



Town of Hinton  
STANDING COMMITTEE MEETING  
Agenda  
November 8, 2016 - 4:00 PM  
Committee Room, Hinton Government Centre

**TOWN COUNCIL MISSION**  
*Council serves the interests of our citizens  
to enable our community to reach full  
potential.*

Page

**ORDER**

1. Call to Order

**ADOPTION OF AGENDA**

1. Standing Committee Agenda - November 8, 2016

**CITIZENS "MINUTE WITH COUNCIL"**

**DELEGATION**

- 2 - 8 1. Hinton Municipal Library Board Municipal Appropriation Request - Presented by Hank Smit and Tara Million

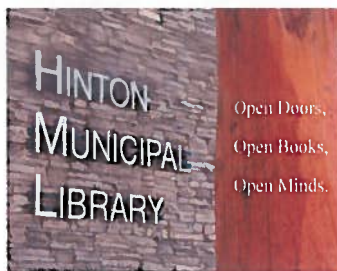
**ACTION AND DISCUSSION ITEMS**

**ADDITIONAL INFORMATION**

1. Urgent Matters from Council
2. Chief Administrative Officer Status Report
3. Legislative and Executive Assistant Logistics Information

**ADJOURNMENT**

1. Adjournment



**Hendrik Smit**  
**Library Board Chair**  
803 Switzer Drive  
Hinton, AB T7V 1V1  
www.hintonlibrary.org  
Phone: (780) 816-1015  
hsmit@shaw.ca

November 3, 2016

Honorable Mayor Mackin & Town Councillors,

On behalf of the Hinton Library Board I am writing to request the 2017 Municipal Appropriation for the Hinton Municipal Library in the amount of \$494,155.00. The 2017 Municipal Appropriation includes a 1% cost of living increase over the 2016 Municipal Appropriation.

We look forward to meeting with you on November 8<sup>th</sup> at Standing Committee and we are confident that our presentation will clearly illustrate the value of the Hinton Municipal Library. The Library Board will demonstrate that the library operating budget is sustainable over 5 years and is based on not only continuing the same level of library services that the community is used to but is also based on growing library services over the next 3 years according to our Plan of Service.

Especially in the current economic climate, funding the Hinton Municipal Library is a good investment in the community. When a Hinton family with 2 adults and 2 children utilizes the library over one month, they could save the equivalent of up to \$2,688.80 depending on what library services they use. This represents a significant financial benefit to both the families who are saving money and to the local economy, as that same family can spend that money on other needs.

The 2017 Municipal Appropriation amount represents an investment of \$4.15 per library use. We look forward to demonstrating that the library is used in many ways by people of all ages. In addition, Library services can be used by people with or without library memberships, and the Library Board has worked diligently over the last 2 years to remove as many service barriers as possible. The library has also focused on many outreach efforts over the last 2 years in order to bring library services out into the community, and we are attaching 3 letters of support that illustrate the impact of library outreach in Hinton.

In addition to requesting the 2017 Municipal Appropriation, the Hinton Library Board would like to request that Council appoint Sheila Mckeand, Accounting Supervisor with the Town of Hinton, as the reviewer for the 2016 library operating budget.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Hank Smit', is written over a light blue circular stamp.

Hank Smit  
Library Board Chair

***“open doors open books open minds”***

Hinton Municipal Library  
803 Switzer Dr.  
Hinton, AB  
T7V1V1

October 17, 2016

Dear Hinton Library Board

It is my pleasure to write a letter of support for the book club that Dominique Unger leads here at the Evergreens Foundation Pine Valley Lodge. Now in its second year Dominique has created a smooth operating and fun system with resident input. Her efforts have opened communication between strangers and allowed shy, quiet, non-joiners to feel like they are participating in something.

It is my goal as the Activity Coordinator of Pine Valley Lodge to provide activities for each senior that peaks their interest. Dominique's book club gathers individuals together that rarely participate in other activities- that alone is worth it. The bonus is achieved when you watch the rest of the residents throughout the month. Out of 30 residents 5 regularly attend book club, but 10 others will read the book and you will hear discussions at meal and snack times at their tables. That makes fifty percent of the lodge reading and 100 percent of the lodge capable of being involved in each book. The other unique thing about the book club is that it is open to staff, family and friends. One of the staff members here reads each book and attends each meeting to be involved in the discussion. This intergenerational aspect of it creates a home like environment for everyone involved.

Without Dominique and the book club the shy individuals that rely on the club for social reasons will revert back to their rooms and part of the magic of being a resident at Pine Valley Lodge will be lost.

If it is at all possible to continue this program and support Dominique in her current efforts and possible ideas of more, I would ask that happen. The senior lodges in the larger cities may have certain luxuries that we are unable to provide, but here in Hinton we have a book club that is the envy of many other senior lodges.

Sincerely,

Heather Beaudette  
Activity Coordinator/Assistant Manager  
Pine Valley Lodge Hinton, AB T7V 2E3

**Bernie Kreiner**  
510 Carriage Lane Condos  
457 Collinge Road  
Hinton, AB T7V 1K7

**October 30, 2016**

**Dear Chairperson and members of Hinton Library Board.**

**Re. Community impact of your services.**

**As a member of the Hinton Rotary Club and Chairperson of the Hinton Food Bank, I can provide the following feedback on your service impacts beyond the general availability of resources at the Hinton library :**

- 1. You have provided promo material and donation of children's books to the Food Bank. This clientele is less likely to use the library and they made many favorable comments that books were available to have for their children on our shelves. The 100+ books were on the shelf for no more than 3 weeks. I trust they are being read and looked at by our clients children and their friends at home.**
- 2. You have partnered with Hinton Rotary to operate the Dolly Parton Library program—which reaches any registered children at the age of 0 to 5 years old. This is a wonderful way to introduce the next generation to the joy of books and reading. I expect Hinton's surveys in future will no longer show our youth being « below standard » in areas of creativity etc. because of these kinds of services.**

**I am reminded what Mahatma Ghandi said : "A nation's greatness is measured by how it treats its weakest members." In Rotary's approach using our Motto "Service above Self", that starts at the community level. Working in partnership makes great things happen, thank you for how the library staff work to be open to and evolve those partnerships.**

**Yours truly,**



**Bernie Kreiner**

**Hinton Rotarian and Chairperson: Hinton Food Bank.**

# Letter of Support

Good Companions <hintongoodcompanions@hotmail.com>

Tue 2016 11-01 1:37 PM

To: Dominique Unger <domiunge@hintonlibrary.org>;

**TO: Dominique Unger  
Library Technician**

Please accept this letter as confirmation of the Hinton Good Companions total support of the Hinton Public Library and of the benefit to seniors in the Town of Hinton.

The proposal for a sub-station to be set up at the Good Companions Hall, which would make it easier for seniors to obtain books would be very beneficial. Also, all members of the Hinton Good Companions receive library cards at no charge which is another benefit.

Should further information be required, please contact the undersigned.

Sincerely,

**HINTON GOOD COMPANIONS**

*Ann Scobie for*

**Norma Fahl  
President**

**2017 Draft Budget - 5 year budget projection**  
 2017 approved by Library Board Oct 24, 2016

	Budget 2016	Year End Projections	2017	2018	2019	2020	2021
<b>REVENUE</b>							
Sale of Goods & Services	21,000	21,000	16,000	10,000	10,000	10,000	10,000
Yellowhead County Library Board Contribution	42,000	47,214	47,048	46,500	46,340	46,785	47,200
Provincial Grant - Public Library Services Branch	54,529	54,529	52,725	52,725	52,725	52,725	52,725
Donations/Fundraising for Plan of Service special projects	0	1,250	1,500	1,500	1,500	100	100
Sponsorship and/or Grants	0	1,000	1,500	1,750	2,000	2,250	0
Archives Revenue	0	228	225	225	225	225	225
Archives Grants	0	0	0	0	0	0	0
Transfer from Operating Reserve	0	6,000	0	2,500	0	0	2,500
Transfer from Capital Reserve	0	1,886	26,500	11,500	21,500	50,000	20,000
Bank Interest	100	100	100	100	100	100	100
<b>SUBTOTAL REVENUE</b>	<b>117,629</b>	<b>133,207</b>	<b>145,598</b>	<b>126,800</b>	<b>134,390</b>	<b>162,185</b>	<b>132,850</b>
<b>MUNICIPAL APPROPRIATION</b>	<b>489,262</b>	<b>489,262</b>	<b>494,155</b>	<b>499,097</b>	<b>504,088</b>	<b>509,129</b>	<b>514,220</b>
<b>TOTAL REVENUE</b>	<b>606,891</b>	<b>622,469</b>	<b>639,753</b>	<b>625,897</b>	<b>638,478</b>	<b>671,314</b>	<b>647,070</b>
<b>EXPENDITURES</b>							
<b>LIBRARY BOARD</b>							
Conference fees	1,000	920	1,000	1,000	1,000	1,000	1,000
Travel & Expenses	1,000	1,500	1,500	1,600	1,700	1,800	1,900
Food & Beverage	500	28	0	0	0	0	0
Plan of Service special projects	0	1,250	3,519	3,000	3,000	0	0
<b>TOTAL LIBRARY BOARD</b>	<b>2,500</b>	<b>3,698</b>	<b>6,019</b>	<b>5,600</b>	<b>5,700</b>	<b>2,800</b>	<b>2,900</b>
<b>LIBRARY ADMINISTRATION</b>							
Salaries	136,405	137,000	141,540	142,955	144,385	145,829	147,282
Benefits	27,281	31,750	32,554	32,880	33,209	33,541	33,876
Recruitment cost	1,000	1,025	0	0	0	0	0
Travel & Expenses	2,500	4,000	4,000	3,000	4,000	4,000	4,000
Telephone	7,000	7,000	7,070	7,140	7,212	7,284	7,357
Professional memberships	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Audit	2,250	0	0	2,500	0	0	2,500
Yellowhead Regional Library membership	41,452	41,452	40,850	40,850	40,850	40,850	40,850
Contract services	12,000	12,000	6,000	6,050	6,100	6,150	6,200
Maintenance equipment	400	500	25,500	11,525	20,550	50,600	20,800
Supernet installation	0	3,230	0	0	0	0	0

<b>TOTAL LIBRARY ADMINISTRATION</b>	<b>231,288</b>	<b>238,957</b>	<b>258,514</b>	<b>247,900</b>	<b>257,306</b>	<b>289,254</b>	<b>263,865</b>
<b>LIBRARY OPERATION</b>							
Wages - union staff	236,539	243,500	238,200	240,582	242,988	245,418	247,872
Wages - overtime union staff	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Wages - contract staff	2,720	9,000	9,000	9,000	9,000	9,000	9,000
Benefits	49,419	46,000	47,760	48,238	48,720	49,207	49,699
Travel & Expenses	2,500	2,500	2,500	1,000	2,000	1,000	2,000
Postage & Freight	700	600	605	610	615	620	625
Advertising & Marketing	4,000	3,500	4,000	4,000	4,100	4,100	2,700
Insurance	2,295	1,974	1,995	2,015	2,035	2,055	2,075
Outreach	4,250	3,000	3,000	3,000	3,100	3,100	3,200
Programming	4,250	4,500	5,000	5,000	5,100	5,100	4,450
Rented equipment (Xerox lease)	4,500	4,500	4,545	4,590	4,636	4,683	4,730
Food & Beverage	500	0	0	0	0	0	0
Office supplies	6,000	5,000	5,050	5,050	5,100	5,100	5,200
Bank charges	826	826	834	843	851	860	868
Town equipment (Town car)	542	542	550	555	561	567	572
<b>TOTAL LIBRARY OPERATION</b>	<b>321,041</b>	<b>327,442</b>	<b>325,039</b>	<b>326,483</b>	<b>330,806</b>	<b>332,810</b>	<b>334,991</b>
<b>COLLECTION</b>							
Subscriptions	1,500	1,000	1,000	1,000	1,000	1,000	1,000
Collection materials (new, lost, and processing supplies)	26,062	26,000	26,260	26,524	26,763	27,085	27,463
<b>TOTAL ARCHIVES</b>	<b>27,562</b>	<b>27,000</b>	<b>27,260</b>	<b>27,524</b>	<b>27,763</b>	<b>28,085</b>	<b>28,463</b>
<b>ARCHIVES</b>							
Travel & Expenses	3,000	4,254	6,000	1,500	0	1,500	0
Supplies	1,500	45	500	505	510	515	520
<b>TOTAL ARCHIVES</b>	<b>4,500</b>	<b>4,299</b>	<b>6,500</b>	<b>2,005</b>	<b>510</b>	<b>2,015</b>	<b>520</b>
<b>TRANSFER TO CAPITAL RESERVE</b>							
Capital reserve	20,000	20,000	16,000	16,000	16,000	16,000	16,000
<b>TOTAL CAPITAL RESERVE</b>	<b>20,000</b>	<b>20,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
<b>TOTAL LIBRARY OPERATING EXPENDITURES</b>	<b>606,891</b>	<b>621,396</b>	<b>639,332</b>	<b>625,512</b>	<b>638,085</b>	<b>670,964</b>	<b>646,739</b>
Budget surplus/deficit	0	1,073	421	385	393	350	331
Library Operating Reserve	38,878	33,951	49,951	47,451	47,451	47,451	44,951
Library Capital Reserve	77,682	95,796	69,296	73,796	68,296	34,296	30,296
<b>TOTAL LIBRARY RESERVES</b>	<b>116,560</b>	<b>129,747</b>	<b>119,247</b>	<b>121,247</b>	<b>115,747</b>	<b>81,747</b>	<b>75,247</b>

**Capital Reserve Expenditures - draft  
presented to Library Board Oct 24, 2016**

		<b>Library Capital Reserve</b> (balance based on transferring 16,000 to reserve each year)
<b>2016</b>		
Supernet installation (partial cost)	1,886	
Transfer to Operating Reserve	16,000	
	<u>1,886</u>	95,796
<b>2017</b>		
Server replacements	10,000	
Microfilm reader	15,000	
Plan of Service projects	1,500	
	<u>26,500</u>	69,296
<b>2018</b>		
Disc cleaner replacement	5,000	
Mobile projector replacement	5,000	
Plan of Service projects	1,500	
	<u>11,500</u>	73,796
<b>2019</b>		
Computer replacements	20,000	
Plan of Service projects	1,500	
	<u>21,500</u>	68,296
<b>2020</b>		
3M equipment replacements	50,000	
	<u>50,000</u>	34,296
<b>2021</b>		
Furniture replacements	20,000	
	<u>20,000</u>	30,296