



AGENDA

St. Marys Public Library Board **Thursday, October 2, 2025, 6:45 PM**

St. Marys Public Library
15 Church St. N., St. Marys, ON

This meeting is live streamed on the [Town's YouTube page](#)

- 1. CALL TO ORDER**
- 2. DECLARATIONS OF PECUNIARY INTEREST**
- 3. AMENDMENTS AND APPROVAL OF AGENDA**

THAT the agenda for the October 2, 2025 regular meeting of the St. Marys Public Library Board be approved as presented.

4. CONSENT AGENDA

THAT consent agenda items 4.1 through 4.3 be approved as presented.

4.1. Acceptance of Minutes

[09 04 2025 Library Board Minutes.docx](#) (Page 4)

4.2. LIB 20-2025 October Monthly Report (Library)

THAT LIB 20-2025 October Monthly Report (Library) report be received.

[LIB 20-2025 October Monthly Report \(Library\)](#) (Page 7)

[Program Statistics for August 2025](#) (Page 9)

[August 2025 in Review](#) (Page 10)

[Library YTD as of August 31 2025](#) (Page 11)

[2025 Yak Shack Review](#) (Page 15)

4.3. LIB 21-2025 October Monthly Report (Adult Learning)

THAT LIB 21-2025 October Monthly Report (Adult Learning) report be received; and
THAT the Library Board approve the contingency plan to allocate funds from the Adult Learning funds in reserve to cover the costs of computer replacement should the funding application to the Ministry not be approved.

[LIB 21-2025 October Monthly Report \(Adult Learning\)](#) (Page 28)

5. NEW BUSINESS

5.1. LIB 23-2025 Strategic Plan Update

THAT LIB 23-2025 Quarterly Strategic Plan Update report be received; and

THAT LIB 23-2025 Quarterly Strategic Plan Update report be approved.

[LIB 23-2025 Strategic Plan Update](#) (Page 30)

[Update on Library Strategic Plan Initiatives](#) (Page 31)

5.2. LIB 24-2025 Year Three Governance Update

THAT LIB 24-2025 Year Three Governance Update report be received; and

THAT LIB 24-2025 be approved.

[LIB 24-2025 Year Three Governance Update](#) (Page 42)

5.3. LIB 25-2025 Holiday Schedule

THAT LIB 25-2025 Holiday Schedule report be received; and

THAT LIB 25-2025 Holiday Schedule report be approved.

[LIB 25-2025 Holiday Schedule](#) (Page 44)

5.4. LIB 26-2025 Striking an AD-HOC Committee for Fundraising Oversight.

THAT LIB 26-2025 Striking an AD-HOC Committee for Fundraising Oversight report be received; and

THAT the Library Board appoint _____, _____ and _____ to the AD-HOC Committee for Fundraising Oversight; and

THAT the Library Board committee members work with the Friends of the Library and Town staff liaisons to establish the committee membership; and

THAT the Library Board task the Ad-HOC committee to report back to the Library Board at the December Library Board meeting with developments on fundraising initiatives.

[LIB 26-2025 Striking an AD-HOC Committee for Fundraising Oversight.](#) (Page 45)

6. ROUND TABLE DISCUSSION

7. FRIENDS OF THE LIBRARY REPORT

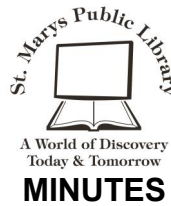
THAT the verbal Friends of the Library report be received.

8. UPCOMING MEETINGS

December 4, 2025 - 6:45pm, Library Board, St. Marys Public Library (15 Church Street North)

9. ADJOURNMENT

THAT the regular meeting of the St. Marys Public Library Board be adjourned at ____ pm.



**St. Marys Public Library Board
Regular Meeting**

September 4, 2025
6:45pm
15 Church Street North, St. Marys

Committee Present: Cole Atlin
Barb Tuer
Councillor Aylward
Colin Coburg
Councillor Pridham
Sylvain Robichaud
Carol Robinson Todd
Mayor Strathdee

Staff Present: Sarah Andrews, Library CEO
Caroline Robichaud, Library Public Service Coordinator
Nicole Carradine, Adult Learning Program of Perth Coordinator

1. CALL TO ORDER

The chair called the meeting to order at 6:49pm.

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Barb Tuer

Seconded By Councillor Pridham

THAT the agenda for the September 4, 2025 regular meeting of the St. Marys Public Library Board be approved as presented.

CARRIED

4. CONSENT AGENDA

Moved By Colin Coburg

Seconded By Sylvain Robichaud

THAT consent agenda items 4.1 through 4.3 be approved as presented.

CARRIED

4.1. Acceptance of Minutes

4.2. LIB 16-2025 September Monthly Report (Library)

4.3. LIB 17-2025 September Monthly Report (Adult Learning)

5. NEW BUSINESS

5.1. LIB 18-2025 Draft 2026 Library and Adult Learning Budgets

Moved By Councillor Aylward

Seconded By Sylvain Robichaud

THAT LIB18-2025 Draft 2026 Library and Adult Learning Programs of Perth Budget be received; and

THAT The Library Board approve the Library Board Budget; and

THAT The Library Board approve the Adult Learning Program of Perth Budget.

CARRIED

5.2. LIB 19-2025 Library Policy Review

Moved By Councillor Pridham

Seconded By Colin Coburg

THAT LIB 19-2025 Library Policy Review report be received; and

THAT the revision listed in this report for both policies be approved; and

THAT the Board tasks the Library CEO to update the policies accordingly.

CARRIED

6. ROUND TABLE DISCUSSION

7. FRIENDS OF THE LIBRARY REPORT

Caroline Robinson-Todd provided an update to the Board.

8. UPCOMING MEETINGS

October 2, 2025 - 6:45pm

9. ADJOURNMENT

Moved By Barb Tuer

Seconded By Councillor Pridham

THAT regular meeting of the St. Marys Public Library Board be adjourned at 7:35 pm.

CARRIED

Chair

Committee Secretary



MONTHLY REPORT

To: Chair and Members of the Board

From: Sarah Andrews, Library CEO

Date of Meeting: 2 October 2025

TITLE

LIB 20-2025 October Monthly Report (Library)

RECOMMENDATION

THAT LIB 20-2025 October Monthly Report (Library) report be received.

DEPARTMENTAL HIGHLIGHTS

Building Strong Community

Staff were promoting the Strategic Plan survey at the Friends of the Library Book Sale and handing out postcards with the survey's URL as well as printed surveys for people to complete. The survey will close September 28th and results will be tallied and presented to the Library Board at the December meeting.

The final public consultation was held September 13th here at the Library but there were not any attendees. Thank you to the Board members who participated in both public sessions.

Diverse and Accessible Library Collections

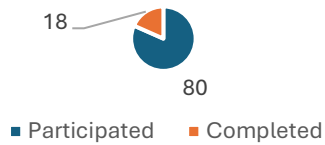
New Envoy Players began loaning in September. The Library has purchased three units for patrons who experience challenges using the larger DAISY devices. Staff load the devices with audiobook titles from genres that patrons enjoy.

Fun and Inclusive Programs and Services

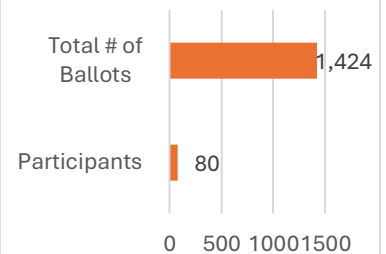
New public computers have been ordered for the Library. They will roll out later this month. This is as a result of the challenges presented by the Windows 11 upgrade. It is the intent of Library and IT staff that there will be minimal disruption to computer services at that time.

Library program statistics for the summer were strong. There was a total of 852 kayak loans over the summer. A copy of the full report prepared by staff included for the Board's reference. Additionally, the attendance at children's summer programs was strong.

Number of Readers who participated and completed all reading badges



Summer Reading Draw



Summer Program Attendance

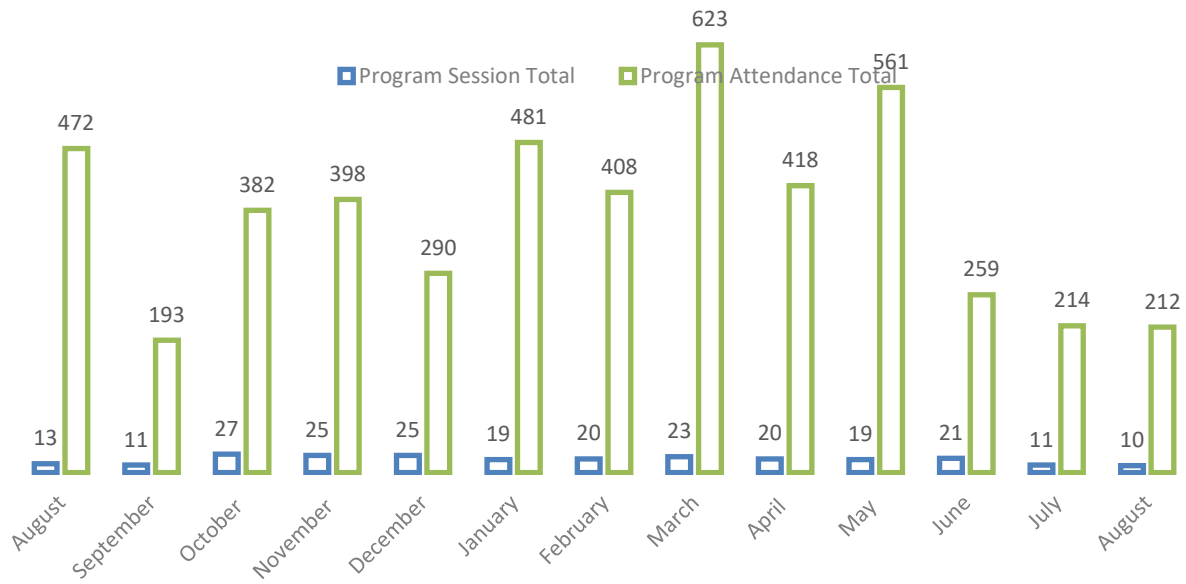
Week	Crafty Kids	Club SMPL	Discovery Den	Funday Friday
One	25	10	20	20
Two	9	8	20	117
Three	24	7	12	14
Four	21	10	5	0
Five	N/A	N/A	10	20
Six	12	8	7	45
Seven	13	6	5	26

There were 36 Reading Buddy appointments this summer, where the Summer Reading Coordinator met with a child reader and worked on reading skills.

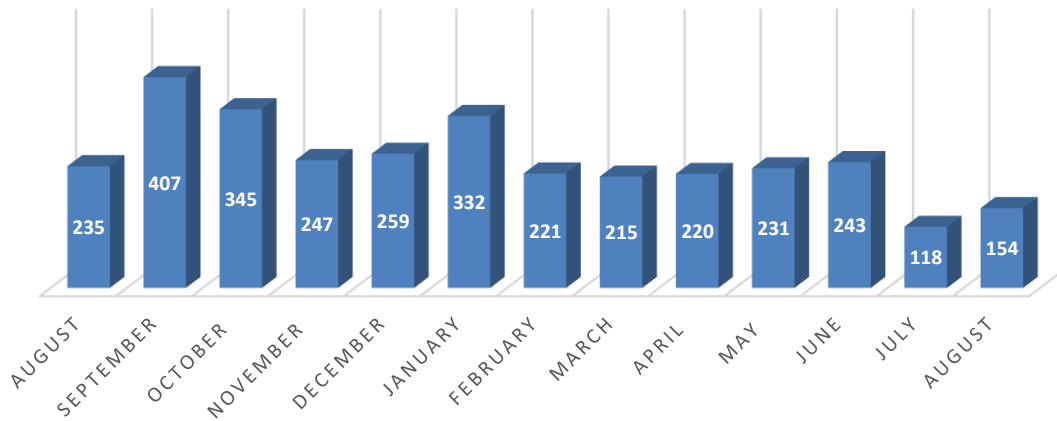
SPENDING AND VARIANCE ANALYSIS

None.

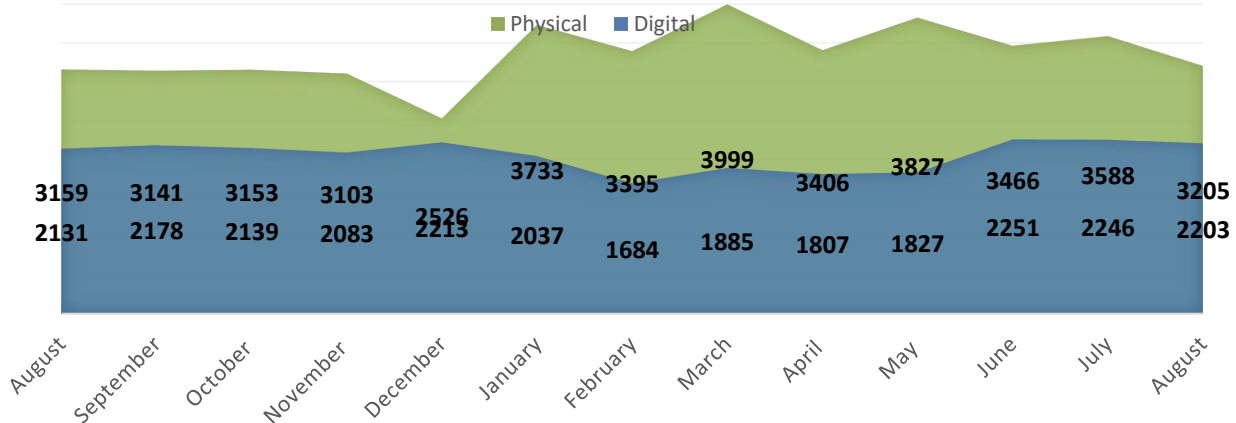
PROGRAMMING AND OUTREACH



DATABASE USAGE STATISTICS



MONTHLY CIRCULATION



August in Review

St. Marys Public Library
September 24, 2025



5,598
VISITORS
TO THE
BUILDING



23

PROGRAMS
OFFERED

599

ATTENDANCE



DATABASE
SESSIONS

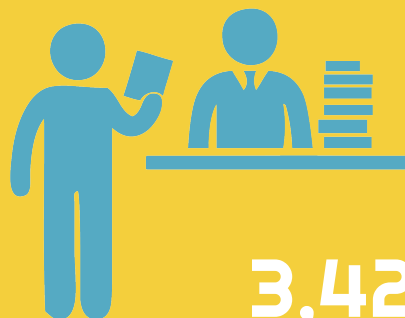
4,139



2,014



E AND
AUDIOBOOK
CHECK OUTS



3,426

TIMES ITEMS
WERE CHECKED OUT



5,412
CATALOGUE
USES

2,354

ACTIVE
PATRONS
(current)



253

NEW PATRONS (YTD)



2,280

FACEBOOK
FOLLOWERS



7,480

REACHED ON
FACEBOOK



794

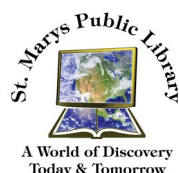
REACHED ON
INSTA

36

MEETING ROOM
BOOKINGS

247

PUBLIC
COMPUTER USES



St Marys Public Library

15 Church St. N., PO Box 700
St. Marys, Ontario N4X 1B4 | 519-284-3346
www.stmaryspubliclibrary.ca



Library

Period Ending August 31, 2025

Division	Library
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	Sum of 2025 YTD	Sum of 2025 Budget
Revenue		
Grants	(88,713.30)	(154,448.00)
Other	(27,125.86)	(12,500.00)
Reserve Transfer	(45,692.09)	(7,500.00)
User Fees	(3,805.05)	(1,500.00)
Revenue From Municipalities	(80,504.76)	(65,681.00)
Donations	(13,092.58)	(20,000.00)
Revenue Total	(258,933.64)	(261,629.00)
Expense		
Bank Charges	496.96	500.00
Contracted Services	6,895.38	14,000.00
Reserve Transfer	1,298.00	2,596.00
Repairs & Services	-	5,000.00
Wages & Benefits	405,268.71	633,264.00
Conferences, Seminars & Training	2,107.50	7,110.00
Professional Fees	-	-
Materials & Supplies	29,694.72	36,764.00
Advertising, Marketing & Promotion	1,379.24	5,000.00
Internal Expense	52,152.50	104,305.00
Utilities	-	-
Program Expenses	8,265.55	15,060.00
PCIN	30,180.00	32,776.00
Capital Book Purchases	26,311.04	64,688.00
Other Collections	3,944.15	9,172.00
Expense Total	567,993.75	930,235.00
Grand Total	309,060.11	668,606.00



Library Details
Period Ending August 31, 2025

Division	Library
Department	Library

	Sum of 2025 YTD	Sum of 2025 Budget	Sum of Variance to Budget	Comments
Revenue				
Grants	(3,468.30)	(26,583.00)	(23,114.70)	
Other	(27,125.86)	(12,500.00)	14,625.86	Added FOL Revenue - \$2k, offset below
Reserve Transfer	-	(5,000.00)	(5,000.00)	
User Fees	(3,805.05)	(1,500.00)	2,305.05	
Revenue From Municipalities	(50,000.00)	(50,000.00)	-	Perth South Agreement
Donations	(13,092.58)	(20,000.00)	(6,907.42)	Updated to reflect actuals
Revenue Total	(97,491.79)	(115,583.00)	(18,091.21)	
Expense				
Bank Charges	496.96	500.00	3.04	
Contracted Services	6,895.38	14,000.00	7,104.62	
Reserve Transfer	1,298.00	2,596.00	1,298.00	
Repairs & Services	-	5,000.00	5,000.00	
Wages & Benefits	335,904.56	524,268.00	188,363.44	
Conferences, Seminars & Training	2,107.50	6,110.00	4,002.50	
Professional Fees	-	-	-	Audit fees not required for library, removed
Materials & Supplies	29,341.24	17,119.00	(12,222.24)	Added FOL Expense - \$2k, offset by revenue above
Advertising, Marketing & Promotion	476.21	1,500.00	1,023.79	
Internal Expense	42,892.00	85,784.00	42,892.00	IT Allocation Adjustment (net budget = \$0 impact)
Program Expenses	8,265.55	15,060.00	6,794.45	
PCIN	30,180.00	32,776.00	2,596.00	
Capital Book Purchases	26,311.04	64,688.00	38,376.96	
Other Collections	3,944.15	9,172.00	5,227.85	
Expense Total	488,112.59	778,573.00	290,460.41	



Library Details

Period Ending August 31, 2025

Grand Total	390,620.80	662,990.00	272,369.20	
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Library Details
Period Ending August 31, 2025

Division	Library
Department	Adult Learning

	Sum of 2025 YTD	Sum of 2025 Budget	Sum of Variance to Budget	Comments
Revenue				
Grants	(85,245.00)	(127,865.00)	(42,620.00)	
Reserve Transfer	(45,692.09)	(2,500.00)	43,192.09	
Revenue From Municipalities	(30,504.76)	(15,681.00)	14,823.76	
Revenue Total	(161,441.85)	(146,046.00)	15,395.85	
Expense				
Contracted Services	-	-	-	Culligan water cooler
Reserve Transfer	-	-	-	
Wages & Benefits	69,364.15	108,996.00	39,631.85	
Conferences, Seminars & Training	-	1,000.00	1,000.00	
Professional Fees	-	-	-	Audit fees not required for library, removed
Materials & Supplies	353.48	19,645.00	19,291.52	Rent calculation correction from 2023 budget (net HST)
Advertising, Marketing & Promotion	903.03	3,500.00	2,596.97	Decreased to reflect actuals
Internal Expense	9,260.50	18,521.00	9,260.50	
Utilities	-	-	-	
Expense Total	79,881.16	151,662.00	71,780.84	
Grand Total	(81,560.69)	5,616.00	87,176.69	

Town of St. Marys Yak Shack Program



Table of Contents

Summer Overview	3
May Breakdown	4
June Breakdown	5
July Breakdown	6
August Breakdown	7
Location Highlights	8
Location Breakdown	9
No-Show Statistics	10
Comparisons to 2024	11
Year-Over-Year Analysis	12
Reviews and Questions	13

2025 Season Overview

In total, the Yak Shack saw **852 bookings** during the 2025 season.

This averaged out to **12.3 bookings per day** on weekdays (18 available timeslots).

On Saturdays (6 available timeslots) this averaged out to **5.6 bookings per day**.

Organized by kayak, this looked like:

#1 Agnes: 148 (sit-in)	#4 Andrew: 136 (sit-on)
#2 Arthur: 145 (sit-in)	#5 Kathleen: 122 (sit-on)
#3 Nora: 144 (sit-in)	#6 Timothy: 157 (sit-in)

Organized by timeslot, this looked like:

11:00am: 276 | 2:00pm: 284
5:00pm: 178 | 10:00am: 85

May Breakdown

20th – 31st

42 Bookings | 3.8 Average per Day

#1 Agnes: 10 (sit-in)

#2 Arthur: 9 (sit-in)

#3 Nora: 6 (sit-in)

#4 Andrew: 5 (sit-on)

#5 Kathleen: 3 (sit-on)

#6 Timothy: 9 (sit-in)

11:00am: 6 | 2:00pm: 13 | 5:00pm: 5 | 10:00am: 12

Perth Water Festival: 6

St. Marys: 19 | London: 6 | Stratford: 3

Two or Less

Kirton | Ottawa | St. Jacobs

Thamesford | Toronto

June Breakdown

164 Bookings | 5.4 Average per Day

#1 Agnes: 31 (sit-in)

#2 Arthur: 27 (sit-in)

#3 Nora: 33 (sit-in)

#4 Andrew: 21 (sit-on)

#5 Kathleen: 20 (sit-on)

#6 Timothy: 32 (sit-in)

11:00am: 51 | 2:00pm: 57 | 5:00pm: 33 | 10:00am: 23
(Sat. Only)

London: 54

St. Marys: 52

Stratford: 14

Thorndale: 7

Kitchener: 4

Granton: 4

Two or Less

Ailsa Craig | Cambridge | Dublin | Ingersoll | Kintore
Lakeside | Lucan | Monkton | Parkhill | Port Moody
St. Jacobs | Strathroy | Thamesford | Waterloo
Wellesley | Windsor | Woodstock | Zorra

July Breakdown

327 Bookings | 9.8 Average per Day

#1 Agnes: 52 (sit-in)

#4 Andrew: 62 (sit-on)

#2 Arthur: 53 (sit-in)

#5 Kathleen: 47 (sit-on)

#3 Nora: 54 (sit-in)

#6 Timothy: 59 (sit-in)

11:00am: 114 | 2:00pm: 102 | 5:00pm: 64 | 10:00am: 24
(Sat. Only)

St. Marys: 97

Waterloo: 5

London: 87

Lucan: 4

Stratford: 59

Guelph: 4

Kitchener: 8

Gerrards Cross: 4

Woodstock: 7

Bright's Grove: 4

St. Thomas: 6

Listowel: 3

Two or Less

Brownsburg | Estevan | Ilderton | Malta

Monkton | Mt. Brydges | Oakville | Ottawa

Sebringville | Strathroy | Thorndale | Thamesford

August Breakdown

319 Bookings | 12.2 Average per Day

#1 Agnes: 55 (sit-in)

#2 Arthur: 56 (sit-in)

#3 Nora: 51 (sit-in)

#4 Andrew: 48 (sit-on)

#5 Kathleen: 52 (sit-on)

#6 Timothy: 57 (sit-in)

11:00am: 105 | 2:00pm: 112 | 5:00pm: 76 | 10:00am: 26
(Sat. Only)

London: 73

St. Marys: 45

Stratford: 51

Ingersoll: 10

Strathroy: 9

Dorchester: 6

Exeter: 6

Kitchener: 5

Point Edward: 4

Woodstock: 4

Two or Less

Ailsa Craig | Ayr | Brantford | Crediton | Denfield

Grand Bend | Granton | Listowel | Sault St. Marie

Sebringville | St. Thomas | Thorndale | Toronto

Watford | Waterloo | Woodham

Location Highlights

St. Marys residents loved the Yak Shack this year!
We saw **213** St. Marys kayakers this season.

The Yak Shack program also brought visitors from all over Ontario to St. Marys. In total, we saw:



London: 220



Stratford: 127



Kitchener: 17

The Yak Shack saw visitors from out-of-province, and even some international tourists! These areas include:

Port Moody, BC

Calgary, AB

Estevan, SK

Brownsburg, QC

United Kingdom 

Slovenia 

Denmark 

Malta 

Location Breakdown

Locations With At Least 5 Kayakers This Season

London: 220

Waterloo: 9

St. Marys: 213

St: Thomas: 8

Stratford: 127

Thamesford: 6

Kitchener: 17

Granton: 6

Strathroy: 13

Lucan: 6

Woodstock: 13

Exeter: 6

Ingersoll: 12

Dorchester: 6

Thorndale: 11

Listowel: 5

2025 Summer No-Shows

May: 0 No-Shows

June: 5 No-Shows

July: 7 No-Shows

August: 5 No-Shows

Total: 17

Only one kayaker received two no-show violations, and was thus prohibited from using the Yak Shack program.

Note: No-Shows do not include kayaks that were cancelled ahead of time, whether by users or town staff.

Comparisons To 2024 Season

In 2024, a total of **755** kayak bookings were made. By month, this looked like:

May: 73

June: 209

July: 179

August: 293

The top home locations included **London** (255), **St. Marys** (222), and **Stratford** (76). This field was left blank 58 times.

Weekdays

11:00am: 246 | 2:00pm: 241 | 5:00pm: 154

Saturdays

10:00am: 79 (14 timeslots, 5.64 bookings/per)

1:00pm: 34 (7 timeslots, 4.85 bookings/per)

Year-over-Year Analysis

2021 Total: 386

No month-by-month breakdown available.

2022 Total: 975

May: 29 | June: 218 | July: 342 | Aug: 335 | Sept: 51

2023 Total: 863

May: 41 | June: 210 | July: 304 | Aug: 308

2024 Total: 755

May: 73 | June: 209 | July: 179 | Aug: 293

2025 Total: 852

May: 42 | June: 164 | July: 327 | Aug: 319

2025 saw high attendance in July and August, but low turnout in June hurt overall usership.

Reviews and Questions

‘What a great service!’

— Lindsay from Thorndale, ON

‘I’ve been to St Marys doing the Yak Shack kayak and it was amazing, the city is beautiful, I am in love with it!’

— Natalie from London, ON

‘I really enjoyed the city and will definitely be back.’

— Mirella from London, ON

‘I will give it another try. Thanks so much!’

— Lee Ann from Stratford, ON

‘This is such a unique thing for St. Marys to have.’

— Paul from St. Marys, ON

‘Why is the Yak Shack shutting down [In August] when September and October are good for paddling?’

— Thomas from St. Marys, ON

‘Do you accept equipment or monetary donations?’

— Several Community Members



MONTHLY REPORT

To: Chair and Members of the Board

From: Sarah Andrews, Library CEO

Date of Meeting: 2 October 2025

TITLE

LIB 21-2025 October Monthly Report (Adult Learning)

RECOMMENDATION

THAT LIB 21-2025 October Monthly Report (Adult Learning) report be received; and

THAT the Library Board approve the contingency plan to allocate funds from the Adult Learning funds in reserve to cover the costs of computer replacement should the funding application to the Ministry not be approved.

DEPARTMENTAL HIGHLIGHTS

Learners

Since our last update, we have welcomed four additional independent learners into the program. We are also in the early stages of planning a financial literacy group session in partnership with The Local, which is scheduled to run later this fall. As we have noted in past updates, these group sessions serve two important purposes: they provide a meaningful introduction to our program for new learners, and they also support us in meeting the ministry's mandated participation targets.

Computer Replacements

In our last report to the board, we shared that a funding request had been submitted for updated computer equipment. The Ministry of Labour, Immigration, Training and Skills Development recently distributed a survey to Literacy and Basic Skills service providers, acknowledging that the transition to Windows 11 could create challenges for existing technology. For the Adult Learning Program of Perth, this shift will render all of our current desktop and laptop computers obsolete. With assistance from the Town's IT Department, we prepared and submitted a request for eight new laptops, totaling \$11,000. At this stage, we are still awaiting a response regarding our application.

While we are hopeful that funding will be approved, there have been early discussions about the possibility of requesting that funds be temporarily drawn from reserve to allow us to move ahead with these purchases. Doing so would ensure that we are able to continue supporting learners without interruption. Should this external funding later be secured, the reserve could then be reimbursed in full.

At present, we will continue to wait for the Ministry's decision. However, depending on the outcome and the urgency of our technology needs, we may return to the board with a formal request to proceed with using reserve funds to cover these costs in the interim.

SPENDING AND VARIANCE ANALYSIS

Contingency funding for new computers if funding is not forthcoming from the Ministry totaling \$11,000. This funding would come from the Adult Learning funds currently held in reserve.



FORMAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	2 October 2025

TITLE

LIB 23-2025 Strategic Plan Update

EXECUTIVE SUMMARY

To provide the Library Board with an update on moving forward the initiatives of our 2022-2026 Strategic Plan. Staff have been successful in furthering the work of the plan and operationalizing activities under each of the plan's five pillars.

RECOMMENDATION

THAT LIB 23-2025 Quarterly Strategic Plan Update report be received; and

THAT LIB 23-2025 Quarterly Strategic Plan Update report be approved.

BACKGROUND

The Library Board completed and adopted a four year Strategic Plan in 2022 and asked the Library Ceo to come back to the Board on a regular basis to provide updates on how the strategic plan is being operationalized. This report and the attached and updated plan are provided for the Board's approval.

REPORT & ANALYSIS

There have been successes under each of the five strategic pillars, from developments in strengthening our community, diversifying and ensuring accessible collections, providing dynamic and accessible library space, fun and inclusive programming, and engaging and supportive lifelong learning.

CONCLUSION

Based on the most recent additions of initiatives in 2025, Library Staff are well situated to accomplish the goals set out for the current plan by the end of 2026.

FINANCIAL IMPLICATIONS

None.

STRATEGIC ALIGNMENT

The recommendation in this report is supported by the Library Board's 2022-2026 Strategic Plan.

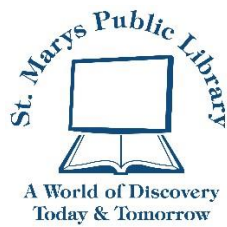
ATTACHMENTS

2022-2026 Strategic Plan with Initiatives



Update: Strategic Plan

2022-2026



Our Strategic Plan

The St. Marys Public Library Strategic Plan 2022-2026 provides an overview of our direction over the next four years to support the community and build back stronger. The Library Board works to set this direction, provides governance and empowers the Library CEO to actively achieve these goals. We will use this plan to ensure that library services are meeting the evolving need of our community. Five key areas for growth are:

- Building Strong Community
- Diverse and Accessible Library Collections
- Dynamic and Accessible Library Spaces
- Fun and Inclusive Programs and Services
- Engaging and Supportive Lifelong Learning

We will actively move forward with our strategic initiatives and grow our community while being mindful of our deeply rooted foundational beliefs articulated in our Mission, Vision and Values Statements.

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.

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.

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.

Our Values

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

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

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

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

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.

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

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.

Teamwork: Fostering a work culture that advocates innovation, leadership, cooperation, communication, respect, support and training.

Heritage: A deep appreciation for the community and its heritage and the role that our library has played within the Town.

Moving our Strategic Directions Forward – Our Initiatives

1. Building Strong Community

Firstly, by focusing on Community Connections, we will build on the belief that “together we are stronger” and will seek out and develop collaborative relationships with organizations and groups within our wider community. Our library is for all community members in St. Marys and Perth South, including community members who face challenges and barriers in a variety of ways. Our Library has the ability to level the playing field for many members of our community, and we will work to promote our services to improve the quality of life for all residents. We will use advocacy to relay the continuing value and relevancy of the library.

Initiatives to Achieve Strategic Direction	Focus Year	Completed
Foster community by providing opportunities for social interaction, sharing and informed civic dialogue - Coffee station by the reading room, drop-in craft times, book clubs, cooking club - Return to offering gaming opportunities (Mahjong, Euchre, Dungeons and Dragons) - Added Learn to Play Bridge - Continuation of special programming like Living Library events - Participating in Perth County Reads ('24 and '25 and hosted authors both years)	2023-2026	Yes; Ongoing Yes; Ongoing Spring '25 Yes; Ongoing 2024 and 2025
Embrace diversity and advocate for equity and inclusion within our community. Integrate diversity, equity and inclusion into our operations to eliminate barriers and enable equitable access. Cultivate opportunities to address social issues and celebrate new voices, ideas and difference - EDI training for staff (Ryan Dowd training, HR Downloads training) - Expand our connections in the community to ensure the community helps lead programs and collections	2022-2026 2024 2024-2025	Yes; Ongoing Yes; Ongoing
Grow our relationships with service clubs, non-profits and our business community. - Meet with the service clubs and the BIA annually over the next four years to share our new directions and promote library services - Create a pamphlet that shares these services - Partner on initiatives which support the community and align with our strategic goals (Betty's Bookshop, Troyer's Spice Shop, Gilly's Pub, Broken Rail Brewery, Village Craft and Candle, Friends of the Library Socials) - Promote our services to partner audiences and encourage library awareness and use (Friendship Centre Tech Drop ins) - Grow existing initiatives including our Community Pantry, lending of non-traditional materials and other initiatives that support these audiences (added snow shoes, walking poles, birding kits, Lincoln's passes, Radon Kits, London Children's Museum Passes, PCCConnect Passes, Baseball Hall of Fame pass) - Grow collection to include materials in alternative formats. (memory kits, additional dyslexia materials for children, YOTO audiobooks for young children) - Grow our relationships with the Huron Perth Health Unit (HPPH) to cross promote initiatives and enhance collections and programs - Continue to welcome community agencies into our space to offer services (OW weekly presence, Service Canada's three/year) - Welcome newer partners to our library space to meet with clients (LEADS, Mississippi Mills Youth)	2022-2026 2023- 2024 2023- 2022- 2022- 2024 2024 2024- 2025 -	Yes; Ongoing Completed Yes; Ongoing Yes; Ongoing Yes; Ongoing Yes; Ongoing Yes; Ongoing Yes; Ongoing Yes; Ongoing
Continue to support new arrivals to our community, namely the Ukrainian families with settling into St. Marys	2023	Yes, Completed

- Host Mentorship Program and organize speakers bi-monthly to support community knowledge and facilitate a smooth transition as residents - Hosted the OSLT Celebration evening for local program graduates - Host language learning afternoons - Host Homework Club	2023 2023- 2024- 2023 2024 2025-	Yes; Completed Yes; Ongoing Yes; Ongoing Yes; Ongoing
Grow our relationship with PCIN members and continue to find and implement initiatives that make our work more efficient and impactful - Opportunities around shared programming (Perth County Reads) - Opportunities for shared e-resources (Pronunciator and PressReader) - Opportunities for shared professional development and county initiatives - Created a staff directory so staff at each of the Perth Libraries can connect and be aware of each staff person's strengths - Launch of the newly updated software for interlibrary loans - Launch of the new book club set booking system	2024, 2025 2024 2024 2025 2025 2025 2025	Fall '24, Fall'25 Yes; Completed Yes; Completed Spring '25 Summer '25 Spring 2025 Fall 2025
Continue to remain aware of initiatives outside of our County which may benefit our community and demonstrate leadership in bringing those ideas to our community partners - Hosted the Local Immigration Partnership research focus groups	 2024	Yes; Ongoing Completed
Actively seek input from the community and engage in conversations regarding where people are and what role the library can play in enhancing their lives - Community survey	 Summer 2025	 May-Sep. '25
Keep the community informed on what is happening in both St. Marys Library and the larger Perth County Information Network (PCIN) - Social media, newsletters, posters and flyers, website, newspaper, media stories (most recently CTV Kitchener and period and food pantry coverage)	2022-	Yes; Ongoing
Continue to support local and county tourism by being a key spot in town to pick up info, especially on weekends when other spots are closed.	2023- 2024	Yes; Ongoing
Continue to provide a pantry that offers fresh food, pantry items and personal care products to our community via community donations - Additional funding in 2024 of \$12k; \$6k from the Stratford Community Foundation) - Additional of the Period Pantry as a St. Marys and County wide initiative - Continue to provide access to bladder products now through the pantry - Distribute donated gift cards to meet immediate needs - Started monthly prepared lunches available for the community 2nd Tuesday of the month. Funding from pantry donations and in partnership with volunteers. Meals prepared in the PRC Kitchen. - Partnerships with local faith groups to receive donations for pantry (Presbyterian Church, Chainbreaker Ministries)	2023- 2025 2024, 2025	Yes; Ongoing 2024 2023- 2024- 2024- 2025- Ongoing
Support our community in additional ways as identified, especially to support our vulnerable residents (Free telephone with Canada-wide calling,		Yes; Ongoing

free access to computers, videoconferencing software, free government document printing) Maintain a good working relationship with the Community Outreach Worker and Stratford Policy Community Officer		
Assist our Town staff through the Town renovation by offering space to them to work on our upper level throughout the renovation	2023-2024	Yes; Completed
Grow programming that supports literacy for adults and children and enhances quality of life - One-on-One Reading Buddies	2024	Yes; Ongoing

2. 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.

Initiatives to Achieve Strategic Direction	Focus Year	Completed
Ensure our budget is reflective of growth and changes in popular formats	2022-2026	Yes; Ongoing
Ensure consortium relationships are strong and continue to offer access to a wealth of content	2022-	Yes; Ongoing
Look to support an Ontario wide e-collection of databases to supplement or replace our current offerings - Met with MPP Matthew Rae to discuss	2023- Jan. '24	Yes; Ongoing Completed
Continue to add accessible sections of the collection - 2022 addition of material for patrons with Dyslexia (\$500 grant received) - Continue to access and promote the CELA materials to the community - Continue to ensure our accessible equipment is available to borrow - YOTOs for pre-readers and children provide access to audiobooks - Addition of fidget aprons, and family kits for visiting homebound residents - Purchase of three new CELA Envoy machines for patrons requiring access to audiobooks on the go. Staff facilitate patrons by selecting and downloading content for them on these devices. - Received the \$500 Sarah Badgley Fund Award from the Ontario Library Association (OLA) to fund additional Dyslexic resources for our collection	2023- 2025- 2025 2025	Yes; Ongoing Yes; Ongoing Yes; Ongoing Fall '25
Pyramid Pickup Kiosk – continue to promote this widely and stock it with popular materials	2023-	Yes; Ongoing
Continue to offer equipment that gives patrons an experience, kayaks, fishing equipment, tennis and pickleball rackets, parks passes, museum passes, etc.	2023-	Yes; Ongoing

and identify new items each year to add to the experience of our Town and that ensure equity to our patrons - Added snowshoes, walking poles, birding backpacks, Radon Kits, Children's Museum Passes, Baseball Hall of Fame pass - Addition of Lincolns' passes	2023-2024	Yes PC Connect Passes & WiFis have been phased out
Continue to purchase materials that represent and support members of our community who are marginalized	2023-	Yes; Ongoing
Continue to grow our electronic collection items to meet anticipated need and demand while working together with our PCIN Consortium to ensure good value	2023-	Yes; Ongoing
Enhance ways to locate additional collection items that represent our diverse community	2023-	Yes; Ongoing
Continue to acquire collections that support key social issues in our community, including climate change, the environment, diversity and inclusion and indigenous experience - Receive an annual donation from the Rotary to purchase environmental themed materials for the children's collection	2022- 2022-	Yes; Ongoing Yes; Ongoing

3. Dynamic and Accessible Spaces are a key focus for our library and as the community grows, we will grow with it. We will provide welcoming and accessible gathering places that highlight our heritage. Our spaces will welcome a variety of activities and community partners to meet the needs of the community, including those who face barriers. We will maximize the community's investment and increase access for all.

Initiatives to Achieve Strategic Direction	Focus Year	Completed
Continue to lead creative placemaking, positioning the library as a "place" of literacy exploration (ongoing activities, hosting EarlyON, promotion in class visits, programming, etc.)	2023-	Yes; Ongoing
One-on-One Reading Buddies Program (As of November 2024 have 8 pairs)	2024-	
Secure additional space for programming, films, makerspace, studio and study/conference spaces for patrons and space to learn, be curious, experiment, play, create and just hang out	2022-	Yes; Ongoing
Continue to offer access to technologies that connect to the Internet, offer word processing, allow low to no-cost 2D and 3D printing and scanning, video conferencing, meeting technologies, educational supports - Addition of our large format printer	2022- Feb. '24	Yes; Ongoing Yes; Ongoing
Continue to offer equipment that gives patrons an experience in the library, including our piano keyboard, our drop-in sewing machine use, and the 3D printing service - Addition of the Beaverbot for the MakerSpace and digital Screen in the meeting space for enhanced programming and meeting options	2022- 2025	Yes; Ongoing Sep. '25
Offer space for the community to socialize and engage with others, where they can connect with power outlets and connect with each other - Maximize the use of our meeting spaces and common spaces - Refreshed the upstairs public space	2022- 2022-2024-	Yes; Ongoing

Ensure we have a welcoming space for Adult Learning that the community can access and enjoy while they accomplish their goals - Moved service to the Library	2022- Dec. 2024	Yes; Ongoing Completed
Continue to ensure our virtual presence is attractive, accessible, and engaging for patrons - New playhouse in the Children's Area - New early Years computer, computer table and chair - New small children's chairs for activity table - New felt toys for younger children	2023- 2025	Yes; Ongoing Spring 2025
Implement some digital signage for sharing information with patrons behind the circulation desk	2023	Yes; Ongoing
Install new digital screen behind Service Desk	2024	Completed
Improve Adult shelving to ensure accessibility by patrons using mobility devices (Hold shelf, fiction and non-fiction shelving)	2027	

4. **Fun and Inclusive Programs and Services** are a core part of the work our library does to contribute to our communities' richness and experience. These include programming for all ages and experiences. Programming that speaks to diverse experiences and represents a wide array of thought, new perspectives and encourages community learning will be our focus. Whether they are story times filled with stories, songs and squeals of delight, information programs exploring new flavours or author readings which open our eyes to our community and the world beyond, the library will seek to offer engaging opportunities to connect. We will work with our county and regional partners to open up the world to our community and showcase our community to the region.

Initiatives to Achieve Strategic Direction	Focus Year	Completed
Continue to offer literacy-based programming for children and adults - Summer Reading Program - Books Clubs (Onsite and at Community locations) - Writing workshops - Author events - Speakers Events (Tony Martinez, David Chapman, Jayne Dill, Andrew Hodges) - One-on-one Reading Buddies Program	2022- 2024- 2024-	Yes; Ongoing
Continue to offer programs that bring the world to our community via guest speakers, film screenings, shared programming with PCIN member libraries, author meet-and-greets - Living Library Events - Perth County Reads	2022- 2022- 2024, 2025	Yes; Ongoing
Continue to represent and support members of our community who are needing supports through our programming - Access to community supports (Community Resource Worker, Ontario Works staff for drop-in times, nonprofit supports, etc.)	2023-	Yes; Ongoing
Highlight our community's diversity and strength through: - A specifically themed Living Library Event - Celebrations commemorating the Indigenous Experience, Black History, Pride	2024 2022-	Yes; Ongoing
Offer programming that encourages and facilitates social networking and community connectedness - Game nights, book clubs, lectures, maker programs, seminars, study space, workspace	2023-	Yes; Ongoing
Provide opportunities through the Adult Learning program that are fun, engaging and encourage learners to reach their desired goals - Pilot Projects to connect to potential learners through social housing - Support of Town staff in skill development - Participation in the Broken Rail bookclub	2022- 2024-	Yes; Ongoing Complete
Make staff more accessible to the community through a Book-a-Librarian model - Build tech skills, build a book list, welcome a newcomer to our resources, show people how to use a database, show people how to use the makerspace	2024	
Host an annual event to celebrate the Library - Library Tea with Author Jennifer Robson (June 2023)	2023-	Completed
Offer outreach in the community outside of the library's walls to reach community members who may not already use the library - Attendance at Nourish Market, PRIDE events, Heritage Weekend, the Local, Recreation Fairs, Friends Booksale, Canada Day, Perth Water Festival, etc.	2022 2023- 2025	Yes; Ongoing Yes; Ongoing New Outreach for 2025
Offer programming that offers experiences and skill growth which are also fun and tied to recreational hobbies - Programs to use MakerSpace equipment (sewing classes, quilting classes, sewing drop-in times, logo making with Cricut, cardmaking classes)	2022- 2023-	Yes; Ongoing

Offer programs that go out into the community and connect with a wide range of residents - Movies in the Park, Trivia Nights, After Hours Crafting, class visits	2022-	Yes; Ongoing
Connecting community members who have limited mobility or access to the Library building to the collection through book deliveries and exchanges at existing programs and other community facilities (i.e. the friendship center exchange ideas	2022-	Yes; Ongoing
Expand off site programs like trivia, book clubs, mahjong, outreach to the daycare, class visits		Yes; Ongoing
Host government agencies not currently providing services in St. Marys on an Ad Hoc basis - Service Canada (2-3 times over the year)	2024-	Hosting several dates in 2024 and 2025; service suspended by Ministry midway through 2025

5. Engaging and Supportive Lifelong Learning

We will support a love of reading, lifelong learning, intellectual freedom and inclusivity by providing access to materials, experiences and perspectives that encourage thought, discussion and connection. We will inspire individual and community learning, support the community through programs and services that help them achieve their goals, and strive to remove barriers to their success. We will welcome new community members and engage those transitioning into new life stages and learning opportunities and support their success. We will offer supports that are flexible, responsive and accessible.

This approach to learning will include encouraging our own staff to be perpetual learners who continue to build skills as problem solvers and community builders.

Initiatives to Achieve Strategic Direction	Focus Year	Completed
Grow our non-traditional collection to support lifelong literacy - Pronunciator - PressReader to connect to local newspapers	2022-	Yes; Ongoing Completed Completed
Be responsive to feedback from the community about their life stages and needs - New materials in physical collection on end of life resources and grief (2023) - Speaker Selections (Andrew Hodges and Jayne Dill with end of life planning)	2023 2024	Completed Completed
Provide a space for community members to engage and connect to learn new skills in person and digitally. - How to play chess, how to play bridge, how to play Dungeons and Dragons, how to cook, how to stay safe online	2024- 2025	Yes; Ongoing
Actively support staff development through webinars, conference participation and staff development days to continue to grow everyday skills as well as a deeper understanding of some of our strategic goals - Ryan Dowd Training for Librarians (2020-2024)	2022-	Yes; Ongoing
Use social media channels to share initiatives and activities in the library and adult learning in our community - Continue to subscribe to Library Aware for content creation - Subscribe to Canva for content creation	2022- 2022 2024	Yes; Ongoing
Oversee an Adult Learning Program that assists in removing barriers to success	2022-	Yes; Ongoing
Creating a fun work environment where everyone is respected and heard	2022-	Yes; Ongoing
Set up a tech tutoring program to help with the computer questions at the Friendship Centre. Hold multiple sessions each year	2025	Yes; Ongoing
Connecting community members who have limited mobility or access to the Library building to the collection through book deliveries and exchanges at existing programs and other community facilities (i.e. the friendship center exchange ideas	2022-	Yes; Ongoing
Expand our off-site programs	2024-2025	Yes; Ongoing



FORMAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	2 October 2025

TITLE

LIB 24-2025 Year Three Governance Update

EXECUTIVE SUMMARY

The Library Board is about to complete Year Three and move into Year Four of the board cycle as outlined by the Ontario Library Service (OLS). This report provides an updated on accomplishing the milestones outlined by the St. Marys Public Library Board.

RECOMMENDATION

THAT LIB 24-2025 Year Three Governance Update report be received; and

THAT LIB 24-2025 be approved.

BACKGROUND

The Four Year Governance Cycle outlined by the Ontario Library Service (OLS) is organized around a life cycle for public library boards, aligned with Ontario's 4-year board and council terms. It is designed to offer boards suggestions large strategic tasks to complete during a board's term. A balanced plan should consider the board's education needs as well as the scheduling of tasks to meet the intended goals of the board.

REPORT & ANALYSIS

The Library Board is about to complete Year Three and move into Year Four of the board cycle, The governance cycle proposes a focus on planning and assessment in the third year of a library board's term. However, many of the planning and assessment activities discussed in this guide should be undertaken on an ongoing basis throughout the four-year board term.

A key role of the library board is defining the library's purpose and direction and assessing its effectiveness in providing services to the community. Section 20(a) of the Public Libraries Act directs a public library board to provide "comprehensive and efficient public library service" that reflects the community's needs. The board's role in the planning and assessment process, first and foremost, is to ensure that planning and assessment take place at the board table. The St. Marys Public Library board is progressing well with accomplishing the goals of Year Three as outlined, with the following milestones begun or completed already.

St. Marys Public Library Board Milestones

Task	Description	Completion Goal
CEO Performance Appraisal	Assessing the performance of the CEO	Completed on annual cycle
The Ontario Public Library Guidelines	Measured through the re-accreditation process every four years	Completed Winter 2024
Performance Management	Measure and demonstrate their value and impact within the community through a Social Return on Investment (SROI) tool	Completed Spring 2025
Strategic Planning Process	Planning the future of the library through the development of a strategic plan.	Spring 2025-2026
Board Self-Evaluation	Assessing its own performance as a governing body	Winter 2026
Succession Planning	Planning the transition to a new board	Summer 2026

CONCLUSION

The St. Marys Public Library Board is progressing well with completing the necessary milestones for successful library governance as outlined by the Ontario Library Service.

FINANCIAL IMPLICATIONS

None.

STRATEGIC ALIGNMENT

The recommendation in this report is supported by the Library Board alignment with Ontario Library Governance calendar and successful work towards the initiatives outlined in the St. Marys Public Library 2022-2026 Strategic Plan.

OTHERS CONSULTED

None.

ATTACHMENTS

N/A



FORMAL REPORT

To: Chair and Members of the Board

Prepared by: Sarah Andrews, Library CEO

Date of Meeting: 2 October 2025

TITLE

LIB 25-2025 Holiday Schedule

EXECUTIVE SUMMARY

The Library Board strives to find the balance between providing access to the community during library service hours and the need to provide staff with time off over the holiday period to celebrate during the holiday season. The following holiday schedule has been recommended by staff for the Board's approval.

RECOMMENDATION

THAT LIB 25-2025 Holiday Schedule report be received; and

THAT LIB 25-2025 Holiday Schedule report be approved.

REPORT & ANALYSIS

Staff are proposing the following holiday schedule:

December - January 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21 CLOSED	22 Regular Hours	23 Regular Hours	24 Open 10:30-1	25 CLOSED	26 CLOSED	27 CLOSED
28 CLOSED	29 Regular Hours	30 Regular Hours	31 Open 10:30-1	1 CLOSED	2 Regular Hours	3 Regular Hours

FINANCIAL IMPLICATIONS

None.

STRATEGIC ALIGNMENT

The recommendation in this report is supported by the Strategic Pillars outlined in the Library's Strategic plan to Build Strong Community, offer access to diverse and accessible library collections, dynamic and accessible library spaces, fund and inclusive programs and services, and engaging and supportive lifelong learning.



FORMAL REPORT

To: Chair and Members of the Board

Prepared by: Sarah Andrews, Library CEO

Date of Meeting: 2 October 2025

TITLE

LIB 26-2025 Striking an AD-HOC Committee for Fundraising Oversight.

EXECUTIVE SUMMARY

The Town of St. Marys is advancing the 14 Church St. project to the next developmental stage. This project will provide the Library additional spaces to provide programs and services to the community. There will be capital costs associated with this project which the Library Board needs to prepare for.

RECOMMENDATION

THAT LIB 26-2025 Striking an AD-HOC Committee for Fundraising Oversight report be received; and

THAT the Library Board appoint _____, _____ and _____ to the AD-HOC Committee for Fundraising Oversight; and

THAT the Library Board committee members work with the Friends of the Library and Town staff liaisons to establish the committee membership; and

THAT the Library Board task the Ad-HOC committee to report back to the Library Board at the December Library Board meeting with developments on fundraising initiatives.

BACKGROUND

The Downtown Service Location review project kicked off in 2023 with a goal of determining how the Town could efficiently deliver various services in and around the downtown core. With the passage of time, and various Council decisions, the project now solely focuses on how the Town will use 14 Church Street North.

Since December 18, 2024, the project consultant, DSLR Committee and staff have refined a space needs review into a draft design concept for 14 Church Street. The design concept has been reviewed by the DSLR Committee and has been recommended to be presented to Council so that it can be finalized and adopted.

Council has also asked staff to develop a concept operating plan (programming schedule + operating budget) for the use of 14 Church Street. The project consultant and staff have developed a conceptual "Day 1" programming schedule and operating budget for 14 Church Street for Council's information.

At the August 26 meeting, the project consultants (A+Link Architecture and Angela Brayham) and staff presented all project materials to Council for consideration.

Council approved the master plan for 14 Church Street be adopted by Council; and staff were directed to begin seeking capital construction grants for the 14 Church Street community hub project.

REPORT & ANALYSIS

The creation of a Fundraising Advisement Ad-HOC Committee will help shape the development of a capital campaign to support the 14 Church St. project and demonstrate community support for this project.

CONCLUSION

Staff recommend creating a Library Board AD-HOC Fundraising Advisory Committee. Staff recommend that the Library Board create an AD-HOC committee comprised of Library Board members, Friends of the Library representatives and Town liaisons to craft an approach to fundraising for future growth opportunities at 14 Church St. Fundraising will be an important component of this project to demonstrate town support and commitment to this project.

FINANCIAL IMPLICATIONS

None.

STRATEGIC ALIGNMENT

The recommendation in this report is supported by the Library Board's strategic directions to build strong community, and offer diverse, accessible and dynamic programs and services that offer lifelong learning opportunities to our community.

OTHERS CONSULTED

None.

ATTACHMENTS

None.