



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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**Minutes of the Meeting of the Petawawa Library Board of Trustees  
Wednesday, May 22, 2013**

**Call to Order:** The meeting was called to order by the Vice-Chair at 3:00 pm.

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

**Regrets:** E. Chow, J. Gardner

**Approval of Agenda:** Motion # 1:  
Moved by N. Chan, seconded by B. Almon Felhaber that the agenda for the  
May 22, 2013 Library Trustee Board meeting be accepted as amended. Carried.

**Conflict of Interest:** nil

**Minutes:** Motion # 2:  
Moved by C. Higgins, seconded by N. Chan that the minutes of the  
April 24, 2013 Library Trustee Board meeting be accepted as presented. Carried.

**Correspondence:** a) An invitation to the 2013 Ontario Volunteer Service Awards on  
June 5, 2013 was received accompanied by the request that only one  
representative from the library attend. The CEO will arrange this.  
b) The deadline for nominations for the Ontario Medal of Good Citizenship  
is July 17, 2013. Nominations can be completed online.

**Treasurer's Report:** Motion # 3:  
Moved by B. Almon Felhaber, seconded by J. Carmody that the financial  
statement for the period ending April 30, 2013 and payment of accounts  
reflected therein be approved as submitted with expenditures of \$ 58 602. 87.  
Carried.

**CEO's Report:** The Book Tree launch, scheduled for May 23, 2013 has been postponed.  
Information regarding membership in the OLBA was presented for the  
Board's perusal.

Motion # 4:

Moved by N. Chan, seconded by B. Almon Felhaber that the CEO's Report of May, 2013 be accepted as presented. Carried.

**Outstanding Business:** The Facilities Agreement was passed at the committee level and then approved by the Town Council. A meeting will be held to finalize the details.

**New Business:** The Loans of Library Materials Policy has been updated by the CEO. A draft of the revised policy was presented for discussion and minor changes were made.

Motion # 5:

Moved by T. Sabourin, seconded by N. Chan that the Board approve the revised Loans of Library Materials policy. Carried.

**Closed Meeting:** Motion # 6:

Moved by J. Carmody, seconded by C. Higgins that the Board enter into a closed meeting to deal with an issue regarding an identifiable individual at 3:41 pm. Carried.

Motion # 7: Moved by N. Chan, seconded by B. Almon Felhaber that the Board come out of closed session at 4:11 pm. Carried.

Motion # 8:

Moved by C. Higgins, seconded by J. Carmody that the closed meeting minutes of March 27, 2013, April 5, 2013 and April 17, 2013 be approved as presented. Carried.

Motion # 9:

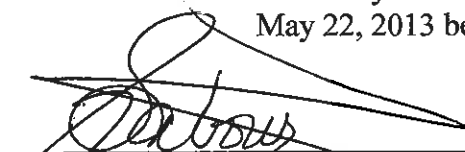
Moved by J. Carmody, seconded by N. Chan that Kelly Thompson be retained as the Acting CEO at a salary set at step 1 of the current CEO grid (\$ 28.95/hr.) Carried.

**Member Input:** nil

**Next Meeting:** Wednesday, June 26, 2013 at 3:00 pm.

**Adjournment:** Motion # 10:

Moved by N. Chan, seconded by B. Almon Felhaber that the meeting of May 22, 2013 be adjourned at 4:16 pm. Carried.

  
T. Sabourin, Vice-Chairperson

  
C. Higgins, Secretary

Date June 24, 2013

Pelawawa Public Library Financial Statement April 2013

**REVENUE**  
Prior year surplus/deficit

Operating Funds  
 Provincial Grant  
 Municipal Subsidy  
 Total Operating Funds  
 Fees & Fines  
 Fines  
 Lost/Damaged Items  
 Photocopy  
 Fax  
 Public Internet Revenue  
 Non-Resident Fee  
 Facility Room/Lobby Revenue  
 Total Fees & Fines  
 Fundraising  
 Used Book Sale  
 Cash Donations  
 Total Fundraising  
 Other Revenue  
 Program Revenue  
 Bank Interest  
 Pay Equity Funding  
 Grant Summer Student  
 Other Provincial Grants  
 Miscellaneous  
 Deferred Capital Revenue  
 Capital Revenue  
 Total Other Revenue  
**TOTAL REVENUE**

Sub-accounts	Apr-13	Sub-accounts Year-to-date	Year-to-date Apr. 2013	Budget 2013	%	Apr-12	Year-to-date Apr. 2012	Budget 2011	%
				42,850.00				43,133.00	
				22,892.00				22,892.00	
	43,293.12		173,172.48			37,397.03	149,348.12	489,737.00	0.30
	43,293.12		173,172.48			37,397.03	149,348.12	555,762.00	0.27
	366.50		2,033.70	7,000.00	0.29	886.55	3,058.10	10,000.00	0.31
	8.99		160.99			12.00	105.45		
	43.90		177.35	700.00	0.25	88.70	190.15	700.00	0.27
	65.68		398.63	1,800.00	0.22	183.30	566.75	1,450.00	0.39
	141.00		633.95	2,800.00	0.23	539.90	1,104.80	2,800.00	0.39
	105.00		405.00	1,000.00	0.41	180.00	420.00	1,000.00	0.42
	342.00		1,122.00	2,500.00	0.45	414.00	1,430.00	2,000.00	0.72
	1,093.07		4,931.62	15,800.00	0.31	2,302.45	6,875.05	17,950.00	0.38
	113.25		782.05	3,652.46	0.21	282.50	727.35	3,000.00	0.24
			100.00	1,000.00	0.10	2,080.00	2,080.00	1,000.00	2.09
	113.25		882.05	4,652.46	0.19	2,382.50	2,817.35	4,000.00	0.70
			185.09	1,000.00	0.19			500.00	0.00
	77.94		268.44	500.00	0.54	64.53	227.62	300.00	0.76
				22,118.00	0.00			22,118.00	0.00
				2,400.00	0.00			2,500.00	0.00
	13,915.52		19,961.07	500.00	39.92	519.63	618.06	600.00	1.03
								300.00	0.00
	13,983.46		20,414.80	25,516.00	0.77	584.18	845.70	26,516.00	0.03
	69,462.90		189,400.75	620,548.57	0.32	42,576.14	158,886.22	604,028.00	0.26

Pelawawa Public Library Financial Statement April 2013

**EXPENSE**

Administration  
 Utilities  
 Writings & Repairs  
 Stationery & Office  
 C.P.F. Expenses  
 F.I. Expenses  
 Total Payroll Expenses  
 Benevolent Staff  
 Salary Cost - Summer Student  
 Office & Material Supplies

Sub-accounts	Apr-13	Sub-accounts Year-to-date	Year-to-date Apr. 2013	Budget 2013	%	Apr-12	Year-to-date Apr. 2012	Budget 2012	%
	458.24		1,316.27			333.30	1,255.80		
	116.39		316.43			77.38	291.53		
	81,082.14		90,388.45			22,805.91	86,527.03		
	1,313.88		3,887.84			963.80	3,800.48		
	616.48		2,431.88			578.01	2,174.17		
			98,413.67	346,368.00	0.28	24,558.20	92,849.01	332,495.00	0.28
	4,369.88		25,173.72	77,098.57	0.33	5,806.82	21,774.57	69,471.00	0.31
				6,500.00	0.00			6,500.00	0.00
	491.64		1,210.41	3,500.00	0.35	29.48	1,482.34	3,000.00	0.49

Statement	Actual	Budget	%	Actual	Budget	%
Telephone Bill	311.12	2,400.00	0.13	-	3,300.00	0.23
Postage	112.32	1,800.00	0.10	-	600.00	0.11
City Fee	1,471.76	19,000.00	0.10	67.87	600.00	0.11
Internet Access	686.20	3,000.00	0.22	6,290.31	18,000.00	0.35
Welfare	275.00	500.00	0.55	313.86	2,000.00	0.16
Interest and Service charges	132.32	8,000.00	-1.33	-	1,000.00	0.00
Audit	188.26	422.31	0.42	-	8,000.00	0.00
Association Dues	50.96	4,428.44	0.56	210.00	750.00	0.28
Conference & Training	90.67	153.71	0.01	2,925.44	3,944.59	0.78
Misc. Board Expenses	39,075.61	12,000.00	0.27	-	5,000.00	0.00
Total Administration	11,607.51	489,986.57	0.27	33,319.94	127,704.65	0.28
Collection Development & Services	287.75	960.66	0.24	3,922.08	10,589.78	0.19
Books	2,525.00	2,796.40	0.50	549.92	4,000.00	0.32
MARC Records	870.09	4,120.50	0.24	-	361.42	0.19
AV - Talking Books	152.35	272.10	0.27	802.60	3,129.82	0.19
AV - Videos/DVDs	-	-	-	21.67	265.61	0.00
AV - CDs (Music)	-	-	-	-	-	-
AV - CD-ROMs	-	-	-	-	-	-
AV - Other (Kites)	-	-	-	-	-	-
Total Audio-Visual	3,547.44	7,189.00	0.55	824.27	3,758.85	0.30
<b>Palawawa Public Library Financial Statement April 2013</b>						

Statement	Actual	Budget	%	Actual	Budget	%
Periodicals	43.56	1,885.40	0.38	-	1,907.61	0.48
On-line databases	189.89	3,062.81	0.41	-	3,986.32	0.42
Programming Children	60.67	882.24	0.38	34.86	2,000.00	0.16
Programming Adults	218.66	2,084.00	0.38	-	3,000.00	0.00
Total Programming	15,715.82	35,051.68	0.49	34.96	321.15	0.08
Total Collection & Services	534.24	11,070.00	0.07	5,328.23	21,854.13	0.24
Equipment	91.52	373.64	0.25	188.26	752.59	0.07
Computer Software & Maintenance	607.24	1,293.26	0.43	263.37	785.13	0.26
Equipment Supplies	1,323.00	2,144.39	0.18	-	917.40	0.40
Equipment Rental/maintenance	-	-	-	451.63	2,455.12	0.15
Total Equipment	-	2,100.00	0.00	-	2,050.00	0.00
Building	122.42	1,411.72	0.14	-	989.97	0.13
Insurance	1,911.26	25,000.00	0.34	2,386.76	6,908.68	0.25
Building Maintenance/Repair	443.71	1,816.76	0.47	413.11	2,065.61	0.41
Janitorial Services & Supplies	2,477.39	11,653.41	0.29	2,789.86	9,942.26	0.24
Heating	10.36	870.29	0.58	152.82	647.42	0.65
Total Building Expenses	10,867.29	1,500.00	0.58	152.82	1,000.00	0.65
Other Expenses	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Total Other Expenses	-	-	-	-	-	-
Capital Projects	-	3,000.00	0.00	-	264.00	0.38
Furniture & Equipment	-	-	-	-	700.00	0.00
CP Purchases	-	-	-	-	-	-
Computer Replacement	-	3,000.00	0.00	-	2,096.57	0.57





## CEO's REPORT May 2013

### Special Programs and Displays:

- **Book Tree Launch: Thursday, May 23 at 10am. All are welcome to attend!**
- Valley Artisans' display continues until end-May
- Visitor Information Center will be set up in hallway within next month or so
- Storytime in the Park begins May 28<sup>th</sup> (weather permitting)
- Friday Night Films for Families are doing well and sales of snacks continue to increase

### Workshops and Meetings:

- S. Cooper attended "Strategies for Successful Teen Services" in Kemptville
- E. Malins and S. Cooper did webinar through the Education Institute "60 programs in 60 minutes"
- K. Thompson did webinar "Branding and Marketing" webinar
- E. Malins and M. Jacques attended customer service training with Civic Centre and other Town employees through ORFA (Ontario Recreation Facilities Association)
- D.A. Godin and J. Harkness will be attending Customer service workshop in Pembroke, ON put on by OTEC (Ontario Tourism Education Corporation)

### Correspondence:

- Invitation to 2013 Ontario Volunteer Service Awards (accompanied by a request that only 1 representative from each organization attend)
- Ontario Medal for Good Citizenship

### Grants and Subsidies:

- Municipal subsidy of \$43,293.12 received for May
- Received confirmation that we have been awarded the Summer Student grant in the amount of \$2,463.

### Miscellaneous:

- Petawawa Library is now a member of both OVTA (Ottawa Valley Tourism Association) and OHTO (Ontario Highlands Tourism). Extra Member cards were purchased for staff so they can enjoy the benefits of the County of Renfrew. This was NOT purchased from the library's budget.
- Red "I Love Petawawa" t-shirts were purchased for all staff members. These were NOT purchased from the library's budget.

- Ontario Library Association called and asked if the Board is interested in becoming a member of the OLBA (Ontario Library Board Association). The email from the OLA is included in this month's package for the Board.
- Civic Centre has purchased 4 bicycles and bike stands for patrons and visitors to borrow. The library has been asked to purchase the helmets and locks.
- Farm Credit Canada offers grants every year for rural communities. I am contemplating completing the grant in order to spruce up the garden with tables, sun shading and a children's story time garden outside the window in the children's area. Application is due June 18, 2013.
- I have received the RFQ's regarding the pay equity and wage review and have begun calling references. I will prepare a document with my recommendations and forward to the Board for viewing upon completion.
- Student will be hired for the Summer Reading Program by May 30. This year's theme is **GO!** The theme was recommended to the TD Summer Reading Committee by our 2012 student, Jenna Woito.
- A Keurig machine was purchased for the Rotary Room programs with donations accepted

# May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Toddler Storytime 10 am	2 Lego Club 7pm All Ages, Drop-in	3 P.A. Day May the Force be with you! 2-3 Registration req'd	4 Saturday ST 11:15
5	6 Make & Take Toddler's Mother's Day Craft 10:30 am	7 Children's Mental Health Week & Children's Book Week	8	9 Make & Take Toddler's Mother's Day Craft 2:30 pm PAWS to Read 5 pm	10 Friday Night Feature Film: Rise of the Guardians 7pm Registration required	11 Saturday ST 11:15 Mother's Day Craft Drop in, 12-2 pm, All Ages
12	13	14 Storytime in the Park 10 am (Weather permitting)	15	16	17	18 Library Closed
19	20 Library Closed Victoria Day	21 PAWS to Read 11 am	22	23	24 Friday Night Feature Film for Adults Movie TBA 7pm Registration required	25 Saturday ST 11:15
26	27	28 Storytime in the Park 10 am (Weather permitting)	29	30 Wiggles and Giggles Baby Storytime 10am	31	

# June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2		4 Story & Putt 6-7 pm Ages 6-12 Registration req'd	5 Storytime in the Park 10 am (Weather permitting)	6 Lego Club 7pm All Ages, Drop-in	7 Friday Night Feature Film: Back to the Future 7pm Registration required	8 Father's Day Craft Drop in, 12-2pm, All Ages
9	10	11 Storytime in the Park 10 am (Weather permitting)	12	13 Geocache Galore for families Registration required 4:30-6:30pm, All Ages	14	15 Civic Centre Days Make your own slushy 1-3pm outside the library All ages, Drop-in
16	17 Lego Club 7pm All Ages, Drop-in	18	19 Storytime in the Park 10 am (Weather permitting)	20	21	22
23 Home is Where the 'Art' Is All Ages, Drop-in 11am-5pm Finger-painting 2-3	24 *** See other side for details of Programs	25	26	27 Wiggles and Giggles Baby Storytime 10am	28	29 

Petawawa Public Library

Children's and Young Adult Programmer  
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