



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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**Minutes of the Meeting of the Petawawa Library Board of Trustees  
Wednesday, November 27, 2013**

**Call to Order:** The meeting was called to order at 3:01 pm.

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

**Regrets:** nil

**Approval of Agenda:** Motion #1:

Moved by T. Sabourin, seconded by N. Chan that the agenda for the  
November 27, 2013 Library Trustee Board meeting be accepted as presented.  
Carried.

**Conflict of Interest:** nil

**Minutes:** Motion # 2:

Moved by C. Higgins, seconded by J. Gardner that the minutes of the Wednesday,  
October 23, 2013 Library Trustee Board meeting be accepted as presented.  
Carried.

**Correspondence:** nil

**Treasurer's Report:** The Board requested changes to the comparative income statement, if  
possible, to reflect the actual, the actual year to date, last year to date and the  
budget.

Motion #3:

Moved by B. Almon Felhaber, seconded by J. Gardner that the financial statement  
for the period ending October 31, 2013 and payment of accounts therein be  
approved as submitted with expenditures of \$ 72 529. 62. Carried.

**CEO's Report:** Motion # 4:

Moved by J. Carmody, seconded by T. Sabourin that the CEO's Report of  
October-November 2013 be accepted as presented. Carried.

**Outstanding Business:** a) Review of Deputy CEO Job Description – The Personnel Committee discussed this issue and recommended that the position be abolished. The role of Deputy CEO can be taken up by the supervisors. If the time period is extended the CEO will appoint someone to act as Deputy CEO.  
Motion #5:

Moved by T. Sabourin, seconded by N. Chan that the position of Deputy CEO be declared redundant effectively immediately. Carried.

b) Strategic Planning – T. Sabourin will be meeting with Dave Fisher from the Delfi Group next week. A meeting will be set for the Board members and volunteers during the last week of February or the first week of March to develop a plan.

c) Volunteer Appreciation Evening – Erika Malins is coordinating this event along with Theresa Sabourin. It will follow the same format as previous years.

Theresa will email Board members with regard to providing the cold food items.

d) Board Appreciation – The dinner will be held at the Shanty Restaurant on Thursday, December 12<sup>th</sup> at 6:30 pm.

**New Business:** a) Removal of “Children in the Library” Policy –

Motion #6:

Moved by C. Higgins, seconded by T. Sabourin that the “Children of the Library” section from the Health and Safety section, Appendix A, of the Policy Manual be removed. Carried.

b) Art and Photos in the Basement – These items are accumulating in the basement and are taking up too much space. No record has been kept of who donated which materials, nor is there a record of any conditions attached to such donations. It was decided that staff will research former owners but, if not located, the items will be removed from the Library.

**Member Input:** Kelly received a thank you from the DJ for the Halloween Haunted House event commending the staff and volunteers on a successful program. Betty attended the Trustee Council meeting in November. It was suggested that with elections looming next year that a package should be put together for all candidates to publicize our library. The next meeting will be held in Eganville on April 26, 2014.

James Gardner asked for an update on pay equity for the employees. He also was interested in the preliminary budget for 2014. The process has begun but no decisions can be made yet.

James Carmody will be unable to attend the Board meeting on December 18<sup>th</sup> due to a previous commitment.

Theresa is experiencing difficulty in attending the Board meetings at 3:00 pm and would like to discuss other options at the next meeting.


**Next Meeting:** Wednesday, December 18, 2013 at 6:00 pm.

**Adjournment: Motion #7:**

Moved by C. Higgins, seconded by B. Almon Felhaber that the meeting of  
November 27, 2013 be adjourned at 4:15 pm. Carried.

  
\_\_\_\_\_  
E. Chow, Chairperson

  
\_\_\_\_\_  
C. Higgins, Secretary

  
\_\_\_\_\_  
Date

Petawawa Public Library  
Comparative Income Statement

	Actual 10/01/2013 to 10/31/2013	Actual 01/01/2013 to 10/31/2013
<b>REVENUE</b>		
<b>Operating Funds</b>		
Provincial Grant	0.00	0.00
Municipal Subsidy	41,137.63	422,153.75
<b>Total Operating Funds</b>	<u>41,137.63</u>	<u>422,153.75</u>
<b>Fees &amp; Fines</b>		
Fines	403.05	5,718.58
Damaged/Lost Items	41.00	416.24
Photocopy	87.05	574.50
Fax	164.95	1,178.53
Public Internet Revenue	142.90	1,648.70
Non-Resident Fee	0.00	825.00
Rotary Room/Lobby Revenue	390.00	2,277.00
<b>Total Fees &amp; Fines</b>	<u>1,228.95</u>	<u>12,638.55</u>
<b>Fundraising</b>		
Used Books Sale	163.75	3,755.45
Library Garden	0.00	0.00
Cash Donations	20.00	525.00
<b>Total Fundraising</b>	<u>183.75</u>	<u>4,280.45</u>
<b>Other Revenue</b>		
Program Revenue	1,181.63	1,913.24
Bank Interest	57.61	684.61
Pay Equity Funding	0.00	0.00
Grant Summer Student	2,463.00	2,463.00
Other Provincial Grants	0.00	862.95
Miscellaneous	104.08	20,377.58
Capital Revenue	0.00	0.00
<b>Total Other Revenue</b>	<u>3,806.32</u>	<u>26,301.38</u>
<b>TOTAL REVENUE</b>	<u>46,356.65</u>	<u>465,374.13</u>
<b>EXPENSE</b>		
<b>Administration</b>		
EHT Expense	546.59	3,678.25
WSIB Expense	126.87	853.60
Salaries - Staff	37,099.24	240,690.03
CPP Expense	1,606.32	10,535.36
EI Expense	976.55	6,544.56
<b>Total Payroll Expense</b>	<u>40,355.57</u>	<u>262,301.80</u>
Benefits - Staff	10,154.82	69,397.87
Salary Cost - Summer Student	0.00	5,990.40
Office & Material Supplies	1,050.33	4,278.51
Telephone & Fax	276.28	1,534.93
Postage	0.00	87.23
OLC Costs	0.00	13,993.94
Internet Access	455.67	1,899.26
Webpage	0.00	374.72
Interest and Service charges	115.63	646.42
Audit	0.00	1,412.82
Bookkeeping Expense	586.50	2,317.25
Association Dues	0.00	1,044.15
Conference & Training	262.61	8,711.47
Misc. Board Expenses	3,065.53	7,071.71

Peiawawa Public Library  
Comparative Income Statement

	Actual 10/01/2013 to 10/31/2013	Actual 01/01/2013 to 10/31/2013
<b>Total Administration</b>	<u>56,322.94</u>	<u>381,062.48</u>
<b>Collection Development &amp; Ser...</b>		
Books		
MARC Records	2,578.57	41,777.76
AV - Talking Books	281.58	2,929.69
AV - Videos/DVDs	167.08	4,138.53
AV - CDs (Music)	1,145.08	9,588.19
AV - CD-ROMs	59.46	698.29
AV - Other (kits)	164.43	164.43
	0.00	0.00
Total Audio-Visual	<u>1,536.05</u>	<u>14,590.44</u>
Periodicals	0.00	2,871.28
On-line databases	355.14	3,448.95
Programming Children	1,008.23	3,478.41
Programming Adults	346.53	1,768.44
Total Programming	<u>1,354.76</u>	<u>5,246.85</u>
xxx	0.00	0.00
<b>Total Collection &amp; Services</b>	<u>6,106.10</u>	<u>70,864.97</u>
<b>Equipment &amp; Furniture</b>		
Equipment & Furniture Purchases	311.79	1,394.71
Capital Projects	0.00	0.00
Computer Software, Repair, Repl...	705.90	2,672.91
Photocopier & Printer Supplies	209.02	936.75
Equipment Rental/Maintenance	493.63	4,420.04
Total Equipment & Furniture	<u>1,720.34</u>	<u>9,424.41</u>
<b>Building</b>		
Insurance	0.00	1,688.04
Building Maintenance/Repair	3,134.18	4,849.75
Janitorial Services & Supplies	5,010.83	18,965.36
Heating	171.82	2,482.18
Total Building Expenses	<u>8,316.83</u>	<u>27,985.33</u>
<b>Other Expenses</b>		
Miscellaneous	63.41	2,678.74
Total Other Expenses	<u>63.41</u>	<u>2,678.74</u>
<b>Capital Projects</b>		
Computer Replacement	0.00	0.00
Total Capital Projects	<u>0.00</u>	<u>0.00</u>
<b>Year End Adjustments</b>		
Amortization expenses	0.00	0.00
Total Y/E Adjustments	<u>0.00</u>	<u>0.00</u>
<b>TOTAL EXPENSE</b>	<u>72,529.62</u>	<u>492,015.93</u>
<b>NET INCOME</b>	<u>-26,172.97</u>	<u>-26,641.80</u>

Petawawa Public Library  
Comparative Balance Sheet

ASSET	As at 10/31/2013	As at 10/31/2012	Percent
<b>Current Assets</b>			
GST Rebate on books - 100%1	4,007.69	3,361.67	19.22
HST Rebate Other - 86.46%	20,723.79	17,542.54	18.13
GST Total Rebate	24,731.48	20,904.21	18.31
Accrued Interest Receivable	46.03	45.46	1.25
Petty Cash	200.00	100.00	100.00
Cash Float	50.00	50.00	0.00
Cash on Hand	0.00	227.45	-100.00
Cash On Hand	250.00	377.45	-33.77
Receivables not used	0.00	0.00	0.00
TD Chequing Account	15,999.62	35,320.80	-54.70
Other accrued revenue	-137.36	0.00	0.00
Reserve Fund COH	0.00	0.00	0.00
<b>Total Current Assets</b>	<b>40,889.77</b>	<b>56,647.92</b>	<b>-27.82</b>
<b>Other Assets</b>			
Capital Fund COH	0.00	0.00	0.00
Due to Capital Fund	0.00	0.00	0.00
Due from reserves	0.00	0.00	0.00
Prepaid expense	0.00	0.00	0.00
<b>Total Other Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Capital Assets</b>			
Land Improvements	12,022.37	12,022.37	0.00
Furniture, Equipment & Computer Har	365,001.00	359,296.93	1.59
Circulations	778,423.22	716,523.03	8.64
Accum Amort - Land Improvements	-3,781.25	-3,180.13	18.90
Accum Amort - Furniture, Equip & Co	-230,485.47	-201,833.57	14.20
Accum Amort - Circulations	-653,213.58	-593,367.81	10.09
<b>Total Capital Assets</b>	<b>267,966.29</b>	<b>289,460.82</b>	<b>-7.43</b>
<b>TOTAL ASSET</b>	<b>308,856.06</b>	<b>346,108.74</b>	<b>-10.76</b>
<b>LIABILITY</b>			
<b>Current Liabilities</b>			
Trade Accounts Payable	733.37	0.00	0.00
Accrued Liabilities	37.81	0.00	0.00
Deferred Revenue	8,972.99	5,763.80	55.68
Vacation Payable	0.00	0.00	0.00
Vacation Payable Adjustment	0.00	1,219.11	-100.00

CPP Payable	53.16	860.84	-93.82
EI Payable	30.37	450.21	-93.25
Income Tax Payable	34.41	1,229.72	-97.20
Receiver General Payable	117.94		-95.36
EHT Payable	3,667.32	2,540.77	1.56
WSIB Payable	79.12	89.45	-11.55
OMERS Payable	4,680.77	2,486.36	88.26
Staff Association Payable	175.00	0.00	0.00
Expansion Donations	0.00	0.00	0.00
Reserve	0.00	0.00	0.00
Bank discrepancy	0.00	0.00	0.00
<b>Total Current Liabilities</b>	<u>18,464.32</u>	<u>15,710.47</u>	<u>17.53</u>
<b>TOTAL LIABILITY</b>	<u>18,464.32</u>	<u>15,710.47</u>	<u>17.53</u>

**EQUITY**

Equity			
Capital Expansion Reserve	0.00	0.00	0.00
Prior year surplus(deficit)	48,257.67	42,850.82	12.62
Equity Adjustments	0.00	0.00	0.00
Capital fund equity	287,966.29	289,460.82	-7.43
Current Earnings	-25,832.22	-1,913.37	1,250.09
Reserve Fund - Contingency	0.00	0.00	0.00
Reserve Fund - Building	0.00	0.00	0.00
Reserves	0.00	0.00	0.00
<b>Total Equity</b>	<u>280,391.74</u>	<u>330,398.27</u>	<u>-12.11</u>
<b>TOTAL EQUITY</b>	<u>280,391.74</u>	<u>330,398.27</u>	<u>-12.11</u>

**LIABILITIES AND EQUITY**

<b>LIABILITIES AND EQUITY</b>	<u>308,856.06</u>	<u>346,108.74</u>	<u>-10.76</u>
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Generated On: 11/08/2013

Petawawa Public Library Financial Statement October 2013

REVENUE 3,544.08 Budget 2013 42,529.00 83.33%

Operating Funds 22,892.00 0.00%

Municipal Subsidy 422,153.75 83.69%

Total Operating Funds 44,885.75

Fees & Fines 402.95

Fines 416.24 #DIV/0!

Lost/Damaged Items 574.50

Photocopy 87.05

Fax 1,679.55

Public Internet Revenue 2,800.00 58.88%

Non-Resident Fee 1,000.00 82.50%

Retry Room/Lobby Revenue 2,277.00 91.08%

Total Fees & Fines 12,538.55 79.99%

Fundraising 3,552.45 102.82%

Used Books Sales 20.00

Cash Donations 1,000.00 52.50%

Total Fundraising 4,820.45 92.00%

Other Revenue 1,913.24 191.32%

Program Revenue 1,000.00

Bank Interest 57.51 0.09%

Pay Equity Funding 2,403.00 102.63%

Grant Summer Student 2,463.00

Other Provincial Grants 862.95 #DIV/0!

Miscellaneous 194.08 4075.52%

Deferred Capital Revenue -

Capital Revenue -

Total Other Revenue 26,916.00 81.19%

TOTAL REVENUE 49,500.73

Sub Accts Oct 2013	Year-to-date Oct 2013	Budget 2013	%
EXPENSE	345,858.00	261,492.22	75.61%
Total Payroll Expense	171,643.32	69,432.67	90.13%
Benefits - Staff	5,990.40	6,000.00	99.84%
Office & Material Supplies	1,050.33	3,500.00	122.24%
Telephone & Fax	276.28	3,000.00	61.16%
Postage	87.23	300.00	29.08%
OLC Costs	13,993.94	16,500.00	84.81%
Internet Access	1,898.26	3,000.00	63.31%
Webpage	374.72	500.00	74.94%
Interest and Service Charges	115.62	-	-
Audit	646.42	-	-
Bookkeeper	586.54	6,000.00	23.95%
Association Dues	1,044.15	1,000.00	104.42%
Conference & Training	8,711.47	7,500.00	116.15%
Misc. Board Expenses	3,065.53	12,000.00	58.93%
Total Administration	66,322.94	380,287.70	78.87%
Collection Development & Services	2,578.57	47,777.76	38.272200
Books	281.95	2,929.69	7.24%
MARC Records	167.08	4,138.53	1.4538
AV - Talking Books	1,145.38	9,588.19	99.46
AV - Video/DVDs	164.43	699.29	164.43
AV - CDs (Music)	-	-	-
AV - CD-ROMs	-	-	-
AV - Other (Misc)	-	-	-

Sub Accts Oct 2012	Year-to-date Oct 2012	Budget 2012	%
Sub Accts Oct 2012	43,293.12	43,133.00	100.83%
Operating Funds	22,892.00	22,892.00	100.00%
Municipal Subsidy	403,150.75	489,737.00	82.33%
Total Operating Funds	426,042.75	512,629.00	83.13%
Fees & Fines	497.35	13,503.45	3.68%
Fines	32.00	2,000.00	1.60%
Lost/Damaged Items	75.00	1,000.00	7.50%
Photocopy	890.00	1,000.00	89.00%
Fax	1,105.00	2,500.00	44.20%
Public Internet Revenue	2,081.95	2,500.00	83.28%
Non-Resident Fee	1,912.00	1,000.00	191.20%
Retry Room/Lobby Revenue	2,277.00	2,000.00	113.85%
Total Fees & Fines	13,503.45	17,950.00	75.25%
Fundraising	2,479.90	3,000.00	82.66%
Used Books Sales	20.00	300.00	6.67%
Cash Donations	1,000.00	1,000.00	100.00%
Total Fundraising	3,500.00	4,000.00	87.50%
Other Revenue	4.80	500.00	0.96%
Program Revenue	1,000.00	1,000.00	100.00%
Bank Interest	57.51	300.00	19.17%
Pay Equity Funding	2,403.00	2,500.00	96.12%
Grant Summer Student	2,463.00	2,500.00	98.52%
Other Provincial Grants	862.95	600.00	143.83%
Miscellaneous	194.08	300.00	64.70%
Deferred Capital Revenue	-	300.00	0.00%
Capital Revenue	26,916.00	26,916.00	100.00%
Total Other Revenue	26,916.00	26,916.00	100.00%
TOTAL REVENUE	49,500.73	604,028.00	8.19%

Sub Accts May 2012	Year-to-date Oct 2012	Budget 2012	%
Sub Accts May 2012	33,655.91	332,456.00	10.12%
Operating Funds	22,892.00	22,892.00	100.00%
Municipal Subsidy	403,150.75	489,737.00	82.33%
Total Operating Funds	426,042.75	512,629.00	83.13%
Fees & Fines	497.35	13,503.45	3.68%
Fines	32.00	2,000.00	1.60%
Lost/Damaged Items	75.00	1,000.00	7.50%
Photocopy	890.00	1,000.00	89.00%
Fax	1,105.00	2,500.00	44.20%
Public Internet Revenue	2,081.95	2,500.00	83.28%
Non-Resident Fee	1,912.00	1,000.00	191.20%
Retry Room/Lobby Revenue	2,277.00	2,000.00	113.85%
Total Fees & Fines	13,503.45	17,950.00	75.25%
Fundraising	2,479.90	3,000.00	82.66%
Used Books Sales	20.00	300.00	6.67%
Cash Donations	1,000.00	1,000.00	100.00%
Total Fundraising	3,500.00	4,000.00	87.50%
Other Revenue	4.80	500.00	0.96%
Program Revenue	1,000.00	1,000.00	100.00%
Bank Interest	57.51	300.00	19.17%
Pay Equity Funding	2,403.00	2,500.00	96.12%
Grant Summer Student	2,463.00	2,500.00	98.52%
Other Provincial Grants	862.95	600.00	143.83%
Miscellaneous	194.08	300.00	64.70%
Deferred Capital Revenue	-	300.00	0.00%
Capital Revenue	26,916.00	26,916.00	100.00%
Total Other Revenue	26,916.00	26,916.00	100.00%
TOTAL REVENUE	49,500.73	604,028.00	8.19%

Sub Accts Oct 2012	Year-to-date Oct 2012	Budget 2012	%
Sub Accts Oct 2012	43,293.12	43,133.00	100.83%
Operating Funds	22,892.00	22,892.00	100.00%
Municipal Subsidy	403,150.75	489,737.00	82.33%
Total Operating Funds	426,042.75	512,629.00	83.13%
Fees & Fines	497.35	13,503.45	3.68%
Fines	32.00	2,000.00	1.60%
Lost/Damaged Items	75.00	1,000.00	7.50%
Photocopy	890.00	1,000.00	89.00%
Fax	1,105.00	2,500.00	44.20%
Public Internet Revenue	2,081.95	2,500.00	83.28%
Non-Resident Fee	1,912.00	1,000.00	191.20%
Retry Room/Lobby Revenue	2,277.00	2,000.00	113.85%
Total Fees & Fines	13,503.45	17,950.00	75.25%
Fundraising	2,479.90	3,000.00	82.66%
Used Books Sales	20.00	300.00	6.67%
Cash Donations	1,000.00	1,000.00	100.00%
Total Fundraising	3,500.00	4,000.00	87.50%
Other Revenue	4.80	500.00	0.96%
Program Revenue	1,000.00	1,000.00	100.00%
Bank Interest	57.51	300.00	19.17%
Pay Equity Funding	2,403.00	2,500.00	96.12%
Grant Summer Student	2,463.00	2,500.00	98.52%
Other Provincial Grants	862.95	600.00	143.83%
Miscellaneous	194.08	300.00	64.70%
Deferred Capital Revenue	-	300.00	0.00%
Capital Revenue	26,916.00	26,916.00	100.00%
Total Other Revenue	26,916.00	26,916.00	100.00%
TOTAL REVENUE	49,500.73	604,028.00	8.19%



Sub Accts Oct 2012	Year-to-date Oct 2012	Budget 2012	%
1,536.05	14,590.44	12,500.00	116.72%
Budget 2013			
356.14	3,448.95	7,500.00	88.25%
1,008.25	3,478.41	7,500.00	45.99%
346.52	1,768.44	1,500.00	99.78%
1,354.76	5,246.85	5,500.00	95.40%
6,108.10	70,864.87	71,022.00	99.78%
702.20	2,672.91	3,000.00	89.10%
208.23	936.75	11,000.00	8.52%
493.63	4,420.04	1,500.00	294.67%
1,408.55	8,028.70	15,500.00	51.80%
-	-	2,100.00	80.28%
5,134.18	4,849.75	10,000.00	48.50%
5,010.83	19,965.36	25,000.00	76.80%
171.82	2,482.18	3,500.00	70.92%
8,316.83	27,985.33	40,800.00	68.93%
63.41	2,678.74	1,500.00	178.58%
63.41	2,678.74	1,500.00	178.58%
63.41	2,678.74	1,500.00	178.58%
311.79	2,798.17	6,000.00	46.64%
-	-	3,000.00	0.00%
-	1,403.46	3,000.00	46.49%
311.79	1,394.71	3,000.00	46.49%
-	-	2,000.00	0.00%
-	2,066.57	3,000.00	68.89%
-	2,361.41	5,000.00	47.23%
-	-	5,000.00	0.00%
-	-	2,000.00	0.00%
-	455,484.79	603,328.00	75.49%
-	41,054.35	41,054.35	100.00%
-	10,510.54	-	-
15,024.71	407,166.94	553,471.68	72.87%

Inputs

Sub Accts Oct 2012	Year-to-date Oct 2012	Budget 2012	%
37.60	2,729.90	4,000.00	68.75%
348.53	1,551.88	2,000.00	77.09%
320.12	1,276.02	3,000.00	42.51%
668.66	3,227.90	5,000.00	64.75%
8,307.73	54,176.79	90,162.00	59.03%
-	-	3,000.00	0.00%
-	-	3,000.00	0.00%
-	-	2,000.00	0.00%
-	1,366.19	2,000.00	68.31%
-	4,28	4,28	100.00%
1,390.47	44,276.76	59,000.00	73.35%
1,443.41	4,340.76	3,200.00	141.98%
193.30	2,312.86	2,500.00	93.32%
1,159.59	4,340.76	4,000.00	109.02%
915.77	4,378.87	3,000.00	148.59%
1,847.00	2,050.00	2,500.00	82.00%
3,228.47	7,200.00	7,200.00	100.00%
22,207.81	28,000.00	28,000.00	100.00%
1,924.08	1,432.42	1,432.42	100.00%
90.96	2,506.32	5,000.00	50.13%
2,015.04	29,588.60	42,250.00	70.04%
238.67	1,537.24	1,000.00	153.72%
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24,870.74	24,870.74	29,300.00	85.05%
79.98	2,667.19	4,000.00	67.43%
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492.54	492.54	2,000.00	24.63%
1,242.61	1,242.6		



## CEO's REPORT October-November 2013

### Special Programs and Displays:

- *Watch for our Christmas Cheer Festival of Trees coming in December!*

### Workshops and Meetings:

#### M. Jacques:

- SOLS 2.0 Comfortable with Technology (POD CASTING, wikis, ETC)
- Advanced excel course Dealing with Difficult Situations.
- First Aid and CPR

#### L. Tweedie:

- Education Institute Webinar – “Fifty Shades of Grey”: RDA is not Black and White (Resource Description and Access -RDA- is the new standard for cataloguing which replaces AACR2.)
- Enterprise Demo Webinar – Profile Administration (Enterprise is a product we will be able to use with our online catalogue and website to enhance patron access.)

#### M. Wakelam:

- Enterprise Demo Webinar – Profile Administration (Enterprise is a product we will be able to use with our online catalogue and website to enhance patron access.)

#### E. Malins:

- First aid and CPR
- Enterprise Demo Webinar – Profile Administration (Enterprise is a product we will be able to use with our online catalogue and website to enhance patron access.)
- Met with John Butler re: photos of library
- Met with R. Lavery from SOLS re: fundraising questions

#### R. Murdock:

- Novelist webinar

#### K. Thompson:

- Met with R. Lavery from SOLS re: fundraising questions
- Met with J. Sylvestre from Algonquin College re: Marketing Plan
- Attended a workshop called “Making the Case” about outcome-based programming
- Attended a “Display and Merchandising” workshop
- Participated in workshop on Privacy legislation and file retention

## Grants and Subsidies:

- Municipal subsidy of \$41,137.36 received for October and November

## Highlights from Adult Programming (submitted by E. Malins):

1. *Haunted House*: Over 250 people attended the attraction. We raised over \$500 in donations. We engaged an age group that has always been extremely difficult to involve in the library and that alone was a great success. We were also able to put ourselves on the map with new residents and people who would not normally come in to the library.
2. *Pumpkin Carving Contest*: 20 families participated. We received free radio advertising. My FM Radio came out as well as one of Michael's supervisors to judge the contest. One mom said that it was the first time her two children had touched pumpkin guts and carved a pumpkin so it is great that we are able to provide these types of experiences to families in the area.
3. *Homebound Service*: We are now offering this service to members of the Petawawa Public Library that live in Petawawa, and are unable to come into the library due to a serious illness, physical or visual disability. We will also be delivering materials to our library members at participating retirement homes and care facilities in the Pembroke area.
4. *Madameek Cooking Classes*: Continue to be a huge success with the classes both fully booked and had waiting lists for each.
5. *Important to Note*: Adult programs are becoming more popular, not only with our library patrons, but with local businesses and organizations who are finding it a great place to let people know who they are, where they are and what they do while offering a free educational, recreational or informational service. We are constantly being asked what programs are coming up next and when next month's program brochure will be available. This is a very good sign and shows us that this is something the community wants and looks forward to. Presenters have also started approaching me asking to take part in programs. We are also being approached by businesses who wish to sponsor library events.

## Highlights from the Children and Teen Department (submitted by M. Wakeiam):

1. *Anti-bullying Contest*: The contest was a success with the winner having her poster professionally printed and displayed at her school and in the library.
2. *Storytime Supreme*: The program continues to be a huge success with approximately 18 children and 14 adults attending. Beth Ethier was our guest speaker with the children getting a sneak peek into the police cruiser.

3. *Dino Night*: 15 excited children aged 3-8 years heard stories, played games and made dinosaur feet.
4. *TAG*: Group continues to grow and currently has approximately 10 regular members, with the last meeting having attendance of 16. The last meeting also had a presentation given by the Renfrew County Health Unit's Teen group, called LML (Love My Life). This group will be partnering with the library in future events.
5. *Class Visits*: November had 5 class visits (approx... 104 students). Every Monday and Friday is already booked for the month of December with class visits.
6. *Santa Claus Parades*: On Sunday, Nov 17th and we had approximately 30 people signed up to participate in our float! There were four families and ten volunteers. The float was decorated on Friday the 15th with the help of teen volunteers. The teen volunteers (some of whom were dressed as book characters) handed out candy canes. We will also be participating in the Pembroke Santa Claus Parade on Nov. 30<sup>th</sup>.

**Other Points of Interest:**

1. The massive weeding and clean-up continues. Everyone has been pitching in, but it is a huge project.
2. Panel /wall toys were purchased for the front of the circulation desk so that children now have something to play with while parents sign out books. This idea was first suggested to me by Stephanie King.
3. M. Jacques has begun going through our heritage collection to evaluate, preserve, and scan what is in the collection. She has found some great items and we are planning a "Heritage Day" for February, 2014.
4. L. Tweedie has set up to our eReaders to allow patrons to access and download eBooks from our OverDrive site using their library card number and PIN.
5. L. Tweedie has also set up NextReads newsletters for Adult books and audiobooks. Subscribers provide an email address and receive their choice of newsletters announcing new arrivals in Mystery, Historical Fiction, History and Current Events, Fantasy, Romance, A-Z Fiction, etc. Board members are encouraged to subscribe and provide feedback. Find the sign up page under the Services tab >> For Readers >> What should I read next? OR Click on the NextReads button featured on the Library's homepage.
6. World Book Online – Now available to our users. This database can be accessed freely at the library or from home by entering a library card number. Find it under the Collections tab >> Online Databases.