

1. **Meeting Called to Order** J. Flowers
2. **Land Acknowledgement** F. Mahjabeen
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 the Delegations Section 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** J. Flowers MOTION
Conflict of Interest Disclosure to Approve
5. **Board Elections**
 - 5.1 Nominations/Election of Chair MOTION
for 2-Year Term (2025-2026) to Elect
 - 5.2 Nominations/Election of Vice-Chair MOTION
for 2-Year Term (2025-2026) to Elect
 - 5.3 Direction to Destroy Ballots MOTION
to Destroy
 - 5.4 Newly Elected Chair & Vice-Chair Remarks MOTION
to Appoint
6. **Presentations**
None
7. **Consent Agenda** Chair MOTION
to Approve
 - 7.1 Minutes of the Previous Board Meeting – November 28, 2024 [Pg 1](#)
 - 7.2 Minutes of the In-Camera Board Meeting – December 12, 2024 [Pg 5](#)
[Confidential Minutes provided under separate cover]
 - 7.3 Library Information Update – January 2025 [Pg 7](#)

7.4	2024 Stats Review (KPIs)	Pg 12		
7.5	2024 Incident (Security) Report	Pg 13		
7.6	2025 Capital & Current Budget Approval	Pg 15		
7.7	2023 Audited Financial Statements	Pg 19		
7.8	2025 Draft Board Calendar	Pg 32		
8.	Correspondence None			
9.	Ends Discussion			
9.1	EP 01 Global Ends Monitoring Report and Policy	Pg 34	J. Flowers	MOTION to Receive / Adopt
10.	Staff Reports			
10.1	Anti-Black Racism Working Group Update [Minutes of the December 12, 2024 ABRWG meeting attached]	Pg 37 Verbal Update	S. Oza	
10.2	Report 25-01 Claremont Extended Access	Pg 45 Verbal Update	S. Oza	
11.	Monitoring Reports – Executive Limitations None			
12.	Board Committee Reports			
12.1	Report 25-02 Library Board Committees Summary	Pg 47 Verbal Update	J. Flowers	MOTION to Confirm
12.2	Community Linkage Committee Member Selection	Verbal Update	Committee Chair	MOTION to Confirm
12.3	CEO Evaluation Committee Member Selection	Verbal Update	Committee Chair	MOTION to Confirm
12.4	Decision to Establish Ad Hoc Committees			MOTION to Confirm
12.5	Ad Hoc Committees Member Selection			MOTION to Confirm
12.6	Committee Staff Liaisons			MOTION to Confirm

13. Governance

None

14. Board Policy Review

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

EL 08 Asset Protection	S. Jeffrey-Sheehy
EL 03 Staff Treatment	S. Jeffrey-Sheehy

15. New & Unfinished Business

15.1 Member Community Reports

16. Confidential Matter

None

17. Board Meeting Evaluation

17.1	Review of Previous Meeting Results	Verbal Update	Chair
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17.2 Completion of Evaluation for Current Meeting

18. Adjournment

Chair

MOTION
to Adjourn

Next Meeting:

To be Held: February 27, 2025

Location: Central Library Auditorium

Preliminary List of Motions

Item #	Motion
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- | | |
|-----|--|
| 4. | THAT the items in the Agenda be approved by the Board as presented. |
| 5.1 | THAT be elected as Chair of the Pickering Public Library Board for a 2-Year term from 2025 – 2026. |
| 5.2 | THAT be elected as Vice-Chair of the Pickering Public Library Board for a 2-Year term from 2025 – 2026. |
| 5.3 | THAT the ballots used in the election of the Pickering Public Library Board Chair and Vice Chair be destroyed. |
| 6. | THAT the items in the Consent Agenda be approved by the Board as presented. |

- 9.1** THAT the Board has received the monitoring report for policy EP 01 Global Ends and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EP 01 Global Ends as presented, the policy being complete, sound, and effective.
- 12.2** THAT the Board confirm the selection of as members of the Community Linkage Committee.
- 12.3** THAT the Board confirm the selection of as members of the CEO Evaluation Committee.
- 12.4** THAT the Board confirm the establishment of the Building Ad Hoc Committee.
- 12.5** THAT the Board confirm the selection of as members of the Building Ad Hoc Committee.
- 18.** THAT the meeting be adjourned.

Held: Thursday, November 28, 2024

Location: Central Library Auditorium

Attendees: Councillor S. Butt; K. Danylak; B. Kenworthy; A. Maginley; D. Sharma; S. Sheehy (Chair)

Absent: Councillor M. Brenner; Councillor L. Cook; F. Mahjabeen; A. Mir ; K. Smuk

Staff: J. Flowers, CEO/Director of Public Libraries; C. Moore, Director, Corporate Services & Collections; 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

B. Kenworthy read the Pickering Public Library Land Acknowledgement.

3. Public Delegations

None.

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #24.50

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

Carried.

5. Presentations

5.1 Maker Space Update

K. Boncoglu, Client Experience Specialist - Digital, presented a 2024 Maker Space review, sharing usage statistics, information about programs and events, group visits (including the SkillSpark initiative) and client testimonials. He concluded with lessons learned and outlined future opportunities, including a planned reorganization of the Maker Space in 2025 and the creation of a dedicated programming room.

In response to a question regarding the inclusion of a Maker Space in the upcoming Seaton Library, it was noted that while this a likely possibility.

In answer to a question about the clients who make up Maker Space community, K. Boncoglu stated users can be divided into different segments: the expert makers who visit weekly and use equipment extensively, occasional users who access specific tools like the large-format printer, and a smaller group in between like the users focused on business-related projects (i.e. building prototypes).

When asked if the new programming room would be bookable, K. Boncoglu replied that it will be. He added that having this new space is designed to address current challenges, such as noise from the lobby, which can be distracting and negatively impact the client experience. The goal is to create a dedicated space equipped with computers and a flexible, turnkey setup. Equipment will be on wheels, allowing for easy reconfiguration and adaptability to various programming needs.

The Board extended thanks to K. Boncoglu and the Maker Space team. K. Boncoglu departed the meeting at 7:31 pm.

6. Consent Agenda

6.1 Minutes of the Previous Board Meeting – October 24, 2024

6.2 Library Information Update – November 2024

6.3 Minutes of the Community Linkage Committee – October 23, 2024

Motion #24.51

Moved by Brett, Seconded by Karen **Motion THAT** the items on the Consent Agenda be adopted.

Carried.

7. Correspondence

There was no correspondence.

8. Ends Discussion

There was no Ends discussion held.

9. Staff Reports

9.1 Anti-Black Racism Working Group Update

S. Oza reported that the ABRWG held an online meeting in November, focusing on plans for a Black History Month event with input from the Events Team, including feedback on the event proposal, communication strategies, and ABRWG involvement. ABRWG members also conducted their annual self-evaluation, reflecting on the year's accomplishments and areas for improvement, while recommitting to another year of service. With two members stepping down, the ABRWG plans to initiate a recruitment campaign in January to expand from its current six members to an ideal 10-12 active participants. To ensure sustainability, staggered two-year terms will be implemented moving forward. Recruitment details will be shared with the Board.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 07 Emergency Succession

B. Kenworthy reported that he met with J. Flowers, noting that this was possibly the shortest Executive Limitation (EL) policy in effect. The policy addresses the sudden change in the CEO's ability to continue in her role and ensures that the CEO keeps senior leadership up to date on relevant City and Board activities. B. Kenworthy stated that he had no significant questions of J. Flowers, and the policy appeared clear and in compliance.

Motion #24.52

Moved by B. Kenworthy, Seconded by D. Sharma **Motion THAT** Board has received the monitoring report for policy EL 07 Emergency Succession as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 07 Emergency Succession as presented, the policy being complete, sound, and effective.

Carried.

11. Board Committee Reports

11.1 Report of the Board Building Committee

Has not met. No updates.

11.2 Report of the Community Linkage Committee

On hold to new year. No updates.

11.3 Report of the CEO Evaluation Committee

Chair Sheehy reported that the committee is scheduled to meet with J. Flowers on December 6, 2024, to discuss feedback and provide the evaluation matrix. Based on input from Board members, the evaluation will be finalized. An in-camera Board meeting is planned for December 12, 2024 to review, discuss, and approve the evaluation.

12. Governance

There were no governance items.

13. Board Policy Review

There were no Board policies reviewed.

14. New & Unfinished Business

14.1 Member Community Reports

None.

14.2 OLS Board Meeting Update

A. Maginley reported that he attended a recent Ontario Library Service (OLS) board meeting with minutes available for sharing. The meeting was organized by OLS and included libraries serving populations over 75,000, with around 50 libraries represented. Key topics covered included Strong Mayor Powers, the Library of Things, the impact of development charges on building future libraries, multi-use and mixed-use facilities, Board Representation, and homelessness and safety. The session was informative and is typically attended by chairs or vice-chairs; details can be shared for others interested in attending the next meeting in the spring.

14.3 OLA Library Board Boot Camp

The annual OLA Super Conference will be held in person this year for the first time since the pandemic. Sessions for Library Board members are scheduled for Saturday, February 1, and will be a full-day event. An email with programming details will be sent out soon. Members were encouraged to consider attending. Registration will be handled by Library staff.

14.4 Board Chair Term End

This meeting marked the final full regular board meeting of the year and the last meeting for S. Sheehy as Board Chair.

Chair Sheehy expressed her gratitude to both the Board and staff for their support during her tenure. She acknowledged the late Councillor Ian Cumming for his guidance during her initial interview and Councillor Brenner for encouraging her to take on the role of Chair. Reflecting on her early days in the position, Chair Sheehy noted their help was invaluable as she gained confidence in the role.

Chair Sheehy encouraged board members to consider stepping into leadership roles, suggesting they reflect over the holidays. With elections scheduled for January, members are invited to express their interest during one-on-one check-ins or by reaching out to J. Flowers directly.

A. Maginley thanked Chair Sheehy for her leadership, noting her steady hand during significant changes over the past six years, and commended her dedication and diligence, which have been deeply appreciated by all.

Jackie confirmed that elections will take place in January, and the process will include an opportunity for members to share their thoughts and reflections at the start of the session.

15. Confidential Matter

There were no confidential matters discussed.

16. 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.

17. Date of Next Meeting and Adjournment

The next regular Board meeting will be held on Thursday, January 23, 2025 at 7:00 pm.

Motion #24.53

Moved by K. Danylak, Seconded by B. Kenworthy **Motion THAT** the meeting be adjourned.

Carried.

The meeting was adjourned at 7:56 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

Held: Thursday, December 12, 2024

Location: Social Bar and Lounge, 2460 Brock Road, Pickering

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

Absent: Councillor M. Brenner; K. Smuk, M. Fatema

Staff: J. Currie, Legislative Coordinator, City of Pickering

1. Call to Order

Chair Sheehy called the meeting to order at 6:33 p.m.

2. Approval of Agenda, Conflict of Interest Disclosure

No conflict of interest declared.

Motion #25.54

Moved by A. Maginley, Seconded by D. Sharma **Motion THAT** the items in the Agenda be approved as presented.

Carried.

3. Appointment of Secretary

Motion #24.55

Moved by A. Mir, Seconded by K. Danylak **Motion THAT** J. Currie, Legislative Coordinator, City of Pickering, be appointed as Secretary for the Pickering Public Library Board to record minutes and provide procedural advice as needed during the course of the meeting.

Carried.

4. Confidential Matters

Motion #24.56

Moved by Councillor Butt, Seconded by D. Sharma **Motion THAT** the Board move into closed session in accordance with the provisions of Section 16.1(4) of the *Ontario Libraries Act* and the Pickering Public Library Board By-laws, in that the matters to be discussed are related to: (b) personal matters about an identifiable individual.

Carried.

4.1 CEO Evaluation

This portion of the meeting was closed to the public. Refer to the In-Camera meeting minutes for further information. [The City Clerk has custody and control of the In-Camera minutes.]

Motion #24.58

The City of Pickering Public Library In-Camera Board Meeting Minutes

Moved by K. Danylak, Seconded by A. Mir **Motion THAT** the Board rise from the closed session.

Carried.

Motion #24.59

Moved by Councillor Cook, Seconded by Councillor Butt **Motion THAT** the Board ratify the decisions made in the closed session.

Carried.

5. Adjournment

Motion #24.60

Moved by D. Sharma, Seconded by A. Maginley **Motion THAT** the meeting be adjourned.

Carried.

The meeting was adjourned at 6:57 p.m.

Signature of Secretary:

Date:

Signature of Library Board Chair:

Date:

1 The Best Place For Everyone To Learn

Class Technology Visits at Claremont Public School and Highbush Public School

Staff facilitated block coding, STEM school visits where children used the library's OSMO coding sets to explore the basics of coding in a playful and interactive way. The children worked through coding challenges, enhancing their problem-solving and critical thinking skills in a supportive and collaborative environment. Staff engaged with a total of 242 children across 13 classes and made 14 library cards.

Intro to Soldering

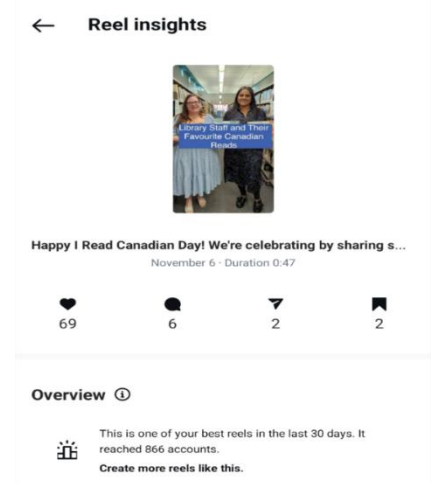
In December, Library staff hosted a full "Introduction to Soldering" workshop, where participants learned key soldering techniques, tool maintenance, and tips for DIY and coding projects. Attendees created a blinking LED rocket ship ornament just in time for the holidays, with plenty of collaboration and engagement as they helped each other complete their projects.

I Read Canadian Day

In November, staff celebrated 'I Read Canadian Day,' by highlighting their favourite reads by Canadian authors in a reel. The reel resonated with our community highlighting diverse Canadian voices reaching 866 accounts.

This success highlights the value of using social media to promote resources and titles that are useful and appealing to the community.

Click [here](#) to see the reel.



Homeschoolers' Hub

The final Homeschoolers' Hub of 2024 welcomed 35 children who enjoyed crafts, activities, and the ever-popular LEGO. Older kids created vision boards for 2025. Launched in May 2024 in response to community feedback, the monthly program consistently attracts 35-50 attendees. Families continue to express appreciation for the library's efforts in hosting this engaging initiative.

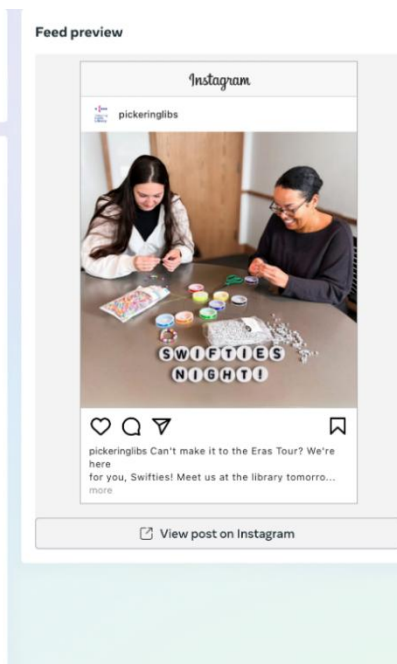
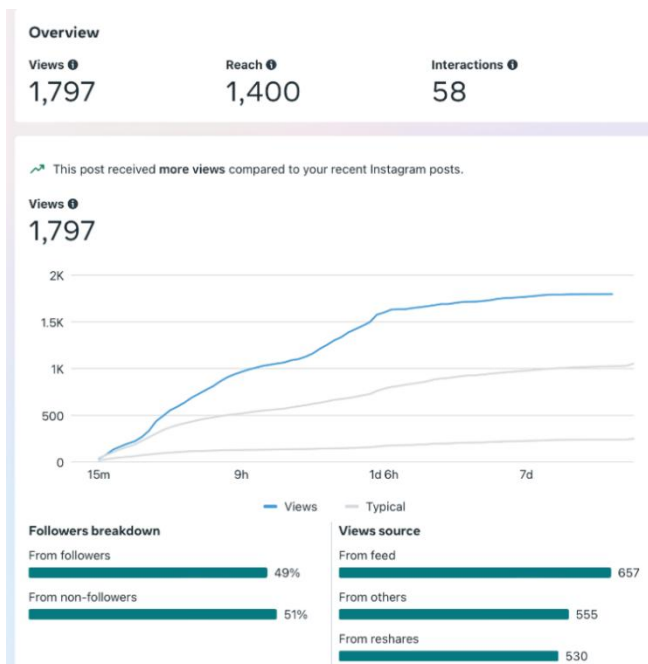
Universal Class for Libraries

The library has expanded its digital resources with the addition of Universal Class for Libraries. This platform offers access to over 500 lifelong learning courses across more than 30 subject areas, with many courses providing continuing education units. Designed for professionals seeking skill development and casual learners pursuing personal growth, all courses are led by professional instructors to promote deeper understanding and mastery of topics. Universal Class incorporates diverse learning methods, including videos, assignments, tests, and opportunities for interaction with other learners. Clients can enroll in up to five courses simultaneously and have six months to complete them, allowing for flexible, self-paced learning.



2 Committed To Care, Inclusion And Belonging

Teen Taylor Swift Event



In November, PPL hosted a Teen Taylor Swift event, creating a space for teens to connect and celebrate their shared interests. To promote the event, a photo was shared across the Library's social media platforms. The post resonated strongly with our community, achieving an organic reach of 1.4k, 44 reactions, and 13 shares.

This success highlights the value of using social media to foster social connection and celebrate community events for all age groups. Click [here](#) to see the post.

The Great Pickering Gingerbread Competition



In December, staff hosted a gingerbread competition, where 13 teens worked in pairs (with one group of three) to design and build their houses in an hour.

Afterward, they shared their design inspirations, and everyone voted for their favorite.

Each participant took home a piece of their gingerbread house to enjoy.

Winter Nights, City Lights

Staff brought Ovee (outreach vehicle) to the city event “Winter Nights, City Lights” to offer an interactive activity for families to participate in while they learn about and browse the new vehicle. Staff interacted with 304 individuals during the event.

Puzzle Competition

42 clients attended the Library’s first Puzzle Competition, which took place in the Central Library Auditorium. Teams of up to four members came to test their skill at completing a 500-piece puzzle within two hours during the age-friendly event. Client feedback from the event included that the event helped them to “improve team communications” and it was a “Great team building event for family and friends.”



Black Joy Holiday Market

Staff attended the Black Joy Holiday Market organized by the Durham Family Cultural Centre, hosted at Chestnut Hill Recreation Complex. Staff engaged with 98 attendees and promoted Library programming and digital services, as well as information on the ABRWG. Two members from the ABRWG visited the Library booth to engage with attendees.



Santa Claus Parade

Staff showcased Ovee as a float in the Pickering Santa Claus Parade, driving it along the route past excited residents lining the streets. For many, it was their first introduction to Ovee, sparking curiosity and engagement as they discovered the vehicle in the festive setting.



Winter Wonderland (Millennium Square)

Staff attended City of Pickering’s Winter Wonderland event at Millenium Square. Staff engaged with 98 attendees including many families.

Staff promoted Library programming for children and adults, as well as information about teen services.

Retirement Home Visits

Staff were excited to resume outreach at Pickering retirement homes, bringing books, fulfilling hold requests, and sharing library services with residents. During these visits, they registered new cardholders and invited book suggestions for future deliveries. With monthly visits scheduled, the library ensures these residents stay connected to a world of reading and community, all delivered right to their doorsteps.



3 A Connected Community

Top Books Borrowed in 2024

To close out the year, a series of videos featuring library staff discussing the top circulating books of 2024 were shared on social media to engage the community in a fun way.

The reel on top adult books received positive interactions and reached more non-followers than usual, with 42.7% of views coming from new audiences, signaling expanded reach and new community connections.

4 Building For The Future

Business Workshops

As more community members explore entrepreneurship through new businesses and side hustles, interest in expanding their reach has grown. The library hosted a workshop on designing business cards using an online tool and the library's card cutter, followed by a Wix website-building workshop in early November. Both were adapted from past entrepreneurship series and saw strong attendance and positive feedback. The library plans to offer these workshops or the full series again in the future.

Organizational Excellence

SECURITY AWARENESS TRAINING

A new Cyber Security Awareness Training initiative was introduced to enhance staff understanding of cyber risks and best practices. This program provides all staff with regular monthly training sessions through KnowBe4, a platform designed to deliver engaging and informative content on topics such as phishing, data security, and safe online behaviors. The training aims to equip staff with the knowledge needed to recognize and respond effectively to potential cyber threats, supporting the library's commitment to maintaining a secure and reliable digital environment.



2024 KPI Statistics

	2023	Per capita (pop: 100,000)
Total circulation	843,650	8.4
Cardholders	37,795	0.4
In-person visits	362,881	3.6
Website visits	679,808	6.8
Public Computer Use	36,136	0.4
Number of programs	944	0.009
Program attendance	21,295	0.2
Outreach events	97	0.001
Outreach attendance	4,484	0.04
Electronic Product Use	55,023	0.6

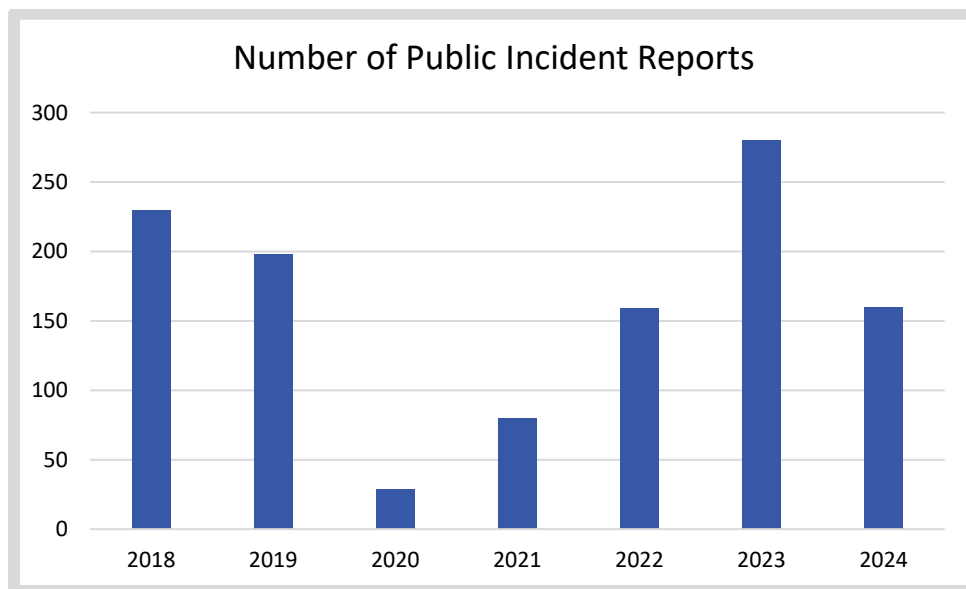
	2024	Per capita (pop: 100,000)	Change YOY
Total circulation	977,464	9.8	16%
Cardholders	40,653	0.4	8%
In-person visits	421,354	4.2	16%
Website visits	952,306	9.5	40%
Public Computer Use	31,834	0.3	-12%
Number of programs	916	0.009	-3%
Program attendance	20,277	0.2	-5%
Outreach events	148	0.001	53%
Outreach attendance	8,663	0.087	93%
Electronic Product Use	54,611	0.5	-1%



Public Incident Reports		
Type of Incident*	Number of Incidents 2023	Number of Incidents 2024
Disruptive Behaviour	108	73
Fighting/Violent Behaviour	11	7
Vandalism	8	5
Theft: Personal	8	9
Theft: Library	33	13
Trespassing	31	14
Injury/Illness for Client	12	10
Other	53	33
TOTAL	280	164

*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 total number of public incidents in 2024 was lower in all categories except for personal theft (an increase of one) in comparison to incidents recorded in 2023. Notably, the number of incidents for 2024 were less than half of those that occurred in 2023. As well, there were less disruptive behaviour incidents and those involving trespassing. The overall number of incidents for 2024 are lower than pre-pandemic years. The lower number of incidents in 2020 to 2022 are due to pandemic-related closures.





Employee Incident Reports		
Type of Incident	Number of Incidents 2023	Number of Incidents 2024
Exposure		
First Aid	2	
Health Care	2	
Lost time		
Near Miss	2	
TOTAL	6	0

*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.

**City of Pickering
2025
Capital Budget**

10900 Library

Run Date: Nov 24, 2024

	Funding	Expense
C10900.2305 Central Library Lobby Retrofit		
01 Capital		
504100 Capital Buildings		235,000
Additional funding for replacing aging fixtures, partitions, counters and finishes in the ground floor washrooms at the Central Library. A majority of these components are original from 1990.		
80 Funding		
408037 Trf fr Casino Res	(235,000)	
Total C10900.2305 Central Library Lobby Retrofit	(235,000)	235,000
C10900.2307 Public Telework at the Library spaces - George Ashe		
01 Capital		
504950 Cap Furniture&Fix		15,000
Additional funding for client workpods.		
80 Funding		
408900 Property Tax Funded	(15,000)	
Total C10900.2307 Public Telework at the Library spaces - George Ashe	(15,000)	15,000
C10900.2405 PHCC - Archives and Library Space - FF&E		
01 Capital		
504950 Cap Furniture&Fix		250,000
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 2 of 2.		
80 Funding		
408037 Trf fr Casino Res	(250,000)	
Total C10900.2405 PHCC - Archives and Library Space - FF&E	(250,000)	250,000
C10900.2501 Collection Materials		
01 Capital		
504900 Cap Library Coll Mat		382,000
Collection Materials include: Books, audio books, movies and other types of physical materials along with their processing and packaging. Additional funds to support Outreach vehicle collection. Budget includes \$50,000 for new collection at PHCC site.		
80 Funding		
408900 Property Tax Funded	(382,000)	
Total C10900.2501 Collection Materials	(382,000)	382,000
C10900.2502 PCL Computers Replacement		
01 Capital		

**City of Pickering
2025
Capital Budget**

10900 Library

Run Date: Nov 24, 2024

	Funding	Expense
504800 Cap Information Tech		25,000
Replacement of public and staff computers at the Pickering Central Library that are at least 5 years old.		
80 Funding		
408900 Property Tax Funded	(25,000)	
Total C10900.2502 PCL Computers Replacement	(25,000)	25,000
C10900.2505 Building Envelope Retrofit - Central Library		
01 Capital		
504001 Capital Consulting		260,000
Consulting and related costs for lifecycle replacement to the existing building envelope including glazing systems, skylights, metal roofs, flat roof repairs and localized brick repairs. All components are original from 1990.		
80 Funding		
408037 Trf fr Casino Res	(260,000)	
Total C10900.2505 Building Envelope Retrofit - Central Library	(260,000)	260,000
C10900.2511 Central Library Shelving Replacement		
01 Capital		
504950 Cap Furniture&Fix		200,000
Replace aging furniture and shelving at Central Library.		
80 Funding		
408007 Trf fr Rate Stabilization Res	(100,000)	
408036 Trf fr Library Bldg Res	(100,000)	
Total C10900.2511 Central Library Shelving Replacement	(200,000)	200,000
Total 10900 Library	(1,367,000)	1,367,000

**City of Pickering
2025
Current Budget Summary**

10900 Library

Run Date: Nov 29, 2024

2023 Actuals	2024 Actuals YTD	Account Description	2024 Budget	Increase / Decrease	2025 Budget	% Change From 2024
		Expenditures				
3,667,271	3,047,016	Salaries & Wages	3,951,260	105,410	4,056,670	2.67%
2,878	3,525	Overtime	3,410	-	3,410	- %
971,007	864,533	Employee Benefits	1,119,599	60,839	1,180,438	5.43%
2,000	1,165	Employee Recognition	3,800	-	3,800	- %
2,380	1,379	Uniforms	3,250	750	4,000	23.08%
13,937	8,916	Conferences	11,000	(5,800)	5,200	(52.73%)
22,949	13,846	Seminars & Education	26,000	(7,200)	18,800	(27.69%)
6,263	4,819	Travel	5,000	-	5,000	- %
3,959	3,088	Postage	1,500	700	2,200	46.67%
77	97	Freight, Express & Cartage	500	-	500	- %
15,276	15,578	Cellular Phones	23,000	(2,000)	21,000	(8.70%)
20,140	14,077	Telephone & Data	19,700	(710)	18,990	(3.60%)
35,784	31,315	Internet	32,100	960	33,060	2.99%
1,095	654	Cable TV	725	25	750	3.45%
15,362	7,834	Advertising	18,000	-	18,000	- %
9,399	4,872	Brochures/Newsletters Printing	13,000	11,000	24,000	84.62%
28,730	34,625	Insurance Premium	34,625	3,465	38,090	10.01%
-	-	Insurance Deductible	2,300	-	2,300	- %
94,131	46,328	Consulting & Professional Fees	59,175	70,425	129,600	119.01%
9,146	4,202	Meals, Promotions & General	7,000	2,000	9,000	28.57%
14,435	12,246	Memberships	15,750	1,000	16,750	6.35%
327,757	63,416	Outside Agency Services	265,415	12,175	277,590	4.59%
251,134	58,182	Building - Repairs & Maintenance	289,310	11,800	301,110	4.08%
2,420	563	Vehicle - Repairs & Maintenance	2,000	500	2,500	25.00%
2,954	1,644	Gas, Oil, Tire, Etc.	3,773	177	3,950	4.69%
46,536	41,062	Misc. Equip. - Repairs & Maintenance	41,300	2,500	43,800	6.05%
26,087	18,249	Stationary & Office Supplies	19,000	5,000	24,000	26.32%
53,771	34,905	Programs & Event Supplies	38,000	(1,500)	36,500	(3.95%)
7,734	1,078	Committee Expenses	11,800	(2,800)	9,000	(23.73%)
9,791	13,846	Supplies & Tools	9,200	12,500	21,700	135.87%
312,960	260,047	Library Materials	301,000	(3,000)	298,000	(1.00%)
15,399	13,785	Utilities - Water	16,300	1,950	18,250	11.96%
134,742	96,062	Utilities - Hydro	138,400	1,110	139,510	0.80%
41,267	27,353	Utilities - Natural Gas	47,500	(1,990)	45,510	(4.19%)
219,324	206,184	Software & Hardware Mtce. Contracts	220,990	37,690	258,680	17.06%
293	90,943	System & Software Upgrade	100,000	(100,000)	-	(100.00%)

**City of Pickering
2025
Current Budget Summary**

10900 Library

Run Date: Nov 29, 2024

2023 Actuals	2024 Actuals YTD	Account Description	2024 Budget	Increase / Decrease	2025 Budget	% Change From 2024
17,808	15,004	Hardware Replacements	19,000	-	19,000	- %
10,100	4,502	Furniture & Fixtures	7,250	(50)	7,200	(0.69%)
79	38	Financial Services Charges	-	-	-	- %
-	5	Exchange Rate - Gain or Loss	-	-	-	- %
6,416,375	5,066,983	Total Expenditures	6,880,932	216,926	7,097,858	3.15%
		Revenues				
(21,188)	(604)	Federal Grants	(45,195)	4,000	(41,195)	(8.85%)
(157,689)	(30,809)	Ontario Grants	(136,425)	-	(136,425)	- %
(6,450)	-	Other Agency Grants	-	-	-	- %
(39,245)	(42,776)	Department User Fees	(50,000)	(1,500)	(51,500)	3.00%
(2,074)	(1,479)	Vending Machines	(2,500)	(75)	(2,575)	3.00%
(2,146)	(1,820)	Rentals - Meeting Rooms	(5,000)	(150)	(5,150)	3.00%
(4,420)	(2,214)	Other User Fees	(14,000)	700	(13,300)	(5.00%)
(6,094)	(4,654)	Fines & Charges	(10,000)	3,000	(7,000)	(30.00%)
(10,267)	(14,158)	Donations	(20,000)	-	(20,000)	- %
-	(86)	Misc. Revenue	-	-	-	- %
(249,573)	(98,600)	Total Revenues	(283,120)	5,975	(277,145)	(2.11%)
		Transfers				
(46,523)	-	Transfer to/(from) DC Oblg RF	(26,381)	(20,519)	(46,900)	77.78%
9,832	-	Transfer to(from) Cntg Sty Res.	(8,794)	8,794	-	(100.00%)
100,000	100,000	Transfer to(from) Reserve	-	100,000	100,000	- %
63,309	100,000	Total Transfers	(35,175)	88,275	53,100	(250.96%)
6,230,111	5,068,383	Net Expenditures (Revenues)	6,562,637	311,176	6,873,813	4.74%

Financial statements of
City of Pickering Public Library Board

December 31, 2023

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Independent Auditor's Report

To the Board of Directors of
The City of Pickering Public Library Board,
and Members of Council of the Corporation of the City of Pickering

Opinion

We have audited the financial statements of City of Pickering Public Library Board (the "Library Board"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, change in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library Board as at December 31, 2023, and the results of its operations, changes in net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards ("PSAS").

Basis for Opinion

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

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Deloitte LLP

Chartered Professional Accountants
Licensed Public Accountants
December 9, 2024

City of Pickering Public Library Board

Statement of financial position

As at December 31, 2023

	Notes	2023 \$	2022 \$
Financial assets			
Cash		1,675	1,675
Accounts receivable		6,617	6,971
Due from the Government of Canada		13,044	13,024
Due from City of Pickering		352,796	434,236
		374,132	455,906
Liabilities			
Accounts payable and accrued liabilities		297,194	460,516
Deferred revenue		97,000	—
Post-employment benefits liability	2	512,174	503,088
		906,368	963,604
Net debt		(532,236)	(507,698)
Non-financial assets			
Tangible capital assets	4	1,100,675	1,151,092
Prepaid expense		20,062	4,610
		1,120,737	1,155,702
Accumulated surplus	5	588,501	648,004

The accompanying notes are an integral part of the financial statements.

Approved by the Board

_____, Director

_____, Director

City of Pickering Public Library Board

Statement of operations

Year ended December 31, 2023

	Budget \$	2023 \$	2022 \$
	(Note 6)		
Revenue			
City of Pickering grants	6,748,767	6,478,573	5,898,038
Federal grants	37,000	21,188	13,333
Province of Ontario grants	157,425	157,689	146,689
Fines and other receipts	111,000	70,697	43,678
	7,054,192	6,728,147	6,101,738
Expenses			
Operating			
Salaries			
Salaries and wages	3,733,236	3,670,148	3,315,181
Fringe benefits	1,056,035	984,474	890,716
	4,789,271	4,654,622	4,205,897
Material, supplies and utilities			
Books	306,000	312,961	321,992
Utilities	220,485	191,408	160,019
Other supplies	80,600	92,047	66,586
	607,085	596,416	548,597
Services			
Repairs and maintenance	392,328	386,512	372,629
Insurance	29,313	28,730	24,830
Travel	3,540	6,263	1,527
Consulting and professional	382,540	333,047	235,451
Advertising	27,000	24,508	18,361
Conference	10,000	13,937	5,790
Postage	1,200	3,959	2,622
Telephone	92,965	72,295	73,068
Seminars and education	23,500	22,949	20,178
Software/hardware maintenance	259,026	215,140	201,213
Vehicle repairs and maintenance	5,430	5,374	5,971
Minor capital purchases	26,000	49,830	51,092
Miscellaneous	31,080	29,326	24,190
	1,283,922	1,191,870	1,036,922
Amortization of tangible capital assets	352,221	342,634	366,214
Loss on disposal of tangible capital assets	—	2,108	15,834
	7,032,499	6,787,650	6,173,464
Annual deficit	21,693	(59,503)	(71,726)
Accumulated surplus, beginning of year	648,004	648,004	719,730
Accumulated surplus, end of year	669,697	588,501	648,004

The accompanying notes are an integral part of the financial statements.

City of Pickering Public Library Board
Statement of change in net debt
Year ended December 31, 2023

	Budget	2023	2022
	\$	\$	\$
	(Note 6)		
Annual surplus (deficit)	21,693	(59,503)	(71,726)
Acquisition of tangible capital assets	(383,000)	(294,455)	(322,456)
Amortization of tangible capital assets	352,221	342,634	366,214
Loss on disposal of tangible capital assets	—	2,108	15,834
Proceeds on disposal of tangible capital assets	—	130	9
	(30,779)	50,417	59,601
Acquisition of prepaid expenses	—	(20,062)	(4,610)
Usage of prepaid expenses	—	4,610	—
Change in prepaid expense	—	(15,452)	(4,610)
Change in net debt	(9,086)	(24,538)	(16,735)
Net debt, beginning of year	(507,698)	(507,698)	(490,963)
Net debt, end of year	(516,784)	(532,236)	(507,698)

The accompanying notes are an integral part of the financial statements.

City of Pickering Public Library Board

Statement of cash flows

Year ended December 31, 2023

	2023 \$	2022 \$
Operating transactions		
Annual deficit	(59,503)	(71,726)
Non-cash items		
Amortization of tangible capital assets	342,634	366,214
Loss on disposal of tangible capital assets	2,108	15,834
	285,239	310,322
Change in non-cash operating items		
(Decrease) increase in accounts receivable	354	(6,582)
Increase in due from Government of Canada	(20)	(3,170)
Decrease (increase) in due from City of Pickering	81,440	(181,869)
(Decrease) increase in accounts payable and accrued liabilities	(163,322)	202,906
Increase (decrease) in deferred revenue	97,000	(6,225)
Increase in post-employment benefits liability	9,086	12,125
Increase in prepaid expense	(15,452)	(4,610)
	9,086	12,575
	294,325	322,897
Capital transactions		
Acquisition of tangible capital assets	(294,455)	(322,456)
Proceeds on disposal of tangible capital assets	130	9
	(294,325)	(322,447)
Net change in cash	—	450
Cash, beginning of year	1,675	1,225
Cash, end of year	1,675	1,675

The accompanying notes are an integral part of the financial statements.

City of Pickering Public Library Board

Notes to the financial statements

December 31, 2023

1. Significant accounting policies

The financial statements of the City of Pickering Public Library Board (the "Library Board") are the representations of management prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board ("PSAB") of Chartered Professional Accountants of Canada.

Significant accounting policies adopted by the Library Board are as follows:

Basis of accounting

(a) Accrual basis of accounting

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable; expenses are recognized, as they are incurred and measurable as a result of the receipt of goods and services and the creation of a legal obligation to pay.

(b) Non-financial assets

(i) Tangible capital assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all amounts that are directly attributable to acquisition, development or betterment of the asset. The cost of the tangible capital asset is amortized on a straight-line basis over the estimated useful life as follows:

Machinery and equipment	2 to 25 years
Information technology hardware	4 to 8 years
Library collection materials	4 to 7 years
Furniture and fixtures	10 to 50 years

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal.

Other major assets including the Library buildings are owned by the City and are not reflected in these financial statements.

(ii) Contribution/donation of tangible capital assets

Tangible capital assets received as contributions or donations are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue.

(iii) Intangible assets

Intangible assets are not recognized as assets in the financial statements.

(c) Post-employment benefits

The present value of the cost of providing employees with future benefits programs is recognized as employees earn these entitlements through service. Any actuarial gains or losses are amortized on a straight-line basis over the average remaining service period (ARSP) of employees. The actuary estimated the ARSP to be 13 years for retirement and 12 years for sick leave benefits.

City of Pickering Public Library Board

Notes to the financial statements

December 31, 2023

1. Significant accounting policies (continued)

Basis of accounting (continued)

(d) Government transfers

Government transfers are recognized as revenue by the Library Board in the period in which the transfer is authorized and any eligibility criteria are met, unless they are restricted through stipulations that require specific actions to be carried out in order to keep the transfer. For such transfers, revenue is recognized as the stipulation has been met.

(e) First time adoption of PS 3280 Asset Retirement Obligations

Effective January 1, 2023, the Board adopted PS 3280 Asset Retirement Obligations using the modified retroactive application. The adoption of the new standard had no impact on the financial statements of the Board, as no asset retirement obligations were identified.

(f) First time adoption of PS 3450 Financial Instruments

Effective January 1, 2023, the Board adopted PS 3450 Financial Instruments prospectively. The adoption of the new standard had no impact on the financial statements of the Board, as no financial instruments were identified that would require a change in measurement under the new standard.

(g) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets, liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Actual results could differ from those estimates. Balances which require significant estimates include amortization expense of tangible capital assets, which are based on estimated useful lives, and post-employment benefits.

2. Post-employment benefits liability

The Library Board makes available to qualifying employees who retire before the age of 65 the opportunity to continue their coverage for benefits such as post-employment extended healthcare benefits. Coverage ceases at the age of 65. The Library Board also provides full-time and permanent part-time employees a sick time entitlement, with any unused entitlement accumulated year to year. This accumulated entitlement is not vested and therefore is forfeited at the time of retirement or termination. The post-employment benefits obligation at December 31, 2023 and the changes in the accrued benefit obligation for the 2023 fiscal year was determined by actuarial valuation prepared as at December 31, 2020, with projection to December 31, 2023.

Information about the Library Board's post-employment benefits liability is as follows:

	2023	2022
	\$	\$
Post-employment benefits liability, beginning of year	503,088	490,963
Current service costs	34,748	33,074
Amortization of actuarial (gains) losses	(7,914)	(5,114)
Interest expense	10,909	10,403
Benefits paid during the year	(28,657)	(26,238)
Post-employment benefits liability	512,174	503,088

City of Pickering Public Library Board

Notes to the financial statements

December 31, 2023

2. Post-employment benefits liability (continued)

	2023	2022
	\$	\$
Accrued post-employment benefits obligation	377,565	360,565
Unamortized actuarial gains	134,609	142,523
Post-employment benefits liability	512,174	503,088

The main actuarial assumptions employed in the actuarial valuation are as follows:

(a) *Discount rate*

The present value as at December 31, 2023 of the future benefits was determined using a discount rate of 3.00% (3.00% in 2022).

(b) *Dental cost*

The dental cost trend rate was 3.75% (3.75% in 2022) per annum.

(c) *Health costs*

Health costs were assumed to increase at 5.09% (5.42% in 2022) and decrease by 0.33% (0.33% in 2022) increments per year to an ultimate rate of 3.75% per year in 2027 and thereafter.

3. Pension agreement

The Library Board makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of eligible members of its staff. The Plan is a defined benefit plan that specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

OMERS provide pension services to over 612,000 active and retired members with over 1,000 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension ("the Plan") by comparing the actuarial value of the invested assets to the estimated present value of all pension benefits that members have earned to-date. The most recent actuarial valuation of the Plan was conducted as at December 31, 2023. The results of this valuation disclosed total actuarial liabilities as at that date of \$136,185 million in respect of benefits accrued for service with actuarial assets at that date of \$131,983 million indicating an actuarial deficit of \$ 4,202 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employers. As a result, the Library Board does not recognize any share of the OMERS pension surplus or deficit.

Contributions in the amount of \$335,733 (\$269,595 in 2022) were paid to OMERS on behalf of its members during the year.

City of Pickering Public Library Board
Notes to the financial statements
December 31, 2023

4. Tangible capital assets (TCA)

	Machinery and equipment	Information technology hardware	Library collection materials	Furniture and fixtures	2023
	\$	\$	\$	\$	\$
Cost					
Balance, beginning of year	23,681	342,570	1,876,689	407,014	2,649,954
Additions during the year	—	—	294,455	—	294,455
Disposals/transfers to TCA during the year	—	—	367,916	6,584	374,500
Balance, end of year	23,681	342,570	1,803,228	400,430	2,569,909
Accumulated amortization					
Balance, beginning of year	18,890	281,365	963,099	235,508	1,498,862
Amortization	1,369	22,178	298,629	20,458	342,634
Accumulated amortization on disposals	—	—	367,916	4,346	372,262
Balance, end of year	20,259	303,543	893,812	251,620	1,469,234
Net book value	3,422	39,027	909,416	148,810	1,100,675
	Machinery and equipment	Information technology hardware	Library collection materials	Furniture and fixtures	2022
	\$	\$	\$	\$	\$
Cost					
Balance, beginning of year	23,681	339,032	1,961,209	444,142	2,768,064
Additions during the year	—	24,009	298,447	—	322,456
Disposals/transfers to TCA during the year	—	20,471	382,967	37,128	440,566
Balance, end of year	23,681	342,570	1,876,689	407,014	2,649,954
Accumulated amortization					
Balance, beginning of year	17,521	275,220	1,030,005	234,625	1,557,371
Amortization	1,369	26,616	316,061	22,168	366,214
Accumulated amortization on disposals	—	20,471	382,967	21,285	424,723
Balance, end of year	18,890	281,365	963,099	235,508	1,498,862
Net book value	4,791	61,205	913,590	171,506	1,151,092

5. Accumulated surplus

Accumulated surplus consists of the following:

	2023	2022
	\$	\$
Invested in tangible capital assets	1,100,675	1,151,092
Post-employment benefits liability	(512,174)	(503,088)
	588,501	648,004

6. Budget figures

The 2023 budget was not prepared on a basis consistent with that used to report actual results. The budget was prepared on a modified accrual basis while Canadian public sector accounting standards require a full accrual basis of accounting. The budget figures treated all tangible capital asset (TCA) acquisitions as expenditures and did not include amortization expense on tangible capital assets or post-employment benefits expenses on a full accrual basis. The following provides a reconciliation from the approved budget to the budget numbers presented in the financial statements.

	2023 Council approved budget	Post-employment benefits/ Amortization/ City Assets	2023 budget presented in statements
	\$	\$	\$
Revenue			
City of Pickering	6,748,767	—	6,748,767
Federal grants	37,000	—	37,000
Province of Ontario grants	157,425	—	157,425
Fines and other receipts	111,000	—	111,000
	7,054,192	—	7,054,192
Expenditures			
Salaries and benefits	4,780,185	9,086	4,789,271
Material, supplies and utilities	607,085	—	607,085
Services	1,283,922	—	1,283,922
Amortization		352,221	352,221
	6,671,192	361,307	7,032,499
Annual surplus (deficit)	383,000	(361,307)	21,693
Capital expenditures/ additions	603,000	(220,000)	383,000

7. Comparative figures

Certain of the prior year's comparative figures have been reclassified to conform to the current year's presentation.

Meeting Date	Board Means/ Activities	Board Committee Activities	Ends Development & Monitoring	Presentations / Staff Reports	EL Policies / Monitoring Reports	Other
January 23 7:00 pm George Ashe QSR	Election of Board Chair Election of Board Vice Chair Selection of Board Committee Members	Set-up of 2025 Committees	EP 01 Global Ends Policy 2024 Stats Review (KPIs) 2024 Incident (Security) Report 2025 Current & Capital Budget Approval 2023 Audited Financial Statements	Claremont Extended Access		Approval of Annual Calendar OLA 2025 Super Conference
February 27 7:00 pm			2024 Financial Review 2024 ILS Expunge Annual Report	Facilities	EL 08 Asset Protection EL 03 Staff Treatment	
March 27 7:00 pm		2025 Linkage Committee Workplan & 2024 Review			EL 09 Compensation & Benefits	Board Bylaws Review
April 24 7:00 pm			1 st Quarter Stats Review (KPIs) 1 st Quarter Financial Review	Children's Services	EL 01 General Executive Constraint	
May 22 7:00 pm				IT – Cybersecurity	EL 04 Staff Conduct	
June 19 7:00 pm		CEO Mid-Year Evaluation	Purchasing, Health & Safety, Hiring, and Respect in the Workplace Policies 2026 Current & Capital Budget Forecasts Estimates	Teens, Adults & MakerSpace	EL 10 Communication and Counsel to the Board	

No meetings during July & August – Board welcome to attend TD Summer Reading Club Kick-off and Wrap-Up Events

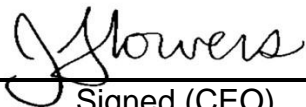
Meeting Date	Board Means/ Activities	Board Committee Activities	Ends Development & Monitoring	Presentations / Staff Reports	EL Policies / Monitoring Reports	Other
Sept. 25 7:00 pm			2026 Current and Capital Budget 2 nd Quarter Stats Review (KPIs) 2 nd Quarter Financial Review Jan-Jun 2025 Incident (Security) Report	OVEE Collections	EL 05 Financial Planning EL 06 Financial Condition	
October 23 7:00 pm	Approve 2024 Audited Financial Statements		3 rd Quarter Stats Review (KPIs) 3 rd Quarter Financial Review	Anti-Black Racism Working Group (ABRWG) Update Local History Staff Presentation	EL 02 Treatment of Clients	
November 27 7:00 pm				Marketing & Philanthropy	EL 07 Emergency Executive Succession	
December 11 7:00 pm	Board Holiday Dinner Board's Annual Report to the Community	CEO Evaluation (In-Camera Meeting)				



INTERNAL MONITORING REPORT

POLICY TYPE: ENDS
POLICY TITLE: [EP 01 Global ENDS](#)

I hereby present my monitoring report on your Ends Policy EP 01 Global Ends 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)

January 16, 2025

Date

Policy Element: First Level Ends

The Pickering Public Library exists to inspire a thriving community and be a place where everyone comes together to discover, learn, play, and connect

Interpretation:

1. "Pickering residents": all members of the Pickering community (i.e., individuals who reside in Pickering and those who although they may not reside in Pickering are enrolled in a Pickering school, own property in Pickering, or are employed by a Pickering business).
2. "thriving community": residents have high levels of wellbeing and fulfillment; there are strong relationships and connections between people

Compliance will be demonstrated when:

1. Most Pickering residents are aware of and/or use the Library service.
2. Library service is barrier free to residents and in compliance with AODA guidelines.
3. Library services are of value to the community.

Evidence:

1. The overall reporting on the Global Ends achieved in 2024 shows continued upward trends in use of library services and programs over the prior year.

One important indicator, the number of active library card membership, increased by 8% compared with the previous year (2024: 40,653; 2023: 37,496;). In 2024, there were 2,858 library cards created (2023: 5,871). The healthy growth in the number of library card memberships is attributable to:

- The launch of Ovee in fall 2024 to new neighbourhoods that will be served by the Seaton Library.
- Increased outreach efforts throughout the year to schools.

According to the latest provincial statistics, the average membership per capita rate among comparably sized libraries is 33%; Pickering’s membership rate is 40%.

With regards to residents’ awareness of library services, the social media channel engagement was up 10% to 10,100 subscribers across the three major platforms (2023: 9,200). Use of the library’s website, another important promotional tool, is up 40% to 952,000 visits (2023: 680,000 visits).

2. PPL’s three branches, Ovee and the pickeringlibrary.ca website continue to meet accessibility standards. Core library services remain free of charge as per the *Public Libraries Act*. The Library eliminated charging for late fees in 2022.

Additional efforts from 2024 to remove barriers to accessing library service include:

- Launch of Ovee to bring library services to new neighbourhoods. Ovee is equipped with an accessibility lift.
- Addition of accessible workstation in quiet area of Central Library.
- Addition of accessible work pod at Central Library.

3. The increasing use of Library services demonstrates the value that the Library provides to the community.

- In-library visits were up 16% over the prior year to 421,000 visits (2023: 363,000).
- Materials borrowed increased by 16% over the prior year to 977,500 physical and digital items (2023: 843,600).
- We delivered 916 in-library programs to an audience of 20,300 attendees (2023: 940 programs, audience of 21,295 attendees).
- We delivered 148 outreach programs to 8,700 attendees (2023: 97 programs to 4,500 attendees).

Stories and comments from staff and clients throughout this year also reflect the value of the Library to our community:

- “I recently moved to Pickering from Toronto and I absolutely love the Pickering Public Library system. The libraries are clean and organized, the collections are wonderful, and I love how active the library is on social media”.
- “Exceptional library, I use to come here time to time after work hours and it was a peaceful place. The downstairs section has group study rooms which you can book out. The upstairs section is meant for quiet study if you need time to focus. There is also a great selection of books throughout the library. The staff at this location are also super helpful, especially if you need to find a book or book a space.”
- “I came here today to do some printing. There were lots of complications. [Staff name] helped me immensely and I want to put a good word in for him. He is not only very knowledgeable, he’s a sweetheart!”
- "Everything a local library should be, especially the wonderful librarians who are unfailingly helpful, friendly, and sublimely knowledgeable."
- “[Staff name] was amazing! He was able to convert my document from a very archaic software to MS Word – something that I was sure couldn’t be done as others had tried and failed.”
- “Truly a wonderful library and friendly space in the community. The staff is wonderful and very helpful and caring of folks like me. [Staff name] and [staff name] provided great assistance.”

Meeting Minutes

Anti-Black Racism Working Group

Wednesday, December 12, 2024, 6:30 pm

Location: In-person, Central Library Silent Room 1

Attendees: Charmain Brown (Notetaker), Romina Diaz-Matus, Nicole Facey, Samantha Adebiji, Teronie Donaldson

Library Staff: Shobha Oza, Sabrina Yung, Joel Sutherland, Matthew Wagner

Absent: Bernadette Hood-Caesar

1. Land Acknowledgement and Ancestral Acknowledgement
 - Read by SY and RDM.
2. Conflict of Interest Declaration
 - No conflicts declared.
3. Review Meeting Minutes
 - November meeting minutes reviewed.
 - No edits or changes were expressed.
4. Ovee Introduction and Tour
 - MW and JS gave the ABRWG members a tour of Ovee, the new library outreach vehicle. MW provided some information about the preliminary user statistics and community reach.
 - Many celebratory comments from ABRWG members were shared regarding the vehicle, accessibility, collection, aesthetics and community engagement of the mobile service point.
5. Planning for 2025:
 - Chair/Vice Chair/Notetaker Nomination
 - Discussion took place as to nominations for Co-Chairs
 - SA and CB nominated TD and RDM to continue as Co-Chairs. No additional nominations were tabled. TD and RDM agreed to accept the nominations and continue in 2025 as Co-Chairs.
 - CB agreed to continue as notetaker, with NF remaining as backup.

Confirmation – 2025 Work Plan

- SY led the review of the 2025 work plan draft
- Discussion took place as to the presented priorities and schedule of activities.
- The group decided that the ABRWG would present to the Library Board only once in the fall rather than twice a year. In lieu of ABRWG members presenting at two Board meetings, Board members will be encouraged to attend ABRWG monthly meetings throughout the year (as occurred in 2024).
- Discussion took place regarding possible foci for 2025 including how to better support accessibility from an ABR/ARAO lens.
- SO shared about the possibility of revisiting the African Ancestral Acknowledgement (which was borrowed), and consider the ABRWG working with library staff to create a specific one for Pickering Public Library. It was suggested that perhaps this be explored via a subcommittee who can present updates at the monthly meeting.

Anti-Black Racism Community Survey

- Discussion took place regarding revisiting the Anti-Black Racism Community Survey, which took place in 2020 to inform the priorities of the ABRWG.
- It was agreed that in January the ABRWG would review the previous survey as a baseline for the development of new survey.
- It was agreed that surveying the community would provide feedback to the work of ABRWG and the library regarding their anti-Black racism work since the start of the group in 2020.
- Strategy would be run the survey during July and August – particularly so the group can engage with community in-person at Emancipation Day and the International Day for People of African Descent. Results to be reviewed in September, to inform the 2026 Work Plan discussions.

6. Review ABRWG Recruitment Framework

- Review of the New Membership Appointment Framework took place.
- Discussion took place regarding a “call-out” for new members for ABRWG, given the current number of active ABRWG members.
- It was decided that SY and SO would do a formal “call-out” for new members in January with interviews taking place in February. Hope to begin on-boarding process of new members in March with the goal of appointees attending their first ABRWG monthly meeting in April.
- SA suggested encouraging youth to be interviewed as part of the ABRWG.

7. PABRT Black Joy Market – Debrief

- SA and RDM shared their experiences at the community event.
- There was a strong community feel with a good attendance.
- The ABRWG sponsored the beverage bar which was well received.

8. DFCC 2024 Kwanzaa Event – Update

- The event will be hosted in Ajax this year. No Pickering location will be offered.
- Library staff are not available to outreach at the Ajax event. Staff will be inquiring as to whether PABRT will be part of this event. If they are, then PPL will send ABRWG material to them to display and distribute.

Next Meeting: January 8, 6:30 pm (online)

Anti-Black Racism Working Group: 2025 Work Plan

Meeting Date	Topic of Focus	Deliverables
January 8, 2025 (Online)	<p>Review and finalize 2025 Work Plan</p> <p>Review recruitment documents and promotion plan and determine where ABRWG members can contribute.</p> <p>Anti-Black Racism Community Survey</p>	<p>Members to review the revisions applied to the Work Plan and confirm if plan is approved.</p> <p>Members to review the recruitment documents and assets.</p> <p>Members to revisit the 2020 Anti-Black Racism Community Survey questions as a preliminary discussion for next steps.</p>
<p>ABRWG Recruitment Cycle [mid-January to early February; interviews pending panel restart timeline]</p>		
February 12, 2024 (In-person – Central Library)	<p>Introduction to the Maker Space</p> <p>Prepare for in-library observations. Review list of opportunities.</p>	<p>Library staff to provide the ABRWG with an in-person tour and hands-on demonstration of the Maker Space at the Central Library.</p> <p>ABRWG members will get to experience and trial some of the available equipment and learn about the various services/resources available with a PPL membership.</p> <p>In preparation for the March in-library observations, members will review the list of opportunities provided by the Library Liaisons and prepare for the observation exercise.</p>

March 2025	ABRWG Members to complete in-library observations in lieu of a monthly group meeting.	No meeting will be held this month. Instead, during the month of March, ABRWG members will attend events and library spaces for their individual in-person observation.
NEW ABRWG Members On-boarding (March – Dates TBD)		
April 9, 2025 (Online)	<p>Welcome New ABRWG Members</p> <p>Maker Space Part 2</p> <p>In-library Observations Debrief</p> <p>Anti-Black Racism Community Survey Preliminary Drafting</p>	<p>Newly appointed ABRWG members will join the group for the first monthly meeting.</p> <p>Library staff to facilitate a Maker Space introduction debrief and explore ABRWG feedback, as well as opportunities for enhancement of the reach and accessibility of this service point from an ABR/ARAO lens.</p> <p>ABRWG members to share their observations and experiences from their library visits.</p> <p>Members to begin new survey draft. Consider scope of revision and determine if a sub-committee may be required to ensure the survey can be completed by June.</p>
May 14, 2025 (In-person – George Ashe Library)	Staff Mixer	Staff representing each of the active recommendations to attend and participate in a member-staff mixer to provide progress updates with respect to the active recommendation lists. In lieu of presentation, Library staff to provide a 1-page update. Members to review for feedback.

	<p>Anti-Black Racism Community Survey Preliminary Drafting</p> <p>Prepare for in-library observations. Review list of opportunities.</p>	<p>Finalize community survey and finalize engagement plan.</p> <p>In preparation for the March in-library observations, members will review the list of opportunities provided by the Library Liaisons and prepare for the observation exercise.</p>
June 2025	<p>ABRWG Members to complete in-library observations in lieu of a monthly group meeting.</p>	<p>No meeting will be held this month. Instead, during the month of June, ABRWG members will attend events and library spaces for their individual in-person observation.</p>
<p>Launch community survey and run June, July, and August.</p>		
July 9, 2025 (Online)	<p>Introduction to Local History Collections</p> <p>PHCC Update</p> <p>In-library Observations Debrief</p> <p>Emancipation Day Preparations</p>	<p>Library staff to provide the ABRWG with an introduction and live demonstration of Local History collections and services.</p> <p>Library staff to provide an update regarding the new PHCC building and library services within.</p> <p>ABRWG members to share their observations and experiences from their library visits.</p> <p>ABRWG members to confirm outreach table schedule and activities.</p>
<p>ABRWG Community Engagement Opportunity: August 1 Durham Region Emancipation Day Event</p>		

<p>August 13, 2025 (In-person – Claremont Library)</p>	<p>Local History Collections</p> <p>Board Presentation Preparations</p> <p>International Day for People of African Descent and Cultural Fusion Preparations</p> <p>Prepare for in-library observations. Review list of opportunities.</p>	<p>Library staff to facilitate a Local History introduction debrief and explore ABRWG feedback, as well as opportunities for enhancement of the reach and accessibility of this service point from an ABR/ARAO lens.</p> <p>Determine who will present on behalf of the group to the Board and what key highlights the group may want to share.</p> <p>ABRWG members to confirm outreach table schedule and activities.</p> <p>In preparation for the March in-library observations, members will review the list of opportunities provided by the Library Liaisons and prepare for the observation exercise.</p>
<p>ABRWG Community Engagement Opportunity: PABRT August 30 International Day for People of African Descent Events ABRWG Community Engagement Opportunity: City of Pickering Cultural Fusion Fair (mid September)</p>		
<p>Close community survey September 5 (in case there are interested respondents from the August 30 event)</p>		
<p>September 2025</p>	<p>ABRWG Members to complete in-library observations in lieu of meeting.</p>	<p>No meeting will be held this month. Instead, during the month of September, ABRWG members will attend events and library spaces for their individual in-person observation.</p>

<p>October 8, 2025 (Online)</p>	<p>Anti-Black Racism Community Survey</p> <p>In-library Observations Debrief</p> <p>Final preparations for the Board presentation</p> <p>ABRWG Self-Evaluation</p>	<p>Review survey results received and determine next steps.</p> <p>ABRWG members to share their observations and experiences from their library visits.</p> <p>Review highlights and update Board presentation plan.</p> <p>Review and update self-evaluation survey for implementation. Schedule completion timeline.</p>
<p>ABRWG Update Presentation at the October Library Board Meeting (October 23)</p>		
<p>November 12, 2025 (In-person – Central Library)</p>	<p>2026 Work Plan</p> <p>ABRWG Self-Evaluation</p> <p>Commitment Renewal</p> <p>Annual Co-Chairs and Notetaker Nomination and Confirmation</p> <p>2026 Work Plan</p> <p><i>If needed</i> – New Membership planning</p>	<p>Draft 2026 work plan.</p> <p>Review survey results and determine revisions (if needed) to the Terms of Reference.</p> <p>Review results from the annual mandatory renewal confirmations. Discuss any anticipated recruitment needs.</p> <p>Members to nominate individuals for the roles of 2026 Co-Chairs and Notetakers.</p>
<p>December 10, 2025 (In-person – Central Library)</p>	<p>2026 Work Plan</p> <p><i>If needed</i> – New Membership planning</p>	<p>Finalize 2026 ABRWG work plan and determine communication plan (Board, leadership, and staff).</p> <p>Review existing framework for new membership process, refresh if needed.</p>

From Shobha Oza

Subject: Claremont Extended Access Pilot Completion

The Claremont Extended Access Pilot, launched on November 6, 2023, aimed to enhance access and adapt services to evolving community needs. The model added 41 service hours per week, with an additional 8 staffed hours starting December 2024 to facilitate more events and programs. Over 13+ months, we tested various features and gathered community feedback to guide improvements to launch a full Extended Access model in February 2025.

Framework for Full Extended Access Service

Security

- Onsite signage notifies clients that the premises are under camera surveillance.
- Staff are required to monitor onsite cameras hourly, recording observations in a logbook. Each day, a Manager or Client Services Lead reviews the logbook to ensure monitoring activities are completed and signed off.
- The alarm system alerts security personnel to unauthorized entry outside of Extended Access and Staffed hours.
- Audio alerts notify clients of upcoming closing times, and motion detectors trigger an alarm to alert security services if individuals remain after hours.
- The washroom alarm is linked to the security system to request support in emergencies.

Client Support

- Signage directs clients to use a dedicated phone to contact staff at another branch for assistance during Extended Access hours.
- Front door signage provides the Library phone number for help with entry challenges.
- Library staff will assist onsite during staffed service hours.
- An Automated External Defibrillator (AED) is available onsite for medical emergencies.

Communication

- Library users must complete an "Extended Access Terms & Conditions Form" outlining expectations and responsibilities for accessing Claremont Library during Extended Access hours. Non-compliance may result in Exclusion of Services as per the Code of Conduct.
- An updated FAQ, addressing issues like computer malfunctions, material checkout challenges, and security protocols, will be provided to all enrolled users, along with a notice about the end of the Extended Access Pilot (staff no longer onsite during Extended Access hours).
- A reminder of staffed hours will be shared to clarify when staff are onsite for direct support.
- All information will be available on the Library's website.

With these supports in place, we are confident in transitioning to full Extended Access service (without staff onsite during these hours). We will continue to closely monitor the service to ensure the continued safety and security of both residents and staff.

From: Jackie Flowers

Subject: Library Board Committees Summary

The Pickering Public Library Board Bylaws states that Board’s Committees are the Community Linkage Committee, the CEO Evaluation Committee, and Ad Hoc Committees, as needed. All Board Committees receive their mandate from the Board and comply with Board policy on Committees. Board members will indicate their interest to join committees at a Board meeting and the Board will appoint members to each committee. Each Committee will select its own Chair. Board committee recommendations must be approved by the Board before implementation. Board committees may not speak or act for the Board except when formally given such authority for a specific purpose and time period.

[Pickering Public Library Board Bylaws](#) have information about Board Committees.

Governance Policies [GP 06 Board Committee Principles](#) and [GP 07 Board Committee Structure](#) have further information about how Board committees function.

Committee Name	Purpose	Meetings	Activities	Membership
Community Linkage	Ensure effective Board linkage with community so that the Board can achieve its Ends . This is a standing committee.	Usually monthly or as needed	<p>Select a linkage target group and create a plan for the year (to be approved by Board).</p> <p>Connect with relevant community agencies for information about target group</p> <p>Attend Library, community and other events to further linkage goals and promote better communication between the Board and the community.</p>	At least four Board members, appointed by the Board each calendar year. Whenever practical, individual terms will be two years. A staff member will be assigned to be the liaison to this committee and will assist the committee with its mandate.

Committee Name	Purpose	Meetings	Activities	Membership
<p>CEO Evaluation</p>	<p>To oversee the Annual Review of the CEO based on</p> <p>BCD05 Monitoring Executive Performance.</p> <p>This is a standing committee.</p>	<p>Usually 2-3 per year</p>	<p>Define annual review criteria for the CEO based on Ends and EL policies.</p> <p>Collect and discuss information from Board members to complete the CEO evaluation</p> <p>Present the evaluation to the CEO annually.</p>	<p>At least four Board members, appointed by the Board each calendar year including the Board Chair.</p>
<p>Ad hoc Committee (as needed)</p> <p>Examples include Advocacy, Ends, Building</p>	<p>Functions as a steering committee that advises the Board on decisions in matters that would have a functional impact on the construction and major renovation projects for the Pickering Public Library. It is active when building planning and projects are in progress. This is an ad hoc committee.</p>	<p>Up to ## meetings per year or on an as needed basis.</p>	<p>To make recommendations to the Board regarding building projects being undertaken by the Library</p> <p>To support the CEO by protecting the interests of the Library during building projects.</p> <p>To monitor the progress of the projects including review of and input into building designs and floor plans.</p> <p>To propose a draft Memorandum of Understanding regarding the shared use of facility space and overlapping services if pertinent to a particular building project.</p> <p>Review the Library's Facilities Master Plan as needed.</p>	<p>At least ## Board members, appointed by the Board each calendar year. The CEO or another staff member will be assigned to be the liaison to this committee and will assist the committee with its mandate.</p>