





## 6 Financial Report

### 6.1 Monthly Financial Report

#### **Recommendation:**

“THAT the Bradford West Gwillimbury Public Library Board receive the Financial Report as printed.”

Moved by:

Seconded by:

Result:

## 7 Correspondence–None

## 8 Board Training– None

## 9 New Business

### 9.1 Budget Report

#### **Recommendation:**

“THAT The Bradford West Gwillimbury Public Library Board receive report 2023-10-01 Library 2024-2026 Budget Report for information

Moved by:

Seconded by:

Result:

### 9.2 Library Operations Report

#### **Recommendation:**

“THAT The Bradford West Gwillimbury Public Library Board receive report 2023-10-02 Library Operations Report for information

Moved by:

Seconded by:

Result:

## 10 Policy Review and Approvals–None

## 11 Board Committees–No Updates

## 12 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 \_\_\_ pm.”





Moved by:

Seconded by:

Result:

12.1 September 18, 2023 In-Camera

12.2 Minutes Labour Relations

13 Next Meeting—Monday, November 20, 2023 @ 7pm.

14 Upcoming Events/Reminders—

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**

<b>Meeting date</b>	Monday, September 18, 2023@ 7:00 pm
<b>Location</b>	Zoom
<b>Meeting #</b>	2023-09
<b>Members</b>	<b>CHAIR:</b> Licinio Miguelo <b>VICE CHAIR:</b> Cheraldean Duhaney <b>OLS TRUSTEE:</b> Jen Turner <b>FOL Liaison:</b> Vacant Diana Sheeler Joseph Giordano Ferguson Mobbs
<b>Staff</b>	Matthew Corbett, CEO Destiny Lackie, Recording Secretary Nina Cunniff, Deputy CEO and Manager of Corporate Services Andrea Ciurria, Manager of Public Services David Di Giovanni, Manager of Cultural Services
<b>Regrets/Absent</b>	Elizabeth Campbell, Manager of Community Engagement

*Library Board Chair made an address to members of the public and gave open remarks for the board meeting.*

*Land Acknowledgement read by D. Sheeler at 7:08pm*

**1 Call to Order**

The Presiding Chair calls the meeting to order at: 7:10pm

*J. Giordano left the room at 7:10pm to allow C. Duhaney into the building*

*C. Duhaney and J. Giordano entered the meeting at 7:15pm*

**2 Confirmation and Adoption of Agenda**

**Motion:**

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, September 18, 2023, agenda.”

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

**3 Declaration of Conflict of Interest—**





4 **Special Presentations/Welcome Guests— None**

5 **Confirmation of Consent Agenda**

5.1 Regular Meeting Minutes of Monday, June 19<sup>th</sup>, 2023

**Motion:**

“THAT the Bradford West Gwillimbury Public Library Board receive the Consent Agenda 5.1.”

Moved by: J. Giordano      Seconded by: J. Turner      Result: Carried

6 **Financial Report**

6.1 Monthly Financial Report

**Motion:**

“THAT the Bradford West Gwillimbury Public Library Board receive the Financial Report as printed.”

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

7 **Correspondence**

7.1 Simcoe County Letter

**Motion:**

“THAT the Bradford West Gwillimbury Public Library Board receive Correspondence 7.1 as printed for information.”

*Staff gave a brief overview of the letter and its contents regarding the County’s “ILS” system.*

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

8 **Board Training— None**

9 **New Business**

9.1 **Library Fees Bylaw 2024-2026**

**Motion:**

“THAT The Bradford West Gwillimbury Public Library Board receive report 2023-09-01 Library Fees Bylaw 2024-2026 for information;

THAT The Bradford West Gwillimbury Public Library Board approve the fees schedule for 2024-2026;





AND THAT The Bradford West Gwillimbury Public Library Board direct Staff to include the fees bylaw into the 2024-2026 budget documents for the Municipal budget deliberations.”

*Staff provided an update to the Board for fee schedule 2024 – 2026, the process of Board budget development and informs the revenues portion of the board.*

*Staff fielded questions from the board and staff member A. Cieurria was invited to speak about fines and fees associated with materials in the Library.*

Moved by: F. Mobbs    Seconded by: C. Duhaney    Result: Carried

## 9.2 Board Vacancy

### **Motion:**

WHEREAS, Dillon McDowell has formally submitted his resignation to the Council and the Library Board, effective August 23, 2023;

AND WHEREAS, the Mayor of Bradford West Gwillimbury has officially acknowledged and accepted this resignation;

AND WHEREAS, the Public Libraries Act of Ontario mandates the Council to appoint Library Board members;

NOW, THEREFORE, BE IT RESOLVED THAT the Bradford West Gwillimbury Public Library Board acknowledges and declares vacancy on the Board and instructs the staff to communicate this resolution to the Town of Bradford West Gwillimbury Council for the purpose of initiating the recruitment process for new Board member.”

*Library Board Chair outlined the process for appointing a Board member when there is a vacant seat.*

Moved by: D. Sheeler    Seconded by: C. Duhaney    Result: Carried

## 10 Policy Review and Approvals—None

## 11 Board Committees—No Updates





**Motion:**

“THAT the Bradford West Gwillimbury Public Library Board move to recess the open session at 7:24pm.

Moved by: F. Mobbs

Seconded by: J. Giordano

Result: Carried

**12 Closed Session**

**Motion:**

“THAT the Bradford West Gwillimbury Public Library Board move to reconvene into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(B) personal matters about an identifiable individual and Section 16.1(4)(D) labour relations or employee negotiations at 7:23 pm.”

Moved by: F. Mobbs

Seconded by: G. Giordano

Result: Carried

12.1 June 19, 2023, In-Camera Minutes

12.2 Labour Relations

12.3 Personal Matters about an identifiable individual

*Meeting reconvened open session at 7:39pm*

**13 Next Meeting—Monday, October 16, 2023 @ 7pm.**

**14 Upcoming Events/Reminders—**

**15 Adjournment**

**Motion:**

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at 7:39pm.”

Moved by: F. Mobbs

Seconded by: J. Turner

Result: Carried



# Actual vs Budget Year To Date by Department:

Department: 5000 - Library

Reporting Period: January, 2023 To December, 2023 (12 Months)

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

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
<b>Revenue:</b>				
Cost Recovered	15,000	34,516	19,516	130.11%
0170-Cost Recovered	15,000	34,516	19,516	130.11%
Fines	0	0	0	0.00%
0130-Fines	0	0	0	0.00%
Grants	27,332	2,446	(24,886)	-91.05%
0210-Ontario conditional grants	27,332	2,446	(24,886)	-91.05%
Other revenues	0	14	14	100.00%
0160-Donations	0	14	14	100.00%
Transfer from reserves	18,000	0	(18,000)	-100.00%
0923-Transfer from Municipal Services DCA R. F.	18,000	0	(18,000)	-100.00%
User fees	12,000	8,823	(3,177)	-26.48%
0110-Rent, concessions	12,000	8,813	(3,187)	-26.56%
0182-Registration	0	0	0	0.00%
0191-Sales	0	10	10	100.00%
<b>Total Revenue</b>	<b>72,332</b>	<b>45,799</b>	<b>(26,533)</b>	<b>-36.68%</b>
<b>Expense:</b>				
Advertising & Promotions	6,000	118	(5,882)	-98.03%
3045-Advertising & promotions	6,000	118	(5,882)	-98.03%
Bank/Processing Fees	700	494	(206)	-29.44%
4010-Finance/Bank Charges	700	494	(206)	-29.44%
Communications	6,620	5,528	(1,092)	-16.49%
3025-Cell Phones	0	535	535	100.00%
3030-Telephone & Communication	6,620	4,993	(1,627)	-24.57%
Contractual Services	115,100	165,714	50,614	43.97%
3300-Contracted services	101,100	130,950	29,850	29.52%
3302-Janitorial cont. services	0	26,291	26,291	100.00%
3335-Software annual maintenance	11,500	8,473	(3,027)	-26.32%
3340-Winter Maintenance	2,500	0	(2,500)	-100.00%
Insurance	61,357	28,243	(33,114)	-53.97%
3055-Insurance Premiums	61,357	28,243	(33,114)	-53.97%
Material & Supplies	404,162	266,163	(137,999)	-34.14%
3000-Materials & supplies	27,000	13,136	(13,864)	-51.35%
3002-Cleaning Supplies	15,000	1,875	(13,125)	-87.50%
3005-Office Supplies	5,000	0	(5,000)	-100.00%



## Actual vs Budget Year To Date by Department:

3006-Program Supplies	19,000	9,519	(9,481)	-49.90%
3040-Public Relations	3,000	512	(2,488)	-82.93%
3110-Library Books	335,162	241,120	(94,042)	-28.06%
Mileage, Conference & Training	25,000	11,524	(13,476)	-53.90%
3010-Professional Development	13,500	4,920	(8,580)	-63.56%
3015-Membership	6,000	5,288	(712)	-11.86%
3020-Mileage, Meals and Travel Expenses	5,500	1,316	(4,184)	-76.07%
Postage & Courier	6,000	4,947	(1,053)	-17.54%
3035-Postage & Courier	6,000	4,947	(1,053)	-17.54%
Professional Services	16,360	97,139	80,779	493.76%
3305-Consulting Fees	1,200	5,039	3,839	319.91%
3310-Auditing	5,160	0	(5,160)	-100.00%
3320-Legal Fees	10,000	92,100	82,100	821.00%
Repairs & Maintenance	26,000	18,151	(7,849)	-30.19%
3100-Repairs & Maintenance	12,000	3,841	(8,159)	-67.99%
3101-Computer hardware maintenance	14,000	14,310	310	2.21%
Salaries & Benefits	2,208,307	1,246,179	(962,128)	-43.57%
1000-Full-time wages	1,217,218	699,211	(518,007)	-42.56%
1005-Part-time wages	586,452	300,855	(285,597)	-48.70%
1015-Sick time	4,000	0	(4,000)	-100.00%
1020-Vacation	27,213	0	(27,213)	-100.00%
1030-Benefits	373,424	246,113	(127,311)	-34.09%
Subscriptions	0	0	0	0.00%
3050-Subscription & publications	0	0	0	0.00%
Utilities	72,400	44,013	(28,387)	-39.21%
3085-Hydro	54,000	26,408	(27,592)	-51.10%
3090-Heating	14,000	13,754	(246)	-1.75%
3095-Water/Sewer	4,400	3,851	(549)	-12.48%
<b>Total Expense</b>	<b>2,948,006</b>	<b>1,888,214</b>	<b>(1,059,792)</b>	<b>-35.95%</b>
<b>Net Total</b>	<b>(2,875,674)</b>	<b>(1,842,415)</b>	<b>1,033,259</b>	<b>35.93%</b>



**To:** Library Board  
**Prepared by:** Matthew Corbett, Chief Executive Officer  
**Date:** October 16, 2023  
**Subject:** 2023-10-01 Library 2024-2026 Budget Report

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## Purpose

This report provides the Board with an update on the Library three-year draft budget for 2024-2026. This report is designed to provide the Board with the information on the Library's operational, and capital budgets discussed at the Finance Committee meeting in September.

## Background

At the September 2023 Regular Library Board meeting, the Board passed the 2024-2026 Fee Bylaw as the first step in the budgeting process. That bylaw has been provided to the Finance Department and will be part of the three-year budget cycle package for Council. As the next step in the budgeting process, the Board is presented with the operational and capital projects highlights for the upcoming budget cycle.

## Report

As part of financial overviews of the Library Board, the finance committee was provided with a comprehensive overview of the three-year operational and capital budget, shedding light on the financial trajectory of the Library. This included pressure points and financial challenges staff anticipate moving through 2024-2026. The following report provides the Board with information that outlines potential pinch points in the budget, where resources may be strained or subject to constraints. Identifying these areas is critical for proactive planning and prudent financial management. It is broken down into Mandatory/Uncontrollable Increases, Operational Changes, and Revenue Changes. This is broken down by year for further clarity.

### *Preamble—Operational Budget*

The budget submission was developed with the support of the Finance department, the Finance Committee, and Staff. As the Library moves into the next three-year cycle new challenges and opportunities presented themselves, which are captured in this budget. At a high level, the budget represents an approximate 9.44% increase (\$271,561) in 2024, 5.28% increase (\$166,055) in 2025, and 4.87% increase (\$160,547) in 2026. These figures are the base budget increases, and do not include the increased staffing requests. Additionally, these financial figures provided are based on cost of living increases of 3%, 2.5% and 2.5% respectively.

Breaking the budget further, there are three key areas the budget focuses on as noted above: Mandatory/Uncontrollable increases, Operational Changes, and Revenue Changes. Additional to these three areas is the staffing requests captured at the end of this report.





### *Mandatory/Uncontrollable increases*

The Library has a number of areas that are mandatory/uncontrollable within the budget. These are typically related to step increases for the staff, both part time and full time, benefits and salary changes, as well as insurance increases, auditing, and the book budget (which is offset by DCs, but accounted for an increase). These uncontrollable are typically budgeted at a standard increase, based on year-over-year assessments. For example, increases to insurance typically stand at approximately 15% increases year-over-year. Within the 2024 Library budget, the estimates for mandatory/uncontrollable accounts for 8.70% (\$257,175) of the 9.44% (\$271,561) increase; 2025 accounts for 4.45% (\$139,931) of the 5.28% (\$166,055) increase; and 2026 accounts for 4.14% (\$133,188) of the 4.87% (\$160,547) increase.

### *Operational Changes*

Throughout the budgeting process, Staff look at year-over-year trends, factoring in budget versus actuals, and assess projections for the remainder of the current budget. This will also include increases or decreases based on operational strategies and documents approved or endorsed by the Library. As an example, the cultural plan endorsed by the Board outlines increases to the programming budget year-over-year to meet specific targets. This practice provides a picture of the past and current budget, along with highlighting challenges that staff are encountering. Two main areas that staff are experiencing challenges is the cost of contracts, as well as the cost of business practices increasing. When factoring in these challenges, the projected increases for 2024 accounts for 0.74% (\$21,386) of the 9.44% (\$271,561) increase. In 2025, the estimated operational changes represents 0.83% (\$26,124) of the 5.28% (\$166,055), and 2026 represents 0.73% (\$24,002) of the 4.87% (\$160,547) budget increase.

### *Revenue Changes*

Revenues are incorporated into the operating budget annually. The Library's typical revenue stream is status quo. Staff prepare the budget representing the guaranteed, or typically guaranteed revenue streams, assessing based on year-over-year trends. Anticipated for 2024 will be an increase to the revenue streams for rent, which is the room rentals for the organization. This will seen an increase of \$7,000, effectively lowering the overall by that amount. In 2025 there will be a \$342 based on the development charges request to cover the Library books GL line. In 2026 an increase to revenues by \$541 is reflective of the developments charges request to cover the Library books GL line increase.

### *Staffing Increases*

The following positions have been requested for 2024, 2025, and 2026. Some of these positions are new to the organization entirely, while others are additional staffing complement requests within the departments (existing job descriptions). There are no current values associated with the position requests, as it is difficult to estimate the total compensation amounts for those positions at this time.

### *2024-Staff*





IT Specialist-PT, 24hrs/week  
 Library Summer Programmer-ft contract, 35hrs/week (490hrs  
 TOTAL)  
 Human Resources Manager-FT  
 Arts, Culture, and Events Specialist-FT  
 Facilities Custodian-PT,15hrs/wk  
 Creative Specialist-PT, 24hrs/week

*2025-Staff*

Acquisitions and Collections Specialist-PT, 24hrs/week  
 Marketing and Communications Coordinator-FT  
 Arts, Culture, and Events Specialist-PT, 30hrs/week  
 Creative Specialist-PT, 24hrs/week

*2026-Staff*

Cataloguer-FT  
 Communiuty Engagement Coordinator-FT  
 Archivist-PT, 30hrs  
 Emerging Technology Specialist-FT

*Preamble-Capital Budget*

The Capital Budget represents activities that are one-time requests to enhance capital assets within the organization. These include new equipment, service level enhancements (ie. Signage), or new infrastructure. Typically, the capital projects lists are 7 or 10 year cycle lists. Due to not yet having the master plan to inform the capital projects list, the below list is representative of projects for this three-year budget cycle.

Year	Project	Tentative Budget
2024	External Surveillance Cameras (6 max)	\$ 17,000.00
2024	PA System	\$ 100,000.00
2024	Furniture Replacement	\$ 40,000.00
2025	Server Replacement	\$ 12,000.00
2025	Cultural Art/Sculptures	\$ 10,000.00
2025	Sound Baffles (Café + Magazine)	\$ 15,000.00
2025	Internal Directional signage	\$ 10,000.00
2026	Creative Centre equipment enhancement (video etc)	\$ 30,000.00
2026	Strategic Plan	\$ 50,000.00
2026	2nd Branch Location/Popup Branches	\$ 18,000,000.00

**Summary**

Staff have provided a report outlining the 2024-26 draft budget, along with the draft budget presented in the format presented to Council (appendix of this file). The budget was reviewed by the Finance Committee of the Board, and represents an increase of 9.44% in 2024, 4.75% in 2025, and 4.82% in





2026. The capital projects list is representative of the three-year budget cycle and not a formalized 10 year plan, as the Library Board will want to consider the Master Plan and incorporate it into the 10 year capital projects plan.

### **Relationship to Library Strategic Plan**

- This budget represents elements from all pillars of the Strategic Plan.

### **Next Steps**

The next step in this meticulous budgeting process will be the pre-budget discussions with the council in the coming months. This will provide an opportunity to align the Library's financial strategy with the broader municipal objectives and ensure that the allocation of resources is in harmony with the community's evolving needs and priorities.

### **Recommendation**

THAT The Bradford West Gwillimbury Public Library Board receive the report 2023-10-01 Budget Report for information.



# Actual vs Budget Year To Date by Department:

Department: 5000 - Library

Reporting Period: January, 2023 To December, 2023 (12 Months)

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

	2023 Budget	2024 Budget	2025 Budget	2026 Budget
<b>Revenue:</b>				
Cost Recovered	15,000	15,000	15,000	15,000
Fines	0	0	0	0
Grants	27,332	27,332	27,332	27,332
Other revenues	0	0	0	0
Transfer from reserves	18,000	18,000	17,658	18,541
User fees	12,000	19,000	19,000	19,000
<b>Total Revenue</b>	<b>72,332</b>	<b>79,332</b>	<b>78,990</b>	<b>79,873</b>
<b>Expense:</b>				
Advertising & Promotions	6,000	6,180	6,365	6,555
Bank/Processing Fees	700	700	700	700
Communications	6,620	7,226	7,442	7,666
Contractual Services	115,100	124,000	132,575	144,180
Insurance	61,357	70,561	81,145	93,317
Material & Supplies	404,162	426,162	449,820	474,661
Mileage, Conference & Training	25,000	30,200	34,400	38,700
Postage & Courier	6,000	6,500	7,000	7,500
Professional Services	16,360	25,470	41,298	27,150
Repairs & Maintenance	26,000	28,000	29,400	30,283
Salaries & Benefits	2,208,307	2,417,815	2,513,676	2,615,299
Subscriptions	0	0	0	0
Utilities	72,400	83,753	87,459	91,357
<b>Total Expense</b>	<b>2,948,006</b>	<b>3,226,567</b>	<b>3,376,280</b>	<b>3,537,368</b>
<b>Net Total</b>	<b>2,875,674</b>	<b>3,147,235</b>	<b>3,297,290</b>	<b>3,457,495</b>
		9.44%	5.28%	4.87%



**To:** Library Board  
**Prepared by:** Matthew Corbett, CEO  
**Date:** October 16, 2023  
**Subject:** 2023-10-02 Operational Report Update

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### **Purpose**

This report is presented to the Library Board with an update on the service levels as we transition to full services. This report is presented to the Board for information.

### **Background**

There is no background for this report.

### **Report**

Over the last two weeks, staff have worked exceptionally hard to provide services to the public on a graduated level. There were a number of tasks that occurred in the last week, and a number that are still outstanding for each department. This report provides the Board with an update on some of the operational tasks that have begun, and what the Board can expect in the coming months, as we transition back to full operations and capacities.

#### *Public Services*

The Public Services team has been working extremely hard at organizing the department's physical materials. As the Library was closed for a number of weeks, there is approximately 11,000 items that staff are sorting, organizing, and reshelving for public consumption. This takes an extraordinary amount of time and attention to detail, with which the staff have been working on. While the task will take time, it is anticipated that a large majority of the reshelving will occur during the month of October. Alongside this, staff are working on merchandising within the Library, highlighting new books and materials as they are released from the cataloguing side of the Library operations.

Things to look forward to in the coming months: reinitialization of the Interlibrary Loan service, reinitialization of the picklist and material holds list, and shelf shifting to better support the collection development.

#### *Corporate Services*

Over the last week, the Library had the spinners removed from the Library, and new shelving installed. Staff have been working hard to shift materials and plan for reshelving alongside the public services department. Operational tasks that have occurred in the last week include



building maintenance and security, website updating, and installation of a new device charging station for public consumption. October is dyslexia awareness month, and staff are working on promoting the decodable books. Overall, staff have been working exceptionally hard at cataloguing and processing new materials, reigniting collection maintenance, and ensuring the building is clean and ready for public use.

Things to look forward to in the coming months: Processing all new materials that have accumulated over the last few weeks, shelf shifting and collection weeding (and an evaluation of approximately 75% of the current collection), developing collection development plans for new item incorporation, and various building maintenance still outstanding.

### *Community Engagement*

The staff have been working hard at reigniting the community engagement department. Recalling this department is responsible for programming, events, outreach, and communications, staff have begun evaluating and developing programs for the coming weeks. Regular programming for kids, teens, and adults will start on October 16<sup>th</sup>, which will be a welcomed addition to the service delivery.

Things to look forward to in the coming months: Simcoe Reads program will be starting up, with 7 participating libraries come together to discuss the merits of their chosen books. BWGPL Champion Jen Turner will speak for Scarborough by Catherine Hernandez. This year's event is held at the Angus Recreation Centre. Our partner YouthCall will be presenting 2 programs for teens this month. The teens will be able to make their own Affirmation Jars, and Bat Bookmarks. Spookytime on Oct. 31 is a Hallowe'en party for the preschool crowd, with games, crafts and trick-or-treating, and the Library going big to celebrate I Read Canadian Day on Nov. 8. Book tastings are on the menu for picture books, graphic novels, and comics.

### *Cultural Services*

Over the last week, the department has been working on delivering cultural services to the community. Events include: Piloting weekly "Performing Stories" free theatre program for kids in partnership with Ekal Vidyalaya Foundation; Partnering with Local History Association on October meeting with Councillor Nickolas Harper on war in Afghanistan; Partnering with Ahmadiyya Muslim Women's Association on Islamic Heritage Display and Exhibition; Re-engaging partnerships with Ukranian Community of Bradford, South Simcoe Arts Council, The Neighbourhood Organization, Fierte Simcoe Pride; Partnering with Ekal Vidyalaya Foundation on November Display (Diwali); and Intake of artefacts donated since library closure.

Things to look forward to in the coming months: Supporting planning of Town's DEI Committee "Meet and Greet" in December; Preparing for public launch of digitized local newspapers; Preparing for Veterans Week commemorations (event, displays); Beginning National Indigenous People's Day 2024 planning; Partnering with Making Change Simcoe County on Black Youth Art showcase (Feb 2024).





### **Financial Implications**

There are no financial implications for this report.

### **Summary**

This report provides an update to the Board on the operations of the Library, and the hard work that all staff have done in order to transition the Library services back open to the community. There are still a number of services, activities, and events that staff and their respective departments are working on, and the Library should see most if not all services reigniting in the coming months.

### **Next Steps**

All staff continue to work together in a collaborative approach to reigniting the Library's services, providing excellent service delivery to the community.

### **Recommendation**

THAT the Bradford West Gwillimbury Public Library Board receive the report 2023-10-02 Operational Report Update for information.