

April 1, 2025

Regrets:

1. Acceptance of Agenda items
2. Acceptance of the Consented Agenda
 - 3.1 Minutes of the March 4, 2025 meeting
 - 3.2 Administrator's update – March 2025
 - 3.3 Programmer's update – March 2025
 - 3.4 Statistics for March 2025
- 4 New Business
 - 4.3 Introduction of new Library Administrator, Nicole Rice
 - 4.4 Acceptance of Income Statement, Budget update & Direct Bill payments for March 2025
 - 4.5 Job Description- Motion to change Adult and YA services position description to enable hiring process
- 5 Business from Last Meeting
 - 5.3 Website – A meeting with PRL Administrator Ron Sheppard has taken place on Friday, March 28, 2025. Info to come
 - 5.4 Signing Authority –Library administrator, Glenda Brown, Glyn Evans and Ray Olfert have gotten signing authority.

Board Basics Workshops PLSB –

- **Claresholm: Saturday, April 12** at the Claresholm Public Library, 211 – 49 Avenue W, Claresholm, AB. [Register online for Claresholm](#) by **Wednesday, April 9.**
- **Vermilion: Saturday, April 26** at the Vermilion Public Library, 5001 – 49 Avenue, Vermilion, AB. [Register online for Vermilion](#) by **Wednesday, April 23.**
- **Spruce Grove: Saturday, May 10** at the Spruce Grove Public Library, 35 – 5 Avenue, Spruce Grove, AB. [Register online for Spruce Grove](#) by **Wednesday, May 7.**
The workshop will run from 9:00 AM to 4:00 PM.

6. Policies

- Start review of policies for May's meeting. Policies provided to board.

7. Plan of Service – no update

8. Bylaw – nothing to review

9. Emergency Planning

- Review June 2025

10. Round Table Discussion

11. Adjournment

Next Board Meeting is Tuesday, May 6, 2025 at 6:30pm

Regrets:



PUBLIC LIBRARY
BLACKFALDS

Agenda Item: 2.2 Administrator's Report

Date: April 1, 2025

Prepared by: Nicole Rice

Staffing

- Alia Naguib and Jessica Decoteau hired to replace Robyn Arnold and help with 8 hours of programming/week.

Projects/updates

- Submitted the Programmers Update Report & Minutes for March to Town Council
- I have been working hard to gain a handle on the library's bookkeeping. Due to my inexperience in this area and working with QuickBooks, I had reached out to Parkland for assistance, and they sent their new Financial Technician, who is also a trained bookkeeper. During her consultation, she suggested that we consider contracting the library's bookkeeping out to a professional bookkeeper for a variety of reasons:
 - Having the Library Manager complete the library's bookkeeping is not financial best practice
 - Under the current system, the library's books would not pass a financial audit
 - There is potential for monetary loss due to fraud and/or mistakes being made by untrained/uncertified staff
- When helping to address my questions and concerns since starting in the role of Library Administrator, Parkland staff have informed me that it isn't library best practice to have the Library Manager acting as the Board's Treasurer, as the Library Board has a financial responsibility to the Library to ensure that it is adequately funded and that library funds are appropriately used. Parkland staff shared that it is unusual and not recommended for a Library Board to not have a Board member sitting as Treasurer (and a member of the Board Executive). They also shared that a Board Treasurer isn't responsible for the library's bookkeeping, payroll, etc, but that it is imperative that the Board have knowledge of the library's finances as it is ultimately their responsibility. There is a list of the Treasurer's responsibilities in the *Alberta Library Trustee Association's (ALTA) Handbook* located on pg. 26 (which Parkland is happy to provide physical copies of if desired) and Parkland also said they would be happy to offer training to the Board Treasurer should you decide to appoint one. Additionally, I've learned that the *Alberta Libraries Act* (Part 1, Section 4(2)) states that "a person who is an employee of a municipal library board is not eligible to be a member of the board". While I do not have concerns about any manipulation or misappropriation of library

funds, I am concerned that governing the library in this manner could have consequences for the Library and the Board in the future.

- Proctored 1 exam in March
- Got bank signing authority along with Glenda, Glyn, and Ray
- The highlighted stats are not up to date as I am still trying to find where I can get the numbers.

Statistics:

	2025 YTD	2024 Total
Total Door Count	13783	55,048
Total Computer sessions	1,719	10,960
Total WiFi users	35,051	130,591
Circulation	15897	73,220
Active Card Holder	3094	3,193
Total MeeScan	343	1,863

Blackfalds Public Library - Proposed Budget 2025

Revenue	2025 Received	2025 Proposed
Local Appropriation - 1% increase-NOT current population - 11,015	\$ 353,112.00	\$ 365,930.65
Provincial Government Grant		\$ 65,700.00
Lacombe County Patron		\$ 9,217.00
Lacombe County Grant		\$ 27,873.00
Book Allotment (PRL)		\$ 15,460.66
Fines	\$ 453.34	\$ 1,000.00
Book Sales - Used	\$ 173.04	\$ 500.00
Lost Material fees	\$ 196.93	\$ 500.00
Service Revenue	\$ 1,256.44	\$ 3,000.00
Room Rental		
Interest	\$ 43.18	\$ -
GST Refunds		\$ 3,000.00
Friends of the Library - Program Supplies donation		
SRP Donations		\$ 2,000.00
Donations - Fundraise - Grants	\$ 10,334.91	\$ 24,251.98
Donations - Snacks in the Stacks	\$ 3,000.00	\$ -
Provincial Government Grant - Culture Days		
Adjustments - 2024	\$ 35,000.00	\$ 35,000.00
Total	\$ 403,569.84	\$ 553,433.29
Reserves		
Computer & Technology		\$ -
Operating Reserves		\$ 5,300.00
Staff Reserves		
Audit Reserve		

March Payables 2025

Cheque #	Description	Amount
Direct Pay	RCAP Leasing - Photocopier Lease March 1 2025	\$ 204.75
Direct Pay	CAFT Charges	\$ 10.00
Direct Pay	LAPP- Batch# 427 March 7 2025	\$ 640.68
Direct Pay	Direct Deposit-12 Employees- March 04 2025	\$ 12,985.18
Direct Pay	Mastercard Payment March 5 2025	\$ 3,604.13
Direct pay	CRA Source Deductions	\$ 8,075.37
Direct Pay	CAFT service charges March 11 2025	\$ 20.00
Direct Pay	Direct Deposit-10 Employees- March18 2025	\$ 10,335.11
Direct Pay	Mastercard Payment March 24 2025	\$ 2,695.46
	TOTAL	\$ 38,570.68

Blackfalds Public Library

Profit & Loss

March 1 - 27, 2025

	<u>Mar 1 - 27, 25</u>
Ordinary Income/Expense	
Income	
4209 · Revenue - Exams	39.63
4220 · Revenue-Fines	56.32
4230 · Book Sales - Used	25.90
4236 · Lost materials fees	78.34
4250 · Copy & Printing Service	185.68
4610 · Donations	49.68
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Total Income	435.55
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Gross Profit	435.55
Expense	
5120 · Audit Services	2,110.50
5130 · Bank charges	30.00
5160 · Books/Audio/Music/DVD	669.09
5180 · Computer and Printer Supplies	160.95
5280 · Equipment Rental & Repairs	245.00
5320 · Library Supplies	14.97
5340 · Memberships	62.86
5360 · Periodicals	167.36
5400 · Program supplies	
Programs - YA-Adult Expenses	20.38
Programs - Youth Expenses	49.01
SRP 24 Expense	360.00
5402 · Snacks in the Stacks	148.80
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Total 5400 · Program supplies	578.19
5410 · Wages & Salaries	27,418.49
5420 · EI Expense	659.41
5430 · CPP Expense	1,467.52
5470 · Employee Benefits	
5472 · LAPP - Employee	-302.04
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Total 5470 · Employee Benefits	-302.04
5530 · Supplies-Janitor	255.55
5580 · Volunteer Recognition/Staff App	224.41
5601 · Donations Expenitues	
Blackfalds Community Fellowship	166.22
Senior's Coffee Tea Donation	0.00
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Total 5601 · Donations Expenitues	166.22
5800 · GST/HST Expense	209.12
6560 · Payroll Expenses-Employer Cont.	1,619.06
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Total Expense	35,756.66
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Net Ordinary Income	-35,321.11
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Net Income	<u><u>-35,321.11</u></u>

Blackfalds Public Library
Payroll Summary
 January 1 through March 27, 2025

	<u>Hours</u>	<u>Rate</u>	<u>Jan 1 - Mar 27, 25</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
Wage	3,173.58333	24.51	85,754.96
VacPay-Accrual Paid Out			2,683.59
VacPay-Paid Out			923.83
Total Gross Pay			<u>89,362.38</u>
Deductions from Gross Pay			
Benefits			-454.28
Local Authorities Pension Plan			-1,508.66
Total Deductions from Gross Pay			<u>-1,962.94</u>
Adjusted Gross Pay			87,399.44
Taxes Withheld			
Federal Income Tax			-10,512.07
CPP - Employee			-4,578.44
Second CPP - Employee			0.00
EI - Employee			-1,465.56
Total Taxes Withheld			<u>-16,556.07</u>
Net Pay			<u><u>70,843.37</u></u>
Employer Taxes and Contributions			
CPP - Company			4,578.44
Second CPP - Company			0.00
EI - Company			2,051.81
Total Employer Taxes and Contributions			<u>6,630.25</u>
Vacation Pay Accrued			
VacPay-Accrued			4,404.33
Total Vacation Pay Accrued			<u><u>4,404.33</u></u>

March 2025 Stats

Statistics Category	Category Breakdown	2025	2024
Library Cards	New	27	
	Renewed Memberships	87	
	Total County Memberships		
	Total Current Memberships		
	Books for Babies - Book bags given out	1	
Number of Patrons Entering Library	Monday - 10:00 - 8:00pm	772	
	Tuesday - 10:00 - 6:00pm	762	
	Wednesday - 10:00 - 8:00pm	586	
	Thursday - 10:00 - 6:00pm	505	
	Friday - 10:00 - 6:00pm	518	
	Saturday - 10:00 - 5:00pm	632	
	Sunday - 1:00 - 5:00pm	538	
	Total Patrons	4313	0
Circulation	Adult Fiction	677	
	Adult Non-Fiction	187	
	Young Adult	134	
	Junior Fiction	495	
	Junior Non-Fiction	164	
	Beginner Readers	678	
	Early	1176	
	Magazines	40	
	DVD	95	
	In-House use	643	
	CIRCULATION	3907	
	RENEWALS	5221	
	TOTAL CIRCULATION	9128	
	MeeScan	42	
	eContent		
Services	Scanning	10	
WiFi & Computer Use			
	WiFi Users		
	Computer Users		
	Total Users	0	0
	WiFi Hours		
	Computer Hours		
	Total Hours	0.00	0.00
Inter-Library Loans	ILL - To Blackfalds	1781	
	ILL - From Blackfalds	1183	
	TOTAL	2964	0

Program Attendance			
	All Ages Story Time - 4 Sessions	5	
Kids - 8 & under	Baby & Toddler Time - 12 Sessions	31	
	Book Squirms - 2 Sessions	0	
	Caregiver & Tot Duplo Club - 8 Sessions	12	
	Creative Explosion - 4 Sessions	52	
	Growing Minds Stem Class - 1 Session	6	
	Little Star OSP Kinder Class - 1 Session	13	
	Lego Club - 3 Sessions	31	
	Music & Movement - 4 Session	37	
	Shake it up - 4 Sessions	40	
	Stroller Walkie Talkies - 1 Session	0	
	Tales & Tunes - 2 Sessions	0	
	Tasty Tales Story Time - 1 Session	0	
	Sensory Explorer - 1 Session	6	
Movie	Family Films - 2 Sessions		
Everyone	Chess Club - Session		
	Family Board Games - Session		
	Mini Paint Night - 2 Sessions	11	
	Nerf Battle - Session		
Sponsored by Fellowship	Snacks in the Stacks - 3 Sessions		
Participants	Total Kids Programs & Attendance	244	
Youth			
	D&D 1 session	8	
	Reading Buddies - 4 Sessions - 16 Tutors	16	
	Something Cool for After School - 1 Sess	2	
YA			
	Anime Club - 4 Session	10	
	Art Club - 2 Sessions	6	
	D&D Teen - 1 Sessions	3	
Online	Minecraft - Java - 3 Sessions	15	
	LARP - Session		
	videogame club		
Adult			
	Book Club - 2 Sessions	8	
	Cards Club - 5 Sessions	80	
	D&D Adult - 11 Sessions	56	
	Game Night -		
	Knit & Crochet Club - 4 Sessions	24	
Online			
Participants	Total Youth/YA/Adult Programs	228	
Outreach	Homeschool Co-op		

	Total	102	541
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Blackfalds Public Library
Profit & Loss by Class
 January through March 2025

	Unclassified	TOTAL
Ordinary Income/Expense		
Income		
4020 · Town of Blackfalds	353,112.00	353,112.00
4209 · Revenue - Exams	413.53	413.53
4220 · Revenue-Fines	453.34	453.34
4230 · Book Sales - Used	188.09	188.09
4236 · Lost materials fees	247.22	247.22
4250 · Copy & Printing Service	1,027.86	1,027.86
4610 · Donations		
Senior's Tea & Coffee Donations	59.54	59.54
4610 · Donations - Other	10,275.37	10,275.37
Total 4610 · Donations	10,334.91	10,334.91
4614 · Donations-Programs	3,000.00	3,000.00
4810 · Interest Income	43.18	43.18
Total Income	368,820.13	368,820.13
Gross Profit	368,820.13	368,820.13
Expense		
5120 · Audit Services	3,685.50	3,685.50
5130 · Bank charges	80.45	80.45
5140 · Board & Misc. Expenses	68.68	68.68
5160 · Books/Audio/Music/DVD		
5161 · Book Replacement	13.79	13.79
5160 · Books/Audio/Music/DVD - Other	2,227.61	2,227.61
Total 5160 · Books/Audio/Music/DVD	2,241.40	2,241.40
5180 · Computer and Printer Supplies	906.95	906.95
5220 · Conference/Course Fee - Staff		
Education - Secondary	150.00	150.00
Total 5220 · Conference/Course Fee - Staff	150.00	150.00
5240 · Copier Service Agreement	266.07	266.07
5280 · Equipment Rental & Repairs	735.00	735.00
5320 · Library Supplies	36.69	36.69
5340 · Memberships	62.86	62.86
5360 · Periodicals	167.36	167.36
5400 · Program supplies		
Programs - YA-Adult Expenses	433.73	433.73
Programs - Youth Expenses	451.72	451.72
SRP 24 Expense	360.00	360.00
5402 · Snacks in the Stacks	148.80	148.80
5400 · Program supplies - Other	1,436.42	1,436.42
Total 5400 · Program supplies	2,830.67	2,830.67
5410 · Wages & Salaries	85,754.96	85,754.96
5420 · EI Expense	2,051.81	2,051.81
5430 · CPP Expense	4,578.44	4,578.44
5470 · Employee Benefits		
5471 · LAPP-Employer	1,352.29	1,352.29
5472 · LAPP - Employee	-302.04	-302.04
5470 · Employee Benefits - Other	1,777.12	1,777.12
Total 5470 · Employee Benefits	2,827.37	2,827.37
5530 · Supplies-Janitor	1,453.22	1,453.22
5580 · Volunteer Recognition/Staff App	445.63	445.63
5601 · Donations Expenitues		
Blackfalds Community Fellowship	1,289.02	1,289.02
Senior's Coffee Tea Donation	52.19	52.19
Total 5601 · Donations Expenitues	1,341.21	1,341.21

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03/27/25

Accrual Basis

Blackfalds Public Library
Profit & Loss by Class
January through March 2025

	<u>Unclassified</u>	<u>TOTAL</u>
5730 · Fund Raising- advertising	256.28	256.28
5800 · GST/HST Expense	546.73	546.73
6560 · Payroll Expenses-Employer Cont.	5,328.16	5,328.16
Total Expense	<u>115,815.44</u>	<u>115,815.44</u>
Net Ordinary Income	<u>253,004.69</u>	<u>253,004.69</u>
Net Income	<u><u>253,004.69</u></u>	<u><u>253,004.69</u></u>