



Agenda  
Library Board

September 5, 2024

6:45 pm

Municipal Operations Centre  
408 James Street South, St. Marys

YouTube Link - <https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

1. **CALL TO ORDER**

2. **DECLARATION OF PECUNIARY INTEREST**

3. **AMENDMENTS AND APPROVAL OF AGENDA**

**RECOMMENDATION**

That the agenda for the September 5 2024 regular meeting of the St. Marys Public Library Board be approved as presented.

4. **DELEGATIONS**

The Board welcomes Micheal Corbett, Chair of the Stratford Public Library Board

5. **CONSENT AGENDA**

**RECOMMENDATION**

That consent agenda items 5.1 though 5.5 be approved as presented.

5.1 **Acceptance of Minutes**

5.1.1 **Minutes of the July 4 2024 Regular Meeting of the Board**

5

5.2 **CEO Report**

5.2.1	LIB 23-2024 September Monthly Report (Library)	8
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**RECOMMENDATION**

THAT LIB 23-2024 September Monthly Report (Library) be received for information.

5.2.2	LIB 24-2024 September Monthly Report (Adult Learning)	13
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**RECOMMENDATION**

THAT LIB 23-2024 September Monthly Report (Adult Learning) be received for information.

**5.3 Library Statistics**

5.3.1	July in Review Graphs	16
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5.3.2	July in Review Infographic	17
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**5.4 Financial Report**

**5.5 Correspondence**

5.5.1	Patron Letter July 10 2024	18
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**6. CLOSED SESSION**

**RECOMMENDATION**

That the St. Marys Public Library Board move into a session that is closed to the public at \_\_\_\_pm as authorized under the Public Libraries Act, R.S.O. 1990, c.P.44, Section 16.1(4) (g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act. and thereby as authorized under the Municipal Act, Section 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**6.1 Library Service Contract**

**7. RISE FROM CLOSED SESSION**

**8. NEW AND UNFINISHED BUSINESS**

<b>8.1</b>	<b>LIB 25-2024 Adult Learning Program Move to the Library</b>	<b>21</b>
	<b>RECOMMENDATION</b>	
	THAT LIB 25-2024 Adult Learning Program Move to the Library report be received; and	
	THAT the Library Board approve the Library CEO to proceed with planning the operational details of the move to take place in December of 2024 prior to the lease's end, including securing a moving company and preparing the upstairs offices at the library for their arrival; and	
<b>8.2</b>	<b>LIB 26-2024 The 2025 and 2026 Library Collections Plan</b>	<b>24</b>
	<b>RECOMMENDATION</b>	
	THAT LIB 26-2024 Library Collections Plan report be received; and	
	THAT the Library Board approve the Collections Plan as presented.	
<b>8.3</b>	<b>LIB 27-2024 Library Reaccreditation Report</b>	<b>33</b>
	<b>RECOMMENDATION</b>	
	THAT LIB 27-2024 Library Reaccreditation Report be received; and	
	THAT the Library Board approve the payment for the reaccreditation process to the Ontario Library Services.	
<b>8.4</b>	<b>LIB 28-2024 Library and Adult Learning Policies for Review</b>	<b>43</b>
	<b>RECOMMENDATION</b>	
	THAT LIB 29-2024 Library and Adult Learning Policies for Review report be received; and	
	THAT the Library Board approve OP-03 Unattended Children Policy as written; and	
	THAT the Library Board approve OP-04 Adult Learning Training Support Policy as written.	
<b>8.5</b>	<b>LIB 29-2024 2025 Library and Adult Learning Budgets</b>	<b>49</b>
	<b>RECOMMENDATION</b>	
	THAT LIB 29-2024 Library and Adult Learning Budgets report be received; and	
	THAT the Library Board approve the Library budget; and	
	THAT the Library Board approve the Adult Learning budget.	

**9. ROUNDTABLE DISCUSSION**

**9.1 Friends of the Library Report**

**10. UPCOMING MEETINGS**

**11. ADJOURNMENT**

**RECOMMENDATION**

That the September 5, 2024 regular meeting of the St. Marys Public Library Board be adjourned at \_\_\_\_\_ pm.



## Minutes

### Library Board

July 4, 2024

6:45 pm

Municipal Operations Centre

408 James Street South, St. Marys

YouTube Link - <https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Member Present            Mayor Strathdee, Cole Atlin, Sylvain Robichaud, Carol  
Robinson-Todd, Councillor Pridham, Councillor Aylward

Member Absent            Barbara Tuer, Colin Coburn

Staff Present              Sarah Andrews

#### 1.    **CALL TO ORDER**

The July 4, 2024 Regular Meeting of the St. Marys Public Library Board was called to order at 6:46pm by Board Chair C. Atlin.

#### 2.    **DECLARATION OF PECUNIARY INTEREST**

None declared.

#### 3.    **AMENDMENTS AND APPROVAL OF AGENDA**

**Moved By** Carol Robinson-Todd

**Seconded By** Councillor Aylward

That the agenda for the July 4, 2024 regular meeting of the St. Marys Public Library Board be approved as presented.

**Carried**

**4. DELEGATIONS**

None present.

**5. ACCEPTANCE OF MINUTES**

5.1 June 6, 2024 Meeting of the Library Board

**Moved By** Mayor Strathdee

**Seconded By** Councillor Pridham

THAT the minutes of the June 6, 2024 regular board meeting be approved as presented.

**Carried**

**6. CORRESPONDENCE**

6.1 Letter re: Perth South Service Agreement

**7. NEW AND UNFINISHED BUSINESS**

7.1 LIB 20-2024 Library Budgets Cuts

**Moved By** Councillor Pridham

**Seconded By** Sylvain Robichaud

**THAT** LIB 20-2024 Library Budgets Cuts report be received; and

**THAT** the Library Board approve the adjustments to the 2024 and 2025 Library Budgets to reflect the loss of funding from Perth South as detailed, including services level changes to Thursday and Saturday hours.

**Carried**

7.2 LIB 21-2024 Library Services to Perth South Students

**Moved By** Councillor Aylward

**Seconded By** Sylvain Robichaud

**THAT** LIB 21-2024 Library Services to Perth South Students report be received; and

**THAT**, in light of the funding cut from Perth South Council, and its impact on the Library’s operating budget, St. Marys Public Library Board will rescind free access to the St. Marys Public Library by Perth South students who do not attend schools within St. Marys or any PCIN members’ schools until a service agreement is reached.

**Carried**

**8. UPCOMING MEETINGS**

The next regular meeting of the St. Marys Public Library Board will take place on September 5, 2024.

**9. ADJOURNMENT**

**Moved By** Councillor Pridham  
**Seconded By** Councillor Aylward

That the July 4, 2024 regular meeting of the St. Marys Public Library Board be adjourned at 8:22pm.

**Carried**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Board Secretary



# MONTHLY REPORT

**To:** Chair and Members of the Board

**From:** Sarah Andrews, Library CEO

**Date of Meeting:** 5 September 2024

**Subject:** LIB 23-2024 September Monthly Report (Library)

## RECOMMENDATION

THAT LIB 23-2024 September Monthly Report (Library) be received for information.

## DEPARTMENTAL HIGHLIGHTS

Library and Adult Learning staff have had a busy three months! This report captures operations from June 7<sup>th</sup> until the end of August.

## BUDGET PREPARATIONS

Meetings for the 2025 budget began July 10<sup>th</sup>. The budget currently does not reflect any potential funding from Perth South, but those conversations are continuing.

## COLLECTIONS: PC Connect Passes

PCIN Staff have had some more conversations with PC Connect staff, most recently with on July 16<sup>th</sup> to discuss the desire to reacquire and loan PC Connect passes through the five PCIN libraries.

## COLLECTIONS: YOTO Audiobooks and Players

The Friends of the Library have generously funded the purchase of four Yoto players and thirty+ audiobooks for children. This followed a request from patrons to purchase something for young children to use independently to access audiobooks. These items have a simple structure, are durable and activate with small book cards inserted in the top of the machine. These items will begin loaning in September and will be promoted to the community through our usual methods within and outside of the Library, including in our weekly staff column in the Independent.

## OUTREACH: Recreation Fair

Library staff participated in the Recreation fair at the PRC June 7<sup>th</sup>. We chatted with individuals and families about library services and the upcoming summer reading program. We distributed our service handouts as well as materials for the Friends of the Library. Two Friends volunteers assisted us with staff the table as well.



### **OUTREACH: Pride in the Park**

Library staff actively participated in the organization of this year's event and were present for the day at Milt Dunnell Park. The Friends of the Library also staffed a tent and table immediately to the South of the Library's tent and table. Special thanks to all of the Friends volunteers who assisted with the day, especially Carol Robinson-Todd, Cole Atlin, Jan Mustard and Reg Quinton in spirit! Also thank you to the Town's elected officials and Library Board members who attended to show support. Estimates for attendance at the event show around 300 people attended again this year. Thank you to the Friends of the Library for assisting in sponsoring some new outdoor games and the Drag Storytime that afternoon. Attendees commented to staff that they appreciate the Library's involvement in this event.

### **OUTREACH: Heritage Festival**

Library staff participated in this year's festival July 13-14th. This included a tent and table on Queen St. offered information about summer reading program, general library programs and services and cotton candy! Staff report that they interacted with at least one hundred and sixty people.

### **OUTREACH: Summer BBQ**

On August 14th, the Library hosted the annual summer BBQ and welcomed approx. 300 people for free hotdogs, hamburgers, facepainting and balloon twisting. Members of the FOL management committee helped to serve the food to guests and a great time was had by all! Many of the families in attendance were known to the Library but we welcomed new folks as well. This BBQ is a great opportunity to see members of our community and thank them for their support of the Library throughout the year, as well as to encourage new membership and attendance at programs.

### **OUTREACH: Adult Learning Outreach to the Local**

On July 5<sup>th</sup> Library CEO and the Adult Learning Coordinator visited the Local in Stratford to promote the Adult Learning program to its visitors and program attendees. Our visit lasted from 9:30 am to after the noon hour. We observed so many interesting services happening that day, including a blood pressure clinic, a fitness class, a market, daily lunch and a special visit from Stratford Mayor Martin Ritsma. We spoke with many individuals to share information about the Adult Learning program and that we run the program throughout Perth County. There were many people interested in support with digital technology.

### **PROGRAMS: Service Canada Pop-up**

The Library hosted its second Service Canada pop-up on Friday July 26 from 10-3. There were eleven attendees who were assisted with a variety of service needs. The space in the Library works well to host this pop-up and the Coordinator of the program uses the CEO's Office. Staff were also able to connect with attendees about library services. Many made use of the coffee station while they were waiting and appreciated it! Thanks to the Friends of the Library for their continued sponsorship of this initiative.

### **PROGRAMS: Trivia Night at Gilly's**

Library Staff hosted another Trivia Night on August 19. Forty-four people were in attendance, which filled the back of the restaurant! Library staff led them through eight rounds and a final trivia. There

was a new team of winners who had not won before. There is a 75/25 ratio of returning and new participants. Participants comment to library staff that they are thrilled with this program.

### **PROGRAMS: Movies in the Park**

The library offered four summer movies this year at Cadzow Park on the evenings of June 7, July 12, August 9, as well as one upcoming on September 13<sup>th</sup>. Friends of the Library volunteers were present assisting with making and distributing popcorn as well as offering a new feature, beverages. Attendance numbers so far have been steady, with at least one hundred at the first date, fifty at the July date and thirty-five this month.

### **PROGRAMS: Stories at EarlyON Playgroup**

The Library CEO continues to visit the EarlyON Playgroup once a month to share stories and song with participants. Each visit she is accompanied by her puppet Jack, who appearance is much anticipated by the children.

### **PROGRAMS: Summer Children's Programs**

The Library has been fortunate to have two very strong students again this year. Ben Armstrong, Summer Program Coordinator, and Victoria Zhu, Summer Program Assistant have worked hard to design and implement a wide array of programs for families, including Crafty Kids, Reading Help, Club SMPL, Fun Day Fridays and Discovery Den. Events included lots of crafts, special events like Stone Home Creatives, Upper Thames River, Fire Department, Coyote Nature School, Magic Schow, Bob the Fossil Guy and culminated in the Annual Summer BBQ.

Drop-in activities as well as a weekly schedule. The Summer Student added additional one-on-one reading appointment sessions. Many parents have commented that they are very impressed with the work the summer student has invested in the reading sessions and they note a marked improvement in their children's reading ability and interest in reading.

In addition to this, the library hosted four sewing classes, two for children and two for teens/adults. Participants made lined bags and aprons. The Library was able to offer these thanks to a generous community donation of \$500 for sewing classes. Thank you to our donors!

### **PROGRAMS: Living Library - Author Jonny Thompson**

Library staff hosted yet another Author on June 19<sup>th</sup>, Jonny Thompson. Jonny spoke about his writing process, his story development, and what other books are to come. Jonny Event is the fifth Living Library Author we have hosted this year. Previous authors include Men's Music Panel, Loghan Paylor, Iona Wishaw, and Heather Robinson.

### **PERTH SOUTH SERVICE AGREEMENT UPDATE**

The Library CEO presented to the St. Marys Council July 23<sup>rd</sup> regarding the Library Board's decisions on the library budget without funding from Perth South and its impact on the 2024 and 2025 budgets.

The Library CEO and the CEO of Stratford Public Library have met with the Perth South CAO three times this year, May June 5<sup>th</sup>, July 18<sup>th</sup> and August 1<sup>st</sup>, with a fourth meeting planned for the end of August. The Library CEO and St. Marys Public Library Board Chair met with the Stratford CEO and the Stratford Public Library Board Chair on August 16<sup>th</sup> to discuss a potential contract with Perth South as well. A further meeting has been set for the beginning of September.

## **FRIENDS OF THE LIBRARY SPRING BOOKSALE**

The Friends Spring book sale was held this year June 26-29<sup>th</sup> at the Lind Sportsplex. The space offered some enjoyable features to the Friends for this event. Feedback was positive from attendees. The sale had over 600 visitors and raised over \$6,000 dollars. Many thanks to those of you who donated, volunteered and attended.

## **STAFF: Town Staff BBQ**

Many Library Staff attended the Town's Staff BBQ on June 2nd. The Library was closed from 12-2 pm so staff could attend. Barbequed hamburgers and hotdogs, as well as salads and veggie and fruit trays were enjoyed by all. The Library shared our outdoor games as an added attraction for people to play with. The rubber axe throw was popular. Staff also enjoyed a sweet treat.

## **TRAINING: Avanti**

The Library CAO had some additional staff training to now use Avanti, the Town's HR software to complete and store performance appraisals, probationary reviews and end of contract performance reviews. Staff can access their profiles and complete their portions of the review as well. We have had one successful cycle of completing annual reviews using this tool.

## **OPERATIONS: Changes to Hours of Operation**

Saturday closures began July 13 for 12 weeks. Library is now open 10-1. Thursday closures began July 18<sup>th</sup> for the rest of the year.

## **LIBRARY SPACES: Basement**

The library experienced some flooding this summer with the heavy rains we have been experiencing. Staff noted some mold concerns, which the town is investigating. The test results showed the presence of mold but did not show any results which were a concern for the safety of staff or volunteers who access the space. Air samples were taken and analyzed and some remediation in the form of removing of excess equipment in the basement and cleaning of surfaces will occur.

## **SPENDING AND VARIANCE ANALYSIS**

None.

## Report Approval Details

Document Title:	LIB 23-2024 Library CEO Monthly Report.docx
Attachments:	
Final Approval Date:	Aug 26, 2024

This report and all of its attachments were approved and signed as outlined below:

Sarah Andrews



# MONTHLY REPORT

**To:** Chair and Members of the Board  
**From:** Sarah Andrews, Library CEO  
**Date of Meeting:** 5 September 2024  
**Subject:** LIB 23-2024 September Monthly Report (Adult Learning)

## RECOMMENDATION

THAT LIB 23-2024 September Monthly Report (Adult Learning) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### LEARNERS

With respect to learners and programming, we are currently sitting at 31 learners for the year or 40% of our annual target. Intakes and referrals were slow over the summer, which we had anticipated and is standard for the summer months.

### PROGRAMMING

For the fall/winter we are working at re-inventing some older programming, specifically small group digital sessions. These sessions were always well attended, and we believe that by including more up-to-date topics we can appeal to a greater number of individuals in our community.

We will also be doing outreach and are planning to attend the PCIN meeting in September to ensure that all libraries in Perth County are aware of what we offer.

### FILE AUDIT AND MEETING WITH MINISTRY REPRESENTATIVE

In July we were informed of a file audit. The process involves the ministry requesting learner files at random to be reviewed. It is not a yearly occurrence and as such this was our first audit with the new IT security measures in place.

The audit was fully completed by mid-August and our Ministry Representative attended the Adult Learning office on August 15<sup>th</sup> to see the space and discuss the results of the Audit. That meeting went well, no concerns were raised about the files we sent in, that being said, we are still waiting on our official feedback letter.

The meeting also gave us a great opportunity to discuss with them what is going well with our program as well as some concerns we have, including the lack of a funding increase. She was quite amenable to our concerns and seemed to appreciate the tough financial spot we (and other programs like ours) are in. We also touched upon the suitability metric, specifically showcasing the fact that our program is situated in an older community and as such, age-based criteria can and does impact our overall Service Quality Number. We have never been below our target overall with respect to suitability, however, our average learner age is currently sitting at fifty-four with the ideal being forty-nine.

At the end of the meeting, said she would be bringing our concerns to her lead and would follow up with us. We have not heard anything yet but are hopeful that we started the conversation around asking for a funding increase on a positive note.

We also requested formal permission to a move to a paperless-based way of file management to more reflect the expectation of other Town of St. Marys departments.

### **MOVE TO THE LIBRARY**

Staff are looking forward to the move to the Library and will work closely with the Library CEO to ensure a smooth transition.

### **SPENDING AND VARIANCE ANALYSIS**

None.

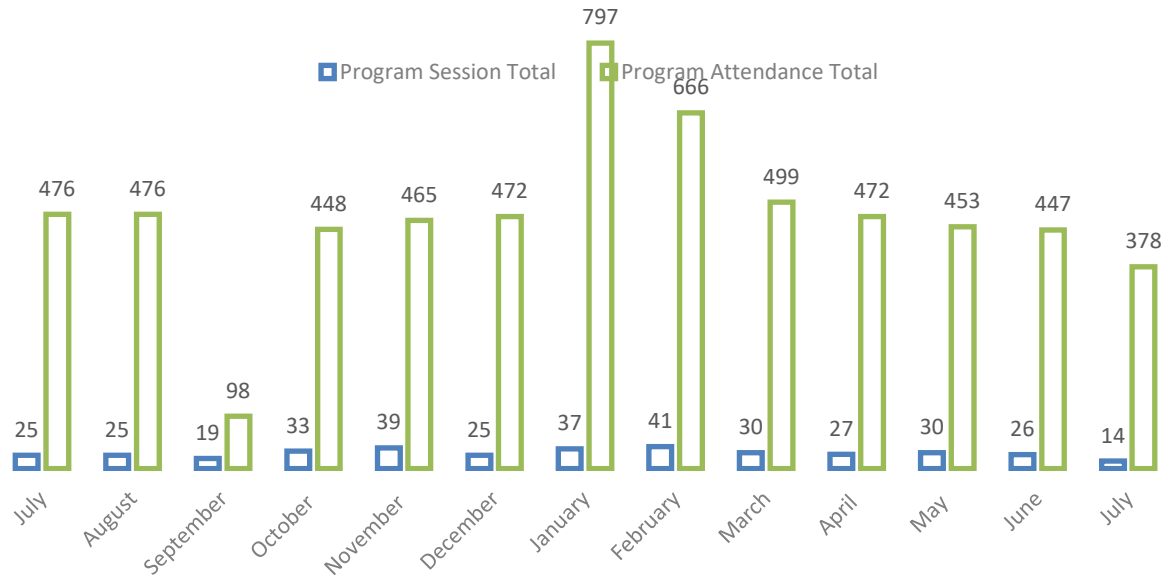
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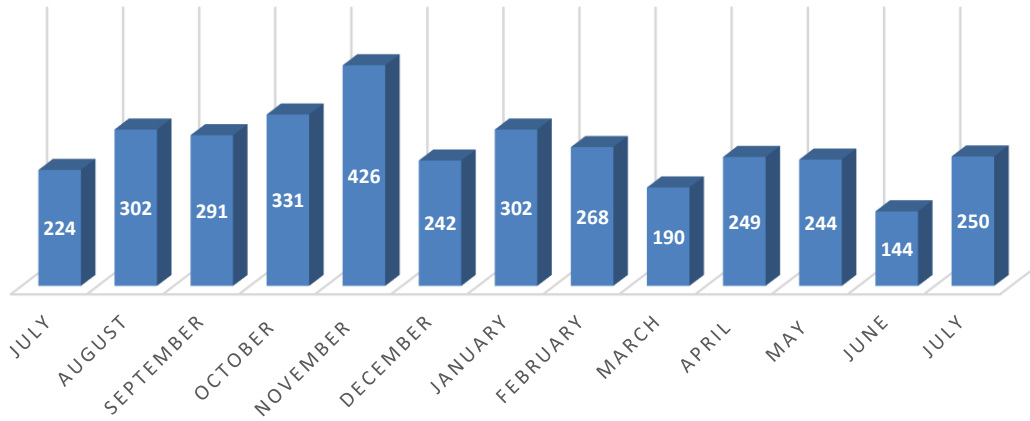
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Sarah Andrews

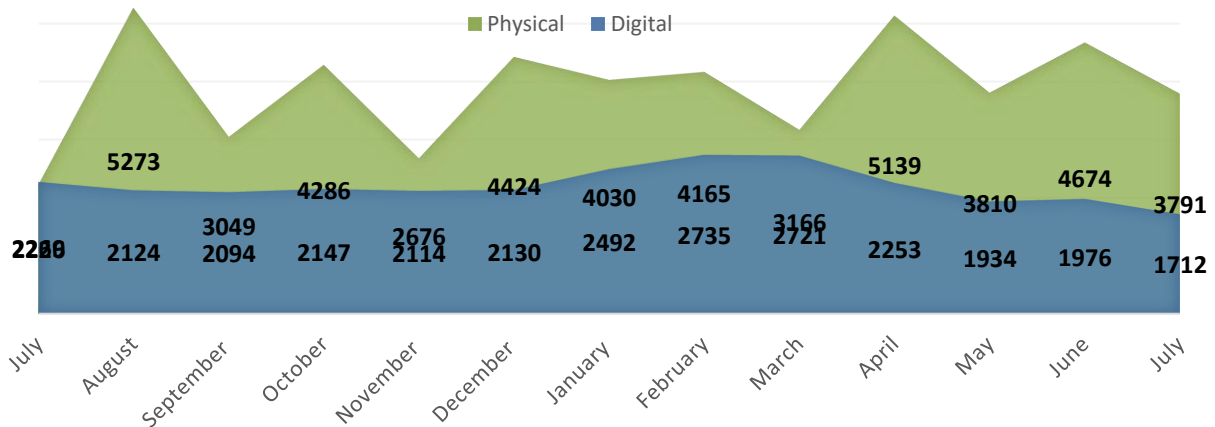
## PROGRAMMING AND OUTREACH



## DATABASE USAGE STATISTICS



## MONTHLY CIRCULATION





# July in Review

St. Marys Public Library  
September 5, 2024



**5401**  
VISITORS  
TO THE  
BUILDING



**14**  
PROGRAMS  
OFFERED

**378**  
ATTENDANCE

DATABASE  
SESSIONS

**250**



**2105**



E AND  
AUDIOBOOK  
CHECK OUTS



**4151**

TIMES ITEMS  
WERE CHECKED OUT



**1245**

ACTIVE  
PATRONS  
(current)



**282**

NEW PATRONS (YTD)



**2200**  
FACEBOOK  
FOLLOWERS



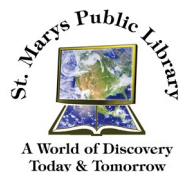
**15,000**  
REACHED ON  
FACEBOOK



**1700**  
REACHED ON  
INSTA



**1822**  
WEBSITE VISITS



## St Marys Public Library

15 Church St. N., PO Box 700  
St. Marys, Ontario N4X 1B4 | 519-284-3346  
[www.stmaryspubliclibrary.ca](http://www.stmaryspubliclibrary.ca)

## Sarah Andrews

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**From:** noreply@town.stmarys.on.ca on behalf of Katharine Found <[REDACTED]>  
**Sent:** July 10, 2024 8:25 PM  
**To:** Sarah Andrews  
**Subject:** Rescinding of library cards for Perth south studen

[You don't often get email from [REDACTED]. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Caution: This is an external email. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

Dear St. Marys Public Library, St. Marys Public Library Board, Mayor Strathdee,

I want to express my extreme frustration and disappointment with the St. Marys Public Library and the St. Marys Public Library Board for their recent decision to rescind the Student Library cards for Perth South residents who attend schools in Perth South. Information that I only found out about from reading this week's edition of the St. Marys Independent Newspaper.

With this decision, your board has shown an incredible lack of compassion - and has shown an overwhelming sense of stubbornness to the youngest members of society, and those who benefit the most from a thriving library system that encourages them to read. You are quoted as not enjoying the feeling of removing library services from kids - as you should. If your power move in this dispute between adults, is to hold the children of Perth South, and their love of reading hostage, congratulations, you've succeeded. I question your integrity to be in the library profession, or be advisors for the library, if this is your decision making capabilities.

I understand that SMPL is not solely at fault in this matter. I know that the Township of Perth South has made decisions that are not well researched, and do not resonate with constituents. I have phoned and emailed my councilors to express my displeasure with the way they have handled this situation and urged them to find a way to bring acceptable library services back to all residents of Perth South, which includes the use of the SMPL. But after that, as a tax payer of Perth South, I literally can not do anything to force their hand, until its time for an election and for these councilors to be replaced. As an adult, I accept this fact. I accept the fact that St. Marys Public Library can cease library services to me abruptly based on fiscal feasibility. I can accept the fact that I will need to be inconvenienced if I want to continue to read for pleasure, during this dispute.

But do you know who can't understand this disgusting display of adult arrogance and political power struggles - my 5 year old son who is just learning how to read and really should continue to practice this summer so that he doesn't fall farther behind in school in the fall. My 9 year old daughter who has struggled with reading for years, finding it challenging and frustrating, but finally found a book series that made everything click this past year, and now doesn't have access to books to keep practicing because her family can't drive 30 minutes to get to the Stratford Public Library and work/extra-curricular activities prohibit the use of the Kirkton Library. My 13 year old son who could choose to do so many other things as a teenage boy, including things that may get him into trouble, but he chooses to read and learn and explore through books. This is true for my other children, as well as all of the other elementary students that you have just told "money is more important than your ability to read, kids". When I told my two oldest boys (11 and 13) tonight about this recent library decision, they cried. There are a lot of hard lessons in life, that as a parent I need to

navigate and help my children learn and grow through, but being denied access to a public library should not be one of those lessons.

This dispute has gone on for far too long, and the fact that neither side is willing to show compromise is infuriating. Originally the messaging was that Perth South residents were welcome in the library, to peruse the library's resources while in the building. My experience with the less than welcoming approach from otherwise wonderful and cheerful staff has been quite the opposite, and now Ms. Andrews is quoted as saying we are not permitted to use the computer, or make a photocopy. These statements are sounding more and more like Perth South residents are not welcome in the SMPL, period.

I fully agree with your statement that access to public libraries is free, but operating a public library is not. I fully agree that Perth South needs to pay an equitable portion of the SMPL budget - but equitable does not mean equal. All of the messaging that I see from the SMPL reminds us that Perth South residents only pay 50% of what a St. Marys resident pays. This is gas lighting and is leading to animosity between neighbours and friends, simply because of where they live. Similarly is your recent social media post, where you cite service cuts are due to the loss of funding from the service agreement ending with Perth South. This too is trying to lay blame to Perth South, when neither party has shown a willingness to negotiate and compromise and both need to accept responsibility in how this whole mess has unfolded. When you point your finger at someone, there are always 3 fingers pointing back at you. Both parties must accept mismanagement of the handling of their budgets, service contracts and this entire situation - and both parties must get back to negotiating for a resolution. Not all services offered by the SMPL are accessible to Perth South residents because of the physical restrictions geography puts in place. This was extremely evident during the Covid-19 pandemic, when the library was able to offer delivery services to patrons in town, but those in Perth South went without the library services for much of the pandemic due to logistics. Not once have I heard a Perth South resident suggest that our tax dollars have subsidized the library throughout that time, or that our tax dollars are subsidizing services offered through the library that are not widely used by Perth South residents.

I will remind you, that Perth South residents may not pay taxes in St. Marys, but we contribute greatly and positively to the town and its success. We work in St. Marys We shop in St. Marys. We volunteer in St. Marys - with local youth and sports organizations as coaches and board executives. We are members of church congregations and provide community outreach through community dinners and vacation bible schools. We are members of various service clubs who give back to the Town and its members. We are part of School Councils who collaborate with the School Council at Little Falls and DCVI. The list could go on with how Perth South residents contribute to the Town of St. Marys in a way that is not being considered with this feud over library services.

When I moved to this area after graduation from University my employer told me "St. Marys is a great place to raise a family!" I have shared that message with so many of my friends and family, and students that I have mentored over the year. I truly believed it too. Even after buying a farm in Perth South so that we could continue to raise our growing family and contribute to Perth County's vibrant agricultural industry, the positive collaboration between St. Marys and Perth South was seamless as a resident. I'm not naive enough to believe that there were never any disagreements, but both municipalities showed a willingness to work together and see each other thrive. What happened...this most recent decision to rescind access to Perth South students is targeted and distasteful. Ultimately it affects so few (~150 kids from South Perth from ~55 families - and likely only 50% of those families would use SMPL; ~100 kids from Downie (I am not familiar with their demographics to know how many would be active library users, as many would geographically be closer to Stratford and would use that library service) - but it affects the most vulnerable and deserving. Shame on you!

I urge you to put politics aside and do what's best for these kids. Reinstate the use of the PCIN Student Card so that Perth South students can have what every student in an area as successful as Perth County, in a country as prosperous as Canada should have - access to their local library.

Katharine Found

Origin:

https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.townofstmarys.com%2Fen%2Frecreation-and-culture%2Fcontact-

Us.aspx&data=05%7C02%7Csandrews%40stmaryspubliclibrary.ca%7Ce65913310acd4deb48ba08dca13fea3e%7C0cd97eb8f36d45a3b35e938b3b8af48d%7C0%7C0%7C638562543084650851%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=dit7x84sKdLbTS6XIPvO%2BihGx7AbTfz6321SAwQemaM%3D&reserved=0

This email was sent to you by Katharine Found< > through

https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.townofstmarys.com%2F&data=05%7C02%7Csandrews%40stmaryspubliclibrary.ca%7Ce65913310acd4deb48ba08dca13fea3e%7C0cd97eb8f36d45a3b35e938b3b8af48d%7C0%7C0%7C638562543084659033%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=LlafdwNg0rdBeuQ9GHn6leq5RiryNKJjH7A1BNTe5XI%3D&reserved=0.



# FORMAL REPORT

**To:** Chair and Members of the Board

**Prepared by:** Sarah Andrews, Library CEO

**Date of Meeting:** 5 September 2024

**Subject:** **LIB 25-2024 Adult Learning Program Move to the Library**

## PURPOSE

To provide the library with an update on the move of the Adult Learning Program to the Library at the end of 2024.

## RECOMMENDATION

**THAT** LIB 25-2024 Adult Learning Program Move to the Library report be received; and

**THAT** the Library Board approve the Library CEO to proceed with planning the operational details of the move to take place in December of 2024 prior to the lease's end, including securing a moving company and preparing the upstairs offices at the library for their arrival; and

## BACKGROUND

The Adult Learning Program of Perth moved to the current address at 47 Water St. on the corner of Water and Jones St. in December of 2023. This space has allowed the program to have an independent space directly facing Jones. However, the realities of not receiving an increase to our funding in well over four years for operational costs has resulted in the need to relocate the program somewhere that is affordable long term. In addition to this, the relocation to the Library will allow Adult Learning staff to be in the same space as library colleagues, provide immediate access to a the photocopier, library staff and resources for referral. Similarly, library staff can refer potential learners directly upstairs to Adult Learning staff. As the AI staff area already integral parts of our team, this comradeship this will lend to Adult Learning staff is also something they are looking forward to.

## REPORT

In preparation of moving the Adult Learning Program to the Library, staff have identified that there are several tasks required to queue up the current lease and prepare for the move at the library. These operational tasks will be undertaken by staff but this report identifies those tasks for the Board. These include:

- Determining space allocations at the Library for the program to operate. Staff are still recommending that the program move into the two former administrative offices on the library's second floor. To accomplish this the library will need to divest of some furniture. The Town staff will assist with listing those items on GovDeals this Fall.
- Adult Learning staff will work to share the move with the community through social media posts, notices to our community partners, an article in the newspaper, and materials posted at the Library.
- A moving company will be organized to make the move.

- Insurance providers will be notified of the change in location.

## **FINANCIAL IMPLICATIONS**

The change in location will end our formal lease with 47 Water St. Holdings.

## **SUMMARY**

Some planning for the move of the Adult Learning Program of Perth will assist with a smooth transition to the Library's Second Floor later this Fall.

## **STRATEGIC PLAN**

- Not applicable to this report.
- This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #Building Strong Community
  - Pillar #3Dynamic and Accessible Spaces
  - Pillar #5 Engaging and Supportive Lifelong Learning

## **OTHERS CONSULTED**

Brent Kittmer, Town CAO

Ministry of Labour, Immigration, Training and Skills Development

## **ATTACHMENTS**

None.

## Report Approval Details

Document Title:	LIB 25-2024 Adult Learning Program Move to the Library.docx
Attachments:	
Final Approval Date:	Aug 26, 2024

This report and all of its attachments were approved and signed as outlined below:

Sarah Andrews



# FORMAL REPORT

**To:** Chair and Members of the Board

**Prepared by:** Sarah Andrews, Library CEO

**Date of Meeting:** 5 September 2024

**Subject:** **LIB 26-2024 The 2025 and 2026 Library Collections Plan**

## PURPOSE

To provide the Library Board with an overview of the goals and criteria of the revised Library Collections Plan.

## RECOMMENDATION

THAT LIB 26-2024 Library Collections Plan report be received; and  
THAT the Library Board approve the Collections Plan as presented.

## BACKGROUND

The Library Collections Plan assists staff in providing direction around the acquisition and disposition of library materials. This plan is an update of one done most recently in 2019 and provides the Board with more detail on the makeup of collection formats for the full range of patron groups and the criteria for inclusion within those collections.

## FINANCIAL IMPLICATIONS

This plan is especially helpful as we face changes in our funding models, as well as space constraints within our library. Our goal is to maximize the impact of collections purchasing.

## STRATEGIC PLAN

- Not applicable to this report.
- This initiative is supported by the following priorities, outcomes, and tactics in the plan.
  - Pillar # 1 Building Strong Community.
  - Pillar #2 Diverse and Accessible Library Collections.
  - Pillar #5 Engaging and Supportive Lifelong Learning.

## OTHERS CONSULTED

Ontario Library Service.

## ATTACHMENTS

The 2025 and 2026 Library Collections Plan.



## Report Approval Details

Document Title:	LIB 26-2024 Library Collections Plan.docx
Attachments:	- Collection Development Plan 2025 to 2026.docx
Final Approval Date:	Aug 26, 2024

This report and all of its attachments were approved and signed as outlined below:

Sarah Andrews

# Collection Development Plan 2024-2026



## 1.0 Purpose of the Collection Plan

The Collection Development Plan serves as a guide for the selection, retention and deselection of materials for the St. Marys Public Library. The Plan is designed to support the Library's strategic directions.

## 2.0 Mission, Vision, and Values Statements

Our Library has revisited and refreshed our statements to reflect the work the community and the Library Board wants to achieve.

### 3.0 Our Mission

The St. Marys Public Library provides free and equitable access to library services and promotes universal access to a broad range of knowledge, experience, resources, information and ideas in a welcoming and supportive environment.

### 4.0 Our Vision

Our Library encourages the spirit of exploration, the joy of reading and the pursuit of knowledge for people of all ages and backgrounds, beginning with the very young.

Our Library is a gathering place that connects people to each other, to their community, and to their hopes and dreams.

Our Library treasures the past and works to build a sustainable future that is full of possibilities.

Our Library is a strong community resource that promotes and enriches the democratic, cultural, educational and economic life of our municipalities.

### 5.0 Our Values

**5.1 Stewardship, Sustainability and Accountability:** Managing our resources effectively and responsibly toward a sustainable future.

**5.2 Creativity:** Encouraging innovation and the development of skills for a twenty-first century citizen.

**5.3 Accessibility:** Ensuring equitable and inclusive access to services, information and facilities by all members of our diverse communities.

**5.4 Respect and integrity:** Valuing individual needs, experiences and differences, and conducting ourselves in an ethical and professional manner.

**5.5 Community Connectedness:** Providing quality services that meet the needs of the greater community and defining our role through close relationships with community partners and the Town.

**5.6 Intellectual Freedom:** Protect the free exchange of information and ideas.

- 5.7 Literacy and Lifelong Learning:** Enriching lives through the joys of reading and continuous learning by supporting the kinds of literacies necessary to be a successful citizen.
- 5.8 Teamwork:** Fostering a work culture that advocates innovation, leadership, cooperation, communication, respect, support and training.
- 5.9 Heritage:** A deep appreciation for the community and its heritage and the role that our library has played within the Town.
- 6.0 Strategic Direction**
- 6.1** Our Second Strategic Direction is Diverse and Accessible Library Collections. We will grow our Library Collections, and will provide our community with the diverse, interesting and accessible collection they want. We will keep up to date on emerging trends in publishing and formats to provide entertainment, literacy, and knowledge to our community. We will grow our paper and electronic offerings and ensure timeliness, relevance, and representation of experience, thought and perspective.
- 6.2** Public Libraries in Canada champion intellectual freedom and strive to provide services and collections which meet the needs of a wide representation of their residents.
- 6.3** Through the physical library, our library kiosk and our virtual library St. Marys Public Library serves residents of our Town and beyond. Through our partnership with Perth County Information Network (PCIN), the download Library Consortium and interlibrary loan service through Ontario Library Service, additional resources of academic and public libraries throughout Ontario are available to our community.
- 6.4** The Library acknowledges the important role of the community in collection development by inviting suggestions for purchase, providing feedback to the Library CEO ad hoc and as a part of our strategic planning process. The Library in turn will continue to identify areas for growth and partnership, evaluate the collections on an ongoing basis and continue to provide access to a diverse, dynamic and accessible collection of material.
- 6.5** It is important to note that the budgetary breakdown for the collection is fluid. Staff work on developing the budget each year, assessing and reallocating funding to specific collections as necessary. We will also use donations to support additions to the collection, whether they are from individual donors or the Friends of the Library.
- 6.6** This Plan outlines collection development for 2025-2026. Staff have worked on developing this list based on trends, community analysis and priorities they wish to implement that compliment and move forward Board priorities. This is in tandem with the budgetary goals for the next two years:

- To increase the total capital book budget by 3% annually to allow for inflation and increasing costs of resources
- Ensure PCIN partnership and download Library consortium relationships are strong and continue to offer access to a wealth of content
- Continue to add accessible materials to the collection
- Continue to offer equipment that gives patrons an experience
- Seek out additional partnerships to acquire collections
- Incorporate board games and literacy learning activities to support our one-on-one reading programs

## **7.0 General Selection Criteria**

The general criteria listed below apply to all age-levels and formats. The sequence of these criteria is not an indication of their relative importance. All criteria do not apply to each selection:

- Relevance to diverse populations
- Current and historical significance/local interest
- Critical praise/literary merit
- Appropriateness of format
- Space and budgetary considerations
- Reputation/importance of the author/artist
- Objectivity
- Collection balance/minority point of view
- Currency of information
- Readability/appropriateness for audience
- Reviews from reputable resources

## **8.0 Self-published or Self-submitted Materials and Local Author Materials**

**8.1** Self-published or self-submitted materials are subject to the same guidelines as the general selection criteria outlined in this document. For an item to be considered the following criteria must also be met:

**8.2.1** Handled by a professional publishing and editing firm AND

**8.2.2** Reviewed in a library journal, national publication, OR local media

**8.3** If an author approaches the Library about adding their book, it must still meet these guidelines and be approved by library staff.

**8.4** If staff wish to add the item, the title will be purchased through a vendor who provides the library with a marc record for our catalogue and process the title with shelf labels, a barcode and stickering. This also saves a lot of time and makes invoicing much more streamlined.

## **9.0 Scope of Children's Collection**

Children's materials, often referred to as juvenile fiction, are selected to foster the joy of reading and to support developing literacy and learning. The collection appeals to children's interests, balancing cultural trends with materials that engage and support children's social, emotional, and educational development.

The Library is committed to collections that reflect cultural, ethnic, religious, political, gender or economic diversity and help shape the community experience of this through library materials. Because a child's first experience with the public library is often the children's collections, the Library is committed to ensuring a positive and welcoming experience with these materials.

There are several unique formats of materials in the children's collection that are intended to support children's development and growth.

### **9.1 Board Books**

This collection consists of picture books printed on thick paperboard and intended primarily for reading to babies and toddlers. These books generally present early learning concepts, such as colors, shapes, numbers, and emotions. Board books tend to be small to enable very young children to handle them easily. This format is heavily used and requires ongoing refreshing due to wear and tear.

### **9.2 Picture Books**

Picture Books are fiction titles with illustrations occupying as much or more space than the text. Illustrations are the emphasis, and text may vary in complexity. Picture Books are a fundamental part of the Children's collection and satisfy a diversity of needs, from pre-literacy learning to more complex independent reading opportunities for young children.

### **9.3 Early Readers**

This collection supports emerging readers through use of simple sentence structure and controlled vocabulary. Accompanying illustrations support reading comprehension. The brevity of these works helps new readers build self-confidence. The demand for Early Readers is indicated by high turnover rates, resulting in the need for continuous maintenance. Our collection includes four levels, intended to continue to engage a reader's development until they are ready for junior fiction. Our collection also has a selection of early readers for children living with dyslexia.

### **9.4 Fiction**

Juvenile Fiction includes mainly chapter books in a variety of fictional genres across a broad range of reading levels. Books in this collection represent wide-ranging and inclusive perspectives, and appeal to the independent reading interests of children. However, many of the books in this collection are suitable for reading aloud as well.

## **9.5 Graphic Novels**

Graphic novels are book-length narratives or collections of shorter, serialized fiction or nonfiction told through the medium of comics. Comics are an art form in which illustrations or images are presented in deliberate sequence to convey meaning and/or tell a story, frequently in combination with text. They are also a format accessible to readers who are still building their confidence and literacy levels.

## **9.6 Nonfiction**

The Juvenile Nonfiction collection include materials that explore the educational and informational interests of children. It includes materials for independent reading and materials intended to be read aloud. Currency of materials is vital.

## **9.7 DVDs**

This collection emphasizes popular feature movies and television shows for children. A much smaller collection of nonfiction movies includes documentaries on topics such as animals, as well as instructional films on topics such as learning languages.

## **10.0 Scope of Teen Collection**

The Young Adult Collection strives to meet the diverse needs and interests of the St. Marys young adult population. The primary focus is on fiction, with some nonfiction titles on popular topics.

### **10.1 Young Adult Fiction**

This collection supports age-appropriate materials for teens and young adults that meets the multifaceted recreational and developmental needs of this dynamic age group.

### **10.2 Young Adult Nonfiction**

This collection generally supports recreational reading needs. Preference is given to shelving nonfiction materials within the adult collection.

## **11.0 Scope of Adult Collections**

The Adult collection is composed predominantly of circulating fiction and non-fiction materials which meet the recreational needs of the community.

Collections are designed to appeal to browsers as well as to patrons that enter the library looking for specific material.

### **11.1 Selection**

Anticipated demand, use of selection materials, media attention, subject need, and patron requests are utilized in making selection decisions. Selection decisions are based upon patron interests and diverse points of view on a given topic.

Administrative and operational oversight is provided by the Library CEO, who delegates the selection process to staff.

## **11.2 Deselection**

Staff are responsible for the regular evaluation of collections. Items in the collection will be weeded, or deselected based on the following criteria:

**11.2.1** Physical condition

**11.2.2** Availability of newer, more comprehensive, or more accessible material

**11.2.3** Reflection of community needs

**11.2.4** Date of last circulation and number of circulations

**11.2.5** Materials that have been lost

**11.2.6** Subjects, titles or authors that are no longer of interest to the community

**11.2.7** Materials which are no longer appropriate for the collection

**11.2.8** Materials which are now available in electronic format.

## **11.3 Adult Fiction**

The Adult fiction collection provides patrons with a range of popular titles for recreational reading. The library subdivides Adult Fiction into separate collections: General Fiction, Mysteries, Romance, Science Fiction, Westerns, Short Stories, and Graphic Novels. For the convenience of browsing, some items have a genre label attached for ease of identification.

## **11.4 Adult Non-Fiction**

This collection is selected to meet patrons' informational and recreational needs. Materials purchased should be both pertinent and timely unless they are of a historical nature and be for a general audience. The Library makes an effort to obtain material representing a continuum of opinions and viewpoints when available.

## **11.5 Large Print**

Materials in this format are published with larger fonts to meet the varied needs of all readers. Large Print materials are purchased in hardcover and paperback and include items in both fiction and non-fiction.

## **11.6 Periodicals**

Print magazine and newspaper subscriptions vary by year based on availability, use and cost. The number of subscriptions depend on community needs, space, and budgetary limitations. Newspaper editions will be retained for one week. Retention of magazine issues will be:

- Six months for monthly and quarterly titles
- Three months for weekly titles

## **12.0 Licensed & Purchased Electronic Collections**

**12.1** Electronic resources consist of content that is stored and displayed digitally and accessed via computers and other electronic devices. The advantages include 24/7 availability to browse, select, check out, download, and/or listen to on a personal device. E-Materials also expand a collection without needing physical space.

**12.2** The Library collects a variety of electronic resources that may include some or all of the following: books, audiobooks, magazines, newspapers.

**12.3** Some electronic resources are shared with other Ontario library systems. When selecting electronic resources, librarians must consider the following in addition to the selection criteria for the collection at large:

- Cost
- Content output options
- Ease of use
- Feedback on database trials
- Number of simultaneous users
- Remote access
- Technical supportability
- Usage statistics

**12.4** Because electronic resources are an ever-changing medium, they must be evaluated on an ongoing basis.





# FORMAL REPORT

**To:** Chair and Members of the Board

**Prepared by:** Sarah Andrews, Library CEO

**Date of Meeting:** 5 September 2024

**Subject:** **LIB 27-2024 Library Reaccreditation Report**

## PURPOSE

To provide the Library Board with an overview of the re-accreditation process that is underway with the Ontario Library Service for the Summer and Fall of 2024.

## RECOMMENDATION

THAT LIB 27-2024 Library Reaccreditation Report be received; and

THAT the Library Board approve the payment for the reaccreditation process to the Ontario Library Services.

## BACKGROUND

Public Libraries in Ontario may qualify for accreditation with the Ontario Library Guidelines Monitoring and Accreditation Council. St. Marys Public Library has been accredited and is seeking re-accreditation for the end of the 2024 year and will stand for four years.

## REPORT

The re-accreditation process has begun and the Library CEO has been reviewing and preparing documentation to submit to the Council through our OLS Consultant. Throughout the next few months there will be a review of operating and governance tools and the identification of anything not currently in place. Additional policies may come forward to ensure we meet the current standards. This month the Collections Plan is an example of an updated resource.

## FINANCIAL IMPLICATIONS

There is a \$200 fee to be paid to the Ontario Library Service for the accreditation process. This will be covered from existing funds in our Contracted Service budget line.

## OTHERS CONSULTED

Alison Pilon, Consultant, Ontario Library Service

## ATTACHMENTS

Ontario Public Library Accreditation Guidelines and Process

## Report Approval Details

Document Title:	LIB 27-2024 Library Reaccreditation Report.docx
Attachments:	- OPLG Accreditation Introduction and Process 2024.pdf
Final Approval Date:	Aug 26, 2024

This report and all of its attachments were approved and signed as outlined below:

Sarah Andrews



# Ontario Public Library Guidelines

## Introduction

Revised in 2024

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### What are the Guidelines?

All Ontarians, regardless of where in Ontario they live and work, have a right to public library service that meets basic, widely accepted norms of library practice and service. The Guidelines are essentially a developmental tool. They provide a self-regulated process, whereby a public library can measure itself against a set of objective, widely accepted guidelines. They also provide public library boards, managers, staff and local governments with up-to-date public library guidelines on policies, resources, and services. Individual public libraries can choose to follow or exceed these Guidelines, regardless of whether they decide to pursue accreditation. Public libraries can choose seek accreditation through a peer audit.

### Who is responsible for the Guidelines?

The guidelines are maintained by a broadly-based group, representative of the Ontario public library community called the Ontario Public Library Guidelines Monitoring and Accreditation Council. This Council was established in 1987 by the Ontario Public Libraries Strategic Directions Council (SDC).

### Purpose of the Guidelines Council

The purpose of the Ontario Public Library Guidelines Monitoring and Accreditation Council is:

1. To monitor the continuing effectiveness of the Guidelines and make revisions as required.
2. To accredit public libraries.

### Goals of the Guidelines

The goals of the Guidelines are:

1. To build upon and improve the Ontario-wide public library system and its governance.
2. To maintain and enhance strong public library operations and services in Ontario.

3. To be applicable to libraries of all sizes.

### **Benefits of the Guidelines**

- *Evaluation of local library service and direction for development*  
The Guidelines facilitate an organized, objective approach to the evaluation of local library service. The Guidelines ensure that a local evaluation process is a fair and comprehensive review of the whole spectrum of services and operations.
- *Improved accountability*  
By using the Guidelines, the library can demonstrate the quality of library service currently being offered to the public and improves accountability to the taxpayer and funders.
- *Assistance in the planning process*  
Use of the Guidelines provides the library with an understanding of those areas which require attention or improvement and those areas where they excel or meet the standard. The board and administration can utilize this assessment as a part of their planning process. The Guidelines can assist governing bodies and administration in providing justification for securing municipal and other funding to implement plans or changes identified through accreditation.
- *Consistency of service across Ontario*  
The Guidelines are objective standards that can be applied to public libraries across the province.

Libraries should consider discussing the accreditation process early on with their governing body to increase their awareness of the work involved in accreditation, as well as its value and benefits.

You may also want to read “Benefits of Accreditation for Ontario Public Libraries” *Municipal World*, December 2013.

## OPLG Accreditation Process: Information for Libraries

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Use of the *Ontario Public Library Guidelines* is voluntary. An accreditation is valid for a five-year period and libraries are notified as a re-accreditation audit is required. During an accreditation audit, an audit team will work with library staff to go through the Ontario Public Library Guidelines Self-Assessment document to determine how the library measures against the Guidelines. In this process,

1. the library is required to achieve all the mandatory guidelines (marked as M); and
2. the library system and at least one physical location must achieve a score of 90% in each of the seven sections.

An accreditation audit is completed virtually. An in-person audit can be requested, and Council will consider the request and associated additional fees on a case-by-case basis.

### Preparing for an audit

1. In preparing for an audit, please ensure that you are working with the most recent version of the Guidelines as posted on the [OPLG Council](#) website.
2. Request the audit by emailing [guidelinescouncil@olservice.ca](mailto:guidelinescouncil@olservice.ca). Audits can be conducted in English or French.
  - Please provide a minimum of eight (8) weeks' notice of your intended audit date. This will allow enough time for your library to upload necessary documents and for the OPLG Council to prepare. All audit requests should be made by September 15<sup>th</sup>.
3. Upon receiving a request for an audit:
  - a peer audit team will be appointed by the OPLG Council.
  - Ontario Library Service (OLS) staff will arrange the time for the observation portion.
4. The fee for a virtual audit is a flat rate of \$200. It is billed through OLS.

### Process

#### Step 1 – Explore MS Teams

As part of the preparation work, OLS staff will provide you with a link to MS Teams that has been set up just for your library accreditation work.

- You should find a copy of the version of the Ontario Public Library Guidelines Self-Assessment that will be used for your audit.

- You will see the location where you will upload the necessary documentation (the evidence) using the instructions provided below.
- You should also see a folder which includes examples of documents used in previous audit uploads.

## Step 2 - Annotate the OPLG Self-Assessment

Review the OPLG Self-Assessment and indicate in the status column if your library meets (“Y”) or does not meet (“N”) the guideline. If there is a guideline that you feel is not applicable to your, (e.g. If a branch is a single-story building), mark it as “N/A”. Describe why it is not applicable in the notes. If the audit team agrees that the guideline is not applicable, it will be omitted from the total number of questions and not used in calculating the 90% score.

**Please note** that if you have already annotated your own copy of the *OPLG Self-Assessment*, you do not need to transfer your data to this new file – and may simply upload your existing annotated *OPLG Self-Assessment*.

## Step 3 – Evidence

Using the annotated *Self-Assessment* as your framework, you will need to provide evidence for some of the elements. Evidence can include:

- information from the library’s website (the specific location should be linked on your annotated *Self-Assessment*),
- written explanations within your annotated checklist,
- Uploaded documents, photos, videos, or other appropriate proof.

The library must provide all documentation for Areas 1 to 5 (System-wide guidelines) but is encouraged to also submit any photographic evidence which may be more difficult to experience on a virtual tour for areas Section 6 and 7. Examples might include parking lots where Wi-Fi may not be strong enough for a virtual tour or directional signs which are not onsite. These are the areas, sections, and the number of statements in each area:

Area #	Section #	Number of questions or statements	Number of Mandatory items
#1 Governance & Administration	Sections 1 to 6	24	19
#2 Planning Documents & Process	Sections 7 to 11	26	8
#3 Policy	Sections 12 to 15	24	16
#4 Personnel & Human Resources	Sections 16 to 18	19	17
#5 General	Sections 19 to 23	26	7
#6 Collections & Services	Sections 24 to 26	25	8
#7 Physical & Facilities	Sections 27 to 30	31	5
<b>Total</b>		<b>175</b>	<b>80</b>

The expectation is that auditors should be able to easily locate your supporting evidence. For larger documents, Council recommends adding a note to “see” a section or specific page within your evidence. Auditors understand that some policies, procedures, or documentation may account for one or more guideline. In the below example, the library noted that the policy related to Harassment is included under 12.3.

		Status (Y/N) whether you have the item or not		G-Drive Evidence	Online Evidence
Section 12: Safety Security & Emergencies					
12.1	Safety, Security and Emergencies Policy - The library board is responsible for providing a safe and secure environment for library staff as they carry out their duties and for members of the public who use public library services. The library has established and adopted a policy to deal with safety, security and emergency issues.	Y	Y	12.1 H&S	<a href="http://www.thebluemountainslibrary.ca/policy.cfm">http://www.thebluemountainslibrary.ca/policy.cfm</a>
12.2	Working Alone - The Library has established and adopted a policy pertaining to staff and volunteers who working alone in the library or other designated sites.	Y	Y	12.2 Work Alone	
12.3	Workplace Violence - The library has established and adopted a policy in place that adheres to relevant provincial and/or federal legislation on workplace violence and sexual violence.	Y	Y	12.3 Respectful Workplace	
12.4	Harassment - The library has established and adopted a policy in place that adheres to relevant provincial and/or federal legislation on harassment and sexual harassment.	Y	Y	See 12.3 Respectful	

## Naming Conventions

Each guideline is numbered for the section – 1.1., 1.2, etc. Any uploaded evidence should be labelled for easy review and retrieval by the audit team. The names should include reference to the **actual OPLG Guideline** number and the name of the local file. For example:

- 14.5 Trillium Public Library programming policy.pdf
- 27.4 Trillium Public Library Road Sign West End.jpg

For files which provide evidence to support several guidelines, indicate the broad category or range of guidelines.

- General A – Trillium Public Library Brochures
- Board By-law – Trillium Public Library Board By-laws
- Guidelines #'s – Trillium Public Library Social Media Posts

For all uploaded evidence also note and/or link the file name in your annotated *Self-Assessment*. This assists the audit team in locating your evidence.

## Step 4 – Review of materials

The audit team will review the annotated *OPLG Self-Assessment* and the other documentation that was uploaded to determine whether the specific guideline was met.

The library can expect to receive feedback after the upload deadline and no less than two weeks prior to the Observation step. This has been done to allow ample time for the library staff to respond to any requests for additional evidence. Additionally, if policy, plans, or other evidence needs to be developed, this gives the library time to start the process.

## Step 5 - Observation Sections of OPLG Checklist (Sections 6 & 7)

The audit team will observe each of the library branches.

### A. Virtual Tour Method

Members of the audit team will need to be shown all areas of the public library required by the Guidelines. During the tour demonstrate and guide the audit team through each of the guidelines found in Sections 6 and 7.

This portion must be done in real time and not submitted to the audit team in recorded video format. The OPLG Council, in trust, will assume the public library system being audited will not purposefully hide or obstruct any areas of the library.

Council recommends that a mobile device be used to conduct the tour. We will be using ZOOM. We also recommend having a team of two staff members or volunteers provide the tour. That way, one person can be a “camera/device person” and another person can give the tour and provide the necessary evidence and information.

### B. In-person Tour Method

The audit team will visit the main facilities and all branches within the system. If there are staff at the other locations, it is not necessary that the CEO join the team on its tour of the facilities. The team will review the Guidelines within Sections 6 and 7 for each location. Email the [OPLG Council](#) for consideration. Sections 1-5 would still be reviewed virtually.

## Step 6 - Audit Reports

1. The audit team will provide the library with a general report indicating the result shortly following the audit and **before** the report goes to the OPLG Council for consideration.
2. In the written report, the audit team will state whether the library is to be recommended to the OPLG Council for accreditation or not.
3. If the library does not meet the required standard, the report will indicate which items require attention and set down a timetable within which these items may be upgraded to the appropriate standard without there being a need for another full peer audit. Similarly, a library which fails to meet one or more guidelines designated as mandatory will be given an opportunity to correct the situation.
4. If the library is **not** able to respond within the timetable given by the audit team, they will not be recommended for accreditation. Information will be provided as to where the library may get assistance in helping it to meet the Guidelines in future.



After time for a review, the library must confirm with the audit team that they agree with the findings of the team. Once confirmation is received, then a copy is provided to OPLG Council. Details of the audit report will remain confidential.

### **Step 7 - Accreditation Review by OPLG Council**

1. Once the OPLG Council received an Audit Report they will review it at their next meeting and may approve the recommendation.
2. Where the OPLG Council approves an audit team's recommendation, Council will formally recognize the library as an Accredited Ontario Public Library.
3. An Accredited Ontario Public Library will receive an accreditation certificate. The Minister of Tourism, Culture and Sport will be invited to sign the certificate. The certificate will be co-signed by the Chair of the OPLG Council and, whenever possible, presented at the Ontario Library Association Super Conference OPLA Awards Gala or other appropriate function.

## Appendix 1 - Terms used in the Ontario Public Library Guidelines

To ensure that everyone understands the terms used in the OPL Guidelines document, this list of terms used is provided. The definitions should be read before working through the *Self Assessment*.

**Assessment of Service Hours (Guideline 7.4):** This Guideline is about an assessment of service hours. If a library had completed an assessment and decided against evening or weekend hours, then the requirements of this guideline would be met.

**Branch** - A stationary service outlet within a library intended to deliver a range of library services to a designated area of the community.

**Chief Executive Officer (CEO)** - The position which bears overall responsibility for managing the operations of the library and its staff. The title used by individual libraries may differ, e.g. Chief Librarian, City Librarian, Library Director, Program Director.

**Community Information Referral**— The public library provides general information about community organizations, services, and events.

**Governing Body:** While most municipal, county or union libraries operate with a public library board, there are some public libraries in Ontario which operate under different governance structures. The term “governing body” has been used to incorporate all structures.

**LEED (Guideline 28.11):** LEED stands for Leadership in Energy and Environmental Design, and it is the most widely used certification system for green buildings throughout the world.

**Population served** - The total number of residents of the community served by a library, including the residents of communities which contract with that library for service.

**Procedure** - Procedures are specific directions, established by staff, to implement policies.

**Readers’ advisory service (Guideline 25.2):** The process of matching users with materials, and materials with users. It answers questions dealing with users’ leisure needs rather than with their information needs.

**Reference service (Guideline 25.1)** - Library staff provide reference service to customers by responding to their information.

**Service outlet** - A stationary or mobile facility for delivering public library service.

**Statement** —A written communication or declaration setting forth facts, particulars, and/or position on a specific topic.



# FORMAL REPORT

**To:** Chair and Members of the Board

**Prepared by:** Sarah Andrews, Library CEO

**Date of Meeting:** 5 September 2024

**Subject:** **LIB 28-2024 Library and Adult Learning Policies for Review**

## PURPOSE

To review this library policy to ensure it is up-to-date and reflects the Board's governance position.

## RECOMMENDATION

THAT LIB 29-2024 Library and Adult Learning Policies for Review report be received; and  
THAT the Library Board approve OP-03 Unattended Children Policy as written; and  
THAT the Library Board approve OP-04 Adult Learning Training Support Policy as written.

## BACKGROUND

There are two policies for review by the Library Board this month, the OP-03 Unattended Children Policy and the OP-04 Adult Learning Training Support Policy. These policies are coming to the Board as determined by the Library Board's Policy Review Schedule.

## REPORT

Library Staff bring these policies forward to be reviewed by the Library Board. There are no significant updates or edits recommended by staff to either policy, with just the review dates to be updated and a correction to the name of the Ministry that the Adult Learning program reports to.

## FINANCIAL IMPLICATIONS

None.

## STRATEGIC PLAN

Not applicable to this report.

## ATTACHMENTS

OP-03 Unattended Child Policy  
OP-04 Adult Learning Training Support Policy

## Report Approval Details

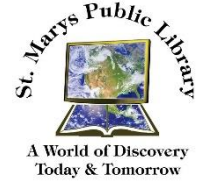
Document Title:	LIB 28-2024 Board Policies for Review.docx
Attachments:	- OP-03 Unattended Children.docx - OP-04 Adult Learning Training Support.docx
Final Approval Date:	Aug 26, 2024

This report and all of its attachments were approved and signed as outlined below:

Sarah Andrews

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# St. Marys Public Library



Policy Type: **Operational Policy**

Policy Number: **OP-03**

Policy Title: **Unattended Children Policy**

Policy Approval Date: **November 2019**

Policy Review Date: **September 2024**

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## 1. Objective

- 1.1 The St. Marys Public Library welcomes children of all ages to use its facility and services. As the Library is a busy and public place, the library staff cannot assume responsibility for the safety and well-being of children left unattended within the facility;
- 1.2 The St. Marys Public Library affirms the provisions of the *Child, Youth and Family Services Act, 2017, S.O. 2017, c. 14, Sched. 1, s136(3)*, which states: “No person having charge of a child younger than 16 shall leave the child without making provision for the child’s supervision and care that is reasonable in the circumstances”.

## 2. Policy Statement

- 2.1 This policy sets out the regulations staff will follow, and affirms that parents, guardians or caregivers are responsible for providing supervision and care of their children while a child is on the premises of St. Marys Public Library.

## 3. Expectations of the St. Marys Public Library

- 3.1 The library expects parents, guardians and caregivers:
  - a. Supervise their children while in or on library premises;
  - b. Monitor the use of services and collections by children under their care;
  - c. Be responsible for borrowed materials and fines incurred by children under their care, as outlined in the OP-02 Circulation Policy and BL-02 Loan Periods and Fees for Service By-Law; and
  - d. Monitor the use of the internet by children under their care, as per the Public Internet Use Policy. The library is not responsible for enforcing any restrictions the parent/guardian may place on a minor’s use of the library’s internet.
- 3.2 Children seven (7) years or younger must be accompanied by an adult or appropriate caregiver while in the Library;
- 3.3 Children seven (7) or younger attending Library programs must have a parent or appropriate caregiver present or in the Library, in the event the child requires assistance. Some programs may be exempt from this rule, and will be posted by Staff when it is appropriate.

## 4. Expectations of St. Marys Public Library Staff

- 4.1 Staff, having confirmed that reasonable care has not been provided for a child, will attempt to contact the parent, guardian or caregiver;

- 4.2 If a parent, guardian or caregiver cannot be contacted within a reasonable period of time, the staff will consult with the Chief Executive Officer (or senior staff), and then will refer the matter to the police and the Children's Aid Society;
- 4.3 If a minor is left at the library at closing time, emergency closings, or in the event of an emergency, the staff person will:
- a. Not give the child a ride home;
  - b. Attempt to contact the parent, guardian or caregiver;
  - c. Contact the local police and the Children's Aid Society;
  - d. Remain with the child until the proper authorities can take the child into their protection; and
  - e. Report the occurrence to the Chief Executive Officer.

## **5. Related Documents**

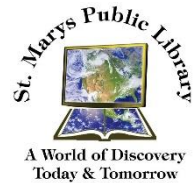
Child, Youth and Family Services Act, 2017, S.O. 2017, c. 14, Sched. 1  
OLA's *Position on Children's Rights in the Library*, Ontario Library Association 1998  
*Loan Periods and Fees for Service*, St. Marys Public Library By-Law  
*Privacy and Access to Information Policy*, St. Marys Public Library Policy  
*Programming Policy*, St. Marys Public Library Policy

## **6. History**

Date of Latest Board Approval: November 2019  
Date(s) of Revision(s): N/A  
Date of next scheduled review: September 2024

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# St. Marys Public Library Adult Learning Department



Policy Type: Operational

Policy Number: OP-04

Policy Title: Training Support Policy

Policy Approval Date: June 2024

Policy Review Date: June 2028

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## 1. Objective

In accordance with the **Ministry of Labour, Immigration, Training & Skills Development** Agreement and the Service Provider Guidelines for the Literacy and Basic Skills program, provisions are in place to offer training supports for learners who are registered with the Adult Learning Programs of Perth (Adult Learning). Training Support is available as a means of reducing and removing barriers to participation in the Literacy and Basic Skills program.

## 2. Policy Statement

2.1. This policy sets out the process that staff use to provide Training Support to Learners.

## 3. Types of Coverage

3.1. As outlined in the **Ministry of Labour, Immigration, Training & Skills Development** Agreement for Literacy and Basic Skills, Training support is available for the following:

- a. Child Care;
- b. Transportation;
- c. Academic Credential Assessment;
- d. Accommodation(s) for persons with disabilities; and
- e. Other subsidy requests.

## 4. Cost Coverages

- 4.1. Learners who receive support from Ontario Works, Ontario Disability Support Program, Workplace Safety and Insurance Board or any other government funded agencies may not be eligible for Training Support if support is covered by those outside agencies;
- 4.2. Training support is only intended to subsidize the list of coverages stated within this policy. It is provided to assist with costs that are a barrier to attending the Adult Learning Program;
- 4.3. Child Care Expenses:
  - a. May be covered up to a rate of \$5.00 per hour per child up to \$25.00 per day; and
  - b. Are eligible for reimbursement provided the Child Care Providers are not the spouse or relatives living with learners.

- 4.4. Mileage:
  - a. May be provided to Learners who live outside the catchment area of St. Marys or Stratford; and
  - b. Mileage may be reimbursed at a rate of up to \$0.30 per kilometer, to a maximum agreed upon by the Program Coordinator and Chief Executive Officer of Library Services.
- 4.5. Taxi Fare may be subsidized:
  - a. If the weather is not suitable, within reason, for walking;
  - b. If the distance from the Learner's residence to the Literacy and Basic Skills classroom is greater than one and one-half (1.5) Kilometer; and
  - c. If the Learner is physically unable to walk due to an injury, illness or other medical condition.
- 4.6. Other Subsidy Requests
  - a. Learners may request a subsidy for support. Provided the request is reasonable and specific to the learner's ability to use the service, a funding request will be considered for approval by the Administration; and
  - b. Funding for subsidy requests are based on the financial capacity of the Adult Learning annual budget. As such, the Adult Learning Program is not obligated to cover any subsidy costs within this policy, including other subsidy requests.

## 5. Payment of Expenses and Documentation

- 5.1. Adult Learning will maintain supporting documentation for all training support disbursements, including learners' applications for training support, attendance records, original receipts, type of expense, and amounts paid out;
- 5.2. As per the Canada Revenue Agency requirements regarding taxable benefits, Training Support is taxable under *The Income Tax Act*. T4A slips will be issued to Learners receiving Training Support in excess of \$500.00 per year;
- 5.3. The Adult Learning Program of Perth follows the Town of St. Marys procedures and policies regarding finances and payments. In order to process payment of Training support, Learners must complete a direct deposit form and attach a void cheque;
- 5.4. Along with 5.1., Learners must sign a Training Support invoice for any support provided. This will also be signed by staff and act as proof of Training Support reimbursement submission. This is a Ministry mandate;
- 5.5. Taxi fares will be approved by the Adult Learning Program. The Coordinator of the program will set up a payment plan through the local taxi company should learners be approved for this reimbursement;
- 5.6. Child Care will be reimbursed monthly, upon Learner approval. Learners will complete a reimbursement claim form and submit to Adult Learning Coordinators; and
- 5.7. Parking tokens and bus tickets will be provided to learners who drive a personal vehicle or take public transit. Upon approval, tokens/tickets will be provided to learners up to a maximum determined by the Program Coordinator.

## Related Documents

Ministry of Labour, Immigration, Training & Skills Development Agreement  
Service Provider Guidelines for the Literacy and Basic Skills

## History

Date of Creation: May 2019  
Date of Latest Board Approval: 2024

Date(s) of Revision(s): 2022  
Date of next scheduled review: June 2028





# FORMAL REPORT

**To:** Chair and Members of the Board

**Prepared by:** Sarah Andrews, Library CEO

**Date of Meeting:** 5 September 2024

**Subject:** **LIB 29-2024 2025 Library and Adult Learning Budgets**

## PURPOSE

To provide the Library Board with a draft 2025 budget for both the Library and the Adult Learning Program of Perth.

## RECOMMENDATION

THAT LIB 29-2024 Library and Adult Learning Budgets report be received; and

THAT the Library Board approve the Library budget; and

THAT the Library Board approve the Adult Learning budget.

## BACKGROUND

## REPORT

These budgets do not include any funding from Perth South as discussions are continuing about a potential service contract.

The budget amounts requested for 2025 differ from 2024 with the reduction of that funding.

The Library Budget revenue includes the core funding from the Province in the form of the operating grant. We anticipate applying again next Spring for funding from the Federal Government for a full-time Summer Reading Coordinator and a part-time summer student. We also anticipate revenue from photocopying, fines and other revenue generated from the MakerSpace. Additionally, we are anticipating funding from donations and from the Friends. Any funds to support the Library Pantry will come from donations and from funding from the City of Stratford. That amount will vary depending on what is received.

The Library's full-time wages and benefits reflect increases based on employees moving through the Town of St. Marys pay grid as well as Cost of Living, which Town Staff believe will be at 2.98%. The Library's part-time wages reflect a decrease due to the budget decrease already mentioned.

## FINANCIAL IMPLICATIONS

## SUMMARY

## **STRATEGIC PLAN**

- Not applicable to this report.
- This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #X \_\_\_\_\_:
    - Outcome: XYZ
    - Tactic(s): ABC

## **OTHERS CONSULTED**

Denise

## **ATTACHMENTS**

Draft 2025 Library Budget  
Draft 2025 Adult Learning Budget

Department	Account #	Detail	Account Description	2023 Budget	2023 Actual	Original 2024 Budget	Revised 2024 Budget	YTD Total	2025 Budget	Notes
Library	01-7410-4160	Grants	ONTARIO SPECIFIC GRANTS (OLPG)	(10,083.00)	(10,110.00)	(10,083.00)	(10,083.00)	(3,443.80)	(10,083.00)	
Library	01-7410-4170	Grants	CANADA SPECIFIC GRANTS	(15,000.00)	(5,400.21)	(16,500.00)	(16,500.00)	(1,321.81)	(16,500.00)	Summer Reading Position; Canada Summer Jobs
Library	01-7410-4200	Revenue From Municipalities	REVENUE - PERTH SOUTH	(69,649.00)	(71,041.00)	(24,787.68)	(24,787.68)	(24,787.68)	-	
Library	01-7410-4218	User Fees	PROGRAM REVENUE	-	(4,456.88)	-	-	-	-	
Library	01-7410-4221	User Fees	PHOTO COPY REVENUE	(1,000.00)	(3,346.72)	(1,000.00)	(1,000.00)	(1,849.01)	(1,500.00)	
Library	01-7410-4405	Other	FINES - OTHER	(1,000.00)	(2,428.66)	(1,000.00)	(1,000.00)	(1,367.83)	(2,000.00)	
Library	01-7410-4505	Donations	DONATIONS	(2,000.00)	(19,203.18)	(5,000.00)	(10,000.00)	(5,607.24)	(8,000.00)	
Library	01-7410-4506	Donations	DONATIONS - FOOD PANTRY	-	-	-	-	(175.00)	(12,000.00)	Donations - \$6k, City of Stratford - \$6k
Library	01-7410-4550	Other	OTHER REVENUE	(2,500.00)	(3,066.50)	(2,500.00)	(2,500.00)	(7,658.07)	(8,500.00)	Rent from Adult Learning @ \$600/month
Library	01-7410-4555	Other	REVENUE - FRIENDS OF THE LIBRARY	-	(7,651.51)	(2,000.00)	(2,000.00)	(2,518.50)	(2,000.00)	
Library	01-7410-4563	Reserve Transfer	CONTRIBUTION FROM RESERVE FUND	-	(5,000.00)	-	(5,000.00)	-	(5,000.00)	
Library	01-7410-5005	Wages & Benefits	FULL TIME WAGES	201,539.00	192,775.63	214,284.00	214,284.00	122,697.80	225,911.00	
Library	01-7410-5010	Wages & Benefits	PART TIME WAGES	185,300.00	172,447.77	183,208.00	173,821.75	111,504.21	171,331.00	
Library	01-7410-5015	Wages & Benefits	CPP/EI	29,159.00	25,485.09	30,078.00	30,078.00	17,825.82	29,660.00	
Library	01-7410-5016	Wages & Benefits	GROUP BENEFITS	18,485.00	19,416.57	25,802.00	25,802.00	14,434.46	26,912.00	
Library	01-7410-5017	Wages & Benefits	EHT	7,590.00	7,207.23	7,801.00	7,801.00	4,638.22	7,774.00	
Library	01-7410-5018	Wages & Benefits	WSIB	9,816.00	8,666.55	11,961.00	11,961.00	6,976.39	12,116.00	
Library	01-7410-5019	Wages & Benefits	OMERS	36,539.00	33,601.19	37,866.00	37,866.00	22,379.20	38,151.00	
Library	01-7410-5050	Wages & Benefits	BOARD REMUNERATION	1,000.00	660.00	1,000.00	1,000.00	-	1,000.00	
Library	01-7410-5100	Materials & Supplies	OFFICE SUPPLIES	8,160.00	9,321.29	8,160.00	6,000.00	3,575.82	6,000.00	
Library	01-7410-5110	Materials & Supplies	TRAVEL/MILEAGE	2,369.00	996.19	2,369.00	1,869.00	38.58	1,869.00	
Library	01-7410-5120	Conferences, Seminars & Training	MEMBERSHIPS	700.00	430.71	700.00	500.00	150.00	500.00	
Library	01-7410-5121	PCIN	MEMBERSHIP - PCIN	27,646.00	27,586.00	29,217.00	29,217.00	29,415.00	32,776.00	
Library	01-7410-5130	Conferences, Seminars & Training	PROFESSIONAL DEVELOPMENT	5,610.00	5,818.47	5,610.00	5,610.00	1,632.57	5,610.00	
Library	01-7410-5135	Materials & Supplies	MEETING EXPENSES	510.00	556.50	510.00	510.00	167.07	510.00	
Library	01-7410-5155	Advertising, Marketing & Promotion	ADVERTISING	1,500.00	1,207.14	1,500.00	1,500.00	340.90	1,500.00	
Library	01-7410-5169	Telecommunications	COMMUNICATIONS MOBILE	-	5,363.90	2,040.00	1,040.00	1,936.54	-	
Library	01-7410-5175	Materials & Supplies	COURIER/FREIGHT CHARGES	2,040.00	278.35	2,040.00	1,040.00	499.79	1,040.00	
Library	01-7410-5310	Contracted Services	CONTRACTED SERVICES	18,305.00	11,062.32	18,854.00	14,000.00	7,723.68	14,000.00	
Library	01-7410-5610	Program Expenses	PROGRAM EXPENSES	3,060.00	4,982.37	3,060.00	3,060.00	2,471.89	3,060.00	
Library	01-7410-5611	Program Expenses	PROGRAM EXPENSES - FOOD PANTRY	-	181.87	12,000.00	12,000.00	4,320.36	12,000.00	Offset from revenue above.
Library	01-7410-5700	Capital Book Purchases								Moved 1,040 from line 5169 and 3% increase from
Library			CAPITAL BOOK PURCHASES	60,934.00	54,056.46	62,804.00	51,000.00	34,491.18	53,570.00	2024 revised total
Library	01-7410-5701	Other Collections	ELECTRONIC SERVICES	7,932.00	6,021.43	8,170.00	7,670.00	1,475.47	5,272.00	(review)
Library	01-7410-5705	Other Collections	MAGAZINES & NEWSPAPERS	4,015.00	2,505.61	4,135.00	4,135.00	1,880.27	1,900.00	
Library	01-7410-5813	Repairs & Services	REPAIRS/MAINT - COMPUTER EQUIP	3,060.00	-	3,060.00	1,500.00	-	1,500.00	
Library	01-7410-5992	Other Collections	NON-TRADITION COLLECTION	2,000.00	784.62	2,000.00	750.00	69.19	772.50	3% increase from 2024 revised total
Library	01-7410-5995	Materials & Supplies	FOL MATERIALS AND SUPPLIES	-	10,645.39	2,000.00	2,000.00	3,996.11	2,000.00	
Library	01-7410-7100	Bank Charges	BANK CHARGES	500.00	581.65	500.00	500.00	314.28	500.00	
Library	01-7410-8520	Reserve Transfer	TRANSFER TO RESERVE	2,666.00	2,666.00	2,664.00	2,664.00	1,332.00	2,596.00	\$1,396 - ILS, \$1,200 - Van
Library	01-7410-8993	Internal Expense	INTERNAL CHARGES IT	16,000.00	16,000.00	22,800.00	22,800.00	11,400.00	22,800.00	
			<b>Net Levy</b>	<b>555,203.00</b>	<b>489,601.64</b>	<b>643,322.32</b>	<b>599,108.07</b>	<b>358,957.86</b>	<b>617,047.50</b>	3% increase over revised 2024 budget