



**MINUTES
GREATER MADAWASKA PUBLIC LIBRARY BOARD**

Wednesday, January 11, 2022, 11:30

Location: via ZOOM

Present: Patti McArthur – Board Chair
Ruth Jones – CEO
Barry Brydges
Nicole McKinnon
Sue Michalicka
Evelyn Miller
Lucie Perrier
Emily (Meyers) Thompson
Lois Thomson -- Councillor
Kate Zeyl

Absent:

1. CALL TO ORDER

- The meeting was called to order at 11:30 AM

2. APPROVAL OF AGENDA

- Additions/deletions
 - The Role of the Council Rep
 - Committee Structure
 - 45th Anniversary of the Library
 - Answers to Questions From Lois – to be sent with minutes

3. DECLARATION OF CONFLICT OF INTEREST

- None declared
- Routine decisions will continue to be agreed to by consensus -- All members agreed

4. APPROVAL OF MINUTES NOVEMBER/DECEMBER 2022

- Clarification required as to whether excess funds need to be turned over to the Township at the end of the year. Lois indicated that the Library does not have to turn over funds at the end of the year.
- Otherwise, minutes from December approved by consensus.

5. CEO REPORT/FINANCE (30 MIN)

Community engagement

- Covid restrictions lifted March 2022 – increasing hours
- 128 new library memberships
- 6277 in-person or curbside checkouts
- Digital checkouts
 - ***1726 Overdrive checkouts (+56%) **(similar to Audible.com)**
 - ***141 e-magazine checkouts (new – 3000+ magazines)
 - ***1940 Libby checkouts (1259 in 2021, +35%)
- 700+ program participants
- 94 newsletter subscribers
- 24 library materials exchange deliveries to Griffith depot
- 48+ various programs and outreach

(Evelyn – asked for comparative numbers from previous years to be added)

(Lucie/Lois – break up content on slides for ease of readability)

(Barry – add context “why does this matter? Why is this important?” This can be done through speaking notes. Especially feature the Watershed partnership)

- **2022 in Review – Library Developments**

We were happy to provide for the library community in 2022:

- 3000+ e-magazines became available through Libby app
- new computers arrived and were installed
- 3 Chromebooks were made available to borrow (one to be retained for in-library use; the other two available for loan)
- 2 new printers arrived on site (one granted via Epson)
- We established a new partnership with Watersheds Canada; this group donated two Discovery Backpacks for lending and a grant opportunity for 2023 to grow this program. Complementary programs will be developed specific to Greater Madawaska wildlife/environment)
- Additional shelving was donated by Arnprior Public Library
- We secured a seed grant to develop a collection of decodable books with the aim of supporting readers struggling with dyslexia— one of the classroom’s most common learning challenges.

(Evelyn: promote/emphasize the contributions of corporate sponsors. Reorganize the slide to prioritize future efforts to seek and obtain corporate support. This will underline to Council that these factors are funded through ratepayers)

2023 - Library Service Changes

The following factors influence our 2023 budget:

- 3% COLA increase will affect wage (consistent with other depts)
- Increased operational hours and staff time, including outreach
- Increased program delivery to Wards 2 & 3 (fuel costs, staff time), e.g.: Watersheds Canada's Nature Discovery program
- Addition of movie licensing, presentation equipment
- Development of visitor seating area with tables in the physical space of the library and a display area
- Staff training on new interlibrary loan system
- Increased postage for outgoing interlibrary loans
- Increased advertising (promotion)
- Increased costs related to operations/ being open – printing, promotions, rent, staff, etc.

(Lois – Matawatchen Hall already holds movie events on Saturday afternoon in the winter (<20 attend); can we use the same license? Licenses are site specific, but Ruth has requested confirmation that we can apply to multiple sites because we are a small entity.)

- **Budget 2023 Presentation**
 - **2023 Budget – Overview**

Library Services	2023 Budget	2022 Budget	Increase/ Decrease
Revenues	\$17,385	\$21,670	-\$4285
Expenses	\$190,885	\$128,558	+\$62,327
Net Operating Costs	\$173,500	\$108,173	+\$66,612

(Lucie – relate the increase to the program additions/improvements to substantiate the request.)

(Lois – clarify the change in TWP contribution. Last year we did more fundraising; this year we would like to concentrate on program delivery. Lucie volunteered to take on additional fundraising efforts to ameliorate the impact on Council). Patti clarified that we thought long and hard about reducing the amount of fundraising, but if the Board is comfortable with reverting to a higher fundraising target, can vote on that at the end of this discussion.

(Barry – we are asking for a significant increase; how does this compare to pre-COVID operations? Patti explained that increases have been consistent every year because we had to return funds to the Township while we were in lockdown. We need to clarify that we did not spend the allocated budget as the result of COVID restrictions – making our current request is not significantly higher, we are just coming back to normal. Evelyn – “market” the reasons for a jump in the numbers)

2023 Budget - Revenues

REVENUES - \$17,385
• Ontario Library Operation Grants - \$11,817
• Communications Grant - \$1,368
• Donations - \$1,200
• Fundraising: \$2,000
• Lot Development Fees: \$1,000
Total Revenues: \$17,385
• Anticipate experiential learning resources to come through a joint grant application through Watersheds.

(Patti – since we don’t know the amount of possible grants, it is a value we cannot quantify until April.)

(Lucie – the TWP has a resource available for seeking and pursuing potential grant funding and is there a way we can piggy-back on this?)

(Lois – ensure we seek corporate/business sponsorship for fundraising events)

EXPENSES - \$191,924
• Wages and Benefits - \$134,763
• Facility - \$20,480
• Operations - \$35,642
Total Expenses - \$190,885

(Patti – to clarify: we weren’t CLOSED due to COVID, but our public facing hours were significantly reduced and this was a criticism we received from Council. Therefore, increased public facing hours = higher staff costs. We need to include these clarifications in our presentation to Council in order to justify the ask for additional funds.)

(Barry – we need to “SELL” the process to defend to request for additional funding. This is why the numbers make sense and are justified. Tell Council WHY and the dollars will follow).

Growing in pace with the Township - Maintaining a 2% ask

2023 Library Budget	
Revenues:	(\$17,385)
Expenses:	\$190,885
Township Portion: \$173,500	
Return on Investment for libraries is estimated to be 2.36% - 7.85% in 2018.	
*Federation of Ontario Public Libraries across multiple studies	

(Lois – expressed a strong view that changes must be made to the presentation to make Council understand the reasons for the increase. Patti clarified that the Library has a two-week period following presentation to Council. There was significant frustration that the

Board does not get timely and complete information from TWP staff in order to prepare and make accurate decisions. This year the timelines and processes have not been clarified and in fact have been compressed. We all feel uncomfortable with the current processes as they are undefined).

- Breakdown and discussion – embedded above.
- Move to Approve
- Lois: moved to defer this presentation because the TWP did not provide the necessary financial data to be able to make appropriate financial and program decisions and provide a business plan. Barry: is there an impact to deferring? Only the excess request is under consideration. One implication: since we want to be fiscally responsible, we need to define the actual impact on the individual taxpayers. If we don't present, there is still monies allocated for the Library.
- Patti seconded Lois' motion to defer.
- Lois changed her motion to have Ruth make presentation changes to add more detailed data, information on increases service/programs. Critically, we need to compare pre- and -post COVID operations and in response to Council's demands that we be open and available more, how did we pivot and what were the staff increases required.
- Ruth is tasked with making a budget comparison to previous years for comparison and to illustrate our request is reasonable. The fundraising amount will be adjusted to reflect Lucie's commitment. The order of the slides to be changed, and justifications be addressed with a goal to still meeting tomorrow's deadline. The results will be confirmed by e-mail and resolved by a quick meeting to vote.
- Agreed

The rest of the agenda was deferred until our next regular meeting.

Evelyn asked that future budget discussions be managed in a dedicated meeting. Lois asked that in the future we meet in November to have preliminary discussion on programs and expenditures

10. ADJOURNMENT

Lois moved to adjourn

Barry seconded

Adjourned at 1:33 PM

Prepared by Sue Michalicka