



Perth East Public Library Regular Meeting of the Board

Meeting Agenda
May 10, 2021 7:30pm
Via ZOOM

1. Call to Order
H.McDermid
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 + Special Meeting
Recommendation – THAT the minutes of the Regular Board Meeting of April 13, 2021 and the Special Meeting of April 29, 2021 be approved as circulated.
5. Business Arising from Minutes of April 13, 2021.
5.1 Program Room Usage
Recommendation – THAT the Board _____ the rental of the Program Room based on the current COVID-19 recommendations, AND THAT the Board will continue to evaluate the use of the room on a monthly basis.
6. Delegations
7. Correspondence
7.1 Kendra Roth, Return from Maternity Leave
Recommendation – THAT the correspondence be received for information.
7.2 Canada Summer Jobs – Funding Approval
Recommendation – THAT the correspondence be received for information.
8. Finance Report
8.1 Year-to-Date Reports
Recommendation – THAT the un-audited April Year-to-Date Reports be received as information.
8.2 Accounts Payable
Recommendation – THAT the April informal listing of Accounts Payable be received as information.
9. CEO's Report
9.1 CEO's Report
Recommendation – THAT the CEO's report be received as information.

10. Committee Reports

10.1 Finance Committee

10.2 Personnel Committee

10.3 Strategic Planning Committee

10.4 PCIN Board— A.Fallis

10.5 SOLS Trustee Council 3 – L.Hallahan

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

11. Board Education

11.1 SOLS Blog Series – Municipal Relationship Building (#4 of 4)

12. Closed Session Report

13. New Business

13.1 Better World Books Program

Recommendation – THAT the PEPLB receive the report “Better World Books Program” for information, AND THAT the PEPLB consider the Better World Books program as an option for repurposing materials weeded at PEPL.

14. Adjournment

Next meeting Tuesday, June 8 at 7:30pm via ZOOM.



Perth East Public Library Regular Meeting of the Board

Meeting Minutes
April 13, 2021 6:30pm
Via ZOOM

Present: Hugh McDermid, Patrick Minor, Jerry Smith, Laura Hallahan, Lois Baillie, Alexis Richards, Mark Steffen, Theresa Campbell, Cindy McNair, Allie Fallis

Regrets: n/a

1. Call to Order

Chairperson Hugh McDermid called the meeting to order via Zoom at 6:31pm.

2. Additions to and Approval of the Agenda

2021-52 Motion – THAT the Agenda be approved noting any additions, changes, or deletions.

Forwarded by L.Hallahan

Seconded by L.Baillie

CARRIED.

3. Declarations of Pecuniary Interest and the general nature thereof

4. Minutes of Previous Meeting

2021-53 Motion– to accept the recommendation that the minutes of the Board Meeting of March 9, 2021 be approved as circulated.

Forwarded by J.Smith

Seconded by L.Hallahan

CARRIED.

5. Business Arising from Minutes of March 9, 2021.

5.1 Organizational Review – verbal report from Cindy McNair on project plan + cost

2021-54 Motion – THAT the verbal report be received for information.

Forwarded by A.Richards

Seconded by J.Smith

CARRIED.

5.2 Program Room Usage

2021-55 Motion – THAT the Board continues to decline the rental of the Program Room based on the current COVID-19 recommendations, AND THAT the Board will continue to evaluate the use of the room on a monthly basis.

Forwarded by M.Steffen

Seconded by A.Richards

CARRIED.

6. Delegations

None.

7. Correspondence

7.1 FOPL CELA Cuts

2021-56 Motion – to receive correspondence as information, AND THAT the Library CEO forwards a letter to MP John Nater on behalf of Perth East Public Library.

Forwarded by J.Smith
Seconded by M.Steffen
CARRIED.

7.2 Corey Goebel – Lions Club Storywalk Project Support
2021-57 Motion – to receive correspondence as information.

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

8. Finance Report

8.1 Year-to-Date Reports

2021-58 Motion – THAT the un-audited March Year-to-Date Reports be received as information.

Forwarded by L.Hallahan
Seconded by L.Baillie
CARRIED.

8.2 Accounts Payable

2021-59 Motion– THAT the March informal listing of Accounts Payable be received as information.

Forwarded by J.Smith
Seconded by A.Richards
CARRIED.

9. CEO's Report

9.1 CEO's Report

2021-60 Motion – THAT the CEO's report be received as information.

Forwarded by L.Baillie
Seconded by P.Minor
CARRIED.

10. Committee Reports

10.1 Finance Committee—no report.

10.2 Personnel Committee—no report.

10.3 Strategic Planning Committee—no report.

10.4 PCIN Board—no report.

10.5 SOLS Trustee Council 3—no report.

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

11. Board Education

11.1 SOLS Blog Series – Municipal Relationship Building (#3 of 5)

<https://www.sols.org/blog/2021/03/03/blog-series-what-can-you-do-as-a-library-board-to-improve-the-relationship-between-your-municipal-council-and-the-public-library-post-3-of-5/>

12. Closed Session Report

None.

13. New Business

13.1 Policy Review – Unattended Children

2021-61 Motion– THAT the Unattended Children Policy be reviewed and adopted noting any changes.

Forwarded by P.Minor

Seconded by J.Smith

CARRIED.

14. Adjournment

2021-62 Motion – THAT the meeting of the Board be adjourned at 7:05pm.

Forwarded by J.Smith

CARRIED.

Next meeting Tuesday, May 11 at 7:30pm via ZOOM.

Hugh McDermid, Chair

Date



Perth East Public Library Special Meeting of the Board

Meeting Minutes
April 29, 2021 6:30pm
Via ZOOM

Present: Hugh McDermid, Patrick Minor, Jerry Smith, Laura Hallahan, Lois Baillie, Alexis Richards, Mark Steffen, Theresa Campbell, Allie Fallis

Regrets: n/a

1. Call to Order

Chairperson Hugh McDermid called the meeting to order via Zoom at 6:33pm.

2. Additions to and Approval of the Agenda

2021-63 Motion– THAT the Agenda be approved noting any additions, changes or deletions.

Forwarded by A.Richards

Seconded by P.Minor

CARRIED.

3. Closed Session

2021-64 Motion -- THAT the Library Board move into closed session at 6:38pm for the purpose(s) of:

Exceptions Pursuant to Section 16.1 (4) of the Public Libraries Act, 1990

(d) labour relations or employee negotiations

Forwarded by J.Smith

Seconded by P.Minor

CARRIED.

2021-65 Motion – THAT the Library Board rise from the Closed Session and reconvene to the Special Meeting of the Board at 8:15pm.

4. Business Arising from Closed Session

2021-66 Motion – THAT the PEPLB request that the Township of Perth East proceeds with an organizational review for the PEPL with the consulting firm SelectPath,

AND THAT conversion of the Library CEO position doesn't hinge solely on the outcome of the organizational review

Forwarded by A.Richards

Seconded by P.Minor

CARRIED.

2021-67 Motion THAT the PEPLB have a market review completed of all library employees.

2021-68 Motion THAT the Library CEO develops a policy and procedure for Human Resources matters, including the proper chain of command of reporting employment concerns.

Forward by P.Minor

Seconded by A.Richards

CARRIED.

5. Adjournment

2021-68 Motion – THAT the Special Meeting of the Board be adjourned at 8:33pm.
Next meeting Monday, May 10 at 7:30pm.

Hugh McDermid, Chair

Date

From: "SV-SF-CSOS" <no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>

To: "Allie Fallis" <afallis@pcin.on.ca>

Date: 04/24/2021 01:02 PM

Subject: Canada Summer Jobs Application / Agreement

*****This is a system generated e-mail. Please do not reply*****

2021-04-24

Allie Fallis
Perth East Public Library Board
19 MILL ST E
MILVERTON ON N0K 1M0

Project Number: #017632126

Constituency: Perth-Wellington

Subject: Canada Summer Jobs Application/Agreement

We are pleased to inform you that your Canada Summer Jobs application for funding has been approved. Available funds are distributed among the applicant organizations following a prioritization of the projects based on project review and assessment.

Please note that the amount of approved funding may differ from the amount you requested in your application. You will find additional details on the approved job(s), duration of work and funding by consulting the signed "Calculation of Approved Canada Summer Jobs Contribution" document below. If any of the information you provided on your application has changed, or changes during the period of your Agreement, you must advise us immediately. If you are unable to hire a youth, or if you intend to withdraw from the CSJ agreement, you must notify us as soon as possible

The following are details about the documents that will be required as part of your agreement.

Documents for Employer Information and Action:

1. The signed "Calculation of Approved Canada Summer Jobs Contribution" document: this document indicates the maximum amount of contribution funds available for this agreement. Only costs incurred during the job period specified in the agreement may be eligible for reimbursement. You are responsible for any costs you incur outside the agreement's start and end dates.
2. You must complete the [Employer and Employee Declaration](#) online within seven days of the beginning of the CSJ-funded employment. This form enables Service Canada to validate your compliance with the Articles of Agreement. If you cannot submit this form online, please contact us to receive mailing instructions. Advance or payment may be delayed if you do not provide the Employer and Employee Declaration(s) on time.
3. The [Grants and Contributions Direct Deposit Request form](#) is used to request that payments be made via direct deposit. If you wish to have your payments made via direct deposit, you can send the completed form to Service Canada as soon as possible. This form should **never be submitted to us by email or fax** as it contains your financial information.
4. As part of the close-out of your agreement, you will be required to complete a [mandatory questionnaire](#) to support performance reporting as well as to improve program

administration. When you complete the questionnaire, you will receive a **confirmation number** that you will need to provide when submitting your final payment claim.

5. You will also be required to provide a questionnaire to all CSJ-funded employees. Please note that CSJ-funded employees are to complete the questionnaire two weeks prior to the end date of their work placement. Please forward the following link to the [questionnaire](#) to each employee funded by your CSJ 2021 agreement.
6. Once the project has ended, you must complete the [Payment Claim and Activity Report](#). This document is used to request payments and report on Canada Summer Jobs activities. You are required to return the completed and signed form to Service Canada no later than 30 days after the departure of the last CSJ-funded employee. This form should **never be submitted to us by email or fax** as it contains personal information.

If this document is not received within 30 days after the last CSJ-funded employee completes his or her employment, we may not reimburse you. We may also consider any advances we have issued as overpayments.

Documents for Youth Information:

You must provide all CSJ-funded employees with copies of the following documents:

1. The [Are You In Danger?](#) brochure provides an important message concerning health and safety. Please also discuss it with them as part of their initial orientation. This discussion will be in addition to your workplace-specific health and safety orientation and training.
2. The [Career Tool Factsheet](#) is an easy-to-use, web-based search tool that provides detailed information about the benefits of working in various occupations and helps determine the education and training needed to get a quality job.
3. The attached Participant Contact Sheet provides youth in CSJ-funded positions with contact information for Service Canada to address questions and concerns.

If you indicated in your application that you intend to employ a youth who self-identifies as being part of groups which are underrepresented or have additional barriers to the labour market, you are expected to make all reasonable efforts to do so.

You will be expected to adhere to the Articles of Agreement. You will be expected to employ your CSJ-funded employee(s) in the job(s) described in the agreement, paying them, at a minimum, the amount you specified in your application and for at least the number of hours and weeks indicated in the agreement. Failure to meet the conditions of the agreement may lead to its termination. Please review carefully the [Articles of Agreement](#) included with your Application/Agreement, as they are legally binding.

As part of the federal government's commitment to transparency in the use of public funds, information about funded projects will be posted on the Canada Summer Jobs web page. To better connect youth with prospective employers, the information posted will include your organization's name and email address. As well, all positions funded through CSJ 2021 will be advertised at www.jobbank.gc.ca. If there are errors in your Job Bank posting, please contact us.

Additionally, in order to make it easier to manage your contribution agreement or to submit any potential funding requests, we strongly recommend the use of Grants and Contributions Online Services (GCOS). Since it may take several business days to finalize a GCOS account, we encourage you to initiate or continue with the creation of your GCOS account as soon as possible.

GCOS is an online system that provides a secure environment to submit your CSJ documents such as:

- Application for funding
- Employer and Employee Declaration form
- Payment Claims and Activity Report
- Direct Deposit form

If you have not yet registered for a GCOS account, please go to Canada.ca/ESDCGrantsContributions to start the process today.

Please include your project number in all future correspondence.

If you have any questions, please contact us at (416) 809-5865.

Sincerely,

Mascarenhas, Michelle
Service Canada
STN DON MILLS, P.O. BOX 538
North York ON M3C 0N9
michelle.mascarenhas@servicecanada.gc.ca
(416) 809-5865

Attachments:

File: Entente_Agreement.pdf	Size: 1805k	Content Type: application/pdf
File: Participant Contact Sheet.pdf	Size: 503k	Content Type: application/pdf

8.1 Year-to-Date Report



TOWNSHIP OF PERTH EAST
2021 GENERAL OPERATIONS
YEAR-TO-DATE REPORT

April 2021	2021 Actuals	2021 Version 6 -	2021 Budget Remaining	2021 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
REVENUE					
9-750-120-1005 Library - SOLS Grant		-4,070.00	-4,070		
9-750-120-1010 Library - Ontario Grant Revenue		-3,725.00	-3,725		
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		
9-750-120-1035 Library - Donation Revenue	-20.00	-1,500.00	-1,480	1.33%	
9-750-120-1040 Library - Rental Income		-1,026.00	-1,026		
9-750-120-1046 Library - Township of Perth East Gra	-268,895.08	-268,895.08		100.00%	
9-750-120-1050 Library - Interest Earned Revenue	-476.72	-4,255.00	-3,778	11.20%	
9-750-120-1055 Misc Grants and Revenue	-8,896.00		8,896	#DIV/0!	
9-750-120-1195 Library - Fines, Copies, Misc Revenu	-50.64	-2,617.00	-2,566	1.94%	
9-750-120-4095 Library - Used Book Sales		-500.00	-500		
9-750-120-7005 Library - Friends of the Library Dona	-28.00	-1,200.00	-1,172	2.33%	
9-750-120-7015 Library - Reading Programs	-12.00	-500.00	-488	2.40%	
Total REVENUE	-278,378.44	-317,581.08	-39,203	87.66%	
NET	-278,378.44	-317,581.08	-39,203	87.66%	

8.1 Year-to-Date Report cont'd



TOWNSHIP OF PERTH EAST
2021 GENERAL OPERATIONS
YEAR-TO-DATE REPORT

April 2021	2021 Actuals	2021 Version 6 -	2021 Budget Remaining	2021 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
EXPENSES					
9-750-035-3145 Library - Snow Removal and Grass C		2,229.00	2,229		
9-750-202-2020 Library - General Salaries	37,181.00	160,734.00	123,553	23.13%	
9-750-202-2025 Library - General Payroll Benefits	4,644.17	20,388.00	15,744	22.78%	
9-750-202-2030 Library - Staff Appreciation	71.54	100.00	28	71.54%	
9-750-202-2060 Library - Travel and Meals	29.47	800.00	771	3.68%	
9-750-210-3015 Library - Shipping and Postage	218.93	480.00	261	45.61%	
9-750-210-3020 Library - Telephone	436.46	1,950.50	1,514	22.38%	
9-750-210-3030 Library - Office Supplies, Copier Lea:	451.24	2,700.00	2,249	16.71%	
9-750-210-3050 Library - Computer Software & Servic	-344.89	1,500.60	1,845	(22.98%)	
9-750-210-3055 Library - Audit Expense		1,333.00	1,333		
9-750-210-3070 Library - Insurance	10,974.84	10,974.80	-	100.00%	
9-750-210-3075 Library - Periodicals	245.01	540.00	295	45.37%	
9-750-210-3080 Library - Memberships and Educatio	280.53	1,062.00	781	26.42%	
9-750-210-3145 Library - PCIN Contract		33,685.00	33,685		
9-750-210-3150 Library - Book Processing	6,334.56	7,338.00	1,003	86.33%	
9-750-210-3155 Library - Books and References	8,696.65	20,198.00	11,501	43.06%	
9-750-210-3500 Library - Automation & Connectivity	1,139.53	5,815.00	4,675	19.60%	
9-750-210-4050 Library - Videos and Audios	756.38	7,705.00	6,949	9.82%	
9-750-310-1570 Library - Advertising and Promotion	64.11	350.00	286	18.32%	
9-750-310-3150 Library - Fundraising		870.00	870		
9-750-310-3155 Library - Library Programs	265.74	1,033.00	767	25.73%	
9-750-310-3160 Library - PLOW		2,000.00	2,000		
9-750-500-3150 Library - Security Monitoring	394.32	1,796.00	1,402	21.96%	
9-750-500-4005 Library - Water and Sewage	111.52	1,013.00	901	11.01%	
9-750-500-4010 Library - Hydro	760.15	6,202.00	5,442	12.26%	
9-750-500-4015 Library - Propane/Natural Gas	1,831.97	4,651.00	2,819	39.39%	
9-750-500-4025 Library - Building Maintenance	456.83	6,095.00	5,638	7.50%	
9-750-500-4095 Library - Mat Rental	140.13	800.00	660	17.52%	
9-750-700-3150 Library-Health and Safety-Materials	83.44		-83	#DIV/0!	
9-750-886-3050 Library Computer Purchase		3,992.00	3,992		
9-750-887-3500 Library - Furniture and Fixtures	95.62	759.00	663	12.60%	
Total EXPENSES	75,319.25	309,093.90	233,775	24.37%	
NET	75,319.25	309,093.90	233,775	24.37%	

8.2 Informal Listings of Accounts Payable

Accounts Payable

April 2021

Date	Company/Description	Amount
Apr.1/21	LSC	1111.92
Apr.1/21	Swan	51.87
Apr.6/21	Zoom	22.60
	Staples (VISA)	17.79
	Utilities	138.43
April.7/21	Home Hardware	68.56
Apr.8/21	Union Gas	213.30
	Mornington Communications	499.73
	Creative Bag	98.31
Apr.19/21	LSC Credit	-24.28
	LSC	538.34
Apr.20/21	Bell Mobility	94.92
	Listowel Banner (2 year subscription,VISA)	88.20
Apr.26/21	LSC	407.91
	LSC (2 nd processing installment)	3,254.40
	PBJ Cleaning Depot (light up open sign, VISA)	90.39
Apr.27/21	Hydro One	331.40
	D&H Limited (PEPL cheques, VISA)	248.59

TOTAL: 7,253.18



9.1 CEO's Report

Report to: PEPLB

Prepared by: Allie Fallis

Meeting Date: May 10, 2021

Attachments: n/a

Programming

- Adult Online Trivia: 13
- Grab and Go Kits: 36 distributed
- Online Book Club: 9
- Homebound Deliveries: 4
- CELA: 1

CEO's Office:

- Met with Hemson Consulting, Township Treasurer and Accounting Supervisor to discuss Library Development Charges
- Completed Annual Survey statistics
- Attended Accessible Customer Service Training provided by Perth County
- Attended webinar for Beanstack (reading program tracker app)
- Investigated [Better World Books](#) as a disposal system for weeded materials at PEPL (staff suggestion)
- Prepared and coordinated posting of Summer Program Coordinator position
- Started developing list/documentation for Kendra's transition back
- Produced, gathered and sent documents for organizational review to Cindy McNair
 - o Scheduled and organized details for staff interviews
- Attended H&S Committee meeting
- PCIN:
 - o Attended first quarterly PCIN Board meeting (Apr 14). Consulted with Chair, Michael Corbett to gather and produce documents to provide context for Board members to determine next steps for PCIN
 - o Consulted with Krista Robinson (SPL) regarding PCIN lost items policies and procedures. Working on updating and refining these to present at next management meeting (May 12)

COVID-19 Update

- Total traffic in April: 234 (reverted back to curbside effective Apr 6, 2021)

Coming up

- Continuing to participate in Perth East (bi-weekly) ECG meetings re: COVID-19
- Proceeding with organizational review work
- Developing more defined policies/procedures for lost items in consultation with PCIN CEOs
- Developing HR policies for library
- Finalizing last minute elements for website
- Continuing to prepare for Kendra's return

Perth East Public Library

by the numbers



PATRONAGE

Apr 20



4010



Apr 21



4080

2% DIFFERENCE

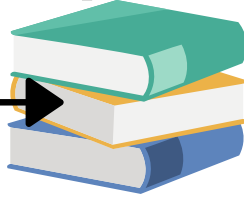
CIRCULATION

Apr 20



0

Apr 21



1785

YTD CHECKOUTS

22,894

COMPUTER/IPAD USE

Apr 20



0

Apr 21



0

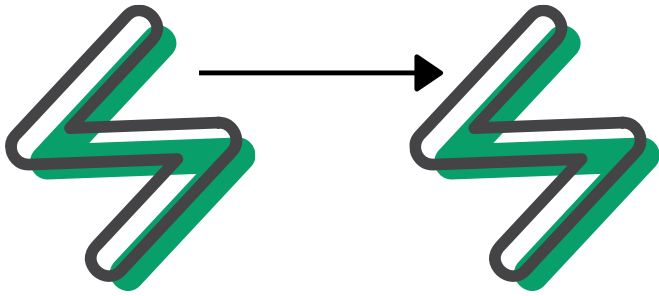
YTD USE

66

ACTIVE PATRONS

Apr 20

Apr 21



1223

1006

WIFI USAGE



600

UNIQUE USERS

WEBSITE VISITS

Apr 20



Apr 21



34% DIFFERENCE

YTD VISITS



DOWNLOAD LIBRARY CHECKOUTS



Apr 20

696



Apr 21

687

-1% DIFFERENCE

YTD DOWNLADS





LET'S TALK LIBRARIES

A blog from the Ontario Library Service

Blog Series: What can you do as a Library Board to improve the relationship between your municipal council and the public library? (Post #4 of 4)

 MARCH 18, 2021  ONTARIO LIBRARY SERVICE
 GOVERNANCE, GOVERNANCEHUB, MUNICIPAL RELATIONSHIPS

In a series of guest blogs library board members Andrew Hallikas and Caroline Goulding will be exploring the question What can you do as a Library Board to improve the relationship between your municipal council and the public library? In this post we will be focusing on how some core responsibilities and philosophies that can help create and maintain your Library Board's relationship with Municipal Council.

Be fiscally prudent.





with their budget and to understand it well. Utilize the Municipal Treasurer in your budget discussions. Review your budget carefully at every Board meeting. Do a budget presentation to Council prior to their budget discussions. It is important that the Municipality understand that taxpayer dollars allocated to the Library are spent well and that the Library Board is fiscally responsible and good stewards of taxpayer money. It is essential that the Library Board adhere to their budget and keep budget increases to a bare minimum.

There will be occasions where budget increases are unavoidable, particularly in the cost of electricity, union wages, utilities, insurance etc. These are uncontrollable for the most part and will be increases that the municipality faces as well.

The Library itself will generate some income, be as efficient and creative as possible in the income that you generate. The Fort Frances Public Library reached out to surrounding townships that cannot afford to have a public library and have contracted to provide library services to them for a set annual amount. They have also reached out to area First Nations, Community College Satellite Campuses and the Local Law Library to provide contracted Library services. An active Friends of the Library group can also raise a significant amount of money for the Library.

Be Proactive and Cultivate a Positive relationship with Council

Every Library Board will have at least one or two members who are elected councillors assigned to it. These Board members can be invaluable allies when it comes to dealing with the Mayor and Municipal Council as a whole. They will have a much better understanding of the operation, programming and services of the Library than Council as a whole. They can be extremely helpful in educating Council, especially at budget time. As well when the Library does presentations to council, these Board members/Councillors can assist by asking prepared questions of the presenters as Council members. This can amplify or emphasize the message that the Library would like to get out to not only council but the public. Media usually pay attention to questions asked by councillors. As well Councillors can comment on any presentation to further illustrate or amplify an important point. Ensure that these valuable potential allies are educated about the Library and made to feel that they are not only welcome but invaluable Library Board Members. They should understand that while they are at Library Board meetings, they are Board Members first and Councillors second.

Succession Planning is Important

The make-up of your Library Board is extremely important. Ideally you want a mix of dedicated Library supporters with complimentary skills. Often you get whoever council appoints and sometimes there are not enough qualified applicants to completely fill all Board positions. Be aware of when Board members' terms expire or if Board members are considering not letting their names stand for another term. Have on-going conversations about suitable replacement candidates based on requirements that fill a need for your board. Encourage these candidates to apply to be on the Library Board. Do not just leave these council appointments to chance. Work constantly to fill your Board with qualified members. You want strong community representation on your Board. Libraries can hold an open house to encourage those



Libraries are generally loved by the Public, use this

Libraries tend to have a much higher approval rating than Municipal Councils. You want to cultivate this. Keep your patrons informed. Be very visible on social media. Use the Media wisely in getting your message out. The Fort Frances Public Library has an excellent relationship with local media and consequently gets strong positive coverage on most issues. We constantly inform the media regarding our events and for the most part they are well covered. You can also leverage the Libraries position as a trusted community organization in helping the municipality get their own messaging out.

Remember: **Creating and maintaining this relationship is one of the most important issues that almost all Ontario Libraries face.** We hope you are able to utilize some of the strategies that we have outlined. We would love to hear about how your Library Board has worked to build its relationship with Council, let's start the discussion!

Andrew Hallikas is the Deputy Mayor and a three term Municipal Councillor for the Town of Fort Frances. He is a Board Member of the Fort Frances Public Library Board and the Past Chair. This is his fourth term as a member of the Fort Frances Library Board. He also serves on the Board of OLS-North. He is been an avid reader and a strong patron and supporter of Libraries since he got his first Library card at the age of eight. As a Teacher and politically active union member, he advocated for both School Libraries and Municipal Libraries over his professional career.

Caroline Goulding is a member of the Dryden Public Library Board and the former CEO of the Fort Frances Public Library Technology Centre. She is the 2021 Ontario Library Board Association President and also serves as a board or council member of the Ontario Library Association, Federation of Ontario Public Libraries, and the Ontario Public Library Monitoring, Guidelines, and Accreditation Council. She is the Executive Director of Patricia Area Community Endeavours, a Community Futures Development Corporation.

Share this:



[BLOG SERIES: WHAT CAN YOU DO AS A LIBRARY BOARD TO IMPROVE THE RELATIONSHIP BETWEEN YOUR MUNICIPAL COUNCIL AND THE PUBLIC LIBRARY? \(POST #3 OF 4\)](#) [THANK YOU TO THE ONTARIO LIBRARY COMMUNITY!](#)

Leave a Reply





Better World Books: Pre-Screen Program

Report to: Perth East Public Library Board

Prepared by: Allie Fallis, Interim CEO

Meeting date: May 10, 2021

Attachments: Correspondence with Leah Rajter, BWB Consultant

Background

Using Collection HQ and staff discretion, Perth East Public Library (PEPL) is regularly weeding materials in its collection to maintain the good shape and condition of the collection, and to provide space for incoming materials.

Depending on the popularity of the book including the number of times the item has circulated, availability of the item at other PCIN libraries and the nature/condition of the item, the Library CEO will assess whether to repurchase the item in consultation with PEPL staff.

A staff member brought forth the recommendation to investigate the Better World Books Program (BWB). Based on the conversation with a program consultant, the PEPL would be eligible for the "Pre-screen program" at BWB (details included in attached correspondence)

Notes

Currently, weeded materials at the PEPL are disposed in the following ways:

- taken to the local thrift store
- sold at ongoing book sale (currently not available during COVID-19)
- disposed of in garbage/recycling

While staff are diligent in removing any PEPL identification from these items, these items often get returned back to PEPL in confusion by the patron.

While PEPL would continue to filter the weeded items to varying outlets based on condition and the provided criteria, Better World Books offers an alternative opportunity to repurpose this weeded items at no additional cost. Additionally, a portion of the net sales from item shipped from PEPL would be put towards the BWB Literacy Fund, aligning with PEPL's mission and values.

Recommendations

THAT the PEPLB receive the report titled "Better World Books Pre-Screen Program" for information,

AND THAT the PEPLB consider Better World Books as an option for repurposing materials weeded at PEPL.

From: Leah Rajter <clientservices@betterworldbooks.com>

To: "afallis@pcin.on.ca" <afallis@pcin.on.ca>

Date: 04/22/2021 01:27 PM

Subject: Better World Books - Pre-screen Program Details

Hello Allie,

Thank you for your time on the phone today. Our program is completely free; we will provide everything needed from supplies to pre-paid shipping arrangements. Ordering supplies, pre-screening, generating shipping labels and scheduling pickups is all done within our Client Portal. Once an account is established we will provide access to the Client Portal to you and anyone else assisting.

Prior to pre-screening, books should be sorted by our acceptance and conditioning guidelines (link below):

<https://services.betterworldbooks.com/libraries/material-guidelines/>

At this time we ask that pre-screening accounts send only books that have been approved by the pre-screening tool. Media and books without an ISBN cannot be pre-screened and should be donated or recycled locally.

To pre-screen your books you can use any USB barcode scanner to scan the ISBN on each book. If a barcode scanner is not available you may also type the ISBN. Once the ISBN is entered or scanned our system will immediately say "Yes. Send It!", or "No. Don't Send It!".

Pre-Screening accounts have a 1 box shipping minimum to help expedite scanned books to our warehouse. The pre-screen tool accepts or rejects a book based on our inventory levels at the time the book is scanned. Because our inventory is constantly changing, books should be shipped as quickly as possible after scanning.

Due to the estimated volume of books and the higher than average estimated shipping costs from your location, we cannot establish an account with commission, however, we would contribute a small percentage of the net sales to our BWB General Literacy Fund. You can learn more about our Literacy Fund at the following links:

<https://cares.betterworldbooks.com/grants/>

<https://cares.betterworldbooks.com/donations-made-around-the-world/>

If you decide to move forward with an account, we will need the first and last name, and email address of the person who will sign the DocuSign agreement form.

If you have any questions as you are reviewing this information, please let us know.

Have a great day!