



TOWN OF COLLINGWOOD

REVISED AGENDA: Collingwood Public Library Board Agenda

Thursday, June 26, 2025, 8:30 a.m.

FreeSchools World Literacy Community Room and by Videoconference

Collingwood Public Library, First Floor, 55 Ste. Marie Street, Collingwood

To participate virtually in the meeting please visit the following link:

<https://us02web.zoom.us/j/82054942036?pwd=QoLmMoc7lylJ1xSlmVV2cjYhYtUnSs.1>

Webinar ID: 820 5494 2036

Passcode: 839312

Pages

1. Call to Order

The Collingwood Public Library has a responsibility to raise awareness of the history and ongoing impacts of colonialism on this land.

We acknowledge the Lake Simcoe-Nottawasaga Treaty of 1818 and that the land on which we gather is the traditional unceded territory of the Anishinabek, Haudenosaunee, and Ojibwe peoples. We honour them for having lived here and cared for this land, from time immemorial, and we recognize the reality of our shared history, and the current contributions of Indigenous people within our community.

We seek to honour Indigenous peoples, history and culture, and are committed to moving forward in the spirit of truth, respect, and reconciliation.

2. Adoption of the Agenda

Recommendation:

THAT the content of the Collingwood Public Library Board agenda for Thursday, June 26, 2025, be adopted as amended:

- Addition: Agenda Item 7.1 - Human Services Navigator Statistical Report

3. Declarations of Pecuniary Interest

4. Adoption of Minutes

Recommendation:

THAT the minutes of the regular meeting of the Collingwood Public Library Board held on Thursday, May 22, 2025 be adopted as presented and forwarded to Council for receipt at its next regular meeting.

5. Business Arising from the Previous Meeting

6. Deputations

- 6.1 Draft Audited Financial Statements, Sue Bragg, Baker Tilly** 10 - 24

Recommendation:

THAT the Collingwood Public Library Board approve the draft audited financial statements dated December 31, 2024 as presented.

7. Reports

- *7.1 Statistical Report** 25 - 27

***Human Services Navigator Statistical Report attached by addendum*

- 7.2 Financial Report** 28 - 30

- 7.3 Leadership Team Report** 31 - 32

- 7.4 Approval of Reports**

Recommendation:

THAT the Collingwood Public Library Board approve the following reports as presented:

- Statistical Report
- Capital Financial Report
- Operating Financial Report
- Leadership Team Report

8. New Business

- 8.1 Policy review – Internet Services and Technology Use; Artificial Intelligence** 33 - 54

Recommendation:

THAT the Collingwood Public Library Board approve the above policies as presented:

- OP – 20 - Internet Services and Technology Use
- OP – 23 - Artificial Intelligence

- 8.2 2026 Goals and Priority Planning** 55 - 59

Recommendation:

THAT the Collingwood Public Library Board approve the following Draft 2026 Goals and Objectives including any identified budget

considerations:

1. Commence a library services review;
2. Undertake skills analysis, board evaluation, and legacy documents in last year of the term;
3. Continued participation in the exploration of a multi-use recreation facility

AND THAT the Draft 2026 Goals and Objectives document be forwarded to Legislative Services for consideration in the Draft 2026 Municipal Budget.

9. In-Camera

9.1 Proceed In-Camera

THAT the Collingwood Public Library Board proceeds in-camera in order to address a matter pertaining to:

personal matters about an identifiable individual, including municipal or local board employees; (a)

Items for discussion: a) CEO mid-year performance assessment

9.2 Rise from In-Camera

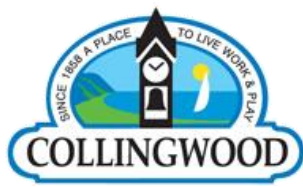
THAT the Collingwood Public Library Board rise from in-camera and return to public session.

10. Other Business

11. Next Meeting

The next meeting of the Collingwood Public Library Board will take place on September 25, 2025, commencing at 8:30 a.m.

12. Adjournment



TOWN OF COLLINGWOOD

COLLINGWOOD PUBLIC LIBRARY BOARD

May 22, 2025, 8:30 a.m.

FreeSchools World Literacy Community Room and by Videoconference
Collingwood Public Library, First Floor, 55 Ste. Marie Street, Collingwood

Members Present: Mariane McLeod, Chair
 Donna Mansfield, Vice-Chair
 Allison Hunwicks
 Charles Levine
 Greg Bishop
 Steve Perry, Council Appointee

Members Absent: Courtney Squires

Staff Present: Jenny Haines, Administrative Coordinator
 Ashley Kulchycki, Library CEO

Others: Jennifer Perks, Supervisor Community Services
 Amy Arsenio, Coordinator Youth Services

1. **Call to Order**

Chair McLeod called the meeting to order at 8:30 a.m. provided recognition and acknowledgement of the traditional territory of the Indigenous peoples.

2. **Adoption of the Agenda**

LIB-021-2025

Moved by: Donna Mansfield

Seconded by: Greg Bishop

THAT the content of the Collingwood Public Library Board Agenda for May 22, 2025, be adopted as presented.

CARRIED

3. **Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest made at this time.

4. **Adoption of Minutes**

LIB-022-2025

Moved by: Charles Levine

Seconded by: Steve Perry

THAT the minutes of the regular meeting of the Collingwood Public Library Board held on March 27, 2025, be adopted as presented and forwarded to Council for receipt at its next regular meeting.

CARRIED

5. Business Arising from the Previous Meeting

None.

6. Deputations

6.1 Consideration to amend Partnership Policy, Southern Georgian Bay Jewish Community, Rashell Feldman

Rashell Feldman, Co-founder and Chair of Southern Georgian Bay Jewish Community (SGBJC) provided the Board with an overview of the SGBJC noting her family history and personal introduction into Judaism.

Rashell Feldman noted that the SGBJC is not a religious specific organization, confirming that the community is not lead by a Rabi and group events do not take place in a place of worship. Rashell Feldman confirmed that the group does not solicit for religious purposes and that anyone is welcome to join as there are members currently who are not Jewish. Rashell Feldman noted that rates of Jewish racial hatred, antisemitism and discrimination are on the rise in Ontario and that it is important for the local Jewish community to feel a sense of belonging in the area.

Rashell Feldman confirmed that since the SGBJC is not a primarily religious organization it is her request that the Collingwood Public Library Board reconsider its Partnership Policy so that it will accept the SGBJC as a qualifying partnership.

Rashell Feldman briefed the Board on 2024 US Data pertaining to the Rise of Antisemitism and statistics regarding Hate Crime in Canada and parallels to other stigmatized groups.

Rashell Feldman quoted the Library's Diversity and Inclusion Policy confirming that the SGBJC is a non-for-profit organization that meets the requirements of the policy; confirmed the partnerships the SGBJC has with neighbouring municipal Libraires; and a petition that has been circulated requesting support in having SGBJC programs at the Collingwood Public Library.

Chair MacLeod thanked Rashell Feldman for her time and opened the floor for questions from the Board. Member Levine declared that he is a member of the SGBJC and left the meeting for the duration of discussion.

Rashell Feldman answered questions and received comments from the Board regarding clarification on what her organization is looking for her in terms of a partnership with the Collingwood Public Library.

Rashell Feldman left the meeting at this time.

7. Reports

7.1 Statistical Report

Member Levine returned to the meeting at this time.

CEO Kulchycki reviewed the Statistical Report for the period ending April 30, 2025 and provided the Board with clarification on statistics pertaining to the role of the Community Care Worker and the County required statistics. CEO Kulchycki answered questions from the Board regarding whether Staff are noticing a difference in patrons coming to the front counter to inquire about social services now that a Community Care Worker is on location; how is the public being made aware that the Library offers technology support services; if there is concern that the program is not being utilized based on the statistics of use; how does the public know that the Library has a Community Care Worker on site; and clarification on what 'referral from another organization' means and the data collected.

Board members discussed the role of the Community Care Worker and CEO Kulchycki answered questions regarding her workspace and privacy; if there are people she is unable to accommodate or assist due to her full workload and schedule; and if consideration is being made to have another social services staff member dedicated to assisting her.

Vice-Chair Mansfield left the meeting for 5 minutes during the Statistical Report discussion and returned to the meeting at this time.

7.2 Financial Report

CEO Kulchycki provided the Board with an overview of the Capital Budget and the Operating Financial Report. CEO Kulchycki answered questions from the Board regarding the reason the Library has a capital budget when the Town has control of the budget and the capital works.

7.3 Leadership Team Report

CEO Kulchycki provided the Board with an overview of the Leadership Team Report dated May 15, 2025 noting that the Canada Post strike will impact on Inter-Library Loan services confirming that messaging will go out via social media and on the website regarding the service impact.

7.4 Approval of Reports

LIB-023-2025

Moved by: Charles Levine

Seconded by: Donna Mansfield

THAT the Collingwood Public Library Board approve the following reports as presented:

- Statistical Report
- Capital Financial Report
- Operating Financial Report
- Leadership Team Report

CARRIED

8. New Business**8.1 Policy review – Safety, Security, and Emergencies****LIB-024-2025**

Moved by: Steve Perry

Seconded by: Allison Hunwicks

THAT the Collingwood Public Library Board approve the above policies as presented:

- Policy Number OP-02 – Safety, Security, and Emergencies

CARRIED

8.2 Library Culture

CEO Kulchycki welcomed Supervisor Jennifer Perks and Supervisor Amy Arsenio who joined the meeting at this time. Board members discussed Staff Report #2025-03 entitled Library Culture.

Board members discussed the differences between the Collingwood Public Library and large city Libraries; the perception of the Library as a safe space in Collingwood; and the shift in Library Culture to meet the unique needs of its users.

Staff noted the importance of key messaging to the public to assist in helping patrons understand the change of the culture of the Library and ensure the community is aware of the reality of the Collingwood Public Library and all that it can offer members of the public.

Staff answered questions from the Board regarding their role when a patron is found sleeping in the Library; the difference between an unresponsive person and someone who is sleeping; whether Staff are

keeping track of the number of patrons using the Library to sleep during operating hours; if Staff are familiar with the patrons who sleep at the Library; and if they have concerns about patrons who regularly sleep in the Library. Staff also addressed questions about whether they feel that patrons who nap in the Library are adversely impacting other patrons; if there are concerns that patrons are unable to use seating, desks, or computers because others are resting in the facility; and whether patrons who have expressed concern about people sleeping in the Library noted specific reasons for their concern.

CEO Kulchycki noted that consideration is being made to raise awareness to the number of unhoused people in the community during an art exhibit which features photographs of unhoused people. Staff have discussed bringing in a speaker or panel to offer a session on understanding the complexity of serving vulnerable community members.

Board members discussed the municipal by-law that prohibits smoking within nine meters of the building and Staff answered questions regarding enforcement; money spent on cleaning and gardening; if the Muskoka chairs at the front the building are more than nine meters from the entrance doors; and clarification that the smell of smoke is not always cigarette smoke but could also be from campfire wood burning.

CEO Kulchycki confirmed that the report was presented to the Board for their information.

Supervisor Jennifer Perks and Supervisor Amy Arsenio left the meeting at this time.

9. In-Camera

9.1 Proceed In-Camera

LIB-025-2025

Moved by: Steve Perry

Seconded by: Charles Levine

THAT the Collingwood Public Library Board proceeds in-camera in order to address a matter pertaining to:

personal matters about an identifiable individual, including municipal or local board employees; (a)

Items for discussion: a) Approval of February and March 2025 Collingwood Public Library Board in-camera minutes

CARRIED

9.2 Approval of February and March 2025 Collingwood Public Library Board in-camera minutes

9.3 Rise from In-Camera

LIB-028-2025

Moved by: Steve Perry

Seconded by: Greg Bishop

THAT the Collingwood Public Library Board rise from in-camera and return to public session.

CARRIED

10. Other Business

CEO Kulchycki answered questions from the Board regarding the Friends of the Library program.

11. Next Meeting

The next meeting of the Collingwood Public Library Board will take place on June 26, 2025, commencing at 8:30 a.m.

12. Adjournment

Moved by Member Levine

THAT the Collingwood Public Library Board meeting be hereby adjourned at 9:47 a.m. **CARRIED.**

Chair

TOWN OF COLLINGWOOD

PUBLIC LIBRARY BOARD

FINANCIAL REPORT

DECEMBER 31, 2024

Draft for Discussion

COLLINGWOOD PUBLIC LIBRARY BOARD
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COLLINGWOOD PUBLIC LIBRARY BOARD

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL REPORT

The accompanying financial statements of the Collingwood Public Library Board ("the Board") are the responsibility of the Board's management and have been prepared in accordance with Canadian public sector accounting standards, established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, as described in Note 1 to the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Board's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management. The Board meets with management and the external auditor to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval.

The financial statements have been audited by Baker Tilly SGB LLP, independent external auditor appointed by the Town. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Board's financial statements.

Treasurer
June 26, 2025

Chief Executive Officer, Library
June 26, 2025

INDEPENDENT AUDITOR'S REPORT

To the Members of the Collingwood Public Library Board, Members of Council, Inhabitants and Ratepayers of the Town of Collingwood:

Opinion

We have audited the financial statements of the Collingwood Public Library Board ("the Board"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, change in net debt and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2024, and its results of operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for opinion

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

Responsibilities of management and those charged with governance for the financial statements

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

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

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

Auditor's responsibilities for the audit of the financial statements

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

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

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

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

Baker Tilly SGB LLP
Chartered Professional Accountants
Licensed Public Accountants
Collingwood, Ontario
June 26, 2025

COLLINGWOOD PUBLIC LIBRARY BOARD
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31

	2024	2023
	\$	\$
Financial assets		
Due from Town of Collingwood - reserves (Note 6)	54,923	53,549
Liabilities		
Employee future benefits payable (Note 5)	124,390	114,850
Net debt	(69,467)	(61,301)
Tangible capital assets - net (Schedule 1)	627,201	637,515
Accumulated surplus (Note 6)	557,734	576,214
Approved	<hr/> <hr/>	

The accompanying notes are an integral part of
these financial statements

COLLINGWOOD PUBLIC LIBRARY BOARD
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31

	Budget 2024	Actual 2024	Actual 2023
	\$ (Note 4)	\$	\$
Revenues			
Government grants	34,513	70,930	36,035
Fees	18,000	19,570	17,582
Donations, fundraising and miscellaneous	9,500	16,299	13,724
Rentals	20,000	25,789	24,229
Municipal contributions	1,703,925	1,705,725	1,619,317
	<u>1,785,938</u>	<u>1,838,313</u>	<u>1,710,887</u>
Expenses			
Amortization	-	125,343	125,953
Audio visual	1,000	945	808
Automation	14,000	12,093	31,265
Children's department	5,000	4,312	3,512
Conventions, conferences and memberships	2,000	1,834	3,460
Education	10,000	8,399	5,132
Heat, light and water	52,755	56,393	51,433
Insurance	14,716	13,320	13,524
Maintenance - building	73,610	74,252	81,724
Maintenance - equipment	1,000	841	688
Office	14,000	14,793	12,764
Printer copier	8,000	4,735	9,419
Public relations	6,000	43,355	14,394
Salaries and benefits (Note 3)	1,502,157	1,472,391	1,361,690
Security	15,000	10,468	-
Special events	9,000	6,538	4,283
Telephone	6,700	6,781	7,324
	<u>1,734,938</u>	<u>1,856,793</u>	<u>1,727,373</u>
Annual surplus (deficit)	51,000	(18,480)	(16,486)
Accumulated surplus at beginning of year	576,214	576,214	592,700
Accumulated surplus at end of year (Note 6)	<u>627,214</u>	<u>557,734</u>	<u>576,214</u>

The accompanying notes are an integral part of
these financial statements

COLLINGWOOD PUBLIC LIBRARY BOARD
STATEMENT OF CHANGE IN NET DEBT
FOR THE YEAR ENDED DECEMBER 31

	Budget 2024	Actual 2024	Actual 2023
	\$ (Note 4)	\$	\$
Annual surplus (deficit)	51,000	(18,480)	(16,486)
Acquisition of tangible capital assets	(7,000)	(115,029)	(114,385)
Amortization of tangible capital assets	-	125,343	125,953
Change in net debt	44,000	(8,166)	(4,918)
Net debt at beginning of year	(61,301)	(61,301)	(56,383)
Net debt at end of year	(17,301)	(69,467)	(61,301)

The accompanying notes are an integral part of
these financial statements

COLLINGWOOD PUBLIC LIBRARY BOARD
STATEMENT OF CASH FLOW
FOR THE YEAR ENDED DECEMBER 31

	2024	2023
	\$	\$
Cash flows from (for):		
Operating activities		
Annual deficit	(18,480)	(16,486)
Non-cash items:		
Amortization of tangible capital assets	125,343	125,953
	<u>106,863</u>	109,467
Changes in:		
Due from Town of Collingwood	(1,374)	(1,292)
Employee future benefits payable	9,540	6,210
	<u>115,029</u>	114,385
Net change in cash from operations		
Capital activities		
Acquisition of tangible capital assets	(115,029)	(114,385)
	<u>-</u>	-
Net change in cash position	<u>-</u>	-
Cash position at beginning and end of year	<u>-</u>	-

The accompanying notes are an integral part of
these financial statements

COLLINGWOOD PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2024

Nature of operations

The Collingwood Public Library Board is a corporate body as specified under the Library Act and is a registered charity and, as such, is exempt from income tax and may issue income tax receipts to donors.

The primary role of the Public Library is to provide services to the general public.

1. Summary of significant accounting policies

The financial statements of the Collingwood Public Library Board are the representation of management prepared in accordance with local government accounting standards established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

The focus of PSAB financial statements is on the financial position of the Board and the changes thereto. The statement of financial position includes all of the assets and liabilities of the Board. Financial assets are those assets which could provide resources to discharge existing liabilities or finance future operations. Accumulated surplus represents the financial position and is the difference between assets and liabilities. This provides information about the Board's overall future revenue requirements and its ability to finance activities and meet its obligations. Significant aspects of the accounting policies adopted by the Board are as follows:

(a) Basis of accounting

Sources of revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(b) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of the property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(c) Revenue recognition

Revenue from government grants, donations and fundraising are recognized when received and compliance with the terms and conditions of the funding have been satisfied. Revenue from fees, miscellaneous and municipal contributions are recognized when received.

(d) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. The most significant estimates are useful lives of tangible capital assets and the amount for employee future benefits payable. Actual results could differ from those estimates.

(e) Pension plan

The Board offers a pension plan for its full-time employees through the Ontario Municipal Employee Retirement System ("OMERS"). OMERS is a multi-employer, contributory, public sector pension fund established for employees of municipalities, local boards and school boards in Ontario. Participating employers and employees are required to make plan contributions based on participating employees' contributory earnings. The Municipality accounts for its participation in OMERS as a defined contribution plan and recognizes the expense related to this plan as contributions are made, even though OMERS is itself a defined benefit plan.

COLLINGWOOD PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2024

1. Summary of significant accounting policies (continued)

(f) Financial instruments

The financial instruments of the Board consist of due from the Town of Collingwood. Amounts due from the Town of Collingwood are recognized at cost.

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations. Future recoveries of impaired assets are recorded in the statement of operations when received.

The Standards require an organization to classify fair value measurements using a fair value hierarchy, which includes three levels of information that may be used to measure fair value:

- Level 1 - Unadjusted quoted market prices in active markets for identical assets or liabilities;
- Level 2 - Observable or corroborated inputs, other than level 1, such as quoted prices for similar assets or liabilities in inactive markets or market data for substantially the full term of the assets or liabilities; and
- Level 3 - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities.

(g) Other post-employment benefits

Employee future benefits other than pension provided by the Municipality include medical, dental and life insurance benefits. These plans provide benefits to employees when they are no longer providing active service. Employee future benefit expense is recognized in the period in which the employees render services on an accrual basis.

The accrued benefit obligations and the current service costs are calculated using the projected benefit method, prorated on service, and based on assumptions that reflect management's best estimates. The current service cost for a period is equal to the actuarial present value of benefits attributed to employees' services rendered in the period. Past service costs arising from plan amendments are amortized on a straight-line basis over the average remaining service period of employees active at the date of amendment. The excess of the net actuarial gains or losses over 10% of the accrued benefit obligation is amortized to expense over the average remaining service period of active employees to full eligibility.

(h) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus, provides the change in net debt for the year.

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives using the pooling method as follows:

Furniture, fixtures and equipment	- 5 to 20 years
Library collection	- 10 years
Computer hardware	- 5 years

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. The building in which the library operates is owned by the Town of Collingwood and is not reflected in the Board's tangible capital assets.

The Board owns four special book collections. Due to their historical or valuable nature, they are not included in the library's regular library collection for circulation to the public. As such, these collections are also not included in the Board's tangible capital assets.

COLLINGWOOD PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2024

2. Statement of remeasurement gains and losses

A statement of remeasurement gains and losses has not been provided because there were no remeasurement gains or losses during the year.

3. Pension agreement

The employees of the Board participate in the Ontario Municipal Employees Retirement Savings Plan ("OMERS"). Although the plan has a defined retirement benefit for employees, the related obligation of the Board cannot be identified. The Board has applied defined contribution plan accounting as it has insufficient information to apply defined benefit plan accounting. The OMERS plan has several unrelated participating municipalities and costs are not specifically attributed to each participant. Amounts paid to OMERS during the year totaled \$96,223 (2023 - \$83,236).

OMERS is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. The most recent actuarial valuation of the Plan was conducted at December 31, 2024. The results of this valuation disclosed total actuarial liabilities of \$142.5 (2023 - \$136.2) billion in respect of benefits accrued for service with actuarial assets at that date of \$139.6 (2023 - \$132.0) billion, indicating a going concern funding deficit of \$2.9 (2023 - \$4.2) billion.

4. Budget amounts

The budget approved for 2024 is reflected on the statement of operations and statement of change in net debt. The budgets established for capital investment in tangible capital assets are on a project oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with the current year's actual expenditure amounts. Budget figures have been reclassified for the purposes of these financial statements to comply with PSAB reporting requirements.

COLLINGWOOD PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2024

5. Employee future benefits payable

The Collingwood Public Library Board pays certain benefits on behalf of its retired employees for extended health and dental benefits. The Board recognizes these post-retirement costs in the period in which the employees render the services. The accrued benefit obligation at December 31, 2024 is based on actuarial reports dated January 15, 2024. Actuarial valuations will be prepared every third year or when there are significant changes to the workforce.

Information about the defined benefit plan is as follows:

	2024 \$	2023 \$
Accrued plan liability at beginning of year	114,850	108,640
Current service cost	9,663	8,475
Interest cost	3,582	3,056
Actuarial gain	817	735
Benefits paid for the year	(4,522)	(6,056)
Accrued plan liability and accrued benefit obligation at end of year	124,390	114,850

The main actuarial assumptions employed for the valuations were as follows:

- (i) Salary increase rate - Future general inflation levels, as measured by changes in the Consumer Price Index (CPI), were assumed at 3.20% (2023 - 3.20%).
- (ii) Interest (discount) rate - The obligation as at December 31, 2024, of the present value of future liabilities and the expense was determined using an annual discount rate of 3.75% (2023 - 2.50%).
- (iii) Health care costs - Health care costs were assumed to increase at a rate of 7.00% in 2024 (2023 - 4.00%).
- (iv) Dental and vision costs - Dental and vision costs were assumed to increase at a rate of 4.00% in 2024 (2023 - 4.3%).

6. Accumulated surplus

Accumulated surplus consists of the following:

	2024 \$	2023 \$
Invested in tangible capital assets	627,201	637,515
Unfunded employee future benefits	(124,390)	(114,850)
	502,811	522,665
Reserves set aside for specific purposes:		
Library capital	779	779
Library general	43,903	36,903
Library internet	10,241	15,867
Total reserve funds	54,923	53,549
Total accumulated surplus	557,734	576,214

COLLINGWOOD PUBLIC LIBRARY BOARD
SCHEDULE 1
SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31

	Furniture Fixtures and Equipment	Library Collection	Computer Hardware	2024 Total	2023 Total
	\$	\$	\$	\$	\$
Cost					
Balance at beginning of year	221,596	1,136,811	46,010	1,404,417	1,381,239
Additions	-	109,402	5,627	115,029	114,385
Disposals	(12,082)	(90,985)	(7,078)	(110,145)	(91,207)
Balance at end of year	<u>209,514</u>	<u>1,155,228</u>	<u>44,559</u>	<u>1,409,301</u>	<u>1,404,417</u>
Accumulated amortization					
Balance at beginning of year	156,093	581,375	29,434	766,902	732,156
Amortization	12,714	105,735	6,894	125,343	125,953
Disposals	(12,082)	(90,985)	(7,078)	(110,145)	(91,207)
Balance at end of year	<u>156,725</u>	<u>596,125</u>	<u>29,250</u>	<u>782,100</u>	<u>766,902</u>
Net book value at end of year	<u>52,789</u>	<u>559,103</u>	<u>15,309</u>	<u>627,201</u>	<u>637,515</u>

The accompanying notes are an integral part of
these financial statements

**Collingwood Library
Surplus Reconciliation
December 31, 2024**

Rounded to nearest \$1,000		\$ 2024	\$ 2023	\$ 2022
Revenue per internal f/s	12	207,000	171,000	144,000
Expenses per internal f/s	12	(2,105,000)	(1,977,000)	(1,734,000)
Budgeted Town contribution	12	<u>1,968,000</u>	<u>1,914,000</u>	<u>1,731,000</u>
Surplus per internal f/s		70,000	108,000	141,000
Adjustments:				
Town contribution adjustment	[1]	(262,000)	(295,000)	(327,000)
DC transfer (Note 1)	12	(71,000)	(78,000)	(78,000)
Overhead allocation	12	264,000	264,000	264,000
Amortization expense	TB	(125,000)	(126,000)	(123,000)
Transfer to reserve (Note 2)	12	7,000	7,000	7,000
Book purchases capitalized	TCA-1	109,000	109,000	120,000
Capital Fund Fundraising revenue and Provincial Funding		-	-	-
Change in employee future benefits	202	<u>(10,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>
Reconciled Surplus (deficit)		(18,000)	(17,000)	(2,000)
Surplus / (Deficit) per audited f/s		<u>(18,000)</u>	<u>(17,000)</u>	<u>(2,000)</u>
Unreconciled difference		<u>-</u>	<u>-</u>	<u>-</u>

Note 1 Transfer of DC funds is not considered revenue for audited f/s purposes

Note 2 Transfer to reserve is not considered expense for audited f/s purposes

[1] 1,968,000 Budgeted Contribution
 1,706,000 TB l/s 405 rounded
 262,000

DETAILED STATISTICS REPORT 2025

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025 YTD total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 YTD total
Collection - Material added	152	497	368	259	360	0	0	0	0	0	0	0	1636	66	419	332	291	487	277	353	204	270	720	347	170	3936
Adult	23	398	271	124	224	0	0	0	0	0	0	0	1040	27	253	218	135	210	194	153	154	44	570	184	123	2265
Children/Youth	56	58	94	135	98	0	0	0	0	0	0	0	441	36	136	80	130	226	51	169	18	178	117	144	46	1331
Reference/Gov Docs/LH & Gen	73	41	3	0	38	0	0	0	0	0	0	0	155	3	30	34	26	51	32	31	32	48	33	19	1	340
Collection - Material deleted	181	47	40	13	306	0	0	0	0	0	0	0	587	94	20	77	260	14	208	432	319	226	368	478	47	2543
Adult	16	22	0	0	209	0	0	0	0	0	0	0	247	43	10	57	224	0	206	227	109	123	328	443	15	1785
Children/Youth	163	23	40	12	97	0	0	0	0	0	0	0	335	36	10	16	31	9	2	50	135	0	23	21	15	348
Reference/Gov Docs/LH & Gen	2	2	0	1	0	0	0	0	0	0	0	0	5	15	0	4	5	5	0	155	75	103	17	14	17	410
Circulation	24385	22365	28450	25962	26050	0	0	0	0	0	0	0	127212	25665	23548	26131	25180	24586	23121	26319	26069	25541	25371	24496	23188	299201
Total circulation - CPL	24098	22200	28223	25672	25857	0	0	0	0	0	0	0	126050	25383	23296	25873	24821	24267	22897	26035	25710	25198	25052	24371	23180	296083
1st time circ	12060	10956	13991	13015	12604	0	0	0	0	0	0	0	62626	12755	12284	13775	13160	12901	12272	14612	14045	13226	12961	12307	11180	155478
Renewals	4537	4491	5154	5664	5170	0	0	0	0	0	0	0	25016	5140	4997	5345	5179	5487	4641	5409	5148	5794	5116	4924	5073	62253
Beyond Books	15	10	8	13	14	0	0	0	0	0	0	0	60	13	9	13	9	13	20	16	17	13	11	14	13	161
eMaterials	5466	4882	6758	5216	6122	0	0	0	0	0	0	0	28444	5771	4365	4593	4640	4174	4546	4520	4821	4523	4810	4994	5142	56899
All in house use of materials	2035	1857	2312	1764	1947	0	0	0	0	0	0	0	9915	1704	1641	2147	1833	1692	1418	1478	1679	1642	2154	2132	1772	21292
Total ILLO Circulation	287	165	227	290	193	0	0	0	0	0	0	0	1162	280	253	257	360	317	223	275	359	343	319	125	7	3118
Borrowed	100	104	122	129	101	0	0	0	0	0	0	0	556	116	107	130	148	158	115	133	145	137	145	49	7	1390
Loaned	187	61	105	161	92	0	0	0	0	0	0	0	606	164	146	127	212	159	108	142	214	206	174	76	0	1728
Overdues																										
Items declared lost	5	3	10	5	0	0	0	0	0	0	0	0	23	10	3	6	8	8	1	1	2	17	11	4	5	76
Computer use - Total	13533	10382	14137	12218	14316	0	0	0	0	0	0	0	64586	20398	17907	18999	19862	22156	19868	13577	6865	10441	13150	12186	13142	188551
In-house computer use	769	695	1112	966	850	0	0	0	0	0	0	0	4392	966	900	919	875	864	806	891	782	822	849	874	641	10189
Wifi use	12764	9687	13025	11252	13466	0	0	0	0	0	0	0	60194	19432	17007	18080	18987	21292	19062	12686	6083	9619	12301	11312	12501	178362
New Patrons Registrations	132	131	149	103	117	0	0	0	0	0	0	0	632	160	159	151	157	122	128	152	150	115	124	126	82	1626
Adult	101	104	109	85	96	0	0	0	0	0	0	0	495	124	122	108	110	101	101	105	105	81	98	101	71	1227
Children	23	19	32	16	17	0	0	0	0	0	0	0	107	31	28	37	39	15	23	30	36	26	16	20	11	312
Grey Highlands	6	6	3	0	1	0	0	0	0	0	0	0	16	2	3	2	0	2	1	2	4	2	6	0	0	24
Non-resident	2	2	5	2	3	0	0	0	0	0	0	0	14	3	6	4	8	4	3	15	5	6	4	5	0	63
Patron visits per month	73088	67934	74263	98436	92006	0	0	0	0	0	0	0	405727	54322	56445	59765	62617	64348	64222	69388	58783	75491	138901	81115	77972	679802
In person	9596	9513	11375	12077	11963	0	0	0	0	0	0	0	54524	10225	9532	11019	9297	11808	9068	10136	9539	9918	11468	10399	9026	121435
Freeschools Community Room	624	723	582	875	1073	0	0	0	0	0	0	0	3877	761	952	989	616	1236	636	448	385	424	1022	796	325	8590
Electronic visits (website & library app)	35185	30559	31288	31965	34081	0	0	0	0	0	0	0	163078	41169	43909	45727	51291	49102	52938	57117	47841	38219	36957	31797	30698	526765
Social media views	27683	27139	31018	53519	44889	0	0	0	0	0	0	0	184248	2167	2052	2030	1413	2202	1580	1687	1018	26930	89454	38123	37923	23012
Meeting Room Bookings																										
Number of bookings	40	44	45	82	83	0	0	0	0	0	0	0	294	53	51	56	60	54	41	57	54	53	75	46	34	634
Hours booked	212	288.5	398	339	379.5	0	0	0	0	0	0	0	1617	220.5	296.5	295.5	347.5	359	250	322	267	226.5	380.5	340	229	3534
Percentage of hours used	26%	38%	49%	45%	47%	0%	0%	0%	0%	0%	0%	0%		25%	39%	38%	42%	44%	33%	41%	34%	30%	46%	44%	31%	
Library programs (hours)	120.5	126	151	124.5	133	0	0	0	0	0	0	0	655	73	71	86	140.5	153	114	113.5	83	91.5	171	119	124	1339.5
Program Attendance	1273	1362	2077	1419	1651	0	0	0	0	0	0	0	7782	1393	1537	2190	1700	1958	2270	2076	1668	1571	2204	1893	1228	21688
Number of Programs Facilitated	87	92	93	73	87	0	0	0	0	0	0	0	432	74	87	82	81	111	84	93	81	63	94	80	59	989
Adult - Total Attendance	734	769	1044	767	787	0	0	0	0	0	0	0	4101	799	921	1117	945	963	1412	950	947	1077	1537	1111	891	12670
Children & YA - Total Attendance	440	454	959	582	813	0	0	0	0	0	0	0	3248	517	494	964	631	826	745	941	425	187	464	593	250	7037
PR/Fundraising Events	33	40	13	39	12	0	0	0	0	0	0	0	137	27	55	28	35	43	21	0	150	184	32	29	42	646
Technology Support	66	99	61	31	39	0	0	0	0	0	0	0	296	50	67	81	89	126	92	185	146	123	171	160	45	1335
Reference Requests - Total All	12694	11668	13244	10095	11070	0	0	0	0	0	0	0	58771	2890	11218	12568	11174	10684	10303	12104	12563	11911	20508	8964	14643	139530
In-person	569	704	710	787	826	0	0	0	0	0	0	0	3596	772	927	1292	991	797	964	934	921	1035	744	939	532	10848
Electronic	328	298	317	290	292	0	0	0	0	0	0	0	1525	411	297	285	530	538	452	414	358	425	403	307	105	4525
Database Sessions	11797	10666	12217	9018	9952	0	0	0	0	0	0	0	53650	1707	9994	10991	9653	9349	8887	10756	11284	10451	19361	7718	14006	124157
Volunteer Hours	81	93	80	124	127	0	0	0	0	0	0	0	505	71	101	80	81	135	63	45	42	73	79	73	54	897

Highlight Statistics Report Year to Date Totals
for period ending May 31, 2025

	2025		2024		
	Month Total	2025 YTD Total	Month Total	2024 YTD Totals	% Change 2024 - 2025
Collection					
Material added (all formats)	360	1636	487	1595	2.6
Material deleted (all formats)	306	587	14	465	26.2
Circulation	26050	127212	24586	125110	1.7
Print Collection	19721	97557	20080	100040	-2.5
Beyond Books	14	60	13	57	5.3
eMaterials	6122	28444	4174	23543	20.8
Inter-Library Loan	193	1162	317	1467	-20.8
Lost Items	0	23	8	35	-34.3
Computer Use	14316	64586	22156	99322	-35.0
In-house Computer Uses	850	4392	864	4524	-2.9
Wifi Use	13466	60194	21292	94798	-36.5
Meeting Rooms					
Number of bookings	83	294	54	274	7.3
% of use (hours)	47%		44%		
Library program use (hours)	133	655	153	523.5	
Patron Registration and Visits					
New patron registrations	117	632	122	749	-15.6
Patron visits - in person	13036	58401	13044	56435	3.5
Patron visits - website & library app	34081	163078	49102	231198	-29.5
Patron views - social media	44889	184248	2202	9864	1767.9
Programs					
Programs offered	87	432	111	435	-0.7
Attendance	1651	7782	1958	8778	-11.3
Reference Request	11070	58771	10684	48534	21.1
In person/Email/Website	1118	5121	1335	6840	-25.1
Database sesssions	9952	53650	9349	41694	28.7
Volunteer Hours	127	505	135	468	7.9

HUMAN SERVICES NAVIGATOR 2025

	Monthly Totals 2025												2025
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Individuals Served	19	11	118	112	132	0	0	0	0	0	0	0	392
Monday	19	11	23	11	16								80
Tuesday			33	26	29								88
Wednesday			29	14	23								66
Thursday			11	31	35								77
Friday			22	24	29								75
Saturday				4									4
Sunday				2									2
Referrals	9	3	71	66	74	0	0	0	0	0	0	0	223
Housing	3	2	20	13	14								52
Legal		1	5	7	3								16
Food Security			8	1	6								15
Mental Health	1		17	16	6								40
Health			8	8	11								27
Finances			1	2	5								8
Employment			2	4	3								9
Other	5		10	15	26								56
Incidents	3	2	2	1	1	0	0	0	0	0	0	0	9
Education/Training Sessions Delivered	1	0	0	0	0								1
How did you Learn About This Service													
At the Library	7	6	24	37									74
Outreach			6	73									79
Referral from another organization		1	30	36									67

Capital Actual vs Budget History

	2023 Actual	2023 Budget	2024 Actual	2024 Budget	2025 Actual	2025 Budget
Funding Source						
48500-Transfer from Reserve	134,427	237,000	109,946	207,000	-	186,000
48550-Transfer from Reserve Funds	-	150,000	14,767	17,500	-	20,000
48450-Transfer from DC Reserve	-	-	-	-	-	40,000
43400-Grant - Federal	-	20,000				
42550-Donations					-	10,000
43200-Fundraising			-	-		
Total Funding Source	134,427	407,000	124,713	224,500	-	256,000
Expenditure						
52450-Computer Hardware	-	7,000	5,627	7,000	4,956	6,000
53000-Contracted Services	128,719	400,000	104,319	200,000	56,996	180,000
57350-Land , Building & Other	-	-	-	-	-	-
58200-Materials					-	-
55350-Furniture & Small Equipment					-	-
54300-Equipment Purchases/Rentals	-	-	-	-	-	50,000
55300-Furniture/Equip Replacements			14,767	17,500	-	20,000
Total Expenditure	128,719	407,000	124,713	224,500	61,952	256,000

Operating Actual vs Budget History

	2023 Actual	2023 Budget	2024 Actual	2024 Budget	2025 Actual	2025 Budget
Revenues						
41320-Art Sales	2,650	2,000	4,785	2,000	889	3,000
42550-Donations	13,074	8,000	14,345	8,000	21,779	14,000
43000-Expense Recoveries	-	-	-	-	-	-
43100-Fines	-	-	-	-	-	-
43200-Fundraising	636	1,500	1,953	1,500	1,753	3,000
43400-Grant - Federal	-	4,000	-	-	-	-
43450-Grant - Other	3,522	2,000	38,417	2,000	29,167	4,000
43500-Grant - Provincial	32,513	35,162	32,513	32,513	-	32,513
44650-Member Fees	9,937	10,000	9,719	10,000	7,186	10,000
45800-Printing/Copy Revenue	5,689	5,500	7,343	6,000	3,429	6,000
46800-Rentals	24,125	14,250	25,789	20,000	14,728	26,000
46850-Replacement Purchase Fees	1,022	1,500	760	1,500	494	1,500
47150-Sale of Equipment	-	-	93	-	-	-
47250-Sale of Material	-	-	-	-	-	-
47700-Special Activities	-	-	-	-	-	-
48150-Taxable Receipts	-	-	-	-	-	-
48450-Transfer from DC Reserve	77,532	84,000	71,170	84,000	-	84,000
48630-User Fees	177	-	46	-	-	-
Total Revenues	170,876	167,912	206,933	167,513	79,425	184,013
Expenses						
42350-Direct to Reserves	-	-	-	-	-	-
50500-Art Sales	1,897	1,500	3,084	1,500	455	1,500
50600-Audio Visual	16,158	20,000	18,895	20,000	11,576	35,000
50700-Automation	17,527	24,000	12,093	14,000	6,216	14,000
51200-Book Processing	1,747	5,000	3,033	5,000	2,150	5,000
51650-Cash short and over	0	-	0	-	0	-
51850-Childrens Department	17,562	25,000	21,562	25,000	11,496	25,000
52650-Conferences	1,528	2,000	-	-	-	-
53000-Contracted Services	453	-	61	-	-	-
53350-Credit Card Discount	1,111	1,500	-	2,000	-	-

Operating Actual vs Budget History

53750-Dues, Fees, Memberships	1,932	2,000	1,834	2,000	1,687	2,000
53800-Employee Benefits	269,148	300,173	304,126	311,691	140,079	322,687
54930-Financial Support (Charitable)	8,646	-	35,278	-	4,638	14,000
56800-Insurance	13,524	12,216	13,320	14,716	16,062	14,716
57050-Janitorial Contract	28,499	32,529	37,253	36,610	17,776	37,310
57100-Janitorial Supplies	2,118	2,000	2,508	2,000	1,448	2,000
58200-Materials	77,532	84,000	71,170	84,000	32,587	84,000
60000-Natural Gas	1,089	2,755	1,097	2,755	435	2,755
60350-Office Supplies	9,999	10,000	11,575	12,000	2,818	12,000
60800-Overhead Allocation	264,000	264,000	264,000	264,000	66,000	264,000
61650-Printing & Stationery	9,419	8,000	4,724	8,000	1,786	5,500
62150-Advertising, Promotions	5,748	6,000	8,077	6,000	3,028	6,000
63300-Repairs & Maint - Building	50,655	35,000	34,430	35,000	12,530	35,000
63400-Repairs & Maint - Equipment	688	1,000	841	1,000	72	1,000
64550-Salaries - Allocated	1,086,616	1,169,354	1,158,726	1,190,466	511,923	1,267,558
65350-Security	-	-	10,468	15,000	7,886	15,000
65400-Service Charges	1,654	-	3,312	-	1,119	2,000
66350-Special Events	4,283	5,000	6,538	9,000	3,109	9,000
66700-Staff Training	5,132	5,000	8,119	10,000	2,402	8,000
66900-Sundry	-	-	-	-	-	-
67200-Telephone	7,323	6,700	6,781	6,700	2,759	6,700
67500-Transfer to Reserve	7,000	7,000	7,000	7,000	1,750	7,000
67600-Transfer to Reserve Fund	-	-	-	-	10,038	40,151
67620-Capital Levy	-	-	-	-	2,684	10,735
68500-Utilities	50,344	50,000	55,296	50,000	23,750	50,000
Total Expenses	1,963,331	2,081,727	2,105,198	2,135,438	900,259	2,299,612



Leadership Team Report

Date: June 12, 2025

Submitted to: Library Board

Submitted by: CEO Kulchycki

Subject: For information

STAFFING

Staff are wrapping up recruitment processes for both the Junior Public Services Clerk and Youth Services Coordinator positions. We expect both roles to be filled by the end of July.

HEALTH & SAFETY

The leadership team attended heat stress training, which was provided by the municipality. This was offered in anticipation of new legislation specific to heat stress management programs.

BUILDING

Our new soft seating and study furniture has been ordered and we are expecting delivery in late July. With assistance from Fleet & Facilities and in alignment with our policies, we are arranging the proper disposal of the current furniture.

Window cleaning for the entire facility is scheduled to take place on June 22. This work is done annually and includes both interior and exterior windows.

PROGRAMMING

Exam support for high school students has been taking place in mid-June, offering snacks, study supplies, stress relief activities, and reserved tables for exam study.

Registration for summer programs in our children and youth departments is underway, with a full schedule for events for July and August.

OTHER

June is a busy month for professional development. Our Technology Coordinator attended the Digital Odyssey Conference, which this year focused on cybersecurity and AI. Our CEO attended the Library as Place Conference, which centred around the transformation of library spaces to meet the evolving needs of their communities. Our Acquisitions & Programming Supervisor attended a presentation by James Turk at a neighbouring library; Professor Turk discussed intellectual freedom and how libraries can help their communities understand why it is essential for society.

An update is being presented to Council on June 23 with timelines for the final MURFA feasibility study report.

Ashley Kulchycki
Chief Executive Officer



Policy Update

Date: June 17, 2025

Submitted to: Library Board

Submitted by: CEO Kulchycki

Subject: Internet Services and Technology Use Policy

1. RECOMMENDATION:

That the Board approve the updated Internet Services and Technology Use policy as presented, replacing the current Technology Use policy.

2. SUMMARY AND BACKGROUND:

Several years ago, the library had an Information Technology and Communications policy, which combined all elements of our technology services and communications portfolio. It was a lengthy policy, and as these two facets of our services continued to develop, they each warranted their own policy. About four years ago, these two policies were separated, with some edits being done to both documents at that time.

In reviewing the Technology Use policy this year, it was deemed that significant alterations could be made, and it was ultimately decided to completely rebuild the policy. This came from a reframing of the intention of the document, which covers internet access and use, not just the use of physical technology devices.

The proposed policy is a combination of the previous Technology Use policy, as well as a sample policy created by Ontario Library Services. The original policy is below, followed by the proposed, newly named, Internet Services and Technology Use policy.



Collingwood Public Library

Policy Type: **Operational**

Policy Number: **OP – 20**

Policy Title: **Technology Use**

Policy Approval Date: **September 23, 2021**

Policy Review Date: **September 2025**

Section 1: General

The purpose of the Technology Use policy (TUP) is to ensure the effective protection and proper usage of information technology assets and other equipment provided by the Collingwood Public Library. Contraventions of the TUP could disrupt the operation of the Collingwood Public Library and any breaches will be treated seriously.

Section 2: Technology assistance parameters

The role of library staff is that of helper, facilitator, guide, or coach. Patrons who need more than basic assistance are encouraged to attend scheduled Library computer classes, enroll in professionally provided computer education programs, or consult the technical support appropriate to their devices or software.

Patron assistance

- a) Library staff may assist patrons in locating resources, professionals, and manufacturers so that patrons can address their own computer and device issues.
- b) The library is not responsible or liable for assisting patrons who require aid when dealing with private or sensitive information and may decline helping if uncomfortable with the subject.
- c) Library staff will not assist with online financial transactions (buying, selling, banking, tax preparation) beyond making website suggestions, and providing basic web navigation.
- d) Library staff will not engage in repair, troubleshooting, or technical support for personal devices that normally a responsibility of hardware and software manufacturers' support personnel.
- e) The library will not guarantee access to electrical outlets for wireless users, and suggest that users bring a fully charged battery. Patrons may not plug their device into any outlet that has been provided for the library's own computers.

Section 3: Computer use and internet access

General

It is the policy of the Collingwood Public Library to maintain access for patrons to local, national and international sources of information and to provide an atmosphere that encourages access to knowledge and sharing of information. Before patrons can use the Internet they must agree to the terms of use found on each computer being accessed.

Reservations

Computers must be booked through the computer reservation system. Extensions to the 30 minute block of time are available in 15 minute increments, pending availability. A patron is limited to two hours total of reservation time per day. Extended computer sessions can be arranged in advance with library staff for exceptional circumstances, such as online exams or completing lengthy official documents.

Terms of use / etiquette

- a) The Collingwood Public Library Board reserves the right to remove any patron's computer/internet access and privileges if the patron contravenes the rules in this policy. Public discrepancies on appropriate use will be immediately dealt with by staff.
- b) As time permits, library staff will only instruct patrons in basic computer use.
- c) Library staff cannot be expected to be familiar with all resources on the internet.
- d) The patron and/or the caregiver are liable for any damage done, by said person(s), to an internet workstation, hardware or software, and for any illegal or unethical acts performed through the library's workstations.
- e) Committing illegal or ethical violations of acceptable internet use will result in the loss of Internet privilege at the library, and could also result in financial and /or criminal charges.
- f) The availability of information via the internet does not constitute any endorsement of that information. Patrons are responsible for verifying the accuracy of any material.
- g) The library cannot ensure access to all resources at any given time.
- h) Certain copying or distribution of material on the internet may infringe on the copyright laws of Canada. The Collingwood Public Library is not responsible for such infringements. The copyright law is available for consultation at the library.
- i) Patrons are responsible for the integrity of content for messages sent from their account, whether sent as email, electronic postings, social networking or instant message, they must therefore meet standards as if they were tangible documents.
- j) Patrons will not use their e-mail account, social networking account or instant messaging to create, distribute, view or listen to any images, sounds, messages or other materials that are obscene, harassing, racist, malicious, fraudulent or libelous, nor use the account for any activity that may be considered unethical, immoral or illegal.
- k) Patrons will not intentionally seek information about, browse, obtain copies of or modify files, passwords or tapes belonging to other people, no matter where they are located, unless specifically authorized to do so by those individuals.
- l) Patrons will not attempt to decrypt any encrypted material unless authorized to do so.

- m) Patrons will respect intellectual property rights and laws, including those for local and remote network data information. This includes private, confidential or restricted data, as well as copyright and licenses to the use of, or access to, information or programs. The patron is responsible for accessing whether or not a program(s) data has copyright on it.
- n) Any patron who introduces a virus, misuses or attempts to delete or modify either hardware or software will be prohibited from using this service and will be held liable for all damages.
- o) The library renounces any liability or responsibility arising from access to, or use of, information obtained through the internet, or any consequences thereof. Furthermore, the library disclaims any responsibility for any corruption or damage to patron computer files/discs/USB drives sustained while using the library public use computers.
- p) For security purposes it is the patron's responsibility and imperative to log off confidential sites before leaving the computer.
- q) In time disputes, the reservation system clock will be deemed accurate.

Access to the public network

- a) The library will ensure that access to, and use of, the public network is compatible with the Collingwood Public Library policy FN – 04 Intellectual Freedom.
- b) Wired and/or wireless access to the internet via public computers or users' personal devices is free.
- c) The internet functions in an unregulated, global environment providing access to a wide variety of resources over which the library has no control.
- d) The library does not filter computers in any locations in order to enable unrestricted access to information and resources when needed for research and information-seeking purposes.
- e) The library reserves the right to set time limits or ask users to limit their time on the public computers. Staff reserves the right to adjust computer time and scheduling as necessary.
- f) In respect of the range of sensibilities and viewpoints of its diverse clientele, staff will remind users that they are in a public space and encourage all users to respect the sensibilities of others. Staff reserves the right to redirect or remove users whose activities on the public computers or their personal devices diminish the enjoyment of the library space by others.
- g) The library does not assume any responsibility for the configuration, security or files on personal devices resulting from connection to the library's network. Users should be aware that information sent to or from their devices can be captured by anyone else with a wireless device and appropriate software.
- h) The library assumes no responsibility for the security and privacy of online transactions, as the internet is not a secure medium and third parties may be able to obtain information about the user's activities.
- i) The library is not responsible for any damages sustained while using a personal device.
- j) Public computers reset at the end of each session but the library will not be responsible for any expenses incurred by, or the potential repercussions of, a third party using personal/banking/credit card information that has been entered via the public network.

Privacy and confidentiality

- a) Use of the library's public network falls under the provision of the library's policy OP – 01 Confidentiality & the Protection of Privacy.
- b) Privacy at the workstations is not guaranteed and users must respect the privacy of others. Internet workstations are situated in public areas, and content being viewed by users may be seen by other people. Staff will take reasonable measures to ensure privacy and confidentiality.

Use by children

- a) Children may access all information and use all provisions provided by the library.
- b) The board will ensure that child and youth access to the internet is compatible with policy OP – 10 Children's and Teens' Services and policy FN – 04 Intellectual Freedom.
- c) The library accepts no responsibility for enforcing restrictions which a parent or guardian places on a child's use of internet resources.

Section 4: Public access catalogue (PAC)

The Collingwood Public Library is a member of the County of Simcoe Library Co-operative (CSLC) consortium, which manages the Public Access Catalogue (PAC) as part of the integrated library system (ILS). The PAC terminals are intended for CPL catalogue access and browsing, viewing library account information, placing holds and renewing items. Terminals are not intended for internet browsing.

Section 5: Accessibility

Devices

In compliance with the AODA (Accessibility for Ontarians with Disabilities Act) and the CPL mandate, the library provides free access to adaptive technology software and hardware, for patrons with disabilities, to adapt how specific tasks can be performed. This technology provides patrons with an alternative way to communicate and access information. The library provides a computer workstation and assistive devices that are adapted for patrons with disabilities.

Training and support for assistive technology

Training on the use of accessibility software and assistive devices is essential for patrons to derive maximum performance from the technology specific to their needs. The Community Engagement & Learning Services Coordinator will provide one-on-one assistance for patrons



who require the use of assistive technology to attend onsite events. One-on-one assistance regarding the use of accessibility software is also offered. An appointment must be made to receive this training.

Section 6: Wi-Fi internet

For County of Simcoe Cooperative Library Public Wireless Internet Policy, see Appendix A

Hotspot

Hotspots are available to eligible patrons to assist in digital literacy skills, networking, or recreational needs. When a patron borrows a mobile hotspot they must follow the terms of the TUP. These terms and conditions are in addition to the Mobile Wi-Fi Hotspot Device User Agreement.

Terms of use

- a) The library has no responsibility or liability from any loss or corruption of data, or from data interception or other consequences of your use of an unsecured wireless communications service.
- b) Patrons are required to abide by the library's TUP and understand that misuse of library resources, including the use of someone else's card and/or behavior that disrupts others, may result in a suspension of library privileges.
- c) Patrons should be aware that the use of the internet / Wi-Fi for illegal purposes is prohibited and may result in prosecution.
- d) Parents and legal guardians are responsible for their children's use of the Internet. As with other library materials, parents and guardians must assume responsibility for deciding which resources are appropriate for the children in their care.
- e) The library reserves the right to terminate a connection at any time or to withdraw wireless access entirely.
- f) The library will limit traffic to the protocols supported on the wired public access with two exceptions: Post Office Protocol 3 traffic will be allowed, as will Virtual Private Network. However, the Library reserves the right to make changes to the protocols provided based upon future requirements.
- g) The library reserves the right to impose user bandwidth restrictions as required and without notice.

Eligibility and fee structure

- a) Patrons must have a valid library card and PIN (Personal Identification Number) in order to use the wireless network. "Internet Access Only" cards are available for non-members.
- b) The Simcoe County login page will appear (the Collingwood Public Library is part of CSLC, providing the wireless Internet nodes - refer to Appendix B)

- c) There are currently no time limits set on use of the wireless network.

Indemnification

Patrons agree to hold harmless and indemnify the library, its directors, officers, employees and agents, from and against all third party claims and legal proceedings of every kind whatsoever arising from or in any way related to your use of the Network, including all legal costs incurred by the library in the defense of such claims and proceedings.

Security

- a) The library does not provide encryption or other security measures to protect information you send or receive over the Internet. As with any Internet connection, there is no inherent security. We caution you to use prudence in your transmission of confidential or sensitive information over the Internet.
- b) The library recommends that credit card, banking information and passwords NOT be transmitted while using the wireless network.
- c) It is the responsibility of users to protect their devices against any potential abuse, such as viruses, malware or breach of privacy.
- d) The library assumes no responsibility or liability for any direct or indirect damages resulting from the use of its wireless access points.

Section 7: Hardware

Purchasing and selection

The Technology Coordinator (TC) will work to identify and mitigate known harms or health concerns associated with the introduction of new IT. Employees with a concern about the harms or health concerns associated with existing IT are encouraged to present their information to the TC and Health and Safety Committee for discussion.

Recommendations for any hardware purchases, along with supporting documentation, are to be reviewed by the TC and Town IT contact prior to presentation to the Library CEO.

Considerations for cost, features, expandability, etc. will be reviewed by the TC prior to recommendation to the CEO.

E-Waste and energy efficiency

If information and/or communication property is:



- a) Current resale value of \$5000 (five thousand dollars) or less;
- b) Worn-out, unusable, and obsolete to the extent that the item is no longer economical or safe for continued use by the Library or the Town of Collingwood;

The property shall be disposed of by the following method:

- a) All monitors and printers will be taken to a recycling center for E-waste recycling.
- b) The Collingwood Public Library will commit to an energy efficient initiative by ensuring non-essential systems and/or equipment be programmed for sleep mode or by powered down, and that methods for reducing electricity consumption be evaluated on an annual basis for potential ways of reduction.

Maintenance

The library has established a formalized Technology Plan to determine the approximate lifespan of all technology. This plan will establish how much money is to be put aside for repair and replacement costs.

Section 8: Additional services

Printing

Patrons may print information from the computer/Internet workstations at a cost per page (refer to Appendix A). Establishing printing costs is the responsibility of the Board.

Service charges

For service charge list, see Appendix C. Patrons are responsible for any charges incurred on the internet.

Using electronic equipment

The Collingwood Public Library has electrical outlets throughout the building. Members of the public may use these electrical outlets for any personal computer or personal audio equipment with earphones providing that the noise created does not adversely affect other library patrons. The policy is based on allowing use to naturally evolve based on our current electrical infrastructure. Restrictions may be imposed if the electrical load is too great or the noise is too loud.



Related documents

Collingwood Public Library OP – 01 Confidentiality & the Protection of Privacy

Collingwood Public Library FN – 04 Intellectual Freedom

Collingwood Public Library OP – 10 Children's and Teens' Services

County of Simcoe Library Cooperative Public Wireless Internet Policy– See Appendix A

Beyond Books Loan Agreement - Tech Connected WI-FI Hotspot– See Appendix B

Service Charges – See Appendix C



Appendix A

COUNTY OF SIMCOE LIBRARY COOPERATIVE

PUBLIC WIRELESS INTERNET POLICY

Purpose:

The County Library Co-operative and its member libraries accept a mandate to provide access to information of all types in as wide a range of formats as possible. In pursuit of this and with the assistance of the County Information Technology Department, the participating libraries provide free wireless access in library facilities. Most mobile Internet devices can be used to gain connectivity to the wireless network without a network jack though the library can make no guarantee as to the compatibility of any equipment with the network. Hours of access will be those of the hours of opening of this library.

Terms and conditions:

- All users are asked to read and must agree to the following terms and conditions before accessing the network.
- Users agree that they have read will abide by the Internet Use Policy of the library branch in which they access the wireless network, and shall in addition comply with the following:
- Users of the wireless service must be registered library patrons or provide identification in order to obtain a temporary access account.
- Users acknowledge that wireless access points are unsecured connections to the World Wide Web and are advised to act accordingly when sending proprietary or personal information.
- Users shall not use the network for any unlawful purpose or to access or distribute material which is obscene, threatening, or offensive.
- Users shall not attempt to gain unauthorized access to any network or service, cause disruption to the network in any way, or propagate computer worms, viruses and other types of malicious programs.
- Users acknowledge that the Library and / or the County of Simcoe may be required to release network access logs to law enforcement agencies in respect to a criminal investigation.
- Users shall accept any and all risks that may be involved in accessing the network. The library or the County of Simcoe will not be responsible for any compromised information or loss through events such as electrical surges, disruptions to the service, loss or theft of the mobile device or any other events that may prejudice equipment or data.
- Users acknowledge that bandwidth is limited and shall minimize activities which put unreasonable pressure on these resources (eg. Downloading multi-media content). Unauthorized downloading may result in the loss of access privileges.
- Users shall be required to rely on the battery in their device. The library does not have sufficient outlets and trailing cords represent health and safety hazard.
- Printers are not available to the network. To print, patrons must save the file to an external storage device (USB drive) and then print from one of the library's computer workstations.
- To use the Wireless Internet connection patrons will need their own mobile device, a wireless network interface card and their own headphones if they plan to access audio files.
- The library cannot assist you with your device, card or configuration. The library cannot accept the liability of handling your equipment. The library will not be held responsible for any damages sustained while using your device within the library's premises or while using the library's wireless network.



Appendix B

BEYOND BOOKS LOAN AGREEMENT - TECH CONNECTED WI-FI HOTSPOT

I, _____, (please print) understand that by borrowing, or allowing my child to borrow, equipment from the Collingwood Public Library that I am responsible for the equipment and all its components. I agree to abide by all the Collingwood Public Library policies applicable to the equipment.

Borrowing and Use

I understand that the equipment has a loan period of three (3) weeks, and am permitted to one (1) renewal that must be done in person. Renewal of equipment CANNOT be done over the phone or online.

I understand that the equipment MUST be returned directly to a library staff member during regular hours. Staff will complete this form at time of check-in. Please DO NOT return equipment in the drop box after hours.

I understand that while the equipment is checked out by me or my child, I am completely responsible for its safety and use. I am responsible for any damage or loss to the Equipment that results from accident, theft, misuse or neglect. The equipment must not be left unattended and must be used in a responsible manner.

I have read and agree to the library's OP- equipment lending policy and agree to use the equipment in a responsible manner, consistent with the educational and informational purpose for which they are provided and not for any unauthorized, unethical, or illegal purposes.

Security

I understand and take complete responsibility for its safety and use. I am responsible for any damage or loss to the equipment that results from accident, theft, misuse or neglect.

I agree to indemnify and hold the Collingwood Public Library and its employees, officers, and agents, harmless from and against all liabilities, claims, actions, proceedings, damages, losses, costs and expenses, including attorneys' fees, for all injuries or death of any person, or damage to any property occurring or arising from or connected with, directly or indirectly, my possession, use, and return of the Equipment.

I will not tamper in any way with the equipment (hardware or software). I am responsible for saving any work I wish to preserve to my own external memory source. Personal software may not be loaded on to equipment.

Fees

I agree to return the Equipment, or have my child return the equipment, in the same condition as when borrowed and to reimburse the Library for all costs associated with damage to this Equipment; and I agree to pay replacement costs should the equipment be lost or stolen. I have reviewed and understand the replacement costs outlined on page 2 of this Beyond Books Loan Agreement.



By signing this document, I acknowledge that I am legally bound to adhere to all parts of it.

Borrower's signature _____ Date _____

Terms of Use

I understand that the equipment is an initiative by the New Horizons for seniors programming to assist with technology training and digital literacy and is ideal for patrons who do not have access to high speed or consistent Internet.

Fees

I accept full financial responsibility for the equipment and agree to pay all costs associated with damage to or loss of the device and/or the accessories while checked out to me. (Replacement cost is \$300 for a lost or damaged device; \$50 for a lost or damaged cord or carrying case; and a \$7 processing fee in addition to the replacement cost.)

Your signature indicates your agreement to the following above and that the equipment is in working order at the time of check out. NOTE: Borrowers under 18, this agreement must be signed by a parent/legal guardian.

Borrower's signature _____ Date _____

For Library Staff Use Only

Library Card # 20075000 _____ Hotspot # _____ Due _____

CHECK-OUT

Staff: Please check off to indicate that all pieces of equipment are present at time of check-out.

____ Hotspot ____ Charging cable ____ Charging block ____ Carrying case ____ Staff Initials

CHECK-IN

Staff: Please check off to indicate that all pieces of equipment are present at time of check-in.

____ Hotspot ____ Charging cable ____ Charging block ____ Carrying case ____ Staff Initials

Appendix C

SERVICE CHARGES

A list of services, materials and the associated charges are as follows:

Printing: Black and white \$0.15 per page

 Black and white \$0.30 per page double sided

 Coloured \$0.50 per page

 Coloured \$1.00 per page double sided

Photocopying: Black and white \$0.15 per page

 Black and white \$0.30 per page double sided

 Coloured \$0.50 per page

 Coloured \$1.00 per page double sided

Sending Faxes: Within Canada \$2.00 for the first page \$1.00 for each additional, plus HST

Receiving Faxes: As reply to a fax \$0.15



Collingwood Public Library

Policy Type: **Operational**

Policy Number: **OP – 20**

Policy Title: **Internet Services and Technology Use**

Policy Approval Date: **June 26, 2025**

Policy Review Date: **June 2029**

Purpose

The Collingwood Public Library Board endorses the use of the internet as a source of information to complement traditional collections, and as a communication tool connecting individuals and communities. At the same time, the internet functions in an unregulated environment, and therefore provides access to a wide variety of resources over which the library has no control.

This policy establishes the provision of public network services to access the internet, acceptable use of these services by users, staff responsibilities, and consequences of inappropriate or illegal behaviour by users.

Acceptable Use of Technology

1. Library technology, including computers, internet, and wi-fi, is available for educational, informational, and recreational use.
2. Patrons must be aware that computers and other devices, regardless of whether on the library's internet service or not, are being used in public areas which are shared by all members of the community. Some content may be inappropriate, offensive, objectionable and/or intimidating to others. Staff reserve the right to redirect users whose activities on the public computers or their personal devices are in violation of this policy and the Library's Code of Conduct (OP-1.3).
3. Patrons should respect the privacy of others; library staff cannot guarantee privacy at the public workstations or when using personal mobile devices.
4. Patrons must respect the laws of Canada when using the public network. Use of the public network for illegal, actionable or criminal purposes is prohibited. Examples of such illegal activities include, but are not limited to, harassment or stalking, libel, illegal commerce or solicitation, hacking or tampering with other computer systems, viewing, downloading and/or printing child pornography. Patrons who violate the rules may have their library privileges suspended or be required to leave the library. Illegal use, within the definitions of federal or provincial legislation, will be reported to the police.

5. Users of the public network may not violate or circumvent copyright and other intellectual property rights and liability for infringement rests with the user.
6. Patrons may not modify, or otherwise willfully damage, the library's computer equipment, software, or network.

Access and Availability

1. The library offers technology resources to all patrons to support digital literacy and provide equal access to information and online services. For security, public computers will log out after 5 minutes of inactivity.
2. The library offers free wi-fi, provided by the County of Simcoe. Patrons may use their personal devices in accordance with this policy and the County's Public Wireless Internet Policy (see Appendix A).
3. Public Access Catalogue (PAC) terminals are available throughout the library. These stations are intended for searching the library catalogue, viewing account information, placing holds, and renewing items. They are not intended for general internet browsing.
4. The library offers a variety of electronic devices as part of our *Beyond Books* collection. Use of these devices is governed by the Beyond Books Collection Policy (OP-16).
5. While access to digital resources and public technology is free, some services, such as printing, photocopying, and scanning, may incur fees. Patrons are expected to follow current pricing guidelines and pay any associated charges.

Information Quality

1. The library ensures that access to, and use of, the public network aligns with its Intellectual Freedom Policy (FN-04), supporting open access to a broad range of information and viewpoints without the use of filtering software.
2. While the internet provides access to many resources, content may not always be accurate, complete, or appropriate for all ages. Patrons are encouraged to use critical judgment when accessing online information. The library is only responsible for the content on its own website. It is not liable for the accuracy, quality, or availability of external sites, nor for any damage resulting from their use.

Privacy and Security

1. Users should exercise caution before providing personal information over the internet. As the internet is not a secure medium, third parties may be able to obtain information about users' activities.
2. The library may monitor computers and network use to ensure adherence to this policy. Any violation may be subject to disciplinary action in accordance with Library policies.

and procedures.

3. The library has security measures in place, including regular updates, firewalls, and virus protection. However, internet use, especially over public wi-fi, is not fully secure. The library does not provide encryption, and users should avoid sending sensitive information such as passwords, banking, or credit card details.
4. Users are responsible for protecting their own devices from viruses, malware, and privacy breaches. Attempting to bypass security or installing unauthorized software on library devices are not allowed. Any security issues, such as data breaches or infections, should be reported to staff.
5. Library computers are equipped with anti-virus software. However, the library does not take responsibility for the configuration, security or files on personal devices resulting from connection to the library's network, nor for any damages sustained while using a personal device.

Accessibility

1. The Collingwood Public Library strives to ensure that technology resources are accessible to all patrons, including those with disabilities. The library adheres to the Accessibility for Ontarians with Disabilities Act and provides assistive technologies so that all patrons can access internet services and technology with dignity. If additional assistance is needed, patrons are encouraged to contact library staff for support.

Use by Children

1. Children are welcome to access all library resources, including internet and wi-fi. Children and youth access to the internet aligns with the Library's Children's and Teens' Services Policy (OP-10) and Intellectual Freedom Policy (FN-04).
2. Caregivers are fully responsible for monitoring and guiding the child in their care. This includes managing the child's access to online content and materials, and accepting responsibility for any damage or loss resulting from the child's use of technology resources. The library does not enforce restrictions set by caregivers regarding internet use.

Library Responsibilities

1. The library proactively helps and promotes public access to quality information for all users. Library staff are available to assist with:
 - a) finding and evaluating the quality of an internet site
 - b) accessing the public workstations and personal devices
 - c) accessing the library's e-resources

2. The library respects the right of users to privacy and confidentiality with regards to information sought or received and resources consulted, acquired, or transmitted.
3. Library staff can provide basic assistance, but for more advanced help, patrons should attend computer classes or seek support from device professionals.
4. The Board assumes no responsibility for damages, directly or indirectly, arising from internet content, online services, connection through to other internet services, the security and privacy of online transactions.

Related documents

Collingwood Public Library. **OP – 01 Confidentiality & the Protection of Privacy**

Collingwood Public Library. **FN – 04 Intellectual Freedom**

Collingwood Public Library. **OP – 06 Beyond Books Collection**

Collingwood Public Library. **OP – 10 Children's and Teens' Services**

Government of Ontario. **Accessibility for Ontarians with Disabilities Act**

County of Simcoe. **Public Wireless Internet Policy**

Appendix A

County of Simcoe Public Wireless Internet Policy

Purpose:

The County Library Co-operative and its member libraries accept a mandate to provide access to information of all types in as wide a range of formats as possible. In pursuit of this and with the assistance of the County Information Technology Department, the participating libraries provide free wireless access in library facilities. Most mobile Internet devices can be used to gain connectivity to the wireless network without a network jack though the library can make no guarantee as to the compatibility of any equipment with the network. Hours of access will be those of the hours of opening of this library.

Terms and conditions:

- All users are asked to read and must agree to the following terms and conditions before accessing the network.
- Users agree that they have read will abide by the Internet Use Policy of the library branch in which they access the wireless network, and shall in addition comply with the following:
- Users of the wireless service must be registered library patrons or provide identification in order to obtain a temporary access account.
- Users acknowledge that wireless access points are unsecured connections to the World Wide Web and are advised to act accordingly when sending proprietary or personal information.
- Users shall not use the network for any unlawful purpose or to access or distribute material which is obscene, threatening, or offensive.
- Users shall not attempt to gain unauthorized access to any network or service, cause disruption to the network in any way, or propagate computer worms, viruses and other types of malicious programs.
- Users acknowledge that the Library and / or the County of Simcoe may be required to release network access logs to law enforcement agencies in respect to a criminal investigation.
- Users shall accept any and all risks that may be involved in accessing the network. The library or the County of Simcoe will not be responsible for any compromised information or loss through events such as electrical surges, disruptions to the service, loss or theft of the mobile device or any other events that may prejudice equipment or data.
- Users acknowledge that bandwidth is limited and shall minimize activities which put unreasonable pressure on these resources (eg. Downloading multi-media content). Unauthorized downloading may result in the loss of access privileges.
- Users shall be required to rely on the battery in their device. The library does not have sufficient outlets and trailing cords represent health and safety hazard.
- Printers are not available to the network. To print, patrons must save the file to an external storage device (USB drive) and then print from one of the library's computer workstations.
- To use the Wireless Internet connection patrons will need their own mobile device, a wireless network interface card and their own headphones if they plan to access audio files.
- The library cannot assist you with your device, card or configuration. The library cannot accept the liability of handling your equipment. The library will not be held responsible for any damages sustained while using your device within the library's premises or while using the library's wireless network.



Collingwood Public Library

Policy Type: **Operational**

Policy Number: **OP – 23**

Policy Title: **Artificial Intelligence**

Policy Approval Date: **June 26, 2025**

Policy Review Date: **June 2026**

Purpose

The Collingwood Public Library recognizes the potential for AI to enhance workflows and productivity, while acknowledging that it introduces considerations related to privacy, security, transparency, and the integrity of information environments. The purpose of this policy is to provide guidance to all Collingwood Public Library staff for the secure, responsible, ethical, and effective use of Artificial Intelligence (AI) tools in the workplace. It reflects current legislation and professional best practices, reinforcing the library's commitment to responsible use of AI.

Definitions

Artificial Intelligence is a branch of computer science dealing with the simulation of human behaviour by computers, and refers to the capability of computer systems or algorithms to imitate intelligent human behaviour.¹

Generative AI is a type of AI that produces content such as text, audio, code, videos, and images. This content is produced based on existing data and is constructed using information the user inputs, called a prompt.

Personal Information is data related to an identifiable individual as detailed under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). This can include information such as an individual's name address, phone number, health information, photographs, and video footage. This can also include a combination of a person's name with other information about them such as their age, sex, and education.

Prompts are instructions, questions, information, or other inputs into a generative AI tool.

Scope

This policy applies to the use of AI tools by library staff, whether standalone, integrated into existing software, or privately acquired. It covers functions across Library services including programming, collections, reference, public relations, and marketing. Patron use of AI tools is outside the scope of this policy.

¹ Merriam-Webster. Artificial intelligence definition. (2025) <https://www.merriam-webster.com/dictionary/artificial%20intelligence>

Security

1. Collingwood Public Library is committed to the responsible use of AI tools that strive to achieve appropriate levels of trustworthy characteristics.
2. In line with best practices, the municipal IT department will review AI tools. Only AI tools reviewed and recommended by the IT department may be used by staff for work purposes.
3. Other AI tools or unique cases need to be reviewed by the municipal IT team before use.

Privacy

1. Collingwood Public Library is committed to minimizing the impact of risk associated with uploading or inputting information into some AI tools, which may provide data to third parties for their own use and contribute to the training of the AI model.
2. It should be assumed that anything submitted to an AI tool could be made public and staff will refrain from providing any library-specific information that is not already publicly available.
3. When using AI tools, all confidentiality and data privacy practices will be upheld in accordance with the Library's Confidentiality and Protection of Privacy policy (OP-01) and MFIPPA.
4. At a minimum, confidential, personal, or identifying information will never be uploaded into an AI tool. Staff will not input data, text, or pictures that would compromise the Collingwood Public Library.

Bias and Responsible Use

1. Library staff should use AI tools only when they offer clear and significant benefits, being mindful of the environmental impacts of greenhouse gas emissions and water usage generated by AI data centres. Staff should consider an alternative approach if the use of AI for the same task would yield a comparable result and use of staff time.
2. Discrimination and bias in algorithms are risks associated with AI, and the tools may reflect and perpetuate societal biases present in training data.
3. When using AI tools, Library staff should recognize the limitations and biases of AI technologies and critically evaluate the outputs. AI tools can enhance productivity, but do not replace professional judgement or decision making. Staff should strive to mitigate bias by consulting diverse human sources and perspectives alongside any AI use.

4. Staff are responsible for ensuring that the information provided when using AI for a specific purpose is of high quality, accurate, and free from bias that can pose risks, cause harm, or reinforce various forms of discrimination.

Accountability and Transparency

1. Collingwood Public Library is committed to ensuring that all processes and content related to AI are subject to proper oversight and to providing transparency about the use of AI.
2. Staff are expected to use AI tools with integrity, honesty, and respect for individual rights and privacy.
3. Staff may use approved AI tools to enhance information searches and will verbally disclose the use of AI during a reference interaction. Staff are expected to critically evaluate the source and potential for bias or errors in all information used, including AI tools. Results generated by AI will be reviewed by staff, and when required, should be cross-referenced with reliable sources.
4. When using AI for creative purposes, staff are aware of the potential for intellectual property infringement.
5. When AI is used to assist in the creation of original works such as social media posts, reports, or marketing materials, acknowledgement of the role AI plays in the creation process is required. Attribution should include the name of the tool, date accessed, and a brief description of the AI's contribution.
6. Library staff are responsible for the accuracy and appropriateness of AI-generated content and will review outputs for accuracy as well as compliance with Library's standards and values. No AI-generated work product will be used or published without oversight from a Library staff member.

Art Exhibits

1. Any AI generated artwork submitted to display or sell at the library must be approved by the Public Relations Coordinator in consultation with the Library CEO. The creator will confirm that their work does not infringe on copyright or intellectual property rights, with the processes clearly identified, including the tools used and the nature of AI involvement. Priority will be given to works that demonstrate human creativity, cultural significance, and artistic intent.

Continual Learning

1. To ensure a comprehensive understanding of AI and its impact on library operations, ongoing training will be provided to staff on the use of AI in the workplace. This will include the cybersecurity and privacy implications of using AI, as well as training on how to assist patrons in understanding AI-generated content online and in the media.

2. AI has the potential to have significant impacts on library services, including related to data management, preservation, discovery, analytics and the need for AI literacy skills development. As technological and regulatory environments of AI rapidly develop, staff will continue to monitor and assess the future impacts of AI on libraries, and adapt services as needed.
3. Collingwood Public Library is committed to respecting copyright and will continue to monitor the legal status of AI tools in Canada as policies, regulations, and case law evolves.

Related Documents

Collingwood Public Library. **OP – 01 Confidentiality and the Protection of Privacy Policy**

Collingwood Public Library. **OP – 20 Technology Use Policy**

Collingwood Public Library. **OP – 22 Art Exhibitions and Advisory Council**

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56

Province of Ontario. **Enhancing Digital Security and Trust Act, 2024 (Bill 194)**

Government of Canada. **Guide on the Use of Generative Artificial Intelligence**

Government of Canada. **Artificial Intelligence and Data Act**

Committees and Boards

2026 Goals and Budget Considerations

Collingwood Public Library Board

2026 Goals and Budget Considerations

We are seeking your feedback to ensure any goals that require funding are captured in the draft 2026 municipal budget for consideration.

Why so early? Staff will be preparing their budget asks during the months of June-August and want to ensure your input is included in the draft 2026 municipal budget for consideration. With some committees and boards recessing during the summer month(s), we are reaching out to you now as the draft budget will be prepared by September and scheduled to be presented to the public in the fall.

We know things can change. Goals and accomplishments will be revisited in the fall as well, with the hope to capture any funding requirements during the drafting of the budget.

Action required:

1. List up to five goals or objectives for 2026.

Goal 1: Commence a library services review

Goal 2: Undertake skills analysis, board evaluation, and legacy documents in last year of the term

Goal 3: Continued participation in the exploration of a multi-use recreation facility

Goal 4:

Goal 5:

2. How does the goal or objective align with a program or service, operational plan item and/or an action identified in the Community Based Strategic Plan and/or master plans associated with the work of the committee/board?

**see background information for alignments that were identified for 2025*

Goal 1: Aligns with library strategic planning and leadership service. It connects with the responsible pillar on the CBSP, supporting a clear level of service and the appropriate resourcing. It is further supported by the library's strategic plan goal of community, ensuring we offer essential programs, services, and resources.

Committees and Boards

2026 Goals and Budget Considerations

Goal 2: Aligns with library strategic planning and leadership service. It connects with the responsible pillar on the CBSP, supporting operational excellence and a healthy local democracy. This is a sound governance practice for a public board.

Goal 3: Aligns with community health and well-being program. It connects with both the CBSP (connected pillar) and library strategic plan (spaces goal), exploring opportunities for physical expansion and the possible creation of a multi-use recreation facility.

Goal 4:

Goal 5:

3. Do your goals and objectives have any budget considerations for 2026 or future years? If so, what are they?

Goal 1: Consultant required; approximately \$40,000

Goal 2: This work will be done by staff and board members

Goal 3: Budget implications are still to be determined, but a request to access reserves can be anticipated

Goal 4:

Goal 5:

Below are some examples for your consideration. Your staff resource will be able to assist you in determining an approximate value for budget purposes.

- Will your goal require a study or consultant to undertake work on behalf of staff or the committee?
- Will staff resources be required to assist in completing the goal and if so, how many hours of staff time is anticipated?
- Does the goal require capital or operational funding? If so, what is the approximate value/cost of the items needed to accomplish the goal?

Committees and Boards

2026 Goals and Budget Considerations

Background Information from 2024-2025 report to Council

Board Mandate

The Collingwood Public Library Board is established under the Public Libraries Act. The mandate of the Collingwood Public Library Board is to deliver programs and services that reflect the needs of our community. Through policy making, financial accountability, and advocacy, the Board provides the governance oversight and leadership that ensures they accomplish this mandate. The Library Board is responsible for strategic planning, which guides and supports staff to offer the programs and services that meet the evolving needs of our dynamic community.

Alignment with the Town's Programs and Services

- Community Health and Wellbeing:
 - 4.3 Community Gathering Space (Library)
 - 4.5 Library Community Activities
- Arts, Culture, and Heritage:
 - 5.2 Community Arts and Culture
 - 5.4 Circulation and Curation of Library Materials
- Corporate and Customer Services: 8.2 Strategic Planning and Leadership (Library)

Alignment with the 2024-2028 Community Based Strategic Plan Pillars and Goals

Pillar 2: Connected

- Encourage and support events, festivals, and celebrations that bring people together, foster inclusion, and showcase the richness of our culture, diversity, heritage, and community.
- Determine future recreational programming and facility needs and explore creation of a Multi-Use Recreation Facility.
- Collaborate with the County of Simcoe and community agencies and partners to expand or support homelessness prevention initiatives.

Pillar 3: Vibrant

- Explore opportunities for more experiential learning opportunities at and within the Town to support youth with “on the job” training and mentorship.
- Complete and implement the Downtown Visioning Master Plan to guide the evolution of the downtown area to 2051, including fostering greater connection to and integration with the waterfront.

Committees and Boards

2026 Goals and Budget Considerations

Pillar 4: Responsible

- Manage Town services such that each has clear levels of service and appropriate resourcing and implement periodic service reviews to ensure optimization.

Legislation and Regulations that apply to this Committee/Board

- Public Libraries Act

Master Plans that apply to this Committee/Board

- Collingwood Public Library Strategic Plan
- Asset Management Plan
- 10 Year Capital Plan
- Strategic Financial Plan
- Downtown Visioning Master Plan
- Development Charges Background Study
- Facility Condition Assessment
- IT Master Plan
- HR Master Plan

Operational Plan Projects that apply to this Committee/Board

- Library refurbishing
- E-book development
- Collection Development review
- Book vending machine
- Expand access to digital resources
- Cultivate youth services department

2024 Accomplishments

1. Developed the Library's 2025-2029 Strategic Plan
2. Supported staff in drafting a continuity of operations plan
3. Creation of a capital project plan to assist with sustainable Library improvements
4. The ongoing review of Library policies as a sound governance practices

2025 Goals and Objectives

1. Continued participation in the exploration of a multi-use recreation facility.
2. Support staff in the launch of a book vending machine to increase access to library collections in the community.

Committees and Boards

2026 Goals and Budget Considerations

3. Review of policies and plans that govern collection development.
4. To maintain the Library as a community gathering space, ensuring that it remains a safe and equitable welcoming gathering space for all.