Caledon Public Library Board Meeting
Monday, June 16, 2025
6:00 p.m.
Southfields Village Branch

AGENDA

1. Call to order
2. Indigenous Acknowledgement

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

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

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

   We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.
3. Apologies for non-attendance
4. Approval of the agenda
5. Disclosure of pecuniary interest
6. Discussions and Video Presentations
   a. Robert Cummings, Commissioner, Finance and Chief Financial Officer, Town of Caledon
   b. CPL 2025-2028 Strategic Plan Video
   c. CPL Virtual Maker Space Tour
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 May 12, 2025 meeting (Attachment 7-A)
   b. Treasurer's Report and Financial Statements (Attachment 7-B)
   c. Strategic Actions Update (Attachment 7-C)
   d. Correspondence

8. Business arising from the minutes
9. Staff Reports
    a. CEO/Chief Librarian's Report (Attachment 9-A)
    b. Strategic Action Plan Report (Attachment 9-B)
    c. Social Media Policy Report (Attachment 9-C)
10. Board and Committee Reports
    a. CLOSED SESSION
        i. Confidential Report re: Personal matters about an identifiable individual – CEO/Chief Librarian Annual Performance Appraisal
    b. CEO/Chief Librarian Goals 2025-26 (Attachment 10-B)
    c. Advocacy & Fundraising Committee Meeting Minutes of June 9, 2025 (Attachment 10-C)
11. New business
12. Board Work Plan
    a. 2025 Work Plan Review (Attachment 12-A)
13. Board Advocacy and Development
    a. Friends of Caledon Public Library – Donation Drop-Offs and Sorting, 8 Nancy Street, Bolton
        i. Wednesday, June 25, 6:30 – 8:30 PM
        ii. Wednesday, July 9, 11:30 AM – 1:30 PM
14. Public Question Period
15. Meeting Evaluation
16. Time and location of next regular meeting
    a. Monday, August 25, 2025, 6 PM – Albion Bolton Branch
17. Adjournment

Attached documents:

7-A Minutes of the May 12, 2025 meeting
7-B Treasurer's Report and Financial Statements
7-C Strategic Actions Update
9-A CEO/Chief Librarian's Report
9-B Strategic Action Plan Report
9-C Social Media Policy Report
10-B CEO/Chief Librarian Goals 2025-26
10-C Advocacy & Fundraising Committee Meeting Minutes of June 9, 2025
12-A 2025 Board Work Plan

Attachment 7-A

Caledon Public Library Board Meeting
Monday May 12, 2025
6:00 p.m.

MINUTES

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

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

Absent: Laura Brady

Note: This meeting was conducted at the Albion Bolton Branch

1. **The Chair called the meeting to order at 6:03 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:** Laura Brady

4. **Approval of the Agenda**

Motion: That the Caledon Public Library Board approve the agenda, with the move of the Employee Engagement Survey Report being moved for the Board's consideration following the related presentation.

Moved: Councillor Dave Sheen **Seconded:** Nicholas Alleyne

Carried.

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

6. **Presentations**
   a. **Inglewood Open Access Project Update**
   Leah Rucchetto, Director, Public Service provided an overview of the Open Access implementation plan and timelines for next steps.
   b. **Employee Engagement Survey Results**
   Roop Sandhu, Director, Corporate Services and Projects highlighted key findings of the recently completed library employee engagement survey and shared plans for a resulting action plan

   Motion: That the Caledon Public Library Board receive the Employee Engagement Survey Report.
   Moved: Scott Goodison **Seconded**: Councillor Dave Sheen
   Carried.

7. **Consent Agenda**
   a. **Minutes of the April 14, 2025 meeting**
   b. **Treasurer's Report and Financial Statements**
   c. **Strategic Actions Update**
   Motion: That the Caledon Public Library Board receive all items within the consent agenda.
   Moved: Jacqueline Iafrate **Seconded**: Mary Juric
   Carried.

8. **Business arising from the minutes:** None

9. **Staff Reports**
   a. **CEO/Chief Librarian's Report**
   Motion: That the Caledon Public Library Board receive the CEO/Chief Librarian's Report.
   Moved: Mary Juric **Seconded:** Jacqueline Iafrate
   Carried.

   b. **Reserves Policy Report**
   Motion: That the Caledon Public Library Board adopt and endorse the expanded Reserves Policy;

   That the CEO/Chief Librarian be directed to share the policy with the municipality's Commissioner of Finance and Chief Financial Officer for comment; and,

   That any resulting amendments to the policy be shared with the Board for further consideration and approval.
   Moved: Scott Goodison **Seconded:** Nicholas Alleyne
   Carried.

   c. **Advocacy Policy Report**

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

d. Bed Bug Prevention and Containment Policy Report
Motion: That the Caledon Public Library Board approve and adopt the amended Bed Bug Prevention and Containment Policy.
Moved: Nicholas Alleyne **Seconded:** Scott Goodison
Carried.

e. Video Surveillance Policy Report
Motion: That the Caledon Public Library Board approve and adopt the Video Surveillance Policy.
Moved: Councillor Dave Sheen **Seconded:** Jacqueline Iafrate
Carried.

10. New Business: None

11. Board Work Plan

a. 2025 Work Plan Review
Motion: That the Caledon Public Library Board receive and approve the revised 2025 Work Plan.
Moved: Mary Juric **Seconded:** Councillor Cosimo Napoli
Carried.

12. Board Advocacy and Development

a. Upcoming Advocacy Development Opportunities

i. Humber River Centre Open House – Thursday, May 15, 2025, 11 AM – 2 PM, Humber River Centre, Bolton.
ii. Strategic Plan Presentation Council – General Committee Meeting, June 3, 2025, 2:30PM, Town Hall
iii. Ontario Library Service (OLS) Board Assembly Meeting – Tuesday, June 10, 2025, 6-8PM.
iv. Caledon Day – Saturday, June 14, 2025, 2 – 10 PM, Caledon East Community Complex/Town Hall Campus

13. Public Question Period:

a. A question was asked regarding the Inglewood Open Access implementation and any opportunities for community members to ask questions and receive information about the new service.

14. Time of next regular meeting:

a. Monday, June 16, 2025, 6:00 PM – Southfields Village Branch

15. Adjournment

Motion: That the meeting adjourn.

Moved: Scott Goodison **Seconded:** Councillor Dave Sheen
Carried.

The meeting adjourned at 7:49PM

_____ _____

Tony Maxwell
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 7-B

Treasurer's Report

Prepared by Colleen Lipp
June 2025

2025 Budget

Details of the Library's 2025 budget as of May 31, 2025 are attached as Appendix A. Items of note include:

- Budgeted funds for Contracted Services within the Administration division are nearly full expended. This is largely the result of the unbudgeted architectural services to confirm project scope and budget in preparing the 2026 business case to renovate the Caledon Village Branch.
- Casual Temporary Wages and Benefits within Administration reflect the costs associated with two summer student positions. As previously reported, these costs will be partially offset by grant funding received from Canada Summer Jobs and Young Canada Works.
- With the exception of partial rent costs for the Belfountain locker location, facility rental costs have not yet been allocated, contributing $350,581 to the year-to-date favourable variance. The Library was recently informed that the Belfountain rent will now be allocated on a quarterly basis. Budget calendarization will be updated accordingly. No such changes are expected for the remaining locations.
- Actual costs of Information Technology insurance exceed the budgeted value by $1283 or 33%.
- All invoices in support of the Library's Strategic Plan have been allocated, fully expending the available capital budget. This project is now eligible to be closed.

As per the Town of Caledon Purchasing By-Law, "the Chief Librarian shall prepare and present to the Library Board a report summarizing all purchases between $10,000 and $50,000 twice annually". This excludes the funds expended in support of the Library's Strategic Plan as per Capital Project 24-030. With the exception of consolidated invoices for library print and A/V materials, the following reflects relevant purchases during the first five (5) months of 2025.

- Payment of $18,050 (incl.tx) to Ontario Library Service (SOLS) to secure provincial consortium pricing of digital resources and online databases.
- An additional $16,142 (incl.tx) was paid to OLS for the Library's annual access to the shared collection of eBooks through OverDrive.
- Allocation of $17,875 (excl.tx) in support of the Library's subscription to Udemy and Gale Courses.

- Expenditure of $19,735 (incl.tx) for the Library's annual subscription to PressReader.
- $24,324 (excl.tx) associated with the Integrated Library Software (ILS) and online catalogue. This is in addition to annual membership fees to the Ontario Library Consortium (OLC) of $8000.
- $11,414 (inc.tx) for a replacement server.
- $15,132 (incl.tx) for the bulk purchase of filters for maker equipment.
- $17,105 (incl.tx) for group registration to OLA Super Conference and annual memberships on behalf of the Board and staff

As referenced within the Caledon Public Library Reserves Policy (CPL-20-27), "library leadership will provide the Board with a summary of all disbursements from reserves twice annually". There have been no expenditures funded from the Reserve thus far in 2025.

Library Reserves

Following the Board's approval, and as directed, the revised and renamed Caledon Public Library Reserves Policy (CPL-20-27) was shared with the municipality's Commissioner of Finance and Chief Financial Officer. As per communication from town staff, resulting updates to the municipal reserves by-law will be made as part of a comprehensive reservices review and Council workshop later in the year. This communication also prompted a correction to the Library's General Reserve Fund balance, as noted in the attached financials.

2026 Budget

A budget timeline (Figure 1) was shared with town and library staff at the May 9, 2025 budget kickoff meeting. As referenced below, the Library is required to complete and submit capital and operating submissions, including any proposed changes in service level, in advance of the Board's scheduled review and approval. Assurances have been provided, that there will be adequate opportunity to reflect any Board directed amendments to the Library's proposed budget.

A budget target of a 2% tax increase with a 1% infrastructure levy was shared at the meeting, along with budget assumptions regarding cost-of-living allowances (COLA), general inflation impacts and anticipated increases for specific expense types, including insurance. No information was provided about the use of Strong Mayor powers in setting the budget.

To date, Library Leadership has completed and submitted the proposed revisions to the 5-year capital forecast, including any resulting operating impacts, as well as detailed business cases for all capital projects recommended for funding in 2026. Staff headcount documents and base operating budgets have also been completed and shared with Town Finance. The remaining

deliverables, notably the proposed Changes in Service Level (CISL) will be completed prior to June 20th – in advance off the June 30th deadline.

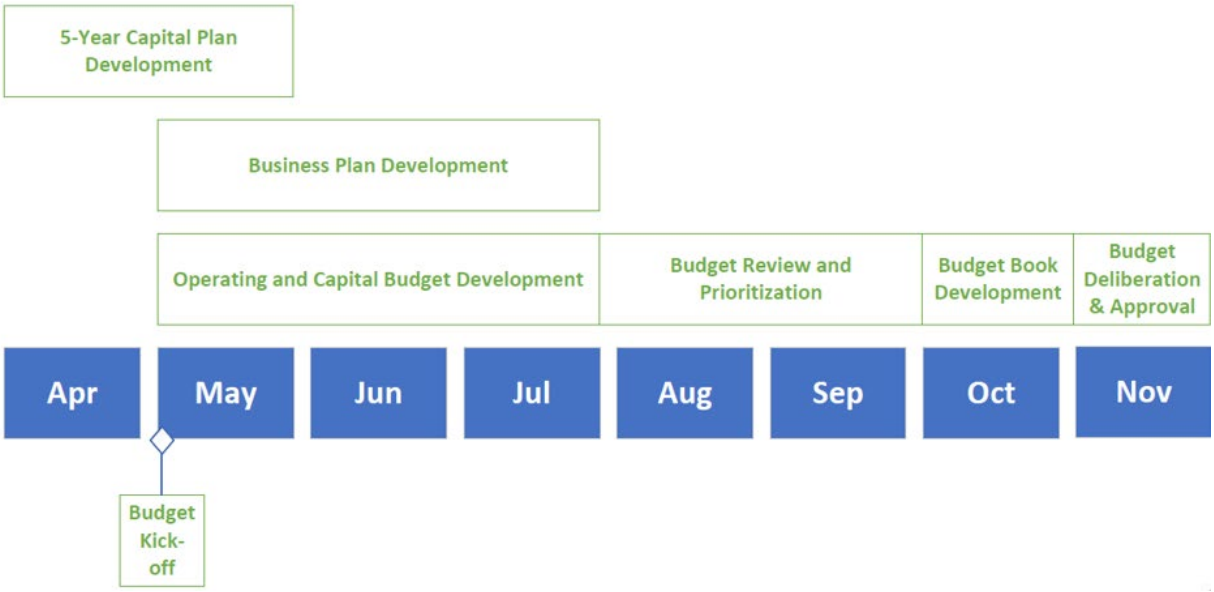

Figure 1 – 2026 Budget Timeline

This information will be compiled within a report for consideration by the Board's Finance Committee at a meeting scheduled for August 6, 2025, in advance of the full Board's review at the August 25th meeting.

Recommended changes to the budget meeting schedule were recently shared by Town Finance for Council's consideration. The following meeting dates have been confirmed and should allow for final approval of the Town's consolidated budget before the end of November:

General Committee – Budget Presentation	Wednesday, November 5, 2025 – 2:30 PM
General Committee – Budget	Tuesday, November 18, 2025 – 2:30 PM
Council Meeting – Budget	Tuesday, November 25, 2025 – 7 PM

Table 1 – 2026 Budget Schedule

It is recommended that the Library's budget again be presented separately from that of the Town. The timing of the Library's budget presentation has not yet been confirmed and will be largely reliant on whether the budget is to be initiated by the Mayor or approved by Council. Pending the Board's approval of the budget at the end of August, it is advisable that the Library's final budget submissions be shared promptly with Town Finance and the Mayor and that correspondence be shared with Council advising of the Board's actions.

Questions for Town Finance

The following questions have been shared with the Commissioner of Finance and Chief Financial Officer in advance of his virtual attendance at the Board's June 16th meeting:

- When will the internal charges for HR and Finance Services be calculated and shared for inclusion in the Library's 2026 operating budget? Do we have your assurance that these costs will not be applied when calculating the Library's budget increase?
- What strategies will be used to meet the Town's 2% budget target, given that inflation, staff wages and insurance costs are all predicted to increase by more than 2%? How might these strategies be applied to the Library's budget?
- Library collections, technologies and furnishing are core to the Library's services, though the Library is currently required to seek funding for distinct capital budgets each year. Could you suggest any means of better integrating these core services within the Library's base budget year over year?
- It is expected that the Library Board will approve the Library's budget at the end of August. With the Town's budget slated to be presented and approved by the end of November and on the assumption that the Library's budget will be presented separately, what is your recommended timing for the presentation of the Library's budget?
- What is the anticipated approval process for the Library Board's budget? Will it be approved by Council in advance of the Town's full budget or will it be incorporated within a Strong Mayor budget – or some other option?

Appendix A

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of May 31, 2025

	May Budget	May Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
40010 Administration									
50050 Miscellaneous	-1,670.00	-794.00	*-876.00*	-8,310.00	-8,033.91	*-276.09*	-20,000.00	40.2%	**-11,966.09**
50125 Merchandise Sales	-250.00	-35.00	*-215.00*	-1,250.00	-418.00	*-832.00*	-3,000.00	13.9%	**-2,582.00**
50235 Fundraising		-20.00	*20.00*		-266.00				
50319 Grants/Subsidies			*0.00*				-68,000.00	0.0%	**-68,000.00**
50570 Donations			*0.00*		-231.06	*231.06*			**231.06**
50705 Fines/Fees	-840.00	-189.50	*-650.50*	-4,120.00	-2,084.99	*-2,035.01*	-10,000.00	20.8%	**-7,915.01**
50715 Programs			*0.00*	-2,000.00		*-2,000.00*	-2,000.00	0.0%	**-2,000.00**
50725 Comm.Access Prgm Funding				-7,000.00	-5,039.64	*-1,960.36*	-7,000.00	72.0%	**-1,960.36**
50750 Book Sales	-225.00	-93.00	*-132.00*	-925.00	-942.05	*17.05*	-2,500.00	37.7%	**-1,557.95**
50770 FOL-Recoverable			*0.00*		-493.99	*493.99*			**493.99**
61510 Salaries-Permanent	32,971.00	32,534.65	*436.35*	117,594.00	117,124.78	*469.22*	285,745.00	41.0%	**168,620.22**
61513 Benefits-Permanent	9,444.00	8,038.89	*1,405.11*	33,684.00	34,647.43	*-963.43*	81,851.00	42.3%	**47,203.57**
61520 Wages-Casual Temporary	6,200.00	3,565.20	*2,635*	6,200.00	3,565.20	*2,634.80*	37,450.00	9.5%	**33,884.80**
61523 Benefits-Casual Temporary	810.00	420.42	*390*	810.00	420.42	*389.58*	4,869.00	8.6%	**4,448.58**
62018 Operating Supplies	60.00		*60.00*	310.00	428.62	*-118.62*	760.00	56.4%	**331.38**
62129 FOL-Initiatives			*0.00*			*0.00*			**0.00**
62244 Bank Charges	250.00		*250.00*	1,250.00	915.83	*334.17*	3,000.00	30.5%	**2,084.17**
62253 Lib. Brd Education & Exp.	300.00		*300.00*	2,700.00	1,995.56	*704.44*	5,000.00	39.9%	**3,004.44**
62311 Memberships/Dues			*0.00*	16,000.00	15,233.32	*766.68*	16,000.00	95.2%	**766.68**
62314 Mileage		154.72	*-154.72*		154.72	*-154.72*			**-154.72**
62317 Audit				-4,870.00	-4,935.00	*65.00*	4,870.00	-101.3%	**9,805.00**
62335 Contracted Services	900.00	7,179.17	*-6,279.17*	1,800.00	7,179.17	*-5,379.17*	8,000.00	89.7%	**820.83**
62360 Fundraising						*0.00*			
Total 40010 Administration	47,950.00	50,761.55	*-2,811.55*	151,873.00	159,220.41	*-7,347.41*	335,045.00	47.5%	**175,824.59**
41010 Library Public Services									
61510 Salaries-Permanent	149,538.00	154,831.01	*-5,293.01*	533,351.00	522,970.36	*10,380.64*	1,295,989.00	40.4%	**773,018.64**
61513 Benefits-Permanent	42,984.00	42,798.62	*185.38*	153,310.00	155,181.08	*-1,871.08*	372,527.00	41.7%	**217,345.92**
61520 Wages-Casual Temporary	118,884.00	121,104.23	*-2,220.23*	399,226.10	402,711.40	*-3,485.30*	994,498.00	40.5%	**591,786.60**
61521 Overtime-Casual Temporary		159.86			447.77				
61523 Benefits-Casual Temporary	21,118.69	21,018.86	*99.83*	70,815.59	68,432.41	*2,383.18*	181,372.06	37.7%	**112,939.65**
62018 Operating Supplies	990.00	1,934.95	*-944.95*	4,870.00	2,979.51	*1,890.49*	11,799.00	25.3%	**8,819.49**
62312 Insurance				5,387.00		*5,387.00*	5,387.00	0.0%	**5,387.00**
62321 Rental-Facility			*0.00*	351,422.00	840.48	*350,581.52*	351,422.00	0.2%	**350,581.52**
62335 Contracted Services	4,984.00	8,186.33	*-3,202.33*	22,127.00	19,431.85	*2,695.15*	57,872.00	33.6%	**38,440.15**
62346 Courier	2,916.00		*2,916.00*	14,580.00	9,490.13	*5,089.87*	35,000.00	27.1%	**25,509.87**
Total 41010 Library Public Services	341,414.69	350,033.86	*-8,619.17*	1,555,088.69	1,182,484.99	*372,603.70*	3,305,866.06	35.8%	**2,123,381.07**

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of May 31, 2025

	May Budget	May 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	45,548.00	46,425.55	*-877.55*	162,454.00	167,131.79	*-4,677.79*	394,749.00	42.3%	**227,617.21**
61513 Benefits-Permanent	13,054.00	12,890.39	*163.61*	46,561.00	49,662.13	*-3,101.13*	113,137.00	43.9%	**63,474.87**
62018 Operating Supplies	300.00	1,165.55	*-865.55*	1,500.00	1,280.81	*219.19*	4,000.00	32.0%	**2,719.19**
62058 Online Databases			*0.00*	92,683.00	74,723.99	*17,959.01*	97,210.00	76.9%	**22,486.01**
Total 41015 Collections and Access Services	58,902.00	60,481.49	*-1,579.49*	303,198.00	292,798.72	*10,399.28*	609,096.00	48.1%	**316,297.28**
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	34,925.00	35,606.25	*-681.25*	124,565.00	128,182.51	*-3,617.51*	302,681.00	42.3%	**174,498.49**
61513 Benefits-Permanent	10,064.00	9,842.92	*221.08*	35,894.00	37,796.60	*-1,902.60*	87,223.00	43.3%	**49,426.40**
62018 Operating Supplies	1,100.00		*1,100.00*	5,500.00	1,295.70	*4,204.30*	13,100.00	9.9%	**11,804.30**
62303 New Staff Technology	4,500.00		*4,500*	7,500.00	1,880.77	*5,619.23*	7,500.00	25.1%	**5,619.23**
62304 Automation			*0.00*	37,000.00	32,450.85	*4,549.15*	45,100.00	72.0%	**12,649.15**
62305 Computer Services	7,998.00		*7,998.00*	39,990.00	21,582.54	*18,407.46*	95,980.00	22.5%	**74,397.46**
62312 Insurance			*0.00*	3,858.00	5,140.80	*-1,282.80*	3,858.00	133.3%	**-1,282.80**
62335 Contracted Services	3,125.00		*3,125.00*	15,625.00	3,863.68	*11,761.32*	37,510.00	10.3%	**33,646.32**
62396 Mobile Phones / Pagers	898.00		*898.00*	4,490.00	1,995.48	*2,494.52*	10,780.00	18.5%	**8,784.52**
62397 Telephone	3,001.00		*3,001.00*	13,661.00	8,053.45	*5,607.55*	34,670.00	23.2%	**26,616.55**
63037 Software Licence Subscription	702.00		*702.00*	14,275.00	5,691.73	*8,583.27*	51,270.00	11.1%	**45,578.27**
Total 41025 Library Info Technology	66,313.00	45,449.17	*20,863.83*	302,358.00	247,934.11	*54,423.89*	689,672.00	35.9%	**441,737.89**
41030 Programming and Outreach Services (formerly Youth Services)									
61510 Salaries-Permanent	43,479.00	45,037.38	*-1,558.38*	155,075.00	145,967.84	*9,107.16*	376,816.00	38.7%	**230,848.16**
61513 Benefits-Permanent	12,591.00	12,858.85	*-267.85*	44,908.00	45,230.70	*-322.70*	109,125.00	41.4%	**63,894.30**
61520 Wages-Casual Temporary	10,990.00	16,279.89	*-5,289.89*	41,391.00	45,686.92	*-4,295.92*	117,896.00	38.8%	**72,209.08**
61523 Benefits-Casual Temporary	2,360.00	3,515.53	*-1,155.53*	8,915.00	9,835.92	*-920.92*	24,734.00	39.8%	**14,898.08**
62018 Operating Supplies	175.00		*175.00*	950.00	46.65	*903.35*	1,700.00	2.7%	**1,653.35**
62414 Special Programs	1,000.00	305.28	*694.72*	6,375.00	9,599.50	*-3,224.50*	21,500.00	44.6%	**11,900.50**
Total 41030 Programming and Outreach Services	70,595.00	77,996.93	*-7,401.93*	257,614.00	256,367.53	*1,246.47*	651,771.00	39.3%	**395,403.47**
41035 Communications and Cultural Development									
61510 Salaries-Permanent	44,033.00	34,384.54	*9,648.46*	157,050.00	149,044.51	*8,005.49*	381,621.00	39.1%	**232,576.49**
61513 Benefits-Permanent	12,601.00	10,006.83	*2,594.17*	44,945.00	46,825.98	*-1,880.98*	109,210.00	42.9%	**62,384.02**
61522 Recovery-Wages-Casual Temp					-1,340.09	*1,340.09*			**1,340.09**
62018 Operating Supplies	1,005.00		*1,005.00*	3,198.00	196.65	*3,001.35*	7,700.00	2.6%	**7,503.35**
62304 Automation	200.00		*200.00*	4,550.00	1,978.96	*2,571.04*	7,650.00	25.9%	**5,671.04**

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of May 31, 2025

	May Budget	May Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
62315 Printing & Advertising	3,300.00		*3,300.00*	9,230.00	1,844.41	*7,385.59*	16,480.00	11.2%	**14,635.59**
62335 Contracted Services	750.00		*750.00*	1,250.00		*1,250.00*	2,500.00	0.0%	**2,500.00**
62414 Special Programs	250.00		*250.00*	250.00	180.70	*69.30*	8,000.00	2.3%	**7,819.30**
Total 41035 Communications/Community Dev	62,139.00	44,391.37	*17,747.63*	220,473.00	198,731.12	*21,741.88*	533,161.00	37.3%	**334,429.88**
41045 Corporate Services & Projects									
61510 Salaries-Permanent	14,903.00	15,211.77	*-308.77*	53,153.00	54,762.38	*-1,609.38*	129,161.00	42.4%	**74,398.62**
61513 Benefits-Permanent	4,405.00	4,415.46	*-10.46*	15,712.00	17,036.88	*-1,324.88*	38,181.00	44.6%	**21,144.12**
62310 Training/Development/Seminars	3,801.00	169.90	*3,631.10*	26,212.00	22,964.92	*3,247.08*	56,583.00	40.6%	**33,618.08**
62314 Mileage	907.00	517.35	*389.65*	3,194.00	3,731.91	*-537.91*	9,500.00	39.3%	**5,768.09**
62322 Postage	125.00		*125.00*	625.00	-1,417.90	*2,042.90*	1,500.00	-94.5%	**2,917.90**
62335 Contracted Services	200.00	510.00	*-310.00*	600.00	1,608.71	*-1,008.71*	2,000.00	80.4%	**391.29**
Total 41045 Corporate Services & Projects	24,341.00	20,824.48	*3,516.52*	99,496.00	98,686.90	*809.10*	236,925.00	41.7%	**138,238.10**
41050 Maker & Emerging Technologies									
61510 Salaries-Permanent	39,370.00	33,619.29	*5,750.71*	140,421.00	136,457.89	*3,963.11*	341,210.00	40.0%	**204,752.11**
61513 Benefits-Permanent	10,926.00	9,711.01	*1,214.99*	38,969.00	40,988.55	*-2,019.55*	94,690.00	43.3%	**53,701.45**
62018 Operating Supplies	75.00		*75.00*	225.00		*225.00*	700.00		**700.00**
62414 Special Programs	1,000.00		*1,000.00*	5,723.00	1,902.35	*3,820.65*	12,800.00	14.9%	**10,897.65**
Total 41050 Maker & Emerging Technologies	51,371.00	43,330.30	*8,040.70*	185,338.00	179,348.79	*5,989.21*	449,400.00	39.9%	**270,051.21**
Total Caledon Public Library-Lending Services	**723,025.69**	**693,269.15**	**29,756.54**	**3,075,438.69**	**2,615,572.57**	**459,866.12**	**6,810,936.06**	**38.4%**	**4,195,363.49**

Capital Project Expense Report - as of May 31, 2025

	Budget	Expended Previous Year(s)	Expended 2025 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended	Status
Capital Projects - Previous Years							
21-008 Library IT Equipment	73,000.00	72,764.32		72,764.32	235.68	99.7%	To be closed
21-009 Library Hotspot Replacements	10,200.00	11,220.00		11,220.00	-1,020.00	110.0%	To be closed - variance funded from 23-120
21-013 MDV Renovation to Maker, Media and Innovation	304,680.00	312,805.90		312,805.90	-8,125.90	102.7%	Project complete - Partially grant funded
21-134 Southfields Village Branch Reading Garden	91,910.00	91,534.16		91,534.16	375.84	99.6%	Fully grant funded - Closed
22-020 Library IT Equipment	51,000.00	50,963.85		50,963.85	36.15	99.9%	To be closed
22-021 Library Furniture Replacement	120,000.00	124,883.91		124,883.91	-4,883.91	104.1%	To be closed - variance funded from 23-120
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	30,756.97	1,281.67	32,038.64	2,961.36	91.5%	
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	475,322.18		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	475,322.18	0.00	475,322.18	245.32	99.9%	
23-119 Library IT Equipment	45,000.00	14,398.29	18,884.51	33,282.80	11,717.20	74.0%	
23-120 Library Furniture Replacement	60,000.00	16,294.78	134.11	16,428.89	43,571.11	27.4%	
24-029 Library Materials and Coll	475,000.00	517,000.10	1,657.90	518,658.00	-43,658.00	109.2%	To be closed
59275 Capital Donations	854.76						Variance to be transferred to 25-062
Total Library Collections and Materials (24-029)	475,854.76	517,000.10	1,657.90	518,658.00	-42,803.24	109.0%	
24-030 Library Strategic Plan	50,000.00	32,458.89	17,523.08	49,981.97	18.03	100.0%	To be closed

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of May 31, 2025

	Budget	Expended Previous Year(s)	Expended 2025 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended	Status
24-031 Library IT Equipment	15,000.00		13,678.53	13,678.53	1,321.47	91.2%	
Capital Projects - Current Year							
25-031 Library Access P1 Inglwood	64,000.00		160.78	160.78	63,839.22	0.3%	
25-062 Library Materials Coll 2025	500,000.00	2,772.24	157,663.75	160,435.99	339,564.01	32.1%	
25-063 Library IT Equipment	115,000.00		604.85	604.85	114,395.15	0.5%	

Library Reserve Balances - as of May 31, 2025

01-00-000-00000-000-20841 Library Bequest Fund - MDV	316.54
08-07-900-35043-000-25000 Library Donation and Bequest Reserve Fund	15,443.82
08-07-900-35051-000-25000 Library General Reserve Fund	26,218.00

Attachment 7-C

Strategic Actions Update

June 2025

Community Connections

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:

- Author Visit with Marty Chan
- Baby Ducklings Story Time with author, Caroly j Morris
- Celebration of Comics
- Kids Book Box: Celebrate Canadian Children's Book Week
- Music Fun for Kids with Julia's Place Music Therapy
- Reptilia
- Super Smash Brothers Tournament

Programs for teens and adults included:

- Ask the Money Lady with Christina Ibbotson
- BYOB (Bring Your Own Book) Mystery Night
- CPL Makers: Cricut Shadow Boxes
- CPL Makers: Graphic Design 101
- CPL Makers: Learn to Sew Dryer Sheet
- Dungeons & Dragons
- Paper Quilling Art for Teens
- Photo Fun for Seniors
- Queer Village Book Club

Library staff attended the following community events to raise awareness of CPL's services:

- Welcome to Kindergarten and Start with a Smile events at various local schools
- Attendance @ the RBC Canadian Open
- Hills of Headwaters event - Women's Care Day
- Presentation to the Alton Grange
- Town of Caledon employee onboarding presentation

Through CPL's active membership on IDEA Caledon, CPL co-hosted the 2nd Annual Pride Family Picnic on May 31st. While weather conditions were less than ideal, community members and partners came out in to kick off Pride Month.

CPL staff participated in the Humber River Centre's Open House on May 15th, hosted by the Town's Economic Development Department. The event included a panel discussion and library presentation to a group of local business owners and partners. The presentation highlighted CPL's business resources and services and showcased our maker technologies.

Visiting Library Service was expanded to include a partnership with Ontario Correctional Institute to provide books to residents on a monthly rotation.

Learning & Growth

As per the identified objective to "ensure sustainable growth and ongoing improvements in service delivery by enhancing staffing levels, building staff capacity, and supporting staff development" staff representatives and members of the leadership team participated in the following learning opportunities over the past month:

- Creating Interactive Storytimes with Music, Play, & More
- Helping Serve the Neurodiverse in your Library Community
- Instructional Design for Adult Learners: A Primer
- Leading with Confidence: Develop Your Confidence as an Emerging Library Leader
- Livraria Lello
- Navigating Public Library Finances
- Reducing and Responding to Staff Stress and Trauma
- Spotlight on Early Reading

Valuing Employee Needs and Performance

CPL's Library of Things was expanded to include a Bocce set. Personal flotation devices and lifejackets for dogs are now circulating for the summer season.

Informed Service Development

The Library's 5-year capital forecast was revised to better reflect the recommendations of the Comprehensive Growth Plan, in anticipation of the Board's consideration of the Library's 2026 budget.

New items were added to the Library's Stay and Play collection (educational toys that can be played with in the library by children and families). These new items include magnetic tiles, gear building set, and literacy focused puzzles. Some of these new items come from direct requests made through our Have Your Say cards.

A new Internet Service Provider has been identified to replace the Public Sector Network (PSN) at the Albion Bolton Branch, with the transition expected over the summer.

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

"Great selection of books - suggestion: Board games for older children 8-12 and coding science activities/workshops on weekends (Sundays)"

"Also we love the library of things - for library of things - more places to visit i.e. ROM, other museums, hockey hall of fame to help cost when traveling for family knowledge and fun"

"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."

"Quiet and peaceful environment. I'm able to get a lot of work done, even in the social areas. What I love the most is that they have many accessible outlets, which helps with charging devices. I'm a local resident so I come here a lot, and look forward to coming here in the future :)) Hopefully there can be more hours added to the library!" - Google Review Southfields Village Branch

Intellectual Freedom & Civic Dialogue

Math in Drag with Star Kyne! is being hosted at the Southfields Village Branch on June 21st. As a Filipino immigrant, math major, and world renowned drag queen, Kyne's story is proof that people can't be confined into rigid boxes. In this talk, Kyne shares how embracing her identity led to a double life of solving equations by day and slaying stages by night. Discover how math and drag are woven together by creativity, confidence, and most importantly, fun!

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

- Caledon Public Library's Comprehensive Growth Plan brings extended access to Inglewood
- Caledon Public Library Releases New 2025-2028 Strategic Plan
- Fresh Look, Same Heart: Caledon Public Library Unveils New Logo
- Caledon Public Library Unveils Community-Inspired Art Installation at Southfields Village Branch

Attachment 9-A

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
June 2025

Governance and Advocacy

Library Board Minutes to Council

Prompted by the notice of motion requiring that draft minutes of Library Board meetings be shared with Council as part of the Council Information Package, an amending by-law 2025-050 (Appendix A) was passed by Council on May 20, 2025. This by-law amends Town of Caledon by-law 2009-81, a by-law to provide for the establishment of the Caledon Public Library. As required under Section 3(2) of the Public Libraries Act, the Town Clerk has provided a copy of the amending by-law to the Minister, Tourism, Culture and Gaming.

Regional Diversity Roundtable Vision Statement for a Hate-Free Peel Region

Earlier this year, the Regional Diversity Roundtable (RDR) of Peel, undertook "a collaborative visioning exercise aimed at imagining a hate-free Peel Region". This exercise resulted in the creation of a Vision Statement for a Hate-Free Peel Region (Appendix B). As a member of the Regional Diversity Roundtable whose organizational values mirror those referenced in the statement, it is recommended that the Caledon Public Library officially endorse the Vision Statement for a Hate-Free Peel Region and consider how we can advance this vision within the scope of the Library's own mission and strategic priorities. The Library Board has previously endorsed RDR's Diversity and Inclusion Charter.

Library Services

Branch Closures

As previously reported, the Caledon East Branch will be closed on June 14th to accommodate Caledon Day. The Branch Manager was recently informed that the opening of the facility would also be delayed on Sunday, June 15th to allow for clean-up from the event. As a means of limiting the disruption to library members, the Caledon East Branch will be offering holds pick-up services from the branch's emergency exit doors from 12 PM to 2 PM. Full customer access to the branch will resume once the facility opens at 2 PM.

Library Leadership has also received a recommendation from the Town that the hours of operation of the Albion Bolton Branch be reduced to accommodate the tractor pull being hosted by the

Albion Bolton Agricultural Society on Friday, June 27th. To align with the recommended closure of the branch at noon, a number of library events scheduled in celebration of Seniors' Month have been relocated to the Caledon Centre for Recreation and Wellness (CCRW).

The increased frequency of mandated closures and changes to library hours of operations highlights the need for Library Leadership to be consulted by the Town in considering the impact of facility closures. Language regarding consultation and adequate notice will be flagged for inclusion within the long overdue facility lease agreement.

Staffing News

Supervisor, Maker and Emerging Technologies Appointment

Catherine Arthurs has returned to CPL in the role of Supervisor, Maker & Emerging Technologies. Reporting to the Manager, Programming & Outreach, Catherine will be responsible for the Library's maker spaces, programs and staff. Catherine holds a Library Information Technology Diploma from Mohawk College and recently earned a Lean Six Sigma Green Belt. She previously worked in Caledon as a Coordinator, Maker & Emerging Technology and was instrumental in the initial launch of CPL's maker spaces and the development of related policies and procedures. She has also gained valuable leadership experience as the Supervisor, Customer Experience at Newmarket Library and in a variety of roles with the Whitchurch-Stouffville Public Library, and East Gwillimbury Public Library. Catherine began her new role on May 27th.

Recommended Motion

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

That the Caledon Public Library Board endorse the Regional Diversity Roundtable's Vision Statement for a Hate-Free Peel Region

APPENDIX A

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2025-050

A By-law to amend By-law 2009-081, to provide for the establishment of the Caledon Public Library.

WHEREAS the *Public Libraries Act,* section 3(1) provides that the council of a municipality may by by-law establish a public library;

AND WHEREAS the Council of The Corporation of the Town of Caledon passed By-law 2009-081 to provide for the establishment of the Town of Caledon Public Library Board;

AND WHEREAS the *Municipal Act, 2001*, section 253(1)(b) provides subject to the *Municipal Freedom of Information and Protection of Privacy Act*, any person may, at all reasonable times, inspect any of the records under the control of the clerk, including minutes and proceedings of regular, special or committee meetings of the council or local board, whether the minutes and proceedings have been adopted or not;

AND WHEREAS the Town of Caledon Procedure By-law 2015-108, as amended, provides when reasonably possible, draft minutes for Council, Committee, and Advisory Committee meetings shall be made available to the public within a week after the meeting;

AND WHEREAS the Council of The Corporation of the Town of Caledon deems it desirable to require the most recent meeting minutes of Town of Caledon Public Library Board meetings, whenever reasonably possible, be provided to the Clerk within one week of their previous meeting;

NOW THEREFORE the Council of The Corporation of the Town of Caledon ENACTS AS FOLLOWS:

1. That By-law 2009-081 is hereby amended by:

   (1) Reordering section 4 to become section 5.

   (2) Adding the following section:

      4. The most recent meeting minutes of Town of Caledon Public Library Board meetings, whenever reasonably possible, shall be provided to the Clerk within one week of their previous meeting.

2. Subject to the amendments made in this By-law, in all other respects, By-law 2009-081 is hereby confirmed unchanged.

Enactment

This By-law shall come into full force and effect on the day of its passing.

Enacted by the Town of Caledon Council this 20th day of May, 2025.

Annette Groves, Mayor

Kevin Klingenberg, Municipal Clerk

The Regional Diversity Roundtable
www.rdrpeel.org
rdr@regionaldiversityroundtable.org

28 Village Centre Place, Suite 107
Mississauga, ON L4Z 1V9
905-232- 7371

Regional Diversity Roundtable (RDR)
Vision Statement for a Hate-Free Peel Region

Background

In January 2025, members of the Regional Diversity Roundtable came together for a collaborative visioning exercise aimed at imagining a hate-free Peel Region. The conversation encouraged participants to think beyond their individual workplaces and envision a community rooted in safety, belonging, and social cohesion. This regional approach asked: *What would it look like to live in Peel region, where hate does not exist?*

From this reflective process emerged key themes: the importance of inclusivity, accountability, and proactive intervention as foundational to a just, welcoming and safe community. Members emphasized the need for community-led responses, policy change, and stronger protection for marginalized communities, alongside continuous education to challenge systemic bias, discrimination, and misinformation.

This vision-building process was deeply informed by recent events, including disturbing acts of hate in the region. On November 12, 2024, a joint letter from RDR and community partners (Indus and Punjabi Community Health Services) expressed collective standpoint over violent attacks on Hindu and Sikh places of worship in Peel. These incidents served as painful reminders that hate-motivated crimes not only threaten individual safety but fracture the social fabric of our diverse communities.

RDR engaged a broad cross-section of the Peel community in finalizing the statement and position. All RDR partners, their executive leadership, regional community tables, cross-sector service providers, and diverse Peel residents actively participated in the development process. All feedback was carefully integrated.

The vision statement, for the systems/institutions/organizations/service sectors:

"A Peel Region where every individual lives free from hate, discrimination, and fear. A community rooted in equity, inclusion, and justice, where proactive education, allyship and restorative practices dismantle systemic barriers and elevates collective belonging. Through collaborative leadership, policy-driven changes, unwavering action and accountability, we strive to create safe and inclusive spaces where every person is empowered to thrive."

Simpler statement for the whole Peel community:

"Peel region where everyone belongs, feels safe, can thrive in a community that is free from hate and discrimination. We build the region together through inclusion, justice, and shared responsibility."

Both commitments build on the foundations of active community engagement, shared safety commitment, and collective action for needed change.

It acknowledges:

- Ongoing experiences of racism (Anti-Indigenous, Black, and Racilaized people), religious intolerance/hate, xenophobia, homophobia, transphobia, and other forms of discrimination.
- The need to create practical pathways toward a community where everyone, regardless of background or beliefs, feels like they belong, can contribute and thrive.

It calls on individuals, institutions, and communities to take shared responsibility to collectively create a hate-free Peel region in its 3 municipalities of Brampton, Caledon and Mississauga.

How We Live This Vision?

As Individuals

- **Intervene when witnessing discrimination or hate-based behavior.**
  Example: Challenge discriminatory remarks in social settings or report hate speech online using platforms or legal mechanisms.

- **Actively engage in intercultural learning and relationship-building.**
  Example: Attend community events outside one's cultural group and/or participate in interfaith forums and cultural exchange events.

- **Model inclusive language and challenge stereotypes.**
  Example: Avoid perpetuating biases in conversations; correct misinformation, stop offensive "jokes" shared by friends, family, peers, or colleagues.
- **Use digital platforms responsibly.**
  Example: Pause before sharing unverified or divisive content online; consider the potential impact on vulnerable groups and targeted populations.

- **Commit to lifelong learning.**
  Example: Enroll in free community DEI workshops or read about lived experiences of racialized, Indigenous, or marginalized communities. Invest in knowledge building.

Community Level: Group and Organizational Practices that Strengthen Belonging

Community-based groups, grassroots networks, and service agencies can model anti-hate values through policy practice and engagement.

- **Facilitate inclusive, responsive programming.**
  Example: Create space for difficult conversations. Make them safe and respectful. Host dialogues on local and global issues impacting the region such as islamophobia, anti-semitism, anti-black racism, transphobia, anti-asian hate, anti-immigrant hate and more in Peel.

- **Demonstrate public solidarity during community harm.**
  Example: Issue statements denouncing hate, organize healing gatherings, or provide safe spaces for reflection, dialogue and support during crisis, incidents and through the required healing.

- **Build cross-sector collaboration.**
  Example: Partner with organizations from different cultural, faith, and service backgrounds to co-host events or educational campaigns on countering hate.

- **Ensure accessibility and cultural relevance.**
  Example: Offer interpretation services, accommodate diverse religious observances, and design events that reflect demographic needs.

- **Include marginalized voices in leadership and program design.**
  Example: Engage LGBTQ2S+, Indigenous, racialized, newcomers, youth and senior communities in co-creating solutions and decision-making processes.

Institutional Level: Structural Accountability and Policy Change

Institutions hold systemic power and must lead with transparency, equity, and proactive intervention.

- **Enforce and strengthen anti-hate and anti-discrimination policies.**
  Example: Review internal policies to ensure clarity on reporting, protections, and consequences, and regularly update them with stakeholder input.

- **Collect disaggregated demographic and incident data.**
  Example: Use race-based and identity-specific data to identify who is most impacted by hate that informs policy and service responses.

- **Invest in capacity-building and continuous education.**
  Example: Provide mandatory, ongoing anti-racism, trauma-informed, and cultural humility training to all staff, consistent scaffolding and not one-off sessions.

- **Fund and amplify community-led prevention efforts.**
  Example: Allocate funding to local initiatives addressing hate through peer mentorship, education, and community healing practices.

- **Publicly communicate actions and outcomes.**
  Example: Share how hate incidents are addressed, what supports are offered, and how affected communities are consulted in recovery efforts. Share outcomes via report card at set intervals.

Ongoing Commitment

This is a living document that will continue to respect and include diverse voices in subsequent iterations. RDR is committed to ensuring ongoing reflection, revision, and accountability.

Be a champion of a Hate-free Peel

- To demonstrate your organization's and/or individual commitment click the link below and provide **Feedback** as you **Endorse the Hate-free Peel vision**.
- https://www.surveymonkey.com/r/Hate-free_Peel

Glossary of terms : Click here to access it

Released on May 14, 2025, at the RDR May Monthly Membership Meeting.

Attachment 9-B

Date: June 16, 2025

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Strategic Action Plan Report

Recommendation:

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

Background

The Board's approval and adoption of the Library's new 2025-2028 strategic plan prompted the creation of a related action plan. While the strategic plan references high-level goals and objectives, it does not include explicit deliverables to guide the realization of CPL's mission, vision and priorities. Attached as Appendix A, the Strategic Action Plan identifies specific activities or initiatives, along with timelines, and will direct our efforts through to 2028. This plan is largely the result of the work of four staff working groups, each tasked with the development of actions in support of a particular priority.

Pending Board approval, the action plan will be expanded to include additional details for each action. These will include necessary supports, impacted audiences, and success indicators. This document will be reviewed and revised regularly, ensuring that the Library remains flexible and reactive to changes in the community and shifting trends in library services. A report will be provided to the Board in January of each year, advising of our progress in addressing identified objectives and any revisions to approved actions.

A corresponding Strategic Assessment and Evaluation Plan will also be developed, building on the metrics and targets adopted in undertaking the 2021-2024 strategic plan. This proposed methodology for measuring the Library's strategic efforts, including assessment and evaluation criteria, will be shared for the Board's consideration in September.

Financial Implication

There are no immediate financial implications of this report, however the action plan will be used to inform the creation of annual budget proposals.

Recommended Motion

That the Caledon Public Library Board approve and adopt the Strategic Action Plan.

Appendix A

Strategic Action Plan

June 2025

Priority 1: Community Connections

Goals/Objectives	Actions	Timeline
	What is going to be done?	*Planned Start*
Enhance community-informed programs and collections to reflect the diverse experiences of Caledon's growing population, fostering opportunities for learning, connection, and engagement.	Establish a process for conducting regular needs assessments to inform ongoing program development and service improvements.	2026
	Develop and implement a comprehensive strategy for collecting customer feedback, with a particular emphasis on the outcomes and impacts of CPL's services.	2026
	Expand after-school drop-in programs that build on existing initiatives like Reading Buddies and Rescue Readers, offering educational games, literacy support, and social opportunities for students in a low-pressure, non-instructional setting.	2026
	Explore the feasibility of expanding ESL conversation circles and similar programs to broader demographics, including children, teens and seniors	2025
	Expand programs focused on social interaction and connectiveness within the community	2026
	Launch a Maker Fair, supporting local small businesses, with a focus on those who rely on CPL's maker spaces or programs to create their products.	2027
Strengthen partnerships with local organizations to provide social services, including literacy support, and job readiness training.	Partner with local organizations to continue offering learning and skill-development sessions that foster engaged citizenship.	2025
	Consider opportunities for expanding the Library's volunteer offerings in support of youth employability and career development.	2028
	Strengthen and expand partnerships with local organizations to provide and/or raise awareness of available social services within the branches	2026
	Develop and implement community-based programs that improve community health, well-being, food and income security.	2025
	Investigate partnership opportunities to offer outdoor programs that emphasize land-based skills such as gardening, camping, and Indigenous learnings.	2027

	Consider opportunities for collocation or shared facilities with community organizations delivering complementary services.	2027
	Create opportunities for program participants to create goods or services that can contribute to community wellbeing, donating creations to partner organizations serving those in need.	2027
	Investigate collaborating with the Town to offer STEM or maker camps.	2026
	Investigate opportunities for partnerships or shared services with nearby post-secondary institutions.	2028
Facilitate effective referrals to community services by strengthening partnerships, ensuring access to wellbeing, settlement and employment services.	Act as a liaison between community partners, connecting organizations with shared agendas or values and supporting a collaborative approach to meeting resident's needs.	2026
	Provide library staff with knowledge of partner organizations' services and resources, access to relevant information sources and strategies for effectively sharing this information with library customers.	2026
	Develop orientation sessions and information packages for community partners, highlighting library services and resources that would benefit the organizations or their clients.	2027
	Analyze use of and demand for Community Connection Kits and review related policies and partnerships as a means of eliminating barriers to access.	2026
Implement outreach initiatives, such as mobile library services, kiosks and pop-up services, to reach underserved areas and new demographics.	Expand Pop-up Library outreach in new developments and community gathering spots—such as farmers' markets, community centres, newcomer hubs and local businesses.	2026
	Expand targeted outreach efforts to underserved and equity-deserving groups, including the delivery of services outside the library to reach those with limited access to technology or transportation.	2026
	Seek funding in support of the related recommendations of the Comprehensive Growth Plan, including open access systems, pop-up locations, book kiosks, lockers, and a mobile library.	2026
	Enhance and promote the existing Visiting Library Service to ensure seniors and individuals with mobility challenges are aware of and can easily access home delivery of library materials.	2025
Equip staff with the skills and knowledge to navigate complex social issues and facilitate meaningful community dialogue.	Integrate trauma-informed practices into library services and staff training to foster a more empathetic, supportive, and inclusive environment for all patrons.	2028
	Integrate policy-based learning within employee onboarding, providing customer facing staff with the critically thinking skills required to consistently interpret and apply relevant CPL policies.	2026

	Develop procedures and scripts to support staff when engaging in complex or sensitive conversations, including opportunities to debrief following challenging interpersonal and/or customer interactions.	2026
Increase awareness of and access to library services through targeted engagement, to better serve diverse and equity-deserving groups.	Expand programs and events that celebrate and support local authors, makers, and artists—with particular focus on those creating work in languages other than English or from equity deserving groups.	2027
	Optimize the use of Patron Point in customer engagement and retention, including the creation of a series of welcome and renewal emails highlighting the full breadth of library services.	2025
	Engage the assistance of community leaders and champions to promote library services and programs to their networks.	2026
	Build partnerships with local businesses as a means of advertising and raising awareness of library services beyond branch walls.	2027
	Conduct a Social Inclusion Audit (SIA) based on the Canadian Urban Libraries Council (CULC) guidelines and begin work to further develop and refine inclusionary practices.	2027
Raise awareness of the Board's role as a trusted community steward who values diverse perspectives and strives for inclusive representation.	Adopt and implement Advocacy Response Strategies, mobilizing Board members in disseminating information, influencing policy, and encouraging investments in library services.	2025
	Strengthen the Board's relationship with Council through intentional outreach and regular engagement.	2025
	Distribute library information packages to all candidates in the municipal election.	2026
	Promote and support diverse representation by encouraging applicants from equity-deserving groups to apply to the Board's new term.	2026
	Inform Council of the need for and benefits of diverse Board representation and seek out opportunities to inform Council's recruitment and appointment processes.	2026
	Develop a marketing strategy to introduce Board members to the community, strengthening the Board's public profile, while highlighting their role and the Library's governance structure.	2027
	Calculate and communicate the Library's Social Return on Investment using the Valuing Ontario Library's Toolkit (VOLT).	2026, 2028

Priority 2: Learning & Growth

Goals/Objectives	Actions	Timeline
	What is going to be done?	*Planned Start*
Expand access to digital resources and experiences, with a focus on critical engagement with AI.	Support an informed digital citizenry by expanding CPL's program offerings focused on digital literacy, coding, data privacy, cybersecurity and other emerging digital and technological skills.	2026
	Implement programs and resources to combat misinformation, build media literacy skills and encourage identification and critical examination of AI generated content.	2026
	Establish an Artificial Intelligence (AI) policy to guide staff in the responsible, secure, ethical and effective use of AI tools and in supporting customers	2026
	Continue to grow and promote the Library's collection of digital resources and online learning platforms.	2025
Continue accessibility initiatives, such as multilingual resources, assistive technologies, and digital literacy training.	Conduct and implement the recommendations of a third-party website accessibility audit and integrate intuitive navigation and plain language to improve the user experience.	2026
	Expand the availability of accessible workstations, ergonomic furniture and adaptive devices.	2027
	Train staff on best practices for supporting patrons with disabilities.	2027
	Promote and expand access to assistive technologies and accessible library resources, including greater awareness and use of the services of the Centre for Equitable Library Access (CELA).	2026
	Partner with local settlement agencies and cultural organizations to offer newcomer services and multilingual programming.	2027
	Introduce interpretation services, improving the customer experience for those with limited English proficiency.	2025
	Contribute to and strengthen the Town of Caledon’s Accessibility Plan by ensuring library spaces, website, and digital tools meet or exceed AODA standards.	2027
	Partner with the Town's Accessibility Advisory Committee to implement shared programs.	2025

Increase technology services and programs remaining agile for emerging technologies and shifting community interests.	Evolve and grow maker spaces, services and equipment in response to community demand and technological advancements.	2026
	Explore opportunities to provide new technology services and spaces, including but not limited to gaming, coding and robotics.	2027
	Reintroduce personalized tech help appointments to build foundational and emerging digital skills.	2026
	Offer targeted programs tailored to improve the digital literacy of specific demographics - including seniors, newcomers, and job seekers.	2026
Increase public awareness of CPL's services to ensure all residents understand and benefit from the opportunities available.	Increase library visibility and community reach through greater participation in community events, festivals, and pop-up activations.	2026
	Leverage storytelling to showcase the Library's role as a third space, community connector, and cultural anchor in Caledon	2025
	Expand Library 101 outreach programs, continuing to offer presentations to schools, community organizations, seniors centres, and resident associations and showcasing library services, programs, and makerspace opportunities.	2026
	Integrate new branding across all locations, platforms, and collateral materials.	2025
	Enhance CPL's marketing reach through the strategic rollout of Patron Point, delivering highly targeted messages to engage existing customers and onboard new members.	2025
	Collaborate with developers, real estate agents and other local businesses to create and distribute welcome packages that introduce new residents to CPL's services, spaces, and programs.	2027
	Re-establish CPL's presence at Town of Caledon staff orientation sessions, highlighting opportunities to partner with CPL and providing all new staff with a library card.	2025
Grow collections, both physical and digital, in response to community need, interest and preferred languages.	Utilize demographic data and collection analytics to best allocate limited funding between physical and digital resources.	2026
	Expand multilingual collections by increasing access to books, e-books, audiobooks, and digital resources in multiple languages.	2026
	Expand the Read Local program to include local authors who write in languages other than English.	2026
	Develop capsule collections to be made available in library kiosks or on library vehicles.	2026

	Develop an opening day collection for a new branch in Mayfield West II that meets the needs of the needs of the neighbourhood and acts as resource branch for the west side of Caledon.	2028
	Implement RFID technologies to improve accessibility to and tracking of library resources.	2028
Ensure sustainable growth and ongoing improvements in service delivery by enhancing staffing levels, building staff capacity, and supporting staff development.	Develop and implement a staff succession plan with a focus on identifying and addressing gaps in core skills and the creation of documentation to ensure business continuity during periods of transition.	2025
	Update core competencies to align with CPL's organizational values and to support service delivery.	2025
	Update all job descriptions to reflect revised core competencies and any changes in position deliverables, reviewing positions to ensure internal and pay equity.	2026
	Invest in professional development training and resources, ensuring that all staff have the skills needed to meet customer needs and deliver on CPL's strategic priorities and core values.	2026
	Develop a phased staffing plan to address current service needs and in support of the recommendations of the Comprehensive Growth Plan, including the impacts of new branches and service growth.	2026
	Complete an employee engagement survey and resulting action plan bi-annually.	2027 2029
	Identify and implement enhanced internal communication tools, feedback mechanisms, and cross-departmental collaboration in support of a more connected, engaged, and aligned staff team.	2026

Priority 3: Informed Service Development

Goals/Objectives	Actions	Timeline
	What is going to be done?	*Planned Start*
Realize key recommendations from the CPL Comprehensive Growth Plan to ensure library facilities and services meet community needs.	Design and construct a new flagship branch in Mayfield West to serve the area's expanding population with key considerations to space and staffing needs.	2026
	Advance the renovation of the Caledon Village and Alton branches as per the Comprehensive Growth Plan.	2025
	Analyze usage data and seek community input to identify periods of peak demand and in support of additional hours of operation.	2026
	Create a comprehensive Statement of Requirements (SOR) for future library facilities to guide collaboration with Town Planning and developers.	2025
	Pursue creative funding and revenue-generating opportunities, including grants, sponsorships and partnerships, to support programs, services and spaces, beyond the scope of the Library's municipally funded budget.	2026
Explore opportunities to create and enhance dedicated spaces and services in support of connection, engagement, and intercultural learning.	Enhance flexible "third spaces" for children and families to gather and play. Building on existing programming and explore opportunities to strengthen partnerships or co-locate with complementary service organizations to better meet the needs of Caledon's growing population.	2026
	Where feasible, separate and optimize spaces based on the compatibility of different use cases through thoughtful design. Carve out spatial categories for loud, quiet, and flexible spaces.	2027
	Explore opportunities to enhance youth engagement by activating flexible spaces or zones—within current limitations—for gathering, creativity, and connection. Prioritize inclusive design and programming that appeal to both pre-teens and teens and foster a sense of ownership and belonging.	2027
	Explore options for inclusion of art (e.g. murals or sculptures) that reflect the diversity of Caledon and support reconciliation and Indigenous Placemaking in existing branches and any new builds or renovations.	2025
	Conduct a comprehensive evaluation of the library's makerspaces to assess current community usage and outcomes to identify future needs to inform budget planning, equipment replacement, and potential facility enhancements.	2026
	Explore the inclusion of innovative spaces for learning and skill development in any new builds or renovations.	2025

Consider complementary and competing community needs in implementing innovative service models including extended-access, colocation with partner services, and flexible spaces.	Investigate options for extending library hours, particularly leading up to exam times, and explore self-service technology and secure entry systems to provide after-hours access to study spaces and meeting rooms.	2026
	Increase the number of quiet work and study spaces to support remote workers and students. Consider including bookable soundproof pods.	2027
	Partner with local organizations to create multi-use spaces within the library, offering co-located services such as newcomer support, job assistance, and cultural programming.	2028
	Conduct a needs assessment to determine demand for the availability of sensory friendly browsing hours and other initiatives that support users with cognitive disabilities or sensory sensitivities (ex. Magnus cards, sensory room or sensory friendly programs).	2026
	Leverage the analytics available through the Library's integrated systems and online catalogue to inform service improvements and reviews of policies and procedures.	2026
	Maximize outreach efforts by applying data-informed practices in assessing an event's impact in raising awareness of library services and attracting new members and to prioritize CPL's participation in select events.	2026
	Utilize demographic data and community partner expertise in prioritizing languages, messages and mediums for translation services.	2025
Ensure business continuity by anticipating and mitigating disruptions to services.	Further strengthen data protection measures and threat detection protocols in alignment with the Library's IT and Privacy policies.	2025
	Perform routine assessments of library systems to identify vulnerabilities and address potential threats proactively.	2025
	Provide ongoing cybersecurity awareness training for staff to recognize phishing attempts, data breaches, and other cyber risks.	2025
	Finalize Records Retention Schedule, integrating guidelines within system policies and archival procedures.	2025
	Develop an Incident Response Plan, establishing clear protocols for responding to cybersecurity incidents, including communication strategies and recovery procedures.	2026
	Review and update CPL's system-wide business continuity plan biannually	2025 2027
Build strong community partnerships and trusted relationships	Explore strategies to improve access to library branches in areas with limited public transportation—through partnerships, wayfinding improvements, and creative solutions that address branch walkability and transportation gaps.	2027

to increase collaboration and the impact of CPL's work.	Establish and implement internal workflows and delineate areas of responsibility in establishing partnerships.	2026
	Facilitate skill-sharing and exchange programs by and for library users—using a community-led model that empowers residents to share their knowledge, talents, and lived experiences with others.	2026
	Review current CPL's current volunteer roles and consider opportunities for strengthening related partnerships with community organizations toto expand participation and raise awareness of the variety of ways community members can get involved.	2026
	Draft and adopt formal agreements with the Town of Caledon as related to branch facilities, human resources services, financial services and information technology.	2025

Priority 4: Intellectual Freedom & Civic Dialogue

Goals/Objectives	Actions	Timeline
	What is going to be done?	*Planned Start*
Position CPL as a key facilitator of civic engagement and community dialogue.	Offer programs that feature expert speakers and encourage respectful discussion of potentially polarizing subjects.	2025
	Partner with the Town of Caledon to offer programs that encourage learning about local government and engagement in the democratic process.	2026
	Investigate the feasibility of hosting events that encourage a more informed electorate, including but not limited to all candidate debates.	2026
	Work in tandem with the Town of Caledon, the Region of Peel, and other levels of government, aligning library services with broader community priorities to co-develop initiatives that support local wellbeing.	2027
Uphold intellectual freedom while creating safe, inclusive environments for meaningful discussion.	Maintain the bi-annual review of CPL policies through the lens of intellectual freedom, ensuring continued alignment with national library standards and support for inclusive, respectful, and accessible services.	2025
	Continue to ensure that collections reflect diverse and differing viewpoints, are available in a variety of languages and that CPL is upholding policies related to requests for reconsideration.	2025

	Host and promote programs and displays that allow for the free exchange of respectful dialogue and discourse, upholding CPL policies related to requests for reconsideration.	2025
Strengthen community partnerships to promote cross-cultural understanding and social cohesion.	Build on existing intergenerational programming—such as Family Game Nights, Trivia Nights, and Bridging the Gap—to further strengthen community connections through shared activities and partnerships.	2025
	Grow community-informed programming that fosters cross-cultural understanding and social cohesion.	2025
	Introduce a "Human Library" to encourage learning, understanding, connection and discussion between community members who may otherwise never interact.	2026
	Leverage community profiles and survey feedback to identify gaps and expand programming and spaces that foster civic engagement and the exchange of ideas—building on existing offerings like book clubs and discussion groups.	2026
Ongoing staff and Board development to reinforce best practices and evaluate our progress in facilitating complex conversations and balancing diverse viewpoints.	Implement a comprehensive and sustained staff training plan in support of Intellectual Freedom.	2026
	Create an Intellectual Freedom staff working group.	2025
	Develop guidelines and strategies for staff use in facilitating civic dialogues and related programs.	2026
	Offer staff “lunch and learns" focused on intellectual freedom and civic engagement.	2026
	Adopt core competencies as related to Intellectual Freedom and update job descriptions and committee terms of reference accordingly.	2025
	Integrate the principal of Intellectual Freedom within the initial onboarding program for the new term of the Board.	2027
	Host a Board learning event in partnership with neighbouring libraries, highlighting the Board's roles and responsibilities related to Intellectual Freedom.	2028

Attachment 9-C

Date: June 16, 2025

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Social Media Policy Report

Recommendation:

That the Caledon Public Library Board review the revised Social Media Policy for approval and adoption.

Background

The Caledon Public Library's Social Media Policy was first drafted in June 2017 as a means of informing Library staff, as well as the Board, in our efforts to engage the community through these channels. The policy also confirms terms of acceptable use by members of the public.

Subsequent bi-annual reviews prompted further amendments. These included reference to the Library's online catalogue as a medium for community content, the occasional reliance on Authorized External Contributors and the removal of the requirement of a formal caveat by Board Members when sharing posts focused on CPL's fundraising or advocacy efforts.

As per Appendix A, apart from some minor grammatical corrections, no significant changes are recommended at this time. The Leadership Team has also taken this opportunity to review and update the accompanying staff guidelines. These will continue to be examined and updated regularly through an operational lens and as such are not included as part of the formal policy.

The revised policy, once approved, will be posted on the Library's website and made available in print upon request. All staff will also be asked to review and acknowledge the revised guidelines.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the revised Social Media Policy.

Appendix A

Title	Social Media Policy
Policy Number	CPL-17-19
Policy Type	Operational
Approval Date	[approval date] 2025
Review Date	[review date] 2027
Notes	Initially adopted June 19-2077; revised June 17-2019, June 21-2021 and June 19-2023

Purpose

Caledon Public Library's (CPL) online presence contributes to its official corporate communications with the public through text, photos, video and audio files shared via tools such as blogs, social media networks, content sharing platforms, as well as the new technologies and channels which are constantly emerging. The Library's online catalogue also encourages the sharing of community-contributed content. Effective use of social media aligns with strong business practices, encourages information sharing and community dialogue and is a viable means ~~to~~ of promoting and achieving the goals and objectives identified in the Library's strategic plan.

The same standards, policies and guidelines apply to online and social media as all forms of Library communications. This policy is meant to provide clarity and guidance to the unique considerations associated with online and social media channels and works in collaboration with relevant legislation and all relevant Caledon Public Library policies and procedures. This social media policy applies to all Library staff and Board members, as well as members of the public who interact through CPL's online and social media channels.

Guidelines

Caledon Public Library will use social media channels to extend the Library's welcoming environment and provide a venue for communication between customers, partners and library staff in a manner that is consistent with the Library's mission, vision and ~~service~~ organizational values. Social media channels also act as a means of delivering program content virtually.

In keeping with the Library's policies on the *Rights and Safety of Children and Youth (CPL-16-08)* and *Internet and Technology Acceptable Use (CPL-15-02)*, the Library is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of these communications.

Roles and Responsibilities

Staff

Postings, comments and online content should reflect the mission and values of CPL and adhere to the guidelines and best practices outlined for staff by the Library.

Social media content created by an employee as part of his or her employment responsibilities is the property of the Library and not the employee.

Staff ~~is~~ are encouraged to promote CPL on personal social media accounts as appropriate. When using social media for personal use and when identifiable as Library staff, employees must be aware of guidelines for staff and the potential impact on the brand, reputation and values of Caledon Public Library.

When using social media platforms other than those belonging to CPL for work-related purposes, employees are expected to comply with the applicable terms and conditions of use.

Failure to adhere to this policy may lead to disciplinary action up to and including termination for just cause and/or legal action.

Library Board

In keeping with the requirement that the Library Board communicate in one voice and that the Chair or CEO/Chief Librarian shall act as the official spokesperson for the Library, Caledon Public Library's official media channels will be used in communicating messages or responding to issues on behalf of the Board.

As per the *Caledon Public Library Advocacy Policy (CPL-17-17)*, "all Board members are encouraged to promote the value of the Caledon Public Library and its impact on the community by sharing unedited stories and relevant information about library programs, services and relevance, as initially published by CPL, across their personal and social media networks". Members are also encouraged to participate in social media networks created by organizations and/or individuals as part of ongoing professional development and research of Board related issues – for example the "following" of other public libraries or library organizations.

Board members using social media for personal use should consider that they may be identified as a Library Board member by name, photograph or the content of posts and that any personal opinions expressed may be misinterpreted as those of the Board.

If identified and/or challenged by a member of the public, Board members should make it clear that the views they express during their personal social media use are their own and do not necessarily reflect the Board's position. Unless authorized by the Board or Chair to use social media on the Board's behalf, Board members shall not represent the Board or engage the members of the public on behalf of the Board. Rather, such online interactions should be referred to the Library's official channels. The CEO/Chief Librarian and Manager of Communications and ~~Community~~ Cultural Development should also be advised of any feedback or requests for further information or assistance shared in any online forums or groups of which the Library is not a member.

Members of the Public

Caledon Public Library encourages members of the public to contribute to the dynamic and interactive spirit of CPL's online and social media channels through comments, posts and messages, provided they are in keeping with the Posting Guidelines referenced below.

Violation of this policy will result in the removal of content and the user may be blocked from posting any subsequent messages on Library social media platforms. Violation of this policy may also result in loss of library privileges and criminal prosecution by appropriate authorities.

Authorized External Contributors

CPL may also occasionally invite Authorized External Contributors to provide content to selected Library social media channels. Acting on behalf of the Library, these Contributors play an important role in building CPL's online community and maintaining a welcoming and supportive environment. As such, all invited Contributors are to adhere to the guidelines of this policy and additional best practices as documented for staff.

Content

Posting Guidelines

Caledon Public Library promotes the free exchange of ideas while protecting personal information and rights. Respectful and relevant public feedback is welcomed, regardless of whether it's favorable or unfavorable to the Library. However, content, comments or links containing any of the following will not be allowed on Library social media channels. This includes comments by Library staff, Board members, or members of the public.

a) Comments not topically related to the particular site, posting or blog article;
b) Content in violation of the Library's adopted *Employee Code of Conduct* or the Town of Caledon's procedures as they relate to *Harassment and Discrimination in the Workplace* and *Workplace Violence*;
c) Slanderous or defamatory remarks, obscene or hateful language or sexual content;
d) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender expression, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
e) Content that could reasonably be perceived as obscene;
f) Content that promotes or condones violence;
g) Personal attacks, insults or threatening language;
h) Potentially libelous statements;
i) Promotion of commercial services or products other than sponsors, affiliations, or partnerships supported by the Library;
j) Promotion of political candidates;
k) Promotion of illegal activity;
l) Information that may compromise the safety or security of the public or public systems; and,
m) Private, personal information published without consent, including confidential customer or staff information.

The Library reserves the right to restrict or remove any content that is deemed in violation of this or any other Library policy or applicable law. Further, if any party repeatedly submits materials or comment that is deemed inappropriate by the Library, the Library reserves the right to block access from that sender.

All Library social media channels shall adhere to applicable provincial, federal and local laws, regulations and applicable Library or Town policies. However, the Library cannot be held responsible for the policies specific to a particular third-party site.

The Library assumes no liability regarding any event or interaction that takes place by any participant in any library-sponsored social media platform and does not endorse or review content outside the "pages" created by Caledon Public Library.

All content provided by users for inclusion on CPL's online catalogue or social media channels may be used and reproduced as the Library sees fit. By contributing content, users agree that the Library has the right to use, reproduce and modify such content, while retaining the intent of the original post, without making payments to the contributor. It is the responsibility of contributors to ensure that they have the right to contribute the material and they will bear full responsibility if they infringe the rights of anyone else in such material.

CPL prohibits the use of its social software applications for any purpose which would contravene any legislation or government regulation, or which might create civil liability by the user or the Library Board to any person.

Risk Management

Social media channels allow for dynamic and interactive communications that present both opportunities and risks. This policy, along with guidelines and training for staff, is intended to prevent communications that have the potential to harm the brand and image of Caledon Public Library.

The Library will engage in best practices for managing social media channels, including:

- requiring approval of the CEO/Chief Librarian prior to establishing channels
- creating policies, guidelines and best practices to assist employees in the effective and appropriate use of social media
- regular monitoring of channels
- training staff prior to use of CPL's social media channels
- posting and enforcing CPL's social media policy
- placing disclaimers on all of the Library's social media channels

    Sample Disclaimer - This forum is a place of discussion, information and news about the programs, services and collections of the Caledon Public Library. Your opinions and feedback are welcomed so long as they are presented in an objective and respectful way and are in keeping with the guidelines and terms identified in our Social Media Policy.

If an incident occurs, the Library will investigate and provide an appropriate response in a timely manner which may include:

- issuing a response, correction or apology;
- deleting a post;
- investigating similar or related incidents to prevent repeat incidents;
- pursuing legal advice and/or action;
- applying CPL's relevant policies;
- applying human resources procedures including disciplinary action; or,
- reviewing incidents for future preventive measures or improved response.

Contravention of Policy

The Caledon Public Library Board reserves the right to remove the privileges of any library user found in contravention of the Caledon Public Library Board's policies.

Failure to comply with this *Social Media Policy* or other library policies may result in consequences deemed by library staff to be appropriate to the behaviour. Consequences may include: a warning; restriction or removal of social media content; blocked access to CPL social media channels; suspension of library privileges; prohibition from the library building and premises by way of issuing a Notice of Trespass; and/or laying criminal charges.

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
Caledon East, ON L7E 1E3
ceo@caledon.library.on.ca

Related Documents:

- Caledon Public Library Privacy Policy (CPL-15-01)
- Caledon Public Library Internet and Technology Acceptable Use Policy (CPL-15-02)
- Caledon Public Library Rights and Safety of Children and Youth in the Library (CPL-16-08)
- Caledon Public Library Board Code of Conduct (CPL-16-10)
- Caledon Public Library Public Code of Conduct (CPL-16-11)
- Caledon Public Library Advocacy Policy (CPL-17-17)
- Caledon Public Library Staff Acceptable Use of Technology (CPL-17-20)

Attachment 10-B

Date: June 16, 2025

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: CEO/Chief Librarian Goals 2025/26

Recommendation:

That the Caledon Public Library Board review the CEO/Chief Librarians Goals for 2025/26

Background

The setting of goals is a crucial aspect of the Library's annual performance appraisal process and this exercise is undertaken by staff at all levels. The drafted goals (Appendix A) have been shared with the members of the Performance Evaluation Committee and discussed with the Committee and Board Chairs as part of the annual performance appraisal discussion. Goals not fully completed within the 2024-25 evaluation term have been extended to 2025-26. Newly proposed goals are intended to align with by the Library's strategic priorities and deliverables.

Pending Board approval, the CEO/Chief Librarian's goals will be shared with all staff and, along with competencies, will form the basis for the performance appraisal to be completed in June 2026.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve the CEO/Chief Librarian's Goals for the term of July 2025 to June 2026

Appendix A

CEO-Chief Librarian Goals 2025-26

Prepared by Colleen Lipp, June 2025

	Goal	%	Activities and Measurement of Results
1	Staff Succession Plan – Carried forward from 2024-25	15	• As per the CPL Succession and Leadership Plan, development and implementation of a staff succession plan that includes: ○ Strategies for identifying potential internal candidates that may be considered for a leadership position at some point in the future; ○ Processes for structuring a development plan for the identified individuals to enhance their capabilities and better prepare them for such a position; ○ Development of emergency contingency plans for replacing key leadership roles on an interim basis in the event the incumbent becomes temporarily incapacitated; and, ○ Documentation to ensure business continuity during any periods of transition in key leadership positions.
2	Revised Performance Appraisal (PA) process and merit strategy – Carried Forward from 2024-25	15	• Creation of a new rating scheme and merit strategy to align with the rating-based merit scheme recently adopted by the Town. • Identify opportunities for further streamlining or strengthening the PA process and/or documentation. • Develop a communication strategy for leading this change to all team members. • Engage the Board in confirming how these changes may be adopted by the CEO/Chief Librarian Evaluation Committee
3	Budget Planning	30	• Develop capital and operating budgets that allow the Library to effectively and efficiently meet the needs of the community including the drafting of compelling business cases in support of further investment in library services. • Proactively respond to ongoing changes in the municipal budget process, mitigating any disruptions resulting from changes in deliverables or timelines. • Advocate for the Library's unique governance and ensure the Board's roles and responsibilities (as per the PLA) are acknowledged and respected. • Escalate concerns to the Board promptly, supporting the Board in the delivery of any resulting advocacy strategies.

			• Effectively communicate the implications of any changes in funding to key stakeholders and the community.

4	Formalization of Library-Town Agreements	20	• Completion and formal adoption of a Lease Agreement for current and future branches located in Town facilities
			• Drafting and approval of Memorandum(s) of Understand (MOU) or Service Level Agreement(s) (SLA) confirming the levels of service provided by the Town to the Library and the means of calculating any resulting chargebacks. As related to the following:
			  ○ Human Resources
			  ○ Finance and Procurement
			  ○ Information Technology
			• Ensure that any resulting agreements are in the best interest of the Library, advocating for the needs of CPL (both operational and fiscal)

5	Facility Statement of Requirements	20	• Develop a Statement of Requirements (SOR), confirming the Library's needs as related to new facilities – including locations, adjacencies, and accessibility • Engage with the Town's Planning Department as a means of sharing the SOR with Developers and potential partners as a means of investigating possible locations, funding and partnerships. • Alignment with the recommendations of the Comprehensive Growth Plan
	Total	100	

Attachment 10-C

Advocacy and Fundraising Committee
Monday, June 9, 2025
6:00 PM

MINUTES

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

Staff: Colleen Lipp – CEO | Chief Librarian; Jill Jambor – Manager, Communications and Cultural Development; Roop Sandhu, Director, Corporate Services and Projects

This meeting was conducted electronically.

1. **The Committee Chair called the meeting to order at 6:03 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: Tony Maxwell **Seconded:** Domenic Maggi
   Carried.
4. **Disclosure of pecuniary interest:** None
5. **Notes and minutes of previous meetings.**
   a. **March 20, 2025**
      Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the minutes of the meeting held on March 20, 2025.
      Moved: Domenic Maggi **Seconded:** Tony Maxwell
      Carried.
6. **Items arising from the Minutes:** None
7. **Advocacy and Fundraising Documents**
   a. **Advocacy Work Plan**
      The CEO/Chief Librarian provided a review of amendments to the 2025 Advocacy Work Plan. Recent events were the Library was prominently featured included the Humber River Centre Open House and the presentation of the new strategic plan to Council. Upcoming opportunities include the launch of open access in Inglewood. Discussions also included opportunities to leverage Golf Canada's move to Caledon.

Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the 2025 Advocacy Work Plan

Moved: Domenic Maggi **Seconded:** Tony Maxwell

Carried.

b. Fund Development Work Plan

The Manager, Communications and Cultural Development, provided an overview of the Library's 2025 fundraising initiatives. This included the development of a Case for Support, encouraging further donations to CPL, and the hosting of a licensed candlelight concert in November. Alternate options for funding the proposed story trail were also discussed.

Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the 2025 Fund Development Work Plan

Moved: Tony Maxwell **Seconded:** Domenic Maggi

Carried.

c. Draft CPL Board Advocacy Response Strategies

Motion: That the Advocacy and Fundraising Committee endorse the draft CPL Board Advocacy Response Strategies document and direct the CEO/Chief Librarian to complete the document for consideration in closed session by the full Board in August.

Moved: Domenic Maggi **Seconded:** Tony Maxwell

Carried.

8. Advocacy and Fundraising Opportunities for Discussion

The committee briefly discussed the following advocacy opportunities:

a. Strategic Planning and Brand Roll Out

Recent efforts to raise awareness of the new strategic plan and brand included a video presentation to Council. The video is also being made available on the Library's YouTube channel and will be played on the local Rogers community channel. A recent interview was also recently taped with Rogers, focused on the new brand.

Correspondence and print copies of the new plan will also be shared with local MPs and MPP. An email to community partners will also be sent, thanking them for their contributions and sharing the new plan and brand.

b. 2026 Municipal Budget Process:

The municipal budget timelines were shared with the Committee, prompting a discussion as to the timing of the Library's budget presentation and related advocacy communications. Further information is required in advance of formalizing a strategy.

9. New Business: None.

10. **Next meeting** – Monday, September 8, 2025, 6 PM

11. **Adjournment**

Motion: That the meeting adjourn.
Moved: Tony Maxwell **Seconded:** Domenic Maggi
Carried.

The meeting adjourned at 7:39 PM

Attachment 12-A

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2025

Updated June 16, 2025

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)
December 2024	✓ 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 ✓ Revised Fundraising and Gift Acceptance Policy ✓ Mid-term Executive and Committee Appointments ✓ OLA Board Attendance Confirmation	✓ Board Assessment Results ✓ Revised policy	✓ OLA Conference Registration ✓ Presentation of Budget to Council • Meeting of Advocacy/Fundraising Committee – cancelled for Special Meeting of full Board
January 2025	✓ Collection Strategy Presentation ✓ Review of 2024 Strategic Actions Completed ✓ Review of 2024 Q4 and Annual Statistics	✓ 2024 Q4 and Year End Statistics Report ✓ 2024 Procurement Update ✓ 2024 Donations Reserve Update ✓ Drafted strategy	✓ OLA Super Conference/ OLBA Boot Camp attendance
February 2025	• No regularly scheduled meeting		
March 2025	✓ Program Strategy Presentation ✓ 2024 Year End Strategic Assessment and Evaluation Report ✓ OLA Super Conference Key Takeaways ✓ OLS Strong Mayor Webinar Key Takeaways ✓ Budget Process Planning 2026	✓ Drafted strategy ✓ 2024 Strategic Scoresheet ✓ Recommended budget process	✓ Meeting evaluation ✓ Sharing of OLA/webinar Takeaways ✓ Meeting of Advocacy/Fundraising Committee
April 2025	✓ 2025-2028 Strategic Plan and Brand ✓ 2024 Annual Report	✓ Draft strategic plan and brand design	

	✓ Review of quarterly statistics – Q2	✓ Drafted annual Report ✓ 2025 Q1 Statistics Report	
May 2025	✓ Review of Bed Bug Policy ✓ Review of Advocacy Policy – deferred from April ✓ Reserves Policy Report – deferred from April ✓ Video Surveillance Policy - NEW ✓ Inglewood Open Access Project Update ✓ Employee Engagement Results	✓ Drafted policies ✓ Employee survey analysis	✓ Presentation of Annual Report to Council ✓ Meeting of CEO Assessment Committee
June 2025	• Annual CEO/Chief Librarian Performance Appraisal • Review of Records Management and Retention Policy – deferred to November • Review of Social Media Policy • Strategic Action Report	• Mid-year procurement update • Mid-year donation reserves update • Drafted policy • Proposed actions • CEO to provide goals for coming term – July 2025 to June 2026	• Presentation of 2025-2028 Strategic Plan to Council • Meeting evaluation • Meeting of Advocacy/Fundraising Committee
July 2025	• No meeting		
August 2025	• 2026 Budget Proposal • Audited Financial Report • Review of quarterly statistics – Q2 • Board Advocacy Response Strategies	• 2025 Q2 Statistics Report • Draft 2026 budget • Financial documents • Drafted advocacy strategies	• Finance committee meeting to review draft budget
September 2025	• Staff IT Acceptable Use Policy Review • Indigenous Respect and Acknowledgement Policy Review • Assessment and Evaluation Plan • Requests for Information and Assistance Presentation – deferred from June	• Drafted policies • Proposed evaluation metrics and targets	• Meeting of Advocacy/Fundraising Committee • Staff Forum
October 2025	• Review of quarterly statistics – Q3 • Partnership Policy Review • Adjusted budget review • Schedule of Board Meetings – 2026	• Drafted policy • 2025 Q3 Statistics Report • Revised 2026 budget	• Meeting evaluation • Budget to Council

November 2025	• Annual Board Assessment • Records Management and Retention Policy Review • Room Usage Policy Review • Call for interest in OLA Board Attendance • Town of Caledon Health and Safety Policy Statement Report	• Assessment criteria and questions • Drafted policies • Staff reports	• Completion of Assessment Questionnaire
December 2025	• OLA Board Attendance Confirmation • AI Policy – New • Internet and Technology Acceptable Use Policy • Inclement Weather and Unscheduled Closure Policy	• Board Assessment Results • Drafted policies	• OLA Conference Registration • Meeting of Advocacy/Fundraising Committee