
Board Meeting

Meeting Date: October 19, 2023
Meeting Time: 1:00 p.m.
Location: The Boardroom at L.E. Shore or via Facebook Live
Prepared By: Dr. Sabrina Saunders, 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 broadcast on the BMPL Facebook page and rebroadcast 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 October 19, 2023, 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.23.25 entitled “Action Plan Update-October”
2. ADM.23.24 entitled “CEO Service Update-October”
3. FIN.23.06 entitled “Finance Report: Q3”

D. Minutes

D.1 Previous Minutes

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board approve as circulated the Board Meeting Minutes of September 21, 2023.

D.2 Business Arising from the Minutes

- 1.

E. Communications with the Board

Deadline for registration is Monday, October 16 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

1. Resignation from BMPL Board

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board receive the Correspondence from ___; That the CEO notify the Clerk of the vacancy; and that the Chair thank ___ for their service to the Board.

F. Strategic Plan Updates & Action Items

NOTE: To better facilitate this sections, 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 Plan Updates

1. **Report:** ADM.23.25 entitled “Action Plan Update-October”

F.2 Strategic Plan Pillar: Organizational Excellence

1. **Discussion/Update:** Council Response Committee
 - i. BMPL Usage and Needs Assessment Report for Council
 - ii. Multi-Use Feasibility Study
 - iii. Craigleith Working
2. **Discussion/Update:** Community Involvement in Oct 31 and Dec 4 meetings

F.3 Strategic Plan Pillar: Community Hubs

1. **Update:** The Craigleith Station Name Change Public Meeting and Correspondence

F.4 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.23.24 entitled “CEO Service Update-October”

G. Other Business

G.1 Q3 Financials

1. **Report:** FIN.23.06 entitled “Finance Report: Q3”

G.2 Notice: Board Evaluation

1. Annual Evaluation of the Board

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

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-October 2023.

J. Notice of Meeting Dates

The next regular Board Meeting is scheduled for November 16, 2023 at the L.E. Shore Boardroom beginning at 1:00 pm. All meetings and relevant agenda materials will be posted on the [Meeting and Agenda](#) page of Governance.

K. Closed Session

K.1 Move into Closed Session

The Board certifies that no other business will occur following the closed meeting other than listed on this agenda, including the accepting of motions made in camera and adjourning the meeting.

Recommended

Moved by ___ and Seconded by ___ THAT, with regard to section 16.1(4) of the *Public Libraries Act*, That this Board do now move into closed session in order to address matters pertaining to identifiable individuals and labour relations.

The board moved into closed session at ___ p.m.

Return to Open Session

The board rose to the public session at ___ p.m.

No resolutions were made in closed session.

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board accept the resolutions and recommendations made in Closed Session.

L. Adjournment

Recommended Motion

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

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.23.26 Action Plan Update-September
Date: October 19, 2023
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.23.26 entitled "Action Plan Update-October".

B. Background

Annually the Board approves an Action Plan for the year. In January 2023 the Board approved this Action Plan with 80 items.

C. Status Assessment

Of the 80 Action Items of the Action Plan 2023, 41 of these have been achieved and 11 are ongoing, which means they have been achieved but continue to be a priority and we see the need for ongoing efforts (65% completion). Additionally, there are 4 items on the agenda for discussion or activity. As we are rounding out the year, the following sections will address those that we have made progress on and those which are not achievable in 2023 and why.

D. CH1.2 Systemic Barriers to Service

Since this item was addressed BMPL has been working to both identify and alleviate the systemic barriers to service. The library worked to promote access to our farming community in 2021 and 2022 which increased the number of workers who now have cards and access our services. BMPL has been looking at trends and comments from the community and have determined there are still systemic barriers to service at this time which will need to be continually addressed in 2024 and beyond.

1. **Location within the community.** Those who are in the east end do not have community services provided by a local community library. Although the 2016 plan was to make CHD a branch, the museum was never designated as a branch and does not qualify according to the Ministry standards. At this time it is a holds pick-up or kiosk location. We find lack of community access most impactful for youth and teens who do not have the ability to access the service without additional supports such as family driving them. Bus route options have been discussed, but the school was unable to make LES a legitimate stop due to the liability of dropping a minor off at a non-home location.
2. **Knowledge of Service Options.** While we continue to promote LES services to those throughout the community, the majority of our service base for library specific services tend to be those in the Thornbury/Clarksburg areas. BMPL provided library cards to the Town to include in their welcome packages to new homeowners and subdivisions. While this

initiative started in 2022, we have had 1 new member through this program. (Card numbers provided were recorded so we could judge the efficacy of this program).

3. **Accessibility.** Both LES and CHD have worked to make the collections and programs accessible, but these buildings still have limitations. While the Story Tower at LES is a beloved area, we have moved our programs into the Gallery to encourage children differently abled to attend. The raising of the Story Tower floor to be level with the main area was discussed and approved by the board, and is still planned for when the Town moves forward with the Tower roof work. Additionally, the washrooms at LES are grandfathered due to their age, but do not meet the current building code / accessibility standards. Likewise, the museum has opened up the areas between collections to better allow for mobility devices and encourages community members to access the research room from the exterior. As a historic building, no further changes for accessibility (for guests or staff) will be completed.

E. CH2.7 Homebound Services

The Homebound program for the winter will be relaunching in November. This will be promoted in the November newsletter which is also regularly picked up by [The Review](#).

F. OE4.4 Expand Opportunities through Partnerships

This item is specific to how we serve our underserved community. In addition to regular partnerships with the school and BVO, both the CEO and a staff member participated in two of the BVO consultation sessions to articulate needs and opportunities to partnering with BMPL. This item is an ongoing one.

G. Items Not Completed

CH3.3 Improve OPAC at LES- this was not completed due to a lack of accessible power. The options will be made to the incoming CEO and directions can be made for 2024 if this is a priority. It is not a financial priority for 2023.

ES1.7 Expand Library of Things by 15%- This item has been increased by only 2% of new items. Instead this year we have made strides to promote the collections and get a wider range of community members utilizing these.

ES3.3 3000 Gallery Virtual Visits and ES3.5 3500 Virtual Museum Visits— To date we have had just under 50% of the action item's intended number for the Gallery and 74% of the museum target. While it is disappointing, the numbers of virtual access of all content have been slipping as we pull further away from the lockdown periods of the pandemic. These numbers may be a more normal level of usage and should be monitored in 2024 to determine if there is further slippage.

OE3.3 increase grant opportunities- With the CRA application just now being submitted following the Articles of Amendment, grant opportunities have not increased.

H. Board Open Items

The following items are those which should be given priority in order to achieve them by end of year:

- CH1.1 Facilitate awareness and information gathering on BMPL as a community hub among personal circles.
- OE 4.2 Hold semi-annual informal coffee meetings with Board member and Council member.

Respectfully Submitted,

Dr. Sabrina Saunders, CEO
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Action Plan for 2023

For the Board, CEO, and Management Team

Goals		Outcomes	Lead Party	Expected Timing	Status
	Community Hubs	<i>Provide spaces to connect, explore and create</i>			
CH1	Foster social cohesion in a time of growth and challenges.				
	CH1.1	Facilitate awareness and information gathering on BMPL as a community hub among personal circles.	Board	November	
	CH1.2	Identify and address at least 3 systemic challenges that limit community access to BMPL	CEO	September	COMPLETE 10-07-2023
	CH1.3	Reduce social isolation for older adults through community hub access	CEO	December	<i>Ongoing</i>
	CH1.4	Participate in the TBM DEI Committee, bringing information back to BMPL and supporting the TBM initiatives	CEO	December	<i>Ongoing</i>
	CH1.5	Develop relationships with Seasonal Agricultural Employees and Agricultural Community	CEO	June	COMPLETE 05-15-2023
	CH1.6	Reflect and celebrate Indigenous cultures and histories, through programs and collections	CEO	October	<i>Ongoing</i>
CH2	Develop multi-use spaces and provide outreach services.				
	CH2.1	Cooperate with TBM Staff and Council for an East End Hub which includes a new Library Branch	Board & CEO	December	<i>Ongoing</i>
	CH2.2	Cooperate with TBM Staff for Library services available within proposed Campus of Care	CEO	December	<i>Ongoing</i>
	CH2.3	Partner with TBM to expand outreach services into TBM facilities across the municipality	Board & CEO	December	<i>Ongoing</i>

Goals		Outcomes	Lead Party	Expected Timing	Status
	CH2.4	Develop a 2023 outreach strategy	CEO	March	COMPLETE 05-15-2023
	CH2.5	Provide 25 outreach services & pop-up library events throughout the TBM community	CEO	December	COMPLETE 10-01-2023
	CH2.6	Expand programs in the Craigleith area	CEO	December	COMPLETE 10-01-2023
	CH2.7	Promote homebound services for shut-ins and short/long-term disability community members	CEO	March	COMPLETE 10-07-2023
CH3	Provide technologically-connected spaces.				
	CH3.1	Prioritize capital expenses which improve technologically-connected spaces.	CEO	February	COMPLETE 03-16-2023
	CH3.2	Promote options for Boardroom and Gallery hybrid meetings and promote to external users	CEO	April	COMPLETE 05-15-2023
	CH3.3	Improve OPAC access at LES	CEO	October	--
	Empowering Services	<i>Create a service model that reaches those who live, work, and play in The Town of the Blue Mountains.</i>			
ES1	Provide diverse GLAM services, collections and programs.				
	ES1.1	Achieve OPLG Accreditation 2023	CEO	September	COMPLETE 08-09-2023
	ES1.2	Recruit and implement the 2024 Juried [art] Show to be held in The Gallery at L.E. Shore	CEO	September	COMPLETE 09-12-2023
	ES1.3	Develop quarterly plans for balanced services of virtual programs and face-to-face services throughout the ongoing pandemic	CEO	Q1 Q2 Q3 Q4	COMPLETE 01-24-2023 03-01-2023 05-15-2023 08-01-2023
	ES1.4	Promote educational resources and programming based around local Indigenous histories	CEO	November	COMPLETE 09-30-2023

Goals		Outcomes	Lead Party	Expected Timing	Status
	ES1.5	Expand learning opportunities for older adults by 5%	CEO	December	
	ES1.6	Diversify programs to incorporate intergenerational offerings and learning opportunities throughout the program offerings	CEO	December	Ongoing
	ES1.7	Expand alternate collections (Library of Things) usage by 15% [1840]	CEO	December	Current: 1631
ES2	Support 21st century literacy through resources, opportunities and coaching.				
	ES2.1	Provide 45 digital literacy workshops for a variety of ages	CEO	December	COMPLETE 05-01-2023 Current: 67
	ES2.2	Offer technology recreation program opportunities.	CEO	December	Ongoing
	ES2.3	Provide programming and resources on eco-consciousness and sustainability	CEO	September	COMPLETE 09-30-2023
ES3	Expand the Virtual Branch.				
	ES3.1	Launch the new BMPL website	CEO	January	COMPLETE 01-10-2023
	ES3.2	Promote the BMPL Virtual Branch	CEO	March	COMPLETE 05-15-2023
	ES3.3	Achieve Gallery virtual usage of at least 3,000	CEO	December	Current: 1,341
	ES3.4	Achieve Library digital subscriptions usage by of at least 4,000	CEO	December	COMPLETE 04-30-2023 Current: 13,814
	ES3.5	Achieve Museum & Archives virtual usage of at least 3,500	CEO	December	Current: 2,580
	ES3.6	Create a Community Builders webpage	CEO	June	
	ES3.7	Develop a list of skillsets to be included in the Community Builders webpage in 2023	CEO	June	

Goals		Outcomes	Lead Party	Expected Timing	Status
	Organizational Excellence	<i>Grow BMPL as a key partner and community resource.</i>			
OE1	Retain and recruit personnel as an employer of choice.				
	OE1.1	Maintain a salary grid which provides internal pay equity with TBM	Board	March	COMPLETE 03-16-2023
	OE1.2	Develop Board Training Program	Board	March	COMPLETE 06-20-2023
	OE1.3	Approve Health & Safety Continuous Improvement Goals 2023	Board with JHSC	January	COMPLETE 01-19-2023
	OE1.4	Orient new Board and Council	Board with CEO	February	COMPLETE 02-06-2023
	OE1.5	Attend Board Assembly Meetings	Board	Spring Fall	COMPLETE 04-19-2023
	OE1.6	Attend OLBA Bootcamp Feb 2023	Board	February	COMPLETE 02-04-2023
	OE1.7	Promote Volunteer Program and raise usage to pre-pandemic levels	CEO	October	Ongoing
OE2	Demonstrate stewardship through transparency and accountability.				
	OE2.1	Develop 2023 Action Plan using 2022-2026 Strategic Plan	Board & CEO	January	COMPLETE 01-19-2023
	OE2.2	Develop 2024 Action Plan using Strategic Plan 2022-2026	Board & CEO	November	
	OE2.3	Complete annual policy review (Health & Safety, AODA, By-Laws & Governance)	Board	June	COMPLETE 09-21-2023
	OE2.4	Complete the Annual Respectful Workplaces Compliance Report	CEO	January	COMPLETE 02-16-2023
	OE2.5	Complete Annual Risk Assessment	CEO	February	COMPLETE 02-16-2023
	OE2.6	Approve Audited Financials	Board	June	COMPLETE 06-15-2023
	OE2.7	Approve Auditor for 2023 Financials	Board	June	COMPLETE 05-15-2023

Goals		Outcomes	Lead Party	Expected Timing	Status
	OE2.8	Present ROI for Social Value Report to Council	Board	June December	
	OE2.9	Publish Annual Report	Board & CEO	June	COMPLETE 05-15-2023
	OE2.10	Complete Board Evaluation	Board	November	<i>On Agenda</i>
	OE2.11	Demonstrate our green commitment to environmental stewardship	Board & CEO	Q1 Q2 Q3 Q4	COMPLETE 03-01-2023 05-15-2023 08-15-2023
OE3	Increase BMPL financial opportunities.				
	OE3.1	Approve a 2023 Budget	Board	February	COMPLETE 03-16-2023
	OE3.2	Finalize Charitable Status	Board & CEO	June	<i>On Agenda</i>
	OE3.3	Increase revenue from grant initiatives by 5%	CEO	December	
	OE3.4	Identify up to 5 new opportunities which will further library partnerships and/or services	CEO	September	COMPLETE 08-29-2023
OE4	Be a Key Partner within the municipality.				
	OE4.1	Hold quarterly meetings between the Town CAO and the Library CEO re MOU and shared goals	CEO	Q1 Q2 Q3 Q4	COMPLETE 03-21-2023 07-04-2023 09-30-2023
	OE4.2	Hold semi-annual informal coffee meetings with Board member and Council member	Board	Spring Fall	
	OE4.3	Present the Year in Review 2022 annual report to Council	Board & CEO	June	COMPLETE 07-10-2023
	OE4.4	Expand opportunities for underserved communities through partnerships	CEO	October	<i>Ongoing</i>

Goals		Outcomes	Lead Party	Expected Timing	Status
	OE4.5	Plan at least one large community Truth & Reconciliation event, led by Indigenous partners	CEO	June	COMPLETE 06-01-2023
	OE4.6	Provide (through partnerships) topical older adult programs	CEO	December	COMPLETE 10-19-2023
	OE4.7	Grow partnerships for the mutual benefit of BMPL and stakeholders	CEO	December	
	OE4.8	Participate in the TBM Accessibility and DEI committees	CEO	December	<i>Ongoing</i>
	OE4.9	Develop an Arts Walk to promote the Bruce/Marsh Street Corridor	CEO	July	COMPLETE 07-08-2023
OE5	Provide inclusive and engaging communications with and to the community.				
	OE5.1	Provide 2022-2026 Strategic Plan update to Council through Committee of Whole	Board & CEO	February	COMPLETE 01-30-2023
	OE5.2	Identify key supporters and develop a communication plan with priority groups	Board	June	<i>Ongoing</i>
	OE5.3	Provide information on GLAM services, collections and programs at Pop-up locations	CEO	August	COMPLETE 08-17-2023
	OE5.4	Increase social media number by 5% [3000]	CEO	December	COMPLETE 03-07-2023 3,905
	OE5.5	Increase blog registrations by 10% [2,750]	CEO	December	Current: 2,665

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.23.24 CEO & Service Update-October
Date: October 19, 2023
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.23.24 entitled "CEO & Service Update-October".

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. Overview of Usage – September 2023

	CURRENT MONTH	PREVIOUS MONTH	Comparable YTD 2022	YTD 2023
		August 2023	September 2022	YTD Totals
Active Users ¹	4,955	4,828	4,514	4,955
Circulation	4,508	5,296	4,755	44,399
Digital Circulation	2,929	3,151	2,474	25,340
Museum On-line Exhibits ²	338	238	297	3,156
Research Requests	10	9	7	38
Gallery Attendance Virtual ³	281	344	141	2,511
Gallery Attendance Physical	3,500	2,750	1,365	31,250
Museum Visits	687	330	248	1806
Tours, Classroom Visits	148 (7) ⁴	4 (1)	185	2,790
Children's Programs	313 (11)	124 (9)	362	2,851
Teen Programs	8 (1)	29 (3)	8	832
Adult Programs	391 (10)	222 (8)	434	3,772
Seniors Programs	83 (7)	1 (1)	179	1,657
Technical Programs	32 (2)	224 (10)	417	3,075
Website Views ⁵	12,500	10,703	10,425	98,417

YouTube Channel Views	1,728	2,075	1,783	18,435
Volunteer Hours	74.75	118.70	105.65	807.20

Notes:

1. This number is of card holders active in the past 3-year period.
2. [BiblioBoard](#) is the virtual platform for museum exhibits online.
3. The monthly Gallery exhibits can be found online for viewing, as well as onsite.
4. The number of programs as well as attendees were requested in August. This is represented as "Attendees (Programs)" in the program cells.
5. Pageviews for www.TheBlueMountainsLibrary.ca. Google Analytics 4 now used to track website Pageviews. Previously, Universal Analytics tracked Unique Pageviews.

D. Advocacy

The Craigleith Heritage Depot / Craigleith Station Public Meeting is scheduled for October 31 in Council Chambers. We are fielding questions and putting out the information that the only legal name, per Council By-Law is that of the Craigleith Station and this is the best representation of the lands and building. This is also the name which the heritage site is filed under. This advocacy is stating that we do not want a "name change" but rather, the correct the name according to the current TBM policy to be used.

E. The Gallery at L.E. Shore

The Gallery was pleased to host the students and instructors from The Blue Mountain School of Landscape Painting. Over 100 pieces were featured in this art exhibit which ran from September 2-27. [ES1]

We also held another Talk under our ACC Presents series: Sailing in the Drake Channel & Antarctica with Mary Lou Gignac. Mary recounted the Challenges and joys of sailing a 60-foot sailboat across the Drake Channel and along the Antarctic Peninsula, hosting a well-attended and enthusiastic evening. [ES1]

F. Library Services at both L.E. Shore and Craigleith Heritage Depot

Library Services, especially programs, have now returned to our regular schedule. This includes weekly and monthly visits by classrooms, after school children's programming, seniors exercise, book talks, and ACC Presents.

BMPL is aware of the high rate of COVID, RSV and Flu circulating in the community. We have begun regularly cleaning of areas and encourage community to wash hands regularly and use sanitizer when available. Masks are not required by BMPL, but are recommended as we enter the peak season for transmission. [ES1.3]

G. Archives and Museum

The museum purchased new outdoor panels to replace the original panels put in place in 2008 when the museum first opened. Staff updated terminology and in accuracies on the panels. The new panel are on the Fleming Family Legacy (previously Sir Sandford Fleming), People and the Land (previously The Petun), and new to the museum are Depot Fine Dining, Craigleith Station, and Craigleith Ski Train. While the previous panel included information about the restaurant and Station, the two stories are very different and now expanded for new information. [ES1]

Staff had success at three Outreach programs – Seniors Fall Fair, the Fall Fair, and Open Fields Tour. [ES1, CH1.4] Over the past 4 months Andrea (Interpreter) has created engaging self-guided driving and walking tours for patrons, locals, and tourists to enjoy. The brochures were all big hits at the events and staff plan to introduce more self-guided walking and driving tours to show case the communities' history. [ES1]

Four exhibits went live in September: The Fleming Family, Beaver Valley Fall Fair, Bill Hartman Art Exhibit, and Local Apiaries (at LE Shore). The museum plans to continue to refresh the gallery space every month with new exhibits, by doing so each time someone visits they will find something new. [ES1]

For National Truth and Reconciliation Day, with a grant from the Government of Canada, BMPL was able to welcome Muckpaloo Ipeelie to present about Inuit Culture and Canadian History. Large crowd was in attendance. [CH1.6] Additionally, our intern Josh and Museum Interpreter Andrea presented on the Apple Industry and local genealogy to Seniors without Borders (BVO). [ES1]

H. Staffing

An orientation program was developed for the incoming CEO. A Welcome reception is scheduled for Thursday, December 7th 1:00-3:00 pm. [OE1]

I. Communication

The Board and Council were all invited to subscribe to the BMPL E-Newsletter and Key Messages. These are two of the primary documents for our service and governance and would be an important piece of communication for both bodies to receive regularly. Subscription can occur at <https://www.thebluemountainslibrary.ca/about-us/follow-us>. [OE5.5]

Our primary method of communication is through the various e-newsletters and blogs of BMPL. Our main e-newsletter or any of the 4 topical monthly blogs are available by [subscription](#) whether a patron or not. With the new e-newsletter we anticipate the individual blogs such as the Staff Picks and Key Messages may become redundant as the content can easily be linked from the new e-document. We will continue to monitor their usage and see if/when we will sunset these as independent subscriptions and releases. If it is determined to make that switch, we will continue to write this information as a webpage, and the promote this through the new format. [OE5.5]

- [Library News](#): 1569
- [Staff Picks](#): 318
- [Key Messages](#): 165
- [In the Gallery](#): 435
- Children's Events: 187

Board Meetings

Board meetings are 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. [CH3.2]

	Facebook	YouTube
August	59 views	27 views
June	39 views	29 views
March	44 views	33 views

Respectfully Submitted,
 Dr. Sabrina Saunders, CEO
LibraryCEO@TheBlueMountains.ca
 519-599-3681 extension 148



Finance Report

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: FIN.23.06 Finance Report of Q3 2023
Date: October 19, 2023
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

THAT this Board receive as information the Finance Report of the Third Quarter (Q3) 2023.

B. Background

The BMPL Board receives financial variance reports between the budget and actuals quarterly. This document is representative of the period ending on September 30, 2023 (3rd Quarter) and based on the financial statements provided to the Treasurer by the TBM financial services staff.

C. Grants

No update on grants.

D. Concerns

There are no concerns with the budget and accounts. The CEO/Treasurer will be preparing information for a smooth transition with the new CEO through Q4 in preparation for Budget 2024 and historical retention of information.

E. Current Standing of the Accounts and Funds

Held By	Asset	Location	Status
Board	Open Reserve	Savings	\$98,787.39
Board	Designated Reserve	Savings	\$75,000 2025/26 Wages BMPL-Resolution 2023-026 3-16-2023
Board	Land Reserve Fund	Savings	\$108,861.30
Board	Land Reserve Fund	Investment	\$17,191.38 [Next maturity October 23, 2023] 2.4% interest

Council	Development Charge	DC Act Town Lined Account	\$2,717,637 as at Dec 31, 2022
Council	Capital Expansion Reserve	Town Lined Account	\$2,890.57 Feasibility Study/Space Plan(s) balance available for engineering, consultation, legal pertaining to expansion.
CEO	CHD Reserve	Town Lined Account	\$26,680 Collection Reserve \$15,790 Fundraising Reserve as at Dec 2022
Council	Library Legacy Reserve Fund	BL 2003-55 Town Lined Account	\$22,693.36 as at Dec 31, 2020 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.

F. Variance as at September 30, 2023

The September 30 Budget Variance Report (Q3) is attached.

Respectfully Submitted,

Dr. Sabrina Saunders, CEO
LibraryCEO@TheBlueMountains.ca
 519-599-3681 extension 148

CONSOLIDATED Balance Variance Report -- Q3 2023

Blue Mountains Public Library as at September 30, 2023

	No.	YTD	Budget 2023	Variance Spent	Variance Balance
EXPENSES	No.	YTD	Budget 2022	Variance Spent	Variance Balance
Staffing		\$ 669,414.46	\$ 1,014,657.94	66%	\$ 345,243.48
Administrative		\$ 23,721.56	\$ 19,950.00	119%	\$ (3,771.56)
General Operating		\$ 34,648.92	\$ 54,550.00	64%	\$ 19,901.08
Communications		\$ 2,732.69	\$ 6,525.00	42%	\$ 3,792.31
Training & Travel		\$ 6,178.28	\$ 11,680.00	53%	\$ 5,501.72
Personnel		\$ 674.29	\$ 4,000.00	17%	\$ 3,325.71
Equipment Services		\$ 6,019.61	\$ 15,160.00	40%	\$ 9,140.39
Purchased Services		\$ -	\$ 3,500.00	0%	\$ 3,500.00
Financial Services		\$ 652.68	\$ 2,805.00	23%	\$ 2,152.32
Minor Capital		\$ 275.39	\$ 2,400.00	11%	\$ 2,124.61
TOTAL EXPENSES		\$ 744,317.88	\$ 1,135,227.94	66%	\$ 390,910.06

Revenue	No.	YTD	Budget 2022	Variance Received	Variance Unrealized
Federal Grants	53005	\$ 10,925.00	\$ 35,054.31	31%	\$ 24,129.31
Provincial Grants	53010	\$ 5,705.79	\$ 23,371.00	24%	\$ 17,665.21
Municipal Grants	53015	\$ 746,854.38	\$ 1,110,918.00	67%	\$ 364,063.62
Donations	53020	\$ 943.71	\$ 2,500.00	38%	\$ 1,556.29
Own Source		\$ 13,347.30	\$ 1,500.48	890%	\$ (11,846.82)
Commissions	55720	\$ 6,255.18	\$ 2,500.00	250%	\$ (3,755.18)
Capital Roll Over					\$ -
Strat Plan Roll Over				0%	\$ -
Reserves / Roll Over					\$ -
TOTAL REVENUE		\$ 784,031.36	\$ 1,175,843.79	67%	\$ 391,812.43

Capital	No.	YTD	Budget 2023	Variance Spent	Variance Balance
Books	62051	\$ 33,887.65	\$ 58,860.00	58%	\$ 24,972.35
Replacement Furniture & Software	64016	\$ 621.71	\$ 60,000.00	1%	\$ 59,378.29
	64004		\$ 2,500.00	0%	\$ 2,500.00
Replacement Equipment	64011	\$ 828.44	\$ 10,000.00	8%	\$ 9,171.56
Contract Services	63125	\$ 4,375.68	\$ 6,411.80	68%	\$ 2,036.12
TOTAL EXPENSES		\$ 39,713.48	\$ 137,771.80	135%	\$ 98,058.32

Strategic Plan	No.	YTD	Budget 2023	Variance Spent	Variance Balance
Administrative		\$ -	\$ 1,500.00	0%	\$ 1,500.00
Communications		\$ -	\$ -	0%	\$ -
TOTAL EXPENSES		\$ -	\$ 1,500.00	0%	\$ 1,500.00