



Agenda
Orangeville Public Library Board

Wednesday, November 17, 2021, 5:00 p.m.
The Corporation of the Town of Orangeville

NOTICE

Due to efforts to contain the spread of COVID-19 the Orangeville Public Library Board will be meet hybrid (in-person/virtual).

Prior to the meeting, written comments may be sent to the Secretary of the Orangeville Public Library Board by email to dvatanen@orangeville.ca. Such written comments will become part of the public record. Members of the public may access the meeting on the above-noted date and time by telephone (**audio only**) at +1 289-801-5774, Phone Conference ID: 228 568 873#.

Please note that your full name and comments will be part of the public record and will be included in the minutes of the meeting.

Accessibility Accommodations

If you require access to information in an alternate format, please contact the Clerk's division by phone at 519-941-0440 x 2256 or via email at clerksdept@orangeville.ca

	Pages
1. Call to Order	
2. Disclosures of (Direct or Indirect) Pecuniary Interest	
3. Adoption of Minutes of Previous Meeting	3
Recommendations: That the minutes of the meetings for September 22 and September 29 be approved.	
4. Presentations	
4.1. Trinity Allen and Victoria Swanson - Believe Leadership Club with Abigail Todd from Teen Advisory Group (TAG) with Facilitator Tanis Gadsden	10
5. Information Items	
Recommendations: That the information items be received.	

5.1.	CEO Report	11
5.2.	Library Service Index	19
6.	Staff Reports	
6.1.	Report # 21-10 Library Board Meeting Schedule for 2022	21
	Recommendations: That report # 21-10 dated November 17, 2021, with respect to the Library Board Meeting Schedule for 2022, be received; And that the Library Board Meeting Schedule for 2022 be adopted as presented.	
6.2.	Report # 21-11 Statutory holidays and other library closures for 2022	23
	Recommendations: That report # 21-11, dated November 17, 2021, with respect to the statutory holidays and other library closures for 2022, be received; And that the statutory holidays and other library closures for 2022 be adopted as presented.	
6.3.	Report # 21-12 COVID-19 Vaccination Policy and Proof of Vaccination Requirements	26
	Recommendations: That report # 21-12, dated November 17, 2021, with respect to the COVID-19 Vaccination Policy and Proof of Vaccination Requirements, be received; And that the board adopt the COVID-19 Vaccination Policy, as presented.	
6.4.	Report # 21-13 Draft Operating and Capital Budget 2022-2026	36
	Recommendations: That report # 21-13, dated November 17, 2021, with respect to the Draft Operating and Capital Budgets for 2022-2026, be received; And that the proposed 2022-2026 Operating and Capital Budget requests as presented in Appendices A & B, be forwarded to Council for their consideration.	
7.	Correspondence	
8.	New Business	
9.	Date of Next Meeting	
	The next meeting is scheduled for December 15 at 5:00 p.m.	
10.	Adjournment	



Minutes of Orangeville Public Library Board
The Corporation of the Town of Orangeville

September 22, 2021, 5:00 p.m.

Members Present: S. Bergant
B. MacDonald
S. Marks
P. Neely
B. Rea

Members Absent: Councillor G. Peters
Councillor L. Post

Staff Present: D. Vatanen
D. Fraser, CEO
K. Carson, Collection and Systems Librarian

1. Call to Order

Board Chair, B. Rea called the meeting to order at 5:00 p.m.

The chair expressed the board's gratitude to the entire community in completing the library survey, it was overwhelming, and the lucky winner of the iPad was Bev Nofall, she was delighted to pick up her prize for participation earlier this evening.

All board and staff members were in the library for the meeting and guests (Greg Young and Jon Linton) from Key Gordon and TCI Management Consultants participated remotely.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Adoption of Minutes of Previous Meeting

Recommendation: 2021-23

Moved by P. Neely

Seconded by B. MacDonald

That the minutes of the meeting for June 23, 2021, be approved.

Carried

4. Presentations

**4.1 Key Gordon & TCI Management Consultants - Verbal Update
Regarding Library Business & Branding Project**

The board chair thanked Greg Young and Jon Linton for their update.

A workshop has been scheduled for September 29 in the Northview room of the Tony Rose Memorial Sports Centre from 5:00 to 7:00 p.m.

5. Information Items

Recommendation: 2021-24

Moved by B. MacDonald

Seconded by P. Neely

That the information items be received.

CEO Report

Library Service Index

Carried

6. Staff Reports

6.1 Report # 21-08 - 2022 Budget Schedule and Considerations

Recommendation: 2021-25

Moved by S. Marks

Seconded by B. MacDonald

That report # 21-08, dated September 22, 2021, regarding the 2022 Budget schedule and considerations, be received;

And that staff proceed as directed to develop 2022 Operating and Capital Budget Estimates for presentation to the board in November.

Carried

6.2 Report # 21-09 Review of the policy governing Records Management

Recommendation: 2021-26

Moved by P. Neely

Seconded by S. Bergant

That report # 21-09, dated September 22, 2021, with respect to a review of the policy governing Records Management, be received;

And that the Records Management Policy dated September 22, 2021, attached to this report as Appendix A be adopted.

Carried

7. Correspondence

Recommendation: 2021-27

Moved by B. MacDonald

Seconded by S. Marks

That the library board receive the correspondence.

Letter from Kyle Seebach

Letter from Deputy Minister Kevin Finnerty

Letter from Ontario's three Chief Justices

8. New Business

D. Fraser advised that the library has been invited to the Homelessness Committee on Sept 22 where an overview of services will be provided.

The library will be assisting patrons in accessing and printing/laminating proof of vaccinations from Ontario Public Health website.

9. Date of Next Meeting

The next meeting is scheduled for September 29, 2021, at 5:00 p.m. in the Northview room of the Tony Rose Memorial Sports Centre.

10. Adjournment

The meeting adjourned at 6:30 p.m.

Darla Fraser, CEO

Bill Rea, Board Chair



Minutes of Orangeville Public Library Board
The Corporation of the Town of Orangeville

September 29, 2021, 5:00 p.m.

Members Present: Councillor L. Post
S. Bergant
S. Marks
P. Neely
B. Rea

Members Absent: Councillor G. Peters
B. MacDonald

Staff Present: D. Fraser, CEO
K. Carson, Collection and Systems Librarian
K. Creelman, Public Services Librarian
L. Tilly, Program and Research Librarian

Staff Absent: D. Vatanen

1. Call to Order

Board Chair, B. Rea called the meeting to order at 5:04 p.m.

All board and staff members gathered in the Northview room for the meeting, Key Gordon representatives Greg Young and Jon Linton attended the meeting. TCI Management Consultants Mackenzie Gilmore, Bruce Roberts and Beth Ross participated remotely.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. New Business – Key Gordon & TCI Management Consultants workshop

D. Fraser provided a brief orientation to the workshop.

TCI Consultants facilitated discussions on some of the results of the community engagement activities and here are a few of the topics that were covered:

- What we're hearing
- Facility Implications
- Library Space Situation and Future Space Deficits
- Views on Future Branches
- Accessibility Issues
- Service Delivery
- Other Initiatives
- Groups being well served
- Future Services

Key Gordon posed the following questions to the board regarding positioning and branding

- 1) Could you give us a succinct verbal introduction to OPL, pretending we're a prospective library visitor?
- 2) How would you describe the Orangeville Public Library's personality? (For example, if OPL were a car, what brand or style would it be?)
- 3) What qualities do you feel your target audiences currently value most about your library?
- 4) When you visualize a new (future) version of the library, do any particular colours or images come to mind?
 - Do you have a preferred colour palette?
 - Are there any colours that you feel should be avoided?

4. Date of Next Meeting

The next meeting is scheduled for November 17, 2021, at 5:00 p.m.

5. Adjournment

The meeting adjourned at 7:10 p.m.

Darla Fraser, CEO

Bill Rea, Board Chair

Lending Libraries

Our Mission

Our mission is to provide all members of the community equal access to literature.

About Us

Our co-founders, Trinity Allen and Victoria Swanson, started this project in the Believe Leadership Club at their school. They teamed up with the Orangeville Library's Teen Advisory Group, and have formed a sub-committee dedicated to the project.

Operations

Our team will construct the Lending Library, and once it is in place, we'll continue with maintenance. We will allocate this responsibility amongst our members, and have a weekly schedule in place. These weekly responsibilities will entail taking inventory of the books in the Lending Library, recording their conditions, and observing which types of books are being circulated, to help us get an idea of what is in high demand.

In the long-term, we plan to expand operations. This will be centered around increasing inventory. Keeping in mind which books are in high demand, we'll acquire additional material through avenues such as donations from the library. Furthermore, after the first year of operation, next year's TAG team will re-evaluate and determine where the next location should be. We'll survey the Orangeville community to ensure people are able to give us their input.

Your Support

We would appreciate your assistance in helping us create and maintain the Lending Library. We're estimating a \$140 budget, primarily allocated towards wood, paint, and plexiglass. We would also appreciate it if you could leverage your network to spread awareness of the Lending Library. From helping with advertising (e.g. putting up posters in the library, posting about it through the library's social media) to requesting donations (of either funds or books) from members of your organization, everything would be appreciated.



CEO Report – November 2021

Although the weather has been dull this autumn, things are looking up and the anticipated smooth transition to full recovery remains consistent.

Operations - Recovery Implementation Plan

Since July 2, the Mill Street library has been open for in-person browsing, and computer use with the following public health measures in place:

- Greeter – required to screen all visitors and collect patron contact information to support case and contact management
- 45-minute limit to visits
- Maximum of 25 people in the building plus staff
- Individuals must wear face coverings in indoor public settings, with limited exemptions
- Alder library by appointment only for exam proctoring and extended study stays.

The best feeling
in the whole
world is watching
things finally fall
into place after
watching them
fall apart for
so long
via @kathryn.com

When the province moved to Step 3 on July 16, the library expanded hours of operation at the Mill Street library to include seven hours on Sundays. All other precautions remained in place. Beginning Monday, October 4, the Alder Street branch opened to the public for the first time in nineteen months (since March 14, 2020).

Mill Street -	Monday to Sunday 10 am to 5 pm
Alder Rec -	Monday to Thursday Evenings 4 pm to 8 pm Saturday Mornings 9 am to 1 pm

HOURS OF OPERATION...As at November 1, 2021

On October 22, the Ontario government released [A Plan to Safely Reopen Ontario and Manage COVID-19 for the Long-Term](#).

The plan outlines Ontario's gradual approach to lifting remaining public health and workplace safety measures by March 2022. It will be guided by the ongoing assessment of key public health and health care indicators and supported by local or regional tailored responses to COVID-19.

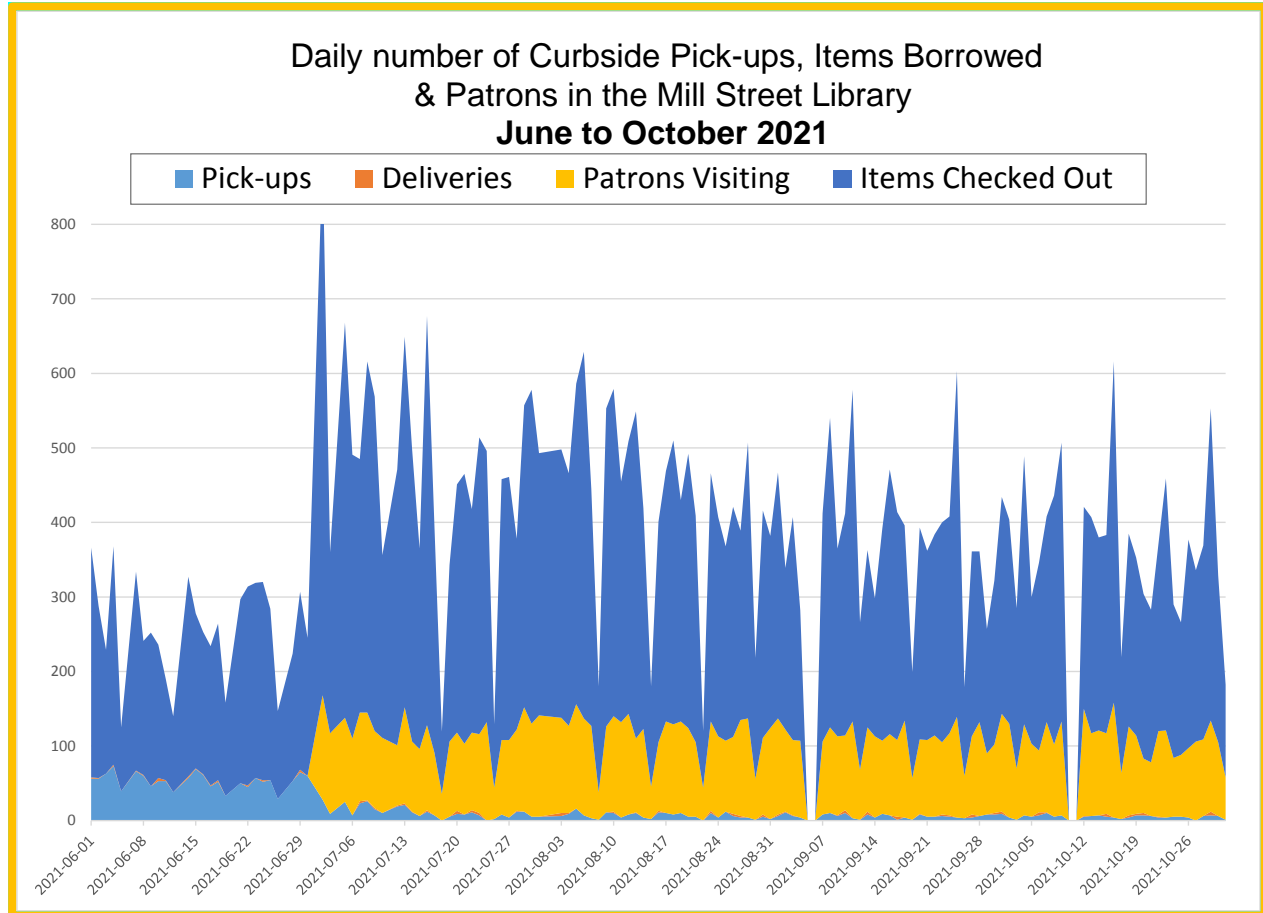
With cautious optimism, staff are actively preparing for the following changes effective Tuesday, November 23:

- Move to passive screening – elimination of the greeter position in the lobby of Mill Street
- Lifting of time restrictions on visits
- Increase weekday hours of operation at Mill by one hour per day (10 am – 6 pm)
- Alder will continue with current schedule offering hours most evenings and Saturday mornings.

We will continue to require that Individuals wear face coverings inside the library and maintain a distance of 2m from others.

The expectation is that hours of operation will be added gradually with a goal of a return to full service by March 2022. Use of the Alder Street branch is building slowly as awareness grows, currently Wednesdays are the busiest days for the number of items checked out, whereas Saturdays are busiest based on the number of patrons visiting the library.

Figure 1 - Daily Number of Curbside Pick-ups, Items Borrowed and Patrons in the Mill Street library



More than 8,000 curbside pick-ups have been completed this year; of that approximately 5% were Grab'n'Go bags of items selected by staff.

Figure 2 - Number of Curbside Pick-ups and Grab'n'Go Bags by Month 2021

2021 Month	# Curbside Pick-ups	Grab'n'Go # of Bags Curated	Grab'n'Go Bags as % of # of Pick-ups
Jan	1,246	62	5.0%
Feb	1,245	64	5.1%
Mar	605	31	5.1%
Apr	1,229	75	6.1%
May	1,426	69	4.8%
June	1,412	66	4.7%
July	330	13	3.9%
Aug	209	8	3.8%
Sept	161	5	3.1%
Oct	150	4	2.7%
	8,013	397	5.0%

Use of OverDrive (eBooks and eAudiobooks) continues to hold steady, on the other hand, use of the other eResources is back on an upward trend (key driver continues to be PressReader).

Figure 3 - eResource Monthly Use – October 2019 to 2021

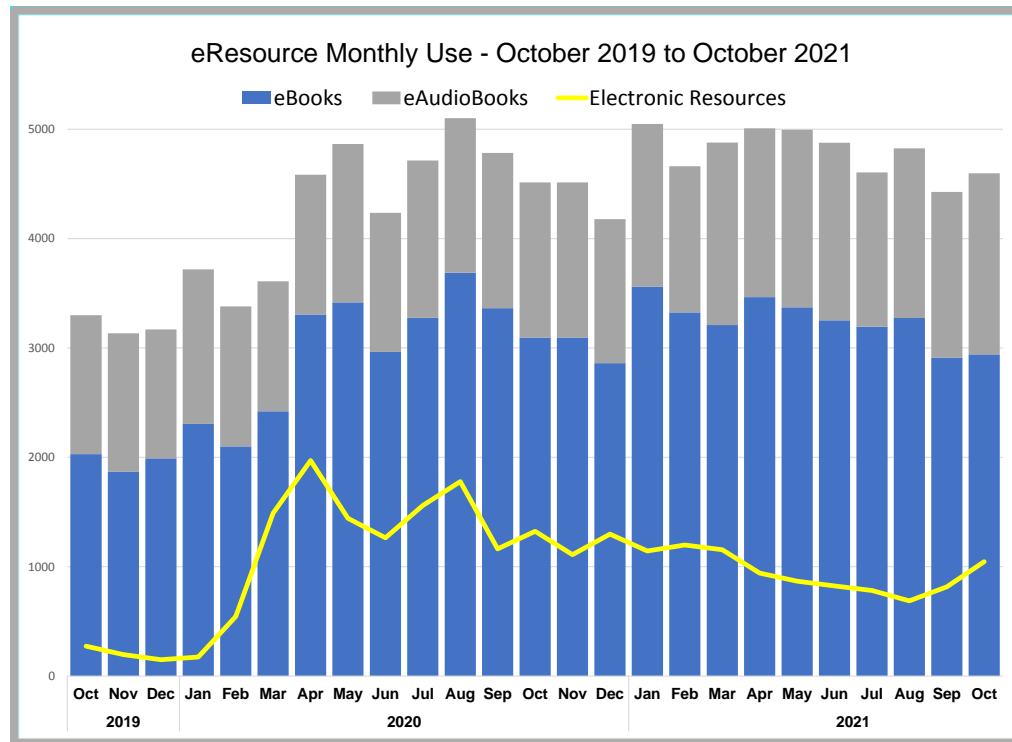
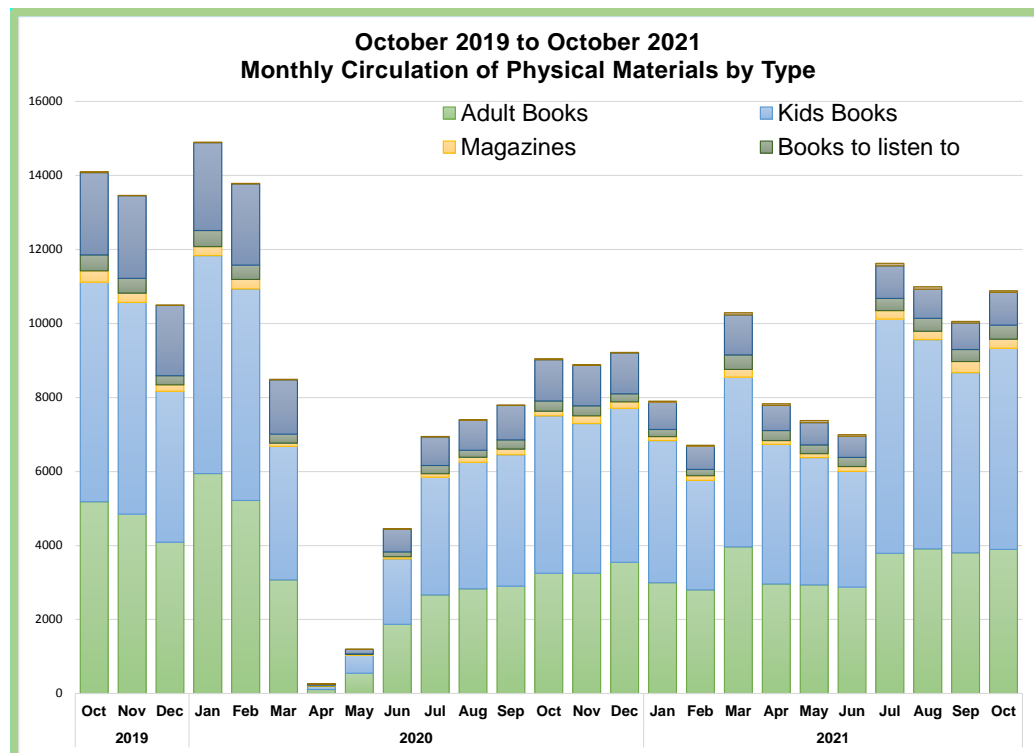
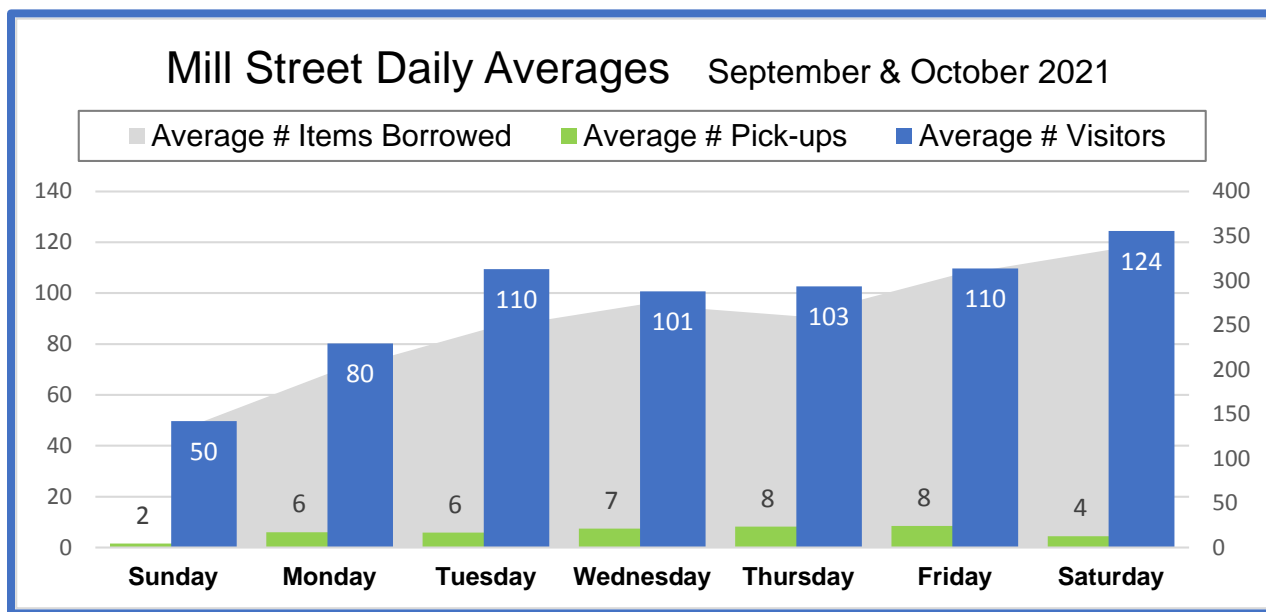


Figure 4 - Monthly Circulation of Physical Materials by Type – October 2019 to 2021



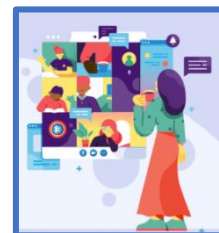
Over the past two months use of the library has been quite steady. Figure 5 depicts daily averages for the period September 1 to October 31 at the Mill Street location. The library has screened more than 14,000 visitors so far this year.

Figure 5 - Activity by Day of Week (Averages) September and October 2021



Ministry of Heritage, Sport, Tourism and Culture Industries

Staff selected November 7 to 13 as the time period to collect the information required for the Typical Week Survey of Public Library Use – results are submitted as part of the annual survey of Ontario public libraries. The operating grant (PLOG) is expected prior to year-end.



October Proclaimed as Canadian Public Library Month and Ontario Public Library Week

Library board chair, Bill Rea, on behalf of the Library Board along with Mayor Sandy Brown, on behalf of Council, officially [proclaimed](#) the month of October as “Canadian Public Library Month” and October 17 to 23 as “Ontario Public Library Week” in the Town of Orangeville.



Ontario Library Association – 2022 Super Conference



The theme is GATHER for this year's virtual conference scheduled for February 1 – 5, 2022. Board members wishing to attend will be registered in December.

Facilities

Colder weather and increased foot traffic is taxing the building and has resulted in some minor issues (elevator, plumbing, etc.). Facilities division continues to support and has arranged for the heating duct system in Mill Street to be cleaned inside and out at the end of November.

Public Services

Staff are looking forward to the first GLAD day in two years. On these occasions, the library is closed to the public and a full day of professional development is provided to all staff, coined Grow, Learn and Develop at the library, the next GLAD day (Nov 22) will focus on lessons learned through the global pandemic, updates on the community engagement project, new resources added and/or coming, and rebuilding resiliency and a sense of belonging.



Community Art Mosaic

Mayor Sandy Brown and Councillor Lisa Post unveiled the Town of Orangeville's Community Art Mosaic on October 25. The library played an important role in this community collaborative by distributing and collecting these unique mini works of art! The more than 500 tiles were assembled to create an amazing 8x12-foot mural that represents the historic charm of Orangeville and celebrates the unity of our community. The community art mosaic is on display outside the Council Chamber in Town Hall for the entire community to enjoy.



Programming

October was another eventful month with various programs for children, youth and adults. The majority of programs offered (67%) and attendance (78%) were for children, which included virtual storytime, in-person outdoor toddler and infant programs, and virtual tween club. Monthly staples like the Teen Advisory Group and Orange thREADs continue, as well as the last Coffee, Conversation and Books session of the year which featured local author Steve Anderson.

The chart below displays the various programs offered by age group in October, noting the percentage that were done with a community partner: EarlyON Dufferin, Shelburne and Grand Valley Public Libraries, Family Transition Place, Orangeville BIA and Muslims of Dufferin for this month.

	# Programs	Attendance	Average Attendance	% Partner Programs
Children	14	257	18	50%
Youth	3	21	7	33%
Adult	4	52	13	50%
	21	330	38	

After the success of a summer **StoryWalk** the library worked with the Downtown Orangeville (BIA) to put together a fall themed StoryWalk. Local author Carolyn J. Morris provided all necessary permissions to use her book “Pasiley’s Pumpkin”. Drawing from lessons learned, the library and BIA worked together to get the large pages printed and placed in the store fronts for the community to enjoy throughout the month. On October 23, the last day of the outdoor Farmer’s Market, Carolyn J. Morris herself read stories to a packed crowd outside Town hall.



The **Toddler on the Go** and **Infant Time** programs are delivery outdoors in partnership with EarlyON Dufferin are proving to be very popular. Due to high demand, a second day of programming was added. Starting October 25, the programs run on Monday and Wednesday mornings in different parks, accommodating a wider audience.

October is **Islamic Heritage Month** in Canada. This proclamation aims to recognize the significant role that Muslim communities play in Canadian society. Program and Research staff worked with local author Shaila (Bella) Carter to offer the October Storytelling event. Shaila read the book she wrote 25 years ago, *Maaryiah's Day*, in an effort to create Muslim representation in stories and help non-Muslim children learn more about the culture. The event was very well attended.

The library also worked with the Muslims of Dufferin to host a successful Islamic Heritage Month **Speaker Panel** on October 30, capping off the month of celebration. The panel consisted of local Imam Yehyah Soliman, Muslim Student Association President Soha Soliman, and author of the *Clear Quaran* series, Dr. Mustafa Khattab. This virtual event allowed Muslims and non-Muslims to come together to learn, celebrate, and engage in thoughtful discussion.



Up and Coming:

For the second year in a row, the Orangeville Public Library will be offering recorded Stories with Santa. Due to continued public health measures, the library will keep the popular Christmas offering virtual. A recording of **Santa** reading stories at the library fireplace will be uploaded each Friday in December (Dec. 3, 10, 17, 24) for families to enjoy at home. Story craft kits will be available to extend the literacy and learning, as well as the annual “gift of literacy” - a wrapped book. Quantities are limited and will be handed out on a first come, first served basis.

The annual **Words the Orangeville Way (WOW)** event done in partnership with BookLore has been pushed back slightly to take place on Sunday, December 5 at 2 p.m. The event will be a virtual livestream featuring a moderated discussion with two authors: part-time Caledon resident Suzanne Hillier, former lawyer, and author of the recent release “My Best Friend was Angela Bennett”, and part-time Mono resident Helen Walsh, author of the brand-new debut Novel “Pull Focus”. Each of the books feature themes of women overcoming hardship. The session will be moderated by Orangeville’s own freelance writer Bernadette Hardaker. Registration will be required to receive the livestream link. The first 24 individuals to register will receive a complimentary copy of one of the above books.

In October Lauren Tilly, Program and Research Librarian, worked with Mohawk student Emily Boothe to start a **Battle of the Books 2022** Planning project. Over the course of the month, through various interviews with volunteers and one telling meeting with a group of teacher librarians, it became very clear that staff and schools alike are still working in a vastly different landscape. Due to the geographic range school boards serve, there is no consistency between schools in the way public health guidelines are applied to cohort students and maintain safe physical distancing. What we do know is that some schools are still keen to take part. The feedback gathered indicated that a virtual version is much preferred than in-person at this stage, and that the traditional Battle format will need to be evaluated and further alternatives explored. The 2022 book lists have been prepared in consultation with the schools and final drafts will be disseminated in November.

Program and Research staff continue to explore options for offering storytime's in 2022. Many publishers who had given blanket copyright permissions during the pandemic to post recordings of stories being read aloud are starting to rescind this positioning. Therefore, the current model of Virtual Storytime (posted recordings on the Orangeville Public Library YouTube channel that are publicly available), will be complicated. There are different options available, including moving recordings to a different platform, or hosting the stories live in Microsoft Teams. The options will be explored and reported on further for 2022.

Other important November updates include:

- **Youth Workshops** for ages 13 to 17 offered in partnership with Family Transition Place, Youth Educators to help navigate self-esteem, relationships and mental health: Nov. 15 and 29
- Treaty Lands presentation to celebrate **Treaty Awareness Week** done in partnership with Education Coordinator Julie McNevin from the Museum of Dufferin on Nov. 4
- Various offerings in honour of **Remembrance Day**: Why we Remember with guest speaker Lt. Col. Trevor Cadeau on Nov. 8, Remembrance Day virtual storytime in both English (with Ms. Shannon) and French (with help from French volunteer M. LeBlanc)
- **Teen Advisory Group (TAG)** Lending Libraries sub-committee to present to the Orangeville Public Library Board on Nov. 17
- **Storytelling Series** event featuring local author and comic artist Clare McCarthy – discussing his 82 years of life experience – on Nov. 18 at 7 p.m. (in-person at Mill)
- A “**How to Write a Will**” workshop on Nov. 30 (virtual session) provided by an Ontario Bar Association speaker as part of the Write a Will month campaign

2021 Library Services Index

A. Member Activity		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	YTD 2021 Total	2021 Monthly Average	% of Total	2020 Total	2020 Monthly Average	% of Total	2019 Total	2019 Monthly Average	% of Total
A.1	Active Memberships	6,712	6,764	6,878	6,932	6,971	7,035	5,295	5,148	5,006	4,934	<i>Point in Time</i>	6,168		<i>Point in Time</i>	7,277		<i>Point in Time</i>	7,743	
	Adult Books	2,993	2,799	3,962	2,959	2,938	2,878	3,787	3,910	3,805	3,895	33,926	3,393	37%	35,219	2,935	38%	62,721	5,227	36%
	Kids Books	3,844	2,964	4,589	3,775	3,437	3,124	6,334	5,654	4,868	5,437	44,026	4,403	49%	40,183	3,349	43%	70,858	5,905	41%
	Magazines	107	122	207	102	107	133	229	225	301	245	1,778	178	2%	1,561	130	2%	3,690	308	2%
	Books to listen to	192	172	396	273	236	248	329	349	322	378	2,895	290	3%	2,643	220	3%	5,344	445	3%
	Movies & TV shows	742	630	1,076	676	605	570	880	787	716	888	7,570	757	8%	12,640	1,053	14%	29,550	2,463	17%
	Cool Stuff - not books	26	25	60	43	54	41	68	69	48	37	471	47	1%	139	12	0%	255	21	0%
A.2	Physical Collection	7,904	6,712	10,290	7,828	7,377	6,994	11,627	10,994	10,060	10,880	90,666	9,067	100%	92,385	7,699	100%	172,418	14,368	100%
	eBooks	3,561	3,325	3,209	3,465	3,372	3,252	3,195	3,274	2,912	2,941	32,506	3,251	68%	35,509	2,959	69%	25,145	2,095	64%
	eAudioBooks	1,487	1,335	1,668	1,542	1,622	1,624	1,409	1,551	1,515	1,656	15,409	1,541	32%	16,207	1,351	31%	13,859	1,155	36%
A.3	OverDrive	5,048	4,660	4,877	5,007	4,994	4,876	4,604	4,825	4,427	4,597	47,915	4,792	100%	51,716	4,310	100%	39,004	3,250	100%
A.4	Electronic Resources	1,144	1,198	1,155	942	868	825	783	689	816	1,046	9,466	947		15,124	1,260		2,320	193	
A.5	Items Reserved	4,775	4,257	3,680	4,845	4,950	4,183	3,469	2,855	2,912	2,920	38,846	3,885		32,169	2,681		29,259	2,438	
B. Community Use		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	YTD 2021 Total	2021 Monthly Average		2020 Total	2020 Monthly Average		2019 Total	2019 Monthly Average	
B.1	Program and Events	7	8	14	18	13	17	48	56	24	21	226	23		242	20		538	45	
	Attendance	183	147	192	298	141	216	455	777	461	330	3,200	320		5,468	456		9,850	821	
B.2	Foot Counter	8,403	6,675	10,569	6,879	5,648	6,173	10,358	10,945	10,626	10,816	87,092	8,709		146,702	12,225		369,961	30,830	
B.3	Public computer use	0	0	130	10	0	0	82	133	215	232	802	80		2,685	224		11,040	920	
	Unique Users	0	0	86	10	0	0	61	75	133	141	<i>Point in Time</i>			<i>Point in Time</i>			<i>Point in Time</i>	419	
		curbside ONLY		In-person	Curbside ONLY		Curbside	Open												
B.4	Hours Open to the Public	150	144	189	168	175	182	196	203	196	279	1,882	188		1771	148		5454	455	

2021 Library Services Index

C. Demands on Staff												YTD 2021 Total	2021 Monthly Average		2020 Total	2020 Monthly Average	% of Total	2019 Total	2019 Monthly Average	% of Total
C.1	In Transit	2,540	2,520	2,435	2,356	3,225	3,068	2,423	1,938	1,752	2,384	24,641	2,464		27,063	2,255		44,028	3,669	
C.2	InterLibrary Loans	806	944	1,200	738	934	956	1,055	1,046	1,426	1,030	10,135	1,014		8,303	692		21,385	1,782	
C.3	Homebound Deliveries	30	29	35	39	31	33	22	29	32	31	311	31		259	22		420	35	
C.4	Exams Booked			5	4	0	0	1	1	5	1	17			55	8		137	11.4	
	Exams Proctored - Mill	0	0	0	0	0	0	0	0	0	0	0	0					10		
	Exams Proctored - Alder	0	0	5	0	0	0	1	1	5	1	13	1		42	6		111		
C.5	Photocopies	2,933	2,981	4,128	3,782	3,807	3,702	4,236	5,639	4,650	5,209	41,067	4,107		49,732	4,144		96,989	8,082	
C.6	Requests for Information																			
	Reference Question	23	28	82	28	31	20	58	81	72	72	495	50	24%	703	59	26%	1,080	90	23%
	Our Services	65	48	136	44	36	62	108	78	102	141	820	82	40%	1,105	92	41%	1,830	153	40%
	Technology	16	3	50	11	10	7	21	26	23	45	212	21	10%	302	25	11%	586	49	13%
	Reader's Advisory	15	7	37	11	12	73	37	26	10	20	248	25	12%	304	25	11%	290	24	6%
	Community	5	5	12	3	2	7	8	11	6	11	70	7	3%	71	6	3%	124	10	3%
	Our Programs	-	1	19	18	1	-	7	7	10	10	73	8	4%	78	7	3%	214	18	5%
	Other	2	1	32	-	-	5	30	17	16	21	124	12	6%	165	14	6%	484	40	11%
	Total requests	126	93	368	115	92	174	269	246	239	320	2,042	204	100%	2,728	229	100%	4,608	384	100%

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board

From: Darla Fraser, Chief Executive Officer

Date: November 17, 2021

Report: #21-10

Subject: Library Board Meeting Schedule for 2022

Recommendation:

That report # 21-10 dated November 17, 2021, with respect to the Library Board Meeting Schedule for 2022, be received;

And that the Library Board Meeting Schedule for 2022 be adopted as presented.

Purpose:

The purpose of this report is to provide the board with a proposed schedule for regular and special meetings for the 2022 calendar year.

Background:

According to the [Public Libraries Act, R.S.O. 1990, Section 16 \(1\)](#) A board shall hold at least seven regular meetings in each year of term. 2019, c. 14, Sched. 12, s. 2.

The dates, times and location of regular meetings are prescribed by the board's Procedure By-laws.

The regular meetings of the Orangeville Public Library Board shall be held at 5:00 p.m. on the fourth Wednesday of each month from January to June and September to December (both inclusive) unless such day shall be a legal, public, or civic holiday; in which case the board shall meet at the same hour on a date agreed upon at a preceding meeting of the board. Regular meetings will be held in the Orangeville Public Library – Mill Street Branch – boardroom/community room. At the discretion of the chair, the time, day, or place of board meetings may be altered.

Following the November 17 meeting, the board will determine if meetings are to be held in person, virtually or hybrid.

Special meetings include two board socials – one with council and the other with staff, volunteers, and Friends of the Library.

2022 Regular Board Meeting Dates

Wednesday, February 23, 2022

Wednesday, March 23, 2022

Wednesday, April 27, 2022

Wednesday, May 25, 2022

Wednesday, June 22, 2022

Wednesday, September 28, 2022

Wednesday, October 26, 2022

Wednesday, November 23, 2022

2022 Proposed Special Meeting Dates

Week of June 20

Board/council social

Friday, November 4

Board/staff/volunteers/friends' appreciation night

Financial Impact:

Meeting expenses are allocated in the budget estimates including the two special meetings.

Prepared and respectfully submitted by,
Darla Fraser,
Chief Executive Officer

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board

From: Darla Fraser, Chief Executive Officer

Date: November 17, 2021

Report: #21-11

Subject: Statutory holidays and other library closures for 2022

Recommendation:

That report # 21-11, dated November 17, 2021, with respect to the statutory holidays and other library closures for 2022, be received;

And that the statutory holidays and other library closures for 2022 be adopted as presented.

Purpose:

The purpose of this report is to provide the board with a plan - listing dates throughout the 2022 calendar year when the library will be closed to the public. The hours of operation have a direct impact on the budget due to staffing requirements and compensation costs.

Background:

Each year library staff review the statutory holidays and other library closings. The library closes on Sundays of long weekends and no additional funding has been included in the 2022 budget to accommodate opening on these days.

Like previous years, the Mill Street location will be closed for the Family Day weekend, except for Saturday, however; the Alder Street Branch will open on Monday, February 21 for potential activities in community events. All other departmental and full-time staff will be off.

The Human Resources Division has reviewed the statutory holiday list.

2022 Statutory Holidays (red) GLAD Days (blue) and special closures (black)

Sunday, February 20	Family Day weekend - both locations closed
Monday, February 21	Family Day - closed at Mill; open 11 - 4 pm Alder
Monday, March 21	GLAD Day
Friday, April 15	Good Friday
Sunday, April 17	Easter Weekend
Monday, April 18	Easter Monday
Sunday, May 22	Victoria Day weekend
Monday, May 23	Victoria Day
Monday, June 06	GLAD Day
Friday July 1	Canada Day
Sunday, July 3	Canada Day weekend
Sunday, July 31	Civic Holiday weekend
Monday, August 1	Civic Holiday
Sunday, September 4	Labour Day weekend
Monday, September 5	Labour Day
Sunday, October 09	Thanksgiving weekend
Monday, October 10	Thanksgiving Holiday
Monday, November 14	GLAD Day
Saturday, December 24	Christmas Eve
Sunday, December 25	Christmas Day
Monday, December 26	Boxing Day
Saturday, December 31	New Year's Holiday
Sunday, January 1, 2022	New Year's Day

Financial Impact:

The impact on hours of operation has been reflected in 2022 operating budget estimates.

Prepared and respectfully submitted by,
Darla Fraser,
Chief Executive Officer

The Corporation of the Town of Orangeville

Report to the Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: November 17, 2021
Report: #21-12
Subject: COVID-19 Vaccination Policy and Proof of Vaccination Requirements

Recommendation:

That report # 21-12, dated November 17, 2021, with respect to the COVID-19 Vaccination Policy and Proof of Vaccination Requirements, be received;

And that the board adopt the COVID-19 Vaccination Policy, as presented.

Purpose:

The purpose of this report is to present for discussion and adoption of the COVID-19 Vaccination Policy for staff and volunteers.

Background/Discussion:

The Orangeville Public Library Board has an obligation under Provincial legislation to take all necessary precautions to protect the health and safety of our workforce and the people who use our services.

To help reduce the risk of COVID-19 transmission, this COVID-19 immunization policy is a measure that complements other workplace health and safety protocols in place including daily health screening, mandatory masking, physical distancing, hand hygiene and enhanced cleaning.

This policy is in conjunction with public health guidance and supports the direction that vaccines provide a high level of protection against COVID-19 and related variants. Having both doses of the COVID-19 vaccine is the best defense against the virus, including the Delta variant.

The library board is demonstrating its commitment to public health by promoting vaccinations to ensure the health and safety of all employees, volunteers, and the broader community.

Across Ontario, public libraries are following the lead of their respective municipalities and adopting policies to include library employees. This new policy will require all

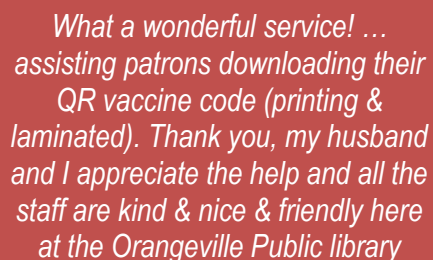
Town/Library employees, volunteers, students, and contractors who have in-person interactions at Town properties to be fully vaccinated, unless there is a valid exemption, by December 31, 2021.

Individuals who do not comply with the vaccination policy will be subject to disciplinary action up to and including termination in accordance with applicable legislation, collective agreements, and Town of Orangeville policies.

At the beginning of September, the provincial government announced that Ontarians would need to be fully vaccinated (two doses plus 14 days) and provide proof of vaccination along with photo ID to access certain public settings and facilities.

Public libraries are not a prescribed setting requiring proof of vaccination under O.Reg 364/20 and therefore, the requirement is not extended to members of the public seeking a short visit to the library. In fact, the ministry was actively encouraging libraries to provide services to help members of the public access and print their proof of vaccination. Last month staff assisted more than 100 people locate, find, download, and print their documentation.

However, the regulations are complex and do require that folks attending meetings, programs or events within the library provide proof of vaccination. Currently, the library is not offering indoor, in-person children's programs. Proof of vaccination is required for meetings and any in-person adult programming (modest offers held after hours in the community space at Mill Street).



What a wonderful service! ... assisting patrons downloading their QR vaccine code (printing & laminated). Thank you, my husband and I appreciate the help and all the staff are kind & nice & friendly here at the Orangeville Public library

October 2021, anonymous

Financial Impact:

The financial impact of this policy is anticipated to be negligible and will ultimately depend on implementation, compliance and possibly the cost of antigen screening tests.

Prepared and respectfully submitted by,
Darla Fraser
Chief Executive Officer

Attachment: Town of Orangeville COVID 19 Vaccination Policy



Corporate Policy

COVID-19 Vaccination Policy

Department: Human Resources

Approved CAO: October 15, 2021
By-law No. 076-2017

1. Policy Statement

The Town of Orangeville is committed to providing a safe working environment and taking every precaution reasonable in the circumstances for the protection of our employees, volunteers, contractors, elected officials and members of the public, from the hazard of COVID-19. A key element to help ensure this protection is by putting in place a program requiring that employees and volunteers are fully immunized against COVID-19 by December 31st, 2021, unless there is a valid exemption.

The Town of Orangeville has a legal duty under the Occupational Health and Safety Act (OHSA), to take reasonable precautions to protect workplace health and safety, including hazards posed by infectious disease such as COVID-19 and associated variants.

2. Purpose

The Town of Orangeville considers vaccinations to be fundamental to the protection of individuals and the community, and to be consistent with the best available public health advice for prevention of the spread of COVID-19 and variants. This policy recognizes that those who are unvaccinated or not fully vaccinated pose a significantly increased risk of becoming seriously ill from COVID-19 and also of spreading the virus to others, with significant impact on human health and service continuity. This policy aims to achieve full vaccination amongst Town employees and volunteers in alignment with provincial directives and subject to limited exceptions in accordance with the Human Rights Code (Ontario).

Definitions

Fully Vaccinated:

For the purposes of case/contact/outbreak management, an individual is defined as fully immunized once 14 days has passed after receiving their second dose of a two-dose COVID-19 vaccine series or their first dose of a one-dose COVID-19 vaccine series that is approved by Health Canada. In the future, this may include any required booster shots.

Vaccines approved by Health Canada are as follows:

- Pfizer-BioNTech COVID-19 vaccine
- Moderna COVID-19 vaccine
- Janssen (Johnson and Johnson) COVID-19 vaccine
- AstraZeneca/COVISHIELD COVID-19 vaccine

Proof of Vaccination:

Documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating individual immunization status against the COVID-19 virus.

Proof of Medical Exemption:

Written proof of a medical reason, provided by a physician or nurse practitioner in the extended class that sets out:

1. a documented medical reason for not being fully vaccinated against COVID-19, and
2. the effective time-period for the medical reason.

Educational Program:

A program that has been approved by and/or provided by the Town of Orangeville and addresses the following learning components:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- Benefits of vaccination against COVID-19;
- Risks of not being vaccinated against COVID-19 and
- Possible side effects of COVID-19 vaccination.

Participating Individuals or Individual Participants

Includes: (1) all Town of Orangeville employees, volunteers and students (“Employees”); and (2) all businesses/entities (including their employees, contractors and other representatives) who have in-person interactions operating at Town of Orangeville facilities (“Contractors”).

PCR Test:

The polymerase chain reaction (PCR) test for COVID-19 is a molecular test that analyzes an upper respiratory specimen, looking for genetic material (ribonucleic acid or RNA) of SARS-CoV-2, the virus that causes COVID-19.

Antigen Test:

Antigen-based tests detect specific proteins on the surface of the virus. They’re often called rapid tests, as they typically provide results in less than an hour. Link to Ontario Public Health information on: [Antigen Testing](#).

Self-Isolation:

You have no symptoms and a history of possible exposure to the novel coronavirus due to travel outside of Canada or close contact with a person diagnosed with COVID-19. You must stay at home and monitor yourself for any specified symptoms for 14 days.

Isolation:

You have symptoms, even if mild, and you have been diagnosed with COVID-19 or are waiting for the results of a lab test for COVID-19. You must stay at home until your Public Health Authority advises you that you are no longer at risk of spreading the virus to others. Avoid contact with other people to help prevent the spread of the disease in your home and community.

3. Scope

This policy applies to all Participating Individuals.

Participating Individuals working in certain Divisions may have obligations in addition to this policy under Division-specific policies regarding COVID-19 vaccination or under regulations, legislation, or guidelines applicable to them. If the requirement under this policy reflects a higher requirement than any directive stipulates for a specific Division, this policy will govern.

All new or rehired Participating Individuals, including returning Town of Orangeville Seasonal and Student employees, are required to be fully vaccinated against COVID-19 as a condition of being hired or rehired by the Town of Orangeville.

The Town of Orangeville also reserves the right to amend this policy as the Town determines to be appropriate or required.

4. Procedure

1. Participating Individual Vaccinations Against COVID-19 and Disclosure

- 1.1. The Town of Orangeville requires that all Participating Individuals who can, be vaccinated against COVID-19 as a measure to protect their health and the health of their co-workers and members of the public.
- 1.2. All medical information regarding vaccination status or accommodations will be treated with the highest confidentiality and will only be used for the purposes of the COVID-19 Vaccination Policy and will meet the workplace Confidential Information requirements.
- 1.3. By October 31st, 2021, all Participating Individuals shall disclose their vaccination status by completing the Vaccination Status Form at <https://assessments.orangeville.ca>.
- 1.4. Participating Individuals who are confirming full vaccination must then upload Proof of Vaccine. If the information cannot be uploaded, please contact Human Resources.
- 1.5. Participating Individuals who are either not vaccinated or who are seeking an exemption must contact Human Resources by October 31st to disclose their intention and discuss next steps.
- 1.6. Participating Individuals who choose not to disclose vaccination status by October 31st, will be assumed to be unvaccinated and subject to the same provisions as an unvaccinated Individual Participant.
- 1.7. All Participating Individuals must be **fully vaccinated** by December 31st, 2021. The first dose of a two-dose series must be completed by November 8th, 2021. The second dose of a two-dose series must be completed by December 16th, 2021. For a single dose vaccine series (i.e., Johnson and Johnson) employees must receive the dose by December 16th, 2021.
- 1.8. For Participating Individuals who are in the process of being vaccinated, Proof of Vaccination for a first dose or single dose vaccine must be submitted by November 15th, 2021. Proof of Vaccination for second doses must be submitted by December 23rd, 2021.

- 1.9. Exemptions will be made in accordance with the Town's Accommodation Policy for grounds protected by the Ontario Human Rights Code which includes confirmed medical reasons, creed and exceptional circumstances.
- 1.10. **Proof of Medical Exemption** must be provided by either a physician or nurse practitioner in the extended class.
- 1.11. The Town of Orangeville will work with Participating Individuals who receive an exemption to develop an appropriate accommodation plan. This may include a plan for future vaccination where the medical exemption is temporary.

2. Mandatory COVID-19 Education

- 2.1. Employees who choose not to be vaccinated or who choose not to disclose their vaccination status must complete an Educational Program approved by the Town by November 8th, 2021, to ensure they are adequately informed about the COVID-19 vaccines and the risks associated with being unvaccinated.
- 2.2. Employees who continue to choose to remain unvaccinated (or who choose not to disclose their vaccination status) must declare, in writing, their intent to remain unvaccinated by November 8th, 2021. A hard copy of the Vaccination Status Form will be made available.

3. Unvaccinated Individual Participants who are eligible to receive a vaccine and do not have a valid exemption

- 3.1. To access any Town facility, unvaccinated Individual Participants shall be required to provide proof of a negative COVID-19 antigen screening test or equivalent in the manner requested by the Town.
- 3.2. Unvaccinated Individual Participants shall be required to undergo regular (at least twice per week for full time employees) antigen testing or equivalent on a schedule based around worker shift patterns as outlined by the Town.
- 3.3. The Town of Orangeville will coordinate and/or pay for testing of unvaccinated Employees until December 31st, 2021. Thereafter, testing will be conducted on the Employee's own time and at their own expense. Contractors are required to pay for their own testing on their own time.
- 3.4. Individual Participants who screen positive on an antigen test shall be required to take a **PCR test** and follow the direction of the Health Unit.
- 3.5. Unvaccinated Individual Participants who are in self-isolation due to Public Health COVID-19 requirements may:

- use vacation entitlements or lieu time
- be able to access applicable federal or provincial government programs; or
- take the time as unpaid

3.6 Unvaccinated Individual Participants who are in isolation due to COVID-19 may:

- work from home if approved by their manager,
- use any paid entitlements (emergency leave, vacation or lieu time) if applicable
- apply for Short Term Disability (STD),
- take the time as unpaid
- be able to access applicable federal or provincial government programs

4. Unvaccinated Individual Participants with a valid exemption

- 4.1. To access any Town facility, unvaccinated Individual Participants shall be required to provide proof of a negative COVID-19 antigen screening test or equivalent in the manner requested by the Town.
- 4.2. Unvaccinated Individual Participants shall be required to undergo regular (at least twice per week for full time employees) antigen testing or equivalent on a schedule based around worker shift patterns as outlined by the Town.
- 4.3. Testing may be conducted during working hours and the Town will reimburse Town Employees for the expenses incurred as a result of the testing through an Employee Expense Reimbursement Form.
- 4.4. Individual Participants who screen positive on an antigen test shall be required to take a PCR test and follow the direction of the Health Unit.
- 4.5. Unvaccinated Employees with a valid exemption will be treated as vaccinated Employees for the purpose of Public Health isolation requirements and paid benefits.

5. Access to Vaccination Clinics

- 5.1. Reasonable arrangements will be made to allow for Employees to attend COVID-19 vaccination clinics during work time.

6. Continued Adherence to Public Health Measures

- 6.1. All Individual Participants are required to continue to practice Public Health measures and workplace procedures to control the spread of COVID-19 regardless of vaccination status.

- 6.2. Individual Participants must always adhere to health and safety protocols while in the workplace, including wearing masks, handwashing, physical distancing where possible, and the use of other Personal Protective Equipment as required by their position and task.

7. Non-compliance with the COVID19 Vaccination Policy

- 7.1. Individual Participants who falsely represent their status of vaccination or test results to avoid workplace safety measures will be held accountable and subject to disciplinary action up to and including termination.
- 7.2. Individual Participants who do not comply with this vaccination policy will be subject to disciplinary action up to and including termination in accordance with all applicable legislation, collective agreements, and Town of Orangeville policies.

Responsibilities

Individual Participants

- a) follow all health and safety policies and protocols to ensure personal safety and prevent the spread of COVID-19.
- b) declare their COVID-19 Vaccination status and meet the requirements outlined in this policy.
- c) complete any required education or training about COVID-19, including regarding vaccinations and safety protocols; and
- d) Adhere to any federal or Provincial legislation, directives, or mandates requiring vaccination.

Managers/Supervisors

- a) Ensure that Individual Participants attending the workplace are fully vaccinated against COVID-19 or have met the requirements of Section 3 and 4 of this policy.
- b) Declare their COVID-19 Vaccination status and meet the requirements outlined in this policy.
- c) Ensure Individual Participants have submitted proof of their vaccination status or an approved exemption.

- d) Provide employees with direction for access to information on COVID-19 and the associated health and safety precautions.
- e) Where feasible, support time from regular duties for Employees to attend vaccination clinics.
- f) Follow and comply with any Federal or Provincial legislation, directives, or mandate regarding the vaccination of Individual Participants.
- g) Continue to enforce workplace precautions that limit the spread of COVID-19 virus.

Human Resources

- a) Collect and store vaccination records in a manner that ensures medical confidentiality is maintained.
- b) Assist supervisors with any employee relations and health and safety issues arising from application of this policy.
- c) Provide information and guidance to supervisors and employees on COVID-19 immunization as required.
- d) Provide disability management services and accommodation support for employees as required.

References and Related Documents

Ontario Human Rights Code

Occupational Health and Safety Act

The Corporation of the Town of Orangeville

Report to the Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: November 17, 2021
Report: #21-13
Subject: Draft Operating and Capital Budget 2022-2026

Recommendation:

That report # 21-13, dated November 17, 2021, with respect to the Draft Operating and Capital Budgets for 2022-2026, be received;

And that the proposed 2022-2026 Operating and Capital Budget requests as presented in Appendices A & B, be forwarded to Council for their consideration.

Purpose:

The purpose of this report is to present for discussion the proposed operating and capital budget requests for the library for the next five and ten years, respectively.

Background:

According to the Public Library Act, the library must submit their proposed budget to the Town according to the procedure set by the Town. Working with the CEO and the Treasurer, the board must prepare a budget deemed adequate to carry out the library's goals and objectives. The proposed budget as prepared must then be presented to council for their consideration.

Excerpt from the current Ontario [Public Libraries Act](#), (R.S.O. 1990, c. P.44).

Estimates

24 (1) A public library board, county library board or county library co-operative board shall submit to the appointing council, annually on or before the date and in the form specified by the council, estimates of all sums required during the year for the purposes of the board. R.S.O. 1990, c. P.44, s. 24 (1).

Approval of estimates

(2) The amount of the board's estimates that is approved or amended and approved by the council shall be adopted by the board and shall be paid to the board out of the money appropriated for it. R.S.O. 1990, c. P.44, s. 24 (2).

Idem

(3) The board shall apply the money paid to it under subsection (2) in accordance with the estimates as approved, subject to subsection (4). R.S.O. 1990, c. P.44, s. 24 (3).

Council may authorize variation

(4) The council may, in its approval of the board's estimates or at any time at the board's request, authorize the board to apply a specified amount or percentage of the money paid to it under subsection (2) otherwise than in accordance with the items of the estimates as approved. R.S.O. 1990, c. P.44, s. 24 (4).

Orangeville Town Council has the authority to change the estimates prior to approval. Typically, Town Council would provide some general direction and send the proposed budget back to the board for re-work if Council felt an adjustment was needed.

The municipality works with an operating budget forecasted for five years, and capital for ten years. However, according to the Municipal Act, Town Council can only approve financial plans one year at a time.

Discussion:

Moving into the last year of this board's four-year term of office (2022), armed with a clear understanding of the community's unique needs and priorities (more than 1500 voices gathered) the board is well positioned to describe their vision and create a legacy document as defined by Ontario Library Services. The legacy document can outline future plans and serve as an aid and roadmap for the incoming board.

Inspired by the board discussion on September 22, the base budget has been recalibrated to support the return to full service at both locations. Increases to various individual accounts are the result of anticipated impacts for inflation and adjustments for current year payments and/or contracts.

The table below provides a high-level snapshot of the operating budget estimates for 2022. Overall, like many community services, the library is faced with reduced revenue and increased costs. The result for 2022 is an increase of 3.4% over last year's operating budget along with capital requests totaling \$ 285,850.

Figure 1 - High level summary - 2022 budget estimates

Revenue	Estimates	% of Total	Expenses	Estimates	% of Total
Tax Levy	\$ 2,028,636	93%	Compensation	\$ 1,621,128	74%
Non-Resident fees	\$ 97,500	4%	Collection Development	\$ 200,850	9%
Government Grants	\$ 33,700	2%	Transfers (& Reserves)	\$ 137,000	6%
User fees & fines	\$ 27,644	1%	Administrative Expenses	\$ 127,778	6%
		100%	Facilities	\$ 100,724	5%
					100%

The base operating budget is submitted (Appendix A) with the following adjustments.

Self-generated Revenues \$ 158,844

- a. **Reduced revenue** - full impact of the loss of the service agreement with Humber College.
- b. **User fees & fines** - Extremely conservative estimates for self-generated revenue, accounts such as late fees, new card, lost or damaged items, and donations.
Overdue fines account for approximately 25% of the self-generated revenue roughly \$ 7,000. Moving forward the board may consider eliminating some or all overdue fines in support of barrier-free access to information. Many libraries in the province have adopted some version of a fine-free policy.
- c. **Government Grants** - No change to the grant funding (received through various levels of government) with the expectation of continued (albeit modest amounts) support from the Provincial and Federal levels.
- d. **Non-resident fees** - According to the Ministry of Heritage, Sport, Tourism and Culture Industries for the Province of Ontario, the catchment population for a public library is the local municipal population plus the population of municipalities, which contract for library service. In Orangeville's case, there are no contracts for library service with surrounding municipalities – rather a unique collection arrangement where the library board invoices the neighbouring municipality directly for each non-resident membership issued.

A significant number of non-residents pay a non-resident membership fee to borrow materials from the Orangeville Public Library and use online resources. In 2020, this was 1,391 out of 6,629 total registered borrowers, or 21%.

Increases to the non-resident fees are proposed as per the previously approved schedule, however, the past two years have been detrimental to non-resident memberships and the board may consider holding the cost of new memberships at the 2021 price of \$ 185.00 per household. The cost of non-resident memberships is based on the amount of tax levied per household for library services for the residents of Orangeville plus a surcharge for administrative purposes.

Budget estimates reflect a very ambitious goal of 527 new or renewed non-resident memberships for 2022. In 2019, there were 691 non-resident memberships issued or renewed, however, that figure dropped 50% during 2020 to 352. The cost per household for rate payers in Orangeville has also dropped over the past few years due to reduced operations (COVID restrictions).

According to the agreements in place with our neighbouring municipalities (Mono, Amaranth and East Garafraxa) fees for non-resident membership are invoiced three times per year (April, August, and December). Each invoice is accompanied with a privacy waiver signed by the member which allows us to share details such as cardholder's name and address with the respective municipality.

It is the recommendation of staff that the board meet with each of the neighbouring Councils early in 2022 to share new branding and offer alternate collection agreement models, such as a flat rate. Correspondence regarding the 2022 rate will be drafted upon approval of the estimates.

Figure 2 - Table of Non-Resident Budget Estimates

Year	Cost	% Increase	Estimated # of Households	Budget	Actual Revenue/Notes
2019	\$ 165.00	6%	485	\$ 80,025	\$ 118,680
2020	\$ 175.00	6%	490	\$ 85,750	\$ 66,472
2021	\$ 185.00	6%	495	\$ 91,575	HOLD cost Y-T-D \$ 57,136
2022	\$ 185.00	0%	527	\$ 97,500	HOLD Budget (estimate)
2023				\$ 100,000	
2024 & beyond			Future estimates based on 2.5% inflationary increases		

Moving forward the library board may consider costing all eligible services based on the cost recovery model currently being developed by Recreation & Events, it would provide a uniform approach to cost recovery within the divisions of the Community Services Department.

Administrative Expenses \$ 1,726,725 + 22,181

Compensation includes all salary, wages, and benefit costs for eight full time and 21 part time employees. According to the data for 2022, compensation accounts for approximately 74% of the operating expenditures. Our part time wages (and benefits) account for 40% of the compensation amounts and have a direct link to hours of operation.

For these estimates, all compensation accounts have been increased with a cost-of-living adjustment (COLA) of 2% (or approximately \$ 70,500). It should be noted that this amount is simply a placeholder, as any cost-of-living adjustment approved by council for non-unionized staff would affect the library compensation accounts.

Figure 3 - Table with Compensation by Employment Type

Status	FTE Allocation	Hours	Comp.	Benefits	Total	% of Total
Full-time	8	14,560	\$676,487	\$216,623	\$893,110	55%
Part-time	9.2	16,658	\$555,817	\$107,316	\$663,133	41%
Other *	n/a	n/a	\$50,709	\$14,175	\$64,885	4%
Total	17.2	31,218	\$1,283,013	\$338,114	\$1,621,128	100%

*Other includes redistributed labour costs (communications, general manager, and assistant) along with estimated provisions for overtime.

A number of housekeeping issues within the salary plan (payroll system) have resulted in the movement of funds between full and part-time accounts and an increase in the amount of benefits for full-time employees.

For the budget years 2023 through 2026, treasury has included an increase of 2% for the payroll forecast. A number of minor adjustments (seventeen) have been made to various administrative expense accounts resulting in an increase of \$ 2,559 over the last year.

In addition, there has been an increase of 49% levied by the Town for inter-departmental costs including those related to IT and Community Services department administration (actual amount \$ 7,251).

All programs and events are funded from this portion of the budget (administrative expenses) and over the past few years (global pandemic) the value of partnerships has become even more apparent. Historic benefits to partnerships (potential cost savings, outside expertise, risk sharing) are enhanced in the current social environment of change (economic recovery) and the board's commitment to equity, diversity, and inclusivity.

Building on the existing list of active partnerships shown below, talks continue with the Upper Grand District School Board, Theatre Orangeville and the Food Bank. Moving forward the library may benefit from the framework currently under development by the Town's Community Services Department. The 'working with us' document is intended to provide a framework to inform financial decisions for the allocation of resources by reviewing the operational efficiency of existing and new partnerships.

Figure 4 - List of Active Partners

2021 Partners	
1	Canadian Volunteer Income Tax Program
2	Celebrate Your Awesome Committee
3	DCAFS - GLOW
4	Downtown Orangeville BIA
5	Dufferin County Canadian Black Association
6	Dufferin OPP Detachment
7	Dufferin Paramedic Services
8	EarlyON Dufferin
9	Family Transition Place
10	Grand Valley Public Library
11	Headwaters Writers' Guild
12	Hospice Dufferin
13	Muslims of Dufferin
14	Scientists in School
15	Shelburne Public Library
16	Sustainable Orangeville Committee
17	Town of Orangeville Fire Service
18	Town Recreation & Events
19	UW Engineering Science Quest
20	Wellington Dufferin Guelph Public Health

The library continues to seek opportunities to make a difference in the community in the areas concerning social cohesion, equity, diversity, and inclusion. Similar to the work required to fulfill the objectives of the Truth and Reconciliation Commission, staff will continue to pursue outreach, program and collection development opportunities to ensure services are reflective of the entire community.

Facilities Management \$ 100,635 + \$ 85,000

The account for the elevator maintenance has been increased by 10% to reflect the ever-growing need for repairs and the difficulty in sourcing parts for this obsolete lift. There is a capital project within the Facilities division proposing the replacement of the lift at Mill Street with an accessible elevator in 2022. The board has been building a reserve (\$ 50,000 annually) in anticipation of this work.

Estimates for the cost of utilities and insurance are calculated by the finance division. Both insurance and natural gas costs are estimated to increase 10 and 11%, respectively. For the budget years 2023 through 2026, Treasury has included an increase of 10% for future adjustments to insurance premiums.

Outside services and maintenance increases are based on inflation and actual costs in prior years. All together this amounts to an increase of \$ 3,564 or 2% over the prior year.

Capital Budget (Appendix B) \$ 200,850

As noted above, each year \$ 85,000 is transferred out of the operating budget into the building fund reserve - \$ 50,000 is specifically earmarked for the inevitable elevator replacement. Currently the balance in this reserve fund is approximately \$ 385,000.

The only capital request for 2022 is the annual amount for collection development. The ask this year is for \$ 200,850 which represents a 3% increase over last year.

Figure 5 - Collection Development Estimates by Material Type

Collection Development	2021	2022	2023	2024	2025	2026
Physical Material	\$ 147,750	\$ 139,710	\$ 138,907	\$ 137,516	\$ 134,612	\$ 133,612
eResources / SoftwareLicences	\$ 47,250	\$ 61,140	\$ 67,968	\$ 75,566	\$ 84,862	\$ 92,447
Total	\$ 195,000	\$ 200,850	\$ 206,876	\$ 213,082	\$ 219,474	\$ 226,058

The library issued a request for proposals (RFP) for the selection, supply, cataloguing, processing, and delivery of library materials. New contracts will be formalized to begin in January 2022. The resulting contracts may impact the distribution of funds among the physical collection, however, more significant will be the global situation impacting the publishing industry.

A review of information provided by the Library Services Centre (LSC) in the "Canadian Library Purchasing Power" report indicates:

- the price of **hardcover adult fiction and non-fiction** remaining similar to or even less than prices in prior years.
- the exception is with **soft cover fiction** which has **increased** more than 21% in price from 2017 (approximately \$4.50 per book). Locally, we have been buying a greater number of softcover books as they are less expensive allowing us to increase the variety of titles we buy, they represent a growing number of the titles available (i.e., titles are often only available as soft cover) and they are often what patrons see (and then ask for) in the stores and in advertising.
- the price of **junior material** in all categories has **increased**, on average over 13% (approximately \$2.00 per book).
- Prices for **audio-visual materials** have **increased** slightly as well, 10% or \$4.00 per item, however this is offset by a decline of titles available in the DVD format as the industry moves toward streaming and rights-driven production of physical DVDs. The availability of items may impact the actual procurement of goods.

The publishing industry is experiencing widespread shortages and supply chain issues due to COVID-19. A lumber shortage and reductions in workers at paper mills have contributed to a paper shortage; port congestion, lack of shipping containers; a shortage of dockworkers; and trucking/staffing problems both internationally and close to home are impeding the movement of books from China and other places.

Holding the budget estimates consistent over the next five years will result in less physical materials. Audio/visual materials include DVDs and CDs and both mediums will eventually become obsolete, however, these funds may provide the resources necessary to begin to build a collection of video games as the need and availability of CDs and DVDs is replaced by streaming services.

Figure 6 - Collection Development - Physical Materials 5-year Estimates

Physical Materials	2022	2023	2024	2025	2026
Adult Books	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Junior Books	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Periodicals	\$ 7,000	\$ 7,000	\$ 6,000	\$ 6,000	\$ 5,000
Audio/Visual	\$ 28,710	\$ 27,907	\$ 27,516	\$ 24,612	\$ 24,612
Materials processing (shelf ready)	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000
Total	\$ 139,710	\$ 138,907	\$ 137,516	\$ 134,612	\$ 133,612

eResources

In an effort to foster growth in the use of online resources, the collection and systems staff have reviewed existing platforms and have proposed the following adjustments for 2022:

Removal of the low performing platform, Mango Languages; newly available access to magazines through Overdrive allows for reduction of offerings in Flipster; addition of a streaming video service providing access to movies, music, audiobooks, ebooks, comics, and TV shows, as well as a learn to code resource for children to learn to make websites, video games, apps, animations, programs and more.

For years 2023-2032, additional amounts serve as placeholders for future capital projects such as a new inventory security system (RFID) (estimated at \$ 65,000) and library network infrastructure (\$ 26,000), as well as ongoing amounts for furniture, fixtures, and equipment. Each placeholder/project will require formal requests and approvals in the forecasted year.

Financial Impact:

Overall increase of the requested operating budget for 2022 is 3.4%.
Capital requests for 2022 total \$ 285,850.

Prepared and respectfully submitted by,
Darla Fraser
Chief Executive Officer

Attachments:

Appendix A - Draft Operating Budget - 5 Years

Appendix B - Draft Capital Budget - 10 Years



Library Operating Budget 5 Years
2022
 2 Finance Review



	2022 Proposed	2021 Approved	2022 \$ Change	2022 % Change	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed
Library Services								
Administrative Revenues								
User Fees	(\$106,144)	(\$132,413)	\$26,269	(19.8%)	(\$108,677)	(\$111,211)	(\$113,808)	(\$116,469)
Grants	(33,700)	(33,700)			(33,950)	(33,950)	(34,200)	(34,200)
Fines	(8,000)	(8,000)			(8,000)	(8,160)	(8,323)	(8,489)
Other Revenues	(11,000)	(9,000)	(2,000)	22.2%	(11,000)	(11,000)	(11,000)	(11,000)
Sub-total Revenues:	(158,844)	(183,113)	24,269	(13.3%)	(161,627)	(164,321)	(167,331)	(170,158)
Administrative Expenses								
Compensation	1,621,128	1,550,629	70,499	4.5%	1,658,378	1,695,411	1,733,176	1,771,894
Professional Development and Assoc. Fees	17,750	17,300	450	2.6%	18,016	18,287	18,561	18,840
Office and Administration	21,122	20,555	567	2.8%	21,585	22,053	22,497	22,951
Public Relations, Promotions and Events	8,500	8,250	250	3.0%	8,670	8,843	9,020	9,200
Licences and Support	29,750	29,000	750	2.6%	30,250	30,855	31,472	32,101
Service and Lease Agreements	5,305	5,150	155	3.0%	5,411	5,519	5,629	5,742
Programs	18,470	18,250	220	1.2%	18,839	19,216	19,600	19,992
Service Charges	1,800	1,700	100	5.9%	1,836	1,873	1,910	1,948
Equipment Purchases	2,900	2,833	67	2.4%	3,000	3,060	3,121	3,183
Transfer to Capital		48,000	(48,000)	(100.0%)	86,528	48,000	28,326	44,800
Sub-total Expenses:	1,726,725	1,701,667	25,058	1.5%	1,852,513	1,853,117	1,873,312	1,930,651
Internal Allocations	22,181	14,930	7,251	48.6%	24,465	24,888	25,321	25,643
Facilities Mgmt								
Insurance	4,805	4,410	395	9.0%	5,383	5,921	6,513	7,164
Office and Administration	1,050	1,025	25	2.4%	1,071	1,092	1,114	1,136
Service and Lease Agreements	2,020	2,000	20	1.0%	2,050	2,081	2,112	2,144
Utilities	20,734	19,808	926	4.7%	21,731	22,806	23,967	25,221
Maintenance and Repairs	72,026	69,917	2,109	3.0%	73,607	75,079	76,580	78,112
Transfer to Reserve	85,000	85,000			85,000	85,000	85,000	85,000
Sub-total Expenses:	185,635	182,160	3,475	1.9%	188,842	191,979	195,286	198,777



Library Operating Budget 5 Years
2022
 2 Finance Review



	2022 Proposed	2021 Approved	2022 \$ Change	2022 % Change	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed
Library Collections								
Transfer to Reserve	200,850	195,000	5,850	3.0%	206,875	213,082	219,474	226,059
Sub-total Expenses:	200,850	195,000	5,850	3.0%	206,875	213,082	219,474	226,059
Total Library Services	1,976,547	1,910,644	65,903	3.4%	2,111,068	2,118,745	2,146,062	2,210,972

Library Reserves and Capital Budget Submission

<u>Project Description</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Library Collections	\$ 200,850	\$ 206,875	\$ 213,082	\$ 219,474	\$ 226,059	\$ 229,466	\$ 235,203	\$ 241,083	\$ 254,000	\$ 260,000
Building Reserve	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Elevator Replacement	\$ 50,000									
Furniture & Equipment		\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Computer Hardware		\$ 48,160		\$ 4,326		\$ 52,339				
Consulting Fees										
Network Infrastructure					\$ 26,000					
Security Inventory System (Self-check)		\$ 35,000	\$ 30,000				\$ 25,000			\$ 30,000
Total	\$ 285,850	\$ 350,035	\$ 308,082	\$ 288,800	\$ 317,059	\$ 346,805	\$ 325,203	\$ 306,083	\$ 319,000	\$ 355,000