Caledon Public Library Board Meeting
Monday, November 18, 2024
6:00 p.m.
Southfields Village Branch

AGENDA

1. Call to order
2. Indigenous Acknowledgement

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

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

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

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

3. Apologies for non-attendance
4. Approval of the agenda **(M)**
5. Disclosure of pecuniary interest
6. Consent agenda **(M)**

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

   a. Minutes of the October 21, 2024 meeting (Attachment 6-A)
   b. Treasurer's Report and Financial Statements (Attachment 6-B)
   c. Strategic Actions Update (Attachment 6-C)
   d. Board Annual Assessment Report (Attachment 6-D)
   e. OLA Super Conference Board Attendance Report (Attachment 6-E)
   f. Correspondence

7. Business arising from the minutes
   a. Meeting Evaluation

8. Staff Reports
    a. CEO/Chief Librarian's Report **(M)** (Attachment 8-A)
9. Presentations and Discussions
    a. Strategic Plan Discussion – Nadia Galati, SAFFY
10. Board and Committee Reports
    a. Finance Committee Meeting Minutes of November 08, 2024 **(M)** (Attachment 10-A)
        i. CLOSED SESSION **(M)**
            1. Confidential Report re: labour relations or employee negotiations– 2024 Salary Review Implementation Report
        ii. 2025 Budget Process and Priorities Report **(M)** (Attachment 10-A-2)
11. New Business
12. Board Work Plan
    a. 2024/25 Work Plan Review **(M)** (Attachment 12-A)
13. Board Advocacy and Development
    a. Upcoming Advocacy or Development Opportunities
        i. Strategic Plan Open Houses – Saturday, November 23, 2024
            1. Southfields Village Branch – 10 AM – 12 PM
            2. Caledon East Branch – 1 PM – 3 PM
        ii. Budget Presentation to Council – Town Hall/Hybrid – Monday, December 2,2024, 2:30 PM
        iii. General Committee Budget Meeting - Town Hall/Hybrid – Tuesday, December 10, 2024, 2:30 PM
        iv. Council Budget Meeting - Town Hall/Hybrid – Tuesday, December 17, 2024, 7 PM
14. Public question period
15. Time and location of next regular meeting
    a. Monday, December 16, 2024, 6 PM Albion Bolton Branch
16. Adjournment

(M) indicates Motion Required

Attached Documents:

6-A Minutes of the October 21, 2024 meeting
6-B Treasurer's Report and Financial Statements
6-C Strategic Actions Update
6-D Board Annual Assessment Report

6-E OLA Super Conference Board Attendance Report
8-A CEO/Chief Librarian's Report
10-A Finance Committee Meeting Minutes of November 08, 2024
10-A-2 2025 Budget Process and Priorities Report
12-A 2024/25 Work Plan

Attachment 6-A

Caledon Public Library Board Meeting
Monday October 21, 2024
6:00 p.m.

MINUTES

Present: Tony Maxwell (Chair); Nicholas Alleyne; Laura Brady; Scott Goodison; Mary Juric; Domenic Maggi; Councilor Dave Sheen

Staff: Colleen Lipp – CEO | Chief Librarian; Leah Rucchetto, Director, Public Service; Roop Sandhu, Director, Corporate Services and Projects

Absent: Jacqueline Iafrate (Vice-Chair); Councilor Cosimo Napoli

Guests: None

Note: This meeting was conducted at the Albion Bolton Branch

1. **The Chair called the meeting to order at 5:58 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:** Jacqueline Iafrate (Vice-Chair); Councilor Cosimo Napoli

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

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

6. **Consent Agenda**
   a. **Minutes of the September 16, 2024 meeting**
   b. **Treasurer's Report and Financial Statements**
   c. **Quarterly Statistics and Performance Measures – Q3 2024**

d. **Strategic Actions Update**
e. **Correspondence**

Motion: That the Treasurer's Report be held for discussion and that the Caledon Public Library Board receive all items remaining within the consent agenda, pending the noted correction to the minutes of September 16, 2024.
Moved: Laura Brady **Seconded**: Nicholas Alleyne
Carried.

7. Business arising from the minutes:

Councillor Dave Sheen joined the meeting at 6:05 PM

8. Staff Reports

a. **CEO/Chief Librarian's Report**

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

b. **Public Complaint Handling Policy Report**

Motion: That the Caledon Public Library Board approve and adopt the revised Public Complaint Handling Policy.
Moved: Nicholas Alleyne **Seconded:** Mary Juric
Carried.

c. **2025 Board Meeting Schedule**

Motion: That the Caledon Public Library Board receive and adopt the proposed schedule of Board meetings for 2025
Moved: Laura Brady **Seconded:** Domenic Maggi
Carried.

9. Items Held for Discussion

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

Motion: That the Caledon Public Library Board receive the Treasurer's Report; and

Whereas the Library Board has approved its 2025 budget as per its responsibilities under the Public Libraries Act; and,

Whereas, all permanent library positions sit on the Town's salary grid and the application of the recently completed salary review and COLA must be applied consistently to both Town and Library employees in order to maintain pay equity; and

Whereas the Board and Library Leadership have not been informed or engaged in the municipality's budget planning process;

Therefore, the Board directs the CEO/Chief Librarian to seek further information from the municipality regarding the 2025 budget process.
Moved: Scott Goodison **Seconded:** Laura Brady
Carried.

10. Board and Committee Reports: None

11. New Business: None

12. Board Work Plan

a. 2024/25 Work Plan Review

Motion: That the Caledon Public Library Board receive and approve the revised 2024/25 Work Plan.

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

Carried.

13. Board Advocacy and Development

a. Intellectual Freedom Case Study

The discussion of the case study highlighted the Board's relevant policies and how this would inform the Board's response to any similar concern raised to their attention.

b. Upcoming Advocacy Development Opportunities

i. Chamber of Commerce Fall Business Summit, Tuesday, October 22, 2024, 8 AM – 3 PM, Glen Eagle Golf Club 15731 Peel Regional Rd 50, Bolton

ii. OLS Virtual Conference: Equilibrium - Thursday, October 24, 2024, 6 – 8:30 PM – Register online

iii. Council Workshop – Library Strategic Plan, Wednesday, October 30, 2:30 PM, Caledon East, location to be confirmed.

iv. Friends of Caledon Public Library AGM and 30th Anniversary Celebration, Monday, November 4, 2024, 6:30 PM, Southfields Village Branch

v. Council Budget Presentations – Monday, November 25, 2025, 2:30 PM, Hybrid / Council Chamber, Town Hall - Tentative

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

15. Meeting Evaluation: A link to the online evaluation survey will be shared with all members of the Board following the meeting.

16. Time of next regular meeting:

a. Monday, November 18, 2024, 6:00 PM – Southfields Village Branch

17. Adjournment

Motion: That the meeting adjourn.

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

The meeting adjourned at 7:59 PM

_____ _____

Tony Maxwell
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 6-B

Treasurer's Report

Prepared by Colleen Lipp
November 2024

2024 Budget

Financial statements, confirming the current budget and expenditures as of October 31, 2024 are attached as Appendix A. Items of note include:

- Miscellaneous Revenues received to date exceed the total revenue budgeted for 2024. This is likely the result of increased use of in-branch printing and maker spaces and supports the increase to this revenue line in 2025.
- The unfavourable variance within Contracted Services under Administration is the result of services provided by external human resources consultants and the retention of legal counsel in support of the Library's planned giving program. This has informed an increase to this budget line in 2025.
- As part of the recent updates to the Library's budget structure, the Public Service Operating Supplies budget of $11,400 was erroneously transferred to Operating Supplies under Administration. This has resulted in an unfavourable variance within the original account. Journal entries have been initiated to correct this error.
- Funds of $4020 received as the first installment of the Young Canada Works grant funding have been incorrectly allocated as recovered wages within the Communications and Cultural Development Department, rather than Programming and Outreach. Receipt of the final installment of funding will prompt a reallocation of this revenue.

2025 Budget

The Town of Caledon recently released the results of an online survey intended to solicit input from residents and local businesses and inform the 2025 budget. The survey included opportunities to reflect the services, including libraries, that are most important to residents and ratepayers and queried whether the budget for these services should be increased, maintained, or decreased. Libraries fell short of Fire & Emergency Services, Roads and Bylaw Enforcement when respondents were asked to select the Town's most important services. However, it should be noted that 85% of the 292 respondents indicated that funding for Caledon's libraries should be maintained (69%) or increased (16%).

In preparation for Council's consideration of the proposed 2025 budget, the Library has prepared a business plan (attached as Appendix B). This plan aligns with the template used by all Town departments and will accompany the budget details within a comprehensive municipal

budget document. Budget presentations to Council, previously scheduled for November 25th, have been deferred to December 2nd.

The Town's 2025 budget process marks a departure from previous years. The implications of these process changes and opportunities to best communicate the Library's proposed investments in library services to Council were the focus of discussion at the November 8th meeting of the Board's Finance Committee. Related reports, advising of the Committee's recommendations, have been prepared for consideration by the full Board and are included as Board and Committee Reports within the regular meeting agenda.

Appendix A

Caledon Public Library

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As of October 31, 2024

	October	October	*Monthly*		YTD	YTD	*YTD*		Annual	Percentage	**Annual**
	Budget	Actuals	*Variance*		Budget	Actuals	*Variance*		Budget	Expended	**Variance**
40010 Administration											
50050 Miscellaneous	-1,250.00	-553.50	*-696.50*		-11,850.00	-14,952.63	*3,102.63*		-14,000.00	106.8%	**952.63**
50125 Merchandise Sales	-300.00	-43.00	*-257.00*		-2,400.00	-912.57	*-1,487.43*		-3,000.00	30.4%	**-2,087.43**
50235 Fundraising		-120.00				-120.00					
50319 Grants/Subsidies									-58,200.00	0.0%	**-58,200.00**
50570 Donations	-50.00		*-50.00*		-500.00	-1,297.44	*797.44*		-1,000.00	129.7%	**297.44**
50705 Fines/Fees	-850.00	-220.14	*-629.86*		-8,500.00	-6,365.32	*-2,134.68*		-10,000.00	63.7%	**-3,634.68**
50715 Programs	-300.00		*-300.00*		-3,000.00		*-3,000.00*		-3,500.00	0.0%	**-3,500.00**
50725 Comm.Access Prgm Funding			*0.00*		-7,000.00	-6,111.16	*-888.84*		-7,000.00	87.3%	**-888.84**
50750 Book Sales	-200.00	-109.80	*-90.20*		-2,100.00	-2,034.95	*-65.05*		-2,500.00	81.4%	**-465.05**
50770 FOL-Recoverable						-92.00	*92.00*				**92.00**
61510 Salaries-Permanent	20,129.00	19,976.70	*152.30*		268,526.00	271,733.71	*-3,207.71*		318,846.00	85.2%	**47,112.29**
61513 Benefits-Permanent	4,529.00	4,612.10	*-83.10*		72,966.00	73,747.23	*-781.23*		84,136.00	87.7%	**10,388.77**
62018 Operating Supplies	1,529.00		*1,529.00*		10,082.00	277.80	*9,804.20*		12,160.00	2.3%	**11,882.20**
62113 Maint & Repairs-A/V Equip						1,623.09	*-1,623.09*				**-1,623.09**
62129 FOL-Initiatives			*0.00*			2,218.01	*-2,218.01*				**-2,218.01**
62244 Bank Charges	250.00		*250.00*		2,500.00	2,059.23	*440.77*		3,000.00	68.6%	**940.77**
62253 Lib. Brd Education & Exp.	300.00	633.02	*-333.02*		4,400.00	4,120.02	*279.98*		5,000.00	82.4%	**879.98**
62310 Training/Development/Seminars		37.13	*-37.13*			23,772.64	*-23,772.64*				**-23,772.64**
62311 Memberships/Dues	150.00	180.00	*-30.00*		14,250.00	15,893.60	*-1,643.60*		14,500.00	109.6%	**-1,393.60**
62314 Mileage		132.44	*-132.44*			6,049.53	*-6,049.53*				**-6,049.53**
62315 Printing & Advertising						1,244.05	*-1,244.05*				**-1,244.05**
62317 Audit					-4,839.00	-4,935.46	*96.46*		4,870.00	-101.3%	**9,805.46**
62322 Postage	125.00		*125.00*		-250.00	1,175.12	*-1,425.12*				**-1,175.12**
62335 Contracted Services		1,460.00	*-1,460.00*		6,000.00	15,238.13	*-9,238.13*		8,000.00	190.5%	**-7,238.13**
62360 Fundraising	0.00	0.00				339.52	*-339.52*				
Total 40010 Administration	24,062.00	25,984.95	*-1,922.95*		338,285.00	382,670.15	*-44,385.15*		351,312.00	108.9%	**-31,358.15**
41010 Library Public Services											
61510 Salaries-Permanent	95,814.00	90,828.20	*4,985.80*		1,034,240.00	880,508.92	*153,731.08*		1,273,768.00	69.1%	**393,259.08**
61513 Benefits-Permanent	26,512.00	26,004.14	*507.86*		311,593.00	262,710.64	*48,882.36*		369,496.00	71.1%	**106,785.36**
61520 Wages-Casual Temporary	65,721.00	68,098.97	*-2,377.97*		728,191.00	680,592.76	*47,598.24*		922,000.00	73.8%	**241,407.24**
61521 Overtime-Casual Temporary						167.08					
61523 Benefits-Casual Temporary	11,708.00	11,454.80	*253.20*		128,399.00	103,383.15	*25,015.85*		162,575.00	63.6%	**59,191.85**
62018 Operating Supplies		174.76	*-174.76*			6,227.25	*-6,227.25*			-	**-6,227.25**
62312 Insurance					5,074.00		*5,074.00*		5,074.00	0.0%	**5,074.00**
62321 Rental-Facility			*0.00*		344,531.00	344,526.99	*4.01*		344,531.00	100.0%	**4.01**
62335 Contracted Services	5,146.00	5,846.12	*-700.12*		44,142.00	39,835.71	*4,306.29*		52,890.00	75.3%	**13,054.29**
62346 Courier	2,983.00	2,650.01	*332.99*		29,032.00	21,172.66	*7,859.34*		35,000.00	60.5%	**13,827.34**
Total 41010 Library Public Services	207,884.00	205,057.00	*2,827.00*		2,625,202.00	2,339,125.16	*286,076.84*		3,165,334.00	73.9%	**826,208.84**

Caledon Public Library

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As of October 31, 2024

	October Budget	October Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
41015 Collections and Access Services (formerly Information Services)									
61510 Salaries-Permanent	27,575.00	27,611.72	*-36.72*	288,667.00	250,009.68	*38,657.32*	357,603.00	69.9%	**107,593.32**
61513 Benefits-Permanent	7,208.00	7,157.62	*50.38*	85,776.00	71,556.94	*14,219.06*	101,477.00	70.5%	**29,920.06**
61520 Wages-Casual Temporary			*0.00*		1,204.84	*-1,204.84*			**-1,204.84**
61523 Benefits-Casual Temporary			*0.00*		143.97	*-143.97*			**-143.97**
62018 Operating Supplies	202.00	432.00	*-230.00*	3,591.00	2,082.47	*1,508.53*	4,000.00	52.1%	**1,917.53**
62058 Online Databases			*0.00*	94,310.00	95,156.47	*-846.47*	94,310.00	100.9%	**-846.47**
Total 41015 Collections and Access Services	34,985.00	35,201.34	*-216.34*	472,344.00	420,154.37	*52,189.63*	557,390.00	75.4%	**137,235.63**
41025 Library Info Technology									
61510 Salaries-Permanent	21,442.00	21,287.43	*154.57*	222,666.00	204,049.42	*18,616.58*	276,282.00	73.9%	**72,232.58**
61513 Benefits-Permanent	5,484.00	5,391.52	*92.48*	65,907.00	58,238.31	*7,668.69*	77,872.00	74.8%	**19,633.69**
61520 Wages-Casual Temporary					4,394.25	*-4,394.25*			**-4,394.25**
61522 Recovery-Wages-Casual Temp			*0.00*		-6,951.00	*6,951.00*			**6,951.00**
61523 Benefits-Casual Temporary					522.26	*-522.26*			**-522.26**
62018 Operating Supplies	281.00	76.62	*204.38*	9,606.00	4,272.88	*5,333.12*	13,100.00	32.6%	**8,827.12**
62304 Automation	2,000.00		*2,000.00*	40,100.00	33,106.72	*6,993.28*	44,100.00	75.1%	**10,993.28**
62305 Computer Services	10,500.00		*10,500.00*	85,500.00	53,550.07	*31,949.93*	105,980.00	50.5%	**52,429.93**
62312 Insurance			*0.00*	3,550.00	5,140.80	*-1,590.80*	3,550.00	144.8%	**-1,590.80**
62335 Contracted Services	3,200.00	764.24	*2,435.76*	30,450.00	14,898.72	*15,551.28*	36,710.00	40.6%	**21,811.28**
62396 Mobile Phones / Pagers	1,100.00		*1,100.00*	8,130.00	4,964.99	*3,165.01*	10,280.00	48.3%	**5,315.01**
62397 Telephone	3,200.00		*3,200.00*	28,400.00	25,525.76	*2,874.24*	34,670.00	73.6%	**9,144.24**
63037 Software Licence Subscription	5,000.00	17,292.18	*-12,292.18*	47,800.00	35,109.92	*12,690.08*	57,270.00	61.3%	**22,160.08**
Total 41025 Library Info Technology	52,207.00	44,811.99	*7,395.01*	542,109.00	436,823.10	*105,285.90*	659,814.00	66.2%	**222,990.90**
41030 Programming and Outreach Services (formerly Youth Services)									
61510 Salaries-Permanent	21,797.00	21,796.98	*0.02*	303,479.00	357,763.03	*-54,284.03*	357,973.00	99.9%	**209.97**
61513 Benefits-Permanent	5,618.00	5,952.73	*-334.73*	90,544.00	104,676.98	*-14,132.98*	102,553.00	102.1%	**-2,123.98**
61520 Wages-Casual Temporary	8,067.00	9,213.89	*-1,146.89*	71,765.00	99,285.96	*-27,520.96*	106,600.00	93.1%	**7,314.04**
61523 Benefits-Casual Temporary	1,567.00	1,938.05	*-371.05*	13,938.00	20,192.49	*-6,254.49*	20,703.00	97.5%	**510.51**
62018 Operating Supplies	125.00		*125.00*	1,500.00	462.07	*1,037.93*	1,700.00	27.2%	**1,237.93**
62414 Special Programs	787.00	1,290.81	*-503.81*	18,921.00	31,827.91	*-12,906.91*	20,000.00	159.1%	**-11,827.91**
Total 41030 Programming and Outreach Services	37,961.00	40,192.46	*-2,231.46*	500,147.00	614,208.44	*-114,061.44*	609,529.00	100.8%	**-4,679.44**
41035 Communications and Cultural Development									
61510 Salaries-Permanent	28,260.00	26,653.46	*1,606.54*	295,778.00	274,931.85	*20,846.15*	366,425.00	75.0%	**91,493.15**
61513 Benefits-Permanent	7,333.00	7,701.15	*-368.15*	87,820.00	84,419.82	*3,400.18*	103,395.00	81.6%	**18,975.18**
61522 Recovery-Wages-Casual Temp		-4,020.26			-4,020.26				
62018 Operating Supplies	500.00		*500.00*	5,200.00	4,425.44	*774.56*	6,200.00	71.4%	**1,774.56**
62304 Automation	500.00		*500.00*	6,500.00	4,440.99	*2,059.01*	7,500.00	59.2%	**3,059.01**
62315 Printing & Advertising	1,200.00	125.32	*1,074.68*	13,580.00	5,814.46	*7,765.54*	16,480.00	35.3%	**10,665.54**
62335 Contracted Services	400.00	493.54	*-93.54*	1,850.00	1,271.82	*578.18*	2,400.00	53.0%	**1,128.18**
62414 Special Programs	1,000.00	1,633.66	*-633.66*	6,500.00	3,936.95	*2,563.05*	8,000.00	49.2%	**4,063.05**
Total 41035 Communications/Community Dev	39,193.00	32,586.87	*6,606.13*	417,228.00	375,221.07	*42,006.93*	510,400.00	73.5%	**135,178.93**

TOWN OF CALEDON

Caledon Public Library

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As of October 31, 2024

	October Budget	October Actuals	*Monthly Variance*		YTD Budget	YTD Actuals	*YTD Variance*		Annual Budget	Percentage Expended	**Annual Variance**
41045 Corporate Services & Projects											
61510 Salaries-Permanent	9,318.00	9,318.36	*-0.36*		37,272.00	27,955.08	*9,316.92*		60,569.00	46.2%	**32,613.92**
61513 Benefits-Permanent	2,098.00	2,168.82	*-70.82*		8,755.00	6,670.06	*2,084.94*		13,540.00	49.3%	**6,869.94**
62310 Training/Development/Seminars	2,707.00	10,377.87	*-7,670.87*		30,219.00	12,518.43	*17,700.57*		62,663.00	20.0%	**50,144.57**
62314 Mileage	460.00	465.20	*-5.20*		4,580.00	1,032.94	*3,547.06*		5,500.00	18.8%	**4,467.06**
62322 Postage			*0.00*		1,500.00	429.83	*1,070.17*		1,500.00	28.7%	**1,070.17**
62335 Contracted Services	5,000.00		*5,000.00*		21,000.00		*21,000.00*		31,000.00	0.0%	**31,000.00**
Total 41045 Corporate Services & Projects	19,583.00	22,330.25	*-2,747.25*		103,326.00	48,606.34	*54,719.66*		174,772.00	27.8%	**126,165.66**
41050 Maker & Emerging Technologies											
61510 Salaries-Permanent	22,716.00	22,965.17	*-249.17*		90,864.00	66,200.84	*24,663.16*		147,651.00	44.8%	**81,450.16**
61513 Benefits-Permanent	6,935.00	6,763.86	*171.14*		27,953.00	19,487.36	*8,465.64*		42,827.00	45.5%	**23,339.64**
62018 Operating Supplies			*0.00*			66.64	*-66.64*				**-66.64**
62414 Special Programs	1,963.00		*1,963.00*		9,314.00	2,516.92	*6,797.08*		12,000.00	21.0%	**9,483.08**
Total 41050 Maker & Emerging Technologies	31,614.00	29,729.03	*1,884.97*		128,131.00	88,271.76	*39,859.24*		202,478.00	43.6%	**114,206.24**
Total Caledon Public Library-Lending Services	**447,489.00**	**435,893.89**	**11,595.11**		**5,126,772.00**	**4,705,080.39**	**421,691.61**		**6,231,029.00**	**75.5%**	**1,525,948.61**

Capital Project Expense Report - as of October 31, 2024

	Budget	Expended Previous Year(s)	Expended 2024 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended	Status
Capital Projects - Previous Years							
21-008 Library IT Equipment	73,000.00	56,884.95	8,687.71	65,572.66	7,427.34	89.8%	
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	28,932.85	28,932.85	22,067.15	56.7%	
22-021 Library Furniture Replacement	120,000.00	124,883.91		124,883.91	-4,883.91	104.1%	To be closed
22-025 Library In-Branch Signage/Wayfndng	24,000.00	20,089.73		20,089.73	3,910.27	83.7%	
22-026 Library and Town Joint Technology Review	35,000.00	27,274.23	3,482.74	30,756.97	4,243.03	87.9%	
23-035 Library Implementation of Microsoft 365	25,000.00		14,856.96	14,856.96	10,143.04	59.4%	
23-118 Library Materials and Collections	475,000.00	398,832.01	76,490.17	475,322.18	-322.18	100.1%	
59275 Capital Donations	567.50						To be closed
Total Library Collections and Materials (23-118)	475,567.50	398,832.01	76,490.17	475,322.18	245.32	99.9%	
23-119 Library IT Equipment	45,000.00			0.00	45,000.00	0.0%	
23-120 Library Furniture Replacement	60,000.00		16,294.78	16,294.78	43,705.22	27.2%	
Capital Projects - Current Year							
24-029 Library Materials and Coll	475,000.00		393,580.79	393,580.79	81,419.21	82.9%	
59275 Capital Donations	797.01						
Total Library Collections and Materials (24-029)	475,797.01		393,580.79	393,580.79	82,216.22	82.7%	
24-030 Library Strategic Plan	50,000.00		10,810.47	10,810.47	39,189.53	21.6%	
24-031 Library IT Equipment	15,000.00			0.00	15,000.00	0.0%	

Library Reserve Balances - as of October 31, 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	12,286.09

Library Business Plan

Library

Roles and Structure

Under the governance of the Library Board, the Caledon Public Library (CPL) connects Caledon residents with information, technology and their community.

- The Library's seven branches act as community hubs, offering welcoming spaces for residents to gather, participate in a program, or find quiet space
- The Library's collections, along with support of expert staff, provide opportunities for leisure, information and education; and
- The Library's technologies bridge the digital divide, allowing for equitable access and endless opportunity for lifelong learning

The library is comprised of a team of engaged and passionate staff, all tasks with delivering and supporting exceptional customer service. Specific operational areas of responsibility include Public Service, Programming and Outreach, Maker and Emerging Technologies, Collections and Access Services, Communication and Cultural Development and Information Technology.

CPL is in the midst of finalizing its new strategic plan which will direct the Library's work from 2025 to 2028. The Library's actions for 2025, are in alignment with CPL's core values and are directly linked to the Board-approved priorities identified in the Library's longer term Comprehensive Growth plan. The recommended investments in library services are a direct complement to the Town's commitment to Community Vitality and Livability.

To learn more about the Library's Comprehensive Growth Plan and strategic planning process visit caledon.library.on.ca.

2024 Library Strategic Plan Actions Accomplished and Other Key Activities

- Implemented a "generalist" customer service model, leveraging and enhancing the skills and commitment of Public Service team members and empowering them in delivering value added services.
- Leveraged the expertise and services of community partners, hosting Caledon Community Service's employment and community services teams weekly, in each of the three full-service branches
- Enhanced program and training offerings, highlighting the Library's maker studios and available technologies to residents and local businesses.
- Expanded the Library's Artful Caledon program, spotlighting local artists, authors and performers.
- Grew CPL's world language collections and expanded the Library of Things to include CO_2 monitors, Radon detectors, sensory kits, and YOTO players.
- Engaged community members, key stakeholders and staff in the creation of a new strategic plan to inform CPL's priorities and actions from 2025 to 2028.

2025+ Strategic Plan Actions Planned and Other Key Activities

Core Library Values	Expected Timeframe		
	2025	2026	2027+
Community and Partnership			
Support community engagement and outreach with a focus on relationship building and delivery of library services beyond the branches.	X		
Build new, and improve existing, library facilities to meet the needs of a growing Caledon		X	X
Service Excellence			
Expand hours of access to the village branches and complement current staffed hours through the installation of self-serve and open access technologies.	X	X	X
Leverage the availability of enthusiastic and skilled students on a temporary contact basis to enhance library services, engage the community, and provide valuable learning opportunities for the students.	X		
Improve retention and recruitment of permanent part-time staff to maintain and expand service levels to support community growth	X	X	X
Trust, Inclusion and Equity			
Launch on-demand interpreter services for those with limited English proficiency and translate select library communications to languages featured prominently within Caledon's recent census results.	X		
Implement enhanced services for Autistic/Neuro-divergent customers (Magnus Cards, sensory friendly hours etc.) to ensure library spaces and services are welcoming and accessible for all customers.		X	
Lifelong Learning and Literacy			
Exploit the full functionality of the Library's Integrated Library Software (ILS) to best meet the needs of library customers and residents	X		
Expand and enhance collections and access services to support community growth, effective collection management and customer accessibility.	X	X	X
Innovation, Intellectual Freedom, and Creativity			
Encourage exploration, learning, connection and creativity and bridge the digital divide through ongoing investment in hardware, software and infrastructure.	X	X	X
Leverage innovative solutions and technologies for delivering services to under-served and/or rural areas		X	X

Other Key Activities	Expected Timeframe		
	2025	2026	2027+
Board approval and adoption of new strategic plan	X		

All 2026 and 2027+ activity is subject to future budget approval processes.

Measures of Success

Measure	Target
Proportion of population that is an active library member	Increase
Reported customer satisfaction in all aspects of library service	Increase
Number of branch visits and use of bookable library meeting, study and work rooms	Increase
Employee engagement index (EEI); percentage of Library employees who express that they are extremely or very satisfied with their current job	Maintain
Square footage of library space per capita	Increase
Digital and electronic resource usage	Increase
Program and event participation	Increase
Percentage of available collections that reflects diverse ethnicities, cultures and lived experiences	Increase
Social Return on Investment (SROI), calculated return on every dollar invested in library services	Increase

Attachment 6-C

Strategic Actions Update

November 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:

- AI for libraries: Advancing research and discovery
- Child & Youth Expo 2024
- CityTalk - Let's Talk about Placemaking
- Community-Led Librarianship
- Fall & Winter Picture Books
- Fierce Conversations: Confront Workshop
- Graphic Novels for All
- Introduction to Public Libraries
- Laser Cut Tic-Tac-Toe
- Learning Growing Reading: Books for Early Readers
- Library Love for Library Reads
- Mystery, Thrillers and True Crime
- Ontario Library Service - Annual Virtual Conference
- Pay Equity in Ontario
- Public Library Road trip
- Quiet Leadership: Cultivate your identity as an introverted, quiet, or reserved library leader to harvest, motivate, and inspire
- We are all treaty people
- WISB and Incident Reporting

Twenty-two library staff from the Public Service and Programming & Outreach Departments participated in a learning workshop on Verbal De-escalation. Trainers are certified by the Crisis Prevention Institute. Skills learned prepare staff to successfully de-escalating challenging situations.

The full Leadership Team participated in a day-long team-building workshop. Using the DiSC model, the session focused on identifying and adapting our unique workstyles in support of improved communication and collaboration.

Respond to Community Needs

In addition to all of the core, maker, partner and active living and learning programs continually offered, some items of interest included:

Programs for children, tweens & families:

- Art Workshop for Kids with Ricky Schaede
- Children's Chime/Bell Choir with Shirley Jemmett
- Club Rex - Dinosaur Detectives
- Kids Book Box - Spooky Reads Edition
- Little Yogis Academy - Positivity & Movement for Busy Minds
- Reading Buddies
- Rescue Readers
- Zoo to You Animal Presentation

Programs for teens, adults & seniors:

- Coffee & Crafting Club for Teens & Adults
- CPL Makers: Learn to Crochet

Creative Non-Fiction Writing Workshop with Phil Dwyer
Paint Yourself Happy for Teens & Adults
Teen Book Box - Ghosts & Ghouls
Women's Health Series - Evidence Based Strategies for Navigating Menopause with Dr. Shilpi Gupta

Celebrate Culture and Inclusion

Bibliocore, the library's online catalogue, now includes the option of viewing pages in different languages including French, Spanish and simplified Chinese. More languages will be added as they become available.

A digital display, sharing the story of the #2 Construction Battalion, will be hosted at the Albion Bolton Branch for the month of November. Coordinated by a local resident and retired Armed Forces Reservist, this display highlights the important story and legacy of the first all-black battalion of World War I soldiers.

Demonstrate our Value

CPL supported Bethell Hospice's Butterfly Bereavement Project by hosting Bethell staff at select branches in October. Community members were invited to decorate a butterfly to honour their personal grief experience and to memorialize loved ones. Butterflies created were included in an art installation at Headwaters Health Centre during the month of November to honour National Grief & Bereavement Day and Children's Grief Awareness Day.

The library attended the Fall Community Night at Palgrave Public School, Fall Open House at Caledon Central Public School, and the Fall Community Night at Tony Pontes Public School to promote our programs and collections to students and families.

CPL representatives attended the Caledon Chamber of Commerce Business Summit, connecting with local business owners and highlighting relevant library resources.

CPL hosted a Chamber of Commerce After 5 Meet and Greet at the Caledon East Branch on October 17. The event highlighted the maker technologies available in the Cory Trepanier Creativity Studio and CPL's work to support small businesses.

The CEO/Chief Librarian presented to Council's Accessibility Advisory Committee, highlighting the Library's relevant services and calling on committee members to respond to the public survey and inform CPL's new strategic plan.

The CEO/Chief Librarian presented to the member of Bolton Rotary, highlighting the shift in library services and CPL's plans to respond to Caledon's growing population.

The library hosted 14 instructional class visits at the Albion Bolton, Caledon East, Caledon Village, and Southfields Village branches, reaching a total of 305 teachers and students.

The library hosted 14 classes for Book Exchanges at the Alton, Caledon East, and Southfields Village branches, assisting 392 students and teachers to locate and checkout library materials.

Library staff visited the Albion Bolton, Caledon East, and Southfields Village Brightstart locations to meet with families, read stories, and share information about our library services and programs.

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

"I appreciate the efficiency of the online search and renewals."

"More seating and booths are needed! Seating areas are always full at every Library."

"Very nice atmosphere. I like the decorations and stuff. Staff are nice. Also really like the charging station. Would love some longer cables and additional seating."

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

Caledon Public Library hosting two powerful author talks this fall | Caledon Citizen
Flag Raised in Celebration of Caledon Public Library - Just Sayin' Caledon
Meet Your CPL Team, Part Five: Laurie, Nancy, Leo, Dave, Nicole, and Dana - Just Sayin' Caledon

Attachment 6-D

Date: November 18, 2024

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Board Annual Assessment Report

Recommendation:

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

Background

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

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

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

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the Board Assessment Report, allowing for the completion of the online Board Self-Evaluation Questionnaire by all Board members in advance of December 6, 2024

Appendix A

CPL Board Annual Self-Evaluation Questionnaire

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

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

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

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

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

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

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

_____
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Attachment 6-E

Date: November 18, 2024

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: OLA Super Conference Board Attendance Report

Recommendation:

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

Background

The Ontario Library Association (OLA) Super Conference provides an annual opportunity for library administrators, professionals and staff to come together and share their knowledge and experiences. An increasing number of sessions are being directed to Library Board trustees with a full day dedicated to a boot camp for board trustees and senior administrators. The theme for this year's conference is Building Bridges. As shared by OLA in announcing the theme, "libraries are more than just buildings; like bridges, they are essential structures and dynamic spaces that facilitate community building through connection".

The 2025 conference is scheduled from Wednesday, January 29 to Saturday, February 1 at the Metro Toronto Convention Centre with the full Saturday schedule dedicated to the Ontario Library Board Association (OLBA) Bootcamp. A comprehensive schedule of programming is available via the Super Conference website, however a curated list of sessions of particular relevance to trustees is attached as Appendix A. In recent years, conference organizers have made a concerted effort to consolidate the vast majority of content of interest to Boards on the Saturday. A virtual ticket is also available, providing live real-time access to a single livestream of four sessions on both Thursday and Friday. This includes access to keynotes but excludes the OLBA Bootcamp sessions.

In an effort to enable Board participation within the limitation of existing budgets, it is requested that Board Members wishing to attend the conference communicate their interest and availability to the Board Chair and CEO/Chief Librarian by Friday, December 6. A final recommendation with full costing, including any supported travel or accommodation expenses, will be prepared for the Board's consideration at the December meeting, allowing for registration before the end of year. As has become common practice, it is also suggested that an opportunity for sharing any learnings acquired at the conference be added to the agenda of the March 2025 meeting of the Board.

In past years, the OLA has offered free registration to external library partners. This program encourages each Library to extend an invitation for a full day at the conference to one key stakeholder. This allowed for the attendance of Caledon Community Service's CEO in 2024. It is suggested that the Board's Advocacy and Fundraising Committee consider how best to take advantage of this advocacy opportunity in 2025.

Financial Implication

Final costing of this development opportunity cannot be confirmed until participants and schedules have been identified. The Library's requested 2025 Operating Budget includes $5000 dedicated to Library Board Education and Expenses. This budget line also supports regular meeting expenses, OLBA membership fees, and ongoing costs associated with staff long service awards and retirements.

Early bird registration costs of $225 allow a Board Member to attend all, or a portion, of the conference, including the OLBA Bootcamp. These costs do not reflect any related travel or accommodation expenses. Average lodging expenses for the hotel adjacent to the Convention Centre are approximately $292 per night and a number of rooms have been reserved for Board members who may wish to attend more than one day of the conference.

Recommended Motion

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

Appendix A

Thursday, January 30

January 30, 2025 09:15 am to 10:30 am

Educating the Community on Why Intellectual Freedom Is Essential for Society

James Turk
Centre for Free Expression

Vickery Bowles
Toronto Public Library

Sonia Bebbington
Ottawa Public Library

Pilar Martinez
Edmonton Public Library

With the growth in the number and public nature of challenges facing libraries in our increasingly polarized time, it is vital that we do more to talk with the public about the importance of intellectual freedom in a genuinely democratic society. In this session, three leaders of public libraries in Canada will share their experiences and ideas of what can be done to move beyond discussions with staff and library boards about intellectual freedom to effective engagement on the issue with the whole of our communities.

January 30, 2025 09:15 am to 10:30 am

Dollars and Stories: Leveraging the Social Return on Investment for Public Libraries

Steven Kraus
Ontario Library Service

Sean Meades
NORDIK Institute

Jesse Roberts
Ontario Library Service

As the Valuing Ontario Libraries Toolkit (VOLT) is used by more and more Ontario public libraries, its developers (NORDIK Institute) and support team (Ontario Library Service) want to share perspective and insight gained so far. We will highlight recent updates and notes for the future of VOLT, with emphasis on how libraries are using the toolkit, and how the materials work to strongly position your library in advocacy efforts. Join us to learn more about social return on investment (SROI) and how to make it work for your library all year round. If your library is looking for new ways to celebrate its impact in the community, and influence stakeholders or partners, this is a session not to miss!

Friday, January 31

January 31, 2025 08:15 am to 09:00 am

Choose Your Own Adventure: Intellectual Freedom Edition

Sam Helmick
American Library Association

Attendees will collaboratively navigate their way through multi-step, intellectual freedom-related scenarios, the outcome of which is contingent upon their choices at various points, akin to a Choose Your Own Adventure (™) story, including collaborative analysis by presenters and attendees as to why some decisions are better than others when considering their work in light of core values of librarianship. Play through the Dilemma of the Disapproving Dino Doctor and the Farce of the First Amendment Audit Influence to experience and examine a spectrum of potential responses to challenges. Consider policy creation through the lenses of access and inclusion to all as well as diversity of viewpoint to best support frontline and public-facing staff fielding intellectual freedom questions.

January 31, 2025 08:15 am to 09:00 am

Building Resilient Libraries: Navigating Cybersecurity Challenges in Public Libraries

Chris Moore
Pickering Public Library

In today's digital world, libraries face increasingly sophisticated cyber threats. With the rise of ransomware, data breaches, and AI-driven cyberattacks, libraries must proactively safeguard their digital infrastructure, protect the privacy of patrons, and ensure staff are cyber-aware. Participants will review best practices for developing a cybersecurity strategy that protects library resources, maintains patron trust, and complies with legal obligations such as the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

January 31, 2025 10:45 am to 12:00 pm

Power Plays and Public Purpose: Municipal Councils and Library Boards

Erin Scuccimarri
Innisfil IdeaLAB & Library

Lynn Dollin
Mayor

Anne Smith
Board Chair

Jason Reynar
Partner

This interactive workshop will explore the complex relationship between Municipal Councils and Library Boards, examining real-world power struggles that have emerged between these two governing bodies. Featuring a dynamic panel of experts—mayor, library board chair, library CEO, and a former CAO/municipal lawyer—and case studies, our panelists will tackle key topics all board members and library leadership should understand.

Saturday, February 1 – OLBA Boot Camp

February 1, 2025 09:15 am to 10:30 am

Library Board Trustee Boot Camp Spotlight: The Curse of Leadership

Kate Graham
Researcher & Writer

Pre-registration required.

It's easier to follow than to lead, so why do people do it? What drives the people who step forward to lead teams, organizations, and movements? What are some of the unique and emerging challenges facing those in leadership roles in 2025? This session focuses on the evolving role of Library Board Trustees when it comes to leading bravely in undeniably challenging times. It begins with an examination of our present context: some of the social, economic, political and cultural shifts underway that influence what is expected of leaders today. The session then explores key contemporary challenges facing library boards, and what this means for the role of Trustees — including opportunities for sharing and learning from peers in the room. For those who bravely choose to step up and lead, for their library and for their community — well, this session is for you.

February 1, 2025 10:45 am to 12:00 pm

Library Board Trustee Boot Camp: Navigating Memorandums of Understanding

Tara Wong
Oakville Public Library

Rebecca Hunt
Temiskaming Shores Public Library

Pre-registration required.

Many Library Boards across the province have entered into Memorandums of Understanding with their municipality to solidify their working relationships. Some are complex in their details, while others are more broad in context.

What are some things to consider when entering into an MOU? Are you looking to change the relationship?

This session will contain an interactive portion where you will be able to look at an example of an MOU and discuss the positives and negatives of an MOU. If your Library Board has an MOU with the municipality, bring it along!

February 1, 2025 01:00 pm to 14:15 pm

Library Board Trustee Boot Camp: Responding to Safety Issues With Your Library Board

Matthew MacDonald
Sault Ste. Marie Public Library

Meagan Wilkinson
Orillia Public Library

Pre-registration is required.

As a Library Board, you are the employer and required to make a safe work environment for their CEO and Library Employees.

What happens when patrons arrive with complex needs and a social worker is needed? How are you as a Board supporting your staff through these complex environments? Should you conduct a risk assessment to respond to those needs?

Learn from some other library systems about how they are dealing with these social issues arriving at the front steps of their Library.

February 1, 2025 02:45 am to 04:00 am

Library Board Trustee Boot Camp: Board Self-Evaluation, Recruitment, and Succession Planning

Jodie Delgado
Springwater Township Public Library

Brandon Fratarcangeli
Ontario Library Service

Kelly Bernstein
County of Brant Public Library

Fred Gladding
County of Brant Public Library

Pre-registration is required.

In the 4-year Board cycle on the Governance Hub, Board Self-Evaluation is an objective within this year. A Board self-assessment will identify the strengths of your Library Board's Governance and identify opportunities to strengthen your Board.

This builds upon the concept of succession planning to ensure that your Board turnover isn't 100%, but there is a mixture of new board members to provide new insights and returning board members with institutional memory to maximize the contributions of your Board.

If you have identified voices or expertise that you are missing in your current board, perhaps you could organize a Board recruitment drive during the municipal election to advocate for those needs. By having a recruitment session you can give community members an idea of what a Board Members does and does not do. Highlighting the process of applying to the Library Board will ensure that you have the broadest selection of candidates to make the strongest Library Board to continue to improve what you are able to deliver for your community.

Attachment 8-A

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
November 2024

Governance and Planning

Strategic Plan Update

A Council Workshop, focused on the Library's Strategic Plan, was hosted on October 30th. This session provided an opportunity to engage participating members of Council in a discussion of CPL's future. Efforts will be made to schedule a meeting with the Mayor in order to ensure that the Head of Council's insights are also considered in crafting the plan.

Two surveys have been developed and launched as a means of gaging the needs of the community and CPL staff. The staff survey, builds upon the feedback shared at the Staff Forum and allows team members to share further input anonymously. A survey of local residents and businesses was launched on November 4th and will remain open until December 1st. News of the survey is being shared broadly and with the assistance of key partners. Opportunities to connect with residents at local high traffic retailers are also being investigated as a means of encouraging survey responses. Board member assistance in raising awareness of this survey with personal networks and social media connections will further assist these efforts.

The survey will be complemented by passive activities. Large format boards and worksheets will be made available at all branches. These will be located in shared spaces adjacent to the full-service branches in order to solicit insights from those visiting the community centres outside of the branches' open hours. These installations will form the basis of discussions to be facilitated during the following open houses and will remain in situ into early December:

- Saturday, November 23, 2024
    - Southfields Village Branch – 10 AM – 12 PM
    - Caledon East Branch – 1 PM – 3 PM

CPL's community partners and key members of Town staff have also been invited to attend a focus group on Friday, November 29th.

Library Services

Inter Library Loan (ILLO) Improvements

Ontario Library Service (OLS) will be moving to a new Inter Library Loan (ILLO) platform as of November 12th, 2024. This migration has been underway for many months and CPL staff have

been engaged in the initial review of, and subsequent training on, the new system. News of this change has been communicated broadly via the Library's website and will be complemented by direct communications with customers who regularly use of CPL's ILLO services.

Termination of Public Sector Network (PSN)

The Library has recently been advised of Sheridan College's plans to discontinue the Public Service Network (PSN) in the first half of 2025. The PSN has long functioned as CPL's primary connectivity at the Albion Bolton, Caledon East and Margaret Dunn Valleywood locations. The PSN has been made available to the Library at no cost for over a decade, during which they have been under no contractual obligation to provide or maintain that service. As such, the termination of this network will have implications on the Library's operating budget. The installation of an alternative connectivity solution at the Albion Bolton Branch is further complicated by the need for an easement from the Albion Bolton Agricultural Society, owner of the land on which the community centre and branch are located. Previous efforts to secure such an easement were unsuccessful. There should be no major technical issues with securing a new provider in Caledon East and Margaret Dunn Valleywood.

The identification and implementation of an alternative connectivity solution will be a priority for the Library's Information Technology Department in the months ahead. As the Town also makes use of the PSN, CPL will leverage all opportunities to work in partnership with the municipality in addressing this shared issue.

Typical Week Statistics

As a requirement of CPL's annual Public Library Operating Grant (PLOG), the Library will be measuring typical week performance from Monday, November 18 to Sunday, November 24. In addition to currently reported statistics including circulation, branch visits and in-house use of library materials, the survey also requires tracking of the average length of time taken to address requests for IT assistance. The recorded data will be reported as part of the submission for our 2025 operating grant next summer.

Staff News

OLA Super Conference Session

Darrel Sultana, Manager, Information Technology, and Jaclyn Tyson, Coordinator, Communications and Cultural Development will be presenting a session at the 2025 Super Conference. Entitled *Migration: Transforming IT Infrastructure & Empowering Your Team*, the session will highlight CPL's recent implementation of a new SharePoint site. Faced with a lackluster intranet site with limited functionality, the project team embarked upon a transformative

technology journey, seeking input from all staff members and using creative marketing strategies to build excitement.

OLA Child and Youth Expo Session

Nicole Agar, Coordinator, Programming and Outreach recently shared CPL's approach to developing and delivering storytimes at OLA's Child and Youth Expo. Prompted by the newly adopted Generalist Service Model, Public Service team members are now taking on additional responsibilities, including the delivery of programs. Nicole's presentation highlighted the benefits of this new approach as well as strategies put in place to mitigate any challenges. These include training, shadowing, and effective program preparation, such as the creation of storytime bins to provide structure and support for staff storytellers.

Library Employee Psychological Safety Survey

CPL employees have been invited to participate in in Ontario Public Library Association (OPLA)'s survey on Employee Psychological Safety. Organized by the OPLA's Research and Evaluation Committee, the survey was prompted by overwhelming direction from the library community to look at staff well-being. Participation in this survey will paint a better picture of the state of library worker well-being across Ontario.

This information will help identify priority areas for both the Ontario Library Association (OLA) and individual libraries to address in the immediate future. This data will also inform resource planning and employee development. The OPLA is responsible for compiling confidential results and will share the aggregated results with CPL.

Attachment 10-A

Caledon Public Library Board
Finance Committee
Friday, November 8, 2024
4:00 PM

MINUTES

Present: Nicholas Alleyne (Committee Chair); Mary Juric; Tony Maxwell;

Staff: Colleen Lipp – CEO | Chief Librarian; Leah Rucchetto – Director, Public Service; Roop Sandhu – Director, Corporate Services and Projects

Regrets: Councillor Cosimo Napoli

Note: This meeting was conducted electronically

1. **The Committee Chair called the meeting to order at 4:08 PM**
2. **Apologies for non-attendance:** Councillor Cosimo Napoli
3. **Approval of the Agenda**
   Motion: That the Agenda be approved.
   Moved: Mary Juric **Seconded:** Tony Maxwell
   Carried
4. **Disclosure of pecuniary interest**
   None declared.
5. **Notes and minutes of previous meetings.**
   a. **September 3, 2024**
      Motion: That the Caledon Public Library Finance Committee receive the minutes of the meeting held on September 3, 2024
      Moved: Tony Maxwell **Seconded:** Mary Juric
      Carried.
6. **CLOSED SESSION**
   Motion: That the Caledon Public Library Finance Committee move into closed session for the purposes of discussing:
      a. Confidential Report re: labour relations or employee negotiations– 2024 Salary Review Implementation Report
   Moved: Tony Maxwell **Seconded:** Mary Juric
   Carried at 4:10 PM

All committee members and staff moved into closed session.

Motion: That the Caledon Public Library Finance Committee resume open session.
Moved: Tony Maxwell **Seconded:** Mary Juric
Carried at 4:20 PM.

Open session resumed.

Motion: That the Caledon Public Library Board's Finance Committee receive and approve 2024 Salary Review Implementation Report; and,

Whereas the Caledon Public Library has adopted the Town's procedures related to Salary Administration, Job Evaluation, and Pay Equity; and,

Whereas the Caledon Public Library Board has confirmed that the application of the recently completed salary review and COLA must be applied consistently to both Town and Library employees in order to maintain pay equity;

Therefore, be it resolved, that the Caledon Public Library Board's Finance Committee endorse the revised salary grades and alignment with the Council-endorsed implementation plan, adjusting the wages for all library employees effective January 1, 2025; and,

That this recommendation be shared for the full Board's consideration at the November meeting.
Moved: Mary Juric **Seconded:** Tony Maxwell
Carried.

7. Staff Reports

a. 2025 Budget Process and Priorities Report

Motion: That the Caledon Public Library Board's Finance Committee receive and approve the 2025 Budget Process and Priorities Report; and,

Whereas the Library's 2025 Budget has previously been approved by the Board; and,

Whereas this budget was informed by the Library's understanding of community need, the Board's strategic priorities and the recommendations of the Comprehensive Growth Plan; and,

Whereas the Board's next regular meeting is scheduled for November 18th, one week in advance of the anticipated deadline for submitting budget presentations to Council;

Therefore, be it resolved that the Finance Committee endorse the report's recommendations and direct the CEO/Chief Librarian to proceed with the referenced advocacy, communication and budget priorities in advance of consideration by the full Board at the November meeting.
Moved: Tony Maxwell **Seconded:** Mary Juric
Carried

8. **New Business.** None

9. **Adjournment**

Motion: That the meeting adjourn.

Moved: Mary Juric **Seconded:** Tony Maxwell

The meeting adjourned at 4:43 PM

Attachment 10-A-2

Date: November 18, 2024

To: Caledon Public Library Board

From: Finance Committee, Caledon Public Library Board

Subject: 2025 Budget Process and Priorities Report

Recommendation:

That the Caledon Public Library Board review the 2025 Budget Process and Priorities Report for receipt and approval

Background

As reported to the Board at the October 18, 2024 meeting, Library Leadership has recently become aware of changes to the Town's annual budget process. Most impactful for the Library, is the planned exclusion of the Library Board's 2025 budget from the presentation of the Town's consolidated budget, and the requirement that the Library's budget be presented separately from that of the municipality. This represents a marked difference from previous years, when the Library's budget was included within the Town's consolidated budget and related slides were shared by the CEO/Chief Librarian as part of a joint presentation.

The impact of this change is further compounded by the exclusion of the Library from the Council-approved plans for implementing the results of the 2024 salary review. As confirmed through the recent Board resolution, the application of the recently completed 2024 salary review and proposed 2025 Cost of Living Allowance (COLA) must be applied consistently to both Town and Library employees to maintain pay equity.

In subsequent meetings, Town Finance has suggested that the Board-approved base budget and the capital project in support of Collections and Materials (25-062) can be included within the consolidated budget. Board-approved Service Level Changes and Capital Projects will be presented separately. Council-supported amendments would be required to secure funding for these investments in library services and could be subject to veto by the Mayor.

Budget Priorities

Ongoing investments in key aspects of library operations and capital projects are necessary to ensure that the Library's Council-approved 2025 budget is sufficient to maintain current staffing and service levels. As such, it is recommended that the Board's Finance Committee formally request that the following priorities be included within the Town's consolidated budget, as presented by Town Finance.

1	*Operating*	*Base Operating Budget*
2	*Operating*	*Implementation of Salary Review*
3	*Capital*	*Library Collections and Materials 2025 (25-062)*
4	*Capital*	*Library IT Equipment (25-063)*

Table 1: Budget priorities for inclusion by the Town

The planned change in presentation format can be seen as both a challenge and an opportunity for the Library. Even if all aspects of the Library's budget were to be included as part of a Town-wide presentation, amendments would likely still be required to fund the Board's recommended service and capital improvements. Effectively demonstrating the need for said investments would be more difficult within the prescribed format of a shared presentation. A separate Library presentation, focused on the segments of the 2025 budget that are not included within the Town's presentation, acknowledges the Library's unique governance and allows for greater flexibility in advocating for the prioritized investments.

To this end, it is recommended that the Board accept the invitation to present separately. If the municipality should reconsider their presentation plans, it is suggested that the Board then formally request a distinct presentation. It is advised that this presentation focus on all elements of the Board's approved 2025 budget that are not funded within the Town's consolidated budget.

Library Leadership has received informal reports of mounting budget pressures and resulting budget concessions across Town departments. As a result, it is recommended that the following priorities be adopted for the purposes of advancing the Library's services while also demonstrating the Board's accountability to taxpayers and acknowledging the difficult decisions facing Council. This approach supports the communication of community needs as supported by the Library and the forecasting of service enhancements that will be revisited in the 2026 budget.

It is recommended that the following investments be prioritized for 2025. The likelihood of these priorities being funded is contingent on the willingness of library champions on Council to propose amendments in support of specific service enhancements and capital projects.

1	*Service Level Change*	*Community Librarian (2025-015)*
2	*Capital*	*Expanded Library Branch Access –Inglewood Branch (25-031)*
3	*Service Level Change*	*Library Intern, Co-op and Summer Student Program (2025-016)*
4	*Capital*	*Library Furnishings and Finishes (25-064)*

Table 2: Budget priorities reliant on Council amendments

Any items referenced in Table 1, though not included within the Town presented budget on behalf of the Library, will be prioritized over those listed above.

Given the relatively small dollar value of the following priority, it may be possible to find funds within the 2025 budget. The feasibility of this approach is reliant on staff gapping and other savings that may arise over the course of the fiscal year.

1	*Service Level Change*	*Library Interpreter and Translation Services (2025-018)*

Table 3: Budget priorities to be funded through operating variances – if available

The deferral of the following investments to 2026 effectively demonstrates the Board's responsiveness to evolving budget pressures and demonstrates a focus on continuous improvement and growth in the long-term.

1	*Service Level Change*	*Extended Health Benefits - Permanent Part-time Employees (2025-017)*
2	*Service Level Change*	*Systems Librarian (2025-045)*

Table 4: Budget priorities deferred to 2026

Next steps

As a means of ensuring that budget deadlines and deliverables could be met the Finance Committee passed a resolution, at its meeting on November 8, 2024, directing the CEO/Chief Librarian to proceed in preparing for the next steps in the Town's budget process in anticipation of the full Board's approval.

Significant advocacy will be required as a follow up to the budget presentation scheduled for December 2nd and in advance of Council deliberations on December 10th. Efforts will be made to meet with the Mayor and Councillors, individually or in small groups, as a means of gaging and, ideally, encouraging support for the Library's prioritized service improvements.

Financial Implication

The Library's ability to maintain current services and implement planned improvements is reliant on Council's approval of the 2025 budget. As such, it is too soon to suggest the likely implications of this year's process or any changes to the Board's funding priorities.

Recommended Motion:

> *That the Caledon Public Library Board receive and approve the 2025 Budget Process and Priorities Report and confirm the Committee's previous direction to the CEO/Chief Librarian to proceed with the referenced advocacy, communication and budget priorities.*

Attachment 12-A

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2024-25

Updated November 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 ✓ Board-CEO Partnership 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 and Leadership Planning Policy - NEW ✓ 2023 Annual Report		
June 2024	✓ Annual CEO/Chief Librarian Performance Appraisal ✓ Review of Collection Development Policy ✓ Review of Volunteer Policy ✓ Review of Programming Policy ✓ 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	✓ Meeting evaluation ✓ Meeting of Advocacy/Fundraising Committee
July 2024	• No regularly scheduled meeting		
August 2024	• Meeting cancelled; agenda items deferred to September		
September 2024	✓ 2025 Budget Proposal ✓ Valuing Ontario Libraries Toolkit (VOLT) Report ✓ Review of quarterly statistics – Q2 ✓ Review of Accessibility Policy ✓ Review of Diversity and Inclusion Policy	✓ 2024 Q2 Statistics Report ✓ Draft 2025 budget ✓ VOLT findings ✓ Drafted policies	✓ Finance committee meeting to review draft budget ✓ Meeting of Advocacy/Fundraising Committee ✓ Staff Forum ✓ OLS Virtual Board Conference ✓ Meeting of Ad Hoc Planning Committee
October 2024	✓ Review of quarterly statistics – Q3 ✓ Review of Public Complaint Handling Policy ✓ Adjusted budget review ✓ Schedule of Board Meetings – 2025	✓ Drafted policy ✓ 2024 Q3 Statistics Report ✓ Revised 2025 budget	✓ Dufferin-Caledon Library Board Networking and Development ✓ Meeting evaluation ✓ Presentation of VOLT findings to Council ✓ Council Workshop – Strategic Plan ✓ Meeting of Ad Hoc Planning Committee

November 2024	• Board/Leadership Team Strategic Planning Facilitated Discussion • Annual Board Assessment • Call for interest in OLA Board Attendance	• Assessment criteria and questions • Staff reports	• Completion of Assessment Questionnaire • Meeting of Ad Hoc Planning Committee • OLS Board Assembly Meeting
December 2024	• Collection Strategy Presentation • Review of Art Exhibit, Display and Community Information Policy • Town of Caledon Health and Safety Policy Statement Report • Review of Donation and Bequest Reserve Policy • Mid-term Executive and Committee Appointments • Revised Fundraising and Gift Acceptance Policy • OLA Board Attendance Confirmation	• Board Assessment Results • Revised policy	• OLA Conference Registration • Presentation of Budget to Council • Meeting of Advocacy/Fundraising Committee
January 2025	• Program Strategy Presentation • Review of 2024 Strategic Actions Completed • Review of 2024 Q4 and Annual Statistics • 2025-2028 Strategic Plan	• 2024 Q4 and Year End Statistics Report • 2024 Strategic Scoresheet • 2024 Procurement Update • 2024 Donations Reserve Update • Draft strategic plan	• OLA Super Conference/ OLBA Boot Camp attendance
February 2025	• No regularly scheduled meeting		
March 2025	• Requests for Information and Assistance Presentation • OLA Super Conference Key Takeaways • Staff Engagement Results	• Staff survey analysis	• Meeting evaluation • Sharing of OLA Takeaways • Meeting of Advocacy/Fundraising Committee

April 2025	• Review of Advocacy Policy • Review of quarterly statistics – Q2 • 2024 Year End Strategic Assessment and Evaluation Report • 2024 Annual Repot	• Drafted policies • Staff survey analysis • 2025 Q1 Statistics Report • Drafted annual report	
May 2025	• Review of Bed Bug Policy	• Drafted policies	• Meeting of CEO Assessment Committee
June 2026	• Annual CEO/Chief Librarian Performance Appraisal • Review of Records Management and Retention Policy • Review of Social Media Policy	• Mid-year procurement update • Mid-year donation reserves update • CEO to provide goals for coming term – July 2025 to June 2026	• Meeting evaluation • Meeting of Advocacy/Fundraising Committee