



Agenda  
Library Board

May 2, 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 May 2, 2024 regular meeting of the St. Marys Public Library Board be approved as presented.

4. **DELEGATIONS**
5. **CONSENT AGENDA**

**RECOMMENDATION**

That consent agenda items 5.1 though 5.4 be approved as presented.

5.1 **Acceptance of Minutes**

5.2 **Monthly Reports**

5.2.1 **LIB 09-2024 May Monthly Report (Library)**

4

**RECOMMENDATION**

**THAT** LIB 09-2024 May Monthly Report (Library) be received for information.

5.2.2	LIB 10-2024 May Monthly Report (Adult Learning)	7
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**RECOMMENDATION**

THAT LIB 10-2024 Monthly Report (Adult Learning) be received for information.

**5.3 Library Statistics**

5.3.1	March in Review Infographic	8
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5.3.2	March in Review Stats Graphs	9
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**5.4 Financial Report**

5.4.1	Library Financial Report YTD (May)	10
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5.4.2	Adult Learning Financial Report YTD (May)	12
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**6. NEW AND UNFINISHED BUSINESS**

6.1	LIB 11-2024 Perth South Agreement Update 2024	14
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**RECOMMENDATION**

THAT LIB 11-2024 Perth South Agreement Update report be received; and

THAT the Board Chair and the Library CEO draft a letter to reflect the Board's position on library services for the remainder of 2024 for Perth South residents; and

THAT the Library Board offer Library Service to Perth South residents through a non-resident card;

OR

THAT the Library Board will cease library service to Perth South residents for the remainder of 2024.

6.2	COR 24-2024 Library Surplus (Library Board)	19
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**RECOMMENDATION**

THAT LIB 21-2023 Transferring Remaining Library Operational Funds to Reserve report be received; and

THAT the Library Board request the Town to place any surplus Library operating funds into the Library's reserve account at the end of each operating year.

**6.3 LIB 12-2024 PCIN Strategic Plan Update** 24

**RECOMMENDATION**

THAT LIB 12-2024 PCIN Strategic Plan Update report be received.

**6.4 LIB 13-2024 Update of Library Policies** 26

**RECOMMENDATION**

THAT LIB 13-2024 Update of Library Policy be received; and

THAT the Library CEO update the BL-02 Loan Periods and Fees for Service Policy to reflect the amended non-resident card rate of \$120/year and \$10/month; and

THAT the Library CEO update the same policy to reflect the new printing costs for the large format printer.

THAT the Library CEO update the OP-02 Circulation Policy to reflect the changes in sections 3,4,5 and 6 to reflect amended non-resident card criteria.

**7. ROUNDTABLE DISCUSSION**

**7.1 Friends of the Library Report**

**8. UPCOMING MEETINGS**

**9. ADJOURNMENT**

**RECOMMENDATION**

That the May 2, 2024 regular meeting of the St. Marys Public Library Board be adjourned at \_\_\_\_\_ pm.



# MONTHLY REPORT

**To:** Chair and Members of the Board  
**From:** Sarah Andrews, Library CEO  
**Date of Meeting:** 2 May 2024  
**Subject:** LIB 09-2024 May Monthly Report (Library)

## RECOMMENDATION

THAT LIB 09-2024 May Monthly Report (Library) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### BiblioCommons Cyber Attack

BiblioCommons experienced service outages on each of April 2nd, April 3rd, and April 4th, 2024. These outages were caused by a distributed denial of service (DDoS) attack, which involves a malicious attempt to disrupt the normal traffic of a targeted server, service or network by overwhelming the target or its surrounding infrastructure with a flood of internet traffic. The impact of this attack was isolated to service availability, and there are no indications that unauthorized access to data has occurred.

### Performance Appraisals

The annual performance appraisals are complete for the April 2023-March 2024 year. It is the opportunity for staff to review their performance, discuss this with their Supervisor and to set goals for the upcoming year. Feedback from staff was very positive and both the Adult Learning team and the Library staff are looking forward to another productive year. Thirteen reviews were completed, with the remaining staff six new staff, who are still in their probation period, joining the appraisal process in the Fall.

### Annual Survey Submission

The 2023 survey statistics have been submitted to the Ministry reflecting our year. This requires a significant data collection on the part of staff, from our Integrated Library system, our financial records, our databases, our partnership with both PCIN and our consortium with Kitchener/Waterloo/Cambridge for Ebooks and Audiobooks, and statistics from the Ontario Library Service (OLS). The receipt of the Public Libraries Operating Grant (PLOG) is contingent on the submission of this information.

### Valuing Ontario Libraries Toolkit (VOLT)

The next significant statistics project staff will undertake is preparing the VOLT tool with our data. The VOLT tool is a new offering from the Ontario Library Service for libraries to capture meaningful data to reflect the value they contribute to their communities. The results of this tool will be presented to the Board at a future meeting and will inform our messaging to the community about the impact the library has. It will also be used to shape our communication and marketing.

## **Library Space Needs Report – Next Steps**

The Library CEO followed up the presentation at the Building and Development Department's April Board meeting with a letter to the Town CAO indicating the Library is interested in the square footage discussed. The next stages of the project will begin in late Spring/early summer.

## **Volunteer Appreciation Brunch**

Two library staff attended the brunch to serve a lovely brunch in appreciation for their contributions to our community. Five library volunteers attended and expressed their appreciation and delight in such a lovely event. Staff were grateful to have been included amongst town staff for this event and enjoyed expressing their heartfelt appreciation to all the volunteers.

## **Library Technician Placement**

The Library is welcoming a student from the Conestoga Library Technician program for a seven week part-time unpaid placement. This student will get some practical library experience in understanding our Integrated Library system, the inner workings of a small public library and spend time with staff and serving the public. This is the fourth student the Library has welcomed since the end of the pandemic. These placements are very valuable to the student and also enjoyed by staff who can contribute to their knowledge and enjoy watching them experience a public library setting.

## **Summer Student Interviews**

Interviews are underway for the Summer Programming Coordinator. Three candidates applied for the position. Staff have applied for the Young Canada Works grant to fund this position, however, staff have been notified that the application is in a hold position for the moment. Staff do budget for the position in case the grant is not received. The summer student is an integral part of the summer being a success for over a hundred children and staff feel it is an important part of the work the library does.

## **Website Review Meeting**

Staff have met with Communications Staff to review the existing library website and make recommendation around improvements as a part of the larger Town website redesign. Staff are looking forward to a refreshed look to the website and wayfinding tools.

## **Programs**

The Library will be hosting some new programs in May, including a monthly Article Club (Thursday May 30) and a return to sewing classes in May and June. We are also hoping to offer some sewing classes to older elementary students over the summer. Book Club and trivia attendance continues to be very high and staff are receiving very positive feedback from participants.

## **SPENDING AND VARIANCE ANALYSIS**

None.



15 Church Street North, Box 700, St. Marys ON, N4X 1B4

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April 12, 2024

Brent Kittmer  
Town of St. Marys  
St. Marys, ON

Dear Brent,

The Library Board met April 4<sup>th</sup> and reviewed the Library Space Needs Study prepared by the Building and Development staff. The Library Board prepared a motion and voted in favour of accepting of a minimum of 2,638 square feet of additional space being offered to the Library. We intend to use this space to accommodate library services, the Adult Learning Program of Perth and the needs of our Friends of the Library. We are also interested in any additional space that comes available as the project moves forward.

Areas of particular focus we discussed broadly in an accompanying Board report are public spaces. Our hope is that these public spaces will include meeting rooms which will allow us to run programs concurrently, house our current makerspace and allow it to grow into some cool new maker activities, and provide additional seating space for the community to come together, meet to study, socialize and be together. We are also hoping that by moving social spaces we can provide more room for our collections to be realigned and relocated on accessible shelving. This may happen in our existing library or there may be opportunities for smaller parts of our collection, like the Teen collection, to be relocated closer to the social spaces. We look forward to discussions on this as the project evolves.

Thank you to the Building and Development staff for their work on this project, to the Downtown Service Review Team and to Council for their work in continuing to offer enhanced space to our community. We look forward to working closely through the next phase of this project.

Regards,

Cole Atlin  
Library Board Chair

Sarah Andrews  
Library CEO



# MONTHLY REPORT

**To:** Chair and Members of the Board  
**From:** Sarah Andrews, Library CEO  
**Date of Meeting:** 2 May 2024  
**Subject:** LIB 10-2024 Monthly Report (Adult Learning)

## RECOMMENDATION

THAT LIB 10-2024 Monthly Report (Adult Learning) be received for information.

## DEPARTMENTAL HIGHLIGHTS

We are now a full month into the 2024/25 fiscal year and there is nothing substantial to report as of yet. We were able to carry over twelve learners from the last fiscal year and as mentioned in our previous report we have ongoing training with a local company that will result in additional 8-10 learners at regular intervals throughout the year.

We are in the process of planning our summer schedule. We are looking forward to offering some unique workshops and will be circulating marketing materials regarding those in the near future. We are also in the process of connecting with other service providers to ensure that they are aware of what is currently being offered through Adult Learning. As examples, we will be presenting at an upcoming Ontario Works staff meeting and will be meeting with staff at the Centre for Employment and Learning in Stratford to discuss partnership opportunities as we see the dissolution of the GED in Canada come to fruition.

Our hope for this fiscal year is to establish some new referral partnerships and also to continue to demonstrate the need in Perth County for the program so that we can ensure that we have concrete data to provide the Ministry in regards to increasing base funding to the program. We are also looking forward to taking a step back from the pilot programs from last year and getting back to your core programming and discovering new ways to support the community.

## SPENDING AND VARIANCE ANALYSIS

None.

# March in Review

St. Marys Public Library  
May 2, 2024



**4712**  
VISITORS  
TO THE  
BUILDING



**29**  
PROGRAMS  
OFFERED

**486**  
ATTENDANCE

DATABASE  
SESSIONS

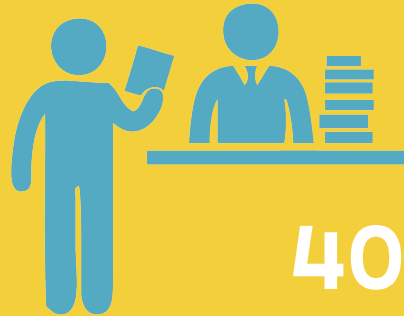
**231**



**2897**



E AND  
AUDIOBOOK  
CHECK OUTS



**4033**

TIMES ITEMS  
WERE CHECKED OUT



**1963**

ACTIVE  
PATRONS  
(current)



**120**

NEW PATRONS (YTD)



**2144**  
FACEBOOK  
FOLLOWERS



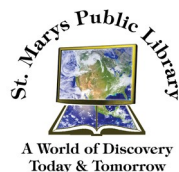
**10,800**  
REACHED ON  
FACEBOOK



**769**  
REACHED ON  
INSTA



**6542**  
WEBSITE VISITS

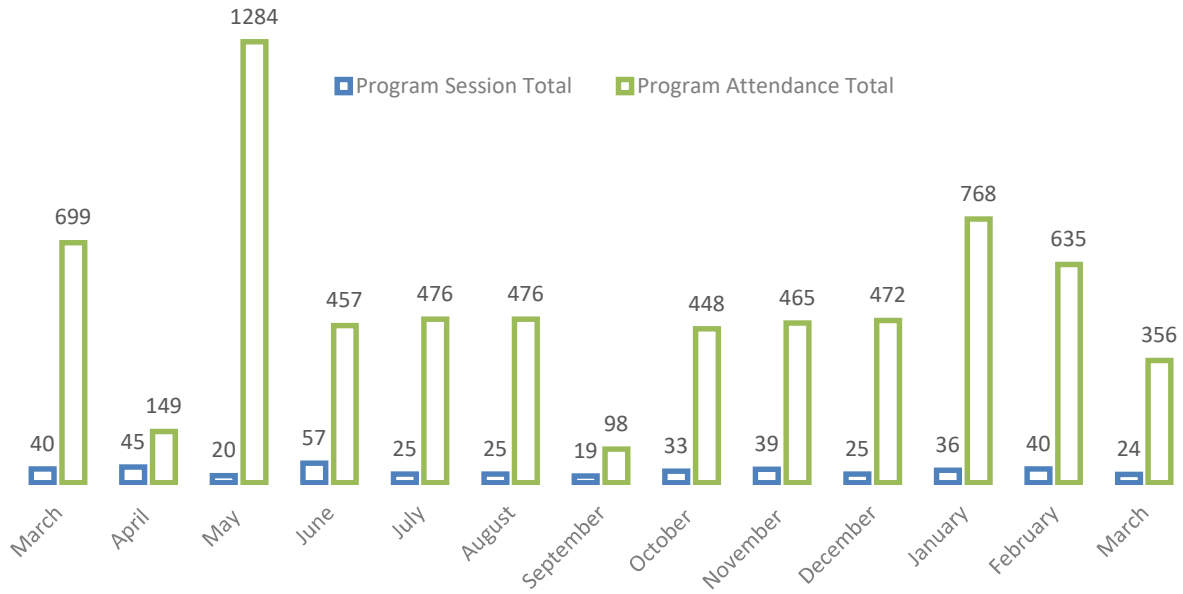


## St Marys Public Library

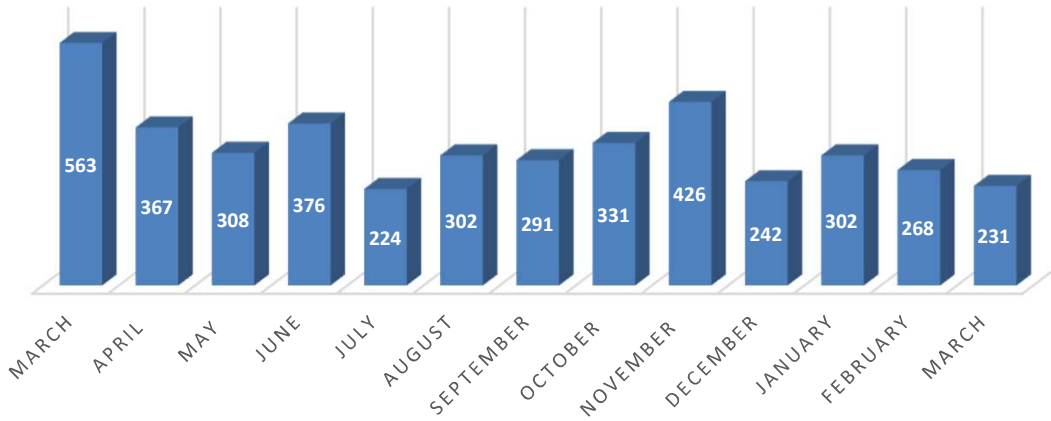
15 Church St. N., PO Box 700  
St. Marys, Ontario N4X 1B4 | 519-284-3346  
[www.stmaryspubliclibrary.ca](http://www.stmaryspubliclibrary.ca)



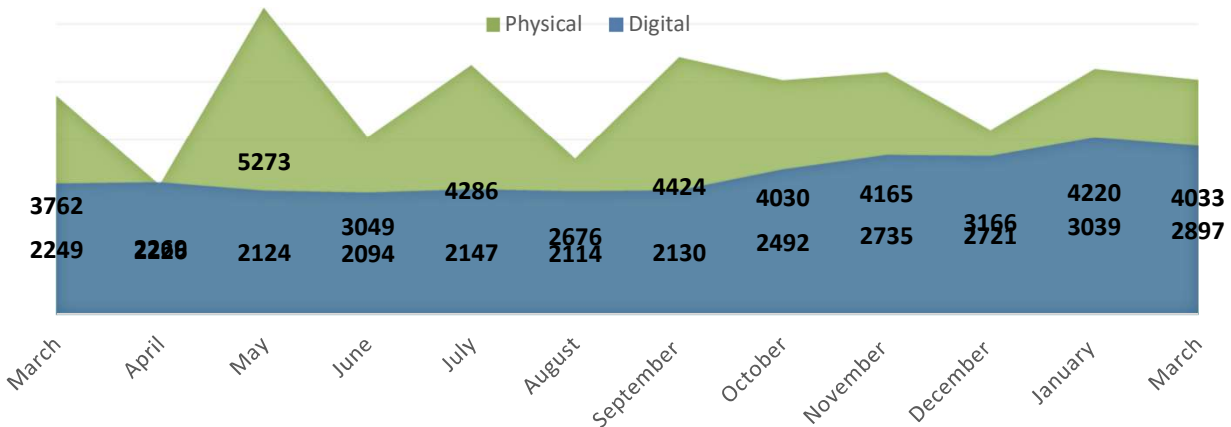
## PROGRAMMING AND OUTREACH



## DATABASE USAGE STATISTICS



## MONTHLY CIRCULATION





# Town of St. Marys

## General Ledger Trial Balance 5

January To April Fiscal Year 2024

General Ledger	Description	Previous Year Actual	Beginning Of Period	Current Period	Year To Date	Budget
<b>Revenue Operating</b>						
01-7410-4160	ONTARIO SPECIFIC GRANTS (OLPG)	0.00	0.00	(25,983.80)	(25,983.80)	(10,083.00)
01-7410-4170	CANADA SPECIFIC GRANTS	(5,400.21)	0.00	0.00	0.00	(16,500.00)
01-7410-4175	HUMAN RESOURCE DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
01-7410-4200	REVENUE - PERTH SOUTH	(71,041.00)	0.00	0.00	0.00	(71,738.00)
01-7410-4210	FEES/SERVICE CHARGES	0.00	0.00	0.00	0.00	0.00
01-7410-4215	MEMBERSHIP FEES	0.00	0.00	0.00	0.00	0.00
01-7410-4218	PROGRAM REVENUE	(4,456.88)	0.00	0.00	0.00	0.00
01-7410-4221	PHOTO COPY REVENUE	(3,346.72)	0.00	(1,043.11)	(1,043.11)	(1,000.00)
01-7410-4222	VIDEO INSURANCE FEES	0.00	0.00	0.00	0.00	0.00
01-7410-4405	FINES - OTHER	(2,428.66)	0.00	(641.73)	(641.73)	(1,000.00)
01-7410-4505	DONATIONS	(19,203.18)	0.00	(2,496.50)	(2,496.50)	(5,000.00)
01-7410-4506	DONATIONS - FOOD PANTRY	0.00	0.00	(75.00)	(75.00)	0.00
01-7410-4515	MAGAZINE SPONSORSHIPS	0.00	0.00	0.00	0.00	0.00
01-7410-4535	FUNDRAISING - QUILT	0.00	0.00	0.00	0.00	0.00
01-7410-4550	OTHER REVENUE	(3,066.50)	0.00	(7,443.61)	(7,443.61)	(2,500.00)
01-7410-4555	REVENUE - FRIENDS OF THE LIBRARY	(7,651.51)	0.00	(2,518.50)	(2,518.50)	(2,000.00)
01-7410-4562	CONTRIB FR RESERVE/DISCRE RESERVE	0.00	0.00	0.00	0.00	0.00
01-7410-4563	CONTRIBUTION FROM RESERVE FUNDS	(5,000.00)	0.00	0.00	0.00	0.00
01-7410-4564	CONTRIBUTIONS FROM TRUST FUND	0.00	0.00	0.00	0.00	0.00
<b>Revenue Operating Sub Total</b>		<b>(121,594.66)</b>	<b>0.00</b>	<b>(40,202.25)</b>	<b>(40,202.25)</b>	<b>(109,821.00)</b>
<b>Expenses Operating</b>						
01-7410-5005	FULL TIME WAGES	192,775.63	0.00	59,100.59	59,100.59	214,284.00
01-7410-5006	OVERTIME	3,326.85	0.00	1,802.02	1,802.02	1,193.00
01-7410-5010	PART TIME WAGES	172,447.77	0.00	51,198.04	51,198.04	183,208.00
01-7410-5012	ACCRUED WAGES	0.00	0.00	0.00	0.00	0.00
01-7410-5015	CPP/EI	25,485.09	0.00	8,395.99	8,395.99	30,078.00
01-7410-5016	GROUP BENEFITS	19,416.57	0.00	9,007.36	9,007.36	25,802.00
01-7410-5017	EHT	7,207.23	0.00	2,180.17	2,180.17	7,801.00
01-7410-5018	WSIB	8,666.55	0.00	3,283.75	3,283.75	11,961.00
01-7410-5019	OMERS	33,601.19	0.00	10,584.62	10,584.62	37,866.00
01-7410-5050	BOARD REMUNERATION	660.00	0.00	0.00	0.00	1,000.00
01-7410-5100	OFFICE SUPPLIES	9,321.29	0.00	1,841.42	1,841.42	8,160.00
01-7410-5105	OFFICE EQUIPMENT	3,271.53	0.00	465.48	465.48	0.00
01-7410-5110	TRAVEL/MILEAGE	996.19	0.00	38.58	38.58	2,369.00
01-7410-5120	MEMBERSHIPS	430.71	0.00	150.00	150.00	700.00
01-7410-5121	MEMBERSHIP - PCIN	27,586.00	0.00	0.00	0.00	29,217.00
01-7410-5130	PROFESSIONAL DEVELOPMENT	5,818.47	0.00	1,222.29	1,222.29	5,610.00
01-7410-5135	MEETING EXPENSES	556.50	0.00	123.53	123.53	510.00
01-7410-5155	ADVERTISING	1,207.14	0.00	340.90	340.90	1,500.00
01-7410-5169	COMMUNICATIONS MOBILE	0.00	0.00	0.00	0.00	0.00
01-7410-5170	COMMUNICATIONS	0.00	0.00	0.00	0.00	0.00
01-7410-5171	HEAT MOVED TO 5301	0.00	0.00	0.00	0.00	0.00



# Town of St. Marys

## General Ledger Trial Balance 5

January To April Fiscal Year 2024

General Ledger	Description	Previous Year Actual	Beginning Of Period	Current Period	Year To Date	Budget
01-7410-5172	HYDRO MOVED TO 5302	0.00	0.00	0.00	0.00	0.00
01-7410-5173	WATER/SEWER MOVED TO 5303	0.00	0.00	0.00	0.00	0.00
01-7410-5174	INSURANCE	0.00	0.00	0.00	0.00	0.00
01-7410-5175	COURIER/FREIGHT CHARGES	278.35	0.00	259.21	259.21	2,040.00
01-7410-5180	HOUSEKEEPING SUPPLIES	0.00	0.00	0.00	0.00	0.00
01-7410-5260	TRAINING	0.00	0.00	0.00	0.00	0.00
01-7410-5310	CONTRACTED SERVICES	11,062.32	0.00	3,711.04	3,711.04	18,854.00
01-7410-5610	PROGRAM EXPENSES	4,982.37	0.00	1,632.99	1,632.99	3,060.00
01-7410-5611	PROGRAM EXPENSES - FOOD PANTRY	181.87	0.00	1,890.50	1,890.50	0.00
01-7410-5615	PROGRAM EXPENSES - CHILDREN	0.00	0.00	0.00	0.00	0.00
01-7410-5700	CAPTIAL BOOK PURCHASES	54,056.46	0.00	12,511.33	12,511.33	62,762.00
01-7410-5701	ELECTRONIC SERVICES	6,021.43	0.00	1,154.93	1,154.93	8,170.00
01-7410-5705	MAGAZINES & NEWSPAPERS	2,505.61	0.00	912.13	912.13	4,135.00
01-7410-5710	AUDIO VISUAL	0.00	0.00	0.00	0.00	0.00
01-7410-5711	VIDEO/CD REPLACEMENTS	0.00	0.00	0.00	0.00	0.00
01-7410-5810	REPAIRS & MAINTENANCE BUILDING	0.00	0.00	0.00	0.00	0.00
01-7410-5811	REPAIRS & MAINTENANCE GROUNDS	0.00	0.00	0.00	0.00	0.00
01-7410-5812	REPAIRS & MAINTENANCE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
01-7410-5813	REPAIRS/MAINT - COMPUTER EQUIP	0.00	0.00	0.00	0.00	3,060.00
01-7410-5900	HRDC EXPENSES	0.00	0.00	0.00	0.00	0.00
01-7410-5910	COMMUNITY ACCESS PROGRAM	0.00	0.00	0.00	0.00	0.00
01-7410-5990	MATERIALS & SUPPLIES	1,921.04	0.00	0.00	0.00	0.00
01-7410-5991	MATERIALS & SUPPLIES TECH	0.00	0.00	0.00	0.00	0.00
01-7410-5992	NON TRADITION COLLECTION	784.62	0.00	0.00	0.00	2,000.00
01-7410-5995	FOL MATERIALS AND SUPPLIES	10,645.39	0.00	2,991.70	2,991.70	2,000.00
01-7410-6200	AUDIT FEES	0.00	0.00	0.00	0.00	0.00
01-7410-6201	LEGAL FEES	0.00	0.00	0.00	0.00	0.00
01-7410-6235	JANITORIAL SERVICES	0.00	0.00	0.00	0.00	0.00
01-7410-6750	PURCHASED CLIENT SERVICES	0.00	0.00	0.00	0.00	0.00
01-7410-6990	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
01-7410-7001	AMORTIZATION EXPENSE	0.00	0.00	0.00	0.00	0.00
01-7410-7100	BANK CHARGES	581.65	0.00	159.99	159.99	500.00
01-7410-8510	TRANSFER TO CAPITAL	0.00	0.00	0.00	0.00	0.00
01-7410-8520	TRANSFER TO RESERVE	2,666.00	0.00	666.00	666.00	2,664.00
01-7410-8530	TRANSFER TO TRUST FUND	0.00	0.00	0.00	0.00	0.00
01-7410-8990	OTHER TRANSFERS	0.00	0.00	0.00	0.00	0.00
01-7410-8993	INTERNAL CHARGES IT	16,000.00	0.00	5,700.00	5,700.00	22,800.00
<b>Expenses Operating Sub Total</b>		<b>624,461.82</b>	<b>0.00</b>	<b>181,324.56</b>	<b>181,324.56</b>	<b>693,304.00</b>
<b>Grand Totals</b>		<b>502,867.16</b>	<b>0.00</b>	<b>141,122.31</b>	<b>141,122.31</b>	<b>583,483.00</b>



# Town of St. Marys

## General Ledger Trial Balance 5

January To April Fiscal Year 2024

General Ledger	Description	Previous Year Actual	Beginning Of Period	Current Period	Year To Date	Budget
<b>Revenue Operating</b>						
01-7500-4160	ONTARIO SPECIFIC GRANTS	(141,284.00)	0.00	(47,348.00)	(47,348.00)	(132,570.00)
01-7500-4210	FEES/SERVICE CHARGES	0.00	0.00	0.00	0.00	0.00
01-7500-4505	DONATIONS	0.00	0.00	0.00	0.00	0.00
01-7500-4535	FUNDRAISING	0.00	0.00	0.00	0.00	0.00
01-7500-4550	OTHER REVENUE - STRATFORD	(4,488.00)	0.00	(14,781.00)	(14,781.00)	(15,224.00)
01-7500-4561	CONTRIBUTIONS FROM CAPITAL FUND	0.00	0.00	0.00	0.00	0.00
01-7500-4562	CONTRIBUTION FROM RESERVE	(27,644.65)	0.00	(33,935.99)	(33,935.99)	0.00
	<b>Revenue Operating Sub Total</b>	<b>(173,416.65)</b>	<b>0.00</b>	<b>(96,064.99)</b>	<b>(96,064.99)</b>	<b>(147,794.00)</b>
<b>Expenses Operating</b>						
01-7500-5005	FULL TIME WAGES	0.00	0.00	0.00	0.00	0.00
01-7500-5006	OVERTIME	0.00	0.00	0.00	0.00	0.00
01-7500-5010	PART TIME WAGES	93,421.68	0.00	28,388.94	28,388.94	99,044.00
01-7500-5012	LITERACY - ACCRUED WAGES	0.00	0.00	0.00	0.00	0.00
01-7500-5015	CPP/EI	7,239.70	0.00	2,226.17	2,226.17	8,223.00
01-7500-5016	GROUP BENEFITS	50.24	0.00	0.00	0.00	0.00
01-7500-5017	EHT	1,823.60	0.00	554.70	554.70	1,931.00
01-7500-5018	WSIB	2,602.05	0.00	831.79	831.79	2,971.00
01-7500-5019	OMERS	8,241.03	0.00	2,560.16	2,560.16	8,649.00
01-7500-5100	OFFICE SUPPLIES	4,159.65	0.00	264.34	264.34	2,500.00
01-7500-5105	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
01-7500-5110	TRAVEL/MILEAGE	0.00	0.00	152.54	152.54	250.00
01-7500-5120	MEMBERSHIPS	0.00	0.00	0.00	0.00	100.00
01-7500-5130	PROFESSIONAL DEVELOPMENT	372.21	0.00	0.00	0.00	250.00
01-7500-5155	ADVERTISING	1,058.32	0.00	162.82	162.82	2,000.00
01-7500-5169	COMMUNICATIONS MOBILE	0.00	0.00	0.00	0.00	0.00
01-7500-5170	COMMUNICATIONS	1,676.01	0.00	353.83	353.83	1,020.00
01-7500-5260	TRAINING	0.00	0.00	0.00	0.00	0.00
01-7500-5262	LEARNER TRAINING SUPPORT	482.11	0.00	(56.95)	(56.95)	500.00
01-7500-5263	EMPLOYMENT TRACK EXPRESS	0.00	0.00	0.00	0.00	0.00
01-7500-5302	HYDRO	0.00	0.00	0.00	0.00	0.00
01-7500-5305	JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	700.00
01-7500-5310	CONTRACTED SERVICES	132.25	0.00	0.00	0.00	240.00
01-7500-5610	PROGRAM EXPENSES	199.92	0.00	68.34	68.34	1,000.00
01-7500-5700	BOOK PURCHASES	0.00	0.00	0.00	0.00	300.00
01-7500-5990	MATERIALS & SUPPLIES	1,059.98	0.00	0.00	0.00	1,000.00
01-7500-6200	AUDIT FEES	0.00	0.00	0.00	0.00	0.00
01-7500-6990	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
01-7500-7001	AMORTIZATION EXPENSE	0.00	0.00	0.00	0.00	0.00
01-7500-7210	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00
01-7500-7300	RENT	13,461.91	0.00	4,656.42	4,656.42	14,088.00
01-7500-8510	TRANSFER TO CAPITAL	0.00	0.00	0.00	0.00	0.00
01-7500-8520	TRANSFER TO RESERVE	33,935.99	0.00	0.00	0.00	0.00



# Town of St. Marys

## General Ledger Trial Balance 5

January To April Fiscal Year 2024

General Ledger	Description	Previous Year Actual	Beginning Of Period	Current Period	Year To Date	Budget
01-7500-8993	INTERNAL CHARGES IT	3,500.00	0.00	950.00	950.00	3,800.00
	<b>Expenses Operating Sub Total</b>	<b>173,416.65</b>	<b>0.00</b>	<b>41,113.10</b>	<b>41,113.10</b>	<b>148,566.00</b>
	<b>Grand Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>(54,951.89)</b>	<b>(54,951.89)</b>	<b>772.00</b>

\*\*\* End of Report \*\*\*

To April Fiscal Year 2024



# FORMAL REPORT

**To:** Chair and Members of the Board  
**Prepared by:** Sarah Andrews, Library CEO  
**Date of Meeting:** 2 May 2024  
**Subject:** **LIB 11-2024 Perth South Agreement Update 2024**

## PURPOSE

To update the Library Board on the current status of the relationship with the Township of Perth South and library services.

## RECOMMENDATION

THAT LIB 11-2024 Perth South Agreement Update report be received; and

THAT the Board Chair and the Library CEO draft a letter to reflect the Board's position on library services for the remainder of 2024 for Perth South residents; and

THAT the Library Board offer Library Service to Perth South residents through a non-resident card;

OR

THAT the Library Board will cease library service to Perth South residents for the remainder of 2024.

## BACKGROUND

All municipalities are required to provide library services to their residents as stated in the Public Libraries Act (R.S.O 1990). Perth South contracts this service with St. Marys, Stratford and Huron County Public libraries provide their residents with services. St. Marys Public Library has contracted with the municipality of Perth South to provide library services for over twenty-five years. Perth South has also contracted annually with Stratford and Huron County. There was a funding formula reached with previous library boards and Perth South Councils, which is reflected in a service contract which is signed by the St. Marys Board Chair and CEO. The payments from Perth South are divided between one received in July and one in December.

CEOs from the three libraries provide an overview of the previous year's service to Perth South Council in January of each year, with their service agreement amount request. This report provides an update to that formula, which was reflected in the 2024 amount. St. Marys requested at our presentation to Perth South in January \$74,363, with Stratford requesting \$45,480. Perth South is indicating that their combined budget this year is \$53,734. St. Marys Public Library is being asked to revisit our budget submission amount to more closely align with the allocation approved.

The Library Board Chair has received a letter from Perth South informing us of a cut to their budget allocated to Library Services. This cut will reflect a significant decrease in funding for Stratford and St. Marys.

When the Library Board determined the amount to request from Perth South in the Fall, staff reviewed the funding formula which has been in place for several years. That formula is listed below. As discussed at our November meeting, It is important to note that St. Marys tax levy does not include capital requirements for the library building as those are absorbed in Town expenses, nor does it include capital costs for the Library – these are funded through Town Capital reserves in many cases. The attached chart is historical business case that has traditionally been used to demonstrate the value received by the municipality of Perth South.

At the April 16<sup>th</sup> Perth South Council meeting, the letters from St. Marys and Stratford were discussed and Council determined they would not move forward with a service contract with either municipality and would instead be interested in having their residents have access to a non-resident card for a fee and that Perth South would refund residents. On April 17<sup>th</sup> the Library received an emailed letter from the Perth South CAO outlining their position.

## REPORT

The Library Board may wish to discuss the option of providing service to Perth South residents through a non-resident card. As a result of these discussions staff have had a look at our non-resident card options and determined that the fees for this type of library card do not reflect the full cost of library operations. With the assistance of the Town’s Finance Department, a more accurate total that reflects the true costs of providing library service were determined.

Library Budget	\$556,960
Library Facility Costs	\$71,870
Portion of Administrative Costs (Per 2022 FIR)	\$31,000
Asset Management Costs	\$49,820
True Operations Costs	\$709,650

The true cost of Library Services to St. Marys residents:  $\$709,650 / 7,386 \text{ residents} = \$96.00 \text{ a year}$

It is the recommendation of staff that the Library Board consider a minimum of two options should they wish to continue to offer service through a non-resident card.

The first option is to offer a non-resident card at a cost of \$96.00 a year + an \$24.00 administration fee to cover the costs required to be able to properly execute the paperwork and processes necessary to account for this status. That would make the cost of non-resident card \$120 year. This card would give the holder access to St. Marys Library and holdings only and disclude PCIN items and items owned by our PCIN partners. This means that ebooks and e-audiobooks would not be available, nor reciprocal borrowing. It also means that databases which are paid for through our PCIN partnership will not be included, namely PressReader and Pronunciator.

The second option is that St. Marys Public Library Board freeze library services to Perth South and have conversations with Perth South around fees for service. The Library Board may also wish to apply for the RFP for Library Service which Perth South will be seeking applicants to for 2025.

It is not staff's recommendation to end service to Perth South residents, however, there appears to be a lack of both the value and cost of library services in St. Marys.

## **FINANCIAL IMPLICATIONS**

The Library will see a reduction to their operating budget for 2024 of \$74,363. Any non-resident fees charged would offset this loss but will not capture the full cost of offering library service to Perth South residents.

## **STRATEGIC PLAN**

Not applicable to this report.

## **OTHERS CONSULTED**

Brent Kittmer, Town CAO

Andre Morin, Director of Corporate Services/Treasurer

Krista Robinson, CEO Stratford Public Library

PCIN Management Committee

PCIN Board



## Office of the Chief Administrative Officer

3191 Road 122, St. Pauls ON NOK 1V0  
Phone: 519-271-0619  
Fax: 519-271-0647



March 20, 2024

Cole Atlin, Board Chair  
St. Marys Public Library Board  
15 Churchill Street North  
St. Marys, ON  
N4X 1B4

Dear Ms. Atlin,

### 2024 Perth South Library Budget

I am writing further to my telephone discussion with library CEO Sarah Andrews on March 12, 2024.

The three libraries from which Perth South purchases library services presented to Council their 2024 budget request on January 9, 2024, as follows:

- St. Marys Public Library \$74,363.00
  - Stratford Public Library \$45,480.00
  - Huron County Library \$11,266.00
- Total \$131,109.00

In preliminary budget discussions, the Council indicated that it would review the acquisition of library services and make a significant reduction to the library services budget for 2024. The Council's review includes consideration of purchasing library services from either St. Marys or Stratford. This anticipated change prompted my calls to Ms. Andrews and the CEO of the Stratford Public Library regarding this expected reduction.

Perth South Council approved the Township's 2024 Budget at last evening's meeting of Municipal Council. The Council has approved the Huron County Library's budget but allocated a total of \$53,734.00 for the purchase of further library services from Perth County providers. The budget proposed by Stratford Public Library can be accommodated within the allocation approved last evening.

I am writing to inquire whether your Board would like to revisit its 2024 Budget submission to align with the allocation approved by Council. Other than approving the Huron County Library's budget request, the Council has not made any further decisions with respect to acquiring library services for 2024.

Please let me know if your Board would like to submit a revised budget which can be accommodated within the budget envelope approved. I look forward to hearing from you.

Sincerely,

  
Fred Tranguill  
Chief Administrative Officer

April 17, 2024

Cole Atlin  
St. Marys Library Board Chair  
15 Church Street North  
St Marys, Ontario  
N4X 1B4

Dear Cole,

It is with a heavy heart that I tender my resignation as the appointed Perth South community representative on the St. Marys Library Board. Serving in this role has been a privilege and an honour, allowing me to witness firsthand the invaluable contributions our libraries make to our communities.

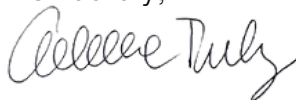
I appreciate the essential role libraries play in fostering education, literacy, and community engagement. Our St. Marys library, in particular, has been a beacon of learning and enrichment for our residents, providing resources and services that enrich lives and empower individuals of all ages. The innovative initiatives undertaken under Sarah's leadership to better serve our communities in response to new and emerging needs and opportunities are truly remarkable and serve as examples of true collaboration, inspired action, and community.

The decision by the Perth South council to abandon library funding agreement negotiations and explore alternative options for providing its residents with library services saddens me deeply. I fear this move will have a detrimental impact on our community, depriving many of access to the resources and opportunities that our library has long provided. While I understand that difficult decisions must sometimes be made, I regret that this choice has been made at the expense of such a vital community service.

I want to express my gratitude to my fellow board members, library staff, and volunteers. It has been an honor to work alongside such dedicated individuals who share a commitment to enriching the lives of others through the power of literature and learning.

I will continue to support our libraries in any way I can and remain hopeful for a future where their invaluable contributions are fully recognized and supported.

Sincerely,



Adrienne Tuling  
adriennetuling@gmail.com  
(226) 791-3768



# FORMAL REPORT

**To:** Chair Stratthdee and Members of Strategic Priorities Committee

**Prepared by:** André Morin, Director of Corporate Services / Treasurer

**Date of Meeting:** 2 May 2024

**Subject:** **COR 20-2024 Library Surplus/Deficit**

## PURPOSE

To provide the Library Board with information relating to Council's decision regarding retain any surplus operating funds on an annual basis.

## RECOMMENDATION

THAT COR 20-2024 Library Surplus/Deficit report be received for information.

## BACKGROUND

At the December 7, 2023 Library Board meeting, the following motion was passed by the Library Board:

THAT LIB 21-2023 Transferring Remaining Library Operational Funds to Reserve report be received; and

THAT the Library Board request the Town to place any surplus Library operating funds into the Library's reserve account at the end of each operating year.

To provide some background, the Library is considered a "local board" within the *Municipal Act* and are governed by the *Public Libraries Act*. The Library is under the management and control of the "Board". The Library Board is appointed by the Municipal Council.

From a finance perspective, the Library is treated as a department of the Town – all financial transactions are administered by the Finance department and HR/payroll functions are administered by the HR department; however the Library CEO is the Library Treasurer. Each year, the Library Board presents their budget request to Council and Council deliberates and approves the annual budget and tax levy requirement. At year end, accounts are reconciled, and any surplus is placed in the Town's working capital reserve and any deficit is funded from the Town's working capital reserve. The building is owned by the Town and managed/funded by the Town's Facilities department.

## REPORT

The following is the report that was provided to SPC in earlier in April:

In order to consider this request, the first question is: what is the legislative requirement related to Library operating surplus/deficits? Both the *Municipal Act* and *Public Libraries Act* are silent on this subject. There are municipalities within Ontario that keep the Library funds separate, including surplus/deficits, and there are those similar to St. Marys that incorporate the surplus/deficits within the general municipal reserves. As such, the ability for the Library to manage their own surplus/deficit funds is an option left up to the municipality to decide.

Within the Town of St. Marys, the Water, Wastewater, Solid Waste, and Building departments operate in this fashion as they are all 100% rate-funded. This ensures that these operations are funded 100% by user rates charged, all of which are under the complete control of the Town Council. For the Building department, this includes only the activities related to building permits. It is legislated within the *Building Code Act* that building permit fees must be used for building permit activities only – as such a separate reserve is administered for annual surplus/deficits to meet this requirement.

The Town and the Library Board have a Memorandum of Understanding which outlines various services and supports provided between the Town and the Library. It also is silent in relation to the allocation of surplus/deficits from Library operations. This item was considered in 2017, but ultimately was not approved by the Library Board of the day.

Library Board's position:

The Library Board would like to suggest to Council that allowing surplus operational funds not spent in the allotted year could be placed in a reserve account and then used for any unexpected or long-term projects. This could be a useful tool in the next five years as the Library prepares for some future space allocations and their accompanying costs. However, this would not be seen as an intentional, yearly way to save funds. The items put forward in the annual operational budget would be intended to be spent within that calendar year. Funds in reserve would need the approval of the Library Board to be spent. Additional checks and balances could be put in place to ensure the Library's spending aligns with Town operations, strategic objectives and overall corporate efficiencies.

General Pros for Library Board retaining annual surplus/deficits:

- Financial autonomy for the Library Board
- Allows Library to implement strategic planning using built up reserve funds
- Financial autonomy should lead to more accountability and efficient use of funds
- Library would be able to fund one-time expenditures from this reserve rather than requesting an annual budget increase from the Town

General Cons for Library Board retaining annual surplus/deficits:

- Increased risk to the Library when unexpected expenditures or revenue losses arise
- Town may still be required to assist with large, unexpected expenditures or deficits
- Library being more autonomous may lead to being more siloed from Town operations
- Full cost accounting should be implemented to ensure full cost of Library services is captured within annual budget
- Could lead to Library considering alternative service arrangements reducing overall corporate efficiencies or other strategic objectives
- More financial autonomy may require the Library to consider having their own finance expertise/resources

After consideration, the SPC decision was:

***THAT COR 20-2024 Library Surplus/Deficit report be received; and***

***THAT the Strategic Priorities Committee recommends to Council:***

***THAT staff be directed to proceed with Option 1: To maintain the status quo, Library surpluses/deficits are retained/funded by the Town, and,***

***THAT*** staff be directed to include in the Library annual expenditures a reasonable cost for administrative and facility costs in order to properly reflect the full cost of Library services.

The Strategic Priorities Committee felt that it would be more beneficial to discuss this topic during the 2025 budget deliberations once more was known in relation to providing services to Perth South.

Another item that was discussed is the proper accounting and/or cost of providing Library services in St. Marys. This topic often comes up and staff are seeking direction to adjust the accounting approach to reflect a better representation of the net cost of the Library within the Library’s annual budget. To do so, the following two adjustments are recommended:

- Facility rental charge for the use of the facility that matches the annual budgeted costs to operate the facility and should include lifecycle costs of the building as the Town’s asset management plan evolves to include this.
- An administrative charge from the Town – The administrative charge should be calculated based on the same methodology that is being currently developed by the Town, City of Stratford, and County of Perth in relation to the shared services agreements.

Both of these adjustments would not have an impact on the overall tax levy but would lead to an increase in the Library levy and a corresponding decrease in some of the Town department tax levies. This approach would result in a more transparent Library budget that is reflective of the true cost of operations. This would also be implemented as part of the 2025 budget deliberations.

## **FINANCIAL IMPLICATIONS**

Potential financial implications are discussed above.

The current Library reserve includes a balance of \$166,956.56. This reserve is made up of the following:

Adult Learning	\$28,213.64	Used to balance the March 31 <sup>st</sup> year end, has accumulated over time
PCIN	\$21,361.00	Held for ILS and Van for PCIN
Library	\$117,381.92	Previous years (2007 – 2023) deferred grant and donation revenue, and surplus for capital book purchases when it was previously accounted for as through capital transfers (now runs through operating budget)
<b>Total</b>	<b>\$166,956.56</b>	

The last 2 years of Library surpluses are summarized below:

<b>Year</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Net</b>	<b>Comments</b>
<b>2022 Budget</b>	\$86,650	\$630,583	\$543,933	
<b>2022 Actuals</b>	\$138,855	\$615,105	\$476,550	
<b>Difference</b>	<b>\$52,205</b>	<b>\$15,478</b>	<b>\$67,383</b>	Surplus - \$10k grant booked in 2022 but should be 2023, Donations over by \$33,000 (\$21,000 transferred to reserve), \$5k from DCs, \$35,500 under in salaries and benefits, contracted services under by \$8k.

<b>2023 Budget</b>	\$101,232	\$658,192	\$556,960	
<b>2023 Actuals (Unaudited)</b>	\$121,595	\$624,462	\$502,867	
<b>Difference</b>	<b>\$20,363</b>	<b>\$33,730</b>	<b>\$54,093</b>	Surplus - \$10k lower on grants due to 2022 accounting, Donations over by \$17k, \$5k DC transfer, user fees up by \$6,500, Salaries and benefits under by \$27,000, contracted services under by \$7k.

**SUMMARY**

Currently the St. Marys Library, while a separate local board, is treated like a Town department from a financial perspective. At the end of the year, any surplus is returned to the Town reserves and any deficit is funded by the Town working capital reserve. Capital is all funded by the Town’s capital reserves (except for Library collection which was moved to the operating budget a few years ago) and the facility is owned and managed by the Town. The Library Board has requested Council consider authorizing the Library to retain any surplus funds in their own reserve to begin to build a potential reserve to fund future unexpected expenditures or special projects. This report speaks to the pros and cons; the Strategic Priorities Committee will discuss this request prior to making a recommendation to Council.

**STRATEGIC PLAN**

Not applicable to this report.

**OTHERS CONSULTED**

Sarah Andrews, Library CEO  
Denise Feeney, Finance Manager

**Report Approval Details**

Document Title:	COR 20-2024 Library Surplus.docx
Attachments:	
Final Approval Date:	Apr 9, 2024

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

Brent Kittmer

## Report Approval Details

Document Title:	COR 24-2024 Library Surplus (Library Board).docx
Attachments:	
Final Approval Date:	Apr 26, 2024

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

Brent Kittmer



# FORMAL REPORT

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

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

**Date of Meeting:** 2 May 2024

**Subject:** **LIB 12-2024 PCIN Strategic Plan Update**

## PURPOSE

To share with the Library Board that work that has been done to update the Perth County Information Network (PCIN) Strategic Plan.

## RECOMMENDATION

THAT LIB 12-2024 PCIN Strategic Plan Update report be received.

## BACKGROUND

The PCIN Board created a sub-committee of members to work on updating the strategic plan. This plan assists in shaping the overall PCIN service amongst all five library systems in Perth County. The update has two phases. The first phase is the Mission, Vision and Values statements. The Second stage will be undertaken in May and presented in June and will include strategic directions.

## REPORT

The Sub-committee presented to the Library Board their work on crafting a Mission, Vision and Values statement for the PCIN Board. The Board approved their work as presented.

### Mission Statement

Connecting community collaboratively across the Perth County network of libraries by leveraging our strengths.

### Vision

Beyond the Traditional

### Values

Community, Connection, Discovery, Inclusivity, Innovation, Investment, Lifelong Learning, Literacy, Opportunity, Partnerships

Thank you to the sub-committee members for their work on this project. The Sub-Committee members are Colin (St. Marys), Emma (Stratford) and Kim (West Perth).



## **FINANCIAL IMPLICATIONS**

None.

## **STRATEGIC PLAN**

- This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #1 Building Strong Community.

## **OTHERS CONSULTED**

PCIN Strategic Plan Sub-Committee

PCIN Board

PCIN Management Team



# FORMAL REPORT

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

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

**Date of Meeting:** 2 May 2024

**Subject:** **LIB 13-2024 Update of Library Policies**

## PURPOSE

To review Library policies to ensure they are up-to-date and reflect the Board’s position.

## RECOMMENDATION

THAT LIB 13-2024 Update of Library Policy be received; and

THAT the Library CEO update the BL-02 Loan Periods and Fees for Service Policy to reflect the amended non-resident card rate of \$120/year and \$10/month; and

THAT the Library CEO update the same policy to reflect the new printing costs for the large format printer.

THAT the Library CEO update the OP-02 Circulation Policy to reflect the changes in sections 3,4,5 and 6 to reflect amended non-resident card criteria.

## BACKGROUND

Since this policy was last reviewed, there have been two recommendations come forward for updates. The first is related to the non-resident fee and the second is the purchase of the new large format printer and the need to include the cost of printing on this device.

## REPORT

It is the recommendation of the Library Board that the non-resident card fee be increased to reflect the true cost of providing library services.

The large format printer will allow residents and visitors to print poster size documents on regular and premium quality paper for their needs. Currently this service is not available in St. Marys to residents. The Library staff anticipate promoting this service widely to the community members and to our local businesses and service groups.

Regular paper	24” \$1 /foot	36” \$1.50/foot
Premium paper	24” \$3/ foot	36” \$4/foot

## **FINANCIAL IMPLICATIONS**

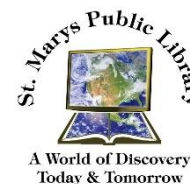
This printer will generate additional revenue for the Library.

## **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

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# St. Marys Public Library



Policy Type: By-Law

Policy Number: BL-02

Policy Title: **Loan Periods and Fees for Service**

Policy Approval Date: May 2024

Policy Review Date: June 2027

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## 1. Objective

- 1.1 The St. Marys Public Library exists to serve the community and is based on the fundamental concept of sharing resources. While the St. Marys Public Library is bound by legislation in the *Public Libraries Act*, R.S.O. 1990, c. P44, the St. Marys Public Library Board makes rules for the use of library materials, charges for certain services in the library, and imposes fines.

## 2. Policy Statement

- 2.1 To encourage prompt return of its materials, the St. Marys Public Library Board outlines in this policy the fees associated with all late materials; and
- 2.2 This policy outlines additional fees enforced by the St. Marys Public Library Board.

## 3. Loan Periods

Physical Materials (not online items)

Material Type	No. of Items Per User	Loan Period	No. of Renewals
Books	No limit	3 weeks	3
Audiobooks	No limit	3 weeks	3
Magazines	No limit	1 week	3
DVDs	No limit	1 week	3
Video Games	2 items	1 week	None
Xpress Loans	2 items	1 week	None
Park Passes	1 item	1 week	None
Upper Thames Pass	1 item	2 days	None
Interlibrary Loan	2 items	3 weeks	1

Electronic items borrowed through products like Download Library do not accrue fines.

## 4. Library Materials (Fines)

Effective January 2022, the Library will be removing fines on late materials. However, if material is lost, patrons will be billed for the replacement cost of materials as well as any costs accrued in the retrieval of materials back to the library through UMS.

Material Type	Replacement Cost
Children's Books and DVDs	Cost of individual item
Adult Books and DVDs	Cost of individual item
Magazines	\$10 per issue
Video games	Cost of individual item
Parks Pass	Replacement cost
Interlibrary Loan	Cost of item plus charge from owning library

## 5. Fees and Service Charges

5.1 The St. Marys Public Library Fees are associated with services outside of the scope of the Public Libraries Act. They include the following:

Item	Fee
Non-Resident Card	\$10.00/month, \$120/year
Replacement Library Card	\$2.00
Processing Fee	\$5.00
Damaged Materials	\$5.00 or replacement cost, depending on severity of damage
Lamination	Letter size \$2.00 Legal size \$3.00 ½ Letter size \$1.75 Menu size \$4.00
Printing	0.10 cents per page (black & white) 0.25 cents per page (colour)
Large Format Printing	24" printing, regular paper \$1/foot 36" printing, regular paper \$1.50/foot 24" printing, premium paper \$3/foot 36" printing, premium paper \$4/foot
Fax (local) Incl. HST	free
Fax (Long Distance) Incl. HST	\$1.00 per page
Fax (Receiving) Incl. HST	0.10 cents per page
Scanning and sending via email	No charge
LCS Digital Projector	\$25.00 per day
Portable Projector Screen	\$10.00 per day
Portable Easel (no paper)	\$5.00 per day
Buffing DVDs	\$2.00 per disc
Exam Proctoring	50.00 per exam
Meeting Room Rental	

<b>Not-for-profit rental</b>	Free
<b>Commercial rental</b>	\$20
<b>Standard Vinyl (6" x 24" piece)</b>	\$1.00 per piece
<b>Heat Transfer Vinyl (6" x 15" piece)</b>	\$4.00 per piece
<b>Button (2" diameter)</b>	0.25 cents per piece
<b>3D Printer Filament</b>	.10 cents per gram

## 6. Overdue Items

The Library will do its best to notify patrons as their items approach their due date. This is done through email noticed and phone calls from staff. Library materials that reach their due date and do not have a hold waiting will automatically renew for the patron. However, it is the responsibility of patrons to keep their contact information in their account records up-to-date and monitor their due dates. When a patron provides an email address on their account, they will receive the following electronic notices:

Item Type	Pre-overdue notice	First overdue notice	Final overdue notice	Billing notice / changed to Lost status	Send to UMS
Hotspots, Xpress, park passes	3 days prior	2 days overdue	9 days overdue	16 days overdue	23 days overdue
All other materials	3 days prior	7 days overdue	21 days overdue	35 days overdue	42 days overdue

Lost items on a card with a total owing of \$50 or more will be referred to our Collection Agency, Unique Management Services (UMS). A recovery fee of \$12.95 per account (not per item) will be added to the patron record. Patrons will be contacted according to the following schedule:

UMS will try and contact via telephone and by written letter. Phone calls will be made Monday to Friday 6-9pm, Saturdays 9-3pm.

The process used by UMS is as follows:

UMS Step	Timeline
Skip Tracing (verify contact details)	Immediately
First Letter Notification	Within 24 hours
First Phone Call	22nd day
Second Letter	43rd day
Second Phone Call	64 <sup>th</sup> day
Third and Final Letter	85 <sup>th</sup> day
Credit Reporting	115 <sup>th</sup> Day

Credit reporting is only for patrons 18+ and based on parameters set by PCIN regarding specific dollar amounts still owed.

## 7. Related Documents

*Public Libraries Act, R.S.O. 1990, c. P44*  
*OP-02 Circulation Policy, St. Marys Public Library Policy*

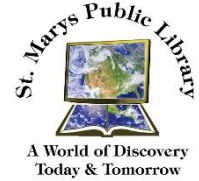
## **8. History**

Date of Latest Board Approval: November 2023

Date(s) of Revision(s): December 2021 – Removal of fines and lowering of some service costs

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# St. Marys Public Library



Policy Type: **Operational Policy**

Policy Number: **OP-02**

Policy Title: **Circulation**

Policy Approval Date: **June 2022**

Policy Review Date: **June 2024**

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## 1. Objective

- 1.1 The St. Marys Public Library makes materials widely available to the community in an equitable manner, in order to maximize the use of the collections. The purpose of this policy is to promote universal access to a broad range of knowledge, experience, information and ideas, aligning with the Mission, Vision and Values of the St. Marys Public Library. Furthermore, this policy aims at protecting intellectual freedom and respect individuals' rights to privacy and choice, as well as ensuring stewardship of materials, which are a public asset;
- 1.2 The St. Marys Public Library Board ensures fair conditions for library membership and borrowing privileges, while protecting resources in a responsible manner, and in accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44.

## 2. Policy Statement

- 2.1 This policy will provide a mechanism for ensuring the equitable access and fair use of collections and services.

## 3. Library Membership

- 3.1 In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44, no fee will be charged to residents of St. Marys ~~or the contracting municipalities Municipality Perth South for:~~
  - a. Admission to the library;
  - b. The use of library materials;
  - c. Borrowing circulating materials; or
  - d. The use of information services.
- 3.2 As part of the Perth County Information Network membership, no fee will be charged under section 3.1 of this policy for services for any cardholder in any Perth County Information Network library;
- 3.3 Any person may be a member of the library with borrowing privileges subject to restrictions or limitations set out below:
  - a. Any person who lives, ~~works~~, attends school or owns property in the Town of St. Marys ~~or Perth South communities~~ is eligible to receive a library card with borrowing privileges without charge upon presentation or acceptable identification;
  - b. A non-resident, or individual not within the St. Marys catchment, or an individual not part of the St. Marys reciprocal borrowing arrangement may receive a library card membership by paying a non-refundable fee. ~~Payment of this fee entitles each member full library privileges. Non residents are~~



restricted to use of materials owned by our Library and do not have access to PCIN resources nor materials owned by other PCIN libraries.

- c. and can be purchased monthly or annually; and
  - d. Membership will be granted to an individual who is unable to provide identification verifying address. In this situation, borrowing will be limited to one item at a time until verification of address is provided.
- 3.4 A parent of guardian must apply for a library card on behalf of a child twelve years of age or younger, and must accept responsibility for any overdue fines incurred, including any lost or damaged materials;
- 3.5 Parents or guardians will be responsible to ensure their child follows the rules of membership at the St. Marys Public Library;
- 3.6 Membership may be suspended if a card is not in good standing. This occurs when the cardholder exceeds maximum allowable fines or other charges, or violates other library policies;
- 3.7 Library membership records will be handled in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the St. Marys Public Library policy *Privacy and Access to Information*. All personal information requests will be handled by the CEO; and
- 3.8 The use of a Library Card at any other PCIN library is subject to that library's loan periods, fines and other circulation rules. Although most circulation rules are common, there may be items or services specific to a library for which that library sets the rules.

#### **4. Conditions of Membership and Card Use**

- 4.1 Membership is not transferable to other individuals;
- 4.2 Individuals are entitled to only one library card. Any lost or damage cards will be replaced for a fee;
- 4.3 The Library Card is property of the St. Marys Public Library, and must be returned upon request;
- 4.4 Lost or stolen cards must be reported immediately to library staff. Members are responsible for any materials borrowed on their cards until loss or theft is reported;
- 4.5 Change of address, name, phone number and email address must be reported to library staff as soon as possible;
- 4.6 Membership expires bi-annually; renewal requires verification of the member's name, address, telephone;
- 4.7 Membership is suspended when fines exceed \$10.00 and will be reinstated when account is paid below the \$10.00 threshold; and
- 4.8 The Chief Executive Officer is authorized by the Board to withhold library membership privileges from anyone refusing to comply with Board policy, and will entrust the staff to deny the use of the library or its services for due cause.

#### **5. Borrowing**

- 5.1 In keeping with the Ontario Library Association's *Position on Children's Rights in the Library*, there are no restrictions on the materials borrowed by children. While the library staff can advise children on reading interests, the material selected by the child is the responsibility of the parent or guardian (see Appendix A);
- 5.2 The library will endeavor to provide Home Bound Support/Home Delivery when possible. Materials delivered to a patron's residence will be done at no cost to the patron, and will be provided by a St. Marys Public Library staff member or trained volunteer;
- 5.3 Loans:
- a. A standard loan period of three weeks exists for materials borrowed, except those materials where a

- special loan period has been set. See St. Marys Public Library's Fines and Fees for Service By-Law;
- b. Newspapers are non-circulating materials; and
  - c. The library may impose limits on the total number of items which may be borrowed or shorten loan periods when there is heavy demand, or when holdings in a particular category/topic are limited.

#### 5.4 Renewals:

- a. The PCIN Network has in place an autorenewal process for materials that are not on hold for other patrons and which qualify as renewable. This will happen two days before an items original due date automatically and patrons who receive email communications from the Library will receive a notification of this service.
- b. Additionally, Library items may be renewed in person, by telephone, through email or by catalogue access both in the library or remotely;
- c. Items on reserve for other members are not able to be renewed; and
- d. The maximum renewal period is up to three loan periods, at which point the item will be returned to the library.

#### 5.5 Holds and Reserves:

- a. Library items may be reserved in person, by telephone or by catalogue access both in the library or remotely;
- b. When an item becomes available, the person will be notified either by telephone, email or text message (depending on patron correspondence on file); and
- c. All items are held for a period of six (6) business days. After that period, items will default to the next person on the holds list.

## 6. Charges

- 6.1 "Traditional library items will not accrue fines, however if they are not returned within a set time period the cost of the items will be billed to the borrower;
- 6.2 "Non Traditional" library materials not returned within a set time will still be subject to both fines and the cost of the items will be billed to the borrower;
- 6.3 The library will not charge a processing fee for materials lost, damaged or removed from the collection;
- 6.4 Damaged or lost materials will result in the patron being charged for the replacement cost of the item;
- 6.5 Staff may make exceptions in extenuating circumstances;
- 6.6 Membership is suspended when charges exceed \$10.00, and will be re-instated when all outstanding accounts are settled; and
- 6.7 Fines and replacement costs which exceed \$50 may be passed on to our Collections Agency to assist with payment. Payments are to be made to the Library directly and are not collected on our behalf by the Agency.
- 6.8 The fines and fees of lost, damaged or late items will follow the St. Marys Public Library *Fines and Fees for Service* by-law.
- 6.9 The Library will charge a fee for non-resident cards which reflect the cost of library service within the municipality.

## 7. Related Documents

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

*OLA's Position on Children's Rights in the Library*, Ontario Library Association 1998

*Privacy and Access to Information Policy*, St. Marys Public Library Policy

*Loan Periods and Fees for Service*, St. Marys Public Library By-Law

## 8. History

*OP-02 Circulation*  
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Date of Latest Board Approval: September 2022  
Date(s) of Revision(s): December 2012, March 2012, July 2019, September 2019  
Date of next scheduled review: June 2024

## Appendix A

### The Ontario Library Association Position on Children's Rights in the Library

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Children in Public Libraries have the right to:

1. Intellectual freedom;
2. Equal access to the full range of services and materials available to other users;
3. A full range of materials, services and programs specifically designed and developed to meet their needs;
4. Adequate funding for collections and services related to population, use and local community needs;
5. A library environment that complements their physical and developmental stages;
6. Trained and knowledgeable staff specializing in children's services;
7. Welcoming, respectful, supportive service from birth through the transition to adult user;
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services; and
9. Library policies written to include needs of the child.

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Adopted at the Ontario Library Association  
Annual General Meeting  
November 1998