

AGENDA

This meeting will be hosted electronically.

Members of the public may attend by calling 1.647.558.0588 and entering meeting ID 933 8859 3116 followed by #.

Please note: Recording of this meeting by anyone in attendance, and regardless of format, is strictly prohibited.

1. Call to order
2. Indigenous Acknowledgement

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

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

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

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

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

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

(All items under the Consent Agenda are considered to be routine and have been read by all Board members before the meeting. The items are recommended for approval by the Chair.

They may be enacted in one motion. If any member wishes to discuss an item, it can be moved anywhere in the agenda.)

- a. Minutes of the April 20, 2020 meeting (Attachment 6-A)
- b. CEO/Chief Librarian's Report (Attachment 6-B)
- c. Strategic Actions Update (Attachment 6-C)
- d. Correspondence

7. Business arising from the minutes
8. Staff Reports
 - a. Treasurer's Report and Financial Statements (Attachment 8-A)
 - b. Board Code of Conduct Report (Attachment 8-B)
 - c. Public Code of Conduct Report (Attachment 8-C)
 - d. Use of Library Board Resources for Election Purposes Report (Attachment 8-D)
 - e. Verbal update re: Covid-19 Recovery Planning Process
9. Board and Committee Work and Reports
 - a. Finance Committee Meeting Minutes – May 4, 2020 (Attachment 9-A)
 - i. CPL Audited Financial Statements 2019 (Attachment 9-A-1)
 - b. Adhoc Strategic Planning Committee Appointments
10. New business
11. Board Work Plan
 - a. 2020 Work Plan Review (Attachment 11-A)
12. Public question period
13. Evaluation of meeting
 - a. Feedback regarding electronic meeting format
 - b. Suggestions for future evaluation questions
14. Time and location of next regular meeting
 - a. Monday, June 15, 2020, 6 PM
15. Adjournment

Documents Attached:

- 6-A Minutes of the April 20, 2020 meeting
- 6-B CEO/Chief Librarian's Report
- 6-C Strategic Actions Update
- 8-A Treasurer's Report and Financial Statements
- 8-B Board Code of Conduct Report
- 8-C Public Code of Conduct Report
- 8-D Use of Library Board Resources for Election Purposes Report
- 9-A Finance Committee Meeting Minutes – May 4, 2020
- 9-A-1 CPL Audited Financial Statements 2019
- 11-A 2020 Work Plan

Attachment 6-A

Caledon Public Library Board Meeting

Thursday, April 20, 2020

6:00 p.m.



MINUTES

Present: Janet Manning (Chair); Paula Civiero (Vice-Chair); David Betty; Councillor Tony Rosa; Councillor Christina Early; Sheralyn Roman; Brenda Clark; Catherine Jackson and Jacqueline lafrate

Guest: David Arbuckle – General Manager, Strategic Initiatives, Town of Caledon

Staff: Colleen Lipp – CEO | Chief Librarian; Lesley Slobodian, Administrative Assistant

Absent: None

Note: This meeting was conducted electronically

1. The Chair called the meeting to order at 6:05 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.

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

3. Apologies for non-attendance: None

4. Approval of the Agenda

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

Moved: Councillor Tony Rosa

Seconded: Paula Civiero

Carried.

5. Disclosure of pecuniary interest: None

6. Consent Agenda

a. Minutes of the April 2, 2020 meeting

Motion: That the Caledon Public Library Board receive all reports and correspondence within the Consent Agenda.

Moved: Brenda Clark
Carried.

Seconded: Councillor Christina Early

7. Business Arising from Minutes. None

8. Staff Reports

a. Verbal update re: Caledon Public Library Response to COVID-19

The CEO/Chief Librarian provided the Board with an update of the Library's ongoing response to the COVID-19 crisis. Efforts to mitigate the challenges of working remotely have been successful and an intensified focus on providing enhanced digital services has included the increase of remote services and programs, improved online communications via social media and digital newsletters, increased digital usage including remote library card applications and adverts, as well as the extension of loan periods. The CEO/Chief Librarian continues to participate as a member of the Town of Caledon's Emergency Operations Centre (EOC) and the Library is now also represented on the Town's Community Connections Team.

Moved: Councillor Christina Early
Carried.

Seconded: Jacqueline lafrate

b. Treasurer's Report and Financial Statements

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

Moved: Councillor Tony Rosa
Carried.

Seconded: Paula Civiero

c. Quarterly Statistics and Performance Measures – Q1 2020

Motion: That the Caledon Public Library receive the Quarterly Statistics and Performance Measures for the first quarter of 2020

Moved: Councillor Tony Rosa
Carried.

Seconded: Sheralyn Roman

9. Closed Session

Motion: That the Caledon Public Library Board move into closed session for the purposes of discussing a Confidential Update re: Labour Relations or Employee Negotiations – Workforce Planning.

Moved: Jacqueline lafrate
Carried 6:40 PM

Seconded: Paula Civiero

All members of the Board in attendance and the CEO/Chief Librarian exited the public meeting.

Catherine Jackson joined the public meeting at 6:59 PM in advance of exiting to join the closed session

Motion: That the Caledon Public Library Board resume open session

Moved: Councillor Christina Early
Carried at 7:02

Seconded: Councillor Tony Rosa

All members of the Board and the CEO/Chief Librarian returned to the public meeting.

Motion: That the Caledon Public Library Board receive the Confidential Update re: Labour Relations or Employee Negotiations – Workforce Planning.

Moved: Sheralyn Roman

Seconded: Paula Civiero

Carried.

10. Board and Committee Reports

a. SOLS Trustee Council Meeting Update

Brenda Clark provided an overview of the Virtual SOLS Trustee Council Meeting held on April 18, 2020. Representatives of close to 90 libraries participated. Most, if not all, are grappling with the same issues faced by Caledon Public Library. It was also suggested that CPL had made good progress and is a little further ahead in adapting to the new model, including the delivery of remote programs and the hosting of online Board meetings, than some comparable library systems.

11. New Business None

12. Board Work Plan

a. 2020 Work Plan Review

Motion: That the Caledon Public Library Board approved the amended 2020 Work Plan

Moved: Councillor Tony Rosa

Seconded: Jacqueline lafrate

Carried.

13. Public question period There were no members of the public present

14. Evaluation of the Meeting

a. Questions for consideration and discussion, provided by Sheralyn Roman

- i. What am I learning through my involvement on the library board? (Personally, professionally and/or in terms of board roles and responsibilities)
 - Members of the Board agreed that the format and structure of the Library Board Agendas are always well organized and executed.
 - The conversational dialogue during meetings is exceptional with all members engaged. Members listen to, respect and find the exchange of various points of views enjoyable.
- ii. How are we applying that learning toward growing? (Personally, as a Board member and/or in terms of helping the Library grow)
 - The skills learnt in Library Advocacy, non-profit governance are very beneficial and can be applied by members in their work with other organizations.

15. Time of next regular meeting: Monday, May 11, 2020, 6PM

16. Adjournment

Motion: That the meeting adjourn.

Moved: David Betty

Seconded: Paula Civiero

Carried.

The meeting adjourned at 7:31 PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 6-B

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
April 2020



Services and Facilities

Covid-19 Response and Planning

Library staff continue to support residents in accessing digital library collections and services. Team members respond to queries and requests for assistance received by phone, email or text during regular work hours. Live online programs and pre-recorded content continue to be made available in an effort to engage and inform residents. Individualized technical assistance for all ages and reading encouragement for children is provided through online meeting platforms. Efforts to identify means of measuring participation and assessing impact of these initiatives are underway, so that the effect of the pandemic, as well as our response, can be effectively evaluated.

Dues dates of physical materials have been extended until June. Loan periods will continue to be expanded as necessitated by branch closures and physical distancing directives. This will have a significant negative impact on budgeted revenues.

All staff working remotely are required to acknowledge and abide by a newly drafted Emergency Closure Work from Home Procedure and Agreement. The agreement defines the responsibilities, conditions and expectations related to working from home while ensuring that the Library's business requirements are met in a safe, secure and timely manner.

Southfields Village Branch Construction

Substantial completion of the new branch had been expected early in May. Prompted by the province's essential business order, construction was halted on April 4, 2020. More recently, it was announced that work on municipal projects could resume. Work at the facility relaunched on Monday, May 4; however, the pace of work is slowed due to physical distancing requirements. It remains unclear how timelines for the project's completion or our ultimate occupancy will be impacted. Further delays are expected in acquiring and installing furnishings, hardware, and library materials.

Governance and Advocacy

Municipal Economic Development Strategy

Town Council adopted a new ten-year economic development strategy on April 28, 2020. [Caledon 2020-2030: An Economic Development Strategy for the Town of Caledon](#) highlights a strategy in support of four key objectives: Support for the Entrepreneurial and Small Business Economy,

Business Retention and Growth, Improved Quality of Place and Enhanced Investment Readiness. The document reflects the community's general satisfaction with library services and includes reference to the following possible partnerships and/or alignments with the Caledon Public Library:

- Investigate shared/co-working workspace opportunities within Town-owned assets to support the attraction of small business operations and entrepreneurs in the town's urban cores, villages and hamlets.
- Explore partnership opportunities with the Library and other municipal facilities to create community hubs for business support, programming and networking.

Strategic Actions Update

May 2020

Strengthen Facilities

Wireless access points were relocated within the Alton, Caledon Village, Ingelwood, and Margaret Dunn Valleywood branches to improve the connection available from the parking lots for use by those without home access to high speed service.

Responses received to the Request for Proposals for the design phase of the Albion Bolton Branch refurbishment have been reviewed and reference checks completed. The Library will continue to work with Town Procurement staff to confirm next steps.

Invest in People

Online training and personal development was a focus for many staff working from home during the closure. This was a particular focus for those whose duties are primarily focused on the provision of front line services. The following fulsome lists reflects the depth and breadth of staff's efforts to improve their skills and learning in the face of the COVID-19 crisis:

- 7 tools for amazing every customer every time
- A New Approach to Building Family Engagement Pathways
- Achieving Success in Dealing with Difficult People
- Apple experience
- Basic Storytime Development
- Bringing Stories of the Skies to your story time
- Building Resiliency and Leadership in a Time of Crisis and Telework
- Busy Babies - Building play dates for your library
- Call to Action; Libraries and the Opioid Crisis
- Circulating Non-Traditional Items
- Cities in the Time of COVID - How will the role of public libraries be changed?
- Coaching skills for library managers and supervisors
- Compass Live: Escaping Online - Virtual Escape Rooms and Other Online Programs
- Conversational Intelligence
- Covid-19 and your Workplace: Employer Options and Obligations
- COVID-19: Reviewing Resources with Library Journal & Why Working From Home Can Tire You Out
- Crash Course in Crime, Mysteries and Thrillers
- Crash Course in Fantasy
- Crash Course in Historical Fiction
- Crash Course in Horror
- Crash Course in Libby
- Crash Course in Romance
- Crash Course in Science Fiction
- Creating Engaging Book Displays
- Customer Service Essentials for Front Line Public Library Staff
- CyberSecurity101
- Did you hear that? It's the exploding world of audiobooks and listeners advisory
- Digging Deeper into the Summer Reading Club 2020
- Effective Project Management with Trello

Empowering Youth with Community Engaged Programming
Feel Good, Do Good: How Offering Physical Literacy Programs at your Library Can Change Your Community
Grow your Novelist usage
Health and Safety modules
Honoring Infancy: Growing the garden, nurturing the play and early learning space
How Public Libraries Will Make Their Full-Services Comeback: Prepping for Post-COVID-19 Services
How to be a successful leader in times of crisis and rapid change
How to Handle Challenging Patrons
How to manage people remotely
How to prepare your library for the unexpected
How to stay sane and thrive
Improving the Quality of Youth Programs
Improving your listening skills
Individual Excellence
Informed browsing
Interacting with the Homeless
Internet Concepts
Intro to Public Libraries course
Introduction to Conversational Intelligence
Juvenile Fiction course (LearnHQ)
Kanopy ~ Leading the Change
Labour/Employment Relations during COVID-19: A Public Library Board discussion
Leaving Fort Reference course
Legalization of Cannabis
Lessons from Disney
Leveraging Cultural Differences at Work
Library safety and security
Library Staff, The not so Quiet Champions of Local Culture
MacMillan Library: Absolutely Fabulous Picks
Makerspaces
Managing Overwhelm in Busy Times
Managing Customer Service
Managing Micro-aggressions
Mental Health Resilience during Covid 19
Mitigating Covid 19 When Managing Library Materials
Mobile WIFI
Must-have middle grade reads
Navigating Difficult Conversations
New Books for Story Time
Outbound Readers Advisory
Play is the Way
Productivity & Efficiency for Agile Lean Projects
Promoting your Library 365
Public Libraries Respond to COVID-19: Innovative Solutions in Times of Crisis
Public Libraries Respond to COVID-19: Managing Stress and Anxiety
Public Libraries Respond to COVID-19: The Current Landscape
Reader's advisory for everyone
Ready Reference
Ready Set Read

Responding to an active shooter
Reviewing resources with Library Journal
School Library Journal: Middle Grade Magic
Security Concepts
Security for rural librarians
Self-care during a pandemic
Serving At Risk Patrons; Lessons from Library Social Workers
Sexual Harassment of Library Staff
SharePoint Foundation Admin
SharePoint Foundation Part 2
Staying in genre shape
STEAM-powered Ideas
Story Elements, Building Blocks to Great RA
Stress Management for Library Staff
Successful Ways to Work Remotely
Supercharged Libraries Web junction Course
The Insider's Guide to Be the Boss Everyone Wants to Work For
Three hidden reasons why good people provide bad service
Time Management Foundations
Tiny Libraries can Help Communities to Thrive
Together in Isolation: Engaging Your Users During COVID-19
Understand and Serving People Experiencing Homelessness
Unlocking Pop Culture to Improve your Readers' Advisory
We're not closed, we're live
What it means to be an active learner
Where does reader's advisory fit in your 21st century library
Women's Leadership Master Class

Build Relationships

CPL shared our inventory of over 1500 seed packets from our Caledon Seed Library with Albion Hills Community Farm and Palgrave Community Kitchen so they will be planted this spring in the community garden. The harvest in the fall will then be shared with Caledon residents and seeds will be collected to replenish the seed library for next year.

Approximately 75 current issues of children's and popular adult magazines were donated to the Exchange. The magazines will be offered in the distribution of food hampers to the community.

Shared information about all our FREE services and resources available remotely to the community as follows:

Postcards were dropped off at the Caledon Exchange to be distributed to the clients using the food bank.

Created a script for Caledon Meals on Wheels staff and volunteers to use when they are making weekly phone calls to over 500 clients. In addition to all the information about the remote services offered by the library, the script also includes some basic "how-to" directions to help walk the client through accessing the library's digital resources.

Postcards were dropped off at Caledon Meals on Wheels to be included with the meal and grocery deliveries.

Shared information, a script and postcards with CCS that will be passed along to staff and volunteers that work with Jobs Caledon clients; ESL clients and residents of assisted living homes that CCS serves.

CPL staff are participating in weekly "Community Outreach Network" meetings for staff from libraries across Ontario to share information, resources, programming ideas and strategies for coping during COVID-19.

Approximately twenty-five (25) hotspots which were not on loan when branches closed, have been provided to the Town for use by staff and Council, allowing for improved Internet access when working remotely.

Library staff continue to participate in Town committees and working groups including the Emergency Operations Centre (EOC), Community Connections Task Force, and Caledon Day Committee.

Encourage Discovery, Innovation and Creativity

Despite the closure of physical branches, CPL's virtual branch continues to be accessible 24/7. Library staff continue to respond to the demand for virtual services and online programs. Innovative means of ensuring business continuity and supporting residents as they isolate include the following:

- Provision reference support by phone, email and text - Monday to Friday, 10 AM - 5 PM.

- The launch of virtual programs for adults and families including virtual book and film clubs as well as trivia nights.

- Launch of new reader's advisory Facebook page: Reasons 2 Read.

- A "Flash Fiction" short story contest for teens and adults, as well as a adult poetry contest, sponsored by Friends of Caledon Public Library.

- Facilitated read-a-louds, story time shorts, Wiggles and Giggles (in both English and French), Paws4Bedtime Stories and Cool Craft Creations for CPL's YouTube channel.

- Launch of a new CPL Youth Group Facebook page to feature bi-weekly photo challenges, Friday Features (fun activities for families); shout outs to read-a-louds and story times featured on YouTube.

- A campaign on social media calling on children to create thank yous in recognition of essential and frontline workers.

- An online scavenger hunt - Where in the World is Sammy? - to encourage families to explore our website.

- Creation of children's Boredom Busters page featuring fun, interactive links to activities with weekly updates.

- Additional Educational Resources pages to feature educational resources in support of elementary and high school students learning from home with weekly updates

- A Stuck@Home page for Teens featuring interactive links to activities with weekly updates

- Hosting of CPL's first Teen Watch Party.

- Launch of fandom trivia contest for teens for Instagram and CPL website.

- Increased collection promotion of Young Adult titles on social media, including a YA book battle and Quaranteens - a curated list of digital titles for teens.

Attachment 8-A

Treasurer's Report

Prepared by Colleen Lipp
May 2020



2020 Budget

Financial statements, confirming budgets and expenditures as of April 30, 2020, are attached as [Appendix A](#). Please note that due to the change in meeting date, the attached budget reports were prepared earlier than usual and may not reflect all expenses for the month of April. That being said, items of note include:

- The most-recent deposit completed in mid-March, accounts for printing, fine, fees and book sale revenues. No further service-based revenues are anticipated in advance of resuming in-branch services.
- Recovered wages of \$10,465 were received through the Digital Skills 4 Youth Internship program.
- New accounts in support of Emergency Management related to the COVID-19 pandemic are now listed within the budget report. Contracted Service costs incurred thus far include licenses necessary for video conferencing and remote network access.
- Reductions in wages of part-time and casual staff are prompted by their placement on Declared Emergency Leave. Similar reductions in full-time salaries are delayed by the use of accrued paid vacation time by many of those placed on leave.
- A column to reflect the status of capital projects within the context of the pandemic has been added. This clarifies which projects have been placed on hold for the remainder of 2020, those that will be delayed, as well as those which will be proceeding as planned.
- Invoices related to the Website Redesign (18-043) and Wireless Print Management (19-037) projects were received and submitted for payment but are not yet reflected within the financials.

Charitable Status

In response to the COVID-19 pandemic, the Charities Directorate of the Canada Revenue Agency has extended the filing deadline to December 31, 2020, for all charities who are required to file a Registered Charity Information Return between March 18, 2020 and December 31, 2020. The Library's return would typically be subject to a June 30, 2020 deadline. While we will still work to complete and file the return in a timely manner, this extension will allow greater flexibility in meeting the requirements of the CRA.

Recommended Motions:

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 April 30, 2020



	April	April	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
40010 Administration											
50050 Miscellaneous	(750.00)	(179.50)	(570.50)		(3,000.00)	(1,596.65)	(1,403.35)		(9,000.00)	17.7%	(7,403.35)
50125 Merchandise Sales	(250.00)	(6.00)	(244.00)		(1,000.00)	(30.00)	(970.00)		(3,000.00)	1.0%	(2,970.00)
50319 Grants/Subsidies			0.00				0.00		(58,200.00)	0.0%	(58,200.00)
50570 Donations	(83.00)		(83.00)		(332.00)	(10.00)	(322.00)		(1,000.00)	1.0%	(990.00)
50705 Fines/Fees	(3,333.00)	(480.64)	(2,852.36)		(13,332.00)	(6,713.23)	(6,618.77)		(40,000.00)	16.8%	(33,286.77)
50715 Programs	(292.00)		(292.00)		(1,168.00)	(63.71)	(1,104.29)		(3,500.00)	1.8%	(3,436.29)
50725 Comm.Access Prgm Funding			0.00			(7,016.76)	7,016.76				7,016.76
50750 Book Sales	(215.00)	(11.00)	(204.00)		(860.00)	(286.25)	(573.75)		(2,500.00)	11.5%	(2,213.75)
50770 FOL-Recoverable			0.00				0.00				0.00
61510 Salaries-Permanent	16,903.00	16,586.99	316.01		59,414.00	58,194.64	1,219.36		213,248.00	27.3%	155,053.36
61513 Benefits-Permanent	4,865.00	5,283.98	(418.98)		17,093.00	18,148.20	(1,055.20)		53,694.00	33.8%	35,545.80
61520 Wages-Casual Temporary			0.00		1,000.00	7,661.45	(6,661.45)		1,000.00	766.1%	(6,661.45)
61522 Recovery-Wages-Casual Temp		(10,465.23)	10,465			(10,465.23)	10,465.23				10,465.23
61523 Benefits-Casual Temporary			0.00			1,013.37	(1,013.37)		1.00	101337.0%	(1,012.37)
62018 Operating Supplies	64.00		64.00		256.00	105.54	150.46		760.00	13.9%	654.46
62113 Maint & Repairs-A/V Equip							0.00		3,500.00	0.0%	3,500.00
62129 FOL-Initiatives							0.00				0.00
62244 Bank Charges	125.00		125.00		500.00	129.88	370.12		1,500.00	8.7%	1,370.12
62253 Lib. Brd Education & Exp.	405.00	170.00	235.00		1,772.00	1,687.34	84.66		5,000.00	33.7%	3,312.66
62310 Training/Development/Seminars	1,573.00	994.41	578.59		12,313.00	13,103.66	(790.66)		32,576.00	40.2%	19,472.34
62311 Memberships/Dues			0.00		12,000.00	11,519.77	480.23		12,500.00	92.2%	980.23
62314 Mileage	1,197.00	333.58	863.42		2,425.00	2,701.19	(276.19)		12,000.00	22.5%	9,298.81
62317 Audit						(4,305.55)	4,305.55		4,370.00	-98.5%	8,675.55
62319 Grants			0.00			18.09	(18.09)				(18.09)
62322 Postage	204.00	44.78	159.22		816.00	450.46	365.54		2,400.00	18.8%	1,949.54
62335 Contracted Services	251.00		251.00		1,004.00	2,024.22	(1,020.22)		3,000.00	67.5%	975.78
Total 40010 Administration	20,664.00	12,271.37	8,392.63		88,901.00	86,270.43	2,630.57		228,349.00	37.8%	142,078.57
40020 Emergency Management											
62018 Operating Supplies			0.00				0.00				0.00
62335 Contracted Services		20.35	(20.35)			417.21	(417.21)				(417.21)
Total 40020 Emergency Management	0.00	20.35	(20.35)		0.00	417.21	(417.21)		0.00		(417.21)
41010 Library Public Services											
61510 Salaries-Permanent	51,146.00	50,881.01	264.99		184,104.00	176,514.30	7,589.70		661,486.00	26.7%	484,971.70
61513 Benefits-Permanent	15,340.00	16,636.40	(1,296.40)		55,224.00	55,864.30	(640.30)		186,763.00	29.9%	130,898.70
61520 Wages-Casual Temporary	59,301.00	32,548.47	26,752.53		152,642.00	120,966.08	31,675.92		663,200.00	18.2%	542,233.92
61523 Benefits-Casual Temporary	8,888.00	5,293.38	3,594.62		24,624.00	20,056.03	4,567.97		100,674.00	19.9%	80,617.97
62017 Caretaking Supplies	75.00		75.00		300.00	(4.04)	304.04		900.00	-0.4%	904.04
62018 Operating Supplies	472.00	22.34	449.66		1,012.00	1,393.85	(381.85)		5,042.00	27.6%	3,648.15
62312 Insurance	1,996.00		1,996.00		1,996.00		1,996.00		1,996.00	0.0%	1,996.00
62321 Rental-Facility					199,370.00	194,869.80	4,500.20		247,370.00	78.8%	52,500.20



Library
 ST: Object Code - Budget vs Actual by Cost Centre
 As of April 30, 2020

	April	April	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
62335 Contracted Services	1,792.00	913.80	878.20		7,708.00	6,259.01	1,448.99		23,660.00	26.5%	17,400.99
62346 Courier	3,235.00		3,235.00		9,115.00	6,100.70	3,014.30		35,000.00	17.4%	28,899.30
62427 Cash Under/Over						(0.05)	0.05				0.05
Total 41010 Library Public Services	142,245.00	106,295.40	35,949.60		636,095.00	582,019.98	54,075.02		1,926,091.00	30.2%	1,344,071.02
41015 Reference/Collection Dev											
61510 Salaries-Permanent	32,428.00	28,710.20	3,717.80		111,627.00	103,474.13	8,152.87		371,055.00	27.9%	267,580.87
61513 Benefits-Permanent	10,298.00	9,451.02	846.98		35,000.00	33,095.03	1,904.97		104,877.00	31.6%	71,781.97
61520 Wages-Casual Temporary	10,373.00	5,889.73	4,483.27		30,423.00	20,420.50	10,002.50		96,800.00	21.1%	76,379.50
61523 Benefits-Casual Temporary	2,211.00	1,227.50	983.50		6,507.00	4,317.32	2,189.68		20,636.00	20.9%	16,318.68
62018 Operating Supplies	272.00		272.00		1,088.00	799.88	288.12		3,300.00	24.2%	2,500.12
62058 Online Databases	600.00		600.00		59,600.00	59,002.81	597.19		60,000.00	98.3%	997.19
62414 Special Programs	895.00		895.00		1,512.00	1,687.00	(175.00)		8,000.00	21.1%	6,313.00
Total 41015 Reference/Collection Dev	57,077.00	45,278.45	11,798.55		245,757.00	222,796.67	22,960.33		664,668.00	33.5%	441,871.33
41020 Library Grants											
50319 Grants/Subsidies (Revenue)			0.00			(4,948.93)	4,948.93				(4,948.93)
62319 Grants (Expenses)		137.95	(137.95)			218.34	(218.34)				218.34
Total 41020 Library Grants		137.95	(137.95)			(4,730.59)	4,730.59				4,730.59
41025 Library Info Technology											
61510 Salaries-Permanent	13,682.00	13,682.20	(0.20)		49,383.00	49,382.47	0.53		177,127.00	27.9%	127,744.53
61513 Benefits-Permanent	3,991.00	4,428.18	(437.18)		14,405.00	15,639.53	(1,234.53)		46,883.00	33.4%	31,243.47
62018 Operating Supplies	508.00	596.46	(88.46)		2,032.00	1,357.59	674.41		6,100.00	22.3%	4,742.41
62304 Automation	150.00	5,321.03	(5,171.03)		4,500.00	9,556.65	(5,056.65)		20,400.00	46.8%	10,843.35
62305 Computer Services	545.00	529.12	15.88		2,180.00	1,882.44	297.56		18,990.00	9.9%	17,107.56
62312 Insurance					2,376.00	2,347.39			2,376.00		
62335 Contracted Services	1,038.00	107.32	930.68		3,186.00	1,057.10	2,128.90		12,800.00	8.3%	11,742.90
62396 Mobile Phones / Pagers	582.00	822.33	(240.33)		2,395.00	1,469.62	925.38		7,400.00	19.9%	5,930.38
62397 Telephone	2,459.00	2,468.49	(9.49)		7,130.00	7,199.76	(69.76)		30,110.00	23.9%	22,910.24
63037 Software Licence Subscription	974.00	175.56	798.44		12,071.00	12,111.12	(40.12)		19,200.00	63.1%	7,088.88
Total 41025 Library Info Technology	23,929.00	28,130.69	(4,201.69)		99,658.00	102,003.67	(2,345.67)		341,386.00	29.9%	239,382.33
41030 Youth Services											
61510 Salaries-Permanent	24,211.00	18,239.59	5,971.41		86,287.00	64,868.81	21,418.19		311,988.00	20.8%	247,119.19
61513 Benefits-Permanent	7,139.00	5,969.09	1,169.91		25,443.00	20,598.76	4,844.24		85,532.00	24.1%	64,933.24
61520 Wages-Casual Temporary		5,082.38	(5,082.38)			17,280.09	(17,280.09)				(17,280.09)
61523 Benefits-Casual Temporary		1,508.13	(1,508.13)			3,996.68	(3,996.68)				(3,996.68)
62018 Operating Supplies	150.00		150.00		277.00	171.41	105.59		1,200.00	14.3%	1,028.59
62414 Special Programs	850.00	653.17	196.83		2,458.00	2,170.16	287.84		20,000.00	10.9%	17,829.84
Total 41030 Youth Services	32,350.00	31,452.36	897.64		114,465.00	109,085.91	5,379.09		418,720.00	26.1%	309,634.09
41035 Communications/Community Dev											
61510 Salaries-Permanent	18,671.00	18,671.20	(0.20)		67,436.00	67,437.04	(1.04)		241,780.00	27.9%	174,342.96
61513 Benefits-Permanent	5,490.00	6,095.86	(605.86)		19,824.00	21,432.11	(1,608.11)		65,649.00	32.6%	44,216.89



Library
ST: Object Code - Budget vs Actual by Cost Centre
As of April 30, 2020

	April	April	Monthly	YTD	YTD	YTD	Annual	Percentage	Annual
	Budget	Actuals	Variance	Budget	Actuals	Variance	Budget	Expended	Variance
61520 Wages-Casual Temporary	523.00	4,500.25	(3,977.25)	10,558.00	14,929.42	(4,371.42)	60,300.00	24.8%	45,370.58
61523 Benefits-Casual Temporary	107.00	538.20	(431.20)	1,754.00	1,894.62	(140.62)	12,315.00	15.4%	10,420.38
62018 Operating Supplies	394.00	394.00	394.00	1,576.00	1,961.82	(385.82)	4,730.00	41.5%	2,768.18
62304 Automation	500.00	279.84	220.16	2,000.00	1,150.34	849.66	6,000.00	19.2%	4,849.66
62315 Printing & Advertising	500.00	541.83	(41.83)	2,550.00	3,018.72	(468.72)	14,700.00	20.5%	11,681.28
62335 Contracted Services	550.00	550.00	550.00	1,600.00	1,511.18	88.82	6,000.00	25.2%	4,488.82
62414 Special Programs	631.00	631.00	631.00	2,524.00	655.92	1,868.08	8,000.00	8.2%	7,344.08
Total 41035 Communications/Community Dev	27,366.00	30,627.18	(3,261.18)	109,822.00	113,991.17	(4,169.17)	419,474.00	27.2%	305,482.83
41040 Library Tech Services									
61510 Salaries-Permanent			0.00		(1,745.89)	1,745.89			1,745.89
61513 Benefits-Permanent			0.00		(188.75)	188.75			188.75
62018 Operating Supplies			0.00		15.00	(15.00)			(15.00)
62335 Contracted Services			0.00		213.42	(213.42)			(213.42)
Total 41040 Library Tech Services	0.00	0.00	0.00	0.00	(1,706.22)	1,706.22	0.00		1,706.22
Total Caledon Public Library	303,631.00	254,213.75	49,417.25	1,294,698.00	1,210,148.23	84,549.77	3,998,688.00	30.3%	2,788,539.77
Total Caledon Public Library-Lending Services	303,631.00	254,213.75	49,417.25	1,294,698.00	1,210,148.23	84,549.77	3,998,688.00	30.3%	2,788,539.77

Capital Project Expense Report - as of April 30, 2020

	Budget	Expended Previous Year(s)	Expended 2020 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended	Status
Previous Year Capital Projects							
16-002 Library IT Equipment Replacement	55,000	47,446.44	6,463.44	53,909.88	1,090.12	98.0%	Proceeding as planned
18-039 Library Furnishing Replacement	30,000.00	29,546.42	366.34	29,912.76	87.24	99.7%	Delayed due to Covid-19 Pandemic
18-040 Southfields Opening Day Collections	400,000.00	354,781.61	36,154.60	390,936.21	9,063.79	97.7%	Delayed due to Covid-19 Pandemic
18-043 Lib Website Redesign & Improvements	10,000.00	632.31	27.61	659.92	9,340.08	6.6%	Proceeding as planned
19-032 Library Collections and Materials	450,000.00	415,675.54	39,292.39	454,967.93	(4,967.93)	101.1%	Proceeding as planned - To be closed
59275 Capital Donations	4,790.70						
Total Library Collections and Materials (19-032)	454,790.70	415,675.54	39,292.39	454,967.93	(177.23)	100.0%	
19-033 Library IT Equipment	76,000.00	46,220.65	15,350.09	61,570.74	14,429.26	81.0%	Delayed due to Covid-19 Pandemic
19-034 Library Furnishing Replacement	30,000.00	16,637.38	4,808.31	21,445.69	8,554.31	71.5%	Delayed due to Covid-19 Pandemic
19-036 Albion Bolton Branch Refurbishment	561,000.00	0.00	0.00	0.00	561,000.00	0.0%	Delayed due to Covid-19 Pandemic
19-037 Wireless Public Print Management System	12,800.00	6,824.03	0.00	6,824.03	5,975.97	53.3%	Delayed due to Covid-19 Pandemic
19-038 Library IT Audit/Network Assessment	15,000.00	0.00	0.00	0.00	15,000.00	0.0%	Placed on hold for balance of 2020
19-039 Library Community Outreach Kits	6,000.00	2,331.45	1,709.23	4,040.68	1,959.32	67.3%	Delayed due to Covid-19 Pandemic
Multi-Year Capital Projects							
16-004 Mayfield West Library	4,950,000	3,654,865.36	561,127.76	4,215,993.12	734,006.88	85.2%	Delayed due to Covid-19 Pandemic
Current Year Capital Projects							
20-013 Library Collection and Materials	450,000		122,316.55	122,316.55	327,683.45	27.2%	Delayed due to Covid-19 Pandemic
20-014 Library IT Equipment	125,485		0.00	0.00	125,485.00	0.0%	Delayed due to Covid-19 Pandemic
20-015 Library Furnishings	60,000		0.00	0.00	60,000.00	0.0%	Placed on hold for balance of 2020
20-016 Library Strategic Plan	25,000		0.00	0.00	25,000.00	0.0%	Proceeding as planned

Attachment 8-B

Date: May 11, 2020

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Board Code of Conduct Report

Recommendation:

That Caledon Public Library Board review the attached revisions to the Board Code of Conduct for recommendation and approval

Background

In keeping with the Board's scheduled evaluation of existing policies, the Board Code of Conduct has been reviewed. Reflected within [Appendix A](#), recommended revisions include the addition of language to confirm the exclusion of public library boards from the relevant requirements of the Municipal Act. A new section, addressing non-compliance with the code, has also been added.

The revised policy, once approved, will be shared with 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 Board Code of Conduct

Appendix A

Title	Board Code of Conduct
Policy Number	CPL-16-10
Policy Type	Governance
Approval Date	[approval date] 2020
Review Date	[review date] 2022
Notes	Previously revised May 2012, April 18, 2016 and April 16, 2018



Purpose

As per Section 223.2 of the Municipal Act, “a municipality shall establish codes of conduct for members of the council of the municipality and of its local boards”. As the definition of a local board within the relevant section of the Act explicitly excludes public library boards, a distinct code has been adopted to promote a common understanding of the expectations of conduct for individual Trustees and the Board as a whole and to provide guidance during the term of service. Every Trustee is expected to comply with both the content and spirit of this code while serving as a Board Member and to continue to abide by its provisions after leaving the Board.

This Code of Conduct is written and published with respect to the responsibility assumed by trustees of the Board of the Caledon Public Library (the “Board”) by virtue of applying for and accepting the role. It outlines fundamental principles to guide Library trustees to act in a way that is fair, ethical, accountable and beneficial to Caledon Public Library (the “Library”), all residents of the Town of Caledon’s community of communities that the Board represents, Library staff and all other Library stakeholders.

~~This code was written to promote a common understanding of the expectations of conduct for individual trustees and the Board as a whole and to provide guidance during the term of service. Every trustee is expected to comply with both the content and spirit of this code while serving as a Board member and to continue to abide by its provisions after leaving the Board.~~

Governing Style

The Board will govern in a manner emphasizing:

- Encouragement of, and respect for, diversity of opinions;
- Strategic leadership;
- Clear distinction between Board and CEO roles; and,
- Collective, rather than individual, decisions.

Furthermore, the Board will:

- Operate in all ways mindful of its civic trusteeship obligation to the Caledon Public Library;

- Speak with one voice;
- Ensure continuous good governance through periodic discussion of process improvement, succession planning and through active recruitment of new Board members; and,
- Monitor and discuss the Board's performance.

Guidelines

A Trustee is expected to abide by the following guidelines:

Leadership and Advocacy

- Strive to achieve the vision and mission as set out in the Caledon Public Library Strategic Plan.
- Ensure that all Board activities are in compliance with the Ontario *Public Libraries Act*, R.S.O. 1990, Amended 2009, and the by-laws and policies of Caledon Public Library.
- Leverage personal and professional interests and connections to raise the Library's profile in the community and support the shared Library vision.
- Engage in public advocacy for the Library by promoting its work, keeping informed about its programs and activities, understanding the message it strives to deliver, and inviting the public's opinions and reporting input to the Board.
- Remember that he or she represents all of Caledon, not just an individual location, community or ward.

Integrity and Impartiality

- Act with honesty, fairness and openness in all dealings as a member of the Board.
- Maintain a professional level of courtesy, respect and objectivity in all Board activities.
- Assist other members of the Board in upholding the highest standards of professional conduct.
- Conduct oneself in a manner which does not damage or undermine the reputation of the Board or Library, avoiding actual impropriety and any appearance of improper behaviour.
- As per the *Caledon Public Library Board By-laws (CPL-16-06)*, each "member will be courteous and will not engage in any action which disturbs a meeting of the Board."

Conflicts of Interest

- Exercise the powers vested in trustees for the good of the Library rather than to secure any benefit or advantage to a Board Member, family or business connection.
- Make all decisions solely on the basis of what is in the best interests of the Board or Library.
- Disclose and deal with conflicts of interest, either pecuniary or non-pecuniary (or the appearance thereof) promptly.

- Declare any conflict of interest, as defined in the Ontario *Municipal Conflict of Interest Act*, and absent himself or herself from any discussion or decision-making related thereto.
- Avoid accepting gifts and hospitality that might reasonably be thought to influence a Boardmember's judgment.
- Must not use their positions to obtain employment in the organization for themselves, family members or close associates.
- Should a Board Member be considered for employment with the Library, he/she must temporarily withdraw from the Board deliberation, voting and access to applicable Board information.

Accountability and Responsible Stewardship

- Comply with the Ontario *Public Libraries Act*, Ontario *Municipal Act*, and be cognizant of the mission and vision stated in the Library's Strategic Plan.
- Act with probity and sustainability to protect all financial assets and resources of the Library and ensure that they are used to deliver the Library's objectives.
- Exercise the fiduciary standard of care that would be expected of a reasonable and prudent person in the management of his or her own affairs.
- Exercise the fiduciary duty to be informed by being proactive in requiring regular financial information and insuring that government regulations are met.

Individual Authority

- Board Members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
- Board Members' interaction with the CEO/Chief Librarian or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above.
- Board Members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.
- Board Members will express no judgements of the CEO/Chief Librarian or staff performance except as that performance is assessed through the official process.

Effective Board Performance

- Respect the appropriate confidentiality of Board papers, discussions, decisions and related correspondence.
- Commit to a process that fosters candid discussions and open engagement of all Members leading to consensus decisions whenever possible.
- Strive to attend all Board meetings being prepared to contribute to productive meetings.

- Make informed decisions and give due consideration to differing points of view.
- Accept and endorse Board decisions as publicly communicated by the Board Chair, or an appointed spokesperson.
- Apply principles consistent with effective Board performance in all communication and dissemination of information including over the Internet, in person and through social and traditional media.
- Adhere to all relevant guidelines within the Caledon Public Library Social Media Policy (CPL-17-19)
- Work co-operatively with Library staff, recognizing their roles and responsibilities.
- Participate in the Board's performance appraisal, renewal and succession planning as identified in the *Annual Board Assessment Policy (CPL-16-07)*.
- Provide comments and insights regarding the CEO/Chief Librarian's performance in support of the CEO/Chief Librarian Performance Evaluation Committee's annual appraisal of the CEO/Chief Librarian.
- Actively participate in committees of the Board and special meetings.
- Take responsibility for personal training, attend relevant conferences and library association meetings to enhance Board performance.

Non-Compliance with the Code

As per the *Caledon Public Library Board By-Laws (CPL-16-06)*, and in alignment with the *Public Libraries Act*:

- The Chair may deny a Member the right to speak on a particular topic if the Member is disruptive or persistently interrupts others.
- The Chair may exclude a Member from the meeting who has been given a warning but continues to disregard the rulings from the Chair.

Any Trustee who identifies or witnesses behaviour or an activity by a fellow Member of the Board that is believed to be in contravention of this Code, should first inform the Member of these concerns, providing an opportunity for them to address the issue and/or modify their conduct.

Those with ongoing concerns regarding continued non-compliance may file a complaint with the Board Chair. Any such complaint concerning the conduct of the Board Chair should be directed to the Vice-Chair. The Chair or Vice-Chair shall then investigate the complaint and provide the full Board with a report of their findings and any recommended remedies.

Complex investigations or persistent violations of this policy by a Member may prompt the Board to seek the assistance of an external advisor or issue a request to Town Council for an investigation to be undertaken by the municipality's Integrity Commissioner.

Related Documents:

- [Municipal Act, 2001, S.O. 2001, c. 25](#)
- [Public Libraries Act](#), R.S.O. 1990, c. P.44
- [Municipal Conflict of Interest Act](#), R.S.O. 1990, c. M.50
- Caledon Public Library Board By-Laws, CPL-16-06
- Caledon Public Library Annual Board Assessment Policy, CPL-16-07
- Caledon Public Library Social Media Policy, CPL-17-19

Attachment 8-C

Date: May 11, 2020

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Public Code of Conduct Report

Recommendation:

That Caledon Public Library Board review the attached revisions to the Public Code of Conduct for recommendation and approval

Background

Deferred from April 2020, the Library's Public Code of Conduct has been reviewed and revised as part of the Board's regular policy review schedule. As per [Appendix A](#), recommended revisions were prompted by the current COVID-19 crisis and include the resulting focus on online engagement and anticipated requirements for continued physical distancing.

The revised policy, once approved, will be shared with 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 Patron Code of Conduct

Appendix A

Title	Public Code of Conduct
Policy Number	CPL-16-11
Policy Type	Operational
Approval Date	[approval date] 2020
Review Date	[review date] 2022
Notes	Previously approved April 18, 2016 and April 16, 2018



Purpose

Everyone is welcome at the Library. This Code of Conduct has been adopted to ensure the safety, protection and enjoyment of all those using the Library. The policy will be courteously but firmly enforced by all library staff. We are committed to maintaining a safe, supportive and welcoming environment **in our physical and virtual branches**, where we treat each other with respect and courtesy.

Guidelines

In order to provide the best possible experience, ~~for library visitors~~, **everyone visiting a library branch or participating in a library program, either onsite or online**, must:

- Treat each other **and library staff** courteously;
- Respect each other's privacy;
- Respect library property; and,
- **Abide by library policies and guidelines.** ~~Follow library rules~~

When visiting a library branch, everyone is also expected to:

- Attend to and supervise children in their care as outlined in the Library's related policy regarding the Rights and Safety of Children and ~~Youth~~ **Teens** in the Library (CPL-16-08).
- Attend to personal belongings.
- Dress appropriately, including wearing shoes and shirts at all times.
- Refrain from placing shoes or bare feet on library furniture.
- Refrain from consuming food or drink near or while using library computers, portable devices or peripherals.
- **Abide by any physical distancing directives issued by Public Health authorities.**
- As a security measure, visitors may be required to make available for inspection all bags and carrying cases.

Animals are only welcome in the Library if they are either:

- A Registered Service animal at work; or,
- Participating in a library program organized to accommodate them.

Unacceptable behaviours include, but are not limited to:

- Behaviour (including conduct or language) that is disruptive, abusive, harassing, discriminating or threatening to library users or staff. Anyone engaged in unacceptable behaviour will be asked to leave the building **or online forum**.

- [Violation of the guidelines referenced within the Caledon Public Library Social Media Policy \(CPL-17-19\)](#)
- Inappropriate use of library technologies including infringement of the Library's Internet and Technology Acceptable Use Policy (CPL-15-02). "The Library's computers and connections to the Internet may not be used to access, transmit or create material which violates any Canadian federal or provincial law or for any illegal, obscene or offensive purposes including but not limited to accessing, viewing or dissemination of violent or pornographic images, hate literature, cyber bullying or for duplication of copyrighted material (including articles and software) in violation of copyright laws."
- Stealing or damaging Library property; this will result in cancellation of Library privileges and may be subject to prosecution.
- Being under the influence of intoxicants or illegal substances.
- Smoking [or vaping](#) anywhere in or around the Library and surrounding municipal property. (Regional By-law 20-2013)
- The use of skates, roller blades, skateboards, bicycles and scooters in the Library.
- Photographing, filming or videotaping without prior approval from the CEO/Chief Librarian or designate.

Contravention of Policy

The Caledon Public Library Board reserves the right to remove the privileges of any library user found in contravention of the Caledon Public Library Board's policies.

Failure to comply with this *Code of Conduct* or other library policies may result in consequences deemed by library staff to be appropriate to the behaviour. Consequences may include: a warning; a directive to vacate the premises; suspension of library privileges; prohibition from the library facilities by way of issuing a Notice of Trespass; and/or laying [of](#) criminal charges.

Appeal Process:

An appeal or application for re-instatement may be submitted, in writing, to the CEO and Chief Librarian. Library privileges are not automatically re-instated. Only one appeal will be considered during the term of the suspension.

Office of the CEO and Chief Librarian
 Caledon Public Library,
 6500 Old Church Road
 Caledon, ON L7C 0H3
[Email: ceo@caledon.library.on.ca](mailto:ceo@caledon.library.on.ca)

Related Documents:

- [The Regional Municipality of Peel By-Law Number 20-2013](#), A by-law to prohibit smoking within nine metres of playground areas, outdoor recreational facilities and within nine metres of the entrances and exits to municipal buildings.

- Caledon Public Library Internet and Technology Acceptable Use Policy (CPL-15-02)
- Caledon Public Library Rights and Safety of Children and ~~Youth~~ Teens in the Library (CPL-16-08)
- Caledon Public Library Social Media Policy (CPL-17-19)

Attachment 8-D

Date: May 11, 2020

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Use of Library Board Resources for Election Purposes Report

Recommendation:

That the Caledon Public Library Board review the revised policy regarding the Use of Library Board Resources for Election Purposes for recommendation and approval.

Background

A policy dictating the acceptable use of Library Board resources for election purposes was first drafted and approved by the Board in May 2018. This was prompted by clause 88.18 of the Municipal Elections Act (MEA), requiring that “before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period”. At that time, Southern Ontario Library Service (SOLS) confirmed that as a local board, the Library Board is subject to this requirement. SOLS also advised that a board may opt to formally adopt the municipal policy, assuming that it includes references to the library, board members and library staff, or may choose to draft and adopt a distinct policy.

As the Town’s relevant policy did not explicitly reference the Library Board or staff, a new policy was adopted by the Board. This document confirms our adoption of the terms of the Town’s policy as well as clarifying guidelines which are specific to the Library’s mission and values. Its broad application to include elections at the municipal, provincial and federal level was also reflected.

No changes have been made to the Town’s corporate policy since its original adoption by the Library Board; however, a few revisions are recommended to the Library-specific guidelines ([Appendix A](#)). These include reference to the requirements of the Canada Elections Act section 81.1(1) stipulating that “no person who is in control of a building, land, street or any other place, any part of which is open without charge to members of the public, whether on a continuous, periodic or occasional basis — including any commercial, business, cultural, historical, educational, religious, governmental, entertainment or recreational place — may prevent a candidate or his or her representative from campaigning in or on that part when it is open without charge to members of the public.” Additional revisions are intended to confirm the requirement that all candidates be invited to attend any planned meetings. It is also recommended that the next bi-annual review be scheduled for April 2022, so that any revisions

deemed necessary at that time are formalized in advance of the May 1 deadline mandated by the legislation.

The updated policy, once approved, will be communicated to all staff and shared publicly via the Library's website.

Financial Implication,

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the revised policy regarding the Use of Library Board Resources for Election Purposes

Appendix A

Title	Use of Library Board Resources for Election Purposes
Policy Number	CPL-18-24
Policy Type	Operating
Approval Date	[approval date] 2020
Review Date	April 2022
Notes	Originally approved May 14, 2018



Purpose

The Caledon Public Library must act and appear to act in a non-partisan way at all times, while supporting the democratic process, freedom of expression and informed discussion on political issues. This is of particular importance during elections. As per the Municipal Elections Act, rules and procedures have been established regarding the use of board resources during an election campaign. This policy shall be applied more broadly to elections at any level of government.

Guidelines

The Board adopts the Town's Corporate Policy as it relates to *the Use of Corporate Resources for Election Purposes* ([Appendix A](#)). The purpose of the Town's policy is to "establish guidelines on the appropriate use of corporate resources during an election period to protect the Interests of both the Members of Council and the Corporation". As such, the following additional guidelines reflect the unique governance and role of the Caledon Public Library and its Board:

1. That the scope of the Town policy be expanded to include all board members and employees of the Caledon Public Library Board.
2. The Board may not make a contribution to the campaign of any candidate or political party in the form of money, goods or services.
3. All candidates and political parties have equal access to publicly available resources and services provided by the Library.
4. Candidates or political parties cannot use equipment, supplies, staff or other operational resources of the Library not readily available to the public, nor may they use the Library's logo in any campaign material.
5. In accordance with the Canada Elections Act section 81.1(1) federal election candidates or their representatives are allowed to campaign in facilities that are available for free to the public. This provision shall also be extended to provincial election candidates.
6. No election sign or poster specific to a candidate or political party can be posted in Library spaces.
7. The Library will consult with the Clerk regarding the planning of any "all-candidates" meetings hosted by the Library in Town facilities. "All-candidates" meetings hosted by

the Library at branches or other spaces that are not in Town facilities, shall be held at the discretion of the Board. **Regardless of location, such meetings may be offered as a library program or in conjunction with a community partner, provided that all candidates are invited to participate.**

8. The CEO/Chief Librarian will coordinate requests for information about the Library received from candidates and political parties.
9. The Library Board may coordinate outreach to candidates, raising awareness of the library's role and value.
10. Any information that is **made available provided** by the Library to one candidate or political party during an election will be **made available provided** to all other candidates and political parties.
11. Board members may continue their Library Board responsibilities while running for office.

Related Documents:

- [Canada Elections Act, S.C. 2000, c. 9](#)
- [Municipal Elections Act, 1996, S.O. 1996, c. 32](#)

Corporate Policy

Subject: Use of Corporate Resources for Election Purposes

Policy Statement:

Members of Council are required to conduct themselves in accordance with the *Municipal Elections Act, 1996*. The use of municipal resources, both actual municipal property and staff time, for election-related activity is strictly prohibited. The prohibition applies to both the promotion and opposition to the candidacy of a person for elected office. Election-related activity applies not only to a Member's personal campaign for office, but also other campaigns for municipal, provincial and federal office.

This policy clarifies that all election candidates, including members of Town Council are required to follow the provisions of the *Municipal Elections Act, 1996* and that:

- No candidate shall use the facilities, equipment, supplies, services staff or other resources of the Town for any election campaign of campaign related activities; and
- No candidate shall undertake campaign-related activities on Town property; and
- No candidate shall use the services of persons during hours in which those persons receive any compensation from the Town.

This policy does not preclude a member of Council from performing their duties as a Councillor, nor inhibit them from representing the interests of their constituents.

Scope:

This policy is applicable to all candidates, and all members of Town Council, including any acclaimed member of Council or member of Council who is not seeking re-election.

This policy is also applicable to all staff of the Town of Caledon.

This policy shall become effective immediately upon approval by municipal Council.

In accordance with the Municipal Elections Act, 1996, the Town Clerk and authorized designate(s) are responsible for the administration of this policy.

Purpose:

It is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interests of both the Members of Council and the Corporation. The *Municipal Elections Act, 1996* prohibits a municipality from making a contribution to a candidate. The Act also prohibits a candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution.

As a contribution may take the form of money, goods or services, any use by a Member of Council of the Town's resources for his or her election campaign would be viewed as a contribution by the Town to the member, which is a violation of the Act.



Corporate Policy

However, it should also be noted that the establishment of guidelines on the appropriate use of corporate resources during an election period would also serve to protect the interests of both the candidates (including current Members of Council) and the Corporation. Should an individual launch a legal challenge, the offence provisions of the Act provide for a penalty of up to \$25,000 for an individual and of not more than \$50,000 for a Corporation. (s. 94.1 (1) (2))

Policy Applications:

Throughout the Campaign Period all restrictions noted in this policy will be applied to all candidates, all members of Council, including acclaimed candidates, those members of Council not seeking re-election and employees of the Town of Caledon.

Technology Related Provisions

- Candidates, and members of Council shall not use Corporate Resources, provided by the Town, for any election related purposes, including computers, cell/smart phones, tablets, printers, scanners, or other services such as email, internet and file storage; and
- Web sites or domain names that are provided by the Town of Caledon shall not include any election-related campaign material or links to sites that feature election-related campaign material; and
- The online Candidate's list shall be the only area of the Town of Caledon's websites where links to external election campaign websites will be posted during the election period; and
- Once a member of Council registers to be a Candidate, links to Twitter, Facebook and other social media accounts, as well as links to personal external website(s) will be removed from all Town of Caledon webpages. In addition, any website activity such as a blog account, for a member of Council will be de-activated and their page will be removed; and
- In an Election year, Mayor and Council biographies will remain static and no changes to these pages will be allowed; and
- The Town of Caledon's voice mail system shall not be used to record election related messages nor shall the computer network, including the Town of Caledon's email system be used to distribute election related correspondence.

Facilities Related Provisions

- Candidates may not campaign and/or distribute campaign literature during any function being hosted by the Town of Caledon, whether on municipal property or not, e.g. Cheers Caledon, Caledon Day, Canada Day celebrations, etc.; and
- "All-Candidates" meetings may be held in a Town facility at the discretion of the Clerk, subject to the usual rental charges and permit procedures for such use and provided that no campaigning signs or material may be displayed in any Town owned or operated facilities.



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Corporate Policy

- Candidates shall not use any municipally provided facilities for any election-related purposes. Neither campaign related signs nor any other election-related material will be displayed in any municipally-provided facilities; and
- In accordance with the Elections Signs By-law, no campaign related signs nor any other election-related material shall be displayed in any municipally owned facilities.

Communications Related Provisions

- Members of Council are responsible for ensuring that the content of any communication material, printed; hosted or distributed by the Town of Caledon, is not election campaign related; and
- Candidates shall not print or distribute any election campaign related material using municipal funds; and
- The Town of Caledon will not distribute material through electronic or non-electronic means, which it determines to be election campaign related; and
- The Town of Caledon's logo; crest; coat of arms; slogan; etc. shall not be printed or distributed on any election materials or included on any election campaign related website, except in the case of a link to the Town's website to obtain information about the municipal election; and
- Photographs produced for and owned by the Town of Caledon shall not be used by Candidates for any election purposes; and
- Distribution lists or contact lists developed utilizing Corporate resources or through contact in a Member of Council's role shall not be utilized for election purposes; and
- No advertising paid for by the Town of Caledon shall contain the name of a Councillor or the Mayor unless consistent with their duties as an elected official; and
- In a municipal election year, Town of Caledon's resources and members of Council's budgets shall not be used to sponsor any advertisements, flyers, newsletters from the day after Nomination Day up to and including the final voting day. This prohibition also applies to the use of any Town of Caledon equipment, facilities or websites if the access is Town-sponsored.

Employee Provisions

- Employees engaged in political activities must take care to separate those personal activities from their official positions. Employees may participate in political activity at the federal, provincial and municipal levels providing that such activity does not take place during work hours or use corporate assets or resources, or property. Notices, posters or similar material in support of a particular Candidate or political party are not to be produced, displayed or distributed by employees on the Town of Caledon work sites or property; and
- Employees shall not canvass or actively work in support of a municipal Candidate during normal working hours unless they are on a leave of absence without pay, lieu time, flex day or vacation leave; and



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- Employees shall not canvass or actively work in support of a municipal Candidate or political party while wearing a uniform, badge, logo or any other item identifying them as an employee of the Town, or using a vehicle owned or leased by the Town; and
- Employees need to ensure that they act in compliance with the Employee Code of Conduct.

References and Related Documents:

Council Code of Conduct for Council and Committee Members
Election Signs By-law
Municipal Elections Act, 1996
Public Office Leave



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Attachment 9-A

Finance Committee
Monday, May 4, 2020
9:00 AM



MINUTES

Present: David Betty (Chair); Brenda Clark; Councillor Christina Early; Janet Manning

Staff: Colleen Lipp – CEO | Chief Librarian

Note: This meeting was conducted electronically

1. The Committee Chair called the meeting to order at 9:00 AM

2. Apologies for non-attendance: None

3. Approval of the Agenda

Motion: That the Agenda be approved.

Moved: Councillor Christina Early

Seconded: Brenda Clarke

Carried

4. Disclosure of pecuniary interest: None

5. Staff Reports

a. 2019 Audited Financial Statements

Motion: That the Finance Committee of the Caledon Public Library Board receive and approve the 2019 Audited Financial Statements in advance of receipt by the full Board.

Moved: Brenda Clarke

Seconded: Councillor Christina Early

Carried

6. New Business: None

7. Adjournment

Motion: That the meeting adjourn.

Moved: Councillor Christina Early

Seconded: Brenda Clarke

Carried.

The meeting adjourned at 9:30 AM

David Betty
Finance Committee, Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 9-A-1

**THE CORPORATION OF THE TOWN
OF CALEDON LIBRARY BOARD**

FINANCIAL STATEMENTS

For the year ended December 31, 2019

Draft Apr 21

**THE CORPORATION OF THE TOWN OF
CALEDON LIBRARY BOARD**

For the year ended December 31, 2019

INDEX

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INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of
The Corporation of the Town of Caledon Library Board

Opinion

We have audited the financial statements of The Corporation of the Town of Caledon Library Board (the 'Library'), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows of for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2019, and the results of its operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of Financial Statements* section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting, and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

April 20, 2020
Brantford, Ontario

CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

STATEMENT OF FINANCIAL POSITION

As at December 31	2019	2018
Financial Assets		
Cash	700	700
Accounts receivable	2,391	9,873
Due from the Town of Caledon	257,156	240,536
	<u>260,247</u>	<u>251,109</u>
Financial Liabilities		
Accounts payable and accrued liabilities	298,809	273,534
Deferred revenue	199	-
	<u>299,008</u>	<u>273,534</u>
Net Financial Assets (Debt)	(38,761)	(22,425)
Non-Financial Assets		
Tangible capital assets (Schedule 1)	1,728,318	1,364,626
Inventory for resale	558	463
Prepaid expenses	38,203	21,962
	<u>1,767,079</u>	<u>1,387,051</u>
Total Net Assets	1,728,318	1,364,626
Accumulated Surplus - End of Year (Note 2)	1,728,318	1,364,626

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

For the year ended December 31	Budget (Note 3)	2019	2018
Revenue			
Provincial grants	58,200	65,751	61,690
Town of Caledon funding	4,094,888	4,178,496	3,627,886
Fees and fines	40,000	33,775	31,848
Programs	3,500	1,436	8,199
Other	11,500	17,224	11,311
	4,208,088	4,296,682	3,740,934
Expenditures			
Administration	109,745	102,973	92,920
Automation	46,433	43,329	42,698
Contracted services	41,630	36,715	38,586
Insurance	1,904	2,687	2,018
Materials	111,925	255,095	207,629
Other supplies	900	3,116	1,540
Rent	239,176	238,300	196,451
Repairs and maintenance	3,500	3,246	3,521
Salaries and benefits	2,951,848	2,831,156	2,573,380
Utilities	32,987	35,744	15,810
	3,540,048	3,552,361	3,174,553
Income Before Under-noted Items	668,040	744,321	566,381
Other (Income)/Expense			
Amortization of tangible capital assets	-	380,629	347,061
Annual Surplus from Operations	668,040	363,692	219,320
Accumulated Surplus - Beginning of Year	1,364,626	1,364,626	1,145,306
Accumulated Surplus - End of Year	2,032,666	1,728,318	1,364,626

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

As at December 31	2019	2018
Annual Income from Operations	363,692	219,320
Amortization of tangible capital assets	380,629	347,061
Acquisition of tangible capital assets (net of CIP transfer)	(744,321)	(566,381)
Other	(16,336)	(3,367)
Increase/(Decrease) in Net Financial Assets (Debt)	(16,336)	(3,367)
Net Financial Assets (Debt) - Beginning of Year	(22,425)	(19,058)
Net Financial Debt - End of Year	(38,761)	(22,425)

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

STATEMENT OF CASH FLOWS

For the year ended December 31	2019	2018
Cash Provided by (Used in):		
Operating activities		
Annual Surplus/(Deficit) from Operations	363,692	219,320
Non Cash Charges to Operations		
Amortization	380,629	347,061
	<u>744,321</u>	<u>566,381</u>
Sources (Uses) of Cash:		
(Increase)/Decrease in accounts receivable	7,482	(9,873)
Decrease/(Increase) in inventory for resale	(95)	453
(Increase) in prepaid expenses	(16,241)	(3,820)
Decrease/(Increase) in due from Town of Caledon	(16,620)	(102,340)
Increase in accounts payable and accrued liabilities	25,275	119,015
(Decrease)/Increase in deferred revenue	199	(3,435)
	<u>-</u>	<u>-</u>
Working Capital from Operations	744,321	566,381
Capital Activities		
Acquisition of tangible capital assets	(744,321)	(566,381)
Increase/(Decrease) in Cash and Cash Equivalents	-	-
Cash and Cash Equivalents - Beginning of Year	700	700
Cash and Cash Equivalents - End of Year	<u>700</u>	<u>700</u>

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) **Management Responsibility**

The financial statements of The Corporation of the Town of Caledon Library Board are the representation of management. They have been prepared in accordance with accounting principles established by the Public Sector Accounting Board of CPA Canada. The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

(b) **Accrual Basis of Accounting**

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that give rise to the revenue; expenditures are recognized in the period that the goods or services are acquired and a legal liability is incurred or transfers are due.

(c) **Deferred revenue**

Deferred revenues represent grants and other designated funding which has been received but for which the service has yet to be performed. These amounts will be recognized as revenues in the fiscal year in which the services are performed.

(d) **Inventory**

Inventory, which consists of supplies and goods available for resale is recorded at the lower of cost and market.

(e) **Revenue Recognition**
Government Transfers

The Town provides funding to the Board for both operating and capital expenditures such as refurbishment, replacement and major repairs and maintenance to the Library buildings. Government transfer payments from the Town and Provincial grants are recognized in the financial statements in the year in which the payment is authorized and the events giving rise to the transfer occur, performance criteria are met, and a reasonable estimate of the amount can be made. Funding that is stipulated to be used for specific purposes is only recognized as revenue in the fiscal year that the related expenses are incurred or services performed. If funding is received for which the related expenses have not yet been incurred or services performed, these amounts are recorded as a liability at year end.

Program revenue is recognized upon completion of each specified program. Fine and other revenue is recognized when collected.

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(f) **Non-financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value of the tangible capital assets are amortized on a straight line basis over their estimated useful lives as follows:

Information technology	2 to 5 years
Fibre Optics	25 years
Furniture and fixtures	10 years
Books	5 years

Contribution of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

(g) **Use of Estimates**

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. The principal estimates in the preparation of the financial statements are the employee future benefits payable and the useful life and valuation of tangible capital assets. Actual results could differ from management's best estimates as additional information becomes available in the future.

(h) **Budget Data**

Under Canadian public sector accounting standards, budget amounts are to be reported on the statement of operations for comparative purposes. The 2019 budget amounts for The Corporation of the Town of Caledon Library Board approved by Council have been restated to conform to the basis of presentation of the revenues and expenditures on the statement of operations.

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

2. ACCUMULATED SURPLUS

Accumulated surplus is comprised of the following:

	2019	2018
Investment in tangible capital assets	1,728,318	1,364,626
	<u>1,728,318</u>	<u>1,364,626</u>

3. BUDGET DATA

The budget originally approved by the Board for 2019 are reflected on the statement of operations and do not include amounts related to public sector accounting standards reporting requirements.

	2019
Statement of Operations and Accumulated Surplus	
Budget surplus for the year, as approved	-
Capital expenditures	668,040
Budget surplus per statement of operations	<u>668,040</u>

4. COMPARATIVE AMOUNTS

The comparative amounts presented in the financial statements have been reclassified to conform to the current year's presentation.

5. SUBSEQUENT EVENT

Subsequent to year end, the Library has been negatively impacted by the effects of the world-wide coronavirus pandemic. The Library is closely monitoring its operations, liquidity, and capital resources and is actively working to minimize the current and future impact of this unprecedented situation. As of the date of issuance of these financial statements, the full impact to the Library's financial position is not known. On March 15th, 2020, all physical library branches were closed. In addition, on March 23, 2020 the Government of Ontario required the closure of all non-essential workplaces to protect the health and safety of all Ontarians. As a result, the Library branches remained closed on April 20, 2020. The closure remains in effect as of the date of the financial statements subject to ongoing emergency declarations and measures. The Library has continued to operate online resources during the closure with the support of staff working from home.

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

SCHEDULE OF TANGIBLE CAPITAL ASSETS

SCHEDULE 1

For the year ended December 31, 2019

	Information Technology	Furniture, Fixtures and Books	2019 Total	2018 Total
Cost				
Balance, beginning of year	682,301	2,442,063	3,124,364	2,730,325
Add: Additions during the year	60,384	683,937	744,321	566,381
Less: Disposals during the year	1,652	253,353	255,005	172,342
Balance, End of Year	741,033	2,872,647	3,613,680	3,124,364
Accumulated Amortization				
Balance, beginning of year	501,611	1,258,127	1,759,738	1,585,019
Add: Amortization during the year	184,307	196,322	380,629	347,061
Less: Accumulated amortization on disposals	1,652	253,353	255,005	172,342
Balance, End of Year	684,266	1,201,096	1,885,362	1,759,738
Net Book Value of Tangible Capital Assets	56,767	1,671,551	1,728,318	1,364,626

a) Book assets having a value of \$354,781 (2018 - \$70,672) have not been amortized since these assets have not been put into service. Amortization of these assets will commence when the asset is put into service.

Attachment 11-A

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2020

Updated May 11, 2020

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 2020	<ul style="list-style-type: none"> ✓ Review of 2019 Strategic Actions Completed ✓ Review of 2019 Q4 and Annual Statistics ✓ Review of Operational Policy ✓ Review of Privacy Policy – delayed from November 	<ul style="list-style-type: none"> ✓ 2019 Q4 and Year End Statistics Report ✓ 2019 Strategic Scoresheet ✓ 2019 Procurement Update ✓ Drafted Policies 	<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 	
April 2020	<ul style="list-style-type: none"> ✓ Review of Quarterly Statistics – Q1 ✓ Procurement Update – Bolton Refurb 	<ul style="list-style-type: none"> ✓ 2020 Q1 Statistics Report 	<ul style="list-style-type: none"> ✓ SOLS Trustee Council Meeting ✓ Year End Variance Review – 2019 - deferred from March ✓ Variance Review – Q1 2020
May 2020	<ul style="list-style-type: none"> • Review of Board Code of Conduct – deferred from April • Review of Public Code of Conduct – deferred from April • Review of Use of Library Board Resources for Election Purposes • Discussion of Covid-19 Recovery Planning Process 	<ul style="list-style-type: none"> • Drafted policies/codes 	<ul style="list-style-type: none"> • Meeting of CEO Assessment Committee • Creation of ad hoc strategic planning committee - deferred from March

June 2020	<ul style="list-style-type: none"> • Review of Fundraising and Gift Acceptance Policy – deferred from April • Review of Personnel Policy – deferred from May • CEO Annual Performance Evaluation • Fundraising Work Plan – deferred to November 	<ul style="list-style-type: none"> • Drafted policies • Mid-year procurement update • CEO to provide goals for coming term – July 2020 to June 2021 	
July 2020	<ul style="list-style-type: none"> • No meeting 	<ul style="list-style-type: none"> • Meeting of Planning Committee - deferred from May 	
August 2020	<ul style="list-style-type: none"> • Initial budget consideration • Review of quarterly statistics – Q2 • Review of Collection Development Policy – deferred from June • Review of Programming Policy – deferred from June 	<ul style="list-style-type: none"> • 2020 Q2 Statistics Report • Draft budget • Drafted policies 	<ul style="list-style-type: none"> • Finance committee meeting to review draft budget • Variance Review – Q2 2020
September 2020	<ul style="list-style-type: none"> • Adjusted budget review • Review of Accessible Customer Service Policy • Review of Volunteer Policy – deferred from June • New Diversity and Inclusion Policy – deferred from June 	<ul style="list-style-type: none"> • Revised budget • Drafted policies 	
October 2020	<ul style="list-style-type: none"> • Review of quarterly statistics – Q3 • Review of Public Complaint Handling Policy 	<ul style="list-style-type: none"> • 2020 Q3 Statistics Report • Drafted policy 	<ul style="list-style-type: none"> • Variance Review – Q3 2020
November 2020	<ul style="list-style-type: none"> • Annual Board Assessment • Call for interest in OLA Board Attendance • Schedule of Board Meetings – 2020 • Fundraising Work Plan – deferred from April • Review of Art Exhibit, Display, and Community Information Policy 	<ul style="list-style-type: none"> • Assessment criteria and questions • Drafted policy 	<ul style="list-style-type: none"> • SOLS Trustee Council Meeting • Completion of Assessment Questionnaire
December 2020	<ul style="list-style-type: none"> • OLA Board Attendance Confirmation • Executive and Committee Appointments 	<ul style="list-style-type: none"> • Board Assessment Results 	