



Agenda

A Regular Meeting of the St. Marys Public Library Board

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

November 2, 2017

6:30pm

1. Call to order

2. Approval of the agenda

Motion:

That the November 2, 2017 regular meeting of the St. Marys Public Library Board agenda be approved as presented.

3. Declarations of pecuniary interest

4. Welcome guests or delegations

Town of St. Marys CAO, B. Kittmer

5. Consent agenda

Motion:

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

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

Motion:

That the minutes of the October 5, 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. Reserve Account- CAO, B. Kittmer
 - 6.2. Library Staff Training Day Closure

Motion

That the Library be closed to the Public on December 15, 2017 for a full day of Staff Training.

- 6.3. Capital Projects Update
- 6.4. Budget Presentation
7. Friends of the Library report
8. Round table discussion
9. Date of next meeting
10. Adjournment

Motion:

That the November 2, 2017 regular meeting of the St. Marys Library Board be adjourned.



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

Meeting Location: St. Marys Public Library

Meeting Date: October 5th, 2017

Meeting Time: 6:30pm

Meeting Attendance:

Present: L. Hodgins, J. Mustard, B. Osborne, B. Tuer, M. Zurbrigg, T. Winter, R. Quinton

Staff Present: CEO M. Corbett,

Regrets: Chair C. Atlin, A. Strathdee, Library Services Coordinator R. Webb

1. Call to order

Meeting was called to order at 6:30pm by Vice Chair J. Mustard.

2. Approval of the agenda

Motion:

That the October 5th, 2017 regular meeting of the St. Marys Public Library Board agenda be approved as amended to add item 6.3 Adult Learning

Moved by: T. Winter

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 with the amendments to 5.1 to the minutes of the September 7th meeting to correct in the supporting documents of the budget to show an overall increase of 3.58% from 3.46%(no other figures require change) and to change the dates of the FOL book sale to November 8th, 9th, 10th, and 11th.

Moved by: R. Quinton

Seconded by: B. Tuer

Result: Carried

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

Will be used as a template for the presentation to council with emphasis on the materials in bold.

6.2. Reserves Report

Direction: To have the CEO invite the appropriate Town resource to the next Library Board meeting to discuss the Reserve account.

6.3. Adult Learning (The discussion on 6.3 was deferred to after the FOL updates)

Motion:

That the St. Marys Public Library Board move into a session that is closed to the public at 6:53pm in accordance with Municipal Act, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 239(2)(d) labour relations or employee negotiations.

Moved by B. Tuer

Seconded by R. Quinton

Result: Carried

At 6:53pm L. Hodgins entered the meeting.

Motion:

That the St. Marys Public Library Board rise from a closed session at 7:27pm.

Moved by M. Zurbrigg

Seconded by B. Osborne

Result: Carried



Motion:

That the board approve compensating the Adult Learning Program employees in the equal and consistent manor with all other town employees.

Moved By: B. Tuer

Second: R. Quinton

Result: Carried

Direction: Have CEO meet with CAO, Finance, and HR to investigate appropriate way to reflect this in the budgets.

Motion:

That the board approve any budget changes that result from the motion with respect to the Adult Learning compensations.

Moved by: B. Osborne

Second by: R. Quinton

Result: Carried

7. Friends of the Library report
Book sale 8-11th. Large amount of donations to work with. The FOL community players' dinner is coming up on October 28th. 10\$ of every combined dinner and theatre ticket goes to the FOL.
8. Round table discussion
CEO informed the Board that M. Stemmler is leaving the library in pursuit of her teaching career.
9. Date of next meeting
November 2nd 2017
10. Adjournment

Motion:

That the October 5th, 2017 regular meeting of the St. Marys Library Board be adjourned.

Moved by: L. Hodgins

Result: Carried

Prepared by Matthew Corbett, Chief Executive Officer

Highlights for Previous Month

This month the Chief Executive Officer meet with every staff within the Library and the Adult Learning Centre to conduct Mid-Year performance reviews. This was a chance to check in with staff and see how their goals and target progressions were going.

The Fire Procedures for the Library were updated earlier this month to reflect an accurate and effective strategy to dealing with fire emergencies. On Wednesday October 11th, the Library had a fire drill coinciding with Fire Prevention Week. Staff and Library patrons were evacuated out of the Library in an exercise conducted by the Fire Chief and the Chief Executive Officer. The Library was evacuated within 2 minutes. A staff debrief, along with areas of both improvements and excellence, was outlined. Another surprise drill will happen in the New Year.

Computer hardware purchased earlier this year were installed on October 11th. Town IT and Stratford IT were at the Library installing the appropriate resources onto the computers (ILS system, regular updates/maintenance, user profiles etc.).

The Library staff are preparing for the ILS system migration. October 30th Horizon will be offline, and Library staff will use MobileCirc. This should not have any significant impact on service delivery.

The Chief Executive Officer has been working with Human Resources to fill the vacant position in the Library. The job ad has been posted, with a closing date of the 27th.

Training/Meetings:

The Chief Executive Officer attended a networking meeting for CEO's at the London-Oxford-Middlesex-St.Thomas-Elgin-Tillsonburg CEO meeting (which now encompasses many more districts than the aforementioned six). At this meeting, discussions revolved around ministry funding, SOL's updates, and also provided a chance for CEO's to discuss what is going on with their Libraries and to provide some feedback and support. The Chief Executive Officer made some connections, and is looking forward to the next meeting. The CEO meeting scheduled for Durham County was postponed, and will take place later on in the year.

Financial Update:

The financial report from Keystone has been attached.

Adult Learning Update:

- Funding increase of \$15,888 for 2017-18 from the Ministry of Advanced Education and Skills Development (MAESD)

- Fee for Service – Classes in Basic Computer Training, Internet for the Job Search, Word and Excel taking place in St. Marys and in Stratford (September and October) at the PIE location. Fee is \$5250
- Deb Hotchkiss joined us, upon our request, for our Adult Learning Committee meeting to discuss the decrease in clients accessing employment services. The unemployment rate is very low so less people are coming in looking for work. This is a similar story for programs across the Southwestern region. Our targets are on track with ministry requirements, but we are concerned that it might affect our statistics for the 3rd and 4th quarter of our business year.
- Carol attended the ministry symposium in Toronto. All programs in Ontario were represented plus government officials including Deb Matthews (the Minister of MAESD) The purpose of the symposium was to continue discussions with the Literacy and Basic Skills (LBS) network focused on strengthening the program and improving and increasing support and services to learners
- Yvonne attended the Community Literacy of Ontario Conference in Barrie on October 17-18
- We invited Jennifer Morris, Family Service Worker at the Salvation Army, to visit our program on October 11, and we discussed both our services and ways in which we can partner to better serve our clients
- Heinz Action Centre closed on October 26
- We are waiting to hear if our rent allocation for space at Conestoga College has been approved. It has been strongly recommended at the local Ministry office level.

General Updates/Information:

The railing for the stairs on Church Street was installed on Friday October 20th.

The Library received the ILDS (Improving Library Digital Services) grant. The Chief Executive Officer is looking into options at adhere to the grant stipulations.

The Newcomers coffee was held on Thursday October 12th in the youth room. There were approximately 10 people including the CEO who attended the meeting.

The Library underwent some changes to the collection, in terms of material placement. This was conducted under the guidance of the CEO and Library Clerk K. Long, in attempts to give certain items in the collection more traction. Additionally, the changes helped reorganize the materials in the Library. The Library has seen more of these items circulate this month, providing evidence of success. Areas changed include: Youth collection, DVD/media collection and the express items.

The Library received the PLOG/Annual Survey grant on October 26th.

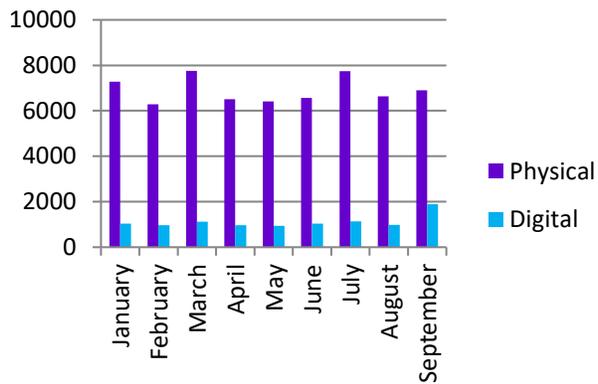
Project List/Action Items:

1. Continue to communicate with Human Resources re: job applications/resumes/interviews
2. Discuss the closure of the Library for “training day”—December 15th
3. Develop presentation to Council re: budget presentation
4. Inform Perth South of budget increase
5. Develop fire procedures for Adult Learning

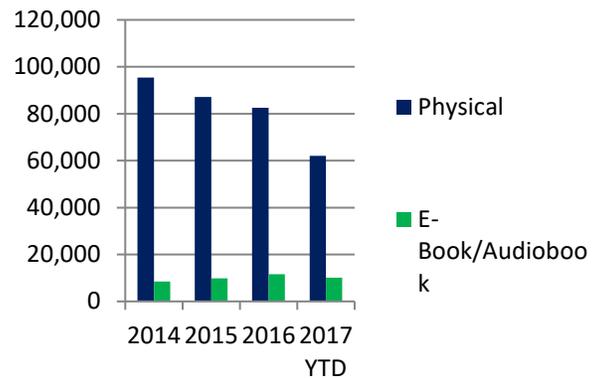
November Board Statistics

Total Registered Patrons	5,954
Total Active Patrons*	2,560
Total New Patron YTD	245
Total P.S. Registered Patrons	684
Total Active P.S. Patrons*	276

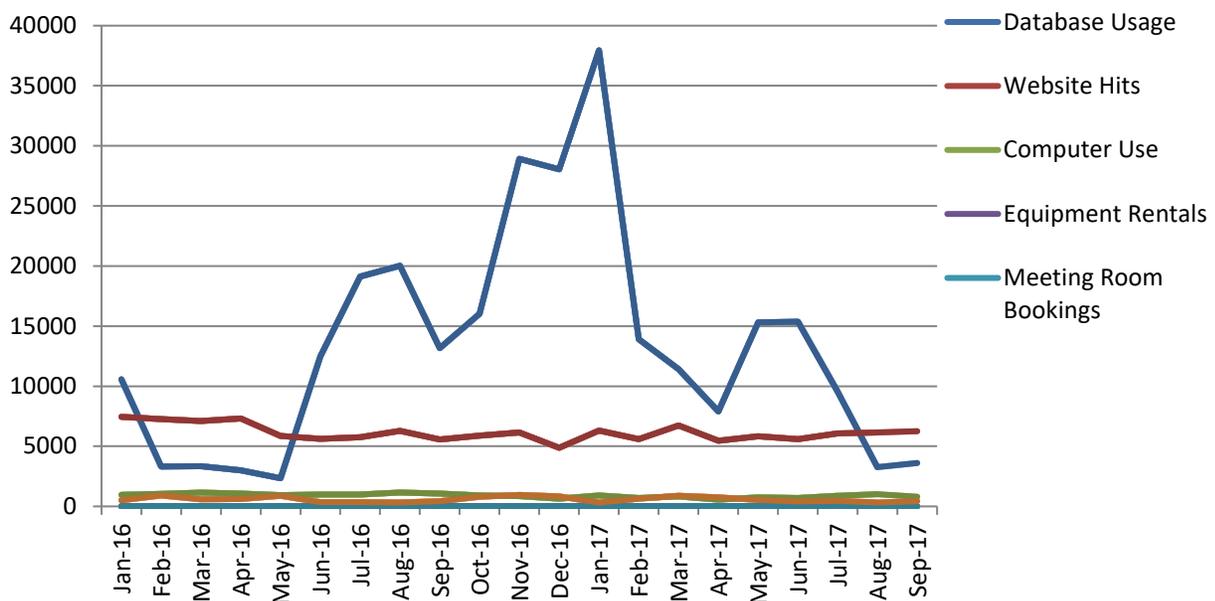
Monthly Circulation



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 10 Ending OCT 31,2017

Account	Description	Previous Year Total	Current Year To Date Actual	Budget Remaining Total Budget
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	3,504.71	495.29	4,000.00
01-7410-4405	FINES - OTHER	6,543.61	3,956.39	10,500.00
01-7410-4505	DONATIONS	1,869.30	2,130.70	4,000.00
01-7410-4550	OTHER REVENUE	842.08	557.92	1,400.00
Total Revenue		45,479.19	58,091.81	103,571.00
Expense				
01-7410-5005	SALARIES/WAGES	115,628.48	47,786.52	163,415.00
01-7410-5006	OVERTIME	695.70	(87.70)	608.00
01-7410-5010	PART TIME WAGES	116,689.09	23,063.91	139,753.00
01-7410-5015	CPP/EI	15,156.13	6,121.87	21,278.00
01-7410-5016	GROUP BENEFITS	11,109.80	4,732.20	15,842.00
01-7410-5017	EHT	4,557.56	1,473.44	6,031.00
01-7410-5018	WSIB	882.09	257.91	1,140.00
01-7410-5019	OMERS	16,008.51	7,603.49	23,612.00
01-7410-5050	BOARD REMUNERATION	0.00	1,000.00	1,000.00
01-7410-5100	OFFICE SUPPLIES	2,194.10	305.90	2,500.00
01-7410-5105	OFFICE EQUIPMENT	1,961.58	1,038.42	3,000.00
01-7410-5110	TRAVEL/MILEAGE	1,149.74	650.26	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	90.16	409.84	500.00
01-7410-5310	CONTRACTED SERVICES	9,763.96	236.04	10,000.00
01-7410-5610	PROGRAM EXPENSES	794.89	1,705.11	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	300.25	199.75	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
Total Expense		328,800.89	131,826.11	460,627.00

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2017 - From Period 1 To Period 10 Ending OCT 31,2017

Account	Description	Previous Year Total	Current Year To Date Actual	Budget Remaining	Total Budget
Dept Excess Revenue Over (Under) Expenditures			(283,321.70)	(73,734.30)	(357,056.00)
7500 ADULT LEARNING					
Revenue					
01-7500-4160	ONTARIO SPECIFIC GRANTS		81,009.00	18,991.00	100,000.00
01-7500-4550	OTHER REVENUE		17,682.00	1,168.00	18,850.00
01-7500-4562	CONTRIBUTION FROM RESERVE		17,947.06	(10,347.06)	7,600.00
Total Revenue			116,638.06	9,811.94	126,450.00
Expense					
01-7500-5006	OVERTIME		142.43	(142.43)	0.00
01-7500-5010	PART TIME WAGES		91,761.89	(12,066.89)	79,695.00
01-7500-5015	CPP/EI		6,273.98	927.02	7,201.00
01-7500-5016	GROUP BENEFITS		1,500.00	0.00	1,500.00
01-7500-5017	EHT		1,792.08	59.92	1,852.00
01-7500-5018	WSIB		348.34	2.66	351.00
01-7500-5019	OMERS		8,030.31	(29.31)	8,001.00
01-7500-5100	OFFICE SUPPLIES		1,713.80	286.20	2,000.00
01-7500-5105	OFFICE EQUIPMENT		713.32	786.68	1,500.00
01-7500-5110	TRAVEL/MILEAGE		1,224.25	(24.25)	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		501.19	(1.19)	500.00
01-7500-5302	HYDRO		1,419.08	580.92	2,000.00
01-7500-5305	JANITORIAL SUPPLIES		1,316.70	583.30	1,900.00
01-7500-5700	BOOK PURCHASES		551.19	48.81	600.00
01-7500-5990	MATERIALS & SUPPLIES		354.80	145.20	500.00
01-7500-6200	PROFESSIONAL FEES		1,119.36	880.64	2,000.00
01-7500-7300	RENT		4,302.23	2,197.77	6,500.00
01-7500-8520	TRANSFER TO RESERVE		0.00	6,650.00	6,650.00
Total Expense			124,697.67	1,752.33	126,450.00
Dept Excess Revenue Over (Under) Expenditures			(8,059.61)	8,059.61	0.00
Category Excess Revenue Over (Under) Expenditures			(291,381.31)	(65,674.69)	(357,056.00)
Category: 9???					
9740 CAPITAL - LIBRARY (MATERIALS)					
Revenue					
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
Total Revenue			0.00	58,000.00	58,000.00
Expense					
01-9740-5700	BOOK PURCHASES		46,923.27	11,076.73	58,000.00
Total Expense			46,923.27	11,076.73	58,000.00
Dept Excess Revenue Over (Under) Expenditures			(46,923.27)	46,923.27	0.00

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2017 - From Period 1 To Period 10 Ending OCT 31,2017

Account	Description	Previous Year Total	Current Year To Date Actual	Budget Remaining	Total Budget
Category Excess Revenue Over (Under) Expenditures			(46,923.27)	46,923.27	0.00
Fund: 32 LIBRARY TRUST FUND					
Category: 7???					
7410 LIBRARY TRUST FUND					
Revenue					
32-7410-4500	INVESTMENT INCOME		366.49	(366.49)	0.00
Total Revenue			366.49	(366.49)	0.00
Dept Excess Revenue Over (Under) Expenditures			366.49	(366.49)	0.00
Category Excess Revenue Over (Under) Expenditures			366.49	(366.49)	0.00

General Ledger

Annual Department Budget vs. Actual Comparison Report Fiscal Year Ending: DEC 31,2017 - From Period 1 To Period 10 Ending OCT 31,2017

Account	Description	Previous Year Total	Current Year To Date Actual	Budget Remaining	Total Budget
REPORT SUMMARY					
01-7410	LIBRARY		45,479.19	58,091.81	103,571.00
01-7500	ADULT LEARNING		116,638.06	9,811.94	126,450.00
01-9740	CAPITAL - LIBRARY (MATERIALS)		0.00	58,000.00	58,000.00
Fund 01 Total Revenue			162,117.25	125,903.75	288,021.00
01-7410	LIBRARY		328,800.89	131,826.11	460,627.00
01-7500	ADULT LEARNING		124,697.67	1,752.33	126,450.00
01-9740	CAPITAL - LIBRARY (MATERIALS)		46,923.27	11,076.73	58,000.00
Fund 01 Total Expenditure			500,421.83	144,655.17	645,077.00
Fund 01 Excess Revenue Over (Under) Expenditures			(338,304.58)	(18,751.42)	(357,056.00)
32-7410	LIBRARY TRUST FUND		366.49	(366.49)	0.00
Fund 32 Total Revenue			366.49	(366.49)	0.00
Fund 32 Excess Revenue Over (Under) Expenditures			366.49	(366.49)	0.00
Report Total Revenue			162,483.74	125,537.26	288,021.00
Report Total Expenditure			500,421.83	144,655.17	645,077.00
Report Excess Revenue Over (Under) Expenditures			(337,938.09)	(19,117.91)	(357,056.00)