

1. **Meeting Called to Order** Chair
2. **Land Acknowledgement** S. Sheehy
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** Chair MOTION
Conflict of Interest Disclosure to Approve
5. **Presentations**
None.
6. **Consent Agenda** Chair MOTION
to Approve
 - 6.1 Minutes of the Previous Board Meeting – November 27, 2025 [Pg 5](#)
 - 6.2 Minutes of the In-Camera Board Meeting – December 11, 2025 [Confidential Minutes provided under separate cover] [Pg 10](#)
 - 6.3 Minutes of the In-Camera Board Meeting – January 8, 2026 [Confidential Minutes provided under separate cover] [Pg 12](#)
 - 6.4 Library Information Update – January 2026 [Pg 14](#)
 - 6.5 2025 Stats Review (KPIs) [Pg 19](#)
 - 6.6 2025 Incident (Security) Report [Pg 20](#)
 - 6.7 Approved 2026 Capital & Current Budget [Pg 22](#)
 - 6.8 Minutes of the Building Committee [Pg 33](#)
 - 6.9 Minutes of the Combatting Mis-Disinformation Committee [Pg 36](#)
 - 6.10 2026 Draft Board Calendar [Pg 37](#)

7. Correspondence
None.

8. Ends Discussion

8.1	EP 01 Global Ends Monitoring Report and Policy	Verbal Update	J. Flowers	MOTION to Receive/ Adopt
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9. Staff Reports

9.1	Anti-Black Racism Working Group Update [Minutes of the November 12, 2025 ABRWG meeting attached - Pg 39]	Verbal Update	S. Oza	
9.2	Report 26-01 Supply and Delivery of Physical Materials	Pg 41	C. Moore	MOTION to Receive / Adopt
9.3	Report 26-02 Purchasing Policy Sole Source Limit Extension	Verbal Update	C. Moore	MOTION to Receive / Adopt

10. Monitoring Reports – Executive Limitations

10.1	EL 08 Asset Protection	Pg 43	K. Smuk	MOTION to Receive / Adopt
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The following EL Policy will be discussed at the next Board meeting. All members to review prior to the next meeting.

EL 03 Staff Treatment	K. Danylak
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11. Board Committee Reports

11.1	Board Committees and Ad Hoc Committees for 2026	Verbal Update	Chair	MOTION to Confirm
11.2	Committee Member Selection	Verbal Update	Chair	MOTION to Confirm
11.3	Committee Staff Liaisons	Verbal Update	J. Flowers	MOTION to Confirm

12. Governance
None.

13. Board Policy Review
None.

14. New & Unfinished Business

14.1 Member Community Reports

14.2 OLA Super Conference – Trustee Boot Camp Verbal Update J. Flowers

15. Confidential Matter

None.

16. Board Meeting Evaluation

16.1 Review of Previous Meeting Results Verbal Update Chair

16.2 Completion of Evaluation for Current Meeting

17. Adjournment

Chair

MOTION
to Adjourn

Next Meeting:

To be Held: February 26, 2026 at 7:00pm

Location: Central Library

Preliminary List of Motions

Item # Motion

- 4.** THAT the items in the Agenda be approved by the Board as presented.
- 6.** THAT the items in the Consent Agenda be approved by the Board as presented.
- 8.1** THAT the Board 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.
- 9.2** THAT the Board approve report Supply and Delivery of Physical Materials
- 9.3** THAT the Board approve the recommended Purchasing Policy Sole Source Limit Extension
- 10.1** THAT the Board has received the monitoring report for policy EL 08 Asset Protection and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 08 Asset Protection as presented, the policy being complete, sound, and effective.

- 11.1** THAT the Board confirm the establishment of the Committees; or THAT the Board defer/pause the Committee until
- 11.2** THAT the Board confirms the selection of as members of the Committee.
- 17.** THAT the meeting be adjourned.

Location: Central Library Auditorium

Attendees: Councillor M. Brenner; K. Danylak; B. Kenworthy; A. Maginley (Chair); A. Mir; D. Sharma (Vice Chair); S. Sheehy; Councillor S. Butt (attended virtually); F. Mahjabeen (attended virtually departed at 8:34)

Absent: Councillor L. Cook; K. Smuk

Staff: J. Flowers, CEO/Director of Public Libraries; C. Moore, (Acting) Director, Corporate Services & Collections; S. Oza, Director, Engagement & Client Experience; L. Wallis, (Acting) Executive Assistant; Sabrina Yung, Manager Marketing & Community Relations

1. Meeting Called to Order

A. Maginley called the meeting to order at 7:02pm

2. Land Acknowledgement

D. Sharma read the City of Pickering Land Acknowledgement.

3. Public Delegations

None.

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #25.21

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

Carried.

5. Presentations

5.1 Leigh Anne Palmer, Executive Director, Public Library InterLINK & Deb Hutchison Koep, Chief Librarian, North Vancouver City Library Re: Board Training – Mis/Disinformation

L. Palmer and D. Hutchison Koep delivered a board training session on mis/disinformation, based on work by an exploratory committee of senior library leaders. The initiative aims to identify collective approaches for public libraries across Canada to use when addressing the growing challenges of misinformation.

The Board inquired about accelerating research findings for training and implementation, and potential costs. L. Palmer confirmed work will begin in January using the existing curriculum to ensure consistency. Findings will be shared nationally by summer 2026,

with updates provided through conferences and training sessions. These services will be free to libraries; internal costs will mainly involve staff time and capacity building.

Leigh Anne Palmer and Deb Hutchison Koep departed at 7:43 PM.

The Advisory Ad Hoc committee on Mis/Disinformation will hold its first meeting in early December and bring ideas back to the board.

Sabrina Yung, Manager Marketing & Community Relations

Re: Marketing & Philanthropy

S. Yung, supported by a PowerPoint presentation and a merchandise display, provided the board with an update on the library's philanthropy and fundraising initiatives. Efforts remain focused on developing innovative ways to connect with the community and attract new donors. The Book Sale continues to be the largest fundraising activity, bringing in nearly 60% of all funds raised.

S. Yung also shared plans for the fundraising campaign for the new Greenwood Heritage Library which will feature donor acknowledgments through art installations, such as engraved glass panels and window art.

S. Yung departed at 8:28

6. Consent Agenda

6.1 Minutes of the Previous Board Meeting – October 23, 2025

6.2 Library Information Update – November 2025

Motion #25.22

Moved by D. Sharma Seconded by S. Sheehy **Motion THAT** the items on the Consent Agenda be amended.

Carried.

7. Correspondence

7.1 None.

8. Ends Discussion

8.1 None.

9. Staff Reports

9.1 Anti-Black Racism Working Group Update

S. Oza shared that the group plans to make a more distinct effort in community engagement by being more active in community events as well as promoting both group and individual work.

S. Oza expressed appreciation on behalf of the ABRWG for the board's support, thoughtful questions, and genuine interest in the group's initiatives.

9.2 Report 05-25 10 Year Facilities Plan Vendor Recommendation

C. Moore presented a report to select Monteith Brown Planning Consultants Ltd. as the

successful proponent to provide consulting services for development of the Pickering Public Library 10-Year Facilities Plan.

Motion #25.23

Moved by A. Maginley Seconded by D. Sharma **Motion THAT** the Board approve report 05-25 Procurement of Consulting Services for Development of Pickering Public Library Facilities 10-Year Plan as presented.

9.3 City Property Naming of the Pickering Public Library Branch in Dorsay Community & Heritage Centre

J. Flowers reported that a joint report prepared by herself and CAO Marisa Carpino was presented to Council in November and the name Greenwood Heritage Library was approved by Council.

9.4 2026 Operating Budget Review

The updated 2026 operating budget was presented to the Board in order to share the impact of the Greenwood Heritage Library which was not reflected in the budget presented to the Board in September 2025.

9.5 Report 06-25 Xerox Contract

C. Moore presented a proposal to establish a new contract with the Xerox vendor, Red X Inc. The proposed pricing model is approximately \$150,000 for the lease, and a five-year term offers the lowest cost per sheet. All current machines will be returned as they operate under a lease system.

As part of the new contract, tap payment terminals will be added to public machines. The library does not plan to increase printing or copying fees at this time but may review them in the future.

Motion #25.24

Moved by S. Sheehy Seconded by K. Danylak **Motion THAT** the Board approve report 06-25 Procurement for Photocopying and Printing Services (5-Year Term) as presented.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 07 Emergency Executive Succession

S. Sheehy reported that she met with J. Flowers to discuss the Executive Limitation (EL) policy. 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. S. Sheehy stated that she had no concerns, and that the policy appeared clear and in compliance.

Motion #25.25

Moved by S. Sheehy, Seconded by A. Mir **Motion THAT** Board has received the monitoring report for policy **EL 07 Emergency Executive 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 Executive Succession** as presented, the policy being complete, sound, and effective.

Carried.

11. Board Committee Reports

11.1 Report of the Board Building Committee

Nothing to report. Meeting scheduled for next week.

11.2 Report of the Community Linkage Committee

K. Smuk was confirmed as the new Chair of the Community Linkage Committee. A. Mir advised that the committee will be engaging with the hamlets of Greenwood and Brougham to better understand community needs in relation to the Greenwood and Seaton Library branches. Updates from these visits will be shared with the Board as they occur.

11.3 Report of the CEO Evaluation Committee

Committee is scheduled to meet with J. Flowers on December 4, 2025, 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 11, 2025 to review, discuss, and approve the evaluation.

12. Governance

12.1 None.

13. Board Policy Review

13.1 None.

14. New & Unfinished Business

14.1 Member Community Reports

The Board thanked J. Flowers and staff for organizing and facilitating a Library Board tour of the new Dorsay Community & Heritage Center.

14.2 George Ashe Renovation Announcement

J. Flowers shared that at the previous Executive Committee meeting, a contract was awarded to Barry Bryan Associates for consulting services related to the renovations of the George Ashe Library & Community Centre. There will be an opportunity for the Library Board to participate in the design process for the library side, and a request was made for the Building Committee to be involved.

15. Confidential Matter

There were no confidential matters discussed.

16. 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.

17. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, December 11 at 7:00 pm.

Motion #25.26

Moved by S. Sheehy, Seconded by A. Mir **Motion THAT** the meeting be adjourned.

Carried.

The meeting was adjourned at 9:04 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

Held: Thursday, December 11, 2025
Location: Social Bar and Lounge, 2460 Brock Road, Pickering

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

Absent: M. Fatema

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

1. Call to Order

Chair Maginley called the meeting to order at 6:34 p.m.

2. Approval of Agenda, Conflict of Interest Disclosure

No conflict of interest declared.

Motion #25.27

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 #25.28

Moved by L. Cook, Seconded by S. Butt, **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 #25.29

Moved by L. Cook, Seconded by A. Mir, **Motion THAT** the Board move into closed session in accordance with the provisions of Section 16.1(4) of the Ontario Libraries Act and Section 3.9 of the Pickering Public Library Board By-laws, in that the matters to be discussed are related to: (b)Personnel 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.]

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

Motion #25.30

Moved by S. Butt, Seconded by S. Sheehy, **Motion THAT** the Board rise from the closed session.

Carried.

Motion #25.31

Moved by S. Sheehy, Seconded by M. Fatema, **Motion THAT** the Board ratify the decisions made in the closed session.

Carried.

5. Adjournment

Motion #25.32

Moved by D. Sharma, Seconded by S. Sheehy, **Motion THAT** the meeting be adjourned.

Carried.

The meeting was adjourned at 7:03 pm.

Signature of Recording Secretary:

Date: January 5, 2026

Signature off Library Board Chair:

Date:

Held: Thursday, January 8, 2026
Location: Virtual – Microsoft Teams
Attendees: Councillor M. Brenner; Councillor S. Butt; Councillor L. Cook; K. Danylak; B. Kenworthy; A. Maginley (Chair); A. Mir; D. Sharma; S. Sheehy; K. Smuk
Absent: F. Mahjabeen
Staff: R. Perera, Deputy Clerk, City of Pickering

1. Meeting Called to Order

A. Maginley called the meeting to order at 7:00 pm

2. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #26.01

Moved by K. Danylak Seconded by D. Sharma **Motion THAT** the Agenda be approved by the Board as presented.

Carried.

3. Appointment of Board Secretary

Motion #26.02

Moved by M. Brenner, Seconded by K. Danylak, **Motion THAT** R. Perera, Deputy Clerk, 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 #26.03

Moved by S. Sheehy, Seconded by B. Kenworthy, **Motion THAT** the Board move into In Camera in accordance with the provisions of Section 16.1(4) of the *Ontario Libraries Act* and Section 3.9 of the Pickering Public Library Board Bylaws, in that the matters to be discussed are related to: Personal matters about an identifiable individual.

Carried.

4.1 Library CEO Recruitment Sub-Committee

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.]

4.2 Library CEO Transition and Appointment of Acting Library CEO

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 #26.09

Moved by K. Danylak, Seconded by L. Cook **Motion THAT** the Board rise and ratify the recommendation(s) from the In Camera portion of the Special Meeting of the Pickering Public Library Board.

Carried.

5. Adjournment

Motion #26.10

Moved by A. Maginley, Seconded by S. Butt **Motion THAT** the meeting be adjourned.

Carried.

The meeting was adjourned at 8:01 pm.

Signature of Recording Secretary:

Date:

Signature of Library Board Chair:

Date:

1 The Best Place for Everyone to Learn

Black Youth Innovation STEM Club

Launched this January in partnership with Ontario Tech University, the Black Youth Innovation STEM Club is a dynamic, Black-focused program designed to inspire curiosity and creativity in STEM. Through engaging monthly workshops, participants explore hands-on learning opportunities while building skills, confidence, and connections in science, technology, engineering, and math.

Scientists in the Schools: Sticky Science

Young participants got messy in this fun-filled, hands-on program led by Scientists in the Schools. The session guided kids through creating slime and other delightfully sticky experiments as part of the series of holiday break programs.



Holiday Coding and Robotics with Code Ninjas

Budding engineers got to enjoy this event offered in partnership with Code Ninjas as they learned to build holiday themed video games and play with the LEGO Robotics kits.



Noon Years Eve!

Children and their families brought their party hats and noisemakers as they counted down the new year – at noon! This event offered families and their young children a chance to enjoy the new year festivities without having to stay up all night! Over 120 attended this annual event.

2 Committed to Care, Inclusion and Belonging

Judith Shaw Book Launch

In December, local author Judith Shaw launched her book *Savouring Verses: A Jamaican Childhood (Re)Collection*. Attendees enjoyed a live reading and cultural storytelling, followed by a Q&A session with the author. This event also featured light Caribbean refreshments.

Books for Refugees

In partnership with the "Durham Humanitarian Response Project" run by the Canadian Development Council Durham (CDCD), Ovee staff have been providing library services monthly for refugee families who are temporarily housed locally in Pickering. Recently, Ovee staff have further enhanced this service by providing a small standing collection of books for kids and teens to browse and read throughout the month in addition to the titles they borrow from Ovee. Every month, fresh titles will be swapped in. Ovee staff report that the families were overjoyed to have this standing collection available.

Alcoholics Anonymous Info Session

In January, the Library launched their partnership with Alcoholics Anonymous to offer the first round of information sessions for the public. This event fostered a safe, judgment-free zone to share stories, find empathy, and build paths to recovery.

Public Art Call – Greenwood Heritage Library @ Dorsay Community Heritage Centre

City staff from the Public Art team issued two public art calls in December for permanent art in the Greenwood Heritage Library. One call was for submissions by Indigenous artists. The other call included opportunities for 3 unique pieces that recognize the local heritage, natural landscape, diverse communities, and vibrant culture of Pickering. A public art jury, comprised of art professionals, members of the City's Cultural Advisory Committee and project sponsors, will select the projects in January.

Refreshing the Children's Area at Central Library

New furniture and display shelving started arriving in the Children's area at the Central Library in December. The final shipment of shelving, furniture and play features are expected in January.



Interactive Experience: Indigenous Peoples Atlas of Canada

Throughout December, the Library invited visitors to step—literally—into learning with a giant floor map of Indigenous Communities in Canada, complete with interactive guided tours. With shoes off, participants explored the country while learning about Indigenous communities, language groups, treaties, residential schools, and reserves across Canada, turning movement and discovery into a memorable learning experience. Over just a few short weeks, more than 60 participants took part in this engaging, movement-based learning experience.



Social media promotion of the guided tours of the map generated strong community engagement, with shares exceeding typical performance. One Instagram post was shared 32 times, extending the reach of the content beyond existing audiences. This level of organic sharing suggests strong interest in Indigenous learning opportunities and diverse educational experiences. It further highlights how community action on digital platforms can help raise awareness about library initiatives. In addition to social media, the Interactive Experience: Indigenous Peoples Atlas of Canada brought new and engaging content to the Library's Youtube page. The [five part audio series](#) for the self-guided experience saw a total of 90 views.

3 A Connected Community

Access Justice Day with Jessican Mason

Legal advocate and lawyer Jessica Mason continued her strong commitment to justice by offering pro bono consultations and informative sessions in recognition of the Access to Justice pledge, helping community members better understand their rights and available legal supports.

4 Building for the Future

Hello - New-to-Pickering Campaign



A targeted Meta advertising campaign reached new residents in areas experiencing significant residential growth, with a focus on the L1X and L1Y postal codes. These are areas we know new residents are moving into and are areas where a New to Pickering campaign has previously been established, with physical materials at local businesses. The digital ads are an extension, and another avenue to connect with residents where they are.

The “Hello” digital campaign introduces the library as a welcoming and accessible learning space, reaching residents early as they establish local routines. With more than 20,000 unique viewers, the campaign strengthened awareness of library services and positioned the library as a first point of connection for learning within newly developing neighbourhoods.

Fundraising Goals

New fundraising strategies were piloted in 2025 that resulted in donations of over \$24,000 (an increase of 35% over the previous year).

These strategies included unique campaigns for the Book Sale like 'VIP Access' and 'First Pick Pass', as well as an increase in monthly donors of 125%). Additionally, the Library launched merchandise sales, introducing a custom designed tote bag, pet scarf, and sticker (offered individually or in bundle sets). Over 170 items were purchased by community members in 2025.

Organizational Excellence

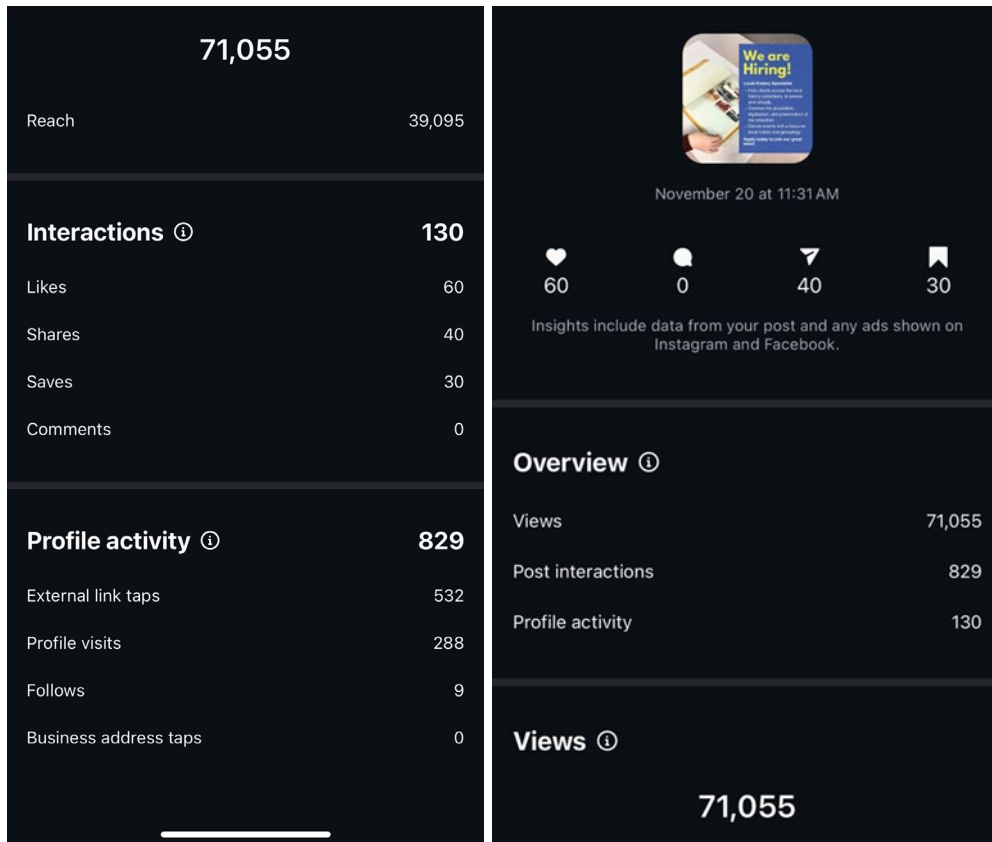
Training Opportunities

Leadership team members attended **Inclusive Hiring with Allison Hector-Alexander** to increase capacity to incorporate inclusive practices in recruiting and hiring new staff.

Employment Opportunities

The Local History job opening post on the Library’s social media channels generated strong community engagement and increased interest in employment opportunities. The post was shared across social channels and outlined the role’s community impact while highlighting what employment with the Library looks like. This approach prompted notable positive traction across platforms, resulting in 40 shares, 60 reactions, and approximately 70,000 views.

The response highlights community recognition of the Library as a meaningful place to work, supporting ongoing efforts to attract qualified candidates.





2025 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
Electronic Product Use	54,611	0.5
Number of programs	916	0.009
Program attendance	20,287	0.2
Outreach events	148	0.001
Outreach attendance	8,663	0.09

	2025	Per capita (pop: 100,000)	Change YOY YTD data
Total circulation	1,016,116	10.2	4%
Cardholders	46,629	0.5	15%
In-person visits	422,755	4.2	0%
Website visits	943,660	9.4	-1%
Public Computer Use	36,551	0.4	7%
Electronic Product Use	53,585	0.5	-2%
Number of programs	1,000	0.010	9%
Program attendance	20,062	0.2	-1%
Outreach events	414	0.004	180%
Outreach attendance	10,931	0.109	26%

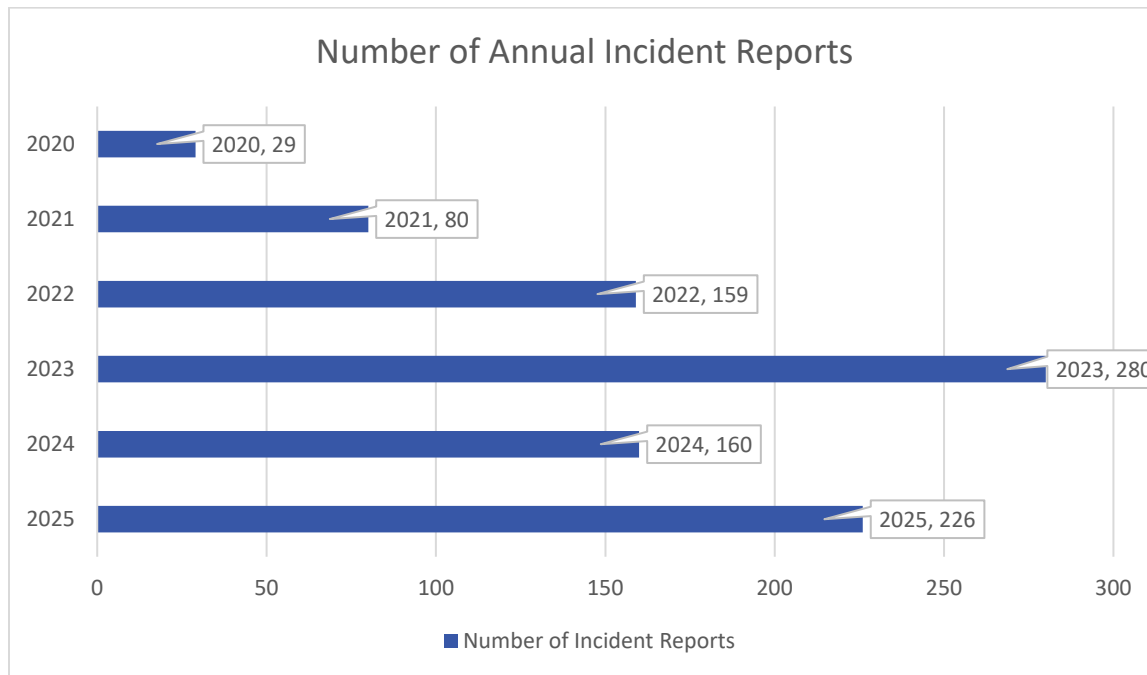


Public Incident Reports		
Type of Incident*	Number of Incidents 2024	Number of Incidents 2025
Disruptive Behaviour	73	90
Fighting/Violent Behaviour	3	5
Vandalism	5	8
Theft: Personal	9	3
Theft: Library	13	12
Trespassing	14	20
Injury/Illness for Client	10	18
Other	33	70
TOTAL	160	226

*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 2025 data shows some changes in the types of incidents being recorded across library locations. Reports related to behaviour and safety, such as disruptive behaviour, trespassing, and client injury or illness, have increased, which may reflect higher levels of use and more diverse activity within library spaces. At the same time, theft-related incidents, particularly personal theft, have decreased, and serious or violent incidents remain uncommon.

These trends also reflect improved consistency and timeliness in staff reporting, which provides a more accurate understanding of daily operations. This information helps inform ongoing efforts to enhance staff training, allocate resources effectively, and continue creating welcoming, safe, and responsive library environments for the community.

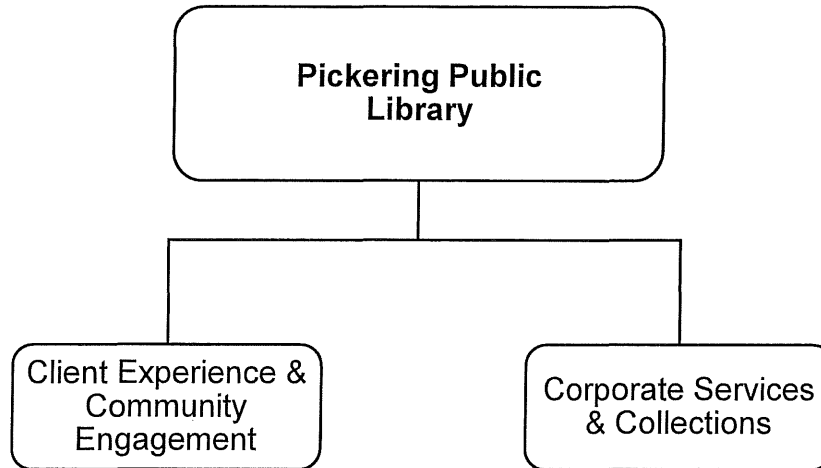


Employee Incident Reports		
Type of Incident	Number of Incidents 2024	Number of Incidents 2025
Exposure		
First Aid		4
Health Care		1
Lost time		
Near Miss		5
TOTAL	0	10

Pickering Public Library

Overview

The mission of the Pickering Public Library is to inspire a thriving community and be a place where everyone comes together to discover, learn, play, and connect.



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

1. Residents are provided access to high quality learning experiences, resources and collections.
2. Residents will have access to library services that champion care, inclusion and belonging.
3. Residents enjoy using fresh, inclusive, welcoming, accessible, and safe spaces that reflect our diverse community and accommodate a variety of needs.
4. Residents feel supported to participate in civic engagement, respectful conversation, and understanding about what matters to the community.
5. Residents are aware of, and are able to access, a wide range of innovative library services that are developed with community input.

Pickering Public Library

Key Activities for 2026 in Support of the Corporate Strategic Plan



Corporate Key: Good Governance/Customer Service Excellence

- Launch a new Library branch at the Dorsay Community & Heritage Centre.
- Develop renovation plans for the George Ashe Library that reflect community input and priorities.
- Develop detailed designs for a new Library branch in the Seaton Recreation & Library Complex that reflect community input and priorities.
- Add a Quiet Study Room at Central Library to meet the growing demand for workspace.



Priority 1: Champion Economic Leadership and Innovation

- New community programming focused on building AI literacy skills.
- Enhance printing and copying services to improve convenience and ease of use.



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

- Engage Indigenous communities to gather input on library services, spaces, and collections.
- Replace shelving at Central Library to improve sightlines.
- Renovate Central Library washrooms to improve accessibility.
- Add World Language collection at the George Ashe Library.



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

- Complete 10-Year Library Facilities Plan to guide data-driven facility expansion and renewal.



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

- Deliver nature-based programs at the new library in the Dorsay Community & Heritage Centre that encourages residents to explore the outdoors.



Priority 5: Strengthen Existing & Build New Partnerships

- Address community needs through new partnership framework that enhances services provided by community organizations in library locations.



Priority 6: Foster an Engaged & Informed Community

- Deliver programs that provide residents with opportunities to discuss impacts of misinformation, disinformation, and censorship.
- Offer programs that encourage higher voter turnout for municipal elections.

Pickering Public Library

2026 Financial Information

Staffing Summary (Full & Regular Part-Time)

	Current Term of Council					
	2023	2024	2025	2026		
				Add	Delete	Total
Full-Time	39	40	40	2	-	42
Reg. Part-Time	20	20	20	1	-	21
Total	59	60	60	3	-	63

* The above chart excludes non-permanent employees.

The Library is proposing to add the following new 2026 staffing positions for the opening of the new Library branch at the Dorsay Community & Heritage Centre (DCHC).

- One new full-time Senior Client Experience Associate position;
- One new full-time Client Experience Specialist - School Aged Kids position; and
- One new part-time Senior Client Experience Associate.

Year-Over-Year (Net Cost) 2026 Budget Changes (includes DCHC)

	2025	2026	Year-Over-Year	
	Budget	Budget	Change (\$)	Change (%)
Pickering Public Library	\$6,954,960	\$7,655,546	\$700,586	10.07%
Total (Net Cost)	\$6,954,960	\$7,655,546	\$700,586	10.07%

Pickering Public Library

Explanation of Significant Departmental 2026 Budget Changes (includes DCHC)

Account	Change	Explanation
Expenditures – Increase / (Decrease)		
Salaries & Wages	\$424,127	Increase mainly due to two full-time and one part-time positions added for new Dorsay Community & Heritage Centre (DCHC) library branch and other salary budget adjustments.
Employee Benefits	78,222	Higher benefit costs due to above salary increases, statutory benefit adjustments and inflationary growth in group health benefits.
Telephone & Data	12,970	Additional costs for telephone and data services at the new DCHC library branch.
Advertising	10,000	Increase for promotional campaigns for the DCHC branch and broader advertising across all branches.
Insurance Premium	13,196	Increase largely related to additional property insurance premiums (library share) for DCHC.
Consulting & Professional Fees	(20,100)	Decrease reflects a reduction in consulting engagements in 2026.
Outside Agency Services	25,790	Increase due to Library payroll processing fees chargeback from City (new for 2026) and higher security costs. Previously, Library payroll fees were absorbed by the City.
Building Repairs & Maintenance	115,140	Increase for DCHC building maintenance and design/construction costs for localized envelope repairs at the Central Library.
Misc. Equip. - Repairs & Maintenance	16,500	Higher hardware costs for printers and photocopiers at DCHC, plus increased copier maintenance across branches, partially offset by photocopier revenues.
Library Materials	10,000	Increase in subscription costs for digital materials.
Utilities - Hydro	11,925	Reflects hydro costs for DCHC and anticipated rate increases in 2026.
Software & Hardware Mtce. Contracts	17,820	Additional software costs for DCHC technology and enhanced network maintenance/security.
Other Expenses	32,330	N/A
Total Expenditures	\$747,920	
Revenues - (Increase) / Decrease		

Pickering Public Library

Account	Change	Explanation
Department User Fees	\$(13,500)	Increase due to higher usage of printing and maker space services.
Other Revenues	(8,859)	N/A
Total Revenues	\$(22,359)	
Transfers – (Increase) / Decrease		
Continuing Studies Reserve	(25,000)	Reflects carryover of 2025 consulting engagements with Indigenous communities.
Other Expenses	25	N/A
Total Transfers	\$(24,975)	
Net Increase	\$700,586	

Pickering Public Library

Departmental 2025 Performance Indicators/Statistics

Performance Indicators/Statistics	2022	2023	2024	2025
Total materials borrowed	860,735	829,877	977,464	1,017,541
Website visits	449,059	679,808	952,306	906,417
In-person visits	253,737	362,791	421,354	428,463
Active cardholders	33,497	37,795	40,653	45,237
Events & Outreach attendance	17,091	25,758	28,950	27,500
Number of events	650	944	1,064	1,147

**City of Pickering
2026
Capital Budget Summary**

Library

Run Date: Nov 22, 2025

	2025 Budget	2026 Budget
Expenditures		
504001 Capital Consulting	260,000	-
504100 Capital Buildings	235,000	315,000
504200 Capital Machinery & Equipment	-	60,000
504800 Cap Information Tech	25,000	28,500
504900 Capital Library Collection Material	382,000	432,000
504950 Capital Furniture&Fixtures	465,000	200,000
Total Expenditures	1,367,000	1,035,500
Financing		
406701 Debt Financing-5-Year	-	-
408007 Trf fr Rate Stabilization Res	(100,000)	-
408036 Trf fr Library Bldg Res	(100,000)	(100,000)
408037 Trsf from Casino Reserve	(745,000)	(415,000)
408900 Property Tax Funded	(422,000)	(520,500)
Total Financing	(1,367,000)	(1,035,500)

City of Pickering
2026
Project Listing

10900 Library

Run Date: Nov 22, 2025

Project Name	2026 Budget
C10900.2305 Central Library Lobby Retrofit	315,000
C10900.2511 Central Library Shelving Replacement	200,000
C10900.2601 Collection Materials	332,000
C10900.2603 Library IT Infrastructure Upgrades	28,500
C10900.2604 DCHC - Collection Materials	100,000
C10900.2605 RFID and Self Checkout Systems Upgrades	60,000
Total	<u>1,035,500</u>

Abbreviations

DCHC Dorsay Community & Heritage Centre
RFID Radio Frequency Identification Detection

**City of Pickering
2026
Capital Budget**

10900 Library

Run Date: Nov 22, 2025

	Funding	Expense
C10900.2305 Central Library Lobby Retrofit		
01 Capital		
504100 Capital Buildings		315,000
Additional funding for replacing aging fixtures, partitions, counters and finishes in the second floor washrooms at the Library. A majority of these components are original from 1990.		
80 Funding		
408037 Trsf from Casino Reserve	(315,000)	
Total C10900.2305 Central Library Lobby Retrofit	(315,000)	315,000
C10900.2511 Central Library Shelving Replacement		
01 Capital		
504950 Capital Furniture&Fixtures		200,000
Additional funding to replace aging furniture and shelving at Central Library.		
80 Funding		
408036 Trf fr Library Bldg Res	(100,000)	
408037 Trsf from Casino Reserve	(100,000)	
Total C10900.2511 Central Library Shelving Replacement	(200,000)	200,000
C10900.2601 Collection Materials		
01 Capital		
504900 Capital Library Collection Material		332,000
Collection Materials include: Books, audio books, movies and other types of physical materials along with their processing and packaging.		
80 Funding		
408900 Property Tax Funded	(332,000)	
Total C10900.2601 Collection Materials	(332,000)	332,000
C10900.2603 Library IT Infrastructure Upgrades		
01 Capital		
504800 Cap Information Tech		28,500
Replacement and modernization of aging IT infrastructure.		
80 Funding		
408900 Property Tax Funded	(28,500)	
Total C10900.2603 Library IT Infrastructure Upgrades	(28,500)	28,500
C10900.2604 DCHC - Collection Materials		
01 Capital		
504900 Capital Library Collection Material		100,000
Collection Materials include: Books, audio books, movies and other types of physical materials along with their processing and packaging. Create new collection for Dorsay Community & Heritage Centre.		

City of Pickering
2026
Capital Budget

10900 Library

Run Date: Nov 22, 2025

	Funding	Expense
80 Funding		
408900 Property Tax Funded	(100,000)	
Total C10900.2604 DCHC - Collection Materials	(100,000)	100,000
C10900.2605 RFID and Self Checkout Systems Upgrades		
01 Capital		
504200 Capital Machinery & Equipment		60,000
Upgrades to the existing Radio Frequency Identification Detection (RFID) (Central & George Ashe) and Self Checkout (all locations) systems for security of collection.		
80 Funding		
408900 Property Tax Funded	(60,000)	
Total C10900.2605 RFID and Self Checkout Systems Upgrades	(60,000)	60,000
Total 10900 Library	(1,035,500)	1,035,500

Pickering Public Library Board Building & Facilities Ad Hoc Committee

Held: December 2, 2025

Location: Virtual Meeting

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

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

Commencement Time: 6:03pm

1. AODA Standards and Accessibility Plan for 2026 – 2030

- C. Moore presented an overview of the AODA Compliance Reporting for 2025. In junction with the City of Pickering, the 2025 report was filed in November and marked the 5th and final report in the 5-year reporting cycle. A new 5-year plan will be initiated in 2026.
- Councillor Butt noted that feedback received from the community is that the minimum standards outlined under AODA in some cases are not adequate to accommodate every disability and requested that we work to improve our feedback channels and to always work to exceed the standards when possible.
- Councillor Brenner requested that the Library work closely with the City's Accessibility Coordinator to see where the Library can align with areas where the City has implemented accessibility solutions that have exceeded the AODA standard.

2. Status Update of Library Building and Facilities Project for 2025

- Greenwood Heritage Branch (DCHC)
 - A group of board members attended a tour of the new facility, still under construction, on November 21, 2025. The project team is on track to complete construction by the end of January 2026. The FF&E procurements are largely

complete and delivery and installation schedules are being finalized. The branch is on track to open to the public in April 2026.

- George Ashe Renovations Design RFP
 - The procurement to obtain design and consulting services to develop a renovation plan for updating George Ashe Library was completed in November 2025. The library portion of this design and consulting engagement has an upset limit of \$110,000 with construction starting as early as 2027.
- Facilities Plan Update (2026 – 2036)
 - The procurement for the development of Pickering Public Library Facilities 10-Year Plan was completed in November and the project schedule is being finalized with the kick-off meeting slated for mid-December. The schedule outlines a plan to have the report completed by June 2026. The report will include a detailed demographic analysis and growth assessment of the Pickering area as well as a number of workshops and community feedback opportunities.
- Central Library Washroom Renovations
 - RFQ # Q2025-22 for Pickering Central Library Washrooms Renovations was completed in August 2025, with the project scheduled for January 15, 2026. The scope of the project includes a full renovation of all three main floor bathrooms at the Central Library.

3. Seaton Library Design Considerations

- The committee reviewed the designs put forward by architects Perkins and Will for the Seaton Library, which includes a two-story layout. The current facility design is a refinement from the community engagement phase where three designs were put forward to the community for feedback, which identified the ‘nestled in nature’ concept as the preferred option.
- The designs include an Indigenous space, multi-purpose and programming rooms, maker space areas, a multi-sensory room as well as a large children’s area. Councillor Cook noted the importance of the circular design for the Indigenous space and emphasised the community’s appreciation to have an Indigenous space that can be used for smudging and other ceremonial purposes. D. Sharma requested that staff report back on the possibility of including a “green roof” that might include garden features and sustainability benefits.
- The committee expressed an interest in continued involvement in the design phase over the coming months.

4. New Business

- None.

5. Next Meeting

- TBD

6. Adjournment

- The meeting was adjourned at 7:05pm.

Held: December 8, 2025

Location: Virtual Meeting

Attendees: Councillor Brenner, K. Danylak, B. Kenworthy, A. Mir, S. Sheehy

Absent:

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

1. Call to Order

Meeting Commencement Time: 6:30 pm

2. Review Terms of Reference

Reviewed the draft Terms of Reference and made revisions. Will review one last time before adding to Board package. J. Flowers to circulate.

3. Review 3-month workplan

Review of draft 3-month workplan and brainstorming ideas for remainder of 2026

- Timing for updating the membership would not be considered right now
- Brainstormed other ideas for the workplan; deadlines not assigned

4. Committee Chair

The committee decided not to elect a Chair but rather to share the Chair responsibilities on a rotating basis. A Chair will be assigned to update the Board at the January meeting.

5. Other Topics

Name of the committee and adding the word “combatting” in front of dis/misinformation for clarity.

J. Flowers to reach out to Democracy @ Work to clarify how the pledge is signed.

J. Flowers to reach out to OLA SuperConference Boot Camp about possible meeting with other library trustees on mis/disinformation.

6. Date of Next Meeting and Adjournment

The next meeting will be held on Wednesday, January 14, 2026, at 6:30pm.

The meeting was adjourned at 7:20pm.

BOARD CALENDAR 2026

Meeting Date	Board Means/ Activities	Board Committee Activities	Ends – Development & Monitoring	Presentations / Staff Reports	EL Policies / Monitoring Reports	Other
January 22 7:00 pm George Ashe	Selection of Board Committee Members	Set-up of 2026 Committees	EP 01 Global Ends Policy 2025 Stats Review (KPIs) 2025 Incident (Security) Report 2026 Current & Capital Budget Approval	Supply and Delivery of Physical Library Materials Purchasing Policy Sole Source Limit Extension	EL 08 Asset Protection	Approval of Annual Calendar OLA 2026 Super Conference
February 26 7:00 pm			2025 ILS Expunge Annual Report	Technology Services	EL 03 Staff Treatment	
March 26 7:00 pm		2026 Linkage Committee Workplan & 2025 Review	2025 Financial Review	Local History	EL 09 Compensation & Benefits	
April 23 7:00 pm			1 st Quarter Stats Review (KPIs) 1 st Quarter Financial Review	Facilities	EL 01 General Executive Constraint	
May 21 7:00 pm	Establish Board Policy Review Committee			IT – Cybersecurity	EL 04 Staff Conduct	
June 18 7:00 pm		CEO Mid-Year Evaluation	Purchasing, Health & Safety, Hiring, and Respect in the Workplace Policies 2027 Current & Capital Budget Forecasts Estimates	Children, Teen, Adult Services	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						

BOARD CALENDAR 2026

Meeting Date	Board Means/ Activities	Board Committee Activities	Ends – Development & Monitoring	Presentations / Staff Reports	EL Policies / Monitoring Reports	Other
Sept. 24 7:00pm Claremont			2026 Current and Capital Budget 2 nd Quarter Stats Review (KPIs) 2 nd Quarter Financial Review Jan-Jun 2025 Incident (Security) Report	Collections	EL 05 Financial Planning EL 06 Financial Condition	Board Bylaw Review
October 22 7:00 pm	Approve 2025 Audited Financial Statements		3 rd Quarter Stats Review (KPIs) 3 rd Quarter Financial Review	Anti-Black Racism Working Group (ABRWG) Update	EL 02 Treatment of Clients	
November 26 7:00 pm				Marketing & Philanthropy	EL 07 Emergency Executive Succession	
December 10 7:00 pm	Board Holiday Dinner	CEO Evaluation (In-Camera Meeting)				

Meeting Minutes

Anti-Black Racism Working Group

Wednesday, November 12, 2025, 6:30 pm

Location: In-person, Central Library

Attendees: Charmain Brown (Notetaker), Nicole Facey, Romina Diaz-Matus, Samantha Adebiji, Scerena Officer, Salome Odeny

Library Staff: Shobha Oza

Absent: Teronie Donaldson, Sabrina Yung

1. Land Acknowledgement and Ancestral Acknowledgement
 - Read by ShO and SA.
 - SA shared a special recognition to Indigenous and Black veterans that served Canada but have only recently received acknowledgement for their service during Remembrance Day.
2. Conflict of Interest Declaration
 - No, conflicts declared.
3. Review Meeting Minutes
 - October meeting minutes were reviewed.
 - No edits or changes were expressed.
4. Self-Evaluation and Declaration Results Review and Discussion
 - ShO reviewed the ABRWG self-evaluation survey results with the group.
 - Discussion took place regarding various aspects of the survey results including:
 - Intentional time to meet as a ABRWG group outside of meeting to network and connect to better.
 - Connecting with other equity deserving groups that work with the library to share ideas, resources and provide mutually beneficial supports (standing in solidarity).
 - Adding a new question for future surveys regarding feeling that a safe, collaborative environment allows members to share their ideas and opinions freely.
 - Frequency of future meetings and scheduling of these meetings.
 - Reframe question 8 to assess if the Library creates an open and safe space for members to participate freely.

5. Annual Co-Chairs and Notetaker Nomination and Confirmation
 - RDM shared that she is willing to step down from co-chair and CB shared that she is willing to step down from the notetaker role
 - ScO shared interest in being co-chair and SA shared interest in being notetaker
 - Finalization of roles will be decided during the December ABRWG meeting
6. 2026 Planning Activity
 - ShO shared possible new directions for the ABRWG as it relates to future meetings and collaborating with equity deserving groups.
 - ShO suggested that ABRWG meetings not be scheduled in February and August to recognize that these months are very busy for members with various community events and initiatives.
 - Discussion took place regarding these possible plans and the implications for the group and their role in the library community.
 - Further discussion will take place during the December meeting.
7. Board Presentation Debrief
 - ShO celebrated SA and RDM for representing ABRWG at the November Board meeting.
 - The presentation was well received by the Board.
8. Event Proposal for Feedback
 - Two library staff are interested in collaborating with professional and novice Black chefs in the community to develop a community cookbook that could be included in the library's collection.
 - There will be a cooking event during Black history month to support this initiative.
 - Feedback was shared including collaboration with Black public health dieticians and health professionals to inform the contents of the cookbook and ensuring the event is an intergenerational effort.
 - ShO to take the group's feedback back to the Events Team members.
9. Black Joy Holiday Market – Confirmation of ABRWG Members
 - Several members will be in attendance at this year's event to the support the Library's booth and to promote the ABRWG, including SaO, RDM, CB, ScO.
10. Client Feedback Survey
 - ShO will send information regarding the survey for members to complete.
 - Outcomes of the survey will be shared during the December meeting.

Next Meeting: Wednesday, ~~December 10~~, ~~December 17~~, January 14, 6:30 pm (in-person at the George Ashe Library).



From: Chris Moore
Director, Corporate Services and Collections

Subject: Supply and Delivery of Physical Library Materials

Recommendation:

That the Board approve the recommendation to exercise the one-year extension option outlined in RFSQ 2023-2, continuing the contract with the following three prequalified vendors for the supply of physical library materials for the Pickering Public Library for the fiscal year 2026:

1. Whitehots Inc
2. CVS Midwest Tape
3. Library Bound Inc

Executive Summary:

Board approval is requested to extend the existing agreement with the three prequalified suppliers of physical library materials for one additional year, as permitted under the terms of RFSQ 2023-2. This extension will cover the fiscal year 2026.

Financial Implications:

The total value of the capital materials budget for the fiscal year 2026 is expected to be approximately \$432,000.

Discussion:

In collaboration with the City's Supply and Services Department, Library staff issued RFSQ #2023-2 for the prequalification of suppliers of physical library materials in 2023. Four proponents were originally prequalified under this process, and three of those vendors have continued to meet the requirements and service expectations of the Library.

The original RFSQ included an option to extend the agreement for an additional year. Exercising this option will allow the Library to maintain continuity of service and leverage established relationships with vendors who have demonstrated reliability and competitive pricing.

Upon approval, Library staff will continue to allocate collection procurements among the prequalified vendors based on price, availability, and service levels for various material types.

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Subject: "[Click here and type subject]"

Page 2

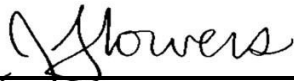
The successful vendors for this extension are Whitehots Inc., CVS Midwest Tape, and Library Bound Inc.

As per the Library's Purchasing Policy, Board approval is required for procurement exceeding \$250,000.

POLICY TYPE: Executive Limitations

POLICY TITLE: [EL 08 Asset Protection](#)

I hereby present my monitoring report on the Board's Executive Limitations policy "Asset Protection" according to the schedule set out. I certify that the information contained in this report is true and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.



Signed (CEO/Director of Public Libraries)

January 15, 2026

Date

Policy Element: Header Paragraph

The CEO will not allow assets to be unprotected, inadequately maintained nor unnecessarily placed at risk.

I interpret this as follows:

1. "assets": the physical buildings, the collection and property of the Pickering Public Library.
2. "unprotected": without insurance or a designated fund to cover repair or replacement; or safeguarded through procedures and practices
3. "inadequately maintained": not properly serviced or housed according to the manufacturers' specifications and accepted practice.
4. "unnecessarily": without good reason.

Compliance will be demonstrated when:

1. Library branches are properly maintained. The collection and all other property are protected against theft or damage.
2. In the event of an emergency, a process is in place to use designated funding available at the City; or safeguards are in place resulting in little risk to library assets.
3. Equipment and collections are protected by adequate maintenance contracts.
4. A process is in place to examine any cause of unexpected damage to ensure that assets were not placed at risk unreasonably.

Evidence Available:

1. Ongoing inspections of facilities, RFID & other security mechanisms.

2. Review of current insurance certificates and various security systems at PPL (RFID, security cameras, security guard at Central, intruder alarm system at all branches).
3. Review of new service contracts for Library equipment and services.
4. Review of all relevant incident reports.

Policy Element #1

Accordingly, the CEO will not:

Allow the organization, Board members, and staff to be uninsured against theft, fire, and casualty losses to a prudent replacement value and liability losses, in accordance with the City of Pickering procedures and practices.

I interpret this as follows:

“prudent replacement value”: replacement value as determined by the City’s current practices.

Compliance will be demonstrated when:

The Library has comprehensive and adequate insurance coverage.

Evidence Available:

1. Direct inspection of the current insurance certificate.

Policy Element #2

Subject facilities and equipment to improper wear and tear or insufficient maintenance.

I interpret this as follows:

1. “improper wear and tear”: misuse or overuse causing damage above what is expected under normal use conditions.
2. “insufficient maintenance”: not maintaining items according to supplier’s recommendations and good practice.

Compliance will be demonstrated when:

1. Facilities and equipment, whether under maintenance contract or not, are monitored on a regular basis to ensure they are in good order.
2. All library facilities and equipment are working properly or are quickly serviced if a breakdown occurs. Facilities and equipment are in a state of good repair. Valid maintenance contracts for all appropriate equipment are in place. A plan exists to manage future facilities maintenance.

Evidence Available:

1. Staff at the Library and the City quickly respond to service requests and engage external contractors where necessary.
2. Maintenance and lifecycle upgrades for library facilities are included in the annual operating and capital budgets by City of Pickering staff and are based on facilities database maintained by the City.

Policy Element #3

Unnecessarily expose the organization, its Board, or staff to claims of liability.

I interpret this as follows:

1. “unnecessarily” without good reason.
2. “claims of liability” legal claims of fault.

Compliance will be demonstrated when:

1. There are no claims where the Library failed to exercise reasonable and prudent precautions.

Evidence Available:

1. In 2025, there were no liability claims filed against the Library.

Policy Element #4

Make any purchase or contracted purchase:

- a) which does not comply with the terms and conditions outlined in the Pickering Public Library’s Purchasing Policy.
- b) wherein normally prudent protection has not been given against conflict of interest;

I interpret this as follows:

1. “conflict of interest”: the generally accepted definition as outlined in the *Municipal Conflict of Interest Act*.

Compliance will be demonstrated when:

1. All purchases are compliant with the Pickering Public Library’s Purchasing Policy which covers both procurement and conflict of interest.

Evidence Available:

1. Review of the Library and the City’s purchasing policies to ensure alignment.

Policy Element #5

1. Receive, process, or disburse funds under controls that are insufficient to meet the City of Pickering appointed auditor’s standards.

I interpret this as follows:

1. “auditor’s standards”: the standards expressed in the letter accompanying the most recent audit report.

Compliance will be demonstrated when:

1. The current audit report (“Financial Statements”) does not include a management letter outlining deficiencies.

Evidence Available:

1. The 2024 audited financial statements and management letter did not include any deficiencies.

Policy Element #6

Allow property, both real and intellectual, information and files to be unprotected against loss or significant damage.

I interpret this as follows:

1. “real property” land or buildings and the contents of the buildings.
2. “intellectual, information and files”: records and works created by Library staff for the Library and data collected by library staff.
3. “unprotected” means that the CEO takes reasonable precautions consistent with industry best practices to protect assets.

Compliance will be demonstrated when:

1. Staff are trained and provided with necessary tools to ensure the security of all real property, ensuring that there is minimal risk to property.
2. Staff are made aware that intellectual property created on behalf of the library on paid time is the property of the Library. Library records and files are routinely backed up as insurance against loss.

Evidence Available:

1. Review of incident reports, security guard contract, and Employee Code of Conduct Policy.
2. Review of Technology Policy and Employee Code of Conduct.

Policy Element #7

Endanger the organization’s public image or credibility, particularly in ways that would hinder its accomplishment of “Ends”.

I interpret this as follows:

1. “endanger the organization’s public image or credibility”: jeopardize the Library’s good reputation.

Compliance will be demonstrated when:

1. The Library’s reputation within the community remains positive.

Evidence Available:

1. Direct inspection of client feedback from surveys, comments, and media coverage reveals a positive perception of the library within the community. Social media and other methods of communication are monitored closely, and any negative or potentially negative issues are addressed by staff immediately.

Policy Element #8

Compromise the independence of the Board and City’s audit or other external monitoring.

I interpret this as follows:

1. “compromise the independence”: attempt to influence the outcome

Compliance will be demonstrated when:

1. The audit or any external monitoring process remains free of bias or influence.

Evidence Available:

1. The 2024 audited financial statements and management letter were reviewed. No issues were noted.