

AGENDA

This meeting will be hosted electronically.

Members of the public may attend by calling 1.647.558.0588 and entering meeting ID 894 8473 4409 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

As we gather, we are reminded that the Caledon Public Library sits on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. In particular we acknowledge the territory of the Huron-Wendat and Haudenosaunee peoples.

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

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

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

3. Apologies for non-attendance

4. Approval of the agenda

5. Disclosure of pecuniary interest

6. Consent agenda

(All items under the Consent Agenda are considered to be routine and have been read by all Board members before the meeting. The items are recommended for approval by the Chair. They may be enacted in one motion. If any member wishes to discuss an item, it can be moved anywhere in the agenda.)

a. Minutes of the January 17, 2022 meeting (Attachment 6-A)

b. CEO/Chief Librarian's Report (Attachment 6-B)

c. Monthly Strategic Actions Update (Attachment 6-C)

d. Correspondence

7. Business arising from the minutes

8. Staff Reports

- a. Treasurer's Report and Financial Statements (Attachment 8-A)
- b. Planning Policy Report (Attachment 8-B)
- c. Board By-Law Report (Attachment 8-C)
- d. Annual Board Assessment Policy Report (Attachment 8-D)
- e. Rights and Safety of Children and Teens in the Library Report (Attachment 8-E)

9. CLOSED SESSION

- a. Confidential Report re: Personal matters about an identifiable individual – CEO/Chief Librarian Compensation
- b. Confidential Report re: Personal matters about an identifiable individual – Naming of Library Maker Spaces
- c. Confidential Report re: Security of the property of the Board – Bolton Branch Artwork

10. New business

11. Board Development

- a. Discussion of OLA Super Conference Key Learnings

12. Board Work Plan

- a. 2022 Board Work Plan Review (Attachment 12-A)

13. Public question period

14. Meeting Evaluation

15. Upcoming Events and Development Opportunities

16. Time of next regular meeting

- a. Monday, April 11, 2022, 6:00 PM - Southfields Village Branch

17. Adjournment

Attached documents:

- 6-A Minutes of the January 17, 2022 meeting
- 6-B CEO/Chief Librarian's Report
- 6-C Monthly Strategic Actions Update
- 8-A Treasurer's Report and Financial Statements
- 8-B Planning Policy Report
- 8-C Board By-Law Report
- 8-D Annual Board Assessment Policy Report
- 8-E Rights and Safety of Children and Teens in the Library Report
- 12-A 2022 Board Work Plan

Attachment 6-A

Caledon Public Library Board Meeting
Monday January 17th, 2022
6:00 p.m.



MINUTES

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

Staff: Colleen Lipp – CEO | Chief Librarian; Anna Fitzcharles, Administrative Assistant; Amandip Dhani, Coordinator, Information Services; Samantha Dillane, Branch Manager, Public Service; Debra Mann, Digital Literacy and Access Coordinator, Information Services; Megan Renkema, Manager, Information Services.

Absent:

Note: This meeting was conducted electronically

1. The Chair called the meeting to order at 6:02 PM

2. Indigenous Acknowledgment

As we gather, we are reminded that the Caledon Public Library sits on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. In particular we acknowledge the territory of the Huron-Wendat, and Haudenosaunee peoples.

We 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: none

4. Approval of the Agenda

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

Moved: Brenda Clark

Seconded: Sheralyn Roman

Carried.

5. Disclosure of pecuniary interest: none

6. Presentation

- a. Amandip Dhama and Samantha Dillane shared the CPL Diversity, Equity and Initiatives 2021 presentation.
- b. Debra Mann and Megan Renkema shared the New Catalogue and provided a demonstration of Bibliocommons.

7. Consent Agenda

- a. **Minutes of the December 13th, 2021 meeting**
- b. **CEO/Chief Librarian's Report**
- c. **Monthly Strategic Actions Update**

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

Moved: Paula Civiero

Seconded: David Betty

Carried.

8. Business arising from the minutes: none

9. Staff Reports

- a. **Treasurer's Report and Financial Statements**

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

Moved: Councillor Christina Early

Seconded: David Betty

Carried.

Councillor Christina Early and Councillor Tony Rosa left the meeting at 6:58 PM

- b. **Quarterly and Year End Performance Measures and Statistics 2021**

Motion: That the Caledon Public Library Board receive the Quarterly and Year End Performance Measures and Statistics – Q4 2021.

Moved: Jacquelyn Iafrate

Seconded: Brenda Clark

Carried.

- c. **2021 Strategic Action Year-End Status Report**

Motion: That the Caledon Public Library Board receive the Strategic Action 2021 Year-End Status Report.

Moved: Sheralyn Roman

Seconded: Brenda Clark

Carried.

- d. **Operational Policy Report**

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

Moved: Sheralyn Roman

Seconded: Catherine Jackson

Carried.

- e. **Privacy Policy Report**

Motion: That the Caledon Public Library Board approve and adopt the revised Privacy Policy as amended and discussed at tonight's meeting of the Board.

Moved: Sheralyn Roman
Carried.

Seconded: Brenda Clark

10. New Business: none

11. Board Work Plan

a. 2022 Board Work Plan Review

Motion: That the Caledon Public Library Board receive and approve the revised 2022 Work Plan.

Moved: Paula Civiero
Carried.

Seconded: Catherine Jackson

12. Public Question Period: No members of the public were present.

13. Upcoming Events and Development Opportunities

a. OLA Super Conference – February 1-5, 2022

14. Time of next regular meeting:

a. **Monday, March 21st, 2022, 6:00 PM**

15. Adjournment

Motion: That the meeting adjourn.

Moved: David Betty
Carried.

Seconded: Catherine Jackson

The meeting adjourned at 7:45 PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 6-B

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
March 2022



Advocacy and Investment

OLA and FOPL Ontario Pre-Budget Submission

As the primary advocates and lobbyists in support of public libraries across the province, the Ontario Library Association (OLA) and the Federation of Ontario Public Libraries (FOPL) have again worked in tandem to develop a proposal for consideration by the provincial government in advance of the 2022/23 budget. This proposal includes the following three key recommendations:

1. Keep local public libraries across Ontario sustainable by enhancing provincial operating funding for public libraries and ensure that this increased support reaches those libraries where it is most needed.
2. Working alongside First Nations Public Library leaders, rapidly implement a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully-funded and viable. This includes increasing direct provincial funding support to sustainably fund library operations and ensure a living income for frontline library staff in these communities.
3. Provide critical e-learning support and fair access to modern, digital resources for all Ontario public libraries by creating an Ontario Digital Public Library, leveraging the province's significant purchasing power to give all Ontarians access to a common core of high-quality e-learning & online resources and more e-books.

Further details are referenced within the drafted briefing document, attached as [Appendix A](#).

All public libraries are being called up to assist in OLA and FOPL's efforts by reaching out to local Members of Provincial Parliament as well as declared candidates in the upcoming provincial election. Sample correspondence will be provided for this purpose and will be used to draft joint correspondence from all libraries within Dufferin-Caledon, demonstrating broad and cohesive support for the proposal.

Pandemic Response

Hours of Operation

As the province continues to reopen and lift restrictions, the Library has resumed our phased return to pre-pandemic hours of operation. Monday services resumed at the Albion Bolton and Southfields Village Branch on February 28th and the Inglewood Branch was able to reopen on March 1st upon completion of emergency structural improvements. Hours of operation will next

expand on Monday, April 4th. As per the following table, we will again be moving to the hours of operation that were original proposed to be implemented in early January.

Branch	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	Current	Expanded	Current	Expanded	Current	Expanded	Current	Expanded	Current	Expanded	Current	Expanded
Alton	Closed	Closed	10-6	10-8:30	1-8	12:30-8:30	10-4	10-6	Closed	Closed	10-4	10-4
Bolton	10-8	10-8:30	10-8	10-8:30	10-8	10-8:30	1-8	10-8:30	10-6	10-6	10-4	10-4
C. East	Closed	10-6	10-8	10-8:30	10-8	10-8:30	2-8	10-8:30	10-6	10-6	10-4	10-4
C.Village	Closed	Closed	2-8	2-8:30	10-4	10-6	2-8	10-8:30	10-6	10-6	10-4	10-4
Inglewood	Closed	Closed	2-8	2-8:30	10-4	10-6	2-8	2-8:30	Closed	Closed	10-4	10-4
MDV	Closed	Closed	2-8	2-8:30	10-4	10-6	2-8	2-8:30	10-6	10-6	10-4	10-4
Southfields	10-8	10-8:30	10-8	10-8:30	10-8	10-8:30	1-8	10-8:30	10-6	10-6	10-4	10-4

This allows for a near-full return to pre-pandemic hours, with the exception of Sunday hours in Albion Bolton and Southfields Village and Mondays in Margaret Dunn Valleywood. As Sunday hours typically cease over the summer months, Sunday hours will resume following Labour Day. A review of the hours of operation in Valleywood will be prompted by the renovation and resulting shifted service model, and will consider current shifts in demand resulting from the opening of Southfields Village.

Capacity and Physical Distancing

All branches, with the exception of Albion Bolton, have returned to standard pre-pandemic capacity limits, with no need for regular monitoring. While the need to maintain physical distancing continues, it is anticipated that this will be self-regulated by library visitors. Work to remove furniture from storage and replace throughout branches is underway. A more cautious approach is being taken with the placement of furniture within meeting and program spaces as well as in spaces dedicated to public computer use.

In-Person Programming and Meetings

We are slowly returning to in-person programming with a small number of children’s programs offered on site during March Break. These included Osmo Tech Time and French Story Time. Workshops in support of the Seniors Connection Kits are also being delivered in person. As a means of ensuring physical distancing, all onsite programs to date have required pre-registration and have been delivered at the Southfields Village Branch. A return to open programs, particularly at the smaller branches, is more challenging. A phased return to these programs will be fully informed by public health guidelines and best practice within the public library sector. At this point, it is difficult to determine how zoom fatigue and desired return to some sense of normalcy may be countered by continued anxieties and hesitation to return to public spaces. As such, it is also difficult to predict the uptake on in-person programs.

In person meetings are also being managed in a phased manner. As per the Board-approved meeting schedule, the April meeting will be hosted on site in Southfields – though remote access can be made available as needed. It is likely that most group staff meetings will remain largely

virtual until such time that the Albion Bolton Branch renovation is complete and our hybrid work model is implemented.

Masking

The provincial mask mandate is to be lifted on March 21st, removing the requirement that masks be worn in most indoor settings, including libraries. The Library will continue to align its masking requirements with those of the Town and the timing of the lifting of Caledon's local masking by-law. Further information is required to confirm any continued requirements for staff masking. That being said, staff who wish to continue wearing a mask, even once no longer required, will be encouraged to do so.

Vaccination and Screening

As of the writing of this report, the Town's Employee Vaccination Policy remains in place and no information has been communicated regarding any plans to rescind. Requirements for all staff to complete the online screening form, prior to entering any work site, remain in place.

Library Facilities and Services

Albion Bolton Renovation

Work on the project's second phase is well underway. The most recent project timelines suggest substantial completion in mid-May. This will then be followed by the installation of furniture and technologies and the relocation of library collections, tentatively allowing for the reopening of the completed branch in early June.

Services are currently limited to holds pickup and computer use with no public access to the completed portions of the branch. Opening of the first floor has been delayed by the need for alterations to the new service desk and the relocation of electrical and data ports in support of public workstations. Pending the completion of this work, visitors will be able to access the renovated areas of the main floor through a secondary entrance, in advance of the reopening of the full branch.

Margaret Dunn Valleywood Refurbishment

A Negotiated Request for Proposals (NRFP) to obtain the design-build services of a qualified general contractor has been issued. This call has been closed and a review of received proposals is underway. Pending the identification of the successful proponent, work will begin to complete the project design, with construction tentatively scheduled to begin in late Summer with substantial completion anticipated in December 2022.

Southfields Village Reading Garden

Design of the shade structure in the Reading Garden is underway and procurement for other components of the garden is in progress. Though the final selection of finishes has not yet been confirming, the following early rendering has been provided by the vendor and will be featured in project signage and promotions. It is anticipated that the Reading Garden will be completed and ready to open to the public in May.



Facilities Agreement with Town

Work has resumed to finalize an agreement with the Town regarding branches located within municipal facilities. Town Legal Services have advised that a General Agreement is the most suitable approach, rather than a Memorandum of Understanding or Lease Agreement. The Library has also been advised that CPL will need to retain independent legal counsel to assist in finalizing this process.

Board and Staff Development

Ontario Library Association Super Conference 2022

The 2022 Super Conference was again a very different experience from the traditional in-person event. That being said, the conference provided a wide variety of sessions and the virtual format again allowed for greater attendance by library team members— with nearly all permanent full-time and part-time staff participating in some capacity. All staff and trustees will continue to have access to recorded sessions for six months following the event. In addition to the sessions provided as part of the OLBA Boot Camp, the following recorded offerings might be of interest to members of the Board:

- Keynote: Priya Parker and the New Era of (Re) Gathering
- Inviting a Dragon for Tea?! Tips for Working with Trustees & Politicians
- Revisiting Our Palaces for the People: Perspectives on Libraries During Good Times and Bad
- Public Library Spotlight: Dr. Naheed Dosani
- A Little Bit of Luck, a Whole Lot of Planning: Designing a New Library in the Midst of a Global Pandemic

- Library Board Governance During the Pandemic and Implementation of Hybrid Meetings in the Future

Staffing News

Hybrid Work Model

A working group of Managers was formed to confirm CPL's new hybrid work model. This work was prompted by the realization that much of our work can be done remotely and the need to create work space, as part of the Albion Bolton Branch renovation, that can accommodate a growing staff compliment within one location. This has also informed the design of the Albion Bolton Branch. Limited square footage, as well as the desire to have dedicated meeting space, has necessitated a reliance on shared work spaces. Most members of the management team will be working in shared office spaces located on the lower level. A shared workspace for all staff of the Communications and Community Development, Information Services, Information Technology and Youth Services has been created on the second floor. This space will feature hot desks that can be used by those scheduled to be on site on a given day.

A new hybrid schedule was developed with the following considerations:

- Adequate coverage for all service points and service needs;
- Sufficient workspace to accommodate those on site;
- Opportunities for regular interaction amongst all team members; and
- The installation of technologies that support hybrid meetings.

The resulting schedule will be implemented upon full completion of the Albion Bolton Branch renovation and will require that participating staff work an average of 3 days each week on site. The remaining days will be worked from home. Public Service Coordinator, Assistants and Pages are excluded from this model as their role and responsibilities require them to be on site and do not support remote work.

Staff Appointments

Dana Pugh has accepted an offer of employment as CPL newest Coordinator, Public Service, working primarily at the Caledon East Branch. Dana holds a Bachelor of Arts from the University of Toronto and will soon be completing a diploma in Library Techniques from Seneca College.

Management Recruitment

Despite continued recruitment efforts, the Manager of Information Technology position remains vacant. The position has been posted broadly twice and has prompted significant interest from qualified applicants. Unfortunately, all offers of employment made to date have been declined. As this position has been vacant since October 2021, with current departmental management responsibilities being assumed by the CEO/Chief Librarian, the Library has retained the services of a search firm to assist with future recruitment efforts.

Protecting Local Public Libraries Across Ontario

Public libraries are an essential part of Ontario's COVID-19 response and recovery – but many who depend on them are still falling through the gaps.

- Public libraries are Ontario's farthest-reaching, most cost-effective public resource and community hubs.
- The COVID-19 pandemic continues to demonstrate how millions of Ontarians rely on local libraries in their daily lives: to work, to learn, to connect to community and government services, and to find or train for a job.
- The critical role of local public libraries in communities across Ontario is being demonstrated once again. As we confront the latest wave of the pandemic, public libraries are providing access to important digital and in-person resources, mental health and well-being supports, as well as supporting local public health authorities and other social services in their emergency pandemic response.
- Yet despite these essential supports, many individuals and families across the province are struggling and unable to access the local public library resources they need.
- Many of these gaps existed prior to the pandemic, but the ongoing health emergency has brought them to a critical point.
- There are public libraries on approximately 30% of Ontario First Nation Reserves and their situation is even more challenging as these libraries do not receive funding from municipal taxes. This has resulted in an unsustainable provincial funding model that has left many public libraries on reserve closed or with severely reduced access.

Investing in public libraries will directly support communities and local economies recovering from the COVID-19 pandemic.

Through carefully targeted investments, the Ontario Government can make sure that all Ontarians – no matter where they live or learn – will continue to have access to much-needed modern, cost-effective resources and services through their local public libraries, during and beyond the pandemic emergency.

1. Keep local public libraries across Ontario sustainable by **enhancing provincial operating funding for public libraries** and ensure that this increased support reaches those libraries where it is most needed.
2. Working alongside First Nations Public Library leaders, **rapidly implement a sustainable funding model for public libraries on reserve** to ensure that these important local hubs are fully-funded and viable. This includes increasing direct provincial funding support to sustainably fund library operations and ensure a living income for frontline library staff in these communities.
3. Provide critical e-learning support and fair access to modern, digital resources for all Ontario public

libraries by **creating an Ontario Digital Public Library**, leveraging the province's significant purchasing power to give all Ontarians access to a common core of high-quality e-learning & online resources and more e-books.

Priorities

- 1. Keep local public libraries across Ontario sustainable by enhancing provincial operating funding and ensure that this increased support reaches those libraries where it is most needed.**
 - With no increase to annual provincial funding for public libraries in over 20 years, the value of the province's investment in public libraries has fallen by over 60%.
 - This is despite inflation, substantial changes in technology, and the increasing importance of libraries as a vital community hub and public resource in many municipalities.
 - In a growing number of communities, especially rural and Northern communities, these budget pressures are reaching a tipping point.
 - Over 90% of public library funding is provided by the local municipal government. Enhancing this provincial funding is now more critical than ever to helping local public libraries recover from the impact of the COVID-19 pandemic.
 - This investment would be shared across hundreds of Ontario libraries with an emphasis on smaller towns and rural communities, and provide predictable, flexible funding that gives local public libraries the ability to make long-term investments that best respond to the needs of the people and the local communities they serve.
 - **Projected cost:** \$21/million annually
- 2. Working alongside First Nations Public Library leaders, rapidly implement a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully-funded and viable. This includes increasing direct provincial funding support for public libraries on reserve to sustainably fund library operations and ensure a living income for frontline library staff in these communities.**
 - Public libraries on reserve serve as an accessible gathering place and information sharing resource for First Nations communities. They are deeply important to maintain a sense of community and to minimize social isolation in these communities, many of which are remote or face systemic social and economic challenges.
 - Furthermore, public libraries on reserve perform a unique role in the preservation of their communities' memory, archiving community photos and historical information, and in revitalizing First Nations languages through cultural resources, language learning programming, storytelling events, and craft groups.
 - Public libraries on reserve are chronically under-funded. The municipal tax revenue used to support most public libraries does not exist for public libraries in First Nation communities. Provincial funding through the Public Library Operating Grant (PLOG) and the First Nation Salary Supplement Grant (FNSS) provides on average \$15,000/year to each of the existing public libraries on reserve. Band Councils must therefore allocate essential funding support such as rent, hydro, internet, fax and telephone services.
 - There is little to no funding available for collections, programming and technology resources. Librarians

rely on one-time grants or donations to develop their collections and many contribute personally to purchase programming supplies and food.

- Many public libraries on reserve operate with only one staff person who is expected to perform many functions – librarian, archivist, community liaison, fundraiser, administrator, tech support, and more¹. Public libraries on reserve need additional funding to provide staff with a living wage and to increase staffing levels so that they can meet their communities' needs for library programs and services.
- Of the 133 First Nations communities in Ontario, only 40 have public libraries. The number has steadily dropped in recent years and the pandemic has only made this situation worse, with four Public libraries on reserve closing their doors due to inadequate funding over the past 20 months.

Recommended Priority:

- Working with First Nations Public Library leaders, commit to implementing a sustainable provincial funding model for public libraries on reserve within the first 18 months.
- This funding model must ensure that operations of public libraries on reserve are sustainably funded and that frontline staff receive a living income for the important work they perform.
- As an immediate first step, the First Nations Salary Supplement must be increased to ensure that all existing staff of public libraries on reserve are fairly compensated for the work they perform.
- **Projected cost:** \$2 million / annually (First Nation Salary Supplement increase for existing public libraries on reserve).

3. Provide fair access to modern, digital resources for all Ontario public libraries through the creation of an Ontario Digital Public Library, thereby leveraging the province's significant purchasing power to give all Ontarians access to a common core of high-quality e-learning & online resources and more e-books.

- Ontario's Public Libraries are essential to equitable, reliable access to broadband internet and computers. They are especially vital for many First Nation, rural and Northern communities where at-home connectivity is limited, and for hundreds of thousands of Ontarians that cannot afford in-home internet services.
- In particular, people rely on local public libraries for access to digital and online resources, which contribute to student success and life-long learning, as well as towards entrepreneurship and job readiness.
- However, these are expensive, especially when purchased on a patchwork, library-by-library basis. Many public libraries in Ontario, particularly in smaller and First Nation communities, struggle to pay for or are unable to afford these high-quality resources.
- People living in communities of less than 5,000 people have access to less than half the e-books and less than a third of the online databases as those living in Toronto – despite accessing them twice as often per capita as people in large urban communities.
- Creating an Ontario Digital Public Library through a targeted provincial investment would leverage the province's significant purchasing power to give all Ontarians – no matter where they live – access to a common set of high-quality digital resources and more e-books through their public library.
- **Projected cost:** \$9.4 million / annually

¹ Ontario First Nation Public Libraries Needs Assessment Report, 2017.

Available online at: <https://accessola.com/wp-content/uploads/2020/08/2017-10-FNPL-Needs-Assessment.pdf>

Ontario Library Association / Federation of Ontario Public Libraries

The **Ontario Library Association (OLA)** is the oldest continually-operating non-profit library association in Canada, with over 5,000 members comprised of library staff and supporters from public, school, academic, and special libraries.

The **Federation of Ontario Public Libraries (FOPL)** represents 246 public library systems in Ontario, including 40 First Nation public libraries, in communities throughout the Province.

Together, OLA & FOPL are committed to ensuring that libraries can continue to play a critical role in the social, education, cultural and economic success of our communities and schools.

Strategic Actions Update

March 2022



Grow and Innovate

As per the identified action to "Invest in the development of all staff to build the necessary knowledge, skills, and confidence to guide and support library users", staff representatives and members of the management team participated in the following learning opportunities over the past month:

- OLA Superconference
- OLBA Boot Camp
- Graphic Novel and Comics Roundtable: Manga in Libraries: Manga 101
- Spring Graphic Novels For All
- Ancestry Library Edition for Canadian Libraries
- Beanstack training
- Designing Effective Library Signage: Communicating Strategically to Your Users
- Google Analytics for Business
- How to Address and Prevent Toxic Employees
- Learning Data Analytics
- Library Aware Training
- Niche Academy Online Learning Conference
- Novelist Crash Course in Narrative Non-Fiction
- Organizing Free Tax Clinics
- Transitioning to the Libby App
- Board Legacy Planning

In anticipation of increased service levels, Public Service Managers are actively recruiting and onboarding to fill vacant Page positions.

Respond to Community Needs

A more reliable SMS (texting) solution has been implemented, improving the quality of text communications available to library customers.

Free virtual tax clinics were offered through the Community Volunteer Income Tax Program, a service where trained volunteers file tax returns for eligible community members.

Programs for children & tweens included:

- Story times
- Mario Pneumatics
- Kids on Bikes: A Dungeons & Dragons Game for Kids
- Ooey Goopy Suncatchers
- Book Cover Bingo
- Chocolate Science
- Tinkercad 3D Designs

Programs for teens included:

- Teen Book Box: Fantasy Edition (Jan)/Romance Edition (Feb)
- Elizabeth Scavetta Teen Writing Workshop & Lecture Series: YA Author Danielle Younge-Ullman
- Teen Café: Art Night
- Dungeons & Dragons Virtual Gaming Club
- Humberview Book Clubs

Programs for adults included:

- Indigenous Cosmology
- Stress and Burnout presented by the Alzheimer's Society
- TRCA presentations
- Craft clubs
- Conservation in Caledon
- Stuck in a negative headspace in partnership with Bethell Hospice
- Discover Libby
- Launch of the Connecting Caledon Seniors program
- Film discussion
- Black History in Canada presentation

The Inglewood Branch was reopened once necessary structural work was completed. Staff transported and reshelved approximately 500 items in preparation for the return to service.

Celebrate Culture and Inclusion

Work has begun, in tandem with the Library Services Centre (LSC), to retrospectively implement respectful subject headings for Indigenous print titles within our collection.

The Library requested to be included within the Town's newly created Indigenous Engagement Working Group. This group includes representatives from various Town departments and will work towards establishing guidelines to enhance the Town's Indigenous Engagement Protocol as well as provide training and resources for the organization.

Beanstack, a web and mobile app used to track independent reading time, was launched. This new online tracking tool provides an intuitive experience for patrons and staff. Reading challenges and activities are customizable to all age groups. Reading progress is recorded digitally; incentives and prizes are awarded based on completion rates (depending on activity or contest), and participants are invited to submit book reviews and its ILS integration functionality easily promotes CPL collections.

Demonstrate our Value

Staff are collaborating with Peel libraries (Brampton, Mississauga) for the upcoming MakerFest which will be hosted virtually on May 13 and 14.

Staff are working in tandem with Peel libraries (Brampton, Mississauga) for a joint book club in partnership with Peel Pride which will take place on the second Thursday of each month starting in April.

CPL has launched a Makerspace Survey campaign that includes staff interviews with the local radio station and newspapers. The survey has also been shared with community partners, Chamber of Commerce, Town staff. In-person engagement is also scheduled at the branches over March Break. As an added incentive those that complete the survey will be entered in a random draw for a Cricut Joy courtesy of Creativebug.

Regular monthly meetings of the Library CEO's within Dufferin-Caledon (Orangeville, Shelburne and Grand Valley) have been scheduled, allowing for improved collaboration in supporting OLA and FOPL advocacy efforts.

Attachment 8-A

Treasurer's Report

Prepared by Colleen Lipp
March 2022



2021 Budget

Financial statements reflecting the operating and capital budgets as of December 31, 2021 are attached as [Appendix A](#). Though we have not yet been formally advised of the fiscal year's close, no further significant allocations are anticipated. The substantial favourable variance of \$306,661 was largely a result of shifting service models due to the pandemic and salary gapping. Items of note include:

- A favourable variance of \$301,900 in staff wages and benefits. This is in part to the ongoing delays in our phased return to regular hours and recruitment challenges in filling vacant positions.
- Other contributing factors included:
 - A favourable variance of \$17,229 due to the continued reliance on virtual program delivery;
 - Reduced need for mileage and training costs due to the reliance on virtual meetings and conferences;
 - A surplus of \$41,445 in Contracted Services due in part to reduced demand for cleaning services as a result of limited hours of operation and construction in Bolton; and,
 - A favourable variance of \$6596 in Software Licensing due to a delay in the procurement of new software until later in the year.
- The favourable variance was partially offset by the following:
 - Elimination of overdue fines resulting in a deficit of \$37,975;
 - Reduced access to printing resulted in a revenue deficit of \$8,110; and,
 - \$55,482 in unbudgeted emergency expenses is attributed to the purchase of technologies to support remote work and is supported by provincial Safe Restart funding.

A further document highlighting 2021 operating expenditures and revenues by category is included as [Appendix B](#).

2022 Budget

Financial statements, confirming the current budget and expenditures as of February 28, 2022 are attached as [Appendix C](#). Items of note include:

- Calendarization of accounts, confirming anticipated expenditures by month, has not yet been completed. As a result, the monthly budget figures do not yet reflect the anticipated schedule of expenditures and may result in significant monthly or year-to-date variances.
- Provincial connectivity funding of \$5639.52 has been received, though is less than the value budgeted and reflects a decrease of \$598 from the funds granted in 2021.
- Grant funding received in 2021 for the Seniors Connection Kits, though not yet expended, has been accrued to 2022 so that funded projects may be completed as planned.
- One-time capital expenses for technology (\$4400) and furniture (\$2500) related to the newly approved Director, Corporate Services and Projects are reflected within the operating budget.

These will be removed from the base budget in 2023. Salaries and Benefits within Administration have also been increased to allow for the recruitment of this new position in July 2022.

- The cost of the Library's cyber insurance has increased significantly, with actual costs exceeding the budgeted values by 31%.
- Unexpended uncommitted donations received in 2021 have been transferred to the Library Reserve, resulting in a revised balance of \$7886.05. Donations of 878.62 committed to library collections have been allocated as revenue to the 2021 Capital Materials and Collections Budget.
- The results of the Town-wide compensation review of all non-unionized positions has been completed, resulting in an increase to maximum job rates. This change allows for merit increases for those who were previously at job rate. Such calculations are not within the budgeted values. This may result in unfavourable variances for some positions but will likely be offset by staff turnover and vacancy gaping.

Grants

Healthy Communities Initiative

Results of the second intake of the Healthy Communities Initiative were announced at a virtual event on Thursday March 3rd. This announcement allowed for CPL to then publicly share news of our receipt of funding in support of the Southfield Village Branch Reading Garden. As per the program protocols and acknowledgement guidelines, a media release was drafted and shared with the Brampton Caledon Community Foundation, in advance of public release. As per the terms of the grant agreement, signage will also be posted at the site to raise awareness of the project.

Seniors Community Grant

As reported in November 2021, the Library received grant funding valued at \$4968 in support of Connecting Caledon Seniors. Funded through the provincial Seniors Community Grant, this program is intended to empower Caledon's older residents in the use of technology while reducing the impact of isolation. The program will provide participants with access to needed tech tools as well as opportunities to gain related skills. Five (5) Senior Tech Connection Kits have been purchased for this purpose. Program participants are able to borrow the kit for a multi-week loan period to use during the related workshops and then practice and develop their skills at home between training sessions.

As per the terms of the funding agreement, the grant-funded portion of this project was to be completed by March 31, 2022 with a final report to be completed by April 30. Given the delayed announcement, the need for supporting programs to be delivered in person and the nature of the demographic served, the Library has requested and been granted an extension to allow us to complete this project. The project completion date for this project is now June 30, 2022 with the final report due July 31, 2022.

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 December 31 2021

	December	December	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
40010 Administration											
50050 Miscellaneous	-750.00	-450.09	-299.91		-9,000.00	-890.14	-8,109.86		-9,000.00	9.9%	-8,109.86
50125 Merchandise Sales	-250.00	-54.00	-196.00		-3,000.00	-250.00	-2,750.00		-3,000.00	8.3%	-2,750.00
50319 Grants/Subsidies		-58,171.00	58,171		-58,200.00	-58,171.00	-29		-58,200.00	100.0%	-29.00
50570 Donations	-87.00	-418.37	331.37		-1,000.00	-1,273.63	273.63		-1,000.00	127.4%	273.63
50582 Sponsor			0.00			-135.00	135.00				135.00
50705 Fines/Fees	-3,337.00	-450.62	-2,886.38		-40,000.00	-2,025.18	-37,974.82		-40,000.00	5.1%	-37,974.82
50715 Programs	-288.00		-288.00		-3,500.00	-496.00	-3,004.00		-3,500.00	14.2%	-3,004.00
50725 Comm.Access Prgm Funding			0.00		-7,000.00	-6,237.52	-762.48		-7,000.00	89.1%	-762.48
50750 Book Sales	-135.00		-135.00		-2,500.00	-19.95	-2,480.05		-2,500.00	0.8%	-2,480.05
50770 FOL-Recoverable						-291.08	291.08				291.08
61510 Salaries-Permanent	26,234.00	25,391.10	4,756.60		225,538.00	194,255.92	31,282.08		225,538.00	86.1%	31,282.08
61513 Benefits-Permanent	5,521.00	5,324.99	972.04		55,148.00	50,806.50	4,341.50		55,148.00	92.1%	4,341.50
61520 Wages-Casual Temporary			-4,371.62			22,819.34	-22,819.34				-22,819.34
61523 Benefits-Casual Temporary			-530.12			2,766.74	-2,766.74				-2,766.74
62018 Operating Supplies	56.00	461.70	64.00		760.00	543.70	216.30		760.00	71.5%	216.30
62113 Maint & Repairs-A/V Equip	1,925.00	1,623.07	302		3,850.00	3,246.14	603.86		3,850.00	84.3%	603.86
62129 FOL-Initiatives		388.04				388.04	-388.04				-388.04
62244 Bank Charges	300.00	634.54	-334.54		3,600.00	2,557.33	1,042.67		3,600.00	71.0%	1,042.67
62253 Lib. Brd Education & Exp.	500.00	555.63	-55.63		5,000.00	3,710.32	1,289.68		5,000.00	74.2%	1,289.68
62310 Training/Development/Seminars	1,777.00	3,085.53	-1,308.53		33,176.00	22,869.92	10,306.08		33,176.00	68.9%	10,306.08
62311 Memberships/Dues		509.73	-509.73		12,500.00	12,041.72	458.28		12,500.00	96.3%	458.28
62314 Mileage	1,050.00	377.39	672.61		10,500.00	1,776.68	8,723.32		10,500.00	16.9%	8,723.32
62317 Audit	4,370.00	4,515.09	-145		4,370.00	4,549.99	-179.99		4,370.00	104.1%	-179.99
62322 Postage	156.00	266.17	-110.17		2,400.00	1,547.07	852.93		2,400.00	64.5%	852.93
62335 Contracted Services	239.00	2,514.25	-2,275.25		3,000.00	6,071.20	-3,071.20		3,000.00	202.4%	-3,071.20
62342 Donations		205.96	-205.96			1,011.93	-1,011.93				-1,011.93
62360 Fundraising			0.00				0.00				0.00
62378 Furniture/Fixtures			0.00		2,500.00		2,500.00		2,500.00	0.0%	2,500.00
62437 Contribution to Reserves		396.70	-396.70			396.70	-396.70		2,500.00	15.9%	2,103.30
Total 40010 Administration	37,281.00	-13,294.19	50,575.19		238,142.00	261,569.74	-23,427.74		238,142.00	109.8%	-23,427.74
40020 Emergency Management											
50986 Reserve Fund To Revenue	-537.00	-3,123.46	2,586.46		-8,910.00	-8,910.00	0.00		-8,910.00		0.00
62018 Operating Supplies		855.43	-855.43		2,550.00	58,032.25	-55,482.25		2,550.00		-55,482.25
62335 Contracted Services						319.49	-319.49				-319.49
Total 40020 Emergency Management	-537.00	-2,268.03	1,731.03		-6,360.00	49,441.74	-55,801.74		-6,360.00		-55,801.74
41010 Library Public Services											
61510 Salaries-Permanent	79,656.00	80,134.60	-478.60		686,666.00	661,241.25	25,424.75		686,666.00	96.3%	25,424.75
61513 Benefits-Permanent	17,607.00	18,232.56	-625.56		186,075.00	194,256.94	-8,181.94		186,075.00	104.4%	-8,181.94
61520 Wages-Casual Temporary	90,360.00	70,299.25	20,060.75		680,100.00	499,135.41	180,964.59		680,100.00	73.4%	180,964.59
61523 Benefits-Casual Temporary	14,304.00	10,755.79	3,548.21		107,715.00	81,799.66	25,915.34		107,715.00	75.9%	25,915.34
62017 Caretaking Supplies	238.00		238.00		2,700.00		2,700.00		2,700.00	0.0%	2,700.00



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

	December	December	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
62018 Operating Supplies	470.00	3,226.53	-2,756.53		5,042.00	6,622.23	-1,580.23		5,042.00	131.3%	-1,580.23
62312 Insurance			0.00		4,299.00	1,577.74	2,721.26		4,299.00	63.3%	1,577.24
62321 Rental-Facility		47,243.91	-47,244		305,167.00	299,906.91	5,260.09		305,167.00	98.3%	5,260.09
62335 Contracted Services	8,801.00	10,080.40	-1,279.40		107,840.00	68,737.06	39,102.94		107,840.00	63.7%	39,102.94
62346 Courier	3,303.00	3,534	-231.33		35,700.00	32,908.61	2,791.39		35,700.00	92.2%	2,791.39
Total 41010 Library Public Services	214,739.00	243,507.37	-28,768.37		2,121,304.00	1,847,329.83	273,974.17		2,121,304.00	87.1%	273,974.17
41015 Information Services											
61510 Salaries-Permanent	44,614.00	43,324.20	1,289.80		385,040.00	370,690.07	14,349.93		385,040.00	96.3%	14,349.93
61513 Benefits-Permanent	9,751.00	9,847.56	-96.56		104,572.00	108,419.38	-3,847.38		104,572.00	103.7%	-3,847.38
61520 Wages-Casual Temporary	13,361.00	14,014.17	-653.17		102,200.00	98,225.24	3,974.76		102,200.00	96.1%	3,974.76
61523 Benefits-Casual Temporary	2,870.00	2,330.56	539.44		21,934.00	16,316.41	5,617.59		21,934.00	74.4%	5,617.59
62018 Operating Supplies	287.00	402.14	-115.14		3,300.00	3,435.34	-135.34		3,300.00	104.1%	-135.34
62058 Online Databases	-1.00		-1.00		82,500.00	82,902.70	-402.70		82,500.00	100.5%	-402.70
62414 Special Programs	500.00	243.07	256.93		8,000.00	3,039.01	4,960.99		8,000.00	38.0%	4,960.99
Total 41015 Information Services	71,382.00	70,161.70	1,220.30		707,546.00	683,028.15	24,517.85		707,546.00	96.5%	24,517.85
41020 Library Grants											
50319 Grants/Subsidies (Revenue)		-203.52	203.52			-729.45	729.45				-729.45
62319 Grants (Expenses)		279.82	-279.82			569.59	-569.59				569.59
Total 41020 Library Grants		76.30	-76.30			-159.86	159.86				159.86
41025 Library Info Technology											
61510 Salaries-Permanent	27,653.00	15,734.40	11,918.60		216,705.00	172,242.45	44,462.55		216,705.00	79.5%	44,462.55
61513 Benefits-Permanent	6,548.00	4,249.46	2,298.54		58,287.00	51,677.91	6,609.09		58,287.00	88.7%	6,609.09
62018 Operating Supplies	512.00	149.84	362.16		6,100.00	5,575.22	524.78		6,100.00	91.4%	524.78
62303 New Staff Technology			0.00		3,400.00	2,056.35	1,343.65		3,400.00	60.5%	1,343.65
62304 Automation		170.06	-170.06		20,400.00	14,897.68	5,502.32		20,400.00	73.0%	5,502.32
62305 Computer Services	8,400.00	13,544.80	-5,144.80		90,460.00	83,985.84	6,474.16		90,460.00	92.8%	6,474.16
62312 Insurance			0.00		2,699.00	2,970.00	-271.00		2,699.00	110.0%	-271.00
62335 Contracted Services	2,120.00	-578.51	2,698.51		14,610.00	11,666.98	2,943.02		14,610.00	79.9%	2,943.02
62396 Mobile Phones / Pagers	793.00	1,215.94	-422.94		8,380.00	9,518.99	-1,138.99		8,380.00	113.6%	-1,138.99
62397 Telephone	3,650.00	5,697.82	-2,047.82		30,110.00	34,220.41	-4,110.41		30,110.00	113.7%	-4,110.41
63037 Software Licence Subscription	503.00	3,536.71	-3,033.71		30,935.00	24,339.22	6,595.78		30,935.00	78.7%	6,595.78
Total 41025 Library Info Technology	50,179.00	43,720.52	6,458.48		482,086.00	413,151.05	68,934.95		482,086.00	85.7%	68,934.95
41030 Youth Services											
61510 Salaries-Permanent	36,686.00	36,686.10	-0.10		316,401.00	315,442.92	958.08		316,401.00	99.7%	958.08
61513 Benefits-Permanent	7,780.00	7,710.98	69.02		84,059.00	92,581.76	-8,522.76		84,059.00	110.1%	-8,522.76
62018 Operating Supplies	60.00	6.83	53.17		1,200.00	314.26	885.74		1,200.00	26.2%	885.74
62414 Special Programs	900.00	1,524.17	-624.17		20,000.00	13,313.74	6,686.26		20,000.00	66.6%	6,686.26
Total 41030 Youth Services	45,426.00	45,928.08	-502.08		421,660.00	421,652.68	7.32		421,660.00	100.0%	7.32
41035 Communications/Community Dev											
61510 Salaries-Permanent	28,807.00	20,029.20	8,777.80		249,036.00	183,531.50	65,504.50		249,036.00	73.7%	65,504.50



Caledon Public Library
RC Object Code - Budget vs Actual vs Cost Centre
As of December 31 2021

	December	December	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
61513 Benefits-Permanent	6,077.00	4,182.69	1,894.31		65,343.00	52,784.23	12,558.77		65,343.00	80.8%	12,558.77
61520 Wages-Casual Temporary	8,649.00	17,712.30	-9,063.30		57,500.00	122,560.58	-65,060.58		57,500.00	213.1%	-65,060.58
61523 Benefits-Casual Temporary	1,855.00	2,428.09	-573.09		12,341.00	21,205.39	-8,864.39		12,341.00	171.8%	-8,864.39
62018 Operating Supplies	396.00	809.31	-413.31		4,730.00	3,934.50	795.50		4,730.00	83.2%	795.50
62304 Automation	100.00	434.62	-334.62		6,000.00	5,414.35	585.65		6,000.00	90.2%	585.65
62315 Printing & Advertising	1,455.00	859.88	595.12		14,700.00	9,974.98	4,725.02		14,700.00	67.9%	4,725.02
62335 Contracted Services	550.00	738.91	-188.91		6,000.00	3,529.78	2,470.22		6,000.00	58.8%	2,470.22
62414 Special Programs	400.00	87.89	312.11		8,000.00	2,418.07	5,581.93		8,000.00	30.2%	5,581.93
Total 41035 Communications/Community Dev	48,289.00	47,282.89	1,006.11		423,650.00	405,353.38	18,296.62		423,650.00	95.7%	18,296.62
Total Caledon Public Library-Lending Services	466,759.00	435,114.64	31,644.36		4,388,028.00	4,081,366.71	306,661.29		4,388,028.00	93.0%	306,661.29

Capital Project Expense Report - as of December 31, 2021

	Budget	Expended Previous Year(s)	Expended 2021 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended	Status
Previous Year Capital Projects							
18-043 Lib Website Redesign & Improvements	10,000.00	6,911.12	2,212.98	9,124.10	875.90	91.2%	Closed
19-034 Library Furnishing Replacement	30,000.00	24,458.60	5,537.80	29,996.40	3.60	100.0%	Closed
19-036 Albion Bolton Branch Refurbishment	641,000.00	23,221.63	344,672.61	367,894.24	273,105.76	57.4%	
19-038 Library IT Audit/Network Assessment	15,000.00	0.00	14,951.09	14,951.09	48.91	99.7%	Closed
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	5,054,000	5,038,575.26	34,596.89	5,073,172.15	-19,172.15	100.4%	Closed
20-013 Library Collections and Materials	450,000.00	352,592.02	97,309.93	449,901.95	98.05	100.0%	
59275 Capital Donations	250.00						Closed
Total Library Collections and Materials (20-013)	450,250.00	352,592.02		449,901.95	348.05	99.9%	
20-014 Library IT Equipment	125,485	3,341.81	55,418.25	58,760.06	66,724.94	46.8%	
20-015 Library Furnishings	60,000	0.00	49,150.17	49,150.17	10,849.83	81.9%	
20-016 Library Strategic Plan	25,000	9,158.40	14,953.16	24,111.56	888.44	96.4%	Closed
Current Year Capital Projects							
21-007 Library Collections and Materials	450,000.00		382,209.84	382,209.84	67,790.16	84.9%	
59275 Capital Donations	878.62						
Total Library Collections and Materials (20-013)	450,878.62		382,209.84	382,209.84	68,668.78	84.8%	
21-008 Library IT Equipment	73,000.00		1,730.35	1,730.35	71,269.65	2.4%	
21-009 Library Hotspot Replacement	10,200.00		5,724.00	5,724.00	4,476.00	56.1%	
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%	Partially grant funded
21-131 Library Automatic Doors	36,691.00		14,218.41	14,218.41	22,472.59	38.8%	Fully grant funded
21-134 Southfields Village Branch Reading Garden	91,910.00			0.00	91,910.00	0.0%	Fully grant funded

Library Reserve Balances - as of December 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

Appendix B



Caledon Public Library
RC: Object Code - Budget vs Actual by Division
As of December 31, 2021

	YTD	YTD	YTD
	Budget	Actuals	Variance
009 Caledon Public Library			
115 Administration			
50986 Reserve Fund To Revenue	-8,910.00	-8,910.00	
62018 Operating Supplies	2,550.00	58,032.25	-55,482.25
62335 Contracted Services		319.49	-319.49
Total 115 Administration	-6,360	49,441.74	-55,801.74
365 Lending Services			
50050 Miscellaneous	-9,000.00	-890.14	-8,109.86
50125 Merchandise Sales	-3,000.00	-250.00	-2,750.00
50319 Grants/Subsidies	-58,200.00	-58,900.45	700.45
50570 Donations	-1,000.00	-1,273.63	273.63
50582 Sponsor		-135.00	135.00
50705 Fines/Fees	-40,000.00	-2,025.18	-37,974.82
50715 Programs	-3,500.00	-496.00	-3,004.00
50725 Comm.Access Prgm Funding	-7,000.00	-6,237.52	-762.48
50750 Book Sales	-2,500.00	-19.95	-2,480.05
50770 FOL-Recoverable		-291.08	291.08
61510 Salaries-Permanent	2,079,386.00	1,897,404.11	181,981.89
61513 Benefits-Permanent	553,484.00	550,526.72	2,957.28
61520 Wages-Casual Temporary	839,800.00	742,740.57	97,059.43
61523 Benefits-Casual Temporary	141,990.00	122,088.20	19,901.80
62017 Caretaking Supplies	2,700.00		2,700.00
62018 Operating Supplies	21,132.00	20,425.25	706.75
62058 Online Databases	82,500.00	82,902.70	-402.70
62113 Maint & Repairs-A/V Equip	3,850.00	3,246.14	603.86
62129 FOL-Initiatives		388.04	-388.04
62244 Bank Charges	3,600.00	2,557.33	1,042.67
62253 Lib. Brd Education & Exp.	5,000.00	3,710.32	1,289.68
62303 New Staff Technology	3,400.00	2,056.35	1,344
62304 Automation	26,400.00	20,312.03	6,087.97
62305 Computer Services	90,460.00	83,985.84	6,474.16
62310 Training/Development/Seminars	33,176.00	22,869.92	10,306.08
62311 Memberships/Dues	12,500.00	12,041.72	458.28
62312 Insurance	6,998.00	5,691.76	1,306.24
62314 Mileage	10,500.00	1,776.68	8,723.32
62315 Printing & Advertising	14,700.00	9,974.98	4,725.02
62317 Audit	4,370.00	4,549.99	-179.99
62319 Grants		569.59	-569.59
62321 Rental-Facility	305,167.00	299,906.91	5,260.09
62322 Postage	2,400.00	1,547.07	852.93
62335 Contracted Services	131,450.00	90,005.02	41,444.98
62342 Donations		1,011.93	
62346 Courier	35,700.00	32,908.61	2,791.39



Caledon Public Library
 RC: Object Code - Budget vs Actual by Division
 As of December 31, 2021

	YTD	YTD	YTD
	Budget	Actuals	Variance
62378 Furniture/Fixtures	2,500.00		2,500
62396 Mobile Phones / Pagers	8,380.00	9,518.99	-1,138.99
62397 Telephone	30,110.00	34,220.41	-4,110.41
62414 Special Programs	36,000.00	18,770.82	17,229.18
62437 Contribution to Reserves		396.70	-396.70
63037 Software Licence Subscription	30,935.00	24,339.22	6,595.78
Total 365 Lending Services	4,394,388.00	4,031,924.97	362,463.03
Total Caledon Public Library	4,388,028.00	4,081,366.71	306,661.29



Appendix C

Caledon Public Library
 RC Object Code - Budget vs Actual by Cost Centre
 As of February 28, 2022

	February	February	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
40010 Administration											
50050 Miscellaneous	-750.00	-312.35	-437.65		-1,500.00	-354.20	-1,145.80		-9,000.00	3.9%	-8,645.80
50125 Merchandise Sales	-250.00	-15.00	-235.00		-500.00	-24.00	-476.00		-3,000.00	0.8%	-2,976.00
50319 Grants/Subsidies									-58,200.00	0.0%	-58,200.00
50570 Donations	-83.00		-83.00		-166.00	46.12	-212.12		-1,000.00	-4.6%	-1,046.12
50582 Sponsor			0.00				0.00				0.00
50705 Fines/Fees	-833.00	-84.81	-748.19		-1,666.00	-127.81	-1,538.19		-10,000.00	1.3%	-9,872.19
50715 Programs	-292.00		-292.00		-584.00		-584.00		-3,500.00	0.0%	-3,500.00
50725 Comm.Access Prgm Funding		-5,639.52	5,639.52			-5,639.52	5,639.52		-7,000.00	80.6%	-1,360.48
50750 Book Sales	-215.00	-0.50	-214.50		-430.00	-0.50	-429.50		-2,500.00	0.0%	-2,499.50
50770 FOL-Recoverable							0.00				0.00
61510 Salaries-Permanent	17,671.00	16,964.10	4,756.60		35,342.00	33,891.50	1,450.50		288,733.00	11.7%	254,841.50
61513 Benefits-Permanent	5,631.00	5,472.69	972.04		11,262.00	10,707.79	554.21		79,969.00	13.4%	69,261.21
62018 Operating Supplies	64.00	0.98	64.00		128.00	0.98	127.02		760.00	0.1%	759.02
62113 Maint & Repairs-A/V Equip							0.00		4,000.00	0.0%	4,000.00
62129 FOL-Initiatives							0.00				0.00
62244 Bank Charges	300.00		300.00		600.00	1.96	598.04		3,600.00	0.1%	3,598.04
62253 Lib. Brd Education & Exp.	250.00	1,107.54	-857.54		500.00	1,107.54	-607.54		5,000.00	22.2%	3,892.46
62310 Training/Development/Seminars	9,927.00	6,330.60	3,596.40		11,345.00	7,241.28	4,103.72		39,661.00	18.3%	32,419.72
62311 Memberships/Dues	3,000.00	11,303.47	-8,303.47		11,500.00	11,303.47	196.53		12,500.00	90.4%	1,196.53
62314 Mileage	468.00	113.05	354.95		504.00	133.71	370.29		9,000.00	1.5%	8,866.29
62317 Audit		-4,515.09	4,515			-4,515.09	4,515.09		4,370.00	-103.3%	8,885.09
62322 Postage	170.00	-268.34	438.34		340.00	-268.34	608.34		2,000.00	-13.4%	2,268.34
62335 Contracted Services	293.00	1,020.82	-727.82		586.00	1,020.82	-434.82		3,500.00	29.2%	2,479.18
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	35,351.00	31,477.64	3,873.36		67,261.00	54,525.71	12,735.29		361,393.00	15.1%	306,867.29
40020 Emergency Management											
50986 Reserve Fund To Revenue			0.00		-4,958.00		-4,958.00		-9,560.00		-9,560.00
62018 Operating Supplies		617.02	-617.02		3,200.00	1,824.61	1,375.39		3,200.00		1,375.39
62335 Contracted Services		291	-291			291.05	-291.05				-291.05
Total 40020 Emergency Management	0.00	908.07	-908.07		-1,758.00	2,115.66	-3,873.66		-6,360.00		-8,475.66
41010 Library Public Services											
61510 Salaries-Permanent	53,943.00	53,467.11	475.89		107,886.00	106,538.71	1,347.29		715,232.00	14.9%	608,693.29
61513 Benefits-Permanent	17,965.00	17,068.32	896.68		35,930.00	33,623.18	2,306.82		223,408.00	15.1%	189,784.82
61520 Wages-Casual Temporary	58,493.00	33,593.76	24,899.24		96,105.00	60,903.11	35,201.89		697,700.00	8.7%	636,796.89
61523 Benefits-Casual Temporary	10,658.00	4,933.28	5,724.72		16,863.00	9,591.95	7,271.05		110,113.00	8.7%	100,521.05
62017 Caretaking Supplies	142.00		142.00		284.00		284.00		2,700.00	0.0%	2,700.00



Caledon Public Library
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As of February 28, 2022

	February	February	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
62018 Operating Supplies	197.00	1,622.04	-1,425.04		394.00	2,155.25	-1,761.25		5,242.00	41.1%	3,086.75
62312 Insurance			0.00				0.00		5,095.00	0.0%	5,095.00
62321 Rental-Facility					3,168.00		3,168.00		310,303.00	0.0%	310,303.00
62335 Contracted Services	4,569.00	3,034.92	1,534.08		8,486.00	3,034.92	5,451.08		49,600.00	6.1%	46,565.08
62346 Courier	4,448.00	3,441.31	1,006.69		4,808.00	3,441.31	1,366.69		49,100.00	7.0%	45,658.69
Total 41010 Library Public Services	150,415.00	117,160.74	33,254.26		273,924.00	219,288.43	54,635.57		2,168,493.00	10.1%	1,949,204.57
41015 Information Services											
61510 Salaries-Permanent	29,590.00	29,188.10	401.90		59,180.00	58,070.90	1,109.10		391,288.00	14.8%	333,217.10
61513 Benefits-Permanent	9,918.00	9,319.40	598.60		19,836.00	18,326.37	1,509.63		123,683.00	14.8%	105,356.63
61520 Wages-Casual Temporary	7,720.00	8,184.77	-464.77		15,721.00	14,266.86	1,454.14		104,600.00	13.6%	90,333.14
61523 Benefits-Casual Temporary	1,661.00	1,384.18	276.82		3,387.00	2,507.65	879.35		22,449.00	11.2%	19,941.35
62018 Operating Supplies	187.00	46.03	140.97		224.00	46.03	177.97		3,300.00	1.4%	3,253.97
62058 Online Databases	14,520.00	14,477.95	42.05		43,488.00	68,395.27	-24,907.27		87,000.00	78.6%	18,604.73
62414 Special Programs	900.00	-33.24	933.24		900.00	432.29	467.71		8,000.00	5.4%	7,567.71
Total 41015 Information Services	64,496.00	62,567.19	1,928.81		142,736.00	162,045.37	-19,309.37		740,320.00	21.9%	578,274.63
41020 Library Grants											
50319 Grants/Subsidies (Revenue)			0.00			-3,770.48	3,770.48				-3,770.48
62319 Grants (Expenses)		1,439.90	-1,439.90			1,439.90	-1,439.90				1,439.90
Total 41020 Library Grants		1,439.90	-1,439.90			-2,330.58	2,330.58				2,330.58
41025 Library Info Technology											
61510 Salaries-Permanent	18,193.00	18,096.40	96.60		36,386.00	28,586.00	7,800.00		240,507.00	11.9%	211,921.00
61513 Benefits-Permanent	5,960.00	5,759.20	200.80		11,920.00	10,184.19	1,735.81		73,970.00	13.8%	63,785.81
62018 Operating Supplies	383.00	0.97	382.03		766.00	76.89	689.11		4,600.00	1.7%	4,523.11
62303 New Staff Technology			0.00		4,400.00		4,400.00		4,400.00	0.0%	4,400.00
62304 Automation	5,804.00	26,184.73	-20,380.73		7,690.00	26,184.73	-18,494.73		29,600.00	88.5%	3,415.27
62305 Computer Services	3,242.00	1,411	1,831.10		6,484.00	1,410.90	5,073.10		112,980.00	1.2%	111,569.10
62312 Insurance	3,234.00	4,250.88	-1,016.88		3,234.00	4,250.88	-1,016.88		3,234.00	131.4%	-1,016.88
62335 Contracted Services	132.00	6,567.96	-6,435.96		3,073.00	7,187.20	-4,114.20		18,310.00	39.3%	11,122.80
62396 Mobile Phones / Pagers	453.00	581	-127.65		906.00	580.65	325.35		9,640.00	6.0%	9,059.35
62397 Telephone	2,974.00	2,397	577.29		3,016.00	2,396.71	619.29		31,070.00	7.7%	28,673.29
63037 Software Licence Subscription	2,276.00	17,342	-15,066.26		4,026.00	17,342.26	-13,316.26		30,070.00	57.7%	12,727.74
Total 41025 Library Info Technology	42,651.00	82,590.66	-39,939.66		81,901.00	98,200.41	-16,299.41		558,381.00	17.6%	460,180.59
41030 Youth Services											
61510 Salaries-Permanent	24,885.00	24,671.30	213.70		49,770.00	49,128.70	641.30		327,834.00	15.0%	278,705.30
61513 Benefits-Permanent	8,326.00	7,839.61	486.39		16,652.00	15,436.81	1,215.19		102,500.00	15.1%	87,063.19
62018 Operating Supplies	2.00	3.90	-1.90		39.00	3.90	35.10		1,200.00	0.3%	1,196.10
62414 Special Programs	2,000.00	1,440.49	559.51		2,000.00	1,440.49	559.51		20,000.00	7.2%	18,559.51
Total 41030 Youth Services	35,213.00	33,955.30	1,257.70		68,461.00	66,009.90	2,451.10		451,534.00	14.6%	385,524.10
41035 Communications/Community Dev											
61510 Salaries-Permanent	25,094.00	24,983.77	110.23		50,188.00	44,656.38	5,531.62		327,054.00	13.7%	282,397.62



Caledon Public Library
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As of February 28, 2022

	February	February	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
61513 Benefits-Permanent	8,280.00	7,931.75	348.25		16,560.00	14,259.55	2,300.45		100,791.00	14.1%	86,531.45
61520 Wages-Casual Temporary		2,064.61	-2,064.61			5,960.23	-5,960.23		-6.00	-99337.2%	-5,966.23
61523 Benefits-Casual Temporary		249.21	-249.21			918.87	-918.87				-918.87
62018 Operating Supplies	416.00	239.12	176.88		832.00	1,342.26	-510.26		5,000.00	26.8%	3,657.74
62304 Automation	2,100.00	2,606.36	-506.36		4,783.00	2,606.36	2,176.64		7,000.00	37.2%	4,393.64
62315 Printing & Advertising	381.00	143.30	237.70		599.00	143.30	455.70		16,000.00	0.9%	15,856.70
62335 Contracted Services	350.00	121.77	228.23		550.00	121.77	428.23		6,000.00	2.0%	5,878.23
62414 Special Programs	200.00	15.79	184.21		400.00	15.79	384.21		8,000.00	0.2%	7,984.21
Total 41035 Communications/Community Dev	36,821.00	38,355.68	-1,534.68		73,912.00	70,024.51	3,887.49		469,839.00	14.9%	399,814.49
Total Caledon Public Library-Lending Services	364,947.00	368,455.18	-3,508.18		706,437.00	669,879.41	36,557.59		4,743,600.00	14.1%	4,073,720.59

Capital Project Expense Report - as of February 28, 2022

	Budget	Expended Previous Year(s)	Expended 2022 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended	Status
Capital Projects - Previous Years							
19-036 Albion Bolton Branch Refurbishment	641,000.00	367,894.24	73,971.78	441,866.02	199,133.98	68.9%	
20-014 Library IT Equipment	125,485	58,760.06	133.25	58,893.31	66,591.69	46.9%	
20-015 Library Furnishings	60,000	49,150.17		49,150.17	10,849.83	81.9%	
21-007 Library Collections and Materials	450,000.00	382,209.84	33,715.70	415,925.54	34,074.46	92.4%	
59275 Capital Donations	878.62						
Total Library Collections and Materials (21-007)	450,878.62	382,209.84	33,715.70	415,925.54	34,953.08	92.2%	
21-008 Library IT Equipment	73,000.00	1,730.35		1,730.35	71,269.65	2.4%	
21-009 Library Hotspot Replacement	10,200.00	5,724.00		5,724.00	4,476.00	56.1%	
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%	Partially grant funded
21-131 Library Automatic Doors	36,691.00	14,218.41		14,218.41	22,472.59	38.8%	Fully grant funded
21-134 Southfields Village Branch Reading Garden	91,910.00			0.00	91,910.00	0.0%	Fully grant funded
Capital Projects - Current Year							
22-019 Library Collections and Materials	450,000.00		32,823.20	32,823.20	417,176.80	7.3%	
22-020 Library IT Equipment	51,000.00			0.00	51,000.00	0.0%	
22-021 Library Furniture Replacement	120,000.00			0.00	120,000.00	0.0%	
22-022 Library Master Plan	100,000.00			0.00	100,000.00	0.0%	
22-025 Library In-Branch Signage/Wayfndng	24,000.00			0.00	24,000.00	0.0%	
22-026 Library and Town Joint Technology Review	35,000.00			0.00	35,000.00	0.0%	
22-027 Library Print Mgmt/Wireless Printing	12,000.00			0.00	12,000.00	0.0%	

Library Reserve Balances - as of February 28, 2022

01-00-000-00000-000-20841 Library Bequest Fund - MDV	316.54
08-07-900-35043-000-25000 Library Reserve Fund	7886.05

Attachment 8-B

Date: March 21, 2022

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Planning Policy Report

Recommendation:

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

Background

Prompted by the Board’s bi-annual evaluation of existing policies, the Board’s Planning Policy has been examined. As reflected in [Appendix A](#), only very minimal changes are suggested.

It is recommended that language be included within the policy, to confirm the Board’s commitment to regularly undertake a comprehensive Master Plan. Unlike a strategic plan, a master plan is more operational in nature and will provide recommendations related to facilities, technologies, programs, collections and staffing for the Board’s ultimate review and approval. As such, the drafted policy includes no reference to the creation of an ad hoc committee of the Board. That being said, the Board will be engaged by the planning consultant and informed by the CEO/Chief Librarian throughout the plan’s development.

The revised policy, once approved, will be shared with staff, posted on the Library’s website and made available in print upon request.

Financial Implication

The cost of CPL’s 2022 Master Plan is supported by a dedicated Board and Council approved capital budget of \$100,000. This includes the retention of a planning consultant to assist in all aspects of crafting the plan. In alignment with the Town of Caledon’s Purchasing Policy, a Request for Proposal (RFP) for these services has been developed and released. The call for responses will close in early April. It is recommended that the responsibility for this selection be delegated to the CEO/Chief Librarian, with the Board to be advised of the successful proponent upon confirmation of the contract.

Recommended Motion

*That the Caledon Public Library Board approve and adopt the revised Planning Policy;
and,*

*That the Caledon Public Library Board delegate authority for selecting a consultant to
undertake a comprehensive Master Plan to the CEO/Chief Librarian.*

Appendix A

Title	Planning Policy
Policy Number	CPL-16-05
Type	Governance
Approval Date	[approval date] 2022
Review Date	[review date] 2024
Notes	Originally adopted February 22, 2016; Revised March 2018 and March 2020



Purpose

The Caledon Public Library's Planning Policy seeks to ensure that the Library maintain an effective planning process in order to fulfill its mandate under the **Public Libraries Act**, RSO 1990, c. P.44, s. 20(a): "A board shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs."

Guidelines

1. This policy establishes a formal planning process, ensuring that:
 - a. the needs of the community are met;
 - b. the Library's vision is clearly communicated and realized;
 - c. the Library is able to respond effectively and efficiently to change;
 - d. key decision makers are aware of the Library's contribution to the community and make a long-term commitment to Library services;
 - e. Library funds are responsibly expended in a deliberate and accountable manner; and
 - f. continuity of services is maintained regardless of personnel changes in the Board or staff.

2. To this end, the Library Board shall:
 - a. in the second year of its four-year term, develop a formal **strategic** planning document that includes the Library's vision, mission statement and values, strategic directions, objectives, actions and timelines. As per the Caledon Public Library Board By-Laws, an adhoc committee may be formed to oversee the Library's strategic planning efforts.
 - b. develop a process for reviewing and assessing:
 - i. client needs in the community served by the Library
 - ii. the services of the Library in the light of client needs and feedback
 - iii. the priorities of the municipality
 - iv. the Library's success in adhering to and meeting the mission statement, goals and objectives, actions and timelines identified in the current strategic planning documents.
 - c. report to the community on the Library's progress in fulfilling its plan by means of:
 - i. distribution of an annual report
 - ii. presentations to Council, service groups and community organizations

- d. ensure public information and communication about the planning process and the plan are accessible to persons with disabilities.
3. The Library Board will also initiate a comprehensive Master Plan of all library operations and facilities every ten (10) years; though the Board may opt to undertake such a plan more frequently when necessary. The completed plan will include a comprehensive assessment and analysis of the Library's current facilities, services, technologies, and staffing and will provide a long-term roadmap. This plan will effectively position the Library to meet future needs resulting from service innovation, community needs and municipal growth. The Master Plan will inform the Library's operational planning, capital forecasts and contributions to municipal development charge studies.
4. In addition to ongoing consultation and input of the Library Board and staff, reviewing and assessing the Library's current environment will be addressed through a situational analysis which may include:
 - a. Community Analysis - A range of community-related information with possible implications for library service, including demographic data, municipal planning documents, and information on local agencies and services, is gathered and formally analyzed at least once every four years, and the results used in the planning of library service.
 - b. Public Consultation - Community consultation methods may include any or all of the following: surveys, community leader interviews, focus group interviews, and public forums. Efforts will be made to solicit feedback and insights from both library users and non-users. The Library will ensure that the invitation to comment and the feedback process are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request.

Related Documents:

- **Public Libraries Act**, R.S.O. 1990, c. P.44
- Caledon Public Library Board By-Laws, CPL-16-06

Attachment 8-C

Date: March 21, 2022

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Caledon Public Library Board By-Laws Report

Recommendation:

That Caledon Public Library Board review the attached revisions to the Caledon Public Library Board By-Laws for recommendation and approval.

Background

As per the Board's regular schedule of policy review, the Caledon Public Library's Board By-laws have been revised and updated. As these by-laws have been revisited frequently over the last two years, only minimal changes are recommended at this time. As referenced in [Appendix A](#), these include:

- The removal of any gender specific language;
- Clarification that vaccination requirements will remain in place until such time that the Town of Caledon Employee COVID-19 Vaccination Policy is revised or rescinded by the municipality; and,
- The provision of voting rights for the Board Chair, in their ex-officio capacity on Board Committees.

Reference to fully-virtual meetings during times of declared emergency have not been revised as there has been no further communication from the Ministry of Heritage, Tourism, Sport and Culture Industries in regards to the post-pandemic delivery of meetings in this manner.

The revised by-laws, once approved, will be posted on the Library's website and made available in print upon request.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board repeal the previous By-Law, last revised October 18, 2021; and,

That the Caledon Public Library Board approve and adopt the newly revised Caledon Public Library Board By-law and Appendices

Appendix A

Title	Caledon Public Library Board By-Laws	
Policy Number	CPL-16-06	
Policy Type	Governance	
Approval Date	[approval date] 2022	
Review Date	[review date] 2024	
Notes	Originally adopted November 2000; Revised August 2012, February 2016, March 2018, March 2020 , April 2020 , June 2020 , January 2021 and October 2021	

1.0 GENERAL

1.1	The Board <i>Public Libraries Act</i>	The Caledon Public Library Board, hereafter referred to as the Board, is established under the Public Libraries Act, R.S.O., 1990, Chapter P.44 as amended.
1.2	History	The system results from the amalgamation of the Caledon East Public Library (which previously absorbed the Mono Road Library Association) the Town of Caledon Public Libraries (comprised of the former Alton Mechanics' Institute, the former Inglewood Mechanics' Institute, the J.T. Thomas Memorial Library and the Belfountain Public Library) and the Albion-Bolton Public Library.
1.3	Governance	The Caledon Public Library Board is appointed by the Council of the Town of Caledon. It is, however, a corporation in its own right. The responsibilities of the Board to Council and of the Council to the Board are laid out in detail in Sections 20 through 27 of the Public Libraries Act, 1990.
1.4	Purpose <i>Public Libraries Act</i>	The purpose of the Board is to provide public library services to the residents of Caledon, as set out in the Ontario Public Libraries Act and as further defined by the Caledon Public Library Strategic Plan, Town of Caledon By-laws, resolutions of Council, and Board policies.
1.5	Objectives	The Board will provide a comprehensive, efficient, effective, accountable and affordable public library service that reflects the unique needs of the Town of Caledon.
1.6	Regulations	The following rules and regulations of the Board shall be observed for the order and dispatch of business and shall regulate the conduct and duties of its members and officers.

1.7 Regulations – ability to suspend	If necessity warrants doing so for a specific reason, the rules and regulations contained herein may be suspended by resolution for a single occasion by a vote of at least two-thirds of the entire Board.
1.8 Reference	<p>Where possible, reference to applicable Acts, motions, or procedures have been made.</p> <p>The following reference materials were used and are indicated throughout the document, actual wording has been identified in quotations and italics:</p> <ul style="list-style-type: none"> • The Public Libraries Act, R.S.O., 1990, Chapter P.44 (P.L.A.) • The Municipal Conflict of Interest Act • Robert’s Rules of Order, Newly Revised, 11th Edition • Town of Caledon By-law 2009-081 <p>Whenever the pronoun “she” or the possessive adjective “her” is used, it shall be interpreted to include both genders, and shall be read in the singular or plural case, as applicable.</p>

2.0 BOARD COMPOSITION

2.1 Number of Members <i>P.L.A. Section 9</i> <i>Town of Caledon By-law 2009-081</i>	<p>The Town of Caledon approved the composition of the Library Board pursuant to the Public Libraries Act, R.S.O., 1990, Chapter P.44 at the June 23, 2009 meeting of Council</p> <p><i>The Caledon Public Library Board shall be composed of a total of nine (9) members appointed by the Council of The Corporation of the Town of Caledon as follows</i></p> <ul style="list-style-type: none"> • <i>seven (7) members shall be members of the public and</i> • <i>two (2) shall be members of Council</i>
2.2 Appointments	The Town of Caledon Council appoints all members to the Library Board.
2.3 Eligibility and Qualifications <i>P.L.A. Section 10</i>	<p><i>“A person is qualified to be appointed as a member of a board who is a member of the appointing Council or,</i></p> <ul style="list-style-type: none"> <i>a) is at least eighteen years old;</i> <i>b) is a Canadian citizen or a permanent resident of Canada within the meaning of the Immigration and Refugee Protection Act (Canada);</i> <i>c) is a resident of the municipality for which the board is established in the case of a public library;</i>

d) is not employed by the board or by the municipality..."

2.4 Term of Appointment

P.L.A. Section 10

"A board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms"

2.5 Resignations and Vacancies

P.L.A. Section 12

"Where a vacancy arises in the membership of a board, the appointing council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days."

2.6 Disqualification

P.L.A. Sections 10 and 13

"If a board member,

- a) is convicted of an indictable offence;*
- b) becomes incapacitated;*
- c) is absent from the meetings of the board for three consecutive months without being authorized by a board resolution;*
- d) ceases to be qualified for membership under clause 10(1)(c);*
or
- e) otherwise forfeits his or her seat,*

The member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly."

2.7 Attendance

Attendance of members at meetings shall be noted and recorded. A member applying for a leave of absence shall make such request directly to the Board and approval must be recorded in the minutes.

2.8 COVID-19 Vaccination

In response to the Covid-19 pandemic, and in support of the Library's legislated duty to provide a safe workplace, all members of the Board shall abide by the requirements and protocols referenced within the Town of Caledon Employee COVID-19 Vaccination Policy, **until such time that the Policy is revised or rescinded by the municipality.**

All Board Members are required to provide the CEO/Chief Librarian with a signed attestation, confirming their vaccination status. Any unvaccinated members shall refrain from attending any onsite meetings or events on behalf of the Board.

Additional details of the adoption and application of this policy are referenced within the Caledon Public Library Personnel Policy (CPL-16-09).

3.0 DUTIES AND RESPONSIBILITIES OF THE BOARD

3.1 The Board of Directors	<p>The Library Board functions within the terms of the Public Libraries Act, R.S.O. 1990. Caledon Public Library shall be under the management and control of the Caledon Public Library Board. The Board establishes policies to direct the operations of the Caledon Public Library, in accordance with its purpose and objectives. The Board employs a Chief Executive Officer and Chief Librarian, who in turn administers the Library under the guidance of those policies.</p> <p>Responsibilities of the Board of Directors are categorized by the following actions:</p>
3.2 Policies	<ul style="list-style-type: none">• Adopt written policies as required to ensure that there is an efficient operation of the system. Such policies should include those dealing with personnel, public service, materials selection and financial authorities.
3.3 Strategic Planning	<p>Although the Board depends on staff expertise to assist with executing the strategic planning process, the Board is ultimately accountable for the strategic plan. Related responsibilities include:</p> <ul style="list-style-type: none">• Approves the strategic planning process proposal and timeline.• The Board, as a whole, has the right to select a facilitator or delegate this task to a Board-appointed evaluation task force or to staff.• Encourage community engagement and stakeholder feedback.• Understand the program needs of the library in relation to the community.• Formulate the goals of the library and approve plan(s) for meeting these goals.• Report mechanisms and feedback activities of the library on the achievement of approved plan outcomes.
3.4 Advocacy	<ul style="list-style-type: none">• Establish, support and participate in planned programs to meet community needs.• Understand local and other laws affecting library operations and governance; play a role in initiating and supporting beneficial library legislation; interact with provincial library agencies.

		<ul style="list-style-type: none"> • Be aware of the activities of regional, provincial, and national library organizations.
3.5	Funding and Financial Accountability	<ul style="list-style-type: none"> • Recommend to Council the Library's annual operating budget and capital forecast. Each year, the Board shall prepare, adopt and submit to the Council of the Town of Caledon a budget of estimated revenues and expenditures for the operating and capital requirements of the library system. • The fiscal year shall run from January 1st to December 31st. • An audit will be completed annually. The auditors shall be appointed by the municipality and the Treasurer shall present the books for audit by January 31st, following the end of the fiscal year, or at such time after the end of the fiscal year as the books shall be requested by the auditor. • Seek diversified sources of revenue, e.g. grants and fundraising, in support of library service enhancements.
3.6	Reporting	<ul style="list-style-type: none"> • Ensure that accurate public records are kept on file at the library and with appropriate local, provincial, or national bodies. • Be legally responsible for the Library to the Council. • Report regularly to governing officials and the general public. • Evaluate the performance of the Library annually.
3.7	CEO/Chief Librarian Evaluation	<ul style="list-style-type: none"> • The Board is accountable for the annual review of the CEO/Chief Librarian's performance. • The Board is expected to provide feedback at the appropriate opportunities throughout the year when the CEO/Chief Librarian Performance Evaluation Committee requests, in order to assist the Committee in meeting its directive. • The Board approves the CEO/Chief Librarian's final performance evaluation.
3.8	Employer	<ul style="list-style-type: none"> • The Board may appoint and remove employees, determine the terms of their employment, fix their remuneration and prescribe their duties, on the recommendation of the CEO/Chief Librarian. • The Board shall establish and maintain a personnel policy, the provisions of which shall be adhered to by the Board, the CEO/ Chief Librarian and all employees.
3.9	Board Liability	<p>Every member of the Board, in exercising their her powers and discharging her duties, shall act honestly and in good faith with a view to the best interests of the Town of Caledon Public Library, and exercise the care, diligence and skill that a</p>

reasonably prudent person would exercise in comparable circumstances.

Subject to the foregoing, the Board shall indemnify a member of the Board against all costs, charges and expenses reasonably incurred by ~~them~~ ~~him or her~~ in ~~their~~ ~~her~~ personal capacity in respect of any civil or administrative action or proceeding to which they are ~~she is~~ made a party solely by reason of being a member of the Board; such costs to be reviewed periodically by the Board, at the Board's request, and not to be incurred by the Board member without prior written notice to, and prior written approval of the Board.

3.11 Expenses

The members of the Board shall serve without remuneration, but they shall be reimbursed by the Board for proper traveling and other approved expenses incurred in carrying out duties as members of the Board.

Such reimbursement shall be applied as identified in the Library's Personnel Policy.

3.12 Signing Officers

Signing officers of the Board shall be two (2) in number, and shall be any two of the Chair, the Vice-Chair, and the Secretary-Treasurer.

4.0 OFFICERS OF THE BOARD

4.1 Officers of the Board

The officers of the Board shall consist of the following officers: Chair, Vice-Chair, Past-Chair, Secretary, Treasurer, and Chief Executive Officer.

4.1 Election of Officers

The Caledon Public Library Board has adopted an election procedure which follows parliamentary rules to elect its officers by accepting nominations (and acceptances to stand) from the floor, closing nominations, then voting to elect from that proposed slate of officers.

When two or more Board members are vying for a position, voting will be done by ballot. Two staff members will exit the room to count votes, at least one being the CEO/Chief Librarian or delegated secretary. The Board may decide to have a Board-appointed scrutineer (a Board member) stand at a distance to oversee the counting. All votes will be sealed in an envelope for shredding at a later time. The successful candidate will be announced.

Technology may be used to facilitate this process when meetings are hosted electronically or in a hybrid format.

At the first meeting of a term a Chair will be elected, and elections for Vice-Chair, representative positions and committee seats will be held during the second regular business meeting in a new term.

At the last regular meeting of second year of a term, elections will be held for all positions with the expectation that Board members will be ready to step into their elected roles on January 1 of the following year.

In the event any of the offices becomes vacant for any reason, a new officer shall be elected or appointed to fill the vacancy.

4.2 Chair of the Board

P.L.A. Section 14

“A board shall elect one of its members as chair at its first meeting in a new term.”

A Chair of the Board is elected for a two-year term, and until a successor is appointed.

The Chair may be removed from office by a two-thirds majority vote of the Board. If the Chair resigns or is removed from office, the successor will hold office for the balance of the term of appointment of the Chair.

The Chair is ex-officio member of all committees of the Board, and as such, will not be included as part of quorum for any Board committees.

Duties and Responsibilities of the Chair:

- The Chair of the Board shall preside at all meetings of the Board, preserve order, and decide all questions on order subject to appeal to the Board.
- The Chair shall act as a representative of the Board as required, and generally conduct the business of the Board.
- The Chair of the Board may vote on any question before the Board.
- The Chair of the Board shall ensure that orientation is provided to the new Board members.
- The Chair of the Board, along with the CEO/Chief Librarian Performance Evaluation Committee, shall initiate the process for the Chief Executive Officer/Chief Librarian’s annual performance review.

4.3 Vice-Chair

The Vice-Chair shall act as Chair in the event of the inability of the Chair to so act.

The Vice-Chair will hold office for two years, and until a successor is appointed.

The Vice-Chair may be removed from office by a two-thirds majority vote of the Board. If the Vice-Chair resigns or is removed from office, the successor will hold office for the balance of the term.

Duties and Responsibilities of the Vice-Chair:

- The Vice-Chair presides at Board meetings if the Chair is absent from the meeting, for any periods during which the Chair is present at the meeting but temporarily leaves the chair, for the discussion of any item in which the Chair has declared a pecuniary interest.
- Performs the remaining duties of the Chair if the Chair is unable for any reason to perform them.

4.4 Past-Chair

The position of Past-Chair will automatically fall to the previous Chair assuming that ~~they~~ ~~he or she~~ remains as a member of the Board. The Past-Chair will hold office for two years, and until a successor is appointed. The position of Past Chair may remain vacant if the previous Chair is no longer a member of the Board.

The Past-Chair may be removed from office by a two-thirds majority vote of the Board. If the Vice-Chair resigns or is removed from office, the successor will hold office for the balance of the term.

Duties and Responsibilities of the Past-Chair:

- The Past-Chair will act as an advisor to the current Chair and as a mentor to Board members appointed mid-term, ensuring that these individuals receive proper orientation.

4.5 Secretary of the Board

P.L.A. Section 15

*“A board shall appoint a secretary who shall,
(a) conduct the board’s official correspondence; and
(b) keep minutes of every meeting of the board.*

The same person may be both the secretary and the treasurer, and the chief executive officer appointed under subsection (2) may be the secretary and may be the treasurer. R.S.O. 1990, c. P.44, s. 15 (2-5)”

The Secretary shall be appointed by the Board at the time that the Chief Executive Office/Chief Librarian is first appointed.

Duties and Responsibilities of the Secretary of the Board:

- maintain the Board's by-laws, policies, minutes, correspondence, lists of members, meeting schedules and other official records;
- advise the Chair on meeting procedures;
- facilitate meeting arrangements;
- keep minutes of every Board and Committee meeting;
- give notice of Board and Committee meetings
- in the absence of the Chair, Vice and Past Chair, to call the meeting to order and conduct the immediate election of an Acting Chair

The Secretary or ~~his or her~~ **their** designate will be present at all meetings of the Board and its Committees, except where directly related to the performance of the CEO/Chief Librarian.

4.6 Treasurer of the Board

P.L.A. Section 15

"A board shall appoint a treasurer who shall,

- a) receive and account for all the board's money;*
- b) open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board;*
- c) deposit all money received on the board's behalf to the credit of that account or accounts; and*
- d) disburse the money as the board directs.*

The same person may be both the secretary and the treasurer, and the chief executive officer appointed under subsection (2) may be the secretary and may be the treasurer. R.S.O. 1990, c. P.44, s. 15 (2-5)"

The Treasurer shall be appointed by the Board at the time that the Chief Executive Officer/Chief Librarian is first appointed.

Duties and Responsibilities of the Treasurer of the Board:

- Provide financial reports to the Library Board at each regular meeting of the Board
 - Prepare a draft budget for consideration by the Finance Committee and Board
 - Manage Library finances as required by provincial and federal legislation, Town and Library By-laws, and Board resolutions.
-

4.7 Chief Executive Officer

The Board shall appoint a Chief Executive Officer, who shall be the person holding the position of Chief Librarian. The Chief Librarian shall continue to hold the office of Chief Executive Officer until otherwise determined by the Board.

The Chief Executive Officer shall hold the office of Secretary and of Treasurer, and shall continue to do so unless otherwise determined by the Board.

Duties and Responsibilities of the CEO and Chief Librarian:

- The Chief Executive Officer and Chief Librarian shall have general supervision over and direction of the operations of the Public Library and its staff;
- Shall implement the policies of the Board in accordance with Provincial Statutes;
- Shall advise the Board on all matters pertinent to the administration of the system;
- Shall be responsible to the Board for the efficiency of the administration and shall have control of the employees of the Board in accordance with the personnel policies adopted by the Board. The CEO/Chief Librarian shall assign them to their duties and shall determine the nature of records and files to be kept;
- Shall issue notices of meetings to the Board and its committees at the proper time;
- Shall attend all meetings of the Board and its committees except when discussion takes place pertaining to the position as Chief Executive Officer/Chief Librarian;
- Shall represent the Board at meetings, conferences and hearings, and shall speak on its behalf as required;
- Shall have the other powers and duties that the Board assigns to him or her from time to time.

4.8 External Appointments

The Board shall make appointments to any other body on which it is entitled to have representation.

This shall include the appointment of a representative to the:

- ~~Southern~~ Ontario Library Services (SOLS) Trustee Council
-

5.0 COMMITTEES OF THE BOARD

5.1 Duties of Committees	The purpose of committees is to facilitate the business of the board.
5.2 Committee of the Whole	The Board shall meet as a Committee of the Whole when the majority of the Board members considers it necessary, or subject to conditions outlined in Section 6.11 of these by-laws. Members of the Board shall elect a Chairman for the meeting of the Committee of the Whole and they she shall present to the Board the recommendations made by the Committee at the next meeting of the full Board.
5.3 Standing Committees	<p>The Board will strike the following standing committees in accordance with the Terms of Reference attached as Appendices A, B and C.</p> <ul style="list-style-type: none">• Finance Committee• CEO/Chief Librarian Performance Evaluation Committee• Advocacy and Fundraising Committee <p>Initial appointment to these committees shall be formalized at the second regular meeting of the Board within a new term. At the last regular meeting of second year of a term, appointments will be made to all standing committees with the expectation that Board members will be ready to step into their committee roles on January 1 of the following year.</p>
5.4 Ad Hoc Committees	<p>As required, ad hoc committees may be established by motion of the Board, to deal with matters before the Board. Ad hoc committees may include:</p> <ul style="list-style-type: none">• Personnel Committee• Planning Committee• Board Recruitment/Succession Committee• other committees as determined from time to time. <p>The composition and membership of an ad hoc committee shall be decided when established.</p> <p>Ad hoc committees will report recommendations to the Board.</p> <p>Upon completion of its assignment, an ad hoc committee shall be discharged by motion of the Board.</p>
5.5 Election of Committee Chair	The Chair of a Board Committee shall be elected by the Committee members and recommended to the Board for approval at the Board's next regular meeting.

5.6 Membership	As defined in section 4.2 in the by-laws, the Chair acts as an ex-officio member of all committees of the Board with full voting rights.
5.7 Meetings	Meetings of committees may be called by the Chair of the committee or by a majority of the members of a committee. A quorum of all committees shall be the majority of members of the Committee.
5.8 Committee Proceedings	The CEO/Chief Librarian shall attend all committee meetings, except when discussion takes place pertaining to the position of CEO/Chief Librarian. Minutes of committee meetings shall be submitted to and received by the Board at the next regularly scheduled meeting.
5.9 Report to the Board	The Chair of the Committee, or in the Chair's absence, another member of the committee shall report to the Board as required.

6.0 BOARD MEETINGS

6.1 Meetings	All Board meetings shall be open to the public.
6.2 First Meeting of the Board in a New Term <i>P.L.A. Section 14</i>	The Chief Executive Officer and Chief Librarian of the Caledon Public Library Board shall call the first meeting of the Board in a new term, in accordance with Section 14 of the Public Libraries Act.
6.3 Schedule of Meetings <i>P.L.A. Section 16</i>	<p>The Board shall schedule ten (10) regular meetings per year. This is greater than the minimum required by legislation. As per the Public Libraries Act, R.S.O., 1990, Chapter P.44 as amended, "A board shall hold at least seven regular meetings in each year". As a result, regular meetings cancelled due to weather or lack of quorum need not be rescheduled, though the Board may opt to do so.</p> <p>Meetings of the Caledon Public Library Board are generally scheduled for the third Monday of the month at 6:00 PM with the exception of February and July. The schedule of dates for Board meetings for the year will be provided to members at the beginning of each year. The Board may decide to change a regular meeting date for reasons deemed acceptable and notice of such meeting will be made to the public via the website.</p>
6.4 Special Meetings	A special meeting of the Board may be summoned at any time by the Chair, and it shall be their her duty to convene a special meeting when requested to do so in writing by two members of

the Board. The purpose of the special meeting must be stated in the notice and no other business will be transacted without the consent of the majority of the Board.

Notice of special meetings may be called with 48 hours notice by telephone or e-mail.

Lack of receipt of the notice of a special meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.

6.5 Notification of Meetings

Notice of meetings shall be in the form of a written agenda accompanied by its supporting documents and shall be laid before the Board prior to the time of meeting. The Chair and the Secretary shall be responsible for the preparation of the agenda and any member wishing to place an item on the agenda may do so by making a request to the Chair or Secretary. Such requests shall then be considered at the Chair of the Board's discretion.

Minutes of the previous meeting shall be distributed to members prior to the meeting in sufficient time to permit their study.

The document-package shall be delivered to the Board member's designated email address with printed copies available for pickup at the Library if requested. Whenever possible, packages will be made available five days prior to the upcoming Board meeting.

Lack of receipt of the notice of a regular meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.

Notice of any change to the regular meetings shall be sent to members in writing or by e-mail at least 48 hours prior to the meeting.

6.6 Attendance
P.L.A. Section 13

Members shall notify the Secretary or designate if they are not able to attend the Regular Board meeting. Attendance of members at meetings shall be recorded.

Any member absent from meetings of the Board for three consecutive months without a resolution authorizing the absence having been recorded in the minutes shall be deemed to have resigned, and the Board shall notify the Council that the seat has become vacant.

6.7 Conflict of Interest

Members of the Board are subject to the Municipal Conflict of Interest Act and shall refrain from discussing and voting on any

matter, which is of a direct or indirect pecuniary interest to themselves, their family members or their employers. An official declaration shall be made by the member during the agenda review, and recorded in the minutes.

6.8 Delegations

A person or organization wishing to appear as a delegation before the Board shall satisfy the provisions as set out below:

- A delegation wishing to appear before a Committee or the full Board shall submit a written request to the Secretary Treasurer (CEO/Chief Librarian) 10 days prior to the scheduled meeting of the Committee or Board. The request must stipulate the subject matter upon which the delegation wishes to speak.
- The Secretary Treasurer (CEO/Chief Librarian) shall notify a representative of the delegation, at a time reasonably in advance, of the date, time and place of the presentation.
- The delegation appearance and the subject of the delegation will be included on the regular agenda and each delegation shall be limited to a maximum time of ten (10) minutes to make a presentation unless otherwise determined by leave of the Chair. Questions and answers from the Board are in addition to this time limit.
- Any related written material will be circulated to the Board in advance of the presentation. All written material must be received 7 days prior to the Board Meeting.
- If the delegation is unable to meet the time requirements for notification but wishes to address the Committee or Board, the ten-day notice may be lifted at the discretion of the Chair.
- Unscheduled delegations will require a 2/3 majority vote of Library Board

6.9 Order of Business

The normal order of business shall be as follows:

1. Call to Order
2. Indigenous Acknowledgment
3. Apologies for non-attendance
4. Approval of the Agenda
5. Disclosure of pecuniary interest
6. Consent Agenda
 - a. Approval of the minutes of the previous meeting
 - b. CEO/Chief Librarian's Report
 - c. Strategic Initiatives Update
 - d. Correspondence
7. Business Arising From the Minutes
8. Staff Reports
 - a. Treasurer's Report and Financial Statements

9. Board and Committee Reports
10. New Business
- ~~11. Board Work Plan Review~~
11. Board Advocacy and Development
12. Board Work Plan Review
13. Question Period
- ~~14. Evaluation of Meeting~~
14. Time and Location of Next Meeting
15. Adjournment

The Board may at any time suspend or vary the order of business as outline on the agenda by a majority vote of the members present.

6.10 In-Camera

P.L.A. Section 16

At a Board or Committee meeting, the Board may move in-camera to discuss a matter that falls within the “closed meetings” provision of the Public Libraries Act.

“A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- a) the security of the property of the board;*
- b) personal matters about an identifiable individual;*
- c) a proposed or pending acquisition or disposition of land by the board;*
- d) labour relations or employee negotiations;*
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;*
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act.*

A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the board or committee of the board is the head of an institution for the purposes of that Act.”

The motion to move in-camera will state the general nature of the matter to be considered in the closed session. Such a motion shall be non-debatable, and, if it is carried, the Chair of the meeting shall designate a time for the session to be held. An in camera session shall be ended by a resolution that the regular session be resumed. Any motion passed during an in camera session must be repeated in the regular session to pass into the final Minutes.

Minutes of the in-camera portion of the meeting will be marked confidential and issued to the Board for approval and then filed in a secure place by the Secretary of the Board.

6.11 Quorum

P.L.A. Section 16

At all regular and special meetings of the Board, a majority of members shall constitute a quorum. Should there be no quorum present thirty minutes after the time appointed for the meeting, the Secretary shall record the names of those present and the meeting shall move into a Committee of the Whole. Recommendations from the Committee of the Whole must be approved at the next meeting of the Board. The presence of a majority of all the members constituting a Board is necessary for the transaction of business at any regular or special meeting.

No meeting will be called with the advance knowledge that there will be no quorum.

6.12 Remote Participation

It is acceptable to enable the use of technology so that Board Members may remotely participate in meetings, in cases when members are not able to physically attend. Any such technology must enable real time participation (such as phone or video) and the identity of the person(s) remote to the physical space must be verified by those in attendance.

Both in person and remote participants will be considered when determining quorum.

Any requests for remote participation must be communicated to the Board Chair and CEO/Chief Librarian at least 24 hours in advance of the meeting.

Remote participation, as referenced above, is intended to support participation by Board members who are unable to attend a regular meeting which is physically hosted within a library branch or other facility.

Fully electronic meetings, with all trustees participating remotely, may be held during a period of declared emergency, so as long as members of the public may attend virtually and participate in real-time.

Recordings of any meeting by anyone in attendance, and regardless of format, is strictly prohibited. Notices to this effect will be shared as part of the agenda, at the opening of each meeting and as new members of the public join the meeting.

6.13 Voting

P.L.A. Section 16

“The chair or acting chair of a board may vote with the other members of the board upon all questions, and any question on

which there is an equality of votes shall be deemed to be negative.”

6.14 Procedure for Meetings

The Chairman of the meeting shall preserve order and conduct the meeting in accordance with duties outlined in Section 4.

If the Chair is not present at the time for the meeting to begin, the Vice-Chair will call the meeting to order and will preside for that meeting or until the arrival of the Chair.

If both the Chair and the Vice-Chair are not present at the time for the meeting to begin, the Past-Chair will call the meeting to order and will preside for that meeting or until the arrival of the Chair or Vice-Chair.

If neither the Chair, Vice-Chair nor Past-Chair are present within 15 minutes after the time for the meeting to begin, the Secretary will call the meeting to order and will preside for the election of an Acting Chair.

While presiding, the Acting Chair will have all the rights, duties and responsibilities of the Chair.

The CEO/Chief Librarian shall act as or designate a recording secretary for meetings.

6.15 Rules of Order

The rules contained in Robert’s Rules of Order shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with these by-laws or the special rules of order of this Board.

- All decisions will be made on the basis of motions.
- To make a motion, a member must obtain the floor first.
- Every motion must be seconded by another member.
- A motion will not be debated until it has been moved and seconded and put on the floor by the Chair.
- There will be only one substantive motion before the meeting at any one time. An amendment may be made to a motion, but may not negate the main motion or materially alter the intent.
- After members debate the motion the Chair puts the question (puts it to a vote) and announces the result of the vote.
- A motion that has been moved and seconded can be withdrawn or modified (modifications that would not occasion

debate if proposed as amendments) with the agreement of the mover.

- 6.16 Conduct of the Chair** The Chair shall preside at all meetings and shall preserve order and decide all questions on order subject to an appeal to the Board. Thus ~~their~~ ~~her~~ duties will require ~~them~~ ~~her~~ to:
- a) open the meeting by taking the Chair and call the members to order;
 - b) determine the presence of a quorum;
 - c) announce the business before the Board in accordance with the agenda;
 - d) receive, and submit in a proper manner, all motions presented by members of the Board;
 - e) put to vote all questions which are regularly moved and seconded, and announce the result;
 - f) decline to put to vote motions which infringe rules of procedure;
 - g) authenticate by signature, when necessary, all resolutions and minutes of the Board;
 - h) enforce the observance of rules of order among the Board members;
 - i) inform the Board, when necessary, or when referred to for the purpose, on a point of order or usage;
 - j) represent the Board, and obey its decision in all things;
 - k) select members who are to serve on ad hoc committees;
 - l) ensure that the decisions of the Board are in conformity with the laws and procedures governing the activities of the Board;
 - m) adjourn the meeting when business is concluded.

Members who have already spoken may speak again only after all other Members have been given the opportunity to speak.

The Chair will not put any matter to the vote, nor will any Member move a procedural motion to have the vote taken, until every Member who wishes to speak has spoken at least once.

If the Chair rules that it is beneficial and in the best interests of the Board to deal with a question immediately, than this is the action the Board must take. The Chair's rulings on order or procedure are not debatable, but may be appealed by any Member by motion, duly seconded. If the motion is carried, the Chair's decision is overturned.

If the Chair rules that a motion is contrary to the rules of the Board, the Chair will tell the Members immediately before

putting the question, and will cite the rule or authority applicable to the case without argument or comment.

The Chair may place time limits on speeches. The time limit must be announced before the debate begins and must be the same for all Members.

6.17 Conduct of Members

P.L.A. Section 16.1

A member will be courteous and will not engage in any action, which disturbs the meeting.

A Member will not:

- use offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Member, charge another Member with being dishonest, be abusive or insulting, or cause disorder;
- make any noise or disturbance that prevents Members from being able to participate in the meeting;
- interrupt a Member who is speaking, except to raise a Matter of Privilege or a Point of Order;
- disobey the rules of the Board, or disobey a decision of the Chair of the Board on questions of order or practice or on the interpretation of the rules of the Board.

A Member who wishes to speak will signal the Chair by a raised hand, and will wait for recognition by the Chair.

All remarks and questions, including questions intended for another Member or staff, will be addressed to the Chair.

The Chair of a meeting may deny a Member the right to speak on a particular topic if the Member is disruptive or persistently interrupts others.

The Chair of a meeting may exclude a Member from the meeting who has been given a warning but continues to disregard the rulings from the Chair, *"...the board chair may expel any person for improper conduct at a meeting."*

6.18 Conduct of the Public

P.L.A. Section 16.1

Members of the public will be courteous and will not engage in any action, which disturbs the meeting.

Members of the public will not:

- make any noise or disturbance that prevents members from being able to participate in the meeting;
 - address the Board without a prior appointment, or without the permission of the Board at the meeting;
-

-
- use offensive language.

“...the board chair may expel any person for improper conduct at a meeting.”

6.19 Curfew	A curfew of 10:00 p.m. shall apply to all meetings, except by a 100% vote of the Board members in attendance at the meeting in progress.
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7.0 MINUTES AND AGENDAS

7.1 Distribution	Board agendas and minutes are public information and will be made available to the public in print and via the Library’s website.
7.2 Regular Board Meeting Minutes	Minutes are recorded by the appointed recording secretary for later transcription in draft form, and forwarded to Board members before the next meeting. Additions or corrections are brought to the following full Board meeting for adoption in the minutes.
7.3 Committee Minutes	Minutes of Committee meetings are recorded by the appointed recording secretary or a member of the committee as appointed at the committee’s first meeting.
7.4 Approval of the Agenda	At the beginning of any regular Board or Committee meeting, the Chair of the Board may announce additional items to be added to the agenda prior to the approval of the agenda.
7.5 New Business	A New Business item will be placed on the agenda of all regular Board and Committee meetings. The Chair will ask the Board if there is any new business, and if there are no objections to a particular item or items, such item(s) can be discussed. The Chair may also provide information.

8.0 REVIEW AND AMENDMENTS TO BY-LAWS

8.1 In the Event of Conflict	In the event of a conflict between this By-law and the provision of either the Public Libraries Act or an applicable by-law of the Town of Caledon, the provisions of the Public Libraries Act shall prevail to the extent of any conflict.
8.2 Review	Revisions to any of the guiding authorities (Public Libraries Act, Robert’s Rules of Order, Town of Caledon By-laws) will necessitate a review of the Board By-laws.

These by-laws will be reviewed bi-annually as per the review date indicated at the beginning of this document.

8.3 Amendments

Any proposed amendments to the By-laws prior to the regular scheduled review shall require a two-thirds vote by the membership, with the vote to take place after a minimum of 30 days notification.

8.4 Repeal of Previous By-Law

Upon this By-Law coming into force, the previous by-law-is repealed in its entirety.

APPENDIX A

CALEDON PUBLIC LIBRARY BOARD

FINANCE COMMITTEE

TERMS OF REFERENCE

1.0 Authority	The Library Board has created a Finance Committee to review items relating to all financial activity of the Library and make recommendations to the Board. The Finance Committee shall function in accordance with the Caledon Public Library Board's By-Laws.
2.0 Composition	<p>The Finance Committee shall consist of three members of the Library Board as well as the Chair of the Board. who is a non-voting ex-officio member of the Committee.</p> <p>The Chair of the Finance Committee shall be elected by the Committee members and recommended to the Board for approval at the Board's next regular meeting. The term of a Sub-Committee member appointment is two years.</p>
3.0 Mandate	<p>The Finance Committee shall:</p> <ul style="list-style-type: none">• Make recommendations to the Board, on issues that affect the financial management, fiscal viability, risk potential and internal financial controls of the Library.• Review the annual Operating Budget and Capital Budget as related to the Strategic Plan and priorities established by the Board.• Review the Audited Financial Statements and ensure that there is an effective annual external auditing process.• Investigate any other financial matters and advise the Board accordingly.
4.0 Meetings	The Finance Committee shall meet at least once annually or as deemed necessary. Meetings of the Committee may be called by the Chair of the Committee or by a majority of the members of a Committee. A quorum at each meeting shall be at least two members. The Committee shall have an Agenda, maintained by the Committee Chair, for the purposed of ensuring that the meeting agenda address responsibilities as outline in these terms of reference.
5.0 Staff support	The Library CEO/Chief Librarian will support the work of the Committee in the following ways:

- Support the organization of meetings, prepare and distribute agendas, meeting notes and arranging meeting space.
- Provide draft budget materials and related background materials to the Committee for discussion.
- The CEO/Chief Librarian shall be the Secretary of all committees and shall appoint a recording secretary as necessary.

6.0 Reports

The Finance Committee shall report to the Board at least once annually with respect to its activities, and additionally as deemed necessary by the Committee and/or the Board. Minutes of all committee meetings will be received at the next regular meeting of the Board.

APPENDIX B

CALEDON PUBLIC LIBRARY BOARD CEO/CHIEF LIBRARIAN PERFORMANCE EVALUATION COMMITTEE TERMS OF REFERENCE

1.0 Authority The CEO/Chief Librarian Performance Evaluation Committee Library Board is created by and reports to the Caledon Public Library Board in an advisory capacity. The CEO/Chief Librarian Evaluation Committee shall function in accordance with the Caledon Public Library Board's By-Laws and Personnel Policy.

2.0 Composition The CEO/Chief Librarian Performance Evaluation Committee shall consist of three members of the Library Board as well as the Chair of the Board. ~~who is a non-voting ex-officio member of the Committee.~~

The Chair of the CEO/Chief Librarian Performance Evaluation Committee shall be elected by the Committee members and recommended to the Board for approval at the Board's next regular meeting. The term of a Sub-Committee member appointment is two years.

3.0 Mandate The CEO/Chief Librarian Performance Evaluation Committee will make recommendations to the Library Board on the following matters:

- A review of the goals and objectives and methods of evaluation for the Library CEO/Chief Librarian
- Advice and recommendations with respect to the CEO's annual work plan.
- An annual performance evaluation of the Library CEO/Chief Librarian according to the adopted methodology.

The Chair of the CEO/Chief Librarian Performance Evaluation Committee and the Chair of the Library Board meet with the CEO to review the evaluation.

4.0 Meetings The CEO/Chief Librarian Evaluation Committee shall meet at least once annually or as deemed necessary. Meetings of the Committee may be called by the Chair of the Committee or by a majority of the members of the Committee.

A quorum at each meeting shall be at least two members.

The Committee shall have an Agenda, maintained by the Committee Chair, for the purposed of ensuring that the meeting

addresses responsibilities as outlined in these terms of reference.

5.0 Process

An appraisal form has been developed for the annual evaluation process. It records annual goals, how the goals will be measured, the Board's rating for each goal.

The annual process involves the following steps and areas of responsibility. The timeline for these steps is often dependant on the CEO/Chief Librarian's initial start date in the role. The Committee may recommend to the Board that a standardized timeline be adopted. In such cases, when the timeline differs from the standard appraisal timeline in place for Library and Town staff, a letter confirming the CEO/Chief Librarian's eligibility for annual merit increase will be communicated to Town **People Services** ~~Human Resources~~.

- At the beginning of the annual term, the CEO/Chief Librarian drafts goals and measures and meets with the Performance Evaluation Committee to finalize them in advance of consideration by the full Board.
- In advance of the year end, the CEO/Chief Librarian prepares an annual progress report and self-assessment to be considered by the Committee.
- The Committee Chair distributes the appraisal form and requests confidential written input from all Board members.
- Individual Board members submit comments to the Committee Chair.
- The committee meets to finalize the performance appraisal. In the event that there is no consensus among Committee members regarding the CEO/Chief Librarian's performance, an in camera session of the full Board will be scheduled at a regular or special Board meeting to determine the overall final rating.
- On the basis of input from other Board members and the Executive Committee, the Chair of the CEO/Chief Librarian Performance Evaluation Committee and the Chair of the Library Board meet with the CEO/Chief Librarian to share the results of the performance appraisal.
- A mid-year review may be completed at the discretion of the committee or by a motion of the full Board.
- A survey of Library staff and/or partners, requesting feedback regarding the CEO/Chief Librarian's performance, may be initiated at the discretion of the committee or by a motion of the full Board.

- Board Chair presents a verbal summary of the results of the annual review in camera to the Board at its regular meeting.

6.0 Staff support

The Library CEO/Chief Librarian will support the work of the Committee in the following ways:

- Support the organization of meetings, prepare and distribute agendas, meeting notes and arranging meeting space.
- Provide draft materials and related background materials to the Committee for discussion.
- The Chief Executive Officer/Chief Librarian shall be the Secretary of all committees, except when discussion takes place pertaining to the position of Chief Executive Officer/Chief Librarian. The Committee shall appoint an alternate recording secretary for such instances.

7.0 Reports

The CEO/Chief Librarian Evaluation Committee shall report to the Board at least once annually with respect to its activities, and additionally as deemed necessary by the Committee and/or the Board. Minutes of all committee meetings, with the exception of in camera discussion, will be received at the next regular meeting of the Board.

APPENDIX C

CALEDON PUBLIC LIBRARY BOARD ADVOCACY AND FUNDRAISING COMMITTEE TERMS OF REFERENCE

1.0 Authority

The Library Board has created an Advocacy and Fundraising Committee to direct and implement the Board's efforts to raise awareness of the library's value proposition and secure funds in support of the library's strategic objectives. Raised funds and new sources of revenue are intended to supplement CPL's municipally-supported budget.

The Advocacy and Fundraising Committee shall function in accordance with the Caledon Public Library Board's By-Laws and will be guided by the Caledon Public Library Fundraising and Gift Acceptance Policy (CPL-18-23) and the Library's Fundraising Strategy.

2.0 Composition

The Advocacy and Fundraising Committee shall consist of three members of the Library Board as well as the Chair of the Board ~~who is a non-voting ex-officio member of the Committee.~~

The Chair of the Advocacy and Fundraising Committee shall be elected by the Committee members and recommended to the Board for approval at the Board's next regular meeting. The term of a Sub-Committee member appointment is two years.

In addition to the CEO/Chief Librarian, the Manager, Communications and Community Development will participate as a member of the committee.

3.0 Mandate

The Advocacy and Fundraising Committee shall:

- Make recommendations to the Board and initiate activities that enhance the Library's ability 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 in support of municipal growth
- Actively support the Library's fundraising initiatives by:
 - Advising the Board and staff of relevant opportunities and/or key contacts;

- Informing the development of any significant capital fundraising campaigns to be proposed for the full Board’s consideration; and,
- Encouraging all members of the Board to actively participate in the Library’s fundraising efforts as per the roles identified within the Fundraising Strategy.

4.0 Meetings

The Advocacy and Fundraising Committee shall meet at least four (4) times annually or as deemed necessary. Meetings of the Committee will be regularly scheduled in March, June, September and December of each year. Additional meetings may be called by the Chair of the Committee or by a majority of committee members. A majority of committee members shall constitute a quorum. The Committee shall have an Agenda, maintained by the Committee Chair, for the purposes of ensuring that the meetings address responsibilities as outline in these terms of reference.

5.0 Staff support

The Library CEO/Chief Librarian will support the work of the Committee in the following ways:

- Support the organization of meetings, prepare and distribute agendas, meeting notes and arrange for meeting space or online forums;
- Provide draft materials and related background materials to the Committee for discussion; and,
- The CEO/Chief Librarian shall be the Secretary of all committees and shall appoint a recording secretary as necessary.

The Manager, Communications and Community Development will support the work of the Committee in the following ways:

- Coordinating the Committee’s communication efforts;
- Preparing and maintaining an annual fundraising workplan for the Committee’s information and review;
- Department staff will assume responsibility for all operational tasks within the workplan; and,
- Providing quarterly reports on the status of all relevant advocacy and fundraising initiatives

6.0 Reports

The Advocacy Committee shall report to the Board at least four (4) times annually with respect to its activities, and additionally as deemed necessary by the Committee and/or the Board. Summaries and minutes of all committee meetings will be received at the next regular meeting of the Board.

Attachment 8-D

Date: March 21, 2022

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Annual Board Assessment Policy Report

Recommendation:

That Caledon Public Library Board review the revised Annual Board Assessment Policy for recommendation and approval.

Background

Recommended revisions to the policy resulting from the Library's regular review process are attached as [Appendix A](#). Suggested edits are largely informed by the recent work of the Board's Strategic Action and Assessment Committee. These include the addition of language to reflect the creation of an Assessment and Evaluation Plan in support of the Strategic Plan and the commitment to undertake a review of Board meetings three times per year.

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

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the Annual Board Assessment Policy.

Appendix A

Title	Annual Board Assessment Policy
Policy Number	CPL-16-07
Policy Type	Governance
Approval Date	[approval date] 2022
Review Date	[review date] 2024
Notes	Originally adopted March 21, 2016; Revised March 2018 and March 2020



Purpose

The Library Board will monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals. The evaluation process identifies key areas for Board improvement and the requisite follow-up action. This policy ensures that the Library Board formally assesses its effectiveness on an ongoing basis.

Background

Board assessment is the process by which the Board determines how well its performance is enabling the Library to achieve what it should. A strong, vibrant Board is a clear indicator of a healthy organization. Annual assessment is intended to discover the Board's strengths, identify knowledge and performance gaps and put in place strategies for improving performance and effectiveness.

Guidelines

1. The Library Board will evaluate its effectiveness on an annual basis.
2. The Chair will be responsible for managing the assessment process to allow the Board to remain consistent in benchmarking its performance against governance best practices and focus on continuous improvement in the following areas of responsibility:
 - a. Board conduct and practice
 - b. Policy development
 - c. Planning
 - d. Advocacy
 - e. Relationship with the CEO/Chief Librarian
 - f. Financial oversight
 - g. Board development
3. To facilitate the evaluation process, the Library Board will develop an annual work plan in January of each year and will assess its success in completing the work plan in November of each year.
4. As per the Caledon Public Library Planning Policy, a Strategic Action Status Report will be prepared for the Board's review in January of each year as a means of assessing the

Library's success in adhering to and meeting the mission statement, goals and objectives, actions and timelines identified in the current strategic planning documents. A Strategic Assessment and Evaluation Plan has also been created for this purpose and identifies indicators and baselines to measure the Board's success in realizing its goals over the term of the Strategic Plan.

5. The Board ~~may~~ will also conduct an evaluation of its meetings three times annually. ~~a short review of its performance at each regular meeting of the Board with special attention to the quality of discussion and decision-making.~~ An online survey will be used to collect member feedback in March, June and October of each year. Responses will be reviewed by the Board Chair and will inform opportunities for improving meetings, ensuring that meetings are supporting the Board in achieving its stated objectives.

Related Documents:

- **Public Libraries Act**, R.S.O. 1990, c. P.44
- Caledon Public Library Planning Policy, CPL-16-05
- Caledon Public Library Board By-Laws, CPL-16-06

Attachment 8-E

Date: March 21, 2022

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Rights and Safety of Children and Teens in the Library Report

Recommendation:

That Caledon Public Library Board review the attached revisions to the Rights and Safety of Children and Teens in the Library for recommendation and approval.

Background

Prompted by the Board's policy review schedule and work plan, the Library's policy relating to the Rights and Safety of Children and Teens has been examined by Library Management. As referenced in the attached document, only minor changes are recommended to this policy at this time.

Upon approval, the updated policy will be shared with staff, posted on the Library's website and made available in print upon request.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the revised Rights and Safety of Children and Teens in the Library

Title	Rights and Safety of Children and Teens in the Library	
Policy Number	CPL-16-08	
Policy Type	Operational	
Approval Date	[approval date] 2022	
Review Date	[review date] 2024	
Notes	Originally approved March 21, 2016; Revised March 2018 and March 2020.	

Purpose

The Caledon Public Library provides library services for children and teens to assist in developing their full potential and fostering a lifelong love of reading, learning and creativity. The Caledon Public Library Board endorses the **Children’s Rights in the Public Library** ([Appendix A](#)) adopted at the Ontario Library Association Annual General Meeting, November 1998 and the **Teen Rights in the Public Library** ([Appendix B](#)) adopted at the Ontario Library Association General Meeting, June 2010. In keeping with these rights, the Caledon Public Library welcomes and encourages children of all ages to use its facilities and services.

The Caledon Public Library also recognizes that children of all ages have a right to a respectful, supportive and safe environment when they visit the Library. Library staff are trained to assist children and teens in using the Library but cannot assume responsibility for the safety and well-being of children left unattended in the **branch building**. Parents and caregivers are reminded that the Library is a public building with all the inherent dangers of such a setting. Library policies and services are designed to provide a safe and welcoming environment for clients of all ages but parents need to use the same caution with their children at the Library as they would in any other public setting.

In an effort to ensure their safety and well-being within a public facility and to maintain an atmosphere of appropriate library use, the following policy has been adopted.

Definitions

For the purposes of this policy:

- A "child" is any person under sixteen years of age unless otherwise specified.
- A “parent/guardian” is any person who is either the natural, adoptive, foster parent or legal guardian of the child.
- A “caregiver” is any ~~one~~ **person** of 12 years of age or over to whom the parent has given responsibility for the care of a younger child.

Guidelines

- Responsibility for the welfare and the behaviour of children using the Library ultimately rests with the parent/guardian or an assigned caregiver.
- The Library acknowledges the following terms as stipulated in the *Child, Youth and Family Services Act (CYFSA)* with regards to supervision of children.

Section 136 (3) "No person having charge of a child younger than 16 shall leave the child without making provision for the child's supervision and care that is reasonable in the circumstances."

This legislation does not specify an age at which a child can be left alone, rather the legislation sets out to protect young people from any type of abuse or neglect and requires that all parents and caregivers must make reasonable plans (which will vary according to a child's age, maturity and circumstances) for the supervision of young people under 16 in their care.

- In this Library, children under the age of 10 must be accompanied by an adult or caregiver while in the library.
- If a child is left at the Library at closing time or in the event of an emergency situation or closure the staff person in charge will attempt to contact the parents or caregivers. If the parent or adult caregivers cannot be contacted within 15 minutes of closing hour, staff will notify the police. Staff will remain with the child until the parent and/or police arrive. Under no circumstances will library staff transport or take the child away from the library building.

Conduct of Children in the Library

Parents are responsible for the conduct of their children in the Library as outlined below:

- Children ages 10 and over may use the Library independently on a regular basis, but parents or guardians remain ~~are still~~ responsible for the behaviour of ~~any~~ their children while in the Library.
- Parents must ensure that children requiring supervision are brought to the Library with a responsible caregiver.
- Parents or caregivers are responsible for **monitoring and** supervising their child's access to all library resources including **print materials**, the Internet and other technologies.
- Children under the age of 10 must have a parent or caregiver in the immediate vicinity unless they are participating in a library program.
- Parents or caregivers who do not attend a program with the child under the age of 10 must remain within the branch.
- Library staff may request that a parent or caregiver be present to sign a child in and out of a program.

Unattended Children in the Library

In most circumstances, the health and safety of children, particularly older children and teens, is not an issue. However, library staff may intervene when they become aware that a child in the Library is in these, or similar situations:

- A child is alone, visibly upset or ill;
- A child under the age of 12 is left alone with younger siblings;
- A child is alone and doing something dangerous, or another person in the Library seems to be a danger to the child;
- A child is alone, and is not following library rules after reasonable warnings;
- A child is consistently left on his or her own in the Library for long periods of time; or
- A child is left alone at the Library at closing time.

Duty to Report

Section 125 of the *Child, Youth and Family Services Act (CYFSA)* recognizes that each of us has a responsibility for the welfare of children. It clearly states that members of the public including professionals who work with children, have a legislated obligation to report promptly to the Children's Aid Society (CAS) if they suspect that a child or a teen under the age of 16 is, or may be, in need of protection. The CYFSA defines the phrase "child in need of protection" as including physical, sexual and emotional abuse, neglect and risk of harm.

The duty to report applies to any child who is, or appears to be, under the age of 16 years. Library staff who are concerned that a 16 or 17-year old is, or may be, in need of protection may opt to make a report to CAS, who is required to assess the reported information.

When library staff members have reasonable grounds to suspect that a child is, or may be, in need of protection, they will advise the Chief Executive Officer or Manager on Call and together they will promptly report the suspicion and the information upon which it is based to the local CAS, as required in the CYFSA.

Privacy of Children and Teens

In keeping with the *Caledon Public Library Privacy Policy (CPL-15-01)* and the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*, a child's personal information held by the Library, including customer borrowing and electronic use records, will only be divulged to the child or their custodial parent or guardian. In cases where the individual is 16 years of age or greater, personal and account information will only be released to the individual to whom the information relates.

Requests for Information Regarding Truant Children

As a public facility, the Library does not monitor the activities of its customers unless there is a problem with conduct or a child is inappropriately left alone as outlined above.

If a school age child, up to the age of 16, is noticed to be spending considerable time in the library during the school day, staff may check with the child and ask that a parent confirm with the Library that he/she is aware of the child's whereabouts.

Requests for Information Regarding Missing Children/Runaways

Staff will not give information to any person over the telephone as to whether a child is currently in the Library or has been in the Library recently. Staff may offer to take a message and ask the child to call the person back. If a subpoena, warrant or court order is presented in person, staff must cooperate with police or other authorities in helping to locate a missing child. In the case of a missing child, library staff may share information with "a law enforcement agency requesting specific personal information, where the request is supported by a formal warrant or otherwise required by the law" or as indicated in the *Caledon Public Library Privacy Policy (CPL-15-01)*. All such requests must be documented on the Caledon Public Library's Disclosure of Personal Information form created for this purpose.

Contravention of Policy

A child's failure to comply with this or other Library policies may result in consequences deemed by library staff to be appropriate to the behaviour. The Library may require children who are in chronic violation of library rules to be accompanied by a parent / caregiver during library visits for a period to be determined by the CEO/Chief Librarian.

The Caledon Public Library Board reserves the right to remove the privileges of any library user found in contravention of the Caledon Public Library Board's policies. Consequences may include: a warning; a directive to vacate the premises; suspension of library privileges; prohibition from the library building and premises by way of issuing a Notice of Trespass; and/or laying criminal charges.

Appeal Process

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

Office of the CEO and Chief Librarian
Caledon Public Library,
~~6500 Old Church Road~~ 150 Queen Street South

~~Caledon~~ East Bolton, Ontario

~~L7C 0H3~~ L7E 1E3

E-mail: ceo@caledon.library.on.ca

Related Documents:

- [Municipal Freedom of Information and Protection of Privacy Act](#), R.S.O. 1990, c. M.56
- [Ontario's Child, Youth and Family Services Act](#), 2017, S.O. 2017, c. 14, Sched. 1
- [Public Libraries Act](#), R.S.O. 1990, c. P.44
- Caledon Public Library Privacy Policy (CPL-15-01)

Appendix A

Ontario Library Association's Position on Children's Rights in the Public Library

Adopted at the Ontario Library Association Annual General Meeting

November 1998

Children in Public Libraries have the right to:

1. Intellectual freedom
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A Library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the Library administration, Library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

Appendix B

Ontario Library Association's Position on Teen's Rights in the Public Library

Adopted at the Ontario Library Association Annual General Meeting

June 2010

Teens in Ontario Public Libraries have the right to:

1. Intellectual freedom

The Library establishes clear policy statements concerning the right to free access by young adults to Library resources and information sources; and respect for the rights of young adults to select materials appropriate to their needs without censorship. The Library's teen collection, policies and services should be consistent with the concepts of intellectual freedom defined by the CLA, OLA and Ontario Human Rights code.

2. Equal access to the full range of materials, services, and programs specifically designed and developed to meet their unique needs.

The Library integrates Library service to teens into the overall plan, budget and service program for the Library. Library service to teens is integrated with those offered to other user groups.

3. Adequate funding for collections and services related to population, use and local community needs.

The Library incorporates funding for materials and services for teens in the Library operating budget and ensures there is equitable distribution of resources to support programs and services for young adults.

4. Collections that specifically meet the needs of teens

The Library provides a wide spectrum of current materials of interest to young adults to encourage lifelong learning, literacy, reading motivation, and reader development.

The Library endeavors to develop collections that encourage leisure reading, support homework and school success and responds to gender and cultural diversity. The Library provides unfettered access to technology including social networking, licensed databases, and other online Library resources for teens.

5. A Library environment that complements their physical and developmental stages.

The Library provides identifiable spaces for teens that are separate from children's spaces where possible, reflects their lifestyle and allows for teens to use this Library space for leisure or study, either independently or in groups.

6. Welcoming, respectful, supportive service at every service point.

The Library promotes friendly, positive, non-biased customer interactions with teens, providing staff development and training and ensures that services for teens embrace cultural and gender diversity and economic differences. Library staff will endeavor to respect the teen's need for privacy and nonjudgmental service and assist young adults in acquiring the skills to effectively access all Library resources and become information literate.

7. Library Programs and Services appropriate for Teens

The Library fosters youth development by providing programs for teens that contribute to literacy, life-long learning and healthy youth development. The Library endeavors to provide volunteer opportunities for helping others through community service hours including participating on Library Advisory Boards, and other projects that help develop a sense of responsibility and community involvement. The Library's teen services initiatives are effectively managed according to best practices in the field of Youth Services.

8. Trained and knowledgeable staff specializing in teen services.

Library staff is knowledgeable about adolescent development and age appropriate resources for young adults inclusive of those with special needs. The Library provides services by teen specialists as well as by others who are trained to serve teens.)

9. An advocate who will speak on their behalf to the Library administration, Library board, municipal council and community to make people aware of the goals of teen services.

The Library works in partnership with other community agencies and organizations to support all aspects of healthy, successful youth development.

10. Library policies are written to include the needs of the youth.

Attachment 12-A

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2022

Updated March 21, 2022

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 2022	<ul style="list-style-type: none"> Review of 2021 Strategic Actions Completed Review of 2021 Q4 and Annual Statistics Privacy Policy Review Operational Policy Review OLA Board Attendance Confirmation 	<ul style="list-style-type: none"> 2021 Q4 and Year End Statistics Report 2021 Strategic Scoresheet 2021 Procurement Update Drafted policy 	<ul style="list-style-type: none"> OLA Conference Registration
February 2022	<ul style="list-style-type: none"> No regular meeting scheduled 		<ul style="list-style-type: none"> OLA Super Conference/ OLBA Boot Camp virtual attendance
March 2022	<ul style="list-style-type: none"> Planning Policy Review Board By-Law Review Annual Board Assessment Policy Review Rights and Safety of Children and Teens in the Library Review 	<ul style="list-style-type: none"> OLA Conference Feedback Drafted policies 	<ul style="list-style-type: none"> Year End Variance Review – 2021 Meeting evaluation Meeting of Advocacy/Fundraising Committee
April 2022	<ul style="list-style-type: none"> Review of 2021 Annual Report Review of Quarterly Statistics – Q1 Strategic Assessment Baselines and Targets – deferred from March Fundraising and Gift Acceptance Policy Review Use of Library Board Resources for Election Purposes Review Southfields Village Branch Report 	<ul style="list-style-type: none"> 2022 Q1 Statistics Report Drafted policies Drafted assessment plan Branch report Annual Report Video 	<ul style="list-style-type: none"> Meeting of OLS Board Assembly
May 2022	<ul style="list-style-type: none"> Personnel Policy Review Board Code of Conduct Review Patron Code of Conduct Review Right to Disconnect Policy - New 	<ul style="list-style-type: none"> Drafted policies 	<ul style="list-style-type: none"> Meeting of CEO Assessment Committee
June 2022	<ul style="list-style-type: none"> Review of Social Media Policy CEO Annual Performance Evaluation Collection Development Policy Review Volunteer Policy Review Programming Policy Review 	<ul style="list-style-type: none"> Drafted policies Mid-year procurement update Mid-year reserves update 	<ul style="list-style-type: none"> Meeting of Advocacy/Fundraising Committee Meeting evaluation

- CEO to provide goals for coming term – July 2021 to June 2022

July 2022	<ul style="list-style-type: none"> • No regular meeting scheduled 		
August 2022	<ul style="list-style-type: none"> • Initial budget consideration • Review of quarterly statistics – Q2 	<ul style="list-style-type: none"> • Draft budget • 2022 Q2 Statistics Report 	<ul style="list-style-type: none"> • Meeting of the Finance Committee • Variance Review – Q2 2022
September 2022	<ul style="list-style-type: none"> • Accessibility Policy Review • Diversity and Inclusion Policy Review 	<ul style="list-style-type: none"> • Drafted policies • Drafted work plan 	<ul style="list-style-type: none"> • Meeting of Advocacy/Fundraising Committee
October 2022	<ul style="list-style-type: none"> • Review of quarterly statistics – Q3 • Public Complaint Handling Policy Review • Board Recruitment and Succession work • Master Plan Review 	<ul style="list-style-type: none"> • 2022 Q3 Statistics Report • Drafted policy • Drafted position description • Drafted Board matrix • Drafted plan 	<ul style="list-style-type: none"> • Variance Review – Q3 2022 • Sharing of intentions to reapply for Board • Meeting evaluation
November 2022	<ul style="list-style-type: none"> • Annual Board Assessment • Call for interest in OLA Board Attendance • Schedule of Board Meetings – 2023 • Art Exhibit, Display and Community Information Policy Review • Donation and Bequest Reserve Fund Policy Review 	<ul style="list-style-type: none"> • Assessment criteria and questions • Drafted policies • Revised budget 	<ul style="list-style-type: none"> • Completion of Annual Assessment Questionnaire
December 2022	<ul style="list-style-type: none"> • OLA Board Attendance Confirmation • Board Legacy Document • CEO/Chief Librarian Mid-Year Performance Evaluation 	<ul style="list-style-type: none"> • Board Assessment Results • Drafted Policies • Drafted succession/legacy document 	<ul style="list-style-type: none"> • Meeting of Advocacy/Fundraising Committee • OLA Conference Registration • Meeting of CEO Evaluation Committee