



Date: Monday, November 17, 2025
Location: Board Room
Number: 2025-10
Members: Chair: Licinio Miguelo Vice Chair: Cheraldean Duhaney
 OLS Trustee: Jen Turner FOL Liaison: Joseph Giordano
 Ferguson Mobbs Diana Sheeler
Staff: CEO: Nina Cunniff Recording Secretary: Nadia Usman
Regrets:

1. Land Acknowledgement

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

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

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

2. Call to Order

The presiding Chair calls the meeting to order at

3. Confirmation and Adoption of Agenda

Recommendation:

“That the BWGPL Board receive and adopt the November 17, 2025, agenda.”

Moved by:

Seconded by:

Result:

4. Declaration of Conflict of Interest

5. Special Presentation/Welcome Guests

6. Closed Session

Recommendation:

“That the BWGPL Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1 (4) at pm.”

Moved by:

Seconded by:

Result:

See closed session agenda

Recommendation:

“That the BWGPL Board rise from a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1 (4) at pm.”

Moved by:

Seconded by:

Result:

7. Confirmation of Consent Agenda

7.1. Regular meeting minutes of October 20, 2025

7.2. Closed meeting minutes of October 20, 2025 – n/a

7.3. Management Monthly Report

Recommendation:

“That the Board receive and adopt the Consent Agenda items 7.1 to 7.3 inclusive.”

Moved by:

Seconded by:

Result:

8. 2026 Budget Update

Oral update from Informal budget meeting November 13, 2025

Recommendation:

“That the BWGPL Board receive the 2026 Budget Update.”

Moved by:

Seconded by:

Result:

9. Finance Report

Recommendation:

“That the BWGPL Board receive the Finance Report for October 2025.”

Moved by:

Seconded by:

Result:

10. 2026 Schedule Revised

Recommendation:

“THAT the BWGPL Board receive and approve the revised 2026 schedule.”

Moved by:

Seconded by:

Result:

11. Committees

11.1. Friends of the Library

11.2. Policy Committee

12. Correspondence

13. Board Training

14. New Business

15. Next Regular Meeting

Monday, January 17, 2025, at 7pm

16. Upcoming Events

17. Adjournment

Recommendation:

“That this regular meeting of the BWGPL Board adjourns at pm.”

Moved by:

Seconded by:

Result:



Date: Monday, October 20, 2025
Location: Board Room
Number: 2025-09
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OLS Trustee: Jen Turner FOL Liaison: Joseph Giordano
Ferguson Mobbs Diana Sheeler
Staff: CEO: Nina Cunniff Recording Secretary: Nadia Usman
Regrets:

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L. Miguelo read the land acknowledgement.

2. Call to Order

The presiding Chair calls the meeting to order at 6:30 pm.

3. Confirmation and Adoption of Agenda

Motion:

“That the BWGPL Board receive and adopt the October 20, 2025, agenda.”

Moved by: F. Mobbs

Seconded by: D. Sheeler

Result: Carried

4. Declaration of Conflict of Interest

5. Special Presentation/Welcome Guests

6. Closed Session

Motion:

“That the BWGPL Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1 (4) at 6:31 pm.”

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

Staff left the meeting at 6:32 pm.

Staff re-entered the meeting at 6:53 pm.

Motion:

“That the BWGPL Board rise from a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1 (4) at 6:53 pm.”

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

7. Confirmation of Consent Agenda

7.1. Regular meeting minutes of September 15, 2025

7.2. Closed meeting minutes of September 15, 2025

7.3. Management Monthly Report

Motion:

“That the BWGPL Board receive and adopt the Consent Agenda items 7.1 to 7.3 inclusive.”

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

The library is making progress on staffing. The new Deputy CEO starts on November 27th and the Manager of Community Engagement has officially started.

The CEO gave an overview of the capital budget spent so far. The library staff are trying to optimize programs, evaluating low-attendance events, working on improving collaboration and gathering feedback for future improvements.

8. Finance Report

Motion:

“That the BWGPL Board receive the Finance Report for September 2025.”

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

The library is currently under budget overall, despite some areas being over budget. The Board wanted clarity on the vacation line in the report. The CEO will confirm specifics.

9. 2026 Schedule

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive and approve the 2026 schedule.”

Moved by: F. Mobbs

Seconded by: D. Sheeler

Result: Carried

The library's holiday closures are similar to last year, with an evening closed on Friday for a staff appreciation event in January. The library will remain open for most town events, including the Town's year-end 2-hour lunch, with flexible staffing arrangements.

10. Memorandum of Understanding with the Town (MOU)

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive the MOU for review only.”

Moved by: F. Mobbs

Seconded by: D. Sheeler

Result: Carried

The Board received and did not approve the MOU due to the last-minute updates.

Motion:

“THAT the Bradford West Gwillimbury Public Library Board retain legal counsel to review the MOU.”

Moved by: L. Miguelo

Seconded by: J. Turner

Result: Carried

The board wants a third-party lawyer to review the MOU and provide an opinion, not for litigation purposes. The 36-page document needs professional review to ensure compliance with the Library Act and protect the library's interests.

11. Motion Regarding Library Reserve Fund Investing (Board Meeting August 15, 2025)

Discussion of status and next steps.

12. Committees

12.1. Friends of the Library

November 3, 6:30pm Early Literacy Stations launch

12.2. Policy Committee

12.3. Personnel Committee

Launch of the Early Literacy Stations on November 3rd.

13. Correspondence

14. Board Training

6+1 Workshop on October 25th

15. New Business

16. Next Regular Meeting

Monday, November 17, 2025, at 7pm

A special meeting might be scheduled beforehand if the legal opinion is received.

17. Upcoming Events

Town Council, October 21, 7pm

Saturday, October 25 N6+1 Library Board Workshop

November 3, 6:30pm Early Literacy Stations launch

18. Adjournment

Motion:

“That this regular meeting of the BWGPL Board adjourns at 7:42 pm.”

Moved by: J. Turner

Seconded by: C. Duhaney

Result: Carried

Licinio Miguelo, Board Chair

Nina Cunniff, CEO



Date: November 17, 2025
Prepared by: Nina Cunniff
Subject: Management Monthly Report

Purpose

This report will update the Board on some matters concerning the Library since the last general meeting on October 20, 2025, and on some upcoming matters.

Staffing

New hire:

To be announced, Student Page

Currently in progress:

Information Services Specialist (interviews just completed)

Program Development Coordinator (external posting just closed)

Cultural Services Specialist (being posted internally)

Training, Meetings:

Management 101: Managing within Town policies and procedures (½ day) – all managers.

First Aid training (4sessions, ½ day) – essentially all staff

Publisher meeting, October 6 – Carrie, Melissa attended

Accessibility Advisory Committee's Annual Public Consultation – Chris KT presented

October 2, Simcoe County Local Immigrant Partnership meeting – Nina attended

October 3, N6+1 meeting – Nina attended

October 6, FOL meeting – Nina attended

October 25, N6+1 Board Training Workshop – Nina attended

Programming Highlights

Creative Lab & Tinker Time: October saw the soft launch of the Creative Lab and the return of Tinker Time on alternate Saturdays. Kids and teens explored tech from the Melanie Hawley Tinker Corner, including Ozobots, Lego Boost, Dot and Dash, Little Bits,

Botley, and Snap Circuits. High school volunteers also earned valuable experience in tech and robotics.

Simcoe Reads Grand Finale: Marzana Ahmed Khan represented BWGPL at the Simcoe Reads finale, defending *Silver Nitrate* by Silvia Moreno-Garcia against seven other libraries at the Gibson Centre in Alliston.

New Partnerships: The Calder Room now hosts two new programs:

- Colibri Centre des femmes' francophones – offering French-language support, counselling, and community resources.
- Ontario Works – providing visitors with access to caseworker appointments.

Spookytime Fun: Halloween morning was a hit! Preschoolers enjoyed themed songs and stories, trick-or-treating through the library, and a special craft.

Cultural Celebrations: Cultural Services partnered with community groups to host a Diwali Seniors Celebration and an Islamic Heritage Exhibit, with a complementary first-floor display. Both were coordinated by the Ahmadiyya Muslim Women's Association of Bradford.

Holland Marsh Art Contest: Over 60 artworks by 54 artists were displayed in the Zima Room. The contest reception, attended by 70 people, featured award announcements by Mayor LeDuc and Council. While sales were limited, some pieces will be purchased by the Town, and the Library looks forward to similar programs in the new year.

Artist in Residence: Jill Price completed the final workshops of her residency. Installation of her piece is planned for December or January and will be on display for 4–6 months.

Collection

Simcoe Museum passes were purchased to add to the Library of Things collection. French language cards were purchased for the new YOTO players. Both Cricut Explore Air 2 and Light Tracing Pad were launched for Library of Things.

Technology

Children's new Early Literacy Stations were set up and launched to the public.
Windows 11 migration completed.
Assisted Town with additional Cisco Meraki Firewall installation.
Initiated Apple Development Account Setup.
Completed V-smart 6.5 upgrade.

Capital Reserve Fund Projects Update

Video Surveillance System:

Additional cameras were installed included two extras to oversee the Town Square. Funds were insufficient to cover cost of new server so a one-year extensions was applied for Windows 10. Additional funds are being requested for 2026 to purchase the new server.

Furniture:

New chairs and tables were purchased and installed in the first-floor reading lounge. Additional chairs were purchased with the remaining Atrium funds and are scheduled for delivery during the week of November 17, 2025. A new podium will also be ordered for the Library.

PA system:

Proposals for the new PA system are currently under evaluation.

Statistics

Circulation (average monthly):

	Oct 2025	Oct 2024
Visitor Counts	25,812	25,704
Number of New Borrowers	184	
Online Registrations	27	27
Total Number of Borrowers	18,595	17,024
Self-Checkouts	2,739	3,118
Physical Circulation	16,304	18,205
eCirculation	4,251	4,339
Total Circulation	20,555	22,544
Public Computer Use	1,520	n/a
Credit/Debit Card Terminal Usage	253	n/a

Cultural Programming:

Program	Date	Number attendees
Artist-in-Residence Workshop	Oct 8	10
English Conversation Corner	Oct 9 & 23	30
Holland Marsh Art Contest - Reception	Oct 16	70
Holland Marsh Art Contest - Exhibit Viewing	Oct 10 to Nov 2	35
BWG Artist-in-Residence Workshop	Oct 25	5
Tamil Seniors Diwali Celebration	Oct 25	14
Music & Poetry Circle	Oct 26	11
Islamic Heritage Exhibition	Oct 30	50
Total October		225

General Programming:

Program	Number events	Number attendees
Early Literacy and Early Learning	53	1359
Other Children’s Programming	22	463
Homework Help	5	86
Teen Programming	2	23
Class Instruction	1	6
Maker space, Digital Media Lab, and Self-Publishing	2	13
Adult Learning	1	24
Senior Programming	1	4
Book Clubs	2	23
Other	8	131
Total October	99	2159

Communications:

Social Media	Facebook		Instagram	
	Oct		Oct	
Views	21,540		19,207	
Interactions	177		369	
Email Performance	eNewsletters		Segmented eBlasts	
	Oct 2025	Oct 2024	Oct 2025	Oct 2024
Emails	10,471	188	2,760	1,095
Open Rate	58%	76%	61%	68%
Total Clicks	337	31	148	185
Click Rate	3%	16%	5%	17%
Mobile	6%	12%	7%	13%

Desktop	94%	88%	93%	87%
Most popular pages on the BWG Library Website				
October				
Page	Views		Users	
Home/BWG Public Library (most users land on this page)	8,997		1,456	
Job Postings	251		110	
Adult Programs	151		76	
Programs for Children and Families	266		93	
Culture	176		54	
Creative Lab	106		18	
Library of Things	277		158	
Online Library (databases)	323		194	
Total Visits	11,462		1,087	

Collection:

	Number
French and Multilingual Books Added	70
Total Books Added	1300
Non-Book Items Added	128
Items Deleted	0

Actual vs Budget Year To Date by Fund:

Fund: - 05 - Library

Reporting Period: January, 2025 To December, 2025 (12 Months)

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

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
Cost Recovered	19,000	23,172	4,172	21.96 %
Fines	0	1	1	0.00 %
Grants	3,418,527	1,609	(3,416,918)	-99.95 %
Other revenues	0	327	327	100.00 %
Transfer from reserves	18,000	0	(18,000)	-100.00 %
User fees	14,000	11,909	(2,091)	-14.94 %
Total Revenue	3,469,527	37,017	(3,432,510)	-98.93 %
Expense:				
Advertising & Promotions	6,000	11,965	5,965	99.41 %
Bank/Processing Fees	700	1,108	408	58.32 %
Communications	6,620	7,239	619	9.35 %
Contractual Services	189,000	196,358	7,358	3.89 %
3300-Contracted services	111,925	130,409	18,484	16.51 %
3302-Janitorial cont. services	65,000	49,955	(15,045)	-23.15 %
3335-Software annual maintenance	12,075	15,994	3,919	32.46 %
Insurance	76,205	35,228	(40,977)	-53.77 %
Material & Supplies	427,162	302,446	(124,716)	-29.20 %
3000-Materials & supplies	30,000	5,847	(24,153)	-80.51 %
3002-Cleaning Supplies	4,000	1,775	(2,225)	-55.62 %
3005-Office Supplies	6,000	7,125	1,125	18.75 %
3006-Program Supplies	21,162	29,588	8,426	39.82 %
3040-Public Relations	3,500	2,016	(1,484)	-42.40 %
3110-Library Books	362,500	256,096	(106,404)	-29.35 %
Mileage, Conference & Training	25,000	14,106	(10,894)	-43.58 %
3010-Professional Development	17,100	10,857	(6,243)	-36.51 %
3015-Membership	6,000	2,150	(3,850)	-64.17 %
3020-Mileage, Meals and Travel Expenses	1,900	1,099	(801)	-42.18 %
Postage & Courier	6,000	7,044	1,044	17.40 %
Professional Services	25,470	20,447	(5,023)	-19.72 %
3305-Consulting Fees	5,000	8,879	3,879	77.59 %
3310-Auditing	5,470	5,512	42	0.76 %

Actual vs Budget Year To Date by Fund:

Fund: - 05 - Library

Reporting Period: January, 2025 To December, 2025 (12 Months)

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

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
3320-Legal Fees	15,000	6,056	(8,944)	-59.63 %
Repairs & Maintenance	28,000	27,454	(546)	-1.95 %
3100-Repairs & Maintenance	13,000	11,691	(1,309)	-10.07 %
3101-Computer hardware maintenance	15,000	15,764	764	5.09 %
Salaries & Benefits	2,606,970	1,761,055	(845,915)	-32.45 %
1000-Full-time wages	1,446,028	719,579	(726,449)	-50.24 %
1005-Part-time wages	666,933	715,862	48,929	7.34 %
1020-Vacation	32,380	0	(32,380)	-100.00 %
1030-Benefits	461,630	325,615	(136,015)	-29.46 %
Subscriptions	0	0	0	0.00 %
Utilities	72,400	66,618	(5,782)	-7.99 %
3085-Hydro	44,000	42,539	(1,461)	-3.32 %
3090-Heating	21,200	18,986	(2,214)	-10.44 %
3095-Water/Sewer	7,200	5,092	(2,108)	-29.28 %
Total Expense	3,469,527	2,451,067	(1,018,460)	-29.35 %
Net Total	0	(2,414,051)	(2,414,050)	-100.00 %



2026 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 19

February 9

March 16

April 20

May 25

June 15 – no meeting

July 20 – no meeting

August 17

September 21

October 19

November 16

December 21 – no meeting

Library Closed Dates:

Thursday, January 1

Friday, January 16

(close 5pm for staff event)

Sunday, February 15

Monday, February 16

Friday, April 3

Sunday, April 5

Monday, April 6

Sunday, May 17

Monday, May 18

Friday, June 5

(staff training) - tentative

Wednesday, July 1

Sunday, August 2

Monday, August 3

(staff training) - tentative

Thursday, December 24

(close 1pm)

Friday, December 25

Saturday, December 26

Thursday, December 31

(close 1pm)

Friday, January 1, 2027

Sunday, September 6

Monday, September 7

Wednesday, September 30

Sunday, October 11

Monday, October 12

Wednesday, November 11

Friday, November 27