

Edwardsburgh Cardinal Public Library Board

Meeting Minutes

March 28, 2023

Present: A. Barratt, H. Cameron, T. Wilson, J. Martelle, K. Martin

Via Facetime: J. Cameron

Regrets: T. East

Staff: M-A. Gaylord, D. Gladstone

Special Guests: None.

1. Call to order

In the absence of the Chair – Tim East, Acting Vice-Chair – Anne Barratt will chair the meeting.

The Vice-Chair called the meeting to order at 5:00 pm.

2. Disclosure of interest – None

3. Additions to agenda

Motion by Judy Cameron to approve the agenda, seconded Tammy Wilson. CARRIED

4. Approval of minutes from previous meeting

Motion by Tammy Wilson to accept the January 24th, 2023 minutes as circulated, seconded by Hugh Cameron. CARRIED

Motion by Kim Martin to accept the February 7th, 2023 minutes as circulated, seconded by Tammy Wilson. CARRIED

5. Business arising from minutes

6. Correspondence –None

7. Treasurer's report

The CEO/Treasurer reported that the Budget was presented to Council on Tuesday February 21st.

The Board received a Budget to Actual breakdown of January and February along with a breakdown of revenues and expenses received up to and including February 28th, 2023. The Board liked the format and will receive these two reports going forward.

Motion by Joe Martelle that Anne Barratt be appointed as the 4th signature on the bank account along with Chair Tim East, CEO Treasurer Donna Gladstone and Branch Supervisor Margaret Ann Gaylord, seconded by Tammy Wilson. CARRIED

Motion by Tammy Wilson that the Board receive and approve the Budget Estimates for 2023 and they be presented to Council, seconded by Judy Cameron. CARRIED.

8. CEO/Supervisor report attached

The CEO, through the Friends of the Spencerville Branch requested that the Board be advised of an initiative that was brought forward at the FOL meeting March 9th. The initiative was to start a food cupboard at the Library in Spencerville – The Board thought it was a great idea however, did not feel the Library was a fit with a food cupboard.

Two new staff have been hired and will be starting April 1st and May 1st

9. Report from Municipal Council –

Councillor Martelle reported that there would be a pro fishing day in the coming months with pro-anglers. More details will follow in the next few months.

10. Policy Review –GOV-07 Financial Control/Oversight

Motion by Hugh Cameron that the Board has reviewed GOV-07 Financial Control/Oversight policy and that no revisions were made. The next review will be January 2024, seconded by Kim Martin. CARRIED

11. New business/Community Activities

A new horticulture society is in the planning stages to set up a community garden – two possible locations – the former Presbyterian church on Dundas street or the green space to the north of the library.

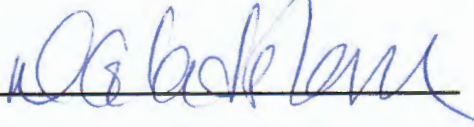
12. Date of Next Meeting: Tuesday April 25th, 2023 at 6pm in Spencerville

13. Adjournment

Moved by Tammy Wilson, seconded Kim Martin that the meeting of the Library Board does now adjourn at 5:50 pm. CARRIED



Vice
Chair



Recording Secretary

Edwardsburgh Cardinal Public Library

Policy Type: **Governance**

Policy Number: **GOV - 07**

Policy Title: **Financial Control / Oversight**

Initial Policy Approval Date: Apr. 26, 2005

Last Review/Revision Date: Mar. 28, 2017

Year of next Review: 2021

The board is accountable to the community for the library's financial affairs. The board must ensure adequate controls are in place to manage finances and see that the library has adequate resources to deliver service and fulfill its mission. This policy sets out the board's financial practices.

Section 1: Accountability

1. Financial year.

The Financial year of the Edwardsburgh Cardinal Public Library Board shall terminate on the 31st day of December in each year.

2. Bank accounts.

In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44 s. 15(4b), bank accounts required for the business of the Board shall be opened in the Board's name by the Treasurer in branches of chartered banks, trust companies or credit unions as the Board may from time to time determine by resolution.

3. Signing officers.

- a) The Board shall appoint at least three signing officers of the Board.
- b) All cheques or other orders for the payment of money in the name of the Edwardsburgh Cardinal Public Library Board shall be signed by any two signing officers.

4. Budget.

- a) In accordance with the *Public Libraries Act*, s. 24(1), the board shall submit to council, annually on or before the date and in the form specified by council, estimates of all sums required during the year.
- b) The board prepares, for council approval, annual estimates of a long-term capital budget which supports the library's approved long term goals.
- c) The board will provide sufficient information to support the estimates.

Financial Control (Continued)

Section 2: Financial Monitoring

1. The board monitors the finances in order to ensure that the ongoing financial position of the library is consistent with the priorities approved by the board. The board shall monitor the monthly financial report as prepared by the treasurer, at each meeting.
2. In accordance with the **Public Libraries Act**, s. 24(7), the accounts of the Board shall be audited by auditors appointed under section 296 of the **Municipal Act**, S.O. 2001, c. 25 at the conclusion of each financial year.
3. An audit may also be undertaken upon the death, resignations, dismissal or other termination of the Treasurer of the Board, and at such other time as the Board shall direct.
4. The Treasurer of the Board shall receive copies of the Library's audited financial statement from the Municipality, distribute a copy to each Board member and the CEO, and file two copies with the Library's official records.

Section 3: Financial Responsibilities of Chief Executive Officer (CEO)

1. The CEO will submit a copy of the financial statement to the provincial Ministry responsible for libraries as part of the requirements to complete the Ontario Public Libraries Annual Survey.
2. The CEO is authorized to operate the library within the approved budget.
3. The CEO will collect and submit to the Treasurer for reimbursement for proper travelling and other expenses incurred in carrying out their duties on behalf employees of the Edwardsburgh Cardinal Public Library Board and ensure reimbursement cheques are distributed to the proper employee(s).

Related Documents:

Edwardsburgh Cardinal Public Library Board. **BL 03 - Terms of Reference of Officers**
Municipal Act, S.O. 2001, c. 25
Public Libraries Act, R.S.O. 1990, c. P44

To: ECPL Board Members
From: Donna Gladstone, Library CEO
Meeting Date: March 28, 2023
Subject: Library CEO Report March 2023,

Programs

- Dr. Seuss Day was well attended and another great program.
- March Break week was a week of passive programming – a drop in with lots of fun things to do – scavenger hunts, colouring, Legos, Books, reading...lots of fun and smiles.
- We launched our Bookie and Herman Worm – Reading Challenge – kids are very enthusiastic and love to see their name for reading
- We launched our Design a Book Mark Contest – Both Friends group are happy to support the printing of the bookmarks

Upcoming Programs

- Butterfly Program – Supported by the Friends of the Cardinal Library - 2nd Annual
- Geocaching information session – Supported by the Friends of the Cardinal Library

Friends of the Library

Both groups continue to be active in supporting our programs both as volunteers and in financial support. The groups meet every month at their respective Branches.

Staff

We are in the process of interviews and hiring for the Library Assistant position.

Our staff continue to provide amazing support and service to our community. They go above and beyond to ensure we are providing fun programs, a welcoming environment and adjusting to the ever changing workplace we find ourselves in.

Our next staff meeting is scheduled for Friday April 28th, 2023

Board Members

Friendly reminder that Accessibility Training through <http://www.accessforward.ca> is required. You will receive a printable certificate once completed. You only have to complete once – Completion date by April 25th, 2023.

February 2023 Stats					February 2022 Stats				
	Cardinal	Spencerville	Total	YTD		Cardinal	Spencerville	Total	
Persons Entering	295	318	613	1544	Persons Entering	188	109	297	
WorkflowHolds	19	16	35	86	WorkflowHolds	1	14	15	
Email Inquires	2	1	3	7	Email Inquires	3	1	4	
Phone Inquires	9	12	21	54	Phone Inquires	41	33	74	
In-person Inquires	9	19	28	75	In-person Inquires	3	2	5	
ILL	3	6	9	24	ILL	8	5	13	
PC Use	12	10	22	54	PC Use	0	3	3	
Wireless Use	3	3	6	15	Wireless Use	0	1	1	
Curbside Pick-up	5	5	10	25	Curbside Pick-up	17	0	17	
Photocopying/Faxes	21	5	26	57	Photocopying/Faxes	11	3	14	
Programs	6	7	13	33	Programs	2	2	4	
Program Attendance	34	17	51	119	Program Attendance	9	9	18	
Home Bound Services			0	0					
Volunteer Hours	20		20	20					
School Visits		6	6	12					
#of students		136	136	408					
Program Kits	15	15	30						
Circulation	478	504	982	2468	Circulation	402	346	748	
Overdrive	137	147	284	715	Overdrive	218	160	378	
Overdrive Users	4	9	13	22	Overdrive Users	9	12	21	
New Users	2	3	5	8	New Users	1	1	2	
New Library Cards	8	7	15	22	New Library Cards	3	4	7	
Website Visits	249								

Township of Edwardsburgh Cardinal Public Library
2023 Budget

	GL	Budget	Actuals (G/L)	% spent
	A/C #	2023	28-Feb-23	
Revenue				
Provincial operating funding				
Grant - Prov of Ontario	4540	\$ 14,447.00	\$ -	0%
Grant - SOLS connectivity (internet)	4290	\$ 1,320.00	\$ -	0% <i>not guaranteed for 2024</i>
Local operating funding				
Grant - Municipal	4560	\$ 105,500.00	\$ -	0%
Operationally generated				
Printing & copies	4575	\$ 800.00	\$ -	0%
Memberships	4580	\$ 40.00	\$ -	0%
Interest	4605	\$ 1,200.00	\$ 53.94	4%
Donations				
Donations	4610	\$ 1,000.00	\$ -	0%
Donation - Friends	4611	\$ 1,000.00	\$ -	0%
Carried forward from previous year		\$ 11,585.00		
		<u>\$ 136,892.00</u>	<u>\$ 53.94</u>	<u>0%</u>
Expenditures				
Employees				
Salaries & benefits	5700	\$ 96,192.00	\$ -	0%
Staff training	5646	\$ 500.00	\$ -	0%
Board Remunerations	5536	\$ 1,500.00		
Memberships	5545	N/A		
Materials				
Collection - print	5560	\$ 23,000.00	\$ 4,711.00	20%
Collection - electronic (including DVDs, BCDs, e-resources, e-books and online databases)	5560	\$ -	\$ 1,344.78	
License fees (copyright & JASI)	5625	\$ -	\$ 2,289.95	
Telecommunication				
Phone	5660	\$ 1,800.00	\$ 432.00	24%
Phone Cardinal	5660	N/A		
Phone Spencerville	5661	N/A		
Internet	5665	\$ 1,500.00	\$ 271.00	18%
Internet Cardinal	5665	N/A		
Internet Spencerville	5666	N/A		
Other				
Audit fee	5322	\$ 2,300.00	\$ -	0%
Insurance	5333	\$ 4,000.00	\$ -	0%
Bank Charges	5542	N/A	\$ -	
Advertising	5540	N/A		
Postage	5570	\$ 100.00	\$ -	0%
Office supplies	5640	\$ 500.00	\$ 238.00	48%
Computer supplies & services	5642	\$ 2,500.00	\$ -	0%
Maintenance & equipment	5680	N/A		
Library programs	5684	\$ 1,000.00	\$ 47.00	5%
		<u>\$ 134,892.00</u>	<u>\$ 9,333.73</u>	<u>7%</u>
TOTAL				
		<u>\$ 134,892.00</u>	<u>\$ 9,333.73</u>	<u>7%</u>
Excess of revenue/expenditure (expenditure / revenue)		<u>\$ 2,000.00</u>	<u>-\$ 9,279.79</u>	

Township of Edwardsburgh Cardinal Public Library
2023 Budget

	GL A/C #	Budget 2023	Debits/ Credits	Remaining	Notes
Revenue					
Grant - Prov of Ontario	4540	\$ 14,447		\$ (14,447.00)	
Grant - SOLS connectivity (inter)	4290	\$ 1,320		\$ (1,320.00)	
Grant- Municipal	4560	\$ 105,500		\$ (105,500.00)	
Printing & copies	4575	\$ 800		\$ (800.00)	
Memberships	4580	\$ 40		\$ (40.00)	
Interest	4605	\$ 1,200	\$ 53.94	\$ (1,146.06)	
Donations	4610	\$ 1,000		\$ (1,000.00)	
Donation - Friends	4610	\$ 1,000		\$ (1,000.00)	
Carryover from previous year		\$ 11,585		\$ (11,585.00)	
		\$ 136,892			
Expenditures					
Salaries & benefits	5700	\$ 98,192		\$ 98,192.00	1st quarter payroll 2nd quarter payroll 3rd quarter payroll 4th quarter payroll
Collection	5560	\$ 23,000	\$ 1,344.78 \$ 2,289.06 \$ 760.26 \$ 54.64 \$ 261.19	\$ 18,289.18	Ont. Library Service - E Resources #411 Ont. Library Service - Overdrive #412 WH Inv. 4349/4350/5523/5525/6299 #415 Bookoutlet-Books for Summer Reading Program Amazon - Books for Summer Reading Program
Board Remunerations	5536	\$ 1,500		\$ 1,500	
Audit fee	5322	\$ 2,300		\$ 2,300	
Insurance	5333	\$ 4,000		\$ 4,000	
Office supplies	5640	\$ 500	\$ 52.00 \$ 186.42	\$ 262	Sourth Grenville Beacon Subscription #413 Staples - Copy Paper/Laminating Sheets (both Bra
Postage	5575	\$ 100		\$ 100.00	
Computer supplies&maint.	5642	\$ 2,500		\$ 2,500.00	
Phone Both Branches	5560	\$ 1,800	\$ 139.59 \$ 76.65 \$ 76.31 \$ 139.55	\$ 1,367.90	Bell bill Jan.6 - Cardinal Bell bill Jan.19 Bell bill Feb.1 Bell bill Feb.19 - Cardinal
Internet Both Branches	5665	\$ 1,500	\$ 68.93 \$ 66.67 \$ 68.93 \$ 66.67	\$ 1,228.80	Bell internet Jan.6 - Spencerville Bell internet Jan.20 Bell internet Jan.25 - Spencerville Bell internet Feb.10
Meetings/ Milage/Convention:	5535	\$ 1,000		\$ 1,000.00	
Memberships	5545				
License fees (copyright)	5625	\$ 1,000	\$ 124.30	\$ 875.70	Feb 4 Access Copyright #409
Programming	5684	\$ 1,000	\$ 47.46	\$ 952.54	Supplies for Dr. Seuss Day
Staff training	5646	\$ 500		\$ 500.00	
Expenses		\$ 136,892		\$ 131,068	
Total all expenses		\$ 136,892			
Excess of revenue/expenditure (expenditure excess)		\$ -			