Advocacy and Fundraising Committee
Wednesday, September 16, 2026
6:00 PM

AGENDA

This meeting will be hosted electronically.

Members of the public may attend by
calling 1.647.558.0588 and entering meeting ID 879 6481 0109 followed by #.

Please note: Recording of this meeting by anyone in attendance,
and regardless of format, is at the discretion of the Board

1. Call to order
2. Approval of the agenda
3. Disclosure of Interest
4. Minutes of previous meetings
    a. July 22, 2026 (Attachment 4-A)
5. Advocacy and Fundraising Documents
    a. Advocacy Workplan 2026 (Attachment 5-A)
    b. Fund Development Workplan 2026 (Attachment 5-B)
6. Advocacy and Fundraising Discussion and Deliverables
    a. Election Advocacy Status Update
    b. Board Recruitment and Succession
        i. Trustee Job Description and Skills Matrix (Attachment 6-B-1)
        ii. Board Legacy Documents and Template (Attachment 6-B-2)
        iii. Past Correspondence and Delegation to Council (Attachment 6-B-3)
        iv. Get On Board Panel Discussions
7. New Business
8. Next meeting - Monday, December 14, 2026 at 6 PM
9. Adjournment

Attachment 4-A

Advocacy and Fundraising Committee
July 22, 2026
6:00 PM

MINUTES

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

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

Absent: Scott Goodison

This meeting was conducted electronically.

1. **The Committee Chair called the meeting to order at 5:59 PM**

2. **Apologies for non-attendance:** Scott Goodison

3. **Approval of the Agenda**
   Motion: That the Caledon Public Library Advocacy and Fundraising Committee approve the agenda with the addition of the following items:
   i. Board Succession Planning
   ii. 2027 Budget
   Moved: Tony Maxwell **Seconded:** Domenic Maggi
   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. These members will not be privy to the details of the planned all-candidates meetings.

5. **Notes and minutes of previous meetings.**
   a. **June 1, 2026**
   Motion: That the Caledon Public Library Advocacy and Fundraising Committee receive the minutes of the meeting held on June 1, 2026
   Moved: Domenic Maggi **Seconded:** Tony Maxwell
   Carried.

6. **Items arising from the Minutes:** None

7. Advocacy and Fundraising Decisions and Deliverables

a. Fundraising Activity Update

The Manager, Communication and Cultural Development provided an update regarding the timing and focus of the fundraising event initially planned for the Fall. Prompted by several factors, the event will be rescheduled to the Spring of 2027.

b. Municipal Election

i. All Candidates Meeting Update

The CEO/Chief Librarian provided the Committee with an overview of the work being done to coordinate all candidates' meetings as a means of supporting an informed electorate. This work will be guided by a steering committee made up of representatives from the Chamber of Commerce, the Metamorphosis Network and the Library. Initial discussions have suggested the offering of 3 events, to be organized and hosted as follows:

1. Caledon East – Mayoral Candidates
2. MDV – Local and Regional – Wards 1, 2 and 3
3. AB – Local and Regional – Wards 4, 5, 6

The inclusion of candidates for school board trustee was also discussed.

Next steps include:

- Confirmation of dates and locations
- Further consultation with the Municipal Clerk
- Communications to all candidates
- Call for questions from the public

ii. All Candidates Information Portal

An overview was of the planned election webpage was shared. The intent of the site is support an informed electorate by providing candidate information and raising community awareness of candidate responses to shared questions.

Next steps include:

- Finalization of website, including creation of an introductory page highlighting the Library's value of democracy and access to information.
- Confirmation of standards and questions
- Communication to all candidates

iii. Candidate Information Packages

Creation and distribution of library information packages to all Council and School Board candidates was discussed. The relevant section of the Board's Advocacy Response Strategies was shared, including a list of all documents to be included in the print and online information package.

Next steps:

- Creation of information packages and accompanying online content

- Update email templates to reference the all-candidates meetings and information portal
- Pending finalized candidate list, assignment of candidates to all Board members – with the exception of those who are candidates.
- Board members to distribute information and follow up as per the relevant Advocacy Response Strategy.
- Creation of a tracking mechanism to document response and/or resulting questions from candidates.
- Post-election follow-up

iv. **Board Succession Planning**

The CEO/Chief Librarian shared previous approaches to managing the succession to a new term of the Board, including the review of the Trustee Positions Description and Skills Matrix, and the creation of a Board Succession/Legacy Document. It was suggested that the Advocacy and Fundraising Committee assume responsibility for this work, soliciting input from the full Board, in advance of sharing the resulting documents for the Board's approval. Panel discussions to encourage and inform applicants to the new term were also discussed and have been tentatively scheduled for November 12, 19 and 26.

Next steps include:

- Draft position description and Legacy document templated to be drafted for committee review
- Confirmation of panel locations and participants
- Invitation to Deputy Clerk to participate in panel programs

v. **2027 Budget**

The CEO/Chief Librarian provided an update of the Library's budget process and related Town communications to date.

8. **New Business:**

9. **Next regular meeting** – Wednesday, September 16, 2026, 6 PM

10. **Adjournment**

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

The meeting adjourned at 6:56 PM

Attachment 5-A

ADVOCACY WORKPLAN 2026

September 16, 2026

MONTH	OPPORTUNITIES	ADVOCACY ACTIVITIES	DESIRED OUTCOMES
January 2026	✓ OLA Super Conference and OLBA Bootcamp	✓ Conference attendance and participation in relevant development and networking opportunities ✓ Invite key stakeholder/partner to attend OLA as guest of CPL	✓ Demonstration of library outcomes and benefits to residents ✓ Access to broader library sector, networking and information gathering
February 2026	✓ CPL featured on Rogers' The Nine		✓ Increased community awareness of library services
March 2026 • Advocacy and Fundraising Committee Meeting	✓ Annual Report 2026 to Board	✓ Council acknowledgement of CPL Innovation Award	✓ Annual report endorsed by Board ✓ Increased Council awareness of library innovation and partnerships
April 2026	✓ Revised Valuing Ontario Library Toolkit (VOLT) calculations to Board	✓ Presentation of annual report to Council (Presentation 1 of 4) ✓ Media Release	✓ Annual report shared with community and Council ✓ Increased awareness of library services and community value
May 2026	✓ Mayor to attend May Board meeting	✓ Presentation of VOLT results to Council (Presentation 2 of 4) ✓ Media Release	✓ Council awareness of library's value and economic impact
June 2026 • Advocacy and Fundraising Committee Meeting	✓ Preparations for municipal election ✓ Caledon Day ✓ 2027 Budget Planning	✓ Development of an Election Advocacy Work Plan and Schedule ✓ Library Board and Staff representation at events	✓ Board is aware of key advocacy deliverables and timelines ✓ Improved clarity regarding the budget process

July 2026	✓	✓ Creation of information packages for all municipal candidates	✓
August 2026	✓ 2027 Budget – timing to be confirmed ✓ Engagement with all municipal candidates	✓ 2027 Budget to Finance Committee and Full Board ✓ Delivery of information packages and branch visits scheduled with candidates	✓ Fiscally responsible budget that supports innovation and growth ✓ A Board who is engaged within the budget process and visibly supportive of proposal
September 2026 • Advocacy and Fundraising Committee Meeting	• Continued candidate engagement • Board Succession and Recruitment	• Board trustee position description and skills matrix • Legacy document template • Love your Library declaration submitted to Town Hall (to be confirmed)	• Strengthening of relationships with Town staff and Council • An elected Council that is already well versed in the libraries services and value
October 2026	• Recruitment of New Board Members • CPL Love Your Library Month • Ontario Public Library Week	• Related correspondence to Council as a means of informing Council's appointments.	• A diverse board that reflects the community we serve through a variety of skill sets and experiences
November 2026	• Appointment and orientation of new Council • Engagement of applicants to the new term of the Board	• CEO/Chief Librarian, along with Board representative, if possible, to participate in orientation of new Council (Presentation 3 of 4) • Consider delegation to Council as a means of informing Council of Board's governance and PLA • Board Panel discussions to inform applicants to new term	• Council understanding of and appreciation for the roles and responsibilities of the Board under the terms of the PLA
December 2026 Advocacy and	• 2027 Budget Advocacy	• Small group budget meetings with newly elected Council	• Adequate municipal funding to realize the library's strategic

Fundraising Committee Meeting			priorities and actions
January-February 2027	• Year End Review – CPL Accomplishments • 2027 Budget to Council	• Budget presentation to Council with a focus on outcomes and user testimonials (Presentation 4 of 4)	• Demonstration of library outcomes and benefits to residents

CPL Fund Development Work Plan 2026

Updated September 16, 2026

Goal

Support Caledon Public Library's strategic priorities through fundraising and stewardship efforts that also celebrate CPL's values and the positive impact it has on the Caledon Community.

Objectives

1) Develop catalogue and case for support to reach target donor groups including new Board and Council members and mid- to major-level donors as part of the municipal election in 2026.
2) Launch new fundraising merchandise items that align with CPL's values and new brand identity to strengthen relationships with CPL's existing supporters, active Library users, and community champions and drive higher merchandise sales.
    a) Promote sales aligned with significant milestones throughout the year including the end of the school year, Love Your Library Month, Giving Tuesday, and the winter holiday season.
    b) Begin to develop branded merchandise specific to smaller villages.
3) Develop and execute a coordinated calendar of fundraising campaigns that align with key giving periods and organizational priorities to strengthen annual and seasonal fundraising campaigns. This will include:
    a) "Love Your Library Month" fundraising campaign (Oct 2026)
    b) Giving Tuesday campaign (Dec 2026)
    c) Seasonal book dedication promotions (May–Jun 2026; Nov–Dec 2026)
    d) Monthly giving campaign (Fall 2026)
    e) Coordinate with the Friends of Caledon Public Library to run successful book sales throughout the year and investigate possibility of a 50/50 sale

Q3 Update

The "Smile for the Library" photo fundraiser took place on Friday, August 28 and Saturday, August 29, 2026. The final amount of funds raised through this initiative will be available by the next Board Advocacy and Fundraising Committee meeting on September 16, 2026.

CPL's planned fall fundraiser has been postponed to April 2027 due a scheduling overlap. Moving the event will provide more opportunity to engage potential sponsors. A sponsorship package is being drafted and will be shared with potential sponsors in the fall.

CPL is actively developing new fundraising merchandise items for launch during Culture Days and Love Your Library Month. Some items will feature value statements to highlight the Library's role as a champion of intellectual freedom.

CPL is launching its new Mobile Makerspace on September 15 at the Alton Branch thanks to the Brampton and Caledon Community Foundation's generous grant of $4550 toward the purchase of Mobile Makerspace equipment. There will be a photo opportunity at the Alton Branch at 1pm on September 15.

Work Plan

Month	Opportunities/Strategies	Actions	Responsible	Status
January 2026	Friends of CPL	• Present CPL 2026 wish list at Jan 5 Friends Executive meeting	CCD, LT	Complete
	BACCF	• Submit Grant Proposal for Mobile Makerspace	CCD, Maker, CEO/Chief Librarian	Complete
February 2026	Finalize Case for Support	• Review Case for Support with CEO/Chief Librarian and Director CSP	CCD	Complete

Month	Opportunities/Strategies	Actions	Responsible	Status
		• Present to Board Advocacy and Fundraising Committee in March		
March 2026	Continue updating "Donations & Support" webpage to better communicate why donors give to the library and the ways they can make a gift	• Highlight the following: ○ Monthly Giving ○ Dedicating a book or gift ○ Legacy giving ○ Major gifts ○ Corporate sponsorship opportunities	CCD	Complete
	Legacy gifts	• Promote legacy giving leading up to tax time	CCD	Complete
	Recognize donor support on website	• Create new webpage to recognize donors' contributions and the impact of gifts	CCD	Complete
April 2026	BACCF grant consideration	• Meeting with grant committee representative	CCD, CEO/Chief Librarian, Maker	Complete
May 2026	BACCF grant decision	• CPL is receiving a grant of $4,550 toward a Mobile Makerspace • CPL invited to attend Pearl Luncheon on June 4	CCD	Successful
June 2026	Promote book dedications as end-of-year teacher gifts	• Include in May and June eNews • Create posters and distribute them to all branches for display in poster holders and on community boards • Promote via paid social campaign (optional)	CCD	Complete
August 2026	Photo fundraiser	• Host photo fundraiser • Announce in summer Check It Out • Align with end of summer and upcoming holiday season	CCD	Complete
September 2026	Launch new merchandise items	• Leverage Culture Days and launch new merchandise items	CCD	In Progress

Month	Opportunities/Strategies	Actions	Responsible	Status
		• Create campaign for Love Your Library Month in October		
October 2026	Love Your Library Month	• Monthly donors campaign on social media • Include new merchandise in upcoming CIO	CCD	Pending
October 2026	Fall Fundraiser	• Postponed until April 2027	CCD	Deferred
November 2026	Promote book dedications as end-of-year teacher gifts	• Include in November and December eNews • Create posters and distribute them to all branches for display in poster holders and on community boards • Promote via paid social campaign (optional)	CCD	
December 2026	Giving Tuesday Campaign	• Leverage hype for Black Friday shopping to encourage charitable giving leading up to Giving Tuesday • Mention tax receipts to encourage donors to donate before year end • Send as part of December eNews on December 1st and promote on social media • Post a thank you on the website and social media stating how much was raised • Send out a thank-you email to all donor contacts stating the amount raised and explaining the impact of the amount (i.e. what can be achieved with the funds raised)	CCD	
	Finalize Case for Support as part of new Board Onboarding package	• Communicate the importance of supporting the Library financially	CCD	
	BACCF (interim/end of yr reports)	• Mobile Makerspace intern/report to funder (BACCF)	CCD/Maker	Dec 31/26

Attachment 6-B-1

Board Trustee Position Description

September 2026

Vision

Caledon Public Library fuels an informed, inspired, and connected Caledon

Mission

Caledon Public Library nurtures lifelong learners, champions innovation, and strengthens communities.

Values

- Inclusivity & Equity
- Literacy & Lifelong Learning
- Innovation & Adaptability
- Community & Collaboration
- Intellectual Freedom & Democracy
- Integrity & Accountability

About the Board

Public Library Boards are governing boards and legal corporations, authorized to make policy and to govern the library's affairs under the Public Libraries Act, RSO 1990, c. P.44.

A Board's duty is to provide comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity.

Residents, taxpayers and library users expect strong leadership. Consequently, modern governance must reach beyond ongoing budget oversight and a regular strategic planning exercise to embrace new ideas, and forge strong relationships that will support the Library in meeting its mission and epitomizing its values.

The Caledon Public Library Board:

- Sets the vision, mission and strategic direction for the Library and evaluates its effectiveness in meeting community needs;
- Establishes governance and administrative policy within the framework of government legislation and regulations;
- Oversees the Library's finances in accordance with public accounting principles and submits annual budgets to Council;
- Is the employer of all Library employees; and,
- Hires and regularly evaluates a qualified Chief Executive Officer to implement the strategic plan , to direct staff, and to manage Library operations.

Membership

The Caledon Public Library Board is comprised of nine (9) members - seven (7) community representatives and two (2) members of Council. Members are appointed by Town of Caledon Council for a four (4) year term, to coincide with the term of elected Council.

The Library Board has the authority to act on behalf of the Library; individual board members have no authority to act independently on behalf of the Library.

About the Role of Trustee

As a member of the Library Board, a trustee must act honestly and in good faith and in the best interests of the Library. This means that the interests of the Library take precedence over personal interests or those of any group with which the trustee is associated.

Trustees are required to conduct themselves in accordance with the Caledon Public Library policies, including the Caledon Public Library Board By-laws and CPL Board Code of Conduct. The Library is committed to providing a working environment which promotes mutual respect, provides equal opportunities and is free from harassment.

Trustee Roles

Along with the governance, legal and fiscal roles, Library Board Trustees are expected to support and participate in community engagement by:

- Establishing the Library as an essential community service;
- Building community pride in the Library;
- Raising awareness of the Library's value and role in the community;
- Maintaining an open dialogue with the community;
- Building strong relationships with municipal Council;
- Being aware of the municipal planning context; and
- Supporting the Library in developing strategic partnerships with community groups and leaders.

In order to fulfill the above, Caledon Public Library requires a well-rounded Library Board with competent, experienced trustees. The trustee's job is an important one. It requires the ability to work towards a vision and to think in broad, future oriented terms while maintaining a commitment to move vision to reality. This requires understanding and discussing the philosophical aspects of library service while implementing the necessary governance measures to achieve desired services. A good trustee keeps the overall vision, mission and value promise in mind while acting strategically.

The person appointed to the Library Board must be:

- A Canadian citizen or a permanent resident of Canada;
- At least 18 years old;
- A resident of Caledon; and
- Not employed by the Library Board or the Town of Caledon

Essential Competencies and Qualifications

The essential core competencies and qualifications for a Caledon Public Library Trustee are:

- Conviction that the public library is essential and uniquely important to the life of all residents and communities of Caledon;
- Commitment to the whole of Caledon though active service to the community;
- Leadership experience;
- Experience with governance, strategic planning and policy development;
- Business acumen with a focus on fiscal and data-informed decision making;
- Ability to seek and listen to input from all stakeholders;
- Ability to approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes; and
- Time and energy to devote to the work of the Board.

The following are highly desirable qualifications, based on the Caledon Public Library's current strategic emphasis on community connections, learning and growth, informed service development, and intellectual freedom and civic dialog. The Library requires well-connected, credible community leaders who reflect the diverse ethnicities and cultures who call Caledon home and who bring:

- A large network of varied community contacts including the business/corporate, education, public and not-for-profit sectors; and,
- Success in advocating for funding and political support.

Time Commitment

The Library Board holds 10 regular meetings a year. These are typically scheduled on the evening of the third Monday of each month with the exception of February and July. The time commitment includes: preparation time to read and consider reports and other information in the meeting package, and the meeting time of approximately 3 hours.

Board members are expected to participate on board committees including those dedicated to Finance, Advocacy and Fundraising, and/or CEO Evaluation. Board members may also be expected to participate on "ad hoc" committees of the Board which are established to deal with specific matters such as strategic planning or succession. Trustees may also elect to represent the Library on committees within the broader public library sector such as the Ontario Library Boards' Association (OLBA) or Ontario Library Service (OLS). Time commitments vary according to the committee.

On occasion, Board members are also asked to participate in public meetings designed to engage residents on key library matters. Library Board members also represent the Library in the community and may also attend community and fundraising events on behalf of the Library Board.

Board members are also encouraged to attend relevant conferences and learning opportunities including the annual Ontario Library Association Super Conference. Registration costs for such events are reflected within the Library's budget.

Compensation

CPL Board Members are not compensated for time required to participate in the above activities.

Additional Information

About Caledon Public Library and about the Library Board:

- Caledon Public Library Board Information
- Caledon Public Library Strategic Plan 2025-2028
- Caledon Public Library Comprehensive Growth Plan: 2023-2041 Summary Report
- Caledon Public Library 2025 Annual Report
- Measuring Caledon Public Library's Social Return on Investment - YouTube

About the roles and accountabilities of Public Library Boards and Trustees:

- Cut to the Chase, Ontario public library governance at-a-glance
- Ontario Public Libraries Act
- Ministry of Tourism, Culture and Gaming: About the Public Libraries Act

Board Trustee Evaluation Matrix

September 2026

Applicant Name			
Pre-Screening: All applicants must meet the following minimum qualifications as per the Public Libraries Act.			
At least 18 years old?	☐ Yes ☐ No		
Citizen or permanent resident of Canada?	☐ Yes ☐ No		
Resident of Caledon?	☐ Yes ☐ No		
Not employed by the Board or Municipality?	☐ Yes ☐ No		
Previous Caledon Public Library (CPL) Board Experience:			
Incumbent Member?	☐ Yes ☐ No		
If yes, number of years? Roles?			
Geographic representation:			
Ward			
Rating of knowledge and experience	*3 – Extensive*	*2 – Some*	*1 - None*
Of the Library Board's role			
Familiarity with CPL or other public libraries			
Policy based governance			
Strategic planning			
Leadership			
Business acumen – legal and financial			
Advocacy			
Fundraising			
Community building and networking			
Other relevant skills, experience, expertise			
Other community involvement			
Total rating			
Comments			

Caledon Public Library Board Legacy Document

November 2022

Our library and its community partners

The Community sees our library as…

Outgoing Board Chair Janet Manning says this about the Library: "The Library touches everybody. The Library is for everyone." Our Board believes and echoes this, and the vision of the library as the "heart of our community." We believe that the community views the library as a partner in literacy and in education. Particularly during the challenging pandemic years the library was an invaluable source to connect with digital literacy tools, including access to wifi, for the community to stay engaged and connected. The library is also a place to gather, providing services and programs to every member of the public from children to seniors, job-seekers to busy entrepreneurs and in support of local artists and authors.

The Municipal Council views our library as…

An important community hub providing access to information, digital literacy, a place to gather and celebrate. Council views the library as an excellent partner in delivering value for tax dollars to the community and as a wise investment in culture building. Council acknowledges the library's efforts to support serving a diverse community across 700 sq. km of larger urban centres together with villages and smaller hamlets.

Other key Community Partners view the library as…

Our list of community partners is extensive and these partnerships have evolved over time (and particularly during the pandemic) to ensure a variety of our services are made available to support and include our most vulnerable members of the community. Community partners aid our efforts to bring awareness and education on various topics to the whole of the Caledon population.

Major governance issues faced during our term (2019-2022)

The Library Board faced these major governance issues during this term…

Without a doubt, the pandemic made direct contact between library patrons and staff challenging, and often impossible, requiring significant adjustments to services. The Board was faced with difficult decisions supporting library closures, new policies related to pandemic management and with aligning library services and policies with Town Services and policies.

We were able to accomplish….

Despite the challenges presented by the pandemic, the Board continues to be encouraged by the exceptional efforts of library staff and management to adapt and innovate. During these past four years we oversaw:

- Innovation in digital delivery of programs and services in response to the pandemic.

- The opening of the Southfields Village Branch and later, the Southfields Village Reading Garden.
- A fulsome renewal and update of the Albion Bolton Branch.
- Significant progress made towards two further branch renewal projects - Caledon East and Margaret Dunn Valleywood.
- Ongoing efforts to secure new and innovative grant approvals for larger project initiatives including Margaret Dunn Valleywood and smaller projects such as an Indigenous Speaker Series and Seniors Community Connections Kits.
- Completion of the Strategic Plan.
- Master Plan based on staff, community (individuals and service groups partnerships) and Town input.
- The elimination of fines on late materials.
- The implementation of a meeting review process (quarterly) to ensure Board meetings are productive, member contributions are valued and Board business is addressed appropriately.
- A review of the Annual Board Evaluation process addressing a more measurable approach to the assessment of board effectiveness.

We were not able to accomplish…

Advocacy efforts and large fundraising events were prevented altogether or more constrained due to the limitations created by the pandemic. Examples include initiatives discussed such as:

- Planned Giving - *in progress*
- Sponsorships/Naming Rights - *in progress*

We can foresee these opportunities for the incoming Board to address issues that remain outstanding…

- Budgeting for updating of resources / allocations across all branches by continuing to meet the demands and expectations of village branches in addition to our larger urban centre branches.
- Increasing hours of availability of all branches, within the financial and personnel constraints.
- To implement the Master plan.
- To continue to promote open and reciprocal communication with the Town and new Council.
- To actively participate in advocacy opportunities.

Our leadership

We believe that our Board is a strong community leader because…

Our Board is united and focused in our support. Board meetings and sub-committee conversations are generative, productive and meaningful and Board members are out, in the community, representing CPL as often as has been possible during the pandemic.

We see that the Board could be even stronger in its leadership if…

- We created and reviewed (on a regular basis) a Risk Register.
- We were able to have a Board composition that continued to be diverse and reflective of the community we serve.

- We continued to work toward developing a really clear focus for advocacy.
- We reviewed and revised the succession plan, and continued/expanded our lens on how to support the Town in providing input and ideas into what to look for when recruiting Board members and what skills would be needed for future Board success.

Challenges for the new Board

We suggest that these issues are major challenges for the new Board to tackle as a priority…

- Rapid pending growth of the Caledon population and the inherent investment that will be required and complexity that will increase for management and oversight.
- The impact of a diverse and changing population.
- Managing multiple branch locations (urban and rural) and service level demands across differing population sizes and customer expectations.

We request Council's attention to the library issues that prevail and consider the following governance/leadership skills in making appointments to the new library board…

- That the Board reflects the rich diversity of the community it serves.
- That appointed Council representatives have a passion and commitment to the Library values.

Moving forward

Our wishes for the new Board's success…

That the incoming Board recognizes and maintains the library's commitment to literacy, accessibility, inclusivity and education and also recognizes the role of the library as a community hub. The library is for everyone, and both a necessary and critical tool in helping to create and sustain an engaged, active and informed community.

Caledon Public Library Board
Legacy Document

Template - 2026

This document was prepared by the Caledon Public Library Board's Advocacy and Fundraising Committee on behalf of the full Board. This legacy is intended as a means of transferring organizational knowledge and ensuring a smooth transition between terms. The following reflects the shared perceptions and values of the Board, celebrates the work accomplished during their term and acknowledges what remains to be done.

Our library and its community partners

The Community sees our library as…

Municipal Council views our library as…

Other key Community Partners view the library as…

Major governance issues faced during our term (2015-2018)

The Library Board faced these major governance issues during this term…

We were able to accomplish….

We were not able to accomplish…

We can foresee these opportunities for the incoming Board to address issues that remain outstanding…

Our leadership

We believe that our Board is a strong community leader because…

We see that the Board could be even stronger in its leadership if…

Challenges for the new Board

We suggest that these issues are major challenges for the new Board to tackle as a priority…

We request Council's attention to the library issues that prevail and consider the following governance/leadership skills in making appointments to the new library board…

Moving forward

Our wishes for the new Board's success…

Attachment 6-B-3

November 30, 2022

Mayor Groves and Members of Council
c/o Laura Hall, Town Clerk
Town of Caledon
6311 Old Church Road
Caledon, ON L7C 1J6

Dear Mayor Groves and Members of Council:

Congratulations on your appointments and the formation of a new Council to direct Caledon's future. Thank you for initiating the steps required to give public notice of the recruitment of Trustees to the Caledon Public Library Board. We have been very appreciative of Council's support over the course of our term, as we focused our efforts on building the future of the Caledon Public Library by empowering community connections, sparking innovation and creativity, and energizing the transfer of knowledge.

The Board is fully committed to ensuring that the Library is well positioned to meet the evolving needs of a growing Caledon. We also recognize the importance of a Board and staff that reflect the diverse community we serve. To this end, the current Library Board has prepared and attached two documents which we hope will inform your selection of new appointees to the Board.

The Board Trustee Position Descripton was drafted as a resource for potential applicants as well as Town stakeholders and was made available to interested community members on the Library's website. It outlines the requirements of the Public Library Act as well as basic information regarding the roles and responsibilities of the Library Board. This document also highlights essential competencies and qualifications that would be desirable in any appointee to the Board. A related skill matrix has also been created and is attached for Council's use, should you find it helpful, when evaluating applicants.

We hope that you will find this information useful in your selection process. Our CEO and Chief Librarian, Colleen Lipp. was pleased to have the rencent opportunity to present to Council about the role of public libraries, the responsibilities of the Library Board, and the requirements and implications of the Public Libraries Act and is available to answer any further questions you may have.

Thank you on behalf of all current members of the Library Board for your consideration of this information and for your ongoing support of the Caledon Public Library, its staff and trustees.

Sincerely,

Janet Manning
Chair, Caledon Public Library Board

December 20, 2022

Mayor Groves and Members of Council
c/o Laura Hall, Town Clerk
Town of Caledon
6311 Old Church Road
Caledon, ON L7C 1J6

Dear Mayor Groves and Members of Council:

On behalf of the Caledon Library Board, we extend our congratulations to each of you on your recent election to Council. As you begin the challenging work of representing our community over the next term of office, so too does our Board and it is for this reason we submit the following for your consideration.

Collectively, it has been our great pleasure to serve on the Board of the Caledon Public Library over the last four years. While several of our members will be seeking reappointment so that we might continue our efforts to build the future of the Caledon Public Library, others have opted to step away so that interested members of the community, who are equally passionate about library services, may pursue a role with the Board.

Our Board recognizes the need to ensure a smooth transition between terms. To this end, we have drafted a legacy document as a means of transferring our collective organizational knowledge. The attached document reflects the shared perceptions and values of the Board, celebrates the work accomplished during our term and acknowledges what remains to be done. We expect that this will help to inform Council's understanding of the continued opportunities and challenges facing the Caledon Public Library, will help to inform your decision on who will represent our community over the coming term, and will be of great value to those who will soon be appointed to the Board.

On behalf of the full Board, please accept our appreciation for Council's support and acknowledgement of the unique role of the Board throughout our term. We look forward to continuing to grow and nurture our relationship with Council in the term to come.

Sincerely,

Janet Manning
Chair, Caledon Public Library Board