

# **Sparwood Public Library**

## **Board Meeting Agenda for May 13<sup>th</sup> 2024**

1. Call to order.
2. Approval of agenda
3. Approval of minutes (non-available)
4. Samantha C
5. Report from Tina 10 mins
6. Motion to adopt section F Laurie 10 mins
7. Financial Report Andrea
8. Hiring Committee update
9. Correspondences to be accepted: 5 mins  
Sparwood PLA Reopening plan – March 4<sup>th</sup> 2024
  - a. District of Sparwood
  - b. RDEK
  - c. Ministry of Municipal Affairs
  - d. Fernie Heritage Library
  - e. Elkford Public Library
10. Letter from RDEK re: Grant – Sparwood Public Library – March 28<sup>th</sup> 2024 2mins
11. Motion to approve budget for Jim's farewell 2mins

### **In camera agenda**

1. AGM Date- June 10<sup>th</sup> 5mins
2. Operating hours vs paid hours 10 mins
3. Bargaining Update - District funding update

## Sparwood Public Library Association – Consultant’s Update

Date: April 16, 2024

To: Sparwood Public Library Board of Trustees

From: Anne O’Shea, consultant

### Priorities for our work together

A letter of agreement was signed on April 2, 2024 for continued support. I met with Rose and Suzanne to discuss priorities for this new contract. Based on that discussion, my work between now and May 24, 2024 will be focused on the following priorities, in this order:

- Support Tina with operational matters as needed
- Support the Board to meet the Ministry of Municipal Affairs’ requests and reporting deadlines by drafting letters of response, grant reports, and operational surveys for Board review and approval.
- Support the Board’s efforts to hire a Library Director
- Work with the Chair and Treasurer to review SPL finances and recommend a 2024 spending plan within the established budget envelope.
- Review the operational policies (section D) drafted by Laurie Klassen, to provide her with feedback which can be incorporated before it comes to the Board for review.
- Develop a privacy policy that addresses video surveillance.

### Communications

- I will continue to provide bi-weekly written updates to the Board.
- As this contract is closely focused on the priorities listed above, board members are requested to check in with the Chair and Vice Chair before asking me to undertake any other work, and to copy them on any correspondence.
- I will continue to attend board meetings as needed to report on work in progress, support operations, and seek approval for recommendations, but with a new Secretary-Treasurer in place and a governance coach to support the Board, I will not be working on agenda packages or minutes.

### Updates

- I’ve reviewed the list of timelines and action items and have drafted an initial response to the Ministry’s November and March letters to the Board, and am awaiting confirmation from the Rose, Suzanne, Samantha and Andrea regarding financial timelines.
- A copy of the previous job description was posted to the Partnership Job Board, and I am working with Samantha to get it replaced with the job description the Board adopted on Feb 21, 2024.

### Contract update

Total contract hours (new agreement)	100
Hours used previously	0
Hours used April 2-15 2024	12.5
<b>Hours remaining before May 24th</b>	<b>87.5</b>

# Sparwood Public Library Association – Consultant’s Update

Date: April 29, 2024

To: Sparwood Public Library Board of Trustees

From: Anne O’Shea, consultant

## Operational Matters

- The library is still open 4 days a week (Tuesday-Friday) and operations are running well. There is a need for additional staffing and a job description has been developed for a Library Assistant, which will be used to advertise for casual staff.
- I am working with United Library Services to set up standing orders, so the library receives a regular supply of new books, in line with the SPL’s budget.
- The ceiling tiles still need to be remedied following the fire inspection, and Tina will be working to get this addressed.

## Ministry correspondence

- The draft response to the Ministry’s November 2023 and March 2024 requests is still awaiting direction from the Chair.
- Data for the 2022 and 2023 operational surveys has been gathered and will be submitted by the end of this week.
- I’ll be turning my attention to gathering information to draft the 2023 grant report. This report summarizes SPL’s use of grant funds from the Ministry. The instructions can be found here: <https://www2.gov.bc.ca/assets/gov/residents/sports-and-recreation/arts-culture/public-libraries/public-library-grant-reports/plgr - guide 2023.pdf>
- Input and information will be needed to draft this report.
- The Ministry has expressed concerns with the District of Sparwood’s funding agreement and will be following up with the Board with more information.

## Library Director Hiring

- The original job posting closes April 30<sup>th</sup>. The new job posting will be posted on April 31<sup>st</sup> using the approved job description.
- At the next Hiring Committee meeting, the committee should determine whether they want to interview any candidates from the first posting, or await the results of the second posting.

## Finances

- I understand from Andrea that the accountant will be finished the 2023 financial statements by May 10<sup>th</sup>. The Board is required to review and approve the statements before submitting them by May 15<sup>th</sup> to the Ministry.
- In their March 1, 2024 letter, the Ministry set a deadline to submit financial statements to the District of Sparwood and RDEK by April 30<sup>th</sup>.

## Operational Policies

- No updates.

**Contract Update**

- I am waiting for information and answers to questions which is slowing down progress on the priorities set for this contract. As a result, I am not using as many hours as previously estimated.
- I need a list of upcoming Board meetings and Hiring Committee meetings to schedule my time.

Total contract hours (new agreement)	100
Hours used previously	12.5
Hours used April 17-29 2024	11.25
<b>Hours remaining before May 24th</b>	<b>76.25</b>

# Sparwood Public Library Association – Consultant’s Update

Date: May 10, 2024

To: Sparwood Public Library Board of Trustees

From: Anne O’Shea, consultant

## Operational Matters

- The library is still open 4 days a week (Tuesday-Friday) and operations are running well.
- The Casual Library Assistant role has been posted.
- A new page on the SPL website provides job opportunities at the library. Check it out here: <https://sparwood.bc.libraries.coop/about-us/work-with-us/>

## Ministry

- A response from the Chair was sent to the Ministry in response to the November 2023 and March 2024 requests.
- The 2022 and 2023 operational surveys are almost complete and just require year end financial data to complete.
- The Ministry has expressed concerns with the District of Sparwood’s funding agreement and a follow-up conversation is advised.

## Library Director Hiring

- 3 applicants were shortlisted from the original job posting, but none moved forward with an interview.
- The job has been reposted to the Partnership Job Board: <https://partnershipjobs.ca/jobs/32234> with a closing date of May 31. I’ve asked for the role to be shared through the Kootenay Library Federation and the Association of BC Public Library Directors email lists.

## Finances

- I developed a financial analysis of SPL’s staffing budget and provided it to the Chair, Vice Chair and Treasurer for next steps.
- As a reminder, the 2023 financial statements must be reviewed and approved by the Board and submitted by May 15<sup>th</sup> to the Ministry. Rose advises that the accountant will be submitting them on behalf of the Board once they are approved.
- In their March 1, 2024 letter, the Ministry set a deadline to submit financial statements to the District of Sparwood and RDEK by April 30<sup>th</sup>. Since this deadline was not met by the Board, I recommend that you submit them as soon as possible.

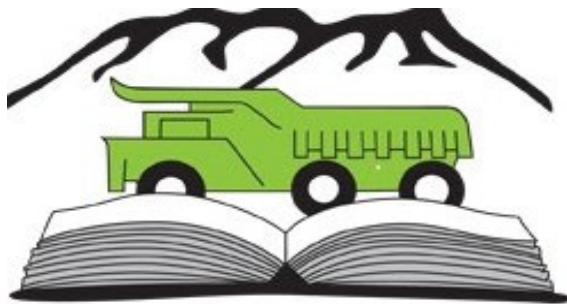
## Website

- The Ministry previously requested that the Board put governance information on the website for transparency to the community. Babs outlined the requirements in an email. After discussing with Rose and Suzanne, I will be supporting the Board to comply with this requirement over the coming weeks by creating a Board section of the website.

## Operational Policies

- No updates.

Total contract hours (new agreement)	100
Hours used previously	23.75
Hours used April 17-29 2024	19.25
<b>Hours remaining before May 24th</b>	<b>57</b>



**Sparwood Public Library  
Statistics for the Board  
April, 2024**

Resource	Count
Physical Circulation	1690
In House	333
E Audio Books	284
<b>Total Circulation</b>	<b>2307</b>
<b>Door Count</b>	<b>1626</b>
Computer Sessions	83

Patron Assistance	Count
Assistance	216
Reference Questions	137
<b>Total</b>	<b>353</b>
<b>Programming</b>	
Internal Programming	166
User Groups	68
<b>Total</b>	<b>234</b>

## Operational Notes May 13, 2024

Stats for the month of April have mainly held steady. We did see an increase of almost 24% in our physical circulation to bring our total circulation up by 21% overall. The door count was also up by 53% from March.

We continue to refine our record keeping for statistics with both Joanne and Jean creating excel sheets that will help with programming number and daily patron interaction statistics.

We are planning a book order through United Library Services this week and will get some much needed best seller and some patron requests to round out our collection.

We received our LawMatters grant for 2024 in the amount of \$1,000.00. In the past we have purchased adult reference materials for legal issues. This year however LawMatters is supplying each library with a list of LawMatters Law Books for Kids and we are really pleased to be making a great deal of our selections from this list this year. We will of course, be checking that our adult law collection gets an update where necessary. The money needs to be utilized by October 2024.

The Ready, Set Learn on April 30<sup>th</sup> was attended by over 100 Sparwood residences at the Sparwood Rec centre. Sparwood Public Library was there represented by Joanne Plessman who set up an information table, answered questions and gave out registration forms. It was a great opportunity for community outreach.

The Playtime for Littles has been such a resounding success that we will have to limit on the numbers for attendance. Should the program run in the future we would use pre-registration.

We are looking into the possibility of a SPL sponsored book club happening. A young woman by the name of Elisa Kirwan suggested she would like to run this.

We would order in the title, patrons can pick them up here and attend the book club on the date set. Joanne did a Facebook survey and the response was in favour. We will be working on dates and times.

Continuing staff training, Joanne will do doing another Sitka Webinar, this one on Interlibrary Loans. We will continue to offer the staff the opportunity to participate in any upcoming seminars.

We are posting the position for a casual employee and hope to get some applicants who can commit to regular hours including evening and weekends.



Alex Moulton of Moulton Designs has got the ceiling tile and light panels in and will begin working on getting the repairs started by Friday the 10<sup>th</sup> of May.

Income tax wrapped up at the end of April and 111 community members had their income completed, and 73 people came through to ask information or advice from our CVITP volunteer. The application for the grant has arrived at the library for the 2024 tax season already.

# Sparwood Public Library Association

## Profit and Loss

January - March, 2024

	TOTAL
<b>INCOME</b>	
4140 Other Grants	2,510.00
4150 Fax Revenue	8.50
4300 Donations Revenue	1,237.30
4520 Laminating Revenue	1.00
4540 Book Sale Revenue	4.90
4600 Photocopie/Printer Revenue	307.25
<b>Total Income</b>	<b>\$4,068.95</b>
<b>GROSS PROFIT</b>	
	<b>\$4,068.95</b>
<b>EXPENSES</b>	
5440 Advertising & Donations	564.48
5480 Bank charges & Interest	24.05
5495 Accounting & Bookkeeping	975.00
5500 Books	9,333.85
5508 Computer - Software	1,937.43
5510 Electronic Resources	2,007.11
5560 Insurance	2,003.36
5565 Janitorial Services & supplies	7,419.94
5600 Maintenance - Buildings/Grounds	1,890.00
5610 Periodicals - newspapers, mags	47.19
5620 Memberships	803.91
5671 Office Supplies - General	722.59
5675 Office Supplies - Postage	310.49
5682 Professional Fees	15,020.50
5695 Security services	159.00
5700 Telephone	286.61
5710 Photocopier	869.59
5740 Utilities/Property tax	2,191.76
5760 Payroll Expenses	
Taxes	4,838.69
Wages	31,771.41
<b>Total 5760 Payroll Expenses</b>	<b>36,610.10</b>
5790 WCB Expense	257.94
5800 Wage Benefits	375.00
<b>Total Expenses</b>	<b>\$83,809.90</b>
<b>OTHER EXPENSES</b>	
6900 Capital Reserve (budget)	2,500.00
<b>Total Other Expenses</b>	<b>\$2,500.00</b>
<b>PROFIT</b>	<b>\$ -82,240.95</b>



# Sparwood Public Library Association

Balance Sheet  
As of March 31, 2024

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
1030 Cash Float	75.00
1050 Petty Cash	250.00
1090 Royal Bank Chequing Account	219,071.76
1100 Undeposited Funds	0.00
<b>Total Cash and Cash Equivalent</b>	<b>\$219,396.76</b>
Accounts Receivable (A/R)	
1205 Accounts Receivable	0.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$0.00</b>
1200 Grants Receivable	0.00
1220 GST rebates receivable	0.00
1380 Prepaid Expenses	6,400.57
Uncategorized Asset	0.00
<b>Total Current Assets</b>	<b>\$225,797.33</b>
Non-current Assets	
Property, plant and equipment	
1520 Building	684,056.04
1521 Accum amort - buildings	-487,048.09
1580 Furniture & Equipment	108,215.38
1581 Accum amor - Furniture & Equipment	-99,812.04
1640 Computer Equipment	31,890.74
1641 Accum amor - Computer Equipment	-28,076.37
1650 Computer Software	17,764.66
1651 Accum amor - Software	-17,764.66
<b>Total Property, plant and equipment</b>	<b>\$209,225.66</b>
1450 Long Term Investments	81,000.26
<b>Total Non Current Assets</b>	<b>\$290,225.92</b>
<b>Total Assets</b>	<b>\$516,023.25</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2150 Accounts Payable	23,711.44
<b>Total Accounts Payable (A/P)</b>	<b>\$23,711.44</b>
Credit Card	
2160 RBC Visa	3,624.62
<b>Total Credit Card</b>	<b>\$3,624.62</b>
2260 Wages Payable	310.63
2350 Accrued Expenses	6,000.00
2450 GST/HST Payable	-7,813.67
2485 GST/HST Rebates Repayable	0.00
Direct Deposit Payable	105.82

# Sparwood Public Library Association

## Balance Sheet

As of March 31, 2024

	TOTAL
Payroll Liabilities	
Federal Taxes	-856.66
IG Wealth Management	0.00
Vacation Pay	48.75
<b>Total Payroll Liabilities</b>	<b>-807.91</b>
Receiver General Suspense	0.00
<b>Total Current Liabilities</b>	<b>\$25,130.93</b>
<b>Total Liabilities</b>	<b>\$25,130.93</b>
Equity	
3500 Retained Earnings	0.00
3550 Fund Bal - Plant & Equip Reserv	113,598.17
3560 Fund Balance - Operating	0.00
Retained Earnings	459,535.10
Profit for the year	-82,240.95
<b>Total Equity</b>	<b>\$490,892.32</b>
<b>Total Liabilities and Equity</b>	<b>\$516,023.25</b>



**Sparwood Public Library**

110 Pine Avenue  
Box 1060  
Sparwood BC V0B 2G0

Public Libraries Branch  
Ministry of Municipal Affairs

May 3, 2024

VIA EMAIL

Dear Mari Martin,

Thank you for your letters dated November 24, 2023 and March 1, 2024. We appreciate that you are waiting for key information from us, which we are working with outside support to provide.

This letter is to confirm that the following are in place:

- The Sparwood Public Library Board meets regularly and keeps proper Board meeting minutes, including motions. Attached to this email are copies of the minutes from the following meetings: December 18, 2023, January 22, 2024, February 5, 2024, February 21, 2024, March 4, 2024, and March 18, 2024 . These have all been formally approved by the Board.
- The Sparwood Public Library reopened to the public on Wednesday March 6<sup>th</sup>. Restored services include provincial programs such as interlibrary loan, BC OneCard, BC Summer Reading Club, etc.
- An Interim Part-Time Supervisor has been hired to provide day-to-day oversight of library operations. We have re-engaged a library consultant to provide additional operational support.
- A hiring committee has been formed and the Library Director role has been posted to the Partnership Job Board.
- [Info@sparwoodlibrary.ca](mailto:Info@sparwoodlibrary.ca) is an active and monitored email address which serves as a contact for library operations.

Ministry reporting

- We anticipate providing the outstanding Provincial Public Library Grant report, and the data for the 2022 and 2023 annual surveys by May 24<sup>th</sup>, 2024.

Financial reporting

- We will provide Board approved annual financial statements to the District of Sparwood, Regional District of East Kootenay, and the Public Libraries Branch by May 15, 2024.
- We will ensure that a copy of the 2023 financial statements is available for inspection by members of the Sparwood Public Library Association before the AGM.
- We will submit the Board-approved Statement of Financial Information by May 15, 2024.



**Sparwood Public Library**

110 Pine Avenue  
Box 1060  
Sparwood BC V0B 2G0

**Board Membership**

Please note that with the resignation of Debbie Fraser from the role of Treasurer on February 20, 2024, the current Board membership is:

Name	Date first elected	Role
Rose Sharma	May 10, 2023	Board Chair
Suzanne Georgiou-Morey	May 10, 2023	Vice Chair
Samantha Chenier	Started in February of 2023. She remembers that she did not replace anyone, and the board agreed that a vote at the AGM was not needed for her to come on. No records found.	Treasurer-Secretary
Sam Atwal	Appointed May 5, 2023	Trustee (District of Sparwood appointee)
Harold Baytaluke	July 11, 2016	Trustee
Lois Halko	April 12, 2021	Trustee

Further updates will be provided regarding:

- Plans to hold an AGM by June 30, 2024

Once again, thank you for your support of library services in Sparwood.

Sincerely,

Rose Sharma  
Chair, Sparwood Public Library Board of Trustees

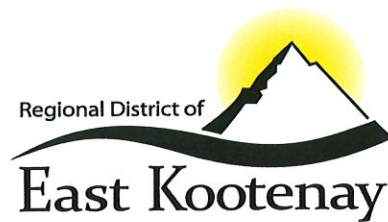


**Sparwood Public Library**

110 Pine Avenue  
Box 1060  
Sparwood BC V0B 2G0

CC: Michele Schalekamp, CAO, District of Sparwood ([mschalekamp@sparwood.ca](mailto:mschalekamp@sparwood.ca))  
Megan Rawles, Manager of Corporate Services  
Suzanne Georgiou-Morey, Vice Chair  
Samantha Chenier, Treasurer-Secretary  
Sam Atwal, Trustee  
Harold Baytaluke, Trustee  
Lois Halko, Trustee  
Anne O'Shea, Consultant, Craft Strategic





Shk 065 001

March 28, 2024

Jim Bertoia, Head Librarian  
Sparwood Public Library  
Box 1060  
Sparwood BC V0B 2G0

Dear Mr. Bertoia:

**Re: Grant – Sparwood Public Library**

Following adoption of the 2024-2028 RDEK Financial Plan, please be advised that the RDEK Board of Directors approved a \$25,450 operational grant to the Sparwood Public Library for 2024. Similar to previous years, the funds will be forwarded to you in August.

The Board recognizes the valuable contribution made by Public Libraries in the region and is pleased to provide this funding.

If you have any questions about the funding, please contact Holly Ronnquist, Chief Financial Officer, at [hronnquist@rdek.bc.ca](mailto:hronnquist@rdek.bc.ca).

Sincerely,

Nikki Bradshaw  
Deputy Corporate Officer

ec: Holly Ronnquist, Chief Financial Officer



**Sparwood Public Library**

110 Pine Avenue  
Box 1060  
Sparwood, BC V0B 2G0

District of Sparwood  
Box 520, 136 Spruce Ave.  
Sparwood, BC V0B 2G0

March 4, 2024

Dear Mayor Wilks, Council, and Michéle Schalekamp,

The Sparwood Public Library Association Board of Trustees has engaged a library consultant to help us develop a reopening plan for the Sparwood Public Library. The Board is pleased to announce that a reopening plan for the library is now in place with the library slated to reopen to the public at 1 pm on Wednesday, March 6<sup>th</sup>. An official opening celebration is planned for Tuesday, April 2 at the library.

Since the closure in November of 2023, the Board has fielded many questions and concerns from members of the community. There have also been questions and disagreements within the community about the departure of the previous library director and the staff leaves of absence. The Board wishes the previous director the best in his retirement and is happy to communicate that staff are now able to return to their duties.

Communications and messaging will be rolled out to the community beginning tomorrow to ensure broad knowledge about the library's reopening. As we resume operations, the library will be operating at limited hours, which will be expanded over time. Please refer to our website at <https://sparwood.bc.libraries.coop/> for details.

This has been a difficult period for everyone involved with the library and the Board would like to thank you for your support and understanding during the closure and while a reopening plan was developed.

*Official Opening Celebration*

Please join us on Tuesday, April 2 at 11 am for an official opening celebration that will include snacks, refreshments, and a special Storytime to welcome the community back to their library. If you plan to attend, please RSVP to me at [sharmar1@shaw.ca](mailto:sharmar1@shaw.ca) at your earliest convenience.

Once again, thank you for your support of library services in Sparwood.

Sincerely,

Rose Sharma  
Chair, Sparwood Public Library Board of Trustees



**Sparwood Public Library**

110 Pine Avenue  
Box 1060  
Sparwood, BC V0B 2G0

Elkford Public Library  
Pool/Library Complex  
816 Michel Rd.  
Box 280  
Elkford, BC V0B 1H0

March 4, 2024

Dear Alexandra Faucher, Chair Dallys Kmiecik, and members of the Board,

The Sparwood Public Library Association Board of Trustees has engaged a library consultant to help us develop a reopening plan for the Sparwood Public Library. The Board is pleased to announce that a reopening plan for the library is now in place with the library slated to reopen to the public at 1 pm on Wednesday, March 6<sup>th</sup>. An official opening celebration is planned for Tuesday, April 2 at the library.

Communications and messaging will be rolled out to the community beginning tomorrow to ensure broad knowledge about the library's reopening. As we resume operations, the library will be operating at limited hours, which will be expanded over time. Please refer to our website at <https://sparwood.bc.libraries.coop/> for details.

This has been a difficult period for everyone involved with the library and the Board would like to thank you for your support and understanding during the closure and while a reopening plan was developed. We are deeply appreciative of the efforts the Elkford Public Library made to support Sparwood residents during the closure.

*Official Opening Celebration*

Please join us on Tuesday, April 2 at 11 am for an official opening celebration that will include snacks, refreshments, and a special Storytime to welcome the community back to their library. If you plan to attend, please RSVP to me at [sharmar1@shaw.ca](mailto:sharmar1@shaw.ca) at your earliest convenience.

Once again, thank you for your support of library services in Sparwood.

Sincerely,

Rose Sharma  
Chair, Sparwood Public Library Board of Trustees



**Sparwood Public Library**

110 Pine Avenue  
Box 1060  
Sparwood, BC V0B 2G0

Fernie Heritage Library  
PO Box 448  
492 Third Avenue  
Fernie, BC V0B 1M0

March 4, 2024

Dear Chair Jill Gilhuly, Emma Dresser, and members of the FHL Board and Staff,

As you know, the Sparwood Public Library Association Board of Trustees engaged a library consultant to help us develop a reopening plan for the Sparwood Public Library. The Board is pleased to announce that a reopening plan for the library is now in place with the library slated to reopen to the public at 1 pm on Wednesday, March 6<sup>th</sup>. An official opening celebration is planned for Tuesday, April 2 at the library.

Communications and messaging will be rolled out to the community beginning tomorrow to ensure broad knowledge about the library's reopening. As we resume operations, the library will be operating at limited hours, which will be expanded over time. Please refer to our website at <https://sparwood.bc.libraries.coop/> for details.

This has been a difficult period for everyone involved with the library and the Board would like to thank you for your support and understanding during the closure and while a reopening plan was developed. We are deeply appreciative of the efforts the Fernie Heritage Library made to support Sparwood residents during the closure.

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Once again, thank you for your support of library services in Sparwood.

Sincerely,

Rose Sharma  
Chair, Sparwood Public Library Board of Trustees



**Sparwood Public Library**

110 Pine Avenue  
Box 1060  
Sparwood BC V0B 2G0

Public Libraries Branch  
Ministry of Municipal Affairs

March 4, 2024

Dear Mari Martin,

As you are aware, the Sparwood Public Library Association Board of Trustees engaged a library consultant to help us develop a reopening plan for the Sparwood Public Library. The Board is pleased to announce that a reopening plan for the library is now in place with the library slated to reopen to the public at 1 pm on Wednesday, March 6<sup>th</sup>. An official opening celebration is planned for Tuesday, April 2 at the library.

Since the closure in November of 2023, the Board has fielded many questions and concerns from members of the community. There have also been questions and disagreements within the community about the departure of the previous library director and the staff's leaves of absence. The Board wishes the previous director the best in his retirement and is happy to communicate that staff are now able to return to their duties.

Communications and messaging will be rolled out to the community beginning tomorrow to ensure broad knowledge about the library's reopening. As we resume operations, the library will be operating at limited hours, which will be expanded over time. Please refer to our website at <https://sparwood.bc.libraries.coop/> for details.

This has been a difficult period for everyone involved with the library and the Board would like to thank you for your support and understanding during the closure and while a reopening plan was developed. We received your letter dated March 1, 2024, and will respond in detail under separate cover.

*Official Opening Celebration*

Please join us on Tuesday, April 2 at 11 am for an official opening celebration that will include snacks, refreshments, and a special Storytime to welcome the community back to their library. If you or a member of your team plans to attend, please RSVP to me at [sharmar1@shaw.ca](mailto:sharmar1@shaw.ca) at your earliest convenience.

Once again, thank you for your support of library services in Sparwood.

Sincerely,

Rose Sharma  
Chair, Sparwood Public Library Board of Trustees



**Sparwood Public Library**

110 Pine Avenue  
Box 1060  
Sparwood, BC V0B 2G0

Regional District of East Kootenay  
19 - 24th Avenue South  
Cranbrook, BC V1C 3H8

March 4, 2024

Dear Chair Rob Gay, RDEK Directors, and CAO Shawn Tomlin,

The Sparwood Public Library Association Board of Trustees has engaged a library consultant to help us develop a reopening plan for the Sparwood Public Library. The Board is pleased to announce that a reopening plan for the library is now in place with the library slated to reopen to the public at 1 pm on Wednesday, March 6<sup>th</sup>. An official opening celebration is planned for Tuesday, April 2 at the library.

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Once again, thank you for your support of library services in Sparwood.

Sincerely,

Rose Sharma  
Chair, Sparwood Public Library Board of Trustees