

Petawawa



Library

Public

16 Civic Centre Road, Petawawa, Ontario K8H 3H5
Tel: (613) 687-2227 • Fax: (613) 687-2527

**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, April 28, 2014**

Call to Order: The meeting was called to order at 4:00 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 T. Sabourin, seconded by J. Carmody that the agenda for the April 28, 2014 Library Trustee Board meeting be accepted as presented. Carried.

Conflict of Interest: nil

2013 Audit Presentation: Tami Sylvestre of Welch LLP Chartered Accountants presented a summary of the auditor's report for 2013. She stated that the Library had a better year in 2013 but that there was still room for improvement. Tami made several suggestions which will be implemented this year. Overall the outlook is favourable.
Motion # 2:
Moved by B. Almon Felhaber, seconded by T. Sabourin to approve the Audited Financial Statement for 2013. Carried.

Minutes:

Motion # 3:
Moved by C. Higgins, seconded by N. Chan that the minutes of the March 24, 2014 meeting of the Library Board Trustees be accepted as amended by removal of Motion # 7. Carried.

Correspondence: A letter was received from the Rotary Club giving the Library permission to use the excess funds from their donation towards the purchase of new chairs for the Rotary Room.
Motion # 4:
Moved by N. Chan, seconded by J. Carmody the excess funds donated by the Rotary Club be used to replace chairs in the Rotary Room. Carried.

Treasurer's Report: Motion # 5:
Moved by B. Almon Felhaber, seconded by N. Chan that the financial statement for the period ending March 31, 2014 and payment of accounts reflected therein be approved as submitted with expenditures of \$ 62 784.97. Carried.

CEO's Report: Motion # 6:
Moved by C. Higgins, seconded by T. Sabourin that the CEO's Report of April, 2014 be accepted as presented. Carried.

Old Business: a) Budget/Staff Hours – No Board motion is required for these changes but formal notification to staff should be made and kept on file.
b) Strategic Planning – A facilitator is needed to work with Kelly in this process but several issues must be worked out before a facilitator is required. By consensus of the Board T. Sabourin will work with Kelly in this process.

New Business: a) Homebound Policy – The Board agreed that this should not apply to long-term care facilities as they are not located in Petawawa at this time. Volunteers should have a minimum of \$2 million dollars of liability insurance on their vehicles. The Homebound service should be part of a procedures manual which is in the process of being completed.

b) Town Health and Safety Manual – This has now been officially approved by the Town and the Board recommends that the Library adopt the Town policy. A document will be drawn up for the next meeting.
c) Final Marketing Report – This was the result of a partnership with Algonquin College. It offers many excellent suggestions, especially for vision and mission statements, and could be a part of the strategic planning process.

Member Input: Betty attended a Trustee Council meeting recently and sent out notes to the Board.
Theresa gave kudos to the gentleman from Deep River who praised our Library at the recent Showcase event.
Ed suggested reserving parking spots for parents with young children but it was generally thought that this would not be feasible.

Next Meeting: May 26, 2014 at 4:00 pm.

Adjournment: Motion # 7:

Moved by C. Higgins, seconded by T. Sabourin that the meeting of April 28, 2014 be adjourned at 5:45 pm. Carried.

E. Chow, Chairperson

C. Higgins/Secretary

Date

2014 05 26

Petawawa Public Library
Comparative Income Statement

REVENUE	Mar-14	Jan - March 2014	2013 Budget	2014 Year to Date
Operating Funds	0.00	0.00	22,892.00	0.00
Provincial Grant	41,137.63	41,137.63	504,429.11	129,879.36
Municipal Subsidy	41,137.63	123,412.89	527,321.11	129,879.36
Total Operating Funds	82,275.26	164,550.52	1,254,642.22	259,758.72
Fees & Fines	452.30	1,411.10	7,000.00	1,677.20
Fines				
Damaged/Lost Items	28.50	106.95	350.00	152.00
Photocopy	49.20	134.35	650.00	133.45
Fa:	223.80	453.35	1,250.00	332.96
Public Internet Revenue	247.85	694.65	2,000.00	492.95
Non-Resident Fee	30.00	152.00	1,000.00	300.00
Rotary Room/Lobby Revenue	350.00	1,241.00	2,500.00	780.00
Total Fees & Fines	1,381.65	4,193.40	14,750.00	3,868.55
Fundraising	838.74	838.74	6,000.00	0.00
Fundraising not in use (was Used Book Sales)	-418.65	0.00	0.00	668.80
Librari Garden	0.00	0.00	0.00	0.00
Cash Donations	20,000.00	20,000.00	600.00	100.00
Total Fundraising	20,420.09	20,838.74	6,600.00	768.80
Other Revenue	0.00	0.00	1,500.00	185.09
Program Revenue				
Bank Interest	46.32	115.37	500.00	190.50
Pay Equity Funding	0.00	0.00	22,116.00	0.00
Grant Summer Student	0.00	0.00	2,450.00	0.00
Other Provincial Grants	0.00	0.00	1,500.00	0.00
Other Grants	0.00	833.05	2,000.00	0.00
Miscellaneous Revenue	66.00	66.00	750.00	6,045.55
Capital Revenue	0.00	0.00	0.00	0.00
Total Other Revenue	46.32	1,014.42	30,816.00	6,421.14
TOTAL REVENUE	62,985.69	149,459.45	579,487.11	140,937.85
EXPENSE				
Administration	526.29	1,255.94	0.00	918.03
EHT Expense	121.73	290.49	0.00	213.04
WSIB Expense	35,802.59	78,704.05	354,270.00	59,316.31
CPT Expense	1,604.73	3,760.39	0.00	2,573.68
El Expense	942.35	2,248.70	0.00	1,615.40
Total Payroll Expense	38,997.69	86,259.57	354,270.00	64,636.46
Benefits - Staff	5,890.61	20,210.85	82,528.00	20,803.89
Salary Cost - Summer Student	0.00	0.00	6,000.00	0.00
Office Supplies & Postage	135.52	353.99	2,000.00	718.77
Telephone & Fax	285.48	421.77	2,000.00	570.17
Library Supplies	231.91	231.91	1,000.00	1.07
Fundraising & Promo Expense	12.98	1,260.94	500.00	0.00
OLC Costs	0.00	10,292.03	15,250.00	6,461.26
Internet Access	476.04	714.06	1,500.00	665.20
Internet Access	0.00	150.00	500.00	275.00
Webpage	219.93	505.78	900.00	25.00
Interest and Service charges	0.00	0.00	5,000.00	-8,000.00
Audit Fees	0.00	0.00	8,000.00	0.00
Bookkeeping Expense	0.00	690.00	0.00	0.00
Total Professional Fee	0.00	690.00	13,000.00	-8,000.00
Association Dues	-636.00	81.41	1,000.00	234.05
Conferences & Training	3,255.00	5,301.06	6,000.00	4,375.56
Misc. Board Expenses	0.00	0.00	2,000.00	63.04
Total Administration	48,869.16	126,473.37	488,448.00	90,829.47

Mar-14	Jan - March 2014	2013 Budget	Fiscal Year to Date
Books	2,095.04	3,409.15	8,242.40
E-Titles	0.00	0.00	0.00
MARC Records	238.06	335.12	662.81
AV - Talking Books	0.00	24.28	271.40
AV - DVDs	1,917.51	3,027.55	3,250.41
AV - CDs (Music)	0.00	0.00	119.75
AV - CD-ROMs	0.00	0.00	0.00
xrcs:	0.00	0.00	0.00
Total Audio-Visual	1,917.51	3,051.83	3,641.56
Periodicals	5.01	1,212.07	1,841.84
On-line databases	0.00	4,487.62	3,082.81
Children's Programs	-369.50	190.98	1,032.87
Adult Programs	92.91	421.14	831.57
Total Programming	-276.59	612.12	1,864.44
xrc:	0.00	0.00	0.00
Total Collection & Services	3,979.03	13,107.91	19,335.86
Equipment Maintenance	0.00	0.00	0.00
not in use (was Equip)	0.00	0.00	0.00
Computer Software & Maintenance	66.47	3,000.00	244.22
Photocopy & Printer Supplies	137.70	1,000.00	282.12
Equipment Rental/Maintenance	150.30	5,500.00	595.05
Total Equipment Maintenance	288.00	9,500.00	1,121.39
Building	0.00	1,800.00	0.00
Insurance	0.00	0.00	0.00
Building Maintenance/Repair	8,085.19	41,000.00	1,295.30
not in use (was Janitor)	0.00	0.00	6,667.67
Heating	1,290.88	4,550.00	1,213.05
Total Building Expenses	9,376.07	10,266.20	9,176.02
Other Expenses	272.71	466.01	0.00
Minor Equipment	0.00	0.00	0.00
Miscellaneous Expenses	25.44	6,000.00	859.44
Total Other Expenses	272.71	491.45	859.44
Equipment & Capital Projects	0.00	0.00	0.00
Capital Projects	0.00	0.00	0.00
Equipment & Furniture	0.00	0.00	0.00
Computer Replacement	0.00	3,375.69	0.00
Total Equipment & Capital Projects	0.00	3,375.69	0.00
Year End Adjustments	0.00	0.00	0.00
Amortization expenses	0.00	0.00	0.00
Total Y/E Adjustments	0.00	0.00	0.00
TOTAL EXPENSE	62,784.97	154,858.25	121,322.18
NET INCOME	200.72	-5,398.80	19,615.67
Prior Year Surplus	26,499.00	26,499.00	26,499.00
Monies from Reserves	30,000.00	30,000.00	30,000.00
	56,499.00	56,499.00	56,499.00

Petawawa Public Library
 Trial Balance As at 03/31/2014

Account Number	Description	Debits	Credits
1010	GST Rebate on books - 100%1	2,625.92	0.00
1015	HST Rebate Other - 86.46%	14,863.95	0.00
1055	Interest & Funds Receivable	331.51	0.00
1060	Petty Cash	200.00	0.00
1070	Cash Float	50.00	0.00
1075	Cash on Hand	0.00	0.00
1100	Receivables not used	0.00	0.00
1115	TD Chequing Account	21,847.51	0.00
1150	Enbridge deposit	0.00	0.00
1160	Other accrued revenue	0.00	0.00
1170	Reserve Fund COH	0.00	0.00
1175	Building Fund GIC's	0.00	0.00
1200	Contingency Fund GIC's	0.00	0.00
1205	Capital Fund COH	0.00	0.00
1300	Due to reserve fund	0.00	0.00
1301	Due from revenue fund	0.00	0.00
1302	Due to Capital Fund	0.00	0.00
1400	Due from reserves	0.00	0.00
1600	Interest receivable	0.00	0.00
1700	Prepaid expense	909.47	0.00
1905	Land Improvements	12,022.37	0.00
1910	Furniture, Equipment & Computer Har	365,001.00	0.00
1915	Circulations	849,521.92	0.00
1955	Accum Amort - Land Improvements	3,781.25	0.00
1960	Accum Amort - Furniture, Equip & Co	230,485.47	0.00
1965	Accum Amort - Circulations	653,213.58	0.00
2100	Accounts Payable	0.00	1,178.79
2200	Accrued Liabilities	0.00	150.00
2205	Deferred Revenue	0.00	10,038.82
2305	Vacation Payable	0.00	0.00
2306	Vacation Payable Adjustment	0.00	0.00
2310	CPP Payable	0.00	3,376.32
2315	EI Payable	0.00	1,709.84
2320	Income Tax Payable	0.00	6,093.98
2330	EHT Payable	0.00	1,255.94
2335	WSIB Payable	0.00	121.73
2339	OMERS Payable	0.00	2,309.95
2345	Staff Association Payable	0.00	0.00
2750	Expansion Donations	0.00	0.00
2780	Reserve	0.00	0.00
2785	Reserve Fund - Building	0.00	0.00
2790	Reserves	0.00	0.00

2900	Bank discrepancy	0.00	0.00
3100	Capital Expansion Reserve	0.00	0.00
3500	Prior year surplus(deficit)	0.00	91,090.49
3598	Equity Adjustments	0.00	0.00
3599	Capital fund equity	0.00	267,966.29
3780	Reserve Fund - Contingency	0.00	0.00
3785	Reserve Fund - Building	0.00	0.00
3790	Reserves	0.00	0.00
4010	Provincial Grant	0.00	0.00
4020	Municipal Subsidy	0.00	123,412.89
4110	Fines	0.00	1,411.10
4115	Damaged/Lost Items	0.00	106.95
4120	Photocopy	0.00	134.35
4130	Fax	0.00	453.35
4140	Public Internet Revenue	0.00	694.65
4150	Non-Resident Fee	0.00	152.00
4170	Rotary Room/Lobby Revenue	0.00	1,241.00
4305	Fundraising	0.00	838.74
4310	not in use (was Used Book Sales)	0.00	0.00
4320	Library Garden	0.00	0.00
4330	Cash Donations	0.00	20,000.00
4405	Program Revenue	0.00	0.00
4410	Bank Interest	0.00	115.37
4415	Pay Equity Funding	0.00	0.00
4420	Grant Summer Student	0.00	0.00
4430	Other Provincial Grants	0.00	0.00
4450	Trillium Grant	0.00	0.00
4460	Other Grants	0.00	833.05
4495	Capital Revenue	0.00	0.00
5051	xxx	0.00	0.00
5103	EHT Expense	1,255.94	0.00
5104	WSIB Expense	290.49	0.00
5105	Salaries - Staff	78,704.05	0.00
5106	CPP Expense	3,760.39	0.00
5107	EI Expense	2,248.70	0.00
5110	Benefits - Staff	20,210.85	0.00
5115	Salary Cost - Summer Student	0.00	0.00
5140	Office Supplies & Postage	353.99	0.00
5145	Telephone & Fax	421.77	0.00
5150	Library Supplies	231.91	0.00
5160	Fundraising & Promo Expense	1,260.94	0.00
5161	OLC Costs	10,292.03	0.00
5162	Internet Access	714.06	0.00
5163	Webpage	150.00	0.00
5165	Interest and Service charges	505.78	0.00
5170	Audit Fees	0.00	0.00

5171 Bookkeeping Expense	690.00	0.00
5175 Association Dues	717.41	0.00
5180 Conference & Training	5,301.06	0.00
5190 Misc. Board Expenses	0.00	0.00
5305 Books	3,409.15	0.00
5307 E-Titles	0.00	0.00
5310 MARC Records	335.12	0.00
5315 AV - Talking Books	24.28	0.00
5320 AV - DVDs	2,391.55	0.00
5325 AV - CDs (Music)	0.00	0.00
5330 AV - CD-ROMs	0.00	0.00
5332 xxxxxx	0.00	0.00
5340 Periodicals	1,212.07	0.00
5345 xxx	0.00	0.00
5350 On-line databases	4,487.62	0.00
5355 xxx	0.00	0.00
5360 xxx	0.00	0.00
5371 Children's Programme	190.98	0.00
5373 Adult Programmes	421.14	0.00
5380 xxx	0.00	0.00
5510 not in use (was Equip)	0.00	0.00
5512 not in use (was Cap. Projects)	0.00	0.00
5515 xxx	0.00	0.00
5540 Computer Software & Maintenance	66.47	0.00
5550 Photocopier & Printer Supplies	366.03	0.00
5560 Equipment Rental/Maintenance	711.13	0.00
5610 Insurance	0.00	0.00
5620 Building Maintenance/Repair	8,085.19	0.00
5630 not in use (was Janitorial)	0.00	0.00
5640 Heating	2,181.01	0.00
5720 Minor Equipment	466.01	0.00
5750 Miscellaneous Expenses	25.44	0.00
5782 Capital Projects	0.00	0.00
5788 Equipment & Furniture	0.00	0.00
5796 Computer Replacement	3,375.69	0.00
5800 Amortization expenses	0.00	0.00
5990 Contributions to own municipality	0.00	0.00
	1,422,231.90	1,422,231.90



CEO's REPORT April 2014

Workshops and Meetings:

- First Aid training and the Training Programs as prescribed by the Occupational Health and Safety Awareness and Training Regulation are currently being undertaken by all staff.
- CEO will be attending the "Future of Libraries" event in Toronto from April 30 - May 2

Grants and Subsidies:

- Municipal subsidy of \$41,137.36 received for April
- Confirmation received via telephone that we have been successful in getting the funds for our Summer Student

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

- The Petawawa Library had a booth at the Spring Showcase
- Not much to report as majority of April's programs are occurring in the last 3 days of the month
- Homebound program is up and running with 7 applicants already registered (just awaiting policy approval)

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

- Playdough Club and Lego Club continue to be extremely popular
- Last family movie night had 21 people in attendance.
- 30 children attended the Easter Crafternoon and Egg Hunt
- Upcoming children's programs and events for the rest of April and May include:
 - PAWS to Read
 - Storytime
 - Baby Storytime
 - Storytime in the Park
 - Mother's Day Strawberry Social
 - Bonjour les Amis! French Storytime
 - Baby Storytime

- Info on our Annual Giant Books Sale and Special VIP tickets
- Storytime Fair and Art Festival
- Upcoming May-June Program Pamphlet
- Once again being able to purchase Book Spines
- Garden of Books

WATCH FOR:

- The weeding process continues and is having a positive effect as circulation numbers increased for the first time in 4 years.
- Staff "2013 Year-In-Review" evaluations have been completed. The month of May will see the development and implementation of the new competencies document and goal setting.

Other Points of Interest:

- Through special programs that cost money and the sale of snacks, \$738.85 has been collected as revenue. Some will be spent on upcoming programs.
- Upcoming teen programs and projects includes:
 - Vine contest
 - Writing club
 - No Slumber Party
 - Movie Night (Based on YA books)
- Easter Crafternoon and Egg Hunt
- Spring and Earth Day Planting Party