



BWG Public Library Board – Regular Meeting Agenda

Meeting date	Monday, November 18, 2024 @ 7 pm	
Location	Board Room	
Meeting #	2024-11	
Members	CHAIR: Licinio Miguelo OLS TRUSTEE: Jen Turner Ferguson Mobbs	VICE CHAIR: Cheraldean Duhaney FOL Liaison: Joseph Giordano Diana Sheeler
	Nina Cunniff, Acting CEO Nadia Usman, Recording Secretary	
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, November 18, 2024, agenda.”

Moved by:

Seconded by:

Result:

4 Declaration of Conflict of Interest

5 Confirmation of Consent Agenda





5.1 Regular Meeting Minutes of October 21, 2024, Meeting

5.2 Community Engagement Report

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board receive the Consent Agenda items 5.1 to 5.2 inclusive”

Moved by:

Seconded by:

Result:

6 2025 Schedule

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board receive and accept the 2025 Schedule”

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 Budget for 2025 Report

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board receive the approved 2025 Budget.”

Moved By:

Seconded By:

Result:

9 Correspondence – None

10 Board Training – None

11 New Business – None

12 Policy Review and Approvals – None

13 Board Committees – None

14 Next Regular Meeting – Monday, January 20, 2025 @ 7pm

15 Upcoming Events

16 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 _____ PM.”

Moved By:

Seconded By:

Result:

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 _____PM.”

Moved By:

Seconded By:

Result:

17 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, October 21, 2024 @ 7 pm
Location	Board Room
Meeting #	2024-10
Members	CHAIR: Licinio Miguelo OLS TRUSTEE: Jen Turner FOL Liaison: Joseph Giordano Ferguson Mobbs
	Nina Cunniff, Acting CEO Destiny Rosebrugh, Recording Secretary Nadia Usman, incoming Recording Secretary
Regrets/Absent	Diana Sheeler VICE CHAIR: Cheraldean Duhaney

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.

J. Turner reads land acknowledgement

2 Call to Order

The Presiding Chair calls the meeting to order at: 7:04PM

3 Confirmation and Adoption of Agenda

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, October 21, 2024, agenda.”

Moved by: F. Mobbs

Seconded by: J. Giordano

Result: Carried



4 Declaration of Conflict of Interest

5 Confirmation of Consent Agenda

5.1 Regular Meeting Minutes of September 16, 2024, Meeting

5.2 Closed Meeting Minutes of September 16, 2024, Meeting

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive the Consent Agenda items 5.1 to 5.2 inclusive”

Moved by: F. Mobbs

Seconded by: J. Giordano

Result: Carried

6 Finance Report

Motion:

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

Moved by: J. Giordano

Seconded by: J. Turner

Result: Carried

N. Cunniff provides a brief overview of the Finance Report.

Staff fielded questions from the Board regarding Advertising line for the Library.

7 Budget for 2025 Report

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive and approve the 2025 Budget.”

Moved By: J. Giordano

Seconded By: F. Mobbs

Result: Carried

N. Cunniff presented to the Board the 2025 Budget Report.

Board and staff discussed report and staff fielded questions on several line items.

- Staffing Requests
- Cleaning Contract
- Training
- Capital Costs





L. Miguelo asks for a Recorded vote at 8:30pm.

D. Rosebrugh reads motion and recorded votes.

L. Miguelo – In favour

J. Giordano – In favour

F. Mobbs – In favour

J. Turner – In favour

Motion Passed Unanimously

C. Duhaney and D. Sheeler not included in vote.

8 Correspondence — None

9 Board Training — None

10 New Business — None

11 Policy Review and Approvals — None

12 Board Committees — None

13 Next Regular Meeting — Monday, November 18, 2024 @ 7pm

14 Upcoming Events

15 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 8:34 PM.”

Moved By: F. Mobbs

Seconded By: J. Giordano

Result: Carried

Nina, Destiny and Nadia left the meeting at 8:34pm

Nina, Destiny and Nadia re-entered the meeting at 8:47pm





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 8:47PM.”

Moved By: J. Turner

Seconded By: F. Mobbs

Result: Carried

16 Adjournment

Motion:

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at 8:47 pm.”

Moved by: F. Mobbs

Seconded by: J. Giordano

Result: Carried

L. Miguelo, Board Chair

N. Cunniff, Acting CEO





To: Library Board
Prepared by: Elizabeth Campbell, Manager of Community Engagement
Date: November 11, 2024
Subject: Community Engagement Report

Purpose

The purpose of this report is to provide an overview of the department's activities from January to September and share upcoming priorities related to the Library's strategic pillars and objectives for the Community Engagement department.

Report

A – September and October Outcomes

Program and Outreach Highlights

In September, we offered a week of special programming as part of Culture Days, including our first *Local Author Showcase*, featuring 11 local authors of published books. Culture Days continued into October, with the *We Belong Festival* of African, Caribbean, and Indigenous Creatives, and a special ghostly collaboration between writer Jeremy John and the Deveraux Dolls.

In October, we provided a full slate of programs for all ages. Two events of special note: our *So you want to run for election* program, and the musical program *From Spain to Cuba*, featuring guitarist Johannes Linstead.

The Community Engagement Facilitator team has been busy in October and November, hosting visits from grade 3 classes from neighbouring schools. The team also took part in the Town's Week of Welcome event, and met with 40 newcomers to BWG at the Police Academy for Newcomers.





Internal Programs		
	January to September 2024	
	Activities	Attendees
Children's Programs	289	8767
Teen Programs and Volunteer Opportunities	34	584
Adult Programs	82	574
Total	405	9925

Partnership Programs		
	January to September 2024	
	Activities	Attendees
Childrens Programs	0	0
Teen Programs	13	119
Adult Programs	79	614
Total	92	733

Outreach		
	January to September 2024	
	Activities	Interactions or Attendees
Outreach	99	3054
Calder Room & Social Service Bookings	189	
Deposit Collections Delivered	36	





Communications Highlights

Social Media Performance		
	Facebook	Instagram
Measure	YTD 2024	YTD 2024
Reach	99,209	5,886
Visits	19,856	4,168
New Follows	221	293

Email Performance		
	January to September 2024	
	enewsletters	Segmented eblasts
Emails	39,331	4,339
Open Rate	56%	65%
Total Clicks	1,876	532
Click Rate	5%	12%
Mobile	7%	14%
Desktop	93%	86%

Most popular pages on the BWG Library Website January to September 2024		
Page	Views	Users
Home/BWG Public Library (most users land on this page)	95,123	16,925
Job Postings	2,641	1,254
Programs for Children and Families	2,431	1,159
In the News	1,131	748
Adult Programs	865	485





B-Looking forward

Fall programs will resume next week, and run until December 20. Highlights of this upcoming fall session include the *Antisemitism Then and Now* program on November 17, and our annual Multicultural Holiday Storytime in mid-December. Also in December, the Community Engagement team will present a Play Area for Kids as part of the Town event *Snow Much Fun*.

In recruitment news, we have welcomed Stephanie Gillard, who is our new Communications and Marketing Coordinator.

We currently have two vacancies in the positions of Community Engagement Coordinator which we are in the process of filling.





Draft 2025 Schedule

Board Meetings:

Unless otherwise announced, all regular meetings are held in the Library's Boardroom on the third Monday of each month starting at 7:00 p.m.

January 20	July 21 – no meeting
February 10	August 18
March 17	September 15
April 14	October 20
May 12	November 17
June 16 – no meeting	December 15 – no meeting

Library Closed Dates:

Wednesday January 1	Sunday August 3
Sunday February 16	Monday August 4
Monday February 17	Sunday August 31
Friday April 18	Monday September 1
Sunday April 20	Sunday October 12
Monday April 21	Monday October 13
Sunday May 18	Tuesday November 11
Monday May 19	Thursday December 15
Tuesday July 1	Friday December 26

Actual vs Budget Year To Date by Fund:

Fund: - 05 - 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	24,540	9,540	63.60 %
0170-Cost Recovered	15,000	24,540	9,540	63.60 %
Fines	0	0	0	0.00 %
Grants	27,332	17,089	(10,243)	-37.48 %
Other revenues	0	17	17	100.00 %
0160-Donations	0	17	17	100.00 %
Transfer from reserves	18,000	0	(18,000)	-100.00 %
User fees	19,000	12,999	(6,001)	-31.58 %
0110-Rent, concessions	19,000	13,002	(5,998)	-31.57 %
0182-Registration	0	0	0	0.00 %
0191-Sales	0	(3)	(3)	-100.00 %
Total Revenue	79,332	54,645	(24,687)	-31.12 %
Expense:				
Advertising & Promotions	6,000	1,216	(4,784)	-79.74 %
Bank/Processing Fees	700	720	20	2.84 %
Communications	6,620	7,196	576	8.70 %
Contractual Services	124,000	128,065	4,065	3.28 %
3300-Contracted services	110,000	98,712	(11,288)	-10.26 %
3302-Janitorial cont. services	0	19,694	19,694	100.00 %
3335-Software annual maintenance	11,500	9,660	(1,840)	-16.00 %
3340-Winter Maintenance	2,500	0	(2,500)	-100.00 %
Insurance	70,561	66,304	(4,257)	-6.03 %
Material & Supplies	426,162	296,075	(130,087)	-30.53 %
3000-Materials & supplies	28,000	12,986	(15,014)	-53.62 %
3002-Cleaning Supplies	15,000	5,025	(9,975)	-66.50 %
3005-Office Supplies	6,000	4,468	(1,532)	-25.53 %
3006-Program Supplies	21,000	14,627	(6,373)	-30.35 %
3040-Public Relations	3,000	2,456	(544)	-18.13 %
3110-Library Books	353,162	256,512	(96,650)	-27.37 %
Mileage, Conference & Training	25,000	21,699	(3,301)	-13.20 %
3010-Professional Development	17,100	14,339	(2,761)	-16.15 %
3015-Membership	6,250	5,613	(637)	-10.19 %

Actual vs Budget Year To Date by Fund:

Fund: - 05 - 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
3020-Mileage, Meals and Travel Expenses	1,650	1,747	97	5.86 %
Postage & Courier	6,000	5,996	(4)	-0.07 %
Professional Services	25,470	56,479	31,009	121.75 %
3305-Consulting Fees	5,000	6,298	1,298	25.95 %
3310-Auditing	5,470	5,300	(170)	-3.11 %
3320-Legal Fees	15,000	44,881	29,881	199.21 %
Repairs & Maintenance	28,000	15,595	(12,405)	-44.30 %
3100-Repairs & Maintenance	13,000	2,169	(10,831)	-83.32 %
3101-Computer hardware maintenance	15,000	13,426	(1,574)	-10.49 %
Salaries & Benefits	2,355,221	1,701,144	(654,077)	-27.77 %
1000-Full-time wages	1,285,569	780,522	(505,046)	-39.29 %
1005-Part-time wages	627,939	607,528	(20,411)	-3.25 %
1015-Sick time	4,000	0	(4,000)	-100.00 %
1020-Vacation	29,853	37	(29,817)	-99.88 %
1030-Benefits	407,860	313,057	(94,803)	-23.24 %
Subscriptions	0	0	0	0.00 %
Utilities	72,400	51,544	(20,856)	-28.81 %
3085-Hydro	54,000	31,283	(22,717)	-42.07 %
3090-Heating	14,000	15,241	1,241	8.86 %
3095-Water/Sewer	4,400	5,020	620	14.09 %
Total Expense	3,146,134	2,352,033	(794,101)	-25.24 %
Net Total	(3,066,802)	(2,297,389)	769,414	25.09 %

Town of Bradford West Gwillimbury

Budget Year: 2025 & Previous Budget Years: 2024,
 2023 Department or Job: 5000 - Library & Activity: All



5000 - Library

Object Category	2022		2023		2024		2025 vs 2024	
	Actual	Budget	Actual	Budget	Actual	2025	Budget Variance	
Budget Revenues								
Cost Recovered	17,053	15,000	40,226	15,000	22,543	19,000	4,000	
Grants	32,532	27,332	29,778	27,332	17,089	27,332		0
Transfer from reserves	6,727	18,000	0	18,000	0	18,000		0
User fees	7,979	12,000	9,503	19,000	11,292	14,000	(5,000)	
Revenues Total	64,291	72,332	79,507	79,332	50,924	78,332	(1,000)	
Expenditures								
Advertising & Promotions	5,248	6,000	177	6,000	1,216	6,000		0
Bank/Processing Fees	845	700	791	700	643	700		0
Communications	6,138	6,620	7,983	6,620	7,029	6,620		0
Contractual Services	159,659	115,100	227,756	124,000	117,916	189,000	65,000 A	
Contributions to Reserves	305,493	0	49,589	0	0	0		0
Insurance	52,153	61,357	59,640	70,561	66,304	76,205	5,644	
Material & Supplies	378,627	404,162	428,790	426,162	264,095	427,162	1,000	
Mileage, Conference & Training	15,105	25,000	23,144	25,000	21,699	25,000		0
Postage & Courier	6,325	6,000	7,150	6,000	5,203	6,000		0
Professional Services	38,062	16,360	222,435	25,470	56,479	25,470		0
Repairs & Maintenance	26,195	26,000	32,781	28,000	11,557	28,000		0
Salaries & Benefits	1,712,282	2,208,307	1,824,038	2,355,221	1,545,293	2,355,221		0
Utilities	63,249	72,400	70,908	72,400	51,544	72,400		0
Expenditures Total	2,769,381	2,948,006	2,955,181	3,146,134	2,148,978	3,217,778	71,644	
Net Total	(2,705,090)	(2,875,674)	(2,875,674)	(3,066,802)	(2,098,054)	(3,139,446)	(72,644)	

Notes:

A To re-instate cleaning contract

Budget Requests not included above:

Description	Amount
New staff - Information Services Supervisor	92,316
Capital Budget – Laptop Kiosk Refresh and expansion	44,000

Human Resources professional added to Town's HR department to support Board