



Agenda  
Library Board

January 7, 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 regular meeting on January 7th, 2021 be approved as presented.

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

**RECOMMENDATION**

That the January 7th, 2021 meeting consent agenda be approved as presented.

- |      |                         |    |
|------|-------------------------|----|
| 5.1. | Acceptance of Minutes   | 3  |
| 5.2. | CEO Report              | 6  |
| 5.3. | Library Statistics      | 9  |
| 5.4. | Financial Report        | 12 |
| 6.   | <b>DISCUSSION ITEMS</b> |    |

**6.1. Review of Quarter One Board Topics**

- 7. FRIENDS OF THE LIBRARY REPORT**
- 8. ROUNDTABLE DISCUSSION**
- 9. UPCOMING MEETINGS**
- 10. ADJOURNMENT**

**RECOMMENDATION**

That the January 7th, 2021 regular meeting of the Library Board be adjourned.



## **Minutes**

### **Library Board**

December 3, 2020

6:45 pm

Video Conference

Click the following link:

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

Member Present      Councillor Craigmile, Councillor Edney, Barbara Tuer, Lynda Hodgins, Mayor Strathdee, Melinda Zurbrigg, Joyce Vivian

Member Absent      Cole Atlin, Reg Quinton

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

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

Meeting was called to order by Board Vice Chair B. Tuer at 6:45pm

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

None declared.

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

**Moved By** Joyce Vivian

**Seconded By** Lynda Hodgins

That the regular meeting agenda for the December 3, 2020 meeting of the Board be approved as presented.

**Carried**

**4. DELEGATIONS**

None present.

**5. CONSENT AGENDA**

**Moved By** Joyce Vivian

**Seconded By** Councillor Edney

Motion to accept consent agenda items 5.1. through 5.2. as presented.

**Carried**

5.1 Acceptance of Minutes

5.2 Library Statistics

**6. DISCUSSION ITEMS**

6.1 Governance Discussion

Library CEO S. Andrews lead a discussion about governance strategies going forward and strategic planning. Members of the Board discussed the best way to divide the workload going forward. Strategic planning conversations will begin in January.

The Board acknowledged accepting the information provided by CEO S. Andrews and that they support the CEO pursuing the revision and or creation of a Board and Town relationship document going forward.

**7. FRIENDS OF THE LIBRARY UPDATE**

Board member J. Vivian noted that the FOL has applied for the Town community grant. The FOL also noted that they discussed the repair of the basement and would support it being remedied. The FOL AGM is also upcoming.

**8. ROUNDTABLE DISCUSSION**

8.1 Library Lending Items

CEO S. Andrews discussed with members of the Board spending a small portion of the 2020 Library budget funds on expanded lending and

programming items. The Board was supportive of the spending and didn't feel a motion was necessary.

## 8.2 Other Roundtable

CEO S. Andrews reported that she gave a budget presentation to Town Council.

CEO S. Andrews also reported on the concerns of the FOL about the basement. CEO S. Andrews has discussed the basement and the potential options for its repair with Town facility staff members.

The Board made the recommendation that the Town pursue the waterproofing of the Library basement in 2021.

## 9. UPCOMING MEETINGS

The next regular meeting of the Library board will be January 7th, 2021 at 6:45pm.

## 10. ADJOURNMENT

**Moved By** Joyce Vivian

**Seconded By** Councillor Craigmile

That the December 3, 2020 regular meeting of the St. Marys Public Library be adjourned.

**Carried**

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Chair

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Board Secretary



# INFORMATIONAL REPORT

|                         |                                |
|-------------------------|--------------------------------|
| <b>To:</b>              | Chair and Members of the Board |
| <b>Prepared by:</b>     | Sarah Andrews, Library CEO     |
| <b>Date of Meeting:</b> | 4 January 2021                 |
| <b>Subject:</b>         | <b>CEO Monthly Report</b>      |

## PURPOSE

The purpose of this report is to provide the Board with information on library operations for November and December 2020. [Click here to enter text.](#)

## REPORT

November and December have been busy months, with lots of training, webinars and meetings with colleagues. They have also been busy with contingency planning around COVID-19.

### Memorandum of Understanding

I have begun my meetings with Town Directors to create a draft Memorandum of Understanding. This will come to the Board for review in February or March.

### PCIN Board Meeting

There was a PCIN Board meeting Nov. 18<sup>th</sup>. Some of the member libraries are looking at going fine free to 2021. I will keep you up-to-date as things develop. PCIN is still in a fine-free period due to COVID-19 and we anticipate remaining in this until restrictions are completely lifted and we no longer need to quarantine material.

### Professional Development

I have attended quite a few webinars over the last few months on some interesting and relevant topics. They have included:

- Design Principals Webinar
- CELA Webinars on new products and on reading disabilities and how libraries can support
- Bibliotheca: Making Libraries that Third Space
- Bibliotheca: Digital Strategy & Innovation in Libraries
- SOLS mental health and selfcare webinar
- The Efficient Library: Simple changes that help librarians save time and improve services

- Leaving No One Behind at Public Libraries: Service Design Techniques for Responsive Libraries
- Libraries Supporting Online Learning
- CELA Frontline Staff Training Webinar

## **LSC**

I attended the LSC Board Meeting via Zoom November 20<sup>th</sup>. It was my first introduction into the governance of this not for profit service which provides libraries with comprehensive acquisitions, cataloguing, processing services. We purchase all our items through LSC. They catalogue them and prepare the labels as well as provide us with a MARC record for each item for our catalogue. In the future I will consider becoming more active as a board member.

## **Staff Training**

St. Mary's Library Staff had two half day training sessions together this Fall, one in person and one virtually, to review processes under COVID-19, talk about the upcoming year and conduct a SWOT exercise from their perspectives. It was great team building time and our first opportunity to all have focused time since I joined the Library in July of 2020. The second session was held virtually and included special training on cleaning protocols from our facility staff, as well as additional team discussions.

## **Download Library**

This fall I attended my second virtual Download Library meeting with other library staff in the consortium – Kitchener, Waterloo, Cambridge, and PCIN libraries. We met with our Rep from Overdrive and spoke about some of the new purchases they have made by buying RBDigital. One of the biggest additions are hundreds of magazines made available through funding from one of the larger libraries. They are visible on our Download Library page.

## **Opportunity Lives Here**

The Library will be taking over responsibility for the Opportunity Lives Here website maintenance effective January 15<sup>th</sup>. We have been trained on processes and anticipate this to be an easy inclusion into our daily tasks. At this point it will be Rebecca and myself taking turns adding the postings.

## **Call with the Honourable Randy Pettapiece**

After introductory emails which were sent to both our MPP and our MP last summer I received a follow up call from both inviting me to meet with Randy Pettapiece via Zoom December 14<sup>th</sup>. We had a quick fifteen minute chat where Mr. Pettapiece expressed great interest in how our Library has continued to provide service through COVID. He was very complimentary of the work we were doing and was happy to continue to support libraries in the vital role we are playing in keeping our communities connected and in warding off isolation. No date has been set for a meeting with Mr. Nater but hopefully our Board Chair can participate in this.

## **Curbside Services**

The planning for and return to curbside pickup has provided us with an opportunity to identify some gaps in good service during this period. We have begun to incorporate home delivery of library

materials to patrons who are unable to get to us and we completed our first deliveries January 4<sup>th</sup>. We are also working towards the accompaniment of entertainment with meal deliveries, which we hope to start in February. I will be working closely with Jenny Mikita on making this happen smoothly.



# November in Review

St. Marys Public Library  
January 7, 2020



**2052**  
VISITORS TO THE  
LIBRARY

**439**  
WIFI USERS



AVE. SESSION  
TIME (MIN)  
**252**



**10**  
ONLINE  
PROGRAMS  
OFFERED



**996**  
PROGRAM  
VIEWS +  
ATTENDANCE

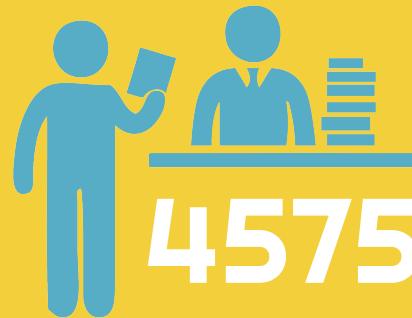


**5520**

Database  
Searches

**3490**

E-BOOKS  
CHECKED OUT



**4575**  
TIMES ITEMS  
WERE CHECKED OUT



**1307**  
FACEBOOK  
FOLLOWERS



**9495**  
WEBSITE VISITS



**2900**  
Bibliocommons  
Sessions

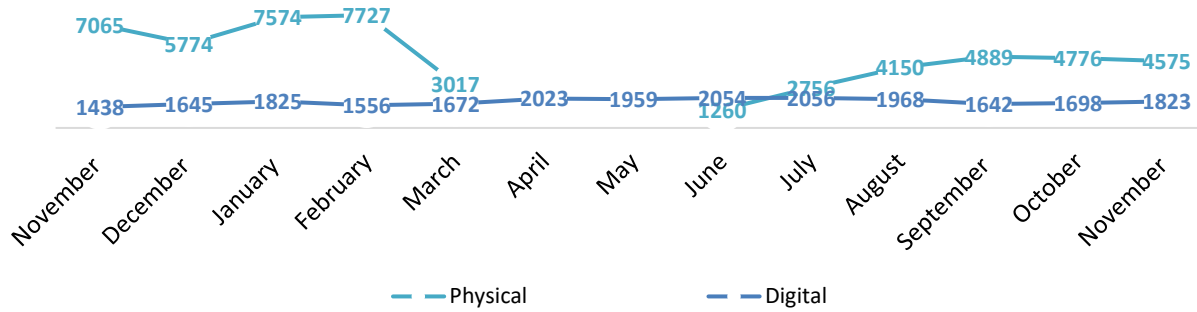
**2312**

ACTIVE  
PATRONS

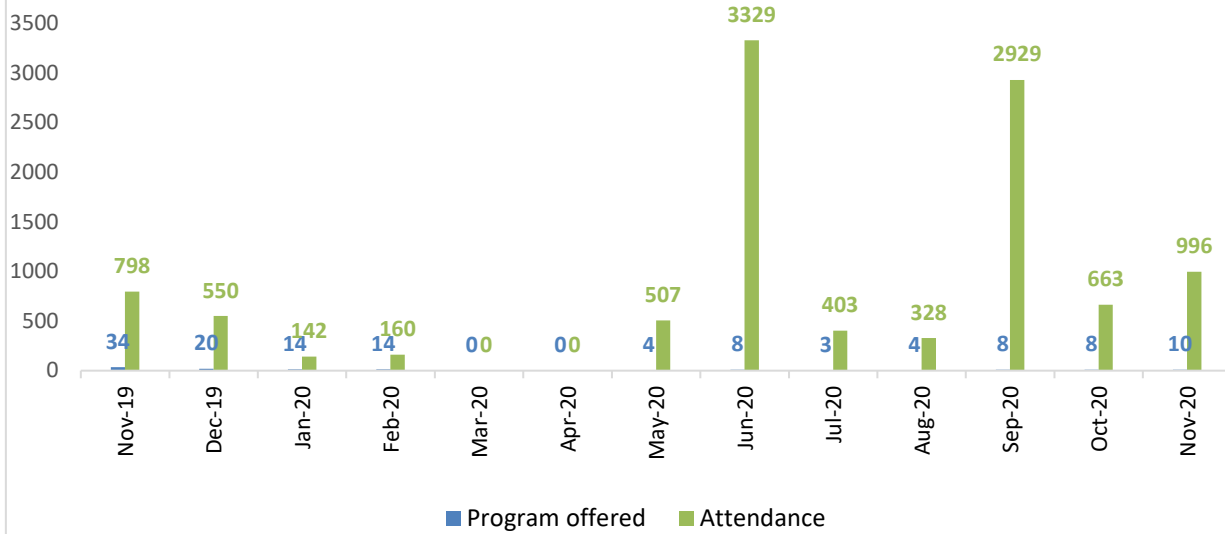


**189**  
NEW PATRONS (YTD)

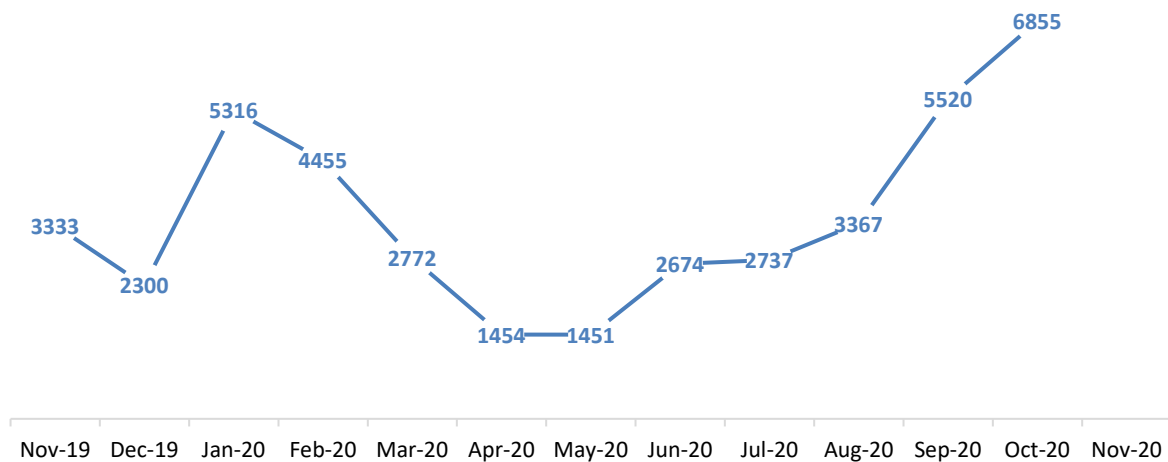
## MONTHLY CIRCULATION



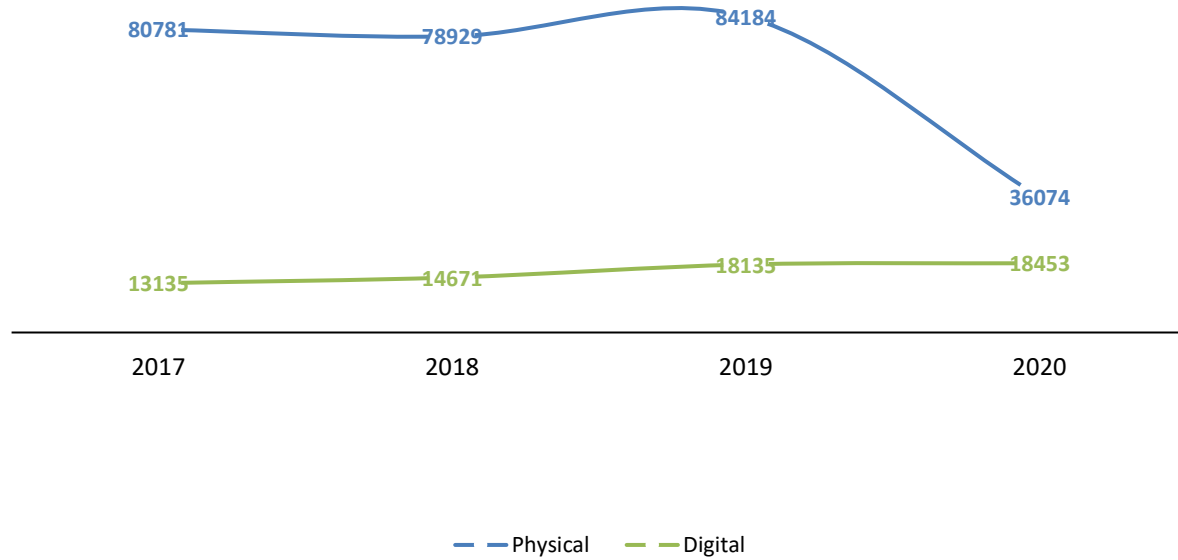
## IN-HOUSE PROGRAMMING



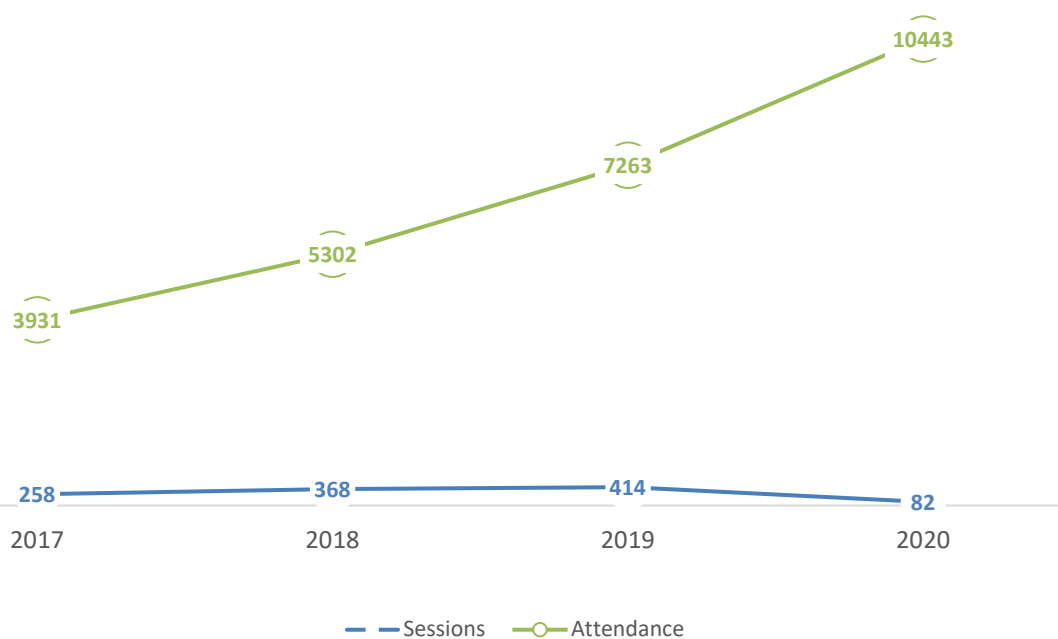
## DATABASE USAGE



## ANNUAL CIRCULATION



## ANNUAL PROGRAM SESSIONS AND ATTENDANCE



## General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2020 - From Period 12 To Period 12 Ending DEC 31,2020

| Account                      | Description                   | Previous Year Total | Current Year To Date<br>Actual | Budget     | ---Unknown--- Total Budget |
|------------------------------|-------------------------------|---------------------|--------------------------------|------------|----------------------------|
| <b>Fund: 01 GENERAL FUND</b> |                               |                     |                                |            |                            |
| <b>Category: 7???</b>        |                               |                     |                                |            |                            |
| <b>7410 LIBRARY</b>          |                               |                     |                                |            |                            |
| <b>Revenue</b>               |                               |                     |                                |            |                            |
| 01-7410-4160                 | ONTARIO SPECIFIC GRANTS       | 0.00                | 8,061.00                       | 10,830.00  | 10,830.00                  |
| 01-7410-4170                 | CANADA SPECIFIC GRANTS        | 0.00                | 1,318.00                       | 5,000.00   | 5,000.00                   |
| 01-7410-4200                 | REVENUE - OTHER MUNICIPALITII | 0.00                | 31,810.00                      | 63,736.00  | 63,736.00                  |
| 01-7410-4210                 | FEES/SERVICE CHARGES          | 0.00                | 0.00                           | 0.00       | 0.00                       |
| 01-7410-4215                 | MEMBERSHIP FEES               | 0.00                | 0.00                           | 0.00       | 0.00                       |
| 01-7410-4218                 | PROGRAM REVENUE               | 0.00                | 0.00                           | 0.00       | 0.00                       |
| 01-7410-4221                 | PHOTO COPY REVENUE            | 28.24               | 205.00                         | 2,971.76   | 3,000.00                   |
| 01-7410-4405                 | FINES - OTHER                 | 13.10               | 499.00                         | 6,586.90   | 6,600.00                   |
| 01-7410-4505                 | DONATIONS                     | 43.55               | 286.00                         | 1,156.45   | 1,200.00                   |
| 01-7410-4550                 | OTHER REVENUE                 | 0.00                | 76.00                          | 800.00     | 800.00                     |
| 01-7410-4555                 | REVENUE - FRIENDS OF THE LIBF | 0.00                | 0.00                           | 0.00       | 0.00                       |
| <b>Total Revenue</b>         |                               |                     | 84.89                          | 42,255.00  | 91,081.11 91,166.00        |
| <b>Expense</b>               |                               |                     |                                |            |                            |
| 01-7410-5005                 | SALARIES/WAGES                | 20,181.48           | 24,227.00                      | 159,604.52 | 179,786.00                 |
| 01-7410-5006                 | OVERTIME                      | 0.00                | 0.00                           | 1,031.00   | 1,031.00                   |
| 01-7410-5010                 | PART TIME WAGES               | 17,235.10           | 19,727.00                      | 143,319.90 | 160,555.00                 |
| 01-7410-5015                 | CPP/EI                        | 2,590.92            | 2,445.00                       | 21,030.08  | 23,621.00                  |
| 01-7410-5016                 | GROUP BENEFITS                | 967.97              | 791.00                         | 11,781.03  | 12,749.00                  |
| 01-7410-5017                 | EHT                           | 731.44              | 860.00                         | 5,946.56   | 6,678.00                   |
| 01-7410-5018                 | WSIB                          | 868.06              | 2,594.00                       | 7,665.94   | 8,534.00                   |
| 01-7410-5019                 | OMERS                         | 2,854.64            | 3,211.00                       | 25,192.36  | 28,047.00                  |
| 01-7410-5050                 | BOARD REMUNERATION            | 920.00              | 1,000.00                       | 80.00      | 1,000.00                   |
| 01-7410-5100                 | OFFICE SUPPLIES               | 2,688.89            | 1,833.00                       | 1,811.11   | 4,500.00                   |
| 01-7410-5105                 | OFFICE EQUIPMENT              | 0.00                | 3,071.00                       | 3,500.00   | 3,500.00                   |
| 01-7410-5110                 | TRAVEL/MILEAGE                | 0.00                | 124.00                         | 2,300.00   | 2,300.00                   |
| 01-7410-5120                 | MEMBERSHIPS                   | 0.00                | 0.00                           | 700.00     | 700.00                     |
| 01-7410-5121                 | MEMBERSHIP - PCIN             | 0.00                | 0.00                           | 29,550.00  | 29,550.00                  |
| 01-7410-5130                 | PROFESSIONAL DEVELOPMENT      | 162.82              | 2,120.00                       | 3,337.18   | 3,500.00                   |
| 01-7410-5135                 | MEETING EXPENSES              | 8.37                | 36.00                          | 491.63     | 500.00                     |
| 01-7410-5155                 | ADVERTISING                   | 7.24                | 859.00                         | 992.76     | 1,000.00                   |
| 01-7410-5175                 | COURIER/FREIGHT CHARGES       | 16.98               | 929.00                         | 1,983.02   | 2,000.00                   |
| 01-7410-5260                 | TRAINING                      | 213.23              | 0.00                           | 1,786.77   | 2,000.00                   |
| 01-7410-5310                 | CONTRACTED SERVICES           | 5,334.71            | 3,671.00                       | 11,915.29  | 17,250.00                  |
| 01-7410-5610                 | PROGRAM EXPENSES              | 142.40              | 14.00                          | 2,857.60   | 3,000.00                   |
| 01-7410-5701                 | ELECTRONIC SERVICES           | 2,446.00            | 65.00                          | 5,104.00   | 7,550.00                   |
| 01-7410-5705                 | MAGAZINES & NEWSPAPERS        | (3.82)              | 1,703.00                       | 3,825.82   | 3,822.00                   |
| 01-7410-5813                 | REPAIRS/MAINT - COMPUTER EQ   | 0.00                | 480.00                         | 3,000.00   | 3,000.00                   |
| 01-7410-5990                 | MATERIALS & SUPPLIES          | 0.00                | 0.00                           | 0.00       | 0.00                       |
| 01-7410-5991                 | MATERIALS & SUPPLIES TECH     | 0.00                | 0.00                           | 0.00       | 0.00                       |
| 01-7410-5995                 | FOL MATERIALS AND SUPPLIES    | 0.00                | 0.00                           | 0.00       | 0.00                       |
| 01-7410-6200                 | PROFESSIONAL FEES             | 0.00                | 0.00                           | 600.00     | 600.00                     |
| 01-7410-7100                 | BANK CHARGES                  | 0.00                | 45.00                          | 500.00     | 500.00                     |
| 01-7410-8520                 | TRANSFER TO RESERVE           | 0.00                | 1,343.00                       | 2,687.00   | 2,687.00                   |

General Ledger

Annual Department Budget vs. Actual Comparison Report  
Fiscal Year Ending: DEC 31,2020 - From Period 12 To Period 12 Ending DEC 31,2020

| Account   | Description         | Previous Year Total | Current Year To Date<br>Actual | Budget      | ---Unknown--- | Total Budget |
|---|---------------------|---------------------|--------------------------------|-------------|---------------|--------------|
| 01-7410-8993                                      | INTERNAL CHARGES IT |                     | 0.00                           | 5,647.00    | 11,294.00     | 11,294.00    |
| Total Expense                                     |                     |                     | 57,366.43                      | 76,795.00   | 463,887.57    | 521,254.00   |
| Dept Excess Revenue Over (Under) Expenditures     |                     |                     | (57,281.54)                    | (34,540.00) | (372,806.46)  | (430,088.00) |
| Category Excess Revenue Over (Under) Expenditures |                     |                     | (57,281.54)                    | (34,540.00) | (372,806.46)  | (430,088.00) |

General Ledger  
Annual Department Budget vs. Actual Comparison Report  
Fiscal Year Ending: DEC 31,2020 - From Period 12 To Period 12 Ending DEC 31,2020

| Account  | Description | Previous Year Total | Current Year To Date<br>Actual | Budget      | ---Unknown--- Total Budget |
|--|-------------|---------------------|--------------------------------|-------------|----------------------------|
| REPORT SUMMARY                                   |             |                     |                                |             |                            |
| 01-7410  | LIBRARY     |                     | 84.89                          | 42,255.00   | 91,081.11 91,166.00        |
| Fund 01 Total Revenue                            |             |                     | 84.89                          | 42,255.00   | 91,081.11 91,166.00        |
| 01-7410  | LIBRARY     |                     | 57,366.43                      | 76,795.00   | 463,887.57 521,254.00      |
| Fund 01 Total Expenditure                        |             |                     | 57,366.43                      | 76,795.00   | 463,887.57 521,254.00      |
| Fund 01 Excess Revenue Over (Under) Expenditures |             |                     | (57,281.54)                    | (34,540.00) | (372,806.46) (430,088.00)  |
| Report Total Revenue                             |             |                     | 84.89                          | 42,255.00   | 91,081.11 91,166.00        |
| Report Total Expenditure                         |             |                     | 57,366.43                      | 76,795.00   | 463,887.57 521,254.00      |
| Report Excess Revenue Over (Under) Expenditures  |             |                     | (57,281.54)                    | (34,540.00) | (372,806.46) (430,088.00)  |

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2020 - From Period 12 To Period 12 Ending DEC 31,2020

| Account  | Description               | Previous Year Total | Current Year To Date<br>Actual | Budget     | ---Unknown--- Total Budget |
|--|---------------------------|---------------------|--------------------------------|------------|----------------------------|
| <b>Fund: 01 GENERAL FUND</b>                             |                           |                     |                                |            |                            |
| <b>Category: 7???</b>                                    |                           |                     |                                |            |                            |
| <b>7500 ADULT LEARNING</b>                               |                           |                     |                                |            |                            |
| <b>Revenue</b>   |                           |                     |                                |            |                            |
| 01-7500-4160   | ONTARIO SPECIFIC GRANTS   | 10,655.00           | 10,577.00                      | 117,210.00 | 127,865.00                 |
| 01-7500-4550   | OTHER REVENUE             | 0.00                | 0.00                           | 12,432.00  | 12,432.00                  |
| 01-7500-4562   | CONTRIBUTION FROM RESERVE | 0.00                | 0.00                           | 0.00       | 0.00                       |
| <b>Total Revenue</b>                                     |                           | 10,655.00           | 10,577.00                      | 129,642.00 | 140,297.00                 |
| <b>Expense</b>   |                           |                     |                                |            |                            |
| 01-7500-5005   | SALARIES/WAGES            | 0.00                | 3,630.17                       | 43,562.00  | 43,562.00                  |
| 01-7500-5006   | OVERTIME                  | 0.00                | 0.00                           | 0.00       | 0.00                       |
| 01-7500-5010   | PART TIME WAGES           | 11,818.27           | 5,380.00                       | 40,953.73  | 52,772.00                  |
| 01-7500-5015   | CPP/EI                    | 839.88              | 723.00                         | 6,402.12   | 7,242.00                   |
| 01-7500-5016   | GROUP BENEFITS            | 0.00                | 0.00                           | 132.00     | 132.00                     |
| 01-7500-5017   | EHT                       | 230.47              | 191.00                         | 1,648.53   | 1,879.00                   |
| 01-7500-5018   | WSIB                      | 274.18              | 725.00                         | 2,133.82   | 2,408.00                   |
| 01-7500-5019   | OMERS                     | 0.00                | 0.00                           | 0.00       | 0.00                       |
| 01-7500-5100   | OFFICE SUPPLIES           | 317.61              | 1.00                           | 2,258.39   | 2,576.00                   |
| 01-7500-5105   | OFFICE EQUIPMENT          | 0.00                | 0.00                           | 1,446.00   | 1,446.00                   |
| 01-7500-5110   | TRAVEL/MILEAGE            | 0.00                | 431.00                         | 2,000.00   | 2,000.00                   |
| 01-7500-5120   | MEMBERSHIPS               | 0.00                | (1.00)                         | 767.00     | 767.00                     |
| 01-7500-5130   | PROFESSIONAL DEVELOPMENT  | 0.00                | 1,301.00                       | 1,500.00   | 1,500.00                   |
| 01-7500-5155   | ADVERTISING               | 0.00                | 395.00                         | 1,500.00   | 1,500.00                   |
| 01-7500-5170   | COMMUNICATIONS            | 494.39              | (1.00)                         | 905.61     | 1,400.00                   |
| 01-7500-5262   | TRAINING SUPPORT          | 0.00                | (1.00)                         | 750.00     | 750.00                     |
| 01-7500-5302   | HYDRO                     | 395.50              | 626.00                         | 1,804.50   | 2,200.00                   |
| 01-7500-5305   | JANITORIAL SUPPLIES       | 1,281.51            | 501.00                         | 818.49     | 2,100.00                   |
| 01-7500-5700   | BOOK PURCHASES            | 0.00                | (1.00)                         | 4,306.00   | 4,306.00                   |
| 01-7500-5990   | MATERIALS & SUPPLIES      | 0.00                | 0.00                           | 1,500.00   | 1,500.00                   |
| 01-7500-6200   | PROFESSIONAL FEES         | 0.00                | 0.00                           | 1,000.00   | 1,000.00                   |
| 01-7500-7300   | RENT                      | 2,413.31            | 1,656.00                       | 5,466.69   | 7,880.00                   |
| 01-7500-8520   | TRANSFER TO RESERVE       | 0.00                | 0.00                           | 0.00       | 0.00                       |
| 01-7500-8993   | INTERNAL CHARGES IT       | 0.00                | 0.00                           | 3,264.00   | 3,264.00                   |
| <b>Total Expense</b>                                     |                           | 18,065.12           | 15,556.17                      | 124,118.88 | 142,184.00                 |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                           | (7,410.12)          | (4,979.17)                     | 5,523.12   | (1,887.00)                 |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                           | (7,410.12)          | (4,979.17)                     | 5,523.12   | (1,887.00)                 |

General Ledger  
Annual Department Budget vs. Actual Comparison Report  
Fiscal Year Ending: DEC 31,2020 - From Period 12 To Period 12 Ending DEC 31,2020

| Account  | Description    | Previous Year Total | Current Year To Date<br>Actual | Budget     | ---Unknown--- Total Budget |
|--|----------------|---------------------|--------------------------------|------------|----------------------------|
| REPORT SUMMARY                                   |                |                     |                                |            |                            |
| 01-7500  | ADULT LEARNING |                     | 10,655.00                      | 10,577.00  | 129,642.00 140,297.00      |
| Fund 01 Total Revenue                            |                |                     | 10,655.00                      | 10,577.00  | 129,642.00 140,297.00      |
| 01-7500  | ADULT LEARNING |                     | 18,065.12                      | 15,556.17  | 124,118.88 142,184.00      |
| Fund 01 Total Expenditure                        |                |                     | 18,065.12                      | 15,556.17  | 124,118.88 142,184.00      |
| Fund 01 Excess Revenue Over (Under) Expenditures |                |                     | (7,410.12)                     | (4,979.17) | 5,523.12 (1,887.00)        |
| Report Total Revenue                             |                |                     | 10,655.00                      | 10,577.00  | 129,642.00 140,297.00      |
| Report Total Expenditure                         |                |                     | 18,065.12                      | 15,556.17  | 124,118.88 142,184.00      |
| Report Excess Revenue Over (Under) Expenditures  |                |                     | (7,410.12)                     | (4,979.17) | 5,523.12 (1,887.00)        |