



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Wednesday, June 26, 2013**

Call to Order: The meeting was called to order at 3:00pm.

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

Regrets: none

Approval of Agenda: Motion # 1:
Moved by T. Sabourin, seconded by J. Carmody that the agenda for the
June 26, 2013 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: none

Minutes: Motion #2:
Moved by N. Chan, seconded by B. Almon Felhaber that the minutes of the
May 22, 2013 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: none

Treasurer's Report: Motion #3:
Moved by B. Almon Felhaber, seconded by J. Gardner that the financial statement
for the period ending May 31, 2013 and payment of accounts reflected therein be
approved as submitted with expenditures of \$ 61 697. 35. Carried.

CEO's Report: Quotes have been received for refurbished security systems. Discussion arose
over the possibility of selling advertising space on the door panels or asking for
sponsorships of the doors. It will be necessary to check the Policy Manual to see
if this is acceptable.

Motion #4:
Moved by C. Higgins, seconded by T. Sabourin that the CEO's Report of
June, 2013 be accepted as presented. Carried.

Outstanding Business: none

New Business: Pay Equity and Wage Grid Review

The CEO presented a summary of the pay equity and wage grid process thus far. This report included a summary of each company's proposal for the work as well as her recommendations for a decision. Several Board members would like to have the information presented in a chart form in order to get a clearer picture of the criteria. The issue was tabled until the next meeting.

Member Input: J. Gardner was interested in the progress of the Personnel Committee in the updates of the Policy Manual. Committee chair, T. Sabourin, indicated that changes should be ready for approval by September or October.

T. Sabourin strongly recommends starting strategic planning for the Library soon. A facilitator is needed to begin the process.

E. Chow suggested a summer social event for Board members and spouses. The date for this will be July 25th. Details to follow.

Next Meeting: July 10, 2013 at 5:00pm.

Adjournment: Motion #5:

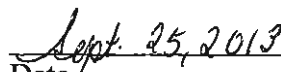
Moved by T. Sabourin, seconded by N. Chan that the meeting of Wednesday, June 26, 2013 be adjourned at 3:45pm. Carried.



E. Chow, Chairperson



C. Higgins, Secretary



Date

Petawawa Public Library Financial Statement REVENUES

	Cumulative	Budget	%	Jan	Feb	Mar	Apr	May	Jun	Jul
Operating Funds										
Provincial Grant	-	22,892.00	-	-	-	-	-	-	-	-
Municipal Subsidy	216,465.60	504,429.00	0.43	43,293.12	43,293.12	43,293.12	43,293.12	43,293.12	-	-
Total Operating Funds	216,465.60	527,321.00	0.41	43,293.12	43,293.12	43,293.12	43,293.12	43,293.12	-	-
Fees & Services										
Fines	2,663.10	7,000.00	0.38	102.75	801.60	772.85	356.50	629.40	-	-
Lost/Damaged Items	190.29	-		76.00	34.00	42.00	8.99	29.30	-	-
Photocopy	237.15	700.00	0.34	9.00	75.95	48.50	43.90	59.80	-	-
Fax	475.83	1,800.00	0.26	21.25	195.95	115.75	65.66	77.20	-	-
Public Internet Revenue	808.95	2,800.00	0.29	38.55	264.15	190.25	141.00	175.00	-	-
Non-Resident Fee	585.00	1,000.00	0.59	-	180.00	120.00	105.00	180.00	-	-
Rotary Room/Lobby Revenue	1,314.00	2,500.00	0.53	150.00	234.00	396.00	342.00	192.00	-	-
Total Fees & Services	6,274.32	15,800.00	0.40	397.55	1,785.65	1,685.35	1,063.07	1,342.70	-	-
Fundraising										
Used Books Sale	963.40	3,652.46	0.26	46.25	425.55	197.00	113.25	181.35	-	-
Cash Donations	100.00	1,000.00	0.10	-	100.00	-	-	-	-	-
Total Fundraising	1,063.40	4,652.46	0.23	46.25	525.55	197.00	113.25	181.35	-	-
Other Revenue										
Program Revenue	200.39	1,000.00	0.20	-	93.34	91.75	-	15.30	-	-
Bank Interest	345.55	500.00	0.69	46.03	77.50	66.97	77.94	77.11	-	-
Pay Equity Funding	-	22,116.00	-	-	-	-	-	-	-	-
Grant Summer Student	-	2,400.00	-	-	-	-	-	-	-	-
Other Provincial Grants	-	-	-	-	-	-	-	-	-	-
Miscellaneous	20,038.07	500.00	40.08	400.00	1,425.25	4,220.30	13,915.52	77.00	-	-
Deferred Capital Revenue	-	-	-	-	-	-	-	-	-	-
Capital Revenue	-	-	-	-	-	-	-	-	-	-
Total Other Revenue	20,584.01	26,516.00	0.78	446.03	1,596.09	4,379.02	13,993.46	169.41	-	-
TOTAL REVENUE	244,387.33	620,546.57	0.39	44,182.95	47,200.41	49,554.49	58,462.90	44,986.58	-	-

EXPENSES

Administration												
Salaries - Staff	111,092.98				17,017.93	21,055.77	21,242.61	31,040.54	20,736.13			
Total Payroll Expense	120,995.37	346,358.00	0.35	16,753.20	22,862.24	23,021.02	33,734.30	22,534.61				
Benefits - Staff	32,766.15	77,038.57	0.43	4,541.22	9,466.22	6,796.45	4,369.83	7,592.43				
Salary Cost - Summer Student	-	6,500.00	-	-	-	-	-	-				
Office & Material Supplies	1,529.18	3,500.00	0.44	111.62	318.00	289.15	491.64	318.77				
Telephone & Fax	841.52	3,500.00	0.24	370.21	-	199.96	-	271.35				
Postage	1.07	300.00	0.00	108.00	106.93	-	-	-				
OLC Costs	6,461.26	16,500.00	0.39	-	6,461.26	-	-	-				
Internet Access	1,120.86	3,000.00	0.37	562.03	343.35	446.52	-	455.66				
Webpage	275.00	500.00	0.55	-	-	275.00	-	-				
Interest and Service charges	251.46	-	-	25.00	-	-	-	107.32	119.14			
Audit	1,412.82	6,000.00	0.24	8,000.00	-	-	-	9,412.82				
Association Dues	625.83	1,000.00	0.63	152.64	-	81.41	188.26	203.52				
Conference & Training	7,902.42	7,500.00	1.05	295.00	851.48	3,229.08	50.88	3,475.98				
Misc. Board Expenses	300.59	12,000.00	0.03	-	-	63.04	90.67	146.88				
Total Administration	174,393.53	483,696.57	0.36	16,918.92	39,508.92	34,401.63	39,032.90	44,531.16				

Collection Development & Services												
Books	28,793.09	40,000.00	0.72	1,335.18	4,410.45	2,496.77	11,607.51	8,943.18				
MARC Records	1,525.34	4,000.00	0.38	34.28	194.24	434.29	297.75	564.78				
Total Audio-Visual	8,903.92	13,000.00	0.68	100.87	920.23	2,620.46	3,547.44	1,714.92				
Periodicals	1,885.40	3,250.00	0.58	260.77	331.74	1,249.33	43.56	-				
On-line databases	3,082.81	7,500.00	0.41	3,052.81	30.00	-	-	-				
Total Programming	2,594.50	5,500.00	0.47	958.66	328.35	577.43	219.56	510.50				
Total Collection & Services	46,785.06	73,250.00	0.64	5,742.57	6,215.01	7,378.28	15,715.82	11,733.38				
Equipment												
Computer Software & Maintenance	924.99	11,000.00	0.08	244.22	-	-	534.24	146.53				
Equipment Supplies	471.49	1,500.00	0.31	-	138.98	143.14	91.52	97.85				
Equipment Rental/Maintenance	2,739.87	3,000.00	0.91	-	444.75	150.30	697.24	1,447.58				
Total Equipment & Furniture	4,136.35	18,500.00	0.22	244.22	583.73	293.44	1,323.00	1,691.96				



CEO's REPORT June 2013

Special Programs and Displays:

- Book Tree has been well-received by the community. As of June 13th, the photos from the Petawawa launch on the Facebook page had 16,264 hits
- Valley Artisans' display continues with some beautiful work being displayed
- Visitor Information Center is open
- Summer Program registration good, over half-full and includes "Let's Talk Science" (2, 2-hr science talks FREE), "Rock the Arts" and possibly "Reptiles at Risk (also FREE).
- Tons of class visits – 9 visits during month of June alone!
- "Storytime in the Park" becoming very popular

Workshops and Meetings:

- S. Cooper, L. Tweedie and M. Jacques attending Customer service workshop in Pembroke put on by OTEC (Ontario Tourism Education Corporation)
- E. Malins and K. Thompson attended Volunteer Service Awards. Special congratulations again to: Cathy Higgins and Betty Almon-Felhaber who both received recognition.
- L. Tweedie has been participating in meetings regarding the Union Database and cataloguing issues.
- Staff had a wonderful brainstorming meeting regarding what is working, what can be tweaked and where we are heading. We require a "Part 2" as it was very successful and several ideas have already been implemented, such as bookmarks describing the donation process and cleaning up "extras" around the front desk area.

Correspondence:

- None this month

Grants and Subsidies:

- Municipal subsidy of \$43,293.12 received for June
- Book Sale netted approximately \$1600, compared to \$974 in 2012.

Miscellaneous:

- C. Coyle and K. Thompson were asked by Richard Louv (author of "The Nature Principle, among others) to write a Guest Blog for his site. We submitted it and hopefully it will be posted in the next couple of weeks. Mr. Louv's site is located at: <http://richardlouv.com/>
- Jane Hilborn has been offered the Bookkeeping Services contract. She has been coming in and working with Ruth. She is NOT charging for her training period.

- Deadline for Children’s Manager Position is June 21. Hopefully, interviews will be taking place next week. Approximately 27 resumes received.
- Received quotes for refurbished security systems from I.V.A. Multimedia. Rep from Ottawa came to visit. The quote I am recommending would cost 3862.50 +HST **per door**. We may want to look into this further. I have attached information at the end of this report.
- We are a finalist for the Sarah Badgley Grant. I submitted the requested proposal and winners will be announced July 30th.
- Due to time constraints and the importance of completing other projects in process, I was unable to apply for the Farm Credit Canada Grant, however I plan on applying for 2014. I am also reviewing Charity Village for other grant opportunities and will keep the Board informed.

Information Regarding Possible Security Systems

Email from IVA:

Hi Kelly

I have attached **your prices** for the 3 systems that My tech you showed in Petawawa.

The prices shown are for **each door**.

The following notes are very important

Regards

Barry

NOTES

1. There must no labels or vertical wires within 6 ft of any panel.
2. For UltraPost, there **MUST** be a **dedicated** 110VAC (right back to the breaker) outlet at each door.
It is preferred **that** the outlet to both doors is from the same breaker.

CHECKPOINT QS 2000

These will be refurbished panels with six (6) month warranty.

2077.50	2 Panel System
170.00	2000 (<u>Min.</u>) labels

250.00 Installation

2495.50 +HST per door



AD ENABLED

These panels are **NEW** and are designed to accommodate advertising almost the full length of each panel.

These will have a twelve (12) month warranty.

3442,25 2 Panel System

170.00 2000 (**Min.**) labels (4.5 cents ea)

250.00 Installation

3862.50 +HST per door



ULTRAPOST

These will be refurbished panels with six (6) month warranty.

2395.50	Single Panel System
400.00	1 Box (5000) AM labels (<u>chicklets</u>)
<u>200.00</u>	Installation
2992.50 +HST	<u>per door</u>



MAY STATISTICS

	2013	2012	2011
CIRCULATION			
BOOKS			
Adult Fiction	2005	1890	2326
Adult Non-fiction	657	663	953
Young Adult	376	not collected	
Junior Fiction	537	2321	2347
Junior Non-fiction	376	503	410
Easy	1127	not collected	
French	182	326	370
Reading Program Materials	-	32	-
Large Print	-	-	3
RBC/SPEC Collections	55	36	49
ILLs checked out	80	103	138
TOTAL BOOKS	5395	5874	6596
Laptops/ Listening Stations	7	3	16
Electronics - IPADS	-	N/A	
CD's	130	112	116
CD ROM	6	8	9
DVD	2004	1958	1954
Talking Books	169	122	211
Magazines	451	382	269
Video tapes	40	92	99
Museum Passes	25	16	13
Total Other Materials	2832	2693	2687
TOTAL CIRCULATION	8227	8567	9283
INTERLIBRARY LOANS			
ILL Patron request	88	110	126
ILL patron searches	164	203	297
ILL materials received	76	99	127
ILL requests from other libraries	277	225	224
ILL Materials loaned to other libraries	118	154	140
DATABASES			
Ebooks/Audiobooks Circulation	293	406	N/A
Ebooks/Audiobooks New Members	8	10	
Online databases searches	609	464	
Library website visits	4424	4363	
PROGRAMS			
Attendance - Children's Programs-children	98	38	79
Children's Programs-adults	42	6	-
Adult Programs	84	52	-
Group visits - children	74	29	20
Group visits - adults	23	3	3
Story time - children	49	50	71
Story time - adults	33	14	-
INTERNET			
Internet Hours Adult	280	296	312
Young Adult	43	43	48
Children	20	24	36
Internet Sessions Adult	461	574	604
Young Adult	87	91	77

Children	55	69	108
VOLUNTEERS			
Volunteer Hours Adult	46	34	37
Volunteer Hours Students		66	56
Board Members	13	29.5	not collected