

ADMASTON/BROMLEY PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
November 22, 2022
7:00 PM

Present: Susan Patterson O'Neil, Jane Wouda (Librarian), Karen Payne, Karen Coulas, Beth McDonald, Angela McEachen, Lynn Celland, Charlene Whattam

Regrets: Lynn Agnew

Guest: Krista King

The meeting was called to order at 7:00 pm

1. Approval and additions to the Agenda

Motion to approve the agenda and additions
Moved by Karen Coulas
Seconded by Angela McEachen
Carried

2. Declaration of Conflict of Interest - none

3. Approval of minutes

Motion to approve the minutes from October 18, 2022
Moved by Beth McDonald
Seconded by Lynn Celland
Carried

4. Business arising from the minutes

- return box - it has been installed and Jane is very please with it
- library Week - see CEO report
- cheese fundraiser - orders are coming in nicely
- agreement with RCCDSB - the agreement has been signed
- remainder of donation from Balsam Hill WI - Jane will purchasing new computers and some local historical books

5. New Business

- December meeting - there will be no board meeting in December

6. Treasurer's Report at attached

Motion to accept the treasurer's report and pay all bills
Moved by Charlene Whattam
Seconded by Angela McEachen
Carried

7. CEO's Report as attached

8. Policy Review - Gov-01

Motion to accept GOV-01 Purpose and Duties of the Board
Moved by Charlene Whattam
Seconded by Lynn Celland
Carried

9. Correspondence - none

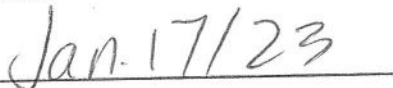
10. Other Business - none

11. Adjournment - 8:15 pm

Next Meeting - January 24, 2023


Chair

CEO


Date

ADMASTON BROMLEY PUBLIC LIBRARY
January 1, 2023
TREASURER REPORT BY LYNN A AGNEW

November 30, 2023	interest	\$ 40.32
December 15/2022	deposit	\$ 2,329.05
	Cheese fundraiser	
December 30/2022	deposit	\$ 143.50
	Cheese/ donations	
	Photocopying	
December 31/2022	Bank Balance	\$12, 856.49

Bills that were paid

December 12/2022	Jane Wouda Reference # 0984 Reimbursement for Office supplies	\$ 29.37
December 12/2022	Twp AD/BR Reference # 0983 This money was the Twp's not the library	\$ 201.45
December 13/2022	BMO Mastercard Ref # 25720048	\$ 125.57
December 13/2022	Tom Agnew Ref # 0985	\$ 1,648.28
December 22/2022	Twp AD/BR Ref # 0986	\$ 2,025.98
December 23/2022	Bell phone Ref # 25841256	\$ 95.01
December 23/2022	Bell Business Ref # 25841255	\$ 120.85
December 29/2022	Dell Canada Ref # 0973	\$ 3,236.46
Total of bill paid in December		\$ 7,482.97

Cheese fundraiser

Total sales of cheese for December 2022	\$2394.92
Cost of the cheese	\$1785.08
Profit	\$ 609.84

3 computers were purchased with the money that was donated to us from the Balsam Women's Institute and random donations from patrons
The cost was \$3236.46

**At the time this report was prepared our bank balance was \$12,856.49
We have several payments that have not been processed yet**

November wages	\$2025.98
Dell Canada	\$3236.46
Total	\$5262.44

\$7594.05 will be our balance

We still have December wages, internet, phone, Mastercard and Buske's bills to be paid for 2022 expenses.

Our PLOG did not arrive till December, that money will be carried over to pay our big bills at the end of January and February; overdrive, Jasi, E-resources, Access copyright, Nestor IT Services. There could be the odd surprise bill as well.

Bills Paid in Jnauary 2023

Paid

Bell Phone	Jan. 14/23	105.88 online
Township Wages	Jan. 4/23	2649.95 cheque #987
Mastercard	Jan. 14/23	1391.83 online
Bell Internet	Jan. 14/23	120.85 online

Total Bills Paid 4268.51

**Bank Balance as of
January 14/23** 8049.49

Unpaid

OLS Overdrive 2023	1518.72
Buske	35.06
Access Copyright	62.15

Total Unpaid 1615.93

Library CEO's Report – January 2023

- **STATS:** *Overdrive for 2022 – 2449; Library Checkouts for 2022, not including e-books – 5704 (approx.); Total 2022 Checkouts – 8153; Inter-Library Loans for 2022. – 108; FB Reach 2022. – 11,142 (FB Reach is the estimated number of people who saw any content from or about your Page.) FB Followers in 2022 - 316*
- **Programming** – In November, Brenda Dwyer did her talk about *Dementia Awareness* at the library. There were about 4 people who attended. It was excellent. Brenda left us some materials to distribute. In early December our chair, Susan, led a felting workshop. There were about 10 crafty folks who attended and had a lot of fun. Then, we celebrated the holidays with the *Visit with Santa* event and the Gingerbread House contest. The partnership with the Lion's Club was wonderful. They provided snacks, treat bags, prizes, and Santa! They also had KatieBears to hand out. We did the craft, provided many wonderful young volunteers, and hosted the event. There were 65 treat bags, about, handed out and more than 100 people visited the library. Some new folks signed up for library cards, as well. It was a great success. Now, we are looking forward to doing a STEAM activity in the library during Frosty Fun, January 28, 2023.
- **Collections** – Items purchased for collection in November/December – **\$1245.91 approx.**
- **Public Library Operating Grant (PLOG)** – We received the PLOG in early December. Excellent!
- **Summer Experience Program (SEP)** – I have completed the grant application. It needs to be submitted by Jan. 18. As usual, the application has the Township's CRA number and address etc. on it instead of our own. I wanted to get this error resolved before I submitted the application, but I don't think that's possible. I have a ticket # with TPN etc. so at least the issue is documented. I tried submitting the grant, but the website is down. Give me strength.
- **International Dyslexia Association Ontario Grant (IDA)** – I submitted the receipts and completed the report on December 5, 2022. I have not heard anything back yet.
- **Wilton Cheese Fundraiser** – The cheese fundraiser was great. Thank you to Lynn A. who placed the massive cheese order, drove down to get the cheese, and then arranged the pick-ups. We made about \$600.00.
- **Correspondence:**
 - Bell Phone – Nov. & Dec.
 - Mastercard – Nov. & Dec.
 - Buske Bill (Sept – Dec.)
 - OLS Overdrive Bill
 - Bell Internet – Nov. & Dec.
 - Wages– Nov. & Dec
 - Access Copyright

Miscellaneous:

- Susan and I visited the Municipal Office on January 5, 2023, to make a brief presentation to the new council about the library. We are invited back in November to make another one. Thank you to Jennifer for the invitation. I submitted an invoice for time and mileage to the Township.
- Chapters/Indigo overcharged us a few times in 2022, so I had to call their accounting department and get it sorted it. It is fixed now and we've been refunded.
- Jennifer, the Township CAO, needs a library budget in order to begin working on the Municipal budget. We are going to be sharing a draft with her. I will email the draft to you with this report.
- With Paul W.'s help, I ordered 3 new desktop computers from Dell. It will take some time to get them all set up, but I'm looking forward to having a faster office computer. The patrons' computers have been very busy the last couple of months. We will be replacing at least one of them. To give you an idea of why they're important, recently patrons used our computers for things like: checking email, finding information, doing

online police checks, typing and printing a resume, and completing online employment training. We also have groups of kids and teens who meet here to game together.

- I am going to be making 2 offers of employment to 2 individuals who are eager to work an occasional Saturday. They are not able to work during the week, but it will be good to have some people who can cover for me so I can go away for the weekend. I still need to hire someone who can work during the week and learn more about the day-to-day operations of the library.
- As you know, Molly submitted her letter of resignation in December, which I accepted, and has moved on. She worked Mondays and Saturdays. We were going to review how that worked in the new year. In my opinion, I could not get enough of my work done working just one day a week in the library. Too many things needed to be done at the office. I do not recommend it.
- The Annual Survey will be sent out soon. I do not have an exact date yet. I am starting to collect the data I need to complete it.
- I have received the new Provincial Park and Art passes. They are ready to circulate.
- I have been keeping the library's Facebook page up to date, but the website needs to be updated soon. I will do that before the end of the month.