

AGENDA

This meeting will be hosted electronically.

Members of the public may attend by
calling 1.647.558.0588 and entering meeting ID 847 7304 5539 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. Presentations

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

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 March 1, 2021 meeting (Attachment 7-A)
- b. CEO/Chief Librarian's Report (Attachment 7-B)

- c. Strategic Actions Update (Attachment 7-C)
- d. Correspondence
 - i. Caledon Public Library – Town Council re: Strategic Planning Engagement – April 14, 2021 (Attachment 7-D-1)
 - ii. Caledon Public Library - Honourable Carla Qualtrough re: CELA Funding – April 14, 2021 (Attachment 7-D-2)
- 8. Business arising from the minutes
 - a. Diversity, Equity, and Inclusion Board Training (Attachment 8-A)
- 9. Staff Reports
 - a. Treasurer’s Report and Financial Statements (Attachment 9-A)
 - b. Quarterly Performance Measures and Statistics – Q1 2021 (Attachment 9-B)
 - c. Advocacy Policy Report (Attachment 9-C)
- 10. Board and Committee Reports
 - a. Advocacy and Fundraising Committee Meeting Minutes of March 18, 2021 (Attachment 10-A)
 - i. CPL Fundraising Work Plan 2021 (Attachment 10-A-1)
 - b. Joint Strategic Planning Committee Meeting Minutes of March 24, 2021 (Attachment 10-B)
 - c. Joint Strategic Planning Committee Meeting Minutes of April 8, 2021 (Attachment 10-C)
- 11. Board Development
 - a. Core Library Values Discussion – Accountability
- 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
- 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, May 17, 2021, 6 PM
- 18. Adjournment

Attached Documents:

- 7-A Minutes of the March 1, 2021 meeting
- 7-B CEO/Chief Librarian’s Report
- 7-C Strategic Actions Update

- 7-D-1 Caledon Public Library – Town Council re: Strategic Planning Engagement – April 14, 2021
- 7-D-2 Caledon Public Library - Honourable Carla Qualtrough re: CELA Funding – April 14, 2021
- 8-A Diversity, Equity, and Inclusion Board Training
- 9-A Treasurer’s Report and Financial Statements
- 9-B Quarterly Performance Measures and Statistics – Q1 2021
- 9-C Advocacy Policy Report
- 10-A Advocacy and Fundraising Committee Meeting Minutes of March 18, 2021
- 10-A-1 CPL Fundraising Work Plan 2021
- 10-B Joint Strategic Planning Committee Meeting Minutes of March 24, 2021
- 10-C Joint Strategic Planning Committee Meeting Minutes of April 8, 2021
- 13-A 2021 Board Work Plan

Attachment 7-A

Caledon Public Library Board Meeting
Monday, March 1, 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; Megan Renkema – Manager, Information Services; Debra Mann – Digital Literacy Coordinator, Information Services

Absent:

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.

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, moving the Bridge and Edge Assessments Report to immediately follow the related presentation

Moved: Sheralyn Roman

Seconded: Jacqueline Iafrate

Carried.

5. Disclosure of pecuniary interest: None

6. Presentation

- a. **Bridge and Edge Assessments** – Debra Mann, Digital Literacy Coordinator, Information Services

- b. **Bridge and Edge Assessments Report**

Motion: That the Caledon Public Library Board receive the Bridge and Edge Assessments Report

Moved: Catherine Jackson

Seconded: Councillor Christine Early

Carried.

7. Consent Agenda

- a. **Minutes of the January 18, 2021 meeting**

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

- c. **Strategic Actions Update**

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

Moved: Councillor Tony Rosa

Seconded: Brenda Clark

Carried.

8. Business arising from the minutes:

- a. **Confirmation of mid-term appointments of OLS Council Representation and Standing Committee Members**

Motion: That the Caledon Public Library Board approve the appointment of Brenda Clark as the Board's representative to the OLS Council.

Moved: Sheralyn Roman

Seconded: Catherine Jackson

Carried.

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: Councillor Christine Early

Seconded: Jacqueline Iafate

Carried.

That the Caledon Public Library Board forgive all outstanding overdue fines that have been previously accrued, allowing for their deletion from the Library's integrated library software system and the reduction in barriers to library use.

Moved: Brenda Clark

Seconded: Paula Civiero

Carried.

10. Board and Committee Reports

- a. **Joint Strategic Planning Committee Meeting Minutes of January 20, 2021**

- b. **Joint Strategic Planning Committee Meeting Minutes of February 17, 2021**

Motion: That the Caledon Public Library receive the minutes of the Joint Strategic Planning Committee Meetings for January 20 and February 17, 2021.

Moved: Councillor Tony Rosa

Seconded: Paula Civiero

Carried.

11. CLOSED SESSION

Motion: That the Caledon Public Library Board move into closed session for the purposes of

discussing the following:

- a. Confidential Report re: Investing in Canada Infrastructure Program (ICIP) Application Status
- b. Confidential Correspondence re: Personal matters about an identifiable individual – CEO/Chief Librarian Evaluation Committee Correspondence

Moved: Brenda Clark

Seconded: Councillor Christina Early

Carried at 7:21 PM

Motion: That the Caledon Public Library Board resume open session

Moved: Councillor Tony Rosa

Seconded: David Betty

Carried at 7:31 PM

Motion: That the Caledon Public Library Board receive the Confidential Report re: Investing in Canada Infrastructure Program (ICIP) Application Status

Moved: Paula Civiero

Seconded: Brenda Clark

Carried.

Motion: That the Caledon Public Library Board approve the Confidential Correspondence Re: Personal Matters about an identifiable individual – CEO/Chief Librarian Evaluation Committee Correspondence

Moved: Councillor Tony Rosa

Seconded: Councillor Christina Early

Carried.

12. Board Development

a. Discussion of OLA Super Conference Key Learnings

Key takeaways were shared by those who attended the OLA Super Conference and included the following insights:

- Anne Marie Tremonti’s keynote message was delivered in a way that was both informative and visually engaging.
- The session focused on CEO Evaluations, offered at the OLBA Boot Camp, confirmed that Caledon’s process is in alignment with recommended best practices.
- The importance of examining policies through a lens of diversity, equity and inclusion
- Milton Public Library’s newest branch effectively integrates MPL’s Be Inspired tag line and logo

b. Core Library Value Discussion – Equity of Access

A [video](#) highlighting the work being done by the University of Illinois Library to improve access to facilities and services was shared, prompting further discussion of CPL’s responsibilities in this regard.

Motion: That the Caledon Public Library Board direct the CEO/Chief Librarian to investigate the cost and time commitment required to deliver Diversity, Equity and Inclusion training to the Board.

Moved: Paula Civiero

Seconded: Brenda Clark

Carried.

13. New Business

Sheralyn Roman raised a recent discussion with CPL's Manager of Communications and Community Development regarding the availability of grab bags and targeted readers advisory. The CEO/Chief Librarian confirmed that CPL will return to providing grab bags once the Library resumes limited or expanded patron access. Staff of the Information Services department continue to provide readers advisory services through phone, email, text. Requests for personalized recommendations also continue to be submitted through an online form on the CPL website.

Councillor Christina Early left the meeting at 8:14 PM

14. Board Work Plan

a. 2021 Work Plan Review

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

Moved: Councillor Tony Rosa

Seconded: David Betty

Carried.

15. Public Question Period

There were no members of the public present.

16. Upcoming Events and Development Opportunities

a. Strategic Planning Workshop #2 – Monday, March 8, 5 – 7 PM

b. Leaving No One Behind – Thursday, April 8, 3:30 PM

17. 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.

18. Time of next regular meeting:

Monday, April 19, 2021, 6 PM

19. Adjournment

Motion: That the meeting adjourn.

Moved: Councillor Tony Rosa

Seconded: David Betty

Carried.

The meeting adjourned at 8:27 PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 7-B

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
April 2021



Service Recovery

The shifting provincial restrictions have resulted in a number of changes to CPL's service delivery model since the last meeting of the Library Board. With the move to a provincial shutdown on April 8th, all branches have reverted to Contactless Holds Pickup with members of the public allowed to enter the building only to make use of library technologies, supporting our responsibility to bridge the digital divide. Though the provincial regulations continue to allow for patrons to pick up holds within the branch, the move to limit patron access to facilities is a means of supporting the spirit of the stay at home order, aligning with service models in place at neighbouring library systems, and minimizing staff anxiety.

Provincial regulations continue to mandate that libraries quarantine or disinfect all returned materials. That being said, the regulations do not dictate the period for which these materials should be isolated. Earlier in March, quarantine periods for returned CPL materials were reduced from seven (7) to three (3) days. This allows for a timelier turnover of requested materials and aligns with reduced quarantine periods across the public library sector. Caledon's protocol remains conservative as a number of libraries have recently reduced their quarantine periods to 24 hours. Given the significant wait list, Internet Hotspots continue to be disinfected by staff rather than quarantined.

As per the Caledon Public Library Operational Policy (CPL-16-04), borrowing privileges are suspended when a patron has accumulated \$20.00 or more in fines or fees. This policy is applied automatically through the Integrated Library System (ILS) but had been temporarily disabled in response to the pandemic so as not to create a barrier to access. With our move to eliminate fines and related balances on patron accounts, accumulated charges are now typically the result of long overdue, lost or damaged materials for which the patron has been charged a replacement fee. As a result, the policy was re-activated within the ILS in order to encourage patrons to return long overdue materials. With the return to Contactless Holds Pickup, and lack of access to service points, this policy has once again been disabled until such time that patrons are able to enter the branches to make payments.

Maker Spaces

As the Library inches closer to developing spaces and delivering services in support of maker technologies, Library staff have been working closely with Town counterparts to ensure that we are working collaboratively towards this shared goal. Regular recurring meetings have been scheduled to facilitate this work and the creation of a related memorandum of understanding is being considered.

Recent meetings included discussions of a report regarding the Bolton Downtown Revitalization Plan which was approved at the March 23, 2021 meeting of Council's Planning and Development Committee. The report recommends that the Town retain ownership of the Old Bolton Fire Hall and highlights a number of suggested uses for the building. The following excerpt from the report references the Fire Hall as a possible home to a maker space.

Utilize as an experiment centre for downtown revitalization ideas, business start-ups. Add a small coworking space, combined with a makers' space.

- A makers' space is generally defined as: a place in which people with shared interests gather to work on projects while sharing ideas, equipment, and knowledge.

It is often associated with computing/technology but can be used as a space for hands on arts, crafts, and product development.

The Caledon Public Library is currently planning two makers' spaces, one in Valleywood and the other in Caledon East, the space in Bolton would be planned in collaboration with the Library to ensure the needs of the community are met.

The full report can be found online at [Staff Report 2021-0067: Bolton Downtown Revitalization Plan - Planning and Development Committee - March 23, 2021 \(escribemeetings.com\)](https://www.escribemeetings.com/Staff-Report-2021-0067-Bolton-Downtown-Revitalization-Plan-Planning-and-Development-Committee-March-23-2021)

Collections and Access

Ontario Library Consortium Procurement Update

As reported in August 2020, the Ontario Library Consortium (OLC) of which CPL is a member, had issued two Request for Proposals (RFP); one for a new integrated library software (ILS) system to manage library operations and a second to identify the preferred public access catalogue (PAC) solution.

It has been confirmed that OLC will be continuing with our current service provider, Sirsi Dynix, to support staff ILS access and operations. A new multi-year contract will be negotiated to commence January 2022. It is expected that there will be little to no budget implications from this decision.

Member libraries have also voted to enter into a contract with a new provider for our public catalogue or PAC. Bibliocommons offers a dynamic and intuitive access point to library collections. Pending the completion of the final agreement, implementation of the new product is expected to begin in the fall of 2021 in preparation for the new catalogue to go live in January 2022. This service improvement will allow us to address concerns with our current catalogue identified in our strategic planning survey but will also result in increased expenses to be funded within the 2022 budget.

Though the migration to Bibliocommons will result in increased annual costs, CPL's participation in the OLC has long resulted in significant efficiencies. These economies of scale continue and

allow for the introduction of products and services that would be unattainable as a stand-alone library.

Collection Review

Publication of select titles by Dr. Seuss and Dav Pilkey has recently been discontinued by publishers due to the inclusions of hateful, racist or insensitive content. There has been significant media coverage of these decisions and it is likely that more titles will be re-examined through a more thoughtful and inclusive lens in the months and years ahead. It is our intent to develop a comprehensive and sustainable strategy to address these titles – and those that may require review moving forward.

The titles in question remain on our shelves until such time that a strategy is identified and implemented. There is currently no consistent response from public libraries. A number of Ontario libraries are opting to simply leave the materials on the shelves while others are considering relocating the materials within the collection, some in such a way that encourages access as education resources to help parents and/or teachers in starting necessary conversations. This would prompt changes to how they are catalogued, labelled and shelved. While a number of consulted libraries have suggested that they would not replace worn or damaged copies, none have indicated that they would wholly remove the titles from their collections.

It is anticipated that this decision will have impacts on how we address many titles, including classics for both adult and children, moving forward. As such, we are committed to talking our time to develop a strategy that aligns with our values and is sustainable in the longer term.

Staff News

Staff Appointments

Chris Benitez and Kelly Doig will be joining CPL as permanent part-time Public Service Coordinators effective April 20, 2021.

Chris holds a Masters of Information from the University of Toronto and comes to us from the private sector with a varied set of experiences dealing with customers and technology.

Kelly is a recent graduate of the Masters of Library and Information Science program at the University of Western Ontario and has gained valuable experience with the Halton Hills Public Library.

Attachment 7-C



Strategic Actions Update

April 2021

Strengthen Facilities

Town of Caledon Community Services staff have advised that new windows will be installed at the Inglewood Branch in the coming weeks. This work will be scheduled around the branch's hours of operation.

The procurement process to identify the contractor to manage the construction of the Albion Bolton Branch Refurbishment is ongoing. Prequalified applicants are being asked to respond to a tender.

The Library has been contributing to the design phase of the Caledon East Community Complex - confirming the layout and requirements for the branch and the adjacent maker space.

Invest in People

All members of the Library team, including staff and management, participated in the Centre for Addiction and Mental Health (CAMH) virtual training focused on Personal Resilience in the Workplace.

Members of the Library's Public Service, Information Services and Youth Services departments participated in virtual Crisis Prevention Institute Covid-19 Conflict Prevention training. This Library facilitated learning opportunity was also extended to Town staff. It is anticipated that this training will be extended to all Library

Branch Managers Gillian Booth-Moyle and Samantha Dillane have begun the two-year certificate in Advancing Public Library Leadership (APLL). Four (4) members of the Library's Management Team have previously

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:

- Conducting the Reference Interview
- Creating Outstanding Online Story Times
- Federation of Ontario Public Libraries (FOPL) Development Charge Training
- Media Literacy for Adults
- Middle Grade Magic

Build Relationships

Canadian Mental Health Association (CMHA) has been added as a referring partner for the Library's Community

CPL has joined the regional Situation Table. This group of organizations, led by Peel Regional Police, come together to identify individuals or families that are at risk. Efforts are made to connect those in need with the

CPL Communications and Community Development Department hosted a virtual meeting of Communication Teams from across Caledon. The inaugural meeting provided an opportunity to share how we all "pivoted" our communication efforts as a result of COVID-19, including what strategies each organization used, what worked and what didn't for our respective organizations. Also discussed were strategies to support one another in our

CPL hosted our first virtual Student Volunteer Recruitment event post-COVID, successfully onboarding 10 new student volunteers who will assist with a growing variety of virtual program offerings, activities and initiatives.

Story Walks, combining physical activity and literacy, were installed at two Caledon locations - Adam Wallace Park in Bolton and the Caledon Trailway in CE.

Meetings of the CEOs from the Brampton, Caledon and Mississauga public libraries are now scheduled monthly.

Encourage Discovery, Innovation and Creativity

Ontario Parks Day Passes added to collection, allowing library members to borrow a pass and make use of

A new reference service, *CPL Chat* was launched on April 6. This virtual chat feature appears on the bottom right corner of our website and will function in a similar manner as many other online chat services. Visitors to the CPL website can ask questions and receive answers in real time during scheduled reference hours. Outside of these hours, users of the chat function will be provided with an option to leave an email for someone to

Supported by the approved changed in service level, Brainfuse and LinkedIn Learning have been added to CPL's Digital Library. Promotions are underway to ensure that residents and businesses are aware of these new tools.

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

- Advanced care planning for adults (in partnership with Bethell Hospice)

- Guided meditation workshop

- Preparing to walk the Bruce trail

- The Earth is our provider: grocery store, pharmacy and hospital

- Trivia night

April 14, 2021

Mayor Allan Thompson and Members of Council
Town of Caledon
6311 Old Church Road
Caledon, Ontario L7C 1J6

Dear Mayor Thompson and Members of Council,

On behalf of the Caledon Public Library Board and staff, please accept our sincere thanks for your valuable contributions to our strategic planning process.

CPL's new strategic plan will direct our work from 2021-2024. Strategic goals cannot be identified without a comprehensive community engagement strategy and your willingness to share your time and insights was greatly appreciated. Council's candid conversations with our consultant and staff have enhanced our understanding of the opportunities and challenges ahead and have helped us to identify how the Library can align with Council's priorities and work collaboratively with Town partners to best meet the needs of the community. We are confident that the resulting plan will act as an effective roadmap in our shared efforts to support a thriving Caledon.

We anticipate that the final plan will be endorsed by the Board in May and look forward to presenting our strategic vision to Council in early summer.

Sincerely,



Janet Manning
Chair, Caledon Public Library Board



Colleen Lipp
CEO | Chief Librarian, Caledon Public Library

cc: Laura Hall, Director, Corporate Services and Town Clerk



April 14, 2021

Honourable Carla Qualtrough
House of Commons
Ottawa, Ontario
K1A 0A6

Dear Minister Qualtrough,

Please accept our appreciation for the federal government's recent decision to reverse proposed cuts to funding for accessible book production and distribution. This decision recognizes how important accessible books are for the 1 in 10 people with print disabilities and acknowledges the crucial services and reading materials that the Centre for Equitable Library Access (CELA) makes available to people with print disabilities including those with vision loss, learning disabilities and physical disabilities.

Unfortunately, the federal government's recent announcement offers no assurances for longer term funding which is still set to be fully withdrawn by the 2024-2025 fiscal year. Without a funding guarantee, CELA may face a 50% reduction to its production and distribution budget next year which will have a devastating impact on their ability to produce and distribute accessible reading materials. Caledon Public Library and libraries across the country rely on CELA to provide accessible reading materials and support to our patrons in ways that are cost effective and equitable.

The federal government has promoted its commitment to equity and inclusion for those with disabilities. We know that access to reading materials directly impacts academic and economic success and social inclusion, particularly for the estimated 3 million people across Canada with print disabilities. And yet the proposed cuts in 2022 and beyond will reduce access to reading materials, widening the gap for services and resources and increasing regional and income disparity.

On behalf of our patrons, we request that the federal government commit to ongoing, stable funding so those with reading disabilities across Canada are not left further behind.

Sincerely,

A handwritten signature in blue ink that reads "Janet Manning".

Janet Manning
Chair, Caledon Public Library Board

A handwritten signature in blue ink that reads "Colleen Lipp".

Colleen Lipp
CEO | Chief Librarian, Caledon Public Library

cc: Kyle Seeback, MP, Caledon-Dufferin

Attachment 8-A

Date: April 19, 2021

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Diversity, Equity and Inclusion Board Training Report

Recommendation:

That the Caledon Public Library Board review the Diversity, Equity and Inclusion Board Training Report for approval.

Background

As per the recently adopted Caledon Public Library Diversity and Inclusion Policy (CPL-20-26), the Library shall offer “a staff training program to strengthen staff understanding and to build competencies in support of diversity and inclusion.” As an initial step, all library staff and managers recently participated in a four-hour workshop focused on the foundations of diversity, equity and inclusion. It has also been suggested that a similar development opportunity be made available to the Board. At the Library Board’s March 1, 2021, a resolution was passed directing the CEO/Chief Librarian to investigate the cost and time commitment required to deliver this training.

In response to this direction, library leadership has consulted with the municipality’s People Services Department and representatives of Harmony@Work. This firm is a demonstrated leader in delivering diversity and inclusion training and has been working with the Town and Library to engage staff and leadership in recent months.

It was advised that a two-hour online workshop entitled Foundations of DEI: Putting Ideas Into Action would best meet the needs of the Library Board. The content and format of the proposed workshop would be identical to the recent session attended by Council. As such, it is recommended that Council representatives to the Board be excused from participating. That being said, attendance by all community representatives on the Board is strongly encouraged. Pending Board approval, the CEO/Chief Librarian will work to identifying a date in May or June that supports the schedules of all participating members.

Financial Implication

The cost of the proposed 2-hour training session is \$1500. This expense is supported by the Library Board Education and Expense account within the Library’s 2021 operating budget.

Recommended 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.

Attachment 9-A

Treasurer's Report

Prepared by Colleen Lipp
April 2021



2021 Budget

Financial statements reflecting the operating and capital budgets as of March 31, 2021 are attached as [Appendix A](#). The shift in our services in response to the pandemic have prompted unexpected expenditures as well as efficiencies. Items of note include:

- Calendarization of operating accounts, confirming anticipated expenditures by month, has now been completed. However, with the exception of anticipated timing of grant funding, no changes have been made to the monthly distribution of budgeted revenues.
- A number of capital projects have been completed and the relevant budgets have been closed.
- A Finance Department report provided to Council on March 23, 2021 included a recommendation that the capital project budget for the Southfields Village Branch (16-004 Mayfield West Library) be increased by \$104,000. This is to be funded \$73,840 from the DC Library Reserve and \$30,160 from the Tax Funded Capital Contingency Reserve and will offset the final project overages.
- A section dedicated to library reserve balances has been added to the attached financials. These include the recently created Donation and Bequest Fund Reserve as well as a Bequest Reserve originally created early in 2015. As per the terms of the original directed donation of \$1000, the remaining balance of \$316.54 will be allocated to the Margaret Dunn Valleywood Branch.

Town Council has also recently approved changes to the municipal Short Term and Long-Term Disability programs. As the Library aligns its extended benefits programs with those of the Town, and as per the terms of the Caledon Public Library Personnel Policy (CPL-16-09), these changes will extend to library employees as well. These improved supports to staff may impact the budget; however, it is anticipated that any such impacts within the current fiscal year will be fully supported by the 2021 operating budget.

Grants

Healthy Communities Initiative

CPL has applied to the Safe and Vibrant Public Spaces theme of the Healthy Communities Initiative in an effort to equip and program the Reading Garden at the Southfields Village Branch. The proposed project is valued at \$108,625. If fully funded, the project will include the installation of shade sails, furnishings, and planters as well as equipment and supplies to host programs within the space. Development of the Reading Garden provides an opportunity to mitigate some of the challenges of the pandemic and may provide the Library's first opportunity to return to in-person programming.

Results of the grant application were originally to be announced by April 30. Given the number of applications received, this date has been revised to mid-May. A second intake for applications is scheduled for May and the Library may be able to reapply if the initial submission is not funded.

Investing in Canada Infrastructure Program (ICIP)

Infrastructure Canada hosted a virtual announcement on April 8, 2021, sharing news of funds made available in support of thirty (30) community and recreation projects within Central Ontario. This was followed by a media release, with a description of all projects including the CPL's planned branch renovation to create a maker, media, and innovation lab. It was later confirmed that, with this announcement, the Library's infrastructure project has been deemed publicly announced. The Library will be sharing this news with staff and drafting a further media release to advise the local community.

The related Transfer Payment Agreement (TPA) has not yet been received. However, the Library has been advised of the requirement to post signage at the site, acknowledging the financial contributions of the federal and provincial governments.

Recommended Motion:

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

Appendix A

Caledon Public Library
 RC: Object Code - Budget vs Actual by Cost Centre
 As of March 31, 2021



	March	March	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
40010 Administration											
50050 Miscellaneous	(750.00)		(750.00)		(2,250.00)	(50.00)	(2,200.00)		(9,000.00)	0.6%	(8,950.00)
50125 Merchandise Sales	(250.00)		(250.00)		(750.00)	(49.00)	(701.00)		(3,000.00)	1.6%	(2,951.00)
50319 Grants/Subsidies			0.00				0.00		(58,200.00)	0.0%	(58,200.00)
50570 Donations	(83.00)		(83.00)		(249.00)	48.00	(297.00)		(1,000.00)	-4.8%	(1,048.00)
50705 Fines/Fees	(3,333.00)		(3,333.00)		(9,999.00)	(83.40)	(9,915.60)		(40,000.00)	0.2%	(39,916.60)
50715 Programs	(292.00)		(292.00)		(876.00)	(20.00)	(856.00)		(3,500.00)	0.6%	(3,480.00)
50725 Comm.Access Prgm Funding			0.00				0.00		(7,000.00)	0.0%	(7,000.00)
50750 Book Sales	(215.00)		(215.00)		(645.00)		(645.00)		(2,500.00)	0.0%	(2,500.00)
50770 FOL-Recoverable			0.00			(291.08)	291.08				291.08
61510 Salaries-Permanent	16,877.00	17,472.26	(595.26)		50,631.00	50,646.26	(15.26)		225,538.00	22.5%	174,891.74
61513 Benefits-Permanent	4,809.00	5,369.35	(560.35)		14,427.00	15,631.15	(1,204.15)		55,148.00	28.3%	39,516.85
62018 Operating Supplies	64.00	6.48	57.52		192.00	49.36	142.64		760.00	6.5%	710.64
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	238.10	61.90		900.00	403.59	496.41		3,600.00	11.2%	3,196.41
62253 Lib. Brd Education & Exp.			0.00		500.00	481.43	18.57		5,000.00	9.6%	4,518.57
62310 Training/Development/Seminars	1,447.00	5,114.23	(3,667.23)		10,937.00	12,444.45	(1,507.45)		33,176.00	37.5%	20,731.55
62311 Memberships/Dues	500.00		500.00		12,000.00	11,381.99	618.01		12,500.00	91.1%	1,118.01
62314 Mileage	486.00	321.73	164.27		1,074.00	393.34	680.66		10,500.00	3.7%	10,106.66
62317 Audit						(4,391.66)	4,391.66		4,370.00	-100.5%	8,761.66
62322 Postage	204.00		204.00		612.00	187.24	424.76		2,400.00	7.8%	2,212.76
62335 Contracted Services	251.00	2,250.37	(1,999.37)		753.00	2,367.38	(1,614.38)		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	20,015.00	30,772.52	(10,757.52)		77,257.00	89,149.05	(11,892.05)		238,142.00	37.4%	148,992.95
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		4,506.04	(4,506.04)		2,550.00	5,322.57	(2,772.57)		2,550.00		(2,772.57)
Total 40020 Emergency Management	0.00	4,506.04	(4,506.04)		(6,360.00)	5,322.57	(11,682.57)		(6,360.00)		(11,682.57)
41010 Library Public Services											
61510 Salaries-Permanent	51,858.00	53,458.97	(1,600.97)		155,574.00	156,376.02	(802.02)		686,666.00	22.8%	530,289.98
61513 Benefits-Permanent	15,143.00	16,733.19	(1,590.19)		45,429.00	48,313.03	(2,884.03)		186,075.00	26.0%	137,761.97
61520 Wages-Casual Temporary	52,710.00	35,838.32	16,871.68		146,672.00	106,191.85	40,480.15		680,100.00	15.6%	573,908.15
61523 Benefits-Casual Temporary	8,344.00	5,860.14	2,483.86		23,228.00	18,781.85	4,446.15		107,715.00	17.4%	88,933.15
62017 Caretaking Supplies	242.00		242.00		526.00		526.00		2,700.00	0.0%	2,700.00
62018 Operating Supplies	180.00	563.93	(383.93)		540.00	742.13	(202.13)		5,042.00	14.7%	4,299.87
62312 Insurance			0.00		1,700.00		1,700.00		4,299.00	0.0%	4,299.00
62321 Rental-Facility	254,053.00		254,053		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 March 31, 2021

	March	March	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
62335 Contracted Services	8,807.00	11,930.34	(3,123.34)		26,961.00	21,253.58	5,707.42		107,840.00	19.7%	86,586.42
62346 Courier	2,501.00	3,809.13	(1,308.13)		5,997.00	7,179.84	(1,182.84)		35,700.00	20.1%	28,520.16
62427 Cash Under/Over							0.00				0.00
Total 41010 Library Public Services	393,838.00	128,194.02	265,643.98		663,794.00	361,948.30	301,845.70		2,121,304.00	17.1%	1,759,355.70
41015 Information Services											
61510 Salaries-Permanent	29,212.00	30,242.32	(1,030.32)		87,636.00	87,662.56	(26.56)		385,040.00	22.8%	297,377.44
61513 Benefits-Permanent	8,561.00	9,445.72	(884.72)		25,683.00	27,492.94	(1,809.94)		104,572.00	26.3%	77,079.06
61520 Wages-Casual Temporary	7,862.00	6,992.65	869.35		22,013.00	21,755.09	257.91		102,200.00	21.3%	80,444.91
61523 Benefits-Casual Temporary	1,687.00	1,164.67	522.33		4,724.00	3,626.11	1,097.89		21,934.00	16.5%	18,307.89
62018 Operating Supplies	493.00	502.10	(9.10)		717.00	726.47	(9.47)		3,300.00	22.0%	2,573.53
62058 Online Databases	5,289.00	9,886.37	(4,597.37)		46,528.00	51,125.55	(4,597.55)		82,500.00	62.0%	31,374.45
62414 Special Programs	400.00	101.20	298.80		1,300.00	988.37	311.63		8,000.00	12.4%	7,011.63
Total 41015 Information Services	53,504.00	58,335.03	(4,831.03)		188,601.00	193,377.09	(4,776.09)		707,546.00	27.3%	514,168.91
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	14,553.96	(1,416.96)		39,411.00	29,124.36	10,286.64		216,705.00	13.4%	187,580.64
61513 Benefits-Permanent	3,780.00	4,389.81	(609.81)		11,340.00	8,913.99	2,426.01		58,287.00	15.3%	49,373.01
62018 Operating Supplies	508.00	231.10	276.90		1,524.00	609.78	914.22		6,100.00	10.0%	5,490.22
62303 New Staff Technology			0.00		3,400.00		3,400.00		3,400.00	0.0%	3,400.00
62304 Automation			0.00		5,300.00	5,279.20	20.80		20,400.00	25.9%	15,120.80
62305 Computer Services	2,596.00	7,041.74	(4,445.74)		7,788.00	16,095.01	(8,307.01)		90,460.00	17.8%	74,364.99
62312 Insurance		2,970.00	(2,970.00)		2,699.00	2,970.00	(271.00)		2,699.00	110.0%	(271.00)
62335 Contracted Services		6,175.62	(6,175.62)		2,452.00	7,607.96	(5,155.96)		14,610.00	52.1%	7,002.04
62396 Mobile Phones / Pagers	1,265.00	570.83	694.17		2,053.00	1,183.84	869.16		8,380.00	14.1%	7,196.16
62397 Telephone	1,748.00	2,810.53	(1,062.53)		4,671.00	5,885.21	(1,214.21)		30,110.00	19.5%	24,224.79
63037 Software Licence Subscription	13,739.00	4,206.53	9,532.47		17,880.00	14,307.46	3,572.54		30,935.00	46.3%	16,627.54
Total 41025 Library Info Technology	36,773.00	42,950.12	(6,177.12)		98,518.00	91,976.81	6,541.19		482,086.00	19.1%	390,109.19
41030 Youth Services											
61510 Salaries-Permanent	23,946.00	24,789.27	(843.27)		71,838.00	71,856.07	(18.07)		316,401.00	22.7%	244,544.93
61513 Benefits-Permanent	6,914.00	7,733.20	(819.20)		20,742.00	22,502.52	(1,760.52)		84,059.00	26.8%	61,556.48
62018 Operating Supplies	200.00	25.90	(5.90)		59.00	65.16	(6.16)		1,200.00	5.4%	1,134.84
62414 Special Programs	3,100.00	3,083.28	16.72		5,100.00	5,081.90	18.10		20,000.00	25.4%	14,918.10
Total 41030 Youth Services	33,980.00	35,631.65	(1,651.65)		97,739.00	99,505.65	(1,766.65)		421,660.00	23.6%	322,154.35



Caledon Public Library
 RC: Object Code - Budget vs Actual by Cost Centre
 As of March 31, 2021

	March	March	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
41035 Communications/Community Dev											
61510 Salaries-Permanent	18,998.00	14,404.92	4,593.08		56,994.00	46,163.50	10,830.50		249,036.00	18.5%	202,872.50
61513 Benefits-Permanent	5,473.00	4,712.95	760.05		16,419.00	14,671.10	1,747.90		65,343.00	22.5%	50,671.90
61520 Wages-Casual Temporary	4,583.00	9,895.52	(5,312.52)		10,724.00	20,718.71	(9,994.71)		57,500.00	36.0%	36,781.29
61523 Benefits-Casual Temporary	984.00	1,775.15	(791.15)		2,302.00	4,013.96	(1,711.96)		12,341.00	32.5%	8,327.04
62018 Operating Supplies	394.00	665.47	(271.47)		1,182.00	1,136.37	45.63		4,730.00	24.0%	3,593.63
62304 Automation	100.00	81.72	18.28		4,200.00	4,108.74	91.26		6,000.00	68.5%	1,891.26
62315 Printing & Advertising	500.00	93.62	406.38		1,050.00	509.62	540.38		14,700.00	3.5%	14,190.38
62335 Contracted Services	500.00	132.42	367.58		1,050.00	300.49	749.51		6,000.00	5.0%	5,699.51
62414 Special Programs	300.00		300.00		700.00		700.00		8,000.00	0.0%	8,000.00
Total 41035 Communications/Community Dev	31,832.00	31,761.77	70.23		94,621.00	91,622.49	2,998.51		423,650.00	21.6%	332,027.51
Total Caledon Public Library-Lending Services	569,942.00	332,151.15	237,790.85		1,214,170.00	932,376.03	281,793.97		4,388,028.00	21.2%	3,455,651.97

Capital Project Expense Report - as of March 31, 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	66,114.00	418,706.02	31,293.98	93.0%	
59275 Capital Donations	250.00						
Total Library Collections and Materials (20-013)	450,250.00	352,592.02		418,706.02	31,543.98	93.0%	
20-014 Library IT Equipment	125,485	3,341.81	6,497.62	9,839.43	115,645.57	7.8%	
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		28,814.05		450,000.00	0.0%	
21-008 Library IT Equipment	73,000.00				73,000.00	0.0%	
21-009 Library Hotspot Replacement	10,200.00				10,200.00	0.0%	
21-011 Library Furniture Replacement	40,000.00				40,000.00	0.0%	
21-013 MDV Renovation to Maker, Media and Innovation	304,680.00				304,680.00	0.0%	

Library Reserve Balances - as of March 31, 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

Attachment 9-B



Quarterly and Annual Performance Measures and Statistics
First Quarter - January, February, March 2021



Active Library Members

12,379 ↓ -12.2%



Branch Visits

6,250 ↓ -89.1%



Total Items Borrowed and Used

64,700 ↓ -28.4%



Digital Titles Borrowed

23,904 ↑ 13.7%



Digital Resources Accessed

13,142 ↑ 41.1%

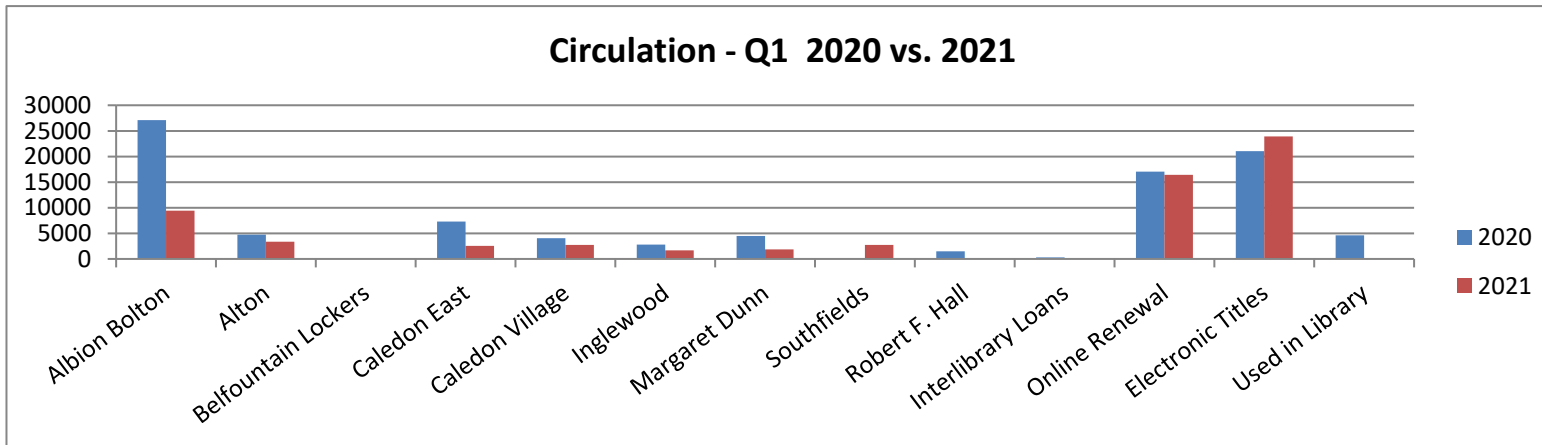


Program Participation

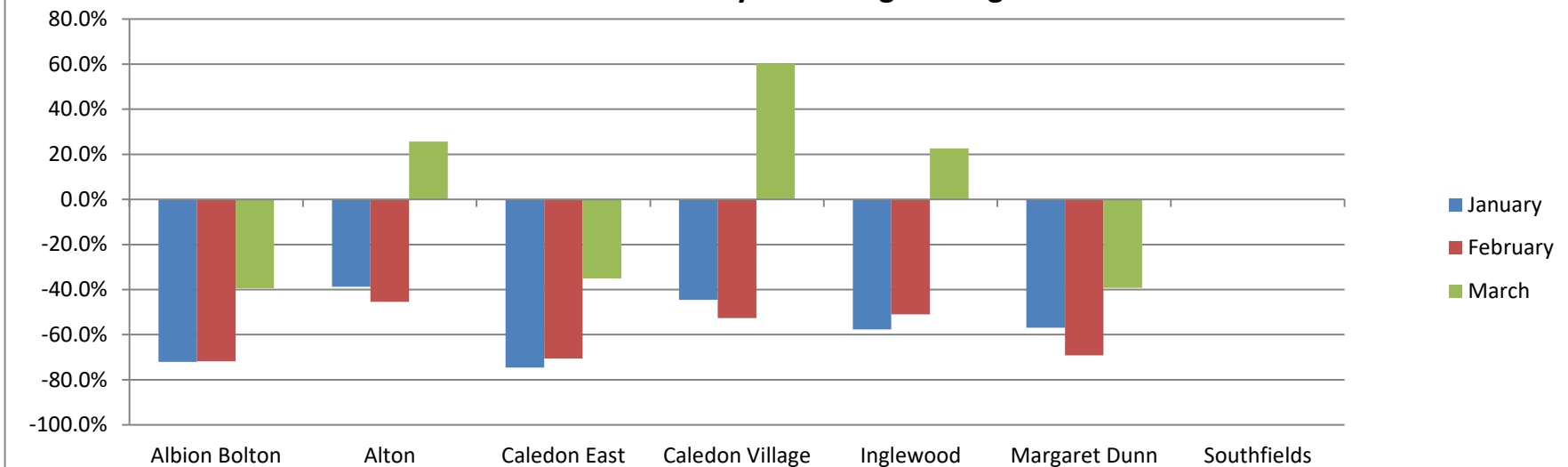
2,477 ↓ -49.1%

Circulation by Branch - Q1

	January			February			March			Q1 Total		
	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change
Albion Bolton	10950	3065	-72.0%	10553	2978	-71.8%	5572	3375	-39.4%	27075	9418	-65.2%
Alton	1874	1149	-38.7%	1969	1075	-45.4%	913	1147	25.6%	4756	3371	-29.1%
Belfountain Lockers	66	0	-100.0%	63	0	-100.0%	53	9	-83.0%	182	9	-95.1%
Caledon East	3033	770	-74.6%	2744	809	-70.5%	1510	981	-35.0%	7287	2560	-64.9%
Caledon Village	1668	926	-44.5%	1765	836	-52.6%	602	965	60.3%	4035	2727	-32.4%
Inglewood	1228	520	-57.7%	1042	511	-51.0%	526	645	22.6%	2796	1676	-40.1%
Margaret Dunn	1749	754	-56.9%	1836	566	-69.2%	903	549	-39.2%	4488	1869	-58.4%
Southfields	0	962	-	0	833	-	0	957	-	0	2752	-
Robert F. Hall	614	0	-100.0%	531	4	-99.2%	321	1	-99.7%	1466	5	-99.7%
Interlibrary Loans	105	0	-100.0%	120	0	-100.0%	52	0	-100.0%	277	0	-100.0%
Online Renewal	6511	6202	-4.7%	6815	5171	-24.1%	3693	5036	36.4%	17019	16409	-3.6%
Sub-Total	27798	14348	-48.4%	27438	12783	-53.4%	14145	13665	-3.4%	69381	40796	-41.2%
Electronic Titles	6765	8035	18.8%	6491	8039	23.8%	7771	7830	0.8%	21027	23904	13.7%
	34563	22383	-35.2%	33929	20822	-38.6%	21916	21495	-1.9%	90408	64700	-28.4%
Used in Library	2152	4	-99.8%	1838	0	-100.0%	605	0	-100.0%	4595	4	-99.9%
Total	36715	22387	-39.0%	35767	20822	-41.8%	22521	21495	-4.6%	95003	64704	-31.9%



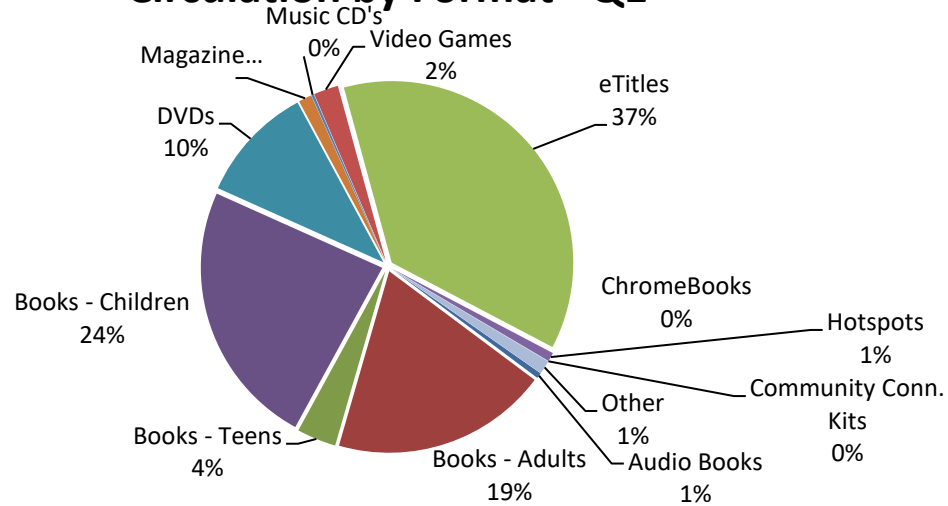
Branch Circulation - Monthly Percentage Change 2020 to 2021



Circulation by Format - Q1

	January			February			March			Q1 Total		
	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change	2020	2020	% Change
Audio Books	369	97	-73.7%	375	113	-69.9%	175	108	-38.3%	919	318	-65.4%
Books - Adults	7184	4394	-38.8%	6804	3899	-42.7%	3473	4165	19.9%	17461	12458	-28.7%
Books - Teens	1238	788	-36.3%	1276	750	-41.2%	606	724	19.5%	3120	2262	-27.5%
Books - Children	8689	5237	-39.7%	9221	4978	-46.0%	4819	5143	6.7%	22729	15358	-32.4%
DVDs	6788	2524	-62.8%	6319	2134	-66.2%	3258	2095	-35.7%	16365	6753	-58.7%
Magazines	864	246	-71.5%	806	187	-76.8%	373	329	-11.8%	2043	762	-62.7%
Music CD's	195	68	-65.1%	177	41	-76.8%	73	41	-43.8%	445	150	-66.3%
Video Games	1238	603	-51.3%	1344	402	-70.1%	673	419	-37.7%	3255	1424	-56.3%
eTitles	6765	8035	18.8%	6491	8039	23.8%	7771	7830	0.8%	21027	23904	13.7%
Hotspots	233	182	-21.9%	219	153	-30.1%	104	177	70.2%	556	512	-7.9%
ChromeBooks	16	1	-93.8%	33	9	-72.7%	9		-100.0%	58	10	-82.8%
Community Conn. Kits	0	1	-	0	2	-	0	2	-	0	5	-
Other	984	207	-79.0%	864	115	-86.7%	582	462	-20.6%	2430	784	-67.7%
Total	34563	22383	-35.2%	33929	20822	-38.6%	21916	21495	-1.9%	90408	64700	-28.4%

Circulation by Format - Q1



Library Activity - Q1

	January			February			March			Q1 Total		
	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change
New Members Added	205	166	-19.0%	208	125	-39.9%	162	150	-7.4%	575	441	-23.3%
Total Members/Cardholders										23218	24240	4.4%
Total Active Members/Cardholders (used within last two years)										14095	12379	-12.2%
Reference Queries	664	80	-88.0%	642	113	-82.4%	252	110	-56.3%	1558	303	-80.6%
Holds Placed	5460	8660	58.6%	4895	7301	49.2%	2630	8124	208.9%	12985	24085	85.5%
New Materials Added	1221	808	-33.8%	1693	1667	-1.5%	4754	2138	-55.0%	7668	4613	-39.8%

Visits by Branch - Q1

	January			February			March			Q1 Total		
	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change
Albion Bolton	9085	888	-90.2%	9229	856	-90.7%	4481	924	-79.4%	22795	2668	-88.3%
Alton		215			215			220			650	
Caledon East *	12614	226	-98.2%	9893	251	-97.5%	6126	294	-95.2%	28633	771	-97.3%
Caledon Village		289			246			282			817	
Inglewood		115			113			130			358	
Margaret Dunn	2687	185	-93.1%	2532	158	-93.8%	938	159	-83.0%	6157	502	-91.8%
Southfields	0	171	-	0	136	-	0	177	-	0	484	-
Total	24386	2089	-91.4%	21654	1975	-90.9%	11545	2186	-81.1%	57585	6250	-89.1%

Note: Branch visits were recorded only at the Albion Bolton, Caledon East, and Margaret Dunn branches prior to the pandemic.

Virtual Branch Use - Q1

	January			February			March			Q1 Total		
	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change
Website Usage												
Page views	31078	23463	-24.5%	28008	25401	-9.3%	25195	27609	9.6%	84281	76473	-9.3%
Users	7503	4971	-33.7%	7186	6043	-15.9%	5897	6232	5.7%	20586	17246	-16.2%
Catalogue Usage												
Page views	56,174	67,464	20.1%	56,856	56,675	-0.3%	37656	60249	60.0%	150686	184388	22.4%
Sessions	11,261	9,950	-11.6%	10,717	8,744	-18.4%	6787	9143	34.7%	28765	27837	-3.2%

Technology Use by Branch - Q1

		January			February			March			Q1 Total		
		2020	2021	% Change	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change
Workstations	Albion Bolton	1244	11	-99.1%	1173	2	-99.8%	772	82	-89.4%	3189	95	-97.0%
	Alton	88	1	-98.9%	110	1	-99.1%	50	14	-72.0%	248	16	-93.5%
	Caledon East	181	1	-99.4%	162	5	-96.9%	73	13	-82.2%	416	19	-95.4%
	Caledon Village	123	0	-100.0%	161	0	-100.0%	37	12	-67.6%	321	12	-96.3%
	Inglewood	62	0	-100.0%	61	0	-100.0%	44	18	-59.1%	167	18	-89.2%
	Margaret Dunn	330	0	-100.0%	301	0	-100.0%	108	20	-81.5%	739	20	-97.3%
	Southfields	0	1	-	0	0	-	0	16	-	0	17	-
	Total	2028	14	-99.3%	1968	8	-99.6%	1084	175	-83.9%	5080	197	-96.1%

		January			February			March			Q1 Total		
		2020	2021	% Change	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change
Wireless Network	Albion Bolton	3574	80	-97.8%	4416	85	-98.1%	2055	103	-95.0%	10045	268	-97.3%
	Alton	166	84	-49.4%	247	79	-68.0%	221	85	-61.5%	634	248	-60.9%
	Caledon East	1790	83	-95.4%	2024	140	-93.1%	1457	196	-86.5%	5271	419	-92.1%
	Caledon Village	187	35	-81.3%	230	34	-85.2%	147	50	-66.0%	564	119	-78.9%
	Inglewood	162	95	-41.4%	198	105	-47.0%	161	106	-34.2%	521	306	-41.3%
	Margaret Dunn	417	87	-79.1%	544	93	-82.9%	298	130	-56.4%	1259	310	-75.4%
	Southfields	0	205	-	0	186	-	0	283	-	0	674	-
	Total	6296	669	-89.4%	7659	722	-90.6%	4339	953	-78.0%	18294	2344	-87.2%

		January			February			March			Q1 Total		
		2020	2021	% Change	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change
ChromeBooks	Albion Bolton	16	1	-93.8%	33	9	-72.7%	9	0	-100.0%	58	10	-82.8%
	Southfields	0	0	-	0	0	-	0	0	-	0	0	-
	Total	16	1	57.1%	33	9	-72.7%	9	0	-100.0%	58	10	-82.8%

Digital Resource and eBook Usage - Q1

	January			February			March			Q1 Total		
	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change
Digital Items Borrowed												
Overdrive-eBooks	3409	3784	11.0%	3177	3403	7.1%	3592	3569	-0.6%	10178	10756	5.7%
Overdrive - eAudio	1413	1346	-4.7%	1363	1281	-6.0%	1296	1381	6.6%	4072	4008	-1.6%
Overdrive - Magazines	0	60	-	0	639	-	0	429	-	0	1128	-
Overdrive - Other	4	3	-25.0%	11	2	-81.8%	7	2	-71.4%	22	7	-68.2%
Hoopla - eBooks	488	919	88.3%	436	959	120.0%	772	897	16.2%	1696	2775	63.6%
Hoopla - eAudio	527	824	56.4%	455	755	65.9%	678	773	14.0%	1660	2352	41.7%
Hoopla - Video	254	534	110.2%	272	542	99.3%	507	449	-11.4%	1033	1525	47.6%
Hoopla - Music	73	83	13.7%	93	126	35.5%	131	114	-13.0%	297	323	8.8%
Kanopy	143	351	145.5%	94	304	223.4%	148	193	30.4%	385	848	120.3%
RBDigital (Zinio) Magazines*	444	116	-73.9%	574	0	-100.0%	623	0	-100.0%	1641	116	-92.9%
Flipster Magazines	10	15	50.0%	16	28	75.0%	17	23	35.3%	43	66	53.5%
Total Borrowed	6765	8035	18.8%	6491	8039	23.8%	7771	7830	0.8%	21027	23904	13.7%

* Zinio/RBDigital merged with Overdrive in February 2021 - The number of magazines borrowed are now reflected under Overdrive - Magazines.

Digital Resources Accessed												
Press Display	1467	1628	11.0%	1501	1355	-9.7%	1646	1447	-12.1%	4614	4430	-4.0%
Ancestry	346	2886	734.1%	832	1011	21.5%	602	918	52.5%	1780	4815	170.5%
Tumble Books Premier	144	370	156.9%	84	231	175.0%	170	150	-11.8%	398	751	88.7%
Consumer Reports	71	215	202.8%	138	103	-25.4%	105	96	-8.6%	314	414	31.8%
World Book	19	44	131.6%	182	2	-98.9%	8	35	337.5%	209	81	-61.2%
Gale Databases	11	106	863.6%	361	71	-80.3%	250	9	-96.4%	622	186	-70.1%
Novelist	55	306	456.4%	140	461	229.3%	148	309	108.8%	343	1076	213.7%
EBSCO	132	179	35.6%	138	59	-57.2%	73	28	-61.6%	343	266	-22.4%
Gale Courses	63	49	-22.2%	43	44	2.3%	75	30	-60.0%	181	123	-32.0%
Mango Languages	108	75	-30.6%	57	75	31.6%	71	49	-31.0%	236	199	-15.7%
New York Times *	45	18	-60.0%	62	14	-77.4%	24	7	-70.8%	131	39	-70.2%
Cypress Resume *	6	2	-66.7%	0	11	-	2	2	0.0%	8	15	87.5%
Reference Canada/InfoCanada*	3	0	-100.0%	0	0	-	1	2	100.0%	4	2	-50.0%
Creative Bug *	31	30	-3.2%	10	30	200.0%	19	3	-84.2%	60	63	5.0%
Niche Academy **	0	361	-	0	146	-	0	175	-	0	682	-
Road to the IELTS **	13	4	-69.2%	10	3	-70.0%	5	0	-100.0%	28	7	-75.0%
Total Accessed	2514	6273	149.5%	3558	3616	1.6%	3199	3260	1.9%	9271	13149	41.8%
Total Usage	9279	14308	54.2%	10049	11655	16.0%	10970	11090	1.1%	30298	37053	22.3%

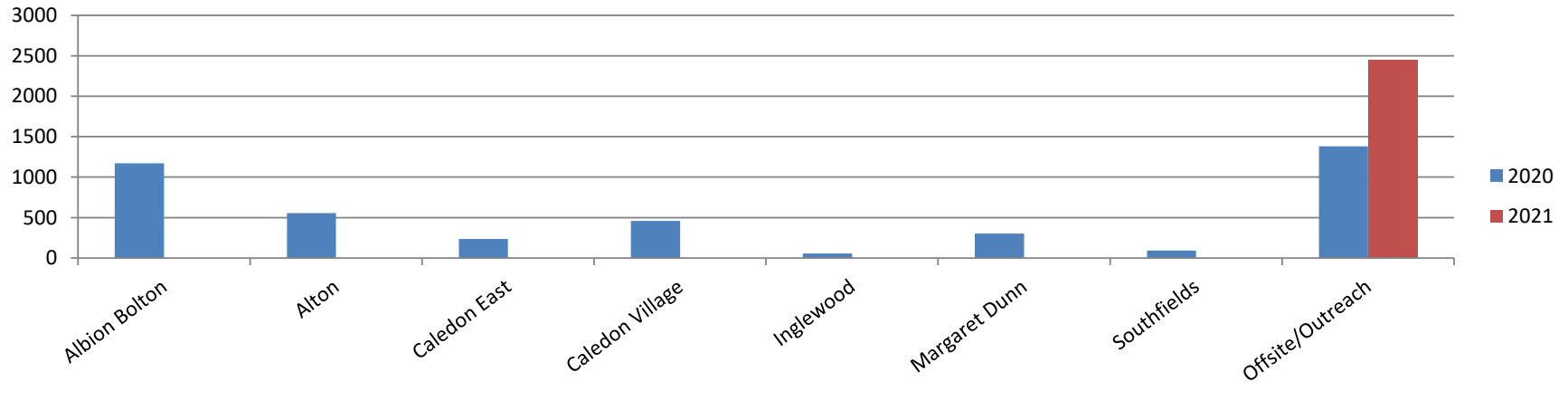
* New in 2019

** New in 2020

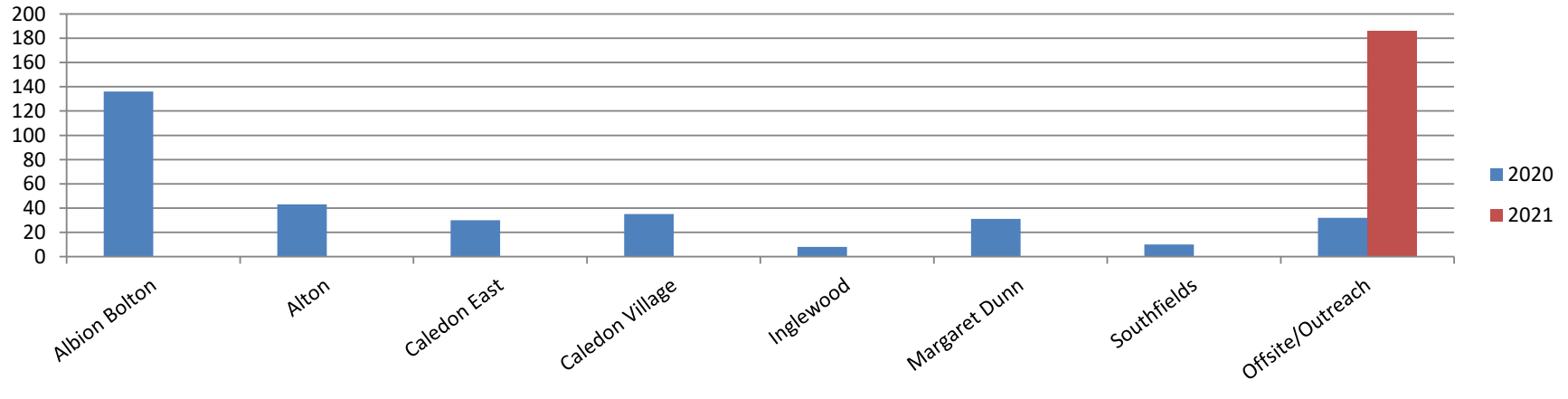
Programming by Branch - Q1

	January			February			March			Q1 Total		
	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change	2020	2021	% Change
Program Attendance												
Albion Bolton	512	0	-100.0%	468	0	-100.0%	193	0	-100.0%	1173	0	-100.0%
Alton	243	0	-100.0%	248	0	-100.0%	64	0	-100.0%	555	0	-100.0%
Caledon East	63	0	-100.0%	161	0	-100.0%	11	0	-100.0%	235	0	-100.0%
Caledon Village	311	0	-100.0%	95	0	-100.0%	52	0	-100.0%	458	0	-100.0%
Inglewood	20	0	-100.0%	18	0	-100.0%	20	0	-100.0%	58	0	-100.0%
Margaret Dunn	154	0	-100.0%	105	0	-100.0%	44	0	-100.0%	303	0	-100.0%
Southfields	33	0	-100.0%	41	0	-100.0%	18	0	-100.0%	92	0	-100.0%
Offsite/Outreach	1124	767	-31.8%	230	992	331.3%	27	690	2455.6%	1381	2449	77.3%
Total	2460	767	-68.8%	1366	992	-27.4%	429	690	60.8%	4255	2449	-42.4%
Contests & Activities	157	0	-100.0%	434	0	-100.0%	18	28	-	609	28	-95.4%
Grand Total	2617	767	-70.7%	1800	992	-44.9%	447	718	60.6%	4864	2477	-49.1%
Number of Programs												
Albion Bolton	65	0	-100.0%	53	0	-100.0%	18	0	-100.0%	136	0	-100.0%
Alton	20	0	-100.0%	16	0	-100.0%	7	0	-100.0%	43	0	-100.0%
Caledon East	14	0	-100.0%	13	0	-100.0%	3	0	-100.0%	30	0	-100.0%
Caledon Village	14	0	-100.0%	14	0	-100.0%	7	0	-100.0%	35	0	-100.0%
Inglewood	4	0	-100.0%	3	0	-100.0%	1	0	-100.0%	8	0	-100.0%
Margaret Dunn	14	0	-100.0%	13	0	-100.0%	4	0	-100.0%	31	0	-100.0%
Southfields	4	0	-100.0%	4	0	-100.0%	2	0	-100.0%	10	0	-100.0%
Offsite/Outreach	16	68	325.0%	15	66	340.0%	1	52	5100.0%	32	186	481.3%
Total	151	68	-55.0%	131	66	-49.6%	43	52	20.9%	325	186	-42.8%
Volunteer Hours	11.5	25	117.4%	21	65	209.5%	9	32	255.6%	41.5	122	194.0%

Program Attendance - Q1 2020 vs. 2021



Programs Offered - Q1 2020 vs. 2021



Attachment 9-C

Date: April 19, 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

At the direction of the Board, an Advocacy Policy was first drafted in March 2017. This marks the second review, with only minor revisions recommended within [Appendix A](#). Suggested improvements are informed by the responsibility of the Board to speak with one voice and to align with guidelines of the Caledon Public Library Social Media Policy.

Prompted by this policy, an Advocacy Plan is to be drafted for the Advocacy and Fundraising Committee's consideration at their June meeting. Given this timing, the proposed document will not be limited to the current year but will extend through to the end of 2022 and the end of the current Board term. Language has been added to the policy to confirm the full Board's commitment to support the resulting deliverables.

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	[review date] 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, the CEO/Chief Librarian and 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.
 - 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 annually, to inform Council of the Library's resources, services, plans and achievements.
- Work toward having a 'voice at the table' 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 10-A

Caledon Public Library Board
Advocacy and Fundraising Committee
Meeting
Wednesday, March 18, 2021
6:00 p.m.



MINUTES

Present: Sheralyn Roman (Chair); Brenda Clark; Catherine Jackson; Janet Manning

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

This meeting was conducted electronically

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

2. Apologies for non-attendance: None

3. Approval of the Agenda

Motion: That the Caledon Public Library Advocacy and Fundraising Committee approve the agenda, including the addition of CELA Correspondence under Advocacy and Fundraising Opportunities for Discussion.

Moved: Brenda Clark

Seconded: Catherine Jackson

Carried.

4. Disclosure of pecuniary interest: None

5. Notes and minutes of previous meetings.

a. May 29, 2019

Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the minutes of the meeting held on May 29, 2019

Moved: Catherine Jackson

Seconded: Janet Manning

Carried.

6. Confirmation of Committee Chair

The current Chair called for interest in or nominations for the position of Committee Chair for a term to end on December 31, 2022 or until such a time that a new Chair is in place.

Janet Manning nominated Sheralyn Roman to continue in the roll of Chair. No other names were put forth and support for this appointment was voiced.

Motion: That the Caledon Public Library Advocacy and Fundraising Committee approve the appointment of Sheralyn Roman as Committee Chair for a term to end on December 31, 2022 or until such a time that a new Chair is in place.

Moved: Janet Manning

Seconded: Brenda Clark

Carried.

7. Items arising from the Minutes

a. Discussion of Advocacy Efforts to Municipal Council

The committee discussed past efforts to implement a one-to-one advocacy strategy, encouraging regular communications with each member of Council by a designated Board representative. Given the current challenges resulting from the pandemic and the related increase in demands on Council, it was determined that this targeted approach be parked – though may be reconsidered in the future. Instead, advocacy efforts should focus on communications to Council as a whole, highlighting the Library's commitment to support Caledon's social and economic recovery.

Initial actions will include the sharing of correspondence to Council, thanking them for their time and insights in support of the Library's new strategic plan and confirming our intent to present the plan at a meeting of Council once complete.

8. Advocacy and Fundraising Documents

a. Advocacy Policy

Recommendations for revisions to the policy were solicited in advance of the drafted review to be considered by the full Board. Items of note included the documented requirement that an annual advocacy plan be created. Such a plan will be developed for the committee's consideration at the June meeting. Committee members were asked to advise the CEO/Chief Librarian of any suggested policy revisions by April 2, 2021.

b. Fundraising Work Plan

Mary Maw presented the drafted 2021 Fundraising Work Plan, highlighting the recommended phased approach in implementing these new staff responsibilities, ensuring adequate organizational capacity. Further suggestions included:

- the creation of standard grant language/template to ensure consistency and ease in drafting applications
- the development of fundraising targets to be put in place in 2022

Motion: That the Caledon Public Library Advocacy and Fundraising Committee approve the Fundraising Work Plan

Moved: Brenda Clark

Seconded: Catherine Jackson

Carried.

9. Advocacy and Fundraising Opportunities for Discussion

a. Healthy Communities Initiative Submission

CEO/Chief Librarian reported on the recently submitted application valued at \$108,625 in support of the Southfields Village Reading Garden. The proposed project includes the installation of shade sails, outdoor furniture and raise planters as well as the programming of the space. In addition to library delivered programs, the proposal includes programs to be delivered in partnership with Punjabi Community Health Services and Town of Caledon Community Services. The Library has been informed that applicants will be advised of their application status by April 30, 2021.

b. Presentation of Strategic Plan to Council

It was determined that the presentation to Council be delivered by the CEO/Chief Librarian rather than the planning consultant. The presentation will focus on areas

where library priorities align with those of Council. Insights from Council representatives to the Board will be sought in advance of finalizing the presentation. The CEO/Chief Librarian will work with Town Senior Leadership to schedule this presentation once the final plan is drafted and adopted by the Board. Opportunities for including Board representatives within the delegation to Council will also be encouraged as a means of demonstrating Board support for the plan.

c. Annual Report 2020 Video

Mary Maw shared the work that has already been done in planning for the Annual Report video – focusing on a theme of “we made it through together”. The short video will highlight the challenges of 2020 as well as CPL’s success in mitigating these challenges by adapting and evolving services – and working with others. It is anticipated that this video will be available for consideration and approval by the Board at the April meeting. Discussions included the options for disseminating the video and the possibility of extracting short snippets (15 seconds) to be shared via social media.

d. CELA Correspondence

The announcements of funding cuts to the CELA program resulted in significant advocacy efforts. This work resulted in the restoration of \$1 million in funding for the 2021-22 budget year. As a result of this news, it was determined that a letter of thanks be drafted to Minister Qualthrough, copied to MP Kyle Seeback, from the Board Chair and CEO/Chief Librarian. This correspondence will stress the importance of funding of this program beyond 2022.

Motion: That the Caledon Public Library Advocacy and Fundraising Committee direct the CEO/Chief Librarian to draft a letter of thanks to Minister Qualthrough and MP Kyle Seeback in support of continued funding to CELA.

Moved: Catherine Jackson

Seconded: Brenda Clark

Carried.

e. Discussion of next steps and committee deliverables

Identified next steps and deliverables include:

- Letter of thanks to Council
- Letter of thanks and support for funding of CELA
- Discussion of social media as an advocacy tool to be included in June committee agenda
- Committee members to support staff by advising of local sponsorship, fundraising, and/or partnership opportunities/contacts.

10. Next meeting – Thursday, June 10, 2021 – 6 PM

11. Adjournment

Motion: That the meeting adjourn.

Moved: Brenda Clark

Seconded: Catherine Jackson

Carried.

The meeting adjourned at 8:05 PM

CALEDON PUBLIC LIBRARY – FUNDRAISING WORK PLAN 2021

Updated and approved March 18, 2021

MONTH	FUNDRAISING AND SPONSORSHIP OPPORTUNITIES	STAFF ACTIONS	REPORTS TO THE COMMITTEE	COMMITTEE ACTION
January 2021		✓ Revise terms of reference for the Advocacy Committee to reflect the groups expanded fundraising scope		✓ Members of the Fundraising/Advocacy Committee recommitted with revised terms of reference
February 2021	<ul style="list-style-type: none"> ✓ Initiated relationships with local businesses ✓ Networking opportunities 	✓ CPL joined Caledon Chamber of Commerce		
March 2021	<ul style="list-style-type: none"> • Healthy Communities Grant Opportunity - Application Due March 9, 2021 	<ul style="list-style-type: none"> • Prepare CPL Fundraising Workplan for 2021 • Investigate grant opportunities 	<ul style="list-style-type: none"> • CPL Fundraising workplan 2021 presented for review 	<ul style="list-style-type: none"> • Meeting of Advocacy/Fundraising Committee
April 2021	<ul style="list-style-type: none"> • Planned Gifts/Bequests 	<ul style="list-style-type: none"> • Create Planned Giving Marketing Materials, initiate contact with funeral homes, estate lawyers 		<ul style="list-style-type: none"> • Provide referrals/recommend community contacts
May 2021	<ul style="list-style-type: none"> • Sharing library information and encourage investment in CPL 	<ul style="list-style-type: none"> • CEO and Manager of CCD to prepare library presentation and reach out to community service clubs to build and nurture relationships 		<ul style="list-style-type: none"> • Provide referrals/recommend community contacts
June 2021	<ul style="list-style-type: none"> • Sponsorship for Summer Initiatives 	<ul style="list-style-type: none"> • Seek out local business support (Domino's Pizza) 	<ul style="list-style-type: none"> • Quarterly Fundraising Work Plan Report 	<ul style="list-style-type: none"> • Meeting of Advocacy/Fundraising Committee

July 2021				
August 2021 (tentative)				
September 2021	<ul style="list-style-type: none"> • Sponsorship and donation in support of ineligible costs associated with the <i>ICIP: Community, Culture and Recreation Stream – Rehabilitation and Renovation Intake Grant</i> for the MDV branch 	<ul style="list-style-type: none"> • Confirmation of project needs and funding opportunities 	<ul style="list-style-type: none"> • Quarterly Fundraising Work Plan Report 	<ul style="list-style-type: none"> • Meeting of Advocacy/Fundraising Committee
October 2021	<ul style="list-style-type: none"> • Fundraising Event • Love your Library Campaign 	<ul style="list-style-type: none"> • Investigate and plan potential fundraising event (Block Party/Library After Hours) • Proclamation by Town of Caledon “October Love Your Library” month 		
November 2021				
December 2021	<ul style="list-style-type: none"> • Giving Tuesday 	<ul style="list-style-type: none"> • Create campaign through Canada Helps 	<ul style="list-style-type: none"> • Quarterly Fundraising Work Plan Report 	<ul style="list-style-type: none"> • Meeting of Advocacy/Fundraising Committee

Attachment 10-B

Joint Strategic Planning Committee Meeting

Wednesday, March 24, 2021

4:00 p.m.



MINUTES

Kelley Potter

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

1. Call to Order

The meeting was called to order at 4:01 pm

2. Apologies for non-attendance

None

3. Approval of the Agenda

4. Review of previous meeting minutes

- a. Joint Strategic Planning Committee Meeting Minutes of February 17, 2021

5. Business Arising from the Minutes

None

6. Consultant's Reports and Supporting Documents

Discussion	
<p>The following captures many, though not all, points raised during this very fulsome discussion.</p> <p>Stephen presented a power point going over which priorities rose to the top of the survey results:</p> <ol style="list-style-type: none">1. Community Hub2. Building Internal Capacity3. Building up CPL to Support Caledon's Growth4. Innovation Hub	

Tied for 5th

- a. Ambassadors for Inclusion
- b. Addressing the Broader Digital Divide
- c. Focus on Residents' Needs
- d. Literacy

Discussions began with Priority A: Community Hub, providing spaces, services, programs and events that engage, inspire, delight and empower

- We need to be asking, does this feel right? Does this resonate? Because under each of these we need to be able to have implementation tasks.
- This is not really saying anything; do we need to reframe it?
- Perhaps more like 'centre of the villages and connector of the whole of Caledon'

A suggestion was made to first look at the mission and vision – as a means of clarifying our priorities?

Looked at Mission

- Discussed that if we define hub as spaces only, we are not fulfilling our mandate
- Start with a power verb?
- We need to change the Vision to be bigger/bolder

Recommendation to consider taking those top priorities and creating 3 ultimate priorities that encompass more of those things

1. Focus on community growth and improvement (innovation)
This becomes about growing CPL in advance of the population growth, so we are prepared and sustainable, also about creation, innovation (maker spaces) and partnerships
2. Focus on Diversity, Equity and Inclusion, it's our responsibility as an organization to be a leader in this area.
This becomes about inclusiveness, belonging, but also about celebrating culture, local history
3. Addressing Residents' Needs
This becomes about addressing the digital divide, helping with recovery, raising our awareness, letting residents know how we can help, looking at open hours, access in general (open access)

The above 3 tie in all together

We are the Heart of the Villages and the Connector for Caledon, Creating the Bridge to Possible

- Stephen noted that we need to be a hybrid of digital and in person branches
- As the only municipally funded organization dealing with culture, what is our responsibility?

If we are having 3 priorities max, then these need to be the high-level pillars that are phrased in a clear and simple matter so that it is very clear

<p>what we mean, under these would be the more specific actions. Ex. under Growth, master plan for 2022!</p> <p>There may be things that we are heading towards, but are not able to fully accomplish the broad ideal within the term of the plan. We need to set measurable actions with clear goals so that evaluating is very clear and there is some accountability. Ex. How many residents are active cardholders, how many do we want to add?</p> <p>What's not here?</p> <ul style="list-style-type: none"> • Note to make partnerships a priority, align with Town/Council directives/initiatives • Reminder that things like Literacy are the fundamentals of what we do, isn't this plan more about creating strategies to move specific priorities forward? • Things to be sure we include in our Values; partnerships, staff • Some good examples and takeaways in the draft report Age-Friendly Caledon • Is there a way to tie in to the domain from the Canadian Index of Wellbeing that local organizations are supporting currently? Community Vitality, <p>Reminder of our core service: Knowledge Transfer. . .and Community Connector</p>	
<p>Next Steps</p> <p>Draft report including the following for committee consideration:</p> <ul style="list-style-type: none"> • Examples of Mission and Vision, based on discussions • Identify priorities, and goal • Values • Objectives, many so that we can revise as necessary, these can also help to define the role of the Board <p>Send out Age-Friendly document and link to Canadian Index of Well-Being</p> <p>Meet in two weeks, (April 7.2021), meeting request to follow</p> <p>Meet again two weeks (April 21, 2021) after that with the aim to get fulsome plan to Board for May meeting</p>	<p>Responsibility/When</p> <p>Stephen to send out to committee by Wednesday March 31.2021</p> <p>Colleen</p> <p>Colleen</p> <p>Colleen</p>

Joint Strategic Planning Committee Meeting

Thursday, April 8, 2020

4:00 p.m.



MINUTES

Present: Janet Manning (Chair); David Betty and Brenda Clark

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

Guest: Stephen Abram – Lighthouse Consulting

Note: This meeting was conducted electronically.

1. Call to Order

The meeting was called to order at 4:00 PM

2. Apologies for non-attendance:

None

3. Strategic Planning Process

There was a discussion around the Strategic Planning process that took place in a closed meeting (meaning without the consultant present) from 4:00 to 4:30 pm. The committee felt that the plan thus far was too generic, not enough Caledon specific. The hope today is to get a Mission, Vision and some Priorities fleshed out.

4. Consultant's Report and Ensuing Discussion

Stephen joined meeting at 4:31 pm

Discussion regarding Stephen's proposed process for moving forward in a manner that results in a plan customized for Caledon.

Reviewed the drivers provided within the consultant's presentation and added the following:

- Isolation
- Covid Recovery
- Diversity, really there, just using more words like 'inclusion' instead of diversity
- Outreach; reaching beyond the walls of the library

The committee worked collaboratively to develop a new vision and mission and make minor improvements to our core values.

Vision

David proposed the following:

To be the preferred conduit for knowledge through collaboration, innovation, exploration and discovery

Lots of discussion around Vision, used Colleen's suggestion as a starting point and ultimately arrived at this:

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

Mission

David proposed the following:

CPL will leverage its partnerships, provide programming, employ technology and best practices to foster creativity, encourage collaboration, cultivate lifelong learning and empower its residents to embrace the future.

Again, lots of discussion around Mission, started with Colleen's proposed language and ultimately arrived at this:

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

This also allows us to use those three great words in marketing/branding moving forward:

Empower. Spark. Energize!

Core Values (refer to SA slides)

Revisions included changing Diversity to Trust, Inclusion and Equity

Include commit to staff

A note around Celebrating Culture, this would include local history

Next steps:

To create a new set of priorities and then create the goals underneath these

We had a look at the RFP around this process, specifically at the deliverables

Stephen is to send committee a more complete plan in advance of next meeting

5. Review of previous meeting minutes

- a. Joint Strategic Planning Committee Meeting Minutes of March 24, 2021

6. Business Arising from the Minutes

None

Meeting adjourned at 6:15 pm

Attachment 13-A

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2021

Updated April 19, 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 	<ul style="list-style-type: none"> • 2020 Q1 Statistics Report • Annual Report 2020 • Drafted policy • Training details 	<ul style="list-style-type: none"> • OLS Board Assembly Meeting • Variance Review – Q1 2021

May 2021	<ul style="list-style-type: none"> Review of Bed Bug Prevention and Containment Policy Receipt of Final Strategic Plan 2021-2024 – deferred from March 	<ul style="list-style-type: none"> Drafted policy Drafted strategic plan 	<ul style="list-style-type: none"> Meeting of CEO Assessment Committee
June 2021	<ul style="list-style-type: none"> Review of Social Media Policy CEO Annual Performance Evaluation 	<ul style="list-style-type: none"> Drafted policies 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 Dissolvement of ad hoc strategic planning committee – deferred from April
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 	<ul style="list-style-type: none"> Drafted policy 	<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