

Caledon Public Library Board Meeting

Monday, November 18, 2019

6:00 PM

Albion Bolton Branch



AGENDA

1. Call to order

2. Indigenous Acknowledgement

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

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

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

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

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

3. Apologies for non-attendance

4. Approval of the agenda

5. Disclosure of pecuniary interest

6. Presentations/Delegations

- a. Future Caledon: Policy and Sustainability Fall Update - Justin Cook, Sylvia Kirkwood, and Marisa Williams, Community Services, Town of Caledon (Attachment 6-A)

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 October 21, 2019 meeting (Attachment 7-A)
- b. CEO/Chief Librarian's Report (Attachment 7-B)
- c. Strategic Actions Update (Attachment 7-C)

- d. Correspondence
 - i. Fee for Storage, Ryan Giles, Recreation Supervisor, Town of Caledon November 12, 2019 (Attachment 7-D-1)
- 8. Business arising from the minutes
- 9. Staff Reports
 - a. Treasurer's Report and Financial Statements (Attachment 9-A)
 - b. Records Management and Retention Policy Report (Attachment 9-B)
 - c. The Great Read Away Fines Program for Children (Attachment 9-C)
 - d. Schedule of 2020 Library Board Meetings (Attachment 9-D)
 - e. OLA Super Conference Board Attendance Report (Attachment 9-E)
- 10. Board and Committee Reports
 - a. SOLS Trustee Council Update
 - b. Board Annual Assessment Report (Attachment 10-B)
- 11. New business
- 12. Board Work Plan
 - a. 2019-20 Work Plan Review (Attachment 12-A)
- 13. Board Advocacy and Development
 - a. Upcoming Events and Opportunities
 - i. Town of Caledon General Committee Meeting – General Budget Presentations, Tuesday, November 19, 9:30 AM, Town Hall
 - ii. Budget Open House – Wednesday, November 27, 7 PM, Town Hall
 - iii. Town of Caledon General Committee Meeting - 2020 Proposed Budget, Tuesday, December 10, 7 PM, Town Hall
 - iv. Town of Caledon Council Meeting – 2020 Budget, Tuesday, December 17, 7 PM, Town Hall
- 14. Public question period
- 15. Evaluation of meeting
 - a. What was your key takeaway from the meeting?
- 16. Time and location of next regular meeting
 - a. Monday, December 16, 2019, 6 PM - Albion Bolton Branch
- 17. Adjournment

Attached documents:

- 6-A Future Caledon: Policy and Sustainability Fall Update

- 7-A Minutes of the October 21, 2019 meeting
- 7-B CEO/Chief Librarian's Report
- 7-C Strategic Actions Update
- 7-D-1 Fee for Storage, Ryan Giles, Recreation Supervisor, Town of Caledon, Nov. 12, 2019
- 9-A Treasurer's Report and Financial Statements
- 9-B Records Management and Retention Policy Report
- 9-C The Great Read Away Fines Program for Children
- 9-D Schedule of 2020 Library Board Meetings
- 9-E OLA Super Conference Board Attendance Report
- 10-B Board Annual Assessment Report
- 12-A 2019-20 Work Plan

**FUTURE
CALEDON** 

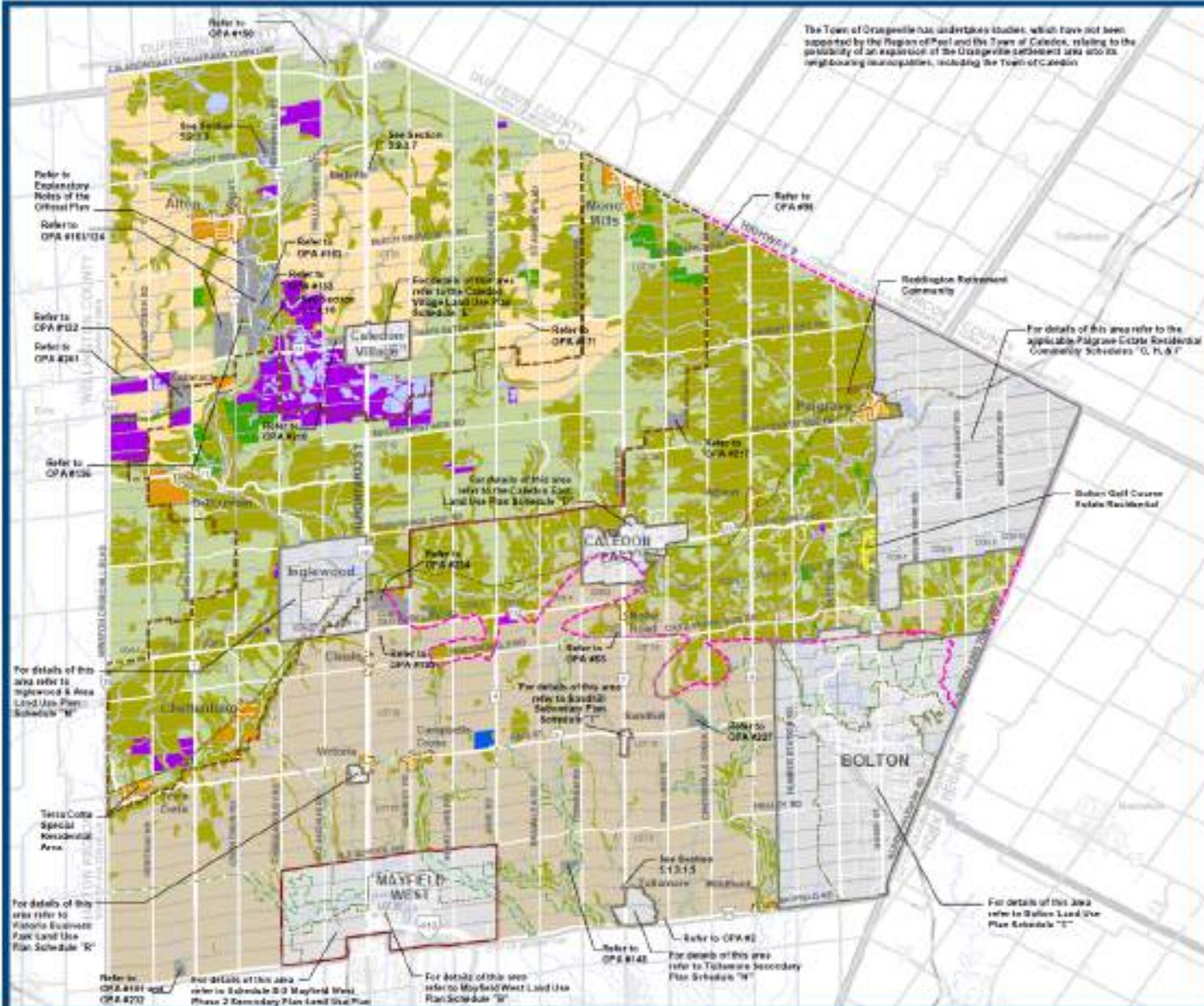
OUR OFFICIAL PLAN

Policy and Sustainability



TOWN OF CALEDON **Schedule A**
TOWN OF CALEDON
LAND USE PLAN

The Town of Orangethorpe has undertaken studies, which have not been supported by the Region of Peel and the Town of Caledon, relating to the possibility of an expansion of the Orangethorpe settlement area into its neighbouring municipalities, including the Town of Caledon



- General Agricultural Area
- Prime Agricultural Area
- Rural Lands
- Extractive Industrial Area
- Waste Management Area
- Open Space Policy Area
- Environmental Policy Area
- Estate Residential Area
- Retirement Community Area
- Settlement Area
- Mayfield West Study Aed Boundary
- Boundary of Greenbelt Plan Area
- Oak Ridges-Moraine Conservation Plan Area
- Niagara Escarpment Plan Area

- Provincial Road
- Regional Road
- Local Road
- Railway
- Caledon Trailway

Base Data Source: Town of Caledon

1 0.5 1 2 1 0.5

km

Caledon's Official Plan

- Created and approved in 1979
- Two major amendments (1997 & 2013)
- Several hundred smaller amendments

Goals of the Official Plan Review:

- Provide a vision for future development
- Simplify our Official Plan and make it accessible
- Modern format

Town of Caledon Population & Growth

Residents

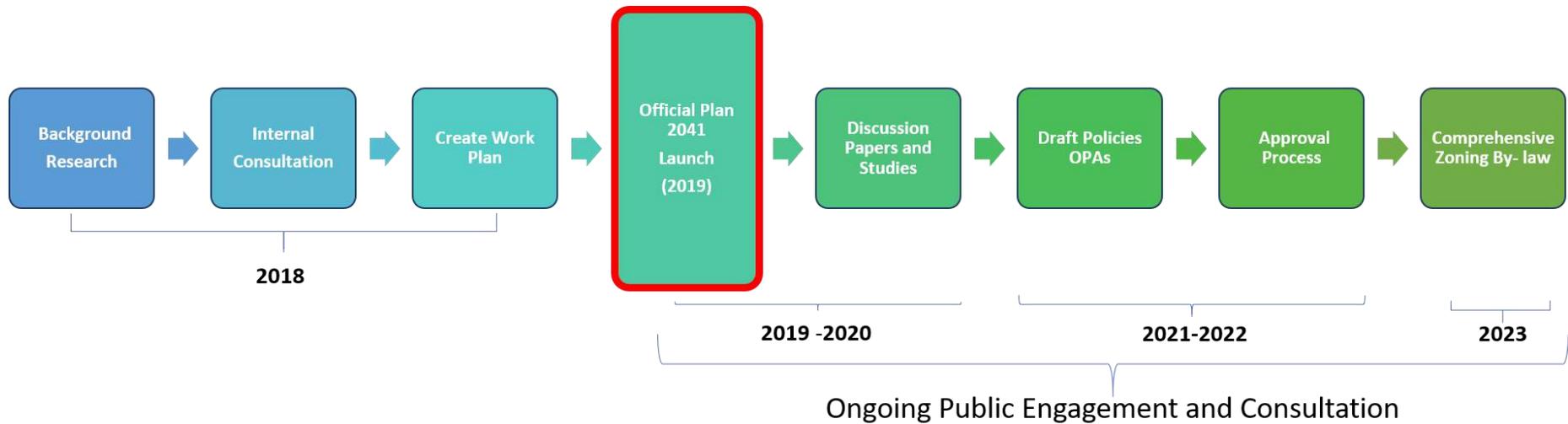
- 2019 – 71,500
- 2031 – 108,000
- 2041 – 160,000 *

Jobs

- 2016 – 32,344
- 2031 – 46,000
- 2041 – 80,000*

* to be confirmed

Building Our Work Plan



Official Plan 2041 Project Community Engagement

How are we going to engage with Town stakeholders?

- future.caledon.ca
- Off-site Offices
- Pop Up Events
- Speaker Series
- Newsletters and Social Media Updates
- Stakeholder Specific Engagement
 - Focus Groups
 - Kitchen Tables

CONNECT WITH US

Stay connected with us on our Official Plan 2041
Review Project

Email:

[future.caledon.ca](mailto:future@caledon.ca)



Thank You!



Attachment 7-A

Caledon Public Library Board Meeting

Monday, October 21st, 2019

6:00 p.m.

Albion Bolton Branch



MINUTES

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

1. The Vice-Chair called the meeting to order at 6:02 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: Councillor Tony Rosa

4. Approval of the Agenda

Motion: That the Caledon Public Library Board Agenda be approved.

Moved: Councillor Christina Early

Seconded: Jaqueline lafrate

Carried.

5. Disclosure of pecuniary interest: None

6. Presentations/Delegations

a. Joe Grogan – Holocaust Education Week Programming

Mr. Grogan congratulated the Board and Staff of the Caledon Public Library for their ongoing efforts to recognize Holocaust Education Week and encouraged trustees to attend the upcoming event on Wednesday, November 6 at the Albion Bolton Branch.

7. Consent Agenda

a. Minutes of the September 16, 2019 meeting

b. CEO/Chief Librarian’s Report

c. Strategic Actions Update

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

Moved: Sheralyn Roman

Seconded: Paula Civiero

Carried.

8. Business arising from the minutes: None

9. Staff Reports

a. Treasurer’s Report and Financial Statements

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

Moved: David Betty

Seconded: Councillor Christina Early

Carried.

Catherine Jackson arrived at 6:28 PM

b. Quarterly Performance Measures and Statistics

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

Moved: Sheralyn Roman

Seconded: Paula Civiero

Carried.

i. 2019 Summer Reading Club Report

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

Moved: Paula Civiero

Seconded: David Betty

Carried.

c. Partnership Policy

Motion: That the Caledon Public Library approve and adopt the revised Partnership Policy as amended.

Moved: Catherine Jackson

Seconded: Jaqueline lafrate

Carried

d. Community, Culture, and Recreation Infrastructure Program Proposal

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;

That the Caledon Public Library board direct the CEO/Chief Librarian to draft correspondence to Council seeking said support; and,

That, pending Council support, 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.

Moved: Sheralyn Roman
Carried.

Seconded: David Betty

10. New Business: None

11. Board Work Plan

a. 2019-20 Work Plan Review

Motion: That the Caledon Public Library Board approve 2019-20 Work Plan as amended.

Moved: Jaqueline lafrate
Carried.

Seconded: Sheralyn Roman

12. Board Advocacy and Development

a. Discussion of future library visits

It was determined that any future visits would be deferred until after the opening of the Southfields Village Branch.

b. Upcoming Events and Opportunities

- i. Caledon East Block Party – Caledon east Branch – Saturday, October 26, 10:00AM-2:00PM
- ii. Presentation of Economic Impact to Council – Town Hall – Tuesday, October 29 – 7PM
- iii. Holocaust Education Week Event – Albion Bolton Branch – Wednesday, November 6, 10:30AM – 12PM

13. Public Question Period: None

14. Evaluation of Meeting

- a. What was your key takeaway from the meeting?
 - i. There was good and open discussion
 - ii. Opinions were expressed freely
 - iii. Library Board members acknowledged Communications & Community Development staff's outstanding contribution.

15. Time & location of next regular meeting:

Monday, November 18th, 2019, 6 PM – Albion Bolton Branch

16. Adjournment

Motion: That the meeting adjourn.

Moved: Councillor Christina Early

Seconded: David Betty

Carried.

The meeting adjourned at 8:03 PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 7-B

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
November 2019



Governance and Advocacy

Better for People, Smarter for Business Act, 2019

The Ontario government recently introduced Bill 132, or the Better for People, Smarter for Business Act, 2019. The bill has since passed second reading. The general government committee will next hold public hearings from November 19 to 29 in London, Peterborough, Sault Ste. Marie, Kenora and Toronto in advance of a third-reading debate to be scheduled by December 4.

Though broad in scope, this legislation proposes the following two changes to the Public Libraries Act (PLA):

- Removing the requirement that trustees are Canadian citizens, allowing Canadian permanent residents to serve as public library board members; and,
- Reducing the minimum number of regular meetings from ten (10) to four (4) per year.

The proposed change in member representation aligns with the Library's core strategic values of diversity and equity, and supports improved appreciation of individual needs, experiences and cultures. The proposed reduction in the number of annual meetings is more troublesome. Despite the ability to declare special or emergency meetings, fewer regular meetings could make it much more difficult for the Board to meet its responsibilities under the Public Libraries Act (PLA), ultimately undermining the Board's unique governance. These concerns are shared by many across the sector, as evident in the result of a related survey undertaken by the Federation of Ontario Public Libraries (FOPL). With consideration for the intent of the proposed legislation to reduce the minimum number of meetings required annually, the following replies were submitted in response to a question regarding a preferred number of meetings:

Options provided	Responses (%)	Responses (#)
<i>4 meetings per year (as proposed in the legislation)</i>	10.57%	39
<i>5-6 meetings per year</i>	24.66%	91
<i>7-8 meetings per year</i>	62.60%	231
<i>No opinion</i>	1.08 %	4
	TOTAL	369

The results of the survey have been shared with the province. As have survey comments, confirming that public library boards remain an essential component of ensuring that local libraries are community-led, responsive to evolving local needs, and are effectively governed. Additional responses recognized that library boards could still choose to hold more than the mandatory minimum number of meetings, and would recommend doing so.

FOPL has requested standing at the Committee hearings after second reading. If lieu of this deputation, FOPL will submit a written deputation on behalf of its members and the broader public library sector.

Ontario Public Library Monitoring and Accreditation Council Guidelines

A memo recently shared by the Ontario Public Library Guidelines Monitoring and Accreditation Guidelines Council (attached as [Appendix A](#)) advised of concerns related to the adoption of municipal policies by public libraries. During the Council's recent accreditation reviews, it was discovered that many libraries have adopted municipal policies, most notably those required under the Accessibility for Ontarians with Disabilities Act (AODA) and the Occupational Health and Safety Act (OHSA). Depending on the language within the municipal policy in question, this approach may or may not align with legislative requirements.

The Caledon Public Library Board first drafted and approved a dedicated Accessible Customer Service Policy (CPL-16-14) in September 2016, ensuring that we are in compliance with the related legislation. As per the Caledon Public Library Personnel Policy (CPL-16-09), the Library has officially adopted the Town's Corporate Procedure as it relates to Harassment, Sexual Harassment and/or Discrimination in the Workplace and the municipal Health and Safety Policy has our own. Given the limited staffing levels in most of our branches, this policy resulted in the creation of customized procedures for all library staff who work alone.

Further investigation is required to ensure that the Library achieves compliance as required by the relevant lead ministries. Initial steps will include a review of adopted municipal policies and procedures and confirmation that select policies are reviewed on an annual basis as required. A review of the Council's recently revised accreditation guidelines will also be completed. Further action may be required to investigate the feasibility of revising Town policies to reference the Library or, if necessary, the creation of new library policies to replace those currently adopted.

Macmillan Embargo

Despite advocacy efforts across the North American public library sector, libraries continue to face challenges regarding unfair pricing and access policies imposed by publishers of digital content. November 1, 2019 marked the beginning of an 8-week embargo on new eBook titles imposed by Macmillan Publishing. This will have immediate implications to Caledon library users. In anticipation of questions from patrons, Megan Renkema, Manager, Information Services, drafted an explanation of the embargo, highlighting the likely impact to CPL patrons and key messaging that will be shared via our shared eBook platform. Attached as [Appendix B](#), this

document was communicated to all staff and forms the basis for front-line efforts to ensure informed responses to patron concerns or complaints while also raising awareness of the issue and encouraging residents to support broader advocacy efforts.

Services and Facilities

Southfields Village Branch

The forecast date for substantial completion of the new community centre in Southfields has been revised to the end of February 2020. It remains unclear how this will impact the timing of our initial access to the branch or when the facility will ultimately be opened to the public. Regardless of the change, work continues to source furnishings, collections and technologies. With the recruitment of the Branch Manager now complete, job postings for remaining branch staff will soon be shared. It is anticipated that these new positions will draw significant interest from both internal and external applicants.

Caledon East Branch Relocation

In anticipation of requests for information from Town Council, Community Services staff requested that the Library confirm our continued interest and provide high-level space needs and operational costing related to the relocation of the Caledon East Branch to Phase 4 of an expanded Caledon East Community Complex. Relocation specifications, originally shared with the Board in June 2018, have been revised to reflect current needs and anticipated operating costs. Attached as [Appendix C](#), this information was provided to staff of Recreation Services at the end of October. This document confirms the benefits of relocating, including the need to increase CPL's square footage per capita and the possibility of centralizing the Library's administrative team and support staff as part of a redesigned municipal campus. This reallocation of staff would allow for the eventual repurposing of staff space in Bolton for public use. A significant increase in operating costs is prompted by the assumed transition to full service hours and increased staffing levels required to operate a multi-story branch and move towards our envisioned organizational structure.

Staff News

Staff Appointments

Samantha Dillane will transition to the role of Branch Manager of the Southfields Village Branch on November 25. Samantha has been with the Library in the role of Coordinator, Youth Services, since June of 2014 and has contributed greatly to the success of the department and the Library through her hard work and dedication. Samantha holds a Bachelor of Science and a Masters of Library and Information Science and has gained experience working in the private sector as well

as at libraries in New Tecumseth and Oshawa. Samantha will be reporting to Kelley Potter, Director of Public Service.

Vanessa Spzurko will be joining the CPL team as a Coordinator in the Youth Services Department on November 18. Vanessa will report to Laurie Groe, Manager of Youth Services, during this 12-month maternity leave contract. Vanessa earned her Masters of Library and Information Science at University of Western Ontario and has gained experience as a Coordinator of Children and Youth Services and Acting Manager of Programming and Outreach at the Welland Public Library.

Colleen Lipp has accepted the roles of Vice-President and President Elect of the Ontario Library Consortium (OLC), a consortium of over 20 public libraries, including Caledon, who benefit from the shared pricing and administration of our Integrated Library System (ILS). As a member of the executive, the Vice-President/President Elect's work will include the release of a Request for Information in anticipation of the termination of our current ILS contract and the subsequent negotiations with the successful proponent. Members of the executive also attend the annual Customers of SirsiDynix Users Group (COSUGI) Conference. The planned transition to President is tentatively scheduled for 2021.



Ontario Public Library Guidelines
Monitoring and Accreditation Council

www.ontariopubliclibraryguidelines.ca

Does your library adopt any municipal policies as their own?

Greetings Public Library CEOs:

Over the past months Ontario Public Library Guidelines Monitoring and Accreditation Council (Guidelines Council) peer auditors in the field have reported back many service standard strengths. They have also however, reported back areas of concern, particularly regarding Ontario's Occupational Health and Safety Act (OHSA) and the Accessibility for Ontarians with Disabilities Act (AODA).

Some libraries' policies and procedures may not yet be fully compliant from the legislator and lead ministry perspective, in particular policies for prevention of Violence and Harassment in the Workplace, safety when working alone, and AODA. All OHSA related policies must be reviewed annually. All OHSA and AODA related policies must mention the library specifically, this requirement can particularly impact libraries who have adopted any of their municipal OHSA and AODA policies as their own.

We would like to encourage library CEOs, management, and boards to review their policies, procedures, and practices regularly to ensure legislative compliance. We recommend that any library board that has adopted policies directly from their municipality ensure that those policies specifically address public library building, staff, board and other elements relating to their site-specific operations as appropriate based on the policy at hand. As one example, in a library's prevention of violence policy including working alone, please ensure the policy addresses elements such as staff who may work alone on a library floor, program area, section of the library, or on a particular shift.

The Guidelines Council would like to take the opportunity to remind public libraries of the importance of ensuring the legislative compliance of their policies. The current legislative requirements are reflected in our guidelines. As you know, CEOs need to keep informed of legislative changes and our guidelines can provide a tool to assist with keeping up to date. Governments and their ministries update, clarify and change small elements of legislation and regulations.

If you have concerns that your library may not have policies or procedures in place that address OHSA and AODA areas including Violence in the Workplace and Harassment in the Workplace, safety when working alone, please consider contacting Ontario Library Service staff for assistance, consult the Ministry of Labour about the OHSA, other ministries about their acts, and review the Guidelines Council's latest guidelines to assist you.

It is our sincere hope that our current Guidelines continue to assist your public library in developing and delivering enhanced services to your community.

Sincerely,

The Ontario Public Library Guidelines Monitoring and Accreditation Council.

For more information
www.ontariopubliclibraryguidelines.ca
Ontario Library Service – North 1-800-461-6348
Southern Ontario Library Service 1-800-387-5765

Appendix B

MacMillan Embargo – Update to Staff

Prepared by Megan Renkema
Manager, Information Services
October 30, 2019



There has been a lot of recent conversation regarding ebooks and eaudiobook pricing for public libraries. Canadian Urban Libraries Council (CULC), SOLS and OLA have all been strong and vocal advocates for fair ebook pricing, asking the big 5 publishers (Hachette, Penguin Random House, Macmillan, Harper Collins, Simon & Schuster) to recognize the value of providing libraries with fair and competitive prices for econtent.

Instead, the Big 5 have all recently changed their lending models to public libraries for econtent, moving from perpetual ownership to fixed term purchasing such as two year licensing or metered access (generally 26 checkouts). After that time, the library no longer has access to the content and must decide whether to repurchase it. Now, the newest wrinkle in the ebook battle is Macmillan will be placing an 8 week embargo on all of their new ebook content. Our patrons will likely notice that the wait list for some of their favourite authors will increase significantly. Below are some facts that should assist you with any conversations you may have with them regarding this.

What is the embargo?

Beginning November 1, Macmillan Publishers, one of the largest publishers, will only allow public libraries to purchase one copy of all new eBook titles for the first eight week's after their release. This will mean much longer wait times for eBooks from popular authors such as Nora Roberts, Jeffrey Archer, Liane Moriarty and many more. Currently, Macmillan is the only publisher that is imposing this embargo on their eBook titles and the embargo only applies to eBooks, not eAudiobooks.

Why is it happening?

Macmillan claims that selling eBooks to public libraries negatively affects their profits but all evidence points to the contrary. Studies have shown that library patrons are more likely than non-users to buy eBooks not less, and public libraries in North America spend in excess of \$1.35 billion per year on eBooks, which contributes significantly to publishing profits.

What is Caledon Public Library's position on the embargo?

Caledon Public Library and public libraries across North America strongly oppose this new policy. We want to raise awareness of the issue and gather support for the American Library Association's petition to lift the embargo - [#eBooksForAll](#). We firmly believe that it is our role as a public library is to promote literacy and equitable access and curate diverse collections for all patrons to enjoy. As demand for digital resources increases, Caledon Public Library invests more each year in eBooks and eAudiobooks so our patrons can access a wide range of titles and formats. The Macmillan embargo limits access, in particular for those who cannot afford to buy eBooks and for print disabled patrons.

Our primary goals are to convince Macmillan to reverse their restrictive policy, discourage other publishers from following suit and protect equitable access to eBooks.

What can I say when I'm speaking to a patron?

We know that this is going to have an impact on patrons and that they will likely have questions for staff. Please let them know about the embargo and let them know that we are doing everything that we can to ensure that they will have continued access to the eBooks that they currently enjoy. If you still have unanswered questions, please don't hesitate to contact me.

You can help educate patrons: encourage them to sign the [#eBooksForAll](#) Petition and to let Macmillan know how much the embargo is hurting public libraries via their social media channels (@Macmillanbooks on Twitter, @macmillanusa on Instagram and <https://www.facebook.com/MacmillanUSA/> on Facebook).

How will the embargo affect Caledon Public Library's eBook Collection?

As part of the SOLS Consortium for Overdrive, we share our content with other consortium member libraries. SOLS has also been working closely with OverDrive, to come up with the best way to manage the eBook collection in this new landscape. There are 194 member libraries of the Consortium, which will only be able to purchase a single copy of new Macmillan eBooks. Fortunately, Advantage Libraries (consortium members who also purchase their own content alongside the consortium purchases) will also be allowed to purchase a single copy. This will help alleviate some of the potentially long wait times for Caledon patrons.

To try to limit wait times and provide excellence in customer service, SOLS has decided to purchase copies of Macmillan eBooks near the end of the 8-week embargo period so that they can almost immediately purchase more metered access copies. This will avoid a single copy in

the shared collection that could generate 100+ holds and trigger patron frustration and complaints.

For the month of November, the Ontario Download Centre site will feature a banner with the following message:

Beginning November 1, Macmillan Publishers is restricting library access to new ebooks, causing long wait times for some titles. Learn more and sign the petition demanding fair access at #ebooksforall.

Overdrive will also add a message in Libby and Overdrive stating:

Due to publisher restrictions, your library is unable to purchase any more copies of the book until {date}.

The Macmillan embargo will not likely have much of an effect on our hoopla titles, as hoopla generally does not have the rights to frontlist titles.

I realize that this is a lot of information to take in, so if you have any questions at all, please don't hesitate to ask or to refer patrons to me. Our goal remains connecting patrons with the titles they want to read and providing equitable access for all. For more information, check out these websites:

<https://econtentforlibraries.org/> .

<https://ebooksforall.org/>

Appendix C

Caledon East Branch Relocation Specifications

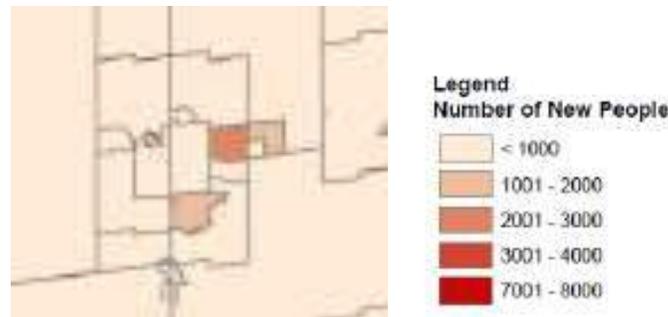
Prepared by Colleen Lipp, CEO/Chief Librarian
Revised October 30 2019



The following specifications reflect best practice in the provision of library service and represent a starting point for any discussions regarding the feasibility of relocating the Caledon East Branch to the Caledon East Community Complex.

Branch size

The following measures are based on Caledon East's population according to the 2016 census (4,282) as well as the expected growth in the three areas reflected in the following map, forecasting a range of 4000 to 7000 new residents by 2031.



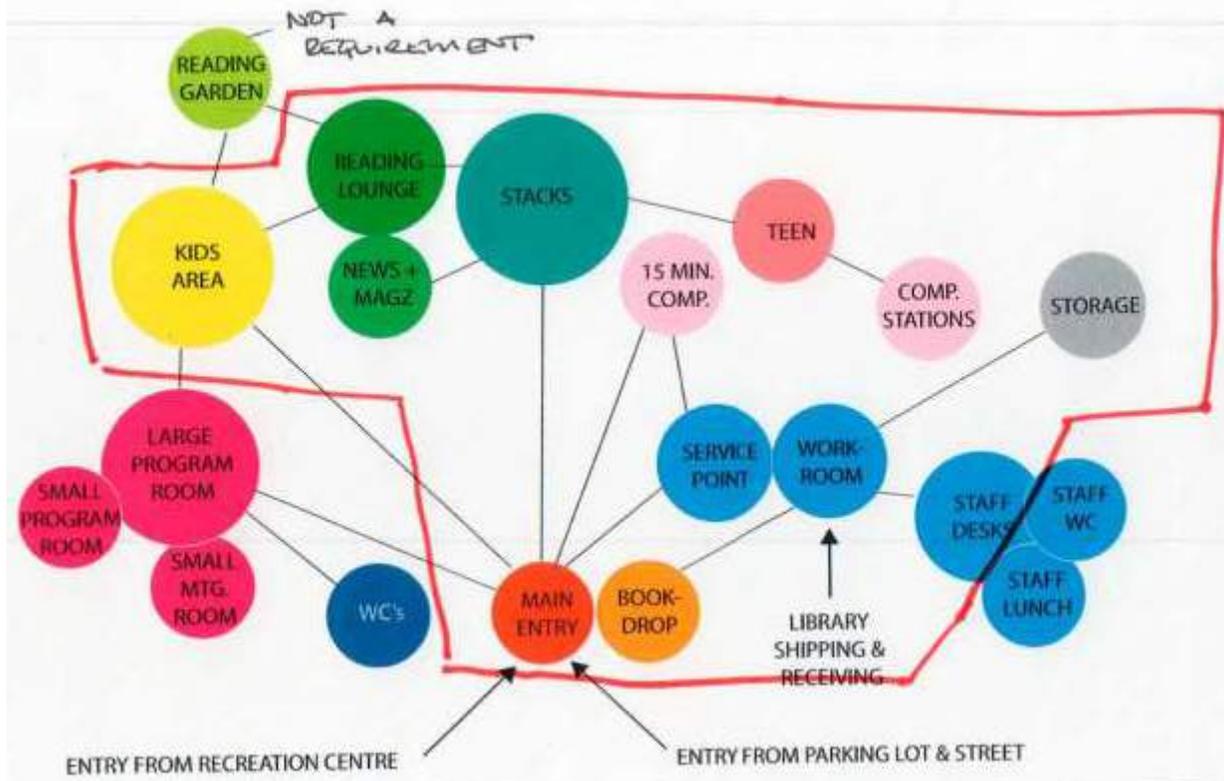
As per the Caledon Public Library's master Plan "North American standards are one square foot per resident. This may be adapted occasionally to denser communities or those with high seasonal swings in population". While the standard is preferred, a per capita measure of .6 square foot per capita reflects the minimum space standard that would support the provision of library services. As Caledon East is neither a high density area nor sensitive to seasonal swings, one square foot per resident is the applicable standard for a branch serving this area. Square footage based on both standards in relation to the current and forecast populations are reflected below.

	2016 census	2031 Forecast – Low	2031 Forecast - High
<i>Population</i>	4282	8242	11,282
<i>Branch size (0.6 sq. ft./resident)</i>	2569	4945	6769
<i>Branch size (1.0 sq. ft./resident)</i>	4282	8242	11,282

General Space and Adjacencies

Assuming that the available land and required square footage would require a branch of at least two floors, an elevator would be required to ensure accessibility and to move book carts between levels. That said, more staffing is required for multi-story branches, with related impacts on operating costs.

The following diagram illustrates the elements that are required within a relocated Caledon East Branch. Those elements within the red box must be located within the library proper. Other elements may be shared with facility partners.



Items of note include:

- Clear and visible access to the branch from within the facility. Direct entry from the parking lot is desirable.
- A staff lunch room and washrooms for the public and staff reflect other spaces that may be shared with other partners in the complex.
- At least one meeting room should be located within the library proper. Additional program room and meeting rooms may be shared space but direct access from the library to at least one of these shared spaces is necessary. Associated booking/rental fees may further impact the library's operating budget
- The Children's area should include open floor space for play and literacy programming and be located on the main floor of a multi-floor branch
- Notable areas/services not reflected in the above diagram include:
 - Quiet space and/or study rooms– though could be made available in unused program rooms if adjacencies permit
 - Innovation and maker spaces – this is becoming a standard service offered by public libraries, though the branch would likely not offer enough space to accommodate.

Staffing levels and space needs

General space for branch staff is referenced in the provided diagram (above). This would include a separate office for a branch manager, space for 3 – 4 staff desks, a material handling area for returned items. A separate service desk is also a requirement but need not be located in the immediate vicinity of the other staff work areas. With no reliance on school library staff, this represents an increase over staffing levels currently in place at the Caledon East Branch and would support full service hours – rather than the current limited hours of operation.

Given the lack of staff space at the Albion Bolton Branch, and the inability to extend the branch footprint within the existing Albion Bolton Community Centre, a relocated Caledon East Branch offers an opportunity to relocate and consolidate Library Administration and support staff - while increasing the proportion of public space in Bolton. Administrative offices would include at minimum:

- 5 offices for CEO/Chief Librarian and Senior Managers
- Shared work area for Administrative and support staff – approximately 5-6 FTE
- Dedicated meeting room for staff and Board meetings.

There is no need that these spaces be located within immediate access to library service points and could be accommodated on a third floor of the Library block – or if necessary – elsewhere within the building. This could only be considered if the branch size is based on the high population forecast at 1.0 square foot per capita. This space would allow Library Administration to work in close proximity to Town leadership, improving opportunities for partnership and collaborative initiatives.

Anticipated operating costs

The following costs are based on the assumption that a relocated branch would provide full service – similar to those offered in Bolton and Southfields. This also includes the addition of a new senior management position to ensure efficient and effective operations of the growing system. Salaries are based on the 2020 salary grid.

Salaries - Permanent	\$	257,012
Benefits - Permanent	\$	77,104
Wages - Casual	\$	294,716
Benefits - Casual	\$	35,366
Training/Development/Seminars	\$	3,880
Computer Services	\$	2,000
Software Licensing	\$	5,000
Operating Supplies	\$	1,500
Special Programs - Adult	\$	2,000
Special Programs - Youth	\$	2,000
	Total	\$ 680,578
	Less Operating costs of current Caledon East Branch (2020)	\$ 190,187
		<u>\$ 490,391</u>

Attachment 7-C



Strategic Actions Update

November 2019

Strengthen Facilities

New display furniture has been added to the teen area in Bolton and new units have been ordered to expand existing displays of adult materials.

Installation of upgraded wayfinding and interior signage has been completed at the Caledon East, Inglewood and Caledon Village branches.

Invest in People

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:

- Patron-driven programming creating a culture of participatory learning in libraries
- Visit to McMichael art gallery (MILA)
- Outbound RA (webinar)
- Recertification of Standard First Aid
- ALA Library Director Bootcamp: Getting the Skills You Need (MILA)
- Equity in Action (Library Journal) webinar series on diverse and inclusive collections
- Spark the Joy of Giving with an Impactful Charitable Gift Guide (Canada Helps webinar)
- Financial Stewardship: The Public Library Board's Role and Responsibilities (webinar)

Build Relationships

The Library hosted Language Instruction for Newcomers to Canada (LINC) in Bolton, providing a tour of the branch, a "Library 101" presentation and registering visitors for new library cards.

The CEO/Chief Librarian, Manager of Information Services, and Manager of Communication and Community Development represented the Library at the Mayor's Business Luncheon.

Staff have been invited to participate in regular meetings of Regional Children & Youth Services networking group. It is anticipated that 4 to 6 meetings will be scheduled each year.

Over 700 residents attended the Caledon East Block Party. This event offered a wonderful opportunity for Caledon East residents to discover or re-discover their community library, meet neighbours and local organization and businesses. CPL received 20 financial or in-kind donations. The event featured fun activities for the whole family – scarecrow building, pumpkin painting, video gaming; a demonstration of our Cricut and 3D printer; music; free BBQ and so much more.

CPL once again offered our Food for Fines amnesty program, allowing the donation of food items to support the community in lieu of overdue fines. This year, over 700 lbs. of food were collected between October 5th and

A CPL staff member is an active member of the Town of Caledon Environmental Committee. This group is responsible for the bi-annual review of grant applications under two streams; the School Green Fund and the Community Green Fund. Last month, eleven (11) applications were received from elementary and secondary schools in Caledon, for consideration for the School Green Fund. The project submissions were evaluated on their environmental action and relation to Town policy, project outcomes and student, school and community engagement. The committee's resulting recommendations will be considered by the General Committee of Council on December 4th with the funded projects will take place in 2020.

CPL hosted a "Library 101" session for staff from Peel Children's Society. The session included an overview of library services and resources, creation of library memberships and a hands-on demonstration of our digital resources.

Encourage Discovery, Innovation and Creativity

A wide variety of programs and events were scheduled, including:

- Two programs were provided in partnership with the Town of Caledon, raising awareness of Fire Preparedness week;

- A workshop on canning, and fermentation was hosted in Alton;

- A workshop on preserving artifacts and historical documents was facilitated in Bolton;

- Lawyer Morgan McCabe presented a workshop on the legalities surrounding insurance after a car accident;

- "Fitness Free-for-all" programs were offered in partnership with the Town of Caledon. Session dedicated to Zumba, Yoga, and Bollywood dancing, encouraged residents to try a class for free before registering for a full session with Recreation Services;

- Cricut craft programs, sharing how to make holiday cards were provided at various branches;

- The Toronto Region Conservation Authority (TRCA) was hosted at the MDV branch as they presented their program geared for families, Solution to Stormwater Pollution;

- Staff facilitated a Super Smash Bros Tournament as a special feature of the new video game club hosted monthly at the Caledon East Branch in partnership with R.F.Hall;

- Staff facilitated a Glow in the Dark Scavenger Hunt event for teens at the Bolton Branch. Judging by participants' reactions, this will become a featured program for teens; and,

- In partnership with the Caledon Animal Shelter, staff is facilitating a new 8 week program called Rescue Readers. The program features elementary school aged children reading to shelter animals.

A self-directed learning activity, Postcards for Peace, was made available in all branches for the month of October. Youth were encouraged to send messages of appreciation to Veterans who served in the cause of peace and freedom. Postcards were then sent to Veterans at various locations.

The Library again hosted Neuberger Holocaust Education Centre with guest speaker Corey Margolesein honour of Holocaust Education Week. Approximately 200 students from neighbouring elementary and high schools were in attendance.

November 12, 2019

Dear Organization/Group Representative

RE: 2020 Storage Fees

It is the Recreation Division's goal to provide timely information which will assist your planning efforts for the 2020 season and beyond.

In 2018, the Recreation Division realized there is storage deficiencies within Town facilities and initiated a review of all storage areas in Parks and Recreation facilities. An inventory was created that identify gaps and outlined opportunities for improvement.

Because of this initiative, a new fee for storage was developed and approved in the 2019 budget. To determine the rate, staff reviewed commercial rates and bench marked rates provided by other municipalities across Ontario.

The new fee will be effective June 1, 2020 at \$2.00/ square foot per month.

Following this letter staff will arrange a meeting to review your current storage requirements and to outline how the new fee will impact your organization.

If you have questions in the meantime, please contact me.

Ryan Giles
Recreation Supervisor, Support Services
905-584-2272 x.4087
Ryan.giles@caledon.ca

Attachment 9-A

Treasurer's Report

Prepared by Colleen Lipp
November 2019



2019 Budget

Financial statements reflecting the operating and capital budgets as of October 31, 2019 are attached as [Appendix A](#). Items of note include:

- Journal entries to reallocate grant revenues and expenses to dedicated accounts, allowing for more consistent tracking of these unbudgeted revenues in relation to expenditures.
- An unfavourable variance resulting from expenditures in Administration – Wages – Casual/Temporary is attributed to the hiring of a Digital Intern to complete an inventory of all technology assets. This expense is partially offset by funds received through the Digital Skills 4 Youth (DS4Y) grant program.
- As receipt of Public Library Operating Grant (PLOG) funds of \$58,171 are scheduled for late in the year, a temporary unfavourable annual variance of \$15,578.12 is reflected under Administration.

2020 Budget

The Town's budget documentation has been finalized and budget binders have been distributed. No further recommended changes to the Library's budget submission have resulted from Senior Management Team (SMT) discussions. That being said, correspondence received from Recreation Services staff on November 12 (Attachment 7-D-1), references a plan to begin charging community partners, including the Library, for storage space. As the Library had not previously been informed of this intent, the increased costs associated with storage space currently used by the Library in the lower level of the Bolton Branch are not reflected within the Library's 2020 budget.

The 2020 Budget Schedule is highlighted below. Unlike in recent years, departmental budgets will be presented by the relevant managers. This approach allows for the CEO/Chief Librarian to communicate the Library's budget plans and pressures directly to Council. This year's budget review process will again include an open house allowing for public consultation and questions.

Tuesday, November 19, 9:30 AM	Budget Presentations
Wednesday, November 27, 7 PM	Public Open House – Proposed Budget
Tuesday, December 10, 7 PM	Committee of the Whole – General Budget

Grants

Investing in Canada Infrastructure Program's (ICIP) Community, Culture and Recreation (CCR) Stream

As directed by the Library Board and endorsed by a resolution of Council on October 29, the Library submitted an application to the Canada Infrastructure Program: Community, Culture & Recreation – Rehabilitation and Renovation Stream in advance of the November 12 deadline. As a tenant of the Town, the Library has assumed the lead on this joint application in an effort to achieve the following objectives:

- To re-imagine and refurbish an existing, but underutilized, library branch, making best use of the current facility and footprint.
- To expand core library services to provide technologies, currently unavailable elsewhere in Caledon, in support of making, learning, innovation and entrepreneurship.
- To better bridge the digital divide, ensuring that all in Caledon have access to services, connectivity and technologies that they could not otherwise access and/or afford.

The services of an architect were retained to undertake minor revisions to the design originally proposed in the Master Plan. Efficiencies and improvements include the addition of improved ventilation within the maker space, the repurposing of a storage room as a recording studio, and a reduction in glazing between the library and adjacent community room. Original costings were also updated to reflect these changes and forecast costs based on a proposed construction start date in 2021. This review prompted the realization that original Master Plan costing had been based on the footprint of the full facility – rather than the library proper. The resulting reduction in square footage costs effectively offset any inflationary increases in project costs expected from 2016 to 2021, resulting in total project costs of \$304,680 including a contingency of 20%. As per the terms of the program, anticipated contributions are as follows:

<i>Contribution</i>	<i>Percentage</i>	<i>Cost</i>
<i>Federal</i>	<i>40.00</i>	<i>\$ 121,872.00</i>
<i>Provincial</i>	<i>33.33</i>	<i>\$ 101,549.84</i>
<i>Library/Town</i>	<i><u>26.67</u></i>	<i><u>\$ 81,258.16</u></i>
<i>Total</i>	<i><u>100.00</u></i>	<i><u>\$ 304,680.00</u></i>

The proposed improvements to the facility would result in increased staffing and program costs but would also prompt new revenue opportunities. For the purposes of this application, the

following anticipated increases to both revenue and expenses were based on a move to full service hours:

	\$	
Revenues		
<i>Room booking/rental fees</i>	(7,500)	
<i>Program fees</i>	(3,000)	
<i>Maker and printing fees</i>	<u>(5,000)</u>	
Total Revenues		(15,500)
Expenses		
<i>Staff Wages and Benefits (1.5 FTE)</i>	131,000	
<i>Operating Supplies /Contracted Services</i>	7,500	
<i>Special Programs</i>	4,000	
<i>Telephones/Connectivity</i>	360	
<i>Software Subscriptions</i>	<u>6,000</u>	
Total Expenses		<u>148,860</u>
Net Operating Impact		<u>133,360</u>

Maintaining the current hours of operation at the branch would reduce both revenues and expenses. Pending the success of this application, anticipated revenues and expenses will be reflected as an operating impact of the capital proposal to the Library Board and ultimately Council, as part of the 2021 annual budget process or any preliminary discussions related to the likely receipt of funds. Given the timing of construction, this operating impact could be phased over two years (2021-22).

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 late spring or summer of 2020.

SOLS Connectivity Funding

Southern Ontario Library Services (SOLS) recently announced that they will receive up to \$460,000 in Connectivity Funding from the Ministry of Heritage, Sport, Tourism and Culture Industries for the fiscal year ending March 31, 2020. These funds will be used to support public libraries' connectivity costs.

While libraries serving populations under 20,000, will be fully reimbursed for their costs, libraries serving populations in excess of 20,000 will be reimbursed at a percentage that will be determined by the availability of remaining funds. Library staff will submit the required reimbursement request in advance of the December 10th deadline. Payments will be calculated for the 12-month period, and reimbursed in one cheque by December 23.

Young Canada Works (YCW)

YCW offers eligible employers wage subsidies and access to a pool of talented youth, funding 50% of the total related expenses, with the Library assuming the remaining costs.

As reported in March 2020, the Library had applied for funding in support of two positions through the Government of Canada's Young Canada Works (YCW) initiative. Funding in support of a summer student was received and allowed for the placement of a Summer Literacy Assistant from June to August 2019.

Prompted by the success of our CPL150 celebrations throughout 2018, the Library had also applied for funding of \$7982 for a four-month placement through the Young Canada Works (YCW) Internship Program. The Digitization Intern was to be tasked with the scanning and online publishing of historical documents related to the 150 year history of library service in Caledon. This application was placed on a waiting list, pending confirmation of funding for 2019-2020. Though further communication regarding the status of our proposal was expected in June 2019, the Library was just recently advised of available funds. These funds would partially offset the costs of a 16-week internship to end on or before March 31, 2020. Ultimately, Library management felt it was unlikely that a suitable candidate could be recruited, or that a meaningful learning and work opportunity could be provided, within the shortened timeline.

Program staff have confirmed that the decision to decline these funds will have no impact on Caledon's future applications for funding.

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 October 31, 2019

	October	October	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
40010 Administration											
50050 Miscellaneous	(500.00)	(1,130.25)	630.25		(5,000.00)	(6,853.68)	1,853.68		(6,000.00)	114.2%	853.68
50125 Merchandise Sales	(250.00)	(30.00)	(220.00)		(2,500.00)	(184.00)	(2,316.00)		(3,000.00)	6.1%	(2,816.00)
50319 Grants/Subsidies		4,708.84	(4,708.84)				0.00		(58,200.00)	0.0%	(58,200.00)
50570 Donations	(83.00)		(83.00)		(830.00)	(236.50)	(593.50)		(1,000.00)	23.7%	(763.50)
50705 Fines/Fees	(3,333.00)	(2,195.34)	(1,137.66)		(33,330.00)	(28,719.24)	(4,610.76)		(40,000.00)	71.8%	(11,280.76)
50715 Programs	(292.00)	(150.00)	(142.00)		(2,920.00)	(1,365.50)	(1,554.50)		(3,500.00)	39.0%	(2,134.50)
50725 Comm.Access Prgm Funding			0.00			(5,779.08)	5,779.08				5,779.08
50750 Book Sales	(129.00)	(218.10)	89.10		(1,290.00)	(2,037.45)	747.45		(1,500.00)	135.8%	537.45
50770 FOL-Recoverable			0.00			(2,000.00)	2,000.00				2,000.00
61510 Salaries-Permanent	11,372.00	11,372.00			120,281.00	121,157.19	(876.19)		146,307.00	82.8%	25,149.81
61513 Benefits-Permanent	2,695.00	2,434.04	260.96		28,504.00	29,014.53	(510.53)		34,671.00	83.7%	5,656.47
61520 Wages-Casual Temporary	2,334.00	6,817.76	(4,483.76)		29,055.00	30,743.49	(1,688.49)		34,000.00	90.4%	3,256.51
61522 Recovery-Wages-Casual Temp		(2,708.84)	2,709			(2,708.84)	2,708.84				2,708.84
61523 Benefits-Casual Temporary	290.00	860.41	(570.41)		3,611.00	5,265.15	(1,654.15)		4,225.00	124.6%	(1,040.15)
62018 Operating Supplies	64.00	14.56	49.44		640.00	637.87	2.13		760.00	83.9%	122.13
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		252.83				1,615.17	(1,615.17)				(1,615.17)
62244 Bank Charges	125.00	63.55	61.45		1,250.00	640.42	609.58		1,500.00	42.7%	859.58
62253 Lib. Brd Education & Exp.	405.00	548.68	(143.68)		4,202.00	3,604.19	597.81		5,000.00	72.1%	1,395.81
62310 Training/Development/Seminars	1,546.00	2,635.57	(1,089.57)		27,679.00	29,782.91	(2,103.91)		30,879.00	96.5%	1,096.09
62311 Memberships/Dues		255.70	(255.70)		12,000.00	13,395.01	(1,395.01)		12,500.00	107.2%	(895.01)
62314 Mileage	1,396.00	470.42	925.58		11,205.00	7,811.78	3,393.22		14,000.00	55.8%	6,188.22
62317 Audit							0.00		4,370.00	0.0%	4,370.00
62319 Grants		(1,801.07)	1,801.07				0.00				0.00
62322 Postage	34.00	128.17	(94.17)		340.00	554.90	(214.90)		400.00	138.7%	(154.90)
62335 Contracted Services	176.00	55.00	121.00		1,760.00	628.73	1,131.27		2,100.00	29.9%	1,471.27
Total 40010 Administration	15,850.00	22,383.93	(6,533.93)		196,407.00	196,590.12	(183.12)		181,012.00	108.6%	(15,578.12)
41010 Library Public Services											
61510 Salaries-Permanent	47,105.00	31,060.75	16,044.25		384,660.00	290,864.12	93,795.88		492,636.00	59.0%	201,771.88
61513 Benefits-Permanent	14,596.00	9,121.60	5,474.40		114,357.00	83,525.96	30,831.04		147,824.00	56.5%	64,298.04
61520 Wages-Casual Temporary	68,031.00	33,344.31	34,686.69		408,138.00	367,959.78	40,178.22		589,229.00	62.4%	221,269.22
61523 Benefits-Casual Temporary	9,706.00	4,484.05	5,221.95		62,661.00	48,379.06	14,281.94		88,253.00	54.8%	39,873.94
62017 Caretaking Supplies	75.00	107.30	(32.30)		750.00	1,303.52	(553.52)		900.00	144.8%	(403.52)
62018 Operating Supplies	780.00	322.47	457.53		3,600.00	2,644.28	955.72		5,150.00	51.3%	2,505.72
62312 Insurance			0.00		1,904.00	1,902.30	1.70		1,904.00	99.9%	1.70
62321 Rental-Facility			0.00		239,176.00	191,056.00	48,120.00		239,176.00	79.9%	48,120.00
62335 Contracted Services	1,792.00	1,617.98	174.02		19,540.00	18,099.29	1,440.71		23,660.00	76.5%	5,560.71
62346 Courier	3,235.00	3,435.57	(200.57)		28,525.00	24,450.80	4,074.20		35,000.00	69.9%	10,549.20
62427 Cash Under/Over			0.00			(0.43)	0.43				0.43
Total 41010 Library Public Services	145,320.00	83,494.03	61,825.97		1,263,311.00	1,030,184.68	233,126.32		1,623,732.00	63.4%	593,547.32



Library
 ST: Object Code - Budget vs Actual by Cost Centre
 As of October 31, 2019

	October	October	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
41015 Reference/Collection Dev											
61510 Salaries-Permanent	17,926.00	17,368.02	557.98		190,654.00	133,144.09	57,509.91		231,777.00	57.4%	98,632.91
61513 Benefits-Permanent	5,066.00	4,675.79	390.21		53,865.00	36,759.80	17,105.20		65,481.00	56.1%	28,721.20
61520 Wages-Casual Temporary	7,567.00	6,413.94	1,153.06		78,163.00	86,923.61	(8,760.61)		95,784.00	90.7%	8,860.39
61523 Benefits-Casual Temporary	930.00	1,267.45	(337.45)		9,606.00	15,917.90	(6,311.90)		11,773.00	135.2%	(4,144.90)
62018 Operating Supplies	66.00	206.72	(140.72)		660.00	722.89	(62.89)		800.00	90.4%	77.11
62058 Online Databases			0.00		60,000.00	58,345.02	1,654.98		60,000.00	97.2%	1,654.98
62414 Special Programs	953.00	689.66	263.34		6,496.00	5,461.71	1,034.29		8,000.00	68.3%	2,538.29
Total 41015 Reference/Collection Dev	32,508.00	30,621.58	1,886.42		399,444.00	337,275.02	62,168.98		473,615.00	71.2%	136,339.98
41020 Library Grants											
50319 Grants/Subsidies (Revenue)		(2,616.30)	2,616.30			(2,616.30)	2,616.30				(2,616.30)
62319 Grants (Expenses)		1,801.07	(1,801.07)			1,801.07	(1,801.07)				1,801.07
Total 41020 Library Grants		(815.23)	815.23			(815.23)	815.23				815.23
41025 Library Info Technology											
61510 Salaries-Permanent	13,240.00	13,240.00			140,919.00	141,961.58	(1,042.58)		171,303.00	82.9%	29,341.42
61513 Benefits-Permanent	3,558.00	3,056.90	501.10		37,863.00	38,792.08	(929.08)		46,027.00	84.3%	7,234.92
62018 Operating Supplies	625.00	921.63	(296.63)		6,250.00	4,637.46	1,612.54		7,500.00	61.8%	2,862.54
62304 Automation	3,000.00		3,000.00		19,100.00	18,610.49	489.51		19,100.00	97.4%	489.51
62305 Computer Services	2,550.00	478.24	2,071.76		13,386.00	4,650.88	8,735.12		18,500.00	25.1%	13,849.12
62335 Contracted Services	133.00	124.91	8.09		3,800.00	1,134.12	2,665.88		4,600.00	24.7%	3,465.88
62396 Mobile Phones / Pagers	765.00	466.19	298.81		7,606.00	6,299.06	1,306.94		9,721.00	64.8%	3,421.94
62397 Telephone	2,615.00	2,071.94	543.06		17,625.00	21,044.95	(3,419.95)		23,266.00	90.5%	2,221.05
63037 Software Licence Subscription	888.00	947.64	(59.64)		16,330.00	13,208.39	3,121.61		17,500.00	75.5%	4,291.61
Total 41025 Library Info Technology	27,374.00	21,307.45	6,066.55		262,879.00	250,339.01	12,539.99		317,517.00	78.8%	67,177.99
41030 Youth Services											
61510 Salaries-Permanent	23,095.00	23,022.41	72.59		244,050.00	245,279.56	(1,229.56)		296,880.00	82.6%	51,600.44
61513 Benefits-Permanent	6,466.00	6,096.83	369.17		68,330.00	70,016.96	(1,686.96)		83,125.00	84.2%	13,108.04
62018 Operating Supplies	100.00	58.15	41.85		1,000.00	1,041.34	(41.34)		1,200.00	86.8%	158.66
62414 Special Programs	1,500.00	50.88	1,449.12		16,834.00	18,277.77	(1,443.77)		18,834.00	97.0%	556.23
Total 41030 Youth Services	31,161.00	29,228.27	1,932.73		330,214.00	334,615.63	(4,401.63)		400,039.00	83.6%	65,423.37
41035 Communications/Community Dev											
61510 Salaries-Permanent	18,278.00	18,085.79	192.21		193,326.00	187,667.64	5,658.36		235,154.00	79.8%	47,486.36
61513 Benefits-Permanent	5,034.00	4,775.19	258.81		53,242.00	53,578.03	(336.03)		64,759.00	82.7%	11,180.97
61520 Wages-Casual Temporary	5,625.00	4,458.55	1,166.45		56,644.00	44,544.05	12,099.95		63,900.00	69.7%	19,355.95
61523 Benefits-Casual Temporary	1,158.00	414.66	743.34		11,665.00	4,560.82	7,104.18		13,159.00	34.7%	8,598.18
62018 Operating Supplies	394.00	861.61	(467.61)		3,940.00	4,179.24	(239.24)		4,730.00	88.4%	550.76
62304 Automation	500.00	770.88	(270.88)		5,000.00	4,996.06	3.94		6,000.00	83.3%	1,003.94



Library
ST: Object Code - Budget vs Actual by Cost Centre
As of October 31, 2019

	October	October	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
62315 Printing & Advertising	1,310.00	1,143.98	166.02		10,582.00	8,479.67	2,102.33		13,200.00	64.2%	4,720.33
62335 Contracted Services	624.00	545.54	78.46		4,765.00	2,939.55	1,825.45		6,000.00	49.0%	3,060.45
62414 Special Programs	539.00	879.56	(340.56)		5,754.00	4,469.86	1,284.14		6,834.00	65.4%	2,364.14
Total 41035 Communications/Community Dev	33,462.00	31,935.76	1,526.24		344,918.00	315,414.92	29,503.08		413,736.00	76.2%	98,321.08
41040 Library Tech Services											
61510 Salaries-Permanent	17,859.00	17,883.00	(24.00)		189,790.00	191,118.15	(1,328.15)		230,741.00	82.8%	39,622.85
61513 Benefits-Permanent	4,944.00	4,582.94	361.06		52,558.00	53,611.34	(1,053.34)		63,896.00	83.9%	10,284.66
62018 Operating Supplies	333.00	225.56	107.44		3,330.00	2,759.58	570.42		4,000.00	69.0%	1,240.42
62335 Contracted Services	75.00	122.77	(47.77)		750.00	860.47	(110.47)		900.00	95.6%	39.53
Total 41040 Library Tech Services	23,211.00	22,814.27	396.73		246,428.00	248,349.54	(1,921.54)		299,537.00	82.9%	51,187.46
Total Caledon Public Library	308,886.00	240,970.06	67,915.94		3,043,601.00	2,711,953.69	331,647.31		3,709,188.00	73.1%	997,234.31
Total Caledon Public Library-Lending Services	308,886.00	240,970.06	67,915.94		3,043,601.00	2,711,953.69	331,647.31		3,709,188.00	73.1%	997,234.31

Capital Project Expense Report - as of October 31, 2019

	Budget	Expended Previous Year(s)	Expended 2019 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended
Previous Year Capital Projects						
16-002 Library IT Equipment Replacement	55,000	29,228.91	16,182.43	45,411.34	9,588.66	82.6%
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	260,418.25	331,090.79	68,909.21	82.8%
18-043 Lib Website Redesign & Improvements	10,000.00		38.21	38.21	9,961.79	0.4%
Multi-Year Capital Projects						
16-004 Mayfield West Library	4,950,000	1,754,626.90	1,276,580.31	3,031,207.21	1,918,792.79	61.2%
Current Year Capital Projects						
19-032 Library Collections and Materials	450,000.00		346,294.21	346,118.28	103,881.72	76.9%
59275 Capital Donations	2,400.00					
Total Library Collections and Materials (19-032)	452,400.00		346,294.21	346,118.28	106,281.72	76.5%
19-033 Library IT Equipment	76,000.00		43,738.31	43,738.31	32,261.69	57.6%
19-034 Library Furnishing Replacement	30,000.00		10,392.10	10,392.10	19,607.90	34.6%
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%

Attachment 9-B

Date: November 18, 2019

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Records Management and Retention Policy

Recommendation:

That Caledon Public Library Board review the revised Records Management and Retention Policy for approval and adoption.

Background

The Caledon Public Library Board’s Records Management and Retention Policy (CPL-17-22) was first adopted by the Library Board in 2017. This document clarifies Library responsibilities and best practices as they relate to Section 254(2) of the Ontario Municipal Act, confirming that “a local board that has ownership and control of its records shall retain and preserve the records in a secure and accessible manner”. As noted in [Appendix A](#), only minimal revisions are required.

The initial drafting of this policy prompted staff to begin work on a related Record Retention Schedule – clarifying the retention periods and methods for each category of record type. The research and consultation phase of this project has been completed. That said, given the vast scope of this task, and competing and time-sensitive priorities, we are still a number of months away from finalizing the document. Once completed, training will be required to ensure that all staff are remaining in compliance with the policy and the resulting schedule.

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

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the revised Records Management and Retention Policy

Appendix A

Title	Records Management and Retention Policy
Policy Number	CPL-17-22
Policy Type	Operating
Approval Date	[approval date] 2019
Review Date	[renewal date] 2021
Notes	Originally approved November 20, 2017



Purpose

The Caledon Public Library recognizes that records are valuable organizational assets and are a necessary support to effective decision making. The Library is committed to creating, retaining, preserving, transferring and disposing of records throughout their lifecycle in a secure and accessible manner.

This policy establishes guidelines which direct the manner in which reports, agreements, minutes or other documents, records, and papers must be kept by the Caledon Public Library to meet legislative and operational requirements.

Scope

This policy applies to all records, created, received, used, maintained, and in the custody and control of the Library (including its Board and Employees) regardless of their physical medium.

Definitions

For the purposes of this policy:

“Active records” means records that are retained in the library and are required for the day-to-day business of the library.

“Disposal/disposition” means the decision regarding retention after a record is no longer considered active (i.e. retained as permanent or destroyed).

“Destruction/destroy” means to eliminate permanently (e.g. through shredding) a record within a record series at a time indicated on the records retention schedule.

“Permanent Records” means those records determined to have a long-term value to the library in terms of recording its corporate, service and cultural history. They are maintained for a variety of reasons, including the documenting of the establishment of the Board as an entity, its policies, key historical events and milestones, and the evolution of the library system.

“Record” means recorded information in any format and includes, but is not limited to, documents, business records, financial statements, personnel files, minutes, accounts, correspondence, memoranda, plans, drawings, maps, ~~and~~ photographs and films.

“Record Series” means documents arranged in accordance with a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other defined commonality.

“Records Management” means the discipline and organizational function of managing records to meet defined pre-determined requirements, such as business operational needs, legislation, etc.

“Records Retention Schedule” means a description of the record series that are being managed, how long they need to be retained, and what will be their final disposition based on legal, business, and historical requirements.

“Retention” means the length of time a record is to be retained before its final disposition.

“Transitory Record” means a record that has temporary usefulness and is only required for the completion of a routine action or until superseded, and should be discarded as soon as practicable. Transitory material include, but are not restricted to:

- i. duplicate copies of documents retained only for distribution or as a convenience copy;
- ii. one of a number of multiple copies of a record such as minutes, reports, or agendas;
- iii. unsolicited advertising information;
- iv. draft letters, memos, reports, and informal notes that do not represent significant steps in the preparation of a final document;
- v. publications, directories, catalogues, pamphlets, brochures and other promotional materials that are superseded or no longer useful;
- vi. emails and voice mail having only a temporary value;
- vii. business not related to the Library; and
- viii. a non-integral part of a Library record.

Guidelines

The Library will maintain and apply records management policies and procedures to ensure that records in the custody of the Library are:

- Available and accessible to support strategic and operational business decisions;
- Held in an efficient, secure and cost-effective manner;
- Retained as active records as long as required; and
- Disposed of in accordance with established retention schedules.

The policy, procedures and retention schedules will be consistent with or exceed the legislated requirements and professional standards applicable to the library, including, but not limited to: *Municipal Act, Public Libraries Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Employment Standards Act*, and Canada Revenue Agency regulations. Retention schedules will also align with relevant Town of Caledon policies and procedures as well as the Caledon Public Library Privacy Policy (CPL-15-01) and Operational Policy (CPL-15-04).

Record Retention & Disposition

Transitory records, unless they have become necessary for legal purposes or as otherwise provided for by law, will not be retained and may be destroyed at any time beyond their usefulness.

Active records will not be retained beyond the retention period without a valid reason.

Records are disposed of in accordance with the created Records Retention Schedule. Records considered historical in content may be retained as part of the Library's local history collection.

Records retention schedules and disposition will be consistent across all media, including digital records.

Where records must be retained for pending audits or legal issues, the retention period is not changed for the entire record series, but only for those records that are required for audit or legal purposes.

The destruction of records must be done in a secure manner, mindful of confidentiality requirements. As Records Manager, the CEO/Chief Librarian has the authority to destroy all documents that have been retained beyond their retention period as outlined in the Record Retention Schedule.

Records in Electronic Format

The management of electronic records is integrated into the Library's records management program, addressing content, organization, retention, disposition, and backup, etc.

Procedures and practices with regards to electronic records, will be regularly reviewed and updated as required, given the changing nature of technology.

Library Records Held by the Town of Caledon

Records and files relating to Library and Board matters which are held by the Town of Caledon will be retained as per the ~~Town of Caledon~~ Retention Schedule recorded in the [Town of Caledon's Records Retention & Information Management Corporate Policy](#).

These records and files may include but are not limited to financial, procurement and human resources documents such as accounts payable, payroll, pension, payroll deductions, benefits, and WSIB claims.

Roles and Responsibilities

The CEO/Chief Librarian assumes the role and responsibilities of the Records Manager for the Caledon Public Library. The Board delegates authority to the CEO/Chief Librarian and authorized designates to act on behalf of the Library in the management of Library records.

The Library Board empowers the CEO and authorized Directors/Managers to establish records management retention schedules, procedures and identify any external storage services or agreements required to enact the policy.

All employees shall comply with this policy and resulting processes, procedures and schedules.

Feedback

Questions regarding this policy should be directed in writing to the CEO and Chief Librarian.

Office of the CEO and Chief Librarian
Caledon Public Library
6500 Old Church Road
Caledon, ON L7C 0H3
519.927.5662
elippceo@caledon.library.on.ca

Related Documents:

- [Employment Standards Act](#), 2000, S.O. 2000, c.41
- [Municipal Act](#), 2001, S.O. 2001, c.25
- [Municipal Freedom of Information and Protection of Privacy Act](#), R.S.O. 1990, c. M.56
- [Public Libraries Act](#), R.S.O. 1990, c. P.44
- **Caledon Public Library Privacy Policy**, CPL-16-01
- **Caledon Public Library Operational Policy**, CPL-16-04
- **Town of Caledon Corporate Policy: Records Retention & Information Management**

Attachment 9-C

Date: November 18, 2019

To: Caledon Public Library Board

From: Laurie Groe, Manager, Youth Services



Subject: The Great Read Away Fines Program for Children

Recommendation:

That the Caledon Public Library Board review The Great Read Away Fines Program for Children Report for approval.

Summary

The Great Read Away Fines Program for Children would allow valid Caledon Public Library cardholders between the ages of birth – 12 years old the opportunity to ‘read away’ fines that have accumulated as a result of borrowing children’s material. Citing Caledon Public Library’s current Strategic Plan, the Library champions easy and equitable access to all of the Library’s services and are committed to providing technologies, tools, and community space in support of literacy, life-long learning and creative potential. This initiative will support the Library’s commitment to barrier-free access to educational material for families. Reducing the negative impact of fines will encourage both parents and children to have their own library cards and will help us to encourage our local school boards and other child-centric organizations to advocate on behalf of the importance of library membership. Caledon Public Library is committed to every child having a library card with access to books, music, and all the information and technology needed for discovery and learning. The first step in putting equitable access at the forefront of what we do is to pilot The Great Read Away Fines Program for Children. It is anticipated that this program will prompt an increase in the number of children’s items borrowed, active cardholders and community support for the Library.

Background

One of the most important developmental milestones for children is learning a language and being able to communicate. When children are able to build early literacy skills, it supports and increases their chances for success in school and in life. Public libraries play a vital role in the development of early literacy skills of children and families in the communities they serve. Story times and other literacy-infused programming provide opportunities for parents of young children to learn about the importance of reading, writing, singing, talking and playing with their children. Thoughtfully developed children's collections are available for borrowing by families, particularly those that might not have the household income needed to purchase them. While library staff encourage parents and their children to avail themselves of the collection, the policies of many libraries are doing just the opposite. Whether the intended

function of library fines is to act as a deterrent and encourage the prompt return of materials, to supplement the library budget, or to teach patrons responsibility, overdue fines and replacement fees on children's materials can negatively affect the borrowing habits of members of our community who need the library the most.

As per the Library's Operational Policy, the Library currently blocks borrowing when a customer, regardless of age, accumulates \$20.00 in fines. While patrons are still able to access the Library's digital resources/online databases and have access to use material in-house, blocked customers are prohibited from taking borrowed material home. The number of children's cards blocked in 2018 because of unpaid fines was 492 which represents 15.2% of all active children's library cards. When accounts go unpaid and customers are prohibited from borrowing material, it contributes to a loss in active membership. The fear of fines can also prevent parents or caregivers from obtaining library cards for their children. A number of families have expressed an unwillingness to manage multiple accounts for one household, largely due to the concern over accruing fines on multiple cards. As a result, many families opt for one card per household, most times it being an adult card. Providing the opportunity for children to read away their fines may ease the strain on parents' or caregivers' concern over fines accumulating on multiple cards, and would help to encourage children to become independent library users. It is worth noting that children do not have control over when their materials are returned to the library, since parents or caregivers determine when library visits take place.

As per a recent article in EbscoPost, "more and more library professionals contend that charging overdue fines undermines the mission of libraries to provide free and equitable access to information so that all citizens may educate themselves." To this end, a recent trend across the public library sector has resulted in the removal of fines on some or all library collections. Notably, neighbouring libraries in Brampton and Halton Hills have recently done away with any overdue fines on children's materials.

Guidelines

In preparing this report, staff reviewed relevant literature, examined the best practices of other public libraries and reflected on personal and professional experience. As a result, the recommended scope of this initiative would be as follows:

- Children between birth – 12 years of age can participate;
- Fines accrued on children's material can be 'read away';
- The following cannot be 'read away': cost of a lost item (replacement costs), fines on someone else's card, printing/faxing/photocopying costs, book sale items and fines incurred on videogames;
- The Library will count being read to in the same way we count reading; for example, if an older sibling reads aloud to a younger sibling, both can submit that time towards

reducing fines on their respective library cards; parents or caregivers reading to younger children who are not yet reading can submit that time being read to on the *child's* card;

- Participants of The Great Read Away Fines Program will earn \$1.00 for every 30 minutes read;
- Participants can read ahead of what their fines are, up to a maximum of \$20.00;
- Participants can read anywhere – at home, at school, or at the library;
- Participants and library staff will track The Great Read Away Fines Program using the READSquared online application.

It is also recommended that this program be initiated as a one-year pilot so that any resulting opportunities and challenges can be fully considered and reviewed, in advance of permanent implementation.

Given the limitations of our Integrated Library Software (ILS) and the varied reading and borrowing patterns of teens, it should be noted that this program cannot easily and consistently be extended to those aged 13 – 17 at this time.

Financial implications

It is anticipated this program will result in a minimal decrease in the revenue generated by fines. In 2018, revenue generated from overdue materials for all users was \$31,847.61 or 29.2% of the Library's total actual revenue. Of this figure, \$2,819.95 or 8.9% was attributed to children's fines. It is also expected that this decrease may be offset by an increase in revenue resulting from fines and fees resulting from the opening of the new Southfields Village Branch.

Piloting The Great Read Away Fines Program for Children could serve to enhance the reputation of the Library in the community and library community as a whole – another opportunity to offset the challenge of reduced revenue generated by fines. It could strengthen our connections to local groups such as school boards and other child-centric organizations such as daycares, children's social groups and local sporting organizations. In the end, and according to The Gibson Library Board of British Columbia, "the positive outcome of removing potential barriers to using the library is worth the reduction in revenue."

Recommended Motion

THAT the Caledon Public Library Board approve and adopt the staff recommendation to pilot The Great Read Away Fines Program for Children for a one year period commencing March 1st, 2020 and ending March 1st, 2021; and,

THAT the Caledon Public Library Board direct staff to provide a mid-term report on this pilot project for the Board's review in September 2020.

Attachment 9-D

Date: November 18, 2019

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Schedule of 2020 Library Board Meetings

Recommendation:

That the Caledon Public Library Board review the drafted schedule of 2020 Library Board meetings for recommendation and approval.

Background

As per the Public Library Act, “a board shall hold regular meetings once a month for at least 10 months”. The following proposed schedule of meetings for 2020 aligns with the terms of the Caledon Public Library Board By-Laws (CPL-16-06), with meetings of the Board generally scheduled for the third Monday of the month at 6:00 PM with the exception of February and July.

Date	Branch Location	Notes
Mon. January 20, 2020	Albion Bolton	
Mon. March 16, 2020	Albion Bolton	
Mon. April 20, 2020	Albion Bolton	
Mon. May 11, 2020	Southfields Village	Rescheduled from May 18 due to Victoria Day
Mon. June 15, 2020	Albion Bolton	
Mon. August 17, 2020	Southfields Village	
Mon. September 21, 2020	Albion Bolton	
Mon. October 19, 2020	Southfields Village	
Mon. November 16, 2020	Albion Bolton	
Mon. December 14, 2020	Southfields Village	Rescheduled from December 21 due to Christmas

The scheduling of a regular meeting in August, rather than February, supports the Board's submission of approved budgets to Town Finance in advance of the early September timelines imposed by the municipality. While a 6:00 PM start time is currently reflected within the By-laws, the Board may wish to adjust the hour to ensure that quorum is consistently and easily met. Any such change can be reflected within the By-laws as part of the document's regular bi-annual review scheduled for March 2020.

Prompted by the anticipated opening of the Southfields Village Branch next year, it is suggested that the location of meetings could alternate between the Albion Bolton Branch and the Southfields Village Branch. The hours of operation at both facilities support the requirement that meetings be open and accessible to the public.

As stipulated in the Caledon Public Library By-Laws, additional meetings of the Board "may be summoned at any time by the Chairman, and it shall be her duty to convene a special meeting when requested to do so in writing by two members of the Board".

Recently proposed by the provincial government, Bill 132 or the Better for People, Smarter for Business Act, 2019 includes revisions to the Public Libraries Act, reducing the minimum number of regular meetings to just four (4). At this time, there is insufficient information with which to predict the likelihood or timeline of any such changes. That being said, the passing of this legislation as currently drafted, may prompt the need to revisit the proposed schedule and any relevant language within the Board's By-Laws.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board receive and adopt the proposed schedule of Board meetings for 2020.

Attachment 9-E

Date: November 18, 2019

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: OLA Super Conference Board Attendance Report

Recommendation:

That the Caledon Public Library Board review the attached OLA Super Conference Board Attendance Report for recommendation and approval.

Background

The Ontario Library Association Super Conference provides an annual opportunity for library administrators, professionals and staff to come together and share their knowledge and experiences. An increasing number of sessions are being directed to Library Board trustees with a full day dedicated to a boot camp for board trustees and senior administrators. No theme for this year's boot camp has yet been shared but the program includes sessions dedicated to working with municipalities, community engagement and the Board-CEO relationship.

The 2020 conference is scheduled from Wednesday, January 29 to Saturday, February 1 at the Metro Toronto Convention Centre with the full Saturday schedule dedicated to the OLBA Bootcamp. A comprehensive schedule of programming is available online at <http://www.olasuperconference.ca/>, however a suggested list of programs of particular relevance to trustees is attached as [Appendix A](#). In recent years, conference organizers have made a concerted effort to consolidate the vast majority of sessions of interest to Boards on the Saturday. Unfortunately, detailed descriptions of Saturday sessions were not available at the time that this report was drafted.

In an effort to enable Board participation within the limitation of existing budgets, it is requested that Board Members wishing to attend the conference communicate their interest and availability to the Board Chair and CEO/Chief Librarian by Monday, December 2. A final recommendation with full costing, including any supported travel or accommodation expenses, will be prepared for the Board's consideration at the December meeting, allowing for registration prior to the early registration deadline of January 3, 2020. As has become common practice, it is also suggested that an opportunity for sharing any learnings acquired at the conference be added to the agenda of the March 2020 meeting of the Board.

In past years, the OLA has offered free registration to external library partners. This program allows each Library to extend an invitation for a full day at the conference to one key stakeholder. In the past, invitations have been extended to and accepted by the General Manager, Strategic Initiatives and his predecessor. As noted in [Appendix A](#), a number of sessions on Wednesday, January 29 are related to the crucial partnership between Council and the Library Board and spotlight the Library’s value-added expertise and available supports for municipal initiatives. It is suggested that the Board consider how best to take advantage of this advocacy opportunity, perhaps by extending an invitation to the Mayor or a member of Council.

Financial Implication

Final costing of this development opportunity cannot be confirmed until participants and schedules have been identified. The Library’s requested 2020 Operating Budget includes \$5000 dedicated to Library Board Education and Expenses. This budget line also supports regular meeting expenses, OLBA membership fees, and ongoing costs associated with staff long service awards. While registration may be initiated and confirmed in 2019, all related costs must be attributed to the 2020 budget.

As registered members of the Ontario Library Board Association (OLBA), representatives of the Caledon Public Library Board are eligible for the reduced costs referenced in Table 1. These fees reflect early registration pricing. Any registration submitted after January 3, 2020 may result in an additional \$65 per participant. These costs do not reflect any related travel or accommodation expenses. Average lodging expenses for hotels adjacent to the Convention Centre are approximately \$250 per night.

	<i>MEMBERS</i>	<i>OLBA MEMBERS</i>	<i>NON- MEMBERS</i>
<i>Full conference</i>	\$440	\$225	\$645
<i>Two days</i>	\$360	\$220	\$560
<i>One day</i>	\$285	\$190	\$440
<i>OLBA Boot Camp only</i>	\$240	\$240	\$240

Table 1 – OLA Super Conference Pricing

Recommended Motion

That the Caledon Public Library Board receive and approve the OLA Super Conference Board Attendance Report, allowing for conference registration of selected representatives prior to the early registration deadline of January 3, 2020.

Appendix A

Wednesday, January 29



Leadership, Risk, and Building a Cult of Passionate Followers

Erin Scuccimarrì, Jamie Hardie

Our shared struggle is the public and city council's perception of being irrelevant and a frivolous expense. Discover how to position the library as a community leader, target spectacular partners, leverage the trusted brand inherent in libraries, push boundaries, and reinvent ourselves. Imagine the potential if all stakeholders were real advocates?

Wed 9:00 am - 10:15 am

Governance

Governance, Innovation, Management



The UN Sustainable Development Goals and Public Libraries

Alison Frayne

The 17 Sustainable Development Goals (SDGs) are introduced through the role of public libraries in supporting Agenda 2030. Access to information, wellbeing and literacy are discussed through the lens of Goal 16 - Peace, Justice and Strong Institutions and in the context of Reconciliation.

Wed 10:30 am - 11:10 am

Governance

Community Led, Governance, Inclusion



Designing the Future of Culture

Erin Scuccimarrì, Susan Baues, Tim Cone

Imagine the library as a leader in developing a city's path for the future. Discover why the Town of Innisfil solicits the library to lead prominent municipal projects like the Community Culture Master Plan. Our reach should extend well beyond our doors and our "wheel house" is well beyond books.

Wed 1:00 pm - 2:15 pm

Governance

Governance, Management, Partnerships

Thursday, January 30



From Dreams to Reality: Bringing Your Strategic Plan to Life

Anne O'Shea

In 2019, Vancouver Island Regional Library redesigned its project and committee structures to better harness the talents and interests of staff in 39 branches across 42,000 square kilometres. Come learn how participatory processes, leadership theory, and cloud-based tools can move projects from dream to reality, and boost enthusiasm and transparency.

🕒 Thu 10:45 am - 12:00 pm

- 📁 Governance
- 🔗 Innovation, Management, Organizational Issues

Friday, January 31



Youth On Board: Young Representatives at Library Board Meetings

Bee Stillar

Bonnechere Union Public Library (BUPL) are the innovators behind having youth representatives at board meetings. Since 2010, the library's youth committee has always had the space to speak and be heard by the decision makers. This allows for the board to hear directly from young patrons as well as offers valuable life experience and skills to the youth. Hear how it started, how it works, and how you can apply it to your own library!

🕒 Fri 9:00 am - 9:40 am

- 📁 Governance
- 🔗 Inspiration, Liaison, Library Boards, Youth Committees



Where Are We Headed?: Perspectives on Leadership From Libraries of all Sizes

Dayna DeBenedet, Paul Takala, Kelly Bernstein, Donna Mikeluk

What does library leadership look like across the spectrum of Ontario's public libraries? What can we learn from each other? This panel will discuss library leadership with CEOs from libraries of all sizes. Hear the panel discuss the challenges and opportunities facing libraries and what leadership looks like from their perspective.

🕒 Fri 10:45 am - 12:00 pm

- 📁 Governance
- 🔗 Careers, Public Service, Rural

Saturday, February 1



OLBA Boot Camp

8:30-9:15am: AGM + President's Update

9:15-10:30am: Government Relations Update with Counsel Public Affairs

10:30-11:45am: Municipalities: What Public Library Boards Need to Know, Part Two

12:30-1:45pm: Community Engagement: What It Looks Like and Why It's Important

1:45 - 2:45pm: Board + CEO: The Crucial Governance Partnership

3:00-4:00pm: Governance Spotlight

🕒 Sat 8:30 am - 4:30 pm

📁 Governance

Attachment 10-B

Date: November 18, 2019

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Board Annual Assessment Report

Recommendation:

That Caledon Public Library Board review the Board Assessment Report for approval and adoption.

Background

As per the Caledon Public Library's Annual Board Assessment Policy (CPL-16-07), "the Library Board will monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals." To this end, the policy specifies that the Board will undertake a self-evaluation in November of each year. It has been the recent practice of the Board to individually complete the Annual Evaluation Questionnaire (attached as [Appendix A](#)). These questionnaires are then provided to the Board Chair for review and analysis in advance of the sharing of collated results at the Board's December meeting.

This regular assessment supports the Board's core strategic values related to accountability, informed planning, and responsible stewardship.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the Board Assessment Report, allowing for the completion of the Board Self-Evaluation Questionnaire by each member and the return of said questionnaires to the Chair by December 6, 2020.

Appendix A

Board Self-Evaluation Questionnaire

November 2019



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

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

The board is operating effectively by:

Areas which could be made more effective are:

Suggestions for improvement are:

Attachment 12-A

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

Updated November 18, 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>
January	<ul style="list-style-type: none"> ✓ Review of 2018 Strategic Actions Completed ✓ Review of 2018 Q4 and Annual Statistics ✓ Revisions to Personnel Policy 	<ul style="list-style-type: none"> ✓ 2018 Q4 and Year End Statistics Report ✓ 2018 Strategic Scoresheet ✓ 2018 Procurement Update ✓ Revised Policy 	
February	<ul style="list-style-type: none"> • No meeting – CEO to contact all new Board members for one-on-one meetings and library tour 	<ul style="list-style-type: none"> • Board info binders to be provided 	
March	<ul style="list-style-type: none"> ✓ Anticipated first meeting of new term ✓ Board orientation – Session 1 of 4 ✓ Schedule of Board Meetings – 2019 	<ul style="list-style-type: none"> ✓ OLA Conference Feedback ✓ Drafted meeting schedule 	<ul style="list-style-type: none"> ✓ Nomination and selection of Chair
April	<ul style="list-style-type: none"> ✓ Board orientation – Session 2 of 4 ✓ Review of Quarterly Statistics – Q1 ✓ Advocacy Policy – deferred from March 2019 ✓ Approval of Audited Financials ✓ Process for naming new branch in Southfields 	<ul style="list-style-type: none"> ✓ 2019 Q1 Statistics Report ✓ Drafted policies and reports ✓ Financials ✓ Annual Report 2018 – deferred from March 2019 	<ul style="list-style-type: none"> ✓ Nomination and selection of executive and committee members ✓ SOLS Governance Workshops
May	<ul style="list-style-type: none"> ✓ Board orientation – Session 3 of 4 ✓ Bed Bug Policy Review ✓ Economic Impact Review ✓ Staff Engagement Results 	<ul style="list-style-type: none"> ✓ Drafted policy ✓ Drafted Economic Impact results ✓ Staff Survey Analysis 	<ul style="list-style-type: none"> ✓ Meeting of CEO Assessment Committee
June	<ul style="list-style-type: none"> ✓ Board orientation – Session 4 of 4 ✓ Social Media Policy Review ✓ CEO Annual Performance Evaluation 	<ul style="list-style-type: none"> ✓ Drafted policy ✓ Mid-year procurement update ✓ CEO to provide goals for coming term – July 2019 to June 2020 	<ul style="list-style-type: none"> ✓ Meeting of Advocacy Committee
July	<ul style="list-style-type: none"> • No meeting 		<ul style="list-style-type: none"> ✓ Advocacy Email and Individual Follow-Up

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

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