

AGENDA

1: CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF MINUTES

3.1 December 21, 2021 Organizational Meeting Minutes

3.2: December 21, 2021 Regular Meeting Minutes

4: CORRESPONDENCE

none

5: FINANCIAL

5.1 Financial report for end of December 2021

6: REPORTS

6.1 Library Manager's report

6.2 Librarians Committee Meeting report from January 10

7: NEW BUSINESS

none

8: OLD BUSINESS:

8.1: Duty to accommodate training

8.2: PLSB training for board members

9: CLOSED SESSION (if required)

10: ADJOURNMENT

Next Meeting: Tuesday February 15, 2022 at 5 pm

Claresholm Public Library Board

Organizational Meeting

Dec. 21, 2021

In attendance: Jay Sawatzky, Tony Hamlyn, Kelsey Hipkin, Brad Schlossberger, Earl Hemmaway, Ashley Tebutt, Donna Meister, Joanna Ridley, Kendall Schille

1. **Call to order:** 4:39 pm

2. **Approval of agenda**

a. Motion to approve: Brad Schlossberger

3. **Election of Executive Positions**

3.1 Chairperson – Tony Hamlyn (nominated by Earl Hemmaway)

3.2 Vice Chairperson – Joanna Ridley (nominated by Kelsey Hipkin)

3.3 Secretary – Kelsey Hipkin (standing)

3.4 Treasurer - Ashely Tebutt (volunteered)

4. **Signing Authority**

a. Motion made by Tony Hamlyn: to take Marika Thiessen off the signing authority at the Connect First Credit Union and replace her with Ashley Tebutt. Tony Hamlyn and Jay Sawatzky will remain.

b. Carried

5. **Meeting Day and Time**

a. Third Tuesday of the month at 5:00 pm

6. **Motions**

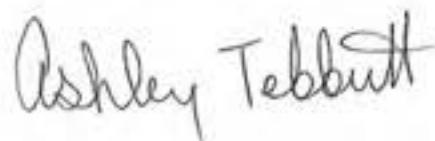
a. No changes

7. **MD Rep to Chinook Arch Board**

a. Tony represents Claresholm Public Library as Chinook Arch Board rep

8. **Adjournment**

a. 4:55 pm



Claresholm Public Library Board
Regular Meeting Minutes
December 21, 2021

Present: Jay Sawatzky, Tony Hamlyn, Kelsey Hipkin, Brad Schlossberger, Earl Hemmaway, Ashley Tebbutt, Donna Meister, Kendall Schille

CALL TO ORDER

4:56 pm

2: APPROVAL OF AGENDA

Motion to approve: Kendall Schille

Carried

3: APPROVAL OF MINUTES

3.1 Nov. 16, 2021 Regular Meeting Minutes

Motion to approve: Kelsey Hipkin

Carried

4: CORRESPONDENCE

- 4.1 - Email from Chinook Arch CEO re updated system agreement - mostly changing of some laws - manner in which government publishes population data
- 4.2 - Email correspondence from the Town of Claresholm advising Donna Meister appointed to Claresholm Library Board
- 4.3 - Email correspondence from Town of Claresholm advising Earl Hemmaway as MD of Willow Creek board rep
- 4.4 - Email correspondence from Town of Claresholm advising Kendall Schille appointed to Claresholm Library Board

5: FINANCIAL

5.1 Finance report for November 2021

- A unique year for donations - more than anticipated

Motion to accept finance report as presented for November: Earl Hemmaway

Carried

5.2 Proposed Library Budget for 2022

- Brad joins Tony and Ashely on Finance Committee
- Rural Library Service Grant went down since Granum became unincorporated
- Board reviews proposed budget for 2022
- Opportunity for manager, board members, staff to attend conferences in

Claresholm Public Library Board
Regular Meeting Minutes
December 21, 2021

Action: Jay will look into board training

Motion to present 2022 budget to Town of Claresholm: Ashley Tebbutt

Carried

6: REPORTS

6.1 Library Manager's report

- Town moved to accept the anonymous and ongoing donation of \$25k per year (adjusted for inflation)
- Dave Poulsen and Charlie Ewing recorded a Country Christmas video for the YouTube - over 300 views so far
- Local artist Margaret Gosling has paintings on display for December
- Donna Meister donated some Christmas decorations for sale by donation

6.2 - Chinook Arch Library Board December report

- Piikani book locker in place
- Nobleford has its first library

Motion to accept reports as presented: Kelsey Hipkin

Carried

7: NEW BUSINESS

7.1 - Date for volunteer/staff dinner in January

- Jan. 23, 2022

Action: Jay will call Putters to see if booking available

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

- Accepted as information

9: CLOSED SESSION (if required)

Tony Hamlyn made a motion to go into closed session 5:31 pm citing 24(1)(b1) Officers/Employees of a public body under FOIP.

Claresholm Public Library Board
Regular Meeting Minutes
December 21, 2021

Carried

10: ADJOURNMENT

Motion to adjourn at 5:45 Tony Hamlyn

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

Claresholm Public Library - Financial Statement end of December 2021

REVENUES						
Department	2021 Budget	October	November	December	Total	Difference
Town of Claresholm	\$160,000.00	826.91	0.00	41,658.62	\$162,485.53	-\$2,485.53
Province of Alberta	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	\$12,052.00	0.00
Rural Library Services Grant	1,300.00	0.00	0.00	0.00	\$192.89	1,107.11
M.D. Willow Creek Library Board	4,833.00	0.00	4,833.00	0.00	\$9,666.00	-4,833.00
Book Sales	500.00	60.55	117.70	60.50	\$519.10	-19.10
Donations	1,500.00	15.20	1,228.45	987.30	\$8,557.10	-7,057.10
Membership Fees	6,000.00	835.00	1,006.60	520.00	\$8,846.27	-2,846.27
Fines	1,000.00	85.60	97.44	47.60	\$702.06	297.94
Room Rental	1,000.00	0.00	50.00	0.00	\$450.00	550.00
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	800	64.90	90.55	81.25	\$644.25	155.75
Miscellaneous	0.00	7.00	12,531.80	2.00	\$12,584.80	-12,584.80
Interest Revenue	30.00	4.74	4.42	4.33	\$50.99	-20.99
Friends of the Library-Donations	22,295.00	0.00	0.00	0.00	\$22,295.00	0.00
TOTAL REVENUE	\$232,267.00	\$1,899.90	\$19,959.96	\$43,361.60	\$259,902.99	-\$27,635.99
EXPENDITURES						
Department	2021 Budget	October	November	December	Total	Difference
Salaries and Benefits	\$130,000.00	10,901.73	11,408.26	11,681.22	\$135,461.63	-\$5,461.63
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	957.83	658.42	985.87	\$11,830.10	\$169.90
Periodical Subscriptions	1,000.00	0.00	0.00	57.00	\$456.85	\$543.15
Audio-Visual	1,500.00	104.34	106.78	85.43	\$1,123.35	\$376.65
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 (D	675.00	46.63	44.14	43.55	\$632.03	\$42.97
Legal Fees, Bank charges	30,000.00	0.00	12,500.00	109.00	\$37,776.57	-\$7,776.57
Library Supplies	1,000.00	118.46	112.16	104.93	\$890.10	\$109.90
Computer software	1,300.00	138.71	0.00	39.99	\$501.37	\$798.63
Association Fees	300.00	0.00	200.00	0.00	\$290.00	\$10.00
Fund Redistribution	50.00	0.00	117.51	0.00	\$168.46	-\$118.46

Postage	100.00	0.00	0.00	0.00	\$88.20	\$11.80
Programs	3,500.00	271.76	295.70	332.35	\$2,601.19	\$898.81
Volunteers	6,500.00	71.43	75.31	49.67	\$5,348.25	\$1,151.75
Stationary, printing, & copier supp	1,500.00	181.53	188.99	259.43	\$2,391.37	-\$891.37
Telephone	2,580.00	163.80	163.80	163.80	\$1,965.60	\$614.40
Insurance	2,000.00	0.00	0.00	0.00	\$1,962.99	\$37.01
Cleaning Supplies	500.00	0.00	18.99	12.99	\$218.08	\$281.92
Natural Gas & Power	16,000.00	941.91	797.41	756.13	\$10,183.97	\$5,816.03
Security System	975.00	220.89	40.95	40.95	\$1,031.22	-\$56.22
Utilities	2,200.00	274.82	274.35	274.99	\$1,914.85	\$285.15
Chinook Arch Regional Library	13,500.00	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	\$1,000.00
Furniture and Equipment	2,950.00	0.00	0.00	0.00	\$5,775.85	-\$2,825.85
GST Paid	1,036.00	141.42	109.41	108.60	\$2,836.99	-\$1,800.99
Other (rent)	\$1.00	0.00	0.00	0.00	\$1.00	\$0.00
TOTAL EXPENDITURES	\$232,267.00	\$14,535.26	\$27,112.18	\$15,105.90	\$239,044.62	-\$6,777.62
Profit/Loss	\$0.00	-\$12,435.36	-\$7,152.22	\$28,255.70	\$20,858.37	

Money taken from 2020

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

The Library has purchased a Cricut Maker 3 for use with making craft supplies. This will save us a lot of time cutting out various paper items needed for crafts and also allow us to make more intricate crafts. And when we are allowed regular programming we can use it with adult programs such as card making.

The Library's insurance requires that staff have training in cyber security so I have asked IT at Chinook Arch to provide myself and staff with this training. We don't have a date at this time but it will most likely be over Zoom and the meeting will be taped as one staff member will have to stay at the circulation desk during the training and this way they can watch the video at a later date.

I am having IT source out and price Virtual Reality headsets for the Library as part of an in house program. Supply chain issues of course are still a problem with electronics. I will know more in a couple of weeks what is available. People will be able to come in to use the VR for gaming or experiences such as taking a virtual museum tour. There will be an age limit as per the recommendations of whichever brand we purchase. I have been in touch with a library in Coquitlam who has VR programming in place and their age limit is 13 and up. They also require anyone 13 - 17 to have a waiver signed by a parent/guardian and anyone 18+ just needs to sign the waiver. Once we have the VR programming in place we will also have a waiver.

Re: the Library required to provide training to staff and board on providing accommodation for patrons with disabilities: The Alberta Human Rights Commission (AHRC) website does provide training but only for employers in regards to providing accommodation to their employees. I contacted them asking if they could direct me to another organization that might provide the training we need and they did forward a link to the Canadian Library Association's "guidelines on library and information services for people with disabilities." They do not provide any training, however. The AHRC said that they found the Library Association of Alberta does not have any resources on this issue. They also pointed me in the direction of the Voice of Albertans with Disabilities society. I have emailed them asking if they can provide any training or direction on this issue. I have also emailed PLSB and Chinook Arch to see if they could help with resources for this training.

The AHRC does have a Duty to Accommodate PDF on their website which states:

Introduction

The Act recognizes that all people are equal in dignity, rights and responsibilities, regardless of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation. Each of the categories in this list is referred to as a protected ground.

Accommodation means making changes to certain rules, standards, policies, workplace cultures, and physical environments to eliminate or reduce the negative impact that a person or group faces because of a characteristic that falls within a protected ground or grounds.

The duty to accommodate is a responsibility of the employer, service provider, or landlord to adjust the conditions of employment or service in order to address any prima facie (on its face) discrimination.

The person who needs accommodation must participate in the accommodation process, cooperate with the employer, service provider, or landlord, and accept reasonable accommodation efforts.

In all situations where there is a duty to accommodate, the employer, service provider, or landlord must provide accommodation to the point of undue hardship. This publication explores the above concepts, and the duty to accommodate in various contexts.

I have highlighted the area that shows this publication could be used as a guide by libraries as we are a "service provider". I have printed off this PDF for staff to read. I can also provide copies to the Board although I have provided a link to this online PDF. This publication is from April of 2021.

Librarians Committee Meeting Report for January 10, 2022

IT updates: A new internal website will be up by end of January. Chinook Arch will be using Sharepoint for sharing files at HQ and will use Sharepoint to set up new internal website as the old one is clunky and not very functional anymore.

Digital Literacy Program Update: Class Number 7 (at Claresholm January 26) will be the last one. The program was run by Elizabeth Linville who will be done at end of March as she was hired specifically for the program by HQ with funding from a grant.

Radon Screening Kits: The kits will be updated with new labels and will be recalled for storage in May as they don't work properly in the warmer months. Libraries are reminded to please ask patrons to fill out the survey included with the kit.

Voices of the land: The Province of Alberta has a new indigenous story sharing platform. It is a digital public space for communities to create, share, discover and celebrate local indigenous content online. Their tagline: "Share your history, your knowledge, your vision, your voice." Libraries are encouraged to reach out to any indigenous peoples in their communities to give them the opportunity to share their stories and access this site. Chinook Arch may be add this to the Library webpages under E-Resources.

Changes to Overdrive/Libby: In effort to bring wait times down for holds Chinook Arch has decided to limit patrons to having 100 holds. Other libraries in the province limit the holds to 55 and under. This limit has already brought the wait time down by several days. Apparently some patrons are putting books on hold as a way of creating a list of books they want to read and libraries can steer them toward creating a tag in Libby which will do the same thing without needing to place a hold.

Coffee Chat: Chinook Arch will be having virtual Coffee Chats that will be on a monthly basis for Library managers to chat about what is happening in their library, share resources, etc. Chinook Arch will also be discussing resources. This is a very informal event.

System Agreement Overview: This was mentioned in the last report and at this meeting Chinook Arch CEO Robin Hephner went over it in more depth and reiterates that the major change is that Municipal Affairs will no longer be publishing a population report for the ... under the Finance/Treasury Board portfolio.

Plan of Service: Chinook Arch's current Plan of Service expires at the end of 2022. They will conduct a needs assessment and development a new plan for the years 2023–2026. Surveys will be sent out to system libraries to gather information. Robin will also be visiting each library board this year.



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

Librarians' Committee Meeting

January 10, 2022, 9:30 a.m.

via Zoom – Chinook Arch

DRAFT MINUTES

Present

Patty Abel, Champion
Jay Sawatzky, Claresholm
Dothlyn McFarlane, Coaldale
Diane deLauw, Crowsnest Pass
Nikki Francis, Glenwood
Michelle Dyke, Lethbridge
Barbara Longair, Lethbridge
Madeline Gormley, Lethbridge
Stephanie Humphreys, Magrath
Celia Lahd, Milo
Janice Day, Pincher Creek
Cathy Fischbuch, Pincher Creek
Faye Geddes, Raymond
Chris Vowles, Taber
Connie Clement, Vulcan
Andrea Tapp, Warner
Laura Quinton, Stirling
Sherry Malmberg, Arrowwood
Sharon Wollersheim, Coutts

Chinook Arch Staff

Carley Angelstad
Kerby Elfring
Amy Genesis
Joey Going
Trevor Haugen
Robin Hepher
Jennifer Latham
Elizabeth Linville
Heather Martin-Detka
Tracey Sawatsky
Pat Wauters
Gill Watkinson
Lisa Weekes

Regrets

Absent

Kim Shimbashi, Barnwell
Donna Beazer, Cardston
Kelsey Chic, Carmangay
Darlene Hofer, Fort Macleod
Kate Koch, Lomond
Bev Olson, Stavely
Peter Denmark, Milk River
Gloria McGowan, Nanton
Cheryl Garratt, Picture Butte
Gen Durupt, Vauxhall
Sharon Hagen, Enchant
Donna Pavey, Granum
Diane Wickenheiser, Hays
Kathy Goodstriker, Kainai
Marsha Edwards, Wrentham

b. DLEP – Digital Literacy Program Update

The final class of the DLEP program is about to start; if libraries prefer Zoom or in-person classes, Elizabeth asks libraries to let her know as soon as possible. There is also room in the schedule to offer a few repeats of classes or for custom classes; if libraries or their patrons are interested in either repeat sessions or custom classes, please let Elizabeth know as soon as possible, as availability is first-come first-serve. Elizabeth would also appreciate having patrons fill out their surveys – especially those doing the home study option. If more home study bags are needed for a particular class, please contact Elizabeth. Please do not return any extra home study bags just yet; feel free to hand those out to patrons if they come in wanting information on that topic. Elizabeth would also like to thank all the libraries for their support during the run of the program, and comments are welcome for the end of program reports.

J. Day thanks Elizabeth for all that she has done with the program.

c. Radon Screening Kits – Alberta Lung & NWT

Jacob Sperling with Alberta Lung & NWT (previously The Lung Association – Alberta & NWT) is our point of contact for the Radon Screening Kit program and the participant surveys. We have been asked to use his name and email (jsperling@ablung.ca) for any webpage, brochure or newsletter regarding the program. Stickers with new branding will be put on the kits.

d. Voices of the Land

Voices of the Land (voicesoftheland.org) is a digital public space to create, share, discover and celebrate Indigenous content online. It was developed by libraries throughout Alberta with support from the Public Library Services Branch. It is a collaborative project with Elders, Knowledge Keepers and community members who continue to work to gather and showcase stories that can support learning, understanding and celebration of Indigenous Peoples throughout Alberta and beyond.

K. Elfing gave a walk-through of the website, highlighting the “Share Your Story” button, featured stories, videos, and the map of where the stories have been submitted from. If there are Indigenous folks in your community who would like to share their stories this may be of interest. More promotional material will be coming.

There was interest from the libraries on whether or not this will be shared on the websites.

e. Changes to OverDrive/Libby Holds

In an effort to bring down hold wait times in OverDrive/Libby, holds have been brought down to 100. At the time there were only seven users with over 100 holds, and these seven users had 16% of holds. This will not affect the majority of users, as ~~of which had over 100 holds~~ and compared to other libraries in the province, this is a

from the Agreement to mitigate needing to go in and make updates to the Agreement if these details change again. Highlights include:

- Clause 3: outlines how the Agreement operates.
- Clause 4: the Agreement first came into play in 1992, marking 2022 as the 30th anniversary of Chinook Arch.
- Clause 5.1: municipalities appoint one member to the board.
- Clause 9: budget cycles have been updated to reflect actual practice: every 4 years updates are sent out, and 2/3 of councils representing 2/3 of the population have to approve the changes before they can be adopted.
- Clause 9.3: updated the language to say that population of a municipality is published by the Government of Alberta, instead of a specific department.
- Clause 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: Services provided include technical services (as in bibliographic services); materials and collections; delivery and communications; resource sharing; programs and services; training and consultation; and information technology support.
- Clause 12: Outlines the roles and responsibilities of local libraries, to differentiate between what local libraries do and what the regional library does.
- Clause 12.3: Lethbridge Public Library (LPL) is the Resource Centre Library for the system, and thus has its own separate agreement that outlines the services that LPL provides to the member libraries on behalf of the system.
- Clause 17: states that amendments are sent to municipalities, and that it is seen as a continuation to keep doing business under these new terms, thus why it was not sent out to member libraries.
- Schedules are updated when needed, such as when Nobleford joined. Schedule B will be updated with new four-year levy information. Chinook Arch can unilaterally lower the fee, but cannot do that with an increase in the fee – approval would be needed for that to happen. Robin also pointed out that the library board fee has not changed and does not foresee it changing, as libraries would have to ask for the municipalities to increase funding.

There was a request to have this on the website on the “About Us” page, where board minutes and financial information is shared.

i. Plan of Service - Needs Assessment – 2022 Process/Timelines

Because Chinook Arch is tied closely to municipal four-year cycles, the Chinook Arch Plan of Service naturally falls in line with that cycle. According to current legislation, System Libraries have to report on their Plan of Service every three years, but the Legislature will be opening and revising the Libraries Act and Regulations and this will be a continuation of the current Plan of Service and it is also the

patrons. Their Christmas colouring contest was popular, and Nikki is thinking of doing more of these. Their board meeting is next week, and she is hoping to plan some fun Valentine's Day or Family Day events. There is still a focus on grab-and-go kits.

Barb at LPL: the Children Department's December art gala (which was like a colouring contest) – had a virtual art gallery sharing all the drawings, January 27 is Family Literacy Day and LPL will have story kits going out for families to write stories, and those will be shared on the day of. In January and February LPL will start streaming programs via Zoom if it is a program that is expected to have a lot of interaction between participants and the program leader, or live streaming (such as Facebook Live) for programs expected to have less interaction. LPL has found that Facebook Live views often happen after the program. Kits are still popular, and as they are seeing visitations down and circulations down, they have begun putting together surprise book bundles, which have been well-received.

Michelle at LPL: the Banff Film Festival is upcoming this week. They have been busy because the current cold snap means more bodies in the building trying to stay warm.

Magrath: Hometown Christmas in December was done outside "trunk-or-treat" style in front of the library. They had the library open so people could come in and warm up by the fire. The library has bought a Cricut and is using it for displays and programming. They are struggling to bring people in: as the library is located in the same building as the school, the kids do not want to be in the library after school, and parents do not want to take the kids to the library during off-school time.

Milo: ran a raffle in December, which was a nice fundraiser. They hosted a Christmas market where local vendors brought in their things, and while people came in, it did not lead to much for library engagement. Their next board meeting is this evening.

Pincher Creek: Cathy said it is great getting re-acquainted with the community. The biggest thing so far is seeing how the library has changed since she was a patron there herself, and she was glad to see the snow shoes and skis are being used.

Stirling: Laura had been out until last week due to surgery. She is now getting back, and dealing with the weather. The library had been quieter last week than anticipated.

Taber: the annual Christmas concert was full with a waiting list. The Grinch came and Kid Zone came for that. PJ and Hot Chocolate Day was on December 23, and there was a Switch tournament on December 29, which was well received. The library will be hosting a Literacy Day event with Taber Lost Paws, in which participants can read to a dog. In February, library staff will be participating in Mental Health First Aid, presented by St. John's Ambulance via Zoom.

Warner: lost an instrumental community member, and the concern for the family has meant the library has been quiet. The library has partnered with the school for a Lego Club and is ... school's order will be before they move forward. Two high school

AGENDA

1: CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from January 21, 2022

4: CORRESPONDENCE

4.1 Community Donation and Operational Grant Policy from the Town of Claresholm

5: FINANCIAL

5.1 Financial report for end of January 2022

6: REPORTS

6.1 Library Manager's report

7: NEW BUSINESS

7.1 Annual Report

7.2 "Community Donation and Operational Grant Policy" from the Town of Claresholm

7.3 Board review of policies and procedures to ensure they are consistent with the its obligations under the *Alberta Human Rights Act* to accommodate physical and mental disabilities

8: OLD BUSINESS:

8.1: Plan of Service

9: CLOSED SESSION (if required)

10: ADJOURNMENT

MEETING MINUTES

In attendance: Jay Sawatzky, Kelsey Hipkin, Brad Schlossberger, Tony Hamlyn, Joanna Ridley, Earl Hemmaway, Kendall Schille

Regrets: Donna Meister, Ashley Tebbutt

1: CALL TO ORDER

5:00 pm

2: APPROVAL OF AGENDA

Motion to approve: Brad S

3: APPROVAL OF MINUTES

3.1 December 21, 2021 Organizational Meeting Minutes

3.2: December 21, 2021 Regular Meeting Minutes

Motion to approve 3.1: Earl H

Motion to approve 3.2: Kendall S

4: CORRESPONDENCE

None

5: FINANCIAL

5.1 Financial report for end of December 2021

- Some copy increases with popularity of the craft kits - Jay might put towards programs instead of printing

Motion to accept report as presented: Kelsey H

6: REPORTS

6.1 Library Manager's report

- Library purchased Cricut maker for craft supplies
- Library insurance requires staff have training in cyber security, Jay looking into it
- IT sourcing VR - 13-18 will require guardian waiver and 18+ will be required to sign a waiver

MEETING MINUTES

- Radon screening kits are being rebranded and will not be available during warmer months
- A limit for patrons to 100 holds
- Chinook Plan of Service expires end of 2022

6.2 Librarians Committee Meeting report from January 10

Motion to accept as presented: Joanna R

7: NEW BUSINESS

- Proposal of paying Kathy Davies a stipend for her help with library tax information

Kendall S makes a motion we pay \$300-\$350 in recognition of the work Kathy Davies has done in aiding the library

Carried

- PLSB training - Jay asked board their ideal times for meeting.

ACTION: Jay will confirm training dates - preferably evening not on Monday or Wednesday
- with PLSB instructor

8: OLD BUSINESS:

8.1: Duty to accommodate training

-Jay has done some research on Project ENABLE

Projectenable.syr.edu/training/modules

9: CLOSED SESSION (if required)

None

10: ADJOURNMENT

5:20 pm

Next Meeting: Tuesday February 15, 2022 at 5 pm

 Claresholm	Community Donation and Operational Grant Policy	Policy #5.1.01	
Department Owner:	Finance		
Policy Applies To:	Non-Profit Community Organizations		
Date Created:	Dec 2015	Date Approved By Council:	January 24, 2022
Version #:	2.0	Resolution #:	22-010
Last Review Date:	January 14, 2022	Policy(ies) Replaced/Rescinded:	V1.0

Intent

To establish the funding criteria and application procedure for requests for financial or in-kind assistance from individuals, or community groups and organizations, in the Town of Claresholm.

To provide Council with a consistent response and clear direction to requests for donations and operational grants from individuals or community groups.

To secure an open and transparent decision-making process for requests.

To provide clear procedures for staff when responding to requests.

To match the Town of Claresholm Strategic Goals and Priorities.

Policy

The Town of Claresholm recognizes the many benefits that various groups, organizations, volunteers, and events provide to the Municipality; specifically, by promoting and improving upon the cultural, social, and economic well-being of the community. The Town of Claresholm is thus committed to treating all requests for contributions and grants in a consistent, fair, and equitable manner subject to local needs, priorities, and to Council's approved budget. Council also recognizes that citizens have the right to expect that tax dollars will be expended in a manner that is justifiable, fair and holds groups accessing public funds accountable for their spending.

Definitions

"Community Donation" shall be any direct monetary contribution from the Town of Claresholm to the applicant.

"Community Project Funding" shall be a one-time assistance either as seed funding for the start-up of an organization/project, or funds for a short-term undertaking with a start-up and completion date or loan guarantees to assist an organization in acquiring the financial assistance, from financial institutions, needed to support the construction of the project or support for a specific project.

"In-Kind Contributions" shall be based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind contributions, it is recognized that the contribution will involve either an expense or foregone revenue for the Town of Claresholm.

- Use of facility (rental fee reduced/waived)
- Staff support - expertise for an event (wages reduced/waived)
- Use of Town of Claresholm owned equipment (rental fee reduced/waived)
- Use of Town of Claresholm owned materials (fee reduced/waived)

"Special Event" shall be defined as any one-time or first-time event that is of cultural, social, or recreational significance to the community and which may have participation of more than one organization.

"Community Event" shall be a recurring event that Town Council has determined provides some significant benefit to the broad community, and is open to all members of the public.

"Operational Grant" shall be funding provided to assist non-profit community groups with yearly operating expenses. This would generally be amounts in excess of \$5,000 and recurring in nature.

Eligibility

The following are eligible to apply:

- Individuals, groups, or organizations based in the Town of Claresholm;
- Are a non-profit entity;

Ineligibility

The following are not eligible to apply:

- Recipients of other funds from the Town of Claresholm;
- A Federal or Provincially funded initiative;
- For-profit/private companies
- A registered political party, registered constituency association or registered political candidate;
- Individuals or groups raising funds on behalf of another group who would not otherwise be eligible;
- Any entity proposing activity that is contrary to the policies of the Town of Claresholm, or an activity which is deemed to be unlawful, or would incite hatred towards any group;
- Requests for assistance to attend conferences, and sponsorships of individuals or groups attending or participating in sporting events

Application Guidelines

Community Donations, In-Kind Contributions, Community Project Funding and Community or Special Events

1. Requests of this kind will be accepted on an ongoing basis, and must be in writing to the CAO on the prescribed form (Schedule "A", Application for Donation);
2. The applicant must demonstrate the need for the specific request, as well as effort to raise funds from sources other than the Town of Claresholm;
3. Successful applicants must:
 - a. Use or distribute the donation wholly within the Town of Claresholm through the events or activities associated with the donation;
 - b. Agree to acknowledge the Town contribution in all publicity relating to the event or activity to which the donation applies.

Operational Grants

1. All requests for Operational Grants shall be directed in writing to the CAO and must

include an itemized budget, detailing how the grant will be utilized and prior year financial statements. Returning applicants must provide a report detailing how the previous grant was utilized (See Schedule "B" for Application). Applicants may be requested to appear before Council to present their application;

2. To align with the Town's budgeting processes, Operational Grant requests must be submitted by the end of February;
3. The Town of Claresholm will only provide Operational Grant funding to organizations, groups or societies in the community, provided the organization, group or society has included a voting position on their Board for a Council appointed member/representative, and that the position is filled;
4. Council has deemed that Operational Grants to private causes or individuals, or, organizations, groups or societies for which there is no assigned Council representative, is an inappropriate use of municipal finances. If a request is received from an organization for which there is not currently a voting position on the Board for a Council appointed member, before any request would be entertained, the organization, group, or society would be required to create such a position as a condition of the funding.

General Guidelines for Council and Administration

1. All requests should be assessed based on the availability of the requested resource, potential financial impact to the Town of Claresholm, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact;
2. Council, at its discretion may or may not grant a request. There is no guarantee that a request will be approved;
3. Funding may not exceed the approved yearly budget amount unless by resolution of Council;
4. In approving donations/requests, Council may impose conditions and/or restrictions as it deems fit;
5. Council decisions are final;
6. Applications for In-Kind non-financial assistance will be forwarded to the respective department for review with a report to Council for consideration and approval. Each department will keep a detailed listing of all in-kind services offered in a calendar year and this will form part of the budget process;
7. Administration will provide a written response to each applicant after Council has made a decision;
8. Council approval is not a commitment that the Town will continue such donations or grants in the future.

Requests for assistance outside scope of policy:

Nothing in this policy prohibits Town Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merit and any assistance provided will be without precedent.

Town of Claresholm Application for Donation
(Policy 5.1.01 – Schedule "A")



Date of Application: _____

Date of Event: _____

1. Applicant Information

Name of Applicant: _____

Address: _____

Contact Person: _____

Phone, Fax, Email: _____

2. Type of Organization: (circle) ARTS/CULTURE RECREATION/SPORTS EVENT OTHER(specify) _____

3. Is the Organization registered with Revenue Canada as a Charity? (circle) YES NO

If yes provide registration date & # _____

4. Is the Organization incorporated as a non-profit organization? (circle) YES NO

If yes provide registration date & # _____

5. Type of Donation: (check and explain)

- | | |
|--|---|
| <input type="checkbox"/> COMMUNITY EVENT | <input type="checkbox"/> SPECIAL EVENT |
| <input type="checkbox"/> COMMUNITY PROJECT FUNDING | <input type="checkbox"/> DONATION - Financial Assistance |
| <input type="checkbox"/> IN-KIND CONTRIBUTION - Fee Waiver | <input type="checkbox"/> IN-KIND CONTRIBUTION - Service, Equipment or Materials |
| <input type="checkbox"/> Other (explain): | |

Explanation:

Amount (value) Requested: _____

6. Details of how the funds will be expended:

9. Is a copy of the organization's operational or project budget attached?

YES

NO

7. Previous Donations

Has your organization received donation from the Town of Claresholm in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds

8. Organizational Information

What services or activities does your organization provide to the Town of Claresholm residents? (Please attach a list of membership/executive)

Describe in broad terms the principal objective of your organization or initiative:

How will your organization acknowledge the Town's donation?

10. Please provide a detailed list of all sources of funding for the organization.

Funding Source	Amount	Recommended Use of Funds

**Town of Claresholm Application for
Operational Grant**
(Policy 5.1.01 – Schedule “B”)

DUE ON FINAL BUSINESS DAY OF FEBRUARY



Date of Application: _____

Applicant Information

Name of Applicant: _____

Address: _____

Contact Person: _____

Phone, Fax, Email: _____

Amount Requested: \$ _____ Date funding is Required: _____

A complete application must include the following. Where applicable you may use the templates below or attaching separate documents:

- Description of Request (Rationale for Town Funding)
- Operating or Grant Budget for Period Grant is Being Requested
- Most Recent Annual Financial Statements (*Signed by two Board Members*)
- Report on use of prior year grant funding (most recent annual financials may be sufficient)

Cheque is payable to: _____

Applicant Name and Position: _____

Applicant Signature: _____

Date: _____

Please submit applications to:

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

You may also email applications to info@claresholm.ca

The personal information collected on this form is collected for the purpose of determining eligibility for the applicant to receive support for an event or activity. The information is collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information should be directed to the FOIP Coordinator at the address noted above.

Claresholm Public Library - Draft Budget for 2022

REVENUES			
Department		Proposed Budget 2022	January
Government Contributions	Town of Claresholm	\$190,000.00	\$41,250.00
	Province of Alberta	20,857.00	0.00
	M.D of Willow Creek	12,052.00	0.00
	Rural Library Services Grant	192.00	0.00
	M.D. of Willow Creek Library Board	4,833.00	0.00
	Sub-total	\$227,934.00	\$41,250.00
Other Revenue	Private Library Endowment	25,000.00	0.00
	Book Sales	600.00	72.45
	Donations	1,500.00	106.05
	Membership Fees	10,000.00	710.00
	Fines	700.00	106.85
	Room Rental	1,000.00	1,200.00
	Equipment Rental	100.00	50.00
	Photocopies/PC Copies	1,800.00	87.45
	Miscellaneous	50.00	13.00
	Interest Revenue	40.00	5.52
	Friends of the Library-Donations	0.00	0.00
	Sub-total	\$40,790.00	\$2,351.32
	Total Revenue		\$268,724.00

EXPENDITURES

Department		2022 Budget	
Staff	Staff		
	Salaries and Benefits	\$ 162,500.00	11,376.44
	Employee Course & Conference Fees	1,200.00	0.00
	Travel & Hospitality	500.00	0.00
	Sub-total	\$164,200.00	\$11,376.44
Library Resources	Books	15,000.00	15.95
	Periodical Subscriptions	700.00	307.67
	Audio-Visual	1,500.00	46.95
	Sub-total	\$17,200.00	\$370.57
Administration	Financial Review	100.00	0.00
	Board Conference & Other	1,000.00	0.00
	Equipment Rental/Maintenance	700.00	43.71
	Legal Fees, Bank charges	1,000.00	0.00
	Library Supplies	1,500.00	8.58
	Computer software	1,000.00	0.00
	Association Fees	350.00	0.00
	Postage	50.00	0.00
	Programs	3,500.00	304.67
	Volunteers	2,300.00	325.00
	Stationary, printing, & copier supp	2,200.00	173.55
	Telephone	3,000.00	163.80
	Fund Redistribution	0.00	0.00
	Sub-total	\$16,700.00	\$1,019.31
Building Costs	Insurance	2,200.00	0.00
	Cleaning Supplies	1,000.00	0.00
	Natural Gas & Power	15,000.00	916.40
	Security System	1,000.00	40.95
	Utilities	3,500.00	275.51
	Rent	1.00	1.00
	Sub-total	\$22,701.00	\$1,233.86
Transfer Payments	Chinook Arch Regional Library	14,000.00	0.00
	Sub-total	\$14,000.00	\$0.00
Maintenance	Building Repair and renovations	1,923.00	0.00
	Furniture and Equipment	4,000.00	90.49
	Sub-total	\$5,923.00	\$90.49
Other	GST Paid	3,000.00	379.97
	Special Projects	25,000.00	5,632.63
	Sub-total	\$28,000.00	\$6,012.60
TOTAL EXPENDITURES		\$268,724.00	\$20,103.27

Library Manager's Report

For the month of January Barb Collins, a new resident to Claresholm from B.C., had her art on display. For the month of February local artist Tanya Klingsh will have her watercolours in the Library.

Dave Poulsen, our program coordinator, wants to turn the Library into the Harry Potter Experience for Halloween. This is a big undertaking as sets and props will have to be built so the staff has already started. The basic plan at the moment is to have one part of the library be Hogwarts and another be a couple of the shops in Diagon Alley. We are making wands to hand out to the kids and hope to serve Butterbeer. Because of all the work involved we will have to shut the Library down for a couple of days beforehand to get everything in place and we will run this over two nights. Funding for this will come out of the yearly private endowment to the Library under programs.

We are also preparing for the Pink Tea in October. Dave Poulsen has written a letter to Her Right Honourable Beverly McLachlin asking her to be the guest speaker, via Zoom, for the event as she was a member of the Supreme Court of Canada and is also a published author.

The Claresholm Animal Rescue Society (C.A.R.e.S.) held a silent auction fundraiser in the Library February 1 to 14.

The Town of Claresholm is writing a grant for funding for capital expenditures. If they receive the grant some of the money could possibly be used to replace the Library's 3 HVAC units. They are currently serviced twice a year by AirTech Heating & Air Conditioning in Lethbridge who have given the Town a quote on replacement. 4 Seasons Home Comfort in Lethbridge will also be providing a quote. The HVAC units were installed in 2004 and have a life expectancy of 10 to 15 years and currently do not need replacing as per Mike Schuweiler.

The Town of Claresholm would like a three year budget along with a five year capital expenditures budget from the Library so I have asked Floors First Vulcan to provide a quote for replacing our current carpet with carpet tiles. I am also trying to get a quote to replace the lights with LEDs. Our Plan of Service states that our objective is to have new carpet, paint and furniture by 2024. The main Library, the Kathy Davies Room and some shelving were repainted when we were shut down by Covid restrictions.

The Town of Claresholm has switched our energy provider from ATCO Gas to Campus Energy as of January 1 of this year. We will be paying them for gas and electricity for the next five years.

Shirley Isaacson has completed the independent financial review of the Library's finances for 2021. I now need to complete the 2021 Statement of Receipts and Disbursements.

The Government of Alberta introduced new public health measures Feb. 8. and libraries are no longer subject to capacity restrictions so we can resume programming. As of March 2 our Tales and Rhymes Program for kids 0-6 years will run every Wednesday morning until the end of May.

I will be speaking with Dave about getting some adult programming up and running as well. We will talk about our Plan of Service's objective to host events relating to the culture and heritage of the community and surrounding area. Dave's "In Conversation With Special: Welcome Week Panel" touched on this theme as he welcomed and interviewed four community members who immigrated to Canada (from South Africa, Lebanon, the Philippines and Zambia). This was uploaded to our Youtube channel and has received 38 views.

I would like to close the Library on Monday March 7th for staff training re Duty to Accommodate. Schedule F of the Library's Bylaws states: "The Board has authorized three Professional Development Days for the staff. They will be held on a Monday in March, August and November."

Claresholm

2022 Public Library Survey and 2021 Annual Report

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

Date approved by library board

2022 Alberta Public Library Survey
 For the Alberta Public Library Survey section (up to but not including the "Library Board - Governance section"), please report CURRENT YEAR (2022) information.

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

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

Phone, Fax, Email, Website

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

Address

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

Contacts

	Name	Email	Phone	Alternate phone
Library Manager	Jay Sawatzky	jsawatzky@claresholmlibrary.ca	403-625-4168	403-614-2977
Respondent (if different than above)				

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

Library Board Term - this is the length of time an individual has been appointed by municipal council to sit on the library board (up to three years). This does not refer to an individual's length of the board, e.g. chair, secretary.

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

	Name	Address	Phone	Email	Library board term expiry (year/month/day)
Chairperson	Tony Hamlyn	P.O. Box 2938, Claresholm T0L 0T0	403-489-0380	thamlyn2018@gmail.com	2024-11-15
Board Member 1	Earl Hemmaway	P.O. Box 153, Claresholm T0L 0T0	403-625-2251	edhemm@cclwireless.ca	2024-11-15
Board Member 2	Kelsey Hipkin	P.O. Box 111, Claresholm T0L 0T0	403-700-8698	kmhipkin@gmail.com	2024-06-30
Board Member 3	Donna Meister	P.O. Box 1353, Claresholm T0L 0T0	403-617-2527	d.dodge97@hotmail.com	2024-11-15
Board Member 4	Joanna Ridley	P.O. Box 2429, Claresholm T0L 0T0	403-625-1525	joannaridley@shaw.ca	2024-05-31
Board Member 5	Kendall Schille	P.O. Box 3002, Claresholm T0L 0T0	403-625-4404	kschille@north-co.com	2024-11-15
Board Member 6	Brad Schlossberger	P.O. Box 117, Claresholm T0L 0T0	403-625-6206	brad.schlossberger@claresholm.ca	2024-11-15
Board Member 7	Ashley Tebbutt	P.O. Box 62, Granum T0L 1A0	403-793-1239	Ashley.Tebbutt@ufa.com	2023-10-31
Board Member 8					
Board Member 9					

2021 Annual Report
 The following sections make up the annual report portion of the form. Please fill in the data for the reporting year (2021).

Library Management - Governance

Library board email (e.g. libraryboard@abc.library.ca)	Board meetings held (e.g. Jan 26, Feb 13)	Board volunteer hours	Buildings owned
manager@claresholmlibrary.ca	Jan 19, Feb 16, Mar 16, Apr 20, May 18, Jun 15, Sep 21, Oct 19, Nov 16, Dec 15	135	100 Municipal

Library Hours
 Hours Open Per Year
 For the reporting year. Include hours during the pandemic closure periods (January 1 to March 1 and April 7 to June 10) when

Summary of Impact of pandemic on hours

As per the Government of Alberta we were closed: January 1 to March 3; April 7 to June 9. We provided curbside pickup at this time

Personnel

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

Staff

Report qualifications and the number of all paid staff (full and part time) who worked at the library whether they were paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (paid leaves as per a collective agreement can be included). You may need to get this figure from the individual or agency that does your staff payroll.

NOTE: If staff were laid off and re-hired, they are counted as two separate "bodies," therefore they should be counted twice. This will mean that the number of employees will likely increase from last year, while the total hours per year will decrease.

Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	# Employees		Total Hours/Yr	
MLIS or equivalent	0	1	0.00	1,912.00
Other university degree	2	0	222.25	6.00
Library technician	0	0	0.00	0.00
Library operations certificate	0	0	0.00	0.00
Other tech/college diploma	1	0	1,951.00	0.00
Other	5	6	3,198.00	4,609.00
Total staff	8	7	5,371.25	6,671.00

Volunteers

Report the number of volunteers that assisted with library activities, and the total number of volunteer hours for the reporting year.

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

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

	# Volunteers		Volunteer Hours/Yr	
Library Operations	7	7	725.00	950.00
Library Programming	0	1	0.00	12.00
Fundraising (aside from a Friends group)	0	0	0.00	0.00
Outreach	0	0	0.00	0.00
Total Volunteers	7	8	725.00	962.00
Friends of the Library	10	0	35.00	12.00

Collections/Resources

Collection Management

	Acquired		Withdrawn	
Print Items	1,003	767	654	3,164
Non-print items	63	48	81	300
Total	1,066	815	735	3,464

Print Items

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

Print Volumes	Periodicals (number of issues)	Total Print
28,491 28,324	309 243	28,800 28,567

Non-Print Items

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

Audiobooks	Music	Video	Software/games/CDs	Objects	Other	Total non-print
882 741 477 424 2,721 2,658 0 1 44 38 292 267 20 0 4,436 4,138						

Virtual Items (Licensed by the board)

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

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

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

Library Board Contributions

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

Contribution
\$0.00 \$6.00

Totals

Total licensed virtual collection	Total collections
11,748	32,705

Adult print	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
16,155	11,576	410	266	9,708	4,457
				5,135	4,382
				52	23
				842	552

Direct Circulations, continued

Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
8	21	327	242	0	7,659
					32,637
					29,958
					0
					0
					32,637
					29,958

Interlibrary Loan

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

	I.L. borrowed within Alberta	I.L. lent within Alberta
Within Alberta (including within library system)	83	52
Outside of Alberta, but within Canada	0	47
Outside of Canada	0	0
Total	83	193

Information Services & Use

Reference transactions, examination services, library visits (in person and virtual) and in-house use of materials.

Reference Transactions

Using either an estimate or an actual count, report the number of reference transactions during the reporting year.

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

Estimate

If reference transactions were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of transactions recorded for the count week
2. The total number of weeks that reference service was available to library users during the reporting year, up to a maximum of 50 weeks

If the physical library was closed due to the pandemic but reference services were still available to library users, please include those weeks in the count (in addition to the weeks that the physical library was open to the public).

# of reference transactions during count week	# of weeks reference service was available	Estimate of reference transactions
N.A.	Data not available	0

Actual Count

Only complete this field if reference transactions were recorded as an actual count throughout the reporting year.

Total reference transactions (actual count)
3,904

Examination Services

If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If examination services are not provided at the library, please select "Not applicable".

Total number of exams
5

In Person Visits

Using either an estimate or an actual count, report the number of visits to the library, including each time an individual re-entered the library. If applicable, also include visits to smartlockers and visits for curbsidehold pick ups.

Estimate

If in person visits were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of in person visits recorded for the count week
2. The total number of weeks that library users were able to visit the library and receive service, up to a maximum of 50 weeks

If the physical library was closed due to the pandemic but library users could access curbsidehold pick up, please include those weeks in the count (in addition to the weeks that the physical library was open to the public).

# of library visits during count week	# of weeks the library provided in person service	Estimate of in person visits
329	50	16,450

Actual Count

Only complete this field if in person visits to the library were recorded as an actual count throughout the year.

Total in person visits (actual count)
N.A.

Virtual Visits

Report the number visits to the library's website. If you do not have a library website or an online catalogue, select "Not applicable".

Visits to library website
23,336

In Library Material Use

Using either an estimate or an actual count, report the number of physical materials used in the library but not circulated during the reporting year.

Estimate

If in library material use was counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of materials used (but not circulated) for the count week
2. The total number of weeks that library users were able to visit the library and access the physical library collection, up to a maximum of 50 weeks

Only complete this field if in library material use was recorded as an actual count throughout the reporting year.

Total in library material use (actual count)
N.A. Data not available

Programs

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

Please report the total number of program participants and sessions per age category, combining in person, pre-recorded and live virtual programs.

NOTE: if you are able to break down your attendance by the different types of program delivery (Live, pre-recorded, in person, etc.) you can provide the data in the note field.

How to count for the different types of program delivery:

In person programs:

Total number of in person sessions: count each program that was offered.

Total number of participants: count each individual that attended. If your program is a registered program, for example 6 sessions with 21 people registered to attend, it would be counted as 6 x 21 for a total of 126 participants. Public libraries housed in schools - DO NOT count weekly class visits to the library, unless each class would have come to the public library every week even if it was housed in another building elsewhere in town. Weekly class visits are a program of the school.

Live virtual programs:

Total number of live virtual sessions: count the number of live programs offered across all the various platforms you used to deliver them.

Total number of live virtual viewers: use the peak number of viewers, if possible. This one is admittedly tricky as there may be differences in stats recording across different platforms, and in some instances the data may be gone and not recoverable. Provide the most accurate information you have, and use the notes field in the LibPAS to provide any comments you have about the data.

Pre-record virtual programs:

Total number of pre-recorded virtual sessions: count each video/program once.

Total number of pre-recorded virtual viewers: use total number of views for the duration the pre-recorded program was available (if it is no longer online), or as of December 31, 2021 if it is still available. Note that you may need to keep track of this number if the video will be available in 2022 for reporting on additional views in 2022 (e.g. to calculate views after Dec 31, 2021).

Other types of non-traditional programs, e.g. phone programs:

We are aware that some libraries were doing one on one or phone type programs. These you would track as you would an in person session, by counting the number of times it took place and how many participants were involved.

	Total # of programs offered (in person, virtually, etc.)		Total # of participants (in person, virtually, etc.)	
Children's	10	28	84	304
Young adult	1	1	2	1
Adult	16	6	457	103
Family/multigenerational	1	3	321	31
Other	0	1	0	0
Total	28	39	864	445

Outreach

Report the total number of outreach programs (all age categories combined). An outreach program is a program run by library staff and/or library volunteers that does not take place within the library -- note

Total # of outreach programs offered	Total # of outreach program participants
4	693

Library Awareness

Count of activities that the library participated in which promoted awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.

Total # of library awareness sessions	Total # of library awareness participants
1	31

Social Media

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

Name of Platform	Username/URL	Metrics
Facebook	https://www.facebook.com/clarlibrary/	746 followers
Instagram	https://www.instagram.com/claresholmpubliclibrary/?hl=	338 followers
Twitter	https://mobile.twitter.com/clarlibrary	201 followers
Youtube	https://www.youtube.com/results?search_query=claresh	19 subscribers

Cardholders, Fees, Facilities

Total cardholders

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

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

Total Cardholders (resident and non-resident)
1,021 1,056

Card fees

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

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

Family	No	\$0.00
Other	Yes	\$30.00

Facility size

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

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

Facility status

These fields are to report on the status of library facilities during the reporting year, separate from the impact of the pandemic. If you wish to report on how the pandemic affected library hours and service availability, please do so in "Library Hours - Summary of Pandemic Impact". If you have other comments about the impact of the pandemic on library service delivery, please use the "Comments" box at the end of the annual report.

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

Electronic Performance Measures

Workstations

Workstations with internet access	Workstations without internet access	Mobile workstations	Total workstations
5	0	1	6

Workstation sessions

Estimate

If workstation sessions were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of workstation sessions for the count week
2. The total number of weeks that public computer access was available library users during the reporting year, up to a maximum of 50 weeks

If the library has not reopened with access to public computers since the pandemic closures and a count week was not completed prior to the closure, please select "Data not available."

Total workstation sessions during count week	# of weeks public computer access was available	Estimate of workstation sessions
41	36	1,476

Actual Count

Only complete this field if workstation sessions were recorded as an actual count throughout the reporting year.

Total workstation sessions (actual count)
N/A

Workstation hours

Report the total hours that public workstations were used during the count week. For example, if workstation sessions are 1 hour in length, then track the total number of sessions during the count week (estimate) or the entire year (actual count) and report the number of hours. If workstation session times vary, there will have to be some kind of method employed to determine the hours that the workstations were in use.

Estimate

If workstation hours were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of workstation hours recorded for the count week
2. The total number of weeks that computer access was available to library users during the reporting year, up to a maximum of 50 weeks

If the library has not reopened with access to public computers since the pandemic closures and a count week was not completed prior to the closure, please select "Data not available."

Total workstation hours during count week	# of weeks public computer access was available	Estimate of workstation hours
31	36	1,116

Actual Count

Only complete this field if workstation hours were recorded as an actual count throughout the reporting year.

Total workstation hours (actual count)

Workstation use

Indicate the length of time (in minutes) that constitutes a workstation session in your library. Report the number of minutes only (e.g. 60 minutes to indicate 1 hour). If the length of workstation session varies, please provide an average for the session length. If the length of a workstation session is fixed, please provide the fixed length.

Length of workstation sessions (in minutes)	Percentage of time workstations in use
60	8.57%

Public Wi-Fi sessions

Estimate

If Wi-Fi sessions were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of Wi-Fi sessions for the count week
2. The total number of weeks that Wi-Fi was available to library users during the reporting year, up to a maximum of 50 weeks

If the physical library was closed due to the pandemic but Wi-Fi was still available to library users (e.g. in the parking lot), please include those weeks in the count.

Estimate of Wi-Fi sessions

5,053

9,213

Accomplishments & Comments

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

Accomplishments/Comments

Our public computer use was down again in 2021 as the Claresholm Centre for Health and Addiction is still not allowing p

AGENDA

CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from February 15, 2022

4: CORRESPONDENCE

4.1 Community Foundation Lethbridge + Southwestern Alberta

5: FINANCIAL

5.1 Financial report for end of February 2022

5.2 Community Foundation Fund Report

6: REPORTS

6.1 Library Manager's report

7: NEW BUSINESS

7.1 Replace existing fluorescent lights with LEDs

7.2 Proposal to rename the Bill Simpson Room

8: OLD BUSINESS:

8.1: Review of Library Policies re: duty to accommodate.

9: CLOSED SESSION (if required)

10: ADJOURNMENT

Meeting Minutes

In attendance: Earl Hemmaway, Kendall Schille, Joanna Ridley, Brad Schlossberger, Donna Meister, Ashley Tebbutt, Tony Hamlyn, Jay Sawatzky, Kelsey Hipkin

1: CALL TO ORDER

5:00 pm

Jay adding to correspondence: Community Donation and Operational Grant Policy from the Town of Claresholm

Motion: Ashley T

Carried

2: APPROVAL OF AGENDA

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from January 21, 2022

Motion: Brad S

Carried

4: CORRESPONDENCE

Community Donation and Operational Grant Policy from the Town of Claresholm

5: FINANCIAL

5.1 Financial report for end of January 2022

- Question on periodicals - most renew in January

Motion to approve: Earl H

Carried

6: REPORTS

6.1 Library Manager's report

- Tanya Klingsh watercolours in February - local artist
- David Poulsen - Hogwarts/Harry Potter display for Halloween
- Two quotes for HVAC \$75k and \$50k
- Closure of the library on March 7 for staff training - in the policy - board okay with
- Programming can resume as of Feb. 8
- Shirley Isaacson completed independent financial review

Meeting Minutes

Carried

7: NEW BUSINESS

7.1 Annual Report

- Jay presents

Motion to approve: Joanna R

Carried

7.2 "Community Donation and Operational Grant Policy" from the Town of Claresholm

- Board jointly reviewed form and decided on answers - Jay will input and submit

7.3 Strike a committee for policies for duty to accommodate

- Jay has done some preliminary work in preparation
- Due middle of May
- Tony H, Kendall S and Kelsey H will join committee
- ACTION: Kendall will book committee meeting

8: OLD BUSINESS:

8.1: Plan of Service

- Plan of Service good until 2024
- Board review current plan

9: CLOSED SESSION (if required)

- N/A

10: ADJOURNMENT

Adjourned: 5:35 pm

Next Meeting: Tuesday March 15, 2022 at 5 pm



March 4, 2022

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

Dear Tony,

I am happy to enclose the 2021 fund report for the Claresholm Public Library. As your fund report will show, our investments enjoyed a very positive rate of return last year, despite early predictions that the markets would not be overly strong due to the ongoing COVID-19 pandemic, and in spite of the fact that the bond market, which saw returns as high as 9% in 2020, was a disappointment through much of 2021. Many bonds, for example, posted a loss last year, but our portfolio, fortunately, includes some "High Yield" categories, namely the PH&N and RBC High Yield Bond Funds, which delivered returns of 5% or more. Also contributing to our success are Canadian and US equities, both of which were up about 25% or more. We also have a small allocation invested in the RBC Canadian Core Real Estate Fund, which enjoyed a favourable return on investment. We do our best to remain a prudent fund steward and we work closely with our investment counsel to maximize our returns while minimizing our risk. I hope you agree that we succeeded last year.

Also enclosed in your package is the 2022 edition of our annual *Giving Together* publication. We thought it fitting that, given we are entering our third year of the pandemic, this edition of *Giving Together* focus on our community's resiliency by highlighting some innovate and creative work happening across the region. I am always so proud to share this publication with our community to showcase the positive impact donors help us make. Last year, thanks to the support of our donors, the Community Foundation awarded over \$1.366 million in grant funding throughout Southwestern Alberta.

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

All best wishes,

Charleen Davidson
Executive Director

REVENUES				
Department		Proposed Budget 2022	January	February
Government Contributions	Town of Claresholm	\$190,000.00	\$41,250.00	0.00
	Province of Alberta	20,857.00	0.00	0.00
	M.D of Willow Creek	12,052.00	0.00	0.00
	Rural Library Services Grant	192.00	0.00	0.00
	M.D. of Willow Creek Library Board	4,833.00	0.00	0.00
	Sub-total	\$227,934.00	\$41,250.00	
Other Revenue	Private Library Endowment	25,000.00	0.00	0.00
	Book Sales	600.00	72.45	62.25
	Donations	1,500.00	106.05	51.65
	Membership Fees	10,000.00	710.00	512.52
	Fines	700.00	106.85	64.69
	Room Rental	1,000.00	1,200.00	0.00
	Equipment Rental	100.00	50.00	50.00
	Photocopies/PC Copies	1,800.00	87.45	108.05
	Miscellaneous	50.00	13.00	1.00
	Interest Revenue	40.00	5.52	5.01
	Friends of the Library-Donations	0.00	0.00	0.00
	Sub-total	\$40,790.00	\$2,351.32	\$855.17
	Total Revenue		\$268,724.00	\$43,601.32

EXPENDITURES				
Department		2022 Budget		
Staff	Staff			
	Salaries and Benefits	\$ 162,500.00	11,376.44	12,116.37
	Employee Course & Conference Fees	1,200.00	0.00	0.00
	Travel & Hospitality	500.00	0.00	0.00
	Sub-total	\$164,200.00	\$11,376.44	\$12,116.37
Library Resources	Books	15,000.00	15.95	427.73
	Periodical Subscriptions	700.00	307.67	
	Audio-Visual	1,500.00	46.95	26.99
	Sub-total	\$17,200.00	\$370.57	\$454.72
Administration	Financial Review	100.00	0.00	
	Board Conference & Other	1,000.00	0.00	
	Equipment Rental/Maintenance	700.00	43.71	43.70

	Library Supplies	1,500.00	8.58	64.18
	Computer software	1,000.00	0.00	
	Association Fees	350.00	0.00	105.00
	Postage	50.00	0.00	
	Programs	3,500.00	304.67	49.50
	Volunteers	2,300.00	325.00	860.61
	Stationary, printing, & copier supp	2,200.00	173.55	184.41
	Telephone	3,000.00	163.80	163.80
	Fund Redistribution	0.00	0.00	
	Sub-total	\$16,700.00	\$1,019.31	\$1,471.20
Building Costs	Insurance	2,200.00	0.00	2017.27
	Cleaning Supplies	1,000.00	0.00	37.47
	Natural Gas & Power	15,000.00	916.40	2792.75
	Security System	1,000.00	40.95	40.95
	Utilities	3,500.00	275.51	280.01
	Rent	1.00	1.00	
	Sub-total	\$22,701.00	\$1,233.86	\$5,168.45
Transfer Payments	Chinook Arch Regional Library	14,000.00	0.00	6841.91
	Sub-total	\$14,000.00	\$0.00	\$6,841.91
Maintenance	Building Repair and renovations	1,923.00	0.00	
	Furniture and Equipment	4,000.00	90.49	1021.97
	Sub-total	\$5,923.00	\$90.49	\$1,021.97
Other	GST Paid	3,000.00	379.97	274.18
	Special Projects	25,000.00	5,632.63	
	Sub-total	\$28,000.00	\$6,012.60	\$274.18
	TOTAL EXPENDITURES	\$268,724.00	\$20,103.27	\$27,348.80

Special Projects: 5479.8 Equipment / 152.79 Programs = \$5632.63



CLARESHOLM PUBLIC LIBRARY #3363

Fund Statement January 1, 2021 - December 31, 2021

FUND OPENING BALANCE - January 1

Opening Fund Balance	<u>\$36,749.12</u>
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FUND ACTIVITY -

Additions:

Contributions	\$0.00		
Total additions		\$0.00	

Investment returns:

Income (Interest and Dividends)	5.25%	\$1,908.85	
Capital Gain	5.36%	\$1,971.03	
Total additions (Investment return)	10.61%		\$3,879.88

Distributions:

Grants	\$0.00		
Administrative Support Fee at 1.00%	-\$367.49		
Total Distributions			<u>-\$367.49</u>

Net change in fund balance	\$3,512.39
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FUND BALANCE DECEMBER 31	<u>\$40,261.51</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:

\$1,400

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

Library Manager's Report

The Library paid AMSC Insurance Services \$2017. 27 for this year. An increase of \$54 over last year. The increase from 2021 over 2020 was \$181.

Our first Tales and Rhymes on March 2 was a big success with 20 parents and 25 kids taking part.

The Library's interactive floor in the kid's area should be up and running soon as Jock Buckmaster from IT will be coming out to install the tiny computer needed to run the system sometime between March 14 and 18.

Teacher Janet Walker from the Willow Creek Composite High School brought her Grade 7 students in on March 15 to check out picture books to read to Grade 1 students at the local elementary school.

The Library will be closed on Monday March 28 for Staff Training. We will also be working on projects for our Harry Potter Experience in October.

Proposal to replace fluorescent lights in the Claresholm Library with LEDs

I would like to replace the Library's fluorescent lights with LEDs. G.T. Electrical has provided a quote to provide the labor and materials for just under \$12,000. There is sufficient money in our Elite Savings account to cover this cost.

I would like to make the replacement mainly to save us money but also because we have received a few complaints from the public that the fluorescent lighting gives them headaches.

I have done a bit of online research and I think the cost savings will be significant. At the beginning of 2022 the Town of Claresholm switched our energy provider from Atco to Campus Energy. Our electrical cost for January of this year was \$876.66 before GST. Last summer when we had the extreme heat our cost was quite a bit higher than the previous year and we are bound to have more hot summers so it would be great to lower this cost as much as possible.

Trevor Gillespie of G.T. Electrical says that he can probably do the work while the Library is open to the public.

Jay Sawatzky/library manager

Proposal to rename the Bill Simpson Room

Library Manager Jay Sawatzky would like to ask the Claresholm Library Board to formally rename the Bill Simpson Room *The Laura and John Perrott Room*, or, *The Perrot Room*. Laura Perrott started volunteering at the Library in 1980. When she broke her ankle her husband John started to drive her and would stay at the Library and volunteer alongside her. When Laura died John continued to come to the Library. Laura volunteered for 28 years and John for 23. He only gave up volunteering in August of 2021 after being in a car accident. John is now 95 and if it was not for the accident he would still be volunteering twice a week. John not only re-shelved books for the Library but also did free minor repairs on tables and chairs and made a special tool for helping to keep the books neat and straight on the shelves. He has also made substantial monetary donations to the Library. They are well deserving of this honour.

Jay Sawatzky



Town of Claresholm/Claresholm Public Library
 145 AVE
 Claresholm AB T0L 0T0

Billing Account: 1000000506
 Invoice Number: 22-36555
 Statement Date: January 18, 2022
 Total Due by: February 8, 2022

ATCOenergy is pleased to be your energy provider. Your business is important to us; your satisfaction is our commitment. This invoice includes current period charges for December 2021, and energy adjustments for November 2021, October 2021 and August 2021.

Previous Charges and Credits

Previous Balance	\$	962.22	
Payments Processed	\$	962.22	CR
Balance Forward	\$	0.00	

New Account Charges

Energy Charges			
Electricity	\$	834.21	
Natural Gas	\$	403.39	
Carbon Tax	\$	148.38	
Energy Total	\$	1,385.98	

Account Charges \$ 0.00

Subtotal \$ 1,385.98
 GST #80854 7194 RT0001 \$ 69.31

Total \$ 1,455.29

Payment Options

Online Banking:

Add Payee: ATCO Energy Business
 Account Number: 10 digit account number

Direct Deposit:

ATCO Energy Ltd.
 Bank of Montreal
 Bank: 001
 Transit: 00149
 Account: 1984760
 If a 4-digit transit is required, followed by the account number, please enter 00141984760. If paying by direct deposit, please provide remittance information to accountsreceivable@atcoenergy.com including billing account and invoice number.

Cheque:

Payment by Cheque made payable to:
 ATCO Energy Ltd
 Attention: Finance, 2nd Floor
 5302 Forand Street SW
 Calgary, Alberta
 T3E 8B4
 If paying by cheque, please include billing account and invoice number.

To ensure correct payment application and to avoid late penalties of 2% per month (24% per annum compounded monthly), payment and notification advice must be received by due date.

CAMPUS
 ENERGY
 FE
 FOR
 POWER
 &
 GAS
 P.D!

Full invoice details, including electronic copies of current and prior statements, can be accessed at <https://customer.atcoenergy.com>
 Our Customer Support team is available at 1.844.887.6937, Monday - Friday 8am to 11am, 1pm to 5pm (excluding AB provincial and statutory holidays) or by email at support@atcoenergy.com



Town of Claresholm/Claresholm Public Library
21 45 AVE
Claresholm AB T0L 0T0

Billing Account: 100000506
Invoice Number: 21-35947
Statement Date: December 15, 2021
Total Due by: January 5, 2022

ATCOenergy is pleased to be your energy provider. Your business is important to us; your satisfaction is our commitment. This invoice includes current period charges for November 2021, and energy adjustments for October 2021, September 2021 and July 2021.

Previous Charges and Credits

Previous Balance	\$	793.94	
Payments Processed	\$	793.94	CR
Balance Forward	\$	0.00	

New Account Charges

Energy Charges			
Electricity	\$	704.68	
Natural Gas	\$	165.65	
Carbon Tax	\$	46.07	
Energy Total	\$	916.40	

Account Charges \$ 0.00

Subtotal \$ 916.40
GST #80854 7194 RT0001 \$ 45.82

Total \$ 962.22

Payment Options

Online Banking:

Add Payee: ATCO Energy Business
Account Number: 10 digit account number

Direct Deposit:

ATCO Energy Ltd.
Bank of Montreal
Bank: 001
Transit: 00149
Account: 1984760

If a 4-digit transit is required, followed by the account number, please enter 00141984760. If paying by direct deposit, please provide remittance information to accountsreceivable@atcoenergy.com including billing account and invoice number.

Cheque:

Payment by Cheque made payable to:
ATCO Energy Ltd
Attention: Finance, 2nd Floor
5302 Forand Street SW
Calgary, Alberta
T3E 8B4

If paying by cheque, please include billing account and invoice number.

To ensure correct payment application and to avoid late penalties of 2% per month (24% per annum compounded monthly), payment and notification advice must be received by due date.

Full invoice details, including electronic copies of current and prior statements, can be accessed at <https://customer.atcoenergy.com>. Our Customer Support team is available at 1.844.887.6937, Monday - Friday 8am to 11am, 1pm to 5pm (excluding AB provincial and statutory holidays) or by email at support@atcoenergy.com

AGENDA

- 1: Call to Order
- 2: APPROVAL OF AGENDA
- 3: APPROVAL OF MINUTES
 - 3.1 Regular Meeting Minutes from April 19, 2022
- 4: CORRESPONDENCE
 - 4.1 see 5.1
- 5: FINANCIAL
 - 5.1 Town of Claresholm Operational Grant
 - 5.2 Financial report for end of April
- 6: REPORTS
 - 6.1 Library Manager's report
 - 6.2 Librarians' Committee Meeting Report – none
- 7: NEW BUSINESS
 - 7.1 Naloxone training for staff
 - 7.2 CPR and AED (Defibrillator) training for staff
- 8: OLD BUSINESS:

None
- 9: CLOSED SESSION (if required)
- 10: ADJOURNMENT

Next Meeting: Tuesday June 21 , 2022 at 5 pm

Claresholm Public Library Board
Regular Meeting
May 17, 2022

AGENDA

MEETING MINUTES

In attendance: Earl Hemmaway, Donna Meister, Kendall Schille, Brad Schlossberger, Ashley Tebbutt, Jay Sawatzky, Tony Hamlyn (via virtual attendance)

With regrets: Joanna Ridley

1. CALL TO ORDER 4:57 pm

2: APPROVAL OF AGENDA

- * Addition of amendment to draft waiver for VR use under New Business
- * Addition of Chinook Arch Regional Library System Board Survey

Ashley Tebbutt: Motion to approve

Carried

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from March 15, 2022

Kendall Schille: Motion to approve

Carried

4: CORRESPONDENCE

4.1 None

5: FINANCIAL

5.1 Financial report for end of March

-LEDs almost completely installed - really nice addition

Earl Hemmaway: Motion to approve Financials

Carried

5.2 Financial Committee report/correspondence to the Town of Claresholm re: Budget Consideration 2022

-Fewer conferences, fewer books, fewer audio/visual and using endowment for programming for a total of \$13k and move another \$7k from our current account for a total of \$20k less from the Town of Claresholm

MEETING MINUTES

-Want to ensure Town knows endowment for programming and equipment not library operations

Kelsey Hipkin: Motion to reduce by \$20k for 2022

Carried

6: REPORTS

6.1 Library Manager's report

- Tales and Rhymes cancelled April 16, due to power outage
- Jade Hart leading Laughing Yoga, April 27 - free adult program

6.2 Librarians' Committee Meeting Report

- Digital Literacy Program down to last week of programming
- Several features available in Collection HQ
- eRenew should be live by the May meeting
- Important Dates Document created for libraries and boards
- Finally getting VOIP phones - Voice Over the Internet
- Taber did training on Naloxone - is there an appetite for that here in Claresholm?
 - *ACTION Jay will put on agenda for next meeting for board to discuss*

Brad Schlossberger: Motion to approve

Carried

7: NEW BUSINESS

7.1 Draft waiver for public to use VR equipment/amended version

- Not recommended for those under 13 - we should limit there
- If we're doing a waiver we need to make it clear it limits ones ability to sue
- Making it clear there are risks when using VR
- Anyone under 18 needs parental consent

Donna Meister: Motion to approve Kendall's recommendations to VR draft waiver and not have the VR used by 13 or under

7.2 Board members and manager attending Town Council Meetings

- More efforts will be made for the library to approach council and explain the importance of the library in the community. Important pieces council should know of the library to understand the value.
-

MEETING MINUTES

7.3 Chinook Arch Regional Library System Board Survey

- When you think about your community what are you most proud of?
 - Work FCSS and what all the town groups, Tony thinks of inclusivity
 - Collaboration between town groups mentioned above
- Biggest challenges in the next 4-5 years
 - Funding
 - Bringing new business to town
 - Housing/Affordable housing/inflation
- What role does the library play in your community
 - Community hub for so many activities
 - Access to technology
 - A safe space
 - Free meeting spaces heavily utilized
- What does a thriving community look like to you
 - Collaborative and inclusive
 - Well-attended community functions
 - Little to no homelessness
 - Aesthetics/appearance/tidy/clean
- *ACTION Brad recommends Tony sharing this at the council meeting*
- Any other thoughts that might help Chinook Arch set its service direction?
 - Can they expand? Now that Nobleford has joined there are no new libraries that could potentially join - a huge feather in their cap
 - Increased relevant training? Haven't had the same access with COVID

8: OLD BUSINESS:

8.1: Review of Library Policies re: duty to accommodate

- Kendall runs through amendments - amended policy has been emailed to board

Ashely Tebutt: Motion to accept the amended policies specifically 1, 4, 5 and the bylaw schedules

Carried

9: CLOSED SESSION (if required)

10: ADJOURNMENT 5:50 pm (Finance Committee will meet at 4:30 that day to do their review)

Claresholm Public Library Board
Regular Meeting
April 19, 2022

MEETING MINUTES

Next Meeting: Tuesday May 17, 2022 at 5 pm

Library Manager's Report

A free Laughing Yoga Workshop was held at the Library on the evening of Wednesday April 27th with 14 people in attendance.

The Library also held a free Magic Workshop for kids ages 7 and up on the afternoon of Friday April 29th and 12 kids attended.

The Friends of the Claresholm Library Society had a landscaping bee Tuesday May 3 where they did pruning and weeding in the rock garden on the Library's west side. Prior to this the Town of Claresholm Crew delivered and raked out more gravel for the garden as it tends to slide away over time.

Thursday May 5th the Library janitor advised there was a leak from a pipe in the custodian's supply room. The Town of Claresholm Crew attended and found a hot water tank leaking and called a plumber who has installed a new tank.

Also on May 5th the emergency lights system malfunctioned. Earlier this year the Town Crew had installed new batteries and they have not yet been able to figure out what the issue is.

David Poulsen will be holding a free Memoir Writing Workshop in the main library from 6:30 to 8:30 on the evenings of May 18th, May 25th and June 1st.

The Tales and Rhymes Program that runs Wednesday mornings for kids 0 to 6 years will have its last winter/spring session on May 25th as parents have indicated that they would not be able to attend starting in June. The program will resume in the fall.

I have been working on learning how the VR system works and will be training staff as soon as. I don't have a start date for the public coming in to use it yet as I want to make sure everything will run smoothly when we do. I will have a staff member run the program and monitor people using the VR.

REVENUES								
Department		2022 Budget	January	February	March	April	Total	Difference
Government Contributions	Town of Claresholm	\$171,000.00	\$41,250.00	0.00	0.00	0.00	\$41,250.00	\$129,750.00
	Province of Alberta	20,857.00	0.00	0.00	0.00	0.00	\$0.00	\$20,857.00
	M.D of Willow Creek	12,052.00	0.00	0.00	0.00	0.00	\$0.00	\$12,052.00
	Rural Library Services Grant	192.00	0.00	0.00	0.00	0.00	\$0.00	\$192.00
	M.D. of Willow Creek Library Board	4,833.00	0.00	0.00	0.00	0.00	\$0.00	\$4,833.00
	Sub-total	\$208,934.00	\$41,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,250.00
Other Revenue	Private Library Endowment	25,000.00	0.00	0.00	25,000.00	0.00	\$25,000.00	\$0.00
	Book Sales	600.00	72.45	62.25	90.30	77.50	\$302.50	\$297.50
	Donations	1,500.00	106.05	51.65	31.35	20.90	\$209.95	\$1,290.05
	Membership Fees	10,000.00	710.00	512.52	760.00	560.00	\$2,542.52	\$7,457.48
	Fines	700.00	106.85	64.69	37.99	63.90	\$273.43	\$426.57
	Room Rental	1,000.00	1,200.00	0.00	0.00	0.00	\$1,200.00	-\$200.00
	Equipment Rental	100.00	50.00	50.00	0.00	0.00	\$100.00	\$0.00
	Photocopies/PC Copies	1,800.00	87.45	108.05	95.80	143.85	\$435.15	\$1,364.85
	Miscellaneous	50.00	13.00	1.00	0.00	3.00	\$17.00	\$33.00
	Interest Revenue	40.00	5.52	5.01	5.35	5.08	\$20.96	\$19.04
	Transfer from Savings	19,000.00	0.00	0.00	0.00	0.00	\$0.00	\$19,000.00
	Sub-total	\$59,790.00	\$2,351.32	\$855.17	\$26,020.79	\$874.23	\$30,101.51	\$29,688.49
Total Revenue		\$268,724.00	\$43,601.32	\$855.17	\$26,020.79	\$874.23	\$71,351.51	\$197,372.49

EXPENDITURES

Department		2022 Budget							
Staff	Staff								
	Salaries and Benefits	\$ 162,500.00	11,376.44	12,116.37	12,046.25	11,472.97	\$47,012.03		\$115,487.97
	Employee Course & Conference Fees	1,200.00	0.00	0.00	0.00	0.00	\$0.00		\$1,200.00
	Travel & Hospitality	500.00	0.00	0.00	0.00	0.00	\$0.00		\$500.00
	Sub-total	\$164,200.00	\$11,376.44	\$12,116.37	\$12,046.25	\$11,472.97	\$47,012.03		\$117,187.97
Library Resources	Books	10,000.00	15.95	427.73	481.54	418.65	\$1,343.87		\$8,656.13
	Periodical Subscriptions	700.00	307.67	0.00	183.42	0.00	\$491.09		\$208.91
	Audio-Visual	1,000.00	46.95	26.99	155.49	68.36	\$297.79		\$702.21
	Sub-total	\$11,700.00	\$370.57	\$454.72	\$820.45	\$487.01	\$2,132.75		\$9,567.25
Administration	Financial Review	100.00	0.00	100.00	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
	Equipment Rental/Maintenance	700.00	43.71	43.70	44.29	43.21	\$174.91		\$525.09
	Legal Fees, Bank charges	1,000.00	0.00	0.00	0.00	0.00	\$0.00		\$1,000.00
	Library Supplies	1,500.00	8.58	64.18	107.58	122.43	\$302.77		\$1,197.23
	Computer software	1,000.00	0.00	0.00	245.33	0.00	\$245.33		\$754.67
	Association Fees	350.00	0.00	105.00	0.00	0.00	\$105.00		\$245.00
	Postage	50.00	0.00	0.00	0.00	0.00	\$0.00		\$50.00
	Programs	8,000.00	313.67	49.50	123.77	873.42	\$1,360.36		\$6,639.64
	Volunteers	2,300.00	325.00	760.61	32.22	37.08	\$1,154.91		\$1,145.09
	Stationary, printing, & copier supp	2,200.00	173.55	184.41	193.34	201.92	\$753.22		\$1,446.78
	Telephone	3,000.00	163.80	163.80	163.80	163.80	\$655.20		\$2,344.80
	Fund Redistribution	0.00	0.00	0.00	0.00	0.00	\$0.00		\$0.00
	Sub-total	\$20,200.00	\$1,028.31	\$1,471.20	\$910.33	\$1,441.86	\$4,851.70		\$15,348.30
Building Costs	Insurance	2,200.00	0.00	2017.27	0.00	0.00	\$2,017.27		\$182.73
	Cleaning Supplies	1,000.00	0.00	37.47	0.00	30.47	\$67.94		\$932.06
	Natural Gas & Power	15,000.00	916.40	2792.75	1,410.20	1,252.31	\$6,371.66		\$8,628.34
	Security System	1,000.00	40.95	40.95	40.95	220.89	\$343.74		\$656.26
	Utilities	3,500.00	275.51	280.01	281.16	283.43	\$1,120.11		\$2,379.89
	Rent	1.00	1.00	0.00	0.00	0.00	\$1.00		\$0.00
	Sub-total	\$22,701.00	\$1,233.86	\$5,168.45	\$1,732.31	\$1,787.10	\$9,921.72		\$12,779.28

Transfer Payments	Chinook Arch Regional Library	14,000.00	0.00	6841.91	0.00	0.00	\$6,841.91	7158.09
	Sub-total	\$14,000.00	\$0.00	\$6,841.91	\$0.00	\$0.00	\$6,841.91	7158.09
Maintenance	Building Repair and renovations	13,923.00	0.00	0.00	0.00	0.00	\$0.00	\$13,923.00
	Furniture	2,000.00	0.00	0.00	0.00	0.00	\$0.00	\$2,000.00
	Equipment	17,000.00	5,714.12	1021.97	832.25	333.99	\$7,902.33	\$9,097.67
	Sub-total	\$32,923.00	\$5,714.12	\$1,021.97	\$832.25	\$333.99	\$7,902.33	\$15,923.00
Other	GST Paid	3,000.00	379.97	274.18	193.26	180.87	\$1,028.28	\$1,971.72
	Sub-total	\$3,000.00	\$379.97	\$274.18	\$193.26	\$180.87	\$1,028.28	\$1,971.72
TOTAL EXPENDITURES		\$268,724.00	\$20,103.27	\$27,348.80	\$16,534.85	\$15,703.80	\$79,690.72	



Claresholm

Where Community Takes Root

May 4, 2022

Town of Claresholm Library Board
PO Box 549
Claresholm, AB
T0L 0T0

[sent via email: manager@claresholmlibrary.ca]

RE: Town of Claresholm Operational Grant

Council and Administration would like to express their appreciation for the Town of Claresholm Library Board and the great service that your organization provides to our Community. It is through service, volunteerism, and community involvement of individuals and organizations exemplified by the public library, its Board, and its volunteers, that builds our community.

The Town's Operating Grant application process is new this year and was a little late being put into place to give organizations sufficient time to get used to and provide a polished application for 2022. Your quick turnaround of providing an application was appreciated, and we look forward to receiving an application again next year. We would welcome any feedback you might have on how to improve the application processes and make it as transparent and smooth as possible.

Council reviewed your grant application in committee and approved the grant amount of \$171,000, at 10% reduction from the requested amount, which was then made official with the passing of the 2022 Town Operating Budget at the April 25, 2022 Council Meeting. You will continue to receive quarterly payments as in the past, with the next 3 quarters being adjusted for this updated grant amount.

Council is continually battling financial pressures from all sides, and making any sort of cut was a difficult decision. Council worked hard to keep the reduction as minimal as possible and they are truly appreciative of your support and willingness to work with Council. Based on your meeting with Councillors Kieth Carlson and Brad Schlossberger, the Board had agreed to reduce their ask by \$20,000. Though the approved amount isn't much different, Council did work hard to not require that full reduction, so only reduced the amount by 10% (\$19,000) of the original application.

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

Sincerely,

Abe Tinney
Chief Administrative Officer
Town of Claresholm

AGENDA

- 1: Call to Order
- 2: APPROVAL OF AGENDA
- 3: APPROVAL OF MINUTES
 - 3.1 Regular Meeting Minutes from May 17, 2022
- 4: CORRESPONDENCE
 - 4.1 From Chinook Arch re Funding Opportunity (see new business)
 - 4.2 From Jason Hemmaway re AED/CPR and Naloxone (see old business)
 - 4.3 From AHS re Naloxone (see old business)
- 5: FINANCIAL
 - 5.1 Financial report for end of May
- 6: REPORTS
 - 6.1 Library Manager's report
 - 6.2 Chinook Arch Library Board Meeting Report from April 7, 2022
- 7: NEW BUSINESS
 - 7.1 Town Council Meeting and Presentation
 - 7.2 Funding Opportunity
- 8: OLD BUSINESS:
 - 8.1 AED/CPR Training
 - 8.2 Naloxone supplies and training / draft policy per this item
- 9: CLOSED SESSION (if required)
- 10: ADJOURNMENT

Claresholm Public Library Board
Regular Meeting
June 21, 2022

AGENDA

Next Meeting: September 20, 2022 at 5 pm

MEETING MINUTES

In attendance: Donna Meister, Kendall Schille, Brad Schlossberger, Ashley Tebbutt, Jay Sawatzky, Tony Hamlyn (virtual attendance), Joanna Ridley

With regrets: Kelsey Hipkin, Earl Hemmaway

1. CALL TO ORDER: 5:01 pm

2: APPROVAL OF AGENDA

Donna Meister: Motion to approve

Carried

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from March 15, 2022

Brad Schlossberger: Motion to approve

Carried

4: CORRESPONDENCE

4.1 See 5.1

5: FINANCIAL

5.1 Town of Claresholm Operational Grant

- Correspondence from the Town advises that due to budget constraints they have reduced the Library's funding by \$19,000 for 2022. We will receive \$171,000 this year.

5.2 Financial report for end of April

Ashley Tebbut: Motion to approve Financials

Carried

MEETING MINUTES

6: REPORTS

6.1 Library Manager's report

- The hot water tank on south end of Library started leaking and was replaced
- The Friends of the Library did landscaping/weeding on May 3

6.2 Librarians' Committee Meeting Report - n/a

Kendall Schille: Motion to approve

Carried

7: NEW BUSINESS

7.1 Naloxone Training for Staff

- Kendall did some research and reports that Claresholm is part of the ongoing opioid crisis, EMS is not always available and that the Library is a community hub - all sorts of community members visit. Therefore, it makes sense to train staff to administer treatment. Treatment is in a form similar to an EPI pen, the shot goes in arm or thigh, goes through clothing and no harm is done if someone who is not having a seizure receives it. The training is free and treatment can be picked up from a local pharmacy.

Donna Meister: Motion to provide Library staff with Naloxone Training

Majority in favour, carried.

Action: Jay will source training and treatment

7.2 CPR and AED Training for Staff

- In 2019 the Town installed an AED in the Library and training was given to staff at that time on its use. Current staff does not have training and the Town now says that staff should not be using it unless they have also received CPR training (at a cost of \$150 per person for a 16 hour course).

Action: Brad will speak with Town regarding this. Tabled to next Board meeting.

8: OLD BUSINESS: none

Claresholm Public Library Board
Regular Meeting
May 17, 2022

MEETING MINUTES

9: CLOSED SESSION (if required)

10: ADJOURNMENT 5:25 pm

Next Meeting: Tuesday June 21, 2022 at 5 pm

Jay Sawatzky

From: Lisa Weekes
Sent: June 16, 2022 10:06 AM
To: Library Managers
Subject: 2 funding opportunities from Alberta Blue Cross

Good morning,

Please see the links below for details on 2 grant funding programs from Alberta Blue Cross:

Alberta Blue Cross COVID Community Roots Program (ongoing while funds last)
Alberta Blue Cross COVID Community Roots Program (CCRP)

Applications are still open for Alberta Blue Cross' COVID Community Roots Program

Apply now to receive up to **\$3,000** for your community's physical, mental, social and emotional health initiatives.

Projects that have been funded include community gardens, summer youth programs, and facility upgrades.

<https://www.community.ab.bluecross.ca/programs/grassroots-funding.php>

Alberta Blue Cross Built Together Grant Now Open

This funding program provides grants up to **\$50,000** to community groups across Alberta to help build active living infrastructure projects, like playgrounds, adult gyms, walking paths, outdoor rinks, skate parks and more.

Applications are being accepted until **September 15, 2022**.

<https://www.community.ab.bluecross.ca/programs/built-together.php>

Lisa Weekes

Associate Director

Office: 403-380-1506 | Mobile: 403-360-5401



**CHINOOK
ARCH** REGIONAL
LIBRARY SYSTEM



www.chinookarch.ca

REX OUT
HARVEY

Brad Schlossberger
Claresholm Town Council
403 625 6206

Begin forwarded message:

From: Jason Hemmaway <jason@claresholm.ca>
Date: May 18, 2022 at 4:07:33 PM MDT
To: Brad Schlossberger <brad.schlossberger@claresholm.ca>
Cc: Abe Tinney <Abe@claresholm.ca>
Subject: RE: AED at the library.

Hi Brad

I have some more information:

1) It is true you should have the training to use the AED, it is covered in standard first aid (\$150/person) or an individual can just take the AED course (Denelle is getting back to me on a price).

2) AED pads expire between 18 and 30 months, so those need to be checked.

4) Naloxone kits cost \$50 - \$75 and expire after 18-24 months depending on the kit. They do recommend training (for identifying overdose and having CPR). Here is the link for the AHS site.

<https://www.albertahealthservices.ca/info/page15586.aspx#:~:text=There%20are%20over%202%2C000%20sites,substitute%20for%20emergency%20medical%20support>

Formal training in the use of an AED and/or Naloxone is not required. However, training is recommended to help increase understanding and generate discussions on response plans. This leads to the building of comfort and a level of confidence. Both are intended for use by the general public - with or without specialized training.

Jason Hemmaway
Utilities Operator 1/Emergency Management/Safety Officer
Phone: 403.625.3381 | Cellular: 403.625.9760 | E-mail: jason@claresholm.ca
PO Box 1000, 111 - 55th Avenue W, Claresholm, AB T0L 0T0
www.claresholm.ca

Hi Jay,

Thank you for reaching out and I am glad that this is something that you are thinking about. Tahira may have already filled you in on some of this, so please disregard anything that is being repeated! It's definitely something you'll want to be vigilant about monitoring for. Rest assured that if you respond as you would in any other emergency (call 911 immediately, start rescue breathing), you'll have done a fine job. Once EMS is on the line follow the operator's direction, start rescue breathing as required, while awaiting the arrival of EMS.

As you mentioned, the library is interested in having naloxone on-site, so there are a few things to know:

Legislation: The Health Professions Act (2000) and the Government Organization Act (2000) as well as individual professional regulations (e.g. RN Regulations (2005)) direct who can perform the restricted activity of IM injection. Administration of Intramuscular Injectable Naloxone (in the Naloxone kits) is a restricted activity within the Health Professional's Act in an employment setting.

This means that administration of IM Naloxone within a place of employment would need policy and procedure documents in place for risk management (i.e. needlestick injury, adverse events). It is the responsibility of each organization and employer to work within their workplace health and safety policies and consult with their legal departments to determine the criteria for use and appropriateness of use. Procuring injectable naloxone also remains the responsibility of the individual organization and is done through the site's usual channels of acquiring medication for workplace use.

Much like CPR / using an AED, **you, as an individual and acting within personal use (not within an employment setting)** are protected from liability when responding to an emergency and using your naloxone kit, as long as you respond based on your training and to your full capacity.

In comparison, administration of Intranasal Naloxone **is not** a restricted activity and is user-friendly, though it is still important to have a workplace policy, including proper documentation. If your workplace is considering having naloxone available for occupational health and safety purposes, it is possible to purchase naloxone as a nasal spray. NARCAN™ Nasal Spray can be purchased directly from Adapt Pharma and more information can be found here: <https://www.narcannasalspray.ca/en>. You can also take NARCAN nasal spray training virtually through St. John's Ambulance, and once you have done the training they send you the nasal spray kits for free. I have attached a document about that program.

Accessing Kits: To obtain Naloxone kits (for personal use) you can access them through a local pharmacy. Information about kits and where to get them is available online at www.ahs.ca/naloxone or www.drugsafe.ca. They do expire and will need to be replaced about every 18 months. Currently, only intramuscular injection kits are available through the publicly funded AHS program. NIHB (Non Insured Health Benefit) for eligible First Nations and Inuit Canadians does cover NARCAN™ Nasal Spray. This is also available at some pharmacies, with this coverage or for purchase (I would call ahead to check for supply).

Training: You will also want to be trained on how to respond to an overdose. There is online training available at www.ahs.ca/naloxone, in the Training Resources Section, as well as in the FAQs, Videos and Posters section. I would also be happy to set up a group training for you and your team. We can discuss whether virtual or in person would be the best choice. If you are hoping to get the nasal spray kits, I should let you know that I only can provide the injectable kits, so if you want to investigate getting free

nasal spray I would connect with the St.John's Ambulance program. I can train on both injectable and nasal spray, but can only distribute injectable kits.

Distribution: It is also important to note, separately from staff responding to an overdose, you may want to consider your facility becoming a naloxone distribution site. Meaning, your agency can have a stock of naloxone kits for distribution and your staff, who are trained to do so, can train and give kits out to people as needed. If you would like to be able to supply naloxone kits to the public, information on the CBN Program is located at www.ahs.ca/naloxone. Reviewing information on how to get started as a distribution site will be your first step. All training and resources are readily available on the site as well (under the Training Resources section).

I hope that's helpful. Please don't hesitate to let me know if you would like further information, clarification or support. If you would like to get a training set up with me, let me know if there are specific days of week or times of day that you are hoping for and I will see what I can do!

Monica

Monica Dickson RNBN (she/her/hers)
Community Based Naloxone Project Nurse
Safeworks Harm Reduction Program
P: 403-863-9769
E: monica.dickson@ahs.ca
Sheldon M. Chumir Health Centre
5th Floor, 1213 – 45th St. SW, Calgary, AB T2R 0X7
Treaty 7 Territory
Alberta Health Services

Please note that I work part time and may not respond to your email immediately.

5.9 – Emergency Overdose (Naloxone) Policy

Claresholm Public Library acknowledges the ongoing opioid epidemic in Southern Alberta, and recognizes that overdoses can happen without warning even in community spaces. The Library is a space accessible by the public and there may be times when an individual uses opioids in the Library without staff or volunteers being aware of it.

Claresholm Public Library stores a Naloxone kit in [location]. It is a nasal spray kit, intended to be administered via the nose of the person exhibiting symptoms of an opioid overdose.

Staff will receive training, provided by Alberta Health Services, on administering the Naloxone.

Staff is under no obligation to administer Naloxone at any time.

Volunteers are not to administer Naloxone.

Signs of an opioid overdose:

1. Difficulty walking, talking, or staying awake
2. Blue tint to lips or nails
3. Very small pupils, even in a dark space
4. Cold and/or clammy skin
5. Dizziness and confusion
6. Extreme drowsiness
7. Choking, gurgling, or snoring sounds
8. Slow, weak, or no breathing
9. Inability to wake up, even when shaken or shouted at

In the event of a suspected overdose:

1. A staff member or volunteer must call 9-1-1 immediately and follow their directions.
2. Attempt to revive the person by shouting, clapping your hands, or jostling their shoulder.
3. If the person is lying down and breathing, put them into recovery position:
 - a. Roll onto one side
 - b. One arm supports their head by tucking the hand under the ear close to the ground
4. **If a staff member is comfortable administering Naloxone**, follow the instructions in the kit and any instructions provided by the 9-1-1 dispatcher.
5. Wait for emergency services to arrive.
6. When it is safe to do so, the staff member(s) involved must complete an OHS Incident Report and advise the Library Manager of the incident.

Date Reviewed:

Date Approved:

REVENUES

Department		2022 Budget	January	February	March	April	May	Total		Difference	
Government Contributions	Town of Claresholm	\$171,000.00	\$41,250.00	0.00	0.00	0.00	43,250.00	\$84,500.00		\$84,500.00	
	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	12,052.00	0.00	0.00	0.00	0.00	12,052.00	\$12,052.00		\$0.00	
	Rural Library Services Grant	192.00	0.00	0.00	0.00	0.00	0.00	\$0.00		\$192.00	
	M.D. of Willow Creek Library Board	4,833.00	0.00	0.00	0.00	0.00	0.00	\$0.00		\$4,833.00	
	Sub-total		\$208,934.00	\$41,250.00	\$0.00	\$0.00	\$0.00	\$55,302.00	\$96,552.00		\$112,382.00
Other Revenue	Private Library Endowment	25,000.00	0.00	0.00	25,000.00	0.00	0.00	\$25,000.00		\$0.00	
	Book Sales	600.00	72.45	62.25	90.30	77.50	62.30	\$364.80		\$235.20	
	Donations	1,500.00	106.05	51.65	31.35	20.90	14.85	\$224.80		\$1,275.20	
	Membership Fees	10,000.00	710.00	512.52	760.00	560.00	697.52	\$3,240.04		\$6,759.96	
	Fines	700.00	106.85	64.69	37.99	63.90	23.15	\$296.58		\$403.42	
	Room Rental	1,000.00	1,200.00	0.00	0.00	0.00	0.00	\$1,200.00		-\$200.00	
	Equipment Rental	100.00	50.00	50.00	0.00	0.00	0.00	\$100.00		\$0.00	
	Photocopies/PC Copies	1,800.00	87.45	108.05	95.80	143.85	97.00	\$532.15		\$1,267.85	
	Miscellaneous	50.00	13.00	1.00	0.00	3.00	6.00	\$23.00		\$27.00	
	Interest Revenue	40.00	5.52	5.01	5.35	5.08	5.16	\$26.12		\$13.88	
	Transfer from Savings	19,000.00	0.00	0.00	0.00	0.00	0.00	\$0.00		\$19,000.00	
	Sub-total		\$59,790.00	\$2,351.32	\$855.17	\$26,020.79	\$874.23	\$905.98	\$31,007.49		\$28,782.51
	Total Revenue		\$268,724.00	\$43,601.32	\$855.17	\$26,020.79	\$874.23	\$56,207.98	\$127,559.49		\$141,164.51

EXPENDITURES

Department		2022 Budget								
Staff	Staff									
	Salaries and Benefits	\$ 162,500.00	11,376.44	12,116.37	12,046.25	11,472.97	11,849.92	\$58,861.95		\$103,638.05
	Employee Course & Conference Fees	1,200.00	0.00	0.00	0.00	0.00	0.00	\$0.00		\$1,200.00
	Travel & Hospitality	500.00	0.00	0.00	0.00	0.00	0.00	\$0.00		\$500.00
	Sub-total	\$164,200.00	\$11,376.44	\$12,116.37	\$12,046.25	\$11,472.97	\$11,849.92	\$58,861.95		\$105,338.05
Library Resources	Books	10,000.00	15.95	427.73	481.54	418.65	638.25	\$1,982.12		\$8,017.88
	Periodical Subscriptions	700.00	307.67	0.00	183.42	0.00		\$491.09		\$208.91
	Audio-Visual	1,000.00	46.95	26.99	155.49	68.36	66.25	\$364.04		\$635.96
	Sub-total	\$11,700.00	\$370.57	\$454.72	\$820.45	\$487.01	\$704.50	\$2,837.25		\$8,862.75
	Administration	Financial Review	100.00	0.00	100.00	0.00	0.00	0.00	\$100.00	
Board Conference & Other		0.00	0.00	0.00	0.00	0.00	0.00	\$0.00		\$0.00
Equipment Rental/Maintenance		700.00	43.71	43.70	44.29	43.21	43.72	\$218.63		\$481.37
Legal Fees, Bank charges		1,000.00	0.00	0.00	0.00	0.00	0.00	\$0.00		\$1,000.00
Library Supplies		1,500.00	8.58	64.18	107.58	122.43	30.23	\$333.00		\$1,167.00
Computer software		1,000.00	0.00	0.00	245.33	0.00	0.00	\$245.33		\$754.67
Association Fees		350.00	0.00	105.00	0.00	0.00	0.00	\$105.00		\$245.00
Postage		50.00	0.00	0.00	0.00	0.00	0.00	\$0.00		\$50.00
Programs		8,000.00	313.67	49.50	123.77	873.42	1,065.02	\$2,425.38		\$5,574.62
Volunteers		2,300.00	325.00	760.61	32.22	37.08	89.24	\$1,244.15		\$1,055.85
Stationary, printing, & copier supp		2,200.00	173.55	184.41	193.34	201.92	192.57	\$945.79		\$1,254.21
Telephone		3,000.00	163.80	163.80	163.80	163.80	163.80	\$819.00		\$2,181.00
Fund Redistribution		0.00	0.00	0.00	0.00	0.00	144.30	\$144.30		-\$144.30
Sub-total		\$20,200.00	\$1,028.31	\$1,471.20	\$910.33	\$1,441.86	\$1,728.88	\$6,580.58		\$13,619.42
Building Costs	Insurance	2,200.00	0.00	2017.27	0.00	0.00	0.00	\$2,017.27		\$182.73
	Cleaning Supplies	1,000.00	0.00	37.47	0.00	30.47	0.00	\$67.94		\$932.06
	Natural Gas & Power	15,000.00	916.40	2792.75	1,410.20	1,252.31	1,055.02	\$7,426.68		\$7,573.32
	Security System	1,000.00	40.95	40.95	40.95	220.89	40.95	\$384.69		\$615.31
	Utilities	3,500.00	275.51	280.01	281.16	283.43	282.14	\$1,402.25		\$2,097.75
	Rent	1.00	1.00	0.00	0.00	0.00	0.00	\$1.00		\$0.00
	Sub-total	\$22,701.00	\$1,233.86	\$5,168.45	\$1,732.31	\$1,787.10	\$1,378.11	\$11,299.83		\$11,401.17

Transfer Payments	Chinook Arch Regional Library	14,000.00	0.00	6841.91	0.00	0.00	0.00	\$6,841.91		7158.09
	Sub-total	\$14,000.00	\$0.00	\$6,841.91	\$0.00	\$0.00		\$6,841.91		7158.09
Maintenance	Building Repair and renovations	13,923.00	0.00	0.00	0.00	0.00	11,787.41	\$11,787.41		\$2,135.59
	Furniture	2,000.00	0.00	0.00	0.00	0.00	0.00	\$0.00		\$2,000.00
	Equipment	17,000.00	5,714.12	1021.97	832.25	333.99	376.43	\$8,278.76		\$8,721.24
	Sub-total	\$32,923.00	\$5,714.12	\$1,021.97	\$832.25	\$333.99	\$12,163.84	\$20,066.17		\$4,135.59
Other	GST Paid	3,000.00	379.97	274.18	193.26	180.87	768.33	\$1,796.61		\$1,203.39
	Sub-total	\$3,000.00	\$379.97	\$274.18	\$193.26	\$180.87	\$768.33	\$1,796.61		\$1,203.39
	TOTAL EXPENDITURES	\$268,724.00	\$20,103.27	\$27,348.80	\$16,534.85	\$15,703.80	\$28,593.58	\$108,284.30		

Library Manager's Report

A Lemonade Stand has been purchased for the Library to loan out this coming summer. It will be set up in the main Library for patrons to see which will hopefully translate into it getting a lot of use.

A Multi charging station and cables has been purchased for anyone coming in needing to charge their phone, tablet or laptop.

I am putting a science kit for kids together for checkout. It will contain a book on simple science experiments along with supplies and safety goggles.

Kids can sign up for Summer Read starting June 21. They can pick up an activity pack that contains a reading log (read five books get a small prize, read 25 books, get a Klutz Activity Kit) along with a couple of crafts, colouring pages, and a spruce tree to plant. In house programming will start on July 6 and run through August 24th - every Wednesday starting at 10:30 am. The theme this year is Myths and Legends and the NFB of Canada has sent us a DVD with several shorts around this theme to show. The University of Lethbridge's *Let's Talk Science Program* will be sending volunteers to lead the kids through a sound of speed experiment for one of our in house sessions.

An ad was placed in the June 15th issue of the Claresholm Local Press to promote the Summer Reading Club. Handouts were also given to the elementary school.

The Town of Claresholm has asked the Library to purchase sporting equipment to make available for checkout with the funding coming from the Town. These items will be stored in the Toy Library which we are in the process of weeding to make room for the sporting equipment. Some of the toys were given to the Claresholm Daycare and the others are for sale by donation in the main library.

Items include:

Walking/Hiking Poles

Snowshoes with poles

Inflatable Paddleboards with carrying case, - one youth, one adult

Life Jackets – adult and youth
Ball Gloves – adult and youth
left handed ball glove
Baseball bats – adult and youth
T-Ball
Baseball & Softball
Disc Golf Sets
2-4 Pickle Ball Paddles & 4 balls
Tennis Rackets - youth
Tennis Balls
Soccer Ball & Football

Several items have just arrived and hopefully will be catalogued and ready for checkout by July.

The Library will offer the VR experience to the public starting in July on Friday afternoons as the Bill Simpson room is in use most other days.

The Library's 2021 Statement of Receipts and Disbursements along with our 2022 Budget and 2022 Application for Financial Assistance documents have been completed and were sent to PLSB and Chinook Arch on June 10.

On June 15, 40 grade 6 students from West Meadow Elementary came for a Library tour. They were issued Library cards, given craft kits and handouts with the Summer Read Club Info.

I have moved the Roku TV from over the circulation desk to the foyer. It has a power-point program running on it that advertises our services and programs and no one really noticed it over the desk.

The Town of Claresholm has asked the Library to partner with them on the Alberta Air Tour which will be coming to the Claresholm Industrial Airport Saturday August 27. At this time it looks like we will be hosting a pre-event gathering where we will serve snacks and tea and coffee. This is tentative and may change.

BOARD REPORT



**CHINOOK
ARCH** REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - April 7, 2022

Chinook Arch Library Board Receives Clean Audit Opinion



Auditor Joanna Kappel of Insight LLP walked the board through the 2021 Audited Financial Statements. Despite reducing the member levy to 2017 levels, Chinook Arch remains in sound financial shape, posting a modest surplus at year end. This year marks the final year of the board's agreement with Insight LLP, and the board and staff would like to thank the Insight team for their service and support over the past 5 years.

Chinook Arch Celebrates 30 years of Excellence in Library Service

Chinook Arch came into existence on April 1, 1992 after the steering committee spent several years getting buy-in from municipalities and library boards across the region. The original group of 22 members has since grown to 41 municipalities and one school authority, meaning that every resident within the Chinook Arch region now enjoys access to regional library services. The board would like to thank its member library boards and municipalities for their role in making the system what it is today: a model of inter-municipal collaboration that really works for the benefit of area residents.



Board Members Present

Barons
Cardston
Cardston County
Champion
Claresholm
Coalhurst
Coutts
Crowsnest Pass
Fort Macleod
Hill Spring
Lethbridge (City)
Lethbridge County
Lomond
Magrath
Milk River
Milo
Nanton
Nobleford
Picture Butte
Pincher Creek
Pincher Creek M.D.
Raymond
Taber M.D.
Vulcan County
Warner (Village)
Warner County
ID of Waterton
Willow Creek M.D.
LPL Resource Centre
Ministerial Appointment

Ron Gorzita
Marsha Jensen
Tom Nish
Terry Penney
Tony Hamlyn
Lyndsay Montina
Stephen A. Pain
Doreen Glavin
Jim Monteith
Suzanne French
Robin Harper
Tory Campbell
Marie Logan
Darryl Christensen
Anne Michaelis
Christopher Northcott
Lise Mayne
Melissa Jensen
Teresa Feist
Mark Barber
Dave Cox
Kelly Jensen
Tamara Miyanaga
Doug Logan
Don Toovey
Morgan Rockenbach
Lesley Little
Maryanne Sandberg
Wendy Kalkan
Vic Mensch (Chair)

Regrets

Coaldale
Stirling
Taber
Vauxhall

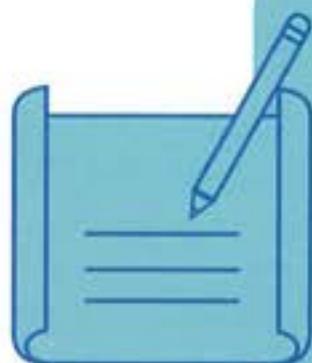
Jordan Sailer
Gary Bikman
Monica McLean
Shelley Deleeuw

Absent

Arrowwood
Barnwell
Glenwood
Stavely
Vulcan
Kainai Board of Education

Wandy Williams
Deb Hansen
Linda Allred
Brydon Saunders
Liz Hammond
Linda Weasel Head

Policies Reviewed/Approved



- Planning and Facilities Committee
Timeline and Work Plan
- Marketing/Communications
Committee Mandate
- Marketing/Communications
Committee Timeline and Work Plan
- Finance and Personnel Committee
Timeline and Work Plan
- Annual Vacation Policy



Annual Report Approvals

In keeping with Alberta's library legislation, the Board reviewed and approved the annual reports for Chinook Arch, along with outlet libraries at Kainai and in Wrentham. Libraries continue to rebound from the COVID-19 pandemic, with usage statistics nearing pre-2020 levels. Van deliveries were up by 59% to 720,000 items, and most other indicators showed increases of 12% to 400%.

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/
chinookarch7



@chinooklibs



@chinooklibs

Services the Library provides other than just books and DVDs for checkout.

* **Programs** – the Claresholm Library provides all kinds of free programs such as *Tales and Rhymes* for parents and caregivers of kids ages 0 to 6. We held a one time program in May for kids wanting to learn magic tricks. A professional magician from Calgary ran this program for us. This summer we will be holding our annual *TD Summer Reading Club* for kids of any age. We will have in house programming for them and they will also receive activity kits to take home. Prizes will be given out for every five books read.

We also have adult programming such as the *Laughing Yoga Workshop* held in May and the *Be Scam Smart* for seniors in June. The Library hosts a *Pink Tea* every October and a concert every Christmas.

* **Meeting Rooms** – we have one large meeting room and one small one that are available to anyone free of charge as long as they are not charging for or profiting from the meeting. The Bill Simpson Room holds up to 29 people and is used by the Claresholm Tops, the Willow Creek Community Adult Learning Society and the Claresholm Rug Hooking Group every week. It is used by other groups such as C.A.R.eS. and condo boards on a monthly basis.

Our small room, the Kathy Davies Room, is used by Inclusion Foothills and the Foothills Community Immigrant Services every week.

On average the rooms are used by 55 people per week.

* **Exam Invigilation** – The Library manager provides free exam invigilation to people who are taking online courses.

* **Public Computers** – five computers are available for public use free of charge.

* **Newspapers** – The Claresholm Local Press and the Lethbridge Herald are available for anyone to come in and read

* **Reference Requests** – All Libraries provide a reference service. Requests can be simple (my favourite: how can you tell a boy squirrel from a girl? Answer – you have to catch them and look), or time consuming such a request we had in Feb. of 2022 from a man in Utah who was looking for information on his great uncle who died in Claresholm in 1907.

* **Inter Library Loans** - The Claresholm Library is part of the Chinook Arch and we can bring in books and movies, etc., from any of the 33 libraries in the system. We also provide an inter library loan service whereby we search the rest of Alberta for titles not in the Chinook Arch. We bring in a lot of books from Calgary, Edmonton, Red Deer, etc., with no charge to the patron.

* **Digital Help** – a lot of patrons, especially seniors, come to us for help in setting up their tablets and cell phones and we do this free of charge. Staff also spends a lot of time helping patrons who are using the public computers. We have an adult patron who cannot read or write and staff assists them on a regular basis by reading their mail, booking plane tickets, etc.

* **Scanning and email** – The Library provides free scanning and email services.

* **Book Delivery** – we provide delivery of books to seniors who are unable to make it into the Library.

* **Toy Lending Library** – We have a very large toy lending library. We also loan out strollers, booster seats and a playpen. We also have a large cake pan collection for loan and recently acquired a Lemonade Stand that can be loaned out.

We have also recently acquired a green screen kit that includes a ring light to loan out to content makers. We have 3 Chromebooks (purchased with funding from the Town) that go out on a regular basis. We will soon have several pieces of sporting equipment (also funded by the Town of Claresholm) that will be available for checkout.

* **Free Craft Kits** – we give out craft kits for kids on a continuous basis. To date we have given out 261 kits this year. We also give out adult kits but on a much smaller scale due to cost.

* **Art Displays** - The Library displays art on a regular basis from local artists (free of charge) and facilitates sales between buyers and the artists.

AGENDA

1: Call to Order

2: APPROVAL OF AGENDA

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from June 21, 2022

4: CORRESPONDENCE

4.1 From Public Services Library Branch

5: FINANCIAL

5.1 Financial report for end of August

6: REPORTS

6.1 Library Manager's report

6.2 Librarians' Committee Meeting Report from May 9

7: NEW BUSINESS

7.1 Claresholm Museum requesting to take some items from the Library's Jean Hoare Room as per the letter from the Archives Society of Alberta

8: OLD BUSINESS:

8.1 AED/CPR Training

8.2 Naloxone supplies and training / draft policy per this item

8.3 Alberta Blue Cross grant

8.4 Speak with Town Council

8.5 numbers re staff raises

9: CLOSED SESSION (if required)

10: ADJOURNMENT

Claresholm Public Library Board
Regular Meeting
September 20, 2022

AGENDA

Next Meeting: October 18, 2022 at 5 pm

MINUTES

In attendance: Earl Hemmaway, Joanna Ridley, Kendall Schille, Donna Meister, Jay Sawatsky, Ashley Tebbutt, Tony Hamlyn

1: Call to Order

5:02 Tony Hamlyn

No additions or deletions

2: APPROVAL OF AGENDA

Brad Schlossberger makes a motion to approve agenda

Carried

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from May 17, 2022

Earl Hemmaway makes a motion to approve minutes

Carried

4: CORRESPONDENCE

4.1 From Chinook Arch re Funding Opportunity (see new business)

- Two grant funding programs from Alberta Blue Cross
 - Applications for up to \$3,000
 - Jay would use funds for hiring someone to help seniors with computer tech etc.
- ACTION - Kelsey will start an application with Tony's assistance**

4.2 From Jason Hemmaway re AED/CPR and Naloxone (see old business)

- Need training for AED
- Formal training not required but training recommended to help increase understanding and generate discussion - Brad will email Jason

4.3 From AHS re Naloxone (see old business)

- Kendall doesn't feel we should be a distribution site - the nasal spray a good idea
- Eliminates concern of handing out injections
- St. John training for nasal spray
- Jason mentioned if we have it on site need to post it on the board, advertisement
- As there is a park nearby, should someone there need assistance?
- Will wait until next meeting for more details on the whole situation **TABLED**

MINUTES

5: FINANCIAL

5.1 Financial report for end of May

- People are renewing memberships at a higher rate as we weren't open at this time last year
- Lights all repaired, Trevor Gillespie and team were efficient

Kendall Schille makes motion to accept financials as presented

Carried

6: REPORTS

6.1 Library Manager's report

- Summer Reads - July 6 - August 24
- Town approached library to purchase sporting equipment to rent out
 - Includes life jackets, ball gloves, pickle ball, soccer, football etc.
 - VR starts Friday afternoons in July
 - West Meadow library tour June 15
 - Roku TV from circulation desk to foyer
 - Town asked Library to partner with them on the Alberta Air Tour August 27
 - Maybe a good opportunity to utilize VR there

6.2 Chinook Arch Library Board Meeting Report from April 7, 2022

- As of today, people can start to renew online

Joanna Ridley makes a motion to accept reports as accepted

Carried

7: NEW BUSINESS

7.1 Town Council Meeting and Presentation

- Jay made a document to go to a town meeting and present on what is going on with the library
- Sept. 19 meeting is ideal, then board can discuss meeting afterwards

7.2 Funding Opportunity

- Covered above

7.3 Section with John's name/volunteer corner

MINUTES

- Recognizing a volunteer a month/quarter
 - Have a decorator volunteer their time to create the corner, make it look nice
- Nice to do a rotation for the volunteers to feel celebrated
- Prizes - take a selfie at the volunteer corner, win a prize
- Keurig
- Earl feels it's a slippery slope to put people's names up

- ACTION Jay put some numbers together re Jay and staff raises
- With Tanner going to school, is it a good idea to hire now?
- Jay will tell him to give an overlap so staff can go on vacation

8: OLD BUSINESS:

- 8.1 AED/CPR Training
 - Covered above
- 8.2 Naloxone supplies and training / draft policy per this item
 - Covered above and tabled to next meeting

9: CLOSED SESSION (if required)

N/A

10: ADJOURNMENT

5:40 pm

Next Meeting: September 20, 2022 at 5 pm

July 6, 2022

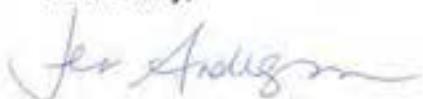
Ms. Tony Hamlyn, Chair
Town of Claresholm Library Board
c/o Claresholm Public Library
Box 548, 211 - 49 Avenue W
CLARESHOLM, AB T0L 0T0

Dear Ms. Hamlyn:

The amount of \$20,857.00 has been direct deposited into the library board's account.
This is payment of the 2022/2023 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 blue ink that reads "Jen Anderson".

Jen Anderson
Public Library Grants Program

REVENUES

Department		2022 Budget	January	February	March
Government Contributions	Town of Claresholm	\$171,000.00	\$41,250.00	0.00	0.00
	Province of Alberta	20,857.00	0.00	0.00	0.00
	M.D of Willow Creek	12,052.00	0.00	0.00	0.00
	Rural Library Services Grant	192.00	0.00	0.00	0.00
	M.D. of Willow Creek Library Board	4,833.00	0.00	0.00	0.00
	Sub-total	\$208,934.00	\$41,250.00	\$0.00	\$0.00
Other Revenue	Private Library Endowment	25,000.00	0.00	0.00	25,000.00
	Book Sales	600.00	72.45	62.25	90.30
	Donations	1,500.00	106.05	51.65	31.35
	Membership Fees	10,000.00	710.00	512.52	760.00
	Fines	700.00	106.85	64.69	37.99
	Room Rental	1,000.00	1,200.00	0.00	0.00
	Equipment Rental	100.00	50.00	50.00	0.00
	Photocopies/PC Copies	1,800.00	87.45	108.05	95.80
	Miscellaneous	50.00	13.00	1.00	0.00
	Interest Revenue	40.00	5.52	5.01	5.35
	Transfer from Savings	19,000.00	0.00	0.00	0.00
	Sub-total	\$59,790.00	\$2,351.32	\$855.17	\$26,020.79
	Total Revenue		\$268,724.00	\$43,601.32	\$855.17

EXPENDITURES

Department		2022 Budget			
Staff	Staff				
	Salaries and Benefits	\$ 162,500.00	11,376.44	12,116.37	12,046.25
	Employee Course & Conference Fees	1,200.00	0.00	0.00	0.00
	Travel & Hospitality	500.00	0.00	0.00	0.00
	Sub-total	\$164,200.00	\$11,376.44	\$12,116.37	\$12,046.25
Library Resources	Books	10,000.00	15.95	427.73	481.54
	Periodical Subscriptions	700.00	307.67	0.00	183.42
	Audio-Visual	1,000.00	46.95	26.99	155.49
	Sub-total	\$11,700.00	\$370.57	\$454.72	\$820.45
Administration	Financial Review	100.00	0.00	100.00	0.00
	Board Conference & Other	0.00	0.00	0.00	0.00
	Equipment Rental/Maintenance	700.00	43.71	43.70	44.29
	Legal Fees, Bank charges	1,000.00	0.00	0.00	0.00
	Library Supplies	1,500.00	8.58	64.18	107.58
	Computer software	1,000.00	0.00	0.00	245.33
	Association Fees	350.00	0.00	105.00	0.00
	Postage	50.00	0.00	0.00	0.00
	Programs	8,000.00	313.67	49.50	123.77
	Volunteers	2,300.00	325.00	760.61	32.22
	Stationary, printing, & copier supp	2,200.00	173.55	184.41	193.34
	Telephone	3,000.00	163.80	163.80	163.80
	Fund Redistribution	0.00	0.00	0.00	0.00
Sub-total	\$20,200.00	\$1,028.31	\$1,471.20	\$910.33	
Building Costs	Insurance	2,200.00	0.00	2017.27	0.00
	Cleaning Supplies	1,000.00	0.00	37.47	0.00
	Natural Gas & Power	15,000.00	916.40	2792.75	1,410.20
	Security System	1,000.00	40.95	40.95	40.95

Utilities	3,500.00	275.51	280.01	281.16
Rent	1.00	1.00	0.00	0.00
Sub-total	\$22,701.00	\$1,233.86	\$5,168.45	\$1,732.31

Transfer Payments	Chinook Arch Regional Library	14,000.00	0.00	6841.91	0.00
	Sub-total	\$14,000.00	\$0.00	\$6,841.91	\$0.00
Maintenance	Building Repair and renovations	13,923.00	0.00	0.00	0.00
	Furniture	2,000.00	0.00	0.00	0.00
	Equipment	17,000.00	5,714.12	1021.97	832.25
	Sub-total	\$32,923.00	\$5,714.12	\$1,021.97	\$832.25
Other	GST Paid	3,000.00	379.97	274.18	193.26
	Sub-total	\$3,000.00	\$379.97	\$274.18	\$193.26
	TOTAL EXPENDITURES	\$268,724.00	\$20,103.27	\$27,348.80	\$16,534.85

April	May	June	July	August	Total	Difference
0.00	43,250.00	0.00	43,250.00	0.00	\$127,750.00	\$43,250.00
0.00	0.00	20,857.00	0.00	0.00	\$20,857.00	\$0.00
0.00	12,052.00	0.00	0.00	0.00	\$12,052.00	\$0.00
0.00	0.00	0.00	0.00	0.00	\$0.00	\$192.00
0.00	0.00	0.00	0.00	0.00	\$0.00	\$4,833.00
\$0.00	\$55,302.00	\$20,857.00	\$43,250.00	\$0.00	\$160,659.00	\$48,275.00
0.00	0.00	0.00	0.00	0.00	\$25,000.00	\$0.00
77.50	62.30	68.20	61.00	129.55	\$623.55	-\$23.55
20.90	14.85	35.50	27.10	10.00	\$297.40	\$1,202.60
560.00	697.52	1,180.00	1,010.00	1,276.28	\$6,706.32	\$3,293.68
63.90	23.15	93.49	90.25	121.67	\$601.99	\$98.01
0.00	0.00	150.00	150.00	150.00	\$1,650.00	-\$650.00
0.00	0.00	50.00	0.00	50.00	\$200.00	-\$100.00
143.85	97.00	134.75	205.60	187.45	\$1,059.95	\$740.05
3.00	6.00	0.00	0.00	3.00	\$26.00	\$24.00
5.08	5.16	6.10	7.13	7.94	\$47.29	-\$7.29
0.00	0.00	19,000.00	0.00	0.00	\$19,000.00	\$0.00
\$874.23	\$905.98	\$20,718.04	\$1,551.08	\$1,935.89	\$55,212.50	\$4,577.50
\$874.23	\$56,207.98	\$41,575.04	\$44,801.08	\$1,935.89	\$215,871.50	\$52,852.50

11,472.97	11,849.92	12,000.26	11,695.62	12,815.23	\$95,373.06	\$67,126.94
0.00	0.00	0.00	0.00	0.00	\$0.00	\$1,200.00
0.00	0.00	0.00	0.00	0.00	\$0.00	\$500.00
\$11,472.97	\$11,849.92	\$12,000.26	\$11,695.62	\$12,815.23	\$95,373.06	\$68,826.94
418.65	638.25	304.52	774.42	926.24	\$3,987.30	\$6,012.70
0.00		145.80	0.00	0.00	\$636.89	\$63.11
68.36	66.25	175.88	68.99	64.34	\$673.25	\$326.75
\$487.01	\$704.50	\$626.20	\$843.41	\$990.58	\$5,297.44	\$6,402.56
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
43.21	43.72	45.00	43.96	45.43	\$353.02	\$346.98
0.00	0.00	0.00	0.00	0.00	\$0.00	\$1,000.00
122.43	30.23	195.94	19.97	82.82	\$631.73	\$868.27
0.00	0.00	0.00	0.00	0.00	\$245.33	\$754.67
0.00	0.00	0.00	0.00	0.00	\$105.00	\$245.00
0.00	0.00	0.00	0.00	0.00	\$0.00	\$50.00
873.42	1,065.02	440.69	844.20	848.68	\$4,558.95	\$3,441.05
37.08	89.24	25.79	103.62	23.42	\$1,396.98	\$903.02
201.92	192.57	208.53	209.90	212.09	\$1,576.31	\$623.69
163.80	163.80	163.80	163.96	163.80	\$1,310.56	\$1,689.44
0.00	144.30	0.00	0.00	0.00	\$144.30	-\$144.30
\$1,441.86	\$1,728.88	\$1,079.75	\$1,385.61	\$1,376.24	\$10,422.18	\$9,777.82
0.00	0.00				\$2,017.27	\$182.73
30.47	0.00	62.85	0.00	17.99	\$148.78	\$851.22
1,252.31	1,055.02	739.99	666.44	888.16	\$9,721.27	\$5,278.73
220.89	40.95	40.95	40.95	40.95	\$507.54	\$492.46

283.43	282.14	283.60	287.17	283.10	\$2,256.12		\$1,243.88
0.00	0.00	0.00	0.00	0.00	\$1.00		\$0.00
\$1,787.10	\$1,378.11	\$1,127.39	\$994.56	\$1,230.20	\$14,651.98		\$8,049.02

0.00	0.00	0.00	6,841.91		\$13,683.82		7158.09
\$0.00		\$0.00	\$6,841.91	\$0.00	\$6,841.91		7158.09
0.00	11,787.41	0.00	100.00	0.00	\$11,887.41		\$2,035.59
0.00	0.00	0.00	0.00	0.00	\$0.00		\$2,000.00
333.99	376.43	475.98	380.37	2343.78	\$11,478.89		\$5,521.11
\$333.99	\$12,163.84	\$475.98	\$480.37	\$2,343.78	\$23,366.30		\$4,035.59
180.87	768.33	143.74	170.69	270.96	\$2,382.00		\$618.00
\$180.87	\$768.33	\$143.74	\$170.69	\$270.96	\$2,382.00		\$618.00
\$15,703.80	\$28,593.58	\$15,453.32	\$22,412.17	\$19,026.99	\$158,334.87		

Library Manager's Report

Public Library Services Branch has revised the Annual Report, resulting in some new fields to complete. The new fields are:

- * Collections: Number of wireless hotspots available for loan
- * Collections: Number of mobile devices available for loan
- * Circulation: Number of times electronic equipment (wireless hotspots or mobile devices) were checked out
- * Library Use: Number of informal technology training assistance encounters (e.g., how to use email, print a document, access a website or e-resource, etc.)
- * Library Use: Number of formal bookings of library meeting rooms or similar spaces
- * Programming: Number of formal technology sessions and number of participants
- * Programming: Number of virtual programs and number of participants
- * Programming: Number of outreach sessions and number of participants

This is great news as Library staff spend a lot of time helping the public with their phones, tablets and laptops.

In August PLSB made another revision to the annual report to include "Take Home Programs" so we will be able to include the craft kits we give out every year. This excellent news as we have given out over 600 kits this year so far.

At the end of June Library staff moved all of the DVDs into their cases on the shelves. We had been keeping them in drawers behind the circulation desk but it was very time consuming to transfer them into the DVD cases for checkout. The decision was made to move them to save time and also to provide a better interaction between staff and patrons as some would take out 12 or more movies and get antsy waiting. Other small libraries in Chinook Arch have said that they keep theirs in the cases on the shelves and have not had a problem with theft. So far we have not had any problems.

Inventory on the Library's collection was last done in 2017. Starting at the end of June we inventoried all the collections and found a few missing items as well as items that belonged to other libraries.

The carpet in the foyer /hallway leading down to the Bill Simpson Room was professionally cleaned as there were two areas that had grease and/or oil stains, possibly from someone's riding scooter.

Starting July 28 and running until August 24 the Library displayed the "What Lies Beyond" art

installation from the Trex Southwest Art Display.

Our first STEM kit has proved popular so an electrical circuit kit has been made and more STEM kits will be coming.

As our free craft kits have done well over the past couple of years we have started making kits that tie into books, our first being a paper doll kit to go with the juvenile graphic novel series *Breaking Cat News*.

Thirty eight kids signed up for our Summer Reading Program this year. 94 prizes were given out making for a total of 470 books read. 72 kids attended the in house program that ran Wednesday mornings.

VOIP phones installed August 16 but are not yet up and running.

The stand up paddleboards have been very much in demand so I purchased one more adult and one more youth board with library funds.

We held a Magic Show for kids August 19 led by professional magician Christopher Cool. 82 people were in attendance.

Tanner has given his resignation and his last day at the Library was Saturday September 17. Griselda Quiroz has been hired. She will be a great addition to the front desk as she speaks Spanish and we have more patrons coming in all the time whose first language is Spanish. She started her training on August 24th.

Umeko has been unable to find daycare so has taken a temporary leave of absence. Marnie Knox has been hired to cover her three days a week for 2 to 3 months. She started her training on August 27th. In the meantime Umeko has taken over the janitor job that Griselda vacated – this allows her a few hours a week that she can do outside of hours needing daycare.



Librarians' Committee Meeting
May 9, 2022, 9:30 a.m.
via Zoom and Board Room – Chinook Arch
DRAFT MINUTES

Present

Sherry Malmberg, Arrowwood
Patty Abel, Champion
Jay Sawatzky, Claresholm
Dothlyn McFarlane, Coaldale
Diane deLauw, Crowsnest Pass
Sharon Wollersheim, Coutts
Darlene Hofer, Fort Macleod
Kathy Goodstriker, Kainai
Barbara Longair, Lethbridge
Caroline Moynihan, Lethbridge
Kate Koch, Lomond
Stephanie Humphreys, Magrath
Celia Lahd, Milo
Gloria McGowan, Nanton
Cheryl Garratt, Picture Butte
Cathy Fischbuch, Pincher Creek
Shyanna Reimer, Raymond
Laura Quinton, Stirling
Chris Vowles, Taber
Connie Clement, Vulcan
Andrea Tapp, Warner

Regrets

Donna Beazer, Cardston
Kelsey Chic, Carmangay
Tracey Sawatzky, Chinook Arch

Chinook Arch Staff

Carley Angelstad
Kerby Elfring
Amy Genesis
Joey Going
Trevor Haugen
Robin Hepher
Shayla Kopp
Jennifer Latham
Heather Martin-Detka
Suzanne Stables
Gill Watkinson
Pat Wauters
Lisa Weekes

Absent

Kim Shimbashi, Barnwell
Sharon Hagen, Enchant
Nikki Francis, Glenwood
Donna Pavey, Granum
McKell Woodruff, Grassy Lake
Diane Wickenheiser, Hays
Peter Denmark, Milk River
Bev Olson, Stavely
Gen Durupt, Vauxhall
Marsha Edwards, Wrentham

1. Introductions

2. Adoption of Agenda

Robin asked to add an item under Other Business – 8.a. *Book Allotment Reserve*.

Motion: J. Sawatzky moved adoption of the amended agenda. **CARRIED**

3. Minutes of March 14, 2022 meeting

Motion: C. Garratt moved approval of the minutes. **CARRIED**

4. Business arising from minutes

None.

5. Announcements

Lisa noted AHS and AB Blue Cross health literacy posters and brochures in the board room that were available for the taking. She also mentioned that laminated posters regarding regional supports for Low German Mennonites was put in the red bins on Friday.

Kerby presented flowers and a gift to Kathy Goodstriker in honour of her recent retirement. Kathy presented some gifts to Chinook Arch staff in return. Kathy also accepted a READ award on behalf of Kainai Public Library.

6. Items for Decision

a. *Circulation Policy Review – Policy 2.2 and 2.3.2*

Pat Wauters

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 reviewed Policies 2.1 to 2.3.4. The committee is proposing modifications to the attached policy.

Policy 2.2 Renewals

No modifications were made to the policy but the committee felt it was important to review it with the Librarians' Committee as a reminder not to renew items that have holds.

Policy 2.3.2 Waiving overdue bills

The policy has been modified to clarify that overdue or privilege bills can only be waived by the user's home library. Lost and damaged bills can only be waived with the approval of the item owning library.

Motion: D. deLauw moved to accept the amended Policy 2.3.2 as presented.
C. Vowles seconded. **CARRIED**

- b. *Number of Days Items are Held for Patrons* *Pat Wauters*
The number of days that items sit on the hold shelf is currently set at 10 days in Workflows for most libraries. There is also a setting "Do not count closed dates when calculating the expiration date of available holds" that is enabled. Items at libraries with closed dates can sit on the hold shelf considerably longer than 10 days. For example, LPL doesn't have any closed days while Granum is closed 3 days a week (Saturday to Monday). A hold placed May 6 with a pickup location of LPL expires on May 16 but with a pickup location of GRAN expires on May 25.

The recommendation for consideration is that the setting to count closed dates be disabled. This will result in fewer days at libraries with closed days for patrons to access the library to pick up their holds. Therefore, it is also recommended that the number of days items sit on the hold shelf be modified from 10 to 12 days and Policy 3.1 be modified to reflect this change.

Motion: S. Humphreys moved to accept the recommendation that the "closed dates" setting be disabled and that Policy 3.1 be modified from 10 to 12 days on the holds shelf. C. Garratt seconded. J. Sawatzky opposed the change to 12 days. **CARRIED**

7. Items for Information

- a. *IT – updates* *Trevor Haugen*
Progress has finally been made on the VOIP system, with Jock doing some successful testing out at Nanton. Next steps will be testing at all other library locations. IT will be in touch with details. Faxing will also potentially be available as part of the functionality. Let IT know if you are interested in having that functionality in addition to the phone.
- b. *SYNC Audiobooks for Teens* *Heather Martin-Detka*
Heather shared information on the SYNC Audiobooks for Teens program that provides YA-focused audiobooks to teens from April 28 to August 17 via OverDrive's Sora app (the school version of the Libby app). Two audiobooks are released every week during the duration of the program. If a library wanted to promote this locally, info about the program can be found here - <https://www.audiofilemagazine.com/sync-faa/>
- c. *Library Visits* *Heather Martin-Detka*
Member Support will be sending out an email later this week to start scheduling visits, potentially with both your support librarian (Amy or Carley) and Heather. If you're interested in a library visit – whether to give a tour, discuss your collections, be reminded of the services Member Support can offer, or for on-site training sessions for managers, staff or boards – keep your eyes on your inbox.
- d. *Summer Reading Program* *Carley Angelstad*
Welcome to Shayla Kopp and Suzanne Stables who are Chinook Arch's Summer Programming Staff for 2022. Shayla and Suzanne will be in touch with libraries to plan an SRP training day and to schedule program visits in July and August. Contact them at srp@chinookarch.ca or 403-942-8026. Also plan to follow them on their social

channels for information and sharable content.

Facebook - <https://www.facebook.com/Chinook-Arch-SRP-1603974576553216/>

Instagram - <https://www.instagram.com/chinookarchsrp/>

e. *Coffee Chat – Collection HQ*

Carley Angelstad

Our next Coffee Chat is today at 1:30pm both in-person & via Zoom. Grace from Collection HQ will be joining us to share tips & tricks for using Collection HQ and answering your questions about CHQ and your collections. Managers are encouraged to share what is happening in your library's collections, whether it be an exciting change (like a Library of Things!) or a challenge (such as running out of space). This monthly meet-up is also for library managers to discuss projects they're working on, ask questions, chat about what is happening in libraries around the region, and check-in with how others are doing.

Coffee Chats are hosted on the second Monday of the month at 12:30pm, via Zoom. Later this year, we hope to meet in person at Chinook Arch. This is a drop-in event and no RSVP is required.

f. *Book Challenges – Toolkit*

Carley Angelstad

Over the last year there has been an increase in book challenges, particularly in the United States. Member Support has put together a [Book Challenges Toolkit](#) on the Internal Website. These resources are available to managers, boards, or staff who want to learn more about preparing for or responding to materials challenges. The toolkit includes articles, on-demand webinars, and sample policies & material reconsideration forms that libraries are welcome to use or adapt. Member Support staff are also available to chat if you have particular questions or concerns.

g. *eRenew*

Pat Wauters

As part of the process of setting up eRenew, all of the user profiles have been reviewed and decisions made about which to include and exclude from online renewals.

Age ranges have been supplied so that user profiles that change based on the user's age will be updated when renewed online. For example, a Taber juvenile membership will be updated to a YA membership when a 13-year-old user renews their card online.

Users with family user profiles will be able to renew their cards online. Note that for libraries that issue a family card with the privilege fee for the head of the family and separate cards for the family members, it will be possible for individual family members to renew their card without a privilege fee billed. Let Pat know if your library would like family memberships excluded from online renewals.

Local cards and group profiles have been excluded from online renewals. Online renewals will take into account the user's original expiry date to calculate the new renewal date, unless the user's account has been expired for a while. Also, if a user has fines and fees in excess of \$5, they will have to reduce the amount owing to less than \$5 before being allowed to renew online.

Pat expects eRenew to be functional for patrons by end of May. Let Pat know if you would like to review the list of library profiles that have been excluded/included for

your library.

h. Chinook Arch Needs Assessment

Robin Hepher

As Chinook Arch proceeds with its needs assessment, staff are looking to dig deeper into some of the issues identified during the March 2022 Coffee Chat. Over the next few weeks, Chinook Arch will be hosting a series of Zoom brainstorming sessions on the following topics:

- "Getting Butts Back in the Library"
- Library Programming & Programming Support
- Outreach/Community Involvement/ "Getting out of the library"
- Language Learning/Serving Recent Immigrants
- Technology Needs for Libraries: Wi-fi printing, Scanning, Faxing, Supporting remote learning, etc.

Library managers, staff, and trustees are welcome to participate in these sessions. Dates will be sent out shortly, and everyone is encouraged to attend as many of the sessions as possible. In addition, an online survey will be forwarded to library managers so that people who can't attend a Zoom session will have opportunity to provide input.

8. Other Business

a. Book Allotment Reserve

Robin Hepher

Robin wanted to address the book allotment reserve surplus that has built up over the years. It's now sitting at \$235,000 and should be brought down. Library managers can either plan to increase their spending on items for their individual library, or, as a group, decide to put some of the fund towards an eresource like OverDrive. Darlene suggested streaming eresources for consideration for the funds. Connie suggested that frustrated OverDrive users would benefit from holds on ebooks being reduced. Cheryl suggested that the fund could be applied to high-hold physical items, or apply it to the most popular block collections. Another suggestion was a floating collection of popular items that live wherever they are checked in. Kanopy, a streaming film service, came up as an option, and that resource will be discussed at the Resource Sharing Committee meeting on May 26. Lethbridge Public has been doing a trial with Kanopy. Robin will gather more info for a future meeting. Robin also suggested that managers check for an email from Tracey from earlier this year that shows their own book allotment roll-over.

9. Round Table

Andrea/Warner: The library's 75th anniversary celebration was well attended. Things will be quiet for a while now that that's done. Andrea will be on leave for a couple months with Cindy Kuhl filling in as manager.

Gill/Chinook Arch: Asked if there were any questions about the "Cataloguing Workflow" document she recently emailed to managers; no questions noted. The Decolonizing the Catalogue working group will meet tomorrow and will review updated language sent from PLSB and the U of Alberta. Chinook Arch will see how Calgary Public Library proceeded with consultation of Indigenous groups in the Calgary area before contributing to the language. Kerby has also recently joined this group.

- Dothlyn/Coaldale:** Thank you to Kerby for SALC. Coaldale's upcoming summer festival has been renamed from Settler Days to Coaldale Summer Fest, August 5-6, 2022.
- Kate/Lomond:** Looking forward to Summer Reading Program this summer.
- Joey/Chinook Arch:** May goodies for promo plan activities will be shipped to libraries when they arrive, and there will be another shipment in June, then a break for the summer.
- Celia/Milo:** An Easter Egg hunt around the library brought in people from the community. Milo received Canada Summer Jobs funding so they are in the middle of hiring a summer student.
- Darlene/Fort Macleod:** Their new plan of service is almost complete. A local author did a presentation with 30 attendees – a record! The Royal Purple and library board are putting on a "Wine Survivor" night on June 25; tickets are selling well.
- Gloria/Nanton:** Jock has been out to test VOIP and prep for set-up. This will save the library \$40 per month on phone bills. Programming for the summer is in the works with the goal of trying to get people accustomed to being in groups again.
- Laura/Stirling:** Things going well with current programming and prep for summer.
- Sherry/Arrowwood:** They have an enthusiastic new staff member for SRP and volunteers for a local history project.
- Patty/Champion:** SRP will be on Mondays and will be run by 2 students from the school. They're excited to provide new gifts and games from AGLC funds.
- Shyanna/Raymond:** Raymond has developed a new program-on-demand brochure and it's on their website. They are excited to get new community members in library. Staff are busy with SRP prep including two new students.
- Carley/Chinook Arch:** Working with Shayla & Suzanne on SRP. On May 25, there will be an online Alberta-wide SRP brainstorming session. Look for Carley's emails for registration info for that event. She's also planning library visits and creating borrowable programming kits for library staff including a Nintendo Switch kit and a Cricut kit.
- Amy/Chinook Arch:** Resource Sharing Committee meeting coming up; new resources like Kanopy will be discussed. Member Support is discussing Chinook Arch's plan of service. Looking forward to visiting libraries in the next few weeks.
- Lisa/Chinook Arch:** Chinook Arch was awarded a \$3,000 grant from AB Blue Cross's COVID Community Roots Program to refresh the Regional Programming Collection so new equipment will be added soon.
- Kerby/Chinook Arch:** Thanks to all who attended SALC. Planning for next year will resume later this year.
- Cathy/Pincher Creek:** Thank you to SALC organizers; Cathy had a great time and appreciated the simple format. Lendable snowshoes and skis were just put away, thank goodness. Passive programming during Easter featured "Minute to Win It" games. Gardening is a popular topic and local authors are scheduled for upcoming events.
- Diane/Crowsnest Pass:** They are also engaging in passive programming: maker space and wooden alphabet puzzle pieces hidden around library. Friends group uses regional programming collection to take to the community market. The Friends group has bought a table for the year and offers it to local authors to use.
- Connie/Vulcan:** Enjoyed reconnecting to others at SALC. Thanks to Heather and Joey for their visits and materials created for the Health Wellness Challenge. Vulcan County won a 2021 award for being Alberta's most active community. In 2022, they are going for the national title. Connie donated items to CBC Reads in Calgary with money to go to children's literacy. Spock

Days are coming up, and the library will host a book sale in the library. ATB will speak to the community about scams on June 1. Seniors Week 2022 is June 6-12 and the library will join in on local activities. Plan of service is also being worked on.

Cheryl/Picture Butte: The library has hired a new staff member, Amanda. Feedback from their Wine Survivor event was that they need to make it a Whiskey and Wine event next year. 4-H partnering was not a success because the kids' shelving efforts required a lot of work to fix. Yoga and language learning programs are still proceeding until summer. SALC was great!

Stephanie/Magrath: New plan of service was just completed. A local person hosted a writing group at the library and a participant just published her first book. A craft event will generate money and supplies. SRP staff have been hired.

Sharon/Coutts: No SRP this year since there are so few kids in town. The library will host a book club of sorts where participants bring a book they are reading and talk about that, rather than all reading the same book. The library will have their used book sale on Saturday, May 28, at the local rec centre as part of village community garage sale, and again during Coutts Days. Sharon was also glad to be back at SALC and she appreciated the format.

Barb/Lethbridge: In-house programming has reinvigorated the library. A recent puppet show brought in 60 kids. Their plan of service is now on lethlib.ca. A summer student will do Indigenous-focused summer programming. The Big Truck Petting Zoo is back, part of Public Works Week in Lethbridge. This will be at the Crossings branch on May 14, 11 am to 3pm. Friends of the Library are hosting a "Mega Book Sale: The Sequel" on May 14-15. This year the format is a ticket system – you exchange your \$5 ticket for a bag of books or 20 DVDs/CDs.

Chris/Taber: The library is hosting a month-long book sale in May. May 27 is bunny adoption day at the library. Coffee with Council will be scheduled again; Chris wants to invite other professions to come in for coffee chats, too. The library was approved for a \$5000 Community Foundation grant for renos in their Children and Teens areas. For Seniors Week, on June 1 the library will host a speaker who will discuss loss and grief. Patron counts are increasing!

Shayla/Chinook Arch: She and Suzanne are working on donations for reading prizes for kids around the region.

Suzanne/Chinook Arch: Watch your emails for more info on SRP happenings!

Caroline/Lethbridge: Adult summer reading program is in the works. Their seed library has proven very popular with packages available in library and via mail. Marilyn is hosting ongoing Indigenous-centred programming and events.

Robin/Chinook Arch: Council visits continue, and thanks to those who have joined him at those.

Heather/Chinook Arch: Resource Sharing Committee meeting is coming up on May 26, 2-4pm. She will work with Jenn to refresh the rotating blocks. Library visits with Amy & Carley are coming up. Near the end of summer, Member Support will refresh book club kits.

10. Next Meeting: September 12, 2022 – Location: Chinook Arch Board Room & via Zoom

11. Adjournment

Motion: S. Wollersheim moved to adjourn the meeting at 11:38 a.m.

archives

SOCIETY OF ALBERTA

Claresholm Site Visit Report

TO: Trisha Carleton
Executive Director
Claresholm and District Museum

Kathy Davies
Library Manager
Claresholm Public Library

FROM: Rene Georgopolis
Executive Director/Archives Advisor
Archives Society of Alberta

DATE: September 16, 2013

RE: Report on Site Visit, September 6, 2013

Attached is the report of my site visit to Claresholm Museum and Claresholm Public Library. Also included is a site visit evaluation form.

Thank you for giving me an insight into your archival concerns. Please contact me if you have any comments or questions about this report, archival policies or any other archival matters. I can be reached at:

Suite 407, 10408 124 St NW
Edmonton, AB
T5N 1R5
archivesadvisor@shaw.ca
(780)424-2697

ISSUE

Both the library and museum house archival holdings. How should the Town of Claresholm care for these records? Are they best managed under the museum or library?

INVESTIGATIONS AND FINDINGS

The Archives Advisor met with both Trisha Carleton and Kathy Davies to discuss the current state of the archives in the Town of Claresholm and the best future direction for the archives. Currently, there are archives held in both the library and museum. We discussed the advantages and disadvantages of either housing the archives in the museum or housing the archives in the library.

Archives can stand alone as an institution and are frequently stand-alone institutions in municipalities and governments. They are also found under museums, libraries, corporations and churches. The decision on where the archives of Claresholm should be housed depends on resources available. The archives of Claresholm could stand alone or be housed in either the museum or the library. I recommend that only one institution care for the records as it becomes confusing to have two institutions acquiring archives with the same mandate. Two institutions could result in competition for records which goes against archival ethics. It is also a waste of resources to care for records at two institutions.

Observations at the Museum

Generally, the museum has more archival holdings and better staff knowledge of archives. The museum also has a history with the Archives Society of Alberta so it may be easier to establish the archival program at the museum since some policies and procedures may be in place already.

Previous membership

Claresholm and District Museum was an institutional member of the Archives Society of Alberta in the past. A number of their archival records were described on the provincial database and still are accessible: <http://www.albertaonrecord.ca/claresholm-and-district-museum:isdiah?page=1&limit=10>. The archives in the database were described by a professional archivist who currently works at the Glenbow Archives. Unfortunately there is no documentation on why the museum discontinued their ASA membership but there is speculation that at the time, the membership was discontinued because the museum was not open year round or that there was a change in staff and the membership was not paid.

Trained Archivist?

Currently the museum does not have staff with archival training. Trisha has done some work with archives in the past, but would need some educational support if she were to work on archives. Additionally, she has many other responsibilities at the museum that would not allow

her to work on the archives as much as the archives requires. If it was decided that the museum be responsible for the archives of the Town of Claresholm, I would recommend that someone be hired to specifically work on the archives.

Space

The museum does not currently have the space to allow the archives to grow. The storage area is a concern as security is a problem. There is no lock on the door to the archives which is needed to ensure the safety of the records. In archives, the concept of integrity is important - the quality of being whole and unaltered through loss, tampering, or corruption. When there is no lock for the holdings, it is difficult for the archivist to have control over the records to ensure that nobody tampers with them. Additionally, theft is a concern and the general preservation of the memory and evidence of Claresholm.

The museum is also lacking a reading area for researchers to sit and look at archival records. The public requires space to look at archival holdings. And some space with tables is needed to ensure that archives are handled and supported properly.

Observations at the Library

The library has a small amount of archival records with no staff knowledge of archival practices, little space but some options for an archival space if the resources were available.

Archival Holdings

The library houses the town newspapers, local history books and a few archival records in the room with archives. Newspapers are not usually considered archival since they have been published and are widely available. Archives consist of records that are largely unique and rare.

Here is a definition of archives: 1. Materials created or received by a person, family, or organization, public or private, in the conduct of their affairs and preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator, especially those materials maintained using the principles of provenance, original order, and collective control; permanent records. - 2. The division within an organization responsible for maintaining the organization's records of enduring value. - 3. An organization that collects the records of individuals, families, or other organizations; a collecting archives.

The local history library and newspapers are definitely useful resources for anyone researching the Town of Claresholm.

Staff

The library staff has no archival training. If the archives is established in the library, I recommend that a professional archivist is hired, or at least, someone who has gone through an introduction to archives course, such as the Archives Institute.

Space

The library has little space in its current room for the archives to grow. The room has a lock with only a few trusted people having access to the holdings which is good. With archives, researchers cannot just peruse the stacks like they do in a library as it threatens the integrity and safety of the records.

Claresholm Museum Director Bill Kells contacted me regarding a letter the Museum received from the Archives Society of Alberta in September of 2013. The letter was addressed to both the Museum and the Claresholm Library. Basically it states that some archival items in the Library's Jean Hoare Room should be moved to the Museum. Please see attached letter for complete information.

I spoke to Kathy Davies who was manager at the time the letter was received and she felt then and feels now that the items in the room should remain there as when the current Library was built the Town wanted the Library to act as an Archive. However, I did tell Mr. Kells that I would take the matter before the Library Board to let them decide.

Mr. Kells spent several hours going through the items in the J.H. Room and felt he could simply make copies of many of them for the Museum. However, there are a few items he thinks should be in the museum and provided me with the list below. I personally feel that he is correct as for the most part they have not been looked at by the public in years and we have limited space in the room.

Items Mr. Kells would like to move to the Museum:

Correspondence directed to the Museum

An original menu from Jean Hoare's Flying Inn restaurant

A phone book from 1957

2 boxes of Canadian Girls in Training records

Photos from the Main Street Program (buildings were restored with provincial funding and the photos are from before and after)

A 1966 map of Alberta

1 box of artifacts and records from the Rotary Club

7 Binders of records from the Curling Club of Claresholm (1909 – 1995)

6 Binders of records from the Golf Club of Claresholm (1919 – 2005)

Records from the Akina Grandmother to Grandmother group

Mr. Kells also requested to take some of the original framed photos hanging in the J.H. Room and make copies. He would like to keep the originals, as he feels they are already quite faded and would be better preserved at the Museum, and provide us with the copies. For example: a photo of Jean Hoare when she was 18.

Jay Sawatzky

Jay Sawatzky

From: Monica Dickson <Monica.Dickson@albertahealthservices.ca>
Sent: June 27, 2022 4:13 PM
To: Jay Sawatzky
Subject: RE: Training for use of Naloxone.

Hi Jay,

Training through Safeworks is free. Unfortunately, the nasal spray itself is quite costly. You can buy it from any pharmacy and it ranges from between \$150 - \$200 for a box, which contains two doses. I would recommend picking up an injectable kit as well (they are free at any pharmacy), so that you also have the gloves and the barrier breathing mask on hand.

Two options;

Option 1: we can book something in through Safeworks, and you will need to go to a pharmacy and buy the nasal spray.
Option 2: You can connect with the folks at St.John's ambulance to see if you qualify to get free nasal spray naloxone through their program. In order to get the free nasal spray, you do have to attend one of their free virtual training sessions. If you want to further investigate option 2, I would recommend emailing them first, to see if you qualify and then we can go from there. If you don't qualify for their program I am happy to get you and your team trained. Website for the St.John's Ambulance training is www.reactandreverse.ca

Let me know how you would like to proceed.
Monica

Monica Dickson RBNB (she/her/hers)
Community Based Naloxone Project Nurse
Safeworks Harm Reduction Program
P: 403-863-9769
E: monica.dickson@ahs.ca
Sheldon M. Chumir Health Centre
5th Floor, 1213 – 4th St. SW, Calgary, AB T2R 0X7
Treaty 7 Territory
Alberta Health Services

Please note that I work part time and may not respond to your email immediately.

In the spirit of respect and truth, I wish to take a step towards reconciliation by acknowledging the land on which we are situated today. These are the traditional territories of the people of the Treaty 7 region in Southern Alberta, which include the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), the Tsuut'ina First Nation, and the Stoney Nakoda (including Chiniki, Bearspaw, and Wesley First Nations) and is also home to the Metis Nation of Alberta, Region III.

From: Jay Sawatzky <jsawatzky@claresholmlibrary.ca>
Sent: Monday, June 27, 2022 10:06 AM
To: Monica Dickson <Monica.Dickson@albertahealthservices.ca>
Subject: RE: Training for use of Naloxone.

Good morning,

I have spoken with my Board and they would like us to be trained to use the nasal spray. What is the cost of the spray and the training for myself and 4 staff members? Virtual training is fine if that is what is available.

Tahira may have already filled you in on some of this, so please disregard anything that is being repeated! It's definitely something you'll want to be vigilant about monitoring for. Rest assured that if you respond as you would in any other emergency (call 911 immediately, start rescue breathing), you'll have done a fine job. Once EMS is on the line follow the operator's direction, start rescue breathing as required, while awaiting the arrival of EMS.

As you mentioned, the library is interested in having naloxone on-site, so there are a few things to know:

Legislation: The Health Professions Act (2000) and the Government Organization Act (2000) as well as individual professional regulations (e.g. RN Regulations (2005)) direct who can perform the restricted activity of IM injection. Administration of Intramuscular Injectable Naloxone (in the Naloxone kits) is a restricted activity within the Health Professional's Act in an employment setting.

This means that administration of IM Naloxone within a place of employment would need policy and procedure documents in place for risk management (i.e. needlestick injury, adverse events). It is the responsibility of each organization and employer to work within their workplace health and safety policies and consult with their legal departments to determine the criteria for use and appropriateness of use. Procuring injectable naloxone also remains the responsibility of the individual organization and is done through the site's usual channels of acquiring medication for workplace use.

Much like CPR / using an AED, **you, as an individual and acting within personal use (not within an employment setting)** are protected from liability when responding to an emergency and using your naloxone kit, as long as you respond based on your training and to your full capacity.

In comparison, administration of Intranasal Naloxone is **not** a restricted activity and is user-friendly, though it is still important to have a workplace policy, including proper documentation. If your workplace is considering having naloxone available for occupational health and safety purposes, it is possible to purchase naloxone as a nasal spray. NARCAN™ Nasal Spray can be purchased directly from Adapt Pharma and more information can be found here: <https://www.narcannasalspray.ca/en>. You can also take NARCAN nasal spray training virtually through St. John's Ambulance, and once you have done the training they send you the nasal spray kits for free. I have attached a document about that program.

Accessing Kits: To obtain Naloxone kits (for personal use) you can access them through a local pharmacy. Information about kits and where to get them is available online at www.ahs.ca/naloxone or www.drugsafe.ca. They do expire and will need to be replaced about every 18 months. Currently, only intramuscular injection kits are available through the publicly funded AHS program. NIHB (Non Insured Health Benefit) for eligible First Nations and Inuit Canadians does cover NARCAN™ Nasal Spray. This is also available at some pharmacies, with this coverage or for purchase (I would call ahead to check for supply).

Training: You will also want to be trained on how to respond to an overdose. There is online training available at www.ahs.ca/naloxone, in the Training Resources Section, as well as in the FAQs, Videos and Posters section. I would also be happy to set up a group training for you and your team. We can discuss whether virtual or in person would be the best choice. If you are hoping to get the nasal spray kits, I should let you know that I only can provide the injectable kits, so if you want to investigate getting free nasal spray I would connect with the St. John's Ambulance program. I can train on both injectable and nasal spray, but can only distribute injectable kits.

Distribution: It is also important to note, separately from staff responding to an overdose, you may want to consider your facility becoming a naloxone distribution site. Meaning, your agency can have a stock of naloxone kits for distribution and your staff, who are trained to do so, can train and give kits out to people as needed. If you would like to be able to supply naloxone kits to the public, information on the CBN Program is located at www.ahs.ca/naloxone. Reviewing information on how to get started as a distribution site will be your first step. All training and resources are readily available on the site as well (under the Training Resources section).

From: SJA Naloxone Training and Distribution Program <naloxone@sja.ca>
Sent: June 28, 2022 11:04 AM
To: Jay Sawatzky
Subject: Re: Opioid Poisoning Response Training
Attachments: OPRT Overview.pdf; OPRT FAQs.pdf

You don't often get email from naloxone@sja.ca. [Learn why this is important](#)

Hello Jay,

Thanks for your interest in SJA's Opioid Poisoning Response Training! At this time, our training classes are offered in three separate eligibility streams:

1. Shelter and Support Organizations: Live virtual instructor-led classes (2 hours)

For employees and volunteers of agencies serving individuals who are housing insecure

- o Examples: shelters, social supports, outreach teams

2. Underserved Populations: Live virtual instructor-led classes (2 hours)

For individuals and community members that may be exposed to opioid poisoning situations, but face barriers to accessing education and resources in this subject

- o Examples: First Nations and northern/rural communities, construction settings, drug users' networks, and more

3. General Public: Online self-paced Opioid Response Training (90 minutes)

This online course is based on our existing live class curriculum and is designed to educate everyday Canadians on opioid awareness and response. This online course is self-led and self-paced. *Please note that nasal naloxone kits will NOT be distributed upon completion of this course; instead you will be directed to a resource page to find information on where you can access naloxone kits and training in your local community.*

Register here: <https://reactandreverse.ca/free-self-paced-opioid-response-training/>

Based on the information provided in your initial contact, your organization appears to be eligible for our live virtual instructor-led classes targeting employees and volunteers of homeless-serving agencies. Staff and volunteers of your agency are welcome to register with us to receive training and a free shipment of nasal naloxone kits. This program operates nation-wide, with the exception of Quebec. **Please note that SJA naloxone kits are intended for sole use by individuals that attend one of our live instructor-led training classes, in case of emergency at work or in the community; as per Health Canada regulations, these kits may not be distributed to clients or other community members.**

The training portion of this program consists of a single 2-hour interactive virtual course held on Microsoft Teams, which can accommodate up to 30 participants. Information on the course itself can be found in the attached handout or at our website, reactandreverse.ca.

Following completion of the course, we will be in touch to coordinate the number of naloxone kits that will be shipped to your site, and you should receive them from our partner, Pharmasave Respect Rx, within 7 business days. This order typically consists of up to 2 kits for each of your staff/volunteers that completes our

AGENDA

Call to Order

2: APPROVAL OF AGENDA

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from September 20, 2022

4: CORRESPONDENCE

4.1 from Kathy Davies

4.2 from Joan Baker

5: FINANCIAL

5.1 Financial report for end of September

6: REPORTS

6.1 Library Manager's report

6.2 Librarians' Committee Meeting Report from September 12

6.3 Chinook Arch Board August 4, 2022 Meeting Report

7: NEW BUSINESS

7.1 signing authority

8: OLD BUSINESS:

8.1 Kathy Davies requests to speak to the Board re items from J.H. Room being moved to the Claresholm Museum

8.2 Naloxone supplies and administration draft policy

10: ADJOURNMENT

Next Meeting: November 15, 2022 at 5 pm

MINUTES

In attendance: Earl Hemmaway, Joanna Ridley, Brad Schlossberger, Jay Sawatzky, Kelsey Hipkin, Kendall Schille, Donna Meister, Tony Hamlyn

With regrets: Ashley Tebbutt

1: Call to Order: 5:10

2: APPROVAL OF AGENDA

Motion: Earl H

Carried

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from June 21, 2022

Motion to approve: Kendall S

4: CORRESPONDENCE

4.1 From Public Services Library Branch

-Amount of \$20,857 accepted into account, same as usual

5: FINANCIAL

5.1 Financial report for end of August

-Library fee payment increase over the summer - people coming back

-Energy increase in August due to AC

Motion: Brad S makes motion to accept financials as shared

Carried

6: REPORTS

6.1 Library Manager's report

-Library won the parade award for their category

-PLSB has added new fields to complete - helpful for Jay/library

-We've given out 600 craft kits so far

-DVDs in cases instead of behind the counter saving time

-82 people came for a magic show

6.2 Librarians' Committee Meeting Report from May 9

MINUTES

-Hold shelf has moved from 10 days to 12 - gives people from smaller libraries more time to pick them up

Motion: Kelsey H moves to accept reports as presented

Carried

7: NEW BUSINESS

7.1 Claresholm Museum requesting to take some items from the Library's Jean Hoare Room as per the letter from the Archives Society of Alberta

-At the time the library was built it was to serve the purpose of an archive, the museum has asked for some of these items stemming from a 2013 letter - Jay reviews list of requests

- Local press microfiche/CDs - they will make copies
- Some original photos of Jean Hoare will be copied

Motion to allow Bill Kells to take some of the items off his list: Earl H

Carried

8: OLD BUSINESS:

8.1 AED/CPR Training

- If vote fails, machine would go to another town facility

Motion to pursue AED/CPR training: Kelsey H

Recorded vote

Against: Earl H, Joanna R, Kendall S, Brad S, Tony H, Kelsey H

For: Donna Meister

Not carried

8.2 Naloxone supplies and training / draft policy per this item

- Concerns about liability - if we start at naloxone, where does it stop?
- Good Samaritan defence from a law perspective
- Two sprays per person who takes the training
- Two year shelf life

Motion to pursue naloxone training and supplies etc.: Kelsey H

Opposed Earl H, Brad S, Tony H

MINUTES

Carried

8.3 Alberta Blue Cross grant - Expired Sept. 15

8.4 Town Council Meeting from Monday September 19

ACTION Re Town Council Meeting library presentation Jay sending details to Tony - meetings every second and fourth Monday

8.5 numbers re staff raises

Motion to increase salaries as per Jay's schedule, option two, on the basis Jay sees a 6% increase effective Oct. 1, 2022: Brad S

Carried

9: CLOSED SESSION (if required)

10: ADJOURNMENT 6:10 pm

Next Meeting: October 18, 2022 at 5 pm

Kathy Davies
Box 2971
Claresholm, AB. TOL OT0
403-625-0884
kdavies312@gmail.com

October 5, 2022

Claresholm Public Library Board Chairperson
Claresholm Public Library
Box 548
Claresholm, AB. TOL OT0

RE: Archival Materials

Dear Tony,

I would like to attend your Board Meeting of October 18, 2022 to talk about the museum and the library. I feel that a little background information would be helpful to your Board. This way they can make an informed decision.

Thank you for your consideration in this matter.

Yours truly,

Kathy Davies

September 2022

Claresholm Library Board Chairman,

I live in a community north of Claresholm and a colleague from Lethbridge and myself would meet in the Claresholm Library. We both enjoyed your library and felt very comfortable in this building.

But I have to say we certainly do NOT feel that way anymore! What has happened to your lovely library?

The colours are terrible, very unappealing, much preferred the green, with everything matched and blended together. Now it is hodgepodge! The signage is very confusing and looks like a 12 year old designed it. The old signage was very clear and had a classy look. Where are the hanging signs that anyone entering could easily locate the section they desired? It seemed to us that the center of the library is much larger, where are the shelves? Is this not a library?

I just wanted to share what our impression is and that something drastic has happened to your library. It is not the same as it once was, a real shame because it was a lovely welcoming atmosphere.

Yours truly,

Joan Baker

VENUES						
Department		2022 Budget	January	February	March	April
Government Contributions	Town of Claresholm	\$171,000.00	\$41,250.00	0.00	0.00	0.00
	Province of Alberta	20,857.00	0.00	0.00	0.00	0.00
	M.D of Willow Creek	12,052.00	0.00	0.00	0.00	0.00
	Rural Library Services Grant	192.00	0.00	0.00	0.00	0.00
	M.D. of Willow Creek Library Board	4,833.00	0.00	0.00	0.00	0.00
	Sub-total	\$208,934.00	\$41,250.00	\$0.00	\$0.00	\$0.00
Other Revenue	Private Library Endowment	25,000.00	0.00	0.00	25,000.00	0.00
	Book Sales	600.00	72.45	62.25	90.30	77.50
	Donations	1,500.00	106.05	51.65	31.35	20.90
	Membership Fees	10,000.00	710.00	512.52	760.00	560.00
	Fines	700.00	106.85	64.69	37.99	63.90
	Room Rental	1,000.00	1,200.00	0.00	0.00	0.00
	Equipment Rental	100.00	50.00	50.00	0.00	0.00
	Photocopies/PC Copies	1,800.00	87.45	108.05	95.80	143.85
	Miscellaneous	50.00	13.00	1.00	0.00	3.00
	Interest Revenue	40.00	5.52	5.01	5.35	5.08
	Transfer from Savings	19,000.00	0.00	0.00	0.00	0.00
	Sub-total	\$59,790.00	\$2,351.32	\$855.17	\$26,020.79	\$874.23
	Total Revenue		\$268,724.00	\$43,601.32	\$855.17	\$26,020.79

EXPENDITURES

Department		2022 Budget				
Staff	Staff					
	Salaries and Benefits	\$ 162,500.00	11,376.44	12,116.37	12,046.25	11,472.97
	Employee Course & Conference Fees	1,200.00	0.00	0.00	0.00	0.00
	Travel & Hospitality	500.00	0.00	0.00	0.00	0.00
	Sub-total	\$164,200.00	\$11,376.44	\$12,116.37	\$12,046.25	\$11,472.97
Library Resources	Books	10,000.00	15.95	427.73	481.54	418.65
	Periodical Subscriptions	700.00	307.67	0.00	183.42	0.00
	Audio-Visual	1,000.00	46.95	26.99	155.49	68.36

	Sub-total	\$11,700.00	\$370.57	\$454.72	\$820.45	\$487.01
Administration	Financial Review	100.00	0.00	100.00	0.00	0.00
	Board Conference & Other	0.00	0.00	0.00	0.00	0.00
	Equipment Rental/Maintenance	700.00	43.71	43.70	44.29	43.21
	Legal Fees, Bank charges	1,000.00	0.00	0.00	0.00	0.00
	Library Supplies	1,500.00	8.58	64.18	107.58	122.43
	Computer software	1,000.00	0.00	0.00	245.33	0.00
	Association Fees	350.00	0.00	105.00	0.00	0.00
	Postage	50.00	0.00	0.00	0.00	0.00
	Programs	8,000.00	313.67	49.50	123.77	873.42
	Volunteers	2,300.00	325.00	760.61	32.22	37.08
	Stationary, printing, & copier supp	2,200.00	173.55	184.41	193.34	201.92
	Telephone	3,000.00	163.80	163.80	163.80	163.80
	Fund Redistribution	0.00	0.00	0.00	0.00	0.00
	Sub-total	\$20,200.00	\$1,028.31	\$1,471.20	\$910.33	\$1,441.86
Building Costs	Insurance	2,200.00	0.00	2017.27	0.00	0.00
	Cleaning Supplies	1,000.00	0.00	37.47	0.00	30.47
	Natural Gas & Power	15,000.00	916.40	2792.75	1,410.20	1,252.31
	Security System	1,000.00	40.95	40.95	40.95	220.89
	Utilities	3,500.00	275.51	280.01	281.16	283.43
	Rent	1.00	1.00	0.00	0.00	0.00
	Sub-total	\$22,701.00	\$1,233.86	\$5,168.45	\$1,732.31	\$1,787.10

Transfer Payments	Chinook Arch Regional Library	14,000.00	0.00	6841.91	0.00	0.00
	Sub-total	\$14,000.00	\$0.00	\$6,841.91	\$0.00	\$0.00
Maintenance	Building Repair and renovations	13,923.00	0.00	0.00	0.00	0.00
	Furniture	2,000.00	0.00	0.00	0.00	0.00
	Equipment	17,000.00	5,714.12	1021.97	832.25	333.99
	Sub-total	\$32,923.00	\$5,714.12	\$1,021.97	\$832.25	\$333.99
Other	GST Paid	3,000.00	379.97	274.18	193.26	180.87
	Sub-total	\$3,000.00	\$379.97	\$274.18	\$193.26	\$180.87
	TOTAL EXPENDITURES	\$268,724.00	\$20,103.27	\$27,348.80	\$16,534.85	\$15,703.80

May	June	July	August	September	Total		Difference
43,250.00	0.00	43,250.00	0.00	0.00	\$127,750.00		\$43,250.00
0.00	20,857.00	0.00	0.00	0.00	\$20,857.00		\$0.00
12,052.00	0.00	0.00	0.00	0.00	\$12,052.00		\$0.00
0.00	0.00	0.00	0.00	212.05	\$212.05		-\$20.05
0.00	0.00	0.00	0.00	0.00	\$0.00		\$4,833.00
\$55,302.00	\$20,857.00	\$43,250.00	\$0.00	\$212.05	\$160,871.05		\$48,062.95
0.00	0.00	0.00	0.00	0.00	\$25,000.00		\$0.00
62.30	68.20	61.00	129.55	46.35	\$669.90		-\$69.90
14.85	35.50	27.10	10.00	66.65	\$364.05		\$1,135.95
697.52	1,180.00	1,010.00	1,276.28	820.00	\$7,526.32		\$2,473.68
23.15	93.49	90.25	121.67	-25.50	\$576.49		\$123.51
0.00	150.00	150.00	150.00	150.00	\$1,800.00		-\$800.00
0.00	50.00	0.00	50.00	0.00	\$200.00		-\$100.00
97.00	134.75	205.60	187.45	85.15	\$1,145.10		\$654.90
6.00	0.00	0.00	3.00	1.00	\$27.00		\$23.00
5.16	6.10	7.13	7.94	6.88	\$54.17		-\$14.17
0.00	19,000.00	0.00	0.00	0.00	\$19,000.00		\$0.00
\$905.98	\$20,718.04	\$1,551.08	\$1,935.89	\$1,150.53	\$56,363.03		\$3,426.97
\$56,207.98	\$41,575.04	\$44,801.08	\$1,935.89	\$1,362.58	\$217,234.08		\$51,489.92

11,849.92	12,000.26	11,695.62	12,815.23	14,443.44	\$109,816.50		\$52,683.50
0.00	0.00	0.00	0.00	0.00	\$0.00		\$1,200.00
0.00	0.00	0.00	0.00	0.00	\$0.00		\$500.00
\$11,849.92	\$12,000.26	\$11,695.62	\$12,815.23	\$14,443.44	\$109,816.50		\$54,383.50
638.25	304.52	774.42	926.24	388.51	\$3,987.30		\$6,012.70
	145.80	0.00	0.00	27.96	\$636.89		\$63.11
66.25	175.88	68.99	64.34	97.04	\$673.25		\$326.75

\$704.50	\$626.20	\$843.41	\$990.58	\$513.51	\$5,297.44		\$6,402.56
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
43.72	45.00	43.96	45.43	41.75	\$394.77		\$305.23
0.00	0.00	0.00	0.00	0.00	\$0.00		\$1,000.00
30.23	195.94	19.97	82.82	72.47	\$704.20		\$795.80
0.00	0.00	0.00	0.00	0.00	\$245.33		\$754.67
0.00	0.00	0.00	0.00	0.00	\$105.00		\$245.00
0.00	0.00	0.00	0.00	0.00	\$0.00		\$50.00
1,065.02	440.69	844.20	848.68	541.34	\$5,100.29		\$2,899.71
89.24	25.79	103.62	23.42	25.00	\$1,421.98		\$878.02
192.57	208.53	209.90	212.09	266.79	\$1,843.10		\$356.90
163.80	163.80	163.96	163.80	163.92	\$1,474.48		\$1,525.52
144.30	0.00	0.00	0.00	0.00	\$144.30		-\$144.30
\$1,728.88	\$1,079.75	\$1,385.61	\$1,376.24	\$1,111.27	\$11,533.45		\$8,666.55

0.00					\$2,017.27		\$182.73
0.00	62.85	0.00	17.99	12.98	\$161.76		\$838.24
1,055.02	739.99	666.44	888.16	1,225.86	\$10,947.13		\$4,052.87
40.95	40.95	40.95	40.95	40.95	\$548.49		\$451.51
282.14	283.60	287.17	283.10	287.34	\$2,543.46		\$956.54
0.00	0.00	0.00	0.00	0.00	\$1.00		\$0.00
\$1,378.11	\$1,127.39	\$994.56	\$1,230.20	\$1,567.13	\$16,219.11		\$6,481.89

0.00	0.00	6,841.91			\$13,683.82		\$316.18
	\$0.00	\$6,841.91	\$0.00	\$0.00	\$13,683.82		316.18
11,787.41	0.00	100.00	0.00	0.00	\$11,887.41		\$2,035.59
0.00	0.00	0.00	0.00	0.00	\$0.00		\$2,000.00
376.43	475.98	380.37	2343.78	662.77	\$12,141.66		\$4,858.34
\$12,163.84	\$475.98	\$480.37	\$2,343.78	\$662.77	\$24,029.07		\$4,035.59

768.33	143.74	170.69	270.96	160.3	\$2,542.30		\$457.70
\$768.33	\$143.74	\$170.69	\$270.96	\$160.30	\$2,542.30		\$457.70
\$28,593.58	\$15,453.32	\$22,412.17	\$19,026.99	\$18,458.42	\$183,121.69		

Library Manager's Report

Library staff (Jay, Heather, Griselda, Adam and Marnie) completed their online Naloxone training through St. John's Ambulance the week of September 26 to 30th. 10 kits were ordered and arrived Oct. 6th. They will be kept at the front counter along with extra gloves and a step by step guide.

The Library's emergency light system is back up and running after a months long wait for a replacement part.

Art by Doris Burchill is on display for the month of October.

The Tales and Rhymes program for kids 0 to 6 years started up on Monday Oct. 17th and is being run by Umeko.

The Library will be closed Saturday Oct. 29 and Monday Oct. 31 to set up and run the Harry Potter Experience Program (5 – 8 pm each night). Patrons will be able to come into the foyer and pick up their books and use the washrooms.

The AMSC Insurance Pre-renewal questionnaire for the Library's insurance for 2023 has been completed and sent to them.

John Buckmaster from HQ was out on Friday October 14 to oversee the transition to VOIP. All the handsets are up and running. We also purchased a headset which doesn't work and John is looking into it.

I attended the Fall Training Day at HQ on Oct. 17. Sessions were Cyber Security, Library Board and Manager/Staff Relations and three break out sessions with other managers on various topics.

The Pink Tea was held on October 18th. Speakers were Claresholm Mayor Chelsae Petrovic and Okotoks Mayor Tanya Thorn. 42 people attended. The Friends of the Claresholm Library Society received \$157 in donations and raised \$162 from a Silent Auction.

Claresholm Public Library Board
Regular Meeting
November 22, 2022

AGENDA

1. CALL TO ORDER

2: APPROVAL OF AGENDA

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from October 25, 2022

4: CORRESPONDENCE

4.1 Rebecca Schulz, Minister of Municipal Affairs

4.2 M.D. of Willow Creek Library Board

5: FINANCIAL

5.1 Financial report for end of October

5.2 Draft Budget for 2023

6: REPORTS

6.1 Library Manager's report

7: NEW BUSINESS

7.1 Volunteer dinner – hold in December or January?

8: OLD BUSINESS:

8.1 Signing authority

8.2 Human Rights Complaint

8.3 Naloxone / email from Town of Claresholm CAO Abe Tinney

8.4 Museum's request for items from JH room

9: Closed session

10: ADJOURNMENT

Next Meeting: January 17, 2023 at 5 pm

MINUTES

Attendance: Kathy Davies in attendance as a guest, Joanna R, Tony H, Jay S, Brad S, Donna M, Kendall S, Kelsey H, Ashley T, Earl H

Call to Order: 5:03 pm

2: APPROVAL OF AGENDA

Motion to approve: Earl H

Carried

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from September 20, 2022

Motion to approve: Brad S

Carried

4: CORRESPONDENCE

4.1 from Kathy Davies (in-person) re: Library Archives

- When this building was first built, people had things in storage they wanted to save - set up Jean Hoare as history and archives, library open all year so a good fit
- Kathy Dahl on board June 17, 2013 - archives - checked out another library's archives - learned more from the librarian there, suggested Archive Society of Alberta - look into six-day course - once you do that it opens the door to grants
- Sept. 2013 - waiting to hear from the museum board, their thoughts - if moved to museum need to let Mr. Sewell know, when he donated, he didn't want it sent to the museum
- A concern is the integrity of the archives
- Histories of Northern Lights Community Hall etc. - things that were at the museum so there were copies at both locations - if one burns down, the information is safe-guarded
- Canadian Girls in Training alumni - Joyce Mayled - donated CGT stuff to library under the condition when they have their alumni events, they can utilize the donated information
- There used to be archive donation forms
- Some stuff should be at the museum - and some of what was requested is already at the museum anyways - all the old newspapers back to 1907 - when Gordon Scott bought the Local Press - they were all piled in the back and were turned to micro-film then donated to the library along with a reader
- The phone book for example is library reference material - Kathy recommends this come back
- Kathy's understanding Noreen Bishop's binders - copied out articles from the newspaper on golf and curling - did she give a set to the museum?

MINUTES

- Sounds like all things could be copied and presented to the museum- even the phone book - museum has a scanning grant of some sort
- Kathy wouldn't mind sitting with Bill and going through everything - board is in agreement with that
- Still doing oral histories

Statement: The board is in favour of Kathy Davies being in contact with the library to go through what the museum can utilize from the Jean Hoare room - with an addendum the CGT items be available for their alumni reunions

ACTION Jay will request phone book back from museum

4.2 Joan Baker - Disappointed with paint colours. Received for information

5: FINANCIAL

5.1 Financial report for end of September

- The negative was from a lost book, that was found weeks later, in mint condition and returned
- Town has charged us the residential rate for recycling and not commercial, so billing us back to last year

Brad S makes motion to accept Financials as presented

Carried

6: REPORTS

6.1 Library Manager's report (provided in meeting package, board reviews)

6.2 Librarians' Committee Meeting Report from September 12 (provided in meeting package, board reviews)

6.3 Chinook Arch August 4, 2022 Meeting (provided in package, board reviews)

Motion to accept as presented

Carried

7: NEW BUSINESS

7.1 Signing authority

- Jay would like a third person, as the last couple times, signing authority's have been away
- wait for November when we do the new authorities, will add Brad at that time

MINUTES

ACTION Brad S will be new signing authority as of November

8: OLD BUSINESS:

8.1 Kathy Davies requests to speak to the Board re items from J.H. Room being moved to the Claresholm Museum – complete

8.2 Naloxone supplies and administration draft policy – Earl H has concerns of this even though it was passed last meeting. Worried about death lawsuits. Concerns the MD will be named in a lawsuit if this is administered to someone.

–Town administration against it

– Even if administered you still call 911

– If you have the kits, you don't need to administer – Kendall says no obligation to administer, you still call 911 – Naloxone does not have any side effects even if someone isn't overdosing – it specifically works with opioid overdoses only – will not make people sick

–Tony suggests going back to the town for their recommendation

ACTION Tony will talk to Abe Tinney at the Town regarding this–

Earl H makes motion to table until further direction regarding this from the town

Carried

8.3 November

–Tony moving but will aim to be back for November

–Org structure changes at November meeting

–Before Tony leaves, Brad wants to review funding application for the town

ACTION Jay to add Town funding application to November agenda

10: **ADJOURNMENT:** 5:47 pm

Next Meeting: November 15, 2022 at 5 pm



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
M.L.A. Calgary-Shaw*

October 28, 2022

Dear Chief Elected Officials and Public Library Boards:

I am honoured to serve as the new Minister of Municipal Affairs. I believe in the importance of local government to our province and its people, and I am excited to work with you to ensure Alberta's economic prosperity and strengthen the long-term viability of municipalities across the province.

As Minister of Municipal Affairs, I am committed to municipal capacity building, transparency, and accountability, which are essential elements for responsible local government. My ministry will continue to support municipalities, as you play a significant role in fostering the local economic conditions that improve Alberta's vibrant communities. Municipal Affairs will also continue to manage and provide financial support for the network of municipal library boards and regional library system boards that offer vital public library services for Albertans.

Through collaboration, we can reduce red tape and barriers by reviewing legislation and making certain Albertans are protected with appropriate safety codes, standards, and supports for the construction and maintenance of buildings and equipment.

I look forward to working together to strengthen municipalities in Alberta and to work with you on areas of shared interest.

Sincerely,

Rebecca Schulz
Minister of Municipal Affairs

MD of Willow Creek #26 Library Board
Box 300
Granum, AB T0L 1A0

Claresholm Public Library
211 49th Ave.
Claresholm, AB T0L 0T0

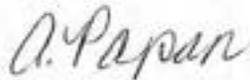
Oct 31, 2022

Dear Chair,

The Public Library Operating Grant has been received from the Public Library Services Branch for 2022/2023. The funds are now being dispersed equally to all libraries within the MD of Willow Creek #26 namely Fort Macleod Public Library, MD of Willow Creek #26 Library Board, Claresholm Public Library, Stavely Municipal Library and Thelma Fanning Memorial Library.

Please find enclosed a cheque in the amount of \$4,833.00 (four thousand eight hundred thirty three dollars) for your share of the funds.

Your Truly,



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

Claresholm Public Library - Budget for 2022

REVENUES

Department		2022 Budget	October	Total	Difference
Government	Town of Claresholm	\$171,000.00	43,250.00	\$171,000.00	\$0.00
Contributions	Province of Alberta	20,857.00	0.00	\$20,857.00	\$0.00
	M.D of Willow Creek	12,052.00	0.00	\$12,052.00	\$0.00
	Rural Library Services Grant	192.00	0.00	\$212.05	-\$20.05
	M.D. of Willow Creek Library Board	4,833.00	0.00	\$0.00	\$4,833.00
	Sub-total	\$208,934.00	\$43,250.00	\$204,121.05	\$4,812.95
Other Revenue	Private Library Endowment	25,000.00	0.00	\$25,000.00	\$0.00
	Book Sales	600.00	139.20	\$809.10	-\$209.10
	Donations	1,500.00	11.85	\$375.90	\$1,124.10
	Membership Fees	10,000.00	745.00	\$8,271.32	\$1,728.68
	Fines	700.00	61.25	\$637.74	\$62.26
	Room Rental	1,000.00	150.00	\$1,950.00	-\$950.00
	Equipment Rental	100.00	0.00	\$200.00	-\$100.00
	Photocopies/PC Copies	1,800.00	193.15	\$1,338.25	\$461.75
	Miscellaneous	50.00	0.00	\$27.00	\$23.00
	Interest Revenue	40.00	6.90	\$61.07	-\$21.07
	Transfer from Savings	19,000.00	0.00	\$19,000.00	\$0.00
	Sub-total	\$59,790.00	\$1,307.35	\$57,670.38	\$2,119.62
Total Revenue		\$268,724.00	\$44,557.35	\$261,791.43	\$6,932.57

EXPENDITURES

Department		2022 Budget		October	
Staff	Staff				
	Salaries and Benefits	\$ 162,500.00	13,106.84	\$122,923.34	\$39,576.66
	Employee Course & Conference Fees	1,200.00	0.00	\$0.00	\$1,200.00
	Travel & Hospitality	500.00	0.00	\$0.00	\$500.00
	Sub-total	\$164,200.00	\$13,106.84	\$122,923.34	\$41,276.66
Library Resources	Books	10,000.00	2,999.87	\$7,375.68	\$2,624.32
	Periodical Subscriptions	700.00	0.00	\$664.85	\$35.15
	Audio-Visual	1,000.00	0.00	\$770.29	\$229.71
	Sub-total	\$11,700.00	\$2,999.87	\$8,810.82	\$2,889.18
Administration	Financial Review	100.00	0.00	\$100.00	\$0.00
	Board Conference & Other	0.00	0.00	\$0.00	\$0.00
	Equipment Rental/Maintenance	700.00	46.09	\$440.86	\$259.14
	Legal Fees, Bank charges	1,000.00	0.00	\$0.00	\$1,000.00
	Library Supplies	1,500.00	24.99	\$729.19	\$770.81
	Computer software	1,000.00	0.00	\$245.33	\$754.67
	Association Fees	350.00	0.00	\$105.00	\$245.00
	Postage	50.00	9.20	\$9.20	\$40.80
	Programs	8,000.00	1,225.12	\$6,325.41	\$1,674.59
	Volunteers	2,300.00	12.49	\$1,434.47	\$865.53
	Stationary, printing, & copier supplies	2,200.00	218.25	\$2,061.35	\$138.65
	Telephone	3,000.00	163.80	\$1,638.28	\$1,361.72
	Fund Redistribution	0.00	0.00	\$144.30	-\$144.30
	Sub-total	\$20,200.00	\$1,699.94	\$13,233.39	\$6,966.61

				October	
Building Costs	Insurance	2,200.00	0.00	\$2,017.27	\$182.73
	Cleaning Supplies	1,000.00	409.65	\$571.41	\$428.59
	Natural Gas & Power	15,000.00	882.49	\$11,829.62	\$3,170.38
	Security System	1,000.00	220.89	\$769.38	\$230.62
	Utilities	3,500.00	290.75	\$2,834.21	\$665.79
	Rent	1.00	0.00	\$1.00	\$0.00
	Sub-total	\$22,701.00	\$1,803.78	\$18,022.89	\$4,678.11
Transfer Payments	Chinook Arch Regional Library	14,000.00		\$13,683.82	\$316.18
	Sub-total	\$14,000.00		\$13,683.82	316.18
Maintenance	Building Repair and renovations	13,923.00	746.30	\$12,633.71	\$1,289.29
	Furniture	2,000.00	0.00	\$0.00	\$2,000.00
	Equipment	17,000.00	391.35	\$12,533.01	\$4,466.99
	Sub-total	\$32,923.00	\$1,137.65	\$25,166.72	\$7,756.28
Other	GST Paid	3,000.00	202.54	\$2,744.84	\$255.16
	Sub-total	\$3,000.00	\$202.54	\$2,744.84	\$255.16
	TOTAL EXPENDITURES	\$248,724.00	\$20,950.62	\$204,585.82	\$64,138.18

Claresholm Public Library - Budget for 2022

REVENUES

Department		2022 Budget	2023 Proposed Budget
Government Contributions	Town of Claresholm	\$171,000.00	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	192.00	192.00
	M.D. of Willow Creek Library Board	4,833.00	4,833.00
	Sub-total	\$208,934.00	\$227,934.00
Other Revenue	Private Library Endowment	25,000.00	26,150.00
	Book Sales	600.00	800.00
	Donations	1,500.00	500.00
	Membership Fees	10,000.00	10,000.00
	Fines	700.00	700.00
	Room Rental	1,000.00	3,000.00
	Equipment Rental	100.00	100.00
	Photocopies/PC Copies	1,800.00	1,500.00
	Friends of the Claresholm Library	0.00	12,500.00
	Miscellaneous	50.00	60.00
	Interest Revenue	40.00	60.00
	Transfer from Savings	19,000.00	0.00
	Sub-total	\$59,790.00	\$55,370.00
Total Revenue		\$268,724.00	\$283,304.00

EXPENDITURES

Department		2022 Budget	
Staff	Staff		
	Salaries and Benefits	\$ 162,500.00	179,000.00
	Employee Course & Conference Fees	1,200.00	800.00
	Travel & Hospitality	500.00	500.00
	Sub-total	\$164,200.00	\$180,300.00
Library Resources	Books	10,000.00	10,000.00
	Periodical Subscriptions	700.00	900.00
	Audio-Visual	1,000.00	900.00
	Sub-total	\$11,700.00	\$11,800.00
Administration	Financial Review	100.00	100.00
	Board Conference & Other	0.00	850.00
	Equipment Rental/Maintenance	700.00	753.00
	Legal Fees, Bank charges	1,000.00	2,000.00
	Library Supplies	1,500.00	1,000.00

	Computer software	1,000.00	800.00
	Association Fees	350.00	350.00
	Postage	50.00	100.00
	Programs	8,000.00	8,250.00
	Volunteers	2,300.00	2,300.00
	Stationary, printing, & copier supp	2,200.00	2,500.00
	Telephone	3,000.00	1,500.00
	Fund Redistribution	0.00	400.00
	Sub-total	\$20,200.00	\$20,903.00
Building Costs	Insurance	2,200.00	3,000.00
	Cleaning Supplies	1,000.00	1,000.00
	Natural Gas & Power	15,000.00	19,000.00
	Security System	1,000.00	900.00
	Utilities	3,500.00	5,000.00
	Rent	1.00	1.00
	Sub-total	\$22,701.00	\$28,901.00
Transfer Payments	Chinook Arch Regional Library	14,000.00	13,683.82
	Sub-total	\$14,000.00	\$14,000.00
Maintenance	Building Repair and renovations	13,923.00	4,000.00
	Furniture	2,000.00	2,400.00
	Equipment	17,000.00	17,000.00
	Sub-total	\$32,923.00	\$23,400.00
Other	GST Paid	3,000.00	4,000.00
	Sub-total	\$3,000.00	\$4,000.00
	TOTAL EXPENDITURES	\$268,724.00	\$283,304.00

Library Manager's Report

Harry Potter Experience: 246 people attended Saturday October 29 and 85 Monday October 31.

Local artist Gerald Smith has his skill saw art on display for the month of November.

An electric socket was installed in the work island in the workroom at the end of October. (While working on props for the Harry Potter program I found that I needed the large workspace of the island but always had to use extension cords and worried constantly about someone tripping over them.)

Planning for our annual Christmas Concert has begun. We have not held the concert since 2018 due to Covid. It is scheduled for Saturday December 17th. Doors will open at 6:15, concert will begin at 7. Snacks and beverages will be served. Larry Ford, Shelly Hughes and Charlie Ewing are performing. I am waiting to hear back from other possible performers.

AirTech from Lethbridge did routine check/maintenance on our HVAC units on Nov. 17.

MINUTES

In attendance: Earl Hemmaway, Joanna Ridley, Brad Schlossberger, Kendall Schille, Donna Meister, Ashley Tebbutt, Tony Hamlyn, Jay Sawatzky

1. CALL TO ORDER - 5:12 pm

2: APPROVAL OF AGENDA

Change date and move 4.2 to 8.3

Motion to approve - Ashley T

Carried

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from October 25, 2022

Motion to approve - Kendall S

Carried

4: CORRESPONDENCE

4.1 Rebecca Schulz, Minister of Municipal Affairs - accepted for information

4.3 M.D. of Willow Creek Library Board - accepted for information

5: FINANCIAL

5.1 Financial report for end of October

- Increase in registrations for end of year
- Membership is \$20/year

5.2 Draft Budget for 2023

- Friends of the Library comes from casino funds
- Do we transfer money into our savings? Jay recommends at least \$50k
- Concerns of tying it into a GIC if the funds are needed on a faster basis
- ACTION - Jay look into what our savings options are. If there are rates/durations to make our money work for us
- Suggestion to bump utilities to \$5k and insurance to \$3k as a cushion for expectations of the coming year for 2023 budget - Jay moving funds from books and programs to balance

MINUTES

Motion to accept Financial Report and Draft Budget as discussed: Kelsey H

Second Joanna R

Carried

6: REPORTS

6.1 Library Manager's report

- Round of applause for the success of the Harry Potter event
- Town application – Brad will talk to Blair at the town, Jay will complete

7: NEW BUSINESS

7.1 Volunteer dinner – hold in December or January?

- Typically worked out better to do in January as December is so busy
- January last three or four years

8: OLD BUSINESS:

8.1 Signing authority

- Switching to Kendall, Brad, Ashley, and Jay
- Tony H makes a motion the signing authority at the Connect First Credit Union be as follows: Kendall Schille, Brad Schlossberger, Ashley Tebbutt, and Jay Sawatzky

- **Carried**

8.2 Human Rights Complaint

- In 2018 the board received a Human Rights complaint and then the complaint was resolved by way of settlement November 2021

8.3 Naloxone & Abe Tinney, CAO, Town of Claresholm

- MD against it via Earl
- Letter from Abe Tinney – against it
- Tabled to December 20 – Jay will talk to Public Library Services Branch and report back

- Still concerns of liability
- Libraries have an obligation to take care of the community – government in place has ambulance shortages

- Library already has the kits in place
- No side effects if administered and no overdose taking place

8.4 Museum's request for items from JH room

- Museum returned items as requested

9. IN CAMERA

Claresholm Public Library Board
Regular Meeting
November 22, 2022

MINUTES

- Tony Hamlyn made a motion to go into closed session at 6:02 pm, citing 24(1)(b1) Officers/Employees of a public body under FOIP.

Tony Hamlyn made a motion to come out of closed session at 6:08 pm

10: ADJOURNMENT

- 6:08 pm