



MINUTES

SEPTEMBER 19, 2023, PUBLIC LIBRARY BOARD MEETING

Tuesday, September 19, 2023, 11:01 am

Via: ZOOM/Public

Present: Patti McArthur – Board Chair
Ruth Jones – CEO/Treasurer
Barry Brydges
Nicole McKinnon
Sue Michalicka
Lois Thomson – Councillor
Kate Zeyl

Absent:

Lucie Perrier
Emily (Meyers) Thompson

1. Call to Order

2. Approval of Agenda

- Approved by consensus

3. Declaration of any Conflict of Interest

4. Approval of Minutes Dated May 17, 2023

- Approved by consensus

5. In Camera – closed session item for the Board

- Personnel discussion
- Resolution approved to maintain current Board membership to end of Year and review for 2024

6. CEO Report

STAFFING

- **STAFF CHANGE** – Brenda Hominsky joined us over the summer working part time and will continue to fill-in as required.
- **VOLUNTEER STUDENT** – Daelyn Beckett heads off back to school – she supported TDSRC delivery

PROGRAMS

- **Watersheds Workshops** – By partnering with the experts at Watersheds Canada, the Library launched the Nature Discovery Learning Backpack Lending Library. The program allowed the GMPLLC to distribute free Ontario-curriculum linked Backpacks that included field equipment and lessons. The contents were designed to increase student engagement and identification skills regarding local species. Over the summer, onsite sessions were held at the Matawatchen Hall and at Barnett Park participants were able to conduct water testing with interesting results. Second sessions are scheduled –it was great to see a larger part of the township. Participation was great at Matawatchen Hall. Dacre (DACA) low, and the session was moved to the Summer market.
- All classes at St. Joe's participated in an indoor learning experience regarding shorelines that included bird identification, shoreline exoskeleton art, and even more to help them appreciate living in Greater Madawaska.
- **TD Summer Reading Club** – had 33 devoted weekly members aged five and over who participated in Canada's biggest, bilingual summer reading program designed for kids of all ages, interests, and abilities. Kids were able to participate anytime, anywhere and explored recommended reads, tracked their own reading, and connected and shared with others. Our young readers received a welcome package and a TDSRC passport and then collected a passport stamp in July and August each time they borrowed 5 books from our children's collection. In addition to the stamp, each participant can collect a Banana Buck to spend at our "summer

store” that included gift certificates. A big shout out to **Bogie General Store, Mad River Paddle Co., the Bogie Deli and Charbonneau's Grocery** – all of whom honoured our Banana Buck spenders.

- Interactive **Pre-school Story-Time Program** every Thursday from 9:30am to 10:15am was successful with a regular participation rated of approximately six pre-schoolers. Under the creative direction of Tracey Strudwick, children sing along to songs, engage in interactive stories, and test their creative abilities during the craft sessions and on the computer. The program is free of charge and will continue all fall and winter.
- **MOVIE NIGHT** – Family Movie Nights will launch September 30 and continue every month for the rest of the year. First offering is **Clifford the Big Red Dog**. Movies take place at St Andrew’s United Church and admission is free but a variety of snacks are available for \$4)

FUNDRAISERS AND DONATIONS

- **New-to-You/ Book Sale** – A successful, low-maintenance fundraiser, we hosted a two-month book sale and new-to-you clothing sale that not only replenished a lot of local wardrobes, and restocked some household bookshelves but also raised over \$800 to fund new programs.
- **Taste of The Valley and Calabogie Summer Market** The GMPLLC continues to be a familiar fixture at community events – At the Taste of The Valley, volunteer Jean Libbey demonstrated her face painting skills and raised almost \$180 to support future programming. We were also regulars at the Calabogie Summer Market and musician Bill Maxwell’s performances contributed another \$550 to future program initiatives
- **International Dyslexia Association** – grant arrived (~\$500)
- **Canada Day Breakfast** – Breakfast, donations, Plinko and silent auction fundraising raised ~\$3600 balanced against costs of \$1200. We raised \$5,580 over the summer timeline in fundraising and donations

UPCOMING PROGRAMMING

- No anticipated staffing changes.
- **Hallowe'en costume library and/or exchange** – will accept donation through September and early October
- **Movie nights** – continues through out the fall (October 28, November moved to Dec 2) Next movie September 30
- **Book Club** – is meeting in-person starting Wednesday September 20 (tomorrow). The book club meets monthly from 1 pm to 2:30. All books to be discussed are available through the Library, with the first being Matthew Perry's *Friends, Lovers, and the Big Terrible Thing*.
- Looking for people to host passive activities like Scrabble, chess, cards, euchre, knitting/ crochet ("In Stiches", etc.)
- **45 Anniversary Celebration** – tentatively slated for Saturday, November 4th – combined with volunteer appreciation lunch and open house. We are soliciting client's library stories/ memories/ recollections for a book. Favourite book quotes, etc. ***

7. Finance Report

BUDGET REVENUES PROJECTED FOR 2024: \$19,185

Revenue Sources

Ontario Public Library Operations Grant (pay equity)	\$11,817
Communications Grant	\$1,368
General Donations	\$2,000
Fundraising	\$2,000
Lot Development Fees	\$2,000

- After meeting with the new CAO Renée, we have been given a tentative timeline to present in November.
- Salaries and benefits with the COLA adjustment will be the highest portion of our costs and is anticipated to be increased 2%. Council will be presented a percentage which must be approved and will be adjusted to the Library wages and benefits accordingly .

- In October we will have a finalized number to prepare before we present to Council. We meet 2024 with continued effort to evolve library service with grant money and fundraising.
- We need to find a way to access the Lot Development Fees more efficiently as we've struggled to be able to use.
- We will continue to seek out corporate support and grants to strengthen our offering
- Targeted fundraising for programs or equipment. We shouldn't be fundraising to keep the lights on – therefore we plan to use fundraising to target specific programming efforts.
- We can expect to receive monies from the province of Ontario for continued service to GM.
- We aim to continue to contribute to library revenues through donations and fundraising as well. We will seek more corporate sponsors for our 2023 service delivery also.

BUDGET EXPENSES OVERVIEW FOR 2024

Wages & Benefits	Operations	Facility
No change in staff hours	Increased postage, advertising, mileage and program materials	Minor increase in facility costs to end of August
Assumptions and unknowns	Assumptions and unknowns	Assumptions & unknowns:
Benefits renegotiated – calculation to come from Township	2% applied where cost increases are not known	10% insurance increase Rent remains to be negotiated
2%+ COLA wage increase (consistent with other depts)		Maintenance cost for lifts remains the same
		Minor increase in facility costs to end of August
\$117,096	\$34,310	\$20,760
+\$2,300 (approx.) over 2023	Negligible change over 2023	Negligible change over 2023

- Based on CAO's efforts to negotiate a better wage and benefits package we are hopeful that we may see a small decrease in the first number.

- The township has agreed they will continue to cover our facility costs, even if there are increases.
- Township CAO has advised we should anticipate a 10% increase in insurance costs covering liability. Maintenance costs are applied twice a year.

BUDGET – Draft Township Support Request for 2024

	2024 Budget	2023 Budget	Increase/decrease
Revenues	\$19,185	\$23,185	-\$4,000
Expenses	\$172,166	\$170,922	+\$1,244
Costs	\$152,981	\$147,737	+\$5,244

- Budget request from Township: \$152,981 or + 3.5%
- This represents to us at the library, full staffing for full-service delivery.
- Our intention is to cap the figures to present available budget to Council.
- **Moved by Patti McArthur, for agreement on this baseline budget number as approved as first step for overall budget presentation approval**
 - **All members of the Board agreed and approved the baseline budget numbers for 2024.**

Revenue Commit status for 2023

- We have met our revenue commitment to fundraising. We presented the Township with three checks totaling \$5,200 on the revenue stream and will provide the balance after the Ontario Transfer Payment comes from the Province at the end of the Year.

Designated donations fund

- **Moved by Patti McArthur to designate fundraising to a target, (i.e. futures/building/programs). Revenue Canada rules indicate this is a best practice for the investment portion.**
 - **All members of the Board agreed and approved targeted Fundraising and investment designation for 2024 budget.**
 - Potential donors appreciate a targeting approach for their donations.
- Lois asked about year end “surpluses”; Patti explained that anything that is not spent at the end of the fiscal year has been returned to the Township.

The proposal is that surpluses should be rolled over to the next operating budget and future relocation requirements, where the funding is the responsibility and control of the Library. Development charges are intended toward future growth.

- We are not expecting to generate surpluses – this was primarily a function of COVID.
- **Transfer Payment Ontario TPON** – There is a new process for the payment that required the Library to open a MY ONTARIO ACCOUNT for libraries. This step is completed; we're waiting for the invitation letter to move forward, but do not anticipate that our funds will be delayed.

8. Looking forward

- Next meeting for October 11 to finalize budget discussions
- November 8 will be the next meeting and will precede Council's discussion of the budget which will allow us to review the final numbers in case there are any adjustments to be made.
- **Can we include any future dates for Watersheds for details to be included in the Highlander to increase participation?** We had planned to do this as a pop-up exercise where we can anticipate a crowd might be available. There was some debate on how to best increase participation. The decision was to be taken off-line so we can potentially meet Lois' deadline.

9. Adjournment

- Meeting was adjourned at 11:56
- Approved by consensus

Prepared by Sue Michalicka