Agenda
Orangeville Public Library Board

Wednesday, September 25, 2024, 5:00 p.m.
The Corporation of the Town of Orangeville

Meeting Location - Library Boardroom, 1 Mill St, Orangeville, ON L9W 2M2

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 at (audio only) at +1-289-801-5774 Phone Conference ID: 545 510 014#. 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. Land Acknowledgement
   We would like to acknowledge the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. We also recognize that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.

4. Adoption of Minutes of Previous Meeting   3
   Recommendations:
   That the minutes of the August 14, 2024, meeting be approved.

5. Presentations

6. Information Items
   Recommendations:
   That the information items be received.

   6.1   CEO Report - September   7

   6.2   2024-08-31 Library Operating Financial Report   16

7. Staff Reports

Recommendations:
That Report 24-11 Policy Review – Community Information be received; and

That the Board approve the Community Information Policy as presented in Appendix A.

Recommendations:
That Report 24-12 Budget 2025 be received.

8. Correspondence

9. Announcements

10. Date of Next Meeting
The next meeting is scheduled for Wednesday October 23, 2024. 5:00 p.m.

11. Adjournment

Minutes of Orangeville Public Library Board

The Corporation of the Town of Orangeville

August 14, 2024, 5:00 p.m.

Members Present:	S. Marks
	Councillor J. Andrews
	P. LeBlanc
	Councillor T. Prendergast (remote)
	B. Rea
	D. Waugh (remote)
	V. Speirs
Staff Present:	D. Fraser, CEO
	J. Moule, Administrative Assistant
	H. Savage, General Manager, Community Services
	R. Medeiros, Financial Analyst, Operations
	R. Patel, Makerspace Specialist

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1.   Call to Order

Chair S. Marks called the meeting to order at 5:00 p.m.

Recommendation: 2024-017

Moved by Councillor J. Andrews
Seconded by B. Rea

That the agenda be changed to include a presentation by Grant Peters.

Carried Unanimously

2.   Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3.   Land Acknowledgment

The Chair acknowledged the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. The Chair also

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recognized that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.

4.   Adoption of Minutes of Previous Meeting

Recommendation: 2024-018

Moved by P. LeBlanc
Seconded by V. Speirs

That the minutes of the June 26, 2024, meeting be approved as amended:

- 5.1 Financial statements approved as amended to include a note in section 5 showing the net contributions from the Town.

- Add the following sentence to section 7.2 - The Board directed staff to proceed with the Community Engagement FTE position.

Carried Unanimously

5.   Presentations

5.1   Grant Peters - Fare-free Transit Program

Recommendation: 2024-019

Moved by B. Rea
Seconded by V. Speirs

That the Board directs staff to write a letter to Council on behalf of the Board, signed by the Chair, in support of continuing the fare-free transit program.

Carried Unanimously

5.2   Makerspace Update - Raghav Patel, Makerspace Specialist

Raghav provided an overview of the makerspace project plan broken down by phase.

6.   Information Items

Recommendation: 2024-020

Moved by Councillor J. Andrews
Seconded by B. Rea

That the information items be received.

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6.1   CEO Report - August

6.2   2024-07-31 Library Operating Financial Report

6.3   2023 Orangeville Public Library Board Audited Financial Statements_Final

7.   Staff Reports

7.1   Report 24-09 Technology Services Policy and Makerspace Update

Recommendation: 2024-021

Moved by Councillor J. Andrews
Seconded by B. Rea

That Report 24-09 Technology Services Policy and Makerspace Update be received.

Carried Unanimously

Recommendation: 2024-022

Moved by P. LeBlanc
Seconded by B. Rea

That the Board approve the Technology Services Policy as presented in Appendix A.

Carried Unanimously

7.2   Report 24-10 2025 Operating and Capital Budget Estimates

A recorded vote was requested for motion 2024-024, and taken as follows:

B. Rea - In Favour

V. Speirs - In Favour

Chair S. Marks - In Favour

P. Leblanc - In Favour

Councillor J. Andrews - In Favour

Councillor T. Prendergast - Opposed

D. Waugh - Opposed

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Recommendation: 2024-023

Moved by Councillor J. Andrews
Seconded by D. Waugh

That report 24-10 Operating and Capital Budget Estimates be received.

Carried Unanimously

Recommendation: 2024-024

Moved by V. Speirs
Seconded by B. Rea

That the Board approve the five-year Operating and the ten-year Capital Budget estimates for 2025 to be forwarded to Council for final approval.

Carried

8.   Correspondence

None.

9.   Announcements

None.

10.   Date of Next Meeting

The next meeting is scheduled for Wednesday September 25, 2024.

11.   Adjournment

The meeting adjourned at 7:03 p.m.

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Darla Fraser, CEO

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Sheri Marks, Board Chair

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CEO – September 2024

Sector Updates

The Library Board Chair along with the Mayor will officially proclaim October National Public Library Month at a public decree at Town Hall on October 23, 12 p.m.

Ontario Public Library Week – October 20 – 26, 2024. A number of events and programs will be delivered in celebration.

Ontario Library Association (OLA)

New Fee Structure - effective immediately (September 1, 2024) changes to OLAs' membership fee structure. The new revised pricing model is intended to create a more balanced and supportive environment for all members. Impact to Orangeville is minimal.

Federation of Ontario Public Libraries (FOPL)

In response to the Federation's call to action, the four Chief Executive Officers of the riding libraries (Caledon, Orangeville, Grand Valley and Shelburne) met with Deputy Premiere and Minister of Health the Honourable Sylvia Jones.

We gathered as a touchpoint meeting where we reminded MPP Jones about the Ontario Digital Public Library (ODPL) and sought her support going into the next legislative session. The meeting also serves as a reminder that libraries with their boards are still here, and we are still passionate about our priorities for our sector. We have booked a tentative follow-up appointment with board members and the Minister.

Canadian Federation of Library Associations (CFLA)

The CFLA-FCAB Board provides updates on their website.

- Copyright Committee collaborated with Canadian Association of Research Libraries to develop a Copyright Code of Best Practice. Navigating Copyright for Crown-Published Works: A Code of Best Practices for Libraries is approved and available on the CFLA website.
- Intellectual Freedom Committee developed a Statement on the Intellectual Freedom Rights of Children. The statement is approved and will be available on the CFLA website once translated.
- Pre-Budget Submission to the Federal Government with recommendations regarding library funding priorities. This year's submission includes three recommendations:
  - o Increase funding to public libraries to support them as an essential part of the social infrastructure of our communities
  - o Increase investment in organizations that provide accessible reading services (CELA and NNELS)
  - o Increase support for Indigenous libraries and Indigenous library workers

Staffing

The following services awards were celebrated on September 16, 2024.

5 years	• Helen Wattam, Public Services Assistant
10 years	• Lauren Tilly, Librarian, Program and Research • Michael Sobocan, Public Services Assistant
15 years	• Brenda Coles, Public Services Assistant • Nicole Agar, Public Services Assistant
20 years	• Stephanie Perrotta, Co-ordinator, Collections and Systems • Susan McCullough, Public Services Assistant
25 years	• Lesley Cross, Public Services Assistant
30 years	• Kathy Panet-Raymond, Co-ordinator, Public Services

Two new Public Services Assistants - Berkley Black and Annie Ihnatowycz, have joined the library team. A recruitment process is currently underway for two student pages with a start date in October.

By the numbers…

Following the devastating drop in the Circulation of items through COVID, the library continues to experience incremental increases to the total number of items borrowed from the library. In 2023, total circulation was 10,000 items above the total in 2018.

*Figure 1: Table of annual circulation by year and material type.*

Year	Physical	Electronic	Total
2018	180,499	33,591	214,090
2019	172,418	39,004	211,422
2020	92,385	51,716	144,101
2021	111,395	56,569	167,964
2022	129,206	61,266	190,472
2023	140,000	84,650	224,650

Figure 2: Graph depicting annual circulation by year and material type.

2018-2024 YTD Circulation - Physcial and Electronic Items
with % physical
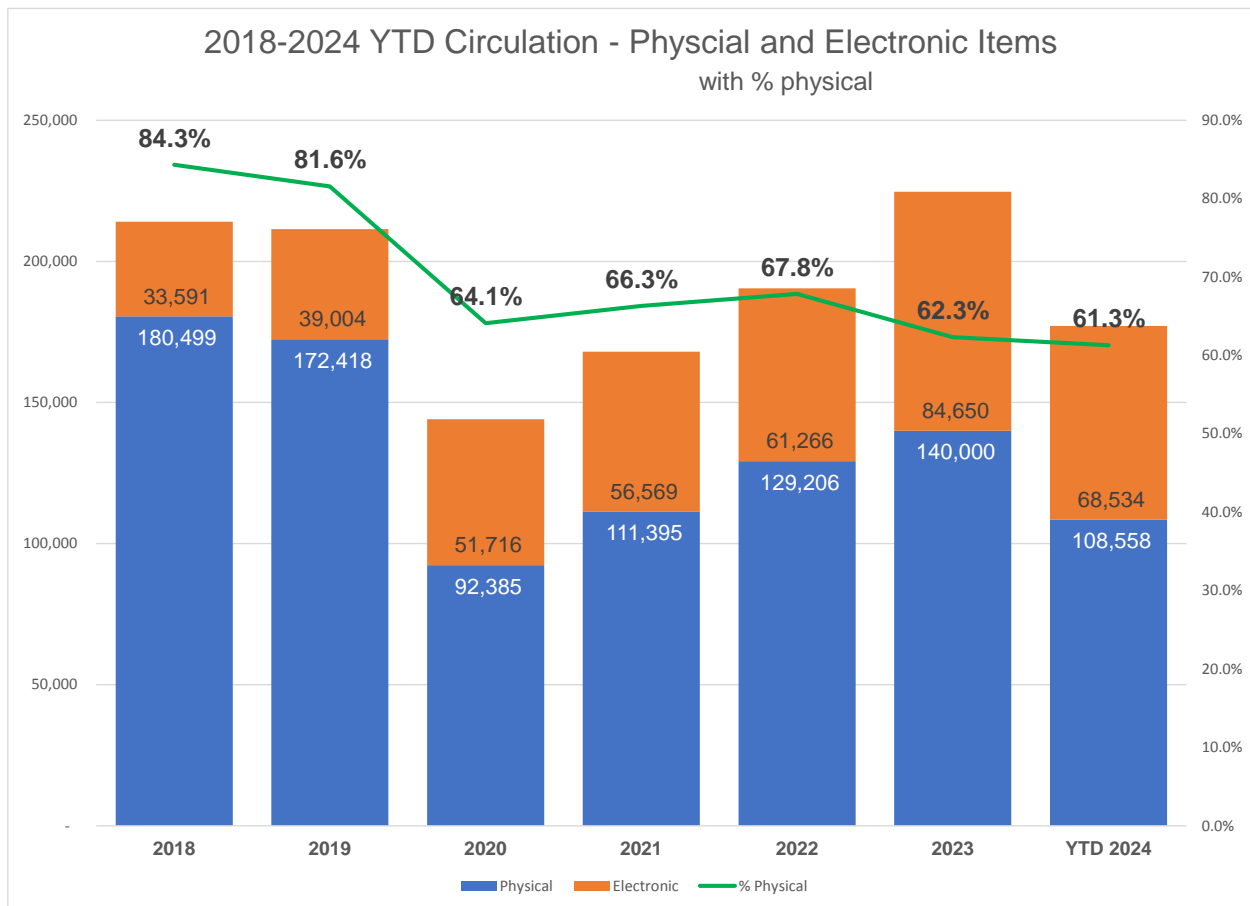
Note that this increase is driven by downloads of electronic items which have continuously increased annually over the past decade.

Figure 3: 2018-2024 Annual number of Downloads and the % increase year over year
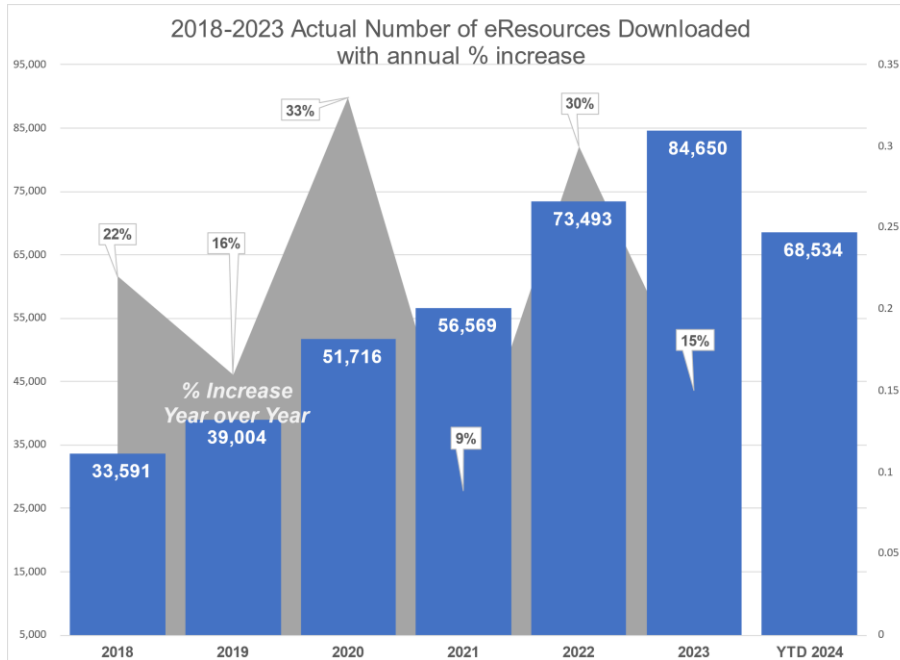
As for physical we have yet to exceed the pre-pandemic numbers. Note: our two busiest months – March and July were the highest they have been in years however both months underperformed compared to 2019 by approximately 15%.

Figure 4: Line graph of monthly circulation of physical items.
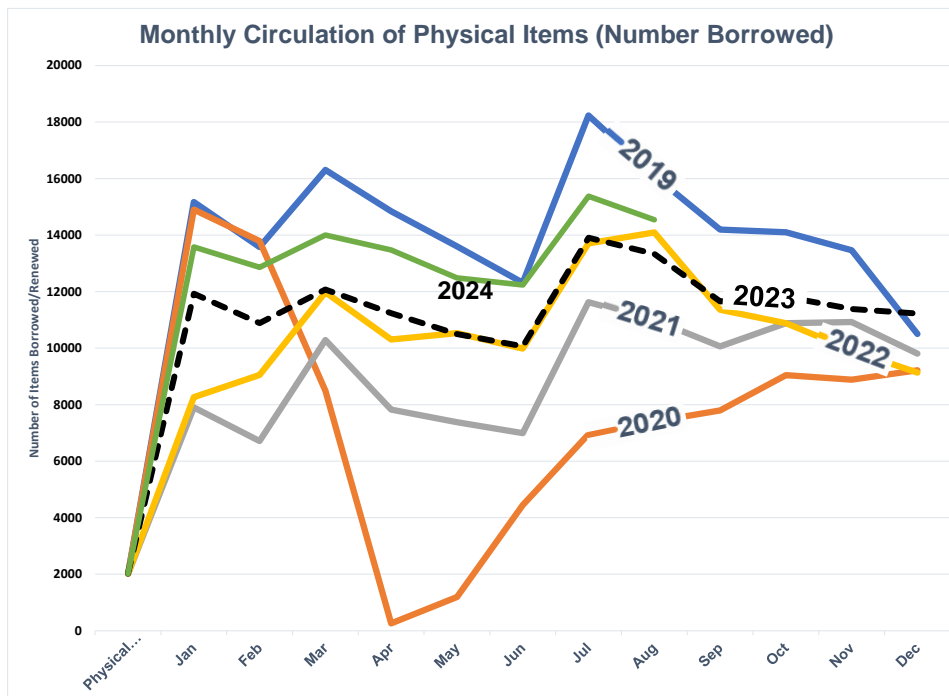
Following a familiar pattern, the bar charts in figure 5 break down the monthly circulation electronic and physical by material type. The types and their assigned legend colours are identical. It is obvious the two different collections serve two different audiences.

The majority of physical items borrowed are for children (Kids books), however, the electronic collection is driven largely by eAudio Books along with eNewspapers and eMagazines.

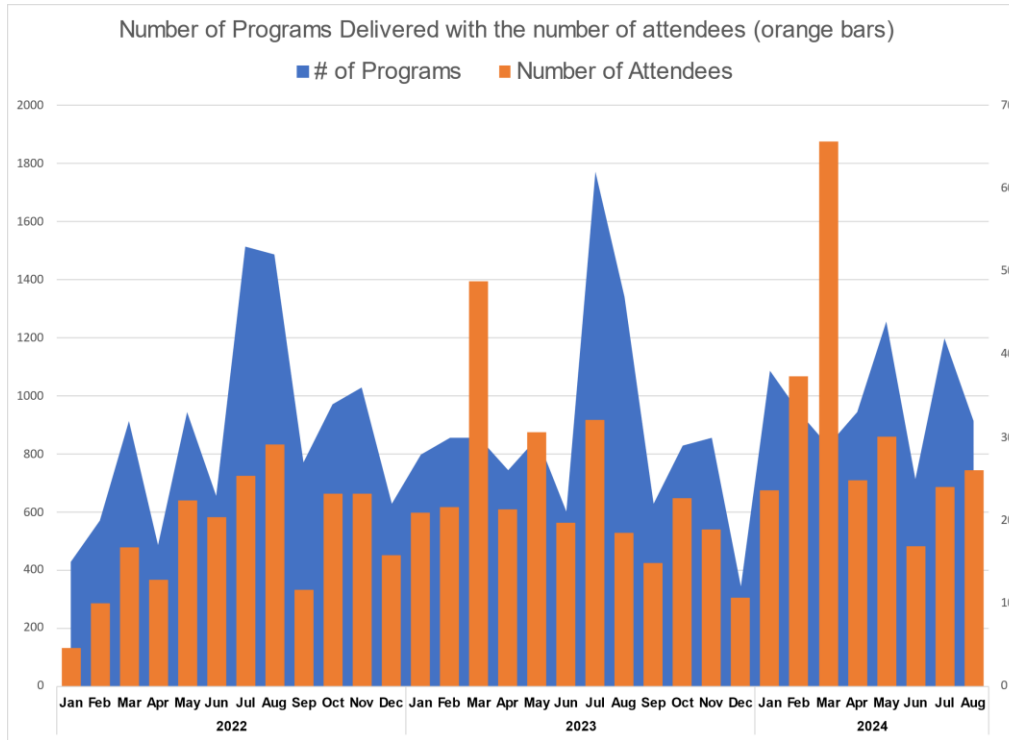*Figure 5: Monthly circulation electronic and physical by material type.*
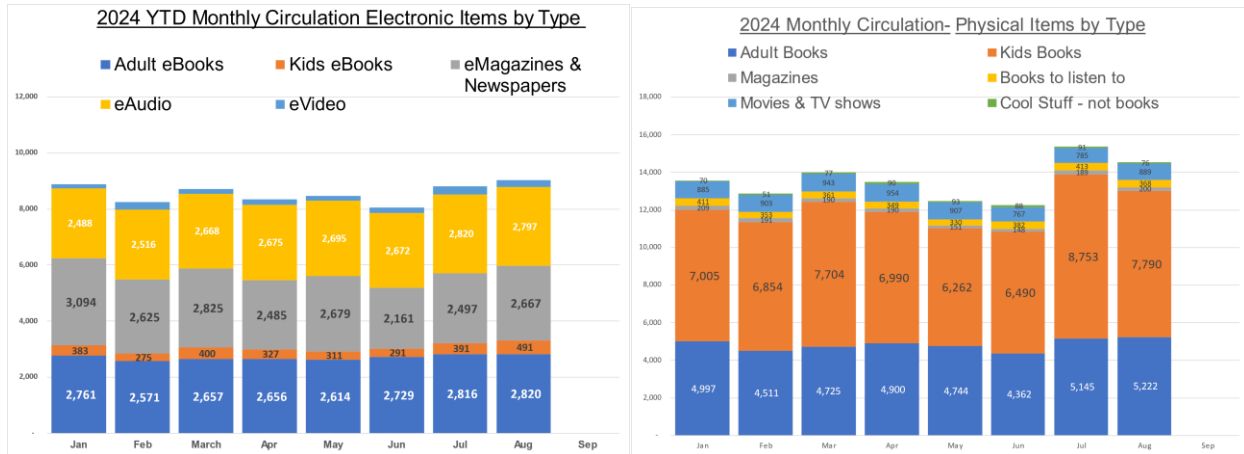
Number of Memberships have increased consistently month over month since March 2022.

Figure 6: Number of active members 2022 to 2024 (monthly).
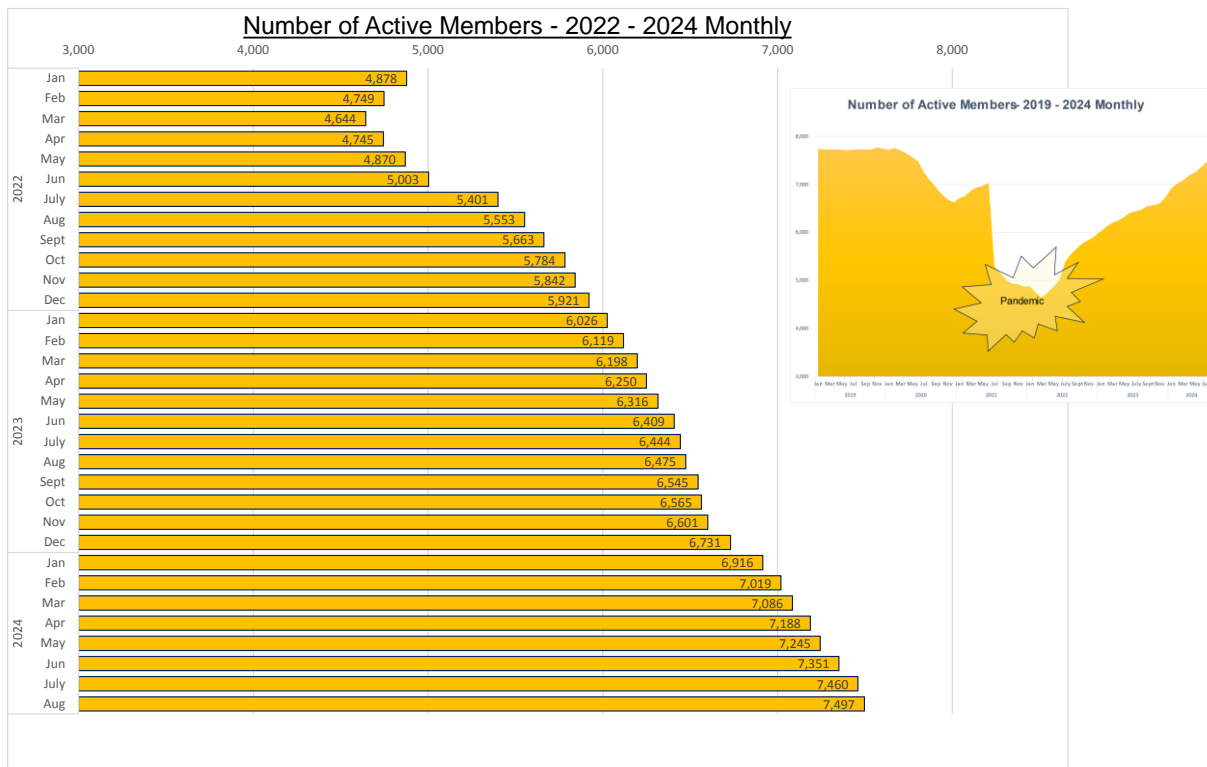
New targets need to be set.

Figure 7: Number of programs delivered with the number of attendees 2022-2024

Program Update *as submitted by Lauren Tilly*

Over 350 people attended the Touch-a-Truck finale celebrating a great summer of TD Summer Reading on Saturday, August 24 at the Alder Street Recreation Centre. Prize winners were announced, and families enjoyed freezies as they got to explore and learn about a fire truck, police cruiser, junk disposal truck, sports car, lawn tractor, zamboni, snowplow and backhoe.
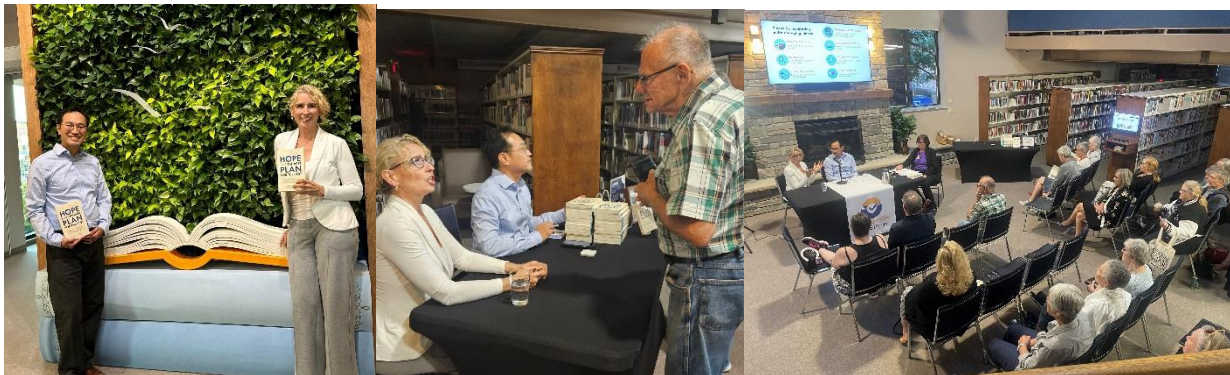
On September 5 the 100% Certainty Book Club and Experts in the Library Series came together to showcase authors Dr. Seow and Dr. Winemaker who shared their wisdom, compassion and hope as they spoke to their book "Hope for the Best, Plan for the Rest". The event was extremely well attended.

The September Tales on the Trail book on display at the Island Lake Conservation Natural Playground is The Orange Shirt Story by Phyllis Webstad in honour of the National Day for Truth and Reconciliation and Orange Shirt Day. The book will be on display there until October 3.

Celebrating International Dot Day with the Sunflower School in Storyland at the Mill Street library on Monday, September 16. Children were invited to make their mark in celebration of creativity, courage, and collaboration inspired by the book, The Dot by Peter Reynolds.

The Museum of Dufferin archival staff, Laura and Mary, came to the Alder Library for a Community Scanning Day. Makerspace Specialist Raghav Patel had a chance to interact with the public and showcase some of the library's new digitization equipment to get people excited about what is to come for the Makerspace.

Members of the Orange thREADs stitchery group made their annual donation of knit or crocheted hats, mittens and booties for the women and children in the mountainous region of Panama. Sylvia Bradley received the handmade with love items as member of the Club Rotario de Boquete for the Manchichi project whose mission is to reduce maternal and infant mortality by implementing an empowerment-based program.

Up and Coming

- [Queer Village Book Club](#) celebrated their 2-year anniversary at their meeting on September 19

- [After School Club](#) returns this fall on Monday, September 23 and will feature guest speaker Don Scallen, local naturalist and nature writer, who will talk about and introduce us to some of the critters that can be found right in your neighbourhood!

- The [Youth Social Justice Club](#) for ages 7 to 10 and 11 to 14 will return for an 8 week session starting Wednesday, October 2 running until November 20

- [Virtual Book Chats](#) for adult book lovers will continue into the fall: September 24, October 22, November 26, December 17 at 7 p.m. via Microsoft Teams

- Starting on October 4, Tales on the Trail at Island Lake will feature the library's first ever community led content featuring the "Young Artist Showcase" - a collection of poems and artwork created by our very own After School Club members with a culminating celebration taking place at Island Lake during the October 28 After School Club meeting – details to follow

- [Books and Loose Parts,](#) a literacy and loose parts exploration program for children 6 and under and caregivers, done in partnership with the Sunflower School will continue October 9

- The [Teen Advisory Group's](#) next meeting will be Friday, October 11 at the Alder Library

- Coffee, Conversation and Books done in partnership with Dufferin libraries will take place next on Wednesday, October 16 in Shelburne featuring local author Mike Bonikowsky, with the December 18 date taking place in Orangeville at Mochaberry featuring local author Cynthia Young

- Save the date! Orangeville Library will screen a Spanish Language film (with English subtitles) on Friday, October 25 at the Mill Library to celebrate Hispanic Latin American Heritage month – details to follow

- In partnership with the Headwaters Writers' Guild, the library will host a [Spooky Open Mic](#) on Sunday, October 27 from 1 to 3 p.m. at the Mill Library

- The November [Experts in the Library](#) series will feature an author showcase panel of crime writing specialists from the Crime Writers of Canada on Sunday, November 3

- Save the date! The annual Words the Orangeville Way (WOW) event returns on Saturday, November 30 in partnership with local independent bookstore BookLore and will feature local author Nicole Ross – details to follow

	2023 August YTD Actuals	**2024 August YTD Actuals**	2024 Annual Budget	2024 Variance $	2024 Variance %
Operating Fund					
Library Services					
Revenues					
User Fees	($39,880)	**($63,050)**	($125,711)	($62,661)	50%
Grants	(1,650)		(33,950)	(33,950)	100%
Miscellaneous	(13,311)	**(10,340)**	(11,000)	(660)	6%
Other Fines and Penalities	(893)	**(1,477)**	(2,371)	(894)	38%
Total Revenues:	**(55,734)**	**(74,867)**	**(173,032)**	**(98,165)**	**57%**
Expenses					
Compensation	989,365	**1,185,117**	1,844,098	658,981	36%
Insurance	6,680	**7,558**	7,682	124	2%
Office Expenses	17,730	**20,172**	28,078	7,906	28%
Workshops and Conferences	9,104	**13,986**	18,287	4,301	24%
Advertising	3,796	**4,176**	8,843	4,667	53%
Professional Fees	(2,284)	**5,587**	5,000	(587)	(12%)
Programs	13,684	**13,749**	19,216	5,467	28%
Software Licence & Support	22,015	**22,477**	30,855	8,378	27%
Internal Allocation	11,463				
Maintenance and Repairs	18,212	**30,068**	75,227	45,159	60%
Service Agreements	4,722	**4,696**	7,600	2,904	38%
Utilities	12,226	**13,693**	22,280	8,587	39%
Collections		**77**		(77)	
Transfers to Reserve	161,250	**144,715**	248,082	103,367	42%
Transfer to Capital			53,000	53,000	100%
Total Expenses:	**1,267,963**	**1,466,071**	**2,368,248**	**902,177**	**38%**
Total Operating Fund	**1,212,229**	**1,391,204**	**2,195,216**	**804,012**	**37%**

Orangeville Public Library Closures for 2025

Stat Holiday   11
Library Holiday   7
Glad Day   2

Wednesday	**January**	**1**	**New Year's Day**
Sunday	**February**	**16**	**Family Day weekend**
Monday	**February**	**17**	**Family Day - Mill Closed, Alder hrs. TBD**
Friday	**April**	**18**	**Good Friday**
Sunday	**April**	**20**	**Easter Sunday**
Monday	**April**	**21**	**Easter Monday**
Monday	**April**	**14**	**GLAD Day 1**
Sunday	**May**	**18**	**Victoria Day weekend**
Monday	**May**	**19**	**Victoria Day**
Tuesday	**July**	**1**	**Canada Day**
Sunday	**August**	**3**	**Civic Holiday weekend**
Monday	**August**	**4**	**Civic Holiday**
Sunday	**August**	**31**	**Labour Day weekend**
Monday	**September**	**1**	**Labour Day**
Sunday	**October**	**12**	**Thanksgiving weekend**
Monday	**October**	**13**	**Thanksgiving Holiday**
Monday	**November**	**17**	**GLAD Day 2**
Wednesday	**December**	**24**	**Christmas Eve**
Thursday	**December**	**25**	**Christmas Day**
Friday	**December**	**26**	**Boxing Day**

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Federation of
ONTARIO PUBLIC LIBRARIES

Supporting Ontario's Public Libraries to Empower Local Economic Growth

OLA & FOPL Advocacy Priorities
July 2024

Public libraries are critical to communities across Ontario and essential to thriving local economies and economic growth.

- Public libraries are Ontario's farthest-reaching, most cost-effective public resource. They are engines of innovation, entrepreneurship, and local economic development in communities of all sizes.

- Millions of Ontarians rely on local public libraries in their communities: to work, to learn, to connect to community and government services, and to find or train for a job.

- Despite this, many individuals and families across the province are unable to access the local public library resources they need.

- In urban centres, rural and Northern communities alike, public library budgets are overstretched – and the situation is getting worse.

- The combined impact of the pandemic, the pressure of inflation on public library and municipal budgets, and growing social and economic challenges in communities across the province have brought public libraries to a critical point.

Building on Ontario's Investment in Public Libraries

Over the past several years, OLA & FOPL have worked successfully with the Ontario Government to secure vital support for Ontario's public libraries.

- Through the 2024 Ontario Budget, enhanced provincial funding to support the operations and staffing of First Nations Public Libraries on reserve.

- $582,000 investment for up to 155 eligible public libraries in small, rural and First Nation communities to provide internet access.

- $4.8 million investment to install or upgrade high-speed broadband internet at over 100 public libraries across Ontario.

Priorities Overview

Public Libraries

- Provide critical e-learning support and fair access to modern, digital resources for all Ontario public libraries through **the creation of an Ontario Digital Public Library**, leveraging the province's significant purchasing power to give all Ontarians access to a universal set of high-quality e-learning & online resources through their local public library.

- **Increase provincial operating funding for Ontario's public libraries** to address critical shared priorities and community needs.

- Building upon the enhanced funding committed in the 2024 Ontario Budget, **develop a sustainable funding model for public libraries on reserve** to ensure that these important local hubs are fully funded and viable.

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School Libraries

- **Mandate that school boards must spend funding allocated by the Ministry of Education for school libraries, staffing and resources** on for student success. They should also be made to fully complete the corresponding accountability and planning measures now required under the Grants for Student Needs.

Priorities

Provide critical e-learning support and equitable access to modern, digital resources for all Ontario public libraries through the creation of an Ontario Digital Public Library, leveraging the province's significant purchasing power to give all Ontarians access to a universal set of high-quality e-learning & online resources through their local public library.

- Ontario's public libraries are essential to equitable, reliable access to broadband internet and computers. They are especially vital for many First Nation, rural and Northern communities where at home connectivity is limited, and for hundreds of thousands of Ontarians that cannot afford in-home internet services.

- The Ontario Government has already recognized the crucial importance of public libraries to broadband connectivity and equity of access:

  o in *Building a Digital Ontario,* making a $4.8 million investment to install or upgrade broadband connectivity at more than 100 public libraries across the province; and

  o in February 2024, the Ontario Government invested an additional $122,000 to the *Internet Connectivity Grant* enabling up to 155 eligible public libraries that serve communities of 20,000 or less to be fully reimbursed for the costs of providing publicly accessible internet access.

- Building on that critical foundation, it is the right time to take the next step to empower Ontarians with the online resources they need to succeed – no matter where they live in Ontario.

- In particular, people rely on local public libraries for access to digital and online resources, which contribute to student success and life-long learning, as well as towards entrepreneurship and job readiness. These include:

  o in-depth job and career skills training;

  o language learning;

  o live tutoring and homework help;

  o health information; and

  o resources to support vulnerable residents, such as seniors and adults living with developmental disabilities.

A proposed Ontario Digital Public Library would provide a core suite of highly impactful digital resources accessible by every Ontarian through their local public library. While the specific resource set will depend on the outcome of competitive negotiations with vendors, potential resources could include:

- **Live Tutoring;** resources are available that provide a powerful suite of live tutoring, skills development and test preparation tools for learners of all ages, with a focus on K-12.

- **Job Skill Development and Training;** some libraries already subscribe to databases that include an ever-expanding catalogue of virtual courses and learning modules for career, creative, digital skills development and certifications.

- **Language Learning;** these apps have become increasingly popular, providing highly personalized and comprehensive language learning capabilities for dozens of global languages.

- However, these resources are expensive, especially when purchased on a patchwork, library-by-library basis – and a diverse set of the highest impact resources is well beyond the means of an individual or family to afford. Many public libraries in Ontario, particularly in smaller and First Nation communities, struggle to pay for or are unable to afford these high-quality resources.

- People living in communities of less than 5,000 have access to less than a third of the online resources as those living in Toronto – despite accessing them twice as often per capita as people in large urban communities.

- According to the 2022 Annual Survey of Public Libraries, only 147 of our 363 library systems are able to afford subscriptions to five (5) or more databases.

- Meanwhile, 67 public libraries reported having zero (0) database subscriptions; majority of which are public libraries on reserve.

Recommended Priority:

- By following the well-established approach used in Alberta and Saskatchewan and leveraging volume purchasing through an annual provincial investment, as well as existing public library infrastructure, the Ontario Digital Public Library could provide a universal set of the highest-impact digital resources to every public library – and every Ontarian – **at an overall cost savings of up to 40%** when compared to library-by-library subscription.

- Addressing this digital divide – through both broadband connectivity and the high-impact resources to match – is how public libraries are at the forefront of fulfilling Ontario's vision of an economy where every individual and community can contribute and compete.

- *Projected cost:* $10 million - $20 million / annually.[1]

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1   See Appendix for provincial investment scenarios based on different funding levels.

How Would an Ontario Digital Public Library Work?

- Based on an annual provincial investment, Ontario's public library sector would work closely with the Ministry of Tourism, Culture and Gaming and agency partners to determine the appropriate mix of resources to deliver the greatest impact across the province.

- The designated delivery partner – such as the Ontario Library Service or another identified entity – would negotiate to secure province-wide access to a universal set of resources.

- Access to these resources will ideally be connected directly through local public library websites, providing a seamless experience for local users.

- Ontarians will be able to access the complete resource set either in-person at their local library, from home, or through their personal devices wherever they are.

- For those public libraries without an online presence, the Ontario Digital Public Library will maintain a direct online portal to provide access.

Increase provincial funding for Ontario's public libraries to address critical shared priorities and community needs.

- Public libraries in Ontario have received no increase in provincial funding support (Provincial Libraries Operating Grant, or PLOG) in over 25 years, during which time the value of the province's investment in public libraries has decreased by over 60%.

- Although over 90% of public library funding is provided by the local municipal government, provincial operating funding provides critical stability to public library budgets.

- Libraries have adapted and maximized the impact of every dollar despite inflation, substantial changes in technology, and the increasing importance of libraries as a vital community hub and public resource.

- Across Ontario – in communities of all sizes – these **budget pressures are reaching a tipping point.**

- Public libraries are the focal point of municipalities across Ontario; critical to social cohesion and community building. As a result, they find themselves on the front lines of many of the most critical challenges facing our communities, including homelessness, mental health and addictions, newcomer integration, re-skilling in a changing economy, and overcoming the digital divide.

- Ontario's public libraries are proposing a targeted investment in additional operating funding for public libraries to specifically address critical areas of shared community and provincial priority, including:

  o Supporting economic recovery through job training and skills development;

  o Addressing the community impacts of mental health and addictions;

  o Providing services and resources to assist with high-needs members of the community such as seniors, newcomers, working families and all vulnerable members; and

  o Supporting early literacy and K-12 success.

- This investment, which would be in addition to and separate from existing provincial operating funding under the PLOG, would be shared across hundreds of Ontario libraries to provide predictable, flexible funding for local public libraries to respond to these critical areas of focus based on the needs of the people and the local communities they serve.

- This funding could be utilized to support ongoing operations, programming, resources, or front-line staffing specifically targeted to the four identified priority areas based on community need.

- The proposed level of investment corresponds to a restoration of the present value of the Ontario Government's support for Ontario's public libraries, addressing the impact of inflation, rising costs and other pressures over more than two decades.

- In conjunction with this investment, the Ontario Government and Ontario's public libraries would work alongside municipalities to ensure that this critical investment builds upon and enhances existing municipal support for public library budgets.

- *Projected cost:* $25 million / annually.

Building upon the enhanced funding committed in the 2024 Ontario Budget, develop a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully funded and viable.

- Public libraries on reserve serve as an accessible gathering place and information sharing resource for First Nations communities. They are deeply important to maintaining a sense of community

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and to minimizing social isolation, many of which are remote or face systemic social and economic challenges.

- Furthermore, public libraries on reserve perform a unique role in the preservation of their communities' memory, archiving photos and historical information, and in revitalizing First Nations languages through cultural resources, language learning programming, storytelling events, and craft groups.

- Public libraries on reserve are chronically under-funded. The municipal tax revenue used to support most public libraries does not exist for public libraries in First Nation communities.

- There is little to no funding available for collections, programming and technology resources. Librarians rely on one-time grants or donations to develop their collections, and many librarians contribute personally to purchase programming supplies and food.

- Many public libraries on reserve operate with only one staff person who is expected to perform many functions. Public libraries on reserve need additional funding to provide staff with a living wage and to increase staffing levels so that they can meet their communities' needs for library programs and services.

- Of the 133 First Nations communities in Ontario, only 39 have public libraries. The number has steadily dropped in recent years and the pandemic has only made this situation worse, with four public libraries on reserve closing their doors due to inadequate funding over the past 20 months.

- In recognition of the significant financial barriers faced by First Nations Public Libraries on reserve, the Ontario Government made a multi-million-dollar enhancement through the 2024 Ontario Budget to both the First Nation Salary Supplement and Public Library Operating Grant funding.

- This investment was a vital first step to restoring stability to First Nations Public Libraries on-reserve.

- There is more important work to be done. Together with the Ministry of Tourism, Culture and Gaming and First Nations Public Library leaders, this recent investment provides an opportunity to work together on a sustainable funding and operating model to preserve the long-term viability of these important local hubs.

Recommended Priority:

- Work alongside First Nations Public Library leaders to work towards the design and implementation of a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully-funded and viable.

- Projected cost: N/A; projected funding requirements would be based on the identified model and requirements.

Ontario Library Association / Federation of Ontario Public Libraries

The Ontario Library Association (OLA) is the oldest continually-operating non-profit library association in Canada, with over 3,500 members comprised of library staff and supporters from public, school, academic, and special libraries.

The Federation of Ontario Public Libraries (FOPL) represents 237 public library systems in Ontario, including 39 Public Libraries on Reserves.

Together, OLA & FOPL are committed to ensuring that libraries can continue to play a critical role in the social, education, cultural and economic success of our communities and schools.

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ONTARIO DIGITAL PUBLIC LIBRARY – BRIDGING THE DIGITAL DIVIDE

August 2024

Public libraries are critical infrastructure for successful, thriving communities across Ontario.

- Public libraries are Ontario's farthest-reaching, most cost-effective public resource and vital community infrastructure.

- It's much more than books: in most communities across the province, public libraries are either the most flexible – or the only – local resource with the capability to adapt and support emerging local needs and priorities.

- Millions of Ontarians rely on local public libraries in their communities: to work, to learn, to connect to community and government services, and to find or train for a job.

Public libraries are essential for bridging the digital divide.

- With access to many necessary resources, services and learning supports now primarily or entirely accessible online, Ontario's public libraries are essential to equitable, reliable access to broadband internet and computers.

- They are especially vital for many First Nation, rural and Northern communities where at-home connectivity is limited, and for hundreds of thousands of Ontarians that cannot afford in-home internet services.

- Over the past several years, the Ontario Government has recognized the crucial importance of public libraries to bridging the digital divide.

- These infrastructure and connectivity investments have built the necessary foundation to now take the next step to empower all Ontarians with the online resources they need to succeed – no matter where they live in Ontario.

Building the Foundation for the Ontario Digital Public Library

Since 2021, the Ontario Government has made the necessary targeted structural investments to ensure that all Ontarians can benefit from an Ontario Digital Public Library and the valuable learning, job skills and training resources it will provide.

- **Broadband Infrastructure:** $4.8 million investment to install or upgrade high-speed broadband internet connections at over 100 public libraries across rural, Northern and First Nations communities in Ontario.

- **Connectivity:** $582,000 annually – including a $122,000 increase in 2024 – to ensure that up to 155 eligible public libraries in small, rural and First Nation communities receive full funding to cover the ongoing costs of broadband subscriptions.

- **First Nations Public Libraries:** Through the 2024 Ontario Budget, $1.25 million in additional ongoing funding to help stabilize staffing and operations of First Nations Public Libraries on reserve in Ontario.

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Providing equitable access to modern digital resources through public libraries is a logical next step under the *Building a Digital Ontario* plan.

- Digital resources provided through public libraries provide Ontarians with digital and online resources that contribute to student success and life-long learning, entrepreneurship and job readiness. These include:
  - in-depth job and career skills training;
  - language learning;
  - live tutoring and homework help;
  - health information; and
  - resources to support vulnerable residents, such as seniors and adults living with developmental disabilities.
- In larger urban and suburban communities, residents can expect 24/7 access to powerful, subscription-based online resources.
- However, these resources are expensive, especially when purchased on a patchwork, library-by-library basis.
- For a well-resourced urban or suburban public library, these subscriptions cost many tens – or even hundreds – of thousands of dollars each year.
- Many public libraries in Ontario, particularly in smaller and First Nation communities, struggle to pay for or are unable to afford these high-quality resources.
- People living in communities of less than 5,000 have access to less than a third of the online resources as those living in Toronto – despite accessing them twice as often per capita as people in large urban communities.

Ontarians Living in Small, Rural and Northern Communities Lack Access

Across Ontario, access to powerful digital resources through local public libraries is very uneven. While Ontarians living in cities and major suburban communities may have excellent access, the picture is very different in other part of Ontario.

- According to the 2022 Annual Survey of Public Libraries, only 147 of our 363 library systems can afford subscriptions to five (5) or more resources.

- Meanwhile, 67 public libraries reported having zero (0) database subscriptions; the majority of which are First Nations public libraries on reserve.

The Ontario Digital Public Library: Expanding Access & Cost Savings –

Without More Bureaucracy.

- With the infrastructure and operating support in place, there is a logical opportunity to level the playing field.
- Ontario's public libraries are proposing the creation of an **Ontario Digital Public Library (ODPL).**
- By following the well-established approach used in Alberta and Saskatchewan and leveraging

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the province's significant purchasing power, Ontario can give all Ontarians access to a universal set of high-quality e-learning & online resources through their local public library.

- The Ontario Digital Public Library, through volume purchasing, can provide digital resources **at a cost savings of up to 40%** when compared to a direct subscription by an average Ontario public library.

- Better still, most Ontarians would be able to access these resources directly through their local public library, whether at a branch, at home or on the go.

- A provincial investment in an Ontario Digital Public Library would **save costs for all public libraries** and help improve consistency of service delivery. This is an investment directly in the quality of supports that libraries can deliver – with the overwhelming majority of the investment going directly into digital resources.

- This is a red tape reduction-friendly approach that modernizes access to digital resources by making them available to all Ontario municipalities – and millions of Ontarians – for the first time.

- The Ontario Digital Public Library will **seamlessly integrate with existing public library infrastructure and operations,** without the need to significantly expand provincial bureaucracy to deliver it.

- **Recommended Annual Investment:** $10 – 20 million annually

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How Would an Ontario Digital Public Library Work?

- Based on an annual provincial investment, Ontario's public library sector would work closely with the Ministry of Tourism, Culture and Gaming and agency partners to determine the appropriate mix of resources to deliver the greatest impact across the province.

- The designated delivery partner - such as the Ontario Library Service or another identified entity - would negotiate to secure province-wide access to a universal set of resources.

- Access to these resources will ideally be connected directly through local public library websites, providing a seamless experience for local users.

- Ontarians will be able to access the complete resource set either in-person at their local library, from home, or through their personal devices wherever they are.

- For those public libraries without an online presence, the Ontario Digital Public Library will maintain a direct online portal to provide access.

Ontario Library Association / Federation of Ontario Public Libraries

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Together, OLA & FOPL are committed to ensuring that libraries can continue to play a critical role in the social, education, cultural and economic success of our communities and schools.

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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 25, 2024

Report #: 24-11

Subject: Policy Review – Community Information

Recommendation

That Report 24-11 Policy Review – Community Information be received; and

That the Board approve the Community Information Policy as presented in Appendix A.

Purpose
The purpose of this report is to present the policy governing Community Information for the Board's review and adoption as per the policy review plan.

Background

The Orangeville Public Library makes available information on community activities, agencies and organizations to facilitate access to resources within Orangeville and surrounding areas and as a partner in the promotion of community services and events. The library encourages the display of information, brochures and posters from other organizations with the purpose that residents can fully take part in community activities.

Changes proposed:
Minor cosmetic edits for plain language
Additions:
- Petitions
- Computer locks are recommended for displays (Library will not supply)

Strategic Alignment:
Strategic Direction: Connect
Goal: Build community by connecting people to inspire learning & personal growth
Action: Connect people to community organizations and events.

Financial Impact:

This policy, as presented, will have no financial impact on the existing budget.

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer

Community Information Policy

Board motion number:	Date of next review: September 2028
Date: September 25, 2024	Date of original motion: April 28, 2010
Policy type: Board	Chair's signature: _____

Purpose

This policy sets the parameters for inclusion and display of community information at the Orangeville Public Library.

Policy

The Orangeville Public Library makes available information on community activities, agencies and organizations to facilitate access to resources within Orangeville and the surrounding area and as a partner in the promotion of community services and events. The library encourages the display of information, brochures and posters from other organizations so residents can fully participate in community activities.

1. Proactive Collection of Community Information and Services

1.1. Collection

The library will collect and keep current information on the services of community agencies and organizations. This will include:

1.1.1. Municipal services;

1.1.2. Community groups;

1.1.3. Educational organizations;

1.1.4. Health and social services agencies;

1.2. Service

The library will provide convenient and confidential access to information on agencies and organizations. This access may be through print or electronic resources.

The library staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately and in a sensitive manner. Patron confidentiality will be respected at all times.

2. Community Information (Brochures and Posters)

The library will make available space to display materials about community activities and events. These may be in the form of a poster, flyer or pamphlet.

2.1. Conditions

2.1.1. The display of this material does not constitute an endorsement of any group or event;

2.1.2. Items will be displayed for a limited time, subject to the availability of space;

2.1.3. The library reserves the right to assess the suitability of the display materials and may refuse to display. Materials may be refused for display based on size, poor production, incomprehensible content, or if listed below under unacceptable materials;

2.1.4. The distribution of goods or items (other than information) must be approved in writing by the Chief Executive Officer;

2.1.5. Materials for display will be left with library staff and if approved, staff will place, post and remove all materials on the bulletin board and in the brochure racks;

2.1.6. Material approved for the bulletin board will bear a library date stamp;

2.1.7. While the period of display is at the discretion of the library, every effort will be made to post material up to the dates of the advertised event;

2.1.8. All materials become the property of the Orangeville Public Library, and the library will dispose of materials as it sees fit.

2.2. Unacceptable Materials

2.2.1. Materials that contravene the *Ontario Human Rights Code,* federal or provincial laws and regulations;

2.2.2. Materials whose primary focus is partisan or political in nature, however political materials may be eligible when it announces meetings and forums for discussion of community issues;

2.2.3. Faith-based materials whose primary purpose is the promotion of faith, however events sponsored by local religious groups may be displayed;

2.2.4. Materials advertising and promoting commercial products or services (unless by an organization renting the meeting room);

2.2.5. Personal ads and notices including notices of items for sale or rent.

3. Requests for Information Displays

The library permits information displays at the Mill Street location only. The displays are not to be used for religious, commercial or political purposes.

3.1. Display Space/Table

3.1.1. Written requests for display space should be directed to the administrative assistant. The CEO must approve the request and, in some cases, may determine that the display needs to be staffed by the requesting organization;

3.1.2. Displays will be booked on a first come first served basis;

3.1.3. Displays will be booked for a maximum of three (3) days unless otherwise approved by the CEO;

3.1.4. The library will provide the group with a designated space, table and chairs;

3.1.5. Groups will not be permitted to sell items, solicit donations or support to petitions from library users and staff;

3.1.6. Any damage caused to the display space or tables of the Orangeville Public Library during the display time will be the responsibility of the group or organization using the space;

3.1.7. The library does not accept responsibility for the safe return of display materials including electronic devices. It is strongly recommended any electronic devices be locked at the displayers expense (e.g. Library is not able to provide locks);

3.1.8. The Orangeville Public Library reserves the right to refuse a request for an information display.

4. Solicitations

The library does not permit solicitation within the building or outside the building within 9 metres from any entrance either in person or by petition.

5. Sales

The library does not permit the sale of tickets or other promotional materials for fundraising or commercial purposes except library or town sponsored events/partnerships.

6. Application

This policy applies to any individual or group wishing to display and/or distribute information in the library and to all library staff involved in the review and approval of this information.

7. Accountability

All requests to display and distribute materials will be handled in a fair and consistent manner. Decisions to refuse display or distribution of materials may be appealed. An appeal must be made in writing to the Library Board.

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 25, 2024

Report #: 24-12

Subject: Budget 2025

Recommendation:

That Report 24-12 Budget 2025 be received.

Purpose:

To provide the board with an opportunity to review the budget estimates prepared in line with the direction provided by the board at the August meeting.

Understanding the board's commitment to being a collaborative partner in the budget process, and recognizing the financial constraints faced by all fifteen divisions, the updated Service Level Change (SLC) request for the full-time position includes auxiliary costs such as a 11% increase in benefits, technical startup costs, and ongoing operational expenses. These adjustments provide a more accurate estimate of the annualized budgetary impact for 2025 and beyond, with the first year being 50% of the total cost of future years.

While the necessity of this position to enhance our service levels is evident to staff, it is the board who defines the timelines within the 5-year operating and 10-year capital budgeting processes.

Background:

The Orangeville Public Library's strategic plan for 2023-2027 sets the direction and priorities for the library's services and operations. The strategic plan has six goals:
- Goal 1: Strengthen the library's role as a community hub
- Goal 2: Enhance the library's digital presence and services
- Goal 3: Foster a culture of learning and discovery
- Goal 4: Promote the library's collections and resources
- Goal 5: Support the library's staff and organizational development
- Goal 6: Increase the library's advocacy and funding

More exact estimates and further justifications.

Discussion:

SLC# 1   **Net change: ($ 75.00)**
                Revenue: Increase Non-Resident Fees   ($ 10,075)
                Expenses: Increase Adult Programs $ 10,000

SLC# 2   **Net change: $ 33,909**
                Revenue: Increase various accounts   ($ 8,825)
                Expenses: Increase (Part time Hours) $ 42,734

SLC# 3   Increase head count – 1 FTE beginning in Q3 2025 - actual
                                      (annualized in 2026)

Service Level Change #1

This request proposes adjustments to both revenue and expenses resulting in a net positive impact of $75.

Revenue Increase: $10,075

- **Non-Resident Fees**: The current annual cost per household is $195.00. With an anticipated 2.5% Cost of Living Adjustment (COLA), the new cost per household will be $199.50. This adjustment, along with a forecasted increase in membership, is expected to generate additional revenue of approximately $10,075.

Expense Increase: $10,000

- **Program Budget Enhancement**: An increase in the program budget to accommodate new Makerspace supply requirements and additional honorariums to incentivize volunteer contributions. This enhancement will support programs for all ages and abilities.

Service Level Change #2

This request proposes adjustments to both revenue and expenses resulting in a net negative impact of $ 33,909.

The Strategic Plan's success relies heavily on the Program and Research Area, with 41% of actions requiring increased services from this area. Currently, it is staffed with two full-time employees and supported by PSAs.

In 2023, staff successfully maintained service levels despite the main branch closure and reduced member activity, creating a foundation for future growth.

Key Developments:

1. **Program Framework**: The 2023-2027 Program Framework, based on community research, enhances existing programs and develops new ones aligned with strategic goals, encouraging creativity and collaboration.

2. **Working with Us Policy**: Adopted in June 2023, this policy fosters sustainable partnerships to support community connections and avoid duplication.

3. **Social Return on Investment** The library's programs currently achieve an SROI of 389%, demonstrating substantial value for the community. That is, for every dollar invested, the community receives $3.89 in benefits.

The Program and Research area is staffed with two full-time employees and draws support from the pool of PSAs.

Increase in PSA Hours (+1000)

- **Purpose**: To maintain and expand current programs and partnerships and explore new opportunities.
- **Support**: PSAs provide administrative, logistical, and technical support, assist with program evaluation and reporting, and offer flexible program schedules.

Benefits for the Library and Community

1. Increased Member Activity and Satisfaction

- More programming and partnerships.
- Convenient and accessible program options.
- Expected increase in member participation, retention, and satisfaction.
- Attraction of new and diverse members.

2. Enhanced Library Reputation and Outreach

- Improved reputation and visibility.
- Expanded outreach and influence.

3. Supported Library Vision and Mission

- Furthering the vision of being a vibrant and inclusive space.
- Creating new opportunities for the community to connect, discover, and soar.
- Supporting strategic goals and core values.

4. High Social Return on Investment (SROI)

- Current programs achieve an SROI of 389%.
- For every dollar invested, the community receives $3.89 in benefits (based on 2023 actuals).

These additional costs will be offset with Revenue Increases - Small incremental increases for six different accounts.

Total increase to revenue is estimated at a total of $ 8,825,
Break down by accounts below.

- Room Rental $ (255)

- Cost Recoveries - External $ (1,500)
- Fines & Penalties $ (2,070)
- Other Rev $ (3,000)
- Donations $ (1,000)
- Photocopy Rev $ (1,000)

Service Level Change #3

The following is offered as additional rationalization and justification for the service level change which proposes a new position, increasing the head count for the library, again next year.

This updated version of the SLC includes the auxiliary costs of benefits (up 11%) and technical startup costs and ongoing operational costs. This more accurately estimates annualized budgetary impact for 2025 and beyond (first year 50%). By splitting it this way the board is committing to a 0.5 FTE in 2025 and an additional ask of 0.5 FTE in 2026.

Account Description	2025	2026	2027
Full time Salaries	40,695	83,424	85,510
Benefits	14,845	31,175	32,734
Technology Costs	3,098	2,500	2,500
Net:	$58,638	$117,099	$120,744

Based on the strategic plan this position is critical for growth and will provide a strategic and integrated approach to partnership development, community engagement and remote library services committed to building a stronger, more knowledgeable and connected community, where people of all ages, backgrounds and cultures discover the human side of the community where all are welcomed and respected.

This position was identified by the Blackline Consulting Group in the report Organizational Review – Managing Future Growth as an additional opportunity #42; which reads… The Library has a limited programming offering to the community. This is due to staff capacity and unfilled functions within the division. Community surveys indicate significant support for the Library to expand service offerings. Consider the addition of a full-time resource to support community outreach and programming.

Through work with community groups, individuals and organizations, the position will be experimenting with and adapting new concepts and program ideas to meet the changing dynamics of modern community service delivery. To provide residents with a variety of programs, services, information, and opportunities to allow them to fully participate in the community.

Our record (figure 2) demonstrates successful internal and external EDI efforts, and we have a dedicated staff member with over a decade of experience in building relationships across the organization and with community members.

Notably, the library engages with almost every Human Services group and organization in the area, fostering partnerships that advance EDI principles.

In 2024, so far, the library has delivered 70 programs through some kind of partnership arrangement (as defined in our Working with us Policy).

Social Return on Investment:

- The library's programs currently achieve an SROI of 389%, demonstrating substantial value for the community. This means that for every dollar invested, the community receives $3.89 in benefits.

To address the evolving needs of our growing community. In this role, the individual will drive Equity, Diversity, and Inclusion (EDI) initiatives by collaborating with library staff and community stakeholders.

Operational Achievements: Our partnerships and programs reflect significant progress in EDI principles and practices:

Figure 1: Operational achievements in EDI principles and practices.

Truth and Reconciliation:
- Four Seasons of Truth and Reconciliation Training
- Truth and Reconciliation Book Club
- Kairos Blanket Exercise
- Indigenous led programming

Social Justice Programming:
- Social justice storytime training for OPL staff
- Social Justice Club pilot (civic literacy and leadership skills for youth)

Neurodiverse Community:
- Partnerships with BOSS, ALAS, Kerry's Place, Autism Speaks, and Community Living Dufferin
- Volunteer opportunities and programs

2SLGBTQ+ Community:
- Queer Village Book Club (partnered with Queer Village)
- Celebrate Your Awesome
- GLOW group at DCAFs (annual programming for International Day Against Homophobia, Biphobia, and Transphobia, and Transgender Day of Remembrance)

Cultural Groups:
- Dufferin County Multicultural Foundation
- Muslims of Dufferin
- Dufferin County Canadian Black Association
- Hispanic Latin American Community
- Developing relationship with Brave Canoe

Additional Partners:
- Orangeville Food Bank
- Family Transition Place
- Dufferin Child and Family Services
- Orangeville Seniors Centre
- Aging Well in Caledon Dufferin
- Polycultural Immigrant and Community Service

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Frontline Library Staff well trained with completed courses in:

- Truth and Reconciliation
- Mental Health First Aid
- Bridges out of Poverty
- Neurodiversity
- Homelessness Training
- Anti-racist story time
- Sensory sensitive programming and spaces

Revise Job Description: The Community Engagement Specialist will:

- Create, implement, and oversee community engagement strategies.
- Engage citizens and stakeholders in public interest discussions.
- Collaborate with other divisions, such as Economic Development, to promote the Town of Orangeville's offerings.
- Work with the EDI committee of council.
- Foster a positive work environment and encourage staff participation in community events and initiatives.

Quantitative Metrics:

➢ **Community Participation:**
- Number of community events and programs organized.
- Attendance and participation rates at these events.
- Growth in membership or participation in specific programs (e.g., book clubs, social justice clubs).

➢ **Stakeholder Engagement:**
- Number of partnerships established or maintained with community organizations.
- Frequency and quality of interactions with stakeholders.

➢ **Feedback and Satisfaction:**
- Surveys and feedback forms from community members and stakeholders.
- Social Return on Investment to gauge overall satisfaction and likelihood of recommending the programs.

➢ **Internal Engagement:**
- Staff participation in community events and initiatives.
- Employee satisfaction and engagement surveys.

Qualitative Metrics:

➢ Community Impact:
- Stories and testimonials from community members about the positive impact of programs.
- Case studies highlighting successful initiatives and their outcomes.

➢ EDI Progress:
- Evidence of increased awareness and action on EDI principles within the community.
- Success stories from EDI initiatives, such as improved inclusivity and diversity in programs.

➢ Collaborative Projects:
- Examples of successful collaborations with other divisions (e.g., Economic Development) and their outcomes.
- Innovations and improvements resulting from community feedback and engagement.

➢ Regular Reviews and Adjustments:
- Monthly/Quarterly Reports:
- Regularly compile and review reports on the above metrics.
- Identify trends, successes, and areas for improvement.

➢ Annual Review:
- Conduct a comprehensive annual review to assess overall performance.
- Adjust strategies and goals based on the findings.

New Reserve Policy

Work in the Finance division continues towards the development of a new Reserves and Reserve Fund Framework and Policy for the municipality. Further discussion with finance and the board will be arranged.

Financial Impact

The Board is requesting $ 2,367,221 for operations in 2025, which represents a 7.8% increase over the 2024 operating budget. Capital requests for 2025 total $ 318,800.

Strategic Alignment

Strategic Direction: Soar
Objective: Strong effective governance will guide our actions with an emphasis on fiscal accountability and environmental sustainability.
Goal: Remain fiscally responsible with public resources.

Prepared and respectfully submitted by,

Darla Fraser, Chief Executive Officer