

**PERTH EAST PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD**

January 14, 2020 7:30pm  
Perth East Public Library

**MEETING AGENDA**

1. **CALL TO ORDER** - M. Kipfer
2. **ADDITIONS TO and APPROVAL OF THE AGENDA**  
Recommendation – THAT the Agenda be approved noting any additions, changes, or deletions.
3. **DECLARATIONS OF PECUNIARY INTEREST and the general nature thereof**
4. **MINUTES OF PREVIOUS MEETING**  
Recommendation – THAT the minutes of the Board Meeting of December 10, 2019 be approved as circulated.
5. **BUSINESS ARISING FROM MINUTES OF December 10, 2019.**
6. **DELEGATIONS**
7. **CORRESPONDENCE**
  - 7.1 **Sarah Versteeg – Lonely no More Program** – request to share posters and handouts  
Recommendation – to receive correspondence as information
8. **FINANCE REPORT**
  - 8.1 **Year-to-Date Reports**  
Recommendation – THAT the un-audited December Year-to-Date Reports be received as information.
  - 8.2 **Accounts Payable**  
Recommendation – THAT the December informal listing of Accounts Payable be received as information.
9. **CEO's REPORTS**
  - 9.1 **CEO's Report**  
Recommendation – THAT the CEO's report be received as information.
10. **COMMITTEE REPORTS**
  - 10.1 **Finance Committee** – verbal report from J. Smith, P. Minor and M. Kipfer
  - 10.2 **Personnel Committee**
  - 10.3 **Strategic Planning Committee**
  - 10.4 **PCIN Board**
  - 10.5 **SOLS Trustee Council 3**
  - 10.6 **Council Report** – verbal report from H. McDermid and J. Smith
11. **BOARD EDUCATION**
  - 11.1 **Year 2: Community & Municipal Relations**
12. **CLOSED SESSION REPORT**
13. **NEW BUSINESS**
  - 13.1 **2020 Draft Budget**  
Recommendation – THAT the draft budget be received as information and accepted to present to Perth East Council.
14. **ADJOURNMENT** – Next meeting February 11, 2020, 7:30pm at Perth East Public Library.



Perth East Public Library

Perth East Public Library Board  
Tuesday, December 10, 2019 7:30pm  
Perth East Public Library

MEETING MINUTES

**Present:** Mackenzie Kipfer, Lois Baillie, Barney Kuntze, Hugh McDermid, Patrick Minor, Jerry Smith, Kendra Roth  
**Regrets:** Tammy Gerber

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1. **CALL TO ORDER:** The meeting was called to order at the Perth East Public Library by Chairperson Mackenzie Kipfer at 7:30pm.
2. **ADDITIONS TO and APPROVAL OF THE AGENDA**  
**2019 – 101 Motion** to accept the recommendation that the Agenda be approved, noting any additions, changes or deletions.  
Forwarded by H. McDermid  
Seconded by P. Minor  
CARRIED.
3. **DECLARATIONS OF PECUNIARY INTEREST and the general nature thereof**  
There were no declarations of pecuniary interest.
4. **MINUTES OF PREVIOUS MEETING**  
**2019 – 102 Motion** to accept the recommendation that the minutes of the Board Meeting of November 12, 2019 be approved as circulated.  
Forwarded by J. Smith  
Seconded by H. McDermid  
CARRIED.
5. **BUSINESS ARISING FROM MINUTES OF November 12, 2019.**  
None.
6. **DELEGATIONS**  
None.
7. **CORRESPONDENCE**  
**7.1 PLOG** – update that application has been completed & payment should be received shortly.  
**2019 – 103 Motion** to receive correspondence for information.  
Forwarded by P. Minor  
Seconded by H. McDermid  
CARRIED.
8. **FINANCE REPORTS**  
**8.1 Year-to-Date Reports**  
**2019 – 104 Motion** that the un-audited November Year-to-Date reports be received as information.  
Forwarded by H. McDermid  
Seconded by P. Minor  
CARRIED.

## **8.2 Accounts Payable**

**2019 – 105 Motion** to receive the Accounts Payable report as information.

Forwarded by J. Smith  
Seconded by L. Baillie  
CARRIED.

## **9. CEO'S REPORT**

### **9.1 CEO's Report**

**2019 – 106 Motion** to receive the CEO's report as information.

Forwarded by B. Kuntze  
Seconded by P. Minor  
CARRIED.

### **9.2 Pre Budget Report**

**2019 – 107 Motion** THAT the Perth East Public Library Board permit the CEO to draft a Pre Budget Approval report for the HVAC unit that will be submitted to Council.

Forwarded by H. McDermid  
Seconded by P. Minor  
CARRIED

## **10. COMMITTEE REPORTS**

**10.1 Finance Committee** – meeting rescheduled for January 2020

**10.2 Personnel Committee** – no report.

**10.3 Strategic Planning Committee** – no report.

**10.4 PCIN Board** – verbal report from K. Roth

**10.5 SOLS Trustee Council 3** – no report

**10.6 Council Report** – verbal report from H. McDermid & J. Smith

## **11. BOARD EDUCATION**

**11.1**

## **12. CLOSED SESSION REPORT**

## **13. NEW BUSINESS**

### **13.1 2020 Meeting Schedule**

**2019 – 108 Motion** THAT the 2020 Perth East Public Library Board 2020 meeting schedule be approved.

Forwarded by B. Kuntze  
Seconded by P. Minor  
CARRIED

### **13.2 Policy Review**

**2019 – 109 Motion** THAT the Privacy Policy be reviewed and adopted noting any changes.

Forwarded by H. McDermid  
Seconded by P. Minor  
CARRIED

14. **NEXT MEETING** Tuesday, January 14, 2020 at **7:30pm** at **Perth East Public Library**

15. **ADJOURNMENT**  
**2019 – 110 Motion** to adjourn.  
Forwarded by J. Smith

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Mackenzie Kipfer, Chair

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Date

**From:** Sarah Versteeg <sarah@gatewayruralhealth.ca>  
**To:** "kroth" <kroth@pcin.on.ca>  
**Date:** 18/12/2019 08:58 AM  
**Subject:** Lonely No More Program - Perth Libraries

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Good Afternoon,

My name is Sarah Versteeg and I am the new Project Coordinator for the Lonely No More Program (LNM), a peer-based program that aims to reduce social isolation in rural seniors. The pilot for this program was successfully launched this past year and based on the positive feedback found we would like to relaunch the program in January.

The LNM Program aims to strengthen and expand social connections of rural seniors by improving opportunities for participation in existing social support networks and building new social support networks. This program also empowers community members to become peer advocates for isolated and at-risk seniors by providing seniors access to services and resources, initiating one-on-one engagement and encouraging healthy behaviours. The program consists of weekly Elder Circles, a teleconference call between isolated seniors that is facilitated by trained community members (volunteers). These Circles create a safe space to develop social networks among seniors who may not otherwise have access to social settings either through a lack of access (e.g., transportation) or for other medical reasons (e.g., disability).

Since, socially isolated seniors are more likely to be victims of elder abuse and are at risk of negative psychological and physiological health effects, we know loneliness can impact the health status of seniors and their quality of life. We are hoping to team up with several local libraries and community centers across Grey, Bruce, Huron, Perth and Lambton counties to combat social isolation among our senior population. Would you be interested in becoming a part of the LNM team?

Potential ways you could assist in the LNM relaunch include aiding in promotion and awareness of the program at Perth County libraries (e.g., provide promotional postcards to isolated seniors, displaying promotional flyers, sending our promotional postcard to home bound patrons etc.). Your involvement in this program can create great media coverage and provide local residents with a free program aimed to improve their health and well-being. If you are interested in becoming involved in the LNM program please contact me at the details below.

Thank you.

Regards,

Sarah Versteeg

Lonely No More Program Coordinator  
Gateway Centre of Excellence in Rural Health  
74 Kingston St., Goderich, ON N7A 3K4  
[sarah@gatewayruralhealth.ca](mailto:sarah@gatewayruralhealth.ca)  
519 612 1053



## 8.1 YEAR-TO-DATE REPORT



### TOWNSHIP OF PERTH EAST 2019 GENERAL OPERATIONS YEAR-TO-DATE REPORT

	2019 Actuals	2019 Version 6 -	2019 Budget Remaining	2019 Budget Used
<b>December Revenue</b>				
<b>RECREATION &amp; CULTURAL SERVICES</b>				
<b>Library Board</b>				
<b>REVENUE</b>				
9-750-120-1005 Library - SOLS Grant	-3,600.00		3,600	#DIV/0!
9-750-120-1015 Library - Young Canada Works Summ	-5,577.73	-4,412.00	1,166	126.42%
9-750-120-1016 Library- Canada Summer Jobs	-3,920.00	-4,104.00	-184	95.52%
9-750-120-1020 Library - Ministry of Culture Grant		-19,614.00	-19,614	
9-750-120-1035 Library - Donation Revenue	-1,480.00	-1,200.00	280	123.33%
9-750-120-1040 Library - Rental Income	-2,440.00	-2,000.00	440	122.00%
9-750-120-1046 Library - Township of Perth East Gra	-255,409.90	-255,409.90		100.00%
9-750-120-1050 Library - Interest Earned Revenue	-5,943.86	-1,665.00	4,279	356.99%
9-750-120-1055 Misc Grants and Revenue	-507.61		508	#DIV/0!
9-750-120-1195 Library - Fines, Copies, Misc Revenu	-4,210.48	-5,100.00	-890	82.56%
9-750-120-4095 Library - Used Book Sales	-608.19	-600.00	8	101.37%
9-750-120-7000 Library - Youth Intern Program Grant	-42.00		42	#DIV/0!
9-750-120-7005 Library - Friends of the Library Dona	-1,705.10	-1,000.00	705	170.51%
9-750-120-7015 Library - Reading Programs	-11,465.00	-5,200.00	6,265	220.48%
9-750-120-7020 Library - Service Ontario Grant		-425.00	-425	
<b>Total REVENUE</b>	-296,909.87	-300,729.90	-3,820	98.73%
<b>NET</b>	-296,909.87	-300,729.90	-3,820	98.73%

## 8.1 YEAR-TO-DATE REPORT



### TOWNSHIP OF PERTH EAST 2019 GENERAL OPERATIONS YEAR-TO-DATE REPORT

December Expenses	2019 Actuals	2019 Version 6 -	2019 Budget Remaining	2019 Budget Used
<b>RECREATION &amp; CULTURAL SERVICES</b>				
<b>Library Board</b>				
<b>EXPENSES</b>				
9-750-035-3145 Library - Snow Removal and Grass C		649.00	649	
9-750-202-2020 Library - General Salaries	138,929.46	164,287.00	25,358	84.57%
9-750-202-2025 Library - General Payroll Benefits	17,247.55	21,859.00	4,611	78.90%
9-750-202-2030 Library - Staff Appreciation	75.00	100.00	25	75.00%
9-750-202-2060 Library - Travel and Meals	942.37	800.00	-142	117.80%
9-750-210-3015 Library - Shipping and Postage	103.29	150.00	47	68.86%
9-750-210-3020 Library - Telephone	1,134.76	1,431.50	297	79.27%
9-750-210-3030 Library - Office Supplies, Copier Lea	3,330.23	2,703.83	-626	123.17%
9-750-210-3050 Library - Computer Software & Servic	951.87	1,161.21	209	81.97%
9-750-210-3055 Library - Audit Expense	1,297.44	1,297.00	-	100.03%
9-750-210-3070 Library - Insurance	6,207.72	6,207.73		100.00%
9-750-210-3075 Library - Periodicals	521.24	540.00	19	96.53%
9-750-210-3080 Library - Memberships and Educatio	229.68	1,015.00	785	22.63%
9-750-210-3145 Library - PCIN Contract	26,428.00	26,141.00	-287	101.10%
9-750-210-3150 Library - Book Processing	6,942.99	6,711.00	-232	103.46%
9-750-210-3155 Library - Books and References	20,954.55	19,539.00	-1,416	107.24%
9-750-210-3500 Library - Automation & Connectivity	3,053.44	3,700.00	647	82.53%
9-750-210-4050 Library - Videos and Audios	6,760.30	7,454.00	694	90.69%
9-750-310-1570 Library - Advertising and Promotion	68.44	347.00	279	19.72%
9-750-310-3150 Library - Fundraising	985.13	515.00	-470	191.29%
9-750-310-3155 Library - Library Programs	2,596.76	1,000.00	-1,597	259.68%
9-750-310-3160 Library - PLOW	2,000.00	2,000.00		100.00%
9-750-500-3150 Library - Security Monitoring	1,792.00	1,760.00	-32	101.82%
9-750-500-4005 Library - Water and Sewage	889.28	1,000.00	111	88.93%
9-750-500-4010 Library - Hydro	7,216.54	6,000.00	-1,217	120.28%
9-750-500-4015 Library - Propane/Natural Gas	3,735.04	4,500.00	765	83.00%
9-750-500-4025 Library - Building Maintenance	2,997.12	3,719.00	722	80.59%
9-750-500-4095 Library - Mat Rental	734.18	730.00	-4	100.57%
9-750-886-3050 Library Computer Purchase		3,150.00	3,150	
9-750-887-3500 Library - Furniture and Fixtures	341.69	788.00	446	43.36%
<b>Total EXPENSES</b>	<b>258,466.07</b>	<b>291,255.27</b>	<b>32,789</b>	<b>88.74%</b>
<b>NET</b>	<b>258,466.07</b>	<b>291,255.27</b>	<b>32,789</b>	<b>88.74%</b>

## 8.2 INFORMAL LISTING OF ACCOUNTS PAYABLE REPORT

December 2019

Date	Company/Description	Amount
Dec 2	SWAN	72.90
Dec 3	LSC	59.92
	LSC	485.91
Dec 9	Mornington	464.70
	ABCorp (library cards)	913.61
	Township of Perth East (utilities)	139.68
Dec 10	Enbridge	346.52
	Gaffney Electric	1570.47
	LSC	349.98
Dec 11	LSC	93.87
	Stonetown	36.73
Dec 12	SPL – PCIN Deliveries (May-Dec)	1268.98
Dec 19	LSC	148.99
Dec 24	LSC	181.35
	Quality Classrooms	777.50
	Hydro	354.98
	<b>Total</b>	<b><u>7,266.09</u></b>





Perth East Public Library

REPORT TO: Perth East Public Library Board  
PREPARED BY: Kendra Roth  
MEETING DATE: January 14, 2020  
ATTACHMENTS:

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**Programming:**

- Makerspace – 5 participants
- Baby Time – 20 participants
- Play & Learn – 52 participants
- Toddler Time -12 participants
- Caught Read Handed – 4 participants
- Tuesday Night Book Club – 9 participants
- Lego my Library – 4 participants
- Afterschool Adventures – 9 participants
- Letters to Santa – 70 participants
- Passive Program – 26 participants
- Class visits – 90 participants

**CEO's Office**

- PCIN
  - o Van expected to be delivered in February
- Working on the 2019 Annual Report
- Submitted grant application for Young Canada Works 2020
- Working on recruiting new Library Assistant – permanent part time position
- Working on RFQ with Bill Wilson for the HVAC unit.
- Have begun reviewing surveys submitted for Strategic Plan.
- Reviewing current Personnel Policy – potentially going to create several policies out of one.

**Coming Next:**

- Retirement Party for Mary Kocher – January 16, 2020
- Guest speaker – February 2020
  - o Author and explorer Adam Shoalts will be speaking about his latest book, "Beyond the Trees: A Journey Alone Across Canada's Arctic."
- CEO Recruitment – personnel committee
- Waiting on information in regards to Canada Summer Jobs 2020

## 9.1 CEO'S REPORT CONTINUED

Month	# of Patrons	Last Year	% Change	Circulation	Last Year	% Change	Computer/ iPad Use	Last Year	% Change
Dec-18	3832	3585	6%	3694	4061	-9%	227*	238*	-4%
Jan-19	3849	3603	6%	4352	4581	-5%	428*	363*	17%
Feb-19	3849	3618	6%	4174	4225	-1%	299*	305*	-2%
Mar-19	3862	3645	6%	4108	4610	-11%	359*	362*	-0.8%
Apr-19	3866	3654	5%	4471	4490	-0.4%	352*	341*	3%
May-19	3876	3664	5%	3460	4358	-20%	337*	423*	-20%
Jun-19	3889	3684	5%	2956	3804	-22%	428*	527*	-18%
Jul-19	3894	3700	5%	4122	4375	-5%	525*	573*	-8%
Aug-19	3902	3711	5%	3620	4581	-21%	438*	503*	-13%
Sep-19	3918	3764	4%	3341	3974	-15%	360*	387*	-7%
Oct-19	3953	3783	4%	3991	4200	-5%	321*	345*	-7%
Nov-19	3971	3818	4%	3538	4133	-14%	292*	327*	-10%
Dec-19	3989	3832	4%	2940	3694	-20%	238*	227*	4%
YTD	n/a	n/a	n/a	48767	55086	-11%	4604	4921	-6%

Month	#of Active Patrons	Website Visits	Website Visits Last Year	% Change	Download Library Checkouts	Download Library Checkouts Last Year	% Change	Wi-Fi Use	Wi-Fi Use Last Year	% Change
Dec-18	1260	2286	2817	-18%	421	332	26%	605	290	108%
Jan-19	1263	2390	2006	19%	535	428	25%	820	252	225%
Feb-19	1265	2049	1661	23%	496	534	-7%	857	344	148%
Mar-19	1266	1891	2226	-15%	574	597	-4%	825	416	98%
Apr-19	1265	1957	2131	-8%	568	616	-7%	818	414	97%
May-19	1261	1947	1984	-1%	485	463	4%	N/A	N/A	N/A
Jun-19	1260	1766	2468	-28%	448	378	18%	815	560	45%
Jul-19	1256	2156	2528	-14%	460	410	12%		752	
Aug-19	1269	1943	2215	-12%	503	373	34%		924	
Sep-19	1260	1832	2087	-12%	381	472	-19%		858	
Oct-19	1280	1936	2205	-12%	418	439	-4%		684	
Nov-19	1272	1924	2275	-15%	368	410	-10%		661	
Dec-19	1272	1955	2286	-14%	394	421	-6%		290	
YTD	n/a	26032	28889	-9%	6051	5873	3%	N/A	N/A	N/A

# Library Board and Municipal Council Collaboration



**SOLS | SBOS**

**Southern Ontario Library Service**  
**Service des bibliothèques de l'Ontario-Sud**

Stronger Libraries. Stronger Communities.

Enrichir nos bibliothèques, c'est enrichir nos communautés.

Collaboration can be defined as “a mutually beneficial relationship between two or more parties who work towards common goals by sharing responsibility, authority and accountability for achieving results. The purpose of collaboration is to create a shared vision and joint strategies to address concerns that go beyond the purview of any particular party.”<sup>1</sup> With this in mind, a recurring question for members of a library board is - How can library boards and municipal councils develop a mutually beneficial, collaborative relationship?

## Libraries are a Shared Responsibility

Public libraries are a shared responsibility in many ways. The legislation regarding Ontario public libraries (the *Public Libraries Act, R.S.O. 1990, chapter P.44*) grants a municipality the power to create a local public library. That municipality would pass a municipal by-law to establish the public library board, and if two-thirds of municipalities forming part of a county for municipal purposes request that the county establish a county library, the council of the county may by by-law establish a county library for those municipalities. Once established, that same legislation makes the local public library board a *corporation* and gives that body the authority to govern the library. The Ministry provides some funding through the Public Library Operating Grant (PLOG), but municipal councils usually provide much of the funding to operate the library. While the council establishes a board to govern the library, the library board must go back to the council to ask for these funds to run the library. In other words, to operate a public library in Ontario, a collaborative approach is required.

To collaborate successfully, library boards and municipal/county councils need to:

- Share a clear vision of library service
- Understand and respect the other's distinct roles and responsibilities in providing library service
- Commit to providing the best possible library service to the community, and to consulting with the community in defining the best possible library service
- Commit resources to approved projects, and to the ongoing provision of library service to the community
- Trust each other
- Engage in meaningful dialogue as a way of exploring options
- Agree on an action plan, including clear and achievable goals, outlining who will do what at each step in the process
- Openly share information with each other and communicate frequently
- Agree on a mechanism and timeframe for the evaluation and revision of their shared vision and/or action plan
- Collectively create a synergy by choosing to work together and, thereby, provide better library service than would be possible for either working alone.



## A Library Built on Cooperation

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At a library conference, a panel comprised of a university professor, along with citizen- and councilor-trustees, offered experiences and thoughts about the importance of the library board's working with municipal council. Although held back in 1999, the remarks of all the participants are still valid, suggesting ways that boards and councils could work together collaboratively.

### Panelist #1 - Develop an Ongoing Relationship with Municipal Council

David Siegel, professor of politics at Brock University and frequent contributor to *Municipal World* magazine, urged trustees to develop an on-going relationship with municipal council to avoid serious problems. The resulting achievements may far exceed expectations. Dr. Siegel pointed out that libraries are in an unusual position with respect to municipal council. Typically, there are three senior managers at the municipal level who are not physically at City Hall – Police Chief, Fire Chief and Chief Librarian.

While there is a practical side to this arrangement, municipal council may not view library needs as being as important as those of an on-site department, such as engineering. Such an arrangement might also imply that the library is not really part of the regular business of the municipal council.

Overcoming this physical separation takes some effort. Consequently, the library may need to work harder to be as visible to council as departments of the city administration. While library staff need to work on a strong relationship with town staff to improve visibility, the board has an enormous responsibility to maximize its relationship with council.

### Panelist #2 - Think Long Term and Always Be Prepared

Marcel Giroux, who at the time was chairperson of the Kingston-Frontenac Library Board and a former municipal politician, emphasized the importance of creating a long-term relationship with council. "It's like a marriage: start early and work on it every day," he told session attendees. Libraries cannot operate in isolation using the library legislation for protection. There must be a relationship of mutual trust in which the library is part of the broad community vision. And the board must work continuously to keep council aware of the library.

Preparing well for all meetings with council is another key to a strong relationship. Make sure that the board has appropriate data to back up its positions and requests. Research how the library might provide solutions to mutual concerns and then make clear and compelling presentations.

When the Frontenac County and Kingston library boards faced amalgamation, board members from each library started meeting together to determine what needed to be in place to govern the new library. Knowing that the library would not be their councils' highest priority, the boards struck a committee and tackled governance issues, such as by-laws and joint agreements, and sought recognition from the formal transition boards. The transition boards of each municipality responded quickly and positively to their input.

## A Library Built on Cooperation

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### Panelist #3 - Go to Council and Advocate

Gloria Lindsay-Luby, formerly a member of the Metro Toronto Reference Library Board and at the time, a councilor on the City of Toronto Council, reminded library board trustees of their responsibility to advocate. "When you are appointed to sit on the Board, you are an advocate for [it]...go to Council and advocate for that Board," she commented. She stressed the importance of lobbying but not just at budget time. The contact between council and board must be personal, direct and regular. Councils may resent only being approached with requests for money. It is extremely important to keep council informed and involved in what the library is accomplishing.

There are plenty of other reasons to go to council or to invite council members to a meeting or presentation in the library. Keep council informed and credit their part in your successes. Oftentimes boards fail to communicate the great things that happen in the library.

Trustees should also be aware of council's needs and concerns. Ms. Lindsay-Luby pointed out that Council is always faced with competing priorities. Municipalities have also faced cutbacks and are constantly subject to demands to maintain or lower taxes. It is the library board's job to make council aware that the library must be part of those priorities, although it is important to take care to avoid becoming just another special interest group in council's perception. The board must develop the skills to advocate effectively for library concerns yet still be viewed as trustworthy stewards.

### Panelist #4 - Communication and Planning are Critical

**Wendy Curtis**, who at the time was chairperson of the Cobourg Public Library Board, also emphasized the importance of communication in building an harmonious relationship with municipal council. It is unrealistic to expect to achieve effective communication between board and council if the only contact between the two takes place during the budget process.

In addition, boards and councils alike hate to be surprised by issues that arise in either's domain. Regular formal and informal communication with council should be part of a board's communication plan. Cobourg board members talk with elected officials at least once a week.

For Ms. Curtis, sound planning is a must. Cobourg library board conducts its business based on a ten-year intermunicipal funding contract that guarantees operating funding for the new library that opened in 1995. The board started with a Strategic Plan and took it to all its stakeholders including the council, the public and the Cobourg Public Library Foundation. Within a three year period, the new board opened the library 40% more hours, turned a deficit into a reserve fund and secured money for the collection and technology under the funding envelope.



## A Library Built on Cooperation

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### More ideas...

#### Use Your Customers to Show Community Support

Community support is extremely important in strengthening the relationship with municipal council. “Library boards need to understand their customers and their needs,” adds Wendy Curtis. They should then follow up with the most appropriate services. When customers are happy with the service they receive, they can be tremendous champions for the library. Such champions may prove extremely effective in increasing community support.

#### Use Councilors on the Board to Strengthen the Relationship

Council appoints some of its own members to library boards in addition to citizen appointees. Boards sometimes wonder if these council representatives are there as watchdogs. While it is true that council has line-by-line control of the library budget, the councilor-member has the same roles and responsibilities as citizen appointees. In all corporations, each board member must act in the best interest of that organization regardless of other affiliations.

As members of both the library board and the council, the councilor-trustees can fill an important liaison function between the two governing bodies. As liaison between council and board, a councilor who is also a board member has the additional responsibility of keeping the board informed of council’s situation and requirements, and of keeping council informed of the library board’s situation and requirements. The councilor/board member is key to maintaining a good working relationship between board and council.

#### Explore Common Ground

An important factor that helps to build a collaborative relationship between council and library board is the fact that both governing bodies serve the same public. This common ground frequently makes it possible to align council and board priorities and find mutually beneficial solutions.

Hanover trustee-municipal councilor Harold Fursman related an example that demonstrates how matching library board and council agendas can assist boards to achieve their goals and provide a benefit for council too. Hanover enjoys a newly renovated Carnegie library attached to its new Civic Building. The library board wanted to open the library on Sundays but did not have enough funds to do so. The library saw an opportunity to locate the summer-only Tourist Booth in the library and run it year-round as the Tourist and Information Centre. The board asked council to give the Tourist Booth budget to the library.

At the time, council was being pressed by townspeople to provide proper public washrooms. In the past, public washrooms had been vandalized and repaired so many times that they had to be closed. Both council and the board agreed that the existing washrooms in the library could be used in conjunction with the Tourist and Information Centre to provide a seven day-a-week facility for the public. By providing space for the washrooms, the library got the funding to keep the library open for the extra hours. The library board and the council each received some benefit from an ingenious, win-win solution.

The exercise on board-council collaboration, which appears below, suggests an approach the library board might take to explore how to align library priorities with those of the council.

## A Library Built on Cooperation

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Matching Library Board and Council Agenda <sup>2</sup>	
Describe the situation requiring action of the Library Board.	What is Municipal Council's vision of the community it serves?
What has the Library Board decided is the preferred course of action?	What issues and concerns are currently facing the community and Municipal Council?
Why has the Board decided on this option?	What has Council determined to be its priority work for its term of office and/or the coming year?
What patterns in library use support this decision?	How can the Library Board's proposed course of action be tied to the issues and concerns facing the community and Municipal Council?
What community characteristics support this decision?	How does the Library fit into Council's vision for the community?
Are there other trends that support this decision, for example, technological, social, and environmental, etc.? If so, what are they?	What can the Library do to contribute to Council's priority work?
How does this decision relate to the Library Board's vision for library service?	How can Council's support of the Library Board's decision -financial and otherwise - be made a win-win situation that offers concrete benefits to both Council and the Library Board?

### Demonstrate your effectiveness

It is reasonable for elected officials to expect the library to be well run and efficiently managed. No amount of preparation, advocating, communication, planning or community goodwill can garner much support unless the library board can demonstrate that it has achieved what it set out to achieve. Library boards need to be able to provide detailed information about the aims and objectives that have been accomplished and how the board has carried out its responsibilities. They must be able to prove that public funds have been spent wisely and that the community is a better place to live because the library is there. In the end, the board must be accountable and be able to demonstrate that accountability. It is an excellent way to inspire collaboration and a most effective test of good governance.

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\*This publication was adapted from *Trustee Tips #20 – "Library Board and Municipal Council Cooperation"* A publication of the Library Trustee Development Program, 2000.

#### Footnotes:

1. David D. Chrislip, and Carl E. Larson, *Collaborative Leadership: How Citizens and Civic Leaders Can Make A Difference*, Jossey-Bass Inc., San Francisco, 1994, page 5.
2. Prepared by Anne Marie Madziak, Southern Ontario Library Service, for **1 + 1 = 3: Board and Council Collaborating For a Better Library**, Ontario Library Association Superconference, January 22, 1999.





**Library**  
**Corporate Budget by Category**

	2019		2020		2020		2020		2020		Comments
	Actuals To Date	Approved Budget	Version 1 Budget	Version 1 One Time	Version 1 Service Level	Version 1 Requested	Budget Variance	Budget Variance			
RECREATION & CULTURAL SERVICES											
Library Board											
Revenue											
9-750-120-1005 Library - SOLS Grant	-3,600.00										2019 is 1X money
9-750-120-1015 Library - Young Canada Works Summer Grant	-5,577.73	-4,412.00	-5,579.00			-5,579.00	-1,167.00	(26.45%)			Grant that covers 75% of summer students wage
9-750-120-1016 Library- Canada Summer Jobs		-4,104.00	-4,100.00			-4,100.00	4.00	0.10%			Grant that covers 50% of 2 summer students wage
9-750-120-1020 Library - Ministry of Culture Grant		-19,614.00	-19,614.00			-19,614.00					Amount stays the same.
9-750-120-1035 Library - Donation Revenue	-1,480.00	-1,200.00	-1,500.00			-1,500.00	-300.00	(25.00%)			Based on past years actuals
9-750-120-1040 Library - Rental Income	-1,978.00	-2,000.00	-2,000.00			-2,000.00					
9-750-120-1046 Library - Township of Perth East Grant	-255,409.90	-255,409.90	-262,361.06			-262,361.06	-6,951.16	(2.72%)			
9-750-120-1050 Library - Interest Earned Revenue	-4,455.70	-1,665.00	-4,200.00			-4,200.00	-2,535.00	(152.25%)			Closer to actuals
9-750-120-1055 Misc Grants and Revenue	-507.61										
9-750-120-1195 Library - Fines, Copies, Misc Revenue	-3,810.63	-5,100.00	-5,100.00			-5,100.00					
9-750-120-4095 Library - Used Book Sales	-541.34	-600.00	-600.00			-600.00					
9-750-120-7005 Library - Friends of the Library Donations	-1,705.10	-1,000.00	-1,200.00			-1,200.00	-200.00	(20.00%)			Based on past years actuals
9-750-120-7015 Library - Reading Programs	-11,395.00	-5,200.00	-5,305.00		4,745.00	-560.00	4,640.00	89.23%			The library is not going to offer an all day Summer Camp in 2020- do not have staff resources for the size of camp it grew to be. In addition, thel library does not wish to "compete" with two local organizations that offer the same service (The PERC and Perth Care for Kids).
9-750-120-7020 Library - Service Ontario Grant		-425.00					425.00	100.00%			This grant was never posted in 2019, unlikely it will be in 2020.
Total Revenue	-290,461.01	-300,729.90	-311,559.06		4,745.00	-306,814.06	-6,084.16	(2.02%)			
Expenses											
9-750-035-3145 Library - Snow Removal and Grass Contract		649.00	662.00			662.00	13.00	2.00%			
9-750-202-2020 Library - General Salaries	133,945.96	164,287.00	162,423.00			162,423.00	-1,864.00	(1.13%)			
9-750-202-2025 Library - General Payroll Benefits	16,603.05	21,859.00	21,289.00			21,289.00	-570.00	(2.61%)			
9-750-202-2030 Library - Staff Appreciation	75.00	100.00	100.00			100.00					Based on past years actuals
9-750-202-2060 Library - Travel and Meals	907.53	800.00	800.00			800.00					Based on past year actuals
9-750-210-3015 Library - Shipping and Postage	103.29	150.00	400.00			400.00	250.00	166.67%			
9-750-210-3020 Library - Telephone	1,134.76	1,431.50	1,460.50			1,460.50	29.00	2.03%			
9-750-210-3030 Library - Office Supplies, Copier Lease	3,330.23	2,703.83	2,700.00			2,700.00	-3.83	(0.14%)			
9-750-210-3050 Library - Computer Software & Services	951.87	1,161.21	1,244.30	1,100.00		2,344.30	1,183.09	101.88%			Annual maintenance & software support fees posted here. Total costs are distributed to depts based on software used per dept. Software support & annual maintenance fees increase with changes/updates to software.New modules added.
9-750-210-3055 Library - Audit Expense	1,297.44	1,297.00	1,333.00			1,333.00	36.00	2.78%			Per five year quote expires 2020

