Caledon Public Library Board Meeting
Monday, September 18, 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 August 21, 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
8. Staff Reports
   a. Staff IT Acceptable Use Policy Report (Attachment 8-A)

b. Indigenous Respect and Acknowledgement Policy Report (Attachment 8-B)

c. Caledon Public Library Board 2022 Audited Financial Statements (Attachment 8-C)

9. Board and Committee Reports

    a. Advocacy and Fundraising Committee Meeting Minutes of September 11, 2023 (Attachment 9-A)

10. New business

    a. CLOSED SESSION

        i. Confidential correspondence re: Personal matters about an identifiable individual - Board Member Resignation

11. Board Work Plan

    a. 2023 Work Plan Review (Attachment 11-A)

12. Board Advocacy and Development

    a. Upcoming Advocacy or Development Opportunities

        i. CPL Annual Staff Forum – Friday, September 22, 2023 – 8:30 AM to 4:30 PM, Caledon East Branch

        ii. Caledon Creative Arts Festival – Saturday, September, 23, 2023 – 11 AM, Stage at Caledon East Park, 6101 Old Church Rd, Caledon East

        iii. OLS Virtual Conference: Equilibrium - Thursday, September 28, 2023, 6 – 8:30 PM

        iv. Mayor's Business Breakfast – Wednesday, October 11, 2023, 8 - 10 AM, Royal Ambassador Event Centre, 15430 Innis Lake Rd, Caledon East

13. Public question period

14. Time and location of next regular meeting

    a. Monday, October 16, 2023, 6 PM – Albion Bolton Branch

15. Adjournment

Attached Documents:

6-A Minutes of the August 21, 2023 meeting
6-B CEO/Chief Librarian's Report
6-C Treasurer's Report and Financial Statements
6-D Strategic Actions Update
8-A Staff IT Acceptable Use Policy Report
8-B Indigenous Respect and Acknowledgement Policy Report
8-C Caledon Public Library Board 2022 Audited Financial Statements
9-A Advocacy and Fundraising Committee Meeting Minutes of September 11, 2023
11-A Board Work Plan 2023-24

Attachment 6-A

Caledon Public Library Board Meeting
Monday August 21, 2023
6:00 p.m.

MINUTES

Present: Tony Maxwell (Chair); Jacqueline Iafrate (Vice-Chair); Nicholas Alleyne, Laura Brady, Scott Goodison; Mary Juric; Tina Liscio

Staff: Colleen Lipp – CEO | Chief Librarian; Anna Fitzcharles, Administrative Assistant; Kelley Potter, Director, Public Service

Absent: Councillor Cosimo Napoli; Councillor Dave Sheen

Note: This hybrid meeting was hosted at the Albion Bolton Branch and online.

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:** Councillor Cosimo Napoli; Councillor Dave Sheen

4. **Approval of the Agenda**
   Motion: That the Caledon Public Library Board approve the agenda, noting the deferral of the 2022 Audited Financials to the September meeting.
   Moved: Nicholas Alleyne **Seconded:** Mary Juric
   Carried.

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

Scott Goodison joined the meeting at 6:05 PM

6. **Consent Agenda**
   a. **Minutes of the June 19, 2023 meeting**
   b. **CEO/Chief Librarian's Report**

c. **Treasurer's Report and Financial Statements**
d. **Quarterly Statistics and Performance Measures – Q2 2023**
e. **Strategic Actions Update**
f. **Correspondence**

Motion: That the Caledon Public Library Board receive all reports within the consent agenda.
Moved: Scott Goodison **Seconded**: Tina Liscio
Carried.

At the request of the Chair, the CEO/Chief Librarian provided a brief overview of her monthly report.

7. Business arising from the minutes:

a. **Meeting Evaluation Feedback**
The Chair thanked members for providing their feedback and shared comments received through the evaluation survey.

8. Board and Committee Reports

a. **Finance Committee Meeting Minutes of August 14, 2023**
Motion: That the Caledon Public Library Board receive and approve the minutes of the Finance Committee's August 14th meeting, endorsing the appointment of Nicholas Alleyne to the role of Committee Chair.
Moved: Mary Juric **Seconded:** Jacqueline Iafrate

i. **2024 Draft Budget Report**
Motion: That the Caledon Public Library Board receive and approve the 2024 Draft Budget Report
Moved: Jacqueline Iafrate **Seconded**: Nicholas Alleyne

9. New Business: None

10. Board Work Plan

a. **2023 Board Work Plan Review**
Motion: That the Caledon Public Library Board receive and approve the revised 2023 Work Plan.
Moved: Mary Juric **Seconded:** Tina Liscio
Carried.

11. Board Advocacy and Development

a. **Upcoming Advocacy or Development Opportunities**
   i. Caledon East Community Complex Grand Opening – Saturday, September 16, 2023, Time and details to be confirmed.
   ii. CPL Annual Staff Forum – Friday, September 22, 2023 – 8:30 AM to 4:30 PM, Caledon East Branch
   iii. Caledon Creative Arts Festival – Saturday, September, 23, 2023 – 11 AM, Stage at Caledon East Park, 6101 Old Church Rd, Caledon East
   iv. OLS Virtual Conference: Equilibrium - Thursday, September 28, 2023, 6 – 8:30 PM

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

13. Time of next regular meeting:

a. Monday, September 18, 2023 6:00 PM – Southfields Village Branch

14. Adjournment

Motion: That the meeting adjourn.
Moved: Scott Goodison **Seconded:** Nicholas Alleyne
Carried.

The meeting adjourned at 7:56 PM

_____ _____

Tony Maxwell
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 6-B

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
September 2023

Library Services and Facilities

Caledon East Relocation

The newly relocated Caledon East Branch opened on September 5, with the official opening and dedication of the Cory Trépanier Creativity Studio scheduled for Saturday, September 16. This move marks the opening of CPL's third full-service branch and an increase in hours over those previous offered at R.F. Hall. Hours of operation in Caledon East now mirror those already available in Albion Bolton and Southfields Village.

Monday – Thursday	10 AM – 8:30 PM
Friday	10 AM – 6 PM
Saturday	10 AM – 4 PM
Sunday	12 PM – 4 PM

Table 1: Hours of Operation

Feedback received from visitors to the branch thus far has been overwhelmingly positive and we anticipate that the residents will make full use of the space's amenities and services.

Town Community Services staff will be offering tours of the full facility throughout the month of September and have been provided with talking points related to the library branch and studio. Library staff will be on hand on September 16 to offer more detailed tours to coincide with the official opening.

As the branch has no dedicated large meeting or program rooms, the Library will be making use of meeting and community rooms within the broader facility for program delivery. Work to finalize a facility agreement, confirming the Library's free rental of adjacent meeting spaces in Caledon East, as well as in Alton, Southfields and Valleywood, is ongoing.

Caledon Station

Library Leadership was recently approached by the Town's Planning Division regarding a developer-proposed relocation and redevelopment of a heritage building in the anticipated Caledon Station community. There are a number of wonderful examples of heritage buildings being used as the façade for new library builds in nearby municipalities. This includes the Hillsburgh Branch of the Wellington County Public Library, which was toured my members of the previous Board and Council. Unfortunately, the proposed building and lot do not meet the

Library's needs in terms of footprint or location for a 35,000 square foot branch as recommended in the Library's Comprehensive Growth Plan.

Rather, the Library's current collaboration with Community Services will continue as a means of identifying a preferred location for a new community centre and collocated library branch to serve this planned community in the years ahead.

Governance

Board Development

As prompted by correspondence received from the Orangeville Public Library Board in June 2023, a Board resolution was passed directing the CEO/Chief Librarian to investigate opportunities to further connect and collaborate with the Board and Staff of the Orangeville Public Library. To this end, initial discussions are underway with the CEO of Orangeville Public Library to coordinate a series of joint Board networking and development opportunities. It is anticipated that the first such session will focus on Intellectual Freedom and will be scheduled in the Spring of 2024. A second session, focusing on Diversity, Equity and Inclusion, is also being considered. Further details will be shared with the Board as confirmed.

Board Recognition

As a means of recognizing the valuable contributions of the Board over the previous term, the Library has added book plates to selected titles in honour of their service. Each community representative to the Board who served on the Board from 2019-2023 has been acknowledged individually through a title that reflects their individual interests and reading preferences.

Staff News

In memoriam

Former CPL Manager and CEO/Chief Librarian Sharon Wilson passed away in early August. Sharon joined Caledon Public Library in 2004. During her tenure with CPL, she held a variety of leadership positions and her area of responsibility shifted often and included the Bolton Branch, west side branches, adult collection development and reference services. She also served as the management representative on the Library's Joint Health and Safety Committee.

She has been a leader in both the library sector and in the broader community, having been president of the Ontario Public Library Association, Chair of the OLA Task Force on Children's Services, the OPLA Conference Coordinator as well as having been President of her local Lions Club.

Sharon initially retired from CPL in August 2014. The Board requested that she return to CPL to

temporarily fill the role of CEO/Chief Librarian from January to July 2015. She then resumed her retirement, focusing on her family, friends and the many pursuits that brought her joy. She remained a passionate advocate for public libraries and a committed CPL customer.

A donation to the I Read Canadian Fund in Sharon's honour has been made on behalf of the Board and Staff. The Library has also received a donation of $250 in memory of Sharon.

Attachment 6-C

Treasurer's Report

Prepared by Colleen Lipp
September 2023

CALEDON PUBLIC LIBRARY
for all reasons

2023 Budget

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

- The significant favourable variance for the month is largely due to the posting of just one pay period in August. The delayed posting of the second pay period is likely the result of the Town's recent move to a new payroll system.
- The calendarization of insurance expenditures has been pushed to September to more accurately reflect the expected timing of facility-related allocations. As the Library's IT Insurance costs have already been posted, this has resulted in an unfavourable YTD variance for that account.
- As informed by the recent updating of the Town's budget software to reflect expenditures for the previous year(s), the relevant figures for a number of capital accounts (21-008, 22-021, and 22-026), have been adjusted slightly to ensure consistency across reports.
- Funds were recently expended to expand CPL's seed library. This investment of $1146 is supported through a pending transfer from the Library's Donation Reserve as per the terms of the relevant policy and the directed donation of the Albion Bolton Horticultural Society. This being said, the transfer has not yet been finalized and as such, the reserve balance referenced in Appendix A has not yet been updated to reflect this withdrawal.

The Library will be participating in Town Finance's fall forecasting exercise to determine any significant variances anticipated at year end. Findings will be shared with the Board within a future Treasurer's Report.

2024 Budget

All Board-approved 2024 budget documents were uploaded to the Town's budget portal and/or financial software. Work has also been underway to identify Library projects that are eligible for funding through Development Charges. This has prompted a recommended revision to the Library's capital forecast as a means of ensuring alignment between the capital forecast, the Library's Comprehensive Growth Plan and the municipality's Development Charge study.
An updated 10-year capital forecast is attached as Appendix B and reflects the inclusion of an independent Integrated Library Software (ILS) solution in 2028.

As of the writing of this report, initial meetings with Town Finance have yet to be scheduled and there have been no updates to the Town's drafted budget schedule.

Grants

Brampton Caledon Community Foundation

Caledon Public Library received $3735 from the Brampton Caledon Community Foundation in 2022 for the development and delivery of an Indigenous Speaker Series. A number of related programs were successfully delivered throughout 2022 and 2023. As a result of scheduling and programming challenges, the full funding was not expended in advance of the program deadline. That being said, the Brampton Caledon Community Foundation has generously extended the terms of the grant to allow the remaining funds to be used for one final program and the addition of adult and children titles, celebrating indigenous culture, to our collection.

Healthy Communities Initiative

The opening of the Southfields Village Branch Reading Garden in June 2022 marked the completion of all deliverables supported by the Healthy Communities Initiative. A final report, confirming all project outcomes and expenditures of $87,623, was submitted in advance of the reporting deadline. Full project funding of $91,910 was received by the Library prior to the completion of the project, resulting in a favourable variance of $4287. In requesting further information regarding the process for repayment of the unexpended funds, the Library was advised that these funds could be used to further enhance the space. To this end, library staff are investigating the feasibility of adding a public art installation to the reading garden.

Enabling Accessibility Fund

Employment and Social Development Canada's Enabling Accessibility Fund (EAF) provided the Library with funds to improve accessibility through the installation of eight (8) automatic door openers at the Albion Bolton (6) and Caledon Village (2) branches. This work was completed more economically than anticipated and, as per the terms of the Transfer Payment Agreement (TPA), unexpended funds of $10,545 have been returned to the federal government.

Appendix A

TOWN OF CALEDON

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

	August Budget	August Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
40010 Administration									
50050 Miscellaneous	-563.00	-539.25	*-23.75*	-5,025.00	-5,257.83	*232.83*	-11,000.00	47.8%	**-5,742.17**
50125 Merchandise Sales	-100.00	-33.00	*-67.00*	-1,274.00	-345.00	*-929.00*	-3,000.00	11.5%	**-2,655.00**
50319 Grants/Subsidies							-58,200.00	0.0%	**-58,200.00**
50570 Donations	-25.00		*-25.00*	-525.00	-5,643.45	*5,118.45*	-1,000.00	564.3%	**4,643.45**
50582 Sponsor			*0.00*		-190.00	*190.00*			**190.00**
50705 Fines/Fees	-800.00	-280.28	*-519.72*	-6,650.00	-3,992.25	*-2,657.75*	-10,000.00	39.9%	**-6,007.75**
50715 Programs	-300.00		*-300.00*	-2,300.00	-96.00	*-2,204.00*	-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	-250.00	-108.50	*-141.50*	-1,700.00	-1,413.93	*-286.07*	-2,500.00	56.6%	**-1,086.07**
50770 FOL-Recoverable					-4,332.15	*4,332.15*			**4,332.15**
61510 Salaries-Permanent	27,303.00	13,812.00	*13,491.00*	228,926.00	218,272.29	*10,653.71*	351,789.00	62.0%	**133,516.71**
61513 Benefits-Permanent	6,279.00	3,410.12	*2,868.88*	64,989.00	63,741.92	*1,247.08*	93,053.00	68.5%	**29,311.08**
62018 Operating Supplies	60.00		*60.00*	520.00	215.44	*304.56*	760.00	28.3%	**544.56**
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					890.40				
62244 Bank Charges	250.00		*250.00*	2,000.00	1,349.52	*650.48*	3,000.00	45.0%	**1,650.48**
62253 Lib. Brd Education & Exp.	300.00	399.32	*-99.32*	3,800.00	3,073.97	*726.03*	5,000.00	61.5%	**1,926.03**
62310 Training/Development/Seminars	2,000.00	3,092.13	*-1,092.13*	29,500.00	18,039.84	*11,460.16*	44,489.00	40.5%	**26,449.16**
62311 Memberships/Dues			*0.00*	13,000.00	13,868.14	*-868.14*	13,000.00	106.7%	**-868.14**
62314 Mileage	600.00	497.54	*102.46*	4,700.00	2,841.35	*1,858.65*	7,000.00	40.6%	**4,158.65**
62317 Audit				-4,048.00	-4,740.85	*692.85*	4,370.00	-108.5%	**9,110.85**
62322 Postage	175.00	248.18	*-73.18*	1,300.00	-330.64	*1,630.64*	2,000.00	-16.5%	**2,330.64**
62335 Contracted Services	1,320.00	66.00	*1,254.00*	10,560.00	282.04	*10,277.96*	15,825.00	1.8%	**15,542.96**
62360 Fundraising		202.01	*-202.01*		371.17	*-371.17*			**-371.17**
62378 Furniture/Fixtures			*0.00*	2,500.00	-40.46	*2,540.46*	2,500.00	-1.6%	**2,540.46**
Total 40010 Administration	36,249.00	20,766.27	*15,482.73*	335,273.00	293,218.93	*42,054.07*	450,586.00	65.1%	**157,367.07**
40020 Emergency Management									
50986 Reserve Fund To Revenue	-9,560.00		*-9,560.00*	-9,560.00		*-9,560.00*	-9,560.00	0.0%	**-9,560.00**
62018 Operating Supplies	300.00	569.86	*-269.86*	1,800.00	997.25	*802.75*	3,200.00	31.2%	**2,202.75**
Total 40020 Emergency Management	-9,260.00	569.86	*-9,829.86*	-7,760.00	997.25	*-8,757.25*	-6,360.00	-15.7%	**-7,357.25**
41010 Library Public Services									
61510 Salaries-Permanent	93,025.00	43,852.71	*49,172.29*	570,119.00	475,469.92	*94,649.08*	988,735.00	48.1%	**513,265.08**
61513 Benefits-Permanent	27,550.00	14,286.67	*13,263.33*	177,364.00	151,849.57	*25,514.43*	293,092.00	51.8%	**141,242.43**
61520 Wages-Casual Temporary	63,308.00	21,189.21	*42,118.79*	445,803.00	380,480.89	*65,322.11*	772,674.00	49.2%	**392,193.11**
61523 Benefits-Casual Temporary	11,418.00	3,357.19	*8,060.81*	85,024.00	57,478.83	*27,545.17*	143,014.00	40.2%	**85,535.17**
62017 Caretaking Supplies	260.00		*260.00*	1,600.00	545.26	*1,054.74*	2,700.00	20.2%	**2,154.74**

TOWN OF CALEDON

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

	August Budget	August Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
62018 Operating Supplies	883.00	561.44	*321.56*	4,110.00	4,991.11	*-881.11*	6,325.00	78.9%	**1,333.89**
62312 Insurance						*0.00*	5,641.00	0.0%	**5,641.00**
62321 Rental-Facility	31,141.00	31,141.00	*0.00*	319,459.00	295,206.00	*24,253.00*	319,459.00	92.4%	**24,253.00**
62335 Contracted Services	4,391.00	2,884.90	*1,506.10*	34,510.00	31,639.12	*2,870.88*	52,307.00	60.5%	**20,667.88**
62346 Courier	4,000.00	1,895.02	*2,104.98*	24,679.00	16,269.64	*8,409.36*	37,700.00	43.2%	**21,430.36**
Total 41010 Library Public Services	235,976.00	119,168.14	*116,807.86*	1,662,668.00	1,413,930.34	*248,737.66*	2,621,647.00	53.9%	**1,207,716.66**
41015 Collections and Access Services (formerly Information Services)									
61510 Salaries-Permanent	20,744.00	11,347.13	*9,396.87*	269,473.00	259,767.57	*9,705.43*	362,820.00	71.6%	**103,052.43**
61513 Benefits-Permanent	6,102.00	2,902.36	*3,199.64*	84,754.00	81,367.41	*3,386.59*	109,282.00	74.5%	**27,914.59**
61520 Wages-Casual Temporary		1,393.11	*-1,393.11*	53,070.00	77,672.80	*-24,602.80*	53,070.00	146.4%	**-24,602.80**
61523 Benefits-Casual Temporary	-1.00	361.37	*-362.37*	11,654.00	14,024.92	*-2,370.92*	11,656.00	120.3%	**-2,368.92**
62018 Operating Supplies	300.00	149.86	*150.14*	2,152.00	2,107.09	*44.91*	3,700.00	56.9%	**1,592.91**
62058 Online Databases	300.00		*300.00*	88,200.00	88,640.10	*-440.10*	89,610.00	98.9%	**969.90**
62414 Special Programs	1,000.00	147.13	*852.87*	4,507.00	2,325.05	*2,181.95*	8,667.00	26.8%	**6,341.95**
Total 41015 Information Services	28,445.00	16,300.96	*12,144.04*	513,810.00	525,904.94	*-12,094.94*	638,805.00	82.3%	**112,900.06**
41020 Library Grants									
50319 Grants/Subsidies (Revenue)			*0.00*		-6,078.47	*6,078.47*			**-6,078.47**
62319 Grants (Expenses)			*0.00*		700.00	*-700.00*			**700.00**
Total 41020 Library Grants		0.00	*0.00*		-5,378.47	*5,378.47*			**5,378.47**
41025 Library Info Technology									
61510 Salaries-Permanent	19,955.00	9,977.40	*9,977.60*	167,745.00	156,128.47	*11,616.53*	257,541.00	60.6%	**101,412.53**
61513 Benefits-Permanent	5,683.00	3,182.84	*2,500.16*	51,872.00	49,771.32	*2,100.68*	74,459.00	66.8%	**24,687.68**
62018 Operating Supplies	599.00		*599.00*	4,852.00	2,703.66	*2,148.34*	6,683.00	40.5%	**3,979.34**
62303 New Staff Technology		74.24	*-74.24*	4,400.00	3,083.31	*1,316.69*	8,800.00	35.0%	**5,716.69**
62304 Automation	25.00	112.09	*-87.09*	44,000.00	40,892.45	*3,107.55*	44,100.00	92.7%	**3,207.55**
62305 Computer Services	11,000.00	2,259.08	*8,740.92*	68,980.00	47,828.61	*21,151.39*	112,980.00	42.3%	**65,151.39**
62312 Insurance			*0.00*		5,140.80	*-5,140.80*	4,910.00	104.7%	**-230.80**
62335 Contracted Services	286.00		*286.00*	8,753.00	9,190.95	*-437.95*	25,110.00	36.6%	**15,919.05**
62396 Mobile Phones / Pagers	823.00	387.45	*435.55*	6,584.00	5,693.54	*890.46*	9,880.00	57.6%	**4,186.46**
62397 Telephone	2,900.00	0.87	*2,899.13*	21,270.00	18,612.61	*2,657.39*	32,870.00	56.6%	**14,257.39**
63037 Software Licence Subscription	5,000.00	5.70	*4,994.30*	30,570.00	14,267.85	*16,302.15*	50,570.00	28.2%	**36,302.15**
Total 41025 Library Info Technology	46,271.00	15,999.67	*30,271.33*	409,026.00	353,313.57	*55,712.43*	627,903.00	56.3%	**274,589.43**
41030 Youth Services									
61510 Salaries-Permanent	42,664.00	16,167.96	*26,496.04*	256,143.00	141,648.54	*114,494.46*	448,132.00	31.6%	**306,483.46**
61513 Benefits-Permanent	12,627.00	4,888.40	*7,738.60*	80,247.00	44,122.95	*36,124.05*	130,986.00	33.7%	**86,863.05**
61520 Wages-Casual Temporary	6,356.00	3,014.00	*3,342.00*	12,532.00	41,311.97	*-28,779.97*	58,930.00	70.1%	**17,618.03**
61523 Benefits-Casual Temporary	1,397.00	371.21	*1,025.79*	2,754.00	5,092.19	*-2,338.19*	12,941.00	39.3%	**7,848.81**
62018 Operating Supplies	25.00	463.48	*-438.48*	1,064.00	1,634.81	*-570.81*	1,200.00	136.2%	**-434.81**
62414 Special Programs	2,500.00	3,050.27	*-550.27*	14,702.00	8,282.39	*6,419.61*	20,667.00	40.1%	**12,384.61**
Total 41030 Youth Services	65,569.00	27,955.32	*37,613.68*	367,442.00	242,092.85	*125,349.15*	672,856.00	36.0%	**430,763.15**

TOWN OF CALEDON

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

	August Budget	August 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	13,630.90	*13,631.10*	229,549.00	215,734.86	*13,814.14*	352,223.00	61.2%	**136,488.14**
61513 Benefits-Permanent	8,007.00	4,052.44	*3,954.56*	72,284.00	67,704.66	*4,579.34*	103,632.00	65.3%	**35,927.34**
61520 Wages-Casual Temporary		1,272.54	*-1,272.54*		5,839.59	*-5,839.59*			**-5,839.59**
61523 Benefits-Casual Temporary		152.10	*-152.10*		694.67	*-694.67*			**-694.67**
62018 Operating Supplies	100.00	69.59	*30.41*	3,500.00	4,500.56	*-1,000.56*	5,000.00	90.0%	**499.44**
62304 Automation	200.00		*200.00*	6,100.00	3,838.74	*2,261.26*	7,000.00	54.8%	**3,161.26**
62315 Printing & Advertising	710.00	4,114.74	*-3,404.74*	9,500.00	8,368.40	*1,131.60*	16,000.00	52.3%	**7,631.60**
62335 Contracted Services	50.00		*50.00*	1,895.00	1,186.48	*708.52*	2,400.00	49.4%	**1,213.52**
62414 Special Programs	400.00	530.33	*-130.33*	4,000.00	2,989.90	*1,010.10*	8,000.00	37.4%	**5,010.10**
Total 41035 Communications/Community Dev	36,729.00	23,822.64	*12,906.36*	326,828.00	310,857.86	*15,970.14*	494,255.00	62.9%	**183,397.14**
Total Caledon Public Library-Lending Services	**439,979.00**	**224,582.86**	**215,396.14**	**3,607,287.00**	**3,134,937.27**	**472,349.73**	**5,499,692.00**	**57.0%**	**2,364,754.73**

Capital Project Expense Report - as of August 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	1,198.86	115,831.47	9,653.53	92.3%	
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%	
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	19,194.13	449,872.82	127.18	100.0%	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	47,620.59	114,069.56	5,930.44	95.1%	
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	8,740.17	8,740.17	3,259.83	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		265,186.99	265,186.99	209,813.01	55.8%	
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 August 31, 2023

01-00-000-00000-000-20841 Library Bequest Fund - MDV	316.54
08-07-900-35043-000-25000 Library Reserve Fund	9,237.01

Appendix B

Capital Forecast 2025-2034

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Project Cost	Tax Levy	Reserves	DC	Gas Tax	Debenture	Other	Total Funding
017 Caledon Public Library																		
00-011 Technology and Furniture	200,000	200,000	200,000	250,000	250,000	250,000	300,000	300,000	300,000	350,000	2,600,000	2,600,000						2,600,000
00-028 Library Materials and Collections	500,000	500,000	500,000	600,000	600,000	600,000	650,000	650,000	650,000	700,000	5,950,000	5,950,000						5,950,000
22-098 MW2 Rec. Centre (Library Portion of Project)	4,217,374	4,217,374	4,217,374	4,217,374							16,869,496	839,676		16,029,820				16,869,496
23-001 Alton Branch Refurbishment			1,300,000								1,300,000	1,300,000						1,300,000
23-002 Caledon Village Branch Refurbishment		1,210,000									1,210,000	1,210,000						1,210,000
23-006 Mayfield West Branch - Materials		800,000									800,000	40,000		760,000				800,000
26-001 Service/Facility Review and Master Plan								100,000			100,000	100,000						100,000
28-001 Strategic Plan				50,000							50,000	50,000						50,000
26-036 Self-check RFID		300,000									300,000							
25-031 Branch Open Access - Inglewood	70,000										70,000							
26-037 Branch Open Access - Caledon Village		70,000									70,000							
27-015 Branch Open Access - Alton			70,000								70,000							
28-019 Mobile Library/Bookmobile				100,000							100,000							
26-038 Library Kiosks - Phase 1		80,000									80,000							
30-005 Library Kiosks - Phase 2						80,000					80,000							
30-006 Macville/Caledon Station Branch						7,592,500	7,592,500	7,592,500	7,592,500		30,370,000							
32-006 Macville/Caledon Station Branch - Opening Day Collection								2,075,000			2,075,000							
28-020 New Independent Integrated Library System (ILS)				170,000							170,000							
Total Caledon Public Library	**4,847,374**	**6,477,374**	**6,147,374**	**5,387,374**	**850,000**	**8,362,500**	**8,542,500**	**10,717,500**	**8,542,500**	**1,050,000**	**59,664,496**	**9,489,676**		**16,789,820**	**0**	**0**	**0**	**26,279,496**

Development Charges (DC) eligibility of capital investments recommended within the Comprehensive Growth Plan will be considered during the creation of the muncipality's revised DC Study. Costing and timelines will be updated to ensure that the capital forecast and DC study remain in alignment. Timing of joint capital construction investments (ie: community centres) may also be adjusted to ensure consistency across departments.

Attachment 6-D

Strategic Actions Update

September 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:

Communico Update - presentation on enhancements and updates coming in September

Recording Studio training: The maker team invited a local sound engineer and studio producer to complete a 2hr training at the Margaret Dunn Valleywood Collaboration Studio on August 21, 2023. The maker team was able to learn more about using the digital audio workstation and equipment, as well as tips for better sound production and editing. Maker staff have already found the information learned has allowed them to better serve customers and promote the recording studio, including several editing shortcuts that can improve the overall editing process.

Respond to Community Needs

The relocated Caledon East Branch opened on September 5th, offering full service hours, spaces for meeting and quiet study and maker technologies.

Programs for children, tweens and families included:

- A variety of art, craft and DIY programs - offerings included: Roll a Picasso, Melted Crayon Jewellery, Stencil Paint Art, Kids Can Craft: Origami, DIY Puppets, DIY Paper Flowers and Kids Craft Attacks
- Grand Sundaes for Tweens
- Kids Book Box: Graphic Novels
- Kids Summer Reading Beanstack Challenge
- Scientists in School programs:
  - Do It Like da Vinci
  - Ewww, that Science is Gross!
  - Family Fun Trivia Night
  - Ride 'N Roll with Science
- Tween Engineering Challenge
- Tween Taste Challenge

Programs for teens included:

- Cricut Crafts: Custom Tote Bag
- Cricut Crafts: Personalized Tumblers
- Paint by Numbers: Take & Make Kit
- Pride Book Club
- Teen Café: Rock Out with Painting
- Teen Summer Reading Beanstack Challenge

Programs for adults included:

- Adult Summer Reading Beanstack Challenge
- Adult Summer Reading Challenge using Beanstack
- Ancestral Voices author program featuring Junie Desil
- Embroidered Tea Towels
- Knit & Knatters groups @ various locations
- Make Your Own Iron On Patch
- Programming Challenge for Adults
- Ten Web Tricks That Will Give You Superpowers
- Wine Glass Paint Night
- Writers' Ink Chapters @ select locations

Celebrate Culture and Inclusion

A wall wrap and large-scale print were installed at the Caledon East Branch in honour of local artist Cory Trépanier and in support of the adjacent Creativity Studio.

Dholaks are being added to CPL's instrument collection. The dholak or dholki is a double-headed hand drum originating in India and Pakistan. It is often used in traditional Indian music as well as Indian folk music, and is a staple of Indian weddings. One large and one small dholak will be available for borrowing.

Demonstrate our Value

The following resident comments in response to the new Caledon East Branch were recently shared in branch, via email or through the Library's social media channels:

"The CE branch looks beautiful, congratulations!!"
"Congratulations! It looks very warm and welcoming!"
"So bright and spacious. Looking forward to using the space"
"Please add more graphic novels for teens"

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

- Alton artist's work on exhibition at local library
- Bolton artist's installation unveiled at Caledon Public Library branch
- Caledon Creative Arts Festival is coming soon
- Here are some of the new features at the expanded Caledon East Community Complex that fully reopens next month
- Make It Yours in CPL Makerspaces
- Opening soon: An inside look at the new Caledon East Community Complex
- September is packed full of fun things to do in Caledon
- Upcoming Fall programming in Caledon: Here's what's happening at the Library and PAMA as we move into Autumn

Attachment 8-A

Date: September 18, 2023

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Staff Acceptable Use of Technology Policy

Recommendation:

That the Caledon Public Library Board review the revised Staff Acceptable Use of Technology Policy for approval and adoption.

Background

Prompted by the Library's continued process of policy review and creation, the Staff Acceptable Use of Technology Policy was first adopted by the Board in 2017 and most recently reviewed in September 2021.

This policy applies to all full-time, part-time, casual and contract staff and addresses their use of Library housed or issued computer equipment, mobile devices, software, operating systems, applications, use of the Internet, email, and use of the Library's network. Recommended amendments, as noted in Appendix A, are prompted by the need for greater consistency in interpreting policy guidelines. The addition of language referencing remote work and disconnecting from work has been prompted by the adoption of related policies in 2022.

The document, once approved, will be communicated to all staff, who will be required to again acknowledge that they have read and will act in accordance with the Policy and Guidelines

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the revised Staff Acceptable Use of Technology Policy.

Appendix A

Title	Staff Acceptable Use of Technology
Policy Number	CPL-17-20
Policy Type	Human Resources
Approval Date	[approval date] 2023
Review Date	[review date] 2025
Notes	Initially adopted September 11 2017, reviewed September 16, 2019 and September 20, 2021

Purpose

Caledon Public Library recognizes the importance of technology resources as a work tool and as sources of information for staff. The Library supports the use of computers, handheld devices, the Internet and email by employees in their work while recognizing the need to protect its network, systems and resources.

The purpose of this policy is:

- To ensure staff use of technology resources is consistent with the Library's values of
  - service excellence;
  - lifelong learning and literacy;
  - innovation, intellectual freedom and creativity;
  - community and partnership;
  - trust, inclusion and equity;
  - commitment to staff; and
  - integrity and accountability.
- To instruct staff in the efficient, effective and secure use of the technologies and offer guidelines on acceptable use.
- To ensure staff understand that inappropriate use may result in loss of privileges, and/or disciplinary action up to and including dismissal, depending on the severity of the infraction(s).
- To protect the Library and its information technology infrastructure against hazards such as unauthorized access, malicious manipulation and/or destruction of information/data, virus invasion, inappropriate use, litigation due to misappropriation of software, hardware and/or data, and/or inappropriate disclosure of personal information.

Scope

This policy addresses staff use of Library-owned computer equipment, mobile devices, software, operating systems, applications, use of the Internet, email, and use of the Library's network.

This policy applies to all full-time, part-time and casual staff, as well as any contractors and consultants including their affiliated third parties who may have access to library systems or networks.

~~The unique considerations associated with online and social media channels are reflected within~~ This policy should be applied in conjunction with the following policies:

- *Caledon Public Library Social Media Policy (CPL-17-19)* and *Guidelines for Social Media Use by Employees,* governing specific implications of online and social media tools;
- *Caledon Public Library Remote Work Policy (CPL-22-30),* governing some aspects of how technology is utilized and supported when working remotely; and
- *Caledon Public Library Disconnecting from Work Policy (CPL-22-29),* governing employee rights and expectations as it applies to not being required to use Library technology etc. while not on shift.

Guidelines

Acceptable Use of Technology and Employee Accountability

The Library provides staff with technology resources to support their work and learning on behalf of the Library. Acceptable use of technology resources by staff includes the following:

Primarily for Work and Learning

The technology resources provided by the Library are intended primarily to support Library operations, work and ongoing staff development.

Personal Responsibilities

By using the Library-provided technology resources, staff assume personal responsibility for appropriate use and agree to comply with this policy, and other applicable policies, licenses, acceptable use terms, contracts and agreements as well as provincial and federal laws and regulations.

It is the responsibility of staff to read and understand the applicable terms of use of the systems used. All employees are required to acknowledge that they have read and will act in accordance with the Policy and Guidelines.

All employees have an obligation to protect passwords and access codes and must not disclose to unauthorized co-workers or ~~the public~~ third-parties.

All employees are responsible for reporting inappropriate use, behaviour or communications to their immediate supervisor and/or the CEO/Chief Librarian.

Limited Personal Use

Occasional and incidental personal use of Library technology resources is permitted provided that such use does not adversely impact the daily work of the Library. With the exception of the use of Library-provided cell phones or tablets outside of work hours, prolonged use of technology for personal use is not permitted. Business use or

use for profit not related to Library work is not permitted. Employees are responsible for exercising good judgment regarding reasonableness of personal use.

~~If there is any uncertainty, staff should consult a supervisor.~~ An immediate supervisor and/or the CEO/Chief Librarian reserve the right to define or assess reasonableness in the interpretation of personal use. The Library shall not be responsible for any personal or financial losses and/or damages arising from personal use of Library technology.

Ownership

All computer equipment, mobile devices, licensed versions of software programs and electronically created files and emails are considered the property of the Library, until such time that they are removed from the Library's inventory. Content and work done on the Library's systems and technology resources is owned by the Library. Making copies of software that is under the Library's license is strictly prohibited.

Inappropriate Use and Inappropriate Material

Inappropriate use includes using the Library technology resources for:

- creating, accessing, sending, uploading, downloading, posting, loading or saving inappropriate material,
- creating, sending, uploading, posting or loading information that constitutes threats, harassment, libel, slander, defamation or other similar acts,
- creating, sending, uploading, posting or loading information that constitutes fraud or a nuisance, including spamming, virus distribution or any illegal act.

Inappropriate material includes, but is not limited to:

- any pornographic or violent material including text and pictures,
- hate speech or propaganda, incitement of violence towards an identifiable person or group of people
- other material prohibited under legislation and Library policies.

Personal Hardware and Software Installation

Staff owned hardware and software may not be installed on the Library's computer equipment unless required for work purposes and approved by the Library's Information Technology Department.

Privacy and Confidentiality

The Library may access and use all information and data stored on and communicated through its technology resources for its legitimate purposes including:

- to facilitate work in an employee's absence;
- to conduct routine technical administration or maintenance;
- to investigate suspicions of improper system use; and

- to comply with legal obligations.

Staff who engage in personal use of the Library's technology resources are deemed to accept that the Library has this right of access and may raise no expectation of privacy that prevents the Library from accessing and using information and data for its legitimate purposes.

Security and Monitoring

As a means of protecting the security of the Library computing environment and facilitating systems management, the Library may monitor a staff member's computer use/equipment and data stored or communicated through technology resources to ensure appropriate use. Any such monitoring requiring access to the employee's documents, browsing history or email accounts, will only be undertaken with the express authorization of the CEO and Chief Librarian.

Any personal or Library-issued devices that are used to access library email accounts and/or library data must be protected by a password and/or other means of authenticating access to the device, such as fingerprint or face recognition. Devices must be set to lock within thirty (30) seconds of the screen turning off.

Caledon Public Library Email Accounts

Appropriate Use of CPL Email Accounts

The primary purpose of the Library's email system is for Library business communication. The following are examples of authorized uses of CPL email:

- communication with staff, other official bodies and vendors as required by the position;
- responding to public or other third-party enquiries;
- participating in professional, job related research;
- distributing work related correspondence;
- accessing approved job-related distance learning opportunities; and,
- participating in job related list serves, mailing lists, blogs, etc.

Message Standards

All correspondence sent from the Library should be treated as a professional document. As such, all messages directed to recipients outside of the Library ~~should~~ must include a signature line containing the following elements and reflecting the Library's logo and social media channels:

- Name
- Position
- Department
- Name of library
- Phone number

Viruses and Email

Emails from known and unknown sources may contain viruses which can affect the Library's network. It is the responsibility of staff to exercise caution when receiving any email attachments. When in doubt, staff are encouraged to confirm the validity of unexpected emails or contained attachments or links with Information Technology staff prior to opening.

Privacy and Confidentiality

Staff should be aware that email messages may not be private or confidential. The Library may be required to access the information contained in a staff email.

Internet Use

Appropriate Use of the Internet

The Internet enables staff to gather information relevant to the Library and its businesses from external sources, and to provide Library information to Library customers. The Internet also enables staff to research relevant topics and to obtain and prepare useful business information. It is the responsibility of the staff member's Manager to determine the need for staff access to the Internet.

The following activities are examples of appropriate staff use of the Internet:

- research related to customer information enquiries;
- research related to developing resources for the Library's publications, website; and,
- other sites accessed as required to perform job duties.

Social Media Policy

Caledon Public Library's *Social Media Policy* (CPL-17-19) and *Guidelines for Social Media Use by Employees* is meant to provide clarity and guidance to the unique considerations associated with online and social media channels and works in collaboration with relevant legislation and all relevant Caledon Public Library policies and procedures. This social media policy applies to all Library staff and members of the public who interact through CPL's online and social media channels.

Contravention of Policy

If the Library suspects a policy violation, the Library may restrict access to technology resources pending the completion of an investigation. If the Library finds a policy violation, the Library will exercise its rights to take appropriate disciplinary action as per the relevant terms of the *Caledon Public Library Personnel Policy (CPL-16-09).* Such actions will depend on the severity of the infraction and may include, but will not be limited to:

- verbal or written warning,
- rescinding of email or Internet accounts,
- restricted access to technology resources,
- disciplinary action up to and including dismissal

Express authorization must be obtained from the CEO and Chief Librarian prior to commencing an investigation into inappropriate use of technology resources.

Related Documents:

- CPL-16-09 Caledon Public Library Personnel Policy
- CPL-17-19 Caledon Public Library Social Media Policy
- CPL-22-29 Caledon Public Library Disconnecting from Work Policy
- CPL-22-30 Caledon Public Library Remote Work Policy

Appendix A

Staff Acknowledgement

Title Staff Acceptable Use of Technology
Policy Number CPL-17-20
Policy Type Human Resources
Approval Date [approval date] 2023

I hereby acknowledge that I have read the Caledon Public Library's Staff Acceptable Use of Technology Policy (CPL-17-20) ~~and Guidelines~~ as adopted by the Board in [approval date] 2023. I understand my responsibilities as an employee and representative of the Library, and will act in accordance with the Policy and its guidelines.

Name	Signature	Date

Attachment 8-B

Date: September 18, 2023

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Indigenous Respect and Acknowledgement Policy

Recommendation:

> *That the Caledon Public Library Board review the revised Indigenous Respect and Acknowledgement Policy for approval and adoption.*

Background

The Library's Indigenous Respect and Acknowledgment Policy was initially drafted and adopted in 2021. A number of members of the management team worked collaboratively to draft this document. The land acknowledgment was developed in consultation with the Traditional Knowledge and Land Use Coordinator of the Mississaugas of the Credit First Nation. A sample policy created by Ontario Library Services and the truth and reconciliation recommendations provided by the Canadian Federation of Library Associations (CFLA) were also referenced.

This policy provides direction as to when the land acknowledgment should be shared, ensuring that it is shared with intent and meaning rather than by routine. It also confirms the Library's commitment to providing collections that represent all voices and services that are welcoming and accessible to all.

Recommended revisions to the policy include the addition of language clarifying the appropriate use of the acknowledgment and reference to the Library's participation within the Town's Indigenous Engagement Working and adherence to the municipality's Indigenous Nation and Community Engagement Process and Checklist.

It should be noted that the adoption of the Library's acknowledgment pre-dates that of the Town. Below is the Land Acknowledgement currently in use by Town Staff and Council, as created in partnership with the Mississaugas of the Credit First Nation in January 2022.

> *Indigenous Peoples have unique and enduring relationships with the land.*
>
> *Indigenous Peoples have lived on and cared for this land throughout the ages. We acknowledge this and we recognize the significance of the land on which we gather and call home.*
>
> *We acknowledge the traditional Territory of the Huron-Wendat and Haudenosaunee Peoples, and the Anishnabek of the Williams Treaties.*
>
> *This land is part of the Treaty Lands and Territory of the Mississaugas of the Credit First Nation.*

We honour and respect Indigenous heritage and the long-lasting history of the land and strive to protect the land, water, plants and animals that have inhabited this land for the generations yet to come.

Further amendments to the Library's policy would be required if the Board should opt to align with the Town's adopted acknowledgment.

The document, once approved, will be communicated to all staff and posted on the Library's website.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the revised Indigenous Respect and Acknowledgement Policy.

Title	Indigenous Respect and Acknowledgement Policy
Policy Number	CPL-21-28
Policy Type	Operational
Approval Date	[approval date] 2023
Review Date	[review date] 2025
Notes	Originally adopted September 20, 2021

Purpose

Caledon Public Library (CPL) recognizes and embraces the principles of Truth and Reconciliation with Ontario's Indigenous peoples and acknowledges the ninety-four (94) calls to action within the Truth and Reconciliation Commission Report. ~~We~~ CPL believes that recognition and respect are essential elements of establishing healthy, reciprocal relations and are key to reconciliation.

Guidelines

Land Acknowledgment

CPL acknowledges the First Peoples on whose traditional territories we live, learn and work. A territorial or land acknowledgement is a formal statement that recognizes the unique and enduring relationship that exists between Indigenous Peoples and their traditional territories. Acknowledgement of the traditional territory upon which we all live and work offers an opportunity to pay respect to ancestral and traditional territories; be mindful of our collective role as stewards of the land; and build awareness of present-day Indigenous culture in our community. These are first steps towards reconciliation.

To this end, the following land acknowledgment has been developed in consultation with the Mississaugas of the Credit First Nation:

> *As we gather, we are reminded that the Caledon Public Library sits on the Treaty Lands and Territory of the Mississauga's 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.*

Use of Acknowledgement

A territorial acknowledgement is not simply a pro forma statement made before a meeting, but a vital part of the business. This territorial acknowledgement will be used by the Board Chair, Library CEO/Chief Librarian or designates at the start of public meetings, celebrations, or other official events and programs, whether hosted in person or virtually. The acknowledgement may be printed, spoken, or displayed. This acknowledgment is also shared on the Caledon Public Library website.

More specifically, the land acknowledgement shall be shared ~~will always be used~~ in the~~se~~ following instances:

- Following the call to order of a meeting of the Library Board;
- Within the welcoming statements of the following:
    - Large, formal public meetings or gatherings,
    - Special events, galas, fund-raising events,
    - Large scale programs,
    - Grand openings or ground breakings of new or refurbished facilities or when officially launching new services or spaces;
- When a Member of Parliament (MP) and/or Member of Provincial Parliament (MPP) is in attendance;
- When the Mayor and/or members of municipal Council are in attendance; and
- When aware that an Indigenous person is present at a program or event.

The land acknowledgment should not be shared by Library representatives in cases where the Library is participating as part of a larger event and an acknowledgement has previously been shared as part of the agenda.

Collections and Services

Caledon Public Library provides collections relating to Indigenous cultures, languages, and peoples, including resources for all ages and in a variety of and formats. ~~books, audio and video materials~~. This collection will include titles by Indigenous authors and/or about ~~First Nation~~ Indigenous communities, cultures, history and issues. The Library's collection will ~~include~~ feature titles presented in the First Nation Communities Read program, as well as~~. Teen and adult materials will also include~~ First Nations and Metis graphic novels. ~~and a selection of DVDs on history, culture and native issues~~. CPL will also provide welcoming spaces and library services to Indigenous peoples, and share elements of ~~First Nation~~ Indigenous culture with non-Indigenous persons through programs and events.

~~Through our library vendors, Caledon Public Library will immediately make use of respectful subject headings in all future cataloguing practices.~~ CPL recognizes that traditional subject headings and existing library access standards reflect colonial naming practices and will ~~also~~ work with library vendors and other related ~~library~~ organizations in continuing to ~~update existing subject headings for materials already present in our collection~~ make use of respectful subject headings in all existing and future cataloguing practices.

Indigenous Engagement

Caledon Public Library will actively work with the Town of Caledon through the Indigenous Engagement Working Group to ensure that all Library engagement with Indigenous groups aligns with Town of Caledon protocols and adheres to the Indigenous Nation and Community Engagement Process and Checklist.

Canadian Federation of Library Associations (CFLA) Recommended Actions

Caledon Public Library also officially acknowledges and endorses the recommended actions outlined by the Canadian Federation of Library Associations - Fédération canadienne des associations de bibliothèques's (CFLA-FCAB) Truth and Reconciliation Committee (Appendix A).

Related Documents and Resources:

- CPL-16-12 Caledon Public Library Collection Development Policy
- CPL-18-25 Caledon Public Library Programming Policy
- Town of Caledon Indigenous Nation and Community Engagement Process and Checklist
- CFLA-FCAB Truth and Reconciliation Report
- National Centre for Truth and Reconciliation

Appendix A

Recommendations of the Canadian Federation of Library Associations-Fédération canadienne des associations de bibliothèques (CFLA-FCAB) Truth and Reconciliation Report.

1. As CFLA-FCAB is a national voice with the ability to influence national and international policy regarding issues of importance, we request the CFLA-FCAB create a permanent Standing Committee on Indigenous Matters utilizing the medicine wheel framework developed by the Truth & Reconciliation Committee;

2. The T&R Committee supports and endorses the CFLA-FCAB Position Statement on Library and Literacy Services for Indigenous (First Nations, Metis and Inuit) Peoples of Canada;

3. Encourage libraries, archives and cultural memory institutions to implement the Truth and Reconciliation Commission of Canada 94 Calls to Action, several of which have been identified as having a direct impact on libraries and archives and are prioritized in this report, and to implement a status report on a yearly basis to monitor their implementation;

4. Ensure accessibility moving forward by continually reminding stakeholders that material produced and programming planned in the future should be accessible to all Canadians. CELA (the Center for Equitable Library Access) and NNELS (the National Network for Equitable Library Service) are positioned to support these efforts.

5. Decolonize Access and Classification by addressing the structural biases in existing schemes of knowledge organization and information retrieval arising from colonialism by committing to integrating Indigenous epistemologies into cataloguing praxis and knowledge management;

6. Decolonizing Libraries and Space by recognizing and supporting Indigenous cultures, languages and knowledges through culturally appropriate space planning, interior design, signage, art installations, territorial acknowledgements of geographic-specific traditional territories and public programming in collaboration with local Indigenous stakeholders;

7. Enhancing opportunities for Indigenous library, archival and information professionals as well as the inclusion of Indigenous epistemologies in the Canadian library and archives profession through culturally appropriate pedagogy, recruitment practices, professional and continuing education and cross-cultural training in collaboration with local Indigenous stakeholders and partners;

8. Recommend the implementation of Indigenous Knowledge Protection protocols and agreements with local and other Indigenous groups who have holdings in libraries, archives

and/or cultural memory institutions to respect the Indigenous cultural concept of copyright with regard to Indigenous history or heritage, which is often located in but not limited to oral traditions, songs, dance, storytelling, anecdotes, place names, hereditary names and other forms of Indigenous knowledges; recommend that CFLA-FCAB actively participate in reforming the Canadian Copyright Act to include protection of Indigenous knowledges and languages while advocating for changes to include traditional knowledge as outlined and recommended by the World Intellectual Property Organization (WIPO) – Intergovernmental Committee on Intellectual Property and Genetic Resources, Traditional Knowledge and Folklore (http://www.wipo.int/tk/en/igc/). We join the Truth and Reconciliation Commission (TRC) to call upon Library and Archives Canada to implement the Truth and Reconciliation Commission Calls to Action #69 (Appendix D) by fully implementing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) http://www.un.org/esa/socdev/unpfii/documents/DRIPS_en.pdf and the Updated Set of Principles for the Protection and Promotion of Human Rights through Action to Combat Impunity (2005), more commonly known as the Joinet/Orentlicher Principles http://www.derechos.org/nizkor/impu/principles.html;

9. Establish an online database of "living documents" to highlight existing Best Practices of Indigenous Services in libraries, archives, and cultural memory institutions that will serve as a foundation to help disseminate those best practices and for this "living document" to be updated preferably on a quarterly basis but minimally semi-annually;

10. Maintain a database of Indigenous organizations or groups committed to preserving cultural memory primarily, but not limited to, libraries, archives, language preservation, cultural history/museums to build relationships; to support the development of an Indigenous association of library, archives and cultural memory institutions; and to support in principle the National Aboriginal Library Association (NALA) regarding their stated intent of developing First Nations public libraries on reserves.

Attachment 8-C

Date: September 18, 2023

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: 2022 Audited Financial Statements

Recommendation:

That the Caledon Public Library Board review the 2022 Audited Financial Statements for receipt and approval

Background

Financial reporting requirements of the Ontario Public Library Operating Grant include the creation and submission of distinct audited financial statements for the Library. As in past years, the audit was undertaken by Millards Chartered Accountants in consultation with the Town's Finance Department and Library staff.

As per the Board By-laws, an initial review of the Audited Financial Statements falls to the Board's Finance Committee. Unfortunately, the documents were not made available by the auditors in advance of the Finance Committee's meeting on August 14th. As a means of expediting their official receipt, the Finance Committee passed a resolution deferring the receipt and approval of the Audited Financial Statements to the next regularly scheduled meeting of the full Board, pending the documents' availability.

A copy of the auditor's draft report and statements is attached as Appendix A for review and approval by the full Board. Once approved, these statements will be shared with Council by Town Finance and finalized documents will be provided to the Ministry of Culture, Tourism and Sport to complete the requirements of our 2023 Public Library Operating Grant of $58,171.

Financial Implication

Failure to submit the Library's audited financials will result in the loss of this expected revenue.

Recommended Motion:

That the Caledon Public Library Board receive and approve the 2022 Audited Financial Statements

Appendix A

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

FINANCIAL STATEMENTS

For the year ended December 31, 2022

DRAFT

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

For the year ended December 31, 2022

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INDEPENDENT AUDITORS' REPORT

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

Opinion
We have audited the financial statements of The Corporation of the Town of Caledon Public Library Board (the 'Board'), which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows of for the year then ended, and notes and schedules to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2022, and its results of its operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

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

Other Information - Annual Financial Report
Management is responsible for the other information. The other information comprises the information, other than the financial statements and our auditor's report thereon, in the Annual Financial Report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the financial report identified above when it becomes available and, in doing so, consider whether the financial report is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

We obtained the Annual Financial Report prior to the date of this auditor's report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in this auditor's report. We have nothing to report in this regard.

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting, and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Board to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

DRAFT

Date of Approval
Brantford, Ontario

CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

STATEMENT OF FINANCIAL POSITION

As at December 31	2022	2021
Financial Assets		
Cash	700	700
Receivable	422	927
Due from the Town of Caledon	245,114	92,911
	246,236	94,538
Financial Liabilities		
Accounts payable and accrued liabilities	257,793	131,131
Deferred Revenue	1,252	1,302
	259,045	132,433
Net Financial Assets (Debt)	(12,809)	(37,895)
Non-Financial Assets		
Tangible capital assets (Schedule 1)	1,939,156	1,883,680
Inventory for resale	794	1,103
Prepaid expenses	21,295	44,697
	1,961,245	1,929,480
Total Net Assets	1,948,436	1,891,585
Accumulated Surplus - End of Year (Note 2)	1,948,436	1,891,585

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THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

For the year ended December 31	Budget *(Note 3)*	2022	2021
Revenue			
Provincial grants	65,200	68,662	65,138
Town of Caledon funding	5,545,160	5,295,274	4,721,085
Fees and fines	10,000	3,811	2,025
Programs	3,500	240	496
Other	15,500	13,184	2,860
	5,639,360	5,381,171	4,791,604
Expenditures			
Administration	136,861	98,060	87,387
Automation	179,650	144,792	128,637
Contracted services	81,780	130,359	94,875
Donations	-	5,137	1,012
Insurance	8,329	8,314	5,692
Materials	153,202	365,234	200,803
Other supplies	2,700	453	388
Rent	310,303	309,547	299,907
Repairs and maintenance	4,000	3,246	3,246
Salaries and benefits	3,929,825	3,617,840	3,312,760
Utilities	40,710	38,290	43,739
	4,847,360	4,721,272	4,178,446
Income Before Under-noted Items	792,000	659,899	613,158
Other (Income)/Expense			
Amortization of tangible capital assets	-	600,026	547,787
Loss on disposal of tangible capital assets	-	3,022	-
	-	603,048	547,787
Annual Surplus from Operations	792,000	56,851	65,371
Accumulated Surplus - Beginning of Year	1,891,585	1,891,585	1,826,214
Accumulated Surplus - End of Year	2,683,585	1,948,436	1,891,585

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THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

As at December 31	2022	2021
Annual Income from Operations	56,851	65,371
Amortization of tangible capital assets	600,026	547,787
Acquisition of tangible capital assets (net of WIP transfer)	(658,524)	(612,742)
Loss on disposal of tangible capital assets	3,022	-
Other	23,711	(13,049)
Increase/(Decrease) in Net Financial Assets (Debt)	25,086	(12,633)
Net Financial Assets (Debt) - Beginning of Year	(37,895)	(25,262)
Net Financial Debt - End of Year	(12,809)	(37,895)

DRAFT

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

STATEMENT OF CASH FLOWS

For the year ended December 31	2022	2021
Cash Provided by (Used in):		
Operating activities		
Annual Surplus from Operations	56,851	65,371
Non Cash Charges to Operations		
Amortization	600,026	547,787
Loss on disposal of tangible capital assets	3,022	-
	659,899	613,158
Sources (Uses) of Cash:		
(Increase)/Decrease in accounts receivable	505	(643)
(Increase)/Decrease in inventory for resale	309	(657)
(Increase)/Decrease in prepaid expenses	23,402	(12,392)
Decrease in due from Town of Caledon	(152,203)	70,550
Increase in accounts payable and accrued liabilities	126,662	(56,841)
(Decrease)/Increase in deferred revenue	(50)	(433)
	(1,375)	(416)
Working Capital from Operations	658,524	612,742
Capital Activities		
Acquisition of tangible capital assets	(658,524)	(612,742)
Increase/(Decrease) in Cash and Cash Equivalents	-	-
Cash and Cash Equivalents - Beginning of Year	700	700
Cash and Cash Equivalents - End of Year	700	700

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THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

NOTES TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Management Responsibility

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

(b) Accrual Basis of Accounting

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

(c) Deferred Revenue

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

(d) Inventory

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

(e) Revenue Recognition

Government Transfers

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

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

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1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(f) Non-financial assets

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

Tangible Capital Assets

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

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

Contribution of tangible capital assets

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

(g) Use of estimates

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

(h) Budget data

Under Canadian public sector accounting standards, budget amounts are to be reported on the statement of operations for comparative purposes. The 2022 budget amounts for The Corporation of the Town of Caledon Library Board approved by Council have been restated to conform to the basis of presentation of the revenues and expenditures on the statement of operations.

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2. ACCUMULATED SURPLUS

Accumulated surplus is comprised of the following:

	2022	2021
Caledon Public Library Board Donation and Bequest Reserve	9,280	7,905
Investment in tangible capital assets	1,939,156	1,883,680
	1,948,436	1,891,585

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

3. BUDGET DATA

The budget originally approved by the Board for 2022 are reflected on the statement of operations and do not include amounts related to public sector accounting standards reporting requirements.

	2022
Statement of Operations and Accumulated Surplus	
Budget surplus for the year, as approved	-
Capital expenditures	792,000
Budget surplus per statement of operations	792,000

4. COVID-19 PANDEMIC

During and subsequent to year end, the Caledon Public Library has been significantly impacted by the effects of the world-wide coronavirus pandemic. The Library was required to suspend or significantly modify operations on and off throughout 2020, 2021 and 2022 to comply with provincial and federal emergency orders which has reduced Library spending and Town funding as a result.

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THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

SCHEDULE OF TANGIBLE CAPITAL ASSETS

SCHEDULE 1

For the year ended December 31, 2022

	Information Technology	Furniture, Fixtures and Books	Work in Progress	2022 Total	2021 Total
Cost					
Balance, beginning of year	794,616	3,479,151	49,150	4,322,917	4,080,736
Add: Additions during the year	61,261	626,298	(29,035)	658,524	612,742
Less: Disposals during the year	-	322,612	-	322,612	370,561
Balance, End of Year	855,877	3,782,837	20,115	4,658,829	4,322,917
Accumulated Amortization					
Balance, beginning of year	566,660	1,872,577	-	2,439,237	2,262,011
Add: Amortization during the year	83,156	516,870	-	600,026	547,787
Less: Accumulated amortization on disposals	-	319,590	-	319,590	370,561
Balance, End of Year	649,816	2,069,857	-	2,719,673	2,439,237
Net Book Value of Tangible Capital Assets	206,061	1,712,980	20,115	1,939,156	1,883,680

a) Work in Progress: Furniture assets having a value of $20,115 have not been amortized since these assets have not been put into service. Amortization of these assets will commence when the asset is put into service.

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Attachment 9-A

Caledon Public Library Board
Advocacy and Fundraising
Committee Meeting
Monday, September 11, 2023
6 PM

MINUTES

Present: Laura Brady (Committee Chair); Scott Goodison; Tina Liscio; Tony Maxwell

Staff: Colleen Lipp – CEO | Chief Librarian; Mary Maw – Manager, Communications and Community Development; Roop Sandhu – Director, Corporate Services and Projects

This meeting was conducted electronically

1. **The Committee Chair called the meeting to order at 6:08 PM**
2. **Apologies for non-attendance:** None.
3. **Approval of the Agenda**
   Motion: That the Caledon Public Library Advocacy and Fundraising Committee approve the agenda
   Moved: Scott Goodison **Seconded:** Tony Maxwell
   Carried.
4. **Disclosure of pecuniary interest:** None
5. **Notes and minutes of previous meetings.**
   a. **June 5, 2023**
      Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the minutes of the meeting held on June 5, 2023.
      Moved: Scott Goodison **Seconded:** Tony Maxwell
      Carried.
6. **Items arising from the Minutes:** None.
7. **Advocacy and Fundraising Documents**
   a. **Ontario Library Association (OLA) Advocacy Toolkit**
      Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the OLA Advocacy Toolkit
      Moved: Scott Goodison **Seconded:** Tony Maxwell
      Carried.

b. Advocacy Work Plan

C. Lipp provided an overview of the Advocacy Work Plan, prompting a discussion of opportunities to speak to community groups, board attendance at the 2024 OLA Super Conference and advocacy related to the 2024 budget process. Board representation at the Mayor's Business Breakfast on October 11th was also raised, with Scott Goodison, Laura Brady and Tony Maxwell indicating their desire to attend.

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

Moved: Tony Maxwell **Seconded:** Tina Liscio

Carried.

c. Fundraising Work Plan

M. Maw shared highlights of the Fundraising Work Plan, noting plans to schedule some small fundraising events in the final quarter of 2023 and the need for legal advice prior to finalizing and launching CPL's planned giving program.

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

Moved: Tony Maxwell **Seconded:** Scott Goodison

Carried.

8. Advocacy and Fundraising Opportunities for Discussion

a. Relationship Building with Council

The messaging shared at the previous meeting of the full Board was reiterated, noting the importance of first building relationships with members of Council and having a presence at Town and/or Library events.

b. Confirmation of Key Board Messaging

It was suggested that the templatesA for crafting a value statement and developing an elevator pitch, provided with the OLA Advocacy Toolkit, be used in developing consistent messaging to be shared with all members of the Board. Committee members were asked to consider these templates in preparation for a related discussion at the December meeting.

9. New Business: None.

10. Next meeting – Monday, December 11, 2023, 6 PM

11. Adjournment

Motion: That the meeting adjourn.

Moved: Tony Maxwell **Seconded:** Scott Goodison

Carried.

The meeting adjourned at 7:29 PM

Attachment 11-A

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

Updated September 18 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 • Presentation of Budget to Council
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		• 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	• 2023 Q4 and Year End Statistics Report • 2023 Strategic Scoresheet • 2023 Procurement 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	• 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