



TOWN OF COLLINGWOOD

Collingwood Public Library Board Agenda

Thursday, April 23, 2026, 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/86133090061?pwd=60QGwG7ZYaLix7Nocp5HZcxrRCMxHz.1>

Meeting ID: 861 3309 0061

Passcode: 813700

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, April 23, 2026, be adopted as presented.

3. Declarations of Pecuniary and/or Code of Conduct Conflict of Interests

4. Adoption of Minutes

Recommendation:

THAT the minutes of the regular meeting of the Collingwood Public Library Board held on March 26, 2026, be adopted as presented and forwarded to Council for receipt at its next regular meeting.

3 - 8

5. Business Arising from the Previous Meeting

6. Deputations

6.1 Consideration to amend patron Code of Conduct, Leslie Millar and Sue Farkas

7. Reports

7.1 Statistical Report 9 - 10

7.2 Financial Report 11 - 13

7.3 Leadership Team Report 14 - 15

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 – Library Board Governance 16 - 24

Recommendation:

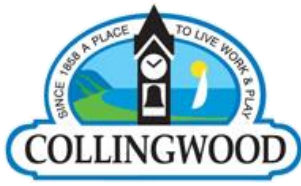
THAT the Collingwood Public Library Board approve Policy Number GOV – 01, entitled Library Board Governance as presented.

9. Other Business

10. Next Meeting

The next meeting of the Collingwood Public Library Board will take place on Thursday, May 28, 2026, commencing at 8:30 a.m.

11. Adjournment



TOWN OF COLLINGWOOD

COLLINGWOOD PUBLIC LIBRARY BOARD

March 26, 2026, 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
 Courtney Squires
 Steve Perry, Council Appointee
 Greg Bishop

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

1. **Call to Order**

Chair McLeod called the meeting to order at 8:35 a.m. and provided recognition and acknowledgement of the traditional territory of the Indigenous peoples.

2. **Adoption of the Agenda**

LIB-012-2026

Moved by: Donna Mansfield

Seconded by: Greg Bishop

THAT the content of the Collingwood Public Library Board agenda for Thursday, March 26, 2026, be adopted as presented.

CARRIED

3. **Declarations of Pecuniary and/or Code of Conduct Conflict of Interests**

None.

4. **Adoption of Minutes**

LIB-013-2026

Moved by: Charles Levine

Seconded by: Donna Mansfield

THAT the minutes of the regular meeting of the Collingwood Public Library Board held on Thursday, February 26, 2026, be adopted as presented and forwarded to Council for receipt at its next regular meeting.

CARRIED

LIB-014-2026

Moved by: Charles Levine

Seconded by: Steve Perry

THAT the Collingwood Public Library Board approve the In-camera Meeting minutes of February 26, 2026.

CARRIED

5. Business Arising from the Previous Meeting

None.

6. Reports

6.1 Statistical Report

CEO Kulchycki reviewed the Statistical Report for the period ending February 28, 2026 noting that Staff are monitoring trends in Collection Development as it was under budget in 2025 and is off to a slow-start in 2026. CEO Kulchycki noted that the cost of materials is slowly increasing; and that e-material circulation is strong. CEO Kulchycki answered questions regarding the Adult Programming and what is categorized under 'beyond books'.

Board members sought clarification regarding what is classified under the "other" category on the Human Services Navigator report and if there is any follow-up between the social worker at the Library and the off-site service providers patrons are referred to. CEO Kulchycki answered questions regarding the Library's engagement with stakeholder groups in the community and whether the Human Services statistics are shared with these groups.

6.2 Financial Report

CEO Kulchycki provided the Board with an overview of the Capital and Operating Financial Reports noting that a new line-item has been added to the Operating Budget entitled 'expense recoveries' which is dedicated to tracking insurance reimbursement due to water damage in 2025. CEO Kulchycki noted that invoices are typically received quarterly and most are not reflected in the Q1 Operating Budget report.

6.3 Leadership Team Report

Member Hunwicks joined the meeting at this time.

CEO Kulchycki briefed the Board on the Leadership Team Report dated March 13, 2026 highlighting that Security will be finishing their contract with the Library in a few weeks and that Staff are recommending that funds obtained through the closing of the Library Services Centre be put toward building the Library's e-material collection.

CEO Kulchycki addressed comments and questions from the Board regarding considerations being made regarding access to the public washroom facilities and how other Library's handle public washroom access; if consideration is being made to have Security at the Library year-round; how many trespass notices have been issued over the winter; and if the OPP are notified or involved when trespass notices are issued.

6.4 Approval of Reports

LIB-015-2026

Moved by: Greg Bishop

Seconded by: Courtney Squires

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

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

CARRIED

7. New Business

7.1 Policy review – Political Participation and Elections

CEO Kulchycki provided the Board with an overview of changes to Policy OP-21, noting amendments have been derived from updates recently made to the municipal policy.

Board members discussed concern regarding the wording of Item #4 under Section #3 and CEO Kulchycki confirmed that wording will be amended to ensure the clause is clearly understood. Board members then discussed a typo under Item #3 in Section #4 and CEO Kulchycki confirmed she would resolve the typo in the final version.

LIB-016-2026

Moved by: Courtney Squires

Seconded by: Charles Levine

THAT the Collingwood Public Library Board approve Policy Number OP – 21 as amended:

- Update to Section 3, Item 4
- Update to Section 4, Item 3

CARRIED

7.2 Book Vending Machine Report

CEO Kulchycki provided the Board with a report detailing potential options for reallocating the funds originally earmarked for a Book Vending Machine, noting that the average purchase cost has risen, and as a result, Staff will not be moving forward with the acquisition of a Book Vending Machine. CEO Kulchycki further advised that the budgeted amount has been carried forward as “donations” and looked to the Board for their direction regarding the reallocation of the funds.

Board members sought clarification regarding the messaging provided to patrons when donations were collected and CEO Kulchycki confirmed that donations were acquired primarily during book sales and that the Library has not been in receipt of any donations specifically to be put toward the purchase of Book Vending Machine.

CEO Kulchycki answered questions from the Board regarding the Library's podcast; where Study Pods would be located; if Library signage will be in the budget next year; and if communication regarding the use of the funds will be made public.

Board members then discussed the intent of the donated funds and the Boards recommendation to use the funds to purchase a Book Vending Machine. Board members considered the publics perception regarding how the funds will be spent, if there is any restriction in how the funds should be spent and whether there is any risk involved when considering a purchase. Board members discussed the importance of ensuring that funds are spent in line with the Library's Strategic Objectives and that although the Board did make the request for a Book Vending Machine, the public might not have an issue with the reallocation of funds.

LIB-017-2026

Moved by: Greg Bishop

Seconded by: Courtney Squires

THAT Staff Report 2026-03, entitled Book Vending Machine, be received;

AND THAT the Library Board direct staff to allocate the funds previously designated for the Book Vending Machine to the CPL on the Go: Read Where You Are initiative, with the option to pursue the podcast project.

CARRIED

7.3 Draft Annual Report

Board members reviewed the Draft 2025 Annual Report and CEO Kulchycki confirmed that she is tentatively scheduled to present the Report to Council on April 20.

7.4 MURF Update (verbal)

CEO Kulchycki noted that at its meeting in December 2025 the Board directed Staff to work with the Town's PRC Department to determine locations where a MURF could be built. CEO Kulchycki confirmed that a workplan is underway and that Staff are seeking support from Council at an in-camera meeting on Monday. CEO Kulchycki answered questions from the Board regarding capital partners; the MURF Steering Committee; and if the Town will be working with neighbouring municipalities and stakeholder groups. CEO Kulchycki confirmed that an update will be provided to the Board in the second quarter of 2026.

7.5 Library Board 2025-2026 Goals and Accomplishments - Budget Updates

CEO Kulchycki provided a Board with an update on the Board's 2025-2026 Goals and Accomplishments and Budget Updates. There were no comments or questions from Board members at this time.

8. Other Business

8.1 **Addition - Save the Date Volunteer Appreciation Event, April 22, 2026

Coordinator Haines noted that Board members have been invited to a Volunteer Recognition Event being held on April 22, 2026 at Sidelauch from 6:00 to 8:00 p.m. Coordinator Haines confirmed that a formal invitation will be sent out and Board members can RSVP accordingly to.

9. Next Meeting

The next meeting of the Collingwood Public Library Board will take place on Thursday, April 23, 2026, commencing at 8:30 a.m.

10. Adjournment

Moved by: Member Levine

THAT the meeting of the Collingwood Public Library Board be hereby adjourned at 9:52 a.m., **CARRIED.**

Chair

DETAILED STATISTICS REPORT 2026

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2026 YTD total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025 YTD total	
Collection - Material added	128	332	418	0	0	0	0	0	0	0	0	0	878	152	497	368	259	360	266	235	263	70	702	249	133	3554	
Adult	116	153	349	0	0	0	0	0	0	0	0	0	618	23	398	271	124	224	175	168	169	11	455	123	86	2227	
Children/Youth	10	153	69	0	0	0	0	0	0	0	0	0	232	56	58	94	135	98	60	37	94	28	216	94	17	987	
Reference/Gov Docs/LH & Gen	2	26	0	0	0	0	0	0	0	0	0	0	28	73	41	3	0	38	31	30	0	31	31	32	30	340	
Collection - Material deleted	101	113	141	0	0	0	0	0	0	0	0	0	355	181	47	40	13	300	134	78	106	103	1384	1111	113	3610	
Adult	0	50	62	0	0	0	0	0	0	0	0	0	112	16	22	0	0	209	104	42	24	44	1226	924	50	2661	
Children/Youth	101	63	79	0	0	0	0	0	0	0	0	0	243	163	23	40	12	91	30	36	82	50	143	187	63	920	
Reference/Gov Docs/LH & Gen	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	1	0	0	0	0	9	15	0	0	29	
Circulation	23537	21121	25351	0	0	0	0	0	0	0	0	0	70009	24385	22365	28450	25962	26050	23711	26793	26977	24212	23799	24215	23763	300682	
Total circulation - CPL	23450	21012	25143	0	0	0	0	0	0	0	0	0	69605	24098	22200	28223	25672	25857	23485	26679	26890	24031	23684	24118	23661	298598	
1st time circ	11469	10462	12600	0	0	0	0	0	0	0	0	0	34531	12060	10956	13991	13015	12604	11903	13754	13681	12101	11676	12164	11030	148935	
Renewals	4797	4532	4935	0	0	0	0	0	0	0	0	0	14264	4537	4491	5154	5664	5170	4951	5145	5888	5430	5156	5008	5193	61787	
Beyond Books	10	16	15	0	0	0	0	0	0	0	0	0	41	0	14	8	13	14	14	31	25	15	13	11	17	175	
eMaterials	5525	4867	6019	0	0	0	0	0	0	0	0	0	16411	5466	4882	6758	5216	6122	5315	6006	5609	5264	5572	5591	5905	67706	
All in house use of materials	1649	1135	1574	0	0	0	0	0	0	0	0	0	4358	2035	1857	2312	1764	1947	1302	1743	1687	1221	1267	1344	1516	19995	
Total ILLO Circulation	87	109	208	0	0	0	0	0	0	0	0	0	404	287	165	227	290	193	226	114	87	181	115	97	102	2084	
Borrowed	87	99	153	0	0	0	0	0	0	0	0	0	339	100	104	122	129	101	132	91	87	127	50	97	102	1242	
Loaned	0	10	55	0	0	0	0	0	0	0	0	0	65	187	61	105	161	92	94	23	0	54	65	0	0	842	
Overdues																											
Items declared lost	3	3	3	0	0	0	0	0	0	0	0	0	9	5	3	10	5	0	2	14	5	1	6	4	1	56	
Computer use - Total	12531	13048	14033	0	0	0	0	0	0	0	0	0	39612	13533	10382	14137	12218	14316	16103	17019	13314	13729	15383	15170	10986	166290	
In-house computer use	903	796	1079	0	0	0	0	0	0	0	0	0	2778	769	695	1112	966	850	821	1072	874	1008	909	868	736	10680	
Wifi use	11628	12252	12954	0	0	0	0	0	0	0	0	0	36834	12764	9687	13025	11252	13466	15282	15947	12440	12721	14474	14302	10250	155610	
New Patrons Registrations	160	123	132	0	0	0	0	0	0	0	0	0	415	132	131	149	103	117	99	137	138	139	114	142	65	1466	
Adult	122	100	100	0	0	0	0	0	0	0	0	0	322	101	104	109	85	96	82	108	107	99	88	120	52	1151	
Children	18	17	24	0	0	0	0	0	0	0	0	0	59	23	19	32	16	17	12	18	21	33	19	15	11	236	
Grey Highlands	3	1	2	0	0	0	0	0	0	0	0	0	6	6	6	3	0	1	1	3	1	2	0	0	0	23	
Non-resident	17	5	6	0	0	0	0	0	0	0	0	0	28	2	2	5	2	3	4	8	9	5	7	7	2	56	
Patron visits per month	49898	37852	42369	0	0	0	0	0	0	0	0	0	130119	44527	40295	45492	45187	46415	46995	50915	48490	47195	50686	49360	45795	561352	
In person	10493	10037	10961	0	0	0	0	0	0	0	0	0	31491	9596	9513	11375	12077	11963	11736	12462	11384	11166	13617	10689	9141	134719	
Freeschools Community Room	755	682	855	0	0	0	0	0	0	0	0	0	2292	624	723	582	875	1073	629	300	348	417	712	1115	691	8089	
Electronic visits (website & library app)	36155	26115	28866	0	0	0	0	0	0	0	0	0	91136	32770	28403	31541	29649	31763	32069	35998	35178	34072	34740	35168	34577	395928	
Social media views	2495	1018	1687	0	0	0	0	0	0	0	0	0	5200	1537	1656	1994	2586	1616	2561	2155	1580	1540	1617	2388	1386	22616	
Meeting Room Bookings																											
Number of bookings	58	58	37	0	0	0	0	0	0	0	0	0	153	40	44	45	82	83	51	61	51	49	75	79	48	708	
Hours booked	346	285	324	0	0	0	0	0	0	0	0	0	955	212	288.5	398	339	379.5	376	353.5	327.5	328	385.5	383	256	4026.5	
Percentage of hours used	43%	39%	39%	0%	0%	0%	0%	0%	0%	0%	0%	0%		26%	38%	49%	45%	47%	49%	45%	45%	43%	47%	49%	36%		
Library programs (hours)	167.5	136	183	0	0	0	0	0	0	0	0	0	486.5	120.5	126	151	124.5	133	175	152.5	173	141	158.5	165	140	1760	
Program Attendance	2108	1579	2525	0	0	0	0	0	0	0	0	0	6212	1323	1362	2077	1419	1651	1603	1992	1903	2169	2356	2148	1551	21554	
Number of Programs Facilitated	76	90	114	0	0	0	0	0	0	0	0	0	280	87	93	94	74	88	64	89	76	64	100	80	76	985	
Adult - Total Attendance	1044	819	1280	0	0	0	0	0	0	0	0	0	3143	784	769	1044	767	787	775	846	741	1047	1471	1096	774	10901	
Children & YA - Total Attendance	905	645	1167	0	0	0	0	0	0	0	0	0	2717	440	454	959	582	813	703	1127	1116	621	807	992	717	9331	
PR/Fundraising Events	55	74	0	0	0	0	0	0	0	0	0	0	129	33	40	13	39	12	60	0	0	439	0	14	27	677	
Technology Support	104	41	78	0	0	0	0	0	0	0	0	0	223	66	99	61	31	39	65	19	46	62	78	46	33	645	
Reference Requests - Total All	18074	15313	20331	0	0	0	0	0	0	0	0	0	53718	12694	11667	13245	10098	11069	10391	11165	11230	16374	11882	19703	15721	155239	
In-person	1131	1201	567	0	0	0	0	0	0	0	0	0	2899	569	704	710	787	826	520	408	473	1109	1037	1209	1165	9517	
Electronic	344	385	401	0	0	0	0	0	0	0	0	0	1130	328	298	317	290	292	261	367	394	438	433	389	298	4105	
Database Sessions	16599	13727	19363	0	0	0	<																				

**Highlight Statistics Report Year to Date Totals
for period ending March 31, 2026**

	2026		2025		% Change 2025 - 2026
	Month Total	2026 YTD Total	Month Total	2025 YTD Totals	
Collection					
Material added (all formats)	418	878	368	1017	-13.7
Material deleted (all formats)	141	355	40	268	32.5
Circulation	25351	70009	28450	75200	-6.9
Print Collection	19109	53153	21457	57393	-7.4
Beyond Books	15	41	8	22	86.4
eMaterials	6019	16411	6758	17106	-4.1
Inter-Library Loan	208	404	227	679	-40.5
Lost Items	3	9	10	18	-50.0
Computer Use	14033	39612	14137	38052	4.1
In-house Computer Uses	1079	2778	1112	2576	7.8
Wifi Use	12954	36834	13025	35476	3.8
Meeting Rooms					
Number of bookings	57	173	45	129	34.1
% of use (hours)	39%		49%		
Library program use (hours)	183	486.5	151	397.5	22.4
Patron Registration and Visits					
New patron registrations	132	415	149	412	0.7
Patron visits - in person	11816	33783	11957	32413	4.2
Patron visits - website & library app	28866	91136	31541	92714	-1.7
Patron engagement - social media	1687	5200	1994	5187	0.3
Programs					
Programs offered	114	280	94	274	2.2
Attendance	2525	6212	2077	4762	30.4
Reference Request	20331	53718	13245	37606	42.8
In person/Email/Website	968	4029	1027	2926	37.7
Database sessions	19363	49689	12218	34680	43.3
Volunteer Hours	149	379	80	254	49.2

Capital Actual vs Budget History

	2024 Actual	2024 Budget	2025 Actual	2025 Budget	2026 Actual	2026 Budget
Funding Source						
48500-Transfer from Reserve	109,946	207,000	-	186,000	-	112,000
48550-Transfer from Reserve Funds	14,767	17,500	155,071	20,000	-	-
48450-Transfer from DC Reserve	-	-	-	40,000	-	40,000
42550-Donations			-	10,000	-	10,000
43200-Fundraising	-	-				
Total Funding Source	124,713	224,500	155,071	256,000	-	162,000
Expenditure						
52450-Computer Hardware	5,627	7,000	5,099	6,000	5,084	6,000
57350-Land , Building & Other	-	-	-	-	-	-
58200-Materials			-	-	-	-
55350-Furniture & Small Equipment			-	-	-	-
54300-Equipment Purchases/Rentals	-	-	-	50,000	-	56,000
53000-Contracted Services	103,650	200,000	132,579	180,000	4,366	100,000
55300-Furniture & Equip Replacements	14,767	17,500	17,392	20,000	-	-
Total Expenditure	124,044	224,500	155,071	256,000	9,450	162,000

Operating Actual vs Budget History

	<u>2024 Actual</u>	<u>2024 Budget</u>	<u>2025 Actual</u>	<u>2025 Budget</u>	<u>2026 Actual</u>	<u>2026 Budget</u>
Revenues						
41320-Art Sales	4,785	2,000	1,187	3,000	200	3,000
42550-Donations	14,308	8,000	18,660	14,000	26,407	14,000
43000-Expense Recoveries	-	-	-	-	1,942	-
43200-Fundraising	1,953	1,500	3,826	3,000	129	3,000
43450-Grant - Other	38,417	2,000	57,352	4,000	11,667	70,000
43500-Grant - Provincial	32,513	32,513	32,513	32,513	-	32,513
44650-Member Fees	9,599	10,000	10,311	10,000	2,208	10,000
45800-Printing/Copy Revenue	7,316	6,000	7,891	6,000	2,132	7,000
46800-Rentals	25,736	20,000	24,972	26,000	6,250	30,000
46850-Replacement Purchase Fees	760	1,500	894	1,500	207	1,000
47150-Sale of Equipment	93	-	435	-	-	-
47700-Special Activities	-	-	-	-	9,815	-
48450-Transfer from DC Reserve	71,170	84,000	69,194	84,000	-	84,000
48630-User Fees	46	-	22	-	-	-
Total Revenues	206,697	167,513	227,258	184,013	60,956	254,513
Expenses						
50500-Art Sales	3,084	1,500	524	1,500	-	2,500
50600-Audio Visual	18,853	20,000	27,461	35,000	5,760	35,000
50700-Automation	12,093	14,000	11,927	14,000	4,609	15,000
51200-Book Processing	2,823	5,000	4,367	5,000	868	5,000
51850-Childrens Department	21,332	25,000	23,471	25,000	5,634	25,000
53000-Contracted Services	61	-	61	-	-	-
53750-Dues, Fees, Memberships	1,834	2,000	1,854	2,000	1,307	2,000
53800-Employee Benefits	304,126	311,691	333,874	322,687	70,554	341,954
54930-Financial Support (Charitable)	35,278	-	14,866	14,000	976	-
56800-Insurance	13,320	14,716	13,515	14,716	9,764	13,600
57050-Janitorial Contract	37,253	36,610	34,648	37,310	8,360	28,421
57100-Janitorial Supplies	2,508	2,000	3,650	2,000	111	2,800
58200-Materials	70,943	84,000	69,194	84,000	24,943	84,000

Operating Actual vs Budget History

60000-Natural Gas	1,097	2,755	1,012	2,755	257	1,200
60350-Office Supplies	11,350	12,000	7,719	12,000	565	12,000
60800-Overhead Allocation	264,000	264,000	264,000	264,000	88,000	264,000
61650-Printing & Stationery	4,724	8,000	4,551	5,500	722	5,500
62150-Advertising, Promotions	8,054	6,000	5,897	6,000	107	6,000
63300-Repairs & Maint - Building	33,219	35,000	27,499	35,000	11,583	35,000
63400-Repairs & Maint - Equipment	841	1,000	555	1,000	250	1,000
64550-Salaries - Allocated	1,158,726	1,190,466	1,265,996	1,267,558	279,510	1,383,921
65350-Security	10,468	15,000	16,440	15,000	7,482	15,500
65400-Service Charges	3,312	-	3,184	2,000	531	3,500
66350-Special Events	6,538	9,000	8,409	9,000	293	9,000
66700-Staff Training	8,119	10,000	5,358	8,000	1,622	17,500
67200-Telephone	6,781	6,700	6,917	6,700	1,744	6,700
67500-Transfer to Reserve	7,000	7,000	7,000	7,000	2,333	7,000
67600-Transfer to Reserve Fund	-	-	40,151	-	-	-
67620-Capital Levy	-	-	10,735	-	-	-
68500-Utilities	55,296	50,000	53,582	50,000	15,405	55,000
Total Expenses	2,103,030	2,135,438	2,268,419	2,248,726	543,289	2,378,097



Leadership Team Report

Date: April 7, 2026

Submitted to: Library Board

Submitted by: CEO Kulchycki

Subject: For information

STAFFING

We have finished recruitment for summer students; we have one returning and one new student. Both will be starting their roles on June 1.

HEALTH & SAFETY

Our building operator has flag concerns about the volume of cleaning supplies being used – sanitizer, paper towels, etc. These are required items that staff use daily to sanitize touchpoints and shared surfaces throughout the building. We will monitor expenditures over the coming months and see if the budget needs to be adjusted in 2027.

BUILDING

We continue to have conversations and work with Facilities on a systematic approach to safety measures in the public washrooms. There may be opportunities to coordinate purchases for other facilities, as well.

COLLECTIONS

N/A

PROGRAMMING

We will be hosting the South Georgian Bay Volunteer Fair on Friday, May 1 from 11:00 a.m. to 2:00 p.m. The event will feature information booths from community agencies and businesses who will be available to discuss their volunteer needs.

As we head into the end of the school year, our programming staff will be busy attending Welcome to Kindergarten events and school fairs. We also had a request for the book bike to be in attendance for an event at Our Lady of the Bay.

The Friends of the Library have their next book sale coming up on May 30 & 31. Donations can be dropped off every Wednesday between April 22 and May 27.

OTHER

Although we were not successful in our presentation to 100 Women Who Care South Georgian Triangle, staff did make a significant impression. Several members ended up donating funds for the Happy Day Café, including two women who made a generous directed donation for a new fridge/freezer.

Clerks' services has been working on a new rules document library to streamline and house the municipality's policies, procedures, forms, and guidelines. The coordinator of legislative services did an introductory training session for the leadership team at our April meeting.

Our community services supervisor has begun organizing the sessions for our staff development day coming up in June. We currently have a presenter from the Ontario Human Rights Commission coming to talk about service animals in the library. We are still coordinating with subject matters experts to conduction session on smudging ceremonies, public speaking, and a drumming workshop for team building.

We'll be starting to think about the 2027 budget soon. A reminder was sent to library staff that if they have any capital projects they would like considered for upcoming budgets, these need to be submitted to the leadership team by the end of May.

Submitted by:

Ashley Kulchycki
Chief Executive Officer



Collingwood Public Library

Policy Type: **Governance**

Policy Number: **GOV – 01**

Policy Title: **Library Board Governance**

Policy Approval Date: **April 23, 2026**

Policy Review Date: **April 2030**

The purpose of the Collingwood Public Library Board is to govern the affairs of the public library in service to the community. This policy sets out the work of the Board and the ways in which the Board achieves its purpose.

Section 1: Purpose and Duties of the Board

Purpose of the Board

The Board oversees the development of a comprehensive and efficient public library service by:

- a) Developing and expressing the Board's philosophy and values
- b) Articulating the library's vision, mission and priorities
- c) Evaluating results of activities and services used to achieve goals
- d) Setting policies on governance and service
- e) Delegating authority to the Chief Executive Officer (CEO) for management of library operations, and evaluating their performance
- f) **Providing direction to the CEO through board motions, policies, and plans**
- g) Planning for further library development
- h) Securing the financial resources to achieve the intended results
- i) Advocating for library service
- j) Exercising financial control

Duties of the Entire Board

The Board governs effectively by:

- a) Engaging the community in determining responsive and dynamic library service
- b) Working collaboratively with the CEO and the Council
- c) Working proactively and making decisions that focus on the library's future and place in the community
- d) **Working effectively as a team and behaving with integrity**
- e) **Holding all meetings in public unless closed for a special purpose within the framework of Section 16.1 of the Public Libraries Act**
- f) Evaluating the Board's performance
- g) Providing opportunities for Board development and training



Duties of Individual Board Members

The Collingwood Public Library Board expects its members to understand the extent of their authority and to use it appropriately. While an individual board member has several responsibilities, outside of a meeting of the Library Board, they have no authority to make decisions.

1. Each board member is expected to be a productive participant in exercising the duties of the Board as a whole.
2. Individual members of the Board are responsible for exercising a Duty of Diligence as follows:
 - a) Be informed of legislation under which the library exists, board bylaws, mission, vision, and values
 - b) Be informed about the activities of the library and the community and issues that affect the library
 - c) Attend board meetings regularly and contribute from a personal, professional, and life experience to the work of the Board
 - d) Be prepared for all Board meetings and use meeting time productively
3. Individual members of the Board are responsible for exercising a Duty of Loyalty, as follows:
 - a) Adhere to the regulations of the Municipal Conflict of Interest Act. R.S.O. 1990, c. M50
 - b) Act in the interest of the library members and community over and above other interest group involvement, membership on other boards, Council, or personal interest
 - c) Speak with “one voice” once a decision is reached and a resolution is passed by the Board
 - d) Represent the library positively to the community
4. Individual members of the Board are responsible for exercising a Duty of Care, as follows:
 - a) Promote a high level of library service
 - b) Consider information gathered in preparation for decision making
 - c) Offer personal perspective and opinions on issues that are subject to Board discussion and decisions
 - d) Show respect for the opinions of others
 - e) Assume no authority to make decisions outside of board meetings

- f) Know and respect the distinction in the roles of the board regarding governance and the staff regarding management and operations
 - g) Refrain from individually directing the Chief Executive Officer (CEO) and the staff
 - h) Respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information
 - i) Resist censorship of library materials by groups or individuals
5. Board members will review and follow the Collingwood Code of Conduct for Members of Council, Committees, and Local Boards.

Duties of Board Committees

The Collingwood Public Library Board may use ad hoc committees to further the work of the Board. The Board will establish terms of reference and specific duties for each of these committees, as the need arises.

1. Committees report directly to the Board and have no authority other than to research a topic, draft recommendations, or prepare alternatives for the Board's consideration and possible adoption.
2. Committees operate for defined periods of time and have a specific purpose which must be defined in written terms of reference so that members understand the work of said committee.
3. An ad hoc committee that is established by the Board may include non-board members.
4. **Under the Public Libraries Act (Section 16.1), all committee meetings must be open to the public when at least 50% of the committee members are also members of the Library Board.**
5. Meetings of committees may be called by the chair of the committee or by a majority of the members of a committee.
6. Committees shall not supervise or direct staff.

Section 2: Board Orientation

To be effective, library board members must have sufficient knowledge of board governance and issues that are central to the role of the library in the community.

Onboarding

1. Board members shall be given a thorough orientation within two months of their appointment to the Board.

2. The Chief Executive Officer (CEO) shall be responsible for developing an agenda to provide an orientation which shall include, but not be limited to:
 - a) Information on the library's vision, mission and values
 - b) An overview of the Public Libraries Act, R.S.O. 1990, c. P44
 - c) An overview of the board bylaws and governance policies
 - d) A discussion on the role, structure, code of conduct and function of the board
 - e) A tour of the library and an introduction to staff members and services

3. Each board member will receive:
 - a) The current Collingwood Public Library Policy Manual
 - b) The library's current planning document
 - c) A copy of the current budget
 - d) An application for library membership (if not currently a member)
 - e) A copy of the Public Libraries Act R.S.O. 1990
 - f) A copy of the Library Board Orientation Kit (Ontario Library Services)
 - g) A copy of Cut to the Chase: Ontario Public Library Governance at a Glance (Ontario Library Boards' Association)

4. Board members will receive training on the accessibility standards set out in the Regulations of the Accessibility for Ontarians with Disability Act, including training on the Human Rights Code as it pertains to persons with disabilities.

Ongoing Training

Ongoing training ensures that library board members focus on good governance, strategic directions and policy implications rather than on operational details.

1. The library board will receive information from the CEO about training and networking offered by various organizations in Ontario.
2. The cost of any training must be approved by the Library Board before it is undertaken.
3. Board members will report on their participation in training events.
4. Board members are encouraged to participate in training opportunities that include, but are not limited to, effective governance, planning, advocacy, funding development, and decision making.

Section 3: Policy Development

The Board has the sole authority and responsibility for establishing policies, which set the framework for the governance and operations of the library and provide direction to Board and



staff. Board members and staff are responsible for knowing, understanding and complying with the policies of the Collingwood Public Library.

Types of Policies

1. The Board develops and maintains policies in five areas:
 - a) Foundation policies, which record the Board's decisions on vision, mission, and values
 - b) Board bylaws, which establish the organizational structure of the Board and how it does business
 - c) Governance policies, which define the responsibilities and regulate the work of the Board
 - d) Operational policies, which regulate the services and day-to-day operations of the library
 - e) Human Resources policies, which guide relations with the staff, and the library's relationship with the municipality's Human Resources department

Responsibilities

1. The proposed development of a new policy or revision of an existing policy can come from several sources:
 - a) The Chief Executive Officer
 - b) A member of the board
 - c) Council
 - d) Provincial government through legislative requirements
 - e) A member of the community
2. The Library CEO will develop new policies as needed or draft revisions to existing policies for Board approval.
3. The Library Board is responsible for monitoring policies and will:
 - a) Establish a schedule to review existing policies **to ensure that all policies are reviewed at a minimum every four years or as required by legislation**
 - b) Ensure that policies comply with the Public Libraries Act, any applicable municipal bylaws, provincial and federal legislation.

Policy Approval

1. The Library Board is responsible for approval of all library policies and will:
 - a) Receive all policy changes, in draft, prior to the next scheduled board meeting
 - b) Introduce a new policy or policy change through a motion at a duly constituted board meeting
 - c) Approve all policies at a duly constituted board meeting

2. Wherever practical, related information will be contained in the same policy. When new circumstances require additional policy development, the goal will be to update existing policies without adding new ones. **It is possible that two or more policies may be consolidated into one updated policy, which will be noted during the approval process.**
3. As necessary, a policy may be removed with Board approval from the suite of Collingwood Public Library policies.
4. From time to time, a policy may be removed from the suite of Collingwood Public Library policies and should be done with Board approval.

Policy Distribution

1. All policies should be documented in a standard format, numbered according to policy type and include the date of approval and the date of the next review.
2. Approved policies will be available in print in the Collingwood Public Library Policy Manual, which can be found in the Administration Office at the library.
3. All board members and staff have access to the policy manual.
4. Approved foundational and operational policies are available on the library's website.

Section 4: Planning

The Board shall maintain an effective planning process for the library in order to fulfill its mandate under the Public Libraries Act to provide a comprehensive and efficient public library service that reflects the community's unique needs.

1. The planning process ensures that:
 - a) The library is able to respond to changing needs and trends in the community
 - b) Key decision makers in the community make a long-term commitment to library services
 - c) Services available elsewhere in the community are not unnecessarily duplicated
 - d) Library funds are responsibly expended in a deliberate and accountable manner
 - e) Continuity of services is maintained regardless of personnel changes in the Board or staff
2. To this end, the Board shall:
 - a) Develop a formal planning document that includes the mission and vision statements, and priorities

- b) Develop a cycle for reviewing and assessing:
 - i. client needs in the community served by the library
 - ii. the services of the library in the light of client needs and feedback
 - iii. current board strategic planning documents, including mission, vision, goals, and objectives
 - iv. **the priorities of the municipality**
 - c) Report to the community on the library's progress in fulfilling its plan by means of:
 - i. distribution of an annual report,
 - ii. presentations to Council, service groups, and community organizations.
3. Reviewing and assessing the library's current environment will be addressed through a situational analysis which may include:
- a) **Community analysis** - A range of community-related information with possible implications for library service, including demographic data, municipal planning documents, and information on local agencies and services, is gathered and formally analyzed at least once every four years, and the results used in the planning of library service.
 - b) **Consultation with users** - Library users are consulted regularly concerning library services (e.g. by means of surveys, focus groups, formal and informal interviews, open houses, suggestion box, website, etc.). The library ensures that the invitation to comment and the feedback process are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports, upon request.

Section 5: Advocacy

The Board must ensure that the community is aware of the importance of the library and that funding bodies fully understand the important role which the library plays in the community.

- 1. In pursuing its advocacy activities, the board shall:
 - a) Prepare an annual advocacy plan
 - b) Inform Council of the needs of the community, the development of library services, plans and achievements by means of reports
 - c) Participate regularly in activities that build relationships with individuals and organizations that share interests with those of the Collingwood Public Library
 - d) Identify and respond to issues, concerns, and government policies that may directly or indirectly affect the Collingwood Public Library and ensure that government decision-makers at all levels are aware of the value of the library and its benefit to individuals and to the community

2. All board members are encouraged to promote the value of the Collingwood Public Library and its impact on the community. This is done by:
 - a) Sharing stories and relevant information about library programs, services, and impact
 - b) Sharing information about the Board's values, vision, and strategic plans
 - c) Being an ambassador for the library and utilizing the Board's advocacy plan
 - d) Respecting the appropriate level of confidentiality for issues of a sensitive nature and understand that it is the Chair's role to represent and speak on behalf of the Board
 - e) Understanding that the Board Chair and CEO are responsible for responding to media inquiries to ensure appropriate information is shared. This responsibility may be delegated to others, with the approval of the Board Chair or CEO.

Section 6: Financial Oversight

The Board is accountable to the community for the library's financial affairs. The Board must ensure adequate controls are in place to manage finances and see that the library has adequate resources to deliver service and fulfill its mission.

Accountability

1. The financial year of the Collingwood Public Library shall terminate on the 31st day of December in each year.
2. In accordance with the Public Libraries Act, R.S.O. 1990, c. P44 s. 15(4b), the treasurer will open an account or accounts in the name of the library board in a chartered bank, trust company or credit union.
3. The Board, with the assistance of the treasurer, shall develop an annual operating budget showing potential revenue from all sources (province, local, donations, self-generated) and proposed expenses for library operations.
4. The Board, with assistance of the treasurer, may prepare a long-term capital budget which supports the library's approved long-term goals.
5. The Annual Operating and Capital budgets shall be approved at a meeting of the library board.

Financial Responsibilities of the CEO

1. The Library CEO will be the treasurer for the Library Board, working to maintain and report on library finances.
2. The CEO will submit a copy of the audited financial statement to the provincial Ministry responsible for libraries as part of the requirements to complete the Public Library



Operating Grant (PLOG) application, if required or upon Ministry request.

3. The CEO is authorized to operate the library within the approved library budget and shall authorize payments of all invoices and payroll within the budgeted amounts.
4. The CEO may apply for, and bind, any grants deemed appropriate for the operations of the library.
5. The CEO may accept donations of cash, in-kind, or materials to support the operations of the library.

Financial Monitoring

1. The Board monitors the finances to ensure that the ongoing financial position of the library is consistent with the priorities approved by the Board. The Board shall monitor the monthly financial report as prepared by the treasurer, at each meeting.
2. In accordance with the Public Libraries Act, the accounts of the Board shall be audited by a person appointed under section 296 of the Municipal Act and submitted to Council.
3. An audit may also be undertaken, upon the death, resignation, dismissal or other termination of the treasurer of the Board, and at such other times as the Board shall direct.

Related Documents:

Public Libraries Act, R.S.O. 1990, c. P44

Collingwood Public Library. **OP-14 Accessibility in the Library.**

Collingwood Public Library. **Library Board Bylaws.**

Municipal Conflict of Interest Act, R.S.O. 1990, c. M50.

Accessibility Standards for Customer Service and Ontario Regulation 165/16

Ontario Library Services. **Library Board Orientation Kit.** (2004)

Ontario Library Boards' Association. **Cut to the Chase: Ontario Public Library Governance at a Glance.**