



BWG Public Library Board – Regular Meeting Agenda

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

Moved by:

Seconded by:

Result:

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

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 Finance Report

Recommendation:

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

Moved by:

Seconded by:

Result:

7 Budget for 2025 Report

Recommendation:

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

Moved By:

Seconded By:

Result:

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

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:

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, September 16, 2024 @ 7:00pm
Location	Boardroom
Meeting #	2024-09
Members	VICE CHAIR: Cheraldean Duhaney OLS TRUSTEE: Jen Turner FOL Liaison: Joseph Giordano Ferguson Mobbs Diana Sheeler
	Nina Cunniff, Acting CEO Destiny Rosebrugh, Recording Secretary
Regrets/Absent	CHAIR: Licinio Miguelo

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.

C. Duhaney reads acknowledgment.

2 Call to Order

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

3 Confirmation and Adoption of Agenda

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, September 16, 2024, agenda.”

Moved by: D. Sheeler

Seconded by: J. Turner

Result: Carried



4 Declaration of Conflict of Interest

5 Confirmation of Consent Agenda

5.1 Regular Meeting Minutes of August 19, 2024, Meeting

5.2 Closed Meeting Minutes of August 19, 2024, Meeting

5.3 Acting CEO - Staffing Status Report VERBAL DISCUSSION

N. Cunniff presents a verbal update on staffing to the Board.

Staff fielded questions from Board.

MOTION:

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

Moved by: D. Sheeler

Seconded by: F. Mobbs

Result: Carried

6 Finance Report

MOTION:

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

Moved by: J. Turner

Seconded by: J. Giordano

Result: Carried

Staff fielded questions from board members on different line items.

Legal Fees, Training Budget and Camera Systems

7 Correspondence — None

8 Board Training — None

Staff and Board briefly discussed Board training options

9 New Business — None

10 Policy Review and Approvals — None

N. Cunniff mentioned that there is potentially one policy meeting upcoming to discuss a policy review.

11 Board Committees — None

J. Giordano mentioned that at the last FOL meeting, they were planning the upcoming booksale.

12 Next Meeting — Monday, October 21, 2024 @ 7pm

13 Upcoming Events

14 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 7:41PM.

Moved By: J. Giordano

Seconded By: F. Mobbs

Result: Carried

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board move out of a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(D) labour relations or employee negotiations, Section 16.1(B) personal matters about an identifiable individual, and Section 239.2(H) of the Municipal Act, information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them at 8:38 PM.

Moved By: F. Mobbs

Seconded By: D. Sheeler

Result: Carried

15 Adjournment

MOTION:

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at 8:42 pm.”

Moved By: F. Mobbs

Seconded By: D. Sheeler

Result: Carried

Licinio Miguelo, Board Chair

Nina Cunniff, Acting CEO



Actual vs Budget Year To Date by Fund:

Fund: - 05 - Library

Reporting Period: January, 2024 To November, 2024 (11 Months)

Fund: - 05 - Library; Job: - 10170 - Library; Object: All; Activity: All

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
Cost Recovered	15,000	22,543	7,543	50.28 %
Fines	0	0	0	0.00 %
Grants	27,332	17,089	(10,243)	-37.48 %
0210-Ontario conditional grants	27,332	9,067	(18,265)	-66.83 %
0230-Canada conditional grants	0	8,022	8,022	100.00 %
Other revenues	0	3	3	100.00 %
0160-Donations	0	3	3	100.00 %
Transfer from reserves	18,000	0	(18,000)	-100.00 %
User fees	19,000	11,289	(7,711)	-40.58 %
0110-Rent, concessions	19,000	11,292	(7,708)	-40.57 %
0182-Registration	0	0	0	0.00 %
0191-Sales	0	(3)	(3)	-100.00 %
Total Revenue	79,332	50,923	(28,409)	-35.81 %

Expense:

Advertising & Promotions	6,000	1,216	(4,784)	-79.74 %
Bank/Processing Fees	700	643	(57)	-8.20 %
Communications	6,620	7,029	409	6.18 %
Contractual Services	124,000	117,916	(6,084)	-4.91 %
3300-Contracted services	110,000	92,719	(17,281)	-15.71 %
3302-Janitorial cont. services	0	15,538	15,538	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	264,095	(162,067)	-38.03 %
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	14,027	(6,973)	-33.20 %
3040-Public Relations	3,000	2,456	(544)	-18.13 %
3110-Library Books	353,162	225,132	(128,030)	-36.25 %
Mileage, Conference & Training	25,000	21,699	(3,301)	-13.20 %
3010-Professional Development	17,100	14,339	(2,761)	-16.15 %

Actual vs Budget Year To Date by Fund:

Fund: - 05 - Library

Reporting Period: January, 2024 To November, 2024 (11 Months)

Fund: - 05 - Library; Job: - 10170 - Library; Object: All; Activity: All

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
3015-Membership	6,250	5,613	(637)	-10.19 %
3020-Mileage, Meals and Travel Expenses	1,650	1,747	97	5.86 %
Postage & Courier	6,000	5,203	(797)	-13.28 %
Professional Services	25,470	51,391	25,921	101.77 %
3305-Consulting Fees	5,000	6,298	1,298	25.95 %
3310-Auditing	5,470	212	(5,258)	-96.12 %
3320-Legal Fees	15,000	44,881	29,881	199.21 %
Repairs & Maintenance	28,000	11,557	(16,443)	-58.73 %
3100-Repairs & Maintenance	13,000	2,169	(10,831)	-83.32 %
3101-Computer hardware maintenance	15,000	9,388	(5,612)	-37.42 %
Salaries & Benefits	2,355,221	1,616,986	(738,235)	-31.34 %
1000-Full-time wages	1,285,569	743,761	(541,808)	-42.15 %
1005-Part-time wages	627,939	575,415	(52,524)	-8.36 %
1015-Sick time	4,000	0	(4,000)	-100.00 %
1020-Vacation	29,853	37	(29,817)	-99.88 %
1030-Benefits	407,860	297,774	(110,086)	-26.99 %
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	2,215,583	(930,551)	-29.58 %
Net Total	(3,066,802)	(2,164,660)	902,142	29.42 %



Budget 2025

To: Library Board
Prepared by: Nina Cunniff, Acting Chief Executive Officer
Date: October 21, 2024
Subject: **Proposed 2025 Budget**

Purpose

This report is outlining some of the key aspects of the proposed 2025 budget as outlined in the attached documents. This includes the new staffing requests, the impact of keeping the cleaning contract, the status of current capital projects, and the proposed new capital project. Also included is a calculation of percentage increases and a review of options.

Report

New positions requested:

The Library is requesting four new positions listed in order of the urgency of the need:

1. Employee Relations Specialist (FT)

With the increasing number of staff and the concomitant rate of turnover at the Library, the demand for Human Resources (HR) service and expertise has also exploded, whether it is labour relations, benefits, payroll and salary administration, health & safety, or employee performance & development. HR support would expedite recruitment, onboarding, and training, all of which are essential in providing excellent customer service. Furthermore, such support would free up senior management time to focus on strategic objectives such as capital budget projects and long-term planning.

The plan is to have this person positioned within the town's HR department, the department would then in turn provide the Library with the full suite of services as outlined in a Memorandum of Understanding (MOU). This has three significant advantages for the library staff:

- Would gain the knowledge and experience of a full HR team.

- Staff would have assistance and support that is independent from the Library CEO and senior management.
- With the support of a full team, the absence of a single individual for sickness, vacation, retirement etc. would not be an issue.

2. Information Services Supervisor (FT)

During the staffing re-organization two years ago, the Manager of Public Service became responsible for the Creative Lab and the Information Services Team, and lost responsibility for technical services. As a result, the Manager, in addition to their other duties, became responsible for hiring, training, scheduling, coaching and evaluating 13 part-time and 4 full-time employees.

Currently there are only 5 management staff to oversee the Library 7 days a week and 11 hours a day Monday to Friday. With so few senior staff, there is always the risk of unplanned library closures. In fact, this past summer the library did have to close several Friday evenings and Sundays due to a lack of supervisory staff.

This new supervisor position would go a long way toward resolving such issues. They would take on responsibility for the Information Services Team (2 full-time and 2 part-time) including on-going training and coaching. They would be able to oversee the Library on evenings and weekends. This position would also assist in supervision during high school lunch and after school hours which are both very busy and noisy times. Furthermore, the Information Services Supervisor would be able to support the Manager of Public Services in myriad other ways: scheduling, Inter-Library Loan, and service desk coverage, to mention just a few. And finally, this allocation would allow the Manager to concentrate on strategic objectives, such as ongoing service improvements, training, and capital budget projects.

The addition of an Information Services Supervisor would result in an immediate and positive impact on the Library's ability to provide excellent customer service.

3. Creative Lab Programmer (PT) - 24 hours per week

The Creative Lab Programmer position is focused on delivering programs within the Creative Centre, a vital element in raising the Library's capacity to provide technology services to the community. Currently there is only one person, the Emerging Technology Specialist, assigned to the Creative Lab. This severely limits the services and programs that we can offer the public. For example, we can only open the lab every other weekend day, and only one evening a week. If the person is ill, on vacation, or retires, we have to close the lab and cancel all programs and services. In addition, we also need to severely limit the size of any workshop as most attendees need personalized attention.

With a second person, we could better address community users' needs by offering more programs for more people and increasing operating hours. The Creative Lab could be open every weekend, and two evenings a week. Furthermore, access to the lab would be more reliable, which is invaluable in attracting and retaining new users.

4. Arts, Culture and Local History Specialist

This position is a conversion and expansion of a part-time position, the Local History Assistant (15 hours/week) to a full-time one, the Arts, Culture and Local History Specialist (35 hours/week). This position will fulfil a compelling need within the Library for a dedicated person to oversee cultural programming. Currently, the Manager of Cultural Services has only the one part-time position, Local History Assistant. By converting this part-time position to full-time, the Library will be better able to respond to community needs. The Library would be able to offer accessible visual and performing arts programs for community members (such as photography, drama, and spoken word) not presently offered in the municipality. Additionally, this position will lead to a more diverse range of cultural events and celebrations throughout the year. And finally, it will also facilitate greater collaboration with cultural groups, fostering a sense of celebration and inclusion within the community.

Cleaning contract:

Monthly billable for 2024 is \$4,083.68 plus tax = \$4,614.56

Estimated increase for 2025 using 2.1% for CPI = \$4,169.44 plus tax = \$4711.46

Total for 2025 estimated at \$56,600 to go into the Janitorial Contracted Services budget line.

This will be accompanied by an expected decrease in the budget line for cleaning products from \$15,000 to \$5,000.

Percent increases in 2025 Budget

In each budget there are costs that are simply not under the Library's control with insurance, salaries, and utilities being typical examples. In terms of impact on property taxes, every 1% increase in the Library's budget results in a 0.03% increase in those property taxes.

The budget outlined in Appendix A will result in a 15.9% overall increase. If no new staff are employed, the budget will increase by 5.96% or \$182,657. Of this increase 3.13% or \$95,892 comes from COLA (cost of living adjustments), step adjustments, and benefits.

The budget currently planned for 2025 is already very conservative with most of the increases due to inflationary pressures that are out of the Library's control. For example, insurance is expected to go up by 8%. If the Library is expected to bring in a budget with less than the above-mentioned increases, the only expenditures that could be cut would have a direct impact on service levels to the community.

For example:

Salaries	decrease opening hours, increase lines, reduce service
Postage	decrease or eliminate Inter-library loan service
Program supplies	decrease programs for all ages, reduce accessibility
Collection	decrease core service to borrowers, longer wait times
Cleaning	dirtier floors, washrooms, windows
Mileage	less outreach to community
Training	especially with so many new staff, poorer customer service
Repairs, maintenance	more broken computers, facilities, lighting

Capital Projects

In 2024, the Library received funding for three capital projects:

1. Increasing video surveillance along the west and south sides of the facility.
2. Replacing furniture throughout the building.
3. Installing a Public Announcement System.

As it is likely that we will have only the first project completed by the end of the year, the other two projects will need to be carried over and completed in 2025. Unfortunately, the latter two projects are more complex and demanding than senior staff have had time to adequately devote to them. With the high staff turnover, the library has been functioning with more than 25% of the positions open and unfilled and it has been particularly acute at the senior management level with 2 individuals trying to manage the work of 5 positions. The Library has had to focus on core services and cancel or postpone some programs, close the Creative Lab, hire contracted staff, and even schedule some closed library hours, while also managing an intense hiring and training process.

As a result, it seems wise to add only one new capital project for 2025.

Laptop Kiosk Refresh

For people who don't have electronic devices and/or internet access at home, accessing critical information can be difficult. By lending laptops, whether for in-library or home use, borrowers can gain valuable computer skills, take advantage of learning resources, and increase digital literacy. The Library has a kiosk that dispenses six laptops for in-library use. Each laptop has gone out over 1,000 times since they were first set up and over 350 times in this year alone. We have had to replace and/or fix 3 hard drives, 2 screens, 1 keyboard, and 2 hinges. As part of the life cycle plan for the kiosk, it is scheduled to be refreshed in 2025, and the only cost would be for new laptops. Due to their popularity though, the Library would like to double the kiosk's capacity to hold and lend out twelve laptops.

Cost breakdown:

Upgrade	\$17,500 (\$12,500 USD) + tax =	\$17,730
12 laptops	\$1,800 (\$1,600 each) + tax =	\$22,000
Total		\$39,730
Buffer (costs in 2025, exchange rate) 10%		\$44,000

The total expected cost for this project is \$44,000.

Town of Bradford West Gwillimbury

Budget Year: 2025 & Previous Budget Years: 2024, 2023

Department or Job: 5000 - Library & Activity: All



5000 - Library

Object Category	2023 Budget	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2025 vs 2024 Budget Variance	2026 Budget	2026 vs 2025 Budget Variance
Revenues								
Cost Recovered	15,000	40,226	15,000	19,350	19,000	4,000	19,000	0
Grants	27,332	29,778	27,332	17,089	27,332	0	27,332	0
Transfer from reserves	18,000	0	18,000	0	18,000	0	18,000	0
User fees	12,000	9,503	19,000	11,153	14,000	(5,000)	15,000	1,000
Revenues Total	72,332	79,507	79,332	47,591	78,332	(1,000)	79,332	1,000
Expenditures								
Advertising & Promotions	6,000	177	6,000	619	6,000	0	6,000	0
Bank/Processing Fees	700	791	700	568	700	0	700	0
Communications	6,620	7,983	6,620	6,862	9,000	2,380	9,224	224
Contractual Services	115,100	227,756	124,000	114,142	195,075	71,075 B	205,680	10,605
Contributions to Reserves	0	49,589	0	0	0	0	0	0
Insurance	61,357	59,640	70,561	66,304	76,205	5,644 C	82,302	6,097
Material & Supplies	404,162	428,790	426,162	250,744	430,000	3,838	433,840	3,840
Mileage, Conference & Training	25,000	23,144	25,000	21,445	25,000	0	25,000	0
Postage & Courier	6,000	7,150	6,000	4,772	6,000	0	6,000	0
Professional Services	16,360	222,435	25,470	51,391	26,298	828	27,150	852
Repairs & Maintenance	26,000	32,781	28,000	11,228	30,000	2,000	30,883	883
Salaries & Benefits	2,208,307	1,824,038	2,355,221	1,466,211	2,756,483	401,262 A	3,004,070	247,587 A
Utilities	72,400	70,908	72,400	40,026	72,400	0	80,410	8,010
Expenditures Total	2,948,006	2,955,181	3,146,134	2,034,312	3,633,161	487,027	3,911,259	278,098
Net Total	(2,875,674)	(2,875,674)	(3,066,802)	(1,986,721)	(3,554,829)	(488,027)	(3,831,927)	(277,098)

Notes:

A COLA	24,635	25,112
COLA - union, step adjustments and benefits	71,257	175,180
New staff - Employee Relations Specialist (FTE = 1.0)	120,751	
New staff -Arts, Culture & Local History Specialist (FTE = 1.0)	72,068	
Local History Assistant to be replaced by Arts, Culture & Local History Specialist	(15,814)	
New staff - Information Services Supervisor (FTE = 1.0)	87,577	
New staff - Creative Lab Programmer (1,248 hrs starting in Jan 2025)	40,788	
New staff - Creative Lab Programmer		31,258
New staff - IT Analyst (1,430 hrs)		5,814
New staff - Summer Reading Programmer (490 hrs)		10,223

B Based on actuals and re-instated cleaning contract

C Increase estimated at 8%