



PARRY SOUND PUBLIC LIBRARY BOARD MEETING
AGENDA

Wednesday, October 09, 2024 @ 9:00 a.m. @ Parry Sound Public Library

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA ®**
- 3. DECLARATIONS OF CONFLICTS OF INTEREST**
- 4. APPROVAL OF CONSENT AGENDA: ®**
 - 4.1 Minutes:**
 - a) Minutes of the Meeting of Wednesday, September 11, 2024
 - 4.2: Correspondence**
 - a) Brenda Ryan – FAD Architects
 - b) Melaney McFadden – Cost of Living Increase
- 5. IN-CAMERA SESSION**
 - 5.1** Cost of Living Increase 2024 ®
 - 5.2** Cost of Living Increase 2025 ®
 - 5.3** 2025 Salary Budget
 - 5.4** Auditorium Rental – Issue with Renter
- 6. NEW BUSINESS AND ITEMS FOR DISCUSSION:**
 - 6.1** 2025 Library Budget ®
 - 6.2** Policy Review – BL-02: Composition of the Board and BL-03: Terms of Reference of the Officers ®
- 7. UNFINISHED BUSINESS:**
 - 7.1** None
- 8. FINANCIAL: ®**
 - 8.1:** Treasurer’s Report for the following to be approved:
August 01 to August 31, 2024, in the amount of \$39,554.64
- 9. CEO REPORT:**
 - 9.1** CEO Report
 - 9.2** Upcoming Library Programs
- 10. OTHER DISCUSSION:**

NEXT MEETING AND ADJOURNMENT – ®

Next meetings:

Wednesday, November 13, 9:00 a.m. @ the Library



PARRY SOUND PUBLIC LIBRARY BOARD MEETING

Wednesday, September 11, 2024 @ 9:00 a.m.

PRESENT: Tom Lundy – Chair, Archipelago Rep., Susan Murphy – Vice Chair, Carling Township Rep., Doug McCann, Town of Parry Sound Council Rep., Joe Ryman, Municipality of McDougall Rep., Jonathan Baxter, Stephen Heder, Sandy Bishop, Karen Walker (attending via ZOOM)

Regrets: Alhan Rahimi

STAFF: Selena Martens, C.E.O., Rolanda Fraser, Manager, Collections & Community Engagement

1. CALL TO ORDER at 9:00 a.m.

2. APPROVAL OF AGENDA

Motion #2024 – 271

That we, the Parry Sound Public Library Board, accept and approve the September 11, 2024, agenda, as circulated to all members to be approved.

Moved by: S. Bishop seconded by S. Murphy

Carried

3. DECLARATIONS OF CONFLICTS OF INTEREST – None

4. APPROVAL OF CONSENT AGENDA:

Motion #2024 – 272

That we, the Parry Sound Public Library Board, approve the September 11, 2024, consent agenda, including the Minutes of the Meeting of June 12, 2024, and correspondence, as circulated to all members to be approved.

Moved by: S. Heder and seconded by S. Bishop

Carried

4.1 Minutes:

- a) Minutes of the Meeting of June 12, 2024.

4.2 Correspondence –

- a) Letter of Support from Parry Sound Community Living
- b) Letter of Support from the Muskoka-Parry Sound Canadian Mental Health Association
- c) Email from Danielle Monroe, Individualized Services Co-ordinator for Community Living
- d) Letter of Support from the Parry Sound Downtown Business Association
- e) Mark Vandermeer, Town of Parry Sound Chief Building Official re: Building Code/Accessibility

5. IN-CAMERA SESSION - NOT NECESSARY

6. NEW BUSINESS AND ITEMS FOR DISCUSSION

6.1 Library Accessibility Report

Motion #2024 – 273

That we, the Parry Sound Public Library Board receive the CEO’s Library Accessibility Report.

Moved by: D. McCann and seconded by J. Ryman

Carried

Motion #2024-274

That we, the Parry Sound Public Library Board, accept the proposal by FAD Architects at the cost of \$4,355.00 for an architectural consultation. The CEO is directed to follow up with the architect.

Moved by: S. Bishop and seconded by J. Ryman.

Carried

6.2 Term Length for Chair of Library Board

The current Chair raised the proposal of amending the Board’s governance policies so that the Library Board Chair would be elected on an annual basis. This proposal was accepted by the Board and a new version of policy *BL-02: Composition of the Board* and *BL-03: Terms of Reference of the Officers* shall be drafted for the next Board Meeting.

6.3 2023 Surplus

Motion #2024-275

That we, the Parry Sound Public Library Board, approve the transfer of \$56,811 (2023 Surplus) to the Capital Reserve in Bank Account #7306113.

Moved by: S. Heder and seconded by S. Bishop

Carried

6.4 Policies Review – Foundational Policies

Motion #2024-276

That we, the Parry Sound Public Library Board, accept and approve the review of the following policies:

- FN-01 Mission Statement - as amended.
- FN-02 Vision Statement
- FN-03 Statement of Values
- FN-04 Intellectual Freedom
- FN-05 Respect and Acknowledgement Declaration
- OP-08 Meeting Rooms

Moved by: J. Ryman and seconded by S. Bishop

Carried

7. UNFINISHED BUSINESS:

None.

8. FINANCIAL STATEMENTS:

Motion #2024 – 277

That we, the Parry Sound Public Library Board, accept and approve the Treasurer’s Report of disbursements as presented, from May 01 to May 30, 2024, in the amount of \$38,320.58.

Moved by S. Murphy and Seconded by D. McCann

Carried

Motion #2024 – 278

That we, the Parry Sound Public Library Board, accept and approve the Treasurer’s Report of disbursements as presented, from June 01 to June 30, 2024, in the amount of \$192,565.12.

Moved by S. Heder and Seconded by D. McCann

Carried

Motion #2024 – 279

That we, the Parry Sound Public Library Board, accept and approve the Treasurer’s Report of disbursements as presented, from July 01 to July 31, 2024, in the amount of \$59,642.13.

Moved by S. Bishop and Seconded by J. Ryman

Carried

Stephen Heder left the Library Board Meeting at 9:56 a.m.

9. CEO REPORT:

The Library Board received the CEO’s report.

10. OTHER DISCUSSION:

Doug McCann and Joe Ryman suggested investigating the possibility of grants for improved security.

Board Chair directed the CEO to include discussion on 2025 meeting dates at the November meeting.

NEXT MEETING AND ADJOURNMENT –

Motion #2024-280

That we, the Parry Sound Public Library Board, accept a motion to adjourn the Board Meeting at 10:32 a.m.

Moved by D. McCann and seconded by J. Ryman

Carried

Next meeting Wednesday, October 09, 2024, 9:00 a.m. @ The Library (2025 Draft Budget Meeting)

Selena Martens

From: Brenda Ryan <brenda@fad.ca>
Sent: September 12, 2024 4:51 PM
To: Selena Martens
Subject: Re: Request for Quote

Hi Selena,

Yes, we are able to provide our services as per the quoted price. We are getting quite booked up at the moment so please let me review our schedule and I'll get back to you on the next steps shortly.

Have a good night.

Thanks,
Brenda

p: 705-746-5272

FAD Architect Inc.
67 James St.,
Parry Sound, Ont.,
P2A 1T6

www.fad.ca

On Sep 11, 2024, at 2:46 PM, Selena Martens <semartens@pspl.ca> wrote:

Good afternoon Brenda,

I hope you've been having a great summer.

The Library Board would like to go ahead with this consultation. Are you still available to provide this assessment at the quoted price? I'm sorry that it's taken so long.

The Board will be taking a careful look at this assessment to determine whether we move forward with this project and pursue grants around accessibility.

Please advise me on the next steps, I look forward to working with you!

All the best,

Selena Martens (she/they)
CEO, **Parry Sound Public Library**
29 Mary Street
Parry Sound, ON P2A 1E3 | 705-746-9601

My working hours may not be your working hours. Please do not feel obligated to respond outside of your normal working hours.

From: Brenda Ryan <brenda@fad.ca>
Sent: April 24, 2024 11:27 AM
To: Selena Martens <semartens@pspl.ca>
Subject: Re: Request for Quote

Hi Selena,
Thank you for reaching out to us. We'd be happy to work with you and the Board to come up with a viable scheme for improving the Library's accessibility.
Please find our proposal attached and don't hesitate to reach out if you have any questions.
Looking forward to working with you.
Sincerely,
Brenda Ryan

Architect OAA, B.Arch, B.ES, Passive House Designer

p: 705-746-5272

FAD Architect Inc.
67 James St.,
Parry Sound, Ont.,
P2A 1T6

www.fad.ca

Selena Martens

From: Melaney McFadden <mmcfadden@parrysound.ca>
Sent: September 13, 2024 9:29 AM
To: Selena Martens
Subject: RE: cost of living adjustment

The adjustment for us is 3% this year.

Melaney McFadden
Payroll & Internal Customer Care Clerk

Town of Parry Sound
[T. \(705\) 746-2101 x219](tel:(705)746-2101)

From: Selena Martens <semartens@pspl.ca>
Sent: May 16, 2024 12:22 PM
To: Melaney McFadden <mmcfadden@parrysound.ca>
Subject: cost of living adjustment

Good afternoon Melaney,

Hope all is going well on your end!
I just wanted to check in with you regarding the 2024 COLA. The Library Board likes to use the percentage increases that the Town's union staff receive as a guide for determining library staff increases. Has the Town's union staff come to an agreement?

Thank you so much for all your help!

All the best,

Selena Martens (she/they)
CEO, **Parry Sound Public Library**
29 Mary Street
Parry Sound, ON P2A 1E3 | 705-746-9601

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569 - Security	700.00		569 - Security	833.89		569 - Security	1,500.00	monitoring plus inspections				
570 - Supplies & Stationary	615.00		570 - Supplies & Stationary	360.91		570 - Supplies & Stationary	452.40	average of: 2023 (\$368.49), 2022 (\$510.49), 2021 (\$478.20)				
590 - Window Cleaning	681.00		590 - Window Cleaning	710.53		590 - Window Cleaning	710.53	same as actual 2024				
600 - Capital			600 - Capital			600 - Capital						
600A - Capital - Furniture	1,000.00		600A - Capital - Furniture	193.33		600A - Capital - Furniture						
601 - Capital - Building	0.00		601 - Capital - Building			601 - Capital - Building						
602 - Capital - Computers	1,000.00		602 - Capital - Computers	1,373.74		602 - Capital - Computers	5,000.00	from capital reserves				
604 - Capital - Equipment	0.00		604 - Capital - Equipment			604 - Capital - Equipment						
Total Capital	2,000.00		Total Capital	1,567.07		Total Capital	5,000.00					
	48,794.97	Subtotal Building/Capital Costs		40,228.92	Subtotal Building/Capital Costs		54,594.23	Subtotal Building/Capital Costs				
TRANSFER TO RESERVE			TRANSFER TO RESERVE			TRANSFER TO RESERVE						
650 - Transfer to reserve			650 - Transfer to reserve			650 - Transfer to reserve						
Transfer to Reserve - Building			Transfer to Reserve - Building			Transfer to Reserve - Building						
Transfer to Reserve - Computers			Transfer to Reserve - Computers			Transfer to Reserve - Computers						
Transfer to Reserve - Elevating			Transfer to Reserve - Elevating			Transfer to Reserve - Elevating						
Total 650 - Transfer to reserve			Total 650 - Transfer to reserve			Total 650 - Transfer to reserve						
651 - Trustee Mileage/Training			651 - Trustee Mileage/Training			651 - Trustee Mileage/Training						
Total Expense	509,941.97		Total Expense	329,351.43		Total Expense	550,025.58					

Device	Nickname	Year Purchased	Details	Cost	Ideal Replacement Date (7 years)	2025 Budget	(estimate)
Computers - STAFF computers currently in use						Security Cameras/WiFi Computer	\$1,500.00
Front Desk Left	Swift	2019	Windows 10 Desktop ASUS	\$1,586.00	2026	WiFi Router/Unifi Hotspot	\$2,000.00
Front Desk Right		2019	Windows 10 Desktop ASUS		2026	Selena's Computer	\$1,500.00
Children's Desk/Theresa's Computer		2018	Windows 10 Desktop ASUS	\$1,224.68	2025	Total Needed	\$5,000.00
Cayla's Computer		2024	Apple Laptop	\$1,373.74	2031		
Kristina's Computer		2021	Dynabook laptop	\$843.59	2028		
Rola's Computer		2022	Desktop	Donated	2029		
Selena's Computer	Winterson	2017	Desktop	\$987.58	2024		
Laptop - CEO		2020	Toshiba Laptop	\$1,505.03	2027		
Laptop - Programming Laptop	Wednesday	2017	Windows 10 ASUS Laptop		2024		
Security Cameras/WiFi Computer	Hotspot	2012	Windows 7	\$1,138.00	2019		
Other Technology							
External Seagate Backup Drives		2021		\$400.00	2028		
WiFi Router/Unifi WiFi hotspot software - Upstairs		2017		\$791.00	2024		
WiFi Router - Downstairs							
Computers - PUBLIC computers currently in use							
OPAC		2017	Windows 10 Desktop ASUS	\$987.58	2024		
3D Printer Computer		2018	Windows 10 Desktop	\$1,224.68	2025		
Public Workstation #1		2021	All-in-One	\$1,118.00	2028		
Public Workstation #2		2021	All-in-One	\$1,118.00	2028		
Public Workstation #3		2021	All-in-One	\$1,118.00	2028		
Public Workstation #4		2021	All-in-One	\$1,118.00	2028		
Early Literacy Station #1		2021		\$4,034.75	2028		
Early Literacy Station #2		2021		\$4,034.75	2028		
Early Literacy Station #3		2021		\$4,034.75	2028		
Early Literacy Station #4		2021		\$4,034.75	2028		

Parry Sound Public Library

Policy Type: **Bylaws**

Policy Number: **BL – 02**

Policy Title: **Composition of the Board**

Initial Policy Approval Date: 2017/03/21

Last Review/Revision Date: 2024/10/09

Year of next review: 2029

Where required, the Parry Sound Public Library Board adheres to the **Public Libraries Act**, R.S.O. 1990, c. P44 as it relates to its composition. The purpose of this bylaw is to guide the council's appointment process and the Library Board's appointment of its officers.

Section 1: Composition

The Corporation of the Town of Parry Sound By-law 2022-7298: a By-law for the establishment and composition of a Public Library Board. States:

Whereas the *Public Libraries Act, R.S.O. 1990, Chapter P. 44*, hereinafter called the Act, provides that a public library board for a municipality whose population is less than 100,000 shall be under the management and control of a board, which is a corporation, and

Whereas the Act requires that a Library Board be composed of at least five members, and that a majority must be citizen and not Council member appointees, and

Whereas the regulations of the Act that outline the size and composition of a library board have changed since the Parry Sound Public Library commenced operation in 1897 and some matters of a housekeeping nature require clarification

Now Therefore The Council Of The Corporation Of The Town Of Parry Sound Enacts As Follows:

1. That a public library board, to be known as the Parry Sound Public Library Board, be established which shall manage and direct the Parry Sound Public Library in accordance with the *Public Libraries Act, R.S.O. 1990, chapter P44*.
2. That the Parry Sound Public Library Board shall be composed of no less than five and no more than nine members, and a majority of appointees shall be citizen and not Council member appointees in accordance with the Act.
3. That from within the Board membership, other municipalities contracting with the Parry Sound Public Library Board for library services are permitted one representative each.
4. That the term of a Library Board member shall, in compliance with the Act, be concurrent with the term of Council, with citizen appointees staying in place after a new Council has been elected until such time as the new Council names its appointees.
5. That current and future appointments to the Parry Sound Public Library Board including nominations by contracting municipalities shall be by Resolution of Council of the Town of Parry Sound.

6. That the Library Board shall employ a librarian as Chief Executive Officer who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all Board meetings and shall have the other powers and duties that the Board assigns to them from time to time.
7. That the first meeting of the Parry Sound Public Library Board in a new term shall be called by the Chief Executive Officer of the Parry Sound Public Library Board.
8. That the council shall in each year appropriate pay to the Board the amount of the estimates of the Board that is approved by the Council for the establishment, operation, and maintenance of a comprehensive and efficient public library service that reflects the municipality's unique needs.
9. That the Library Board has exclusive control of the disbursement of the finances of the library.
10. That the property and the income, revenues, issues and profits of all property of the Library Board shall be applied solely to the establishment, operation and maintenance of a public library service.
11. That the Parry Sound Public Library Board shall have all responsibilities given to it by the Act.
12. That in the event of a conflict between any provision of this by-law and any provision of The Public Libraries Act, 1990, the Act prevails.
13. That By-law 2017-6551 is hereby repealed.
14. This by-law shall come into force and take effect on the date of its passing and enactment.

Section 2: Officers

1. In accordance with the *Public Libraries Act*, s. 14-15, the officers of the Board are the Chair, the secretary, the treasurer and the Chief Executive Officer (CEO).
2. In addition, the Library Board designates a Vice-Chair as an officer.
3. The Board Chair shall be elected at the first meeting of the new year, including the first meeting in a new term.
4. The Vice Chair shall also be elected at the first meeting of the new year.
5. The Library Board appoints the CEO, who will be secretary and treasurer as allowed by the *Public Libraries Act*, s. 15(5).
6. If any of the officers step down, retire, or are dismissed during their term, the Library Board must immediately elect or appoint a new officer.

Related Documents:

Parry Sound Public Library BL - 03 Terms of Reference of the Officers
Public Libraries Act, R.S.O. 1990, c P44
Corporation of the Town of Parry Sound By-law No: 2022-7298

Parry Sound Public Library

Policy Type: **Bylaws**

Policy Number: **BL - 03**

Policy Title: **Terms of Reference of the Officers**

Initial Policy Approval Date: 2017/03/21

Last Review/Revision Date: 2024/10/09

Year of next review: 2029

The Parry Sound Public Library Board elects and appoints officers. The officers must ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.

The officers are the Chair, the Vice-Chair, the secretary, the treasurer and the Chief Executive Officer (CEO). This bylaw outlines the responsibilities of these officers. This bylaw replaces By1-6, By1-7, and By1-8.

Section 1: Terms of Reference of the Chair

1. The Board shall elect one of its members as Chair at its first meeting in the new year, including the first meeting in a new term.
2. The term of office for the Chair of the Parry Sound Public Library shall be for one year.
3. In accordance with the *Public Libraries Act*, s. 14(4), the Board, in the absence of the Chair, may appoint an Acting Chair. See Section 2: Terms of Reference of the Vice Chair
4. The Chair leads the Library Board, acts as an official representative of the library, and ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure adopted by the Board.

BL – 03 Terms of Reference of the Officers (*continued*)

Section 1: Terms of Reference of the Chair (continued)

5. The Chair will:
 - a) preside at regular and special meetings of the Library Board
 - b) set the agenda in consultation with the CEO
 - c) ensure that business is dealt with expeditiously and help the Library Board work as a team
 - d) in accordance with *Public Libraries Act*, s. 16(6), vote on all questions
 - e) act as an authorized signing officer of all documents pertaining to Board business
 - f) sits ex-officio on all the committees of the Library Board and acts as a resource person
 - g) co-ordinate the CEO evaluation process
 - h) share with the CEO the responsibility for conducting Board orientation
 - i) co-ordinate the Library Board's evaluation process
 - j) represent the Library Board, alone or with other members of the Library Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Library Board
 - k) not commit the Library Board to any course of action in the absence of the specific authority of the Library Board

Section 2: Terms of Reference of the Vice-Chair

1. The election of Vice-Chair shall take place at the first meeting in each calendar year for the term of the Library Board.
2. The Vice-Chair will be Acting Chair for the duration of the absence of the Chair.

Section 3: Terms of Reference of the Secretary

1. The CEO of the Parry Sound Public Library serves as secretary of the Library Board, as permitted by the *Public Libraries Act*, s. 15(5).
2. The secretary acts as the record-keeper to the Library Board. In the absence of the secretary, the Library Board may appoint one of its members as the acting secretary.
3. In accordance with the *Public Libraries Act*, s. 15(3), the secretary will:
 - a) conduct the Board's official correspondence
 - b) keep minutes of every meeting of the Board

Section 3: Terms of Reference of the Secretary (continued)

4. In addition, the secretary will:
 - a) prepare the agenda prior to each Board meeting, in cooperation with the chair
 - b) distribute the agenda, with all reports and enclosures, to all Board members prior to the relevant Board meeting
 - c) distribute the minutes to all Board members prior to the next Board meeting.

Section 4: Terms of Reference of the Treasurer

1. The CEO of the Parry Sound Public Library serves as treasurer to the Library Board, as allowed by the *Public Libraries Act*, s. 15(5).
2. The treasurer shall monitor the financial activities of the library and shall ensure that complete and accurate records are kept in accordance with generally accepted accounting practices.
3. In accordance with the *Public Libraries Act*, s. 14(4), the treasurer will:
 - a) receive and account for all the Library Board's money
 - b) open an account or accounts in the name of the Library Board in a chartered bank, trust company or credit union approved by the Board
 - c) deposit all money received on the Library Board's behalf to the credit of that account or accounts
 - d) disburse the money as the Library Board directs
4. The treasurer will act as an authorized signing officer of all documents pertaining to the financial business of the Library Board.
5. The treasurer will provide the Library Board with a report of all financial transactions and of the financial position of the library, monthly or as otherwise required.

Section 5: Terms of Reference of the Chief Executive Officer (CEO)

1. In accordance with the *Public Libraries Act*, s.15(2), the Library Board appoints the CEO, who shall attend all Board meetings.
2. The Library Board delegates the authority for management and operations of services to the CEO.

BL – 03 Terms of Reference of the Officers *(continued)*

Section 5: Terms of Reference of the Chief Executive Officer (CEO) *(continued)*

3. As an officer of the Library Board, the CEO:
 - a) acts as the secretary/ treasurer to the Library Board
 - b) does not vote on Board business
 - c) sits ex-officio on all the committees of the Library Board and acts as a resource person
 - d) assists and supports the Library Board at the presentation of the library budget before the council
 - e) reports directly to the Library Board on the affairs of the library and makes recommendations they consider necessary
 - f) interprets and communicates the Board's decisions to the staff

Related Documents:

Parry Sound Public Library **BL - 02 Composition of the Board**

Parry Sound Public Library **BL - 05 Meetings of the Board**

Public Libraries Act, R.S.O. 1990, c. P44

Parry Sound Public Library Board Profit & Loss Budget vs. Actual August 2024

(67%)

Ordinary Income/Expense

Income

	August	YTD Actuals	Budget	\$ Over Budget	% of Budget
400 · Town of Parry Sound	0.00	333,252.29	333,252.29	0.00	100.0%
401x · Contracting Municipalities					
401 - A · Carling (PLOG \$7,223)	0.00	49,295.20	49,295.20	0.00	100.0%
401 - B · The Archipelago (PLOG \$15,072)	0.00	32,456.32	32,456.32	0.00	100.0%
401 - C · McDougall (PLOG \$7,349)	0.00	49,398.16	49,398.16	0.00	100.0%
Total 401x · Contracting Municipalities	0.00	131,149.68	131,149.68	0.00	100.0%
402 · Special Grants - NonGovt (ILLO)	0.00	1,818.00	1,000.00	818.00	181.8%
407 · Grant Connectivity	0.00	1,428.00			
410 · Prov Library Operating Grant	0.00	0.00	13,493.00	-13,493.00	0.0%
412 · Province of Ont. - Pay Equity	0.00	0.00	1,597.00	-1,597.00	0.0%
413 · Programming admissions					
413AA · Programming - Babysitting	0.00	6,705.00			
Total 413 · Programming admissions	0.00	6,705.00			
415 · Transfer from Bequest Fund	0.00	0.00	12,000.00	-12,000.00	0.0%
422 · Cafe/Shop Revenue	134.00	1,046.25	1,500.00	-453.75	69.75%
425 · Auditorium rental	0.00	270.00	1,500.00	-1,230.00	18.0%
426 · Equipment Rental	0.00	0.00	50.00	-50.00	0.0%
427 · Insurance Auditorium	0.00	0.00			
435 · Photocopies & Fax					
435-3D		31.65			
435 · Photocopies & Fax - Other	884.50	5,637.93	4,000.00	1,637.93	140.95%
Total 435 · Photocopies & Fax	884.50	5,669.58	4,000.00	1,669.58	141.74%
440 · Fines	3.75	804.80	500.00	304.80	160.96%
445 · Donations - Used Books	102.50	145.50	800.00	-654.50	18.19%
452 · Non-Resident memberships	35.00	715.00	1,200.00	-485.00	59.58%
455 · Interest Income	1,439.49	9,025.22	3,000.00	6,025.22	300.84%
458 · Adopt-a-Book/Honor	80.00	1,941.00	500.00	1,441.00	388.2%
460 · Donations					

**Parry Sound Public Library Board
 Profit & Loss Budget vs. Actual
 August 2024**

(67%)

	August	YTD Actuals	Budget	\$ Over Budget	% of Budget
416 · Donations - Adult Programs	0.00	3.50	100.00	-96.50	3.5%
418 · Donations - Children's Programs	0.00	212.40	500.00	-287.60	42.48%
418b · Donations - Computers	0.00	0.00	100.00	-100.00	0.0%
460 · Donations - Other	180.85	8,894.05	3,500.00	5,394.05	254.12%
Total 460 · Donations	180.85	9,109.95	4,200.00	4,909.95	216.9%
484 · Fundraiser - Kids' Portal	0.00	0.00	200.00	-200.00	0.0%
495 · Miscellaneous Income	0.00	252,890.80			
496 · Cash Over/Short	0.00	24.70			
Total Income	3,110.22	504,117.11	509,941.97	-5,824.86	98.86%

*Total does NOT include Misc Revenue (\$252,890.80) these amounts transferred from the Province MEANT for the Town of Parry Sound (NOT the Library's income.) Balances w/ Misc. Exp.

Parry Sound Public Library Board Profit & Loss Budget vs. Actual August 2024

(67%)

Expense	August	YTD Actuals	Budget	\$ Over Budget	% of Budget
500 · Payroll Expenses	31,571.89	258,516.22	414,784.45	-156,268.23	62.33%
507 · Internet	123.64	1,001.34	1,500.00	-498.66	66.76%
510a · Community Networking	0.00	40.35	174.80	-134.45	23.08%
511 · Programming					
511AB - Babysitting Exp	0.00	6,792.48			
511AA · Children's Programming	396.86	969.83	1,000.00	-30.17	96.98%
511b · Adult Programming	0.00	363.29	1,000.00	-636.71	36.33%
Total 511 · Programming	396.86	8,125.60	2,000.00	6,125.60	406.28%
514 · Association Memberships	0.00	275.00	275.00	0.00	100.0%
515 · Auditing	3,810.92	7,077.42	7,485.50	-408.08	94.55%
520 · Banking	51.93	467.97	516.00	-48.03	90.69%
522 · Cafe/Shop Expense	0.00	438.69	850.00	-411.31	51.61%
524 · Training/Conferences	0.00	0.00	2,000.00	-2,000.00	0.0%
525 · Staff Education Excel Courses	0.00	125.00	2,000.00	-1,875.00	6.25%
526 · mileage	0.00	0.00	100.00	-100.00	0.0%
530 · Insurance	0.00	16,072.62	16,003.64	68.98	100.43%
540 · Hydro	451.75	4,298.37	4,139.43	158.94	103.84%
541 · Water	0.00	2,336.45	3,257.50	-921.05	71.73%
542 · Gas	23.94	2,781.11	2,742.40	38.71	101.41%
545 · Miscellaneous Expenditure	0.00	252,890.80	100.00	252,790.80	252,890.8%
546 · Computer Maint/Software support	0.00	2,298.70	2,511.00	-212.30	91.55%
546B · Computer Maint/IT Support	0.00	69.20	1,000.00	-930.80	6.92%
547 · Professional Consulting	0.00	0.00	300.00	-300.00	0.0%
548 · JASI	0.00	1,394.97	2,000.00	-605.03	69.75%
553 · Cancopy/Access Lic.	0.00	179.10	180.00	-0.90	99.5%
555 · Photocopying Maintenance	183.86	1,970.94	2,524.00	-553.06	78.09%
556 · Photocopy Exp - PAPER	0.00	161.77	400.00	-238.23	40.44%
560 · Books					
560 - B · Periodicals	0.00	400.71	500.00	-99.29	80.14%

Parry Sound Public Library Board Profit & Loss Budget vs. Actual August 2024

(67%)

	August	YTD Actuals	Budget	\$ Over Budget	% of Budget
560 - C · Periodicals (Newspapers)	0.00	0.00	100.00	-100.00	0.0%
560 - D · DVD Purchase	132.74	267.06	400.00	-132.94	66.77%
560 - E · Processing Materials	0.00	164.74	800.00	-635.26	20.59%
560 - F · Talking Books (CD)	0.00	71.90			
560 - G · E-Resources Subscription	0.00	2,772.53	3,908.25	-1,135.72	70.94%
560 - H · card replacement	0.00	-35.00			
560 - I · Lost Books	0.00	-231.29			
560 · Books - Other	782.68	8,578.59	11,598.00	-3,019.41	73.97%
Total 560 · Books	915.42	11,989.24	17,306.25	-5,317.01	69.28%
564 · Adopt Expense	0.00	1,639.68	500.00	1,139.68	327.94%
565 · Repairs and Maintenance					
565-A · Property Maint.	0.00	272.12	1,469.00	-1,196.88	18.52%
565-D · COVID-19 Related Expense	0.00	0.00	1,000.00	-1,000.00	0.0%
565 - B · Maint - Janitorial Supplies	169.88	894.62	470.00	424.62	190.35%
565 - C · Rooftop Units	0.00	608.10	1,559.00	-950.90	39.01%
Total 565 · Repairs and Maintenance	169.88	1,774.84	4,498.00	-2,723.16	39.46%
567 · Custodian	808.99	6,471.92	10,458.00	-3,986.08	61.89%
568 · Snow Removal	0.00	3,714.24	3,700.00	14.24	100.39%
569 · Security	82.43	916.32	700.00	216.32	130.9%
570 · Supplies & Stationary	45.61	406.52	615.00	-208.48	66.1%
571 · Postage	107.87	698.03	1,000.00	-301.97	69.8%
575 · Telephone	63.30	480.16	840.00	-359.84	57.16%
581 · Health & Safety	0.00	0.00	800.00	-800.00	0.0%
590 · Window Cleaning	0.00	710.53	681.00	29.53	104.34%
600 · Capital - Furniture	0.00	193.33	1,000.00	-806.67	19.33%
602 · Capital - Computers	0.00	1,373.74	1,000.00	373.74	137.37%
Total Expense	38,808.29	337,999.37	509,941.97	-171,942.60	66.28%

*Total does NOT include Misc Revenue (\$252,890.80) these amounts transferred from the Province MEANT for the Town of Parry Sound (NOT the Library's income.) Balances w/ Misc. Rev.

Parry Sound Public Library Board
Transaction List by Vendor
August 2024

	Type	Date	Num	Memo	Amount
Bay City Supply	Cheque	2024-08-30	6809	Invoice # 156952 Janitorial supplies	-122.31
	Cheque	2024-08-30	6815	Invoice # 156980 Janitorial supplies	-66.32
BDO Canada LLP	Cheque	2024-08-30	6813	Invoice CINV3040229 2023 Audit	-4,231.85
Clean Bee	Cheque	2024-08-30	6810	Invoice # 7114	-898.35
Elavon	automatic	2024-08-01	DR	INTERAC Machine monthly fees	-17.49
	automatic	2024-08-09	DR	AMEX charge	-0.44
GPFS-Service Charge	automatic	2024-08-01	DR	banking fees related to EFT	-6.00
Huronia Alarm & Fire Security Inc.	Cheque	2024-08-30	6808	1300997 security monitoring	-91.53
Lakeland Power	automatic	2024-08-09	DR	hydro	-513.33
Employee Reimbursement	Cheque	2024-08-30	6816	reimbursement for library expenses	-317.83
Parry Sound Books	Cheque	2024-08-30	6818	423771 + 423105	-579.27
Phoenix Prints	Cheque	2024-08-15	6806	books 036328	-231.00
RCAP Leasing	Cheque	2024-08-30	6814	Invoice # 1122877 photocopier	-204.16
Receiver General	online	2024-08-15	DR		-3,843.75
	online	2024-08-30	DR		-3,553.41
Science North	Cheque	2024-08-15	6807	Imagineering Library Exhibit	-440.70
Service Charge CIBC	automatic	2024-08-02	DR	banking service fee	-28.00
Town of Parry Sound AP	Liability Che	2024-08-30	6811	OMERS Library August 2024	-4,345.30
Town of Parry Sound AP1	Liability Che	2024-08-30	6812	Life/Dental Library August 2024	-2,587.04
Union Gas	automatic	2024-08-26	DR	gas	-26.58
Vianet	automatic	2024-08-10	DR	phone and internet	-207.59
				August 15 2024 Payroll	-8,829.97
				August 30 2024 Payroll	-8,412.42
Total August 2024 Expenses					-39,554.64

CEO Report – October 2024

Fall Programming

We are hosting Poet Elizabeth Cunningham on October 16th to do a reading of her new poetry book *Look to This Day – Poems for Doris McCarthy*. We will be continuing with our Fall line-up of programs (Art Journaling, Knit & Stitch, ESL Conversation Group, etc.)

We are starting a Kids' Math Club after school on Tuesdays, with Ceci, a student volunteer. We are continuing to run activities with homeschool families at *Homeschool Hangout* on Thursdays. We are currently planning our 3rd Annual Halloween Outdoor Movie Night on Friday, October 25th (tentative).

On October 1st, we started collecting warm outerwear for our Winter Coat Drive to have available for our community until February 28th, 2025. All items are free to take with the intention of keeping our community warm through the winter months.

Incidents Around the Library

Unfortunately, we have had inappropriate activity around the library that has resulted in issuing one additional Trespass Notice and one warning. Officer Brandon Charlebois is our contact with the Ontario Provincial Police for community safety items such as issuing trespass notices.

Security Grant

Upon researching security-related grants, I found the "Ontario Anti-hate Security and Prevention Grant" which was available to registered charities, specifically religious and spiritual organizations. The grant was also open to "cultural organizations and communities." The grant is currently closed, but states that it will reopen for 2025. There is also the "Safer and Vital Communities Grant" which is also closed, but I will keep checking back to see when the grants reopen. When these grants are available again, I will be able to get more detailed information. In the meantime, I am still looking for similar grants and will report back to the Board as soon as I find anything relevant.



Art Journaling

at Parry Sound Public Library

**Weekly on Tuesdays at 10:30 am to 12 Noon
September 24th to November 26th, 2024**

Mindful creative sessions • Visual journaling using mixed media
Materials and journals available • Free drop-in program
Located in the library auditorium

*not wheelchair accessible

29 Mary Street • 705.746.9601 • askus@pspl.ca • parrysoundlibrary.ca



Parry Sound
Public Library





English Conversation Group

**First and Third Tuesday
of the month -
September 3rd to
December 3rd**

5 PM TO 6 PM

Library Auditorium

Registration

705-746-9601
askus@pspl.ca



Parry Sound
Public Library

Are you learning to speak English?

*Join us at the library for a casual English
Conversation Group • Twice a month.
(not formal lessons)*

*Free • Registration Required.
Program designed for adults.
Located in the library auditorium.
(not wheelchair accessible)*

Parry Sound Public Library

29 Mary Street • 705-746-9601
askus@pspl.ca • parrysoundlibrary.ca

Parry Sound Public Library

French Group

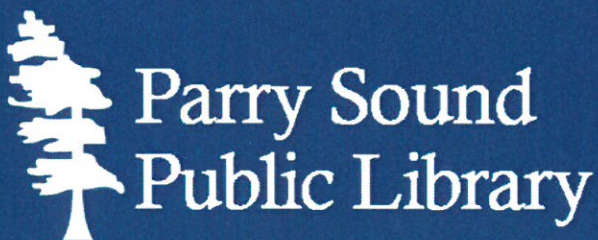


Are you learning to speak French?
Would like to practice your language skills
with other French speakers in Parry Sound?

Join us at the library for a weekly
casual French Group. (not formal lessons)

Drop-in • All skill levels welcome
Located in the auditorium.
(not wheelchair accessible)

Wednesdays 4:30 to 6 pm



29 Mary Street
askus@pspl.ca • 705-746-9601
parrysoundlibrary.ca



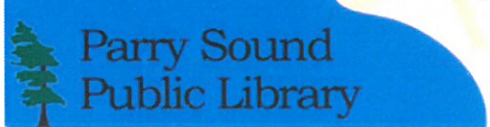
HOMESCHOOL HANGOUT

HOMESCHOOL FAMILIES
ARE INVITED TO DROP IN, CRAFT,
AND CONNECT WITH
OTHER HOMESCHOOLERS.



EVERY THURSDAY FROM
1:00 PM - 2:00 PM
SEPTEMBER 19TH
UNTIL
NOVEMBER 28TH

Parental/Guardian supervision is required



Parry Sound
Public Library

29 MARY ST.
705-746-9601 . ASKUS@PSPL.CA
PARRYSOUNDLIBRARY.CA



Knitting Club

Fridays @ 11 am to 12 Noon

Sept. 27th to Dec. 13th

Drop-in • Bring your own projects
(not formal lessons)

Parry Sound Public Library Main Level



Parry Sound
Public Library

29 Mary Street

705-746-9601 • askus@pspl.ca
parrysoundlibrary.com



MATH CLUB



Creativity



Active Problem Solving



Mathematical
Thinking

Grades: 6 - 8

Registration Required

Passionate about math? Join the Math Club

Math Games & Puzzles,
Problem Solving Exercises,
Training for optional math competitions

We meet after school
every Tuesday starting
October 22nd until November 26th

Time: 3:45 PM - 5:00 PM

LEAD MENTOR: CECI


29 Mary St.
705 746 9601 . askus@pspl.ca
parrysoundlibrary.ca

Parental supervision Required

MATH

$$d = \pi r^2$$
$$\pi = 3.14$$

PD DAY Movie

 Parry Sound
Public Library

**Sept
27**



**Free
Entry
&
Pizza**



FREE PIZZAVILLE PIZZA PROVIDED

SCREENING AT 1 PM IN THE LIBRARY AUDITORIUM



PARRY SOUND PUBLIC LIBRARY
29 MARY STREET
PARRY SOUND, ON P2A1E3



PARRYSOUNDLIBRARY.CA / ASKUS@PSPL.CA

*Auditorium not wheelchair accessible