Caledon Public Library Board Meeting
Monday, November 20, 2023
6:00 p.m.
Southfields Village Branch

AGENDA

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 October 16, 2023 meeting (Attachment 6-A)
   b. CEO/Chief Librarian's Report (Attachment 6-B)
   c. Treasurer's Report and Financial Statements (Attachment 6-C)
   d. Strategic Actions Update (Attachment 6-D)
   e. Correspondence
7. Business arising from the minutes
   a. Meeting Evaluation Feedback

8. Staff Reports
    a. Records Management and Retention Policy Report (Attachment 8-A)
    b. Room Usage Policy Report (Attachment 8-B)
    c. Schedule of 2024 Board Meetings (Attachment 8-C)
    d. OLA Super Conference Board Attendance Report (Attachment 8-D)
9. Board and Committee Reports
    a. OLS Board Assembly Update
    b. Board Annual Assessment Report (Attachment 9-B)
10. New business
11. Board Work Plan
    a. 2023/2024 Work Plan Review (Attachment 11-A)
12. Meeting Evaluation
13. Board Advocacy and Development
    a. Upcoming Advocacy or Development Opportunities
        i. Open House in Celebration of Mary Maw's Retirement – Monday, December 18, 2023, 4 PM - 6 PM – Albion Bolton Branch
14. Public question period
15. Time and location of next regular meeting
    a. Monday, December 18, 2023, 6 PM – Albion Bolton Branch
16. Adjournment

Attached Documents:

6-A Minutes of the October 16, 2023 meeting
6-B CEO/Chief Librarian's Report
6-C Treasurer's Report and Financial Statements
6-D Strategic Actions Update
8-A Records Management and Retention Policy Report
8-B Room Usage Policy Report
8-C Schedule of 2024 Board Meetings
8-D OLA Super Conference Board Attendance Report
9-B Board Annual Assessment Report
11-A 2023/2024 Work Plan

Attachment 6-A

Caledon Public Library Board Meeting
Monday October 16th, 2023
Albion Bolton Branch
6:00 p.m.

MINUTES

Present: Tony Maxwell (Chair); Jacqueline Iafrate (Vice-Chair); Nicholas Alleyne, Laura Brady, Scott Goodison, Mary Juric; Councillor Cosimo Napoli; Councillor Dave Sheen

Staff: Colleen Lipp – CEO | Chief Librarian; Anna Fitzcharles, Administrative Assistant; Kelley Potter, Director, Public Service; Roop Sandhu, Director, Corporate Services and Projects

1. **The Chair called the meeting to order at 6:00 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, with the addition under New Business of a verbal update from the CEO/Chief Librarian in regards to the status of planning for the Storytime with Fay and Fluffy scheduled for October 21, 2023.
   Moved: Laura Brady **Seconded:** Scott Goodison
   Carried.

5. **Disclosure of pecuniary interest:** None

6. **Consent Agenda**
   a. **Minutes of the September 18th, 2023 meeting**
   b. **Quarterly Statistics and Performance Measures – Q2 2023**
   c. **Strategic Actions Update**

d. Correspondence

i. **Town of Caledon Council re: appointment of replacement Board Member – September 20, 2023**

The following items were held for further discussion:

a. CEO/Chief Librarian's Report

b. Treasurer's Report and Financial Statements

Mary Juric joined the meeting at 6:07 PM

Nicholas Alleyne joined the meeting at 6:14 PM

Motion: That the Caledon Public Library Board receive all items remaining within the consent agenda.
Moved: Jacquie Iafrate **Seconded**: Laura Brady
Carried.

Motion: That the Caledon Public Library Board receive the CEO/Chief Librarian's Report.
Moved: Laura Brady **Seconded**: Nicholas Alleyne
Carried.

Motion: That the Caledon Public Library Board receive the Treasurer's Report and Financial Statements.
Moved: Nicholas Alleyne **Seconded**: Laura Brady
Carried.

7. Business arising from the minutes: None

8. Staff Reports

a. Partnership Policy Report

Motion: That the Caledon Public Library Board approve and adopt the revised Partnership Policy.
Moved: Scott Goodison **Seconded:** Mary Juric
Carried.

9. New Business:

a. Program Update

The CEO/Chief Librarian shared new details and key updates regarding the Storytime with Fay and Fluffy planned for October 21, 2023

10. Board Work Plan

a. 2023/2024 Board Work Plan Review

Motion: That the Caledon Public Library Board receive and approve the revised 2023/2024 Work Plan.
Moved: Scott Goodison **Seconded:** Laura Brady
Carried.

11. Meeting Evaluation A link to the online evaluation survey was shared with all members of the Board in advance of the meeting.

12. Board Advocacy and Development

a. Upcoming Events and Development Opportunities

i. Storytime with Fay and Fluffy – Albion Bolton Community Centre – Saturday, October 21, 2:00 – 3:30 PM

ii. Budget Presentation to Council – Town Hall/Hybrid – Tuesday, November 7, 2:30 PM – To be confirmed

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

14. Time of next regular meeting:

a. Monday, November 20, 2023 6:00 PM – Southfields Village Branch

15. Adjournment

Motion: That the meeting adjourn.

Moved: Scott Goodison **Seconded:** Nicholas Alleyne

Carried.

The meeting adjourned at 7:42 PM

_____ _____

Tony Maxwell
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 6-B

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
November 2023

Governance and Advocacy

Library Board Vacancy

At the direction of the Acting Town Clerk, the Council and Committee Services team in partnership with Town Communications have released a call for applicants to fill the recently vacated Library Board seat. News of this opportunity is also being communicated through the Library's social media channels and website. The detailed Trustee Position Description is featured as part of the online application and through the CPL site.

This posting will remain active for 30 days and will close on December 15th. A Closed Session Staff Report will then be drafted for consideration by the General Committee of Council. As there are no General Committee meetings scheduled in December, Council will not have an opportunity to select an applicant until January 9, 2024. This appointment would then be confirmed at the Town Council meeting scheduled for January 30.

Unfortunately, this timing does not allow for the new member's participation at the OLBA Boot Camp on January 27. An individual onboarding and orientation meeting will be scheduled with the newly appointed trustee in February, in advance of their first regular meeting in March 2024.

Valuing Ontario Libraries Toolkit (VOLT)

The Ontario Library Service (OLS) has recently announced the launch of the Valuing Ontario Libraries Toolkit (VOLT). This valuable new resource supports the calculation of a public library's Social Return on Investment (SROI) and is designed to assist Ontario public libraries in demonstrating their value to residents and advocating to community stakeholders. As shared by OLS, "the Toolkit provides a process for measuring and quantifying the true economic impact and value of funds invested in Ontario Public Libraries".

The Toolkit provides a step-by-step guide and worksheet for use in calculating these impacts. Results are informed by data and performance metrics already collected by most public libraries. The calculation of CPL's socio-economic impact is reflected as a 2024 action item within the Library Comprehensive Strategic Action Plan. To this end, a staff working group will be created to undertake this project and relevant staff will be participating in the VOLT training being offered by OLS.

Library Services and Facilities

Library Service Centre (LSC) Dissolution

As previously reported, Library Services Centre (LSC), CPL's primary supplier of print and audiovisual materials, recently announced its intent to dissolve. A meeting of member libraries was called on October 20th to consider several related resolutions. One such resolution sought the members authorization to liquidate the corporation's assets, including the sale of its lands and building to an already confirmed buyer. The proceeds of the approved sale will more than offset the corporation's liabilities, including CPL's Fixed Processing Plan (FPP) pre-payment of approximately $18,000. That being said, the timing of the closing and the resulting refund to CPL has not yet been communicated.

Typical Week Statistics

As a requirement of our annual Public Library Operating Grant (PLOG), the Library will be measuring typical week performance from Saturday, November 18 to Friday, November 24. In addition to currently reported statistics including circulation, branch visits and in-house use of library materials, the survey also requires tracking of the average length of time taken to address requests for IT assistance. The recorded data will be reported as part of the submission for our 2024 operating grant next summer.

Staff News

OLA Super Conference Session

Roop Sandhu, Director of Corporate Services and Projects, and Natalie Spaan, Branch Manager of the Caledon East Branch will be presenting a session at the 2024 Super Conference. Entitled Amplify Your Employee Onboarding Journey: Effective Onboarding Practices for Success, the session highlights CPL's efforts to implement strategies to ensure that new hires feel connected and engaged from day one.

Attachment 6-C

Treasurer's Report

Prepared by Colleen Lipp
November 2023

2023 Budget

Financial statements reflecting the Library's operating and capital budgets as of October 31, 2023 are attached as Appendix A. Items of note include the following:

- Staff wage and benefits costs for the month of October had not yet been posted to the Town's budget software as of November 13. This has again resulted in significant, though temporary, favourable monthly and YTD variances. This posting delay is likely the result of the Town's recent move to to a new payroll solution.
- As per the approved 2023 budget, the Administration – Contracted Services account was used to temporarily hold the budget in support of the newly funded benefits for part-time staff. The resulting favourable variance is offset by actual costs allocated to various departments and accounts.
- The unfavourable variance of $4025 under Public Service – Operating Supplies was prompted by the earlier than anticipated need to replenish CPL's library card inventory and the procurement of supplies for recently upgraded branches in Valleywood and Caledon East.
- Recent expenses of $13,315 paid to consultants in support of the Library and Town Joint Technology Review are not yet reflected in the attached appendix. A significant portion of the consultants' deliverables have been completed. However, prompted by recent and upcoming changes in Town staff, remaining work has been paused until the new year.

2024 Budget

No further updates regarding the status of the Library Board's proposed 2024 budget have been received as of the writing of this report. As per the Proposed 2024 Council and Committee Meeting Schedule prepared for the General Committee of Council's consideration on November 14th, it is expected that the budget will be the focus of the following meetings in 2024:

Wednesday, January 17, 2024	Budget Presentations to Council
Tuesday, February 20, 2024	General Committee of Council – Budget Discussions
Tuesday, February 27, 2024	Council Meeting – Budget

It is also anticipated that the change in leadership of the Town's Finance Division may again result in modifications to the municipality's annual budget process. It remains to be seen if any such changes will impact the protocols for 2024 or will be deferred to 2025.

As per the Public Libraries Act (PLA), the Board is tasked with submitting budget estimates to Council. The Town's process has historically offered an effective means of ensuring that the Board's proposed estimates are communicated to Council, regardless of their funding status. It is expected that ongoing compliance with the PLA will remain a key consideration of the Finance Division when developing and implementing any new budget workflows or protocols.

Appendix A

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of October 31, 2023

	October Budget	October Actuals	*Monthly Variance*		YTD Budget	YTD Actuals	*YTD Variance*		Annual Budget	Percentage Expended	**Annual Variance**
40010 Administration											
50050 Miscellaneous	-1,239.00	-894.05	*-344.95*		-8,236.00	-7,488.53	*-747.47*		-11,000.00	68.1%	**-3,511.47**
50125 Merchandise Sales	-465.00	-58.00	*-407.00*		-2,024.00	-457.00	*-1,567.00*		-3,000.00	15.2%	**-2,543.00**
50319 Grants/Subsidies									-58,200.00	0.0%	**-58,200.00**
50570 Donations	-25.00		*-25.00*		-575.00	-5,643.45	*5,068.45*		-1,000.00	564.3%	**4,643.45**
50582 Sponsor			*0.00*			-190.00	*190.00*				**190.00**
50705 Fines/Fees	-850.00	-476.72	*-373.28*		-8,350.00	-5,095.71	*-3,254.29*		-10,000.00	51.0%	**-4,904.29**
50715 Programs	-300.00		*-300.00*		-2,900.00	-96.00	*-2,804.00*		-3,500.00	2.7%	**-3,404.00**
50725 Comm.Access Prgm Funding			*0.00*		-7,000.00	-4,967.64	*-2,032.36*		-7,000.00	71.0%	**-2,032.36**
50750 Book Sales	-200.00	-120.00	*-80.00*		-2,100.00	-1,650.68	*-449.32*		-2,500.00	66.0%	**-849.32**
50770 FOL-Recoverable						-4,332.15	*4,332.15*				**4,332.15**
50986 Reserve Fund To Revenue						-1,122.06					
61510 Salaries-Permanent	27,303.00		*27,303.00*		283,532.00	260,462.18	*23,069.82*		351,789.00	74.0%	**91,326.82**
61513 Benefits-Permanent	6,279.00		*6,279.00*		77,547.00	73,717.29	*3,829.71*		93,053.00	79.2%	**19,335.71**
62018 Operating Supplies	60.00	13.45	*46.55*		640.00	241.13	*398.87*		760.00	31.7%	**518.87**
62113 Maint & Repairs-A/V Equip			*0.00*		2,000.00	1,623.05	*376.95*		4,000.00	40.6%	**2,376.95**
62129 FOL-Initiatives		1,017.60				1,908.00					
62244 Bank Charges	250.00		*250.00*		2,500.00	2,098.62	*401.38*		3,000.00	70.0%	**901.38**
62253 Lib. Brd Education & Exp.	300.00		*300.00*		4,400.00	3,073.97	*1,326.03*		5,000.00	61.5%	**1,926.03**
62310 Training/Development/Seminars	4,000.00	1,832.97	*2,167.03*		37,500.00	20,550.28	*16,949.72*		44,489.00	46.2%	**23,938.72**
62311 Memberships/Dues			*0.00*		13,000.00	13,868.14	*-868.14*		13,000.00	106.7%	**-868.14**
62314 Mileage	600.00	560.73	*39.27*		5,850.00	4,332.99	*1,517.01*		7,000.00	61.9%	**2,667.01**
62317 Audit					-4,048.00	-4,740.85	*692.85*		4,370.00	-108.5%	**9,110.85**
62322 Postage	175.00	221.67	*-46.67*		1,650.00	-108.97	*1,758.97*		2,000.00	-5.4%	**2,108.97**
62335 Contracted Services	1,320.00	66.00	*1,254.00*		13,200.00	546.04	*12,653.96*		15,825.00	3.5%	**15,278.96**
62360 Fundraising			*0.00*			371.17	*-371.17*				**-371.17**
62378 Furniture/Fixtures		1,289.66	*-1,289.66*		2,500.00	1,249.20	*1,250.80*		2,500.00	50.0%	**1,250.80**
Total 40010 Administration	37,208.00	3,453.31	*33,754.69*		409,086.00	348,149.02	*60,936.98*		450,586.00	77.3%	**102,436.98**
40020 Emergency Management											
50986 Reserve Fund To Revenue			*0.00*		-9,560.00	-2,530.26	*-7,029.74*		-9,560.00	26.5%	**-7,029.74**
62018 Operating Supplies	350.00	569.86	*-219.86*		2,500.00	1,567.11	*932.89*		3,200.00	49.0%	**1,632.89**
Total 40020 Emergency Management	350.00	569.86	*-219.86*		-7,060.00	-963.15	*-6,096.85*		-6,360.00	15.1%	**-5,396.85**
41010 Library Public Services											
61510 Salaries-Permanent	93,025.00		*93,025.00*		756,169.00	607,049.09	*149,119.91*		988,735.00	61.4%	**381,685.91**
61513 Benefits-Permanent	26,685.00		*26,685.00*		230,993.00	188,874.63	*42,118.37*		293,092.00	64.4%	**104,217.37**
61520 Wages-Casual Temporary	68,054.00		*68,054.00*		576,041.00	456,697.89	*119,343.11*		772,674.00	59.1%	**315,976.11**
61523 Benefits-Casual Temporary	12,084.00		*12,084.00*		108,067.00	70,041.26	*38,025.74*		143,014.00	49.0%	**72,972.74**
62017 Caretaking Supplies	285.00	244.99	*40.01*		2,170.00	925.02	*1,244.98*		2,700.00	34.3%	**1,774.98**

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of October 31, 2023

	October Budget	October Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
62018 Operating Supplies	550.00	3,458.00	*-2,908.00*	5,212.00	10,349.78	*-5,137.78*	6,325.00	163.6%	**-4,024.78**
62312 Insurance				5,641.00	6,515.91	*-874.91*	5,641.00	115.5%	**-874.91**
62321 Rental-Facility			*0.00*	319,459.00	295,206.00	*24,253.00*	319,459.00	92.4%	**24,253.00**
62335 Contracted Services	4,925.00	3,434.40	*1,490.60*	43,617.00	40,772.08	*2,844.92*	52,307.00	77.9%	**11,534.92**
62346 Courier	3,000.00	2,140.28	*859.72*	30,679.00	20,705.32	*9,973.68*	37,700.00	54.9%	**16,994.68**
Total 41010 Library Public Services	208,608.00	9,277.67	*199,330.33*	2,078,048.00	1,697,136.98	*380,911.02*	2,621,647.00	64.7%	**924,510.02**
41015 Collections and Access Services (formerly Information Services)									
61510 Salaries-Permanent	20,744.00		*20,744.00*	310,961.00	293,994.63	*16,966.37*	362,820.00	81.0%	**68,825.37**
61513 Benefits-Permanent	5,549.00		*5,549.00*	96,405.00	90,502.30	*5,902.70*	109,282.00	82.8%	**18,779.70**
61520 Wages-Casual Temporary			*0.00*	53,071.00	80,380.73	*-27,309.73*	53,070.00	151.5%	**-27,310.73**
61523 Benefits-Casual Temporary	1.00		*1.00*	11,654.00	14,602.39	*-2,948.39*	11,656.00	125.3%	**-2,946.39**
62018 Operating Supplies	300.00	136.44	*163.56*	2,752.00	2,397.76	*354.24*	3,700.00	64.8%	**1,302.24**
62058 Online Databases	300.00		*300.00*	88,800.00	88,640.10	*159.90*	89,610.00	98.9%	**969.90**
62414 Special Programs	1,000.00	911.87	*88.13*	6,507.00	3,651.21	*2,855.79*	8,667.00	42.1%	**5,015.79**
Total 41015 Information Services	27,894.00	1,048.31	*26,845.69*	570,150.00	574,169.12	*-4,019.12*	638,805.00	89.9%	**64,635.88**
41020 Library Grants									
50319 Grants/Subsidies (Revenue)			*0.00*		-6,078.47	*6,078.47*			**-6,078.47**
62319 Grants (Expenses)		38.87	*-38.87*		2,159.23	*-2,159.23*			**2,159.23**
Total 41020 Library Grants		38.87	*-38.87*		-3,919.24	*3,919.24*			**3,919.24**
41025 Library Info Technology									
61510 Salaries-Permanent	19,955.00		*19,955.00*	207,655.00	186,413.18	*21,241.82*	257,541.00	72.4%	**71,127.82**
61513 Benefits-Permanent	5,239.00		*5,239.00*	62,704.00	58,069.79	*4,634.21*	74,459.00	78.0%	**16,389.21**
62018 Operating Supplies	335.00	81.84	*253.16*	5,206.00	2,797.75	*2,408.25*	6,683.00	41.9%	**3,885.25**
62303 New Staff Technology			*0.00*	4,400.00	3,083.31	*1,316.69*	8,800.00	35.0%	**5,716.69**
62304 Automation	25.00	22.03	*2.97*	44,050.00	40,914.48	*3,135.52*	44,100.00	92.8%	**3,185.52**
62305 Computer Services	11,000.00	1,129.54	*9,870.46*	90,980.00	55,269.25	*35,710.75*	112,980.00	48.9%	**57,710.75**
62312 Insurance			*0.00*	4,910.00	5,140.80	*-230.80*	4,910.00	104.7%	**-230.80**
62335 Contracted Services	548.00	1,214.77	*-666.77*	10,430.00	12,001.17	*-1,571.17*	25,110.00	47.8%	**13,108.83**
62396 Mobile Phones / Pagers	823.00		*823.00*	8,230.00	6,358.01	*1,871.99*	9,880.00	64.4%	**3,521.99**
62397 Telephone	2,900.00	15.66	*2,884.34*	27,070.00	21,326.85	*5,743.15*	32,870.00	64.9%	**11,543.15**
63037 Software Licence Subscription	5,000.00	2.85	*4,997.15*	40,570.00	14,270.70	*26,299.30*	50,570.00	28.2%	**36,299.30**
Total 41025 Library Info Technology	45,825.00	2,466.69	*43,358.31*	506,205.00	405,645.29	*100,559.71*	627,903.00	64.6%	**222,257.71**
41030 Youth Services									
61510 Salaries-Permanent	42,664.00		*42,664.00*	341,471.00	200,513.26	*140,957.74*	448,132.00	44.7%	**247,618.74**
61513 Benefits-Permanent	11,743.00		*11,743.00*	104,617.00	60,684.70	*43,932.30*	130,986.00	46.3%	**70,301.30**
61520 Wages-Casual Temporary	8,894.00		*8,894.00*	30,084.00	44,047.16	*-13,963.16*	58,930.00	74.7%	**14,882.84**
61523 Benefits-Casual Temporary	1,952.00		*1,952.00*	6,609.00	5,676.97	*932.03*	12,941.00	43.9%	**7,264.03**
62018 Operating Supplies	36.00	360.09	*-324.09*	1,175.00	2,098.29	*-923.29*	1,200.00	174.9%	**-898.29**
62414 Special Programs	1,765.00	1,121.61	*643.39*	18,967.00	9,722.22	*9,244.78*	20,667.00	47.0%	**10,944.78**
Total 41030 Youth Services	67,054.00	1,481.70	*65,572.30*	502,923.00	322,742.60	*180,180.40*	672,856.00	48.0%	**350,113.40**

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of October 31, 2023

	October Budget	October Actuals	*Monthly Variance*		YTD Budget	YTD Actuals	*YTD Variance*		Annual Budget	Percentage Expended	**Annual Variance**
41035 Communications/Community Dev											
61510 Salaries-Permanent	27,262.00		*27,262.00*		284,073.00	256,627.45	*27,445.55*		352,223.00	72.9%	**95,595.55**
61513 Benefits-Permanent	7,264.00		*7,264.00*		87,555.00	79,555.86	*7,999.14*		103,632.00	76.8%	**24,076.14**
61520 Wages-Casual Temporary			*0.00*			7,753.55	*-7,753.55*				**-7,753.55**
61523 Benefits-Casual Temporary			*0.00*			919.48	*-919.48*				**-919.48**
62018 Operating Supplies	500.00	206.12	*293.88*		4,500.00	4,755.68	*-255.68*		5,000.00	95.1%	**244.32**
62304 Automation	500.00	488.61	*11.39*		6,700.00	4,327.35	*2,372.65*		7,000.00	61.8%	**2,672.65**
62315 Printing & Advertising	2,000.00	828.47	*1,171.53*		14,000.00	9,196.87	*4,803.13*		16,000.00	57.5%	**6,803.13**
62335 Contracted Services	125.00	280.25	*-155.25*		2,200.00	1,563.40	*636.60*		2,400.00	65.1%	**836.60**
62414 Special Programs	1,500.00	64.52	*1,435.48*		7,000.00	3,681.50	*3,318.50*		8,000.00	46.0%	**4,318.50**
Total 41035 Communications/Community Dev	39,151.00	1,867.97	*37,283.03*		406,028.00	368,381.14	*37,646.86*		494,255.00	74.5%	**125,873.86**
Total Caledon Public Library-Lending Services	**426,090.00**	**20,204.38**	**405,885.62**		**4,465,380.00**	**3,711,341.76**	**754,038.24**		**5,499,692.00**	**67.5%**	**1,788,350.24**

Capital Project Expense Report - as of October 31, 2023

	Budget	Expended Previous Year(s)	Expended 2023 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended	Status
Capital Projects - Previous Years							
20-014 Library IT Equipment	125,485	114,632.61	2,175.63	116,808.24	8,676.76	93.1%	
21-008 Library IT Equipment	73,000.00	1,872.48	25,647.18	27,519.66	45,480.34	37.7%	
21-009 Library Hotspot Replacement	10,200.00	6,067.44	5,446.51	11,513.95	-1,313.95	112.9%	To be closed
21-013 MDV Renovation to Maker, Media and Innovation	304,680.00	81,848.44	232,226.64	314,075.08	-9,395.08	103.1%	Project complete - Partially grant funded
21-131 Library Automatic Doors	36,691.00	26,146.21		26,146.21	10,544.79	71.3%	Project complete - Fully grant funded
21-134 Southfields Village Branch Reading Garden	91,910.00	87,622.85		87,622.85	4,287.15	95.3%	Project complete - Fully grant funded
22-019 Library Collections and Materials	450,000.00	430,678.69	19,825.07	450,503.76	-503.76	100.1%	To be closed
22-020 Library IT Equipment	51,000.00	0.00		0.00	51,000.00	0.0%	
22-021 Library Furniture Replacement	120,000.00	66,448.97	47,355.19	113,804.16	6,195.84	94.8%	
22-022 Library Master Plan	100,000.00	68,523.03	28,958.86	97,481.89	2,518.11	97.5%	
22-025 Library In-Branch Signage/Wayfndng	24,000.00	11,615.91	7,307.55	18,923.46	5,076.54	78.8%	
22-026 Library and Town Joint Technology Review	35,000.00	0.00	6,861.17	6,861.17	28,138.83	19.6%	
22-027 Library Print Mgmt/Wireless Printing	12,000.00	0.00	10,159.72	10,159.72	1,840.28	0.0%	
Capital Projects - Current Year							
23-035 Library Implementation of Microsoft 365	25,000.00			0.00	25,000.00	0.0%	
23-118 Library Materials and Collections	475,000.00		308,258.15	308,258.15	166,741.85	64.9%	
59275 Capital Donations	125.00						
Total Library Collections and Materials (21-007)	475,125.00	0.00	308,258.15	308,258.15	166,866.85	64.9%	
23-119 Library IT Equipment	45,000.00			0.00	45,000.00	0.0%	
23-120 Library Furniture Replacement	60,000.00			0.00	60,000.00	0.0%	

Library Reserve Balances - as of October 31, 2023

01-00-000-00000-000-20841 Library Bequest Fund - MDV	316.54
08-07-900-35043-000-25000 Library Reserve Fund	8,136.38

Attachment 6-D

Strategic Actions Update

November 2023

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:

- Advanced Public Library Leadership Course Intensive featuring Dr. Kate Graham
- Censorship and Banned Books: How to Defend Intellectual Freedom
- Crash Course in True Crime (Webinar)
- Crash Course: Crime, Mysteries & Thrillers
- Disability Inclusion in Library Services
- Fall Adult Faves
- How to Leverage Google to Amplify Your Business in the Next 30 Days
- Intellectual Freedom "Train-the-trainer"
- Ladder Safety Training
- Library Journal Day of Dialogue
- Lunch & Learn w/ the Caledon Chamber of Commerce: Road Map to Simple Safety Solutions
- Managing Mental Health in the Workplace for Leaders (CAMH)
- Novelist Crash Course in Graphic Novels
- Ottawa Public Library Juvenile Fiction Book Talks
- Project Management for Libraries
- Rally for the Right to Read: A Banned Books Week Event
- The Science of Reading: Phonics and Decodable Books

Story Time 101 Workshop - Staff from Programming and Outreach Department shared their knowledge and expertise in delivering storytimes. This session provided members of the Public Service Department with hands-on opportunities to try their hand at sharing stories and singing songs in preparation for assuming this new responsibility.

Respond to Community Needs

Conversation kits that can be used to help facilitate family discussions about challenging issues for ages 4-7 were launched this month. These kits have various themes and contain a selection of books, activities and discussion guides.

In response to a staffer's Beyond the Den suggestion, adult backpacks called "Week Lenders" have been launched. There are two backpacks: Take a Hike which contains, a Caledon hiking guidebook, walking sticks, a compass and TRCA pass, and For the Birds which contains a birding book, binoculars and a local birds checklist

Members of the Public Service team at the Southfields Village Branch have been busy facilitating library visits from schools in the surrounding community. Thus far in November, seven (7) classes totaling over 150 students and teachers made visits to the branch.

Programs for children, tweens & families included:

- Glowing Potions for Tweens
- Halloween Bingo
- Kids Book Box: Spooky Reads
- Kids Can Craft (PD day offerings)
- Reading Buddies

Rescue Readers (with the Caledon Animal Shelter)
Story times - NEW - KinderReady & STEAM story time
Terror-ariums for Tweens
The Fabulous Show with Fay & Fluffy
Tween Discovery Club

Programs for teens included:

Pride Book Club (teens and adults)
TAG (Teen Advisory Group)
Teen Book Box: Winter Edition
Teentober Beanstack Reading Activities Challenge

Programs for adults included:

NEW Adult Book Box - Winter Edition
Adult Book Clubs @ select locations
Afternoon Film Club @ select locations
Art Club at select locations
CPL Makers: Design Skills for Cricut & Glowforge
CPL Makers: Learn to Sew a Reading Pocket
CPL Makers: Make a Marvellous Mug with Cricut
CPL Makers: Wooden Puzzles with the Glowforge
Cyber Seniors
English Conversation Circle (with Caledon Community Services)
Historical Newspapers Online: Toronto Star & Globe & Mail
Knit & Knatter @ select locations
Tech Savvy Teens (teen tech support)
TRCA: Nature in Your Neighbourhood - Halloween Edition
TRCA: Winterize Your Garden Lawn

Celebrate Culture and Inclusion

A staff member participated in the following Festival of Literary Diversity (FOLD) Kids Book Fest training opportunities:

Disability in the Classroom
Engaging Japanese-Canadian History
Fostering Anti-Racism in the Classroom
The Antiracist Kitchen

The Director Corporate Services and Projects represented CPL at the IDEA Caledon Diversity table where the group is working to broaden outreach to diverse stakeholders in Caledon to build a more inclusive Caledon and inform service delivery of Table member organizations.

CPL hosted Fay & Fluffy @ The Fabulous Show with Fay & Fluffy on Saturday, October 21st in Bolton. While hosting a drag story time event at this particular venue provided some unique challenges with the Bolton Agricultural Society, our strong, collaborative relationship and partnerships with the Town's Facilities and Risk Management departments provided the needed support to host the program with little to no interruptions. There were a handful of protestors present at the ABUCC in the hours leading up to the program but there was no interruption to the program. Program participants thanked library staff for hosting the program.

Demonstrate our Value

The CEO/Chief Librarian presented to 55 members of the Bolton Probus. Opportunities and challenges currently faced by public libraries as well as recent CPL accomplishments and highlights of the Comprehensive Growth Plan were shared.

The following resident comments were recently shared in branch, via email or through the Library's social media channels:

I like to sit and read in Library on weekends. But Library closes too early. Please increase the opening hours for weekends. And opening time for weekdays from 8am.

Could you please increase the library hours on weekends? I like to read and get time only during weekends.

Over crowded (CE branch) with high school students who are not here to use the library only to hang out!!!

I love to read here. I am 8

Lots of requests for collections: pianos 32+ keys to borrow, Sinhala books, Spanish books, Operation board game, Moneysaver magazine

Just a recommendation to increase the age requirement for reading buddies from (6-9 to higher range limit) My daughter was told to read with a buddy in school. She is 11. There is space available but she can't join the program.

The following links provide a highlight of CPL's recent media coverage:

- CPL From the Comfort of Your Own Home
- CPL: Making Hard Conversations Easier
- CPL Makerspaces and Fall Gardening
- Reasons 2 Read: Epistolary Novels for Teens
- Things to do in Caledon, surrounding area this weekend (Oct. 13-15)
- Things to do in Caledon this weekend (Oct. 27-29)
- Things to do in Caledon this weekend (Nov. 3-5)
- Local photographer’s work now on display at Caledon East library branch

Attachment 8-A

Date: November 20, 2023

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Records Management and Retention Policy

Recommendation:

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

Background

The Caledon Public Library Board's Records Management and Retention Policy (CPL-17-22) was first adopted by the Library Board in 2017 and later reviewed in 2019 and 2021. This document clarifies Library responsibilities and best practices as they relate to Section 254(2) of the Ontario Municipal Act, confirming that "a local board that has ownership and control of its records shall retain and preserve the records in a secure and accessible manner".

As noted in Appendix A, no revisions are recommended at this time. Given the value of the Library's organizational records and the reliance on technologies to securely store and retrieve these records, it is advised that this policy be considered for a more fulsome inter-departmental review over the course of the next year. It is suggested that the recommended policy revisions be shared for the Board's consideration in November 2024 rather than as per the regular bi-annual review schedule. This is particularly timely given the Library's imminent move to Microsoft 365 and the increased reliance on cloud-based storage.

This work will be complemented by suggested improvements to the Record Retention Schedule, better communicating the retention periods and methods for each category of record type, and the implementation of related training to ensure compliance is ongoing.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the current Records Management and Retention Policy; and,

That the Board direct staff to undertake a comprehensive review of related protocols and best practice in developing further revisions to the policy and supporting retention schedule for the Board's consideration in November 2024.

Appendix A

Title	Records Management and Retention Policy
Policy Number	CPL-17-22
Policy Type	Operating
Approval Date	[approval date] 2023
Review Date	November 2024
Notes	Originally approved November 20, 2017; previously reviewed November 18, 2019 and November 15, 2021

Purpose

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

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

Scope

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

Definitions

For the purposes of this policy:

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

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

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

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

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

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

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

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

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

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

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

Guidelines

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

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

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

Record Retention & Disposition

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

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

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

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

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

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

Records in Electronic Format

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

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

Library Records Held by the Town of Caledon

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

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

Roles and Responsibilities

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

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

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

Feedback

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

Office of the CEO and Chief Librarian
Caledon Public Library
150 Queen Street South
Bolton, ON L7E 1E3
905.857.1400 X 215
ceo@caledon.library.on.ca

Related Documents:

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

Attachment 8-B

Date: November 20, 2023

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Room Usage Policy Report

Recommendation:

That Caledon Public Library Board review the drafted Room Usage Policy for recommendation and approval.

Background

The need for a Room Usage Policy is prompted by the Library's growing inventory of study, meeting and program spaces. Thanks to the recent construction of new branches and the renovation of existing facilities, Caledon Public Library now offers a variety of rooms across four of its seven locations.

The drafted policy (Appendix A) was informed by benchmarking with comparable library systems, reflects best practice across the public library sector and supports CPL's desire to provide spaces for quiet study, small business needs, and community connections. The policy will provide much-needed direction and support for staff in the allocation of available spaces. The software already in use for booking maker technologies will be further utilized by residents and staff in the booking of rooms.

Discussion of this policy with the Town's Community and Human Services Division prompted some concern regarding how the availability of free library spaces might negatively impact the Town's rental revenues. This was a key consideration in developing the policy and informed the recommendation that Large Program and Meeting Spaces be made available only to the Town and the Library's Non-Profit Community Service Partners rather than to all residents or community organizations. This reflects the Library's current practice. Recent examples of room use by Community Partners includes monthly Cyber Seniors programming delivered by Caledon Community Services (CCS) and regular Chamber of Commerce Lunch and Learns. Both events are hosted at the Albion Bolton Branch and are in alignment with the Library's commitment to lifelong learning.

Conversely, it was also noted by Town staff that the Library's willingness to make spaces available at no cost may support the Town's efforts to support local organizations who are seeking free space. Such enquiries to the Town could be referred to the Library. It should also be noted that while the Library is offering to provide rooms to Town Departments and

members of Council at no charge, this practice is not fully reciprocated. The Library is currently charged the Town's non-profit rental fee when booking program rooms at the Albion Bolton, Caledon Village or Inglewood facilities. This is in addition to the budgeted $344,000 in lease costs payable to the Town in 2024.

Additionally, it was recommended by Town staff that the Board's receipt of this policy be delayed until such a time that it could first be reviewed and approved by the Town. It was suggested that as library branches are located within Town property, any use of Library space by third-parties would be under the Town's purview. This is not in alignment with the legislative provisions of the Public Libraries Act (PLA). The adoption and approval of this policy falls wholly within the purview of the Library Board, regardless of the location of the branches.

As stated within Section 20 (c) and (d) of the Public Libraries Act (PLA) a board "shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations" and "may operate special services in connection with a library as it considers necessary". Section 23 confirms that "(1) a board shall not make a charge for admission to a public library or for use in the library of the library's materials" but that "(3) (b) a board may impose such fees as it considers proper for the use of the parts of a building that are not being used for public library purposes".

It was also suggested by Town staff that the booking of library rooms be centralized under Recreation Services with library customers booking rooms via the Town's Perfect Mind platform. This would require customers to access a different solution when booking rooms than is already used for booking maker space technologies. As Library staff have no access to the administrative functions of the Town's solution, this approach would significantly hinder Library staff's ability to manage and make use of library resources – even for internal meetings or programs. In consulting with colleagues from a nearby municipality who had previously considered a similar integration, a number of additional challenges were identified that would negatively impact both the customer experience and privacy.

It is crucial that the Library maintain a positive and collaborative relationship with the Town and that any Town concerns are fully considered. Both the Library and the Town are dedicated to providing the best possible services to residents – all within our complementary though distinct mandates and governance. As it cannot be assured that the adoption of this policy will have any impact on the Town's rental revenues, it is suggested that both the Library and Town monitor the policy's operational impacts in 2024 and 2025. These findings can then be used to inform any necessary revisions during the policy's regular bi-annual review in November 2025.

Next Steps

Pending Board approval, the policy will be made available to all Library staff and shared with relevant Town stakeholders. Staff will begin the process of updating the Library's booking

software and formalizing related processes. Additionally, the referenced Partnership Room Usage Agreement will be finalized and shared with staff.

In order to allow sufficient time to fully communicate and implement the related processes, it is recommended that the policy come into full effect on January 1, 2024.

Financial Implication

There are no new streams of revenue resulting from this policy. Use of the Library's existing maker technology booking system requires no additional operational investment.

Recommended Motion

> *That the Caledon Public Library Board approve and adopt the Room Usage Policy to be implemented as of January 1, 2024.*

Appendix A

Title	Room Usage Policy
Policy Number	CPL-23-31
Policy Type	Operating
Approval Date	[approval date] 2023
Effective Date	January 1, 2024
Review Date	[review date] 2025
Notes	

Purpose

In alignment with its commitment to community, partnership and intellectual freedom, the Caledon Public Library (CPL) welcomes the use of its available spaces by members of the public and partner organizations. The availability, use and booking of Library rooms is regulated by this policy. For the purpose of this document, the word "room" includes rooms or spaces within Caledon Public Library's branches, including study, meeting and event spaces available for booking. This policy applies equally to all rooms, except where indicated.

Guidelines

The following guidelines outline the priorities and conditions of use for meeting rooms, as made available within Caledon Public Library branches.

The following locations currently offer rooms available for use and advance booking at no charge:

- Albion Bolton Branch
- Caledon East Branch
- Southfields Village Branch
- Margaret Dunn Valleywood Collaboration Studio

Use of all rooms is limited to the branch's regular hours of operation.

The Library reserves the right, at any time:

- To earmark rooms for staff use and Library sponsored or co-sponsored programs and events;
- To limit bookings during times when staff resources are diminished or unavailable;
- To remove any or all of the Library's rooms from booking availability;
- To implement a fee structure for the use of some or all of the Library's rooms; or,
- To cancel bookings.

Study and Small Meeting Rooms

Study and Small Meeting Rooms are primarily provided for use by library customers for quiet study, group work, or small meetings.

The Library currently offers the following study or small meeting rooms:

- Caledon East Branch
  - Connect
  - Learn
  - Meet
  - Work
- Margaret Dunn Valleywood Collaboration Studio
  - Hub 1
  - Hub 2

- Study and Small Meeting Rooms can be booked online, by phone or in person up to 7 days in advance for a maximum of 2 hours per day per person or group.
- Bookings will be held for a maximum of 15 minutes beyond the booking start time. Customers arriving late for a booking may have use of the room only for the time remaining in the booked session. Extensions to bookings will be considered only in cases where there are no other bookings scheduled and at the discretion of branch staff.
- Users agree to adhere to the room occupancy limits as advised at the time of booking and as posted within each space.
- Cancellation of Study and Small Meeting Room bookings must be made online, by phone or in branch no later than 4 hours prior to the booking start time. Repeated failure to cancel unwanted room bookings may result in the loss of booking privileges.

Program and Large Meeting Rooms

Program and Large Meeting Rooms are used by the Library for Library-related programs and meetings. Once these needs are met, they may be made available to not-for-profit partner organizations to be booked for meetings, education or training seminars, cultural events, and community interest activities.

The Library currently offers the following program and large meeting rooms:

- Albion Bolton Branch
  - Meeting Room A
  - Spark Zone
- Margaret Dunn Valleywood Collaboration Studio
  - Team Table (Please note that this is not located within an enclosed space and is adjacent to public areas that may be in use by other visitors to the Studio.)
- Southfields Village Branch
  - Learning Lounge
  - Think Tank

- Program and Large Meeting Rooms can be booked by partner organizations by contacting the relevant Branch Manager and may be made up to four months in advance. Booking suitability and room availability will be informed by the guidelines and conditions of use

identified within this policy. A Partnership Room Usage Agreement must be completed to confirm all bookings.

- Users agree to adhere to the room occupancy limits as advised at the time of booking and as posted within each space.
- Branch staff must be advised of any cancellation of Program and Large Meeting Room bookings no later than 48 hours in advance of the booking. Repeated failure to cancel unwanted room bookings may result in the loss of booking privileges.

Allocation of Access to Program and Large Meeting Rooms

The following is the order of priority by which use of Caledon Public Library's Program and Large Meeting Rooms is allocated:

1. Library coordinated or co-planned activities.
2. Friends of the Caledon Public Library.
3. Town of Caledon Departments, including Town Council.
4. Caledon Public Library's Non-Profit Community Service Partners.

- Local partners, including Town of Caledon Departments and local non-profit community partners, are eligible for up to four (4) bookings annually.
- Members of Town of Caledon Council are eligible for one (1) booking per month for public meetings or groups in which the Councillor is a member and a regular attendee.
- The above-listed groups are also eligible to book Study and Small Meeting Rooms up to 7 days in advance for a maximum of 2 hours per day per person or group.

Recording Studio

The Library also offers a Recording Studio located within the Margaret Dunn Valleywood Collaboration Studio. Access to and booking of the Recording Studio is guided by the Makerspace Studio Guidelines documented as part of the *Caledon Public Library Internet and Technology Acceptable Use Policy (CPL-15-02).*

Acceptable Use

- Permission to use the Library's bookable spaces does not imply any endorsement of the aims, policies or activities of any group or individual.
- All meetings must be conducted in a manner consistent with the guidelines of the Library's *Public Code of Conduct (CPL-16-11)*, as amended from time-to-time.
- The following activities within the booked space require the advanced authorization of the CEO/Chief Librarian:
    - Functions requiring an admission or registration fee;
    - Charitable fundraising; or,

    - Press conferences.
- The following activities are not permitted:
    - Gambling, including lotteries.
- The focus of all meetings, programs or events delivered within Library rooms, including discussion topics, names of speakers and their affiliation, and any items to be made available for sale, must be disclosed at the time of booking and will be documented on the Partnership Room Usage Agreement.
- Library staff shall have access to all spaces at all times and may attend free of charge any event or meeting held on Library premises for the purposes of auditing or reviewing compliance with Library policies and relevant guidelines.
- Activities taking place in rooms at the Library must be contained to the booked space and may not flow into other areas of the Library or adjacent Town spaces.
- As per the *Caledon Public Library Operational Policy (CPL-16-04)*, solicitation of donations or the sale of tickets or other promotional materials for fundraising or commercial purposes is not permitted in the Library, with the exception of Library Board or Town of Caledon sponsored events. The Library may allow the sale of merchandise by community partners and sponsors at library programs and/or events. With the exception of books, such sales shall be considered only in cases when the intended audience is teens or adults.

When making the Library's rooms available for use, the Library is committed to ensuring the dignity and safety of the public and staff without disruption to Library services, and to maintaining the security of Library property. To this end, the Library reserves the right to deny or cancel a booking when it reasonably believes:

- Use by any individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, heritage, religion, gender, age, income, education, sexual orientation, gender identity or expression, physical or mental abilities and all other grounds set out in the Ontario Human Rights Code;
- Use by any individual or group will be for a purpose or action that is contrary to the law, including hate propaganda laws;
- There has been a misrepresentation by the individual or group booking the space as to the purpose of the meeting;
- There is a likelihood of physical hazard to participants or audiences or a misuse of premises or equipment; or,
- Use by individuals, clubs, groups and organizations is intended to establish the Library as a permanent location for their activities, including establishing offices in Library space.

Food and Beverages

Notification of the intent to serve food and beverages should be given at time of booking Program or Large Meeting Rooms. All food/beverage arrangements, set-up and clean-up are

the responsibility of those booking the room. All food and beverage items are to be removed from the meeting room at the conclusion of the booking period. The serving of alcohol or cannabis-based products is not permitted.

Room Set-up and Take Down

Those booking Program and Large Meeting Rooms are responsible for the set-up of the room. A certain number of tables and chairs are provided in each room. Additional tables and chairs may be available in some locations, if requested at the time of booking. Set-up and take down must occur within the timeframe of the booking.

No setup options or additional furniture is available for the Study and Small Meeting Rooms.

Users of all library rooms are responsible for leaving the space in a clean and organized condition.

Audio Visual Equipment

All bookable rooms are equipped with a wall-mounted or cart-mounted screen. Anyone booking a room is required to bring their own device with which to connect to the screen. Chromebooks are available for 2-hour loan to those with a Caledon Public Library card.

Due to limited staff resources, there is no guarantee that library staff will be available to provide audiovisual assistance on the day of the booking. Any required training in the set-up or use of available equipment must be arranged at least one (1) week in advance of the booking.

Organizations are responsible for the rental of any equipment beyond what is available at the Library. The Library reserves the right to regulate the use and installation of all additional equipment. All equipment must conform to fire and safety codes.

Promotion and Publicity

Partner organizations hosting a publicly advertised event in a room at Caledon Public Library must clearly advertise that they are the sponsor of their event. Advertising may not imply endorsement by the Library of the content of the program or event and shall include the following language: This program/event is not sponsored by Caledon Public Library and as such, the Library does not advocate or endorse the viewpoints expressed by program/event organizers or participants.

A sign to indicate the location of the meeting or event may be posted in designated spaces within the Library one hour prior to the start of the event. Requests for the sharing of additional promotional materials, in branch or electronically, will be considered as per the guidelines of the *Library's Art Exhibit, Display and Community Information Policy (CPL-16-16)*.

Mandatory Liability Insurance

In advance of confirming the booking of a Program or Large Meeting Room, all CPL Non-Profit Community Service Partners will be required to produce a liability insurance certificate in the amount of $2,000,000 per occurrence, including full participant coverage and naming the Town of Caledon and the Caledon Public Library as additional insured parties. Those organizations who cannot produce the requested certificate must purchase the required insurance at a nominal cost through a third-party provider.

Contravention of Policy

The Caledon Public Library Board reserves the right to remove the privileges of any library user found in contravention of the Caledon Public Library Board's policies. Discretionary power to refuse the booking of rooms by any person who neglects or refuses to comply with the rules and regulations of the Caledon Public Library Board rests with the CEO and Chief Librarian.

Appeal Process

An appeal or application for re-instatement of booking privileges 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
150 Queen Street South
Bolton, Ontario L7E 1E3
ceo@caledon.library.on.ca

Related Documents and Resources:

- CPL-15-02 - Caledon Public Library Internet and Technology Acceptable Use Policy
- CPL-16-04 - Caledon Public Library Operational Policy
- CPL-16-11 - Caledon Public Library Public Code of Conduct
- CPL-16-16 – Caledon Public Library Art Exhibit, Display and Community Information Policy
- CPL-17-21 - Caledon Public Library Partnership Policy

Attachment 8-C

Date: November 20, 2023

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Schedule of 2024 Library Board Meetings

Recommendation:

That the Caledon Public Library Board review the proposed schedule of 2024 Library Board meetings for recommendation and approval.

Background

Though the Public Library Act now requires only that "a board shall hold at least seven (7) regular meetings in each year," the Caledon Public Library Board By-Laws (CPL-16-06) maintain that CPL will continue to hold ten (10) meetings annually. As a result, regular meetings cancelled due to weather, statutory holiday or lack of quorum need not be rescheduled, though the Board may opt to do so.

As per the By-Laws, "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". That being said, the Board may decide to change a regular meeting date for reasons deemed acceptable. The scheduling of a regular meeting in August, rather than February, has supported the Board's submission of approved budgets to Town Finance in advance of the early September timelines imposed by the municipality in past years. The August meeting could be cancelled should the Town's budget timelines change.

It is recommended that all meetings be hosted in person, though the Board may opt to return to virtual meetings as necessitated by public health requirements or in such cases that the Library is closed due to inclement weather.

As a means of ensuring full engagement and mitigating the limitations and technical challenges associated with online meetings, it is advised that all members make every effort to attend in person. As per the Board By-laws, members may request a virtual link no later than 24 hours prior to the meeting, if they are unable to attend in person. In cases where the majority of members have requested remote access, the CEO/Chief Librarian shall consult with the Board Chair to determine if the meeting should be hosted fully online.

As has become recent practice, it is again recommended that the location of meetings alternate between the Albion Bolton Branch and the Southfields Village Branch. The regular hours of operation at both facilities support the requirement that meetings be open and accessible to the public and both facilities offer suitable meeting spaces.

The following proposed schedule of meetings for 2024 generally aligns with the terms of the By-Laws with exceptions noted within the comments field.

Month	Date	Time	Location	Comments
January	Mon. Jan. 15, 2024	6 PM	Southfields Village Branch	
February	No meeting			
March	Mon. Mar. 18, 2024	6 PM	Albion Bolton Branch	
April	Mon. Apr. 15, 2024	6 PM	Southfields Village Branch	
May	Mon. May 13, 2024	6 PM	Albion Bolton Branch	Rescheduled from May 20th due to Victoria Day
June	Mon. June 17, 2024	6 PM	Southfields Village Branch	
July	No meeting			
August	Mon. Aug. 26, 2024	6 PM	Albion Bolton Branch	Recommend rescheduling from August 19th so as not to conflict with AMO (August 18-21, 2024)
September	Mon. Sept. 16, 2024	6 PM	Southfields Village Branch	
October	Mon. Oct. 21, 2024	6 PM	Albion Bolton Branch	
November	Mon. Nov. 18, 2024	6 PM	Southfields Village Branch	
December	Mon. Dec. 16, 2024	6 PM	Albion Bolton Branch	

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

Pending Board approval of this schedule, meeting invites will be shared with all members of the Board. The schedule will also be shared with the Office of the Town Clerk, so that meeting dates can be reflected on the Town's Council and Committee Meeting Calendar.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board receive and adopt the proposed schedule of Board meetings for 2024

Attachment 8-D

Date: November 20, 2023

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: OLA Super Conference Board Attendance Report

Recommendation:

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

Background

The Ontario Library Association (OLA) Super Conference provides an annual opportunity for library administrators, professionals and staff to come together and share their knowledge and experiences. An increasing number of sessions are being directed to Library Board trustees with a full day dedicated to a boot camp for board trustees and senior administrators. The theme for this year's conference is Get Loud, symbolizing OLA's commitment to civic engagement and recognizing the significance of libraries in promoting equity, diversity, and truth.

The 2024 conference is scheduled from Wednesday, January 24 to Saturday, January 27 at the Metro Toronto Convention Centre with the full Saturday schedule dedicated to the Ontario Library Board Association (OLBA) Bootcamp. 2024 marks the post-pandemic return to a full in-person conference with only select sessions available for delayed online streaming but. A comprehensive schedule of programming is available via the Super Conference website,, however a currated list of sessions of particular relevance to trustees is attached as Appendix A. In recent years, conference organizers have made a concerted effort to consolidate the vast majority of content of interest to Boards on the Saturday.

In an effort to enable Board participation within the limitation of existing budgets, it is requested that Board Members wishing to attend the conference communicate their interest and availability to the Board Chair and CEO/Chief Librarian by Monday, December 4. A final recommendation with full costing, including any supported travel or accommodation expenses, will be prepared for the Board's consideration at the December meeting, allowing for registration before the end of year. As has become common practice, it is also suggested that an opportunity for sharing any learnings acquired at the conference be added to the agenda of the March 2024 meeting of the Board.

In past years, the OLA has offered free registration to external library partners. This program allows each Library to extend an invitation for a full day at the conference to one key stakeholder. No information was readily available regarding this program for 2024. If supported, it is suggested that the Board's Advocacy and Fundraising Committee consider how best to take advantage of this advocacy opportunity, perhaps by extending an invitation to the Mayor, a member of Council, the CAO, or the Commissioner of Community and Human Services.

Financial Implication

Final costing of this development opportunity cannot be confirmed until participants and schedules have been identified. The Library's requested 2024 Operating Budget includes $5000 dedicated to Library Board Education and Expenses. This budget line also supports regular meeting expenses, OLBA membership fees, and ongoing costs associated with staff long service awards and retirements. While registration may be initiated and confirmed in 2023, all related costs must be attributed to the 2024 budget.

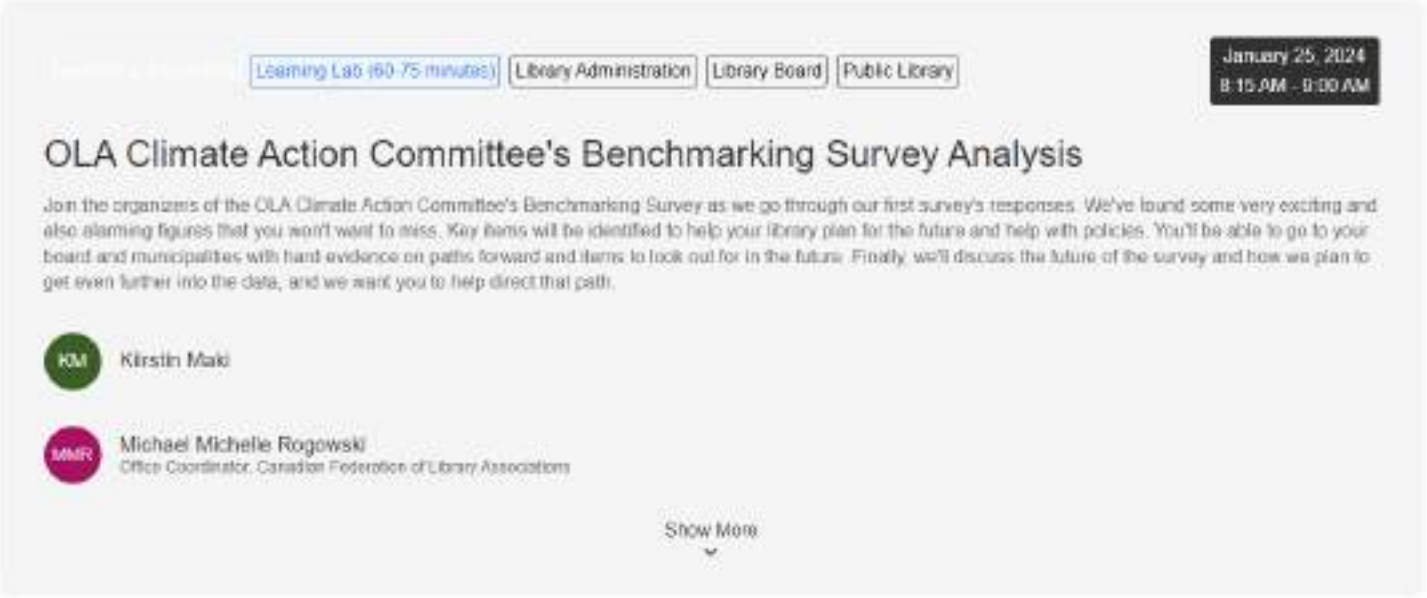
Early bird registration costs of $225 allow a Board Member to attend all, or a portion, of the conference, including the OLBA Bootcamp. This reduced rate is only in effect through to November 23; however, no information has been made available regarding the regular rate for Board Members. These costs do not reflect any related travel or accommodation expenses. Average lodging expenses for the hotel adjacent to the Convention Centre are approximately $280 per night and a number of rooms have been reserved for Board members who may wish to attend more than one day of the conference.

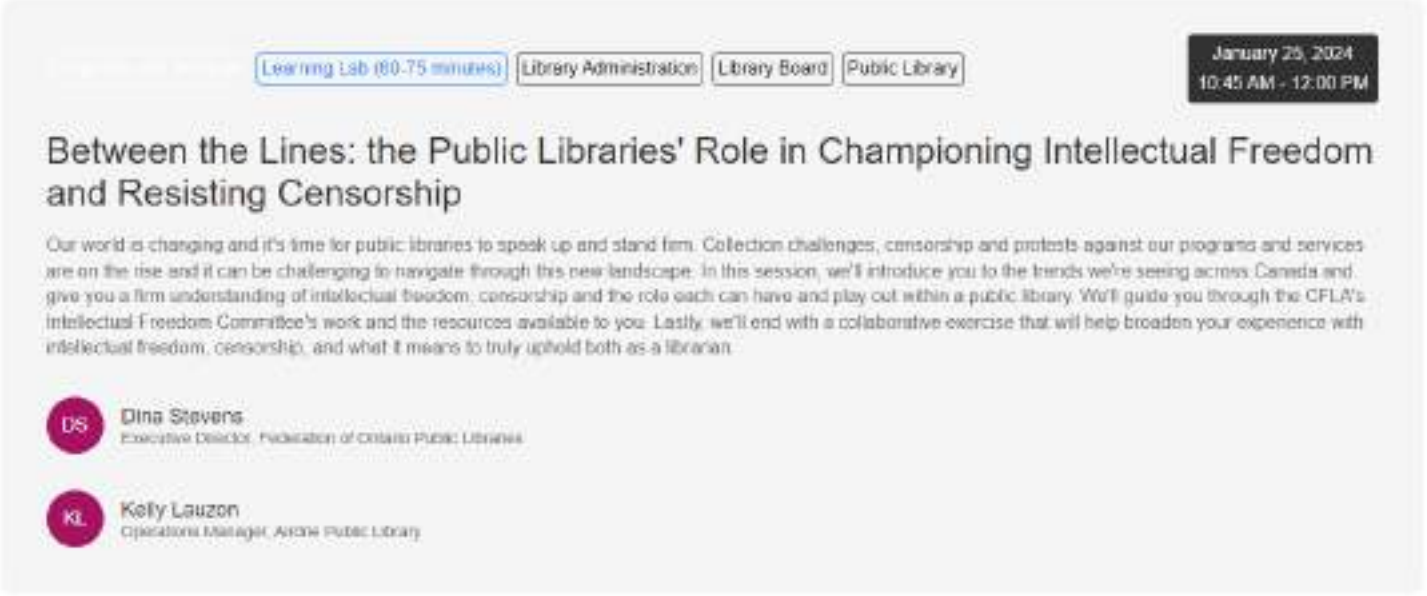
Recommended Motion

> *That the Caledon Public Library Board receive and approve the OLA Super Conference Board Attendance Report, allowing for confirmation and registration of selected representatives prior to the close of online submissions.*

Appendix A

Thursday, January 25





Learning Lab (60-75 minutes) | Career Development | Library Administration | Library Board

January 25, 2024
10:45 AM - 12:00 PM

Navigating the Future of Libraries through Effective Change Management

In an age where information and technology are evolving at an unprecedented pace, our libraries are undergoing a transformative journey. The winds of change are blowing stronger than ever, urging us to embrace innovation and reimagine the very essence of what a library represents. This workshop is your compass in this dynamic landscape. It is a call to action, a reminder that the prosperity of libraries depends on our ability to adapt. From digitization to community engagement, we'll delve into practical strategies and inspirational success stories, illustrating how change management principles can catalyze library metamorphosis. Let's harness the power of change to preserve the core mission of libraries while boldly embracing the future. The urgency is palpable, and the time to act is now. Together, we'll script a narrative where libraries thrive amidst change, becoming hubs of knowledge, innovation, and inspiration for generations to come.

Janine Reed
Founder / President, Ennexon Group Communications

Poster Presentation (60 minute Q&A) | General Audience | Library Administration | Public Library

January 25, 2024
12:00 PM - 1:00 PM

The impact of COVID-19 on a public library's active membership

Covid-19 disrupted public library services and many active members stopped using libraries. In Ontario, between 2019 and 2021 the nine most populated municipalities saw their library active memberships drop on average by 29.4%. The Hamilton Public Library investigated how individual and neighbourhood level factors related to membership status change pre- to post-pandemic. This work shows a relationship between membership status post-pandemic while controlling for other factors with gender, age, length of membership, circulation and neighbourhood level factors material deprivation, ethnic concentration, dependency and residential instability.

Andrew Tuck
Senior Data Analytics Officer, Hamilton Public Library

Friday, January 26

Conversation (45 minutes) | Career Development | General Audience | Public Library

January 26, 2024
9:15 AM - 10:30 AM

CULC/CBUC CEO Panel

Panel discussion from CULC/CBUC CEOs

Jennifer Marriott
Canadian Urban Libraries Council / Conseil des Bibliothèques Urbaines du Canada

Learning Lab (60-75 minutes) | General Audience | Public Library

January 26, 2024
9:15 AM - 10:30 AM

At the crossroads of two disciplines: collaboration between a public library and social work researchers

This learning lab aims to present the evolution of a collaboration between the Moncton Public Library and a research team from the Université de Moncton's School of Social Work that aimed to support the library in its reflections on its role in the community. These reflections stem from library staff observing a rise in the social needs expressed by patrons. We will present the origin and evolution of our collaboration, and then show how the knowledge resulting from our work together has a direct impact on the Moncton community by bringing a flagship institution within the city to clarify its role with citizens, specifically those in vulnerable situations. We hope that this learning lab will inspire other libraries to engage in collaborations with universities not only to expand their knowledge, but also, to deepen their engagement within the community.

BC Bellemare Chantale
City Librarian, Moncton Public Library

MR Marie-Pier Rivest
Associate Professor, Université de Moncton School of Social Work

Learning Lab (60-75 minutes) | Library Administration | Library Board | Public Library

January 26, 2024
10:45 AM - 12:00 PM

How to Shout: Building an Advocacy Campaign

Advocating for our libraries to decision-makers and our tax paying public has never been more essential. How do we begin marketing for support, not just promoting use? With the right marketing and community engagement tools we can build broad reaching advocacy campaigns, just for libraries, pushed with a unified voice. Discover what there is to learn from innovative advocacy campaigns both past and present, and details to help you build your own campaign. Shrinking budgets? Service cuts? Find the tools to fight back.

JH Jamie Hardie
Brand Strategist, Hardie and Company

KS Kathryn Schoulsen
Manager of Engagement & Community Development, Innisfil Idea|LAB & Library

Conversation (45 minutes) | General Audience | Public Library | School Library

January 26, 2024
10:45 AM - 12:00 PM

Censorship in Canadian Libraries: What We Know, What We Don't Know (Yet)

Canadian libraries are experiencing materials challenges, censorship efforts, and intellectual freedom issues on a greater scale than ever before. But the story of how library censorship rears its ugly head varies widely depending on the demographics of a library's community. In this conversation, based on two studies performed over the last few years by members of the CFLA Intellectual Freedom Committee, we will discuss the varying ways libraries have experienced intellectual freedom challenges over the last eight years, and how that is changing today. Additionally, we will discuss the obstacles we face in collecting data on library censorship, and why the ALA estimate that between 82-97% of challenges go unreported is likely true in Canada as well.

MN Michael Nyby
Vice-Chair, CFLA Intellectual Freedom Committee

Learning Lab (60-75 minutes) | Library Administration | Library Board | Public Library

January 26, 2024
2:15 PM - 3:30 PM

Safety and Security in Public Libraries: Resources and Ideas to Help

Public libraries across North America are facing an unprecedented increase in the frequency and intensity of security and safety incidents. In 2023, the Canadian Urban Libraries Council struck a working group to: promote learning, encourage support and collaboration around physical safety in public libraries; develop a toolkit of best practices; and create an advocacy and communication strategy to raise awareness of the complex societal issues that public libraries are facing. Resources, tools, and strategies will be shared to support library staff in responding to these challenges.

HR Heather Robertson
Director, Service Design and Innovation, Calgary Public Library

MH Moe Hosseini-Ara
Director, Branch Operations & Customer Experience, Toronto Public Library

Show More

Learning Lab (60-75 minutes) | Library Administration | Library Board | Public Library

January 26, 2024
2:15 PM - 3:30 PM

Making a Statement

Ottawa and Toronto public library both have Board approved Intellectual Freedom statements in addition to endorsing those from CFLA and OLA. What lead to the creation of these statements and how did the planning and implementation happen internally and externally. Join us to get loud about library values and why making a statement is more important now than ever.

AY Alexandra Yarrow
Program Manager, Board and Strategic Services, Ottawa Public Library

LRW Lisa Radha Weaver
Director, Collections and Membership Services, Toronto Public Library

Learning Lab (60-75 minutes) | Library Administration | Library Board | Public Library

January 26, 2024
2:15 PM - 3:30 PM

The Business of Being a Library – 3 Critical Concepts For Public Library Success

If your public library was a business, what kind of business would it be? A retail store? A subscription-based business like Netflix? A political lobbying firm? The answer is that the public library has elements of all three business models coursing through its veins. Libraries aren't businesses but we can learn a lot from the business world about how to make our public libraries better. This session is devoted to understanding the most important insights from the world of retail, subscription-based businesses and lobbying firms to help you improve your public library. You'll get real, actionable information on how to secure higher levels of funding, how to build the right metrics, analyze new kinds of data for better decision making, and how to gain a deep understanding of your patrons' needs so you can serve them better.

RT Richard Togman
CEO, Thunder Bay Public Library

Saturday, January 27 – OLBA Boot Camp

Leadership and Management | Featured Speaker | Library Administration | Library Board

January 27, 2024
9:15 AM - 10:15 AM

Library Trustee Boot Camp Opening Speaker

The opening keynote session for the Library Trustee Boot Camp is designed specifically for public library board trustees, centered on enhancing team building and communication skills. Throughout this engaging session, you will acquire the tools to foster a collaborative and cohesive board. Participants will develop a deep understanding of effective communication strategies, active listening, conflict resolution, and the significance of diverse perspectives.

By the end of this session, you'll gain the ability to facilitate open discussions, foster a culture of inclusivity, and effectively address board-related challenges. You'll leave with the skills to strengthen board relationships, ultimately enhancing decision-making processes and aligning with the needs of your community.

This Library Trustee Boot Camp program is designed to empower you to contribute more meaningfully and constructively to your library board.

Conversation | Library Administration | Library Board

January 27, 2024
10:45 AM - 12:00 PM

Library Trustee Boot Camp - Current State of Your Library Board

Engage in a transformative conversation where library board members come together to share their valuable experiences. This interactive session invites you to explore the existing strengths and opportunities within your library board. Through dialogue, you'll connect with peers from libraries grappling with similar challenges, recognizing yourself as a valuable resource for boards in need of support.

By the end of this session, you'll have a clearer perspective on your board's strengths and potential areas for growth. You'll leave with a strengthened network of colleagues from boards across Ontario. This conversation promotes collaboration and mutual support, strengthening the collective impact of library boards in addressing shared issues.

Outreach and Engagement | Learning Lab | Library Administration | Library Board

January 27, 2024
1:15 PM - 2:30 PM

Library Trustee Boot Camp - Advocating for Change

Join us for an exploration of the vital role of library boards in advocating for their libraries. Through compelling historical and contemporary examples, this talk will emphasize the importance of library boards speaking up when it matters most. You will learn effective strategies for advocacy that don't disrupt harmony within the community.

In an era where libraries face mounting challenges, your board's voice is essential in demonstrating the library's value and dispelling misinformation.

Discover how to build connections within the library community and beyond. This session marks the beginning of a conversation where board members can actively engage in critical debates, making a substantial contribution to shaping the future of libraries and safeguarding their place in the community. This session will include examples of effective advocacy strategies applicable to libraries of all sizes.

Outreach and Engagement | Learning Lab | Library Administration | Library Board

January 27, 2024
2:45 PM - 3:30 PM

Library Trustee Boot Camp - Working With Your Municipality

This session is dedicated to strengthening the relationship between library boards and municipal governments. This panel discussion will provide practical insights, drawing from real-life success stories, highlighting the importance of building productive partnerships.

Learn strategies for navigating the intricacies of local government, articulating the library's significance, and fostering mutually beneficial collaborations.

By the end of this session, you'll be equipped to engage with your municipal government more effectively, securing the resources and support your library needs.

Attachment 9-B

Date: November 20, 2023

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Board Annual Assessment Report

Recommendation:

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

Background

As per the Caledon Public Library's Annual Board Assessment Policy (CPL-16-07), "the Library Board will monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals." To this end, the policy specifies that the Board will undertake a self-evaluation in November of each year.

Supported by the work of the Board's Strategic Action and Assessment Committee, a revised assessment document (Appendix A) was received and adopted by the Board in 2021. A link to this survey will be shared by the CEO/Chief Librarian pending Board receipt and approval of this report. Survey submissions will be accessible by the Board Chair for review and analysis in advance of the reporting of collated results at the Board's December meeting.

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

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the Board Assessment Report, allowing for the completion of the online Board Self-Evaluation Questionnaire by all Board members in advance of December 4, 2023.

Appendix A

CPL Board Annual Self-Evaluation Questionnaire

As the Library belongs to the community and as part of our ongoing commitment to them, to good governance and for the purposes of ensuring Board members are aligned with the strategic objectives of Caledon Public Library, each year we ask our Board members to participate in completing a Board and Self-Evaluation survey.

This survey is designed to collect both quantitative and qualitative information and is helpful, not only in determining that we are held accountable in meeting our objectives, but how well we are doing at this. It also helps us identify opportunities for growth and development and may be used to help guide future Board recruitment efforts as undertaken by the Town of Caledon, on our behalf. It is also a goal of the Board that we should reflect the diversity and values of our community, of the Caledon Public Library and of the Town of Caledon.

As you complete this survey Board members are respectfully reminded that our role is good governance while the activity of running the organization on a day-to-day basis is a responsibility delegated to the Chief Executive Officer and staff.

After you have answered each question, please comment on how effective you think the Board has been at following, implementing or adhering to the stated outcome, or where opportunities for improvement exist.

#	Question	Strongly Agree	Agree	Disagree	Strongly Disagree	Comments
1	Our organization has a strategic plan or a set of clear long-range goals and priorities.					
2	The Board's meeting agenda clearly reflects our strategic priorities.					
3	Board decisions are consistent with the organization's mission, values, and priorities.					
4	The Board understands its role is governance and that involvement is limited to oversight. As such, the Board is committed to assisting CEO and Library staff in achieving goals primarily through policy implementation, advocacy, strategic planning and adherence to budgets.					
5	The Board Chair and CEO work collaboratively to determine the					

	Agenda, share necessary pre-reads in a timely manner and facilitate the ability of Board members to come to meetings prepared.					
6	Board members understand their fiduciary obligations and make decisions in the best interests of the library system.					
7	Board members work collaboratively, and treat each other with courtesy and respect.					
8	Board members come to meetings prepared and are ready to engage respectfully and with an open mind in conversation.					
9	Different points of view and collegial, generative conversations and debate are encouraged but the Board speaks with one voice once Board decisions are voted on & approved.					
10	Board members promote the work of the Board and the role of the Library in the community at every opportunity. Our Board is invited and expected to attend Library events when possible.					
11	The Board, as a whole, has the background, skills, diversity and knowledge to carry out its roles and responsibilities and leverages opportunities to utilize each individual Director's skillsets.					
12	The Board forges relationships with Council and advocates on behalf of the Library, ensuring that the organization's accomplishments and challenges are communicated to stakeholders.					

Please add any additional comments you feel may benefit the Board and its continued efforts to support the Caledon Public Library and the Caledon community.

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Attachment 11-A

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2023-2024

Updated November 20, 2023

Month	Governance/Strategic Issues (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)	Information Needed (reports and monitoring documents and additional information required to support discussion of and action on strategic issues)	Board Action (proposed action as a result of governance and/or strategic issues and discussions)
January	✓ Review of 2022 Strategic Actions Completed ✓ Review of 2022 Q4 and Annual Statistics ✓ Comprehensive Growth Plan Review	✓ Q4 and Year End Statistics Report ✓ 2022 Strategic Action Update ✓ 2022 Procurement Update ✓ 2022 Donation Reserves Update ✓ Drafted Growth Plan	✓ OLA Boot Camp Registration
February	✓ No meeting – CEO to contact all new Board members for one-on-one meetings and library tour	✓ Board info binders to be provided	
March	✓ Anticipated first meeting of new term ✓ Board orientation – Session 1 of 4 ✓ Schedule of Board Meetings – 2023	✓ Drafted meeting schedule	✓ Nomination and selection of Chair and Vice Chair ✓ Year End Variance Review – 2022
April	✓ Board orientation – Session 2 of 4 ✓ Review of Quarterly Statistics – Q1 ✓ Review of Annual Report 2022 ✓ Advocacy Policy Review ✓ Internet and Technology Acceptable Use Policy Revisions ✓ Staff Engagement Results	✓ 2023 Q1 Statistics Report ✓ Drafted policies and reports ✓ Annual Report ✓ Staff Survey Analysis	✓ Nomination and selection committee members ✓ Meeting evaluation – deferred from March ✓ Board Assembly Meeting
May	✓ Board orientation – Session 3 of 4 ✓ Bed Bug Policy Review ✓ 2022 Year End Strategic Assessment and Evaluation Report – deferred from April	✓ Drafted policy ✓ Assessment and Evaluation Report	✓ Meeting of CEO Assessment Committee

June	✓ Board orientation – Session 4 of 4 ✓ Comprehensive Growth Plan Summary Report (deferred from May) ✓ Social Media Policy Review ✓ CEO Annual Performance Evaluation	✓ Drafted policy ✓ Mid-year procurement update ✓ Mid-year donation reserves update ✓ Growth Plan Summary Document ✓ CEO to provide goals for coming term – July 2023 to June 2024	✓ Meeting of Advocacy/Fundraising Committee ✓ Meeting evaluation
July	✓ No meeting		✓ Presentation of Comprehensive Growth Plan to Council
August	✓ 2024 Budget Proposal ✓ Review of quarterly statistics – Q2	✓ 2023 Q2 Statistics Report ✓ Draft 2024 budget	✓ Finance committee meeting to review draft budget ✓ Variance Review – Q2 2023
September	✓ Staff IT Acceptable Use Policy ✓ Indigenous Respect and Acknowledgement Policy Review ✓ Audited Financial Report	✓ Drafted policies ✓ Financial documents	✓ Meeting of Advocacy/Fundraising Committee ✓ Staff Forum
October	• Review of quarterly statistics – Q3 • Partnership Policy Review • Adjusted budget review	• Drafted policy • 2023 Q3 Statistics Report • Revised 2024 budget	• Variance Review – Q3 2023 • Meeting evaluation
November	• Annual Board Assessment • Records Management and Retention Policy Review • Room Rental Policy - NEW • Call for interest in OLA Board Attendance • Schedule of Board Meetings – 2024	• Assessment criteria and questions • Drafted policies • Staff reports	• Completion of Assessment Questionnaire
December	• OLA Board Attendance Confirmation • Internet and Technology Acceptable Use Policy	• Board Assessment Results • Staff reports	• OLA Conference Registration

	• Inclement Weather and Unscheduled Closure Policy • Edge Review Report		• Meeting of Advocacy/Fundraising Committee
January 2024	• Review of 2023 Strategic Actions Completed • Review of 2023 Q4 and Annual Statistics • Review of Operational Policy • Review of Privacy Policy • Review of Planning Policy • Branch operations update	• 2023 Q4 and Year End Statistics Report • 2023 Strategic Scoresheet • 2023 Procurement Update • 2023 Donations Reserve Update • Drafted Policies	• OLA Super Conference/ OLBA Boot Camp attendance • Formation of an ad hoc Strategic Planning Committee
February 2024	• No regularly scheduled meeting		
March 2024	• Review of CPL Board By-Laws • Review of Annual Board Assessment Policy • Review of Rights and Safety of Children and Teens in the Library	• Drafted policies and by-laws	• Meeting evaluation • Meeting of Advocacy/Fundraising Committee
April 2024	• Review of Fundraising and Gift Acceptance Policy • Review of The Library and Political Elections Policy • Review of quarterly statistics – Q2 • 2023 Year End Strategic Assessment and Evaluation Report	• Drafted policies • 2024 Q1 Statistics Report	
May 2024	• Review of Personnel Policy • Review of Board Code of Conduct • Review of Public Code of Conduct • Review of Disconnecting from Work Policy • Review of Remote Work Policy • 2024 Annual Report	• Drafted policies • Drafted annual report	• Meeting of CEO Assessment Committee
June 2024	• Annual CEO/Chief Librarian Performance Appraisal • Review of Collection Development Policy • Review of Volunteer Policy • Review of Programming Policy	• Drafted policies • Mid-year procurement update • Mid-year donation reserves update • CEO to provide goals for coming term – July 2024 to June 2025	• Meeting evaluation • Meeting of Advocacy/Fundraising Committee

July 2024	• No Meeting		
August 2024	• 2025 Budget Proposal • Review of quarterly statistics – Q2	• 2024 Q2 Statistics Report • Draft 2025 budget	• Finance committee meeting to review draft budget • Variance Review – Q2 2024
September 2024	• Review of Accessibility Policy • Review of Diversity and Inclusion Policy	• Drafted policies	• Meeting of Advocacy/Fundraising Committee • Staff Forum
October 2024	• Review of quarterly statistics – Q3 • Review of Public Complaint Handling Policy • Adjusted budget review	• Drafted policy • 2024 Q3 Statistics Report • Revised 2025 budget •	• Variance Review – Q3 2024 • Meeting evaluation
November 2024	• Annual Board Assessment • Review of Art Exhibit, Display and Community Information Policy • Review of Records Management and Retention Policy • Call for interest in OLA Board Attendance • Schedule of Board Meetings – 2025	• Assessment criteria and questions • Drafted policy • Staff reports	• Completion of Assessment Questionnaire • Presentation of Budget to Council
December 2024	• Mid-term Executive and Committee Appointments • OLA Board Attendance Confirmation	• Board Assessment Results	• OLA Conference Registration • Meeting of Advocacy/Fundraising Committee