
Board Meeting

Meeting Date: July 25, 2024
Meeting Time: 1:00 p.m.
Location: The Boardroom at L.E. Shore
Prepared By: Jennifer Murley, CEO/Secretary of the Board

Mission: The Blue Mountains Public Library is a dynamic centre of community engagement where everyone can connect, explore and create.



When available, this Board meeting will be recorded and made available on the BMPL YouTube Channel. Technical difficulties with social media platforms are not sufficient reason to cancel/postpone a meeting. The Community is also welcome to be onsite for meetings, or to present in either E1 or E2.

A. Call to Order

- A.1 Moment of Reflection
- A.2 Indigenous Acknowledgement Statement

B. Agenda

- B.1 Approval of the Agenda

Recommended Motion

Moved by ____ and seconded by ____, THAT the Agenda of July 25, 2024, be approved as circulated, including any items added to the Agenda.

B.2 Declaration of Pecuniary Interest and General Nature Thereof

NOTE: Known pecuniary interests should be provided to the Board Secretary in writing and be noted as part of this agenda item. Should items arise during the meeting, the member shall make notice.

C. Reports to be “Received as Information”

NOTE: Before there is any discussion on the items listed below, they must be received by this Board. Additional recommendations outlined in any of these items, as well as any subsequent motions, will be addressed at the time of discussion.

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board receive as information:

1. ADM.24.23 entitled “*Action Plan Update-July*”
2. BMPL Future Story Project Charter
3. ADM.24.24 entitled “*Community Builders’ Webpage Update*”
4. ADM.24.25 entitled “*CHD Collection Revitalization*”
5. ADM.24.26 entitled “*CEO Service Update-July*”
6. FIN.24.04 entitled “*Q2 Financials*”

D. Minutes

D.1 Previous Minutes

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board approve the Board minutes of June 20, 2024, as circulated/amended.

D.2 Business Arising from the Minutes

E. Communications with the Board

Deadline for registration is Monday, July 22 at 2:00p.m.

E.1 Deputations

None Scheduled

NOTE: In accordance with Ontario’s Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and Board policy, the Blue Mountains Public Library Board wishes to inform the public that all information including opinions, presentations, reports, and documentation provided for or at an Open Meeting are considered part of the public record. This information may be posted on the Library website, included in Board packages, published in video record, and/or made available to the public upon request.

E.2 Public Input on the Agenda

NOTE: The Ministry of Heritage Sport Tourism & Culture Industries has directed Library Boards that meetings can proceed virtually as “Open” providing that the community may continue to participate virtually. Any individual may choose to register for a virtual link to participate in the Public Input virtually or be present onsite for face to face meetings without registering. Said correspondence must meet the BMPL’s [BLG.2018.6.7 Public Input on Agenda Items](#) criteria.

In addition to Correspondence, any members of the public who would like to attend the Board Meeting virtually may do so by contacting LibraryCEO@TheBlueMountains.ca. Requests received prior to 4:00pm the *day prior* to the Board Meeting will be provided with internet and/or phone login information. Credentials are available one month prior to the meeting, so requests need not be made the day of. Login credentials are no longer being published due to the high rate of hacking occurring during the pandemic. Visitors may also attend in person without registering.

E.3 Correspondence

None at the time of agenda creation.

F. Strategic Plan Updates & Action Items

NOTE: To better facilitate this section, all reports and discussions have been identified. The Board may make decisions at any time and does not require a formal report or recommended motion to do so.

F.1 Action Planning

1. **Report:** ADM.24.23 entitled *"Action Plan Update-July"*

F.2 Strategic Plan Pillar: Community Hubs

1. **Discussion:** SROI & Expansion Project Charter & Next Steps [CH2.1]
2. **Update & Discussion:** Multi-Use Recreation Feasibility Study and Focus Group Questions [CH2.1]
3. **Verbal Report:** CEO Update on the Accessibility Feasibility Report [CH2.1]

Recommended Motion:

Moved by ____ and seconded by ____, THAT this Board approve the SROI & Expansion Project Charter as presented/amended.

F.3 Strategic Plan Pillar: Organizational Excellence

1. **Discussion:** 2024 Arts & Crafts Walk [OE4.3]
2. **Verbal Report:** CEO Update on the Blue Mountains Cultural Map [OE4.2]
3. **Verbal Report:** CEO Update on the TBM Youth Climate Action Fund [OE4]
4. **Discussion:** CEO Evaluation Process [OE1.1]

Recommended Motion:

Moved by ____ and seconded by ____, THAT this Board approve the CEO evaluation process; and THAT this Board appoint ____ and ____ to the CEO Evaluation Committee.

F.4 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.24.23 entitled *"Community Builders Webpage Update"* [ES3.1]
2. **Report:** ADM.24.25 entitled *"CHD Collection Revitalization"* [ES1]
3. **Report:** ADM.24.26 entitled *"CEO Service Update-July"*

G. Other Business

G.1 Verbal Report: CEO Update on the 2025 Budget

G.2. Report: FIN.24.03 entitled *"Q2 Financials"*

Recommended Motion

Moved by ____ and seconded by ____, THAT this Board receive the 2024 Q2 Financials as presented.

H. Roundtable

H.1 Roundtable—General updates by the Board"

NOTE: The Roundtable is an opportunity for members to share information on events, activities, or general information which members may wish to attend and/or review. This is not intended for new business or discussion pertaining to Action Items.

- 1) Community Updates and News
- 2) BMPL Special Events
 - [Drop-In History Sharing Session: TBM Cultural Map](#) | July 30 from 10am- 12pm | L.E. Shore
 - [Summer Reading Club Meet-Up: Oreo Moon Phase](#) | August 7 from 11 am-12pm | L.E. Shore
 - [Astronomy Night with RASC and Carr Observatory](#) | August 8 from 7:30-10:30 pm | L.E. Shore
 - [Books in the Park](#) | August 9 from 1-3 pm | Bayview Park, Thornbury

I. Key Messages

I.1 Key Messages Update

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board approve the release of the Key Messages Update-July 2024.

J. Notice of Meeting Dates

The next regular Board Meeting is scheduled for September 19, 2024, at the L.E. Shore Boardroom beginning at 1:00 p.m.

All meetings and relevant agenda materials will be posted on the [Meeting and Agenda](#) page of Governance.

K. Closed Session

None at the time of agenda creation.

L. Adjournment

Recommended Motion

Moved by ___, THAT this Board does now adjourn at ____ p.m. to meet again at the call of the Chair.

The Blue Mountains Public Library Board Meeting

Meeting Date: June 20, 2024
Meeting Time: 1:00 p.m.
Location: Library Boardroom
Posted to [YouTube](#)
Prepared By: Jennifer Murley, CEO/Secretary of the Board

In Attendance: Laurey Gillies (Chair) Julia Scott (Vice Chair)
Joanne de Visser Shawn McKinlay
~~Marie Swift~~ Carol Sackville-Duyvelshoff
~~Kristina Wichman~~

Absent: N/A
Regrets: Marie Swift, Kristina Wichman
Staff: Jennifer Murley, CEO
~~Franz Greenfield, Administrative Assistant~~

A. Call to Order

The Board meeting was called to order by the Chair at 1:03 p.m. A Moment of Reflection was observed, followed by the reading of the Indigenous Acknowledgement Statement.

B. Agenda

B.1 Approval of the Agenda

The Chair noted that the audited financial statements were unavailable and would be deferred to the next meeting. The Ontario Library Association's "Save Our School Libraries" petition was added as an item of discussion under 'Other Business'. Member Shawn McKinlay noted that he would need to leave the meeting by 2:30 pm.

BMPL-Resolution 2024-045

Moved by Joanne de Visser and seconded by Carol Sackville-Duyvelshoff, THAT the Agenda of June 20, 2024, be approved as amended. CARRIED.

B.2 Declaration of Pecuniary Interest and General Nature Thereof

None were declared.

C. Reports to be "Received as Information"

All reports to be received as information were received with additional discussion occurring as the items arose within the agenda.

BMPL-Resolution 2024-046

Moved by Julia Scott and seconded by Shawn McKinlay, THAT this Board receive as information:

1. ADM.24.19 entitled "Action Plan Update-June."
2. ADM.24.20 entitled "Valuing the Blue Mountains Library."
3. ADM.24.21 entitled "CEO Service Update-June."
4. ADM.24.22 entitled "Security Cameras." CARRIED.

D. Minutes

D.1 Previous Minutes

A few minor edits were requested.

BMPL-Resolution 2024-047

Moved by Carol Sackville-Duyvelshoff and seconded by Julia Scott THAT this Board approve the Board minutes of May 16, 2024, as amended. CARRIED.

D.2 Business Arising from the Minutes

Business arising from the minutes had been embedded in the meeting's agenda.

E. Communications with the Board

The deadline for registration was Monday, June 17 at 2:00p.m. No members of the public were present in the Zoom meeting and Facebook live was not working. A recording will be posted to YouTube.

E.1 Deputations

None.

E.2 Public Input on the Agenda

No members of the public were present.

E.3 Correspondence

None.

F. Strategic Plan Updates & Action Items

F.1 Action Planning

1. **Report:** ADM.24.19 entitled "Action Plan Update-June"

The CEO reviewed the status of multiple items, noting that many are in progress. The Board requested that both the number of programs and number of sessions be included when reporting on seniors' programs. The public computer replacement project should be completed by the July meeting. CEO Murley also noted that the 21st Century Library blog series will launch in the July newsletter, along with a series of micro surveys related to each theme. Section ES2.1 of the Action Plan was revised to capture the number of survey responses.

OE2.3 of the Action Plan addresses public signage for respectful behaviour. The CEO noted that this item should be completed for the July meeting. Staff are waiting to receive signage from the Municipality and will pair it with the signs created by the

BMPL.

The Board discussed timelines for Board items with the CEO Job Evaluation being added to the July agenda. The Board members will discuss the VOLT in their next meetings with individual Council members. A discussion on OE 5.2 in the Action Plan, identifying key influencers and developing a community plan, will need to be revisited at the September Board meeting. Chair Laurey Gillies highlighted that there are items on the plan that will likely be multi-year projects or activities. The Board requested that the CEO put together a Project Charter for the July meeting to address action items under Section CH2.1 (current space utilization/expansion), OE2.2 (VOLT including Council and community presentations), OE4.1 (semi-annual meetings with Council members), and OE5.2 (key influencers) of the Action Plan.

F.2 Strategic Plan Pillar: Community Hubs

1. **Verbal Report:** CEO Update on the 2024 Arts & Crafts Walk
CEO Murley noted that the in-person volunteer session would be cancelled, and important information related to health and safety would be sent to those assisting with the event. T-shirts will be distributed. The CEO also highlighted the ongoing collaboration between Library, Town, and ACC.
 2. **Verbal Report:** CEO Update on the Blue Mountains Cultural Map
The digital portion of the Cultural Map will launch at the beginning of July with an initial 75 sites. It is anticipated more will be added through community consultation and ongoing advertising for donations of artifacts and stories. A physical map will accompany it once a design is finalized. Community contributions will be noted through the number of sessions and hours of engagement activities led by the Curator. Notes will be added to sites that are private property. Residents will not be encouraged to go onto private property. Sites will be removed from the map at the request of property owners.
- Member Shawn McKinlay left the meeting at 2:24 p.m.
3. **Verbal Report:** CEO Update on the Multi-Use Recreation Feasibility Study
Colliers was awarded the contract for this project. The kickoff meeting was held, and the CEO met 1-on-1 with the consultants to discuss the Library's space needs and role in providing recreation services in the Town of The Blue Mountains.

The Board requested that it be engaged as a group versus 1-on-1 with the consultants as they share and make decisions as one. The Board asked Colliers to submit questions for a focus group before the meeting, preferably for the regularly scheduled July meeting, and that the focus group take place afterward. Board members can attend other engagement sessions as scheduled to share more thoughts.

The CEO also addressed questions surrounding the complexity of 'shared library services' and highlighted that there are very different needs for library services in each community and that the project's purpose is not to come back with one

solution for recreation services in both communities. The purpose of involving the libraries from each community is not to explore amalgamating Collingwood and TBM library services, but the feasibility of shared recreation and library services within each community, separately. Community consultation will be a large piece of this project and various 'feasible' options will be presented to Council.

The CEO noted that Colliers would be presenting to both Councils on Monday, June 24. The Board would have the option of inviting Colliers to present the same slide deck at a Board meeting but opted to have their Council rep, Shawn McKinlay, communicate the Board's questions at this stage.

F.3 Strategic Plan Pillar: Organizational Excellence

1. **Report:** ADM.24.20 entitled "*Valuing the Blue Mountains Public Library*"

CEO Murley presented the results of the VOLT using the Ontario Library Service's template, last updated in May of 2024. The analysis of the results was based on how the Library's ROI compared to a standard business return on investment, what the results identified about the library through each domain (i.e. the BMPL has space needs and thus scored lower in the SROI for the domain of 'space'). A discussion around comparing the results to comparators or other recreation-related services/facilities in the TBM took place. Chair Laurey Gillies requested clarification on how the Library's capital budget is incorporated (or not) in the calculations. CEO Murley is to look into the answer. The Board appointed Joanne de Visser, Carol Sackville-Duyvelshoff, and Julia Scott to a working committee to review the data and findings and craft a presentation to Council.

2. **Report:** ADM.24.22 entitled "Security Cameras"

The CEO clarified that security cameras at the Museum would be covered by the Municipality in 2024. The proposed plan for cameras at L.E. Shore, however, would be an additional cost which has not been budgeted. It was recommended that the Board work with the Town's IT department to include a request for cameras at L.E. Shore in the 2025 budget. A discussion took place regarding incorporating interior cameras near the public washrooms. CEO Murley will discuss further with IT during budget conversations.

3. **Verbal Report:** CEO Update on the Accessibility Feasibility Report

The CEO is waiting to review the report, but its initial findings indicate support for library space needs. A more detailed update will be provided at the next meeting.

4. **Verbal Report:** CEO Update on the TBM Youth Climate Action Fund

CEO Murley highlighted the many ways that the Library will contribute to this Town-led initiative, including leveraging existing connections with youth and offering space for engagement to take place. The CEO announced that she was also appointed to the selection committee, a sub-committee of the overall project team.

5. **Policy Update:** Chair Update on POL-SYS.2018.89 entitled, "Intellectual Freedom Policy".

The language under section 2 of the policy was amended to provide clarity on the

Library's role in protecting intellectual freedom while upholding its commitment to providing authoritative information to the public. Programs and services were added to expand the commitment from simply a commitment to reading material. "Decisions regarding collections and programs *related to the GLAM* are at the discretion of the CEO" was added to the policy for clarity.

BMPL-Resolution 2024-048

Moved by Julia Scott and seconded by Carol Sackville-Duyvelshoff THAT this Board approve POL-SYS.2018.89 entitled "Intellectual Freedom Policy", as amended. CARRIED.

F.4 Strategic Plan Pillar: Empowering Services

1. Report: ADM.24.18 entitled "CEO Service Update-June"

CEO Murley went over the May highlights, noting that they were selected based on the Action Plan and previous discussions. There was discussion about the Seed Library and where to find more information. The program information is available on the BMPL website and a link to the brochure will be investigated. CEO Murley highlighted that the Climate Action Now Network donated \$200 to the program.

G. Other Business

G.1 Save Our School Libraries

The Ontario Library Association has launched a petition to save Ontario school libraries in response to the Ministry of Education's recent change to legislation, eliminating the requirement for school boards to report on how funding for school libraries is spent. The CEO welcomed the Board to participate and mentioned that messaging would go out on BMPL channels to educate the public.

H. Roundtable

H.1 Roundtable—General updates by the Board

- 1) Community Updates and News: none.
- 2) BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.
 - [Books in the Park](#) | June 21 from 1-3pm | L.E. Shore
 - [TD Summer Reading Club Launch](#) | June 22 from 11 am-2pm | Lions's Park
 - [iPad Security & Good Practices](#) | June 27 from 2-4 pm | L.E. Shore
 - [Arts & Crafts Walk](#) | July 6 from 10am – 4pm | Bruce & Marsh Streets
 - [Tour of the Universe \(Planetarium Visit\)](#) | July 8 from 11 am – 3 pm | L.E. Shore

I. Key Messages

The CEO will draft the key messages and provide them to the Chair, Laurey Gillies, for review.

BMPL-Resolution 2024-049

Moved by Carol Sackville-Duyvelshoff and seconded by Joanne de Visser, THAT this Board approve the release of the Key Messages Update-June 2024. CARRIED.

J. Notice of Meeting Dates

The next regular meeting will occur on July 25, 2024, at 1:00pm. The focus will be on the Board and CEO Evaluation processes and the VOLT.

All meetings and relevant agenda materials will be posted on the [Meeting and Agenda](#) page of Governance.

K. Adjourned

BMPL-Resolution 2024-050

Moved by Laurey Gillies THAT this Board does now adjourn at 4:35 p.m. to meet again at the call of the Chair. CARRIED.

Laurey Gillies, Chair

Jennifer Murley, Board Secretary

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.24.23 Action Plan Update-July
Date: July 25, 2024
Prepared by: Jennifer Murley, CEO

A. Recommendations

That this Board receive as information ADM.24.23 entitled "*Action Plan Update-July*".

B. Background

Annually the Board approves an Action Plan for the year. In May 2024 the Board approved this Action Plan with 44 items. Actions related to multiple meetings (i.e. OE 4.1. "Hold quarterly meetings between the Town CAO and Library CEO re MOU and shared goals) are counted as 1 action item, not 4.

C. Status Assessment

Of the 44 Action Items of the Action Plan 2024, 12 of these have been achieved. Almost all of the items are in progress. There are also multiple items on the agenda for discussion or activity, including the TBM Cultural Map, the Community Builders Webpage, sustainable programming (update on the Climate Action Fund), accessibility (update on the Accessibility Feasibility Report) and the SROI and Expansion presentation to Council.

Respectfully Submitted,

Jennifer Murley (she/her), CEO
LibraryCEO@TheBlueMountains.ca
519-599-3681 extension 148

2024 Action Plan

Strategic Priority:

Community Hubs - Provide spaces to connect, explore, and create.

CH 1: Foster social cohesion in a time of growth and challenges			
Objectives	Actions	Responsibility	Measures
1.1 Increase programs to older adults.	Explore new partnerships, and host events for older adults to safely gather and engage.	CEO	# of older adult programs hosted, # of series, # of participants reached 152 Programs (2023) 62 Programs (As of June 30, 2024) 3 Series (As of June 30, 2024) # of older adults reached 1492 Reached (2023) 1151 (As of June 30, 2024)
1.2 Reduce barriers to underserved and marginalized individuals and groups.	Revise GLAM policies with an IDEA lens. Actively participate and influence the TBM's IDEA committee. Introduce new accessible technologies (e.g. Reading Pen).	CEO/Board CEO CEO	# of Policies In Progress Staff report with recommendations # of technologies implemented

Commented [JM1]: Added at the June Board meeting.

Commented [JM2]: All totals do not include other adult programs that would be open to 'older adults'. These numbers are reporting on senior's specific programming.

Commented [JM3]: Senior's Exercise, Knit and Knatters, Elder Abuse Series. One-off programs are not included in this total.

2024 Action Plan

	Participate in a physical audit of GLAM spaces.	CEO	Staff report with recommendations In Progress
1.3 Reflect and celebrate Indigenous cultures and histories, through programs, acquisitions, and collections.	Promote Indigenous resources and partner with Indigenous communities to host cultural learning opportunities. Purchase Indigenous materials from Indigenous vendors such as GoodMinds books.	CEO	Dollars invested and # of resources acquired In Progress
CH 2: Develop multi-use spaces and provide outreach services			
Objectives	Actions	Responsibility	Measures
2.1 Establish case for facility expansion with TBM and key partners.	Review current space utilization, articulate facility replacement and upgrade requirements, and identify options for expansion. Present a report to Council and other key partners. Actively participate in the TBM's Multi-Use Recreation Feasibility Assessment Committee.	CEO/Board Board CEO	Council supports expansion In Progress Complete/Incomplete In Progress # of meetings attended and evidence of advocacy/ongoing communication about the project to the Board and community. In Progress
2.2 Partner with TBM to expand outreach services into TBM facilities across the Municipality.	Launch Free Little Libraries Project.	CEO	# of locations installed In Progress
2.3 Provide services to those unable to go to BMPL facilities.	Develop an Annual Outreach Strategy.	CEO	Staff report In Progress
CH3: Provide technologically connected spaces			
Objectives	Actions	Responsibility	Measures

Commented [JM4]: Meetings are happening bi-weekly with the project team and this is a reoccurring agenda item.

Commented [JM5]: About 5 completed Little Libraries received by TBM.

Commented [JM6]: Report to come to the Board in the early Fall.



2024 Action Plan

3.1 Partner with TBM IT staff to enhance public workstations and invest in software that will continue to 1) protect the user's privacy of information 2) ensure longevity of the technology and 3) facilitate more equitable access to the Internet.	Move from Useful terminals to PC computers with MS Office for the Public.	CEO	15 computers installed. Complete: 07/17/24
	Implement Apple Business Manager for iPads to increase lending efficiency.	CEO	Complete: 03/25/24

Strategic Priority: Empowering Services

Create a service model that reaches those who live, work, and play in the TBM.

ES1: Provide diverse GLAM services, collections, and programs			
Objectives	Actions	Responsibility	Measures
1.1 Celebrate and preserve TBM's heritage through enhanced Museum & Archives services.	Film the proposed "REEL History: Ski Train" and release it in time for the 2024 100 th anniversary of the Toronto Ski Club.	CEO	Complete/Incomplete. On time and on budget.
	Film the proposed "REEL History: The Journey of Water" film throughout 2024 for release in late 2025.	CEO	In Progress Complete/Incomplete. On time and on budget. In Progress
1.2 Support TBM's goal of a Circular Economy.	Expand Library of Things (LOT) collection.	CEO	# of types of additions, number of new items and 10% increased usage of LOT In Progress
ES2: Support 21st century literacy through resources, opportunities, and coaching			
Objectives	Actions	Responsibility	Measures
2.1 Expand digital literacy and competence in the community.	Offer digital literacy programs on emerging technologies (e.g. AI) for all ages.	CEO	Number of programs, participants, and user

Commented [JM7]: Filming has begun but the storyline has shifted to the history of the Craighleith Station building. This project will not be released in 2024.

Commented [JM8]: Filming began earlier this year but the weather this year may affect the ability to gain enough footage for next year's release.



2024 Action Plan

	Publish blog posts educating the community on 21 st century libraries.	CEO	satisfaction 19 programs, 720 participants (As of June 30, 2024)
	Gather data around blog topics using micro-surveys.	CEO	Quarterly posts In Progress
2.2 Respond to demand for more services for digital learning.	Evaluate digital resources and new opportunities for digital learning.	CEO	# of respondents In Progress
2.3 Support TBM's commitment to eco-consciousness, as identified in The Blue Mountains Future Story.	Provide programming and resources on eco-consciousness and sustainability.	CEO	# of new digital resources added and increased usage In Progress
ES3: Expand the Virtual Branch			
Objectives	Actions	Responsibility	Measures
3.1 Build community connections through a service portal.	Determine requirements and publish a Community Builders' webpage.	CEO	# of programs hosted and/or information resources produced/purchased. In Progress
			# of listings in the portal In Progress

Commented [JM10]: First blog post 'Space as a Service' went out in the July newsletter.

Commented [JM9]: Added at the June 20 Board Meeting.

Commented [JM11]: Webpage to launch on July 29.

Strategic Priority:

Organizational Excellence - Grow BMPL as a key partner and community resource.

OE1: Retain and recruit personnel as an employer of choice			
Objectives	Actions	Responsibility	Measures



2024 Action Plan

1.1 Link achievements to Strategic Plan.	Revise Board and CEO evaluation instruments to accomplishment of the Strategic Plan.	Board	Complete/Incomplete In Progress
1.2 Provide unique opportunities for staff to learn and grow.	Attend Ontario Library Association Super Conference. Organize learning opportunities for staff (e.g. courses, workshops, in house training). Ensure staff representation on regional and provincial committees.	CEO	Completed: 2024-01-27 Minimum of 5 learning opportunities Completed: 2024-06-20 Staff report
1.3 Maintain Board competency.	Assist Council in filling the Board vacancy. Participate in training, conferences, and meetings focused on governance and issues and trends in public libraries.	Board	Completed: 2024-02-07 Minimum of 4 sessions
1.4 Maintain pay and internal equity with TBM.	Participate in TBM Market and Pay Equity Compensation Review.	CEO/Board	Completed: 2024-07-15
OE2: Demonstrate stewardship through transparency and accountability			
Objectives	Actions	Responsibility	Measures
2.1 Increase communication related to organizational funding and performance.	Add 2024 approved budget to BMPL and TBM website.	CEO	Completed: 2024-02-16
2.2 Communicate BMPL impact to Council and the community.	Develop the 2024 Action plan and key metrics for strategic plan implementation. Apply the Valuing Ontario Libraries Toolkit and integrate results into Council and public presentations.	Board Board/CEO	Completed: 2024-05-16 # of presentations In Progress
2.3 Maintain BMPL as a safe, respectful public place.	Conduct a thorough review of all policies, updating language, eliminating duplication, and adding new policies where required.	Board/CEO	# of policies updated/introduced In Progress

Commented [JM12]: On the July Board agenda.

Commented [JM13]: 1. Asset-Based Community-Led Development (Hosted by the Beaver Valley Destination Stewardship)
2. Navigating Good Governance (OLS)
3. Bridge Data Solution Platform (OLS)
4. AI: A Powerful Tool with Challenges (In-House Training - Staff Meeting)
5. OLITA Digital Odyssey
6. Library of Things Kahoot (In-House Training for all staff)
7. Workplace Investigations (AMPLO/ARUPLO Training led by Williams HR Law)

2024 Action Plan

	Oversee installation of security cameras.	CEO	# of cameras installed In Progress
	Create public signage re: appropriate behaviour.	CEO	# of locations posted In Progress
OE3 Increase BMPL financial opportunities			
Objectives	Actions	Responsibility	Measures
3.1 Investigate new funding opportunities to expand GLAM partnerships and services.	Finalize Charitable Status and develop policies to guide the accounting, use, and reporting of charitable funds.	CEO/Board	In Progress
OE4: Be a key partner within the Municipality			
Objectives	Actions	Responsibility	Measures
4.1. Maintain strong communication with TBM leadership.	Hold quarterly meetings between the Town CAO and the Library CEO re MOU and shared goals.	CEO	In Progress
	Meet semi-annually with Council members.	Board	Complete/Incomplete
	Participate in Service Area Manager meetings as needed.	CEO	In Progress
4.2 Demonstrate GLAM impact to relevant stakeholders.	Present the 2023 Year in Review to Council, highlighting BMPL's annual achievements and demonstrated value to the community.	CEO/Board	Complete: 2024-06-03
	Work with TBM and community partners to launch a Cultural Map.	CEO	75 sites identified Complete: 2024-07-01
4.3 Promote TBM Art Scene	Engage TBM in the advertising and implementation of the Blue Mountains Arts and Crafts Walk.	CEO	Partnerships established: 5 Increased participation: ~33% Complete: 2024-07-06

Commented [JM15]: Q1: Complete
2024-02-01
Q2: Complete
2024-05-15

Commented [JM14]: Complete: 2024-01-05
Complete: 2024-02-08
Complete: 2024-03-01
Complete: 2024-06-13

Commented [JM16]: 5 core partnerships + 11 community sponsors
1000+ attendees



2024 Action Plan

OE5: Provide inclusive and engaging communications with and to the community			
Objectives	Actions	Responsibility	Measures
5.1 Build audience on all communication platforms.	Increase collaboration between Library/TBM communications.	CEO	In Progress
	Add GLAM information to Town 2024 Welcome packages.	CEO	Complete: 2024-02-01
5.2 Expand BMPL's network of engaged citizens/groups.	Identify key influencers and develop a community plan with priority groups.	Board	Complete/Incomplete



PROJECT CHARTER

Project Title: The BMPL Future Story

Project Team:

- Joanne de Visser
- Julia Scott
- Carol Sackville-Duyvelshoff
- Jennifer Murley

Project Start Date: June 20, 2024

Project End Date: August 26, 2024 (Presentation to COW)

1. Project Purpose

To prepare a presentation to Council to further address space needs, validating the request for expansion of library services in the TBM. The presentation will serve as an extension of the BMPL Board's November 2023 presentation, incorporating the social return on investment (SROI) of the library's services and additional data collected throughout 2024. This presentation will demonstrate how the library positively impacts the community in social, economic, and educational aspects, and why more space is required to maintain and expand current service levels.

2. Project Objectives

- To collect and analyze data demonstrating the social return on investment of the library's current services.
- To develop a comprehensive and compelling presentation for Council.
- To highlight specific areas where the library's expansion would further benefit the community.
- To secure Council's approval and funding for the expansion of library services.



PROJECT CHARTER

3. Scope

3.1 In Scope:

- Data collection on library usage and community impact.
- Analysis of economic, social, and educational benefits of library services.
- Incorporation of the SROI findings, 2022 Gap Analysis Report, 2023 ARUPLO Guidelines, 2024 Accessibility Feasibility Report, the space needs micro-survey, and additional data collected re: staff workspace and room rentals.
- Testimonials from staff and the public.
- Final presentation to Council.

3.2 Out of Scope:

- Implementation of expansion plans.
- Detailed architectural or logistical planning for the expansion.
- Any activities beyond the initial presentation and approval process.

4. Deliverables

- SROI report detailing the benefits of current library services.
- PowerPoint or Canva presentation slides.
- Executive summary and key talking points.
- Supplementary materials, including testimonials and case studies.
- A post-presentation summary and follow-up action plan.

5. Project Milestones

1. **Project Initiation and Team Formation:** June 20, 2024
2. **Data Collection and Analysis:** [Date]
3. **Stakeholder Review and Feedback:** [Date]
4. **Final Presentation Preparation:** [Date]
5. **Presentation to Council:** [TBD]



PROJECT CHARTER

6. Resource Allocation

- Internal staff for data collection, analysis, and presentation preparation.

7. Key Stakeholders

- Town CAO
- Director of Community Services
- Council Members
- Community Leaders
- Library Patrons and Volunteers

CEO Evaluation

Bylaw 7.1 (4) states that “The Board shall conduct an annual evaluation of the performance of the CEO to aid in setting objectives.” ADM2018/39.3 further describes the Board’s authority to evaluate the CEO.

The CEO is evaluated primarily on the achievement of organizational goals as outlined in the strategic plan. Goals for the new year are also set in relation to the strategic plan. A personal development/training plan for the CEO may also be identified.

Process

1. The Board appoints a minimum of two and maximum of three board members to an ad hoc committee to conduct the evaluation.
2. The CEO completes the chart below, identifying key achievements from the previous year and key goals for the upcoming year.
3. The CEO identifies her personal development/training plan for the year.
4. The Committee reviews the document and meets with the CEO to discuss/revise it.
5. The Board reviews the document in closed session.

CEO Evaluation

Key Achievements/Goals

Goals for the previous year were identified in last year's evaluation. The following is an assessment of key achievements against those goals and key goals for the upcoming year.

Key Achievements (previous year)	Key Goals (upcoming year)
Community Hubs Provide spaces to connect, explore and create.	
Empowering Services Create a service model that reaches those who live, work, and play in The Town of The Blue Mountains.	
Organization Excellence Grow BMPL as a key partner and community resource.	

CEO Evaluation

Personal Development/Training Plan

Employee:

Name and title

On behalf of the Board:

Name and title

Name and title

Board Resolution Number

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.24.24 Community Builders' Webpage Update
Date: July 25, 2024
Prepared by: Mary Dodge, Manager of Community Engagement

A. Recommendations

That this Board receive as information ADM.24.24 entitled "*Community Builders' Webpage Update*".

B. Background

During the development of the 2022-2026 Strategic Plan, participants of a focus group identified the need for the community to have a place where individuals with skills could share them with those looking to learn. This idea was incorporated in the 2022 Action Plan and subsequently launched in July of 2022, with a robust marketing plan and staff training. The initiative did not take off after a 6-month pilot, and there were multiple factors that could have contributed to the lack of initial success, including staff leaves and vacancies.

As part of the 2024 Action Plan, the Program will be relaunched with careful monitoring to determine if there is a growing appetite for this service and enough volunteer capacity to keep the program running.

This report outlines the steps taken to redesign and publish the webpage, in addition to the next steps and future considerations.

C. Webpage Development & Relaunch

The Community Builders program was designed as a flexible alternative to BMPL's volunteer program, where the Library acts as a facilitator of skill sharing in the community. As such, the Program's new webpage will live under 'Volunteering' on the BMPL's website. Much like the previous site, participants interested in becoming Community Builders, and sharing their skills and talents, can register through the website using a simple webform. Participants wishing to learn from Community Builders can email the Library their interest and request. The Community Builders program aims at fostering social cohesion and providing visual and kinesthetic learning experiences to the community. Skill learning is offered for free, and any individuals or business looking to offer skill building for fee are redirected to [the Town's Business Directory](#) on the Town's website.

A robust marketing plan will be launched to communicate this information to the public over the next few months. This work includes paid social media advertising, along with a media release and use of traditional communication methods (i.e. Library and Town newsletters, posters, word of mouth, and the BMPL's website features).

D. Future Considerations

Once the program is initially launched, staff resources will be used for the volunteer coordinator, which is the role of the Manager of Community Engagement, to coordinate Community Builders with interested participants, and to advertise the program through social media, in-branch posters, TV ads,

and, when appropriate, Library News, on a monthly, quarterly, or annual basis, as appropriate for the program needs.

The success of the program depends on community interest and community initiative. The community needs may have evolved since this community-led initiative was realized.

E. Next Steps

If successfully adopted by the community as a community-led initiative, then the program will be evaluated based on the satisfaction of the Community Builders and the participants, the range of skills offered, the interest in skill diversity, the number of Community Builders and Participants, the number of meetings of Community Builder with Participant at the Library, and the impact teaching/sharing and learning the skill had on either the Community Builder or the Participant, respectively.

F. Strategic Alignment

The Launch of the Community Builders' Webpage is consistent with the BMPL's values related to being a community-centered, innovative, creative, and eco-conscious organization, and is consistent with the following strategic priorities (and subsequent goals) identified in BMPL's 2022-2026 Strategic Plan:

1. Community Hubs
Goal: Foster social cohesion in a time of growth and challenges.
2. Empowering Services
Goal: Provide diverse GLAM services, collections, and programs.
Goal: Support 21st century literacy through resources, opportunities, and coaching.
Goal: Expand the Virtual Branch.
3. Organizational Excellence: Grow BMPL as a key partner and community resource.
Goal: Retain and recruit personnel as an employer of choice.

Respectfully Submitted,
Jennifer Murley, CEO
LibraryCEO@TheBlueMountains.ca
519-599-3681 extension 148

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.24.25 Craigleith Heritage Depot Collection Revitalization
Prepared by: Alessia Farris, Museum Curator

A. Recommendation

That this Board receive as information ADM.24.25 entitled “*Craigleith Heritage Depot Collection Revitalization*”.

B. Background

In the past few years, the Craigleith Heritage Depot has undergone significant renovations. While there are still facility concerns that we’re working with Town staff to address, Museum staff have shifted their focus to the storage and accessibility of collections, which has become both a health and safety issue, as well as a concern for collection preservation and management.

Over time, items within the basement collection have been misplaced or disorganized, and the collection continues to grow, making it difficult for staff to keep up with inventory and reorganization. This issue was brought to the attention of the Library CEO, and after careful consideration, the BMPL will be temporarily closing the building from October 28 to November 25. It should be noted that the Museum operates at reduced hours during this time and that it is considered ‘off season’ in terms of tourism and overall usage. The Museum will also have additional staff until the end of November due to grant funding for the Special Collections Technician position. Additional facility enhancements may also be completed during this time.

This report details the project's objectives, benefits, reasons for closure, and alternative services. It equips the Board with the necessary information to address patron comments or concerns accurately and provides the public with easy reference details.

C. Project Objectives

This project aims to achieve the following objectives:

- 1. Prioritize staff safety:** The current basement layout may pose potential safety hazards for staff navigating the storage area. Restructuring will prioritize clear walkways, proper ventilation, suitable fire exits and ergonomic lifting practices.
- 2. Find and retrieve misplaced items:** The basement collection has become disorganized over time. The items were moved downstairs due to radon and then hastily during the 2022-2023 renovations, causing items to be misplaced or incorrectly housed. A

dedicated period for a thorough inventory and reorganization will ensure the museum has a complete and accurate record of its collection.

- 3. Improve collection space:** The growing collection requires a more optimized storage arrangement. Restructuring the space will improve accessibility, security, and overall care of the artifacts.

D. Project Benefits

The project will have many benefits to the overall safe and accessible delivery of Library and Museum services. Some of the benefits include:

- 1. Enhanced Staff Safety:** A comprehensive safety assessment and implementation of necessary improvements will minimize the risk of injuries during collection access and retrieval.
- 2. Collection Safety:** Optimizing shelf structure will allow for the stability of objects, ensuring both collection safety and staff safety.
- 3. Community Accessibility:** A comprehensive restructuring of the collection space will allow staff to locate missing items, add additional information to items that are rehoused, and provide staff with a better understanding of collection gaps. This will allow staff to better translate collection information to the public for research or general knowledge and begin to look for local historical items that will start to fill in those gaps.
- 4. Improved Collection Management:** Having a dedicated period for inventory and reorganization will ensure accurate records, facilitating loan requests, research efforts, and future exhibitions.
- 5. Long-Term Cost Savings:** By optimizing storage space and improving accessibility, the museum can reduce long-term costs associated with damaged or misplaced items, as well as staff time spent searching for them.

BMPL will be closing the building completely to increase efficiency. This closure will enable a focused and uninterrupted effort on the restructuring project, leading to faster completion and minimizing disruption over an extended period. As mentioned in Section B of this report, the closure will occur during the Museum's off-season and when a full-time Special Collections Technician (a grant-funded position) is available to help. Town staff have also been notified of the closure, as this time can also be used for facility enhancements, such as the installation of security cameras.

E. Temporary Services & Alternatives to Service

While the Museum is closed, residents will be encouraged to temporarily access Library services at the L.E. Shore Memorial Library, in addition to digital services. Throughout the closure, however, the Museum will:

- Provide virtual research assistance.
- Provide wi-fi access outside of the building.
- Continue to accept donations and arrange pickup/delivery times for donors.

Patrons and visitors will not be able to access the building, unless authorized by a staff member (i.e. for donation processing).

F. Financial Impact

Apart from staff time, there is no additional financial impact, rather, there will be long-term cost savings as identified in Section D of this report.

G. Communications Plan

A comprehensive communication plan will be developed to inform:

The Public: Advance notice will be provided through the website, social media, and press releases regarding any closure or reduced hours, along with the reasons behind these changes.

Members and Donors: Personalized communication will express the importance of the project and its long-term benefits for the museum.

Library Staff: Regular updates on project progress, safety protocols, and work schedules will be provided during the closure or reduced hours period.

The Board: Updates related to community concerns or public inquiries will be communicated.

Town Staff: Communications, Facilities, and IT will be notified of the closure and any relevant details. Facility enhancements such as the installation of security cameras may occur at the same time.

H. Strategic Alignment

This project is in line with the Board's commitment to health and safety, as well as the Board's 2024 Action Plan, specifically OE2.3 which aims to maintain BMPL as a safe and respectful public place. Additionally, it aligns with the following strategic priorities:

- 1. Community Hubs:** Providing spaces for people to connect, explore, and create.
- 2. Empowering Services:** Offering diverse GLAM services, collections, and programs.
- 3. Organizational Excellence:** Developing BMPL as a key partner and community resource.

Respectfully Submitted,

Jennifer Murley, CEO
LibraryCEO@TheBlueMountains.ca
519-599-3681 extension 148

Appendix A

Museum & Archive Closure FAQ

When will the Museum be closed?

The Museum and Archive will be closed from October 28-November 25.

Why is the Museum temporarily closing?

To allow for staff to make their workspace safer, to make the Museum's collections more accessible to the public, to improve accuracy of the organization's inventory, and provide BMPL with long-term cost savings.

What Library and Museum services can I access during the closure?

Outdoor book drop, virtual exhibits, free outdoor WiFi, virtual research assistance, and donation drop off/pickup. Holds pick ups will be rerouted to L.E. Shore and patrons notified in advance. All staff are required in the basement and will need the full month to complete the project efficiently and on time.

Will there be any changes to the Museum after it reopens?

No, there will not be any changes to the current space and services, but patrons may notice an enhancement in the accessibility of the collection as lost/misplaced items may be discovered, new information may discovered about existing items, and organization of items is optimized.

When will the Museum reopen?

The Museum will be open for regular Fall/Winter hours the week of November 25. The hours of operation can be accessed at <https://www.thebluemountainslibrary.ca/hours>. *At the time of this report, the Museum is operating its summer hours. The hours of operation will change as of September 2, and this will be reflected on the website using the link provided.

How can we support the Museum during this period?

Patrons can continue to support the Museum during the closure through donations and accessing online collections/exhibits.

How will the Museum communicate updates about the closure and reopening?

Advance notice, changes, and updates will be provided through the BMPL website, social media, and a press release detailing the project and closure.

Who can I contact for more information or specific concerns?

Please contact Alessia Farris, Museum Curator at Museum@TheBlueMountains.ca or by calling 519-599-3681 ext. 6. You may also contact the Library CEO, Jennifer Murley, at LibraryCEO@TheBlueMountains.ca or 519-599-3681 ext. 148.

Background

The Town of The Blue Mountains and Town of Collingwood, together with the Blue Mountains Public Library and Collingwood Public Library, are exploring their future recreational and library facility needs. Colliers Project Leaders has been engaged to support this work.

An important part of this process is listening to community leaders like you with high levels of insight about what the community needs, and how these needs are changing over time.

We are requesting an opportunity to interview you to hear your perspectives about the current and future recreational and library facility needs in Collingwood and The Blue Mountains.

About Your Interview

Your interview will take approximately 30 minutes and will be conducted virtually (via Zoom or Teams) and will be scheduled at your convenience. The interview will be with a team from Colliers Project Leaders.

With your consent, we would like to audio record the interview to produce a text transcript of our discussion for the sole purpose of informing our report. We will discuss your comfort with this at the beginning of the interview.

Interview Questions

1. Let's start with the big picture. How important do you think recreational and library facilities are to residents in your community, and why?
2. Generally, do you feel residents' current recreational and library needs are being met? If there are unmet needs, what are they?
3. Your community is growing very quickly! What changes do you anticipate on the horizon for how recreational and library needs will evolve in the future?
4. When thinking about future investments in recreational facilities, what makes the most sense to you: (choose one from each option)
 - a. Investing in single unique use facilities OR investing in multi-use facilities
 - b. Investing in new facilities OR investing in current facilities
 - c. Incremental investments over time OR major investment to prepare for future
5. If a multi-use facility was to be built, what uses would you imagine being in this facility?

6. This process is a joint exploration between the Town of The Blue Mountains and the Town of Collingwood. Would you be supportive of a shared facility, or do you think both communities need their own facilities?
7. This work begins with an extensive listening exercise to hear from the community. What information, data or insights will you be most interested in at the end of this process?
8. Is there anything else you'd like to share with us?



BMPL Value Report, Social Return on Investment and Future Planning discussion

Presentation Goals (to be discussed)

- Present 2023 BPML Social Return on Investment Report
 - strengths
 - opportunities
- Provide updated utilization results
 - current
 - projected
- Receive support for BPML to explore short term growth options

SOCIAL Return on Investment (SROI)

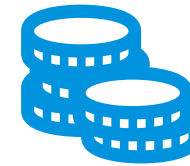
- SROI measures library's community IMPACT
- Libraries are more than book repositories
 - dynamic community hubs provide a wealth of resources and services
 - foster education, culture, and social cohesion
- Contribute to:
 - individual and collective well-being
 - support lifelong learning
 - provide community space

Valuing Ontario Libraries Toolkit

SROI

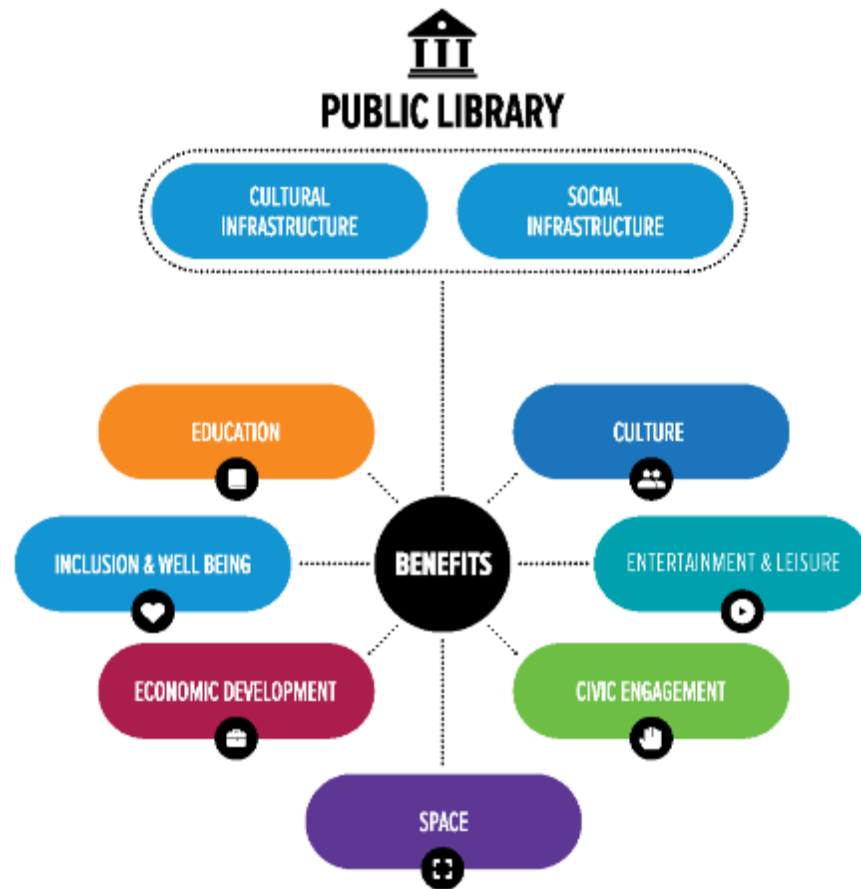


Library Value Report: a community profile highlighting the ways that the library has impacted patrons' lives.



The SROI: a cost-based approach to analyse direct spending, direct tangible benefits and indirect tangible benefits.

SROI Methodology



Identifies seven areas where public libraries contribute to a community's social network and fabric.

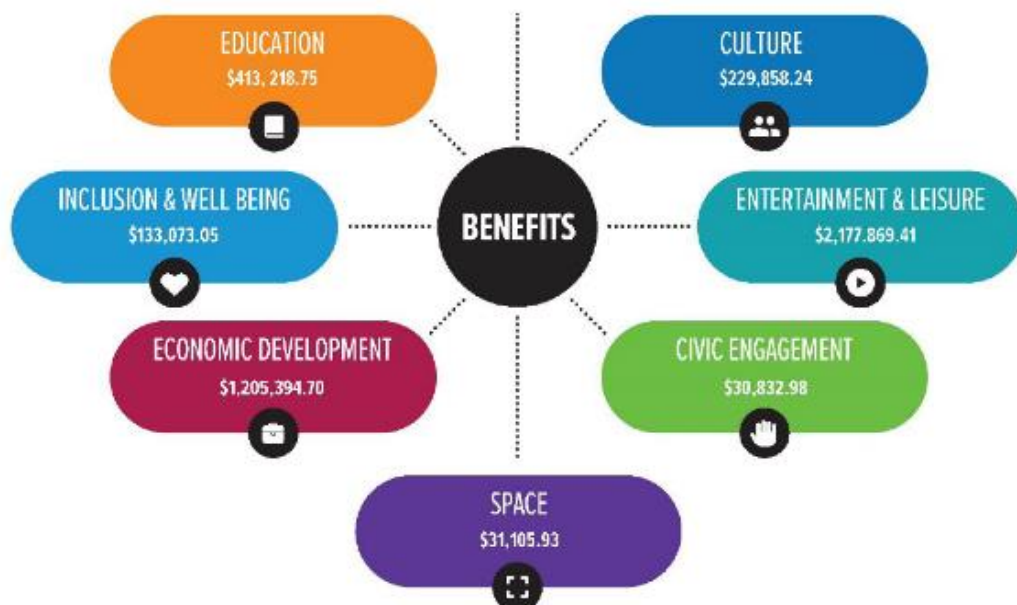
SROI Economic Benefits

-  **EDUCATION** 1. **Education**— access to information (non-fiction material), children and teen programs, class instruction at library..
-  **CULTURE** 2. **Culture** – special collections, promotion of local cultural and historical events, programs, advertising space, cultural events
-  **INCLUSION & WELL BEING** 3. **Inclusion & Wellbeing** – accessible collections, internet access, social and health related programming delivered at library
-  **ENTERTAINMENT & LEISURE** 4. **Entertainment & Leisure** – reading, viewing, listening for pleasure, adult and senior programming and services, public library membership
-  **ECONOMIC DEVELOPMENT** 5. **Economic Development** – employment , training economic development collections and programs, self-generated revenue (donations, fees, room rental..)
-  **CIVIC ENGAGEMENT** 6. **Civic Engagement**- volunteer hours, coops, community development programs community connections and partnerships
-  **SPACE** 7. **Space** – meeting space, library visits, visits to special purpose space



\$ Results

- Total SROI to community
- **4,116,817.34**
 - For every hour open, BMPL generates **\$388.39**
 - For every **\$1** invested into the library, BMPL generates **\$2.54** [for the Town]



Entertainment & Leisure \$2,177,869.41

Measures economic benefits of:

1. Recreational reading, viewing and listening
2. Adult and seniors programming and services
3. Library membership

#1 Calculated by:

$$([\text{Fiction collection value}] \times [\text{Annual fiction circulation}] + [\text{Total fiction circulation value} \times 18\% \text{ in-library use}] + [\text{Database subscription costs}]) - [\text{Deadweight value}] = \text{Economic benefit}$$

Economic Development \$1,205,394.70

Measures benefits of:

1. Employment, training, and development that circulate within community through staff who are compensated for their labour
2. Business and economic development workshops
3. Self-generated revenue

#1 Calculated by:
$$[\text{Total staffing cost} + \text{benefits}] \times [\text{Direct \& indirect multiplier of wages}] + [\text{Training} + \text{development costs}] = \text{Economic benefit}$$

Education

\$413,218.75

Measures value of access to information libraries provide to populations they serve through:

1. Economic benefit of non-fiction circulation
2. Inter-library loan
3. In-library information requests
4. Children and teen programming
5. Class instruction at a library or school

Culture
\$229,858.24

Measures economic value of:

1. Special collections and other materials related to culture and history
2. Promotion of local culture and historical events, programs and information
3. Impact of cultural events

Inclusion and Wellbeing \$133,073.05

Measures economic value of:

1. Accessible collections
2. Internet access
3. Social and health-related programming delivered at the library

Space
\$31,105.93

Measures economic value of:

1. Meeting space
2. General use of library space
3. Special purpose space

Civic Engagement \$30,832.98

Measures economic value of:

1. Volunteer hours
2. Community developed workshops
3. Community connections

ANALYSIS - Areas of Strength

Entertainment
\$2,177,869.41

Economic
Development
\$1,205,394.70

Education
\$413,218.75

Culture
\$229,858.24

1. Highly engaged public (reading for pleasure, programs and services)
2. Employment, training, collections and programs, self-generated revenue (donations, fees, room rental..)
3. Education— access to information (non-fiction material) and children's programs.
4. Culture – special collections, local cultural and historical events

ANALYSIS

BMPL SROI – Areas of Opportunity

Inclusion and Wellbeing
\$133,073.05

1. Inclusion & Wellbeing – accessible collections & space/technology, meeting & social space (rental), seniors and youth programming.

Space
\$31,105.93

2. Civic Engagement- volunteer programs & coops, community connections and partnerships.

Civic Engagement
\$30,832.98

3. Space – for meetings, youth and special purposes, expanded Library of Things.

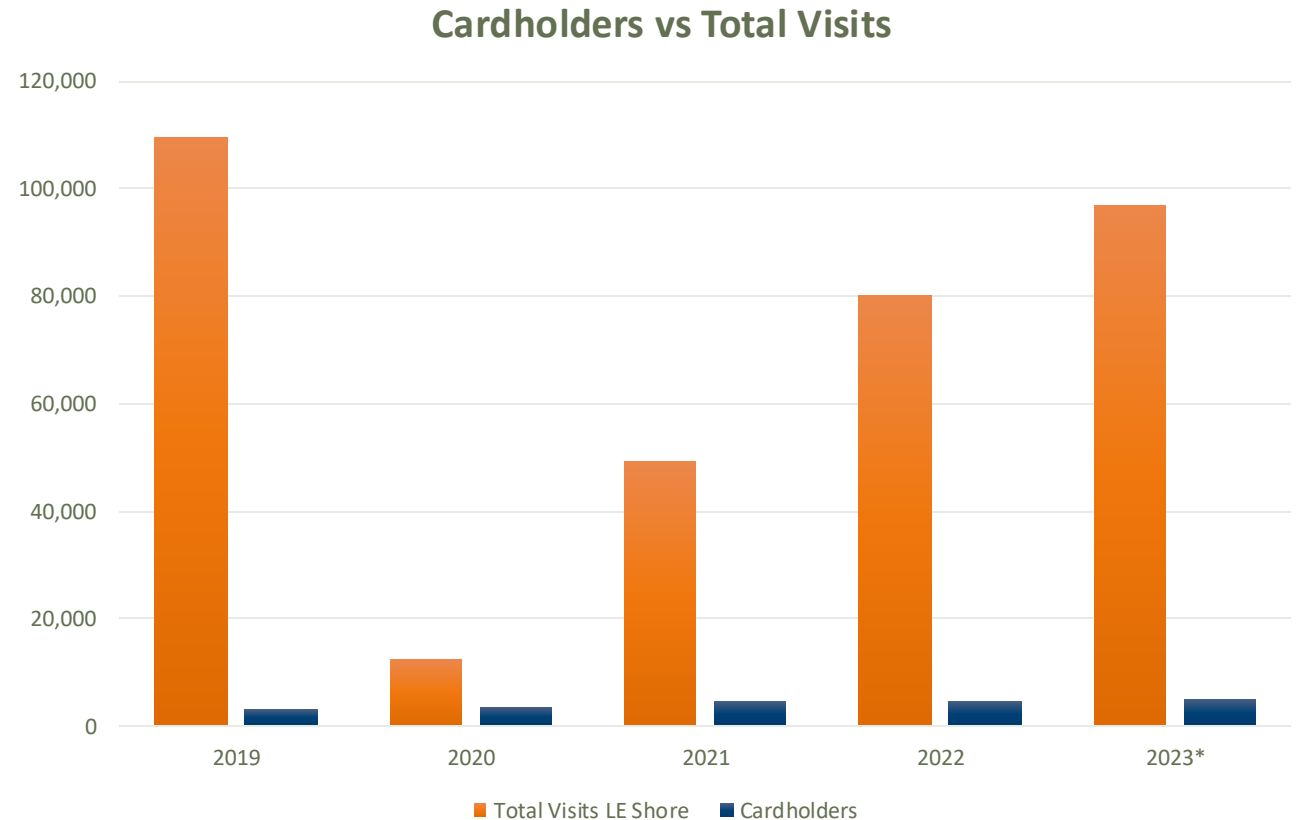
BMPL USAGE to be updated

2023-2025



Not just cardholders

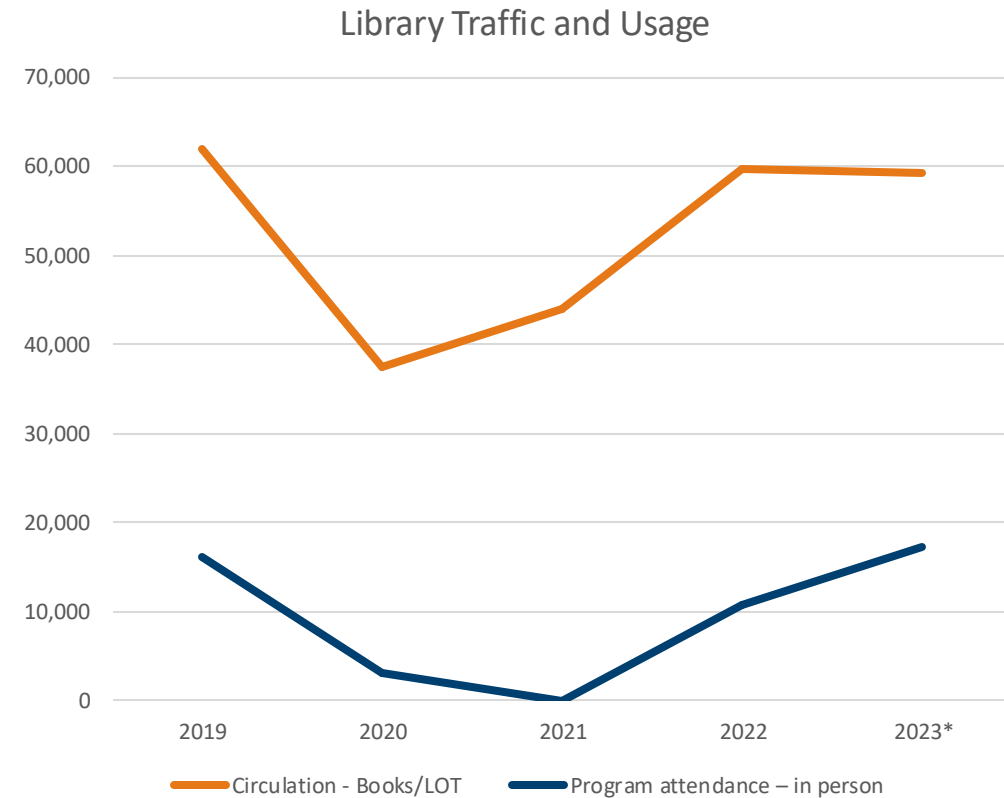
- Over 50% of residents are cardholders
- Increased interest in services and programming



* 2023 data is projected based on YTD results

Library Traffic and Usage

- Book circulation and in-person program attendance returning to pre-pandemic levels



* 2023 data is projected based on YTD results

Expected impact of population growth

* based on TBM projections
re new homes

2023 presentation slide –headline adapted

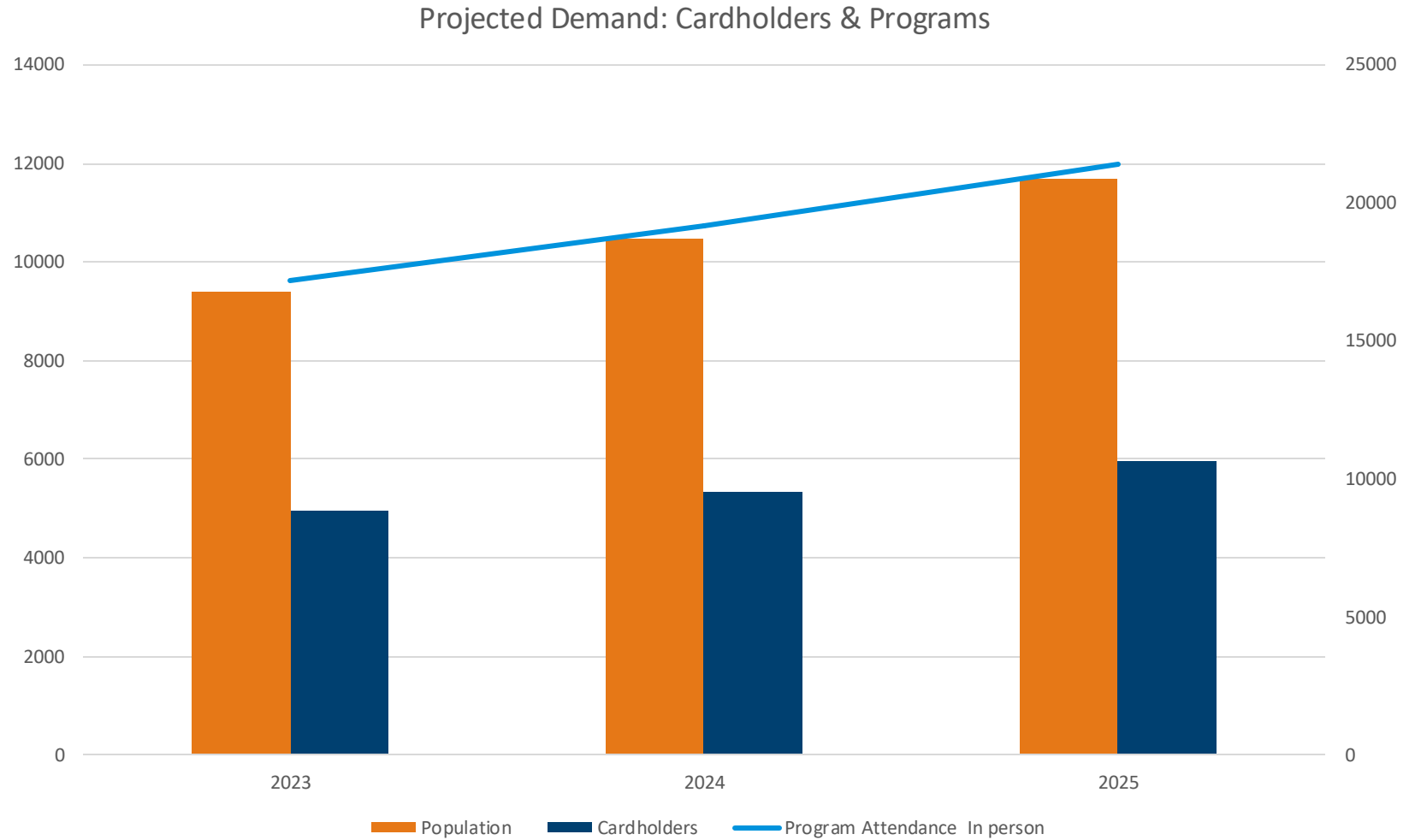
- Add in 6 mos 2024? (see appendix for original 2019 – 2023 chart)
- Julia to get numbers from /with Jenn

	<u>2023</u>	<u>2024</u>	<u>2025</u>
Population	9390	10476*	11703*
Cardholders	4955	5343	5969
Cardholder % of pop	53%	51%	51%
Total Visits LE Shore	97200	108442	121143
Total Visits per pop	10.35	10.35	10.35
Circulation - Physical (books, LOT)	59304	63945	71434
Circ - physical per cardholder	11.97	11.97	11.97
Program Attendance In person	17184	19171	21416
Program attendance per pop	1.83	1.83	1.83

2023 presentation slide – add in a 'status' line for 2024?

Future Demand

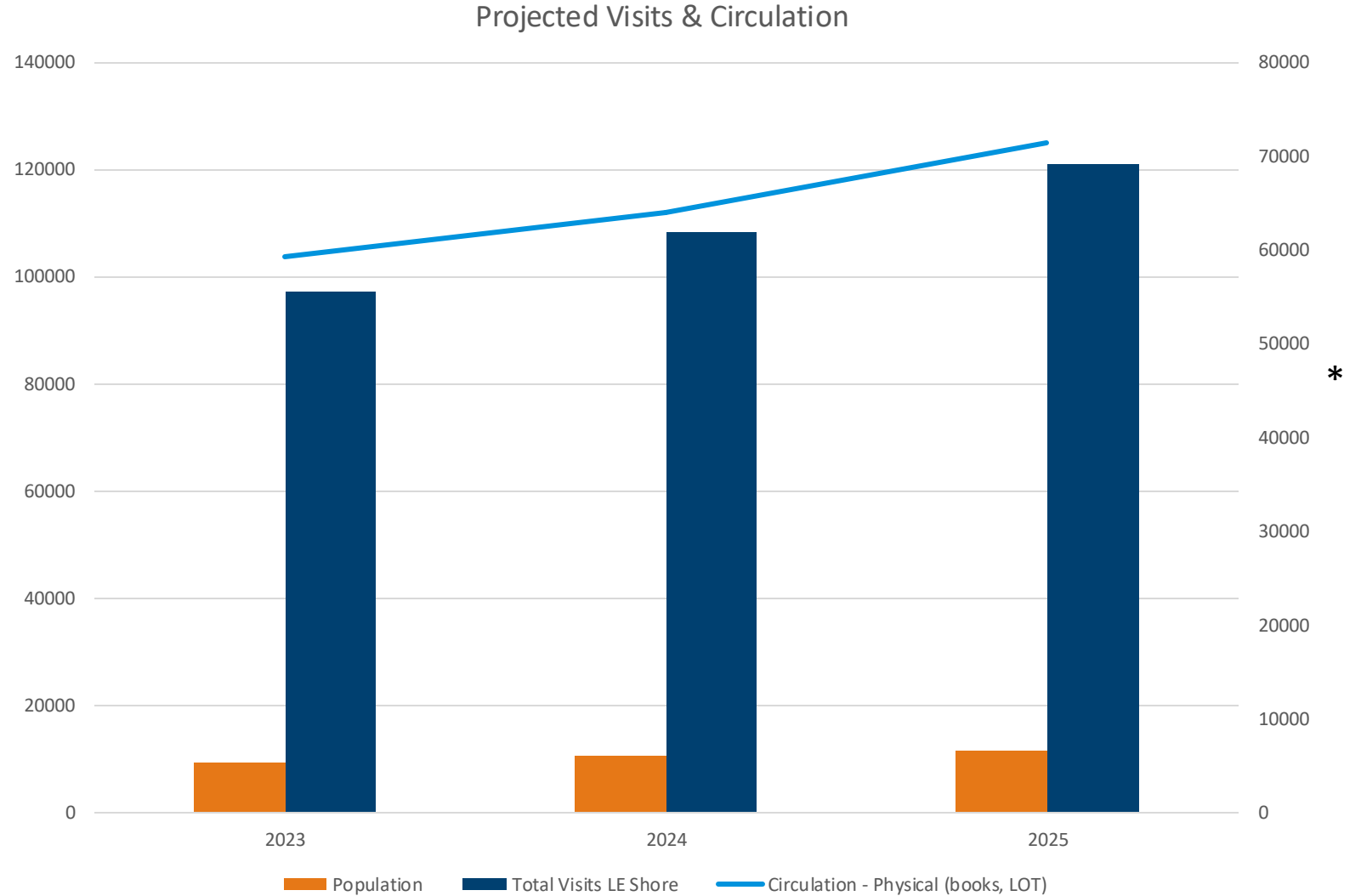
- Cardholders and program demand will grow as community grows



Future Demand

- Visits and circulation will grow as community grows

2023 presentation slide – add in a ‘status’ line for 2024?



Empowering Services

Engaging ONLY PART OF our community

2023 presentation slide

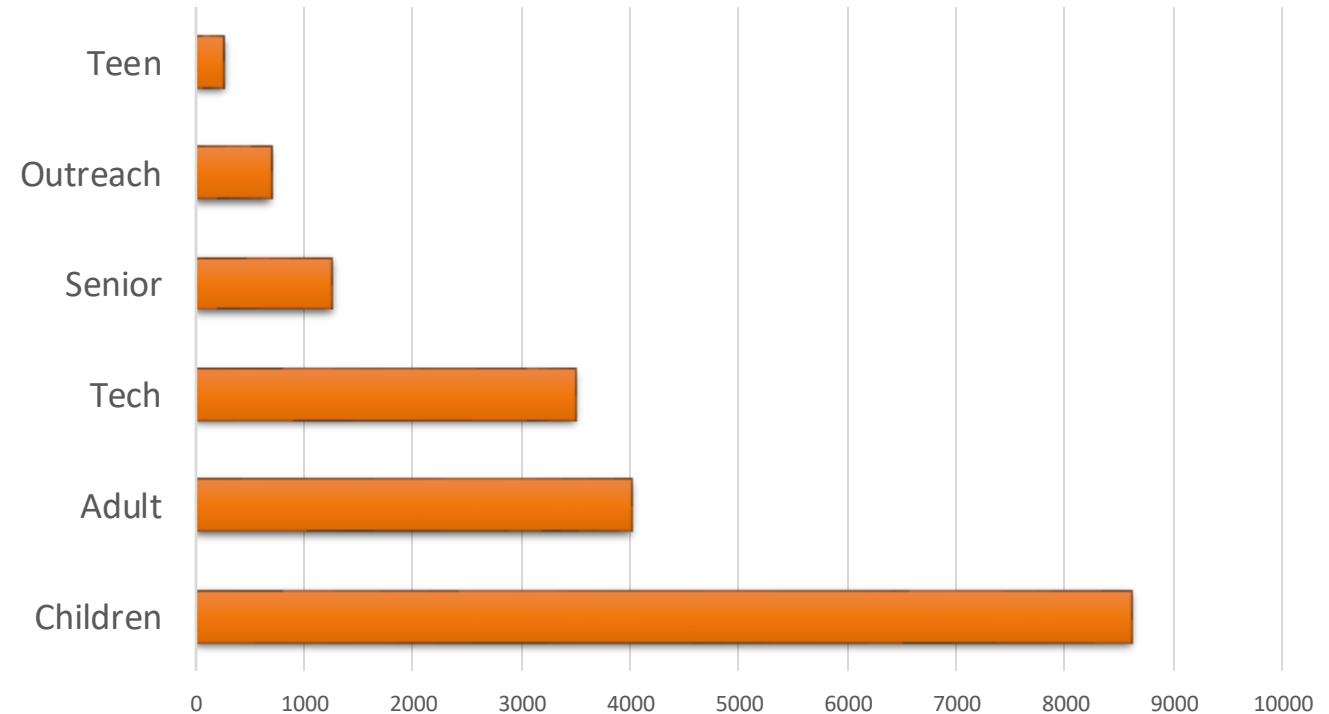
– add comparison with 2024?

- Show waitlists.....

- BMPL

- Provides significant value for the community
 - Projected 685 programs and 21,449 participants in 2023
- Is largest community program provider within TBM
- Supports many programs in partnership with TBM and community groups

Program Attendance by Type

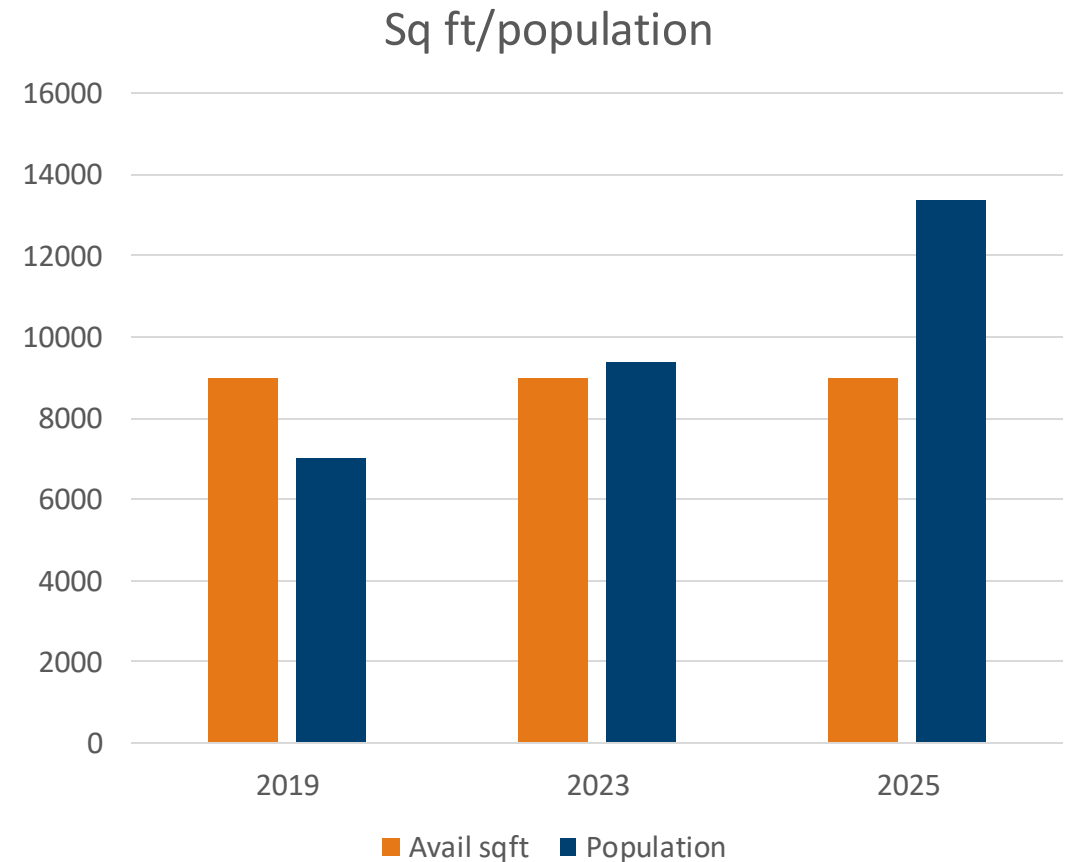


* 2023 data is projected based on YTD results

- Do we need this?

Building Needs Assumed Population

- BMPL is:
 - At a current space shortfall
 - Continues to underserve the community
- Utilizing the TBM Assumed Populations (per building permit stages); and
- ARUPLO Ed. 4 (2023) minimum 1 sq/ft per resident for rural public libraries



*The Administrators of Rural and Urban Public Libraries of Ontario

BPML Summary

- Significant partner in delivery of TBM Goals
- Delivering \$4 million SROI to residents & ratepayers
- Cannot deliver full potential within LE Shore space limitations
- Immediate needs for accessibility and teen/youth space
- Thornbury Intensification plan will put further pressure on space & resources

Our Ask

- Council initiate discussion with town staff on development of options for LE Shore expansion to meet future needs
- Library Board to work with town on development of options
- Joint report back on options to council

APPENDIX

EXTRA SLIDES/LAYOUTS

TABLE 4
TOWN OF THE BLUE MOUNTAINS
SUMMARY OF DEVELOPMENT-RELATED CAPITAL PROGRAM
FOR GENERAL SERVICES 2024 - 2033
(in \$000)

Service	Gross Cost	Grants/ Subsidies	Municipal Cost	Total Net Capital Program									
				2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
1.0 PUBLIC LIBRARY	\$9,108.0	\$0.0	\$9,108.0	\$75.0	\$75.0	\$75.0	\$75.0	\$75.0	\$933.0	\$7,575.0	\$75.0	\$75.0	\$75.0
1.1 Buildings, Land & Furnishings	\$8,358.0	\$0.0	\$8,358.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$858.0	\$7,500.0	\$0.0	\$0.0	\$0.0
1.2 Material Acquisitions	\$750.0	\$0.0	\$750.0	\$75.0	\$75.0	\$75.0	\$75.0	\$75.0	\$75.0	\$75.0	\$75.0	\$75.0	\$75.0
2.0 FIRE SERVICES	\$13,664.0	\$0.0	\$13,664.0	\$8,807.0	\$95.0	\$95.0	\$95.0	\$3,597.0	\$95.0	\$595.0	\$95.0	\$95.0	\$95.0
2.1 Buildings, Land & Furnishings	\$12,690.0	\$0.0	\$12,690.0	\$8,700.0	\$0.0	\$0.0	\$0.0	\$3,490.0	\$0.0	\$500.0	\$0.0	\$0.0	\$0.0
2.2 Vehicles & Equipment	\$950.0	\$0.0	\$950.0	\$95.0	\$95.0	\$95.0	\$95.0	\$95.0	\$95.0	\$95.0	\$95.0	\$95.0	\$95.0
2.3 Personnel Equipment	\$24.0	\$0.0	\$24.0	\$12.0	\$0.0	\$0.0	\$0.0	\$12.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
3.0 POLICE DEPARTMENT	\$373.7	\$0.0	\$373.7	\$37.4	\$37.4	\$37.4	\$37.4	\$37.4	\$37.4	\$37.4	\$37.4	\$37.4	\$37.4
3.1 Recovery of OPP Detachment Debt	\$373.7	\$0.0	\$373.7	\$37.4	\$37.4	\$37.4	\$37.4	\$37.4	\$37.4	\$37.4	\$37.4	\$37.4	\$37.4
4.0 PARKS AND RECREATION	\$85,028.9	\$50,000.0	\$35,028.9	\$1,528.8	\$689.2	\$239.2	\$310.9	\$455.2	\$447.1	\$30,640.9	\$239.2	\$239.2	\$239.2
4.1 Indoor Recreation	\$80,000.0	\$50,000.0	\$30,000.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$30,000.0	\$0.0	\$0.0	\$0.0
4.2 Parkland Development	\$2,142.0	\$0.0	\$2,142.0	\$529.2	\$179.2	\$179.2	\$179.2	\$179.2	\$179.2	\$179.2	\$179.2	\$179.2	\$179.2
4.3 Park Facilities	\$2,256.0	\$0.0	\$2,256.0	\$720.0	\$510.0	\$60.0	\$60.0	\$276.0	\$60.0	\$390.0	\$60.0	\$60.0	\$60.0
4.4 Vehicles and Equipment	\$630.9	\$0.0	\$630.9	\$279.6	\$0.0	\$0.0	\$71.7	\$0.0	\$207.9	\$71.7	\$0.0	\$0.0	\$0.0
5.0 BY-LAW ENFORCEMENT	\$249.5	\$0.0	\$249.5	\$126.0	\$1.5	\$1.5	\$1.5	\$56.5	\$1.5	\$1.5	\$1.5	\$1.5	\$56.5
5.1 Negative Reserve Fund Balance	\$124.5	\$0.0	\$124.5	\$124.5	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
5.2 Vehicles & Equipment	\$125.0	\$0.0	\$125.0	\$1.5	\$1.5	\$1.5	\$1.5	\$56.5	\$1.5	\$1.5	\$1.5	\$1.5	\$56.5
6.0 SOLID WASTE MANAGEMENT	\$1,100.0	\$0.0	\$1,100.0	\$8.0	\$1,028.0	\$8.0	\$8.0	\$8.0	\$8.0	\$8.0	\$8.0	\$8.0	\$8.0
6.1 Land, Buildings and Facilities	\$370.0	\$0.0	\$370.0	\$0.0	\$370.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
6.2 Fleet & Equipment	\$380.0	\$0.0	\$380.0	\$8.0	\$308.0	\$8.0	\$8.0	\$8.0	\$8.0	\$8.0	\$8.0	\$8.0	\$8.0
6.3 Other Equipment	\$350.0	\$0.0	\$350.0	\$0.0	\$350.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
7.0 DEVELOPMENT RELATED STUDIES	\$1,574.0	\$0.0	\$1,574.0	\$438.3	\$262.5	\$80.0	\$80.0	\$80.0	\$180.4	\$137.4	\$80.0	\$80.0	\$155.4
7.1 Negative Reserve Fund Balance	\$125.1	\$0.0	\$125.1	\$0.0	\$125.1	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
7.2 Development-Related Studies	\$1,448.9	\$0.0	\$1,448.9	\$438.3	\$137.4	\$80.0	\$80.0	\$80.0	\$180.4	\$137.4	\$80.0	\$80.0	\$155.4
1.0 SERVICES RELATED TO A HIGHWAY: PUBLIC WORKS	\$12,395.0	\$0.0	\$12,395.0	\$450.0	\$9,245.0	\$0.0	\$2,175.0	\$0.0	\$525.0	\$0.0	\$0.0	\$0.0	\$0.0
1.1 Buildings and Facilities	\$10,895.0	\$0.0	\$10,895.0	\$0.0	\$8,720.0	\$0.0	\$2,175.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
1.2 Recovery of Land Acquisition Debenture	\$1,500.0	\$0.0	\$1,500.0	\$450.0	\$525.0	\$0.0	\$0.0	\$0.0	\$525.0	\$0.0	\$0.0	\$0.0	\$0.0
TOTAL - 10-YEAR SERVICES	\$123,493.1	\$50,000.0	\$73,493.1	\$11,470.5	\$11,433.5	\$536.1	\$2,782.8	\$4,309.1	\$2,227.4	\$38,995.2	\$536.1	\$536.1	\$666.5

2024 Development Study shows
capital program for library in 2029 (!)
— LE SHORE...

Example

C. Economic benefit of a public library membership

Formula:

$$\begin{array}{c} \boxed{\text{NO. OF LIBRARY MEMBERS}} \times \boxed{\text{AVERAGE COST OF AN ANNUAL RECREATION MEMBERSHIP}} \\ - \\ \boxed{\text{DEADWEIGHT VALUE}} \\ = \\ \boxed{\text{ECONOMIC BENEFIT}} \end{array}$$

How to find the values in the formula:

The generic deadweight value that is subtracted accounts for patrons potentially finding other sources of programming if the library were not present. This is based on the deadweight

value calculated by DeLeon (2021) for the impact of the library increasing feelings of being “entertained and relaxed.” This

is heavily variable from community to community and dependent on proximity to alternative sources of information, so the

generic attribution value is adjusted to decrease based on distance from large urban centres.

Not sure how to use this but thought it was interesting.

2023 Divisional Statistics Report

Beaver Valley Community Centre

2023 DIVISIONAL STATISTICS



The statistics below includes hours of ice rented, hours of pickleball and hours of rentals excluding pickleball for the Beaver Valley Community Centre.

January 1 – May 31, 2023

ITEM	VALUE
Beaver Valley Community Centre - Arena (Hours of Ice Rented)	853 Hours
Beaver Valley Community Centre - Hall (Hours of Pickleball)	1,351 Hours
Beaver Valley Community Centre - Hall (Hours of Rentals Excluding Pickleball)	265 Hours

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.24.26 CEO & Service Update-July
Date: July 25, 2024
Prepared by: Jennifer Murley, CEO

A. Recommendations

That this Board receive as information ADM.24.26 entitled "CEO & Service Update-July".

B. Background

The BMPL is comprised of a Gallery, Library, Archives and Museum (GLAM). GLAMs across the province are now understood to be the culture hubs of communities, and more regularly have a single operational body, such as in the BMPL model. While this is not the comprehensive report of activities of our GLAM; this CEO & Services Update Report includes general highlights which are of importance to the Board from either a governance standpoint or as talking points on our organization. This will focus on both facilities of the Craighleith Heritage Depot (CHD) and the L.E. Shore branch (LES), successes or concerns by GLAM service, and how each impacts the three Strategic Pillars and Annual Action Plan.

C. June and Early July Highlights by the Numbers

- We welcomed 40 new members.
- We ran 46 programs with 760 participants: 8 senior's programs with 116 participants.
- Our volunteers dedicated over 57.5 hours of their time to BMPL.
- Arts & Crafts Walk volunteers dedicated over 150 hours from January-July.
- 123 Library of Things items circulated.
- 10 tech-help appointments were completed and there were 8 drop-ins for Wired Wednesdays.
- BMPL in the News:
 - Ann Joyner, BMPL Gardener in Residence & Grey County Master Gardener, was [interviewed by CBC Radio One](#) regarding the Gardener in Residence program happening at BMPL, Meaford Public Library, Owen Sound Public Library & West Grey Public Library (interview 8:11 minutes)
 - Blue Mountains Arts & Crafts Walk
 - [BayWatch Interview with CEO Murley](#)
 - [Collingwood Today: "Arts & Crafts Walk Returns to the Blue Mountains"](#)
 - [Collingwood Today: "Step into creativity, Arts and Crafts Walk returns to TBM"](#)
 - [Destination Ontario: "24 hours in two artsy, artisanal villages: Thornbury and Clarksburg"](#)
 - [Collingwood Today: "Here are 5 events in the Collingwood area this weekend"](#)
 - Cultural Map
 - [Collingwood Today: "TBM cultural mapping project will go live in July"](#)
 - [Collingwood Today: "Cultural map highlights dozens of sites in Town of The Blue Mountains"](#)
- Museum Visitors: 244 (physical) 161 (virtual)
- Museum Item Donations: 11 donors donated a total of 283 items.

D. Partnerships & Outreach

Books In the Park is a pop-up GLAM experience happening at various parks throughout The Blue Mountains. Participants can join a fun craft or activity, a conversation circle, or can enjoy reading books with others in the park. Books in the Park connects community members to their GLAM where they live, work and play, and focuses on connections in rural and underserved neighbourhoods throughout the municipality, along with popular local-visiting parks. Books in the Park visits Craighleith, Ravenna, Clarksburg, and Thornbury parks throughout summer and into the fall [CH1.3, CH2.2, CH2.3].



The Blue Mountains Public Library has recently partnered with My Friend's House in Collingwood, our area's closest women's shelter, to better assist victims of gender-based violence and to provide early-intervention outreach opportunities to prevent gender-based violence. The Mother Goose Project to My Friend's House will focus on promoting mother and child/youth bonds, developing literacy skills, developing the relationship between children & families with the library as the first step toward life-long learning and life-long engagement with the library, and being part of the team that assists women, mothers, and children in recognizing their courage and resilience. The Mother Goose Project will incorporate storytelling, songs, and rhymes (for infants to school-aged), and age-appropriate sensory (infant to preschool) or STEAM (school aged to young adult) activities to help nurture maternal bonds, heal survival stress and trauma, and foster essential literacy skills and a life-long love of reading. Transportation is one of the leading barriers for women looking to escape from gender-based violence in our area, outreach focuses on ensuring they stay connected with their BMPL GLAM, offering a safe, inclusive, supportive environment where they can continue to have equal access to resources and activities [CH1.3, CH2.3, ES2.1, OE2.3].

E. The Gallery at L.E. Shore

In June, we hosted artists Alan Glicksman, Carol Binns-Wood, Mary Linda Tait, and Melinda Sherman for an art exhibit rooted in colour, emotion, and innate instinct. Planning for the 2024 Arts & Crafts Walk remained a priority [OE4.3, ES1].

G. Archive and Museum

Museum staff kept busy in June, installing a trio of captivating new exhibits. Explore the wonders of A UNESCO Biosphere in The Blue Mountains, delve into the fascinating world of Flora and Fauna, and be mesmerized by the Through the Wild Lens photography showcase. The Museum is committed to keeping visitors engaged and inspired. With plans to refresh the gallery space with new exhibits every month, there's always something new to discover. [ES1]

There were 11 donors who donated items to the Museum in the month of June, which resulted in 283 items. Donations included Indigenous archaeological material from the MacMurchy archaeological site, documentation from local Orange Lodges, and community photographs and literature from Duncan and Hurlburt's area. [ES1]



caregivers.

Two of BMPL's student pages have resigned and the vacancies were posted, with the job posting closing on Friday, July 19. Applications are currently in review.

E. Staffing

Team Summer has demonstrated dedication and creativity in planning the BMPL Summer programming lineup. Our two summer students have integrated into our team, receiving training in customer service and reader's advisory to assist on Front Desk. They have collaborated effectively with the programming department to curate a diverse array of activities, including the highly anticipated TD Summer Reading Club program, as well as engaging arts & craft workshops, Teen Lit Kits, and an additional series of special events catering to all age groups. Notably, both students have taken on leadership roles in our popular outdoor story times, with themed read-alouds, interactive songs, dance sessions, and an atmosphere filled with summer fun for young children and their

F. Communication

Members of the public, including the media and Town Council, have been invited to subscribe to the BMPL E-Newsletter and Key Messages. Subscription can occur at <https://www.thebluemountainslibrary.ca/about-us/follow-us>. [OE5]

BMPL's primary method of communication is through the various e-newsletters and blogs. The main e-newsletter or any of the 4 topical monthly blogs are available by [subscription](#) whether a patron or not.

- [Library News](#): 1593
- [In the Gallery](#): 461
- [Staff Picks](#): 324
- [Key Messages](#): 180

Board Meetings

Board meetings are typically broadcast on Facebook (live) and rebroadcast on YouTube. While the Board is meeting onsite and encourage the community to join us in person, we will continue to broadcast meetings for accessibility and transparency. [CH3]

Month	Facebook	YouTube
April	N/A	16 views
May	N/A	17 views
June	N/A	23 views

Respectfully Submitted,

Jennifer Murley, CEO
LibraryCEO@TheBlueMountains.ca
519-599-3681 extension 148



Finance Report

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: FIN.24.03 Finance Report of Q2 2024
Date: July 25, 2024
Prepared by: Jennifer Murley, CEO

A. Recommendations

THAT this Board receive as information the Finance Report of Quarter 2 (Q2) 2024.

B. Background

The BMPL Board receives financial variance reports comparing the budget to actuals on a quarterly basis. During the April 18, 2024, Board meeting, it was suggested to make several modifications to enhance the clarity and comprehensibility of the financial presentations. The following changes were implemented:

1. The title of the document has been changed from "Consolidated Balance Variance Report" to "Unaudited Consolidated Financial Report" to reflect that the numbers are not finalized and that the Finance Department may still be processing financials for each quarter. The quarterly financial reports present estimates rather than actuals.
2. "Expenses" and "Revenue" were amended to "Operating Expenses" and "Operating Revenue" to distinctly differentiate between the operating and capital numbers.
3. The word "variance" was removed from various lines.

This document is representative of the period ending on June 30, 2024 (2nd Quarter).

C. Notes/Concerns

The audited financial statements are not complete; however, the CEO is working closely with the Finance Department on this project.

The Board was notified that on July 15, 2024, Council approved a retroactive salary increase for all non-union staff, including the Library, effective from July 1, 2024. This increase shifts the pay grid from the 50th to 60th salary percentile. At this stage, it is unclear how the gapping for Library wages will be funded and the new wage grid has not been released publicly, but there will be no changes to the band structure for Library staff (i.e. no positions have moved 'up' or 'down'). The CEO will work with Municipal staff to determine the impact and source of funding and communicate the result to the Board at the next meeting.

D. Current Standing of the Accounts and Funds

Held By	Asset	Location	Status
Board	Open Reserve	Savings	\$288,553.86
Board	Land Reserve Fund	Investment	\$17,800.74 [Next maturity April 28, 2025] 5.3% interest rate *For new builds.
Council	Development Charge	DC Act Town Lined Account	\$3,006,003.37 *These include expansion, the purchase of land, and materials.
Council	General Reserve (Non-Growth Related)	Town Lined Account	\$72,389.83 Feasibility Study/Space Plan(s) balance available for engineering, consultation, legal pertaining to expansion.
CEO	CHD Reserve	Town Lined Account	\$0 *All funds were used to offset costs for the Museum renovation.
CEO	CHD Fundraising Reserve	Town Lined Account	\$15,790.80 *Can be used to offset costs for future films, etc. Designated for the CHD.
Council	Library Legacy Reserve Fund	BL 2003-55 Town Lined Account	\$22,694 as of June 30, 2024. *Limited for TBM needs such as BMPL IT.

1. Board accounts are held by the Board in High Interest Savings or invested per MTCS directions. All other funds are located in Town accounts.
2. BL Council held reserves require a recommendation resolution by the Board to access funds.
3. Town lined accounts are administrative and therefore require CEO authority when accessing within budget.

E. Variance as of June 30, 2024

The Unaudited Consolidated Financial Report (Q2) is attached. It should be noted that once the 2023 audit is complete, the 'purchased services' budget will be fully utilized.

Respectfully Submitted,

Jennifer Murley, CEO

LibraryCEO@TheBlueMountains.ca

519-599-3681 extension 148

UNAUDITED Consolidated Financial Report -- Q2 2024

Blue Mountains Public Library as of June 30, 2024

	No.	YTD	Budget 2024	Amount Spent	Balance
OPERATING EXPENSES	No.	YTD	Budget 2024	Spent	Balance
Staffing		\$ 445,642.20	\$ 1,042,161.16	43%	\$ 596,518.96
Administrative		\$ 4,724.98	\$ 11,550.00	41%	\$ 6,825.02
General Operating		\$ 18,556.28	\$ 69,590.00	27%	\$ 51,033.72
Communications		\$ 1,209.69	\$ 6,275.00	19%	\$ 5,065.31
Training & Travel		\$ 3,918.91	\$ 8,180.00	48%	\$ 4,261.09
Personnel		\$ 105.67	\$ 3,100.00	3%	\$ 2,994.33
Equipment Services		\$ 5,941.29	\$ 15,614.80	38%	\$ 9,673.51
Purchased Services		\$ -	\$ 3,500.00	0%	\$ 3,500.00
Financial Services		\$ 261.44	\$ 2,805.00	9%	\$ 2,543.56
Minor Capital		\$ 63.07	\$ 2,400.00	3%	\$ 2,336.93
TOTAL EXPENSES		\$ 480,423.53	\$ 1,165,175.96	41%	\$ 684,752.43

Operating Revenue	No.	YTD	Budget 2024	Received	Balance Unrealized
Federal Grants	53005	\$ 6,837.84	\$ 7,980.00	86%	\$ 1,142.16
Provincial Grants	53010	\$ 4,085.72	\$ 23,371.00	17%	\$ 19,285.28
Municipal Grants	53015	\$ 452,363.48	\$ 1,176,300.00	38%	\$ 723,936.52
Donations	53020	\$ 6,956.20	\$ 6,500.00	107%	\$ (456.20)
Own Source		\$ 10,875.77	\$ 1,500.48	725%	\$ (9,375.29)
Commissions	55720	\$ 7,040.51	\$ 2,500.00	282%	\$ (4,540.51)
Capital Roll Over		\$ -			\$ -
Strat Plan Roll Over		\$ -	\$ -	0%	\$ -
Reserves / Roll Over		\$ -			\$ -
TOTAL REVENUE		\$ 488,159.52	\$ 1,218,151.48	40%	\$ 729,991.96

Capital	No.	YTD	Budget 2024	Spent	Balance
Books	62051	\$ 13,428.12	\$ 61,803.00	22%	\$ 48,374.88
Replacement Furniture & Fixtures	64016	\$ -	\$ 5,000.00	0%	\$ 5,000.00
Software	64004	\$ -	\$ 2,500.00	0%	\$ 2,500.00
Replacement Equipment	64011	\$ 63.07	\$ 20,000.00	0%	\$ 19,936.93
Contract Services	63125	\$ -	\$ 7,000.00	0%	\$ 7,000.00
TOTAL EXPENSES		\$ 13,491.19	\$ 96,303.00	22%	\$ 82,811.81

Strategic Plan	No.	YTD	Budget 2024	Spent	Balance
Administrative		\$ -	\$ 1,500.00	0%	\$ 1,500.00
Communications		\$ -	\$ -	0%	\$ -
TOTAL EXPENSES		\$ -	\$ 1,500.00	0%	\$ 1,500.00