



16 Civic Centre Road, Petawawa, Ontario K8H 3H5  
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**Minutes of the Meeting of the Petawawa Library Board of Trustees  
Monday, May 26, 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,  
J. Gardner, K. Thompson

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

Moved by T. Sabourin, seconded by J. Carmody that the agenda for the  
May 26, 2014 Library Trustee Board meeting be accepted as amended.  
Carried.

**Conflict of Interest:** nil

**Minutes:** Motion #2:

Moved by C. Higgins, seconded by N. Chan that the minutes of the  
April 28, 2014 Library Trustee Board meeting be accepted as presented.  
Carried.

**Correspondence:** A letter was received requesting nominations for the Ontario Medal for  
Good Citizenship. The deadline for applications is July 17, 2014.

**Treasurer's Report:** Motion #3:

Moved by B. Aimon Felhaber, seconded by J. Gardner that the financial  
statement for the period ending April 30, 2014 and payment of accounts  
reflected therein be approved as submitted with expenditures of \$ 34 928.11.  
Carried.

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

Moved by N. Chan, seconded by J. Gardner that the CEO's Report of May, 2014  
be accepted as presented. Carried.

**Old Business:** a) **Pay Equity Plan** – Motion # 5:

Moved by J. Carmody, seconded by T. Sabourin that the Board of the PPL accept,

for information, the "Pay Equity Plan" posted on Feb. 10, 2014 as prepared by Templeman Meninga. Carried.

**b) Strategic Planning** – A review of previous strategic planning is being conducted by the CEO and the Chair of the Personnel Committee.

**New Business:** nil

**Member Input:** While attending the Comic Convention in Ottawa recently, Nick was surprised to see information for Ottawa Public Library services interspersed with many activities.

James Gardner was interested in opportunities to fund raise for the Library during various events in Petawawa such as Rib Fest. This will be considered. The date for the Board's summer barbecue was tentatively set for August 6<sup>th</sup> at Theresa's. James Carmody wished to clarify the issue of retroactive pay from the Pay Equity Plan.

Motion #6:

Moved by J. Carmody, seconded by E. Chow that the board of the PPL rejects the recommendations of Templeman Meninga to make the retroactive date of the new pay grid 2013 Jan. 01. Carried.

James Carmody requested that the percentage of the year's budget be put back into the comparative income statement each month. This will begin in June.

Direction was given by the Board to the CEO to present the reorganizational plan for the Library by October 2014.

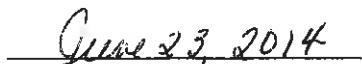
**Next Meeting:** June 23, 2014 at 4:00 pm.

**Adjournment:** Motion #7:

Moved by C. Higgins, seconded by N. Chan that the meeting of May 26, 2014 be adjourned at 5:12 pm. Carried.

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

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

  
\_\_\_\_\_  
Date

**Petawawa Public Library  
Comparative Income Statement**

	Apr-14	January - April 2014	2014 Budget	Prior Year -to-Date
<b>REVENUE</b>				
<b>Operating Funds</b>				
Provincial Grant	0.00	0.00	22,892.00	0.00
Municipal Subsidy	41,137.63	164,550.52	504,429.11	173,172.48
<b>Total Operating Funds</b>	<b>41,137.63</b>	<b>164,550.52</b>	<b>527,321.11</b>	<b>173,172.48</b>
<b>Fees &amp; Fines</b>				
Fines	490.65	1,901.75	7,000.00	2,033.70
Damaged/Lost Items	75.95	182.90	350.00	160.99
Photocopy	87.25	221.60	650.00	177.35
Fax	194.20	647.55	1,250.00	398.63
Public Internet Revenue	242.65	937.30	2,000.00	633.95
Non-Resident Fee	0.00	152.00	1,000.00	405.00
Rotary Room/Lobby Revenue	542.00	1,783.00	2,500.00	1,122.00
<b>Total Fees &amp; Fines</b>	<b>1,632.70</b>	<b>5,826.10</b>	<b>14,750.00</b>	<b>4,931.62</b>
<b>Fundraising</b>				
Fundraising	266.90	1,105.64	6,000.00	0.00
not in use (was Used Book Sales)	0.00	0.00	0.00	782.05
Library Garden	0.00	0.00	0.00	0.00
Cash Donations	120.00	20,120.00	600.00	100.00
<b>Total Fundraising</b>	<b>386.90</b>	<b>21,225.64</b>	<b>6,600.00</b>	<b>882.05</b>
<b>Other Revenue</b>				
Program Revenue	0.00	0.00	1,500.00	185.09
Bank Interest	35.25	150.62	500.00	268.44
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	6.35	72.35	750.00	19,961.07
Capital Revenue	0.00	0.00	0.00	0.00
<b>Total Other Revenue</b>	<b>41.60</b>	<b>1,056.02</b>	<b>30,816.00</b>	<b>20,414.60</b>
<b>TOTAL REVENUE</b>	<b>43,198.83</b>	<b>192,658.28</b>	<b>579,487.11</b>	<b>199,400.75</b>
<b>EXPENSE</b>				
<b>Administration</b>				
EHT Expense	370.96	1,626.90	0.00	1,375.66
WSIB Expense	85.80	376.29	0.00	319.28
Salaries - Staff	25,235.39	103,939.44	354,270.00	90,356.85
CPP Expense	1,119.88	4,880.27	0.00	3,887.64
EI Expense	664.18	2,912.88	0.00	2,431.33
<b>Total Payroll Expense</b>	<b>27,476.21</b>	<b>113,735.78</b>	<b>354,270.00</b>	<b>98,370.76</b>
Benefits - Staff	7,581.13	27,791.98	82,528.00	25,173.72
Salary Cost - Summer Student	0.00	0.00	6,000.00	0.00
Office Supplies & Postage	67.47	421.46	2,000.00	1,210.41
Telephone & Fax	0.00	421.77	2,000.00	570.17
Library Supplies	112.16	344.07	1,000.00	1.07
Fundraising & Promo Expense	98.59	1,359.53	500.00	0.00
OLC Costs	0.00	10,292.03	15,250.00	6,461.26
Internet Access	-371.85	342.21	1,500.00	665.20
Webpage	137.50	287.50	500.00	275.00
Interest -Payroll & Other Fees	161.19	666.97	900.00	182.32
Audit Fees	0.00	0.00	5,000.00	-8,000.00
Bookkeeping Expense	2,593.25	3,283.25	8,000.00	0.00
Other Professional Fees	0.00	0.00	0.00	0.00
<b>Total Professional Fees</b>	<b>2,593.25</b>	<b>3,283.25</b>	<b>13,000.00</b>	<b>-8,000.00</b>
Association Dues	16.28	97.69	1,000.00	422.31
Conference & Training	-8,609.38	-3,308.32	6,000.00	4,426.44
Misc. Board Expenses	50.00	50.00	2,000.00	153.71
<b>Total Administration</b>	<b>29,312.55</b>	<b>155,785.92</b>	<b>488,448.00</b>	<b>129,912.37</b>
<b>Collection Development &amp; Services</b>				
Books	3,363.95	6,773.10	25,000.00	19,799.91
E-Titles	0.00	0.00	0.00	0.00
MARC Records	264.46	599.58	2,500.00	960.56

	Apr-14	January - April 2014	2014 Budget	Prior Year -to-Date
AV - Talking Books	0.00	24.28	8,000.00	2,796.40
AV - DVDs	1,034.19	4,061.74	0.00	4,120.50
AV - CDs (Music)	0.00	0.00	0.00	272.10
AV - CD-ROMs	0.00	0.00	0.00	0.00
xxxxx	0.00	0.00	0.00	0.00
Total Audio-Visual	1,034.19	4,086.02	8,000.00	7,189.00
Periodicals	0.00	1,212.07	3,000.00	1,885.40
On-line databases	0.00	4,487.62	7,500.00	3,082.81
Children's Programme	158.53	349.51	3,000.00	1,201.76
Adult Programmes	88.14	509.28	2,000.00	882.24
Total Programming	246.67	858.79	5,000.00	2,084.00
xxx	0.00	0.00	0.00	0.00
<b>Total Collection &amp; Services</b>	<b>4,909.27</b>	<b>18,017.18</b>	<b>51,000.00</b>	<b>35,001.68</b>
<b>Equipment Maintenance</b>				
not in use (was Equip)	0.00	0.00	0.00	0.00
Computer Software & Maintenance	0.00	66.47	3,000.00	778.46
Photocopier & Printer Supplies	215.40	581.43	1,000.00	373.64
Equipment Rental/Maintenance	399.75	1,110.88	5,500.00	1,292.29
<b>Total Equipment Maintenance</b>	<b>615.15</b>	<b>1,758.78</b>	<b>9,500.00</b>	<b>2,444.39</b>
<b>Building</b>				
Insurance	0.00	0.00	1,800.00	0.00
Building Maintenance/Repair	0.00	8,085.19	41,000.00	1,417.72
not in use (was Janitorial)	0.00	0.00	0.00	8,578.93
Heating	0.00	2,181.01	4,550.00	1,656.76
<b>Total Building Expenses</b>	<b>0.00</b>	<b>10,266.20</b>	<b>47,350.00</b>	<b>11,653.41</b>
<b>Other Expenses</b>				
Minor Equipment	-33.86	432.15	1,000.00	0.00
Miscellaneous Expenses	125.00	150.44	1,500.00	870.29
<b>Total Other Expenses</b>	<b>91.14</b>	<b>582.59</b>	<b>2,500.00</b>	<b>870.29</b>
<b>Equipment &amp; Capital Projects</b>				
Capital Projects	0.00	0.00	30,000.00	0.00
Equipment & Furniture	0.00	0.00	2,188.11	0.00
Computer Replacement	0.00	3,375.69	5,000.00	0.00
<b>Total Equipment &amp; Capital Projects</b>	<b>0.00</b>	<b>3,375.69</b>	<b>37,188.11</b>	<b>0.00</b>
<b>Year End Adjustments</b>				
Amortization expenses	0.00	0.00	0.00	0.00
<b>Total Y/E Adjustments</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENSE</b>	<b>34,928.11</b>	<b>189,786.36</b>	<b>635,986.11</b>	<b>179,882.14</b>
<b>NET INCOME</b>	<b>8,270.72</b>	<b>2,871.92</b>	<b>-56,499.00</b>	<b>19,518.61</b>
Prior Year Surplus			<b>26,499.00</b>	
Monies from Reserve			<b>30,000.00</b>	
			<b>56,499.00</b>	

**Petawawa Public Library**  
**Balance Sheet As at 04/30/2014**

**ASSET**

**Current Assets**

GST Rebate on books - 100%1	2,794.61	
HST Rebate Other - 86.46%	<u>15,115.07</u>	
GST/ HST Total Rebate		17,909.68
Interest & Funds Receivable		593.32
Petty Cash	200.00	
Cash Float	<u>50.00</u>	
Cash On Hand		250.00
Receivables not used		0.00
TD Chequing Account		24,599.67
Other accrued revenue		10,579.19
Reserve Fund COH		<u>0.00</u>
<b>Total Current Assets</b>		<u><b>53,931.86</b></u>

**Other Assets**

Capital Fund COH		0.00
Due to Capital Fund		0.00
Due from reserves		0.00
Prepaid expense		<u>15,172.77</u>
<b>Total Other Assets</b>		<u><b>15,172.77</b></u>

**Capital Assets**

Land Improvements		12,022.37
Furniture, Equipment & Computer Har		366,944.62
Circulations		848,061.90
Accum Amort - Land Improvements		-4,382.37
Accum Amort - Furniture, Equip & Co		-258,735.87
Accum Amort - Circulations		<u>-713,454.06</u>
<b>Total Capital Assets</b>		<u><b>250,456.59</b></u>

**TOTAL ASSET** 319,561.22

**LIABILITY**

**Current Liabilities**

Accounts Payable		6,524.25
Accrued Liabilities		6,098.45
Deferred Revenue		10,038.82
Vacation Payable		0.00
Vacation Payable Adjustment		1,820.14
CPP Payable	2,239.76	

El Payable	1,042.14	
Income Tax Payable	<u>3,141.22</u>	
Receiver General Payable		6,423.12
EHT Payable		1,626.90
WSIB Payable		63.54
OMERS Payable		6,988.28
Staff Association Payable		150.00
Expansion Donations		0.00
Reserve		0.00
Bank discrepancy		<u>0.00</u>
<b>Total Current Liabilities</b>		<u><b>39,733.50</b></u>
<b>TOTAL LIABILITY</b>		<u><b>39,733.50</b></u>
<b>EQUITY</b>		
<b>Equity</b>		
Capital Expansion Reserve		0.00
Prior year surplus(deficit)		8,989.51
Equity Adjustments		0.00
Capital fund equity		267,966.29
Current Earnings		2,871.92
Reserve Fund - Contingency		0.00
Reserve Fund - Building		0.00
Reserves		<u>0.00</u>
<b>Total Equity</b>		<u><b>279,827.72</b></u>
<b>TOTAL EQUITY</b>		<u><b>279,827.72</b></u>
<b>LIABILITIES AND EQUITY</b>		<u><u><b>319,561.22</b></u></u>

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**Petawawa Public Library**

**Trial Balance As at 04/30/2014**

Account Number	Account Description	Debits	Credits
1010	GST Rebate on books - 100%1	2,794.61	0.00
1015	HST Rebate Other - 86.46%	15,115.07	0.00
1055	Interest & Funds Receivable	593.32	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	24,599.67	0.00
1150	Enbridge deposit	0.00	0.00
1160	Other accrued revenue	10,579.19	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	15,172.77	0.00
1905	Land Improvements	12,022.37	0.00
1910	Furniture, Equipment & Computer Har	366,944.62	0.00
1915	Circulations	848,061.90	0.00
1955	Accum Amort - Land Improvements	0.00	4,382.37
1960	Accum Amort - Furniture, Equip & Co	0.00	258,735.87
1965	Accum Amort - Circulations	0.00	713,454.06
2100	Accounts Payable	0.00	6,524.25
2200	Accrued Liabilities	0.00	6,098.45
2205	Deferred Revenue	0.00	10,038.82
2305	Vacation Payable	0.00	0.00
2306	Vacation Payable Adjustment	0.00	1,820.14
2310	CPP Payable	0.00	2,239.76
2315	EI Payable	0.00	1,042.14
2320	Income Tax Payable	0.00	3,141.22
2330	EHT Payable	0.00	1,626.90
2335	WSIB Payable	0.00	63.54
2339	OMERS Payable	0.00	6,988.28
2345	Staff Association Payable	0.00	150.00
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	8,989.51
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	164,550.52
4110 Fines	0.00	1,901.75
4115 Damaged/Lost Items	0.00	182.90
4120 Photocopy	0.00	221.60
4130 Fax	0.00	647.55
4140 Public Internet Revenue	0.00	937.30
4150 Non-Resident Fee	0.00	152.00
4170 Rotary Room/Lobby Revenue	0.00	1,783.00
4305 Fundraising	0.00	1,105.64
4310 not in use (was Used Book Sales)	0.00	0.00
4320 Library Garden	0.00	0.00
4330 Cash Donations	0.00	20,120.00
4405 Program Revenue	0.00	0.00
4410 Bank Interest	0.00	150.62
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
4490 Miscellaneous Revenue	0.00	72.35
4495 Capital Revenue	0.00	0.00
5051 xxx	0.00	0.00
5103 EHT Expense	1,626.90	0.00
5104 WSIB Expense	376.29	0.00
5105 Salaries - Staff	103,939.44	0.00
5106 CPP Expense	4,880.27	0.00
5107 EI Expense	2,912.88	0.00
5110 Benefits - Staff	27,791.98	0.00
5115 Salary Cost - Summer Student	0.00	0.00
5140 Office Supplies & Postage	421.46	0.00
5145 Telephone & Fax	421.77	0.00
5150 Library Supplies	344.07	0.00
5160 Fundraising & Promo Expense	1,359.53	0.00
5161 OLC Costs	10,292.03	0.00
5162 Internet Access	342.21	0.00
5163 Webpage	287.50	0.00
5165 Interest -Payroll & Other Fees	666.97	0.00
5170 Audit Fees	0.00	0.00



5171 Bookkeeping Expense	3,283.25	0.00
5172 Other Professional Fees	0.00	0.00
5175 Association Dues	97.69	0.00
5180 Conference & Training	0.00	3,308.32
5190 Misc. Board Expenses	50.00	0.00
5305 Books	6,773.10	0.00
5307 E-Titles	0.00	0.00
5310 MARC Records	599.58	0.00
5315 AV - Talking Books	24.28	0.00
5320 AV - DVDs	4,061.74	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	349.51	0.00
5373 Adult Programmes	509.28	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	581.43	0.00
5560 Equipment Rental/Maintenance	1,110.88	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	432.15	0.00
5750 Miscellaneous Expenses	150.44	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
	<u>1,489,228.20</u>	<u>1,489,228.20</u>

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## CEO's REPORT May 2014

### Workshops and Meetings:

- L. Tweedie completed a Time Management Workshop on April 24.
- K. Thompson will be attending the Library Committee Meeting on May 29<sup>th</sup> at the Mississippi Mills Public Library in Almonte.

### Grants and Subsidies:

- Municipal subsidy of \$41,137.36 received for April
- HST reimbursement received

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

- Spring Showcase: Spring Showcase was a great success; we were able to inform a lot of members in the community of our services and what the Petawawa Public Library has to offer. A lot of people who were already members and use our library frequently said that they had not realized we offer so many services and that they would be using more of them now that they know.
- Recent programs have included an Intermediate Excel Workshop and a Watercolour Painting Techniques class which both filled up quickly and had wait lists. We also held an educational and interactive event for Mother's Day in conjunction with the Children's Dept., a Cooking Class, Yoga Class and Social Media Workshop have also been very popular.
- Book Sale: V.I.P. Pre-Sale tickets are for sale at the front desk now for \$5 per ticket, we are hoping this special Pre-Sale night will generate extra income from the Book Sale.

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

- Playdough Club and Lego Club have continued to be very popular.
- 23 people attended the *Frozen* movie Night.
- Spring and Earth Day Planting Party and Mother's Day Strawberry Social were also very popular and well received.
- Upcoming children's programs and events for the rest of May and June include:
  - Homework Help
  - Playdough/Lego Clubs
  - Bonjour les Amis! French Storytime
  - Baby Storytime

- Storytime in the Park
  - Father's Day Crafternoon
  - P.A. Day Games in the Garden
  - Daddy and Me Storytime in the Park
  - Slushies in a Bag (as part of Civic Centre Days)
- Our summer student has been hired and plans will be underway shortly for our popular Summer Reading Program
  - Our TAG (Teen Advisory Group) members had a great idea for an end of summer teen/children's program: have an info night for students entering high school by current high school students (TAG members). This program is currently being put together.
  - One of our volunteers, Tass, will be running guitar lessons for all ages throughout June

### Other Points of Interest:

- 3 individuals have been hired as part of the casual pool to replace during vacations and/or sick days
- As a new way to plan library programs, the programmers are working from an Outcome Model. All programs are based on the outcomes they would like our patrons to leave with (ie.
- BookMyne, a mobile phone app that allows people to access their accounts, place holds and scan barcodes of books in the bookstore to immediately see if we have it at the library, is available for use by all library card holders.
- The Family Cycle club has donated two more bikes for the library's bicycle lending program. They also donated the helmets and locks to accompany the bikes.
- New chairs have been ordered for the Rotary Room
- *WATCH FOR:* Storytime Fair and Art Festival coming this summer!

