



MINUTES

WEDNESDAY, NOVEMBER 6, 2024 – PUBLIC LIBRARY BOARD MEETING

Wednesday November 6, 2024, 9:00am

Via: ZOOM/Public

Present: Patti McArthur – Board Chair
Ruth Jones – CEO/Treasurer
Barry Brydges
Sue Michalicka
Emily (Meyers) Thompson
Lois Thomson - Councillor

Absent: Kate Zeyl
Nicole McKinnon

1. Call to Order

- 9:04 am

2. Approval of Agenda

- Additions/deletions -- none
- Approved by consensus

3. Declaration of any Conflict of Interest

- None

4. Approval of Minutes Dated October 9, 2024

- Approved by consensus

5. Budget Approval –

The Library Board Finance Committee met on Friday and reviewed the numbers in prep for the Board meeting. Early submission to GMT Finance was done to ask questions on costs. GMT Finance requested if there was a possibility to reduce any costs on final review. GMPLLC has a goal to keep any increase 2% or under.

With information from the new accounting system, Ruth (CEO) was able to better manage staffing hours and consider additional revenue streams. The target was to reach a 0% increase request to GMT for 2025 with no major programs or projects planned.

Among Changes to budget: Library revenue line addition (non-res membership fees, damaged books, book sale, book bag sale) This also includes book sales, photocopying and other efforts – which last year generated approximately \$600.

In revenues: we recognize that we do generate a small amount of service revenue, and we included our interlibrary loan rebate as this appears to be available against our Program cost in 2025. (Last year was \$400 and we are using the same number.)

Councillor Lois advised that the OPP contract settlement has created a significant increase to the Township budget. This can cause a larger tax increase to our community. As a service line of business with main funding from the Township, we chose to run a very tight budget and eliminate or delay any items that are not required for 2025.

A spreadsheet with the final budget numbers will be provided in an email to Board Members in advance of the Budget Meeting November 13th. It will have the employee cost calculations adjusted by GMT. We anticipate we can meet 0% increase to Township with a mix of additional service revenues and adjustment to the overall staffing plan.

Budget Categories adjusted

- Staffing review
 - includes 2 step increases and reduction in overall number of hours
 - We are reluctant to cut staff costs, as it adversely affects service hours. Our goal is to make sure we do not adversely compromise client-facing service.
 - This will be reviewed in detail with the Township – providing verification of employee costs.
 - Call for a vote for agreement on the current numbers (notwithstanding unexpected costs imposed by the Province)
 - Are we ok to go forward with the numbers as outlined here with any increase to be no more than \$3500 overall.
 - Barry moved to accept; Lois seconded. Agreed

6. Budget Presentation for approval

- Presentation run-through
 - Based on last year's presentation, it emphasizes the participation of community member in the development of programming.
 - Some individuals delivered programs on such topics as gardening, fitness, multi-language story time.
 - Some programs are passive – Advent book program for example – that allows clients to participate from home. This is particularly useful because of the difficulty of families to be onsite to participate in programming. Passive

programming is growing and assists with outreach to the farther reaches of the community.

- Baby book program continues in popularity
- Kids teaching Kids program had some success.
- Curbside printing has been a new successful endeavour and welcome revenue stream
- Interlibrary Loan program launches anew next week – this is the new system rolled out by the Province
- Synchronization of systems and managing of library collections has been improved for patron ease of use.
- Non-monetary donations received in 2024 was equivalent to \$6,000 in books which relieves pressure on our acquisition budget.
- Volunteer hours are worth \$27/hour in saved staffing hours. (STC/Conference Board data). Barry asked if we knew how many volunteer hours we have and emphasize that figure rather than an hourly rate which add significant value to our program delivery. This would explain why we're not asking for more hours, but we are able to provide more service because of the number of volunteer hours we have. Patti suggested this be included upfront when Ruth addresses her thanks to the community members.
- New this year: you can see your Library usage on the website.
- Community participation: Canada Day breakfast, Community Garage Sale, St Joseph Book fair (which included library purchases at a discount), weekend reader program, collection hub for the Legion Poppy Art Installation in Calabogie, Museum passes continue to be popular.
- Continuing biweekly material delivery to Griffith.
- Science kits remain popular (600 distributed)
- Book club, Book Bags, Fitness Program efforts continue.
- Modest operation increase and facility increases
- Staff costs include 2.5% Cost of living allowance and any earned step increases
- Totally grants, donations and revenues \$19,085 pending review
- Total Budget request from the Township = \$159,060 - This number will change with staffing review and addition of service revenues
- Move to accept budget decisions to remain below 2% increase for 2025: Lois. Seconded by Barry.
- November 13 is the date of the presentation

7. Other Business

- GIC renewal – renewal date is next week. Do we want to include funds from our bank account? We can transfer \$4k (the result of accounting consolidations) to gain investment interest . Lois asked where the larger GIC monies came from. The original GIC was a bequest of \$20,000 – which was contributed and intended to be used for the future development of the Library (building/move fund). Agreed to move. (Note: Revenue Canada approves of GICs for investments and it is reported yearly)
- The school lease has been renewed for 2025.

- Credit card renewal – we received a new credit card, and we now have the capacity to accept e-transfers.
- Once Ruth receives new figures from GMT Finance (Jen), Ruth will update the Board before the meeting on November 13.
- Barry asked what the population of the Township was, and Ruth said the census total was about 2,800 and increases temporarily with summer residents. The development of Granite Village close to the Library will add 52 households in 2025. Additional developments are being built.

8. Adjournment

- Moved by to adjourn Patti – Seconded by Barry
- Meeting adjourned 9:48am

Minutes prepared by: Sue Michalicka