

1. Meeting Called to Order

Chair

2. Land Acknowledgement

A. Maginley

3. Public Delegations

Members of the public looking to provide a verbal delegation to the Board are required to register by completing a [Delegation Request form](#). For more information please email board@pickeringlibrary.ca or refer to Section 3.10.5 of the [PPL Board Bylaws](#).

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.

**4. Approval of Agenda
Conflict of Interest Disclosure**

Chair

MOTION
to Approve

5. Presentations

- 5.1** R. Diaz-Matus (Co-Chair), C. Brown (Member)
 Anti-Black Racism Working Group
 Re: ABRWG Year End Progress Summary; 2023 Recommendations
 and 2024 Work Plan

6. Consent Agenda

Chair

MOTION
to Approve

- 6.1** Minutes of the Previous Board Meeting – February 22, 2024 [Pg 01](#)
- 6.2** Library Information Update – March 2024 [Pg 05](#)
- 6.3** Minutes of the Community Linkage Committee Meeting – March 14, 2024 [Pg 10](#)
- 6.4** 2023 Financial Review [Pg 11](#)

7. Correspondence

None.

8. Ends Discussion

- 8.1** 2024 Library Current and Capital Budget [Pg 14](#) J. Flowers **MOTION**
to Approve

9. Staff Reports

- 9.1** Anti-Black Racism Working Group Update [Minutes of the January 10, 2024 and February 21, 2024 ABRWG meetings attached - [Pg 30](#)] Verbal Update S. Oza

9.2 Strategic Plan

Verbal J. Flowers
Update

10. Monitoring Reports – Executive Limitations

10.1 EL 09 Compensation and Benefits

[Pg 37](#)

A. Maginley

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 01 General Executive Constraint

F. Mahjabeen

11. Board Committee Reports

11.1 Report of the Board Building Committee

Verbal
Update

Committee
Chair

11.2 Report of the Community Linkage Committee

[Pg 41](#)

Committee
Chair

11.3 Report of the Ends Ad Hoc Committee

Verbal
Update

Committee
Chair

12. Governance

None.

13. Board Policy Review

None.

14. New & Unfinished Business

14.1 Member Community Reports

15. Confidential Matter

None.

16. Board Meeting Evaluation

16.1 Review of Previous Meeting Results

Verbal
Update

Chair

16.2 Completion of Evaluation for Current Meeting

17. Adjournment

Chair

MOTION
to Adjourn

Next Meeting:

To be Held: Thursday, April 25, 2024

Location: Central Library

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 approve the 2024 Library Current & Capital Budgets that were deemed to be adopted by The City of Pickering Council on March 1, 2024. |
| 10.1 | THAT the Board has received the monitoring report for policy EL 09 Compensation and Benefits and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 09 Compensation and Benefits 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, February 22, 2024

Location: Central Library

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

Absent:

Staff: J. Flowers – CEO/Director of Public Libraries; C. Moore (Acting) Director, Corporate Services & Collections; S. Oza, Director, Engagement & Client Experience; J. Currie, Legislative Coordinator

1. Meeting Called to Order

Chair Sheehy called the meeting to order at 7:03 pm

2. Land Acknowledgement

B. Kenworthy read the City of Pickering Land Acknowledgement.

3. Public Delegations

None

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #24.11

Moved by Councilor L. Cook, Seconded by D. Sharma **Motion THAT** the Agenda be adopted as presented.

Carried.

5. Presentations

5.1 Cybersecurity Report

C. Moore provided a Cybersecurity Report, highlighting an overview of recent Canadian public library cybersecurity incidents, a recap of global cybersecurity events and trends in 2023, and an overview of upcoming and implemented cybersecurity projects at the Library.

Discussion between Staff and Committee Members ensued regarding:

- there being opportunity to provide cybersecurity training for the public in addition to staff;
- privacy and security controls in place for clients using public computers; and,

- the role of the Pickering Public Library Board in the instance of a cybersecurity incident.

6. Consent Agenda

6.1 Minutes of the Previous Board Meeting - January 18, 2024

6.2 Library Information Update – February 2024

Motion #24.12

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

Carried.

7. Correspondence

7.1 There were no correspondence items.

8. Ends Discussion

8.1 ILS Database Account Maintenance 2024

C. Moore noted that the ILS Database Account Management 2024 report was provided to inform the Board of client account balances that will be written off in 2024.

9. Staff Reports

9.1 Anti-Black Racism Working Group Update

Minutes of the November 8, 2023, and December 13, 2023, ABRWG meetings were included in the Board package.

S. Oza noted that at the most recent meeting, J. San Antonio and C. Addo-Bedoe provided an overview of the City's Equity, Diversity, and Inclusion Strategy, requesting feedback from the Committee and Community Groups.

Staff and Board Members highlighted the success of various Black History Month events supported by the Pickering Public Library.

9.2 Strategic Plan

With the aid of a slide deck and a handout, J. Flowers presented the four priorities and supporting goals of the draft Strategic Plan. The Board provided feedback on the priorities and goals. J. Flowers provided that the launch of the Strategic Plan will occur in April 2024.

9.3 Facilities Projects

J. Flowers noted that it is important that the Board receives updates pertaining to the increased number of facilities projects for 2024-2026. She recommended providing quarterly verbal reports at Board meetings and there was agreement from the Board on this approach. Updates could be provided in conjunction with the City of Pickering Council updates, adding library specific updates. Facilities to be included in the quarterly updates are the Pickering Heritage & Community Centre, the Seaton Library, the Central Library redesign, the Claremont Branch furniture procurement, and the George Ashe Library renovation.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 03 Staff Treatment

B. Kenworthy provided a brief summary of a discussion with J. Flowers regarding the Policy EL 03 Staff Treatment. J. flowers will report back with clarification on several noted items in the Policy at the March 28, 2024, meeting.

Motion #24.13

Moved by B. Kenworthy, Seconded by A. Maginley **Motion THAT** Board has received the monitoring report for policy EL 03 Staff Treatment; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 03 Staff Treatment as presented, the policy being complete, sound, and effective.

Carried.

Executive Limitations policy **EL 09 Compensation & Benefits** will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Assigned to A. Maginley.

11. Board Committee Reports

11.1 Report of the Board Building Committee

No meeting to report.

11.2 Report of the Community Linkage Committee

No meeting to report.

11.3 Report of the Ends Ad Hoc Committee

No meeting to report.

12. Governance

12.1 None

13. Board Policy Review

13.1 None

14. New & Unfinished Business

14.1 Member Community Reports

A. Mir provided that the launch of the Seed Library event at the George Ashe Library was very well attended.

15. Confidential Matter

There were no confidential matters discussed.

16. Board Meeting Evaluation

None

17. Date of Next Meeting and Adjournment

The next Board meeting will be held on **Thursday, March 28, 2024** at 7:00 pm.

Motion #24.14

Moved by L. Cook, Seconded by M. Brenner **Motion THAT** the meeting be adjourned.

Carried.

The meeting was adjourned at 8:28 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

Board End: Lifelong Learning

Ajax-Pickering Science Fair

This year's Ajax-Pickering Science Fair featured 27 eager, future scientists presenting their science experiments to an audience of nearly 90 spectators. Some of the science projects included: homemade water filters, computer coding to detect earthquakes, and AI piloted drones. Four experiments received prizes for their scientific achievements and all participants received a goodie bag and a certificate in honour of their pursuit of scientific knowledge and research.



Outreach Visits to Pickering Public Schools

Last month was a busy one for outreach visits to schools. Library staff:

- facilitated coding, STEM, and math workshops for 15 classes at local schools (West Creek Public School, Claremont Public School, and Valley Farm Public School). The activities highlighted Coding Awbie and Pizza Co using the Osmo kits. For the 282 students who participated, 33 new library cards were created.
- attended Math Literacy Family Night at High Bush Public School. Staff engaged with 61 students and 45 adults, making 5 library cards. Staff shared math-related library resources with children and parents/guardians and offered engaging math activities.
- facilitated a library card campaign at Dunbarton High School in the school library. Staff prepared a table highlighting teen programs and the library's digital products that support homework help (Brainfuse) and leisure interests (Creative Bug).
- offered a kindness and anti-bullying storytime to six primary classes at Biidaasige Manadamin Public School and Claremont Public Schools. The story times were paired with a kindness card colouring activity to reinforce the message offered in the storytime.

Everything Maple Syrup

A fun day of sweet delights saw over 105 children attend this educational program about the wonders of maple syrup and its importance in Canadian history. This event was held at both Central and George Ashe libraries.

Local History Exhibit at Central Library

Local History staff set up a new display for March and April that showcases Pickering's *Women's Institutes & Tweedsmuir's*. The display features images and text panels that highlight the history of Women's Institutes and the Pickering Women's Institute Local History scrapbooks (*Tweedsmuir's*). A reading list with reference materials and other resources also accompanies the display. These items will be on display from March 1 – April 30 outside the Local History staff office.



Image 1: Pickering Local History Collection display, March-April 2024.



Image 2: Claremont Women's Institute Members. 1920. Pickering Local History Collection, X2023-023-008.

Board End: Culture of Reading



Stay Safe with Thomas the Tank Engine

Over 45 children joined a special story time presented in collaboration with Metrolinx. At this event, Thomas the Tank Engine spread awareness about being safe around railways and crossings.

Brock Elementary School of Pickering Islamic Centre Library Visit



Two classes from the Brock Elementary School of Pickering Islamic Centre toured the Central Library this month. Staff gave each of the classes a behind-the-scenes look at the library's offices and Maker Space area. Staff presented a story time to all the classes on the school's theme of 'honesty'. Staff facilitated a scavenger hunt of the children's area spaces for the

students to familiarize themselves with the library and to encourage them to use the space on their own. Staff created 19 library cards for students.

Board End: High Quality, Efficient, and Cost-Effective Library Services



Seed Library Launch

Through a generous grant from the TD Friends of the Environment Foundation, the Pickering Public Library launched its Seed Lending Library in February. Over 75 participants attended the launch event at the George Ashe Library and participated in gardening workshops.

Board End: Supporting Financial, Physical, Social and Mental Well-being

Effective Tax Strategies

This event, presented by CPA Professional, Michelle Rawnsley, demonstrated the fundamentals of the Canadian Tax system, as well as educating clients on effective tax strategies. Many of the 20 attendees provided highly positive feedback to staff about what they learned at the event.

Board End: Championing Inclusion and Belonging

STEAM Stations: Celebrating Black Canadians

In celebration of Black History Month, the Library collaborated with the Congress of Black Women to highlight Black Canadians in Science, Technology, Engineering, Arts, and Math through interactive activities. This event was attended by 65 children.

Black Excellence Pins

As a passive activity celebrating Black Excellence, library staff provided materials and tools for clients to create their own custom pins. Over 220 pins were created.

Durham Continuing Education Outreach

Library staff were invited to the Durham Continuing Education offices in Pickering to register adult English language learners for library cards. Staff registered 26 library cards and answered questions about the library.

Welcome Centre Library Information Table

An outreach information table was set up at the Pickering-Ajax Welcome Centre where library staff connected with the Welcome Centre clients to provide information about the library services and register 6 newcomer clients for library cards. Outreach staff will be offering this service monthly at the Welcome Centre.

Supporting Organizational Excellence

Marketing Initiatives

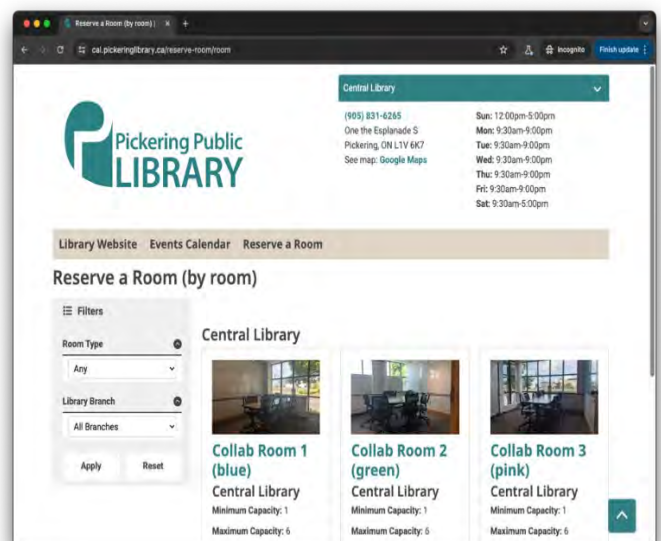
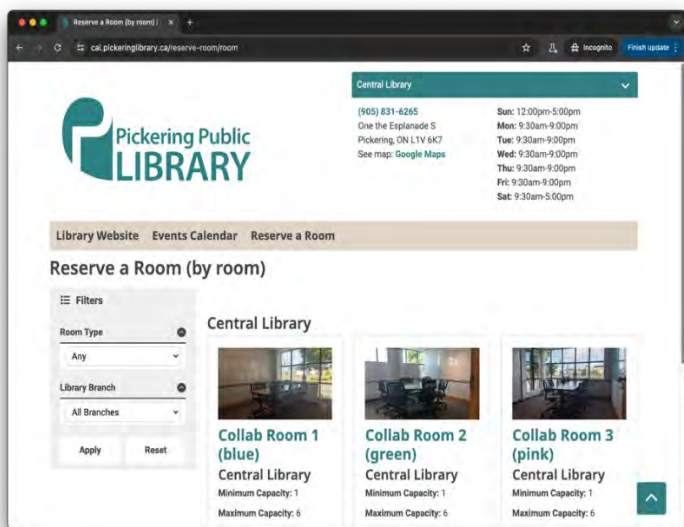
Marketing continues its commitment to creating inclusive content that speaks to diverse audiences in Pickering. In February, the focus was on Black History Month and sharing stories and resources for the community to learn more.

In addition, Marketing highlighted 'Freedom to Read Week' an annual event that encourages Canadians to think about and reaffirm their commitment to intellectual freedom. The posts on Facebook and Instagram gathered plenty of engagement, and conversation. The post that received the most impressions was the 'Random Acts of Kindness' Reel. This was a fun post that sent users on a fun hunt for one of the 10 gift cards that were put in books. The reel can be seen [here](#).

What's New?

New Event Management and Room Booking Software

The Library launched a new event management and room booking software last month. This software offers enhanced discoverability for clients searching for library events or interested in reserving a collab room. Functional improvements include event reminder emails, simple cancellation options and automatic waiting list promotion to help maximize event attendance. The software also features an enhanced look and feel that is optimized for mobile devices and includes colour-coded listings enabling easier browsing and identification of event categories.



The City of Pickering Public Library Board Community Linkage Committee **DRAFT MINUTES**

Held: March 14, 2024

Location: Virtual meeting

Attendees: A. Mir, K. Smuk, M. Fatema, A. Maginley

Staff: S. Oza, Director, Engagement & Client Experience

Commencement Time: 6:00 pm

1. Welcome and review of purpose of Committee.

- Ensure effective board linkage with community to achieve Board Ends.
- Recommendations must be approved by the Board before implementation.
- Members may not speak or act for the Board except when formally given such authority for a specific purpose and time.

2. Brainstorm options and activities for 2024.

- The group decided to continue with a focus on teens for this year with a similar work plan as last year (to be approved by the Board).
- Connect with relevant community agencies for information about target group.
- Attend Library and community events to further linkage goals and promote better communication between the Board and the community. Members can kick off an event, provide a land acknowledgement, and more.
- A draft work plan was developed to present to the board for approval at the next meeting.

3. Logistics of meetings:

- Chair: the group is interested in rotating this position. A. Mir was appointed Chair for the first term. A. Maginley accepted the position of Chair for the second term.
- Meetings: The next meetings will be in May and June. We will pause for the summer months of July and August and reconvene in September.

4. Date of Next Meeting and Adjournment

The next meeting will be held on May 9, 2024, at 7pm.

The meeting was adjourned at 6:35 pm.

Pickering Public Library - Financial Update - 2023				
Year End Report	2023	2023	2023	Comments
	Approved	Actuals*	Variance	
	Budget			
Expenditures				
Cost Elements	Annual Plan	YTD Actual	Remaining\$	
501000 Salaries & Wages	3,729,961.00	3,667,795.70	62,165.30	
501010 Overtime	3,275.00	2,877.57	397.43	
501020 Employee Benefits	1,042,079.00	972,417.12	69,661.88	
501025 Employee Recognition & Appreciation	3,800.00	1,995.33	1,804.67	
501040 Uniforms	1,070.00	2,380.22	(1,310.22)	
501100 Conferences	10,000.00	11,407.11	(1,407.11)	
501110 Seminars & Education	23,500.00	22,829.57	670.43	
501130 Travel	3,540.00	6,184.22	(2,644.22)	
502000 Postage	1,200.00	2,207.73	(1,007.73)	
502010 Freight,Express & Cartage	500.00	85.95	414.05	
502020 Cellular Phones	17,280.00	15,275.59	2,004.41	
502030 Telephones & Data Services	22,300.00	19,713.39	2,586.61	
502040 Internet Services	51,960.00	35,784.45	16,175.55	New contract has reduced budgeted costs.
502050 Cable TV	1,425.00	1,095.17	329.83	
502100 Advertising	20,000.00	11,438.20	8,561.80	Q4 charges are still to be posted.
502130 Printing- Brochures/News Ltr	11,000.00	8,645.36	2,354.64	
502210 Insurance Premium	27,313.00	28,729.96	(1,416.96)	
502220 Insurance Deductible	2,000.00	0.00	2,000.00	No insurance claims.
502230 Consulting & Professional Fees	135,000.00	86,092.43	48,907.57	Strategic plan consulting carried forward to 2024.
502240 Meals/Promotion/General	7,000.00	8,295.18	(1,295.18)	
502250 Memberships	14,580.00	14,434.90	145.10	
502260 Outside Agency Services	343,910.00	87,425.14	256,484.86	Charge back for City HR staff to be processed.
502340 Building Repairs & Maintenance	252,818.00	251,148.68	1,669.32	
502370 Vehicle Repairs & Maint	2,000.00	2,420.38	(420.38)	
502375 Gas, Oil, Tires, Etc.	3,430.00	2,819.06	610.94	
502380 Misc Equip Rep & Maintenance	43,140.00	46,429.46	(3,289.46)	

502500 Stationery & Office Supplies	19,000.00	25,995.43	(6,995.43)	
502520 Program & Event Supplies	46,000.00	51,702.93	(5,702.93)	Offset by donations received.
502530 Committee Expenses	11,100.00	3,810.77	7,289.23	ABRWG Q3 and Q4 stipend not yet processed.
502540 Supplies & Tools	5,000.00	5,336.24	(336.24)	
502541 Shop Supplies	4,500.00	4,449.87	50.13	
502550 Library Materials	306,000.00	307,075.75	(1,075.75)	
502600 Utilities - Water	17,300.00	15,398.80	1,901.20	
502610 Utilities - Gas	38,185.00	41,266.91	(3,081.91)	
502620 Utilities - Hydro	165,000.00	134,742.06	30,257.94	Use / charges are variable.
502700 Sfwr/Hdwr Maintenance Contracts	239,026.00	213,039.42	25,986.58	ILS not spent but included in 2024 budget.
502720 System & Software Upgrade	20,000.00	292.71	19,707.29	ILS not spent but included in 2024 budget.
502730 Hardware Replacements	16,000.00	17,712.04	(1,712.04)	
502740 Furniture & Fixtures	10,000.00	10,052.16	(52.16)	
502899 General Government Expense (Misc)	0.00	5.09	(5.09)	
503080 Financial Services Charges	0.00	14.57	(14.57)	
503090 Exchange Rate - Gain or Loss	0.00	33.52	(33.52)	
506610 Loss on Asset Disposal	0.00	2,108.91	(2,108.91)	
506650 Depreciation Expense (Amortization)	0.00	0.00	0.00	
508036 Trsf to Library Building Reserve	100,000.00	100,000.00	0.00	
508800 Transfer to Capital	0.00	93,000.00	(93,000.00)	
509500 Disbursement Recoverable - YE JE require	0.00	928.06	(928.06)	
Total Expenditures	6,771,192.00	6,336,894.66	434,297.34	
402500 Federal Grants	(37,000.00)	(113,469.07)	76,469.07	
402510 Ontario Grants	(157,425.00)	(170,289.00)	12,864.00	
403000 Departmental User Fees	(53,000.00)	(35,591.80)	(17,408.20)	
403030 Vending Machines	(2,500.00)	(1,540.87)	(959.13)	
403064 Rentals - Mtg. Room/Publi	(5,500.00)	(2,146.01)	(3,353.99)	
403120 Other User Fee Revenue	(10,000.00)	(6,293.44)	(3,706.56)	
405000 Fines & Charges	(20,000.00)	(6,094.35)	(13,905.65)	
406500 Donations	(20,000.00)	(8,204.21)	(11,795.79)	
408607 Trf fr DC Library Services Oblig Res Fun	(78,750.00)	0.00	(78,750.00)	

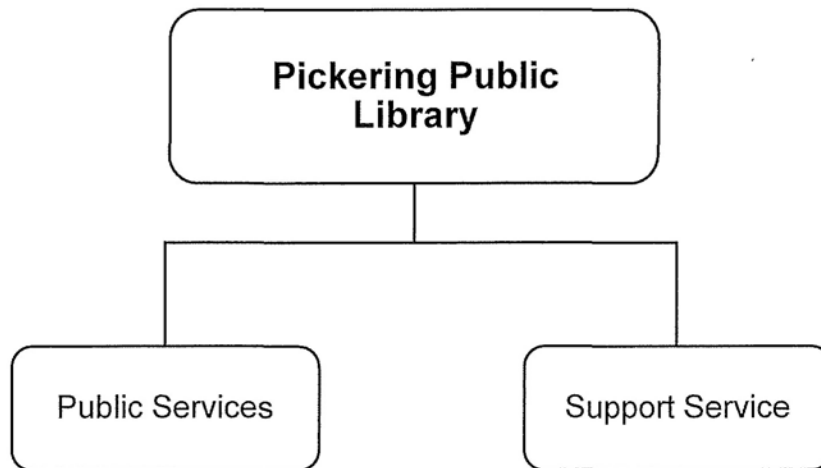
Revenues	(384,175.00)	(350,088.75)	(34,086.25)	
Debit	6,387,017.00	5,986,805.91	400,211.09	

*Financial accounting processes still underway -some actuals may be underreported as of the date of this report.

Pickering Public Library

Overview

The Pickering Public Library is responsible for ensuring that all Pickering residents have equitable access to the resources, information, and ideas that will enrich their civic, educational, career, and personal lives.



The Pickering Public Library offers access to free spaces, programs, collections, and other services that support the following ends:

- Residents will be supported in their lifelong learning needs at all ages and stages.
- Residents will be enriched by a culture of reading.
- Residents will have access to inclusive, accessible, and welcoming public facilities and virtual spaces where the entire community can read, work, connect, collaborate, create, play, learn, or simply be.
- Residents will have access to library services that are high quality, efficient, and cost-effective, developed with community input and awareness.
- Residents will have access to library services that support their financial, physical, social, and mental well-being.
- Residents will have access to library services that champion inclusion, diversity and belonging.

Pickering Public Library

Key Activities for 2024 in Support of the Corporate Strategic Plan

Corporate Key: Good Governance & Customer Service Excellence

- Develop Business Continuity Plan and implement mitigation measures.
- Implement framework that ensures programs and events are equitable, accessible and inclusive.

Priority 1: Champion Economic Leadership and Innovation

- Support Small Business Hub collaboration with Economic Development and Strategic projects department for Central Library.

Priority 2: Advocate for an Inclusive, Welcoming, Safe & Healthy Community

- Launch of the Outreach Vehicle to provide equitable access to library services.
- Support the advancement of the action plan outlined in the City's Community Safety & Well-Being Plan (subject to Council approval).
- Evaluate the Claremont Library Extended Access Pilot and ensure all safety considerations are implemented.
- Ensure all library design projects prioritize safety considerations.
- Implement a Library Equity, Diversity and Inclusion (EDI) Strategy aligned with the City's EDI Strategy (subject to Council approval).
- Increase digital literacy and Maker Space programs for residents aged 55+.
- Modify the layout of the Central Library to ensure gathering spaces for youth are accessible, inclusive, safe and welcoming.

Priority 3: Advance Innovation & Responsible Planning to Support a Connected, Well-Serviced Community

- Provide forums and information panels for residents to discuss and understand important community issues.
- Provide public WIFI through the Outreach Vehicle community stops.

Priority 4: Lead & Advocate for Environmental Stewardship, Innovation & Resiliency

- Launch a "seed library" to promote environmental resiliency at community level.

Priority 5: Strengthen Existing and Building New Partnerships

- Build relationships with community members and service providers in developing service schedule for the Outreach Vehicle.

Priority 6: Foster an Engaged & Informed Community

- Provide annual report back to the community on the Library's strategic priorities and engagement initiatives.

Pickering Public Library

Financial Information

Staffing Summary (Full & Regular Part-Time)

	Prior Term of Council				Current Term of Council			
	2019	2020	2021	2022	2023	2024		
					Approved	Add	Delete	Total
Full-Time	37	36	37	39	39	-	-	39
Reg. Part-Time	25	24	22	20	20	-	-	20
Total	63	60	59	59	59	-	-	59

* The above chart excludes contract, students and term employees

The Library is not requesting any change in staff complement in 2024.

Year-Over-Year (Net Cost) Budget Changes

	2023 Budget	2024 Budget	Year-Over-Year Change	
			(\$)	(%)
Pickering Public Library	\$6,387,017	\$6,562,637	\$175,620	2.75%
Total (Net Cost)	\$6,387,017	\$6,562,637	\$175,620	2.75%

Pickering Public Library

Explanation of Significant Departmental Budget Changes

Account	Change	Explanation
Expenditures – Increase / (Decrease)		
Salaries & Wages	\$221,299	Increase due to updated collective agreement and grant funded positions.
Employee Benefits	\$77,520	Increase in benefits costs reflects the increase in salaries. Additional impacts include higher statutory benefits costs due to enhanced CPP rates, extension of OMERs pension benefits to additional part-time staff, and inflationary increases in group health benefit costs.
Internet	(\$19,860)	Decrease reflects new contract with internet service provider, resulting in lower costs.
Consulting & Professional Services	(\$75,825)	Decrease primarily due to the partial completion of the Library Strategic Plan which is being carried over to 2024.
Outside Agency Services	(\$78,495)	Decrease reflects changes to the internal charge for Human Resource (HR) services provided to the Library to better reflect current level of support provided by the City.
Building Repairs & Maintenance	\$36,492	Increase relates mainly to the internal charge from City for cleaning services, caused by updated contract rates.
Utilities - Hydro	(\$26,600)	Decrease reflects reduced usage in 2023, partially offset by price increases expected in 2024.
Software & Hardware Maintenance Contracts	(\$18,036)	Decrease due to reduced annual contract pricing for the new Integrated Library System (ILS) database.
Systems & Software Upgrade	\$80,000	Increase reflects the one-time cost for replacement of ILS database software.
Other Expenses	\$13,245	
Total Expenditures	\$209,740	

Pickering Public Library

Account	Change	Explanation
Revenues - (Increase) / Decrease		
Ontario Grants	\$21,000	Decrease due to one-time grant for senior entrepreneurship program received in 2023.
Fines & Charges	\$10,000	Decrease reflects adjustment to match prior year actuals revenue levels.
Other Revenues	(\$8,695)	
Total Revenues	\$22,305	
Transfers – (Increase) / Decrease		
Development Charges Reserve Fund	\$52,369	Decrease in funding for Library Strategic Plan which is being carried over to 2024.
Continuing Studies Reserve	(\$8,794)	
Rate Stabilization Reserve	(\$100,000)	Increase relates to funding for replacement of ILS database software in 2024.
Total Transfers	(\$56,425)	
Net Increase	\$175,620	

Pickering Public Library

Departmental Performance Indicators/Statistics

Performance Indicators/Statistics	2021	2022	2023
Total materials borrowed	758,202	860,735	829,877
Website visits	267,796	449,059	679,808
In-person visits	121,216	253,737	362,791
Active cardholders	33,855	33,497	37,795
Events & Outreach attendance	9,222	17,091	25,758
Number of events	520	650	944

**City of Pickering
2024
Current Budget Summary**

10900 Library

Run Date: Jan 25, 2024

2022 Actuals	2023 YTD Actuals	Account Description	2023 Budget	Increase / Decrease	2024 Budget	% Change From 2023
		Expenditures				
3,308,620	3,509,200	Salaries & Wages	3,729,961	221,299	3,951,260	5.93%
6,560	2,878	Overtime	3,275	135	3,410	4.12%
874,733	972,417	Employee Benefits	1,042,079	77,520	1,119,599	7.44%
2,273	1,995	Employee Recognition	3,800	-	3,800	- %
1,585	2,380	Uniforms	1,070	2,180	3,250	203.74%
5,790	10,886	Conferences	10,000	1,000	11,000	10.00%
20,178	20,637	Seminars & Education	23,500	2,500	26,000	10.64%
1,527	5,285	Travel	3,540	1,460	5,000	41.24%
2,622	2,208	Postage	1,200	300	1,500	25.00%
365	86	Freight, Express & Cartage	500	-	500	- %
15,427	15,276	Cellular Phones	17,280	5,720	23,000	33.10%
21,292	19,713	Telephone & Data	22,300	(2,600)	19,700	(11.66%)
35,179	35,828	Internet	51,960	(19,860)	32,100	(38.22%)
1,299	1,095	Cable TV	1,425	(700)	725	(49.12%)
13,149	9,037	Advertising	20,000	(2,000)	18,000	(10.00%)
3,172	8,645	Brochures/Newsletters Printing	11,000	2,000	13,000	18.18%
24,830	28,730	Insurance Premium	27,313	7,312	34,625	26.77%
-	-	Insurance Deductible	2,000	300	2,300	15.00%
4,202	85,792	Consulting & Professional Fees	135,000	(75,825)	59,175	(56.17%)
5,212	7,020	Meals, Promotions & General	7,000	-	7,000	- %
9,543	14,315	Memberships	14,580	1,170	15,750	8.02%
305,554	79,489	Outside Agency Services	343,910	(78,495)	265,415	(22.82%)
257,247	249,402	Building - Repairs & Maintenance	252,818	36,492	289,310	14.43%
3,164	2,420	Vehicle - Repairs & Maintenance	2,000	-	2,000	- %
2,807	2,819	Gas, Oil, Tire, Etc.	3,430	343	3,773	10.00%
41,077	43,542	Misc. Equip. - Repairs & Maintenance	43,140	(1,840)	41,300	(4.27%)
28,150	24,696	Stationary & Office Supplies	19,000	-	19,000	- %
33,757	48,321	Programs & Event Supplies	46,000	(8,000)	38,000	(17.39%)
8,342	3,811	Committee Expenses	11,100	700	11,800	6.31%
7,446	7,611	Supplies & Tools	9,500	(300)	9,200	(3.16%)
321,992	292,536	Library Materials	306,000	(5,000)	301,000	(1.63%)
13,816	15,399	Utilities - Water	17,300	(1,000)	16,300	(5.78%)
110,247	123,808	Utilities - Hydro	165,000	(26,600)	138,400	(16.12%)
35,956	41,267	Utilities - Natural Gas	38,185	9,315	47,500	24.39%
201,213	203,558	Software & Hardware Mtce. Contracts	239,026	(18,036)	220,990	(7.55%)
-	40	System & Software Upgrade	20,000	80,000	100,000	400.00%

**City of Pickering
2024
Current Budget Summary**

10900 Library

Run Date: Jan 25, 2024

2022 Actuals	2023 YTD Actuals	Account Description	2023 Budget	Increase / Decrease	2024 Budget	% Change From 2023
28,059	15,719	Hardware Replacements	16,000	3,000	19,000	18.75%
8,153	7,309	Furniture & Fixtures	10,000	(2,750)	7,250	(27.50%)
-	5	Miscellaneous Expenses	-	-	-	- %
-	4	Financial Services Charges	-	-	-	- %
-	34	Exchange Rate - Gain or Loss	-	-	-	- %
5,764,538	5,915,213	Total Expenditures	6,671,192	209,740	6,880,932	3.14%
		Revenues				
(13,333)	(113,469)	Federal Grants	(37,000)	(8,195)	(45,195)	22.15%
(146,689)	(63,864)	Ontario Grants	(157,425)	21,000	(136,425)	(13.34%)
-	(6,450)	Other Agency Grants	-	-	-	- %
(26,776)	(39,245)	Department User Fees	(53,000)	3,000	(50,000)	(5.66%)
-	(10)	Gift Shop	-	-	-	- %
(1,807)	(1,541)	Vending Machines	(2,500)	-	(2,500)	- %
(723)	(2,146)	Rentals - Meeting Rooms	(5,500)	500	(5,000)	(9.09%)
(1,939)	(6,342)	Other User Fees	(10,000)	(4,000)	(14,000)	40.00%
(6,079)	(6,094)	Fines & Charges	(20,000)	10,000	(10,000)	(50.00%)
(6,354)	(7,915)	Donations	(20,000)	-	(20,000)	- %
(203,700)	(247,076)	Total Revenues	(305,425)	22,305	(283,120)	(7.30%)
		Transfers				
-	-	Transfer to/(from) DC Oblg RF	(78,750)	52,369	(26,381)	(66.50%)
-	-	Transfer to/(from) Cntg Sty Res.	-	(8,794)	(8,794)	- %
100,000	100,000	Transfer to/(from) Reserve	100,000	(100,000)	-	(100.00%)
100,000	100,000	Total Transfers	21,250	(56,425)	(35,175)	(265.53%)
5,660,838	5,768,137	Net Expenditures (Revenues)	6,387,017	175,620	6,562,637	2.75%

**City of Pickering
2024
Capital Budget Summary**

Library

Run Date: Jan 22, 2024

	2023 Budget	2024 Budget
Expenditures		
502100 Advertising	-	2,000
504001 Capital Consulting	110,000	4,950,000
504100 Capital Buildings	133,000	-
504200 Capital Machinery & Equipment	-	20,000
504800 Cap Information Tech	20,000	46,000
504900 Cap Library Coll Mat	290,000	312,000
504950 Cap Furniture&Fix	50,000	290,000
Total Expenditures	603,000	5,620,000
Financing		
402500 Federal Grants	-	(97,000)
408007 Trf fr RateStblz Res	(110,000)	(76,000)
408032 Trf fr Equip Res	-	(20,000)
408036 Trf fr Libr Bldg Res	(110,000)	-
408037 Trf fr Casino Res	-	(125,000)
408607 Trf fr DC-Libr OB RF	-	(4,854,760)
408710 Trf fr Seaton FIA RF	-	(95,240)
408900 Property Tax Funded	(383,000)	(352,000)
Total Financing	(603,000)	(5,620,000)

Abbreviations

PCL Pickering Central Library, One The Esplanade
GAL George Ashe Library, 470 Kingston Road
PHCC Pickering Heritage Community Centre

**City of Pickering
2024
Capital Budget Summary**

Library

Run Date: Jan 22, 2024

	2023 Budget	2024 Budget
Expenditures		
502100 Advertising	-	2,000
504001 Capital Consulting	110,000	-
504100 Capital Buildings	133,000	-
504200 Capital Machinery & Equipment	-	20,000
504800 Cap Information Tech	20,000	46,000
504900 Cap Library Coll Mat	290,000	312,000
504950 Cap Furniture&Fix	50,000	290,000
Total Expenditures	603,000	670,000
Financing		
402500 Federal Grants	-	(97,000)
408007 Trf fr RateStblz Res	(110,000)	(76,000)
408032 Trf fr Equip Res	-	(20,000)
408036 Trf fr Libr Bldg Res	(110,000)	-
408037 Trf fr Casino Res	-	(125,000)
408900 Property Tax Funded	(383,000)	(352,000)
Total Financing	(603,000)	(670,000)

City of Pickering
2024
Project Listing

10900 Library

Run Date: Jan 22, 2024

Project Name	2024 Budget
C10900.2205 Improvements to Claremont Library Public Service Space	40,000
C10900.2401 Collection Materials	312,000
C10900.2402 GAL Computer Replacement	20,000
C10900.2403 Upgrade Library Server	26,000
C10900.2405 PHCC - Archives and Library Space - FF&E	125,000
C10900.2409 Furniture replacement at Central Library	30,000
C10900.2410 Central Library Telework Stations	97,000
C10900.2411 Security camera upgrades for Central Library	20,000
Total	670,000

**City of Pickering
2024
Capital Budget**

10900 Library

Run Date: Jan 24, 2024

	Funding	Expense
C10900.2205 Improvements to Claremont Library Public Service Space		
01 Capital		
504950 Cap Furniture&Fix		40,000
Additional furniture and fixtures for Claremont Library.		
80 Funding		
408900 Property Tax Funded	(40,000)	
Total C10900.2205 Improvements to Claremont Library Public Service Space	(40,000)	40,000
C10900.2401 Collection Materials		
01 Capital		
504900 Cap Library Coll Mat		312,000
Collection Materials include: Books, movies, audiobooks and other types of physical materials along with their processing and packaging. Current collection includes over 160,000 items. Assumes the addition of approx. 9,500 items at \$33 each.		
80 Funding		
408900 Property Tax Funded	(312,000)	
Total C10900.2401 Collection Materials	(312,000)	312,000
C10900.2402 GAL Computer Replacement		
01 Capital		
504800 Cap Information Tech		20,000
Replacement of public and staff computers at George Ashe Library that are older than 5 years with new equipment.		
80 Funding		
408007 Trf fr RateStblz Res	(20,000)	
Total C10900.2402 GAL Computer Replacement	(20,000)	20,000
C10900.2403 Upgrade Library Server		
01 Capital		
504800 Cap Information Tech		26,000
Replacement of aging servers and IT infrastructure.		
80 Funding		
408007 Trf fr RateStblz Res	(26,000)	
Total C10900.2403 Upgrade Library Server	(26,000)	26,000
C10900.2405 PHCC - Archives and Library Space - FF&E		
01 Capital		
504950 Cap Furniture&Fix		125,000

**City of Pickering
2024
Capital Budget**

10900 Library

Run Date: Jan 24, 2024

	Funding	Expense
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. Additional FF&E funds for this project appear in 10220. Year 1 of 2 - split between 2024 and 2025.		
80 Funding		
408037 Trf fr Casino Res	(125,000)	
Total C10900.2405 PHCC - Archives and Library Space - FF&E	(125,000)	125,000
C10900.2409 Furniture replacement at Central Library		
01 Capital		
504950 Cap Furniture&Fix		30,000
Furniture replacement at Central Library that is worn and in poor condition.		
80 Funding		
408007 Trf fr RateStblz Res	(30,000)	
Total C10900.2409 Furniture replacement at Central Library	(30,000)	30,000
C10900.2410 Central Library Telework Stations		
01 Capital		
504950 Cap Furniture&Fix		95,000
Public Telework Pods - funded by CSRF grant funds received in 2023.		
90 Expense		
502100 Advertising		2,000
80 Funding		
402500 Federal Grants	(97,000)	
Total C10900.2410 Central Library Telework Stations	(97,000)	97,000
C10900.2411 Security camera upgrades for Central Library		
01 Capital		
504200 Capital Machinery & Equipment		20,000
Replace old (poorly functioning) security cameras.		
80 Funding		
408032 Trf fr Equip Res	(20,000)	
Total C10900.2411 Security camera upgrades for Central Library	(20,000)	20,000
Total 10900 Library	(670,000)	670,000

**City of Pickering
2024
Capital Budget Summary**

Seaton Library

Run Date: Jan 22, 2024

	2023 Budget	2024 Budget
Expenditures		
504001 Capital Consulting	-	4,950,000
504800 Cap Information Tech	-	-
504900 Cap Library Coll Mat	-	-
504950 Cap Furniture&Fix	-	-
Total Expenditures	-	4,950,000
Financing		
408607 Trf fr DC-Libr OB RF	-	(4,854,760)
408710 Trf fr Seaton FIA RF	-	(95,240)
Total Financing	-	(4,950,000)

City of Pickering
2024
Project Listing

10905 Seaton Library

Run Date: Jan 22, 2024

Project Name	2024 Budget
C10905.2101 Seaton Library	4,950,000
Total	<u>4,950,000</u>

**City of Pickering
2024
Capital Budget**

10905 Seaton Library

Run Date: Jan 22, 2024

	Funding	Expense
C10905.2101 Seaton Library		
01 Capital		
504001 Capital Consulting		4,950,000
Design and related costs for Seaton Library. Additional funding for Seaton Community Centre is shown in 10260.		
80 Funding		
408607 Trf fr DC-Libr OB RF	(4,854,760)	
408710 Trf fr Seaton FIA RF	(95,240)	
Total C10905.2101 Seaton Library	(4,950,000)	4,950,000
Total 10905 Seaton Library	(4,950,000)	4,950,000

Meeting Minutes

Anti-Black Racism Working Group

Wednesday, January 10, 2024, 6:45 pm

In-person – Central Library Silent Room 1

Attendees: Romina Diaz-Matus (online), Charmain Brown (Notetaker), Marsha Hinds Myrie (online), Samantha Adebisi, Teronie Donaldson

Library Staff: Shobha Oza, Sabrina Yung, Lalaa Comrie, Shahin Dashtkian (Events), Rebecca Courtney (Collections), Lalaa Comrie (Marketing), Amanda Marsh (Marketing)

Guests: Stephen Linton, Shaibu Gariba (6:15 to 6:45 only for Appreciation Reception)

Absent: Bernadette Hood-Caesar, Titi Katibi, Nicole Facey

Appreciation Reception

Prior to the formal monthly meeting, ABRWG members hosted an appreciation reception for SL and SG, to thank both exited members for their contributions to the ABRWG. Remarks were shared by current members and staff, as well as SL and SG.

The formal monthly meeting's start time was delayed to 6:45pm, to support the reception period.

-

1. Land Acknowledgement and Ancestral Acknowledgement
 - Read by SY and SA.
2. Conflict of Interest Declaration
 - A reminder that quorum is now 5 (50%+1). This changed due to the recent departure of 2 active members.
 - No conflicts of interest declared.
3. Review Meeting Minutes
 - December minutes reviewed.
 - No additional edits were tabled. December minutes were approved.
4. Events and Collections Marketing – Part 2
 - LC shared department overviews from marketing and collections based on work informed by ABRWG and ongoing library priorities and initiatives.

- Discussed the marketing short- and long- term action plan opportunities along with current areas of need, focus and priority.
- ABRWG members asked questions, shared advice, and gave suggestions to better understand the current and move forward the future work of the marketing team. This included:
 - SA shared posting information about an event facilitator (i.e. fun facts, personal information, event highlights) on a daily basis leading up to the scheduled event helps with user engagement.
 - TD suggested using QR codes as another vehicle for marketing events.
 - RDM spoke to libraries being colonized spaces and therefore there needs to be intentionality to ensure that the library is embracing diversity to be fully inclusive.
 - CB suggested including photos of the various spaces in the library to be included on the website to support accessibility needs and community event planning.
- There was discussion around the current members of ABRWG and their individual engagement with the library services and any barriers they may be experiencing that prevent use of library collections and resources.
 - Collections
 - Members in attendance reported use is 100% print. No digital library usage. May use the online catalogue to search, but still prefer print materials.
 - Borrowing of print ranged from 0 to 50 print items in a year.
 - Events
 - Some members in attendance reported having attended 2 to 3 library programs in the past year. Some members have not attended library programs in the past year.
 - Comparatively, all members reported a low attendance at non-library (Pickering) community events in the past year – range was 0 to 1.
 - Where are members currently getting their PPL collections or events information from?
 - Social media
 - Website
 - Organic web content
 - Library Liaison emails
 - Print flyers.
- There were continued questions and discussion around how to better engage and create impact in and within the community in all aspects of the library and the library programming. Ideas included:
 - For Collections Marketing
 - Want to see more promotions about the Maker Space.
 - Will search about a book heard about through word of mouth – important that recommended titles can be found in the collection. Recognizing that when a title is not available, can be demotivating and deter continued trust or interaction with the collection.
 - Displays that feature recommended BIPOC reads. However, don't focus just on race. Consider nationality as part of identify. Connect to heritage and history. The term 'Black' does not resonate with all

community members, so displays or booklists emphasizing ‘Black’ may be a disconnect if the individual doesn’t identify with the term.

- Increase awareness about digital library and digital learning resources.
- Consider how people enjoy working at the library for telework and their (positive) interaction with the study or workspaces may lead to browsing the collection.
- Consider local BIPOC influencers making recommendations about books in the collection.
- Consider a virtual tour and/or gamifying online preview of the physical library spaces. Add more appealing photos on the website.
- Adding reading suggestions to event listings and other possible promotions. Make it easy to link to explore the collection for related materials.
- For Event Marketing
 - Multiple posts (as opposed to one) about the facilitator and include where they may have recently presented as well as their credentials.
 - QR codes that incorporate the presenters’ images.
 - Staff to have presence at the entry point of the event, to welcome, engage, and inform even attendees (about the event they’re attending and similar upcoming events).
 - Youth events focusing on youth entrepreneurship would draw interest.
 - Explore the culture of “Google University” or “Youtube University” and leverage the exposure to reach more potential users.
 - Add photos of the event space so potential participants with accessibility needs can preview the type of space they may be signing up to visit.
- Short term action plan opportunities were shared by LC. These included:
 - ABRWG social media stories of collections recommendations
 - Event facilitators select a collection item that they recommend that is shared with library clients.
 - Pick of the week – ask an in-library client to suggest a book leaning into diverse reads that represent diverse voices.
- Long-term action plan opportunities were shared by LC. These included:
 - Booklist creation – How do we diversify the creators of the booklists (and displays) so that different identities are represented?
 - Tell human stories connected to the ways clients engage with the library collection.
 - Create a Black Resources webpage which highlights community partners, events, and collections that are Black community focused.

5. Self-Evaluation Feedback Review

- Due to time constraints, it was decided by the ABRWG that the self-evaluation feedback review would be added to and addressed during the next ABRWG regular meeting (February 2024).

6. Durham Family and Cultural Centre (DFCC) Kwanzaa Event (December 28) – Requested Support
 - Appreciation was given to AM, SA and CB who attended and represented ABRWG at the DFCC Kwanzaa event. CB shared there was positive feedback and appreciation from participants about the resources (children books/treats) that were made available. Many asked for further information about the library and the ABRWG.
 - If giving books away, consider donation opportunities as many attendees who received a free book voiced wanting to donate to the library in exchange.
7. City of Pickering EDI Strategy Update
 - A reminder that City staff will be at the February meeting to provide an update on the City of Pickering's EDI strategy.

Meeting Minutes

Anti-Black Racism Working Group

Wednesday, February 21, 2024, 6:30 pm

Online via Zoom

Attendees: Bernadette Hood-Caesar, Charmain Brown (Notetaker), Marsha Hinds Myrie, Nicole Facey, Romina Diaz-Matus, Samantha Adebisi (8:15)

Library Staff: Shobha Oza

Guests: Clara Addo-Bekoe (City of Pickering, Manager, People & Culture), Jaclyn San Antonio (City of Pickering, Senior Advisor, Equity, Diversity, and Inclusion)

Absent: Teronie Donaldson, Titi Katibi, Sabrina Yung

1. Land Acknowledgement and Ancestral Acknowledgement
 - Read by SO and RDM.
2. Conflict of Interest Declaration
 - No conflicts declared.
3. Review Meeting Minutes
 - January minutes reviewed.
 - No edits were tabled. January minutes were approved.
4. City of Pickering, Equity, Diversity, and Inclusion Strategy Update
 - CAB shared greetings and department overviews.
 - JSA shared the ongoing work of the City of Pickering Equity, Diversity, and Inclusion (EDI) strategy from 2020 to today.
 - Themes that emerged from internal and external consultations for the EDI Strategy with Council, City staff, residents and community partners were shared, including the following:
 - Addressing the lack of diverse representation on Council and the City.
 - Systemic barriers based on bias and stereotypes continue deficit thinking about communities that the employees are serving.
 - The community and diverse City staff are sharing their sense of distrust and uncomfortableness within the workspace and community in general knowing and experiencing negative comments and thinking regarding various identities and community groups.
 - The priority areas of focus to address EDI include:
 - Education and awareness.

- Structure and resources.
 - Community consultation, engagement, and outreach.
 - Policies, practices, and programs.
 - Measurement and accountability.
 - Moving forward, CAB and JSA will continue to keep the ABRWG updated on the City's work and initiatives and encouraged the group to reach out with any questions, concerns, and/or suggestions.
 - Copy of the presentation slides to be shared with the ABRWG group via email.
5. Self-Evaluation Feedback Review
- SO guided the group through the various survey questions and those areas that had lower scores were discussed.
 - A comment made in the survey was shared regarding Library Liaisons/staff preventing or directing the group in ways that do not honour EDI and may be influencing the ABRWG members in ways that prevent meaningful and impactful ABR/EDI work within the library. Discussion regarding the comment took place. It was expressed that the Library and ABRWG welcome further clarification and/or feedback regarding the comment to support the individual and maintain safety within the group to continue moving forward with the work of the ABRWG.
 - MRM brought forward that not all ABRWG members agree with the current Terms of Reference and wants to ensure recognition that there is consensus with the TOR but not necessarily agreement with the TOR. She stated that she will move forward with the consensus of the group but not in agreement with it as it relates to the TOR.
6. March Library Board Meeting Presentation
- SO conducted a month-by-month review of the ABRWG work plan and Year-End Progress to ensure that they are still reflective of the group goals.
 - A brief discussion took place regarding the monthly foci.
 - This review was in preparation for sharing the ABRWG work plan with the Library Board during the March Board meeting.
 - Further discussion will take place during the March ABRWG meeting.
7. Terms of Reference – Clarification and/or addition consideration request
- SO shared that there are times when members need to pause their active participation in the group. SO shared that this would be considered on a case-by-case basis and that quorum would need to be honoured. Discussion took place and, in spirit, the members agreed to allowing a maximum three-month pause in active participation for any one ABRWG member. Further discussion and clarification will need to take place regarding timelines, honorarium impacts and criteria for pausing active participation.
8. City of Pickering Review of Capital Projects Debrief
- SO thanked RDM for attending city council and allowing community voice to be heard through the letter she wrote on behalf of the ABRWG supporting the building of a new library as part of the City Centre plan.
9. City of Pickering Council Meeting – February 26

- There was time to reflect upon and share about recent comments made by a Pickering Councillor regarding Black History Month.

10. ARAO Framework – Ancestral Acknowledgement Subcommittee

- SO stated that there was discussion at a previous ABRWG meeting regarding developing and personalizing the African Ancestral Acknowledgement (AAA) for ABRWG meetings.
- After some discussion, it was agreed upon that the group would revise the current AAA. SA agreed to work on a subcommittee with SO to begin developing a revised AAA to bring forward to the group for further review and development.

Next meeting: March 13, 2024, 6:30 pm (online)

INTERNAL MONITORING REPORT

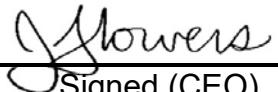
POLICY TYPE:

Executive Limitations

POLICY TITLE:

[EL 09 Compensation and Benefits](#)

I hereby present my monitoring report on your Executive Limitations policy "Compensation and Benefits" 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)

March 21, 2024
Date

Policy Element: Header Paragraph

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the CEO shall not cause or allow jeopardy to fiscal integrity or public image.

I interpret this as follows:

1. "employment": any service performed for or on behalf of the PPL.
2. "compensation and benefits": all forms of remuneration and monetary reward, both direct (wages) and indirect: paid vacations and other leave allowances; services such as Employee Assistance Program; and incentive programs such as service awards.
3. "employees": anyone who is employed by the Pickering Public Library on a full or part time basis.
4. "consultants": businesses hired to perform services for which the Library does not retain its own staff.
5. "contract workers": those individuals hired on a temporary basis, based on the Collective Agreement (CA) Articles 2.04 & 2.07
6. "volunteers": those who perform a service for the Library without pay
7. "jeopardy": danger or risk
8. "fiscal integrity": anything which conforms with standard accounting principles, the Purchasing Policy, or any other professional or municipal practice
9. "public image": the manner in which the Library is viewed by the community at large.

Compliance will be demonstrated when:

With regard to employment, there are no issues of financial mismanagement or lack of foresight; and the community views the Library as an organization with integrity.

Evidence Available:

- Review of the draft 2022 audited financial statements shows that there are no issues of financial mismanagement or lack of foresight.
- Review of Council minutes, social media comments, and client feedback show no negative profile about the Library's employment practices.

Policy Element #1

Accordingly, the CEO shall not:

- Change the CEO's own compensation and benefits.

I interpret this as follows:

"compensation and benefits": all forms of remuneration and monetary reward, both direct (wages) and indirect: paid vacations and other leave allowances; services such as Employee and Family Assistance Program; and incentive programs such as service awards.

Compliance will be demonstrated when:

The CEO compensation level and benefits remain as described in the relevant policies and documents on salaries, benefits and related programs. Annual change to CEO compensation is at the direction of the CEO Evaluation Committee and the report submitted to the City's HR Director.

Evidence Available:

- Confirmed with the Director, HR that the CEO's compensation remains in the assigned management pay band for the role and received an annual increase in the prior year after receiving a written recommendation from the CEO Evaluation Committee.

Policy Element #2

Establish current compensation and benefits that deviate materially from the local, regional or professional market for the skills employed.

I interpret this as follows:

1. "deviate materially": differs in a substantial manner, either by over- or under-rewarding employees.
2. "local": City of Pickering.
3. "regional": Durham region area.
4. "professional market": employment norms for professions represented in the Library.

Compliance will be demonstrated when:

Comparisons with municipal, regional and professional markets indicate no significant unjustifiable deviation, and the Library is able to attract and retain qualified candidates for positions.

Evidence Available:

- Review of emails from managers with hiring recommendation demonstrates that over the past year, the Library has successfully attracted 11 new external hires (prior year: 21) and 12 internal hires (prior year: 4), all of whom are well-qualified,

experienced, and high-functioning employees. This successful hiring rate indicates that compensation and benefits are appropriate.

Policy Element #3

Create compensation obligations over a longer term than revenues can safely be projected.

I interpret this as follows:

“longer term”: various planning horizons as defined by the City.

Compliance will be demonstrated when:

Library’s salaries budget is accommodated within existing revenue.

Evidence Available:

- The current budget does not indicate any significant increase in the salary line which cannot be met within budgeted and expected future revenues; and the Collective Agreement includes a layoff provision (Article 17.02) should there be an unexpected decline in that revenue.

Policy Element #4

Establish or change benefits so as to cause unpredictable or inequitable situations which:

a) Incur unfunded liabilities.

I interpret this as follows:

“unfunded liabilities”: those items for which the Library may be financially liable at some point in the future, without sufficient allocation of funds.

Compliance will be demonstrated when:

The only unfunded liabilities are those defined by the auditor such as future retirement allowances/benefits. Staff vacation is predictable and generally taken during the year that vacation has been earned. Vacation is carried over into the following year only in exceptional circumstances and with the permission of the CEO.

Evidence Available:

- Review of 2022 Audited Financial Statements, in which all unfunded liabilities are accounted for. To date, these are all attributable to existing benefits, namely the potential for staff who retire early with full OMERS pensions to continue to receive benefits to age 65.
- Article 20.02 (e) of the Collective Agreement prohibits carry forward of vacation credits except with the CEO’s permission. Such permission is given only in exceptional circumstances beyond the employee’s control. For the end of 2023, the CEO has approved a carryforward of 156 hours of vacation (prior year: 187 hours).

b) Provide less than some basic level of benefits to all employees

I interpret this as follows:

“basic level of benefits”: all staff are covered by the requirements of the *Employment Standards Act* (ESA) as a minimum; and that the benefit packages provided by the Library apply to all permanent union and non-union staff.

Compliance will be demonstrated when:

All permanent staff are eligible for benefits and all employees are given the benefits outlined in the Employment Standards Act.

Evidence Available:

- All permanent full-time staff are given a group benefits package paid 100% by the employer. All permanent part-time staff are offered a group benefits package with a 50% co-payment of dental and health benefit premiums. All staff of the library (including taskforce and casual employees) and their families are able to access personal counselling and support services through our Employee and Family Assistance Program.
- Effective January 1, 2023, all Library employees became eligible to join the OMERS pension plan, regardless of employment status or any previous OMERS specific eligibility criteria. This includes casual, contract, taskforce, and permanent part-time employees. OMERS now defines employees within these classifications as Non-Full-time (NFT), rather than the previous Other-Than-Continuous-Full-time Employees (OTCFT) description.
 - Up to December 31, 2022, OTCFT employees were required to meet eligibility criteria in two consecutive years to join OMERS any time in the following year.
 - Full-time permanent employees are still required to join OMERS upon their hire date.
- There are no documented significant complaints about the failure to offer the benefit plans described above.

c) Treat the CEO differently from other key employees.

I interpret this as follows:

1. “treat differently”: receive a different compensation package from any others.
2. “key employees”: management group peers.

Compliance will be demonstrated when:

The CEO is offered a compensation package which aligns with the pay grid assigned to management staff.

Evidence Available:

- The CEO position is clearly defined in the management pay scale.
- The CEO participates at the Director level within the City of Pickering’s Senior Leadership team. Accordingly, by approval of the Board in 2023, the CEO receives the Director Class group benefits available to City employees at that level.
- The Board previously approved (in 2018) Senior Management Class retirement benefits for the CEO that matches the CEO’s peers at the City but differ from retiree benefits offered to other library management staff.

PPL BOARD COMMUNITY LINKAGE PLAN 2024

DRAFT

EVENT/GROUP	DATE	PLANNED BOARD ACTIVITY	DESIRED OUTCOMES	ACTIONS
2024 Primary	March	Finalize work plan. Review upcoming events at PPL where member participation may be feasible.	Develop an understanding of the Library's current work in the community, particularly with teens, including work done in collaboration with other local agencies.	<ul style="list-style-type: none"> Draft work plan completed. Library and community events discussed where members can participate.
	May	Meet with agencies collaborating with PPL to work with teens afterschool.		
	June	Meet with members of TAG.		
	Sept	Plan next steps.		
Attend various Library events	Ongoing	<p>Attendance at Library programs or events.</p> <p>Staff will forward requests for Board members to attend events at the Library as appropriate.</p> <p>Board members can also know about upcoming Library programs via social media and website calendar.</p>	<p>Board member visibility to the community.</p> <p>Demonstrated support for staff work.</p> <p>Board learning.</p>	<p>Upcoming options:</p> <ul style="list-style-type: none"> Teens vs Adult Trivia (Thurs. April 18, 7 – 8:30 pm) Moccasin Identifier (ages 9-12, June 4/6, 6-7pm) Drag Queen Story Time (Sat June 8) Pride event at PPL (tbd) Summer Reading Club Launch (Sat July 6, 11-2pm Kick off event) <p><u>Members attended:</u></p> <ul style="list-style-type: none"> Science Fair (March 2nd)

PPL BOARD COMMUNITY LINKAGE PLAN 2024**DRAFT**

EVENT/GROUP	DATE	PLANNED BOARD ACTIVITY	DESIRED OUTCOMES	ACTIONS
Attend various community events	Ongoing	<p>Staff to determine suitable community 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.	<p>Upcoming options:</p> <ul style="list-style-type: none">• Groundbreaking at PHCC (Mar.26)• New Strategic Plan Launch• Transit Town Hall (March 21st)• Youth Town Hall• Possible ABRWG event• PPL Community Report Back Event• TRC Community Event led by City of Pickering• Durham/PFLAG Pride Event