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

AGENDA

This meeting will be hosted electronically.

Members of the public may attend by
calling 1.647.558.0588 and entering meeting ID 889 5120 5161 followed by #.

Please note: Recording of this meeting by anyone in attendance,
and regardless of format, is strictly prohibited.

1. Call to order
2. Approval of the agenda
3. Disclosure of Interest
4. Notes and minutes of previous meetings
    a. September 3, 2024 (Attachment 4-A)
5. CLOSED SESSION
    a. Confidential Report re: labour relations or employee negotiations– 2024 Salary Review Implementation Report
6. Staff Reports
    a. 2025 Budget Process and Priorities Report (Attachment 6-A)
7. New Business
8. Adjournment

Attachment 4-A

Caledon Public Library Board
Finance Committee Tuesday,
September 3, 2024
4:00 PM

MINUTES

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

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

Note: This meeting was conducted electronically

1. **The Committee Chair called the meeting to order at 4:02 PM**
2. **Apologies for non-attendance:** None
3. **Approval of the Agenda**
   Motion: That the Agenda be approved.
   Moved: Tony Maxwell **Seconded:** Mary Juric
   Carried
4. **Disclosure of pecuniary interest**
   None declared.
5. **Notes and minutes of previous meetings.**
   a. **March 27, 2024**
      Motion: That the Caledon Public Library Finance Committee receive the minutes of the meeting held on March 27, 2024
      Moved: Councillor Cosimo Napoli **Seconded:** Mary Juric
      Carried.
6. **Correspondence**
   Motion: That the Caledon Public Library Finance Committee receive correspondence from Millard Chartered Professional Accountants re: the Annual audit of Financial Statements dated August 6, 2024.
   Moved: Tony Maxwell **Seconded:** Councillor Cosimo Napoli
   Carried.

7. **Staff Reports**
   a. **2023 Audited Financial Statements**
      Motion: That the Finance Committee of the Caledon Public Library Board receive and approve the 2023 Audited Financial Statements in advance of receipt by the full Board
      Moved: Tony Maxwell **Seconded:** Mary Juric
      Carried

   b. **2025 Draft Budget Report**
      Motion: That the Finance Committee of the Caledon Public Library Board receive and approve the 2025 Draft Budget Report, pending the addition of a Service Level Change in support of a Systems Librarian in 2025, for recommendation to the full Board.
      Moved: Tony Maxwell **Seconded:** Mary Juric
      Carried

8. **New Business.**

9. **Adjournment**
   Motion: That the meeting adjourn.
   Moved: Tony Maxwell **Seconded:** Mary Juric

The meeting adjourned at 5:21PM

Attachment 6-A

Date: November 8, 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's Finance Committee review the 2025 Budget Process and Priorities Report 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

Timing of budget presentations and the related deadlines for slides to be shared as part of the Council agenda do not allow for sufficient turnaround following the November Board meeting. With this in mind, the recommended motion provides for Committee Direction to the CEO/Chief Librarian in anticipation of the full Board's approval.

Significant advocacy will be required as a follow up to the budget presentation scheduled for November 25th 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'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 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.