



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Wednesday, December 18, 2013**

Call to Order: The meeting was called to order at 6:05 pm.

Attendance: E. Chow, T. Sabourin, C. Higgins, N. Chan, K. Thompson

Regrets: B. Almon Felhaber, J. Carmody, J. Gardner

Approval of Agenda: Motion #1:

Moved by T. Sabourin, seconded by N. Chan that the agenda for the December 18, 2013 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: nil

Minutes: Motion #2:

Moved by C. Higgins, seconded by N. Chan that the minutes of the November 27, 2013 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: nil

Treasurer's Report: Motion #3:

Moved by N. Chan, seconded by T. Sabourin that the financial statement for the period ending November 30, 2013 and payment of accounts reflected therein be approved as submitted with expenditures of \$ 50 747.57. Carried.

Motion #4:

Moved by N. Chan, seconded by C. Higgins that the projected end of year surplus of approximately \$ 42 680.00 be carried forward for the following: engineering report, wage and pay equity review, internet upgrade and furniture replacement. Carried.

CEO's Report: Motion #5:

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

Outstanding Business: a) **Meeting Timings** – The Board members had differing opinions on the optimum time for meetings. It was decided to begin the January meeting at 4:00 pm and a vote will take place then for a permanent time.

b) **Engineering Report Update** – We expect a report from McIntosh Perry before the end of the year. This will indicate exactly when all systems will need to be replaced including a 20 year plan for replacement.

New Business: a) **New Chairs for the Rotary Room** – The CEO made a request for authorization to purchase new chairs. She has safety concerns with age and condition of the present chairs. Replacements should be ergonomic and stackable for storage. The Board suggested that she research local sources and provide quotes at the next meeting.

Member Input: Ed Chow will be away for the January meeting.

Next Meeting: Wednesday, January 22, 2014 at 4:00 pm.

Adjournment: Motion #6:
Moved by C. Higgins, seconded by N. Chan that the meeting of December 18, 2013 be adjourned at 7:12pm. Carried.

per 

E. Chow, Chairperson



C. Higgins, Secretary

Date

Jan. 22, 2014

Petawawa Public Library
Comparative Income Statement

01/2013 to 11/30/2013

Actual 01/01/2013 to 11/30/2013

2012 Budget Amounts

REVENUE

Operating Funds						
Provincial Grant		0.00	0.00		22,892.00	0.00%
Municipal Subsidy		41,137.63	463,291.38		504,429.11	91.84%
Total Operating Funds		41,137.63	463,291.38		527,321.11	87.86%
Fees & Fines						
Fines		521.35	6,239.93		7,000.00	89.14%
Damaged/Lost Items		9.00	425.24		-	
Photocopy		39.90	614.40		700.00	87.77%
Fax		106.00	1,284.53		1,800.00	71.36%
Public Internet Revenue		188.10	1,836.80		2,800.00	65.60%
Non-Resident Fee		30.00	855.00		1,000.00	85.50%
Rotary Room/Lobby Revenue		171.00	2,448.00		2,500.00	97.92%
Total Fees & Fines		1,065.35	13,703.80		15,800.00	86.73%
Fundraising						
Used Books Sale		163.10	3,918.55		3,652.46	107.29%
Library Garden		0.00	0.00			
Cash Donations		0.00	525.00		1,000.00	52.50%
Total Fundraising		163.10	4,443.55		4,652.46	95.51%
Other Revenue						
Program Revenue		338.55	2,251.79		1,000.00	225.18%
Bank Interest		62.91	747.52		500.00	149.50%
Pay Equity Funding		0.00	0.00		22,110.00	0.00%
Grant Summer Student		0.00	2,463.00		2,400.00	102.63%
Other Provincial Grants		735.58	1,598.53		-	
Miscellaneous		0.00	20,377.58		500.00	4075.52%
Capital Revenue		0.00	0.00			
Total Other Revenue		1,137.04	27,438.42		26,516.00	103.48%
TOTAL REVENUE		43,503.12	508,877.25		574,289.57	88.61%
EXPENSE						
Administration						
EHT Expense		376.31	4,043.63			
WSIB Expense		87.33	938.39			
Salaries - Staff		25,546.00	265,489.83			
CPP Expense		1,113.53	11,618.62			
EI Expense		672.44	7,197.36			
Total Payroll Expense		27,795.61	289,287.63		345,858.00	83.64%
Benefits - Staff		9,113.21	78,511.08		77,038.57	101.91%
Salary Cost - Summer Student		0.00	5,990.40		6,000.00	99.84%
Office & Material Supplies		253.61	4,532.12		3,500.00	129.49%
Telephone & Fax		0.00	1,534.93		3,000.00	51.16%
Postage		0.00	87.23		300.00	29.08%

01/2013 to 11/30/2013

Actual 01/01/2013 to 11/30/2013

2013 Budget Amounts

OLC Costs		0.00		13,993.94			16,500.00	84.81%
Internet Access		0.00		1,899.26			3,000.00	63.31%
Webpage		0.00		374.72			500.00	74.94%
Interest and Service charges		119.46		765.88			-	
Audit		0.00		1,412.82			6,000.00	23.55%
Bookkeeping Expense		615.25		2,932.50				
Association Dues		750.00		1,794.15			1,000.00	179.42%
Conference & Training		1,172.65		9,884.12			7,500.00	131.79%
Misc. Board Expenses		0.00		7,071.71			12,000.00	58.93%
Total Administration		39,819.79		420,072.69			482,196.57	87.12%
Collection Development & Services								
Books		4,355.17		46,132.93			38,272.00	120.54%
MARC Records		498.46		3,428.15			4,000.00	85.70%
AV - Talking Books	321.41			4,459.94				
AV - Videos/DVDs	536.80			10,124.99				
AV - CDs (Music)	186.19			885.48				
AV - CD-ROMs	0.00			164.43				
AV - Other (kits)	0.00			0.00				
Total Audio-Visual		1,044.40		15,634.84			12,500.00	125.08%
Periodicals		-13.97		2,857.31			3,250.00	87.92%
On-line databases		0.00		3,448.95			7,500.00	45.99%
Programming Children	708.45			4,186.86				
Programming Adults	0.00			1,768.44				
Total Programming		708.45		5,955.30			5,500.00	108.28%
xxx		0.00		0.00			-	
Total Collection & Services		6,592.51		77,457.48			71,022.00	109.06%
Equipment & Furniture								
Capital Projects		0.00		0.00				
Computer Software, Repair		549.51		3,222.42			3,000.00	107.41%
Photocopier & Printer Supplies		0.00		936.75			11,000.00	8.52%
Equipment Rental/Maintenance		383.29		4,803.33			1,500.00	320.22%
Total Equipment & Furniture		932.80		8,962.50			15,500.00	57.82%
Building								
Insurance		0.00		1,688.04			2,100.00	80.38%
Building Maintenance/Repair		0.00		4,849.75			10,000.00	48.50%
Janitorial Services & Supplies		0.00		18,965.36			25,000.00	75.86%
Heating		0.00		2,482.18			3,500.00	70.92%
Total Building Expenses		0.00		27,985.33			40,600.00	68.93%
Other Expenses								
Miscellaneous		63.62		2,742.36			1,500.00	182.82%
Total Other Expenses		63.62		2,742.36			1,500.00	182.82%
Capital Projects								
Equipment & Furniture Purchases		3,338.85		4,733.56			3,000.00	157.79%
Computer Replacement		0.00		0.00			3,000.00	0.00%

10/1/2013 to 11/30/2013

Actual 01/01/2013 to 11/30/2013

2013 Budget Amounts

	10/1/2013 to 11/30/2013	Actual 01/01/2013 to 11/30/2013	2013 Budget Amounts	
Total Capital Projects	3,338.85	4,733.56	6,000.00	78.89%
Year End Adjustments				
Amortization expenses	0.00	0.00		
Total Y/E Adjustments	0.00	0.00		
TOTAL EXPENSE	50,747.57	541,963.92	616,818.57	87.86%
NET INCOME	-7,244.45	-33,076.67	-42,529.00	(prior yr surplus)

Petawawa Public Library
Balance Sheet As at 11/30/2013

ASSET

Current Assets

GST Rebate on books - 100%1	4,249.85	
HST Rebate Other - 86.46%	<u>21,433.81</u>	
GST Total Rebate		25,683.66
Accrued Interest Receivable		46.03
Petty Cash	200.00	
Cash Float	<u>50.00</u>	
Cash On Hand		250.00
Receivables not used		0.00
TD Chequing Account		7,016.52
Other accrued revenue		-137.36
Reserve Fund COH		<u>0.00</u>
Total Current Assets		<u><u>32,858.85</u></u>

Other Assets

Capital Fund COH		0.00
Due to Capital Fund		0.00
Due from reserves		0.00
Prepaid expense		<u>0.00</u>
Total Other Assets		<u><u>0.00</u></u>

Capital Assets

Land Improvements	12,022.37	
Furniture, Equipment & Computer Har	365,001.00	
Circulations	778,423.22	
Accum Amort - Land Improvements	-3,781.25	
Accum Amort - Furniture, Equip & Co	-230,485.47	
Accum Amort - Circulations	<u>-653,213.58</u>	
Total Capital Assets		<u><u>267,966.29</u></u>

TOTAL ASSET		<u><u><u>300,825.14</u></u></u>
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LIABILITY

Current Liabilities

Trade Accounts Payable	1,713.11	
Accrued Liabilities	37.81	
Deferred Revenue	8,972.99	
Vacation Payable	0.02	
Vacation Payable Adjustment	0.00	
CPP Payable	166.86	

El Payable	94.37	
Income Tax Payable	<u>120.68</u>	
Receiver General Payable		381.91
EHT Payable		4,043.63
WSIB Payable		41.89
OMERS Payable		2,311.49
Staff Association Payable		175.00
Expansion Donations		0.00
Reserve		0.00
Bank discrepancy		<u>0.00</u>
Total Current Liabilities		<u>17,677.85</u>

TOTAL LIABILITY 17,677.85

EQUITY

Equity

Capital Expansion Reserve		0.00
Prior year surplus(deficit)		48,257.67
Equity Adjustments		0.00
Capital fund equity		267,966.29
Current Earnings		-33,076.67
Reserve Fund - Contingency		0.00
Reserve Fund - Building		0.00
Reserves		<u>0.00</u>
Total Equity		<u>283,147.29</u>

TOTAL EQUITY 283,147.29

LIABILITIES AND EQUITY 300,825.14

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CEO's REPORT November-December 2013

Special Programs and Displays:

- The Festival of Trees continues in the library hallway
- The Valley Artisans have new items in the display cases for the month

Workshops and Meetings:

M. Jacques:

- Completed the Advanced excel course "Dealing with Difficult Situations"
- Spent one week working with a library student from Algonquin College who was doing her placement with us.

L. Tweedie:

- Has been working with Brian Cook to continue to update and tweak the webpage including: adding the online registration for the Homebound service, working on an online calendar which will combine all library events and holidays in one location, and exploring ways for the programming staff to have access and capability to update and create their own content

S. King:

- Completed her cataloguing course through Mohawk College with a final grade of 97%...Congrats, Stephanie!

K. Thompson

- Met with Erick Sodhi from Stoneworks Technologies to explore solutions for our wireless and public Internet. A report will be forthcoming.
- Completed her latest course, Library Programming, towards her MS(LIS)

Grants and Subsidies:

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

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

- Christmas Cheer was a great success and covered by both the Daily Observer and the Petawawa Post who responded positively to the press releases sent to them. We had successful events throughout the day and a great turnout!

- The Tree Festival is in full swing and the hallway looks amazing, people have been voting and our ballot box gets fuller every day. A positive partnership is forming with Chartwell Pembroke Heritage Retirement Residence who have graciously offered to donate the \$100 prize for the Tree Festival winner, as well they will be coming back in the new year to do more free cooking classes for us.
- The Winter Book Sale was on December 12-14. This is the first year we are doing a winter book sale so we will be waiting to monitor the success.
- Preparations are going well for Volunteer Appreciation Night. Food has been purchased and some teen volunteers have been recruited to help throughout the night. Thank you cards have been written and gifts purchased for our wonderful volunteers to let them know how much they are appreciated.

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

- Weeding continues and there is still much to do to get through the Children's collections. There is still a lot to do, though, and Stephanie and I would like to take a Sunday in the New Year to get through a big chunk.
- November/December programs have gone really well! There are only 4 more programs left for 2013: Gingerbread House Party (this event is full and has a long waitlist), French Storytime, Story Crafternoon, and PAWS to Read.
- We are very happy with how Christmas Cheer went! We had registered 50 families for the kids' storytime/cookie decorating from 2-3 (which was held in the Rotary Room), but only about half showed up despite being reminded. However, the reduced size was much more manageable. Stephanie started with some stories and then there was cookie decorating and a snowflake craft station. 15 carolers from the Pembroke Community Choir came to perform from 2-3pm. We also had free snacks in the hallway and Erika had her cookie swap in the kids programming room. At 3, Santa and Mrs. Claus came and read a story by the fireplace and then Santa visited with the children (thanks to Bob Mackenzie and Ruth Murdok!). The Petawawa Post dropped by and interviewed Erika and Meagan.
- An author visit by Susan Aguilo is being planned for March Break, but we are still in communication about solidifying the plans.
- Class visits slowed down a little in November but are picking up again as we approach Christmas break.
- Reading Buddies has finished for the first session but some of them have decided to continue anyway. We will start again in February and some parents have requested to have the same reading buddy again in the winter.

- Our second teen book club meeting was a little more successful with 4 participants. We had a great discussion on dystopian sci-fi books and then two weeks later we went to see *Catching Fire* together. We paid admission for book club members and lots of other volunteers came as well (they just paid for themselves). We took up the entire first row of the theatre!
- One of our teen volunteers, Morgan Cummings, won our Teen Writing Contest. We are going to have an event on January 11th where those who submitted stories can come and read their entries, and some other teens have expressed interest in performing at this event as well.
- Christmas Parades: On Nov. 15th, about a dozen teen volunteers helped us decorate the float. 10 teen volunteers and 8 family volunteers participated in the Petawawa parade with us. 9 teen volunteers and 3 family volunteers participated in the Pembroke parade with us. The Civic Centre provided the truck in both parades and helped Stephanie and Meagan out a lot when setting up the float.

Other Points of Interest:

1. The massive weeding and clean-up continues. Shelves are looking better and better.
2. DA Godin did a beautiful job of decorating the adult department for Christmas.
3. E. Malins and DA Godin helped to create a beautiful atmosphere for the Town Christmas party through hard work and lots of creativity.
4. We had a student placement from Algonquin for 2 weeks. She will be returning at the end of January to complete her final week.
5. We have been receiving many cards and treats from our wonderful patrons for the holiday season, attesting to the great service being provided by the staff.

*May You All Enjoy a Wonderful Christmas
Filled with Family and Friends*

