

Report to Municipal Council



Meeting Date: April 2, 2025	Report Date: March 25, 2025
Reason Before Council: Other	Priority: Normal
Department: General Government	Type of Meeting: Committee of the Whole

Report Title: Library Information

Recommended Resolution:

That Council review the information provided by the Library and:

Options:

1. Ask for further clarification or information.
2. Receive for information only.
3. Request a presentation from the library.
4. Ask a Library representative to attend next budget meeting.

Analysis & Background:

I followed up with the Chair of the Library Board and the following information was provided

From: stcharles_library@yahoo.ca <stcharles_library@yahoo.ca>

Sent: March 18, 2025 9:48 AM

To: 'Sheila' <smmehes@live.ca>

Subject: RE: 2025 Municipal Budget- Questions for the Library

Heres the answers for the questions Denis had.

1. Can you provide your 2024 actual numbers, line by line **ATTACHED REPORT**
2. What are the hours that the library is open **32 HOURS**
3. Breakdown (in #)of who is attending the library and when (École St-Charles Borromée students vs kids vs seniors vs adults).



We do not specify if they are adults or seniors on our tracking sheet however classes come up as follows;

JK/SK – 17 Students and 2 Teachers THURSDAYS

1-2-3 – 12 Students and 1 teacher TUESDAY

4-5 – 12 Students and 1 Teacher THURSDAY

Attached our stats for 2024 – in the year 2024 we had a count of 3,345 for foot traffic(which only accounts for the physical bodies who come into the library, not any phone interactions or online usage for E-books/Audio books)

- 4. Breakdown of residents' vs non-residents. (people who pay taxes in St.-Charles, Dupuis Road and Little Brule for example pay taxes in Markstay-Warren) We don't write down if the individual is a non resident on our tracking sheet*
- 5. Standard hours for each employee*

Marie 72 hours per pay period

Jude 21 Hours per pay period

- 6. How many hours are spent on accounting functions*

10 hours per week which are included in the above

- 7. Can we get a list of special activities/programing that you had in the last 6 months i.e. book club, craft corner and attendance (in#) (and identify if held during school hours)*

Book club happens usually on the second Tuesday of the month and has attendance of 10-13 depending on the day

Every Thursday we have social club which has a attendance of between 4 and 7 depending on the day

Wednesdays we have the mighty explorers program with OCOF which usually brings in 3-4 kids plus their parents

Crafts happen on special occasions (Christmas, mothers day, fathers day, easter, Halloween etc..) they are take home crafts and supply 27 kids at this moment



The tax clinic services 65 members of the community for the 2023 tax season and so far for the 2024 tax season we are at 22. Not to mention the Christmas parade which takes countless hours to plan and execute. Weve also made a point to be present at International Women's day and network with neighbouring Libraries.

Yes, it takes Marie more time to do the financials, which include payables, receivables, payroll, bookkeeping, 'paying the bills', etc. She applies for grants on our behalf, and completes the annual statistical reports and surveys as required by the Province.

Marie is also Secretary to the Board, which involves taking and preparing minutes, plus a monthly up-to-date financial report. The Library Board is also undergoing an ongoing review of all Library policies, so of course, policies that receive any sort of change must be re-entered.

This is all unassisted work in that it is not delegated, that gets done in the context of being a Library, open to the public, with items being borrowed, returned, requested via Interlibrary Loan from other libraries. Interlibrary Loan is also heavily used by the Library Book Club. Then there's the phone, and monitoring the public internet computers, the printers, fax, etc., materials selection and de-selection, a.k.a. "weeding".

The Library hosts, as you know, an income-tax filing process for members of the public for free, although clients may make a donation for that service. This is a geared-to income program, criteria based on household size. Thank heavens for an invaluable volunteer. Now the library is also the hub for a walking program, organized out of UNIVI. People participating are welcome to come in after their walk and have a coffee. There are craft programs – pick up and take home – on a fairly regular basis, especially around holiday occasions. And the Library newsletter itself (which promotes these events and others in the community) has to be done.

Finally, the Library also serves as a school library, by agreement with the French Catholic School Board. There are 2 regularly scheduled class visits each week, and often a 3^d impromptu visit on Friday mornings. There are also 2 virtual learners in the library every Friday morning. With several class visits, from 12-17 per class, people on the internet, taking items out, the library can be a busy place.

Marie is already assisting people with on-line things such as licence plate renewals, passport forms, etc. There is literature detailing the added value that a library brings to a community, not all of it measured monetarily.



When I review the above, there are certain tasks that require quiet time, and given that taking the bookkeeping duties back adds more time to the job, this is the basis for the "ask". Also of note: the CEO receives no benefits, i.e., medical, dental, pension (OMERS), etc.

*Marie Richer (CEO)
St-Charles Public Library*

Municipal Staff conducted partial Analysis from the above, since no exact numbers are tracked, below should be taken with this in mind.

Client of the library (foot Traffic)	3345
Average students per week	41
Average student visits per year (assume 9 months)	1,599 or +/- 47%
Book Club 11.5 participant * 26 weeks	299 or +/-9%
Social Club every Thursday 5.5 participant * 26	143 or +/- 4.3%
Explorer program +/- 3.5 * 52 (not incl. Parents)	182 or +/- 5.4%
Craft kits	27 or <1%
Tax clinic	65 or +/- 1.9%

Book circulation is 93.4% in English (at least in the month the data represents)

DVD rental is +/-10% of the "Book" Circulation

Internet represent 4.7% of foot traffic.

Overdrive (digital loan) 8% of Book circulation

<https://www.olservice.ca/index.php/enrollment-overdrive>

Attachments:

- Budget vs Actual 2024
- Book Stats 2024

Prepared By: Denis Turcot, CAO