

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** Chair MOTION
Conflict of Interest Disclosure to Approve
5. **Presentations**
 - 5.1 V. Bayers, Indigenous Relations & Outreach Associate
Re: Indigenous Relations
 - 5.2 J. Derlatka, Manager, Collections & Digital Experience
D. Martin-Wylie, Client Experience Specialist - Local History
Re: Local History
6. **Consent Agenda** Chair MOTION
to Approve
 - 6.1 Minutes of the Previous Board Meeting – [Pg 01](#)
March 26, 2026
 - 6.2 Library Information Update - March [Pg 06](#)
 - 6.3 2025 Financial Review [Pg 15](#)
 - 6.4 2026 Q1 Stats Review [Pg 17](#)
 - 6.5 2026 Q1 Financial Review [Pg 18](#)
 - 6.6 P22 Use of Library Resources During an [Pg 20](#)
Election Campaign Policy MOTION
to Approve
7. **Correspondence**
 - 7.1 None.
8. **Ends Discussion**

8.1 None.

9. Staff Reports

9.1 Anti-Black Racism Working Group Update Verbal S. Oza
 [Minutes of the January 14, 2026, Update
 ABRWG meeting attached - [Pg 29](#)]

10. Monitoring Reports – Executive Limitations

10.1 EL 01 General Executive Constraint [Pg 32](#) F. Mahjabeen MOTION
 to Receive
 / Adopt

The following EL Policy will be discussed at the next Board meeting. All members to
 review prior to the next meeting.
 EL 04 Staff Conduct A. Mir

11. Board Committee Reports

11.1 Report of the Building Committee Verbal Committee
 Update Chair

11.2 Report of the CEO Recruitment Verbal Committee
 Update Chair

12. Governance

12.1 None.

13. Board Policy Review

13.1 None.

14. New & Unfinished Business

14.1 Member Community Reports

15. Confidential Matter

15.1 CEO Recruitment Update Chair MOTION
 to Approve

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, May 21, 2026
 Location: Dorsay Community & Heritage Center

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.

- 6.6** THAT the Board approves P22 Use of Library Resources During an Election Campaign Policy 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.

- 15.1** 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: d) Personal matters about an identifiable individual

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 in-camera portion of the meeting. [Rising from In-Camera] THAT the Board rise from the closed session of the Pickering Public Library Board Meeting.

- 17.** THAT the meeting be adjourned.

Location: George Ashe Library

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

Absent: Councillor L. Cook; Councillor M. Brenner;

Staff: S. Oza, (Acting) CEO/Director of Public Libraries; C. Moore, Director, Corporate Services & Collections; L. Wallis, (Acting) Executive Assistant; S. Yung, Manager, Marketing & Community Relations; V. Plouff, Division Head, Facilities Management & Construction; D. Poida, Senior Project Manager, Capital Projects; J. Currie, Legislative Coordinator (Virtual)

1. Meeting Called to Order

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

2. Land Acknowledgement

A. Mir read the City of Pickering Land Acknowledgement.

3. Public Delegations

None.

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #26.34

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

Carried.

5. Presentations

5.1 Seaton Project Update

V. Plouff and D. Poida provided an update on the Seaton Community Centre and Library, supported by a PowerPoint presentation.

The city, in partnership with consultant firm Perkins & Will, developed three schematic design options, which were released for public feedback and voting. A fourth and final schematic was then produced, incorporating the strengths and positive community feedback from the original three designs.

The facility is planned as a net-zero carbon building, operating primarily on electrical power, which provides long-term cost benefits.

Public consultation emphasized the importance of integrating the building into the natural landscape, with native plantings, natural heritage features, and a predominantly single-level design.

Floor plans and architectural renderings were reviewed.

Library main floor: collaborative and higher-volume spaces such as programming rooms, makerspace, and event areas.

Library second floor: quiet study rooms and quiet reading gardens. The design allows for future adaptability.

Crews are currently preparing the site. Groundbreaking is anticipated for May 2027. Estimated opening is approximately five years later, pending construction progress.

Concluding the update, V. Plouff opened the floor to questions.

Clarification was provided that approximately 40% of the building will receive natural light, with strategic use of exterior wall space to support effective layout. Soundproofing measures for the library, particularly relating to adjacent facilities such as the arena, pool, and courts, have been incorporated and validated through site visits to comparable buildings.

It was confirmed that an elevator will be included within the dedicated library space to provide access to the second floor.

It was established that Perkins & Will have significant experience in library design, and previously created City Centre planning documents were used to inform the development of the library space. Staff design requests have been well-received, and collaboration with the Capital Projects Team and architects has been positive. The open layout of the library will allow for flexibility to accommodate future needs.

Outdoor amenities remain subject to Council decision; however, space has been reserved for potential future features.

Design comment feedback should be submitted as soon as possible, ideally before June 2027. Board members may forward comments through S. Oza, who sits on the Seaton Planning Working Group. Early feedback ensures cost efficiency before contracts are finalized.

5.2 Marketing & Philanthropy

S. Yung provided an update on the Marketing & Philanthropy strategy for the Greenwood Heritage Library (GHL), introducing the Golden Horizon Campaign, which aligns with the Library's nature-inspired brand.

A promotional kit will be shared with the Board once finalized. The Marketing team requested Board support: connecting staff with potential community or business donors, advocating for the campaign, and participating as donors themselves, if interested

S. Yung fielded questions from the Board clarifying that:

- Donors will receive charitable tax receipts.

- Donor-matching opportunities are being explored as part of future fundraising development.
- Donor tiers were based on current donor-giving patterns, balancing achievability with growth goals.
- Acrylic tiles were chosen for durability and to preserve window visibility.

6. Consent Agenda

6.1 Minutes of the Previous Board Meeting – February 26, 2026

6.2 Library Information Update - February

6.3 Minutes of the Building Ad Hoc Committee – March 17, 2026

6.4 2026 Board Calendar Updates

Motion #26.35

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

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 reported the March meeting was cancelled due to lack of quorum.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 09 Compensation & Benefits

B. Kenworthy met with S. Oza prior to the meeting to review the EL 09 Compensation & Benefits Monitoring Report and confirmed agreement with its contents.

Discussion points included:

- Consideration of whether language should be revised or added to address acting or interim CEO arrangements for all EL reports.
- Policy Element #2: Discussion on whether to include a grid breakdown within the policy.
- Policy Element #4: Clarification that the Collective Agreement prohibits vacation carry-forward except with the CEO's approval.

Review and reasoning behind the increase in CEO-approved vacation carry-forward from 2024 to 2025, which was confirmed to have been granted based on an exceptional circumstance beyond an employee's control.

Amendment required for Element #4 as the year written in the final sentence should be changed from 2024 to 2025.

Motion #26.36

Moved by B. Kenworthy, Seconded by D. Sharma **Motion THAT** Board has received the monitoring report for policy EL 09 Compensation & Benefits as amended; 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 F. Mahjabeen.

11. Board Committee Reports

11.1 Report of the Building Committee

The Building Committee met on March 17 with the consultant to discuss the Library's 10-Year Facilities Plan. Board members were encouraged to connect with S. Oza or participate in upcoming consultant-led open houses to provide input and comments.

11.2 Report of the CEO Recruitment Committee

Updates were shared during the in-camera portion of the meeting.

12. Governance

12.1 None.

13. Board Policy Review

13.1 None.

14. New & Unfinished Business

14.1 Member Community Reports

S. Sheehy reported that she recently connected with J. Flowers.

A. Mir represented the Library Board as a judge at the Ajax-Pickering Science Fair. He noted that he was very impressed with the projects and initiatives presented by the students.

14.2 Dorsay Community & Heritage Center

S. Oza provided an update regarding the revised opening dates for the Greenwood Heritage Library:

May 5 – Dorsay Community & Heritage Centre First Look Tour for City Council and Library Board Members

May 9 – Greenwood Community BBQ.

June 13 – Official Grand Opening. Board members are requested to attend.

15. Confidential Matter

15.1 CEO Recruitment Committee Update

The Board moved into a closed session in accordance with provisions of Section 16.1 (4) of the Ontario Libraries Act and Section 3.9 of the Pickering Public Library Board Bylaws, in the matters to be discussed are related to:

d) Personal matters about an identifiable individual.

Library staff exited the meeting as the Board appointed J. Currie, Legislative Coordinator for the City of Pickering, to serve as Recording Secretary.

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

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, April 23 at 7:00 pm.

Motion #26.37

Moved by F. Mahjabeen, Seconded by A. Mir **Motion THAT** the meeting be adjourned.
Carried.

The meeting was adjourned at 8:50 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

1 The Best Place For Everyone To Learn

Bedtime Stories Launch at Central Library

Our curated picture books were refreshed in March with a new theme introduced at the Central Library: Bedtime Stories. The selected books feature stories that caregivers can read with their child as part of a bedtime routine. The curated selection aims to make it easier for caregivers to find topics and books quickly and supports the development of a positive reading environment, which is essential to literacy development. The theme has proven to be popular, with all but one item checked out so far! Bedtime Stories replaces the Beautiful Earth theme. Beautiful Earth will move to the Greenwood Heritage Library as part of the nature-inspired themes of the location.



Poetry Contest

Throughout April, all community engagement teams are jointly hosting a Poetry Contest in celebration of National Poetry Month. The contest has already generated strong early interest, with 11 submissions received to date. Winning entries from each age group will be professionally featured on bookmarks distributed across the library system, providing meaningful recognition for participants. Winners will also be invited to showcase their work at the launch of the Summer Reading Challenges during the Library's Summer Reading Block Party in late June offering an opportunity to celebrate community creativity and amplify local voices.

Sewing Card Holders with Sally Baubles

This hands-on program, led by local artist Sally Baubles, introduced participants to foundational sewing techniques through the creation of playing card holders. The program not only built practical skills but also inspired continued creativity beyond the session. Notably, one participant was so engaged that they independently created a second card holder at home, demonstrating both skill retention and increased confidence.

This program highlights the impact of experiential learning and the value of connecting clients with local artists.



March Break Success

The Children's team delivered a highly successful March Break program series, offering a diverse range of engaging experiences for young participants. **Over the course of six days, the team delivered 24 programs and welcomed approximately 580 children.** Programming included a dynamic mix of activities such as a puppet show, reading to animals, digital drawing, 3D printing, and a magic show. Planning began in early December to ensure a well-balanced offering that reflected key priorities, including literacy development, STEM exploration, creative arts, sustainability, and cultural inclusivity. The strong attendance and enthusiastic participation underscore the program's success and community relevance.



Cricut Crafts: DIY Spring Paper Baskets



This collaborative program between the Children's and Technology/Maker Space teams provided an engaging introduction to digital fabrication tools. With eight participants, the session maintained a highly interactive and supportive environment. Children were guided through the full creative process using the Cricut Explore Air 2, from understanding how the machine scores and cuts materials to designing, assembling, and customizing their baskets. The program's accessible design ensured all participants successfully completed a project while allowing for individual creativity. Importantly, it also served to demystify Maker Space technology, increasing accessibility and confidence among children and their families.

500 Books Before Kindergarten Reading Challenge

The Children’s Team successfully launched the 500 Books Before Kindergarten reading challenge, an early literacy initiative designed for children aged 2–5. The program encourages school readiness and fosters a lifelong love of reading by promoting consistent reading habits between children and their caregivers. Participants track their progress through visual milestones and receive Maker Space-created buttons at key intervals, reinforcing motivation and engagement. Upon completion, children are recognized with a certificate and prize, celebrating their achievement. This initiative supports foundational literacy development while strengthening parent-child connections through shared reading experiences.



Digital Literacy

Staff delivered a passive Kahoot! program designed to build digital literacy by challenging clients to distinguish between real and AI-generated images. The activity prompted meaningful reflection and discussion, with several participants noting that it motivated them to further explore and better understand artificial intelligence, particularly in the context of social media and online content.

MakerSpace Equipment

Clients have expressed strong appreciation for the Library’s role in reducing barriers for entrepreneurs and creators through access to specialized equipment in the MakerSpace. Feedback highlighted the value of tools such as the xTool S1 Laser Cutter, large-format printer, button makers, Cricut machines, and 3D printers, which enable users to prototype, produce, and innovate without the financial burden of personal ownership of equipment.

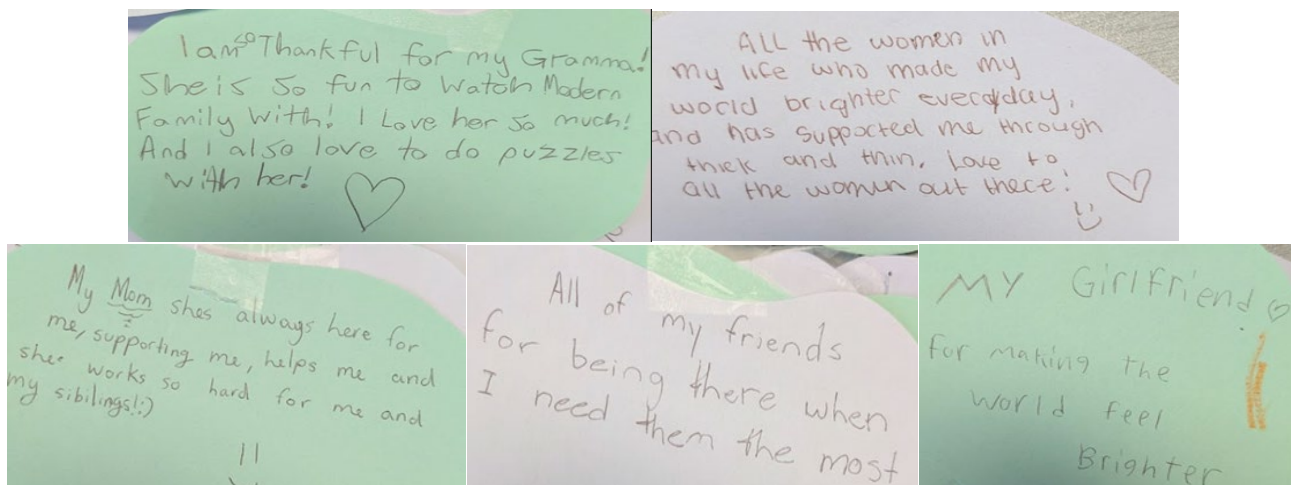
2 Committed To Care, Inclusion And Belonging

Building Digital Confidence and Independence

The Library’s weekly one-on-one Device Help sessions continue to deliver meaningful impact for clients. Clients continue to share highly positive feedback, noting that the personalized support has enabled them to resolve persistent technical issues more efficiently than through other avenues. This service not only addresses immediate technology challenges but also builds long-term digital confidence and independence, reinforcing the Library’s role as a trusted source of accessible, client-centered support.

International Women's Day Passive Activity

In recognition of International Women's Day on March 8, library clients were invited to participate in a passive engagement activity by sharing messages celebrating a special woman in their lives. The initiative generated 30 heartfelt submissions across library locations, reflecting themes of gratitude, resilience, and inspiration. Sample messages included below:



Djembe Drum Making with the Congress of Black Women

The Children's Team partnered with the Congress of Black Women, Ajax/Pickering and Holistic Vibrancy to deliver an engaging, hands-on cultural workshop. Participants were guided through the process of designing, building, and playing their own Djembe drums, fostering both creativity and cultural awareness. The program attracted 17 participants and exemplified the value and impact of community partnerships in delivering meaningful, experiential learning opportunities.



Round Dance

Outreach staff attended an Indigenous Round Dance gathering as part of ongoing initiatives focused on fostering community connection and participate in inclusive, culturally meaningful spaces. A social media post re-capping the library's time at the event received high engagement and broad reach. The response reflects the community's strong interest in seeing the library present in spaces that cultivate care, inclusion, and belonging, and reinforces the importance of visible participation in events that celebrate and honour Indigenous community life.



3 A Connected Community

Travelling Today with Joyce Perrin

Local author and seasoned world traveler, 89-year-old Joyce Perrin, led an engaging and informative session on preparing for summer travel. Drawing from her extensive global experiences, she shared practical guidance on trip planning, budgeting, packing essentials, and required documentation. The session was enriched with personal stories from her travels, offering both inspiration and practical insight. The event welcomed 37 attendees and was held in the Central Auditorium, where participants were highly engaged throughout.

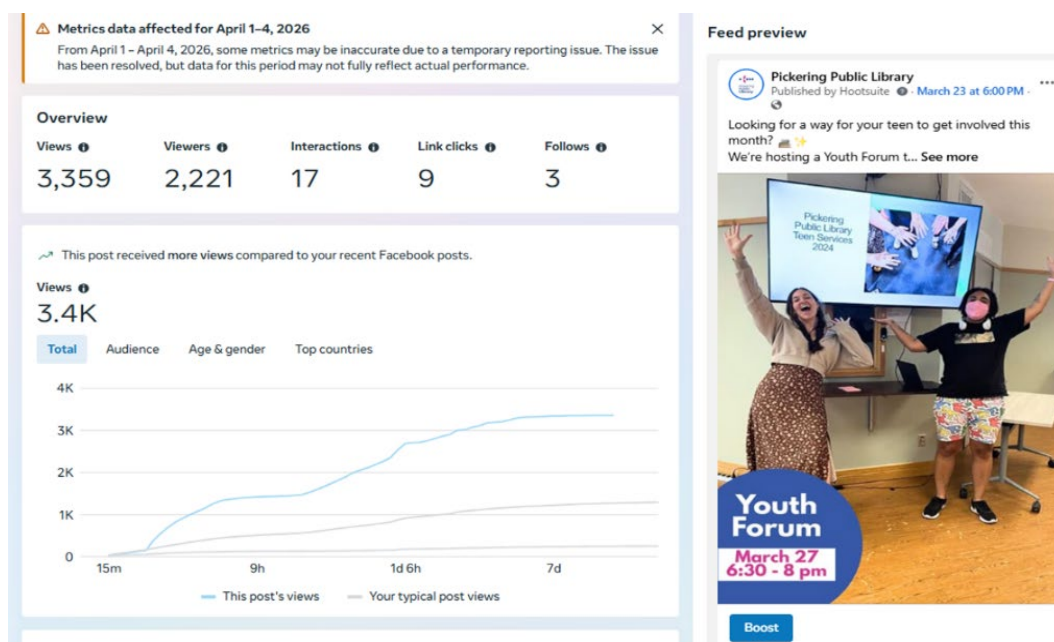


Youth Forum – Engaging Teens in Library Design and Service Planning

The Library hosted its third annual Youth Forum, bringing together local teens and community partners who work closely with youth to participate in meaningful dialogue about the youth experience in Pickering. The forum provided a dedicated platform for participants to share insights and contribute feedback to inform the future design and layout of teen spaces at Central, George Ashe, and Seaton

library locations. The event was supported by a comprehensive, month-long engagement campaign, which included surveys and targeted activities designed to gather input from a broader youth audience in advance of the forum. This approach ensured that diverse perspectives were captured and meaningfully integrated into discussions. The forum welcomed over 30 teen participants, with an additional 60 youth contributing through surveys. The strong level of engagement reflects both the value of creating intentional spaces for youth voice and the community’s interest in shaping inclusive, relevant, and responsive library environments.

A post promoting the youth forum was shared in advance of the event to invite teens to the library to share their ideas and perspectives. The post reached 3,400 people organically on Facebook, highlighting interest in dedicated spaces and opportunities for teen engagement. This demonstrates progress in engaging a group that has traditionally been harder to reach.



Municipal Elections: How to Run as a Candidate

To support civic engagement and community leadership, Adult Services staff have coordinated an upcoming information session in partnership with the Association of Municipalities of Ontario. This session will provide a comprehensive overview of the municipal candidacy process, with a particular focus on encouraging participation from underrepresented groups.

The session will feature former elected officials Jasvinder Sandhu (former Councillor, Town of Oakville) and Steve Anderson (former Deputy Mayor, Town of Shelburne; Councillor, County of Dufferin), who will share insights on campaigning, community engagement, leadership, and personal branding.

This initiative has expanded through regional collaboration, with Pickering Public Library inviting York and Durham Region libraries to participate. As a result, thirteen libraries are now partnering on this event, significantly broadening its reach and impact.

4 Building For The Future

National Indigenous Languages Day – Language Learning and Cultural Awareness

In celebration of National Indigenous Languages Day, Showna Smoke from the Alderville First Nation facilitated an interactive session introducing clients to Anishnaabemowin. Participants learned foundational greetings, self-introductions, and commonly used conversational phrases, supporting greater awareness and appreciation of Indigenous languages.

Building on the success of this program, the content will be adapted into a passive Indigenous Language Learning activity to be offered across all library locations throughout June. This initiative reflects the Library's ongoing commitment to advancing cultural understanding and supporting Indigenous language revitalization.

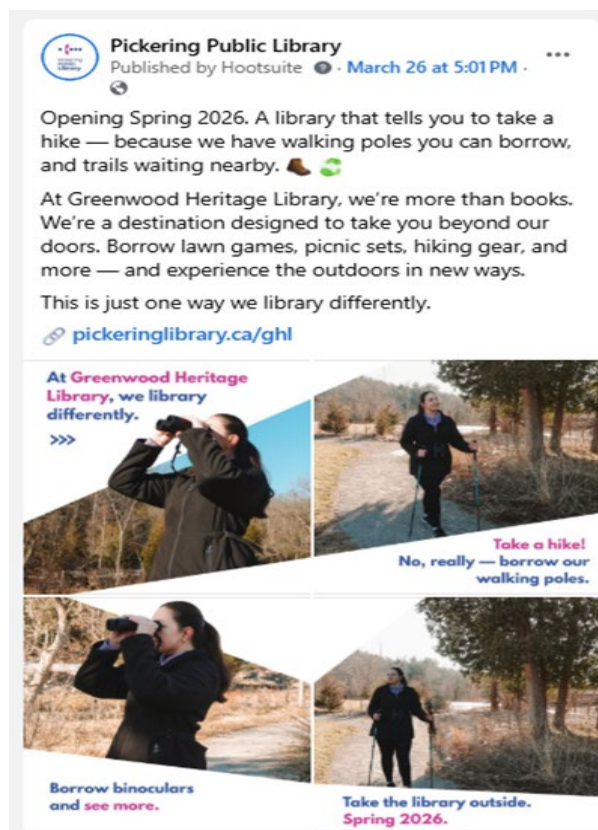
Greenwood Heritage Library

Marketing efforts continue to build awareness around the upcoming Greenwood Heritage Library by highlighting the services and experiences clients can expect at the new location.

A central element of the strategy has been to position how clients will experience the library differently in this new space, emphasizing innovation, accessibility, and enhanced community use.

A recent campaign spotlighted the uniquely curated loanables collection, introducing the expanded range of items available to clients. Particular emphasis was placed on items that enhance on-site and surrounding experiences, such as walking poles and binoculars designed for use on nearby trails.

This content generated nearly 3,000 views across Facebook and Instagram, with engagement levels exceeding typical benchmarks, including increased interactions and shares. The strong performance reflects growing community excitement and positive anticipation for the distinctive resources and experiences that will be offered at the new library.



Community Engagement Launch for the Facilities 10-Year Plan

The Facilities Team initiated community engagement activities to inform the development of its Facilities 10-Year Plan, a strategic roadmap that will guide the maintenance, improvement, and adaptation of library spaces over the next decade. As part of the Research and Consultation phase, the Library hosted an open house on April 14, 2026 at the Central Library, inviting residents to meet with the project team, ask questions, and share their experiences and ideas. The drop-in format supported broad participation and provided valuable opportunities for direct community input. In parallel, a community survey was launched, available online and in paper format at all library locations until April 24, 2026, to further capture feedback on how clients use and navigate library spaces.

Feedback collected through both the open house and survey will play a key role in shaping the Facilities 10-Year Plan. Insights into user experiences, accessibility, and service needs will inform the next phases of work, including detailed space analysis and final plan development. This engagement process reinforces the Library's commitment to creating inclusive, responsive, and future-focused spaces that reflect the needs of Pickering's diverse and growing community.



Organizational Excellence

Learn Committee Launches Democracy at Work Training Initiative

The Learn Committee launched its spring training initiative: Democracy at Work, a non-partisan learning initiative that aims to elevate digital media literacy, artificial intelligence skills, and civic engagement. This three-part series will help to provide a foundation that will be built upon through in-person discussion and further learning at our annual Staff Learn Day. This training will reinforce staff skills to support our strategic goal of being a trusted source for information and combatting misinformation and censorship.

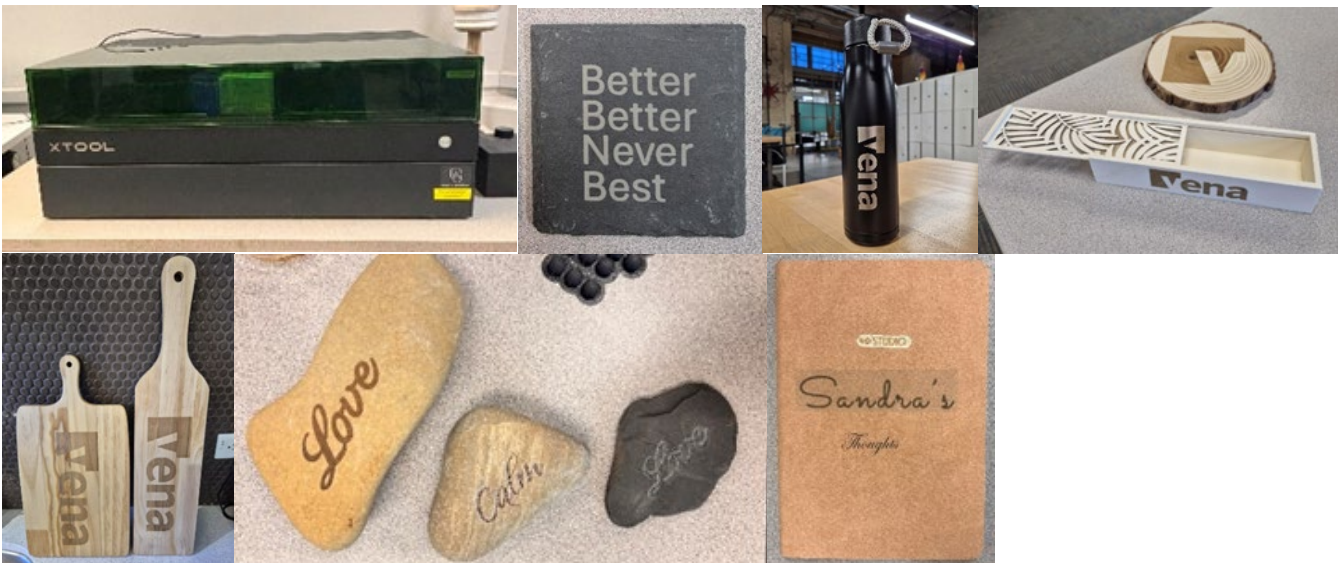
Library Page Refresher Training and Team Transition Update

This March, staff conducted refresher training with the majority of our Library Pages. This was done as part of the shift of the Library Pages from the Client Experience team to the Collections and Digital Experience team. Training emphasized shelving and shelf maintenance as the priority. The goal of training was to ensure that all team members received the same information in preparation for the addition of new Library Pages to the team, which will happen later this spring.

What's New

Showcasing New Capabilities with the x-Tool S1

Below are photos of customized items using our latest piece of equipment, the xTool S1. The photos include images provided by a patron who shared their appreciation for the Library's role in removing creative barriers for entrepreneurs and hobbyists by offering access to specialized equipment.





2025 Financial Review

Cost Elements	PY.YTD Actual	YTD Actual	Annual Plan	Remaining	Rem.(%)
501000 Salaries & Wages	\$ 3,816,416	\$ 4,017,110	\$ 4,124,091	\$ 106,981	2.59
501010 Overtime	\$ 4,427	\$ 4,686	\$ 3,410	\$ (1,276)	-37.41 Additional overtime required for Canada Day events.
501020 Employee Benefits	\$ 1,024,982	\$ 1,110,453	\$ 1,194,164	\$ 83,711	7.01
501025 Employee Recognition & Appreciation	\$ 1,968	\$ 1,870	\$ 3,800	\$ 1,931	50.80 Years of service award gifts were purchased. December employee recognition event cancelled.
501040 Uniforms	\$ 3,438	\$ 3,964	\$ 4,000	\$ 36	0.89
501100 Conferences	\$ 9,805	\$ 5,253	\$ 5,200	\$ (53)	-1.01
501110 Seminars & Education	\$ 20,093	\$ 21,255	\$ 18,800	\$ (2,455)	-13.06 Additional staff JHSC training required.
501130 Travel	\$ 7,184	\$ 4,745	\$ 5,000	\$ 255	5.10
502000 Postage	\$ 4,203	\$ 5,145	\$ 2,200	\$ (2,945)	-133.88 Additional mailing costs due to ILS mail reminders
502010 Freight, Express & Cartage	\$ 96	\$ 12	\$ 500	\$ 488	97.66
502020 Cellular Phones	\$ 17,478	\$ 18,213	\$ 21,000	\$ 2,787	13.27 Costs are variable. Lower usage fees in Q3 and Q4.
502030 Telephones & Data Services	\$ 18,922	\$ 25,532	\$ 18,990	\$ (6,542)	-34.45 New lower cost phone system implemented in Q4.
502040 Internet Services	\$ 34,361	\$ 32,825	\$ 33,060	\$ 235	0.71
502050 Cable TV	\$ 714	\$ 714	\$ 750	\$ 36	4.86
502100 Advertising	\$ 16,768	\$ 18,709	\$ 18,000	\$ (709)	-3.94
502130 Printing - Brochures/News Ltr	\$ 10,754	\$ 19,192	\$ 24,000	\$ 4,808	20.03 Lower signage printing costs than expected. DCHC signage printing deferred to 2026.
502210 Insurance Premium	\$ 34,625	\$ 38,241	\$ 38,090	\$ (151)	-0.40
502220 Insurance Deductible	\$ -	\$ -	\$ 2,300	\$ 2,300	100.00 No insurance claims.
502230 Consulting & Professional Fees	\$ 62,536	\$ 31,493	\$ 129,600	\$ 98,107	75.70 Consulting carried forward to 2026 (\$82k).
502240 Meats/Promotion/General	\$ 6,389	\$ 12,566	\$ 9,000	\$ (3,566)	-39.62 Higher promotional expenses than expected related to promotional product purchases for resale.
502250 Memberships	\$ 16,136	\$ 15,665	\$ 16,750	\$ 1,085	6.48
502260 Outside Agency Services	\$ 262,574	\$ 277,277	\$ 277,590	\$ 313	0.11
502340 Building Repairs & Maintenance	\$ 270,070	\$ 306,858	\$ 301,110	\$ (5,748)	-1.91
502370 Vehicle Repairs & Maint	\$ 1,220	\$ 2,411	\$ 2,500	\$ 89	3.58
502375 Gas, Oil, Tires, Etc.	\$ 2,914	\$ 3,888	\$ 3,950	\$ 62	1.56
502380 Misc Equip Rep & Maintenance	\$ 43,852	\$ 46,029	\$ 43,800	\$ (2,229)	-5.09
502500 Stationery & Office Supplies	\$ 21,881	\$ 23,473	\$ 24,000	\$ 527	2.20
502520 Program & Event Supplies	\$ 45,757	\$ 38,391	\$ 36,500	\$ (1,891)	-5.18
502530 Committee Expenses	\$ 4,464	\$ 2,313	\$ 9,000	\$ 6,687	74.29 Lower committee stipends than budgeted due to lack of quorum at many meetings.
502540 Supplies & Tools	\$ 6,271	\$ 20,198	\$ 17,500	\$ (2,698)	-15.42 Additional maker space supplied required (recoverable)
502541 Shop Supplies	\$ 15,252	\$ 4,149	\$ 4,200	\$ 51	1.22
502550 Library Materials	\$ 300,710	\$ 309,526	\$ 298,000	\$ (11,526)	-3.87
502600 Utilities - Water	\$ 16,304	\$ 18,616	\$ 18,250	\$ (366)	-2.01
502610 Utilities - Gas	\$ 36,976	\$ 41,815	\$ 45,510	\$ 3,695	8.12
502620 Utilities - Hydro	\$ 127,619	\$ 133,075	\$ 139,510	\$ 6,435	4.61
502700 Sflwr/Hdwr Maintenance Contracts	\$ 219,440	\$ 233,383	\$ 258,680	\$ 25,297	9.78
502720 System & Software Upgrade	\$ 95,912	\$ -	\$ -	\$ -	0.00
502730 Hardware Replacements	\$ 30,632	\$ 19,687	\$ 19,000	\$ (687)	-3.62
502740 Furniture & Fixtures	\$ 7,640	\$ 7,941	\$ 7,200	\$ (741)	-10.28
503080 Financial Services Charges	\$ 65	\$ 161	\$ -	\$ (161)	-100.00
503090 Exchange Rate - Gain or Loss	\$ 4	\$ -	\$ -	\$ -	0.00
508009 Trsf to Continuing Studies Reserve	\$ -	\$ 23,163	\$ -	\$ (23,163)	-100.00
508036 Trsf to Library Building Reserve	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00
Expenditures	\$ 6,720,855	\$ 6,999,995	\$ 7,279,005	\$ 279,010	3.83
402500 Federal Grants	\$ (30,879)	\$ (21,741)	\$ (41,195)	\$ (19,454)	47.22 Lower summer student hours than budgeted for YCW grant.
402510 Ontario Grants	\$ (137,234)	\$ (138,525)	\$ (136,425)	\$ 2,100	-1.54
403000 Departmental User Fees	\$ (48,351)	\$ (54,990)	\$ (51,500)	\$ 3,490	-6.78
403030 Vending Machines	\$ (2,300)	\$ (2,550)	\$ (2,575)	\$ (25)	0.96
403064 Rentals - Mtg. Room/Publi	\$ (1,862)	\$ (3,344)	\$ (5,150)	\$ (1,806)	35.08 Lower room rental recoveries than anticipated.
403120 Other User Fee Revenue	\$ (2,262)	\$ (4,506)	\$ (13,300)	\$ (8,794)	66.12 Lower promotional product sales than expected.

405000 Fines & Charges	\$	(5,285)	\$	(5,887)	\$	(7,000)	\$	(1,113)	15.90 Lower lost material fees than expected due to no late fee program.
406500 Donations	\$	(17,763)	\$	(24,905)	\$	(20,000)	\$	4,905	-24.52 Increased donations related to fundraising campaign.
406560 Miscellaneous Revenue (Cost Centre)	\$	(86)	\$	-	\$	-	\$	-	0.00
408009 Trsf from Continuing Studies Reserve	\$	(9,832)	\$	-	\$	-	\$	-	0.00
408607 Trfr fr DC Library Services Oblig Res Fun	\$	(29,496)	\$	-	\$	(46,900)	\$	(46,900)	100.00
Revenues	\$	(285,350)	\$	(256,447)	\$	(324,045)	\$	(67,598)	20.86
Total	\$	6,435,505	\$	6,743,548	\$	6,954,960	\$	211,412	3.04

2026 Q1 KPI Statistics

	2025	Per capita (pop: 100,000)
Total circulation	1,016,261	10.2
Cardholders	46,629	0.5
In-person visits	422,755	4.2
Website visits	943,660	9.4
Public Computer Use	36,551	0.4
Total Digital Learning Sessions	55,018	0.6
Number of programs	1,000	0.010
Program attendance	20,062	0.2
Outreach events	415	0.004
Outreach attendance	10,935	0.11

	2026 YTD	Extrapolated to full year	Per capita (pop: 100,000)
Total circulation	253,875	1,015,500	10.2
Cardholders	45,803	45,803	0.5
In-person visits	107,886	431,544	4.3
Website visits	312,699	1,250,796	12.5
Public Computer Use	8,250	33,000	0.3
Total Digital Learning Sessions	10,733	42,932	0.4
Number of programs	276	1,104	0.011
Program attendance	5,928	23,712	0.2
Outreach events	98	392	0.001
Outreach attendance	1,471	5,884	0.015

Change Year over Year (extrapolated data)
0%
-2%
2%
33%
-10%
-22%
10%
18%
-6%
-46%



2026 Q1 Financial Review

Cost Elements	YTD Actual	Annual Plan	Remaining	Rem.(%)	Comments
501000 Salaries & Wages	\$ 895,913	\$ 4,548,218	\$ 3,652,305	80	
501010 Overtime	\$ -	\$ 3,960	\$ 3,960	100	
501020 Employee Benefits	\$ 319,982	\$ 1,272,386	\$ 952,404	75	
501025 Employee Recognition & Appreciation	\$ -	\$ 3,800	\$ 3,800	100	
501040 Uniforms	\$ 336	\$ 4,500	\$ 4,164	93	
501100 Conferences	\$ 153	\$ 7,000	\$ 6,847	98	
501110 Seminars & Education	\$ 3,259	\$ 15,000	\$ 11,741	78	
501130 Travel	\$ 1,149	\$ 6,300	\$ 5,151	82	
502000 Postage	\$ 311	\$ 4,000	\$ 3,689	92	
502010 Freight, Express & Cartage	\$ 257	\$ 500	\$ 243	49	
502020 Cellular Phones	\$ 5,182	\$ 22,600	\$ 17,418	77	
502030 Telephones & Data Services	\$ 9,991	\$ 31,960	\$ 21,969	69	
502040 Internet Services	\$ 8,226	\$ 35,000	\$ 26,774	76	
502050 Cable TV	\$ 119	\$ 800	\$ 681	85	
502100 Advertising	\$ 169	\$ 28,000	\$ 27,831	99	
502130 Printing - Brochures/News Ltr	\$ 408	\$ 24,000	\$ 23,592	98	
502210 Insurance Premium	\$ 60,422	\$ 51,286	\$ (9,136)	-18	Duplicate CoP chargeback relatd to DCHC. A credit of \$10,530 is pending.
502220 Insurance Deductible	\$ -	\$ 3,290	\$ 3,290	100	
502230 Consulting & Professional Fees	\$ 6,352	\$ 109,500	\$ 103,148	94	
502240 Meals/Promotion/General	\$ 333	\$ 9,000	\$ 8,667	96	
502250 Memberships	\$ 10,995	\$ 12,250	\$ 1,255	10	Majority of memberships billed in Q1
502260 Outside Agency Services	\$ 16,313	\$ 303,380	\$ 287,067	95	
502340 Building Repairs & Maintenance	\$ 36,861	\$ 416,250	\$ 379,389	91	
502370 Vehicle Repairs & Maint	\$ 1	\$ 3,000	\$ 2,999	100	
502375 Gas, Oil, Tires, Etc.	\$ 304	\$ 3,950	\$ 3,646	92	
502380 Misc Equip Rep & Maintenance	\$ 8,610	\$ 60,300	\$ 51,690	86	
502500 Stationery & Office Supplies	\$ 4,008	\$ 27,000	\$ 22,992	85	
502520 Program & Event Supplies	\$ 8,108	\$ 37,000	\$ 28,892	78	
502530 Committee Expenses	\$ 146	\$ 10,500	\$ 10,354	99	
502540 Supplies & Tools	\$ 2,976	\$ 25,000	\$ 22,024	88	
502541 Shop Supplies	\$ 3,490	\$ 5,600	\$ 2,110	38	Library cards ordered early for DCHC
502550 Library Materials	\$ 115,997	\$ 308,000	\$ 192,003	62	Annual platform fees charged in Q1
502600 Utilities - Water	\$ 3,609	\$ 19,160	\$ 15,551	81	
502610 Utilities - Gas	\$ 17,853	\$ 45,500	\$ 27,647	61	Costs are variable
502620 Utilities - Hydro	\$ 19,638	\$ 151,435	\$ 131,797	87	
502700 Swr/Hdwr Maintenance Contracts	\$ 119,980	\$ 276,500	\$ 156,520	57	Majority of software subscriptions billed in Q1
502730 Hardware Replacements	\$ 4,187	\$ 28,800	\$ 24,613	85	
502740 Furniture & Fixtures	\$ 1,319	\$ 12,200	\$ 10,881	89	
Expenditures	\$ 1,686,739	\$ 7,926,925	\$ 6,240,186	79	
402500 Federal Grants	\$ -	\$ (41,195)	\$ (41,195)	100	
402510 Ontario Grants	\$ -	\$ (138,309)	\$ (138,309)	100	
403000 Departmental User Fees	\$ (15,828)	\$ (65,000)	\$ (49,172)	76	
403030 Vending Machines	\$ -	\$ (4,000)	\$ (4,000)	100	

403064 Rentals - Mtg. Room/Publi	\$ (478)	\$ (6,000)	\$ (5,522)	92	
403120 Other User Fee Revenue	\$ (717)	\$ (15,000)	\$ (14,283)	95	
405000 Fines & Charges	\$ (1,167)	\$ (10,000)	\$ (8,833)	88	
406500 Donations	\$ (4,520)	\$ (20,000)	\$ (15,480)	77	
406560 Miscellaneous Revenue (Cost Centre)	\$ (9,815)	\$ -	\$ 9,815	-100	Unexpected revenue related to insolvency liquidation of Library Services Centre (LSC)
408009 Trsf from Continuing Studies Reserve	\$ -	\$ (25,000)	\$ (25,000)	100	
408607 Trf fr DC Library Services Oblig Res Fun	\$ -	\$ (46,875)	\$ (46,875)	100	
Revenues	\$ (5,759)	\$ (371,379)	\$ (365,620)	98	
Total	\$ 1,680,980	\$ 7,555,546	\$ 5,874,566	78	

Policy No.: P22

Policy Title: Use of Library Resources During an Election Campaign

Date Originated:

Date Last Reviewed/Revised: April 2026

Date approved by Board & Motion #: April 28, 2022, Motion #22.26

Point of Contact: CEO / Director of Public Libraries

POLICY STATEMENT

This policy enables the Pickering Public Library to balance the need for freedom of expression and information sharing with its responsibility to ensure that no candidate, registered third-party advertiser, or political party is provided with an unfair advantage. This policy sets out provisions for the use of Library facilities, infrastructure, and resources during an election campaign period by Board members and candidates. This helps to preserve the public trust and maintains the neutrality of the Pickering Public Library during election campaigns and to ensure that the Pickering Public Library complies with the *Municipal Elections Act, 1996*.

APPLICATION

This policy applies to:

1. Pickering Public Library Board members and candidates, including City Councillors, registered third-party advertisers, and political parties during an election campaign period;
2. Employees and volunteers of the Pickering Public Library and their dealings with candidates, including City Councillors, third-party advertisers, and political parties during an election campaign period; and,
3. Municipal (including school board), provincial, and federal elections or by-elections.

References in the policy with respect to political parties refer to provincial and federal elections or by-elections and do not apply to the City of Pickering's municipal elections or by-elections.

This policy recognizes that Members of Council are holders of their office until the end of the term and supports them in continuing to fulfill their responsibilities as Members of Council, despite their candidacy in an election. This policy also recognizes that the Pickering Public Library Board continues to meet and conduct business during an election campaign period. Nothing in this policy shall prohibit members of the Pickering Public Library Board from performing their duties or precludes a Member of Council from performing their duty as an elected official, nor inhibits them from representing the interests of their constituents.

UNDERLYING PRINCIPLES

The Library's mission is to "provide equitable access to the resources and ideas that inspire lifelong learning and well-being." In keeping with this, the Library seeks to engage and encourage discussion in civic and social issues in a manner that is fair and equitable to all those seeking elected office.

This policy aligns with City of Pickering Procedure (ADM-170-001) Use of Corporate Resources for Election Purposes.

DEFINITIONS

All Candidates Meeting

- A public meeting held to provide an opportunity for all Candidates to explain their election platform and to answer questions from the audience.

Campaigning

- Any activity by or on behalf of a candidate, registered third-party advertiser, political party or question on a ballot meant to elicit support during the election campaign period. Campaigning does not include the appearance of elected officials, other candidates, or registered third-party advertisers at an event in their personal capacity without the display of any signage or graphic that identifies the individual as a candidate or registered third-party advertiser(s) and without the solicitation of votes.

Campaign Materials

- Any materials used to solicit votes for a candidate or question on the ballot in an election campaign period, including, but not limited to, literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials include but are not limited to, materials in all media, such as print, displays, electronic, radio or television and online sources, including websites or social media.

Candidate

- A person who has filed a Nomination to run in a municipal, school board, provincial, federal election or by-election, or anyone acting on their behalf. Where referred to herein, the term Candidate shall also mean a registered third-party advertiser or a person or group supporting or opposing a question on a ballot.

Clerk

- The City Clerk for The Corporation of the City of Pickering, or their designate.

Elected Official

- An individual elected to the House of Commons, the Legislative Assembly of Ontario, Pickering City Council, or a school board.

Election

- An election or by-election at the municipal (including school board), provincial and federal level of government, or the submission of a question or by-law to the electors.

Election Campaign Period

- The official campaign period of an election:
 - For a municipal or school board election the Campaign Period begins on the first prescribed day for the filing of nominations by Candidates and the first prescribed day for the filing of a registration by a third-party advertiser in accordance with the *Municipal Elections Act* and ends at 11:59 p.m. on voting day.
 - For a provincial or federal election, the election campaign period commences the day the writ for the election is issued and ends at 11:59 p.m. on voting day.
 - For a question on the ballot, the period commences the day Council passes a by-law to put a question on a ballot to the electorate and ends at 11:59 p.m. on voting day.

- For a by-election, the period commences the first day for the filing of nominations in accordance with the *Municipal Elections Act* and ends at 11:59 p.m. on voting day.

Election Sign

- Any sign that is intended to influence individuals to vote for or against any Candidate or any question on a ballot, including but not limited to, an Election Sign as defined in the City's Election Sign By-law. Election Sign also includes election material such as buttons, t-shirts, hats, pens, stationary, calendars, fridge magnets, car magnets/car wraps, or any other materials used to promote or oppose a Candidate.

Library Resources

- Includes but is not limited to library employees and volunteers, library events/programs, library services (including online events/programs and services such as online and social media channels), library facilities, library information, library equipment and supplies, library funds, and library infrastructure. These are further defined as follows:
 - "Library employees" – all exempt and non-union employees, members of the bargaining unit and volunteers that are supporting the Library.
 - "Library events/programs" – events funded or organized by the Pickering Public Library, including events that may be jointly organized with community organizations and/or with external sponsors. Library events do not include events and meetings organized by third parties, which are not considered library events for the purpose of this policy.
 - "Library facilities" – any facility that is managed by the Pickering Public Library. Library facilities do not include public rights-of-way such as sidewalks, roads and boulevards, laneways or facilities rented in accordance with the Room Booking for External Groups Policy.
 - "Library information" – any information in the custody and control of the Library, including databases that may be the repository of names, contact information, business records, financial information and other identifiers compiled and used by library employees to conduct Library business. An example of a library database is the Library client database.
 - "Library infrastructure" – any physical or technology systems that support the operation of library programs and services, including but not limited to, vehicles, computer network, and email system, wireless equipment, computer hardware, software and peripherals, internet and intranet.

Excludes public rights-of-way including sidewalks, roads, laneways and boulevards.

Media Event

- An event such as a press conference or photo opportunity to which the media is invited and the purpose of which is to promote, support or oppose a candidate, registered third-party advertiser, a political party, or a position on a question on a ballot. Features of a Media Event can include but are not limited to, the issuing of a media advisory stating date, time and location of briefing/press conference, use of backdrops, podiums or public address systems, the distribution of media releases, media kits, display of signage or other materials to promote, support or oppose a candidate, registered third-party advertiser, or a position on a question on a ballot.

Media Scrum

- An unplanned encounter between a candidate, a registered third-party advertiser, their staff, or with media.

Member of Council

- The Mayor and Members of Council for the Corporation of the City of Pickering.

Political Party

- Political parties for provincial and federal elections that are registered under the *Ontario Election Finances Act* or in the registry of parties referred to in section 374 of the *Canada Elections Act*. Under the current legislative framework, political parties cannot participate in the City's municipal elections or by-elections.

Question on a Ballot

- Any question or by-law submitted by the electors by Council, a school board, an elected local board, or the Minister of Municipal Affairs under the Act.

Registered Third-Party Advertiser

- In relation to a municipal election, an individual, corporation, or trade union that is registered with the City Clerk, as per section 88.6 of the Act, whose purpose is to promote, support or oppose a candidate for office, or an issue on a question on a ballot, and is not under the direction of a candidate.

Third-Party Advertisement

- An advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting, or opposing a candidate for office, or an issue on a question on a ballot, and is not under the direction of a candidate.

POLICY PRINCIPLES

1. Library Board

- Citizen Board Members of the Pickering Public Library Board must inform the Chief Executive Officer if they register to run for office in an election. Citizen Board Members should also contact the City Clerk's Office immediately and abide by City policies which affect Citizen Board Members running for office.
- Councillor Board Members must inform the Chief Executive Officer if they are running to become an MP or MPP.
- Library Board Members may engage in political activity, including endorsing or opposing a candidate, political party, or a particular response to a referendum question, but not in a manner that would lead a member of the public to infer that they are acting in their capacity as a Library Board Member or on behalf of the Pickering Public Library.

2. Library Facilities in an Election Campaign Period

- Campaigning, distribution or display of campaign material or an Election Sign will not be permitted at any Library facility, Library event or Library meeting (exception: All Candidates Meetings).
- Candidates, registered third-party advertisers, or political parties in an election cannot use the facilities, equipment, supplies, programs, and services (including online services, social media, and email), staff, or other resources of the Library for any election campaign or campaign-related activities (except for facilities rented in accordance with the Room Booking by External Groups Policy).
- All Candidate Meetings may be held at Library facilities provided that all candidates for an office are invited to attend such meetings. A candidate cannot be featured or promoted in association with any other library program or event. The Library may charge a nominal fee for use of the facility.
- Candidates, registered third-party advertisers, or political parties may not distribute campaign materials on or in library facilities or at library events, but are permitted to distribute campaign materials on public right of way sidewalks, and during all candidate meetings.

- Candidates, registered third-party advertisers, or political parties cannot undertake campaign-related activities on Library property (except for facilities rented in accordance with the Room Bookings for External Groups Policy). Consistent with the Display of Promotional Materials in the Library Policy, the Library does not permit the display and distribution of materials primarily political in nature (including election campaign materials) on library property.
- Informal media scrums may be permitted in the public or common areas of library facilities provided that Library staff on-site has provided verbal approval. The activity may not disrupt regular library business. If the media scrum is disrupting library services, library staff may ask the participants to find an alternative location. Informal media scrums may not include apparatus, mechanisms, or devices for the amplification of the human voice or any sounds.

3. Access to Library Resources during an Election Campaign Period

- The Library's logo, or other intellectual property may not be printed, posted, or distributed on any election-related campaign materials or included on any election-related website.
- Candidates may not post photographs online of themselves with Library employees wearing Pickering Public Library staff-identifiers (examples include staff uniform, name tag).
- Photographic or video materials that have been created by library employees or with library resources may not be used for any election purpose or in campaign materials.
- Websites or social media that are funded by the Library may not include any campaign materials, make reference to and identify any individual as a candidate, registered third-party advertiser, or political party or profile any slogan or symbol associated with a candidate, registered third-party advertiser, or political party.

4. Access to Library Information During an Election Campaign Period

- Information provided to one candidate, registered third-party advertiser, or political party that is of a general nature and may provide valuable guidance to all others will be provided to all candidates or political parties.
- Requests by a candidate, registered third-party advertiser, or political party for personal meetings with the CEO or PPL Directors, as well as requests for tours of library facilities may not always be accommodated due to resource and time constraints. If a meeting or a tour is organized, the Library will organize a similar meeting or tour for any other candidate, registered third-party advertiser, or political party, upon request.

- Library databases (i.e., database with client information) may not be used by any candidate, registered third-party advertiser, or political party.

5. Attending Library Events During an Election Campaign Period

- Candidates, registered third-party advertisers or political parties are permitted to attend library events, or events held at library facilities, in either their capacity as elected representatives or as private citizens, but may not campaign while in attendance. No election campaign signs may be posted, and no campaign materials may be disseminated at Library events.
- Elected officials are permitted to attend library-organized events or events held on library facilities and act as ceremonial participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities. In provincial or federal elections, once the writ is issued, MPPs and MPs, with the exception of Ministers of the Crown, are no longer elected officials and therefore should not be invited to attend library events.

6. Staff and Volunteer Participation in Election Campaigns

- Library staff are expected to preserve the public trust and confidence in the Library. With respect to elections, staff are expected to promote the principles of transparency, impartiality, respect, and accountability.
- Staff engaged in political activities must take care to separate those personal activities from their official positions. Staff may participate in political activity at the federal, provincial, and municipal levels providing that such activity does not take place during work hours or utilize Library assets, resources, or property. Notices, posters, or similar material in support of a particular Candidate or political party are not to be displayed or distributed by staff on Library property.
- Staff shall not canvass or actively work in support of a Candidate or political party during normal working hours unless they are away from work on a leave of absence without pay, maternity/parental leave, lieu time, flex day, or vacation leave.
- Staff shall not canvass or actively work in support of a Candidate or political party while wearing a uniform, badge, logo, or any other item identifying them as Pickering Public Library staff, or using a vehicle owned or leased by the Library.
- Staff who are relatives of any Member of Council or Candidate shall not be assigned to work as an Election Official, or work on any part of the election process.
- Staff are advised to be especially mindful of public perception during municipal elections, and to ensure that their activities neither conflict with, nor adversely

affect, their duties as Library staff. Moreover, staff have a responsibility to ensure that public resources are not used for campaigning by any person.

7. Restriction to Services Provided to Members of Council Beginning August 1 of an Election Year

- Members of Council may also be candidates in a municipal election. Accordingly, after August 1 in the municipal election year, the Library will discontinue the following activities, irrespective of whether they are seeking election in the new term or not:
 - All forms of political advertising or communication, such as City Councillor newsletters, will not be placed in the Library during the election campaign period.
 - All forms of advertising and communication, including publications and social media accounts, that are operated or distributed by the Library will not reference the name or image of a Member of Council.

8. Promoting Elections

- Nothing in this policy prohibits the Pickering Public Library from promoting awareness of or providing information about upcoming elections as long as no particular candidate, registered third-party advertiser, or political party is promoted, supported or opposed. This includes promoting awareness of activities or events in which all candidates in an election are invited to attend.
- The Library may arrange all candidate events at the provincial or federal level. All candidates must be invited to attend.

RELATED POLICIES & PROCEDURES

- Use of Library Space Policy
- Room Booking by External Groups Policy
- Code of Conduct Policy
- Photography and Video in the Library Policy
- Use of Corporate Resources for Election Purposes (City of Pickering Procedure ADM-170-001)

Alternate formats of this document are available upon request.
Please speak to Library staff for assistance.

Meeting Minutes

Anti-Black Racism Working Group

Wednesday, January 14, 2026, 6:30 pm

Location: In-person – George Ashe Library, Silent Study Room

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

Library Staff: Sabrina Yung, Claire Schillaci

Absent: Scerena Officer, Teronie Donaldson, Shobha Oza

1. Land Acknowledgement and Ancestral Acknowledgement
 - Read by SY and RM.
 - SY welcomed CS, Client Services Lead, who joined the January meeting as part of her learning goals and as a direct result of the continued ABRWG work plans currently in implementation.
2. Holliday and New Year Appreciation Reception
 - Deferred from the December meeting (cancelled due to weather and illnesses)
 - SY thanked the group on behalf of the library, for their work over 2026.
3. Conflict of Interest Declaration
 - No conflicts declared.
4. Review Meeting Minutes
 - November meeting minutes were reviewed
 - No edits or changes were expressed.
5. Determining 2026 Chair or Co-Chairs and Notetaker(s) (postponed from December)
 - RDM shared that she is open to remaining Co-Chair.
 - During the November meeting, ScO agreed to place her name forward as Co-Chair.
 - SaO and TD communicated that based on their busy schedules, they are unable to put their name forward as Co-Chairs.
 - After some discussion, it was voted that RDM and ScO would be co-chairs for the 2026 term. Note, as ScO was not in attendance, follow up needed to confirm ScO will proceed in this role.
 - SA offered to be notetaker and CB agreed to be back-up notetaker.

6. Work Plan 2026

- Regarding scheduling of meetings for 2026 and based on reflection of the previous work plan, there would be intentional months designated for members to make visits, participate in library/community activities and participate in online learning (in lieu of a monthly meeting).
 - This would include visit/observation month in February when members are participating in Black History Month activities and events
- SY updates regarding the opening of the Greenwood Heritage Library and Dorsay Community and Heritage Centre tentatively scheduled for Spring 2026.
 - The May ABRWG meeting is scheduled to take place at the new library for a tour and to meet the new Local History Specialist.
- Part of the ongoing learning of the library staff is on Artificial Intelligence (AI) and Intellectual Freedom (IF). To engage the ABRWG members in this learning, the June ABRWG meeting time would be used for members to complete the AI and IF online learning module, in preparation for an exploration discussion on how the library can enhance support for local community members on these topics.
- Based on 2025 Staff Mixer feedback from ABRWG members, this format for progress reporting worked well and was preferred. For 2026, we'd like to keep to this format with a few adjustments for improvement.
 - The July ABRWG meeting will be a "staff mixer" to go through the progress updates of the various ABRWG Work Plans and Recommendation Lists. A representative from each set of plans will attend to provide progress updates in the mixer format.
- It was acknowledged and discussed that August tends to be a busy month for the community events. The decision: No monthly ABRWG meeting in August will take place, so that members can participate in various community events (e.g., Emancipation Day, International Day for People of African Descent, Cultural Fusion, etc.).
- SY proposed that ABRWG consider participating in the annual PPL Staff Learn Day during Fall 2026. Date and location are TBD but planned for September. The format of ABRWG participation would be completely up to the group (e.g. workshop, presentation, panel, etc.).
 - Discussion took place as to possible ideas of what the group would share including members' personal experiences, the work ABRWG has engaged in, the progress to this point and next steps moving forward.
 - It was agreed that tailoring participation to the theme of the Staff Learning Day and sharing insights to staff members that may not be directly engaged in ABR work as part of their position/role would be a priority in the planning.
 - SY and SO to further engage the planning committee for staff feedback, to help identify learning goals and outcomes desired.
 - ABRWG representation TBD as plans become more firm.

7. February Planning – Community Event List and Feedback Gathering Tool
 - No monthly meeting in February for ABRWG members. In lieu, ABRWG members will attend and participate in Black History community events and activities at the library or in the community, and share engagement feedback or observations.
 - SY shared a draft form that ABRWG members are encouraged to complete when they visit the library or community events to document their experience to share at future meetings.
 - This form is to ensure that accurate and timely information about the experience is captured. Each interaction would be a separate entry.
 - The form can be used for both interactions with community residents (e.g., when members support the library outreach table or when members attend events as residents in the community) and for observations (e.g., something you noticed in the community related to library services or something you observed when visiting the library).
 - The information from the live form will be collated and shared at future ABRWG meetings, as the group debriefs the various observation months.
 - Members reviewed the draft and approved the form.
 - SY to turn draft into an online form. A link will be shared for ABRWG members only.

8. Black Joy Holiday Market Debrief (postponed from December)
 - Several members attended this event to support the ABRWG booth including SaO, RDM, and ScO.
 - SaO and RDM shared that it was a great event with several attendees inquiring about the work of ABR in the library in general and the ABRWG specifically.
 - SaO shared that there was inquiry as to whether Black hair workshops were being offered at the library. SY will share this note with the events team.

**Next Meeting: ~~Wednesday, March 11, 6:30 pm, in-person at the Central Library~~
The March meeting was cancelled and rescheduled to **Wednesday, April 8, 6:30 pm, in-person at the George Ashe Library.****

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 (Acting) CEO

April 16, 2026

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 2024 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. Of note is that in January 2026, the Director, Corporate Services brought forward a motion to the Board to extend the contract for the materials purchased by the Library by one year. Procurement related to this contract will commence later in 2026.
- Review of 4 grant agreements from April 2025– May 2026, totalling \$161,991.35 shows no violation of these agreements.
- Direct inspection of the draft Collective Agreement (covers the period up to March 31, 2027).