



Agenda

The Blue Mountains Public Library Board Meeting

Meeting Date: October 26, 2016
Meeting Time: 5:30 p.m.
Location: Town Hall, Council Chambers
Prepared by Terri Pope, CEO

A. Call to Order

- **Approval of Agenda**

Recommended (Move, second)

THAT the Agenda of October 26, 2016 be approved as circulated, including any items added to the Agenda.

- **Declaration of Pecuniary Interest and general nature thereof**

- **Previous Minutes**

Recommended (Move, second)

THAT The Blue Mountains Public Library Board minutes of September 15, 2016 be approved as circulated, including any revisions to be made.

B. Deputations

Under the authority of the Municipal Act, 2001 and in accordance with Ontario's *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), The Blue Mountains Public Library Board wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This information may be posted on the Library website and/or made available to the public upon request.

B.1 Patrick Delaney

Re: Georgian Bay Reads, National Library Month, farewell to John Milne.

B.2 Patricia Grant

Re: Ontario Public Libraries Act

B.3 Paul Wilson Acting Chair, VOCAL (Voices of Community for Accountable Leadership)

Re: Craigeith Heritage Depot special local history project.

C. Reports

C.1 CEO Report, October 2016

Recommended (move, second)

THAT The Blue Mountains Public Library Board receive Staff Report CEO.16.04 entitled "CEO Report, October 2016" as information.

C.2 Craighleith Heritage Depot Report, September 2016

Recommended (move, second)

THAT The Blue Mountains Public Library Board receive Curator Report CHD.16.05 entitled "Curator Report, October 2016" as information.

C.3 Library Operating Budget Variance Report, Ending September 30, 2016

Recommended (move, second)

THAT The Blue Mountains Public Library Board approve the 2016 Budget Variance Report for the nine months ending September 30, 2016 as it relates to the Library.

C.4 Depot Operating Budget Variance Report, Ending September 30, 2016

Recommended (move, second)

THAT The Blue Mountains Public Library Board approve the 2016 Budget Variance Report for the nine months ending September 30, 2016 as it relates to the Depot.

C.5 Health and Safety Report, October, 2016

Recommended (move, second)

THAT The Blue Mountains Public Library Board receive Health and Safety Report HSR.16.01 entitled "Health and Safety Report, October 2016" as information.

C.6 Action Log, September, 2016

Recommended (move, second)

THAT The Blue Mountains Public Library Board approve the AL 16.01 entitled "October Action Log".

D. Correspondence

None

E. New and Unfinished Business

E.1 Technology Plan 2017

Recommended (move, second)

THAT The Blue Mountains Public Library Board approve the Technology Plan for 2017.

E.1.1 Budget 2017

Recommended (move, second)

THAT The Blue Mountains Public Library Board approve the combined Library Museum 2017 operating budget and all capital projects for 2017. Final approval subject to Council approval.

E.1.2 Policy Review Update

E.1.3 Appointment of Vice Chair

Call for nominations.

Recommended (move, second)

THAT The Blue Mountains Public Library Board appoint xxxxxxx as Vice Chair for the remainder of the term.

E.1.4 Appointment of Secretary

Recommended (move, second)

THAT The Blue Mountains Public Library Board appoint Terri Pope, CEO as the Secretary for The Blue Mountains Public Library Board for the remainder of the term.

E.2 Round Table

F. Notice of Meeting Dates / Adjournment

Note: the date, time and location of the November Library Board Meeting will be determined and advertised early in November.

G. Adjournment

Recommended (Move, second)

THAT this Library Board does now adjourn at (time) p.m. to meet again at the call of the Chair.



CEO Report

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Meeting Date: October 26, 2016
Report Number: CEO.16.04
Subject: CEO Report
Prepared by: Terri Pope, CEO

A. Recommendations

THAT The Blue Mountains Public Library Board receive Staff Report CEO.16.04, entitled “CEO Report” as information.

B. Relocation

The move to Council Chambers for the duration of the roof repairs was successfully completed on time. I would like to express our thanks to the Rotary Club of Thornbury for their help in loading and unloading of furniture and materials at Town Hall and the Craighleith Heritage Depot. I would also like to acknowledge Facilities and IT staff from The Town of The Blue Mountains who helped with the transition.

Library staff did an excellent job in selecting, packing and arranging material, furniture etc. in Council Chambers to create a unique library setting while allowing Council meetings to continue as regularly scheduled on Mondays. Many library users and Town staff have commented on the space and appreciate the time and effort involved in the process.

A town initiated parking incentive program was implemented for staff to allow for the increased parking needs created by more visitors to Town Hall for library services. The staff of the Town of The Blue Mountains have warmly welcomed us and their support is greatly appreciated.

C. Fall Programs

All previously scheduled or booked programs and events have been accommodated by Community Services staff with facilities of The Town of the Blue Mountains. A few exceptions occurred where town buildings were not available and alternative space has been secured. Event organizers and service providers have been notified of the changes and have direct contact with Community Services staff.

Baby Sensory Time and Toddler programs continue in Council chambers for the duration of the relocation.

After school programs have been suspended until we return to the L. E. Shore building. Children were not able to attend either the Beaver Valley Community Center or Council Chambers. Staff were unsuccessful in partnering with the school or BVO due to regulations and costs.

Computer classes will also resume once we return to normal operations.

D. Funding

Museum and library staff submitted a Canada 150 grant application and were successful in obtaining partial funding for 2017 programs and events. The budget will be revised to reflect the changes and resubmitted for final approval.

We received notification that we are eligible for the 2016-17 Ontario Libraries Capacity Fund – Information Technology and Service Capacity (OLCF-ITS) in the amount of \$2500. The application is due October 31, 2016.

Respectfully Submitted,

Name: Terri Pope

Title: CEO

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519-599-3681 extension 148



Curator Report

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Meeting Date: October 20, 2016
Report Number: CHD.16.5
Subject: Craigleith Heritage Depot
Prepared by: Andrea Wilson, Curator

A. Recommendations

THAT The Blue Mountains Public Library Board receive Staff Report CHD.16.5, entitled "Curator Report" as information.

B. Overview

The Craigleith Heritage Depot opened to the public as a branch of the Blue Mountains Public Library on June 18, 2016. This report will provide information on the operations to September 30, 2016.

C. General Visitorship

Visitors January 1 to Sept 30: 2115

Virtual visitors through Facebook: September only: 1,198 Total since June: 3,898

Then and Now Website hits, September: 5,856

D. Museum Services

Collection:

The Then and Now Project has set up three new video interviews to focus on Whites and Heathcote area, Apple Industry, the Depot Restaurant and early skiing on the Blue Mountains.

A small collection arrived of a woman's ski outfit and cross country skis. These were used as part of a fashion catalogue shoot in the early 1960's.

A copy of a print by Robert Kemp of the Railway station was received.

A small tin figure (soldier) which was found around the Osler Castle 70 years ago.

Research: The research room is in transition as we integrate and inventory the collections from the Library and Museum. Library staff person Jamie Hall will be assisting with the inventory of materials moved from the library to the Craigleith Heritage Depot.

Requests since June: 21 September Requests: 5

Exhibition: The Apple exhibit text has been installed in the research room. New text panels for the Petun model have now been installed.

At this time the focus is currently on the six outdoor exhibit panels featuring the natural history of the Delphi Point Park and the Nippising Ridge Trail. These will feature the park resources and include touch panels for the fossil exhibit.

The Thornbury Cidery is using collection materials to develop an image wall. We have offered to create a small temporary exhibit the opening of this historic building.

Education:

Lace Club: continuing now on Wednesday afternoons. In November the focus will be on paper quilling, making ornaments in time for Christmas gift giving.

Writing your Life History programme has been advertised through our local paper. This will provide a five week course to write your own historic biography in a safe and supportive environment. It starts in November.

Children's Programmes: The hands-on activity centre in the museum provided for young drop in visitors was well used. The after school programme has not been taken up, so the activities planned will be incorporated in the activity centre, which is well used.

A Home School group at LE Shore Library was given a fossil discovery programme using the outreach kit and staff from the Craigleith Heritage Depot.

Pretty River Academy Grade four class visited and is doing a research project on local history. Two follow up visits have occurred by the students. They have completed two videos which will be available to the public on their smart phones.

A volunteer programme is in the planning stages with the assistance of Community Connections, Volunteer Centre for south Georgian Bay. Initial contact has been made to connect to potential pre-screened volunteers for work in archives, research and programmes.

Writing Your Life History programme with John Fisher has been arranged for Tuesdays in November. It goes beyond your genealogy and incorporates the social and personal histories of the writer. An article has appeared in the Thornbury newspaper to feature this history/writing programme. <http://www.thornburypaper.ca/we-are-full-of-stories-here/>

E. Library Services

Circulation since June 18: 530 items

Sept. Circ. only: 150 items (showing monthly increases)

Book Club: 13 people signed up for the book club.

Extended Hours have begun during the LE Shore library roof repair. On Oct 11, 2016 began extended hours, 7 days per week with 7-10 hours per day, except Sunday which remains the same at 12-5 pm. Library staff are filling in most of the extended hours.

The Arts Advisory Council held their September meeting at the Craigeleith Heritage Depot.

F. Tourism Services

The tourism flag has arrived and is scheduled to be installed by Elizabeth Cornish.

Andrea Wilson, Curator and Madeline Smolarz, Museum Assistant attended the Grey-Bruce Tourism meeting at the LE Shore Library on Sept. 20. Madeline Smolarz will be attending the Oct. 18 tourism workshop in Kimberly.

G. Facility Report

Additions to the facility included new lighting for the evening hours. A solar parking lot light was installed and existing exterior outdoor building lights were replaced. This has assisted staff during the Wednesday evening hours. It has a low and high light level which turns on as people exit the building.

The building was hit by a truck tire which sheared off from a vehicle travelling along Hwy. 26. The building received some exterior and minor interior damage. It hit the siding of the south west corner of the building. No person was injured or hurt, although there were visitors on bicycles on the trail. Maintenance staff are taking care of the repair and insurance reporting. Staff completed a report on the incident.

An SOS storage bin was installed in the parking lot for increased capacity for books during the LE Shore Library roof repair. We are awaiting interior lighting for use during dark days. At this point the lighting from the door is sufficient for retrieval of books during the daytime.

Respectfully Submitted,

Andrea Wilson
Curator

For more information, please contact:

Andrea Wilson

awilson@thebluemountains.ca

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Town of The Blue Mountains
2016 Budget Variance Report
For the Nine Months Ending September 30, 2016

	<u>Sep</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Budget</u>	<u>Budget Change</u>	<u>Total Budget</u>	<u>Unexpende...</u>	<u>% of Budget</u>
EXPENSES									
Salaries, Wages & Benefits	\$42,822	\$375,375	\$0	\$375,375	\$552,900	\$0	\$552,900	\$177,525	68%
Administrative Expenses	457	7,984	0	7,984	14,200	0	14,200	6,216	56%
Personnel, Training and Travel	78	2,639	0	2,639	7,550	0	7,550	4,911	35%
Operating Expenses	1,814	12,107	0	12,107	16,500	0	16,500	4,393	73%
Communications	275	4,761	0	4,761	8,100	0	8,100	3,339	59%
Utilities	720	16,438	0	16,438	22,440	0	22,440	6,002	73%
Equipment Related	798	10,714	0	10,714	15,700	0	15,700	4,986	68%
Purchased Services	0	24,201	54	24,255	3,850	0	3,850	(20,405)	630%
Financial Expenses	320	3,065	0	3,065	4,045	0	4,045	980	76%
Premises and Site	1,458	19,292	0	19,292	28,500	0	28,500	9,208	68%
TOTAL EXPENSES	48,742	476,576	54	476,630	673,785	0	673,785	197,155	71%
TRANSFERS									
Transfers to Capital & Reserves	15,518	50,508	0	50,508	100,095	0	100,095	49,587	50%
Interfunctional Transfers	1,935	17,520	0	17,520	16,650	0	16,650	(870)	105%
TOTAL TRANSFERS	17,453	68,028	0	68,028	116,745	0	116,745	48,717	58%
TOTAL TRANSFERS & EXPENSES	66,195	544,604	54	544,658	790,530	0	790,530	245,872	69%
REVENUE									
Grants & Donations	1,788	16,786	0	16,786	27,000	0	27,000	10,214	62%
Sales	615	5,163	0	5,163	7,200	0	7,200	2,037	72%
Fee and Charges	1,059	9,081	0	9,081	17,300	0	17,300	8,219	52%
Facilities Rental	215	3,125	0	3,125	4,500	0	4,500	1,375	69%
TOTAL REVENUE	3,677	34,155	0	34,155	56,000	0	56,000	21,845	61%
NET POSITION	(62,518)	(510,449)	(54)	(510,503)	(734,530)	0	(734,530)	(224,027)	70%

Town of The Blue Mountains
2016 Budget Variance Report
For the Nine Months Ending September 30, 2016

	<u>Sep</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Budget</u>	<u>Budget Change</u>	<u>Total Budget</u>	<u>Unexpende...</u>	<u>% of Budget</u>
EXPENSES									
Salaries, Wages & Benefits	\$2,060	\$27,359	\$0	\$27,359	\$0	\$0	\$0	(\$27,359)	0%
Administrative Expenses	837	2,098	0	2,098	800	0	800	(1,298)	262%
Personnel, Training and Travel	523	983	0	983	450	0	450	(533)	218%
Operating Expenses	55	400	0	400	1,200	0	1,200	800	33%
Communications	261	2,219	0	2,219	3,025	0	3,025	806	73%
Utilities	534	3,097	0	3,097	3,700	0	3,700	603	84%
Equipment Related	0	0	0	0	1,200	0	1,200	1,200	0%
Purchased Services	0	11,220	22	11,242	41,170	0	41,170	29,928	27%
Financial Expenses	156	1,400	0	1,400	1,800	0	1,800	400	78%
Premises and Site	436	9,364	640	10,004	8,135	0	8,135	(1,869)	123%
Minor Capital Work	596	1,360	0	1,360	0	0	0	(1,360)	0%
TOTAL EXPENSES	5,458	59,500	662	60,162	61,480	0	61,480	1,318	98%
TRANSFERS									
Interfunctional Transfers	(148)	(906)	0	(906)	0	0	0	906	0%
TOTAL TRANSFERS	(148)	(906)	0	(906)	0	0	0	906	0%
TOTAL TRANSFERS & EXPENSES	5,310	58,594	662	59,256	61,480	0	61,480	2,224	96%
REVENUE									
Grants & Donations	183	342	0	342	0	0	0	(342)	0%
Sales	80	90	0	90	0	0	0	(90)	0%
Fee and Charges	30	75	0	75	1,000	0	1,000	925	8%
TOTAL REVENUE	293	507	0	507	1,000	0	1,000	493	51%
NET POSITION	(5,017)	(58,087)	(662)	(58,749)	(60,480)	0	(60,480)	(1,731)	97%



Action Log

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Meeting Date: October 26, 2016
Report Number: AL.16.01
Subject: October Action Log
Prepared by: Terri Pope, CEO

A. Recommendations

THAT The Blue Mountains Public Library Board approve the Action Log AL.16.01, entitled "October Action Log".

B. Overview

ACTION	RESPONSIBILITY	DATE	COMMENTS
Museum partnership	Board/CEO	On-going	
Board Development	Board/CEO	2016	
Review of Marketing and Advocacy Plans	Board/CEO	on going	Hire consultants 2017 Budget
HR/Financial Agreement	Board/CEO/Town Staff	On going	Board approval
Policy Review	Board/CEO	On going	Board approval
Strategic Plan Review	Board/CEO	Yearly – late fall	Board approval
Annual Board Review	Board	On going	Self-evaluation
Finance 101	Finance Staff	TBD	Board review
Technology Plan	Board/CEO/ Staff	Oct 26, 2016	Board approval

C. Attached

1. Attachment 1

Respectfully Submitted,

Name: Terri Pope _____

Title: CEO

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2017 Proposed Budget

BUDGET

1-650

TOWN OF THE BLUE MOUNTAINS
Library and Depot Summary
For the Ten Months Ending October 31, 2016

	2013 Actual	2014 Actual	2015 Actual	3 Year Average	2016		Proposed			Projected			
					Actual	Budget	Budget	2017 \$ Chg	% Chg	2018 Budget	% Chg	2019 Budget	% Chg
EXPENSES													
Salaries, Wages & Benefits	457,115	490,809	507,765	485,230	389,588	552,900	592,545	39,645	7%	603,705	2%	615,295	2%
Administrative Expenses	11,413	12,455	18,963	14,277	8,950	14,200	16,700	2,500	18%	17,000	2%	17,300	2%
Personnel, Training and Travel	6,905	5,331	7,352	6,529	2,751	7,550	8,900	1,350	18%	9,575	8%	9,750	2%
Operating Expenses	6,805	7,108	7,762	7,225	12,120	16,500	23,000	6,500	39%	22,000	-4%	22,000	0%
Communications	13,589	8,512	8,987	10,363	5,075	8,100	11,015	2,915	36%	11,720	6%	11,830	1%
Utilities	22,354	25,358	22,879	23,531	17,562	22,440	0	-22,440	-100%	0	0%	0	0%
Equipment Related	14,240	13,168	16,849	14,752	10,714	15,700	11,000	-4,700	-30%	11,000	0%	11,000	0%
Purchased Services	8,405	2,745	5,063	5,404	24,201	3,850	5,095	1,245	32%	5,220	2%	5,350	2%
Financial Expenses	9,967	3,112	3,923	5,668	3,065	4,045	6,055	2,010	50%	6,180	2%	6,295	2%
Premises and Site	29,922	28,486	24,336	27,581	21,668	28,500	0	-28,500	-100%	0	0%	0	0%
Minor Capital Work	865	1,093	0	653	0	0	0	0	0%	0	0%	0	0%
TOTAL EXPENSES	581,579	598,178	623,880	601,212	495,694	673,785	674,310	525	0%	686,400	2%	698,820	2%
TRANSFERS													
Transfers to Capital & Reserves	89,262	98,397	94,383	94,014	50,508	100,095	92,000	-8,095	-8%	78,100	-15%	285,500	266%
Interfunctional Transfers	7,301	9,953	14,666	10,640	17,520	16,650	2,700	-13,950	-84%	-7,250	-369%	-7,200	-1%
TOTAL TRANSFERS	96,563	108,349	109,049	104,654	68,028	116,745	94,700	-22,045	-19%	70,850	-25%	278,300	293%
TOTAL TRANSFERS & EXPENSES	678,142	706,528	732,929	705,866	563,722	790,530	769,010	-21,520	-3%	757,250	-2%	977,120	29%
REVENUE													
Grants & Donations	29,171	32,055	41,051	34,093	1,038	27,000	27,000	0	0%	27,000	0%	27,000	0%
Reserve Revenue	0	102	3,025	1,042	0	0	0	0	0%	0	0%	0	0%
Interest and Investment	933	1,552	1,383	1,289	0	0	1,000	1,000	0%	1,000	0%	1,000	0%
Sales	10,316	6,575	8,511	8,467	5,222	7,200	8,700	1,500	21%	8,700	0%	8,700	0%
Fee and Charges	13,670	12,171	19,100	14,980	9,328	17,300	20,800	3,500	20%	20,800	0%	20,800	0%
Facilities Rental	3,720	3,475	4,292	3,829	3,195	4,500	4,500	0	0%	4,500	0%	4,500	0%
TOTAL REVENUE	57,810	55,930	77,362	63,701	18,783	56,000	62,000	6,000	11%	62,000	0%	62,000	0%
NET POSITION	-620,332	-650,598	-655,566	-642,165	-544,939	-734,530	-707,010	27,520	-4%	-695,250	-2%	-915,120	32%

2017 Proposed Capital Program

Project Name	2017 Budget	Funding Sources					
		Grants	Taxes	User-Fees	Reserves	DCs	Debt
Book Collection	\$ 48,500	\$ 2,000	\$ 46,500	\$ -	\$ -	\$ -	\$ -
Furniture Replacement	\$ 18,500	\$ -	\$ 18,500	\$ -	\$ -	\$ -	\$ -
Technology Replacement	\$ 17,000	\$ -	\$ 17,000	\$ -	\$ -	\$ -	\$ -
Library Expansion	\$ 50,000	\$ -	\$ -	\$ -	\$ 5,000	\$ 45,000	\$ -

Library Expansion - Service Delievery

Project Number	6-650-6956
Department	Library
Purpose	To enable the library to meet the needs of the community by expanding service areas for programs, staffing, collection and storage. Deficiencies have been noted in the 2010 Space Needs Analysis.
Accessibility	Yes
Strategic Plan	
Environmental Impact	
Disposal	

Budget			
Expenditure	Cost	Account	Description
Materials	\$ 500,000	62000	A Service Review by Montieth Brown examined options for meeting service needs. The Board selected the expansion of the current facility as the most cost effective option. The Library purchased 177 Bruce Street with Development Charges funding and will use this parcel of land for expansion needs. In the interim, the Library has completed minor renovations to the existing facility to in order to continue to operate within its confines. In consultation with the Director of Finance it was determined that the expansion would be complete in 2019.
Legal	\$ 2,000	63105	
Engineering	\$ 160,000	63115	
Contract Services	\$ 1,325,000	63125	
Additional Equipment	\$ 250,000	64010	
Total	\$ 2,237,000		

Cash-Flow and Funding							
	Total	2017	2018	2019	2020	2021	2022
Revenue Fund - Taxes	\$ 207,500	\$ -	\$ -	\$ 207,500	\$ -	\$ -	\$ -
Library Non-Growth Reserve	\$ 13,100	\$ 5,000	\$ 8,100	\$ -	\$ -	\$ -	\$ -
Library DCs	\$ 2,016,400	\$ 45,000	\$ 72,900	\$ 1,898,500	\$ -	\$ -	\$ -
Library Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 2,237,000	\$ 50,000	\$ 81,000	\$ 2,106,000	\$ -	\$ -	\$ -

Operating Impact
Janitorial, insurance and utilities will increase.

Map or Picture