



Agenda

A Regular Meeting of the St. Marys Public Library Board

Pyramid Recreation Centre, 317 James Street South St. Marys, ON

October 4th, 2018

6:30pm

1. Call to order

2. Approval of the agenda

Motion:

That the October 4th, 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

Adult Learning Coordinators C. Sproat and Y. Thompson

5. Consent agenda

Motion:

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

5.1. Minutes of the September 6th, 2018 Regular Library Board meeting

Motion:

That the minutes of the September 6th, 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. Verbal Update from Adult Learning

6.2. First Aid Training and Staff Professional Development Closure

Motion: To approve the closure of the Library one (1) Friday in November and one (1) Friday in December for First Aid Training and for a profession development staff training day.

Moved by:

Seconded by:

Result:

6.3. Library PRC Costs

Motion: That the Board approve the CEO to use the Reserve Account to pay for the Switch in the amount of \$2, 039.49.

Moved by:

Seconded by:

Result:

6.4. Budget Amendment

Motion: That the Board approve the amendments to the 2019 draft Library budget presented on September 6th as proposed by the CEO,

AND That the amended draft 2019 budget presented to the Board on October 4th be submitted to the Corporation of the Town of St. Marys for Budget deliberations.

Moved by:

Seconded by:

Result:

6.5. Friends of the Library—Discussion led by J. Mustard and R. Quinton

Motion:

Moved by:

Seconded by:

Result:

7. Friends of the Library report

8. Round table discussion

9. Date of next meeting—Thursday October 25th, 2018



10. Adjournment

Motion:

That the October 4th, 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: Pyramid Recreation Centre

Meeting Date: September 6th, 2018

Meeting Time: 6:30 pm

Meeting Attendance:

Present: Board Chair, C. Atlin, B. Osbourne, R. Quinton, B. Tuer, T. Winter, M. Zurbrigg,
A. Strathdee, L. Hodgins

Staff Present: CEO M. Corbett

Regrets: Vice Chair, J. Mustard, Library Services Coordinator R. Webb

1. Call to order: 6:36pm

2. Approval of the agenda

Motion:

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

Moved by: A. Strathdee

Seconded by: R. Quinton

Result: Carried.

3. Declarations of pecuniary interest

None declared.

4. Welcome guests or delegations

P. McAsh

5. Consent agenda

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

Motion: T. Winter

Second: R. Quinton

5.1. Minutes of the June 7th, 2018 Regular Library Board meeting

Motion:

That the minutes of the June 7th, 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. Verbal Update Library Move/Renovations

CEO M. Corbett provided a verbal update on where the Library Renovations and the Temporary location at the PRC. R. Quinton inquired when the Library windows were scheduled for completion and CEO M. Corbett provided a tentative date of Mid-to-late October. M. Corbett also provided information on the renovations that were not successful for this 2018 year (relocation of the staff wall and the circulation desk renovation).

6.2. Engineering Report: Where we are to date:

CEO M. Corbett presented the report, outlining the information that has been presented to the Board over the past few months. He mentioned there was not much new information outside of the Engineer conducting the floor examination on August 29th. Discussions arose regarding the floor board spans, more information was needed on the deflection of the floor, and the need to investigate the cost to repair/reinforce the joists/floor, as this was presented in the Library Space and Service Needs Study.

The Board has directed CEO M. Corbett to invite the Engineers and G. Brower to a Special Board Meeting once the report has been received.

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: M. Zurbrigg

Seconded by: B. Tuer

Result: Carrier.

6.3. Library Budget

CEO M. Corbett, C. Atlin and R. Quinton presented the draft 2019 budget to the Library Board. CEO M. Corbett provided a brief overview of the Operational and Capital budgets, and where the proposed renovations for 2019 would fall into. B. Osbourne and A. Strathdee inquired about the grants for the current 2018 year and the 2019 year, specifically if any information has been provided about the operating grants. CEO M. Corbett informed the Board there has not been much information about grants, however the current operating grant is available.

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



Moved by: R. Quinton
Seconded by: B. Osbourne
Result: Carried.

6.4. Board Recruitment—Verbal discussion led by Chair C. Atlin
Chair C. Atlin led a discussion on recruitment for the next Board. She encouraged members of the current Board to encourage anyone who is interested in the Board to apply, and/or contact the Chair or CEO, should they have any questions, and to promote the Board through word of mouth and social media. M. Corbett informed the Board a “Board of Trustees Job Description” was created and will be posted online when a call for applications is posted.

7. Friends of the Library report

R. Quinton provided an update on the Friends of the Library. FOL was on hiatus for the summer and will reconvene in September, 2018.

Summer Reading Program was fully sponsored by the Friends.

FOL raised \$400 selling books at the Heritage Festival.

The plans for the fall book sale has been placed on hold, pending the engineer’s report.

R. Quinton informed the Board the book sale generates \$8,000 each year for the Library.

8. Round table discussion

L. Hodgins asked what new initiatives the CEO is looking for with respect to the PRC.

CEO M. Corbett provided information on the current Aquatics Pass, how well it worked and that he was setting up a meeting to discuss the possibility of a Recreation Pass, or an Ice Skate pass.

M. Zurbrigg discussed a reading stand at a recreation centre she attended. R. Quinton and M. Corbett offered an update on an initiative the FOL is looking at, which will encompass M. Zurbrigg’s observations at the recreation centre.

C. Atlin highlighted the sign completion, and thanked the Board and CEO M. Corbett for their hard work on this case file. C. Atlin also provided information on the celebration of life for B. Taylor, a previous long-standing Librarian with St. Marys Public Library.

9. Date of next meeting—Thursday October 4th, 2018

10. Adjournment at 7:43 pm

Motion:

That the September 6th, 2018 regular meeting of the St. Marys Library Board be adjourned.

Moved by: L. Hodgins

Second: B. Osbourne

Result: Carried.

Prepared by Matthew Corbett, Chief Executive Officer

Highlights for September 2018

This month the CEO has been working on the Library Renovation project, overseeing the carpeting and painting, as well as packing/unpacking materials. Working alongside the Friends of the Library, the Library had volunteers to assist with the packing and unpacking. With the assistance of staff, the Library is preparing/planning to open on Tuesday, October 9th. The Corporate Communications department are assisting with disseminating this information.

The CEO has been working alongside the Collections Development team to introduce some new materials to the collection, and to evaluate new ways to improve circulation. We are looking at early 2019 for some of these new ideas to take place.

At the Friends of the Library meeting, there was discussion about the upper floor as well as the questions about the report the engineer will be sending out. J. Mustard and R. Quinton will discuss this more in the discussion piece. The motion passed at the FOL meeting reads as follows:

The FOL Management Committee requests that the Board obtain an urgent clarification of the information received to date from the engineers regarding the restrictions on the use of the second floor. Exact information is required by the Committee prior to making any decisions on further book sales. On a motion by Jan, seconded by Lorna, passed unanimously.

The CEO applied for the Public Library Operating Grant on Wednesday September 27th. This is yearly grant funding that the CEO applies for, provided by the province of Ontario.

In correspondence between G. Brouwer (Director of Building and Development) and A. Ross (Engineer at B. M. Ross and Associates), the report might be available the week following Thanksgiving. As more information is provided, the CEO will update the Board.

The CEO has also begun working with staff to complete the Mid-Year Check-Ins. These check-ins are a tool used across the organization to check up on staff goals, and provide staff with more face-to-face time with their directors/CEOs. It is also a means to check on performance development and to provide assistance to staff, should they require it.

The AGM for the Board is scheduled for Thursday October 25th @ 6:30pm. This will also serve as the Library Grand Opening.

Training:

The Chief Executive Officer attended the first of eight seminar courses in Paris, Ontario entitled 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

seminar was an introductory session designed to think critically about functionalities of a team, and team make-up/dynamics.

The CEO also took a Board Transition webinar provided by the Southern Ontario Library Services Centre. The information provided in the webinar provided some strategies and tips that CEOs could use/implement, and also provided a forum to discuss amongst each other tips and strategies. Should anyone on the Board be interested, there are resources located at sols.org under Board and Trustee.

Financial Update:

The financial report from Keystone is attached.

There has also been an amendment to the Library Budget from the previous Board meeting whereby the Board approved the draft 2019 budget be forwarded on to the Town of St. Marys. This amendment reflects a decrease in PCIN membership costs, as approved by the PCIN Library Board. If the Board recalls, the cost of PCIN is divided into three sections in the St. Marys Budget: A membership costed line, the cost for digital materials, and the contribution to reserves. This year, our contribution to reserves requirements decreased by \$1,700, reflecting a reserve of \$3,300. Our membership to PCIN now reflects \$25,121, a reduction of \$2,879 from the originally approved \$28,000 cost.

IT has submitted a bill to the Library as part of the PRC temporary relocation. This is for the Switch that they had to make and install for the Library. This amounted to \$2,039.49. While there may be additional costs, the CEO is requesting approval to code this to the reserve account, where the ILS funds have been set aside. The CEO will bring any additional costs forward to the Board should they arise.

General Updates/Information:

The Chief Executive Officer had a PCIN Board Meeting on September 12th. This meeting was to discuss/update the member Libraries of what has been going on in each Library over the summer, as well as pass the PCIN Board Budget.

On Thursday September 27th, The Chief Executive Officer attended an open house at Perth South Centennial Public School. Here, the CEO provided information to parents about the Library, displayed some materials and provided Library Cards should individuals request them.

Adult Learning Updates

- Information will be provided in person at this Board Meeting

Project List/Action Items

1. Continue work with Adult Learning staff on Program Marketing and Advertising strategies
2. Door Hardware (Postponed until 2019)
3. Board Succession Planning
4. Develop an Advocacy Plan Framework
5. Continue investigating ILS Account
6. Develop a Policy work plan

AUGUST IN REVIEW

St. Marys Public Library
October 4, 2018



4707 (July)

VISITORS TO THE LIBRARY



19

PROGRAMS
OFFERED



162

PROGRAM
ATTENDANCE



2046

Database
Searches

1235

E-BOOKS
CHECKED OUT



4999

TIMES ITEMS
WERE CHECKED OUT



1007

PUBLIC
COMPUTER
SESSIONS



977

FACEBOOK
FOLLOWERS



9

MEETING
ROOM
BOOKINGS



4410

WEBSITE VISITS



2550

Bibliocommons
Sessions

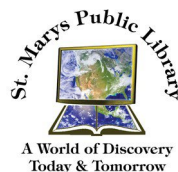
2481

ACTIVE
PATRONS



255

NEW PATRONS

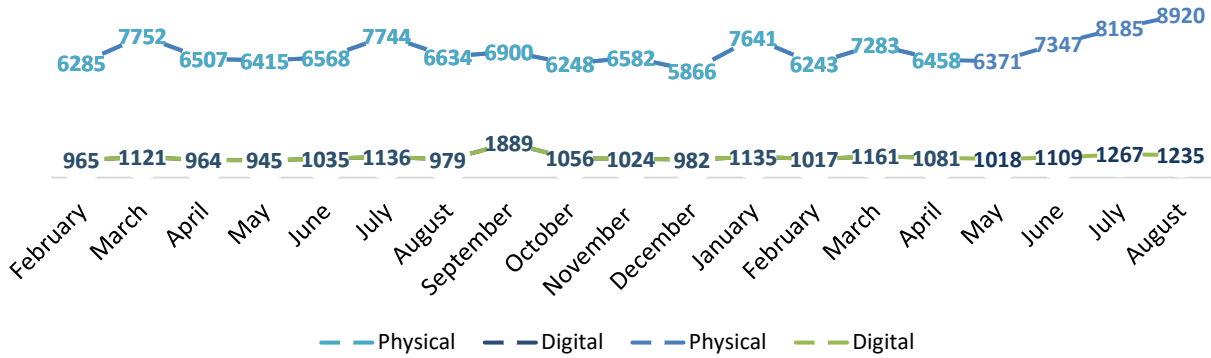


St Marys Public Library

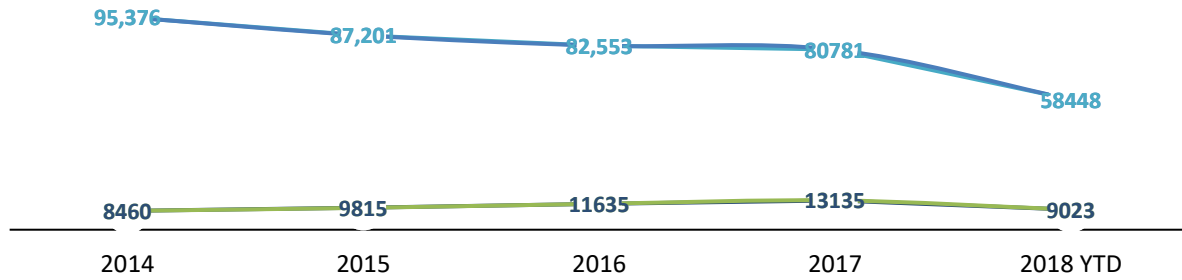
15 Church St. N., PO Box 700
St. Marys, Ontario N4X 1B4 | 519-284-3346
www.stmaryspubliclibrary.ca

AUGUST STATISTICS

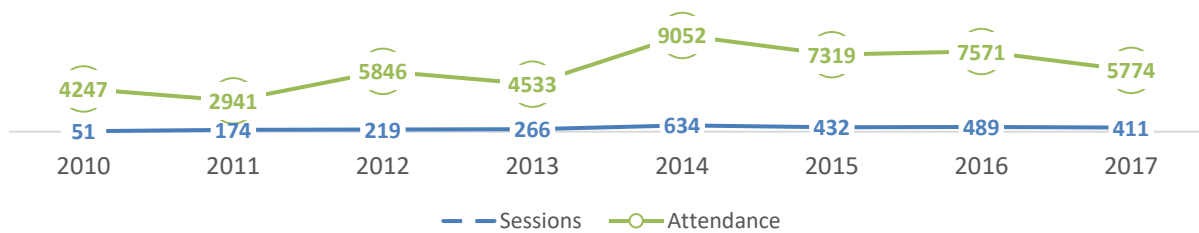
MONTHLY CIRCULATION



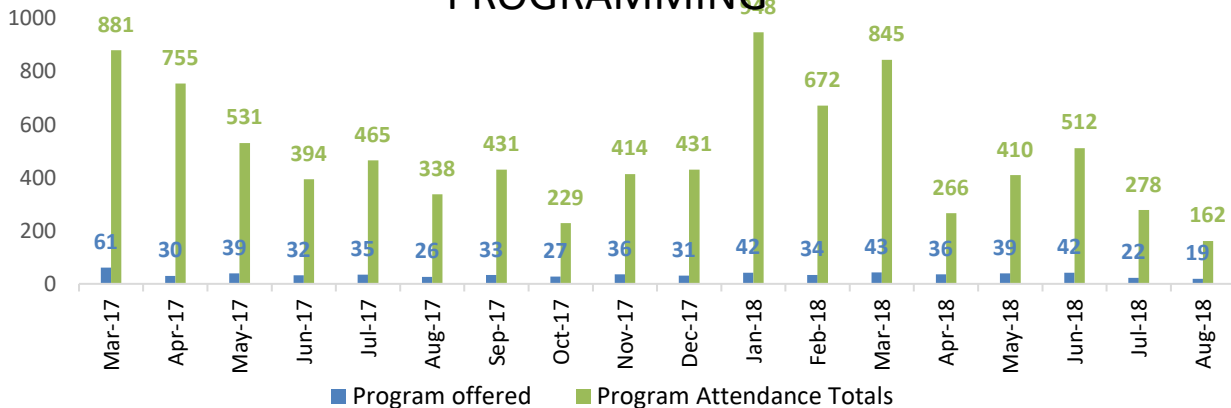
ANNUAL CIRCULATION



ANNUAL PROGRAM SESSIONS AND ATTENDANCE

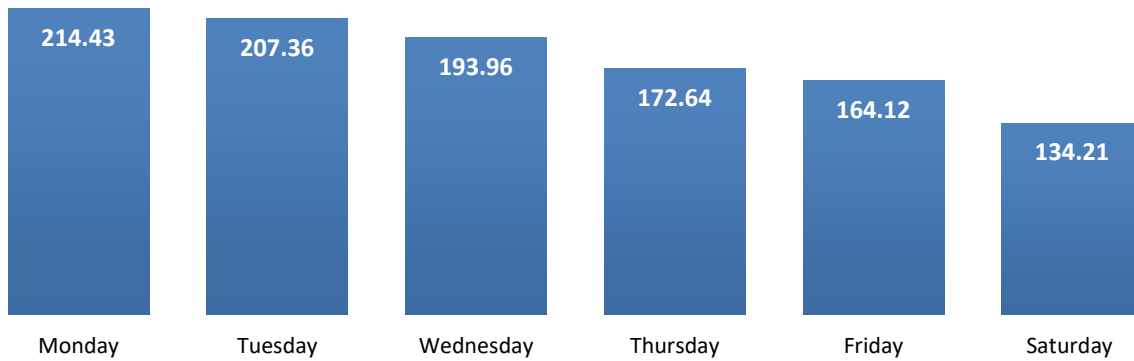


PROGRAMMING

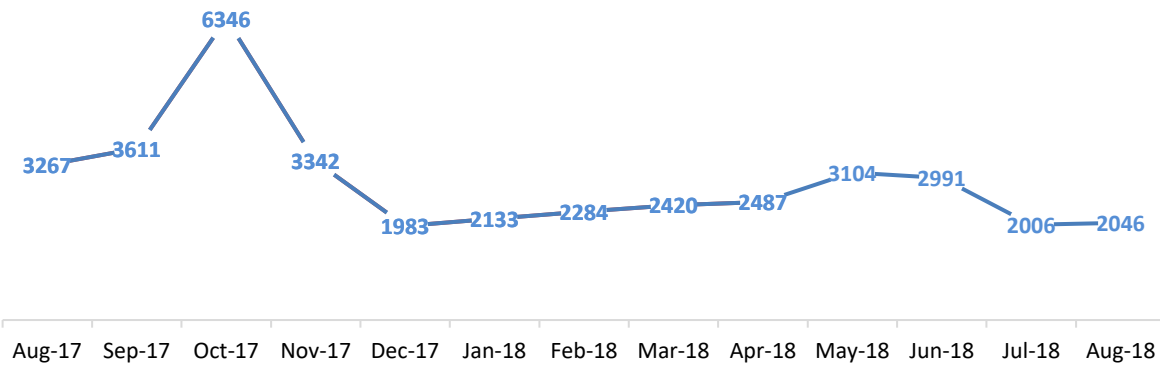


AUGUST STATISTICS

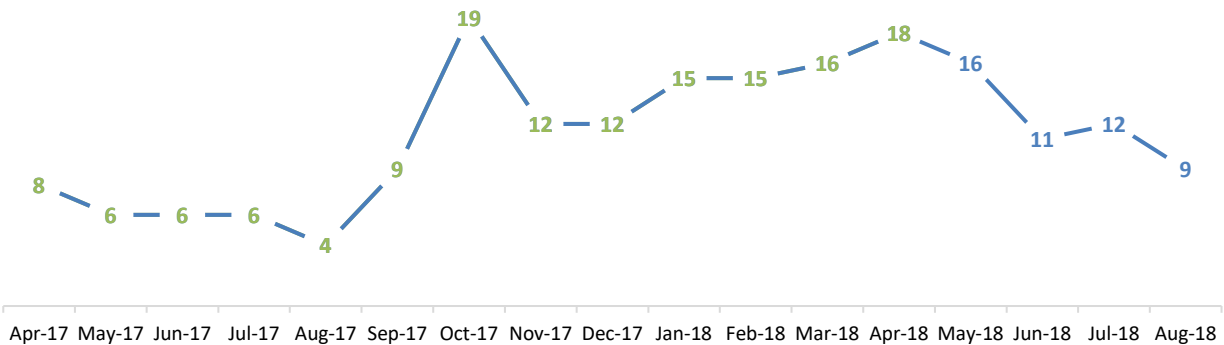
AVERAGE VISITS PER WEEKDAY



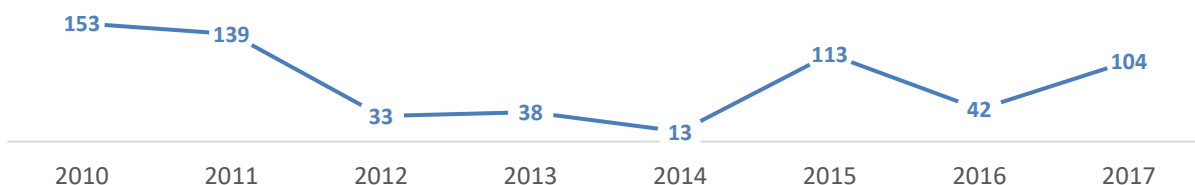
DATABASE USAGE



MEETING ROOM BOOKINGS



ANNUAL MEETING ROOM BOOKINGS



General Ledger Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: December 31, 2018 - From Period 1 to Period 9 Ending September 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	\$2,412.71	\$1,587.29	\$4,000.00
01-7410-4405	FINES - OTHER	\$5,918.86	\$3,081.14	\$9,000.00
01-7410-4505	DONATIONS	\$1,864.55	\$2,135.45	\$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		\$53,005.77	\$51,213.23	\$104,219.00

EXPENSE

01-7410-5005	SALARIES/WAGES	\$116,956.61	\$45,770.39	\$162,727.00
01-7410-5006	OVERTIME	\$494.21	\$165.79	\$660.00
01-7410-5010	PART TIME WAGES	\$110,083.11	\$42,305.89	\$152,389.00
01-7410-5015	CPP/EI	\$14,691.81	\$7,053.19	\$21,745.00
01-7410-5016	GROUP BENEFITS	\$10,979.53	\$7,918.47	\$18,898.00
01-7410-5017	EHT	\$4,452.43	\$1,621.57	\$6,074.00
01-7410-5018	WSIB	\$884.28	\$233.72	\$1,118.00
01-7410-5019	OMERS	\$15,097.94	\$8,558.06	\$23,656.00
01-7410-5050	BOARD REMUNERATION	\$0.00	\$1,000.00	\$1,000.00
01-7410-5100	OFFICE SUPPLIES	\$893.22	\$1,606.78	\$2,500.00
01-7410-5105	OFFICE EQUIPMENT	\$3,110.31	\$3,389.69	\$6,500.00

01-7410-5110	TRAVEL/MILEAGE	\$1,164.61	\$635.39	\$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	\$169.69	\$330.31	\$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	\$1,621.65	\$8,378.35	\$10,000.00
01-7410-5610	PROGRAM EXPENSES	\$1,463.16	\$1,036.84	\$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	\$2,186.37	-\$2,186.37	\$0.00
01-7410-6200	PROFESSIONAL FEES	\$25.00	\$575.00	\$600.00
01-7410-7100	BANK CHARGES	\$332.75	\$167.25	\$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
Total Expenses		\$306,494.42	\$173,666.58	\$480,161.00
Dept Excess Revenus Over (Under) Expenditures		-\$253,488.65	-\$122,453.35	-\$375,942.00

General Ledger Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: December 31, 2018 - From Period 1 to Period 9 Ending September 30, 2018

7500 ADULT LEARNING

REVENUE

Account	Description	CurrYTDActual	BudgetRemaining	Total Budget
01-7500-4160	ONTARIO SPECIFIC GRANTS	\$121,600.00	\$5,712.00	\$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		\$143,251.95	-\$1,507.95	\$130,320.00
EXPENSE				
01-7500-5010	PART TIME WAGES	\$72,369.48	\$20,538.52	\$92,908.00
01-7500-5015	CPP/EI	\$5,014.42	\$1,988.58	\$7,003.00
01-7500-5016	GROUP BENEFITS	\$1,500.00	\$0.00	\$1,500.00
01-7500-5017	EHT	\$1,411.21	\$389.79	\$1,801.00
01-7500-5018	WSIB	\$280.95	\$52.05	\$333.00
01-7500-5019	OMERS	\$6,643.86	\$1,505.14	\$8,149.00
01-7500-5100	OFFICE SUPPLIES	\$1,306.87	\$693.13	\$2,000.00
01-7500-5105	OFFICE EQUIPMENT	\$19,235.52	-\$18,735.52	\$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	\$636.31	\$763.69	\$1,400.00
01-7500-5262	TRAINING SUPPORT	\$310.74	\$189.26	\$500.00
01-7500-5302	HYDRO	\$1,142.65	\$1,057.35	\$2,200.00
01-7500-5305	JANITORIAL SUPPLIES	\$1,672.76	\$227.24	\$1,900.00
01-7500-5700	BOOK PURCHASES	\$157.89	\$442.11	\$600.00
01-7500-5990	MATERIALS & SUPPLIES	\$417.83	\$82.17	\$500.00
01-7500-6200	PROFESSIONAL FEES	\$2,970.78	-\$970.78	\$2,000.00
01-7500-7300	RENT	\$4,830.68	\$3,049.32	\$7,880.00
01-7500-8520	TRANSFER TO RESERVE	-\$9,119.95	\$9,119.95	\$0.00
Total Expenses		\$111,952.82	\$21,592.18	\$133,545.00
Dept Excess Revenue Over (Under) Expenditures		\$31,299.13	-\$23,100.13	-\$3,225.00
Category Excess Revenue Over (Under) Expenditures		-\$222,189.52	-\$145,553.48	-\$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
Total Revenue		\$0.00	\$58,000.00	\$58,000.00

EXPENSE

01-9740-5700	BOOK PURCHASES	\$43,792.36	\$14,207.64	\$58,000.00
Total Expense		\$43,792.36	\$14,207.64	\$58,000.00
Dept Excess Revenue Over (Under) Expenditures		-\$43,792.36	\$43,792.36	\$0.00
Category Excess Revenue Over (Under) Expenditures		-\$43,792.36	\$43,792.36	\$0.00

FUND: 32 LIBRARY TRUST FUND**REVENUE**

32-7410-4500	INVESTMENT INCOME	\$563.66	-\$563.66	\$0.00
32-7410-4505	DONATIONS	\$1,571.01	-\$1,571.01	\$0.00
Total Expense		\$2,134.67	-\$2,134.67	\$0.00
Dept Excess Revenue Over (Under) Expenditures		\$2,134.67	-\$2,134.67	\$0.00
Category Excess Revenue Over (Under) Expenditures		\$2,134.67	-\$2,134.67	\$0.00

Report Summary

01-7410	Library	\$53,005.77	\$51,213.23	\$104,219.00
01-7500	Adult Learning	\$143,251.95	-\$1,507.95	\$130,320.00
01-9740	Capital - Library (Materials)	\$0.00	\$58,000.00	\$58,000.00
Fund 01 Total Revenue		\$196,257.72	\$107,705.28	\$292,539.00

01-7410	Library	\$306,494.42	\$173,666.58	\$480,161.00
01-7500	Adult Learning	\$111,952.82	\$21,592.18	\$133,545.00
01-9740	Capital - Library (Materials)	\$43,792.36	\$14,207.64	\$58,000.00
Fund 01 Total Expenditures		\$462,239.60	\$209,466.40	\$671,706.00
Fund 01 Excess Revenue Over (Under) Expenditures		-\$265,981.88	-\$101,761.12	-\$379,167.00

32-7410	Library Trust Fund	\$2,134.67	-\$2,134.67	\$0.00
Fund 32 Total Revenue		\$2,134.67	-\$2,134.67	\$0.00
Fund 32 Excess Revenue Over (Under) Expenditures		\$2,134.67	-\$2,134.67	\$0.00

Report Total Revenue		\$198,392.39	\$105,570.61	\$292,539.00
-----------------------------	--	--------------	--------------	--------------

Report Total Expenditure

Report Excess Revenue Over (Under) Expenditures

\$462,239.60	\$209,466.40	\$671,706.00
-\$263,847.21	-\$103,895.79	-\$379,167.00

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	--	25,121			25,121	28,000	534
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	--	3,300			3,300	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	1,700
										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	378,999.00	21,400.00	-	400,399.00	(12,575.00)	(24,457.00)

Adult Learning

01-7500-4160	ONTARIO SPECIFIC GRANTS	(121,364.00)	(115,888)	(88,714)	(127,615)			(127,615)	(115,888)	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			One Time	Service Level	Total	18 Budget vs 19 Budget Variance	Department notes and variance explanations (required for negative 5%+ & > \$250 highlighted variances)		
			Base									
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	2016 \$5,000 was an in-year funding grant for computers	
01-7500-5110	TRAVEL/MILEAGE	1,785.00	1,500.00	689	1,500.00			1,500	1,500.00		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	
01-7500-5120	MEMBERSHIPS	145.00	100.00	50	100.00			100	100.00			
01-7500-5130	PROFESSIONAL DEVELOPMENT	398.00	271.00	--	963.00			963	275.00	-692	\$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.	
01-7500-5155	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.
01-7500-5302	HYDRO	1,714.00	2,200.00	1,033	2,200.00			2,200	2,200.00		In line with actual and expected increases in Hydro	Budgeted for a 9% increase
01-7500-5305	JANITORIAL SUPPLIES	1,767.00	1,900.00	1,173	1,900.00			1,900	1,900.00			
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	-		--				--				
												Rent increase due to College requirements(Conestoga College 115/month)
01-7500-7300	RENT	6,409.00	7,880.00	3,541	7,880.00			7,880	7,880.00			
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		Wages were not incorporated as it would not be an accurate representation to the budget for 2019
		396,512	385,273	156,021	381,697	21,400		403,097	-121,040	-17,824		