

October 1, 2024

7:00 pm

North Perth Municipal Building

Committee Room

Pages

1. **Call To Order**
2. **Land Acknowledgement Statement**

“We acknowledge that we are on the traditional land of the Anishnaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship.”
3. **Additions to/Approval of Agenda**
4. **Declarations of pecuniary interest**
5. **Approval of minutes from previous meeting**
 - 5.1 **June 11, 2024 - North Perth Public Library Board Meeting Minutes** 1
6. **Correspondence**
7. **Business Arising from the Minutes**
8. **Financial Report**
 - 8.1 **2025 Budget** 7
9. **Friends Report**
10. **Board Development**
 - 10.1 **Meeting Logistics**
11. **Library Updates**
12. **Other Business**
13. **In Camera Session**

14. Adjourn

**North Perth Public Library Board
Meeting Minutes
Municipality of North Perth – Administration Office
Committee Room**

Date: June 11, 2024
Time: 7:00 pm

Members Present Terrance Ritchie
 Raisa Abraham
 Lee Anne Andriessen
 Matt Richardson
 Martin Shadwick

Members Absent Bernice Weber Passchier

Staff Present Library CEO Ellen Whelan
 Recording Secretary Sarah Carter
 Summer Student Abbey Givens

1. Call To Order

Chair Ritchie called the meeting to order at 7:02 p.m.

2. Land Acknowledgement Statement

Chair Ritchie stated “We acknowledge that we are on the traditional land of the Anishnaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship.”

3. Additions to/Approval of Agenda

Remove item 6.1, Stacey Ash unavailable to attend.

Moved by: Matt Richardson **Seconded by:** Martin Shadwick

THAT The agenda for tonight's meeting be approved, as amended.

CARRIED

4. Declarations of pecuniary interest

4.1 Terrance Ritchie – 8.1 Accounts Payable

Chair Ritchie has an expense listed in the Accounts Payable.

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5. Approval of minutes from previous meeting

5.1 May 14, 2024 North Perth Public Library Board Meeting Minutes

Moved by: Martin Shadwick **Seconded by:** Matt Richardson

THAT: The minutes from the May 14, 2024, North Perth Public Library board Meeting be approved, as presented.

CARRIED

6. Correspondence

6.1 Summer Programming

CEO Whelan introduced the 2024 Summer Programming Student

The Board was advised that the Programming Student has been going to area schools promoting the summer reading program. A summary of the 2024 Youth Summer Programs brochure was provided as well as the July programming calendar.

To promote the summer programming, the Summer Programming Student has attended;

- the bike rodeo
- water festival
- pride event
- Will be attending the upcoming Teddy Bear Play Day
- local area schools
- Will attend one date in July and one date in August at the Listowel Farmers Market

Discussion occurred regarding the Niagara Falls book trail that could be used for future inspiration. ‘

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Science program and Tech Connect Club will be directed more towards teenage demographic, but staff did not want to limit younger participants through age restrictions.

Summer Programming Student left the meeting.

6.2 CFLA Indigenous Matter Committee Steps to Reconcili-Action

CEO Whelan advised that the document was included in the agenda package due to the recent announcement regarding increased funding. Discussion occurred regarding staff training related to indigenous matters.

7. Business Arising from the Minutes

7.1 Organizational Structure

Discussion occurred regarding;

- organizational structure
- number of staff currently employed in each of the positions; CEO Whelan noted that the organizational chart included in the yearly business plans do include the number of FTE for each position
- tasks assigned to volunteers that attend on a regular basis.

It was requested to move the PCIN Courier lower in the structure because the board does not feel that it is aligned with Manager, Coordinator, Technician positions.

Moved by: Lee Anne Andriessen **Seconded by:** Raisa Abraham

THAT: The North Perth Public Library Board support the change in the North Perth Public Library Organizational Structure.

CARRIED

7.2 Year to Date Financials

CEO Whelan provided a summary of the year-to-date financials. Question arose regarding copier costs budgeted at \$338 and current expenditures of \$1224.56, CEO Whelan advised that was an ordering error. Connectivity expense is over budget, CEO Whelan advised that there is a grant that should offset connectivity costs. Friends Budget had a generic \$3,000 placeholder for the past several years. Donation cheques collected

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by the Friends flow through the budget. CEO Whelan noted that provincial grants have not increased since 1996.

8. Financial Report

8.1 Accounts Payable

Moved by: Lee Anne Andriessen **Seconded by** Matt Richardson

THAT: The Accounts Payable dated May 6, 2024 through May 24, 2024, be approved.

CARRIED

8.2 Budget Visioning

CEO Whelan provided an overview of the plan for the budget process for 2024, including the following;

- 3% PCIN increase
- Proposed increase in reserves to plan for the future, discussion occurred regarding realistic value for reserves
- Balance between operating costs and future capital costs
- Access Centre discussion
- New manager role came back at a higher evaluation than previous role
- New hires brought in at 20 hours per week which would include benefits
- Budget for summer staff no assuming receipt of grants
- Digital Initiatives and Marketing, have been asked to focus on zero-based budgeting

Discussion occurred regarding upcoming plans for branding; updating logo, signage, etc.

11. Library Updates

11.5 United Way and the Access Centre

CEO Whelan asked United Way for an update. Environmental Assessment work was ongoing last week outside the library. CEO Whelan can ask

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Kathy to return to a future board meeting possibly in October as September will be a busy meeting with budget.

9. Friends Report

The Board discussed the letter provided by the friends. Discussion occurred regarding specific donation to centres vs. grant donation to the Friends. CEO Whelan suggested that the Library Board should, at a minimum, cover the cost of the books that the library is receiving.

CEO Whelan will investigate gifting options and current policies in place that might limit the Board's ability to provide a "gift" to the Friends. CEO Whelan

Moved by: Matt Richardson **Seconded by:** Lee Anne Andriessen

THAT: Staff be directed to investigate options available and policies in place that could impact the potential for the Board to donate funds to the Friends of the Library for the Dolly Parton Imagination Library program.

CARRIED

10. Board Development

10.1 OP-01 Collection

CEO Whelan summarized the changes that have been made to the policy. All highlighted information is newly added/edited. Discussion occurred regarding soliciting advice from the community – remove; *staff will solicit advice from the community, and community groups to help make collection decisions.*

10.2 OP-02 Circulation

CEO Whelan summarized the changes that have been made to the policy. All highlighted information is newly added/edited.

Moved by: Matt Richardson **Seconded by:** Martin Shadwick

THAT: The North Perth Public Library Board accept and adopt OP-01 and OP-02, as amended.

CARRIED

11. Library Updates

11.1 Coordinator of Public Services Report

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CEO Whelan provided a summary of the report. Lots of programs happening in May. Staff development day on May 3rd to discuss service excellence, and team building over lunch and activities at DA Virtual Sports. There have been a large number of children engaged in community outreach opportunities.

11.2 Digital Initiatives Report

CEO Whelan provided a summary of the report. Reduced rates for printing and faxing were well received by the community, hopeful for better stats out of the new software.

11.3 Lending Report by User Location

CEO Whelan provided a summary of the report.

11.4 Perth County Information Network

PCIN Managers are working on the budget and strategic plan which will be presented tomorrow night at the PCIN meeting.

12. Other Business

14. Adjourn

Moved by Matt Richardson **Seconded by** Raisa Abraham

THAT: The meeting adjourns at 9:05 p.m. to meet again on September 10th at 7:00 p.m. in the Committee Room.

Terrance Ritchie – Chair

Sarah Carter – Recording Secretary



North Perth Public Library

Budget Narrative Sept 10, 2024

Background:

The North Perth Public Library 2024 draft budget is attached. This document outlines the rationale and reasoning behind the budget and highlights key areas for consideration.

The 2024 budget was created with a key focus on a website redesign, a continued marketing push, and being ready for the Access Centre project. These were accomplished in the 2024 budget.

Key Budget Considerations:

Where possible, lines were evaluated with zero-based budgeting strategies.

The 2024 financial position was evaluated at the end of July to make calculations for 2025.

Perth County has set the cost-of-living at 3.13%. The 2025 budget shows the full wages for the new positions Manager of Branch Experience and Coordinator of Community Connections (approved 2023).

Board Priority – Access Centre

- \$70 000 has been budgeted into Listowel Branch reserve for future Access Centre project demands.

Strategic Priority – Growing Out Into the Community

- Collection funds have been reduced and reallocated to programming in-part due to the unexpected demand on the budget for summer programming.

Strategic Priority – Remove Barriers

- Resources were reallocated to invest in community requested collections, community passes, video games.

Strategic Priority – Sustainability and Good Stewardship

- Investment in staff is seen in the wages for 2025. The Library is a people-focused service and should invest in its people to achieve this.
- Re-allocation of collection resources vs increasing budget lines

Municipal Costs

In 2024 costs to the municipality were \$165 123, or 14.4% of the request budget – this included occupancy costs and IT related costs.

In 2025 occupancy costs also include new carpet for Atwood Branch and a staff room development for the Listowel Branch.

In 2025, costs are 13.6% of the budget request:

IT	\$69 638
Occupancy	\$108 653
Total	\$178 291

Friend of the Library

Municipal Finance advised that the Library should not be budgeting for the Friends as the money indicated comes from the FOL reserve.

Recommendation:

It is recommended THAT:

The North Perth Public Library Board accept and approve the 2025 budget, to be submitted to North Perth Council at \$1 315 355.

Municipality of North Perth
North Perth Public Library
Combined Operating Budget
Run Date: Sep 6, 2024

	2025 Base Budget	2025 Inflationary Impact / Adjustment	2025 One Time Items	2025 Growth	2025 Service Level	2025 Capital Impact	2025 BUDGET
06 Library							
8300 Library - Administration							
0000 General - Administration							
Revenue							
Fee's Charges, Licences	(349)						(349)
Government Transfers		(1,000)					(1,000)
Grants	(27,063)						(27,063)
Total Revenue	(27,412)	(1,000)					(28,412)
Expense							
Goods and Services	27,912	1,230					29,142
Other Expenses	9,833				2,200		12,033
Personnel	339,662	65,799		3,150	35		408,646
Total Expense	377,407	67,029		3,150	2,235		449,821
Internal Transfer							
Internal Transfers	12,878	3,497					16,375
Total Internal Transfer	12,878	3,497					16,375
Total for Location	362,873	69,526		3,150	2,235		437,784
0160 Monkton Library							
Revenue							
Fee's Charges, Licences	(50)						(50)
Grants	(250)						(250)
Other Revenue	(50)						(50)
Total Revenue	(350)						(350)
Expense							
Goods and Services	14,949	268					15,217
Other Expenses	1,088				162		1,250
Personnel	36,015	7,185					43,200
Total Expense	52,052	7,453			162		59,667
Internal Transfer							

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	2025 Base Budget	2025 Inflationary Impact / Adjustment	2025 One Time Items	2025 Growth	2025 Service Level	2025 Capital Impact	2025 BUDGET
Internal Transfers	9,382	294					9,676
Total Internal Transfer	9,382	294					9,676
Total for Location	61,084	7,747			162		68,993
0165 Atwood Library							
Revenue							
Grants	(250)						(250)
Other Revenue	(80)						(80)
Total Revenue	(330)						(330)
Expense							
Goods and Services	7,999	(64)					7,935
Other Expenses	512	38					550
Personnel	35,422	7,067					42,489
Total Expense	43,933	7,041					50,974
Internal Transfer							
Internal Transfers	6,419	201	8,000				14,620
Total Internal Transfer	6,419	201	8,000				14,620
Total for Location	50,022	7,242	8,000				65,264
0170 Listowel Library							
Revenue							
Fee's Charges, Licences	(3,325)						(3,325)
Grants	(3,000)						(3,000)
Other Revenue	(3,700)						(3,700)
Total Revenue	(10,025)						(10,025)
Expense							
Goods and Services	43,894	916		500	2,184		47,494
Other Expenses	4,650						4,650
Personnel	356,515	71,131					427,646
Total Expense	405,059	72,047		500	2,184		479,790

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North Perth Public Library
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	2025 Base Budget	2025 Inflationary Impact / Adjustment	2025 One Time Items	2025 Growth	2025 Service Level	2025 Capital Impact	2025 BUDGET
Internal Transfer							
Internal Transfers	81,797	72,560					154,357
Total Internal Transfer	81,797	72,560					154,357
Total for Location	476,831	144,607		500	2,184		624,122
Total 8300 Library - Administration	950,810	229,122	8,000	3,650	4,581		1,196,163
8301 Library - Donations							
8302 Library - Connectivity	(816)						(816)
8303 Library - Friends of the Library	3,000	(3,000)					
8310 Library - Collections							
0000 General - Administration							
Revenue							
Fee's Charges, Licences	(350)						(350)
Grants	(1,000)						(1,000)
Total Revenue	(1,350)						(1,350)
Expense							
Goods and Services	5,000			1,000			6,000
Other Expenses	5,550				1,000		6,550
Total Expense	10,550			1,000	1,000		12,550
Internal Transfer							
Internal Transfers	(40,000)						(40,000)
Total Internal Transfer	(40,000)						(40,000)
Total for Location	(30,800)			1,000	1,000		(28,800)
Total 8310 Library - Collections	(30,800)			1,000	1,000		(28,800)
8311 Library - CD's	200				(200)		
8312 Library - Audio Books	3,500			1,500			5,000
8313 Library - Magazines	2,500						2,500

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	2025 Base Budget	2025 Inflationary Impact / Adjustment	2025 One Time Items	2025 Growth	2025 Service Level	2025 Capital Impact	2025 BUDGET
8314 Library - Digitals (DVD)	7,600				(2,600)		5,000
8315 Library - Books	51,650	(6,650)					45,000
8320 Library - Programming	10,000				5,018		15,018
8340 Library - E-Resourcing	34,420						34,420
8346 Library - E-Resourcing E-books							
8350 Library - Board	4,720	(250)					4,470
8360 Library - PCIN							
0000 General - Administration							
Expense							
Goods and Services	34,438	4,934					39,372
Total Expense	34,438	4,934					39,372
Internal Transfer							
Internal Transfers	1,752	(44)					1,708
Total Internal Transfer	1,752	(44)					1,708
Total for Location	36,190	4,890					41,080
0175 Library - PCIN - Courier							
Revenue							
Fee's Charges, Licences	(1,760)	130					(1,630)
Other Revenue	(25,130)	(1,844)					(26,974)
Total Revenue	(26,890)	(1,714)					(28,604)
Expense							
Goods and Services	2,516	(1,050)					1,466
Personnel	21,250	1,010					22,260
Total Expense	23,766	(40)					23,726
Internal Transfer							
Internal Transfers	1,200						1,200
Total Internal Transfer	1,200						1,200



Municipality of North Perth
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Combined Operating Budget
Run Date: Sep 6, 2024

	2025 Base Budget	2025 Inflationary Impact / Adjustment	2025 One Time Items	2025 Growth	2025 Service Level	2025 Capital Impact	2025 BUDGET
Total for Location	(1,924)	(1,754)					(3,678)
Total 8360 Library - PCIN	34,266	3,136					37,402
Total 06 Library	1,071,050	222,358	8,000	6,150	7,799		1,315,357