



BWG Public Library Board – Regular Meeting Agenda

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.

We acknowledge that we are situated on the traditional land of the Anishinaabe and the Huron-Wendat peoples. The Anishinaabe include the Ojibwe, Odawa and 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, February 26, 2024 agenda.”

Moved by:

Seconded by:

Result:

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

Recommendation:

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

Moved by:

Seconded by:

Result:

7 Finance Report

Recommendation:

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

AND THAT The Bradford West Gwillimbury Public Library Board ratify the 2024 Library Budget as presented.”

Moved by:

Seconded by:

Result:

8 Correspondence—None

9 Board Training—

10 New Business

10.1 2024-02-01 Master Plan Update

Recommendation:

“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 ___ as the preferred option.”

Moved by:

Seconded by:

Result:

10.2 2024-02-02 Truth and Reconciliation Report





Recommendation:

“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:

Seconded by:

Result:

10.3 2024-02-03 Budget Update

Recommendation:

“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:

Seconded by:

Result:

10.4 2024-02-05 Friends of the Library Appointment

Recommendation:

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

Moved by:

Seconded by:

Result:

11 Policy Review and Approvals—None

12 Board Committees

12.1 Finance Committee Update

Recommendation:

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

Moved by:

Seconded by:

Result:

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, 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_____.

- 13.1 Labour Relations Update
- 13.2 Personal Matters about an identifiable individual
- 13.3 Information provided by the Federal Government

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, 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_____.

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

15 Upcoming Events

16 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, January 15, 2024 @ 7:00 pm
Location	Zima Room
Meeting #	2024-01
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

Land Acknowledgement was read by Board Member D. Sheeler.

2 Call to Order

The Presiding Chair calls the meeting to order at 7:02 PM.

3 Confirmation and Adoption of Agenda

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the amended Monday, January 15, 2024 agenda.”

Board approved amendment to remove section 8, Board Training— Corporate Services Department and to move 9.1 Master Plan Update to the Delegations and Presentations section of the agenda.

Moved by: F. Mobbs Seconded by: J. Giordano Result: Carried.

4 Declaration of Conflict of Interest—

5 Special Presentations/Welcome Guests— Daniel Comerford + Brock James, LGA Architects & Stephen Abram, Lighthouse Consulting



Staff welcomed guests to the Board Meeting. Guests provided a presentation detailing plans on the Library Master plan project, their findings, and their recommendations. Consultants fielded questions from the Board of Directors related to the plan. The Board of Directors specified the necessity to have multiple options within the report to ensure a fulsome plan is made, and to ensure the Board has all information to make an informed decision, recommendation, and plan forward for Library Services.

The Board of Directors directed Staff to develop a report outlining the next steps for the Master Plan, to be presented at the next regular Board Meeting.

Presentation ended at 8:00pm.

6 Confirmation of Consent Agenda

- 6.1 REGULAR MEETING MINUTES OF November 20, 2023 and December 14, 2023
- 6.2 Community Engagement Report
- 6.3 Corporate Services Report
- 6.4 Cultural Services Report
- 6.5 Public Services Report

Motion:

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

Staff fielded questions for 6.2 Community Engagement report.

Moved by: J. Turner Seconded by: F. Mobbs Result: Carried.

7 Correspondence—None

8 Board Training— Corporate Services Department –Section Removed

9 New Business

- 9.1 **2024-01-01 Master Plan Update**—Moved to section 5 Special Presentations/Welcome Guests
- 9.2 **2024-01-02 Scorecard Update**

Motion:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2024-01-02 Annual Scorecard Updates Report for information.”

Staff presented the Annual Scorecard Updates and fielded questions about the report's results.





The Board of Directors made suggestions on wording changes to the report and discussed advocacy opportunities with this document. The Board also celebrated the hard work of Management and Staff in achieving the strategic priorities outlined in the Scorecard Report.

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

9.3 2024-01-03 ROI Update

Recommendation:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2024-01-03 ROI Update for information.”

Staff presented the ROI document and fielded questions from the Board of Directors.

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

9.4 2024-01-04 Board Meeting Dates

Motion:

“THAT The Bradford West Gwillimbury Public Library Board receive the 2024-01-04 Board Meeting Dates Update for information;
AND THAT The Bradford West Gwillimbury Public Library Board approve Option 2 as the preferred 2024 Board meeting schedule”

Staff presents information on new Board Meeting dates for the year.

The Board of Directors moved to approve option 2 as the preferred 2024 Board meeting schedule.

Staff noted this schedule would be updated on the Library Website.

Moved by: F. Mobbs Seconded By: J. Turner Result: Carried.

9.5 2024-01-05 Grant Report

Motion:



“THAT The Bradford West Gwillimbury Public Library Board receive the report 2024-01-05 Grant Report Update for information.”

Staff presented a report of Alectra Utilities Grant received for funding monthly cultural programming at the Library.

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

9.6 2024-01-06 OLA Super Conference Board Training Verbal Update + Resources

Motion:

“THAT The Bradford West Gwillimbury Public Library Board receive the 2024-01-06 OLA Super Conference Board Training Verbal Update + Resources for information.”

Staff updated the Board of Directors and provided information on the OLA Superconference and explained how to get access to the conference virtually.

Moved By: J. Turner Seconded By: F. Mobbs Result: Carried.

10 Policy Review and Approvals—None

- 10.1 AP-06, Internet, Email, Computer Usage Policy
- 10.2 AP-09, Planning Policy
- 10.3 BL-06, Board Advocacy
- 10.4 OP-05, Public Code of Conduct

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive the Policy Committee’s recommendations and approve 10.1 to 10.4 inclusive.”

Staff presented an overview of each policy brought forth and fielded questions from the Board. The Board of Directors provided recommendations on changes to wording in some of the policies.

Moved by: J. Giordano Seconded by: C. Duhaney Result: Carried.

11 Board Committees—No Updates

12 Closed Session—None

13 Next Meeting—Monday, February 26, 2024 @ 7pm.





14 Upcoming Events

15 Adjournment

Recommendation:

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at 9:05pm.”

Moved by: J. Giordano

Seconded by: C. Duhaney

Result: Carried.





To: Library Board

Prepared by: Matthew Corbett, CEO

Date: February 26, 2024

Subject: CEO Report

1. **Staff Development**

Staff have been provided access to the Ontario Library Association's virtual Super Conference. Working with their managers, Staff will be provided an opportunity to attend virtual sessions throughout the year.

Management received Collective Agreement training.

2. **Grant Applications**

Staff wrote and submitted grant opportunities for the Young Canada Works grant.

3. **Diversity, Equity and Inclusion Updates**

- No new updates this month

4. **Master Plan**

Staff met with the Master Plan Consultants to discuss next steps. Staff are awaiting further information from them. In addition, Staff have presented a report on possible next steps within this February Board package.

5. **Hiring and Openings**

Staff are currently recruiting for:

- Custodian, part time
- Customer Service Specialist, part time
- Communications and Marketing Coordinator, full time

Staff will also be recruiting (in the coming weeks) for:

- Program Development Coordinator, full time

6. **General Updates**

On February 1, 2024 the Library received the Arbitration Award mandating the final and binding agreements outstanding from bargaining. Staff have been working with legal counsel to finalize the document and are awaiting further information from CUPE. Staff have begun applying articles from the collective agreement.





Operations plans are underway, and Staff have developed a preliminary plan to implement the Capital Projects for 2024. Recapping this projects, Staff will be embarking on a procurement for a PA System, furniture replacement, and extensions to the surveillance system. Staff will provide the Board of Directors updates as the projects begin/conclude throughout the year.

On January 26th, the Town's budgeting process concluded. The Library Board presented its operating and capital budget for 2024 at the regular council meeting on January 23. A subsequent report is provided to the Board of Directors in this February 2024 Board package.

On January 15th, Staff reached out to MPP Caroline Mulroney's office to request a meeting to discuss and advocate for additional government resources to support the Ontario Digital Public Library. Staff engaged in conversation with the MPP's Constituency Assistant, and on February 9th, Staff welcomed MPP Caroline Mulroney to the Library. The 30-minute discussion focused on the benefits of this new collection of resources, and how it would best serve our Bradford West Gwillimbury Community. Staff were joined by the CEO from Georgina Public Library and the Executive Director from the Federation of Ontario Public Libraries. The meeting went well, and MPP Mulroney was supportive of the concept and had suggestions which she would bring to her caucus. Following the meeting, Staff provided a tour of the Library facility, highlighting the Creative Lab and the Black History displays featured at the front of the Library.

7. Action Items/CEO List

- a. 2024-26 Budget—Presented
- b. Master Plan—Report pending
- c. Friends of the Library, Constitution Development and Campaign initiative—Constitution completed; Website presence and marketing TBD
- d. Union Collective Bargaining—Arbitrator award received; CA implementation in progress
- e. Policy Review and Planning—In progress with Policy Committee
- f. Accreditation—On hold
- g. Records Retention Program—In progress
- h. Business Operations Plan developed
- i. Analysis of Social Media strategy/engagement—Early stages
- j. Accessibility Plan—In preliminary progress
- k. Branding Project—On Pause
- l. Automatic Material Handling Unit—Installed, completed
- m. PA System—Preliminary procurement process started
- n. Furniture replacement—in preliminary stages
- o. Surveillance Camera installation—in preliminary stages





To: Library Board
Prepared by: Elizabeth Campbell, Manager of Community Engagement
Date: February 26, 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 January and share upcoming priorities related to the Library’s strategic pillars and objectives for the Community Engagement department.

Report

A – January Outcomes

The Community Engagement team held a team training day early in January. We focused on sharing resources for inclusion in programs, outreach, and communications. We also discussed our role in the accreditation process and our team plans for 2024.

Highlights from January programs include three sessions built around a celebration of Literacy Day, featuring a virtual author visit from Barbara Reid. We had enthusiastic community participation in the Valentines for Vets campaign. Our low-key celebration of National Hot Chocolate Day was a great opportunity to combine programming and outreach in one event.

We experimented this month with offering a Teen Lounge featuring games, colouring, and stress-busting activities. We have been offering a session weekly during the BDHS lunch period, so far without much uptake. However, the session offered after school just before the end of semester (with the therapy dogs as special guests) was quite successful.

Program and Outreach Highlights

Library Programs				
	January 2024		January 2023	
	Number of Activities	Number of Attendees	Number of Activities	Number of Attendees
Children’s Programs	44	1,228	31	768
Adult Programs	8	35	4	174
Teen Programs and Volunteer Opportunities	3	181	4	69
Total	55	1,444	39	971





Partnership Programs				
	January 2024		January 2023	
	Number of Activities	Number of Attendees	Number of Activities	Number of Attendees
Childrens Programs	0	0	4	112
Teen Programs	2	18	0	0
Adult Programs	10	173	2	53
Total	12	191	6	165

Outreach				
	January 2024		January 2023	
	Number of Activities	Number of Interactions or Attendees	Number of Activities	Number of Interactions or Attendees
Outreach	10	334	13	464
Calder Room & Social Service Bookings	15		0	
Deposit Collections Delivered	7		0	

Communications Highlights

Social Media Performance				
	Facebook		Instagram	
Measure	January 2024	2023 monthly average	January 2024	2023 monthly average
Reach	60,554	29,386	10,627	9,899
Visits	3,335	2,787	447	540
New Facebook Likes/Instagram Follows	17	18	44	23

Email Performance				
	January 2024		January 2023	
	eNewsletters	Segmented eBlasts	eNewsletters	Segmented eBlasts
Emails	26,073	741	12,785	60
Open Rate	52.44%	54.9%	52.3%	68.33%
Total Clicks	1,027	122	708	16





Click Rate	3.9%	16.4%	5.5%	26.7%
Mobile	8.4%	13.7%	9.1%	19.5%
Desktop	91.6%	86.3%	90.9%	80.5%

Most clicks in eNewsletters for January 2024

Page	Clicks
Children's Programs	221
Winter Reading Challenge	55
Heidi's Hockey Picks	52
Bestseller List	47
Enewsletter Subscription Form	33





Most popular pages on the BWG Library Website for January 2024		
Page	Views	Users
Home/BWG Public Library (most users land on this page)	12,301	2,660
Programs for Children and Families	417	196
Job postings	249	150
Creative Lab	194	120
ebooks	114	67





To: Library Board
Prepared by: Nina Cunniff, Deputy CEO & Manager of Cultural Services
Date: February 26, 2024
Subject: Corporate Services Report for January

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:

- Replaced failed hard drive in backup server
- Built test server for DHCP/DNS
- Set up B/W double sided printing for in-library LPT:One print clients
- Upgraded AtoM (Archive) database to 2.8
- Upgraded iMac to support Mobile Device Management for loaner iPads
- Completed switch configuration for replacement switch

Facility:

- Purchased (and received training) new walking floor scrubber for more effective and efficient floor cleaning
- Begun replacing equipment lost with departure of nighttime cleaning contract
- Began process of hiring new permanent part-time custodian with internal posting of job advertisement

Collection:

- Added 1, 425 print items, of which 328 were multilingual or French
- Added two new languages to the multilingual collection: Ukrainian and Polish
- Added 165 nonprint items (audio books, DVDs, Games, etc.)
- Weeded 3,550 print and non-print items from collection
- Received 47 ILLO/Purchase requests
- 87 e-book and e-audiobooks added to cloudLibrary
- Revised and updated collection budget for 2024
- Updated ISBN report for Novelist database
- Promoted e-resources including Creativebug, Mango and LinkedIn using theme New Year, New You
- Collection spotlight on Light Therapy Lamps for self-care





Misc.

- Purged inactive library cards so now have 15,031 active borrowers as of December 31, 2023

Part B – Short-Term Upcoming Objectives

Technology:

- Review technology plan for 2024
- Begin replacing older computers
- Replace old UPS with new EATON UPS
- Upgrade some computers
- Repair two kiosk lending laptops

Facility:

- Hire new permanent part-time custodian
- Begin inventory of 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
- Begin researching 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.





To: Library Board
Prepared by: David di Giovanni, Manager of Cultural Services
Date: February 2024
Subject: Cultural Services Report – January 2024

Purpose

The purpose of this report is to provide an overview of last month’s progress and share upcoming priorities related to the Library’s strategic pillars and objectives for the Cultural Services Department.

Report

Part A—Last Months Outcomes

Over the last month, the Cultural Services Department partnered with RiseUp BWG to host BWG’s first OneLove Artisan Market, a BIPOC artisan market. We partnered with local resident June Chambers on a Main Floor Display Case celebrating the legacy of her late husband David Chambers. We also partnered with the Bond Head Women’s Institute on a three-month display in the Local History display case celebrating their impact in the community, aligned with Women’s Institute Month (February) and Women’s History Month (March).

<p>Goal One: The Cultural Services Department grows capacity for arts, culture, and heritage in BWG by offering financial, professional development, showcase, research and leadership opportunities for local artists, individuals, and cultural groups. (Community-led)</p>
<ol style="list-style-type: none"> 1. Partnered with Rise Up BWG on first OneLove Artisan Market; 2. Partnered with June Chambers on interactive Main Floor Display Case: “David’s What’s Its” 3. Partnered with Bond Head Women’s Institute on Local History Display Case (first partnership that animates this second-floor display case in 5+ years) 4. Partnered with South Simcoe Arts Council to exhibit the work of two local artists: John Auger and Barb Hilts 5. Worked with Bradford District High School to display work of Grade 11/12 visual arts students 6. Launched BWG Indigenous Led Planning Committee which has grown from 2 members last year to nine members this year; 7. Supported Local History Association in their launch of 2024 season programming; 8. Preparation for February and March events and partnerships;



Goal 2: The Cultural Services Department grows tourism to and within Bradford West Gwillimbury by supporting and producing unique arts, culture, and heritage events, programs, and exhibitions for all ages. (Enhanced Infrastructure)

1. Submitted application to HydroOne grant (\$25,000) to grow Cultural Services activations in BWG

Goal 3: The Cultural Services Department strengthens the Library’s role as a leader in promoting reconciliation with Indigenous communities, as well as inclusion and belonging within the community of Bradford West Gwillimbury. (Culture of Excellence)

1. Joined as a partner for Simcoe County’s #ITSTARTS campaign promoting inclusion in the county throughout the month of March
2. Secured plans for gender-affirming closet to launch in late February;

Part B – Short-Term Upcoming Objectives

We will be partnering with the February Blues Festival to present Jack de Keyzer on February 5th. We are producing two events to celebrate Black History Month: a Black youth artist showcase led by Making Change Simcoe County, and Black History Conference led by community member Lara Akerele. We are partnering with Bradford Baha’I Community on Ayyam-I-Ha festival in late February, and also a English Language Conversation Corner Program. We are partnering with Barrie Persian Association on a Nowruz Market in March 2023. We are also piloting a gender-affirming closet between February and July 2023.

Goal One: The Cultural Services Department grows capacity for arts, culture, and heritage in BWG by offering financial, professional development, showcase, research and leadership opportunities for local artists, individuals, and cultural groups. (Community-led)

24Q1 – Finalize 2024 Cultural Services budget based on Library budget approval; Begin BWG Indigenous-led planning committee meetings; Complete 2023 partner assessment with community partners to evaluate way forward;

24Q2 – Identify gaps in programming across equity-seeking groups and develop strategies to address these;

Goal 2: The Cultural Services Department grows tourism to and within Bradford West Gwillimbury by supporting and producing unique arts, culture, and heritage events, programs, and exhibitions for all ages. (Enhanced Infrastructure)

24Q1 – Begin draft of Public Art policy and Artist in Residence program; Begin to draft grant to support one-hundred year commemoration of the drainage of the Holland Marsh in partnership with Local History Association, Economic Development Office, and Grower’s Association





24Q2- Preparation of RCAF 100 th Anniversary event and NIPD event in June;
Goal 3: The Cultural Services Department strengthens the Library’s role as a leader in promoting reconciliation with Indigenous communities, as well as inclusion and belonging within the community of Bradford West Gwillimbury. (Culture of Excellence)
24Q1 – Draft and pilot library audit criteria with internal EDI committee;
24Q2 – Host BWG Indigenous Friendship Circle pop ups in advance of National Indigenous People’s Day
24Q3 – Formally engage local Indigenous community on development of Truth and Reconciliation Action Plan

Summary

Alongside beginning to take action on the goals outlined in the Cultural Services Business Plan, the priority continues to be growing relationships with local artists and cultural groups, growing and leveraging resources through the Town as well as potential funders, and continuing to make progress on the Equity Audit Recommendations and the Truth and Reconciliation Plan.

Appendix A – Attendance at Cultural Services Events/Activities (Jan 2024)

Month	Activity	Date	Attendance	Lead
January	OneLove Artisan Market	13-Jan-24	80	Rise Up BWG
	BWG Local History Association January Meeting	13-Jan-24	30	BWGLHA
	Music and Poetry Circle	28-Jan-24	10	Russ and Meade





To: Library Board
Prepared by: Andrea Ciurria, Manager of Public Services
Date: February 2024
Subject: Public Services Report – Jan 2024

Purpose

The purpose of this report is to provide an overview of last month’s progress and share upcoming priorities related to the Library’s strategic pillars and objectives for the Cultural Services Department.

Report

Part A–Last Month Outcomes

In January 2024, the Public Services Department rolled out online library membership registration, Information Services provided information about mental health resources to 127 teens,

Part B – Short-Term Upcoming Objectives

Staff are working on several upcoming objectives to support the Strategic Pillars/Goals. The chart below provides the Board with updates on future tasks. As projects are completed, Staff will update/review, and expand the departmental tasks.

Objective (Strategic Pillar)	Department Pillar	Activities
Improve library system usability. Focus on patron-centered services. Focus on inclusivity	Customer Service	Focus on developing user-centered customer service, reference services and readers advisory including: Displays: New Year New You, New book displays E-newsletters: Psychological Thrillers Inter Library Loans: 70 books Shipped and books received 40
Enhance Technology for the BWG Community and BWG PL Staff	Infrastructure Support	Lab usage Hours open: 27 Hours of usage: 82.5 Number of visits: 46 Appointments: 9 Help sessions: 7 Tours / orientations: 11





		<p>Technology usage 3D printer: 67.5 hours Adobe: 21.5 hours Cricut: not available to public Digitization: 29.75 Roland: not available to public Serger: 0 Sewing Machine: 7.25</p> <p>Tinker Corner, Programs, Pop-ups Tinker Corner: 22 people</p> <p>Training Library staff: 5 hours Creative Lab Staff: 2 hours</p>
<p>Develop a workplace that provides excellent service to the BWG Community</p>	<p>Public Service</p>	<p>Ongoing customer service training to include: Online Registration Process Advanced PEARL Time training Teen Public Service Strategy Training Policy: Code of Conduct Policy Training</p>

Summary

The Public Services Department is focusing on developing the department and expanding staff resiliency to ensure strong customer service to the community and expanding the Creative Lab services to the BWG Community while supporting initiatives from Cultural Services, Community Engagement and Corporate Services.



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 Services DCA R. F.	18,000	0	(18,000)	-100.00%
User fees	19,000	2,314	(16,686)	-87.82%
0110-Rent, concessions	19,000	2,329	(16,671)	-87.74%
0182-Registration	0	0	0	0.00%
0191-Sales	0	(15)	(15)	-100.00%
Total Revenue	79,332	7,898	(71,434)	-90.04%
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	626	(5,994)	-90.54%
3030-Telephone & Communication	6,620	626	(5,994)	-90.54%
Contractual Services	124,000	43,400	(80,600)	-65.00%
3300-Contracted services	110,000	43,050	(66,950)	-60.86%
3302-Janitorial cont. services	0	350	350	100.00%
3335-Software annual maintenance	11,500	0	(11,500)	-100.00%
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	44,938	(381,224)	-89.46%
3000-Materials & supplies	28,000	1,620	(26,380)	-94.21%
3002-Cleaning Supplies	15,000	300	(14,700)	-98.00%
3005-Office Supplies	6,000	0	(6,000)	-100.00%
3006-Program Supplies	21,000	2,232	(18,768)	-89.37%

Actual vs Budget Year To Date by Department:

3040-Public Relations	3,000	376	(2,624)	-87.47%
3110-Library Books	353,162	40,411	(312,751)	-88.56%
Mileage, Conference & Training	25,000	5,291	(19,709)	-78.83%
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	25	(1,625)	-98.50%
Postage & Courier	6,000	316	(5,684)	-94.73%
3035-Postage & Courier	6,000	316	(5,684)	-94.73%
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	1,711	(26,289)	-93.89%
3100-Repairs & Maintenance	13,000	1,711	(11,289)	-86.84%
3101-Computer hardware	15,000	0	(15,000)	-100.00%
Salaries & Benefits	2,355,221	248,444	(2,106,777)	-89.45%
1000-Full-time wages	1,285,569	127,424	(1,158,144)	-90.09%
1005-Part-time wages	627,939	72,098	(555,841)	-88.52%
1015-Sick time	4,000	0	(4,000)	-100.00%
1020-Vacation	29,853	37	(29,817)	-99.88%
1030-Benefits	407,860	48,885	(358,975)	-88.01%
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	367,189	(2,778,945)	-88.33%
Net Total	(3,066,802)	(359,291)	2,707,511	88.28%



To: Library Board
Prepared by: Matthew Corbett, CEO
Date: February 26, 2024
Subject: 2024-02-01 Master Plan and Feasibility Report

Purpose

This report is provided to the Board of Directors to provide a detailed follow-up on the directions received at the January 15, 2024 Board meeting concerning the Master Plan and Feasibility Study for the Bradford West Gwillimbury Public Library. This report aims to articulate the progress made this month, address a path forward based on discussions with the Board, and provide the Library Board with a guiding document for next step considerations to facilitate informed decision making and advancing the development of an effective framework for the future of the Library.

Background

At the January meeting of the Board, the draft version of the Master Plan for the Library was formally presented, marking a pivotal moment in the ongoing development of the organization's strategic framework. However, the reception of the draft plan was accompanied by a series of notable concerns raised by the Board members.

Foremost among these concerns was the lack of comprehensive options delineated within the report regarding the future trajectory of the current Library system. Board members expressed a desire for a more nuanced exploration of potential concepts for service enhancements related to new builds, emphasizing the need for a robust display of alternatives to inform strategic decision-making and future planning.

Additional discussions during the meeting underscored a notable gap in the consideration, and integration, of community activities and infrastructure changes within the scope of the proposed Master Plan. This included the development of Celebration Square adjacent to the Library premises. Concerns centered around the potential implications of these projects on the overall Master Plan and the need for cohesive integration of such initiatives into the broader strategic vision for the Library. Board members articulated a pressing need for the plan to incorporate these concepts into the plan in order to provide a comprehensive options scenario.

In response to these concerns and directives stemming from the Board meeting, the CEO was tasked with the responsibility to craft a plan delineating the subsequent steps forward. The direction issued by the Board underscores a commitment to proactive engagement and strategic



planning, seeking to address the identified challenges and capitalize on growth opportunities that advances the Library's services within the growing community of BWG.

Report

On Wednesday February 31st Staff had a meeting with the consultants who designed the Master Plan and Feasibility Study draft document. During that meeting, Staff outlined the concerns heard from the Board of Directors, and suggested opportunities for the Consultants to modify the final document into a product that would be better received. The Consultants proposed an extension document to address options, outlining potential growth-related expansions within the community as well as opportunities to meet other community growth-related infrastructure that is currently in development. While Staff await that document, the following is a proposed action plan which the Board of Directors could consider.

Option 1: A Joint Initiative

Option 1 proposes exploring joint initiatives with the municipal Council, Town staff, and the Library Board to consider expansion opportunities together. This approach deviates from the Library Board's current autonomous practice and represents a departure from traditional board governance. It's important to acknowledge that such collaboration may introduce risks that do not immediately align with the Library Board's priorities. Moreover, there is a possibility that this option 1 may not receive support from Council or Town Staff.

However, Option 1 offers a platform for collaborative thinking and strategic planning. It's essential to emphasize that while this option fosters innovative discussions, the Library Board retains complete autonomy in deciding how library services are administered. This proposed collaboration would primarily focus on identifying and developing additional service spaces that meet both the Board's and the community's needs, subject to agreement by municipal Council.

Step 1—Direction to Explore Options

In this scenario, collaborative efforts between Staff and Municipal Directors will focus on generating an insightful report that examines potential avenues for enhancing the Library's service offerings in different locations around the Town. The focal point of this endeavour lies in conducting a documents review and analysis of draft version of the Library's Master Plan and Feasibility Study, the Recreation Master Plan, and the Town of Bradford West Gwillimbury's Growth Strategy and Strategic Plan.

Following the analysis, the report will systematically analyze the thematic underpinnings of these documents, interpreting strategic objectives, proposed initiatives, and envisaged pathways for growth within the Library's operational framework within the community. Furthermore, it will explore the interplay between recreational programming, community development strategies,



and the envisioned expansion of library services, seeking to identify synergies and alignment across diverse domains to determine opportunities for collocated services.

By synthesizing insights from these sources, the report will endeavour to delineate a range of strategic options for enhancing the Library's service level that is amenable to the Committee (Step 2). Each option will be underpinned by a comprehensive rationale, articulating the underlying considerations, anticipated benefits, and potential trade-offs inherent in its adoption.

Integral to the report's narrative is its alignment with the broader context of the community's growth trajectory. By situating the proposed enhancements within the overarching framework of municipal development, the report aims to underscore the intrinsic linkages between library services and the broader aspirations of the community.

Given the complexity inherent in synthesizing diverse perspectives and formulating coherent recommendations, the report's completion is anticipated to span several months. This deliberate timeframe is deemed necessary to ensure a comprehensive and meticulously crafted plan that reflects stakeholder input and is poised to catalyze tangible improvements in library services within the community.

Amidst the progress of step 1, Staff are seeking opportunities to engage in collaborative efforts with the Municipality. Specifically, Staff are inquiry into avenues for involvement in the discussions and planning initiatives surrounding Celebration Square. The objective is to ensure that the Library's perspectives and requirements are effectively articulated, and linked to concepts stemming from the draft Master Plan.

In tandem with this endeavour, Staff are seeking opportunities to participate in the planning deliberations concerning the Town Hall. This proactive engagement underscores the Library's commitment to contributing constructively to the development of civic infrastructure and communal spaces, while exploring possibilities of either satellite or collocated opportunities for the Committee to consider. One alternative consideration is the Community Hub the Town is working on. Staff will be exploring potential collaborative opportunities to foster synergistic relationships.

By actively participating in these initiatives, Staff endeavour to not only advocate for the Library's interests but also to foster meaningful collaboration and alignment with broader municipal objectives. Through proactive engagement and strategic partnerships, the Library aspires to enhance its relevance and impact within the fabric of the community it serves.

Step 2—Forming a Committee

In this step, which could occur during the middle process of Step 1, a committee would be struck between members of the Library Board of Directors, members of Council, and members of the Management Team of the Library and the Municipality. The purpose of this committee



would be to evaluate the preliminary report and to refine the information that factors in the varying needs of the stakeholder. The first meeting of the committee would be to establish the Terms of Reference, recognizing that it is neither a Committee of the Library Board nor a Committee of Council.

The Committee's focus will be to further explore the Library's expansion needs at a strategic level. The role of the Committee would be to set a plan that is presentable to both governing bodies aimed at addressing growth within the Library, and the space constraints that present within the facility. The goal is to foster an environment of openness by the Committee to objectively consider all options that may meet the goals of both governing bodies, to develop an agreeable plan in order to move forward. Understanding both strategic visions of the Board and Council will require flexibility and creative approaches to address the growth of the library in relation to its capacity to adequately serve the community of Bradford West Gwillimbury. This Committee is an advisory only committee; it will require both governing bodies to formally agree or approve any recommendations that arise from these meetings in their respective governing chambers.

Step 3—Ratification and Planning

This stage would commence following the in-depth discussions and evaluations of the options presented to the Committee. Once the Committee has determined an agreeable path forward, the final version of the proposal would be presented to both governing bodies for ratification and adoption. This would set in motion the growth-related planning process for the Library.

Option 2: Preserving Governing Roles

Option 2 offers a structured approach that respects the governance frameworks of both the Library Board and Town Council. Under this option, the Library Board retains the authority to approve any plans or options, while Town Staff serve as advisors and partners in the information gathering process. Council, in turn, adopts the plans approved by the Board. This arrangement maintains the integrity of both parties' governance structures.

In this option, innovative approaches are still upheld, with Staff collaborating with their municipal counterparts to explore space options and locations within the Community that would meet the needs of the Board and the stakeholders (community members). These proposals would then be presented to a Master Plan Facilities Committee within the Board, alongside a formalized and detailed options report that outlines the service point and structure, for thorough discussion and consideration. Once the Committee formulates a path that aligns with the Board's and community's needs, it transitions into the Board's advocacy committee, presenting the plan for approval at a subsequent Board meeting and driving it forward to Council for endorsement.



While Option 2 does not involve Council or Town Staff in the specific planning stages, it is a common and appropriate approach observed in various library expansion projects, including those in Innisfil, Vaughan, and Ottawa.

Step 1—Information Gathering

Step one follows a process akin to the initial step in Option 1, with a slight variation. After analyzing documents and engaging in discussions with Municipal Directors, Staff and stakeholders, to synthesize insights to craft a comprehensive expansion plan document providing a spectrum of strategic options for enhancing the Library's service level. These options will be tailored to align with the Board of Directors' vision while incorporating stakeholder engagement. The report undergoes initial scrutiny and refinement through the Master Plan/Advocacy Committee of the Board before receiving final approval from the Board of Directors. Staff would suggest that many elements of the Master Plan draft document could be adopted, and Staff would use that to develop the comprehensive expansion plan.

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.

Step 3—Ratification, Endorsement, Next Steps:

This stage follows in-depth deliberations and evaluations conducted by the Committee. Once an agreeable path forward is determined, the final proposal is presented to the Library Board at a regular or special meeting for ratification and approval.

Subsequently, the Advocacy Committee initiates planning for advocacy initiatives and the presentation of the Board's approved report and recommendations to Town Council. This stage marks the transition from internal approval to external endorsement and sets the stage for



collaborative action between the Library and Town Council in implementing the proposed enhancements.

Option 3—Wait for Master Plan and Feasibility Final Document

The third option proposed by Staff involves waiting for the final version of the Master Plan document. Staff believe that the final iteration of this document will likely include multiple options that the Board could consider and seek endorsement from.

Under this option, the Library Board would postpone making any concrete decisions and next step planning regarding expansion until the final Master Plan document is completed. This approach allows the Board to benefit from a comprehensive analysis of various potential options for enhancing library services proposed by the Master Plan and Feasibility Consultants.

By waiting for the final version of the Master Plan, it is anticipated the Board would gain access to a broader range of possibilities and recommendations developed by the consultants which already lay the groundwork for thorough research and community/stakeholder consultation. This ensures that the Board can make informed decisions based on comprehensive data and insights and builds on the evidence-based approaches outlined in the final document to ensure decision-making for any expansion initiatives are in line with the broader goals and priorities of the community. The inherent risk to this option is the final document does not produce desired outcomes to which the Board may be looking for, or that the options presented within the document are missed opportunities given the delayed timeline.

Analysis

Staff initiated a preliminary discussion with the Town's Chief Administrative Officer aimed at exploring best practices moving forward for future opportunities to expand the Library. The main focus was aimed at gaining insight into potential expansion pathways and determine the optimal process for acquiring new library space. Through those initial communications, it was suggested the appropriate sequence of events would entail the Library Board endorsing any recommendations arising from the Consultants Master Plan and Feasibility Plan. Subsequently, the Board would proceed to formulate a capital expansion plan, which would be deliberated upon during budget discussions. These expansion plans could encompass various options for integration with other planned town projects, such as the potential inclusion of a second recreation centre. Additionally, repurposing the Treasury Building stands as a viable option for consideration within the expansion plans.

With that in mind, Staff analyzed the information gathered and the three options presented, and suggest that Option 2 would seem to be the most appropriate process forward. The Board would create an advisory committee and formally adopt aspects of the Master Plan document. Staff would then develop a capital expansion plan for the Board to adopt. Staff would then suggest



presenting it to Council prior to any budget process and begin advocacy work to ensure the project is successful.

Financial Implications

There are no financial implications for this report.

Summary

The above staff report provides an outline of the Master Plan and Feasibility Study discussion to date and provides three options for the Board to consider:

Option 1 proposes a collaborative approach involving the municipal Council, Town staff, and Library Board to explore expansion opportunities jointly. This option emphasizes shared decision-making and strategic planning, although it deviates from the Library Board's autonomous practices. By fostering collaboration, Option 1 seeks to identify synergies between library services and broader community development initiatives, albeit it introduces complexities and risks associated with divergent priorities among stakeholders. Despite potential challenges, this option offers a platform for innovative discussions and aligning library services with the evolving needs of the community.

Option 2 preserves 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. This approach ensures that expansion plans align with the Board's vision and community needs while leveraging expertise from Town Staff. Although it maintains autonomy, Option 2 facilitates strategic partnerships and enhances the likelihood of successful project implementation through coordinated efforts.

Option 3 advocates for waiting for the final Master Plan document before making concrete expansion decisions, thereby leveraging comprehensive analysis and community consultation facilitated by consultants. While this option offers a thorough and evidence-based approach that in theory captures multiple approaches, it risks delaying expansion initiatives and missing potential opportunities.

Staff analyzed the options and engaged in communications with the Town's Chief Administrative Officer, and is recommending Option 2, emphasizing the creation of an advisory committee to refine the Master Plan document, develop an expansion plan, seek Board approval, and present the overall plan to Council.

Next Steps

To be determined by the Library's Board of Directors.

Recommendation



THAT the Bradford West Gwillimbury Public Library Board receive the report 2024-02-01 Master Plan and Feasibility Report for information;

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



To: Library Board

Prepared by: David di Giovanni, Manager of Cultural Services; Matthew Corbett, Chief Executive Officer

Date: February 2024

Subject: Truth and Reconciliation Update – Feb 2024

Purpose

The purpose of this report is to provide an update to the Library Board on our plan and progress towards Truth and Reconciliation. As Truth and Reconciliation is a long-term process, and as the meaningful inclusion of Indigenous voices in the Reconciliation process is essential, the following is an early step towards a more a more robust Truth and Reconciliation Action plan for the Bradford West Gwillimbury Public Library. This report follows up on the Truth and Reconciliation Update provided to the Board in November 2023.

Background

In November 2023, Staff provided an update to the Board regarding Truth and Reconciliation at the Library. The update included the Federation of Public Libraries (FOPL) ten calls to action in the Truth and Reconciliation Commission's 94 Calls to Action which Libraries can commit to as they are able, and listed foreseeable actions the BWG Library can take to address these.

Hard copies of The Truth and Reconciliation Commission's 94 Calls to Action as well as the United Nations Declaration on the Rights of Indigenous People (UNDRIP) were distributed to the Library Board and Management.

The report also suggested that after reviewing these documents, and aligned with Recommendation 43 of the Truth and Reconciliation's 94 Calls to Action, that the Library Board adopt the UNDRIP as a reconciliation framework, which would steer any Truth and Reconciliation Action plan developed by the BWG Library.

Report

1. *Adopting UNDRIP*

The Federal government took a pivotal step forward in June 2021 by officially adopting UNDRIP. Comprising forty-six articles, this declaration establishes essential international standards for the preservation of Indigenous rights, dignity, and well-being. It amplifies existing human rights principles and fundamental freedoms, specifically tailored to address the unique circumstances and needs of Indigenous peoples worldwide.

Embracing UNDRIP within our organizational ethos not only signifies a commitment to reconciliation but also ensures that any future Library Reconciliation Action Plan or Indigenous-focused programming will prioritize the principles of free, prior, and informed consent of local Indigenous communities.

Recommendation 43 of the Truth and Reconciliation's 94 Calls to Action states:





43. We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation.

2. Developments on building better relationship with local Indigenous community members

In 2022, the Cultural Services department developed a strategic partnership with the Town of BWG to create a BWG Indigenous-Led Planning Committee. This collaboration aimed to facilitate the planning of events celebrating National Indigenous People's Day. The culmination of our efforts resulted in the successful inaugural celebration of National Indigenous Peoples Day in Bradford West Gwillimbury. The event featured an Indigenous artisan market, captivating performances by dancers and drummers, and insightful speeches from esteemed guest speakers, all hosted on the Library Lawn.

Building upon the momentum of 2022, the BWG Indigenous-Led Committee experienced remarkable growth in 2023. Following a call for new members, the committee expanded from two to nine dedicated individuals. Furthermore, the committee's mandate now extends to organizing BWG Friendship Circle Pop-Up Events at the Library in the months leading up to National Indigenous Peoples Day. These initiatives serve as meaningful platforms for fostering relationships with both local Indigenous community members and the wider public.

Staff believe that the committee-led model exemplifies a crucial aspect in the development of a comprehensive Truth and Reconciliation Action Plan. By centering the voices and leadership of Indigenous community members, the organization aims to cultivate authentic and enduring partnerships rooted in mutual respect and understanding and continue the Library's journey towards truth, healing, and reconciliation. Staff eagerly anticipate further collaboration and progress in the pursuit of these shared objectives.

Relationship to Library Strategic Plan

- Creating a Culture of Excellence

Recommendation

THAT The Bradford West Gwillimbury Public Library Board adopt the United Nations Declaration on the Rights of Indigenous Peoples as a reconciliation framework for the BWG Library.





To: Library Board
Prepared by: Matthew Corbett, CEO
Date: February 26, 2024
Subject: 2024-02-02 Budget Report Update

Purpose

This report is presented to the Library Board as an update to the Library budget and the deliberations. The report outlines the requested budget changes for the Library's 2023 budget.

Background

Report

On January 16th, the Staff, along with Chair member Licinio and Board member Ferguson, convened to present the Library's draft budget for 2023 to the Council. During the deliberations, the Staff offered a succinct presentation highlighting the achievements, obstacles, of 2023, and potential opportunities embedded within the proposed budget for the 2024 fiscal year. The team outlined how the proposed budgetary increases would directly benefit the Library and, by extension, the community at large.

The presentation offered opportunities to ensure the core functions of the Library remained intact, and in some areas would enhance opportunities for staff and the community. Following deliberations, the Council endorsed the base budget of the Library approving the requested increases for all operational expense increases. Council further offered comments on the strength of the service within the community. However, the Council at this time did not grant approval for the Library's staffing requests, with the exception of the Custodian position, noting these increases could be a potential in future budgets.

Additionally, the budget team presented the Capital Projects list earmarked for the 2024 budget year. This comprehensive list encompasses the following essential items: PA system, furniture replacements, and the integration of exterior cameras into the existing security infrastructure. These initiatives aim to enhance the infrastructure, comfortability, and security measures, while ensuring the effective stewardship of the Library building and its resources.

Staff received confirmation on February 7th the Fee schedule endorsed by the Library Board was endorsed by Council.

Financial Implications



There are no financial impacts outlined in this report.

Summary

On January 16th, the Library Staff, along with Chair Licinio and Board member Ferguson, presented the draft budget for 2023 to the Council. The presentation highlighted achievements, obstacles, and potential opportunities for 2024. The proposed budget increases aimed to benefit the Library and the community. The Council endorsed the base budget and approved operational expense increases but did not approve staffing requests, except for the Custodian position. The Capital Projects list for 2024 included essential items like a PA system, furniture replacements, and exterior cameras for security. The Council also endorsed the Fee schedule endorsed by the Library Board on February 7th.

Next Steps

As part of the governance of this Library Board, financial oversight and fiscal responsibility for the estimates provided by Council is the purview of this Board. As such, Staff recommend approval and ratification of the allocation of funding as presented in the financial report of this Board package and report. As such, Staff recommend:

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

Recommendation

THAT the Bradford West Gwillimbury Public Library Board ratify the 2024 Library Budget as presented.

Library



Item/Services	Last Fee Change	Previous Fees - 2023	Current Fees - 2024	Proposed Fees - 2025	Proposed Fees - 2026	Comments
Copying Charges						
Coin operated photocopier/printer - Black & White	1-Jan-23	\$0.25/copy	\$0.25/copy	\$0.25/copy	\$0.25/copy	Maintenance/Replacement fee
Coin operated photocopier/printer - Colour	25-Aug-23	\$0.50/copy	\$0.50/copy	\$0.75/copy	\$1.00/copy	Maintenance/Replacement fee
Meeting Rooms (Open Hours)- 425 Holland Street West						
Zima Room - entire room	1-Jan-23	\$30/hour, \$240/8+ hours	\$30/hour, \$240/8+ hours	\$30/hour, \$240/8+ hours	\$30/hour, \$240/8+ hours	Same fee for weekday/weekend
Program Room	1-Jan-23	\$15/hour, \$120/8+ hours	\$15/hour, \$120/8+ hours	\$15/hour, \$120/8+ hours	\$15/hour, \$120/8+ hours	Recover cost for maintenance/administration
Boardroom	1-Jan-23	\$15/hour, \$120/8+ hours	\$15/hour, \$120/8+ hours	\$15/hour, \$120/8+ hours	\$15/hour, \$120/8+ hours	Recover cost for maintenance/administration
Cancellation Fee	1-Jan-23	**Based on Room Rental Policy	**Based on Room Rental Policy	**Based on Room Rental Policy	**Based on Room Rental Policy	Recover cost for maintenance/administration
Creative Centre						
3D Printing						
Base Charge	25-Aug-23					
Base Charge	25-Aug-23	\$1.00	\$1.00	\$1.00	\$1.00	Cost Recovery
Charge per 10 minutes	25-Aug-23	\$0.25	\$0.25	\$0.25	\$0.25	Cost Recovery
Vinyl Print & Cut						
Base Charge	25-Aug-23	\$1.00	\$1.00	\$1.00	\$1.00	Cost Recovery
Per Linear Inch	25-Aug-23	\$0.50	\$0.50	\$0.50	\$0.50	Cost Recovery
Specialty Items--Per Linear Inch	25-Aug-23	\$0.75	\$0.75	\$0.75	\$0.75	Cost Recovery
Cricut						
Base Charge	25-Aug-23	\$1.00	\$1.00	\$1.00	\$1.00	Cost Recovery
Per Linear Inch	25-Aug-23	\$0.50	\$0.50	\$0.50	\$0.50	Cost Recovery
Specialty Items--Per Linear Inch	25-Aug-23	\$0.75	\$0.75	\$0.75	\$0.75	Cost Recovery
Cardstock	25-Aug-23	0.15 ea.	0.15 ea.	0.15 ea.	0.15 ea.	Cost Recovery
Sewing/Serger						
Starter Kit	25-Aug-23	\$2.00	\$2.00	\$2.00	\$2.00	Cost Recovery
Memberships						
Residents of municipality	26-May-03	N/C	N/C	N/C	N/C	
Non Residents outside of boundaries for reciprocal libraries	25-Aug-23	\$55.00/household/year	\$55.00/household/year	\$60.00/household/year	\$65.00/household/year	Recover cost for maintenance/administration
Lost/Damaged Materials *						
Most genres and formats	1-Jan-20	Replacement Cost	Replacement Cost	Replacement Cost	Replacement Cost	Replacement fees
Playaways - audio	1-Jan-20	Replacement Cost	Replacement Cost	Replacement Cost	Replacement Cost	Replacement fees
Playaways - video	1-Jan-20	Replacement Cost	Replacement Cost	Replacement Cost	Replacement Cost	Replacement fees
Launchpads	1-Jan-20	Replacement Cost	Replacement Cost	Replacement Cost	Replacement Cost	Replacement fees
Maker kits	1-Jan-20	Replacement Cost	Replacement Cost	Replacement Cost	Replacement Cost	Replacement fees
Laptops	1-Jan-20	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Replacement fees
iPads	1-Jan-23	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	Replacement fees
WiFi Hotspots	25-Aug-23	\$250.00 per item	\$250.00 per item	\$250.00 per item	\$250.00 per item	Replacement fees
Reader Pens	25-Aug-23	\$330.00 per item				
Victor Readers (DAISY CD Player)	25-Aug-23	\$450.00 per item				
All other materials	20-Jun-16	Replacement Cost	Replacement Cost	Replacement Cost	Replacement Cost	Replacement fees

Library

Item/Services	Last Fee Change	Previous Fees - 2023	Current Fees - 2024	Proposed Fees - 2025	Proposed Fees - 2026	Comments
Library of Things						
Life Jackets	25-Aug-23	\$50.00	\$50.00	\$50.00	\$50.00	Replacement fees
Light Therapy Lamp	25-Aug-23	\$85.00	\$85.00	\$85.00	\$85.00	Replacement fees
Provincial Parks Passes	25-Aug-23	\$120.00	\$120.00	\$120.00	\$120.00	Replacement fees
Sensory Support Kits	25-Aug-23	\$90.00	\$90.00	\$90.00	\$90.00	Replacement fees
Other Fees						
Non-refundable administration fee (Lost and Damaged Items)	17-Jun-08	\$5.00	\$5.00	\$5.00	\$5.00	Recover cost for maintenance/administration
Administration fee for Collection Agency	17-Jun-08	\$15.00	\$15.00	\$15.00	\$15.00	Recover cost for maintenance/administration
Proctoring	25-Aug-23	\$50.00/student/exam	\$50.00/student/exam	\$55.00/student/exam	\$60.00/student/exam	Recover cost for maintenance/administration
Non-pick up of ILLO materials on hold	1-Jan-23	\$5.00	\$5.00	\$5.00	\$5.00	Cost recovery
Ear buds	1-Jan-23	\$3.00	\$3.00	\$3.00	\$3.00	Cost recovery
USB Drives	1-Jan-21	\$10.00	\$10.00	\$10.00	\$10.00	Cost recovery
Oversized Envelopes	25-Aug-23	\$0.50	\$0.50	\$0.50	\$0.50	Cost recovery
Canvas Bags (Library Logo)	25-Aug-23	\$15.00	\$15.00	\$15.00	\$15.00	Cost recovery

Notes

- * All item charges include a non-refundable administration fee of \$5.00
- * All lost and damaged materials are based on average cost as outlined above, unless otherwise assigned.