



BWG Public Library Board – Regular Meeting Agenda

Meeting date	Monday, March 18, 2024 @ 7:00 pm
Location	Zima Room
Meeting #	2024-03
Members	CHAIR: Licinio Miguelo VICE CHAIR: Cheraldean Duhaney OLS TRUSTEE: Jen Turner FOL Liaison: Joseph Giordano Diana Sheeler Ferguson Mobbs
	Destiny Lackie, Recording Secretary Nina Cunniff, Deputy CEO and Manager of Corporate Services Elizabeth Campbell, Manager of Community Engagement David di Giovanni, Manager of Cultural Services
Regrets/Absent	Matthew Corbett, CEO Andrea Ciurria, Manager of Public Services

1 Land Acknowledgement

We will begin this event/meeting by acknowledging that the land we are meeting on is the traditional territory of many nations, which has been inhabited by Indigenous peoples for thousands of years. We are grateful for the opportunity to meet here and we thank all the generations of people who have taken care of this land.

We acknowledge that we are situated on the traditional land of the Anishinaabe and the Huron-Wendat peoples. The Anishinaabe include the Ojibwe, Odawaand Potawatomi nations, collectively known as the Three Fires Confederacy. We also acknowledge that Bradford West Gwillimbury is covered by Treaty 18.

We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

2 Call to Order

The Presiding Chair calls the meeting to order at

3 Confirmation and Adoption of Agenda

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, March 18, 2024 agenda.”

Moved by:

Seconded by:

Result:

4 Declaration of Conflict of Interest—

5 Special Presentations/Welcome Guests— None

6 Confirmation of Consent Agenda





Regular Meeting Minutes of February 26, 2024 Meeting

- 6.1 CEO REPORT
- 6.2 COMMUNITY ENGAGEMENT REPORT
- 6.3 CORPORATE SERVICES REPORT
- 6.4 CULTURAL SERVICES REPORT - POSTPONED
- 6.5 PUBLIC SERVICES RPORT - POSTPONED

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board receive the Consent Agenda 6.1 to 6.5 inclusive.”

Moved by:

Seconded by:

Result:

7 Finance Report

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board receive the Finance Report”

Moved by:

Seconded by:

Result:

8 Correspondence—None

9 Board Training—

10 New Business

10.1 2024-03-01 Advocacy Committee

Recommendation:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2024-03-01 Advocacy Report for information;
AND THAT The Bradford West Gwillimbury Public Library Board strike a committee committed to Advocacy which will include the following Board Members: _____.”

Moved by:

Seconded by:

Result:

10.2 2024-03-02 Finance Annual Plan

Recommendation:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2024-03-02 Finance Annual Plan for information.”

Moved by:

Seconded by:

Result:

11 Policy Review and Approvals—None



12 Board Committees–None

13 Closed Session

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(D) labour relations or employee negotiations at_____.

13.1 Labour Relations Update

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board move out of a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(D) labour relations or employee negotiations at_____.

Next Meeting—Monday, April 15, 2024 @ 7pm.

14 Upcoming Events

15 Adjournment

Recommendation:

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at _____ pm.”

Moved by:

Seconded by:

Result:





BWG Public Library Board – Regular Meeting Minutes

Meeting date	Monday, February 26, 2024 @ 7:00 pm
Location	Zima Room
Meeting #	2024-02
Members	CHAIR: Licinio Miguelo VICE CHAIR: Cheraldean Duhaney OLS TRUSTEE: Jen Turner FOL Liaison: Vacant Diana Sheeler Joseph Giordano Ferguson Mobbs
	Matthew Corbett, CEO Destiny Lackie, Recording Secretary Nina Cunniff, Deputy CEO and Manager of Corporate Services Andrea Ciurria, Manager of Public Services Elizabeth Campbell, Manager of Community Engagement David di Giovanni, Manager of Cultural Services
Regrets/Absent	

1 Land Acknowledgement

We will begin this event/meeting by acknowledging that the land we are meeting on is the traditional territory of many nations, which has been inhabited by Indigenous peoples for thousands of years. We are grateful for the opportunity to meet here and we thank all the generations of people who have taken care of this land.

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We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

2 Call to Order

The Presiding Chair calls the meeting to order at 7:42pm

3 Confirmation and Adoption of Agenda

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, February 26, 2024 agenda.”

Moved By: C. Duhaney Seconded By: D. Sheeler

Result: Carried





4 Declaration of Conflict of Interest—

5 Special Presentations/Welcome Guests— None

6 Confirmation of Consent Agenda

6.1 Regular Meeting Minutes of January 15, 2024 Meeting

6.2 CEO Report

6.3 Community Engagement Report

6.4 Corporate Services Report

6.5 Cultural Services Report

6.6 Public Services Report

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board receive the Consent Agenda 6.1 to 6.6 inclusive.”

Moved by: F. Mobbs

Seconded by: D. Sheeler

Result: Carried

Staff fielded questions from the Library Board on 6.6 Public Services Report.

7 Finance Report

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board receive the Finance Report”

Moved by: J. Giordano

Seconded by: C. Duhaney

Result: Carried

8 Correspondence—None

9 Board Training—

10 New Business

10.1 2024-02-01 Master Plan Update

MOTION:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2024-02-01 Masterplan Updates Report for information;

AND THAT The Bradford West Gwillimbury Public Library Board endorse option Two (2) as the preferred option.”





Moved by: F.Mobbs

Seconded by: J. Giordano

Result: Carried

Staff presented the Board with a Master Plan Update and fielded questions pertaining to report. Staff presented 3 options listed in the update and the Board endorsed option two.

10.2 2024-02-02 Truth and Reconciliation Report

MOTION:

“THAT The Bradford West Gwillimbury Public Library Board receive the report and endorse the United Nations Declaration on the Rights of Indigenous Peoples.”

Moved by: C. Duhaney

Seconded by: F. Mobbs

Result: Carried

Staff presented the Truth and Reconciliation Report and fielded questions from the Board.

10.3 2024-02-03 Budget Update

MOTION:

“THAT The Bradford West Gwillimbury Public Library Board receive the budget update; AND THAT The Bradford West Gwillimbury Public Library Board ratify the 2024 Library Budget as presented.”

Moved by: J. Giordano

Seconded by: F. Mobbs

Result: Carried

Staff presented a Budget update.

L. Miguelo requested a Recorded Vote on this Motion.

M. Corbett informed the Board of a recorded vote, and detailed that a vote in favour would indicate Board members in favour of the motion tabled, and opposed would be against the tabled motion.

L. Miguelo – In Favour

C. Duhaney – In Favour

D. Sheeler – In Favour

J. Giordano – In Favour

F. Mobbs – In Favour

Vote carried unanimously.





10.4 2024-02-05 Friends of the Library Appointment

MOTION:

“THAT The Bradford West Gwillimbury Public Library Board appoint Joseph Giordano as the Friends of the Library liaison to fill the current vacancy.”

Moved by: F. Mobbs Seconded by: D. Sheeler Result: Carried

F. Mobbs nominates J. Giordano for the Friends of the Library Liaison vacancy.

D. Sheeler seconds the nomination.

J. Giordano accepts the position.

11 Policy Review and Approvals—None

12 Board Committees

12.1 Finance Committee Update

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board receive the verbal update from the Finance Committee.”

Moved by: D. Sheeler Seconded by: J. Giordano Result: Carried

Staff provides a verbal update from the Finance Committee.

13 Closed Session

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(D) labour relations or employee negotiations, Section 16.1(B) personal matters about an identifiable individual, and Section 239.2(H) of the Municipal Act, information explicitly supplied in



confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them at 6:30pm.

13.1 Labour Relations Update

13.2 Personal Matters about an identifiable individual

13.3 Information provided by the Federal Government

Moved By: J. Giordano

Seconded By: D. Sheeler

Result: Carried

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board move out of a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(D) labour relations or employee negotiations, Section 16.1(B) personal matters about an identifiable individual, and Section 239.2(H) of the Municipal Act, information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them at 7:40 pm.

Moved By: F. Mobbs

Seconded By: J. Giordano

Result: Carried

14 Next Meeting—Monday, March 18, 2024 @ 7pm.

15 Upcoming Events

16 Adjournment

MOTION:

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at 8:09 pm.”

Moved by: F. Mobbs

Seconded by: J. Giordano

Result: Carried





To: Library Board
Prepared by: Matthew Corbett, CEO
Date: March 18, 2024
Subject: CEO Report

1. Staff Development

Staff attended an Basic Emergency Management training at the County of Simcoe on March 7 and 8. This course provided an overview of emergency management in Ontario including the systems and processes for preventing, mitigating, preparing for, responding to, and recovering from emergencies and disasters.

Staff are preparing for the annual staff training day. This will include a one day training session for all staff, some team building opportunities, as well as train-the-trainer opportunities. Staff will be provided more information on this in the coming weeks, and the Board of Directors will be provided an update following the training day.

Staff are receiving training on Violence, Harassment, and Discrimination in the Library, the Public Services Teen Strategy, as well as the Expectations of Conduct Policy. These training opportunities were conducted over a variety of dates, with a completion on March 6th.

The Manager of Cultural Services attended a CCDI online conference at the end of February. This conference took place over two days (Feb 28th / Feb 29th) online.

The major theme of the training was addressing DEI push-back in the workplace and in our larger society. Sessions focused on the importance of identifying KPIs, taking a data-driven approach to building a case for support, and the importance of self-care in this work. Staff will be working on developing next steps for Library DEI work in the coming months.

2. Grant Applications

Staff are exploring grant opportunities for 2024.

3. Diversity, Equity and Inclusion Updates

- See staff development training and general updates: #ITSTARTS

4. Master Plan

- No new updates on the Master Plan

5. Hiring and Openings

Staff are currently recruiting for:

- Custodian, part time
- Customer Service Specialist, part time





- Communications and Marketing Coordinator, full time
- Program Development Coordinator, full time

6. **General Updates**

Staff began working through the records retention process. The first step in this process was to delineate between files and records. Staff assessed over 40 boxes of materials that were collected over 50 years. Staff removed a number of files that were not records. Staff will provide the Board with a fulsome report at its April regular meeting on the Records Retention Plan and next steps.

Training opportunities have been presented to Staff for the Creative Lab. Facilitated by the Emerging Technologies Specialist and the Manager of Public Services, Staff are being presented an opportunity to learn and explore the Creative Lab in one-hour sessions.

The #ITSTARTS campaign launched March 1st. Staff attended the flag raising ceremony on March 4th at 61 Holland Street. The #ITSTARTS campaign is a public awareness campaign designed to take “proactive steps towards addressing racism and discrimination in Simcoe County.” It has a focus on creating and promoting community empowerment to fight against racism and discrimination. For more information on the #ITSTARTS campaign, visit <https://www.simcoe.ca/ChildrenandCommunityServices/Pages/IT%20Starts/itstarts.aspx>

New waste receptacles were installed March 1st. These were purchased last year to replace the damaged bins that were in place. Anticipated in April, new benches will be delivered and installed to replace the current ones. This will enhance the beautification of the external Library space.

Staff participated in the Young Canada Works assessment process. As a peer assessor, Staff helped evaluate grant applications across Canada (excluding Ontario). This provided Staff with valuable insights into the YWC process.

7. **Action Items/CEO List**

- a. Master Plan—Awaiting Response
- b. Library Future Planning Exercise—Meetings set with Director of Community Services and Town CAO
- c. Friends of the Library, Constitution Development and Campaign initiative—Constitution completed; Website presence and marketing TBD
- d. Union Collective Agreement—Finalizing
- e. Policy Review and Planning—Ongoing
- f. Accreditation—Preliminary stages
- g. Records Retention Program—In progress
- h. Analysis of Social Media strategy/engagement—Early stages
- i. Accessibility Plan—In preliminary progress
- j. Branding Project—On Pause





- k. Automatic Material Handling Unit—Training complete. Project is finished.
- l. PA System—Preliminary procurement process started
- m. Furniture replacement—in preliminary stages
- n. Surveillance Camera installation—in preliminary stages





To: Library Board
 Prepared by: Elizabeth Campbell, Manager of Community Engagement
 Date: March 9, 2024
 Subject: Community Engagement Report

Purpose

The purpose of this report is to provide an overview of the department’s activities during the month of February and share upcoming priorities related to the Library’s strategic pillars and objectives for the Community Engagement department.

Report

A – February Outcomes

Program and Outreach Highlights

Library Programs								
	February 2024		February 2023		2024 YTD		2023 YTD	
	Activities	Attendees	Activities	Attendees	Activities	Attendees	Activities	Attendees
Children’s Programs	48	1,336	34	1,003	92	2,564	65	1,771
Teen Programs and Volunteer Opportunities	2	3	6	53	5	184	10	122
Adult Programs	12	56	2	24	20	91	6	198
Total	62	1,395	42	1,080	117	2,839	81	2,091

Partnership Programs								
	February 2024		February 2023		2024 YTD		2023 YTD	
	Activities	Attendees	Activities	Attendees	Activities	Attendees	Activities	Attendees
Childrens Programs	0	0	3	30	0	0	7	142
Teen Programs	2	21	0	0	4	39	0	0
Adult Programs	16	106	2	27	26	279	4	80
Total	18	127	5	57	30	318	11	222





Outreach								
	February 2024		February 2023		2024 YTD		2023 YTD	
	Activities	Interactions or Attendees	Activities	Interactions or Attendees	Activities	Interactions or Attendees	Activities	Interactions or Attendees
Outreach	8	287	4	86	18	621	17	550
Calder Room & Social Service Bookings	18		3		33		3	
Deposit Collections Delivered	0		0		7		0	

Communications Highlights

Social Media Performance				
	Facebook		Instagram	
Measure	February 2024	2023 monthly average	February 2024	2023 monthly average
Reach	40,381	29,386	9,768	9,899
Visits	3,504	2,787	471	540
New Follows	26	18	51	23

Email Performance				
	February 2024		February 2023	
	newsletters	Segmented eblasts	newsletters	Segmented eblasts
Emails	156	1,081	12,785	62
Open Rate	70.5%	64.1%	52.2 %	74.2%
Total Clicks	42	80	529	38
Click Rate	27%	7.4%	4.1%	61.3%
Mobile	10%	15.1%	9.1%	10.9%
Desktop	90%	84.9%	90.9%	89.1%





Most popular pages on the BWG Library Website for February 2024		
Page	Views	Users
Home/BWG Public Library (most users land on this page)	10,833	2,488
Job postings	421	288
Programs for Children and Families	212	108
A to Z list of all eresources	96	36

B-Looking forward

We've noticed a trend in our website traffic, with the majority of visitors accessing our site via mobile devices. In February, 62% of visitors were on mobile, compared to 36% on desktop and 2% on tablets. To support this trend, we'll be implementing changes to our homepage to enhance its mobile-friendliness.

Starting this March, we're revamping the style of posts on the homepage to better suit mobile viewing. Following this, we'll be focusing on optimizing the Navigation Bar to ensure it is accessible for mobile users.

Our CVITP Tax Clinic has commenced operations from March 1 and will serve the community until the end of April.

Our March programming is centered around March Break activities. A fresh session of children's programs will kick off on April 15.

During Ramadan, we're introducing a Food-Free Lounge in the Zima Room during the high school lunch period. This initiative aims to provide a comfortable and accommodating space for teens observing Ramadan to relax and socialize without the presence of food.





To: Library Board
Prepared by: Nina Cunniff
Deputy CEO & Manager of Cultural Services
Date: March 18, 2024
Subject: **Corporate Services Report for February**

Purpose

The purpose of this report is to provide an overview of the previous month's activities and upcoming activities for the next month related to the Library's strategic pillars and objectives for the Corporate Services Department.

Report

Part A — Last Month's Outcomes

Technology:

- Completed 1 Dell laptop repair for Laptop Kiosk
- Confirmed potential upgrade path for RedHat/Vsmart with Axiell technician
- RedHat/linux/freebsd updates for critical servers
- Deployed new desktop for Lisa Bordignon
- Acquired new laptop for Matthew Corbett
- Installed new monitor for Service Desk 1
- Completed iMac and iPad OSX/IOS upgrades for Creative Lab
- Upgraded and renewed SSL certificate
- Replicated for backups of Newspaper archives (2 USB drives, 1 network file server)
- Replaced PUBLIC02 desktop with new DELL desktop with Windows 11
- Updated all kiosk laptops and public PC desktops

Facility:

- Switched from Canadian Linen to Cintas
- Switched from paper towels to reuseable cloth rags
- Replacing equipment lost with departure of nighttime cleaning contract





- Began process of hiring new permanent part-time custodian with external posting of job advertisement

Collection:

- New addition to adult multilingual collection: Korean
- Updated and posted language list for adult Multilingual collection
- Preparing for Seed Library launch with purchase of seeds and preparation of packets – 800 seed packs prepared from 50 varieties of vegetables, herbs etc. Updated padlet for website.
- Added 619 print items, of which 14 were multilingual or French
- Added 61 nonprint items (audio books, DVDs, Games, etc.)
- Weeded 2,210 print and non-print items from collection
- Resumed cleaning up catalogue database by searching out and deleting 403 eBook and eAudiobook records from the OPAC
- Received 40 ILLO/Purchase requests
- 46 e-book and e-audiobooks were added to cloudLibrary
- Revised and updated some ARPs
- Updated ISBN report for Novelist database
- Promoted e-resources including cloudLibrary, Kanopy, LOTE and Tumblebooks for Black History Month
- Collection spotlight on Light Therapy Lamps for self-care

Part B — Short-Term Upcoming Objectives

Technology:

- Set up laptop for Matthew Corbett
- Revise Technology Plan for 2024
- Begin replacing older computers
- Upgrade some computers
- Repair two kiosk lending laptops

Facility:

- Hire new permanent part-time custodian
- Inventory cleaning equipment
- Review and reorganize storage spaces for more efficient workflow and improved monitoring of supplies and equipment





Collection:

- Revising ARPs as needed for 2024 collection development
- Continue systematic weeding of collection for outdated, damaged and unused material in preparation for reorganizing collections
- Research new maker kits to refresh collection

Misc.

- Working through 2023 Annual Survey calculations
- Begin work on Accessibility Plan

Summary

While 2023 the focus was on the development of ARPs for collection development, 2024 will be focused on reviewing, evaluating and modifying these ARPs as needed. In addition, we are working through a systematic weeding of all the collections over the year, partly in anticipation of reorganizing the collection for improved exposure and accessibility, and to provide room for growth in collections especially multilingual and graphic novels.

In 2023 we also saw significant changes for the custodians in workload and scheduling, and this will continue into 2024 as we manage the most efficient and effective approaches to maintaining the facility.

A priority for 2024 will also be the work on the Accessibility Plan.



Actual vs Budget Year To Date by Department:

Department: 5000 - Library

Reporting Period: January, 2024 To December, 2024 (12 Months)

Fund: - 05 - Library; Department: 5000 - Library; Object: All; Activity: All

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
Cost Recovered	15,000	2,184	(12,816)	-85.44%
0170-Cost Recovered	15,000	2,184	(12,816)	-85.44%
Fines	0	0	0	0.00%
0130-Fines	0	0	0	0.00%
Grants	27,332	3,397	(23,935)	-87.57%
0210-Ontario conditional grants	27,332	3,397	(23,935)	-87.57%
Other revenues	0	3	3	100.00%
0160-Donations	0	3	3	100.00%
Transfer from reserves	18,000	0	(18,000)	-100.00%
0923-Transfer from Municipal	18,000	0	(18,000)	-100.00%
User fees	19,000	1,892	(17,108)	-90.04%
0110-Rent, concessions	19,000	2,689	(16,311)	-85.85%
0182-Registration	0	0	0	0.00%
0191-Sales	0	(797)	(797)	-100.00%
Total Revenue	79,332	7,477	(71,855)	-90.58%

Expense:				
Advertising & Promotions	6,000	66	(5,934)	-98.90%
3045-Advertising & promotions	6,000	66	(5,934)	-98.90%
Bank/Processing Fees	700	77	(623)	-89.06%
4010-Finance/Bank Charges	700	77	(623)	-89.06%
Communications	6,620	1,272	(5,348)	-80.79%
3030-Telephone & Communications	6,620	1,272	(5,348)	-80.79%
Contractual Services	124,000	45,317	(78,683)	-63.45%
3300-Contracted services	110,000	44,798	(65,202)	-59.27%
3302-Janitorial cont. services	0	350	350	100.00%
3335-Software annual	11,500	169	(11,331)	-98.53%
3340-Winter Maintenance	2,500	0	(2,500)	-100.00%
Insurance	70,561	0	(70,561)	-100.00%
3055-Insurance Premiums	70,561	0	(70,561)	-100.00%
Material & Supplies	426,162	57,848	(368,314)	-86.43%
3000-Materials & supplies	28,000	3,772	(24,228)	-86.53%
3002-Cleaning Supplies	15,000	889	(14,111)	-94.07%
3005-Office Supplies	6,000	0	(6,000)	-100.00%
3006-Program Supplies	21,000	4,718	(16,282)	-77.53%
3040-Public Relations	3,000	820	(2,180)	-72.66%

Actual vs Budget Year To Date by Department:

3110-Library Books	353,162	47,648	(305,514)	-86.51%
Mileage, Conference & Training	25,000	6,158	(18,842)	-75.37%
3010-Professional Development	17,100	0	(17,100)	-100.00%
3015-Membership	6,250	5,266	(984)	-15.74%
3020-Mileage, Meals and Travel	1,650	891	(759)	-45.98%
Postage & Courier	6,000	843	(5,157)	-85.94%
3035-Postage & Courier	6,000	843	(5,157)	-85.94%
Professional Services	25,470	16,937	(8,533)	-33.50%
3305-Consulting Fees	5,000	239	(4,761)	-95.21%
3310-Auditing	5,470	(4,884)	(10,354)	-189.29%
3320-Legal Fees	15,000	21,582	6,582	43.88%
Repairs & Maintenance	28,000	3,639	(24,361)	-87.00%
3100-Repairs & Maintenance	13,000	2,344	(10,656)	-81.97%
3101-Computer hardware	15,000	1,295	(13,705)	-91.37%
Salaries & Benefits	2,355,221	329,041	(2,026,180)	-86.03%
1000-Full-time wages	1,285,569	167,520	(1,118,048)	-86.97%
1005-Part-time wages	627,939	96,933	(531,005)	-84.56%
1015-Sick time	4,000	0	(4,000)	-100.00%
1020-Vacation	29,853	37	(29,817)	-99.88%
1030-Benefits	407,860	64,551	(343,309)	-84.17%
Subscriptions	0	0	0	0.00%
3050-Subscription & publications	0	0	0	0.00%
Utilities	72,400	5,383	(67,017)	-92.57%
3085-Hydro	54,000	3,127	(50,873)	-94.21%
3090-Heating	14,000	2,256	(11,744)	-83.89%
3095-Water/Sewer	4,400	0	(4,400)	-100.00%
Total Expense	3,146,134	466,581	(2,679,553)	-85.17%
Net Total	(3,066,802)	(459,105)	2,607,697	85.03%



To: Library Board
Prepared by: Matthew Corbett, CEO
Date: March 18, 2024
Subject: 2024-03-01 Advocacy Committee Report

Purpose

This report is provided to the Board of Directors as a follow up to the 2024-02-01 Master Plan and Feasibility report received at the February Board of Directors meeting and builds upon the Advocacy Policy approved in this Board's term.

Background

At the February Board of Directors meeting, Staff presented the 2024-02-01 Master Plan and Feasibility report. This document provided the Board with three options the Board of Directors could take to move forward.

Option 1 proposed a collaborative approach involving the municipal Council, Town staff, and Library Board to explore expansion opportunities jointly. This option emphasized shared decision-making and strategic planning, although it deviates from the Library Board's autonomous practices.

Option 2 preserved the distinct governance structures of the Library Board and Town Council while facilitating collaboration between Staff and municipal counterparts. Under this option, Staff play a pivotal role in gathering information and proposing options, which are then refined by a Master Plan/Advocacy Committee within the Board.

Option 3 advocated for waiting for the final Master Plan document before making concrete expansion decisions, thereby leveraging comprehensive analysis and community consultation facilitated by consultants.

The Board of Directors selected option 2 as the preferred method.

Report

Under Step 2 of the second option, Staff recommended the following to the Board of Directors:

Step 2—The Committee

“To facilitate the process outlined in Step 1, the Library Board should appoint a Master Plan/Advocacy Committee. This committee mirrors the function of Option 1’s Step 2. Its primary objective is to evaluate the preliminary report and refine the information to accommodate the diverse needs of stakeholders in order to develop a comprehensive expansion plan.”



The Committee's focus extends to exploring the Library's expansion needs strategically. Its role involves crafting a plan that aligns with the Library's governance structure, addressing growth and space constraints within the facility. The Committee aims to foster an environment conducive to open discussion, considering all options objectively to develop an agreeable plan for advancement.

Understanding the strategic visions of both the Board and Council necessitates flexibility and innovative approaches. The Committee must ensure that the plan addresses the library's growth in tandem with its capacity to serve the Bradford West Gwillimbury community effectively. This critical consideration shapes the final draft presentation and approval process."

As outlined, the Committee would serve a dual purpose: First, as the Master Planning Committee, it would examine the strategic and future requirements of the Library in alignment with the community's growth. Second, it would focus on Advocacy within the parameters set by the Board's needs and preferences.

Through this committee, Staff envisions activities that would support and augment the Board's efforts in creating a plan to secure essential resources and funding vital for the library to fulfill its mission and address the diverse needs of its patrons. This could entail securing adequate financial support leading up to budget submissions, reinforcing the library's vision and its position within the community, and nurturing relationships with community stakeholders. Additionally, the committee could help cultivate community engagement and support for the library by raising awareness of its value and impact, building strong relationships with community members, organizations, and partners.

Similar to all other Board committees, the Advocacy Committee would not be vested with decision-making authority. Rather, any work undertaken by the committee would require presentation and endorsement by the Board. Furthermore, the committee would provide recommendations to the entire Board regarding any initiatives or projects it wishes to pursue.

Financial Implications

There are no financial implications for this report.

Summary

Staff are providing the Board of Directors with a report stemming from the 2024-02-01 Master Plan and Feasibility Report presented to the Board at February's meeting. The Report recommended Option 2 which the Board endorsed. To follow up, Staff are presenting a report for striking an Advocacy Committee. The Committee serves a dual role: firstly, as the Master Planning Committee, it analyzes the strategic and future needs of the Library in line with community growth; secondly, it focuses on Advocacy within the Board's defined parameters. Staff envision the Committee supporting the Board in securing vital resources and funding for the library's mission, including financial support, community relationships, and engagement. The Committee, like others, lacks decision-making power and presents its work for Board endorsement. It also provides insights into initiatives and projects that could be explored.

Next Steps



If the Board of Directors decides to form a committee, it should choose members to serve on it, typically two or three from the Board. Staff will collaborate with the appointed committee members to create a Terms of Reference, which will then be presented to the entire Board. The committee will then develop a workplan and seek approval from the entire Board.

If the Board of Directors decides not to form a committee, there are no additional steps for this report.

Recommendation

THAT the Bradford West Gwillimbury Public Library Board receive the report 2024-03-01 Advocacy Report for information;

AND THAT The Bradford West Gwillimbury Public Library Board _____.”



To: Library Board
Prepared by: Matthew Corbett, CEO
Date: March 18, 2024
Subject: 2024-03-02 Finance Committee Annual Workplan Report

Purpose

This report is provided to the Board of Directors as an update and outline of the Finance Committee Annual Workplan for the Board of Directors consideration. The report highlights the changes made to the budgeting timeline, as well as enhances opportunities for the Board of Directors feedback on the budget.

Background

During the September 2023 Board of Directors meeting, concerns arose among members regarding the intricacies of the budgeting process for both the capital and operating budgets. There were several inquiries made regarding the three-year plan including staffing increases which promoted the need for a comprehensive understanding of total compensation costs and overall impact on the Library's budget within the taxbase.

In response to these inquiries, the Board requested further explanation and additional information regarding the budgeting process. This would enable the Board to have more fulsome conversations prior to any deadlines and due dates for budget submission. Additionally, it would facilitate greater clarity earlier on in the budgeting process particularly with staffing increases and more detailed understanding of the budget breakdowns.

Following that September 2023 meeting, Staff was assigned the task of delving into the budget process and proposing revisions or opportunities to enhance the budgeting experience for members of the Board through the Finance Committee. This directive was formalized during the December 2023 Special meeting and integrated into the Staff's 2024 annual workplan.

Report

During the February 19, 2024 Board meeting, the Finance Committee provided members with the tentative Finance Committee Annual Budget Workplan. This document was strictly provided for information, with an understanding that it would be presented at the next March meeting for members to vote and ratify. The Workplan (Appendix A), provide the Board with greater understanding of the budgeting process, key timelines Staff and the Committee are working towards, and provides an educational session with the Board as a whole prior to budget submission in September. There are a number of key changes that Staff highlight for the Board of Directors presented below. While the process is geared towards educating and providing deeper insights into the budgeting process, and Staff welcome budget feedback, presentation of the materials would



follow the same particulars that align with governance structures. As a result, the overall accounts would be provided to the Board in much the same fashion the members see monthly alongside the projected increases, which Staff and the Committee would present to the Board.

Key Highlights

There are a few key highlights from the Workplan that enhance and modify the budgeting process slightly. Staff will be working with Management to hit key milestones and create a fulsome document for the Board prior to August 19th (the date scheduled for an information and educational session). Working up to that date, Staff will be developing and finalizing the draft fee schedule by the end of April. This will inform the revenue portion of the budget earlier in the process.

Between May and July, Staff will work with Management and the Finance Committee at different times to develop the Capital Budget and the Operating Budget for the three-year budget cycle. This will include drafting reports that outline and justify staffing requests, as well as a justifications report for budgetary increases. The latter is a standard approach Staff have enshrined in the development of the Library Board's budget and accompanied the budget breakdown typically in the September 2024 budget presentation. During this period, Staff will look to the Finance Committee for guidance and suggestions. There are no formalized recommendations, nor are there directives determined at the Committee level.

At the August 19th Special In-Camera meeting, Staff and the Finance Committee will educate the Board on the budget, as well as walk through any staffing requests. The focus of this will be on education and training, as well as provide the Board with a channel to ask questions, provide feedback and suggestions, but not directives or motions. The Committee and Staff will gather that information and during the first week of September finalize the budget for a September presentation to the Board at its regular meeting.

This comprehensive plan provides the Board of Directors with a framework to enhance the budget experience, provide greater understanding, and stronger opportunities to participate in the governance process of budgeting to ensure financial stewardship.

Financial Implications

There are no financial implications for this report.

Summary

During the February 19, 2024 Board meeting, the Finance Committee presented the tentative Finance Committee Annual Budget Workplan to members. This document, intended solely for informational purposes, would be formally presented at the subsequent March meeting for members to vote and ratify. The Workplan, outlined in Appendix A, aims to offer the Board a deeper insight into the budgeting process, detailing key timelines that staff and the Committee are committed to achieving. It also includes plans for an educational session with the entire Board



before the budget submission deadline in September. Notably, Staff highlighted several key changes for the Board of Directors to consider. These changes include milestones such as finalizing the draft fee schedule by the end of April to inform the revenue portion of the budget early in the process.

This comprehensive plan aims to enhance the budgeting experience for the Board of Directors, providing them with a clearer understanding and greater opportunities for participation in the governance process to ensure financial stewardship.

Next Steps

Implementation of the workplan.

Recommendation

THAT the Bradford West Gwillimbury Public Library Board receive and endorse the 2024-03-02 Annual Finance Workplan.”



Appendix A—finance Annual Workplan

February 21, 2024

- Committee meeting to discuss this plan
- Finalize outline
- Present to Board in March on the tentative plan, seek endorsement

March—Committee OFF

April 2024

- Begin work on draft fee schedule
- Work with Finance Committee to illustrate the current practices, and current state of the fee schedule—in person meeting to walk through with a tentative schedule for 25,26,27 (Sometime mid April)
- Get recommendations from Committee based on the proposed schedule
- Finalize the Draft Fee schedule By April 30th

May 1-31, 2024

- CEO to work with management team to draft 2025, 26, 27 budgets
- CEO to develop capital projects based on management inputs
- CEO to meet with Finance Committee to discuss Board priorities for Capital related to strategic pillars
- CEO to finalize Capital Projects lists, along with preliminary costs and send to Finance Committee by June 10th, 2024
- Operating Budget to be drafted and submitted to finance committee by June 17th
- Provide the Fee schedule alongside the Operating budget

June—Committee OFF

July 8-12

- CEO to present and discuss preliminary draft budget (Capital, Operating, Fees) to Finance Committee
- Committee to ask about and dive into the budget
- Committee to guide changes of the draft based on Board priorities, political atmosphere, operational/community needs, and master plan/future planning directions

July 15-20

- CEO to incorporate changes to the budget based on Committee feedback
- Email final draft version to the Committee

July 29, 2024



- Finance Committee to meet, discuss, and prepare for informal budget submission with Library Board
- CEO to take them through any last minute changes/amendments from previous Committee meeting and provide an opportunity for Committee to ask questions and clarify the budget

August 19, 2024 6pm Board Training Session

- Informal Budget discussion with Board in-person (Zima Room)
- Finance Committee to present the Board with the 2025, 26, 27 draft budget
- Gather feedback and suggestions

September 2nd-6th, 2024

- CEO + Finance Committee finalize budget for inclusion in September Board package
- Board package, along with draft budgets to be finalized and sent to Board on September 9th

September 16th

- Motion to endorse and submit the Library 2025,26,27 budget to Finance Department
- CEO to monitor and project final forecasting (if changes are noticed) and present to the Board during this meeting
- Submit to Finance Department for budgetary inclusion (TBC)

November/December

- Informal budget discussions with Council
- Board present to discuss budget submission and to answer questions; CEO present to guide/assist with this process
- Seek Board advocates for this (Finance Committee? Other members of the Board?); Perhaps seek resolution at Board September Board meeting for who will be present with CEO