



**Owen Sound & North Grey Union Public Library Board
Minutes**

**February 1, 2024 6:00 p.m.
Library Auditorium**

MEMBERS PRESENT:

Richard Thomas, Chair (City of Owen Sound)
Rosemary Buchanan, Vice-Chair (Township of Georgian Bluffs)
David Adair (City of Owen Sound)
Deborah Eaton (City of Owen Sound)
Frank Emptage (Meaford Public Library)
Marion Koepke (City of Owen Sound, Councillor)
Nancy Shaw (City of Owen Sound)

MEMBERS ABSENT/REGRETS:

Elizabeth Thompson (Township of Chatsworth, Councillor)
Ryan Thompson (Township of Georgian Bluffs, Councillor)

STAFF PRESENT:

Tim Nicholls Harrison, CEO
Nadia Danyluk, Deputy Chief Librarian

GUESTS PRESENT:

None

COMMENCEMENT: 6:05 P.M.

1. CALL TO ORDER

The meeting was called to order by Richard Thomas, Chair, at 6:05 p.m.

2. ADDITIONAL ITEMS

None

**3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE
THEREOF**

None

4. CONFIRMATION OF MINUTES

**01-24 Moved by Marion Koepke THAT the minutes of the November 30,
2023 meeting of the Library Board be approved as presented.**

Carried.

5. DEPUTATIONS/QUESTIONS FROM THE PUBLIC

None

6. CORRESPONDENCE

Nicholls Harrison reported that there were no items of correspondence circulated in the package.

7. REPORTS AND MATTERS TABLED

7.1 Board Chair’s Report

No report.

7.2 CEO’s Report

“Having fun isn’t hard when you’ve got a library card.” – Marc Brown

7.2.1. Library Service Index: Please see the attached performance report.

7.2.2. Key Statistics: Our library membership has improved to 10,767, approximately 19.5% more than the same time last year. In December, we had 11,959 library visits and circulated 24,533 materials. Patrons used an additional 1,989 materials within the library during the month. There were 4,337 uses of technology. Our online outreach totaled 30,562. The library provided information assistance 2,074 times.

7.2.3. 2023 Snapshot: We saw a significant rebound in our library services in 2023. During the year, staff worked diligently to deliver our services and programs and help our community return to some of their pre-pandemic activities. The chart, using some of the yearly data from our Library Service Index, illustrates how busy we were in 2023.

	2023	2022	% Change
Membership	10,767	9,010	19.5
Library Visits	176,540	139,866	26.2
Materials Circulated	301,415	273,897	10.0
In House Use of Materials	26,058	21,624	20.5
Holds Filled	24,400	23,937	1.93
Technology Use	54,199	50,588	7.1
Online Outreach	337,936	278,623	21.2
Information Assistance	27,837	25,241	10.2
Interlibrary Loan Borrowed	1,475	1,425	3.5
Interlibrary Loan Lent	1,546	1,836	-15.8
Adult Programs	142	123	15.4
Youth Service Programs	229	226	1.3
Class Visits	70	39	79.5
Total Attendance at Programs	12,903	8,016	61.0
Board Room Bookings	221	68	225
Auditorium Bookings	230	208	10.6
TOTAL LSI (More data on LSI)	1,041,800	885,135	17.7

7.2.4. Staff Anniversaries: We extend congratulations to Nadia Danyluk and Katherine McLeish on their work anniversaries. We thank them for contributing their time, effort, skills and talents.

Nadia Danyluk	Administrative Services	17 years
Katherine McLeish	Youth Services	6 years

7.2.5. Staff Recognition: The Library’s employee recognition has been rescheduled to the afternoon of Sunday February 11th. We haven’t been able to gather in a few years, so we’re looking forward to celebrating our accomplishments over the year and recognizing staff that reached employment milestones during this time period.

7.2.6. Library Community Kiosk Project: The vending machines have been delivered to the Keady Community Centre and the Shallow Lake Community Centre. Staff from International Library Services helped with the initial install. Currently, we are working to calibrate the machines so that they are ready for the public. We anticipate doing a formal launch of the machines in February. We thank respective staff at Georgian Bluffs and Chatsworth for their help and expertise as we finalize the book vending project. This project has been a significant undertaking for us as we work to integrate a whole new way of loaning materials to the public and ensure that the relevant data and technology is working correctly. I extend sincere thanks to Nadia Danyluk and Dale Albrecht for the heavy lifting that they have been doing on the project.

7.2.7. Visit to Chatsworth Council: On December 20th, Board Chair Richard Thomas and I visited Chatsworth Council to share the draft 2024 library budget. The members of Chatsworth Council spent an extraordinary amount of time discussing the library budget, union library agreement and library services with us.

Chatsworth Councillor Liz Thompson moved “that Council hereby reconsiders its previous motion with regard to the 2024 Owen Sound North Grey Union Public Library; AND FURTHER THAT Council supports both the 2024 budget and participation in the Owen Sound North Grey Union Public Library Agreement”. The motion was seconded by Chatsworth Deputy Mayor Thompson. Council unanimously passed the motion. We appreciate the lengthy discussion and excellent questions asked by councillors and are grateful for their commitment to library services.

7.2.8. 2024 Budget Process: The draft 2024 library budget has been shared with our municipal partners. We have received support from the three municipalities and Meaford Public Library.

7.2.9. Meaford Public Library Update: As discussed during the new service agreement negotiations, we are working with Meaford Public Library to change our onboarding process for when their residents apply for their OPEN card. We will ensure that we provide them with welcoming information from the Meaford Public Library as well.

7.2.10. Shallow Lake Community Presentation: On December 16th, I was pleased to attend the Shallow Lake Men’s Breakfast Club meeting and share information about the library, our services and the library community kiosk project. Special thanks to Rosemary Buchanan, our Library Vice Chair, for setting up the

session and introducing me on the day. We signed up new library members and answered questions from the community.

7.2.11. Adult Learning Centres – Business Plan: The 2024-2025 business plans are due to the Ministry of Labour, Immigration, Training and Skills Development on January 22nd. The Library expects to deliver the same services next year as those we are currently providing. We extend sincere appreciation to all ALC staff for their commitment and service to our community during the past year.

02-24 Moved by David Adair THAT the Library Board approve the 2024-25 business plans for the Library’s Adult Learning Centres as presented.

Carried.

7.2.12. Owen Sound Multi-Year Accessibility Plan 2024-2028: Thank you to Lindsey Harris for co-ordinating the library’s part of the Accessibility Plan. The updated document will be shared with the Grey County Accessibility Advisory Committee on January 23rd.

7.2.13. Creativebug: We are pleased to launch Creativebug. It is an online resource that library members can access with their OPEN card. Creativebug, “the number one inspirational resource for DIY, crafters and makers, has thousands of award-winning art & craft video classes taught by recognized design experts and artists.” Check it out at www.osngupl.ca/browse-borrow/online-resources/

7.2.14. Family Literacy Day – Alphabet Zoo: Celebrate Family Literacy Day on Saturday, January 27th from 10 am until 11:30 am, with our friends from EarlyON! Enjoy circle time, crafts, and activities! Tickets are required, available beginning on Tuesday, January 2nd at the Library and the East Ridge EarlyON site. Ages 0 – 6. Thank you to our EarlyON Literacy Facilitator, Tammy Cruickshank and Youth Services Specialist Cassie Wood, for planning and delivering Family Literacy Day programming for our community.

7.2.15. Library Podcast – The Bulletin: The library is starting a podcast! Listen in monthly to hear about upcoming programs and exciting events. Each episode will feature guests from within the library and from our community, who will share anecdotes and expertise. Special thanks to Sarah Chamberlain and Dale Albrecht for taking on this new initiative for us. Check social media for more information.

7.2.16. Repair Café at the Library: Our community is invited to join the ‘Right to Repair’ movement at the Repair Café, second Saturday of each month from 1:00 to 4:00 p.m. at the Owen Sound North Grey Union Public Library, starting March 9, 2024. Skilled volunteers are eager to fix your broken items for free, from clothing to household items. We are pleased to be working in partnership with the Georgian Bluffs Climate Action Team on this new program. More information about the repair café movement can be found at <https://www.repaircafe.org/en/>

7.2.17. Owen Sound Memoir Series – Ali Hassan: The library is pleased to be a partner with Arlen Wiebe, on his new Owen Sound Memoir Author Reading and Workshop series. Local individuals will have an opportunity to learn from the Canadian memoir authors in a workshop setting. We are honoured to be hosting Canadian comedian, CBC Radio host, and memoir author of "Is There Bacon in Heaven?", Ali Hassan on February 2nd and 3rd. For more information and to purchase tickets visit <https://owensoundmemoirseries.com/>

18. Winter Programs: Sincere appreciation to our hardworking staff on their amazing work developing and delivering so many quality learning opportunities for our library members. Please check out our December - February newsletter at <https://www.osngupl.ca/news-programs/library-news/> to see the many programs, services and resources available.

19. Final Comments:

"If everyone was as nice as the librarians are here, the world would be a perfect place." – N.P. (library patron comment)

I started this CEO report with a quote from the Arthur books / television shows because we know that accessing the library is a fun part of the day for many people in our community. Whether children or adults, they look forward to coming to the library and enjoying their time with us.

Last year was a very busy year. Staff worked exceptionally hard to meet the information, education, entertainment, employment and business needs of our thousands of library members and others in our community too.

That they do this challenging work, everyday, and do their best to make everyone, visiting the library, feel welcome and helped, is a huge testament to their talent, skill and hard work. I am indeed fortunate to work with others with such commitment and drive to provide exemplary customer service to our public.

03-24 Moved by Marion Koepke THAT the Library Board approve the CEO's Report as presented. Carried.

7.3 Financial Committee Report

7.3.1 Statements and Accounts:

04-24 Moved by Rosemary Buchanan THAT Library accounts totaling \$100,923.27 for November and December be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$176,903.83 for November and December be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to December 31, 2023 be received as information. Carried.

7.3.2 Reserve Accounts:

05-24 Moved by Rosemary Buchanan THAT the Library Board create a Big Sound Instruments Reserve account and further, THAT the Library Board approve the transfer of the grant of \$2,500 to the Big Sound Reserve fund. Carried.

06-24 Moved by Rosemary Buchanan THAT the Library Board create a Pollinator Gardens Reserve account and further, THAT the Library Board approve the transfer of the grant of \$4,600 to the Pollinator Gardens Reserve fund. Carried.

7.4 Personnel Committee Report

No report.

7.5 Property/Building Committee Report

No report.

7.6 Library Foundation Committee Report

No report.

7.7 Policies and Bylaws Committee Report

No report.

7.8 Ontario Library Service Board Assembly Report

No report.

7.9 Poet Laureate/Words Aloud Committee Report

No report.

8. OTHER BUSINESS

9. STRATEGIC PRIORITIES

None

10. RESOLUTION TO MOVE IN CAMERA – STRUCK

11. DECLARATION TO MOVE TO THE REGULAR BOARD MEETING - STRUCK

12. NEXT MEETING: Regular Board meeting to be held Thursday February 29, 2024 at 6:00 p.m. in the Library Auditorium.

13. ADJOURNMENT: The meeting was declared adjourned at 7:05 p.m.



Chair



Secretary