

Caledon Public Library Board Meeting

Monday, November 19, 2018

6:00 p.m.

Albion Bolton Branch



AGENDA

1. Call to order
2. Indigenous Acknowledgement

We acknowledge that the land on which we gather, which form the Town of Caledon, is part of the Treaty Lands and Territory of the Mississauga's of the New Credit.

The Town of Caledon and the Region of Peel – the traditional territory of the A-nish-in-abek (Ojibway), Huron-Wendat, Haud-en-osa-nee (Iroquois), and home to the Métis, was most recently, the territory of the Mississauga's of the New Credit First Nation.

We also acknowledge the cultural injustices of the past and express our collective hope for full truth and reconciliation in the future

On this day our meeting place is home to many Indigenous peoples (First Nations, Métis and Inuit) from across Turtle Island (North America).

We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.

3. Apologies for non-attendance
4. Approval of the agenda
5. Disclosure of pecuniary interest
6. Consent agenda

(All items under the Consent Agenda are considered to be routine and have been read by all Board members before the meeting. The items are recommended for approval by the Chair. They may be enacted in one motion. If any member wishes to discuss an item, it can be moved anywhere in the agenda.)

- a. Minutes of the October 15, 2018 meeting (Attachment 6-A)
- b. CEO/Chief Librarian's Report (Attachment 6-B)
- c. Strategic Actions Update (Attachment 6-C)
- d. Correspondence
 - i. Sylvia Jones, Minister, Tourism, Culture and Sport – Receipt of Public Library Operating Grants – October 31, 2018 (Attachment 6-D-1)

7. Business arising from the minutes
8. Staff Reports
 - a. Treasurer's Report and Financial Statements (Attachment 8-A)
 - b. Art Exhibit and Display Policy Report (Attachment 8-B)
9. Board and Committee Reports
 - a. SOLS Trustee Council Update
 - b. Self-Evaluation and Succession Discussion
 - i. Board Self-Evaluation Questionnaire (Attachment 9-B-1)
 - ii. Board Legacy Document (Attachment 9-B-2)
10. New business
11. Board Work Plan
 - a. 2018 Work Plan Review (Attachment 11-A)
 - b. Proposed 2019 Work Plan (Attachment 11-B)
12. Board Advocacy and Development
 - a. Upcoming Events and Opportunities
 - i. CPL150 Homecoming Celebration, Friday, November 30, 2018, 6:30 PM, Glen Eagle Golf Club – Tickets available online - \$30
 - ii. Vigil for Canada's National Day of Remembrance and Action on Violence Against Women, Thursday, December 6, 2018, 6:30 PM, Albion Bolton Branch
13. Question period
14. Evaluation of meeting
 - a. What was your key takeaway from the meeting?
 - b. How could we encourage participation in discussions?
15. Time and location of next regular meeting
 - a. Monday, December 17, 2018, 6 PM - Albion Bolton Branch
16. Adjournment

Documents Attached:

- 6-A Minutes of the October 15, 2018 meeting
- 6-B CEO/Chief Librarian's Report
- 6-C Strategic Actions Update

- 6-D-1 Sylvia Jones, Minister, Tourism, Culture and Sport – Receipt of Public Library
Operating Grants – October 31, 2018
- 8-A Treasurer’s Report and Financial Statements
- 8-B Art Exhibit and Display Policy Review Report
- 9-B-1 Board Self-Evaluation Questionnaire
- 9-B-2 Board Legacy Document
- 11-A 2018 Work Plan
- 11-B Proposed 2019 Work Plan

Attachment 6-A

Caledon Public Library Board Meeting

Monday, October 15, 2018

6:00 p.m.

Albion Bolton Branch



MINUTES

- Present:** Janet Manning (Chair); Paula Civiero (Vice-Chair); Lynne van Ryzewyk; Sandy Keith; Susanne McRoberts; Suzanne French and Chris Gilmer
- Staff:** Colleen Lipp – CEO | Chief Librarian; Lesley Slobodian, Administrative Assistant
- Guests:** David Arbuckle – General Manager, Strategic Initiatives, Town of Caledon and Amedeo Valentino – Manager, Purchasing & Risk Management, Town of Caledon
- Absent:** Councillor Nick deBoer and Councillor Gord McClure

1. The Chair called the meeting to order at 6:00 PM

2. Indigenous Acknowledgment

We acknowledge that the land on which we gather, which form the Town of Caledon, is part of the Treaty Lands and Territory of the Mississauga's of the New Credit.

The Town of Caledon and the Region of Peel – the traditional territory of the A-nish-in-abek (Ojibway), Huron-Wendat, Haud-en-osa-nee (Iroquois), and home to the Métis, was most recently, the territory of the Mississauga's of the New Credit First Nation.

We also acknowledge the cultural injustices of the past and express our collective hope full truth and reconciliation in the future

On this day our meeting place is home to many Indigenous peoples (First nations, Métis and Inuit) from across Turtle Island (North America).

We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.

3. Apologies for non-attendance: None

4. Approval of the Agenda

Motion: That the Caledon Public Library Board Agenda be approved with the amendment that the Town of Caledon Purchasing By-Law Report be moved for review immediately following the Consent Agenda.

Moved: Sandy Keith

Seconded: Lynne van Ryzewyk

Carried.

5. **Disclosure of pecuniary interest:** None

6. **Consent Agenda**

a. **Minutes of the September 17, 2018 meeting**

b. **CEO/Chief Librarian's Report**

c. **Strategic Actions Update**

d. **Correspondence**

i. **Canada Revenue Agency, Confirmation Receipt of Application for Charitable Status – September 3, 2018.**

Motion: That the Caledon Public Library Board approve the Consent Agenda.

Moved: Susanne McRoberts

Seconded: Sandy Keith

Carried.

7. **Staff Reports**

a. **Town of Caledon Purchasing By-Law Report**

Motion: That the Caledon Public Library Board approve and adopt the Town of Caledon Purchasing By-Law as revised, as of the date of its adoption by the Town of Caledon Council;

That the Caledon Public Library Board request that the Town of Caledon's Manager of Purchasing and Risk Management inform the CEO/Chief Librarian of any changes to the by-law resulting from Council's discussion and ultimate enactment of the By-law; and,

That the Caledon Public Library Board direct the CEO/Chief Librarian to provide the Board with a report, advising of any such changes that may impact Library operations or governance.

Moved: Lynne van Ryzewyk

Seconded: Sandy Keith

Carried.

b. **Treasurer's Report and Financial Statements**

Motion: That the Caledon Public Library Board receive the Treasurer's Report and related financials.

Moved: Suzanne French

Seconded: Chris Gilmer

Carried.

c. **Quarterly Statistics and Performance Measures – Q3 2018**

Motion: That the Caledon Public Library Board receive the Quarterly Statistics and Performance Measures – Q3 2018.

Moved: Sandy Keith

Seconded: Chris Gilmer

Carried.

d. **Public Complaint Handling Policy Report**

Motion: That the Caledon Public Library Board approve and adopt the revised Public Complaint Handling Policy.

Moved: Lynne van Ryzewyk

Seconded: Susanne McRoberts

Carried.

e. Organizational Review Report

Motion: That the Caledon Public Library Board receive the Organizational Review Report.

Moved: Susanne McRoberts

Seconded: Paula Civiero

Carried.

8. Business arising from the minutes: None

9. Board and Committee Reports:

a. Board Trustee Position Description

Motion: That the Caledon Public Library Board approve and adopt the Board Trustee Position and Description as revised;

That the Caledon Public Library Board share this description with Town of Caledon Mayor and Council and the office of the Town Clerk as a means of informing the selection of members for the Board's next term; and,

That the Caledon Public Library Board direct the CEO/Chief Librarian to include language relevant to the exclusion of Peel Region employees if deemed necessary in consultation with the Town Clerk.

Moved: Chris Gilmer

Seconded: Paula Civiero

Carried.

10. New Business: None

11. Board Work Plan Review

The Caledon Public Library Board reviewed the Board Work Plan and discussed the benefits of completing a mid-year performance assessment of the CEO/Chief Librarian in January 2019.

12. Board Advocacy and Development

a. Upcoming Events and Opportunities

- i. One Book One Caledon – An evening with Michael Redhill, Thursday, October 25, 7 PM, Caledon Senior's Centre, Bolton
- ii. CPL150 Homecoming Celebration, Friday, November 30, 6:30 PM, Glen Eagle Golf Club – Tickets available online - \$30

13. Question Period: A member of the public in attendance introduced herself and shared her interest in joining the Caledon Public Library Board and her favourable perceptions of the meeting.

14. Evaluation of Meeting

a. What was your key takeaway from the meeting?

- i. It was mentioned that the introduction to member of the public was enjoyable.

15. Time & location of next regular meeting:

Monday, November 19, 2018, 6 PM – Albion Bolton Branch

16. Adjournment

Motion: That the meeting adjourn.

Moved: Chris Gilmer

Seconded: Suzanne French

Carried.

The meeting adjourned at 7:55 PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 6-B

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
November 2018



Board recruitment and selection

With the elections complete and the new term of Council slated to begin on December 1, the recruitment and selection process for the Library Board and other Town committees will soon begin. A letter from the Board Chair was recently shared with the Mayor and Council and included the approved trustee position description and a matrix to be used in evaluating applicants. It is anticipated that these documents will inform Council's efforts to appoint trustees with the identified competencies, skills and experience, while also ensuring a smooth succession and continued organizational knowledge.

Suggested revisions to the application and advertisement used in recruiting board members for the new term were also shared with the Interim Town Clerk. It is unclear as to whether or not these suggestions will be adopted but it is expected that the call for applicants will be released shortly. Details of the recruitment process will be shared with current board members as they are made available.

Board development

OLA Super Conference 2019

The 2019 conference is scheduled from Wednesday, January 30 to Saturday, February 2 at the Metro Toronto Convention Centre with the full Saturday schedule dedicated to the OLBA Bootcamp. As has become common practice, sessions of primary interest to the Board have been scheduled as part of the bootcamp. An overview of Saturday's agenda is included below and the full schedule of programming is available online at <http://www.olasuperconference.ca/>.

9:00 AM	Being a Productive Member of Your Library Board <i>Anne Marie Madziak</i>
10:15 AM	Diversity, Equity and Inclusion: In the Board and At Your Library <i>Andrew Porteus</i>
11:00 AM	Using Economic Impact Studies for Library Advocacy <i>Deborah Walker, Shaun McDonough</i>
1:45 PM	What's Keeping Library Boards Up At Night
3:00 PM	Municipalities: What Public Library Boards Need to Know

Conference fees of \$225 will be increased by \$65 for those registered after the early bird deadline of January 4, 2019. At this point, it is unknown whether or not Council's appointments to the Board will be confirmed in advance of the early bird deadline or the actual conference dates. It is recommended that those who are planning to reapply confirm their interest in attending the bootcamp and that the registration be completed shortly in advance of the early bird deadline. This development opportunity can also be extended to the Board's Council representatives and newly appointed community appointees if timelines permit.

It is likely that OLA will again offer a complimentary one-day conference pass to a local and/or municipal stakeholder. It is advisable that CPL consider possible candidates to whom we would like to extend this invitation.

Staff News

Sandra Mazzotta has accepted the position of full-time Public Service Assistant (PSA), working primarily at the Albion Bolton Branch. Sandra has been very successful in this capacity on a part-time basis and will no doubt continue to thrive in her expanded role. This vacancy was prompted by a recent retirement and the transition of responsibility for Interlibrary Loan services from Technical Services to the Public Service team. Recruitment of a new part-time PSA is underway.

Attachment 6-C



Strategic Actions Update

November 2018

Strengthen Facilities

Recent improvements to library branches have focused on the procurement of new furnishings including:

- Selection of new lounge seating to replace aging and damaged furnishings at the Albion Bolton Branch.
- Installation of a stand/sit desk at the Inglewood Branch
- New shelving installed in Albion Bolton branch to replace damaged/makeshift shelving
- New shelving for Caledon Village branch's junior picture book collection
- Bean bag seating replaced in children's areas at a number of branches

Invest in People

Funded by the Library's training budget, the Town's subscription to HRDownloads has been extended to include Library staff. HRDownloads provides a broad collection of online tutorials with a focus on health and safety, human resources, workplace relations and employee wellness.

Development of library staff is ongoing, with staff representatives and members of the management team participating in the following learning opportunities over the past month:

- Staff training development workshop
- Digital literacy workshop
- Cannabis in the workplace (webinar)
- Theatre Orangeville (MILA)
- The Science of Happiness at Work - edX course (MILA)
- Child & Youth Expo
- Social Media Content Strategy
- Responding to Conflict: From Friction to Action
- The secrets of how LinkedIn finds the best candidates
- iTech Conference

Build Relationships

Loanable materials belonging to R.F.Hall are now eligible to fill holds placed by CPL patrons at other branches.

CPL once again offered our Food for Fines amnesty program, allowing the donation of food items to support the community in lieu of overdue fines. This year, over 800 lbs. of food was collected from October 1 to 8.

In partnership with Caledon Meals on Wheels, CPL hosted another very successful seniors lunch. The Seniors Masquerade event was filled to a capacity with 120 seniors in attendance.

A workshop highlighting CPL resources and supports for job seekers was provided to Caledon Community Services (CCS).

CPL staff attended Brookfield Home Community Movie Night on October 26th

Together with the Sarah & Chaim Neuberger Holocaust Education Centre and the Azrieli Foundation, CPL hosted Eva Meisels on November 8, 2018 to commemorate Holocaust Education Week. Students from local schools, as well as members of the community attended.

David Tilson, Member of Parliament for Dufferin-Caledon, hosted his tenth annual Caledon East Seniors Information Expo. CPL staff were on hand to promote library services and resources

CPL staff attended a pop-up craft show and sale @ Barn 1 in Inglewood to promote the Chronicles of Caledon.

Encourage Discovery, Innovation and Creativity

Two new online databases have been added to our digital library - A to Z World Food and A to Z World Travel.

Our year-long One Book One Caledon initiative came to a close with a successful finale event. Author Michael Redhill joined an audience of over 60 readers at the Caledon Senior's Centre.

Library collections of video games for both young and mature gamers have been expanded to the Caledon East Branch.

CPL's Chronicles of Caledon has officially launched. This new online platform allows the Library and residents to create and share stories, images, family histories, recipes, and so much more.

Attachment 6-D-1

**Ministry of Tourism,
Culture and Sport**

**Ministère du Tourisme,
de la Culture et du Sport**

Minister

Ministre

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900 Bay Street
Toronto, ON M7A 2E1
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October, 31 2018

Ms. Colleen Lipp
Caledon Public Library
clipp@caledon.library.on.ca

Dear Ms. Lipp:

Re: 2018-19 Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants

I am pleased to approve \$58,171 for your public library under the Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants program for the 2018-19 fiscal year. Your funding includes library pay equity funding of \$3,932.

This funding will support your organization in providing equitable access to information, consistency in library services, professional standards and capacity building.

The Ontario government is committed to a strong library sector. Ontario's public libraries play a central role in the promotion and support of education, economic development and cultural development activities and represent an important network of service delivery points across the province.

Best wishes,

A handwritten signature in black ink, appearing to read "Sylvia Jones".

Sylvia Jones
Minister

c. Sylvia Jones, MPP, Dufferin-Caledon

Attachment 8-A

Treasurer's Report

Prepared by Colleen Lipp
November 2018



2018 Budget

Financial statements reflecting the operating and capital budgets as of October 31, 2018 are attached as [Appendix A](#). Items of note include:

- In advance of \$58,171 in revenue resulting from the Public Library Operating Grant (PLOG), an unfavourable annual variance is reflected under Administration. That said, the year-to-date favourable variance of \$11,996 more accurately represents the status of the department's budget.
- The payment of some outstanding purchases has resulted in the full expenditure of the 2017 Library Collections and Materials budget, allowing for the closure of this capital project. Procurements supported by the 2018 Collections and Material budget are on track and it is anticipated that funds will be fully encumbered by year-end.
- Resulting from a fulsome procurement process, a vendor has been selected and confirmed to install and support a new and improved phone system. Funds in support of this project have long been held in the 2016 IT Equipment Replacement budget.

2019 Budget

As of the drafting of this report, no significant changes to the Library's budget submission have been prompted by Town SMT's initial discussions. That said, the withdrawal and/or deferral of the following unfunded requests has been suggested.

Unfunded

<i>Creation of one part-time position – Information Services Coordinator</i>	<i>\$52,517</i>
<i>Poet Laureate Program</i>	<i>\$ 5,500</i>
<i>19-040 Caledon East Branch Relocation – Design Phase</i>	<i>\$126,500</i>

The creation of a new part-time Information Services Coordinator can be funded through a minor restructuring resulting from a staff retirement. The relocation of the Caledon East Branch will be referenced in both the 10-year capital forecast and the upcoming Development Charge Study. As such, the suggested withdrawals will not impinge upon the Library's immediate efforts to improve services and strengthen facilities.

Consideration of a poet laureate program resulted from a delegation to Council which prompted subsequent discussions about a joint program with Dufferin County. County staff have since advised that they will be discontinuing their program, quashing any related opportunities for partnership. The role of Poet Laureate may be best considered as part of Caledon's planned efforts to develop a comprehensive culture strategy.

Grants

Public Library Operating Grant (PLOG)

As confirmed by correspondence from the Ministry of Tourism, Culture and Sport, CPL's annual provincial operating grant of \$58,171 has been received. Funds, automatically deposited to the Library's bank account, have been transferred to the Town's account and will be reflected on budget statements for the period ending November 30, 2018.

SOLS Connectivity Funding

Southern Ontario Library Services (SOLS) recently announced that they have received \$460,000 in Connectivity Funding from the Ministry of Tourism, Culture and Sport for the fiscal year ending March 31, 2019. These funds will be used to support public libraries' connectivity costs.

While libraries serving populations under 20,000, will be fully reimbursed for their costs, libraries serving populations in excess of 20,000 will be reimbursed at a percentage that will be determined by the availability of remaining funds. Library staff will submit the required reimbursement request in advance of the December 7th deadline. It is expected that any resulting payment will be received in January 2019.

Recommended Motion:

That the Caledon Public Library Board receive the Treasurer's Report and related financials



Appendix A

Caledon Public Library-Lending Services
 ST: Object Code - Budget vs Actual by Cost Centre
 As of October 31, 2018

	October	October	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
40010 Administration											
50050 Miscellaneous	(250.00)	(670.75)	420.75		(2,500.00)	(5,671.90)	3,171.90		(3,000.00)	189.1%	2,671.90
50125 Merchandise Sales	(250.00)	(21.00)			(2,500.00)	(264.00)			(3,000.00)		
50319 Grants/Subsidies									(58,200.00)	0.0%	(58,200.00)
50570 Donations	(83.00)		(83.00)		(830.00)	(257.50)	(572.50)		(1,000.00)	25.8%	(742.50)
50705 Fines/Fees	(3,333.00)	(3,307.25)	(25.75)		(33,330.00)	(26,655.06)	(6,674.94)		(40,000.00)	66.6%	(13,344.94)
50715 Programs	(467.00)	(1,023.47)	556.47		(4,670.00)	(4,278.22)	(391.78)		(5,600.00)	76.4%	(1,321.78)
50725 Comm.Access Prgm Funding			0.00		0.00	0.00	0.00				0.00
50750 Book Sales	(43.00)	(251.75)	208.75		(430.00)	(1,435.10)	1,005.10		(500.00)	287.0%	935.10
50770 FOL-Recoverable			0.00			(1,150.00)	1,150.00				1,150.00
61510 Salaries-Permanent	10,854.00	10,746.60	107.40		116,332.00	114,699.81	1,632.19		140,727.00	81.5%	26,027.19
61513 Benefits-Permanent	2,577.00	1,776.27	800.73		27,619.00	26,737.01	881.99		33,411.00	80.0%	6,673.99
61520 Wages-Casual Temporary	2,538.00	2,512.65	25.35		26,654.00	31,476.28	(4,822.28)		33,000.00	95.4%	1,523.72
61522 Recovery-Wages-Casual Temp			0.00			(3,920.70)	3,920.70				
61523 Benefits-Casual Temporary	311.00	227.73	83.27		3,260.00	3,007.30	252.70		4,037.00	74.5%	1,029.70
62018 Operating Supplies	64.00	14.15	49.85		640.00	218.34	421.66		760.00	28.7%	541.66
62113 Maint & Repairs-A/V Equip	307.00		307.00		3,070.00	1,623.07	1,446.93		3,660.00	44.3%	2,036.93
62114 Small Equip Repair/Purchase	42.00		42.00		420.00		420.00		500.00	0.0%	500.00
62129 FOL-Initiatives						1,085.43	(1,085.43)				(1,085.43)
62253 Lib. Brd Education & Exp.	265.00	2.89	262.11		5,120.00	3,630.39	1,489.61		5,650.00	64.3%	2,019.61
62310 Training/Development/Seminars	1,400.00	2,239.70	(839.70)		25,067.00	17,515.78	7,551.22		27,967.00	62.6%	10,451.22
62311 Memberships/Dues		50.00	(50.00)		13,000.00	11,991.95	1,008.05		14,000.00	85.7%	2,008.05
62314 Mileage	1,167.00	429.24	737.76		11,670.00	6,839.96	4,830.04		14,000.00	48.9%	7,160.04
62317 Audit							0.00		4,370.00	0.0%	4,370.00
62322 Postage	63.00		63.00		630.00	457.31	172.69		750.00	61.0%	292.69
62335 Contracted Services	235.00	103.87	131.13		2,350.00	2,558.62	(208.62)		2,800.00	91.4%	241.38
62437 Contribution to Reserves			0.00			1,367.00	(1,367.00)				(1,367.00)
Total 40010 Administration	15,397.00	12,828.88	2,568.12		191,572.00	179,575.77	11,996.23		174,332.00	103.0%	(5,243.77)
41010 Library Public Services											
61510 Salaries-Permanent	29,007.00	21,140.50	7,866.50		357,942.00	262,342.27	95,599.73		423,191.00	62.0%	160,848.73
61513 Benefits-Permanent	8,483.00	5,089.16	3,393.84		105,000.00	67,912.89	37,087.11		124,084.00	54.7%	56,171.11
61520 Wages-Casual Temporary	31,283.00	37,579.41	(6,296.41)		396,577.00	355,758.62	40,818.38		474,784.00	74.9%	119,025.38
61523 Benefits-Casual Temporary	5,124.00	5,188.59	(64.59)		61,991.40	46,817.04	15,174.36		74,802.40	62.6%	27,985.36
62017 Caretaking Supplies	133.00	330.10	(197.10)		1,330.00	987.26	342.74		1,600.00	61.7%	612.74
62018 Operating Supplies	213.00	246.26	(33.26)		3,630.00	1,785.82	1,844.18		4,050.00	44.1%	2,264.18
62312 Insurance			0.00		2,266.00	2,018.12	247.88		2,266.00	89.1%	247.88
62321 Rental-Facility			0.00		196,554.00	196,451.00	103.00		196,554.00	99.9%	103.00
62335 Contracted Services	1,907.00	1,617.98	289.02		19,070.00	17,437.35	1,632.65		22,880.00	76.2%	5,442.65
62346 Courier	2,833.00	2,284.75	548.25		28,330.00	23,438.66	4,891.34		34,000.00	68.9%	10,561.34
62427 Cash Under/Over			0.00			6.71	(6.71)				(6.71)
62437 Contribution to Reserves			0.00			137,966.00	(137,966.00)				(137,966.00)
Total 41010 Library Public Services	78,983.00	73,476.75	5,506.25		1,172,690.40	1,112,921.74	59,768.66		1,358,211.40	81.9%	245,289.66



Caledon Public Library-Lending Services
 ST: Object Code - Budget vs Actual by Cost Centre
 As of October 31, 2018

	October	October	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
41015 Reference/Collection Dev											
61510 Salaries-Permanent	11,622.00	6,945.80	4,676.20		124,565.00	77,659.39	46,905.61		150,686.00	51.5%	73,026.61
61513 Benefits-Permanent	3,212.00	1,193.56	2,018.44		34,420.00	19,040.22	15,379.78		41,639.00	45.7%	22,598.78
61520 Wages-Casual Temporary	3,531.00	7,800.75	(4,269.75)		37,073.00	79,132.92	(42,059.92)		45,900.00	172.4%	(33,232.92)
61523 Benefits-Casual Temporary	432.00	669.59	(237.59)		4,534.00	7,258.79	(2,724.79)		5,614.00	129.3%	(1,644.79)
62018 Operating Supplies	93.00	23.67	69.33		930.00	465.18	464.82		1,120.00	41.5%	654.82
62058 Online Databases		689.74	(689.74)		61,000.00	51,428.34	9,571.66		61,000.00	84.3%	9,571.66
Total 41015 Reference/Collection Dev	18,890.00	17,323.11	1,566.89		262,522.00	234,984.84	27,537.16		305,959.00	76.8%	70,974.16
41020 Library Grants											
50319 Grants/Subsidies (Revenue)			0.00			(2,150.22)	2,150.22				(2,150.22)
62319 Grants (Expenses)			0.00			1,631.36	(1,631.36)				1,631.36
Total 41020 Library Grants		0.00	0.00			(518.86)	518.86				518.86
41025 Library Info Technology											
61510 Salaries-Permanent	12,562.00	12,782.40	(220.40)		135,036.00	137,320.97	(2,284.97)		163,300.00	84.1%	25,979.03
61512 Recovery-Salaries-Permanent			0.00			(439.65)	439.65		0.00		439.65
61513 Benefits-Permanent	3,392.00	2,435.00	957.00		36,467.00	37,432.41	(965.41)		44,099.00	84.9%	6,666.59
62018 Operating Supplies	608.00	755.48	(147.48)		6,080.00	5,213.00	867.00		7,300.00	71.4%	2,087.00
62304 Automation	150.00		150.00		19,900.00	18,940.97	959.03		20,100.00	94.2%	1,159.03
62305 Computer Services	2,064.00	213.68	1,850.32		20,054.00	4,687.87	15,366.13		26,533.00	17.7%	21,845.13
62335 Contracted Services	81.00		81		2,313.00	447.74	1,865.26		2,800.00	16.0%	2,352.26
62396 Mobile Phones / Pagers	224.00	178.29	45.71		3,413.00	2,537.54	875.46		3,861.00	65.7%	1,323.46
62397 Telephone	1,133.00	1,223.31	(90.31)		11,330.00	10,607.89	722.11		13,600.00	78.0%	2,992.11
62437 Contribution to Reserves			0.00			7,333.00	(7,333.00)				(7,333.00)
63037 Software Licence Subscription	600.00		600.00		12,800.00	13,298.02	(498.02)		14,000.00	95.0%	701.98
Total 41025 Library Info Technology	20,814.00	17,588.16	3,225.84		247,393.00	237,379.76	10,013.24		295,593.00	80.3%	58,213.24
41030 Youth Services											
61510 Salaries-Permanent	21,725.00	21,756.16	(31.16)		232,845.00	232,735.60	109.40		281,673.00	82.6%	48,937.40
61513 Benefits-Permanent	6,127.00	4,598.11	1,528.89		65,668.00	58,763.09	6,904.91		79,439.00	74.0%	20,675.91
62018 Operating Supplies	83.00	59.17	23.83		830.00	959.00	(129.00)		1,000.00	95.9%	41.00
62414 Special Programs	1,600.00	1,251.44	348.56		15,167.00	13,442.52	1,724.48		16,667.00	80.7%	3,224.48
62437 Contribution to Reserves			0.00			1,167.00	(1,167.00)				(1,167.00)
Total 41030 Youth Services	29,535.00	27,664.88	1,870.12		314,510.00	307,067.21	7,442.79		378,779.00	81.1%	71,711.79
41035 Communications/Community Dev											
61510 Salaries-Permanent	17,027.00	17,273.00	(246.00)		182,427.00	173,007.12	9,419.88		220,691.00	78.4%	47,683.88
61513 Benefits-Permanent	4,739.00	4,010.48	728.52		50,764.00	48,028.05	2,735.95		61,413.00	78.2%	13,384.95
61520 Wages-Casual Temporary	4,998.00	4,886.27	111.73		52,483.00	49,493.26	2,989.74		64,978.00	76.2%	15,484.74
61523 Benefits-Casual Temporary	986.00	853.90	132.10		10,349.00	8,069.83	2,279.17		12,813.00	63.0%	4,743.17
62018 Operating Supplies	394.00	737.99	(343.99)		3,940.00	4,415.90	(475.90)		4,730.00	93.4%	314.10
62304 Automation	410.00	248.24	161.76		5,190.00	3,847.21	1,342.79		6,000.00	64.1%	2,152.79



Caledon Public Library-Lending Services
 ST: Object Code - Budget vs Actual by Cost Centre
 As of October 31, 2018

	October	October	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
62315 Printing & Advertising	1,433.00	1,257.17	175.83		14,330.00	8,091.01	6,238.99		17,200.00	47.0%	9,108.99
62335 Contracted Services	584.00	350.61	233.39		5,840.00	4,660.13	1,179.87		7,000.00	66.6%	2,339.87
62414 Special Programs	1,730.00	2,361.68	(631.68)		18,467.00	9,011.29	9,455.71		21,917.00	41.1%	12,905.71
62437 Contribution to Reserves			0.00			1,167.00	(1,167.00)				(1,167.00)
Total 41035 Communications/Community Dev	32,301.00	31,979.34	321.66		343,790.00	309,790.80	33,999.20		416,742.00	74.3%	106,951.20
41040 Library Tech Services											
61510 Salaries-Permanent	21,379.00	21,592.48	(213.48)		229,585.00	231,604.00	(2,019.00)		277,669.00	83.4%	46,065.00
61513 Benefits-Permanent	6,054.00	3,290.83	2,763.17		65,017.00	45,657.29	19,359.71		78,634.00	58.1%	32,976.71
62018 Operating Supplies	513.00	120.76	392.24		5,130.00	1,939.33	3,190.67		6,160.00	31.5%	4,220.67
62335 Contracted Services	50.00	102.44	(52.44)		500.00	793.52	(293.52)		600.00	132.3%	(193.52)
Total 41040 Library Tech Services	27,996.00	25,106.51	2,889.49		300,232.00	279,994.14	20,237.86		363,063.00	77.1%	83,068.86
Total Caledon Public Library	223,916.00	205,967.63	17,948.37		2,832,709.40	2,661,195.40	171,514.00		3,292,679.40	80.8%	631,484.00
Total Caledon Public Library-Lending Services	223,916.00	205,967.63	17,948.37		2,832,709.40	2,661,195.40	171,514.00		3,292,679.40	80.8%	631,484.00

Capital Project Expense Report - as of October 31, 2018

	Budget	Expended Previous Year(s)	Expended 2018 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended
Previous Year Capital Projects						
16-002 Library IT Equipment Replacement	55,000	19,845.44		19,845.44	35,154.56	36.1%
17-141 Lib Collections & Materials	425,000.00	391,551.12	34,170.43	425,721.55	(721.55)	100.2%
02-07-365-171-001-59275 Capital Donations	650.00					
Total Library Collections and Materials (17-141)	425,650.00	391,551.12	34,170.43	425,721.55	(71.55)	100.0%
Multi-Year Capital Projects						
16-004 Mayfield West Library	4,950,000	257,724.25	1,038,030.76	1,295,755.01	3,654,244.99	26.2%
Current Year Capital Projects						
18-037 Lib Collections and Materials	425,000.00		322,185.90	322,185.90	102,814.10	75.8%
18-038 Library IT Equipment	75,000.00		57,963.70	57,963.70	17,036.30	77.3%
18-039 Library Furnishing Replacement	30,000.00		8,053.59	8,053.59	21,946.41	26.8%
18-040 Southfields Opening Day Collections	400,000.00		66,271.39	66,271.39	333,728.61	16.6%
18-043 Lib Website Redesign & Improvements	10,000.00			0	10,000.00	0.0%

Attachment 8-B

Date: November 19, 2018

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Art Exhibit and Display Policy Report

Recommendation:

That the Caledon Public Library Board review the revised Art Exhibit and Display Policy for approval and adoption.

Background

The Art Exhibit and Display Policy was first drafted and approved by the Board in November 2016. This document established the conditions and context within which the Library supports the posting of community information and display space for local community artists and groups.

With the launch of the Community Corner at the Albion Bolton Branch and the growing use of library spaces as a means of outreach for community partners, the inclusion of relevant language was necessary. This also prompted the suggested name change, confirming CPL's role as a hub of community information and services. Additional language has been included to ensure continued alignment with the Library's Partnership Policy.

Once approved, the updated policy will be posted to the Library's website. The policy, once approved, will be communicated to staff and made available on the Library's website and in print upon request.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the Art Exhibit, Display and Community Information Policy.

Title	Art Exhibit and , Display and Community Information Policy
Policy Number	CPL-16-16
Policy Type	Operating
Approval Date	[approval date] 2018
Review Date	[review date] 2020
Notes	Initially adopted November 21, 2016



Purpose

Caledon Public Library recognizes its role as a source of information and inspiration to the community. This policy establishes the conditions and context within which Caledon Public Library supports the posting of community information and display space for local community artists and groups.

Guidelines

Art Exhibits and Displays

Caledon Public Library (CPL) facilitates art exhibits as part of its programming and partnership efforts. Applications from individuals and organizations seeking to display art are also welcomed. The CPL Art Exhibit/Display Application and Agreement ([Appendix A](#)) is available via the Library's website. Preference will be given to exhibitors who participate in the Library's Artful ~~Library~~ Caledon initiative or other Library art-based programs or who live or work in Caledon. No charges will be levied for exhibition space.

Applications are reviewed by Library staff on an as-needed basis and are selected according to the following criteria:

- availability and suitability of space
- community interests and needs
- historical significance or representation of emerging trends
- quality of implementation
- relation to past/future library exhibits or programs
- suitability of physical form

The Library retains the right to determine the suitability of any proposed exhibit for display and reserves the right to reject any part of an exhibit.

Artists displaying their work cannot have exclusive use of the space and charges may not be made for viewing exhibits without express permission of the Board.

Caledon Public Library will not act as agents for exhibitors, but may display price lists and information for prospective purchases. It is expected that all items submitted will remain on display for the agreed time, even if sold.

The individual or organization agrees to indemnify and hold harmless, the Caledon Public Library, its employees, the Board and the Town of Caledon from liability in case of theft, vandalism, or any other loss or damage to the exhibited materials. The individual or organization may be held liable for repairs to the Library that is a direct result of damages caused by a display or by its installation or removal. The Library cannot provide storage for the property of individuals or organizations displaying in the Library.

No installation will be made until a signed Art Exhibit/Display Application and Agreement is received and approved. Any applications submitted by a minor must be signed by the legal guardian. The Agreement confirms the following terms and conditions:

1. The Artist(s) or Exhibitor(s) agrees that the branch, location and dates of exhibit will be determined by Caledon Public Library.
2. The Artist(s) or Exhibitor(s) is responsible for delivering art work (or Exhibits) to a specified branch of Caledon Public Library at a predetermined time.
3. The Artist(s) or Exhibitor(s) will install and remove art work/exhibits him/herself under the supervision of a Caledon Public Library staff member. The installation, exhibition and removal of art work or exhibits is the sole responsibility of the Artist(s) or Exhibitor(s), under the supervision of a Caledon Public Library staff member.
4. The Artist(s) or Exhibitor(s) will not cause damage to Caledon Public Library property by installation or removal of art work or exhibit.
5. The Artist(s) or Exhibitor(s) is responsible for insuring the art work or exhibit as it is installed and displayed by him/her and agrees that Caledon Public Library will not insure the artwork or exhibit displayed.
6. The Artist(s) or Exhibitor(s) agrees that Caledon Public Library may be required to move any artwork or exhibit from its original installation; as well, Caledon Public Library may require the Artist(s) to remove any art work or exhibit from the Library at any time.
7. The Artist(s) or Exhibitor(s) agrees that the Library has the right to photograph the Artist(s), their work and exhibit(s) for publication, promotion and documentation; this includes the Library website, media and social media outlets.
8. The Artist(s) or Exhibitor(s) will provide a completed Art Exhibit/Display Information Sheet prior to the time of installation and descriptive signs/labels for each of the pieces. Each display or exhibit shall also include information indicating who prepared it and whom to contact for further information.

Distribution and Posting of Community Information

Caledon Public Library displays information in the form of pamphlets, posters or brochures on behalf of cultural, educational, social service and volunteer agencies serving the Caledon community. The Library does not necessarily support the aims or objectives of groups whose material may be on display.

The Library reserves the right to assess the suitability and relative importance of submitted display materials and may refuse to display some materials.

The Library will not display or distribute:

- Materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations, municipal by-laws and/or Caledon Public Library policies and procedures;
- Materials whose primary focus and/or editorial policy is partisan or political in nature and communications from political representatives. However, political materials may be eligible when announcing community meetings or forums for discussion of community issues;
- Faith-based materials whose primary purpose and/or editorial policy is promoting a particular religion;
- Materials that are primarily devoted to the sale, advertising, solicitation or promotion of commercial products or services;
- Materials in unsuitable formats (e.g. oversized materials);
- Fundraising or pledge forms with the exception of local community-based non-profit endeavors.

The number of materials displayed for any group or organization will be limited at the discretion of the Library. The length of time that materials are displayed is subject to demand and space availability. Materials deposited or posted without Library permission may be removed from display.

All material becomes the property of Caledon Public Library. The Library does not accept responsibility for the loss, damage or safe return of materials. Materials will be disposed of at the conclusion of the display period.

Public Notice Boards

The Caledon Public Library provides two types of Public Notice Boards within our branches:

a) Community Information Boards are provided as a means of sharing local community information. Preference is given to cultural, educational, social service and volunteer agencies

-serving the Caledon community. Posting of personal notices or notices of items for sale is permitted if space allows and must comply with all limitations listed above.

b) Caledon Public Library Information Boards are reserved for use by the Caledon Public Library and provide a venue for raising awareness of Library programs, services and collections.

In some facilities, space dedicated to each of the above functions is located on the same notice board.

Information Booths and Community Corner

The Library permits hosted information and service booths for community groups, non-profit groups, and charities, ~~where the intention is non-recruiting~~. A dedicated "Community Corner" is located in the Albion Bolton Branch to allow local community service providers to offer regularly scheduled remote services to Caledon residents.

~~Booths shall not be used for commercial, political, or religious purposes.~~

Written requests for space should be directed to the Manager, Communications and Community Development, including a brief description of the host organization and the purpose and content of the display or services.

The Library will provide a designated space, table, and chair. Display units, signs, promotional material and all other supplies are the responsibility of the group.

The booth or other spaces provided by the Library may not be used for sales or solicitation of a commercial product or service. Additionally, library spaces may not be used in support of or to advocate for political or religious purposes.

The guiding principles referenced in the *Caledon Public Library Partnership Policy (CPL-17-21)* will be used in considering the suitability of any organization who is seeking to make use of library spaces as a means of sharing information or services. The Library reserves the right to assess the suitability of the proposed booking and to refuse the request.

Sales, Solicitations & Petitions

As per the *Caledon Public Library Operational Policy (CPL-16-04)*, "solicitation of donations or the sale of tickets or other promotional materials for fundraising or commercial purposes is not permitted in the Library, with the exception of Library Board or Town of Caledon sponsored events. The Library will continue with the distribution and collection of donations for Remembrance Day Poppies at the Library notwithstanding this policy."

Solicitations by members of the public are not permitted in the Library, either in person, or by petition. Petitions originating with the Library Board or the Town Council are permitted.

Feedback

Questions regarding this policy, including appeals of unapproved applications for exhibit or display, should be directed in writing, to the CEO and Chief Librarian.

~~Colleen Lipp~~, Office of the CEO and Chief Librarian

Caledon Public Library

6500 Old Church Road

Caledon, ON L7C 0H3

519.927.5662

~~clipp~~CEO@caledon.library.on.ca

Related Documents:

- **Caledon Public Library Operational Policy, CPL-16-04**
- **Caledon Public Library Partnership Policy, CPL-17-21**

Appendix A

Art Exhibit/Display Application and Agreement



Name of Artist(s) or Exhibitor(s) _____

Organization (if applicable): _____

Contact Information:

Phone: _____ Email: _____

Website (if applicable): _____

A completed Art Exhibit/Display Information Sheet for each Artist has been provided to Caledon Public Library's Communications & ~~Programming~~ Community Development Department:

yes no

The art work and/or exhibit will remain on display for the period from _____ to _____ at the _____ branch of Caledon Public Library.

Set up of the exhibit will take place on _____, 20____ @ _____ am/pm.

Take down of the exhibit will take place on _____, 20____ @ _____ am/pm.

1. The Artist(s) or Exhibitor(s) agrees that the branch, location and dates of exhibit will be determined by Caledon Public Library.
2. The Artist(s) or Exhibitor(s) is responsible for delivering art work (or Exhibits) to a specified branch of Caledon Public Library at a predetermined time.
3. The Artist(s) or Exhibitor(s) will install and remove art work/exhibits him/herself under the supervision of a Caledon Public Library staff member. The installation, exhibition and removal of art work or exhibits is the sole responsibility of the Artist(s) or Exhibitor(s), under the supervision of a Caledon Public Library staff member.
4. The Artist(s) or Exhibitor(s) will not cause damage to Caledon Public Library property by installation or removal of art work or exhibit.
5. The Artist(s) or Exhibitor(s) is responsible for insuring the art work or exhibit as it is installed and displayed by him/her and agrees that Caledon Public Library will not insure the artwork or exhibit displayed.
6. The Artist(s) or Exhibitor(s) agrees that Caledon Public Library may be required to move any artwork or exhibit from its original installation; as well, Caledon Public Library may require the Artist(s) to remove any art work or exhibit from the Library at any time.
7. The Artist(s) or Exhibitor(s) agrees that the Library has the right to photograph the Artist(s), their work and exhibit(s) for publication, promotion and documentation; this includes the Library website, media and social media outlets.

8. The Artist(s) or Exhibitor(s) will provide a completed Art Exhibit/Display Information Sheet prior to the time of installation and descriptive signs/labels for each of the pieces. Each display or exhibit shall also include information indicating who prepared it and whom to contact for further information.

DISCLAIMER: I/We further agree to indemnify fully and save harmless the Town of Caledon, including the Caledon Public Library Board, their officers, agents, officials, and employees, from any and all actions, suits, claims, and demands whatsoever, and from all losses, costs, charges, damages, and expenses, including legal costs on a substantial indemnity basis and disbursements, which may be made by any party against the Town of Caledon, including the Caledon Public Library Board, or which may be incurred, sustained or paid by the Town of Caledon, including the Town of Caledon Public Library Board, in consequence of my acts or omissions in the course of installing or dismantling my art display at a Caledon Public Library facility, or otherwise arising from my use of the space at a Caledon Public Library facility to display my artwork.

By signing below I/we further agree to release, waive and forever discharge Town of Caledon, including the Caledon Public Library Board, from all actions, claims, demands, debts, costs or liabilities whatsoever with regard to any and all damages that may be caused to my art display for so long as my art display is exhibited at a branch of the Caledon Public Library, including any periods of storage at the Caledon Public Library facility when my art display is not on public display, howsoever such damage was caused and from any injuries that I may sustain in the course of installing or dismantling my art display at the Caledon Public Library.

Artist, Exhibitor, or Representative (please print)

Caledon Public Library representative (please print)

Signature

Signature

Date

Date

Appendix 9-B-1

Board Self-Evaluation Questionnaire

November 2018



#	Question	Yes	No	Don't Know	Comments/Specifics
1	Our organization has a strategic plan or a set of clear long-range goals and priorities.				
2	The Board's meeting agenda clearly reflects our strategic priorities.				
3	Board decisions are consistent with the organization's mission, values, and priorities.				
4	The Board gives direction to staff on how to achieve priorities and goals primarily by setting or referring to policies.				
5	The Board understands and carries out its governance role and does not become overly involved in management or administration issues.				
6	The Board's involvement in operations is limited to an oversight role focused on achieving goals, implementing policies and adhering to budgets.				
7	The Board and CEO have discussed and agreed on the kinds of information and level of detail required by the Board about what is happening in the organization.				
8	Board members understand their fiduciary obligations and are in the best interests of the library system.				
9	Board members work well together and treat each other with courtesy and respect.				
10	Board members come to meetings prepared.				
11	Different points of views are encouraged but all support Board decisions once made.				
12	Board members promote the work of the Board in the community every chance they have.				
13	The Board, as a whole, has the background, skills, diversity and knowledge to carry out its roles and responsibilities and takes advantage of development opportunities to mitigate any identified gaps.				
14	The Board forges relationships with Council and advocates on behalf of the Library , ensuring that the organization's accomplishments and challenges are communicated to stakeholders.				

Based on the "Improving Board Circulation" document, prepared and presented to the SD&G County Library Board by Tindal Consulting Limited, 2008.

The board is operating effectively by:

Areas which could be made more effective are:

Suggestions for improvement are:

Attachment 9-B-2

Caledon Public Library Board Legacy Document



Our library and its community partners

The Community sees our library as...

Municipal Council views our library as...

Other key Community Partners view the library as...

Major governance issues faced during our term (2015-2018)

The Library Board faced these major governance issues during this term...

We were able to accomplish....

We were not able to accomplish...

We can foresee these opportunities for the incoming Board to address issues that remain outstanding...

Our leadership

We believe that our Board is a strong community leader because...

We see that the Board could be even stronger in its leadership if...

Challenges for the new Board

We suggest that these issues are major challenges for the new Board to tackle as a priority...

We request Council's attention to the library issues that prevail and consider the following governance/leadership skills in making appointments to the new library board...

Moving forward

Our wishes for the new Board's success...

Attachment 11-A

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2018

Updated November 17, 2018

Month	Governance/Strategic Issues <small>(activities in order to fulfill accountability obligations policy development, review and revision, financial oversight, connections with council and community, monitoring and evaluation, committee work e.g. CEO appraisal, facility planning recruitment)</small>	Information Needed <small>(reports and monitoring documents and additional information required to support discussion of and action on strategic issues)</small>	Board Action <small>(proposed action as a result of governance and/or strategic issues and discussions)</small>
January	<ul style="list-style-type: none"> ✓ Review of 2017 Strategic Actions Completed – Q4 ✓ Review of 2017 Annual Statistics ✓ Operations Policy Review 	<ul style="list-style-type: none"> ✓ 2017 Q4 and Year End Statistics Report ✓ 2017 Strategic Scoresheet ✓ 2018 Agenda/Work Plan ✓ 2017 Procurement Update ✓ Drafted policy 	<ul style="list-style-type: none"> • Advocacy discussion and priorities
February	<ul style="list-style-type: none"> • No meeting 		
March	<ul style="list-style-type: none"> ✓ Annual Board Assessment Policy Review ✓ Rights and Safety of Children and Youth in the Library ✓ Planning Policy Review ✓ Board By-law Review 	<ul style="list-style-type: none"> ✓ OLA Conference Feedback ✓ Drafted policies ✓ Drafted by-laws ✓ Annual Report 2018 	
April	<ul style="list-style-type: none"> ✓ Fundraising and Gift Acceptance Policy ✓ Review of Quarterly Statistics – Q1 ✓ Board Code of Conduct Review ✓ Patron Code of Conduct Review 	<ul style="list-style-type: none"> ✓ 2018 Q1 Statistics Report ✓ Drafted policies 	<ul style="list-style-type: none"> ✓ Creation of Board Succession/Recruitment AdHoc Committee • SOLS Trustee Council Meeting – April 14 (cancelled)
May	<ul style="list-style-type: none"> ✓ Personnel Policy Review ✓ Use of Corporate Resources for Election Purposes 	<ul style="list-style-type: none"> ✓ Drafted policies 	<ul style="list-style-type: none"> ✓ Meeting of CEO Assessment Committee ✓ Release of survey to staff in support of CEO Evaluation ✓ Meeting of Advocacy Committee

			✓ Selection of Board Succession/Recruitment Committee members
June	<ul style="list-style-type: none"> ✓ Collection Development Policy Review ✓ Programming Policy - NEW • Volunteer Policy Review – deferred to August ✓ CEO Annual Evaluation 	<ul style="list-style-type: none"> ✓ Drafted policies ✓ CEO to provide goals for coming term – July 2017 to June 2018 	✓ Report to Council re: Hotspot Lending program
July	<ul style="list-style-type: none"> • No meeting 		✓ Meeting of Succession/Recruitment AdHoc Committee
August	<ul style="list-style-type: none"> ✓ Initial budget consideration ✓ Review of quarterly statistics – Q2 ✓ Volunteer Policy Review – deferred from June 	<ul style="list-style-type: none"> ✓ 2018 Q2 Statistics Report ✓ Drafted policy ✓ Draft budget 	✓ Finance committee meeting to review draft budget
September	<ul style="list-style-type: none"> ✓ Budget consideration – deferred from August due to lack of quorum ✓ Additional items for August Agenda ✓ Accessible Customer Service Policy Review 	<ul style="list-style-type: none"> ✓ Draft Budget ✓ Drafted policy ✓ Committee of the Whole Recommendations ✓ Candidate advocacy packages 	<ul style="list-style-type: none"> ✓ Creation of Election Year Advocacy Package ✓ Outreach to municipal candidates
October	<ul style="list-style-type: none"> ✓ Adjusted budget review ✓ Review of quarterly statistics – Q3 ✓ Public Complaint Handling Policy Review ✓ Organizational Review Report ✓ Board Recruitment and Succession work ✓ Town of Caledon Purchasing By-law 	<ul style="list-style-type: none"> ✓ Revised budget ✓ Drafted policy ✓ 2018 Q3 Statistics Report ✓ Drafted position description ✓ Drafted matrix ✓ By-law 	<ul style="list-style-type: none"> • Sharing of intentions to reapply for Board
November	<ul style="list-style-type: none"> ✓ Annual Board Assessment ✓ Art Exhibit and Display Policy Review ✓ 2019 Board Work Plan 	<ul style="list-style-type: none"> ✓ Assessment criteria and questions ✓ Drafted policies ✓ Drafted work plan 	✓ Completion of Assessment Questionnaire
December	<ul style="list-style-type: none"> • OLA Board Attendance • Board Legacy Document 	<ul style="list-style-type: none"> • Board Assessment Results • Drafted succession/legacy document 	<ul style="list-style-type: none"> • OLA Conference Registration

Attachment 11-B

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2019

November 17, 2018

Month	Governance/Strategic Issues (activities in order to fulfill accountability obligations policy development, review and revision, financial oversight, connections with council and community, monitoring and evaluation, committee work e.g. CEO appraisal, facility planning recruitment)	Information Needed (reports and monitoring documents and additional information required to support discussion of and action on strategic issues)	Board Action (proposed action as a result of governance and/or strategic issues and discussions)
January	<ul style="list-style-type: none"> Review of 2018 Strategic Actions Completed Review of 2018 Q4 and Annual Statistics CEO/Chief Librarian Mid-Year Performance Evaluation 	<ul style="list-style-type: none"> 2018 Q4 and Year End Statistics Report 2018 Strategic Scoresheet 2018 Procurement Update 	<ul style="list-style-type: none"> Meeting of CEO Evaluation Committee
February	<ul style="list-style-type: none"> No meeting – CEO to contact all new Board members for one-on-one meetings and library tour 	<ul style="list-style-type: none"> Board info binders to be provided 	
March	<ul style="list-style-type: none"> Anticipated first meeting of new term Board orientation – Session 1 of 4 Schedule of Board Meetings – 2019 	<ul style="list-style-type: none"> OLA Conference Feedback Drafted meeting schedule Annual Report 2018 	<ul style="list-style-type: none"> Nomination and selection of Chair
April	<ul style="list-style-type: none"> Board orientation – Session 2 of 4 Review of Quarterly Statistics – Q1 Advocacy Policy – deferred from March 2019 	<ul style="list-style-type: none"> 2019 Q1 Statistics Report Drafted policy 	<ul style="list-style-type: none"> Nomination and selection of executive and committee members SOLS Trustee Council Meeting
May	<ul style="list-style-type: none"> Board orientation – Session 3 of 4 Bed Bug Policy Review Economic Impact Review 	<ul style="list-style-type: none"> Drafted policy Drafted Economic Impact results 	<ul style="list-style-type: none"> Meeting of CEO Assessment Committee
June	<ul style="list-style-type: none"> Board orientation – Session 4 of 4 Social Media Policy Review CEO Annual Performance Evaluation 	<ul style="list-style-type: none"> Drafted policy CEO to provide goals for coming term – July 2019 to June 2020 	<ul style="list-style-type: none"> Economic Impact Presentation to Council
July	<ul style="list-style-type: none"> No meeting 		

August	<ul style="list-style-type: none"> • Initial budget consideration • Review of quarterly statistics – Q2 	<ul style="list-style-type: none"> • 2019 Q2 Statistics Report • Draft budget • Mid-year procurement update 	<ul style="list-style-type: none"> • Finance committee meeting to review draft budget
September	<ul style="list-style-type: none"> • Staff IT Acceptable Use Policy 	<ul style="list-style-type: none"> • Drafted policy 	
October	<ul style="list-style-type: none"> • Adjusted budget review • Review of quarterly statistics – Q3 • Partnership Policy Review 	<ul style="list-style-type: none"> • Revised budget • Drafted policy • 2019 Q3 Statistics Report 	
November	<ul style="list-style-type: none"> • Annual Board Assessment • Records Retention Policy Review 	<ul style="list-style-type: none"> • Assessment criteria and questions • Drafted policy 	<ul style="list-style-type: none"> • SOLS Trustee Council Meeting • Completion of Assessment Questionnaire
December	<ul style="list-style-type: none"> • OLA Board Attendance 	<ul style="list-style-type: none"> • Board Assessment Results 	<ul style="list-style-type: none"> • OLA Conference Registration