



Agenda  
Library Board

July 4, 2024

6:45 pm

Municipal Operations Centre  
408 James Street South, St. Marys

YouTube 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 July 4, 2024 regular meeting of the St. Marys Public Library Board be approved as presented.
4. **DELEGATIONS**
5. **ACCEPTANCE OF MINUTES**
  - 5.1 **June 6, 2024 Meeting of the Library Board** 3
6. **CORRESPONDENCE**
  - 6.1 **Letter re: Perth South Service Agreement** 8
7. **NEW AND UNFINISHED BUSINESS**

**7.1 LIB 20-2024 Library Budgets Cuts** 10

**RECOMMENDATION**

**THAT** LIB 20-2024 Library Budgets Cuts report be received; and

**THAT** the Library Board approve the adjustments to the 2024 and 2025 Library Budgets to reflect the loss of funding from Perth South as detailed, including services level changes to Thursday and Saturday hours.

**7.2 LIB 21-2024 Library Services to Perth South Students** 13

**RECOMMENDATION**

**THAT** LIB 21-2024 Library Services to Perth South Students report be received; and

**THAT** the Library Board continue to support Perth South students who do not attend school in St. Marys by allowing access to our collection with a non-resident Stratford student card, OR

**THAT**, in light of the funding cut from Perth South Council, and its impact on the Library's operating budget, St. Marys Public Library Board will rescind free access to the St. Marys Public Library by Perth South students who do not attend schools within St. Marys or any PCIN members' schools until a service agreement is reached.

**8. UPCOMING MEETINGS**

**9. ADJOURNMENT**

**RECOMMENDATION**

That the July 4, 2024 regular meeting of the St. Marys Public Library Board be adjourned at \_\_\_\_\_ pm.



## Minutes

### Library Board

June 6, 2024

6:45 pm

Municipal Operations Centre

408 James Street South, St. Marys

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

Member Present        Mayor Strathdee, Cole Atlin, Sylvain Robichaud, Carol  
Robinson-Todd, Colin Coburn, Councillor Pridham, Councillor  
Aylward

Member Absent        Barbara Tuer

Staff Present         Sarah Andrews, Rebecca Webb

#### 1.     **CALL TO ORDER**

The June 6m 2024 Regular Meeting of the St. Marys Public Library Board was called to order at 6:45pm by Board Chair C. Atlin.

#### 2.     **DECLARATION OF PECUNIARY INTEREST**

None declared.

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

**Moved By** Councillor Aylward

**Seconded By** Councillor Pridham

That the agenda for the June 6, 2024 regular meeting of the St. Marys Public Library Board be approved as presented.

**Carried**

**4. DELEGATIONS**

None present.

**5. CONSENT AGENDA**

**Moved By** Sylvain Robichaud

**Seconded By** Colin Coburn

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

**Carried**

5.1 Acceptance of Minutes

5.1.1 St. Marys Library Board Personnel Committee - May 22, 2024

5.1.2 Minutes of the May 2, 2024 Regular Meeting of the Library Board

5.2 Monthly Reports

5.2.2 Monthly Adult Learning Report (JUNE)

**THAT** LIB 17-2024 June Monthly Report (Adult Learning) be received for information.

5.2.1 Monthly Library Report (JUNE)

**THAT** LIB 16-2024 June Monthly Report (Library) be received for information.

5.3 Library Statistics

5.3.2 Library Graph Statistics (JUNE)

5.4 Financial Report

5.4.1 Library Financial Report

5.4.2 Adult Learning Financial Report

**6. CLOSED SESSION**

**Moved By** Carol Robinson-Todd

**Seconded By** Colin Coburn

That the St. Marys Public Library Board move into a session that is closed to the public at 6:45pm as authorized under the Public Libraries Act, R.S.O. 1990, c.P.44, Section 16.1(4) personal matters about an identifiable individual.

**Carried**

**7. RISE FROM CLOSED SESSION**

The Board came out of a session that was closed to the public and reported that one matter was discussed, and that direction was given to staff.

**Moved By** Colin Coburn

**Seconded By** Councillor Pridham

That the St. Marys Public Library Board move out of a session that is closed to the public as authorized under the Public Libraries Act, R.S.O. 1990, c.P.44, Section 16.1(4) personal matters about an identifiable individual at 7:39pm.

**Carried**

**8. NEW AND UNFINISHED BUSINESS**

8.1 LIB 18-2024 Impact of Perth South Funding Cut and Budget Implications

CEO S. Andrews updated members of the Board on the potential budget implications of the Perth South funding cut. The Board gave direction to the CEO to continue conversations with Perth South staff and report back to the Board as needed.

**Moved By** Councillor Aylward

**Seconded By** Councillor Pridham

**THAT** LIB 18-2024 Impact of Perth South Funding Cut and Budget Implications report be received; and

**THAT** the May 31, 2024, letter from Brent Kittmer on behalf of St. Marys Council be received; and

**THAT** the Library Board approve the recommendations to the Library budget lines as recommended by staff to cut funding to collections budget lines as well to close Thursday evenings for the remainder of 2024.

**Carried**

**Moved By** Sylvain Robichaud  
**Seconded By** Carol Robinson-Todd

That the Board give direction to the CEO to continue dialogue with Perth South staff until an agreement has been reached or until the date of October 1, 2024, whichever comes first, and with the understanding that come October 1, 2024 if there is no agreement in place, library services to Perth South residents continue to be suspended.

**Carried**

8.2 LIB 19-2024 Library Board Policy Update

**Moved By** Colin Coburn  
**Seconded By** Sylvain Robichaud

**THAT** LIB 19-2024 Update of Library Board Policies be received; and

**THAT** the Library CEO update the OP-01 Collection Development Policy be amended to reflect the changes listed in the draft policy.

**Carried**

**9. ROUNDTABLE DISCUSSION**

CEO S. Andrews informed the Board of the success of the large format printer thus far in the Library.

9.1 Friends of the Library Report

Board member C. Robinson-Todd updated members of the Board on the activities of the Friends of the Library.

**10. UPCOMING MEETINGS**

The next regular meeting of the St. Marys Public Library Board will take place in July.

**11. ADJOURNMENT**

**Moved By** Sylvain Robichaud  
**Seconded By** Colin Coburn

That the June 6, 2024 regular meeting of the St. Marys Public Library Board be adjourned at 8:59pm.

**Carried**

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Chair

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Board Secretary

[REDACTED]  
June 10/24

To All Members of St. Marys Library Board:

This letter is sent concerning my inability to borrow from St. Marys library. Now that I'm past the disbelief and embarrassment of Perth South's behaviour in thwarting a long-standing arrangement, insult has been added to injury. You have voted to deny me purchase of a library membership in St. Marys. Please take a few minutes to read my perspective.

My internet connection is as unreliable as my aging laptop. I do not have a smart phone. A digital antenna for my TV pulls in 2 stations: London CTV and City TV. There are no other devices. So there is no streaming, netflix or any other viewing package.

Every week for the past 13 years (676 visits in all) I have borrowed DVDs from St. Marys Library. It has been my only source of entertainment. Staff has never been less than kind, courteous and welcoming. Over the past few years I've been able to donate to the Friends of the Library in support of this great resource.

My home is 6 miles from St. Marys towards



Granton, equidistant between St. Marys and Lucan. Yet it has been St. Marys business I've been loyal to since moving here 37 years ago. While other locals endure this expensive era heading off to cheaper big box stores, I've stayed true to the small community who has treated me fairly until now. All my money is spent in St. Marys... Vet Clinic, Independent Grocer, Ashton Tire, Meadowridge Gas, Home Hardware, Forman Electric, TD Bank, Jeff Swan, Pet Valu, Lauren Whitney, O'Grady's, Lyric Flowers, Zenfire, Chocolate Factory, Green Haven Bakery, Cheese Shoppe, Action Medical, etc.. After all, money spent in St. Marys stays in St. Marys.

Currently I'm still considering my options to solve 'entertainment famine'. I shudder to think it may turn out to be a weekly drive to Stratford. It's not an efficient or green choice. But you can be certain that if that is my decision, I won't be stopping in St. Marys to spend any money.

written conservatively and  
with respect,

Renee Knight



# FORMAL REPORT

**To:** Chair and Members of the Board

**Prepared by:** Sarah Andrews, Library CEO

**Date of Meeting:** 4 July 2024

**Subject:** **LIB 20-2024 Library Budgets Cuts**

## PURPOSE

To provide the library Board with recommendations on how to recover the loss of funding from Perth South in the current 2024 budget as well as the upcoming 2025 draft budget.

## RECOMMENDATION

**THAT** LIB 20-2024 Library Budgets Cuts report be received; and

**THAT** the Library Board approve the adjustments to the 2024 and 2025 Library Budgets to reflect the loss of funding from Perth South as detailed, including services level changes to Thursday and Saturday hours.

## BACKGROUND

The St. Marys Public Library will not, as of May 2nd, 2024, be providing library services to Perth South residents through a service agreement for the 2024 year. The service agreement funding request which was put forward in January to their Council and was included in the library's budget calculations was for \$74,363. The Library provided Perth South with library services from January 1 to April 30, and we received a payment for these services on May 28, 2024, totalling \$24,787.68. To have a balanced budget without the full funding from Perth South, the budget will need to reflect the loss of \$49,576 in funding.

## REPORT

Staff make the following recommendations to the budget lines to achieve this balance. It is important to note however, that calculations for 2025 do not account for inflation and COLA.

## SUMMARY

Budget cuts are required in the absence of our long-standing service agreement with Perth South for the 2024 and 2025 budget years and staff have made the following recommendations to accommodate this budgetary change for the Library Board's consideration.

## STRATEGIC PLAN

Not applicable to this report.

## OTHERS CONSULTED

Brent Kittmer, Town CAO

Andre Morin, Director of Finance

		Approved	Revised	2024	Revised	2025
Detail	Account Description	2024 Budget	2024 Budget	Budget Savings	2025 Budget	Budget Savings
Grants	ONTARIO SPECIFIC GRANTS (PLOG)	- 10,083.00				
Grants	CANADA SPECIFIC GRANTS	- 16,500.00				
Revenue From Municipalities	REVENUE - PERTH SOUTH	74,363.00		49,576.00		74,363.00
User Fees	PHOTO COPY REVENUE	- 1,000.00	- 1,250.00	- 250.00	- 1,500.00	- 500.00
Other	FINES - OTHER	- 1,000.00	- 1,500.00	- 500.00	- 2,000.00	- 1,000.00
Donations	DONATIONS	- 5,000.00	- 10,000.00	- 5,000.00	- 8,000.00	- 3,000.00
Other	OTHER REVENUE	- 2,500.00	- 2,500.00		- 8,500.00	- 6,000.00
Other	REVENUE - FRIENDS OF THE LIBRARY	- 2,000.00	- 2,000.00		- 2,000.00	
Reserve Transfer	CONTRIBUTION FROM RESERVE	-	- 5,000.00	- 5,000.00	- 5,000.00	- 5,000.00
Wages & Benefits	FULL TIME WAGES	214,284.00				
Wages & Benefits	OVERTIME	1,193.00		- 1,193.00		- 1,193.00
Wages & Benefits	PART TIME WAGES	183,208.00	183,208.00		183,208.00	
Wages & Benefits	CPP/EI	30,078.00	30,078.00		30,078.00	
Wages & Benefits	GROUP BENEFITS	25,802.00	25,802.00		25,802.00	
Wages & Benefits	EHT	7,801.00	7,801.00		7,801.00	
Wages & Benefits	WSIB	11,961.00	11,961.00		11,961.00	
Wages & Benefits	OMERS	37,866.00	37,866.00		37,866.00	
Wages & Benefits	BOARD REMUNERATION	1,000.00	1,000.00		1,000.00	
Materials & Supplies	OFFICE SUPPLIES	8,160.00	6,000.00	- 2,160.00	6,000.00	- 2,160.00
Materials & Supplies	TRAVEL/MILEAGE	2,369.00	1,869.00	- 500.00	1,869.00	- 500.00
Conferences, Seminars & Training	MEMBERSHIPS	700.00	500.00	- 200.00	500.00	- 200.00
PCIN	MEMBERSHIP - PCIN	29,217.00	29,377.00		30,552.08	
Conferences, Seminars & Training	PROFESSIONAL DEVELOPMENT	5,610.00	5,610.00		5,610.00	
Materials & Supplies	MEETING EXPENSES	510.00	510.00		510.00	
Advertising, Marketing & Promotion	ADVERTISING	1,500.00	1,500.00		1,500.00	
Materials & Supplies	COURIER/FREIGHT CHARGES	2,040.00	1,040.00	- 1,000.00	1,040.00	- 1,000.00
Contracted Services	CONTRACTED SERVICES	18,854.00	14,000.00	- 4,854.00	14,000.00	- 4,854.00
Program Expenses	PROGRAM EXPENSES	3,060.00	3,060.00		3,060.00	
Capital Book Purchases	CAPITAL BOOK PURCHASES	62,804.00	51,000.00	- 11,804.00	51,000.00	- 11,804.00
Other Collections	ELECTRONIC SERVICES	8,170.00	7,670.00	-500	5,271.95	- 2,898.05
Other Collections	MAGAZINES & NEWSPAPERS	4,135.00	4,135.00		1,900.00	- 2,235.00
Repairs & Services	REPAIRS/MAINT - COMPUTER EQUIP	3,060.00	1,500.00	- 1,560.00	1,500.00	- 1,560.00
Other Collections	NON-TRADITIONAL COLLECTION	2,000.00	750.00	- 1,250.00	750.00	- 1,250.00
Materials & Supplies	FOL MATERIALS AND SUPPLIES	2,000.00	2,000.00		2,000.00	
Professional Fees	AUDIT FEES	-			-	
Bank Charges	BANK CHARGES	500.00			500.00	
Reserve Transfer	TRANSFER TO RESERVE	2,664.00			2,664.00	

Internal Expense	INTERNAL CHARGES IT	22,800.00			22,800.00	
					-	
		729,626.00		-	35,771.00	- 45,154.05

**Service Level Change Options:**

Close Saturday Afternoons ( 3 staff '24-3 months/'25-year)	-	4,022.75	-	16,091.00
Close one evening per week (2 staff; 3 hrs,Thursdays )	-	5,363.50	-	10,727.00
TOTAL SERVICE LEVEL SAVINGS	-	9,386.25	- -	26,818.00
<b>Net Impact (Budget Shortfall)</b>		<b>4,418.75</b>		<b>2,390.95</b>
Total Savings	-	45,157.25	-	71,972.05



# FORMAL REPORT

**To:** Chair and Members of the Board

**Prepared by:** Sarah Andrews, Library CEO

**Date of Meeting:** 4 July 2024

**Subject:** **LIB 21-2024 Library Services to Perth South Students**

## PURPOSE

To discuss the termination of a service agreement with Perth South and the impact this has on library use within the county.

## RECOMMENDATION

**THAT** LIB 21-2024 Library Services to Perth South Students report be received; and

**THAT** the Library Board continue to support Perth South students who do not attend school in St. Marys by allowing access to our collection with a non-resident Stratford student card, OR

**THAT**, in light of the funding cut from Perth South Council, and its impact on the Library's operating budget, St. Marys Public Library Board will rescind free access to the St. Marys Public Library by Perth South students who do not attend schools within St. Marys or any PCIN members' schools until a service agreement is reached.

## BACKGROUND

Prior to the pandemic, the St. Marys Library, in partnership with other PCIN libraries, launched a campaign to encourage students within Perth County to get a library card and use libraries. Class visits were organized, and each child was offered their own library card. The "Kitcard" campaign to increase of and awareness of libraries to students and their families within Perth County continued with class visits each year until the pandemic, and then resumed again as schools allowed community partners back into their schools. St. Marys Public Library staff have traditionally visited elementary schools within the Town and extended our visits to Perth South Collegiate. However, following the abrupt end to funding this year, the Library Board decided to only extend library access to Perth South students who attend school within the Town's boundaries, so visits to Perth South Collegiate are on hold until a service agreement is in place.

## REPORT

Staff are seeking direction from the Library Board to address Perth South students who do not attend school in St. Marys and whether, once revisiting the aims of the Kit Card program, the Board wishes to finetune or revise their motion regarding access to the traditional library collection. If the Library Board decides to continue to provide access to the library to all PCIN students, it would not include access to programming unless the board wishes to include that element of our services. Also, as a further note, PCIN has determined that students will have access to PCIN resources, including e-collections owned by PCIN (Download Library, PressReader, Pronunciator).

## **FINANCIAL IMPLICATIONS**

Staff time, operating costs and collection costs are paid by the St. Marys Public Library and currently there are no funds provided by the municipality of Perth South to cover these extension of these services.

## **STRATEGIC PLAN**

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #1 Building Strong Community

## **OTHERS CONSULTED**

Krista Robinson, CEO of Stratford Public Library