	0.00	\$120,826.91	\$39,173.09
0.00	20,857.00	0.00	0.00	0.00	0.00	\$20,857.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	\$12,052.00	0.00
0.00	0.00	0.00	192.89	0.00	0.00	\$192.89	1,107.11
0.00	0.00	0.00	0.00	0.00	4,833.00	\$9,665.00	4,833.00
0.00	30.90	161.90	57.55	60.55	117.70	\$458.60	41.40
42.70	2.00	3,317.00	88.45	15.20	1,228.45	\$7,569.80	6,069.80
1,120.00	1,180.00	997.90	1,055.00	835.00	1,006.60	\$8,326.27	2,326.27
40.50	91.40	93.40	97.35	85.60	97.44	\$654.46	345.54
0.00	0.00	0.00	400.00	0.00	50.00	\$450.00	550.00
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	100.00
30.05	62.25	100.40	88.90	64.90	90.55	\$563.00	237.00
0.50	0.00	0.50	3.00	7.00	12,531.80	\$12,582.80	-12,582.80
4.15	4.13	5.86	5.11	4.74	4.42	\$46.66	-16.66
0.00	0.00	22,295.00	0.00	0.00	0.00	\$22,295.00	0.00
\$1,237.90	\$62,227.68	\$26,971.96	\$1,988.25	\$1,899.90	\$19,959.96	\$216,541.39	\$15,725.61

June	July	August	September	October	November	Total	Difference
\$10,207.28	\$10,612.04	\$20,730.86	11,172.01	10,901.73	11,408.26	\$123,780.41	\$6,219.59
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
1,006.41	1,350.44	1,755.89	841.73	957.83	658.42	\$10,844.23	\$1,155.77
0.00	0.00	83.25	0.00	0.00	0.00	\$399.85	\$600.15
240.44	0.00	59.57	1.48	104.34	106.75	\$1,037.92	\$462.08
0.00	0.00	0.00	0.00	0.00	0.00	\$100.00	\$0.00
0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00
104.92	44.12	44.79	41.75	46.63	44.14	\$588.48	\$86.52
0.00	0.00	3,895.75	1,976.35	0.00	12,500.00	\$37,667.57	\$7,667.57
136.53	15.99	22.99	8.99	118.46	112.16	\$785.17	\$214.83
0.00	0.00	0.00	0.00	138.71	0.00	\$461.38	\$838.62
0.00	0.00	0.00	0.00	0.00	200.00	\$290.00	\$10.00
0.00	0.00	0.00	0.00	0.00	117.51	\$168.46	\$118.46
0.00	0.00	0.00	0.00	0.00	0.00	\$88.20	\$11.80
71.25	178.09	502.01	406.44	271.76	295.70	\$2,268.84	\$1,231.16
13.49	40.00	0.00	12.12	71.43	75.31	\$5,298.58	\$1,201.42
271.87	151.00	194.29	248.34	181.53	188.99	\$2,131.94	\$631.94
163.80	0.00	327.60	163.80	163.80	163.80	\$1,801.80	\$778.20
0.00	0.00	0.00	0.00	0.00	0.00	\$1,962.99	\$37.01
0.00	0.00	104.86	69.75	0.00	18.99	\$205.09	\$294.91
871.45	650.57	1,097.38	1,209.53	941.91	797.41	\$9,427.84	\$6,572.16

40.95	0.00	81.90	40.95	200.89	40.95	\$990.27		-\$15.27
0.00	810.60	0.00	280.09	274.82	274.35	\$1,639.86		\$560.14
0.00	6,747.30	0.00	0.00	0.00	0.00	\$13,494.60		\$5.40
0.00	0.00	0.00	0.00	0.00	0.00	\$0.00		\$1,000.00
0.00	0.00	611.22	968.42	0.00	0.00	\$5,775.85		-\$2,895.85
137.04	46.93	235.08	286.30	141.42	109.41	\$2,728.39		-\$1,692.39
\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	\$1.00		\$0.00
\$13,265.43	\$20,647.08	\$29,747.44	\$17,728.05	\$14,535.26	\$27,112.18	\$223,938.72		\$8,328.28
-\$12,027.53	\$41,580.60	-\$2,775.48	-\$15,739.80	-\$12,635.34	-\$7,152.22	-\$7,397.33		

						\$50,000.00		\$0.00
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Claresholm Public Library - Draft Budget for 2022

LINES					
Department		2021 Actual	Proposed Budget 2022		
Government Contributions	Town of Claresholm	\$160,000.00	\$190,000.00		
	Province of Alberta	20,857.00	20,857.00		
	M.D. of Willow Creek	12,052.00	12,052.00		
	Rural Library Services Grant	1,300.00	192.00		
	M.D. of Willow Creek Library Board	4,833.00	-4,833.00		
	Sub-total	\$199,042.00	\$227,934.00		
Other Revenue	Private Library Endowment	0.00	25,000.00		
	Book Sales	500.00	600.00		
	Donations	1,500.00	1,500.00		
	Membership Fees	6,000.00	10,000.00		
	Fines	1,000.00	700.00		
	Room Rental	1,000.00	1,000.00		
	Equipment Rental	100.00	100.00		
	Photocopies/PC Copies	800.00	1,800.00		
	Miscellaneous	0.00	50.00		
	Interest Revenue	30.00	40.00		
	Friends of the Library-Donations	22,295.00	0.00		
	Sub-total	\$33,225.00	\$40,790.00		
Total Revenue		\$232,267.00	\$268,724.00		

EXPENDITURES

Department		2021 Actual	2022 Budget		
Staff	Staff				
	Salaries and Benefits	\$130,000.00	\$ 162,500.00		
	Employee Course & Conference Fees	0.00	1,200.00		
	Travel & Hospitality	0.00	500.00		
	Sub-total	\$130,000.00	\$164,200.00		
Library Resources	Books	12,000.00	15,000.00		
	Periodical Subscriptions	1,000.00	700.00		
	Audio-Visual	1,500.00	1,500.00		
	Sub-total	\$14,500.00	\$17,200.00		
Administration	Financial Review	100.00	100.00		
	Board Conference & Other	0.00	1,000.00		
	Equipment Rental/Maintenance	675.00	700.00		
	Legal Fees, Bank charges	30,000.00	1,000.00		
	Library Supplies	1,000.00	1,500.00		
	Computer software	1,300.00	1,000.00		
	Association Fees	300.00	350.00		
	Postage	100.00	50.00		
	Programs	3,500.00	3,500.00		
	Volunteers	6,500.00	2,300.00		
	Stationary, printing, & copier supp	1,500.00	2,200.00		
	Telephone	2,580.00	3,000.00		
	Fund Redistribution	50.00	0.00		
	Sub-total	\$47,605.00	\$16,700.00		
Building Costs	Insurance	2,000.00	2,200.00		
	Cleaning Supplies	500.00	1,000.00		
	Natural Gas & Power	16,000.00	15,000.00		
	Security System	975.00	1,000.00		
	Utilities	2,200.00	3,500.00		
	Rent	1.00	1.00		
	Sub-total	\$21,676.00	\$22,701.00		
Transfer Payments	Chinook Arch Regional Library	13,500.00	14,000.00		
	Sub-total	\$13,500.00	\$14,000.00		
Maintenance	Building Repair and renovations	1,000.00	1,923.00		
	Furniture and Equipment	2,950.00	4,000.00		
	Sub-total	\$3,950.00	\$5,923.00		
Other	GST Paid	1,036.00	3,000.00		
	Special Projects	0.00	25,000.00		
	Sub-total	\$1,036.00	\$28,000.00		
TOTAL EXPENDITURES		\$232,267.00	\$268,724.00		

Library Manager's Report

On November 22 the Town of Claresholm Council moved to accept an anonymous and ongoing donation to the Claresholm Library of \$25,000 per year (adjusted for inflation yearly). The money is given via the BenefAction Foundation and it is stipulated the funds be used for programming and equipment. Brenda Aikens, from CIBC Private Wealth, is a representative for the donor and attended the meeting. She advised that \$25,000 would be donated each year and upon the donor's death 1 million dollars would be put in a trust fund and invested and the Library would continue to receive the funds from this.

Dave Poulsen and Charlie Ewing recorded a "Country Christmas" video for our Youtube channel. It was uploaded on December 6th and has been very popular with over 300 views so far – which is a lot for our little channel.

The Library held an in house scavenger hunt from December 1 to 16. Participants had to answer 12 questions regarding library resources and where to find them to have their name entered in a draw for a family gift basket. The idea behind the draw is to not only get people into the Library but also to teach them what the Library has to offer. The draw was held December 17th.

The Library also held a draw for some Christmas themed mugs. The draw was December 17th and three people won prizes.

Local artist Margaret Gosling has several of her paintings on display for the month of December.

Board member Donna Meister donated some Christmas decorations for the Library to sell by donation.

Because we did not have in house programming this year due to Covid restrictions I purchased 100 pairs of 3D Holiday Specs to spread some holiday cheer. They were given out to patrons at the front counter on a first come, first served basis. They were a big hit with both kids and adults.

The Claresholm Animal Rescue Society had a fundraising draw in December. The Library sold tickets for them and the draw was held at the Library on December 17.

BOARD REPORT



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Chinook Arch Library Board Meeting - December 2, 2021

Executive Committee Elections

Congratulations to the trustees that will form the Board's 2022 Executive Committee:

- Chair: Vic Mensch (Ministerial Appointee)
- Vice Chair: Marie Logan (Village of Lomond)
- Treasurer: Jim Monteith (Town of Fort Macleod)
- Directors at Large:
 - Mark Barber (Town of Pincher Creek)
 - Darryl Christensen (Town of Magrath)
 - Doug Logan (Vulcan County)
 - Tamara Miyanaga (Taber MD)
 - Lyndsay Montana (Town of Coalhurst)
 - Christopher Northcott (Village of Milo)
 - Wendy Kalkan (LPL Resource Centre)

Piikani Book Locker

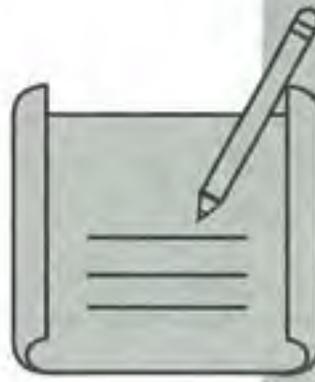


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Piikani residents will no longer have to travel to a neighbouring community to access books. The locker, adorned with artwork by Peigan, will officially launch on Monday, December 6, 2021.

Board Members Present

Arrowwood	Wendy Williams
Champion	Trevor Wagenvoort
Claresholm	Tony Hamlyn
Coaldale	Jordan Saller
Coalhurst	Lindsay Martina
Coutts	Stephien A. Pain
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Hill Spring	Suzanne French
Lethbridge (City)	Heather Woodruff
Lethbridge County	Toby Campbell
Lomond	Marie Logan (Vice Chair)
Magrath	Randy Christensen
Milk River	Anne Michaelis
Nanton	Lise Mayne
Picture Butte	Teresa Feist
Pincher Creek	Mark Bardo
Pincher Creek M.D.	Dave Cox
Raymond	Kelly Jensen
Taber	Monica McLean
Taber M.D.	Tamara Myanaga
Vauxhall	Shelley Doleauw
Vulcan	Barbara Moore Coffey
Vulcan County	Doug Logan
Warner (Village)	Don Toovey
Warner County	Morgan Rockenbach
W.D. of Waterton	Lesley Little
Willow Creek M.D.	Maryanne Sandberg
WPL Resource Centre	Wendy Kalkan
Ministerial Appointment	Vic Marsch
Regrets:	
Barons	Ed Weistra
Mildred	Christopher Norrroth
Stirling	Gary Bikman
Absent:	
Barnwell	Ded Hansen
Cardston	Not yet appointed
Cardston County	Tom Nish
Glenwood	Linda Alred
Staveland	Brydon Saunders
Sainai Board of Education	Linda Weasel Head



Policies Review

- Management of Services
- Drugs, Alcohol, and Tobacco
- Direct Loans
- Library Services Without a Library
- Resource Sharing

Thank You Departing Board Members

Chinook Arch would like to thank the following for their support of public library services in southwestern Alberta:

- Jane Johnson (Barnwell)
- Ron Garzitza (Barons)
- Briane Simpson (Coaldale)
- Heather Caldwell (Coalhurst)
- Marvin Bohne (Coutts)
- David Rolfson (Glenwood)
- DeVar Dahl (Magrath)
- Margaret
- Quentin S
- Joan Hark
- Rob Edwa
- Joe Strojw
- Kim Caw
- Colette G

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

Library Trustees as of December 2021

Name	Phone	Email	Representing	Executive
Tony Hamlyn	403-489-0380	thamlyn2018@gmail.com P.O. Box 2938, Claresholm TOL 0T0	Town	Chairperson
Earl Hemmaway	403-625-2251	edhemm@cciwireless.ca P. O. Box 153, Claresholm TOL 0T0	MD Council	
Kelsey Hipkin	403-700-8698	kmhipkin@gmail.com P.O. Box 111, Claresholm TOL 0T0	Town	
Donna Meister	403-617-2527	d.dodge97@hotmail.com P.O. Box 1353, Claresholm TOL 0T0	Town	
Joanna Ridley	403-625-1525 403-682-7191	joannaridley@shaw.ca P.O. Box 2429, Claresholm TOL 0T0	Town	Vice Chair
Kendall Schille	403-625-4404	kschille@north-co.com P.O. Box 3002, Claresholm TOL 0T0	Town	
Brad Schlossberger	Town 625-3381 403-625-6206	brad.schlossberger@claresholm.ca P.O. Box 117, Claresholm TOL 0T0	Town Council	
Ashley Tebbutt	403-793-1239	Ashley.Tebbutt@ufa.com P.O. Box 62 Granum, TOL 1A0	MD	Treasurer
Jay Sawatzky	W: 403-625-4168 C: 403-614-2977	manager@claresholmlibrary.ca P.O. Box 548, Claresholm TOL 0T0		