

1. Meeting Called to Order

Chair

2. Land Acknowledgement

K. Danylak

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
Conflict of Interest Disclosure**

Chair

MOTION
to Approve

5. Presentations

- 5.1** Children's Services
 Shahin Dashtkian, Manager, Client Events

6. Consent Agenda

Chair

MOTION
to Approve

- | | | |
|------------|--|------------------------------|
| 6.1 | Minutes of the Previous Board Meeting – March 27, 2025 | <u>Pg 01</u> |
| 6.2 | Library Information Update – April 2025 | <u>Pg 06</u> |
| 6.3 | 2024 Financial Review | <u>Pg 14</u> |
| 6.4 | Q1 Stats Review (KPIs) | <u>Pg 15</u> |
| 6.5 | Q1 Financial Review | <u>Pg 16</u> |
| 6.6 | Minutes of the CEO Evaluation Committee – March 20, 2025 | <u>Pg 17</u> |
| 6.7 | Minutes of the Linkage Committee April 10, 2025 | <u>Pg 18</u> |
| 6.8 | Minutes of the Building Ad Hoc Committee – April 8, 2025 | <u>Pg 20</u> |
| 6.9 | Board Building Committee Terms of Reference | <u>Pg 24</u> |

7. Correspondence

None

8. Ends Discussion

None

9. Staff Reports

- | | | | |
|------------|---|-----------------------|------------|
| 9.1 | Anti-Black Racism Working Group Update
[Minutes of the April 9, 2025 ABRWG
meeting attached - Pg 26] | Verbal
Update | S. Oza |
| 9.2 | Tariffs Review | Pg 28 | C. Moore |
| 9.3 | Purchasing Policy Temporary
Amendment | Verbal
Update | C. Moore |
| 9.4 | Seaton Library | Verbal
Update | J. Flowers |
| 9.5 | Video Game Security Measures | Verbal
Update | C. Moore |

10. Monitoring Reports – Executive Limitations

- | | | | | |
|-------------|------------------------------------|-----------------------|--------------|---------------------------------|
| 10.1 | EL 01 General Executive Constraint | Pg 31 | K. Danylak | MOTION
to Receive
/ Adopt |
| 10.2 | EL 04 Staff Conduct | Pg 34 | B. Kenworthy | |

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

EL 10 Communication and Counsel to the Board	F. Mahjabeen
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11. Board Committee Reports

- | | | | |
|-------------|---|------------------|-------------|
| 11.1 | Report of the Linkage Committee | Verbal
Update | A. Mir |
| 11.2 | Report of the CEO Evaluation Committee | Verbal
Update | A. Maginley |
| 11.3 | Report of the Building Ad Hoc Committee | Verbal
Update | S. Butt |

12. Governance

- | | | | |
|-------------|----------------|------------------|-------|
| 12.1 | Midterm Review | Verbal
Update | Chair |
|-------------|----------------|------------------|-------|

13. Board Policy Review

None

14. New & Unfinished Business

14.1 Member Community Reports

14.2 Canadian Urban Libraries Council Verbal J. Flowers
Update

15. Confidential Matter

None

16. Board Meeting Evaluation

16.1 Review of Previous Meeting Results Verbal Chair
Update

16.2 Completion of Evaluation for Current Meeting

17. Adjournment

Chair MOTION
to Adjourn

Next Meeting:

To be Held: Thursday, June 19, 2025
Location: Central Library Auditorium

Preliminary List of Motions

Item # Motion

- 4.** THAT the items in the Agenda be approved by the Board as presented.
- 6.** THAT the items in the Consent Agenda be approved by the Board as presented.
- 10.1** THAT the Board has received the monitoring report for policy **EL 01 General Executive Constraint** and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy **EL 01 General Executive Constraint** as presented, the policy being complete, sound, and effective.
- 10.2** THAT the Board has received the monitoring report for policy **EL 04 Staff Conduct** and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy **EL 04 Staff Conduct** 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

Location: George Ashe Library – Silent Room

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

Absent: Councillor M. Brenner; Councillor L. Cook; A. Mir; S. Sheehy; F. Mahjabeen

Staff: J. Flowers, CEO/Director of Public Libraries; C. Moore, Director, Corporate Services & Collections; S. Oza, Director, Engagement & Client Experience; M. Jackson, Executive Assistant

1. Meeting Called to Order

Chair Maginley called the meeting to order at 7:06 pm.

2. Land Acknowledgement

D. Sharma read the City of Pickering Land Acknowledgement.

3. Public Delegations

There were no public delegations.

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #24.01

Moved by Chair Maginley, Seconded by B. Kenworthy a **Motion THAT** the Agenda be adopted.

Carried.

5. Presentations

None

6. Consent Agenda

6.1 Minutes of the Previous Board Meeting – February 27, 2025

6.2 Confidential Minutes of the In-Camera Portion of the Previous Board Meeting – February 27, 2025 [provided under separate cover]

6.3 Library Information Update – March 2025

Motion #24.02

Moved by Chair Maginley, Seconded by D. Sharma **Motion THAT** the items on the Consent Agenda be adopted.

Carried.

7. Correspondence

None

8. Ends Discussion

None

9. Staff Reports

9.1 Anti-Black Racism Working Group (“ABRWG”) Update

Minutes of the ABRWG Meeting were included in the agenda. S. Oza provided an update from the ABRWG March meeting where the focus was the refreshed Maker Space. The ABRWG is continuing the recruitment process for new members. **Executive Limitations Policies & Monitoring Reports**

9.2 EL 09 Compensation & Benefits

The policy covers fiscal integrity in compensation and benefits. K. Smuk found compliance was demonstrated. She was satisfied that the report was accurate and complete.

K. Smuk highlighted that in the overview, volunteers are listed but no elements within the policy address volunteers.

J. Flowers mentioned that volunteers appointed by Council to advisory boards must report any monetary benefits as part of an annual report. This reporting should be incorporated into next year's EL report.

C. Moore confirmed that the unaudited 2024 Variance Report will be included in the May Board meeting and then the 2024 Financial Audit will come out in the fall.

Motion #24.03

- 9.3 Moved by Chair Maginley, Seconded by K. Danylak **Motion THAT** Board has received the monitoring report for policy **EL 09 Compensation & Benefits** as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy **EL 09 Compensation & Benefits** as presented, the policy being complete, sound, and effective.
Carried.

Executive Limitations policy **EL 01 General Executive Constraint** will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Assigned to K. Danylak.

10. Board Committee Reports

10.1 Report of the Linkage Committee

S. Oza provided an update that there was no meeting this month, but the Linkage Committee will be meeting on April 10, 2025.

Report of the CEO Evaluation Committee

Chair Maginley provided an update that the CEO Evaluation Committee met on March 20, 2025, and went over the new template for the CEO Evaluation which includes deliverables based on the Library 2024-2027 strategic plan. The next meeting is scheduled for June 10, 2025, and they will go over mid-year progress.

10.2 Report of the Building Ad Hoc Committee

C. Moore provided an update there was no meeting this month, but the Building Ad Hoc Committee will meet on April 8, 2025, with two other meetings to follow.

11. Governance

11.1 Summary of Library Board Midterm Discussions

With the assistance of a slidedeck, J. Flowers presented a summary of the Library Board Midterm Discussions. There was a comprehensive discussion on Board education, areas of strength and areas of improvement.

Discussion between Staff and Board Members ensued regarding Board Education/Training Ideas:

- Chair Maginley suggested the idea of using the Linkage, CEO and Building Ad Hoc Committees, to explore these training opportunities. For example, D. Sharma noted that Capital Projects could go to the Building Ad Hoc Committee for review. Following this, the Building Ad Hoc Committee can create a presentation and set up a meeting with Board Members to understand this.
- J. Flowers confirmed that there is a budget for facilitator training.

Discussion between Staff and Board Members ensued regarding areas of improvement:

1. Attendance Issues. Chair Maginley and D. Sharma suggested Board Members review if Thursdays are still a good date for Library Board meetings. If members are not able to attend, they should inform staff before the day of the meeting to ensure that quorum can be reached. The Public Libraries Act states that if a member misses 3 consecutive meetings in a row, the member will forfeit their seat unless the Board passes a motion to excuse these absences. Attendance is an important issue that should be addressed.
2. Monthly Board meeting evaluation form could be more effective.
3. Board does not set goals for itself during its term. This item was discussed as a high priority.
4. Gaps in perspectives and the worldviews of the community reflected on the Board. K. Danylak notes the potential to address this through the Linkage Committee to target members to reflect the community.
5. Library Board could increase its visibility to match other advisory committees of Council (i.e. we do not broadcast meetings, could do Town Halls, etc.). Discussion on this topic confirmed that this is for transparency.
6. Due to the Library Board's structured agenda, the board does not have time to have blue sky or strategic conversations. This item was discussed as a high priority.

7. How to set up the library for future success with capital projects so we are keeping pace with the city's growing population. The idea was discussed to move this to the Building Ad Hoc Committee.
8. Emerging issues in public libraries. This item was discussed as a high priority.
 - J. Flowers handed out a ballot and asked Board Members to indicate the 3 top priorities from the list above. These three topics had nearly equal votes
 1. Board does not set goals for itself during its term
 2. Generative/blue sky be ideas and have strategic conversations
 3. Emerging issues in public libraries
 - D. Sharma also suggested the idea of a separate workshop, activity, or facilitation session to create strategies, deliverables, etc. for the priorities chosen above.
 - Chair Maginley suggested that he, D. Sharma and J. Flowers discuss these 3 priorities together in detail and come back to the Board at the next meeting.
 - J. Flowers thanked Members and shared that they will continue to discuss these ideas and the next steps, with the input of the Board Members.

12. Board Policy Review

None

13. New & Unfinished Business

13.1 Member Community Reports

K. Smuk noted that the March Break events were very successful.

A. Maginley shared positive feedback on the Black Brilliance event, and the Science Fair.

D. Sharma was a Science Fair judge and shared that the event was enjoyed by the participants and the audience.

New Business – New May Board Meeting Date

A new date for May meeting was proposed to accommodate J. Flowers being away at a conference. The new date suggested was May 15, 2025. All in attendance agreed that the new date was acceptable. An email will be sent out to all Members of the Board not in attendance to ensure this date will allow the Board to have quorum.

13.2 Upcoming Community Events

J. Flowers provided an update on upcoming community events:

- Chair Maginley confirmed his attendance for Battle of the Books on April 10, 2025. A meeting invitation will be sent.
- Dates for the spring Book Sale are May 23-25, 2025. The last book sale raised \$5,500.00 in donations.
- B. Kenworthy requested that ABRWG meetings be included in the upcoming events schedule. The next meeting is April 9, 2025.

- M. Jackson to circulate the new Board Calendar to reflect that the annual Board Bylaws Review is done in the fall.
- M. Jackson to send out revised Upcoming Community Events dates and request Board Members to RSVP for events. From here, M. Jackson will send out invitations to the meeting and include any special notes.
- J. Flowers shared that she had been in touch with the Leadership Team at Ajax Public Library following a hate-motivated assault the previous weekend. She addressed that Pickering has increased its roving and monitoring of library locations Councillor S. Butt shared that there is a solidarity event happening on April 4th in Ajax. M. Jackson to email event details to the Board.

14. Confidential Matter

None

15. Board Meeting Evaluation

Chair Maginley 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.

Chair Maginley noted that they are currently reviewing the evaluation form based on the feedback received during the midterm discussions.

16. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, April 24, 2025, at 7:00 pm in the Central Library Auditorium.

Motion #24.04

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

Carried.

The meeting was adjourned at 8:58 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

1 The Best Place for Everyone to Learn

Battle of the Books

Libraries across Durham Region participated in the annual Battle of the Books reading competitions. Pickering's local matches had 113 kids in grades 4-6 and 46 kids in grades 7-8 participate. The two Pickering teams that advanced to the Regionals competition were William Dunbar Public School (Junior team) and Fairport Beach Public School (Intermediate team). William Dunbar received first place at the Regional competition and Fairport Beach received fourth place. Congratulations to both teams.



Marketing showcased the winners of Battle of the Books through a dynamic social media campaign that sparked strong community interest and engagement. The [post](#) captured the students' enthusiasm, teamwork, and dedication to reading, celebrating both their achievements and the spirit of the competition.

Local History Speaker Series

Staff launched a new program called the “Local History Speaker Series.” The series is a quarterly event featuring a presentation from a different guest speaker on an engaging topic of local history. The first presentation featured Dr. Natasha Henry-Dixon, renowned researcher and professor of African Canadian History at York University, speaking on the topic of “Early Black Settlement in Ontario: A Long History.” The program was well-attended with 25 participants.



Tech Play with Girl Guide and Ember Groups

Staff recently led three engaging Tech Play workshops for local Girl Guide and Ember groups, introducing block coding through OSMO coding sets.

Over the course of the sessions, the team connected with 43 girls, sparking curiosity and confidence through hands-on coding activities.

These workshops not only supported the girls' progress toward earning their technology badges but also offered a dynamic way to connect youth with both technology and the library in a fun, meaningful way.

Adult Poetry Contest

The Library hosted an Adult Poetry Contest throughout the month of April, in honour of National Poetry Month. Ten poems have already been submitted to the contest. Three winners of the Adult Poetry Contest were selected to have their poems featured on bookmarks distributed by the Library.

2 Committed to Care, Inclusion and Belonging

Black Brilliance

In March, the Library hosted *Black Brilliance*—a vibrant celebration of the Black community through art, performance, and partnership.

The event was amplified on social media through a series of engaging posts that showcased each performer and highlighted the community partners in attendance.

Promotional content leading up to the event saw strong engagement, building anticipation.

Following the event, a visually rich recap post captured key moments and was shared 45 times, reflecting the community's enthusiasm and support for this well-attended and meaningful gathering.

To view the post, click [here](#)



Anti-Black Racism Working Group

As part of the Anti-Black Racism Working Group (ABRWG's) recommendations focused on marketing Library collections and events, several ABRWG members have participated on camera in short videos that will be rolled out throughout the year. Feedback from the ABRWG indicated a need to enhance how the library's social media supports community connections and amplifies diverse community voices when promoting the collections. The first video published features Charmain, a member of the working group. In the video, Charmain speaks about her experience with the ABRWG and highlights her favourite children's book from the library's collection.

The video offered an authentic, personal perspective that resonated strongly with viewers. It prompted thoughtful user comments and achieved higher-than-average reach and interaction, demonstrating the value of centering lived experiences and community in social media storytelling.

This video post was published while the library was seeking expressions of interest for new members to join the ABRWG. By including the public call for new members, the post was a great way to highlight the ABRWG's impact on real residents while also increasing views of the ABRWG webpage. To view the video, click [here](#).



Big Drum Social

Staff were invited to host an information booth at the Big Drum Social, organized by the Durham Community Health Centre. Attendees celebrated the richness of Indigenous culture through dance, art, and community connections.



Staff provided resources to support learning about Indigenous culture, including booklists featuring books by Indigenous authors, and information on library services and programs.

A total of 9 children and 55 adults engaged with the staff, and two library cards were created.

Visiting Library Service to Retirement Homes

Staff continued their monthly visits to local retirement homes, delivering books, fulfilling hold requests, and promoting the many library services available to residents.

At one location, the team hosted a special Tech Help One-on-One Drop-in session, where residents received personalized support with their laptops, tablets, and smartphones. Six residents participated, receiving guidance on tasks such as navigating apps, adjusting settings, and accessing eBooks and audiobooks through the library's digital platforms. The session was a valuable way to empower seniors with digital confidence and highlight the library's ongoing commitment to accessible, inclusive service.



Crochet for the Soul



Staff delivered a crochet program for teens and adults, introducing participants to the foundational skills of the craft. Each attendee had the opportunity to start their own project and take home yarn to continue practicing.

The event drew 11 participants and received positive feedback.

Diversity Month

Collections staff created a display in the George Ashe Branch entryway for Celebrate Diversity Month (April) to better highlight these and other related titles.

Reading titles from diverse perspectives offers a powerful opportunity for learning and personal growth, fostering intercultural empathy, broadening perspectives, and promoting a deeper understanding of the world.



3 A Connected Community



Prayer Room

Following the success of last year's pilot, Silent Room 2 at the Central Library was once again transformed into a dedicated Prayer Room during Ramadan 2025. To raise awareness, the initiative was featured in a social media reel showcasing the space and how to access it from the first floor. Strategic pop-up signage throughout the building further ensured that clients were informed about the availability of the room during all operating hours. The community response was overwhelmingly positive, with strong social media engagement and heartfelt comments expressing appreciation for the inclusive space. To view the reel, click [here](#).



Visit to Ontario Tech

Staff visited Ontario Tech University to promote library services and connect with students during exam season. During the visit, staff registered several new library cardholders and highlighted key resources, including the online tutoring tool Brainfuse. Thanks to this targeted promotion, Brainfuse saw a significant increase in usage—over 700 sessions were logged by library users throughout the month.

Durham Region Non-Profit Housing Corporation - Monthly Visit



Staff are building a new, strong partnership with Durham Region Non-Profit Housing Corporation. Staff visit one of the Pickering sites near Kingston Road and Valley Farm Road every month to engage with the adults and children in the housing community.

In April, staff facilitated a trivia featuring Kahoot using the Library's iPads. Staff engaged with 7 kids.

CDCD's Durham Humanitarian Response Project Support

As part of its ongoing partnership with the Community Development Council Durham (CDCD) and the Durham Humanitarian Response Project (DHRP), staff prepared an engaging activity night featuring painting, colouring, and relaxing music. These events intend to provide an opportunity for the children to engage in educational and fun activities, fostering a sense of community and learning through play.



These activities not only encourage creativity and fine motor skills but also promote social interaction and teamwork. These events provide a safe, welcoming space for refugee children to learn, have fun, and connect with others. They reinforce the library's commitment to supporting the diverse needs of the community, offering meaningful educational experiences and promoting inclusion for all.



Ovee

Staff have been delivering library services with Ovee at regular stops and at special events throughout the community. Staff engaged with 287 residents over the past month.

4 Building for the Future

Introduction to Vegetable Gardening Workshop

Staff attended the City of Pickering's Sustainability event, "Introduction to Vegetable Gardening", where they hosted a table offering residents vegetable seed packets from our seed library, as well as information on both physical and electronic resources that the library offers regarding vegetables and gardening. Outreach staff engaged with 57 people during this event, also promoting upcoming library programs and initiatives.

Book Hedgehogs



At the Claremont Library, staff hosted a creative sustainability-themed program that transformed discarded books into charming paper hedgehogs. Participants explored how crafting and recycling can produce joyful, meaningful results while also fostering a sense of community. A highlight of the event was seeing two adult attendees connect for the first time, strike up a friendship, and exchange phone numbers—demonstrating how creativity can bring people together in unexpected and delightful ways.!

New 3D Printers in Maker Space: Bambu Labs P1S

The Library launched new 3D printers in the Maker Space. These state-of-the-art printers offer significant upgrades—including doubling the printing speed, exceptional print quality, and the ability to print in up to four colours simultaneously. To support the launch, staff developed comprehensive new documentation, updated procedures, and a revised test quiz to ensure a smooth transition for clients. The response has been immediate, with multiple bookings already made in March alone. We anticipate strong and sustained usage for years to come.



Pickering Public Library - Financial Update - 2024

Expenditures	2024 Approved Budget	2024 Actuals	2024 Variance	Comments
501000 Salaries & Wages	\$ 3,951,260.00	\$ 3,816,416.07	\$ 134,843.93	
501010 Overtime	\$ 3,410.00	\$ 4,427.07	\$ (1,017.07)	Additional overtime required in Q4.
501020 Employee Benefits	\$ 1,119,599.00	\$ 1,024,981.72	\$ 94,617.28	
501025 Employee Recognition & Appreciation	\$ 3,800.00	\$ 1,968.40	\$ 1,831.60	Lower costs than expected for employee events.
501040 Uniforms	\$ 3,250.00	\$ 3,438.32	\$ (188.32)	
501100 Conferences	\$ 11,000.00	\$ 9,805.28	\$ 1,194.72	
501110 Seminars & Education	\$ 26,000.00	\$ 20,093.47	\$ 5,906.53	Training costs lower than originally budgeted.
501130 Travel	\$ 5,000.00	\$ 7,183.84	\$ (2,183.84)	Additional travel costs related to split shifts.
502000 Postage	\$ 1,500.00	\$ 4,203.37	\$ (2,703.37)	Higher postage costs due to ILS migration and inter-library loans.
502010 Freight, Express & Cartage	\$ 500.00	\$ 96.02	\$ 403.98	Lower freight costs than expected.
502020 Cellular Phones	\$ 23,000.00	\$ 17,477.63	\$ 5,522.37	Costs are variable.
502030 Telephones & Data Services	\$ 19,700.00	\$ 18,922.39	\$ 777.61	
502040 Internet Services	\$ 32,100.00	\$ 34,361.06	\$ (2,261.06)	
502050 Cable TV	\$ 725.00	\$ 713.52	\$ 11.48	
502100 Advertising	\$ 18,000.00	\$ 16,767.96	\$ 1,232.04	
502130 Printing - Brochures/News Ltr	\$ 13,000.00	\$ 10,754.25	\$ 2,245.75	Lower printing costs than expected.
502210 Insurance Premium	\$ 34,625.00	\$ 34,625.00	\$ -	
502220 Insurance Deductible	\$ 2,300.00	\$ -	\$ 2,300.00	No insurance claims.
502230 Consulting & Professional Fees	\$ 59,175.00	\$ 62,536.10	\$ (3,361.10)	
502240 Meals/Promotion/General	\$ 7,000.00	\$ 6,388.87	\$ 611.13	
502250 Memberships	\$ 15,750.00	\$ 16,135.68	\$ (385.68)	
502260 Outside Agency Services	\$ 265,415.00	\$ 262,574.25	\$ 2,840.75	
502340 Building Repairs & Maintenance	\$ 289,310.00	\$ 270,069.90	\$ 19,240.10	
502370 Vehicle Repairs & Maint	\$ 2,000.00	\$ 1,220.06	\$ 779.94	Lower costs due to outreach vehicle launching in Q3.
502375 Gas, Oil, Tires, Etc.	\$ 3,773.00	\$ 2,587.47	\$ 1,185.53	Lower costs due to outreach vehicle launching in Q3.
502380 Misc Equip Rep & Maintenance	\$ 41,300.00	\$ 43,852.22	\$ (2,552.22)	
502500 Stationery & Office Supplies	\$ 19,000.00	\$ 21,881.24	\$ (2,881.24)	Office supply item cost increases.
502520 Program & Event Supplies	\$ 38,000.00	\$ 45,756.77	\$ (7,756.77)	Additional programming costs required in December.
502530 Committee Expenses	\$ 11,800.00	\$ 4,463.93	\$ 7,336.07	Committee members we not able to attend all meetings.
502540 Supplies & Tools	\$ 5,000.00	\$ 6,271.14	\$ (1,271.14)	Replacement security radios were required.
502541 Shop Supplies	\$ 4,200.00	\$ 15,251.54	\$ (11,051.54)	Increased use of Maker Space.
502550 Library Materials	\$ 301,000.00	\$ 300,709.81	\$ 290.19	
502600 Utilities - Water	\$ 16,300.00	\$ 16,304.40	\$ (4.40)	
502610 Utilities - Gas	\$ 47,500.00	\$ 36,976.35	\$ 10,523.65	Costs are variable.
502620 Utilities - Hydro	\$ 138,400.00	\$ 127,618.91	\$ 10,781.09	
502700 Sfrwr/Hdwr Maintenance Contracts	\$ 220,990.00	\$ 219,439.76	\$ 1,550.24	
502720 System & Software Upgrade	\$ 100,000.00	\$ 95,911.78	\$ 4,088.22	
502730 Hardware Replacements	\$ 19,000.00	\$ 30,632.37	\$ (11,632.37)	Authorized over spending for cybersecurity hardware.
502740 Furniture & Fixtures	\$ 7,250.00	\$ 7,640.17	\$ (390.17)	
503080 Financial Services Charges	\$ -	\$ 65.18	\$ (65.18)	Fees related to donation transactions.
503090 Exchange Rate - Gain or Loss	\$ -	\$ 4.49	\$ (4.49)	Fees related to donation transactions.
508009 Trsf to Continuing Studies Reserve	\$ -	\$ -	\$ -	
508036 Trsf to Library Building Reserve	\$ 100,000.00	\$ 100,000.00	\$ -	
Total Expenditures	\$ 6,980,932.00	\$ 6,720,527.76	\$ 260,404.24	
402500 Federal Grants	\$ (45,195.00)	\$ (30,878.87)	\$ (14,316.13)	YCW Grant student hours lower than budgeted.
402510 Ontario Grants	\$ (136,425.00)	\$ (137,233.80)	\$ 808.80	
403000 Departmental User Fees	\$ (50,000.00)	\$ (48,350.92)	\$ (1,649.08)	
403030 Vending Machines	\$ (2,500.00)	\$ (2,300.06)	\$ (199.94)	
403064 Rentals - Mtg. Room/Publi	\$ (5,000.00)	\$ (1,861.78)	\$ (3,138.22)	Lower room rental recoveries than anticipated.
403120 Other User Fee Revenue	\$ (14,000.00)	\$ (2,262.09)	\$ (11,737.91)	Lower user fee revenue than expected.
405000 Fines & Charges	\$ (10,000.00)	\$ (5,285.49)	\$ (4,714.51)	Lower payments than expected.
406500 Donations	\$ (20,000.00)	\$ (17,763.07)	\$ (2,236.93)	
406560 Miscellaneous Revenue (Cost Centre)	\$ -	\$ (85.75)	\$ 85.75	
Total Revenues	\$ (283,120.00)	\$ (246,021.83)	\$ (37,098.17)	
408007 Trsf from Rate Stabilization Reserve	\$ (100,000.00)	\$ -	\$ (100,000.00)	Transfer for ILS project not required.
408009 Trsf from Continuing Studies Reserve	\$ (8,794.00)	\$ (9,831.92)	\$ 1,037.92	
408607 Trf fr DC Library Services Oblig Res Fun	\$ (26,381.00)	\$ (29,495.76)	\$ 3,114.76	
Total Transfers	\$ (135,175.00)	\$ (39,327.68)	\$ (95,847.32)	
Net	\$ 6,562,637.00	\$ 6,435,178.25	\$ 127,458.75	

2025 Q1 KPI Statistics

	2024	Per capita (pop: 100,000)
Total circulation	977,464	9.8
Cardholders	40,653	0.4
In-person visits	421,354	4.2
Website visits	952,306	9.5
Public Computer Use	34,204	0.3
Total Digital Learning Sessions	54,611	0.5
Number of programs	916	0.009
Program attendance	20,277	0.2
Outreach events	148	0.001
Outreach attendance	8,663	0.09

2025 YTD	Extrapolated to full year	Per capita (pop: 100,000)
254,495	1,017,980	10.2
41,547	41,547	0.4
102,502	410,008	4.1
233,475	933,900	9.3
9,145	36,580	0.4
15,926	63,704	0.6
239	956	0.010
5,448	21,792	0.2
47	188	0.000
1,075	4,300	0.011

Change Year over Year (extrapolated data)
4%
2%
-3%
-2%
7%
17%
4%
7%
27%
-50%

Pickering Public Library - Financial Review - 2025-Q1

Expenditures	YTD Actual	2025 Budget	Remaining	Rem.(%)	Comments
501000 Salaries & Wages	\$ 815,650.89	\$ 4,124,091.00	\$ 3,308,440.11	80	
501010 Overtime	\$ (289.89)	\$ 3,410.00	\$ 3,699.89	109	
501020 Employee Benefits	\$ 282,749.13	\$ 1,194,164.00	\$ 911,414.87	76	
501025 Employee Recognition & Appreciation	\$ 0.01	\$ 3,800.00	\$ 3,799.99	100	
501040 Uniforms	\$ 36.90	\$ 4,000.00	\$ 3,963.10	99	
501100 Conferences	\$ 3,912.67	\$ 5,200.00	\$ 1,287.33	25	Majority of conferences attended in Q1
501110 Seminars & Education	\$ 4,925.79	\$ 18,800.00	\$ 13,874.21	74	
501130 Travel	\$ 324.12	\$ 5,000.00	\$ 4,675.88	94	
502000 Postage	\$ 1,133.63	\$ 2,200.00	\$ 1,066.37	48	Increased postage costs related to new ILS
502010 Freight, Express & Cartage	\$ -	\$ 500.00	\$ 500.00	100	
502020 Cellular Phones	\$ 4,391.75	\$ 21,000.00	\$ 16,608.25	79	
502030 Telephones & Data Services	\$ 2,826.67	\$ 18,990.00	\$ 16,163.33	85	
502040 Internet Services	\$ 8,486.04	\$ 33,060.00	\$ 24,573.96	74	
502050 Cable TV	\$ 178.38	\$ 750.00	\$ 571.62	76	
502100 Advertising	\$ 425.61	\$ 18,000.00	\$ 17,574.39	98	
502130 Printing - Brochures/News Ltr	\$ 1,858.84	\$ 24,000.00	\$ 22,141.16	92	
502210 Insurance Premium	\$ 38,090.00	\$ 38,090.00	\$ -	0	
502220 Insurance Deductible	\$ -	\$ 2,300.00	\$ 2,300.00	100	
502230 Consulting & Professional Fees	\$ (8,242.56)	\$ 129,600.00	\$ 137,842.56	106	
502240 Meals/Promotion/General	\$ 165.43	\$ 9,000.00	\$ 8,834.57	98	
502250 Memberships	\$ 4,883.52	\$ 16,750.00	\$ 11,866.48	71	Many memberships billed in Q1
502260 Outside Agency Services	\$ 1,903.73	\$ 277,590.00	\$ 275,686.27	99	
502340 Building Repairs & Maintenance	\$ 27,450.50	\$ 301,110.00	\$ 273,659.50	91	
502370 Vehicle Repairs & Maint	\$ 60.90	\$ 2,500.00	\$ 2,439.10	98	
502375 Gas, Oil, Tires, Etc.	\$ 762.40	\$ 3,950.00	\$ 3,187.60	81	
502380 Misc Equip Rep & Maintenance	\$ 10,091.41	\$ 43,800.00	\$ 33,708.59	77	
502500 Stationery & Office Supplies	\$ 5,723.17	\$ 24,000.00	\$ 18,276.83	76	
502520 Program & Event Supplies	\$ 7,281.86	\$ 36,500.00	\$ 29,218.14	80	
502530 Committee Expenses	\$ -	\$ 9,000.00	\$ 9,000.00	100	
502540 Supplies & Tools	\$ 3,814.63	\$ 17,500.00	\$ 13,685.37	78	
502541 Shop Supplies	\$ 282.77	\$ 4,200.00	\$ 3,917.23	93	
502550 Library Materials	\$ 67,664.65	\$ 298,000.00	\$ 230,335.35	77	
502600 Utilities - Water	\$ 3,708.93	\$ 18,250.00	\$ 14,541.07	80	
502610 Utilities - Gas	\$ 19,675.14	\$ 45,510.00	\$ 25,834.86	57	Costs are variable
502620 Utilities - Hydro	\$ 24,023.99	\$ 139,510.00	\$ 115,486.01	83	
502700 Sfwr/Hdwr Maintenance Contracts	\$ 101,697.34	\$ 258,680.00	\$ 156,982.66	61	Majority of subscription services billed in Q1
502730 Hardware Replacements	\$ 323.32	\$ 19,000.00	\$ 18,676.68	98	
502740 Furniture & Fixtures	\$ 605.47	\$ 7,200.00	\$ 6,594.53	92	
503080 Financial Services Charges	\$ 14.89	\$ -	\$ (14.89)	-100	
503090 Exchange Rate - Gain or Loss	\$ 13.76	\$ -	\$ (13.76)	-100	
508036 Trsf to Library Building Reserve	\$ -	\$ 100,000.00	\$ 100,000.00	100	
Total Expenditures	\$ 1,436,605.79	\$ 7,279,005.00	\$ 5,842,399.21	80	
402500 Federal Grants	\$ -	\$ (41,195.00)	\$ (41,195.00)	100	
402510 Ontario Grants	\$ (32,100.00)	\$ (136,425.00)	\$ (104,325.00)	76	
403000 Departmental User Fees	\$ (12,504.17)	\$ (51,500.00)	\$ (38,995.83)	76	
403030 Vending Machines	\$ (948.21)	\$ (2,575.00)	\$ (1,626.79)	63	Vending machine usage higher than estimate
403064 Rentals - Mtg. Room/Publi	\$ (174.60)	\$ (5,150.00)	\$ (4,975.40)	97	
403120 Other User Fee Revenue	\$ (870.00)	\$ (13,300.00)	\$ (12,430.00)	93	
405000 Fines & Charges	\$ (1,503.33)	\$ (7,000.00)	\$ (5,496.67)	79	
406500 Donations	\$ (2,716.53)	\$ (20,000.00)	\$ (17,283.47)	86	
408607 Trf fr DC Library Services Oblig Res Fun	\$ -	\$ (46,900.00)	\$ (46,900.00)	100	
Total Revenues	\$ (50,816.84)	\$ (324,045.00)	\$ (273,228.16)	84	
Net	\$ 1,385,788.95	\$ 6,954,960.00	\$ 5,569,171.05	80	

Pickering Public Library Board CEO Evaluation Committee

Held: March 20, 2025
Location: Virtual meeting
Attendees: A. Maginley,
Absent:
Staff: J. Flowers – CEO/Director of Public Libraries

Meeting Commencement Time: 6:05 pm

1. Appointment of Chair

A. Maginley was appointed Chair of the CEO Evaluation Committee.

2. Review of draft CEO evaluation metrics for 2025

J. Flowers presented the draft annual evaluation document noting where measures and targets had been added or revised from the prior year. Some growth targets that were set at 5% during the pandemic and pandemic-recovery period were adjusted to 3% growth with the exception of in-person and website traffic.

The document also includes 30 projects which were reviewed during the February Board meeting.

The Committee will meet again in June to review the metrics from January to May 2025.

The meeting was adjourned at 7:02 pm.

Pickering Public Library Board Community Linkage Committee

Held: April 10, 2025

Location: Virtual Meeting

Attendees: A. Mir, D. Sharma, F. Mahjabeen, K. Smuk, S. Jeffrey-Sheehy

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

Commencement Time: 7:07pm

1. Welcome and review of purpose of Committee

- Strengthen the Board's connection with the community to help achieve its Board Ends.
- Ensure that all Committee recommendations are presented to and approved by the Board before implementation.
- Clarify that Committee members may not speak or act on behalf of the Board unless explicitly authorized for a specific purpose and duration.

ACTION: S.Oza to adapt Building Committee Terms of Reference template for this committee's Terms of Reference and present at next meeting.

2. Brainstorm options and activities for 2025

- Attend Library programs and events to:
 - Demonstrate support for staff initiatives
 - Support Board learning and development
 - Gather community feedback on Library services
 - Enhance Board visibility within the community
- Support the Library's Community Celebration event, where staff share progress on Strategic Plan goals and gather further input from community members on Library programs and services.
- Participate in broader community engagement activities across Pickering to:
 - Stay informed on local issues and priorities
 - Identify opportunities for the Library to support community needs (e.g., combatting misinformation, civic engagement on a range of topics, etc.)

Upcoming event for members to participate in: Tri-Ward Town Hall Meeting, Tuesday May 6 at 6:30pm, Chestnut Hill Developments Recreation Complex, Meeting Rooms 2 & 3'

3. Logistics for monthly meetings (10 minutes)

- Chair: A. Mir was appointed Chair of the committee for the first year of the two-year term.
- Date & Time: 2nd Thursdays of the month, 7pm, virtual meeting format.

4. Next Meeting

- June 12, 2025, at 7:00pm

5. Adjournment

- The meeting was adjourned at 7:45pm.

Pickering Public Library Board Building & Facilities Ad Hoc Committee

Held: April 8, 2025

Location: Virtual Meeting

Attendees: S. Butt, K. Danylak, D. Sharma, M. Brenner

Absent: L. Cook

Staff: C. Moore, Director, Corporate Services and Collections

Commencement Time: 6:03pm

1. Appoint Chair of Committee for 2025

S. Butt was selected as Chair of the Building Committee for 2025.

2. Review of Building Committee Terms of Reference

C. Moore circulated the Terms of Reference document to the Building Committee prior to the meeting and a review was conducted by the committee. Several revisions were recommended by the committee, and the updated document will be brought to the April board meeting for approval.

3. Facilities Plan Update (2025 – 2035)

C. Moore brought forward for discussion the need to update the Facilities Plan as the last update in 2023 preceded Pickering Council's postponement of the City Centre Library project and the decision to proceed with the Pickering Heritage Community Centre.

C. Moore presented a summary of each section of the Scope of Work that will form part of the Request for Proposals (RFP), planned for Q2 of 2025. The committee provided feedback and comments as noted below.

- Existing Facilities Analysis
 - Community groups, such as DARS, have challenges obtaining the space required to operate their services - this should be included in the analysis of existing facilities.
 - The term 'community needs' should be defined and that a comparison of the community needs to the current space allocation would allow the board to assess service gaps and the impacts of proposed changes.
 - Consultants should work to find holistic approaches to renovations and upgrades to ensure continuity and consistency of library facilities throughout the system.
- New Library Facilities Analysis
 - New facilities and service points are often dependant on things the Library does not control, such as transit availability, so this should be considered as part of the consultation.
- Demographics & Growth Forecast
 - The planned growth, specifically with the increased condominium development, should be specifically studied due to the substantial impact on the Central and George Ashe branches.
 - There's a need for employment assistance in various demographic groups.
 - Income and affluence should be considered as part of the demographic review as this information will help guide decisions related to Library services offered at each branch.
 - A detailed assessment of the age demographics should be included as part of the consultation and Facilities Plan.
- Expanded Access Models
 - Having the outreach vehicle, Ovee, allows the Library to provide services where transportation barriers to visiting the library exists. The consultants should consider similar models to deliver library services. The Library should be working closely with the Durham Region to strategically locate expanded Library service options in locations under served by transit.
 - The consultants should explore opportunities to expand service delivery hours and expanding the availability of facilities, perhaps in a similar method to the Claremont Extended Access model.
 - Alternate branch formats are going to be critical to providing consistent and broad access to Library services.

- Facilities Planning Framework
 - Consultants should develop a scorecard-type approach to ensure a balanced method to assessing projects and community benefits and alignment with the City's community consultation process.
- Collaboration Spaces
 - Consultants should explore opportunities for the library to provide more bookable spaces for small business, like co-work services offered by other organizations.
- Environmental Sustainability
 - The consultants should include recommendations to improve the climate adaptability of our facilities. Climate resilience is a growing concern with evolving weather patterns, creating conditions that could result in service disruptions if not considered in advance. The consultants should also consider the adaptation of building standards, such as LEED, that would balance the sustainability and health principals of facilities.
 - The consultants should review renewable and sustainable products, such as solar panels, and the possibility to leverage emerging sustainable technology to offset facility operating costs.

4. Review of Library Building / Facilities Projects for 2025

C. Moore presented the current list of Library building and facilities projects:

- Central Children's Area Refresh
 - C. Moore noted this project is expected to be complete in early Q3 and has the overall objective to make the Central Library Children's Space a destination for families with young children in Pickering.
 - Consideration should be given during procurement to Canadian vendors, to be in-line with the City's Canada-first guidance.
- Central First Floor Washroom Renovations
 - C. Moore noted the design is complete and a public procurement for construction services are expected to be posted in April with the project planned to be complete in early Q3.
- George Ashe Library Renovation Planning

- C. Moore provided an update on the design work that is ongoing with the City's Capital Projects team to develop a design and scope for the planned renovations slated for 2027.
- Pickering Heritage Community Centre (PHCC)
 - C. Moore provided an update on the PHCC project, which is on schedule with occupancy scheduled for Q4. The procurement process for the furniture, fixtures and equipment has started for library amenities.
 - There is interest from committee members doing a site visit to see the building progress, which will be looked into.

5. New Business

- None.

6. Next Meeting

- June 10, 2025 @ 6:00pm

7. Adjournment

- The meeting was adjourned at 7:23pm.

Pickering Public Library Board

Building Committee

Terms of Reference

Building Committee Mandate

The purpose of the Library Board's Building Committee is to function as a steering committee that advises the Board in matters that relating to the Library's facilities projects, both current and future.

Members

The Building Committee consists of five (5) members of the Board and is advised by the CEO or staff designate.

Committee Responsibilities

The Committee will be responsible for making recommendations to the Board related to:

- matters that would have a functional impact on the construction of new Library facilities;
- the Library's Facilities Plan;
- other building related projects, including renovations.

Committee Activities

- To make recommendations to the Board as it pertains to Library Building projects, both new projects and projects related to existing facilities.
- To monitor the progress of the ongoing building projects.

Chair

The Chair will work with the CEO or designate on an agenda for each meeting which will be issued one week in advance of the meeting. The Chair will provide an update on the Building Committee activities at each Board meeting and present any recommendations being made by the Building Committee to the Board

Meetings

- Meetings will be held once every two months or on an as needed basis.
- Meeting minutes will be reviewed by the Building Committee and then distributed in the next Board meeting package.

Duration

The Board will decide at the beginning of each calendar year whether to establish a Building Committee for the year and appoint members at that time if established.

Approved by: Building Subcommittee

April 8, 2025

Pickering Public Library Board

Date, TBA 2025

DRAFT

Meeting Minutes

Anti-Black Racism Working Group

Wednesday, March 12, 2025, 6:30 pm

Location In-person – Central Library, Maker Space Event Room

Attendees: Charmain Brown (Notetaker), Nicole Facey, Teronie Donaldson

Library Staff: Shobha Oza, Sabrina Yung, Jordan Baptiste

Absent: Bernadette Hood-Caesar, Romina Diaz-Matus, Samantha Adebiyi

1. Maker Space Tour and Introduction
 - ABRWG Members met Maker Space team member JB.
 - JB led ABRWG members on a tour of the newly reconfigured Maker Space area at the Central Library.
 - Areas toured included: 3D printers, button makers, sound booth, sewing machines, vinyl press and large format printer. Members were able to see the equipment in person and ask questions.
 - The tour was followed by a sample hands-on activity that can be independently completed in the Maker Space. JB led ABRWG members through how to personalize a water bottle using the vinyl press.
 - Sample activity kits were reserved for absent ABRWG members.
2. Land Acknowledgement and Ancestral Acknowledgement
 - Read by SY and TD.
3. Conflict of Interest Declaration
 - No conflicts declared.
4. Review Meeting Minutes
 - February meeting minutes were reviewed
 - No edits or changes were expressed
5. Revisiting the Public Call for New Members
 - SY and SO shared that there were no submitted Expressions of Interest (EOIs) in response to the public call for new ABRWG members.
 - Reflecting on the timing of the public call (late January through to late February), the group determined that the competing community activities for Black History Month, paired with the inclement weather disruptions, may have hindered interested candidates from completing the submitting their EOIs.

- ABRWG members and staff personally spoke to interested community members but unfortunately those conversations did not turn into EOIs. Response and feedback based on those conversations demonstrate interest and positive community support for this work.
 - Discussion took place as to new methods and focus on advertising the call for new members. It was determined that we would re-post the public call for another month. While quorum was not achieved at this meeting, the group in attendance was confident that full support to re-post would be achieved. SY would advise everyone via email and flag any concerns.
 - Ideas for how to improve community reach included members attending the Black Brilliance Library Event on March 18 to personally invite potential members, ABRWG members sharing on relevant social media platforms including Black Queens of Durham since the Library business page cannot post into community groups (due to the platform's restrictions for business page postings), and more printed copies of the flyer and forms at all library locations.
6. Debrief February In-library Observations and Feedback from ABRWG Member Experiences Insert notes
- Discussion deferred to the April meeting, as quorum was not achieved, and it was important that all members could be a part of this debrief.

Next Meeting: Wednesday, April 9, 6:30 pm (online)

From: Chris Moore
Director, Corporate Services and Collections

Subject: **Preliminary Assessment of Economic Conditions and Potential Impacts on Pickering Public Library**

Purpose: For information only

Summary:

This report provides the Pickering Public Library (PPL) Board with a preliminary assessment of current economic forces on library resources and operations. It focuses on the emerging challenges related to Canada-US relations and imposed tariffs, which are expected to have both direct and indirect effects on public sector procurement and service delivery.

Although the specific financial impacts remain unknown, early indicators suggest that cost pressures may arise in several areas, including capital projects, the acquisition of goods and services, and supply chain stability. Additionally, libraries historically experience increased usage during economic recessions, as residents utilize job search resources, access to technology, and free educational and recreational materials.

A weaker Canadian dollar also reduces PPL's purchasing power, particularly affecting the cost of digital resources and collections priced in U.S. dollars, tangible goods sourced from the U.S., and software subscription services.

PPL has initiated a proactive review of its exposure to tariff-related risks and is closely monitoring vendor communications, procurement trends, and changes to the Harmonized Tariff Schedule. The Library is also identifying potential mitigation strategies to ensure continued service delivery and financial sustainability. This report outlines key considerations and provides a foundation for ongoing planning and response.

Issue Background:

The current economic environment is being shaped by global instability, including trade tensions and tariffs imposed by the United States. These measures have triggered reciprocal economic actions and contributed to broader market volatility. For municipalities and publicly funded institutions like PPL, this uncertainty presents risks related to rising costs, supply chain disruptions, and shifting service demands.

City of Pickering's Response:

In response to ongoing economic volatility and the potential impacts of U.S.-Canada trade tensions, the City of Pickering has taken prudent steps to mitigate financial risk associated with large-scale capital investments. At the Executive Committee meeting on April 22, 2025, Council received Report CAO 05-25, which recommended a six-month pause in the development of the Seaton Recreation Complex & Library (SRCL) project. This decision reflects growing concern over the uncertain economic climate, including inflationary pressures and the risk of recession driven by escalating cross-border tariffs.

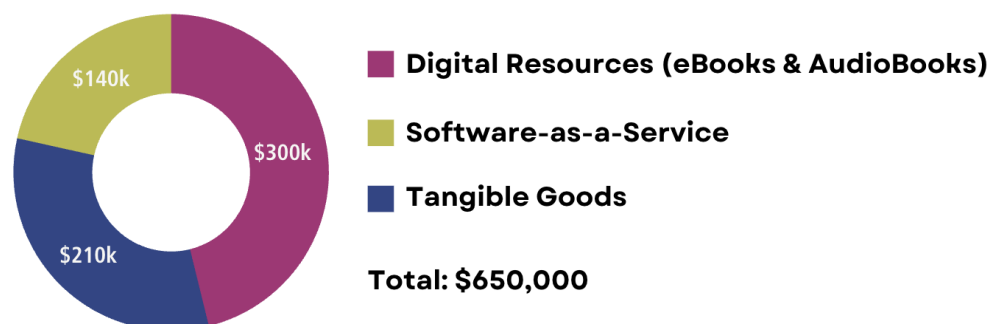
Council also approved a motion at the Council meeting held April 29, 2025, to allow the City of Pickering Treasurer to amend *the City's Purchasing Policy thresholds that would allow City staff more flexibility to support local businesses, particularly for low-dollar purchases of goods and services, and directly solicit bids from domestic suppliers, where applicable, while ensuring continued compliance with the Canadian Trade Agreements*. The implications of this motion for the Library will be discussed as a separate agenda item at the May 2025 Library Board meeting.

City Finance staff are currently finalizing a definition for a "US Business" that can be applied as part of purchasing and procurement activities. The Library will adopt this definition once finalized.

Budget and Financial Impacts:

While the exact financial implications of the tariffs and associated economic responses are not yet calculable, potential effects on both current and planned capital projects, as well as operational budgets, are anticipated. PPL will continue to monitor developments and report any financial impacts to the Board through its regular budget monitoring process.

PPL has budgeted to procure approximately \$2.8 million in goods and services in 2025. Of this total, approximately \$650,000 (25%) of expenditures are with US-based vendors.



A significant portion of US-based spending, approximately \$300,000, is allocated to digital library materials such as ebooks and audiobooks. These digital formats are currently excluded from tariff measures, which have so far been limited to physical goods as defined under the [Harmonized Tariff Schedule \(HTS\)](#).

Within this amount, an estimated \$210,000 (7%) relates to tangible goods that may be subject to reciprocal tariffs. Although most physical books purchased by PPL are printed in Canada, vendors have noted that the cost of printing and processing supplies, and related materials

could be affected by broader tariff impacts. At this time, books remain exempt from tariff measures, however, PPL continues to monitor this status closely to assess any future changes.

In addition, approximately \$140,000 is spent on software-as-a-service (SaaS) platforms provided by US-based vendors. These services are also currently exempt from tariffs.

While direct exposure to tariffs remains limited at this stage, continued economic uncertainty and any potential expansion of tariff categories may result in cost increases or procurement challenges. PPL will continue to assess the evolving situation and adapt its procurement strategies as needed.

Conclusion:

While the immediate financial impact of tariffs on PPL remains limited, the broader economic uncertainty presents potential risks to procurement, capital planning, and service delivery. PPL is proactively monitoring developments, assessing exposure, and identifying mitigation strategies to manage any emerging challenges. Where feasible, future procurements will prioritize sourcing Canadian goods and services to reduce tariff exposure and support local economic resilience. Continued attention will be essential to ensure PPL can respond effectively to shifting economic conditions while maintaining the delivery of high-quality services to the community. Updates will be provided to the Board as part of ongoing budget monitoring and the development of the current and capital budgets for 2026.

INTERNAL MONITORING REPORT

POLICY TYPE: Executive Limitations

POLICY TITLE: [EL 01 General Executive Constraint](#)

I hereby present my monitoring report on The City of Pickering Public Library Board's Executive Limitations policy for "General Executive Constraint" 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)

May 8, 2025
Date

Policy Element: Header Paragraph

The CEO will not cause or allow any practices, activities, decisions, or organizational circumstances that are unlawful, imprudent or in violation of the policy elements below:

I interpret this as follows:

1. "practices, activities, decisions, or organizational circumstances": all tools and activities that library staff use to accomplish the objectives of the Library. These include policies, procedures, and library initiatives.
2. "imprudent": foolish, irresponsible, or lacking caution.

Compliance will be demonstrated when:

There are no substantiated occurrences of unlawful or imprudent actions caused or allowed by the CEO.

Policy Element #1

- commonly accepted business and professional ethics

I interpret this as follows:

"commonly accepted business and professional ethics": ethical standards in comparable business practices such as accounting, intellectual property, and human resources, and common library ethical standards such as intellectual freedom and privacy.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any of these standards to be violated.

Evidence Available:

- There have been no cases where accounting standards have been violated as evidenced through review of the auditor's report in the 2023 audited financial statements;
- Interview with Director of HR at the City of Pickering confirmed there have been no incidents related to human resources;
- Confirmed no requests from clients to reconsider an item in our collection from the previous twelve months.

Policy Element #2

- The *Public Libraries Act, RSO 1990, c.P.44*, and other relevant statutes.

I interpret this as follows:

1. "the *Public Libraries Act RSO 1990, c.P.44*": the complete provincial statute with all related regulations and updates.
2. "other relevant statutes": all statutes, regulations, and bylaws which impact on the operation of the Library. These include but are not limited to: the *Constitution Act (Canadian Charter of Rights and Freedoms)*; the *Pay Equity Act*, the *Employment Standards Act*, the *Freedom of Information and Privacy Act*, the *Human Rights Code*, the *Occupational Health & Safety Act*, and the *Accessibility for Ontarians with Disabilities Act*.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any of these standards to be violated.

Evidence Available:

- Review of the following reports and policies indicates compliance with legislative requirements:
 - latest pay equity report (completed in 2017)
 - the [Accessibility Customer Service Standards policy](#)
 - the [Freedom of Information and Protection of Privacy policy](#)
 - the Accessible Employment Standards policy
 - the Health and Safety policy
 - Pickering Public Library Board By-Laws and Terms of Reference
- The CEO has previously informed the Board that by electing a Board Chair for a two-year term, we are not in compliance of the *Public Libraries Act* which states that a Board Chair should be a four-year term. It is a common practice among libraries to use two-year terms, especially urban libraries who feel that it is difficult to sustain someone in the volunteer role of the chair for more than 1-2 years.

Policy Element #3

- Contractual agreements the Board has made.

I interpret this as follows:

“contractual agreements”: any binding contracts for products or services made on behalf of the Library. Such contracts include, but are not limited to: the Collective Agreement, contracts with library vendors and suppliers, grant contracts, and partnership contracts.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any contracts to be violated.

Evidence Available:

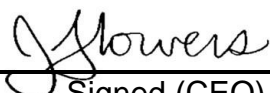
- Review of the 5 largest vendor contracts/invoices and representatives of contractual partners shows no violation of these agreements.
- Review of 3 grant agreements from April 2024– May 2025, totalling \$174,000 shows no violation of these agreements.
- Direct inspection of the draft Collective Agreement (covers the period up to March 31, 2025). Collective bargaining is expected to commence in June 2025.

INTERNAL MONITORING REPORT

POLICY TYPE: Executive Limitations

POLICY TITLE: [EL 04 Staff Conduct](#)

I hereby present my monitoring report on your Executive Limitations policy “Staff Conduct” 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)

May 8, 2025
Date

Policy Element: Header Paragraph

The CEO may not cause or allow conditions of employment that fail to spell out the expectations for employee behaviour and which do not enforce these expectations in a fair and due process manner.

I interpret this as follows:

1. “spell out the expectations for employee behaviour”: the provision of written policies regarding employee behaviour.
2. “enforce these expectations in a fair and due process manner”: provision of clear and balanced written procedures to be followed should any infractions occur.

Compliance will be demonstrated when:

1. Policies are available, and staff are aware of these.
2. Procedures are available to be followed and these procedures are enforced in a fair and timely manner.

Evidence:

1. Review of the relevant administrative policies that are part of the new staff orientation: Staff Manual, Non-Union & Management Employee Manual, Employee Code of Conduct, employment letter template.

2. Review of the relevant administrative policies that reviewed annually by staff as part of annual performance process: Employee Code of Conduct, Respect in the Workplace, Accessible Employment Standards, and the Health & Safety policy. Procedures clearly outline how infractions are dealt with.

Additionally, an Anti-Racism/Anti-Oppression policy and workplan have been recently developed to support staff wellbeing in the workplace.

3. One concern regarding staff treatment was raised by a staff member in the last 12 months. Human Resources investigated the concern and found that policies were adequate and adhered to. Additional policy and procedure updates were completed to ensure clear guidelines and communications pertaining to the safety and wellbeing of staff when working with clients.

Policy Element #1

Accordingly, the CEO will not:

Allow staff to be unaware of prohibited behaviour, including conflict of interest, harassment of customers or others.

I interpret this as follows:

“allow staff to be unaware”: not ensuring that staff have access to and understand relevant policies including, but not limited to, conflict of interest and harassment.

Compliance will be demonstrated when:

1. Policies are available, staff are aware of them, and have an opportunity to ask for more information.

Evidence:

1. Review of relevant administrative policies: Employee Code of Conduct, Respect in the Workplace, Use of Library Spaces, Accessible Employment Standards, and Health & Safety – which staff indicate they review on an annual basis as part of their annual performance review.

Policy Element #2

Allow any employee to accept gifts, payments or services, which might appear to compromise the unconflicted position of staff.

I interpret this as follows:

“gifts, payments or services”: items offered to employees beyond small token gifts of appreciation, of a value estimated at \$50.00 or less.

Compliance will be demonstrated when:

1. Staff are aware of and comply with the Employee Code of Conduct policy, which outlines the Library’s acceptance of gifts policy.

Evidence:

1. Review of the Employee Code of Conduct. There have been no reports that staff have received gifts, payments or services which do not comply with the policy.

Policy Element #3

Allow any employee to claim ownership of any product which has been developed using the time and resources of the employer.

I interpret this as follows:

1. “product”: reports, documentation, software, or any other work developed as part of an employee’s duties.
2. “employee”: current and past staff members.

Compliance will be demonstrated when:

1. All staff are aware of and comply with policies and guidelines in the hiring letter, Technology Policy, and Employee Code of Conduct.

Evidence:

1. Review of the employment letter template, the Technology Policy, and the Employee Code of Conduct.
2. Confirmation with Director of Corporate Services & Collections that there have been no occurrences in the last year in which staff have claimed ownership of any work or intellectual property developed during employment at PPL.