



AGENDA

Corporation of the Township of Tay Tay Township Public Library Board

Thursday, June 18, 2026 - 9:30 AM
Administration Boardroom
450 Park Street, Victoria Harbour

A meeting of the Tay Township Public Library Board will be held on Thursday, June 18, 2026 commencing at **9:30 AM**.

	Page
1. Call to Order	
2. Confirmation of the Agenda	
Resolution: That the Tay Township Public Library Board Agenda for June 18, 2026, be approved.	
3. Disclosure of Interest	
4. Minutes	
4.1. Regular Board Meeting Minutes - May 21, 2026	3 - 6
Tay Township Public Library Board - 21 May 2026 - Minutes - Html	
Resolution: That the Minutes of the May 21, 2026 Regular Board Meeting be approved.	
5. Business Arising from the Minutes	
6. Accounts	
6.1. Library Board Accounts Report - May 2026	7 - 8
Library Board Monthly Accounts Report-May 2026	
Resolution: That the Library Board Accounts for the month of May 2026, in the amount of \$8930, be received.	
7. Activities Reports	
7.1. Library Activities Report - May 2026	9 - 11
Library Activities Report - May 2026	
8. Statistics	
8.1. Library Statistics - May 2026	
9. Items for Information	

9.1. Library Newsletter - June 2026

12 - 13

[Library Newsletter - June 2026](#)

10. Other Business

11. Adjournment

Recommendation:

That this Tay Township Public Library Board meeting adjourn at
(time) p.m.

MINUTES

Tay Township Public Library Board Meeting



9:30 AM - Thursday, May 21, 2026

Administration Boardroom

The Tay Township Public Library Board met on Thursday, May 21, 2026 at 9:30 AM.

Present: Member Heather Walker
 Member Janet McFadden
 Member Laura Adams
 Councillor Sandy Talbot
 Councillor Gerard La Chapelle

Absent:

Staff Present: Katelyn Johns, Municipal Clerk/Library CEO
 Heather DeLong, Head Librarian

1. Call to Order

Chair Walker called the meeting to order at 9:33 a.m.

Councillor La Chapelle arrived at 9:37 a.m. and left the meeting at 10:15 a.m.

2. Confirmation of the Agenda

Resolution:

Moved by Member Janet McFadden

Seconded by Member Laura Adams

That the Tay Township Public Library Board Agenda for May 21, 2026, be approved with the addition of Item 10.4. related to the Library Services Review.

Carried

3. Disclosure of Interest

There were no disclosures made.

4. Minutes

4.1. Regular Board Meeting Minutes - February 19, 2026

[Tay Township Public Library Board - 19 Feb 2026 - Minutes - Html](#)

Resolution:

Moved by Member Janet McFadden

Seconded by Member Laura Adams

That the Minutes of the February 19, 2026 Regular Board Meeting be approved.

Carried

5. Business Arising from the Minutes

There were no Items for this portion of the Agenda.

6. Accounts

6.1. Library Board Accounts Report - February 2026

[Library Board Accounts Report - February 2026](#)

Resolution:

Moved by Councillor Sandy Talbot

Seconded by Member Laura Adams

That the Library Board Accounts for the month of February 2026, in the amount of \$3,217, be received.

Carried

6.2. Library Board Accounts Report - March 2026

[Library Board Accounts Report - March 2026](#)

Resolution:

Moved by Member Laura Adams

Seconded by Member Janet McFadden

That the Library Board Accounts for the month of March 2026, in the amount of \$4,094, be received.

Carried

6.3. Library Board Accounts Report - April 2026

[Library Board Accounts Report - April 2026](#)

Resolution:

Moved by Member Janet McFadden

Seconded by Member Laura Adams

That the Library Board Accounts for the month of April 2026, in the amount of \$4,044, be received.

Carried

7. Activities Reports

7.1. Library Activities Report - April 2026

[Library Activities Report - April 2026](#)

Resolution:

Moved by Member Janet McFadden

Seconded by Member Laura Adams

That the Library Activities Report - April 2026, be received.

Carried

8. Statistics

8.1. Library Statistics - February 2026

This Item was received for information.

[Library Statistics - February 2026](#)

8.2. Library Statistics - March 2026

This Item was received for information.

[Library Statistics - March 2026](#)

8.3. Library Statistics - April 2026

This Item was received for information.

[Library Statistics - April 2026](#)

9. Items for Information

9.1. Library Newsletter - May 2026

This Item was received for information.

[Library Newsletter - May 2026](#)

10. Other Business

10.1. Verbal Report, Library CEO, Re: Port McNicoll Library Branch Spring Cleaning

The Library CEO presented a request from Staff to close the Library Branches on Friday, June 12, 2026 and Saturday, June 13, 2026 in order to facilitate a clean up of the Port McNicoll branch. Following discussion, the Library Board approved the closure of the Port McNicoll branch for the two days requested. Additionally, the Board requested that Staff set aside time for regular upkeep of the branch.

10.2. Verbal Report, Library CEO, Re: Victoria Harbour Library Branch Accessible Bathroom Door Upgrades

The Library CEO provided an update to the Library Board regarding the installation of accessible power-operated doors near the Harbour Shores Community Room within the Victoria Harbour Library Branch as part of the Enabling Accessibility Fund.

10.3. Verbal Report, Library CEO, Re: Library Services Assistant Position

The Library Board approved a one year extension to the Library Services Assistant Contract.

10.4. Verbal Report, Library CEO, Re: Library Services Review Update

The Library CEO stated that the Item CS-2025-082 entitled Library Review Final Report from the Library Review Ad Hoc Committee, which was presented at the November 12, 2025 Committee of the Whole meeting and subsequently deferred to a future Committee of the Whole meeting, will be brought forward to the June 10, 2026 meeting.

11. Adjournment

Resolution:

Moved by Member Janet McFadden

Seconded by Member Laura Adams

That this Tay Township Public Library Board meeting adjourn at 10:47 a.m.

Carried

	FOR THE MONTH ENDED	2026 YEAR TO DATE ACTUAL	2026 BUDGET	VARIANCE IN DOLLARS	PERCENTAGE OF BUDGET USED
	2026-05-31	2026-01-01-2026-05-31			

LIBRARY OPERATING

REVENUE:

Fundraising	0	0	0	0	
Donations	1,042	2,078	1,500	(578)	139.%
	0	0	0	0	
Grants - Municipal	0	0	439,818	439,818	0.0%
Grants - Municipal (Allocated Costs)	0	0	96,814	96,814	0.0%
Grants - Other	0	33,900	33,958	58	100.0%
Transfers from Reserves/Reserve Funds	0	0	59,729	59,729	0.0%
Other	657	11,735	16,740	5,005	70.0%
TOTAL REVENUE	1,699	47,713	648,559	600,846	7.0%

EXPENSES:

Salaries and Benefits	34,429	155,491	450,727	295,236	34.0%
Salaries and Benefits (Allocated Cost)	0	0	75,401	75,401	0.0%
Rent (Allocated Cost)	0	0	21,413	21,413	0.0%
Contracted Services	851	2,797	7,728	4,931	36.0%
Administrative/Overhead	13	3,205	29,621	26,416	11.0%
Utilities	1,435	7,981	18,190	10,209	44.0%
Materials	4,007	4,007	4,048	41	99.0%
	0	0	0	0	
Repairs and Maintenance	0	777	5,800	5,023	13.0%
	0	0	0	0	
Furniture & Equipment	0	0	0	0	
	0	0	0	0	
Program Expenditures	0	1,346	7,131	5,785	19.0%
Transfer to Own Funds	0	0	28,500	28,500	0.0%
TOTAL OPERATING EXPENSES:	40,735	175,604	648,559	472,955	27.0%

OPERATING SURPLUS/(DEFICIT)

LIBRARY CAPITAL

FUNDING:

Grants	0	0	0	0	
Taxation (Operating Budget)	0	0	0	0	

	FOR THE MONTH	2026 YEAR TO DATE	2026	VARIANCE	PERCENTAGE OF
	ENDED	ACTUAL	BUDGET	IN DOLLARS	BUDGET USED
	2026-05-31	2026-01-01-2026-05-31			
Reserve Funds - Development Charges	0	0	0	0	
Library Reserves	0	0	152,328	152,328	0.0%
Debt	0	0	0	0	
TOTAL FUNDING	0	0	152,328	152,328	0.0%
EXPENDITURES:					
Books	2,624	8,882	19,503	10,621	46.0%
Electronic Materials	0	1,142	7,002	5,860	16.0%
Computer Hardware	0	5,316	6,823	1,507	78.0%
Building Improvements	0	0	94,030	94,030	0.0%
TOTAL EXPENDITURES	2,624	15,340	127,358	112,018	12.0%
CAPITAL SURPLUS/(DEFICIT)					
TOTAL PURCHASES FOR THE MONTH TO BE APPROVED BY THE BOARD	8,930	35,453	325,190	289,737	5%

Tay Township Public Library May 2026

PM – Port McNicoll, VH – Victoria Harbour, WB – Waubaushene

HL – Head Librarian, LSC - Library Services Coordinator
CTS – Circulation and Technical Services Clerk,
LSA - Library Services Assistant
SS – Summer Student

MYVA – Marjorie Young Volunteer Association
SDLS – Simcoe Digital Library Services

Administration

- Deposits, petty cash – LSCs, HL
- Invoices, credit card reconciliation – HL
- Overdues, Lost item billing – LSCs, HL
- Purchase card reconciliation – LSCs

Meetings

- May 21 – Regular Library Board Meeting

Website

- Updated some website content – HL, LSCs

Staff Training

- Purchase card procedures and reconciliation, LSCs

Programs

- Baby and Tot Storytime, LSA
VH – 40, WB – 19
- Pajama Storytime, LSC – 33 participants
- Family Craft Party, CTSC, LSA – PM branch, 7 participants
created a flapping butterfly toy/decor
- Game Night in WB – 27 participants
- Scavenger Hunt – Why is the Letter A like a flower? Because a B
comes after it.
PM – 13, VH – 46, WB – 21
- Learn to play Chess – 23 participants
- Mahjong – 13 attendees
- Pole walking – 2
- Sit and Stitch – 21 participants

Displays

- Front display area PM – Seed Library catalogue and related forms, gardening related library materials for all ages
- Books to Movies display, VH and PM
- Last Chance display, VH – included materials that have not circulated in a while and a due to be deleted, but are really good reads.
- Front Window VH – Decorated to advertise the book sale held Saturday May 16th, switched to SRC promotion after the sale
- Fishing for a Good Book, WB – included fiction materials for all ages.

Interlibrary Loans

- The ongoing issues with the Library Shipping Tool have been resolved. Tay reinstated our lending, and to balance our borrowing use with the amount we lend, we will limit the number of illos lent from each branch to 45 at a time.
As the LSCs now have purchase cards for use in the Library shipping tool, all illos will be mailed from either VH or WB.

Seed Library

- 80 users to date
- 596 Seed packets given out
- Reached out to the Severn Sound Environmental Agency for packets of their locally harvested Native plant and flower seeds, they will drop some off to us - LSC

Donations – Funds for Passes

- We missed the window to purchase a transferable Toronto Zoo pass. The Port McNicoll Lions then requested we use the funds they donated for the pass to purchase something staff thought would benefit the community. Staff contacted the Wye Marsh about obtaining a third pass. This will be available in June.

Book Sale

- PM – 123 people, \$318.50 in donations.
- VH – 41 people, \$174 in donations
- WB – \$106.75 in donations

Planning

- Pajama Storytime
- Babies and Tots Storytime
- Family Craft Party

- Marketing prepared for upcoming programs and events including social media, local event calendars, and for posting on local community bulletin boards - LSC
- Tay Canada Day Parade and Booth preparations – LSC, LSA
- Summer Reading Club planning, preparations, programs, booklet – all staff involved

Community Outreach

- Books at the Food Bank – 9 books were taken this month, LSC
- Tay Shores Public School – Welcome to Kindergarten night, LSC Spoke with 122 people, 33 fridge magnets were made “Look what _____ made!” and the children filled in their own name on the magnet.
- Waubaushene Community Garden – Planting Party May 24th. LSC - 46 participants
Staff in attendance handed out library newsletters, hours flyers, service brochures, Seed Library information. The children made pipe cleaner flower bouquets.

Community Rooms

- VH Board room used several times a month for tutoring, quiet meeting space and secure, private internet (zoom meetings, online classes, job interviews, online healthcare)

Compiled by:

Heather DeLong, Head Librarian

Jessica Beal, Library Services Coordinator

Heather Fitzgerald, Library Services Coordinator

Library News

Volume 23, Issue 6 - June 2026



The Port McNicoll Branch will be closed Friday, June 12th and Saturday, June 13th for a branch clean up.

Summer Reading Club Registration Starts June 26th!

Join us for a summer full of reading, fun activities, amazing special guests, and prizes! This year we are going under water with crafts and activities about oceans, seas, lakes, rivers and everything that lives there. Hosted in partnership with the TD Summer Reading Club.



Saturday, June 27th is Tay Canada Day!

There will be lots going on in Victoria Harbour to celebrate Canada Day! We will be in the vendor show at Oakwood Park from 10 am - 3 pm to help you make your own buttons for \$2, and tell you all about our summer reading club! We will also be in the parade at noon. **We need friends to ride on the float with us!** Please email library@taylibrary.ca and meet at the Victoria Harbour Branch by 11:30 am if you are interested. For more info on all the Tay Canada Day Events visit: <https://tay-canada-day-celebrations.square.site>

Youth Programming

June Family Craft Party

Saturday, June 20th at 1:00 PM in Victoria Harbour

Get ready to cool off this summer by making your own folding paper fan. For kids aged 4-10. Please email or call to register.



Storytime for Babies and Tots

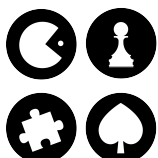
Wednesdays at 11AM in Victoria Harbour
Thursdays at 11 AM in Waubaushene

Join us as we read books, sing songs, learn, & have fun! No registration required. *Heads up - both storytimes will be paused for July and August.*

Pajama Storytime

Wednesdays at 4:30 PM - Victoria Harbour Branch

Put on your PJs and join us in the Harbour branch as we read and talk about our favourite picture books! All kids are welcome but book picks are geared to ages 5 and up. Drop in. *Heads up - both storytimes will be paused for July and August.*



Game Night!

Thursdays 5:30-7:00 PM - Waubaushene Branch

Join us for Game Night with video games and board games. Great for all ages, drop in.



Tay Township Public Library

Port McNicoll
705-534-3511

Victoria Harbour
705-534-3511

Waubaushene
705-538-1122

www.taylibrary.ca

General Programming



Seniors: Have Your Say! by the Tay Seniors Advisory Committee

Tuesday June 9th 10 am - 12 pm - Oakwood Community Centre

Enjoy a light breakfast while taking part in meaningful conversations that help shape your community. Meet and connect with: Seniors Advisory Committee. Horticulture Committee, Tay Township Public Library, Tay Township Election Officials. Learn more at tay.ca/seniors

Pole Walking Club

Wednesdays at 10:30 AM - Victoria Harbour Branch

Join in on a volunteer led walk on the Tay Trail. Weather permitting. Don't have poles? Borrow a set for free with your library card! Please register at the library before joining the walk.



Drop-in Chess Club

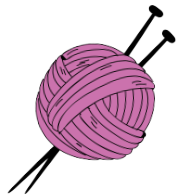
This program has moved to a private residence for the June, July and August. Please contact to staff if you would like to join.

Never played, but always wanted to? Not played in a long time and need a refresher? Experienced and want to hone your skills? Come play a game!

Sit and Stitch

Wednesdays at 2-4 PM - Victoria Harbour Branch

A casual, drop-in atmosphere. Bring what you are working on and maybe get help from new friends. Knit, crochet, embroidery, mending, if you can bring it and want to share it, stop by and do one more row together. You could also swap yarn and patterns!



Mahjong for Beginners

Thursdays at 1 PM - Victoria Harbour Branch

Mahjong is a tile-based game that was developed in the 19th century in China and has spread throughout the world since the early 20th century. It is played with four players and a set of 152 tiles based on Chinese characters and symbols.

Seed Library

It's not too late to get growing with the library!

Get up to 10 packets of seeds with over 180 varieties to choose from, including many native seeds. We started the season with over 3000 packets of seeds! Thank you to our local growers who saved seeds last year, and Midland Giant Tiger for their generous donation. Visit a branch to browse our seed catalogue and pick out what to grow this year.

For more information on how to borrow seeds please visit our website. <https://taylibrary.ca/borrow/seed-library/>

TAY TOWNSHIP PUBLIC LIBRARY



SEED LIBRARY
2026-2027 CATALOGUE

Library Board Information

Library Board Members:

Heather Walker (Chair)
Janet McFadden (Vice Chair)
Laura Adams

Gerard LaChapelle (Council Representative)
Sandy Talbot (Council Representative)

Next Meeting:

**Thursday, June 18th, 2026
9:30 AM**

Tay Municipal Office
450 Park St. Victoria Harbour