



Agenda
Library Board

June 3, 2021

6:45 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

RECOMMENDATION

That the agenda for the June 3, 2021 regular meeting of the St. Marys Public Library Board be approved as presented.

4. **DELEGATIONS**
5. **CONSENT AGENDA**

RECOMMENDATION

That consent agenda items 5.1 through 5.4 be approved as presented.

5.1. Acceptance of Minutes

5.1.1. Minutes of the May Meeting

3

5.2. CEO Report

5.2.1. CEO Report (June)

6

5.2.2. ALPP Monthly Report (June)

8

5.3. Library Statistics

5.3.1.	Stats Infographic (April in Review)	10
5.3.2.	Stats Graphs (April in Review)	11
5.4.	Financial Report	
5.4.1.	Financial Report Library (June)	12
5.4.2.	Financial Report Adult Learning (June)	15
6.	NEW AND UNFINISHED BUSINESS	
6.1.	Budget Preparations Discussion	17
6.2.	Public Consultation regarding Mission, Vision, and Values	
7.	ROUNDTABLE DISCUSSION	
7.1.	Friends of the Library Report	
8.	UPCOMING MEETINGS	
9.	ADJOURNMENT	
	RECOMMENDATION	
	That the June 3, 2021 regular meeting of the St. Marys Public Library Board be adjourned at _____ pm.	



Minutes

Library Board

May 6, 2021

6:45 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Members Present Mayor Strathdee, Councillor Craigmile, Barbara Tuer, Lynda Hodgins, Melinda Zurbrigg, Reg Quinton, Joyce Vivian

Members Absent Councillor Edney, Cole Atlin

Staff Present Rebecca Webb, Staff Liaison, Sarah Andrews, Library CEO

1. CALL TO ORDER

The May 6, 2021 Regular Meeting of the St. Marys Public Library Board was called to order at 6:41pm by Board Vice Chair B. Tuer.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Joyce Vivian

Seconded By Mayor Strathdee

That the agenda for the May 6, 2021 regular meeting of the St. Marys Public Library Board be approved as presented.

Carried

4. DELEGATIONS

None present.

5. CONSENT AGENDA

Moved By Lynda Hodgins

Seconded By Councillor Craigmile

That consent agenda items 5.1 and 5.3 though 5.5 be approved as presented with item 5.2 moved to New and Unfinished business for discussion as item 6.1.

Carried

5.1 Acceptance of Minutes

5.1.1 Minutes of the April 8, 2021 Regular Meeting of the Library Board

5.2 CEO Report

5.2.1 Library Report (May)

5.2.2 Adult Learning Presentation to Council

5.3 Library Statistics

5.3.1 Statistics Infographic- March in Review

5.3.2 Statistics Graphs- March in Review

5.4 Financial Report

5.4.1 Library Financial Report- YTD actuals vs. budget

5.4.2 Adult Learning Financial Report- YTD actuals vs. budget

5.5 Correspondence

5.5.1 Board Assembly Meetings

6. NEW AND UNFINISHED BUSINESS

6.1 CEO Report

CEO S. Andrews gave a verbal update about the CEO report for the month of May.

6.2 Fines Free PCIN

CEO S. Andrews led a discussion about the fines free library model.

7. ROUNDTABLE DISCUSSION

7.1 Friends of the Library Report

R. Quinton gave the members of the Board an update on the recent activities of the Friends of the Library.

7.2 Board member L. Hodgins queried whether the Library sends a monthly newsletter and congratulated the Library on their positive feedback from the spring break activity bags.

8. UPCOMING MEETINGS

The next regular meeting of the St. Marys Public Library Board will take place on June 3, 2021 at 6:45pm.

9. ADJOURNMENT

Moved By Reg Quinton

Seconded By Mayor Stratthdee

That the May 6, 2021 regular meeting of the St. Marys Public Library Board be adjourned at 7:35pm.

Carried

Chair

Board Secretary



MONTHLY REPORT

To:	Chair and Members of the Board
From:	Sarah Andrews, Library CEO
Date of Meeting:	3 June 2021
Subject:	Monthly Report

PURPOSE

The purpose of this report is to provide the Board with an overview of Library Services for the month.

REPORT

Current update on the department and its activities (i.e., what have we done recently, what are the current events, what are the current issues we are working through, what is the current status on some of our major projects.)

Public Service

We continue to operate curbside and home delivery services to our patrons. We are having between 35-50 visitors a day at curbside. Staff continue to wear their masks when in the Library with other staff and when conducting service at the door. In addition to this we are following HPPH guidelines and have added goggles. These are preferable to the other suggestion of face shields work well for visibility and tend not to fog as frequently as the shields do. We continue to document staff arrivals and departures from the Library as per Town protocol and continue to record visitor interactions as per contact tracing requirements. We look forward to the upcoming changes regarding opening coming later this summer!

Healthy Communities Initiative Grant

Unfortunately we were not successful with our grant application submitted by multiple departments to support a Book Walk, Community Garden growth and other initiatives in the first round. However, Town and Library staff determined that the Book Walk was one of the strongest components of the application, and we are resubmitting a smaller number of items for the second round, including the complete Book Walk proposal. We should hear in last spring/early summer if we are successful.

Summer Student & Program Planning

Our new summer student, Tate Neale, started May 25th. She is busy getting oriented and planning programs and activities for a fantastic summer. We are planning on most of the interactions to be virtual again this year, with activity bags to be picked up curbside. However, we are hoping to host storytimes for younger children and their families outside this summer while meeting capacity requirements laid out by the province. We might also be able to squeeze a larger event like a movie in at the very end of summer/early fall if restrictions allow.

We are still waiting on confirmation from the YCW about funding for a second student.

Donation Pamphlet

We have been working with the Friends of the Library to create a donation pamphlet to be distributed in the community to increase awareness that donations to the library are possible and welcome. We have also met with Andrew Hodgins to include the Library as a donation site on his website, allowing awareness of and donations to the library through the funeral home to be simplified. We are grateful for his support in this project. Thank you also to Jan Mustard and Jan McClelland for their work on this with staff. In May we received ten memorial cheques through the funeral home – one directly written to the Library and nine to the Friends. We hope to expand the idea of memorial donations to include end of year teacher gifts and birthday and anniversary donations in lieu of a gift promotions within the next year.

Staff Training

Rebecca Webb attended Mental Health Training this month virtually. It was very interesting but a lot of the content was covered in the Ryan Dowd training package we purchased for all staff to work through for 2021. She will share some of her learnings with staff in a future staff meeting.

Webinars

I attended several webinars this month including “Avoiding Burnout”, a Perth County Cycling Webinar on attracting bicycle tourists to our area, “How Libraries are part of the Solution to Food Insecurity” and “Marketing Funnel Approach to Customer Engagement” by the author Cordelia Anderson. This last webinar was excellent and really challenged traditional thinking around traditional library practices. I hope to discuss some of these in the Fall regarding our practice of expiring library cards, fully utilizing patron email addresses and increasing awareness of library “rules”.

Community Consultation

On May 28th I met virtually with Tara Wong, CEO of Oakville Public Library to discuss the public consultation they are currently doing regarding their strategic planning. As this report was prepared before that meeting for inclusion in the Board Package, more will be discussed under New Business in our meeting.

Library Edge Project

St Marys Public Library is participating in an OLA initiative called Data Fluency program for Ontario libraries. You are formally invited to our cohort conversation series across the upcoming year. These conversations, exclusively offered for Ontario libraries in the Data Fluency cohort, will discuss how data can be an asset to your library, core data fluency components and data sources available to you. There are six modules of this program that I will be participating in: they include the concept of data fluency, looking at community data, library data, program data, and data storytelling and conclude with a capstone project specific to our library. These sessions will run during the school year each month until February 2022. This is being offered to participant libraries free of charge.



Sarah Andrews
CEO, Library Services



MONTHLY REPORT

To: Chair and Members of the Board

From: Sarah Andrews, Library CEO

Date of Meeting: 3 June 2021

Subject: ALPP Program Update

DEPARTMENTAL HIGHLIGHTS

Author: Adam Stapleton (Program Coordinator)

Date: 10/5/2021

Performance

The program has started this financial year with 15 learners of which 2 are newly registered and 13 have been carried over. It is too early for detailed service quality data as it relies upon closed files. I have left the performance commitments below for reference but there is no DSQ report available yet to draw from.

On a positive note, the program has received 7 referrals since the start of March from both PIE and CCC. We are increasingly seeing learners from outside of Perth county referred from CCC, where the last two referrals for example were from London and Gorrie.

May 2021

Core Measure	Perf. Commitment	Actual	% of YTD of Target
Customer Satisfaction	90%	Not available	Not available
Service Coordination	50%	Not available	Not available
Suitability	30%	Not available	Not available
Learner Progress	60%	Not available	Not available

Additional Updates

City of Stratford Outreach

The program has recently gained the marketing support of the manager of Ontario Works, Public Housing and the Stratford Public Library. Further, I will be approaching the City Communications lead with the view to using the city's social media to promote our programs.

Local Business Support

Nicole has been leading an initiative in collaboration with the town's economic and tourism department to support local businesses in St. Mary's with their learning and development needs particularly related to grants, marketing, and internet presence. We hope to promote this in early June with the support of the town's communication department.



Sarah Andrews
CEO Library Services

April in Review

St. Marys Public Library
June 3, 2021



1004

VISITORS TO THE
LIBRARY

260
WIFI USERS



AVE. SESSION
TIME (MIN)
242



10

ONLINE
PROGRAMS
OFFERED



1746

PROGRAM
VIEWS +
ATTENDANCE

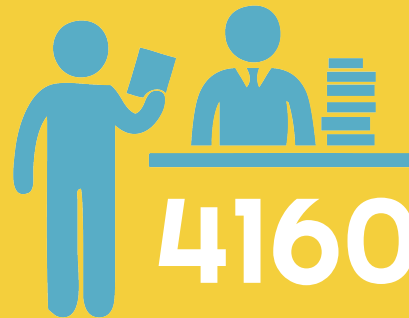


4592

Database
Searches

1905

E-BOOKS
CHECKED OUT



4160

TIMES ITEMS
WERE CHECKED OUT



1359

FACEBOOK
FOLLOWERS



Bibliocommons
Sessions

3100

1918

ACTIVE
PATRONS



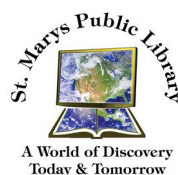
44

NEW PATRONS (YTD)



7685

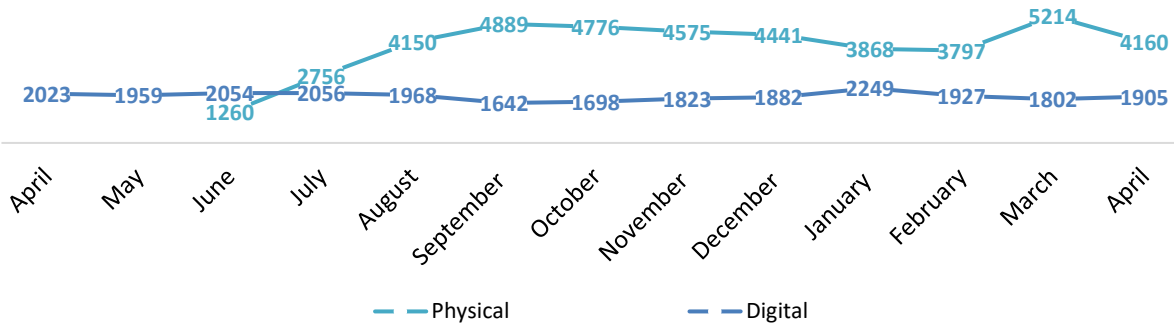
WEBSITE VISITS



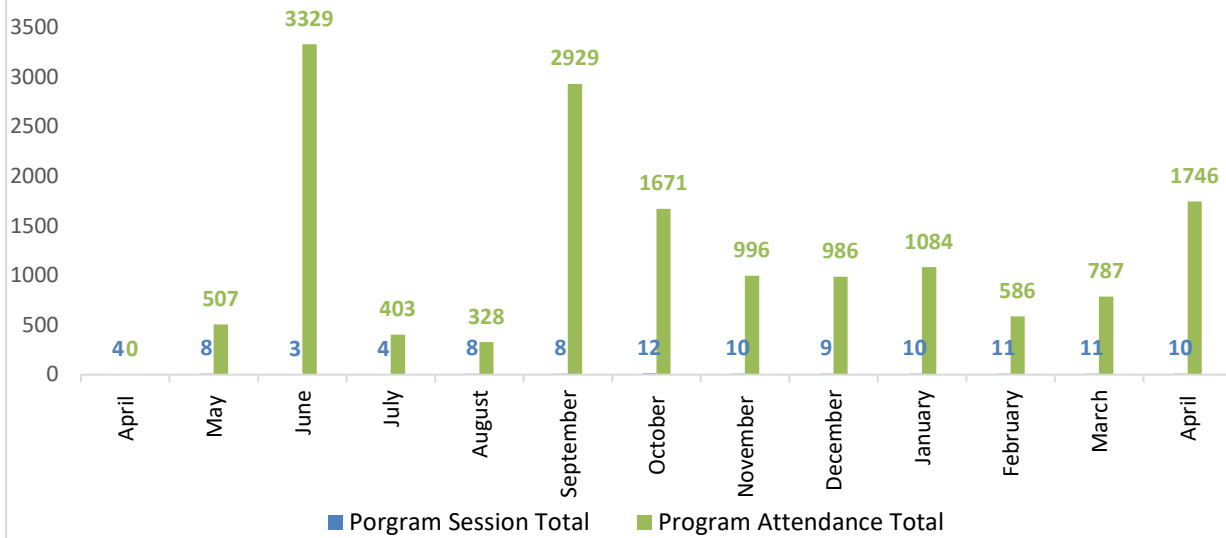
St Marys Public Library

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

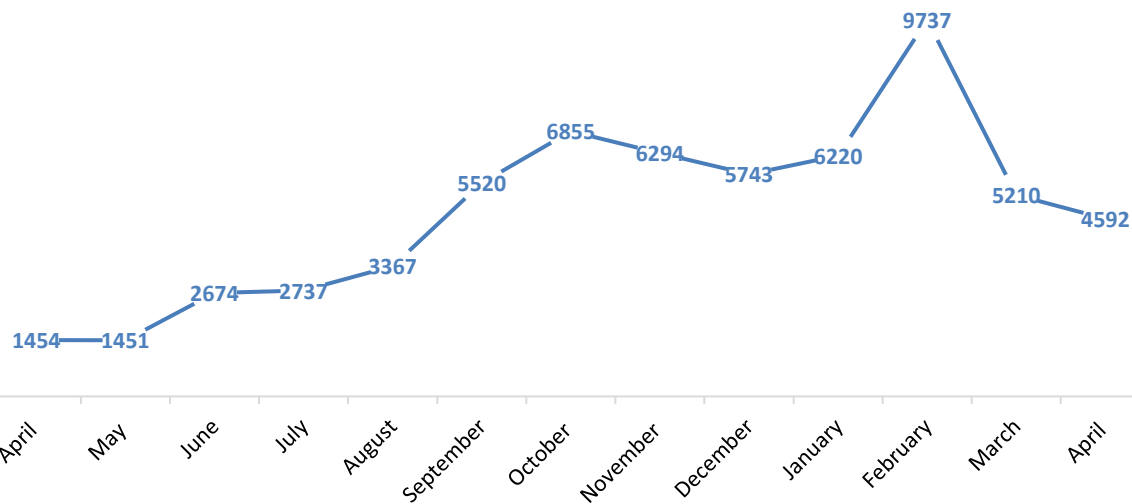
MONTHLY CIRCULATION



PROGRAMMING



DATABASE USAGE



General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 5 Ending MAY 31,2021

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

01-7410-4160	ONTARIO SPECIFIC GRANTS	3,970.00	10,830.00
01-7410-4170	CANADA SPECIFIC GRANTS	1,828.62	5,000.00
01-7410-4175	HUMAN RESOURCE DEVELOPMENT	0.00	0.00
01-7410-4200	REVENUE - OTHER MUNICIPALITIES	42,825.00	65,650.00
01-7410-4210	FEES/SERVICE CHARGES	51.86	0.00
01-7410-4215	MEMBERSHIP FEES	0.00	0.00
01-7410-4218	PROGRAM REVENUE	0.00	0.00
01-7410-4221	PHOTO COPY REVENUE	367.36	1,000.00
01-7410-4222	VIDEO INSURANCE FEES	0.00	0.00
01-7410-4405	FINES - OTHER	455.15	6,600.00
01-7410-4505	DONATIONS	483.50	1,200.00
01-7410-4515	MAGAZINE SPONSORSHIPS	0.00	0.00
01-7410-4535	FUNDRAISING - QUILT	0.00	0.00
01-7410-4550	OTHER REVENUE	23.00	800.00
01-7410-4555	REVENUE - FRIENDS OF THE LIBRARY	5,542.32	720.00
01-7410-4562	CONTRIBUTOR RESERVE/DISCRETIONARY	0.00	0.00
01-7410-4564	CONTRIBUTIONS FROM TRUST FUNDS	0.00	0.00
Total Revenue		55,546.81	91,800.00

Expense

01-7410-5005	SALARIES/WAGES	67,926.08	186,840.00
01-7410-5006	OVERTIME	0.00	1,045.00
01-7410-5010	PART TIME WAGES	57,124.34	165,949.00
01-7410-5012	ACCRUED WAGES	0.00	0.00
01-7410-5015	CPP/EI	8,852.46	24,228.00
01-7410-5016	GROUP BENEFITS	7,841.82	14,596.00
01-7410-5017	EHT	2,448.21	6,922.00
01-7410-5018	WSIB	2,902.88	9,306.00
01-7410-5019	OMERS	9,494.80	29,340.00
01-7410-5050	BOARD REMUNERATION	0.00	1,000.00
01-7410-5100	OFFICE SUPPLIES	878.35	4,500.00
01-7410-5105	OFFICE EQUIPMENT	123.94	3,500.00
01-7410-5110	TRAVEL/MILEAGE	(63.15)	2,323.00
01-7410-5120	MEMBERSHIPS	198.12	700.00
01-7410-5121	MEMBERSHIP - PCIN	0.00	29,494.00
01-7410-5130	PROFESSIONAL DEVELOPMENT	1,829.46	3,500.00
01-7410-5135	MEETING EXPENSES	0.00	500.00
01-7410-5155	ADVERTISING	0.00	1,000.00
01-7410-5169	COMMUNICATIONS MOBILE	0.00	0.00
01-7410-5170	COMMUNICATIONS	0.00	0.00
01-7410-5171	HEAT MOVED TO 5301	0.00	0.00
01-7410-5172	HYDRO MOVED TO 5302	0.00	0.00
01-7410-5173	WATER/SEWER MOVED TO 5303	0.00	0.00
01-7410-5174	INSURANCE	0.00	0.00
01-7410-5175	COURIER/FREIGHT CHARGES	106.47	2,000.00
01-7410-5180	HOUSEKEEPING SUPPLIES	0.00	0.00
01-7410-5260	TRAINING	9,356.96	2,000.00
01-7410-5310	CONTRACTED SERVICES	507.37	17,423.00
01-7410-5610	PROGRAM EXPENSES	633.47	3,000.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 5 Ending MAY 31,2021

Account	Description	Previous Year Total	Current Year To Date Actual	Total Budget
01-7410-5615	PROGRAM EXPENSES - CHILDREN		0.00	0.00
01-7410-5700	BOOK PURCHASES		0.00	0.00
01-7410-5701	ELECTRONIC SERVICES		3,695.74	7,550.00
01-7410-5705	MAGAZINES & NEWSPAPERS		308.84	3,822.00
01-7410-5710	AUDIO VISUAL		0.00	0.00
01-7410-5711	VIDEO/CD REPLACEMENTS		0.00	0.00
01-7410-5810	REPAIRS & MAINTENANCE BUILDINGS		0.00	0.00
01-7410-5811	REPAIRS & MAINTENANCE GROUND		0.00	0.00
01-7410-5812	REPAIRS & MAINTENANCE EQUIPMENT		0.00	0.00
01-7410-5813	REPAIRS/MAINT - COMPUTER EQUIPMENT		610.53	3,000.00
01-7410-5900	HRDC EXPENSES		0.00	0.00
01-7410-5910	COMMUNITY ACCESS PROGRAM		0.00	0.00
01-7410-5990	MATERIALS & SUPPLIES		21.81	0.00
01-7410-5991	MATERIALS & SUPPLIES TECH		0.00	0.00
01-7410-5995	FOL MATERIALS AND SUPPLIES		903.16	0.00
01-7410-6200	PROFESSIONAL FEES		0.00	600.00
01-7410-6201	LEGAL FEES		0.00	0.00
01-7410-6235	JANITORIAL SERVICES		0.00	0.00
01-7410-6750	PURCHASED CLIENT SERVICES		0.00	0.00
01-7410-6990	CONTRACTED SERVICES		0.00	0.00
01-7410-7001	AMORTIZATION EXPENSE		0.00	0.00
01-7410-7100	BANK CHARGES		127.26	500.00
01-7410-8510	TRANSFER TO CAPITAL		0.00	0.00
01-7410-8520	TRANSFER TO RESERVE		0.00	2,656.00
01-7410-8530	TRANSFER TO TRUST FUND		0.00	0.00
01-7410-8990	OTHER TRANSFERS		0.00	0.00
01-7410-8993	INTERNAL CHARGES IT		7,320.53	16,642.00
Total Expense			183,149.45	543,936.00
Dept Excess Revenue Over (Under) Expenditures			(127,602.64)	(452,136.00)
Category Excess Revenue Over (Under) Expenditures			(127,602.64)	(452,136.00)

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 5 Ending MAY 31,2021

Account	Description	Previous Year Total	Current Year To Date Actual	Total Budget
REPORT SUMMARY				
01-7410	LIBRARY		55,546.81	91,800.00
Fund 01 Total Revenue			55,546.81	91,800.00
01-7410	LIBRARY		183,149.45	543,936.00
Fund 01 Total Expenditure			183,149.45	543,936.00
Fund 01 Excess Revenue Over (Under) Expenditures			(127,602.64)	(452,136.00)
Report Total Revenue			55,546.81	91,800.00
Report Total Expenditure			183,149.45	543,936.00
Report Excess Revenue Over (Under) Expenditures			(127,602.64)	(452,136.00)

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 5 Ending MAY 31,2021

Account	Description	Previous Year Total	Current Year To Date Actual	Total Budget
Fund: 01 GENERAL FUND				
Category: 7???				
7500 ADULT LEARNING				
Revenue				
01-7500-4160	ONTARIO SPECIFIC GRANTS	53,062.00		135,112.00
01-7500-4210	FEES/SERVICE CHARGES	0.00		0.00
01-7500-4505	DONATIONS	0.00		0.00
01-7500-4535	FUNDRAISING	0.00		0.00
01-7500-4550	OTHER REVENUE	13,937.00		13,932.00
01-7500-4561	CONTRIBUTIONS FROM CAPITAL	0.00		0.00
01-7500-4562	CONTRIBUTION FROM RESERVE	0.00		0.00
Total Revenue			66,999.00	149,044.00
Expense				
01-7500-5005	SALARIES/WAGES	0.00		0.00
01-7500-5006	OVERTIME	0.00		0.00
01-7500-5010	PART TIME WAGES	41,032.01		107,729.00
01-7500-5012	LITERACY - ACCRUED WAGES	0.00		0.00
01-7500-5015	CPP/EI	2,940.21		8,254.00
01-7500-5016	GROUP BENEFITS	750.00		750.00
01-7500-5017	EHT	800.13		2,101.00
01-7500-5018	WSIB	950.85		2,833.00
01-7500-5019	OMERS	1,366.47		3,613.00
01-7500-5100	OFFICE SUPPLIES	0.00		2,000.00
01-7500-5105	OFFICE EQUIPMENT	3,775.77		1,500.00
01-7500-5110	TRAVEL/MILEAGE	0.00		250.00
01-7500-5120	MEMBERSHIPS	50.00		250.00
01-7500-5130	PROFESSIONAL DEVELOPMENT	0.00		250.00
01-7500-5155	ADVERTISING	0.00		3,000.00
01-7500-5169	COMMUNICATIONS MOBILE	0.00		0.00
01-7500-5170	COMMUNICATIONS	348.70		1,000.00
01-7500-5260	TRAINING	0.00		0.00
01-7500-5262	TRAINING SUPPORT	0.00		500.00
01-7500-5263	EMPLOYMENT TRACK EXPRESS	0.00		0.00
01-7500-5302	HYDRO	299.33		2,222.00
01-7500-5305	JANITORIAL SUPPLIES	791.81		2,121.00
01-7500-5610	PROGRAM EXPENSES	0.00		0.00
01-7500-5700	BOOK PURCHASES	0.00		0.00
01-7500-5990	MATERIALS & SUPPLIES	0.00		500.00
01-7500-6200	PROFESSIONAL FEES	0.00		1,000.00
01-7500-6990	CONTRACTED SERVICES	0.00		0.00
01-7500-7001	AMORTIZATION EXPENSE	0.00		0.00
01-7500-7210	EQUIPMENT RENTAL	0.00		0.00
01-7500-7300	RENT	1,888.91		8,038.00
01-7500-8510	TRANSFER TO CAPITAL	0.00		0.00
01-7500-8520	TRANSFER TO RESERVE	0.00		0.00
01-7500-8993	INTERNAL CHARGES IT	855.54		3,240.00
Total Expense			55,849.73	151,151.00
Dept Excess Revenue Over (Under) Expenditures			11,149.27	(2,107.00)
Category Excess Revenue Over (Under) Expenditures			11,149.27	(2,107.00)

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 5 Ending MAY 31,2021

Account	Description	Previous Year Total	Current Year To Date Actual	Total Budget
REPORT SUMMARY				
01-7500	ADULT LEARNING		66,999.00	149,044.00
Fund 01 Total Revenue			66,999.00	149,044.00
01-7500	ADULT LEARNING		55,849.73	151,151.00
Fund 01 Total Expenditure			55,849.73	151,151.00
Fund 01 Excess Revenue Over (Under) Expenditures			11,149.27	(2,107.00)
Report Total Revenue			66,999.00	149,044.00
Report Total Expenditure			55,849.73	151,151.00
Report Excess Revenue Over (Under) Expenditures			11,149.27	(2,107.00)



INFORMATION REPORT

To: Chair and Members of the Board

Prepared by: Sarah Andrews, Library CEO

Date of Meeting: 3 June 2021

Subject: **2022 Budget Preparations**

INFORMATION

The purpose of this report is to provide the Board with a proposed timeline for preparing our budget submission for 2022 as well as outline some recommended adjustments.

REPORT

In conversation with Andre Morin last week, staff would like to propose we begin conversations around our 2022 budget submission. This report suggests the following:

- A meeting of the Board with Andre Morin in August
- Inclusion of “full costs” of library operations into Library budget, with an increase in the Library’s levy to reflect these costs (see below)

August Meeting

We would like to propose a meeting to review the proposed budget and timelines with Andre Morin on August 19, 2021 at 6:45 pm.

Inclusion of “full costs” of library operations

In preparation for the submission of Library 2020 statistics to the Province, staff worked with other departments to identify the full costs of library operations to be included in the 2020 submission. These costs included the following:

Operational Costs for 2020	Amount
Heat	\$1,791
Hydro	\$7,945
Water/Sewer	\$2,000
Repairs & Maintenance	\$7,013
Contracted Services *	\$2,543
Janitorial Supplies	\$728
Landscaping of Property	\$945.54
Property Insurance	\$465
Snow removal from sidewalks	\$2,655
Watering Garden	\$1460
Flower bed maintenance	\$1092.80
TOTAL	\$27,638.3
COVID-19 Costs:	

COVID plexiglass Shielding	\$2,500
Extra Cleaning Costs **	\$24,735
TOTAL COVID Costs	27,235

* Contracted services includes fire alarm, smoke detectors, window washing

** Extra cleaning costs includes wages & benefits

These costs are currently reflected in the Public Works and Building and Development departmental budgets respectively, as per the practice for each building. However, perhaps it would be better placed within our budget lines to truly reflect the cost of operations. We will discuss this more with Andre Morin at our upcoming budget meeting.



Sarah Andrews
CEO, Library Services