



## Agenda

### A Regular Meeting of the St. Marys Public Library Board

St. Marys Public Library, 15 Church St. N. St. Marys, ON

October 5<sup>th</sup>, 2017

6:30pm

1. Call to order

2. Approval of the agenda

**Motion:**

**That the October 5<sup>th</sup>, 2017 regular meeting of the St. Marys Public Library Board agenda be approved as presented.**

**Moved by:**

**Seconded by:**

**Result:**

3. Declarations of pecuniary interest

4. Welcome guests or delegations

5. Consent agenda

**Motion:**

**That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board.**

**Moved by:**

**Seconded by:**

**Result:**

5.1. Minutes of the September 7, 2017 Regular Library Board meeting

**Motion:**

**That the minutes of the September 7, 2017 Regular Library Board Meeting be approved.**

5.2. CEO Report

**Motion:**

**The CEO Report be received.**

5.3. Library Statistics

**Motion:**

**That the Library statistics report be approved.**

5.4. Financial Report

**Motion:**

**That the Library Financial report be approved.**



6. Discussion items

6.1. Summer Reading Report with Graph

6.2. Reserves Report

7. Friends of the Library report

8. Round table discussion

9. Date of next meeting

10. Adjournment

**Motion:**

**That the October 5<sup>th</sup>, 2017 regular meeting of the St. Marys Library Board be adjourned.**

**Moved by:**

**Seconded by:**

**Result:**



## **Minutes of a Regular Meeting of the St. Marys Public Library Board**

**Meeting Location:** St. Marys Public Library

**Meeting Date:** September 7, 2017

**Meeting Time:** 6:30pm

**Meeting Attendance:**

Present: Chair C. Atlin, L. Hodgins, J. Mustard, B. Osborne, B. Tuer, M. Zurbrigg, T. Winter, A. Strathdee,

R. Quinton

Staff Present: CEO M. Corbett, Library Services Coordinator R. Webb

Regrets:

1. Call to order

Meeting was called to order at 6:30pm by Board Chair C. Atlin.

2. Approval of the agenda

**Motion:**

**That the September 7, 2017 regular meeting of the St. Marys Public Library Board agenda be approved as presented.**

**Moved by: R. Quinton**

**Seconded by: B. Tuer**

**Result: Carried**

3. Declarations of pecuniary interest

None declared.

4. Welcome guests or delegations

None present.

5. Consent agenda

**Motion:**

**That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board.**

**Moved by: J. Mustard**

**Seconded by: L. Hodgins**

**Result: Carried**

5.1. Minutes of the July 24, 2017 Regular Library Board meeting

**Motion:**

**That the minutes of the July 24, 2017 Regular Library Board Meeting be approved.**

5.2. CEO Report

**Motion:**



**The CEO Report be received.**

**5.3. Library Statistics**

**Motion:**

**That the Library statistics report be approved.**

**5.4. Financial Report**

**Motion:**

**That the Library Financial report be approved.**

**6. Discussion items**

**6.1. Financial Matters**

**6.1.1 Budget**

The budget as presented in the meeting included a 3.46% increase. Highlights of the budget discussion included a staffing increase on a contract basis for the summer months.

**Motion:**

**That the budget as presented to the Board on September 7<sup>th</sup>, 2017 go forward to Corporation of the Town of St Marys for Budget deliberations.**

**Moved by: R. Quinton**

**Seconded by: J. Mustard**

**Result: Carried**

**6.1.2 Reserve account**

**Motion that**

**The Library continue to maintain a separate trust account for the funds that have been donated to the Library for the benefit of St. Marys Public Library.**

**Moved by: B. Tuer**

**Seconded by: L. Hodgins**

**Result: Carried**

**Direction**

**That CEO M. Corbett continue to work on a Trust Policy and work with the Town Treasurer in doing so.**



6.2. Going forward with the Space and Service Needs Study

The members of the Board concluded that there will be a separate meeting held in the month of January specifically to address going forward with the Space and Service Needs Study.

**Motion**

**That the CEO be authorized to approach the Corporation of the Town of St. Marys to ask for the funds to address capital projects including the carpet, painting, drainage, windows.**

**Moved by: B. Tuer**

**Seconded by: J. Mustard**

**Result: Carried**

6.3. Statutory Holiday hours cost projection

The Board members reviewed the Statutory Holiday hours cost projections that were received in the Board Package.

**Motion**

**That the agenda be amended to add Holiday Closures to the agenda as item 6.4.**

**Moved by: J. Mustard**

**Seconded by: B. Tuer**

**Result: Carried**

6.4. Holiday Closures

**Motion**

**That the holiday closures be approved as presented to the Board.**

**Moved by: R. Quinton**

**Seconded by: L. Hodgins**

**Result: Carried**

7. Friends of the Library report

Board member J. Mustard reported that the Friends of the Library will host their Fall Book sale on November 11, 12, 13, 14. Additionally, they have sent out Newcomer Program Sponsor renewal letters. They will once again partner with Community Players on a dinner package. The Library was fortunate to receive 5 new iPads from the Friends of the Library to be used in programming and digital learning.



8. Date of next meeting

The date of the next Regular Meeting of the St. Marys Public Library Board will be October 5<sup>th</sup>, 2017.

9. Adjournment

**Motion:**

**That the September 7, 2017 regular meeting of the St. Marys Library Board be adjourned.**

**Moved by: J. Mustard**

**Result: Carried**

**Prepared by Matthew Corbett, Chief Executive Officer**

### **Highlights for Previous Month**

This month the Chief Executive Officer submitted the budget to the Director of Finance, as directed by the Board. A meeting with the Director and the Town CAO occurred on Friday September 22<sup>nd</sup>. At this point, there is nothing further to report, but discussions are continuing. Note: a large increase of our budget is based Town-mandated staffing cost and obligations to PCIN.

Capital Projects sheets were submitted to the Facilities Supervisor. The projects that were discussed in the previous Board Meeting included: carpeting and painting, fixing/replacing library windows, waterproofing the basement, and the circulation desk.

The Chief Executive Officer submitted the Public Library Operating Grant to the government, after receiving successful sign-off of the previously submitted Annual Survey.

The first financial installment from Perth South was received this month. The final installment is expected in December.

The Chief Executive Officer has submitted a grant opportunity for the Improving Library Digital Services Fund. This is a new grant opportunity that aims at improving digital resources and services in the Library in hopes of better connecting people to web-based information and opportunities.

The Chief Executive Officer, along with staff member K. Long, attended the Rotary Dinner. The Rotary Club generously donated \$600 to the Library as part of an ongoing partnership between the Library and Rotary.

A new dog tie post was installed on the Queen Street side of the Library.

### **Training:**

Three staff members attended Library Camp in Orillia to discuss programming initiatives and outreach.

The Chief Executive Officer is looking into two training opportunities to refresh expand professional knowledge; Space Planning and Policy Writing. These are 6 week online courses provided by the Southern Ontario Library Service set to begin in October.

### **Financial Update:**

The financial report from Keystone has been attached.

### **General Updates/Information:**

The Summer Reading Program wrapped up August 24<sup>th</sup> and our Summer Student finished August 31<sup>st</sup>. It was well received this year, and has run smoothly. An end of summer report has been

submitted to the Chief Executive Officer and the TD Bank as a requirement of the program. This will assist in future program planning and development.

The Chief Executive Officer attended the Perth County Information Network Board meeting on September 13<sup>th</sup>, 2017. At this meeting the Board was informed of the service changes that are being implemented with the ILS system, along with the dates of the implementation. It was the hope to have the budget approved, however the Board did not meet quorum.

The Newcomers coffee was held on September 14<sup>th</sup> on the main floor of the Library. Two newcomers attended the program to discuss about life in St. Marys, programs at the Library, and upcoming events in the Town.

#### **Adult Learning Update:**

- Stratford Grant was submitted on August 31, two months prior to other grant applicants as it gets submitted to the Social Services dept. head, Kim McElroy
- Carol attended the PREP (Partners in Resources for Employment in Perth County (A community Employment Group)) meeting and LBS(Literacy and Basic Skills...how Adult Learning is Funded) Huron Perth Grey Bruce Planning day. There was discussion around how client numbers are down across both employment and literacy and basic skills services. However, we are exceeding our target number of learners served as of Aug. 31
- Matthew signed our amended agreement. For the 2017/18 business year, we received an additional \$15,888 and agreed to serve 6 more learners.
- The ministry is holding a symposium on Oct. 5 in Toronto (Carol is attending) to receive input from programs across the province to help make decisions about how to reform LBS programming eg. funding formula, common assessment, administrative burden. Our top 3 concerns are funding levels, curriculum framework and community needs.
- EER(Estimate of Expenditure(A Financial Report to the Ministry)) was due and submitted prior to Sept. 13
- PIE (Partners in Employment) has hired us to deliver computer training in Stratford and St. Marys
- Yvonne will be attending the Community Literacy of Ontario Training Day and AGM on Oct. 17-18
- QSAR (Quarterly Status Adjustment Report(Statistical Report to Ministry) is due on Sept. 23
- We had to move to another room at Conestoga College and, effective Sept 1st, we have to pay \$115/month in rent (previously used space rent free)

#### **Project List/Action Items:**

A report has been appended discussing the Summer Reading Club.

The Chief Executive Officer is working on a Trust Policy for the Library in conjunction with the Policy Committee.

Continued development of networking through outreach to community groups and the Town.

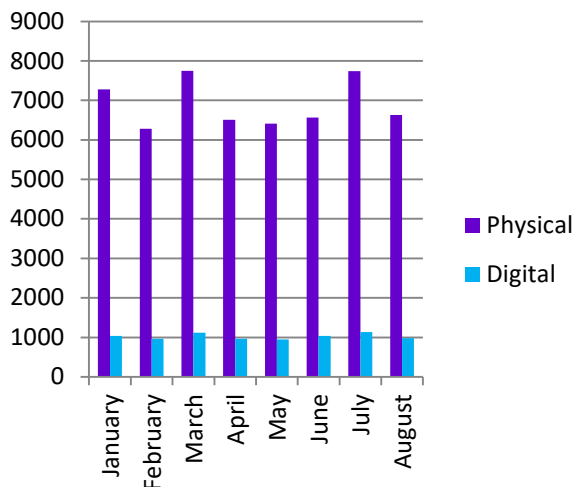
Sign investigation, railing follow-up and posting for doors open is ongoing.



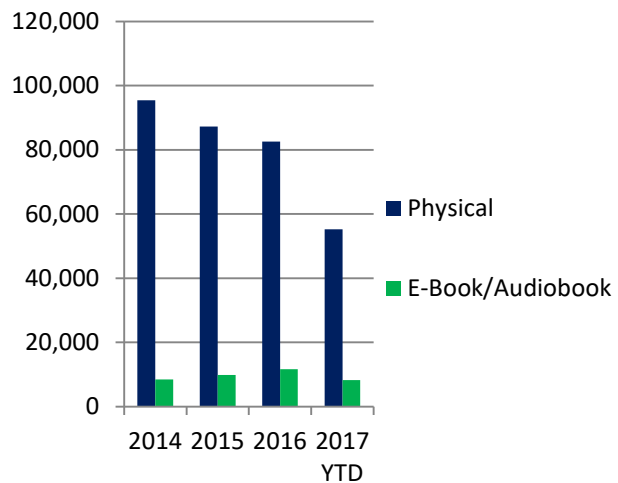
# October Board Statistics

Total Registered Patrons	5,890
Total Active Patrons*	2,565
Total New Patron YTD	176
Total P.S. Registered Patrons	684
Total Active P.S. Patrons*	277

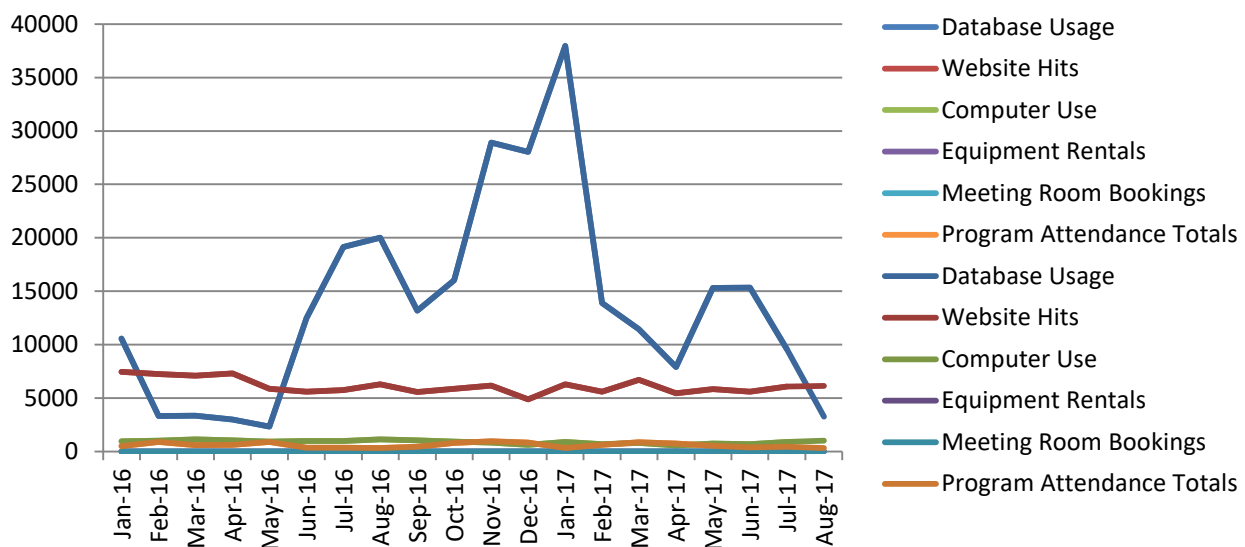
## Monthly Circulation



## Annual Circulation



## Library Services Usage Statistics



# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2017 - From Period 1 To Period 9 Ending SEP 30,2017

Account	Description	Previous Year Total	Current Year To Date Actual	Budget Remaining Total Budget
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**Fund: 01 GENERAL FUND****Category: 7???****7410 LIBRARY****Revenue**

01-7410-4160	ONTARIO SPECIFIC GRANTS	2,544.65	17,455.35	20,000.00
01-7410-4170	CANADA SPECIFIC GRANTS	0.00	2,118.00	2,118.00
01-7410-4200	REVENUE - OTHER MUNICIPALITII	30,039.50	30,038.50	60,078.00
01-7410-4210	FEES/SERVICE CHARGES	107.09	492.91	600.00
01-7410-4215	MEMBERSHIP FEES	10.00	65.00	75.00
01-7410-4218	PROGRAM REVENUE	18.25	781.75	800.00
01-7410-4221	PHOTO COPY REVENUE	3,243.66	756.34	4,000.00
01-7410-4405	FINES - OTHER	6,294.76	4,205.24	10,500.00
01-7410-4505	DONATIONS	1,231.60	2,768.40	4,000.00
01-7410-4550	OTHER REVENUE	677.17	722.83	1,400.00
<b>Total Revenue</b>		<b>44,166.68</b>	<b>59,404.32</b>	<b>103,571.00</b>

**Expense**

01-7410-5005	SALARIES/WAGES	97,474.59	65,940.41	163,415.00
01-7410-5006	OVERTIME	695.70	(87.70)	608.00
01-7410-5010	PART TIME WAGES	102,162.16	37,590.84	139,753.00
01-7410-5015	CPP/EI	13,058.97	8,219.03	21,278.00
01-7410-5016	GROUP BENEFITS	9,168.06	6,673.94	15,842.00
01-7410-5017	EHT	3,917.87	2,113.13	6,031.00
01-7410-5018	WSIB	722.69	417.31	1,140.00
01-7410-5019	OMERS	13,524.97	10,087.03	23,612.00
01-7410-5050	BOARD REMUNERATION	0.00	1,000.00	1,000.00
01-7410-5100	OFFICE SUPPLIES	2,555.75	(55.75)	2,500.00
01-7410-5105	OFFICE EQUIPMENT	2,072.19	927.81	3,000.00
01-7410-5110	TRAVEL/MILEAGE	845.81	954.19	1,800.00
01-7410-5120	MEMBERSHIPS	1,526.31	(826.31)	700.00
01-7410-5121	MEMBERSHIP - PCIN	185.50	23,128.50	23,314.00
01-7410-5130	PROFESSIONAL DEVELOPMENT	827.60	2,172.40	3,000.00
01-7410-5135	MEETING EXPENSES	195.25	304.75	500.00
01-7410-5155	ADVERTISING	225.38	774.62	1,000.00
01-7410-5175	COURIER/FREIGHT CHARGES	81.02	418.98	500.00
01-7410-5310	CONTRACTED SERVICES	748.50	9,251.50	10,000.00
01-7410-5610	PROGRAM EXPENSES	1,066.04	1,433.96	2,500.00
01-7410-5701	ELECTRONIC SERVICES	6,301.45	2,698.55	9,000.00
01-7410-5705	MAGAZINES & NEWSPAPERS	3,601.28	(101.28)	3,500.00
01-7410-5813	REPAIRS/MAINT - COMPUTER EQ	6,553.34	446.66	7,000.00
01-7410-5990	MATERIALS & SUPPLIES	1,073.30	926.70	2,000.00
01-7410-5991	MATERIALS & SUPPLIES TECH	1,814.44	685.56	2,500.00
01-7410-6200	PROFESSIONAL FEES	0.00	600.00	600.00
01-7410-7100	BANK CHARGES	265.50	234.50	500.00
01-7410-8520	TRANSFER TO RESERVE	5,000.00	0.00	5,000.00
01-7410-8993	INTERNAL CHARGES IT	4,515.00	4,519.00	9,034.00
<b>Total Expense</b>		<b>280,178.67</b>	<b>180,448.33</b>	<b>460,627.00</b>

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2017 - From Period 1 To Period 9 Ending SEP 30,2017

Account	Description	Previous Year Total	Current Year To Date Actual	Budget Remaining	Total Budget
<b>Dept Excess Revenue Over (Under) Expenditures</b>		(236,011.99)		(121,044.01)	(357,056.00)
<b>7500 ADULT LEARNING</b>					
<b>Revenue</b>					
01-7500-4160	ONTARIO SPECIFIC GRANTS	72,676.00		27,324.00	100,000.00
01-7500-4550	OTHER REVENUE	12,432.00		6,418.00	18,850.00
01-7500-4562	CONTRIBUTION FROM RESERVE	17,947.06		(10,347.06)	7,600.00
<b>Total Revenue</b>		103,055.06		23,394.94	126,450.00
<b>Expense</b>					
01-7500-5006	OVERTIME	142.43		(142.43)	0.00
01-7500-5010	PART TIME WAGES	76,830.82		2,864.18	79,695.00
01-7500-5015	CPP/EI	5,254.11		1,946.89	7,201.00
01-7500-5016	GROUP BENEFITS	1,500.00		0.00	1,500.00
01-7500-5017	EHT	1,500.95		351.05	1,852.00
01-7500-5018	WSIB	279.86		71.14	351.00
01-7500-5019	OMERS	6,819.50		1,181.50	8,001.00
01-7500-5100	OFFICE SUPPLIES	1,685.39		314.61	2,000.00
01-7500-5105	OFFICE EQUIPMENT	0.00		1,500.00	1,500.00
01-7500-5110	TRAVEL/MILEAGE	1,019.02		180.98	1,200.00
01-7500-5120	MEMBERSHIPS	100.00		0.00	100.00
01-7500-5130	PROFESSIONAL DEVELOPMENT	205.03		294.97	500.00
01-7500-5155	ADVERTISING	613.85		(113.85)	500.00
01-7500-5170	COMMUNICATIONS	713.84		686.16	1,400.00
01-7500-5262	TRAINING SUPPORT	394.20		105.80	500.00
01-7500-5302	HYDRO	1,356.88		643.12	2,000.00
01-7500-5305	JANITORIAL SUPPLIES	1,196.92		703.08	1,900.00
01-7500-5700	BOOK PURCHASES	551.19		48.81	600.00
01-7500-5990	MATERIALS & SUPPLIES	332.33		167.67	500.00
01-7500-6200	PROFESSIONAL FEES	1,119.36		880.64	2,000.00
01-7500-7300	RENT	3,830.00		2,670.00	6,500.00
01-7500-8520	TRANSFER TO RESERVE	0.00		6,650.00	6,650.00
<b>Total Expense</b>		105,445.68		21,004.32	126,450.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		(2,390.62)		2,390.62	0.00
<b>Category Excess Revenue Over (Under) Expenditures</b>		(238,402.61)		(118,653.39)	(357,056.00)

Category: 9???

<b>9740 CAPITAL - LIBRARY (MATERIALS)</b>					
<b>Revenue</b>					
01-9740-4562	CONTRIBUTION FROM RESERVE	0.00		48,000.00	48,000.00
01-9740-4563	CONTRIBUTION FROM RESERVE	0.00		10,000.00	10,000.00
<b>Total Revenue</b>		0.00		58,000.00	58,000.00
<b>Expense</b>					
01-9740-5700	BOOK PURCHASES	47,424.20		(47,424.20)	0.00
01-9740-6990	CONTRACTED SERVICES	4,882.45		53,117.55	58,000.00
<b>Total Expense</b>		52,306.65		5,693.35	58,000.00

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
Fiscal Year Ending: DEC 31,2017 - From Period 1 To Period 9 Ending SEP 30,2017

Account	Description	Previous Year Total	Current Year To Date Actual	Budget Remaining	Total Budget
<b>Dept Excess Revenue Over (Under) Expenditures</b>			(52,306.65)	52,306.65	0.00
<b>Category Excess Revenue Over (Under) Expenditures</b>			(52,306.65)	52,306.65	0.00
<b>Fund: 32 LIBRARY TRUST FUND</b>					
<b>Category: 7???</b>					
<b>7410 LIBRARY TRUST FUND</b>					
<b>Revenue</b>					
32-7410-4500	INVESTMENT INCOME		312.37	(312.37)	0.00
<b>Total Revenue</b>			312.37	(312.37)	0.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>			312.37	(312.37)	0.00
<b>Category Excess Revenue Over (Under) Expenditures</b>			312.37	(312.37)	0.00

General Ledger  
Annual Department Budget vs. Actual Comparison Report  
Fiscal Year Ending: DEC 31,2017 - From Period 1 To Period 9 Ending SEP 30,2017

Account	Description	Previous Year Total	Current Year To Date Actual	Budget Remaining	Total Budget
REPORT SUMMARY					
01-7410	LIBRARY		44,166.68	59,404.32	103,571.00
01-7500	ADULT LEARNING		103,055.06	23,394.94	126,450.00
01-9740	CAPITAL - LIBRARY (MATERIALS)		0.00	58,000.00	58,000.00
Fund 01 Total Revenue			147,221.74	140,799.26	288,021.00
01-7410	LIBRARY		280,178.67	180,448.33	460,627.00
01-7500	ADULT LEARNING		105,445.68	21,004.32	126,450.00
01-9740	CAPITAL - LIBRARY (MATERIALS)		52,306.65	5,693.35	58,000.00
Fund 01 Total Expenditure			437,931.00	207,146.00	645,077.00
Fund 01 Excess Revenue Over (Under) Expenditures			(290,709.26)	(66,346.74)	(357,056.00)
32-7410	LIBRARY TRUST FUND		312.37	(312.37)	0.00
Fund 32 Total Revenue			312.37	(312.37)	0.00
Fund 32 Excess Revenue Over (Under) Expenditures			312.37	(312.37)	0.00
Report Total Revenue			147,534.11	140,486.89	288,021.00
Report Total Expenditure			437,931.00	207,146.00	645,077.00
Report Excess Revenue Over (Under) Expenditures			(290,396.89)	(66,659.11)	(357,056.00)

### **The Program:**

Each year, the St. Marys Public Library offers a Summer Reading Program to the communities of St. Marys, Perth South and the surrounding area. With the financial support of the Friends of the Library, who sponsor the program up \$5,000, the program is run at no cost to the Library budget, and is completely free for participants. Since 2014, the Library has seen a 775% increase in attendance at the program! In 2016, the program saw the number attendees at 1312. This was nearly doubled to 2599 attendees in the 2017 current year. These numbers are thanks to the free cost of the program due to sponsorship from the Friends of the Library, and positive changes to the format and delivery of the program both in the Library and in the community. Furthermore, the Library saw an increased registration number of approximately 450 children. This means that 450 individual children were reached by the program this year, equating to 38% of children who live in St. Marys, according to Statistics Canada Census Data from 2016.

The St. Marys Public Library aims to inspire a sense of adventure and wonder, while nurturing children's imaginations and celebrating their accomplishments. This is why we believe in providing a program that encourages reading, literacy, and learning-based fun throughout the summer. Through games, crafts, and general play, the program provides a valuable opportunity for children to continue to learn and develop valuable skills in a fun and informal environment. The program also allows pre-school age children to engage in activities to help build a sound foundation in literacy, physical literacy and sensory skills that will benefit them in the future. More recently, STEAM (science, technology, engineering, arts and math) learning and maker opportunities that allow children to explore these themes through science experiments, digital and technological play, crafting were incorporated into the program. These opportunities prepare children for a diversifying educational system and prepare them for the changing career field in their futures.

Each year, the Summer Reading Coordinator is required to plan the 8 week program. Each week has different programs, activities and events for the children to learn from and engage in. The Coordinator is also responsible for the marketing, fundraising, donation gathering, materials gathering/purchasing, and venue bookings. Each week of the program, children are able to engage in new programs, events and activities each week that include STEAM sessions, maker sessions, LEGO play, reading help, toddler programs, special guests, performances and more. These are run primarily by the Summer Reading Coordinator, with limited help from volunteers, should they be available. The program is offered through sessions, events and more in the Library and in addition, the Summer Reading Coordinator performs outreach to various groups and centers in town such as Camp PRC and the St. Marys Child Care Centre. The Reading Program Coordinator is also in attendance at other various Town events (Heritage Festival, Canada Day, River Rock Festival etc.) took place.

### **Growth and the need for a summer contract staff member:**

Statistics, our annual summer reading survey and anecdotal evidence prove that the Summer Reading Program is extremely valuable to our community and it continues to grow each year as a result. In the summer of 2017, attendance at the program was 2599. On average, this means that the Summer Program coordinator ran the program at a 1:16 ratio of leader to children. While the ratio is 1:16, because of the nature of the programs (some having more attendance than others), the coordinator is regularly running sessions with over 20 children on their own.

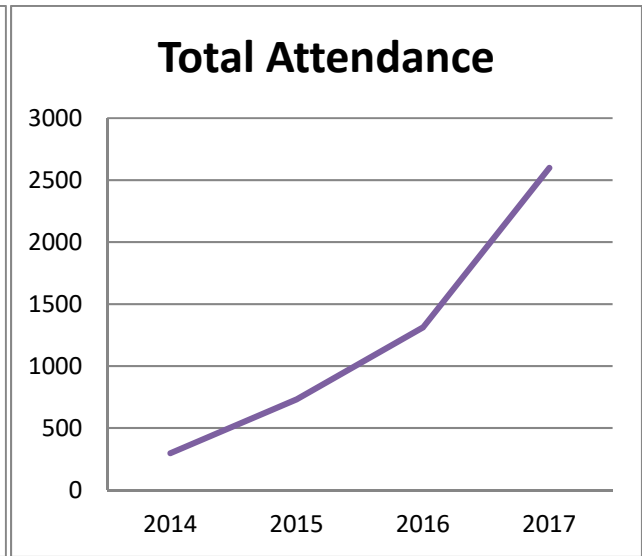
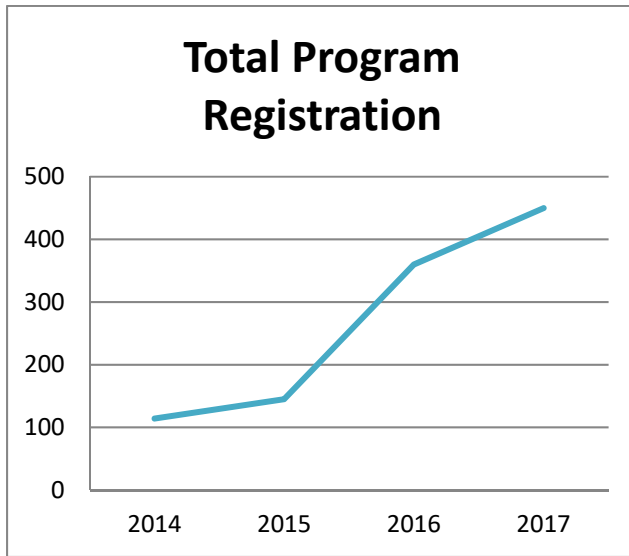
While we are overwhelmingly proud of the success of this program, we feel that it is time to provide the Summer Reading Coordinator, and the program as a whole, with more support. There are a host of issues that come with having only one staff member running the program. These include supervision constraints during drop off, pick up and wait times before programs and the fact that children who require extra attention at the programs are not able to receive it. Additionally, programs that are offered to children are scaled back due to the strain on the coordinator. Specifically, we offer reading help on a regular basis, and have received requests from users to expand the appointments available for this extremely valuable service; however, we are unable to due to staffing and time constraints. More generally, we had multiple instances over the past summer where we were forced to turn participants away because sessions were full.

From a staffing perspective, it is currently impossible for the Coordinator to take any sick days or days off without a direct impact on the program as there is no one to take over running the sessions and events. Despite the fact that regular Library staff are able to provide occasional support, often times Library staff time is already committed to the daily operational tasks of the Library- as a result, programs usually need to be cancelled when the Library Reading Coordinator is off with unexpected illness. Because of the many facets and pressures of the job, the student therefore experiences a significant amount of stress and can be prone to burn out as a result. Moreover, there are currently many logistical issues and constraints that need to be addressed.

**Our statistics clearly show an increase in popularity of, and attendance in, the program each year-a trend that we anticipate continuing well into the future. We are, therefore, of the belief that a part time summer contract student is critical to the continued success of the Summer Reading Program. An extra student would address all of the issues listed above, as well as ensure that the program was running in accordance with the highest health and safety standards. Furthermore, this contract would ensure that each and every child who participates in the program continues to be able to experience the best educational, barrier and cost free program possible. Having an extra student would not only address the current issues faced in the program, but it would ensure that we would be more equipped to host more program participants, offer more diverse programs and keep up with the increasing demand for the programs we offer in the Library during the summer.**

The specifics of the part time contract would facilitate a student coming into the Library for the summer months to assist in the roll out of the programs. Ultimately, the position would be part-time and contract and thus the impact on the Library budget would be minimal, but far and above beneficial to the Library Summer Program and the community as a whole.

## St. Marys Public Library Summer Reading Program 2017



Total Registration

2014	2015	2016	2017
114	145	360	450

Total Participation / attendance

2014	2015	2016	2017
297	731	1312	2599



**Prepared by: Matthew Corbett, Chief Executive Officer**

Reserves are designed to provide each organization with a multitude of advantages. The benefits include financial stability in a constantly changing economic climate and maintaining financial accountability. Variabilities, including unexpected cost increases or funding decreases reinforce the notion that a reserve fund is of high value. It will serve as a means to smooth the Library's financial needs. The Library Board is considering the development of a separate reserve account from the Town, therefore taking advantage of the opportunity to access these benefits. In this report, the Chief Executive Officer will outline the importance of acquiring a reserve account for the library, to relay information gathered from the CEO, the Director of Finance, J. Brown, and the Chief Administration Officer B. Kittmer, and finally outline some next steps/action items. This report serves as an update to the previous Board meeting.

**The Importance of a Reserve**

Financial Reserves are funds that are earmarked for retained earnings to be used in the future. It is a contingency or "rainy day" account. In practice, reserves are acquired in two main ways: the remaining balance from previous year's budgets, and by actively budgeting for reserves in a current budget. In current Library practice, any remaining funds from the budget is placed into the Town Reserves. This means if the Library does not effectively use it (the funds), the Library loses it. The reality is, this practice adversely affects the Library, as fiscal responsibility is diminished with the perception of poor financial management. Additionally, there is no carry over from year to year, which impacts purchasing capital expenses outside of Facilities responsibilities. This means the Library has to continuously approach the Town/Council at budget time requesting one time asks or budget increases that extend past the three percent inflation, in order to maintain current service levels/equipment. The current model further pushes is a reactionary approach/methodology.

Consequently, a Library established reserve account would enable is the Library to have a bridge for carry over, to maintain effective fiscal accountability and to be proactive in replacement/service upgrades. It would also serve to augment any funding decreases as well as any unexpected costs the Library could incur. The presence of an operating reserve for the Library increases the ability to take mission-related risks and to respond to economic changes/circumstances. These could include unanticipated events/unbudgeted increases which would leave the Library in a deficit, ultimately impacting in an adverse way.

The Library needs to focus on engaging in responsible, long-term planning. Without a reserve dedicated to the Library, there is a strong risk of losing sight of long-term needs. Furthermore, by reacting to the short-term crisis/issues, the Library service delivery runs a risk of being negatively impacted. Financial flexibility, adhering to mission programs/service deliveries, and respond to demands for service increases are all reasons that govern and strengthen the position of a financial reserve for the Library.

**The Reserves:**

In the conversation with J. Brown and B. Kittmer, it was discussed that the reserves would enable the Library to have some carry over if the budget was not completely spent. This would allow the Library to have some flexibility in next year of budget. The Chief Executive Officer inquired about financially planning the budget, should the reserves be created, to incorporate a budget line much the same

way the ILS system for PCIN is budgeted. It was explained that this would not, in all likelihood, be approved by Council, and the Library will not be using this as a way to “pad” the budget. In essence, it would be a means to promote financial responsibility only. As well, there would most likely be a ceiling cap on how much could be in the reserves. That would be determined by Council. It was also mentioned that this reserve would be used first for any financial ask increase to the Library budget for the coming year.

**Next Steps/Action Items:**

It would be advantageous to have B. Kittmer come to the November Board meeting to discuss more about how such a Reserve might work, and to answer questions the Board may have. This would clarify our understanding and assist in outlining a proposal to Town, if appropriate.

Trust Fund –There are no current updates for the Trust Fund at this time. A Trust Policy is pending.