



## **GRAVENHURST PUBLIC LIBRARY BOARD MEETING AGENDA**

**Thursday December 14, 2017**  
**Maud Mary Swalm Program Room**  
**Mission Statement:**

To provide the Gravenhurst community with excellence in library service by anticipating and responding to the changing library and information needs of the community, by serving all members of the community and by generating community pride in the library. The Library also provides a repository of local heritage through the Gravenhurst Archives.

### **1. WELCOME**

### **2. ADOPTION OF AGENDA**

### **3. DISCLOSURE OF PECUNIARY INTEREST**

### **4. DEPUTATIONS**

None

### **5. BOARD MINUTES**

- I. Approval of November 9, 2017 Minutes

### **6. CORRESPONDENCE**

- I. Letter of support for Ryde Community Co-op

### **7. REPORTS / CONSENT AGENDA**

- I. Report from the Board Chair
- II. Report from the CEO / Chief Librarian
- III. Report from the Finance Committee
- IV. Report from the Trustee Council Representative

### **8. UNFINISHED BUSINESS**

- I. Draft 2018 Budget and Budget Process
- II. Report from the Building Committee re: Facility/Site Study Update
- III. Library Accreditation Pre-audit Update
- IV. Staff and Board Gathering – 5:30 Mon. Jan. 8, 2018

- V. Seniors Community Grant Program

**9. NEW BUSINESS**

- I. Vacant Library Board Position
- II. Strategic Planning for 2018
- III. OLBA Board Member Boot Camp Sat. Feb. 3, 2018
- IV. Thank You to Library Staff
- V. Change to May 2018 Board Meeting Date

**10. CLOSED SESSION**

- I. Personal / Identifiable Individual – Leave of absence

**11. ADJOURNMENT**

**12. NEXT MEETING: Thursday January 11, 2018**

**GRAVENHURST PUBLIC LIBRARY BOARD MEETING MINUTES**  
**Thursday November 9, 2017 at 6:00 PM**  
**Maud Mary Swalm Program Room**

Board members in attendance were: Chair Joanne Twist, Vice Chair Dave Hammill, Council Representative Heidi Lorenz, Directors Jordan Kupferschmidt, Bryan Blain, Jane Templeton and Ralph Culham.

Also in attendance: CEO/Chief Librarian, Julia Reinhart (Recorder).

Regrets: Directors Marianne Hoyd and Ardyn Todd.

Meeting called to order by Chair Joanne Twist at 6:03 pm

**1. WELCOME**

**2. ADOPTION OF AGENDA**

Motion to adopt the agenda as presented. Moved by Director Culham and seconded by Director Kupferschmidt. **Carried.**

**3. DISCLOSURE OF PECUNIARY INTEREST**

N/A

**4. DEPUTATIONS**

N/A

**5. BOARD MINUTES**

Motion to adopt the minutes of October 12, 2017 as presented. Moved by Director Templeton and seconded by Director Hammill. **Carried.**

**6. CORRESPONDENCE**

None

**7. REPORTS**

- 7.1 The Chair provided a verbal report on board related meetings and activities she participated in since the October meeting. This included Building Committee meetings, a Finance Committee meeting as well as the November agenda setting meeting with the CEO/Chief Librarian.

- 7.2 The CEO/Chief Librarian provided a written report in the Board meeting package. A brief discussion took place regarding the new Paws to Read Program beginning November 18.
- 7.3 The Finance Committee provided a written report in the Board meeting package. The CEO/Chief Librarian responded to questions regarding the annual provincial grant yet to be received and how this along with transfers from reserves will impact revenue by yearend.

Motion to receive written reports as printed and verbal reports as presented. Moved by Director Blain and seconded by Director Kupferschmidt. **Carried.**

## **8. UNFINISHED BUSINESS**

### **8.1 Draft 2018 Budget**

A discussion of the draft 2018 operating budget took place. The Finance Committee presented additional changes to the budget and responded to questions from the Board including those related to the proposed spending of reserves. More follow up will take place and a special meeting of the Board to review the final draft budget is scheduled for December 6.

### **8.2 Report from the Building Committee re: Facility/Site Study Update**

Committee Chair Hammill provided the Board with an update on the study. Draft bubble drawings have been reviewed by library staff and the Committee. Feedback on these will be provided to the consultants and the draft drawings will be used for costing purposes.

### **8.3 Library Accreditation Pre-audit Work Plan**

#### **Resolution 20-2017**

BE IT RESOLVED THAT:

The Gravenhurst Public Library Board approve Policy SER-04 Reference and Information Services, Policy GOV-14 Intellectual Freedom, Policy SER-05 Local History, Policy GOV-11 Terms of Reference Finance Committee, Policy PER-02 Staff Use of Technology, and Policy PER-03 Staff Use of Social Media as amended. Moved by Director Culham and seconded by Director Templeton. **Carried.**

### **8.4 Board Self-Evaluation Questionnaire**

Vice-Chair Hammill reported on the results of the questionnaires indicating an overall rating of 91% board member satisfaction with board activities.



## 8.5 Proposed PD Day for Library Staff

The CEO/Chief Librarian discussed changes being made to the library's complement of online resources in 2018 and the impact this will have on the proposed PD Day. A new suggested date will be presented at the January Board meeting.

## 9. NEW BUSINESS

### 9.1 Kudos for Library Staff

Kudos from the CEO/Chief Librarian to library staff in their handling of recent front line public service challenges. The Board was reminded by the Board Chair of the importance of ongoing training in the areas of de-escalation, conflict resolution and mental health awareness for library staff.

### 9.2 Strategic Planning for 2018

This item was deferred to the December Board meeting.

### 9.3 Seniors Community Grant Program – Deadline November 30, 2017

The CEO/Chief Librarian will approach staff for suggestions on ideas for the grant. The Board Chair indicated she would assist with the application for the grant.

### 9.4 Joint Afterhours Event with Chamber and BIA – Fri. November 24

Board members indicated their planned attendance at this event.

### 9.5 5 Year Recognition Award

The Board determined it will recognize staff member, Megan Davidson for her years of service to the Library during the Christmas Open House on December 6.

### 9.6 Christmas Open House – Wed. December 6 from 2 to 4 pm

Board members were asked to contribute an appetizer/ sweet as well as participate in this annual event.

### 9.7 Staff and Board Christmas Gathering

The CEO/Chief Librarian will speak with library staff regarding their preference for a date for this gathering.

9.8 Christmas Hours – Library Closure Dec. 25, 26, 2017 and Jan. 1, 2018

No additional hours for closure are required for approval this year.

**10. CLOSED SESSION**

**11. ADJOURNMENT**

Moved by Chair Twist to adjourn the meeting. Time 8:15 PM

**12. NEXT MEETING: Thursday December 14, 2017 at 6:00 PM**

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Chair

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Recording Secretary

DRAFT

**Gravenhurst Public Library Board  
December 14, 2017 Board Meeting  
Agenda Item 7.2 Report from CEO / Chief Librarian**

**Report reflects Strategic Directions for 2015-2017**

**a. Direction 1: Goal 1: Grow Relationships with local schools and other organizations that focus on and support young adults**

- a. On November 24 the Library hosted a portion of the GHS gaming fundraiser event by providing the 15 participating students with space to play games.

**b. Direction 1: Goal 2: Expand already existent senior's outreach services by working more closely with area senior's residences and other organizations that specifically assist seniors**

- a. Regular monthly visits to two seniors' residences continue with 11 attending in November.
- b. Device training outreach is taking place once a month at the Seniors' Centre and Granite Ridge.

**c. Direction 1: Goal 3: Solidify and enhance the library's connection with the Gravenhurst Archives**

- a. The refurbished microfilm reader/scanner jointly purchased by the Archives and the Library has been set up by District IT staff and was installed on one of the public workstations on the second floor. With the new setup people can read, scan and print from copies of the Gravenhurst Banner available at the library on microfilm.

**d. Direction 1: Goal 4: Explore, develop and provide access to additional lifelong learning opportunities for adults**

- a. 29 people attended Tech Time Training workshops in November and 8 attended the two sessions in December. These workshops will begin again on January 12 with Tablets/ Smartphones/ iPads/ iPhones. On January 19 the topic will be Overdrive and the January 26 workshop will cover Internet Safety.
- b. One-on-one technology training on Tuesdays and Wednesdays continues to be popular with 30 sessions taking place during the month of November.
- c. A Card Making Workshop for adults was offered on November 28 with 8 in attendance. A Wreath Making workshop took place on December 5 with 14 attending.
- d. The Needlecraft Club continues to meet at the library on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month. Volunteers are looking after the running of these activities.

- e. Direction 1: Goal 5: Make area residents aware of what the library can provide and do in terms of resources, services and programs**
  - a. The December calendar of library activities has been included in this month's board meeting package.
  - b. Julia Reinhart and Megan Davidson met with Town staff to discuss plans for the redesign of the Town's website as well as the training requirements for staff who manage the website.
- f. Direction 2: Goal 1: Review and improve current collection development practices**
  - a. Only a portion of the juvenile non-fiction collection is left to be weeded. A draft collection plan has been written by Laura Hunt and requires review by the CEO/Chief Librarian. The plan will establish short and long term goals as well as maintenance procedures for each of the library's collections. Having the plan in place is a requirement of the library accreditation process.
- g. Direction 2: Goal 2: Upgrade technology infrastructure to keep pace with library and community needs**
  - a. One of the items highlighted by the pre-audit for accreditation includes the installation of a storage unit for data and wire management found in the staff workroom. The current setup is not secure and could be tampered with. Funds for the storage unit have been included in the 2018 Budget request.
- h. Direction 2: Goal 3: Expand the library's virtual services with more user friendly access and automated point-of-need circulation of materials**
  - a. Due to issues outlined by District IT staff with security of patron information a decision was made by the CEO/Chief Librarian not to implement SirsiDynix's MobileCirc. A work around to complete an inventory of the library's collection has been determined by library staff.
- i. Direction 2: Goal 4: Take our technology skills workshops on the road to other locations in the community**
  - a. Tech Time Training and one-on-one sessions are being offered at other locations within Gravenhurst including Granite Ridge and the Seniors' Centre. Seven people attended these in November.
- j. Direction 3: Goal 1: Emphasize the library as an important community space and work with partners on how this corresponds with community improvement and the revitalization of the Town's core**
  - a. On Friday November 24 the Library hosted a joint after hours event in partnership with the BIA and the Chamber of Commerce. This very successful event was attended by approximately 70 people.
  - b. The new Paws to Read program is scheduled to take place on Saturdays December 2, 9 and 16. The program gives children ages 4 and older an opportunity to read aloud to a child certified therapy dog and their dog

handler to improve the child's reading and communication skills. Children can register for a 15 minute session from 10:30 to 11:30 am.

- c. The Library's annual Christmas Open House took place from 2 to 4 pm on Wednesday December 6 with between 40 and 45 in attendance.
- d. Up until December 15 the Library will be accepting donations of handcrafted or new mittens, scarves or hats for its Mitten Tree. Collected items will be given to the Gravenhurst Women's Centre.

**k. Direction 3: Goal 2: Review all facets of the current interior layout of the library then develop and implement phases of a plan for changes that support the concept of a community great room**

- a. The Building Committee met with the consultants via teleconference on December 5 to discuss the final draft bubble diagrams of the floor plan. The next step will be a costing analysis as per the contract with the consultants.

**l. Other Items:**

- a. A new Science Discovery Series geared to young pre-school children was launched on November 23.
- b. On November 24 two P.A. Day events took place for children from SK to grade 5. Just under 25 children were registered for these activities.
- c. In conjunction with the Santa Claus parade held on Saturday November 25, the library hosted a special drop-in event with 18 children in attendance.
- d. On December 5 the CEO/Chief Librarian attended a quarterly update meeting with the Town's CAO. Topics of discussion included the creation of a memo of understanding between the Library Board and the Town; and having the Board's Finance Committee meet with the Town's Director of Infrastructure during the first quarter of 2018 to discuss future capital budget items.
- e. Library staff will be doing a Secret Santa gift exchange during a breakfast meal on the morning of December 14.
- f. Programming for children of all ages is in the works the week of January 2. Activities will include a card making workshop, Lego Club, Retro Video Games and Justice League Day when kids will get to dress up as their favorite character, play games and watch the animated show.
- g. On Wednesday January 24, Sasha Pringle will be launching a new book club focused on the First Nation Communities Read annual reading program's selected titles for 2017/2018.
- h. To celebrate Family Literacy Day (January 27), the libraries throughout Muskoka will be encouraging everyone to read for 15 minutes on January 26 and January 27. People can report their participation via social media, telephone, email or in person.
- i. Megan Davidson and Julia Reinhart will be attending the Ontario Library Association Superconference in Toronto on January 31, February 1 and 2.



# December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 TechTime Training   12pm	2 Paws to Read 10:30-11:30am
3	4	5 Storytime   10:15 am Wreath Workshop   2pm Device Training   2-4pm	6 <b>Christmas Open House  </b> <b>2-4pm</b> Needlecraft Club   6pm	7 Discovery Series   10:15am	8 TechTime Training   12pm	9 Paws to Read 10:30-11:30am
10	11	12 Storytime   10:15 am Device Training   2-4pm	13 Device Training   2-4pm	14 Discovery Series   10:15am Library Board Meeting   6pm	15	16 Paws to Read 10:30—11:30 am
17	18	19 Storytime   10:15 am Device Training   2-4pm	20 Device Training   2-4pm Needlecraft Club   6pm	21	22	23
24 	25 <b>Merry</b> <b>Christmas</b>	26 	27 Library Open Regular Hours	28 Library Open Regular Hours	29 Library Open Regular Hours	30 Library Open Regular Hours
31	Jan 1 Library Closed	Jan 2 Library Open Regular Hours				

### **Christmas Open House**

Wednesday December 6, 2017 | 2 - 4pm

Please join us for some sounds of the season featuring the musical talents of the Gravenhurst Saxophone Quartet. An amazing assortment of tasty holiday treats will be served. Everyone welcome! Free event!

### **Story Time**

Tuesdays at 10:15am - Drop In

Parents and caregivers are invited to join Carla with their children to enjoy songs, stories and creative activities. All ages welcome!

### **Needlecraft Club**

1st & 3rd Wednesday of the month, at 6:00 pm. - Drop In

If you enjoy knitting, crocheting, quilting, needle point and more, this club is for you. Join us for a chance to meet other crafters in the community.

### **Device Training**

One-on-one 1/2 hours appointments available on Tuesday from 2-4pm or Wednesdays from 3-4pm

### **Discovery Series**

Thursdays at 10:15am \*Science Dec. 7 & 14

A new series offered monthly for 2 and 3 year olds. Registration required. An interactive program that introduces children to new and exciting concepts!

### **Library Board Meetings**

2nd Thursday of each month at 6:00 pm

These meetings are open to the public and take place in the programming room on the main floor of the library.

### **Wreath Making Workshop**

December 5 at 2pm

Come to the library to make a Christmas Wreath. All materials are supplied. Sign up at the library before December 4.

### **Tech Time Training**

Fridays at 12 - Drop in

Join us for classes to learn about a new technology topic every week!

December 1 - Camera App

December 7 - Facetime/Skype

### **Paws to Read**

December 2, 9, & 16 | 15 minute apt. 10:30, 10:45, 11:00 & 11:15am

#### **\*Registration Required**

Paws To Read is a program that allows children to read aloud to a child certified therapy dog and their dog handler in order to improve the child's reading and communication skills. Many thanks to Therapeutic Paws of Canada for making this free program possible. Children may register to read aloud to a child certified therapy dog for 15 minutes in a quiet and relaxed setting. The program is offered to readers, ages 4 and up. Please visit the Library or call 705-687-3382 to register.

For more information about Therapeutic Paws of Canada visit <https://tpoc.ca/>

### **Holiday Hours**

Saturday December 23 | 10am - 3pm

Sunday December 24 | Closed

Monday December 25 | Closed

Tuesday December 26 | Closed

Wednesday December 27 | 10am - 8pm

Thursday December 28 | 10am - 8pm

Friday December 29 | 10am - 5pm

Saturday December 30 | 10am - 3pm

Sunday December 31 | Closed

Monday January 1 | Closed

Tuesday January 2 | 10 am — 8 pm

**Gravenhurst Public Library Board**  
**December 14, 2017 Board Meeting**  
**Agenda Item 7.3 Report from the Finance Committee**

The Financial Report for the period ending November 30, 2017 has been included in the Board Meeting package.

**Expenditures Items of Note:**

- Staff Costs increased with staffing changes over summer months and approval of new salary ranges identified for two positions in compensation market review findings. Staffing costs will likely be over budget by approximately \$10,000 at yearend.
- Professional Development spending is under budget, however upcoming yearend expenses include some travel and membership renewals.
- IT Services expenses will be under by approximately a \$1,000 at yearend.
- Communications spending will be under budget by approximately \$500 at yearend.
- Equipment spending reflects the purchase of the Chrome book training lab, installments paid to the facility/site study consultants, the wifi hardware/software upgrade and the purchase of the microfilm reader/scanner. The refresh of five workstations (\$4,700) will be expensed prior to yearend. Equipment spending will be matched by transfers from reserves under Revenue.
- Materials and Supplies spending is under budget however most of these funds have been allocated for purchases such as new library cards.
- Library Collection spending is under however \$11,500 in library materials have been placed on order or invoices have been received but not paid.

**Revenue Items of Note:**

- Provincial Grants totaling \$41,000 have been received and will be transferred from the Library Board account to the Town prior to yearend. Once transferred these will appear on the Revenue line for grants.
- A total of \$14,888 in revenue is reflected under the Fines, Sales and Facility Rental lines of the budget. This is an increase of approximately \$2,000 from the month of October.



**Agenda Item 7.3**
**Gravenhurst Public Library Board Financial Report for period ending November 30, 2017**

Account	2015	2016	2017	2017	Budget	% of	%
Description	Actuals	Actuals	Approved	YTD	\$	Budget	Budget
			Budget		Remaining	Used	Remaining
<b>EX Expenditures</b>							
Total Staff Costs	411,814	411,248	453,939	440,742	13,197	97.09%	2.91%
Total Professional Development	6,873	6,672	9,300	7,949	1,351	85.47%	14.53%
Total Transfers To/From Other Dept	1,000	1,000	1,000	1,000		100.00%	
Total Contracted Services	574	1,148	1,500	1,437	63	95.80%	4.20%
Total Legal Services			500		500		100.00%
Total IT Services	62,509	67,581	73,500	66,545	6,955	90.54%	9.46%
Total Communications	3,696	3,436	3,700	2,896	804	78.27%	21.73%
Total Other Services	285	439	150		150		100.00%
Total Equipment	13,619	12,843	56,000	35,087	20,913	62.66%	37.34%
Total Materials & Supplies	7,416	7,298	8,000	6,017	1,983	75.21%	24.79%
Total Library Collection	58,041	64,420	68,600	52,122	16,478	75.98%	24.02%
<b>Total EX Expenditures</b>	<b>565,910</b>	<b>576,085</b>	<b>676,189</b>	<b>613,795</b>	<b>62,394</b>	<b>90.77%</b>	<b>9.23%</b>
<b>RV Revenue</b>							
Total Grants	-47,691	-37,370	-38,277	-2,021	-36,256	5.28%	94.72%
Total Other Fees			-100		-100		100.00%
Total Fines	-7,073	-6,632	-8,500	-6,137	-2,363	72.20%	27.80%
Total Sales	-8,415	-8,223	-8,000	-7,906	-94	98.83%	1.18%
Total Facility Rental	-823	-1,014	-1,500	-845	-655	56.33%	43.67%
Total Transfers From Reserves	-8,583		-56,000		-56,000		100.00%
Total Donations/Sponsorships	-1,330	-2,193	-4,500	-2,028	-2,472	45.07%	54.93%
<b>Total RV Revenue</b>	<b>-73,951</b>	<b>-55,441</b>	<b>-116,877</b>	<b>-18,937</b>	<b>-97,940</b>	<b>16.20%</b>	<b>83.80%</b>
<b>Total Gravenhurst Public Library Board</b>	<b>491,959</b>	<b>520,644</b>	<b>559,312</b>	<b>594,858</b>	<b>-35,546</b>	<b>106.36%</b>	<b>(6.36%)</b>

## Agenda Item 8.1 Draft 2018 Budget Gravenhurst Public Library Board (using October 31, 2017 Financial Report YTD)

Account	2015	2016	2017	2017	Budget	% of	%	Change	DRAFT
Description	Actuals	Actuals	Approved	YTD	\$	Budget	Budget	From	2018
			Budget		Remaining	Used	Remaining	2017	BUDGET
<b>EX Expenditures</b>									
Staff Costs									
61100-61100 Salary & Wages	338,155	337,844	366,811	315,434	51,377	85.99%	14.01%	21,294	388,105
62100-62100 Benefits	73,659	73,404	87,128	71,057	16,071	81.55%	18.45%	2,140	89,268
<b>Total Staff Costs</b>	411,814	411,248	453,939	386,491	67,448	85.14%	14.86%	23,434	477,373
Professional Development									
65220-65220 Travel & Mileage	975	652	1,000	175	825	17.50%	82.50%	-500	500
65250-65250 Conference & Training Registration	4,374	4,402	6,500	5,326	1,174	81.94%	18.06%	500	7,000
65260-65260 Memberships	1,524	1,618	1,800	1,213	587	67.39%	32.61%	0	1,800
<b>Total Professional Development</b>	6,873	6,672	9,300	6,714	2,586	72.19%	27.81%	0	9,300
Transfers To/From Other Department									
67000-67000 Tfr To/From Other Dept	1,000	1,000	1,000	1,000		100.00%		0	1,000
<b>Total Transfers To/From Other Department</b>	1,000	1,000	1,000	1,000		100.00%		0	1,000
Contracted Services									
65300-65300 Contracted Services	574	1,148	1,500	1,420	80	94.67%	5.33%	0	1,500
<b>Total Contracted Services</b>	574	1,148	1,500	1,420	80	94.67%	5.33%	0	1,500
Legal Services									
65410-65410 Legal			500		500		100.00%	0	500
<b>Total Legal Services</b>			500		500		100.00%	0	500
Information Technology Services									
65440-65440 IT Services	62,509	67,581	73,500	61,184	12,316	83.24%	16.76%	4,500	78,000
<b>Total Information Technology Services</b>	62,509	67,581	73,500	61,184	12,316	83.24%	16.76%	4,500	78,000
Communications									
65100-65100 Telephone	2,249	2,258	2,400	1,345	1,055	56.04%	43.96%	-400	2,000
65140-65140 Advertising	1,211	862	1,000	472	528	47.20%	52.80%	700	1,700
65110-65110 Postage	236	316	300	259	41	86.33%	13.67%	0	300
<b>Total Communications</b>	3,696	3,436	3,700	2,076	1,624	56.11%	43.89%	300	4,000
Other Services									
64130-64130 Fundraising Expenses	285	439	150		150		100.00%	0	150
<b>Total Other Services</b>	285	439	150		150		100.00%	0	150
Equipment									
64415-64415 Equipment - Maintenance & Material	2,181	3,491	3,500	601	2,899	17.17%	82.83%	0	3,500
64450-64450 Equipment - Small Tools	3,102	8,933	12,500	3,536	8,964	28.29%	71.71%	-2,500	10,000
64490-64490 Endowment Expenses	8,336	419	40,000	23,258	16,742	58.15%	41.86%	-15,000	25,000
<b>Total Equipment</b>	13,619	12,843	56,000	27,395	28,605	48.92%	51.08%	-17,500	38,500

## Agenda Item 8.1 Draft 2018 Budget Gravenhurst Public Library Board (using October 31, 2017 Financial Report YTD)

Account	2015	2016	2017	2017	Budget	% of	%	Change	DRAFT
Description	Actuals	Actuals	Approved	YTD	\$	Budget	Budget	From	2018
			Budget		Remaining	Used	Remaining	2017	BUDGET
<b>Materials &amp; Supplies</b>									
64100-64100 Material & Supplies	4,333	4,471	4,000	3,421	579	85.53%	14.48%	-425	3,575
64110-64110 Program Supplies	3,083	2,827	4,000	2,009	1,991	50.23%	49.78%	0	4,000
<b>Total Materials &amp; Supplies</b>	<b>7,416</b>	<b>7,298</b>	<b>8,000</b>	<b>5,430</b>	<b>2,570</b>	<b>67.88%</b>	<b>32.13%</b>	<b>-425</b>	<b>7,575</b>
<b>Library Collection</b>									
64150-64150 E-Material	6,774	12,094	13,000	10,523	2,477	80.95%	19.05%	4,000	17,000
64151-64151 Non-Print Material	7,293	6,643	7,000	3,730	3,270	53.29%	46.71%	-2,000	5,000
64152-64152 Serials, Periodicals	1,527	1,981	2,000	1,289	711	64.45%	35.55%	0	2,000
64153-64153 Newspapers	590	572	600	475	125	79.17%	20.83%	0	600
64154-64154 Materials Processing	7,510	7,804	7,000	5,500	1,500	78.57%	21.43%	-1,000	6,000
64156-64156 Book Collection	33,144	35,326	39,000	25,339	13,661	64.97%	35.03%	-1,000	38,000
<b>Total Library Collection</b>	<b>58,041</b>	<b>64,420</b>	<b>68,600</b>	<b>46,856</b>	<b>21,744</b>	<b>68.30%</b>	<b>31.70%</b>	<b>0</b>	<b>68,600</b>
<b>Total EX Expenditures</b>	<b>565,910</b>	<b>576,085</b>	<b>676,189</b>	<b>538,566</b>	<b>137,623</b>	<b>79.65%</b>	<b>20.35%</b>	<b>10,309</b>	<b>686,498</b>
<b>RV Revenue</b>									
<b>Grants</b>									
70100-70100 Provincial Government Funding	-47,691	-37,370	-38,277	-521	-37,756	1.36%	98.64%	2,500	-35,777
<b>Total Grants</b>	<b>-47,691</b>	<b>-37,370</b>	<b>-38,277</b>	<b>-521</b>	<b>-37,756</b>	<b>1.36%</b>	<b>98.64%</b>	<b>2,500</b>	<b>-35,777</b>
<b>Other Fees</b>									
71080-71080 SOCAN Fee Collection			-100		-100		100.00%	0	-100
<b>Total Other Fees</b>			<b>-100</b>		<b>-100</b>		<b>100.00%</b>	<b>0</b>	<b>-100</b>
<b>Fines</b>									
73020-73020 Fines - Book Damage	-536	-271	-500	-158	-342	31.60%	68.40%	0	-500
73025-73025 Fines - Library	-6,537	-6,361	-8,000	-5,185	-2,815	64.81%	35.19%	0	-8,000
<b>Total Fines</b>	<b>-7,073</b>	<b>-6,632</b>	<b>-8,500</b>	<b>-5,343</b>	<b>-3,157</b>	<b>62.86%</b>	<b>37.14%</b>	<b>0</b>	<b>-8,500</b>
<b>Sales</b>									
74015-74015 Sales - Photocopies	-4,110	-3,989	-3,500	-2,830	-670	80.86%	19.14%	-250	-3,750
74050-74050 Sales - Books	-4,305	-4,234	-4,500	-3,993	-507	88.73%	11.27%	-250	-4,750
<b>Total Sales</b>	<b>-8,415</b>	<b>-8,223</b>	<b>-8,000</b>	<b>-6,823</b>	<b>-1,177</b>	<b>85.29%</b>	<b>14.71%</b>	<b>-500</b>	<b>-8,500</b>
<b>Facility Rental</b>									
75000-75000 Rental - Facility	-823	-1,014	-1,500	-695	-805	46.33%	53.67%	0	-1,500
<b>Total Facility Rental</b>	<b>-823</b>	<b>-1,014</b>	<b>-1,500</b>	<b>-695</b>	<b>-805</b>	<b>46.33%</b>	<b>53.67%</b>	<b>0</b>	<b>-1,500</b>
<b>Transfers From Reserves</b>									
78200-78200 Transfer from Reserves	-8,583		-8,000		-8,000		100.00%	2,000	-6,000
78300-78300 Transfer from Reserve Funds			-8,000		-8,000		100.00%	0	-8,000
78400-78400 Transfer from Endowment			-40,000		-40,000		100.00%	15,000	-25,000

## Agenda Item 8.1 Draft 2018 Budget Gravenhurst Public Library Board (using October 31, 2017 Financial Report YTD)

Account	2015	2016	2017	2017	Budget	% of	%	Change	DRAFT
Description	Actuals	Actuals	Approved	YTD	\$	Budget	Budget	From	2018
			Budget		Remaining	Used	Remaining	2017	BUDGET
<b>Total Transfers From Reserves</b>	-8,583		-56,000		-56,000		100.00%	<b>17,000</b>	<b>-39,000</b>
Donations/Sponsorships									
77000-77000 Donations	-726	-1,437	-3,000	-1,822	-1,178	60.73%	39.27%	<b>0</b>	<b>-3,000</b>
77300-77300 Fundraising Proceeds	-604	-756	-1,500	-206	-1,294	13.73%	86.27%	<b>500</b>	<b>-1,000</b>
<b>Total Donations/Sponsorships</b>	-1,330	-2,193	-4,500	-2,028	-2,472	45.07%	54.93%	<b>500</b>	<b>-4,000</b>
<b>Total RV Revenue</b>	-73,951	-55,441	-116,877	-15,410	-101,467	13.18%	86.82%	<b>19,500</b>	<b>-97,377</b>
<b>Total Gravenhurst Public Library Board</b>	<b>491,959</b>	<b>520,644</b>	<b>559,312</b>	<b>523,156</b>	<b>36,156</b>	<b>93.54%</b>	<b>6.46%</b>	<b>29,809</b>	<b>589,121</b>

### Agenda Item 8.1 DRAFT 2018 Budget: Notes of Explanation

Account Description	Approved 2017 Budget	Proposed Increase/ (Decrease)	DRAFT 2018 Budget	Notes of explanation for each area
<b>EXPENDITURES</b>				
Salary & Wages	366,811	21,294	388,105	<p>Changes include:</p> <ul style="list-style-type: none"> <li>i. Staff adjustments re: leave of absence</li> <li>ii. Impact of 2016 Compensation Market Review findings</li> <li>iii. 1.25% cost of living increase</li> <li>iv. Movement up salary grid for 1 FT and 2 PT staff</li> <li>v. Proposed increases to minimum wage</li> <li>vi. Removal of Library and Program Assistant Position (Temporary – Summer)</li> <li>vii. Addition of summer hours for Library Page</li> <li>viii. Addition of PT Library Clerk 1 at 9 hours per week</li> </ul> <p>Changes DO NOT include:</p> <ul style="list-style-type: none"> <li>i. Additional staffing expenses related to changes in job descriptions for two FT Library Clerk 2s</li> </ul>
Benefits	87,128	2,140	89,268	Increase reflects changes outlined in Salary and Wages budget line
<b>Total Staff Costs</b>	<b>453,939</b>	<b>23,434</b>	<b>477,373</b>	
Travel & Mileage	1,000	-500	500	Decreased to reflect expenditures in 2017
Conference & Training	6,500	500	7,000	Increased to reflect travel and mileage associated with conferences and training
Memberships	1,800	0	1,800	No change
<b>Total Professional Development</b>	<b>9,300</b>	<b>0</b>	<b>9,300</b>	
<b>Total transfer to/from Town depts</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	No change
<b>Total Contracted Services</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	No change
<b>Total Legal Services</b>	<b>500</b>	<b>0</b>	<b>500</b>	No change
<b>Total IT Services</b>	<b>73,500</b>	<b>4,500</b>	<b>78,000</b>	Increased to reflect additional telecom expenses as well as a District IT maintenance contract increase of 5.4%



Account Description	Approved 2017 Budget	Proposed Increase/ (Decrease)	DRAFT 2018 Budget	Notes of explanation for each area
Telephone	2,400	-400	2,000	Decreased to reflect expenditures in 2017
Advertising	1,000	700	1,700	Increased to reflect printing of additional 1,500 GPL brochures for distribution in 2018
Postage	300	0	300	No change
<b>Total Communications</b>	<b>3,700</b>	<b>300</b>	<b>4,000</b>	
Fundraising Expense	150	0	150	No change
<b>Total Other Services</b>	<b>150</b>	<b>0</b>	<b>150</b>	
Equipment-Main.	3,500	0	3,500	No change
Equipment-Sm. Tools	12,500	-2,500	10,000	Decreased based on planned expenditures for 2018. Expenses include the installation of a box for data and wire management, replacement workstations, Chromebooks for lending in-house and archives portion of reserve
Endowment Expense	40,000	-15,000	25,000	Allocation includes \$8,500 to consultants for completion of the facility/site study. As outlined in pre-audit and facility/site study findings other expenses include \$5,500 for stacking chairs and folding tables for programming room; \$2,500 for AODA compliant adjustable workstation and keyboard tray; \$2,000 for two study carrels with swivel chairs; \$5,000 for additional seating and \$1,500 for interior signage.
<b>Total Equipment</b>	<b>56,000</b>	<b>-17,500</b>	<b>38,500</b>	
Material & Supplies	4,000	-425	3,575	Decreased by 425
Program Supplies	4,000	0	4,000	No change
<b>Total Materials &amp; Supplies</b>	<b>8,000</b>	<b>-425</b>	<b>7,575</b>	
E-Material	13,000	4,000	17,000	Funds shifted from Non-print, Materials Processing and Book Collection
Non-print	7,000	-2,000	5,000	Funds shifted to E-Material
Serials, Periodicals	2,000	0	2,000	No change
Newspapers	600	0	600	No change
Materials Processing	7,000	-1,000	6,000	Funds shifted to E-Material
Book Collection	39,000	-1,000	38,000	Funds shifted to E-Material
<b>Total Library Collection</b>	<b>68,600</b>	<b>0</b>	<b>68,600</b>	
<b>Total Expenditures</b>	<b>676,189</b>	<b>10,309</b>	<b>686,498</b>	

Account Description	Approved 2017 Budget	Proposed Increase/ (Decrease)	DRAFT 2018 Budget	Notes of explanation for each area
<b>REVENUE</b>				
Prov. Gov. Funding	-38,277	2,500	-35,777	Decrease to reflect no additional grants
<b>Total Grants</b>	<b>-38,277</b>	<b>2,500</b>	<b>-35,777</b>	
SOCAN Fee Collection	-100	0	-100	No change
<b>Total Other Fees</b>	<b>-100</b>	<b>0</b>	<b>-100</b>	
Fines – Book Damage	-500	0	-500	No change
Fines - Library	-8,000	0	-8,000	No change
<b>Total Fines</b>	<b>-8,500</b>	<b>0</b>	<b>-8,500</b>	
Sales - Photocopies	-3,500	-250	-3,750	Increased based on additional revenue realized in 2017
Sales - Books	-4,500	-250	-4,750	Increased based on additional revenue realized in 2017
<b>Total Sales</b>	<b>-8,000</b>	<b>-500</b>	<b>-8,500</b>	
<b>Total Facility Rental</b>	<b>-1,500</b>	<b>0</b>	<b>-1,500</b>	No change
Transfer from Reserves	-8,000	2,000	-6,000	Amount budgeted based on planned equipment expenditures
Transfer from Reserve Funds	-8,000	0	-8,000	Development Reserve Fund used to cover library collections expenditures
Transfer from Endowment	-40,000	15,000	-25,000	Amount budgeted based on planned expenditures. See details under Endowment Expense
<b>Total Transfers from Reserves</b>	<b>-56,000</b>	<b>17,000</b>	<b>-39,000</b>	
Donations	-3,000	0	-3,000	No change
Fundraising Proceeds	-1,500	500	-1,000	Decreased based on unrealized revenue in 2017
<b>Total Donations</b>	<b>-4,500</b>	<b>500</b>	<b>-4,000</b>	
<b>Total REVENUE</b>	<b>-116,877</b>	<b>19,500</b>	<b>-97,377</b>	
<b>TOTAL LIBRARY</b>	<b>559,312</b>	<b>29,809</b>	<b>589,121</b>	<b>Represents a 5 % increase from approved 2017 budget</b>

# 2018 Budget Process

November 17, 2017

<b>SMT Debrief</b> <ul style="list-style-type: none"> <li>• 2017 Budget</li> <li>• Changes for 2018</li> <li>• 2018 Budget Review Schedules</li> </ul>	Done May 31
<b>SMT Reporting on 2017 Strategic Initiatives</b>	Done July 19
<b>SMT 2018 Budget</b> <ul style="list-style-type: none"> <li>• SWOT Analysis</li> <li>• Significant Cost/Revenue drivers for 2018</li> <li>• SMT priorities for 2018</li> </ul>	Done Sep 5 Done Sep 12
<b>Council Workshop – 2018 Budget</b>	Done Sep 19
<b>2018 Capital Budget</b> <ul style="list-style-type: none"> <li>• 3 year plan review with Treasurer/CAO</li> <li>• SMT review of Capital Budget</li> <li>• Table budget at Council</li> <li>• Council approval of 2018 Capital Budget</li> </ul>	Done Oct 17 Done Nov 1 Done Nov 21 <b>Nov 21 or Dec 19</b>
<b>2018 Operating Budget</b> <ul style="list-style-type: none"> <li>• 2018 Operating Budget guidelines</li> <li>• Department submissions in FMW</li> <li>• CAO/Treasurer one-on-ones (as required)</li> <li>• SMT review of Operating Budget (scheduled)</li> <li>• Budget packages completed</li> <li>• Operating Budget tabled at Council</li> <li>• Council meetings (starts with public input meeting)</li> <li>• Council approval of 2018 Operating Budget</li> </ul>	Nov 20 Dec 22 Jan 9 - 11 Jan 17, 22 Feb 1 Feb 16 Mar 3,5,6,7 <b>Mar 7, 2018</b>



# SATURDAY SCHEDULE

## DESIGNING A FEARLESS TRANSITION

### BOOT CAMP ATTENDEES WILL BENEFIT BY:

- Reviewing board assessment strategies
- Understanding legacy planning and how to prepare your next board
- Recruiting for competency and diversity
- Analyze opportunities for communication, advocacy and influence with government and local partners
- Networking with leaders from across the province

**Don't miss this unique day of programming. Join representatives from boards across Ontario to share perspectives.**

## BOOT CAMP PRICING

### OLBA MEMBERS:

Boot Camp registration is included in your Full Registration package.

**ATTEND BOOT CAMP ONLY:**  
\$200.00 + tax (includes lunch)

**7:45 AM — 9:15 AM // Registration Open**

**8:30 AM — 9:00 AM // OLBA Annual General Meeting**  
**Kerry Badgley**, 2017 OLBA President

**Passing the Torch: Transition Plans and Legacy Documents to Prepare Your Incoming Board**  
**Jane Hilton, Greg Burns**

This is the final year of the four year term and also the time for boards to reflect on their past and plan for the future of the library. What can your library board do to ensure the transition is a smooth one that gives the new board the information they need to hit the ground running in 2018? Taking the time to develop a transition plan is an important leadership responsibility to ensure the continuity of good governance. A legacy document, with highlights of the board's accomplishments and challenges, can serve as a useful communication tool, and is your opportunity to leave some sage advice on how to achieve success in the future.

**Nuts & Bolts for Trustees**  
**Facilitated by OLBA Councillors**

The Nuts & Bolts round tables will focus on several topics of interest to Trustees. The session will be an opportunity to network and explore issues/solutions within our popular roundtable discussions.

**Your CEO/Chief Librarian Is Going to Retire: Are You Ready For It?**

**Leslie Fitch**, Milton PL, **Daryl Novak**, SOLS, **Margaret Warmels**, Milton Public Library Board

The speakers will outline approach considerations and detailed preparation recommendations for those boards preparing for a new CEO search. Milton Public Library will outline their process, highlighting their lessons learned.

**Recruiting Great Board Members**  
**Kitty Pope**, Windsor PL

New boards will be appointed at the end of 2018 and the beginning of 2019. Learn how to start recruiting great board members so your council has a wide choice and good candidates to choose from.

**Governance Spotlight:**  
**Turning the Page:**  
**Strategies for Impactful Engagement in an Election Year**  
**Caroline Pinto and Devan Sommerville**,  
Counsel Public Affairs



Advocacy is not just about getting through the right doors – it is about delivering the right messages to those in power. Drawing upon their extensive experience in engaging with government at the municipal, provincial, and federal levels, Caroline Pinto and Devan Sommerville from Counsel Public Affairs will explain how to build your case and convey it effectively to those who matter.

Counsel Public Affairs is a leading Canadian firm specializing in municipal, provincial and federal government relations, public relations, communications, strategy and advocacy. The team at Counsel includes former Liberal and Conservative cabinet ministers, senior advisors to Premiers, federal and provincial Opposition Leaders and Ministers, municipal leaders, industry specialists, veteran political campaign operatives and issues management specialists.

FOPL and OLA have recently begun working with Counsel in developing and implementing our government relations and election strategies.