

- |   |        |                       |
|---|--------|-----------------------|
| <b>1. Meeting Called to Order</b>   | Chair  |                       |
| <b>2. Land Acknowledgement</b>  | A. Mir |                       |
| <b>3. Public Delegations</b>  |        |                       |
| <p>Members of the public looking to provide a verbal delegation to the Board are required to register by email to <a href="mailto:board@pickeringlibrary.ca">board@pickeringlibrary.ca</a>. For more information, refer to Section 3.10.5 of the <a href="#">PPL Board Bylaws</a>.</p> <p>Please be advised that your name will appear in the public record and will be posted on the Library’s website as part of the meeting minutes.</p> |        |                       |
| <b>4. Approval of Agenda</b>  | Chair  | MOTION                |
| <b>Conflict of Interest Disclosure</b>  |        | to Approve            |
| <b>5. Presentations</b>   |        |                       |
| None  |        |                       |
| <b>6. Consent Agenda</b>  | Chair  | MOTION                |
|   |        | to Approve            |
| <b>6.1</b> Minutes of the Previous Board Meeting – June 15, 2023  |        | <a href="#">Pg 1</a>  |
| <b>6.2</b> Confidential Minutes of the In-Camera Portion of the Previous Board Meeting – June 15, 2023 [provided under separate cover]  |        |                       |
| <b>6.3</b> Minutes of the CEO Evaluation Committee Meeting – June 21, 2023  |        | <a href="#">Pg 6</a>  |
| <b>6.4</b> Library Information Update – September 2023  |        | <a href="#">Pg 7</a>  |
| <b>6.5</b> 2023 Q2 Stats Review (KPIs)  |        | <a href="#">Pg 14</a> |
| <b>6.6</b> May – August 2023 Financial Review   |        | <a href="#">Pg 15</a> |
| <b>6.7</b> Review of Incident Reports – January to June 2023  |        | <a href="#">Pg 18</a> |
| <b>6.8</b> Community Linkage Committee Meeting Minutes – June 8, 2023   |        | <a href="#">Pg 20</a> |
| <b>6.9</b> Community Linkage Committee 2023 Workplan  |        | <a href="#">Pg 21</a> |

**7. Correspondence**

None

**8. Ends Discussion**

<b>8.1</b>	Report 08-23 2024 Current & Capital Budget Estimates	<a href="#"><u>Pg 23</u></a>	J. Flowers	MOTION to Adopt
------------	---	------------------------------	------------	--------------------

**9. Staff Reports**

<b>9.1</b>	Anti-Black Racism Working Group Update	Verbal Update	S. Oza
<b>9.2</b>	Pickering Heritage Community Centre (PHCC)	Verbal Update	J. Flowers
<b>9.3</b>	Strategic Plan	Verbal Update	J. Flowers
<b>9.4</b>	Claremont Library	Verbal Update	J. Flowers

**10. Monitoring Reports – Executive Limitations**

<b>10.1</b>	EL 05 Financial Planning	<a href="#"><u>Pg 31</u></a>	A. Mir	MOTION to Receive / Adopt
<b>10.2</b>	EL 06 Financial Condition	<a href="#"><u>Pg 35</u></a>	A. Mir	MOTION to Receive / Adopt

The following EL Policy will be discussed at the next Board meeting. All members to review prior to the next meeting.

EL 02 Treatment of Clients	D. Sharma
----------------------------	-----------

**11. Board Committee Reports**

<b>11.1</b>	Report of the Board Building Committee	Verbal Update	K. Danylak
<b>11.2</b>	Report of the Community Linkage Committee	Verbal Update	A. Mir
<b>11.3</b>	Report of the CEO Evaluation Committee	Verbal Update	S. Sheehy

**12. Governance**

None

**13. Board Policy Review**

None

**14. New & Unfinished Business**

**14.1** Member Community Reports

**14.2** City Centre Survey

Verbal J. Flowers  
Update

**15. Confidential Matter**

None

**16. Board Meeting Evaluation**

**16.1** Review of Previous Meeting Results

Verbal Chair  
Update

**16.2** Completion of Evaluation for Current Meeting

**17. Adjournment**

Chair

MOTION  
to Adjourn

**Next Meeting:**

To be Held: Thursday, October 26, 2023, 7:00 pm

Location: Central Library Auditorium

**Preliminary List of Motions**

**Item # Motion**

- 4.** THAT the items in the Agenda be approved by the Board as presented.
- 6.** THAT the items in the Consent Agenda be approved by the Board as presented.
- 8.1** THAT the Board adopt the Draft 2024 Capital and Current Budget Estimates in principle, to enable the CEO to continue the budget process on behalf of the Board.
- 10.1** THAT the Board has received the monitoring report for policy EL 05 Financial Planning and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 05 Financial Planning as presented, the policy being complete, sound, and effective.
- 10.2** THAT the Board has received the monitoring report for policy EL 06 Financial Condition and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 06 Financial Condition as presented, the policy being complete, sound, and effective.
- 17.** THAT the meeting be adjourned.

# The City of Pickering Public Library Board

## DRAFT Meeting Minutes

---

Held: Thursday, June 15, 2023

Location: George Ashe Library – Quiet Study Room

Attendees: Councillor M. Brenner; K. Danylak; B. Kenworthy; A. Maginley; F. Mahjabeen; A. Mir; D. Sharma; S. Sheehy (Chair); K. Smuk

Absent: Councillor S. Butt; Councillor L. Cook

Staff: J. Flowers – CEO/Director of Public Libraries; E. Bird – Director of Support Services; S. Oza, Director, Engagement & Client Experience; B. Gregory – Executive Assistant

---

### 1. Meeting Called to Order

Chair Sheehy called the meeting to order at 7:04 pm

### 2. Land Acknowledgement

F. Mahjabeen read the City of Pickering Land Acknowledgement.

### 3. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Agenda was amended by:

- Inclusion of **Item 4.3** Confidential Presentation from the Director, Human Resources Re: Canadian Union of Public Employees, Local 3506 Collective Bargaining Ratification; and,
- Removal of **Item 15.2** Bargaining / Collective Agreement verbal update from E. Bird.

#### **Motion #23.47**

Moved by A. Mir, Seconded by D. Sharma **Motion THAT** the Agenda be adopted as amended.

**Carried.**

### 4. Confidential Matters

#### **Motion #23.48**

Moved by S. Sheehy, Seconded by A. Maginley **Motion THAT** the Board move into a closed session in accordance with the provisions of Section 16.1(4) of the *Ontario Libraries Act* and Section 3.9 of the Pickering Public Library Board Bylaws, in that the matters to be discussed are related to:

- (b) personal matters about an identifiable individual;
- (d) labour relations or employee negotiations; and,
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**Carried.**

**4.1 Authority for the Library CEO re: Delegation Appeals**

This portion of the meeting was closed to the public. Refer to the In Camera meeting minutes for further information. [CEO / Director of Public Libraries has custody and control of the In Camera minutes.]

**4.2 Confidential Verbal Update from R. Dunsmore, Ross Dunsmore Law**

This portion of the meeting was closed to the public. Refer to the In Camera meeting minutes for further information. [CEO / Director of Public Libraries has custody and control of the In Camera minutes.]

Mr. Dunsmore departed the meeting at 7:50 pm.

**4.3 Confidential Presentation from the Director, Human Resources  
Re: Canadian Union of Public Employees, Local 3506 Collective**

This portion of the meeting was closed to the public. Refer to the In Camera meeting minutes for further information. [CEO / Director of Public Libraries has custody and control of the In Camera minutes.]

Ms. Eddy departed the meeting at 8:06 pm.

**Motion #23.51**

Moved by S. Sheehy, Seconded by A. Mir **Motion THAT** the Board rise from the closed session of the Pickering Public Library Board meeting.

**Carried.**

Chair Sheehy advised that during the closed portion of the meeting, the Board considered matters pertaining to personal matters about an identifiable individual, labour relations or employee negotiations, received advice that was subject to solicitor-client privilege, and that the following motions were now before the Board in open session:

**4.1 Authority for the Library CEO re: Delegation Appeals**

**Motion #23.52**

Moved by S. Sheehy, Seconded by K. Smuk **Motion THAT** the Board approve the decision made by email regarding delegation appeals and the Library CEO.

**Carried.**

**4.2 Confidential Verbal Update from R. Dunsmore, Ross Dunsmore Law**

No decisions were made during this discussion.

**4.3 Confidential Presentation from the Director, Human Resources  
Re: Canadian Union of Public Employees, Local 3506 Collective**

**Motion #23.53**

Moved by S. Sheehy, Seconded by D. Sharma **Motion THAT** the Memorandum of Settlement dated June 8, 2023, between The City of Pickering Public Library Board and the Canadian Union of Public Employees, Local 3506 be ratified, and the Director, Human Resources be authorized to take the necessary actions.

**Carried.**

**5. Public Delegations**

There were no public delegations.

**6. Presentations**

**6.1 S. Dashtkian, Events Coordinator; S. Mohamed, Client Experience Specialist – Children; M. Wagner, Senior Client Experience Associate – Info Tech  
Re: Children’s & Teens Update**

S. Dashtkian, S. Mohamed, and M. Wagner appeared before the Board to provide an overview of the programs, collections, and spaces for children and teens at the Library.

S. Mohamed highlighted some past and upcoming events that fall under the PPL strategic goals, provided some stats around event attendance and participation, and gave some details on collaborations with community partners.

S. Dashtkian and M. Wagner provided a look back at 2022 and the future of Library teen services. S. Dashtkian presented some stats comparing 2021 to 2022, the breakdown of teen events, and highlights of teen events and online engagement in 2022. M. Wagner followed up with 2023 activities, highlighting key events and activities from the first half of 2023 with a look ahead to the remainder of the year.

S. Dashtkian, S. Mohamed, and M. Wagner departed the meeting at 8:55 pm.

**7. Consent Agenda**

**7.1 Minutes of the Previous Board Meeting – May 25, 2023**

**7.2 Library Information Update – May 2023**

**7.3 GP 07 Board Committee Structure Policy**

**7.4 GP 10 Principles and Guidelines for Board Members Policy**

**7.5 A06 Health & Safety Policy**

**7.6 A10 Hiring Policy**

**7.7 A12 Purchasing Policy**

**7.8 A27 Workplace Violence Prevention Policy**

**Motion #23.54**

Moved by F. Mahjabeen, Seconded by K. Danylak **Motion THAT** the items on the Consent Agenda be adopted.

**Carried.**

**8. Correspondence**

There was no correspondence.

**9. Ends Discussion**

There was no Ends discussion.

**10. Staff Reports**

**10.1 Anti-Black Racism Working Group Update**

S. Sheehy reported that she had attended the May and June ABRWG meetings and provided a brief overview of some of the topics covered at these meetings. It was noted that the minutes for the May and June ABRWG meetings will be included with the September Board package.

The Board members were reminded that they had an open invitation to attend any of the ABRWG meetings, which continue throughout the summer. The dates of upcoming meetings will be shared.

## **11. Executive Limitations Policies & Monitoring Reports**

### **11.1 EL 10 Communications and Counsel to the Board**

F. Mahjabeen reported that she met with J. Flowers to review the EL 10 monitoring report and policy. F. Mahjabeen indicated her confidence that communication between the CEO and Board is effective, thorough, timely, and in compliance with the policy elements.

#### **Motion #23.55**

Moved by F. Mahjabeen, Seconded by D. Sharma **Motion THAT** Board has received the monitoring report for policy EL 10 Communications and Counsel to the Board as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and **THAT** the Board adopt policy EL 10 Communication and Counsel to the Board as presented, the policy being complete, sound, and effective.

**Carried.**

Executive Limitations policies EL 05 Financial Planning and EL 06 Financial Conditions and Activities will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Discussion will be led by A. Mir.

## **12. Board Committee Reports**

### **12.1 Report of the Board Building Committee**

The committee did not have quorum to meet in June. E. Bird provided a verbal report on the delivery status of the outreach vehicle, followed by the timeline and overview of activities to get the vehicle ready and on the road. E. Bird also provided an update on outreach activities planned for the Seaton community. Thanks were extended to the Outreach Team for pivoting and taking on this previously unplanned initiative.

### **12.2 Report of the Community Linkage Committee**

A. Mir reported that the committee met the previous week. They reviewed some of the requests raised at their meeting with the Teen Advisory Group; it is hoped to have these set up by September. The committee also reviewed the summer teen events schedule with the intent to have committee members attend some of these events. The committee will not be meeting during the summer and will reconvene in September. A. Mir gave notice that at the September meeting the committee will bring forward their 2023 workplan.

### **12.3 Report of the Risk Ad Hoc Committee**

A. Mir reported that the committee had not met since their last meeting in May. He reported that the plans made to mitigate risks at the drag queen story time event did their job as expected and intended. At the next meeting of the committee, they will debrief and then disband for the time being.

## **13. Governance**

There were no governance items.

**14. Board Policy Review**

There were no board policies reviewed.

**15. New & Unfinished Business**

**15.1 Member Community Reports**

A. Maginley reported that he attended the City of Pickering Speaker Series – Community Growth and Housing event on June 13, 2023 held in the Central Library Maker Space. He provided a brief overview of the discussion held, adding that the Maker Space was a great area for this type of event with lots of interest from passersby observed.

**15.2 Accessibility Training**

J. Flowers advised that as per the *Accessibility for Ontarians with Disabilities Act, 2005*, all City and Library employees, volunteers and/or agents as well as any other individual who might be reasonably expected to interact with the public on behalf of the City/Library should receive Accessible Customer Service Training. So that the Library is in compliance with this AODA requirement, Board Members were advised that they would be sent a link to an online accessible customer service training course. Members were asked to complete the training over the summer and, when completed, to send along their certificate of completion. It was noted that the Councillors on the Board did not need to complete this training.

**15.3 Board Summer Get-Together**

S. Sheehy advised that she'd like to plan a Board summer get-together at a local restaurant. S. Sheehy provided some dates to B. Gregory, with request to poll staff and Board members to determine a date that would work best for all.

**15.4 Board Meeting Evaluation**

Chair Sheehy shared the results of the previous month's Board meeting self-evaluation. Board members were asked to complete the evaluation for the current Board meeting.

**16. Date of Next Meeting and Adjournment**

The next Board meeting will be held on Thursday, September 28, 2023 at 7:00 pm.

**Motion #23.56**

Moved by B. Kenworthy, Seconded by A. Maginley **Motion THAT** the meeting be adjourned.

**Carried.**

The meeting was adjourned at 9:22 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:





# The City of Pickering Public Library Board CEO Evaluation Committee

## **DRAFT** Meeting Minutes

---

Held: June 21, 2023

Location: Virtual meeting

Attendees: Councillor L. Cook, B. Kenworthy, S. Sheehy, K. Smuk

Absent:

Staff: J. Flowers – CEO/Director of Public Libraries

Meeting Commencement Time: 5:03 pm

---

### **1. Mid-year review of draft CEO evaluation metrics**

J. Flowers presented the draft annual evaluation document noting year over year comparisons for period of January to May highlighting where targets were met, on track or not on track.

The meeting was adjourned at 5:40pm.

## Board End: Lifelong Learning

### **Emerging Historians Writing Contest**

This summer, the Local History team ran the first *Emerging Historians Writing Contest* for high school students. The students were encouraged to research, write, and submit a short story about a piece of Pickering's history that they felt needed more attention or whose tale needed to be told. The library received four creative and high-quality submissions, out of which a panel of judges selected Isobel Dalzell's story, *The Quay to Success: A Look at the Pickering Waterfront*, as the winner. A display and associated reading list inspired by her story was set up outside the Local History room at the Central Library through July and August. The story remains readable online on the [Local History webpage](#).



### **5MFF 2023 Summer Events**

The 5-Minute Film Festival (5MFF) summer event roster included a series of workshops called "Career Path Series". This series workshops were led by industry professionals or leaders such as Kal Szegvary, Department Head of the Film & TV Production Program at Trebas Institute, Director & Producer Rebecca Love, Local Filmmaker Sid Grover, Costume Designer/member of CAFTCAD Jennifer Bunt, and Stop Motion Animator Nick Radulovich.

5MFF 2023 also featured two Black History film screenings from the Canadian produced series titled "BLK: An Origin Story". The children's filmmaking day and teen filmmaking days provided instruction on using professional film gear as well as a professional drone for aerial shots. All events garnered lots of interest from the community with good registration numbers and good attendance. Most events were also hybrid (in-person as well as virtual over Zoom). All of the summer events are a lead-up to the 5MFF screening gala scheduled for Saturday November 4, 2023.

## STEM Workshops

The Outreach team facilitated coding and STEM-enriching workshops at the summer camps of Pickering Islamic Centre and Father Fenelon Public School. The activities included using iPad and Osmos bots to play Coding Awbie and Tangrams, as well as DIY mazes, paper helicopters, and trebuchet.



## Board End: Culture of Reading

### TD Summer Reading Club 2023

The TD Summer Reading Club program had 863 children register for this year's program (2023 - 498 children) and report reading for 266,960 minutes – twice as much as last year! Over the summer, the Library ran 84 children programs with 2,400 people in attendance.

Throughout the summer the Marketing Team was committed to encouraging young readers to get involved in the Summer Reading Club. As a result, they created various pieces of content that helped both children and parents get excited about reading. As a result, this content performed very well, getting tons of great engagement from the community, while also putting the children's team at the forefront.



## **CBC Kids**

On Thursday, August 22<sup>nd</sup>, the Pickering Library partnered with the CBC to host the CBC Kids Book Club Live event. Attendees had the chance to meet TV hosts and celebrities such as Janaye and Tony, as well as Gary the Unicorn and Danial Tiger. This event saw over 450 children and parents in attendance. The Pickering Public Library was chosen as one of 3 GTA libraries for this event – we are proud that despite being the smallest municipality chosen, our event had the largest attendance and engagement.

## **TGIS (Thank Goodness It's Summer!)**

From July 1 to August 20, Pickering Library ran the teen summer reading club, TGIS (Thank Goodness It's Summer!). Youth ages 13-19 would read throughout the summer, and then log their reading to earn 1 ballot for every 100 pages read, which would go towards a prize draw that took place on August 26<sup>th</sup>. TGIS saw a registration total of 63 youth, with a total of 134,797 pages read throughout the summer. Teens would also earn an extra ballot for the prize draw for every event that they attended during the summer. The total teen event attendance for these applicable events was 172.

## **Adult Summer Reading Challenge**

Throughout the summer adults were encouraged to participate in our Adult Summer Reading Challenge. 51 clients participated in the challenge. The challenges included reading books from various genres, participating in library programs, and using online resources. Prizes for the event included gift cards from the Black Owned Marketplace and Indigo.

## **Seaton Pop-Up**



The Outreach Team held weekly library pop-ups at the Rick Johnson Memorial Park in the Seaton neighborhood over the summer. There were 141 interactions with community members and 11 members signed up for library cards. The team also hosts storytimes and children's activities in addition to sharing library information. The outreach team has observed families and community members returning every week to the pop-up with excitement and enthusiasm for the book collections, activities, and time spent getting to know their neighbours.

The Collections Team curated collection items to send to the Seaton pop-up based on direct feedback from the community. Included in the requests were diverse picture books, popular graphic novels, popular children's and YA novels, multilingual materials

for both children and adults in Gujarati, Hindi, Urdu, and Farsi, as well as diverse cookbooks, biographies and business books.



## Board End: Inclusive and Welcoming Public Facilities & Virtual Spaces

### Noise Zone Launch

**FIND YOUR ZONE**

The Piquette Hill Public Library is the heart of a learning city, and as such we understand that our community members might use the library in various ways. It's our job to create encouraging you to **FIND YOUR ZONE!**

We have zoned the library into chat, quiet and silent spaces.

<b>CHAT ZONE</b> Perfect for group discussions and conversations. Enter the zone.	<b>QUIET ZONE</b> Ideal for individual conversations and individual study. Please use open ears.	<b>SILENT ZONE</b> This zone is for individual silent study. No noise allowed.
--	---	---

Our staff listen and will be on your hand and we welcome any and all feedback via social media or comment form submission.

**2nd Floor Meeting Rooms**

You are in the **SILENT ZONE**  
Ideal for individual silent study. No noise allowed.

**PIQUETTE HILL LIBRARY**  
piquettehilllibrary.com

The launch of the Central Library’s new Noise Zones rolled out in early September. The signage throughout the library sets clear expectations about the level of volume that is acceptable in different areas of the Library. Standing signs and tri-folds on tables identify each of the three zones (first floor: Chat Zone, second floor: Quiet Zone, second floor meeting rooms: Silent Zone). This project is the result of much client feedback, identifying the need for dedicated quiet space at the Central Library, while also setting clear expectations that it is okay for there to be an appropriate level of noise on the first floor.

### Autism Homebase Maker Space Visit

In August, Maker Space staff hosted a visit from a group called “Autism Homebase”, a local community group. Library staff demonstrated how to use some of the Maker Space gear which included the use of the button makers as a hands-on activity. Attendees made their own buttons and learned all about the space and some of the services that are offered.

## Accessible Computer Stations



Upgrades to the accessible computer stations at the Central and George Ashe Libraries have been rolled out. These stations feature a large print keyboard and accessible input ports catering to users with visual and mobility restrictions. Additionally, the enhanced workstations offer larger screens with optional large type and high contrast settings, promoting better readability. The height-adjustable desk and chair accommodate varying ergonomic needs, ensuring user comfort during use. Lastly, a convenient barcode

scanner has been incorporated, allowing clients to quickly scan their library cards, streamlining access, and reducing the need for manual input. These enhancements reinforce the Library's commitment to providing equal access to library services for clients of all abilities.

## Braille Slate & Stylus

A new loanable kit joins the growing Assistive Loanables Collection. Braille Slate and Styluses are now available for clients to check out and practice writing in Braille. The kits can be checked out for three weeks. Other available Assistive Loanables include: 1) Memory Kits which contain items and activities used to trigger conversation and memory between those experiencing memory loss and their care partners; 2) Sensory Kits which contain an assortment of items which are designed to reduce stress and anxiety, stimulate learning, and provide comfort in unfamiliar environments, and Daisy Readers.



## Board End: Championing Inclusion and Belonging

### ODSP Onsite Partnership

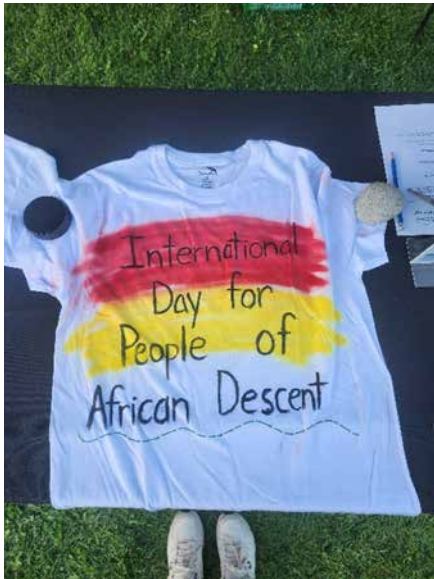
Beginning on August 11, an Ontario Disability Support Program (ODSP) Caseworker from the Oshawa office will be onsite every Friday at the Central Library to assist clients, and no appointment is necessary. ODSP is a means-tested government-funded program designed to help people with disabilities manage their living expenses and basic needs. The Caseworker can connect clients to discuss their ODSP file or alternative resources.

## PFLAG Summer Camp

Staff from the outreach and teens teams attended the PFLAG summer camp “Gay-Mazing Race” to facilitate a fun, educational activity to inform youth about library services and programs. Staff connected with 85 youth in the activity.



## International Day for People of African Descent Community BBQ



The City of Pickering Anti-Black Racism Taskforce (“PABRT”) in collaboration with the Pickering Public Library Anti-Black Racism Working Group (“ABRWG”) hosted an evening of celebration, featuring food, entertainment, networking and interactive family friendly activities.

The collaboration idea was first raised by ABRWG and PABRT member during a subcommittee meeting. As an extension of their request to the City to declare a proclamation recognizing the United Nations’ Decade for People of African Descent, the two groups expressed interest in conducting a joint event on August 31st to connect with the community to shine a light on the annual international date of significance.

This event included an opportunity to meet volunteer community members of both the Pickering Anti-Black Racism Taskforce and the Pickering Public Library Anti-Black Racism Working Group. Community members gained awareness about each group and the work they have been doing in Pickering.

Library staff facilitated two stations during the event. Leadership Team members along with staff hosted an engagement booth where attendees were able to connect with different library departments to hear about the specific action plans resulting from the ABRWG’s collaborations with various library staff. Secondly, the Community Engagement and Marketing Team hosted a youth focused station where participants received a free t-shirt and decorated it with their personal designs. The goal of this activity was to promote expression through art, as participants were encouraged to paint

a design that represented how they were celebrating the International Day for People of African Descent, or alternatively what the day meant to them.



### **In-Charge Roving Vests**

On September 5, 2023, after many discussions between the public service leadership team and the ABRWG, as well as staff feedback, staff began wearing In-Charge Roving Vests while roving at Central. With positive, friendly messaging on the back (“Hello! I’m here to help.”), the goal is to more readily identify staff as they rove, while also informing clients of the intended result of staff roves.







## 2023 KPI Statistics

	2022	Per capita (pop: 100,000)
Total circulation	860,735	8.6
Cardholders	33,497	0.3
In-person visits	253,737	2.5
Website visits	449,059	4.5
Public Computer Use	29,381	0.3
Total Digital Learning Sessions	57,199	0.6
Number of programs	591	0.006
Program attendance	14,870	0.1
Outreach events	59	0.001
Outreach attendance	2,236	0.02

2023 YTD Jan to June	Extrapolated to full year	Per capita (pop: 100,000)
409,304	818,608	8.2
34,933	34,933	0.3
178,680	357,360	3.6
323,132	646,264	6.5
17,260	34,520	0.3
29,498	58,996	0.6
467	934	0.009
10,675	21,350	0.2
52	104	0.001
2,319	4,638	0.023

Change Year over Year
-5%
4%
41%
44%
17%
3%
58%
44%
76%
107%



## Pickering Public Library - 2023 Current Budget Status As of August 31, 2023

### Revenue

	Actual	Committed	Allotted	Budget	Available	Available %	
402500 Federal Grants	-99,164	0	-99,164	-37,000	62,164	-168.01%	Telework grant funding rec'd - not budgeted (\$97,000)
402510 Ontario Grants	-600	0	-600	-157,425	-156,825	99.62%	PLOG grant from Province (\$106,400) to be received near end of calendar year.
403000 Departmental User Fees	-24,987	0	-24,987	-53,000	-28,013	52.85%	
403030 Vending Machines	-1,273	0	-1,273	-2,500	-1,227	49.08%	
403064 Rentals - Mtg. Room/Publi	-1,358	0	-1,358	-5,500	-4,142	75.31%	
403120 Other User Fee Revenue	-5,341	0	-5,341	-10,000	-4,659	46.59%	
405000 Fines & Charges	-3,994	0	-3,994	-20,000	-16,006	80.03%	
406500 Donations	-4,497	0	-4,497	-20,000	-15,503	77.52%	
<b>Total Revenue</b>	<b>-141,214</b>	<b>0</b>	<b>-141,214</b>	<b>-305,425</b>	<b>-164,211</b>	<b>53.76%</b>	

### Expenditures

	Actual	Committed	Allotted	Budget	Available	Available %	
501000 Salaries & Wages	2,134,868	0	2,134,868	3,729,961	1,595,093	42.76%	Salary increase retro for 2023 still to be paid from this budget
501010 Overtime	0	0	0	3,275	3,275	100.00%	Funds for opening Central Library on National Day for Truth & Reconciliation
501020 Employee Benefits	638,686	0	638,686	1,042,079	403,393	38.71%	Recognition event takes place in December
501025 Employee Recognition & Appreciation	158	0	158	3,800	3,642	95.84%	
501040 Uniforms	1,402	563	1,965	1,070	-895	-83.64%	
501100 Conferences	7,937	0	7,937	10,000	2,063	20.63%	
501110 Seminars & Education	7,264	22	7,286	23,500	16,214	69.00%	Several large training expenses expected in Fall
501130 Travel	2,077	0	2,077	3,540	1,463	41.33%	
502000 Postage	873	0	873	1,200	327	27.25%	

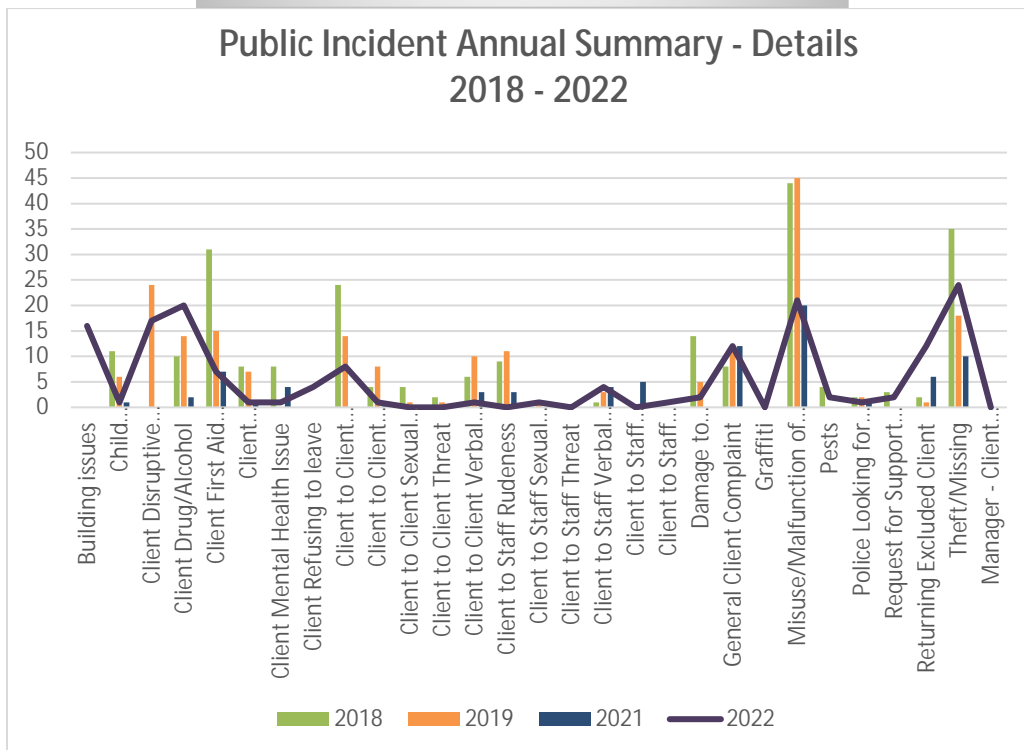
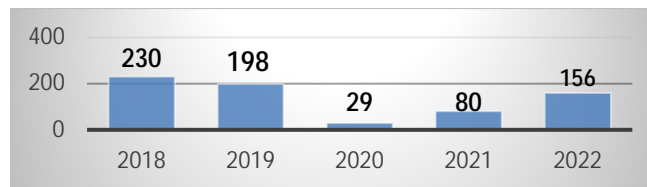
	Actual	Committed	Allotted	Budget	Available	Available %	
502010 Freight,Express & Cartage	25	0	25	500	475	95.00%	
502020 Cellular Phones	9,521	0	9,521	17,280	7,759	44.90%	
502030 Telephones & Data Services	9,428	0	9,428	22,300	12,872	57.72%	
502040 Internet Services	23,367	1,526	24,893	51,960	27,067	52.09%	
502050 Cable TV	892	0	892	1,425	533	37.40%	
502100 Advertising	4,386	0	4,386	20,000	15,614	78.07%	
502130 Printing - Brochures/News Ltr	3,626	0	3,626	11,000	7,374	67.04%	
502210 Insurance Premium	28,730	0	28,730	27,313	-1,417	-5.19%	Cyber security insurance for the Library added - not budgeted
502220 Insurance Deductible	0	0	0	2,000	2,000	100.00%	
502230 Consulting & Professional Fees	13,164	0	13,164	135,000	121,836	90.25%	Strategic plan invoices not yet received
502240 Meals/Promotion/General	3,394	28	3,422	7,000	3,578	51.11%	
502250 Memberships	11,058	0	11,058	14,580	3,522	24.16%	
502260 Outside Agency Services	47,536	296	47,832	343,910	296,078	86.09%	HR staffing charge backs not yet received Cleaning staff charge backs not yet received
502340 Building Repairs & Maintenance	65,509	12,092	77,601	252,818	175,217	69.31%	
502370 Vehicle Repairs & Maint	1,380	0	1,380	2,000	620	31.00%	
502375 Gas, Oil, Tires, Etc.	1,206	0	1,206	3,430	2,224	64.84%	
502380 Misc Equip Rep & Maintenance	25,768	107	25,875	43,140	17,265	40.02%	
502500 Stationery & Office Supplies	15,450	505	15,955	19,000	3,045	16.03%	
502520 Program & Event Supplies	36,656	2,131	38,788	46,000	7,212	15.68%	\$17,000 grant funding fully spent ABRWG Honorarium for Q1/Q2 not yet processed
502530 Committee Expenses	0	0	0	11,100	11,100	100.00%	
502540 Supplies & Tools	1,185	0	1,185	5,000	3,815	76.30%	
502541 Shop Supplies	3,562	926	4,488	4,500	12	0.27%	
502550 Library Materials	207,559	0	207,559	306,000	98,441	32.17%	
502600 Utilities - Water	10,769	0	10,769	17,300	6,531	37.75%	
502610 Utilities - Gas	30,453	0	30,453	38,185	7,732	20.25%	
502620 Utilities - Hydro	62,129	0	62,129	165,000	102,871	62.35%	
502700 Sfwr/Hdwr Maintenance Contracts	187,860	4,436	192,295	239,026	46,731	19.55%	
502720 System & Software Upgrade	40	0	40	20,000	19,960	99.80%	For initial ILS purchase - project currently in procurement stage
502730 Hardware Replacements	8,385	1,965	10,350	16,000	5,650	35.31%	
502740 Furniture & Fixtures	2,241	0	2,241.06	10,000	7,759	77.59%	
<b>Total Expenditures</b>	<b>3,608,543</b>	<b>24,598</b>	<b>3,633,141</b>	<b>6,671,192</b>	<b>3,038,051</b>	<b>45.54%</b>	
Transfer to Reserve - for City Centre Library	100,000		100,000	100,000	0	0%	

	<b>Actual</b>	<b>Committed</b>	<b>Allotted</b>	<b>Budget</b>	<b>Available</b>	<b>Available %</b>	
Transfer from Reserve (for Strategic Plan)	0		0	-78,750	-78,750	100%	
<b>Net expenditures (revenues)</b>	3,567,329	24,598	3,591,927	6,387,017	2,788,306	43.66%	
							Projected Surplus 310,142

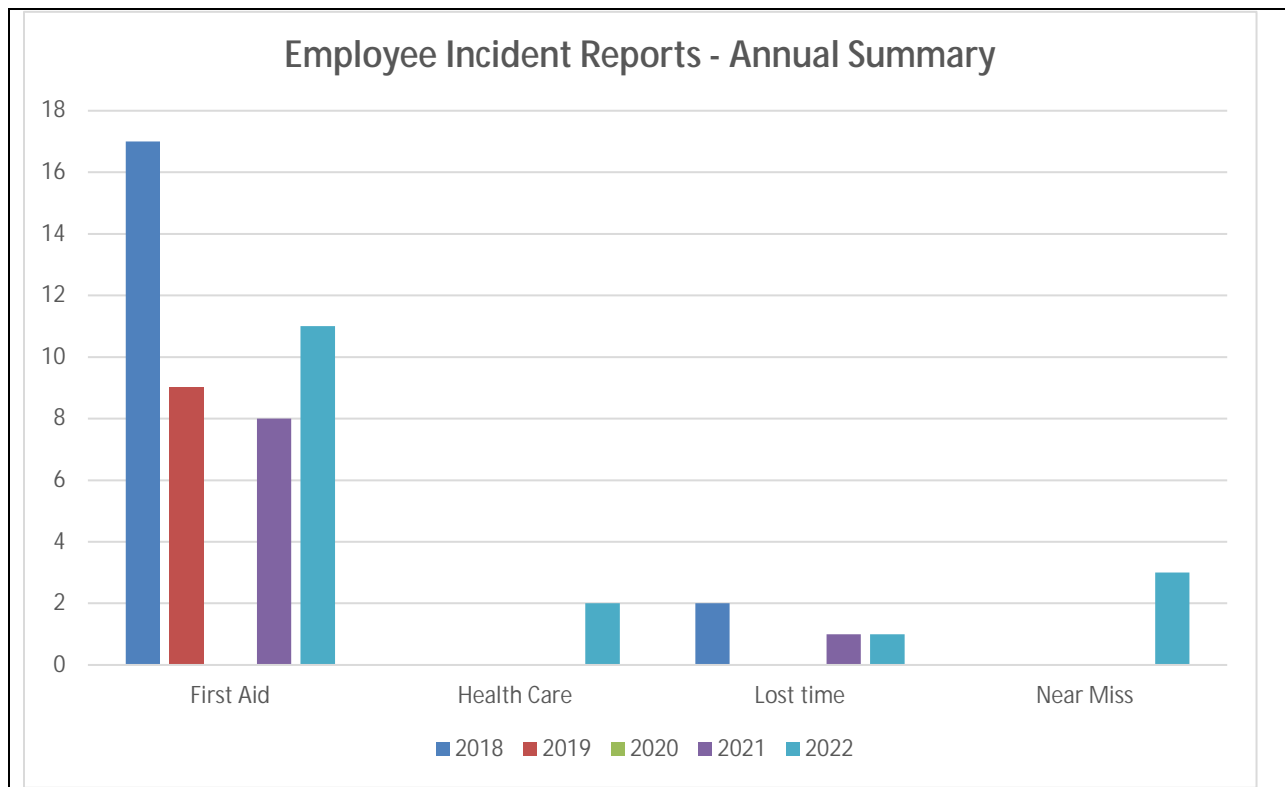
Public Incident Reports	
Type of Incident	Number of Incidents
Disruptive Behaviour	66
Theft: Library	15
Trespassing	14
Facilities Issues	12
Injury/Illness for Client	8
Theft: Personal	5
Fighting/Violent Behaviour	4
Vandalism	3
Other	29
<b>TOTAL</b>	<b>159</b>

The total number of public incidents for the first 6 months of 2023 is almost equal to the total report for 12 months in 2022 and higher than incident levels going back to 2018. While there has been an increase in overall incidents with more clients onsite, there has also been a concerted effort by staff to ensure all incidents (even minor ones) are documented.

Of the total 159 incidents reported above, 56 involved teens. The measures put in place from April 2023 have helped mitigate more serious incidents involving teens.



<b>Employee Incident Reports</b>	
<b>Type of Incident</b>	<b>Number of Incidents</b>
Exposure	
First Aid	2
Health Care	2
Lost time	
Near Miss	2
<b>TOTAL</b>	<b>6</b>



NOTE: Although some incidents fit into more than one category, each incident is only counted once in the category it “best” fits to avoid inflating the statistics.



# The City of Pickering Public Library Board Community Linkage Committee **DRAFT** Meeting Minutes

---

Held: June 8, 2023  
Location: Virtual meeting  
Attendees: A. Mir, A. Maginley, K. Smuk, M. Fatema  
Regrets:  
Staff: S. Oza, Director, Engagement & Client Experience  
Commencement Time: 7:00 pm

---

## 1. Feedback from staff and TAG participants from last meetings

- TAG members will be invited to a meeting in the fall with updates on recommendations
- Staff will continue to provide information on events members can support over the next few months

## 2. Review Community Linkage Draft Work Plan 2023

- Draft work plan was updated and will be shared with board members with a verbal update at the June meeting.
- Board members will have the opportunity to approve the work plan in September, at the next board meeting.

## 3. Next meeting and next steps

- Meetings will pause for July and August
- Members will attend the following events, when possible:

June	Dog Therapy	Thursday June 8	19:00 – 20:200	GA
	Celebrate Eid: Henna (by Hina)	Tuesday, June 27	18:30-20:30	GA
	Pride Party	Thursday, June 29	18:00-19:00	CN - Outside
July	Cold Case Challenge	Thursday July 20	19:00 - 20:30	CN -Collab rooms
Aug	Teen vs Adult Trivia	Wednesday Aug.16	19:00 – 20:00	CN

## 4. Date of Next Meeting and Adjournment

- The next meeting will be held on September 14, 2023, at 7 pm.
- The meeting was adjourned at 7:30 pm.

**PPL BOARD COMMUNITY LINKAGE PLAN 2023**

**DRAFT**

EVENT/GROUP	DATE	PLANNED BOARD ACTIVITY	DESIRED OUTCOMES	ACTIONS
<p><b>2023 Primary Focus:</b></p> <p><b>Teens</b></p>	March	Finalize work plan. Review current teen-focused events at PPL.	Develop an understanding of the Library's current work with teens.	Draft work plan completed.
	April - May	<p>Meet with staff leading work in this area, including overview of TAG (Teen Advisory Group) &amp; ABRWG (Anti-Black Racism Work Group) youth subcommittee, and external partnerships.</p> <p>Meet with members of TAG and ABRWG youth subcommittee.</p>	<p>Develop a deeper understanding of the current work underway; reflect on what the Library is already doing in collaboration and identify possible other options for the Library to explore in the future to support teens in our community.</p> <p>Consider local issues and service/support gaps, as opposed to operationalizing deliverables.</p>	<p>Met with staff to review teen calendar of activities to learn about work underway and identify appropriate events for members of this committee to attend.</p> <p>Met with TAG members to learn about this work and feedback around teen programming.</p> <p>Reviewed findings of the ABRWG Youth Subcommittee survey results.</p>
	June - August	Attend events where possible.		Pride Party, Thursday June 29 <sup>th</sup> , 6 pm – 7 pm



**PPL BOARD COMMUNITY LINKAGE PLAN 2023**

**DRAFT**

<b>Strategic Plan</b>	Sept	Once the strategic planning process has been developed, the Linkage Committee can support the work and specifically outreach to the community.	Obtain feedback that will assist in the creation of a new Strategic Plan that will meet the needs of the community.	
<b>Attend various Library events</b>	Ongoing	<p>Attendance at Library programs or events.</p> <p>Staff will forward requests for Board members to attend events in the Library as they arise.</p> <p>Board members will know about upcoming Library programs via our publicity vehicles, such as What's On, email alerts, or our upcoming website calendar and specific emails sent to draw their attention to select programs.</p>	Board member visibility to the community. Demonstrated support for staff work internally. Board learning.	Members attended: Community Tree Planting and Clean Up Drag Queen Story Time event.
<b>Attend various community events</b>	Ongoing	<p>Outreach staff to determine suitable events for board consideration.</p> <p>The Library Board will be informed about specific outreach events that may lend themselves to Board linkage.</p>	Board member visibility. Feedback about Library service from the community.	

**From:** Jackie Flowers  
 CEO / Director of Public Libraries

**Subject:** Budget Estimates 2024

**Recommendation:**

1. THAT the Board adopt the Draft 2024 Capital and Current Budget Estimates in principle, to enable the CEO to continue the budget process on behalf of the Board.

Please find the draft Current and Capital Budget Estimates for 2024 as attachments for your consideration. This memo outlines the rationale for these Budget Estimates.

The Board Estimates, as presented, serve to build organizational capacity to innovate and be responsive to community needs and meet the Board’s Ends.

The Current budget draft total is \$6,573,000 represents an increase of 2.92% or \$186,200 in our request for municipal contribution over the Library’s 2023 budget. The Library’s Capital budget contains 10 items totalling \$937,000 (2023 - \$603,000) with \$4,950,000 budgeted in a separate account for the design of the Seaton Library.

**CURRENT BUDGET ESTIMATES**

The assumptions that have been built into the 2023 estimates include:

- Expansion of Maker Space hours and increased technology support for clients
- Launch of the outreach vehicle service to Seaton and under-served communities in spring 2024
- Launch of Claremont Extended Access program with staff onsite for first year of pilot
- Upgraded integrated library system (“ILS”)
- Fast internet speeds for public WIFI

**Strategic Increases over \$10,000**

The following increases in the Current budget are discretionary but are strategically important.

System & Software Upgrade	\$100,000	Integrated Library System (“ILS”) - current software needs upgrading for improved security.
---------------------------	-----------	---

**Non-Discretionary Increases over \$10,000**

<b>Category</b>	<b>Increase</b>	<b>Rationale</b>
Salaries and Employers Contributions	\$319,600	Estimated annual salary increases based on collective agreement ratified in 2023
Building - Repairs & Maintenance	\$13,100	Additional cleaning required for Claremont Extended Access and increased client use

**Budget Reductions over \$10,000**

<b>Category</b>	<b>Change</b>	<b>Rationale</b>
Consulting & Professional Fees	-\$121,000	Strategic plan funding only in 2023
Library Building Reserve	-\$100,000	Defer contributions to the reserve in 2023 in order to proceed with ILS (priority project)
Outside Agency Services	-\$67,700	Reduction in chargebacks for City staff based on revised staffing models
Internet	-\$19,900	New internet service provider contract resulted in increased speeds and cost savings
Software & Hardware Mtce. Contracts	-\$18,000	Savings in current ILS costs as we transition to a new software platform.
Programs & Event Supplies	-\$11,000	Grant funded program delivered only in 2023 (seniorpreneur)

**Change in Revenues over \$10,000**

<b>Category</b>	<b>Change</b>	<b>Rationale</b>
Ontario grants	-\$21,000	Seniorpreneur funding expired in 2023
Lost Material Charges	-\$10,000	Based on current year projections

**Summary:**

The Library's net operating expenditures for 2024 are estimated to increase by 2.92% or \$186,200 which is largely attributable to annual salary increases and employer contributions.

**CAPITAL ESTIMATES**

Below is a list of the currently identified 2023 capital items requested:

<b><i>Budget item</i></b>	<b><i>Budget Amount</i></b>	<b><i>Explanation</i></b>
Library Materials	\$312,000	Physical collections
Central Library- Washroom Renovation	\$157,000	Main floor washroom renovation
PHCC Furniture	\$125,000	Split between 2024 and 2025 (forecast)
Central Library - Design Retrofits	\$110,000	<ul style="list-style-type: none"> <li>Design costs for lifecycle replacement of windows and other building envelope updates.</li> </ul>
Telework Pods	\$97,000	Federal grant awarded in 2023 to purchase meeting pods for public use
Claremont Library - Furniture	\$40,000	New furniture for Claremont Library
Central library – Furniture	\$30,000	New furniture for Central Library
Server / IT infrastructure Upgrade	\$26,000	Lifecycle replacement
Central Library Security Camera Upgrade	\$20,000	Lifecycle replacement
George Ashe Library Computer Replacement	\$20,000	Lifecycle replacement
Total Capital	\$937,000	

The Library's total capital budget in 2023: \$603,000.

The cost centre for the Seaton Library is separate from the regular Library capital account. Capital amounts for Seaton for 2024 are as follows:

<i><b>Budget item</b></i>	<i><b>Budget Amount</b></i>	<i><b>Explanation</b></i>
Design Seaton Library	\$4,950,000	Design costs for Seaton Library project

**OTHER BUDGET INFORMATION**

There is also a line in the Current budget called “Transfer to Reserve” for \$100,000. We put these funds in the “Library Building Reserve” account at the City. The only amounts drawn from this account were \$110,000 in 2023 for the design of a George Ashe Library renovation.

**CONCLUSION AND NEXT STEPS**

The Board’s adoption of this budget authorizes the CEO to present the budget as part of the regular budget deliberation process with members of the City’s leadership team. During this process, any significant changes will be presented to the Board prior to the approval of the budget in early 2024.

**Attachments:**

1. 2024 Current Budget Estimates – Summary
2. 2024 Capital Budget Estimates

**City of Pickering  
2024  
Draft Current Budget Summary**

10900 Library

Run Date: Jun 27, 2023

	2023		2024	
Account Description	Approved	Increase /	Draft	% Change
	Budget	Decrease	Budget	From 2023
<b>Expenditures</b>				
Salaries & Wages	3,729,961	225,429	3,955,390	6.04%
Overtime	3,275	135	3,410	4.12%
Employee Benefits	1,042,079	94,073	1,136,152	9.03%
Employee Recognition	3,800	-	3,800	-
Uniforms	1,070	2,180	3,250	203.74%
Conferences	10,000	1,000	11,000	10.00%
Seminars & Education	23,500	2,500	26,000	10.64%
Travel	3,540	1,250	4,790	35.31%
Postage	1,200	300	1,500	25.00%
Freight, Express & Cartage	500	-	500	-
Cellular Phones	17,280	6,720	24,000	38.89%
Telephone & Data	22,300	-	22,300	-
Internet	51,960	(19,860)	32,100	(38.22%)
Cable TV	1,425	(700)	725	(49.12%)
Advertising	20,000	(2,000)	18,000	(10.00%)
Brochures/Newsletters Printing	11,000	2,000	13,000	18.18%
Insurance Premium	27,313	7,125	34,438	26.09%
Insurance Deductible	2,000	300	2,300	15.00%
Consulting & Professional Fees	135,000	(121,000)	14,000	(89.63%)
Meals, Promotions & General	7,000	-	7,000	-
Memberships	14,580	1,170	15,750	8.02%
Outside Agency Services	343,910	(67,687)	276,223	(19.68%)
Building - Repairs & Maintenance	252,818	13,113	265,931	5.19%
Vehicle - Repairs & Maintenance	2,000	-	2,000	-
Gas, Oil, Tire, Etc.	3,430	970	4,400	28.28%
Misc. Equip. - Repairs & Maintenance	43,140	(1,840)	41,300	(4.27%)
Stationary & Office Supplies	19,000	-	19,000	-
Programs & Event Supplies	46,000	(11,000)	35,000	(23.91%)
Committee Expenses	11,100	700	11,800	6.31%
Supplies & Tools	9,500	(300)	9,200	(3.16%)
Library Materials	306,000	(5,000)	301,000	(1.63%)
Utilities - Water	17,300	430	17,730	2.49%
Utilities - Hydro	165,000	4,130	169,130	2.50%
Utilities - Natural Gas	38,185	5,725	43,910	14.99%
Software & Hardware Mtce. Contracts	239,026	(17,971)	221,055	(7.52%)
System & Software Upgrade	20,000	60,000	80,000	300.00%
Hardware Replacements	16,000	3,000	19,000	18.75%
Furniture & Fixtures	10,000	(2,750)	7,250	(27.50%)
Merchandise purchase			3,000	
<b>Total Expenditures</b>	<b>6,671,192</b>	<b>185,142</b>	<b>6,856,334</b>	<b>2.78%</b>
<b>Revenues</b>				
Federal Grants	(37,000)	(8,195)	(45,195)	22.15%
Ontario Grants	(157,425)	21,000	(136,425)	(13.34%)
Department User Fees	(53,000)	3,000	(50,000)	(5.66%)
Vending Machines	(2,500)	-	(2,500)	-
Rentals - Meeting Rooms	(5,500)	500	(5,000)	(9.09%)
Other User Fees	(10,000)	-	(10,000)	-

**City of Pickering  
2024  
Draft Current Budget Summary**

10900 Library

Run Date: Jun 27, 2023

Account Description	2023		2024		% Change
	Approved	Increase /	Draft		
	Budget	Decrease	Budget	From 2023	
Fines & Charges	(20,000)	10,000	(10,000)	(50.00%)	
Donations	(20,000)	-	(20,000)	-	
Merchandise revenue			(4,000)		
<b>Total Revenues</b>	<b>(305,425)</b>	<b>22,305</b>	<b>(283,120)</b>	<b>(7.30%)</b>	
<b>Transfers</b>					
Transfer to/(from) DC Oblg RF	(78,750)	78,750		(100.00%)	
Transfer to/(from) Reserve	100,000	(100,000)		(100.00%)	Note: no funds to reserve in 2024
<b>Total Transfers</b>	<b>21,250</b>	<b>(21,250)</b>	<b>-</b>	<b>(100.00%)</b>	
<b>Net Expenditures (Revenues)</b>	<b>6,387,017</b>	<b>186,197</b>	<b>6,573,214</b>	<b>2.92%</b>	

# 2024

## City of Pickering Draft Capital Budget

10900 Library

Run Date: Jun 21, 2023

	Funding
<b>C10900.2401 Collection Materials</b>	
Collection Materials include: Books, movies, music and other types of physical materials along with their processing and packaging. Current collection includes over 170,000 items - 5% of collection replaced with new material each year. Assumes the addition of approx. 9,000 items at \$35 each.	
<b>Total C10900.2401 Collection Materials</b>	<b>312,000</b>
<b>C10900.2402 GAL Computer Replacement</b>	
Replacement of public and staff computers at George Ashe Library that are older than 5 years with new equipment.	
<b>Total C10900.2402 GAL Computer Replacement</b>	<b>20,000</b>
<b>C10900.2403 Upgrade Library Server</b>	
Replacement of aging servers and IT infrastructure	
<b>Total C10900.2403 Upgrade Library Server</b>	<b>26,000</b>
<b>C10900.2405 PHCC - Archives and Library Space - FF&amp;E</b>	
Furniture, fixtures and equipment needed for library area of the Pickering Heritage & Community Centre project. Includes furniture, security, IT hardware, cabling, A/V, appliances, program and facility equipment, fixtures and artwork, signage, wayfinding, moving, installation and related costs. Year 1 of 2 - split between 2024 and 2025	
<b>Total C10900.2405 PHCC - Archives and Library Space - FF&amp;E</b>	<b>125,000</b>
<b>C10900.24XX Central Library public washrooms renovation</b>	
Renovation of ground floor public washrooms at the Central Library to replace counters, fixtures, partitions and improve accessibility.	
<b>Total C10900.24XX Central Library public washroom renovation</b>	<b>157,000</b>
<b>C10900.24XX Central Library Building Envelope Retrofit - Design</b>	
Design for retrofit that combines projects previously listed separately in budget forecast. Retrofit project included in 2025 capital budget projection.	
<b>Total C10900.24XX Central Library public washroom renovation</b>	<b>110,000</b>
<b>C10900.2205 Additional public furniture and fixtures for Claremont Library</b>	
Additional furniture and fixtures for Claremont Library	
<b>Total C10900.2205 Additional public furniture and fixtures for Claremont Library</b>	<b>40,000</b>
<b>C10900.24XX Security camera upgrades for Central Library</b>	
Replace older security cameras with new and better quality units for improved security.	



# 2024

## City of Pickering Draft Capital Budget

10900 Library

Run Date: Jun 21, 2023

	Funding
<b>Total C10900.24XX Security camera upgrades for Central Library</b>	<b>20,000</b>
<b>C10900.24XX Furniture replacement for Central Library</b>	
Replace worn and damaged public furniture at Central Library	
<b>Total C10900.24XX Furniture replacement for Central Library</b>	<b>30,000</b>
<b>C10900.24XX Telework workstations for Central Library</b>	
Add public telework stations to Central Library for clients to have bookable sound proof working area. Funding from Community Service recovery fund received in 2023	<b>97,000</b>
<b>Total C10900.24XX Telework workstations for Central Library</b>	
<b>Total 10900 Library</b>	<b>937,000</b>
<b>C10905.2101 Seaton Regional Library</b>	
<b>504001 Capital Consulting</b>	
Design costs for Seaton Community Library	
<b>Total C10905.2101 Seaton Regional Library</b>	<b>4,950,000</b>
<b>Total 10905 Seaton Regional Library</b>	<b>4,950,000</b>



## INTERNAL MONITORING REPORT

**POLICY TYPE:** Executive Limitations

**POLICY TITLE:** [EL 05 Financial Planning/Budgeting](#)

I hereby present my monitoring report on your Executive Limitations policy “Financial Planning/Budgeting” according to the schedule set out. I certify that the information contained in this report is true and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

Signed (CEO/Director of Public Libraries)

September 21, 2023

Date

### **Policy Element: Header Paragraph**

The CEO will not cause or allow financial planning for any fiscal year or the remaining part of any fiscal year to: deviate materially from Board Ends priorities; risk financial jeopardy; or fail to be created without an acceptable level of foresight.

### **I interpret this as follows:**

1. “deviate materially from Board Ends priorities”: differ so substantially that it would affect the ability to achieve the Board’s Ends priorities.
2. “financial jeopardy”: planning for any fiscal year to end with insufficient assets to meet obligations; or planning to incur any of the unacceptable conditions (detailed in EL6) noted in Policy Element #1 below.
3. “acceptable level of foresight”: planning which anticipates various future requirements both fiscal and operational.

### **Compliance will be demonstrated when:**

1. Proposed budgets can be reasonably expected to achieve the Ends.
2. Budget plans for sufficient assets to meet obligations, as outlined by the Library’s proposed budget; and the Board’s adoption of EL6 Monitoring Report.
3. Budget plans take into account the needs of the Board’s strategic plans and other plans and expected fiscal realities as articulated by City officials.

**Evidence:**

1. The draft 2024 Capital and Operating Budgets and Budget Memo will be presented to the Board in September 2023, together with the various statistics supplied throughout the year, which provides evidence that Ends are supported in the prepared budgets.
2. The annual Capital and Operating Budgets plus the annual audited financial statements provide evidence of compliance.
3. Review of the 2023 Board budget presentation to confirm it is aligned with the Board approved Ends Policy and Strategic Plan.

**Policy Element #1**

Accordingly, the CEO will not cause or allow budgeting to:

Risk incurring those situations or conditions described as unacceptable in the EL policy, entitled “Financial Conditions and Activities”.

**I interpret this as follows:**

“situations or conditions described as unacceptable”: there are detailed prohibitions in EL6 regarding fiscal risks, failing to spend the budget to achieve Ends, presented in compliance with City requirements.

**Compliance will be demonstrated when:**

The CEO’s Internal Monitoring Report on EL 06 (Financial Conditions and Activities) shows compliance with these conditions.

**Evidence:**

The anticipated Board Motion adopting the CEO’s Internal Monitoring Report on EL 06 (Financial Conditions and Activities) in September 2023.

**Policy Element #2**

Omit:

- a) credible projection of revenues and expenses;
- b) separation of capital and operational items;
- c) disclosure of planning assumptions.

**I interpret this as follows:**

1. “credible projection of revenues and expenses”: projections that can be substantiated based on known income and expenditures and using conservative estimates based on previous years.
2. “separation of capital and operational items”: the separation as defined by the PSAB (Public Service Accounting Board) principles, and as currently implemented by the City of Pickering.
3. “disclosure of planning assumptions”: all determining factors used in establishing estimates of revenues and expenses such as inflation, anticipated staffing levels and general activity are clearly stated.

**Compliance will be demonstrated when:**

1. The Board’s Budget Estimates outlines reasonable revenues and expenses.
2. There are separate Capital and Operating budgets developed using the PSAB guidelines.
3. Each budget line includes sufficient planning assumptions to substantiate the request.

**Evidence:**

Direct inspection of Board’s budget presentation shows:

1. Revenues and expenses that are reasonable based on the current year’s financial position.
2. Separation of the capital and operating budgets as two documents.
3. Rationale provided for significant changes in revenues and expenditures over the previous year.

**Policy Element #3**

Provide less for Board prerogatives during the year than is set forth in the Governance Investment Policy;

**I interpret this as follows:**

“Board prerogatives”: all aspects of the Board’s governance responsibilities as set forth in the Policy (GP 09 Governance Investment): Board development; audit costs; monitoring expertise as required; and linkage costs.

**Compliance will be demonstrated when:**

The budget includes sufficient funds for all identified Board activities.

**Evidence:**

Direct inspection of the proposed Budget and the Board’s budget presentation shows sufficient funds for these activities.

**Policy Element #4**

Deviate from the budgeting procedures and limitations as set out by the City of Pickering.

**I interpret this as follows:**

“budgeting procedures and limitations”: all City directives for budget submission, including timelines, format and guidelines for cost estimation.

**Compliance will be demonstrated when:**

All City directives are followed.

**Evidence:**

Direct inspection of current comprehensive budget planning for 2024 and planned attendance at city-led staff budget meetings.

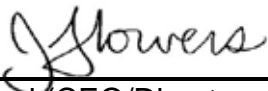
It should be noted that the Library's capital budget for 2023 did not include revenues and expenditures related to the Community Services Recovery Fund grant application that the Library submitted to purchase telework pods (total grant value: \$97,000). The news about the grant was communicated in May 2023 after Council passed the budget.



## INTERNAL MONITORING REPORT

**POLICY TYPE:** Executive Limitations  
**POLICY TITLE:** EL 06 Financial Conditions and Activities

I hereby present my monitoring report on your Executive Limitations policy “Financial Conditions and Activities” according to the schedule set out. I certify that the information contained in this report is true, and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

  
\_\_\_\_\_  
Signed (CEO/Director of Public Libraries)

September 21, 2023  
\_\_\_\_\_  
Date

### Policy Element: Header paragraph

With respect to the actual, ongoing financial condition and activities of the organization the CEO may not cause or allow the development of fiscal jeopardy or a material deviation in expenditures from those included in the Library Budget adopted by the Board in order to accomplish its Ends and approved by Council, nor under the Public Libraries Act, RSO 1990, c.P. 44; nor deviate from the fiscal policies, procedures and practices of the City of Pickering.

### I interpret this as follows:

1. “fiscal jeopardy”: permitting any fiscal year to end with more expenditures than revenues.
2. “material deviation”: a significant reallocation of funds from what was originally outlined to the Board in the submitted budget.
3. “deviation from the *Public Libraries Act RSO 1990, c.P. 44*”: the sections of the Act which directly refer to the Estimates, that is,
  - a. s. 24 (2) (the Board must adopt the budget approved by Council)
  - b. s. 24 (3) (the Council may authorize variation).
4. “deviate from the fiscal policies, procedures and practices of the City of Pickering”: the City’s requirements to process financial information in a prescribed format within a specific time frame.

### Compliance will be demonstrated when:

1. Audited financial statements indicate no concerns regarding Library accounts.
2. A comparison of the 2023 Approved Budget vs Year to Date numbers shows no significant reallocation of funds from those approved by the Board in its budget without documentation or explanation as in 3b.
- 3a. Board passes a motion to adopt the Council-approved budget.

- 3b. Any significant variation from the budget submitted by the Board is properly documented, including authorization from City officials.
4. The Library's processing of all financial data (invoices, payroll, revenues, etc.) complies with financial accounting standards and processes as agreed to with the City's Finance department. requirements expected by the Treasurer.

**Evidence:**

1. External audit of the Library's 2021 financial statements was completed in 2023 with no issues raised by the auditors.  
External audit of the Library's 2022 financial statements was completed in 2023 with no issues raised by the auditors. Statements expected to be approved by Council in September 2023 and will be shared with the Library Board in October 2023.
2. Review of 2023 budget vs. actual year-to-date report shows no significant reallocation of funds from those approved by the Board. Budget vs. actual year-to-date report is available in the consent agenda of the September 2023 Board Package.
- 3a. In May 2023, the Board passed a motion to adopt the 2023 current and capital budgets approved by Council. The approved budgets were not materially different from the draft budget that the Board adopted in principle in October 2021.
- 3b. Not applicable in 2022.
4. Review of internal processes related to financial management systems complies with procedures established by the Treasurer.

**Policy Element #1**

Accordingly, the CEO will not:

Expend more funds than have been received in the fiscal year;

**I interpret this as follows:**

At the end of the year, after all calculations are completed, expenses do not exceed revenues.

**Compliance will be demonstrated when:**

A comparison of the Approved Budget vs Actual Budgets demonstrates that expenditures do not over exceed budget allotted.

**Evidence:**

A comparison of the 2023 approved budget vs actual year-to-date position shows a projected surplus of approximately \$310,000.

## **Policy Element #2**

Fail to process payables and receivables for timely submission to the City's Treasury Department.

### **I interpret this as follows:**

1. "payables and receivables": all accounts payable, and all Library revenues.
2. "untimely": for invoices, a turnaround time of more than 30 days from receipt. For revenues, a turnaround time of 14 days from receipt.

### **Compliance will be demonstrated when:**

Pending invoices are received by the City from the Library within 30 days. Revenues are received within 14 days.

### **Evidence:**

Review of staffing resources and procedures confirm that payable and receivables are regularly submitted within the timeframes indicated.

## **Policy Element #3**

Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

### **I interpret this as follows:**

1. "tax payments": all tax payments and refunds which are completed on the Library's behalf by the City.
2. "government-ordered payments or filings": Ministry of Culture Annual Survey, grant reports, charitable status reports, and any other Provincial or Federal government-requested payment or filing.

### **Compliance will be demonstrated when:**

All such submissions are accurately filed and submitted on time.

### **Evidence:**

Direct inspection of submitted documents shows that all annual submissions and filings were accurate and completed by their respective deadlines.



#### **Policy Element #4**

Make any purchase which is not in compliance with the PPL Purchasing Policy;

#### **I interpret this as follows:**

“Purchasing Policy”: the Board-approved policy which outlines all purchasing and approval processes.

#### **Compliance will be demonstrated when:**

All purchases comply with the Policy.

#### **Evidence:**

The PPL Purchasing Policy references the Purchasing Card Procedures that outline the appropriate use of corporate credit cards by staff. Since the last monitoring report, no instances of misuse of staff purchasing cards have been identified.