April 15, 2019

Mayor Allan Thompson and Members of Council
Town of Caledon
6311 Old Church Road
Caledon, Ontario  L7C 1J6

Dear Mayor Thompson and Members of Council,

Please accept this correspondence as a formal request that the Town of Caledon consider the creation of dedicated reserves in support of public library services. The Caledon Public Library Board’s favourable year-end operational variances have resulted in the contribution of more than $500,000 to the Town’s consolidated reserve since 2013. These variances have stemmed largely from efficiencies and staff gapping due to temporary vacancies and long-term leaves. The Library has had no need to request use of the Town’s shared reserve funds during this period.

Dedicated library reserves are common place in many municipalities and are frequently used to fund a variety of capital facility and technology projects or unexpected emergency expenses not supported by the annual budget. Reserves funded through operational surpluses at year-end encourage responsible procurement and increased efficiencies, supporting the Board’s commitment to integrity, accountability and fiscal sustainability.

Prompted by the November 2018 confirmation of the Library’s charitable status, the creation of a reserve for donated or raised funds has also been identified as a priority by the Board. As the Library begins work on a formal fundraising strategy, such a reserve will ensure that funds raised in support of specific projects will remain accessible beyond the fiscal year in which they were received.

We respectfully request that Council consider the creation of dedicated reserves in support of library services – including those funded from the Library’s operational surpluses at year-end and our anticipated fundraising initiatives. We welcome all opportunities to discuss this further and work together to align the efforts of our CEO/Chief Librarian with those of the Town Treasurer and the Finance Division.

Sincerely,

[Signature]

Janet Manning
Chair, Caledon Public Library Board

cc: Heather Haire, Town Treasurer, Town of Caledon