

## Library Board

October 10, 2019

6:45 pm

St. Marys Public Library

15 Church Street North, St. Marys

Pages

**1. CALL TO ORDER**

**2. DECLARATION OF PECUNIARY INTEREST**

**3. AMENDMENTS AND APPROVAL OF AGENDA**

4

**RECOMMENDATION**

That the October 10th, 2019 regular meeting of the St. Marys Public Library Board agenda be approved as presented.

**4. DELEGATIONS**

**5. CONSENT AGENDA**

**RECOMMENDATION**

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

**5.1 Acceptance of Minutes**

7

**5.2 CEO Report**

13

**5.3 Library Statistics**

15

**5.4 Financial Report**

18

**6. CORRESPONDENCE**

**6.1 Joint ADHOC Library Space and Needs Committee**

23

## **7. DISCUSSION ITEMS**

### **7.1 Adult Learning Update Report 24**

#### **RECOMMENDATION**

That the Adult Learning Report be received as information.

### **7.2 Adult Learning Water Report 36**

#### **RECOMMENDATION**

That the Adult Learning Report be received as information.

### **7.3 Accreditation Audit Report 38**

#### **RECOMMENDATION**

That the St. Marys Accreditation Audit report be received as information.

### **7.4 Amended Budget Report Update 44**

#### **RECOMMENDATION**

That the amended draft 2020 budget presented to the Library Board on September 5th, 2019 be presented to the Corporation of the Town of St. Marys for budget deliberations.

#### **RECOMMENDATION**

That the Library Board, pending the Town of St. Marys Finance Departments updated staffing costs, provide Staff with the authority to adjust the staff budget lines for the 2020 budget.

### **7.5 Christmas Closure**

#### **RECOMMENDATION**

That the Library Board approve the closure times for the Christmas break.

### **7.6 Capital Projects Update**

#### **RECOMMENDATION**

That the Library Board receive the verbal update regarding the 2019 Capital Projects as information.

## **8. FRIENDS OF THE LIBRARY REPORT**

## **9. ROUNDTABLE DISCUSSION**

## **10. UPCOMING MEETINGS**

**11. ADJOURNMENT**

**RECOMMENDATION**

That the October 10th, 2019 regular meeting of the St. Marys Library Board be adjourned



## Agenda

A Regular Meeting of the St. Marys Public Library Board

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

October 10<sup>th</sup>, 2019

6:45pm

1. Call to order

2. Approval of the agenda

**Motion:**

**That the October 10<sup>th</sup>, 2019 regular meeting of the St. Marys Public Library Board agenda be approved as presented.**

**Moved by:**

**Seconded by:**

**Result**

3. Declarations of Conflict and/or Pecuniary interest

4. Welcome guests or delegations

Adam Stapleton, Adult Learning Coordinator

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 5<sup>th</sup>, 2019 Regular Library Board meeting

**Motion:**

**That the minutes of the September 5<sup>th</sup>, 2019 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. Correspondence to the Board
  - 6.1. 09 25 2019 Library Board regarding joint ADHOC Library Space and Needs Committee
7. Discussion items
  - 7.1. Adult Learning Update Report

**Motion:**

**THAT the Adult Learning Report be received as information.**

**Moved by:**

**Seconded by:**

**Result:**

- 7.2. Adult Learning Water Report

**Motion:**

**THAT the Adult Learning Report be received as information.**

**Moved by:**

**Seconded by:**

**Result:**

- 7.3. Accreditation Audit Report

**Motion:**

**THAT the St. Marys Accreditation Audit report be received as information.**

**Moved by:**

**Seconded by:**

**Result:**

- 7.4. Amended Budget Report Update

**Motion:**

**THAT the amended draft 2020 budget presented to the Library Board on September 5<sup>th</sup>, 2019 be presented to the Corporation of the Town of St. Marys for budget deliberations.**

**Moved by:**

**Seconded by:**

**Result:**

**Motion:**

**THAT the Library Board, pending the Town of St. Marys Finance Departments updated staffing costs, provide Staff with the authority to adjust the staff budget lines for the 2020 budget.**



#### 7.5. Christmas Closure

**Motion:**

**THAT the Library Board approve the closure times for the Christmas break.**

**Moved by:**

**Seconded by:**

**Result:**

#### 7.6. Capital Projects update

**Motion:**

**THAT the Library Board receive the verbal update regarding the 2019 Capital Projects as information.**

**Moved by:**

**Seconded by:**

**Result:**

8. Closed Session—none

9. Friends of the Library report

10. Round table discussion

11. Date of next meeting—Thursday, November 14<sup>th</sup>, 2019

12. Adjournment

**Motion:**

**That the October 10<sup>th</sup>, 2019 regular meeting of the St. Marys Library Board be adjourned.**

**Moved by:**

**Seconded by:**

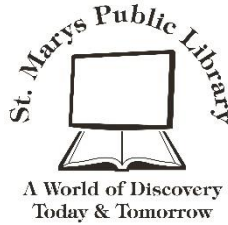
**Result:**

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Cole Atlin, Chair

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Matthew Corbett, Secretary



## **Minutes**

### **Library Board**

September 5, 2019

6:45 pm

St. Marys Public Library

15 Church Street North, St. Marys

Member Present	Councillor Craigmile, Councillor Edney, Barbara Tuer, Cole Atlin, Reg Quinton
Member Absent	Mayor Strathdee, Lynda Hodgins, Melinda Zurbrigg, Joyce Vivian
Staff Present	CEO Matthew Corbett, Library Services Coordinator Rebecca Webb

#### **1. CALL TO ORDER**

Meeting was called to order by Board Chair C. Atlin at 6:43pm.

#### **2. AMENDMENTS AND APPROVAL OF AGENDA**

**Moved By** Reg Quinton

**Seconded By** Councillor Edney

THAT

The September 5<sup>th</sup>, 2019 regular meeting of the St. Marys Public Library Board agenda be approved as presented.

**Carried**

#### **3. DECLARATION OF PECUNIARY INTEREST**

None declared.

#### **4. DELEGATIONS**

None present.

#### **5. CONSENT AGENDA**

**Moved By** Councillor Craigmile

**Seconded By** Barbara Tuer

That Consent Agenda items 5.1 to 5.5. inclusive be adopted by the Board.

5.1. Minutes of the July 15th, 2019 Special Library Board meeting

Motion:

That the minutes of the July 15th, 2019 Special 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.

5.5. Staff Training Day

Motion:

That the Library Board approve the closure date of December 6th for staff training.

**Carried**

## **6. CORRESPONDENCE TO THE BOARD**

6.1 Correspondence from Council regarding Library Space and Service Needs Study Resolution

Members of the Board discussed how to proceed with next steps and ultimately decided to pursue the creation of a committee.

**Moved By** Reg Quinton

**Seconded By** Barbara Tuer

THAT The correspondence be received.

**Carried**



**Moved By** Barbara Tuer  
**Seconded By** Reg Quinton

THAT The Board invite interested Town staff and Council to join a committee to develop a ten year plan for the expansion of the Library.

**Carried**

## **7. DISCUSSION ITEMS**

### **7.1 Finance Committee of the Board- Budget**

CEO M. Corbett reviewed the proposed budget with members of the Board and gave an overview of changes from the 2019 budget. Board member R. Quinton suggested that the FOL account lines be renamed to more accurately reflect their purpose.

**Moved By** Councillor Craigmile  
**Seconded By** Barbara Tuer

THAT the draft 2020 budget presented to the Library Board on September 5th, 2019 be presented to the Corporation of the Town of St. Marys for budget deliberations.

**Carried**

**Moved By** Councillor Craigmile  
**Seconded By** Barbara Tuer

THAT the Library Board, pending the Town of St. Marys Finance Departments updated staffing costs, provide Staff with the authority to adjust the staff budget lines for the 2020 budget.

**Carried**

### **7.2 Accreditation Update**

The Southern Ontario Library Service commended the Library Board for having the appropriate documents in place. There was a few changes put in place and as a result, the Library will be fully accredited and a formal accreditation document will follow.

**Moved By** Councillor Edney  
**Seconded By** Councillor Craigmile

THAT the verbal report regarding Library Accreditation be received as information.

**Carried**

7.3 St. Marys Public Library Service Level Goals

The Service Level Goals document has been updated as requested by the Board at the last regular meeting.

**Moved By** Reg Quinton

**Seconded By** Councillor Craigmile

THAT the revised Service Level Goals document be approved by the St. Marys Public Library Board; and

THAT the Service Level Goals document be reviewed and revised annually or as required.

**Carried**

7.4 Policy Committee Update

Changes will be implemented as discussed.

**Moved By** Reg Quinton

**Seconded By** Barbara Tuer

THAT policy GOV-01 Purpose and Duties of the Board, GOV-02 Board Development Policy, BL-02 Loan Periods and Fees for Service, OP-02 Circulation Policy and OP-10 Public Internet Use Policy be approved as recommended by the Policy Committee with amendments as discussed.

**Carried**

7.5 PCIN Update

**Moved By** Barbara Tuer

**Seconded By** Reg Quinton

THAT the Board accept the report and motion from the PCIN Board as information;

AND THAT the Library Board request the Finance Department of the Town of St. Marys to transfer up to \$10,233, set aside for PCIN, from the Library Reserves into the Library Operational Budget for 2019 in order to cover the St. Marys Public Library's portion of the PCIN van purchase.

**Carried**

**8. CLOSED SESSION**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Edney

THAT the St. Marys Public Library Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 16.1(4)(d) labour relations or employee negotiations at 8:40pm

**Carried**

**Moved By** Barbara Tuer

**Seconded By** Councillor Craigmile

THAT the St. Marys Public Library Board move out of a session that is closed to the public at 9:14pm.

**Carried**

**9. ROUNDTABLE DISCUSSION**

CEO M. Corbett updated the board on the Adult Learning program hiring process and program status. It was requested and agreed that the next regular meeting of the Board would be changed to October 10th, 2019. CEO M. Corbett updated the Board on current CEO tasks and document delays.

**10. UPCOMING MEETINGS**

The date of the next regular meeting of the St. Marys Public Library Board is October 10, 2019 at 6:45pm.

## 11. ADJOURNMENT

**Moved By** Reg Quinton

**Seconded By** Barbara Tuer

That the September 5th, 2019 regular meeting of the St. Marys Library Board be adjourned.

**Carried**

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Chair

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Board Secretary

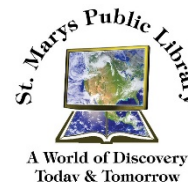
## Chief Executive Officer Report

October 10<sup>th</sup>, 2019

Report to the Library Board

Prepared by: Matthew Corbett, Chief Executive Officer

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### Highlights for September 2019

Staff hired for the Coordinator position, as well as the two instructor positions at the Adult Learning Programs of Perth. These positions are part of the new structure that came from two long-standing staff retiring. The St. Marys location opened up to learners on Wednesday September 18<sup>th</sup>. While the Stratford location's instructor did not start until \_\_\_\_\_, the St. Marys instructor spent Thursdays in Stratford to register and instruct new and current learners.

On September 17<sup>th</sup> the MPP and the Parliament Assistant to the Minister of Tourism, Culture and Sport came to the St. Marys Public Library. Staff worked with the PCIN CEO's to ensure materials, including talking points and handouts, were readily available for the Minister, the MPP and the Board members. The PCIN Libraries had representatives from their respective Boards in attendance, along with the Wellington County CEO and his Board.

On September 19<sup>th</sup> and 20<sup>th</sup>, the St. Marys Public Library circulation desk was removed and replaced with a more modern desk. The Board may recall this was a project on the 2019 Capital Projects list due for completion. The new desk is 16 feet long, a reduction of 9 feet from the previous circulation desk. It also better conforms to the accessibility restrictions.

On September 16<sup>th</sup> Staff received the Accreditation report from the Southern Ontario Library Services consultant. As mentioned at the September Board meeting, the Library was successful in reaccreditation, with an overall score of 99.2% on the Total system-wide analysis, and 98.9% for the on-site observations. This is higher than the previous accreditation scores the St. Marys Public Library received, due in part to the hard work of the Library Board with respect to policies, plans and service provider documents.

### Training:

Staff participated and assisted with a webinar for new CEOs. The Southern Ontario Library Service reached out to staff requesting some assistance with guidance and insights on being a new CEO. The webinar was on September 17<sup>th</sup>.

### Financial Update:

Please find the attached Keystone reports.

### General Updates/Information:

Staff attended a PCIN Board meeting in Stratford to discuss 2020 and approve the PCIN budget. As the Board may recall from the September Board meeting, the contribution to PCIN has increased by \$4,429 for 2020. This included costs associated with collection development tools to make all PCIN collections more efficient, the various software increases, and offsetting costs of the Van.

Staff signed up for the SPRA designation at Adult Learning. This will be a transition phase until the new coordinator can be registered. This will allow the centre to continue the administration and statistical analysis to ensure the Ministry targets are met.

Staff attended a PCIN meeting in West Perth to discuss the MPP/Parliamentary Assistant visit on September 24<sup>th</sup>, as well as to discuss the EarlyON initiative. The CEOs of PCIN have opted not to apply to run the EarlyON initiative at this time.

Staff worked with the Deputy Clerk to iron out the issues with eScribe. Staff are hoping the program worked for this October Board meeting, and will discuss with the Board any issues that may have been a barrier to the program.

Staff discussed the Theoretical exercise of 4% reduction with Council on September 24<sup>th</sup>.

Staff attended a Literacy Planning Session with the Adult Learning Coordinator and the QUILL network. This was in preparation of the Adult Learning Business Plan that will be due sometime in December. This meeting was on September 26<sup>th</sup>.

Finally, staff attended a CEO meeting in Shelburn to discuss updates to legislation, SOLS and update member libraries on issues, concerns or trends that each are seeing.

## **Programming Updates—2018**

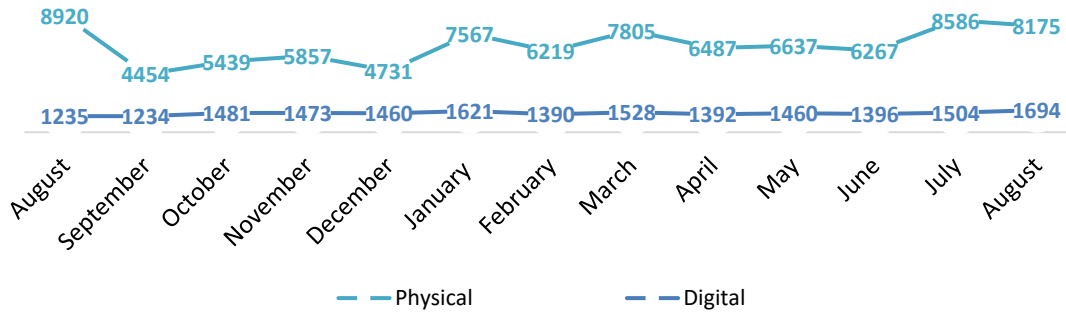
### **Adult Learning Updates**

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

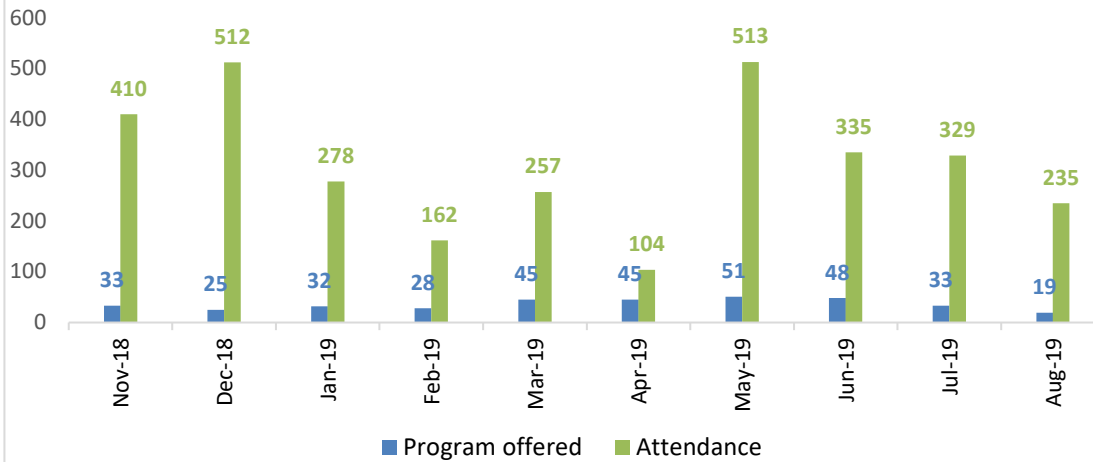
1. Interviewed and hired for the Adult Learning positions
2. Continue updating Policies and bringing them forward—4 Policies left to write, 18 for Board approval
3. Continue working with PCIN on Courier solution
4. Mid-Year Check-ins for Staff
5. Write and Send correspondence from Library Board to Council—Complete
6. Attend Service Recognition Aware Luncheon for Staff—Complete
7. Prepare 2020 Operational Budget presentation for deliberations (Library and Adult Learning)
8. Prepare 2020 Capital Budget presentation for deliberations
9. Presented 4% hypothetical exercise
10. Develop a plan for the Library expansion—Ongoing
11. Work with Facilities Supervisor on Circulation Desk project—Complete
12. Prepare for additional capital project activities for 2019—In progress
13. Accreditation process—Finished
14. Collection Development Plan (4-year plan)—In progress
15. Maintaining up-to-date knowledge of provincial funding impacts to libraries—ongoing

# August in Review

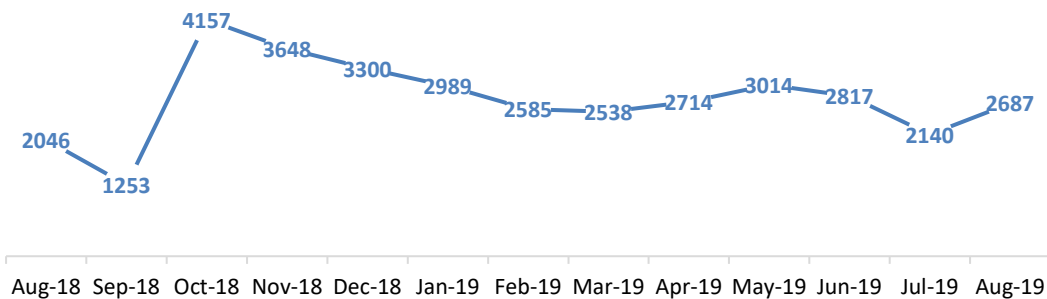
## MONTHLY CIRCULATION



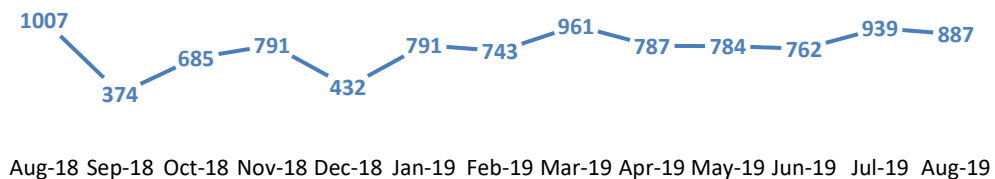
## PROGRAMMING



## DATABASE USAGE

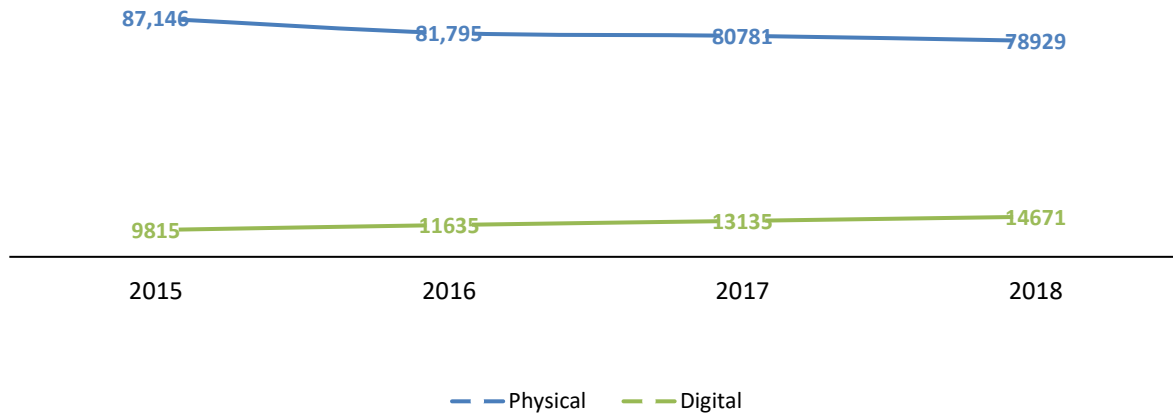


## IN HOUSE COMPUTER USAGE

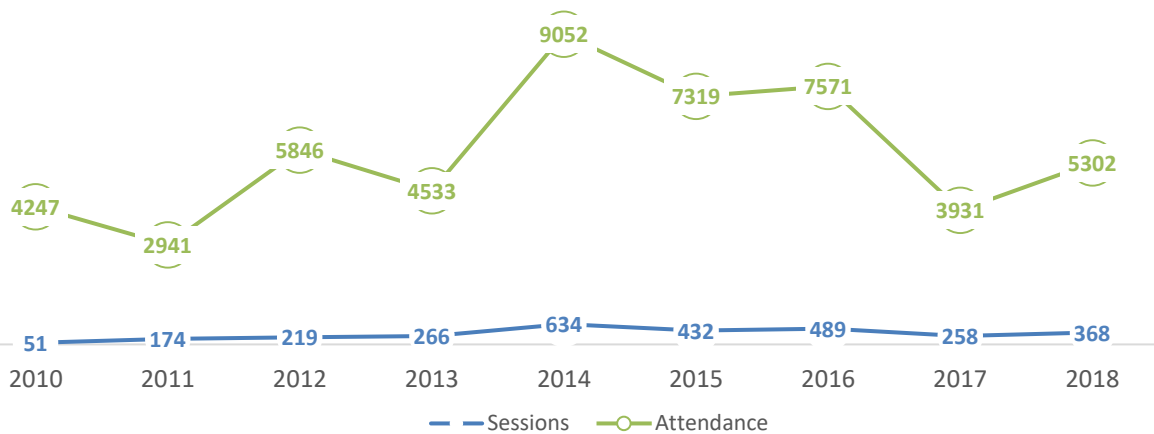


# August in Review

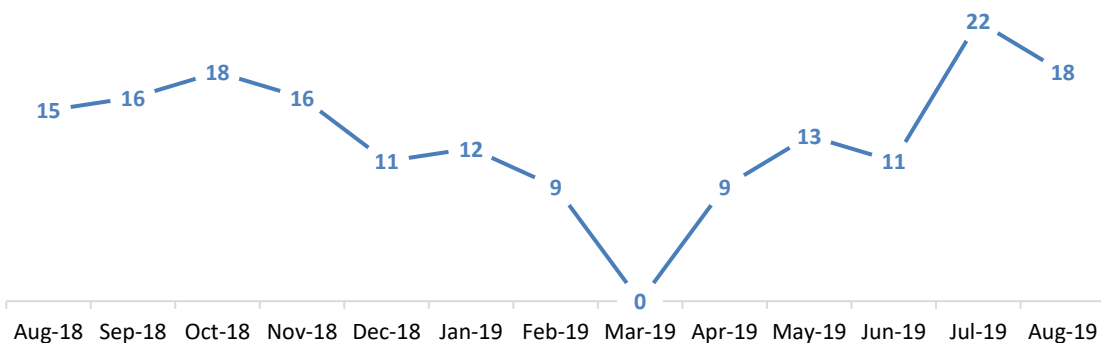
## ANNUAL CIRCULATION



## ANNUAL PROGRAM SESSIONS AND ATTENDANCE



## MEETING ROOM BOOKINGS





# August in Review

St. Marys Public Library  
October 10, 2019



**5377**  
VISITORS TO THE  
LIBRARY

**1009**  
WIFI USERS



AVE. SESSION  
TIME (MIN)  
**177**



**19**  
PROGRAMS  
OFFERED



**235**  
PROGRAM  
ATTENDANCE

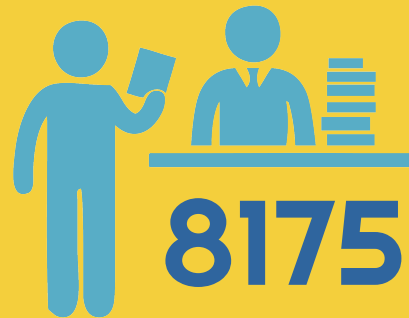


**2687**

Database  
Searches

**1694**

E-BOOKS  
CHECKED OUT



**8175**  
TIMES ITEMS  
WERE CHECKED OUT



**867**  
PUBLIC  
COMPUTER  
SESSIONS



**1134**  
FACEBOOK  
FOLLOWERS



**19**  
MEETING  
ROOM  
BOOKINGS



**5865**  
WEBSITE VISITS



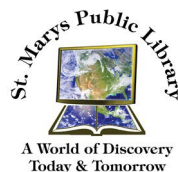
**967**  
Bibliocommons  
Sessions

**2737**

ACTIVE  
PATRONS



**317**  
NEW PATRONS (YTD)



## St Marys Public Library

15 Church St. N., PO Box 700  
St. Marys, Ontario N4X 1B4 | 519-284-3346  
[www.stmaryspubliclibrary.ca](http://www.stmaryspubliclibrary.ca)

**General Ledger Annual Department Budget vs. Actual Comparison Report**  
**Fiscal Year Ending: December 31, 2019 - From Period 1 to Period 9 Ending September 31, 2019**

**FUND: 01 GENERAL FUND**

**7410 LIBRARY**

**REVENUE**

Account	Description	CurrYTDActual	BudgetRemaining	Total Budget
01-7410-4160	ONTARIO SPECIFIC GRANTS	\$3,720.00	\$16,280.00	\$20,000.00
01-7410-4170	CANADA SPECIFIC GRANTS	\$4,901.72	\$98.28	\$5,000.00
01-7410-4200	REVENUE - OTHER MUNICIPALITIES	\$31,985.03	\$31,750.97	\$63,736.00
01-7410-4210	FEES/SERVICE CHARGES	\$0.30	\$199.70	\$200.00
01-7410-4215	MEMBERSHIP FEES	\$10.00	\$65.00	\$75.00
01-7410-4218	PROGRAM REVENUE	\$22.00	-\$22.00	\$0.00
01-7410-4221	PHOTO COPY REVENUE	\$2,857.43	\$1,142.57	\$4,000.00
01-7410-4405	FINES - OTHER	\$5,808.71	\$2,191.29	\$8,000.00
01-7410-4505	DONATIONS	\$1,114.35	\$2,885.65	\$4,000.00
01-7410-4550	OTHER REVENUE	\$548.70	\$851.30	\$1,400.00
01-7410-4555	Revenue--Friends of the Library	\$10,035.95	-\$10,035.95	\$0.00
01-7410-4562	CONTRIB FR RESERVE/DISCRE RESERVE	\$0.00	\$0.00	\$0.00
Total Revenue		\$61,004.19	\$45,406.81	\$106,411.00

**EXPENSE**

01-7410-5005	SALARIES/WAGES	\$121,080.13	\$50,028.87	\$171,109.00
01-7410-5006	OVERTIME	\$730.19	\$293.81	\$1,024.00
01-7410-5010	PART TIME WAGES	\$108,376.50	\$46,380.50	\$154,757.00
01-7410-5015	CPP/EI	\$14,918.81	\$7,396.19	\$22,315.00
01-7410-5016	GROUP BENEFITS	\$9,323.91	\$2,091.09	\$11,415.00
01-7410-5017	EHT	\$4,505.58	\$1,889.42	\$6,395.00
01-7410-5018	WSIB	\$705.04	\$536.96	\$1,242.00
01-7410-5019	OMERS	\$16,216.55	\$8,244.45	\$24,461.00
01-7410-5050	BOARD REMUNERATION	\$0.00	\$1,000.00	\$1,000.00
01-7410-5100	OFFICE SUPPLIES	\$1,570.65	\$929.35	\$2,500.00
01-7410-5105	OFFICE EQUIPMENT	\$346.64	\$3,153.36	\$3,500.00

01-7410-5110	TRAVEL/MILEAGE	\$1,672.83	\$127.17	\$1,800.00
01-7410-5120	MEMBERSHIPS	\$212.57	\$487.43	\$700.00
01-7410-5121	MEMBERSHIP - PCIN	\$25,121.00	\$0.00	\$25,121.00
01-7410-5130	PROFESSIONAL DEVELOPMENT	\$1,570.41	\$1,929.59	\$3,500.00
01-7410-5135	MEETING EXPENSES	\$333.24	\$166.76	\$500.00
01-7410-5155	ADVERTISING	\$25.00	\$975.00	\$1,000.00
01-7410-5175	COURIER/FREIGHT CHARGES	\$141.30	\$358.70	\$500.00
01-7410-5260	TRAINING	\$0.00	\$2,000.00	\$2,000.00
01-7410-5310	CONTRACTED SERVICES	\$12,807.42	\$5,192.58	\$18,000.00
01-7410-5610	PROGRAM EXPENSES	\$2,067.27	\$932.73	\$3,000.00
01-7410-5701	ELECTRONIC SERVICES	\$4,551.82	\$4,748.18	\$9,300.00
01-7410-5705	MAGAZINES & NEWSPAPERS	\$1,952.51	\$1,757.49	\$3,710.00
01-7410-5813	REPAIRS/MAINT - COMPUTER EQUIP	\$4,018.30	\$381.70	\$4,400.00
01-7410-5990	MATERIALS & SUPPLIES	\$1,324.00	\$676.00	\$2,000.00
01-7410-5991	MATERIALS & SUPPLIES TECH	\$783.88	\$1,716.12	\$2,500.00
01-7410-5995	FOL Materials and Supplies	\$7,277.11	-\$7,277.11	\$0.00
01-7410-6200	PROFESSIONAL FEES	\$0.00	\$600.00	\$600.00
01-7410-7100	BANK CHARGES	\$234.95	\$265.05	\$500.00
01-7410-8520	TRANSFER TO RESERVE	\$1,650.00	\$1,650.00	\$3,300.00
01-7410-8993	INTERNAL CHARGES IT	\$4,515.00	\$4,515.00	\$9,030.00
<b>Total Expenses</b>		<b>\$348,032.61</b>	<b>\$143,146.39</b>	<b>\$491,179.00</b>
<b>Dept Excess Revenus Over (Under) Expenditures</b>		<b>-\$287,028.42</b>	<b>-\$97,739.58</b>	<b>-\$384,768.00</b>

**General Ledger Annual Department Budget vs. Actual Comparison Report**  
**Fiscal Year Ending: December 31, 2019 - From Period 1 to Period 9 Ending September 31, 2019**

**7500 ADULT LEARNING**

**REVENUE**

Account	Description	CurrYTDActual	BudgetRemaining	Total Budget
01-7500-4160	ONTARIO SPECIFIC GRANTS	\$96,823.00	\$30,792.00	\$127,615.00
01-7500-4550	OTHER REVENUE	\$12,962.90	-\$530.90	\$12,432.00
01-7500-4562	CONTRIBUTION FROM RESERVE	\$15,403.26	-\$13,403.26	\$2,000.00

Total Revenue		\$125,189.16	\$16,857.84	\$142,047.00
<b>EXPENSE</b>				
01-7500-5010	PART TIME WAGES	\$79,412.42	\$18,968.58	\$98,381.00
01-7500-5015	CPP/EI	\$5,515.45	\$1,788.55	\$7,304.00
01-7500-5016	GROUP BENEFITS	\$1,539.23	-\$39.23	\$1,500.00
01-7500-5017	EHT	\$1,545.23	\$372.77	\$1,918.00
01-7500-5018	WSIB	\$240.22	\$133.78	\$374.00
01-7500-5019	OMERS	\$6,171.07	\$1,955.93	\$8,127.00
01-7500-5100	OFFICE SUPPLIES	\$1,023.27	\$976.73	\$2,000.00
01-7500-5105	OFFICE EQUIPMENT	\$814.05	\$185.95	\$1,000.00
01-7500-5110	TRAVEL/MILEAGE	\$601.46	\$898.54	\$1,500.00
01-7500-5120	MEMBERSHIPS	\$90.06	\$9.94	\$100.00
01-7500-5130	PROFESSIONAL DEVELOPMENT	\$130.00	\$833.00	\$963.00
01-7500-5155	ADVERTISING	\$854.78	\$145.22	\$1,000.00
01-7500-5170	COMMUNICATIONS	\$802.92	\$597.08	\$1,400.00
01-7500-5262	TRAINING SUPPORT	\$694.02	-\$194.02	\$500.00
01-7500-5302	HYDRO	\$1,199.06	\$1,000.94	\$2,200.00
01-7500-5305	JANITORIAL SUPPLIES	\$1,580.79	\$319.21	\$1,900.00
01-7500-5700	BOOK PURCHASES	\$1,226.04	-\$226.04	\$1,000.00
01-7500-5990	MATERIALS & SUPPLIES	\$341.43	\$658.57	\$1,000.00
01-7500-6200	PROFESSIONAL FEES	\$1,170.24	\$829.76	\$2,000.00
01-7500-7300	RENT	\$4,859.20	\$3,020.80	\$7,880.00
01-7500-8520	TRANSFER TO RESERVE	\$1,349.00	\$1,349.00	\$2,698.00
<b>Total Expenses</b>		<b>\$111,159.94</b>	<b>\$33,585.06</b>	<b>\$144,745.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>\$14,029.22</b>	<b>-\$16,727.22</b>	<b>-\$2,698.00</b>
<b>Category Excess Revenue Over (Under) Expenditures</b>		<b>-\$272,999.20</b>	<b>-\$114,466.80</b>	<b>-\$387,466.00</b>

**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>		<u>\$0.00</u>	<u>\$58,000.00</u>	<u>\$58,000.00</u>
<b>EXPENSE</b>				
01-9740-5700	BOOK PURCHASES	\$34,911.27	\$23,088.73	\$58,000.00
<b>Total Expense</b>		<u>\$34,911.27</u>	<u>\$23,088.73</u>	<u>\$58,000.00</u>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<u>-\$34,911.27</u>	<u>\$34,911.27</u>	<u>\$0.00</u>
<b>Category Excess Revenue Over (Under) Expenditures</b>		<u>-\$34,911.27</u>	<u>\$34,911.27</u>	<u>\$0.00</u>

#### **FUND: 32 LIBRARY TRUST FUND**

<b>REVENUE</b>				
32-7410-4500	INVESTMENT INCOME	\$809.69	-\$809.69	\$0.00
32-7410-4505	DONATIONS	\$1,000.00	-\$1,000.00	\$0.00
<b>Total Expense</b>		<u>\$1,809.69</u>	<u>-\$1,809.69</u>	<u>\$0.00</u>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<u>\$1,809.69</u>	<u>-\$1,809.69</u>	<u>\$0.00</u>
<b>Category Excess Revenue Over (Under) Expenditures</b>		<u>\$1,809.69</u>	<u>-\$1,809.69</u>	<u>\$0.00</u>

#### **Report Summary**

01-7410	Library	\$61,004.19	\$45,406.81	\$106,411.00
01-7500	Adult Learning	\$125,189.16	\$16,857.84	\$142,047.00
01-9740	Capital - Library (Materials)	\$0.00	\$58,000.00	\$58,000.00
<b>Fund 01 Total Revenue</b>		<u>\$186,193.35</u>	<u>\$120,264.65</u>	<u>\$306,458.00</u>
01-7410	Library	\$348,032.61	\$143,146.39	\$491,179.00
01-7500	Adult Learning	\$111,159.94	\$33,585.06	\$144,745.00
01-9740	Capital - Library (Materials)	\$34,911.27	\$23,088.73	\$58,000.00
<b>Fund 01 Total Expenditures</b>		<u>\$494,103.82</u>	<u>\$199,820.18</u>	<u>\$693,924.00</u>
<b>Fund 01 Excess Revenue Over (Under) Expenditures</b>		<u>-\$307,910.47</u>	<u>-\$79,555.53</u>	<u>-\$387,466.00</u>
32-7410	Library Trust Fund	\$1,809.69	-\$1,809.69	\$0.00
<b>Fund 32 Total Revenue</b>		<u>\$1,809.69</u>	<u>-\$1,809.69</u>	<u>\$0.00</u>
<b>Fund 32 Excess Revenue Over (Under) Expenditures</b>		<u>\$1,809.69</u>	<u>-\$1,809.69</u>	<u>\$0.00</u>

<b>Report Total Revenue</b>	\$188,003.04	\$118,454.96	\$306,458.00
<b>Report Total Expenditure</b>	\$494,103.82	\$199,820.18	\$693,924.00
<b>Report Excess Revenue Over (Under) Expenditures</b>	-\$306,100.78	-\$81,365.22	-\$387,466.00



September 25, 2019

Matthew Corbett, Chief Executive Officer  
St. Marys Public Library  
15 Church Street North  
St. Marys, Ontario N4X 1B4

**RE: ADHOC Library Space and Needs Committee**

Dear Mr. Corbett,

At its September 24, 2019 regular meeting, Council received and discussed correspondence from the St. Marys Public Library dated September 10, 2019 which included the Library Board's request to consider a joint ADHOC Library Space and Needs Committee.

Council passed the following resolution:

**THAT the correspondence from the St. Marys Public Library regarding the Library Board recommendation to strike a Joint Space and Needs Committee be received; and**

**THAT Council supports the creation of an ADHOC Library Space and Needs Committee including Council and Library Board members; and**

**THAT Councillors Luna and Edney be appointed by Council.**

Please do not hesitate to contact me should you require further information or clarification in regards to the resolution of St. Marys Town Council.

Sincerely,

Jenna McCartney  
Deputy Clerk

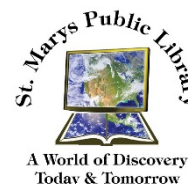
# Adult Learning Program Update

September 5<sup>th</sup>, 2019

Report to the Library Board

Prepared by: Matthew Corbett, Chief Executive Officer; and Adam Stapleton,  
Adult Learning Coordinator

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## Introduction

This report is presented to the Library Board to outline updates and progress on the Adult Learning Programs of Perth. This report should be received by the Board for information.

## Background

Since August, 2019 the Adult Learning Programs of Perth has not been open to the public for any services including instruction and learner registration. This came due to the two Adult Learning Coordinator retirements at the end of August.

## Report:

### *Program Update*

During the final week of August and beginning of September, staff began the recruiting process for the Adult Learning centre. With the new structure of the Program, including job changes and realignment of priorities, the process was extended as the Town of St. Marys Council were required to approve the position and structure change. Interviews for the Instructor and the Coordinator positions for the St. Marys location were conducted on the week of September 2<sup>nd</sup>.

Leading up to the interviews, Staff were in constant contact with the Ministry's Employment and Training Consultant. Biweekly conversations were set up to discuss the program's progress regarding hiring, as well as the position and stability of the program during the closure. At the time, the Adult Learning Program had strong numbers for the halfway point of the program. The information, outlined on the DSQ (Detailed Service Quality) report outlines the progress towards performance commitments outlined in the agreement. These are numbers set by the Ministry and are province wide performance measures. This report provides a detailed account of the program to date.

The Program's customer service measure focuses on customer satisfaction and service coordination. The customer service performance measure is based on the closed case files for the centre as they relate to customer satisfaction survey sent out by the Program. Learner must rate program a 4 or 5 out of 5 in order to get a satisfactory percentage. To date, we are meeting 111% of our target mandate (the Program's weighted target mandate is 30%; the actuals is 36%).

The Service coordination is based on closed service plans much like the customer service measures (we had 31 closed files), and is plan specific. This is slightly more complex as the results are from the customer service plans. Points are allotted based on for referrals into the centre or out of the centre, and is meant to understand how the Program works together in the community, and with other agencies. It is a number that assists Employment Ontario in



determining that all LBS (Literacy and Basic Skills) are working together for the betterment of the learner and meeting the needs of the community—in essence how learners are flowing in and out of the centre. The Adult Learning Program is meeting 135% of the Ministry's target goals (the Program's weighted target mandate is 50%; the actuals is 68%).

How effective the Program is broken down into two main sections, suitability and progress. The suitability of the Program queries whether the Program services the right people, the most appropriate groups. As a goal, the Adult Learning Program mandates the need to serve individuals who are furthest from the employment/labour force, who are the most in need of the Literacy and Basic Skills. While this is one of the most important sections of the DSQ, it is the most challenging and unpredictable as it is based on the learners need/focus in the program. The Program can control the marketing to ensure the suitable people in the community know about and use the service (the Program's weighted target mandate is 30%; the actuals is 36%).

Progress is based on Learner success, focusing on the Learner meeting the milestone marker in order to count towards our Ministry mandated 79 learners (the Program's weighted target mandate is 60%; the actuals is 82%, or 45 of our 79 Learner target).

Efficiency is similar to Progress, but is solely focused on whether or not the Program is meeting the target number, and that proper costs are allocated to the Program based on that Learner number (if the Program does not meet the Ministry mandate, it could have ramifications to future funding, as the number is tied to funding).

Overall, the program has a target value of 6 points (outlined on page 3 of 4 of the DSQ report), comprising of the above mentioned DSQ results. The Program actual to date is 7.38. This is the most important number to meet and maintain. If the DSQ numbers are ever off, as long as the 6-point target value is met the Program is considered in good standing and the Program as a whole is complying with the Ministry Mandate.

#### *Goals for the Second Half of the year*

With the transition to a new employment structure, and recognizing the significance of the previously mentioned statistics, staff are planning and taking steps to ensure Ministry targets and Learner success is met. To do this, staff are looking towards a new and outreach focused approach.

#### *TOWN PARTNERSHIPS*

The program's first priority is to ensure a stronger collaborative approach exists within Town services. Through personalised and consistent weekly outreach at two key locations (the Library and PRC), the Program focuses on elevating the profile of the Centre and what it offers to patrons, as well as ensuring patrons have an awareness of the services that are available to them. The Program will for example, begin to carry library branding, and provide new learners, through the onboarding process, a membership form for a library card.

A self-study zone carrying relevant course books and resources will also be explored to further link and enhance the both services. A branded and visible desk with relevant and up to date literature will be also staffed by the coordinator on a weekly basis at the PRC. This will allow the Program to widen the scope of communication with local residents and patrons,

which will in turn help staff to understand the individual needs and service level expectations.

### *FOCUSED OUTREACH*

As of September 2019, the program has successfully served 45 learners (137% YTD), whereby the Program carried over 29 learners from the previous year and an additional 16 newly recruited this business year. Whilst the program has maintained an inclusive and balanced provision (the average age of learner is 42), there is opportunity to focus specifically on the 25-29 demographic, which at present only accounts for 7% of all learners served.

Typically, learners belonging to this demographic pursue either a post-secondary (24%) or apprenticeship (13%) goal path at the centre (the average age of a starting apprentice in Ontario is 27). The focus is, therefore, to target new learners within this demographic by implementing up to date outreach techniques. New Instagram and Twitter social media accounts will boost the Programs digital profile – an important asset when considering 59% of young Canadians access Instagram regularly and 30% use Twitter. This will add value to the Program's existing Facebook page, with Facebook accounting for the majority of young Canadian's social media usage at a staggering 84%.

### *WIDER COMMUNITY ENGAGEMENT*

The program will also look to harness more traditional media sources including the St. Marys Independent. Preliminary conversations to publish an article updating and marking the Program has already begun. As many of The Adult Learning Programs of Perth learners face confidence issues, it is vital a personal approach be adopted to instill a positive and personal connection with the Program. With 52,000 print copies distributed each week, and between 800-1000 online views, the newspaper will promote an awareness to smaller communities outside of St. Marys which will in turn provide greater opportunities for the Program to meet Ministry targets and serve the learner community more effectively.

A similar strategy will be explored through St. Marys Radio to capitalize on its local audience and ensure local patrons know exactly what the program can offer them and their extended friends and families. The Coordinator is exploring a potential interview or paid advertisement with the Radio station.

### *EMPLOYER ENGAGEMENT*

At present, 47% of Adult Learning Programs of Perth's caseload is employed (31% full-time and 16% part-time respectively). To accommodate this, the Program offers extended Wednesday evening classes outside of regular work hours. The Program will, however, aim to increase those numbers by engaging with larger local employers (Shur-gain, Cascades and McClean Taylor as examples). The goal is to offer onsite classes (lunch and learns for example) to minimize any economic impact that could be placed upon employers. Alternatively, the Chief Executive Officer and Program Coordinator is considering offering an afternoon once per week where the instructor can offer one-to-one instruction for GED study. The statistics suggest a demand for this approach, as 49% of the Program's learners enrol with Grade 11 or less (22 of 45). This would provide local employers with a great chance to

upskill their employees at no cost to themselves, and in turn promote continuous development within their workforce. This could also be a key part of the Program's future strategy across Perth County as the overall unemployment figure is exceptionally low (4.9%). This will mitigate risk associated concerns with focusing on the unemployed patron (an average of 5 new learners per month is needed by March, 2020 to achieve the overall Ministry target).

### *EXTERNAL PARTNERSHIPS*

The final piece of the future plan lies with external engagement and partnerships for continued referrals. A potential opportunity lies with Ontario Works, Stratford to add value to their service, as only 9% of current caseload are OW registered/referred, despite 51% of the Adult Learning Programs of Perth learners declaring themselves unemployed upon registration. The Program Coordinator is exploring the potential of a relationship between 3 to 4 key advisors in an attempt to open enhance the referral system into the Program. A further link to the Programs Conestoga provision will also be explored, as Tuesday and Thursday classes will result in Stratford-based learners not needing to travel to St. Marys.

The Coordinator will also utilize the Ministry mandated QUILL (Quality in Lifelong Literacy) Network by attending all Literacy Planning meetings and holding regular visits with their Executive Director. This will provide vital network opportunities and the forum to share any ideas or success between LBS (Literacy and Basic Skills) Providers.

### *THE CENTRE (ENVIRONMENT)*

The Centre itself has already started to see small but important aesthetic changes to make the environment more welcoming and comfortable for the learner. The Classroom has seen additional surplus desks removed and repurposed, with a learner bookshelf replacing them.

A front desk has also been created from an existing desk, clear ALLP and Library Signage is now visible whilst an iPad now plays informative and interesting QUILL/ALLP videos to make the space more functional and active. Two unused office rooms at the back of the centre have now been cleared out and cleaned, with furniture repurposed to create clean, functional learner/volunteer one-to-one spaces.

Subject to Ministry approval, these rooms will also be painted to ensure they are more comfortable and less homely to learners using them. The Program is investigating opportunities of Town landmark photos from the museum to further our connection to the Town corporation and foster a continued love of the community in which the Program serves. Spaces for artwork will also be left and furniture purchased for storage of new learner resources and books. This is a key component of the learner journey as poor first impressions or poorly lit/spaced environments will discourage new learners from returning.

### **Recommendation and Next Steps:**

That the Board receive the report as information.

Literacy and Basic Skills - Detailed Service Quality - #64

4626A St. Marys Public Library Board - Adult Learning Programs of Perth YTD 01-Apr-2019 to 31-Aug-2019

Run time parameters:

Service Provider : **St. Marys Public Library Board**

Service Delivery Site Name : **4626A - St. Marys Public Library Board - Adult Learning Programs of Perth**

Report Period : **01-Apr-2019 to 31-Aug-2019**

Report run frequency: **Monthly**

This report's data is current to date: 01-Sep-2019 11:09:28 PM

Information presented in this report is for Ministry/Service Providers use only and is not intended for distribution - Medium Sensitivity

LBS SERVICE QUALITY	LBS Prov.	Perf Com	YTD All Participants			% YTD of
CM# CORE MEASURES	Target	Ann. Target	Num	Den	Actual	Target
<b>Customer Service</b>						
<b>1 Customer Satisfaction</b>	<b>90%</b>	<b>90%</b>	<b>29</b>	<b>29</b>	<b>100%</b>	<b>111%</b>
Learner			29	29	100%	
Learner Response rate			29	31	94%	
<b>2 Service Coordination</b>	<b>50%</b>	<b>50%</b>	<b>21</b>	<b>31</b>	<b>68%</b>	<b>135%</b>
1. Referred in			15		48%	
2. Referred out - registered in Education			2		6%	
3. Referred out - registered in Training			10		32%	
4. Referred out - registered in Employment			2		6%	
5. Referred out - registered or confirmed receiving services with community resources that support learning			0		0%	

LBS SERVICE QUALITY	LBS Prov.	Perf Com	YTD All Participants			% YTD of
CM# CORE MEASURES	Target	Ann. Target	Num	Den	Actual	Target
<b>Effectiveness</b>						
<b>3 Suitability</b>	<b>30%</b>	<b>30%</b>	<b>111</b>	<b>31</b>	<b>36%</b>	<b>119%</b>
1. <Grade 12			14		45%	
2. OW/ODSP recipient			5		16%	
3. No source of income			6		19%	
4. Crown ward			0		0%	
5. More than 6 years out of education			26		84%	
6. More than 6 years without training			26		84%	
7. Age over 45 and under 64			11		35%	
8. History of interrupted education			17		55%	
9. Person with Disability			5		16%	
10. Aboriginal			0		0%	
11. Deaf			1		3%	
12. Francophone			0		0%	
<b>4 Completions (completion of all three indicators)</b>			<b>3</b>	<b>31</b>	<b>10%</b>	
1. Learners who successfully complete all Milestones			29		94%	
2. Learners who successfully complete Culminating task			3		10%	
3. Learners who successfully complete the Learning Activities			27		87%	
<b>5 Progress</b>	<b>60%</b>	<b>60%</b>	<b>37</b>	<b>45</b>	<b>82%</b>	<b>137%</b>
1. % of Learners who successfully complete at least one Milestone			37		82%	
<b>6 Gains</b>			<b>0</b>	<b>31</b>	<b>0%</b>	
1. % of Learners who show gains			0		0%	
<b>Efficiency</b>						
<b>7 Learners Served</b>	<b>90%</b>	79	<b>45</b>			<b>137%</b>
New			16			77%
Carry over			29			

SERVICE QUALITY - PHASE II-A	5.90	6.00		7.38	123%
	Prov Value	Target Value		Actual	Weight
<b>Customer Service</b>	<b>2.60</b>	<b>2.60</b>		<b>3.19</b>	<b>40%</b>
Customer Satisfaction	1.35	1.35		1.50	15%
Service Coordination	1.25	1.25		1.69	25%
<b>Effectiveness</b>	<b>2.40</b>	<b>2.40</b>		<b>3.19</b>	<b>50%</b>
Suitability	0.60	0.60		0.72	20%
Progress	1.80	1.80		2.47	30%
<b>Efficiency</b>	<b>0.90</b>	<b>1.00</b>		<b>1.00</b>	<b>10%</b>
Learners Served	0.90	1.00		1.00	10%
<b>SERVICE QUALITY - PHASE II-B</b>				<b>5.54</b>	
				<b>Actual</b>	<b>Weight</b>
<b>Customer Service</b>				<b>2.35</b>	<b>30%</b>
Customer Satisfaction				1.00	10%
Service Coordination				1.35	20%
<b>Effectiveness</b>				<b>2.19</b>	<b>60%</b>
Suitability				0.36	10%
Completions				0.19	20%
Progress				1.64	20%
Gains				0.00	10%
<b>Efficiency</b>				<b>1.00</b>	<b>10%</b>
Learners Served				1.00	10%

Allocations and Expenditures		Allocation	YTD All Participants			% Alloc Spent
			# Clients	Expend	Avg cost	
Operational Allocation		\$127.115				
Field Support		\$--				
Training Support		\$750	6	\$413	\$69	55%
Transportation support			6	\$413	\$69	
Childcare support			0	\$0	\$0	
Other support			0	\$0	\$0	
Other Funding 1		\$--				
Other Funding 2		\$--				
Other Funding 3		\$--				
Other Funding 4		\$--				
Other Funding 5		\$--				
Other Funding 6		\$--				
Other Funding 7		\$--				
Other Funding 8		\$--				
Other Funding 9		\$--				
ASL Funding		\$--				
TOTAL		\$127.865				

Literacy and Basic Skills - Detailed Service Quality - #64

4626A St. Marys Public Library Board - Adult Learning Programs of Perth YTD 01-Apr-2019 to 31-Aug-2019

Run time parameters:

Service Provider : **St. Marys Public Library Board**

Service Delivery Site Name : **4626A - St. Marys Public Library Board - Adult Learning Programs of Perth**

Report Period : **01-Apr-2019 to 31-Aug-2019**

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<b>Customer Service</b>						
<b>1 Customer Satisfaction</b>	<b>90%</b>	<b>90%</b>	<b>29</b>	<b>29</b>	<b>100%</b>	<b>111%</b>
Learner			29	29	100%	
Learner Response rate			29	31	94%	
<b>2 Service Coordination</b>	<b>50%</b>	<b>50%</b>	<b>21</b>	<b>31</b>	<b>68%</b>	<b>135%</b>
1. Referred in			15		48%	
2. Referred out - registered in Education			2		6%	
3. Referred out - registered in Training			10		32%	
4. Referred out - registered in Employment			2		6%	
5. Referred out - registered or confirmed receiving services with community resources that support learning			0		0%	



LBS SERVICE QUALITY	LBS Prov.	Perf Com	YTD All Participants			% YTD of
CM# CORE MEASURES	Target	Ann. Target	Num	Den	Actual	Target
<b>Effectiveness</b>						
<b>3 Suitability</b>	<b>30%</b>	<b>30%</b>	<b>111</b>	<b>31</b>	<b>36%</b>	<b>119%</b>
1. <Grade 12			14		45%	
2. OW/ODSP recipient			5		16%	
3. No source of income			6		19%	
4. Crown ward			0		0%	
5. More than 6 years out of education			26		84%	
6. More than 6 years without training			26		84%	
7. Age over 45 and under 64			11		35%	
8. History of interrupted education			17		55%	
9. Person with Disability			5		16%	
10. Aboriginal			0		0%	
11. Deaf			1		3%	
12. Francophone			0		0%	
<b>4 Completions (completion of all three indicators)</b>			<b>3</b>	<b>31</b>	<b>10%</b>	
1. Learners who successfully complete all Milestones			29		94%	
2. Learners who successfully complete Culminating task			3		10%	
3. Learners who successfully complete the Learning Activities			27		87%	
<b>5 Progress</b>	<b>60%</b>	<b>60%</b>	<b>37</b>	<b>45</b>	<b>82%</b>	<b>137%</b>
1. % of Learners who successfully complete at least one Milestone			37		82%	
<b>6 Gains</b>			<b>0</b>	<b>31</b>	<b>0%</b>	
1. % of Learners who show gains			0		0%	
<b>Efficiency</b>						
<b>7 Learners Served</b>	<b>90%</b>	<b>79</b>	<b>45</b>			<b>137%</b>
New			16			77%
Carry over			29			

SERVICE QUALITY - PHASE II-A	5.90	6.00		7.38	123%
	Prov Value	Target Value		Actual	Weight
<b>Customer Service</b>	<b>2.60</b>	<b>2.60</b>		<b>3.19</b>	<b>40%</b>
Customer Satisfaction	1.35	1.35		1.50	15%
Service Coordination	1.25	1.25		1.69	25%
<b>Effectiveness</b>	<b>2.40</b>	<b>2.40</b>		<b>3.19</b>	<b>50%</b>
Suitability	0.60	0.60		0.72	20%
Progress	1.80	1.80		2.47	30%
<b>Efficiency</b>	<b>0.90</b>	<b>1.00</b>		<b>1.00</b>	<b>10%</b>
Learners Served	0.90	1.00		1.00	10%
<b>SERVICE QUALITY - PHASE II-B</b>				<b>5.54</b>	
				<b>Actual</b>	<b>Weight</b>
<b>Customer Service</b>				<b>2.35</b>	<b>30%</b>
Customer Satisfaction				1.00	10%
Service Coordination				1.35	20%
<b>Effectiveness</b>				<b>2.19</b>	<b>60%</b>
Suitability				0.36	10%
Completions				0.19	20%
Progress				1.64	20%
Gains				0.00	10%
<b>Efficiency</b>				<b>1.00</b>	<b>10%</b>
Learners Served				1.00	10%

Allocations and Expenditures		Allocation	YTD All Participants			% Alloc Spent
			# Clients	Expend	Avg cost	
Operational Allocation		\$127.115				
Field Support		\$--				
Training Support		\$750	6	\$413	\$69	55%
Transportation support			6	\$413	\$69	
Childcare support			0	\$0	\$0	
Other support			0	\$0	\$0	
Other Funding 1		\$--				
Other Funding 2		\$--				
Other Funding 3		\$--				
Other Funding 4		\$--				
Other Funding 5		\$--				
Other Funding 6		\$--				
Other Funding 7		\$--				
Other Funding 8		\$--				
Other Funding 9		\$--				
ASL Funding		\$--				
TOTAL		\$127.865				

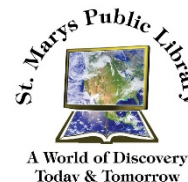
## Adult Learning Program Update

September 5<sup>th</sup>, 2019

Report to the Library Board

Prepared by: Matthew Corbett, Chief Executive Officer; and Adam Stapleton,  
Adult Learning Coordinator

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### Introduction

This report is to provide the Library Board with an update on a flooding situation that happened on Tuesday September 24<sup>th</sup>. The goal is to outline the events that occurred, along with the impact to the service.

### Background

This report, while a separate situation, has ramifications from the clean air incident at the Centre in January 2019. The affected areas of the flooding are in the same proximity of the suspected mould and air issues at the Centre.

### Report:

On September 24<sup>th</sup> at approximately 7:30am Staff were informed of a water concern at the Adult Learning Centre. Upon arrival to the Centre, the back learner area was flooded with water, spanning the hallway and into the Learner work rooms. Part of the staff office had water seepage. Staff immediately contacted the Executive Director of Partners In Employment apprising her of the situation.

Staff assessed the workspace and, deeming it safe to do so, began clearing the area of learner/instructor equipment, as well as clearing out any hazards that may have been present. No specific damage was sustained to any Adult Learning or Partners In Employment equipment or case files.

Staff, working with the Executive Director, began investigating the potential causes of the flooding, while waiting for the property manager to arrive. It is thought that the cause is a water valve/pipe leading into the centre.

The property manager, upon assessment of the site, called Cubberly, where they began exploring the basement of the facility to trace the pipes. The workers determined the pipes in the basement were not the cause. A water valve behind the refrigerator was turned off, to explore the possibility of that being the cause. This is a temporary solution until Cubberly can determine the next steps. At this time, there is no cold water flowing through the Adult Learning Centre in the back room area.

Cubberly, the Executive Director, and the property manager set up fans and dehumidifiers to air-dry the carpet; however there has been a very strong mouldy smell in the back room of the centre. While there is no damage to the equipment or files, damage was sustained to the wood, baseboards, carpet, and kitchen cupboards.

On September 26<sup>th</sup>, Cubberly returned to the Centre and determined \_\_\_\_\_ as the next steps.

### *Impact to the Program*

On September 25<sup>th</sup>, the Chief Executive Officer deemed the back room unsafe for learners and staff until such time as the smell and water issues were resolved. Staff have been working in the front portion of the Centre with learners as they enter the program. Due to the concerns revolving around smell and potential mould, the Adult Learning Program may be relocated to the Library, pending the update from Cubberly and pending the improvement/deterioration of air quality.

To the program, this has had an impact to the service levels provided. Staff are rearranging learner meetings and using existing space and quiet zones at the centre and at the Library, however, it has limited the ability to ensure complete confidentiality for the learners as they enter the program. Should the program have to relocate to the Library, there will be a greater impact on both Adult Learning and Library services.

Staff are working closely with the Executive Director of Partners In Employment to press for a quick resolution. Staff anticipate the carpet will need replacement, along with the kitchen cubboards as the water has damaged both extensively. Staff are further monitoring the air quality, and will remove the Adult Learning staff from the centre if it is deemed unsafe in any capacity.

### **Recommendation and Next Steps:**

That the Board receive the report as information.

**Audit Report**  
**Ontario Public Library Guidelines**

**St. Marys Public Library**

**Statement of recommendation:** That the St. Marys Public Library be re-accredited for a period of five years to December 2024.

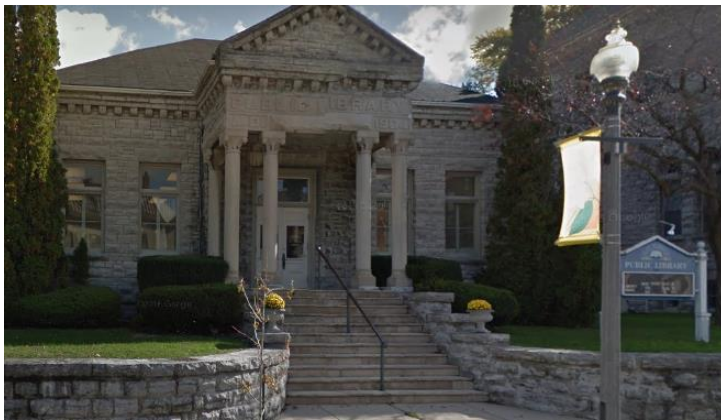
Date of audit: August 19, 2019

Edition of Ontario Public Library Guidelines used: Seventh edition

Auditors: Rebecca Dechert Sage, CEO, North Perth Public Library  
Peggy Malcolm, Southern Ontario Library Service

## Overview

While there has been a library in the Town of St. Marys since 1857, the library space we audited was built in 1904 with a \$10,000 grant from the Carnegie Foundation. In 1988, a new part was added to provide space for the children's section and allow for sidewalk-level access into the library. The old children's section upstairs, now used for office and meeting/program space, can be accessed via a lift.



Original Carnegie...  
and 1988 Addition



For more than 20 years, the St. Marys Public Library Board has also governed the Adult Learning Programs of Perth, a community-based agency funded by the Ministry of Training, Colleges and Universities and located in a separate space in downtown St. Marys. This space and the adult learning program itself were not part of the OPLG Audit.

The CEO was well-prepared for the accreditation audit having reviewed all of the required policies and plans within the Ontario Public Library Guidelines program. He was willing and able to make required adjustments to legislative pieces such as plans for workplace violence, workplace harassment, working alone and health and safety issues relating to written emergency procedures. The library staff and the Library Board should feel very confident that the library is in good shape, especially from a documentation point of view. It is a busy place, with lots of activities, and so having more public space would be helpful.

## Scores

With the seventh edition, the scores for the library as a system are separated from the ‘on-site observations’ at each branch location. There are five system-wide areas –

- I. Governance/Administration
- II. Planning Documents & Process
- III. Policy
- IV. Personnel & Human Resources
- V. General

Under the “on-site observations” section, there are two sections –

- VI. Collections & Services
- VII. Physical & Facilities

The total number of guidelines for this audit is 186, with 123 guidelines in the system-wide section and 63 in the ‘on-site observation’ section. It is possible that the total number of guidelines for both the system and ‘on-site observations’ sections required for a library system may be reduced if a specific guideline is deemed to be ‘not-applicable’. For example, if the library or library branch is not a multi-floor structure.

In order to be recommended for accreditation a library system must achieve no less than a 90% score of total possible points in Sections I to V and must achieve no less than a 90% score in each of the five topic areas. In addition, a library system must meet any guidelines the Council designates as mandatory. Similarly, for a branch to be recommended for accreditation, a library branch must achieve no less than a 90% score of total possible points in Sections VI and VII for the on-site observations.

Please note that there are five (5) questions in Section 25 (under “Collections & Services”) that are optional but highly recommended, in that the auditors will make notes on these guidelines but will not score within the section.

The scores for the library system are presented first, and then the ‘on-site observations’ section follows.

## System Level Scoring

Level and Topic Area	Section	Number of mandatory questions	Responses	Total number of questions	Responses	Number of potential N/A
<b>I - Governance &amp; Administration</b>	1 Organization of the Board	6	6	6	6	0
	2 Policy	3	3	3	3	0
	3 Planning	0	0	2	2	0
	4 Finances	5	5	5	5	0
	5 Advocacy	2	2	4	4	0
	6 Board Member Orientation & Information	3	3	4	4	0
	<b>Total</b>	<b>19</b>	<b>19</b>	<b>24</b>	<b>24</b>	<b>0</b>
			<b>100%</b>		<b>100%</b>	
<b>II - Planning Documents &amp; Process</b>	7 Planning	6	6	8	8	0
	8 Planning for Library Collections	1	1	7	7	0
	9 Planning Services	1	1	4	4	0
	10 Planning for Programs	0	0	3	3	0
	11 Planning for Technology	1	1	5	5	0
	<b>Total</b>	<b>9</b>	<b>9</b>	<b>27</b>	<b>27</b>	<b>0</b>
			<b>100%</b>		<b>100%</b>	
<b>III-Policy</b>	12 Safety Security & Emergencies	4	4	5	5	0
	13 Collection & Circulation	4	4	4	4	0
	14 Services	3	3	<del>11</del> 10	<del>11</del> 10	2
	15 Technology	3	3	4	4	0
	<b>Total</b>	<b>14</b>	<b>14</b>	<b><del>24</del> 23</b>	<b><del>24</del> 23</b>	<b>2</b>
			<b>100%</b>		<b>100%</b>	
<b>IV-Personnel &amp; Human Resources</b>	16 Staffing	6	6	8	8	0
	17 Evaluation and training	6	6	8	8	0
	18 Staff Procedures	6	6	7	7	0
	<b>Total</b>	<b>18</b>	<b>18</b>	<b>23</b>	<b>23</b>	<b>0</b>
			<b>100%</b>		<b>100%</b>	
<b>V-General</b>	19 Library	1	1	3	3	0
	20 Access for persons with disabilities	0	0	2	2	0
	21 Collection Management	2	2	6	6	0
	22 Co-operation & Partnerships	1	1	6	6	0
	23 Website	3	3	8	7	0
	<b>Total</b>	<b>7</b>	<b>7</b>	<b>25</b>	<b>24</b>	<b>0</b>
			<b>100%</b>		<b>96%</b>	
	<b>Total for system-wide</b>	<b>67</b>	<b>67</b>	<b><del>123</del> 122</b>	<b><del>122</del> 121</b>	
			<b>100%</b>		<b>99.2%</b>	

One Guideline was removed – 14.8 on Digitization, reducing the total score by one point.



Within the system-wide areas, the library is missing one (1) non-mandatory guideline

- **23.3 - Websites for Specific User Groups** – The library has sections of the website, or additional websites for one or more specific user groups such as children, young adults, and significant cultural or linguistic populations in the community. They are well sign-posted from the library landing page.

### On-site observations section –

Level and Topic Area	Section	Number of mandatory questions	Responses	Total number of questions	Responses	Number of potential N/A
<b>VI- Collections &amp; Services</b>	24 Collections	2	2	11	11	0
	25 Services	4	4	13	13	5
	26 Technology Services	4	4	9	9	0
	<b>Total</b>	<b>10</b>	<b>10</b>	<b>33</b>	<b>33 (100%)</b>	<b>0</b>
<b>VII- Physical &amp; Facilities</b>	27 Looking at the exterior	2	2	6	5	0
	28 Spaces within the library	0	0	12	10	0
	29 Access within the library	0	0	8	8	1
	30 Safety considerations within library	2	2	4	4	0
	<b>Total</b>	<b>4</b>	<b>4</b>	<b>30</b>	<b>27 (90%)</b>	<b>1</b>
	<b>Total for on-site observations</b>	<b>14</b>	<b>14</b>	<b>63</b>	<b>62 (98.4%)</b>	
	<b>Overall total</b>			<b>185</b>	<b>183 (98.9%)</b>	

This library did not meet these three (3) non-mandatory guidelines:

**27.5 - Parking** - Adequate and convenient parking is available at or near the service outlet including AODA standard parking space(s).

- There is limited parking at the library – and only one accessible spot to serve library and town hall.

**28.4 - Shelving**- Materials in open stacks should be stored at heights appropriate to their primary users. At least 75% of the materials in collections are stored in such a way that the base of the tallest books are at the following height: **Adult**: Maximum Height 60 inches or less

**28.7 - Accessible Workstation Furniture** –Convenient access to the library equipment is provided for all, with suitable adjustable workstation heights provided for those with disabilities and also for children.

- While the library has a 'stand-up' desk, this desk is not adjustable to suit children or those in a wheelchair. We suggest that if the library gets a chance to move the computers around, that an accessible workstation be acquired for the library. Such units can be purchased from a library supplier or from Staples at a cost from \$350 and up. Coupled with the new high-contrast keyboards, the library will be well-suited to better serve the range of needs within the community.

**Programming/Services** – In Section 25, there are five optional guidelines:

<b>25.14</b> - The library offers specialized programs or service for cultural/ linguistic groups in the community (other than English or French)
<b>25.15</b> - The library offers language materials for cultural/linguistic groups in the community (other than the official languages of English or French)
<b>25.16</b> - The library offers specialized programs or service for LGBTQ groups in the community
<b>25.17</b> - The library offers specialized programs or service for newcomers in the community
<b>25.18</b> - The library offers specialized programs or service for socio-economically disadvantaged groups in the community (e.g. job search, homeless, ESL)

This Library has responded to specific needs – including job searches

## Overall Suggestions from the Audit Team

**3.2 – Report to the Public** – This library holds an Annual General Meeting in January. It should be noted that while some non-profit/charitable organizations are required to hold an Annual General Meeting, it is not a requirement of a public library in Ontario. Instead the Public Library Board must follow their governing legislation – the *Public Libraries Act* – which requires 10 regular meetings (Section 16 (1)).

**7.6 – Planning Document** – the last formal strategic plan is dated for 2014 to 2017, but has been extended by the Library Board as several goals have not been met. In 2016, the library board received a “Space and Service Needs” document which was intended to guide the work of the library. While these documents fulfil the requirement to have a planning document, it would be our suggestion that the library board move forward to create a new version of the Library’s strategic plan.

**16.4 – Salary Scales** – While the salary administration is conducted by staff at the Town office, it is usual practice for the library board (as the employer of the Library staff) to have a copy of the current salary grid at the library as well as a separate list of all staff and their present “position” on the grid. This salary grid does not contain any names or position names. Both of these documents help the board to plan for staffing and budgeting requirements.

LEVEL	STEPS					BAND POINT RANGE
	1	2	3	4	5	
A	21.1965	22.1316	23.0667	24.0019	24.9372	201-240
B	24.4533	25.5321	26.6109	27.6897	28.7685	241-280
C	27.7126	28.9352	30.1579	31.3805	32.6031	281-320

**28.2 – “Physical Layout** - The physical layout of the library is organized in a way that is systematic, easy to navigate, and convenient for users”.

- While the library is done its best with the layout, the audit team had some suggestions. The service desk is much larger than needed. Having the computers beside the children’s area is not conducive to those who prefer quiet computer spaces. With staff work space behind the service desk and also on the second floor, the library has more staff work space than one usually finds in a library of this size. In fact, the Brockville Library moved staff out of offices and created small public meeting rooms (which are constantly booked for meetings and for tutoring). The Carnegie area has wonderful windows and architecture which is hidden by shelving units. While the collection size is on the small size, it would be wonderful to have a smaller book collection in that area and more spaces to sit and work. The staff and board could come up with some wonderful ideas to use this space and serve the community.

**28.5 - Shelving-** Materials in open stacks should be stored at heights appropriate to their primary users. At least 75% of the materials in collections are stored in such a way that the base of the tallest books are at the following height: **Children’s:** Maximum Height 48 inches or less.

- While all of the shelving units for children’s fiction and non-fiction as well as picture books and levelled readers are below the maximum height of 48 inches, we believe that the shelves used for picture books are too high. This collection is stored on units which are four shelves high, and as a result, small children could not reach to some of the materials. When possible, the library should move the picture books to lower shelving units such as shown here – maximum 3 shelves, better with just 2 shelves



**Service Desk** – Service desks are not included in the OPLG audit, but we like to draw the legislative requirements to people’s attention (but only enforced if/when you change the service desk). An overview of requirements for a service desk is posted at <https://www.ontario.ca/page/how-make-public-spaces-accessible#section-2>

*“Service counters may be desks or counter spaces where people have face-to-face conversations with staff to receive service. ... To meet the accessibility requirements, you must:*

- *make at least one service counter accessible to people who use mobility aids, such as wheelchairs. The area should be low enough to allow the person with a disability to interact with the person providing service. There should also be enough room under the counter for the knees of a person sitting in a wheelchair...”*

*In this area, we suggest that the staff investigate how to make the service desk more accessible*

Operating Budget 2019

Operating Budget 2019		Fav (Unfav)							
18 Budget Actual		2019 Budget	2019 YTD Actual	2020 Budget			2021 Budget		
Account Library	Description			2020 Budget Base	One Time	Service Level	Total	19 Budget vs 20 Budget Variance	Department notes and variance explanations (required for negative 5%+ & > \$250 highlighted variances)
01-7410-4160	ONTARIO SPECIFIC GRANTS	(11,255)	(20,000)	(3,720)	(10,830)		(10,830)	--	not anticipating ANY grants from SOLS, just Operating Grant from Ministry
01-7410-4170	CANADA SPECIFIC GRANTS	(7,323)	(5,000)	(4,902)	(5,000)		(5,000)	--	Budgeting for 5,000 as this is unknown. For 2 years we have received slightly more, but the number has decreased. Budgeting low intentionally
01-7410-4200	REVENUE - OTHER MUNICIPALITIES	(62,339)	(63,736)	(31,985)	(63,736)		(63,736)	--	Maintaining the same number as 2019. Will ask for 3% increase, but not anticipating it, given the St. Marys exercise of 4% and the suggestions the Province gave to Municipalities
01-7410-4210	FEES/SERVICE CHARGES	(164)	(200)	--	--		--	--	eliminated. We collected nothing of amount for this line
01-7410-4215	MEMBERSHIP FEES	(14)	(75)	(3)	--		--	--	eliminated. We collected nothing of amount for this line
01-7410-4218	PROGRAM REVENUE	(1)	--	(6)	--		--	--	Program Revenue is more of a donation. We collect recommended donations at certain library programs.
01-7410-4221	PHOTO COPY REVENUE	(2,742)	(4,000)	(2,397)	(3,000)		(3,000)	--	We have not hit the budget numbers. Reducing to a more manageable number
01-7410-4405	FINES - OTHER	(7,725)	(8,000)	(4,937)	(6,600)		(6,600)	--	We are not on track to hit 2018 numbers. Anticipating a lower return on revenue. Budgeting based on 2019's projections
01-7410-4505	DONATIONS	(2,323)	(4,000)	(790)	(1,200)		(1,200)	--	We are not on track to hit 2018 numbers. Anticipating a lower return on revenue. Budgeting based on 2019's projections
01-7410-4550	OTHER REVENUE	(1,618)	(1,400)	(541)	(800)		(800)	--	We are not on track to hit 2018 numbers. Anticipating a lower return on revenue. Budgeting based on 2019's projections
01-7410-4555	Revenue - Friends of the Library	(2,962)		(7,319)					This is not publically funded, and will net 0 with the FOL expense line
01-7410-4562	TRANSFER FROM RESERVE	(4,800)	--	--	--		--		anticipating no transfers from reserve
01-7410-4564	TRANSFER FROM TRUST		--	--	--		--		anticipating no transfers from trust
01-7410-5005	SALARIES/WAGES	161,940	171,109	101,341	183,106		183,106	-11,997	Increase due to step increases, and extra pay period (140 extra hours between two full time staff)
01-7410-5006	OVERTIME	609	1,024	730	1,028		1,028	-4	Budgeted for Canada Day and Heritage Festival
01-7410-5010	PART TIME WAGES	148,177	154,757	91,549	160,230		160,230	-5,473	Increased due to extra pay period and step increases
01-7410-5015	CPP/EI	18,877	22,315	12,782	23,799		23,799	-1,484	Pre-set and out of budgeting control (Employer costs)
01-7410-5016	GROUP BENEFITS	13,075	11,415	8,331	12,809		12,809	-1,394	Status changes/eligibilities
01-7410-5017	EHT	6,078	6,395	3,790	6,737		6,737	-342	Pre-set and out of budgeting control (Employer costs)
01-7410-5018	WSIB	1,144	1,242	521	10,847		10,847	-9,605	WSIB projected to increase from \$0.29/100 to \$3.15/100, increasing our costs by 774%
01-7410-5019	OMERS	20,877	24,461	13,717	28,311		28,311	-3,850	Staff changes/eligibilities
01-7410-5050	BOARD REMUNERATION	580	1,000	--	1,000		1,000	--	Budgeted for 1000 based on 20\$/meeting minimum 10 meetings per year with 4 members elegeble. The extra 200\$ is contingent on any Special meetings or additional Regular meetings needed
01-7410-5100	OFFICE SUPPLIES	2,735	2,500	1,312	4,500		4,500	--	Will be all general office supplies
01-7410-5105	OFFICE EQUIPMENT	6,902	3,500	212	3,500	--	3,500	--	Will be office equipment for staff (receipt printers, scanners, makerspace equipment etc.)
01-7410-5110	TRAVEL/MILEAGE	2,084	1,800	1,542	2,300		2,300	--	Increased as the line has not been accurate based on 2018s actuals and 2019s projected
01-7410-5120	MEMBERSHIPS	150	700	113	700		700	--	maintaining same number. Staff will be part of OLA
01-7410-5121	MEMBERSHIP - PCIN	22,752	25,121	--	29,550		29,550	--	Anticipation increase due to provincial cuts. This will offset some PCIN services in a creative way. This is preset by PCIN
01-7410-5130	PROFESSIONAL DEVELOPMENT	5,256	3,500	1,570	3,500		3,500	--	maintaining for OLA Super Conference
01-7410-5135	MEETING EXPENSES	369	500	49	500		500	--	
01-7410-5155	ADVERTISING	1,226	1,000	25	1,000		1,000	--	Will be sending Library statistics to the newspaper
01-7410-5175	COURIER/FREIGHT CHARGES	295	500	141	2,000		2,000	--	Increase to cover some ILLO lending services
01-7410-5260	TRAINING	490	2,000	--	2,000		2,000	--	
01-7410-5310	CONTRACTED SERVICES	13,625	18,000	12,560	17,250		17,250	--	All contracts: LSC, Culligan, Rival Office Solutions (all printing costs)
01-7410-5610	PROGRAM EXPENSES	2,162	3,000	2,037	3,000		3,000	--	Purchasing 2 mobile hotspots for circulation. Anticipating FPP to increase to offset delivery fees
01-7410-5701	ELECTRONIC SERVICES	6,842	9,300	4,552	7,550		7,550	--	To incorporate Kanopy Costs; also does our databases (EBSCO products), Acorn TV; reduced budget line to incorporate transfer to IT (Useful). 750 to come from contracted services
01-7410-5705	MAGAZINES & NEWSPAPERS	3,645	3,710	1,953	3,822		3,822	--	factoring in 3% increase on subscriptions
01-7410-5813	REPAIRS/MAINT - COMPUTER EQUIP	3,703	4,400	4,018	3,000		3,000	--	Set same 3000 for any surprise repairs/for public access computer transitions (fully integrated 2020)
01-7410-5990	MATERIALS & SUPPLIES	1,607	2,000	1,279	--		--	--	1,400 Merged with Office Supplies for account clarity
01-7410-5991	MATERIALS & SUPPLIES TECH	2,377	2,500	784	--		--	--	2,500 merged into other lines as this was used for toner only
01-7410-5995	FOL Materials and Supplies	3,477	--	6,465					This is not publically funded, and will net 0 with the FOL revenue line

Account	Description	2020 Budget				One Time	Service Level	Total	19 Budget vs 20 Budget Variance	Department notes and variance explanations (required for negative 5%+ & > \$250 highlighted variances)
			Base							
01-7410-6200	PROFESSIONAL FEES	125	600	--	600			600	--	Memberships for staff to OLA, for resources and to provide information/trends within library
01-7410-7100	BANK CHARGES	474	500	204	500			500	--	set by the Bank?
01-7410-8520	TRANSFER TO RESERVE	5,000	3,300	1,650	2,687			2,687	--	613 PCIN Reserve
01-7410-8993	INTERNAL CHARGES IT	9,034	9,030	4,515	11,530			11,530	--	Increase to cover the Useful contract. Offset by Contracted services lines
		362,420	384,768	221,141	436,190	-	-	436,190.00	-	(51,422.00)
Adult Learning										
01-7500-4160	ONTARIO SPECIFIC GRANTS	(154,486.00)	(127,615)	(86,168)	(127,865)			(127,865)	--	250 anticipating the same budget as last year as this government froze the increases for 2019
01-7500-4505	DONATIONS	-	--	--	--			--		
01-7500-4550	OTHER REVENUE	(12,532.00)	(12,432)	(12,432)	(12,432)			(12,432)	--	Average of the last few years in Stratford grant
01-7500-4562	CONTRIBUTION FROM RESERVE	(9,119.95)	(2,000)	(15,403)	--			--	--	working with finance on this
01-7500-5005	FULLTIME WAGES				43,460			43,460	-43,460	Adult Learning Coordinator full time benefits to merge the two coordinators positoons
01-7500-5006	OVERTIME	142.00		--				--		no overtime will be allocated
01-7500-5010	PART TIME WAGES	110,660.00	92,364.00	71,154	52,648.00			52,648	39,716	decrease due to fulltime position. Two instructors will be budgeted for
01-7500-5015	CPP/EI	7,503.00	7,003.00	4,951	7,225.00			7,225	-222	increase set by employer
01-7500-5016	GROUP BENEFITS	1,500.00	1,500.00	1,533	132.00			132	1,368	increase set by employer; due to full time increase
01-7500-5017	EHT	2,461.00	1,801.00	1,384	1,847.00			1,847	-46	increase set by employer
01-7500-5018	WSIB	144.00	333.00	195	3,027.00			3,027	-2,694	WSIB projected to increase from \$0.29/100 to \$3.15/100, increasing our costs by 774%
01-7500-5019	OMERS	9,738.00	8,149.00	5,689	--			--	8,149	reduction based on eligibility of new staff
01-7500-5100	OFFICE SUPPLIES	1,721.00	2,000.00	934	2,576.00			2,576	-576	increase to purchase extra supplies for learners
01-7500-5105	OFFICE EQUIPMENT	713.00	500.00	814	1,500.00			1,500	-1,000	anticipated increase to replace some older office equipment
01-7500-5110	TRAVEL/MILEAGE	1,785.00	1,500.00	518	2,000.00			2,000	-500	increased for coordinator to attend regular meetings outside of town
01-7500-5120	MEMBERSHIPS	145.00	100.00	90	767.00			767	-667	maintaining
01-7500-5130	PROFESSIONAL DEVELOPMENT	398.00	271.00	130	1,500.00			1,500	-1,229	increasing for the new staff as an onboarding process. This will assist with any additional learning/training required
01-7500-5155	ADVERTISING	751.00	500.00	486	1,500.00			1,500	-1,000	will advertise statistics in the newspaper
01-7500-5170	COMMUNICATIONS	957.00	1,400.00	556	1,400.00			1,400		maintaining at this point in time
01-7500-5262	TRAINING SUPPORT	582.00	500.00	572	750.00			750	-250	This is required to be spent as part of their Ministry grant - to support learners (bus tickets, daycare etc.)
01-7500-5302	HYDRO	1,714.00	2,200.00	1,028	2,200.00			2,200		In line with actual and expected increases in Hydro
01-7500-5305	JANITORIAL SUPPLIES	1,767.00	1,900.00	1,229	2,100.00			2,100	-200	budget increased based on 2019's anticipated numbers
01-7500-5610	PROGRAM EXPENSES	-		--				--		
01-7500-5700	BOOK PURCHASES	609.00	600.00	978	1,500.00			1,500	-900	increase to purchase workbooks/refresh the collection
01-7500-5990	MATERIALS & SUPPLIES	617.00	500.00	341	1,500.00			1,500	-1,000	this is used for meeting expenses as well/classroom expenses and tutor gift cards/ Parking tokens
01-7500-6200	PROFESSIONAL FEES	1,119.00	2,000.00	1,170	1,000.00			1,000	1,000	No auditing fee this year, budgeting for any additional professional fees for new staff
01-7500-6990	CONTRACTED SERVICES	-		--				--		
01-7500-7210	EQUIPMENT RENTAL	-		--				--		
01-7500-7300	RENT	6,409.00	7,880.00	3,293	7,880.00			7,880		Anticipating rent to be the same for 2020 budget year
01-7500-8520	TRANSFER TO RESERVE	9,120.00	6,650.00	1,349	3,027.00			3,027	3,623	Proposing an ask to cover WSIB claims
01-7500-8993	Transfer To IT				3,785.00			3,785		
		(15,582.95)	(2,396.00)	(15,607.03)	3,027.00	-	-	3,027.00	-	(1,638.00)
		346,837	382,372	205,534	439,217			439,217		-53,060