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## Board Meeting

**Meeting Date:** April 16, 2026  
**Meeting Time:** 1:00 p.m.  
**Location:** The Gallery at L.E. Shore  
**Prepared By:** Jennifer Murley, CEO/Secretary of the Board

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

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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
  - A.3 Public Announcement
- If members of the public are present.*

### B. Agenda

- B.1 Approval of the Agenda

#### Recommended Motion

Moved by \_\_\_ and seconded by \_\_\_, THAT the Agenda of April 16, 2026, 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.26.08 entitled “2026 Draft Action Plan-V2”
2. FIN.26.01 entitled “Q4 2025 Finance Report”
3. FIN.26.02 entitled “Q1 2026 Finance Report”

## D. Minutes

### D.1 Previous Minutes

#### Recommended Motion

Moved by \_\_\_ and seconded by \_\_\_, THAT this Board approves the Blue Mountains Public Library Board minutes of March 19, 2026, as circulated/amended; AND

THAT this Board receives the Blue Mountains Public Library Strategic Planning Steering Committee minutes of February 9, 2026, as information.

### D.2 Business Arising from the Minutes

## E. Communications with the Board

***Deadline for registration is Monday, April 13 at 2pm.***

### E.1 Deputations

None at the time of agenda creation.

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: 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](mailto: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. 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. **Discussion:** ADM.26.08 entitled “2026 Action Plan-V2”

#### **Recommended Motion**

Moved by \_\_\_ and seconded by \_\_\_, THAT the Board approve the 2026 Action Plan as presented.

### F.2 Strategic Plan Pillar: Community Hubs

1. **Verbal Report:** LES Washroom Renovation [Library CEO]

### F.3 Strategic Plan Pillar: Organizational Excellence

1. **Report:** FIN.26.01 entitled “Q4 2025 Finance Report”
2. **Report:** FIN.26.02 entitled “Q1 2026 Finance Report”
3. **Verbal Report:** Strategic Planning Steering Committee Update [Joanne de Visser]

## G. 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 Motion**

Moved by \_\_\_ and seconded by \_\_\_ THAT, pursuant to sections 16.1(b) and 16.1(4)(c) of the Public Libraries Act, this Board do now move into closed session in order to address matters pertaining to personal matters about an identifiable individual and a proposed or pending acquisition or disposition of land by the Board.

The Board moved into closed session at \_\_\_ p.m.

#### **Adjournment of Closed Session**

The Board returned to public session at \_\_\_\_ p.m.

#### **Recommended Motion**

Moved by \_\_\_ and seconded by \_\_\_ THAT, this Board approve all resolutions and recommendations arising from the closed session.

## 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

- Times Colonist (March 24, 2026): [Cuts to library staff in federal prisons raise alarm bells](#)

- CBC News (March 30, 2026): [Library fears increased drug use at downtown London branch if supervised injection site closes.](#)
- Collingwood Today (April 1, 2026): [\[Collingwood\] Council votes to spend \\$15 k more on rec facility location search](#)
- CityNews Everywhere (April 2, 2026): [Alberta expanding book restrictions to public libraries.](#)
- Collingwood Today (April 8, 2026): [TBM supported 21 youth climate change projects through grant money](#)
- Collingwood Today (April 8, 2026): [TBM drops development charges by 40% to settle appeal](#)
- Soo Today (March 2, 2026): [Sault librarians rise up again city's TikTok ban](#)
- Simcoe Reformer (March 4, 2026): [New 15.5M Hagersville Library and Active Living Centre opens to public](#)

## 2) BMPL Special Events

- [The Word on the Bay Writer's Expo](#)  
April 18, 2026 | 10-4 pm | L.E. Shore
- [Community Clean-Up](#)  
April 18, 2026 | 2-4 pm | L.E. Shore
- [Robert Burcher Presents: My Summer of Glorious Freedom](#)  
April 21, 2026 | 6-7:30 pm | L.E. Shore
- [TBM Volunteer Fair and Recognition Awards](#)  
April 22, 2026 | 4-6 pm | Beaver Vallery Community Centre
- [Exhibit Opening: The Nature of Seeing](#)  
May 2, 2026 | 2-4 pm | The Gallery at L.E. Shore
- [Pop in for an Art Pop Up with Beverley Smith](#)  
May 3, 2026 | 2-4 pm | The Gallery at L.E. Shore
- [Author Talk: Joy Fielding](#)  
May 7, 2026 | 7-9 pm | L.E. Shore

## I. Key Messages

### I.1 Key Messages Update

#### Recommended Motion

Moved by \_\_\_ and seconded by \_\_\_, THAT this Board approves the release of the April 2026 Key Messages.

## J. Notice of Meeting Dates

The next regularly scheduled Board meeting is scheduled for May 21, 2026, at 1:00 p.m. in the L.E. Shore Boardroom.

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

## K. Adjournment

#### Recommended Motion

THAT this Board does now adjourn at \_\_\_\_ p.m. to meet again on May 21, 2026, in the Boardroom at the L.E. Shore Memorial Library and Virtually, or at the call of the Chair.



# Minutes

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## The Blue Mountains Public Library Board Meeting

**DRAFT**  
**Not Approved**

**Meeting Date:** March 19, 2026  
**Meeting Time:** 10:00 a.m.  
**Location:** Library Boardroom  
Microsoft Teams

**Prepared By:** Jennifer Murley, CEO/Secretary of the Board

**In Attendance:** Carol Sackville-Duyvelshoff  
Joanne de Visser (Vice-Chair)  
Julia Scott (Chair) [Microsoft Teams]  
~~Kristina Wichman~~  
Laurey Gillies  
Marie Swift  
Shawn McKinlay (Council Rep)

**Staff:** Jennifer Murley, CEO  
Franz Greenfield, Administrative Assistant

**Absent:** N/A  
**Regrets:** Kristina Wichman

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### A. Call to Order

- A.1 Moment of Reflection  
The Board meeting was called to order by the Vice Chair at 10:08 p.m. A Moment of Reflection was observed.
- A.2 Indigenous Acknowledgement Statement  
The Vice Chair read the Indigenous Acknowledgement Statement.
- A.3 Public Announcement  
No members of the public were present.

### B. Agenda

- B.1 Approval of the Agenda  
The following verbal update was added under G.3: Library Service Center Payment.

**BMPL-Resolution 2026-016**

Moved by Carol Sackville-Duyvelshoff and seconded by Laurey Gillies, THAT the Agenda of March 19, 2026, be approved as circulated, including any items added to the Agenda. CARRIED.

- B.2 Declaration of Pecuniary Interest and General Nature Thereof  
None.

**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 2026-017**

Moved by Shawn McKinlay and seconded by Marie Swift, THAT this Board receive as information:

- 1) ADM.26.06 entitled “2026 Draft Action Plan-V1”
  - 2) ADM.26.07 entitled “2025 Annual Report”
- CARRIED.

**D. Minutes**

- D.1 Previous Minutes

It was incorrectly noted that the meeting occurred via Zoom.

**BMPL-Resolution 2026-018**

Moved by Carol Sackville-Duyvelshoff and seconded by Laury Gillies, THAT this Board approves the Blue Mountains Public Library Board minutes of February 19, 2026, as amended. CARRIED.

- D.2 Business Arising from the Minutes

None.

**E. Communications with the Board**

The deadline for registration was Monday, March 16, 2026, at 2:00 p.m.

- E.1 Deputations

None.

- E.2 Public Input on the Agenda

No members of the public were present.

- E.3 Correspondence

None.

**F. Closed Session**

**BMPL-Resolution 2026-019**

Moved by Julia Scott and seconded by Shawn McKinlay, THAT, pursuant to section 16.1(4)(c) of the Public Libraries Act, That this Board do now move into closed session in order to address

matters pertaining to a proposed or pending acquisition or disposition of land by the Board.  
CARRIED.

The Board moved into closed session at 10:13 a.m.

### **Adjournment of Closed Session**

The Board returned to public session at 1:55 p.m.

*[The Board took a brief break, returning at 2:05 p.m.]*

### **BMPL-Resolution 2026-020**

Moved by Laurey Gillies and seconded by Marie Swift, THAT this Board approve all resolutions and recommendations arising from the closed session.

## **G. Strategic Plan Updates & Action Items**

### **G.1 Action Planning**

#### **1. Discussion: 2026 Action Plan**

The Board discussed and edited the draft 2026 Action Plan.

*[Shawn McKinlay left the meeting at 2:29 p.m., returning at 2:43 p.m.]*

### **G.2 Strategic Plan Pillar: Community Hubs**

#### **1. Verbal Report: LES Washroom Renovation [Library CEO]**

A Town staff report was presented to Council on March 16, and Councilor McKinlay was able to share the library staff and Board's perspective on the bathroom situation. The tender for the project has been awarded, with the start date for construction to be determined.

### **G.3 Strategic Plan Pillar: Organizational Excellence**

#### **1. Report: ADM.26.07 entitled "2025 Annual Report"**

The board discussed and edited the 2025 Annual Report.

### **BMPL-Resolution 2026-021**

Moved by Marie Swift and seconded by Julia Scott, THAT this Board approve the 2025 Annual Report as amended. CARRIED.

#### **2. Verbal Report: Strategic Planning Steering Committee Update**

The Committee provided a brief overview of activities completed since the last update:

- Held youth engagement workshop with roughly 40 students (grades 11 and 12).
- Released targeted physical and digital surveys.
- Ongoing exploration of consultation opportunities with local community groups.

The Committee's next meeting is April 7, 2026.

3. **Verbal Report:** Library Service Centre Payment  
The Library Service Centre (LSC) has been dissolved and decided to distribute its surplus assets to member libraries, including the BMPL. BMPL has received a lump sum of \$9,814.82, which will be allocated to the Board’s surplus reserve.

## H. Roundtable

### H.1 Roundtable—General updates by the Board

- 1) Community Updates and News:
  - CTV News (February 27, 2026): [Drug use and overdoses run rampant in Canada’s public libraries](#)
  - Soo Today (March 2, 2026): [Sault librarians rise up again city’s TikTok ban](#)
  - Simcoe Reformer (March 4, 2026): [New 15.5M Hagersville Library and Active Living Centre opens to public](#)
  - Collingwood Today (March 5, 2026): [Grey Highlands pondering library/museum merger](#)
  - Collingwood Today (March 6, 2026): [Abstract art comes into view at new exhibition at the Blue Mountains Public Library](#)
  - Collingwood Today (March 6, 2026): [Lots of snow days prompts Bluewater school board to expand virtual tutoring](#)
  - Winnipeg Free Press (March 6, 2026): [Children’s book on Ramadan put back on school shelves](#)
- 2) BMPL Events: a shortlist of special events occurring prior to the next meeting were provided.
  - [Open Call: Celebrating Trees](#)  
April 1-April 9, 2026: In celebration of Earth Day, The Gallery’s Arts & Culture Council invites you to submit a poem, short story, photo or art piece about your favorite tree. Submissions will be part of a public display in the library from **April 14-28**. All ages welcome.
  - [Shepard’s Sight: An Author Talk with Barbara McLean](#)  
April 10, 2026 | 2-3:30 p.m. | L.E. Shore
  - [Exhibit Opening: A Closer Look](#)  
April 11, 2026 | 2-4 p.m. | The Gallery at L.E. Shore

## I. Key Messages

The Key Messages were determined by the Board and approved for release.

### **BMPL-Resolution 2026-022**

Moved by Laurey Gillies and seconded by Shawn McKinlay, THAT this Board approves the release of the March 2026 Key Messages. CARRIED.

## J. Notice of Meeting Dates

The next regularly scheduled Board meeting is scheduled for April 16, 2026, at 1:00 p.m. in the L.E. Shore Boardroom.

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

**K. Adjourned**

The Board adjourned at 3:55 p.m.

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Joanne de Visser, Vice Chair

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Jennifer Murley, Board Secretary



# Committee Minutes

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The Blue Mountains Public Library Board Meeting

## Strategic Planning Steering Committee

**Meeting Date:** February 9, 2026  
**Meeting Time:** 2:00 p.m.  
**Location:** Boardroom, L.E. Shore Memorial Library & Gallery  
**Prepared by:** Joanne de Visser Chair

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*Committee Mandate: Reporting to the Board, the Strategic Planning Steering Committee will oversee the planning process, establish timelines and milestones, and present the draft updated Plan to the Board for final approval.*

### A. Call to Order

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#### A.1 Agenda Review

The Committee approved the agenda as circulated.

#### A.2 Previous Meeting Minutes

The Committee approved the meeting minutes of January 15, 2026, as presented.

### B. New and Unfinished Business

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#### B.1. Receive and Review Consultation Plan Outline & Updated Research Report

Members reviewed the CEO's draft report outlining a consultation plan, notes from the January 15, 2026 regular Board meeting (with action items and the status of each included), along with an updated environmental scan. Revisions were made.

It was requested that all survey questions be reviewed by the Committee in advance of launching to stakeholders. The Committee directed the CEO to connect with the Town's Agricultural Advisory Committee and the Arts and Culture Council to determine tools for engagement (i.e. an in person focus group, survey, and/or presentation at a future meeting).

The Committee discussed updates to the strategic plan timeline, agreeing that the deliverables after the April 16 Board meeting would be determined at the next Committee meeting, pending consultation status.

**BMPL Strategic Planning Steering Committee – Resolution 2026-001**

Moved by Kristina Wichman and seconded by Carol Sackville-Duyvelshoff that the Consultation Recommendation Report be approved as amended.

**B.2. Roundtable Discussion**

Members noted that timelines will be tight due to upcoming vacations.

**C. Notice of Meeting Dates / Adjournment**

The next meeting will take place on Tuesday, April 7, 2026, in the Boardroom at L.E. Shore.

The Chair adjourned the meeting at 3:30 p.m.

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## The Blue Mountains Public Library

**Report To:** The Blue Mountains Public Library Board  
**Report Name:** ADM.26.08 2026 Draft Action Plan-V2  
**Prepared by:** Jennifer Murley, CEO

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### A. Recommendations

THAT this Board receive as information ADM.26.08 entitled “2026 Draft Action Plan-V2”;

AND THAT this Board approve the 2026 Action Plan as presented.

### B. Background

Each year, the Library Board and CEO develop an Action Plan to advance strategic priorities and ensure continued alignment with the requirements of the Ontario Public Library Accreditation Program.

The first draft of the 2026 Action Plan was presented at the March 19, 2026, Board meeting as a foundation for discussion. Following Board feedback, several significant revisions were made. The CEO was directed to bring a refined version to the April 16, 2026, meeting, with a focus on strengthening language and identifying key initiatives that support organizational resilience and governance continuity.

The final slide (Slide 9) was drafted by the CEO for Board review, with minor language refinements made throughout the document.

### C. Draft Action Plan

See attached.

Respectfully Submitted,

Jennifer Murley, CEO  
[LibraryCEO@TheBlueMountains.ca](mailto:LibraryCEO@TheBlueMountains.ca)  
519-599-3681 extension 148

# 2026 Draft Action Plan

## Annual Planning Context

### This Year's Context

In 2026, the Blue Mountains Public Library Board will focus on developing its new 10-Year Strategic Plan while preparing for governance transition following the 2026 municipal election. A key priority will be securing Council endorsement for the expansion and enhancement of the L.E. Shore Memorial Library & Gallery. The current facility no longer adequately supports a growing community, and staff and volunteers have long outgrown the available workspace. Existing staff areas are also inaccessible and lack basic amenities such as a proper break room. Addressing these challenges will help ensure that gallery, library, archive, and museum (GLAM) spaces are functional, inclusive, and aligned with the Town's long-term planning priorities.

The Board will also strengthen governance policies that protect intellectual freedom and equitable access to collections and programming, including policies related to collections, programming, elections, and children's and teen services.

In preparation for the upcoming election, the Board will prioritize succession planning to support a smooth transition to the next Library Board in 2027.

Throughout the year, the Board will continue working with municipal partners to align library planning with broader Town priorities while reinforcing the Library's role as essential civic infrastructure supporting learning, culture, and democratic engagement.

### This Year's Complications

1. **Space needs and facility planning:** Implementing recommendations from various studies to optimize current facilities and support future growth, while securing Council endorsement and navigating financing in a challenging economic climate.
2. **Expanded social infrastructure role:** Increased front-line responsibilities due to limited local social services, including emotional labour, conflict resolution, and responding to social service needs.
3. **Advocacy and funding pressures:** Constrained municipal funding, competition with other priorities, and rising digital material costs.
4. **Intellectual freedom and information integrity:** Increased book challenges, censorship efforts, and the rapid spread of AI-generated misinformation and disinformation reinforce the need to protect access to diverse ideas while strengthening information literacy, critical thinking skills, and public understanding of emerging technologies.
5. **Sustainability and Truth & Reconciliation:** Leadership on climate literacy, resilient operations, and Indigenous-informed collections and programming.
6. **Workforce, safety, and technology:** Retention pressures, staff safety concerns, and ongoing cybersecurity demands.
7. **Regional, municipal, and capital uncertainties:** MURFA project implications, amalgamation discussion impacts, election-year timing considerations.

### 2026 Governance Success Indicators

- ✓ Secured Council endorsement of direction for L.E. Shore expansion
- ✓ Adopted and launched the 10-Year Strategic Plan
- ✓ Updated governance policies protecting intellectual freedom, children and youth services, and municipal election engagement
- ✓ Developed a Board succession and transition plan for the 2027 Board
- ✓ Strengthened financial governance and long-term planning

## 2026 Action Plan – Summary

Pillar	Key Results	Status (Green, Yellow, Red)	Comments
COMMUNITY HUBS	<b>Ensure BMPL keeps pace with growth and community needs</b>		
	1. L.E. Shore Memorial Library & Gallery facility direction secured		
EMPOWERING SERVICES	<b>Strengthen awareness and support of the BMPL's role in the community</b>		
	1. 10-Year Strategic Plan completed and adopted		
	2. Equitable access to welcoming community space preserved		
ORGANIZATIONAL EXCELLENCE	<b>Enhance organizational resilience and governance continuity</b>		
	1. Election year readiness achieved		
	2. Long term financial governance framework established		
	3. Supported, engaged, and well-equipped workforce sustained		

Status Legend:

On Track

At Risk

Late



# 2026 Action Plan

<b>STRATEGIC PILLAR</b>	<b>COMMUNITY HUBS</b>			
<b>Objective 1</b>	Ensure BMPL keeps pace with growth and community needs			
<b>Rationale</b>	The Town of The Blue Mountains is one of the fastest growing municipalities in Ontario. As community needs expand, the Library Board must provide governance direction to ensure library, gallery, archive, and museum spaces remain accessible, inclusive, and capable of supporting future demand.			
<b>Key Result 1</b>				
L.E. Shore Memorial Library & Gallery facility expansion direction secured				
<b>Key Initiatives</b>	<b>Who is Responsible</b>	<b>In Collaboration With</b>	<b>Goal</b>	<b>Target</b>
Develop key messages and engagement strategy to support expansion	Board	CEO	Achieve community support for expansion	Q2
Council endorsement of immediate direction for the expansion and enhancement of L.E. Shore Memorial Library & Gallery	Board	CEO, CAO	Formal Council endorsement of preferred immediate and long-term facility direction and inclusion in municipal long-term planning	Q2
Initiate the next steps for expansion of the L.E. Shore Memorial Library	Board	CEO, Town Treasurer, CAO, Manager of Facilities & Fleet	Develop funding strategy	Q2



# 2026 Action Plan

<b>STRATEGIC PILLAR</b>	<b>EMPOWERING SERVICES</b>
<b>Objective 2</b>	Strengthen awareness and support of the BMPL's role in the community
<b>Rationale</b>	Public understanding of the full range of GLAM services remains uneven. Governance leadership is required to reinforce the Library's role in intellectual freedom, access to information, cultural preservation, and inclusive community spaces.
<b>Key Result 1</b>	

10-Year Strategic Plan completed and adopted

Key Initiatives	Who is Responsible	In Collaboration With	Goal	Target
Finalize and adopt the BMPL 10-Year Strategic Plan	Board	CEO, all library staff	Formal Board approval and public launch of the strategic plan to guide governance priorities, advocacy, and long-term service direction	Q4
Establish governance priorities aligned with the Strategic Plan	Board	CEO	Board alignment on annual governance priorities and reporting structure tied to the strategic pillars	Q4

# 2026 Action Plan

<b>STRATEGIC PILLAR</b>		<b>EMPOWERING SERVICES</b>		
<b>Objective 2</b>		Strengthen awareness and support of the BMPL's role in the community		
<b>Rationale</b>		Public understanding of the full range of GLAM services remains uneven. Governance leadership is required to reinforce the Library's role in intellectual freedom, access to information, cultural preservation, and inclusive community spaces.		
<b>Key Result 2</b>				
Equitable access to welcoming community space preserved				
<b>Key Initiatives</b>	<b>Who is Responsible</b>	<b>In Collaboration With</b>	<b>Goal</b>	<b>Timing</b>
Ensure services and collections of both the L.E. Shore Memorial Library & Gallery and the Craigleith Heritage Depot Museum & Archive serve the diverse perspectives of the community	Board	CEO, Manager of Public Services	Board review and reaffirmation of key governance policies related to: <ul style="list-style-type: none"> <li>• Intellectual Freedom</li> <li>• Collections Development</li> <li>• Programming</li> <li>• Elections and Political Activity</li> <li>• Children's and Teen Services</li> </ul> Successful delivery of diverse programs and services through statistical reporting.	Q4



# 2026 Action Plan

STRATEGIC PILLAR		ORGANIZATIONAL EXCELLENCE		
Objective 3		Enhance organizational resilience and governance continuity		
Rationale		The 2026 municipal election will result in the appointment of a new Library Board in 2027. Clear governance planning is necessary to ensure continuity of leadership, preserve institutional knowledge, and maintain the Library's commitment to intellectual freedom, democratic access to information, and professional excellence.		
<b>Key Result 1</b>				
Election year readiness achieved				
Key Initiatives	Who is Responsible	In Collaboration With	Goal	Target
Develop and implement a governance succession plan	Board	CEO, CAO, Clerks Department	Ensure a structured onboarding process, governance orientation, and knowledge transfer for the incoming Board.	Q4
Prepare a Board Legacy Document	Board	CEO	Document key governance decisions, priorities, and strategic considerations to support continuity between the current and future Board.	Q4
Coordinate with Municipal Partners on Election Transition	CEO	CAO, Clerks Department	Align timelines and expectations with the CAO and Clerk's Department to support a smooth and informed transition.	Q3



# 2026 Action Plan

<b>STRATEGIC PILLAR</b>		<b>ORGANIZATIONAL EXCELLENCE</b>			
<b>Objective 3</b>		Enhance organizational resilience and governance continuity			
<b>Rationale</b>		The 2026 municipal election will result in the appointment of a new Library Board in 2027. Clear governance planning is necessary to ensure continuity of leadership, preserve institutional knowledge, and maintain the Library's commitment to intellectual freedom, democratic access to information, and professional excellence.			
<b>Key Result 2</b>					
Long term financial governance framework established					
<b>Key Initiatives</b>		<b>Who is Responsible</b>	<b>In Collaboration With</b>	<b>Goal</b>	<b>Target</b>
Develop multi-year financial projections and policy for reserves		Board	CEO, Treasurer	Establish governance direction for long-term financial sustainability including: <ul style="list-style-type: none"> <li>• reserve policy</li> <li>• long-term capital planning</li> <li>• alignment with facility expansion priorities</li> </ul>	Q4
Establish governance policies for charitable funds		Board	CEO, Director of Corporate Services	Clarify governance oversight of charitable funds, including reporting, accountability, and alignment with the BMPL's strategic priorities.	Q4

# 2026 Action Plan

STRATEGIC PILLAR	ORGANIZATIONAL EXCELLENCE			
<b>Objective 3</b>	Enhance organizational resilience and governance continuity			
<b>Rationale</b>	The 2026 municipal election will result in the appointment of a new Library Board in 2027. Clear governance planning is necessary to ensure continuity of leadership, preserve institutional knowledge, and maintain the Library's commitment to intellectual freedom, democratic access to information, and professional excellence.			
<b>Key Result 3</b>				
Supported, engaged, and well-equipped workforce sustained				
Key Initiatives	Who is Responsible	In Collaboration With	Goal	Target
Maintain and prioritize career development funding	Board	CEO	Ensure annual staff development budget is stable and aligned with organizational priorities	Q4
Enhance access to training and shared learning opportunities	CEO	Town staff	Leverage partnerships with the Municipality (i.e. IDEA Committee, Service Area Managers group) to identify and participate in shared training opportunities with a focus on IDEA, health and safety, and sector trends	Q4
Ensure staff involvement in the development of the new BMPL Strategic Plan	CEO	Board	Complete staff survey and organize staff focus group	Q3

## Board Meeting

**Report To:** The Blue Mountains Public Library Board  
**Report Name:** FIN.26.01 Finance Report of Q4 2025  
**Date:** April 16, 2026  
**Prepared by:** Jennifer Murley, CEO

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### **A. Recommendations**

THAT this Board receive the Finance Report of Q4 2025 as information.

### **B. Background**

The BMPL Board receives quarterly financial variance reports that compare the approved budget to actual expenditures. This report covers the period ending December 31, 2025 (Q4). It should be noted that these are unaudited financials, and that actuals will be presented when the 2025 audit is complete. Finance staff were continuing to work on year-end financials when this report was created.

### **C. Reporting Changes**

Town-lined accounts are presented as a lump sum based on the information provided to the Library CEO. These accounts are not held in the Library's bank account, though are at the discretion of the Board.

### **D. Concerns**

Reserve totals will need to be updated and shared at a future meeting.

### **E. Variance as of December 31, 2025**

The December 31 Budget Variance Report (Q4) is attached.

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Respectfully Submitted,

Jennifer Murley, CEO  
[LibraryCEO@TheBlueMountains.ca](mailto:LibraryCEO@TheBlueMountains.ca)  
519-599-3681 extension 148

TOWN OF THE BLUE MOUNTAINS  
Library and Depot Summary  
For the Twelve Months Ending Wednesday, December 31, 2025

	Account	Current Peri...	YTD Actuals	Committed	Total YTD	Budget	Unexpende...	% of Budget	2024 LYTD	2024 Actuals	2024 Budget
<b>REVENUE</b>											
Federal Grants	53005	\$0.00	\$26,955.06	\$0	\$26,955.06	\$7,980.00	(\$18,975)	337.78%	\$4,216	\$40,592	\$0
Provincial Grants	53010	\$21,060.00	\$30,408.46	\$0	\$30,408.46	\$23,371.00	(\$7,037)	130.11%	\$21,060	\$25,146	\$0
Donations	53020	\$77.75	\$23,396.80	\$0	\$23,396.80	\$6,700.00	(\$16,697)	349.21%	\$1,152	\$10,852	\$0
Other Revenues	55000	\$0.00	\$0.00	\$0	\$0.00	\$5,000.00	\$5,000	0.00%	\$0	\$0	\$0
Interest TD Bank Account	55010	\$486.89	\$6,319.27	\$0	\$6,319.27	\$0.00	(\$6,319)	0.00%	\$669	\$8,589	\$0
Investment Interest	55015	\$0.00	\$318.45	\$0	\$318.45	\$1,000.00	\$682	31.85%	\$528	\$528	\$0
Sales of Services	55710	\$193.58	\$3,557.39	\$0	\$3,557.39	\$0.00	(\$3,557)	0.00%	\$227	\$3,886	\$0
Commissions	55720	\$211.25	\$9,240.65	\$0	\$9,240.65	\$3,000.00	(\$6,241)	308.02%	\$55	\$11,217	\$0
Book Sales	55725	\$0.00	\$74.06	\$0	\$74.06	\$150.00	\$76	49.37%	\$81	\$81	\$0
Merchandise Sales	55730	\$74.00	\$1,015.53	\$0	\$1,015.53	\$500.00	(\$516)	203.11%	\$117	\$602	\$0
Fundraising Revenue	55800	\$1,000.00	\$2,526.80	\$0	\$2,526.80	\$0.00	(\$2,527)	0.00%	(\$1,317)	\$85	\$0
Special Events Revenue	55810	\$0.00	\$0.00	\$0	\$0.00	\$500.00	\$500	0.00%	\$0	\$0	\$0
Fines	57035	\$101.50	\$1,718.00	\$0	\$1,718.00	\$0.00	(\$1,718)	0.00%	\$107	\$1,976	\$0
Facilities Rental	57500	\$175.00	\$5,060.00	\$0	\$5,060.00	\$1,500.00	(\$3,560)	337.33%	\$125	\$5,244	\$0
Showcase Rental	57503	\$0.00	\$155.65	\$0	\$155.65	\$0.00	(\$156)	0.00%	\$50	\$200	\$0
Program Fees	57570	\$283.80	\$6,122.40	\$0	\$6,122.40	\$1,000.00	(\$5,122)	612.24%	\$316	\$5,406	\$0
Misc Revenue	59950	\$0.00	\$170.59	\$0	\$170.59	\$0.00	(\$171)	0.00%	\$0	\$2	\$0
<b>TOTAL REVENUE</b>		<b>\$23,663.77</b>	<b>\$117,039.11</b>	<b>\$0</b>	<b>\$117,039.11</b>	<b>\$50,701.00</b>	<b>(\$66,338)</b>	<b>230.84%</b>	<b>\$27,387</b>	<b>\$114,405</b>	<b>\$0</b>
<b>EXPENSES</b>											
<b>SALARIES</b>											
Full Time Salaries	60005	\$49,295.81	\$802,533.45	\$0	\$802,533.45	\$836,266.00	\$33,733	95.97%	\$69,082	\$670,622	\$676,411
Student Wages	60008	\$605.57	\$36,358.52	\$0	\$36,358.52	\$20,614.00	(\$15,745)	176.38%	\$3,101	\$22,835	\$93,804
Part Time Salaries	60010	\$10,395.81	\$96,670.38	\$0	\$96,670.38	\$53,690.00	(\$42,980)	180.05%	\$11,861	\$96,382	\$167,034
Overtime	60018	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0	0.00%	\$0	\$292	\$0
<b>TOTAL SALARIES</b>		<b>\$60,297.19</b>	<b>\$935,562.35</b>	<b>\$0</b>	<b>\$935,562.35</b>	<b>\$910,570.00</b>	<b>(\$24,992)</b>	<b>102.74%</b>	<b>\$84,044</b>	<b>\$790,132</b>	<b>\$937,249</b>
<b>BENEFITS</b>											
Full Time Benefits	61005	\$26,044.79	\$246,707.50	\$0	\$246,707.50	\$271,364.00	\$24,657	90.91%	\$48,429	\$242,353	\$211,234
Student Benefits	61008	(\$54.85)	\$6,038.74	\$0	\$6,038.74	\$4,641.00	(\$1,398)	130.12%	\$352	\$2,707	\$11,720
Part Time Benefits	61010	\$1,944.82	\$17,509.44	\$0	\$17,509.44	\$12,089.00	(\$5,420)	144.84%	\$2,158	\$16,691	\$20,843
<b>TOTAL BENEFITS</b>		<b>\$27,934.76</b>	<b>\$270,255.68</b>	<b>\$0</b>	<b>\$270,255.68</b>	<b>\$288,094.00</b>	<b>\$17,838</b>	<b>93.81%</b>	<b>\$50,939</b>	<b>\$261,751</b>	<b>\$243,797</b>
<b>SALARIES &amp; BENEFITS</b>		<b>\$88,231.95</b>	<b>\$1,205,818....</b>	<b>\$0</b>	<b>\$1,205,818....</b>	<b>\$1,198,664....</b>	<b>(\$7,154)</b>	<b>100.60%</b>	<b>\$134,983</b>	<b>\$1,051,883</b>	<b>\$1,181,045</b>
<b>ADMINISTRATIVE EXPENSES</b>											
Office Supplies	62005	\$247.66	\$3,635.16	\$0	\$3,635.16	\$3,100.00	(\$535)	117.26%	\$167	\$2,525	\$0
Paper & Photocopier	62010	\$157.36	\$816.73	\$0	\$816.73	\$2,250.00	\$1,433	36.30%	\$334	\$441	\$0
Promotional Expenses	62017	\$79.64	\$272.99	\$0	\$272.99	\$200.00	(\$73)	136.50%	\$0	\$1,567	\$0
Meeting Expenses	62020	\$3.89	\$195.89	\$0	\$195.89	\$500.00	\$304	39.18%	\$12	\$359	\$0
Special Events	62024	\$436.00	\$1,937.59	\$0	\$1,937.59	\$3,500.00	\$1,562	55.36%	\$0	\$0	\$0
Library Board Expenses	62021	\$0.00	(\$115.120)	\$0	(\$115.12)	\$2,500.00	\$2,615	-4.60%	\$640	\$736	\$0
Advisory Council	62031	\$268.14	\$5,478.15	\$0	\$5,478.15	\$6,000.00	\$522	91.30%	\$410	\$11,172	\$0
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>\$1,192.69</b>	<b>\$12,221.39</b>	<b>\$0</b>	<b>\$12,221.39</b>	<b>\$18,050.00</b>	<b>\$5,829</b>	<b>67.71%</b>	<b>\$1,563</b>	<b>\$16,800</b>	<b>\$0</b>

TOWN OF THE BLUE MOUNTAINS  
Library and Depot Summary  
For the Twelve Months Ending Wednesday, December 31, 2025

Operating  
Library and Depot Summary  
1-650

	Account	Current Peri...	YTD Actuals	Committed	Total YTD	Budget	Unexpende...	% of Budget	2024 LYTD	2024 Actuals	2024 Budget
<b>OPERATING EXPENSES</b>											
On Line Digital Subscriptions	62049	\$0.00	\$1,026.07	\$0	\$1,026.07	\$2,000.00	\$974	51.30%	\$41	\$1,978	\$0
Artefacts & Materials	62004	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0	0.00%	\$0	\$310	\$0
Merchandise Inventory -Other	62080	\$508.80	\$708.80	\$0	\$708.80	\$1,250.00	\$541	56.70%	\$477	\$492	\$0
<b>TOTAL OPERATING EXPENSES</b>		<b>\$508.80</b>	<b>\$1,734.87</b>	<b>\$0</b>	<b>\$1,734.87</b>	<b>\$3,250.00</b>	<b>\$1,515</b>	<b>53.38%</b>	<b>\$518</b>	<b>\$2,780</b>	<b>\$0</b>
<b>LIBRARY &amp; MUSEUM PROGRAMMING</b>											
Periodicals	62050	\$2,918.97	\$22,537.16	\$0	\$22,537.16	\$27,750.00	\$5,213	81.21%	\$703	\$21,757	(\$9,745)
Processing Materials	62001	\$4,146.73	\$8,902.75	\$0	\$8,902.75	\$9,500.00	\$597	93.71%	\$1,992	\$8,056	\$0
Library Programming C/F	62027	\$727.14	\$11,377.81	\$0	\$11,377.81	\$11,250.00	(\$128)	101.14%	\$903	\$8,643	\$0
ILLO	62029	\$140.78	\$1,035.63	\$0	\$1,035.63	\$1,300.00	\$264	79.66%	\$17	\$1,159	\$0
Special Projects	62032	\$0.00	\$12,720.00	\$0	\$12,720.00	\$7,000.00	(\$5,720)	181.71%	\$0	\$6,793	\$0
Exhibitions	62033	\$564.79	\$1,955.65	\$0	\$1,955.65	\$4,000.00	\$2,044	48.89%	\$324	\$975	\$0
Conservation & Repairs	62034	\$1,032.73	\$3,293.43	\$0	\$3,293.43	\$4,000.00	\$707	82.34%	\$1,524	\$3,551	\$0
Museum Programs	62035	\$0.00	\$1,284.54	\$0	\$1,284.54	\$4,000.00	\$2,715	32.11%	\$43	\$1,795	\$0
Adult Non Fiction	62051	\$1,058.11	\$1,058.11	\$0	\$1,058.11	\$0.00	(\$1,058)	0.00%	\$0	\$0	\$0
<b>TOTAL BOOKS AND MATERIALS</b>		<b>\$10,589.25</b>	<b>\$64,165.08</b>	<b>\$0</b>	<b>\$64,165.08</b>	<b>\$68,800.00</b>	<b>\$4,635</b>	<b>93.26%</b>	<b>\$5,506</b>	<b>\$52,729</b>	<b>(\$9,745)</b>
<b>COMMUNICATIONS</b>											
Telephone	62105	\$59.00	\$724.43	\$0	\$724.43	\$2,000.00	\$1,276	36.22%	\$259	\$1,716	\$0
Internet	62110	\$435.48	\$2,490.22	\$0	\$2,490.22	\$2,725.00	\$235	91.38%	\$415	\$2,423	\$0
Postage	62120	\$0.00	\$0.00	\$0	\$0.00	\$300.00	\$300	0.00%	\$0	\$39	\$0
Advertisements	62125	\$814.08	\$1,139.38	\$0	\$1,139.38	\$1,250.00	\$111	91.15%	\$13	\$723	\$0
<b>TOTAL COMMUNICATIONS</b>		<b>\$1,308.56</b>	<b>\$4,354.03</b>	<b>\$0</b>	<b>\$4,354.03</b>	<b>\$6,275.00</b>	<b>\$1,921</b>	<b>69.39%</b>	<b>\$687</b>	<b>\$4,901</b>	<b>\$0</b>
<b>TRAINING AND TRAVEL</b>											
Membership	62205	\$0.00	\$1,401.60	\$0	\$1,401.60	\$2,180.00	\$778	64.29%	\$110	\$1,690	\$0
Meals	62210	\$0.00	\$15.99	\$0	\$15.99	\$0.00	(\$16)	0.00%	\$0	\$170	\$0
Accomodation	62215	\$0.00	\$1,022.87	\$0	\$1,022.87	\$0.00	(\$1,023)	0.00%	\$0	\$1,806	\$0
Training and Education Courses	62220	\$44.95	\$5,889.73	\$0	\$5,889.73	\$5,500.00	(\$390)	107.09%	\$232	\$759	\$0
Conference, Workshop,											
Convention	62225	\$0.00	\$151.17	\$0	\$151.17	\$2,000.00	\$1,849	7.56%	\$305	\$305	\$0
Travel/Mileage	62230	\$0.00	\$1,309.05	\$0	\$1,309.05	\$1,700.00	\$391	77.00%	\$0	\$610	\$0
<b>TOTAL TRAINING AND TRAVEL</b>		<b>\$44.95</b>	<b>\$9,790.41</b>	<b>\$0</b>	<b>\$9,790.41</b>	<b>\$11,380.00</b>	<b>\$1,590</b>	<b>86.03%</b>	<b>\$647</b>	<b>\$5,340</b>	<b>\$0</b>
<b>PERSONNEL</b>											
Health and Safety	62305	\$0.00	\$605.61	\$0	\$605.61	\$800.00	\$194	75.70%	\$264	\$538	\$0
Uniforms	62317	\$0.00	\$0.00	\$0	\$0.00	\$500.00	\$500	0.00%	\$0	\$0	\$0
Staff Recognition	62320	\$100.00	\$370.83	\$0	\$370.83	\$600.00	\$229	61.81%	\$359	\$704	\$0
Volunteer Honourarium	62321	\$0.00	\$247.55	\$0	\$247.55	\$700.00	\$452	35.36%	\$0	\$385	\$0
<b>TOTAL PERSONNEL</b>		<b>\$100.00</b>	<b>\$1,223.99</b>	<b>\$0</b>	<b>\$1,223.99</b>	<b>\$2,600.00</b>	<b>\$1,376</b>	<b>47.08%</b>	<b>\$623</b>	<b>\$1,627</b>	<b>\$0</b>
<b>EQUIPMENT EXPENSES</b>											
Service Agreements	62520	\$287.80	\$14,108.65	\$0	\$14,108.65	\$15,918.00	\$1,809	88.63%	\$810	\$15,924	\$0
<b>TOTAL EQUIPMENT EXPENSES</b>		<b>\$287.80</b>	<b>\$14,108.65</b>	<b>\$0</b>	<b>\$14,108.65</b>	<b>\$15,918.00</b>	<b>\$1,809</b>	<b>88.63%</b>	<b>\$810</b>	<b>\$15,924</b>	<b>\$0</b>

TOWN OF THE BLUE MOUNTAINS  
Library and Depot Summary  
For the Twelve Months Ending Wednesday, December 31, 2025

	Account	Current Peri...	YTD Actuals	Committed	Total YTD	Budget	Unexpende...	% of Budget	2024 LYTD	2024 Actuals	2024 Budget
<b>PURCHASED SERVICES</b>											
Legal	63105	\$0.00	\$2,976.57	\$0	\$2,976.57	\$0.00	(\$2,977)	0.00%	\$0	\$0	\$0
Audit	63110	\$0.00	\$0.00	\$0	\$0.00	\$4,550.00	\$4,550	0.00%	\$2,800	\$2,800	\$5,000
Consulting	63120	\$24,056.06	\$24,105.36	\$0	\$24,105.36	\$0.00	(\$24,105)	0.00%	\$997	\$5,983	\$0
<b>TOTAL PURCHASED SERVICES</b>		<b>\$24,056.06</b>	<b>\$27,081.93</b>	<b>\$0</b>	<b>\$27,081.93</b>	<b>\$4,550.00</b>	<b>(\$22,532)</b>	<b>595.21%</b>	<b>\$3,797</b>	<b>\$8,783</b>	<b>\$5,000</b>
<b>FINANCIAL RELATED EXPENSES</b>											
Bank Service Charges	63205	\$31.94	\$1,113.20	\$0	\$1,113.20	\$1,245.00	\$132	89.41%	\$43	\$947	\$0
Insurance Premiums	63020	\$6,515.91	\$6,515.91	\$0	\$6,515.91	\$1,560.00	(\$4,956)	417.69%	(\$6,009)	\$0	\$0
<b>TOTAL FINANCIAL RELATED EXPENSES</b>		<b>\$6,547.85</b>	<b>\$7,629.11</b>	<b>\$0</b>	<b>\$7,629.11</b>	<b>\$2,805.00</b>	<b>(\$4,824)</b>	<b>271.98%</b>	<b>(\$5,966)</b>	<b>\$947</b>	<b>\$0</b>
<b>PREMISES</b>											
Facility Maintenance	63320	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0	0.00%	\$0	\$27	\$0
<b>TOTAL PREMISES</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>	<b>\$27</b>	<b>\$0</b>
<b>MINOR CAPITAL</b>											
Equipment	64010	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0	0.00%	\$168	\$168	\$0
Replacement Equipment	64011	\$927.76	\$1,793.43	\$0	\$1,793.43	\$2,400.00	\$607	74.73%	\$1,600	\$2,152	\$0
<b>TOTAL CAPITAL</b>		<b>\$927.76</b>	<b>\$1,793.43</b>	<b>\$0</b>	<b>\$1,793.43</b>	<b>\$2,400.00</b>	<b>\$607</b>	<b>74.73%</b>	<b>\$1,768</b>	<b>\$2,320</b>	<b>\$0</b>
<b>TOTAL EXPENSES</b>		<b>\$133,795.67</b>	<b>\$1,349,920....</b>	<b>\$0</b>	<b>\$1,349,920....</b>	<b>\$1,334,692....</b>	<b>(\$15,229)</b>	<b>101.14%</b>	<b>\$144,936</b>	<b>\$1,164,062</b>	<b>\$1,176,300</b>
<b>TRANSFERS</b>											
Transfer To Capital	74022	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0	0.00%	\$80,027	\$80,027	\$0
Transfer To Reserve Fund	74044	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0	0.00%	\$46,616	\$46,616	\$0
Transfer From Reserve Fund	54044	\$0.00	\$0.00	\$0	\$0.00	(\$30,351.00)	(\$30,351)	0.00%	\$0	\$0	\$0
Interfunctional Transfer - Parks	86110	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0	0.00%	(\$808)	\$0	\$0
<b>TOTAL TRANSFERS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>(\$30,351.00)</b>	<b>(\$30,351)</b>	<b>0.00%</b>	<b>\$125,835</b>	<b>\$126,643</b>	<b>\$0</b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>		<b>\$133,795.67</b>	<b>\$1,349,920....</b>	<b>\$0</b>	<b>\$1,349,920....</b>	<b>\$1,304,341....</b>	<b>(\$45,580)</b>	<b>103.49%</b>	<b>\$270,771</b>	<b>\$1,290,705</b>	<b>\$1,176,300</b>
<b>NET TAX LEVY</b>		<b>(\$110,131.90)</b>	<b>(\$1,232,881....)</b>	<b>\$0</b>	<b>(\$1,232,881....)</b>	<b>(\$1,253,640....)</b>	<b>(\$20,758)</b>	<b>98.34%</b>	<b>(\$243,384)</b>	<b>(\$1,176,300)</b>	<b>(\$1,176,300)</b>

TOWN OF THE BLUE MOUNTAINS  
LE Shore Memorial Library  
For the Twelve Months Ending Wednesday, December 31, 2025

Capital  
LE Shore Memorial Library  
6-650

	<u>Account</u>	<u>Current Year</u>	<u>Total Spent</u>	<u>Committed</u>	<u>Total Expenditure Including Committed</u>	<u>Project Budget</u>	<u>Variance Amount</u>	<u>% of Budget</u>
<b>TOTAL REVENUE</b>		<b>\$0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>EXPENSES</b>								
Adult Non Fiction	62051	59,772.56	59,772.56	0.00	59,772.56	0.00	(59,772.56)	0%
Replacement Equipment	64011	7,910.06	7,910.06	0.00	7,910.06	0.00	(7,910.06)	0%
Replacement Furniture & Fixtures	64016	304.27	304.27	0.00	304.27	0.00	(304.27)	0%
<b>TOTAL EXPENSES</b>		<b><u>67,986.89</u></b>	<b><u>67,986.89</u></b>	<b><u>0.00</u></b>	<b><u>67,986.89</u></b>	<b><u>0.00</u></b>	<b><u>(67,986.89)</u></b>	<b><u>0%</u></b>
<b>TRANSFER TO/FROM UNFINANCED</b>								
Transfer to/from Unfinanced	74050	0.00	0.00	0.00	0.00	0.00	0.00	0%
<b>TOTAL TRANSFERS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>NET UNFUNDED CAPITAL</b>		<b><u>(67,986.89)</u></b>	<b><u>(67,986.89)</u></b>	<b><u>0.00</u></b>	<b><u>(67,986.89)</u></b>	<b><u>0.00</u></b>	<b><u>67,986.89</u></b>	<b><u>0%</u></b>

## Board Meeting

**Report To:** The Blue Mountains Public Library Board  
**Report Name:** FIN.26.02 Finance Report of Q1 2026  
**Date:** April 16, 2026  
**Prepared by:** Jennifer Murley, CEO

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### **A. Recommendations**

THAT this Board receive the Finance Report of Q1 2026 as information.

### **B. Background**

The BMPL Board receives quarterly financial variance reports that compare the approved budget to actual expenditures. This report covers the period ending March 31, 2026 (Q1). It should be noted that these are unaudited financials and that Town Finance staff are continuing to work on year-end financials when this report was created. The March 10 P-Card Cycle has not yet been processed.

### **C. Reporting Changes**

This report provides a detailed variance report on all budget lines. Library and Museum expenses are consolidated.

### **D. Concerns**

Reserve totals will need to be updated and shared at a future meeting.

### **E. Variance as of March 31, 2026**

The March 31 Budget Variance Report (Q1) is attached.

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Respectfully Submitted,

Jennifer Murley, CEO  
[LibraryCEO@TheBlueMountains.ca](mailto:LibraryCEO@TheBlueMountains.ca)

519-599-3681 extension 148

TOWN OF THE BLUE MOUNTAINS  
Library Operating  
For the Three Months Ending Tuesday, March 31, 2026

	Account	Current Peri...	YTD Actuals	Committed (Incl NRT)	Total YTD	Budget	In Year Budget Cha...	Total Budget	Unexpende...	% of Budget	2025 Actuals	2025 Budget
<b>REVENUE</b>												
Federal Grants	53005	\$0.00	\$0.00	\$0	\$0.00	\$7,980.00	\$0.00	\$7,980.00	\$7,980	0.00%	\$5,563	\$7,980
Provincial Grants	53010	\$0.00	\$1,528.80	\$0	\$1,528.80	\$21,060.00	\$0.00	\$21,060.00	\$19,531	7.26%	\$30,408	\$23,371
Donations	53020	\$0.00	\$197.80	\$0	\$197.80	\$13,000.00	\$0.00	\$13,000.00	\$12,802	1.52%	\$19,969	\$6,500
Other Revenues	55000	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0.00%	\$0	\$5,000
Interest TD Bank Account	55010	\$0.00	\$465.94	\$0	\$465.94	\$7,000.00	\$0.00	\$7,000.00	\$6,534	6.66%	\$6,319	\$0
Investment Interest	55015	\$0.00	\$0.00	\$0	\$0.00	\$500.00	\$0.00	\$500.00	\$500	0.00%	\$711	\$1,000
Sales of Services	55710	\$0.00	\$325.66	\$0	\$325.66	\$3,000.00	\$0.00	\$3,000.00	\$2,674	10.86%	\$3,527	\$0
Commissions	55720	\$0.00	\$2,495.00	\$0	\$2,495.00	\$5,000.00	\$0.00	\$5,000.00	\$2,505	49.90%	\$9,241	\$3,000
Book Sales	55725	\$0.00	\$118.08	\$0	\$118.08	\$0.00	\$0.00	\$0.00	(\$118)	0.00%	\$74	\$150
Merchandise Sales	55730	\$0.00	\$45.44	\$0	\$45.44	\$0.00	\$0.00	\$0.00	(\$45)	0.00%	\$50	\$0
Special Events Revenue	55810	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0.00%	\$0	\$500
Fines	57035	\$0.00	\$16.00	\$0	\$16.00	\$1,000.00	\$0.00	\$1,000.00	\$984	1.60%	\$1,688	\$0
Facilities Rental	57500	\$0.00	\$690.00	\$0	\$690.00	\$4,000.00	\$0.00	\$4,000.00	\$3,310	17.25%	\$5,060	\$1,500
Showcase Rental	57503	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0.00%	\$156	\$0
Program Fees	57570	\$0.00	\$453.90	\$0	\$453.90	\$5,000.00	\$0.00	\$5,000.00	\$4,546	9.08%	\$6,017	\$1,000
Misc Revenue	59950	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0.00%	\$171	\$0
<b>TOTAL REVENUE</b>		<b>\$0.00</b>	<b>\$6,336.62</b>	<b>\$0</b>	<b>\$6,336.62</b>	<b>\$67,540.00</b>	<b>\$0.00</b>	<b>\$67,540.00</b>	<b>\$61,203</b>	<b>9.38%</b>	<b>\$88,953</b>	<b>\$50,001</b>
<b>EXPENSES</b>												
<b>SALARIES</b>												
Full Time Salaries	60005	\$41,333.73	\$104,945.40	\$0	\$104,945.40	\$605,420.00	\$0.00	\$605,420.00	\$500,475	17.33%	\$575,518	\$646,025
Student Wages	60008	\$0.00	\$535.65	\$0	\$535.65	\$29,814.00	\$0.00	\$29,814.00	\$29,278	1.80%	\$16,880	\$20,614
Part Time Salaries	60010	\$4,568.90	\$11,526.19	\$0	\$11,526.19	\$49,859.00	\$0.00	\$49,859.00	\$38,333	23.12%	\$52,744	\$22,588
<b>TOTAL SALARIES</b>		<b>\$45,902.63</b>	<b>\$117,007.24</b>	<b>\$0</b>	<b>\$117,007.24</b>	<b>\$685,093.00</b>	<b>\$0.00</b>	<b>\$685,093.00</b>	<b>\$568,086</b>	<b>17.08%</b>	<b>\$645,142</b>	<b>\$689,227</b>
<b>BENEFITS</b>												
Full Time Benefits	61005	\$13,592.60	\$34,947.18	\$0	\$34,947.18	\$202,989.00	\$0.00	\$202,989.00	\$168,042	17.22%	\$185,236	\$213,758
Student Benefits	61008	\$0.00	\$55.40	\$0	\$55.40	\$5,459.00	\$0.00	\$5,459.00	\$5,404	1.01%	\$1,908	\$4,641
Part Time Benefits	61010	\$727.36	\$1,869.21	\$0	\$1,869.21	\$10,455.00	\$0.00	\$10,455.00	\$8,586	17.88%	\$8,167	\$5,086
<b>TOTAL BENEFITS</b>		<b>\$14,319.96</b>	<b>\$36,871.79</b>	<b>\$0</b>	<b>\$36,871.79</b>	<b>\$218,903.00</b>	<b>\$0.00</b>	<b>\$218,903.00</b>	<b>\$182,031</b>	<b>16.84%</b>	<b>\$195,311</b>	<b>\$223,485</b>
<b>SALARIES &amp; BENEFITS</b>		<b>\$60,222.59</b>	<b>\$153,879.03</b>	<b>\$0</b>	<b>\$153,879.03</b>	<b>\$903,996.00</b>	<b>\$0.00</b>	<b>\$903,996.00</b>	<b>\$750,117</b>	<b>17.02%</b>	<b>\$840,453</b>	<b>\$912,712</b>
<b>ADMINISTRATIVE EXPENSES</b>												
Office Supplies	62005	\$0.00	\$352.23	\$0	\$352.23	\$4,500.00	\$0.00	\$4,500.00	\$4,148	7.83%	\$2,926	\$2,600
Paper & Photocopier	62010	\$0.00	(\$89,580)	\$0	(\$89.58)	\$0.00	\$0.00	\$0.00	\$90	0.00%	\$659	\$2,000
Promotional Expenses	62017	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0.00%	\$102	\$0
Meeting Expenses	62020	\$0.00	\$0.00	\$0	\$0.00	\$400.00	\$0.00	\$400.00	\$400	0.00%	\$110	\$400
Special Events	62024	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0.00%	\$1,938	\$2,000
Library Board Expenses	62021	\$0.00	\$305.28	\$0	\$305.28	\$2,500.00	\$0.00	\$2,500.00	\$2,195	12.21%	(\$115)	\$2,500
Advisory Council	62031	\$0.00	\$732.81	\$0	\$732.81	\$6,120.00	\$0.00	\$6,120.00	\$5,387	11.97%	\$5,478	\$6,000
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>\$0.00</b>	<b>\$1,300.74</b>	<b>\$0</b>	<b>\$1,300.74</b>	<b>\$13,520.00</b>	<b>\$0.00</b>	<b>\$13,520.00</b>	<b>\$12,219</b>	<b>9.62%</b>	<b>\$11,097</b>	<b>\$15,500</b>
<b>OPERATING EXPENSES</b>												
On Line Digital Subscriptions	62049	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0.00%	\$1,026	\$2,000
Merchandise Inventory -Other	62080	\$0.00	\$0.00	\$0	\$0.00	\$1,400.00	\$0.00	\$1,400.00	\$1,400	0.00%	\$509	\$500
<b>TOTAL OPERATING EXPENSES</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$1,400.00</b>	<b>\$0.00</b>	<b>\$1,400.00</b>	<b>\$1,400</b>	<b>0.00%</b>	<b>\$1,535</b>	<b>\$2,500</b>
<b>LIBRARY &amp; MUSEUM PROGRAMMING</b>												

TOWN OF THE BLUE MOUNTAINS  
Library Operating  
For the Three Months Ending Tuesday, March 31, 2026

	Account	Current Peri...	YTD Actuals	Committed (Incl NRT)	Total YTD	Budget	In Year Budget Cha...	Total Budget	Unexpende...	% of Budget	2025 Actuals	2025 Budget
<b>MINOR CAPITAL</b>												
	Replacement Equipment	64011	\$0.00	(\$0.010)	\$0	(\$0.01)	\$0.00	\$0.00	\$0.00	0.00%	\$2,098	\$2,400
<b>TOTAL CAPITAL</b>			<b>\$0.00</b>	<b>(\$0.010)</b>	<b>\$0</b>	<b>(\$0.01)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$2,098</b>	<b>\$2,400</b>
<b>TOTAL EXPENSES</b>			<b>\$62,925.67</b>	<b>\$165,036.77</b>	<b>\$16,241</b>	<b>\$180,996.77</b>	<b>\$1,013,641....</b>	<b>\$0.00</b>	<b>\$1,013,641....</b>	<b>17.86%</b>	<b>\$967,453</b>	<b>\$1,016,505</b>
<b>TRANSFERS</b>												
	Transfer To Reserve Fund	74044	\$0.00	\$0.00	\$0	\$0.00	\$69,002.60	\$0.00	\$69,002.60	0.00%	\$0	\$0
	Transfer From Reserve Fund	54044	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$0	0.00%	\$0	(\$30,351)
<b>TOTAL TRANSFERS</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$69,002.60</b>	<b>\$0.00</b>	<b>\$69,002.60</b>	<b>0.00%</b>	<b>\$0</b>	<b>(\$30,351)</b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>			<b>\$62,925.67</b>	<b>\$165,036.77</b>	<b>\$16,241</b>	<b>\$180,996.77</b>	<b>\$1,082,643....</b>	<b>\$0.00</b>	<b>\$1,082,643....</b>	<b>16.72%</b>	<b>\$967,453</b>	<b>\$986,154</b>
<b>NET TAX LEVY</b>			<b>(\$62,925.67)</b>	<b>(\$158,700.1...</b>	<b>(\$16,241)</b>	<b>(\$174,660.15)</b>	<b>(\$1,015,103....</b>	<b>\$0.00</b>	<b>(\$1,015,103....</b>	<b>17.21%</b>	<b>(\$878,499)</b>	<b>(\$936,153)</b>

TOWN OF THE BLUE MOUNTAINS  
LE Shore Memorial Library  
For the Three Months Ending Tuesday, March 31, 2026

Capital  
LE Shore Memorial Library  
6-650

<u>Account</u>	<u>Current Year</u>	<u>Total Spent to Date</u>	<u>Committed (incl NRT)</u>	<u>Total Expenditure Including Committed</u>	<u>Project Budget</u>	<u>In Year Budget Change</u>	<u>Total Project Budget</u>	<u>Variance Amount</u>	<u>% of Budget</u>	
<b>REVENUES</b>										
Transfer from Revenue Fund	54011	\$0.00	0.00	0.00	\$0.00	183,900.00	\$0.00	183,900.00	\$183,900.00	0%
<b>TOTAL REVENUE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>183,900.00</b>	<b>0.00</b>	<b>183,900.00</b>	<b>183,900.00</b>	<b>0%</b>
<b>EXPENSES</b>										
Adult Non Fiction	62051	10,231.28	10,231.28	0.00	10,231.28	66,900.00	0.00	66,900.00	56,668.72	15%
Replacement Equipment	64011	3,645.14	3,645.14	0.00	3,645.14	17,000.00	0.00	17,000.00	13,354.86	21%
Replacement Furniture & Fixtures	64016	0.00	0.00	0.00	0.00	100,000.00	0.00	100,000.00	100,000.00	0%
<b>TOTAL EXPENSES</b>		<b>13,876.42</b>	<b>13,876.42</b>	<b>0.00</b>	<b>13,876.42</b>	<b>183,900.00</b>	<b>0.00</b>	<b>183,900.00</b>	<b>170,023.58</b>	<b>8%</b>
<b>TRANSFER TO/FROM UNFINANCED</b>										
Transfer to/from Unfinanced	74050	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%
<b>TOTAL TRANSFERS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>NET UNFUNDED CAPITAL</b>		<b>(13,876.42)</b>	<b>(13,876.42)</b>	<b>0.00</b>	<b>(13,876.42)</b>	<b>0.00</b>	<b>0.00</b>	<b>13,876.42</b>	<b>0%</b>	