Caledon Public Library Board Meeting
Monday, June 15, 2026
6:00 PM
Southfields Village Branch

AGENDA

1. Call to order
2. Indigenous Acknowledgement

As we gather, we recognize that the Caledon Public Library sits on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. 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.

3. Apologies for non-attendance
4. Approval of the agenda
5. Disclosure of pecuniary interest
6. Presentations and Delegations
    a. Maker & Emerging Technologies (MET) Evaluation Interim Report – Catherine Arthurs, Supervisor, Maker and Emerging Technologies (Attachment 6-A)
7. Consent agenda

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

    a. Minutes of the May 25, 2026 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. Programming Policy Report (Attachment 9-B)
    c. Collection Development Policy Report (Attachment 9-C)
    d. Volunteer Policy Report (Attachment 9-D)
    e. Library Statement of Requirements Report (Attachment 9-E)
    f. 2025 Auditors' Report and Financial Statements (Attachment 9-F)
10. Board and Committee Reports
    a. CLOSED SESSION
        i. Confidential Report re: Personal matters about an identifiable individual – CEO/Chief Librarian Annual Plans and Goals for Success (GPS)
    b. CEO/Chief Librarian Goals 2026-27 (Attachment 10-B)
    c. Advocacy & Fundraising Committee Meeting Minutes of June 1, 2026 (Attachment 10-C)
11. New Business
12. Board Work Plan Review
    a. 2026 Board Work Plan (Attachment 12-A)
13. Board Advocacy and Development
    a. Caledon Day, Saturday, June 20, 2026, 2 PM – 10 PM, Caledon East Community Complex
14. Public Question Period
15. Meeting Evaluation
16. Time and location of next regular meeting
    a. Monday, August 24, 2026, 6 PM – Albion Bolton Branch
17. Adjournment

Attached documents:

6-A Maker & Emerging Technologies (MET) Evaluation Interim Report
7-A Minutes of the May 25, 2026 meeting
7-B Treasurer's Report and Financial Statements
7-C Strategic Actions Update
9-A CEO/Chief Librarian's Report
9-B Programming Policy Report
9-C Collection Development Policy Report

9-D Volunteer Policy Report
9-E Library Statement of Requirements Report
9-F 2025 Auditors' Report and Financial Statements
10-B CEO/Chief Librarian Goals 2026-27
10-C Advocacy & Fundraising Committee Meeting Minutes of June 1, 2026
12-A 2026 Board Work Plan

Maker & Emerging Technologies (MET) Evaluation

Interim Report For Library Board

June 2026

Catherine Arthurs
Supervisor, Maker and Emerging Technologies

Caledon Public Library

Low cost, high reward experience

What the MET team loves about the makerspaces...

“You get to be creative! Arts in schools are the first places budget cuts hit so it’s good to have somewhere to try out creativity.”

“It's hard to pick one thing in particular. It's between: encouraging technological literacy in our community through creative project-based learning, fostering intergenerational connection across digital divides, and hands-on STEAM education outside the classroom.”

“Living spaces are getting smaller; I love having a place where I can spread out and create.”

CPL Makerspaces Timeline

April 2023: Margaret Dunn Valleywood Collaboration Studio Opens

April 2024: Albion Bolton Maker Stations Open

August 2023: Cory Trepanier Creativity Studio Opens

September 2026 (TBC): Mobile Makerspace Launch

Our Community of Makers

From Margaret Dunn Valleywood Collaboration Studio's Opening in April 2023 through March 2026:

1,055

Unique cardholders have completed an equipment booking

225

have booked 6 or more times: our returning makers

38

have made 20+ bookings: our most dedicated community members

MET Beyond the Makerspaces

2,200+

maker program attendees since June 2023

5,800+

additional touchpoints since April 2023

MET reach extends beyond the three makerspace branches. Through maker programs, collaborative programs delivered with the Programs and Outreach team, class visits, community events, and outreach, MET reaches every corner of the Library system.

39

collaborative programs since March 2025

23

community events since July 2023

22

class and group makerspace visits since January 2024

45

passive maker program kits since June 2025

What our community loves to make

106%

average demand for fabrication programs (more people want in than there are spots)

The most-used equipment (by a wide margin):

32%	**Laser cutters**	engraving & precision cuts
25%	**Cricut cutting machines**	vinyl, paper, heat transfer
14%	**3D printers**	prototypes & custom objects
9%	**Garment printer**	direct-to-fabric printing
7%	**Sewing & embroidery machines**	textile projects

* remaining 13% is digital media creation: design software, Memory Stations, Recording Studio

Where we are now

Strong and growing demand

Nearly half of all maker programs run at or beyond full capacity. The community is telling us they want more.

Every branch is part of the story

Maker programming reaches all CPL branches, not just the 3 with equipment. Outreach, events, and class visits extend the reach.

New service formats are working

Studio Support Hours, launched in December 2025, are already running at 3× the volume of individual support appointments.

2026 is shaping up to be our strongest year yet

Q1 2026 program attendance and equipment bookings are up, coinciding with new formats and expanded onboarding options.

***Coming in September 2026**:* A grant from BACCF will allow us to bring a mobile makerspace to Alton, Inglewood, and Caledon Village branches

What’s next

A Comprehensive Evaluation Is Underway

For the first time since our makerspaces opened, we're conducting a deep evaluation of the spaces and service. We’re looking at who we're reaching, what's working, where we can grow, and what the community needs next.

This is a Strategic Plan commitment, and an opportunity to see what we can do next in emerging technologies for Caledon.

Final report and recommendations: Q3 2026

The questions we’re asking:

Are we meeting the community’s demand for maker services?

Are we reaching everyone in our community who wants to make?

What does sustainable growth look like for this service?

Are we ready to expand — and if so, how?

We can’t wait to share our results with you.

“Creativity thrives in collaboration.
The spark of one mind ignites the other.”
Simon Sinek

Come see us make (or make something yourself)

We welcome you to drop by for a visit!

Caledon East

Margaret Dunn Valleywood

Albion Bolton

Catherine Arthurs
carthurs@caledon.library.on.ca

Caledon Public Library Board Meeting
Monday, May 25, 2026
6:00 p.m.

MINUTES

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

Note: This hybrid meeting was hosted at the Albion Bolton Branch

1. **The Chair called the meeting to order at 6:02 PM**

2. **Indigenous Acknowledgment**

As we gather, we recognize that the Caledon Public Library sits on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. 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.

Councilor Dave Sheen joined the meeting at 6:06 PM

3. **Apologies for non-attendance:** Mary Juric

4. **Approval of the Agenda**

Motion: That the Caledon Public Library Board approve the agenda as amended, to reflect Mayor Grove's regrets and defer the delegation to a future meeting.
Moved: Nicholas Alleyne **Seconded:** Laura Brady
Carried.

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

6. **Presentations and Delegations**
   a. **Valuing Caledon Public Library Video**
      The video was shared with the Board for their information and was received positively.

7. **Consent Agenda**
   a. **Minutes of the April 20, 2026 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: Scott Goodison **Seconded**: Jacqueline Iafrate
      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: Laura Brady **Seconded:** Scott Goodison
      Carried.

   b. **Board Code of Conduct Report**
      Motion: That the Caledon Public Library Board approve and adopt the revised Board Code of Conduct.
      Moved: Jacqueline Iafrate **Seconded:** Nicholas Alleyne
      Carried.

   c. **Public Code of Conduct Report**
      Motion: That the Caledon Public Library Board approve and adopt the revised Public Code of Conduct.
      Moved: Laura Brady **Seconded:** Nicholas Alleyne
      Carried.

   d. **Employee Code of Conduct Report**
      Motion: That the Caledon Public Library Board approve and adopt the proposed Employee Code of Conduct to take effect as of July 1, 2026.
      Moved: Laura Brady **Seconded:** Jacqueline Iafrate
      Carried.

   e. **Disconnecting From Work Policy Report**
      Motion: That the Caledon Public Library Board approve and adopt the revised Disconnecting From Work Policy.
      Moved: Laura Brady **Seconded:** Nicholas Alleyne
      Carried.

f. Remote Work Policy Report

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

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

Carried.

g. Succession and Leadership Planning Policy Report

Motion: That the Caledon Public Library Board approve and adopt the revised Succession and Leadership Planning Policy.

Moved: Scott Goodison **Seconded:** Jacqueline Iafrate

Carried.

h. Personnel Policy Report

Motion: That the Caledon Public Library Board approve and adopt the revised Personnel Policy to take effect as of July 1, 2026.

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

Carried.

10. Board and Committee Reports: None.

11. Closed Session

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

i. Confidential Report re: A position applied to negotiations on behalf of the board - Draft Memorandum of Understanding between the Caledon Public Library and Town of Caledon; and,
ii. Confidential Report re: Personal matters about an identifiable individual – Staff Succession Plan Report

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

Carried at 7:09 PM

The Board moved into closed session.

Motion: That the Caledon Public Library Board return to open session.

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

Carried at 8:00 PM

Open session resumed.

Motion: That the Caledon Public Library Board receive the drafted Memorandum of Understanding between the Caledon Public Library and Town of Caledon.

Moved: Jacqueline Iafrate **Seconded:** Councilor Dave Sheen

Carried.

Motion: That the Caledon Public Library Board receive the drafted Staff Succession Plan Report.

Moved: Domenic Maggi **Seconded:** Laura Brady

Carried.

12. New Business: None.

13. Board Work Plan

a. 2026 Work Plan Review

Motion: That the Caledon Public Library Board receive and approve the revised 2026 Work Plan.

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

Carried.

14. Board Advocacy and Development

a. Upcoming Advocacy Development Opportunities

i. Valuing Caledon Public Library Presentation to Council – Tuesday, June 2, 2026 – 2:30 PM Town Hall

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

16. Time of next regular meeting:

a. Monday, June 15, 2026, 6:00 PM – Southfields Village Branch

17. Adjournment

Motion: That the meeting adjourn.

Moved: Domenic Maggi **Seconded:** Jacqueline Iafrate

Carried.

The meeting adjourned at 8:08 PM

_____ _____

Tony Maxwell
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 7-B

Treasurer's Report

Prepared by Colleen Lipp
June 2026

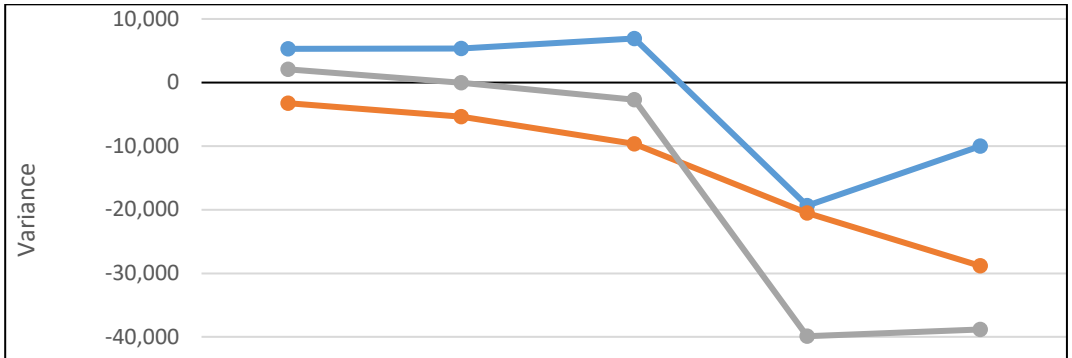
2026 Budget

Details of the Library's budget as of May 31, 2026 are attached as Appendix A. Items of note include:

- Prompted by contracted coverage for a staff leave, unfavourable variances in Casual Wages in Public Service are offset by savings in Full-Time Salaries.
- A donation of $400 from Monday Night at the Movies has been reflected as additional funding to the Library's 2026 Materials and Collections Capital project (26-099).

Also of note, Town Finance advised that employee benefit expenses were understated from January through March, requiring a year-to-date correcting entry in April. The higher expenses recorded in April reflected the corrected year-to-date values. This prompted a review of the Library's relevant year-to-date benefit costs, raising some concerns regarding the application of a consistent percentage of 12% when budgeting for both Permanent Part-Time and Casual employee benefits.

In preparing the 2026 budget, it was advised that despite the provision of extended health benefits to the Library's permanent part-time employees, any unfavourable variance in part-time benefits would be offset by favourable variances in full-time benefits. This approach effectively clawed back the two Changes in Service Level previously approved in 2023 and 2024 to allow for the provision of these extended benefits.



	January YTD	February YTD	March YTD	April YTD	May YTD
Full-time	5,324	5,347	6,931	-19,359	-9,985
Part-time	-3,245	-5,377	-9,636	-20,526	-28,835
Total	2,079	-31	-2,705	-39,885	-38,820

Figure 1 – Monthly Year-To-Date Variances - Employee Benefits

As per Figure 1, an unfavourable year-to-date variance of $38,820 is reflected across both benefit expense accounts, with 74% of this attributed to part-time staffing. While the year-to-date variance in full-time benefits is trending favourably, this will need to be monitored in the months ahead. Concerns regarding the continued use of this approach in budgeting for 2027 benefits costs have already been raised with Town Finance.

As per the relevant portion of 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". 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 2026.

- Payment of $21,381 (excl.tx) to Ontario Library Service (SOLS) to secure provincial consortium pricing of digital resources and online databases.
- An additional $14,569 (excl.tx) was paid to OLS for the Library's annual access to the shared collection of eBooks through OverDrive.
- Allocation of $18,811 (excl.tx) in support of the Library's subscription to Udemy and Gale Courses.
- Expenditure of $17,741 (excl.tx) for the Library's annual subscription to PressReader.
- $26,580 (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.
- $11,155 (excl.tx) for the annual subscription to Patron Point, automating customer communications and notifications.
- $17,271 (excl.tx) for the annual subscription to Communico, the online platform used for program promotion and registration, as well as room and maker space bookings.

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 2026.

2027 Budget

The 2027 budget process and deliverables remain largely consistent with the process put in place in preparing the 2026 budget. As reported in April, the Library's tentative 5-year capital forecast was submitted in advance of the May 29th deadline. The following will be completed and shared with Town Finance by the end of June, in advance of their consideration by the Finance Committee and full Board in August:

- Employee Headcount
- Base Operating Budget
- Business Cases – Capital Projects and Changes in Service Level

- Fee Review

One additional deliverable includes the completion of a newly introduced Capital Budget Asset Priority Ranking Tool. These worksheets are a means of supporting data-informed decision making and budget prioritization. Given the Board's governance responsibility for prioritizing the Library's proposed investments, it remains unclear as to how this process will be applied to the Library's capital projects. Initial reviews have highlighted that the worksheets cannot be easily applied to some of the Library's capital assets – most notably, library materials and collections.

Recommended Motion

That the Caledon Public Library Board receive the Treasurer's Report

Appendix A

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of May 31, 2026

	May Budget	May Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
40010 Administration									
50050 Miscellaneous	-1,900.00	-3,717.57	*1,817.57*	-8,300.00	-9,651.22	*1,351.22*	-20,000.00	48.3%	**-10,348.78**
50075 Postage Reimbursement				-2,000.00	-1,854.30	*-145.70*	-2,000.00		**-145.70**
50125 Merchandise Sales	-250.00	-38.00	*-212.00*	-1,250.00	-260.00	*-990.00*	-3,000.00	8.7%	**-2,740.00**
50235 Fundraising		-42.75	*42.75*		-162.75				
50319 Grants/Subsidies			*0.00*				-68,000.00	0.0%	**-68,000.00**
50570 Donations		-8.25	*8.25*		-56.45	*56.45*			**56.45**
50705 Fines/Fees	-900.00	-787.24	*-112.76*	-4,100.00	-2,798.45	*-1,301.55*	-10,000.00	28.0%	**-7,201.55**
50725 Comm.Access Prgm Funding					-441.50	*441.50*	-10,000.00	4.4%	**-9,558.50**
50750 Book Sales	-210.00	-274.50	*64.50*	-1,030.00	-1,041.75	*11.75*	-2,500.00	41.7%	**-1,458.25**
50770 FOL-Recoverable			*0.00*		-6,783.86	*6,783.86*			**6,783.86**
61510 Salaries-Permanent	34,300.00	33,673.33	*626.67*	122,338.00	119,518.37	*2,819.63*	298,408.00	40.1%	**178,889.63**
61513 Benefits-Permanent	10,290.00	8,767.69	*1,522.31*	36,701.00	37,413.23	*-712.23*	89,523.00	41.8%	**52,109.77**
61520 Wages-Casual Temporary	4,494.00		*4,494*	15,280.00		*15,280.00*	39,100.00	0.0%	**39,100.00**
61523 Benefits-Casual Temporary	539.00		*539*	1,835.00		*1,835.00*	4,692.00	0.0%	**4,692.00**
62018 Operating Supplies	80.00		*80.00*	320.00	68.26	*251.74*	760.00	9.0%	**691.74**
62129 FOL-Initiatives		3,290.32	*-3,290.32*		5,189.99	*-5,189.99*			**-5,189.99**
62244 Bank Charges	250.00	15.00	*235.00*	1,250.00	806.89	*443.11*	3,000.00	26.9%	**2,193.11**
62253 Lib. Brd Education & Exp.	225.00	171.04	*53.96*	2,675.00	2,407.09	*267.91*	5,000.00	48.1%	**2,592.91**
62311 Memberships/Dues	150.00	68.69	*81.31*	10,600.00	18,499.49	*-7,899.49*	16,500.00	112.1%	**-1,999.49**
62317 Audit				-4,968.00	-5,032.00	*64.00*	4,870.00	-103.3%	**9,902.00**
62335 Contracted Services	667.00		*667.00*	3,335.00		*3,335.00*	8,000.00	0.0%	**8,000.00**
62360 Fundraising						*0.00*			**0.00**
62416 Interdepartmental Charges						*0.00*	475,791.00	0.0%	**475,791.00**
62437 Contribution to Reserves						*0.00*			**0.00**
Total 40010 Administration	47,735.00	41,117.76	*6,617.24*	172,686.00	155,821.04	*16,864.96*	830,144.00	18.8%	**674,322.96**
41010 Library Public Services									
61510 Salaries-Permanent	161,148.00	152,012.62	*9,135.38*	574,765.00	533,514.48	*41,250.52*	1,401,979.00	38.1%	**868,464.52**
61513 Benefits-Permanent	48,345.00	44,727.67	*3,617.33*	172,431.00	173,318.66	*-887.66*	420,594.00	41.2%	**247,275.34**
61520 Wages-Casual Temporary	128,805.00	140,381.92	*-11,576.92*	437,930.00	463,368.46	*-25,438.46*	1,120,596.00	41.4%	**657,227.54**
61521 Overtime-Casual Temporary		143.98			2,310.29				
61523 Benefits-Casual Temporary	15,456.00	24,304.17	*-8,848.17*	52,552.00	81,611.90	*-29,059.90*	134,472.00	60.7%	**52,860.10**
62018 Operating Supplies	1,005.00	304.63	*700.37*	5,025.00	4,697.14	*327.86*	12,069.00	38.9%	**7,371.86**
62312 Insurance				5,843.00		*5,843.00*	5,843.00	0.0%	**5,843.00**
62321 Rental-Facility			*0.00*	358,545.00	857.29	*357,687.71*	358,545.00	0.2%	**357,687.71**
62335 Contracted Services	4,317.00	5,545.42	*-1,228.42*	22,251.00	17,663.52	*4,587.48*	58,588.00	30.1%	**40,924.48**
62346 Courier	2,983.00		*2,983.00*	14,919.00	9,595.51	*5,323.49*	35,800.00	26.8%	**26,204.49**
Total 41010 Library Public Services	362,059.00	367,420.41	*-5,361.41*	1,644,261.00	1,286,937.25	*357,323.75*	3,548,486.00	36.3%	**2,261,548.75**

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of May 31, 2026

	May Budget	May Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
41015 Collections and Access Services									
61510 Salaries-Permanent	48,945.00	48,088.24	*856.76*	174,570.00	174,044.73	*525.27*	425,821.00	40.9%	**251,776.27**
61513 Benefits-Permanent	14,683.00	13,922.27	*760.73*	52,370.00	54,458.69	*-2,088.69*	127,746.00	42.6%	**73,287.31**
62018 Operating Supplies	125.00	365.84	*-240.84*	1,375.00	670.38	*704.62*	4,000.00	16.8%	**3,329.62**
62058 Online Databases			*0.00*	98,001.00	90,732.71	*7,268.29*	99,446.00	91.2%	**8,713.29**
Total 41015 Collections and Access Services	63,753.00	62,376.35	*1,376.65*	326,316.00	319,906.51	*6,409.49*	657,013.00	48.7%	**337,106.49**
41020 Library Grants									
50319 Grants/Subsidies (Revenue)			*0.00*		-4,752.00	*4,752.00*			**-4,752.00**
61520 Wages-Casual Temporary			*0.00*		1,874.10	*-1,874.10*			**1,874.10**
61523 Benefits-Casual Temporary			*0.00*		172.53	*-172.53*			**172.53**
62319 Grants (Expenses)			*0.00*			*0.00*			**0.00**
Total 41020 Library Grants		0.00	*0.00*		-2,705.37	*2,705.37*			**2,705.37**
41025 Library Info Technology									
61510 Salaries-Permanent	46,960.00	37,646.18	*9,313.82*	167,488.00	131,952.80	*35,535.20*	408,548.00	32.3%	**276,595.20**
61513 Benefits-Permanent	14,088.00	11,381.89	*2,706.11*	50,247.00	44,042.45	*6,204.55*	122,565.00	35.9%	**78,522.55**
61523 Benefits-Casual Temporary					46.45	*-46.45*			**-46.45**
62018 Operating Supplies	1,090.00	58.92	*1,031.08*	5,450.00	1,430.81	*4,019.19*	13,100.00	10.9%	**11,669.19**
62303 New Staff Technology				3,500.00		*3,500.00*	3,500.00	0.0%	**3,500.00**
62304 Automation	300.00	23.17	*276.83*	46,900.00	62,704.31	*-15,804.31*	67,000.00	93.6%	**4,295.69**
62305 Computer Services	9,248.00	10,208.95	*-960.95*	46,240.00	36,472.11	*9,767.89*	110,980.00	32.9%	**74,507.89**
62312 Insurance			*0.00*	2,563.00		*2,563.00*	5,450.00	0.0%	**5,450.00**
62335 Contracted Services	3,166.00		*3,166.00*	15,830.00	8,655.27	*7,174.73*	38,000.00	22.8%	**29,344.73**
62396 Mobile Phones / Pagers	615.00	318.85	*296.15*	3,075.00	1,273.57	*1,801.43*	7,380.00	17.3%	**6,106.43**
62397 Telephone	3,080.00	2,953.34	*126.66*	15,400.00	11,871.03	*3,528.97*	36,970.00	32.1%	**25,098.97**
63037 Software Licence Subscription	4,000.00	573.43	*3,426.57*	22,000.00	8,251.86	*13,748.14*	52,970.00	15.6%	**44,718.14**
Total 41025 Library Info Technology	82,547.00	63,164.73	*19,382.27*	378,693.00	306,700.66	*71,992.34*	866,463.00	35.4%	**559,762.34**
41030 Programming and Outreach Services									
61510 Salaries-Permanent	68,416.00	68,108.33	*307.67*	244,018.00	232,559.75	*11,458.25*	595,221.00	39.1%	**362,661.25**
61513 Benefits-Permanent	20,525.00	20,256.78	*268.22*	73,205.00	76,603.36	*-3,398.36*	178,566.00	42.9%	**101,962.64**
61520 Wages-Casual Temporary			*0.00*	-52.00	6,283.94	*-6,335.94*	-52.00	-12084.5%	**-6,335.94**
61523 Benefits-Casual Temporary			*0.00*	-6.00	1,385.43	*-1,391.43*	-6.00	-23090.5%	**-1,391.43**
62018 Operating Supplies	250.00		*250.00*	625.00	382.90	*242.10*	1,700.00	22.5%	**1,317.10**
62414 Special Programs	5,200.00	2,251.22	*2,948.78*	14,240.00	12,847.73	*1,392.27*	31,500.00	40.8%	**18,652.27**
Total 41030 Programming and Outreach Services	94,391.00	90,616.33	*3,774.67*	332,030.00	330,063.11	*1,966.89*	806,929.00	40.9%	**476,865.89**
41035 Communications and Cultural Development									
61510 Salaries-Permanent	46,591.00	45,060.39	*1,530.61*	166,172.00	165,887.84	*284.16*	405,338.00	40.9%	**239,450.16**
61513 Benefits-Permanent	13,977.00	13,627.85	*349.15*	49,851.00	54,225.14	*-4,374.14*	121,601.00	44.6%	**67,375.86**
62018 Operating Supplies	2,600.00		*2,600.00*	4,600.00	1,936.08	*2,663.92*	7,877.00	24.6%	**5,940.92**
62304 Automation	1,100.00	573.99	*526.01*	4,050.00	996.14	*3,053.86*	6,350.00	15.7%	**5,353.86**
62315 Printing & Advertising	4,000.00	483.36	*3,516.64*	10,150.00	6,623.94	*3,526.06*	20,080.00	33.0%	**13,456.06**

TOWN OF CALEDON

Caledon Public Library
ST: Object Code - Budget vs Actual by Cost Centre
As of May 31, 2026

	May Budget	May Actuals	*Monthly Variance*	YTD Budget	YTD Actuals	*YTD Variance*	Annual Budget	Percentage Expended	**Annual Variance**
62335 Contracted Services		569.86	*-569.86*		2,309.95	*-2,309.95*	2,500.00	92.4%	**190.05**
62414 Special Programs				1,000.00		*1,000.00*	6,000.00	0.0%	**6,000.00**
Total 41035 Communications/Community Dev	68,268.00	60,315.45	*7,952.55*	235,823.00	231,979.09	*3,843.91*	569,746.00	40.7%	**337,766.91**
41045 Corporate Services & Projects									
61510 Salaries-Permanent	16,037.00	16,098.98	*-61.98*	57,201.00	56,390.08	*810.92*	139,525.00	40.4%	**83,134.92**
61513 Benefits-Permanent	4,811.00	4,859.39	*-48.39*	17,161.00	18,607.38	*-1,446.38*	41,857.00	44.5%	**23,249.62**
62310 Training/Development/Seminars	2,000.00	1,901.20	*98.80*	30,000.00	30,331.09	*-331.09*	64,610.00	46.9%	**34,278.91**
62314 Mileage	700.00	453.98	*246.02*	4,000.00	2,259.77	*1,740.23*	9,500.00	23.8%	**7,240.23**
62322 Postage	200.00	209.25	*-9.25*	1,040.00	748.00	*292.00*	2,500.00	29.9%	**1,752.00**
62335 Contracted Services	167.00		*167.00*	835.00	204.00	*631.00*	2,000.00	10.2%	**1,796.00**
Total 41045 Corporate Services & Projects	23,915.00	23,522.80	*392.20*	110,237.00	108,540.32	*1,696.68*	259,992.00	41.7%	**151,451.68**
41050 Maker & Emerging Technologies									
61510 Salaries-Permanent	41,705.00	41,728.12	*-23.12*	148,750.00	146,906.13	*1,843.87*	362,836.00	40.5%	**215,929.87**
61513 Benefits-Permanent	12,512.00	12,313.49	*198.51*	44,625.00	47,907.04	*-3,282.04*	108,851.00	44.0%	**60,943.96**
62018 Operating Supplies			*0.00*	350.00	136.53	*213.47*	700.00	19.5%	**563.47**
62414 Special Programs	100.00	972.45	*-872.45*	3,250.00	4,101.78	*-851.78*	7,800.00	52.6%	**3,698.22**
Total 41050 Maker & Emerging Technologies	54,317.00	55,014.06	*-697.06*	196,975.00	199,051.48	*-2,076.48*	480,187.00	41.5%	**281,135.52**
Total Caledon Public Library-Lending Services	**796,985.00**	**763,547.89**	**33,437.11**	**3,397,021.00**	**2,936,294.09**	**460,726.91**	**8,018,960.00**	**36.6%**	**5,082,665.91**

Capital Project Expense Report - as of May 31, 2026

	Budget	Expended Previous Year(s)	Expended 2026 YTD	Total Project Spend to Date	Deficit Forwarded to 2025	Remaining Funding	Percentage Expended	Status
Capital Projects - Previous Years								
23-035 Library Implementation of Microsoft 365	25,000.00	15,271.88	31.74	15,303.62		9,696.38	61.2%	
23-120 Library Furniture Replacement	60,000.00	41,845.73	1,738.32	43,584.05	4,458.00	11,957.95	80.1%	
25-031 Library Access P1 Inglwood	64,000.00	45,094.48	1,170.24	46,264.72		17,735.28	72.3%	
25-062 Library Materials & Collections 2025	500,000.00	456,933.39	1,594.26	458,527.65	42,010.18	-537.83	100.1%	
59275 Capital Donations	711.75							
Total Library Collections and Materials (25-062)	500,711.75	456,933.39	1,594.26	458,527.65	42,010.18	173.92	100.0%	
25-063 Library IT Equipment	115,000.00	38,796.95	7,596.63	46,393.58		68,606.42	40.3%	
Capital Projects - Current Year								
26-099 Library Materials & Collections 2026	500,000.00	6,178.85	228,201.12	234,379.97		265,620.03	46.9%	
59275 Capital Donations	400.00							
Additional revenue (LSC dissolution)	9,814.82							
Total Library Collections and Materials (26-099)	510,214.82	6,178.85	228,201.12	234,379.97		275,834.85	45.9%	
26-238 Library IT Equipment 2026	141,000.00		564.33	564.33		140,435.67	0.4%	
26-239 Library Cybersecurity Infrastructure	50,000.00			0.00		50,000.00	0.0%	
26-240 Caledon Village Branch Refurbishment	920,000.00			0.00		920,000.00	0.0%	

Library Reserve Balances - as of May 31, 2026

08-07-900-35043-000-25000 Library Donation and Bequest Reserve Fund	17,955.78
08-07-900-35051-000-25000 Library General Reserve Fund	26,899.41

Attachment 7-C

Strategic Actions Update

June 2026

Community Connections

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

Programs for children, tweens & families:

- Celebrate International Trails Day with the Caledon Hills Bruce Trail Club & Alton Grange Association
- DIY: Star Wars Terrariums for Tweens - Let's Celebrate May the Fourth!
- PA Day Fun @ AB, CE & SFV: Cartoon Cookie Decorating
- Rubber Ducky Cosplay Competition
- Star Wars Escape Rooms for families
- Surprise Story times:
  - A Superhero Party with BrightStart friends
  - Quack! Quack! Baby Ducklings with local author Carolyn Morris
  - Rainbow Fun!
- Tween Club Books & Beyond: Star Wars Escape Room

Programs for teens and adults included:

- Coffee & Crafting for Teens & Adults: Pressed Flower Suncatchers
- Meditative Mandalas for Beginners
- Seniors Social Circle: Art as Therapy
- Teen Library Takeover: Diamond Art

Maker Programming

- CPL Makers: Cricut Crafternoon Drop-In
- CPL Makers: Print, Cut, Fabricate (intermediate-level laser and 3D combo design)
- CPL Makers: Sew a Waxed Denim Bag (upcycling)

In May, the CPL Makers team welcomed two class visits to the Cory Trepanier Creativity Studio. Students explored design thinking concepts and applied their skills through hands-on, "mini" Cricut and laser cutter projects, gaining experience with digital fabrication tools.

Celebrate International Trails Day with the Caledon Hills Bruce Trail Club & Alton Grange Association - this Hike 101 event featured a stunning visual presentation, hiking tips, book giveaways and a guided nature hunt. Program featured special guest and local Caledon author, Nicola Ross.

As part of the library's Speaker Series, **Level Up Your Small Business with Tiana Conte-Ramjitsingh** introduced a four-part series focussing on marketing, print and design. Marketing expert Tiana Conte-Ramjitsingh provided practical tips, fresh ideas and an opportunity to connect with local entrepreneurs. Topics included: AI and its' influence on building a memorable brand, fundamentals of marketing tools, and basics of creating content - from the design process and how to stand out from the crowd.

Meditation for Life Balance with Isis Ament, another Speaker Series highlight, featured guided meditation sessions designed to help participants slow down, breathe deeply and reconnect with themselves. Isis created a calming space where all levels are invited to explore mindfulness, release stress and find inner clarity.

An Average User's Guide to AI Basics with Chris Bint was an easy to follow session that encouraged participants to turn curiosity into confidence. Free AI tools like ChatGPT, Copilot and Gemini were explored, providing participants with how to use the tools to save time and get better answers. Chris shared real-life examples and walked participants through researching a new hobby, composing a letter and simplifying a complex task.

Seniors Social Circle featuring Art as Therapy provided participants with strategies for discovering their inner strengths, helping them to build the necessary skills to face life's challenges and manage emotions.

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

- Alton Granger Junior Grangers event
- Caledon Community Services Eh Cafe special presentation
- Hills of the Headwater Care Day event

Humber River Centre Open House
Play, Wonder, Learn events (x4 - formerly known as Welcome to Kindergarten and Start with a Smile programs)
Town of Caledon Mental Health Week Event
Town of Caledon Student Corporate Orientation
Volunteer Mississauga, Brampton, Caledon Volunteer Fair

Staff delivered a Library 101 presentation for CCS' English Conversation Circle (aka Eh Cafe) on what a library is, how to use a library, what a library offers. This interactive presentation encouraged participants to engage with the presenter and build their English language proficiency. This session is the first of two - the next focusses on CPL's language learning and digital resources.

CPL was invited to the Alton Grange Association's 3rd Annual Junior Grangers event, our second of its kind. The event aims to inspire young residents to get outside, be educated about the local watershed, invasive species, spring plants and local wildlife. Attendees have the opportunity to engage with the Association. At the event, CPL staff participated in a nature hike, engaged with local residents, exhibited some of Library of Things - Yoto Players, Ontario Streams Backpacks, Park Passes and Life Jackets - and also delivered an engaging story time. Staff interacted with approximately 40 residents, handing out Check It Out newsletters as well.

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 and contributed to the following learning opportunities over the past month:

Addressing Ageism in the Library
Bridge Reporting & Leveraging Bridge Data
Buy Ontario Procurement Directives
De escalation, A frontline tool kit
Forest of Reading Festival
Future Ready Youth: Preparing Our Patrons to Navigate the Age of AI, Human Rights and AI with Dr Wendy Wong
I needed a script for that: frameworks for challenging conversations in HR
Information Literacy in the Era of Google AI Overviews and ChatGPT
Introduction to Artificial Intelligence
Leading Through Change: Practical Change Management for Library Leaders
Mental Health Across Generations for People Leaders (Town)
MFIPPA Changes - PIA Focus
Neurodiversity for Managers
Presenting with Confidence: How to Boost Your Presentation Skills
Senior Public Library Leaders Conference 2026. A meeting of public library directors from the GTHA to learn about operational and strategic topics in public libraries.
Standard First Aid Training
Where is AI in 2026, and Where is it Going?
Your Campus Already Uses ChatGPT, Claude, and Copilot. Here’s How to Make Them Research-Ready.

A co-op position for students in post-graduate information studies or library science programs has been posted with the University of Toronto iSchool and Western University. This four-month contract position will support the Collections & Access Services department.

Informed Service Development

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

"Very lovely library. Great customer service and brand new equipment. Close to rec area with pool and gym." - Google review of Southfields Village Branch

"A welcoming and well-maintained library with a great selection of books and resources. The staff are friendly and knowledgeable, and the branch provides a comfortable space for reading, studying, and community activities. A wonderful asset to the neighborhood." - Google review of Southfields Village Branch

"Absolutely love the library. The people working are always helpful and pleasant. I recommended a book and they emailed me right away that they will purchase it for the library. I was shocked since I didn't know they would do that." - Google review of Southfields Village Branch

"The library is neat but very, very lousy. The staff talks really loudly with each other and also with guests. My experience was horrific one particular day, and I stopped visiting the place. I was preparing for an exam when a guy walked in and was on his phone talking loudly for several minutes and even had a loud chat with his friend. I approached the staff to please caution him since the private rooms were both booked. She responded that there was nothing she could do, as it's a public space. When I couldn't cope, I angrily left for another, better library. I do not recommend it if you are preparing for an exam." - Google review of Margaret Dunn Valleywood Collaboration Studio

"Super cute library. very quiet with lots of tables or chairs to sit at. great place to get work done or to study. lots of outlets accessible and close to the seating. view outside is also peaceful. love this library" - Google review of Margaret Dunn Valleywood Collaboration Studio

Following feedback from customers, the Stay and Play toy collections at the Southfields Village and Margaret Dunn Valleywood branches were refreshed with new materials. These items provide opportunities for children to socialize and connect with one another and their caregivers while engaging with toys and activities that encourage literacy, creativity, and imaginative play. Additional new items will be introduced at the remaining branches in the coming weeks.

To support the recreational needs of Caledon residents, two pickleball sets have been added to the Library of Things collection.

Intellectual Freedom & Civic Dialogue

A tracking process is being implemented to document informal challenges to library materials - including books being removed from shelves or flipped as a means of silent protest. This tracking document will be used to identify trends across branches and raise awareness amongst staff and will complement the formal requests for reconsideration process that is already in place.

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

- Dive In! to an exciting summer at Caledon Public Library - Just Sayin' Caledon
- Caledon Public Library Provides $27.9 Million Value for the Caledon Community

Attachment 9-A

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
June 2026

Advocacy and Governance

Canadian Urban Library Council (CULC) 2026 Federal Budget Recommendations

The Canadian Urban Library Council (CULC) has drafted several recommendations in anticipation of the 2026 federal budget. Attached as Appendix A, CULC's pre-budget submission focuses on the challenges facing Canadians and how public libraries could be effectively leveraged to meet community need and better supported in addressing broad social issues that fall beyond the traditional scope of library services. Recommendations include:

1. Dedicated funding to support innovation, increase access to technologies and connectivity, and grow digital and AI literacy.
2. Appropriate funding for mental health, addiction, housing and crisis-response services, acknowledging that public libraries are not a substitute for social supports and community health care.
3. Ongoing and sustainable funding for the Equitable Access for Reading Program.
4. Fair and sustainable access to digital publications, including e-books and e-audiobooks, for public libraries.
5. Creation of a national Public Library Intellectual Freedom, Privacy and Equitable Access Fund to assist libraries in defending core library principles.

Library Services

Caledon Village Branch Renovation – Resident Engagement

In anticipation of the funded refurbishment of the Caledon Village Branch, a campaign has been launched to engage and solicit feedback from branch customers. Kicking off at a meeting of the Caledon Village Association on June 11th, area residents will be asked to shape the future of the branch by responding to the following prompts:

- What changes would you like to see? What could make the library work better for you and the community? Think about accessibility, seating, study areas, technology or community spaces.
- What would you like to keep the same? What do you love most about the Caledon Village Branch today? Share the spaces, services, programs or atmosphere you want to preserve.

- What would you love to see in the renovated branch? Dream big! What would make the future Caledon Village Branch welcoming and useful for everyone?

Following the meeting, large boards will be located in branch as a tool to passively engage customers. Over the summer months, visitors to the branch will be encouraged to share their responses to the prompts on post it notes. Collected input will then be reviewed and shared with the construction and design team, once retained.

Growing Library Partnerships

The Library's strategic focus on Informed Service Development has reconfirmed the need to build strong community partnerships and trusted relationships, increasing collaboration and the impact of CPL's work. To this end, several partnerships have been launched or strengthened within recent months. Resulting activities include:

- At the request of Town staff, promotional materials highlighted CPL's collections were prepared to be made available at the Pow Wow at Maawnjiding Wiingushkeng Centre for Indigenous Excellence and Land-Based Learning,
- Branch Managers are meeting with Town of Caledon Programming staff to discuss plans to allow children attending camps to visit the Library. Visits will include time to simply browse the collection and exchange books. If staff capacity allows, storytimes may also be offered.
- Residents from the Bolton Mills Retirement Home visited the Albion Bolton branch in June following a staff outreach event at the retirement home in May. Residents participated in a tour of the branch and connected with Library staff.
- Hills of Headwaters Collaborative Ontario Health Team will be sharing information about their services at the Library's Community Corners. Discussions have also focused on the feasibility of hosting a Care Day at the Southfields Village Branch in the fall.
- The Maker and Emerging Technologies team has launched two initiatives in partnership with the Town's Recreation division. This included the shared delivery of a Mindful Making program that combined yoga and mindfulness activities with hands-on journal and pen customization, promoting creativity, wellness, and self-reflection. In support of AccessAbility Week, these teams also created custom staff buttons, raising awareness of accessibility and inclusion initiatives across the community.

Recommended Motion

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

Canadian Urban Libraries Council
Conseil des Bibliothèques Urbaines du Canada

Written Submission for the Pre-Budget Consultations
In Advance of the 2026 Federal Budget

By: Canadian Urban Libraries Council / Conseil des Bibliotheques Urbaines du Canada

May 2026

List of Recommendations

Recommendation 1: That the Government of Canada work with Canada's public libraries to create a dedicated funding program to increase access to technology, connectivity, digital literacy, AI literacy, and learning tools that support innovation in communities across Canada.

Recommendation 2: That the Government of Canada recognize the significant impact of mental health, addictions, homelessness, and toxic drug harms in Canadian communities, and work with provincial, territorial, municipal, and Indigenous governments to appropriately fund community-based mental health, addictions, housing, and crisis-response services so that critical services are available to those in need.

Recommendation 3: That the Government of Canada make the Equitable Access to Reading Program permanent, indexed to the cost of living, and sufficiently flexible to fund the full equitable reading lifecycle through organizations with demonstrated national capacity, including CELA, NNELS, and other accessible reading service providers.

Recommendation 4: That the Government of Canada work with public libraries, publishers, authors, provinces and territories to improve fair, affordable, and sustainable public library access to digital publications, including e-books, e-audiobooks, and other licensed digital content.

Recommendation 5: That the Government of Canada create a national Public Library Intellectual Freedom, Privacy, and Equitable Access Fund to support public libraries in defending intellectual freedom, protecting patron privacy, maintaining locally governed collections, and responding to censorship pressures, including those raised by Alberta's Bill 28.

Introduction

Incorporated in 2008, the Canadian Urban Libraries Council / Conseil des Bibliotheques Urbaines du Canada (CULC/CBUC) works to strengthen public library service in Canada's urban areas. CULC/CBUC represents more than 50 of Canada's largest public library systems, along with Library and Archives Canada and Bibliotheque et Archives nationales du Quebec. Its members serve more than 8 million active users through more than 720 locations and virtual services, and more than 77% of Canadians are served by a CULC member library.

I. Libraries are Integral to a Vibrant Democracy and a Strong Economy

Public libraries are among Canada's most democratic institutions. They are free, welcoming, non-commercial public spaces where people of all ages, incomes, backgrounds, and abilities can access information, culture, technology, learning, and community connection.
Libraries support federal priorities in practical, community-based ways. They help newcomers settle, support job seekers and entrepreneurs, provide digital access and literacy training, deliver early literacy programs, create public learning spaces, and connect residents with trusted information and services. Libraries act as partners to governments in delivering priorities ranging from newcomer settlement and workforce development to entrepreneurship and mental health supports.

The need for renewed federal investment in digital inclusion remains clear. The Government of Canada's connectivity strategy set a national goal of universal access to high-speed Internet with download speeds of at least 50 Mbps and upload speeds of at least 10 Mbps, with targets of 95% coverage by 2026 and 100% by 2030. Availability, however, does not eliminate barriers related to affordability, skills, devices, accessibility, or confidence. The Canada School of Public Service has noted that Statistics Canada data show a strong relationship between household income and high-speed Internet access, and that education, age, language, geography, gender, and culture also affect information and communications technology use.

Public libraries are already trusted digital access points. With stable federal support, libraries can expand access to devices, software, adaptive technologies, AI literacy, coding and digital skills training, entrepreneurial support, and safe learning environments for people who cannot access or afford these tools elsewhere.

Recommendation 1: That the Government of Canada work with Canada's public libraries to create a dedicated funding program to increase access to technology, connectivity, digital literacy, AI literacy, and learning tools that support innovation in communities across Canada.

II. Community Well-Being, Mental Health, Addictions, and Safety

Canada's urban public libraries are intentionally accessible and welcoming spaces for all residents. As CULC/CBUC's 2025 pre-budget submission to the Standing Committee on Finance noted, this means library staff often work with people experiencing homelessness, mental health challenges, addiction, and acute crisis. We also emphasized that libraries are not the

appropriate public space to address serious mental health and addiction issues, and that front-line care for those issues is outside the mandate of public libraries.
The need for stronger community services remains urgent. The Canadian Institute for Health Information reported that in 2024, 41% of adults aged 18 and older and 36% of children and youth aged 2 to 17 in Canada with diagnosed mental health conditions reported having their needs partially or completely unmet. Federal data on opioid- and stimulant-related harms identify apparent opioid and stimulant toxicity deaths, poisoning hospitalizations, emergency department visits, and EMS responses as ongoing national indicators; the most recent available data cover January 2016 to September 2025, where available.

Libraries will continue to be welcoming public spaces, but they cannot substitute for health care, housing, outreach, crisis response, and addiction treatment. Inadequate community support places untenable pressure on library workers. It can affect whether children, seniors, newcomers, people with disabilities, and other community members feel safe and welcome in shared public spaces.

Recommendation 2: That the Government of Canada recognize the significant impact of mental health, addictions, homelessness, and toxic drug harms in Canadian communities, and work with provincial, territorial, municipal, and Indigenous governments to appropriately fund community-based mental health, addictions, housing, and crisis-response services so that critical services are available to those in need.

III. Equitable Access to Reading

CULC/CBUC strongly supported the launch of the Equitable Access to Reading Program (EARP) in 2024. Budget 2022 allocated $7 million per year for three years starting in 2024-25, and CELA and NNELS have since received an extension through 2028-29. However, there is still no commitment beyond 2029, creating instability for services used by Canadians with print disabilities.

Accessible reading is not a pilot project; it is essential infrastructure for literacy, education, employment, culture, and inclusion. EARP should support the full equitable reading lifecycle, including title selection, creation and acquisition, Marrakesh Treaty exchange, distribution in users' preferred formats, discovery infrastructure, research and innovation, training, and outreach.

To meet its objective, EARP must be permanent, predictable, indexed, and sufficient to support national service delivery in both official languages by organizations with demonstrated capacity, while centring the knowledge and leadership of persons with disabilities.

Recommendation 3: That the Government of Canada make the Equitable Access to Reading Program permanent, indexed to the cost of living, and sufficiently flexible to fund the full equitable reading lifecycle through organizations with demonstrated national capacity, including CELA, NNELS, and other accessible reading service providers.

IV. Access to E-Publications

Public libraries are essential access points for reading, learning, culture, and trusted information. Increasingly, that access depends on digital publications, including e-books and e-audiobooks. However, public libraries often face restrictive licensing terms, high prices, limited availability, and expiring access models that do not apply to print collections in the same way. These barriers make it harder for libraries to provide equitable access to Canadian and international digital works, especially for residents who cannot afford commercial subscriptions or purchases.

The Government of Canada should work with libraries, publishers, authors, provinces, and territories to support a fair and sustainable digital content marketplace that respects creators and ensures Canadians can access e-publications through their public libraries.

Recommendation 4: That the Government of Canada work with public libraries, publishers, authors, provinces and territories to improve fair, affordable, and sustainable public library access to digital publications, including e-books, e-audiobooks, and other licensed digital content.

V. Protecting Intellectual Freedom, Privacy, and Equitable Access to Information

Libraries are champions of free expression, providing access to a wide range of ideas and information while encouraging community dialogue—even in the face of disagreement. This crucial role requires explicit federal recognition and support.

Recent legislative proposals under Bill 28 in Alberta have raised serious concerns across the library sector. According to guidance from the Alberta government, these changes could alter Alberta's Libraries Act and related regulations, allowing the Minister to initiate reviews or respond to complaints concerning public libraries, and to provide ministerial guidance on library governance. Sector organizations warn that such actions may shift decision-making away from local library boards and trained professionals, potentially creating new barriers to access. The Coalition of Alberta Public Libraries (CAP Libraries), who represent 324 public library service points serving 99% of Albertans, has expressed concerns about the impacts on privacy, local control, and the future of library services.

Moreover, public libraries have raised concerns about censorship. They view certain proposed legislative changes as acts of censorship that could limit access to materials and introduce expanded government oversight of library operations, raising significant privacy concerns. The Canadian Federation of Library Associations has urged the government to withdraw provisions that threaten the integrity of the Libraries Act. Additionally, CULC/CBUC has reached out to Alberta's Minister of Municipal Affairs about these changes.

Federal action should respect provincial and municipal jurisdiction over public libraries while recognizing the national importance of intellectual freedom, privacy, literacy, access to culture and information, disability inclusion, democratic participation, and digital inclusion. A federal

fund could support non-partisan tools and capacity, including model policies, privacy training, collection-development support, public education, data collection on censorship challenges, legal and governance resources, and assistance for libraries serving communities facing targeted censorship pressure.

Recommendation 5: That the Government of Canada create a national Public Library Intellectual Freedom, Privacy, and Equitable Access Fund to support public libraries in defending intellectual freedom, protecting patron privacy, maintaining locally governed collections, and responding to censorship pressures.

Conclusion

CULC/CBUC appreciates the opportunity to provide this submission to the Standing Committee on Finance in advance of the 2026 federal budget.
Canada's urban public libraries are critical infrastructure for democracy, learning, community well-being, digital inclusion, accessibility, and social connection. Budget 2026 is an opportunity to strengthen that infrastructure by investing in technology access, community mental health and addictions supports, equitable access to reading, and the protection of intellectual freedom, privacy, and locally governed public library service.

For further information, please contact:

Mary Chevreau
Executive Director
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Attachment 9-B

Date: June 15, 2026

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Programming Policy Report

Recommendation:

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

Background

The Library's Programming Policy has been reconsidered as per the Board's bi-annual review schedule. Only minor amendments are suggested at this time and include the following:

- Reference to the Caledon Public Library Programming Strategy;
- Removal of appendices containing relevant forms, allowing for greater flexibility for operational improvements and increased reliance on online forms; and,
- The addition of language confirming the importance of determining attendance thresholds to inform program cancellations due to low enrollment.

The revised policy, once approved, will be shared with staff, posted on the Library's website and made available in print upon request.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the revised Programming Policy

Title	Programming Policy
Policy Number	CPL-18-25
Policy Type	Operational
Approval Date	[approval date] 2026
Review Date	[review date] 2028
Notes	Originally adopted June 11-2018; Amended August 17-2020, June 20-2022, and June 17-2024

Purpose

The Caledon Public Library offers a wide variety of programs in support of our commitment to lifelong learning, building community, and reducing isolation. Programs are an essential aspect of the Library's core services, providing information, supporting digital literacy, inviting public discussion, encouraging curiosity and creativity, promoting literacy and reading, expanding the Library's visibility in the community and offering opportunities for community organizations to highlight their area of focus and engage the community. This policy outlines the principles and criteria for programs at Caledon Public Library and provides guidelines for developing, delivering, and hosting programs that meet the evolving needs of residents and local businesses.

Definitions

For the purposes of this policy:

"*Programs*" are defined as any group activity offered to the public that staff coordinate, facilitate and/or present. These programs may be offered within library facilities, elsewhere in the community, or virtually.

"*Partnership*" is defined as a mutually beneficial collaboration between the Library and an external organization.

"*Sponsorship*" is defined as a mutually beneficial exchange whereby the sponsor receives value in return for cash and/or product or services in-kind provided to the Library.

Guidelines

Library programs are intended to:

- Provide informational, educational, and recreational opportunities;
- Support lifelong learning;
- Support intellectual freedom and universal access to information;
- Promote the use of library resources, services, and collections;
- Foster a love of reading and learning;
- Encourage the development of literacy skills;

- Promote cultural awareness;
- Celebrate history and heritage;
- Nurture community cohesion and reduce social isolation by bringing community members together in a barrier free space, both in person and virtually;
- Strengthen partnerships;
- Meet the diverse and evolving needs and interests of the Caledon community; and,
- Encourage discussion and make available a wide spectrum of opinions, viewpoints, and experiences.

A library program need not meet all these criteria ~~in order~~ to be considered or offered.

Program planning and delivery is informed by the Library's strategic plan, service priorities, and community needs and interests. The Library will develop and deliver programs throughout the year based on demand and the availability of space, funding ~~technical supports,~~ and staffing resources.

The policy is complemented by the Caledon Public Library Program Strategy which has been developed to inform staff in their work and as a guide to ensure that:

1. programs provide information, invite public discussion, encourage curiosity, spark creativity, and foster a love of literacy and lifelong learning.
2. programs are current, relevant and accessible to the community, within a framework of diversity, equity and inclusion (DEI) and follow the guiding principles of Intellectual Freedom.
3. program priorities, goals, planning and development are purposeful with measurable and attainable outcomes.
4. new programs can be developed over time, in support of strategic priorities, improvements to facilities, and as additional resources are gained or acquired for the organization.

Program Delivery

Programs will be offered by library staff with program-related expertise or training in a specific topic, or by speakers and experts in the community including:

- Authors,
- Artists,
- Performers,
- Staff or members of community partner agencies and organizations, or
- Volunteer or paid presenters with recognized credentials related to the program topic.

The Library will market and promote events and programs as Library leadership deems appropriate. Promotions may include reference to community organizations or businesses in

their role as third-party program facilitators or sponsors. Such inclusion does not reflect an endorsement of any views or opinions shared or services provided by the third-party.

Intellectual Freedom

The Canadian Federation of Library Associations (CFLA-FCAB) Statement on Intellectual Freedom and Libraries states that:

> Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable.

The Ontario Library Association Statement on Intellectual Freedom and the Intellectual Rights of the Individual states that:

> It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.

To uphold these principles, the Library supports the rights of individuals to respectfully speak, read, view, or exchange differing viewpoints. To accomplish this, the Library may present thought-provoking ~~controversial~~ programs that provide the public access to diverse perspectives on an issue, regardless of whether or not some individuals agree with the programs offered.

Library sponsorship or scheduling of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants but is rather intended as an affirmation of the principal of intellectual freedom.

Diverse and Inclusive Programs

The Caledon Public Library recognizes 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 will:

- Offer programming that is created by and/or representative of marginalized and underrepresented groups, including but not limited to Indigenous Peoples, racialized people, members of the LGTBQ+ community, persons with disabilities, and those of diverse faiths;
- Build partnerships and opportunities for sponsorship with relevant stakeholders, organizations, and businesses; and,
- Evaluate how program offerings and content are delivered, accessed, and promoted.

Attending Programs

The Library reserves the right to limit attendance at a program based on the consideration of the program, such as space limits or age of the intended audience.

Programs may be delivered within Library spaces or in other suitable locations within the community. When safety or the nature of the program or available space requires it, attendance may be limited and will be determined on a first-come, first-served basis or by registration. The Library reserves the right to make these determinations and will strictly enforce any limits or guidelines. Where there are restrictions of space, residents of Caledon may be given preference in registering for library programs.

In an effort to expand access and reduce barriers to inclusion, the Library may offer virtual or hybrid programs. The Library reserves the right to record any such programs. Library staff will inform all program participants when recording takes place. Unsolicited recording of any programs by any attendees is prohibited.

Most children's programs are restricted to defined age groups. The Library may request presentation of proof of age (e.g., birth certificate) for program registrations, where age is a determining factor for acceptance. At the discretion of the Library, a parent or caregiver may be required to attend a program with their child(ren).

All those attending programs, in person or virtually, are required to abide by the guidelines of *Caledon Public Library Public Code of Conduct (CPL-16-11*). Failure to comply with this *Code of Conduct* or other library policies may result in consequences deemed by library staff to be appropriate to the behaviour.

Priority to Offer Free Programs and Program Costs

The Caledon Public Library is committed to limiting barriers that may prevent residents from enjoying library programs. As such, the majority of library programs are free to attend. In some cases, the Library may charge a nominal fee to recoup costs associated with, but not limited to materials, food, facility rentals, performers and facilitator fees. Such fees are non-refundable, except when the Library cancels the program, in which case all fees will be refunded in full.

In the case of children's performances, the Library may opt to provide a small number of tickets to local social service agencies for distribution to families for whom ticket costs may pose a barrier.

The Library may also host special programs which are intended as fund-raising events. These events will be clearly designated as fund-raisers and the Library may charge for tickets and/or other items and activities as part of the event.

As per the *Caledon Public Library Partnership Policy (CPL-17-21)*, the Library may seek sponsorships in support of library programming. The intent of such sponsorships is to provide for increased availability and/or quality of programs to the residents of Caledon.

Commercial Activities

As per the *Caledon Public Library Operational Policy* (CPL-16-04), the Library may allow the sale of merchandise by community partners and sponsors at library programs and/or events. With the exception of books, such sales shall be considered only in cases when the intended audience is teens or adults.

Community-Led Programs and Presentations

The Library actively partners with other community organizations, individuals, and businesses to develop and present programs to the public. The *Caledon Public Library Partnership Policy (CPL- 17-21)* outlines the guiding principles considered when entering into partnerships. The Library also considers the following criteria in approving collaborative programs:

- Relevancy to the mission, goals and priorities of the Library;
- Potential to promote the use of library materials and services;
- Knowledge and content authority of the presenter;
- Other demands for library space and staff time;
- Contribution to the variety and balance of the program calendar; and,
- Program content that goes beyond a commercial promotion.

The Library may provide any or all of the following support for community-led programs: staff assistance, library space, equipment use, virtual platforms, and/or marketing support. External or third-party facilitators may be responsible for providing all required program materials.

In keeping with the *Caledon Public Library Privacy Policy (CPL-15-01),* personal information collected from registrants by the Library shall not be shared with third-party program facilitators unless approval to do so is requested and granted.

All third-party program facilitators must sign the *Caledon Public Library Program Agreement*, an acknowledgment of the *Caledon Public Library Accessibility ~~Accessible Customer Service~~ Policy (CPL-16-14)* and confirm insurance requirements prior to the implementation of the program. The Library will consult with the Town of Caledon Risk Management Division to ensure alignment with best practices. As such, third parties (performers, facilitators, exhibitors, etc.) may be required to provide valid certificates of insurance in advance of any programs.

A third-party facilitator for whom the insurance requirement has been waived must complete a Town of Caledon and Caledon Public Library Guest Speaker Waiver Form ~~(Appendix A)~~.

When a third-party facilitator requests that a fee be charged for program participation such as a workshop, the Library may elect to retain up to 25% of that fee to cover costs such as but not limited to staffing and marketing support.

Program Suggestions

Program suggestions from community organizations or individuals are welcomed. Community members wishing to suggest or facilitate a program may do so by completing an online Suggest or Facilitate a Program form. All proposals are reviewed by the Manager, Programming & Outreach and are subject to all policies and operational guidelines of the Caledon Public Library. Individuals or organizations will only be contacted if the Library chooses to move ahead with the proposal, at which point the completion of a Program Agreement is required. All suggestions will be taken under consideration based on the above program criteria, strategic priorities and library resources. The Library reserves the right to accept or reject suggestions in alignment with its mandate.

Program Cancellation

The Library reserves the right to cancel any program due to inclement weather, low participant registration or other unforeseen circumstances and will make every effort to notify the public in advance. Cancelled programs ~~may not~~ will be rescheduled at the discretion of the Library. For programs or events that require registration, third party facilitators must provide the Library with a minimum and maximum attendance requirement prior to program confirmation. These requirements, along with any additional attendance thresholds established by the Library, will be ~~considered when determining when such programs are to~~ used to determine whether a program or event should proceed or be cancelled due to low enrollment.

Program Evaluation

All programs aim to have measurable outcomes and are evaluated regularly based on these outcomes. Evaluation techniques may include audience surveys, electronic or paper questionnaires, participant comment forms, presenter and attendee comments, and staff input.

Requests for Reconsideration

The delivery of programs that are balanced and represent diverse points of view may result in the scheduling of events or delivery of content to which some members of the public may object.

Individuals, or groups or organizations who object to the programs provided may express their concern by completing an online Request for Reconsideration Form. Responses to these requests are guided by the Library's core value of intellectual freedom, including the following key principle:

> Individuals have the right to reject for themselves material of which they do not approve but this right does not extend to allow them to restrict the intellectual freedom of others.

In the majority of cases, the final operational decision regarding materials rests with the CEO/Chief Librarian; however, some customers may subsequently choose to escalate their request to the Library Board's attention. In such cases, the request for reconsideration will be received by the CEO/Chief Librarian who will inform the Board of the request and related considerations. The Board is the final authority in such cases. When the review is complete, the individual or group will receive an explanation of the decision from the office of the CEO/Chief Librarian.

Any concerns regarding the Library's determination not to implement a suggested program should be directed to relevant staff or the office of the CEO/Chief Librarian.

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

Related Documents:

- Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries
- Ontario Library Association Statement on the Intellectual Rights of the Individual
- CPL-15-01 Caledon Public Library Privacy Policy
- CPL-16-04 Caledon Public Library Operational Policy
- CPL- 16-11 Caledon Public Library Public Code of Conduct
- CPL-16-14 Caledon Public Library Accessibility ~~Accessible Customer Service~~ Policy
- CPL-17-21 Caledon Public Library Partnership Policy

Attachment 9-C

Date: June 15, 2026

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Collection Development Policy Report

Recommendation:

That the Caledon Public Library Board review the revised Collection Development Policy for recommendation and approval.

Background

As per the Board's regular bi-annual review cycle, the Library's Collection Development Policy has been considered by the Library's Leadership Team and a number of amendments have been drafted for the Board consideration: These include:

- Reference to the Caledon Public Library Collections Strategy;
- Replacement of attached forms with links to the relevant section of the Library's website;
- Documenting the evolution from the Collection Review Committee to the recently formed Library's Intellectual Freedom Working Group.

Language regarding the Library's evolving approach to monitoring the impacts of Artificial Intelligence on our collections has also been added and has prompted the following recommendations for aligning the *Caledon Public Library Artificial Intelligence (AI) Policy (CPL-26-35)* in advance of its next regular review.

Intellectual Freedom & Democracy

CPL is committed to respecting copyright and will continue to monitor the legal status of AI tools in Canada as policies, regulations and case law evolves. Library staff will use AI technologies that comply with copyright laws and respect the intellectual property rights of authors and creators.

~~Books and digital materials containing content solely created using AI will not knowingly be added to the Library's collection. Materials found to be wholly AI-generated may be removed from the collection.~~

As per the *Caledon Public Library Collection Development Policy (CPL-16-12)*, "CPL will work with vendors to monitor ~~mitigate~~ the inclusion of AI-generated content in physical and shared digital collections. Materials generated or assisted by artificial intelligence will not be excluded from the Library's collection solely on the basis of

their method of creation and are evaluated using the same selection criteria as all other materials."

The percentage of content or images that is known or suspected to be generated by Artificial Intelligence (AI) will be considered, along with other criteria, in determining the suitability of materials of inclusion within the Library's collections.

~~Further guidelines as related to the implication of AI on library collections will be reflected within the *Caledon Public Library Collection Development Policy (CPL-16-12).*~~

The revised policies, once approved, will be shared with staff, posted on the Library's website and made available in print upon request.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the revised Collection Development Policy; and,

That the Caledon Public Library Board approve and adopt the revisions to the Artificial Intelligence Policy in advance of its next scheduled review in January 2027.

Title	Collection Development Policy
Policy Number	CPL-16-12
Policy Type	Operational
Approval Date	[approval date] 2026
Review Date	[review date] 2028
Notes	Adopted May 1-2013; Amended June 20-2016, June 11-2018, August 17-2020, December-2021, June 20-2022, and June 17-2024

Purpose

This policy reinforces the Caledon Public Library's commitment to developing and maintaining physical and digital collections that inform, educate and inspire the community by supporting the mission and core values of the Caledon Public Library by:

- Defending and supporting intellectual freedom, access to information and protections against censorship;
- Providing clear and consistent guidelines for the selection and de-selection of Library materials;
- Responding to and anticipating the educational, informational, cultural, leisure and recreational needs of the community;
- Recognizing and accommodating the diverse needs, abilities and interests of individuals, including the provision of materials in accessible formats and in a variety of languages;
- Reflecting and highlighting the stories, experiences and voices of our diverse community;
- Considering and anticipating the adoption of new technologies, formats and mediums; and,
- Supporting local and Canadian authors and creators.

Guidelines

Intellectual Freedom

~~The~~ Caledon Public Library selects materials based on the belief that all individuals have the right to freely access information and knowledge. Caledon Public Library endorses the Statement on Intellectual Freedom adopted by the Canadian Federation of Library Associations (Appendix A) as well as the Statement on Intellectual Rights of the Individual adopted by the Ontario Library Association. (Appendix B)

Diverse and Inclusive Collections

The Caledon Public Library recognizes its responsibility to select materials by diverse authors and creators and to provide access to information on a wide breadth of subjects and from a variety of perspectives. In order to provide access to collections that meet —as closely as possible—the needs, interests, and abilities of all members of the Caledon community, the Library will:

- Seek content created by and representative of marginalized and underrepresented groups, including but not limited to Indigenous peoples, racialized people, members of the LGTBQ+ community, persons with disabilities, and those of diverse faiths;
- Consider resources from self-published, independent, small, and local producers, when readily available, binding quality can be confirmed and objective reviews are available;
- Evaluate how diverse collection resources are catalogued, labeled, displayed, and promoted to ensure the use of inclusive language and that materials can be readily located and/or accessed; and,
- Undertake regular diversity audits of the collection.

Responsibility for selection

General responsibility for Library collections rests with the CEO/Chief Librarian. Ongoing responsibility for the selection of materials and maintenance of collections may be delegated to relevant staff. Staff ~~is~~ are responsible for developing profiles for each area of the collection to define the scope of the collections and to be used as tools for further collection development and evaluation.

Selection staff will also determine suitable branch locations for selected materials. The Caledon Public Library collection is considered a system-wide collection, with larger full-service branches being resource locations providing more comprehensive collections, and village branches housing smaller collections. The Library is not able to provide the same selection of materials at all locations, but all materials are accessible from any location through an inter-branch courier system.

This policy is complemented by the Caledon Public Library Collections Strategy which has been developed to inform staff in their work and as a guide to ensure that:

1. Caledon library collections are current, relevant and accessible to the community, within a framework of Diversity, Equity and Inclusion (DEI), through the usage of respectful access points, and following the guiding principles of Intellectual Freedom.
2. Caledon Public Library seeks opportunities that accompany the shift from print to electronic materials, and to other new materials including CPL's Library of Things, while maintaining responsible control of budgets.
3. Caledon Public Library collection priorities, goals and methods of acquisition, deselection and retention are strategic and purposeful.

Criteria for selection

All acquisitions, whether purchased or donated, will be considered using the following criteria. An item need not meet all of the criteria to be considered acceptable.

- Present and potential relevance to community interests and needs;
- Relationship of subject to existing collection and other materials on the subject;
- Authority, reputation or significance of the author, producer or publisher;
- Clarity, accuracy and logic of presentation;
- Value as a document providing insight into the psychological, social or cultural climate;
- Public and popular demand and trends, both existing and anticipated;
- Recommendations by critics or reviewers;
- Suitability and availability of formats for library use;
- Purchase price and other budgetary considerations;
- Quality, clarity and accuracy of the material;
- Space and shelving considerations;
- Availability of alternative formats to address accessibility needs;
- Balance of viewpoints within the collection, including those considered unpopular while ensuring that material does not promote the dissemination of misinformation;
- Canadian content;
- Local content and local significance of author and/or subject matter; including Indigenous peoples;
- Percentage of content or images that is known or suspected to be generated by Artificial Intelligence (AI);
- Does not violate any copyright legislation;
- Historical value; and,
- Not broadly considered to be harmful to a specific group, demographic, or people.

CPL will work with vendors and the broader library sector to monitor the inclusion of AI-generated content in physical and shared digital collections. Materials generated or assisted by artificial intelligence will not be excluded from the Library's collection solely on the basis of their method of creation and are evaluated using the same selection criteria as all other materials.

The Library will support acquisitions made through digital providers, shared resources or consortium purchasing as a means of providing a greater breadth of library resources. Caledon Public Library acknowledges that purchases made by the consortium or provided by digital vendors, while conforming with the consortium guidelines, may or may not align with the Caledon Public Library's criteria for selection.

Materials needed for formal courses of study by elementary, secondary, and post-secondary schools will not necessarily be provided. Textbooks may be purchased only when they provide the best coverage of a subject and are also useful to the general public.

Selection of materials will be made without bias toward subject matter, ideology, point of view or frankness of language. Inclusion in the collection does not constitute endorsement by the Library, or attest to ~~its~~ the material's accuracy or completeness. Caledon Public Library complies with any laws enacted at the federal, provincial and municipal level and therefore does not collect or maintain items which have been banned by the courts.

New Formats

Careful consideration is given to the introduction of new formats to the Library collection. Budget considerations, community needs, and the impact on existing resources are all reviewed prior to the selection or introduction of any new medium. In order to responsibly accommodate trends in user demands and/or changes in technology, the selection of materials in any new format may result in the Library's decision to retire specific items or material formats from its collections.

Collection maintenance

~~In order~~ To maintain an active collection of quality material, Caledon Public Library will regularly de-select items based on some or all of the following criteria:

- Worn and damaged items;
- Items that contain outdated material;
- Duplicates that are no longer needed due to reduced demand;
- Items that are no longer circulating;
- Materials that are no longer relevant to the needs of the community;
- Items which are available elsewhere, including other libraries and online; or
- The number of items in the collection on a particular subject.

Deselection guidelines will be applied to all library materials including donations and works by local authors. Deselection or removal of digital materials that have been made accessible through a consortium agreement may not be possible due to electronic access configurations. Weeded or deselected materials will not automatically be replaced. Missing and withdrawn materials are selectively considered for replacement based on the criteria for selection outlined in this policy. Withdrawn materials will generally be sold in-branch or by the Friends of Caledon Public Library, donated to another organization, or recycled.

Access to collections

As per the *Caledon Public Library Operational Policy (CPL-16-004),* the Library supports the right and responsibility of parents or caregivers to determine and monitor their child's use of library collections and services. Materials will not be relocated or excluded from a collection because they may come into the possession of a child.

However, use of the following materials is limited:

- Borrowing of video materials may be restricted to users aged 18 or older in the case where the material has been thus rated in accordance with a recognized industry or government system.
- Borrowing of video games rated "Mature" may be restricted to users aged 17 or older.
- Audio-visual materials may not be viewed publicly unless public performance rights have been confirmed.
- Borrowing of ~~hotspots~~ the following is limited to those aged 18 or older, or those accompanied by a parent or legal guardian:
    - Hotspots,
    - Materials or items for which a signed waiver is required, and
    - Materials or items of significant value, complexity of use, or likely risk of damage.
- ~~Borrowing of Personal Flotation Devices (PFDs/Lifejackets is limited to those aged 18 or older.~~

The Library may also limit access to a collection of materials if deemed susceptible to theft, damage or liability. Limits may also be placed on the number of items that may be borrowed from a specific collection to ensure the widest possible use of materials by Library customers.

Local History Collections

Caledon Public Library recognizes its responsibility to maintain and preserve a local history collection, including materials reflective of local indigenous groups, both in print and in digital formats. The purpose of this collection, which includes the materials housed at branch locations and through the Library's website, is to preserve and make available to the public, materials that document the culture, heritage, and identity of the Town of Caledon. Due to the nature of local history materials, much of this collection can only be accessed while in a branch and cannot be borrowed.

Recommendations for purchase

Suggestions from the public for the purchase of books and other materials are encouraged and will be referred to the appropriate staff person. Electronic forms are available online at the Caledon Public Library website. Suggestions are considered within the context of this policy and related criteria. ~~If requested~~ Upon request, individuals submitting the suggestions ~~will~~ may be contacted by Library staff regarding the outcome of the decision, but the Library makes no guarantee of specific placement in the holds queue. Items that are not purchased for the Library collection may instead be available through the Interlibrary Loan system.

Gifts and donations

The Caledon Public Library welcomes gifts and donations that meet the criteria for selection, adhere to *Caledon Public Library Fundraising and Gift Acceptance Policy (CPL-18-23)* and comply with the donation criteria published on the Library's website. ~~which states that the Library will accept items in good condition, no more than five years old. The Library does not accept damaged or stained items, magazines or textbooks.~~ No condition may be imposed on any book or item after its acceptance. Donations not added to the collection will be sold or discarded. Tax receipts will not be issued for donations of library collections.

A completed Material Donation Waiver Form ~~(Appendix C)~~ must accompany each group of donated items.

Requests for reconsideration or deselection of materials

The provision of collections that are balanced and represent diverse points of view may result in the availability of materials that some members of the public consider to be controversial in nature. Caledon Public Library is committed to a comprehensive review of all such materials; however, the Library will only automatically withdraw material that is judged illegal by the higher courts of Canada.

Inclusion of items will not be influenced by anticipated or unanticipated lobbying by individuals, groups or organizations. The Library will not unilaterally accept imposed conditions by publishers, creators, or their representatives relating to any items after its inclusion; however, such conditions will prompt the Library's review process.

The Library recognizes that the collection contains items that portray stereotypes now broadly recognized as inappropriate and harmful. The Library will work to ensure that the collection includes relevant educational and contextual resources to provide a greater frame of reference and improved understanding.

Library card holders and individuals, groups or organizations based in Caledon who object to materials in the collection may express their concern by completing an online Request for Reconsideration Form. Responses to these requests are guided by the Library's core value of intellectual freedom, including the following key principle:

> Individuals have the right to reject for themselves material of which they do not approve but this right does not extend to allow them to restrict the intellectual freedom of others.

Caledon Public Library's ~~has a Collection Review Committee~~ Intellectual Freedom Working Group which is comprised of the ~~CEO/Chief Librarian,~~ Manager, Collection and Access Services, and staff representatives from various departments. This ~~committee~~ group is tasked with the ~~shall~~ review of requests for reconsideration or deselection that escalate beyond the Manager, Collections and Access Services. The ~~Committee's~~ Group's mandate also includes the review of materials that become highlighted through societal perceptions, media focus or may have

imposed conditions placed upon them by publishers, creators, or their representatives. ~~Any member of this Committee~~ The Group may also make recommendations for the retrospective review and treatment of collection materials based on increased awareness of harmful stereotypes, inaccurate or inappropriate content, or other areas of concern. ~~The Committee will make informed recommendations for the treatment of such materials within the library collection.~~

Reviews will be conducted on a quarterly basis and completed within 6 months of receiving a request for reconsideration. Multiple requests for reconsideration of the same material will be consolidated within one review.

In the majority of cases, the final operational decision regarding materials rests with the CEO/Chief Librarian; however, some customers may subsequently choose to escalate their request to the Library Board's attention. In such cases, the request for reconsideration will be received by the CEO/Chief Librarian who will inform the Board of the request and related considerations. The Board is the final authority in such cases. When the review is complete, the individual or group will receive an explanation of the decision from the office of the CEO/Chief Librarian.

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

Related Documents:

- Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries
- Ontario Library Association Statement on the Intellectual Rights of the Individual
- CPL-16-04 Caledon Public Library Operational Policy
- CPL-16-08 Caledon Public Library Rights and Safety of Children and Youth Policy
- CPL-18-23 Caledon Public Library Fundraising and Gift Acceptance Policy
- CPL-26-35 Caledon Public Library Artificial Intelligence Policy

Appendix A

Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries

The Canadian Federation of Library Associations recognizes and values the *Canadian Charter of Rights and Freedoms* as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the *Universal Declaration of Human Rights* which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

Approval History:
CLA ~ June 27, 1974. Amended November 17, 1983; November 18, 1985; and September 27, 2015; CFLA-FCAB: Adopted August 26, 2016; Reviewed April 12, 2019.

Appendix B

Ontario Library Association's Statement on the Intellectual Rights of the Individual

Introduction

The Ontario Library Association and its divisions are committed to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular.

The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

Library Service, Collections and Resources:

5. It is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.
6. It is part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate, censor or curtail access to information, the freedom to read, view, listen or participate by demanding the removal of, or restrictions to library information sources in any format.

Library Programming, Events, and Space Bookings

7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.
8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

Revision approved at the OLA AGM, January 30, 2020

Attachment 9-D

Date: June 15, 2026

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Volunteer Policy Report

Recommendation:

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

Background

Proposed amendments to the Caledon Public Library Volunteer Policy are informed by the pending review of CPL's volunteer opportunities and program. Items of note include:

- The shift in the minimum age of volunteers from twelve (12) to thirteen (13), supporting a focus on high school students looking to meet their volunteer requirements;
- Removal of reference to the Town's volunteer program, in anticipation of a unique Volunteer Commitment Package to be finalized for Library use; and,
- Reference to the recently adopted Library Employee Code of Conduct.

The policy, once approved, will be communicated to staff, posted on the Library's website and made available in print upon request.

Any further amendments to the policy resulting from the completion of the volunteer program review will prompt a further report to the Board in advance of the policy's regular bi-annual review.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the revised Volunteer Policy

Title	Volunteer Policy
Policy Number	CPL-16-13
Policy Type	Operational
Approval Date	[approval date] 2026
Review Date	[review date] 2028
Notes	Originally adopted June 20-2016; Amended September 17-2018, September 21-2020, October 18-2021, June 20-2022 and June 17-2024

Purpose

The Caledon Public Library Board and staff value the important role volunteers play within our organization. Volunteers actively contribute to the Library's vision of excellence by contributing their expertise, knowledge, and time, and also by strengthening the Library's link to the communities we serve.

This policy has been developed to support community volunteer participation, to define the roles and responsibilities for volunteers, and to ensure the safety and security of clients, staff and volunteers.

Scope

This policy applies to volunteers in all programs and services authorized by and undertaken on behalf of the Caledon Public Library, with the exception of the Trustees of the Caledon Public Library Board and its committees and the Friends of Caledon Public Library.

Guidelines

A ***volunteer*** is a person who performs assigned tasks for the Caledon Public Library without wages, benefits, or compensation (including travel expenses) of any kind. Volunteers do not replace paid Library staff, but enhance and extend their services, and are not considered employees of the Caledon Public Library. Volunteer positions include, but are not limited to those who assist with the Library's Teen Advisory Group, Visiting Library Services, and the preparation and support of programming or community-based events.

The Library welcomes all interested volunteers to apply. Volunteers may include, but are not limited to, individuals performing under Alternative Sentencing Orders, students required to perform community service as an education requirement, individuals participating in work programs provided by community health and social services agencies, and students requiring internships or cooperative placements.

Recruitment and Orientation

The supervision and coordination of volunteers is the responsibility of the relevant library manager or designate. The Library accepts the service of all volunteers with the understanding

that such service does not constitute an obstruction to or conflict with the provision of library services to customers or others. Services may be staffed by volunteers only when such an arrangement will enhance the quality of library service.

- All volunteers must complete an application form in order to be considered for a volunteer position. ~~Applications for Teen Volunteer and Visiting Library Service Volunteer positions are submitted electronically via the Library's website during regular and recurring intake periods.~~ Applications are generally submitted online and intake periods may vary.
- All volunteers are required to abide by the terms of any policy adopted or endorsed by the Caledon Public Library Board in response to public health concerns, and in support of the Library's legislated duty to provide a safe workplace for its employees and volunteers, including those related to vaccination.
- Volunteers must be at least ~~twelve~~ thirteen years of age. Volunteers ages ~~12~~ 13-17 are considered teen volunteers.
- In addition to requirements of a volunteer position, a volunteer's interests and capabilities will be considered when identifying an appropriate role. Potential volunteers may be interviewed to ascertain their suitability, interest and ability to undertake the position. The Library reserves the right to show due diligence in determining the appropriateness of an assignment for any volunteer.
- All volunteers will be given an orientation as appropriate and relevant to the role's policies, procedures, responsibilities and expectations. All volunteers will be required to complete mandatory training and a Volunteer Commitment Package in advance of performing their volunteer duties.
- ~~As per the Town of Caledon's Corporate Procedure related to the Volunteer & Cooperative Education Program, "if an applicant is selected for a volunteer opportunity they will be required to complete the Volunteer Commitment Package which includes":~~
    - ~~Volunteer Program Commitment Form~~
    - ~~Volunteer Waiver~~
    - ~~Confidentiality Agreement~~
    - ~~Privacy Waiver (Optional)~~
    - ~~Town of Caledon Accessibility Training, Bill 168 Training, Violence in the Workplace Training and Safety Training as required for each position~~
- All volunteers, 18 years and over, will also be required to provide a satisfactory Vulnerable Sector Check prior to commencing their volunteer duties.
- Volunteers are to receive and acknowledge a copy of this policy along with the following policies ~~*Caledon Public Library Volunteer Policy (CPL-16-13)* and *Caledon Public Library Accessibility Policy (CPL-16-14)*~~ upon commencement of their assignment:
    - *Caledon Public Library Accessibility Policy (CPL-16-14)*

- *Caledon Public Library Employee Code of Conduct (CPL-26-36)*

Volunteer Responsibilities

- Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information that they may encounter or access while serving as a volunteer whether this information involves single members of staff, volunteers, customers, or other persons, or involves the overall business of the Library. Failure to maintain confidentiality may result in immediate termination of volunteer duties and/or other corrective action.
- Volunteers must be covered by their own vehicle insurance where their voluntary activity involves the use of a vehicle. Volunteers are responsible for all costs associated with the use of their vehicle and are liable for their own parking tickets and/or fines related to driving offenses.
- Volunteers agree that the Library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Library, or to make changes in the nature of their volunteer assignment.
- When expecting to be absent from a scheduled volunteer duty, the volunteer should inform his or her staff supervisor in advance so a replacement can be found. Continual absenteeism will result in a review of the volunteer's placement.
- Volunteers are responsible for presenting a good public image, and must dress appropriately for the conditions and performance of their duties.
- Volunteers must obtain approval from appropriate library staff prior to taking any action or making any statement that might affect or obligate the library.
- The Library will, upon request from the volunteer, provide a letter of reference to the volunteer when appropriate. In the event of an opening for a paid position within the Library, volunteers who apply for the position shall be treated and evaluated on the same basis as all other external applicants.

Volunteer Termination

The Caledon Public Library reserves the right to at any time and for any reason to terminate a volunteer's relationship with the Library or make changes to the nature of the volunteer assignment.

Related Documents:

- Accessibility for Ontarians with Disabilities Act (AODA) , 2005
- Occupational Health and Safety Act, RSO 1990
- CPL-16-14 Caledon Public Library Accessibility Policy
- CPL-26-36 Caledon Public Library Employee Code of Conduct

Attachment 9-E

Date: June 15, 2026

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: Library Statement of Requirements Report

Recommendation:

That the Caledon Public Library Board review the Library Statement of Requirements for receipt and approval

Background

As per the CEO/Chief Librarian's 2025-26 goals, a Statement of Requirements (SOR) has been drafted, confirming the Library's broad needs as related to new facilities and access points. Attached as Appendix A, the Statement is informed by the recommendations of the Comprehensive Growth Plan and defines the Library's Service Delivery Model and categories.

General site requirements largely mirror those documented by the Town, though have been expanded to reflect library-specific criteria as well as specifications to be considered in determining the suitability of existing facilities for use by the Library. The SOR also references considerations for building design and in selecting locations for access points, including kiosks.

Pending Board approval, this document will be used, along with the Growth Plan and Strategic Plan, to inform the Town's Municipal Needs Assessment and relevant excerpts will be shared with developers, property owners, and stakeholders as a means of securing spaces, funding and partnerships.

Financial Implication

There are no immediate financial implications resulting from the Statement of Requirements, though it is anticipated that this document will be helpful in guiding future capital investments in library branches and access points.

Recommended Motion:

That the Caledon Public Library Board receive and approve the drafted Library Statement of Requirements

Appendix A

Caledon Public Library Statement of Requirements for Future Library Facilities and Access Points

June 2026

Purpose

The Town of Caledon is in a period of significant anticipated growth. The Caledon Public Library's Comprehensive Growth Plan has identified a target of 0.85 square feet of library space per capita. In order to reach this target, new library branches are required to accommodate the Library's programs, collections and services to the public as well as staff and support services. Alternative service delivery options, including kiosks and mobile vehicles, have also been identified as a means of addressing demand for library services in quickly growing urban areas and in long underserviced rural communities.

This Statement of Requirements is a complement to the Comprehensive Growth Plan, and outlines the facility, site, and service requirements necessary to support the development and expansion of public library facilities. It is intended to inform municipal decision-makers, planners, developers, architects, and community partners regarding the Library's current and future space needs and to ensure that library facilities are effectively integrated into community growth planning.

Background

The Library's Comprehensive Growth Plan was developed in 2022 and was informed by the available population targets and communities proposed for development at the time. In early 2023 the Library Board endorsed the plan's recommended four-stage growth plan as a generalized trajectory for library facilities through to 2041. Since the development of this plan, the Town of Caledon has identified and adopted secondary plans for a number of proposed development areas not reflected below.

Stage in the Growth Trajectory	Key Developments	Proposed Amount of Space Added to Inventory
Stage 1: 2021 - 2026	• refurbishment of Ward 1 branches (anticipated to add about 1,000 sf at Alton branch) • development of new 30,000 sf facility at Mayfield West (an increase of 10,000 sf over the previous plan) • relocation of Caledon East Branch to 9,569 sf at Caledon East Community Centre (CECC) resulting in a net addition of about 2,000 sf	33,000 sf

	• Implement self-service and open access to deliver services to branches after open hours	
Stage 2: 2027 - 2031	• 35,000 sf at Macville/Caledon Station	35,000 sf
Stage 3: 2032 - 2036	• 20,000 sf expansion in Mayfield West	20,000 sf
Stage 4: 2037 - 2041	• 40,000 sf expansion of Albion Bolton branch or construction of secondary facility	40,000 sf

The Comprehensive Growth Plan also recommends the following strategies for responding to the anticipated increase in demand for library services resulting from population growth:

- **Adopt and implement interim service delivery modes until new branches can be constructed:** Until new bricks-and-mortar branches are developed in identified settlement areas, interim service provision should be offered through alternative delivery mechanisms such as a bookmobile / mobile library, holds lockers, service kiosks, open access locations, etc. The feasibility of leasing temporary branches in retail storefronts should also be considered. These mechanisms can also be used to provide additional services in rural areas.
- **Develop an Alternative Service Delivery Plan for Underserviced Areas**: Even with the growth plan for new branches, there will still be some hamlets and smaller communities particularly in the northern end of the municipality that will not be within reasonable proximity of a branch. Accordingly, parallel to Stage 1 of the Growth Trajectory for new branches, an alternative service delivery plan is to be developed for hamlets and smaller communities in these rural and more remote areas where it is more difficult for populations to access library services. It was recommended that a number of options be investigated and considered for suitability including open-access systems; pop-up locations; temporary branches in retail vacancies and in existing commercial establishments; book kiosks and lockers; and a mobile library.

Library Service Delivery Model

As population growth and community needs evolve, a flexible service delivery model will allow the Library to match service levels, facility investments, and access points to the unique characteristics of different communities and service areas.

The following service delivery categories establish the Library's facility hierarchy and provide a framework for planning future capital investments, evaluating development opportunities, and ensuring that library services remain accessible, sustainable, and responsive to community needs. Together, these service categories create an integrated network that balances comprehensive service hubs, local access, self-service options, and outreach services to maximize community benefit.

1. Full-Service Library Branch

A permanent library facility providing the full range of library services, collections, programs, technology, community space, and staff support. Full-Service Branches serve as primary community destinations and are designed to meet the diverse educational, cultural, recreational, and informational needs of a broad service area. Full-service branches are often located in a shared-used facility or community centre, though may be housed in stand-alone facilities.

Typical Features

- Open 7 days a week, for a minimum of 60 hours per week
- Supported by a team of customer-facing staff, including an onsite Branch Manager
- May include dedicated office space for administrative and support staff
- Comprehensive physical collections
- Access to public computers and wireless networks
- Dedicated children's area
- Community gathering spaces
- Study and collaboration spaces
- Maker and emerging technology services (where applicable)

2. Neighbourhood or Village Branch

A smaller-scale library facility designed to provide convenient access to core library services within a specific neighbourhood, village, or settlement area. These locations may offer extended or self-service access hours and may be integrated within municipal facilities, retail plazas, or collocated along side social-service agencies, health-care providers, and/or within multi-unit residential buildings.

Neighbourhood libraries may include specialized service components, such as makerspaces or creative studios, where these functions support local community needs.

Typical Features

- Hours of operation vary and may include unstaffed extended access to registered customers
- Supported by individual staff members or smaller teams of staff, including a remote Branch Manager responsible for a "family" of library service points
- Curated collections and browsing materials
- Public technology access
- Flexible programming space
- Community meeting space scaled to local demand
- Specialized maker or creative spaces where appropriate

3. Library Access Point

A self-service library location intended to extend access to library materials and services in areas where a permanent branch is planned but not yet constructed, where a bricks and mortar branch is not feasible or where supplementary access is beneficial. Access Points provide convenient and strategically located service and support equitable access across the community. Examples include automated lending kiosks or vending machines, hold pickup lockers, and temporary or interim pop-up locations. Suitable locations, offering both high traffic and high visibility, include, but are not limited to, community centres, retail outlets, and transit hubs.

Typical Features

- Extensive access hours, dependant on location and availability of automated access
- Minimal or no onsite staffing
- Self-service transactions
- Materials pickup and return
- Limited browsing collections
- Digital service promotion

4. Mobile Library Service

A library service delivered through a vehicle that brings collections, programs, technology, and outreach services directly to communities. Mobile Library Services extend access to residents who may face barriers to visiting a permanent library location and provides flexible service to underserved areas, rural communities, schools, seniors' residences, and community events.

Typical Features

- Regular schedule of service locations supplemented by attendance at special events
- Supported by individual staff members or smaller teams of staff, including a remote Branch Manager responsible for a “family” of library service points
- Materials pickup and return
- Rotating browsing collections
- Internet and digital access
- Community engagement and outreach programming

Requirements

General Requirements

The following general land requirements mirror those identified by the Town of Caledon for the development of multi-purpose community centres, including those featuring a public library branch:

1. The minimum lot size shall be dependant on the size and scope of the facility and service model, though shall be fully developable.
2. The lot shape shall be more or less rectangular, to allow the full area of the to be effectively utilized.
3. The frontage should provide site lines and neighbourhood connections while allowing for easy public access and egress to and from the multi-use community centre with full move vehicular access.
4. The lot elevation and distance to the roadway shall be such that entrance / exit driveway slopes are accessible to the general public.
5. The lot shall be in a fully serviced area – water, sewer, electricity, natural gas, communication (i.e. Bell / Rogers).
6. The soil conditions shall have suitable bearing capacity for the intended use.
7. The ground water conditions shall be suitable for the intended use without the need for mitigation.
8. The lot should be in close proximity to the residential neighbourhood(s) in which it serves and be safely accessible to and from parks and schools.

The following specifications are directly related to the provision of accessible and effective library services within a shared-use facility or stand-alone library branch.

1. Preference is for a lot size that is adequate to support a single storey building. Multi-storey branches remain an option if available site(s) are small.
2. Site should allow for future growth, including placement of building to account for future additions and construction activities.
3. Emphasis on street engagement as well as pedestrian and transit access, avoiding a site plan that requires pedestrians to walk through large areas of parking to access the facility entrance.
4. Relationship of building to site is to offer landscaped areas that are accessible from the building interior and support functional programming.
5. Dedicated and secure parking for a Mobile Library and/or Courier vehicle, allowing for efficient loading and unloading of library materials.

The following additional considerations will inform the feasibility of repurposing existing facilities to house a library branch.

1. Open concept space to allow for customization and flexibility of interior fittings.
2. Column placement must consider functional requirements and maximized spaces.
3. Reinforced floor to support the weight of shelving and books – per standard of 150 pounds per square foot.
4. Entrance, exit, washrooms and all service points are accessible to differently-abled customers.

5. Ceiling height of no less than 15 feet is advised to accommodate book stacks and sprinkler system requirements.
6. Sufficient electrical outlets for customer and staff use, with conduit allowing for future changes in layout of furniture or service areas.
7. Availability of natural light.
8. 24/7 pedestrian and vehicular access to an external slot for the return of library materials.

Building Design Considerations

The Library is to retain operational and design control over its own premises within a shared and/or leased facility, while leveraging any benefits to be gained by sharing certain functions with adjacent or nearby services. While each branch may offer unique amenities and design features as informed by the needs of the community, the following requirements will guide the general design for new branches and renovations or additions to existing branches:

General

1. A single-storey library is more desirable if the site is large enough to accommodate.
2. Clearly defined and visible entrance to the branch which is easily distinguished from other amenities.
3. Entrances should be located and designed to allow for customer access during un-staffed hours.
4. All areas of library to be visible from staffed service points.
5. Modular layout to adapt to new unpredicted uses while contributing to the overall character of the space.
6. Functional areas should be discernible by branch visitors regardless of signage.
7. Community meeting space that can operate independently with exterior access, as needed.
8. Sufficient back-of-house space for staff.
9. Adequate lockable storage areas.

Acoustics

1. Considered placement of high traffic areas in relations to quiet study areas.
2. Acoustic considerations to ensure that quiet areas are maintained and sound in high traffic areas does not travel.
3. Walking surfaces should be quiet.
4. Meeting rooms and staff offices should be soundproof.

Lighting and Technology

1. Design and layout to maximize access to natural light in public and staff spaces.

2. Protective window coverings to reduce glare and heat load where necessary.
3. Adequate task lighting, with specific attention to service points, work areas and book stacks.
4. Generous power, cabling, and internet infrastructure that is robust and adaptable for changing space layouts.

Sustainability

1. Renewable energy systems and passive design principles are to be incorporated where feasible.
2. Reliance on building systems and equipment that reduce the branch's overall energy demand.
3. Reliance on sustainable building materials with low carbon footprint.

Library Access Point Considerations

The following criteria will be used in assessing the suitability of locations for hosting alternative library access points, including kiosks, vending machines and/or holds lockers within a prioritized neighbourhood or settlement area. Considerations will typically be limited to interior locations, though may be expanded to include exterior locations as the suitability and durability of available solutions improve.

1. High visibility area within a well-visited compatible retail/service point or public facility.
2. Accessible by the public for no fewer than 40 hours per week.
3. Sufficient space to allow for customer access and loading of unit without impeding internal traffic flows.
4. Access to internet and power.
5. Public parking and pedestrian access, as well as transit access were available.
6. Availability and ease of staff parking when loading access points/units.

Attachment 9-F

Date: June 15, 2026

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: 2025 Auditors' Report and Financial Statements

Recommendation:

That the Caledon Public Library Board review the 2025 Auditors' Report and Financial Statements for receipt and approval

Background

Financial reporting requirements of the Ontario Public Library Operating Grant include the creation and submission of distinct audited financial statements for the Library. As in past years, the audit was undertaken by Millards Chartered Accountants in consultation with the Town's Finance Department and Library staff.

A copy of the auditor's report (Appendix A) and draft financial statements (Appendix B) are attached for review and approval by Board. The statements, though not the report, were previously received and approved by Council's Audit Committee on June 1, 2026.

As per the Board's By-laws, these documents would typically be reviewed by the Board's Finance Committee in advance of being shared with the full Board. As these documents were not shared with the Library in advance of Council's review and in an effort to secure Board approval at the June meeting, it is advised that the requirement for review by the Finance Committee be waived.

As per the auditor's published opinion, "the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2025, and the results of the operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.". As such, the Library is in compliance with Generally Accepted Accounting Principles for governments as recommended by the Public Sector Accounts Board (PSAB).

It should be noted that the CEO/Chief Librarian was not provided with copies of these documents in order to review in advance of their receipt and approval by Council. As such, they contain language that does not fully reflect the current state. Most notably, the reference to Town funding provided to the Board for the purposes of "major repairs and maintenance to Library buildings" is not in keeping with our current landlord-tenant relationship. Additionally, reference to the Library Reserve Fund mirrors language from the Town's Reserves By-law which does not align with the terms of the Caledon Public Library Reserves Policy.

Despite these discrepancies, it is recommended that the Board receive and approved the drafted 2025 documents. The CEO/Chief Librarian will continue advocating for the timely delivery of the 2026 auditor's report and statements so that any similar discrepancies can be addressed in advance of Council's approval next year.

Pending Board approval, audited documents will be finalized and provided to the Ministry of Culture, Tourism and Gaming as part of the Library's application for the 2026 Public Library Operating Grant of $58,171.

Financial Implication

Failure to submit the Library's audited financials will result in the loss of this expected revenue.

Recommended Motion:

> *That the Caledon Public Library Board waive the requirement that the Library's Audited Financials first be reviewed by the Board's Finance Committee; and,*
>
> *That the Caledon Public Library Board receive and approve the 2025 Auditors Report and Draft Financial Statements*

Appendix A

Caledon Public Library Board

Report to the Members of the Library Board

December 31, 2025

Millards
Chartered Professional Accountants

Millards
Chartered Professional Accountants

P.O. Box 367, 96 Nelson Street
Brantford, Ontario N3T 5N3
Telephone: (519) 759-3511
Facsimile: (519) 759-7961

May 12, 2026

To the Members of the
Caledon Public Library Board

Our audit of the financial statements of the Corporation of the Town of Caledon Public Library Board (the Library) for the year ended December 31, 2025 is complete and we have issued a draft report on these financial statements without qualification.

The report to the members of the board has been prepared to facilitate communication with those charged with governance, as required by Canadian Auditing Standards. These standards require that we communicate with those charged with governance regarding various matters including:

- Auditor responsibilities in relation to the financial statement audit
- Planned scope and timing of the audit
- Auditor independence
- Significant findings from the audit, including:
  - qualitative aspects of accounting practices
  - difficulties encountered during the audit
  - matters discussed with management
  - other matters relevant to the financial reporting process

We express our appreciation for the cooperation and assistance received from the Finance Department of the Town during the course of our audit.

If you have any particular comments or concerns, please do not hesitate to contact me.

Yours very truly,

MILLARD, ROUSE & ROSEBRUGH LLP

Whitney A. Deane, CPA, CA, LPA
Engagement Partner

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Introduction

This report summarizes significant matters that we believe should be brought to your attention for the Library. We emphasize that the audit and this report would not necessarily identify all matters that may be of interest to the Board.

This report has been prepared solely for the purpose of assisting the Board in the discharge of its oversight responsibility and should not be used for any other purpose. We disclaim any obligation to any other party that may rely upon this report.

Independence

As external auditors of the Library, we are required to be independent in accordance with Provincial professional requirements. These standards require that we disclose to the Board all relationships that, in our professional judgement, may reasonably be thought to bear on our independence.

We confirm that we are not aware of any relationship or non-audit services that would impair our independence for purposes of expressing an opinion on the financial statements.

Scope and Timing of the Audit

We communicated with the Library Board regarding the planned scope and timing of the audit in our audit planning letter issued on November 3, 2025.

Preparation of financial statements
The preparation of the financial statements, including the accompanying notes, is the responsibility of management. This includes the preparation of the financial statements in accordance with Canadian public sector accounting standards.

Management is responsible for selecting the significant accounting policies used in the preparation of the financial statements, for applying judgement in preparing accounting estimates contained in the financial statements, and for preparing or obtaining documentation supporting amounts and disclosures in the financial statements. In addition, management is responsible for assessing the impact of any misstatements detected during the preparation and audit of the financial statements, individually and in aggregate, on the fair presentation of amounts and disclosures contained in the financial statements and determining if such adjustments should be recorded.

Management's representations
The transactions and estimates reflected in the accounts and in the financial statements are within the direct control of management. Accordingly, the fairness of the representations made through the financial statements is an implicit and integral part of management's responsibility.

Throughout the course of our audit, we obtain representations from management in the form of answers to our audit enquiries. We will receive a formal representation letter from management.

Significant Findings from the Audit

Significant accounting practices
Significant accounting principles and policies are disclosed in the notes to the financial statements. Within the context of the audit, management has represented to us that there have not been any material changes in the accounting principles and policies during the year.

We have not noted any significant unusual transactions.

Materiality
Millard, Rouse & Rosebrugh LLP planned the audit with the objective of having reasonable assurance of detecting misstatements that would be material to the financial statements taken as a whole. As required by audit standards, materiality was utilized during the conduct of the audit and the evaluation of any misstatements identified.

Misstatements and significant audit adjustments
Misstatements represent audit findings for which we do not agree with the amount, classification, presentation or disclosure of items in the financial statements.

A misstatement may arise from an error or from fraud and other irregularities. An error refers to an unintentional misstatement in financial statements, including an omission of amount or disclosure.

Fraud and other irregularities refer to an intentional misstatement in financial statements, including an omission of amount or disclosure, or to a misstatement arising from theft of the entity's assets.

In conducting our procedures, we may identify misstatements that require adjustments to the recorded amounts. These audit adjustments are discussed with management, who in consultation with us, determine if an adjustment should be recorded.

During the course of our audit, we did not discover any misstatements arising from fraud or other irregularities.

Difficulties encountered during the audit
We did not encounter any difficulties in the performance of the audit. We have had no disagreements with management, and have resolved all auditing, accounting and presentation issues to our satisfaction.

We report that we have received excellent cooperation from management of the Library. To our knowledge, we were provided with complete access to all necessary accounting records and other documentation. Issues identified as a result of our audit work, whether in amounts for the financial statements or disclosure, were discussed with management and have been resolved to our satisfaction. There were no limitations placed on the scope of our audit.

Internal controls
Management is responsible for the design and operation of an effective system of internal control that provides reasonable assurance that the accounting systems provide timely, accurate and reliable financial information, as well as safeguard the assets of the Library.

Through our role as auditors of your financial statements we possess an understanding of the Library and its operating environment, including internal control. However, a financial statement audit is not designed to provide assurance on internal control. Professional standards do require us to communicate to the Board and the Town's audit committee significant deficiencies and material weaknesses in internal control that have come to our attention in the course of performing the audit.

During the course of our audit, we did not discover any significant deficiencies in internal control.

Illegal acts
Our inquiries of management and our testing of financial records did not reveal any illegal or possible illegal acts. However, please be aware that improper conduct is usually carefully and often elaborately concealed and therefore, the probability of detecting such acts is not high. Management is also asked in the formal letter of representations to disclose if they are aware of any illegal or possible illegal acts.

Current Accounting and Reporting Developments

We continually monitor the potential impact of new accounting pronouncements on the accounting practices of the Library.

As of the date of this report, there are several new accounting pronouncements that may potentially impact the Library's financial reporting. The following standards will be applicable to the Library:

Standards effective for fiscal years beginning on or after April 1, 2026

Financial Statement Presentation, PS 1202

The Conceptual Framework for Financial Reporting in the Public Sector

Appendix B

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

FINANCIAL STATEMENTS

For the year ended December 31, 2025

DRAFT

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

For the year ended December 31, 2025

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INDEPENDENT AUDITORS' REPORT

To the Board Members of
The Corporation of the Town of Caledon Public Library Board, Members of Council, Inhabitants and Ratepayers of the Corporation of the Town of Caledon

Opinion
We have audited the financial statements of The Corporation of the Town of Caledon Public Library Board (the 'Board'), which comprise the statement of financial position as at December 31, 2025, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes and schedules to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2025, and the results of the operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion
We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of Financial Statements* section of our report. We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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Responsibilities of Management and Those Charged with Governance for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting, and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Board to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

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Approval date
Brantford, Ontario

CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

STATEMENT OF FINANCIAL POSITION

As at December 31	2025	2024
Financial Assets		
Cash	700	700
Receivable	59,052	2,754
Due from the Town of Caledon	292,602	365,257
	352,354	368,711
Financial Liabilities		
Accounts payable and accrued liabilities	346,192	329,448
Deferred revenue	755	811
	346,947	330,259
Net Financial Assets	5,407	38,452
Non-Financial Assets		
Tangible capital assets (Schedule 1)	1,604,350	1,692,926
Inventory for resale	930	1,899
Prepaid expenses	38,489	1,311
	1,643,769	1,696,136
Total Net Assets	1,649,176	1,734,588
Accumulated Surplus - End of Year (Note 2)	1,649,176	1,734,588

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See accompanying notes

THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

For the year ended December 31	Budget *(Note 3)*	2025	2024
Revenue			
Provincial grants	75,000	75,572	64,282
Town of Caledon funding	6,810,937	7,454,774	6,973,374
Fees and fines	10,000	6,338	8,172
Programs	2,000	-	-
Other	25,500	29,520	38,925
	6,923,437	7,566,204	7,084,753
Expenditures			
Administration	143,063	236,466	485,976
Automation	200,000	169,532	167,076
Contracted services	112,752	114,582	126,652
Donations	-	553	775
Insurance	9,245	16,003	18,273
Materials	186,770	366,069	423,845
Other supplies	-	2,625	2,218
Rent	351,422	351,418	344,527
Salaries and benefits	5,874,735	5,814,184	4,926,392
Utilities	45,450	40,069	41,288
	6,923,437	7,111,501	6,537,022
Income Before Under-noted Items	-	454,703	547,731
Other (Income)/Expense			
Amortization of tangible capital assets	-	540,115	584,348
Annual Surplus (Deficit) from Operations	-	(85,412)	(36,617)
Accumulated Surplus - Beginning of Year	1,734,588	1,734,588	1,771,205
Accumulated Surplus - End of Year	1,734,588	1,649,176	1,734,588

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THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

As at December 31	2025	2024
Annual Deficit from Operations	(85,412)	(36,617)
Amortization of tangible capital assets	540,115	584,348
Acquisition of tangible capital assets (net of WIP transfer)	(451,539)	(518,705)
Other	(36,209)	35,945
Increase/(Decrease) in Net Financial Assets (Debt)	(33,045)	64,971
Net Financial Assets (Debt) - Beginning of Year	38,452	(26,519)
Net Financial Assets - End of Year	5,407	38,452

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THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

STATEMENT OF CASH FLOWS

For the year ended December 31	2025	2024
Cash Provided by (Used in):		
Operating activities		
Annual Surplus from Operations	(85,412)	(36,617)
Non Cash Charges to Operations		
Amortization	540,115	584,348
	454,703	547,731
Sources (Uses) of Cash:		
(Increase)/Decrease in accounts receivable	(56,298)	(2,031)
(Increase)/Decrease in inventory for resale	969	(1,027)
(Increase)/Decrease in prepaid expenses	(37,178)	36,972
Decrease in due from Town of Caledon	72,655	(178,166)
Increase in accounts payable and accrued liabilities	16,744	114,732
(Decrease)/Increase in deferred revenue	(56)	494
	(3,164)	(29,026)
Working Capital from Operations	451,539	518,705
Capital Activities		
Acquisition of tangible capital assets	(451,539)	(518,705)
Increase/(Decrease) in Cash and Cash Equivalents	-	-
Cash and Cash Equivalents - Beginning of Year	700	700
Cash and Cash Equivalents - End of Year	700	700

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THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

NOTES TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2025

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Management Responsibility

The financial statements of The Corporation of the Town of Caledon Library Board are the representation of management. They have been prepared in accordance with accounting principles established by the Public Sector Accounting Board of CPA Canada. The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

(b) Accrual Basis of Accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that give rise to the revenue; expenditures are recognized in the period that the goods or services are acquired and a legal liability is incurred or transfers are due.

(c) Deferred Revenue

Deferred revenues represent grants and other designated funding which has been received but for which the service has yet to be performed. These amounts will be recognized as revenues in the fiscal year in which the services are performed.

(d) Inventory

Inventory, which consists of supplies and goods available for resale is recorded at the lower of cost and market.

(e) Revenue Recognition

Government Transfers

The Town provides funding to the Board for both operating and capital expenditures such as refurbishment, replacement and major repairs and maintenance to the Library buildings. Government transfer payments from the Town and Provincial grants are recognized in the financial statements in the year in which the payment is authorized and the events giving rise to the transfer occur, performance criteria are met, and a reasonable estimate of the amount can be made. Funding that is stipulated to be used for specific purposes is only recognized as revenue in the fiscal year that the related expenses are incurred or services performed. If funding is received for which the related expenses have not yet been incurred or services performed, these amounts are recorded as a liability at year end.

Program revenue is recognized upon completion of each specified program. Fine and other revenue is recognized when collected.

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1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(f) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value of the tangible capital assets are amortized on a straight line basis over their estimated useful lives as follows:

Information technology	2 to 5 years
Fibre Optics	25 years
Furniture and fixtures	10 years
Books	5 years

Contribution of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

(g) Use of estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. The principal estimates in the preparation of the financial statements are the employee future benefits payable and the useful life and valuation of tangible capital assets. Actual results could differ from management's best estimates as additional information becomes available in the future.

(h) Budget data

Under Canadian public sector accounting standards, budget amounts are to be reported on the statement of operations for comparative purposes. The 2025 budget amounts for The Corporation of the Town of Caledon Library Board approved by Council have been restated to conform to the basis of presentation of the revenues and expenditures on the statement of operations.

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2. ACCUMULATED SURPLUS

Accumulated surplus is comprised of the following:

	2025	2024
Caledon Public Library Board Donation and Bequest Reserve	17,927	15,444
Library Reserve Fund	26,899	26,218
Investment in tangible capital assets	1,604,350	1,692,926
	1,649,176	1,734,588

Caledon Public Library Board Donation and Bequest Reserve

The Board has approved a reserve named "The Caledon Public Library Board Donation and Bequest Reserve" for future specified/significant donations and bequests received to support special programs or initiatives outside of the annual operating budget. Funds are transferred from the reserve for approved expenditures. If such funds are not fully expended in the approval year, they are held as Unexpended Funds.

Council has approved a reserve named "Library Reserve Fund" funded by unspent funds allocated to the Caledon Public Library to augment any future budgetary shortfalls to reduce the impact on the taxpayer for any future Library requests. When opportunities arise additions to this reserve will be at the discretion of Council and monies are to be used at the request of the Library Board.

3. BUDGET DATA

The budget originally approved by the Board for 2025 is reflected on the statement of operations and does not include amounts related to public sector accounting standards reporting requirements.

	2025
Statement of Operations and Accumulated Surplus	
Budget surplus for the year, as approved	-
Capital expenditures	-
Budget surplus per statement of operations	-

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THE CORPORATION OF THE TOWN OF CALEDON LIBRARY BOARD

SCHEDULE OF TANGIBLE CAPITAL ASSETS

SCHEDULE 1

For the year ended December 31, 2025

	Information Technology	Furniture, Fixtures and Books	Work in Progress	2025 Total	2024 Total
Cost					
Balance, beginning of year	1,012,522	3,874,902	-	4,887,424	4,777,031
Add: Additions during the year	107,541	343,998	-	451,539	518,705
Less: Disposals during the year	-	428,174	-	428,174	408,312
Balance, End of Year	1,120,063	3,790,726	-	4,910,789	4,887,424
Accumulated Amortization					
Balance, beginning of year	796,052	2,398,446	-	3,194,498	3,018,462
Add: Amortization during the year	75,962	464,153	-	540,115	584,348
Less: Accumulated amortization on disposals	-	428,174	-	428,174	408,312
Balance, End of Year	872,014	2,434,425	-	3,306,439	3,194,498
Net Book Value of Tangible Capital Assets	248,049	1,356,301	-	1,604,350	1,692,926

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Attachment 10-B

Date: June 15, 2026

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian

Subject: CEO/Chief Librarian Goals 2026/27

Recommendation:

That the Caledon Public Library Board review the CEO/Chief Librarian's Goals for 2026/27

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 discussion of the CEO/Chief Librarian's Goals and Plans for Success (GPS). The goal to finalize a Memorandum of Understanding (MOU) and Lease Agreements with the Town was not fully realized within the 2025-26 evaluation term has been extended to 2026-27. Newly proposed goals are in alignment with the Library's strategic priorities and deliverables and are prompted by the end of the current Board and Council term and approved capital projects.

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 GPS to be completed in June 2027. It is also recommended that mid-year appraisal be completed in December 2026 as a means of ensuring continuity and the sharing of information to the new Board term.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve the CEO/Chief Librarian's Goals for the term of July 2026 to June 2027

CEO / Chief Librarian Goals

Employee Name: Colleen Lipp

Evaluation Period: July 2026 – June 2027

Goal 1

Title/Description: Municipal Election Advocacy
Goal Weight: 15 %

Measurement of Results:
• In advance of the election:
  ○ Leverage the Board's Advocacy Response Strategies to create library information packages (in print and digital) to be shared with all candidates.
  ○ Create a series of questions to be shared with all candidates – making responses available on the Library's website.
• Following the election:
  ○ Coordinate a Library Open House, inviting all members of Council to learn more about the Library and its services.
  ○ Participate in Council onboarding (or delegate to Council) in order to inform Council of the Library's unique governance and the Board's roles and responsibilities under the PLA.
 	
<u>Related strategic action:</u>
1.7.c. Distribute library information packages to all candidates in the municipal election.

Goal 2

Title/Description: Board Succession Planning and Onboarding
Goal Weight: 20 %

Measurement of Results:
• Board Member Recruitment
  ○ Revise the Board Member job description and related skills matrix.
  ○ Provide Council and Town Staff with information to inform the Board recruitment and selection process.
  ○ Encourage a diverse pool of applicants for Council's consideration:
  ▪ Facilitate panel discussions, featuring representatives of the current Board
  ▪ Leverage opportunities to engage with/present to equity-deserving community groups
• Board Succession
  ○ Assist the outgoing Board in the development of a succession document.
• Board Member Onboarding
  ○ Deliver a comprehensive onboarding and orientation program for the new Board term.
  ○ Launch a dedicated Board SharePoint site for use in orientation and ongoing document sharing.
  ○ Implement a communications strategy to profile Board members and raise awareness of the Board's governance.

Related strategic actions:
1.7.d. Promote and support diverse representation by encouraging applicants from equity-deserving groups to apply to the Board's new term.
1.7.e. Inform Council of the need for and benefits of diverse Board representation and seek out opportunities to inform Council's recruitment and appointment processes.
1.7.f. 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.

Goal 3

Title/Description: Finalize MOUs and Lease Agreements

Goal Weight: 15 %

Measurement of Results:

- Completion and formal adoption of a Lease Agreement for current branches and/or service points located in Town facilities
- Finalization and approval of Memorandum(s) of Understand (MOU) 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
    - Facilities
    - 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)

Related strategic actions:
3.5.e. Draft and adopt formal agreements with the Town of Caledon as related to branch facilities, human resources services, financial services and information technology.

Goal 4

Title/Description: Phased Staffing Plan

Goal Weight: 20 %

Measurement of Results:

- Undertake an audit of current staffing levels and relevant benchmarking with comparable library systems.
- Identification of target staffing levels and relevant gaps, including consideration for balance between part-time and full-time positions
- Creation of a 5-10 year staffing plan, including new positions and/or headcount required to meet community growth and development of new services and facilities.

Related strategic actions:
2.6.e. 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.

Goal 5

Title/Description: Caledon Village Renovation

Goal Weight: 30 %

Measurement of Results:

- Project Procurement
  - Identify the preferred method of project management and procurement, in alignment with the Town's Purchasing Bylaw and the Buy Ontario Procurement Directive
  - Initiate an RFP process to retain the preferred proponent/partner
- Community Engagement
  - Ensure that the design is reflective of the needs of the community and the organization
  - Engage residents, soliciting input as to wants and needs while managing public expectations
- Project Delivery
  - Completion of the project within budget and on time
  - Leveraging opportunities to expand the scope (by securing funding to offer Expanded Branch Access)
  - Offset impact on taxpayer by seeking grant funding (EASE)
  - Engage members of the Leadership Team in the process, providing opportunities for the development of project management and facility development skills

Related strategic actions:

3.1.b. Advance the renovation of the Caledon Village and Alton branches as per the Comprehensive Growth Plan.

Attachment 10-C

Advocacy and Fundraising Committee
Monday, June 1, 2026
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; Laurie Groe – Manager, Programming and Outreach

This meeting was conducted electronically.

1. **The Committee Chair called the meeting to order at 6:04 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. It was raised that some members of the Board will be volunteering in support of municipal campaigns, though not in their capacity as a Board member.

5. **Notes and minutes of previous meetings.**
   a. **March 9, 2026**
      Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the minutes of the meeting held on March 9, 2026
      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 shared the updated Advocacy Work Plan with discussions focused primarily on the deliverables related to the upcoming municipal election and encouraging applicants to the Board for appointment by Council.

Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the 2026 Advocacy Work Plan

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

Carried.

Domenic Maggi joined the meeting at 6:37 PM

b. Fund Development Work Plan

The Manager, Communications and Cultural Development, shared an update to the Fund Development Work Plan including discussion of tentative plans for a fundraising event in the Fall of 2026 and the recent success in obtaining funding from the Brampton and Caledon Community Foundation. Further discussions included alternative means of funding a Story Trail.

Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the 2026 Fund Development Work Plan

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

Carried.

Scott Goodison left the meeting at 7:02 PM

8. Advocacy and Fundraising Discussions and Deliverables

a. Election Advocacy Workplan

Motion: That the Caledon Public Library Board's Advocacy and Fundraising Committee receive and approve the Election Advocacy Workplan as amended to include staff work to investigate options for hosting an all-candidates meeting.

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

Carried.

9. New Business: The CEO will conduct a poll to identify a suitable date for the Committee to meet in the latter half of July.

10. Next regular meeting – Monday, September 14, 2026, 6 PM

11. Adjournment

Motion: That the meeting adjourn.

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

Carried.

The meeting adjourned at 7:30 PM

Attachment 12-A

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2026

Updated June 15, 2026

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 2025	✓ OLA Board Attendance Confirmation ✓ Internet and Technology Acceptable Use Policy ✓ Inclement Weather and Unscheduled Closure Policy ✓ Records Management and Retention Policy Review – deferred from November ✓ Room Usage Policy Review – deferred from November	✓ Board Assessment Results ✓ Drafted policies	✓ OLA Conference Registration ✓ Meeting of Advocacy/Fundraising Committee
January 2026	✓ Privacy Policy Review ✓ Operational Policy Review ✓ Planning Policy Review ✓ AI Policy - New ✓ 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 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 ✓ 2025 Annual Report ✓ OLA Super Conference Key Takeaways	✓ 2025 Strategic Scoresheet ✓ Draft annual report ✓ Drafted policies	✓ Meeting evaluation ✓ Sharing of OLA/webinar Takeaways ✓ Meeting of Advocacy/Fundraising Committee ✓ Meeting of CEO Assessment Committee
April 2026	✓ Fundraising and Gift Acceptance Policy Review ✓ The Library and Political Elections Policy Review ✓ Board-CEO Partnership Policy Review ✓ Valuing Ontario Libraries Toolkit (VOLT) ✓ Review of quarterly statistics – Q1	✓ Drafted annual Report ✓ 2026 Q1 Statistics Report ✓ Drafted policies ✓ VOLT results ✓ Proposed CEO PA document	✓ Presentation of Annual Report to Council

	✓ Revisions to CEO/Chief Librarian Performance Appraisal Document		
May 2026	✓ Personnel Policy Review ✓ Disconnecting from Work Policy Review ✓ Remote Work Policy Review ✓ Succession and Leadership Planning Policy ✓ Board Code of Conduct Review ✓ Public Code of Conduct Review ✓ Employee Code of Conduct – NEW	✓ Drafted policies	✓ Presentation of VOLT findings to Council
June 2026	• Annual CEO/Chief Librarian Performance Appraisal • Collection Development Policy Review • Programming Policy Review • Volunteer Policy Review • Makerspace Interim Service Review Report • Audited Financial Report	• Mid-year procurement update • Mid-year reserves update • Drafted policy • Drafted report • Financial documents • CEO to provide goals for coming term – July 2026 to June 2027	• Meeting evaluation • Meeting of CEO Assessment Committee • Meeting of Advocacy/Fundraising Committee
July 2026	• No scheduled meeting		• Meeting of Advocacy/Fundraising Committee
August 2026	• 2027 Budget Proposal • Review of quarterly statistics – Q2 • Municipal Needs Assessment - Board Engagement TENTATIVE	• 2026 Q2 Statistics Report • Draft 2027 budget	• Finance committee meeting to review draft budget • Election Advocacy – candidate packages
September 2026	• Accessibility Policy Review • Diversity and Inclusion Policy Review	• Drafted policies	• Meeting of Advocacy/Fundraising Committee • Staff Forum
October 2026	• Review of quarterly statistics – Q3 • Public Complaint Handling Policy Review • Board Term Legacy Document • Trustee Position Description Review • Schedule of Board Meetings – 2027	• Drafted policy • Drafted position description • 2026 Q3 Statistics Report	• Meeting evaluation

November 2026	• Annual Board Assessment • Town of Caledon Health and Safety Policy Statement Report • Art Exhibit, Display and Community Information Policy Review • Reserves Policy Review • Fundraising and Gift Acceptance Policy	• Assessment criteria and questions • Drafted policies	• OLS Board Assembly Meeting • Completion of Assessment Questionnaire • Board Panel Discussions to inform applicants to new term
December 2026	• No scheduled meeting		• Meeting of CEO Assessment Committee • Meeting of Advocacy/Fundraising Committee
January 2027	• Mid-year CEO/Chief Librarian Performance Appraisal • 2027 budget Update • AI Policy Review	• Board Assessment Results • Completed appraisal • 2026 Q4 and Year End Statistics Report • 2026 Strategic Scoresheet • 2026 Procurement Update • 2026 Reserves Update	• OLA Boot Camp Registration for new term