



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Wednesday, October 23, 2013**

Call to Order: The meeting was called to order at 3:05 pm.

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

Regrets: N. Chan

Approval of Agenda: Motion # 1:

Moved by T. Sabourin, seconded by J. Carmody that the agenda for the October 23, 2013 Library Trustee Board meeting be accepted as presented with the additions. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by C. Higgins, seconded by J. Gardner that the minutes of the September 25, 2013 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: a) A letter was received from Ontario's Highlands Tourism Organization (OHTO) congratulating the Library for achieving the OHvation Customer Service Leader designation for 2013.

b) The Ministry of Citizenship and Immigration is requesting nominations for the June Callwood Outstanding Achievement Award for Volunteerism in Ontario. The deadline for nominations is December 5, 2013.

c) Proposals for a new round of funding for the New Horizons Seniors Program are due November 13, 2013.

Treasurer's Report: The CEO has converted to an updated version of Simply Accounting in order to eliminate errors in transferring to Excel. She will meet with the bookkeeper to work out problems with reporting. The Board requested that a balance sheet and a comparative income statement be sent out each month as well as the present financial statement.

Motion # 3:

Moved by B. Almon Felhaber, seconded by J. Carmody that the payment of accounts for the period ending September 30, 2013 be approved as submitted with expenditures of \$ 54 367.23. Carried.

CEO's Report: Motion # 4:

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

Outstanding Business: a) Pay Equity and Wage Grid – Templeman will complete the wage grid report shortly and the CEO will bring the results to the November Board meeting.

b) Security System – Since technology is rapidly changing the Board discussed the possibility of investigating newer systems as opposed to the refurbished ones which have already been examined.

c) Fusion of the Senses – The CEO suggested that the Library staff take over the event next year in order to avoid glitches that occurred. No feedback has been received as yet from The Friends of the Library.

New Business: Strategic Planning – This should begin soon in order to make use of opportunities now available. T. Sabourin was authorized to begin researching ideas and bring a proposal to the Board.

Member Input: J. Gardner noticed that Junior Fiction numbers were down 75% in September from the previous 2 years. The CEO explained that last year Junior Fiction included “easy” books which have now been pulled from that category. The Volunteer Appreciation has been set for December 18, 2013. The Board dinner will be held on a Sunday evening in December.

Next Meeting: Wednesday, November 27, 2013 at 3:00 pm.

Adjournment: Motion # 5:


Moved by T. Sabourin, seconded by J. Gardner that the meeting of October 23, 2013 be adjourned at 3:55 pm. Carried.



E. Chow, Chairperson



C. Higgins, Secretary



Date

REVENUE
Prior year surplus/deficit

	Sub Accts Sept 2013	Sep-13	Sub year-to- date 2013	Year-to-date Sept 2013	Budget 2013	%	Sub Accts Sept 2012	Sep-12	Sub year-to- date 2012	Year-to-date Sept 2012	Budget 2012	%
Operating Funds					42,529.00					9	12	0.75
Provincial Grant		0.00								42,850.00	43,133.00	
Municipal Subsidy		41,137.63		381,016.12	504,429.11			43,293.12		359,857.63	489,737.00	0.73
Total Operating Funds		41,137.63		381,016.12	569,850.11			43,293.12		402,707.63	555,762.00	0.72
Fees & Fines												
Fines		1,009.50		5,315.53	7,000.00			875.60		6,120.05	10,000.00	0.61
Lost/Damaged Items		81.95		375.24	-			71.95		354.30	-	
Photocopy		90.20		487.45	700.00			91.20		465.30	700.00	0.66
Fax		199.40		1,013.58	1,800.00			233.25		1,390.00	1,450.00	0.96
Public Internet Revenue		198.10		1,505.80	2,800.00			251.40		1,981.45	2,800.00	0.71
Non-Resident Fee		30.00		825.00	1,000.00			105.00		815.00	1,000.00	0.82
Rotary Room/Lobby Revenue		146.00		1,887.00	2,500.00			272.00		1,860.00	2,000.00	0.94
Total Fees & Fines		1,755.15		11,409.60	15,800.00			1,900.40		13,006.10	17,950.00	0.72
Fundraising												
Used Books Sale		333.70		3,591.70	3,652.46			205.50		2,408.00	3,000.00	0.80
Cash Donations		20.00		505.00	1,000.00			20.00		7,400.00	1,000.00	7.40
Total Fundraising		353.70		4,096.70	4,652.46			225.50		9,808.00	4,000.00	2.45
Other Revenue												
Program Revenue		139.35		731.61	1,000.00			-		4.80	500.00	0.01
Bank Interest		75.26		627.00	500.00			51.17		513.91	300.00	1.71
Pay Equity/Funding		0.00		0.00	22,116.00			-		-	22,116.00	-
Grant Summer Student		0.00		0.00	2,400.00			2,463.00		2,463.00	2,500.00	0.99
Other Provincial Grants		862.95		862.95	-			-		12,755.00	-	
Miscellaneous		6.00		20,273.50	500.00			42.90		11,763.13	600.00	19.61
Deferred Capital Revenue		0.00		0.00	-			-		-	300.00	-
Capital Revenue		0.00		0.00	-			-		-	-	-
Total Other Revenue		1,083.56		22,495.06	26,516.00			2,557.07		27,489.83	26,316.00	1.04
TOTAL REVENUE		44,330.04		419,017.48	616,818.57			47,976.09		453,021.56	604,028.00	0.75

Petawawa Public Library Financial Statement September 2013

	Sub Accts	Year-to-date	Budget 2013	%	Sub Accts	Year-to-date	Budget 2012	%
	Sept 2013	Sept 2013	Budget 2013	%	Sept 2012	Sept 2012	Budget 2012	%
EXPENSE								
Administration								
EHT Expense	366.98	3,120.73			318.88	3,156.27		
W/SIB Expense	84.94	724.19			73.99	732.64		
Salaries - Staff	24,429.05	202,925.16			21,686.13	204,610.19		
CPP Expense	1,086.11	8,898.77			922.98	9,292.43		
EI Expense	654.05	5,548.37			553.86	5,472.64		
Total Payroll Expense	26,600.13	221,217.22	345,856.00		23,555.84	223,264.17	332,495.00	0.67
Benefits - Staff		6,639.53	58,243.05		4,506.42	51,086.51	69,471.00	0.74
Salary Cost - Summer Student		499.20	5,990.40		-	6,003.68	6,500.00	0.92
Office & Material Supplies		219.16	3,228.18		42.61	3,075.29	3,000.00	1.03
Telephone & Fax		139.26	1,258.65		-	2,114.70	3,300.00	0.64
Postage		24.58	87.23		-	262.84	800.00	0.44
OLC Costs		7,532.88	13,993.94		-	10,556.60	18,000.00	0.59
Internet Access		-356.85	1,443.69		(354.35)	1,349.27	2,000.00	0.67
Webpage		0.00	374.72		-	50.88	1,000.00	0.05
Interest and Service charges		0.00	450.22		-	1.50	-	
Audit		0.00	1,412.82		-	937.30	6,000.00	0.16
Bookkeeper		695.75	1,730.75		-	948.52	750.00	1.26
Association Dues		0.00	1,044.15		-	6,367.18	5,000.00	1.27
Conference & Training		3,636.55	8,448.86		142.56	-	500.00	-
Misc. Board Expenses		2,727.17	4,006.18		-	-	-	-
Total Administration		48,357.16	323,929.96		27,893.08	306,020.44	448,616.00	0.66
Collection Development & Services								
Books		3,073.23	39,199.19		843.55	26,255.53	55,162.00	0.48
MARC Records		325.21	2,648.11		248.49	2,869.89	4,000.00	0.67
AV - Talking Books		227.15	3,971.45		-	456.29	-	
AV - Videos/DVDs		817.64	8,443.11		453.65	6,202.33	-	
AV - CDs (Music)		44.78	639.83		14.02	440.18	-	
AV - CD-ROMs		0.00	0.00		-	-	-	
AV - Other (kits)		0.00	0.00		-	-	-	
Total Audio-Visual		1,089.57	13,054.39		467.67	7,068.80	12,500.00	0.57

Petalawawa Public Library Financial Statement September 2013

	Sub Accts Sept 2013	Sep-13	Sub year-to- date 2013	Year-to-date Sept 2013	Budget 2013	%	Sub Accts May 2012	Sep-12	Sub year-to- date 2012	Year-to-date Sept 2012	Budget 2012	
Periodicals		0.00		2,871.28	3,250.00			(22.93)		2,688.30	4,000.00	0.67
On-line databases		0.00		3,093.81	7,500.00			-		4,597.29	9,500.00	0.48
Programming Children	193.88		2,470.18				12.00		1,603.35		2,000.00	-
Programming Adults	10.84		1,421.91				248.86		955.90		3,000.00	-
Total Programming		204.72		3,892.09	5,500.00			260.86		2,559.25	5,000.00	0.51
Total Collection & Services		4,692.73		64,758.87	71,022.00			1,797.64		45,866.06	90,162.00	0.51
Equipment & Furniture												
Equipment & Furniture Purchases		239.34		1,082.92	3,000.00			-		264.84	2,000.00	0.13
Computer Software & Maintenance		440.54		1,967.01	11,000.00			486.41		5,324.78	11,000.00	0.48
Equipment Supplies		-35.67		727.73	1,500.00			-		1,226.49	3,000.00	0.41
Equipment Rental/Maintenance		421.53		3,926.41	15,500.00			-		1,977.34	2,300.00	0.86
Total Equipment & Furniture		1,065.74		7,704.07	21,000.00			486.41		8,528.61	18,300.00	0.47
Building												
Insurance		0.00		1,688.04	10,000.00			-		1,647.00	2,050.00	0.80
Building Maintenance/Repair		0.00		1,715.67	25,000.00			61.06		3,226.47	7,200.00	0.45
Janitorial Services & Supplies		0.00		13,954.53	3,500.00			2,493.56		20,283.73	28,000.00	0.72
Heating		75.90		2,310.36	40,600.00			-		2,415.36	5,000.00	0.48
Total Building Expenses		75.90		19,668.50	79,100.00			2,554.62		27,574.56	42,250.00	0.65
Other Expenses												
Miscellaneous		175.70		2,615.33	1,500.00			39.64		1,298.57	1,000.00	1.30
Total Other Expenses		175.70		2,615.33	1,500.00			39.64		1,298.57	1,000.00	1.30
Capital Projects												
CP Purchases		0.00			3,000.00			-		-	700.00	-
Computer Replacement		0.00		0.00	3,000.00			-		2,086.57	3,000.00	0.70
Total Capital Projects		0.00		0.00	3,000.00			-		2,361.41	3,700.00	0.64
Year End Adjustments												
Amortization expenses		0.00		0.00				-		-	-	-
Total Y/E Adjustments		0.00		0.00	0.00			-		-	-	-
TOTAL EXPENSE		54,367.23		418,676.73	418,676.73			32,771.39		401,466.67	604,028.00	0.66
NET INCOME		-10,037.19		340.75	340.75			15,204.70		51,564.89	604,028.00	0.66



CEO's REPORT September - October 2013

Special Programs and Displays:

- Haunted House Saturday, October 26th and 27th. Fundraiser for the Library so come on out to the Haunted Stacks Nightmare!!
- Posters advertising upcoming programs for all departments are included with the Board package

Workshops and Meetings:

- K. Thompson attended Funder's Forum in Pembroke
- K. Thompson attended Applied Research Workshop in Pembroke
- K. Thompson attended Library Committee Meeting in Arnprior
- S. Cooper continues her Cataloguing course through Mohawk College
- L. Tweedie continues to participate in Sirsi conference calls regarding cataloguing issues
- M. Wakelam attended staff meeting at General Lake school to advise teachers of available resources
- M. Wakelam will be presenting an information literacy workshop to grade 7 classes from Our Lady of Sorrows
- M. Wakelam attended Children's Services Meeting in Pembroke

Grants and Subsidies:

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

Miscellaneous:

- The library has taken on Kate Buckam through an Employment Ontario Skills program. The program reimburses 100% of wages and deductions (except WSIB). She is with us until December 22, 2013.
- Staff continues to weed the library collections. Visually, the difference is amazing and the content will be much more current and accurate.
- All programs continue to fill up, many have waiting lists.
- The library will have a parade float in both the Petawawa and Pembroke Santa Claus parades.
- Class visits are happening with regularity and even being booked well in advance
- Based on feedback from the Teen Advisory Group (TAG), the library will be opening the Rotary Room a few evenings to allow teens to have study groups prior to exams
- Genre Book Club for teens is starting. The first meeting has a horror theme.

- M. Wakelam continues her weekly article in the Observer, please make sure to check it out.
- **Michael's** is sponsoring the library's Pumpkin carving Contest
- **2 Mics Mobile DJ** service is doing background noises and lighting free of charge for our haunted house.



Meagan Wakelam Children's and Teen Librarian 687-2227 ext. 2204 November/December
 Stephanie King Children's and Teen Programmer 687-2227 ext. 2203 2013

Events

Dino Night

It's all about DINOSAURS on Nov. 4th! Stories, games, and crafts from 6-7 p.m. Ages 3-7.



Call to register.

Remembrance Day Family Movie & Craft

A screening of *Honour: Their Stories, Our History* followed by a Remembrance Day craft on Nov. 11th from 6-7 p.m. All ages.



Call to register.

Family Movie Nights

Don't forget your P.J.s! *Monsters University* will be playing @ 7 p.m. on Nov. 8th and *The Muppet Christmas Carol* will be playing @ 7 p.m. on Dec 6th. Free admission and \$1 snacks!



Call to register.

Sugar Rush



Don't miss out on this crazy candy adventure on Nov. 20th from 6-7 p.m. Ages 8-12.



Call to register.

Reading with Ronald

Join us for a special visit from Ronald McDonald on November 21st @ 4:30 p.m.

Call to register.

Christmas Cheer



Santa Claus is coming to town! Stories, crafts, songs, and maybe a special visit from the man himself on Dec. 7th from 2-4 p.m. All ages family event.

Call to register.



Gingerbread House Party

Put your creativity and taste buds to the test at this deliciously fun holiday party on Dec. 11th from 6-7 p.m. Ages 7-12.

Call to register.

Clubs

Lego Club Block Party

First Thursday of every month from 6-7 p.m. All ages.

No registration required.



Playdough Club

Last Wednesday of every month from 6-7 p.m. (excluding December). All ages.

No registration required.

Storytimes

Baby Storytime

Bring on the babies! The last Thursday of every month @ 2 p.m. (excluding December). 0-18 months.



No registration required.

Contes en Français:

Chaque deuxième jeudi à 10h. Pour âges 2-5.

Pas d'inscription requis.

PAWS to Read™



Stories will be told, crafts will be made, and your child will have an opportunity to read one-on-one with a certified therapy dog. Nov 18 and Dec 16 @ 6 p.m. Gr. K-8.



No registration required.

Storytime Supremacy

Join us for special workshops and visits from members of our community on the first Wednesday of every month @ 9:30 a.m. A free skate @ 11 a.m. with the Civic Centre follows. Enjoy a visit from a member of our police force on Nov. 6th and get your hands into some yummy Christmas baking for kids on Dec 4th! Ages 18 months-5 years.



No registration required.

And More!

Drop-in Crafternoons

- Thurs. Nov. 14th 12-2 p.m. (for toddlers)
- Sat. Nov. 23rd 12-2 p.m. (all ages)
- Sat. Dec. 14th 12-2 (all ages)

Board Games @ the Library

- Nov. 15th (all ages, all day)
- Drop-in



Baby Sign Language Workshop

- Nov. 28th 2:30 p.m. (following baby storytime)
- Provided by the Ontario Early Years Program
- Drop-in

Santa Claus Parades

- Petawawa - Sun. Nov. 17th 1 p.m.
- Pembroke - Sat. Nov. 30th 5:30 p.m.
- We are looking for families to volunteer to be on our float! Contact us for details!