



Agenda
Library Board

February 4, 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	
4.	DELEGATIONS	
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6.1.	PCIN Update	
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- 7. **ROUNDTABLE DISCUSSION**
 - 7.1. **Friends of the Library Report**
 - 7.2. **Download Library Update**
- 8. **UPCOMING MEETINGS**
- 9. **ADJOURNMENT**



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. DISCUSSION ITEMS

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

Chair

Board Secretary



INFORMATIONAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	4 January 2021
Subject:	CEO Monthly Report

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. 18th. 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 20th. 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 15th. 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 14th. 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 4th. 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

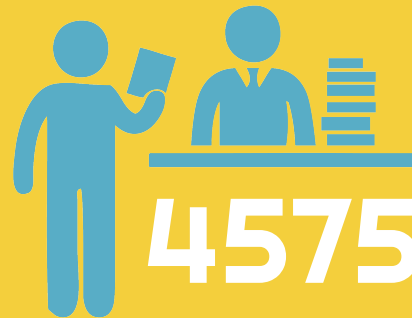


5520

Database
Searches

3490

E-BOOKS
CHECKED OUT



4575
TIMES ITEMS
WERE CHECKED OUT



1307
FACEBOOK
FOLLOWERS



9495
WEBSITE VISITS



2900
Bibliocommons
Sessions

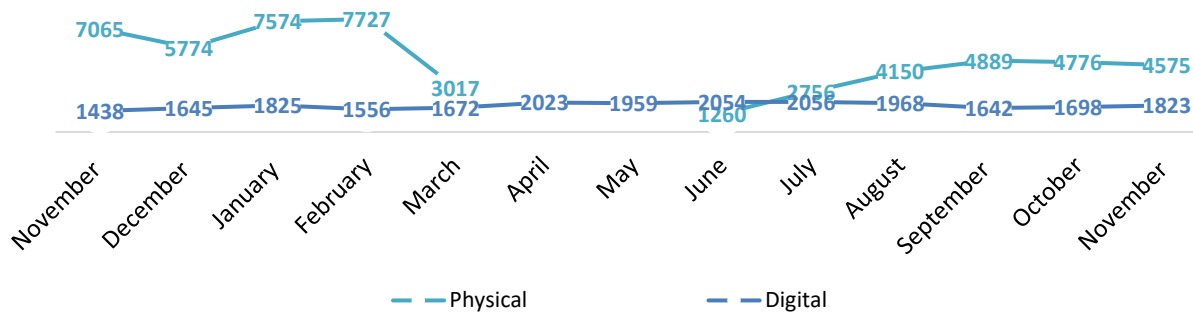
2312

ACTIVE
PATRONS

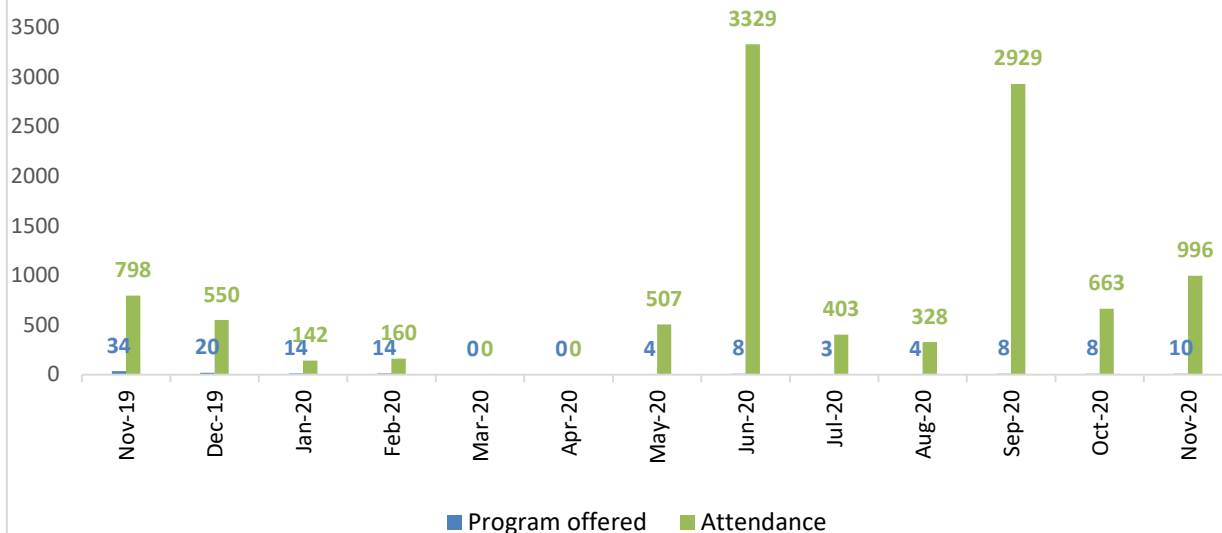


189
NEW PATRONS (YTD)

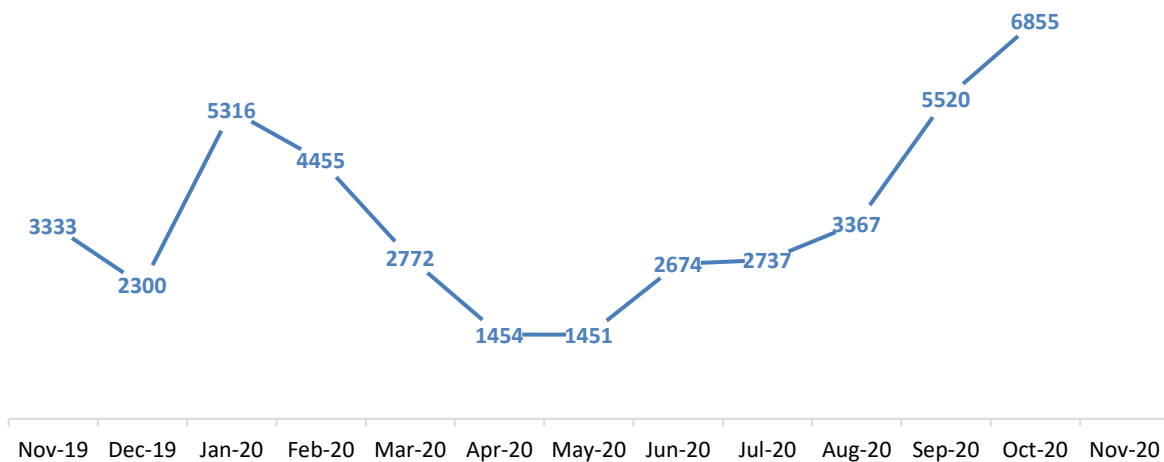
MONTHLY CIRCULATION



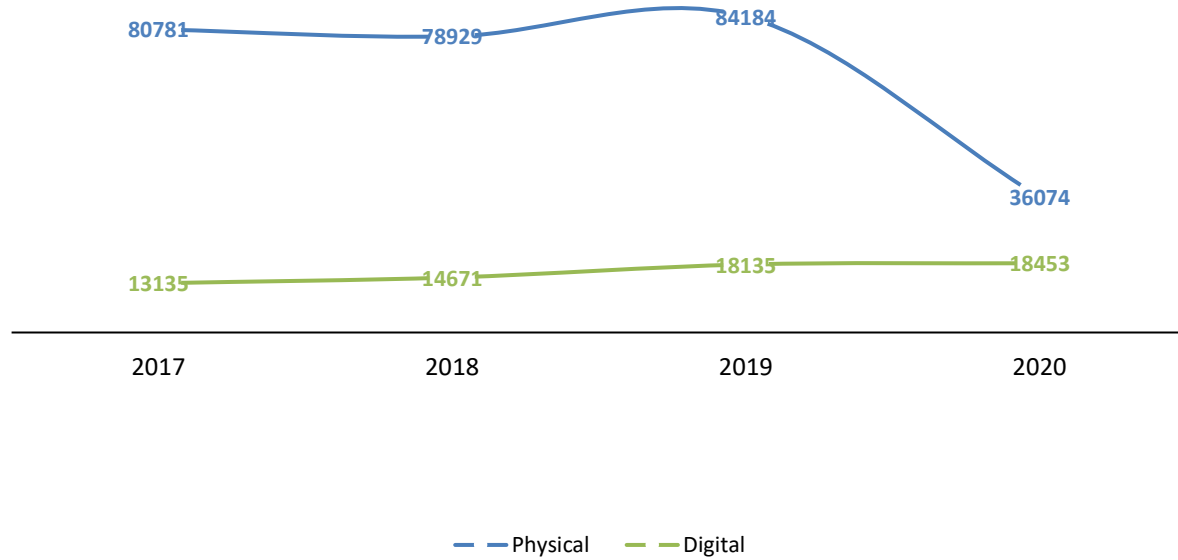
IN-HOUSE PROGRAMMING



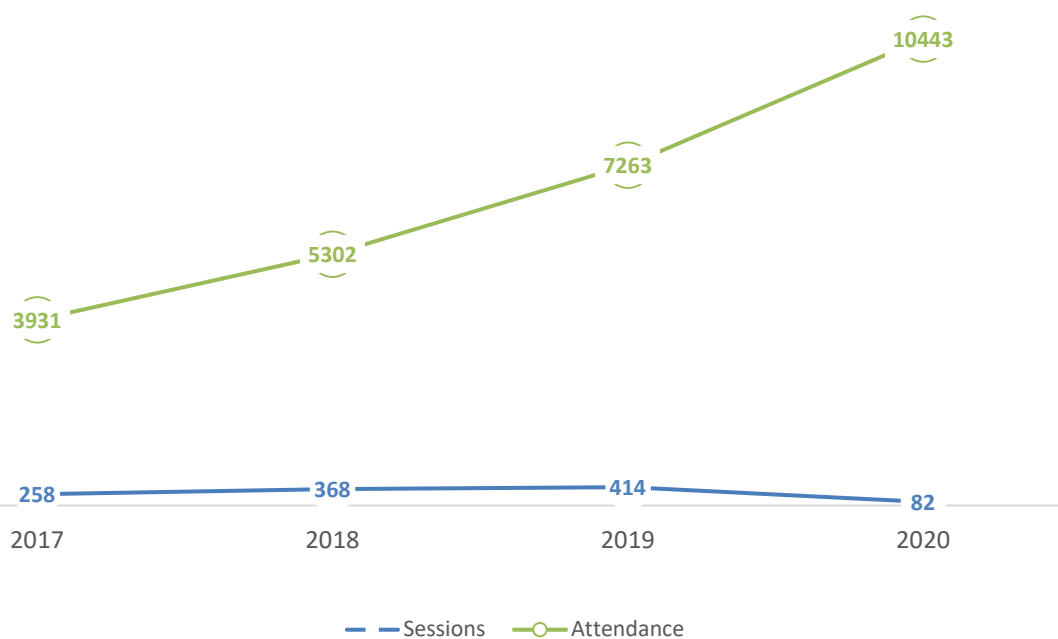
DATABASE USAGE



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 Actual	Budget	---Unknown--- Total Budget
Fund: 01 GENERAL FUND					
Category: 7???					
7410 LIBRARY					
Revenue					
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
Total Revenue			84.89	42,255.00	91,081.11 91,166.00
Expense					
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		---Unknown---	Total Budget
			Actual	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 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 Actual	Budget	---Unknown--- Total Budget
Fund: 01 GENERAL FUND					
Category: 7???					
7500 ADULT LEARNING					
Revenue					
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
Total Revenue		10,655.00	10,577.00	129,642.00	140,297.00
Expense					
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
Total Expense		18,065.12	15,556.17	124,118.88	142,184.00
Dept Excess Revenue Over (Under) Expenditures		(7,410.12)	(4,979.17)	5,523.12	(1,887.00)
Category Excess Revenue Over (Under) Expenditures		(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 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)



INFORMATIONAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	4 February 2021
Subject:	January 2021 Monthly Report

PURPOSE

The purpose of this report is to provide the Board with information on Library events for January 2021.

REPORT

Curbside

The Library continued to offer the community Curbside Service following the Christmas break and resumed our pre COVID hours for this service. We are open Monday-Thursday 10:30 am to 8 pm, Fridays 10:30-5 and Saturdays 10-4. We are hearing a lot of positive feedback from patrons using the service that they are grateful we are open and use has been steady. This month also saw us start to offer Home Delivery to personal residences in addition to the deliveries we are already doing to the two Seniors Residences in Town. Some of these deliveries have been to homes where residents are isolating due to COVID. Patrons have commented that they are so grateful to have something to read/watch while in this period of quarantine. We have had about ten requests for this which were done by staff and we are just putting in place a volunteer to assist with these. Deliveries will be done on Wednesdays and are to the front porch of a residence without personal contact with the patron.

Staff remain very healthy and very positive about how safe they feel with the COVID protocols in place. Due to the Emergency Lockdown put in place by the Province, full-time Library Staff have been working from home four days a week and rotating one day a week they are in the Library to support Customer Service. This will remain in place until the restriction from the Province is lifted.

Feedback from patrons this month included:

~“Thank you again Kate, boy, talk about service! I do not have ancestry.com and I am very excited to use the link you have sent me. I am really looking forward to tracking my dad’s journey in the army, he did not speak to us about those years (as I am sure a lot of dad’s didn’t). Thank you again for your help.”

~“Many thanks and thanks to your excellent, kind library staff.”

Databases

We are continuing to implement access to our newest databases as well as remote access to an old favourite. Ancestry is now available from home for patrons during COVID due to some work staff were able to do to our website to upgrade code and build the connection. We have also begun to provide access to Learning Express and Novelist Select. Learning Express will prove to be very useful for patrons who are looking for recent copies of career exams as they prepare to write the Nurses exam, and other professional entry exams. Adult Learning staff has also been trained to be able to make referrals to their learners to these as well. Novelist Select will allow patrons to help select their next read suggestions made right in the Library's catalogue.

Training

We are very excited about launching a new staff training module by Ryan Dowd for staff called "The Librarians Guide to Homelessness. It is an excellent tool for staff to learn more about the brain, the impact of trauma and effective ways for staff to offer compassionate support and service. It is broken down into short and effective videos done by Ryan and it is an excellent learning tool that staff will work through this year.

In preparation for us to begin Strategic Planning discussion for 2022 I am working on a course called "Introduction to Strategic Planning offered through SOLS. I hope to complete this in the first quarter. In addition to this, I attended a webinar offered by OCLC called "Proactive Advocacy & Communications. It was excellent and has been archived if Board members wish to view it.

Project Plan

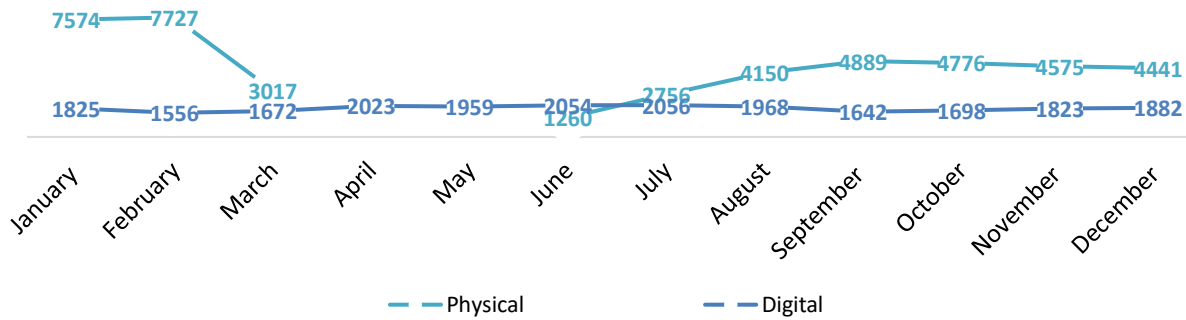
I have compiled a draft Project Plan for 2021 as attached for consideration and discussion. It includes the governance work and policy reviews that need to occur as well as some of the large town projects myself or staff will be involved in. This plan will be shared with the CAO and Town Directors to ensure effective project planning and determine if there are other projects that our team members or Town team members can assist with.

Friends of the Library

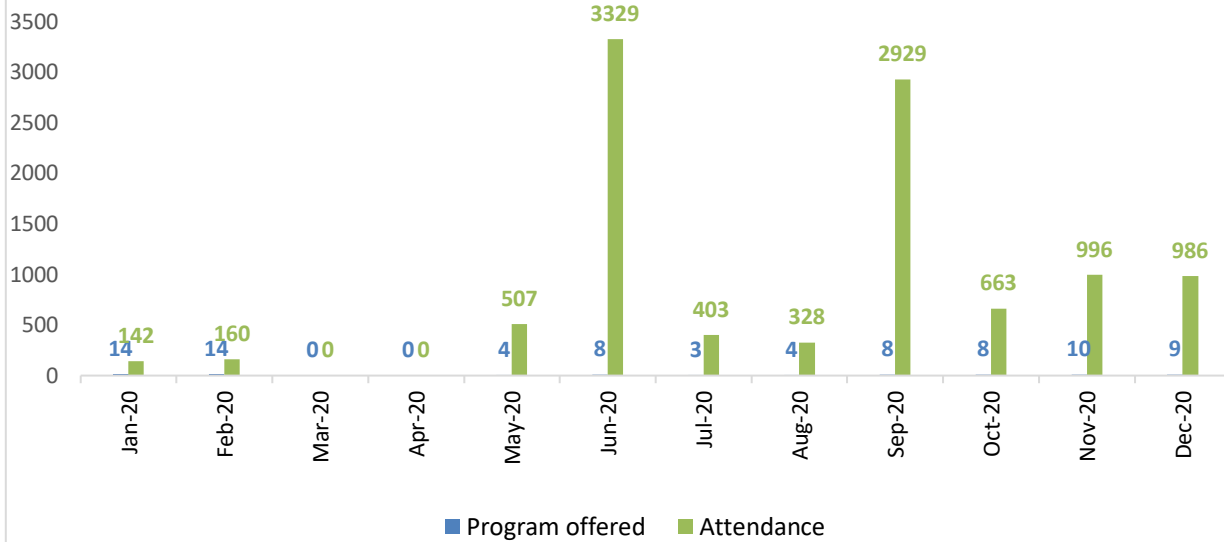
I participated in the Friends of the Library 2020 Annual General Meeting on January 23rd and was invited to share my presentation from our AGM again. Feedback was very positive and I underscored our great appreciation for all the Friends have done for the Library in 2020 even though it has been such a strange year. We are very grateful for the new computer desks, the Summer Reading Program support, the assistance to purchase Beanstack for reading programs for adults and children and for support for staff to attend the 2020 Ontario Library Association Conference last February.

We are also very excited for the recent offer of funding to purchase additional Victory readers, iPads for the reading lounge, MiFis and laptops for loan. Library staff look forward to a very successful 2021!

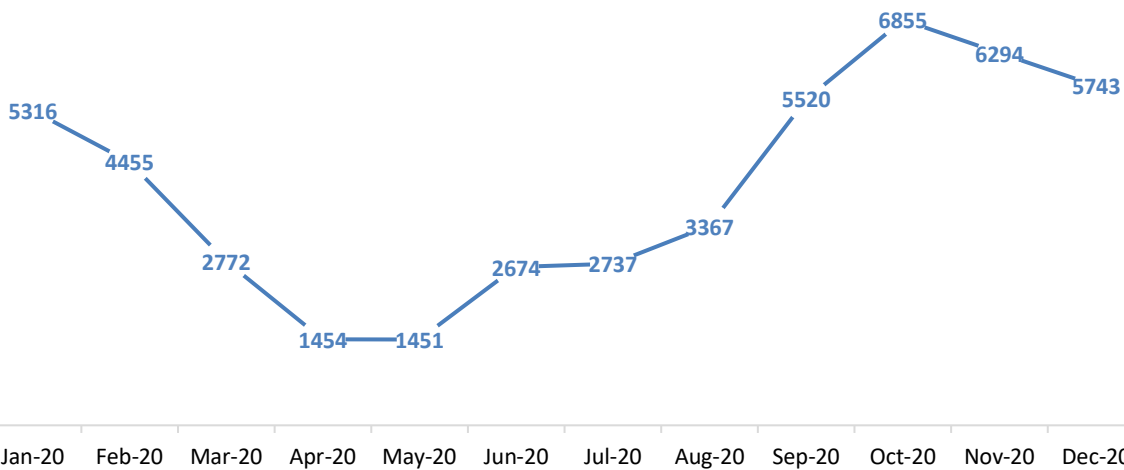
MONTHLY CIRCULATION



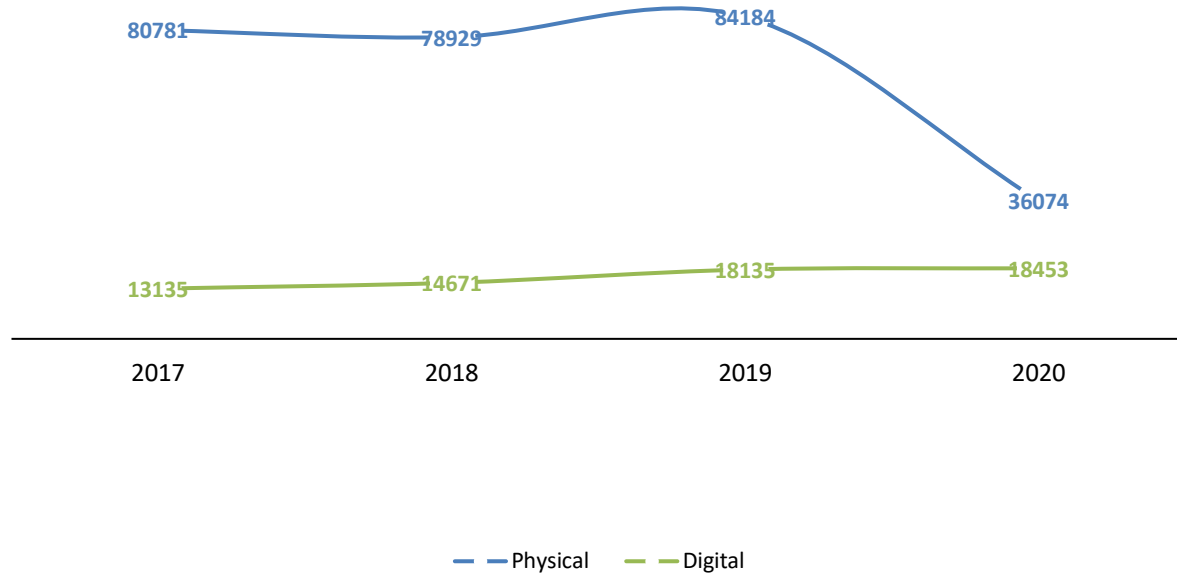
IN-HOUSE PROGRAMMING



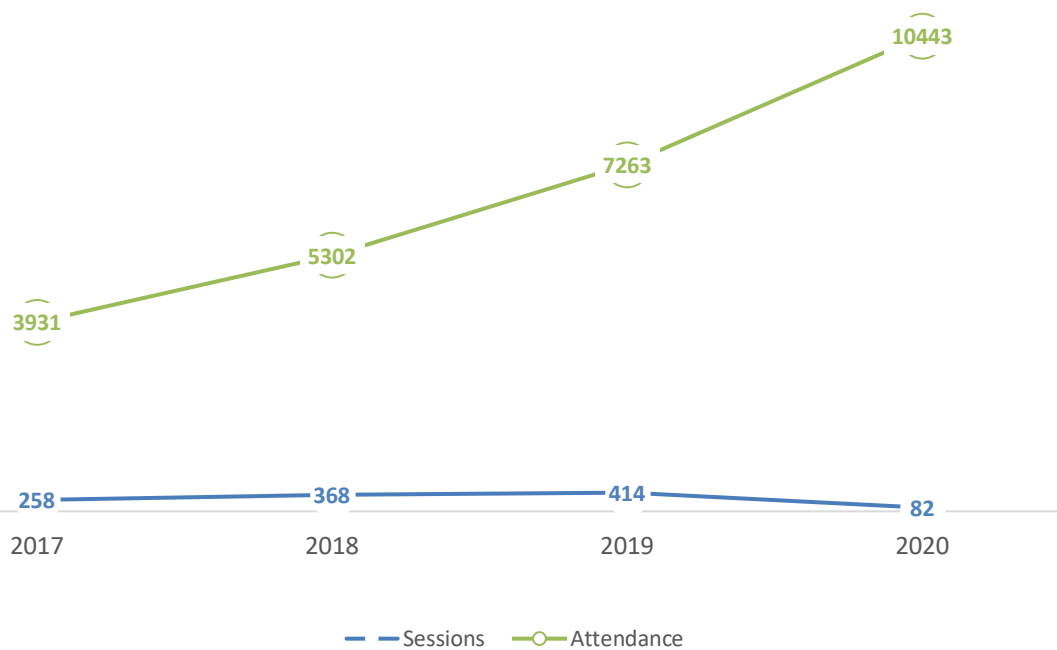
DATABASE USAGE



ANNUAL CIRCULATION



ANNUAL PROGRAM SESSIONS AND ATTENDANCE



December in Review

St. Marys Public Library
February 4, 2020



1316

VISITORS TO THE
LIBRARY

412
WIFI USERS



AVE. SESSION
TIME (MIN)
230



9

ONLINE
PROGRAMS
OFFERED



986

PROGRAM
VIEWS +
ATTENDANCE

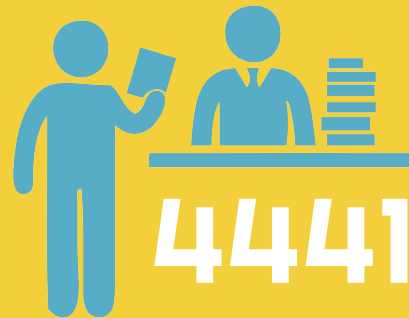


5743

Database
Searches

1882

E-BOOKS
CHECKED OUT



4441

TIMES ITEMS
WERE CHECKED OUT



1320

FACEBOOK
FOLLOWERS



8195

WEBSITE VISITS



2900

Bibliocommons
Sessions

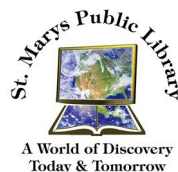
2150

ACTIVE
PATRONS



112

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

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

Account	Description	Previous Year Total	Current Year To Date Actual	Budget
Fund: 01 GENERAL FUND				
Category: 7???				
7500 ADULT LEARNING				
Revenue				
01-7500-4160	ONTARIO SPECIFIC GRANTS	127,865.00	127,865.00	
01-7500-4550	OTHER REVENUE	12,430.00	12,432.00	
01-7500-4562	CONTRIBUTION FROM RESERVE	11,115.90	0.00	
Total Revenue			151,410.90	140,297.00
Expense				
01-7500-5005	SALARIES/WAGES	0.00	43,562.00	
01-7500-5006	OVERTIME	0.00	0.00	
01-7500-5010	PART TIME WAGES	103,174.94	52,772.00	
01-7500-5015	CPP/EI	7,175.79	7,242.00	
01-7500-5016	GROUP BENEFITS	0.00	132.00	
01-7500-5017	EHT	2,011.93	1,879.00	
01-7500-5018	WSIB	2,363.08	2,408.00	
01-7500-5019	OMERS	41.99	0.00	
01-7500-5100	OFFICE SUPPLIES	3,357.36	2,576.00	
01-7500-5105	OFFICE EQUIPMENT	1,390.65	1,446.00	
01-7500-5110	TRAVEL/MILEAGE	0.00	2,000.00	
01-7500-5120	MEMBERSHIPS	150.00	767.00	
01-7500-5130	PROFESSIONAL DEVELOPMENT	0.00	1,500.00	
01-7500-5155	ADVERTISING	2,797.38	1,500.00	
01-7500-5170	COMMUNICATIONS	1,649.81	1,400.00	
01-7500-5262	TRAINING SUPPORT	166.69	750.00	
01-7500-5302	HYDRO	1,373.31	2,200.00	
01-7500-5305	JANITORIAL SUPPLIES	2,765.29	2,100.00	
01-7500-5700	BOOK PURCHASES	0.00	4,306.00	
01-7500-5990	MATERIALS & SUPPLIES	814.88	1,500.00	
01-7500-6200	PROFESSIONAL FEES	0.00	1,000.00	
01-7500-7300	RENT	5,936.69	7,880.00	
01-7500-8520	TRANSFER TO RESERVE	0.00	0.00	
01-7500-8993	INTERNAL CHARGES IT	2,544.00	3,264.00	
Total Expense			137,713.79	142,184.00
Dept Excess Revenue Over (Under) Expenditures			13,697.11	(1,887.00)
Category Excess Revenue Over (Under) Expenditures			13,697.11	(1,887.00)

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

Account	Description	Previous Year Total	Current Year To Date Actual	Budget
REPORT SUMMARY				
01-7500	ADULT LEARNING		151,410.90	140,297.00
Fund 01 Total Revenue			151,410.90	140,297.00
01-7500	ADULT LEARNING		137,713.79	142,184.00
Fund 01 Total Expenditure			137,713.79	142,184.00
Fund 01 Excess Revenue Over (Under) Expenditures			13,697.11	(1,887.00)
Report Total Revenue			151,410.90	140,297.00
Report Total Expenditure			137,713.79	142,184.00
Report Excess Revenue Over (Under) Expenditures			13,697.11	(1,887.00)



INFORMATIONAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	4 February 2021
Subject:	LIB 02-2020 Library Vision, Mission & Values

PURPOSE

The purpose of this report is to provide the Board with an opportunity to review the Library's Vision, Mission and Values document as we begin our 2021 Governance calendar of items.

REPORT

MISSION, VISION AND VALUES

1. Mission

The Library provides free and equitable access to library services.

The Library preserves and promotes universal access to a broad range of knowledge, experience, information and ideas in a welcoming and supportive environment. New technologies extend access to global information beyond the Library walls.

1.1. Definitions

"Library" shall mean The St. Marys Public Library.

2. Vision

The Library encourages the spirit of exploration, the joy of reading and the pursuit of knowledge for people of all ages and backgrounds, beginning with the very young.

At the cornerstone of our communities, our Library connects people to each other, to their communities, and to their hopes and dreams.

The Library treasures the past and works to create a future that is full of possibilities.

The Library promotes and enriches the democratic, cultural, educational and economic life of our diverse and evolving municipalities.

3. Values

Stewardship and Accountability: Managing our resources effectively and responsibly toward a sustainable future.

Creativity: Encouraging innovation.

Accessibility: Ensuring equitable and fair access to services, information and facilities.

Respect and Integrity: Valuing individual needs, experiences and differences and conducting ourselves in an ethical and professional manner.

Community Relations: Providing quality services that meet the needs of the greater Community.

Intellectual Freedom: encouraging the free exchange of information and ideas.

Literacy and Lifelong Learning: Enriching lives through the joys of reading and continuous learning.

Teamwork: fostering a work culture that advocates cooperation, communication, respect and training

History

Date of Latest Board Approval: June 2014

Date(s) of Revision(s): May 2014 (format change only), March 2006

Date of next scheduled review: June 2017



INFORMATIONAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	4 February 2021
Subject:	LIB 03-2020 Library 2021 Project Plan

PURPOSE

The purpose of this report is to provide the Board with an overview of the Library's project plan for the 2021 year. There may be additions/changes to timelines as this is overlaid with other Town department plans. This plan is shared with the Town CAO and Directors and a cohesive plan will be prepared.

REPORT

As attached.

Library and Adult Learning Projects 2021

Project Start:

Mon, 1/4/2021

Display Week:

1

[illegible]

