



Perth East Public Library Regular Meeting of the Board

Meeting Agenda
January 11, 2021 7:30pm
Via ZOOM

1. Call to Order
M. Kipfer
2. Election of Chair and Vice Chair – A. Fallis
3. Additions to and Approval of the Agenda
Recommendation – THAT the Agenda be approved noting any additions, changes, or deletions.
4. Declarations of Pecuniary Interest and the general nature thereof
5. Minutes of Previous Meeting
Recommendation – THAT the minutes of the Board Meeting of December 8, 2020 be approved as circulated.
6. Business Arising from Minutes of December 8, 2020.
 - 6.1 Program Room Usage
Recommendation – THAT the Board reassesses the use of the Program Room for outside programming based on the current COVID-19 circumstances.
 - 6.2 Board Vacancy Update – verbal report from Library CEO
Recommendation – THAT the Board receives the CEO's verbal report on the Board Vacancy for information.
7. Delegations
8. Correspondence
 - 8.1 Trillium Mutual Insurance – ROOTS Community Fund
Recommendation – THAT the correspondence be received for information.
 - 8.2 Jeff Brown – Ontario Parks Permit Confirmation
Recommendation – THAT the correspondence be received for information.
9. Finance Report
 - 9.1 Year-to-Date Reports
Recommendation – THAT the un-audited December Year-to-Date Reports be received as information.
 - 9.2 Accounts Payable
Recommendation – THAT the December informal listing of Accounts Payable be received as information.
10. CEO's Report
 - 10.1 CEO's Report
Recommendation – THAT the CEO's report be received as information.

11. Committee Reports

11.1 Finance Committee

11.2 Personnel Committee

11.3 Strategic Planning Committee

11.4 PCIN Board

11.5 SOLS Trustee Council 3

11.6 Council Report -- verbal report from H. McDermid and J. Smith

12. Board Education

13. Closed Session Report

13.1 Pursuant to Section 16.1 of the Public Libraries Act, 1990 subsection 4 (d) labour relations or employee negotiations

14. New Business

14.1 2021 Draft Budget

Recommendation – THAT the 2021 draft budget be received as information and accepted to present to Perth East Council.

14.2 Ontario Parks Permit Lending Policy

Recommendation -- THAT the Ontario Parks Permit Lending Policy be reviewed and adopted noting any changes.

14.3 Hydro Outage Procedure

Recommendation – THAT the Hydro Outage Procedure be reviewed and adopted noting any changes.

14.4 Storywalk Project 2021 Proposal

Recommendation – THAT the report titled “Storywalk Project 2021 Proposal” be received for information, AND THAT the Board supports proceeding with the project as funding permits, AND THAT the Library CEO provides updates on the project as needed.

14. Adjournment

Next meeting Tuesday, February 9 at 7:30pm via ZOOM.

9.1 Year-to-Date Report



TOWNSHIP OF PERTH EAST
2020 GENERAL OPERATIONS
YEAR-TO-DATE REPORT

December 2020	2020 Actuals	2020 Version 6 -	2020 Budget Remaining	2020 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
REVENUE					
9-750-120-1005 Library - SOLS Grant	-3,672.00		3,672		#DIV/0! 2019 Connectivity Reimbursement for internet
9-750-120-1015 Library - Young Canada Works Summ		-5,579.00	-5,579		
9-750-120-1016 Library- Canada Summer Jobs		-4,100.00	-4,100		
9-750-120-1020 Library - Ministry of Culture Grant	-19,614.00	-19,614.00		100.00%	
9-750-120-1035 Library - Donation Revenue	-346.00	-1,500.00	-1,154	23.07%	
9-750-120-1040 Library - Rental Income	-504.00	-2,000.00	-1,496	25.20%	
9-750-120-1046 Library - Township of Perth East Gra	-265,437.44	-265,437.44		100.00%	
9-750-120-1050 Library - Interest Earned Revenue	-3,859.89	-4,200.00	-340	91.90%	
9-750-120-1055 Misc Grants and Revenue	-500.00		500		#DIV/0!
9-750-120-1195 Library - Fines, Copies, Misc Revenu	-762.56	-5,100.00	-4,337	14.95%	
9-750-120-4095 Library - Used Book Sales	-529.15	-600.00	-71	88.19%	
9-750-120-7005 Library - Friends of the Library Dona	-135.85	-1,200.00	-1,064	11.32%	
9-750-120-7015 Library - Reading Programs	-308.76	-560.00	-251	55.14%	Guest speakers paid for by charging for tickets (only cost \$39.00 for Adam Shoalts)
Total REVENUE	-295,669.65	-309,890.44	-14,221	95.41%	
NET	-295,669.65	-309,890.44	-14,221	95.41%	

9.1 Year-to-Date Report cont'd



TOWNSHIP OF PERTH EAST
2020 GENERAL OPERATIONS
YEAR-TO-DATE REPORT

December 2020	2020 Actuals	2020 Version 6 -	2020 Budget Remaining	2020 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
EXPENSES					
9-750-035-3145 Library - Snow Removal and Grass Cr	3,417.46	662.00	-2,755	516.23%	Library flowerbed project
9-750-202-2020 Library - General Salaries	113,029.05	162,423.00	49,394	69.59%	
9-750-202-2025 Library - General Payroll Benefits	14,045.58	21,289.00	7,243	65.98%	
9-750-202-2030 Library - Staff Appreciation	60.50	100.00	40	60.50%	
9-750-202-2060 Library - Travel and Meals	108.65	800.00	691	13.58%	
9-750-210-3015 Library - Shipping and Postage	228.39	400.00	172	57.10%	
9-750-210-3020 Library - Telephone	1,126.23	1,460.50	334	77.11%	
9-750-210-3030 Library - Office Supplies, Copier Lea:	2,650.65	2,700.00	49	98.17%	
9-750-210-3050 Library - Computer Software & Servic	3,059.36	2,344.30	-715	130.50%	
9-750-210-3055 Library - Audit Expense	1,356.46	1,333.00	-23	101.76%	
9-750-210-3070 Library - Insurance	9,396.60	9,410.11	14	99.86%	
9-750-210-3075 Library - Periodicals	291.75	540.00	248	54.03%	
9-750-210-3080 Library - Memberships and Educatio	1,029.10	900.00	-129	114.34%	Yearly Staff WHIMIS training (not budgeted for)
9-750-210-3145 Library - PCIN Contract	46,952.00	45,419.00	-1,533	103.38%	
9-750-210-3150 Library - Book Processing	5,739.26	6,800.00	1,061	84.40%	
9-750-210-3155 Library - Books and References	15,201.66	19,935.00	4,733	76.26%	Book club sets paid for by Friends of the Library fundraiser.
9-750-210-3500 Library - Automation & Connectivity	3,358.08	3,775.00	417	88.96%	
9-750-210-4050 Library - Videos and Audios	6,438.46	7,605.00	1,167	84.66%	
9-750-310-1570 Library - Advertising and Promotion	362.92	350.00	-13	103.69%	
9-750-310-3150 Library - Fundraising	261.16	720.00	459	36.27%	
9-750-310-3155 Library - Library Programs	792.64	1,020.00	227	77.71%	
9-750-310-3160 Library - PLOW	43.15	2,000.00	1,957	2.16%	
9-750-500-3150 Library - Security Monitoring	1,344.55	1,796.00	451	74.86%	
9-750-500-4005 Library - Water and Sewage	799.12	1,000.00	201	79.91%	
9-750-500-4010 Library - Hydro	2,951.18	6,121.00	3,170	48.21%	
9-750-500-4015 Library - Propane/Natural Gas	3,077.35	4,591.00	1,514	67.03%	
9-750-500-4025 Library - Building Maintenance	28,408.38	28,016.00	-392	101.40%	
9-750-500-4095 Library - Mat Rental	510.79	740.00	229	69.03%	
9-750-700-3150 Library-Health and Safety-Materials	4,687.05		-4,687	#DIV/0!	COVID-19 related costs
9-750-886-3050 Library Computer Purchase	1,810.90	3,200.00	1,389	56.59%	
9-750-887-3500 Library - Furniture and Fixtures	1,513.05	749.00	-764	202.01%	
Total EXPENSES	274,051.48	338,198.91	64,147	81.03%	
NET	274,051.48	338,198.91	64,147	81.03%	

9.2 Informal Listings of Accounts Payable

Accounts Payable

December 2020

Date	Company/Description	Amount
Dec.1/20	LSC	599.59
	LSC Credit	(24.57)
	<u>Brodart</u>	82.61
	SWAN	51.87
Dec.3/20	ZOOM (Dec programming, VISA)	22.60
	Dollar Haven (VISA)	9.88
Dec.8/20	Dragonfly Ink (program supplies)	67.56
	<u>Dollarama</u> (program supplies, VISA)	16.95
	LSC	819.62
	LSC Credit	(103.02)
	Mornington Communications	499.73
	Food Town (VISA)	2.59
	<u>Gabels</u> (fall service)	236.74
Dec.10/20	Hydro One	286.18
	LSC	509.47
Dec.14/20	Stratford Public Library (new website)	1653.32
Dec.21/20	<u>Shoppportunities</u>	50.85
Dec.22/20	Creative Bag (VISA)	92.66
	Union Gas	317.72
	Hello Canada subscription	119.00
	Staples (VISA)	192.97
	<u>Uline</u> (new mop, VISA)	275.56
Dec.24/20	LSC	2497.47
	Hydro One	273.85
	<u>TOTAL</u>	<u>8,551.20</u>