



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Wednesday, September 25, 2013**

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

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

Regrets: J. Gardner

Approval of Agenda: Motion #1:

Moved by C. Higgins, seconded by J. Carmody that the agenda for the
September 25, 2013 Library Trustee Board meeting be accepted as amended.
Carried.

Conflict of Interest: nil

Minutes: Motion #2:

Moved by N. Chan, seconded by B. Almon Felhaber that the minutes of the
June 26, 2013 Library Trustee Board meeting be accepted as presented. Carried.

Motion #3:

Moved by T. Sabourin, seconded by J. Carmody that the minutes of the
July 10, 2013 Library Trustee Board special meeting be accepted as presented.
Carried.

Correspondence: A thank you card was received from a military patron who had taken a
computer course at the library recently. He included a gift card for the staff.

New Business: New Job Descriptions

K. Thompson presented the Board with the new job descriptions. Some
organizational changes were noted. The consultant recommended the elimination
of the Deputy CEO position. This issue will be referred to the Personnel Committee.
The consultant also suggested that the CEO assume the responsibilities of the
Board secretary and treasurer but the Board decided the status quo would be
maintained. Issues with the Board's bylaws were tabled for future discussion. Some
changes were made to the wording in the Working Conditions section of all the job
descriptions.

Motion #4:

Moved by B. Almon Felhaber, seconded by N. Chan that the new job descriptions, as amended, be approved. Carried.

Treasurer's Report: Motion #5:

Moved by B. Almon Felhaber, seconded by N.Chan that the financial statements for the periods ending June 30, July 31 and August 31, 2013 and payments of accounts reflected therein be approved as submitted with expenditures of \$36 504.98 (June), \$39 824.33 (July) and \$46 093.85 (August). Carried.

CEO's Report: Motion #6:

Moved by C. Higgins, seconded by T. Sabourin that the CEO's Report for the Summer of 2013 be accepted as presented. Carried.

Outstanding Business: Security System Review:

This process is on-going. Board members will study the material sent out by the CEO and a decision will be made at the next meeting.

New Business: Teens' Rights in the Library:

A memorandum was submitted to the Board by M. Wakelam outlining a list of rights of teens in the library. She feels this should be added to the Policy Manual after Appendix B, "Children's Rights in the Public Library". The Board debated the need for such a document with various philosophical opinions offered. The decision will be tabled until a later meeting.

Member Input: N. Chan commented that the Book Tree seems to be working well.

T. Sabourin suggested that a card be sent to J. Gardner and his fiancée to acknowledge their wedding this weekend. All members agreed.

Next Meeting: Wednesday, October 23, 2013 at 3:00pm.

Adjournment: Motion # 7:

Moved by N. Chan, seconded by C. Higgins that the meeting of September 25, 2013 be adjourned at 4:32 pm. Carried.



E. Chow, Chairperson



C. Higgins, Secretary

Oct. 23, 2013
Date

Petawawa Public Library Financial Statement Jun 2013

	Sub-accounts	Jun-13	Sub-accounts	Year-to-date	Year-to-date	Budget 2013	%	Sub Accts	Jun-12	Sub year-to-date	Year-to-date	Budget 2012	%		
REVENUE															
Prior year surplus						42,529.00					6	42,850.00	12	43,133.00	0.99
Operating Funds															
Provincial Grant						22,892.00	-								
Municipal Subsidy		41,137.63		257,603.23		504,429.11	0.51		43,293.12		80,650.15	489,737.00	0.16		
Total Operating Funds		41,137.63		257,603.23		569,850.11	0.45		43,293.12		123,480.15	555,774.00	0.22		
Fees & Fines															
Fines		716.65		3,379.75		7,000.00	0.48		555.25		1,111.75	10,000.00	0.11		
Lost/Damaged Items		30.00		220.29		-			75.60		127.05	-			
Photocopy		80.85		318.00		700.00	0.45		36.75		83.65	700.00	0.12		
Fax		117.50		593.33		1,800.00	0.33		167.10		339.85	1,450.00	0.23		
Public Internet Revenue		172.40		981.35		2,800.00	0.35		242.65		351.00	2,800.00	0.13		
Non-Resident Fee		30.00		615.00		1,000.00	0.62		20.00		80.00	1,000.00	0.08		
Rotary Room/Lobby Revenue		140.00		1,454.00		2,500.00	0.58		64.00		146.00	2,000.00	0.07		
Total Fees & Fines		1,287.40		7,561.72		15,800.00	0.48		1,161.35		2,299.30	17,950.00	0.12		
Fundraising															
Used Books Sale		1,781.45		2,744.85		3,652.46	0.75		956.75		1,045.70	3,000.00	0.35		
Cash Donations		135.00		235.00		1,000.00	0.24		5,060.00		5,060.00	1,000.00	5.06		
Total Fundraising		1,916.45		2,979.85		4,652.46	0.64		6,016.75		6,105.70	4,000.00	1.53		
Other Revenue															
Program Revenue															
Bank Interest		79.70		425.25		500.00	0.85		47.85		97.29	300.00	0.32		
Pay Equity Funding															
Grant Summer Student															
Other Provincial Grants															
Miscellaneous		26.95		20,065.02		500.00	40.13		645.16		11,670.02	600.00	19.45		
Deferred Capital Revenue															
Capital Revenue															
Total Other Revenue		106.65		20,690.66		26,516.00	0.78		693.01		24,749.93	26,316.00	0.94		
TOTAL REVENUE		44,448.13		288,835.46		616,818.57	0.47		51,164.23		156,575.08	604,040.00	0.26		

Petawawa Public Library Financial Statement Jun 2013

	Sub-accounts	Jun-13	Sub-accounts Year-to-date	Year-to-date	Budget 2013	Sub Accts	Jun-12	Sub year-to- date	Year-to-date	Budget 2012	
Periodicals		642.43		2,527.83	3,250.00		580.75		2,511.24	4,000.00	0.63
On-line databases		-		3,082.81	7,500.00		-		3,222.12	9,500.00	0.34
Programming Children	143.10		1,533.62	-		288.96		694.45		2,000.00	0.35
Programming Adults	52.80		1,256.78	-			71.74			3,000.00	0.02
Total Programming		195.90		2,790.40	5,500.00		288.96		445.04	5,000.00	0.09
Total Collection & Services		2,448.41		49,183.47	71,022.00		3,995.60		29,540.37	90,162.00	0.33
Equipment & Furniture				-							
Computer Software & Maintenance		302.94		1,227.93	3,000.00		-		137.38	11,000.00	0.01
Equipment Supplies		84.45		555.94	11,000.00		15.26		996.15	3,000.00	0.33
Equipment Rental/Maintenance		45.79		2,785.66	1,500.00		-		1,637.49	2,300.00	0.71
Total Equipment & Furniture		433.18		4,569.53	15,500.00		209.72		2,771.02	16,300.00	0.17
Building				-			194.46				
Insurance				-	2,100.00						
Building Maintenance/Repair		297.85		1,715.57	10,000.00		-		-	2,050.00	-
Janitorial Services & Supplies		2,305.30		13,954.53	25,000.00		47.73		108.79	7,200.00	0.02
Heating		159.65		2,136.50	3,500.00		1,466.56		9,912.96	28,000.00	0.36
Total Building Expenses		2,762.80		17,806.60	40,600.00		-		2,183.07	5,000.00	0.44
Other Expenses							1,514.29		12,284.82	42,250.00	0.29
Miscellaneous		420.74		1,551.94	1,500.00		0.14		1,221.10	1,000.00	1.22
Total Other Expenses		420.74		1,551.94	1,500.00		0.14		1,221.10	1,000.00	1.22
Capital Projects											
Equipment & Furniture Purchases		336.94		426.49	3,000.00					700.00	-
CP Purchases		-		-						3,000.00	-
Computer Replacement		-		-	3,000.00					3,700.00	0.57
Total Capital Projects		336.94		426.49	3,000.00				2,096.57		
Year End Adjustments											
Amortization expenses											
Total Y/E Adjustments											
TOTAL EXPENSE		36,504.98		277,994.47	616,818.57		46,694.27		243,016.20	602,028.00	0.40
NET INCOME		7,943.15		10,800.99			4,469.96		86,441.12		

Petawawa Public Library Financial Statement July 2013

	Sub Accts	Jul-13	Sub year-to-date	Year-to-date	Budget 2013	%	Sub Accts	Jul-12	Sub year-to-date	Year-to-date	Budget 2012	%
REVENUE												
Prior year surplus/deficit					42,529.00					7	12	0.58
Operating Funds											42,950.00	0.99
Provincial Grant					22,892.00						43,133.00	
Municipal Subsidy		82,275.26	339,878.49	504,429.11	0.67		43,293.12	300,896.35	489,737.00	0.61	22,892.00	-
Total Operating Funds		82,275.26	339,878.49	569,850.11	0.67		43,293.12	300,896.35	556,762.00	0.54		
Fees & Fines												
Fines		641.05	4,020.80	7,000.00			473.35	3,853.10	10,000.00	0.39		
Lost/Damaged Items		50.00	270.29	-	0.04		44.90	265.19	-			
Photocopy		66.90	384.90	700.00			32.05	350.05	700.00	0.50		
Fax		115.60	708.93	1,800.00	1.01		100.20	693.53	1,450.00	0.48		
Public Internet Revenue		207.15	1,188.50	2,800.00	0.66		98.70	1,080.05	2,800.00	0.39		
Non-Resident Fee		60.00	675.00	1,000.00	0.24		60.00	675.00	1,000.00	0.68		
Rotary/Room/Lobby Revenue		242.00	1,696.00	2,500.00	1.70		-	1,454.00	2,000.00	0.73		
Total Fees & Fines		1,382.70	8,944.42	15,800.00	0.57		809.20	8,370.92	17,950.00	0.47		
Fundraising												
Used Books Sale		377.05	3,121.90	3,652.46	0.85		224.00	2,968.85	3,000.00	0.99		
Cash Donations		250.00	485.00	1,000.00	0.49		230.00	465.00	1,000.00	0.47		
Total Fundraising		627.05	3,606.90	4,652.46	0.78		454.00	3,433.85	4,000.00	0.86		
Other Revenue												
Program Revenue		-	200.39	1,000.00	0.20		4.80	205.19	500.00	0.41		
Bank Interest		57.89	483.14	500.00	0.97		71.95	487.20	300.00	1.66		
Pay Equity Funding		-	-	22,116.00			-	-	22,116.00			
Grant Summer Student		-	-	2,400.00			-	-	2,500.00			
Other Provincial Grants		-	-	-			-	-	-			
Miscellaneous		192.50	20,257.52	500.00	40.52		49.00	20,114.02	600.00	33.52		
Deferred Capital Revenue			-	-				-	300.00			
Capital Revenue												
Total Other Revenue		260.39	20,941.05	26,516.00	0.79		126.76	20,816.41	26,316.00	0.79		
TOTAL REVENUE		84,535.40		616,818.57	-		44,682.07	333,617.63	604,028.00	0.55		

Petawawa Public Library Financial Statement July 2013

	Sub Accts	Jul-13	Sub year-to-date	Year-to-date	Budget 2013	%	Sub Accts	Jul-12	Sub year-to-date	Year-to-date	Budget 2012	%
EXPENSE												
Administration												
EHT Expense		348.07	2,363.90				357.00	2,372.83				

Computer Software & Maintenance	107.74	1,335.67	3,000.00	0.45		3,849.69	4,405.63	11,000.00	0.40
Equipment Supplies	207.46	763.40	11,000.00	0.07		133.99	2,919.65	3,000.00	0.97
Equipment Rental/Maintenance	568.92	3,354.58	1,500.00	2.24		167.89	4,737.42	2,300.00	2.06
Total Equipment & Furniture	884.12	5,453.65	15,500.00	0.3518		4,161.67	8,721.10	16,300.00	0.54
Building									
Insurance	-	-	2,100.00	-		-	-	2,050.00	-
Building Maintenance/Repair	-	1,715.57	10,000.00	0.17		1,899.02	3,614.59	7,200.00	0.50
Janitorial Services & Supplies	-	13,954.53	25,000.00	0.56		1,991.44	15,945.97	28,000.00	0.57
Heating	16.12	2,152.62	3,500.00	0.62		169.11	2,305.61	5,000.00	0.46
Total Building Expenses	16.12	17,822.72	40,600.00	0.44		4,059.57	21,866.17	42,250.00	0.52
Other Expenses									
Miscellaneous	972.57	2,524.51	1,500.00	1.68		68.20	1,258.93	1,000.00	1.26
Total Other Expenses	972.57	2,524.51	1,500.00	1.68		68.20	1,258.93	1,000.00	
Capital Projects									
Equipment & Furniture Purchases	233.93	680.42	3,000.00	0.22		-	1,227.93	2,000.00	0.61
CP Purchases	-	-	3,000.00	-		13,785.59	14,212.08	700.00	20.30
Computer Replacement	-	-	3,000.00	-		-	-	3,000.00	-
Total Capital Projects	233.93	660.42	3,000.00	0.22		13,785.59	13,785.59	3,700.00	3.73
Year End Adjustments							426.49		
Amortization expenses									
Total Y/E Adjustments									
TOTAL EXPENSE	39,824.33	317,868.80	616,818.57	0.52		62,408.96	62,408.96	602,028.00	0.10
NET INCOME	44,711.07	55,512.06				- 17,726.89	280,307.58		

Petawawa Public Library Financial Statement August 2013

	Sub Accts	Aug-13	Sub year-to-date	Year-to-date	Budget 2013	%	Sub Accts	Aug-12	Sub year-to-date	Year-to-date	Budget 2012	%
REVENUE												
Prior year surplus/deficit					42,528.00	-			8	42,850.00	43,133.00	0.67
Operating Funds					22,892.00	-					22,892.00	0.00
Provincial Grant					-							
Municipal Subsidy		41,137.63		381,016.12	504,429.11	0.76		43,293.12	316,564.51	489,737.00	0.65	
Total Operating Funds		41,137.63		381,016.12	569,850.11	0.67		43,293.12	359,414.51	555,762.00	0.65	
Fees & Fines					-							
Fines		969.08		4,989.88	7,000.00	0.71		601.25	5,244.45	10,000.00	0.52	
Lost/Damaged Items		59.95		330.24	-			4.95	282.35	-		
Photocopy		53.75		438.65	700.00	0.63		68.25	374.10	700.00	0.53	
Fax		231.00		939.93	1,800.00	0.52		149.95	1,156.75	1,450.00	0.80	
Public Internet Revenue		229.95		1,418.45	2,800.00	0.51		175.75	1,730.05	2,800.00	0.62	
Non-Resident Fee		150.00		825.00	1,000.00	0.83		150.00	710.00	1,000.00	0.71	
Rotary Room/Lobby Revenue		127.00		1,823.00	2,500.00	0.73		32.00	1,608.00	2,000.00	0.80	
Total Fees & Fines		1,820.73		10,765.15	15,800.00	0.68		1,182.15	11,105.70	17,950.00	0.62	
Fundraising					-							
Used Books Sale		354.25		3,476.15	3,652.46	0.95		205.45	2,202.50	3,000.00	0.73	
Cash Donations		20.00		505.00	1,000.00	0.51		-	7,380.00	1,000.00	7.38	
Total Fundraising		374.25		3,981.15	4,652.46	0.86		205.45	9,582.50	4,000.00	2.40	
Other Revenue					-							
Program Revenue		531.22		731.61	1,000.00	0.73		-	4.80	500.00	0.01	
Bank Interest		68.60		551.74	500.00	1.10		65.88	462.74	300.00	1.54	
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		-		-	-			-	12,755.00	-		
Miscellaneous		9.98		20,267.50	500.00	40.54		1.20	11,720.22	600.00	19.53	
Deferred Capital Revenue		-		-	-			-	-	300.00	0.00	
Capital Revenue		-		-	-			-	-	-		
Total Other Revenue		609.80		21,550.85	26,516.00	0.81		67.08	24,942.76	26,316.00	0.95	
TOTAL REVENUE		43,942.41		43,942.41	616,818.57	0.07		44,747.80	405,045.47	604,028.00	0.67	

Petawawa Public Library Financial Statement August 2013

EXPENSE

	Sub Accts	Aug-13	Sub year-to-date	41487	Budget 2013		Sub Accts Aug 2012	Aug-12	Sub year-to-date 2012	Year-to-date	Budget 2012	%
Administration												
EHT Expense	390.85		2,754.75	-			344.18		2,837.39			
WSIB Expense	90.67		639.25	-			79.86		658.85			
Salaries - Staff	24,546.61		178,496.11	-			21,398.91		182,924.06			
CPP Expense	1,131.51		7,832.66	-			999.11		8,369.45			
EI Expense	698.70		4,894.32	-			597.60		4,918.78			
Total Payroll Expense		26,858.34		194,617.09	345,858.00	0.56		23,419.66		199,708.33	332,485.00	0.60
Benefits - Staff		9,613.57		52,603.52	77,038.57	0.68		5,982.11		46,582.09	69,471.00	0.67
Salary Cost - Summer Student		1,996.80		5,491.20	6,000.00	0.92		1,996.80		6,003.68	6,500.00	0.92
Office & Material Supplies		491.33		3,009.02	3,500.00	0.86		216.49		3,032.68	3,000.00	1.01
Telephone & Fax		138.18		1,119.39	3,000.00	0.37		271.74		2,114.70	3,300.00	0.64
Postage		10.58		62.65	300.00	0.21		-		262.84	600.00	0.44
OLC Costs		-		6,461.26	16,500.00	0.39		4,266.29		10,556.60	18,000.00	0.59
Internet Access		94.89		1,443.59	3,000.00	0.48		218.68		1,703.62	2,000.00	0.85
Webpage		-		374.72	500.00	0.75		-		50.88	1,000.00	0.05
Interest and Service charges		84.37		450.22	-			-		1.50	-	
Audit		-		1,412.82	6,000.00	0.24		-		937.30	6,000.00	0.16
Bookkeeping		580.75		1,035.00	-			-		-	-	
Association Dues		-		1,044.15	1,000.00	1.04		-		948.52	750.00	1.26
Conference & Training		-		4,812.31	7,500.00	0.64		3,135.00		6,224.62	5,000.00	1.24
Misc. Board Expenses		-		1,279.01	12,000.00	0.11		-		-	500.00	0.00
Total Administration		39,868.81		276,215.95	482,196.57	0.57		39,506.77		278,127.36	448,616.00	0.62
Collection Development & Services												
Books		2,339.34		36,125.96	38,272.00	0.94		1,263.15		25,411.98	55,162.00	0.46
MARC Records		197.88		2,322.90	4,000.00	0.58		170.03		2,421.40	4,000.00	0.61
AV - Talking Books		281.97		-	-		-		456.29		-	
AV - Videos/DVDs	872.05		7,625.47	-			687.79		5,748.68			
AV - CDs (Music)	45.79		585.05	-			14.02		426.16			
AV - CD-ROMs	-		-	-			-		-			
AV - Other (kits)	-		-	-			-		-			
Total Audio-Visual		1,199.81		11,964.82	12,500.00	0.96		701.81		6,631.13	12,500.00	0.53

Petawawa Public Library Financial Statement August 2013

	Sub Accts	Aug-13	Sub year-to-date	Year-to-date	Budget 2013	%	Sub Accts	Aug-12	Sub year-to-date	Year-to-date	Budget 2012	%
Periodicals		-		2871.28	3,250.00	0.88		64.16		2,711.23	4,000.00	0.68
On-line databases		11.00		3,093.81	7,500.00	0.41		-		4,597.29	9,500.00	0.48
Programming Children	267.75		2,276.30	-			257.42		1,591.35		2,000.00	0.00
Programming Adults			1,411.07	-			403.96		707.04		3,000.00	0.00
Total Programming		267.75		3,687.37	5,500.00	0.67		661.38		2,298.39	5,000.00	0.46
Total Collection & Services		4,015.78		60,066.14	71,022.00	0.85		2,860.53		44,071.42	90,162.00	0.49
Equipment & Furniture				-								
Computer Software & Maintenance		190.80		1,526.47	3,000.00	0.07		98.71		4,898.37	11,000.00	0.44
Equipment Supplies		-		763.40	11,000.00	2.34		96.35		1,226.49	3,000.00	0.41
Equipment Rental/Maintenance		150.30		3,504.88	1,500.00	0.37		171.96		1,977.34	2,300.00	0.86
Total Equipment & Furniture		341.10		5,794.75	15,500.00	0.37		367.02		8,042.20	16,300.00	0.49
Building												
Insurance		1,688.04		1,688.04	2,100.00	0.17		1,647.00		1,647.00	2,050.00	0.80
Building Maintenance/Repair		-		1,715.57	10,000.00	0.56		189.63		3,167.41	7,200.00	0.44
Janitorial Services & Supplies		-		13,954.53	25,000.00	0.64		1,844.20		17,790.17	28,000.00	0.64
Heating		81.84		2,234.46	3,500.00	0.48		63.18		2,415.36	5,000.00	0.48
Total Building Expenses		1,769.88		19,592.60	40,600.00	0.48		3,744.01		25,019.94	42,250.00	0.59
Other Expenses												
Miscellaneous		(84.86)		2,439.63	1,500.00	1.63		-		1,258.93	1,000.00	1.26
Total Other Expenses		(84.86)		2,439.63	1,500.00	-		-		1,258.93	1,000.00	1.26
Capital Projects					1,500.00							
Equipment & Furniture Purchases		183.16		843.58	3,000.00	0.28		-		264.84	2,000.00	0.13
CP Purchases		-		1,335.67				-		-	700.00	0.00
Computer Replacement		-		-	3,000.00			-		2,096.57	3,000.00	0.70
Total Capital Projects		183.16		183.16	3,000.00	0.06		-		2,361.41	3,700.00	0.64
Year End Adjustments												
Amortization expenses				-				-		-		
Total Y/E Adjustments				-				-		-		
TOTAL EXPENSE		46,093.85		363,952.65				46,478.33		368,685.28	602,028.00	0.61
NET INCOME		(2,151.44)		53,360.62				1,730.53		36,360.19		



CEO's REPORT July-September 2013

Special Programs and Displays:

- Valley Artisans' display continues with some beautiful work being displayed
- Visitor Information Center was deemed as adequately successful with over 500 individuals being recorded by the summer student during the hours the centre was staffed.
- **REMEMBER: Fusion the of the Senses – Oct. 4th** – being put on by the FOTL
- **Watch for upcoming info on our Haunted Library event**

Workshops and Meetings:

- L. Tweedie attended 3 telephone conference meetings for the OLC Shared Database: Cataloguing Sub-committee on July 11, August 22 and September 18. She is also currently working on making NextReads newsletters available to our patrons. NextReads is part of our NovelList database subscription which is a Reader's Advisory tool. Library members who subscribe to NextReads will receive regular emailed newsletters announcing new arrivals and highlighting a variety of genres of books.
- All staff members (except 1 who was on holidays), along with volunteers worked shifts at the Fall Showcase.
- M.Jacques has registered for the following courses: Advanced Excel- Dealing with difficult situations beginning Oct 4; SOLS 2.0 (beginning Sept 25th); VITA webinars on Wed Sept 25(refresher for scanning and digital entries).
- S. Cooper has begun a Cataloguing course through Mohawk College so that she can help with cataloguing backlog in the Children's department.
- K. Thompson has attended Tourism and Destination Development Committee meetings, and is attending the Economic Development Summit in Renfrew on Sept. 26th

Correspondence:

- Thank you card from a client.

Grants and Subsidies:

- Municipal subsidy of \$41,137.36 received for August

Miscellaneous:

- The new job descriptions have been reviewed and discussed with staff, and pending Board approval will be officially put in place.

- Annual Survey of Public Libraries has been submitted to the Province.
- Pay Equity grant application will be submitted once Templeman completes their Pay Equity review.
- New programs have been put in place for the fall months for both the adult and children's departments. Examples include a French story time and Wellness classes. Please watch the website for all of the updates.
- The age has been changed for the weekly Storytime and both programs are now full.
- A grant from SOLS has covered the cost of bicycle helmets, GPSs, bicycle locks and S. Cooper's cataloguing course.
- Great feedback from the Fall Showcase, including ideas for programming and collections. I have a full report of comments available which was put together by E. Malins if anyone wishes to see it.
- Very successful summer programs. The summer student, Jenna Woito received a beautifully written letter from one of the parents about how much her son has gained from his summers at the library.
- M. Wakelam now writes a weekly column for the Pembroke Observer, please watch for it in the Saturday edition.
- The webpage now has a section specifically for Teens and the last Teen Advisory Group meeting (TAG) they had 6 teens show. *Slow, but sure!*
- It has been a busy time reworking job descriptions and working on the Pay Equity/Wage Grid study. Staff has been doing really well with the changes and have offered valuable input.

JUNE STATISTICS

	2013	2012	2011
<i>CIRCULATION</i>			
BOOKS			
Adult Fiction	2087	1819	2382
Adult Non-fiction	519	1180	767
Young Adult	307	not collected	
Junior Fiction	494	2575	2361
Junior Non-fiction	312	393	436
Easy	976	not collected	
French	222	227	262
Reading Program Materials	-	2	-
Large Print	-	-	4
RBC/SPEC Collections	29	41	37
ILLs checked out	48	83	107
TOTAL BOOKS	4,994	6,320	6,356
Laptops/ Listening Stations	11	12	12
Electronics - IPADS	N/A	N/A	
CD's	127	101	178
CD ROM	4	4	6
DVD	1,374	2,102	1,895
Talking Books	142	219	213
Magazines	162	304	249
Video tapes	70	59	118
Museum Passes	36	23	14
Total Other Materials	1,926	2,824	2,685
TOTAL CIRCULATION	6,920	9,144	9,041
<i>INTERLIBRARY LOANS</i>			
ILL Patron request	47	82	106
ILL patron searches	94	216	208
ILL materials received	35	67	102
ILL requests from other libraries	305	230	228
ILL Materials loaned to other libraries	146	161	128
<i>DATABASES</i>			
Ebooks/Audiobooks Circulation	390	445	N/A
Ebooks/Audiobooks New Members	13	14	
Online databases searches	844	429	
Library website visits	4454	4009	
<i>PROGRAMS</i>			
Attendance - Children's Programs-childre	162	54	79

Children's Programs-adults	28	4	20
Adult Programs	173	97	3
Group visits - children	117	602	20
Group visits - adults	25	41	3
Story time - children	21	-	71
Story time - adults	15	-	3

INTERNET

Internet Hours Adult	317	293	340
Young Adult	40	36	53
Children	28	21	51
Internet Sessions Adult	457	562	718
Young Adult	75	76	96
Children	69	62	155

VOLUNTEERS

Volunteer Hours Adult	85	24	30
Volunteer Hours Students	48.25	30	56
Board Members		28	

MEMBERSHIPS

Institute	64	52	N/A
Public	8,079	7,402	
Staff	85	76	
Non-res	18		
Total current memberships	8,246	7,530	

JULY STATISTICS

	2013	2012	2011
<i>CIRCULATION</i>			
BOOKS			
Adult Fiction	2,459	1,909	2,055
Adult Non-fiction	561	870	738
Young Adult	461	not collected	
Junior Fiction	867	2,699	2,604
Junior Non-fiction	405	522	492
Easy	1,454	not collected	
French	304	349	304
Reading Program Materials	-	2	-
Large Print	-	-	-
RBC/SPEC Collections	36	44	48
ILLs checked out	54	60	92
TOTAL BOOKS	6,601	6,455	6,333
Laptops/ Listening Stations	9	18	3
Electronics - IPADS	-	N/A	
CD's	111	150	150
CD ROM	14	10	35
DVD	1,841	2,482	2,042
Talking Books	151	163	209
Magazines	296	256	307
Video tapes	73	94	130
Museum Passes	68	35	33
Total Other Materials	2,563	3,208	2,909
TOTAL CIRCULATION	9,164	9,663	9,242
<i>INTERLIBRARY LOANS</i>			
ILL Patron request	79	78	107
ILL patron searches	120	141	206
ILL materials received	58	50	118
ILL requests from other libraries	291	202	235
ILL Materials loaned to other libraries	161	149	136
<i>DATABASES</i>			
Ebooks/Audiobooks Circulation	309	278	N/A
Ebooks/Audiobooks New Members	14	14	
Online databases searches	397	1,679	
Library website visits	4632	4,195	
<i>PROGRAMS</i>			
Attendance - Children's Programs-children	546	601	305

Children's Programs-adults	16	-	2
Adult Programs	31	-	-
Group visits - children	173	25	-
Group visits - adults	21	15	-
Story time - children	101	82	50
Story time - adults	45	39	-

INTERNET

Internet Hours	Adult	287	257	372
	Young Adult	35	26	29
	Children	39	50	71
Internet Sessions	Adult	510	544	755
	Young Adult	106	94	160
	Children	96	122	22

VOLUNTEERS

Volunteer Hours Adult	31	83	9
Volunteer Hours Students	253	115	130
Board Members		8	-

MEMBERSHIPS

Institute	64
Public	8170
Staff	85
Non-Res	19

AUGUST STATISTICS

	2013	2012	2011
CIRCULATION			
BOOKS			
Adult Fiction	1,925	2,112	2,365
Adult Non-fiction	535	611	929
Young Adult	438	not collected	
Junior Fiction	658	3026	2139
Junior Non-fiction	527	542	759
Easy	1,294	not collected	
French	383	371	368
Reading Program Materials	-	4	2
Large Print	-	-	73
RBC/SPEC Collections	29	57	-
ILLs checked out	57	79	87
TOTAL BOOKS	5,846	6,802	6,722
Laptops/ Listening Stations	13	12	24
Electronics - IPADS		N/A	
CD's	123	72	215
CD ROM	9	18	17
DVD	1,650	2,805	2,494
Talking Books	302	224	231
Magazines	272	376	751
Video tapes	76	116	155
Museum Passes	61	49	37
Total Other Materials	2,506	3,672	3,924
TOTAL CIRCULATION	10,858	10,474	10,646
INTERLIBRARY LOANS			
ILL Patron request	104	106	96
ILL patron searches	169	174	182
ILL materials received	49	86	95
ILL requests from other libraries	265	165	186
ILL Materials loaned to other libraries	186	131	107
DATABASES			
Ebooks/Audiobooks Circulation	2229/3	190/109	N/A
Ebooks/Audiobooks New Members	15	13	
Online databases searches	1,903	654	
Library website visits	4,305	3990	
PROGRAMS			

Attendance - Children's Programs-children	693	536	305
Children's Programs-adults	43	2	2
Adult Programs	30	-	-
Group visits - children	-	-	-
Group visits - adults	-	-	-
Story time - children	77	70	50
Story time - adults	34	35	-

INTERNET

Internet Hours Adult	272	363	372
Young Adult	61	21	29
Children	43	35	71
Internet Sessions Adult	499	715	755
Young Adult	126	107	160
Children	81	43	220

VOLUNTEERS

Volunteer Hours Adult	69	28	21
Volunteer Hours Students	183	185	163
Board Members		3	

MEMBERSHIPS

Institute	64
Public	8,249
Staff	84
Non-Res	21