



Agenda
Orangeville Public Library Board

Wednesday, September 28, 2022, 5:00 p.m.
The Corporation of the Town of Orangeville

NOTICE

Prior to the meeting, written comments may be sent to the Secretary of the Orangeville Public Library Board by email to jmoule@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: 710 080 734#. 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

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1. Call to Order	
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Recommendations:	
That the minutes of the meeting for August 31, 2022 be approved.	
4. Presentations	
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Recommendations:	
That the information items be received.	
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6.1. 22-07 Policy Review – Electronic Monitoring (Employees) 12

Recommendations:

That report 22-07, dated September 28, 2022, with respect to the new policy Electronic Monitoring of Employees, be received;

And that the recently approved Town-wide Electronic Monitoring of Employees Policy as presented be adopted.

6.2. 22-08 Statutory Holidays and Library Closures for 2023 17

Recommendations:

That report 22-08, dated September 28, 2022, with respect to the statutory holidays and library closures for 2023, be received;

And that the statutory holidays and library closures for 2023 be adopted as presented.

6.3. 22-09 Draft Operating and Capital Budget 2023-2027 20

Recommendations:

That report 22-09, dated September 28, 2022, with respect to the Draft Operating and Capital Budgets for 2023-2027, be received;

And that the proposed 2023-2027 Operating and Capital Budget requests, be forwarded to Council for their consideration.

7. Correspondence

8. New Business

9. Date of Next Meeting

The next meeting is scheduled for October 26, 2022.

10. Adjournment



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

August 31, 2022, 5:00 p.m.

Members Present: Councillor L. Post (remote)
S. Bergant
S. Marks
B. Rea

Members Absent: Councillor G. Peters
P. Neely
Raymond Osmond

Staff Present: D. Fraser, CEO
N. Syed, Treasurer (remote)
Jillian Moule, Admin Assistant
K. Carson, Collection and Systems Librarian
R. Medeiros, Financial Analyst (remote)

Guest: M. Short, RLB Auditor (remote)

1. Call to Order

Chair B. Rea called the meeting to order at 5:09 pm.

Chair B. Rea noted the following four attendees have joined the meeting remote, Councillor L. Post, N. Syed, R. Medeiros and RLB Auditor M. Short.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Adoption of Minutes of Previous Meeting

Recommendation: 2022-18

Moved by S. Marks

Seconded by S. Bergant

That the minutes of the meeting for June 22, 2022, be approved.

Carried

4. Presentations

4.1 2021 Audited Financial Statements

Treasurer, Nandini Syed and RLB Auditor, Murray Short presented the 2021 Audited Financial Statements.

Recommendation: 2022-19

Moved by S. Marks

Seconded by S. Bergant

That the library board approve the audited financial statements of The Corporation of the Town of Orangeville Public Library for 2021.

Carried

5. Information Items

Recommendation: 2022-20

Moved by S. Marks

Seconded by S. Bergant

That the information items be received.

Carried

5.1 CEO Report - Verbal

CEO D. Fraser spoke to the following information:

- RFT for the elevator replacement project is closed. Currently in the evaluation stage.
- Friends of the Library have their next meeting on September 6, 2022.
- Broadway Bricks is scheduled to replacing the interlock around Mill St library at the end of September.
- Hot water tank was replaced at Mill St library.
- Paranormal group has shown an interest to use the Mill St library to investigate paranormal activity.

5.2 Library Service Index

6. Staff Reports

6.1 22-06 Proposed Implementation Plan

Recommendation: 2022-21

Moved by S. Marks

Seconded by S. Bergant

That report 22-06, dated August 31, 2022, with respect to the Implementation Plan for 2022-2027, be received;

And that the proposed 2022-2027 Implementation Plan as presented in Appendix A be adopted and that staff operationalize actions for the development of the 2023 budget estimates.

7. **Correspondence**

None.

8. **New Business**

Logo Launch Event scheduled for October 1, 2022, from 1-4 pm

9. **Date of Next Meeting**

The next meeting is scheduled for September 28, 2022.

10. **Adjournment**

The meeting adjourned at 6:22 pm.

Darla Fraser, CEO

Bill Rea, Board Chair

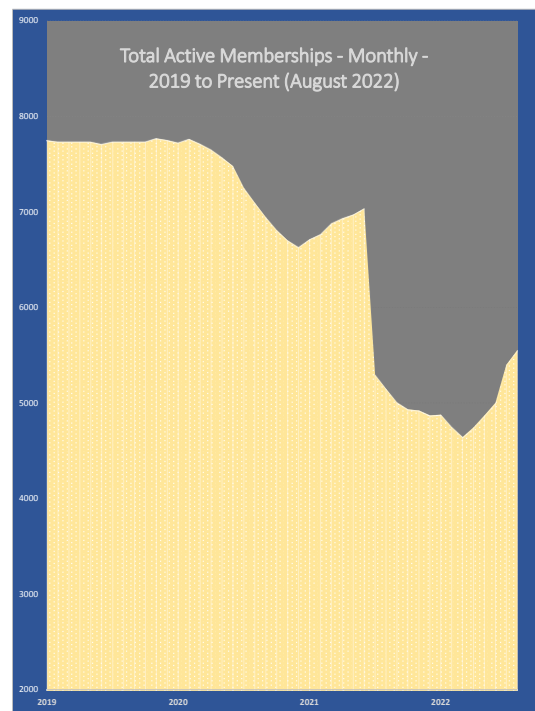
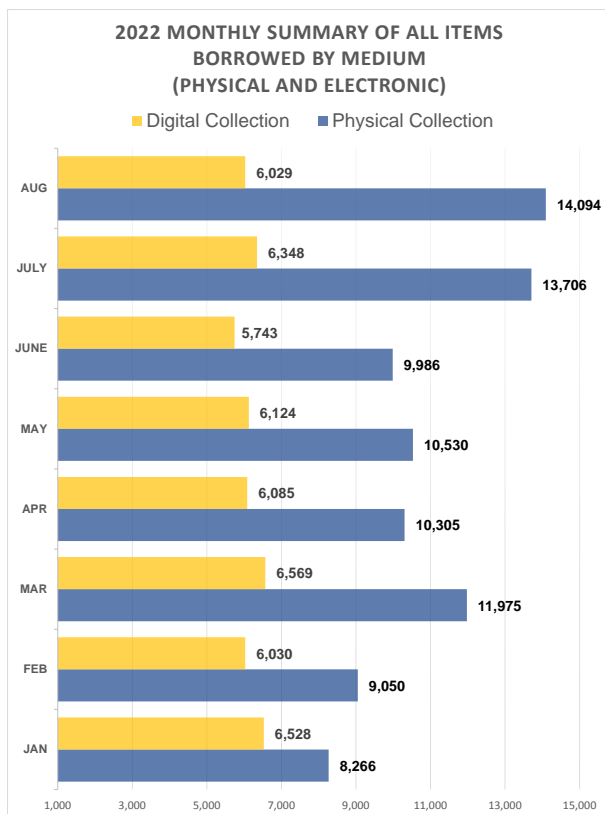


CEO Report – September 2022

Operations:

The Library Services Index indicates that the summer ended strong with increases to both memberships and circulation of physical items. Although the data indicated a slight drop in kids' books the increases in adult fiction and DVD loans, off set that decline.

Figure 1: 2022 Monthly Summary of all items borrowed by medium & Active memberships 2019 - Present



The employee service awards were held on September 19th and a number of library staff celebrated milestones (unfortunately not all were able to attend).

Congratulations to:

- Kimberly Carter – 5 years
- Erin Carlos – 5 years
- Cosette Pathak – 5 years
- Kathryn Creelman – 10 years
- Tanis Gadsden – 10 years

Post Provincial Election changes:

New minister and name change for the ministry:

- Hon. Neil Lumsden, Minister **Tourism, Culture and Sport** (Hamilton East – Stoney Creek)
- Nina Chiarelli, Deputy Minister
- Katherine Kelly Gatten, Assistant Deputy Minister

October is Canadian Library Month!

All month long, libraries and library partners across Canada are raising awareness of the valuable role libraries play in Canadians' lives. More than just a place to find books, libraries promote cultural awareness, engage in the community, provide educational programs, support freedom of expression and so much more.

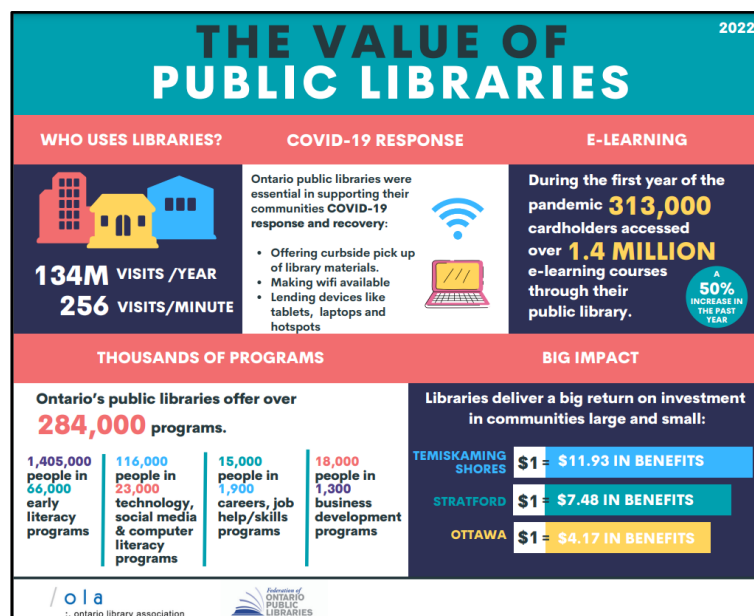
The third week of October is Ontario Public Library Week. For 2022, Ontario Public Library Week will take place from October 16 to October 22 and the theme is "One Card, One Million Possibilities."

The library will kick off the celebrations with an event on October 1 to launch the new branding and share the new strategic plan.

Federation of Ontario Public Library (FOPL) Update:

Current focus of FOPL's provincial advocacy:

- Seeking clarification of: Strong Mayors, Building Homes Act, 2022 (and would powers impact independent local public library boards?)
- School Libraries: school boards that are not fully utilizing library funding on library purposes are asked (by Ministry of Ed) to submit a multi-year plan highlighting their vision and next steps to address underspending in this area.
- Municipal elections – as part of their advocacy work the following infographics were shared earlier this month.



KEEP PUBLIC LIBRARIES



INDEPENDENT

Local Public Library Boards are comprised of local volunteers, both municipal council members and local community representatives.

Governed by the Public Libraries Act (PLA), they ensure that local public libraries provide a comprehensive and efficient public library services and respond to the community's needs.

PUBLIC LIBRARY BOARDS ARE:

LOCAL

Library Boards answer to the needs of the local community.

TRANSPARENT

Library board meetings must be open to the public.

ACCOUNTABLE

Each board member has a legal obligation to act honestly, in good faith, and in the best interests of the library.

THE VALUE OF LOCAL PUBLIC LIBRARIES

Public Libraries are Ontario's farthest-reaching, most cost-effective public resource and community hubs.

Reaching 98% of Ontarians in hundreds of Ontario communities of all sizes, public libraries are local, close to home, and adapt to the priorities of the people and communities they serve.

Trained, frontline library staff are people focused, responding to these unique needs by developing, providing and offering:



EDUCATION & ENTERTAINMENT

Libraries provide **digital resources and e-books** to community members at home or in the library branch.



SUPPORT FOR FAMILIES & SENIORS

Libraries provide thousands of **no- and low-cost** programs, activities and supports for **young children, families and seniors** in the community.



CONNECTION

Libraries provide **equitable, reliable access to broadband internet** in underserved areas.



ECONOMIC DEVELOPMENT

Libraries assist community members in upgrading their **skills, finding a job or launching a business**.



CREATION

Libraries offer **maker spaces** and **computer coding labs** to help children learn and help adults develop modern job skills.

Many library boards have taken an active role in advocating for libraries within their local municipality. Should the board members wish to engage in advocacy during the campaign period a strategy must be adopted and vetted to ensure all candidates receive the same information.

I was able to attend the Building Partnerships with First Nations Public Libraries session FOPL facilitated on September 14th, it was an informative program offering good advice as we look to build our relationship with Big Grassy River First Nations Public Library, Morson, Ontario.

Ontario Library Association (OLA):

[OLA Super Conference 2023: Walking in Two Worlds](#) (follow link for more information)

February 1-4, 2023. In response to popular demand the 2023 OLA Super Conference will offer both an in-person and digital experience. The in-person conference will take place at the Metro Toronto Convention Centre, in downtown Toronto. The boot camp offered to library board members will be delivered virtually on Saturday, February 4, 2023.

The theme this year speaks to walking in two worlds, knowing and not knowing, old and new, equity and diversity, truth and reconciliation which is where we find ourselves as we embrace for our next steps together. Details will be shared as they become available.

Child & Youth Services Expo (November 7) will be a virtual event again this year with Orangeville's own Shannon McGrady presenting on Social Justice Storytimes: The Power of Picture Books.

Ontario Library Consortium – Annual General Meeting:

The AGM was held as a hybrid meeting at the new Southfields branch of the Caledon Public Library. Orangeville CEO and Collection and Systems Librarian attended in person. Kim Carson has been asked to co-chair an advocacy committee dealing with vendors representing OLC as a collective – the reach of the consortium library systems is as large as systems like Edmonton and Ottawa.

The Poppy Project:

Approximately 1500 poppies have been hand made locally! Collection will continue into October. Community champion, Laura Austin, continues to keep this project on track. Discussions with public works continue as we develop a plan to affix the poppies to the clock tower prior to Remembrance Day.

Food Bank:

Unfortunately, this project has faced many delays. We remain committed to the partnership and will implement as soon as logistics are sorted.

Facilities:

Contract negotiations on the elevator replacement project are wrapping up and a construction schedule is expected in the next few weeks.

Program Update: (submitted by L. Tilly)

The **Teen Book Stash** service had a great uptake in the summer and continues to be popular this fall with new participants from the summer waitlist getting a chance to take part. Fifty percent of the Teen Book Stash users had never previously participated in a teen program with the library, and the Teen Advisory Group (**TAG**) gained four new members from their participation.

In August local author **Anthony Carnovale** facilitated a four-week writing group in the library called the **After Hours Write Club**. This successful program had great uptake and participants are enthusiastic to continue to meet regularly to write together, learn, and workshop ideas. Beginning in September, the After Hours Write Club will meet bi-weekly in the library on Tuesday evenings.



The **Check It Out Book Club**, a monthly book club for adults, continues to do well with a core group of participants and meets next on Wednesday, **September 28**.

The **Queer Village Book Club**, an 18+ book club for LGBTQ+ and allies, will launch on Thursday, **September 29** in partnership with a new community partner group, Queer Village. The book title for September is *The Change Room* by Karen Connelly.

On **September 30**, the **National Day for Truth and Reconciliation**, the Orangeville Library will provide a movie screening of *The Road Forward*. A musical documentary by Marie Clements, **The Road Forward** connects a pivotal moment in Canada's civil rights history – the beginnings of Indian Nationalism in the 1930s – with the powerful momentum of First Nations activism today. The community is invited to attend this screening to learn, and work towards reconciliation together.

Program and Research staff have been busy putting together the service showcase and event details for the **October 1** launch of the new brand and Strategic Plan at the Orangeville Public Library Open House.

Up and Coming:

- The fall season of children's weekly programs started September 19 and will run until the end of November
- Fall sessions of the **Tween Club** program (for ages 8 to 12) will take place Mondays: September 26, October 25, November 28
- The [100% Certainty Book Club](#) will meet next on December 1 for their last program of 2022
- The **Teen Advisory Group** meets next on Friday, October 14 at 4 p.m. at the Alder Library
- OPL will celebrate **Latin American Heritage Month** (October) and host community member Christie Lazo to read stories in Spanish at the Ready to Read Everyone storytime on Tuesday, October 11 and Thursday, October 12
- The fall edition of the **Teen Book Stash** (a subscription box like service for teens) will continue from September to November
- On October 19 the final [Coffee, Conversation & Books](#) event of the year will be held in Grand Valley featuring author Kelly Ann McKnight

September 2022 Library Services Index

A. Member Activity		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Y-T-D Total	2022 Monthly Average	% of Total	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
A.1	Active Memberships	4,749	4,644	4,745	4,870	5,003	5,175	5,401	5,553	Point in Time			5,956	7,277	7,743
	Adult Books	3,176	3,361	4,180	4,005	3,914	3,721	4,321	4,787	31,465	3,933	36%	3,437	2,935	5,227
	Kids Books	4,029	4,437	6,235	4,808	5,084	4,926	7,616	7,359	44,494	5,562	51%	4,543	3,349	5,905
	Magazines	86	138	209	157	152	157	265	260	1,424	178	2%	180	130	308
	Books to listen to	287	379	400	331	440	378	504	510	3,229	404	4%	298	220	445
	Movies & TV shows	656	695	897	964	878	747	891	1,072	6,800	850	8%	778	1,053	2,463
	Cool Stuff - not books	32	40	54	40	62	57	109	106	500	63	1%	46	12	21
A.2	Physical Collection	8,266	9,050	11,975	10,305	10,530	9,986	13,706	14,094	87,912	10,989	100%	9,283	7,699	14,368
	Adult eBooks	2,847	2,437	2,677	2,401	2,308	2,209	2,582	2,741	20,202	2,525	41%	-	-	-
	Kids eBooks	368	359	436	322	350	322	418	326	2,901	363	6%	-	-	-
	eMagazines & Newspapers	1,750	1,760	1,538	1,454	1,557	1,388	1,467	874	11,788	1,474	24%	-	-	-
	eAudio	1,533	1,359	1,791	1,786	1,823	1,741	1,768	1,967	13,768	1,721	28%	-	-	-
	eVideo	30	115	127	122	86	83	113	121	797	100	2%	-	-	-
A.3	Digital Collection	6,528	6,030	6,569	6,085	6,124	5,743	6,348	6,029	49,456	6,182	100%	-	-	-
A.4	Database Usage	95	120	147	65	90	75	61	54	707	88		-	-	-
A.5	Items Reserved	3,913	2,760	3,141	2,524	2,348	2,250	2,681	3,085	22,702	2,838		3,689	2,681	2,438

B. Community Use		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Y-T-D Total	2022 Monthly Average	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
B.1	Program and Events	15	20	32	17	33	23	53	52	245	31	23	20	45
	Attendance	134	287	480	366	640	582	725	833	4,047	506	333	456	821
	Kits	70	313	235	50	8	-	-	13	689	86	-	-	-
	Outreach	-	1	3	-	10	12	19	14	59	7	-	-	-
	Attendance	-	14	58	-	238	383	473	225	1,391	174	-	-	-
B.2	Foot Counter	11,463	13,514	16,822	12,786	13,899	13,402	15,611	18,373	115,870	14,484	9,685	12,225	30,830
B.3	Public computer use	43	192	242	264	296	310	300	306	1,953	244	100	224	920
	Unique Users	40	124	130	131	146	177	160	167	Point in Time	134	-	-	-
	Curbside Only													
B.4	Hours Open to the Public	236	273	315	292	326	329	320	334	2,425	303	-	-	-

C. Demands on Staff		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total	2022 Monthly Average	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
C.1	In Transit	2,921	2,514	2,595	2,530	2,428	2,294	2,612	3,164	21,058	2,632	2,479	2,255	3,669
C.2	InterLibrary Loans	1,272	1,390	1,342	1,055	1,137	992	784	1,645	9,617	1,202	1,020	692	1,782
C.3	Homebound Deliveries	27	28	35	31	27	29	31	21	229	29	30	30	35
C.4	Exams Booked	0	0	1	2	4	4	7	5	23	1	4	8	11
	Exams Proctored - Mill	0	0	0	2	0	0	0	0	2	0	-	-	1
	Exams Proctored - Alder	0	0	1	0	4	4	6	5	20	3	1	6	9
C.5	Photocopies	6,032	3,880	7,992	4,671	7,375	7,948	6,463	7,003	51,364	6,421	4,284	4,144	8,082

The Corporation of the Town of Orangeville

Report to the Library Board



To: Members of the Orangeville Public Library Board
From: Darla Fraser, Chief Executive Officer
Date: September 28, 2022
Report: 22-07
Subject: Policy Review – Electronic Monitoring (Employees)

Recommendation:

That report 22-07, dated September 28, 2022, with respect to the new policy Electronic Monitoring of Employees, be received;

And that the recently approved Town-wide Electronic Monitoring of Employees Policy as presented be adopted.

Purpose:

The purpose of this report is to present for discussion the proposed Employee Electronic Monitoring policy.

Background:

Library boards across Ontario operate differently in various municipalities, some library boards develop their own HR policies, and some, like Orangeville, adopt those of the local municipality. According to the legislation, in systems where the library board adopts those of the municipality, the library board should confirm such acceptance in writing through a motion at the board table and then copied into the policy documents.

The Ontario Working for Workers Act, 2022, commonly referred to as Bill 88, received Royal Assent on April 11, 2022. This legislation amended the Ontario Employment Standards Act (ESA) to include the following requirements related to electronic monitoring of employees:

“Employers that employ 25 or more employees on January 1 of any year must have a written policy on electronic monitoring in place by March 1 of that year. The employer must, within the specified timeframes, provide a copy of the policy to its employees and to assignment employees who are assigned to perform work for that employer.

“The policy must state whether the employer electronically monitors employees. If the employer does, the policy must include:

- a description of how, and in what circumstances, the employer may electronically monitor employees
- the purposes for which the employer may use the information obtained through electronic monitoring
- the date it was prepared and the date any changes were made to the policy

“The new requirement for a written policy requires employers to be transparent by providing employees with certain information about electronic monitoring. It does not:

- establish a right for employees not to be electronically monitored by their employer
- create any new privacy rights for employees”

Further provisions have established that employers that meet the 25-employee threshold on January 1, 2022, have until October 11, 2022, to meet the new requirement to have a written policy in place. It has also been clarified that the employer may choose to provide a stand-alone document or reference electronic monitoring as part of a comprehensive workplace policy document.

Financial Impact:

No financial impact with the adoption of this policy.

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

Excerpt from DRAFT policy:

Corporate Policy

Electronic Monitoring

Policy Statement

The Town of Orangeville (“Town”) is committed to adhering to provincial regulations as relates to electronic monitoring in the workplace.

Purpose

The purpose of this policy is to communicate to employees when the Town may use electronic monitoring of Town-issued vehicles and devices.

Definitions

Electronic Monitoring – the gathering of information of the activities and locations of employees through Town-issued electronic devices.

Scope

This policy applies to all employees of the Town who are protected under the Employment Standards Act, 2000.

Policy

The Town of Orangeville has the following capabilities for systems currently in place in order to facilitate a safe work environment. Systems are accessed only on a per incident basis via request of the following authorized individuals:

- Manager(s) of the respective area
 - Facilities Supervisor(s) for facility related matters
- Email monitoring software
 - All email communication sent using Town-owned networks, equipment, or Town user accounts, are monitored. This may include personal email accounts if the employee is accessing personal email through Town-owned Information Technology (“IT”) assets.
- Video cameras and recording equipment for public areas
 - Video surveillance technology is used on Town premises to deter theft, vandalism, and ensure employee safety. Bathrooms, changing rooms, and other private spaces do not have video surveillance. Video

surveillance equipment will be clearly visible and marked with notices and does not include audio.

- Internet and app activity monitoring, including downloaded documents and accessed websites, etc.
 - Town of Orangeville monitors employee network and computer activities to verify that Town-owned IT resources are used only for work-related or professional activities.
- Mobile devices
 - Town of Orangeville uses an MDM (Mobile Device Manager) for ensuring the devices are patched, secure, and can be tracked for employee safety and to potentially retrieve devices in the event that a device is lost or stolen.
- GPS monitoring is in place in Town vehicles
 - Town of Orangeville has GPS monitors in place in company Town vehicles to ensure employee safety and security and to send help if an employee is ever in danger. The GPS tracks geography, time and speed. These records may also be accessed in the event of an accident.
 - There should be no expectation of privacy in fleet vehicles as they are tracked for business purposed.
- Biometric technology
 - Biometric solutions are in place for certain services, such as punch clocks.
- Key card monitoring for access to the building and/or restricted areas
 - The Town utilizes card and keypad controls to end-user sensitive areas are only accessible to authorized staff.

Record Keeping

All data obtained by workplace monitoring will be retained digitally on two network servers, located at 275 Alder Street and 16 Townline.

The safeguards for the information collected is role-based access to the individual systems, and auditing is in place to ensure the systems are not misused.

All data is retained for one (1) year; with the exception of video footage, which is retained for fourteen (14) days.

Distribution

The Town will provide a copy of this policy to all employees within thirty (30) days of its approval. All new employees will receive a copy within thirty (30) days of starting employment. Further, any changes to the policy following its approval date shall be provided to all employees.

6. Responsibilities

Management is responsible for ensuring that the privacy of employees is respected while maintaining a standard of appropriate, respectful use of Town-issued devices and vehicles.

Employees are responsible for using Town-issued devices and vehicles appropriately and respectfully, as per applicable Town policies.

Human Resources is responsible for ensuring that this policy is reviewed regularly, and amendments are made as required in accordance with legislation.

Related Documents

Respectful Workplace Guidelines

Communication Policy

Violence in the Workplace Prevention Policy

Harassment in the Workplace Prevention Policy

Employee Code of Conduct

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: September 28, 2022

Report: 22-08

Subject: Statutory Holidays and Library Closures for 2023

Recommendation:

That report 22-08, dated September 28, 2022, with respect to the statutory holidays and library closures for 2023, be received;

And that the statutory holidays and library closures for 2023 be adopted as presented.

Purpose:

The purpose of this report is to provide the board with a plan - listing dates throughout the 2023 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 2023 budget to accommodate opening on these days.

As in 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 20 for potential activities in community events. All other departmental and full-time staff will be off.

The Human Resources Division has reviewed the holiday list below and advised that the town is investigating the implementation of a statutory holiday policy that will create rules moving forward so that annual approvals of exact dates will be redundant. This list may require modifications should the proposed policy be adopted in 2023.

2023 Statutory Holidays (orange) GLAD Days (blue) and special closures (black)

Sunday	February	19	Family Day weekend
Monday	February	20	Family Day - Mill Closed, Alder open 11 - 4 pm
Monday	March	27	GLAD Day
Friday	April	7	Good Friday
Sunday	April	9	Easter Sunday
Monday	April	10	Easter Monday
Sunday	May	21	Victoria Day weekend
Monday	May	22	Victoria Day
Monday	Jun	12	GLAD Day
Friday	Jun	30	Canada Day weekend
Saturday	July	1	Canada Day
Sunday	August	6	Civic Holiday weekend
Monday	August	7	Civic Holiday
Sunday	September	4	Labour Day weekend
Monday	September	5	Labour Day
Sunday	October	8	Thanksgiving weekend
Monday	October	9	Thanksgiving Holiday
Monday	November	20	GLAD Day
Sunday	December	24	Christmas Eve
Monday	December	25	Christmas Day
Tuesday	December	26	Boxing Day
Saturday	December	31	New Year's Holiday
Sunday	January	1	New Year's Day

Financial Impact:

The impact on hours of operation has been reflected in 2023 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: September 28, 2022
Report: 22-09
Subject: Draft Operating and Capital Budget 2023-2027

Recommendation:

That report 22-09, dated September 28, 2022, with respect to the Draft Operating and Capital Budgets for 2023-2027, be received;

And that the proposed 2023-2027 Operating and Capital Budget requests, 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:

The library board has fulfilled its term of office (2019-2022) however, it remains as the governing body until successors are appointed by the new council (2023). This board leaves a lasting legacy with the introduction of a five (5) year strategic roadmap complete with an approved implementation plan. This aggressive plan maps a transformation of the library beginning with a fundamental shift pushing focus from collections to connections.

The vision behind the implementation plan defines the library as a place for everyone to connect and discover, where learning and possibility allow each member to soar. By following this new roadmap, we will deliver innovative and dynamic services that respond to the aspirations of our community. Our commitment is to build upon our customer-focused services, offer new technology and digital literacy programs (Makerspace), and create community spaces that are welcoming and inclusive.

The implementation plan has been operationalized and costed through the budget development process and the increases reflect the foundational beliefs and values of the board as well as a commitment to continuous strategic growth – a greater variety of items to borrow, programs to attend and more modern resources. The increases proposed in these 2023-2027 budget estimates address the current shortcomings identified in human resources and space required.

This plan represents a significant investment by the Community/Town, and the board is sensitive to the fact that the emergence of this long-term plan is taking place in an environment of great financial uncertainty.

Now is the time for a strategic investment in library services, the community has spoken, and the board has responded with detailed rationale and achievable plan for the library to take the lead as a dynamic space for building and sustaining community, championing inclusivity, and encouraging literacy in all its forms – all while fostering a lifelong love of learning.

The table below (figure 1) provides a high-level snapshot of the operating budget estimates for 2023. Overall, like many community services, the library is faced with reduced revenue and increased costs. The result for 2023 is an increase of 7.4% over last year's operating budget along with capital requests totaling \$ 325,035.

Figure 1 - High level summary - 2023 budget estimates

Revenue	Estimates	% of Total	Expenses	Estimates	% of Total
Tax Levy	\$ 2,101,987	93%	Compensation	\$ 1,766,860	76%
Non-Resident fees	\$ 100,000	4%	Collection Development	\$ 206,875	9%
Government Grants	\$ 33,950	1.5%	Transfers (& Reserves)	\$ 137,817	6%
User fees & fines	\$ 27,677	1.2%	Operations /Administration	\$ 107,607	5%
		100%	Facilities	\$ 104,137	4%
					100%

The base operating budget is submitted with the following adjustments.

Self-generated Revenues \$ 161,627 (100,000 + 33,950 + 27,677)

- 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.
- 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.
- Non-resident fees** - According to the Ministry of Tourism, Culture and Sport 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 2021, this was 876 out of 4,878 total registered borrowers, or 18%.

Increases to the non-resident fees were proposed as per a previously approved schedule, however, the past two years have been detrimental to non-resident memberships, and it is staff's recommendation that the board hold the cost of new memberships at the 2022 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 an ambitious goal of 540 new or renewed non-resident memberships for 2023. In 2019, there were 691 non-resident memberships issued or renewed, however, that figure dropped significantly through-out the pandemic with only 386 non-residents memberships invoiced in 2021. 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 2023 to share new branding and open discussions on alternate collection agreement models. Correspondence regarding the 2023 rate will be drafted upon approval of the estimates.

Figure 2 – 2019-2023 Non-Resident Budget Estimates (with actuals)

Year	Cost	% Increase	Estimated # of Households	Budget	Actual Revenue	Actual # of Households
2019	\$ 165.00	6%	485	\$ 80,025	\$ 118,680	691
2020	\$ 175.00	6%	490	\$ 85,750	\$ 66,472	352
2021	\$ 185.00	6%	495	\$ 91,575	\$ 71,965	386
2022	\$ 185.00	0%	527	\$ 97,500	Y-T-D August 2022 Revenue \$ 71,040 # of Memberships 384	
2023	\$ 185.00	0%	540	\$ 100,000		

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.

Compensation \$ 1,722,071

The majority of the administrative expenses are generated from the compensation accounts which include 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 76% 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.

The overall increase of the estimates is 5.8% before the service level changes.

For 2023, there are adjustments to the compensation amounts due to the changes approved through the municipal salary review (April 2022), the full impact of changes to eligibility requirements for OMERS have also been reflected in this estimate. All compensation accounts have been increased with a cost-of-living adjustment (COLA) of 2% (approximately \$ 46,864). 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 – 2023 Compensation by Employment Type

Status	FTE Allocation	Hours	Compensation	Benefits	Total	% of Total
Full-Time Base	8	14,560	\$ 735,382	\$ 231,418	\$ 966,801	56%
Part-time Base	9.2	16,658	\$ 564,187	\$ 117,732	\$ 681,918	40%
Other *	n/a	n/a	\$ 57,036	\$ 16,316	\$ 73,352	4%
Total	17.2	31,218	\$ 1,356,605	\$ 365,466	\$ 1,722,071	100%

*Other includes redistributed labour costs (communications, general manager, and assistant) along with estimated provisions for overtime. For summary purposes these allocations are included in the Transfers and Reserves line (Figure 1).

The table below details the additional staff requested, as per the implementation plan. Two service level change requests have been submitted (see descriptions below).

Figure 4 – 2023 Submitted Service Level Change Request

Status	FTE Allocation	Hours	Compensation	Benefits	Total
SLC - Makerspace Specialist	1	1,820	\$ 87,102	\$ 28,022	\$ 115,124
SLC - Student Page	0.1	172	\$ 2,734	\$ 284	\$ 3,018
Total	1.1	1992.0	\$ 89,836	\$ 28,306	\$ 118,142

For the budget years 2024 through 2027, treasury has included COLA increases of 2% for the payroll forecast and financial impact is reflected for the implementation plan. Exact references to action items are detailed below.

Figure 5 - Long term Service Level Additions as per Strategic Plan

Service Level Change	2023	2024	2025	2026	2027	Cost	Priority	Direction	Goal	Objective	Action
Makerspace Specialist 1 FTE	✓	✓	✓	✓	✓	Medium	High	Discover	3	I	17
Student Page 0.25 FTE	✓	✓	✓	✓	✓	Low	Low	Soar	5	M	30
EDI Coordinator 1 FTE		✓	✓	✓	✓	Medium	Medium	Connect	1	A	1
Community Engagement Specialist 1 FTE			✓	✓	✓	Medium	Medium	Soar	6	Q	40

Makerspace Specialist – 1 FTE

Connection to Strategic Plan

Goal 3 - Ignite curiosity with innovative technology

Objective I - Design a makerspace with a digital media lab

Action 17 - Addresses the need for a full-time position beginning 2023

Through the assistant of the LEAF Grant program (\$ 30,400 awarded in 2021) new equipment has been purchased to create a Makerspace in Orangeville. This exciting innovative enhancement will require new skills and abilities. This new position: Makerspace Specialist will ensure success of this initiative. The incumbent will need to be a tech savvy knowledgeable educator skilled in teaching others, they will be responsible for providing setup, operational support, maintenance, and instructional support and administration of all makerspace equipment (including 3D Printers, digital editing software, camera/videography equipment, etc.). This role would provide community programming as well as technical support, training and troubleshooting assistance to staff and the public for a wide range of technologies.

Part-time Student Page – 0.25 FTE

Connection to Strategic Plan

Goal 5 - Cultivate a workplace culture that fosters creativity & innovation

Objective M - Support continuous learning & develop a training strategy to develop skills

Action 30 – Speaks to the need to continue to review and ensure adequate staff capacity in the library

Beginning in September 2023, in an effort to provide employment opportunities for youth in the community the library will create two student pages positions to support the work of the Public Service Assistants.

Primary Responsibilities of Student Page:

1. Organizes and shelves library materials.
2. Checks, maintains, and shelves multimedia materials.
3. Maintains the shelves in proper sequence.
4. Assists in the delivery of events for the public.

Operations /Administration	\$107,607
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Adjustments for inflation, resulting in an increase of \$ 4,294 over the last year, have been applied to the base budget for various administrative expense accounts.

In addition, funds from this area are levied by the Town for inter-departmental costs including those related to IT and finance (e.g., annual audit). Estimates totaling \$ 29,465 are included in the Transfers (& Reserves) line in Figure 1.

The new strategic plan along with implementation plan maps out a clear path for increased opportunities and offerings.

Facilities Management	\$104,137 + \$ 35,000
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There is a modest increase to these accounts totally 3.5% overall (inflationary only).

The board will cease contributing \$ 50,000 annually for the replacement of the elevator as completion of the project is eminent, however, the board will continue to contribute \$ 35,000 each year towards the building reserve.

Estimates for the cost of utilities and insurance are calculated by the finance division.

Capital Budget \$ 325,035

As with the operational budget estimates the newly adopted implementation plan sets out estimates for additional space and functionality as detailed in the Business and Branding strategies and reflected in the implementation plan.

The new funds requested for 2023 (Capital project B1286) are offset by a reduction to the furniture and fixtures project in the same year. Investment to continuous improvement, modern and up to date technical equipment with software's and peripheral pieces are also included.

Estimates for computer hardware and network infrastructure are developed with the Manager of Information Technology.

Figure 6 - Capital Budget Estimates (2023 - 2032)

Library Reserves and Capital Budget Submission										
Project Description	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Library Collections	\$ 206,875	\$ 213,082	\$ 219,474	\$ 226,059	\$ 229,466	\$ 235,203	\$ 241,083	\$ 254,000	\$ 260,000	\$ 265,000
Building Reserve	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Elevator Replacement										
Furniture & Equipment	\$ 5,000	\$ 30,000	\$ 10,000	\$ 30,000	\$ 10,000	\$ 30,000	\$ 10,500	\$ 30,000	\$ 10,500	\$ 30,000
Modernize Space	\$ 20,000		\$ 20,000		\$ 20,000		\$ 20,500		\$ 20,500	
MakerSpace Updates		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
Alder Expansion		\$ 11,000,000								
Computer Hardware	\$ 48,160		\$ 4,326		\$ 52,339					
Network Infrastructure				\$ 26,000						
Security Inventory System (Self-check)	\$ 10,000	\$ 30,000	\$ 25,000			\$ 25,000			\$ 30,000	
Lockers/Kiosk				\$ 25,000	\$ 25,000					
Total	\$ 325,035	\$ 11,313,082	\$ 318,800	\$ 347,059	\$ 376,805	\$ 330,703	\$ 312,583	\$ 324,500	\$ 361,500	\$ 335,500

The total capital request for 2023 is \$ 325,035 which includes the annual amount for collection development. The requirement for collection development this year is estimated at \$ 206,875 which represents a 3% increase over last year.

Figure 7 - Collection Development Estimates by Material Type

Collection Development	2023	2024	2025	2026	2027
Physical Material	\$ 138,907	\$ 137,516	\$ 134,612	\$ 133,612	\$ 130,671
eResources / SoftwareLicences	\$ 67,968	\$ 75,566	\$ 84,862	\$ 92,447	\$ 98,795
Total	\$ 206,876	\$ 213,082	\$ 219,474	\$ 226,058	\$ 229,466

In 2021 the library issued a request for proposals (RFP) for the selection, supply, cataloguing, processing, and delivery of library materials. The contract was awarded to Library Bound, Inc. (LBI). All automated release plans (ARP) and procedures for processing and invoicing were revised given the capabilities of the new company, resulting in several efficiencies and improvements upon past practices.

Print material prices are expected to remain stable with slight increases for junior and audio-visual material. The availability of physical DVDs continues to decrease as the industry moves toward streaming and rights-driven production. Similarly, demand for physical audio is falling as CD players are rarely added to vehicles anymore and households use their electronic devices to stream content. This will result in higher prices for those audio-visual items that are produced.

COVID-19 continues to affect industry through material and worker shortages. Release dates and formats change frequently and trucking/staffing problems both internationally and close to home are impeding the movement of books from China and other places.

While there was a clear call heard from the community for the opportunity to borrow a greater variety of items, such as technology and other non-traditional collections, it was also clearly expressed that books remain a key attraction. We will continue to hold the budget estimates consistent over the next five years will result in an overall reduction in physical materials, particularly traditional print materials.

Figure 8 - Collection Development - Physical Materials 5-year Estimates

Physical Materials	2022	2023	2024	2025	2026	2027
Adult Books	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Junior Books	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Periodicals	\$ 7,000	\$ 7,000	\$ 6,000	\$ 6,000	\$ 5,000	\$ 5,000
Audio/Visual	\$ 28,710	\$ 27,907	\$ 27,516	\$ 24,612	\$ 24,612	\$ 22,671
Materials processing (shelf ready)	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000	\$ 33,000
Total	\$ 139,710	\$ 138,907	\$ 137,516	\$ 134,612	\$ 133,612	\$ 130,671

eResources

As we have added and modified our slate of eResources quite extensively in the past few years with the removal of several low-performing programs and the addition of several popular but expensive platforms such as PressReader and Hoopla, this year will not see a change in online services offered. Our focus will be marketing the various resources we currently offered.

The demand for digital materials continues with impressive grow. To ensure that our collection of eResources meets both community needs and library requirements we will develop an evaluation process for our online services.

According to the 2021 Census data population in the Town of Orangeville increased to 30,167. As most digital product license costs are determined using a formula based on population served, increases are expected across several offerings. Cost will be an important factor in the pending eResource evaluation process.

Financial Impact:

Overall increase of the requested operating budget for 2023 is 7.4%.
Capital requests for 2023 total \$ 325,035.

Prepared and respectfully submitted by,
Darla Fraser
Chief Executive Officer