



## Agenda

A Regular Meeting of the St. Marys Public Library Board  
Pyramid Recreation Centre, 317 James Street South St. Marys, ON  
September 6<sup>th</sup>, 2018  
6:30pm

1. Call to order

2. Approval of the agenda

**Motion:**

**That the September 6<sup>th</sup>, 2018 regular meeting of the St. Marys Public Library Board agenda be approved as presented.**

3. Declarations of pecuniary interest

4. Welcome guests or delegations

5. Consent agenda

**Motion:**

**That Consent Agenda items 5.1 to 5.3. inclusive be adopted by the Board.**

5.1. Minutes of the June 7<sup>th</sup>, 2018 Regular Library Board meeting

**Motion:**

**That the minutes of the June 7<sup>th</sup>, 2018 Regular Library Board Meeting be approved.**

5.2. CEO Report

**Motion:**

**The CEO Report be received.**

5.3. Financial Report

**Motion:**

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

6. Discussion items

6.1. Verbal Update Library Move/Renovations

6.2. Engineering Report: Where we are to date:

**Motion: To accept this report as information, and to have CEO M. Corbett report back on any new information that arises once the Engineering Report has been received.**

**Moved by:**

**Seconded by:**

**Result:**



### 6.3. Library Budget

**Motion:** That the draft 2019 budget presented to the Board on September 6<sup>th</sup>, 2018 go forward to the Corporation of the Town of St. Marys for Budget deliberations.

**Moved by:**

**Seconded by:**

**Result:**

### 6.4. Board Recruitment—Verbal discussion led by Chair C. Atlin

7. Friends of the Library report

8. Round table discussion

9. Date of next meeting—Thursday October 6<sup>th</sup>, 2018

10. Adjournment

**Motion:**

**That the September 6<sup>th</sup>, 2018 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:** June 7, 2018

**Meeting Time:** 6:30pm

**Meeting Attendance:**

Present: Board Chair, C. Atlin, Vice Chair, J. Mustard, B. Osborne, R. Quinton, B. Tuer, T. Winter, M. Zurbrigg

Staff Present: CEO M. Corbett, Library Services Coordinator R. Webb, Summer Reading Coordinator C. Donati.

Regrets: L. Hodgins, A. Strathdee

1. Call to order

Meeting was called to order at 6:31pm by Board Chair C. Atlin.

2. Approval of the agenda

**Motion:**

**That the June 7<sup>th</sup>, 2018 regular meeting of the St. Marys Public Library Board agenda be approved as presented.**

**Moved by: B. Osborne**

**Seconded by: J. Mustard**

**Result: Carried**

3. Declarations of pecuniary interest

None declared.

4. Welcome guests or delegations

C. Donati, Summer Reading Program Coordinator.

5. Consent agenda

**Motion:**

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

**Moved by: T. Winter**

**Seconded by: B. Osborne**

**Result: Carried**

5.1. Minutes of the May 3<sup>rd</sup>, 2018 Regular Library Board meeting

**Motion:**

**That the minutes of the May 3<sup>rd</sup>, 2018 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 Club Update/Presentation

Summer Reading Program Coordinator, C. Donati gave a presentation to members of the Board about the 2018 Summer Reading Program.

6.2. Circulation and Services—Makerspace Fee Schedule

**Motion:**

**To adopt changes made to Appendix D: Fines and Fees (Circulation and Services Policy) with respect to Makerspace Materials.**

**Moved by: J. Mustard**

**Seconded by: R. Quinton**

**Result: Carried**

6.3. Library Sign

**Motion:**

**To have the CEO present this report to the Friends of the Library, and look into possible funding from the Friends to have the sign completed.**

**Moved by: R. Quinton**

**Seconded by: B. Tuer**

**Result: Carried**

6.4. Library Door Hardware

**Recommendation:**

**THAT the CEO investigate the option of refurbishing the existing Church Street door hardware, and report back on all options to the Board.**

6.5. Adult Learning Job Description

**Direction to continue to pursue the new position as described in the Job description presented to the Board and have it evaluated.**



## 6.6. Library Space Costing Report

### **Recommendation:**

**THAT this project, with the presented costed figures, be brought to the St. Marys Town Council for June, to discuss whether or not this project is a possibility for this 2018 year, in conjunction with the carpeting and painting of the Library.**

## 6.7. Discussion item

### **Motion:**

**That the St. Marys Public Library Board move into a session that is closed to the public at 7:42pm in accordance with the Municipal Act, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 239(2)(b) labour relations or employee negotiations.**

**Moved by: B. Tuer**

**Seconded by: B. Osborne**

**Result: Carried**

### **Motion:**

**That the St. Marys Public Library Board move out of a session that is closed to the public at 8:10pm in accordance with the Municipal Act, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 239(2)(b) labour relations or employee negotiations.**

**Moved by: T. Winter**

**Seconded by: M. Zurbrigg**

**Result: Carried**

### **Motion that**

**The completed performance appraisal as approved by the Board be forwarded to Town HR with included compensation recommendation as set out in the appraisal.**

**Moved by: B. Tuer**

**Second: J. Mustard**

**Result: Carried**

## 7. Friends of the Library report

The Friends of the Library reported that they purchased new tabled to be used at the semi-annual book sale, the Newcomers' coffee hour will continue as normal and that members will soon be reaching out to local businesses for sponsorship of the Newcomers' program.

## 8. Round table discussion



A question was brought forward about the results of the engineer visit to the Library. CEO M. Corbett addressed the question and noted that the report did mention that the second floor of the Library should not be used for long term storage of books.

9. Date of next meeting—Thursday September 6<sup>th</sup>, 2018

10. Adjournment

**Motion:**

**That the June 7<sup>th</sup>, 2018 regular meeting of the St. Marys Library Board be adjourned.**

**Moved by: B. Osborne**

**Seconded by: R. Quinton**

**Result: Carried**

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

### **Highlights for July/August 2018**

Over the past two months, the Chief Executive Officer's major key file was the Library temporary relocation. This also included packing up the Library, liaising with various departments within the Town in order to ensure the renovation preparation were conducted as smoothly as possible. Ulch Transport donated a tractor trailer to the Library to store our books and materials, and Vet Purchasing provided the bins, packing wrap and wooden pallets for the Library materials free of charge. Without the support of these two companies, there would have been additional costs incurred for this renovation.

The Summer Reading program wrapped up its final week in August. From initial investigations, it would appear the program was as successful as the previous year's program. More updates will be provided at the next Library Board meeting.

The Library sign has been completed in its entirety. SignOntario completed the sign on Friday August 3<sup>rd</sup>, to the specifications approved by the Library Board. This case file is now closed.

The Adult Learning Centre has been closed for August in conjunction with the Centre's yearly summer closure. The Centre will reopen September 4<sup>th</sup>.

As an update to the joint initiative with the Pyramid Recreation Centre, the Chief Executive Officer and the Director of Community Services are pleased to report the Aquatics Pass has reached 16 different families over July and August. This translates to approximately 64-80 individuals using the Aquatics facilities. This has been a great start to the joint initiative between Library and PRC.

### **Training:**

The Chief Executive Officer has been offered an opportunity to attend 8 seminar courses in Paris, Ontario for Future Ready Leadership Training. This is an extensive training program designed to refine leadership skills, knowledge and attitudes for effective leaders using industry standards. This opportunity has been offered by the HR department of the Town. The schedule for this course is one day each month starting September 18<sup>th</sup> and going until April 16<sup>th</sup>.

### **Financial Update:**

The financial report from Keystone has been attached.

The Chief Executive Officer developed the 2019 budget for the Library and Adult Learning across the month of August. As it currently stands, the overall budget increase for the Library is 29,036 or 7.7% increase. The Adult Learning budget has included in it an overage of \$2,698. As with last year's budget, this cost is representative of the cost of living(projected) and the Health Care Spending

Account. As a result, the total increase of the Library and Adult Learning budget hovers around 8.4% increase. A detailed breakdown of the cost increases and changes to the budget have been prepared and incorporated in budget spreadsheet of September 2019's Board Package.

#### **Budget Highlights**

- \$6,078 increase is uncontrollable staffing cost increases
- PCIN membership cost has been estimated based on previous years' trends
- The Contracted services budget line has two separate increases
  - A permanent increase of \$3,000 for a leased photocopier/fax machine
  - A one-time request of \$20,000 for the next Library Board to develop a Strategic Plan
- A one-time request of \$1,400 to replace the final two computers that were missed in the upgrades for 2018.

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

The Chief Executive Officer had a PCIN CEO Meeting on August 29th. This meeting was to discuss/update the member Libraries of what has been going on in each Library over the Summer, and to discuss options for a strategic plan/goals setting of the next PCIN Board.

On Wednesday, August 29<sup>th</sup>, 2018 the Engineer was in the Library to investigate the second level floor. To do this investigation, the Engineer conducted destructive investigation, cutting into the floor boards to expose four separate floor joists. The exposed joists have since been recovered in anticipation of the Library renovations.

On August 23<sup>rd</sup> the Library hosted the Summer Reading BBQ with the support of the Friends of the Library and the Supervisor of Recreation & Youth Services for the Town. The event was very successful, with many people showing up for the event. Activities included face painting, balloon twisting, live music, food and games.

#### **Adult Learning Updates**

- No updates at this time.

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

1. Continue work with Adult Learning staff on Program Marketing and Advertising strategies
2. Library Sign (Completed)
3. Door Hardware (Postponed until 2019)
4. Joint/collaborative initiative with PRC (Completed, looking at new options for 2019)
5. Preparing for carpet and painting in Library—Library service to be at the PRC (Completed)
6. Develop an Advocacy Plan Framework
7. Continue investigating ILS Account
8. Develop a Policy work plan
9. Board Succession Planning



**General Ledger Annual Department Budget vs. Actual Comparison Report**  
**Fiscal Year Ending: December 31, 2018 - From Period 1 to Period 8 Ending August 30, 2018**

**FUND: 01 GENERAL FUND**

**7410 LIBRARY**

**REVENUE**

Account	Description	CurrYTDActual	BudgetRemaining	Total Budget
01-7410-4160	ONTARIO SPECIFIC GRANTS	\$425.00	\$19,575.00	\$20,000.00
01-7410-4170	CANADA SPECIFIC GRANTS	\$5,246.14	-\$2,852.14	\$2,394.00
01-7410-4200	REVENUE - OTHER MUNICIPALITIES	\$31,398.78	\$30,551.22	\$61,950.00
01-7410-4210	FEES/SERVICE CHARGES	\$163.89	\$436.11	\$600.00
01-7410-4215	MEMBERSHIP FEES	\$14.00	\$61.00	\$75.00
01-7410-4218	PROGRAM REVENUE	\$1.00	\$799.00	\$800.00
01-7410-4221	PHOTO COPY REVENUE	\$2,149.88	\$1,850.12	\$4,000.00
01-7410-4405	FINES - OTHER	\$5,290.06	\$3,709.94	\$9,000.00
01-7410-4505	DONATIONS	\$1,628.50	\$2,371.50	\$4,000.00
01-7410-4550	OTHER REVENUE	\$1,018.16	\$381.84	\$1,400.00
01-7410-4555	Revenue--Friends of the Library	\$1,542.68	-\$1,542.68	\$0.00
01-7410-4562	CONTRIB FR RESERVE/DISCRE RESERVE	\$3,000.00	-\$3,000.00	\$0.00
Total Revenue		\$51,878.09	\$52,340.91	\$104,219.00

**EXPENSE**

01-7410-5005	SALARIES/WAGES	\$104,296.67	\$58,430.33	\$162,727.00
01-7410-5006	OVERTIME	\$494.21	\$165.79	\$660.00
01-7410-5010	PART TIME WAGES	\$99,223.15	\$53,165.85	\$152,389.00
01-7410-5015	CPP/EI	\$13,308.54	\$8,436.46	\$21,745.00
01-7410-5016	GROUP BENEFITS	\$9,871.03	\$9,026.97	\$18,898.00
01-7410-5017	EHT	\$3,990.20	\$2,083.80	\$6,074.00
01-7410-5018	WSIB	\$797.26	\$320.74	\$1,118.00
01-7410-5019	OMERS	\$13,449.93	\$10,206.07	\$23,656.00
01-7410-5050	BOARD REMUNERATION	\$0.00	\$1,000.00	\$1,000.00
01-7410-5100	OFFICE SUPPLIES	\$657.09	\$1,842.91	\$2,500.00
01-7410-5105	OFFICE EQUIPMENT	\$3,034.63	\$3,465.37	\$6,500.00

01-7410-5110	TRAVEL/MILEAGE	\$946.81	\$853.19	\$1,800.00
01-7410-5120	MEMBERSHIPS	\$0.00	\$700.00	\$700.00
01-7410-5121	MEMBERSHIP - PCIN	\$0.00	\$25,655.00	\$25,655.00
01-7410-5130	PROFESSIONAL DEVELOPMENT	\$2,585.04	\$914.96	\$3,500.00
01-7410-5135	MEETING EXPENSES	\$11.96	\$488.04	\$500.00
01-7410-5155	ADVERTISING	\$0.00	\$1,000.00	\$1,000.00
01-7410-5175	COURIER/FREIGHT CHARGES	\$202.41	\$297.59	\$500.00
01-7410-5260	TRAINING	\$130.00	\$1,370.00	\$1,500.00
01-7410-5310	CONTRACTED SERVICES	\$1,519.48	\$8,480.52	\$10,000.00
01-7410-5610	PROGRAM EXPENSES	\$1,316.38	\$1,183.62	\$2,500.00
01-7410-5701	ELECTRONIC SERVICES	\$5,653.07	\$3,346.93	\$9,000.00
01-7410-5705	MAGAZINES & NEWSPAPERS	\$3,573.42	\$31.58	\$3,605.00
01-7410-5813	REPAIRS/MAINT - COMPUTER EQUIP	\$3,533.20	-\$533.20	\$3,000.00
01-7410-5990	MATERIALS & SUPPLIES	\$206.15	\$1,793.85	\$2,000.00
01-7410-5991	MATERIALS & SUPPLIES TECH	\$1,487.45	\$1,012.55	\$2,500.00
01-7410-5995	FOL Materials and Supplies	\$1,537.81	-\$1,537.81	\$0.00
01-7410-6200	PROFESSIONAL FEES	\$25.00	\$575.00	\$600.00
01-7410-7100	BANK CHARGES	\$298.00	\$202.00	\$500.00
01-7410-8520	TRANSFER TO RESERVE	\$0.00	\$5,000.00	\$5,000.00
01-7410-8993	INTERNAL CHARGES IT	\$4,517.00	\$4,517.00	\$9,034.00
<b>Total Expenses</b>		<b>\$276,665.89</b>	<b>\$203,495.11</b>	<b>\$480,161.00</b>
<b>Dept Excess Revenus Over (Under) Expenditures</b>		<b>-\$224,787.80</b>	<b>-\$151,154.20</b>	<b>-\$375,942.00</b>

**General Ledger Annual Department Budget vs. Actual Comparison Report**  
**Fiscal Year Ending: December 31, 2018 - From Period 1 to Period 8 Ending August 30, 2018**

**7500 ADULT LEARNING**

**REVENUE**

Account	Description	CurrYTDActual	BudgetRemaining	Total Budget
01-7500-4160	ONTARIO SPECIFIC GRANTS	\$110,638.00	\$5,250.00	\$115,888.00
01-7500-4550	OTHER REVENUE	\$12,532.00	-\$100.00	\$12,432.00
01-7500-4562	CONTRIBUTION FROM RESERVE	\$9,119.95	-\$7,119.95	\$2,000.00

Total Revenue		\$132,289.95	-\$1,969.95	\$130,320.00
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**EXPENSE**

01-7500-5010	PART TIME WAGES	\$66,208.97	\$26,699.03	\$92,908.00
01-7500-5015	CPP/EI	\$4,592.96	\$2,410.04	\$7,003.00
01-7500-5016	GROUP BENEFITS	\$1,500.00	\$0.00	\$1,500.00
01-7500-5017	EHT	\$1,291.08	\$509.92	\$1,801.00
01-7500-5018	WSIB	\$258.16	\$74.84	\$333.00
01-7500-5019	OMERS	\$6,086.10	\$2,062.90	\$8,149.00
01-7500-5100	OFFICE SUPPLIES	\$1,306.87	\$693.13	\$2,000.00
01-7500-5105	OFFICE EQUIPMENT	\$19,718.88	-\$19,218.88	\$500.00
01-7500-5110	TRAVEL/MILEAGE	\$866.42	\$633.58	\$1,500.00
01-7500-5120	MEMBERSHIPS	\$50.00	\$50.00	\$100.00
01-7500-5130	PROFESSIONAL DEVELOPMENT	\$0.00	\$271.00	\$271.00
01-7500-5155	ADVERTISING	\$254.40	\$245.60	\$500.00
01-7500-5170	COMMUNICATIONS	\$599.68	\$800.32	\$1,400.00
01-7500-5262	TRAINING SUPPORT	\$310.74	\$189.26	\$500.00
01-7500-5302	HYDRO	\$1,033.32	\$1,166.68	\$2,200.00
01-7500-5305	JANITORIAL SUPPLIES	\$1,172.86	\$727.14	\$1,900.00
01-7500-5700	BOOK PURCHASES	\$157.89	\$442.11	\$600.00
01-7500-5990	MATERIALS & SUPPLIES	\$366.88	\$133.12	\$500.00
01-7500-6200	PROFESSIONAL FEES	\$2,970.78	-\$970.78	\$2,000.00
01-7500-7300	RENT	\$3,541.22	\$4,338.78	\$7,880.00
01-7500-8520	TRANSFER TO RESERVE	-\$9,119.95	\$9,119.95	\$0.00
<b>Total Expenses</b>		\$103,167.26	\$30,377.74	\$133,545.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		\$29,122.69	-\$32,347.69	-\$3,225.00
<b>Category Excess Revenue Over (Under) Expenditures</b>		-\$195,665.11	-\$183,501.89	-\$379,167.00

**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 FUND	\$0.00	\$10,000.00	\$10,000.00
<b>Total Revenue</b>		\$0.00	\$58,000.00	\$58,000.00

**EXPENSE**

01-9740-5700	BOOK PURCHASES	\$40,092.73	\$17,907.25	\$58,000.00
<b>Total Expense</b>		\$40,092.73	\$17,907.25	\$58,000.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		-\$40,092.73	\$40,092.75	\$0.00
<b>Category Excess Revenue Over (Under) Expenditures</b>		-\$40,092.73	\$40,092.75	\$0.00

**FUND: 32 LIBRARY TRUST FUND****REVENUE**

32-7410-4500	INVESTMENT INCOME	\$481.99	-\$481.99	\$0.00
32-7410-4505	DONATIONS	\$1,571.01	-\$1,571.01	\$0.00
<b>Total Expense</b>		\$2,053.00	-\$2,053.00	\$0.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		\$2,053.00	-\$2,053.00	\$0.00
<b>Category Excess Revenue Over (Under) Expenditures</b>		\$2,053.00	-\$2,053.00	\$0.00

## Report Summary

01-7410	Library	\$51,878.09	\$52,340.91	\$104,219.00
01-7500	Adult Learning	\$132,289.95	-\$1,969.95	\$130,320.00
01-9740	Capital - Library (Materials)	\$0.00	\$58,000.00	\$58,000.00
<b>Fund 01 Total Revenue</b>		\$184,168.04	\$108,370.96	\$292,539.00

01-7410	Library	\$276,665.89	\$203,495.11	\$480,161.00
01-7500	Adult Learning	\$103,167.26	\$30,377.74	\$133,545.00
01-9740	Capital - Library (Materials)	\$40,092.73	\$17,907.25	\$58,000.00
<b>Fund 01 Total Expenditures</b>		\$419,925.88	\$251,780.10	\$671,706.00
<b>Fund 01 Excess Revenue Over (Under) Expenditures</b>		-\$235,757.84	-\$143,409.14	-\$379,167.00

32-7410	Library Trust Fund	\$2,053.00	-\$2,053.00	\$0.00
<b>Fund 32 Total Revenue</b>		\$2,053.00	-\$2,053.00	\$0.00
<b>Fund 32 Excess Revenue Over (Under) Expenditures</b>		\$2,053.00	-\$2,053.00	\$0.00

<b>Report Total Revenue</b>		\$186,221.04	\$106,317.96	\$292,539.00
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**Report Total Expenditure**

**Report Excess Revenue Over (Under) Expenditures**

\$419,925.88	\$251,780.10	\$671,706.00
-\$233,704.84	-\$145,462.14	-\$379,167.00

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

## **Introduction**

This report is to clearly outline what is known about the Engineering assessment at this point.

## **Background**

On May 8<sup>th</sup>, the Chief Executive Officer received a letter from B. M. Ross and Associates Limited, indicating their findings after a preliminary investigation of the St. Mary's Public Library second floor. The primary purpose was to investigate the structural deflection of the floor, and to examine the two pillars spanning the length from roof to ceiling. Their report outlined observations and assumptions, and provided some conclusions/recommendations about the floor. As noted to the Board, the Engineer believed there were no actions recommended for immediate applications, based on the visual inspection of the second level of the Library. The recommendation that arose from this report was that the second floor "not be used for storage of large amounts of books or other heavy materials. The current occupancy of offices, meeting rooms and activity rooms seems appropriate, and is unlikely to cause much further deflection". This letter was circulated to the Library Board June 8<sup>th</sup> following the June Board meeting.

## **Report:**

Following the June Board meeting, clarification was requested by the Board as to what constituted a heavy load, what was considered a safe load limit, the occupancy capacity of the second floor, and more precise information regarding the Engineers assessments. The CEO was tasked with further investigations and, working with the Director of Building and Facilities, requested more information from the Engineering firm. In correspondence with the Building and Facilities department, and the Engineering Firm, it was determined that a more "destructive" or invasive investigation was needed. In the interim, the occupancy load for the second floor was posted as 30 people; a significant decline from what was initially thought of as an occupancy load of 80 people. The justification used for the 30 occupancy load was based on the rated fire exits, as the second floor only has one rated fire exit (a rated exit is an exit that immediately exits the Library without going into other areas of the Library first).

On Wednesday, August 29<sup>th</sup>, the Engineering company revisited the second floor of the Library, and made two separate cuts into the flooring. The first hole was cut near the pillar, at the top of the stairs. It exposed two floor joists. The second hole was cut near the middle of the floor, exposing two separate floor joists. The engineer took measurements, pictures, and made notes. Once he had the information he needed, the two holes in the floor were repaired. There were no indications as to when the report would be written, however it is believed the report will be ready within a few weeks.

The impacts on the Library have been significant, as the occupancy load restriction created challenges for the Summer Reading Program, as well as other programs and

meeting room bookings. To accommodate these issues, the staff utilized other rooms within the Town, specifically the auditorium at Town Hall. In discussions with Town CAO/Clerk, indications were made that the Library would be able to use that space for programs, as well as the Book Sale put on by the Friends of the Library. The Chief Executive Officer is also confident that Public Works would assist with moving materials from the Library to the Auditorium. This is one option that can be explored more closely for the 2019 year.

**Recommendation and Next Steps:**

The next step is to wait for the final report from the Engineering firm, as not much can be done until the Library Board, Facilities and CEO receive the final report from the B. M. Ross and Associated. In terms of space for Library programming, and the FOL book sale, the CEO will continue to use meeting rooms within the Town should programs reach capacity of the second floor and cannot be housed in another section of the Library.

Operating Budget 2019

Operating Budget 2019		Fav (Unfav)								
Account Library	Description	17 Budget	2018 Budget	2018 YTD Actual	2018 Budget			2019 Budget	18 Budget vs 19 Budget Variance	Department notes and variance explanations (required for negative 5%+ & > \$250 highlighted variances)
					2019 Budget Base	One Time	Service Level	Total		
01-7410-4160	ONTARIO SPECIFIC GRANTS	(20,000.00)	(20,000)	(425)	(20,000)			(20,000)	(20,000)	Connectivity grant being reduced/cut
01-7410-4170	CANADA SPECIFIC GRANTS	(2,118.00)	(2,394)	--	(5,000)			(5,000)	(2,394)	Canada Summer Jobs approved more(BUT amount is not firm)
01-7410-4200	REVENUE - OTHER MUNICIPALITIES	(60,078.00)	(61,950)	--	(63,736)			(63,736)	(63,950)	Will look for a 3% increase for 2019 over last years approval
01-7410-4210	FEES/SERVICE CHARGES	(600.00)	(600)	(90)	(200)			(200)	-400	Adjusted based on trends
01-7410-4215	MEMBERSHIP FEES	(75.00)	(75)	--	(75)			(75)	(75)	
01-7410-4218	PROGRAM REVENUE	(800.00)	(800)	(1)	--			--	(800)	FOL paying vendors directly for us so summer literacy program can be free to public
01-7410-4221	PHOTO COPY REVENUE	(4,000.00)	(4,000)	(1,462)	(4,000)			(4,000)	(4,000)	
01-7410-4405	FINES - OTHER	(10,500.00)	(9,000)	(3,596)	(8,000)			(8,000)	(9,000)	-1,000
01-7410-4505	DONATIONS	(4,000.00)	(4,000)	(827)	(4,000)			(4,000)	(4,000)	
01-7410-4550	OTHER REVENUE	(1,400.00)	(1,400)	(1,009)	(1,400)			(1,400)	(1,400)	Will include makerspace revenue
01-7410-4562	TRANSFER FROM RESERVE	-	--	(3,000)	--			--		
01-7410-4564	TRANSFER FROM TRUST	-	--	--	--			--		
01-7410-5005	SALARIES/WAGES	163,415.00	162,727	66,695	171,109			171,109	-8,382	Wage/Step increases
01-7410-5006	OVERTIME	608.00	660	60	1,024			1,024	-364	Expected change in flex time rules for FT hourly staff (High % low \$)
01-7410-5010	PART TIME WAGES	139,753.00	152,389	58,736	155,329			155,329	-2,940	Adjusted based on Summer Programming \$2455 extra increased based on new contract position for Summer
01-7410-5015	CPP/EI	21,278.00	21,745	8,226	22,357			22,357	-612	Employer Costs
01-7410-5016	GROUP BENEFITS	15,842.00	18,898	8,834	11,415			11,415	7,483	Status changes/eligibilities
01-7410-5017	EHT	6,031.00	6,074	2,455	6,406			6,406	-332	Change in Benefit status
01-7410-5018	WSIB	1,140.00	1,118	462	1,244			1,244	-126	Employer Costs
01-7410-5019	OMERS	23,612.00	23,656	8,604	24,461			24,461	-805	Employer Costs
01-7410-5050	BOARD REMUNERATION	1,000.00	1,000	--	1,000			1,000	1,000	
01-7410-5100	OFFICE SUPPLIES	2,500.00	2,500	368	2,500			2,500	3,000	Increased to accommodate
01-7410-5105	OFFICE EQUIPMENT	3,000.00	6,500	3,035	3,500	--		3,500	3,000	Cost of equipment has increased
01-7410-5110	TRAVEL/MILEAGE	1,800.00	1,800	774	1,800			1,800	2,000	
01-7410-5120	MEMBERSHIPS	700.00	700	--	700			700	700	
01-7410-5121	MEMBERSHIP - PCIN	23,314.00	25,655	--	28,000			28,000	28,000	-2,345
01-7410-5130	PROFESSIONAL DEVELOPMENT	3,000.00	3,500	2,450	3,500			3,500	3,500	Cost increase that was set by PCIN
01-7410-5135	MEETING EXPENSES	500.00	500	12	500			500	500	\$300.00 small amount, high percent
01-7410-5155	ADVERTISING	1,000.00	1,000	--	1,000			1,000	1,000	This is ONLY for OLA Super Conference
01-7410-5175	COURIER/FREIGHT CHARGES	500.00	500	116	500			500	500	
01-7410-5260	TRAINING	-	1,500	--	2,000			2,000	2,000	-500
01-7410-5310	CONTRACTED SERVICES	10,000.00	10,000	557	13,000	20,000		33,000	10,000	-23,000
01-7410-5610	PROGRAM EXPENSES	2,500.00	2,500	1,123	3,000			3,000	2,500	LSC processing from capital to operating
01-7410-5701	ELECTRONIC SERVICES	9,000.00	9,000	5,653	9,300			9,300	9,000	FOL donating to allow barrier free literacy programming but need to still budget for others as well as AODA compliance
01-7410-5705	MAGAZINES & NEWSPAPERS	3,500.00	3,605	809	3,710			3,710	3,710	requests
01-7410-5813	REPAIRS/MAINT - COMPUTER EQUIP	7,000.00	3,000	3,533	3,000	1,400		4,400	3,000	Cost of subscriptions increased
01-7410-5990	MATERIALS & SUPPLIES	2,000.00	2,000	187	2,000			2,000	2,000	4 computers due for replacement, 1 new computer required. Previously budgeted within the IT annual capital computer purchase budget
01-7410-5991	MATERIALS & SUPPLIES TECH	2,500.00	2,500	899	2,500			2,500	2,500	Onetime cost increase to replace the last two staff computers in the Library that were missed from 2018
01-7410-6200	PROFESSIONAL FEES	600.00	600	--	600			600	600	This will be used for membership to OLA and other library related memberships required by staff
01-7410-7100	BANK CHARGES	500.00	500	229	500			500	500	Required Strategic Plan
01-7410-8520	TRANSFER TO RESERVE	5,000.00	5,000	--	5,000			5,000	5,000	Actual costs not budgeted prior to 2015 high % low \$
01-7410-8993	INTERNAL CHARGES IT	9,034.00	9,034	--	9,034			9,034	9,034	ILS reserve
										ILS reserve set by PCIN
										Wages were not incorporated as it would not be an accurate representation to the budget for 2019
		357,056.00	375,942.00	163,407.00	383,578.00	21,400.00	-	404,978.00	(12,575.00)	(29,036.00)

Adult Learning

01-7500-4160	ONTARIO SPECIFIC GRANTS	(121,364.00)	(115,888)	(88,714)	(127,615)			(127,615)	(115,888)	11,727	In -year additional funding difference. No way to predict what might be available in excess of the \$100,000 base grant ahead of time.	Increase from government(Ministry of Advanced Education and Skills Development) to be rolled out over 4 years
01-7500-4505	DONATIONS	-	--	--	--			--				
01-7500-4550	OTHER REVENUE	(17,682.00)	(12,432)	(12,532)	(12,432)			(12,432)	(12,432)		Average of the last few years in Stratford grant and PIE fee for service	\$12,432 is from Stratford Grant.



Account	Description		2019 Budget				Total	18 Budget vs 19 Budget Variance	Department notes and variance explanations (required for negative 5%+ & > \$250 highlighted variances)	
			Base	One Time	Service Level					
01-7500-4562	CONTRIBUTION FROM RESERVE	17,947.00	(2,000)	--	(2,000)		(2,000)	(2,000)	Average of the last few years - This will vary and is because they are on an April-March fiscal year. These are their mid-year funds that are transferred to reserve on December 31 and then back out on January 1st due to Town's fiscal year end not coinciding with theirs.	Decrease in fee for service and no additional ministry grants were provided
01-7500-5006	OVERTIME	142.00		--			--			
01-7500-5010	PART TIME WAGES	110,660.00	92,364.00	60,482	98,381.00		98,381	-6,017	Based on actual hours worked in 2015 including COLA/COLA payout	COLA and employee benefits increase
01-7500-5015	CPP/EI	7,503.00	7,003.00	4,203	7,304.00		7,304	-301	Based on actual hours worked in 2015 including COLA/COLA payout	
01-7500-5016	GROUP BENEFITS	1,500.00	1,500.00	1,500	1,500.00		1,500		Based on actual hours worked in 2015 including COLA/COLA payout	
01-7500-5017	EHT	2,461.00	1,801.00	1,179	1,918.00		1,918	-117	Based on actual hours worked in 2015 including COLA/COLA payout	
01-7500-5018	WSIB	144.00	333.00	237	374.00		374	-41	Based on actual hours worked in 2015 including COLA/COLA payout	
01-7500-5019	OMERS	9,738.00	8,149.00	5,561	8,127.00		8,127	22	Based on actual hours worked in 2015 including COLA/COLA payout	
01-7500-5100	OFFICE SUPPLIES	1,721.00	2,000.00	1,064	2,000.00		2,000	2,000.00		
01-7500-5105	OFFICE EQUIPMENT	713.00	500.00	18,895	1,000.00		1,000	500.00	-500	
										There is a community-based organization for networking across the province that must be attended. Outreach to the Amish Community in the Millbank area to provide service to clients without transportation
01-7500-5110	TRAVEL/MILEAGE	1,785.00	1,500.00	689	1,500.00		1,500	1,500.00		
01-7500-5120	MEMBERSHIPS	145.00	100.00	50	100.00		100	100.00		
									\$400 difference - have been funding either \$0 or \$100 staff training/development for too long. Staff have been having to rely on only available free training.	
01-7500-5130	PROFESSIONAL DEVELOPMENT	398.00	271.00	--	963.00		963	275.00	-692	
01-7500-5155	ADVERTISING	751.00	500.00	254	1,000.00		1,000	500.00	-500	
01-7500-5170	COMMUNICATIONS	957.00	1,400.00	531	1,400.00		1,400	1,400.00		
01-7500-5262	TRAINING SUPPORT	582.00	500.00	253	500.00		500	500.00		\$50 and this is required to be spent as part of their Ministry grant - to support learners (bus tickets, daycare etc.)
										Current budget projection leaves no room for any increase in hydro for 2018. Budgeted for a 9% increase
01-7500-5302	HYDRO	1,714.00	2,200.00	1,033	2,200.00		2,200	2,200.00		
01-7500-5305	JANITORIAL SUPPLIES	1,767.00	1,900.00	1,173	1,900.00		1,900	1,900.00		In line with actual and expected increases in Hydro
01-7500-5610	PROGRAM EXPENSES	-		--			--			
01-7500-5700	BOOK PURCHASES	609.00	600.00	158	1,000.00		1,000	600.00	-400	
01-7500-5990	MATERIALS & SUPPLIES	617.00	500.00	326	1,000.00		1,000	500.00	-500	\$300 difference and more in line with actual needs and trends
01-7500-6200	PROFESSIONAL FEES	1,119.00	2,000.00	1,851	2,000.00		2,000	2,000.00		This is the auditing fee
01-7500-6990	CONTRACTED SERVICES	-		--			--			
01-7500-7210	EQUIPMENT RENTAL	-		--			--			
01-7500-7300	RENT	6,409.00	7,880.00	3,541	7,880.00		7,880	7,880.00		Rent increase due to College requirements(Conestoga College 115/month)
01-7500-8520	TRANSFER TO RESERVE	9,120.00	6,650.00	(9,120)	2,698.00		2,698	3,952		Average of the last few years - This will vary and is because they are on an April-March fiscal year. These are their mid-year funds that are transferred to reserve on December 31 and then back out on January 1st due to Town's fiscal year end not coinciding with theirs.
		39,456								
		39,456.00	9,331.00	(7,386.00)	2,698.00	-	-	2,698.00	(108,465.00)	6,633.00
		396,512	385,273	156,021	386,276	21,400		407,676	-121,040	-22,403
										Wages were not incorporated as it would not be an accurate representation to the budget for 2019