



16 Civic Centre Road, Petawawa, Ontario K8H 3H5  
Tel: (613) 687-2227 • Fax: (613) 687-2527

**Minutes of the Meeting of the Petawawa Library Board of Trustees  
Wednesday, April 24, 2013**

**Call to Order:** The meeting was called to order at 3:02pm.

**Attendance:** E. Chow, B. Almon Felhaber, T. Sabourin, J. Carmody, J. Gardner, C. Higgins, N. Chan, K. Thompson

**Approval of Agenda:** Motion # 1:  
Moved by C, Higgins, seconded by N. Chan that the agenda for the April 24, 2013 Library Trustee Board meeting be accepted as presented. Carried.

**Conflict of Interest:** nil

**Minutes:** Motion # 2:  
Moved by N. Chan, seconded by J. Gardner that the minutes of the Mar 27, 2013, Apr 5, 2013, and Apr 17, 2013 Library Trustee Board meetings be accepted as presented. Carried.

**Correspondence:** a) A thank you card was received from the Valley Artisans for the use of display cases in the foyer to showcase members' work. They also donated a book, written by two members, to the library.

b) A letter was received requesting nominations for the Lincoln M. Alexander Award which honours young Ontarians who have demonstrated outstanding leadership in contributing to the elimination of racism.

**Treasurer's Report:** Motion # 3:  
Moved by T. Sabourin, seconded by J. Carmody that the financial statement for the period ending March 31, 2013 and payment of accounts reflected therein be approved as submitted with expenditures of \$ 44 724. 62. Carried.

**CEO's Report:** K. Thompson further explained the results of the Applied Research Day at Algonquin College. She feels that this program by the college students may provide an opportunity for the Library to be involved in a project, at no cost to us,

that would benefit both groups, perhaps in the area of Public Relations issues.  
Motion # 4:

Moved by J. Gardner, seconded by T. Sabourin that the CEO's Report of April, 2013 be accepted as presented. Carried.

**Outstanding Business:** a) The Facilities Maintenance Services Agreement

Kelly Williams was present to outline points of the draft agreement which he has put together. This is a standard agreement resulting from discussions between the Civic Centre and the Library regarding janitorial services as well as general maintenance issues. It is a proactive way of looking at maintenance of the Library with the assistance of Parks and Recreation. It consists of two parts; namely, regular daily janitorial services as well as schedules for general maintenance such as electrical, mechanical, building exterior, etc. The budget will be established annually. Before implementation occurs an inspection will be required of all aspects of the facility to allow for planning a budget for services. Details such as scheduling hours of work still need to be determined.

Motion #5:

Moved by N. Chan, seconded by J. Gardner that the Petawawa Public Library enter into a Facilities Maintenance Service Agreement with the Town of Petawawa. Carried.

b) Hiring Committee Update

The committee consists of J. Carmody, B. Almon Felhaber, N. Chan and E. Chow. Ads were placed in 4 local papers as well as on various websites. The competition has now closed and the committee is reviewing resumes.

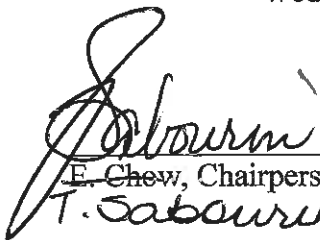
**New Business:** nil

**Member Input:** B. Almon Felhaber presented a report from the Trustee Council meeting held recently in Petawawa which was attended also by N. Chan. (See attached report).

**Next Meeting:** Wednesday, May 22, 2013 at 3:00pm.

**Adjournment:** Motion # 6:

Moved by T. Sabourin, seconded by J. Gardner that the meeting of Wednesday, April 24, 2013 be adjourned at 4:20pm. Carried.

  
E. Chew, Chairperson  
T. Sabourin, Vice Chair

  
C. Higgins, Secretary

May 25, 2013  
Date

Petawawa Public Library Financial Statement  
March 2013

**REVENUE**

|                               | Sub-accounts |              | Year-to-date |       | Budget 2013 |           | Year-to-date |   | Budget 2012 |  | %    |
|-------------------------------|--------------|--------------|--------------|-------|-------------|-----------|--------------|---|-------------|--|------|
|                               | Mar-13       | year-to-date | Mar. 2013    | %     | Mar-12      | Mar. 2012 | Mar. 2012    | % |             |  |      |
| <b>Operating Funds</b>        |              |              |              |       |             |           |              |   |             |  |      |
| Provincial Grant              | -            |              | -            |       | 22,892.00   |           |              |   | 43,133.00   |  |      |
| Municipal Subsidy             | 43,293.12    |              | 129,879.36   |       |             |           | 37,337.03    |   | 22,892.00   |  |      |
| <b>Total Operating Funds</b>  | 43,293.12    |              | 129,879.36   |       |             |           | 37,337.03    |   | 489,737.00  |  | 0.23 |
| <b>Fees &amp; Fines</b>       |              |              |              |       |             |           |              |   | 555,762.00  |  | 0.20 |
| Fines                         | 772.85       |              | 1,677.20     | 0.24  | 7,000.00    |           | 773.60       |   | 10,000.00   |  | 0.22 |
| Lost/Damaged items            | 42.00        |              | 152.00       |       |             |           | 54.95        |   | -           |  |      |
| Photocopy                     | 48.50        |              | 133.45       | 0.19  | 700.00      |           | 35.35        |   | 103.45      |  | 0.15 |
| Fax                           | 115.75       |              | 332.95       | 0.18  | 1,800.00    |           | 157.50       |   | 363.45      |  | 0.26 |
| Public Internet Revenue       | 190.25       |              | 492.95       | 0.18  | 2,800.00    |           | 233.40       |   | 564.70      |  | 0.20 |
| Non-Resident Fee              | 120.00       |              | 300.00       | 0.30  | 1,000.00    |           | 90.00        |   | 1,000.00    |  | 0.24 |
| Rotary Room/Lobby Revenue     | 396.00       |              | 780.00       | 0.31  | 2,500.00    |           | 800.00       |   | 1,016.00    |  | 0.51 |
| <b>Total Fees &amp; Fines</b> | 1,685.35     |              | 3,868.55     | 0.24  | 15,800.00   |           | 2,144.80     |   | 4,572.60    |  | 0.25 |
| <b>Fundraising</b>            |              |              |              |       |             |           |              |   |             |  |      |
| Used Books Sale               | 197.00       |              | 668.80       | 0.18  | 3,652.46    |           | 165.15       |   | 464.85      |  | 0.15 |
| Cash Donations                | -            |              | 100.00       | 0.10  | 1,000.00    |           | -            |   | 1,000.00    |  | 0.00 |
| <b>Total Fundraising</b>      | 197.00       |              | 768.80       | 0.17  | 4,652.46    |           | 165.15       |   | 4,000.00    |  | 0.12 |
| <b>Other Revenue</b>          |              |              |              |       |             |           |              |   |             |  |      |
| Program Revenue               | 91.75        |              | 185.09       | 0.19  | 1,000.00    |           | -            |   | 500.00      |  | 0.00 |
| Bank Interest                 | 66.97        |              | 190.50       | 0.38  | 500.00      |           | 57.23        |   | 300.00      |  | 0.54 |
| Pay Equity Funding            | -            |              | -            |       | 22,116.00   |           | -            |   | 22,116.00   |  | 0.00 |
| Grant Summer Student          | -            |              | -            |       | 2,400.00    |           | -            |   | 2,500.00    |  | 0.00 |
| Other Provincial Grants       | -            |              | -            |       | -           |           | -            |   | -           |  |      |
| Miscellaneous                 | 4,220.30     |              | 6,045.55     | 12.09 | 500.00      |           | 73.35        |   | 600.00      |  | 0.16 |
| Deferred Capital Revenue      | -            |              | -            |       | -           |           | -            |   | 300.00      |  | 0.00 |
| Capital Revenue               | -            |              | -            |       | -           |           | -            |   | -           |  |      |
| <b>Total Other Revenue</b>    | 4,379.02     |              | 6,421.14     | 0.24  | 26,516.00   |           | 130.58       |   | 26,316.00   |  | 0.01 |
| <b>TOTAL REVENUE</b>          | 49,554.49    |              | 140,937.85   | 0.23  | 620,546.57  |           | 39,777.58    |   | 604,028.00  |  | 0.19 |







## CEO's REPORT April 2013

### Special Programs and Displays:

- Booth in Showcase was a success
- Valley Artisans' asked to put more in display case and will change it out again in May

### Workshops and Meetings:

- K. Thompson and S. Cooper attended Small Libraries Committee Meeting
- K. Thompson attended Book Tree Meeting
- K. Thompson and E. Malins attended the Applied Research Day at Algonquin College
- K. Thompson attended Trustee Meeting to discuss Book Tree Project with Karen Woods

### Correspondence:

### Grants and Subsidies:

- Municipal subsidy of \$43,293.12 received April

### Miscellaneous:

- Adult programs filling quickly with excellent feedback
- Discussed possibility of Algonquin College business students developing a marketing plan for the library. Very positive feedback from facilitator.
- Town received cheque for the Book Tree Project, so project is moving ahead
- RFQ for bookkeepers and pay equity/wage review has a deadline of April 26<sup>th</sup>
- Showcase booth was popular and well received by the public. Provided some valuable feedback.



|   | 2013         | 2012          | 2011         |
|---|--------------|---------------|--------------|
| <b>CIRCULATION</b>                        |              |               |              |
| <b>BOOKS</b>                              |              |               |              |
| Adult Fiction                             | 5516         | 5639          | 5808         |
| Adult Non-fiction                         | 2068         | 2120          | 1999         |
| Young Adult                               | 945          | not collected |              |
| Junior Fiction                            | 1519         | 6623          | 5875         |
| Junior Non-fiction                        | 1704         | 1734          | 1103         |
| Easy                                      | 4121         | not collected |              |
| French                                    | 713          | 896           | 918          |
| Reading Program Materials                 | 317          | not collected |              |
| Large Print                               |              | not collected | 24           |
| RBC/SPEC Collections                      | 145          | 158           | 160          |
| ILLs checked out                          | 194          | 155           | 244          |
| <b>TOTAL BOOKS</b>                        | <b>17242</b> | <b>17462</b>  | <b>16131</b> |
| Laptops/ Listening Stations               | 11           | 61            | 29           |
| Electronics - IPADS                       | 0            | not collected |              |
| CD's                                      | 353          | 431           | 313          |
| CD ROM                                    | 21           | 37            | 85           |
| DVD                                       | 6703         | 6109          | 5927         |
| Talking Books                             | 365          | 500           | 467          |
| Magazines                                 | 752          | 978           | 811          |
| Video tapes                               | 204          | 319           | 329          |
| Museum Passes                             | 122          | 83            | 79           |
| Total Other Materials                     | 8526         | 8541          | 7999         |
| <b>TOTAL CIRCULATION</b>                  | <b>25768</b> | <b>26003</b>  | <b>24130</b> |
| <b>INTERLIBRARY LOANS</b>                 |              |               |              |
| ILL Patron request                        | 254          | 290           | 384          |
| ILL patron searches                       | 427          | 727           | 752          |
| ILL materials received                    | 161          | 188           | 227          |
| ILL requests from other libraries         | 648          | 699           | 627          |
| ILL Materials loaned to other libraries   | 363          | 494           | 377          |
| <b>DATABASES</b>                          |              |               |              |
| Ebooks/Audiobooks Circulation             | 915          | 1123          |              |
| Ebooks/Audiobooks New Members             | 50           | 59            | N/A          |
| Online databases searches                 | 3753         | 1503          |              |
| Library website visits                    | 15150        | 12349         |              |
| <b>PROGRAMS</b>                           |              |               |              |
| Attendance - Children's Programs-children | 662          | 550           | 611          |
| Children's Programs-adults                | 77           | 36            | 106          |
| Adult Programs                            | 222          | Not offered   |              |
| Group visits - children                   | 929          | 53            | 0            |
| Group visits - adults                     | 60           | 35            | 0            |
| Story time - children                     | 211          | 351           | 347          |
| Story time - adults                       | 103          | 108           | 165          |
| <b>INTERNET</b>                           |              |               |              |
| Internet Hours Adult                      | 844          | 738           | 922          |

|                                 |       |               |      |
|---------------------------------|-------|---------------|------|
| Young Adult                     | 62    | 109           | 203  |
| Children                        | 75    | 142           | 265  |
| Internet Sessions Adult         | 1444  | 1436          | 2075 |
| Young Adult                     | 176   | 266           | 444  |
| Children                        | 190   | 470           | 608  |
| <b>VOLUNTEERS</b>               |       |               |      |
| Volunteer Hours Adult           | 177   | 154           | 120  |
| Volunteer Hours Students        | 169   | 226           | 263  |
| Board Members                   | 54    | not collected |      |
| <b>MEMBERSHIPS</b>              |       |               |      |
| Public                          | 23830 |               |      |
| Non-Residents                   | 39    |               |      |
| Staff                           | 250   |               |      |
| Institute                       | 184   |               |      |
| Total members (3 month average) | 8101  |               |      |