



16 Civic Centre Road, Petawawa, Ontario K8H 3H5

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**Minutes of the Meeting of the Petawawa Library Board of Trustees
Monday, November 24, 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 J. Carmody, seconded by T. Sabourin that the agenda for the November 24, 2014 Library Trustee Board meeting be accepted as amended. Carried.

Conflict of Interest: nil

Minutes: Motion # 2:

Moved by C. Higgins, seconded by J. Gardner that the minutes of the October 20, 2014 Library Trustee Board meeting be accepted as presented. Carried.

Correspondence: A thank you was received from the Petawawa Cycle Club thanking the Library for their support in the bike sharing program.

Treasurer's Report: The Revenue Canada audit indicated that the Library is an official charity. As such the charity requires its own bank account and cheques must be written from the "Corporation of the Town of Petawawa Public Library". The Board must follow the proper protocol for a charity organization.

Motion # 3:

Moved by B. Almon Felhaber, seconded by N. Chan that the financial statement for the period ending October 31, 2014 and payment of accounts reflected therein be approved as submitted with expenditures of \$ 63 877.34. Carried.

CEO's Report: Motion # 4:

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

Old Business: The Personnel Policy Manual update was approved at the February 2014 Board meeting by motion # 9.

New Business: a) Christmas Holiday Closure – Motion # 5:
Moved by T. Sabourin, seconded by J. Carmody that the Library close on December 27, 2014. Carried.

Closed Session: Motion # 6:
Moved by J. Carmody, seconded by J. Gardner that the Board enter a closed session to discuss personnel issues at 4:32 pm. Carried.

Motion # 7:
Moved by J. Carmody, seconded by C. Higgins that the Board leave closed session at 5:55 pm.

Member Input: Betty forwarded the Board members a summary of the recent Library Trustee Council meeting.
Cathy and Betty announced that they would not be back for another term on the Board.

Next Meeting: Special Meeting – Wednesday November 26, 2014 at 4:00 pm.
Monthly Meeting – Monday December 15, 2014 at 4:00 pm.

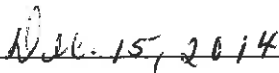
Adjournment: Motion # 8:
Moved by C. Higgins, seconded by J. Carmody that the meeting of November 24, 2014 be adjourned at 6:00 pm. Carried.



E. Chow, Chairperson



C. Higgins, Secretary



Date

EI Payable	1,608.19
Income Tax Payable	<u>5,307.74</u>
Receiver General Payable	10,274.89
EHT Payable	4,611.97
WSIB Payable	137.97
OMERS Payable	5,743.38
Staff Association Payable	0.00
Expansion Donations	0.00
Reserve	0.00
Bank discrepancy	0.00
Total Current Liabilities	<u>40,361.77</u>

TOTAL LIABILITY **40,361.77**

EQUITY

Equity

Capital Expansion Reserve	0.00
Prior year surplus(deficit)	26,499.21
Equity Adjustments	0.00
Capital fund equity	250,456.59
Current Earnings	-70,101.44
Reserve Fund - Contingency	0.00
Reserve Fund - Building	0.00
Reserves	0.00
Total Equity	<u>206,854.36</u>

TOTAL EQUITY **206,854.36**

LIABILITIES AND EQUITY **247,216.13**

Generated On: 11/10/2014

Petawawa Public Library

Trial Balance As at 10/31/2014

Account Number	Account Description	Debits	Credits
1010	GST Rebate on books - 100%1	997.94	0.00
1015	HST Rebate Other - 86.46%	8,038.09	0.00
1055	Interest & Funds Receivable	2,264.41	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	0.00	20,372.91
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	4,121.99	0.00
1905	Land Improvements	12,022.37	0.00
1910	Furniture, Equipment & Computer Har	366,944.62	0.00
1915	Circulations	849,521.92	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	6,430.74
2200	Accrued Liabilities	0.00	3,124.00
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	3,358.96
2315	EI Payable	0.00	1,608.19
2320	Income Tax Payable	0.00	5,307.74
2330	EHT Payable	0.00	4,611.97
2335	WSIB Payable	0.00	137.97
2339	OMERS Payable	0.00	5,743.38
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

5170 Audit Fees	1,540.02	0.00
5171 Bookkeeping Expense	8,607.75	0.00
5172 Other Professional Fees	5,720.63	0.00
5175 Association Dues / Memberships	504.73	0.00
5180 Conference & Training	4,691.93	0.00
5190 Misc. Board Expenses	130.63	0.00
5305 Books	20,639.34	0.00
5307 E-Titles	629.59	0.00
5310 MARC Records	1,780.09	0.00
5315 AV - Talking Books	399.24	0.00
5320 AV - DVDs	6,172.24	0.00
5325 AV - CDs (Music)	63.41	0.00
5330 AV - CD-ROMs	0.00	0.00
5332 xxxxx	0.00	0.00
5340 Periodicals	2,601.76	0.00
5345 xxx	0.00	0.00
5350 On-line databases	5,393.19	0.00
5355 xxx	0.00	0.00
5360 xxx	0.00	0.00
5371 Children's Programme	2,682.16	0.00
5373 Adult Programmes	1,516.69	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	633.50	0.00
5550 Photocopier & Printer Supplies	771.79	0.00
5560 Equipment Rental/Maintenance	3,821.72	0.00
5610 Insurance	794.82	0.00
5620 Building Maintenance/Repair	34,751.87	0.00
5630 not in use (was Janitorial)	0.00	0.00
5640 Heating	3,214.72	0.00
5720 Minor Equipment	159.44	0.00
5750 Miscellaneous Expenses	466.05	0.00
5782 Capital Projects	0.00	0.00
5788 Equipment & Furniture	3,322.46	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
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	1,776,643.59	1,776,643.59
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Generated On: 11/10/2014

Petawawa Public Library
Comparative Income Statement

	y-4 ds:				Forecast Amounts			2014 Budget	Prior Ytd
	Oct 2014	Jan-Oct 2014	% of budget	Nov-14	Dec-14	2014 total			
REVENUE									
Operating Funds									
Provincial Grant	0.00	0.00	0.00	22,892.00	22,892.00	22,892.00	0.00		
Municipal Subsidy	42,677.26	419,074.45	83.08	42,677.26	42,677.26	504,428.97	504,429.11	422,153.75	
Total Operating Funds	42,677.26	419,074.45	79.47	65,569.26	42,677.26	527,320.97	527,321.11	422,153.75	
Fees & Fines									
Fines	463.45	5,086.90	72.67	490.00	490.00	6,086.90	7,000.00	5,718.58	
Damaged/Lost Items	45.00	498.40	142.40	45.00	45.00	588.40	350.00	416.24	
Photocopy	53.75	636.30	98.20	55.00	55.00	748.30	850.00	574.50	
Fax	87.85	1,354.30	108.34	145.00	145.00	1,644.30	1,250.00	1,178.53	
Public Internet Revenue	296.05	2,268.70	113.44	220.00	220.00	2,708.70	2,000.00	1,648.70	
Non-Resident Fee	30.00	392.00	39.20	30.00	30.00	452.00	1,000.00	825.00	
Rotary Room/Lobby Revenue	209.00	2,652.00	106.08	280.00	280.00	3,212.00	2,500.00	2,277.00	
Total Fees & Fines	1,125.10	12,890.60	87.39	1,265.00	1,265.00	15,420.60	14,750.00	12,638.55	
Fundraising									
Fundraising not in use (was Used Book Sales)	1,328.35	4,723.63	78.73	625.00	225.00	5,573.63	6,000.00	0.00	
Library Garden	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,755.45	
Cash Donations	0.00	20,570.00	0.00	53.00	53.00	20,676.00	600.00	0.00	
Total Fundraising	1,328.35	26,293.63	383.24	678.00	278.00	26,249.63	6,600.00	4,280.45	
Other Revenue									
Children's Programme Revenue	0.00	1,958.90	217.86	0.00	0.00	1,958.90	900.00	1,913.24	
Adult Programme Revenue	0.00	0.00	0.00	0.00	0.00	0.00	600.00	0.00	
Total Programme Revenue	0.00	1,958.90	130.59	0.00	0.00	1,958.90	1,500.00	1,913.24	
Bank Interest	26.63	333.23	66.65	15.00	15.00	363.23	500.00	684.61	
Pay Equity Funding	0.00	0.00	0.00	22,116.00	22,116.00	22,116.00	22,116.00	0.00	
Grant Summer Student	0.00	2,640.00	107.76	0.00	0.00	2,640.00	2,450.00	2,463.00	
Other Provincial Grants	0.00	0.00	0.00	other SOLS possibilities			1,500.00	862.95	
Other Grants	0.00	0.00	0.00	25.00	25.00	240.00	750.00	0.00	
Miscellaneous Revenue	-28.35	190.00	25.33	22,156.00	40.00	27,318.13	30,816.00	28,301.38	
Capital Revenue	0.00	0.00	0.00				0.00	0.00	
Total Other Revenue	-1.72	5,122.13	16.62	22,156.00	40.00	27,318.13	30,816.00	28,301.38	
TOTAL REVENUE	45,128.99	462,380.81	79.79	89,688.26	44,280.26	586,309.33	579,487.11	465,374.13	

**Petawawa Public Library
Comparative Income Statement**

	2014 total	2014 Budget	2015 Proposed	Amended 2015 Proposed
REVENUE				
Operating Funds				
Provincial Grant	22,892.00	22,892.00	22,892.00	22,892.00
Municipal Subsidy	504,428.97	504,428.11	514,517.54	514,517.54 increased by 2%
Total Operating Funds	<u>527,320.97</u>	<u>527,321.11</u>	<u>537,409.54</u>	<u>537,409.54</u>
Fees & Fines				
Fines	6,066.90	7,000.00	6,000.00	6,000.00
Damaged/Lost Items	588.40	350.00	400.00	400.00
Photocopy	748.30	650.00	700.00	700.00
Fax	1,644.30	1,250.00	1,500.00	1,500.00
Public Internet Revenue	2,708.70	2,000.00	2,200.00	2,200.00
Non-Resident Fee	452.00	1,000.00	500.00	500.00
Rotary Room/Lobby Revenue	3,212.00	2,500.00	2,800.00	10,000.00 SUGGESTION TO INCREASE REVENUE: Start charging non-profit groups for Rotary Rm use
Total Fees & Fines	<u>15,420.60</u>	<u>14,750.00</u>	<u>14,100.00</u>	<u>21,300.00</u>
Fundraising				
Fundraising	5,573.63	6,000.00	5,500.00	5,500.00
not in use (was Used Book Sales)	0.00	0.00		
Library Garden	0.00	0.00		
Cash Donations	20,676.00	600.00	600.00	600.00
Total Fundraising	<u>26,249.63</u>	<u>6,600.00</u>	<u>6,100.00</u>	<u>6,100.00</u>
Other Revenue				
Children's Programme Revenue	1,958.90	900.00	2,500.00	2,500.00 SUGGESTION TO INCREASE REVENUE: Begin charging for special programs
Adult Programme Revenue (in fundraising)		600.00	500.00	0.00 ADULT PROGRAMMING
Total Programme Revenue	<u>1,958.90</u>	<u>1,500.00</u>	<u>3,000.00</u>	<u>2,500.00</u>
Bank Interest	363.23	500.00	300.00	300.00
Pay Equity Funding	22,116.00	22,116.00	22,116.00	22,116.00
Grant Summer Student	2,640.00	2,450.00	2,640.00	2,640.00
Other Provincial Grants		1,500.00		
Other Grants		2,000.00		

	2014 total	2014 Budget	2015 Proposed	Amended 2015 Proposed
Miscellaneous Revenue	240.00	750.00		
Capital Revenue		0.00		
Total Other Revenue	27,318.13	30,816.00	28,056.00	27,556.00
TOTAL REVENUE	596,309.33	579,487.11	585,665.54	592,365.54

	2014 total	2014 Budget	2015 Proposed	Amended 2015 Proposed
EXPENSE				
Administration				
EHT Expense	6,309.22	0.00		
WSIB Expense	1,277.87	0.00		
Salaries - Staff	356,414.94	354,270.00		
CPP Expense	16,290.20	0.00		
EI Expense	9,260.49	0.00		
Total Payroll Expense	389,552.72	354,270.00	360,744.00	342,808.95
Benefits - Staff	88,022.15	82,528.00	74,713.00	67,908.75
Salary Cost - Summer Student	5,990.42	6,000.00	6,500.00	6,500.00
Office Supplies & Postage	2,140.29	2,000.00	2,000.00	2,000.00
Telephone & Fax	1,673.04	2,000.00	1,800.00	1,800.00
Library Supplies	1,670.53	1,000.00	2,000.00	2,000.00
Fundraising & Promo Expense	3,346.80	500.00	3,000.00	2,000.00
OLC Costs	12,646.03	15,250.00	13,500.00	13,500.00
Internet Access	1,662.68	1,500.00	1,700.00	1,700.00
Webpage	287.50	500.00	500.00	500.00
Interest -Payroll & Other Fees	1,672.38	900.00	2,000.00	2,000.00
Audit Fees	9,540.02	5,000.00	10,000.00	10,000.00
Bookkeeping Expense	10,557.75	8,000.00	12,000.00	12,000.00
Other Professional Fees	7,220.63	0.00	7,000.00	5,000.00
Total Professional Fees	27,318.40	13,000.00	29,000.00	27,000.00
Association Dues / Memberships	660.73	1,000.00	1,000.00	1,000.00
Conference & Training	4,691.93	6,000.00	6,000.00	5,000.00
Misc. Board Expenses	2,000.00	2,000.00	2,000.00	2,000.00
Total Administration	543,335.60	488,448.00	506,457.00	477,717.70
Collection Development & Services				
Books	24,570.55	25,000.00	30,000.00	28,000.00
E-Titles	629.59	0.00	5,000.00	5,000.00
MARC Records	2,290.09	2,500.00	2,500.00	2,500.00
AV - Talking Books	519.24	8,000.00		
AV - DVDs	7,202.24	0.00		
AV - CDs (Music)	63.41	0.00		

wage number was 336,087.21 but 2% was added in to account for any increases by town

benefits number was 66577.21 but 2% was added to reflect possible increases by town

Reduced by \$1000 as no adult programs costs reduced for 2015 by 10%

Hopefully will not have the legal fees we have had this year.

	2014 total	2014 Budget	2015 Proposed	Amended 2015 Proposed
AV - CD-ROMs	0.00	0.00		
xxxxxx	0.00	0.00		
Total Audio-Visual	7,784.89	8,000.00	9,000.00	9,000.00
Periodicals	3,181.76	3,000.00	2,500.00	2,000.00
On-line databases	6,153.19	7,500.00	7,500.00	7,500.00
Children's Programme	2,882.16	3,000.00		2,000.00
Adult Programmes	2,001.69	2,000.00		500.00
Total Programming	4,883.85	5,000.00	5,000.00	2,500.00
xxx		0.00		
Total Collection & Services	49,493.92	51,000.00	61,500.00	56,500.00
Equipment Maintenance				
not in use (was Equip)		0.00		
Computer Software & Maintenance	1,229.50	3,000.00	3,000.00	3,000.00
Photocopier & Printer Supplies	943.79	1,000.00	1,000.00	1,000.00
Equipment Rental/Maintenance	5,111.72	5,500.00	5,500.00	5,500.00
Total Equipment Maintenance	7,285.01	9,500.00	9,500.00	9,500.00
Building				
Insurance	794.82	1,800.00	1,800.00	1,800.00
Building Maintenance/Repair	40,999.87	41,000.00	42,000.00	42,000.00
not in use (was Janitorial)	0.00	0.00		
Heating	4,549.72	4,550.00	5,000.00	5,000.00
Total Building Expenses	46,344.41	47,350.00	48,800.00	48,800.00
Other Expenses				
Minor Equipment	249.44	1,000.00	1,000.00	1,000.00
Miscellaneous Expenses	576.05	1,500.00	1,500.00	1,500.00
Total Other Expenses	825.49	2,500.00	2,500.00	2,500.00
Equipment & Capital Projects				
Capital Projects	0.00	30,000.00		
Equipment & Furniture	3,322.46	2,188.11	3,500.00	3,500.00
Computer Replacement	3,375.69	5,000.00	5,000.00	5,000.00
Total Equipment & Capital Projects	6,698.15	37,188.11	8,500.00	8,500.00
Year End Adjustments				

	2014 total	2014 Budget	2015 Proposed	Amended 2015 Proposed
Amortization expenses	0.00	0.00		
Total Y/E Adjustments	0.00	0.00		
TOTAL EXPENSE	653,982.58	635,986.11	637,257.00	603,517.70
NET INCOME	0.00	-56,499.00	-51,591.46	-11,152.16
Prior Year Surplus		26,499.00		
Monies from Reserve		30,000.00		
		56,499.00		



CEO's REPORT November 2014

Workshops and Meetings:

- L. Tweedie completed webinar "Novelist tools for Library Staff" and "Our Digital World: Searching Ontario's Family History"
- D.A. Godin has completed (or will be completing) the following webinars: OverDrive App 10 things you can do in the marketplace, Novelist tools for library staff, EBSCO Novelist for Canadian libraries, Promoting your E-resources
- J. Harkness is currently enjoying her Readers' Advisory course through SOLS.

Grants and Subsidies:

- Municipal subsidies received as per financial statement, with December's subsidy being received 14 November 2014
- Provincial Grant and Pay Equity grant monies will be arriving within the next couple of weeks

Highlights from Circulation Desk (submitted by R. Murdock):

- Have completed weeding of the adult fiction collection, which will result in a collection which is not crowded with irrelevant and/or outdated materials
- Completed weeding of outdated patron records
- Staff created various displays for Ontario Library Week
- Remembrance Day displays were created
- Continue to sell calendars on behalf of CrimeStoppers; the proceeds of which the Library will be given a percentage
- In conjunction with OPP, have set up an Angel Tree on which are displayed angels representing area children who could benefit from donations of Christmas gifts
- Collected items on behalf of the Food Bank – delivered 1 load, 2nd ready for delivery

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

- Interviewed with Ashley from Star 96 radio station, she recorded several segments which aired October 30th, promoting what our library offers, the Pumpkin Carving Contest, the

- The Book Garden continues to be a successful fundraiser for new books in our library. So far thirteen books have been purchased for our collection through donations. Several books have also been purchased from the Pristine Book Sale, another fundraiser ongoing in the library.
- Preparations are being made for the Library's Tree Festival, Christmas Cheer event and the holiday Cookie Swap. We will also be holding a Tweet for Success social media workshop in December.

Highlights from the Children and Teen Department (submitted by S. Cooper):

Volunteers:

- We had 3 teens visit the library for "Take your kid to work day" on November 5th. They were unable to attend work with their parent(s) and asked to come to the library to work with me instead. I loved this experience and the teens enjoyed themselves as well. Together I taught them how to open the library for the day, we did a little bit of shelf reading as well as weeding, they each made a promotional poster (attached), and helped with the "Skate and Read Storytime" in the morning, as well as helped prepare and conduct the homeschooler's class visit in the afternoon.

Outreach:

- We will be in both the Petawawa Santa Claus Parade (Nov. 16th) and the Pembroke Santa Claus parade (Nov. 29th). Our float will be transformed into "The Polar Express" which the teen volunteers are helping to decorate and put together, as well as walk in the parade.
- We received a thank you from the Petawawa Family Cycle Club (see attached) who has been very supportive over the last year of our bike loan program, and has helped us to spread the word. They also donated two children's bikes this past summer.
- We were featured on Ashley Thompson's morning feature with Star 96 FM. She spoke to Katleyn, Erika and I about services and programs that the library offers. The segments ran on Star 96 throughout the day.

Programs:

fortunate to have such enthusiastic and dedicated teen volunteers. We were able to give some tips to other libraries on how to expand teen services at their libraries.

- We also attended the Fall Children's Services Meeting in Arnprior which gave us some good feedback on the Summer Reading Program as well as some ideas for next year. Once again, this was an awesome opportunity to connect with children's librarians and draw on their experiences.

Other Points of Interest:

- E. Malins regretfully gave her notice of resignation, effective December 19th, 2014. Her husband will be working for Hydro in the Toronto area.
- Our server has died. A new one has been ordered, but until it is replaced, the library's website remains out of date. Up-to-date information is still available on the Event Calendar Tab, on Facebook and on Twitter.
- L. Tweedie has been working on adding useful library information to the "new" Enterprise catalogue site. The search and display functions for books, movies and downloadable eBooks are working beautifully. Click on "SEARCH OUR NEW CATALOGUE" under the "24 HOUR ACCESS TO ..." heading from the library's home page to try it out. Watch for the "New Books" scrolling feature which will be added soon!
- E. Malins and S. King received a "Thank You" card from the Autism Social Group (scanned below).
- K. Schubert received a "Thank You" email from Kiddie Kollege regarding the Daycare Bags program (scanned below).