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**Annual General Meeting
April 12 2023 7:00pm
Zoom Meeting**

Topic: Library AGM 2023

Date: April 12, 2023 7:05 pm

In Attendance: Nova MacDougall, Kimberly Partanen, Geeta Gillespie, Jesse Ellis, Mo Forster, Wendy Hurst, Leeza Perehudoff, Gord Turner, Linda Miller

Regrets: Sue Heaton Sherstobitoff, Terry Gerling, Dianne Galloway
Chair: Nova MacDougall Recording: Olga Sherstobitoff

Call to order

Acknowledge unceded territory:

We would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Ktunaxa, Syilx (Okanagan), and Sinixt Peoples.

1. Approval of the Agenda Motion- Wendy 2'nd- Geeta
2. Approval of 2022 AGM Minutes Motion - Mo 2'nd - Leeza
3. Library Presentation (Nova/Mo/Kimberly) – report attached.
4. Co-Chair report (Nova)- attached, Approval-Wendy 2'nd- Leeza
5. Library Director's report (Kimberly) - report attached, Motion-Wendy 2'nd-Jesse,
6. Finance Committee report (Leeza) - report attached, Motion-Mo 2'nd- Jesse
7. Friends of Library report (Read by Kimberly on behalf of Gord Turner)- report attached Motion-Leeza 2'nd-Geeta
8. Questions?- none
9. Election:
 - Jesse Ellis
 - Geeta Gillespie
 - Mo Forester
 - Wendy Hurst
 - Dianne Galloway
 - Elected by acclamation
10. Adjournment: 7:42pm



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Co-Chair's Report

2022 seemed to be a much more “normal” year for library patrons. It certainly was nice to be able to sit at a table again!

We successfully negotiated another three-year C.U.P.E. contract with the library staff. Thank you.

The Board continued to have their monthly meeting by Zoom. We continue to move forward in the four focus areas of our three-year strategic plan.

Focus Area #1: Organizational Vitality

With a grant from the Regional District of Central Kootenay, the library purchased First Nation Communities Read titles for children, adults and youth. As well, staff attended a webinar: Discovering and Evaluating Titles for Inclusion in Library Indigenous Collections.

Staff attended the British Columbia Library Association online 2022 conference. One staff participated in a Canadian Mental Health Association course for those working with teens. Our library director participated in professional development from the Association of British Columbia Public Library Directors on Working with a Board and Bystander Intervention Training. As well, three board members attended a governance workshop in Nelson given by the British Columbia Library Trustee Association and the Kootenay Library Federation.

Thanks to the Columbia Basin Trust and a technology grant for non-profits, seven new staff computers were purchased.

Focus Area #2: Physical Space and Collections

New easy clean furniture was purchased with a Covid Relief grant. We will be getting a new roof but this was delayed due to supply chain issues and then the change in seasons. We put forward a request for a Columbia Basin Trust Sustainable Expression of Interest and had a site visit. We are hoping for help to cut our energy costs. Stay tuned!

Focus Area #3: Community Engagement

In the spring of 2022, we had a Speech and Hearing Month partnership with the Kootenay Family Place Speech Pathologist. The library had a newspaper article written and also social media coverage around this partnership. A special collection of children's materials were purchased to do a display.

In the fall of 2022, our partnership with the Columbia Basin Alliance for Literacy resumed and the Parent Child Mother Goose and Write Anything programs resumed.



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Also in the fall, the library worked with Kootenay Savings Credit union to create a financial Literacy Month display and boost resources.

Focus Area #4: Innovation and Programming

Our outdoor story time and craft bags was finally able to move inside again this year. Bat Packs donated by the Kootenay Library Federation were ready for loan in the winter of 2022. Corel Draw Graphics was purchased in the spring of 2022 with a digitization station available for public use. As well, the library purchased sixteen additional Launchpad tablets, the Lote Online Multilingual Story Database for Kids, Meeting Owl (hybrid meeting capabilities), and an additional \$3,000 investment in Overdrive Advantage ebooks and audio books for Castlegar cardholders.

The Board would like to express our gratitude to all of our funders for their vital ongoing support. We could not make the library the welcoming community space it is without your support. A big thanks to Friends of the Library for their ongoing fundraising endeavours and donations. You are also a big part of our ability to do what we do! Last but not least, a big shout out to our library director, Kim, and the amazing staff who continuously give excellent service.

On behalf of the Board, Nova MacDougall and Mo Forster

Director's Report 2023 Library AGM Kimberly Partanen

As with many activities these days, 2022 was a hybrid year for our library. The year started with a dogged determination to offer outdoor story time for toddlers and preschoolers in all kinds of weather. Staff continued to assemble and distribute popular weekly take away craft kits for toddlers through tweens, bringing families into the library.

In-person indoor programming resumed with 161 children and youth registering for our Summer Reading Club. Weekly programs and activities included science experiments, Popsicle stick bridge competitions, crafts, prizes and lots of reading. Contributing to the fun were special guests, including children's author Kathy Sager, WildsafeBC, and COINS (Circle of Indigenous Nations Society).

Fall and winter programs focused on literacy and social connection. The Parent Child Mother Goose Program for babies returned to the library in partnership with CBAL. Parents are meeting, talking, laughing and learning together. A to Z Toddler Time and Preschool storytime welcome children aged 3-5 in two weekly programs. Each session promotes social connection, literacy, early learning, creativity and fine motor skills through arts and crafts.



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Reading Buddies brings children and teens together to build literacy skills in an enjoyable way. This program builds a connection with the library and all of the resources it has to offer. Youth have an opportunity for a rewarding volunteer experience and children improve their reading skills giving them confidence in the classroom.

Teen Friends of the Library gather once per week for activities that enhance the library. In the first season of this program, youth painted the library windows, created displays in the teen section, helped set up a library book sale, crafted, and learned more about what the library has to offer. This positive program is a safe space that brings youth out of their homes and meeting each other after pandemic isolation.

During the past year, local authors and experts returned for in-person readings. Topics ranged from retirement coaching, healing from trauma, surviving a collision with a drunk driver, coping with the loss of loved ones and growing up in a Doukhobor community. These events provide opportunities for members of the community to come together to learn, talk and share.

The library continued to build our digital collections to meet the needs of our patrons. We augmented our provincially shared Library-to-Go eBook and audiobook collection targeting new purchases that reduce wait times for our patrons. We subscribed to a multilingual online story telling resource called Lote4Kids connecting children with books in their own language.

With a BC Government Covid Relief and Recovery Grant, we replaced all of our old cloth furniture with vinyl and antimicrobial seating. The new seating is comfortable and easy to keep clean giving our patrons a more hygienic environment to relax and work. We purchased 16 new chairs, an easy chair, a love seat and a child sized couch.

The numbers tell us the Library is bouncing back! Over 4,000 more people visited us this past year, more than 5,000 additional items circulated, and 1,200 more folks used our computers in 2022 versus 2021. Many thanks to library staff, board members, Friends of the Library and our volunteers who work to provide quality library service that our community is proud of.

Finance Committee Report

The following report includes a statement of financial position of the Castlegar & District Public Library Association (Library) as at December 31, 2022.

See **Table 1** below for the Statement of Operations prepared by Grant Thornton, LLP.



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The revenue of the Library in 2022 totalled \$668,335. Grant funding received from the City of Castlegar, Regional District of Central Kootenay, Columbia Basin Trust, Government of British Columbia, and Government of Canada contributed to the majority of our total revenue (\$639,248 / 93%). The City of Castlegar also donated services including professional fees and repairs and maintenance (\$22,944 / 3%). Thank you to our funders for supporting literacy in our community and helping “Minds Grow Here.”

The Library’s expenses in 2022 totalled \$679,557. After wages and benefits (\$452,791 / 67%), the largest expenses included books, periodicals and audio visuals (\$91,648 / 13%), repairs and maintenance (\$49,554 / 7%), and office supplies (\$34,706 / 5%).

At the end of 2022, the Library had \$8,778 in excess of revenue over expenses.

Respectfully submitted by Leeza Perhudoff, Treasurer, on April 5, 2023.

Table 1: Statement of operations for the Castlegar & District Public Library, January 1, 2022 to December 31, 2022

Statement of Operations	2022	2021
Revenues		
Grants	\$639,248	\$619,773
Donated services	22,944	11,808
Book and miscellaneous sales	9,201	11,808
Interest	7,507	1,572
Memberships and fines	1,012	5,508
Donations and bequests	2,423	7,387
	<u>688,335</u>	<u>653,152</u>
Expenses		
Amortization	10,964	15,603
Bank charges	1,450	1,207
Books, periodicals and audio visuals	91,648	78,359
Insurance	1,500	2,325
Memberships and dues	1,255	1,205
Office	34,706	42,278
Professional development	1,279	1,225
Professional fees	3,500	3,300
Repairs and maintenance	49,554	36,568
Special events	7,371	5,268
Subcontracts	9,066	9,040
Telephone	3,163	3,161
Utilities	11,310	13,626
Wages and benefits	452,791	409,456
	<u>679,557</u>	<u>622,621</u>
Excess of revenues over expenses before other income	8,778	30,531
Gain on disposal of tangible capital assets	-	261
Excess of revenues over expenses	\$8,778	\$30,792



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Friends of the Library Report. April 2023 **Gord Turner, Chair**

The Friends have mainly been participating in book sales during the past year. We held one in June 2022 during Sunfest and a second sale in January 2023. Sales were by donation, and earnings were unbelievable—over \$3,000 in the January event.

As usual, we sought the help of the local Rotary Interact students to set up the books in sale format and then to take them down to store for the next sale. These young people were amazing in their help and their enthusiasm. The Friends provided their organization with an honorarium of \$225.

During 2022, the Friends received an estate bequest from Christine Apperson in the amount of \$50,400. So the Friends are ready to disperse some or all of these funds as well as the book sale proceeds for a Library project. Librarian Kim has suggested that the refurbishing of the large basement room should be considered. We are awaiting developments.

Currently, the Friends have a decent-sized committee of seven members (plus Librarian Kim). It means more discussion at meetings, more ideas about books and events, and more workers prior to and after our book sales.

The next Friends' book sale will likely occur during Sunfest in June 2023.