Caledon Public Library Board Meeting
Monday, March 18, 2024
6:00 p.m.
Albion Bolton 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. Presentations
   a. Branch Operations Overview – Amandip Dhami, Branch Manager, Public Service; Natalie Spaan, Branch Manager, Public Service; Kelley Potter, Director, Public Service (Attachment 6-A)
7. Consent agenda

   (*All items under the Consent Agenda are considered to be routine and have been read by all Board members before the meeting. The items are recommended for approval by the Chair. They may be enacted in one motion. If any member wishes to discuss an item, it can be moved anywhere in the agenda.)*
   a. Minutes of the January 15, 2024 meeting (Attachment 7-A)
   b. CEO/Chief Librarian's Report (Attachment 7-B)
   c. Treasurer's Report and Financial Statements (Attachment 7-C)
   d. Strategic Actions Update (Attachment 7-D)

e. Correspondence

i. Town Council re: changes to council representation – January 18, 2024 (Attachment 7-E-1)

8. Business arising from the minutes
    a. Planning Policy and Action Plan Report (Attachment 8-A)
9. Staff Reports
    a. Branch Operations Overview Report (Attachment 9-A)
    b. CPL Board By-Laws Report (Attachment 9-B)
    c. Annual Board Assessment Policy Report (Attachment 9-C)
    d. Rights and Safety of Children and Teens in the Library Report (Attachment 9-D)
    e. Town of Caledon Health and Safety Policy Statement Report (Attachment 9-E)
10. Board and Committee Reports
    a. CPL Board Advocacy and Fundraising Committee Meeting Minutes – March 11, 2024 (Attachment 10-A)
11. CLOSED SESSION
    a. Confidential Report re: Personal matters about an identifiable individual – Employment contract
    b. Confidential Report re: Personal matters about an identifiable individual – CEO/Chief Librarian Performance Evaluation and Compensation
12. New business
13. Board Work Plan
    a. 2024 Work Plan Review (Attachment 13-A)
14. Board Advocacy and Development
    a. Ontario Library Association (OLA) Super Conference Key Learnings
    b. Good Governance Through the Lens of the Public Libraries Act (PLA). Registered webinar offered by the Ontario Library Service – Tuesday, March 19th, 12:30 - 1:30pm.
15. Public question period
16. Meeting Evaluation
17. Time and location of next regular meeting
    a. Monday, April 15, 2024, 6 PM – Southfields Village Branch
18. Adjournment

Attached Documents

6-A	Branch Operation Overview Presentation
7-A	Minutes of the January 15, 2024 meeting
7-B	CEO/Chief Librarian's Report
7-C	Treasurer's Report and Financial Statements
7-D	Strategic Actions Update
7-E-1	Town Council re: changes to council representation – January 18, 2024
8-A	Planning Policy and Action Plan Report
9-A	Branch Operations Overview Report
9-B	CPL Board By-Laws Report
9-C	Annual Board Assessment Policy Report
9-D	Rights and Safety of Children and Teens in the Library Report
9-E	Town of Caledon Health and Safety Policy Statement Report
10-A	CPL Board Advocacy and Fundraising Committee Meeting Minutes – March 11, 2024
13-A	2024 Work Plan

Attachment 6-A

Public Service ~ Branch Operations Overview Report

CALEDON PUBLIC LIBRARY for all reasons

1

Public Service Leadership Team

Kelley Potter
Director, Public Service

Natalie Spaan
Branch Manager
Caledon East Family
Responsible for the day-to-day running of Alton, Caledon East and Caledon Village branches

Amandip Dhami
Branch Manager (Acting)
Southfields Village Family
Responsible for the day-to-day running of the Inglewood, Margaret Dunn and Southfields Village branches

Samantha Dillane
Branch Manager (Parental leave currently)
Southfields Village Family
Responsible for the day-to-day running of the Inglewood, Margaret Dunn and Southfields Village branches

CALEDON PUBLIC LIBRARY for all reasons

2

Albion Bolton Branch

Renovated branch re-opened to public July 2022

CALEDON PUBLIC LIBRARY for all reasons

3

Albion Bolton Branch

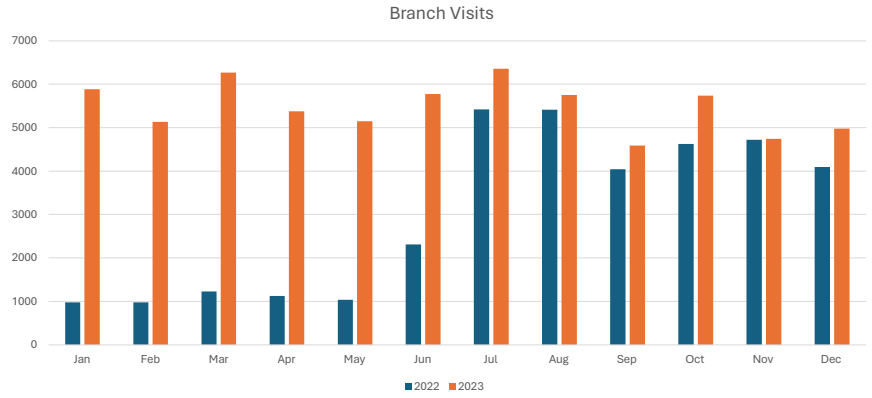
- **Increased seating and working capacity as well as creation of a much-needed quiet study space**
- **Design brought out the best features of the branch**
- **1122 new users in 2023**
- **Over 65,000 visits in 2023**

CALEDON PUBLIC LIBRARY for all reasons

4

Branch Visits

- **65,704 visits in 2023 (up 82.8 % from 2022 or 29,754 visits)**

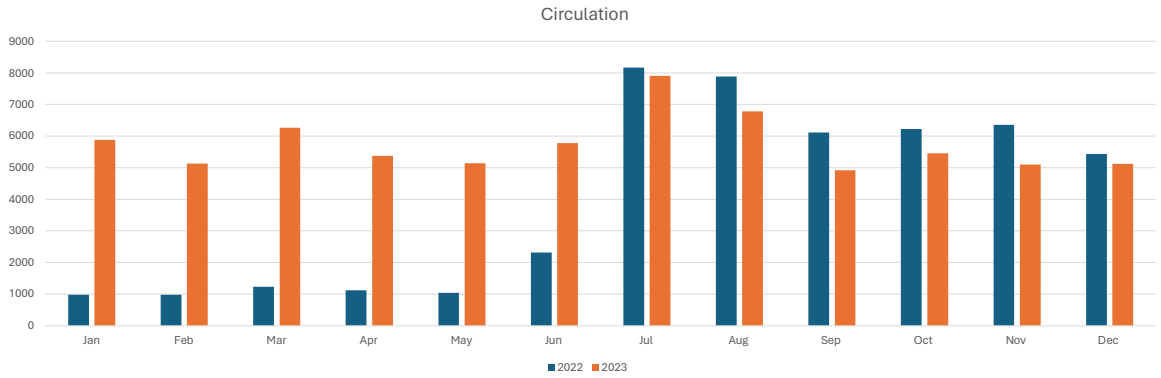


CALEDON PUBLIC LIBRARY for all reasons

5

Circulation

- **72,935 items circulated in 2023 (up 28.8 % from 2022 or 16,291 items)**



CALEDON PUBLIC LIBRARY for all reasons

6

Albion Bolton Branch
Average Branch visits by time of day
October 2023

CALEDON PUBLIC LIBRARY
for all reasons

7

Albion Bolton Branch
Average Branch visits by time of day
December 2023

CALEDON PUBLIC LIBRARY
for all reasons

8

Belfountain Hold Lockers

Housed in the Belfountain Community Hall

Customers able to place holds online and pick up materials in their neighbourhood

Also able to return items here

CALEDON PUBLIC LIBRARY for all reasons

9

Caledon East Branch

New branch opened in September 2023

CALEDON PUBLIC LIBRARY for all reasons

10

Caledon East Branch

- 549 new cardholders (↑ 45% or 169 customers)
- 13, 664 items circulated (↑ 86% or 1,582 items per month)
- 1,207 customers have accessed our meeting rooms

CALEDON PUBLIC LIBRARY for all reasons

11

Caledon East Branch
Average Branch visits
by time of day
October 2023

CALEDON PUBLIC LIBRARY for all reasons

12

Caledon East Branch
Average Branch visits by time of day December 2023

CALEDON PUBLIC LIBRARY for all reasons

13

Alton Branch

- **6,441 visitors (↑13% or 743 customers)**
- **17,671 items circulated (↓0.9% or 161 items)**
- **913 computer workstation sessions (↑23.5% or 174 sessions)**

CALEDON PUBLIC LIBRARY for all reasons

14

Caledon Village Branch

- 4,500 visitors (↓2.6% or 118 customers)
- 12,776 items circulated (↓13% or 1,918 items)
- 506 computer workstation sessions (↑26.5% or 106 sessions)

CALEDON PUBLIC LIBRARY for all reasons

15

Southfields Village Branch

- Over 133, 000 visitors in 2023 (↑54% or 46, 763 customers)
- 70, 632 items circulated in 2023 (↑7% or 6000 items/month)
- 1614 New Users in 2023

CALEDON PUBLIC LIBRARY for all reasons

16

Southfields Village Branch
Average Branch visits
by time of day
October 2023

CALEDON PUBLIC LIBRARY for all reasons

17

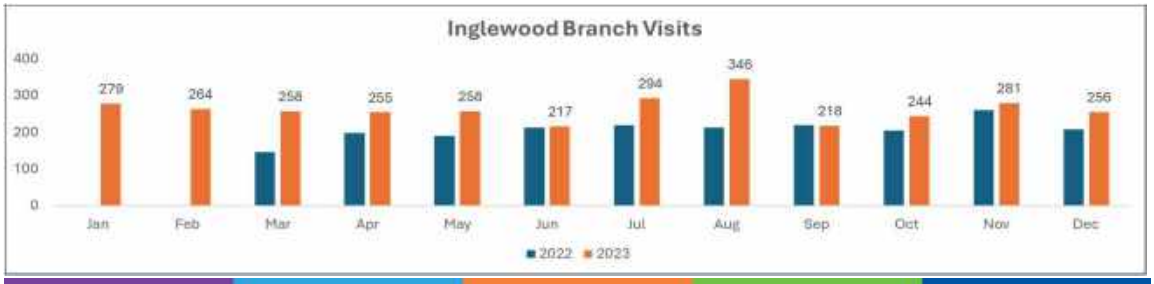
Southfields Village Branch
Average Branch visits
by time of day
December 2023

CALEDON PUBLIC LIBRARY for all reasons

18

Inglewood Branch

- 3170 branch visits (↑ 53% or 1094 customers)
- 8687 items circulated (↑ 36% or 2277 items)
- 344 computer workstation sessions (↑ 87% or 160 sessions)



CALEDON PUBLIC LIBRARY for all reasons

19

Margaret Dunn Valleywood Collaboration Studio

Reimagined space opened in April 2023

CALEDON PUBLIC LIBRARY for all reasons

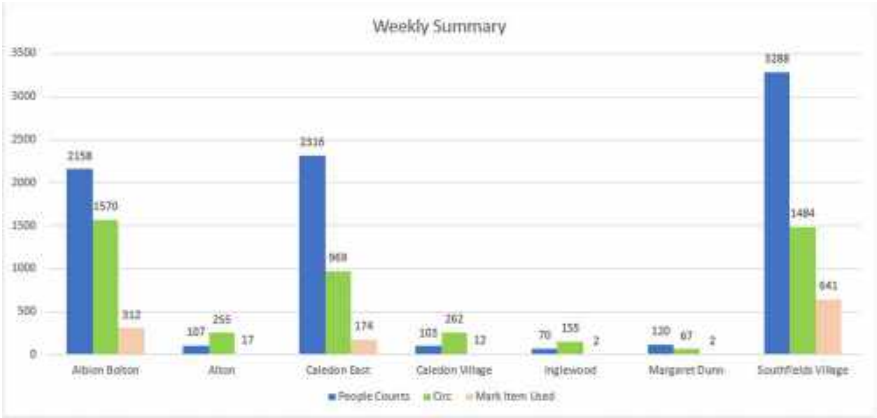
20

Margaret Dunn Valleywood Collaboration Studio

- 4233 visitors (↓20% or 1057 customers)
- 2331 items circulated (↓72% or 6049 items)
- 2426 computer workstation sessions (↑348% or 1885 sessions)

CALEDON PUBLIC LIBRARY for all reasons

How do we compare to one another?



Note: This data is from the week of January 22-28-2024

CALEDON PUBLIC LIBRARY for all reasons

How do we compare to one another?

Note: This data is from the week of January 22-28-2024

CALEDON PUBLIC LIBRARY for all reasons

23

What's next for Public Service?

Generalist Model
- What does that look like?
- What is required to get everyone trained to the same level?
- What will the timing be for this?

New Leadership
- New Director, Public Service
- SFV Branch Manager returning
- Recruitment of AB Branch Manager

Identifying Strategic Actions

CALEDON PUBLIC LIBRARY for all reasons

24

Questions?

CALEDON PUBLIC LIBRARY
for all reasons

Attachment 7-A

Caledon Public Library Board Meeting
Monday January 15th, 2024
6:00 p.m.

MINUTES

Present: Tony Maxwell (Chair); Jacqueline Iafrate (Vice-Chair); Nicholas Alleyne, Laura Brady; 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

Absent: Mary Juric, Scott Goodison

Note: This meeting was conducted at the Southfields Village Branch

1. **The Chair called the meeting to order at 6:05 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:** Mary Juric, Scott Goodison

4. **Approval of the Agenda**
   Motion: That the Caledon Public Library Board approve the agenda.
   Moved: Laura Brady **Seconded:** Nicholas Alleyne
   Carried.

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

6. **Consent Agenda**
   a. **Minutes of the December 18, 2023, meeting**
   b. **Treasurer's Report and Financial Statements**
   c. **Strategic Actions Update**

d. Correspondence

The following items were held for further discussion:

a. CEO/Chief Librarian's Report

b. Quarterly and Year End Performance Measures and Statistics 2023

Motion: That the Caledon Public Library Board receive all items remaining within the consent agenda.
Moved: Nicholas Alleyne **Seconded**: Jacqueline Iafrate
Carried.

Motion: That the Caledon Public Library Board receive the CEO/Chief Librarian's Report, and;

That the Caledon Public Library Board direct the CEO/Chief Librarian to draft correspondence to Council and the Municipal Clerk, sharing the Board's concerns regarding the recently approved changes to Schedule B of the Procedural By-law and requesting that the Library Board be exempt from the resulting changes to Council appointments as a means of ensuring continued alignment with the Public Libraries Act.
Moved: Jacquie Iafrate **Seconded**: Laura Brady
Carried.

Motion: That the Caledon Public Library Board receive the Quarterly and Year End Performance Measures and Statistics 2023.
Moved: Nicholas Alleyne **Seconded**: Laura Brady
Carried.

7. Business arising from the minutes:

a. Annual Board Assessment Feedback

The Chair thanked the Board members for completing the assessment survey and commended the CEO/Chief Librarian for her efforts to onboard the new members of the Board.

Motion: That the Caledon Public Library Board receive the Annual Board Assessment.
Moved: Laura Brady **Seconded:** Jacquie Iafrate
Carried

8. Staff Reports

a. 2023 Strategic Action Year-End Status Report

Motion: That the Caledon Public Library Board receive the Strategic Action 2023 Year-End Status Report.
Moved: Nicholas Alleyne **Seconded:** Councillor Dave Sheen
Carried.

b. Operational Policy Report

Motion: That the Caledon Public Library Board approve and adopt the revised Operational Policy.
Moved: Councillor Dave Sheen **Seconded:** Laura Brady
Carried.

c. Privacy Policy Report

Motion: That the Caledon Public Library Board approve and adopt the revised Privacy Policy.

Moved: Nicholas Alleyne **Seconded:** Laura Brady

Carried.

d. Planning Policy Report

Motion: That the Caledon Public Library Board approve and adopt the Planning Policy;

That the Caledon Public Library Board approve the formation of an Ad Hoc Planning Committee to be comprised of both members of the Board and the Library Management Team, with Board representation to be confirmed at the March meeting; and,

That the Caledon Public Library Board delegate authority for selecting a consultant to support the strategic planning process to the CEO/Chief Librarian.

Moved: Jacquie Iafrate **Seconded:** Nicholas Alleyne

Carried.

9. New Business: None

10. Board Work Plan

a. 2024 Work Plan Review

Motion: That the Caledon Public Library Board receive and approve the revised 2024 Work Plan.

Moved: Laura Brady **Seconded:** Councillor Dave Sheen

Carried.

11. Board Advocacy and Development

a. Upcoming Advocacy or Development Opportunities

i. Budget Presentation to Council – Town Hall/Hybrid – Wednesday, January 17, 2024, 2:30 PM

ii. General Committee Budget Meeting - Town Hall/Hybrid – Tuesday, February 20, 2024, 2:30 PM

iii. Council Budget Meeting - Town Hall/Hybrid – Tuesday, February 27, 2024, 7PM

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

13. Time of next regular meeting:

a. Monday, March 18, 2024, 6:00 PM

14. Adjournment

Motion: That the meeting adjourn.

Moved: Nicholas Alleyne **Seconded:** Laura Brady

Carried.

The meeting adjourned at 8:00 PM

_____	_____
Tony Maxwell	**Colleen Lipp**
Chair	**CEO | Chief Librarian**

Attachment 7-B

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
March 2024

Governance and Advocacy

Ontario Digital Public Library

The CEOs of the four public libraries in Dufferin-Caledon (Grand Valley, Orangeville, Shelburne and Caledon) met with Deputy Premier Sylvia Jones to highlight the benefits of the proposed Ontario Digital Public Library (ODPL). As part of a coordinated advocacy campaign initiated by the Federation of Ontario Public Libraries (FOPL) and the Ontario Library Association (OLA), this meeting was intended to solicit support for this aspect of the OLA and FOPL's Ontario Pre-Budget Submission. The ODPL is a means of providing critical e-learning support and fair access to modern, digital resources for all Ontario public libraries, leveraging the province's significant purchasing power to give all Ontarians access to a common core of high-quality e-learning & online resources and more e-books. This proposal was well received by the Minister of Tourism, Culture and Sport and the campaign is intended to build further support for the ODPL amongst Minister Lumsden's caucus colleagues in the hopes of obtaining necessary funding and support as part of the upcoming provincial budget.

Development Charge Study

An information session regarding Caledon's new Development Charge (DC) Study was provided to Council on February 6, 2024. Hemson Consulting's presentation included an overview of the process to date and assumptions made, as well as draft rates. Public libraries are eligible for funding through development charges and library staff have contributed to this work by reporting historical service standards and identifying capital projects as guided by the Comprehensive Growth Plan. The resulting study, once complete, will inform the availability of DC funds in support of library growth. As a means of enhancing the Board's understanding of development charges and their impact on funding of future projects, Hemson has agreed to provide a brief presentation at the Board's April meeting.

Joint Board Development

As initiated by previous correspondence from the Chair of the Orangeville Public Library Board, CPL will be working with leadership of the Orangeville and Grand Valley public libraries to facilitate joint training and networking events for all Board members. It is anticipated that the first event will focus on intellectual freedom, with a second event to highlight the importance of diversity, equity and inclusion. The likelihood and timing of these events are contingent upon the interest

and availability of board members from all three libraries. Surveys will be shared in the coming weeks for the purpose of confirming interest and identifying a preferred date.

Library Services and Facilities

CPL Mobile Application

As previously reported, due to a contract dispute between the Library's primary ILS vendor and the sub-contractor responsible for the mobile application, availability of and support for CPL Mobile was discontinued in early December 2023. A temporary resolution has since been reached between these two vendors and application services resumed in late February. Customers who retained the application on their phones throughout the service disruption are able to resume its use immediately. New or returning users can download the android application from the Google Play Store. Downloading of the IOS application will be available once the application is re-listed in the Apple Store.

It should be noted that the current application will be replaced by a new application that is currently under development by the Library's primary vendor. It is anticipated that this change will be supported through a regular app upgrade and will have minimal disruptions to end users. The timing of this change has not yet been confirmed.

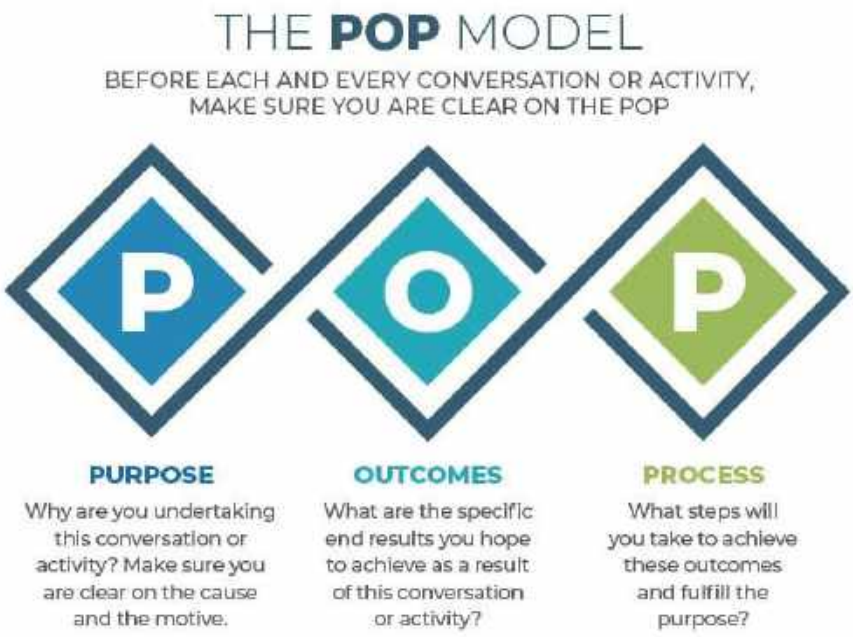
Staff News

Ontario Library Association Super Conference

A number of library staff, as well as two members of the Library Board, attended the 2024 OLA Super Conference. The program offered a wide variety of sessions, many of which were particularly relevant to the challenges and opportunities currently experienced by CPL. The CEO's key takeaways included:

- Melissa Chee, former President and CEO of Markham's VentureLab discussed the importance of reflecting an organization's values and culture in all aspect of operations. Suggestions included the addition of culture check-ins within meeting agendas and one-on-one discussions with team members.
- A session entitled "Is Your Public Library Accessible?" highlighted the importance of digital inclusion and accessibility. Demonstrations, by those with visual impairments making use of a library catalogue and accessing social media posts, raised awareness of the challenges resulting from missing or ineffective alternative image tags. This has prompted questions regarding CPL's consistent and meaningful use of these tags as well as the integration of catalogue content within our website. More work is needed to identify areas for improvement and to confirm what aspects of this work are within our control or may require advocacy to third party vendors.

- The POP model – Purpose, Outcomes, Process. This technique prompts one to first consider the "why" of a particular project or service, rather than jumping immediately to the "how" we plan to achieve it. Timely opportunities for applying this approach include group or committee work being undertaken to develop programming, communication, and collections strategies – and ultimately, CPL's next strategic plan.



Credit: Douglas Magazine, March 8, 2024

Recruitment – Director, Public Service

Leah Rucchetto has been selected as the successful candidate to fill the role of Director, Public Service. Leah will be joining CPL's Leadership Team on Monday, April 15 and will report directly to the CEO/Chief Librarian. Leah holds a Master of Information Studies from the University of Toronto and a Masters Certificate in Organizational Development and Change from the Schulich School of Business. She has gained experience through a number of roles at the Markham Public Library and most recently as Library Services Manager, overseeing 5 branches of the Toronto Public Library. She is also currently the Vice President of the Ontario Public Library Association (OPLA).

Attachment 7-C

Treasurer's Report

Prepared by Colleen Lipp
March 2024

CALEDON PUBLIC LIBRARY
for all reasons

2023 Budget

Financial statements reflecting the operating and capital budgets as of December 31, 2023 are attached as Appendix A. The Library has been advised that the fiscal year's close will not be completed until after the Board's March meeting. That being said, it is not anticipated that there will be substantial changes to the favourable variance of $383,706, as per current calculations. Any significant revisions resulting from the formal close of the fiscal year will be communicated as part of the Treasurer's report at the April meeting.

A favourable variance of $305,958 in staff wages and benefits resulting from staff gapping. This accounts for 6.6% of total staff costs was largely a result of recruitment delays and extended staff vacancies.

Other contributing factors included:

- A favourable variance of $22,524 in Computer Services due to an ongoing delay in introducing fibre connectivity to the Albion Bolton Branch. It is expected that the completion of the joint IT services review in 2024 will help to determine if this still represents the preferred means of redundancy or if unencumbered funds can be reallocated to unfunded projects or other service improvements.
- Unanticipated delays in the roll out of new software solutions have resulted in a favourable variance of 33,888 under Software Subscriptions.

These favourable variances were partially offset by smaller overages in a number of accounts including Operating Supplies across various departments.

Lower than budgeted revenues in Fines & Fees and Programs were offset by $12,584 in unbudgeted donations and grants.

2024 Budget

The Town's consolidated 2024 budget was approved by Council on February 20, 2024. An overview of the status of the Board's recommended Service Level Changes and Capital investments is featured below.

Service Level Change Request	**Funded**	**Unfunded**
Generalist Service Model	$30,555	
Automated Customer Engagement and Communication Solution		*$32,500*
Interpreter and Translation Services		*$10,500*
Intern, Co-op and Summer Student Program		*$36,900*
Expanded health benefits for Permanent Part-Time Staff – Phase 1	*$30,000*	
Total	*$60,555*	*$79,900*

Capital Project	**Funded**	**Unfunded**
Materials and Collections	$475,000	
IT Equipment	*$15,000*	
Strategic Plan 2025-2028		*$50,000*
Total	*$490,000*	*$50,000*

Financial statements, confirming the current budget and expenditures as of February 28, 2023 are attached as Appendix B. Items of note include:

- Calendarization of accounts, confirming anticipated expenditures by month, has not yet been completed. As a result, the monthly budget figures do not yet reflect the anticipated schedule of expenditures and may result in significant monthly or year-to-date variances.
- Donation and Bequest Reserve balance has not yet been revised to reflect an unposted entry of $4,149.71, as contributed from donated funds received but unexpected in 2023. Interest earned has also not yet been calculated or included, though is expected to be only minimal.
- Casual wages and benefits, as well as Special Programs expenses, have been erroneously allocated to unbudgeted accounts under Collections and Access Services. Journal entries will be initiated to correct these reporting errors.
- A number of capital projects were fully expended and closed within 2023 and have therefore been removed from the 2024 financial reports. Pending the provision of a draft budget and project details, the Healthy Communities Initiative has approved the use of the funds of $4287 remaining from the Southfields Village Reading Garden to be used for the creation and installation of a mural in the space.

Grants and Donations

Young Canada Works

The Library has submitted an application to the Young Canada Works Summer Student Program. The proposed Creative Technologies Assistant will work alongside the staff of the Programming and Outreach Department, with a focus on supporting the maker specialist team in Caledon East

and Valleywood. Requested funds of $5360 will support approximately 50% of the student's wages and benefits. The remaining funds will be found within the Library's existing operating budget.

Friends of Caledon Public Library

The Friends of Caledon Public Library have generously dedicated $2,500 toward the purchase of Yoto Minis. These small devices allow children to easily and safely access audiobooks, music, and educational audio content. These units will be added to CPL's Library of Things and may eventually replace the Library's collection of audio books on compact disc.

Appendix A

TOWN OF CALEDON

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

	December`	December	*Monthly*		YTD	YTD	*YTD*		Annual	Percentage	**Annual**
	Budget	Actuals	*Variance*		Budget	Actuals	*Variance*		Budget	Expended	**Variance**
40010 Administration											
50050 Miscellaneous	-1,052.00	-1,210.70	*158.70*		-11,000.00	-10,643.63	*-356.37*		-11,000.00	96.8%	**-356.37**
50125 Merchandise Sales	-398.00	-23.00	*-375.00*		-3,000.00	-557.00	*-2,443.00*		-3,000.00	18.6%	**-2,443.00**
50319 Grants/Subsidies		-58,171.00	*58,171*		-58,200.00	-58,171.00	*-29*		-58,200.00	100.0%	**-29.00**
50570 Donations	-400.00	-509.42	*109.42*		-1,000.00	-7,532.87	*6,532.87*		-1,000.00	753.3%	**6,532.87**
50582 Sponsor			*0.00*			-190.00	*190.00*				**190.00**
50705 Fines/Fees	-800.00	-283.19	*-516.81*		-10,000.00	-6,315.16	*-3,684.84*		-10,000.00	63.2%	**-3,684.84**
50715 Programs	-300.00		*-300.00*		-3,500.00	-97.00	*-3,403.00*		-3,500.00	2.8%	**-3,403.00**
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	-66.75	*-133.25*		-2,500.00	-1,949.03	*-550.97*		-2,500.00	78.0%	**-550.97**
50770 FOL-Recoverable						-5,332.15	*5,332.15*				**5,332.15**
50986 Reserve Fund To Revenue						-1,122.06					
61510 Salaries-Permanent	40,954.00	41,435.95	*-481.95*		351,789.00	357,146.01	*-5,357.01*		351,789.00	101.5%	**-5,357.01**
61513 Benefits-Permanent	9,227.00	7,552.97	*1,674.03*		93,053.00	94,209.20	*-1,156.20*		93,053.00	101.2%	**-1,156.20**
62018 Operating Supplies	60.00	3.48	*56.52*		760.00	256.27	*503.73*		760.00	33.7%	**503.73**
62113 Maint & Repairs-A/V Equip	2,000.00	1,623.07	*376.93*		4,000.00	3,246.12	*753.88*		4,000.00	81.2%	**753.88**
62129 FOL-Initiatives		3,332.15	*-3,332*			5,240.15					
62244 Bank Charges	250.00	223.99	*26.01*		3,000.00	2,622.45	*377.55*		3,000.00	87.4%	**377.55**
62253 Lib. Brd Education & Exp.	300.00	1,581.40	*-1,281.40*		5,000.00	5,340.76	*-340.76*		5,000.00	106.8%	**-340.76**
62310 Training/Development/Seminars	2,989.00	15,992.42	*-13,003.42*		44,489.00	42,653.08	*1,835.92*		44,489.00	95.9%	**1,835.92**
62311 Memberships/Dues					13,000.00	13,868.14	*-868.14*		13,000.00	106.7%	**-868.14**
62314 Mileage	550.00	1,701.79	*-1,151.79*		7,000.00	7,339.51	*-339.51*		7,000.00	104.9%	**-339.51**
62315 Printing & Advertising		1,455.02	*-1,455*			1,521.02	*-1,521.02*				**-66.00**
62317 Audit	8,418.00	4,838.69	*3,579.31*		4,370.00	97.84	*4,272.16*		4,370.00	2.2%	**4,272.16**
62322 Postage	175.00	585.76	*-410.76*		2,000.00	886.34	*1,113.66*		2,000.00	44.3%	**1,113.66**
62335 Contracted Services	1,305.00	676.56	*628.44*		15,825.00	1,316.75	*14,508.25*		15,825.00	8.3%	**14,508.25**
62360 Fundraising		2,849.20	*-2,849.20*			3,383.16	*-3,383.16*				**-3,383.16**
62378 Furniture/Fixtures		1,267.80	*-1,268*		2,500.00	2,761.16	*-261.16*		2,500.00	110.4%	**-261.16**
Total 40010 Administration	63,078.00	24,856.19	*38,221.81*		450,586.00	445,010.42	*5,575.58*		450,586.00	98.8%	**5,575.58**
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		*350.00*		2,500.00	1,567.11	*932.89*		3,200.00	49.0%	**1,632.89**
Total 40020 Emergency Management	350.00	0.00	*350.00*		-7,060.00	-963.15	*-6,096.85*		-6,360.00	15.1%	**-5,396.85**
41010 Library Public Services											
61510 Salaries-Permanent	139,541.00	115,235.19	*24,305.81*		988,735.00	894,721.07	*94,013.93*		988,735.00	90.5%	**94,013.93**
61513 Benefits-Permanent	36,326.00	26,314.47	*10,011.53*		293,092.00	263,536.82	*29,555.18*		293,092.00	89.9%	**29,555.18**
61520 Wages-Casual Temporary	130,548.00	115,166.92	*15,381.08*		772,674.00	684,848.80	*87,825.20*		772,674.00	88.6%	**87,825.20**
61521 Overtime-Casual Temporary						21.97	*-21.97*				**-21.97**
61523 Benefits-Casual Temporary	23,253.00	16,307.96	*6,945.04*		143,014.00	101,969.86	*41,044.14*		143,014.00	71.3%	**41,044.14**
62017 Caretaking Supplies	270.00		*270.00*		2,700.00	925.02	*1,774.98*		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 December 31, 2023

	December`	December	*Monthly*		YTD	YTD	*YTD*		Annual	Percentage	**Annual**
	Budget	Actuals	*Variance*		Budget	Actuals	*Variance*		Budget	Expended	**Variance**
62018 Operating Supplies	561.00	838.85	*-277.85*		6,325.00	12,455.67	*-6,130.67*		6,325.00	196.9%	**-6,130.67**
62312 Insurance					5,641.00	6,515.91	*-874.91*		5,641.00	115.5%	**-874.91**
62321 Rental-Facility		23,621.96	*-23,621.96*		319,459.00	318,827.96	*631.04*		319,459.00	99.8%	**631.04**
62335 Contracted Services	4,660.00	7,910.36	*-3,250.36*		52,307.00	53,434.64	*-1,127.64*		52,307.00	102.2%	**-1,127.64**
62346 Courier	4,021.00	6,694.93	*-2,673.93*		37,700.00	27,400.25	*10,299.75*		37,700.00	72.7%	**10,299.75**
Total 41010 Library Public Services	339,180.00	312,090.64	*27,089.36*		2,621,647.00	2,364,657.97	*256,989.03*		2,621,647.00	90.2%	**256,989.03**
41015 Collections and Access Services (formerly Information Services)											
61510 Salaries-Permanent	31,115.00	39,021.25	*-7,906.25*		362,820.00	373,175.10	*-10,355.10*		362,820.00	102.9%	**-10,355.10**
61513 Benefits-Permanent	7,600.00	7,726.69	*-126.69*		109,282.00	108,735.30	*546.70*		109,282.00	99.5%	**546.70**
61520 Wages-Casual Temporary		2,507.59	*-2,507.59*		53,070.00	94,043.77	*-40,973.77*		53,070.00	177.2%	**-40,973.77**
61523 Benefits-Casual Temporary	2.00	526.66	*-524.66*		11,656.00	17,525.70	*-5,869.70*		11,656.00	150.4%	**-5,869.70**
62018 Operating Supplies	600.00	3,084.52	*-2,484.52*		3,700.00	6,521.23	*-2,821.23*		3,700.00	176.2%	**-2,821.23**
62058 Online Databases	300.00	9,278.14	*-8,978.14*		89,610.00	97,918.24	*-8,308.24*		89,610.00	109.3%	**-8,308.24**
62414 Special Programs	1,160.00	1,839.33	*-679.33*		8,667.00	7,363.69	*1,303.31*		8,667.00	85.0%	**1,303.31**
Total 41015 Information Services	40,777.00	63,984.18	*-23,207.18*		638,805.00	705,283.03	*-66,478.03*		638,805.00	110.4%	**-66,478.03**
41020 Library Grants											
50319 Grants/Subsidies (Revenue)			*0.00*			-6,078.47	*6,078.47*				**-6,078.47**
62319 Grants (Expenses)		2,466.66	*-2,466.66*			4,625.89	*-4,625.89*				**4,625.89**
Total 41020 Library Grants		2,466.66	*-2,466.66*			-1,452.58	*1,452.58*				**1,452.58**
41025 Library Info Technology											
61510 Salaries-Permanent	29,931.00	31,368.95	*-1,437.95*		257,541.00	258,012.30	*-471.30*		257,541.00	100.2%	**-471.30**
61513 Benefits-Permanent	6,882.00	6,051.91	*830.09*		74,459.00	74,454.93	*4.07*		74,459.00	100.0%	**4.07**
62018 Operating Supplies	1,452.00	1,006.04	*445.96*		6,683.00	3,815.45	*2,867.55*		6,683.00	57.1%	**2,867.55**
62303 New Staff Technology	4,400.00		*4,400.00*		8,800.00	3,083.31	*5,716.69*		8,800.00	35.0%	**5,716.69**
62304 Automation	25.00	45.81	*-20.81*		44,100.00	41,028.31	*3,071.69*		44,100.00	93.0%	**3,071.69**
62305 Computer Services	11,000.00	20,233.04	*-9,233.04*		112,980.00	90,455.62	*22,524.38*		112,980.00	80.1%	**22,524.38**
62312 Insurance			*0.00*		4,910.00	5,140.80	*-230.80*		4,910.00	104.7%	**-230.80**
62335 Contracted Services	14,541.00	9,320.98	*5,220.02*		25,110.00	24,482.70	*627.30*		25,110.00	97.5%	**627.30**
62396 Mobile Phones / Pagers	827.00	2,660.49	*-1,833.49*		9,880.00	9,726.75	*153.25*		9,880.00	98.4%	**153.25**
62397 Telephone	2,900.00	8,604.95	*-5,704.95*		32,870.00	32,773.57	*96.43*		32,870.00	99.7%	**96.43**
63037 Software Licence Subscription	5,000.00	2,293.85	*2,706.15*		50,570.00	16,681.56	*33,888.44*		50,570.00	33.0%	**33,888.44**
Total 41025 Library Info Technology	76,958.00	81,586.02	*-4,628.02*		627,903.00	559,655.30	*68,247.70*		627,903.00	89.1%	**68,247.70**
41030 Programming and Outreach Services (formerly Youth Services)											
61510 Salaries-Permanent	63,997.00	56,077.79	*7,919.21*		448,132.00	331,361.43	*116,770.57*		448,132.00	73.9%	**116,770.57**
61513 Benefits-Permanent	15,592.00	12,981.22	*2,610.78*		130,986.00	94,773.99	*36,212.01*		130,986.00	72.4%	**36,212.01**
61520 Wages-Casual Temporary	21,113.00	14,801.66	*6,311.34*		58,930.00	73,743.31	*-14,813.31*		58,930.00	125.1%	**-14,813.31**
61523 Benefits-Casual Temporary	4,634.00	2,613.38	*2,020.62*		12,941.00	11,286.72	*1,654.28*		12,941.00	87.2%	**1,654.28**
62018 Operating Supplies		207.22	*-207.22*		1,200.00	2,352.16	*-1,152.16*		1,200.00	196.0%	**-1,152.16**
62414 Special Programs	500.00	4,803.36	*-4,303.36*		20,667.00	18,053.48	*2,613.52*		20,667.00	87.4%	**2,613.52**
Total 41030 Youth Services	105,836.00	91,484.63	*14,351.37*		672,856.00	531,571.09	*141,284.91*		672,856.00	79.0%	**141,284.91**

TOWN OF CALEDON

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

	December` Budget	December Actuals	*Monthly Variance*		YTD Budget	YTD Actuals	*YTD Variance*		Annual Budget	Percentage Expended	**Annual Variance**
41035 Communications/Community Dev											
61510 Salaries-Permanent	40,888.00	55,885.56	*-14,997.56*		352,223.00	367,036.42	*-14,813.42*		352,223.00	104.2%	**-14,813.42**
61513 Benefits-Permanent	9,469.00	8,679.07	*789.93*		103,632.00	102,795.72	*836.28*		103,632.00	99.2%	**836.28**
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	200.00	-194.39	*394.39*		5,000.00	4,607.93	*392.07*		5,000.00	92.2%	**392.07**
62304 Automation	100.00	513.17	*-413.17*		7,000.00	5,187.92	*1,812.08*		7,000.00	74.1%	**1,812.08**
62315 Printing & Advertising	1,000.00	3,866.65	*-2,866.65*		16,000.00	14,767.21	*1,232.79*		16,000.00	92.3%	**1,232.79**
62335 Contracted Services	100.00	271.19	*-171.19*		2,400.00	1,563.40	*836.60*		2,400.00	65.1%	**836.60**
62414 Special Programs	500.00	1,424.61	*-924.61*		8,000.00	7,592.25	*407.75*		8,000.00	94.9%	**407.75**
Total 41035 Communications/Community Dev	52,257.00	70,445.86	*-18,188.86*		494,255.00	512,223.88	*-17,968.88*		494,255.00	103.6%	**-17,968.88**
Total Caledon Public Library-Lending Services	**678,436.00**	**646,914.18**	**31,521.82**		**5,498,992.00**	**5,115,985.96**	**383,006.04**		**5,499,692.00**	**93.0%**	**383,706.04**

Capital Project Expense Report - as of December 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	10,943.63	125,576.24	-91.24	100.1%	To be closed
21-008 Library IT Equipment	73,000.00	1,872.48	54,718.52	56,591.00	16,409.00	77.5%	
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	235,240.93	317,089.37	-12,409.37	104.1%	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%	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	54,151.47	120,600.44	-600.44	100.5%	To be closed
22-022 Library Master Plan	100,000.00	68,523.03	28,958.86	97,481.89	2,518.11	97.5%	Closed
22-025 Library In-Branch Signage/Wayfndng	24,000.00	11,615.91	8,473.82	20,089.73	3,910.27	83.7%	
22-026 Library and Town Joint Technology Review	35,000.00	0.00	27,274.23	27,274.23	7,725.77	77.9%	
22-027 Library Print Mgmt/Wireless Printing	12,000.00	0.00	10,159.72	10,159.72	1,840.28	0.0%	Closed
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		339,203.25	27,274.23	447,725.77	5.7%	
59275 Capital Donations	125.00						
Total Library Collections and Materials (21-007)	475,125.00	0.00	339,203.25	27,274.23	447,850.77	5.7%	
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 December 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

Appendix B

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of February 29, 2024

	December`	December	*Monthly*		YTD	YTD	*YTD*		Annual	Percentage	**Annual**
	Budget	Actuals	*Variance*		Budget	Actuals	*Variance*		Budget	Expended	**Variance**
40010 Administration											
50050 Miscellaneous	-1,093.00	-501.43	*-591.57*		-1,593.00	-2,152.16	*559.16*		-14,000.00	15.4%	**-11,847.84**
50125 Merchandise Sales	-178.00	-75.00	*-103.00*		-307.00	-147.57	*-159.43*		-3,000.00	4.9%	**-2,852.43**
50319 Grants/Subsidies									-58,200.00	0.0%	**-58,200.00**
50570 Donations			*0.00*		51.00	-2.70	*53.70*		-1,000.00	0.3%	**-997.30**
50582 Sponsor			*0.00*				*0.00*				**0.00**
50705 Fines/Fees	-1,040.00	-875.93	*-164.07*		-1,763.00	-1,622.23	*-140.77*		-10,000.00	16.2%	**-8,377.77**
50715 Programs	-325.00		*-325.00*		757.00		*757.00*		-3,500.00	0.0%	**-3,500.00**
50725 Comm.Access Prgm Funding			*0.00*				*0.00*		-7,000.00	0.0%	**-7,000.00**
50750 Book Sales	-231.00	-162.25	*-68.75*		-480.00	-419.55	*-60.45*		-2,500.00	16.8%	**-2,080.45**
50770 FOL-Recoverable							*0.00*				**0.00**
61510 Salaries-Permanent	27,900.00	27,623.95	*276.05*		55,800.00	55,247.88	*552.12*		379,415.00	14.6%	**324,167.12**
61513 Benefits-Permanent	8,671.00	8,594.07	*76.93*		17,345.00	17,188.13	*156.87*		97,678.00	17.6%	**80,489.87**
62018 Operating Supplies	9.00	120.61	*-111.61*		526.00	132.72	*393.28*		760.00	17.5%	**627.28**
62113 Maint & Repairs-A/V Equip			*0.00*				*0.00*		4,000.00	0.0%	**4,000.00**
62129 FOL-Initiatives	251.00		*251*		283.00	215.64					
62244 Bank Charges	877.00	533.20	*343.80*		877.00	771.32	*105.68*		3,000.00	25.7%	**2,228.68**
62253 Lib. Brd Education & Exp.	940.00	15,084.93	*-14,144.93*		10,168.00	15,345.58	*-5,177.58*		5,000.00	306.9%	**-10,345.58**
62310 Training/Development/Seminars		1,230.00	*-1,230.00*		6,054.00	4,630.00	*1,424.00*		62,663.00	7.4%	**58,033.00**
62311 Memberships/Dues	197.00	348.14	*-151*		197.00	364.53	*-167.53*		14,500.00	2.5%	**14,135.47**
62314 Mileage			*0.00*				*0.00*		5,500.00	0.0%	**5,500.00**
62317 Audit	-4,839		*-4,839.00*		-4,839.00		*-4,839.00*		4,870.00	0.0%	**4,870.00**
62322 Postage		172.85	*-172.85*			172.85	*-172.85*		1,500.00	11.5%	**1,327.15**
62335 Contracted Services			*0.00*				*0.00*		35,000.00	0.0%	**35,000.00**
62360 Fundraising			*0.00*				*0.00*				**0.00**
Total 40010 Administration	31,139.00	52,093.14	*-20,954.14*		83,076.00	89,724.44	*-6,648.44*		514,686.00	17.4%	**424,961.56**
41010 Library Public Services											
61510 Salaries-Permanent	56,141.00	84,178.08	*-28,037.08*		465,475.00	168,356.14	*297,118.86*		1,344,542.00	12.5%	**1,176,185.86**
61513 Benefits-Permanent	18,352.00	26,011.70	*-7,659.70*		140,780.00	52,023.39	*88,756.61*		390,497.00	13.3%	**338,473.61**
61520 Wages-Casual Temporary	32,649.00	42,443.55	*-9,794.55*		424,432.00	105,680.87	*318,751.13*		922,000.00	11.5%	**816,319.13**
61523 Benefits-Casual Temporary	6,275.00	6,220.26	*54.74*		74,671.00	15,347.65	*59,323.35*		162,575.00	9.4%	**147,227.35**
62018 Operating Supplies	241.00	763.38	*-522.38*		387.00	806.72	*-419.72*		11,400.00	7.1%	**10,593.28**
62312 Insurance					3,072.00		*3,072.00*		5,074.00	0.0%	**5,074.00**
62321 Rental-Facility			*0.00*				*0.00*		344,531.00	0.0%	**344,531.00**
62335 Contracted Services	6,194.00	4,243.40	*1,950.60*		9,108.00	4,243.40	*4,864.60*		52,890.00	8.0%	**48,646.60**
62346 Courier	2,537.00	2,347.15	*189.85*		5,168.00	2,347.15	*2,820.85*		35,000.00	6.7%	**32,652.85**
Total 41010 Library Public Services	122,389.00	166,207.52	*-43,818.52*		1,123,093.00	348,805.32	*774,287.68*		3,268,509.00	10.7%	**2,919,703.68**
41015 Collections and Access Services (formerly Information Services)											
61510 Salaries-Permanent	29,172.00	20,336.18	*8,835.82*		58,344.00	40,672.36	*17,671.64*		357,603.00	11.4%	**316,930.64**
61513 Benefits-Permanent	9,252.00	6,147.76	*3,104.24*		18,509.00	12,295.52	*6,213.48*		101,477.00	12.1%	**89,181.48**
61520 Wages-Casual Temporary		2,409.68	*-2,409.68*			2,409.68	*-2,409.68*			#DIV/0!	**-2,409.68**
61523 Benefits-Casual Temporary		287.94	*-287.94*			287.94	*-287.94*			#DIV/0!	**-287.94**

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of February 29, 2024

	December` Budget	December Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
62018 Operating Supplies	96.00	345.86	*-249.86*	311.00	394.34	*-83.34*	4,000.00	9.9%	**3,605.66**
62058 Online Databases	19,906.00	21,838.55	*-1,932.55*	51,548.00	33,132.15	*18,415.85*	94,310.00	35.1%	**61,177.85**
62414 Special Programs		1,110.60	*-1,110.60*		1,110.60	*-1,110.60*		#DIV/0!	**-1,110.60**
Total 41015 Information Services	58,426.00	52,476.57	*5,949.43*	128,712.00	90,302.59	*38,409.41*	557,390.00	16.2%	**467,087.41**
41020 Library Grants									
50319 Grants/Subsidies (Revenue)			*0.00*			*0.00*			**0.00**
62319 Grants (Expenses)			*0.00*			*0.00*			**0.00**
Total 41020 Library Grants		0.00	*0.00*		0.00	*0.00*			**0.00**
41025 Library Info Technology									
61510 Salaries-Permanent	20,294.00	14,485.24	*5,808.76*	40,588.00	28,970.49	*11,617.51*	276,282.00	10.5%	**247,311.51**
61513 Benefits-Permanent	6,426.00	4,537.98	*1,888.02*	13,919.00	9,075.96	*4,843.04*	77,872.00	11.7%	**68,796.04**
62018 Operating Supplies	2,293.00		*2,293.00*	2,325.00	12.12	*2,312.88*	13,100.00	0.1%	**13,087.88**
62304 Automation	44,530.00	22.39	*44,507.61*	44,530.00	470.13	*44,059.87*	44,100.00	1.1%	**43,629.87**
62305 Computer Services	8,464.00		*8,464.00*	14,747.00		*14,747.00*	105,980.00	0.0%	**105,980.00**
62312 Insurance			*0.00*			*0.00*	3,550.00	0.0%	**3,550.00**
62335 Contracted Services	8,361.00	1,266.30	*7,094.70*	9,191.00	1,377.32	*7,813.68*	36,710.00	3.8%	**35,332.68**
62396 Mobile Phones / Pagers	725.00		*725.00*	1,903.00		*1,903.00*	10,280.00	0.0%	**10,280.00**
62397 Telephone	2,919.00		*2,919.00*	2,919.00		*2,919.00*	34,670.00	0.0%	**34,670.00**
63037 Software Licence Subscription	16,063.00	280.38	*15,782.62*	16,063.00	4,263.23	*11,799.77*	57,270.00	7.4%	**53,006.77**
Total 41025 Library Info Technology	110,075.00	20,592.29	*89,482.71*	146,185.00	44,169.25	*102,015.75*	659,814.00	6.7%	**615,644.75**
41030 Programming and Outreach Services (formerly Youth Services)									
61510 Salaries-Permanent	18,351.00	37,385.17	*-19,034.17*	36,702.00	74,770.34	*-38,068.34*	434,850.00	17.2%	**360,079.66**
61513 Benefits-Permanent	5,903.00	11,307.76	*-5,404.76*	11,810.00	22,615.52	*-10,805.52*	124,377.00	18.2%	**101,761.48**
61520 Wages-Casual Temporary	4,437.00	5,940.19	*-1,503.19*	14,350.00	13,610.95	*739.05*	106,600.00	12.8%	**92,989.05**
61523 Benefits-Casual Temporary	714.00	1,244.21	*-530.21*	2,286.00	2,860.85	*-574.85*	20,703.00	13.8%	**17,842.15**
62018 Operating Supplies	9.00		*9.00*	36.00	48.48	*-12.48*	1,700.00	2.9%	**1,651.52**
62414 Special Programs	1,731.00	2,174.14	*-443.14*	1,731.00	2,174.14	*-443.14*	32,000.00	6.8%	**29,825.86**
Total 41030 Youth Services	31,145.00	58,051.47	*-26,906.47*	66,915.00	116,080.28	*-49,165.28*	720,230.00	16.1%	**604,149.72**
41035 Communications/Community Dev									
61510 Salaries-Permanent	25,972.00	25,634.08	*337.92*	51,944.00	47,659.24	*4,284.76*	366,425.00	13.0%	**318,765.76**
61513 Benefits-Permanent	8,465.00	8,073.40	*391.60*	16,935.00	15,016.09	*1,918.91*	103,395.00	14.5%	**88,378.91**
62018 Operating Supplies	17.00	286.41	*-269.41*	1,135.00	1,206.81	*-71.81*	6,200.00	19.5%	**4,993.19**
62304 Automation	5,015.00	20.34	*4,994.66*	5,015.00	1,546.74	*3,468.26*	7,500.00	20.6%	**5,953.26**
62315 Printing & Advertising	547.00	214.30	*332.70*	547.00	214.30	*332.70*	16,480.00	1.3%	**16,265.70**
62335 Contracted Services	724.00		*724.00*	724.00		*724.00*	2,400.00	0.0%	**2,400.00**
62414 Special Programs			*0.00*	206.00		*206.00*	8,000.00	0.0%	**8,000.00**
Total 41035 Communications/Community Dev	40,740.00	34,228.53	*6,511.47*	76,506.00	65,643.18	*10,862.82*	510,400.00	12.9%	**444,756.82**
Total Caledon Public Library-Lending Services	**393,914.00**	**383,649.52**	**10,264.48**	**1,624,487.00**	**754,725.06**	**869,761.94**	**6,231,029.00**	**12.1%**	**5,476,303.94**

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of February 29, 2024

Capital Project Expense Report - as of February 29, 2024

	Budget	Expended Previous Year(s)	Expended 2023 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended	Status
Capital Projects - Previous Years							
21-008 Library IT Equipment	73,000.00	27,519.66	5,514.35	33,034.01	39,965.99	45.3%	
21-134 Southfields Village Branch Reading Garden	91,910.00	87,622.85		87,622.85	4,287.15	95.3%	Fully grant funded
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	114,525.29		114,525.29	5,474.71	95.4%	
22-025 Library In-Branch Signage/Wayfndng	24,000.00	19,728.94		19,728.94	4,271.06	82.2%	
22-026 Library and Town Joint Technology Review	35,000.00	20,685.27		20,685.27	14,314.73	59.1%	
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	339,203.25	40,555.09	379,758.34	95,241.66	79.9%	
59275 Capital Donations	125.00						
Total Library Collections and Materials (21-007)	475,125.00	339,203.25	40,555.09	379,758.34	95,366.66	79.9%	
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%	
Capital Projects - Current Year							
24-029 Library Materials and Coll	475,000.00						
24-031 Library IT Equipment	15,000.00						

Library Reserve Balances - as of February 29, 2024

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

Attachment 7-D

Strategic Actions Update

March 2024

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:

- Adult Faves
- Amazing Audio
- Amnesty Book Club Presents: Suzette Mayr
- Asset Management for Libraries
- Books that are buzzing for Spring
- Building a Dyslexia Friendly Library
- Community Co-Design: How to Collaborate with your Community
- Crash Course in Graphic Novels
- Crash course in Narrative Nonfiction
- Crash course in romance
- Getting Started with Libby
- Keeping up with Books: Year in Review 2023
- OLA Super Conference 2024
- Readers' Advisory: Ideas and Practice
- Shelf Control: A Dialogue on Harm Reduction, Diversity, and Freedom to Read

In support of CPL's migration to updated software, CPL's IT team delivered half-day Microsoft Office 365 Training sessions for all staff.

Respond to Community Needs

New databases added for 2024: **Masterfile Premier**: provides full text for magazines, reference books and primary source documents as well as general reference magazines and publications.
Primary Search: contains full-text for popular children's magazines, easy-to-read encyclopedic entries and a vast image collection.
DIY Auto Repair: provides accurate, authoritative, and up-to-date service and repair information for thousands of domestic and imported vehicles.

An Information Validation page was developed and added to website, The page highlights some tips and tools for checking the truth and validity of online information, some fun games and learning resources, helpful and reputable fact-checking sites and organizations, and a list of books and resources available in our library catalogue.

Staff participated in Town of Caledon's Family Day activities on Sat. Feb. 17th @ the Caledon East Community Complex.

Programs for children, tweens & families included:

- Board Game Character Hunt
- Chess for Kids
- Family Friendly Challenges (in celebration of Family Literacy Day)
- Kids Book Boxes - You're Loved!
- Kids Can...Craft - PA Day activities
- Krafting for Kids
- Little Yogis Academy: Positivity & Movement for Busy Minds

Mo Willems Party for Kids, Tweens & Families
Reading Buddies
Rescue Readers
Story times @ various branches
Tween Discovery Club: Discovery Lego
Tween Discovery Club: Discover Pokemon

Programs for teens included:

Humberview Book Club
CPL Makers: Teen Gaming Drop In
CPL Makers: Tween & Teen Drop In PA Day activities
Exam Cram (space & snacks provided for students)
Pride Book Club
Spa Night for Teens
Teen Advisory Group
Teen Book Boxes - Be My Valentine
Teen Cafe: DIY Perler Beads & Keychains
Teen volunteer recruitment
Teen Winter Bingo Reading Challenge

Programs for adults included:

Adult Book Boxes: Love
Adult Winter Bingo Reading Challenge
Afternoon Film Club
Art Club
Book Clubs @ select branches
Coffee & Crafting Club
Conquer Your Values with leadership coach, Parm Chohan
CPL Makers: 3D Design Skills (teens & adults)
CPL Makers: Cricut Aprons (teens & adults)
CPL Makers: Designs for Cricut & Glowforge (teens & adults)
CPL Makers: Fabric Book Basket Sewing Workshop (teens & adults)
CPL Makers: Graphic Design Skills (teens & adults)
CPL Makers: Laser Engraved Charcuterie Boards (adults only)
CPL Makers: Learn to Sew a Reading Pocket Pillow (teens & adults)
CPL Makers: Mixed Media Tote Bag with Cricut Workshop (teens & adults)
Cyber Seniors
English Conversation Circle (partnership with CCS)
Get Job Ready with LinkedIn Learning
Healthy Aging Series with Dr. Gupta (4 part series)
Let Go My Lego Club
Library Living
Paint Yourself Happy with local artist Michelle Johnston
Recipe Swappers Club
Social Media Savvy Workshop for adults
Tech Savvy Teens @ AB, CE and SFV (tech support for adults by teens)
Tech-tacular Tuesdays
Writers Ink

Celebrate Culture and Inclusion

Interested staff were invited to participate in a virtual Human Library event hosted by Caledon Meals on Wheels, focusing on the pillars of social justice and oppression.

CPL's Director, Corporate Services and Projects regularly represents the Library at the monthly IDEA Caledon Roundtable. The Manager, Programming and Outreach will also be joining the group.

Demonstrate our Value

CPL's Director, Corporate Services and Projects and the Branch Manager of Caledon East family presented a workshop at the OLA Superconference to 177 attendees, highlighting CPL's first phase of an innovative new onboarding process implemented in 2023.

Staff attended the grand opening of the Humber River Centre, hosted by the Town of Caledon on Feb. 10th.

Staff attended the Caledon Business Summit hosted by the Caledon Chamber of Commerce on Feb. 15th.

By invitation, the CEO/Chief Librarian and the Supervisor, Community and Creation provided a presentation to the Palgrave Rotary Club on Feb. 28th.

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

> The following feedback was received in response to staff assistance provided and resolutions implemented related to use of the website's search bar: "It is encouraging that, with all the despair around individuals being unable to invoke meaningful change, or the disappointment of those who uselessly shout into void, there are still institutions out there that respond to feedback and work to implement improvements to their service. :-) "
>
> "Please subscribe to the Globe & Mail newspaper at the Caledon East library. It is the national newspaper & should have a presence here."
>
> "Y'all are doing great! I brought my mom here who works for RHPL and she is astounded by how good this is. Highlights: languages in the kids area, Adult fic, makerspace, fast track, seed library. Y'all are doing the good work.
>
> "Please add adult puzzles to check out just like board games."

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

> Caledon Public Library Unveils New Online Collections for 2024
> Library, PAMA to host events for Black History Month
> Decades of Dedication: Kelley Potter's Legacy at Caledon Public Library
> Spring Into Mild Weather with Caledon Public Library

Attachment 7-E-1

January 18, 2024

Mayor Groves and Members of Council
c/o Kevin Klingenberg, Municipal Clerk
Town of Caledon
6311 Old Church Road
Caledon, ON L7C 1J6

Dear Mayor Groves and Members of Council:

This correspondence has been drafted at the direction of the Library Board, as a means of advising Council of the Board's concerns regarding the recently passed amendment to Schedule B of the Town's Procedural By-law. The Board appreciates the intent of allowing "for all Council appointments of Town of Caledon advisory committees to exist on a two-year basis"and agrees that building Council capacity and developing a depth and breadth of experience is essential. However, it is also the Board's understanding that these changes are not in alignment with the requirements of the Ontario Public Libraries Act (PLA). Section 10 (3) of the PLA states that the term of office of a board member shall be concurrent with that of the appointing council.

Additionally, it is anticipated that the replacement of Council representatives in the middle of the term would disrupt the ongoing projects and initiatives of the Board. Orientation sessions for the new term were scheduled over the course of four regular meetings. Delivering a similar orientation mid-way through the term would place an unreasonable burden on newly appointed Council representatives and would slow the Board's efforts to realize the Library's strategic priorities.

The Board respectfully requests that the Library Board remain exempt from these changes to the Procedural Bylaw, ensuring continued compliance with the Public Libraries Act. We ask that you take these concerns into consideration and uphold the integrity and effectiveness of the Library Board and its governing legislation. We look forward to hearing from you and working with you to ensure that Caledon Public Library continues to effectively serve Caledon residents.

Sincerely,

Colleen Lipp
CEO/Chief Librarian and Secretary-Treasurer to the Board
Caledon Public Library

cc: Kevin Klingenberg, Municipal Clerk
Caledon Public Library Board

Attachment 8-A

Date: March 18, 2024

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Planning Policy and Action Plan Report

Recommendation:

That the Caledon Public Library Board review the Planning Policy and Action Plan Report for approval and adoption.

Background

As per the *Caledon Public Library Planning Policy (CPL-16-05),* most recently reviewed and adopted in January 2024, the Board shall develop a formal strategic planning document in the second year of its four-year term. This schedule is intended to provide the Board with a chance, over the first year of the term, to become familiar with the roles and responsibilities of the Board and the opportunities and challenges facing the Library. This timing also supports the Board's contributions to the realization of the plan within the third and fourth year of the term, as well as continuity of direction as new trustees are onboarded in the subsequent term.

To this end, the Library's 2024 budget proposal included a $50,000 capital project to secure consultant support in engaging stakeholders and residents in creating a plan to guide the Library's work from 2025 to 2028. As per a motion of the Board, authority for selecting a consultant to support the strategic planning process was delegated to the CEO/Chief Librarian and confirmation of Board representation on the Joint Ad Hoc Planning Committee was deferred to the March meeting.

Unfortunately, prompted by a Council amendment to the municipal budget, the capital project in support of the new strategic plan was not funded.

Library staff do not have the capacity or expertise to undertake a fulsome community engagement process without the assistance of external consultants. As this engagement is a crucial element of a meaningful and responsive strategic plan, it is not feasible for the Library to complete a new four-year plan in the absence of necessary funding. Rather, it is advised that the Board reconsider the Library's long-standing approach to strategic planning and examine options for extending our current strategic plan beyond 2024.

Recommendations

As mentioned above, it is not feasible or advisable for the Library to undertake a new strategic plan without the guidance of external experts. Instead, it is recommended that the Board continue to seek funding and include a related capital project within the Library's 2025 budget proposal.

Continuing to align with the guidelines of CPL's Planning Policy would mandate a three-year plan, guiding the Library's priorities from 2026 to 2028, so that subsequent plans could again be undertaken in the second year of the next term. This approach may not be viewed favourably by Council and could again result in unfunded projects in this term or the next.

Instead, it is advised that the guidelines of the Planning Policy be amended to call for the creation of a new strategic plan in the third year of a term rather than the second. This would require the creation of a new plan over the course of 2025 to inform the Library's direction from 2026 to 2029. This approach is not ideal, as the priorities identified within the current term will inform 3 of the 4 years of the subsequent term. That being said, this solution prioritizes continuity between terms and would likely be more welcomed by Council.

Any future budget proposals must be complemented by efforts to better inform Council of the need for, and value of, a library strategic plan and to clarify the distinction between a four-year strategic plan and the Library's Comprehensive Growth Plan. The feasibility of also including the development of a complementary Information Technology Strategic Plan, as recommended within the Comprehensive Growth Plan, will also be considered when drafting the related business case.

Action Planning

A comprehensive action plan was created in alignment with the 2021-2024 Strategic Plan. This includes specific and detailed deliverables in support of each priority and objective. Regular year-end status updates are provided to the Board, with the most recent being shared in January 2024. Much of the identified actions have already been completed and it is anticipated that most will be finalized by the end of 2024. As a result, the Library will have no action plan in place to inform staff work and annual goals for 2025.

It is recommended that staff be tasked with the creation of a one-year action plan, extending the realization of the current strategic plan to 2025. This work will include a review of existing actions that are yet to be completed, confirmation of documented actions that are no longer relevant, and the identification of new or expanded actions to be completed in 2025.

While engaging members of the public and external stakeholders in this work is not possible, it is essential that the full CPL team and Board members be consulted in the creation of a one-year work plan. To this end, staff focus groups will be facilitated and dedicated Board discussions will be included on future meeting agendas.

Financial Implication

There are no immediate financial implications of this report. Projects recommended for inclusion within the Library's 2025 budget proposal will be drafted for approval by the Board's Finance Committee and ultimately the full Board as part of the Library's regular annual budget process.

Recommended Motion

That the Caledon Public Library Board approve and adopt the proposed revisions to the Planning Policy, calling for the creation of a new strategic plan in the third year of the term; and,

That the Caledon Public Library Board direct the CEO/Chief Librarian to oversee the creation of a one-year action plan, extending the current strategic plan's deliverables to 2025.

Attachment 9-A

Date: March 18, 2024

To: Caledon Public Library Board

From: Kelley Potter, Director, Public Service
Natalie Spaan, Branch Manager
Amandip Dhami, Branch Manager

Subject: Branch Operations Overview Report

Recommendation:

That the Caledon Public Library Board review the Branch Operations Overview Report

Overview

Prompted by the opening of the new Caledon East Branch, and as recommended within the Library's Comprehensive Growth Plan, CPL recently paired each of our larger branches in Bolton, Caledon East and Southfields with smaller branches and services, creating branch families based on the location of our facilities. Each of these three full-service branches are home to a Branch Manager and a team of Public Service staff with varying responsibilities. This report provides a brief overview of the operations and demand for services in across all branch over the course of 2023.

Bolton Family

Albion Bolton Branch

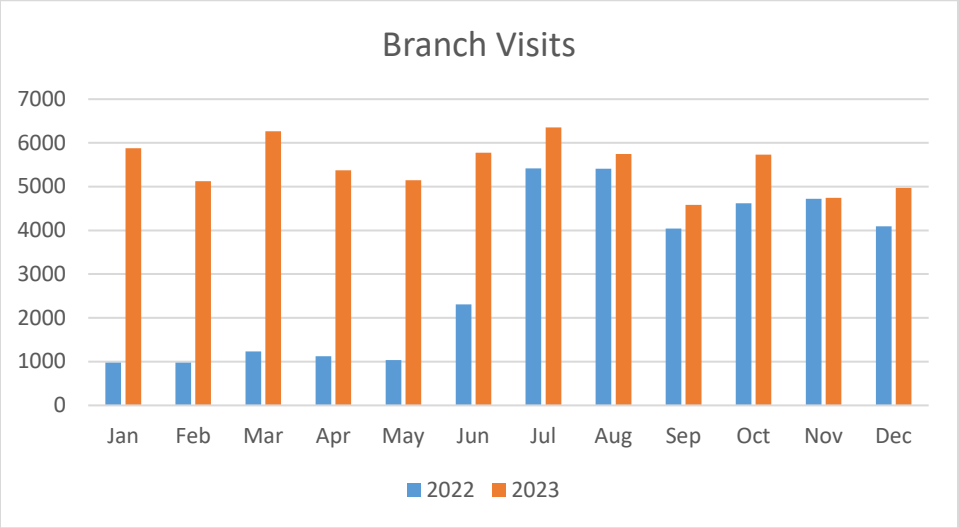
Space

Immediately following, and somewhat still during the pandemic, we refurbished the Albion Bolton Branch. The newly refurbished Albion Bolton branch officially re-opened to the public on July 18th, 2022. Since that time there has been a noticeable difference in the utilization of the branch. Prior to the refurbishment and the lockdowns due to COVID, the branch saw a steady stream of customers coming to browse the shelves and checkout materials, however there were not a lot of customers who stayed to work or study.

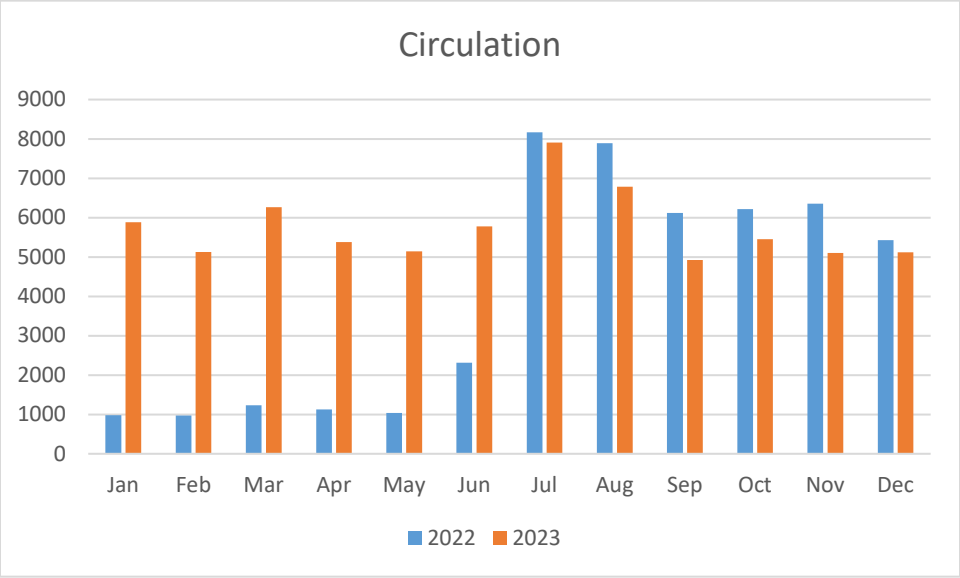
The re-design of the branch allowed for an increase in seating and working capacity on both floors, including the creation of a much-needed quiet study space. The design also brought forward some of the best features of the branch, including opening up the spaces in front of the large windows at the north end, which has maximized the amount of light coming into the branch.

Branch Visits and Circulation

The branch is now a warm and welcoming space and is being utilized as a space to work and study, either independently or in groups. Visits to the branch have increased by 82.8% year over year between 2022 (35,950 visits) and 2023 (65,704 visits). Though this isn't really a true comparison as for much of 2022 we were only offering Hold Pickups for this location. We are now seeing more people come into the branch and stay for much of the day, using the space for working and studying.



Circulation for the branch has remained strong with an increase of 28.8 % year over year between 2022 (56,644 items circulated) and 2023 (72,935 items circulated). Again, we realize that part of this is because in the first part of 2022, customers did not have the option to browse the collection at this branch.



Services

While the Albion Bolton family does not have another branch per se, part of the responsibilities of this family are some of the more specialized services within the organization, including the Belfountain Holds Locker and Interlibrary Loan.

Belfountain Holds Locker

The Belfountain Holds Locker is a set of automated lockers offering self-serve hold pick up and drop off, located in the Belfountain Community Hall, which can be accessed 24/7. We currently have 15 customers that pick up their holds from the locker on a regular basis. Between January and December of 2023, 451 items were placed on hold and sent to the locker for pick up.

Interlibrary Loan

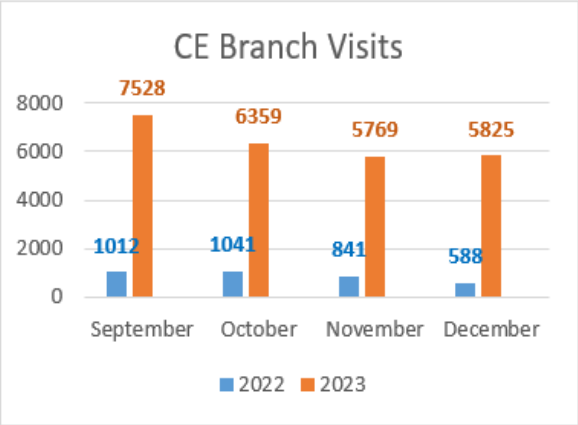
Our interlibrary loan service allows customers to access material that we do not have in our collection from other library systems. It is a popular service and is used regularly by our customers. Between January and December of 2023 we submitted 588 requests for items for our customers and of those requests we received 501 items. In addition, we shipped 1265 items from our collection to other library systems within Ontario.

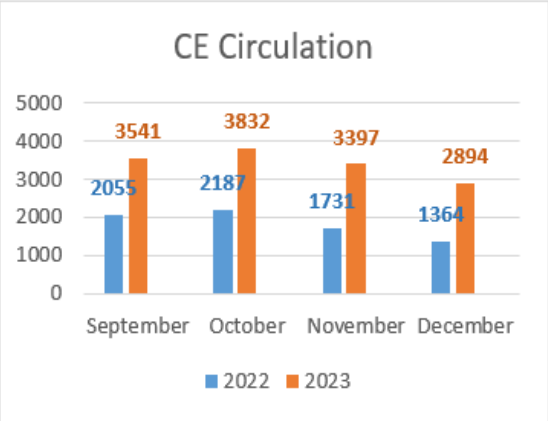
Caledon East Family

Caledon East Branch

Branch Visits and Circulation

With the re-location of the branch to the expanded Community Center, we were able to increase both the visibility of the library in the community and expand our hours of operation to match those of our other full-service branches. Since opening our doors, the Caledon East branch has seen an increase in both new card holders annually (45% increase or 169 customers) and monthly circulation (86% increase or 1,582 items per month). As shown in the figures below, between September and December of 2023 we have had over 25,000 visitors in the new location, representing an astonishing 632% increase from the same time period the previous year. We anticipate this number to continue to increase in 2024, as new visitors to the Caledon East Community Center continue to discover the library, and more housing is added to the surrounding area.





Space

Since opening the doors to the public, the newly located Caledon East branch has been a hub of activity, with customers most frequently using the space to work on school projects, hangout with friends, create in the makerspace, or work remotely. The new space also features four new meeting rooms, which have also proven to be extremely popular with our customers. From October until the end of December, 1,207 people have used the meeting rooms to study, socialize, and collaborate. The meeting rooms are most popular between 3pm-7pm, and demand has sometimes led to staff re-directing customers to other spaces in the branch to complete their work. We look forward to streamlining the booking process for these rooms in the year ahead through use of our online system, Communico, and our new Room Usage Policy.

Alton Branch

Branch Visits and Circulation

Over the past year our Alton location has seen a modest increase in branch visits (13% or 743 customers, with a total of 6441 visitors in 2023. While we saw an increase in visitors, the number of items borrowed from the branch remained static, with a decrease of just -0.9% (or 161 items) over the course of the whole year. The number of new cardholders also decreased by –31% (or 39 customers). Both statistics and staff observations indicate that many of the customers in Alton are visiting the branch to use the computer workstations (23.5% increase or 174 sessions) and attend programs, without necessarily checking out any items during their visit.

Space

No drastic changes were made to Alton's physical space in the past year. New furniture has been ordered to help spruce up the branch, including a new table for the kids area, as well as a new shelving unit for the branch's book displays and holds pickup. We anticipate that these new furniture items will be in place by late spring.

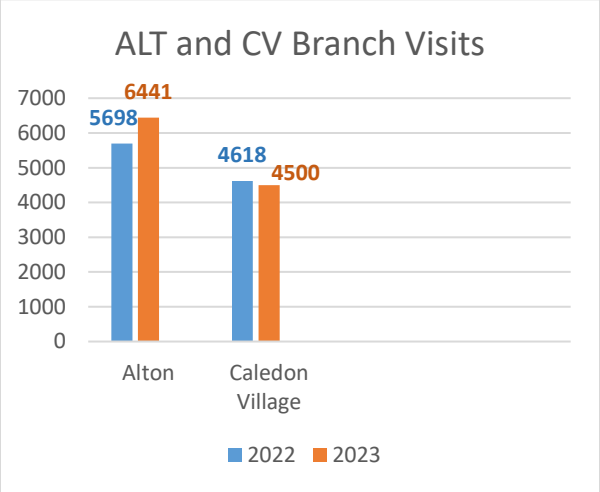
Caledon Village Branch

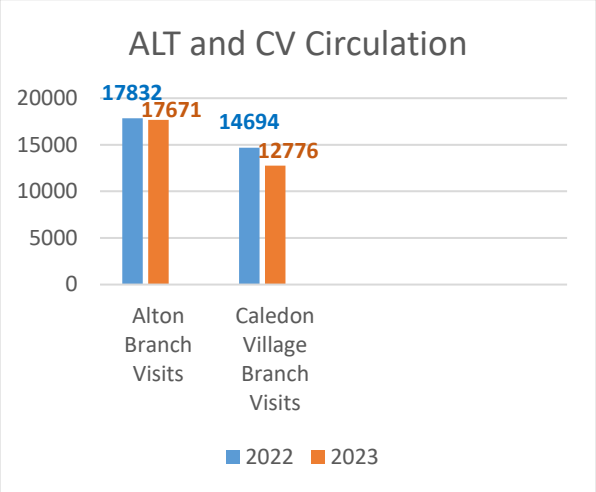
Branch Visits and Circulation

Over the past year our Caledon Village location has seen a slight decrease in the number of branch visits, with a total of 4500 visitors, representing a -2.6% (or 116 customers) decrease from the previous year. Similarly, the number of items borrowed from the branch also declined, with a total of 12,776 materials being checked out, marking a -13% (or 1,918 items) decrease from 2022. That being said, the number of new cardholders did increase in Caledon Village by 30%, with 117 new library cards created over the course of the year. Similarly to Alton, Caledon Village did see an increase in the number of customers coming to the branch to use the computer workstations (26.5% increase or 106 sessions) and attend programs.

Space

The transformation of the old CEO Office in Caledon Village to a programming space was well received by our customers in 2023. The Book Club and Knit N Knatter groups have enjoyed having their own space to meet, with more room to spread out. New book trolleys and a new office chair for the service desk were purchased at the end of the year, but no other changes were made to the overall branch space.





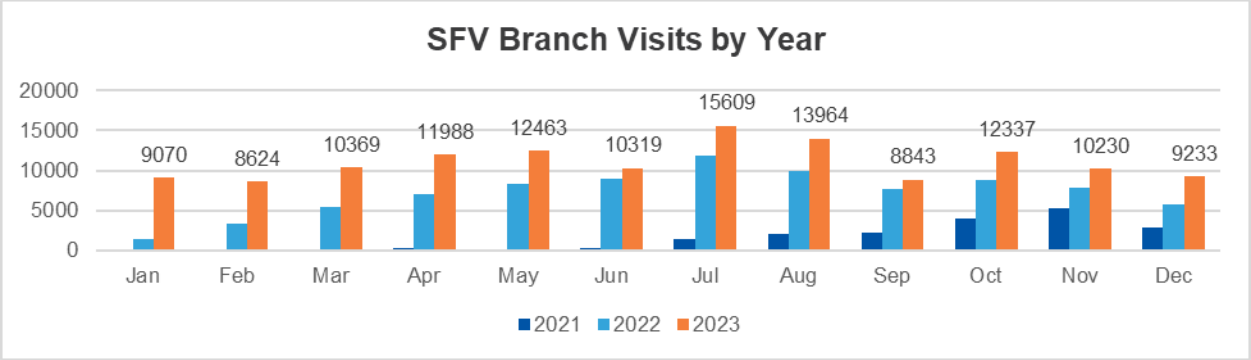
Southfields Family

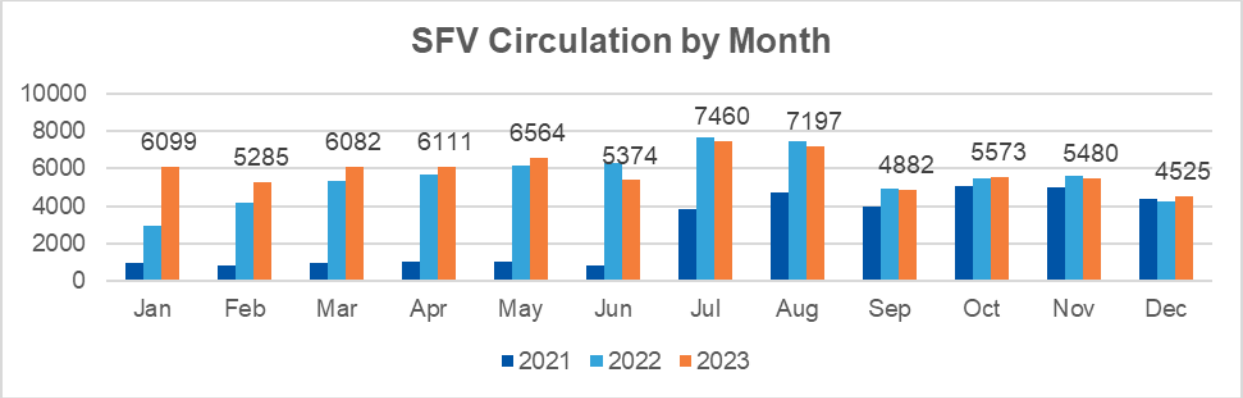
Southfields Village Branch

Branch Visits and Circulation

Southfields Village Branch (SFV) has seen continous and substantial growth since its opening in 2020. In 2023, the SFV branch averaged over 11,000 visits a month, with a total of 133,049 visitors in 2023, an increase of 54.2% or 46,763 customers compared to the previous year.

Customers are coming into the branch to attend programs, study, work remotely, or simply to come together as a community. We see this trend continuing into the new year with January 2024 showing a 28% increase in branch visits compared to January of 2023. SFV also experienced a 7% increase in borrowed items in 2023, with the average monthly circulation of almost 6000 items. This increase could be attributed to the 1614 new users that the SFV branch added this year and the continuous growth of the library's customer base.





Space

As emphasized above, Southfields Village has seen a growing volume of daily visitors. This growth has led to seating pressures within the library, especially during peak usage hours (4pm-7pm). To help alleviate the space and seating pressures, we began a pilot project this past May to open one of our meeting spaces for public use. We have also moved selected furniture from the reading garden into the library, adding additional seating within the branch. In 2024, we will also be adding a table with seating to the children's area as well as more play stations on our Krayon Kiosk early literacy station.

Services

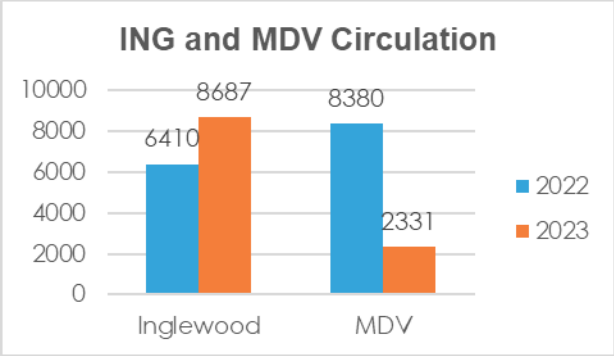
Furthermore, with the addition of the new Branch Librarian role, we have been able to partner with neighbouring schools to help support literacy with class visits and book exchanges. Since September, branch staff have led 13 Library Visits with 264 student visitors. The branch has also partnered with local organizations such as Bright Scholars Montessori Caledon and Cassie's Place to provide them with library space and resources. Southfields Village staff have also taken on a

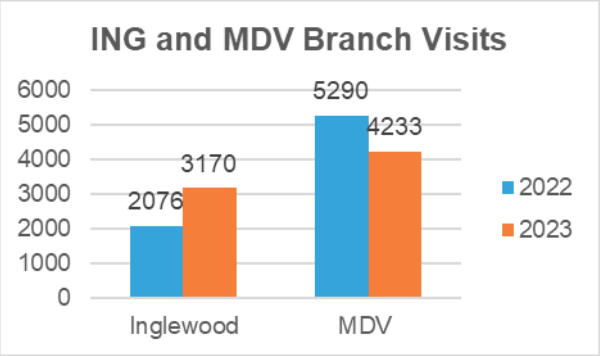
greater role in program facilitation within the branch. The successful relaunch of our story times saw a steady increase in participants each month. Program attendance, in general, has also increased 61.4%, with a total of 3329 participants in 2023. The use of the computer workstations also went up 40.6% with almost 7000 users in 2023. This year we have also added our indoor garden system, called the AEVA garden, allowing customers access to fresh herbs year-round. In 2023, we have distributed over 200 packages of harvested herbs and vegetables to our customers from our library gardens. The Southfields Village Branch continues to be a vibrant community hub, providing space, resources, and welcoming staff to meet the needs of our customers.

Inglewood Branch

Branch Visits, Circulation and Space

Our Inglewood location has also seen a substantial increase in branch visits (53% increase) in 2023, with a total of 3170 visitors. This increase was also seen in items borrowed, with a 36% increase in circulation in 2023. A portion of this increase could be attributed to the closure of the branch from Dec 2021 to Feb 2022. Inglewood also saw 58 new users register for cards in 2023, a slight increase from the year before (16%). The use of space in Inglewood has also increased from 2022, with increases in both the use of the computer workstations (87% increase) and program attendance (39% increase).





Margaret Dunn Valleywood Collaboration Studio

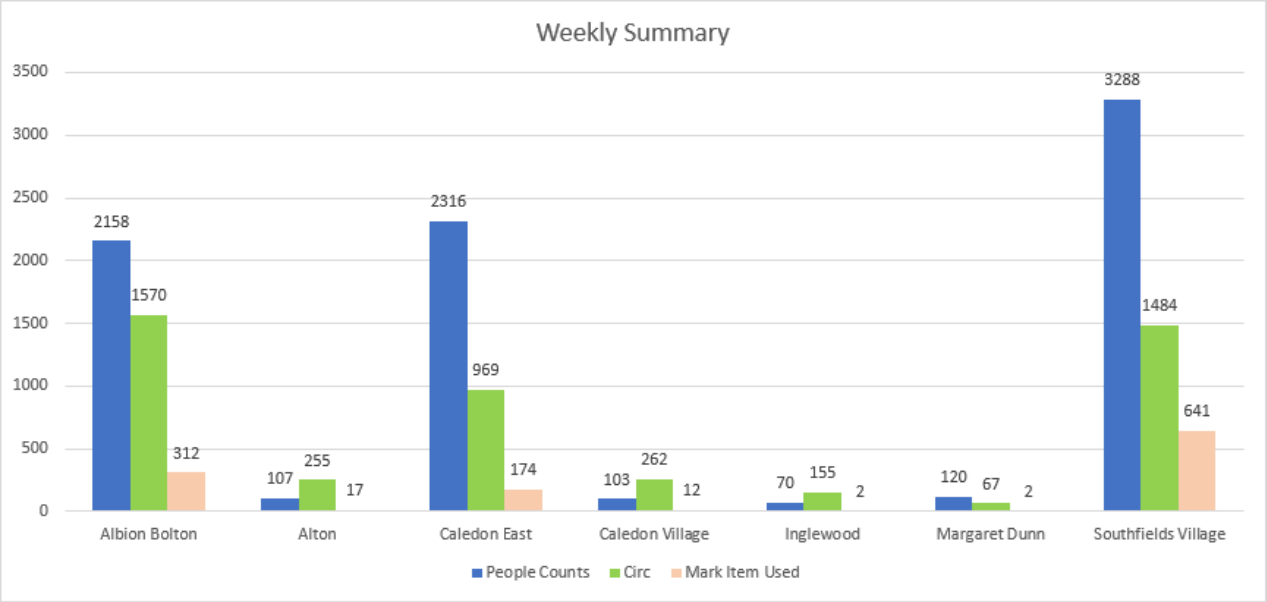
Branch Visits, Circulation, and Space

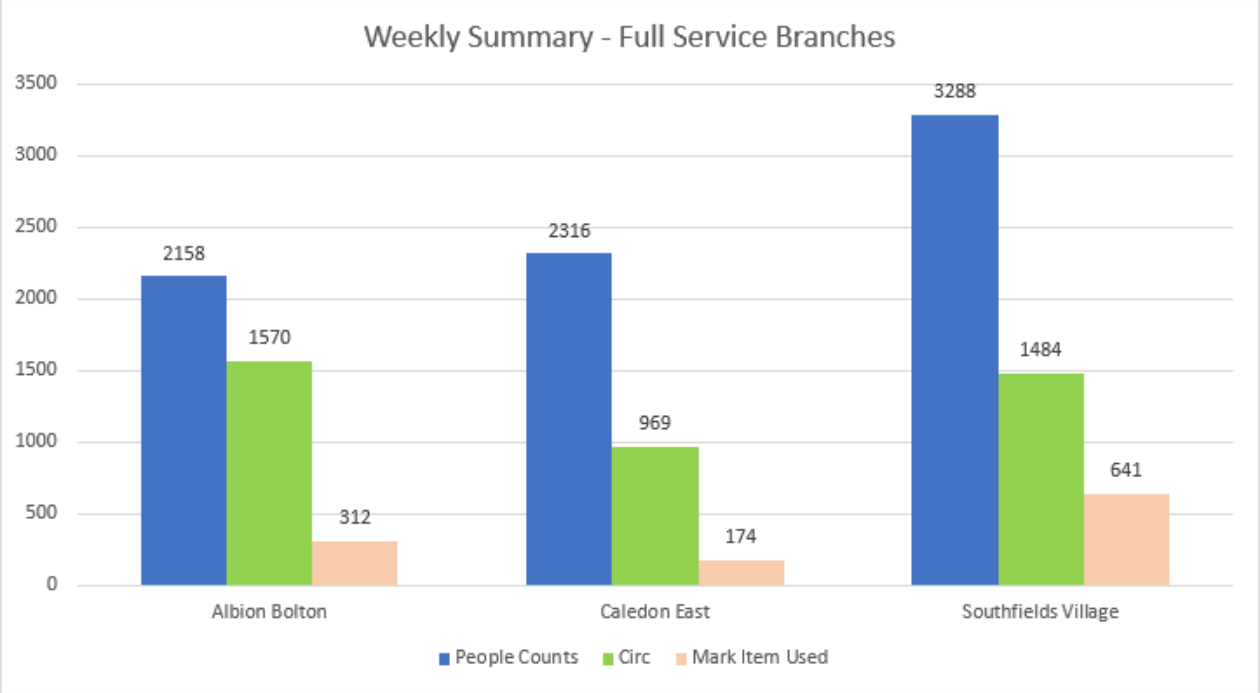
We reopened the Margaret Dunn Valleywood (MDV) branch at the end of March 2023 after substantial renovation. MDV was reimagined from a typical small library branch into a makerspace and business hub offering innovative services and technologies. Over the past year, MDV has seen a large decrease in the number of items borrowed (72% decrease). This decrease was expected given the reimagined purpose of the branch. We also had 4233 visitors in MDV, a decrease of 20% in 2023, which can be accounted for by the closure of the branch for the first three months of the year. MDV saw 132 new users register for cards in 2023, a slight increase

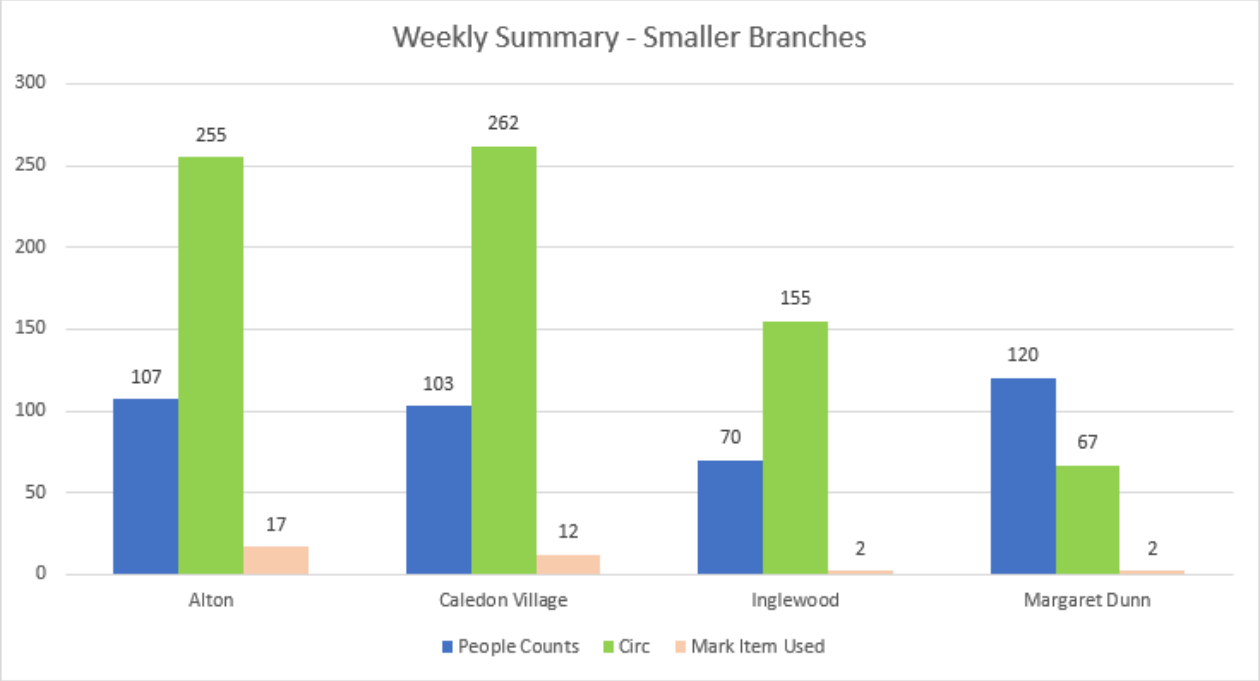
from the year before (9%). Even with these numbers we are seeing a steady increase in use, including increases in both the use of computer workstations (348% increase) and program attendance (608% increase).

How Do We Compare with One Another?

What we have learned so far is that there are some marked differences in how our branches are used, but we also recognize that the data isn't perfect. The numbers below, are a good example of this. In Bolton, customers, once they come into the branch really don't need to leave for any reason. In Caledon East patrons do need to leave to use the restrooms and in Southfields Village we recognize that while we do have one restroom within the facility, most people use the larger ones outside of the library proper as well as we have lots of young customers coming in and out of that space. All of these things will affect our automated people counters. We know that we need to determine, how many of these extra ins and outs generally occur at these branches so that we can adjust these counts to give us a what we believe to be a more accurate count. It's also interesting to note that while Bolton's foot traffic isn't on par with Southfields Village, the number of items circulated continues to increase as does the new user accounts created every month.







Note: The data in the above graphs is for the week of January 22-28-2024. Mark Item Used refers to items used in branch but not checked out.

Summary

We will continue to examine any patterns that may emerge in our heat maps, helping to identify each branch's periods of peak demand. All other available and relevant data will also continue

to be explored. We appreciate the need to continue gathering and analyzing available statistics as a means of developing a true year-over-year comparison, with no disruptions due to branch closures and pandemics and recognize that this quantitative data provides only part of the story and is complemented by anecdotal staff reports and customer feedback.

Recommended Motion

That the Caledon Public Library Board receive the Branch Operations Overview Report

Attachment 9-B

Date: March 18, 2024

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Caledon Public Library Board By-Laws Report

Recommendation:

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

Background

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

- The removal of language stipulating that vaccination requirements will remain in place until such time that the Town of Caledon Employee COVID-19 Vaccination Policy is revised or rescinded by the municipality;
- Clarification that all committee meetings, with the exception of those dealing with personal matters related to an identifiable individual, shall be open to the public;
- Revisions to the standard order of business to better reflect current practice;
- Reference to the Board's Code of Conduct; and,
- Confirmation that a two-thirds vote is required for adoption of any motion which suspends or modifies a rule of order which has already been adopted.

Further revisions to the Terms of Reference for the CEO Evaluation Committee may be necessitated by any changes to the current evaluation process and/or timelines.

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

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board repeal the previous By-Law, last revised March 21, 2022; and,

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

Title	Caledon Public Library Board By-Laws
Policy Number	CPL-16-06
Policy Type	Governance
Approval Date	[approval date] 2024
Review Date	[review date] 2026
Notes	Originally adopted November 2000; Revised August 2012, February 2016, March 2018, March 2020, April 2020, June 2020, January 2021 October 2021 and March 2022

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1.0 GENERAL

1.1	The Board *Public Libraries Act*	The Caledon Public Library Board, hereafter referred to as the Board, is established under the Public Libraries Act, R.S.O., 1990, Chapter P.44 as amended.
1.2	History	The system results from the amalgamation of the Caledon East Public Library (which previously absorbed the Mono Road Library Association) the Town of Caledon Public Libraries (comprised of the former Alton Mechanics' Institute, the former Inglewood Mechanics' Institute, the J.T. Thomas Memorial Library and the Belfountain Public Library) and the Albion-Bolton Public Library.

1.3	Governance	The Caledon Public Library Board is appointed by the Council of the Town of Caledon. It is, however, a corporation in its own right. The responsibilities of the Board to Council and of the Council to the Board are laid out in detail in Sections 20 through 27 of the Public Libraries Act, 1990.
1.4	Purpose *Public Libraries Act*	The purpose of the Board is to provide public library services to the residents of Caledon, as set out in the Ontario Public Libraries Act and as further defined by the Caledon Public Library Strategic Plan, Town of Caledon By-laws, resolutions of Council, and other Board policies and planning documents.
1.5	Objectives	The Board will provide a comprehensive, efficient, effective, accountable and affordable public library service that reflects the unique needs of the Town of Caledon.
1.6	Regulations	The following rules and regulations of the Board shall be observed for the order and dispatch of business and shall regulate the conduct and duties of its members and officers.
1.7	Regulations – ability to suspend	If necessity warrants doing so for a specific reason, the rules and regulations contained herein may be suspended by resolution for a single occasion by a vote of at least two-thirds of the entire Board.
1.8	Reference	Where possible, reference to applicable Acts, motions, or procedures have been made. The following reference materials were used and are indicated throughout the document, actual wording has been identified in quotations and italics: • The Public Libraries Act, R.S.O., 1990, Chapter P.44 (P.L.A.) • The Municipal Conflict of Interest Act • Robert's Rules of Order, Newly Revised, ~~11th~~ 12th Edition • Town of Caledon By-law 2009-081

2.0 BOARD COMPOSITION

2.1	Number of Members *P.L.A. Section 9* *Town of Caledon By-law 2009-081*	The Town of Caledon approved the composition of the Library Board pursuant to the Public Libraries Act, R.S.O., 1990, Chapter P.44 at the June 23, 2009 meeting of Council

		The Caledon Public Library Board shall be composed of a total of nine (9) members appointed by the Council of The Corporation of the Town of Caledon as follows • *seven (7) members shall be members of the public and* • *two (2) shall be members of Council*
2.2	Appointments	The Town of Caledon Council appoints all members to the Library Board.
2.3	Eligibility and Qualifications *P.L.A. Section 10*	*"A person is qualified to be appointed as a member of a board who is a member of the appointing Council or,* *a) is at least eighteen years old;* *b) is a Canadian citizen or a permanent resident of Canada within the meaning of the Immigration and Refugee Protection Act (Canada);* *c) is a resident of the municipality for which the board is established in the case of a public library;* *d) is not employed by the board or by the municipality…"*
2.4	Term of Appointment *P.L.A. Section 10*	*"A board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms"*
2.5	Resignations and Vacancies *P.L.A. Section 12*	*"Where a vacancy arises in the membership of a board, the appointing council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days."*
2.6	Disqualification *P.L.A. Sections 10 and 13*	*"If a board member,* *a) is convicted of an indictable offence;* *b) becomes incapacitated;* *c) is absent from the meetings of the board for three consecutive months without being authorized by a board resolution;* *d) ceases to be qualified for membership under clause 10(1)(c); or* *e) otherwise forfeits his or her seat,* *The member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly."*
2.7	Attendance	Attendance of members at meetings shall be noted and recorded. A member applying for a leave of absence shall make

		such request directly to the Board and approval must be recorded in the minutes.
2.8	Health and Safety	In support of the Library's legislated duty to provide a safe workplace, all members of the Board shall abide by the requirements and protocols referenced within all active Town of Caledon Health and Safety Policies. ~~As an example, this includes the Town's COVID-19 Employee Vaccination Policy, requiring all Board Members to provide the CEO/Chief Librarian with a signed attestation, confirming their vaccination status. Any unvaccinated members shall refrain from attending any onsite meetings or events on behalf of the Board. Additional details of the adoption and application of this policy are referenced within the Caledon Public Library Personnel Policy (CPL 16-09).~~

3.0 DUTIES AND RESPONSIBILITIES OF THE BOARD

3.1	The Board of Directors	The Library Board functions within the terms of the Public Libraries Act, R.S.O. 1990. Caledon Public Library shall be under the management and control of the Caledon Public Library Board. The Board establishes policies to direct the operations of the Caledon Public Library, in accordance with its purpose and objectives. The Board employs a Chief Executive Officer and Chief Librarian, who in turn administers the Library under the guidance of those policies. Responsibilities of the Board of Directors are categorized by the following actions:
3.2	Policies	• Adopt written policies as required to ensure that there is an efficient operation of the system. Such policies should include those dealing with personnel, public service, materials selection and financial authorities.
3.3	Strategic Planning	Although the Board depends on staff expertise to assist with executing the strategic planning process, the Board is ultimately accountable for the strategic plan. Related responsibilities include: • Approves the strategic planning process proposal and timeline.

		• The Board, as a whole, has the right to select a facilitator or delegate this task to a Board-appointed evaluation task force or to staff. • Encourage community engagement and stakeholder feedback. • Understand the program needs of the Library in relation to the community. • Formulate the goals of the Library and approve plan(s) for meeting these goals. • Report mechanisms and feedback activities of the Library on the achievement of approved plan outcomes. • Seek funding in support of developing the plan and realizing the plan's priorities and objectives.
3.4	Advocacy	• Establish, support and participate in planned programs to meet community needs. • Understand local and other laws affecting library operations and governance; play a role in initiating and supporting beneficial library legislation; interact with provincial library agencies. • Be aware of the activities of regional, provincial, and national library organizations.
3.5	Funding and Financial Accountability	• Recommend to Council the Library's annual operating budget and capital forecast. Each year, the Board shall prepare, adopt and submit to the Council of the Town of Caledon a budget of estimated revenues and expenditures for the operating and capital requirements of the library system. • The fiscal year shall run from January 1st to December 31st. • An audit will be completed annually. The auditors shall be appointed by the municipality and the Treasurer shall present the books for audit by January 31st, following the end of the fiscal year, or at such time after the end of the fiscal year as the books shall be requested by the auditor. • Seek diversified sources of revenue, e.g. grants and fundraising, in support of library service enhancements.
3.6	Reporting	• Ensure that accurate public records are kept on file at the Library and with appropriate local, provincial, or national bodies. • Be legally responsible for the Library to the Council. • Report regularly to governing officials and the general public. • Evaluate the performance of the Library annually.

3.7	CEO/Chief Librarian Evaluation	• The Board is accountable for the annual review of the CEO/Chief Librarian's performance. • The Board is expected to provide feedback at the appropriate opportunities throughout the year when the CEO/Chief Librarian Performance Evaluation Committee requests, in order to assist the Committee in meeting its directive. • The Board approves the CEO/Chief Librarian's final performance evaluation.
3.8	Employer *P.L.A. Section 15*	• The Board may appoint and remove employees, determine the terms of their employment, fix their remuneration and prescribe their duties, on the recommendation of the CEO/ Chief Librarian. • The Board shall establish and maintain a personnel policy, the provisions of which shall be adhered to by the Board, the CEO/ Chief Librarian and all employees.
3.9	Board Liability	Every member of the Board, in exercising their powers and discharging their duties, shall act honestly and in good faith with a view to the best interests of ~~the Town of~~ Caledon Public Library, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Subject to the foregoing, the Board shall indemnify a member of the Board against all costs, charges and expenses reasonably incurred by them in their personal capacity in respect of any civil or administrative action or proceeding to which they are made a party solely by reason of being a member of the Board; such costs to be reviewed periodically by the Board, at the Board's request, and not to be incurred by the Board member without prior written notice to, and prior written approval of the Board.
3.11	Expenses	The members of the Board shall serve without remuneration, but they shall be reimbursed by the Board for proper traveling and other approved expenses incurred in carrying out duties as members of the Board. Such reimbursement shall be applied as identified in the Library's Personnel Policy.
3.12	Signing Officers	Signing officers of the Board shall be two (2) in number, and shall be any two of the Chair, the Vice-Chair, and the Secretary-Treasurer.

4.0 OFFICERS OF THE BOARD

4.1	Officers of the Board	The officers of the Board shall consist of the following officers: Chair, Vice-Chair, Past-Chair, Secretary, Treasurer, and Chief Executive Officer.
4.1	Election of Officers	The Caledon Public Library Board has adopted an election procedure which follows parliamentarian rules to elect its officers by accepting nominations (and acceptances to stand) from the floor, closing nominations, then voting to elect from that proposed slate of officers. When two or more Board members are vying for a position, voting will be done by ballot. Two staff members will exit the room to count votes, at least one being the CEO/Chief Librarian or delegated secretary. The Board may decide to have a Board-appointed scrutineer (a Board member) stand at a distance to oversee the counting. All votes will be sealed in an envelope for shredding at a later time. The successful candidate will be announced. Technology may be used to facilitate this process when meetings are hosted electronically or in a hybrid format. At the first meeting of a term a Chair will be elected, and elections for Vice-Chair, representative positions and committee seats will be held during the second regular business meeting in a new term. At the last regular meeting of second year of a term, elections will be held for all positions with the expectation that Board members will be ready to step into their elected roles on January 1 of the following year. In the event any of the offices becomes vacant for any reason, a new officer shall be elected or appointed to fill the vacancy.
4.2	Chair of the Board *P.L.A. Section 14*	*"A board shall elect one of its members as chair at its first meeting in a new term."* A Chair of the Board is elected for a two-year term, and until a successor is appointed. The Chair may be removed from office by a two-thirds majority vote of the Board. If the Chair resigns or is removed from office, the successor will hold office for the balance of the term of appointment of the Chair.

	The Chair is ex-officio member of all committees of the Board. <u>Duties and Responsibilities of the Chair:</u> • The Chair of the Board shall preside at all meetings of the Board, preserve order, and decide all questions on order subject to appeal to the Board. • The Chair shall act as a representative of the Board as required, and generally conduct the business of the Board. • The Chair of the Board may vote on any question before the Board. • The Chair of the Board shall ensure that orientation is provided to the new Board members. • The Chair of the Board, along with the CEO/Chief Librarian Performance Evaluation Committee, shall initiate the process for the Chief Executive Officer/Chief Librarian's annual performance review.
4.3 Vice-Chair	The Vice-Chair shall act as Chair in the event of the inability of the Chair to so act. The Vice-Chair will hold office for two years, and until a successor is appointed. The Vice-Chair may be removed from office by a two-thirds majority vote of the Board. If the Vice-Chair resigns or is removed from office, the successor will hold office for the balance of the term. <u>Duties and Responsibilities of the Vice-Chair:</u> • The Vice-Chair presides at Board meetings if the Chair is absent from the meeting, for any periods during which the Chair is present at the meeting but temporarily leaves the chair, for the discussion of any item in which the Chair has declared a pecuniary interest. • Performs the remaining duties of the Chair if the Chair is unable for any reason to perform them.
4.4 Past-Chair	The position of Past-Chair will automatically fall to the previous Chair assuming that they remain as a member of the Board. The Past-Chair will hold office for two years, and until a successor is appointed. The position of Past Chair may remain vacant if the previous Chair is no longer a member of the Board. The Past-Chair may be removed from office by a two-thirds majority vote of the Board. If the Vice-Chair resigns or is

		removed from office, the successor will hold office for the balance of the term. <u>Duties and Responsibilities of the Past-Chair:</u> • The Past-Chair will act as an advisor to the current Chair and as a mentor to Board members appointed mid-term, ensuring that these individuals receive proper orientation.
4.5	Secretary of the Board *P.L.A. Section 15*	*"A board shall appoint a secretary who shall,* *(a) conduct the board's official correspondence; and* *(b) keep minutes of every meeting of the board.* *The same person may be both the secretary and the treasurer, and the chief executive officer appointed under subsection (2) may be the secretary and may be the treasurer. R.S.O. 1990, c. P.44, s. 15 (2-5)"* The Secretary shall be appointed by the Board at the time that the Chief Executive Office/Chief Librarian is first appointed. <u>Duties and Responsibilities of the Secretary of the Board:</u> • maintain the Board's by-laws, policies, minutes, correspondence, lists of members, meeting schedules and other official records; • advise the Chair on meeting procedures; • facilitate meeting arrangements; • keep minutes of every Board and Committee meeting; • give notice of Board and Committee meetings • in the absence of the Chair, Vice and Past Chair, to call the meeting to order and conduct the immediate election of an Acting Chair The Secretary or their designate will be present at all meetings of the Board and its Committees, except where directly related to the performance of the CEO/Chief Librarian.
4.6	Treasurer of the Board *P.L.A. Section 15*	*"A board shall appoint a treasurer who shall,* *a) receive and account for all the board's money;* *b) open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board;* *c) deposit all money received on the board's behalf to the credit of that account or accounts; and*

		d) disburse the money as the board directs. *The same person may be both the secretary and the treasurer, and the chief executive officer appointed under subsection (2) may be the secretary and may be the treasurer. R.S.O. 1990, c. P.44, s. 15 (2-5)"* The Treasurer shall be appointed by the Board at the time that the Chief Executive Officer/Chief Librarian is first appointed. <u>Duties and Responsibilities of the Treasurer of the Board:</u> • Provide financial reports to the Library Board at each regular meeting of the Board • Prepare a draft budget for consideration by the Finance Committee and Board • Manage library finances as required by provincial and federal legislation, Town and Library By-laws, and Board resolutions.
4.7	Chief Executive Officer *P.L.A. Section 15*	*"The Board shall appoint a Chief Executive Officer, who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all board meetings and shall have the other powers and duties that the board assigns to him or her from time to time."* The Chief Executive Office shall also hold ~~be the person holding~~ the position of Chief Librarian~~. The Chief Librarian~~ and shall continue to hold both offices ~~of Chief Executive Officer~~ until otherwise determined by the Board. The Chief Executive Officer shall hold the office of Secretary and of Treasurer, and shall continue to do so unless otherwise determined by the Board. <u>Duties and Responsibilities of the CEO and Chief Librarian:</u> • The Chief Executive Officer and Chief Librarian shall have general supervision over and direction of the operations of the Public Library and its staff; • Shall implement the policies of the Board in accordance with Provincial Statutes; • Shall advise the Board on all matters pertinent to the administration of the system;

		• Shall be responsible to the Board for the efficiency of the administration and shall have control of the employees of the Board in accordance with the personnel policies adopted by the Board. The CEO/Chief Librarian shall assign them to their duties and shall determine the nature of records and files to be kept; • Shall issue notices of meetings to the Board and its committees at the proper time; • Shall attend all meetings of the Board and its committees except when discussion takes place pertaining to the position as Chief Executive Officer/Chief Librarian; • Shall represent the Board at meetings, conferences and hearings, and shall speak on its behalf as required; • ~~Shall have the other powers and duties that the Board assigns to him or her from time to time.~~
4.8	External Appointments	The Board shall make appointments to any other body on which it is entitled to have representation. This shall include the appointment of a representative to the: • Ontario Library Services (OLS) ~~Trustee Council~~ Board Assembly

5.0 COMMITTEES OF THE BOARD

5.1	Duties of Committees	The purpose of committees is to facilitate the business of the Board.
5.2	Committee of the Whole	The Board shall meet as a Committee of the Whole when the majority of the Board members considers it necessary, or subject to conditions outlined in Section 6.11 of these by-laws. Members of the Board shall elect a Chairman for the meeting of the Committee of the Whole and they shall present to the Board the recommendations made by the Committee at the next meeting of the full Board.
5.3	Standing Committees	The Board will strike the following standing committees in accordance with the Terms of Reference attached as Appendices A, B and C. • Finance Committee

		• CEO/Chief Librarian Performance Evaluation Committee • Advocacy and Fundraising Committee Initial appointment to these committees shall be formalized at the second regular meeting of the Board within a new term. At the last regular meeting of second year of a term, appointments will be made to all standing committees with the expectation that Board members will be ready to step into their committee roles on January 1 of the following year.
5.4	Ad Hoc Committees	As required, ad hoc committees may be established by motion of the Board, to deal with matters before the Board. Ad hoc committees may include: • Personnel Committee • Planning Committee • Board Recruitment/Succession Committee • other committees as determined from time to time. The composition and membership of an ad hoc committee shall be decided when established. Ad hoc committees will report recommendations to the Board. Upon completion of its assignment, an ad hoc committee shall be discharged by motion of the Board.
5.5	Election of Committee Chair	The Chair of a Board Committee shall be elected by the Committee members and recommended to the Board for approval at the Board's next regular meeting.
5.6	Membership	As defined in section 4.2 in the by-laws, the Chair acts as an ex-officio member of all committees of the Board with voting rights only when required to break a stalemate.
5.7	Meetings	Meetings of committees may be called by the Chair of the committee or by a majority of the members of a committee. A quorum of all committees shall be the majority of members of the Committee. All committee meetings, with the exception of those dealing with personal matters related to an identifiable individual, shall be open to the public.
5.8	Committee Proceedings	The CEO/Chief Librarian shall attend all committee meetings, except when discussion takes place pertaining to the position of CEO/Chief Librarian. Minutes of committee meetings shall be submitted to and received by the Board at the next regularly scheduled meeting.

5.9	Report to the Board	The Chair of the Committee, or in the Chair's absence, another member of the committee shall report to the Board as required.

6.0 BOARD MEETINGS

6.1	Meetings	All Board meetings shall be open to the public.
6.2	First Meeting of the Board in a New Term *P.L.A. Section 14*	The Chief Executive Officer and Chief Librarian of the Caledon Public Library Board shall call the first meeting of the Board in a new term, in accordance with Section 14 of the Public Libraries Act.
6.3	Schedule of Meetings *P.L.A. Section 16*	The Board shall schedule ten (10) regular meetings per year. This is greater than the minimum required by legislation. As per the Public Libraries Act, R.S.O., 1990, Chapter P.44 as amended, *"A board shall hold at least seven regular meetings in each year".* As a result, regular meetings cancelled due to weather or lack of quorum need not be rescheduled, though the Board may opt to do so. Meetings of the Caledon Public Library Board are generally scheduled for the third Monday of the month at 6:00 PM with the exception of February and July. The schedule of dates for Board meetings for the year will be provided to members at the beginning of each year. The Board may decide to change a regular meeting date for reasons deemed acceptable and notice of such meeting will be made to the public via the website.
6.4	Special Meetings	A special meeting 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. The purpose of the special meeting must be stated in the notice and no other business will be transacted without the consent of the majority of the Board. Notice of special meetings may be called with 48 hours notice by telephone or e-mail. Lack of receipt of the notice of a special meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.
6.5	Notification of Meetings	Notice of meetings shall be in the form of a written agenda accompanied by its supporting documents and shall be laid before the Board prior to the time of meeting. The Chair and

		the Secretary shall be responsible for the preparation of the agenda and any member wishing to place an item on the agenda may do so by making a request to the Chair or Secretary. Such requests shall then be considered at the Chair of the Board's discretion. Minutes of the previous meeting shall be distributed to members prior to the meeting in sufficient time to permit their study. The document-package shall be delivered to the Board member's designated email address with printed copies available for pickup at the Library if requested. Whenever possible, packages will be made available five days prior to the upcoming Board meeting. Lack of receipt of the notice of a regular meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained. Notice of any change to the regular meetings shall be sent to members in writing or by e-mail at least 48 hours prior to the meeting.
6.6	Attendance *P.L.A. Section 13*	Members shall notify the Secretary or designate if they are not able to attend the Regular Board meeting. Attendance of members at meetings shall be recorded. Any member absent from meetings of the Board for three consecutive months without a resolution authorizing the absence having been recorded in the minutes shall be deemed to have resigned, and the Board shall notify the Council that the seat has become vacant.
6.7	Conflict of Interest	Members of the Board are subject to the Municipal Conflict of Interest Act and shall refrain from discussing and voting on any matter, which is of a direct or indirect pecuniary interest to themselves, their family members or their employers. An official declaration shall be made by the member during the agenda review, and recorded in the minutes.
6.8	Delegations	A person or organization wishing to appear as a delegation before the Board shall satisfy the provisions as set out below: • A delegation wishing to appear before a Committee or the full Board shall submit a written request to the Secretary-Treasurer (CEO/Chief Librarian) 10 days prior to the scheduled meeting of the Committee or Board. The request

		must stipulate the subject matter upon which the delegation wishes to speak. • The Secretary Treasurer (CEO/Chief Librarian) shall notify a representative of the delegation, at a time reasonably in advance, of the date, time and place of the presentation. • The delegation appearance and the subject of the delegation will be included on the regular agenda and each delegation shall be limited to a maximum time of ten (10) minutes to make a presentation unless otherwise determined by leave of the Chair. Questions and answers from the Board are in addition to this time limit. • Any related written material will be circulated to the Board in advance of the presentation. All written material must be received 7 days prior to the Board Meeting. • If the delegation is unable to meet the time requirements for notification but wishes to address the Committee or Board, the ten-day notice may be lifted at the discretion of the Chair. • Unscheduled delegations will require a 2/3 majority vote of Library Board
6.9	Order of Business	The normal order of business shall be as follows: 1. Call to Order 2. Indigenous Acknowledgment 3. Apologies for non-attendance 4. Approval of the Agenda 5. Disclosure of pecuniary interest 6. Presentations and/or Delegations 7. Consent Agenda a. Approval of the minutes of the previous meeting b. CEO/Chief Librarian's Report c. Treasurer's Report and Financial Statements d. Quarterly Statistics and Performance Measures e. Strategic Initiatives Update f. Correspondence 8. Business Arising From the Minutes 9. Staff Reports ~~a. Treasurer's Report and Financial Statements~~ 10. Board and Committee Reports 11. New Business 12. Board Work Plan Review 13. Board Advocacy and Development ~~14. Board Work Plan Review~~ 15. Public Question Period 16. Time and Location of Next Meeting 17. Adjournment

		The Board may at any time suspend or vary the order of business as outline on the agenda by a majority vote of the members present.
6.10	In-Camera *P.L.A. Section 16*	At a Board or Committee meeting, the Board may move in-camera to discuss a matter that falls within the "closed meetings" provision of the Public Libraries Act. *"A meeting or part of a meeting may be closed to the public if the subject matter being considered is,* *a) the security of the property of the board;* *b) personal matters about an identifiable individual;* *c) a proposed or pending acquisition or disposition of land by the board;* *d) labour relations or employee negotiations;* *e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;* *f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;* *g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act.* *A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the board or committee of the board is the head of an institution for the purposes of that Act."* The motion to move in-camera will state the general nature of the matter to be considered in the closed session. Such a motion shall be non-debatable, and, if it is carried, the Chair of the meeting shall designate a time for the session to be held. An in-camera session shall be ended by a resolution that the regular session be resumed. Any motion passed during an in-camera session must be repeated in the regular session to pass into the final Minutes. Minutes of the in-camera portion of the meeting will be marked confidential and issued to the Board for approval and then filed in a secure place by the Secretary of the Board.
6.11	Quorum *P.L.A. Section 16*	At all regular and special meetings of the Board, a majority of members shall constitute a quorum. Should there be no quorum present thirty minutes after the time appointed for the meeting, the Secretary shall record the names of those present and the meeting shall move into a Committee of the Whole. Recommendations from the Committee of the Whole must be approved at the next meeting of the Board. The presence of a majority of all the members constituting a Board is necessary

		for the transaction of business at any regular or special meeting. No meeting will be called with the advance knowledge that there will be no quorum.
6.12	Remote Participation	It is acceptable to enable the use of technology so that Board Members may remotely participate in meetings, in cases when members are not able to physically attend. Any such technology must enable real time participation (such as phone or video) and the identity of the person(s) remote to the physical space must be verified by those in attendance. Both in person and remote participants will be considered when determining quorum. Any requests for remote participation must be communicated to the Board Chair and CEO/Chief Librarian at least 24 hours in advance of the meeting. Remote participation, as referenced above, is intended to support participation by Board members who are unable to attend a regular meeting which is physically hosted within a library branch or other facility. Fully electronic meetings, with all trustees participating remotely, may be held during a period of declared emergency or severe weather warning, so as long as members of the public may attend virtually and participate in real-time. Recordings of any meeting by anyone in attendance, and regardless of format, is strictly prohibited. Notices to this effect will be shared as part of the agenda, at the opening of each meeting and as new members of the public join the meeting.
6.13	Voting *P.L.A. Section 16*	*"The chair or acting chair of a board may vote with the other members of the board upon all questions, and any question on which there is an equality of votes shall be deemed to be negative."* A two-thirds vote is required for adoption of any motion which suspends or modifies a rule of order which has already been adopted.
6.14	Procedure for Meetings	The Chairman of the meeting shall preserve order and conduct the meeting in accordance with duties outlined in Section 4. If the Chair is not present at the time for the meeting to begin, the Vice-Chair will call the meeting to order and will preside for that meeting or until the arrival of the Chair.

		If both the Chair and the Vice-Chair are not present at the time for the meeting to begin, the Past-Chair will call the meeting to order and will preside for that meeting or until the arrival of the Chair or Vice-Chair. If neither the Chair, Vice-Chair nor Past-Chair are present within 15 minutes after the time for the meeting to begin, the Secretary will call the meeting to order and will preside for the election of an Acting Chair. While presiding, the Acting Chair will have all the rights, duties and responsibilities of the Chair. The CEO/Chief Librarian shall act as or designate a recording secretary for meetings.
6.15	Rules of Order	The rules contained in Robert's Rules of Order shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with these by-laws or the special rules of order of this Board. • All decisions will be made on the basis of motions. • To make a motion, a member must obtain the floor first. • Every motion must be seconded by another member. • A motion will not be debated until it has been moved and seconded and put on the floor by the Chair. • There will be only one substantive motion before the meeting at any one time. An amendment may be made to a motion, but may not negate the main motion or materially alter the intent. • After members debate the motion the Chair puts the question (puts it to a vote) and announces the result of the vote. • A motion that has been moved and seconded can be withdrawn or modified (modifications that would not occasion debate if proposed as amendments) with the agreement of the mover.
6.16	Conduct of the Chair	The Chair shall preside at all meetings and shall preserve order and decide all questions on order subject to an appeal to the Board. Thus their duties will require them to: a) open the meeting by taking the Chair and call the members to order; b) determine the presence of a quorum;

		c) announce the business before the Board in accordance with the agenda; d) receive, and submit in a proper manner, all motions presented by members of the Board; e) put to vote all questions which are regularly moved and seconded, and announce the result; f) decline to put to vote motions which infringe rules of procedure; g) authenticate by signature, when necessary, all resolutions and minutes of the Board; h) enforce the observance of rules of order among the Board members; i) inform the Board, when necessary, or when referred to for the purpose, on a point of order or usage; j) represent the Board, and obey its decision in all things; k) select members who are to serve on ad hoc committees; l) ensure that the decisions of the Board are in conformity with the laws and procedures governing the activities of the Board; m) adjourn the meeting when business is concluded. Members who have already spoken may speak again only after all other Members have been given the opportunity to speak. The Chair will not put any matter to the vote, nor will any Member move a procedural motion to have the vote taken, until every Member who wishes to speak has spoken at least once. If the Chair rules that it is beneficial and in the best interests of the Board to deal with a question immediately, than this is the action the Board must take. The Chair's rulings on order or procedure are not debatable, but may be appealed by any Member by motion, duly seconded. If the motion is carried, the Chair's decision is overturned. If the Chair rules that a motion is contrary to the rules of the Board, the Chair will tell the Members immediately before putting the question, and will cite the rule or authority applicable to the case without argument or comment. The Chair may place time limits on speeches. The time limit must be announced before the debate begins and must be the same for all Members.
6.17	Conduct of Members	All members will abide by the terms and guidelines of the Board's Code of Conduct.

	~~*P.L.A. Section 16.1*~~	A member will be courteous and will not engage in any action, which disturbs the meeting. A Member will not: • use offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Member, charge another Member with being dishonest, be abusive or insulting, or cause disorder; • make any noise or disturbance that prevents Members from being able to participate in the meeting; • interrupt a Member who is speaking, except to raise a Matter of Privilege or a Point of Order; • disobey the rules of the Board, or disobey a decision of the Chair of the Board on questions of order or practice or on the interpretation of the rules of the Board. A Member who wishes to speak will signal the Chair by a raised hand, and will wait for recognition by the Chair. All remarks and questions, including questions intended for another Member or staff, will be addressed to the Chair. The Chair of a meeting may deny a Member the right to speak on a particular topic if the Member is disruptive or persistently interrupts others. The Chair of a meeting may exclude a Member from the meeting who has been given a warning but continues to disregard the rulings from the Chair, *"…the board chair may expel any person for improper conduct at a meeting."*
6.18	Conduct of the Public *P.L.A. Section 16.1*	Members of the public will be courteous and will not engage in any action, which disturbs the meeting. Members of the public will not: • make any noise or disturbance that prevents members from being able to participate in the meeting; • address the Board without a prior appointment, or without the permission of the Board at the meeting; • use offensive language. *"…the board chair may expel any person for improper conduct at a meeting."*

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

7.0 MINUTES AND AGENDAS

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

8.0 REVIEW AND AMENDMENTS TO BY-LAWS

8.1	In the Event of Conflict	In the event of a conflict between this By-law and the provision of either the Public Libraries Act or an applicable by-law of the Town of Caledon, the provisions of the Public Libraries Act shall prevail to the extent of any conflict.
8.2	Review	Revisions to any of the guiding authorities (Public Libraries Act, Robert's Rules of Order, Town of Caledon By-laws) will necessitate a review of the Board By-laws. These by-laws will be reviewed bi-annually as per the review date indicated at the beginning of this document.

8.3	Amendments	Any proposed amendments to the By-laws prior to the regular scheduled review shall require a two-thirds vote by the membership, with the vote to take place after a minimum of 30 days notification.
8.4	Repeal of Previous By-Law	Upon this By-Law coming into force, the previous by-law is repealed in its entirety.

APPENDIX A

CALEDON PUBLIC LIBRARY BOARD

FINANCE COMMITTEE

TERMS OF REFERENCE

1.0	Authority	The Library Board has created a Finance Committee to review items relating to all financial activity of the Library and make recommendations to the Board. The Finance Committee shall function in accordance with the Caledon Public Library Board's By-Laws.
2.0	Composition	The Finance Committee shall consist of three members of the Library Board. The Chair of the Finance Committee shall be elected by the Committee members and recommended to the Board for approval at the Board's next regular meeting. The term of a Sub-Committee member appointment is two years. The Committee Chair shall hold full voting rights. As per Sections 4.2 and 5.6, the Board Chair is ex-officio member of all committees of the Board with voting rights only when required to break a stalemate.
3.0	Mandate	The Finance Committee shall: • Make recommendations to the Board, on issues that affect the financial management, fiscal viability, risk potential and internal financial controls of the Library. • Review the annual Operating Budget and Capital Budget as related to the Strategic Plan and priorities established by the Board. • Review the Audited Financial Statements and ensure that there is an effective annual external auditing process. • Investigate any other financial matters and advise the Board accordingly.
4.0	Meetings	The Finance Committee shall meet at least once annually or as deemed necessary. Meetings of the Committee may be called by the Chair of the Committee or by a majority of the members of a Committee. A quorum at each meeting shall be at least two voting members. The Committee shall have an Agenda, maintained by the Committee Chair, for the purposed of ensuring that the meeting agenda address responsibilities as outline in these terms of reference.

5.0	Staff support	The Library CEO/Chief Librarian will support the work of the Committee in the following ways: • Support the organization of meetings, prepare and distribute agendas, meeting notes and arranging meeting space. • Provide draft budget materials and related background materials to the Committee for discussion. • The CEO/Chief Librarian shall be the Secretary of all committees and shall appoint a recording secretary as necessary.
6.0	Reports	The Finance Committee shall report to the Board at least once annually with respect to its activities, and additionally as deemed necessary by the Committee and/or the Board. Minutes of all committee meetings will be received at the next regular meeting of the Board.

APPENDIX B

CALEDON PUBLIC LIBRARY BOARD

CEO/CHIEF LIBRARIAN PERFORMANCE EVALUATION COMMITTEE

TERMS OF REFERENCE

1.0	Authority	The CEO/Chief Librarian Performance Evaluation Committee Library Board is created by and reports to the Caledon Public Library Board in an advisory capacity. The CEO/Chief Librarian Evaluation Committee shall function in accordance with the Caledon Public Library Board's By-Laws and Personnel Policy.
2.0	Composition	The CEO/Chief Librarian Performance Evaluation Committee shall consist of three members of the Library Board. The Chair of the CEO/Chief Librarian Performance Evaluation Committee shall be elected by the Committee members and recommended to the Board for approval at the Board's next regular meeting. The term of a Sub-Committee member appointment is two years. The Committee Chair shall hold full voting rights. As per Sections 4.2 and 5.6, the Board Chair is ex-officio member of all committees of the Board with voting rights only when required to break a stalemate.
3.0	Mandate	The CEO/Chief Librarian Performance Evaluation Committee will make recommendations to the Library Board on the following matters: • A review of the goals and objectives and methods of evaluation for the Library CEO/Chief Librarian • Advice and recommendations with respect to the CEO's annual work plan. • An annual performance evaluation of the Library CEO/Chief Librarian according to the adopted methodology. The Chair of the CEO/Chief Librarian Performance Evaluation Committee and the Chair of the Library Board meet with the CEO to review the evaluation.
4.0	Meetings	The CEO/Chief Librarian Evaluation Committee shall meet at least once annually or as deemed necessary. Meetings of the Committee may be called by the Chair of the Committee or by a majority of the members of the Committee. A quorum at each meeting shall be at least two voting members.

		The Committee shall have an Agenda, maintained by the Committee Chair, for the purposed of ensuring that the meeting addresses responsibilities as outlined in these terms of reference.
5.0	Process	An appraisal form has been developed for the annual evaluation process. It records annual goals, how the goals will be measured, and the Board's rating for each goal. The annual process involves the following steps and areas of responsibility. The timeline for these steps is often dependant on the CEO/Chief Librarian's initial start date in the role. The Committee may recommend to the Board that a standardized timeline be adopted. In such cases, when the timeline differs from the standard appraisal timeline in place for Library and Town staff, a letter confirming the CEO/Chief Librarian's eligibility for annual merit increase will be communicated to Town People Services. • At the beginning of the annual term, the CEO/Chief Librarian drafts goals and measures and meets with the Performance Evaluation Committee to finalize them in advance of consideration by the full Board. • In advance of the year end, the CEO/Chief Librarian prepares an annual progress report and self-assessment to be considered by the Committee. • The Committee Chair distributes the appraisal form and requests confidential written input from all Board members. • Individual Board members submit comments to the Committee Chair. • The committee meets to finalize the performance appraisal. In the event that there is no consensus among Committee members regarding the CEO/Chief Librarian's performance, an in-camera session of the full Board will be scheduled at a regular or special Board meeting to determine the overall final rating. • On the basis of input from other Board members and the Executive Committee, the Chair of the CEO/Chief Librarian Performance Evaluation Committee and the Chair of the Library Board meet with the CEO/Chief Librarian to share the results of the performance appraisal. • A mid-year review may be completed at the discretion of the committee or by a motion of the full Board. • A survey of Library staff and/or partners, requesting feedback regarding the CEO/Chief Librarian's performance,

		may be initiated at the discretion of the committee or by a motion of the full Board. • The Board Chair presents a verbal summary of the results of the annual review in camera to the Board at its regular meeting.
6.0	Staff support	The Library CEO/Chief Librarian will support the work of the Committee in the following ways: • Support the organization of meetings, prepare and distribute agendas, meeting notes and arranging meeting space, upon request. • Provide draft materials and related background materials to the Committee for discussion. • The Chief Executive Officer/Chief Librarian shall be the Secretary of all committees, except when discussion takes place pertaining to the position of Chief Executive Officer/Chief Librarian. The Committee shall appoint an alternate recording secretary for such instances.
7.0	Reports	The CEO/Chief Librarian Evaluation Committee shall report to the Board at least once annually with respect to its activities, and additionally as deemed necessary by the Committee and/or the Board. Minutes of all committee meetings, with the exception of in camera discussion, will be received at the next regular meeting of the Board.

APPENDIX C

CALEDON PUBLIC LIBRARY BOARD

ADVOCACY AND FUNDRAISING COMMITTEE

TERMS OF REFERENCE

1.0	Authority	The Library Board has created an Advocacy and Fundraising Committee to direct and implement the Board's efforts to raise awareness of the library's value proposition and secure funds in support of the library's strategic objectives. Raised funds and new sources of revenue are intended to supplement CPL's municipally-supported budget. The Advocacy and Fundraising Committee shall function in accordance with the Caledon Public Library Board's By-Laws and will be guided by the Caledon Public Library Fundraising and Gift Acceptance Policy (CPL-18-23) and the Library's Advocacy and Fundraising Work Plans ~~Strategy~~.
2.0	Composition	The Advocacy and Fundraising Committee shall consist of three members of the Library Board. The Chair of the Advocacy and Fundraising Committee shall be elected by the Committee members and recommended to the Board for approval at the Board's next regular meeting. The term of a Sub-Committee member appointment is two years. The Committee Chair shall hold full voting rights. As per Sections 4.2 and 5.6, the Board Chair is ex-officio member of all committees of the Board with voting rights only when required to break a stalemate. In addition to the CEO/Chief Librarian, the Manager, Communications and Community Development will participate as a member of the committee.

3.0	Mandate	The Advocacy and Fundraising Committee shall:
		• Make recommendations to the Board and initiate activities that enhance the Library's ability to:
		  ○ Educate and inform stakeholders, funders, and community members of the library's unique governance, continued relevance and value within the community;
		  ○ Build Relationships in support of library governance, representation and voice; and,

		○ Strengthen facilities by securing funds to improve existing spaces and expand facilities in support of municipal growth • Actively support the Library's fundraising initiatives by: ○ Advising the Board and staff of relevant opportunities and/or key contacts; ○ Informing the development of any significant capital fundraising campaigns to be proposed for the full Board's consideration; and, ○ Encouraging all members of the Board to actively participate in the Library's fundraising efforts as per the roles identified within the Advocacy and Fundraising Work Plans ~~Strategy~~.
4.0	Meetings	The Advocacy and Fundraising Committee shall meet at least four (4) times annually or as deemed necessary. Meetings of the Committee will be regularly scheduled in March, June, September and December of each year. Additional meetings may be called by the Chair of the Committee or by a majority of committee members. A majority of committee members, including staff representatives, shall constitute a quorum. The Committee shall have an Agenda, maintained by the Committee Chair, for the purposes of ensuring that the meetings address responsibilities as outline in these terms of reference.
5.0	Staff support	The Library CEO/Chief Librarian will support the work of the Committee in the following ways: • Support the organization of meetings, prepare and distribute agendas, meeting notes and arrange for meeting space or online forums; • Provide draft materials and related background materials to the Committee for discussion; and, • The CEO/Chief Librarian shall be the Secretary of all committees and shall appoint a recording secretary as necessary. The Manager, Communications and Community Development will support the work of the Committee in the following ways: • Coordinating the Committee's communication efforts; • Preparing and maintaining an annual fundraising workplan for the Committee's information and review; • Department staff will assume responsibility for all operational tasks within the workplan; and, • Providing quarterly reports on the status of all relevant advocacy and fundraising initiatives

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

Attachment 9-C

Date: March 18, 2024

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Annual Board Assessment Policy Report

Recommendation:

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

Background

The *Caledon Public Library Annual Board Assessment Policy (CPL-16-07)* is attached as Appendix A. There are no amendments recommended as part of this regularly scheduled bi-annual review. The previous revisions in March 2022 were largely informed by the work of the Board's Ad Hoc Strategic Action and Assessment Committee, which was put in place to inform the Board's deliverables in support of the newly approved strategic priorities. These included the addition of language to reflect the creation of an Assessment and Evaluation Plan in support of the Strategic Plan and the commitment to undertake a review of Board meetings three times per year.

The Committee's work also included updates to the Board's Meeting Evaluation Questionnaire (Appendix B) and Annual Self-Evaluation Questionnaire (Appendix C). Online versions of these surveys are shared as per the schedule prescribed in the policy. Though the details of these questionnaires are not referenced specifically within the policy, the Board may wish to consider changes to these surveys as part of this regular policy review.

The updated policy will posted on the Library's website and will be made available in print upon request.

Financial Implication

None.

Recommended Motion

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

Appendix A

Title	Annual Board Assessment Policy
Policy Number	CPL-16-07
Policy Type	Governance
Approval Date	[approval date] 2024
Review Date	[review date] 2026
Notes	Originally adopted March 21, 2016; Revised March 2018, March 2020 and March 2022

Purpose

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

Background

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

Guidelines

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

4. As per the Caledon Public Library Planning Policy, a Strategic Action Status Report will be prepared for the Board's review in January of each year as a means of assessing the Library's success in adhering to and meeting the mission statement, goals and objectives, actions and timelines identified in the current strategic planning documents. A Strategic Assessment and Evaluation Plan has also been created for this purpose and identifies indicators and baselines to measure the Board's success in realizing its goals over the term of the Strategic Plan.
5. The Board will also conduct an evaluation of its meetings three times annually. An online survey will be used to collect member feedback in March, June and October of each year. Responses will be reviewed by the Board Chair and will inform opportunities for improving meetings, ensuring that meetings are supporting the Board in achieving its stated objectives.

Related Documents:

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

Appendix B

CPL Board
Meeting Evaluation Questionnaire
To Be Completed 3 x Annually During
Each Board Calendar Year

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

This survey is designed to collect information to assist us with ensuring our meetings add value, support CPL in achieving its stated objectives and to identify opportunities for improvement.

We ask that you complete this survey promptly, at the meeting's end, using the Survey Monkey link posted in the group chat. Your feedback will be anonymous and will allow the Board Chair to compile the results and report back to the Board at our next scheduled meeting.

The final question asks you to reflect on how effective you think Board meetings are by ranking them as Very Effective, Somewhat Effective, Somewhat Ineffective or Very Ineffective. We value and appreciate your responses.

#	Question	Yes	No	Comments
1	Did the meeting start on time?			
2	Did Board members and the Chair adhere to the stated Agenda?			
3	Did you have access to all the appropriate materials required to come adequately prepared to this meeting?			
4	Did you feel your voice was heard during the meeting and that discussions were collegial, collaborative and productive?			
5	Do you feel consensus on decisions was achieved?			
6	Do you feel an appropriate amount of time was dedicated to the discussion of each Agenda item?			
7	Do you feel that all Board members had an equal opportunity to contribute?			
8	Do you feel there are opportunities to improve how these meetings function?			
9	If you answered YES to the above, are you willing to share those thoughts in a confidential email with the Board Chair and/or CEO?			
10	Did the meeting end on time, with all agenda items addressed?			
11	Do you feel our meetings are moving us forward toward meeting our goals from the strategic plan?			
12	Please select the category that best summarizes your thoughts on this meeting.			Very Effective Somewhat Effective Somewhat Ineffective Very Ineffective

Appendix C

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 9-D

Date: March 18, 2024

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

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

Recommendation:

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

Background

Prompted by the Board's bi-annual policy review schedule, the Library's policy relating to the Rights and Safety of Children and Teens has been examined by Library Leadership. As referenced in the attached document (Appendix A), only minor changes are recommended at this time. These include the addition of language to better align this policy with the requirements and stipulations of the *Caledon Public Library Public Code of Conduct (CPL-16-11).*

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

Financial Implication

None.

Recommended Motion

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

Appendix A

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

Purpose

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

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

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

Definitions

For the purposes of this policy:

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

Guidelines

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

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

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

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

Conduct of Children in the Library

The guidelines of the Caledon Public Library Public Code of Conduct (CPL-16-11) extend to library users of all ages. Additionally, parents are also responsible for the conduct of their children in the Library as outlined below:

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

- Library staff may request that a parent or caregiver be present to sign a child in and out of a program.

Unattended Children in the Library

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

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

Duty to Report

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

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

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

Privacy of Children and Teens

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

Requests for Information Regarding Truant Children

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

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

Requests for Information Regarding Missing Children/Runaways

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

Contravention of Policy

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

As per the Caledon Public Library Public Code of Conduct (CPL-16-11), the ~~Caledon Public Library~~ Board reserves the right to remove the privileges of any library user found in contravention of the Caledon Public Library Board's policies. Consequences may include: a warning; a directive to vacate the premises; suspension of library privileges; prohibition from the library building and premises by way of issuing a Notice of Trespass; and/or laying criminal charges. Parents or caregivers may also be held responsible for the cost of repairing or replacing any library property damaged as a result of their child's behaviour or activities that are in contravention of these policies.

Appeal Process

An appeal or application for re-instatement may be submitted, in writing, to the CEO and Chief

Librarian. Library privileges are not automatically re-instated. Only one appeal will be considered during the term of the suspension.

Office of the CEO and Chief Librarian
Caledon Public Library,
150 Queen Street South
Bolton, Ontario
L7E 1E3
E-mail: ceo@caledon.library.on.ca

Related Documents:

- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56
- Ontario's Child, Youth and Family Services Act, 2017, S.O. 2017, c. 14, Sched. 1
- Public Libraries Act, R.S.O. 1990, c. P.44
- Caledon Public Library Privacy Policy (CPL-15-01)
- Caledon Public Library Code of Conduct (CPL-16-11)

Appendix A

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

Adopted at the Ontario Library Association Annual General Meeting
November 1998

Children in Public Libraries have the right to:

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

Appendix B

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

Adopted at the Ontario Library Association Annual General Meeting
June 2010

Teens in Ontario Public Libraries have the right to:

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

2. **Equal access to the full range of materials, services, and programs specifically designed and developed to meet their unique needs.**
   The Library integrates Library service to teens into the overall plan, budget and service program for the Library. Library service to teens is integrated with those offered to other user groups.

3. **Adequate funding for collections and services related to population, use and local community needs.**
   The Library incorporates funding for materials and services for teens in the Library operating budget and ensures there is equitable distribution of resources to support programs and services for young adults.

4. **Collections that specifically meet the needs of teens**
   The Library provides a wide spectrum of current materials of interest to young adults to encourage lifelong learning, literacy, reading motivation, and reader development.

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

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

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

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

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

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

9. **An advocate who will speak on their behalf to the Library administration, Library board, municipal council and community to make people aware of the goals of teen services.**
   The Library works in partnership with other community agencies and organizations to support all aspects of healthy, successful youth development.

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

Attachment 9-E

Date: March 18, 2024

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Town of Caledon Health and Safety Policy Statement Report

Recommendation:

That the Caledon Public Library Board review the Town of Caledon Health and Safety Policy Statement for receipt and adoption

Background

As per Section 23.1 of the Caledon Public Library Personnel Policy (CPL-16-09), the Health and Safety Policy of the Town of Caledon as been adopted as the Health and Safety Policy of the Library. As per the requirements of the Occupational Health and Safety Act (OHSA), this document shall be forwarded for receipt and approval by the Library Board on an annual basis, following yearly revisions by Town Senior Management.

It should be noted that the attached policy statement for 2023-24 was signed by the Mayor and CAO in October 2023 and its sharing with the Board is overdue. Receipt of future policy statements have been noted on the Board's workplan and within staff calendars as a means of avoiding similar delays moving forward.

This Policy Statement is posted on the health and safety boards at all branches.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board receive and adopt the Town of Caledon Health and Safety Policy Statement

Town of Caledon Health and Safety Policy Statement

The Corporation of the Town of Caledon, in the delivery of services and as an Employer, provides safe working conditions for employees in keeping with the legislative requirements of the Occupational Health and Safety Act (OHSA). Protecting the overall mental well-being and physical health and safety of all employees is a commitment of the highest priority, achieved through clear leadership, engagement and communicated expectations, following the principles of the Town's Internal Responsibility System.

The Town will not tolerate acts of violence or harassment perpetrated against or by any person in our workplaces. The Town accepts that all services provided are important, however, no job or request for services is so urgent that care cannot be taken to perform the work safely and with civility and respect.

The Chief Administrative Officer (CAO) and Senior Leadership Team (SLT) will ensure Town workplaces are safe and will allocate appropriate resources, as required, to manage and support Health, Safety and Wellness Programs, and the Town Joint Health and Safety Committee(s).

The Corporate Leadership Team (CLT) is committed to continuously improve workplace health, safety and wellness through visible leadership, support and involvement. This is accomplished by Managers & Supervisors and knowing their health and safety responsibilities, the work being performed, and offering consistent communication in a manner that is respectful and supportive.

Competent Supervisors will ensure employees have a safe workplace, proper tools, equipment, and effective supervision. Training is provided on safe operating procedures, tool use, equipment operation, ergonomics awareness, and personal protective equipment. Supervisors are responsible to ensure that their employees are aware of and comply with all applicable legislation, safe work practices and procedures as established and required by the Town.

It is the ultimate responsibility of all workplace parties to report to work fit for duty, to perform work in a safe manner, to ensure that all near-misses, incidents, injuries, all acts of violence and harassment, and hazardous conditions are reported to a Supervisor immediately for action. Contractors, Vendors, Contract Workers and Volunteers are expected to comply with all aspects of this Health and Safety Policy Statement.

Every employee must make a personal commitment to protect their own safety and the safety of others by complying with this statement and the principles of the Town's Internal Responsibility System.

Signed this 20th day of October, 2023.

Annette Groves
Mayor

TOWN OF CALEDON

Nathan Hyde
Chief Administrative Officer

2023 - 2024

Attachment 10-A

Caledon Public Library Board
Advocacy and Fundraising
Committee Meeting
Monday, March 11, 2024
6 PM

MINUTES

Present: Laura Brady (Committee Chair); Scott Goodison; Domenic Maggi; Tony Maxwell

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

Absent:

This meeting was conducted electronically.

1. **The Committee Chair called the meeting to order at 6:02 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 Goodfellow **Seconded:** Tony Maxwell
   Carried.
4. **Disclosure of pecuniary interest:** None
5. **Notes and minutes of previous meetings.**
   a. **December 11, 2023**
      Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the minutes of the meeting held on December 11, 2023.
      Moved: Tony Maxwell **Seconded:** Scott Goodfellow
      Carried.
6. **Items arising from the Minutes:**
   a. **Crafting a Value Statement and Elevator Speech Templates**
      This item was deferred to later in the meeting so that it could be considered in the context of advocacy for a strategic plan.

7. Advocacy and Fundraising Documents

a. Advocacy Work Plan

C.Lipp provided an overview of the Advocacy Work Plan, featuring advocacy opportunities through to January 2025. The document has been revised to reflect the lack of funding for the Library's strategic plan within the 2024 budget. Opportunities to better communicate the value of a strategic plan to Council were also discussed. Consideration for an advocacy spectrum, with different levels of response depending on the type and timing of cuts to the Library's budget was also raised.

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

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

Carried.

b. Fund Development Work Plan

J. Jambor delivered an overview of the fundraising work planned for 2024. Objectives include working with the Leadership Team to identify at least three capital projects under $5000 for which funds could be raised, the creation of two new related campaigns and the development and nurturing of key relationships with funders and local businesses. Planned initiatives include further green screen family photo shoots for Mother's Day and the holiday season and book dedications.

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

Moved: Scott Goodison **Seconded:** Domenic Maggi

Carried.

8. Advocacy and Fundraising Opportunities for Discussion

a. 2024 Budget Debrief

Challenges faced during the 2024 budget process were discussed, along with opportunities for improved results in future years. Such opportunities include improved efforts to better engage and inform Council and enhanced Board representation and involvement within the municipal budget process. Additionally, the need for openness at Board meetings was raised, ensuring that the Board's Council representatives raise their concerns regarding any aspect of the Library's proposed budget to the Board's attention prior to Council deliberations.

b. Advocacy for new Strategic Plan 2025

Recent Council approved amendment to the Library's budget highlight the need to better inform Council regarding the need for and value of a Library strategic plan and the distinction between a strategic plan and the Comprehensive Growth Plan. The Crafting a Value Statement and Elevator Speech Templates (deferred from Item 6a) will

be used to confirm key messages in this regard. L.Brady will create and share a Google document with the committee for the purpose of jointly developing this messaging in advance of the June committee meeting.

9. **New Business:** None.

10. **Next meeting** – Monday, June 10, 2024, 6 PM

11. **Adjournment**

Motion: That the meeting adjourn.
Moved: Scott Goodfellow **Seconded:** Tony Maxwell
Carried.

The meeting adjourned at 7:42 PM

Attachment 13-A

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2024

Updated March 18, 2024

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 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 ✓ 2023 Donations Reserve Update ✓ Drafted Policies	✓ OLA Super Conference/ OLBA Boot Camp attendance
February 2024	• No regularly scheduled meeting		
March 2024	• Branch operations update • Review of CPL Board By-Laws • Review of Annual Board Assessment Policy • Review of Rights and Safety of Children and Teens in the Library • OLA Super Conference Key Takeaways	• Presentation by Branch Managers • Drafted policies and by-laws	• Meeting evaluation • Sharing of OLA Takeaways • 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 • Delegated Authority Policy - NEW • 2023 Year End Strategic Assessment and Evaluation Report • Development Charge Presentation	• 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	• Drafted policies • Drafted annual report	• Meeting of CEO Assessment Committee

	• Succession Planning Policy - NEW • 2024 Annual Report		
June 2024	• Annual CEO/Chief Librarian Performance Appraisal • Review of Collection Development Policy • Review of Volunteer Policy • Review of Programming Policy • Valuing Ontario Libraries Toolkit (VOLT) Report • Friends of CPL Presentation	• Drafted policies • Mid-year procurement update • Mid-year donation reserves update • CEO to provide goals for coming term – July 2024 to June 2025 • VOLT findings	• 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 • Strategic Plan 2025-2028 • Adjusted budget review	• Drafted policy • 2024 Q3 Statistics Report • Revised 2025 budget • Draft strategic plan	• 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 • Town of Caledon Health and Safety Policy Statement Report • Call for interest in OLA Board Attendance	• Assessment criteria and questions • Drafted policy • Staff reports	• Completion of Assessment Questionnaire • Presentation of Budget to Council

	• Schedule of Board Meetings – 2025		
December 2024	• Mid-term Executive and Committee Appointments • OLA Board Attendance Confirmation	• Board Assessment Results	• OLA Conference Registration • Meeting of Advocacy/Fundraising Committee