

# Caledon Public Library Board Meeting

Monday, October 21, 2019

6:00 PM

Albion Bolton Branch



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## 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. Presentations/Delegations

- a. Joe Grogan – Holocaust Education Week Programming

7. 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 September 16, 2019 meeting (Attachment 7-A)
- b. CEO/Chief Librarian's Report (Attachment 7-B)
- c. Strategic Actions Update (Attachment 7-C)
- d. Correspondence

8. Business arising from the minutes

9. Staff Reports

- a. Treasurer's Report and Financial Statements (Attachment 9-A)
  - b. Quarterly Performance Measures and Statistics (Attachment 9-B)
    - i. 2019 Summer Reading Club Report (Attachment 9-B-1)
  - c. Partnership Policy Report (Attachment 9-C)
  - d. Community, Culture and Recreation Infrastructure Program Proposal (Attachment 9-D)
10. New business
11. Board Work Plan
- a. 2019-20 Work Plan Review (Attachment 11-A)
12. Board Advocacy and Development
- a. Discussion of future library visits
  - b. Upcoming Events and Opportunities
    - i. Caledon East Block Party – Caledon East Branch– Saturday, October 26, 10:00 AM - 2:00 PM
    - ii. Presentation of Economic Impact to Council – Town Hall – Tuesday, October 29, 7 PM
    - iii. Holocaust Education Week Event – Albion Bolton Branch – Wednesday, November 6, 10:30 AM
13. Public question period
14. Evaluation of meeting
- a. What was your key takeaway from the meeting?
15. Time and location of next regular meeting
- a. Monday, November 18, 2019, 6 PM - Albion Bolton Branch
16. Adjournment

Attached documents:

- 7-A Minutes of the September 16, 2019 meeting
- 7-B CEO/Chief Librarian's Report
- 7-C Strategic Actions Update
- 9-A Treasurer's Report and Financial Statements
- 9-B Quarterly Performance Measures and Statistics
- 9-B-1 2019 Summer Reading Club Report
- 9-C Partnership Policy Report
- 9-D Community, Culture and Recreation Infrastructure Program Proposal
- 11-A 2019-20 Work Plan

## Attachment 7-A

### Caledon Public Library Board Meeting

Monday, September 16<sup>th</sup>, 2019

6:00 p.m.

Albion Bolton Branch



## MINUTES

- Present:** Paula Civiero (Vice-Chair); Brenda Clark; David Betty; Catherine Jackson; Jacqueline lafrate; Sheralyn Roman; Councillor Tony Rosa
- Guest:** David Arbuckle, General Manager, Strategic Initiatives, Town of Caledon
- Staff:** Colleen Lipp, CEO | Chief Librarian; Megan Renkema, Manager, Information Services; Lesley Slobodian, Administrative Assistant
- Absent:** Janet Manning; Councillor Christina Early

### 1. The Vice-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: Janet Manning and Councillor Christina Early

4. The Vice-Chair acknowledged that there was no quorum and therefore those in attendance would meet as Committee of the Whole, with recommendations made for consideration by the full Board until remaining Board members arrive.

**Motion:** That the Caledon Public Library Board meet as a Committee of the Whole, with recommendations made for consideration by the full Board until remaining Board members arrive.

**Moved:** Councillor Tony Rosa

**Seconded:** David Betty

**Carried.**

**5. Approval of the Agenda**

**Motion:** That the Committee of the Whole approve the agenda.

**Moved:** Jacqueline lafrate

**Seconded:** David Betty

**Carried.**

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

*Catherine Jackson arrived at 6:06 PM*

*Sheralyn Roman arrived at 6:07 PM*

*Brenda Clark arrived at 6:17PM*

**7. The Vice-Chair acknowledged that quorum was met and recommended that that the Board move out of Committee of the Whole.**

**Motion:** That the Caledon Public Library Board move out of Committee of the Whole.

**Moved:** Councillor Tony Rosa

**Seconded:** Jacqueline lafrate

**Carried.**

**8. Presentations/Delegations**

**a. Joe Grogan – Printing for Students**

**Motion:** That the Caledon Public Library Board receive the delegation of Printing for Students presented by Mr. Grogan.

**Moved:** Brenda Clark

**Seconded:** David Betty

**Carried.**

**9. Consent Agenda**

**a. Minutes of the August 19, 2019 meeting**

**b. CEO/Chief Librarian’s Report**

**c. Strategic Actions Update**

**d. Correspondence**

**i. Joe Grogan – Printing for Students – August 14, 2019**

**Motion:** That the Caledon Public Library receive all reports and correspondence within the consent agenda.

**Moved:** Brenda Clark

**Seconded:** David Betty

**Carried.**

**10. Business arising from the minutes: None**

**11. Staff Reports**

**a. Treasurer’s Report and Financial Statements**

**Motion:** That the Caledon Public Library Board receive the Treasurer’s Report and related financials; and

That the Caledon Public Library Board approve the drafted revisions to the Library’s 2020 Budget submission.

**Moved:** David Betty

**Seconded:** Jacqueline lafrate

**Carried.**

**b. Staff IT Acceptable Use Policy**

**Motion:** That the Caledon Public Library Board approve and adopt the revised Staff Acceptable Use of Technology Policy as amended.

**Moved:** Jaqueline lafrate

**Seconded:** Catherine Jackson

**Carried.**

**c. Edge Assessment Results**

**Motion:** That the Caledon Public Library receive and approve the Edge Assessment Results Report.

**Moved:** Councillor Tony Rosa

**Seconded:** David Betty

**Carried.**

**12. Board and Committee Reports: None**

**13. New Business: None**

**14. Board Work Plan**

**a. 2019 Work Plan Review**

**Motion:** That the Caledon Public Library Board approve the amended 2019 Work Plan.

**Moved:** Jacqueline lafrate

**Seconded:** Councillor Tony Rosa

**Carried.**

**15. Board Advocacy and Development**

**a. Takeaways from Library Visits to Hillsburgh and Georgetown**

**b. Upcoming Events and Opportunities**

- i. Annual Staff Forum – Friday, September 20 – Caledon Village Place – 8:30 AM – 4:30 PM
- ii. Culture Days Celebration and Musical Instrument Library Launch – Albion Bolton Branch – Saturday, September 28, 2019, 10AM-3PM
- iii. Caledon East Block Party – Caledon East Branch – Saturday, October 26, 10:00 AM – 2:00 PM

**16. Public Question Period: None**

**17. Evaluation of Meeting**

**a. What was your key takeaway from the meeting?**

- i. Members of the Board were pleased to see a member of the public present at the Library Board meeting.
- ii. The importance of engaging council.
- iii. The benefit of touring libraries.

**18. Time & location of next regular meeting:**

Monday, October 21<sup>st</sup>, 2019, 6 PM – Albion Bolton Branch

**19. Adjournment**

**Motion:** That the meeting adjourn.

**Moved:** Councillor Tony Rosa

**Carried.**

**Seconded:** Brenda Clark

The meeting adjourned at 8:01 PM

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**Paula Civiero**  
Vice-Chair

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**Colleen Lipp**  
CEO | Chief Librarian

## Attachment 7-B

# CEO/Chief Librarian's Report

Prepared by Colleen Lipp  
October 2019



## Governance and Advocacy

### *Public Library Week and Love Your Library Month*

October marks Canadian Library Month, with libraries and library supporters across the country raising awareness of the valuable role libraries play in Canadians' lives. Each year, the third full week of the month is designated as Ontario Public Library Week (OPLW) and is dedicated to the contributions of public libraries in Ontario. A Library Day at Queen's Park is typically scheduled during this week as a means informing provincial stakeholders and advocating on behalf of all public and school libraries in the province. However, this year, in recognition of OPLW from October 20 to 26, the Ontario Library Association (OLA) and Federation of Ontario Public Libraries (FOPL) called on member libraries to assist in this effort by hosting a Library Day for Members of Provincial Parliament (MPPs) in their home riding. To this end, the four libraries within Dufferin-Caledon have invited Sylvia Jones to join them at the Shelburne Public Library on Monday, October 21. Each library will feature new services, collections and technologies on offer in their branches in the hopes of raising awareness of the shifting and growing roles of public libraries.

Caledon Public Library has long opted to extend OPLW for the full month of October. Marketed as Love Your Library Month, the month is acknowledged by the following proclamation drafted for the Mayor's consideration:

WHEREAS Caledon Public Library connects people, materials and culture to build and sustain a diverse and vibrant community; and

WHEREAS Caledon Public Library engages the people of Caledon with services, spaces and resources to enrich their lives and the life of our community; and

WHEREAS Caledon Public Library creates a welcoming environment for everyone to celebrate the joy of literacy, learning, creating, communicating and cultural exchange; and

Therefore be it resolved that the month of October 2019 be proclaimed "Love Your Library Month" in the Town of Caledon.

### *Program Sponsorships*

CPL's celebration of Ontario Public Library Week and Love your Library Month will wrap up at a Block Party planned for Saturday, October 26 at the Caledon East Branch. This community building event will highlight the branch and confirm its role as a public space – available to all residents not just those who attend the high school. As sponsorship is relatively new undertaking for the Library, this event provided an opportunity to test and formalize relationships with community sponsors while also supporting local businesses. Program costs were offset through the acceptance of \$50 sponsorships. As per the Partnership Policy (CPL-17-21), "the details of all such agreements will be shared with the Library Board at the next regular meeting". To this end, the following sponsors, some of whom will be attending the event, supported the Caledon East Block Party, with their logos featured on related communications:

- Automotive Maintenance
- Befolded
- Bow Wowz & Meowz Too
- Brookfield Residential
- Caledon East Foodland
- Caledon Foot Clinic & Orthotics
- Caledon Travel
- Carusi Hair Salon
- Centre for Academic Excellence
- Cheryl Robb, ReMax
- Core Solutions
- Express Automotive
- Inner Glow Spray Tanning & Beauty
- It's Roxies
- Pharmasave - Gunter Apothecary
- Re/Max West - Stuart Sinclair
- Riverdale Fitness Mill
- Rock Garden Farms
- Scotiabank - Bramalea & Mayfield Branch

Additional sponsorship relationships have developed in support of our musical instrument lending library. DeGazon Music Studios provided CPL with an acoustic guitar and bag valued at \$237 to grow the recently launched collection. Thirty (30) coupons for free 30-minutes trial music lessons at the DeGazon Music Studios were also shared and will be included with the instruments when they are checked out, while supplies last.

### *"What's Your Reason" Campaign*

Launched at CPL's Culture Days event, the Library's "What's Your Reason" quiz is a creative new way of engaging and informing Caledon residents. In alignment with the Library's "For All Reasons" tag line, this [simple online quiz](#) categorizes respondents into one of five personality categories – Social Butterfly, Adventurer, Lifelong Learner, Creative, or Innovative. Along with the resulting personality, quiz-takers also receive detailed information about CPL collections, programs and services that match their interests – providing any number of reasons to visit the library.



This survey has already been shared via the Library's website and social media channels and will soon be rolled out to local restaurants. Tent cards will be displayed on tables, encouraging diners to take the quiz while they wait for their meal - and reaching those who may not be aware of the wide range of services provided by their local library.

### *Communications to Council*

Prompted by feedback received through the Board's one-to-one advocacy campaign, the Library's communication team has developed a strategy to ensure that members of Council are informed of library services and programs on offer within their ward.

The Mayor and all members of Council will receive a digital copy of CPL's quarterly newsletter, *Books and Beyond*, via email. This newsletter provides comprehensive coverage of all events available across all six, soon to be seven, branches. As a means of making Councillors aware of the programs delivered at the branches within their ward, this email will also include a targeted link to the library's calendar of events – displaying only those events relevant to each Councillor's local branches. Board members will be copied on any emails to their assigned member of Council so that they can follow up as necessary.

This standardized approach will ensure that each Councillor regularly receives information about the Library's services and programs that is relevant to the residents they represent and that staff can adequately manage the creation and delivery of these communications. Council will also be formally invited and encouraged to follow and share CPL's social media channels.

## **Services and Facilities**

### *Albion Bolton Refurbishment*

As previously reported, a Request for Proposal (RFP) for the Design Phase of the Albion Bolton Branch Refurbishment was released on September 9. This document sought proposals from architecture firms with experience in public library design to develop a vision for the project. Though six firms attended the mandatory site meeting, only one firm ultimately submitted a proposal. Unfortunately, this firm did not offer adequate experience in all aspects of library design and their proposal did not advance to the second phase of the procurement process.

A number of alternate methods of moving this project forward have been discussed with Town staff with expertise in both project management and procurement. Given the scale and scope of the project it has been determined that the services of an interior designer would be a suitable, and cost effective, alternative to those of an architect. To this end, a new procurement document will be prepared to secure the services of a design consultant. It has yet to be decided if this will be released as a Request for Quote (RFQ), Tender, or Request for Proposal (RFP). All options are reliant on the identification and availability of a pool of designers with significant relevant experience and research is already underway to confirm such a list. It is expected that a revised procurement document will be released within the month.

## Attachment 7-C



### Strategic Actions Update

October 2019

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#### Strengthen Facilities

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New lounge seating for the Caledon Village, Alton and Margaret Dunn Valleywood branches were delivered and installed. Two new tables were also added to the Caledon Village Branch, provided more space for visitors to work within the facility.

#### Invest in People

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The Library's annual Staff Forum was hosted at Caledon Village Place on September 20th. Sessions included the launch of CPL's new "What's your Reason" quiz and campaign, an overview of the new Peel Immigration website, an updated from Caledon Parent and Child Centre, and an opportunity to solicit feedback from staff regarding improvements to the Library's website. The day's keynote speaker from CMHA shared strategies to Work Better and Live Happier.

Meetings of Public Service and Page from all branches were hosted at the Albion Bolton Branch. These meetings provided an opportunity to bring all staff together and featured updates from and discussions with managers from Information Services, Information Technology, Youth Services and Communication & Community Development.

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:

- The Art of Leadership Conference
- Project Management for Professionals
- Complete Exchange 2013 2016 Practical Guide
- Introduction to Mindfulness (MILA)
- Intro to Video Production: Shooting
- OLA Community-Led Think Tank
- OLA Marketing Think Tank
- Emotional Intelligence & Conflict Resolution Webinars (MILA)

#### Build Relationships

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The Town of Caledon Mayor and Council has proclaimed October 2019 Love Your Library month.

CPL staff provided outreach a number of events including the Albion Bolton Fall Fair; Brookfield Homes Caledon East Fall Fest; Mono Mills 200th Birthday celebration

CPL hosted the Albion Bolton Historical Society as they invited the community to come and learn about their organization including a special presentation by Gary Wilkins of the TRCA on the Humber River's 20th anniversary as a Canadian Heritage River!

CPL staff met with Bethell Hospice to discuss opportunities to work together moving forward. Ideas discussed included the library providing lunch and learn sessions for both staff and volunteers; creating library cards to allow residents and families to access CPL's digital resources; providing improved signage and marketing materials; Bethell Hospice is considering providing outreach, open houses and workshops at CPL locations.

The Library hosted a CBIZ workshop in partnership with the Town's Economic Development team.

CPL representatives shared their "Library 101" presentation along with a small craft with three of Caledon Community Services' Seniors groups

### **Encourage Discovery, Innovation and Creativity**

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Culture Days - CPL hosted a day filled with interactive experiences, art exhibits, local authors, dance and music as we celebrated the 10th anniversary of Ontario Culture Days.

Musical Instrument Collection - As part of the Culture Days celebrations, CPL launched a loanable musical instrument collection. This new collection of 6 guitars, 2 3/4 size guitars and 6 ukuleles was made possible through the generous support of Brampton and Caledon Community Foundation and Friends of Caledon Public Library.

Our new book club "Books and Beers" launched on the second Tuesday of each month at Stratanger's Restaurant

## Attachment 9-A

# Treasurer's Report

Prepared by Colleen Lipp  
October 2019



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### 2019 Budget

The Library participated in Town Finance's forecast exercise to determine any anticipated operating variance. A favourable variance of \$101,337 or 2.7% of the total operating budget is currently forecast for year end. This is due in part to salary gapping prompted by staff turnover and vacancies earlier in the year. As per the current process any remaining funds will be transferred to the Town's consolidated reserves at year end. This forecast also reflects the following:

- Over \$253,000 has been identified as budgeted funds related to the operations of the Southfields Village Branch which will not be expended by year end. These funds will be transferred to a dedicated reserve in support of the new facility which can be used to offset any overages experienced during the branch's first full year of operation.
- The payment of \$48,000 in lease costs to the Dufferin Peel District Catholic School Board, assuming that an invoice and supporting documentation for CPL's portion of shared costs of the Caledon East Branch is received before the close of the fiscal year.

Financial statements, confirming budgets and expenditures as of September 30, 2019, are attached as [Appendix A](#).

### 2020 Budget

A meeting with Town Finance was held on September 30 and was attended by the Board Chair, the CEO/Chief Librarian, the General Manager of Strategic Initiatives, the Town Treasurer, the General Manager of Finance and Infrastructure Services and the Acting CAO. This meeting provided an opportunity to clarify the Board's requests and gain greater insight into the likely success of the Library's proposed budget. Response to the Library's budget was largely favourable and our efforts to remain within the mandated maximum increase of 2.5% were noted and appreciated.

Suggested language to more clearly communicate the benefits of converting the Administrative Assistant position to full time was shared by the Acting CAO and has informed revisions to the requested change in service level. Discussions also prompted the merger of the Service Level Change related to security software within the proposed capital project in support of IT Equipment. It was also proposed that a software platform used by Recreation Services might address the Library's need for staff scheduling software – eliminating the related request for change in service level. It has since been determined that the Town's solution would not

effectively support the Library's staff schedules and the requested \$1300 has been added to the base budget for 2020.

The Library's recent achievements and priorities, as well as significant trends and challenges in public library service have been included within Strategic Initiatives' Business Plan in support of the proposed 2020 budget. The Library's portion of this document has been revised to reflect the Board's governance and strategic goals in addition to the priorities identified within the Council Work Plan.

Subsequent discussions regarding the Town's consolidated budget will be held by the Town's Senior Management Team. As the CEO/Chief Librarian is not a member of this team, the Library Board relies on the General Manager of Strategic Initiatives to advocate on behalf of library services. These discussions, and the need to consider the Library's submission within the scope of the full municipal budget and related impact on ratepayers, may result in changes to previously shared funding statuses or requests to the Library Board to revise or reduce the budget accordingly.

## **Grants**

### *Public Library Operating Grant (PLOG)*

The Library has successfully completed all requirements of the Ontario Ministry of Tourism, Culture and Sport's Annual Public Library Operating Grant (PLOG) for 2019. This includes the submission of the following:

- Grants Ontario Application Form
- Library Pay Equity Report
- Caledon Public Library 2018 Audited Financials
- Annual Survey

The completion of this submission in advance of the October 24, 2019 deadline will assure that we receive our annual Public Library Operating Grant of \$58,171 within the current budget year. This funding includes a library pay equity supplement of \$3932.

## **Recommended Motion:**

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

# Appendix A



Library  
ST: Object Code - Budget vs Actual by Cost Centre  
As of September 30, 2019

	September	September	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
<b>40010 Administration</b>											
50050 Miscellaneous	(500.00)	(685.80)	185.80		(4,500.00)	(5,723.43)	1,223.43		(6,000.00)	95.4%	(276.57)
50125 Merchandise Sales	(250.00)	(15.00)	(235.00)		(2,250.00)	(154.00)	(2,096.00)		(3,000.00)	5.1%	(2,846.00)
50319 Grants/Subsidies			0.00			(4,708.84)	4,708.84		(58,200.00)	8.1%	(53,491.16)
50570 Donations	(83.00)	(25.00)	(58.00)		(747.00)	(236.50)	(510.50)		(1,000.00)	23.7%	(763.50)
50705 Fines/Fees	(3,333.00)	(2,816.90)	(516.10)		(29,997.00)	(26,523.90)	(3,473.10)		(40,000.00)	66.3%	(13,476.10)
50715 Programs	(292.00)	(600.00)	308.00		(2,628.00)	(1,215.50)	(1,412.50)		(3,500.00)	34.7%	(2,284.50)
50725 Comm.Access Prgm Funding			0.00			(5,779.08)	5,779.08				5,779.08
50750 Book Sales	(129.00)	(224.50)	95.50		(1,161.00)	(1,819.35)	658.35		(1,500.00)	121.3%	319.35
50770 FOL-Recoverable			0.00			(2,000.00)	2,000.00				2,000.00
61510 Salaries-Permanent	11,372.00	11,372.00			108,909.00	109,785.19	(876.19)		146,307.00	75.0%	36,521.81
61513 Benefits-Permanent	2,695.00	2,434.04	766.32		25,809.00	26,580.49	(771.49)		34,671.00	76.7%	8,090.51
61520 Wages-Casual Temporary	2,291.00	2,175.56	2,344.23		26,721.00	23,925.73	2,795.27		34,000.00	70.4%	10,074.27
61522 Recovery-Wages-Casual Temp							0.00				0.00
61523 Benefits-Casual Temporary	285.00	391.10	105.38		3,321.00	4,404.74	(1,083.74)		4,225.00	104.3%	(179.74)
62018 Operating Supplies	64.00	56.46	(220.17)		576.00	623.31	(47.31)		760.00	82.0%	136.69
62113 Maint & Repairs-A/V Equip					1,750.00	1,623.07	126.93		3,500.00	46.4%	1,876.93
62129 FOL-Initiatives		551.75				1,362.34	(1,362.34)				(1,362.34)
62244 Bank Charges	125.00	64.28	60.72		1,125.00	576.87	548.13		1,500.00	38.5%	923.13
62253 Lib. Brd Education & Exp.	405.00	207.33	197.67		3,797.00	3,055.51	741.49		5,000.00	61.1%	1,944.49
62310 Training/Development/Seminars	2,760.00	2,036.93	723.07		26,133.00	27,147.34	(1,014.34)		30,879.00	87.9%	3,731.66
62311 Memberships/Dues		509.73	(509.73)		12,000.00	13,139.31	(1,139.31)		12,500.00	105.1%	(639.31)
62314 Mileage	1,396.00	1,083.67	312.33		9,809.00	7,341.36	2,467.64		14,000.00	52.4%	6,658.64
62317 Audit							0.00		4,370.00	0.0%	4,370.00
62319 Grants		1,801.07	(1,801.07)			1,801.07	(1,801.07)				(1,801.07)
62322 Postage	34.00	187.28	(153.28)		306.00	426.73	(120.73)		400.00	106.7%	(26.73)
62335 Contracted Services	176.00	55.00	121.00		1,584.00	573.73	1,010.27		2,100.00	27.3%	1,526.27
<b>Total 40010 Administration</b>	<b>17,016.00</b>	<b>18,559.00</b>	<b>(1,543.00)</b>		<b>180,557.00</b>	<b>174,206.19</b>	<b>6,350.81</b>		<b>181,012.00</b>	<b>96.2%</b>	<b>6,805.81</b>
<b>41010 Library Public Services</b>											
61510 Salaries-Permanent	47,105.00	31,060.76	16,044.24		337,555.00	259,803.37	77,751.63		492,636.00	52.7%	232,832.63
61513 Benefits-Permanent	14,596.00	8,606.95	5,989.05		99,761.00	74,404.36	25,356.64		147,824.00	50.3%	73,419.64
61520 Wages-Casual Temporary	67,115.00	33,771.31	33,343.69		340,107.00	334,615.47	5,491.53		589,229.00	56.8%	254,613.53
61523 Benefits-Casual Temporary	9,629.00	4,455.39	5,173.61		52,955.00	43,895.01	9,059.99		88,253.00	49.7%	44,357.99
62017 Caretaking Supplies	75.00	399.39	(324.39)		675.00	1,196.22	(521.22)		900.00	132.9%	(296.22)
62018 Operating Supplies	780.00	304.15	475.85		2,820.00	2,321.81	498.19		5,150.00	45.1%	2,828.19
62312 Insurance			0.00		1,904.00	1,902.30	1.70		1,904.00	99.9%	1.70
62321 Rental-Facility	48,000.00		48,000.00		239,176.00	191,056.00	48,120.00		239,176.00	79.9%	48,120.00
62335 Contracted Services	1,792.00	1,664.85	127.15		17,748.00	16,481.31	1,266.69		23,660.00	69.7%	7,178.69
62346 Courier	3,235.00	2,380.00	855.00		25,290.00	21,015.23	4,274.77		35,000.00	60.0%	13,984.77
62427 Cash Under/Over			0.00			(0.43)	0.43				0.43
<b>Total 41010 Library Public Services</b>	<b>192,327.00</b>	<b>82,642.80</b>	<b>109,684.20</b>		<b>1,117,991.00</b>	<b>946,690.65</b>	<b>171,300.35</b>		<b>1,623,732.00</b>	<b>58.3%</b>	<b>677,041.35</b>



Library  
ST: Object Code - Budget vs Actual by Cost Centre  
As of September 30, 2019

	September	September	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
<b>41015 Reference/Collection Dev</b>											
61510 Salaries-Permanent	17,926.00	17,368.04	557.96		172,728.00	115,776.07	56,951.93		231,777.00	50.0%	116,000.93
61513 Benefits-Permanent	5,066.00	4,770.90	295.10		48,799.00	32,084.01	16,714.99		65,481.00	49.0%	33,396.99
61520 Wages-Casual Temporary	7,364.00	6,032.31	1,331.69		70,596.00	80,509.67	(9,913.67)		95,784.00	84.1%	15,274.33
61523 Benefits-Casual Temporary	905.00	1,185.07	(280.07)		8,676.00	14,650.45	(5,974.45)		11,773.00	124.4%	(2,877.45)
62018 Operating Supplies	66.00	40.32	25.68		594.00	516.17	77.83		800.00	64.5%	283.83
62058 Online Databases	1,757.00	1,581.84	175.16		60,000.00	58,345.02	1,654.98		60,000.00	97.2%	1,654.98
62414 Special Programs	753.00	1,598.05	(845.05)		5,543.00	4,772.05	770.95		8,000.00	59.7%	3,227.95
<b>Total 41015 Reference/Collection Dev</b>	<b>33,837.00</b>	<b>32,576.53</b>	<b>1,260.47</b>		<b>366,936.00</b>	<b>306,653.44</b>	<b>60,282.56</b>		<b>473,615.00</b>	<b>64.7%</b>	<b>166,961.56</b>
<b>41020 Library Grants</b>											
50319 Grants/Subsidies (Revenue)			0.00				0.00				0.00
62319 Grants (Expenses)			0.00				0.00				0.00
<b>Total 41020 Library Grants</b>		<b>0.00</b>	<b>0.00</b>			<b>0.00</b>	<b>0.00</b>				<b>0.00</b>
<b>41025 Library Info Technology</b>											
61510 Salaries-Permanent	13,240.00	13,240.00			127,679.00	128,721.58	(1,042.58)		171,303.00	75.1%	42,581.42
61513 Benefits-Permanent	3,558.00	3,165.19	392.81		34,305.00	35,735.18	(1,430.18)		46,027.00	77.6%	10,291.82
62018 Operating Supplies	625.00	707.54	(82.54)		5,625.00	3,715.83	1,909.17		7,500.00	49.5%	3,784.17
62304 Automation			0.00		16,100.00	18,610.49	(2,510.49)		19,100.00	97.4%	489.51
62305 Computer Services	2,550.00	478.13	2,071.87		10,836.00	4,172.64	6,663.36		18,500.00	22.6%	14,327.36
62335 Contracted Services	1,806.00	61.14	1,744.86		3,667.00	1,009.21	2,657.79		4,600.00	21.9%	3,590.79
62396 Mobile Phones / Pagers	765.00	484.37	280.63		6,841.00	5,832.87	1,008.13		9,721.00	60.0%	3,888.13
62397 Telephone	1,900.00	205.20	1,694.80		15,010.00	18,973.01	(3,963.01)		23,266.00	81.5%	4,292.99
63037 Software Licence Subscription	888.00	1,407.17	(519.17)		15,442.00	12,260.75	3,181.25		17,500.00	70.1%	5,239.25
<b>Total 41025 Library Info Technology</b>	<b>25,332.00</b>	<b>19,748.74</b>	<b>5,583.26</b>		<b>235,505.00</b>	<b>229,031.56</b>	<b>6,473.44</b>		<b>317,517.00</b>	<b>72.1%</b>	<b>88,485.44</b>
<b>41030 Youth Services</b>											
61510 Salaries-Permanent	23,095.00	23,022.42	72.58		220,955.00	222,257.15	(1,302.15)		296,880.00	74.9%	74,622.85
61513 Benefits-Permanent	6,466.00	6,470.40	(4.40)		61,864.00	63,920.13	(2,056.13)		83,125.00	76.9%	19,204.87
62018 Operating Supplies	100.00	126.80	(26.80)		900.00	983.19	(83.19)		1,200.00	81.9%	216.81
62414 Special Programs	1,000.00	849.06	150.94		15,334.00	18,226.89	(2,892.89)		18,834.00	96.8%	607.11
<b>Total 41030 Youth Services</b>	<b>30,661.00</b>	<b>30,468.68</b>	<b>192.32</b>		<b>299,053.00</b>	<b>305,387.36</b>	<b>(6,334.36)</b>		<b>400,039.00</b>	<b>76.3%</b>	<b>94,651.64</b>
<b>41035 Communications/Community Dev</b>											
61510 Salaries-Permanent	18,278.00	18,105.89	172.11		175,048.00	169,581.85	5,466.15		235,154.00	72.1%	65,572.15
61513 Benefits-Permanent	5,034.00	5,047.66	(13.66)		48,208.00	48,802.84	(594.84)		64,759.00	75.4%	15,956.16
61520 Wages-Casual Temporary	6,950.00	4,261.40	2,688.60		51,019.00	40,085.50	10,933.50		63,900.00	62.7%	23,814.50
61523 Benefits-Casual Temporary	1,431.00	395.71	1,035.29		10,507.00	4,146.16	6,360.84		13,159.00	31.5%	9,012.84
62018 Operating Supplies	394.00	404.12	(10.12)		3,546.00	3,317.63	228.37		4,730.00	70.1%	1,412.37
62304 Automation	500.00	555.88	(55.88)		4,500.00	4,225.18	274.82		6,000.00	70.4%	1,774.82



Library  
ST: Object Code - Budget vs Actual by Cost Centre  
As of September 30, 2019

	September	September	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
62315 Printing & Advertising	1,310.00	2,226.07	(916.07)		9,272.00	7,335.69	1,936.31		13,200.00	55.6%	5,864.31
62335 Contracted Services	624.00	192.41	431.59		4,141.00	2,394.01	1,746.99		6,000.00	39.9%	3,605.99
62414 Special Programs	539.00	625.43	(86.43)		5,215.00	3,590.30	1,624.70		6,834.00	52.5%	3,243.70
<b>Total 41035 Communications/Community Dev</b>	<b>35,060.00</b>	<b>31,814.57</b>	<b>3,245.43</b>		<b>311,456.00</b>	<b>283,479.16</b>	<b>27,976.84</b>		<b>413,736.00</b>	<b>68.5%</b>	<b>130,256.84</b>
<b>41040 Library Tech Services</b>											
61510 Salaries-Permanent	17,859.00	17,883.00	(24.00)		171,931.00	173,235.15	(1,304.15)		230,741.00	75.1%	57,505.85
61513 Benefits-Permanent	4,944.00	4,850.03	93.97		47,614.00	49,028.40	(1,414.40)		63,896.00	76.7%	14,867.60
62018 Operating Supplies	333.00	789.51	(456.51)		2,997.00	2,534.02	462.98		4,000.00	63.4%	1,465.98
62335 Contracted Services	75.00	118.94	(43.94)		675.00	737.70	(62.70)		900.00	82.0%	162.30
<b>Total 41040 Library Tech Services</b>	<b>23,211.00</b>	<b>23,641.48</b>	<b>(430.48)</b>		<b>223,217.00</b>	<b>225,535.27</b>	<b>(2,318.27)</b>		<b>299,537.00</b>	<b>75.3%</b>	<b>74,001.73</b>
<b>Total Caledon Public Library</b>	<b>357,444.00</b>	<b>239,451.80</b>	<b>117,992.20</b>		<b>2,734,715.00</b>	<b>2,470,983.63</b>	<b>263,731.37</b>		<b>3,709,188.00</b>	<b>66.6%</b>	<b>1,238,204.37</b>
<b>Total Caledon Public Library-Lending Services</b>	<b>357,444.00</b>	<b>239,451.80</b>	<b>117,992.20</b>		<b>2,734,715.00</b>	<b>2,470,983.63</b>	<b>263,731.37</b>		<b>3,709,188.00</b>	<b>66.6%</b>	<b>1,238,204.37</b>

**Capital Project Expense Report - as of September 30, 2019**

	Budget	Expended Previous Year(s)	Expended 2019 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended
<b>Previous Year Capital Projects</b>						
16-002 Library IT Equipment Replacement	55,000	29,228.91	14,606.79	43,835.70	11,164.30	79.7%
18-038 Library IT Equipment	75,000.00	57,963.70	16,949.94	74,913.64	86.36	99.9%
18-039 Library Furnishing Replacement	30,000.00	19,991.22	9,555.20	29,546.42	453.58	98.5%
18-040 Southfields Opening Day Collections	400,000.00	70,672.54	242,429.37	313,101.91	86,898.09	78.3%
18-043 Lib Website Redesign & Improvements	10,000.00		38.21	38.21	9,961.79	0.4%
<b>Multi-Year Capital Projects</b>						
16-004 Mayfield West Library	4,950,000	1,754,626.90	1,119,760.49	2,874,387.39	2,075,612.61	58.1%
<b>Current Year Capital Projects</b>						
19-032 Library Collections and Materials	450,000.00		277,610.90	277,610.90	172,389.10	61.7%
59275 Capital Donations	2,400.00					
<b>Total Library Collections and Materials (19-032)</b>	<b>452,400.00</b>		<b>277,610.90</b>	<b>277,610.90</b>	<b>174,789.10</b>	<b>61.4%</b>
19-033 Library IT Equipment	76,000.00		15,087.18	15,087.18	60,912.82	19.9%
19-034 Library Furnishing Replacement	30,000.00		8,977.64	8,977.64	21,022.36	29.9%
19-036 Albion Bolton Branch Refurbishment	561,000.00			0.00	561,000.00	0.0%
19-037 Wireless Public Print Management System	12,800.00			0.00	12,800.00	0.0%
19-038 Library IT Audit/Network Assessment	15,000.00			0.00	15,000.00	0.0%
19-039 Library Community Outreach Kits	6,000.00		1,916.91	1,916.91	4,083.09	31.9%



# Quarterly Performance Measures and Statistics

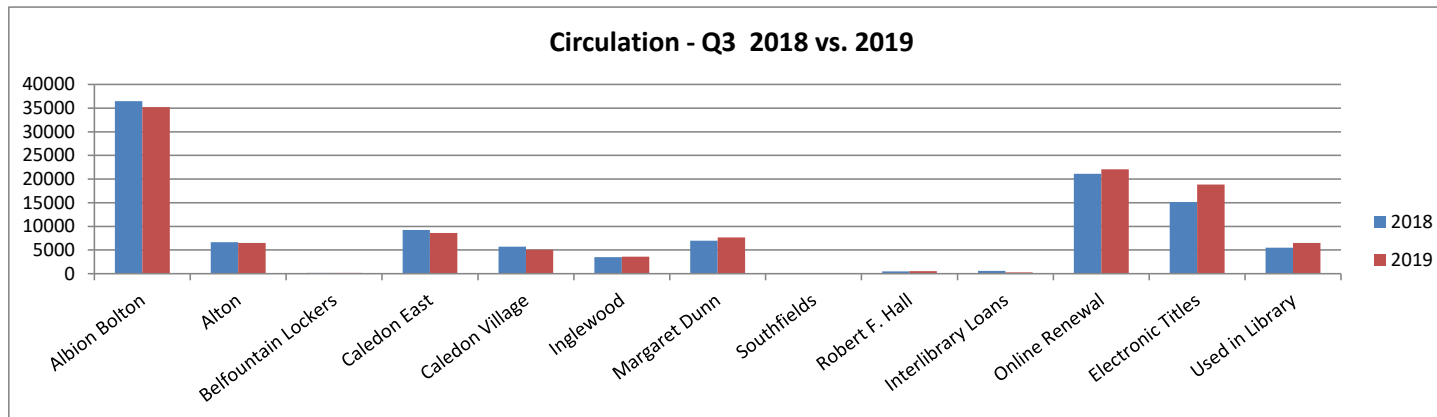
Third Quarter - July, August, September 2019

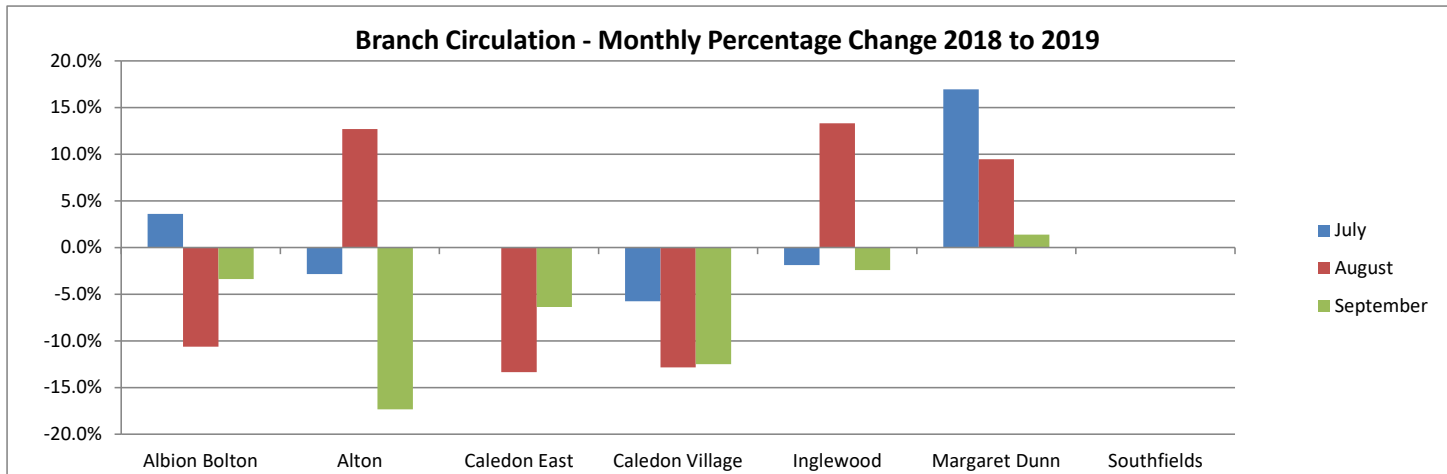


## Circulation by Branch - Q3

	July			August			September			Q3 Total			YTD		
	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change
Albion Bolton	13169	13645	3.6%	13352	11935	-10.6%	9956	9621	-3.4%	36477	35201	-3.5%	102273	102890	0.6%
Alton	2471	2401	-2.8%	2120	2389	12.7%	2042	1688	-17.3%	6633	6478	-2.3%	18961	19434	2.5%
Belfountain Lockers	74	55	-25.7%	54	61	13.0%	51	65	27.5%	179	181	1.1%	591	550	-6.9%
Caledon East	3150	3150	0.0%	3241	2808	-13.4%	2836	2655	-6.4%	9227	8613	-6.7%	25192	25023	-0.7%
Caledon Village	1821	1716	-5.8%	2141	1866	-12.8%	1727	1511	-12.5%	5689	5093	-10.5%	16581	15136	-8.7%
Inglewood	1228	1205	-1.9%	1089	1234	13.3%	1164	1136	-2.4%	3481	3575	2.7%	10721	10252	-4.4%
Margaret Dunn	2583	3021	17.0%	2550	2791	9.5%	1817	1842	1.4%	6950	7654	10.1%	17808	19202	7.8%
Southfields	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
Robert F. Hall	4	0	-100.0%	0	4	-	485	543	12.0%	489	547	11.9%	4621	3654	-20.9%
Interlibrary Loans	223	101	-54.7%	141	103	-27.0%	202	76	-62.4%	566	280	-50.5%	2412	1009	-58.2%
Online Renewal	6494	7521	15.8%	7395	7369	-0.4%	7249	7190	-0.8%	21138	22080	4.5%	57818	64163	11.0%
<b>Sub-Total</b>	<b>31217</b>	<b>32815</b>	<b>5.1%</b>	<b>32083</b>	<b>30560</b>	<b>-4.7%</b>	<b>27529</b>	<b>26327</b>	<b>-4.4%</b>	<b>90829</b>	<b>89702</b>	<b>-1.2%</b>	<b>256978</b>	<b>261313</b>	<b>1.7%</b>
Electronic Titles	5343	6379	19.4%	5357	6447	20.3%	4457	6035	35.4%	15157	18861	24.4%	42553	54620	28.4%
	36560	39194	7.2%	37440	37007	-1.2%	31986	32362	1.2%	105986	108563	2.4%	299531	315933	5.5%
Used in Library	2023	2733	35.1%	1971	2165	9.8%	1482	1619	9.2%	5476	6517	19.0%	15888	15897	0.1%
<b>Total</b>	<b>38583</b>	<b>41927</b>	<b>8.7%</b>	<b>39411</b>	<b>39172</b>	<b>-0.6%</b>	<b>33468</b>	<b>33981</b>	<b>1.5%</b>	<b>111462</b>	<b>115080</b>	<b>3.2%</b>	<b>315419</b>	<b>331830</b>	<b>5.2%</b>

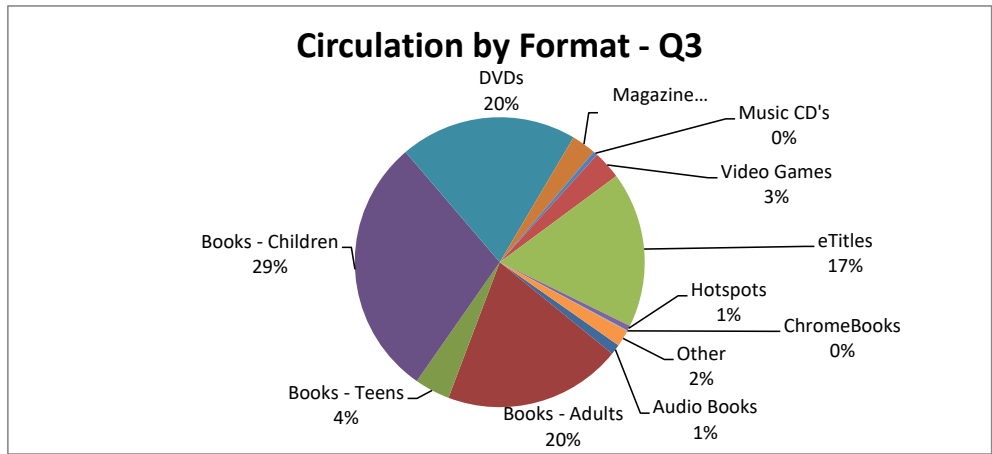
Note: The Caledon East Branch was closed for a week in July 2019 due to repairs to the school's HVAC system





### Circulation by Format - Q3

	July			August			September			Q3 Total			YTD		
	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change
Audio Books	542	487	-10.1%	590	446	-24.4%	518	321	-38.0%	1650	1254	-24.0%	4772	3631	-23.9%
Books - Adults	7981	7601	-4.8%	8521	7491	-12.1%	7371	6487	-12.0%	23873	21579	-9.6%	66705	63970	-4.1%
Books - Teens	1193	1593	33.5%	1236	1484	20.1%	1109	1209	9.0%	3538	4286	21.1%	9435	10868	15.2%
Books - Children	10372	11926	15.0%	10182	10405	2.2%	8837	9192	4.0%	29391	31523	7.3%	80506	86655	7.6%
DVDs	8744	7861	-10.1%	9225	7544	-18.2%	7481	6050	-19.1%	25450	21455	-15.7%	72147	66740	-7.5%
Magazines	928	1088	17.2%	909	969	6.6%	840	900	7.1%	2677	2957	10.5%	7800	8488	8.8%
Music CD's	195	220	12.8%	199	176	-11.6%	235	134	-43.0%	629	530	-15.7%	1968	1893	-3.8%
Video Games	988	1234	24.9%	964	1221	26.7%	510	972	90.6%	2462	3427	39.2%	7572	10047	32.7%
eTitles	5343	6379	19.4%	5357	6447	20.3%	4457	6035	35.4%	15157	18861	24.4%	42553	54620	28.4%
Hotspots	116	210	81.0%	116	214	84.5%	102	195	91.2%	334	619	85.3%	992	1715	72.9%
ChromeBooks	8	35	337.5%	6	35	483.3%	21	16	-23.8%	35	86	145.7%	147	218	48.3%
Other	150	560	273.3%	135	575	325.9%	505	851	68.5%	790	1986	151.4%	4934	7088	43.7%
<b>Total</b>	<b>36560</b>	<b>39194</b>	<b>7.2%</b>	<b>37440</b>	<b>37007</b>	<b>-1.2%</b>	<b>31986</b>	<b>32362</b>	<b>1.2%</b>	<b>105986</b>	<b>108563</b>	<b>2.4%</b>	<b>299531</b>	<b>315933</b>	<b>5.5%</b>



### Library Activity - Q3

	July			August			September			Q3 Total			YTD		
	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change
New Members Added	218	206	-5.5%	159	183	15.1%	283	416	47.0%	660	805	22.0%	1655	1787	8.0%
Total Members/Cardholders									28637	25916	-9.5%				
Total Active Members/Cardholders (used withing last two years)									13723	13966	1.8%				
Reference Queries	157	597	280.3%	147	383	160.5%	168	409	143.5%	472	1389	194.3%	2459	4276	73.9%
Holds Placed	5588	5369	-3.9%	5416	5144	-5.0%	5513	4487	-18.6%	16517	15000	-9.2%	47740	46057	-3.5%
New Materials Added	2740	2466	-10.0%	2083	1459	-30.0%	3205	2863	-10.7%	8028	6788	-15.4%	17619	14786	-16.1%

### Visits by Branch - Q3

	July			August			September			Q3 Total			YTD		
	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change
Albion Bolton	9237	9632	4.3%	8597	8453	-1.7%	7212	7983	10.7%	25046	26068	4.1%	76177	76447	0.4%
Caledon East *	1752	2329	32.9%	2100	2224	5.9%	14565	14735	1.2%	18417	19288	4.7%	88773	87851	-1.0%
Margaret Dunn	2531	2626	3.8%	2714	2452	-9.7%	2070	1843	-11.0%	7315	6921	-5.4%	22053	20850	-5.5%
Southfields															
<b>Total</b>	<b>13520</b>	<b>14587</b>	<b>7.9%</b>	<b>13411</b>	<b>13129</b>	<b>-2.1%</b>	<b>23847</b>	<b>24561</b>	<b>3.0%</b>	<b>50778</b>	<b>52277</b>	<b>3.0%</b>	<b>187003</b>	<b>185148</b>	<b>-1.0%</b>

\* The counter at CE was installed on January 16, 2018

### Virtual Branch Use - Q3

	July			August			September			Q3 Total			YTD		
	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change
<b>Website Usage</b>															
Page views	27,322	31,781	16.3%	27,382	29,071	6.2%	27,549	28,968	5.2%	82,253	89,820	9.2%	82,253	89,820	9.2%
Users	6,577	7,584	15.3%	6,760	7,059	4.4%	6,356	7,456	17.3%	19,693	22,099	12.2%	19,693	22,099	12.2%
<b>Catalogue Usage</b>															
Page views	52,133	53,580	2.8%	51,447	53,143	3.3%	49,538	49,864	0.7%	153,118	156,587	2.3%	153,118	156,587	2.3%
Sessions	9,546	10,884	14.0%	9,786	10,773	10.1%	9,546	10,225	7.1%	28,878	31,882	10.4%	28,878	31,882	10.4%

### Technology Use by Branch - Q3

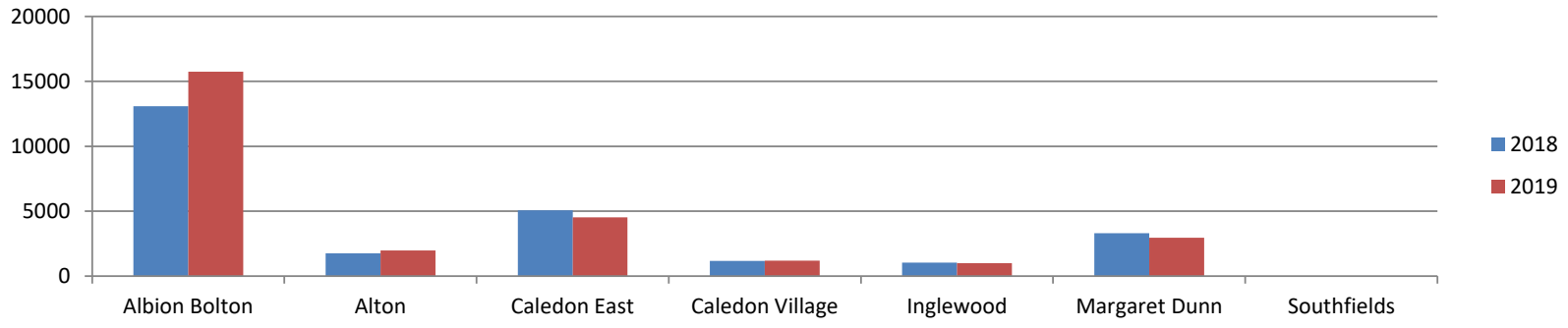
Workstations*		July			August			September			Q3 Total			YTD Total		
		2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change
		Albion Bolton	1474	1319	-10.5%	1455	1157	-20.5%	1200	1153	-3.9%	4129	3629	-12.1%	12588	11001
Alton	255	192	-24.7%	252	203	-19.4%	170	145	-14.7%	677	540	-20.2%	1749	1561	-10.7%	
Caledon East	165	182	10.3%	186	173	-7.0%	181	204	12.7%	532	559	5.1%	1467	1533	4.5%	
Caledon Village	130	134	3.1%	151	134	-11.3%	80	93	16.3%	361	361	0.0%	947	946	-0.1%	
Inglewood	62	93	50.0%	57	74	29.8%	59	50	-15.3%	178	217	21.9%	552	651	17.9%	
Margaret Dunn	375	417	11.2%	447	397	-11.2%	364	341	-6.3%	1186	1155	-2.6%	3042	3037	-0.2%	
Southfields																
<b>Total</b>	<b>2461</b>	<b>2337</b>	<b>-</b>	<b>2548</b>	<b>2138</b>	<b>-</b>	<b>2054</b>	<b>1986</b>	<b>-</b>	<b>7063</b>	<b>6461</b>	<b>-</b>	<b>20345</b>	<b>18729</b>	<b>-7.9%</b>	

Wireless Network		July			August			September			Q3 Total			YTD Total		
		2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change
		Albion Bolton	1773	4494	153.5%	3430	3689	7.6%	3710	3854	3.9%	8913	12037	35.0%	24768	41285
Alton	270	492	82.2%	408	534	30.9%	411	402	-2.2%	1089	1428	31.1%	2466	3977	61.3%	
Caledon East	266	528	98.5%	634	590	-6.9%	3629	2843	-21.7%	4529	3961	-12.5%	12994	22773	75.3%	
Caledon Village	254	265	4.3%	285	284	-0.4%	260	286	10.0%	799	835	4.5%	1868	2574	37.8%	
Inglewood	170	205	20.6%	341	321	-5.9%	352	261	-25.9%	863	787	-8.8%	1779	2264	27.3%	
Margaret Dunn	754	751	-0.4%	694	555	-20.0%	665	489	-26.5%	2113	1795	-15.0%	6956	6338	-8.9%	
Southfields																
<b>Total</b>	<b>3487</b>	<b>6735</b>	<b>93.1%</b>	<b>5792</b>	<b>5973</b>	<b>3.1%</b>	<b>9027</b>	<b>8135</b>	<b>-9.9%</b>	<b>18306</b>	<b>20843</b>	<b>13.9%</b>	<b>50831</b>	<b>79211</b>	<b>55.8%</b>	

\*\*Please note Wi-Fi: Bolton July 21st - 29th inclusive, data not logged. West Side branches July 23rd - 27th inclusive, data not logged

ChromeBooks		July			August			September			Q3 Total			YTD Total		
		2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change
		Albion Bolton	0	35	-	6	35	483.3%	21	16	-23.8%	35	86	145.7%	147	218
Southfields													0	0	-	
<b>Total</b>	<b>0</b>	<b>35</b>	<b>-</b>	<b>6</b>	<b>35</b>	<b>483.3%</b>	<b>21</b>	<b>16</b>	<b>-23.8%</b>	<b>27</b>	<b>86</b>	<b>218.5%</b>	<b>147</b>	<b>218</b>	<b>48.3%</b>	

**Combined Technology Use - Q3 2018 vs. 2019**



### Digital Resource and eBook Usage - Q3

	July			August			September			Q3 Total			YTD Total		
	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change
<b>Digital Items Borrowed</b>															
Overdrive-eBooks	2898	3451	19.1%	3101	3311	6.8%	2575	2981	15.8%	8574	9743	13.6%	24496	28260	15.4%
Overdrive - eAudio	852	1223	43.5%	875	1112	27.1%	734	1153	57.1%	2461	3488	41.7%	7111	9989	40.5%
Overdrive - Other	2	7	250.0%	7	4	-42.9%	5	8	60.0%	14	19	35.7%	22	47	113.6%
Hoopla - eBooks	427	409	-4.2%	289	450	55.7%	293	409	39.6%	1009	1268	25.7%	2608	3682	41.2%
Hoopla - eAudio	394	435	10.4%	300	471	57.0%	277	438	58.1%	971	1344	38.4%	2480	3722	50.1%
Hoopla - Video	297	238	-19.9%	272	314	15.4%	199	319	60.3%	768	871	13.4%	1764	2567	45.5%
Hoopla - Music	136	85	-37.5%	94	75	-20.2%	97	67	-30.9%	327	227	-30.6%	879	770	-12.4%
Kanopy *	130	128	-1.5%	61	158	159.0%	48	147	206.3%	239	433	81.2%	239	886	270.7%
RBDigital (Zinio) Magazines	181	393	117.1%	320	548	71.3%	213	509	139.0%	714	1450	103.1%	2670	4536	69.9%
Flipster Magazines *	26	10	-61.5%	38	4	-89.5%	16	4	-75.0%	80	18	-77.5%	284	161	-43.3%
<b>Total Borrowed</b>	<b>5343</b>	<b>6379</b>	<b>19.4%</b>	<b>5357</b>	<b>6447</b>	<b>20.3%</b>	<b>4457</b>	<b>6035</b>	<b>35.4%</b>	<b>15157</b>	<b>18861</b>	<b>24.4%</b>	<b>42553</b>	<b>54620</b>	<b>28.4%</b>
<b>Digital Resources Accessed</b>															
Press Display	783	943	20.4%	617	1086	76.0%	648	1045	61.3%	2048	3074	50.1%	5594	8496	51.9%
Ancestry	466	346	-25.8%	278	306	10.1%	162	48	-70.4%	906	700	-22.7%	6206	3674	-40.8%
Tumble Books Premier	34	116	241.2%	20	86	330.0%	24	81	237.5%	78	283	262.8%	325	1522	368.3%
Consumer Reports	136	172	26.5%	0	534	-	284	117	-58.8%	420	823	96.0%	1259	1377	9.4%
World Book	0	0	-	0	3	-	0	4	-	0	7	-	8	42	425.0%
Gale Databases **	13	10	-23.1%	0	23	-	0	30	#DIV/0!	13	63	384.6%	77	552	616.9%
Novelist	237	192	-19.0%	54	162	200.0%	53	6	-88.7%	344	360	4.7%	1039	963	-7.3%
EBSCO	87	214	146.0%	40	57	42.5%	35	181	417.1%	162	452	179.0%	814	1548	90.2%
One Click Digital	0	0	-	3	0	-100.0%	1	0	-100.0%	4	0	-100.0%	13	1	-92.3%
Gale Courses	26	39	50.0%	17	21	23.5%	54	33	-38.9%	97	93	-4.1%	227	309	36.1%
STEMVillage ***	23	0	-	0	0	-	0	0	-	23	0	-100.0%	45	0	-100.0%
Canadian Points of View ***	1	0	-	1	0	-	3	0	-	5	0	-100.0%	13	0	-100.0%
Mango Languages	56	54	-3.6%	76	41	-46.1%	64	45	-29.7%	196	140	-28.6%	586	556	-5.1%
New York Times *	0	31	-	0	27	-	0	38	-	0	96	-	0	368	-
Cypress Resume *	0	7	-	0	1	-	17	1	-94.1%	17	9	-47.1%	17	99	482.4%
A to Z World Travel *	0	54	-	0	26	-	0	31	-	0	111	-	0	419	-
A to Z World Food *	0		-	0		-	0		-	0	0	-	0	22	-
Reference Canada/InfoCanada*	0	2	-	0	2	-	0	2	-	0	6	-	0	60	-
<b>Total Accessed</b>	<b>1862</b>	<b>2178</b>	<b>17.0%</b>	<b>1106</b>	<b>2373</b>	<b>114.6%</b>	<b>1345</b>	<b>1660</b>	<b>23.4%</b>	<b>4313</b>	<b>6211</b>	<b>44.0%</b>	<b>16223</b>	<b>19948</b>	<b>23.0%</b>
<b>Total Usage</b>	<b>7205</b>	<b>8557</b>	<b>18.8%</b>	<b>6463</b>	<b>8820</b>	<b>36.5%</b>	<b>5802</b>	<b>7695</b>	<b>32.6%</b>	<b>19470</b>	<b>25072</b>	<b>28.8%</b>	<b>58776</b>	<b>74568</b>	<b>26.9%</b>

\* New in 2019

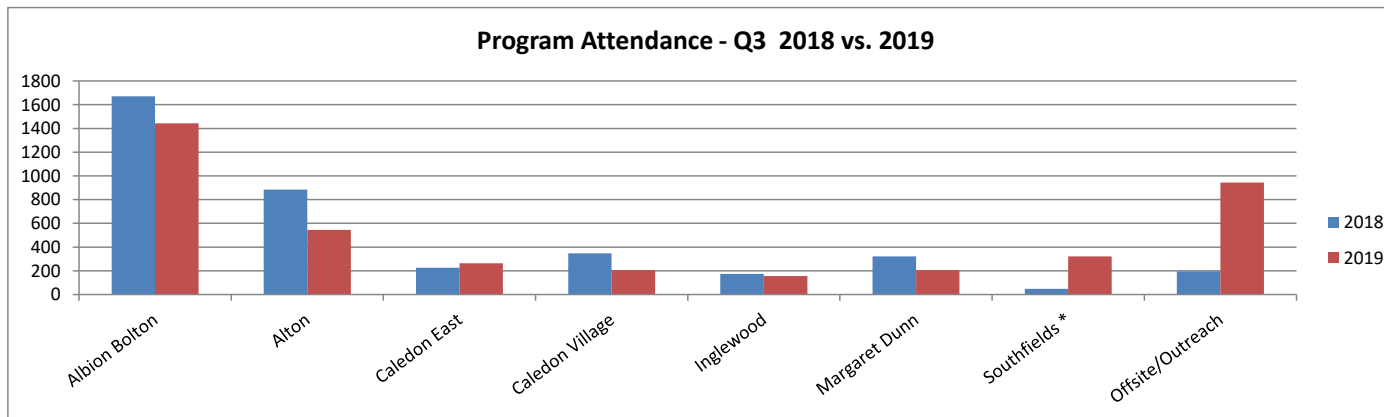
\*\* New in 2018 or late 2017

\*\*\* discontinued subscription in Q1 2019

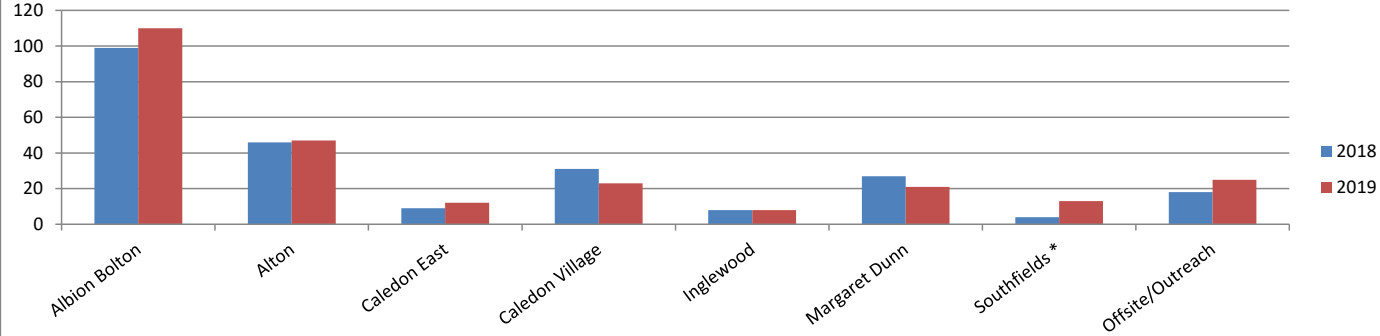
### Programming by Branch - Q3

	July			August			September			Q3 Total			YTD		
	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change	2018	2019	% Change
<b>Program Attendance</b>															
Albion Bolton	420	447	6.4%	129	286	121.7%	1121	710	-36.7%	1670	1443	-13.6%	4271	4313	1.0%
Alton	316	219	-30.7%	193	232	20.2%	376	93	-75.3%	885	544	-38.5%	2135	1731	-18.9%
Caledon East	33	84	154.5%	62	97	56.5%	130	82	-36.9%	225	263	16.9%	479	584	21.9%
Caledon Village	54	102	88.9%	142	53	-62.7%	151	50	-66.9%	347	205	-40.9%	918	667	-27.3%
Inglewood	85	91	7.1%	15	34	126.7%	74	30	-59.5%	174	155	-10.9%	385	247	-35.8%
Margaret Dunn	116	81	-30.2%	108	76	-29.6%	98	48	-51.0%	322	205	-36.3%	776	805	3.7%
Southfields *	5	170	3300.0%	0	82	-	43	69	60.5%	48	321	568.8%	107	674	529.9%
Offsite/Outreach	97	307	216.5%	24	24	0.0%	74	613	728.4%	195	944	384.1%	5643	6757	19.7%
<b>Total</b>	<b>1126</b>	<b>1501</b>	<b>33.3%</b>	<b>673</b>	<b>884</b>	<b>31.4%</b>	<b>2067</b>	<b>1695</b>	<b>-18.0%</b>	<b>3866</b>	<b>4080</b>	<b>5.5%</b>	<b>14714</b>	<b>15778</b>	<b>7.2%</b>
Contests & Activities	0	315	-	0	849	-	1013	55	-94.6%	1013	1219	20.3%	1812	2427	33.9%
<b>Grand Total</b>	<b>1126</b>	<b>1816</b>	<b>61.3%</b>	<b>673</b>	<b>1733</b>	<b>157.5%</b>	<b>3080</b>	<b>1750</b>	<b>-43.2%</b>	<b>4879</b>	<b>5299</b>	<b>8.6%</b>	<b>16526</b>	<b>18205</b>	<b>10.2%</b>
<b>Number of Programs</b>															
Albion Bolton	39	41	5.1%	24	31	29.2%	36	38	5.6%	99	110	11.1%	284	341	20.1%
Alton	16	20	25.0%	14	17	21.4%	16	10	-37.5%	46	47	2.2%	144	172	19.4%
Caledon East	3	6	100.0%	3	3	0.0%	3	3	0.0%	9	12	33.3%	37	40	8.1%
Caledon Village	8	7	-12.5%	15	10	-33.3%	8	6	-25.0%	31	23	-25.8%	94	75	-20.2%
Inglewood	3	4	33.3%	2	2	0.0%	3	2	-33.3%	8	8	0.0%	38	30	-21.1%
Margaret Dunn	13	6	-53.8%	10	8	-20.0%	4	7	75.0%	27	21	-22.2%	77	85	10.4%
Southfields *	1	7	600.0%	0	4	-	3	2	-33.3%	4	13	225.0%	5	35	600.0%
Offsite/Outreach	9	9	0.0%	3	2	-33.3%	6	14	133.3%	18	25	38.9%	82	109	32.9%
<b>Total</b>	<b>92</b>	<b>100</b>	<b>8.7%</b>	<b>71</b>	<b>77</b>	<b>8.5%</b>	<b>79</b>	<b>82</b>	<b>3.8%</b>	<b>242</b>	<b>259</b>	<b>7.0%</b>	<b>761</b>	<b>887</b>	<b>16.6%</b>
<b>Volunteer Hours</b>	<b>95</b>	<b>246.5</b>	<b>159.5%</b>	<b>105</b>	<b>131.5</b>	<b>25.2%</b>	<b>146.5</b>	<b>33.25</b>	<b>-77.3%</b>	<b>155.5</b>	<b>411.25</b>	<b>164.5%</b>	<b>704</b>	<b>1014.25</b>	<b>44.1%</b>

\* Southfields location includes temporary pop-up location as well as the branch - once opened.



Programs Offered - Q3 2018 vs. 2019





## Attachment 9-B-1

Date: October 21, 2019

To: Caledon Public Library Board

From: Natalie Spaan, Coordinator, Youth Services



**Subject:** 2019 Summer Reading Club Report

**Recommendation:**

*That the Caledon Public Library Board review the 2019 Summer Reading Club Report*

**Background**

READSquared is a digital platform that allows libraries to flexibly run and track reading programs for all ages. After learning about READSquared and the success it achieved at the Brampton Library, CPL decided to trial the software for the 2019 Summer Reading Club in hopes of creating a more engaging and rewarding experience for children and families.

Some of the benefits of transitioning to READSquared included:

- The ability to easily customize programs
- Access to analytics reporting allowing for more accurate and in-depth Summer Reading Club statistics
- Provide curated book recommendations to patrons
- The ability to run prize raffles throughout the entire library system
- The opportunity to be more environmentally friendly by eliminating the need for paper booklets
- A more streamlined approach to registering and handing out rewards to children, which ultimately freed up staff time on the front desk

**Results**

In order to determine the overall success of the Summer Reading Club, data was collected from READSquared's analytics regarding registration, reading logs, and program completion. Surveys were also distributed electronically to all participants in early August, and a total of 146 responses (35%) were received by the end of the program in September. Examinations of both the data and survey responses indicate that overall, the transition to READSquared was largely positive.

A cursory glance at registration statistics ([Appendix A](#)) reveals that we did see a 27% decrease in the number of overall participants this year. This decrease was expected, however, due to the informal nature of Summer Reading Club registration in the past.

During previous summers, staff simply had to add a checkmark and hand out a reading log book to children in order for them to be considered registered. Once families went home, however, there was never a guarantee that they would actually participate in the program or come back to claim their rewards from staff.

While the READSquared software requires more time to register, and initiative on the part of the patron, those who do sign up are more likely to be interested and invested in the program. This can be seen when looking at the program completion statistics, which indicate that those who participated in the Children's program this year were more active in their participation.

Our most positive results, however, comes from the feedback provided by the patrons themselves. Based on our survey results ([Appendix B](#)), participants were overall very happy with the program, with 93% indicating that they enjoyed the Summer Reading Club this year. More importantly, 69% indicated that participating in Summer Reading Club actually increased their enjoyment of reading, which is one of the main goals of the program.

### **Next Steps**

While our survey results were largely positive, there are certainly areas for improvement, including finding a better way to rollout the program to staff and patrons, and collaborating with READSquared technicians to improve the app's usability.

Youth Services staff will spend early 2020 working towards addressing some of the inefficiencies of the Summer Reading Club, as well as brainstorming ways to expand and make the program more interactive for participants across all age groups. We are hopeful that the continued use of an online reading club will benefit patrons in the long run, and create more dedicated, lifelong library users.

### **Financial Implication**

None.

### **Recommended Motion**

*That the Caledon Public Library Board receive the 2019 Summer Reading Club Report*

## Appendix A

### READsquared Statistics

#### Registration Statistics By Branch:

Branch	1000 Books	Children	Tween	Teen	Total
AB	28	111	90	38	267
CE	6	33	24	10	73
CV	3	10	1	3	17
ALT	5	14	13	10	42
INGL	5	7	6	1	19
MDV	3	16	17	10	46
SF	1	1	3	0	5
<b>Total</b>	<b>51</b>	<b>192</b>	<b>154</b>	<b>72</b>	<b>469</b>

#### Registration Comparison Between 2018/2019

	2018	2019	% Change
Preschool/1000 Books	96	51	(47%)
Children	345	192	(44%)
Tween	147	154	5%
Teen	51	72	41%
<b>Total</b>	<b>639</b>	<b>469</b>	<b>(27%)</b>

#### CPL Reading and Raffle Statistics

	1000 Books	Children	Tween	Teen
Registrants	51	192	154	72
Books/Minutes Read	1007 books read	92,551 minutes read	1803 books read	447 books read
Prizes Won	11	188	N/A	N/A
Raffle Tickets Used	N/A	738	1674	382

#### Program Completion Comparison Between 2018/2019

	2018	2019	% Change
Preschool/1000 Books	5	N/A	N/A
Children	28	40	30%
Tween	57	56	(2%)
Teen	N/A	18	N/A

**Children's most popular prizes:** Paint Your Own Unicorn (49 ballots), Pokémon Lego (41 ballots), Fantasy Book Pack (40 ballots)

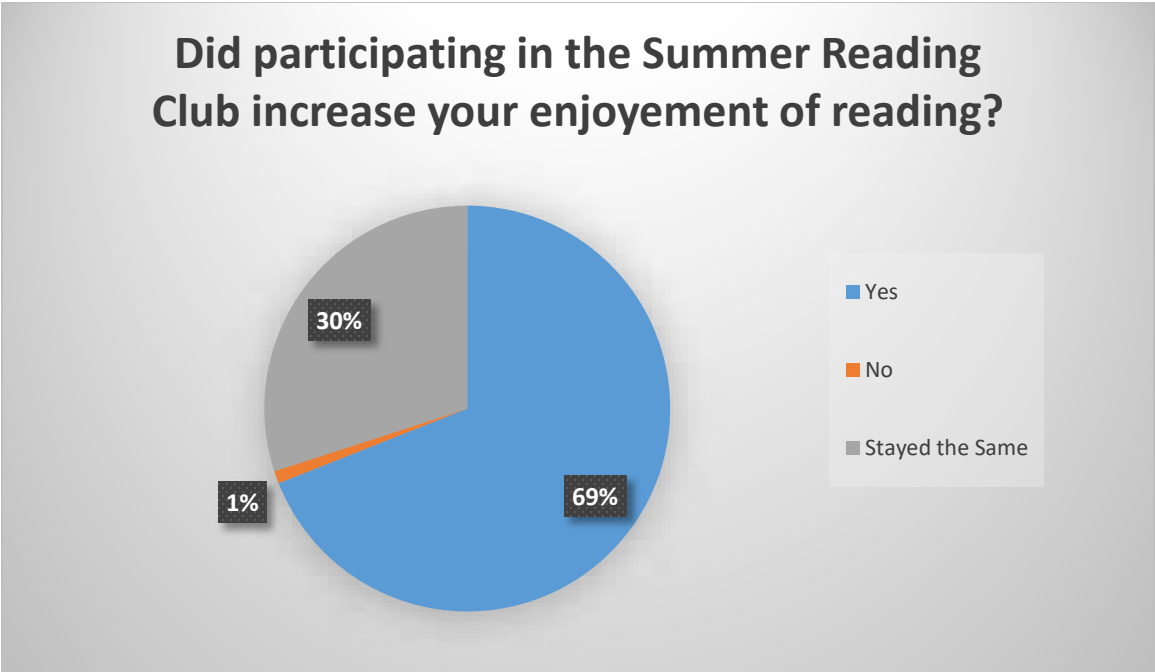
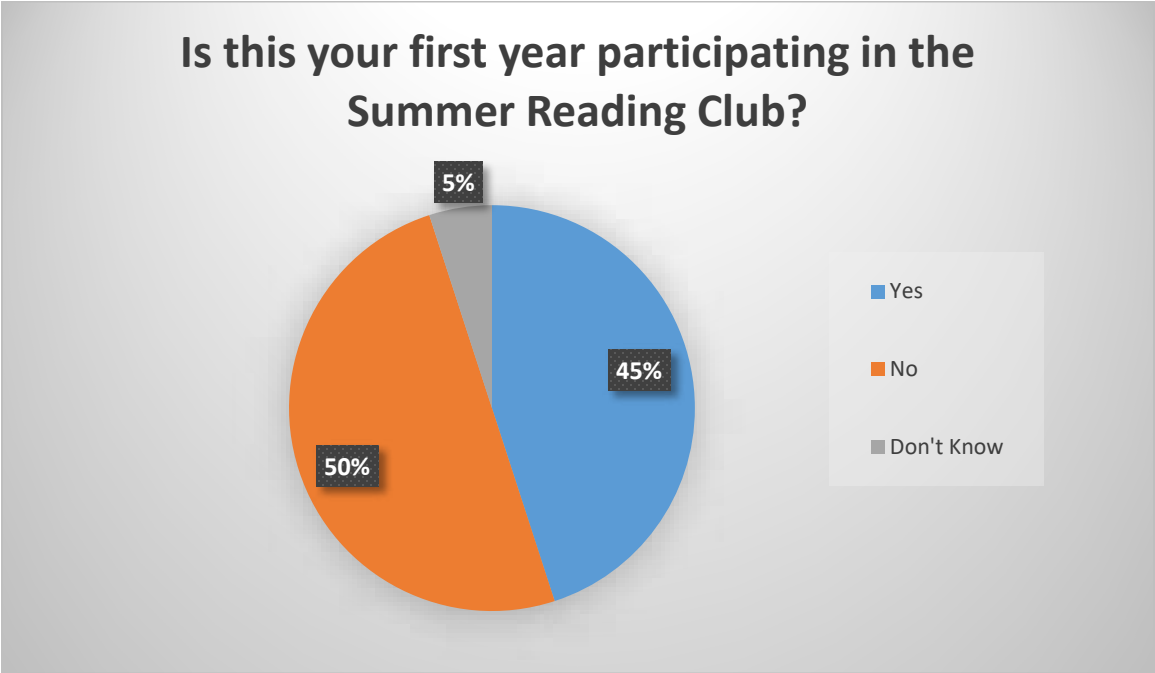
**Tween most popular prizes:** Dork Diaries Books (295 ballots), Sour Keys (210 ballots), Skittles (81 ballots)

**Teens most popular prizes:** Watermelon Candy (55 ballots), Harry Potter Makeup Brushes (42 ballots), Fuzzy Peaches Candy (31 ballots)

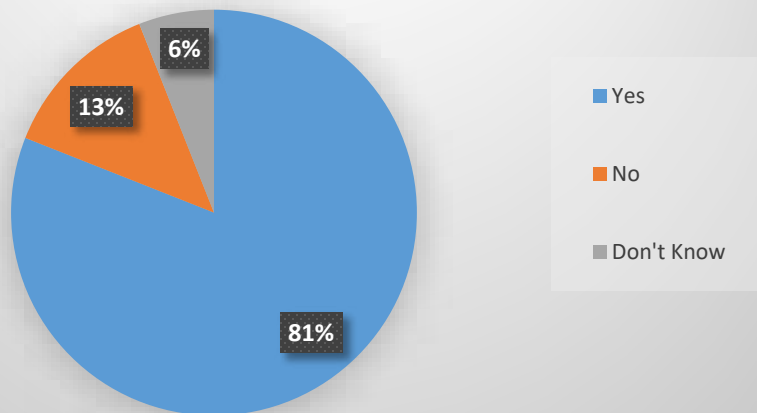
# Appendix B

## Survey Results

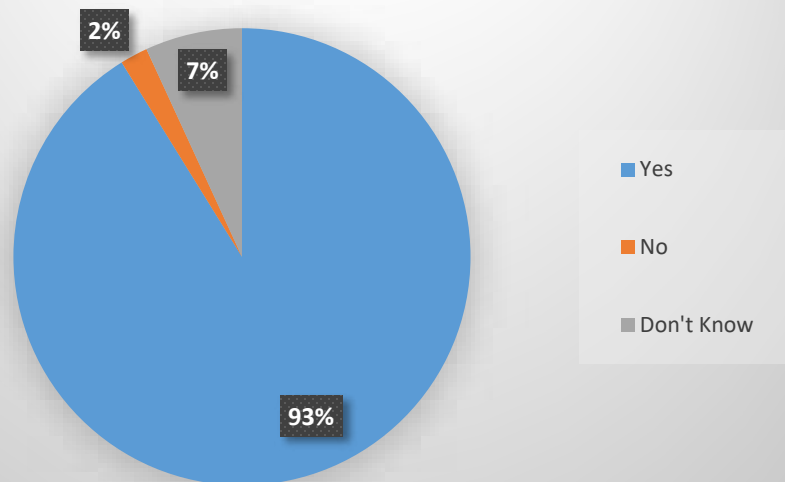
A total of 146 participants (35%) responded to the surveys sent out in August. Due to the ongoing nature of the 1000 Books Before Kindergarten Program, those findings have not been included in this report.



## Do you talk about the books that you read with your family and friends?



## Did you enjoy the Summer Reading Program?



### Why or Why Not?

"I am not fond of the online aspect this year. Previously it was easier to keep track of books read/minutes with the little booklets. Now I am forced to go to the computer and register everything. It happens in fits and spurts and isn't an accurate representation of my child's reading patterns"

"I wish I started sooner, I love the chance to win prizes!"

"When I was younger I won some stickers and they made me feel fancy. Now it is fun to earn raffle tickets and try to win other prizes"

“Before I started this program I didn’t really read very many books and only found a few books that I enjoyed reading. During the program I found more books that I like. I am now reading a few hours every day.”

“Enjoyed the book better as then I could easily record what I’ve read. App was a little challenging to use at first. But understand the app is better for the environment”

“Easy to use the app once learned”

“It motivates our kids to read more. We LOVE that!”

### What did you think of the weekly raffle prizes?

“This was nice so that we were able to save up our tickets for the prizes we were most interested in”

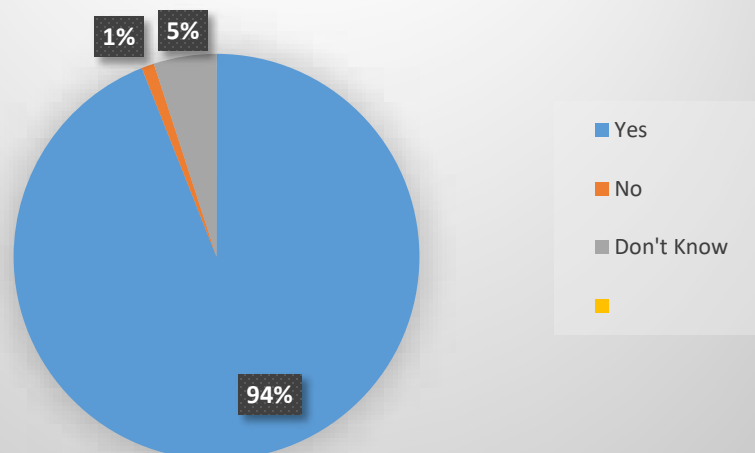
“They definitely were part of my drive to read more books, especially when I really wanted the prize. I think all of them were good prizes, but I might not be the best judge of that (I’m pretty easy to please”

“Fun but preferred some of the teen prizes instead of the tween. Would have preferred more options to choose”

“Some of the prizes were super cool, but some not that great, which is a good thing because everyone likes different stuff so there’s something for everybody”

“It was fun, but not clear on how winners announced or chosen”

### Will you come back to the library after the summer?



## Why or Why Not?

“Just hard to get there with limited open hours”

“School year gets busy and my son tends to get his books from the school’s library”

“We enjoy several programs at the library and we love reading”

“The library is a big part of our lives. My mom has been bringing me since I was a baby”

“Yes because I live in Caledon and my brother does tutoring at the Margaret Dunn library”

“What kind of question is that? Will I still eat after the summer? Of course! The knowledge to read and what I’ve read is something that no one can take from me and I wouldn’t give”

“The library is an integral part of my life, so it doesn’t really matter if it’s scorching hot or freezing cold outside, I’ll still be coming to the library. I’m also thinking of volunteering at the library, so I think it will only become a more central part of my life from here on out, even if I’m not borrowing books”

## What can we add or change to the Summer Reading Program to make it better for next year?

“Instructions on how to use the app at the beginning it was hard to figure out”

“Have summer reading club “picks” or slips for kids to recommend books to others. Pin recommendations to the front of books with a paper clip and tell kids like it”

“My dad said the app is hard to figure out”

“The ability to type in which day certain books were read on instead of assuming it’s the day I’ve had a chance to go to the computer”

“Tweens record by minutes too”

“Not all books are equal. Longer books should count for more.”

“The online format was a good idea, although at first I was confused how to use it. A clear tutorial may be helpful for someone who has not participated in a reading program such as this one before”

“Do the same things? I think this year has been the best, more kids would have participated because the prizes aren’t Aero bars or bouncy balls”



## Is there anything else you want to tell us?

“Keep having the reading program. The online version is easier/more accessible”

“Please open earlier on Saturdays so we can come before doing all of our errands 😊”

“I really miss the Summer Reading Club days at our local library. It was always lots of fun to know that those kids participating in the program could meet up and get together for fun activities on a regular schedule”

“We thought the program was still going on this week and were going to input a couple week’s worth of books to get the point prizes. Maybe an email reminder when it is the last week?”

“I like the tween program more than the one I did last year”

“If you are going to carry a series carry all of the books in book form. I don’t read eBooks because my mother won’t allow me to have electronics in bed. “

“I hope you really do this again next year”

“Thanks for all your hard work to keep teens engaged!”

“Thank you!! Yes you. Because my fervent passion for literature has only grown since I started coming to the library about five years ago. Since then I’ve absorbed the words of the books I read, and slowly I’ve come to enjoy creating my own stories. If I never had the freedom to go to places like libraries, I might not have ever found the wonder and delight that I now associate with books. My dream is to one day write good enough that I can arouse those same feelings in readers and I don’t think I ever would’ve recognized the power of literature if the library didn’t exist. So, yes, thank you.”

## Attachment 9-C

Date: October 21, 2019

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



**Subject:** Partnership Policy

**Recommendation:**

*That the Caledon Public Library Board review the revised Partnership Policy for approval and adoption.*

**Background**

Prompted by the Library's strategic objective to build relationships, a Partnership Policy (CPL-17-21) was first adopted by the Board in October 2017. This document formalizes a framework within which the Caledon Public Library may work together with public or private organizations, community groups and agencies, or individuals and confirms guiding principles when considering potential partners or sponsors. This policy is complemented by the Library's Fundraising and Gift Acceptance Policy (CPL-18-23) which was adopted by the Board in April 2018 and is scheduled for review in the spring of 2020.

Minor revisions to the policy are reflected in [Appendix A](#) and were largely prompted by staff's recent work to integrate opportunities for sponsorship with the Library's delivery of programs and special community events. In support of these efforts, a standard template for sponsorship agreements ([Appendix B](#)) has been created to be used in managing straightforward and/or short-term relationships. More complex partnerships would require a customized agreement prompting Board approval.

Once adopted, the revised policy 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 revised Partnership Policy.*

## Appendix A

<b>Title</b>	Partnership Policy
<b>Policy Number</b>	CPL-17-21
<b>Policy Type</b>	Operating
<b>Approval Date</b>	[approval date] 2019
<b>Review Date</b>	[review date] 2021
<b>Notes</b>	Initially approved October 16 ,2017

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### Purpose

Caledon Public Library has a long history of building relationships in an effort to:

- Extend and enhance our library services while improving sustainability;
- Support Town and community initiatives; and
- Improve collaboration and reduce redundancies between partner organizations.

The purpose of this policy is to formalize a framework within which the Caledon Public Library may work together with public or private organizations, community groups and agencies, or individuals.

### Scope

This policy applies to a variety of partnerships in which the Caledon Public Library may engage. As confirmed in the Town of Caledon's Corporate Policy on Partnerships, these types are defined below:

*Public-Public Partnerships (PuPs)* exist between the Library and a Public organization, for purposes which could include, but are not limited to: assistance in funding, transfer of technical skill or expertise, etc.

*Public-Private Partnerships (P3s)* offer the Library creative ways to improve infrastructure through partnering with a Private Sector entity, where there is a clear transfer of the design, plan, and maintenance of the infrastructure asset, mitigating risk but also offering the Partner an opportunity to benefit.

*Corporate Partnerships* are entered into by the Library with parties interested in marketing their brand through Library assets and activities, often including both Sponsorship and Advertising activities. Sponsorships are recognized as a non-tax based form of revenue generation that are being executed to enhance (not fund) core Library activities, including, but not limited to programs, events, facilities and services.

*Community Service Partnerships* are collaborations between the Library and Community Organizations, addressing a community need.

This policy does not apply to:

- Philanthropic gifts or donations
- Grants or funds obtained from other levels of government
- Arrangements where the Library sponsors or contributes to external projects of other organizations.

## Guidelines

### Guiding Principles

It is the policy of the Caledon Public Library that it will enter into partnerships that:

- Align with and further CPL's vision, mission, goals, objectives and priorities;
- Are developed and maintained in the best interests of CPL;
- Enhance and do not compromise CPL's image in the community;
- Have no impact on the policies or procedures of CPL;
- Do not jeopardize the equity of access to CPL services or collections;
- Protect the principle of intellectual freedom, not allowing for influence over the selection of collections or delivery of services;
- Build and implement value added services; and
- Are conducted in a transparent, consultative and accountable manner.

Small or local partnerships may be informal in nature; however as partnerships grow, formal memos of understanding or agreements will be developed and regularly reviewed.

In alignment with the Town of Caledon's relevant Corporate Policy, the following industries and products are ineligible for partnership with the Library:

- Parties whose business is substantially derived from:
  - the sale or manufacture of tobacco products
  - products of a pornographic nature
  - alcoholic beverages when the targeted beneficiaries of the corporate partnership are youth under the legal drinking age
  - the support of or involvement in the production, distribution, and sale of weapons and other life-threatening products
- Parties who are not in good financial standing with the Town or Library or are in adverse litigation with the Town or Library
- Groups, associations or individuals who are primarily political or religious in nature/affiliation

Restrictions are not confined to the above list and will be determined on an ongoing basis by the Library Board and/or at the recommendation of the CEO/Chief Librarian.

## Roles and Responsibilities

All library staff have a responsibility for nurturing existing partnerships that advance the CPL's mission, vision and values. This includes support for effective communication and coordination of partnership activities. Within those shared responsibilities, the following specialized roles exist:

- All members of the Library's Management Team are responsible for supporting partnership development and related activities system-wide.
- The Manager of Communications and Community Development plays a leadership role in developing, sharing and initiating best practices related to the development and management of strategic partners and sponsors.
- The Manager of Youth Services supports key relationships with schools and other partners advancing learning experiences and supports for children and teens.
- The Manager of Information Services supports key partnerships for the development and enhancement of adult and senior learning opportunities.
- The CEO/Chief Librarian is responsible for ensuring the Library Board is informed of and supports major partnership activities and initiatives. The CEO/Chief Librarian will work to seek out and advance potential partnerships consistent with the policy, however when long term or major commitments involving staff time, library space or financial obligations are involved, Library Board approval will be required before finalizing agreements.

## Sponsorships

The Library may solicit and encourage the business community, service clubs or other organizations to become sponsors of Library events, programs and services which will benefit the community by allowing the Library to **supplement municipal and provincial funding and increase the level of service provided to the residents of Caledon.**

A sponsorship is defined as a mutually beneficial exchange whereby the sponsor receives value in return for cash and/or products or services in kind provided to the Library.

**Unless otherwise noted within the sponsorship agreement, any such in-kind items shall become the property of the Caledon Public Library and will be governed solely by the wishes of the Caledon Public Library Board. These items may be used as needed; kept indefinitely; sold to raise funds for the Library; given to another Library or organization; or disposed of in any other manner without prior notification.**

Final approval of sponsorship agreements is as follows:

- The CEO/Chief Librarian may approve sponsorships which are valued at \$10,000 or less. The details of all such agreements will be shared with the Library Board at the next regular meeting.

- Library Board approval is required for all sponsorships with a value greater than \$10,000 and in any cases (regardless of value) that include naming of branches, rooms, programs or collections.

#### *Sponsorship Termination*

The Caledon Public Library reserves the right to terminate an existing sponsorship should conditions arise during the life of the sponsorship that result in it conflicting with this Policy or that sponsorship no longer supports the best interests of the Library.

#### *Recognition*

Sponsors shall be provided with a level of recognition commensurate with their contribution. Recognition shall be in conjunction with, but not limited to the programs or services which are supported by the sponsor. The nature of the recognition shall be confirmed in the sponsorship agreement but may include the sponsor's name and/or logo on Library property, printed materials and/or the Library website [and social media channels](#).

#### *Written Agreement*

Sponsorships will be confirmed in a formal agreement that outlines the responsibilities and deliverables for all parties involved including the terms of the sponsorship, a set time period, any recognition to be provided to the sponsor, and the Library's right to terminate the agreement.

All obligations on the part of the Library and the sponsor will end upon termination of the sponsorship agreement, unless otherwise specified within.

Any public use of the name and/or logo of the Library and other affiliated organizations, special collections, resource collections, special services, programs and departments must be approved by the CEO/Chief Librarian.

#### *Official Receipts*

Official receipts will not be issued to sponsors for their contribution to the Library as the sponsor is receiving a benefit in return for their support.

### **Related Documents:**

- Town of Caledon Corporate Policy – Partnerships
- [Caledon Public Library Fundraising and Gift-Acceptance Policy \(CPL-18-23\)](#)

# Sponsorship Agreement

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## **SPONSOR INFORMATION:**

Company Name: [Click here to enter text.](#)

Company Representative Name: [Click here to enter text.](#)

Position/Title: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Website (if applicable): [Click here to enter text.](#)

## **SPONSORSHIP DETAILS:**

Cost: [Click here to enter amount.](#)

In-kind: Provide details here

## **Sponsor deliverables:**

Details of the Sponsorship: [Click here to enter text.](#)

## **Recognition and Benefits provided to sponsor by library:**

Please make note of all planned sponsorship recognition and promotion below:

[Click here to enter text.](#)

**Date of Event (if applicable):** [Click here to enter text.](#)

**\*Sponsorship End Date (if applicable):** [Click here to enter text.](#)

*\*The terms and responsibilities of both parties will not extend beyond the sponsorship end date*

As a Caledon Public Library sponsor, I/we acknowledge that:

- **Pictures/video recordings:** Library staff may elect to take pictures and other recordings of the details of the sponsorship agreement and/or the use of the sponsor's logo for marketing and publicity purposes. Pictures and other recordings may be used on various library social media channels, including but not limited to: Facebook, Instagram and Twitter; in press releases and on the library website.
- **Proof of Insurance:** Third parties (i.e. sponsors, vendors, caterers, performers, etc.) may be required to carry general liability Insurance, as confirmed by library staff.

\_\_\_\_ Insurance required, please attach a certificate of insurance naming the Caledon Public Library and Town of Caledon as additional insured.

\_\_\_\_ Insurance not required.

\_\_\_\_ Other, please specify \_\_\_\_\_

I, [Click here to enter text.](#) as a representative of [Click here to enter text.](#) agree to be a sponsor of the programs, services, or facilities of the Caledon Public Library as stipulated above. If the nature of the sponsorship must be changed for any reason, the sponsor agrees to notify the library in writing in a timely manner. The Caledon Public Library is a registered charity under the Income Tax Act. I understand that all sponsorship funds will be allocated at the discretion of the CEO and the Caledon Public Library Board, that all in-kind donations become the property of Caledon Public Library and that this sponsorship relationship is managed under the terms stipulated in the Library's Partnership Policy.

I acknowledge that I have read and agree to Caledon Public Library's [Partnership Policy](#)

\_\_\_\_\_  
Sponsor  
(please print)

\_\_\_\_\_  
Caledon Public Library representative  
(please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Attachment 9-D

Date: October 21, 2019

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



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**Subject:** Community, Culture and Recreation Infrastructure Program Proposal

**Recommendation:**

*That the Caledon Public Library Board review the drafted Community, Culture and Recreation Infrastructure Program Proposal for approval*

**Background**

A call for funding applications for projects under the Investing in Canada Infrastructure Program's (ICIP) Community, Culture and Recreation (CCR) stream was first shared on September 3, 2019. As per the program guidelines, this program is “designed to create long-term economic growth, build inclusive, sustainable and resilient communities and support a low-carbon economy”. The program includes the following two streams:

- Multi-Purpose Category in support of integrated service delivery such as construction, large scale renovation or expansion of community centres – to a maximum total project cost of \$50 million; and,
- Rehabilitation and Renovation Category focusing on improvements to existing facilities with a maximum total project cost of \$5 million.

A total of approximately \$727 million in federal and provincial funding will be made available through the CCR stream over the next 10 years. The following confirms the maximum cost-sharing allocation of total eligible project costs:

<b>Contribution</b>	<b>Percentage</b>
<i>Federal</i>	<i>40.00</i>
<i>Provincial</i>	<i>33.33</i>
<i>Applicant</i>	<i>26.67</i>

Program guidelines confirm that this program is intended as support to “projects that improve access to and/or quality of community, cultural, and recreation priority infrastructure projects” and that “priority is given to projects that are community-oriented, non-commercial and open to the public”. Funded projects must be completed in advance of 2027-28. As a joint program of

the federal and provincial governments, projects will also be assessed based on the following provincial objectives:

- Meets community and user needs or service gap;
- Promotes good asset management planning;
- Represents good value for money; and,
- Fosters greater accessibility

Eligible applicants include municipalities, broader public sector organizations, non-profit organizations, as well as First Nations and other Indigenous communities or organizations. Eligible asset types include recreation facilities, community centres and cultural facilities including libraries. Further eligibility criteria are included below:

- a. A project must include a capital component. A project may also include pre-construction planning and design work; however, planning and design work are not eligible as stand-alone projects.
- b. A project must meet the outcome of improving access to and/or increasing quality of cultural, recreational and/or community infrastructure for Ontarians. Facilities must be publicly accessible.
- c. A project must meet the following minimum technical requirements:
  - i. Project meets federal criteria and is aligned with provincial objectives and priorities
  - ii. Demonstrated organizational capacity to implement the project
  - iii. Demonstrated ongoing financing to manage operating pressures without creating operating and/or capital cost-pressures for the Province, municipalities, Consolidated Municipal Service Managers and District Social Service Administration Boards, from new infrastructure
  - iv. Demonstrated availability of cost-shared funding to proceed with project
  - v. Demonstrated project readiness
  - vi. Operational plan developed (alignment with asset management plans for municipal projects)
  - vii. Demonstrated community need for proposed project/service (e.g., service delivery gap / lack of access to services)

Eligible projects must also meet the following requirements:

- Capital components must be owned by an eligible entity.
- Projects must be substantially completed by March 31, 2027.
- Municipal projects must be informed by and consistent with an applicants' asset management plan.
- Projects components must meet or exceed the requirement of the highest published accessibility standard in Ontario in addition to applicable provincial building codes and relevant municipal by-laws, and any applicable accessible design guidelines.

- Project components must meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change.
- For joint projects with other eligible applicants, all applicants must also secure the endorsement of their projects by their respective municipal, CMSM/DSSAB or First Nation Band Council, board of directors, or governing body and provide the Ministry with evidence of such endorsement in the form of by-laws / resolutions / letters of agreement.

## **Recommendation**

As public libraries are clearly identified as eligible for funding under this program, this provides CPL with an opportunity to secure support for improving branch facilities as necessitated by the evolving role of public libraries and the shifting needs of a growing Caledon. Prompted by the opening of the Southfields Village Branch and supported by the recommendations within the Master Plan, the Library's proposal to reimagine the Margaret Dunn Valleywood Branch as a learning and maker lab/innovation hub is in keeping with this opportunity for funding. An application to the Canada Infrastructure Program's (ICIP) Community, Culture and Recreation (CCR) Rehabilitation and Renovation stream upholds the Library's strategic objective to strengthen facilities by "securing funding in support of community growth and master plan recommendations for responsive facilities and services".

As identified within the Library's Facility/Service Review and Master Plan, recommended improvements to the facility would include a general revamp of the branch to allow for the creation of spaces for meeting and co-working and to support the availability of advanced maker, creativity and business technologies. A relevant excerpt as well as preliminary designs from the Master Plan are included as [Appendix A](#). These services are now considered standard in most libraries however Caledon's current branch model does not offer adequate space to support these innovations. The opening of the Southfields Village Branch early in 2020 provides an opportunity to reimagine current services in Valleywood and position the facility as a destination while also supporting our efforts to bridge the digital divide and align with Council's priority to "provide options for an innovation hub for residents, entrepreneurs and small businesses".

The Margaret Dunn Valleywood Branch is located within a Town-owned facility which is operated and maintained by Recreation Services. Given this relationship, and the Master Plan suggestion to improve the connection between the branch and the adjacent community room, a discussion with the General Manager of Community Services and key staff was scheduled to determine if a joint application is suitable. Recreation Services has only minimal capital projects planned, though not yet funded, for this facility – namely improvements to the flooring within

the adjacent community room. This work could easily be reflected within a joint application. This being said, no firm commitment to proceed with a joint application was secured.

Consultation with the Ministry of Tourism, Culture and Sports Regional Advisor confirmed that a joint application would be the most appropriate option, noting that an individual application for this project would need to be submitted by the building owner on behalf of the Library – rather than by CPL. The Advisor also clarified that a joint application with the Library as lead would negate the need for the Town to prioritize projects in the case that multiple applications are submitted by the municipality.

The following initial summary of eligible costs associated with this project has been based, in part, on detailed costing referenced within the Master Plan.

<i>Design and Professional Fees</i>	<i>42,000</i>
<i>Construction</i>	<i>93,200</i>
<i>Finishes</i>	<i>58,700</i>
<i>Fittings and Equipment</i>	<i><u>72,300</u></i>
<i>Total</i>	<i><u>266,200</u></i>

Please note that these costs reflect 2016 pricing and further work will be necessary to finalize current project costs. Contingencies of no more than 25% will also be reflected within the final application. The above does not yet reflect additional improvements to be proposed by Recreation Services. Furniture and technologies not secured to the structure are not considered eligible for this funding.

**Next Steps**

As this program is expected to draw a large pool of applications, it is difficult to determine the likelihood that the Library’s project proposal will be successful. Regardless of this competition, the Library’s efforts to seek alternate means of funding facility improvements demonstrate the Board’s commitment to the core values identified within our strategic plan – most notably, community, partnership and accountability.

Program applications and business cases must be submitted no later than November 12. As per the program guidelines, joint applications must be endorsed by each partner’s governing body and “evidence of such endorsement in the form of by-laws / resolutions / letters of agreement” are to be shared as part of the program submission. A resolution passed by the Board in response to this report will function as the Library’s endorsement.

Further efforts will be required to secure project support from the Town of Caledon. As there is no mechanism for the Library Board or CEO/Chief Librarian to provide a report to Council, the drafting of correspondence may be required to prompt an official endorsement. Alternatively, a related notice of motion put forth by a member of Council may provide a more time-sensitive

approach. The program's Regional Advisor also indicated that if a resolution cannot be secured in advance of the November 12 deadline, a letter of support from the Acting CAO could be provided as an interim indicator of municipal support. Formal documentation of a Council resolution could later be added to the online application portal.

It is anticipated that the province will confirm nominated projects for federal consideration in winter 2020. Federal approval and communication to successful applicants is then expected in the spring or summer of 2020.

### **Financial Implication**

There are no costs associated with the preparation of the grant application. Should the Library be successful in its application, the grant would fund no more than 73.33% of eligible project costs. The remaining 26.67 would need to be funded by the applicant. Given the anticipated timeline for acknowledgment of successful projects, the Library's portion of project costs could be reflected within the Board's 2021 budget proposal. As a project to shift the service model and make necessary improvements to the branch is already reflected within the 10-year capital forecast for 2021, any changes to the requested municipal funding for the proposed project would be favourable.

### **Recommended Motion**

*That the Caledon Public Library Board approve the Library's application for funding through the Canada Infrastructure Program: Community, Culture & Recreation – Rehabilitation and Renovation Stream in support of the creation of a media, maker, learning and innovation lab at the Margaret Dunn Valleywood Branch;*

*That the Caledon Public Library Board support the recommendation that this application be submitted jointly with the Town of Caledon, with the Caledon Public Library acting as the lead applicant;*

*That the Caledon Public Library Board seek the support of the Town of Caledon for this joint application through a letter from the Acting CAO and/or a formal resolution of Council; and,*

*That the Caledon Public Library Board direct the CEO/Chief Librarian to draft and submit the application on behalf of the Caledon Public Library and in consultation with the Town of Caledon.*

## Appendix A

### Excerpt from CPL Service/Facility Review and Master Plan - 2016

#### General Observations

These observations apply to nearly all of the branches and are offered as an overall summary of system wide issues and to avoid duplicating the same points for most every branch. Branch specific observations follow. These are not ranked in order of priority, cost-implications, or importance. That will be done at a later stage.

- There appears to be adequate parking at every branch. That is an unusual situation in Ontario communities and a big plus. That said, very few branches are highly walkable for a large portion of their service basin which is also not common. In anticipation of a municipal initiative to make
- Caledon a “walk friendly” community we believe this will positively enhance the future value of the CPL as a “hub”.
- All branches suffer from a paucity of flexible program space. Most program space is inadequately private and segmented from the public space and noise would be an issue for many program types for any audience/attendee demographic.
- When there are ‘great’ larger program spaces in the same building there is inadequate library control and access to these spaces and sight-lines are very weak for library staff. Finally, with the exception of Alton and MDV, the CPL has to pay a rental fee when using any of the community spaces in our Town-run facilities.
- Spaces that cater to and attract teen users appear to be inadequate. Our next step in the process will include the teen population and needs branch by branch and measure this against future growth forecasts.
- Technology usage areas are unpleasant and added on over the years as compromises to original design. There is a need to keep an eye on design for collaboration, co-working, and training programs and upgrade these spaces to current standards. Most technology is carrel style, one person, per PC. There is no real peripheral support for ‘making’ and digital innovation activities. Using sound and headphones is very weak for online creation, digital editing, photography, film, language studies, streaming collections, etc.
- CPL library branding signage is underdeveloped and needs a line wide identity with greater building and streetscape prominence and consistency branch to branch. It rarely or never matches the new CPL branding, logo, colour guidelines, and design strategies. This is a missed opportunity to highlight valuable community assets. This is a community asset that is under- promoted and needs ‘drive-by’ awareness in this community.
- Branch FF&E (furniture, fittings & equipment) are generally aged out of their useful lifetime and do not contribute to the feeling of an exciting and dynamic place. The current Interior design does not provide an uplifting and contemporary image to a fast growing

community such as Caledon. We believe it is necessary for members of the library to see themselves aligned as part of the desirable membership & cardholders of CPL. While it appears to imply that tax dollars are spent frugally, the reality is the perception of a poor (non or under) investment in the communities “third living room”, dis-incentivizing a buy in of participation in the CPL by the public and return visits. Elevated quality furnishings would last longer and create an image that stokes pride in the library as a community asset and encourage it as a place that is desirable place to go, learn, and participate with neighbours and friends.

- Primary service points generally have decent library sight-lines. However their design does not reflect current library models of servicing customers. They are too large, too high and in all cases past their prime. The laminate counters at info and help desks at the CPL is largely worn- out through continuous use. These service points should mostly be downsized and made more approachable and recognizable as central service points. Finishing’s should match the overall plan of the décor and have upgraded custom millwork with real wood veneer and stone or solid surfacing countertops to generate that great first impression and also increase the long term durability that these products offer.
- There is too much disparate furnishings that have migrated to become part of the primary service points. The typical L shape standard service point is too *private desk-like* such that it discourages easy and friendly customer service ethos. It makes it look like cardholders are interrupting the people whose primary goal is excellent customer service. Current primary service points now demand easy access, approachability, facing out, and AODA compliance
- A formal review of the lighting is required as some branches have too much inflexibility in lighting variety.
- Some elevators are out of date and non-compliant from an accessibility perspective. And possibly inadequate for the load of books and people.
- The colour palette of most branches needs to be refreshed and should contribute to the branch wide identity and branding. Each branch should have a strategic use of accent colours to establish the specificity of that branch while enlivening the environment, making it feel like a contemporary public environment. To that end the refurbishing of the CPL should include the introduction of the color brand components of the branding of the library introduced a few years ago.
- Overall power, data and wire management is in need of a complete review and rationalization. Currently much of the wiring is open to the public and therefore subject to vandalism. This is a safety and security issue in addition to functioning inadequately to 21<sup>st</sup> Century standards.
- Much of the book shelving runs and spinners should be put on quality wheels or mobility systems. This would increase the program flexibility of the branches and open up a plethora of space usage options.

- The majority of the chairs are uncomfortable and there is too much variability branch to branch. The stacking chairs at most tables are neither inviting nor do they encourage cooperative projects with teens, etc. There needs to be a combination of seats that support the multiple modalities of relaxed and comfortable reading, kid-sized seating, fun seating, solo study, group study, and learning. These need to tell and seamless design story. Stacking chairs should be reserved for occasional overflow programming – not primary seating. Tables should be higher quality and on wheels and in many cases, collapsible to increase the overall flexibility of the branch operations week to week. In particular, the Alton and Inglewood branches are missing any un-programmed tables and there is only limited capacity at Caledon Village.
- Most branches have poor floor coverings. Entries need to be hard surfaces that welcome and aren't dated but are low maintenance and all-season ready. In addition, we would recommend a carpet tile floor covering in all areas other than the entries and program rooms.
- All branches should introduce a "bar type" and "harvest table sized café table" computer terminal offering. There should be power and data management that is easily accessible to the public for re-charging their personal device. The current and future use of computers both laptops patrons bring in with them and those the CPL provides should be offered in a more convivial "cafe type" setting that supports both singular and group use.
- Given Caledon's commitment to being a green community we would propose that the capital investment be put into durable products that will require little or no maintenance and whose lifespan far surpasses some less expensive (capital) products. In addition, we should ensure that all products have no off gassing and low or no VOC's. Quite a few branches need updated window treatments to allow for better light control.
- There is too little art in the libraries and a cultural presence and art gallery walls need to be added to encourage local artists and artisans (This was core strength of Inglewood and Alton branches.).
- Some branches had odour issues associated with existing mechanical or HVAC issues. The overwhelming cleaning scent at two branches made a bad first impression and does not encourage longer term use.
- All branches would benefit from a great tie-in to local history and community pride. Make the historical connection more prominent to bring traditionalists onside and orient newcomers to the rich history of Caledon through thematic displays, artwork, maps, and signs. Given the CPL's current partnership with Heritage Caledon to celebrate their 40<sup>th</sup> anniversary, this is a particularly timely issue.

### Observations specific to the Margaret Dunn Valleywood Branch

- Key issue is a review of programs and mandate in context of proposed Mayfield South proposed site.

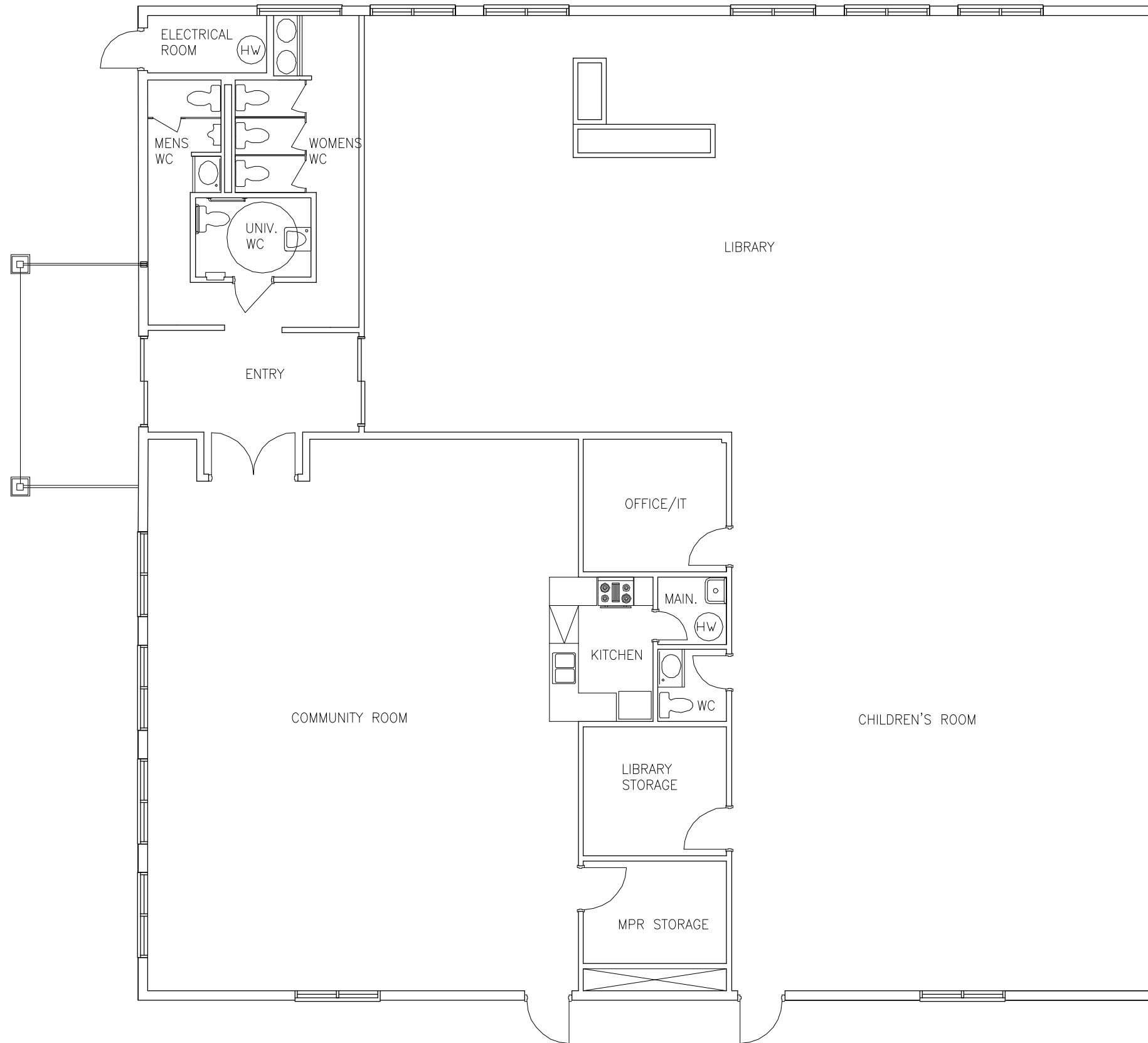


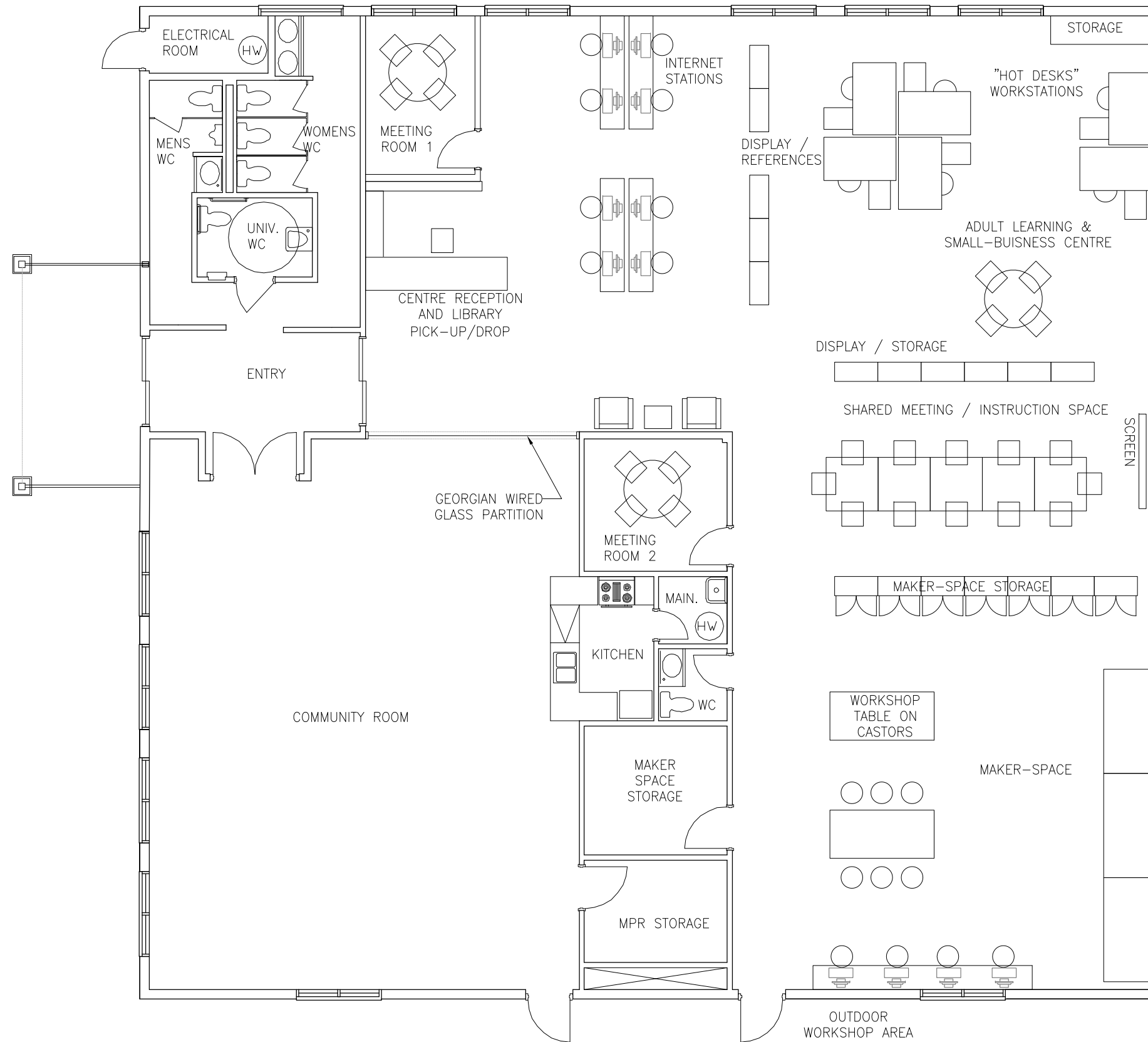
- An extensive decluttering of the space is needed as well as removal of non-functional unattractive furniture and racks.
- Consider a glazed wall into the community space – possibly that can open up to allow for a multi-use seamless space with greater flexibility.
- A mechanical engineer should review air quality and odour generated by WC's.
- Needs a complete review of space associated with programs – especially teens and adults. It feels like there is a strong exclusionary focus on kids.
- PC stations need better furniture and ability to support 1, 2 and 3 people per PC. Consider caterpillar furniture. Also wire management and access to electrical for Bring Your Own Device.
- The Community Living Room at the front of the branch needs an upgrade, rethink, and ambient programs.
- The Kid Zone needs an upgrade to feel more kid welcoming and to separate the area in appearance from the rest of the branch. It bleeds into other spaces.
- All shelving and tables should be on wheels to provide flexibility and moved into a better formation to separate the various regions of the branch.
- Consider barista services at central desk. (Keurig style)
- Community room programming should be more tightly jointly planned (P&R) and the asset should be optimized.
- More art displays and better, more regular displays in Community Room. More flexible and regular maker and digital innovation programming. Exciting things like kilns, sewing, etc. could be done here.
- The library and community room need a new color palette (paint and floors) to enliven the space and make it more inviting and welcoming. Panels to occasionally reduce the physical size of the town managed community space should be considered.

## General Recommendations for the Margaret Dunn Valleywood Branch

### *Minor renovation - Construction planned for Q1 2018*

- Branch will transform into a small business centre with a Makerspace and a holds pick-up
- New wiregrass wall into community room (remove existing wall)
- New ventilation for washrooms
- Allowance for upgrade of plumbing to address odor issues
- New flooring throughout
- New paint throughout
- New millwork as indicated on plan





## Attachment 11-A

# CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2019/2020

Updated October 21, 2019

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>
<b>January</b>	<ul style="list-style-type: none"> <li>✓ Review of 2018 Strategic Actions Completed</li> <li>✓ Review of 2018 Q4 and Annual Statistics</li> <li>✓ Revisions to Personnel Policy</li> </ul>	<ul style="list-style-type: none"> <li>✓ 2018 Q4 and Year End Statistics Report</li> <li>✓ 2018 Strategic Scoresheet</li> <li>✓ 2018 Procurement Update</li> <li>✓ Revised Policy</li> </ul>	
<b>February</b>	<ul style="list-style-type: none"> <li>• No meeting – CEO to contact all new Board members for one-on-one meetings and library tour</li> </ul>	<ul style="list-style-type: none"> <li>• Board info binders to be provided</li> </ul>	
<b>March</b>	<ul style="list-style-type: none"> <li>✓ Anticipated first meeting of new term</li> <li>✓ Board orientation – Session 1 of 4</li> <li>✓ Schedule of Board Meetings – 2019</li> </ul>	<ul style="list-style-type: none"> <li>✓ OLA Conference Feedback</li> <li>✓ Drafted meeting schedule</li> </ul>	<ul style="list-style-type: none"> <li>✓ Nomination and selection of Chair</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>✓ Board orientation – Session 2 of 4</li> <li>✓ Review of Quarterly Statistics – Q1</li> <li>✓ Advocacy Policy – deferred from March 2019</li> <li>✓ Approval of Audited Financials</li> <li>✓ Process for naming new branch in Southfields</li> </ul>	<ul style="list-style-type: none"> <li>✓ 2019 Q1 Statistics Report</li> <li>✓ Drafted policies and reports</li> <li>✓ Financials</li> <li>✓ Annual Report 2018 – deferred from March 2019</li> </ul>	<ul style="list-style-type: none"> <li>✓ Nomination and selection of executive and committee members</li> <li>✓ SOLS Governance Workshops</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>✓ Board orientation – Session 3 of 4</li> <li>✓ Bed Bug Policy Review</li> <li>✓ Economic Impact Review</li> <li>✓ Staff Engagement Results</li> </ul>	<ul style="list-style-type: none"> <li>✓ Drafted policy</li> <li>✓ Drafted Economic Impact results</li> <li>✓ Staff Survey Analysis</li> </ul>	<ul style="list-style-type: none"> <li>✓ Meeting of CEO Assessment Committee</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>✓ Board orientation – Session 4 of 4</li> <li>✓ Social Media Policy Review</li> <li>✓ CEO Annual Performance Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Drafted policy</li> <li>✓ Mid-year procurement update</li> <li>✓ CEO to provide goals for coming term – July 2019 to June 2020</li> </ul>	<ul style="list-style-type: none"> <li>✓ Meeting of Advocacy Committee</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• No meeting</li> </ul>		<ul style="list-style-type: none"> <li>✓ Advocacy Email and Individual Follow-Up</li> </ul>

<b>August</b>	<ul style="list-style-type: none"> <li>✓ Initial budget consideration</li> <li>✓ Review of quarterly statistics – Q2</li> </ul>	<ul style="list-style-type: none"> <li>✓ 2019 Q2 Statistics Report</li> <li>✓ Draft budget</li> </ul>	<ul style="list-style-type: none"> <li>✓ Finance committee meeting to review draft budget</li> <li>✓ Board and Council Library Tours</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>✓ Staff IT Acceptable Use Policy</li> <li>✓ Edge Assessment Report</li> <li>✓ Adjusted budget review</li> </ul>	<ul style="list-style-type: none"> <li>✓ Drafted policy</li> <li>✓ Staff report</li> <li>✓ Revised budget</li> </ul>	
<b>October</b>	<ul style="list-style-type: none"> <li>✓ Review of quarterly statistics – Q3</li> <li>✓ Partnership Policy Review</li> <li>✓ Community, Culture and Recreation Infrastructure Program Proposal</li> </ul>	<ul style="list-style-type: none"> <li>✓ Drafted policy</li> <li>✓ 2019 Q3 Statistics Report</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Impact Presentation to Council</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Annual Board Assessment</li> <li>• Records Retention Policy Review</li> <li>• Read-away Fines Proposal</li> <li>• Discussion of Printing Proposal</li> <li>• Official Plan Review Presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment criteria and questions</li> <li>• Drafted policy</li> <li>• Staff report</li> </ul>	<ul style="list-style-type: none"> <li>• SOLS Trustee Council Meeting</li> <li>• Completion of Assessment Questionnaire</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• OLA Board Attendance</li> <li>• Schedule of Board Meetings - 2020</li> </ul>	<ul style="list-style-type: none"> <li>• Board Assessment Results</li> </ul>	<ul style="list-style-type: none"> <li>• OLA Conference Registration</li> </ul>
<b>January 2020</b>	<ul style="list-style-type: none"> <li>• Review of 2019 Strategic Actions Completed</li> <li>• Review of 2019 Q4 and Annual Statistics</li> <li>• Review of Operational Policy</li> </ul>	<ul style="list-style-type: none"> <li>• 2019 Q4 and Year End Statistics Report</li> <li>• 2019 Strategic Scoresheet</li> <li>• 2019 Procurement Update</li> <li>• Drafted Policy</li> </ul>	<ul style="list-style-type: none"> <li>• OLA Super Conference/OLBA Boot Camp attendance</li> </ul>
<b>February 2020</b>	<ul style="list-style-type: none"> <li>• No meeting</li> </ul>		
<b>March 2020</b>	<ul style="list-style-type: none"> <li>• Review of Planning Policy</li> <li>• Review of Board By-Laws</li> <li>• Review Annual Board Assessment Policy</li> <li>• Review of Rights and Safety of Children and Youth in the Library</li> </ul>	<ul style="list-style-type: none"> <li>• OLA Conference Feedback</li> <li>• Drafted policies</li> <li>• Drafted By-Laws</li> <li>• Annual Report 2019</li> </ul>	<ul style="list-style-type: none"> <li>• Creation of ad hoc strategic planning committee</li> </ul>

<b>April 2020</b>	<ul style="list-style-type: none"> <li>• Review of Quarterly Statistics – Q1</li> <li>• Review of Fundraising and Gift Acceptance Policy</li> <li>• Review of Board Code of Conduct</li> <li>• Review of Public Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• 2020 Q1 Statistics Report</li> <li>• Drafted policy</li> <li>• Drafted codes</li> </ul>	<ul style="list-style-type: none"> <li>• SOLS Trustee Council Meeting</li> <li>• Meeting of Planning Committee</li> </ul>
<b>May 2020</b>	<ul style="list-style-type: none"> <li>• Review of Personnel Policy</li> <li>• Review of Use of Library Board Resources for Election Purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Drafted policy</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting of CEO Assessment Committee</li> </ul>
<b>June 2020</b>	<ul style="list-style-type: none"> <li>• Review of Collection Development Policy</li> <li>• Review of Volunteer Policy</li> <li>• Review of Programming Policy</li> <li>• CEO Annual Performance Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Drafted policies</li> <li>• Mid-year procurement update</li> <li>• CEO to provide goals for coming term – July 2020 to June 2021</li> </ul>	