



BWG Public Library Board – Regular Meeting Agenda

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

1 Call to Order

The Presiding Chair calls the meeting to order at

2 Confirmation and Adoption of Agenda

Recommendation:

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

Moved by:

Seconded by:

Result:

3 Declaration of Conflict of Interest—

4 Special Presentations/Welcome Guests— None

5 Confirmation of Consent Agenda

5.1 Regular Meeting Minutes of Monday, June 19th, 2023

Recommendation:

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

Moved by:

Seconded by:

Result:



6 Financial Report

6.1 Monthly Financial Report

Recommendation:

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

Moved by:

Seconded by:

Result:

7 Correspondence

7.1 Simcoe County Letter

Recommendation:

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

Moved by:

Seconded by:

Result:

8 Board Training— None

9 New Business

9.1 Library Fees Bylaw 2024-2026

Recommendation:

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

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

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

Moved by:

Seconded by:

Result:

9.2 Board Vacancy

Recommendation:

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





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

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

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

Moved by:

Seconded by:

Result:

10 Policy Review and Approvals—None

11 Board Committees—No Updates

12 Closed Session

Recommendation:

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

Moved by:

Seconded by:

Result:

12.1 June 19, 2023 In-Camera Minutes

12.2 Personal Matters about an identifiable individual

12.3 Labour Relations

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

14 Upcoming Events/Reminders—

15 Adjournment

Recommendation:

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

Moved by:

Seconded by:

Result:





BWG Public Library Board – Regular Meeting Minutes

Meeting date	Monday, June 19, 2023@ 7:00 pm
Location	Zima Room
Meeting #	2023-06
Members	CHAIR: Licinio Miguelo VICE CHAIR: Cheraldean Duhaney OLS TRUSTEE: Jen Turner FOL Liaison: Dillon McDowell 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	Diana Sheeler

1 Call to Order

The Presiding Chair calls the meeting to order at 7:00pm

Board Chair reads land acknowledgement.

2 Confirmation and Adoption of Agenda

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, June 19, 2023 agenda, as amended.”

Moved by: F. Mobbs Seconded by: D. McDowell Result: Carried

3 Declaration of Conflict of Interest—

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

Staff welcomed guests to the Board Meeting. The Consultants provided a presentation detailing plans on the Library Master plan project, and fielded questions from the Board of Directors related to the plan.

Presentation ended at 8:13pm.





5 Confirmation of Consent Agenda

- 5.1 Regular Meeting Minutes of Monday, May 15th, 2023
- 5.2 CEO Report
- 5.3 Community Engagement Report
- 5.4 Corporate Services Report
- 5.5 Cultural Services Report
- 5.6 Public Services Report

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board receive the Consent Agenda 5.1 to 5.6 inclusive.”

Staff fielded questions for reports 5.2 CEO Report and 5.3 Community Engagement Report.

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

6 Financial Report

- 6.1 Monthly Financial Report

MOTION:

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

Staff fielded questions on the financial report specific to Contracted Services.

A request for Staff report on Social Media traffic comparisons was requested to provide a stronger picture of the same month’s traffic in previous year.

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

- 7 Correspondence—None**
- 8 Board Training— None**
- 9 New Business**





9.1 2023-06-01 Equity Audit Update

MOTION:

“THAT The Bradford West Gwillimbury Public Library Board receive report 2023-06-01 Equity Audit Update for information.”

Staff presented a progress report of the Equity Audit and fielded questions from the Board of Directors related to the audit.

Presentation ended at 8:43pm.

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

9.2 2023-06-02 CVIPT 2023 Report

MOTION:

“THAT The Bradford West Gwillimbury Public Library Board receive the 2023-06-02 CVITP 2023 Report for information.”

Staff presented a high-level overview of the CVIPT 2023 Report.

Staff fielded questions specific to promotion of the program and how the COVID-19 pandemic changed the number of returns filed in previous years.

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

9.3 2023-06-03 Accreditation Update

MOTION:

“THAT The Bradford West Gwillimbury Public Library Board receive the 2023-06-03 Accreditation Update for information.”

Staff briefly touched on the accreditation process and why it is important.

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





9.4 2023-06-03 Friends of the Library Update—D. McDowell

MOTION:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2023-05-03 Friends of the Library Update for information.”

Board member D.McDowell provided an update from the previous Friends of the Library meeting.

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

10 Policy Review and Approvals—None

11 Board Committees—No Updates

12 Closed Session—None

13 Next Meeting—Monday, September 18, 2023 @ 7pm.

14 Upcoming Events/Reminders—August 15/16

15 Adjournment

MOTION:

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at 9:22pm.”

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



Actual vs Budget Year To Date by Department:

Department: 5000 - Library

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

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

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenue:				
Cost Recovered	15,000	33,586	18,586	123.91%
0170 - Cost Recovered	15,000	33,586	18,586	123.91%
Fines	0	0	0	0.00%
0130 - Fines	0	0	0	0.00%
Grants	27,332	2,446	(24,886)	-91.05%
0210 - Ontario conditional grants	27,332	2,446	(24,886)	-91.05%
Other revenues	0	14	14	100.00%
0160 - Donations	0	14	14	100.00%
Transfer from reserves	18,000	0	(18,000)	-100.00%
0923 - Transfer from Municipal Services DCA R. F.	18,000	0	(18,000)	-100.00%
User fees	12,000	9,065	(2,935)	-24.46%
0110 - Rent, concessions	12,000	9,055	(2,945)	-24.54%
0182 - Registration	0	0	0	0.00%
0191 - Sales	0	10	10	100.00%
Total Revenue	72,332	45,111	(27,221)	-37.63%
Expense:				
Advertising & Promotions	6,000	118	(5,882)	-98.03%
3045 - Advertising & promotions	6,000	118	(5,882)	-98.03%
Bank/Processing Fees	700	429	(271)	-38.78%
4010 - Finance/Bank Charges	700	429	(271)	-38.78%
Communications	6,620	4,883	(1,737)	-26.24%
3025 - Cell Phones	0	535	535	100.00%
3030 - Telephone & Communication	6,620	4,348	(2,272)	-34.32%
Contractual Services	115,100	138,837	23,737	20.62%
3300 - Contracted services	101,100	106,769	5,669	5.61%
3302 - Janitorial cont. services	0	23,594	23,594	100.00%
3335 - Software annual maintenance	11,500	8,473	(3,027)	-26.32%
3340 - Winter Maintenance	2,500	0	(2,500)	-100.00%
Insurance	61,357	28,243	(33,114)	-53.97%
3055 - Insurance Premiums	61,357	28,243	(33,114)	-53.97%
Material & Supplies	404,162	236,420	(167,742)	-41.50%
3000 - Materials & supplies	27,000	12,919	(14,081)	-52.15%

Actual vs Budget Year To Date by Department:

3002 - Cleaning Supplies	15,000	1,875	(13,125)	-87.50%
3005 - Office Supplies	5,000	0	(5,000)	-100.00%
3006 - Program Supplies	19,000	9,519	(9,481)	-49.90%
3040 - Public Relations	3,000	512	(2,488)	-82.93%
3110 - Library Books	335,162	211,594	(123,568)	-36.87%
Mileage, Conference & Training	25,000	11,444	(13,556)	-54.22%
3010 - Professional Development	13,500	4,920	(8,580)	-63.56%
3015 - Membership	6,000	5,288	(712)	-11.86%
3020 - Mileage, Meals and Travel Expenses	5,500	1,236	(4,265)	-77.54%
Postage & Courier	6,000	4,524	(1,476)	-24.61%
3035 - Postage & Courier	6,000	4,524	(1,476)	-24.61%
Professional Services	16,360	90,220	73,860	451.47%
3305 - Consulting Fees	1,200	4,989	3,789	315.75%
3310 - Auditing	5,160	0	(5,160)	-100.00%
3320 - Legal Fees	10,000	85,231	75,231	752.31%
Repairs & Maintenance	26,000	18,177	(7,823)	-30.09%
3100 - Repairs & Maintenance	12,000	3,867	(8,133)	-67.77%
3101 - Computer hardware maintenance	14,000	14,310	310	2.21%
Salaries & Benefits	2,208,307	1,186,476	(1,021,831)	-46.27%
1000 - Full-time wages	1,217,218	653,285	(563,933)	-46.33%
1005 - Part-time wages	586,452	300,855	(285,597)	-48.70%
1015 - Sick time	4,000	0	(4,000)	-100.00%
1020 - Vacation	27,213	0	(27,213)	-100.00%
1030 - Benefits	373,424	232,336	(141,089)	-37.78%
Subscriptions	0	0	0	0.00%
3050 - Subscription & publications	0	0	0	0.00%
Utilities	72,400	44,013	(28,387)	-39.21%
3085 - Hydro	54,000	26,408	(27,592)	-51.10%
3090 - Heating	14,000	13,754	(246)	-1.75%
3095 - Water/Sewer	4,400	3,851	(549)	-12.48%
Total Expense	2,948,006	1,763,783	(1,184,223)	-40.17%
Net Total	(2,875,674)	(1,718,672)	1,157,002	40.23%



June 26, 2023

Geoff Mcknight
Matthew Corbett

Re: County of Simcoe Information Library Services (ILS) follow up

Dear Geoff and Matthew:

As a follow up to our discussions and meeting, we wanted to summarize the progress and opportunities between the County of Simcoe and Town of Bradford West Gwillimbury regarding the library services transition. We also wish to thank the Town of Bradford West Gwillimbury and the Bradford Library for openly sharing information and various perspectives with us recently.

In our meetings we discussed several items which included monetary funding, digital subscriptions, technology and IT supports, and community supports such as the Age-Friendly initiative, Local Immigration Partnership and the Diversity Hub. We have summarized our discussions below:

Funding: A request was made for some transitional funding to assist the Bradford Public Library as a result of their decision not to join the Simcoe County Information Library Service. County staff reviewed this request and determined that transitional funding is not available. We also note that it did not appear to us that the additional costs outlined were justifiable in terms of being directly associated to the transition. That said, we have identified \$4,453.43 in unspent contributed funding for eBook collection development which will be transferred back to the Bradford Public Library, and we believe there are some further opportunities and value add to the Bradford Library as outlined in this letter.

Subscription Opportunities: Through our discussions, we collectively identified three overlapping Ontario Library Service purchased subscriptions (EBSCO Package 3A, Library Aware, Ancestry) which total approximately \$8,000. If the Bradford Public Library wishes to leverage the subscriptions selected by Simcoe County library CEO's in future years, you would recognize these savings. Furthermore, there are additional subscriptions within the \$200,000 budget (LinkedIn Learning, Press Reader, Teen Health and Wellness, Auto Repair Source, Canadian Points of View Reference Centre, Canadian Reference Centre, Consumer Health Complete, Consumer Health Complete-French, HelpNow, JobNow, Masterfile Premier, Novelist Select, Novelist Plus, Novelist K-8 Plus, Primary Search, Transparent Language) that were selected that the Bradford Library could leverage for no cost to offer patrons additional choices.

Wi-Fi / IT Supports: Bradford Public Library currently utilizes the Simcoe Community Access Network (SCAN) connection and County of Simcoe Infrastructure to offer Wi-Fi Internet to patrons. This is an existing benefit that the County offers free of charge to all libraries in the County. During our meetings it was confirmed that the County will continue to offer this free service and provide monthly usage statistics and modernized infrastructure as required. Opportunities exist for additional IT security and



support services through the Simcoe County Information Library Service that could help improve the security posture of the Bradford Library.

Local Immigration Partnership: The County has and continues to offer Local Immigration supports to municipalities and libraries through our Local Immigration Partnership. At the January Simcoe County Library CEO's meeting Sandra Lee from the County of Simcoe presented and provided information on the program and how libraries can engage with County staff. Sandra can be contacted through email at Sandra.lee@simcoe.ca

Diversity Hub: The County of Simcoe offers a Diversity Hub login-based website that libraries have access to. Within this site there are resources and materials available that libraries may utilize in their diversity initiatives within their respective libraries. During our meeting it was determined that Bradford was unaware of this resource which may be of value. The County contact for this resource is Jessica Dinner Jessica.dinner@simcoe.ca.

Age Friendly Community Initiative: The County of Simcoe also supports an Age Friendly Community Initiative that can provide supports to Libraries wishing to provide information to patrons. The County contact is Tracy Hill and her email is tracy.hill@simcoe.ca

Regular touchbase: Having a regular touchbase was discussed to keep the lines of communication open, and continue to share opportunities as they arise that would add value to you. Matt Murray will establish quarterly meetings with Mathew for this purpose.

We look forward to continuing our conversations over the next year to strengthen communications, clarify misconceptions and build a relationship towards providing shared opportunities and efficiencies that could further support the Bradford Library and its patrons.

Sincerely,

Henry De Jager
Director, Information Technology
County of Simcoe

Cc: Mark Aitken
Trevor Wilcox

Library



Item/Services	Last Fee Change	Current Fees - 2023	Proposed 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						
	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 of Things						
Life Jackets	25-Aug-23	\$50.00	\$50.00	\$50.00	\$50.00	Replacement fees

Library

Item/Services	Last Fee Change	Current Fees - 2023	Proposed Fees - 2024	Proposed Fees - 2025	Proposed Fees - 2026	Comments
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.