

AGENDA

This meeting will be hosted electronically.

Members of the public may attend by calling 1.647.558.0588 and entering meeting ID 832 9483 1518 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. Presentation

- a. CPL Strategic Plan 2021-2024

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 April 19, 2021 meeting (Attachment 7-A)
- b. CEO/Chief Librarian's Report (Attachment 7-B)

- c. Strategic Actions Update (Attachment 7-C)
 - d. Correspondence
- 8. Business arising from the minutes
 - a. Advocacy Policy (Attachment 8-A)
- 9. Staff Reports
 - a. Treasurer's Report and Financial Statements (Attachment 9-A)
 - b. Bed Bug Prevention and Containment Policy Report (Attachment 9-B)
- 10. Board and Committee Reports
 - a. Joint Strategic Planning Committee Meeting Minutes of April 21, 2021 (Attachment 10-A)
 - b. Joint Strategic Planning Committee Meeting Minutes of April 28, 2021 (Attachment 10-B)
 - c. Joint Strategic Planning Committee Meeting Minutes of May 5, 2021 (Attachment 10-C)
 - i. CPL Strategic Plan 2021-2024 Report (Attachment 10-C-1)
- 11. Board Development
 - a. Core Library Values Discussion – Service Excellence
- 12. New business
- 13. Board Work Plan
 - a. 2021 Board Work Plan Review (Attachment 13-A)
- 14. Public question period
- 15. Upcoming Events and Development Opportunities
 - a. CPL Board Diversity, Equity and Inclusion with Harmony@Work – Wednesday, June 9, 7 - 9 PM
- 16. Evaluation
 - a. Meeting evaluation is deferred until a preferred means of evaluating meetings and board performance is identified through the Board's ongoing strategic planning work.
- 17. Time of next regular meeting
 - a. Monday, June 21, 2021, 6 PM
- 18. Adjournment

Attached Documents:

- 7-A Minutes of the April 19, 2021 meeting
- 7-B CEO/Chief Librarian's Report
- 7-C Strategic Actions Update
- 8-A Advocacy Policy
- 9-A Treasurer's Report and Financial Statements
- 9-B Bed Bug Prevention and Containment Policy Report
- 10-A Joint Strategic Planning Committee Meeting Minutes of April 21, 2021
- 10-B Joint Strategic Planning Committee Meeting Minutes of April 28, 2021

- 10-C Joint Strategic Planning Committee Meeting Minutes of May 5, 2021
- 10-C-1 CPL Strategic Plan 2021-2024 Report
- 13-A 2021 Board Work Plan Review

Attachment 7-A

Caledon Public Library Board Meeting
Monday, April 19, 2021
6:00 p.m.



MINUTES

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

Staff: Colleen Lipp – CEO | Chief Librarian; Mary Maw – Manager, Communications and Community Development

Absent:

Note: This meeting was conducted electronically

1. The Chair called the meeting to order at 6:03 PM

2. Indigenous Acknowledgment

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

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

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

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

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

3. Apologies for non-attendance: None

4. Approval of the Agenda

Motion: That the Caledon Public Library Board approve the agenda.

Moved: Jacqueline Iafrate

Seconded: Sheralyn Roman

Carried.

5. Disclosure of pecuniary interest: None

Catherine Jackson joined the meeting at 6:10 PM

6. Presentation

- a. **2020 Annual Report Video** – Mary Maw, Manager, Communications and Community Development

Motion: That the Caledon Public Library Board receive and endorse the 2020 Annual Report Video

Moved: Councillor Christina Early
Carried.

Seconded: Councillor Tony Rosa

7. Consent Agenda

a. **Minutes of the March 1, 2021 meeting**

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

c. **Strategic Actions Update**

d. **Correspondence**

i. **Caledon Public Library – Town Council re: Strategic Planning Engagement – April 14, 2021**

ii. **Caledon Public Library - Honourable Carla Qualtrough re: CELA Funding – April 14, 2021**

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

Moved: Brenda Clark
Carried.

Seconded: Jacqueline lafrate

8. Business arising from the minutes:

a. **Diversity, Equity, and Inclusion Board Training**

b. **Motion:** That the Caledon Public Library Board receive and approve the Diversity, Equity and Inclusion Board Training Report; and,

That the Caledon Public Library Board direct the CEO/Chief Librarian to schedule a two-hour virtual session on the Foundations of Diversity, Equity and Inclusion to be delivered by Harmony at Work at a time that allows for all community representatives on the Board to fully participate.

Moved: Paula Civiero
Carried.

Seconded: Sheralyn Roman

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: Jacqueline lafrate
Carried.

Seconded: David Betty

b. **Quarterly Performance Measures and Statistics – Q1 2021**

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

Moved: Paula Civiero
Carried.

Seconded: Councillor Christine Early

Christine Early and Tony Rosa left the meeting at 6:59 PM

c. **Advocacy Policy Report**

Motion: That the Caledon Public Library Board direct the CEO/Chief Librarian to amend the drafted Advocacy Policy to reflect the discussed clarifications for the Board's consideration at the May 17, 2021 meeting.

Moved: Brenda Clark
Carried.

Seconded: Catherine Jackson

10. Board and Committee Reports

- a. **Advocacy and Fundraising Committee Meeting Minutes of March 18, 2021**
 - i. **CPL Fundraising Work Plan 2021**
- b. **Joint Strategic Planning Committee Meeting Minutes of March 24, 2021**
- c. **Joint Strategic Planning Committee Meeting Minutes of April 8, 2021**

Motion: That the Caledon Public Library Board receive all committee minutes and reports.

Moved: Catherine Jackson
Carried.

Seconded: Paula Civiero

11. Board Development

- a. **Core Library Value Discussion – Accountability**

A [video](#) highlighting the Board's roles and responsibilities as they relate to accountability was viewed. Though the video was created for school boards, the core content is relevant to the work of public library boards. The video prompted further discussion by the Board including what additional reporting could enhance awareness of patron feedback and better inform Board decisions.

12. Board Work Plan

- a. **2021 Work Plan Review**

Motion: That the Caledon Public Library Board approve the amended 2021 Work Plan.

Moved: Catherine Jackson
Carried.

Seconded: Jacqueline Iafra

13. Public Question Period

There were no members of the public present.

Christine Early and Tony Rosa rejoined the meeting at 7:48 PM

14. New Business

The Board discussed the Library's approach to reviewing titles recently discontinued by publishers due to hateful, racist and/or insensitive content. It was noted that CPL should take a lead in identifying and implementing a strategy for addressing these materials, rather than awaiting decisions from other public libraries. The Board also confirmed their support for library management's plan to develop a comprehensive methodology for managing these materials.

15. Upcoming Events and Development Opportunities: None.

16. Evaluation of Meeting

Meeting evaluation is deferred until a preferred means of evaluating meetings and board performance is identified through the Board's ongoing strategic planning work.

17. Time of next regular meeting:

Monday, May 17, 2021, 6 PM

18. Adjournment

Motion: That the meeting adjourn.

Moved: Councillor Tony Rosa
Carried.

Seconded: Paula Civiero

The meeting adjourned at 8:00 PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 7-B

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
May 2021



Facilities and Services

Albion Bolton Refurbishment

The call for construction tenders for the Albion Bolton Branch Refurbishment closed on May 5, 2021. In advance of confirming the lowest bidder, project architects Lebel & Boulaine will be reviewing the responses to ensure that all aspects of the project are accurately reflected and that quality of work has not been sacrificed as a means of ensuring a low bid. Once identified, references of the lowest eligible bidder will be confirmed in advance of issuing a contract.

A failure to identify a successful bid within the limitations of the project budget will prompt a reexamination of project priorities and an investigation of feasible options for addressing any budget shortfall.

Collection Review

A Collection Review Committee has been formed in response to recently discontinued publications by Dr. Seuss and Dav Pilkey. This committee is comprised of the CEO/Chief Librarian, the Manager of Information Services, the Manager of Youth Services and a Coordinator from both departments. This group will be tasked with developing a process for reviewing these materials, as well as future titles in question. The committee's first task will be a comprehensive review of the Caledon Public Library Collection Development Policy (CPL-16-12), with a particular emphasis on the development of criteria for retrospective review of materials currently held within the collection as well as determinants that would prompt such reviews. Any resulting revisions will be provided for the Board's consideration in advance of the policy's next bi-annual review, currently scheduled for June 2022.

Staff News

After over 30 years with CPL, Joan Rinaldi has made the decision to retire at the end of June. Joan has been a mainstay in Technical Services, quietly ensuring that all orders were correctly loaded, that our library collections, digital and physical, were accessible in the catalogue, and coordinating all of the behind-the-scenes cataloguing magic. We wish her all the best for a happy retirement.

Prompted by this retirement, Debra Mann will be assuming a number of cataloguing and collection access responsibilities. Debra's current role of Digital Literacy Coordinator has been slightly modified to accommodate these added responsibilities with her title revised to Digital

Literacy and Access Coordinator in order to reflect the addition of cataloguing and access services. The timing of this transition provides two months to ensure a smooth succession and facilitate the necessary transfer of knowledge.

These staffing changes will allow for the creation of a new position within the confines of the Library's current annual operating budget. The Community and Creation Coordinator position will report to the Manager of Information Services. This role will incorporate community librarianship with creator and makerspace development and programming in support of the Caledon Community and Caledon businesses. The Coordinator will spend the majority of their time in the community, providing library services beyond the walls of our branches. They will also be integral in the development and implementation of the reimagined Margaret Dunn Valleywood Branch as well as the planned new makerspace adjacent to the Caledon East Branch. We anticipate that recruitment for this position will begin later this summer.

Attachment 7-C



Strategic Actions Update

May 2021

Strengthen Facilities

The relocation of various collections began in anticipation of the start of construction at the Albion Bolton Branch. Materials have been temporarily moved to the Caledon East, Caledon Village and Southfields Village Branches. This will allow for continued access to these collections during the refurbishment. Given the phased approach the project, and the resulting temporary reduction in available shelf space, significant work remains to subdivide the larger collections. These will be either relocated or shadowed and store for the duration of the work.

In anticipation of a return to in-branch services, cloud printing services have been implemented at the Alton, Bolton and Southfields Village branches. This service enables printing from home, work or in branch from a personal laptop or device with print materials released once the patron is onsite.

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 several weeks:

- Booklist Middle Grade Panel
- Collection HQ refresher training
- Community-led Think Tank
- Conducting a Reference Interview
- Leadership during Covid-19 (ALA webinar)
- Level Up Your Virtual Programs
- Neurodiversity in Libraries
- Novelist Crash Course in Gentle Reads
- Novelist Crash Course in Graphic Novels
- Novelist Crash Course in Literary Fiction
- RA in a Day
- Story of the Disgruntled Patron
- Whole Person Librarianship (ALA course)

CPL released our annual report *We Made It Through Together 2020* on video. This year, when so much of what we did was on an online platform, we decided that a true representation of the past year should be virtual so we moved to a video format. We also worked with local businesses to produce the video and recruited local teens to narrate.

Two meditation sessions were offered to help library staff manage stress and anxiety. Shona Lauzon from Raven Heart Healing shared tips & techniques for starting a meditation practice and led three short meditation practices.

Build Relationships

CPL will be working with community partners to create a Butterflyway garden at the Albion Bolton Branch. This exciting initiative is an extension of our Caledon Seed Library and will help Caledon's effort to become a designated Butterfly Pathway. This work is in partnership with the David Suzuki Foundation Butterflyway Project, local Butterflyway Ranger, Janice Fisher, the second Bolton Girl Guides, The Town of Caledon and Toronto & Region Conservation Authority (TRCA).

We are continuing to see an increase in the number of teens participating and engaging in: self-directed library activities (Take & Make Kits, Escape Rooms, STEAM activities and CPL's Teen Advisory Group), virtual programs and virtual volunteer opportunities.

Encourage Discovery, Innovation and Creativity

Staff facilitated a lively variety of interactive and engaging children and teen virtual programs April 12-17, shifting from what was originally planned as March Break. Programs were well received and attended.

Virtual Comic Expo for Kids and teens: separate, virtual events held for both age groups. Teen event featured Meghan Huang, Comic Book author and illustrator. Both events well attended and received. Attendees of various programs participated enthusiastically.

Free access to Canadian Citizenship Test Prep has been added to the Library's Digital Resources.

A variety of programs continue to be offered virtually, including:

- Coding Classes for middle grade students
- Comic Book Trivia
- DIY upcycled book craft
- Exploring the birds of Ontario
- Family Games Night - The Teacher-Student Version
- Get the most out of your broadband (in partnership with the Town of Caledon)
- Mother's Day craft
- New social connection conversation group, "Let's Chat"
- Palliative care myth-busting (in partnership with Bethell Hospice)
- Poetry Contest and Awards night
- Virtual library tours of AB and SFV - incorporated into virtual class visits program
- Virtual Mac& Cheese Smackdown
- Walk the talk: what's the big deal about climate change (in partnership with EcoCaledon)

Attachment 8-A

Date: May 17, 2021

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Advocacy Policy Report

Recommendation:

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

Background

Recommended revisions to the Advocacy Policy were previously considered at the April 19, 2021 meeting of the Library Board. Further amendments and clarifying language were suggested and the CEO/Chief Librarian was directed to bring an amended version of the policy forward for further consideration by the Board at the May meeting. These additional revisions, along with those originally proposed, are reflected within [Appendix A](#).

As reported at the April 19, 2021 meeting, the creation of a resulting Advocacy Plan is to be drafted for the Advocacy and Fundraising Committee's consideration at their June meeting. The proposed document will extend beyond the current year to the end of 2022 and the completion of the current Board term.

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

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the revised Advocacy Policy

Appendix A

Title	Advocacy Policy
Policy Number	CPL-17-17
Policy Type	Governance
Approval Date	[approval date] 2021
Review Date	April 2023
Notes	Initially adopted March 20, 2017; revised April 15, 2019



Purpose

The Caledon Public Library Board shall be an effective advocate for the provision of exemplary library service. Through its advocacy work, the Library Board seeks to:

- Educate and inform stakeholders, funders and community members of the Library's unique governance, continued relevance and value within the community;
- Build relationships in support of library governance, representation and voice; and,
- Strengthen facilities by securing funds to improve existing spaces and expand facilities, **technologies**, and services in support of municipal growth and evolving community expectations.

This policy applies to the Library Board, **and also delegates authority to the** the CEO/Chief Librarian **and as well as** any ~~other~~ staff members who are authorized by the CEO/Chief Librarian, to advocate on behalf of the Library. This policy defines when, why, how and who would engage in advocacy activities on behalf of the Caledon Public Library.

Guidelines

The Library Board shall:

- Fulfill its advocacy responsibilities by identifying and responding to issues, concerns and government policies that may directly or indirectly affect the Caledon Public Library.
- Encourage Board members, advisors, staff, volunteers, stakeholder organizations, concerned individuals and other community or professional organizations to bring relevant issues to the Board's attention.
- Ensure that advocacy remains a planned and sustainable ongoing process at the Library, by:
 - Forming an Advocacy Committee to direct and implement the Board's efforts, as per the *Caledon Public Library Board By-laws*.
 - Adopting an Annual Advocacy Plan and reflecting advocacy related goals and actions within its Strategic Plan.
 - **Welcoming Seeking-out** development opportunities to support and enhance Board members' advocacy-related skills.

Municipal and Community Relations

The Library Board shall:

- Build relationships and understandings with key decision makers and individuals and organizations whose interests and objectives align with those of Caledon Public Library.
- Ensure that there are regular communications with Town Council and senior administration.
- Present to Council, at least **twice** annually, to inform Council of the Library's resources, services, plans and achievements.
- **Adopt and implement strategies to ensure that the Library has** ~~Work toward having~~ a 'voice at the table', **expanding opportunities for the Library to demonstrate its value, contribute to shared community initiatives and encourage investments in library spaces and services.** ~~to be part of the process when problems are identified, solutions proposed, programs and funding for the community are discussed and decisions made.~~
- Make every reasonable effort to ensure that there is a consistent and coordinated response to advocacy issues from the Board and the Friends of Caledon Public Library.
- Communicate, co-operate, and co-ordinate with other libraries, organizations, agencies and institutions when and as appropriate.
- Ensure that the Library regularly participates in activities aimed at increasing community awareness of the variety and importance of public library services.

Issue Response

After discussion of the issue(s), the Library Board:

- Shall direct the Board Chair or the CEO/Chief Librarian to convey its concerns in person or in writing to the appropriate organization or government agency, and to the media where appropriate.
- May convey its decision to the general public and to the Library membership and customers in an appropriate manner.
- Shall advise government officials on the impact of current and proposed policies.
- May, at its discretion and by duly approved motion, undertake activities in support of or in opposition to these policies.

Communications

In addition to supporting staff efforts to raise awareness of library programs and services, the Library Board will:

- Communicate in one voice, in an informed manner, relaying the unique benefits of the Library to the community.

- Ensure that all messages are positive and consistent.

Either the Library Board Chair or the CEO/Chief Librarian (or their designates) will be the official spokesperson for the Library on advocacy issues, depending upon availability and the nature of the issue. If contacted by the media or stakeholders, Board members should **refrain from responding on behalf of the Library and instead** coordinate with the Board Chair and/or CEO/Chief Librarian to ensure appropriate information is shared.

All Board members are encouraged to promote the value of the Caledon Public Library and its impact on the community by:

- Sharing unedited stories and relevant information about library programs, services and relevance, as initially published by CPL, across their personal and social media networks. *All such posts should be made in alignment with the guidelines of the [Caledon Public Library Social Media Policy \(CPL-07-19\)](#).*
- Sharing information about the Board's values, vision and strategic plans.
- Acting as an excellent ambassador for the Caledon Public Library and advocating within the guidelines of this policy.
- *Supporting the work of the Board's Advocacy and Fundraising Committee by contributing to deliverables or initiatives identified within the Library's Annual Advocacy Plan.*
- Assisting the Board Chair and/or CEO/Chief Librarian in officially representing the Library at meetings or other events as requested.

Related Documents:

- CPL-16-06 Caledon Public Library Board By-Laws
- CPL-17-19 Caledon Public Library Social Media Policy
- [Public Libraries Act](#), R.S.O. 1990, c. P.44

Attachment 9-A

Treasurer's Report

Prepared by Colleen Lipp
May 2021



2021 Budget

Financial statements reflecting the operating and capital budgets as of April 30, 2021 are attached as [Appendix A](#). Delays in the posting of budgeted expenditures and in filling staff vacancies have resulted in notable variances. These include:

- Rental fees for branches located within Town-owned facilities, with the exception of the Belfountain Lockers, have not yet been posted, resulting in a significant year-to-date variance. Shared operating costs for the Caledon East Branch are reflected within the monthly budget for December.
- Delays in the recruitment of a vacant, as well as a newly-funded position, within the Library's IT Department have prompted favourable variances within the department's salary and benefits accounts.
- A favourable variance within Communication and Community Development's permanent salaries budget is the result of a staff parental leave and is offset by the casual wages for the employee contracted for the duration of the leave.
- An error in allocating invoices resulted in an over extension of the 2020 Collections and Materials capital budget (20-013). A journal entry has been initiated to reallocate these invoices to the 2021 capital budget (21-007), but has not yet been finalized.

Audited Financial Documents

The 2020 audit was undertaken by Millards Chartered Accountants in consultation with the Town's Finance Department and Library staff. The resulting draft documents are attached as [Appendix B](#).

As per the Caledon Public Library Board By-Laws, the Finance Committee is tasked with the annual review of the Audited Financial Statements and ensuring that there is an effective external auditing process in place. As such, the attached documents are to be first reviewed at a committee meeting scheduled for 5 PM on Monday, May 17, in preparation for their receipt by the full board at the subsequent Board meeting.

Once approved by the Finance Committee and received by the full Board, these statements will be shared with Council by Town Finance. Finalized documents will also be provided to the Ministry of Heritage, Sport, Tourism and Culture Industries as per the requirements of our 2021 Public Library Operating Grant of \$58,171.

Grants

Healthy Communities Initiative

The Library has been advised that its application to the Safe and Vibrant Public Spaces theme of the Healthy Communities Initiative in support of the Reading Garden at the Southfields Village Branch was unsuccessful. This funding opportunity generated significant interest Canada-wide and the first round of applications was highly competitive. Over \$300 million in funding requests were received, with only \$31 million in funds available for Round 1.

The Library has been encouraged to apply for the program's second round for which applications open on May 14, 2021.

Recommended Motion:

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

That the Board receive the 2020 Audited Financial Statements as per the recommendation of the Finance Committee

Appendix A

Caledon Public Library
 RC: Object Code - Budget vs Actual by Cost Centre
 As of April 30, 2021



	April	April	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
40010 Administration											
50050 Miscellaneous	(750.00)		(750.00)		(3,000.00)	(50.00)	(2,950.00)		(9,000.00)	0.6%	(8,950.00)
50125 Merchandise Sales	(250.00)		(250.00)		(1,000.00)	(49.00)	(951.00)		(3,000.00)	1.6%	(2,951.00)
50319 Grants/Subsidies									(58,200.00)	0.0%	(58,200.00)
50570 Donations	(83.00)		(83.00)		(332.00)	48.00	(380.00)		(1,000.00)	-4.8%	(1,048.00)
50705 Fines/Fees	(3,333.00)		(3,333.00)		(13,332.00)	(83.40)	(13,248.60)		(40,000.00)	0.2%	(39,916.60)
50715 Programs	(292.00)		(292.00)		(1,168.00)	(20.00)	(1,148.00)		(3,500.00)	0.6%	(3,480.00)
50725 Comm.Access Prgm Funding	(7,000.00)		(7,000.00)		(7,000.00)		(7,000.00)		(7,000.00)	0.0%	(7,000.00)
50750 Book Sales	(215.00)		(215.00)		(860.00)		(860.00)		(2,500.00)	0.0%	(2,500.00)
50770 FOL-Recoverable						(291.08)	291.08				291.08
61510 Salaries-Permanent	17,491.00	15,826.73	1,664.27		68,122.00	66,472.99	1,649.01		225,538.00	29.5%	159,065.01
61513 Benefits-Permanent	4,984.00	5,161.12	(177.12)		19,411.00	20,792.27	(1,381.27)		55,148.00	37.7%	34,355.73
62018 Operating Supplies	64.00	9.31	54.69		256.00	58.67	197.33		760.00	7.7%	701.33
62113 Maint & Repairs-A/V Equip							0.00		3,850.00	0.0%	3,850.00
62129 FOL-Initiatives							0.00				0.00
62244 Bank Charges	300.00		300.00		1,200.00	403.59	796.41		3,600.00	11.2%	3,196.41
62253 Lib. Brd Education & Exp.	500.00		500.00		1,000.00	481.43	518.57		5,000.00	9.6%	4,518.57
62310 Training/Development/Seminars	1,602.00	772.67	829.33		12,539.00	13,217.12	(678.12)		33,176.00	39.8%	19,958.88
62311 Memberships/Dues			0.00		12,000.00	11,381.99	618.01		12,500.00	91.1%	1,118.01
62314 Mileage	1,047.00	115.48	931.52		2,121.00	508.82	1,612.18		10,500.00	4.8%	9,991.18
62317 Audit						(4,391.66)	4,391.66		4,370.00	-100.5%	8,761.66
62322 Postage	204.00		204.00		816.00	187.24	628.76		2,400.00	7.8%	2,212.76
62335 Contracted Services	251.00		251.00		1,004.00	2,367.38	(1,363.38)		3,000.00	78.9%	632.62
62360 Fundraising			0.00				0.00				0.00
62378 Furniture/Fixtures			0.00				0.00		2,500.00	0.0%	2,500.00
Total 40010 Administration	14,520.00	21,885.31	(7,365.31)		91,777.00	111,034.36	(19,257.36)		238,142.00	46.6%	127,107.64
40020 Emergency Management											
50986 Reserve Fund To Revenue			0.00		(8,910.00)		(8,910.00)		(8,910.00)		(8,910.00)
62018 Operating Supplies		633.81	(633.81)		2,550.00	5,956.38	(3,406.38)		2,550.00		(3,406.38)
Total 40020 Emergency Management	0.00	633.81	(633.81)		(6,360.00)	5,956.38	(12,316.38)		(6,360.00)		(12,316.38)
41010 Library Public Services											
61510 Salaries-Permanent	53,110.00	50,898.27	2,211.73		208,684.00	207,274.29	1,409.71		686,666.00	30.2%	479,391.71
61513 Benefits-Permanent	15,510.00	16,341.62	(831.62)		60,939.00	64,654.65	(3,715.65)		186,075.00	34.7%	121,420.35
61520 Wages-Casual Temporary	51,169.00	36,893.21	14,275.79		197,841.00	143,085.06	54,755.94		680,100.00	21.0%	537,014.94
61523 Benefits-Casual Temporary	8,115.00	6,174.48	1,940.52		31,343.00	24,956.33	6,386.67		107,715.00	23.2%	82,758.67
62017 Caretaking Supplies	242.00		242.00		768.00		768.00		2,700.00	0.0%	2,700.00
62018 Operating Supplies	472.00	62.87	409.13		1,012.00	805.00	207.00		5,042.00	16.0%	4,237.00
62312 Insurance			0.00		1,700.00		1,700.00		4,299.00	0.0%	4,299.00
62321 Rental-Facility					257,167.00	3,110.00	254,057.00		305,167.00	1.0%	302,057.00



Caledon Public Library
 RC: Object Code - Budget vs Actual by Cost Centre
 As of April 30, 2021

	April	April	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
62335 Contracted Services	8,807.00	7,176.10	1,630.90		35,768.00	28,429.68	7,338.32		107,840.00	26.4%	79,410.32
62346 Courier	3,300.00	1,046.35	2,253.65		9,297.00	8,226.19	1,070.81		35,700.00	23.0%	27,473.81
62427 Cash Under/Over							0.00				0.00
Total 41010 Library Public Services	140,725.00	118,592.90	22,132.10		804,519.00	480,541.20	323,977.80		2,121,304.00	22.7%	1,640,762.80
41015 Information Services											
61510 Salaries-Permanent	29,740.00	29,667.90	72.10		117,376.00	117,330.46	45.54		385,040.00	30.5%	267,709.54
61513 Benefits-Permanent	8,718.00	9,307.98	(589.98)		34,401.00	36,800.92	(2,399.92)		104,572.00	35.2%	67,771.08
61520 Wages-Casual Temporary	7,862.00	7,524.97	337.03		29,875.00	29,280.06	594.94		102,200.00	28.6%	72,919.94
61523 Benefits-Casual Temporary	1,687.00	1,266.68	420.32		6,411.00	4,892.79	1,518.21		21,934.00	22.3%	17,041.21
62018 Operating Supplies	287.00	1,211.40	(924.40)		1,004.00	1,937.87	(933.87)		3,300.00	58.7%	1,362.13
62058 Online Databases	33,000.00	10,610.92	22,389.08		79,528.00	61,736.47	17,791.53		82,500.00	74.8%	20,763.53
62414 Special Programs	800.00	305.28	494.72		2,100.00	1,293.65	806.35		8,000.00	16.2%	6,706.35
Total 41015 Information Services	82,094.00	59,895.13	22,198.87		270,695.00	253,272.22	17,422.78		707,546.00	35.8%	454,273.78
41020 Library Grants											
50319 Grants/Subsidies (Revenue)			0.00			(525.93)	525.93				(525.93)
62319 Grants (Expenses)			0.00				0.00				0.00
Total 41020 Library Grants		0.00	0.00			(525.93)	525.93				525.93
41025 Library Info Technology											
61510 Salaries-Permanent	13,137.00	12,916.60	220.40		52,548.00	42,040.96	10,507.04		216,705.00	19.4%	174,664.04
61513 Benefits-Permanent	3,780.00	4,033.48	(253.48)		15,120.00	12,947.47	2,172.53		58,287.00	22.2%	45,339.53
62018 Operating Supplies	508.00	9.31	498.69		2,032.00	619.09	1,412.91		6,100.00	10.1%	5,480.91
62303 New Staff Technology			0.00		3,400.00		3,400.00		3,400.00	0.0%	3,400.00
62304 Automation	7,500.00	8,849.05	(1,349.05)		12,800.00	14,128.25	(1,328.25)		20,400.00	69.3%	6,271.75
62305 Computer Services	2,596.00	136.35	2,459.65		10,384.00	16,231.36	(5,847.36)		90,460.00	17.9%	74,228.64
62312 Insurance			0.00		2,699.00	2,970.00	(271.00)		2,699.00	110.0%	(271.00)
62335 Contracted Services	1,185.00	712.16	472.84		3,637.00	8,320.12	(4,683.12)		14,610.00	56.9%	6,289.88
62396 Mobile Phones / Pagers	659.00		659.00		2,712.00	1,183.84	1,528.16		8,380.00	14.1%	7,196.16
62397 Telephone	2,459.00	25.30	2,433.70		7,130.00	5,910.51	1,219.49		30,110.00	19.6%	24,199.49
63037 Software Licence Subscription	1,569.00	741.83	827.17		19,449.00	15,049.29	4,399.71		30,935.00	48.6%	15,885.71
Total 41025 Library Info Technology	33,393.00	27,424.08	5,968.92		131,911.00	119,400.89	12,510.11		482,086.00	24.8%	362,685.11
41030 Youth Services											
61510 Salaries-Permanent	24,456.00	24,380.54	75.46		96,294.00	96,236.61	57.39		316,401.00	30.4%	220,164.39
61513 Benefits-Permanent	7,061.00	7,638.86	(577.86)		27,803.00	30,141.38	(2,338.38)		84,059.00	35.9%	53,917.62
62018 Operating Supplies	65.00	37.24	27.76		124.00	102.40	21.60		1,200.00	8.5%	1,097.60
62414 Special Programs	1,500.00		1,500.00		6,600.00	5,081.90	1,518.10		20,000.00	25.4%	14,918.10
Total 41030 Youth Services	33,082.00	32,056.64	1,025.36		130,821.00	131,562.29	(741.29)		421,660.00	31.2%	290,097.71



Caledon Public Library
RC: Object Code - Budget vs Actual by Cost Centre
As of April 30, 2021

	April	April	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
41035 Communications/Community Dev											
61510 Salaries-Permanent	19,204.00	13,832.80	5,371.20		76,198.00	59,996.30	16,201.70		249,036.00	24.1%	189,039.70
61513 Benefits-Permanent	5,533.00	4,305.46	1,227.54		21,952.00	18,976.56	2,975.44		65,343.00	29.0%	46,366.44
61520 Wages-Casual Temporary	4,714.00	10,038.69	(5,324.69)		15,438.00	30,757.40	(15,319.40)		57,500.00	53.5%	26,742.60
61523 Benefits-Casual Temporary	1,012.00	1,792.17	(780.17)		3,314.00	5,806.13	(2,492.13)		12,341.00	47.0%	6,534.87
62018 Operating Supplies	394.00	508.20	(114.20)		1,576.00	1,644.57	(68.57)		4,730.00	34.8%	3,085.43
62304 Automation	100.00		100.00		4,300.00	4,108.74	191.26		6,000.00	68.5%	1,891.26
62315 Printing & Advertising	1,000.00	1,428.36	(428.36)		2,050.00	1,937.98	112.02		14,700.00	13.2%	12,762.02
62335 Contracted Services	550.00	859.69	(309.69)		1,600.00	1,160.18	439.82		6,000.00	19.3%	4,839.82
62414 Special Programs	1,000.00	200.00	800.00		1,700.00	200.00	1,500.00		8,000.00	2.5%	7,800.00
Total 41035 Communications/Community Dev	33,507.00	32,965.37	541.63		128,128.00	124,587.86	3,540.14		423,650.00	29.4%	299,062.14
Total Caledon Public Library-Lending Services	337,321.00	293,453.24	43,867.76		1,551,491.00	1,225,829.27	325,661.73		4,388,028.00	27.9%	3,162,198.73

Capital Project Expense Report - as of April 30, 2021

	Budget	Expended Previous Year(s)	Expended 2021 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended	Status
Previous Year Capital Projects							
18-040 Southfields Opening Day Collections	400,000.00	405,529.18		405,529.18	(5,529.18)	101.4%	Closed
18-043 Lib Website Redesign & Improvements	10,000.00	6,911.12	2,212.98	9,124.10	875.90	91.2%	Closed
19-033 Library IT Equipment	76,000.00	76,131.57		76,131.57	(131.57)	100.2%	Closed
19-034 Library Furnishing Replacement	30,000.00	24,458.60		24,458.60	5,541.40	81.5%	
19-036 Albion Bolton Branch Refurbishment	561,000.00	23,221.63	32,434.75	55,656.38	505,343.62	9.9%	
19-037 Wireless Public Print Management System	12,800.00	10,935.13		10,935.13	1,864.87	85.4%	
19-038 Library IT Audit/Network Assessment	15,000.00	0.00		0.00	15,000.00	0.0%	
19-039 Library Community Outreach Kits	6,000.00	5,889.81		5,889.81	110.19	98.2%	Closed
Multi-Year Capital Projects							
16-004 Mayfield West Library	4,950,000	5,036,941.45	11,831.96	5,048,773.41	(98,773.41)	102.0%	
20-013 Library Collections and Materials	450,000.00	352,592.02	104,484.72	457,076.74	(7,076.74)	101.6%	
59275 Capital Donations	250.00						
Total Library Collections and Materials (20-013)	450,250.00	352,592.02		457,076.74	(6,826.74)	101.5%	
20-014 Library IT Equipment	125,485	3,341.81	23,467.12	26,808.93	98,676.07	21.4%	
20-015 Library Furnishings	60,000	0.00		0.00	60,000.00	0.0%	
20-016 Library Strategic Plan	25,000	9,158.40	9,463.67	18,622.07	6,377.93	74.5%	
Current Year Capital Projects							
21-007 Library Collections and Materials	450,000.00		62,654.10	62,654.10	387,345.90	13.9%	
21-008 Library IT Equipment	73,000.00			0.00	73,000.00	0.0%	
21-009 Library Hotspot Replacement	10,200.00			0.00	10,200.00	0.0%	
21-011 Library Furniture Replacement	40,000.00			0.00	40,000.00	0.0%	
21-013 MDV Renovation to Maker, Media and Innovation	304,680.00			0.00	304,680.00	0.0%	

Library Reserve Balances - as of April 30, 2021

01-00-000-00000-000-20841 Library Bequest Fund - MDV	316.54
08-00-900-35043-000-25000 Library Donation and Bequest Reserve Fund	7465.94

Appendix B

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

FINANCIAL STATEMENTS

For the year ended December 31, 2020

Draft

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

For the year ended December 31, 2020

INDEX

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INDEPENDENT AUDITORS' REPORT

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

Opinion

We have audited the financial statements of The Corporation of the Town of Caledon Public Library Board (the 'Board'), which comprise the statement of financial position as at December 31, 2020, 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 Board as at December 31, 2020, and the results of its operations 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 Board 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 Board'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 Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board'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 Board'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 Board'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 Board 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 management and 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.

May 11, 2021
Brantford, Ontario

CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

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

STATEMENT OF FINANCIAL POSITION

As at December 31	2020	2019
Financial Assets		
Cash	700	700
Receivable	284	2,391
Due from the Town of Caledon	163,461	257,156
	164,445	260,247
Financial Liabilities		
Accounts payable and accrued liabilities	187,972	298,809
Deferred revenue	1,735	199
	189,707	299,008
Net Financial Assets (Debt)	(25,262)	(38,761)
Non-Financial Assets		
Tangible capital assets (Schedule 1)	1,818,725	1,728,318
Inventory for resale	446	558
Prepaid expenses	32,305	38,203
	1,851,476	1,767,079
Total Net Assets	1,826,214	1,728,318
Accumulated Surplus - End of Year (Note 2)	1,826,214	1,728,318

THE CORPORATION OF THE TOWN OF CALEDON PUBLIC LIBRARY BOARD

STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

For the year ended December 31	Budget <i>(Note 3)</i>	2020	2019
Revenue			
Provincial grants	58,200	69,611	65,751
Town of Caledon funding	4,492,284	4,090,601	4,178,496
Fees and fines	40,000	8,190	33,775
Programs	3,500	981	1,436
Other	15,500	12,212	17,224
	4,609,484	4,181,595	4,296,682
Expenditures			
Administration	110,283	75,842	102,973
Automation	53,883	49,045	43,329
Contracted services	54,702	61,241	36,715
Insurance	4,372	4,607	2,687
Materials	109,520	203,058	255,095
Other supplies	900	1,010	3,116
Rent	247,370	242,114	238,300
Repairs and maintenance	3,500	1,623	3,246
Salaries and benefits	3,263,153	2,882,828	2,831,156
Utilities	36,066	37,921	35,744
	3,883,749	3,559,289	3,552,361
Income Before Under-noted Items	725,735	622,306	744,321
Other (Income)/Expense			
Amortization of tangible capital assets	-	519,935	380,629
Loss on disposal of tangible capital assets	-	4,475	-
	-	524,410	380,629
Annual Surplus from Operations	725,735	97,896	363,692
Accumulated Surplus - Beginning of Year	1,728,318	1,728,318	1,364,626
Accumulated Surplus - End of Year	2,454,053	1,826,214	1,728,318

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

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

As at December 31	2020	2019
Annual Income from Operations	97,896	363,692
Amortization of tangible capital assets	519,935	380,629
Acquisition of tangible capital assets (net of CIP transfer)	(614,817)	(744,321)
Loss on disposal of tangible capital assets	4,475	-
Other	6,010	(16,336)
Increase/(Decrease) in Net Financial Assets (Debt)	13,499	(16,336)
Net Financial Assets (Debt) - Beginning of Year	(38,761)	(22,425)
Net Financial Assets (Debt) - End of Year	(25,262)	(38,761)

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

STATEMENT OF CASH FLOWS

For the year ended December 31	2020	2019
Cash Provided by (Used in):		
Operating activities		
Annual Surplus/(Deficit) from Operations	97,896	363,692
Non Cash Charges to Operations		
Amortization	519,935	380,629
Loss on disposal of tangible capital assets	4,475	-
	622,306	744,321
Sources (Uses) of Cash:		
Decrease (Increase) in accounts receivable	2,107	7,482
Decrease/(Increase) in inventory for resale	112	(95)
Decrease/(Increase) in prepaid expenses	5,898	(16,241)
Decrease/(Increase) in due from Town of Caledon	93,695	(16,620)
Increase/(Decrease) in accounts payable and accrued liabilities	(110,837)	25,275
Increase/(Decrease) in deferred revenue	1,536	199
	(7,489)	-
Working Capital from Operations	614,817	744,321
Capital Activities		
Acquisition of tangible capital assets	(614,817)	(744,321)
Increase/(Decrease) in Cash and Cash Equivalents	-	-
Cash and Cash Equivalents - Beginning of Year	700	700
Cash and Cash Equivalents - End of Year	700	700

THE CORPORATION OF THE TOWN OF CALEDON PUBLIC LIBRARY BOARD

NOTES TO THE FINANCIAL STATEMENTS For the year ended December 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) **Management Responsibility**

The financial statements of The Corporation of the Town of Caledon Public 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.

(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 PUBLIC LIBRARY BOARD

NOTES TO THE FINANCIAL STATEMENTS For the year ended December 31, 2020

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 2020 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 PUBLIC LIBRARY BOARD

NOTES TO THE FINANCIAL STATEMENTS For the year ended December 31, 2020

2. ACCUMULATED SURPLUS

Accumulated surplus is comprised of the following:

	2020	2019
Caledon Public Library Board Donation and Bequest Reserve	7,489	-
Investment in tangible capital assets	1,818,725	1,728,318
	<u>1,826,214</u>	<u>1,728,318</u>

Caledon Public Library Board Donation and Bequest Reserve

The Board has approved a reserve named "The Caledon Public Library Board Donation and Bequest Reserve" for future specified/significant donations and bequests received to support special programs or initiatives outside of the annual operating budget. Funds are transferred from the reserve for approved expenditures. If such funds are not fully expended in the approval year, they are held as Unexpended Funds.

3. BUDGET DATA

The budget originally approved by the Board for 2020 is reflected on the statement of operations and does not include amounts related to public sector accounting standards reporting requirements.

	2020
Statement of Operations and Accumulated Surplus	
Budget surplus for the year, as approved	-
Capital expenditures	725,735
Budget surplus per statement of operations	<u>725,735</u>

4. COVID-19 PANDEMIC

During and subsequent to year end, the Caledon Public Library has been significantly impacted by the effects of the world-wide coronavirus pandemic. The Library was required to suspend or significantly modify operations on and off throughout 2020 and 2021 to comply with provincial and federal emergency orders which has reduced Library spending and funding as a result. At the time of the financial statement preparation, it is not possible to reliably estimate the length and severity of the measures nor their impact on the future financial results of the Caledon Public library.

THE CORPORATION OF THE TOWN OF CALEDON PUBLIC LIBRARY BOARD

SCHEDULE OF TANGIBLE CAPITAL ASSETS

SCHEDULE 1

For the year ended December 31, 2020

	Information Technology	Furniture, Fixtures and Books	2020 Total	2019 Total
Cost				
Balance, beginning of year	741,033	2,872,647	3,613,680	3,124,364
Add: Additions during the year	105,967	508,850	614,817	744,321
Less: Disposals during the year	147,761	-	147,761	255,005
Balance, End of Year	699,239	3,381,497	4,080,736	3,613,680
Accumulated Amortization				
Balance, beginning of year	530,779	1,354,583	1,885,362	1,759,738
Add: Amortization during the year	95,992	423,943	519,935	380,629
Less: Accumulated amortization on disposals	143,286	-	143,286	255,005
Balance, End of Year	483,485	1,778,526	2,262,011	1,885,362
Net Book Value of Tangible Capital Assets	215,754	1,602,971	1,818,725	1,728,318

Attachment 9-B

Date: May 17, 2021

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Bed Bug Prevention and Containment Policy Report

Recommendation:

That the Caledon Public Library Board review the Bed Bug Prevention and Containment Policy for renewed adoption.

Background

Prompted by media reports and the temporary closure of a number of Ontario library branches due to bed bug infestations, a Bed Bug Prevention and Containment Policy was first drafted for Board review in May 2017. The adoption of this document demonstrated the Library's proactive and preventative efforts to mitigate any negative impact or disruption of services resulting from the potential presence of bed bugs within our branches.

As a result of the pandemic, only one bed bug inspection was completed in 2020. The regular schedule of inspections in June and December will resume in 2021. No bed bugs have been discovered since the launch of bi-annual inspections in 2017.

As this policy ([Appendix A](#)) continues to reflect best practice within the public library sector, no revisions are recommended at this time. The renewed approval of this policy will be complimented by additional training in related procedures and protocols for all relevant staff.

Financial Implication

Costs associated with the bi-annual inspections referenced in the policy are reflected in the Library's base operating budget. The discovery of suspected cases outside of these regular inspections might prompt the need for further services from the pest control vendor at additional cost.

Recommended Motion

That the Caledon Public Library Board renew its adoption of the Bed Bug Prevention and Containment Policy.

Appendix A

Title	Bed Bug Prevention and Containment Policy
Policy Number	CPL-17-18
Policy Type	Operating
Approval Date	[approval date] 2021
Review Date	[review date] 2023
Notes	Originally adopted May 15, 2017, reviewed May 13, 2019



Purpose

The Caledon Public Library strives to prevent and contain the presence of bed bugs and their eggs in library facilities or on library materials by ensuring that library staff is aware of the prevention protocol and related procedures, by scheduling regular inspections and by periodically reviewing best practices to update and improve the protocol and procedures.

While bed bugs are not known to transmit disease to humans, they can cause significant negative effects on quality of life. Bed bugs can affect anyone, and although their presence is unrelated to hygiene habits or cleanliness, their presence does carry a social stigma. Bed bug infestations in libraries are less likely to occur, due to the lack of a food source, relative to facilities with sleeping quarters. However, libraries may be susceptible to “hitchhiker” bed bugs due to their heavy use by the general public.

Guidelines

The Caledon Public Library recognizes that having preventative measures in place, reporting all sightings, and containing and destroying bed bugs and eggs immediately, are important actions we can take toward mitigating the occurrence of bed bugs in our locations.

This operational policy outlines the procedures and practices to be followed for the containment and extermination of bed bugs found in Library facilities and materials.

As such, the Library will ensure that:

- a proactive approach that reduces the risk to staff and customers is taken;
- bed bug awareness and containment training is provided to staff on a regular basis;
- bed bug awareness resources (e.g. pamphlets, fact sheets, etc.) will be made available to staff upon request;
- current recommended best practices from public health authorities and accredited pest control agencies are reflected in related procedures;
- appropriate containment and treatment supplies will be provided and procedures activated if a suspected case is identified;
- all branches will be inspected twice annually for signs of bed bugs by an accredited pest control company;

- treatment and the cycle of inspection will be proportional to identified risks and may be adjusted based on evidence

Caledon Public Library's reliance on and participation in shared collections between branches and with other public library systems, can make it difficult to determine the origin of any suspected cases. Efforts will be made to contain any suspected cases and may prompt the temporary suspension of inter-branch or inter-library loans and/or receipt and delivery of new materials.

Related Documents:

- [Peel Public Health – Environmental Health – Bed Bug Facts](#)

Attachment 10-A

Joint Strategic Planning Committee Meeting

Wednesday, April 21, 2020

4:00 p.m.



MINUTES

- Present:** Janet Manning (Chair); David Betty and Brenda Clark
- Staff:** Colleen Lipp – CEO | Chief Librarian; Kelley Potter – Director, Public Service; Megan Renkema – Manager, Information Services; Mary Maw – Manager, Communications & Community Development
- Guest:** Stephen Abram – Lighthouse Consulting

Note: This meeting was conducted electronically and began at 4:00 pm

1. Call to Order

The meeting was called to order

2. Apologies for non-attendance:

None

3. Business Arising from Minutes

Confirming that everyone still felt good about the Vision and Mission:

Vision: *To be the heart of our community, building and connecting a thriving, engaged and informed Caledon*

Mission: *We empower community connections, spark innovation and creativity and energize the transfer of knowledge.*

Examined and fine-tuned the Values

Service Excellence still needs some tweaking, perhaps referencing the Customer Service Promise more.

4. Consultant's Report and Ensuing Discussion

Everyone agreed on the new format, which includes the measurement component for each priority.

Reviewed and revised the Strategic Priorities to be:

Grow and Innovate

Respond to Community Needs (Is Respond correct word here? Think about options)

Celebrate Culture and Inclusion
Demonstrate our Value

The committee began to work through each priority area, leaving the measurements for now. The committee got through the first two priorities and also discussed the idea that the measurements for each area, when decided should be as specific as possible.

Decided to leave the next two for next meeting.

Stephen sending out revised priorities and what that means we will do with each, to committee by April 22.2021.

Next meetings April 28th, 1-4 pm

May 5th, 4-6 pm

Meeting adjourned at 5:55 pm

Attachment 10-B

Joint Strategic Planning Committee Meeting
Thursday, April 28, 2020
1:00 p.m.



MINUTES

- Present:** Janet Manning (Chair); David Betty and Brenda Clark
- Staff:** Colleen Lipp – CEO | Chief Librarian; Kelley Potter – Director, Public Service; Megan Renkema – Manager, Information Services; Mary Maw – Manager, Communications & Community Development
- Guest:** Stephen Abram – Lighthouse Consulting

Note: This meeting was conducted electronically and began at 1:03 pm

1. Call to Order

The meeting was called to order

2. Apologies for non-attendance:

None

3. Review of previous meeting minutes

4. Business Arising from Minutes

None

5. Consultant's Report and Ensuing Discussion

Something to think about: who is this document for? Public? Council?

This will be a public document which is one of the reasons we want to be clear and concise, for everyone to understand it.

Revised **Service Excellence** and fine-tuned some of the other Values.
Decided to keep **Respond** in the Strategic Priorities

The committee then worked through the final two Priorities:

Celebrate Culture and Inclusion
Demonstrate our Value

See Consultant's notes re above.

After revising these two, the committee looked back again at all four of the Priorities, making any tweaks along the way.

The committee then discussed the overview for the report, took out the last two paragraphs, and talked about making it more concise.

Also discussed that there should be a generic statement around measuring progress within the completed plan. Something like, 'we will increase our membership' without naming the specifics of how much. The actual specifics will be broken out in the action plans but there should be a way to know that we've been successful.

Next steps:

Stephen to send revised draft (including revised overview) by Monday May 3rd, at the latest. Committee to meet again May 5th.

Hopeful to have all edits done and ready by May 10th to go in Board package being sent May 12th

Communication to the Board will include a presentation and report at the May 17th meeting. This will be reflected as a recommendation of the committee rather than from the consultant. Communications and Community Development Department will be tasked with creation of a formal public document and related communications pending Board approval

Once plan is approved, Management Team working groups (possibly to include some staff) will create action and execution plans with measurements for each Strategic Priority. Stephen will send some examples of these plans to Colleen.

The Board will also create some actions with measurement strategies to help execute some of the Priorities that will be specific to them.

Next meeting May 5th, 4-6 pm

Meeting adjourned at 3:50 pm

Attachment 10-C

Joint Strategic Planning Committee Meeting

Wednesday, May 5, 2020

4:00 p.m.



MINUTES

Present: Janet Manning (Chair); David Betty

Staff: Colleen Lipp – CEO | Chief Librarian; Kelley Potter – Director, Public Service; Megan Renkema – Manager, Information Services; Mary Maw – Manager, Communications & Community Development

Guest: Stephen Abram – Lighthouse Consulting

Note: This meeting was conducted electronically and began at 4:01 pm

1. Call to Order

The meeting was called to order

2. Apologies for non-attendance:

Brenda Clark

3. Review of previous meeting minutes

4. Business Arising from Minutes

None

5. Consultant's Report and Ensuing Discussion

First discussion, is preamble required or is CEO and Board Chair message enough?
Yes, that message is enough and group revised slightly to include all important points.
Revised Values and Priorities (see Consultant's notes)
Created and agreed on measurement passage:

How will we know that our plan is working?

- We will see an increase in active library memberships
- Demand for our programs, collections and services will grow
- Our branches and maker spaces will be busy, with more visitors staying longer
- Library spaces are modernized and able to meet expanding community need
- Technologies and innovations are embraced and adopted

- An increase in funds raised through donations, grants and sponsorship complement our budget
- Our partners value our contributions and seek out our involvement
- Our Board, staff and leadership teams will be more diverse and inclusive
- Our staff and customers are happy and engaged

Committee agreed on final plan as revised.

Motion: That the CPL Joint Strategic Planning Committee approve the drafted Strategic Plan 2021-2024, recommending its approval and adoption by the full Board.

Moved: David Betty

Seconded: Mary Maw

Carried.

Committee thought the idea of a title was a good idea, brainstormed and came up with 4 for staff to choose from:

1. Building the Bridge to Possibilities
2. Empower, Spark, Energize
3. Empowering Connections
4. Inspiring Experiences

Next steps:

The final plan will go to the Board as an appendix to report.

There will be a recommended motion to approve and accept the plan, most likely dissolve the planning committee at that time as well.

Once Board approves, CCD will format and something will go out to staff to engage them in choosing the title and further discussions around how to roll out the plan to all staff.

MT groups (and possibly some staff) will begin to create action and execution plans with measurements for each Strategic Priority.

The Board will also create some actions with measurement strategies to help execute some of the Priorities that will be specific to them.

A presentation to Council has been tentatively scheduled for July 6, 2021

Meeting adjourned at 6:06 pm

Attachment 10-C-1

Date: May 17, 2021

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian, on behalf of the Joint Strategic Planning Committee



Subject: Strategic Plan 2021-2024 Report

Recommendation:

That the Caledon Public Library Board review the Caledon Public Library Strategic Plan 2021-2024 for approval and adoption.

Background

In February 2016, the Library Board first adopted a Planning Policy confirming that “the Board shall, in the second year of its four-year term, develop a formal planning document that includes the Library’s vision, mission statement and values, strategic directions, objectives, actions and timelines”. Though the COVID-19 pandemic delayed the start of this undertaking last year and added a layer of complexity to the process, the resulting plan benefits from the many lessons learned over the last few months.

The Ad Hoc Joint Strategic Planning Committee of Janet Manning, David Betty, Brenda Clark, Mary Maw, Kelley Potter, Megan Renkema and Colleen Lipp, with the support and guidance of Stephan Abram of Lighthouse Consulting, directed a comprehensive engagement and planning process.

Significant efforts to engage the community and key stakeholders included:

- A comprehensive community survey, prompting 648 responses;
- Facilitated workshops with the Library Board and Management Team;
- Interviews with the Mayor and Councillors;
- Interviews with Town Administration and key departmental leaders;
- Group discussions with library staff as well as a follow-up survey; and,
- Community focus groups targeting residents, local businesses, educators, community organizations and youth.

A wealth of data and research was also provided by Lighthouse Consulting for the Committee’s review. This included, but was not limited, to:

- Detailed local maps of key community assets including services, cultural and recreational attractions, schools, businesses and places of worship;
- Analysis of key trends in library services and technologies; and,
- Insights and issues in post-pandemic planning for libraries.

These were complemented by library resources and reports including:

- Results of the Library's Bridge and Edge assessments; and
- Environics neighbourhood profiles of the areas surrounding each branch.

The Joint Strategic Planning Committee, along with Stephen Abram, met regularly over the course of the project timeline. The committee worked collaboratively to carefully craft all language within the final document. At their meeting on May 5, 2021, the committee passed a resolution approving the drafted plan and recommending its approval and adoption by the full Board.

The resulting public document is attached as [Appendix A](#).

Next steps

There is still much work to be done to implement the identified priorities and objectives and develop a means of assessing our efforts to realize the plan. Pending the Board's approval and adoption, work will immediately begin on next steps.

Staff roll-out

- Staff support is crucial to our success in delivering on this plan. The new plan will be shared with all staff at a virtual Town Hall-style meeting within days of the Board's adoption.
- Staff will be asked to vote on their preferred title for the new plan, selecting from the following short list of names developed by the Planning Committee:
 - Building the Bridge to Possibilities
 - Empower, Spark, Energize
 - Empowering Connections
 - Inspiring Experiences
- Additional strategies for ensuring staff buy in for the duration of the plan will be investigated and implemented.

Community Communication

- The Communications and Community Development Department will produce and publish a public version of the plan, as well as related peripherals to ensure that the plan is communicated broadly.
- A presentation to Council is tentatively scheduled for July 6, providing an opportunity to raise awareness of how the Library's efforts align with Council's work plan and priorities.

Execution and Assessment Planning

- A Strategic Work Plan, identifying specific actions, performance indicators and timelines will direct our activities through to 2024. An execution plan specific to each priority will be developed by small staff working groups for the Board's consideration at the August or September meeting.
- This Work Plan will identify specific and targeted indicators with which to measure the Library's success in delivering on its mission, vision and priorities.
- The Monthly Strategic Action Report to the Board will be revised to reflect the new objectives
- A comprehensive report card will be shared with the Board in January of each year.
- It is also recommended that the Board consider any resulting impact to the Board's work and strategies for evaluating this work over the course of the plan.

Financial Implication

While there are no immediate implications of approving and adopting the drafted strategic plan, many of the objectives and actions identified within are reliant on the availability of funds and may direct and support budget requests moving forward.

Recommended Motion

That the Caledon Public Library Board approve and adopt the Caledon Public Library Strategic Plan 2021-24;

That the Ad Hoc Joint Strategic Planning Committee be dissolved; and,

That a new ad hoc committee of the Board be formed to consider and recommend means of directing and evaluating the Board's progress in meeting relevant priorities.

Caledon Public Library
Strategic Plan
2021-2024



A Message from the Board Chair and CEO/Chief Librarian

The Caledon Public Library Board and Staff have committed to the creation of a new strategic plan every four years. This ensures that our efforts to serve Caledon can change, grow and evolve in tandem with residents' needs, community priorities, enhanced technologies and shifts in public library services.

How did we create a plan that will direct our work over the next four years while in the midst of a global pandemic that makes it difficult to predict beyond the next few weeks? Will COVID-19 change our lives, if so, how? When will we resume some sense of normalcy? How will your expectations of your public library shift? With so many unknowns, how do we move forward and plan for the years ahead? Well, we started by asking our community to share their insights, we learned from their responses and acknowledged what we do know.

We know that the pandemic will have long lasting effects on how we work, study, and socialize. We know that Caledon's small businesses are struggling in the face of restrictions. We know that affordable and reliable access to the Internet and technology is now critical. We know that isolation is being felt more strongly and by more people than ever before.

We also know that Caledon is growing. We know that with this growth comes an exciting shift in the cultural makeup of our community. We know that Caledon offers a vibrant mix of suburban neighbourhoods, small villages and rural centers, each with a unique identify. We know that Caledon's culture is rich, diverse and worthy of celebration.

We know that the role of public libraries continues to evolve. We know that we must keep pace with quickly changing technologies. We know that we are a bridge to learning and employment. We know a vibrant community needs tools and skills to make, create and innovate and we can play a leading role.

We know that our branches are the centres of our community. We know that our virtual spaces are a key to building connections. We know that our staff are committed to exceptional service. We know that we are instrumental in developing all forms of literacy. We know that we are a catalyst for the transfer of knowledge.

We also know that a plan is just a plan until put into action. We know that the Library Board and Staff are fully committed to our work to build and connect a thriving, engaged, and informed Caledon.

And we know that we want you to be part of our journey.

Sincerely,

Janet Manning
Chair

Colleen Lipp
CEO and Chief Librarian

Our Vision

To be the heart of our community – building and connecting a thriving, engaged, and informed Caledon.

Our Mission

We empower community connections, spark innovation and creativity, and energize the transfer of knowledge.

Our Values

Service Excellence	Caledon Public Library values each and every customer. We understand that every decision we make affects how people experience the library and because of that, our goal is to deliver an exceptional experience.
Lifelong Learning and Literacy	We recognize the importance of all types of literacy and know that the desire to learn and grow is lifelong. We provide the tools to help individuals achieve their goals.
Innovation, Intellectual Freedom, and Creativity	We encourage intellectual and artistic curiosity and support the right to seek and receive information from all points of view without restriction.
Community and Partnership	We value team work, partnership, and shared success. We will lead, partner, or collaborate to support a strong and growing Caledon.
Trust, Inclusion, and Equity	We acknowledge individual needs, experiences, and cultures, and we are committed to fair and inclusive access, a sense of belonging and dignity, and reflecting representative voices.
Commitment to Staff	We continuously strive to create a climate of employee engagement, success, curiosity, and support. We encourage and value staff as they introduce new services and lead change in their unwavering commitment to serving Caledon.
Integrity and Accountability	We respect the need for fiscal and environmental sustainability. We are committed to informed planning and responsible stewardship.

Grow and Innovate

- Explore new opportunities and creative solutions for expanding services and spaces
- Develop maker, innovation and creativity spaces in partnership with the Town of Caledon, businesses, and community partners
- Enhance efforts to bridge the digital divide by investing in technologies for exploration, learning, connection, and creativity
- Ensure the library has the staff capacity to meet the needs of a growing Caledon.
- Build a staff culture of personal development and accountability
- Invest in digital resources and expand virtual branch experiences

This means we will...

- Modernize the Albion-Bolton Branch
- Revitalize the Caledon East Branch, including a new makerspace, as part of an expanded Caledon East Community Complex
- Design and equip a Reading Garden at the Southfields Village Branch as a destination and program space
- Reimagine the Margaret Dunn Valleywood Branch as a learning, maker, and innovation lab
- Undertake a master plan to reflect the impact of updated population forecasts on future spaces, services and staffing
- Begin planning for new branches and services in support of a quickly growing Caledon
- Explore technologies that allow for greater branch access and virtual services
- Invest in the development of all staff to build the necessary knowledge, skills, and confidence to guide and support library users
- Grow our branch services, virtual branch usage, and program participation

Respond to Community Needs

- Support Caledon's recovery as we emerge from the COVID-19 pandemic
- Eliminate barriers to library access
- Engage community members to gain insight into their needs with an emphasis on spaces, services and programs for teens and older adults
- Cultivate a culture of collaboration by contributing to shared priorities to improve community vitality and reduce isolation
- Act as a portal for self-directed learning
- Expand services and supports to local businesses and entrepreneurs
- Deliver a positive customer experience, both in-branch and online
- Facilitate programs that are relevant, responsive, informative, and engaging
- Partner to enhance and expand community services with shared program offerings, while avoiding duplication

This means we will...

- Remain flexible with pandemic restrictions and operational changes
- Work to extend the elimination of overdue fines beyond 2021
- Increase hours of operation and branch access

- Ensure the needs of local businesses, teens and older adults are reflected in our programs and services
- Provide access to collections, resources and technologies that support and meet community demand
- Empower partner agencies to offer services within library branches
- Introduce an improved online catalogue experience
- Grow our Visiting Library Service

Celebrate Culture and Inclusion

- Ensure that our spaces and services are welcoming and accessible to all, and our collections represent all voices
- Strive for our Board and staff to reflect the diverse community we serve
- Honour Caledon's heritage, environment, and local history
- Welcome further opportunities to serve Caledon through each of our unique village branches
- Embrace our responsibility as a key cultural institution and lead the growth of arts and culture in Caledon
- Support Caledon's creative talent and cultural economy by showcasing local authors, artists, performers, and makers

This means we will...

- Develop and grow programs, collections, and services that reflect Caledon's diversity.
- Increase opportunities for cultural and creation activities with courses, events, displays, and spaces
- Conduct regular diversity audits of our collections
- Pursue opportunities for communicating in multiple languages
- Grow our partnerships with local and regional cultural organizations
- Expand our Read Local and Artful Caledon initiatives
- Continue to deliver on our commitment to inclusivity through expanded staff development
- Implement strategies for attracting and recruiting talented staff and Board members

Demonstrate Our Value

- Raise awareness of our inherent value to the community and our relevance to residents' lives
- Grow the understanding and engagement of those who are unfamiliar with our services
- Identify and explore opportunities for collective impact with other community organizations
- Encourage opportunities to invest in the Library
- Expand our services beyond the walls of our branches
- Investigate creative ways to supplement the municipal budget process

This means we will...

- Reimagine our brand and logo
- Seek out opportunities to speak to community groups and partners to raise awareness of library services
- Develop a staff position tasked with delivery of community-based services
- Measure and share our socio-economic impact
- Engage Town Council through regular communications and presentations
- Participate in and contribute to municipal and community committees
- Adopt and implement a fundraising strategy and work plan
- Explore opportunities for grants and sponsorships

How will we know that our plan is working?

- We will see an increase in active library memberships
- Demand for our programs, collections and services will grow
- Library spaces are modernized and able to meet expanding community need
- Our branches and maker spaces will be busy, with more visitors staying longer
- Technologies and innovations are embraced and adopted
- An increase in funds raised through donations, grants and sponsorship complements our budget
- Partners value our contributions and seek out our involvement
- Our Board, staff and leadership teams will be more diverse and inclusive
- Our staff and customers are happy and engaged

Contributions

The Caledon Public Library Board and Management Team gratefully acknowledge the valuable community input and insights that contributed to this plan. Thank you to all staff of the Caledon Public Library, the Town of Caledon Council, Senior Leadership and staff, our community partners and sponsors, local businesses and organizations, but, especially, the residents of Caledon.

Library Board

Janet Manning, *Chair*
Paula Civiero, *Vice-Chair*
David Betty
Brenda Clark
Councillor Christina Early
Jacqueline lafrate
Catherine Jackson
Sheralyn Roman
Councillor Tony Rosa

Management Team

Colleen Lipp, *CEO/Chief Librarian*
Gillian Booth-Moyle
Samantha Dillane
Laurie Groe
Mary Maw
Kelley Potter
Megan Renkema
Mojgan Schmalenberg

Attachment 13-A

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2021

Updated May 17, 2021

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 2021	<ul style="list-style-type: none"> ✓ Review of 2020 Strategic Actions Completed ✓ Review of 2020 Q4 and Annual Statistics ✓ Core Value Discussion – Intellectual Freedom ✓ Executive and Committee Appointments – deferred from December 2020 ✓ Revised Advocacy Committee Terms of Reference ✓ Presentation - Diversity and Inclusion 	<ul style="list-style-type: none"> ✓ 2020 Q4 and Year End Statistics Report ✓ 2020 Strategic Scoresheet ✓ 2020 Procurement Update ✓ Revised terms of reference 	<ul style="list-style-type: none"> ✓ Meeting of Planning Committee
February 2021	<ul style="list-style-type: none"> ✓ No regular meeting scheduled ✓ Tentative Council budget approval 		<ul style="list-style-type: none"> ✓ OLA Super Conference/ OLBA Boot Camp virtual attendance ✓ Meeting of Planning Committee
March 2021	<ul style="list-style-type: none"> ✓ Presentation – Edge and Bridge Assessments ✓ Core Value Discussion – Equity of Access 	<ul style="list-style-type: none"> ✓ OLA Conference Feedback ✓ Drafted Reports and Presentations 	<ul style="list-style-type: none"> ✓ Year End Variance Review – 2020 ✓ Meeting of Planning Committee ✓ Receipt of Draft Strategic Plan by Planning Committee ✓ Meeting of Advocacy/Fundraising Committee
April 2021	<ul style="list-style-type: none"> ✓ Review of Quarterly Statistics – Q1 ✓ Review of 2020 Annual Report – deferred from March 2021 ✓ Review of Advocacy Policy ✓ Diversity, Equity and Inclusion Training Recommendation ✓ Core Value Discussion - Accountability 	<ul style="list-style-type: none"> ✓ 2020 Q1 Statistics Report ✓ Annual Report 2020 ✓ Drafted policy ✓ Training details 	

May 2021	<ul style="list-style-type: none"> • Review of Bed Bug Prevention and Containment Policy • Review of Advocacy Policy – deferred from April • Receipt of Final Strategic Plan 2021-2024 – deferred from March • Core Value Discussion – Service Excellence 	<ul style="list-style-type: none"> • Drafted policies • Drafted strategic plan • Audited Financial Documents 	<ul style="list-style-type: none"> • Meeting of Finance Committee – Audited Financial Documents • Meeting of CEO Assessment Committee • Dissolvement of ad hoc strategic planning committee – deferred from April
June 2021	<ul style="list-style-type: none"> • Review of Social Media Policy • CEO Annual Performance Evaluation 	<ul style="list-style-type: none"> • Drafted policy • Mid-year procurement update • Mid-year reserves update • CEO to provide goals for coming term – July 2021 to June 2022 	<ul style="list-style-type: none"> • Meeting of Advocacy/Fundraising Committee
July 2021	<ul style="list-style-type: none"> • No regular meeting scheduled 		
August 2021 (tentative)	<ul style="list-style-type: none"> • Initial budget consideration • Review of quarterly statistics – Q2 	<ul style="list-style-type: none"> • 2020 Q2 Statistics Report • Draft budget 	<ul style="list-style-type: none"> • Variance Review – Q2 2021
September 2021	<ul style="list-style-type: none"> • Review of Staff Acceptable Use of Technology Policy • Strategic Action Work Plan 	<ul style="list-style-type: none"> • Drafted policy • Drafted work plan 	<ul style="list-style-type: none"> • Meeting of Advocacy/Fundraising Committee
October 2021	<ul style="list-style-type: none"> • Review of quarterly statistics – Q3 • Review of Partnership Policy 	<ul style="list-style-type: none"> • 2020 Q3 Statistics Report • Drafted policy 	<ul style="list-style-type: none"> • Variance Review – Q3 2021
November 2021	<ul style="list-style-type: none"> • Annual Board Assessment • Call for interest in OLA Board Attendance • Schedule of Board Meetings – 2022 • Review of Records Management and Retention Policy 	<ul style="list-style-type: none"> • Assessment criteria and questions • Drafted policies • Revised budget 	<ul style="list-style-type: none"> • Completion of Assessment Questionnaire
December 2021	<ul style="list-style-type: none"> • OLA Board Attendance Confirmation • Review of Internet and Technology Acceptable Use Policy • Review of Inclement Weather and Unscheduled Closure Policy 	<ul style="list-style-type: none"> • Board Assessment Results • Drafted Policies 	<ul style="list-style-type: none"> • Meeting of Advocacy/Fundraising Committee