

## AGENDA

Monday, June 22, 2026 7:00 PM  
Queensville Branch

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1. **CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
2. **DECLARATION OF INTEREST**
3. **CHANGES TO AND ADOPTION OF AGENDA**
4. **PRESENTATIONS**
  - 4.1. Valuing Ontario Libraries Toolkit - EGPL 2025 Report - Ben Van Gorp, Director, Public Service & Technology
5. **BOARD DEVELOPMENT**
  - 5.1. Succession Committee Chair's Verbal Update
  - 5.2. EGPL Board Legacy Document 4 - 30
  - 5.3. Board Information Session - Panel Presentation, June 20
  - 5.4. Board Book Sale Volunteer Sign-Up Sheet
6. **CONSENT ITEMS**
  - 6.1. Adoption of the May 25, 2026 Library Board Meeting Minutes 31 - 36
  - 6.2. Correspondence, Media, Memoranda for Information 37 - 94
    - a) 2023-2026 EGPL Term Review Council Presentation
    - b) BDO Canada - Library Services Centre
    - c) Canadian Urban Libraries Council 2026 Pre-Budget
    - d) CFLA Report to Members 2026
    - e) EGPL Board Stories of Impact, Purpose, and Community Event
    - f) EGPL HALP Park Fact Sheet
    - g) FOL Meeting Minutes May 2026
    - h) FOPL 2026 Caucus Meeting Feedback Summary
    - i) Media Release - TOEG Celebrate Pride Month and National Indigenous History Month in East Gwillimbury
    - j) Media Release - TOEG Planting Event for Demonstration Community Food Garden

- k) OBLA Recruiting Library Board Checklist
  - l) RBC Letter of Direction
  - m) RBC Personal to Business Account Withdrawal and Deposit
  - n) Rogers Communications - Board Request Letter
  - o) Valuing Ontario Libraries Toolkit (VOLT) Report
- 6.3. Committee Minutes/Reports 95 - 105
- a) Succession Committee Meeting Minutes May 25, 2026
  - b) Community Relations Committee Minutes June 16, 2026
- 7. DISCUSSION PERIOD**
- 7.1. Chief Executive Officer's Administrative Report May 2026 - SR2026-22 106 - 109
- 7.2. Queensville Branch HALP Report May 2026 - SR2026-23 110 - 112
- 7.3. 2027 Business Plan Report - SR2026-24 113 - 117
- 7.4. Financial Report May 2026 - SR2026-25 118 - 140
- a) May 2026 Operating Budget Variance Analysis
  - b) May 2026 Operating Prior YTD Comparison
  - c) May 2026 May 2025 Fundraising Report
  - d) May 2026 Transaction Detail Report
  - e) Capital Projects Report
- 7.5. Council Verbal Update
- 7.6. Community/Advocacy Activities
- 8. BUSINESS ARISING FROM THE MINUTES OF MAY 25, 2026**
- 9. NEW BUSINESS**
- 10. IN-CAMERA**
- Motion: BE IT RESOLVED THAT the Library Board proceed into a Closed Meeting at XX:XX p.m. to deal with the following matters:**
- a) **Personal matters about an identifiable individual (Public Libraries Act, R.S.O. 1990, c P.44, 16.1(4)(b))**
  - b) **Labour relations or employee negotiations. (Public Libraries Act, R.S.O. 1990, c P.44, 16.1(4)(d))**
- 11. ADJOURNMENT**

The next regularly scheduled meeting date is at the Mount Albert Branch on September 28, 2026 at 7:00 p.m. Please contact Sandra Sydor at

ssydor@egpl.ca if you are unable to attend.

The Library is committed to meeting the needs of those with disabilities and will provide, upon request, alternate formats and communication supports, in compliance with the Integrated Accessibility Standards Regulation, Ontario Regulation 191/11 and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

EAST GWILLIMBURY PUBLIC LIBRARY

# BOARD LEGACY DOCUMENT

TERM 2023-2026

## EAST GWILLIMBURY PUBLIC LIBRARY BOARD



### INTRODUCTION

This Legacy Document captures the work, accomplishments, and key experiences of the East Gwillimbury Public Library Board over its four-year term from 2023 to 2026. It highlights the major governance matters addressed by the Board, as well as the challenges encountered and the opportunities identified for future growth and leadership.

Effective Board transitions are essential to the long-term success of any organization. While returning Board members and Library staff play an important role in maintaining continuity, this document serves as an additional resource to support a smooth transition from one Board to the next. It provides context, reflects shared learning, and helps preserve institutional knowledge for future decision-making.

This document is also intended to inform community members who may be interested in serving on the Library Board. It offers insight into the Library's role, governance responsibilities, and what prospective Board members can expect if appointed, helping to encourage informed and engaged participation in public library governance.

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD****SUPPORTING A GROWING AND EVOLVING COMMUNITY**

Between 2023 and 2026, the East Gwillimbury Public Library (EGPL) advanced a significant period of growth, modernization, and community impact. Guided by the EGPL Strategic Plan's priorities to Build Healthy Communities, Expand Access, and Provide Exceptional Experiences, the Library strengthened its role as a community hub for literacy, belonging, and discovery.



In parallel, the 2024 Library Services Growth Plan positioned EGPL to respond proactively to rapid population growth, evolving facility needs, and the future of library service delivery. EGPL's facility and service planning were shaped by this expanding community profile and the need to adapt library spaces and operations.

The opening of the Queensville Branch at the Health and Active Living Plaza (2025) directly aligned with Growth Plan recommendations to expand capacity, modernize infrastructure, and ensure equitable service distribution across a growing population. This expansion fulfilled the Strategic Plan's commitment to providing welcoming, accessible spaces that foster connection and community well-being.

Thank you to the EGPL staff and Library Board for their dedication and hard work in delivering exceptional results for the community.

Christine Glenn  
Chair, East Gwillimbury Public Library Board

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD**



**EAST GWILLIMBURY PUBLIC LIBRARY BOARD  
2023-2026**

**LIBRARY BOARD TRUSTEES**

- Christine Glenn, Chair (2023-2026)
- Kayla Crone, Vice Chair (2023-2026)
- Stephen Gill (2023-2026)
- Timothy Houlahan (2023-2026)
- Srihari Karu (2023-2026)
- Janelle Ng (2023-2026)
- Lars Opalinski (2023-2026)
- Catherine Rae (2023-2026)
- Diana Robichaud (2023-2026)
- Loralea Carruthers, Council Liaison (2023-2026)
- Tara Roy-DiClemente, Council Liaison (2023-2026)
- Lena Singh (2023-2024)
- Lynda Young (2023-2024)



**LIBRARY SENIOR MANAGEMENT**

- Sandra Sydor, Chief Executive Officer
- Heather Alblas, Director, Community Engagement & Projects
- Ben Van Gorp, Director, Public Service & Technology



**EAST GWILLIMBURY PUBLIC LIBRARY BOARD****SUPPORTING COMMUNITY CONNECTION THROUGH GROWTH**

The [Library Services Growth Plan](#) affirms the Library's role as a centre for learning, exploration, and connection. Library programs and services bring this vision to life by supporting residents in building relationships, sharing knowledge, and staying connected as our community grows. This people-centred approach ensures the Library remains a welcoming, inclusive space for everyone.

The Growth Plan also recognizes the importance of evolving alongside residents by adapting to technological change. By embracing new digital tools, resources, and service models, the Library supports a wide range of learning styles, interests, and access needs while remaining relevant in a rapidly changing environment.

As population growth accelerates, the Growth Plan further emphasizes the need to align staffing, facilities, and services with community expectations. This ensures the continued delivery of high-quality, responsive, and accessible library services that reflect the needs and aspirations of a growing and diverse community.



**EAST GWILLIMBURY PUBLIC LIBRARY BOARD****STRATEGIC PLAN**

The Library launched its strategic plan in 2023, which guided our efforts for the four-year term.

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**OUR VISION**

Empowering people, enriching lives.

**OUR MISSION**

Igniting our communities through literacy, discovery, and connection.

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**OUR VALUES****LITERACY**

Literacy is the foundation of a healthy community and critical thinking is essential to a flourishing society. We believe everyone has a right to learn and participate.

**SUSTAINABILITY**

We believe we have a role in educating our community on climate change and aim to make decisions around services, collections, and operations through a sustainability lens.

**CURIOSITY**

A good question can define or redefine our future. We value curiosity because it strengthens our ability for deeper awareness and new understanding.

**INCLUSION**

Everyone belongs at the library and has a right to a safe space within an environment of equity, diversity, inclusion, and integrity.

**CONNECTION**

Libraries are connectors of information, ideas, services, and resources.

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**EAST GWILLIMBURY PUBLIC LIBRARY BOARD****STRENGTHENING COMMUNITY THROUGH SHARED PRIORITIES****BUILDING HEALTHY COMMUNITIES**

EGPL delivered programs and services that foster community connection, creativity, and social support. The Strategic Plan highlights the Library's role in cultivating curious, connected communities through civic engagement and enriching experiences. This commitment was demonstrated through:

- Sensory-inclusive programs and English language learning supports
- Indigenous-led Learning Circles to inform Anishinaabe language signage
- Sustainable environmental learning opportunities
- Continued community-focused initiatives at the Holland Landing Food Pantry

**EXPANDING ACCESS THROUGH MODERNIZATION AND SERVICE INNOVATION**

Grounded in the Strategic Plan's focus on removing barriers and expanding access to information and opportunities, EGPL pursued multiple modernization initiatives. These included:

- A redesigned website with improved accessibility
- Upgraded public internet infrastructure and expanded self-service functions
- Expanded digital literacy opportunities with new technology-focused Library of Things items

**DELIVERING EXCEPTIONAL EXPERIENCES AND STRENGTHENING INTERNAL CAPACITY**

The Strategic Plan emphasizes providing empowering experiences rooted in equity, inclusion, and strong relationships. EGPL supported this through:

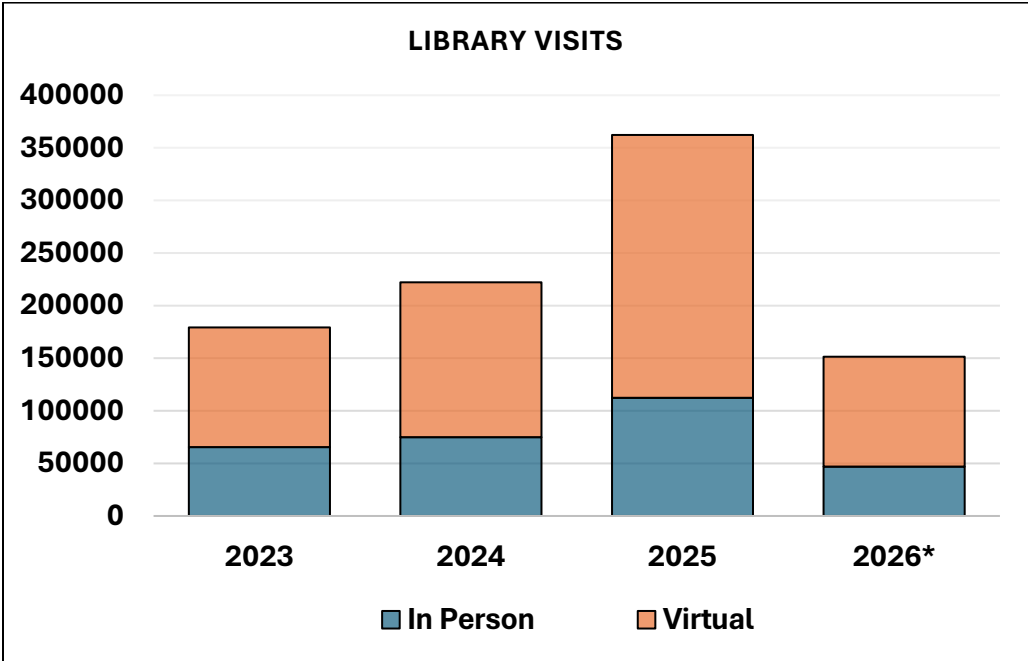
- Refreshed branch spaces in the Holland Landing children's area and Mount Albert study rooms
- Implementation of a Service Delivery Model and an updated organizational structure to support a three-branch system
- Engagement, evaluation, and professional development initiatives to strengthen staff culture

EAST GWILLIMBURY PUBLIC LIBRARY BOARD

HOW WE'RE SERVING OUR COMMUNITY

We are always working to improve; we measure our impact to help tell the story of how people in our community use and experience library services. Along with feedback and stories from residents, metrics help the Board understand access, changing needs, and the positive difference the Library makes in everyday lives.

OUR SPACES



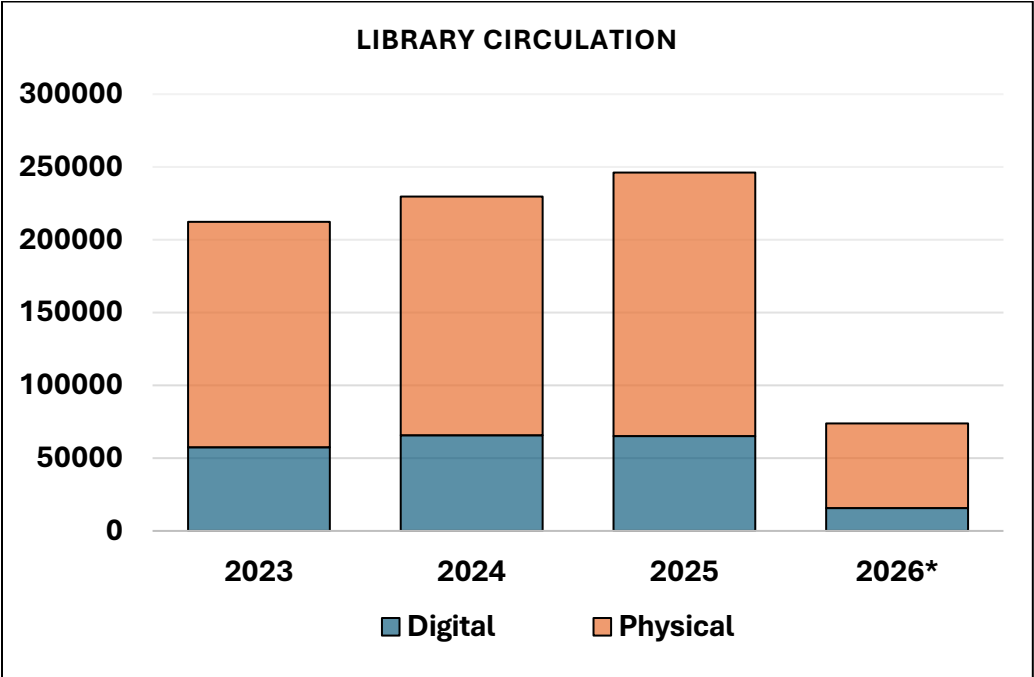
\*Data collected to March 31, 2026

“East Gwillimbury Public Library feels more than just a library – it’s a place where people can study, relax, and connect...It’s clear the space is designed for everyone, from students to seniors.”

“Great place to do work, bring your family and/or relax. Wonderful staff.”

EAST GWILLIMBURY PUBLIC LIBRARY BOARD

OUR COLLECTIONS



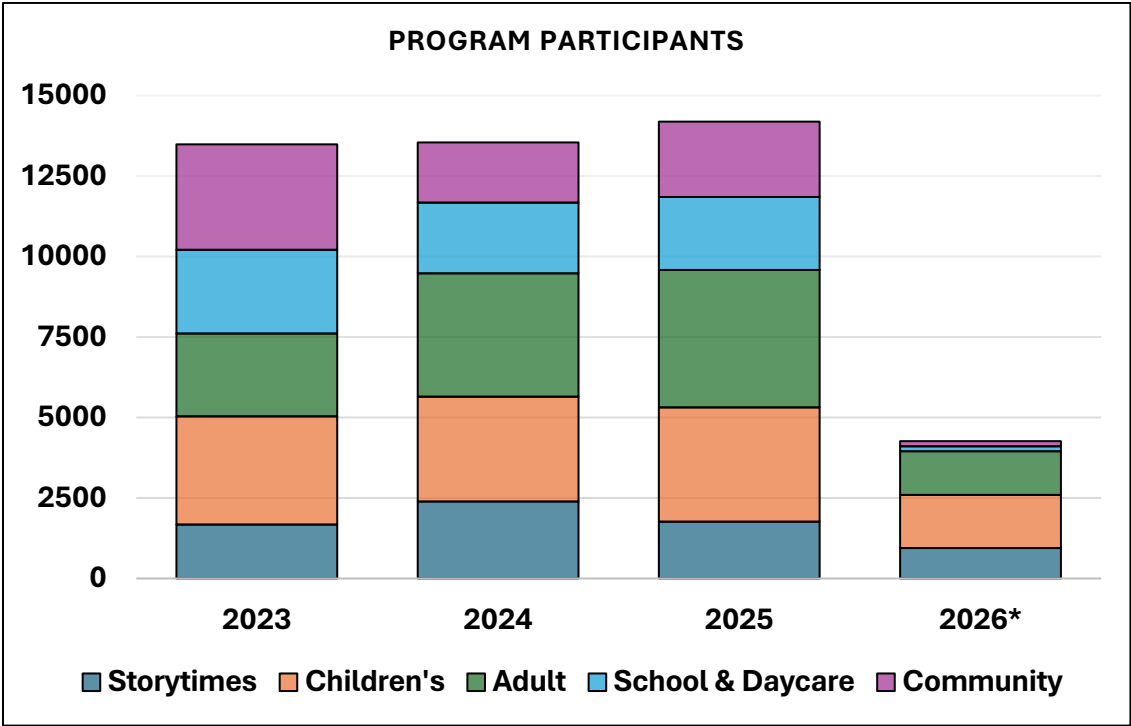
\*Data collected to March 31, 2026

“The collection is well-curated and clearly organized...the selection feels intentional and gets updated regularly.”

“Love going to my library! Books and loads of other things available to borrow. Friendly knowledgeable staff!”

EAST GWILLIMBURY PUBLIC LIBRARY BOARD

CONNECTING WITH OUR COMMUNITY



\*Data collected to March 31, 2026

“Round of applause for the best community centre & the best library...FREE classes every week to keep our kids curious and engaged.”

“My kids find the educational activities quite fun and engaging, and the staff provide a positive and supportive environment which encourages them to continue to attend.”

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD****2023-2026 LIBRARY BOARD ACHIEVEMENTS, OBSERVATIONS AND RECOMENDATIONS**

The EGPL Board ending 2026 took the opportunity to provide feedback on their tenure through a series of questions in the form of a survey.

The library is generally perceived positively by those who use it, particularly families with young children, youth, and seniors, who view it as an essential community resource. It is appreciated for its leisure reading and digital resources, which offer cost savings. However, individuals who do not use the library may perceive it as an unnecessary use of public funds or feel disengaged from its value. Overall, the library is seen as a welcoming space, though community awareness could be improved.

The municipal council generally views the library positively, recognizing it as a vital resource and a benefit to taxpayers. Support varies among council members, with some expressing concerns about funding and resource allocation. The opening of the Queensville Branch and budget metrics have reinforced the library's value. Advocacy by council representatives and the library's partnership with the town have strengthened relations. However, there are mixed views, with some councillors less favorable, and social pressure exists to prioritize other essential services. Historically, the library's role has sometimes conflicted with municipal priorities, but recent collaboration has improved the relationship.

Key community partners generally view the library positively, recognizing it as an important and trusted resource that supports initiatives benefiting residents. While some partners may not fully appreciate its value, most regard the library as approachable and inclusive, with positive relationships established primarily with those who already view it favourably. The library is seen as a complement to community efforts, valued for its staff's role in organizing events and enhancing the town's image. However, there is a need

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD**

for the library to remain prominent in partners' minds, as it is sometimes considered an afterthought in decision-making processes.

Which community partners are most important to the library at this time?

- Municipality/Municipal Departments (85%)
- Schools/School Boards (62%)
- Community Agencies/Non-Profits (62%)
- Cultural Organizations (62%)
- Indigenous Partners (54%)
- Social Service Providers (46%)
- Business Community (31%)
- Public Health Partners (8%)

The Board faced several governance issues, including understanding the municipality's role, focusing on policy oversight and strategic direction, and managing the Queensville Branch opening. Key challenges included recruiting and onboarding a new CEO, ensuring accountability between the Town and the Library, and maintaining financial oversight. The Board also addressed changes in board recruitment and stability, supported organizational changes, and strengthened its advocacy role through policy. The relationship with the council improved with the addition of a second liaison, enhancing representation and accountability. Despite these challenges, the Board reported smooth operations and successful project completions.

The Board's most significant accomplishments included opening the Queensville branch, fulfilling the Public Service Growth Plan, and securing funding for staffing and resources. They successfully recruited and onboarded a new CEO, enhancing leadership and staff development. The Board also celebrated the library's 50th anniversary, established an Administrative Services Agreement with The Town of East Gwillimbury and launched the HALP. Additionally, they expanded community partnerships, improved the library's profile, and completed important capital improvements to physical spaces and IT infrastructure.

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When reviewing areas/goals that were not accomplished, there were five themes that emerged.

**1. EXPANDING SERVICES FOR MARGINALIZED AND UNDERSERVED GROUPS**

Several responses point to unfinished work around better serving marginalized communities and people facing barriers. Participants see an ongoing need to broaden and deepen services for marginalized groups, especially in areas that support life skills and social inclusion.

**2. IMPROVED OUTREACH AND “MEETING PEOPLE WHERE THEY ARE”**

Some participants feel outreach could have gone further. There is a desire to extend services beyond the library building, especially to seniors, people who are homebound, and community sites like long-term care homes, schools, and hospitals.

**3. BOARD ADVOCACY AND FUNDING**

One response highlighted underused potential in advocacy for resources. Participants feel the Board could strengthen its advocacy role to secure additional funding to support library priorities.

**4. BOARD ENGAGEMENT IN EVENTS AND REPRESENTATION**

Greater rotation and involvement of all Board members in events and speaking roles is seen as a way to boost engagement and connection with the library’s work.

**5. CLARIFYING AND FOCUSING LIBRARY GOALS**

While many felt goals were achieved, there is a concern about how goals are defined and communicated. Participants would like clearer, more concise strategic directives to avoid goal sprawl and provide sharper focus.

**BOARD EFFECTIVENESS**

54% of respondents reported that the Board was ‘very effective’ and the remainder responded ‘effective’. The responses highlight the importance of understanding governance versus operations, supporting library administration, and ensuring strategic plans guide business decisions. Key

## EAST GWILLIMBURY PUBLIC LIBRARY BOARD

actions include open discussions, management reorganization, and reserve fund utilization. A balanced Board of experienced and new trustees is crucial for continuity and effective governance, requiring knowledge of the Public Libraries Act and municipal governance. The Board's diverse strengths facilitated respectful decision-making and policy development, particularly in human resources. A strong chair is vital for focused meetings. Efforts also included building a vibrant collection, supporting new staff hires, maintaining financial accountability, and engaging in fundraising advocacy.

## RECOMMENDATIONS FOR INCOMING BOARD MEMBERS

THEME	EXAMPLE ACTIONS
<b>1. Advocacy and Relationship-Building with Council and Municipal Government</b>	<ul style="list-style-type: none"> <li>- Schedule early <b>introductory meetings</b> with the new mayor and new councillors.</li> <li>- Invite council representatives to <b>attend library board meetings</b> regularly.</li> <li>- Develop and deliver a <b>brief orientation</b> for council reps on the Board's governance role.</li> <li>- Hold a <b>joint workshop</b> with council to clarify mutual priorities and expectations.</li> <li>- Begin building <b>relationships with provincial and federal representatives</b> for future advocacy.</li> </ul>
<b>2. Board Visibility, Presence, and Advocacy in the Community</b>	<ul style="list-style-type: none"> <li>- Ensure Board members have a <b>visible presence at community events</b> (e.g., MA Sports Day, Book Sale, Farmers' Market).</li> <li>- Encourage Board members to <b>visit branches</b>, talk with staff, and learn about programs firsthand.</li> <li>- Include a <b>"Board Corner"</b> in library newsletters or at events to highlight board roles and activities.</li> <li>- Encourage Board members to <b>speak informally with residents</b> at events to gather feedback and stories.</li> </ul>
<b>3. Library as a Central Community Hub in Each Village</b>	<ul style="list-style-type: none"> <li>- Develop a <b>positioning statement</b> describing the library as the central hub in each village.</li> <li>- Explore adding or expanding <b>practical services</b> (e.g., garbage tags and similar services) to draw more</li> </ul>

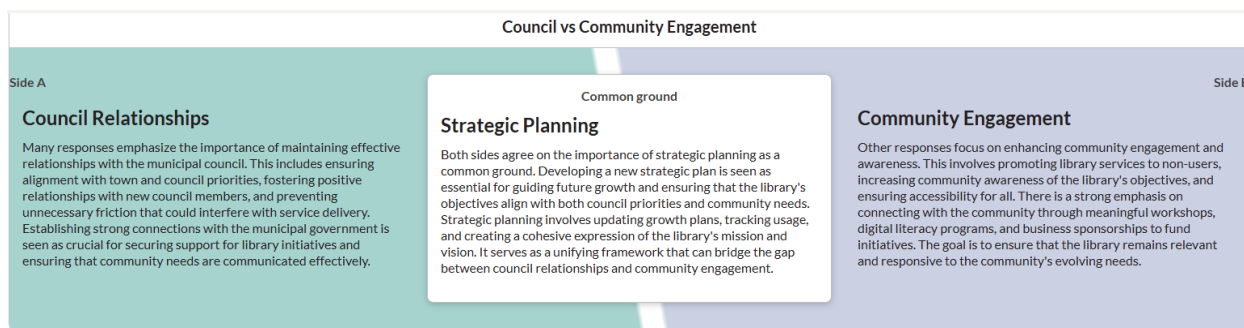
## EAST GWILLIMBURY PUBLIC LIBRARY BOARD

THEME	EXAMPLE ACTIONS
	<p>residents into branches.</p> <ul style="list-style-type: none"> <li>- Actively seek a <b>seat at planning tables</b> for Green Earth Village and related projects.</li> <li>- Explore <b>partnership opportunities with the new hospital</b> or other services in Green Earth Village.</li> <li>- Integrate the “hub” concept into <b>communications and advocacy messages</b>.</li> </ul>
<p><b>4. Outreach, Education, and Awareness for the Public</b></p>	<ul style="list-style-type: none"> <li>- Create a <b>plan to educate non-users</b> about the value of the library (e.g., targeted campaigns, community presentations).</li> <li>- Establish a <b>regular outreach schedule</b> (e.g., monthly) to schools/principals to share programs that align with student needs.</li> <li>- Develop <b>simple materials</b> (flyers, emails, talking points) that highlight key library benefits and services.</li> <li>- Encourage board members to <b>promote library programs</b> through their personal networks and community groups.</li> </ul>
<p><b>5. Strategic Growth, Planning, and Continuity of Support</b></p>	<ul style="list-style-type: none"> <li>- Review and update the <b>Library Service Growth Plan</b> to reflect rapid growth and the shift toward Green Earth Village.</li> <li>- Include <b>continuity of council and community support</b> as a key strategic priority in board planning documents.</li> <li>- Use Board meetings to <b>monitor growth-related pressures</b> (space, services, resources) and align advocacy with these needs.</li> <li>- Prepare <b>clear, concise summaries</b> of growth needs to share with council and community stakeholders.</li> </ul>
<p><b>6. Board Governance, Chair Role, and Succession Planning</b></p>	<ul style="list-style-type: none"> <li>- Define and document <b>essential vs. optional responsibilities</b> for the Board Chair.</li> <li>- Develop a <b>Chair succession plan</b>, including identifying and mentoring potential future chairs.</li> <li>- Create a brief <b>“Board Chair role profile”</b> that reflects what the Board wants and expects from its Chair.</li> </ul>

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THEME	EXAMPLE ACTIONS
	<ul style="list-style-type: none"> <li>- Offer a <b>governance education series</b> for Board members and council reps serving on the Board.</li> </ul>
<b>7. Fundraising, Donations, and External Networks</b>	<ul style="list-style-type: none"> <li>- Network with <b>broader community groups</b> to increase awareness and invite donations or sponsorships.</li> <li>- Identify and cultivate <b>community champions</b> who can support fundraising efforts.</li> <li>- Connect with <b>other library boards</b> to share resources, ideas, and best practices.</li> <li>- Consider <b>small, visible fundraising initiatives</b> linked to community events to build momentum.</li> </ul>
<b>8. Literacy and Community-Focused Services</b>	<ul style="list-style-type: none"> <li>- Highlight and advocate for <b>literacy programs for all ages</b> in conversations with council and community groups.</li> <li>- Ensure literacy and learning remain <b>central in messaging</b> about the library's impact.</li> <li>- Encourage Board members to <b>attend key programs</b> (e.g., literacy events) to better understand needs and successes.</li> <li>- Integrate community priorities (like literacy) into <b>all advocacy and outreach plans</b>.</li> </ul>

The Board could enhance its leadership by focusing on succession planning, particularly for the Chair and Vice-Chair roles, ensuring these positions are well-prepared and supported. Improving onboarding processes for new members and fostering relationships and team building are crucial. Meetings should be more focused, avoiding unnecessary details. Clear documentation of roles, expectations, and committee responsibilities will aid in effective governance. Leadership should facilitate shared responsibilities, preventing overburdening the Chair and promoting successful succession. Strengthening community connections and maintaining a well-rounded board with diverse skills are also recommended for future effectiveness.

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD****Government and Leadership Competencies Ranked (from most important to least)**

- Strategic thinking
- Governance experience
- Financial literacy
- Community engagement
- Relationship-building with council
- Equity, diversity and inclusion awareness
- Legal/policy understanding
- Advocacy
- Local community knowledge
- Public sector accountability
- Risk management
- Human resources/labour relations awareness
- Experience in education, culture, or libraries

Responses highlight the need for diverse representation, including seniors, parents, minority groups, LGBTQ, and visible minorities. Suggestions include adding a youth seat and professionals from legal, HR, technology, education, social services, and business sectors. Emphasis is placed on attracting a broad applicant pool and avoiding appointments based on personal agendas. Some respondents feel the current board is diverse, while others stress the importance of connecting with local schools, churches, and retirement homes. Ensuring diversity and community reflection in appointments is a recurring theme.

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Incoming Board members should focus on governance, avoiding operational tasks, and ensure meetings are efficiently managed by a strong Chair. Building relationships among members is crucial for facilitating difficult discussions. Members should bring their unique skills and perspectives, advocating passionately for community advancement. Preparation, active participation, and diverse viewpoints are essential in meetings. Understanding library systems and council activities is vital to adapt to changes. Patience, learning, and community involvement are emphasized, along with fostering unity and cooperation. Listening and learning about library work's complexities and diverse approaches are also important.

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD****HOW TO BECOME A LIBRARY BOARD MEMBER****BOARD COMPOSITION**

The East Gwillimbury Public Library Board is established and supported by the Town of East Gwillimbury in accordance with Ontario's *Public Libraries Act*. At the beginning of each new Council term, Municipal Council appoints Library Board members by resolution. This process helps ensure the Board reflects both community interests and municipal priorities.

The East Gwillimbury Public Library Board consists of between eight and thirteen members. This includes up to two members of Municipal Council, with the remaining positions filled by residents of the community who bring a range of skills, experiences, and insights to the Board's work.

**ELIGIBILITY AND QUALIFICATIONS**

Library Board members must meet the eligibility requirements set out in the *Public Libraries Act*. In general, this means members must be at least 18 years old, be a permanent resident of Canada, and live in the municipality served by the Library. To ensure appropriate governance and avoid conflicts of interest, Board members cannot be employees of the Library or of the Town.

**TERM OF APPOINTMENT**

Library Board members are appointed for a term that aligns with the four-year term of Municipal Council. Members continue to serve until their successors are appointed and may be reappointed for additional terms. This approach supports both continuity and renewal, allowing the Board to benefit from experienced members while also welcoming new voices over time.

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD****LIBRARY BOARD MEMBER JOB PROFILE****POSITION SYNOPSIS AND PURPOSE**

Public Library Boards are governing boards, legal corporations with the authority to make policy and to govern the library's affairs under the *Public Libraries Act, R.S.O. 1990, c. P.44*. The Board:

- Sets the vision, mission, values and, strategic direction for the Library through strategic planning techniques, determining a strategy map to reach those goals.
- Makes policies within the framework of legislation and regulations.
- Oversees the library's finances in accordance with public accounting principles and requirements and municipal budget policy and procedures.
- Monitors overall effectiveness of the Library in meeting community needs in an efficient and responsive manner and evaluates progress on the strategic plan.
- Hires and evaluates a qualified Chief Executive Officer to implement the strategic plan and to manage the daily operations of the library.
- The Library Board has the authority to act on behalf of the library. Individual board members have no authority to act on their own. The board speaks with "one voice."

**MAJOR RESPONSIBILITIES**

As a member of a Library Board, a member must act honestly and in good faith and in the best interests of the library. This means the interests of the library take precedence over personal interests or those of any group with which the member is associated and/or may favour.

Along with the governance, legal and fiscal roles, Library Board members are expected to support and participate in community engagement by:

- Sustaining the library as an essential community service.
- Advocating the library's role in the community.
- Maintaining an open dialogue with the community.

## EAST GWILLIMBURY PUBLIC LIBRARY BOARD

- Building strong relationships with municipal council
- Being aware of the municipal planning context
- Developing strategic partnerships with community groups and leaders

In order to fulfill the above responsibilities, East Gwillimbury Public Library requires a well-rounded Library Board with competent, experienced members. The Board should also reflect the diversity of the Town and the surrounding communities that it serves. The member's job is not an easy one: it requires the ability to work towards a vision and to think in broad, future-oriented terms while maintaining a commitment to move vision to reality. This requires understanding and discussing the philosophical aspects of library service while implementing the necessary governance measures to achieve desired services.

Each member must uphold the overall vision, purpose and values of the Library while acting strategically in the best interests of the public good.

### **DUTIES AND RESPONSIBILITIES OF THE CHAIR**

"A Board shall elect one of its members as chair at its first meeting in a new term." The Chair will hold office for 2 (two) years and may be reappointed for one or more further terms. The Chair may be removed from office by a two-thirds majority vote of the Board. If the Chair resigns or is removed from office, the successor will hold office for the balance of the term of appointment of the Chair. The primary role of the Chair of the Board is to ensure the proper functioning of the Board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure.

The Chair of the Board:

- Shall preside at all meetings of the Board, preserve order, and decide all questions of order subject to appeal to the Board.
- Vote on any question before the Board. *"Any question on which there is an equality of votes shall be deemed to be negative."* (P.L.A. - Section 16(6)).

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD**

- Serves as an ex-officio member of all standing and ad hoc committees of the Board and will attend meetings as necessary.
- Is one of four signing officers for all accounts held in the name of the Board in a chartered bank, trust company or credit union approved by the Board.
- Signs any contracts, documents or instruments pertaining to Board business.
- Acts as the official representative of the Board, alone or with other members, at any public or private meeting for the purpose of conducting, promoting or completing the business of the Board.
- Determines the responsibility of committees to deal with matters which arise where it is unclear which committee has the responsibility, subject to eventual confirmation by the Board.
- Initiates the process for the Chief Executive Officer's annual performance review, as defined by the Board.
- Advises the Board Vice-Chair, if for any reason the Chair is temporarily unable to perform these functions.
- Ensures that vacancies on Board committees are filled as soon as possible.
- Shall not commit the Board to any course of action in the absence of the specific authority of the Board.

**DUTIES AND RESPONSIBILITIES OF THE VICE-CHAIR**

One or two Vice-Chairs may be elected. The Vice-Chair will hold office for 2 (two) years and may be reappointed for one or more further terms. The Vice-Chair may be removed from office by a two-thirds majority vote of the Board. If the Vice-Chair resigns or is removed from office, the successor will hold office for the balance of the term.

The primary role of the Vice-Chair of the Board is to ensure the proper functioning of the Board and the proper conduct of Board business, if for any reason the Chair is not available.

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD**

- The Vice-Chair presides at Board meetings for any periods during which the Chair is present at the meeting but temporarily leaves the chair, and/or for the discussion of any item in which the Chair has declared a pecuniary or conflict of interest.
- In the absence of the Chair, the Vice-Chair: exercises all powers and performs all duties of the Chair listed above and exercises such duties as may, from time to time, be assigned by the Board.
- Should the Chair resign or be unable to continue to preside, the Vice-Chair shall act as Chair until the appointment of a new Chair by the Board.

In the absence of the Chair and the Vice-Chair, the Board may appoint one of its members as Acting Chair. The Acting Chair adopts all the duties of the Chair for the duration of the meeting for which they were appointed.

**TIME COMMITMENT**

The Library Board holds 10 regular monthly meetings a year. The time commitment includes preparation time to read and consider reports and other information on library systems and public trends. Board meetings are generally two to three hours in length.

Board members are also required to participate on a variety of committees of the board. These are established to deal with specific matters such as the evaluation of the Chief Executive Officer, recruitment and/or dismissal etc. Also, Board members are encouraged to represent the library on external bodies and committees such as the Ontario Library Boards' Association, OLS, etc. if possible. Time commitments may vary.

**COMPETENCIES**

The core competencies and qualifications for an East Gwillimbury Library Board Member are:

- Belief that the public Library provides a unique and essential service to all citizens;
- Ability to seek and listen to input from all stakeholders;

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD**

- Ability to approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes; and
- Time and energy.

**MINIMUM QUALIFICATIONS**

The *Public Libraries Act* defines the governance of public libraries in Ontario. According to the Act, a person is qualified to be appointed as a member of a board who is:

- a member of the appointing council
- at least eighteen years old
- a permanent resident
- a resident of the municipality for which the board is established
- is not employed by the board or by the municipality.

**PREFERRED QUALIFICATIONS****NETWORKING**

Direct experience with local groups related to the library Other board experience

**BUSINESS**

Knowledge and skills related to corporate and/or small businesses e.g. information, organization, management, finance.

**PROFESSIONAL**

Knowledge and skills in one or more of the following: finance, accounting, public relations, architecture, engineering, education and literacy

**CHARACTER COMMUNITY ATTRIBUTES**

- Optimism
- Initiative
- Perseverance
- Respect
- Responsibility
- Honesty
- Integrity
- Inclusiveness
- Fairness
- Trust
- Courage
- Innovation
- Compassion

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD**

**TOWN OF EAST GWILLIMBURY STRATEGIC PILLARS**

**QUALITY PROGRAMS & SERVICES**

Provide affordable programs and services which celebrate our quality of place, culture, heritage, and natural environment while promoting a healthy, inclusive, and safe community.

**RESPONSIBLE GROWTH & ENVIRONMENTAL STEWARDSHIP**

Ensure responsible and balanced growth management by incorporating progressive standards and a commitment to preserve our environment and heritage as we grow.

**BUILD COMPLETE COMMUNITIES**

Invest in core infrastructure to connect and serve our growing community.

**CULTURE OF MUNICIPAL EXCELLENCE**

Foster a culture of service excellence, engagement, and transparency.

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD****CLOSING COMMENTS**

EGPL's accomplishments from 2023–2026 reflect a library system that has strengthened its foundations, modernized its services, and planned responsibly for the future of East Gwillimbury. Guided by the Strategic Plan and the Library Services Growth Plan, we have built a system equipped with the resources, spaces, and services needed to support a growing and evolving community.

A defining milestone of this term was the launch of the Queensville Branch, which added 18,400 square feet of vibrant, purpose-built space, including a 30,000-item collection, dedicated children's area, a makerspace, a design studio, and flexible program and study spaces throughout.

The Library continued to serve residents across East Gwillimbury through a network of accessible service points including the Mount Albert, Holland Landing, and Queensville Branches, the Library Locker, and the Digital Library. Together, these connection points ensure that all residents have easy access to library services, programs, and collections, reinforcing our commitment to exceptional experiences.

We are well positioned to meet our community's changing needs and to continue delivering a public library system that is accessible, inclusive, and future-ready. We invite community members interested in contributing their skills and perspectives by serving on the Library Board to visit the [EGPL Library Board Webpage](#) and make application to participate in public library leadership.

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD**

**APPENDIX: N6+1 STATISTICS COMPARISON**

<b>METRIC</b>	<b>AURORA</b>	<b>BRADFORD</b>	<b>EGPL</b>	<b>GEORGINA</b>	<b>KING</b>	<b>NEWMARKET</b>	<b>WHITCHURCH-STOUFFVILLE</b>
<b>Resident Population Served</b>	65,970	44,125	39,000	50,519	29,467	91,670	37,730
<b>Resident Households Served</b>	22,307	14,562	13,069	18,489	10,769	30,929	18,626
<b>No. of Active Library Cardholders</b>	25,406	16,740	8,610	9,296	5,539	22,234	18,947
<b>No. of programs held annually</b>	1,928	767	1,157	583	876	923	2,369
<b>Annual program attendance</b>	34,575	16,061	12,941	14,514	11,249	9,521	29,674
<b>Room Bookings</b>	0	399	1,154	201	193	369	2,435
<b>Total, combined square footage</b>	44,560	40,000	15,000	40,000	28,728	35,000	32,000
<b>Hours of Operation</b>	66	64	47	53	46	56	56
<b>Total Print Volumes Held</b>	115,368	87,875	53,173	88,618	36,115	200,802	86,870
<b>Local Operating Municipal Funding</b>	4,121,992	3,066,802	2,166,382	3,353,540	2,223,480	3,781,775	2,595,780

**Note.** Adapted from *Ontario Public Library Statistics (2024)*, Government of Ontario, 2024, Ontario.ca (<https://www.ontario.ca/page/ontario-public-library-statistics>). Copyright 2024 by the King’s Printer for Ontario.

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD  
MEETING MINUTES  
Monday, May 25, 2026, 7:00 p.m.  
Holland Landing Branch**

---

**Participants**

Christine Glenn, Chair  
Loralea Carruthers, Councillor  
Catherine Rae, Board Member  
Diana Robichaud, Board Member  
Lars Opalinski, Board Member  
Srihari Karu, Board Member  
Stephen Gill, Board Member  
Timothy Houlahan, Board Member

**Library Staff**

Sandra Sydor, Chief Executive Officer  
Heather Alblas, Director Community Engagement & Projects

**Absent**

Kayla Crone, Vice-Chair  
Janelle Ng, Board Member  
Tara Roy-DiClemente, Councillor

---

**1. CALL TO ORDER & LAND ACKNOWLEDGEMENT**

The meeting was called to order at 7:01 p.m.

The East Gwillimbury Public Library recognizes and acknowledges the lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples; we would like to thank them for sharing this land.

We would also like to acknowledge the Chippewas of Georgina Island First Nation as EG's closest First Nation community and recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands, and we join them in these responsibilities.

**2. DECLARATION OF INTEREST**

None.

### 3. CHANGES TO AND ADOPTION OF THE AGENDA

**Motion: BE IT RESOLVED that the May 25, 2026, Agenda be adopted.**

Moved by: S. Gill

Seconded by: T. Houlahan

Motion carried: 2026-47

### 4. PRESENTATION

#### 4.1 Department Update with Lyndsay Irvine, Manager, Customer Experience

The department update presentation was postponed.

### 5. BOARD DEVELOPMENT

#### 5.1 Succession Committee Chair's Verbal Update

C. Glenn expressed appreciation to board and staff for completing the survey.

#### 5.2 [Board Legacy Feedback Survey](#)

D. Robichaud summarized the survey results and highlighted future opportunities to strengthen advocacy and build strong relationships with the new Council. She also emphasized the importance of training the new board on the distinction between Library operations and Board governance.

#### 5.3 Community Relations Board Recruitment Events Sign-up Sheet

Board recruitment activities will include a Lunch & Learn at the Pride and National Indigenous History Month (NIHM) celebration at the HALP on Saturday, June 20, 2026. Board members are invited to participate on the panel. S. Giannitsopoulou, the Town of East Gwillimbury's People and Belonging Accessibility, Indigeneity and Equity Coordinator, will be asked to prepare a brief talk on building a Library Board that reflects the diversity of our community.

A Board member is also required to share words of welcome at the June 20th unveiling of Indigenous signage for the Queensville Boardroom, Flex Space and study rooms.

The Board requested that the CEO report back on the authority of Council in the applicant interview process and the appointment of the 2027-2030 Library Board.

### 6. CONSENT ITEMS

#### 6.1 Adoption of the April 27, 2026, Library Board MINUTES

#### 6.2 Correspondence, Media, Memoranda for Information

a) Collection Development & Local History Policy

- b) Corporate Purchasing Card Policy
- c) Donations Policy
- d) Emergency Response & Evacuation Policy
- e) Flexible Work Policy
- f) Hours of Work & Employment Administration
- g) Media Policy
- h) Programming Policy
- i) Unattended Children Policy
- j) EGPL Board Legacy Document Draft
- k) EGPL Request for Quotation – 2027–2030 Strategic Plan
- l) EGPL – York Broadband Strategy Support Letter
- m) FOL Meeting Minutes April 16, 2026
- n) Media Release – [Coalition of Alberta Public Libraries Bill 28](#)
- o) TOEG Yonge Street Revitalization Newsletter May 2026

### 6.3 Committee Minutes/Reports

- a) Succession Committee Meeting Minutes April 27, 2026
- b) Policy Committee Meeting Minutes April 15, 2026

**Motion: BE IT RESOLVED that the Consent Items be received.**

Moved by: D. Robichaud

Seconded by: S. Karu

Motion carried: 2026-48

## 7. DISCUSSION PERIOD

### 7.1 CEO Administrative Report April 2026 – SR2026-19

S. Sydor provided a summary of the CEO Administrative Report.

**Motion: BE IT RESOLVED THAT the Board receives the April 2026 CEO Administrative Report – SR2026-19 for information.**

Moved by: L. Carruthers

Seconded by: C. Rae

Motion carried: 2026-49

### 7.2 Queensville Branch HALP Report April 2026 – SR2026-20

S. Sydor provided a summary of the HALP Report. She noted that the HALP Report will be terminated after the June 2026 report. Any outstanding Queensville updates will be incorporated into the relevant standard report. H. Alblas provided an update on Queensville Branch deficiencies.

**Motion: BE IT RESOLVED THAT the Board receives the Queensville Branch HALP Report April 2026 – SR2026-20 for information.**

Moved by: L. Carruthers  
 Seconded by: L. Opalinski  
 Motion carried: 2026-50

**7.3 April 2026 Financial Report – SR2026-21**

- a) April 2026 Operating Budget Variance Analysis
- b) April 2026 Operating Prior YTD Comparison
- c) April 2026 Fundraising Detail Report
- d) April 2026 Transaction Detail Report
- e) Capital Projects Report

S. Sydor provided a summary of the Financial Reports.

T. Houlahan asked about the Transfers listed in the Operating Budget Variance Analysis Report; S. Sydor clarified that the Queensville Branch at the HALP continues to be funded through a draw from Reserves.

Following up on the April Board meeting, S. Sydor noted that all customers on the Hotspot waitlist received information about the new Hotspot Agreement and Policy. She also advised that a request letter from the Board will be sent to Rogers asking for a credit on the library's account to cover the remaining roaming fees from the Hotspot lending incident.

**Motion: BE IT RESOLVED THAT the Library Board receives the March 2026 Financial Report – SR2026-21 for information.**

Moved by: L. Carruthers  
 Seconded by: S. Karu  
 Motion carried: 2026-51

**7.4 Council Verbal Update**

L. Carruthers shared the Town of East Gwillimbury is receiving many development applications for Green Earth Village and surrounding areas. The Town will host a public open house on Green Earth Village in the Learning Pod at the HALP on June 11, 2026, from 5 – 8 p.m.

L. Carruthers noted that a Code of Conduct breach had recently been filed against an Advisory Committee member for a social media post. She said this serves as a reminder that Board members are subject to the Code of Conduct when posting publicly.

Garlic Mustard is an invasive plant to York Region. The EG Environmental Advisory Committee (EAC) and the EG Gardeners will host a Garlic Mustard Pull on June 6, 2026, from 10 a.m. – 12 p.m. at Rogers Reservoir.

An updated Active Transportation and Trails Master Plan came forward to Council with plans for expanding active transportation and trails in East Gwillimbury.

**Motion: BE IT RESOLVED THAT that the Council Verbal Update be received.**

Moved by: T. Houlahan

Seconded by: S. Gill

Motion carried: 2026-52

### **7.5 Community/Advocacy Activities**

T. Houlahan noted last Thursday the Community Legal Clinic of York Region opened its first permanent clinic in north York Region in Central Newmarket.

D. Robichaud noted 2026 is the 10-year anniversary of the EGPL Food Pantry. A public acknowledgement will be made in Fall 2026.

L. Carruthers emphasized the value and affordability of Library services to the community and noted that this is an important advocacy point.

S. Sydor shared that the Library is updating the 2025 Valuing Ontario Libraries Toolkit (VOLT), which highlights the public library's social value. The data will be included in the Fall budget presentation.

### **8. BUSINESS ARISING FROM THE MINUTES OF APRIL 27, 2026**

None.

### **9. NEW BUSINESS**

None.

### **10. IN CAMERA**

None.

### **11. ADJOURNMENT**

**Motion: BE IT RESOLVED THAT the May 25, 2026, Library Board Meeting be adjourned at 8:36 p.m.**

Moved by: D. Robichaud

Seconded by: T. Houlahan

Motion carried: 2026-53

The next regularly scheduled meeting date is **Monday, June 22, 2026, 7:00 p.m. at the Queensville Branch**. Please contact Sandra Sydor, Chief Executive Officer, at [ssydor@egpl.ca](mailto:ssydor@egpl.ca) if you are unable to attend.



# Library Board Term in Review

**Srihari Karu**  
Library Board Trustee



## Library Board

**Christine Glenn**, *Chair*

**Kayla Crone**, *Vice Chair*

**Stephen Gill**, *Trustee*

**Timothy Houlahan**, *Trustee*

**Srihari Karu**, *Trustee*

**Janelle Ng**, *Trustee*

**Lars Opalinski**, *Trustee*

**Catherine Rae**, *Trustee*

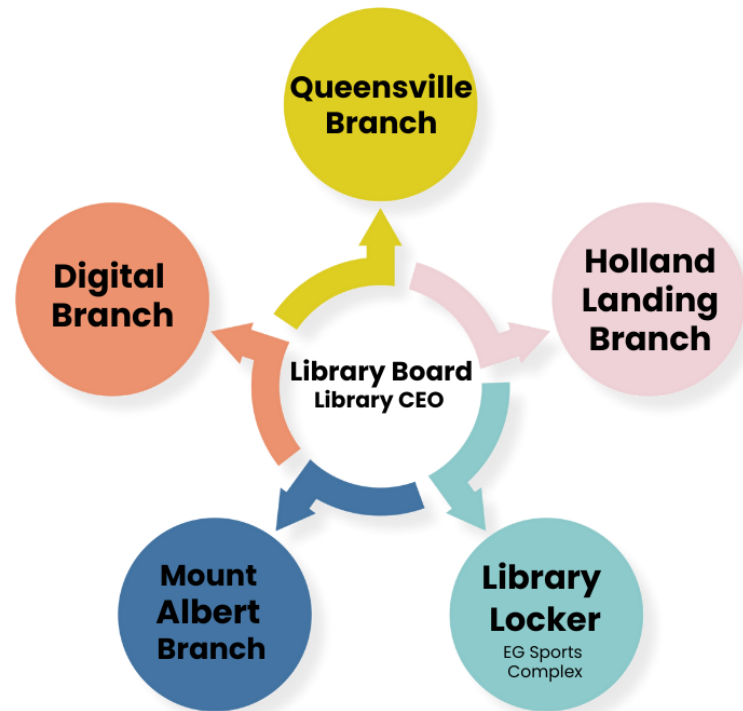
**Diana Robichaud**, *Trustee*

**Tara Roy-DiClemente**, *Council Liaison*

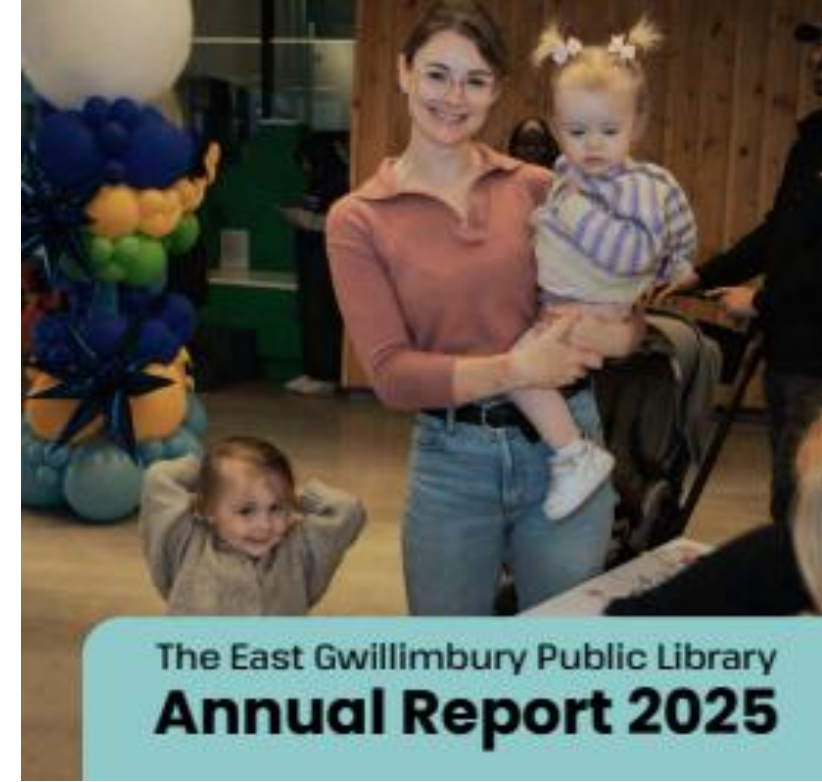
**Loralea Carruthers**, *Council Liaison*

# Supporting a Growing and Evolving Community

# Supporting the Community Through Growth



## LIBRARY SERVICES GROWTH PLAN



# Reporting to our Community

Library Board Term 2023-2026



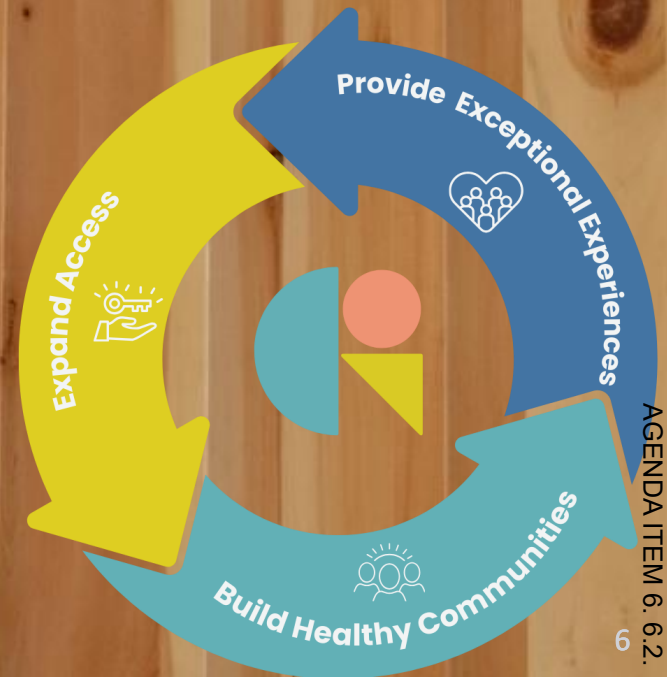
**Strategic Plan 2023-2026**  
**Key Deliverables**

**Sandra Sydor**  
Library CEO



# Strategic Priorities

Reflecting our community's needs, our Strategic Plan is focused around three areas, working together to empower people and enrich lives within East Gwillimbury.





# Strengthening Community Through Shared Priorities



### Strategic Priority:

## Build Healthy Communities

Respond to growth - Enrich our programs and partnerships - Connect with our community

- ✓ Sensory-inclusive programs and English language learning support
- ✓ Indigenous-led Learning Circles to inform Anishinaabe language signage
- ✓ Sustainable environmental learning opportunities
- ✓ Continued community-focused initiatives at the Holland Landing Food Pantry



### Strategic Priority:

## Expand Access through Modernization and Service Innovation

Build a vibrant collection - Remove barriers - Enhance our spaces and support digital literacy

- ✓ A redesigned website with improved accessibility
- ✓ Upgraded public internet infrastructure and expanded self-service functions
- ✓ Expanded digital literacy opportunities with new technology-focused Library of Things items
- ✓ Cyber Incident Library Circulation Response Plan



### Strategic Priority:

## Deliver Exceptional Experiences and Strengthen Internal Capacity

Commit to exceptionality – Support our Staff – Improve Reach – Evaluate Practices

- ✓ Refreshed branch spaces in the Holland Landing children's area and Mount Albert study rooms
- ✓ Implementation of a Service Delivery Model and an updated organizational structure to support a three-branch system
- ✓ Engagement, evaluation, and professional development initiatives to strengthen staff culture



**We love our local library and appreciate all the EG library locations do. Kids growing up with positive memories and experiences with their local libraries is a beautiful thing!**

**Support Staff in the Delivery of Exceptional Experiences**

**The staff at the East Gwillimbury Public Library are always super friendly and helpful. From the pleasant welcome to the kind assistance, when necessary, they all make you feel 'at home'!**



## Library Key Performance Indicators

**Heather Alblas**

Director, Community Engagement & Projects





# Engagement by Numbers

Our numbers tell a story of growth, community response, and the power of shared experiences.

Metric	2024	2025 ↗
Library Circulation Physical	161,006	181,058
Library Circulation Digital	65,823	65,122
Library Visits In-person	74,955	112,649
Library Visits Digital	204,660	278,960
Library Study Room Use	1,140	1,892
New Library Card Registrations	1,716	3,320
Programs Offered	1,112	1,229
Program Attendance	13,591	15,409
Library of Things Circulation	504	724
Makerspace Usage	61	177
Information Requests	6,318	9,132
Library Wireless Use	133,354	119,076
Public Computer Use	13,889	14,092



## How We're Serving Our Community

We are always working to improve; we measure our impact to help tell the story of how people in our community use and experience library services. Along with feedback and stories from residents, metrics help us understand access, changing needs, and the positive difference the Library makes in everyday lives.

### 2025 Numbers

#### Library Circulation



Digital  
**65,122**

Physical  
**181,058**

#### Library Programs



**1,229**  
Programs

**15,409**  
in Attendance

#### Library Cards



**3,320** New  
Registrations

**11,306**  
Active Card  
Holders

#### Library Visits



In-Person  
**112,649**

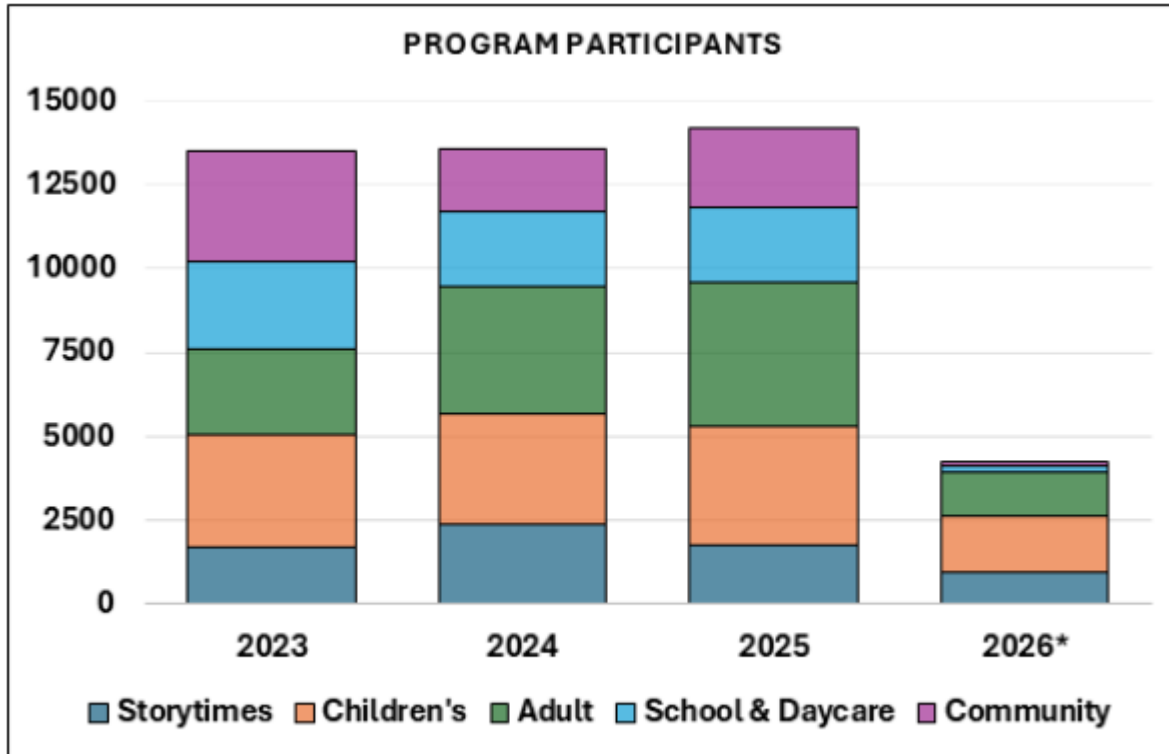
Virtual  
**278,960**

#### Food Pantry Use



**2,092**  
Clients

# Connecting with Our Community



\*Data collected to March 31, 2026

“Round of applause for the best community centre & the best library...FREE classes every week to keep our kids curious and engaged.”

“My kids find the educational activities quite fun and engaging, and the staff provide a positive and supportive environment which encourages them to continue to attend.”

## Food Pantry

The Holland Landing Food Pantry was established in 2017. It serves as a vital community resource.

The pantry is supported by 40 volunteers. Local residents, churches, and community groups also contribute support.

These combined efforts provide consistent assistance to people in need. In 2025, the pantry served 2,092 clients.

This reflects both increased demand and strong community commitment to addressing food insecurity.





## **Library Key Performance Indicators**

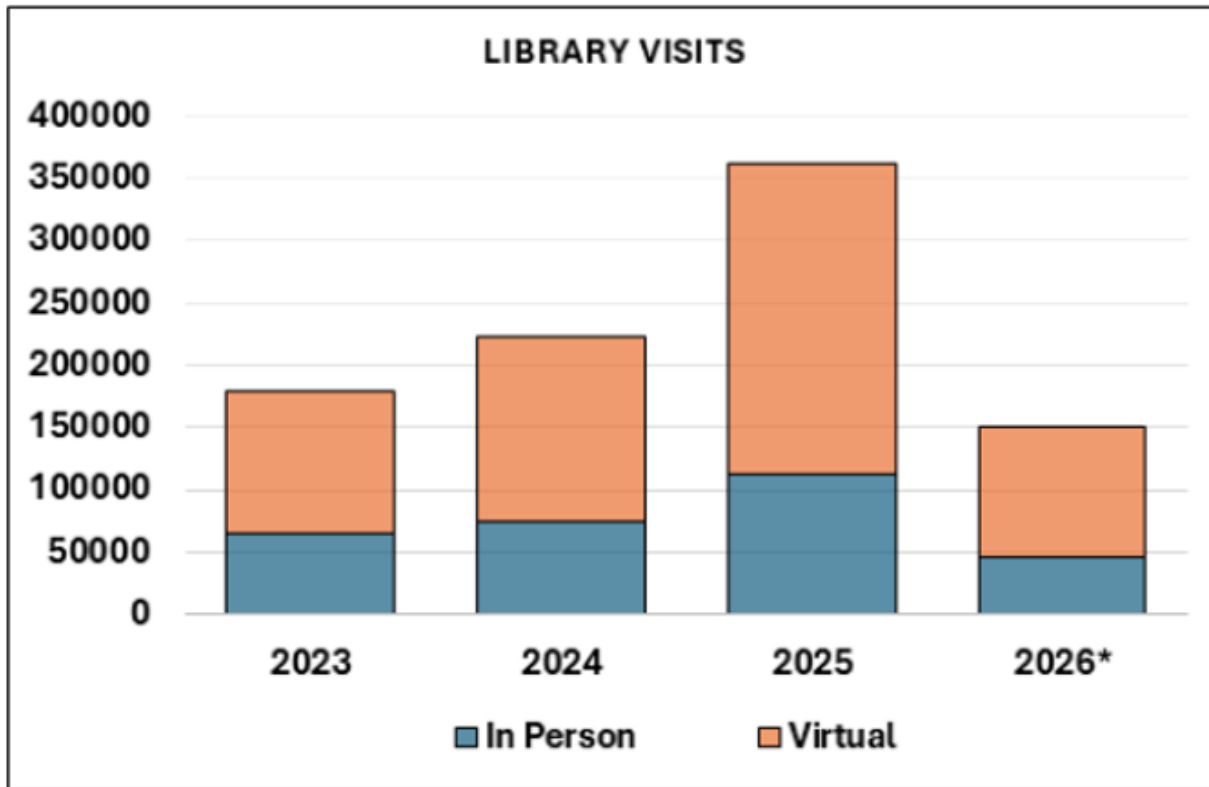
**Ben Van Gorp**

Director, Public Service & Technology



# OUR SPACES

“East Gwillimbury Public Library feels more than just a library – it’s a place where people can study, relax, and connect...It’s clear the space is designed for everyone, from students to seniors.”

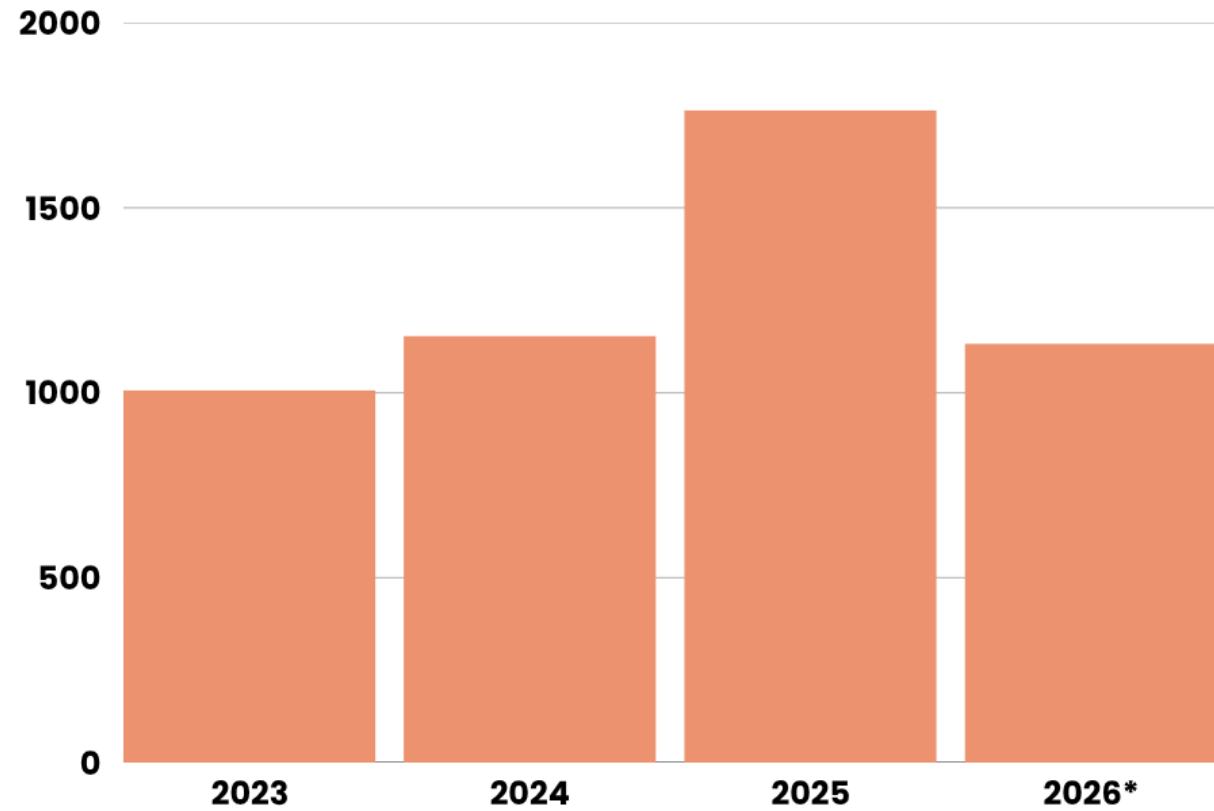


\*Data collected to March 31, 2026

Queensville Branch is one of those community libraries that immediately make you feel relaxed the moment when you walk in. The space isn't large, but it's bright, clean, and very easy to navigate. The staff are incredibly friendly and always patient.

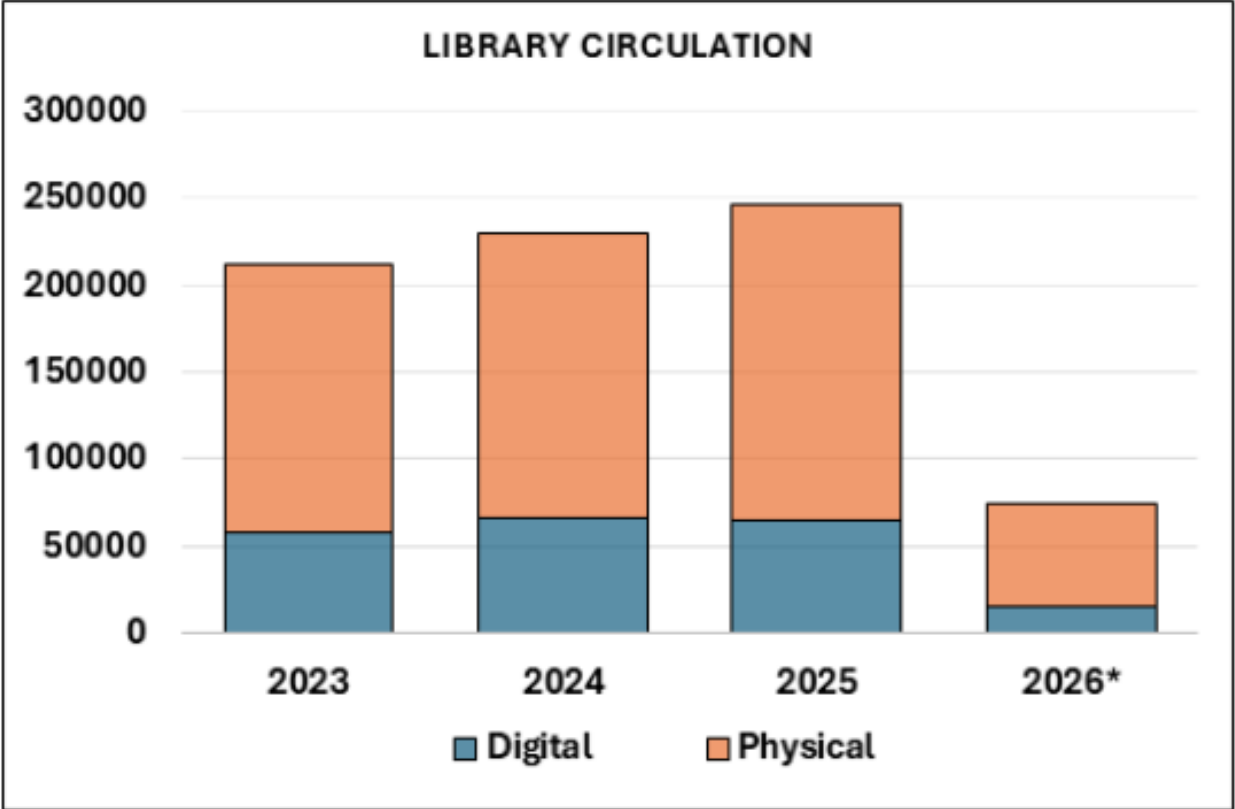
## STUDY ROOM USE

Number of Study Room Bookings



DATA COLLECTED TO MARCH 31<sup>ST</sup> 2026

# OUR COLLECTIONS

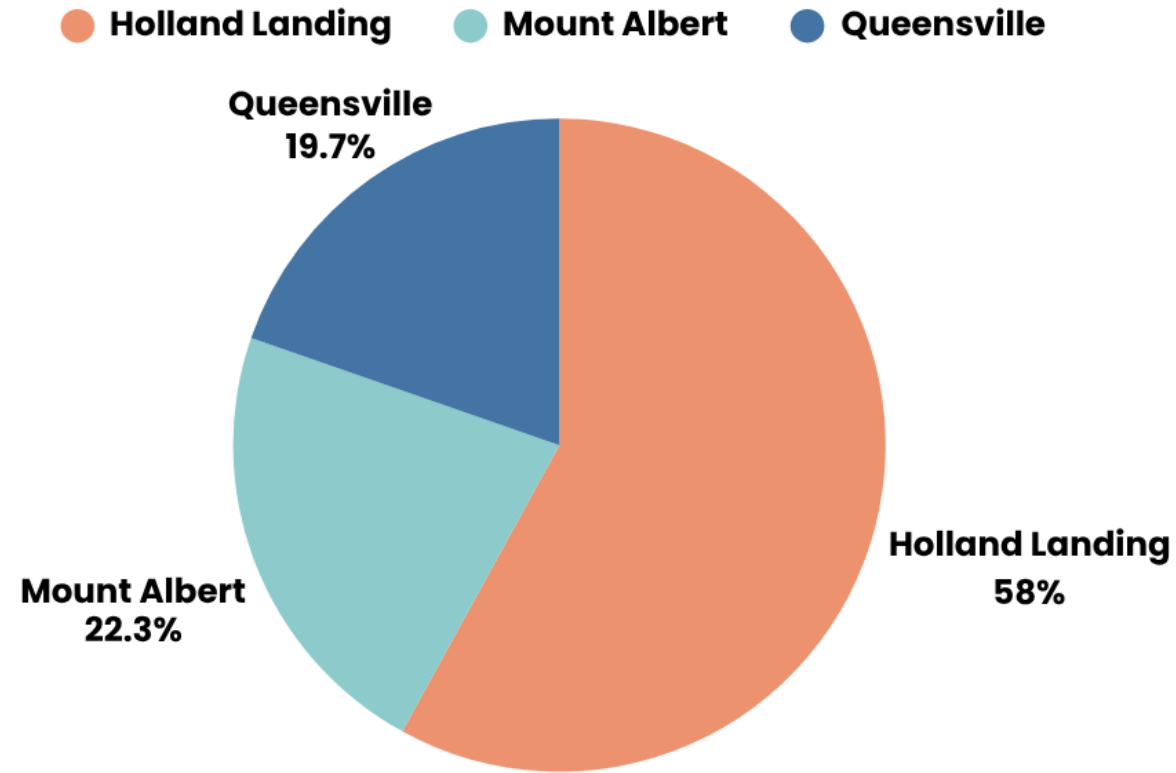


\*Data collected to March 31, 2026

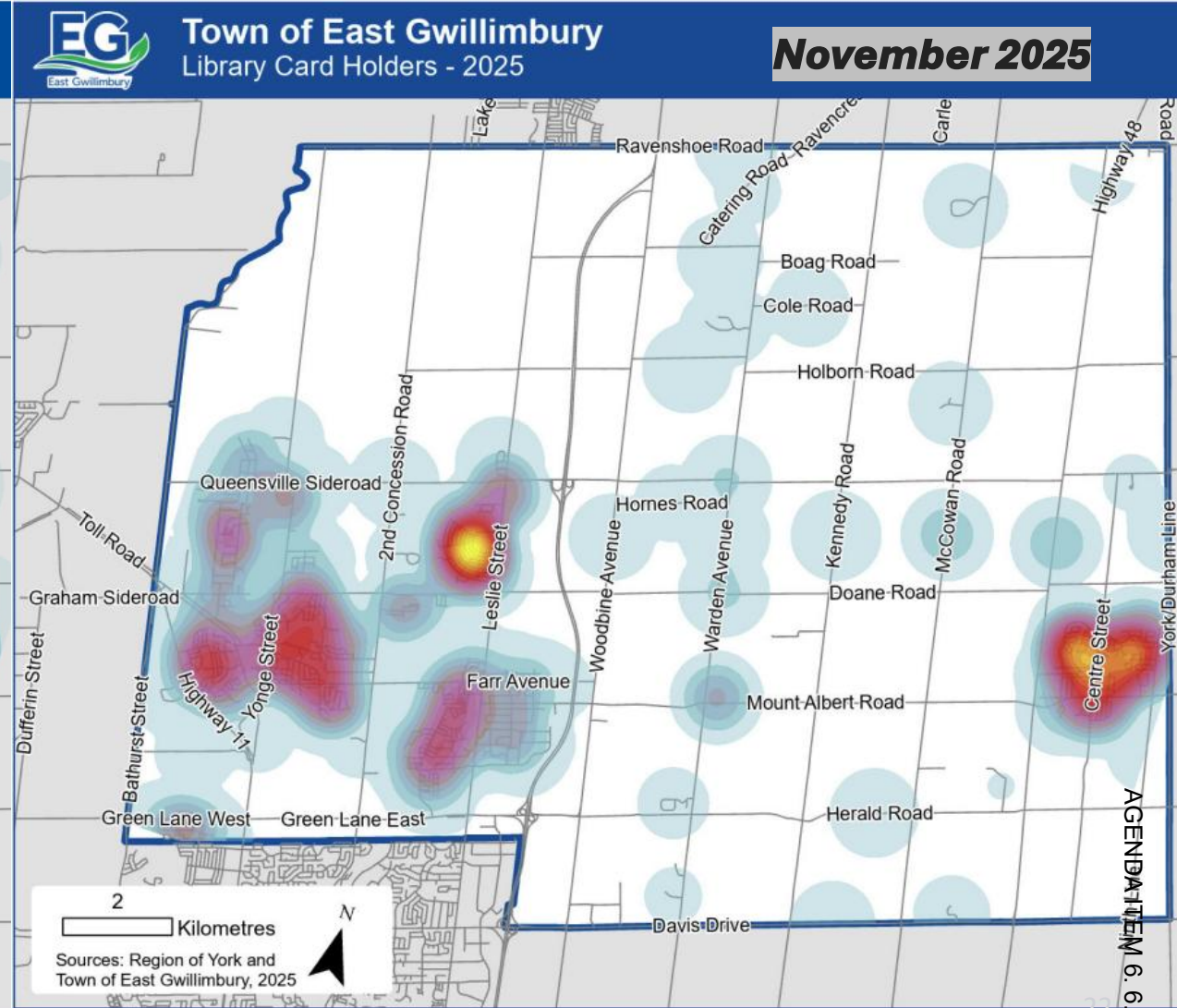
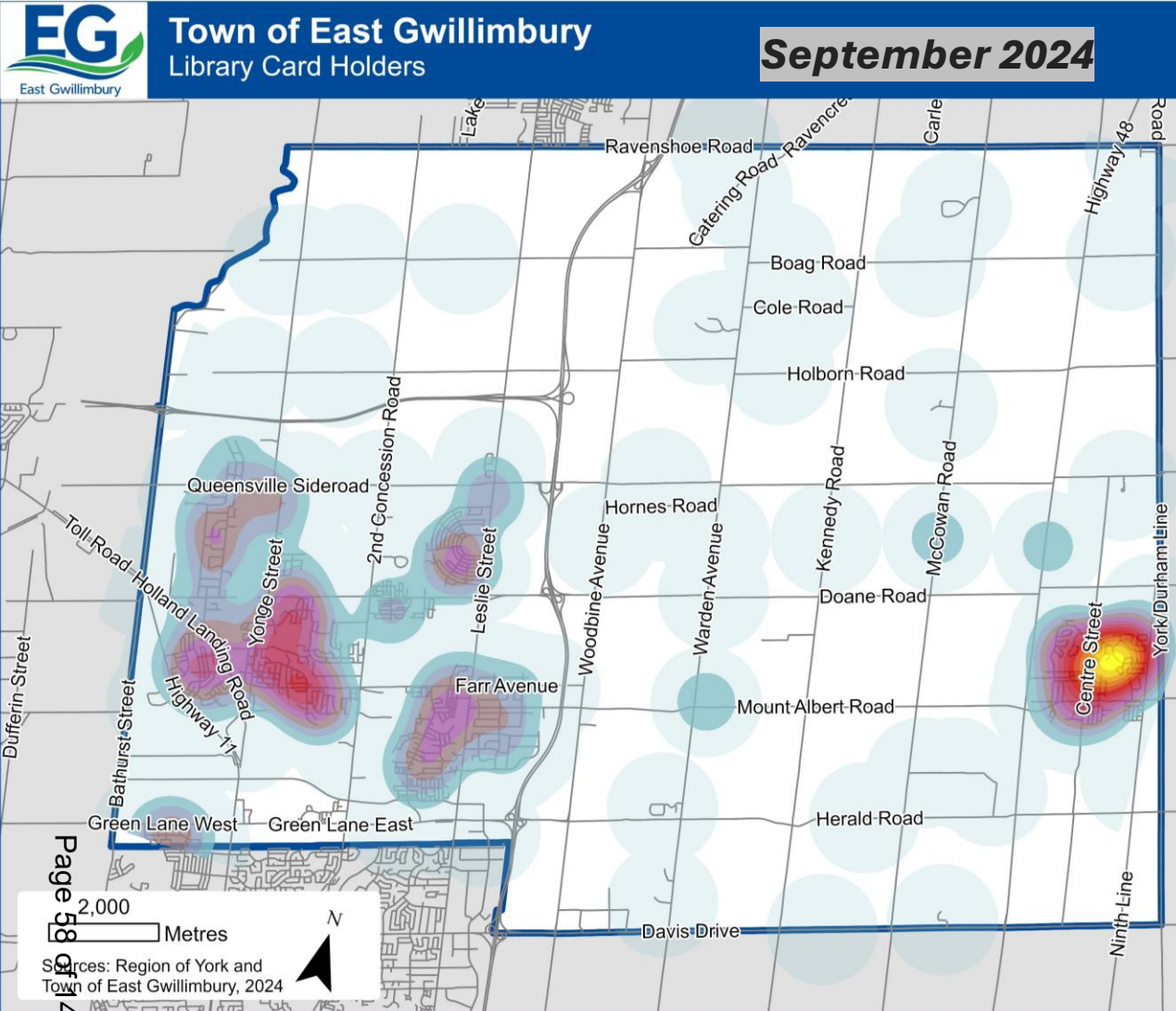
**“The collection is well-curated and clearly organized... the selection feels intentional and gets updated regularly”**

**“Love going to my library! Books and loads of other things available to borrow. Friendly knowledgeable staff!”**

## LIBRARY CARDHOLDERS BY BRANCH

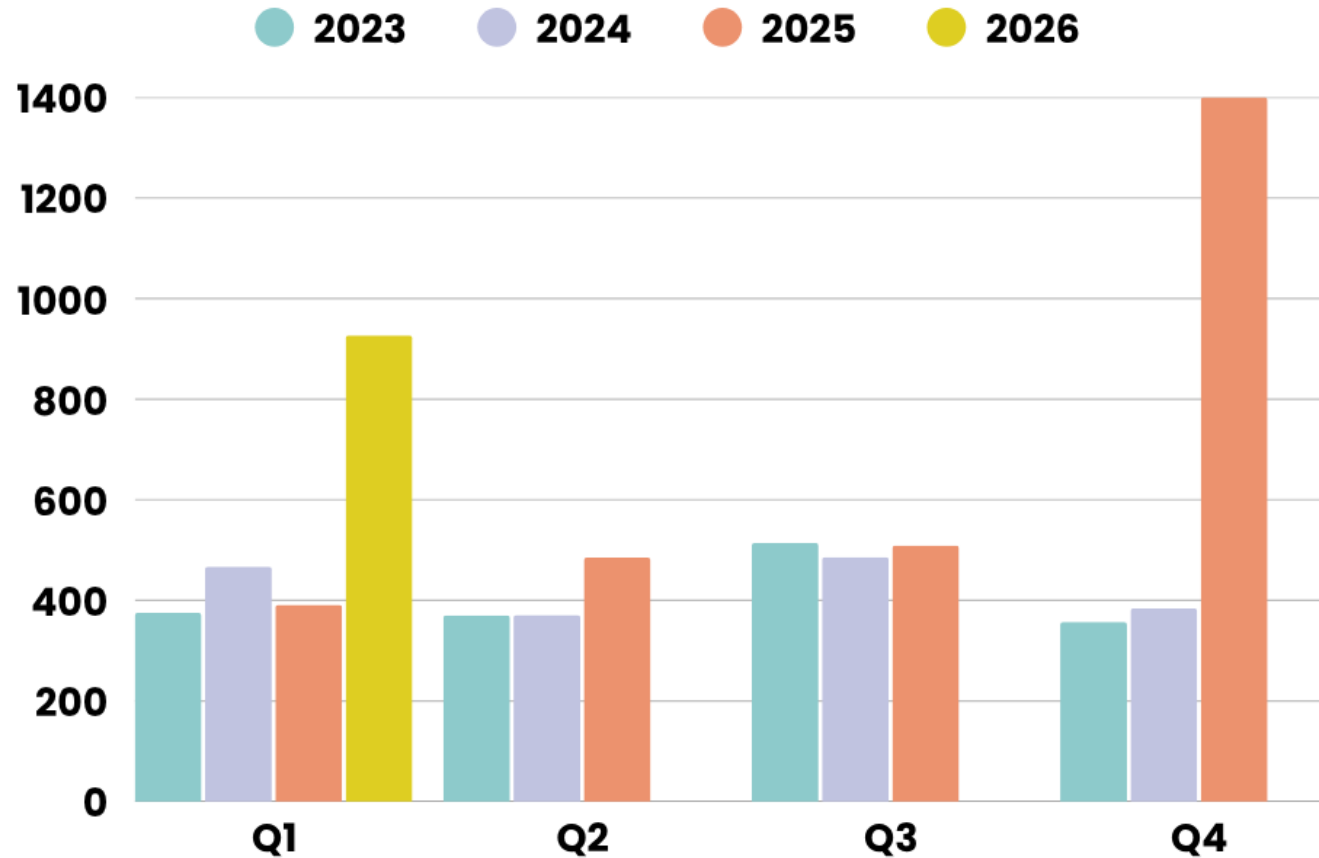


As of June 16, 2026



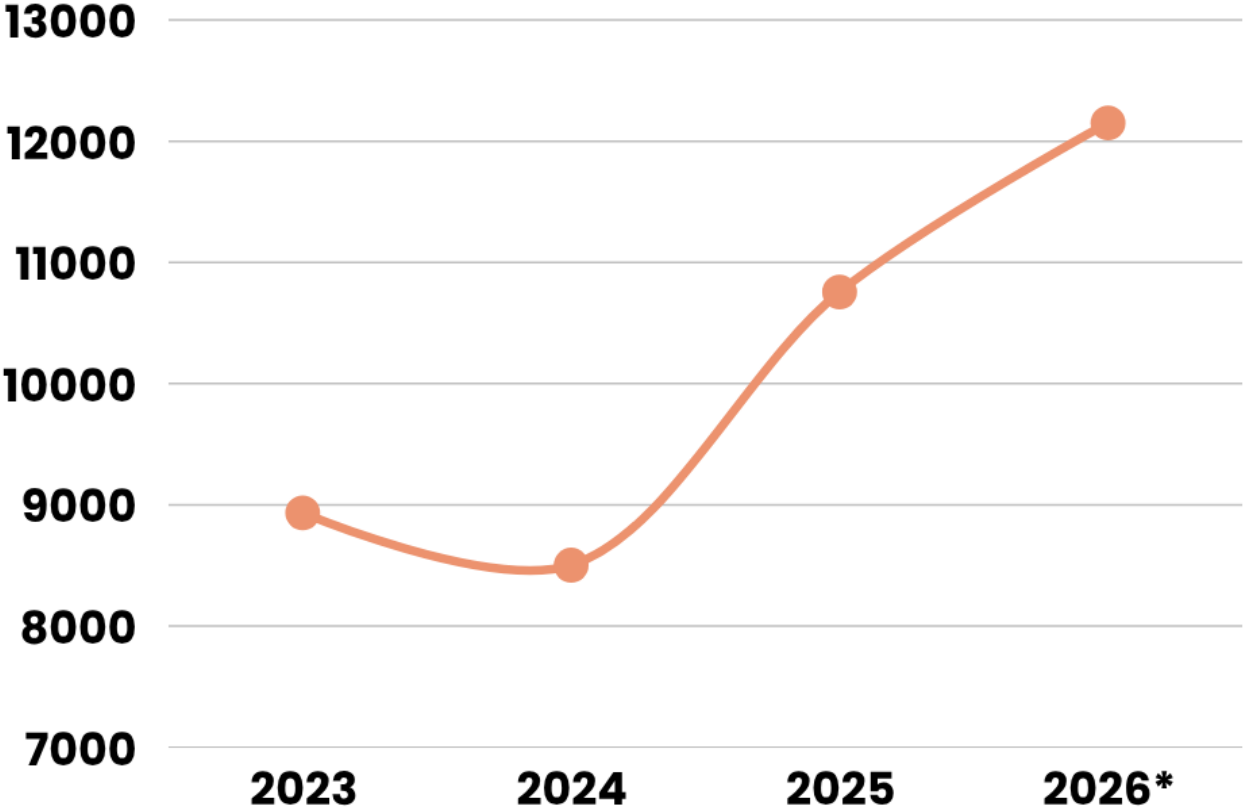
## CARD REGISTRATION BY QUARTER

Number of  
New Library Card  
Registrations



## LIBRARY ACTIVE CARDHOLDERS

Number of Active Library Cardholders



DATA COLLECTED TO MARCH 31<sup>ST</sup> 2026

As of November 1, 2025

## Succession and Transition Planning

Guiding Library Service to Empower People and Enrich Lives

### Key Responsibilities

- Governance and Strategic Direction
- Financial Oversight: Business Plan and Budget
- Library Advocacy



### Communication Activities

- ✓ Report on Strategic Plan (2023-2026) achievements
- ✓ Post digital format of Library Board Legacy Report on EGPL website to inform potential applicants
- ✓ Support Library Board Trustee recruitment with information sessions and outreach at major Town events
- ✓ Foster community engagement through ongoing library advocacy



Thank You



Tel: 416 865 0210  
 Fax: 416 865 0904  
 www.bdo.ca

BDO Canada Limited  
 20 Wellington Street E, Suite 500  
 Toronto ON M5E 1C5 Canada

March 5, 2026

*Sent Via Courier*

East Gwillimbury Public Library  
 19513 Yonge Street  
 East Gwillimbury, ON L9N 1L8

To whom it may concern:

**Re: Library Services Centre - Distribution of Surplus Assets to Members**

---

On December 18, 2023, BDO Canada Limited ("**BDO**") was appointed as liquidator (the "**Liquidator**") of the Library Services Centre ("**LSC**") pursuant to subsection 123(2) of the *Not-for-Profit Corporations Act* (the "**Act**") for the purpose of winding up the activities and affairs of the LSC, as set out in the Act.

Pursuant to the special resolution of members of the LSC ("**Members**") passed at the special meeting of the Members held on August 13, 2025, whereby Members resolved that all of the surplus assets of the LSC be distributed equally among all Members of the LSC, the Liquidator has determined the value of each Member distribution (each a "**Distribution**").

Please find enclosed with this letter a cheque in the amount of \$9,814.82 representing your full and final Distribution.

A T5 - *Statement of Investment Income* tax slip will be issued and filed with the Canada Revenue Agency in due course.

Should you have any questions please contact Ms. Jessie Hue at 647-577-4366 or by email at [jhue@bdo.ca](mailto:jhue@bdo.ca).

Yours very truly,

BDO CANADA LIMITED  
 in its capacity as Liquidator of  
 Library Services Centre  
 and not in its personal or corporate capacity  
 Per:

Matthew Marchand, CPA, CMA, CIRP, LIT  
 Senior Vice President

Encl.

BDO Canada Limited

RBC - 00002 - 144 268 0

Transaction #: 47661165

25022026

CHEQUE NO. **118**

Payee East Gwillimbury Public Library  
Attention: Sandra Sydor  
19513 Yonge Street  
East Gwillimbury ON L9N 1L8

Total 9,814.82

OSB #: LIBRARYSERVICES, Library Services Centre, Dividend #1

Amount 9,814.82

THE FACE OF THIS DOCUMENT HAS A COLOURED BACKGROUND ON WHITE PAPER - THE END BORDERS CONTAIN MICRO PRINTING - THERMOCHROMIC INK.

**BDO Canada Limited**  
20 Wellington St E, Suite 500  
Toronto ON M5E 1C5  
(416) 865-0210

Royal Bank of Canada  
Main Branch Royal Bank Plaza  
200 Bay Street  
Toronto ON M5J 2J5

**118**

DATE 2 5 0 2 2 0 2 6  
D D M M Y Y Y Y

PAY Nine Thousand Eight Hundred Fourteen Dollars And Eighty Two Cents

\$9,814.82

TO THE ORDER OF East Gwillimbury Public Library  
Attention: Sandra Sydor  
19513 Yonge Street  
East Gwillimbury ON L9N 1L8

BDO Canada Limited, in Trust for (Liquidation) Library Services Centre

Per *Matthew Marehand*

Per \_\_\_\_\_

Dividend - Library Services Centre, Acct #:

THE BACK OF THIS DOCUMENT HAS A GREY WIRE WOVE, A RECYCLED LOGO AND ARTIFICIAL WATERMARK.

⑈00118⑈ ⑆00002⑆003⑆ 144⑆ 268⑆0⑈



**Canadian Urban Libraries Council**  
**Conseil des Bibliothèques Urbaines du Canada**

# **Written Submission for the Pre-Budget Consultations In Advance of the 2026 Federal Budget**

**By: Canadian Urban Libraries Council / Conseil des Bibliothèques Urbaines du  
Canada**

May 2026

## List of Recommendations

**Recommendation 1:** That the Government of Canada work with Canada's public libraries to create a dedicated funding program to increase access to technology, connectivity, digital literacy, AI literacy, and learning tools that support innovation in communities across Canada.

**Recommendation 2:** That the Government of Canada recognize the significant impact of mental health, addictions, homelessness, and toxic drug harms in Canadian communities, and work with provincial, territorial, municipal, and Indigenous governments to appropriately fund community-based mental health, addictions, housing, and crisis-response services so that critical services are available to those in need.

**Recommendation 3:** That the Government of Canada make the Equitable Access to Reading Program permanent, indexed to the cost of living, and sufficiently flexible to fund the full equitable reading lifecycle through organizations with demonstrated national capacity, including CELA, NNELS, and other accessible reading service providers.

**Recommendation 4:** That the Government of Canada work with public libraries, publishers, authors, provinces and territories to improve fair, affordable, and sustainable public library access to digital publications, including e-books, e-audiobooks, and other licensed digital content.

**Recommendation 5:** That the Government of Canada create a national Public Library Intellectual Freedom, Privacy, and Equitable Access Fund to support public libraries in defending intellectual freedom, protecting patron privacy, maintaining locally governed collections, and responding to censorship pressures, including those raised by Alberta's Bill 28.

## Introduction

Incorporated in 2008, the Canadian Urban Libraries Council / Conseil des Bibliothèques Urbaines du Canada (CULC/CBUC) works to strengthen public library service in Canada's urban areas. CULC/CBUC represents more than 50 of Canada's largest public library systems, along with Library and Archives Canada and Bibliothèque et Archives nationales du Québec. Its members serve more than 8 million active users through more than 720 locations and virtual services, and more than 77% of Canadians are served by a CULC member library.

### I. Libraries are Integral to a Vibrant Democracy and a Strong Economy

Public libraries are among Canada's most democratic institutions. They are free, welcoming, non-commercial public spaces where people of all ages, incomes, backgrounds, and abilities can access information, culture, technology, learning, and community connection.

Libraries support federal priorities in practical, community-based ways. They help newcomers settle, support job seekers and entrepreneurs, provide digital access and literacy training, deliver early literacy programs, create public learning spaces, and connect residents with trusted information and services. Libraries act as partners to governments in delivering priorities ranging from newcomer settlement and workforce development to entrepreneurship and mental health supports.

The need for renewed federal investment in digital inclusion remains clear. The Government of Canada's connectivity strategy set a national goal of universal access to high-speed Internet with download speeds of at least 50 Mbps and upload speeds of at least 10 Mbps, with targets of 95% coverage by 2026 and 100% by 2030. Availability, however, does not eliminate barriers related to affordability, skills, devices, accessibility, or confidence. The Canada School of Public Service has noted that Statistics Canada data show a strong relationship between household income and high-speed Internet access, and that education, age, language, geography, gender, and culture also affect information and communications technology use.

Public libraries are already trusted digital access points. With stable federal support, libraries can expand access to devices, software, adaptive technologies, AI literacy, coding and digital skills training, entrepreneurial support, and safe learning environments for people who cannot access or afford these tools elsewhere.

**Recommendation 1:** That the Government of Canada work with Canada's public libraries to create a dedicated funding program to increase access to technology, connectivity, digital literacy, AI literacy, and learning tools that support innovation in communities across Canada.

### II. Community Well-Being, Mental Health, Addictions, and Safety

Canada's urban public libraries are intentionally accessible and welcoming spaces for all residents. As CULC/CBUC's 2025 pre-budget submission to the Standing Committee on Finance noted, this means library staff often work with people experiencing homelessness, mental health challenges, addiction, and acute crisis. We also emphasized that libraries are not the

appropriate public space to address serious mental health and addiction issues, and that front-line care for those issues is outside the mandate of public libraries.

The need for stronger community services remains urgent. The Canadian Institute for Health Information reported that in 2024, 41% of adults aged 18 and older and 36% of children and youth aged 2 to 17 in Canada with diagnosed mental health conditions reported having their needs partially or completely unmet. Federal data on opioid- and stimulant-related harms identify apparent opioid and stimulant toxicity deaths, poisoning hospitalizations, emergency department visits, and EMS responses as ongoing national indicators; the most recent available data cover January 2016 to September 2025, where available.

Libraries will continue to be welcoming public spaces, but they cannot substitute for health care, housing, outreach, crisis response, and addiction treatment. Inadequate community support places untenable pressure on library workers. It can affect whether children, seniors, newcomers, people with disabilities, and other community members feel safe and welcome in shared public spaces.

**Recommendation 2:** That the Government of Canada recognize the significant impact of mental health, addictions, homelessness, and toxic drug harms in Canadian communities, and work with provincial, territorial, municipal, and Indigenous governments to appropriately fund community-based mental health, addictions, housing, and crisis-response services so that critical services are available to those in need.

### III. Equitable Access to Reading

CULC/CBUC strongly supported the launch of the Equitable Access to Reading Program (EARP) in 2024. Budget 2022 allocated \$7 million per year for three years starting in 2024-25, and CELA and NNELS have since received an extension through 2028-29. However, there is still no commitment beyond 2029, creating instability for services used by Canadians with print disabilities.

Accessible reading is not a pilot project; it is essential infrastructure for literacy, education, employment, culture, and inclusion. EARP should support the full equitable reading lifecycle, including title selection, creation and acquisition, Marrakesh Treaty exchange, distribution in users' preferred formats, discovery infrastructure, research and innovation, training, and outreach.

To meet its objective, EARP must be permanent, predictable, indexed, and sufficient to support national service delivery in both official languages by organizations with demonstrated capacity, while centring the knowledge and leadership of persons with disabilities.

**Recommendation 3:** That the Government of Canada make the Equitable Access to Reading Program permanent, indexed to the cost of living, and sufficiently flexible to fund the full equitable reading lifecycle through organizations with demonstrated national capacity, including CELA, NNELS, and other accessible reading service providers.

#### IV. Access to E-Publications

Public libraries are essential access points for reading, learning, culture, and trusted information. Increasingly, that access depends on digital publications, including e-books and e-audiobooks. However, public libraries often face restrictive licensing terms, high prices, limited availability, and expiring access models that do not apply to print collections in the same way. These barriers make it harder for libraries to provide equitable access to Canadian and international digital works, especially for residents who cannot afford commercial subscriptions or purchases.

The Government of Canada should work with libraries, publishers, authors, provinces, and territories to support a fair and sustainable digital content marketplace that respects creators and ensures Canadians can access e-publications through their public libraries.

**Recommendation 4:** That the Government of Canada work with public libraries, publishers, authors, provinces and territories to improve fair, affordable, and sustainable public library access to digital publications, including e-books, e-audiobooks, and other licensed digital content.

#### V. Protecting Intellectual Freedom, Privacy, and Equitable Access to Information

Libraries are champions of free expression, providing access to a wide range of ideas and information while encouraging community dialogue—even in the face of disagreement. This crucial role requires explicit federal recognition and support.

Recent legislative proposals under Bill 28 in Alberta have raised serious concerns across the library sector. According to guidance from the Alberta government, these changes could alter Alberta's Libraries Act and related regulations, allowing the Minister to initiate reviews or respond to complaints concerning public libraries, and to provide ministerial guidance on library governance. Sector organizations warn that such actions may shift decision-making away from local library boards and trained professionals, potentially creating new barriers to access. The Coalition of Alberta Public Libraries (CAP Libraries), who represent 324 public library service points serving 99% of Albertans, has expressed concerns about the impacts on privacy, local control, and the future of library services.

Moreover, public libraries have raised concerns about censorship. They view certain proposed legislative changes as acts of censorship that could limit access to materials and introduce expanded government oversight of library operations, raising significant privacy concerns. The Canadian Federation of Library Associations has urged the government to withdraw provisions that threaten the integrity of the Libraries Act. Additionally, CULC/CBUC has reached out to Alberta's Minister of Municipal Affairs about these changes.

Federal action should respect provincial and municipal jurisdiction over public libraries while recognizing the national importance of intellectual freedom, privacy, literacy, access to culture and information, disability inclusion, democratic participation, and digital inclusion. A federal

fund could support non-partisan tools and capacity, including model policies, privacy training, collection-development support, public education, data collection on censorship challenges, legal and governance resources, and assistance for libraries serving communities facing targeted censorship pressure.

**Recommendation 5:** That the Government of Canada create a national Public Library Intellectual Freedom, Privacy, and Equitable Access Fund to support public libraries in defending intellectual freedom, protecting patron privacy, maintaining locally governed collections, and responding to censorship pressures.

### **Conclusion**

CULC/CBUC appreciates the opportunity to provide this submission to the Standing Committee on Finance in advance of the 2026 federal budget.

Canada's urban public libraries are critical infrastructure for democracy, learning, community well-being, digital inclusion, accessibility, and social connection. Budget 2026 is an opportunity to strengthen that infrastructure by investing in technology access, community mental health and addictions supports, equitable access to reading, and the protection of intellectual freedom, privacy, and locally governed public library service.

### **For further information, please contact:**

Mary Chevreau  
Executive Director  
chevreau@culc.ca

# Strategic and Organizational Briefing

The following provides a summary of activities of CFLA-FCAB from 2024 to 2026, undertaken to create a more effective and resilient organization that provides value to its members across library sectors.

## Creating Organizational Resilience for Advocacy

In 2024, CFLA-FCAB undertook extensive consultation related to communication, governance and accountability. The core focus areas for policy and advocacy remained unchanged: Indigenous matters, copyright, intellectual freedom, cataloguing and metadata, and climate literacy. The following summarizes needs heard by CFLA and the CFLA Board's response.

Identified Need	CFLA Board Action
Committees need clear mandates, terms of reference and appointment processes that align with sector and Board priorities	<p>Dissolved committees and established task forces with board approved mandate, terms of reference, and deliverables in Sep 2025. Refining approach in 2026 to ensure member association endorsement.</p> <p>Established liaison roles held by individuals for national and international committees &amp; partnerships in 2025, will implement terms of reference and communicate via CFLA website in 2026</p>
Board continuity, transparency and accountability	<p>Extended terms of executive officers to 2 years in bylaws in Feb 2025 and planning subsequent bylaw changes for Feb 2027.</p> <p>Improved board and task force recruitment in 2025-2026 and improving onboarding in 2026.</p> <p>Established quarterly newsletter in 2025 and will continue to improve communication in 2026 through website.</p>
Unclear value proposition for member associations	<p>Reviewed resourcing in 2024, clarified value proposition in 2025, and implementing in 2026.</p> <p>Restored executive director staffing in May 2025 to provide appropriate vision and strategy for national federation.</p> <p>Overhauled accounting, invoicing, financial and records management in 2025 and began transition to common membership renewal date for Sep 2026.</p>



May 2026

	<p>Undertaking financial review in June 2026 and will identify any needed bylaw changes by Oct 2026.</p> <p>Clarified focus on national policy and legislation that affects libraries in 2025-2026 and that does not duplicate work of member associations</p> <p>Began to build relationships with federal departments for more effective advocacy in 2025 (ongoing).</p> <p>Re-established national forum at OLA Superconference in Jan 2026, co-presented with IFLA North American Regional Division committee for 2026.</p> <p>Initiated monthly policy news update to position CFLA as source of national policy information affecting libraries in May 2026.</p>
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### Successful Initiatives for Advocacy 2024 to 2026

Research identifies that effective policy advocacy is built on establishing relationships with policy makers before a crisis occurs. CFLA's focus in 2025 has been on building relationships that can influence national policy that affects libraries, demonstrating that libraries recognize federal priorities and can participate in solutions. This has been successful in the following areas:

1. Public Safety Canada invited CFLA to participate in ongoing activities bringing together professional associations in Canada to support community engagement and to combat extremist violence. Lita Barrie and Asa Kachan attending next meeting in September (federally funded).
2. Elections Canada invited CFLA and The Alberta Library to undertake a cross-sector project in preparation for the next election, to include ABPQ and others (federally funded).
3. CFLA representative Victoria Owen attended UN World Intellectual Property Organization Standing Committee on Copyright and Related Rights in May 2026, providing statement on role of libraries and maintaining relationships with Industry Canada/Canadian Heritage representatives
4. Representing libraries at DAISY Consortium Canada to support availability of accessible content for people with disabilities.
5. Participate in Library and Archives Canada stakeholders forum



**May 2026**

6. Participate in Library and Archives Canada GLAM Community of Interest and Co-Chair of AI Working Group. Community of Interest topics included AI, intellectual freedom and impact of the GLAM sector. The AI working group discussed a sector-wide position and identified collaboration opportunities.
7. Coordinated contact with library network and distribution of information for the Financial Consumer Agency of Canada (part of Public Affairs Canada) National Financial Literacy Strategy.
8. Provided Libraries as Social Infrastructure toolkit for advocacy as part of 2025 Federal Election to recognize libraries as essential community hubs by providing federal funding, supporting relationship building at local levels with prospective MPs.
9. Environment and Climate Change Canada provided \$23,000 in foundational funding to develop a national campaign to educate library professionals on their role in the climate crisis and create scalable tools for public, school, and academic libraries to improve community climate literacy.
10. CFLA with Environment and Climate Change Canada signed a multi-year collaborative agreement until March 31, 2028 to share information to encourage Canadians to learn about and take action on nature conservation and climate adaptation.
11. CFLA has submitted annually as part of the federal budget consultations, aligned with member associations and partners.
12. Supported Alberta libraries in 2026 by co-drafting templates for letters that could be sent from libraries and sector organizations outside Alberta during the Bill 28 process, and establishing a clearer coordination role for CFLA when local or provincial issues have potential national impact.

In addition to growing relationships across the federal government, CFLA has maintained activities related to core policy areas including copyright, intellectual freedom, and metadata standards, including:

- CFLA Chair on Advisory Committee of Centre for Free Expression at Toronto Metropolitan University, and CFLA collaborates to maintain and grow the Intellectual Freedom Challenges database
- Recognized significant contributions to the field by Toni Samek and Dick Ellis with the Intellectual Freedom Award
- Co-published with CARL: *Accessible Content: A Guide to the Canadian Copyright Act*, providing practical advice for libraries on providing alternate formats for people with perceptual disabilities (2024)
- Co-published with CARL: *Navigating Copyright for Crown-Published Works* offering a code of best practices for libraries (2024).



**May 2026**

- Endorsed the *Cataloguing Code of Ethics* in 2024, a joint project with the ALA and CILIP in 2021, and provided French translation.

## **Working Together as CFLA in the Future**

CFLA-FCAB is the united voice of Canada's libraries. Together, we work to influence public policy, advance library excellence, and raise the visibility of libraries in Canada to advance our national intellectual, social, economic, and cultural success.

A core function of the CFLA is to influence the public policy environments in which libraries operate. CFLA will continue to fulfill this role by building direct, strategic relationships with federal government departments that actively demonstrate libraries' value, and bringing in member associations when specific initiatives arise. This vision for ongoing engagement that represents libraries across sectors is CFLA-FCAB's primary value proposition. Maintaining this focus will ensure successful and impactful advocacy for the future and continue to shape a supportive national policy environment for libraries.

CFLA will build communication that provides clarity on the focused role of the federation to positively affect the federal policy environment for libraries, coordinate across library sectors on national policy initiatives, and inform and educate libraries about relevant policy areas and effective ways to promote change.

While CFLA's primary focus for the future is outward, continuing to implement necessary changes to governance and management will continue in 2026 and 2027, including a financial review to identify and implement changes needed for a sustainable revenue model and planning bylaw updates if necessary for 2027.



# Library Board Leadership: Stories of Impact, Purpose, and Community

**Join us for a panel discussion about Library Board leadership – discover the meaningful role it plays in shaping connected communities.**

This event will feature current Library Board members who will share their personal journeys. Discover what inspired them to serve, the impact their work in the community, and the professional and personal rewards of Board leadership. Through their stories, you'll gain insight into the responsibilities, opportunities, and professional growth that comes with serving on a public library board.

In addition, the Town of East Gwillimbury's People and Belonging – Accessibility, Indigeneity, and Equity Coordinator will present on the importance of diversity in governance. This session will explore how inclusive boards strengthen decision-making, reflect community voices, and create more equitable and accessible services for all. You'll learn why representation matters and how individuals from all backgrounds are encouraged to participate and lead.

This event will provide the inspiration and information you need to consider joining the Library Board for the upcoming 2027-2030 term.

Come discover how your voice, perspective, and leadership can help shape the future of your library and community.



**Queensville Branch, LACD Pod**

Saturday, June 20, 2026 12:00PM to 12:45PM

Drop-in – everyone is welcome!

# PARK SPACE FACT SHEET COMING 2026!



## Protection and Enhancements of the Natural Environment

- Community demo gardens with library programming opportunities
- Increased tree canopy and planting plan
- Urban heat island reduction (action to lower urban temperatures)
- Soil quality and water quality Lake Simcoe Region Conservation Authority
- Cool white roofs and green roof canopy

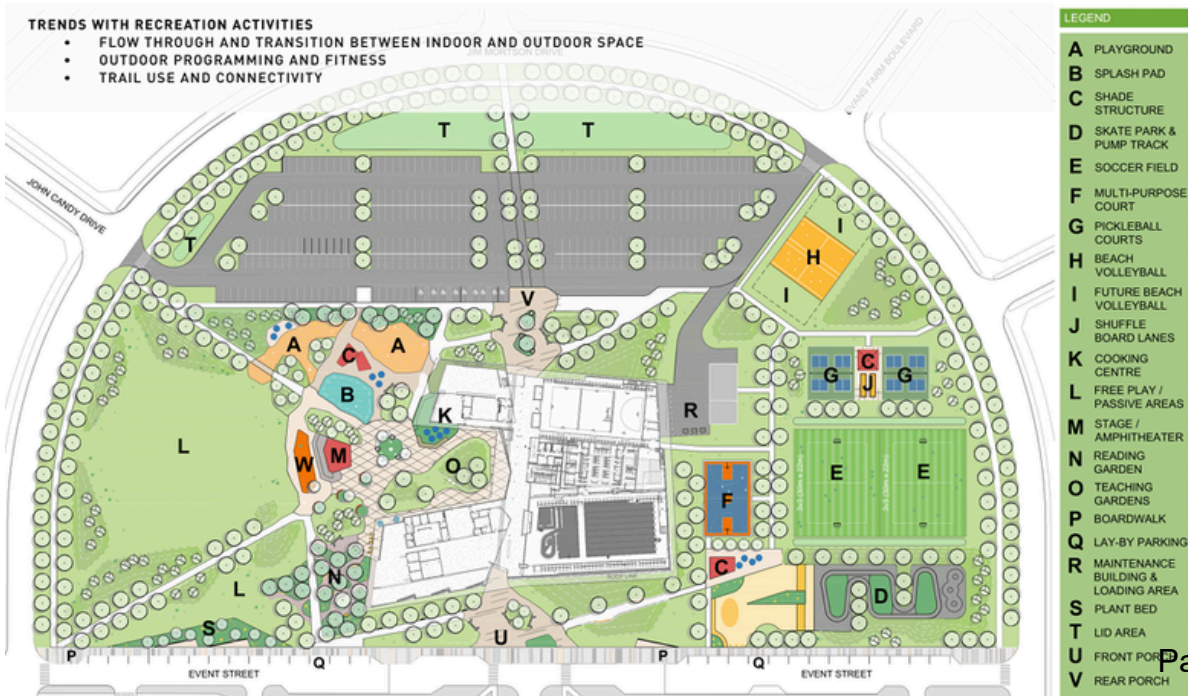
## Conservation and Energy

- High efficiency LED lighting
- Rainwater harvesting of the entire roof space (80,000 sq ft)
- Carpool parking
- Electric vehicle parking

## Complete and Connected Communities

- Pedestrian networks connecting to trails and cycling lanes
- Teaching and reading gardens
- Outdoor cooking space
- Playground, splash pad, skate park and pump track
- Event space, including event street and pavilion
- Multi-use sports courts, shuffleboard and sports field space
- Outdoor program areas and games tables, including opportunity for library programs
- Basketball and beach volleyball court
- Bicycle parking

**More information:** Staff can direct customers to the Town’s website, Health and Active Living Plaza



**Minutes of the Board of Directors****The Friends of the East Gwillimbury Library****Thursday May 21,2026 at 1:00 pm****Queensville Public Library, Queensville, ON****Present:** Catherine Brydon, Helena Bzonkova, Nora Evans, Christine Glenn, Carmen Richardson, Jennifer Gleitman, Loretta Whiteman, Suzanne Serman-Rose (remotely via phone while in transit)**By Invitation:** Angela Ramsey, Marie Preston**Regrets:** Laura Shiner**1. Call to order:** 1:02 pm

- Nora appointed to record minutes
- Agenda order changed to accommodate Suzanne while she was travelling

**7. Committee reports – Shabby Chic**

- set up: 9-12 and 4:30-6 Friday May 29
  - doors open at 6 pm Friday. There will be 2 payments tables – one for Chic Boutique priced items and the other for main hall donations
  - sink covers and tablecloths to be brought by Catherine, Loretta, Jennifer for kitchen and main hall
  - clothing racks – 2 from Loretta, 1 from hall. Bags, hangers, bubble wrap will be needed
  - Catherine is renting a U Haul van to transport her items (approximately \$50)
  - student volunteers: Jennifer is bringing her son and two friends to help plus there are four students for Friday evening and Saturday
  - donation of other items: can be brought Friday morning 9-12
  - promotion/signage: signs for entrance and exit to kitchen boutique have been made by Bradford Print. Suzanne has signs for inside the hall. Banner will be put up outside. Another reminder will be sent to the mailing list. Carmen has been doing social media postings. Press release and social media material sent to *Bulletin* and libraries.
  - May 9 sale at Queensville United Church : \$513 was raised. Good dry run to determine interest.
  - Salvation Army truck coming at 1 pm Saturday for pick up of unsold items. Will keep books, jewelry and valuable items for next year or another sale method.
  - Catherine will visit the major donor with a thank you card and her name will go on the Queensville quilt.
- Suzanne SR left the meeting after this item.

**2. Adoption of Minutes**

**Moved by Carmen R. and seconded by Loretta W. that the minutes of April 16,2026 be adopted as circulated.  
Carried.**

**3. Business arising:**

- Catherine has reached out to Cathy Sands to see how she is doing.

**4. Correspondence-** discussion on email received from Ellen Power regarding the accessibility issues at both the Queensville space and the Civic Centre. Catherine will respond to her.

**5. Treasurer's report:**

**Moved by Jennifer G., seconded by Carmen R. to accept Treasurer's Report. Carried.**

**6. Library reports:**

**Angela R.:** Summer program preparation underway. Four students hired for the summer plus a library intern to be hired for six months. Construction of teaching/reading gardens continues – there will be an opening celebration. Since 2020 staff has increased 220%. Queensville branch created 12 new positions. Dry goods pantry has had 73 patrons.

Book sale is September 25 and 26 in Holland Landing.

**Christine G.:** Complimented Angela on her work in staff hiring and moving as required. Board is compiling a legacy document of the last four years. A new board will be chosen after the municipal election so recruiting is being done for that. Board is reaching out to small business to inform them of what libraries can provide for assistance.

**7. Committee Reports (continued) – Author Events and Survey results Jennifer G.**

- House of Anansi book return procedure not convenient. Will use library supplier Whitehot in the future.

- Possible future authors: Parick Dewitt, Frank Ensigna. Two elections in the fall need to be considered for timing.

**Survey results (general summary):**

Of 52 respondents over half were members and most over 65 and fairly evenly split across East Gwillimbury. They mostly attend the author nights and prefer in person on weekday evenings with 86% having a preference for fiction followed by 67% historical fiction. Other events of interest were author talks and workshops. Link will be sent to the board.

**Blind Date with a Book** (brown covers on our signed bok collection) will be coordinated for sale at an EG Farmers' Market in the summer.

**Promotions: Carmen R.** – Two reels of social media with music have been done and a page with posters. Articles about vintage costume jewelry popularity to be reposted along with mention of Shabby Chic

**Membership report: Nora E.** – Renewal reminder was sent end of April but no new members to approve. 68 members total to date.

**8. New Business: AGM is June 18,2026 at 1 pm Queensville Library Board Room**

**9. Next meeting: June 18 ,2026 following the AGM**

**10. Adjournment: Moved by Jennifer G. seconded by Loretta W. that the meeting be adjourned. Carried.**

Adjournment at 2:30 pm.

**Chair:** \_\_\_\_\_

**Acting Secretary:** \_\_\_\_\_

# Caucus Meetings Feedback

**Report To:** The FOPL Board  
**Prepared by:** Diana Chiavaroli and Dina Stevens  
**Prepared on:** May 13, 2026

## CAUCUS MEETING DATES AND ATTENDANCE

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Caucus meetings were held in April of this year to gather feedback from our members. Feedback regarding our current priorities and direction is critical to inform our strategic direction. Though attendance was variable, we were still able to have productive conversations about proposed next steps for FOPL and current challenges our libraries are facing.

Francophone Caucus – 5 attendees  
Northern Caucus - 10 attendees  
Rural Caucus - 10 attendees  
Small Medium Caucus - 33 attendees  
Large Urban Caucus (including Toronto) – 21 attendees  
First Nations Caucus – meeting TBD

## EXECUTIVE SUMMARY

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FOPL's caucus engagement sessions revealed **a sector experiencing significant pressure, rapid change, and growing complexity**, while also demonstrating strong support for FOPL's overall advocacy direction and leadership. Across all caucuses, members consistently emphasized that Ontario public libraries are increasingly being asked to do more with limited and often stagnant resources, while simultaneously responding to broader societal challenges that extend well beyond traditional library service delivery.

The strongest and most consistent theme across every caucus was the **urgent need for increased and sustainable provincial funding**. Members repeatedly identified PLOG increases, long-term operational funding stability, capital funding, and support for digital collections as the advocacy priorities that would make the greatest local impact. Libraries of all sizes described growing pressure from staffing costs, population growth, infrastructure needs, and rising service expectations, while municipal funding remains constrained and increasingly unpredictable. Several members expressed concern that municipal governments continue to view libraries as discretionary services rather than essential community infrastructure.

At the same time, caucus members strongly reinforced that public libraries are **increasingly functioning as frontline social infrastructure**. Across urban, rural, northern, and small-medium systems, respondents

described growing impacts from homelessness, addictions, mental health crises, food insecurity, and social disorder within library spaces. While the scale and visibility of these issues vary across communities, there was broad agreement that libraries are increasingly **filling gaps created by insufficient social supports elsewhere in the system**. Members emphasized repeatedly that library staff are not social workers, healthcare professionals, or security personnel, and that libraries require stronger partnerships, clearer referral pathways, and upstream investments in mental health, housing, addictions, and community services.

One of the clearest pieces of feedback was the **importance of carefully framing FOPL's Safety and Security campaign**. While there was strong support for the campaign overall, members cautioned that messaging must avoid stigmatizing vulnerable populations or portraying libraries as unsafe spaces. Libraries continue to be viewed as trusted, welcoming, and inclusive community institutions, and caucus members stressed that advocacy messaging must preserve that public trust while still communicating the realities staff are facing. Respondents also expressed concern that fear-based messaging could unintentionally reinforce political narratives that libraries are incapable of managing their spaces independently, particularly in the context of Strong Mayor powers, governance changes, and broader provincial restructuring conversations.

**Strong Mayor powers, governance concerns, and the Alberta intellectual freedom legislation emerged repeatedly throughout the discussions as growing sources of anxiety across the sector**. Members are increasingly concerned about the erosion of local library autonomy, the weakening of independent library board governance, and the possibility of censorship-related legislation emerging in Ontario. **Alberta's Bill 28 was frequently referenced as a major warning sign for Ontario libraries**. Members repeatedly called for **stronger intellectual freedom advocacy, proactive preparation, crisis communications planning**, and clearer provincial leadership on these issues. Concerns about amalgamation, municipal overreach, school board restructuring, and regional governance changes further amplified fears about the long-term independence of public libraries.

Another major takeaway from the caucus feedback was the significant difference in realities between library systems across Ontario. **Rural, northern, and small-medium libraries consistently noted that many provincial conversations feel heavily urban-focused, particularly around safety and security**. Members acknowledged that while larger urban systems are experiencing highly visible incidents, smaller communities are facing different but still important challenges, including staffing shortages, poverty, aging infrastructure, governance issues, limited social supports, and capacity constraints. **There was a strong request for FOPL advocacy and communications to better reflect the diversity of library realities across Ontario and ensure rural and northern perspectives are represented more visibly in advocacy work**.

The caucus discussions also highlighted the growing **importance of evidence-based and financially grounded advocacy**. Members consistently reported that municipal councils and local MPPs respond most strongly to messaging focused on return on investment, efficiency, cost savings, partnerships, economic development, and measurable community impact. Libraries increasingly feel pressure to quantify their value through metrics, usage statistics, ROI data, and evidence-based storytelling. At the same time, many respondents expressed frustration that despite increased usage, expanded programming, and stronger public support, funding is not

keeping pace with demand. Several members described a disconnect between strong public support for libraries and political willingness to invest in them.

Emerging trends identified across the caucuses point to a **sector undergoing rapid transformation**. Libraries reported increased usage overall, rising demand for digital literacy support, growing reliance on library spaces due to affordability pressures, and expanding expectations around social supports, programming, and community services. AI and emerging technologies were repeatedly identified as both opportunities and concerns, particularly related to staff capacity, training, misinformation, and digital literacy. Staffing shortages, labour pressures, burnout, recruitment challenges, and organizational fatigue were recurring concerns across nearly every caucus.

Despite these pressures, the overall tone of the caucus discussions remained supportive of FOPL's advocacy work and direction. Members expressed appreciation for FOPL's leadership, campaigns, and growing advocacy presence. **However, caucus members also emphasized the need for stronger communication loops between caucuses, the Board, and membership; greater transparency in decision-making processes; and more opportunities for member input earlier in advocacy development.** Members want FOPL to continue acting as a strong, united provincial voice while ensuring advocacy reflects the diversity of experiences across Ontario's public library sector.

## SURVEY

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This year Slido was used during the meetings. Slido is an audience interaction platform used to crowd-source questions through live polling. This allowed us to gather anonymous feedback with a set of questions that was consistent for each caucus meeting, allowing us to compare the results. The anonymity allowed attendees to be more forthcoming with their answers and encouraged conversation. Overall, using Slido was a success and promoted discussion from each person participating and resulted in a huge increase in feedback over previous years.

A few notes to consider:

- We have provided the results collated by question for comparison purposes.
- No one from the Francophone Caucus answered any of the Slido questions.
- The slido will be shared in advance with the membership ahead of the caucus meetings to allow for more time to consider and answer the questions. This will help prompt open discussion as well.
- I have highlighted pieces of feedback that are of particular interest.
- Caucus feedback will be distributed to members after the board meeting



FOR IMMEDIATE RELEASE

## **Celebrate Pride Month and National Indigenous History Month in East Gwillimbury**

(East Gwillimbury, ON) May 25, 2026 – June is a time to celebrate, reflect, and come together. The Town of East Gwillimbury (EG) invites the community to take part in a series of events throughout June in recognition of Pride Month and National Indigenous History Month (NIHM).

Residents and visitors are encouraged to join in meaningful, inclusive programming that celebrates the diversity, cultures, and contributions of the 2SLGBTQIA+ community and Indigenous Peoples.

### **Event Details:**

#### **NIHM Flag Raising Ceremony**

Monday, June 1, at 10 a.m. at the EG Civic Centre Community Flagpole, 19000 Leslie Street

#### **Pride Month Flag Raising**

Wednesday, June 10, at 11:30 a.m. at the EG Civic Centre Community Flagpole, 19000 Leslie Street

#### **York Pride Parade and Trans Pride March**

Saturday, June 13, from 3 to 7 p.m. along Main Street in Newmarket

EG will be participating in the parade and invites everyone to watch and join the celebrations. Learn more at [yorkpride.ca](http://yorkpride.ca).

#### **Pride and NIHM Celebration**

Saturday, June 20, from 10:30 a.m. to 4 p.m. at the Health and Active Living Plaza, 160 Jim Mortson Drive

In partnership with the East Gwillimbury Public Library (EGPL), the Town will host a full day of activities celebrating the cultures, arts and stories of 2SLGBTQIA+ communities and Indigenous Peoples, and their intersections. The event will include:

- Free registered activities
- A vendors' market featuring local 2SLGBTQIA+ and Indigenous-owned businesses
- A button-making station
- An Indigenous Naming Ceremony for the EGPL Queensville Branch rooms with members of the Georgina Island First Nation

“June is an opportunity to honour and celebrate the diverse communities that make East Gwillimbury a welcoming and inclusive place to live,” said Mayor Virginia Hackson. “We invite everyone to participate in our Pride and National Indigenous History Month events, sharing in the experience to learn, reflect, and celebrate together.”

For full event details and updates, visit [eastgwillimbury.ca/PrideNIHM](http://eastgwillimbury.ca/PrideNIHM).

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*The Town of East Gwillimbury (EG) covers an area of 238 square kilometres, with a population of approximately 41,000 residents, and is located in the northern part of York Region. EG is a balanced community made up of several growing urban areas and villages including Holland Landing, Queensville, Mount Albert, River Drive Park, and Sharon. EG is committed to maintaining environmental stewardship while building complete communities and fostering*

*responsible growth. EG offers quality programs and services and a culture of municipal excellence, making it a beautiful place to live, visit and work.*

For more information:

Town of East Gwillimbury Communications  
[communications@eastgwillimbury.ca](mailto:communications@eastgwillimbury.ca)

FOR IMMEDIATE RELEASE

## East Gwillimbury Planting Event for Demonstration Community Food Garden

(East Gwillimbury, ON) June 9, 2026 – The Town of East Gwillimbury (EG) and the Environmental Advisory Committee are hosting a planting at the new Demonstration Community Food Garden which will help educate residents about urban food gardening, promote food security, and foster community connections.

This garden is operated by the Food Community Gardens Working Group, which is a partnership between EG staff, Library staff, members of the Environmental Advisory Committee, and the EG Gardens Club.

**When:** Saturday, June 20, 2026, from 9:30 to 10:30 a.m.

**Where:** Health and Active Living Plaza (160 Jim Mortson Drive, Queensville). Due to the construction, please meet inside the building near the Customer Service desk where a volunteer will guide you to the demonstration garden.

**What:** Planting the Demonstration Community Food Garden

**Who:** Members of EG Council, the East Gwillimbury Gardeners Club, the media, and staff. Please note that due to limited capacity, this event is not open to the public.

This initiative is part of the Health and Active Living Plaza park, set to open later this year. Learn more about the Health and Active Living Plaza park at [eastgwillimbury.ca/HALP](http://eastgwillimbury.ca/HALP).

The Pride and National Indigenous History Month (NIHM) event is also happening at the Health and Active Living Plaza on June 20 from 10:30 a.m. to 4 p.m. This public event includes a vendors' market, Indigenous Learning Circle, Indigenous puppet show, Indigenous drum teachings, mixed-media art workshop, and Vogue dance class. Learn more about the Pride and NIHM event at [eastgwillimbury.ca/PrideNIHM](http://eastgwillimbury.ca/PrideNIHM).

-30-

For more information:

Town of East Gwillimbury Communications  
[communications@eastgwillimbury.ca](mailto:communications@eastgwillimbury.ca)



.. ontario library boards' association

## Recruiting New Public Library Board Members

Municipal Council is responsible for determining the composition of library boards and for appointing library board trustees immediately following municipal elections and when vacancies occur and in compliance with the Public Libraries Act.

Public Library Boards and CEO's can actively support the appointment process to ensure strong governance leadership for this important community service. The level of communication between municipal council and public library boards may vary across the province. This checklist is intended as a guideline.

### Checklist

Task	Responsibility
<b>May - July</b>	
Contact Municipal Clerk: Library CEO or current Board chair speaks to municipal clerk about the library trustee recruitment process. Establish a selection process that will be used for all candidates for the library board, including the confirmation of number of trustees required. This may include the establishment of a selection committee.	Library CEO/Board Chair connects with Municipal or County Staff
Collect necessary background information about the library and the position, such as mission statement, general trustee duties and responsibilities.	CEO
Conduct a board evaluation and create a legacy document intended for the next board outlining opportunities and challenges and determine required skills according to anticipated governance needs for the upcoming term.	Board
Create a Board vacancy posting	CEO/Board or Municipal or County staff
<b>August - October</b>	
Advertise vacancies in local newspaper in English (and French as required) and relevant websites (the municipal web site, the public library web site). This should happen before the municipal election so	Municipal Clerk/CEO

appointments can be made promptly. Ensure the CEO is a contact to answer any questions from the public.	
Notify those who have expressed interest, or would make a significant contribution to the board, that applications should be mailed to the municipal office. Schedule a briefing/information session regarding library service and the role of the board for prospective board members. Consider hosting the briefing section before the regular board meeting and inviting candidates to stay for the board meeting.	CEO/Board Chairperson
Create a transition plan for the new board.	Board
<b>Post election (October – January)</b>	
Review requirements and process for first meeting of the new board.	CEO
Appoint new Board (at first meeting of the council or within 60 days of first meeting).	Municipal Council
Plan a comprehensive orientation for the new board.	CEO
Establish date and time of first board meeting.	Board
Contact all board appointees as soon as possible regarding date and time of the first board meeting.	CEO
Compose brief biographical sketch of each trustee for board package for the first board meeting.	CEO
Prepare agenda for first Board meeting.	CEO
Elect at the first meeting: <ul style="list-style-type: none"> <li>• Library Board Chairperson</li> <li>• Vice-Chair</li> <li>• Standing Committees</li> </ul>	Board

Adapted April 2018 from: Trustee Tips, September 2003, Issue number 24



PO Box 1609, 19513 Yonge Street, Holland Landing, ON L9N 1P2

**PHONE** 905.836.6492 **WEB** [egpl.ca](http://egpl.ca) **EMAIL** [info@egpl.ca](mailto:info@egpl.ca)

Royal Bank of Canada  
Yonge & Dawson Manor Branch  
17770 Yonge Street  
Newmarket, Ontario L3Y 8P4

May 21, 2026

### LETTER OF DIRECTION

To whom it may concern,

We are writing to provide formal direction regarding the following account held with Royal Bank of Canada (RBC).

Transit: 03342  
Account: 5067194

The East Gwillimbury Public Library requests that the above-noted RBC Day-to-Day Personal Bank Account be closed effective May 29, 2026, as we require the services associated with an RBC Flex Choice Business Account.

The balance of the personal account will be transferred to the new Flex Choice Business Account, which will be established during our scheduled meeting at the RBC Yonge & Dawson Manor Branch on May 29, 2026.

Should you require any additional documentation or clarification, please contact us directly.

Sincerely,

*Sandra Sydor*

Sandra Sydor  
Chief Executive Officer  
Email: [ssydor@egpl.ca](mailto:ssydor@egpl.ca)  
Phone: 905-836-6492 Ext. 6110

A handwritten signature in black ink, appearing to read "H. Alblas".

Heather Alblas  
Director, Community Engagement & Projects  
Email: [halblas@egpl.ca](mailto:halblas@egpl.ca)  
Phone: 905-836-6492 Ext. 6105



DEPOSIT SLIP CURRENT ACCOUNT

DATE DAY MONTH YEAR INITIALS DEPOSITORS TELLER'S

29 5 2026 [Signature]

03342-003	CASH
ROYAL BANK OF CANADA	
YONGE & DAWSON MANOR BRANCH	
MAY 29 2026	
X 50	
NEWMARKET, ONTARIO	
COIN	03342-003
CDN CASH TOTAL	
CHEQUES TOTAL	203,116.31
RATE	
RATE	
TOTAL	\$ 203,116.31

LIST OF CHEQUES

RBC Draft			
# 77806144	203,116	31	

LIST OF CHEQUES

from old acct			
#03342-5067194			

CHEQUES	TOTAL	203,116.31
US CASH	TOTAL	
US CHEQUES	TOTAL	

CREDIT ACCOUNT OF

East Gwillimbury Public Library

Transit No. Institution No. Account No.

03342 003 103 543 5 5

3-3821 (OS5) RB CDN DEPOSIT ORIG CB



Royal Bank of Canada Banque Royale du Canada

1770 YONGE ST NEWMARKET, ON

77806144 0-516

DATE 20 26 05 29

PAY TO THE ORDER OF EAST GWILLIMBURY PUBLIC LIBRARY \$203,116.31

EXACTLY \$203,116.31

AUTHORIZED SIGNATURE REQUIRED FOR AMOUNTS OVER \$5,000.00 CANADIAN

RE/OBJET Home to Bus Current Acct 83342-1035435

PURCHASER NAME EAST GWILLIMBURY PUBLIC NOM DE L'ACHETEUR

AUTHORIZED SIGNATURE / SIGNATURE AUTORISEE [Signature]

PURCHASER ADDRESS ADRESSE DE L'ACHETEUR

COUNTERSIGNED / CONTRESIGNE [Signature]

FORM 16516 (10-2020)

77806144 03342 003 099 013 5



DEPOSIT SLIP CURRENT ACCOUNT

DATE DAY MONTH YEAR INITIALS DEPOSITORS TELLER'S

29 5 2026 [Signature]

03342-003	CASH
ROYAL BANK OF CANADA	
YONGE & DAWSON MANOR BRANCH	
MAY 29 2026	
X 20	
X 100	
COIN	
CDN CASH TOTAL	
CHEQUES TOTAL	203,116.31
RATE	
RATE	
TOTAL	\$ 203,116.31

LIST OF CHEQUES

RBC Draft			
# 77806144	203,116	31	

LIST OF CHEQUES

from old acct			
#03342-5067194			

CHEQUES	TOTAL	203,116.31
US CASH	TOTAL	
US CHEQUES	TOTAL	

CREDIT ACCOUNT OF

East Gwillimbury Public Library

Transit No. Institution No. Account No.

03342 003 103 543 5 5

COMPARED TO ORIGINAL DEPOSIT SLIP AS TO TOTAL ONLY



Royal Bank of Canada  
Banque Royale du Canada

17770 YONGE ST  
NEWMARKET, ON

7780614 AGENDA ITEM 6.6.2.

DATE 20260529  
Y/A W/M D/J

PAY TO THE ORDER OF /  
PAYEZ À L'ORDRE DE EAST GWILLIMBURY PUBLIC LIBRARY

\$203,116.31

EXACTLY \$203,116.31

AUTHORIZED SIGNATURE REQUIRED FOR AMOUNTS OVER \$5,000.00 CANADIAN /  
SIGNATURE AUTORISÉE REQUISE POUR UN MONTANT EXCÉDANT 5,000.00 \$ CANADIENS

CANADIAN DOLLARS CANADIENS

RE/OBJET Home to Bus Current Acct 03342-1035435

PURCHASER NAME EAST GWILLIMBURY PUBLIC

NOM DE L'ACHETEUR

AUTHORIZED SIGNATURE / SIGNATURE AUTORISÉE

PURCHASER ADDRESS

ADRESSE DE L'ACHETEUR

COUNTERSIGNED / CONTRESIGNÉ

FORM 16516 (10-2020)

DETACH BEFORE CASHING  
DÉTACHER AVANT D'ENCAISSER

⑈ 77806144 ⑈ ⑆ 033420003 ⑆ 099001305 ⑈

77806144 0-516

Royal Bank of Canada  
17770 YONGE ST  
NEWMARKET, ON  
L3Y 8P4

Transaction Record

Transit: 03342  
Date: 29 May 2026  
Time: 16:59:32

Reference #: 6261496117268803342

Withdrawals	
03342 506-***-4	203113.71 CAD
Products Purchased	
Draft	203116.31 CAD
Account Balances	
03342 506-***-4	0.00 CAD

Thank you for choosing RBC Royal Bank.



PAY TO THE ORDER OF /  
PAYEZ À L'ORDRE DE

EXACTLY

AUTHORIZED SIGNATURE REQUIRED FC

RE/OBJET HOME TO BUS

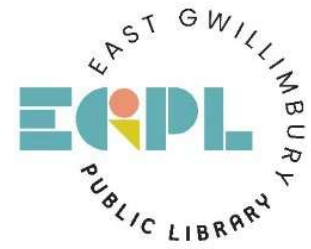
PURCHASER NAME EAST GWILLIMBURY PUBLIC

PURCHASER ADDRESS

FORM 16516 (10-2020)

May 25, 2026

Rogers Communications  
333 Bloor St. E  
Toronto, ON M4W 1G9



**Attention: Rogers Communications Customer Relations**

**Re: Request for Credit of Roaming Charges – Library Hotspot Program**

The East Gwillimbury Public Library (EGPL) is a registered charity dedicated to providing equitable access to information, technology, and resources for our community. A cornerstone of our service delivery is our Hotspot Lending Program, which has been in operation for over ten years. This program became especially critical during the COVID-19 pandemic and continues to serve as a vital digital lifeline.

As part of our core library services, we lend materials to the public under established policies, including a Code of Conduct that outlines appropriate and responsible use. In January 2026, a patron borrowed a library hotspot and, in violation of our policies, reconfigured the device settings and used it internationally while on a cruise vacation. This unauthorized use resulted in significant roaming charges totaling \$17,730.19, associated with account phone number 416-358-5984, billed on February 3, 2026.

Upon notification of the charges on February 6, our IT Manager acted immediately and engaged Rogers Support. We are grateful for the responsiveness of your team. Following discussions, Rogers applied a goodwill credit of \$8,870\*\* (confirmation code \*\*I2536317242\*\*, applied February 18), which significantly reduced the balance.

Despite this reduction, the remaining charges placed an undue financial burden on the Library. We have since been forced to scale back our hotspot lending program, resulting in longer wait times and reduced access for residents who depend on this service. In good faith and in recognition of our ongoing relationship, the Library paid the remaining balance. However, the Library Board believes that the extraordinary and unforeseen nature of this situation, combined with our public service mandate, warrants further consideration.

**On behalf of the East Gwillimbury Public Library Board, we are writing to respectfully request your consideration in offering a credit to our account of **\$8,200** for the roaming charges associated with this mobile hotspot incident.**

We would like to assure Rogers that we have taken comprehensive steps to prevent any recurrence. These include strengthened policies, enhanced technical controls, revised procedures, and the implementation of a signed customer lending agreement explicitly addressing device usage restrictions, including roaming.

The East Gwillimbury Public Library Board greatly values our relationship with Rogers Communications and appreciates your support. We thank you in advance for your consideration of this request and for your continued dedication to community connectivity.

Sincerely,

*Christine Glenn*

Christine Glenn  
Chair, East Gwillimbury Public Library Board  
christine.glenn@hotmail.com

## 2025 SOCIAL RETURN ON INVESTMENT

### IMPACT REPORT

Based on calculations using the Valuing Ontario Libraries Toolkit developed by the Ontario Library Service and NORDIK Institute.

TOTAL ECONOMIC BENEFIT TO EAST GWILLIMBURY & EGPL PRODUCED IN 2025 ACROSS THE SEVEN DOMAINS OF IMPACT:

# \$11,812,400



**\$203,171**  
Space



**\$684,005**  
Education



**\$95,373**  
Civic Engagement



**\$526,818**  
Culture



**\$254,640**  
Inclusion & Wellbeing



**\$2,884,102**  
Economic Development



**\$7,164,287**  
Entertainment & Leisure

FOR EVERY \$1.00 THE TOWN INVESTS IN THE LIBRARY, EAST GWILLIMBURY RESIDENTS RECEIVES \$5.44 OF ECONOMIC BENEFIT.



Each household benefits **\$1,031.74** of social return on investment.



Volunteer contributions generated an economic benefit of **\$49,608**.



Library literacy programs delivered **\$90,577** in educational benefit.



Economic benefit of **\$176,968.99** for class visits.



**\$51,814** worth of benefits from information requests to library staff.



Library Wi-Fi and public computer access generated **\$266,344** in economic benefit.

## IMPACT REPORT 2025

Community voices bring these seven impact domains to life, highlighting the Library's role in strengthening our community.

*"My kids find the educational activities quite fun and engaging, and the staff provide a positive and supportive environment which encourages them to continue to attend".*

The library supports lifelong learning with equitable access to programs, collections, and digital resources for all ages.



As a cultural hub, the Library connects people to stories, experiences, and resources that reflect the community's diversity and evolving needs.

*"So nice seeing the library growing with the community's needs, amazing work EGPL!"*

*"This is the best library staff I have ever encountered in Canada. Everyone is so friendly, helpful, and welcoming, always with a smile. The library is also beautiful, with excellent spaces for studying, working, and meetings"*

Welcoming and inclusive spaces where residents can learn, connect, collaborate, and belong.



Public computer access helps remove barriers to information, services, and opportunities, supporting a more inclusive and connected community.

*"What really stands out is how much the library offers beyond books - free WiFi, computers, programs, and even community events that bring people together".*

*"The collection is well-curated and clearly organized. While it's not as extensive as big-city libraries, the selection feels intentional and gets updated regularly".*

Equitable and free access to community resources expands horizons and enriches community life.



Drives economic development by connecting community members with job search support, digital access, and skill-building opportunities.

*"I've been a regular at this library for the past while, learning the Makerspace and main printer. The staff here are incredibly friendly, helpful, and resourceful".*

*"Round of applause for the best community centre and the best library. Can't be happier with the neighbourhood we live in and the opportunities it provides".*

Supports civic engagement by providing access to information, services, and opportunities for community participation.



**LEARN. CONNECT. DISCOVER.**

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD  
SUCCESSION PLANNING COMMITTEE MEETING MINUTES  
Monday, May 25, 2026, 6:00 p.m.  
Holland Landing Branch**

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**Participants**

Christine Glenn, Chair  
Catherine Rae, Board Member  
Diana Robichaud, Board Member

**Library Staff**

Sandra Sydor, Chief Executive Officer

**Absent**

Kayla Crone, Vice-Chair

---

**1. CALL TO ORDER**

Chair, C. Glenn, called the meeting to order at 6:05 p.m.

**2. DECLARATION OF INTEREST**

There were no declarations of interest.

**3. CHANGES TO AND ADOPTION OF THE AGENDA**

There were no changes or adoption to the Agenda.

**4. CONSENT ITEMS**

**a) Succession Planning Committee Minutes April 27, 2026**

Consent items were reviewed with no revisions. The Succession Planning Committee Minutes for April 27, 2026 have been added to the May Board Package.

**5. DISCUSSION PERIOD**

**Library Board SharePoint:** [Library Board Succession Project Management Plan.xlsx](#)

**5.1 Recruitment Plan**

***a) Recruitment Distribution List***

The Committee acknowledged the email request to all Board Members, asking to forward along the digital invitation for Board Trustees. Councillor Roy-DiClemente contacted the Mayor's Office to ensure they were prepared for a possible increase in applicants. The

Chair's verbal update at the May Library Board Meeting will remind current Board Members to apply. To date only one current Board Member has made application for the next term.

### ***b) Recruitment Events***

The Committee reviewed the event recommendation presented by the CEO S. Sydor. They were concerned that a viable audience could not be secured in the short timeline prior to event implementation. D. Robichaud, recommended that a new date be selected that would offer an online and in-person option, with a digital invitation being sent to the Library Boards from the York Region N6, Innisfil and Bradford West Gwillimbury. EGPL Board would host this essential learning session. A new date will be provided to the Committee at the June meeting.

### **Recommendation: Queensville Lunch & Learn June 20 with Ashley Shalmoni**

<https://www.linkedin.com/in/ashley-shalmoni-a28b97354/>

- A PhD candidate in the Gender, Feminist and Women's Studies department at York University. Ashley works as an instructor at universities across Southern Ontario. Her current research uses a feminist political economy approach to investigate the gender gap in academic medicine. In addition to this work, she uses an intersectional framework to examine the gender and racial disparities in labour. Ashley serves on the Niagara Sexual Assault Centre Board.
  - Recommended by Shannon Giannitsopoulou, People and Belonging Accessibility, Indigeneity and Equity Coordinator.
  - Budget: \$350 plus travel expenses at the CRA mileage of 73¢/km= \$105. Total speaker honorarium \$455.00. Board Fundraising Account recommendation.
- Mount Albert Sports Day – Board members to attend and promote the volunteer positions available for the next term.
  - Holland Landing Book Sale – A promotional EGPL Board table will be set-up in the HLCC entranceway with a door prize and information on Library Board volunteer positions.

## **5.2 [Legacy Document Draft Review](#)**

The Committee reviewed select Workbook tabs and ensured that timelines are being met, they reviewed the following key details and dates:

- Survey Outcomes <https://tejoin.com/participate/264850886>
- Board Application Closing Date: Tuesday October 13, 2026
- Council Appointment: CWC - December 15, 2026

It was requested by the Committee that the CEO report back on the Applicant interview process.

## **6. NEW BUSINESS**

There was no new business to report.

## **7. ADJOURNMENT**

The Succession Planning Committee Meeting was adjourned at 6:55pm.

NOTE: *Proposed next Succession Planning Meeting* **Monday, June 22, 6:00 p.m. Queensville Branch**

**EAST GWILLIMBURY PUBLIC LIBRARY BOARD  
COMMUNITY RELATIONS COMMITTEE MEETING MINUTES  
Tuesday, June 16, 2026, 5:00 p.m.  
Virtual Meeting**

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**Members:**

Diana Robichaud (Current Committee Chair)  
Loralea Carruthers (Council Liaison)  
Catherine Rae (Member)

**Staff:**

Sandra Sydor, CEO  
Angela Ramsey, Manager People & Development

**Absent:**

Christine Glenn (Board Chair)

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**1. CALL TO ORDER**

D. Robichaud called the meeting to order at 5:03 p.m.

**2. COMMUNITY RELATIONS COMMITTEE TERMS OF REFERENCE REVIEW**

The Community Relations Committee reviewed the Board Bylaw to ensure alignment with the prescribed purpose: *“The purpose of the Community Relations Committee is to raise the profile of and value for EGPL among users and the community at large and in turn generate additional funding and other resources for the Library to enhance and enrich services and operations.”* [Board Bylaw p.39](#)

**2.1 Recommendations:**

The Committee proposed updating the Terms of Reference to include a stronger strategic focus, including:

- Annual planning of community engagement opportunities (e.g. Pride Parade & Music & Market)
- Identification of key EG “signature events,” with the book sale as a primary initiative
- Development of a forward-looking strategy (e.g., 2027 priorities), to be presented to the Board in Q1 by the CRC
- New Board members were encouraged to join the CRC as part of their development and engagement with the community.

**2.2 Committee Composition:**

Members considered whether the Chair of the Library Board should be required to sit on the Community Relations Committee (CRC). While the Chair is expected to

participate in core committees such as Finance and Compensation, CRC participation should remain flexible. Alternatives such as the Vice-Chair or Past Chair were suggested to help reduce the capacity demands on the Board Chair. It was noted by L. Carruthers that the Chair could participate as an ex-officio member who does not count toward quorum but may attend meetings as appropriate. C. Rae supported a flexible approach to membership, agreeing that while participation of the Chair is welcome, it should not be obligatory. It was recommended that the Committee composition be brought forward for broader Board discussion.

### **2.3 Community Engagement:**

The Committee emphasized the importance of maintaining strong community connections and identified the CRC as a valuable venue for developing future Board leadership. There was consensus that the Committee's scope should expand beyond book sale planning to include broader fundraising, community engagement, and advocacy. With library staff now supporting event planning, operational details could be shifted away from the Committee. S. Sydor highlighted the importance of setting realistic expectations for Board member involvement, ensuring opportunities for participation are flexible and manageable.

### **3. NOMINATION OF COMMUNITY RELATIONS COMMITTEE CHAIR**

- Call for nominations.
  - C. Rae was nominated by D. Robichaud.
- Announcement of nominated candidates were announced by D. Robichaud.
- Committee members voted.
- Catherine Rae was accepted for the position of Community Relations Committee Chair 2026.
- D. Robichaud, will fill the role of 'Past-Chair' to offer support as required.

### **4. OUTREACH EVENTS**

#### **4.1 Music and Market Nights run every Tuesday in July and August 2026 from 4 to 9 p.m. at the EG Civic Centre**

The Committee noted that offering books for sale creates an effective opportunity to engage the public and initiate conversations, as it naturally encourages people to stop and interact. The Book Sale, particularly in September, should be leveraged as a platform to promote broader library programs and events.

- **Affordability Focus:** Members emphasized the importance of “front-loading” key messaging to highlight the library's value, including affordability and its role in supporting the circular economy. It was suggested that Councillors participating in the event could help reinforce these themes and speak to how the library contributes to community priorities.

- **Affordability Campaign:** To enhance visibility and engagement, the Committee discussed incorporating interactive elements such as selfie stations or themed cutouts, along with signage featuring clear messages (e.g., “Thank you for contributing to the circular economy”). These visual materials would support social media sharing and extend outreach. The Committee recommended that the Youth Task Force be engaged to design graphics and signage aligned with the desired messaging.
- **Book Grab Bags:** Prepare brown paper bags filled with themed books. Fun and trendy themes for cottage life, pet lovers, gardeners, road warriors etc... Price the bags at \$20.00 each flat donation price. Confirm with FOL if they are interested in supporting this idea or preparing the bags. Other support options would be student volunteers, library intern or summer reading club assistants.

#### **4.2 Mount Albert Sports Day – June 6**

The Committee provided feedback on the Sports Day outreach:

- **Health and Safety Concerns:** Standard Operating Procedures for Outreach events, emergency protocol, severe weather procedures are essential.
- **Outreach Strategy:** Mount Albert events are limited the Library should explore other major events like the EG Horticultural plant sale. Their focus aligns with EGPL and the Seed Library.

#### **4.3 Celebrate Pride Month and National Indigenous History Month – June 20 @ the HALP**

The CEO provided an update to the Committee members and noted that the Board is invited to participate in the Community Garden planting, Indigenous Learning Circle and the Board Recruitment Panel.

#### **5. BOOK SALE DATE & LOCATION**

- Friday, September 25 - \$5.00 Early-bird Sale - 7 p.m. – 8:30 p.m.
- Saturday, September 26 - 9:30 a.m. – 2:30 p.m.

The Committee noted that all promotional materials should be updated with the new times on Saturday. The Board recruitment table will only be set up in the HLCC lobby on Saturday, September 26. The Library will ensure complimentary programming during the Book Sale.

#### **6. SAVE THE DATE ANNOUNCEMENTS**

##### **6.1 Friends of the Library and other Contacts**

A reminder will be included at the Friends of the Library AGM on Thursday, June 18, 2026.

## **7. BOOK DONATIONS**

The Committee reviewed the donation parameters recommended by Library Staff.

- Request for donations are scheduled to begin on social media around the May long weekend. Donations will be accepted year-round; however, promotion of donation intake will not begin until May.
- All donations must be dropped off at Holland Landing only, with a maximum of two boxes per donor unless prior arrangements are made by calling the branch.
- Throughout the year, materials will be sorted by our Shelves during an additional shift or by the incoming student Intern starting in June. Looking ahead, the Library will recruit volunteers to support sorting activities.

## **8. MARKETING BUDGET**

The Committee reviewed the budget and recommended the CEO bring forward a motion to the Board for a maximum draw of \$1200 from the Library Board Fundraising reserve.

The following list of promotional activities will be included in the 2026 Booksale campaign:

- Posters, social media posts, York Region Community News, Distribute lawn signs, Town digital signs, The Bulletin ad
- Road Sign Rentals
- HALP Boardwalk Sandwich Board

Item Description	2025 Expenses	2025 Revenue	2026 Expenses Projections	2026 Revenue (Projected)	2026 Expenses (Actuals)	2026 Revenue (Actuals)	Notes
Road Signs	\$ 611.00		\$ 611.00				For 3 signs
Raffle Basket	\$ 83.10		\$ 100.00				
Supplies (wrapping)	\$ 25.00		\$ 25.00				
New Lawn signs with stands	\$ 379.30						Needed in 2026?
Bookmarks	\$ 95.00		\$ 95.00				
York Region Community Events	\$ -						event listing is free
Bulletin (1/8 page)	\$ 125.49		\$ 125.49				\$ 225.00
Boxes			\$ 150.00		\$ 150.00		100 boxes; shipping was \$45
Facebook ad	\$ 50.00		\$ 50.00				
Book Sale revenue		\$ 6,806.00		\$ 5,000.00			
Pop up sales throughout year		\$ 14.00		\$ 150.00			
<b>Total</b>	<b>\$ 1,368.89</b>	<b>\$ 6,820.00</b>	<b>\$ 1,156.49</b>	<b>\$ 5,150.00</b>	<b>\$ 150.00</b>		

## 9. DONATION & RAFFLE BASKETS

### 9.1 Donation Basket Size & Contents

- Based on the 2025 outcomes, gift baskets will be discontinued for 2026.
- It was decided that the donation baskets will be replaced with brown bagged “Blind Date” with a book, ‘Mystery Books” and more.

### 9.2 Raffle Basket \$100 price point will remain

- Additional signage regarding 1 ticket per \$20.00 spent.
- Raffle Basket Ideas included:
  - TOEG Birthday Party Pkg
  - TOEG Membership
  - Sponsored baskets by Chamber Businesses

It was noted that the 2026 raffle entries should be counted to measure interest and ROI.

## 10. VOLUNTEERS

### 10.1 Volunteer Recruitment:

A. Ramsey has added the Call for Volunteers to the Summer and September/October editions of the EGPL Event Guide. EGPL will inquire if the Summer Reading Club volunteers would like to return to volunteer at the Book Sale.

### 10.2 Library Staff Volunteer Coordination:

- Improve communication to volunteers, assign teens to tasks and ensure they are supported. Lack of clear direction for the volunteers was noted for both Friday and Saturday shifts.
- Library Manager on-site is to make the decision for retention of materials.
- Clarify roles of Library staff and Board Members to streamline process.
  - Youth & Adults Overview – Arrival time and duration of shifts worked well this year.
  - Community Resource Specialist – Provided with extra shifts for Volunteer Coordination
  - Volunteer Coordination – In 2026, additional direction is required to support the volunteers.

## 11. EVENT LOGISTICS – Recommendations

- Event Treasurers - CEO and Board Member to provide hourly skims of the cash drawer for security and accountability.
- Surplus Book Drop-off – The Community Resource Specialist coordinated the donation of surplus books to various organizations in the community. This was completed over a series of shifts after the Book Sale.

- Friday Line-up Management – It was noted that Library staff and volunteers are needed outside the HLCC to manage the Friday evening line-ups and ensure that customers remain on the sidewalk for safety.
- Library to provide training on Health and Safety prior to the event, ensure that the volunteers are properly trained.

## 12. BOOK SALE WISHLIST 2026

The Committee provided direction for Library Staff to report back to Committee with a more robust Wishlist. There was an expressed interest by the Committee that the funds could be directed to igniting youth engagement. Seed money for a youth focused event.

Draft Wishlist:

- Holland Landing Refresh – Keebee Busyboards – Additional Seasons (4 Themes: Winter, Spring, Summer & Fall)
  - \$2300 each Indigenous Busy Board - <https://keebee.com/odaminmaatig/>. Request for two additional Busy Boards to complete set
- Mount Albert Comicon – Provide funding to launch this annual event anchored by EGPL with community collaboration.

## 13. ACTION ITEMS

Community Relations Chair provided directives for Library Staff to report back to Committee on the following action items:

- Board By-law
  - Review and update Terms of Reference to reflect a broader strategic mandate (community engagement, fundraising, advocacy).
  - Clarify membership expectations, confirming that Board Chair participation on CRC is not mandatory.
- Community Engagement
  - Develop annual community engagement calendar (e.g., parades, markets, events) for Board awareness and planning.
    - Prepare a draft 2027 CRC strategy for presentation to the Board in Q1, including priorities and recommended focus areas.
    - Sign-up sheet of “signature events” for Board participation
    - Incorporate CRC updates and engagement planning into Board Development agenda items at regular Board meetings.
- Board Orientation
  - Enhance Board onboarding/orientation materials to include community engagement expectations and municipal connections. Encourage new Board

members to join CRC to build experience and strengthen community connections.

#### **14. ADJOURNMENT**

The meeting was adjourned at 6:31 p.m.

**Next meeting:** Early August, CEO to send date poll to Committee Members.

**MAY 2026 CEO ADMINISTRATIVE REPORT – SR2026-22**

**TO:** East Gwillimbury Public Library Board

**FROM:** Sandra Sydor, Chief Executive Officer

**DATE:** May 31, 2026

**SUBJECT:** May 2026 Chief Executive Officer’s Administrative Report

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**RECOMMENDATIONS**

BE IT RESOLVED THAT the Board receives the May 2026 CEO Administrative Report – SR2026-22 for information.

**PURPOSE**

To provide the Library Board with an overview of library industry advancements and advocacy, organizational partnerships, strategic operational activities, and key performance indicators. It supports informed governance and fosters alignment between Library leadership and Board priorities.

**SUMMARY****Central York Chamber of Commerce – Top Innovator Award Nomination**

EGPL has been nominated as a Top Innovator, this award recognizes an organization or individual who has exhibited the successful introduction of an idea, process or initiative that has been proven to make a genuine difference or positive impact on an organization or the community. EGPL will respond to this nomination and submit our Queensville branch with a focus on the Makerspace and the community response to this innovative space.

**Municipal Election 2026 – EGPL**

The library will be a key component to supporting our residents during the 2026 voting process. Training modules will be provided to EGPL staff to ensure they are equipped to support voters.

The Town Election Team has connected with the Director, Public Service and Technology to get the service set identifiers set up at the HLCC and Ross Family Complex. As primary voting sites, it is critical these are configured in advance.

Bookmarks which contain election information will be available at all libraries, the bookmark paper contains wildflower seeds so when residents are finished using them, they can plant them in their garden.

**VOLT – Valuing Ontario Libraries Toolkit**

Funded by the Ministry of Tourism, Culture and Gaming, a team of researchers including the Nordic Institute - Algoma University and the staff of the Ontario Library Services (OLS) have created this essential tool. This comprehensive resource uses EGLP's profile, census data, usage statistics and data to assess the value of key service domains.

During the June Library Board meeting, EGLP's 2026 VOLT assessment will be presented, the findings are impressive and found that the Library generates \$11,812,400 in Social Return on Investment (SROI), which breaks down to \$1,031 per household, or \$5.44 for each dollar of funding from the Town.

Social return on investment (SROI) calculations take something that is offered at no charge (library services, events, classes and tools) and applies a dollar value to it. SROI has been designed by economists to represent the value of an organization or initiative that provides monetary estimates (dollar values) to the community benefits that are created by goods, programs, or services that don't typically have a monetary value.

### **Affordability**

Councillor Carruthers has emphasised the value of public libraries during these times of fiscal restraint when many of our residents are facing job loss and financial burdens. As we prepare for the 2027 Budget and enter this election period, it is recommended that we leverage our value in our messages to Council and our community. Listed below is an abbreviated list of library services that places money back into the hands of residents.

**Borrow More, Live Better - Borrow items instead of buying new!**

- Books for all ages, Movies, Videogames
- Materials in various languages including French, Chinese, Russian, and Farsi.
- Library of Things: Cameras, drills, sporting equipment, puzzles & games and musical instruments
- Access Toronto Star, Globe & Mail, and many other international magazines and newspapers through the Library's PressReader subscription.
- Use library computers and print documents
- Use our comfortable study spaces with Wi-Fi. Book our new meeting and event rooms at affordable rates.
- DIY projects at an affordable cost in our Makerspaces and Design Studio.
- Participate in no-cost to low-cost programming for all ages, from early literacy Storytimes to STEM programs, to book clubs, and adult learning workshops.
- Discover online learning subscriptions with your Library card: LinkedIn Learning, Transparent Languages and more.
- Access food items through the Dry Pantry and monthly Food Pantry programs.

### **Food Pantry - 10 Year Anniversary Commemoration**

Plans are underway for activities to raise awareness of the support that the Food Pantry has provided in the last ten years of community service.

- Community donation drive at HLCC: Invite stakeholders, volunteers, and community members; include volunteer appreciation and Food Pantry commemoration speeches (October 2026).
- \$10 Grocery Gift Card for clients: Acknowledge 10 Years of Community Support, distributed to clients at October Pantry event.
- Council presentation: Outline the Food Pantry's history and how it has served the community, to be included in the 2026 Annual Report (historically scheduled in February/March 2027).

## ADVOCACY

### **Board Recruitment Event – Library Board Leadership: Stories of Impact, Purpose, and Community**

On June 20<sup>th</sup>, 12:00 – 12:45pm, at the Queensville Branch, Library Board members (D. Robichaud, S. Karu, L. Opalinski and K. Crone) will share what inspired them to serve, the impact of their work in the community, and the professional and personal rewards of Board leadership.

In addition, the Town of East Gwillimbury's People and Belonging – Accessibility, Indigeneity, and Equity Coordinator will present on the importance of diversity in governance. This session will explore how inclusive boards strengthen decision-making, reflect community voices, and create more equitable and accessible services for all. Board Chair, C. Glenn will facilitate the discussions, and the Library CEO will provide closing remarks.

## PLANNING COMMITTEE UPDATES

### **Next Steps - Request for Quotation (RFQ) Strategic Planning Consultant – 2027–2030 Strategic Plan**

The deadline for RFQs is June 12, quotations from responding consultant agencies will be reviewed by Library Management with a corresponding report and recommendation being brought to the Board at the September 2026 meeting. This procurement is being conducted in accordance with the EGPL Procurement of Goods and Services Policy (Motion Number: 2023-31). An RFQ is used where requirements are clearly defined, the value of the purchase package is less than \$100,000, and maximum value for the Library can be achieved through an award made based on the lowest priced compliant quotation that meets all stated specifications, in accordance with the Procurement of Goods and Services Policy.

#### Timeline

- RFQ Issue Date: May 12, 2026
- Quotation Submission Deadline: June 12, 2026
- Consultant Recommendation Report: Library Board Meeting September 2026

- Project Start: 2027 Q1– Q3
- Project Completion: 2027 Q4

#### Budget

The maximum budget for this project is \$15,000 CAD, inclusive of all professional fees, expenses, travel, and applicable taxes.

#### **CEO MEETINGS, TRAINING AND COMMUNITY EVENTS**

<b>Date</b>	<b>Description</b>
May 1	TOEG – Asset Management Final Review
May 1	HALP Park Launch Planning Meeting
May 4	Draft Financial Statement Review with TOEG Accounting Manager
May 5	Training: University of Guelph, Langs School of Business, Leadership Symposium.
May 7-8	CEO Off Vacation Days
May 11	EGPL Staff Development Day
May 13	TOEG Senior Management Meeting
May 14	Training & Outreach: Central York Chamber – SHIFT26 Business Summit
May 14	Training: OLA Board Recruitment Workshop
May 19	Outreach: Presentation to King Township Public Library Board: Library & Municipal Service Agreements – Working together to serve our communities with Councillor Roy-DiClemente and EGPL CEO.
May 21	TOEG Senior Management Meeting
May 21	HALP Demonstration Gardens Planning Meeting
May 21	Friends of the Library – Policy Review Meeting
May 25	EGPL Succession Planning Committee Meeting
May 25	EGPL Library Board Meeting
May 27	TOEG Senior Management Meeting
May 28	Central York Chamber – EG Business Group
May 28	HALP Park Launch Planning Meeting
May 28	Business Continuity Planning with Fire & Emergency Services
May 28	Town Finance – Focus workshop for new financial reporting platform
May 29	Royal Bank Meeting regarding EGPL Business Account
May 30	Friends of the Library: Shabby Chic Fundraiser

#### **STRATEGIC ALIGNMENT**

Supports implementation of the Strategic Plan by monitoring and reporting to the Board on key indicators.

#### **Prepared and submitted by:**

Sandra Sydor  
Chief Executive Officer

**MAY 2026 QUEENSVILLE BRANCH HALP REPORT – SR2026-23**

**TO:** East Gwillimbury Public Library Board

**FROM:** Sandra Sydor, Chief Executive Officer

**DATE:** May 31, 2026

**SUBJECT:** May 2026 Queensville Branch HALP Report

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**RECOMMENDATIONS**

THAT the Board receives the May 2026 Queensville Branch HALP Report – SR2026-23.

**PURPOSE**

To update the Board of the East Gwillimbury Public Library (EGPL) of the Queensville Branch as it pertains to furniture, fixtures and equipment deficiencies, communications and Makerspace operations.

**QUEENSVILLE BRANCH HALP REPORT**

This is the last edition of the monthly Queensville Branch HALP Report. Updates related to Queensville Branch will be incorporated into the CEO Report, Financial Report or the Quarterly Operational Report as content dictates.

**HALP PARK SUMMARY****HALP Park – Substantial Completion, Public Use and Operations**

Town staff anticipate substantial completion of the HALP Park in early July 2026, following Canada Day. Full park operations and public access are expected throughout the summer months, pending completion. Registered summer camps will operate from the site with access to park amenities. The Library will work in alignment with Town Communications for a unified promotional campaign.

**Community Gardens Planting Event**

A Community Gardens Planting Event is planned for June 20, 9:30AM, aligned with National Indigenous History Month. Board members have received an Outlook invite; there will be only controlled access to designated areas of the Community Garden for this event as it is prior to full completion. This activation is being coordinated by the Town and EGPL with contributions from community volunteers, and partners.

**Park Opening Community Celebration**

A community celebration is proposed for September 1, 2026 (pending completion), with a wide range of activities from vendor market, pop-up outdoor interactive stations. The

Library will feature a Nature Play area with visiting farm animals, an outdoor tea party in collaboration with Friends of the Library and pop-up farmer stations.

## PROGRAMS - MAKERSPACE

### Hello Summer Sign Program

Curious and crafty adults participated in the Hello Summer signage program, building skills in laser cutter technology and in the process enjoyed connecting with other crafty community members.



### Curiosity Club

The Design Studio was activated by this inspired group of Club Members, who designed their puppets and then produced an 'on air' show with hilarious character voices.



## FACILITIES

Board members have been sent an Outlook invite to attend the Indigenous Learning Circle event Saturday, June 20 from 10:30-11:00 am. Mayor Hackson will welcome Knowledge Keepers from GIFN with EGPL Board Member K. Crone providing words of gratitude for the gift these Anishnaabemowin Terms:

- Board Room: Giigdoo Aajkingan  
*This is a room to gather and speak for meetings.*
- Study Room: Enji-maawndoobiigeng Aajkingan.

*This is a room to study and write things down.*

- Multiuse Room: Nooj-gego-enakiig, Aajkingan  
*This is a room for a bit of everything.*

**Deficiencies**

Queensville Branch Project Management is focused on deficiencies, listed below are the outstanding priority items.

Deficiency Item	Issue Description	Status Update
HVAC	Poor ventilation in enclosed rooms when hosting larger groups (Flex Space, Meeting Room). Banging noise in staff workspace.	<p>TOEG given written confirmation from mechanical contractor and consultant that air flow and specifications meet design standards.</p> <p>Library will continue to monitor.</p> <p>Town will explore alternate ventilation options for the group study rooms.</p>
Learning POD	Internal POD doors non-securable during after hours	<p>Local alarm system installed.</p> <p>Signage text confirmed; awaiting receipt of signs.</p> <p>Library confirming alarm response process with the Town.</p>
Indigenous Signage	Indigenous signage install request	Signage design confirmed; receipt of signs expected week of June 15.

**STRATEGIC ALIGNMENT**

Supports implementation of the Growth Plan and Strategic Plan by providing updates on the Queensville branch at the Health and Active Living Plaza.

**Prepared and submitted by:**

Sandra Sydor  
Chief Executive Officer

**2027 BUSINESS PLAN REPORT – SR2026-24**

**TO:** East Gwillimbury Public Library Board

**FROM:** Sandra Sydor, Chief Executive Officer

**DATE:** May 31, 2026

**SUBJECT:** 2027 Business Plan

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**RECOMMENDATIONS**

THAT the Board receives the 2027 Business Plan Report - SR2026-24.

**PURPOSE**

To present the 2027 Business Plan recommendations outlining how the Library will support a growing community and strengthen connections with diverse groups through the implementation of the Growth Plan and advancement of the Strategic Plan.

**SUMMARY**

The 2027 Business Plan sets out a coordinated approach to advancing the Library's strategic goals of building healthy communities, expanding access, and providing exceptional experiences. The Library is dedicated to improving accessibility and modernizing services through a formal Accessibility Plan, updates to library spaces, and exploration of agentic AI with expanded programming in the key focus areas of sensory Storytimes, teen entrepreneurship initiatives, AI education and older person leisure and learning workshops.

The plan also prioritizes community connection through initiatives like a food pantry review and the expansion of the Library of Things inventory as affordability becomes a priority in our community. Together, these initiatives are supported by investments in staff training and the development of a five-year staffing plan as denoted in the EGPL Public Service Growth Plan.

EGPL will raise awareness of our resources and services through targeted communications that amplify our service delivery model. We will continue to commit to exceptional experiences and ensure the Library remains responsive, innovative, and community focused.

**2027 KEY ACTIONS**

<b>Build Healthy Communities</b>		
<b>Goal</b>	<b>Project/Initiative</b>	<b>Key Actions</b>
Respond to Growth	Five Year Staffing Plan and Job Evaluation	Compile data from review of market and metrics, Draft 5-Year Staffing Plan wireframe, including phased staffing targets. Review and update key position profiles and conduct job evaluation.
Enrich our programs and partnerships	Expand Sensory Programming	Introduce a Sensory Storytime or similar associated early literacy program
Enrich our programs and partnerships	Artificial Intelligence Educational programming	Program series on AI use for community members
Enrich our programs and partnerships	Entrepreneurship programming support	Teen program series potentially in partnership with Y2 Entrepreneurship Labs and Town Economic Development
Connect our Community	Food Pantry growth and alignment. Review Volunteer Program.	Review of Dry Goods Pantry pilot program and feasibility. Integrated policies and procedures.
Meet People Where they Are	Town Event Strategy Implementation	Block Party in a Box, lending program. Library of Things added inventory items.
<b>Expand Access</b>		
<b>Goal</b>	<b>Project/Initiative</b>	<b>Key Actions</b>
Build a vibrant collection	Local History Digital Preservation (multi-year project as part of EG Heritage Strategy)	Develop a plan for Local History preservation, including researching possible online.
Reduce barriers	Accessibility Plan	More fulsome than the Accessibility Policy, ensuring we have a multi-year plan (required for all designated public sector organizations with 50 or more).
Enhance our spaces	Mount Albert Children's area refresh	Confirm plans and secure quotes for MA children's area refresh.
Enhance our spaces	Update Library Locker vinyl wrap	Complete re-branding and refreshing of existing locker wrap.
Provide digital literacy opportunities	Investigate internal and public Agent AI usage	Evaluate Library practices for efficiencies that can be created through agent AI. Create capacity for Master Class/Advanced AI education

<b>Provide Exceptional Experiences</b>		
<b>Goal</b>	<b>Project/Initiative</b>	<b>Key Actions</b>
Commit to Exceptionality	Create Comprehensive Communications Strategy	Communicate library's goals, vision & key priorities. Library services & programs Support Service Delivery Model.
Commit to Exceptionality	Develop Crisis Communications Plan	Create Crisis Communications Plan to support work being done on emergency procedures for Library services and cybersecurity contingencies.
Commit to Exceptionality	Website updates and Refresh	Streamlining the LOT and eResources sections to make them more accessible and easier to use. Add quality of life improvements to Booking System. Add site capability to generate filtered lists of calendar events.
Commit to Exceptionality	Formalize Asset Management Strategies	Developing Asset Management procedures and level of service metrics as recommended.
Support our employees	Service Delivery Model - Performance Evaluation Alignment	Introduce performance evaluation alignment for all staff.
Support our employees	Service Delivery Model – Employee Engagement Strategy	Update to address priority staff needs, focusing on staff training and customer service orientation.
Support our employees	Launch Employee Training Strategy	Multi-year Training Plan, implement Learning Management System with EGPL Training Dashboard.
Find new and effective ways to reach more people	Educational Awareness Campaign for Customers	How to videos on Website/Social Media for library services, collections and equipment. Did you know? service awareness.
Evaluate our Practices	2027 Employee Engagement Survey	Completed in conjunction with the Town.
Evaluate our Practices	Support sustainable environmental practices	Plan and implement decisions that respect our natural resources and environment through programs and learning opportunities
Evaluate our Practices	Safe Spaces Designation Training	Pursue a Safe Space designation for Library Branches through training and adjustment of practices
Evaluate our Practices	Public Computer Refinement	Survey users, improve UX, update software and printing process.

**EGPL Goals: Strategic Plan 2022 – 2026 (2027 Continuum)****OUR GOALS**

Our goals guide our decisions, projects, and initiatives over the next four years and integrate into annual business and employee plans. They move our priorities forward.

**BUILD HEALTHY COMMUNITIES**

- **Respond to growth** by opening a new branch in Queensville and lean on our facilities and services studies to ensure we're making responsible changes.
- **Enrich our programs and partnerships** to provide meaningful, relevant, well-planned, all-ages programming that promotes literacy and discovery.
- **Connect our community** by bringing services and people together and ensuring our residents understand how the library can support them.
- **Meet people where they are** by going beyond our walls to build awareness of our services, cultivate literacy, and provide outreach services to our community.

**EXPAND ACCESS**

- **Build a vibrant collection** based on community interests and commit to making our collections representative of our growing and diverse community.
- **Reduce and remove barriers** to discovery by reevaluating our policies and practices from an inclusivity, affordability, and accessibility lens.
- **Enhance our spaces** to create more ways of using the library, inviting community engagement and focusing on future needs of our community.
- **Provide digital literacy opportunities** by expanding access to technology and makerspace equipment and offering more ways to explore our digital world.

**PROVIDE EXCEPTIONAL EXPERIENCES**

- **Commit to exceptional** within our service standards as we strive to provide memorable, welcoming, and informative services.
- **Support our employees** to expand their skillsets in response to evolving services and foster a culture of inclusion, curiosity, and growth.

- **Find new and effective ways to reach more people** to communicate our unique value and offerings and create a distinct brand identity.
- **Evaluate our practices** through intentional data and feedback so we can inform and guide our decisions in a way that reflects our community needs.

### **STRATEGIC ALIGNMENT**

The 2027 Business Plan is guided by the implementation of the Growth Plan and the advancement of the Library's Strategic Plan, ensuring that services, programs, and resources are aligned with long-term community needs and priorities.

#### **Prepared and submitted by:**

Sandra Sydor

Chief Executive Officer

**MAY 2026 FINANCIAL REPORT– SR2026-25**

**TO:** East Gwillimbury Public Library Board

**FROM:** Sandra Sydor, Chief Executive Officer

**DATE:** May 31, 2026

**SUBJECT:** May 2026 Financial Report

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**RECOMMENDATIONS**

**BE IT RESOLVED THAT** the Library Board receives the May 2026 Financial Report – SR2026-25 for information; and

**THAT** the Board ratify the administrative action taken to reclassify the Library’s bank account from a personal account type to a business account, in accordance with the Board’s responsibilities under Sections 3.6 and 8 of the By-Laws; and

**THAT** the Board approve a draw to a maximum of \$1200 from the Library Board (Book Sale) Fundraising Reserve to fund the 2026 Book Sale promotions and related expenses; and

**THAT** the Board approve a draw to a maximum of \$3000 from the Library Operating Reserve to fund the Queensville Branch Reading Garden Celebration to commemorate the HALP Park grand opening.

**PURPOSE**

To provide the Board with financial reports for the Operating and Capital Budgets and the Fundraising Reserve as of May 31, 2026, and to make recommendations on associated financial matters.

**BACKGROUND**

The Library Chief Executive Officer is responsible for ensuring that the Library Board receives monthly updates on the organization’s financial status, supported by an annual audited financial statement, as well as an annual business plan and corresponding budget.

**SUMMARY****Operating Budget Variance Analysis**

As of May 31, 2026, total operating expenditures are slightly under budget year-to-date, with actuals of \$1,248,662 compared to a budget of \$1,326,238, resulting in a variance of \$77,576. This represents 39% spent of the total annual expenditure budget of \$3.17

million, which remains generally in line with the expected spending for this point in the fiscal year. Overall, the Library has utilized approximately 53% of its net annual budget, which is slightly above the midpoint but generally consistent with operational requirements and library industry spending trends at this stage of the year.

### **East Gwillimbury Public Library Board – RBC Bank Account Update**

During the recent 2025 Audit, it was identified that the East Gwillimbury Public Library Royal Bank account was set-up as a personal account (which was common practice at RBC for non-profits when the account was created) however, this account classification created numerous issues annually when the Auditor requested the official account verification. It was recommended by RBC and the Town Finance Department that EGPL move to a business account to gain access to the business services we require. This would align with current banking standards and support audit and Town verification requirements.

On May 29, 2026, the East Gwillimbury Public Library personal bank account was closed, and a new business account was opened. The following supporting documentation has been included under Consent Items:

1. RBC Letter of Direction
2. RBC Personal to Business Account Withdrawal and Deposit

This was an operational correction made in good faith under the CEO's administrative authority; however, it falls within the Board's fiduciary oversight under our [By-Laws](#), particularly in relation to financial accountability and banking controls. The Library Board Executive Committee was notified on June 3<sup>rd</sup>, 2026, by the CEO. It was noted that this action would need to be ratified at the June 22, 2026, Library Board meeting to ensure our governance framework remains clear, transparent, and aligned with best practices.

### **Library Services Centre Surplus Distribution**

The Library Services Centre (LSC) in Kitchener, Ontario; previously a not-for-profit organization providing acquisitions, cataloguing, and processing services to libraries across Canada, ceased operations. In December 2023, BDO Canada Limited was appointed as Liquidator under the Not-for-Profit Corporations Act to oversee the orderly wind-up of the organization's activities, including a claims process for creditors and the distribution of any remaining assets.

The East Gwillimbury Public Library, as a member completed the documentation for the Liquidator to complete the distribution. A special meeting of the members was held on August 13, 2025, to consider the distribution options for the surplus assets, and Option One, being an equal distribution to all members was resolved by way of a special resolution at the meeting.

March 10, 2026, EGPL received a cheque in the amount of \$9,814.82 from the Liquidator BDO, representing our full and final Distribution. Given that the funds were paid from an expense account originally, Town Finance allocated the funds to the Library Operating Reserve GL as Miscellaneous revenue. The Library Board would follow the Library Operating Standard Operating Procedures to access the funds.

**Operating Reserve Fund Request – Queensville Branch Reading Garden Opening**

On September 1, 2026, the Town will be hosting a HALP Park Celebration to commemorate the completion of the project. The Library staff are recommending to the Board that performers, a farmyard animal petting zoo and a Reading Garden Tea with biscuits be secured so the Library can participate with the celebration by offering a Nature Play space in the Reading Garden adjacent to the Queensville Branch.

This is an unexpected expense, and as per the Library Operating Reserve Fund Standard Operating Procedure the CEO must prepare a formal request to the Board for operating reserve funding. The chart below outlines the request criteria:

<b>Criteria</b>	<b>Details</b>
Nature of the need and urgency	Unanticipated expense for the opening of the Queensville Branch Reading Gardens.
Amount requested	<b>\$3000.00</b>
Purpose and justification	To participate in the HALP Park Opening Celebration on September 1, 2026 with a Reading Garden Nature Play event.
Alternatives considered and cost/benefit	The benefit of EGPL participating includes the Nature Play petting farm, character costume visitor, tea and biscuits for the garden party.
Impact if not approved	EGPL would participate in a limited capacity.
Risk analysis and mitigation plan	The risk of low to no, participation in this celebration could potentially have a negative impact on our role as HALP Partner.
Supporting financials: summary of prior Reserve draws and fund balance	<p>There has been one previous draw to date on the Library Reserve Fund of \$1,723.68 for the Director’s and Officer’s Insurance.</p> <ul style="list-style-type: none"> <li>• 2026 Opening balance: \$ 154,500</li> <li>• April 2026 Insurance Draw: (\$1,723.68)</li> <li>• May 2026 Library Service Centre Distribution: \$9,814.82</li> <li>• May 2026 Queensville Reading Garden Party: (\$3000)</li> </ul> <p><b>2026 Closing Balance: \$ 159,591.14</b></p>

<b>Proposed Resolution</b>	<b>THEREFORE, BE IT RESOLVED THAT</b> the Reading Garden Library Celebration be funded by a draw of <b>\$3000.00</b> from the Library Operating Reserve Fund.
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**RBC Transaction Summary**

The May 2026, RBC account summary chart indicates the transactions made to the Library’s general ledger accounts as below.

General Ledger Account	Totals
Holland Landing Food Pantry	3,427.35
Miscellaneous	29.65
Collections	96.50
Pod Rentals	303.52
Transfer to Business Account	- 203,113.71
Bank Fees	- 6.60

**Benefits & Salary Report**

Payroll, employee deductions, HST, OMERS and Workplace Safety and Insurance Board (WSIB) are in good standing as of May 31, 2026.

WSIB Premium Remittance:

- May 7 - Pay Period #2026-09 = \$293.33
- May 21 - Pay Period #2026-10 = \$310.23

OMERS Monthly Contributions (Member & Employer):

- May 7 - Pay Period #2026-09 = \$12,992.28
- May 21 - Pay Period #2026-10 = \$13,486.98

**OPEN CAPITAL PROJECTS SUMMARY**

Capital Budget Item	Status	% Spent	Project End
LI-24-002 Library Materials Growth	In progress	93%	April 2026
LI-24-005 Queensville Makerspace	In progress	77%	March 2026
LI-24-006 Queensville Branch IT	In progress	80%	March 2026
LI-25-003 Library Material Capital Replacement	Awaiting Closure	95%	December 2025
LI-25-004 Library Materials Growth	Awaiting Closure	92%	December 2025

LI-26-001 Chromebook Replacement	Not Started	0%	December 2026
LI-26-002 IT Replacement (Staff & Public)	Not Started	0%	December 2026
LI-26-003 Network Equipment Replacement	Not Started	96%	December 2026
LI-26-004 Library Material Capital Replacement	In-progress	22%	December 2026
LI-26-005 Library Materials Growth	Not Started	7%	December 2026
LI-26-006 Branch Maintenance HL Storytime Alcove Refresh	Not Started	0%	December 2026

### **ALIGNMENT TO GROWTH PLAN & STRATEGIC PRIORITIES**

Overall, the Library's financial position remains consistent with its strategic priorities and Growth Plan, with particular emphasis on service expansion through the opening of the Queensville branch.

### **ATTACHMENTS**

- a) May 2026 Operating Budget Variance Analysis
- b) May 2026 Operating Prior YTD Comparison
- c) May 2026 Fundraising Detail Report
- d) May 2026 Transaction Detail Report
- e) Open Capital Projects

### **NOTES**

The operating budget represents the portion of Library operations primarily funded through municipal property taxes. While certain services generate revenue such as service fees, permitting of meeting rooms, and operating grants, these revenues are used to offset costs and do not alter the approved operating budget. Projected revenue sources include provincial funding, operational grants, and fee-based services.

### **Prepared and submitted by**

Sandra Sydor  
Chief Executive Officer



## Library

### Operating Budget Variance Analysis Library

For period ending May 31, 2026

	Library Administration YTD Actuals	YTD Budget	YTD Variance \$	Annual Budget	Annual Variance \$	% Spent	
EXPENDITURES							
Salaries and Benefits	1,008,194	1,086,353	78,159	2,595,202	1,587,008	39%	
Advertising	2,413	5,530	3,117	13,275	10,862	18%	
Audit Services	3,816	4,065	249	9,750	5,934	39%	
Bank Fees, Payroll and Other Charges	2,847	2,705	-142	6,490	3,643	44%	
Communications	5,344	6,015	671	14,436	9,092	37%	
Consultants & Specialized Services	153	1,065	912	2,550	2,397	6%	
Contingency		1,875	1,875	4,500	4,500		
Contracted Services	689	1,835	1,146	4,410	3,721	16%	
Courier and Mail Processing	4,154	6,100	1,946	14,635	10,481	28%	
Equipment and Vehicle	5,591	9,220	3,629	22,120	16,529	25%	
Materials and Supplies							
1210000 East Gwillimbury Public Library							
1-4-1210000-3301 Supplies - Office	1,242	1,890	648	4,540	3,298	27%	
1-4-1210000-3303 Supplies - Materials	273	2,500	2,227	6,000	5,727	5%	
1-4-1210000-3341 Supplies - Electronic Subscription	34,598	15,980	-18,618	38,350	3,752	90%	
1-4-1210000-3342 Supplies - Periodicals	3,275	3,500	225	8,400	5,125	39%	
1-4-1210000-3343 Supplies - Inventory Control (Boo	7,123	9,730	2,607	23,350	16,227	31%	
1-4-1210000-3344 Supplies - Ecollections	19,442	17,165	-2,277	41,200	21,758	47%	
<b>Total 1210000 East Gwillimbury Public Library</b>	65,953	50,765	-15,188	121,840	55,887	54%	
1210020 Operating Reserve Purchases							#DIV/0!
1210030 HALP Library Branch							
1-4-1210030-3301 Supplies - Office	858	1,165	307	2,800	1,942	31%	
1-4-1210030-3303 Supplies - Materials	548	5,835	5,287	14,000	13,452	4%	
1-4-1210030-3342 Supplies - Periodicals	-80	1,710	1,790	4,100	4,180	(2%)	
1-4-1210030-3343 Supplies - Inventory Control (Boo	2,420	5,000	2,580	12,000	9,580	20%	
1-4-1210030-3344 Supplies - Ecollections		3,400	3,400	8,160	8,160		





## Library

### Operating Budget Variance Analysis Library

For period ending May 31, 2026

	Library Administration YTD Actuals	YTD Budget	YTD Variance \$	Annual Budget	Annual Variance \$	% Spent
Total 1210030 HALP Library Branch	3,746	17,110	13,364	41,060	37,314	9%
Total Materials and Supplies	69,699	67,875	-1,824	162,900	93,201	43%
Mileage	1,633	2,360	727	5,670	4,037	29%
Program Instructors	1,663	3,705	2,042	8,900	7,237	19%
Public Engagement/Corporate Events	124	2,835	2,711	6,800	6,676	2%
Rent	79,089	77,365	-1,724	185,676	106,587	43%
Software Licences and Maintenance						
1210000 East Gwillimbury Public Library	53,215	29,230	-23,985	70,150	16,935	76%
1210030 HALP Library Branch	94	6,665	6,571	16,000	15,906	1%
Total Software Licences and Maintenance	53,309	35,895	-17,414	86,150	32,841	62%
Training, Professional Development and Memberships	9,944	10,085	141	24,208	14,264	41%
Uniforms, Corporate Attire and Safety Clothing		1,355	1,355	3,250	3,250	
<b>TOTAL EXPENDITURES</b>	<b>1,248,662</b>	<b>1,326,238</b>	<b>77,576</b>	<b>3,170,922</b>	<b>1,922,260</b>	<b>39%</b>
REVENUES						
Grants	-6,369	-20,405	-14,036	-48,967	-42,598	13%
Miscellaneous	-517		517		517	#DIV/0!
User Fees	-8,735	-13,475	-4,740	-32,350	-23,615	27%
<b>TOTAL REVENUES</b>	<b>-15,621</b>	<b>-33,880</b>	<b>-18,259</b>	<b>-81,317</b>	<b>-65,696</b>	<b>19%</b>
TRANSFERS						
Contributions to Reserves				154,500	154,500	
Draw from Reserves				-919,864	-919,864	
<b>TOTAL TRANSFERS</b>				<b>-765,364</b>	<b>-765,364</b>	
<b>NET BUDGET</b>	<b>1,233,041</b>	<b>1,292,358</b>	<b>59,317</b>	<b>2,324,241</b>	<b>1,091,200</b>	<b>53%</b>

 <b>East Gwillimbury Public Library</b> <b>Prior Year Comparison</b> <b>For period ending May 31, 2026</b>			
	<b>2026</b>	<b>2025</b>	
	<b>YTD</b>	<b>YTD</b>	<b>\$</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Variance</b>
<b>EXPENDITURES</b>			
Salaries and Benefits	1,008,194	779,091	229,103
Advertising	2,413	3,297	-884
Audit Services	3,816	-2,220	6,036
Bank Fees, Payroll and Other Charges	2,847	2,446	401
Communications	5,344	3,412	1,932
Consultants & Specialized Services	153	150	3
Contracted Services	689		689
Courier and Mail Processing	4,154	2,575	1,579
Equipment and Vehicle	5,591	3,957	1,634
Materials and Supplies	69,699	74,711	-5,012
Mileage	1,633	2,071	-438
Program Instructors	1,663	1,686	-23
Public Engagement/Corporate Events	124	1,082	-958
Rent	79,089	42,515	36,574
Software Licences and Maintenance	53,309	41,280	12,029
Training, Professional Development and Memberships	9,944	11,511	-1,567
<b>TOTAL EXPENDITURES</b>	<b>1,248,662</b>	<b>967,564</b>	<b>281,098</b>
<b>REVENUES</b>			
Grants	-6,369	-6,179	-190
Miscellaneous	-517		-517
User Fees	-8,735	-3,312	-5,423
<b>TOTAL REVENUES</b>	<b>-15,621</b>	<b>-9,491</b>	<b>-6,130</b>
<b>TOTAL TRANSFERS</b>			

 <b>East Gwillimbury Public Library</b> <b>Prior Year Comparison</b> <b>For period ending May 31, 2026</b>			
	<b>2026</b>	<b>2025</b>	
	<b>YTD</b>	<b>YTD</b>	<b>\$</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Variance</b>
<b>NET BUDGET</b>	<b>1,233,041</b>	<b>958,073</b>	<b>274,968</b>



**Fundraising Activity  
For period ending May 31, 2026**

	<b>Opening</b>	<b>YTD</b>	<b>YTD</b>	<b>Reserve</b>
	<b>Balance</b>	<b>Actual</b>	<b>Actual</b>	<b>Balance</b>
<b>Reserve Name</b>		<b>Expenses</b>	<b>Donations</b>	
Friends of the Library	3,183	(709)	3,950	6,424
Library Board (Booksale)				
1-3-0151102-2093 Reserve - Library	50,051			50,051
1-4-1210013-3337 Supplies - Donations				
2 /2026 /70 /160114/70;TD BUSINESS VISA;1/26- KHAN;VISA 1/26KHANCANADAHELPS *DONATIONDONATION TO LEAGUE OF CANADIAN POETS IN HONOUR OF BARRY DEMB JANUARY 2026 VISA;EFT-		(250)		(250)
2 /2026 /70 /160142/70;TD BUSINESS VISA;1/26- SYDOR;VISA 1/26SYDORSPECTRUM EDUCATIONALOZOBOT CLASSROOM KIT (2025 LIBRARY BOARD BOOK SALE WISHLIST;JANUARY 2026 VISA;EFT-		(3,249)		(3,249)
5 /2026 /209 //Reverse accrual JV738 Visa - Aysha Khan		250		250
<b>Total 1-4-1210013-3337 Supplies -</b>		<b>(3,249)</b>		<b>(3,249)</b>
<b>Total Library Board (Booksale)</b>	50,051	(3,249)		46,802
York Cinemania	3,696		1,236	4,932
Holland Landing Food Pantry	89,351	(9,804)	18,616	98,163
<i>Fundraising Miscellaneous Group</i>				
Miscellaneous	20,021		1,123	21,144



**Fundraising Activity**  
**For period ending May 31, 2026**

	<b>Opening</b>	<b>YTD</b>	<b>YTD</b>	<b>Reserve</b>	
	<b>Balance</b>	<b>Actual</b>	<b>Actual</b>	<b>Balance</b>	
<b>Reserve Name</b>		<b>Expenses</b>	<b>Donations</b>		
Seed Program	337			337	
<b>Total</b>	<b>166,639</b>	<b>(13,762)</b>	<b>24,925</b>	<b>177,802</b>	



**Detailed Transaction Report**  
For period ending May 31, 2026

	<b>Amount</b>
<b>1210000 East Gwillimbury Public Library</b>	
1-4-1210000-3001 Salaries-Full-time	
5 /2026 /176 //Library PP2026-09 Pay period ending May 1, 2026	40,941
5 /2026 /211 //Library PP2026-10 Pay period ending May 15, 2026	41,064
5 /2026 /241 //Library PP2026-11 Pay period ending May 29, 2026	41,053
<b>Total 1-4-1210000-3001 Salaries-Full-time</b>	<b>123,058</b>
1-4-1210000-3003 Salaries-Part-time	
5 /2026 /176 //Library PP2026-09 Pay period ending May 1, 2026	13,407
5 /2026 /211 //Library PP2026-10 Pay period ending May 15, 2026	14,534
5 /2026 /241 //Library PP2026-11 Pay period ending May 29, 2026	12,806
<b>Total 1-4-1210000-3003 Salaries-Part-time</b>	<b>40,747</b>
1-4-1210000-3023 Salaries-Students	
5 /2026 /241 //Library PP2026-11 Pay period ending May 29, 2026	1,420
<b>Total 1-4-1210000-3023 Salaries-Students</b>	<b>1,420</b>
1-4-1210000-3051 Payroll Benefits	56,309
5 /2026 /153 /161929/153;SUN LIFE ASSURANCE COMPANY OF CANADA;HR-005-26;CONTRACT #022429; 002-A - APRIL 2026;BATCH INVOICE;01180-0096	473
5 /2026 /176 //Library PP2026-09 Pay period ending May 1, 2026	10,174
5 /2026 /211 //Library PP2026-10 Pay period ending May 15, 2026	10,371
5 /2026 /237 //Sun Life 2026-Mar	8,517
5 /2026 /238 //Sun Life 2026-Apr	8,202
5 /2026 /239 //Sun Life 2026-May	8,438
5 /2026 /241 //Library PP2026-11 Pay period ending May 29, 2026	10,133
<b>Total 1-4-1210000-3051 Payroll Benefits</b>	<b>56,308</b>
1-4-1210000-3201 Staff - Professional Development	



**Detailed Transaction Report**  
For period ending May 31, 2026

	<b>Amount</b>
5 /2026 /149 /161719/149;CENTRAL YORK CHAMBER OF COMMERCE;7152;TRADESHOW;BATCH INVOICE;01180-0023	61
5 /2026 /241 //Library PP2026-11 Pay period ending May 29, 2026	153
<b>Total 1-4-1210000-3201 Staff - Professional Development</b>	<b>214</b>
1-4-1210000-3203 Staff - Professional Memberships	
5 /2026 /209 //Reverse accrual JV738 Visa - STAFF	-110
<b>Total 1-4-1210000-3203 Staff - Professional Memberships</b>	<b>-110</b>
1-4-1210000-3209 Staff - Communications (Cell phones & In	327
5 /2026 /140 /161788/140;TELUS MOBILITY;3524051270;MAY 7 - JUNE 62026;BATCH INVOICE;01180-0102	6
5 /2026 /149 /161751/149;TELIZON INC;04455820260506;SERVICES FOR MAY 2026;BATCH INVOICE;01180-0099	52
5 /2026 /152 /161871/152;BELL CANADA;MAY2026-5103;9054735103 LIBRARY;BATCH INVOICE;00000-0286	62
5 /2026 /153 /161945/153;ROGERS;MAY2026-8307;239185488307 LIBRARY INTERNET;BATCH INVOICE;01180-0086	158
5 /2026 /211 //Library PP2026-10 Pay period ending May 15, 2026	50
<b>Total 1-4-1210000-3209 Staff - Communications (Cell phones &amp; In</b>	<b>328</b>
1-4-1210000-3211 Staff-Mileage & Travel	
5 /2026 /176 //Library PP2026-09 Pay period ending May 1, 2026	51
5 /2026 /211 //Library PP2026-10 Pay period ending May 15, 2026	60
5 /2026 /241 //Library PP2026-11 Pay period ending May 29, 2026	68
<b>Total 1-4-1210000-3211 Staff-Mileage &amp; Travel</b>	<b>179</b>
1-4-1210000-3301 Supplies - Office	
5 /2026 /241 //Library PP2026-11 Pay period ending May 29, 2026	26
<b>Total 1-4-1210000-3301 Supplies - Office</b>	<b>26</b>
1-4-1210000-3303 Supplies - Materials	



**Detailed Transaction Report**  
**For period ending May 31, 2026**

	<b>Amount</b>
5 /2026 /209 //Reverse accrual JV738 Visa - STAFF	-26
<b>Total 1-4-1210000-3303 Supplies - Materials</b>	<b>-26</b>
1-4-1210000-3325 Supplies - Postage	
5 /2026 /209 //Reverse accrual JV738 Visa - STAFF	-157
<b>Total 1-4-1210000-3325 Supplies - Postage</b>	<b>-157</b>
1-4-1210000-3333 Supplies - Software Licences & Maintenanc	1,695
5 /2026 /149 /161749/149;ROGERS;3171098860;7-4873-4134 LIBRARY HOT SPOTS;BATCH INVOICE;01180-0087	79
5 /2026 /227 //To reverse JV338 Bibliotheca	1,615
<b>Total 1-4-1210000-3333 Supplies - Software Licences &amp; Maintenanc</b>	<b>1,694</b>
1-4-1210000-3341 Supplies - Electronic Subscriptions	
5 /2026 /149 /161754/149;TRANSPARENT LANGUAGE INC;36859;UNIVERSAL CLASS RENEWAL;BATCH INVOICE;131322	451
5 /2026 /227 //To reverse JV338 Transparent Language	1,202
<b>Total 1-4-1210000-3341 Supplies - Electronic Subscriptions</b>	<b>1,653</b>
1-4-1210000-3342 Supplies - Periodicals	
5 /2026 /149 /161728/149;EBSCO CANADA LTD;9001182;PERIODICALS HL - MA;BATCH INVOICE;01181-0029	438
5 /2026 /209 //Reverse accrual JV738 Visa - STAFF	-16
<b>Total 1-4-1210000-3342 Supplies - Periodicals</b>	<b>422</b>
1-4-1210000-3343 Supplies - Inventory Control (Books)	1,622
5 /2026 /149 /161722/149;CVS MIDWEST TAPE;508797664;CATALOGUING HL - MA;BATCH INVOICE;01180-0030	34
5 /2026 /149 /161724/149;CVS MIDWEST TAPE;508797665;PROCESSING HL - MA;BATCH INVOICE;01180-0030	113
5 /2026 /149 /161730/149;LIBRARY BOUND INC.;30255415;PROCESSING HL - MA;BATCH INVOICE;01180-0052	74



**Detailed Transaction Report**  
**For period ending May 31, 2026**

	<b>Amount</b>
5 /2026 /149 /161731/149;LIBRARY BOUND INC.;30255416;PROCESSING HL - MA;BATCH INVOICE;01180-0052	92
5 /2026 /149 /161739/149;LIBRARY BOUND INC.;30256199;PROCESSING/CATALOGUING HL - MA;BATCH INVOICE;01180-0052	336
5 /2026 /149 /161740/149;LIBRARY BOUND INC.;30256200;PROCESSING/CATALOGUING HL - MA;BATCH INVOICE;01180-0052	34
5 /2026 /149 /161760/149;WHITEHOTS INC;3631550;CATALOGUING/PROCESSING HL - MA;BATCH INVOICE;01180-	13
5 /2026 /149 /161761/149;WHITEHOTS INC;3631551;PROCESSING/CATALOGUING;BATCH INVOICE;01180-0116	922
5 /2026 /149 /161762/149;WHITEHOTS INC;3631552;PROCESSING HL - MA;BATCH INVOICE;01180-0116	5
<b>Total 1-4-1210000-3343 Supplies - Inventory Control (Books)</b>	<b>1,623</b>
1-4-1210000-3344 Supplies - Ecollections	
5 /2026 /149 /161727/149;CVS MIDWEST TAPE;508801876;EBOOKS/E-AUDIO;BATCH INVOICE;01180-0030	892
5 /2026 /149 /161729/149;KANOPY INC;502984-PPU;EVIDEO;BATCH INVOICE;131311	116
5 /2026 /149 /161748/149;OVERDRIVE INC;01702CO26119529;EBOOKS & EAUDIOBOOKS;BATCH INVOICE;131317	1,097
<b>Total 1-4-1210000-3344 Supplies - Ecollections</b>	<b>2,105</b>
1-4-1210000-3414 Rental of Land / Facilities	
5 /2026 /259 //Library Facility Costs May	8,673
<b>Total 1-4-1210000-3414 Rental of Land / Facilities</b>	<b>8,673</b>
1-4-1210000-3420 Lease - Photocopier/Fax	



**Detailed Transaction Report**  
**For period ending May 31, 2026**

	<b>Amount</b>
5 /2026 /149 /161752/149;TOSHIBA TEC CANADA BUSINESS SOLUTIONS INC;AR5318421;PHOTOCOPIER - HL - APRIL 2026;BATCH INVOICE;01180-	266
5 /2026 /149 /161753/149;TOSHIBA TEC CANADA BUSINESS SOLUTIONS INC;AR5318422;PHOTOCOPIER - MA - APRIL 2026;BATCH INVOICE;01180-	265
5 /2026 /227 //To reverse JV730 Toshiba AR5244813 (Jan01 to Jan31 2026)	234
5 /2026 /227 //To reverse JV730 Toshiba AR5244814 (Jan01 to Jan31 2026)	234
<b>Total 1-4-1210000-3420 Lease - Photocopier/Fax</b>	<b>999</b>
1-4-1210000-3505 Bank Fees and Charges	
5 /2026 /213 //March Bank Fees	4
5 /2026 /214 //Aprril Bank Fees	4
<b>Total 1-4-1210000-3505 Bank Fees and Charges</b>	<b>8</b>
1-4-1210000-3509 Public Engagements / Corporate Events	
5 /2026 /209 //Reverse accrual JV738 Visa - STAFF	-52
5 /2026 /209 //Reverse accrual JV738 Visa - STAFF	-15
5 /2026 /241 //Library PP2026-11 Pay period ending May 29, 2026	44
<b>Total 1-4-1210000-3509 Public Engagements / Corporate Events</b>	<b>-23</b>
1-4-1210000-3604 Contracted Services - External Audit	
5 /2026 /147 /161890/147;KPMG LLP;8006625867;OPERATIONS: EXTERNAL AUDITING;BATCH INVOICE;01180-0049	3,816
<b>Total 1-4-1210000-3604 Contracted Services - External Audit</b>	<b>3,816</b>
1-4-1210000-3608 Contracted Services - Courier & Delivery	
5 /2026 /156 /161967/156;REINDEER DELIVERY;5716;SERVICES FOR APRIL 2026;BATCH INVOICE;01180-0085	1,007
<b>Total 1-4-1210000-3608 Contracted Services - Courier &amp; Delivery</b>	<b>1,007</b>
1-4-1210000-3624 Contracted Services - Payroll Processing	
5 /2026 /177 //Library PP2026-09 Payment.	247
5 /2026 /212 //Library PP2026-10 Payment	233



**Detailed Transaction Report**  
For period ending May 31, 2026

	<b>Amount</b>
<b>Total 1-4-1210000-3624 Contracted Services - Payroll Processing</b>	480
1-4-1210000-3628 Contracted Services - Advertising	
5 /2026 /149 /161719/149;CENTRAL YORK CHAMBER OF COMMERCE;7152;TRADESHOW;BATCH INVOICE;01180-0023	107
<b>Total 1-4-1210000-3628 Contracted Services - Advertising</b>	107
1-5-1210000-4014 Stimulus Funding - Provincial	
5 /2026 /213 //Ontario Library Service - 2025 Additional Connectivity	-4,846
5 /2026 /213 //Ontario Library Service - 2025 ILL Top Up	-293
<b>Total 1-5-1210000-4014 Stimulus Funding - Provincial</b>	-5,139
1-5-1210000-4160 User Fees - Library Printing and Service	
5 /2026 /202 //User Fees	-160
5 /2026 /203 //User Fees	-204
5 /2026 /234 //User Fees	-86
5 /2026 /235 //User Fees	-182
<b>Total 1-5-1210000-4160 User Fees - Library Printing and Service</b>	-632
1-5-1210000-4162 User Fees - Library Programming	
5 /2026 /203 //Library Programming	-4
<b>Total 1-5-1210000-4162 User Fees - Library Programming</b>	-4
<b>1210012 FOL</b>	
1-5-1210012-4214 Other Revenues - Donations	
5 /2026 /214 //Friends of the East Gwillimbury Library	-3,950
<b>Total 1-5-1210012-4214 Other Revenues - Donations</b>	-3,950
<b>1210013 Library Board</b>	
1-4-1210013-3337 Supplies - Donation Specific	
5 /2026 /209 //Reverse accrual JV738 Visa - STAFF	-250
<b>Total 1-4-1210013-3337 Supplies - Donation Specific</b>	-250
<b>1210015 HL Food Pantry</b>	



**Detailed Transaction Report**  
For period ending May 31, 2026

	<b>Amount</b>
1-4-1210015-3337 Supplies - Donation Specific	
5 /2026 /149 /161755/149;VINCE'S MARKET GROUP LTD;62647;APRIL 2026 PANTRY ORDER;BATCH INVOICE;01180-0113	1,797
5 /2026 /209 //Reverse accrual JV738 Visa - STAFF	-1,298
<b>Total 1-4-1210015-3337 Supplies - Donation Specific</b>	<b>499</b>
1-5-1210015-4214 Other Revenues - Donations	-8,881
5 /2026 /213 //Canada Helps - Individual	-48
5 /2026 /213 //Canada Helps - ANON	-48
5 /2026 /213 //Canada Helps - Individual	-10
5 /2026 /213 //Canada Helps - Individual	-106
5 /2026 /213 //Canada Helps - Individual	-97
5 /2026 /213 //Individual	-100
5 /2026 /213 //Individual	-20
5 /2026 /213 //The Regional Municipality of York	-5,000
5 /2026 /214 //Canada Helps - Individual	-48
5 /2026 /214 //Canada Helps - ANON	-48
5 /2026 /214 //Canada Helps - Individual	-10
5 /2026 /214 //Canada Helps - Individual	-97
5 /2026 /214 //Individual	-3,000
5 /2026 /214 //Ravenshoe United Church	-250
<b>Total 1-5-1210015-4214 Other Revenues - Donations</b>	<b>-8,882</b>
<b>1210016 Fundraising Miscellaneous</b>	
1-5-1210016-4214 Other Revenues - Donations	-112
5 /2026 /202 //Fundraising Miscellaneous	-9
5 /2026 /203 //Fundraising Miscellaneous	-13
5 /2026 /213 //Canada Helps - Individual	-10
5 /2026 /213 //Charities Aid Foundation Canada	-30



**Detailed Transaction Report**  
For period ending May 31, 2026

	<b>Amount</b>
5 /2026 /214 //Canada Helps - Individual	-10
5 /2026 /214 //Charities Aid Foundation Canada	-20
5 /2026 /234 //Fundraising Miscellaneous	-7
5 /2026 /235 //Fundraising Miscellaneous	-14
<b>Total 1-5-1210016-4214 Other Revenues - Donations</b>	<b>-113</b>
<b>1210030 HALP Library Branch</b>	
1-4-1210030-3001 Salaries - Full-time	34,754
5 /2026 /176 //Library PP2026-09 Pay period ending May 1, 2026	11,595
5 /2026 /209 //Reverse accrual JV738 Visa - STAFF	-30
5 /2026 /211 //Library PP2026-10 Pay period ending May 15, 2026	11,595
5 /2026 /241 //Library PP2026-11 Pay period ending May 29, 2026	11,595
<b>Total 1-4-1210030-3001 Salaries - Full-time</b>	<b>34,755</b>
1-4-1210030-3003 Salaries - Part-time	
5 /2026 /176 //Library PP2026-09 Pay period ending May 1, 2026	8,970
5 /2026 /211 //Library PP2026-10 Pay period ending May 15, 2026	12,057
5 /2026 /241 //Library PP2026-11 Pay period ending May 29, 2026	10,619
<b>Total 1-4-1210030-3003 Salaries - Part-time</b>	<b>31,646</b>
1-4-1210030-3051 Payroll Benefits	18,824
5 /2026 /176 //Library PP2026-09 Pay period ending May 1, 2026	3,339
5 /2026 /211 //Library PP2026-10 Pay period ending May 15, 2026	3,933
5 /2026 /237 //Sun Life 2026-Mar	2,384
5 /2026 /238 //Sun Life 2026-Apr	2,607
5 /2026 /239 //Sun Life 2026-May	3,053
5 /2026 /241 //Library PP2026-11 Pay period ending May 29, 2026	3,507
<b>Total 1-4-1210030-3051 Payroll Benefits</b>	<b>18,823</b>
1-4-1210030-3211 Staff - Mileage & Travel	102
5 /2026 /176 //Library PP2026-09 Pay period ending May 1, 2026	42



**Detailed Transaction Report**  
**For period ending May 31, 2026**

	<b>Amount</b>
5 /2026 /211 //Library PP2026-10 Pay period ending May 15, 2026	45
5 /2026 /241 //Library PP2026-11 Pay period ending May 29, 2026	16
<b>Total 1-4-1210030-3211 Staff - Mileage &amp; Travel</b>	<b>103</b>
1-4-1210030-3301 Supplies - Office	74
5 /2026 /149 /161750/149;STAPLES PROFESSIONAL;72974067;SUPPLIES - LIBRARY;BATCH INVOICE;01180-0094	12
5 /2026 /241 //Library PP2026-11 Pay period ending May 29, 2026	63
<b>Total 1-4-1210030-3301 Supplies - Office</b>	<b>75</b>
1-4-1210030-3303 Supplies - Materials	
5 /2026 /209 //Reverse accrual JV738 Visa - STAFF	-56
5 /2026 /211 //Library PP2026-10 Pay period ending May 15, 2026	143
<b>Total 1-4-1210030-3303 Supplies - Materials</b>	<b>87</b>
1-4-1210030-3333 Supplies - Software Licences & Maintenan	
5 /2026 /209 //Reverse accrual JV738 Visa - STAFF	-47
<b>Total 1-4-1210030-3333 Supplies - Software Licences &amp; Maintenan</b>	<b>-47</b>
1-4-1210030-3343 Supplies - Inventory Control (Books)	
5 /2026 /149 /161725/149;CVS MIDWEST TAPE;508797696;PROCESSING QV;BATCH INVOICE;01180-0030	14
5 /2026 /149 /161726/149;CVS MIDWEST TAPE;508797697;PROCESSING QV;BATCH INVOICE;01180-0030	4
5 /2026 /149 /161733/149;LIBRARY BOUND INC.;30255418;MULTILINGUAL PROCESSING QV;BATCH INVOICE;01180-0052	74
5 /2026 /149 /161741/149;LIBRARY BOUND INC.;30256201;PROCESSING QV;BATCH INVOICE;01180-0052	93
5 /2026 /149 /161742/149;LIBRARY BOUND INC.;30256202;PROCESSING QV;BATCH INVOICE;01180-0052	148



**Detailed Transaction Report**  
For period ending May 31, 2026

	<b>Amount</b>
5 /2026 /149 /161743/149;LIBRARY BOUND INC.;30256203;FRENCH PROCESSING QV;BATCH INVOICE;01180-0052	9
5 /2026 /149 /161756/149;WHITEHOTS INC;3614580;BOOK PROCESSING QV;BATCH INVOICE;01180-0116	4
5 /2026 /149 /161758/149;WHITEHOTS INC;3618754;BOOK PROCESSING QV;BATCH INVOICE;01180-0116	20
5 /2026 /149 /161759/149;WHITEHOTS INC;3622854;BOOK PROCESSING QV;BATCH INVOICE;01180-0116	41
5 /2026 /149 /161763/149;WHITEHOTS INC;3631554;CATALOGUING/PROCESSING QV;BATCH INVOICE;01180-0116	326
<b>Total 1-4-1210030-3343 Supplies - Inventory Control (Books)</b>	<b>733</b>
1-4-1210030-3410 Purchase - Office Furniture & Equipment	
5 /2026 /209 //Reverse accrual JV738 Visa - STAFF	-213
<b>Total 1-4-1210030-3410 Purchase - Office Furniture &amp; Equipment</b>	<b>-213</b>
1-4-1210030-3414 Rental of Land / Facilities	
5 /2026 /259 //Library Facility Costs May	6,800
<b>Total 1-4-1210030-3414 Rental of Land / Facilities</b>	<b>6,800</b>
1-4-1210030-3420 Lease - Photocopier/Fax	
5 /2026 /227 //To reverse JV730 Toshiba AR5244812 (Jan01 to Jan31 2026)	289
<b>Total 1-4-1210030-3420 Lease - Photocopier/Fax</b>	<b>289</b>
1-5-1210030-4120 User Fees - Pod Rentals	
5 /2026 /234 //User Fees - Pod Rentals	-484
<b>Total 1-5-1210030-4120 User Fees - Pod Rentals</b>	<b>-484</b>
1-5-1210030-4160 User Fees - Library Printing and Service	-551
5 /2026 /202 //User Fees	-144
5 /2026 /203 //User Fees	-155
5 /2026 /234 //User Fees	-92



**Detailed Transaction Report**  
**For period ending May 31, 2026**

	<b>Amount</b>
5 /2026 /235 //User Fees	-159
<b>Total 1-5-1210030-4160 User Fees - Library Printing and Service</b>	<b>-550</b>
1-5-1210030-4162 User Fees - Library Programming	
5 /2026 /202 //User Fees - Library Programming	-14
5 /2026 /203 //User Fees - Library Programming	-18
5 /2026 /213 //Queensville Public School	-204
5 /2026 /235 //User Fees - Library Programming	-2
<b>Total 1-5-1210030-4162 User Fees - Library Programming</b>	<b>-238</b>
<b>Total</b>	<b>317,858</b>



**Town of East Gwillimbury**  
**Open Capital Projects Status**

Run Date: Jun 14, 2026

	Budget Prior to 2026	Current Year Budget	Total Budget	Actuals Prior to 2026	Current Year Actuals	Total Actuals	Variance	% Spent
Library								
Library Administration								
LI-24-002 Library Materials - Growth	730,000.00		730,000.00	640,025.82	38,607.80	678,633.62	51,366.38	93%
LI-24-005 Queensville Makerspace	50,000.00		50,000.00	33,345.66	4,948.46	38,294.12	11,705.88	77%
LI-24-006 Queensville Branch IT	65,000.00		65,000.00	44,603.36	7,587.13	52,190.49	12,809.51	80%
LI-25-003 Library Material Capital Replacement	120,000.00		120,000.00	113,703.99	20.13	113,724.12	6,275.88	95%
LI-25-004 Library Materials - Growth	5,000.00		5,000.00	4,681.31	-74.03	4,607.28	392.72	92%
LI-26-001 Chromebook Replacement		5,000.00	5,000.00				5,000.00	
LI-26-002 IT Replacement (Staff and Public)		5,420.00	5,420.00				5,420.00	
LI-26-003 Network Equipment Replacement		8,000.00	8,000.00		7,641.16	7,641.16	358.84	96%
LI-26-004 Library Material Capital Replacement		171,000.00	171,000.00		37,684.81	37,684.81	133,315.19	22%
LI-26-005 Library Materials - Growth		5,000.00	5,000.00		368.11	368.11	4,631.89	7%
<b>Total Library Administration</b>	<b>970,000.00</b>	<b>194,420.00</b>	<b>1,164,420.00</b>	<b>836,360.14</b>	<b>96,783.57</b>	<b>933,143.71</b>	<b>231,276.29</b>	<b>80%</b>
Library Branches		25,000.00	25,000.00				25,000.00	
<b>Total Library</b>	<b>970,000.00</b>	<b>219,420.00</b>	<b>1,189,420.00</b>	<b>836,360.14</b>	<b>96,783.57</b>	<b>933,143.71</b>	<b>256,276.29</b>	<b>78%</b>
<b>Total</b>	<b>970,000.00</b>	<b>219,420.00</b>	<b>1,189,420.00</b>	<b>836,360.14</b>	<b>96,783.57</b>	<b>933,143.71</b>	<b>256,276.29</b>	<b>78%</b>