



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

**October 30, 2025 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)
Tobin Day, (Township of Georgian Bluffs, Councillor)
Deborah Eaton (City of Owen Sound)
Frank Emptage (Meaford Public Library)
Marion Koepke (City of Owen Sound, Councillor)
Elizabeth Thompson (Township of Chatsworth, Councillor)
Janet Walker (City of Owen Sound)

MEMBERS ABSENT/REGRETS:

None

STAFF PRESENT:

Tim Nicholls Harrison, CEO
Nadia Danyluk, Deputy Chief Librarian
Lindsey Harris, Administrative & Facilities Manager

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

46-25 Moved by Frank Emptage THAT the minutes of the September 25, 2025 meeting of the Library Board be approved as presented.

Carried.

5. DEPUTATIONS/QUESTIONS FROM THE PUBLIC

None

6. CORRESPONDENCE

Harris 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

"A Library doesn't stand still; it continues to grow to meet our needs." - David McCullough

7.2.1. Library Service Index and *September at a Glance*: Please see the attached performance report and infographic.

7.2.2. Key Statistics: Library membership increased to 11,913, approximately 2% more than at the same time last year. In September, we had 14,447 library visits and circulated 28,924 materials. Patrons used an additional 1,735 materials within the library during the month. There were 5,278 uses of technology. Our online outreach totaled 33,991. The library provided information assistance 2,302 times.

7.2.3. Savings to Patrons: The value of the physical materials that our library members borrow on a visit is shared, now, on their receipt which is printed at the main circulation desk. During the month of September, our library members as a community saved a total of \$372,439 by borrowing from the library. The total for 2025, so far, is \$3,708,176.

7.2.4. Staff Anniversaries: We extend congratulations to the following staff members on their work anniversaries. We thank them for their time, effort, skills and talents!

Roger Hannon	Adult Learning Services	29 years
Tammy Cruickshank	Adult Learning Services	10 years
Susan DeRooy	Adult Learning Services	5 years

7.2.5. Ontario Public Library 2024 Statistics – Now Available: Each year, we complete a survey about library use in our community. The

information is compiled by the Ministry of Tourism, Culture and Sport. The 2024 data was made available on October 21st at <https://data.ontario.ca/dataset/ontario-public-library-statistics>. Our library is in the 30,000 to 50,000 municipal population band. We will be reviewing and sharing this data.

7.2.6. Inter Library Loan Update: We are pleased to be able to offer inter library loans again to our patrons. The service was temporarily halted due to the postal strike. We are warning library members that there may be some delays until the rotating postal strikes are resolved. More information about library membership, borrowing and inter library loans can be found at <https://osngupl.ca/browse-borrow/borrowing/>.

7.2.7. Budget Planning: The Library continues to face significant challenges delivering necessary and expected services to our community. Year over year, we receive a significantly lower amount of municipal funding than most libraries in Ontario that are our size. Our union library agreement allows for a 4% annual increase in our municipal funding, but any larger increase requires the support of at least our two largest municipal funders.

Staff have been working on the 2026 budget with three possible scenarios coming to the Board for decisions. The Board will be considering a 4%, a 7.49% or 10.97% increase. To achieve the 4%, we will need to eliminate one staff position and reduce the hours that we are open to the public. An increase in municipal funding of 7.49% would maintain current staffing levels while the 10.97% increase would enable the library to add a much-needed staff position.

7.2.8. Community Volunteer Fair: The Library was pleased to partner with the Owen Sound & Area Association of Volunteer Administrators. On October 1st, community members were able to visit the library to connect with local organizations and learn about volunteer opportunities. Special thanks to Shauna Doyle being our library support on this initiative.

7.2.9. Staff Recognition: The Library's employee recognition will take place on Monday, October 27th. We're looking forward to celebrating our accomplishments over the year and recognizing staff that reached employment milestones during this time.

7.2.10. Poet Laureate Call for Applications 2026-2027: The Owen Sound Poet Laureate carries out several official duties and acts as an ambassador for poetry and literary arts within the community of Owen Sound & North Grey. Selection of the Poet Laureate is based on writing skills, publications, public speaking and performance ability, and communication and interpersonal skills. Short-listed finalists will be interviewed by the Poet Laureate Selection Committee. All applicants must be 18 years of age or older. Applications must be emailed to info@library.osngupl.ca, and an application package must be delivered to the library no later than 4:00 pm on October 31, 2025. For more details, please visit <https://osngupl.ca/news-programs/poet-laureate-words-aloud/>

7.2.11. OSNGUPL 2nd Annual Local Author Book Fair – October 24th & 25th:

We are excited that more than 40 local authors will be in attendance during the two-day event. The fair takes place on all levels of the Owen Sound & North Grey Union Public Library and the Tom Thomson Art Gallery. The Local Author Book Fair showcases a wide range of genres and gives the public a chance to get to know the authors, purchase their books and enter to win some prizes. Everyone is encouraged to come out and meet with authors who write poetry, fiction, non-fiction, young adult, and children's books. It is wonderful to be able to honour our former Chief Librarian Andrew Armitage by celebrating local writers and their work. More information about the participating authors can be found at

<https://osngupl.ca/osngupl-local-author-book-fair/>

7.2.12. Remembrance Day: A limited number of staff will be available on the morning of November 11th, to support the usual community Remembrance Day needs, but regular library services will be unavailable.

7.2.13. Ontario Library Services Virtual Conference: The OLS is hosting a [2025 Ontario Library Service Virtual Conference](#) for library staff and Board members on November 19th and 20th. The theme for this year's virtual conference is *Collaborate: Libraries Empower; Communities Thrive*. "Public libraries have always demonstrated a strong commitment to working together. Through collaboration and innovation, they are transforming communities across Ontario. This year, the conference is celebrating a collective impact in building a brighter, more connected future".

7.2.14. Poet Laureate Legacy Project - November 22nd and 23rd: Immerse yourself in a world of poetry and art at **The Poet Laureate's Community Revue!** Join our Poet Laureate at this free, weekend-long event showcases the power of collaboration, with a multi-arts exhibit opening Saturday, November 22nd and an exclusive matinee performance on Sunday, November 23rd at The Harmony Centre. Get ready to be inspired! We have applied to the Community Foundation Grey Bruce for one-time funding to assist with the community collaborative and local art focused nature of this event.

7.2.15. Library Newsletter and Upcoming Programs: Check out the many programs, services and resources featured in our newsletter, <https://www.osngupl.ca/news- programs/library-news/>. For a comprehensive schedule and information about upcoming programs, please visit <https://owensound.libcal.com/calendar>.

7.2.16. Final Comments:

"Thank you for all that you do. Library staff are so helpful." – L.W.

It has been a busy fall. As always, staff have provided exemplary customer services to our many library patrons. They daily use their skill and expertise to provide the programs and resources that meet the information, education, employment and entertainment needs of our community. I thank them for their hard work and dedication.

Additional items:

None

47-25 Moved by Frank Emptage THAT the Library Board approve the CEO's Report as presented. Carried.

7.3 Financial Committee Report

7.3.1 Statements and Accounts:

48-25 Moved by Elizabeth Thompson THAT the Library's and Adult Learning Centre's Financial Statements to September 30, 2025 be received as information. Carried.

7.3.2 2026 Draft OSNGUPL Operating Budget:

Nicholls Harrison shared three draft operating budgets to members. The first at a 4.00% municipal support increase that would result in a reduction of a full-time position and operating hours. The second at a 7.49% municipal support increase that would maintain current staffing levels and operating hours. The final draft budget presented proposed a 10.97% overall municipal support increase that would allow one additional full-time staff position.

49-25 Moved by Janet Walker THAT the Library Board in preparation for the review process approve the draft 2026 Operating Budget, with a proposed increase of 10.97% in municipal support, as presented.

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

8.1 Library Insurance Coverage

Nicholls Harrison provided an update to members on the status of the Library's insurance policy. Currently, our insurance coverage is held under the City of Owen

Sound's policy. The City of Owen Sound is recommending that the Library have its own policy in place for January 1, 2026. More information to be shared at the November 27, 2025 meeting.

9 STRATEGIC PRIORITIES

None

**10 RESOLUTION TO MOVE TO CLOSED SESSION
7:14 P.M.**

50-25 Moved by Frank Emptage THAT the Library Board now move to closed session to discuss personnel matters about an identifiable individual.

Carried.

**11 DECLARATION TO MOVE TO THE REGULAR BOARD MEETING
7:41 P.M.**

Chair Thomas advised that in Closed Session, the Board reviewed two personnel matters about identifiable individuals, and no direction was provided and no other matters were discussed. The Board moved to the regular meeting to consider matters listed on the October 30, 2025 Agenda and other business.

**12 NEXT MEETING: The next Regular Board meeting to be held Thursday
November 27, 2025 at 6:00 p.m. in the Library Auditorium.**

13 ADJOURNMENT: The meeting was declared adjourned at 7:44 p.m.



Chair



Secretary