Caledon Public Library Board Meeting
Monday, September 15, 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. Consent agenda
   (*All items under the Consent Agenda are considered to be routine and have been read by all Board members before the meeting. The items are recommended for approval by the Chair. They may be enacted in one motion. If any member wishes to discuss an item, it can be moved anywhere in the agenda.)*
   a. Minutes of the August 25, 2025 meeting (Attachment 6-A)
   b. Minutes of the September 2, 2025 special meeting (Attachment 6-B)
   c. Treasurer's Report and Financial Statements (Attachment 6-C)
   d. Strategic Actions Update (Attachment 6-D)
   e. Correspondence
      i. Correspondence to Mayor and Council re: 2026 Budget – September 10, 2025 (Attachment 6-E-1)
7. Business arising from the minutes

8. Staff Reports
    a. CEO/Chief Librarian's Report (Attachment 8-A)
    b. Staff IT Acceptable Use Policy Report (Attachment 8-B)
    c. Indigenous Respect and Acknowledgement Policy Report (Attachment 8-C)
9. Board and Committee Reports
    a. Advocacy and Fundraising Committee Meeting Minutes of September 8, 2025 (Attachment 9-A)
10. New Business
11. Board Work Plan Review
    a. 2025/26 Board Work Plan (Attachment 11-A)
12. Board Advocacy and Development
    a. CPL Staff Forum – Friday, September 19, 9 AM – 4:30 PM, Caledon East Community Centre
    b. Ontario Library Service Board Assembly Meeting – Wednesday, November 12, 6 – 8 PM – Virtual – Register online.
    c. Ontario Library Service Virtual Conference – Collaborate – Board Evening – Thursday, November 20, 6 – 8 PM, Registration opens September 19, 2025
    d. Evening of Chamber Music at the Caledon Public Library – Friday, November 21, 2025 – Albion Bolton Branch, 7 PM – Tickets $75 per person
13. Public Question Period
14. Time and location of next regular meeting
    a. Monday, October 20, 2025, 6 PM – Albion Bolton Branch
15. Adjournment

Attached documents:

6-A	Minutes of the August 25, 2025 meeting
6-B	Minutes of the September 2,2025 special meeting
6-C	Treasurer's Report and Financial Statements
6-D	Strategic Actions Update
6-E-1	Correspondence to Mayor and Council re: 2026 Budget – September 10, 2025
8-A	CEO/Chief Librarian's Report
8-B	Staff IT Acceptable Use Policy Report
8-C	Indigenous Respect and Acknowledgement Policy Report
9-A	Advocacy and Fundraising Committee Meeting Minutes of September 8, 2025
11-A	2025/26 Board Work Plan

Attachment 6-A

Caledon Public Library Board Meeting
Monday, August 25th, 2025
6:00 p.m.

MINUTES

Present: Tony Maxwell (Chair); Jacqueline Iafrate (Vice-Chair); Nicholas Alleyne; Laura Brady; Scott Goodison; Domenic Maggi

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

Absent: Mary Juric; Councilor Cosimo Napoli; Councilor Dave Sheen

Note: This meeting was conducted at the Albion Bolton Branch

1. **The Chair called the meeting to order at 6:01 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.

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3. **Apologies for non-attendance:** Mary Juric; Councilor Cosimo Napoli; Councilor Dave Sheen
4. **Approval of the Agenda**
   Motion: That the Caledon Public Library Board approve the agenda.
   Moved: Nicholas Alleyne **Seconded:** Laura Brady
   Carried.
5. **Disclosure of pecuniary interest:** None declared.
6. **Consent Agenda**
   a. **Minutes of the June 16, 2025 meeting**
   b. **Treasurer's Report and Financial Statements**

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c. Quarterly Statistics and Performance Metrics – Q2 2025

d. Strategic Actions Update

Motion: That the Caledon Public Library Board receive all items within the consent agenda.
Moved: Jacquie Iafrate **Seconded**: Laura Brady
Carried.

7. Business arising from the minutes:

a. Meeting Evaluation Results

The Board Chair shared his thanks to those who provided feedback following the June meeting

8. Staff Reports

a. CEO/Chief Librarian's Report

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

9. Board and Committee Reports

a. Finance Committee Meeting Minutes of August 6, 2025

Motion: That the Caledon Public Library Board receive the Finance Committee Meeting Minutes of August 6, 2025.
Moved: Laura Brady **Seconded:** Nicholas Alleyne
Carried.

i. 2024 Audited Financial Statements Report

Motion: That the Caledon Public Library Board receive and approve the 2024 Audited Financial Statements as approved by the Board's Finance Committee on August 6, 2025.
Moved: Laura Brady **Seconded:** Jacquie Iafrate
Carried.

ii. 2026 Draft Budget Report

Motion: That the Caledon Public Library Board receive and approve the 2026 Draft Budget Report, as approved by the Board's Finance Committee on August 6, 2025 and as amended to meet the growing demand for Library programming.
Moved: Domenic Maggi **Seconded:** Jacquie Iafrate
Carried.

10. CLOSED SESSION

a. Confidential Report re: A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board – Board Advocacy Response Strategies Report.

Motion: That the Caledon Public Library Board move into closed session for the purpose of discussing the following:

i. Confidential Report re: A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board – Board Advocacy Response Strategies Report
Moved: Nicholas Alleyne **Seconded:** Domenic Maggi
Carried at 7:29 PM

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The Board and all in attendance moved into closed session.

Motion: That the Caledon Public Library Board resume open session.
Moved: Domenic Maggi **Seconded:** Nicholas Alleyne
Carried at 8:05 PM

Open session resumed.

Motion: That the Caledon Public Library Board approve and adopt the Advocacy Response Strategies as drafted, and direct the Advocacy and Fundraising Committee to include its review in their bi-annual work plan.
Moved: Domenic Maggi **Seconded:** Laura Brady
Carried.

11. New Business: None.

12. Board Work Plan

a. 2025-26 Work Plan Review

Motion: That the Caledon Public Library Board receive and approve the revised 2025-26 Work Plan.
Moved: Nicholas Alleyne **Seconded:** Laura Brady
Carried.

13. Board Advocacy and Development

a. Inglewood Extended Access Launch – Saturday, September 13, 2 – 4 PM, Inglewood Branch
b. CPL Staff Forum – Friday, September 19, 9 AM – 4:30 PM, Caledon East Community Centre

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

15. Time of next regular meeting:

a. Monday, September 15, 2025, 6 PM – Southfields Village Branch

16. Adjournment

Motion: That the meeting adjourn.
Moved: Domenic Maggi **Seconded:** Laura Brady
Carried.

The meeting adjourned at 8:15 PM

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Tony Maxwell
Chair

Colleen Lipp
CEO | Chief Librarian

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Attachment 6-B

Caledon Public Library Board
Special Meeting
Monday, September 2, 2025
5:00 p.m.

MINUTES

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

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

Absent: Councilor Cosimo Napoli;

Note: This meeting was conducted electronically

1. **The Chair called the meeting to order at 5:02 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.

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3. **Apologies for non-attendance:** None received.
4. **Approval of the Agenda**
   Motion: That the Caledon Public Library Board approve the agenda.
   Moved: Councillor Dave Sheen **Seconded:** Nicholas Alleyne
   Carried.
5. **Disclosure of pecuniary interest:** None declared.

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6. **Board Discussion**

a. 2026 Draft Budget

The CEO/Chief Librarian provided an overview of the Board-approved 2026 budget and the impact of the budget reductions requested by Town staff on library services.

Motion: That the Caledon Public Library Board formally acknowledge the Town's request to reduce the Library Board's tax-funded capital budget and defer DC-eligible capital projects;

That the Board defer making any changes to the Library's proposed 2026 budget until such time that Board representatives can meet with the Mayor to present and discuss the Library's budget priorities;

That correspondence to the Mayor and Council be drafted for the Chair's review and signature, advising of the implications of these staff-directed budget reductions on library services and confirming the Board's commitment to fiscal accountability and its responsibility, under the Public Libraries Act, to provide budget estimates to the Mayor and Council; and,

That the Board direct the CEO/Chief Librarian to advise the Town's Chief Financial Officer of the Board's decision.

Moved: Scott Goodison **Seconded:** Laura Brady
Carried.

7. **New Business:** None.

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

9. **Time of next regular meeting**:
   a. Monday, September 15, 2025, 6 PM – Southfields Village Branch

10. **Adjournment**

Motion: That the meeting adjourn.
Moved: Scott Goodison **Seconded:** Mary Juric
Carried.

The meeting adjourned at 6:16 PM

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Tony Maxwell
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 6-C

Treasurer's Report

Prepared by Colleen Lipp
September 2025

2025 Budget

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

- Though the Library schedules bi-weekly deposits to the Town, revenues transferred in August are not yet reflected within the budget software.
- The delayed allocation of rent of $140,744 payable to the Town for the Caledon East Branch has resulted in a significant unfavourable monthly variance. Given that this rental expense was budgeted for earlier in the year, there is no corresponding year-to-date variance.
- The favourable year-to-date variance of $22,486 in Online Databases is a result of the recent change in the Town's accounts payable procedures as related to pre-payment of invoices. Database subscription fees of $22,336 for the current year, were pre-paid in December 2024 and were allocated to the 2024 budget. Historically, despite the timing of payment, these costs would have been allocated to the year in which services were delivered.
- Invoices processed in August for connectivity and telephone communications have not yet been allocated.
- The following capital projects have been fully expended and will be closed:
    - 22-026 Library and Town Joint Technology Review
    - 24-030 Library Strategic Plan
- The remaining balance of the Library Bequest Fund specific to the Margaret Dunn Valleywood branch has been full allocated. Pending this final expenditure, this reserve account will be closed.

2026 Budget

The Town of Caledon has launched an online survey, soliciting input from residents and local businesses as a means of informing the 2026 budget. The survey includes opportunities to reflect the services, including libraries, that are most important to residents and ratepayers and queries whether the budget for these services should be increased, maintained, or decreased.

Grants

Public Library Operating Grant

The Library has successfully completed nearly all requirements of the Ontario Ministry of Tourism, Culture and Gaming's Annual Public Library Operating Grant (PLOG) for 2025. This includes the submission of the Grants Ontario Application Form and Annual Survey. A final copy of the Caledon Public Library's approved 2024 Audited Financials will also be submitted upon receipt from Town Finance.

Funding of $58,171, including a pay equity supplement of $3932, is expected within the fourth quarter of 2025.

Appendix A

TOWN OF CALEDON

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

	August Budget	August Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
40010 Administration									
50050 Miscellaneous	-1,670.00		*-1,670.00*	-13,320.00	-10,640.36	*-2,679.64*	-20,000.00	53.2%	**-9,359.64**
50075 Postage Reimbursement					-1,900.50	*1,900.50*			**1,900.50**
50125 Merchandise Sales	-250.00		*-250.00*	-2,000.00	-537.50	*-1,462.50*	-3,000.00	17.9%	**-2,462.50**
50235 Fundraising			*0.00*		-306.00				
50319 Grants/Subsidies	-5,000.00		*-5,000.00*	-5,000.00		*-5,000*	-68,000.00	0.0%	**-68,000.00**
50570 Donations			*0.00*		-453.43	*453.43*			**453.43**
50705 Fines/Fees	-840.00		*-840.00*	-6,640.00	-2,711.13	*-3,928.87*	-10,000.00	27.1%	**-7,288.87**
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		*-225.00*	-1,600.00	-1,245.40	*-354.60*	-2,500.00	49.8%	**-1,254.60**
50770 FOL-Recoverable			*0.00*		-783.86	*783.86*			**783.86**
61510 Salaries-Permanent	21,980.00	21,689.78	*290.22*	183,534.00	182,194.12	*1,339.88*	285,745.00	63.8%	**103,550.88**
61513 Benefits-Permanent	6,296.00	5,149.42	*1,146.58*	52,572.00	50,694.20	*1,877.80*	81,851.00	61.9%	**31,156.80**
61520 Wages-Casual Temporary	6,200.00	4,931.24	*1,269*	24,800.00	20,355.44	*4,444.56*	37,450.00	54.4%	**17,094.56**
61523 Benefits-Casual Temporary	810.00	582.71	*227*	3,240.00	2,417.45	*822.55*	4,869.00	49.6%	**2,451.55**
62018 Operating Supplies	60.00	83.88	*-23.88*	500.00	586.19	*-86.19*	760.00	77.1%	**173.81**
62129 FOL-Initiatives			*0.00*			*0.00*			**0.00**
62244 Bank Charges	250.00		*250.00*	2,000.00	1,610.09	*389.91*	3,000.00	53.7%	**1,389.91**
62253 Lib. Brd Education & Exp.	300.00	221.23	*78.77*	3,600.00	2,869.18	*730.82*	5,000.00	57.4%	**2,130.82**
62311 Memberships/Dues			*0.00*	16,000.00	15,363.32	*636.68*	16,000.00	96.0%	**636.68**
62314 Mileage			*0.00*		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		*900.00*	4,500.00	7,179.17	*-2,679.17*	8,000.00	89.7%	**820.83**
62360 Fundraising						*0.00*			
Total 40010 Administration	28,811.00	32,658.26	*-3,847.26*	248,316.00	254,871.06	*-6,555.06*	335,045.00	76.1%	**80,173.94**
41010 Library Public Services									
61510 Salaries-Permanent	99,692.00	95,749.75	*3,942.25*	832,427.00	794,542.80	*37,884.20*	1,295,989.00	61.3%	**501,446.20**
61513 Benefits-Permanent	28,656.00	27,894.37	*761.63*	239,278.00	236,867.38	*2,410.62*	372,527.00	63.6%	**135,659.62**
61520 Wages-Casual Temporary	79,409.00	75,553.70	*3,855.30*	632,806.10	624,580.37	*8,225.73*	994,498.00	62.8%	**369,917.63**
61521 Overtime-Casual Temporary		-37.70			607.99				
61523 Benefits-Casual Temporary	14,333.47	13,050.03	*1,283.44*	112,767.00	106,829.11	*5,937.89*	181,372.06	58.9%	**74,542.95**
62018 Operating Supplies	990.00	397.60	*592.40*	7,840.00	5,361.16	*2,478.84*	11,799.00	45.4%	**6,437.84**
62312 Insurance				5,387.00		*5,387.00*	5,387.00	0.0%	**5,387.00**
62321 Rental-Facility		140,744.00	*-140,744.00*	349,738.00	349,736.96	*1.04*	351,422.00	99.5%	**1,685.04**
62335 Contracted Services	3,984.00	4,469.31	*-485.31*	37,029.00	34,834.25	*2,194.75*	57,872.00	60.2%	**23,037.75**
62346 Courier	2,916.00	2,491.97	*424.03*	23,328.00	16,980.88	*6,347.12*	35,000.00	48.5%	**18,019.12**
Total 41010 Library Public Services	229,980.47	360,313.03	*-130,332.56*	2,240,600.10	2,170,340.90	*70,259.20*	3,305,866.06	65.7%	**1,135,525.16**

TOWN OF CALEDON

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

	August Budget	August Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
41015 Collections and Access Services									
61510 Salaries-Permanent	30,365.00	30,950.31	*-585.31*	253,549.00	259,982.73	*-6,433.73*	394,749.00	65.9%	**134,766.27**
61513 Benefits-Permanent	8,703.00	8,880.18	*-177.18*	72,670.00	77,021.21	*-4,351.21*	113,137.00	68.1%	**36,115.79**
62018 Operating Supplies	200.00	1,115.32	*-915.32*	2,800.00	2,862.09	*-62.09*	4,000.00	71.6%	**1,137.91**
62058 Online Databases			*0.00*	97,210.00	74,723.99	*22,486.01*	97,210.00	76.9%	**22,486.01**
Total 41015 Collections and Access Services	39,268.00	40,945.81	*-1,677.81*	426,229.00	414,590.02	*11,638.98*	609,096.00	68.1%	**194,505.98**
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	23,283.00	23,737.50	*-454.50*	194,414.00	199,395.02	*-4,981.02*	302,681.00	65.9%	**103,285.98**
61513 Benefits-Permanent	6,709.00	6,782.77	*-73.77*	56,021.00	58,679.47	*-2,658.47*	87,223.00	67.3%	**28,543.53**
62018 Operating Supplies	1,100.00	70.19	*1,029.81*	8,800.00	3,232.77	*5,567.23*	13,100.00	24.7%	**9,867.23**
62303 New Staff Technology				7,500.00	2,131.63	*5,368.37*	7,500.00	28.4%	**5,368.37**
62304 Automation			*0.00*	37,000.00	32,887.68	*4,112.32*	45,100.00	72.9%	**12,212.32**
62305 Computer Services	7,998.00		*7,998.00*	63,984.00	42,783.91	*21,200.09*	95,980.00	44.6%	**53,196.09**
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	1,596.39	*1,528.61*	25,000.00	13,539.16	*11,460.84*	37,510.00	36.1%	**23,970.84**
62396 Mobile Phones / Pagers	898.00		*898.00*	7,184.00	3,153.52	*4,030.48*	10,780.00	29.3%	**7,626.48**
62397 Telephone	3,001.00		*3,001.00*	22,664.00	17,382.16	*5,281.84*	34,670.00	50.1%	**17,287.84**
63037 Software Licence Subscription	719.00		*719.00*	18,500.00	13,581.55	*4,918.45*	51,270.00	26.5%	**37,688.45**
Total 41025 Library Info Technology	46,833.00	32,186.85	*14,646.15*	444,925.00	391,907.67	*53,017.33*	689,672.00	56.8%	**297,764.33**
41030 Programming and Outreach Services									
61510 Salaries-Permanent	28,986.00	30,259.80	*-1,273.80*	242,033.00	234,985.98	*7,047.02*	376,816.00	62.4%	**141,830.02**
61513 Benefits-Permanent	8,394.00	8,983.43	*-589.43*	70,090.00	72,686.55	*-2,596.55*	109,125.00	66.6%	**36,438.45**
61520 Wages-Casual Temporary	12,309.00	7,932.94	*4,376.06*	76,056.00	76,027.30	*28.70*	117,896.00	64.5%	**41,868.70**
61523 Benefits-Casual Temporary	2,468.00	1,653.99	*814.01*	15,773.00	16,320.14	*-547.14*	24,734.00	66.0%	**8,413.86**
62018 Operating Supplies	75.00	74.18	*0.82*	1,350.00	258.71	*1,091.29*	1,700.00	15.2%	**1,441.29**
62414 Special Programs	2,750.00	701.89	*2,048.11*	16,875.00	28,120.44	*-11,245.44*	21,500.00	130.8%	**-6,620.44**
Total 41030 Programming and Outreach Services	54,982.00	49,606.23	*5,375.77*	422,177.00	428,399.12	*-6,222.12*	651,771.00	65.7%	**223,371.88**
41035 Communications and Cultural Development									
61510 Salaries-Permanent	29,355.00	28,813.60	*541.40*	245,115.00	234,012.69	*11,102.31*	381,621.00	61.3%	**147,608.31**
61513 Benefits-Permanent	8,401.00	9,311.24	*-910.24*	70,148.00	74,594.57	*-4,446.57*	109,210.00	68.3%	**34,615.43**
61522 Recovery-Wages-Casual Temp					-1,340.09	*1,340.09*			**1,340.09**
62018 Operating Supplies	646.00	161.00	*485.00*	6,220.00	2,562.91	*3,657.09*	7,700.00	33.3%	**5,137.09**
62304 Automation	200.00	219.30	*-19.30*	5,150.00	3,280.20	*1,869.80*	7,650.00	42.9%	**4,369.80**

TOWN OF CALEDON

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

	August Budget	August Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
62315 Printing & Advertising	250.00	158.75	*91.25*	9,980.00	10,194.82	*-214.82*	16,480.00	61.9%	**6,285.18**
62335 Contracted Services			*0.00*	1,500.00	793.73	*706.27*	2,500.00	31.7%	**1,706.27**
62414 Special Programs	250.00	626.92	*-376.92*	1,500.00	1,142.86	*357.14*	8,000.00	14.3%	**6,857.14**
Total 41035 Communications/Community Dev	39,102.00	39,290.81	*-188.81*	339,613.00	325,241.69	*14,371.31*	533,161.00	61.0%	**207,919.31**
41045 Corporate Services & Projects									
61510 Salaries-Permanent	9,935.00	10,141.18	*-206.18*	82,958.00	85,185.92	*-2,227.92*	129,161.00	66.0%	**43,975.08**
61513 Benefits-Permanent	2,937.00	2,629.34	*307.66*	24,523.00	25,727.85	*-1,204.85*	38,181.00	67.4%	**12,453.15**
62310 Training/Development/Seminars	3,801.00	1,081.68	*2,719.32*	38,701.00	27,647.35	*11,053.65*	56,583.00	48.9%	**28,935.65**
62314 Mileage	907.00	684.77	*222.23*	5,915.00	5,723.97	*191.03*	9,500.00	60.3%	**3,776.03**
62322 Postage	125.00	205.10	*-80.10*	1,000.00	1,098.42	*-98.42*	1,500.00	73.2%	**401.58**
62335 Contracted Services	200.00		*200.00*	1,200.00	1,812.71	*-612.71*	2,000.00	90.6%	**187.29**
Total 41045 Corporate Services & Projects	17,905.00	14,742.07	*3,162.93*	154,297.00	147,196.22	*7,100.78*	236,925.00	62.1%	**89,728.78**
41050 Maker & Emerging Technologies									
61510 Salaries-Permanent	26,247.00	26,372.35	*-125.35*	219,162.00	215,574.92	*3,587.08*	341,210.00	63.2%	**125,635.08**
61513 Benefits-Permanent	7,284.00	8,346.77	*-1,062.77*	60,821.00	66,028.88	*-5,207.88*	94,690.00	69.7%	**28,661.12**
62018 Operating Supplies	75.00	25.35	*49.65*	450.00	389.61	*60.39*	700.00	55.7%	**310.39**
62414 Special Programs	500.00	956.76	*-456.76*	8,223.00	4,460.41	*3,762.59*	12,800.00	34.8%	**8,339.59**
Total 41050 Maker & Emerging Technologies	34,106.00	35,701.23	*-1,595.23*	288,656.00	286,453.82	*2,202.18*	449,400.00	63.7%	**162,946.18**
Total Caledon Public Library-Lending Services	**490,987.47**	**605,444.29**	**-114,456.82**	**4,564,813.10**	**4,419,000.50**	**145,812.60**	**6,810,936.06**	**64.9%**	**2,391,935.56**

Capital Project Expense Report - as of August 31, 2025

	Budget	Expended Previous Year(s)	Expended 2025 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended	Status
Capital Projects - Previous Years							
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	4,242.89	34,999.86	0.14	100.0%	To be closed
23-035 Library Implementation of Microsoft 365	25,000.00	14,856.96		14,856.96	10,143.04	59.4%	
23-119 Library IT Equipment	45,000.00	14,398.29	24,283.55	38,681.84	6,318.16	86.0%	
23-120 Library Furniture Replacement	60,000.00	16,294.78	134.11	16,428.89	43,571.11	27.4%	
24-030 Library Strategic Plan	50,000.00	32,458.89	17,523.08	49,981.97	18.03	100.0%	To be closed
24-031 Library IT Equipment	15,000.00		14,656.03	14,656.03	343.97	97.7%	
Capital Projects - Current Year							
25-031 Library Access P1 Inglwood	64,000.00		34,781.77	34,781.77	29,218.23	54.3%	
25-062 Library Materials Coll 2025	500,000.00	2,772.24	267,395.95	270,168.19	229,831.81	54.0%	
59275 Capital Donations	711.75						
Total Library Collections and Materials (25-062)	500,711.75	2,772.24	267,395.95	270,168.19	230,543.56	54.0%	
25-063 Library IT Equipment	115,000.00		15,885.95	15,885.95	99,114.05	13.8%	

Library Reserve Balances - as of August 31, 2025

01-00-000-00000-000-20841 Library Bequest Fund - MDV	316.54	Expenditure pending, to be closed.
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 6-D

Strategic Actions Update

September 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:

- Adventure Around the World
- Astronomy in Action
- Bubble Fantasy Show
- Chococraft Fun: Make Your Own Chocolate Bar
- CPL Makers: Tween 3D Design
- End of Summer Art Attacks (all branches)
- Foam Party Fun
- Gotta Trade Them All - Pokémon Cards Afternoon
- Mario Kart Party
- Tween Fun with Perler Beads
- Wings Over the Rainforest
- Zoo Animals @ CPL - scavenger hunt activity

Programs for teens and adults included:

- Battle of the Books
- Coffee & Crafting
- CPL Makers: Hand Embroidered Keychains
- CPL Makers: Invisible Trellis with Inkscape and xTool
- CPL Makers: Teen Maker Party
- Getting Ready for Back to School with CPL
- Graphite Drawing Workshop
- Teen Cuisine Around the World
- Teen Summer Gaming Lounge

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

- Orientation for New Town Staff
- Midnight Madness
- BrightStart's Annual Play, Learn and Grow in the Park

Staff also represented CPL at the 3rd Annual Valleywood Block Party. It is estimated that staff engaged with approximately 200 residents over the course of the day. Those attending the block party were also invited to visit the MDV Collaboration Studio to tour the makerspace and participate in activities facilitated by staff. This strategy prompted a doubling of the visits to the studio seen during the block party in 2024, raising awareness of the easy access to these technologies and services within the neighbourhood.

Meetings with the Peel Art Gallery Museum & Archives (PAMA), Malton Women's Council and the Canadian Broadcasting Corporation (CBC) were facilitated to explore partnerships and programming opportunities.

The Maker team hosted a successful Teen Maker Party at the Cory Trepanier Creativity Studio. Participants enjoyed an evening of creative activities, snacks, and socializing. Teens explored the makerspace, engaged in hands-on projects, and connected with peers in a fun and welcoming environment.

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:

- Adult Faves webinar
- Dealing with Difficult Situations
- Introducing the New NoveList K-8 Experience!
- Keys to Effective Communication
- The Intentional Leadership Audit

Ontario Streams provided CPL with 3 "Self-guided Nature Walk Program" backpacks to be added to the Library's collection

Twenty-eight borrowable passes to the Royal Ontario Museum (ROM) were added to the collection. The majority of these can be placed on hold, while one pass at each branch will be excluded from eligibility for requests.

Informed Service Development

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

"Looking for a hard copy of the National Post Newspaper" - Caledon East Customer

"Very accessible and welcoming. Really wonderful staff. Amazing selection! I want to camp out in here." - Google Review of Bolton Branch

Two customers also reached out to the CEO/Chief Librarian by phone to voice their dissatisfaction with the lack of available seating at the Southfields Village Branch. These customers also shared their expectation that the Library prioritize certain types of use or particular user groups. Efforts to resolve customer complaints are underway, while ensuring that all users who are in keeping with our code of conduct are welcome to make use of the space. Furniture in the entry way has been reconfigured and suggestions for further improvement have been sought from the Library's primary furniture vendor. The feasibility of implementing these recommendations is reliant on securing funding through the 2026 budget.

Intellectual Freedom & Civic Dialogue

Caledon Public Library partnered with the Little Library to host a book drive for new & gently used books for children from birth to 14 years, supporting literacy among Indigenous youth. Hosted at the Caledon East Branch on August 23rd, the community donated over 50 boxes & bags of books - totalling over 1000 titles.

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

- Write Around the World' with Caledon Public Library: A creative contest for all ages - Just Sayin' Caledon
- Celebrating Caledon Public Library's Services | Caledon Citizen
- Caledon Public Library celebrates Extended Access at Inglewood Branch - Just Sayin' Caledon

Attachment 6-E-1

Caledon Public Library

September 10, 2025

Mayor Groves and Members of Council
Town of Caledon
6311 Old Church Road
Caledon, ON L7C 1J6

Dear Mayor Groves and Members of Council:

The Caledon Public Library (CPL) Board is incredibly grateful for the support of the Mayor and Council. We are proud of our collaborative efforts to grow and improve library services in Caledon. We are particularly excited about the launch of extended access to the Inglewood Branch – an innovative and cost-effective approach to enhancing services to the village. We look forward to implementing further creative solutions to meet the needs of Caledon's growing population.

As per the Public Libraries Act (PLA), the Library Board is tasked with providing budget estimates to Council. All members of the Board welcome this responsibility and are committed to providing a budget that is both responsive and responsible.

At its August meeting, the Library Board approved a 2026 budget for the Mayor's consideration. In addition to sustaining current service levels through investments in our collections, technologies and spaces, the Board has identified a number of projects that are intended to mitigate risk and efficiently expand our services in response to Caledon's growth. These include:

- Extended access and renovations to the Caledon Village Branch,
- A new library branch to serve the Mayfield West II community,
- Library kiosks to provide services to MWII in anticipation of the new community centre and branch, and
- A new Systems and Data Librarian position.

The Board recognizes the challenges faced by the Town in funding this growth while also managing the tax burden to current residents. However, we recently received Budget targets from the Town's Finance Commission that, if implemented, would not only hinder the Board's ability to realize the recommendations of the Library's Comprehensive Growth Plan but would result in cuts to current services and increased operational risk. These include:

- Eliminating popular digital collections,
- Delaying the replacement of heavily used computer workstations, and
- Deferring cybersecurity testing and recommended network improvements.

We are eager to work in partnership with the Mayor and Council to minimize any adverse impact of these amendments to residents. To this end, the Board has opted to defer any changes to its proposed budget until such time that Board representatives can meet with the Mayor to discuss Caledon's current and future needs.

We look forward to our scheduled meeting with the Mayor. We trust that this will provide an opportunity for the Board to gain a better understanding of the Town's budget priorities and pressures and to discuss how we might work together in preserving funding for CPL's core services while efficiently planning for growth.

Sincerely,

Tony Maxwell

Tony Maxwell
Chair, Caledon Public Library Board

cc: Kevin Klingenberg, Municipal Clerk
Robert Cummings, Chief Financial Officer
Caledon Public Library Board

Attachment 8-A

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
September 2025

Library Services

Inclusive Programming

CPL has long recognized its responsibility to deliver programs that reflect the needs, interests and experiences of a diverse Caledon. In order to celebrate this diversity and encourage the sharing of information on a wide breadth of subjects and from a variety of perspectives, the Library is committed to offering programming that is created by and/or representative of marginalized and underrepresented groups, including but not limited to, members of the LGTBQ+ community.

To this end, the following programs are featured as part of the Library's offerings this fall:

- **Culture Days - Story Time with Fay and Fluffy - Saturday, October 4th, 10:30 AM – Cory Trépanier Creativity Studio at the Caledon East Branch**
  A fun and fabulous, inclusive story time for children and their families celebrating acceptance and diversity. Fay & Fluffy are renowned performers who have lots of experience with children's programming, so participants are in for a delightful show!

- **Speaker Series: Louder Than Silence - Thursday, November 20th, 11:30 AM - Cory Trépanier Creativity Studio at the Caledon East Branch**
  Let's turn up the volume on stories that matter. This inspiring and empowering panel features trans poets and authors who are using their voices to spark change, share their truth, and build community. We're thrilled to welcome White Pine-nominated author and activist Matteo L. Cerilli, along with poets from Glowetry: The Word Book, a collection of art and poetry created by GLOW, the 2SLGBTQ+ drop-in support group at Dufferin Child and Family Services.

  Through moving readings and open conversation, our guests will explore identity, creativity, and the social issues that impact trans lives today. Whether you're curious about writing, passionate about justice, or just looking to hear voices that reflect the world around you, this event is a safe and welcoming space to listen, learn, and ask questions.

  Local schools have been invited to attend this weekday event.

These programs are complemented by the Queer Village Book Club which is hosted monthly at the Alton Branch.

Out of an abundance of caution and based on past experiences in Caledon and in nearby communities, measures will be put in place to ensure that these programs are not disrupted by protests and that participants and performers feel welcomed and supported. Communication will also be provided to Council, advising them of these upcoming events and providing key points for their use in addressing any concerns that may escalate to their attention.

Staffing News

Artificial Intelligence (AI) Leadership Cohort

Five members of the Library's Leadership Team, including the CEO/Chief Librarian, will be participating in a 10-week online course focused on Artificial Intelligence in libraries. Anticipated course outcomes include the following:

1. Strategic AI Roadmap
2. Ethical Framework and Policies
3. Staff Engagement and Training Strategic Plan
4. Tools for Community Confidence, Patron Trust, and Clear Communication
5. Improved Information Literacy
6. Evaluation and Selection of AI Tools
7. Privacy, Risk, and Misinformation Planning
8. Internal Review and Equity Planning
9. Future-Readiness and Flexibility
10. Peer Networking and Shared Learning

The course also connects CPL with a network of library leaders facing similar challenges and offers access to subject-matter experts. Course content is also supplemented by a consultation meeting with program leaders. It is anticipated that course learnings will inform the creation of an AI Policy for the Board's consideration in December.

Recommended Motion

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

Attachment 8-B

Date: September 15, 2025

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Staff Acceptable Use of Technology Policy

Recommendation:

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

Background

Prompted by the Library's continued process of policy review and creation, the Staff Acceptable Use of Technology Policy was first adopted by the Board in 2017 and most recently reviewed in September 2023.

This policy applies to all full-time, part-time, casual and contract staff and addresses their use of Library housed or issued computer equipment, mobile devices, software, operating systems, applications, use of the Internet, email, and use of the Library's network. Recommended amendments, as noted in Appendix A, are intended to better reflect recently updated organizational values, as well as current practices and security measures. Reference to the development of a distinct Artificial Intelligence (AI) policy is referenced in anticipation of its review by the Board in December 2025.

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

Financial Implication

None.

Recommended Motion

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

Appendix A

Title	Staff Acceptable Use of Technology
Policy Number	CPL-17-20
Policy Type	Human Resources
Approval Date	[approval date] 2025
Review Date	[review date] 2027
Notes	Initially adopted September 11 2017, reviewed September 16, 2019, September 20, 2021 and September 18, 2023

Purpose

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

The purpose of this policy is:

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

Scope

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

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

This policy should be applied in conjunction with the following policies:

- *Caledon Public Library Social Media Policy (CPL-17-19)* and *Guidelines for Social Media Use by Employees,* governing specific implications of online and social media tools;
- *Caledon Public Library Remote Work Policy (CPL-22-30),* governing some aspects of how technology is utilized and supported when working remotely;
- *Caledon Public Library Disconnecting from Work Policy (CPL-22-29),* governing employee rights and expectations as it applies to not being required to use Library technology etc. while not on shift; and,
- *Caledon Public Library Artificial Intelligence (AI) Policy (CPL-25-35),* currently under development as a means of providing guidance to staff in the secure, responsible and ethical use of AI tools.

Guidelines

Acceptable Use of Technology and Employee Accountability

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

Primarily for Work and Learning

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

Personal Responsibilities

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

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

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

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

Limited Personal Use

Occasional and incidental personal use of Library technology resources is permitted provided that such use does not adversely impact the daily work of the Library. With the exception of the use of Library-provided cell phones or tablets outside of work hours, prolonged use of technology for personal use is not permitted. Business use or use for profit not related to Library work is not permitted. Employees are responsible for exercising good judgment regarding reasonableness of personal use.

An immediate supervisor and/or the CEO/Chief Librarian reserve the right to define or assess reasonableness in the interpretation of personal use. The Library shall not be responsible for any personal or financial losses and/or damages arising from personal use of Library technology.

Ownership

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

Inappropriate Use and Inappropriate Material

Inappropriate use includes using the Library technology resources for:

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

Inappropriate material includes, but is not limited to:

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

Personal Hardware and Software Installation

~~Staff owned~~ No additional hardware or software, including any external storage device or other peripheral, is to be ~~may not be~~ installed on the Library's computer equipment unless required for work purposes and approved by the Library's Information Technology Department.

Privacy and Confidentiality

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

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

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

Security and Monitoring

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

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

Caledon Public Library Email Accounts

Appropriate Use of CPL Email Accounts

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

- communication with staff, other official bodies and vendors as required by the position;
- responding to public or other third-party enquiries;
- participating in professional, job-related research;
- distributing work related correspondence;

- accessing approved job-related distance learning opportunities; and,
- participating in job related list serves, mailing lists, blogs, etc.

Message Standards

All correspondence sent from the Library should be treated as a professional document. As such, a standard email signature format has been created, featuring the Library's logo the employee's name, title and contact details. When supported by available technologies, this signature is to be applied to any email ~~all~~ messages directed to recipients outside of the Library. ~~must include a signature line containing the following elements and reflecting the Library's logo and social media channels:~~

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

Viruses and Email

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

Privacy and Confidentiality

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

Internet Use

Appropriate Use of the Internet

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

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

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

Social Media Policy

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

Contravention of Policy

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

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

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

Related Documents:

- CPL-16-09 Caledon Public Library Personnel Policy
- CPL-17-19 Caledon Public Library Social Media Policy
- CPL-22-29 Caledon Public Library Disconnecting from Work Policy
- CPL-22-30 Caledon Public Library Remote Work Policy
- CPL-25-35 Caledon Public Library Artificial Intelligence (AI) Policy - PENDING

Attachment 8-C

Date: September 15, 2025

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Indigenous Respect and Acknowledgement Policy

Recommendation:

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

Background

The Library's Indigenous Respect and Acknowledgment Policy was initially drafted and adopted in 2021 and subsequently reviewed in 2023. The policy's guidelines provide direction as to when the land acknowledgment should be shared, ensuring that it is communicated with intent and meaning rather than by routine. This policy also confirms the Library's commitment to providing collections that represent all voices and services that are welcoming and accessible to all.

The land acknowledgment was initially developed in consultation with the Traditional Knowledge and Land Use Coordinator of the Mississaugas of the Credit First Nation. As per the policy's directive that the acknowledgment "be reviewed in consultation with the Library's Indigenous partners at lease once during each term of the Board", the Coordinator again generously shared his insights and recommended improvements.

These include reference to the Ajetance Treaty, No.19 (1818), in which the Mississaugas of the Credit First Nation agreed to share the lands with settlers. The term traditional has been added, when referring to the territory of the Huron-Wendat and Haudenosaunee, as a means of acknowledging that this ceased to be their territory when they were driven from the lands. An evaluation section has also been added, noting that relevant metrics will be integrated within the Library's Strategic Evaluation and Assessment Plan – along with other targets and measures with which to assess our success in meeting our strategic objectives.

Additional revisions were prompted by staff input and consultation with the Town's Indigenous Engagement Advisor. These include the removal of reference to specific municipal positions, committees and documents. This review also provided opportunity to re-confirm the Library's interest in contributing to the Indigenous Engagement Working Group.

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

Financial Implication

None.

Recommended Motion

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

Title	Indigenous Respect and Acknowledgement Policy
Policy Number	CPL-21-28
Policy Type	Operational
Approval Date	[approval date] 2025
Review Date	[review date] 2027
Notes	Initially adopted September 20, 2021; revised September 18, 2023

Purpose

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

Guidelines

Land Acknowledgment

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

~~To this end~~ As Caledon is situated on lands of the Ajetance Treaty, No.19 (1818) signed by the Mississaugas, in which they agreed to share the lands with the settlers, the following land acknowledgment has been developed in consultation with the Mississaugas of the Credit First Nation:

> *As we gather, we ~~are reminded~~ recognize that the Caledon Public Library sits on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. ~~In particular,~~ We also acknowledge the traditional 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.

This language will be reviewed in consultation with the Library's Indigenous partners at least once during each term of the Board as a means of ensuring the accurate spirit and intent of the acknowledgement.

Use of Acknowledgement

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

More specifically, the land acknowledgement shall be shared in the following instances:

- Following the call to order of a meeting of the Library Board;
- Within the welcoming statements of the following:
    - Large, formal public meetings or gatherings,
    - Special events, galas, fund-raising events,
    - Large-scale programs,
    - Grand openings or ground breakings of new or refurbished facilities or when officially launching new services or spaces;
- When a Member of Parliament (MP) and/or Member of Provincial Parliament (MPP) is in attendance;
- When the Mayor and/or members of municipal Council are in attendance; and
- When a representative of the Mississaugas of the Credit First Nation or other Indigenous Peoples are invited to present or attend a program or event. ~~aware that an Indigenous person is present at a program or event.~~
- The land acknowledgment should not be shared by library representatives in cases where the Library is participating as part of a larger event and an acknowledgement has previously been shared as part of the agenda.

Collections and Services

Wherever possible and as per the guidelines of the Caledon Public Library Collection Development Policy, the Library provides collections relating to Indigenous cultures, languages, and peoples, including resources for all ages and in a variety of and formats. This collection will include titles by Indigenous authors and/or about Indigenous communities, cultures, history

and issues. The Library~~'s collection will feature titles presented in the~~ will also encourage customer participation in the First Nation Communities Read program,~~, as well as First Nations and Metis graphic novels. CPL will also~~ provide welcoming spaces and library services to Indigenous peoples, and share elements of Indigenous culture with non-Indigenous persons through programs and events.

CPL recognizes that traditional subject headings and existing library access standards reflect colonial naming practices and will work with library vendors and other related organizations in continuing to make use of respectful subject headings in all existing and future cataloguing practices.

Indigenous Engagement

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

Canadian Federation of Library Associations (CFLA) Recommended Actions

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

Evaluation

As a means of evaluating efforts to realize this commitment, the Library will identify and monitor related Key Success Factors as part of its Strategic Evaluation and Assessment Plan.

Related Documents and Resources:

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

Appendix A

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

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

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

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

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

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

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

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

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

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

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

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

Attachment 9-A

Advocacy and Fundraising Committee
Monday, September 8, 2025
6:00 PM

MINUTES

Present: Laura Brady (Committee Chair); Scott Goodison; 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: Scott Goodison **Seconded:** Tony Maxwell
   Carried.
4. **Disclosure of pecuniary interest:** None
5. **Notes and minutes of previous meetings.**
   a. **June 9, 2025**
      Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the minutes of the meeting held on June 9, 2025.
      Moved: Tony Maxwell **Seconded:** Scott Goodison
      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 included a site visit from the Honourable Sylvia Jones. Advocacy efforts in the coming months include the official launch of Extended Access to the Inglewood Branch and a focus on the 2026 municipal budget process.

      Initial considerations for the 2026 municipal election were also discussed.

      Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the 2025-26 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.

The Committee's review of the Case for Support has been deferred to December 2025.

Fundraising efforts in the coming months will focus on the Candlelight Chamber Music Concert planned for November 21 at the Albion Bolton Branch. Tickets will be sold via CanadaHelps for $75 and will include hors d'oeuvres and two drink tickets. Board attendance and assistance in selling tickets and at the event is encouraged. Invitation and email templates will be drafted as a means of supporting ticket sales and soliciting sponsorships.

The installation of a Story Walk on the Caledon trail system was raised as a possible project to be supported by funds raised from the event.

Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the 2025 Fund Development Work Plan
Moved: Tony Maxwell **Seconded:** Domenic Maggi
Carried.

8. Advocacy and Fundraising Opportunities for Discussion

a. 2026 Budget

A draft letter to the Mayor and Council, as directed through the recent Board resolution, was shared with the committee and informed the majority of the discussion. Resulting revisions are to be shared for the Chair and Committee Chair's consideration. The final draft will be included as Correspondence on the Board's September 15th meeting agenda.

Further communications to the Mayor in anticipation of the scheduled budget meeting were also discussed, as were strategies for gaining a better understanding of how the Library budget might support the Mayor's priorities.

Scott Goodison left the meeting at 7:15 PM

9. New Business: None.

10. Next meeting – Monday, December 8, 2025, 6 PM

11. Adjournment

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

The meeting adjourned at 7:34 PM

Attachment 11-A

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2025-26

Updated September 15, 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)
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 ✓ Review of quarterly statistics – Q2	✓ Draft strategic plan and brand design ✓ 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	• Drafted policies	• 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 • Requests for Information and Assistance Presentation – deferred from June • Assessment and Evaluation Plan – deferred from September	• Drafted policy • 2025 Q3 Statistics Report • Proposed evaluation metrics and targets • Revised 2026 budget	• Meeting evaluation
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	• Budget to Council • OLS Board Assembly Meeting • 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
January 2026	• Privacy Policy Review • Operational Policy Review • Planning Policy Review • Review of 2025 Strategic Actions Completed • Review of 2025 Q4 and Annual Statistics	• 2025 Q4 and Year End Statistics Report • 2025 Procurement Update • 2025 Donations Reserve Update • Drafted policies	• OLA Super Conference/ OLBA Boot Camp attendance
February 2026	• No regularly scheduled meeting		
March 2026	• Board By-Laws Review • Annual Board Assessment Policy Review • Rights and Safety of Children and Teens in the Library Review • 2025 Year End Strategic Assessment and Evaluation Report • OLA Super Conference Key Takeaways	• 2025 Strategic Scoresheet • Drafted policies	• Meeting evaluation • Sharing of OLA/webinar Takeaways • Meeting of Advocacy/Fundraising Committee
April 2026	• Fundraising and Gift Acceptance Policy Review • The Library and Political Elections Policy Review • Board-CEO Partnership Policy Review • 2025 Annual Report • Review of quarterly statistics – Q1	• Drafted annual Report • 2026 Q1 Statistics Report • Drafted policies	
May 2026	• Personnel Policy Review • Disconnecting from Work Policy Review • Remote Work Policy Review • Succession and Leadership Planning Policy • Board Code of Conduct Review	• Drafted policies	• Presentation of Annual Report to Council • Meeting of CEO Assessment Committee
June 2026	• Annual CEO/Chief Librarian Performance Appraisal • Collection Development Policy Review • Programming Policy Review • Volunteer Policy Review	• Mid-year procurement update • Mid-year donation reserves update • Drafted policy • CEO to provide goals for coming term – July 2026 to June 2027	• Meeting evaluation • Meeting of Advocacy/Fundraising Committee