INNISFIL PUBLIC LIBRARY BOARD
MEETING AGENDA
Monday, March 15, 2021 – 7:00 p.m.
Via Zoom

1. Call to Order

2. Approval of Agenda (copy & motion)
[Motion #2020. – THAT the agenda of the March 15, 2021 meeting be approved as presented.]

Election of Board Chair – CEO presiding.

The newly elected Chair shall take the Chair and proceed with the regular business of the Board Meeting

3. Declaration of Interest
None at time of agenda creation

4. Delegations to the Board
None at time of agenda creation

5. Consent Agenda (motion)
   a) Approval of Previous Minutes (copy)
   Recommendation
   THAT the minutes of the February 16, 2021 Board Meeting and the February 16, 2021 Closed Session be approved as presented.

   b) Correspondence (copy)
   Recommendation
   THAT Correspondence Item 5b.01.01 to 5b.02.01 for February 2021 be received.

   c) CEO Reports (copy)
   Recommendation
   THAT the CEO Report 5c.01.01 for February be received.

   d) Financial Reports (copy)
   Recommendation
   THAT the Financial Reports 5d.01.01 to 5d.01.03 for February 2021 be received.

e) Policies
Recommendation
None at time of agenda creation

Consent Recommendation
[Motion #2021. – THAT the consent agenda items 5 a) to 5 e), and the recommendations contained therein be approved as presented.]

6. Business Arising
a) Chair Resignation (copy & motion)

[Motion #2021. THAT the resignation of the Board Chair be received.]

7. Reports
a) Municipal Council Report (Information Update Only)

b) Health & Safety Update (copy & motion)

[Motion #2021. THAT the minutes of the JHSC February 18, 2021 meeting be received.]

c) Staff Report LIB-03-2021, Holds Locker Service Point Update, Megan Legg

[Motion #2021. – THAT the Staff report LIB-03-2021, Holds Locker Service Point Update, be received, and the recommendations contained therein be approved as presented.]

d) Staff Report LIB-04-2021, Service Level Change Request, Erin Scuccimarri

[Motion #2021. – THAT the Staff report LIB-04-2021, Service Level Change Request, be received, and the recommendations contained therein be approved as presented.]

8. Policy
a) Collection Management Policy #2021-07 (copy & motion)

[Motion #2021. THAT the Collection Management Policy #2021-07 be approved as presented.]

b) **EMPLOYMENT** – Inclement Weather Policy #**E**-2021-08 (copy & motion)

[Motion #2021. THAT the* EMPLOYMENT – Inclement Weather Policy #E-2021-08 *be approved as presented.]

c) **EMPLOYMENT** – Paid Holidays Policy #**E**-2021-09 (copy & motion)

[Motion #2021. THAT the* EMPLOYMENT – Paid Holidays Policy #E-2021-09 *be approved as presented.]

d) HackLAB Policy #2021-10 (copy & motion)

[Motion #2021. THAT the HackLAB Policy #2021-10 be approved as presented.]

e) **NEW -** Strategic Partnership Policy #2021-11 (copy & motion)

[Motion #2021. THAT the (NEW) Strategic Partnership Policy #2021-11 be approved as presented.]

9. Strategic Issues
No strategic issues at time of agenda creation

10. New Business
a) CELA Letter (copy & motion)

[Motion #2021. THAT the Innisfil Public Library Board supports the Centre for Equitable Library Access (CELA) in their appeal to the federal government to restore funding for accessible book production by writing a letter of support to relevant federal government departments and sharing their campaign on Library social media accounts.]

11. Comments and Announcements
a) Calendar of Events (link)
https://innisfil.bibliocommons.com/events/search/index
b) Professional Development Updates (Information update only)

12. In Camera
No in camera scheduled at time of agenda creation

13. Adjournment

[Motion #2021. – THAT the meeting be adjourned

The next regular Board meeting is scheduled for
April 19, 2021 at 7:00 p.m. via Zoom

CORRESPONDENCE LIST for March 15, 2021

5b.01.01	*The Toronto Star*, March 2, 2021, online article entitled *6 Dr. Seuss Books Won't Be Published for Racist Images*, written by Mark Pratt, The Associated Press 6 Dr. Seuss books won't be published for racist images | The Star	(link)
5b.02.01	*Washington Post*, online article entitled *Want to Borrow that E-Book from the Library? Sorry, Amazon Won't Let you,* written by Geoffrey A. Fowler https://www.washingtonpost.com/technology/2021/03/10/amazon-library-ebook-monopoly/	(link)

INNISFIL PUBLIC LIBRARY BOARD
MEETING MINUTES
Tuesday, February 16, 2021 – 7:00 p.m.
Via Zoom

In Attendance: Monica Goodfellow, Wendy Van Straten, Donna Orsatti, Kenneth Fowler, Barb Baguley, Sue Bennett, Rhonda Flanagan, Raj Grover, Anne Smith

Staff in Attendance: Susan Baues, Erin Scuccimarri, Jennifer Miyasaki

Regrets:

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1. Call to Order
The Board Chair called the meeting to order at 7:05 p.m.

2. Approval of Agenda

Motion #2021.13
Moved by: Anne Smith
Seconded by: Donna Orsatti

THAT the agenda of the February 16, 2021 meeting be approved as presented.
CARRIED.

3. Declaration of Interest
There were no declarations of interest

4. Delegations to the Board
- Brooke Gardhouse shared a presentation regarding diversity in our collections and performing diversity audits (The slide deck will be sent to Board under separate cover)
- The goal is to identify the gaps in the collections, then fill those gaps
- Appointing a committee to complete this task; it was suggested that local youth should be engaged in this process

5. Consent Agenda
- Councillor Orsatti inquired about the impact to the Innisfil ideaLAB & Library with respect to the amalgamation of SOLS and Ontario Library Service – North (agenda item 5b.06.01); the Deputy CEO advised that the Ontario Library Service Board is requesting Libraries appoint a member of their Boards to attend the OLS assemblies (2 meetings per year); any interested parties to advise the CEO, Deputy CEO or the Executive Assistant
- Councillor Orsatti commented with respect to the Warming Centers mentioned on Page 36 of the CEO Report and the lack of use; how do we get the message

out to those without power/internet? Could we employ exterior electronic signage? CEO advised solutions will be discussed with the teams; Anne Smith added that Fire Halls, Community Church and Sandy Cove have electronic signs that could be employed for this purpose.

Motion #2021.14

Moved by: Wendy Van Straten
Seconded by: Kenneth Fowler

THAT the consent agenda items 5 a) to 5 e), and the recommendations contained therein be approved as presented.

CARRIED.

6. Business Arising

No business arising

7. Reports

a) Municipal Council Report

- Councillors Fowler and Orsatti provided updates on the following:
  - Ontario Hydro rates have extended flat rate use to Feb 22; then residents must choose Time of Use or Tiered rates
  - IBR Interim Control By-Law has been repealed which allows residents to put in permits for small renovations/projects (not permitted to knock down and rebuild homes)
  - Nicole Bowman is now Director of Operations for TOI
  - TOI offering free virtual programming Feb. 22 to March 21
  - Rizzardo is hosting "What's Cooking?" - Demonstrating recipes virtually; can view online https://yourhealthinnisfil.ca/whats-cooking-innisfil/; Connect with Sara Corcoran if interested in participating
  - Ice Corp putting on freeze for foodbank challenge
  - Random Act of Kindness day on Feb 17; upload photos and share with TOI

b) Health & Safety Update

Motion #2021.15

Moved by: Anne Smith
Seconded by: Wendy Van Straten

THAT the minutes of the JHSC January 27, 2021 meeting be received.

CARRIED.

8. Policy

a) **BOARD** – Advocacy Policy #**B**-2021-04
   - The Deputy CEO provided an overview of this policy and changes/updates made

Motion #2021.16

Moved by: Barb Baguley
Seconded by: Sue Bennett

THAT the BOARD – Advocacy Policy #B-2021-04be approved as presented*.*

CARRIED.

b) Media Lab Policy #2021-05
   - One edit noted (remove reference to Check Out A Skill)

Motion #2021.17

Moved by: Kenneth Fowler
Seconded by: Raj Grover

THAT the Media Lab Policy #2021-05 be approved as presented and amended*.*

CARRIED.

c) Donations, Sponsorship and Fundraising Policy #2021-06
   - The CEO provided the overview on this policy
   - One edit noted (remove reference to Late Fees)

Motion #2021.18

Moved by: Rhonda Flanagan
Seconded by: Donna Orsatti

THAT the Donations, Sponsorship and Fundraising Policy #2021-06 be approved as presented and amended.

CARRIED.

9. Strategic Issues

a) Library Master Plan
   - Tender was issued on Feb. 3, closing Feb. 19th; moving ahead with this project
   - Target start timeline is end of March 2021

b) Library Strategic Plan
   - Started toward end of 2019; COVID put project on hold; resumed and working on draft document; target end date Q2 2021

c) Shared Services RFP
   - OTOT Project; TOI has put out an RFP for a consultant to do review for the OTOT project; will be moving forward in coming months

d) Memorandum of Understanding between Town of Innisfil & Innisfil Public Library Board
   - There is currently and MOU between IPL Board and TOI with respect to the joint position the CEO holds with Library and TOI; agreement was signed in September 2019 and was to be reviewed in 2020; review was delayed, but now with CAO leaving in March, so need to review the MOU to ensure it is correct
   - Currently the IPL Board and TOI do not have an agreement on Shared Services to date; need to look at this in light of new CAO coming on board; want to capture the collaborations we have in place; will circle back with Board if there are any changes

10. New Business

a) Regional Government Review
   - The Deputy CEO provided update – County Review team is reviewing RFP this week and will be announcing consultant soon

b) CEO Evaluation
   - An OLA session focused on CEO performance appraisals; putting an action tracker in place and reviewing actions at each Board meeting; Action Plan would be based on Strategic Plan
   - The meeting discussed options for process
   - The Board Chair commented that a coordination between Library and Town for the appraisal process would be needed
   - Exec Assistant to send out SOLS link with respect to Appraisal Process/Action Planners

11. Comments and Announcements

a) Calendar of Events
   - Link provided to illustrate our online/virtual offerings as well as what we are doing in Branch

b) Professional Development
   - The Board Chair, Councillor Orsatti, Sue Bennett and Anne Smith provided feedback from the sessions they attended at OLA including Boot Camp; all agreed the sessions were highly beneficial
   - Councillor Orsatti and Sue Bennett provided an update on the course they are taking which is focused on Indigenous population; positive feed back on the sessions; recommend the course
   - Rhonda Flanagan advised she attended “If Nothing Changes, Nothing Changes; very positive feed back

12. In Camera

No in camera

13. Closed Session

a) Consideration of a resolution to hold a "Closed Session" Committee of the Whole meeting as provided for under the *Municipal Act, 2001, S.O.2001, Chapter 25, Section 239 (3.1),* the Public Libraries Act, R.S.O. 1990, c. P.44, and the Library Board's Procedural By-Law Policy# B-2020-01, Section 6.11.

Motion #2021.19

Moved by: Kenneth Fowler
Seconded by: Rhonda Flanagan

THAT the Board holds a "Closed Session" Committee of the Whole meeting as provided for by the Municipal Act, 2001, S.O.2001, Chapter 25, Section 239 (3.1), the Public Libraries Act, R.S.O. 1990, c. P.44 and the Library Board's Procedural By-Law Policy# B-2020-01, Section 6.11, for the purposes of:

Holding a workshop in preparation for annual presentation by the IPL Board to Town of Innisfil Council

Motion #2021.21

Moved by: Raj Grover
Seconded by: Anne Smith

THAT the Board now rise and report on the "Closed Session" and resume the regular Board meeting.

CARRIED.

14. Adjournment

Motion #2021.22

Moved by: Barb Baguley
Seconded by: Raj Grover

THAT the meeting be adjourned at 9:18 p.m.

CARRIED.

The next regular Board meeting will be held on
March 15, 2021 at 7:00 p.m. Via Zoom

Monica Goodfellow, Board Chair **Susan Baues, Secretary**

Making Change
Community Group and Partner

▶ Read more about Making Change

Keliah Casey
Youth Ambassador – Making Change | Speaker | Activist

▶ Read more about Keliah

Shondra Durrant
Youth Ambassador – Making Change | Speaker | Artist

▶ Read more about Shondra

Amber Beckett
Making Change Speaker | Facilitator | Panelist

▶ Read more about Amber

Alasoba Kelsy-Braide
Making Change Speaker | Facilitator | Panelist

▶ Read more about Alasoba (Lala)

UPlift Black
Community Group and Partner

▶ Read more about UPlift Black

Roxann Whittingham
Child & Youth Practitioner | Owner of Ms. Hotty Hotty | Author | Change Maker

▶ Read more about Roxann

Gwyn Beaver
Creator of Stories of Colour | Owner of A Taste of Soul | Singer

▶ Read more about Gwyn

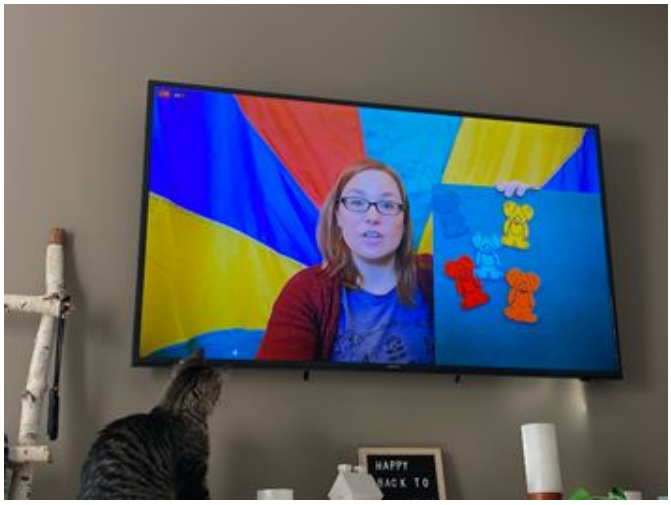
February
ideaLAB
& Library

CHILDREN'S PROGRAMMING

Family Check-ins

In a continued effort to maintain connection with many of the families who attended children's programs in the past, the Library's programming team reached out to **176 families** to share the variety of services and programs currently available for families. Personalized emails were sent to over half of these recipients and the emails included information about virtual programming, book bag services, and Learn-at-Home Kits. Responses included the following:

> "I just filled out a form for a family book bag. I really appreciate you for this email."
>
> "Thank you! I follow on Facebook so I can keep in touch! Miss the library. Hopefully the summer will be better and we can come back to programs."
>
> "I will definitely check out some of the programs mentioned in your email, my daughter could use something like this right about now."
>
> "We wanted to let you know that we have been tuning into story time and enjoying them! Thank you for letting us know about them. Our cat really enjoyed the mouse theme today!"
>
> "The Home Learning Help page led me to some awesome activity sites! This is exactly what I was looking for! Thank you so much for taking the time to make this page. What a huge help for families!"



While the Library was open for Browse-Borrow-and-Go services, Staff also had the opportunity to interact with a few families who had previously attended programming. One parent expressed their gratitude for the email and explained how overwhelming the past year has been, but they continue to be grateful for the Library's services. Another parent phoned to ask for assistance registering and getting involved with virtual programming because they were not skilled with technology. Additionally, another family said, "We've been seeing you on the screen! We love it!" There continues to be a

heartfelt appreciation among the community for the Library's programs and while program participation varies as children spend increased time on screens due to online schooling, families continue to report a love for the Library's services.

Family Book Bags

There continues to be significant interest in the Family Book Bag service. With 23 requests fulfilled in February between the Lakeshore, Cookstown, and Stroud branches, families regularly express gratitude for the selection. One parent found herself unexpectedly homeschooling her two children for significantly longer than expected, and shared that finding the Family Book Bag service was a "lifesaver." She has struggled to find resources to engage and support both her children and talked about how overwhelming the homeschooling experience has been without access to many opportunities, and Book Bags allow her to get reading materials on appropriate topics, and with Staff managing the selections, it's less work for her. Another parent who has already used the service three times said, "These book bags have been the best. It's like a surprise bag full of books for the kids. And the craft bags are a blast!"

School Age Programming

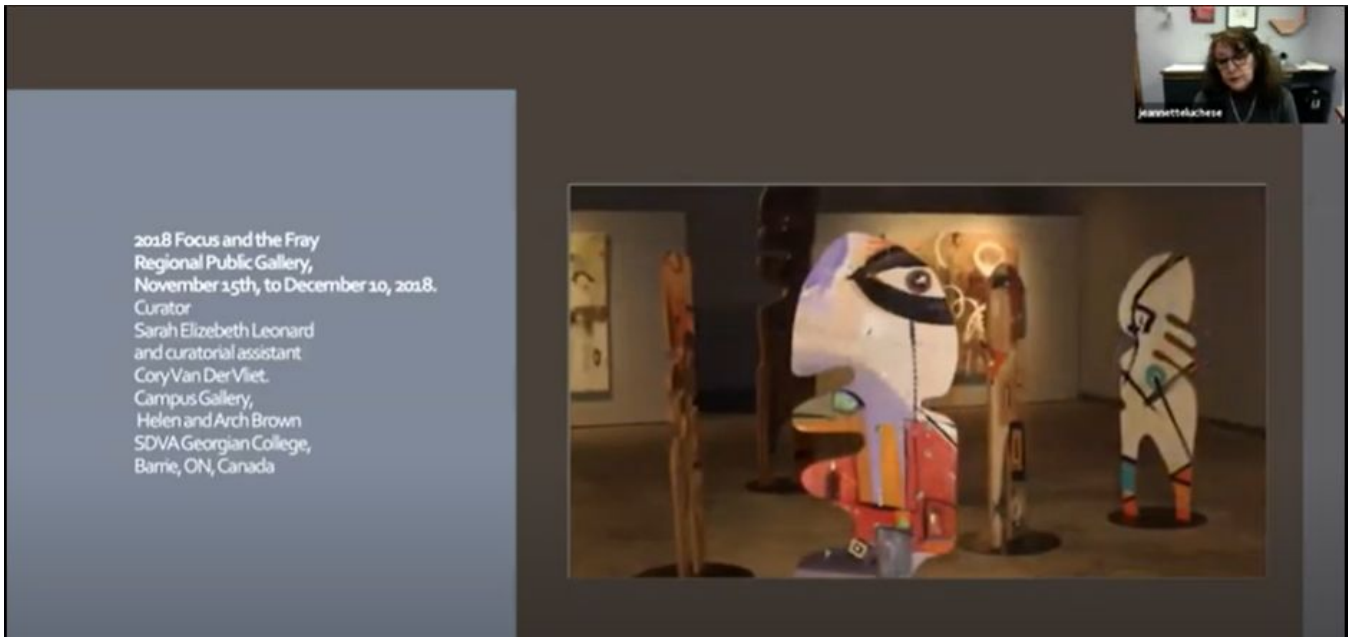
Special events bring together different groups and communities that do not necessarily participate in regular programming, which is what happened when the Library celebrated Harry Potter Book Night. There was a mixture of familiar faces and people who have not participated in programs since the Library transitioned to virtual programming, but everyone shared a passion for Harry Potter. This annual event is developed by Bloomsbury Publishing, and celebrates the famous Wizarding World. This year, participants received a Harry Potter Book Night Kit containing materials for various activities and were encouraged to dress-up and come online to share with Harry Potter passion and love. Participants showed off their favourite Harry Potter possessions, from a full set of robes to a Time Turner.

ADULT PROGRAMMING

Artist Talks Series

The Artist Talks Series is a new series that features Innisfil's talented artists and provides community members with the opportunity to learn more about the artists' works, careers, and the processes used to create their unique art pieces. The series launched in February with a presentation by local artist Jeanette Luchese. Jeanette Luchese is a first generation Italian-Canadian with roots in the design arts who creates in the disciplines of drawing, painting, printmaking, sculptures and sound. Jeanette spoke about her experiences as an artist, what drew her to pursue a career in art, and the various mediums in which she creates. Jeanette also shared videos and photographs of many exhibitions from throughout her career and spoke about the opening of her gallery in Stroud, Be Contemporary Gallery.

The Artist Talk was well attended, with both community members and other local artists participating. There was a high level of engagement from community members with participants asking questions and taking an interest in learning more about Jeanette's exhibitions and gallery.



Introduction to Agilec - Employers Information Session

The Library has partnered with Agilec in Innisfil to offer numerous online workshops to assist employers and job seekers with the continued challenges surrounding employment and operating a business during the pandemic. In the Town's recent Community Needs Assessment, job security and the survival of local businesses were identified as top concerns currently and into the near future. The two organizations will work together to support employers and job seekers, providing them with the opportunity to speak with Agilec staff and have direct access to resources, programs, training and education options, and information on financial support available. Agilec provides many free Employment Ontario services and programs that are funded in part by the provincial and federal government.

The series of workshops with Agilec began this month with an initial Employers Information Session, offering information about the mission of Agilec, what services they can provide, and the various supports available specifically for employers. Some of the services and programs available through Agilec include assistance with resume screening and job matching, posting jobs, and job fairs as well as interviews. Agilec staff also offered information on training incentives and job grants available. The workshop was well received, with many employers showing interest in accessing candidate screening assistance and learning more about eligibility for training and grants for employees. Employers were able to book one-on-one appointments with Agilec staff to learn more about how Agilec can assist with their specific needs. Upcoming workshops include an information session for job seekers, information on second career training, resume building, interview preparation, and more.

CREATIVE MAKING & DISCOVERY

Virtual Tinkershops

Creative Making & Discovery (C.M.D.) Staff continue to innovate and offer a wide range of Tinkershop programming for customers to explore their creative making skills, as well as connect with others in the community. Throughout the month of February, customers continued to use Google Meet to work with hackLAB Staff and design products for the laser cutter, vinyl cutter, 3D printer and embroidery machine. Popular programs this month ranged from Design your own Chocolate Molds using the Vaccuformer to Custom Tic-Tac-Toe Boards using the laser cutter, and 3D Printed Cookie Cutters using the 3D design program tinkerCAD. These classes continue to be an important outlet for members of the community who are often feeling isolated and alone. One person commented that she looks forward to these weekly programs because they are an opportunity to connect with others outside her immediate household, while another shared the following feedback:

> "I am so grateful for everything this library has offered throughout Covid-19. I've really been missing visiting with people and coming into the Library. This has been a nice way to participate in different activities and keep my mind engaged. I can't wait until you finally reopen again!"

Seniors hackLAB @ Home Kits

A new round of Seniors hackLAB @ Home Kits were launched in February. These kits continue to be a popular choice for seniors in the local community to keep busy and engaged during the lockdown. This round of kits featured two projects, with a Valentine's Day theme, a hanging heart shaped sign and a set of three gnomes with hearts that could be painted, assembled and displayed. hackLAB kits continue to be offered free of charge and to reduce barriers to accessibility, residents do not need to provide proof of Library membership or proof of age. Likewise, kits can be adapted to accommodate the unique needs of individuals. A total of **104 kits** were distributed throughout the month of February. In March, the kits will include wellness items thanks to a partnership with the Town's Health & Wellness team and Leisure Services team.

LIBRARY SERVICES

Home Library Service

The Home Library Coordinator and Manager of Library Services interviewed five candidates for the Home Library Volunteer Driver position. Three new volunteers have been accepted and will start assisting with the service by making deliveries in March or April.

The service will be used to deliver Seniors Good Food Boxes for the first time in March, as a result of a partnership with the Health & Wellness team. Residents who are unable to pick-up the ingredients will have them delivered by one of the Library's volunteers.

COLLECTION SERVICES

Evergreen

The Collection Services Librarian and Technical Services Librarian arranged for two training sessions from Equinox Open Library Initiative. The training explored two modules in the Evergreen, the Integrated Library System that the Library uses: Acquisitions and Serials. The goal of these sessions was to determine if implementing the modules would improve upon current workflows and create efficiencies for Collections staff.

The Acquisitions Module tracks funds and items throughout the purchasing process, sends purchase requests, and receives invoices from vendors. After the training, it was determined that this module creates additional workflows, requires significant set-up with vendors and does not improve upon the Library's current process. However, the Library may revisit the Acquisitions module again at a later date.

The Serials Module is used to receive and distribute periodical subscriptions, and track missing and late issues. After the training, it was determined that this module will improve upon the Library's current process of receiving and tracking periodicals, and will result in a more efficient workflow for Staff. The next step will be to set up the module in Evergreen and begin testing with current subscriptions.

Evaluation of Controversial Titles

Dr. Seuss Enterprises recently announced that it will no longer publish six titles because of the racist imagery they contain (see this CBC News article for more information). The Innisfil ideaLAB & Library owns two of the titles: *And to Think That I Saw it On Mulberry Street*, and *If I Ran the Zoo*. Collections Staff are undertaking a review of both titles to determine if they continue to merit inclusion in the Collection, and are in alignment with the selection criteria outlined in the Collection Management Policy.

Libraries around the world are undertaking a similar type of analysis, and some have decided to keep the titles while others have removed them or housed them in a separate collection, depending on their individual mandates and policies.

SPECIAL EVENTS

Black History Month

Throughout February, the Library partnered with Making Change, UPlift Black, local authors, grassroots activists, and business owners to celebrate Black History Month. Programming included live story times, virtual dance and yoga classes, anti-Black racism and allyship training, a virtual cooking class, and youth-led social media takeovers. Additionally, the Library shared curated book lists, highlighting Black authors, Black characters, and anti-racist reading.

Celebrations began with a live story time with Gwyn Beaver, the creator of Stories of Colour (a social media group that shares videos of children's books written by authors of colour, or who's central character is a person of colour, read by a person of colour). Gwyn read "Boundless Grace" by Mary Hoffman and provided a lesson to viewers about how it does not matter what your family looks like; rather, what matters is the love that is shared between each person. Gwyn had 20 live viewers, and by the end of February, the video had amassed **600 views**.

Celebrations continued with Wellness Sundays with UPlift Black. Programming included a virtual dance class where residents learned dance moves from the African diaspora and a virtual yoga and meditation class. UPlift Black's new web series UPlift Black Hair also premiered on the Library's YouTube page, educating residents on the continued segregation in the hairstyling industry, current Black hair trends and the lived experiences of living with Black hair in Simcoe County.

Local Caribbean author and business owner Roxann Whittingham joined the Library for another live story time. Roxann read her book "Johnny Lightning and the Magic Yellow Yam." Throughout the program she spoke about Jamaican culture and the inspiration behind her book. In less than two weeks, the video had already been viewed **151 times**! In addition, Roxann led a What's Cooking Innisfil program where she cooked a traditional Caribbean jerk-style shrimp and spaghetti dish. To date, the video has over **80 views**.

Lastly, Making Change volunteers led two powerful social media takeovers, sharing information about anti-Black racism and advocating for social change. Making Change also led a public presentation that discussed racism in Simcoe County, local Black Lives Matter initiatives, and allyship. With over **50 participants**, including Town and Library staff, the presentation was well received and Orillia Public Library contacted staff to get started on booking the presentation for their membership.

Despite February coming to an end, the Library encouraged residents to continue celebrating Black culture, history, and businesses all year long. The Library's Black History Month webpage was updated to reflect this messaging and will remain live, bringing more attention to Black accomplishments and the incredible activism that is occurring at the local level.

STAFF

Staff Training & Development

OLA Conference

A number of Staff participated in the annual Ontario Library Association Superconference, which was entirely virtual for the first time. Access to the platform and all sessions is available for six months, so they can check back and view other sessions they may have missed.

BiblioCon

The Technical and Collection Services Librarians attended BiblioCon, a virtual conference offered by BiblioCommons, the vendor who provides the Library with their online public catalogue and events module. From this session, they learned best practices from other libraries for promotion and programming (especially during COVID-19, with the hard shift early on to only having access to digital collections) and what is expected in terms of new products, services, and features. For both conferences, the Librarians appreciated the special features meant to make the conference more engaging and mimic an in-person event within the constraints of an online experience.

Equity in Action

The Special Collections Librarian and Library Services Supervisor are enrolled in the three-week course *Equity in Action: Fostering an Antiracist Library Culture* offered by Library Journal and School Library Journal Professional Development. As outlined in the course description, Library staff at all levels within an organization have the power and the responsibility to help cultivate an antiracist culture, which can take the form of everything from evaluating spaces, programs, services, and collections to examining policies and practices to reflecting on one's own implicit biases.

This course will provide a valuable framework for addressing issues with the local history database, in particular how it reflects the predominantly white Protestant settler history of the Innisfil area. Looking at this collection through the lens of equity, diversity, and inclusion will allow the Special Collections Librarian to critically analyze the content and find the right resources to help patrons and users combat systemic racism.

Municipal Leadership Program

Six members of the Library's Leadership Team finished the final session of the three year Masters Certificate in Municipal Leadership program on March 8. The program was organized by the Town of Innisfil, and run by York University's Schulich School of Business. There were eight courses in the program, each lead by a different expert in the field: Coaching and Mentoring, Strategic Thinking and Strategic Management, Program Evaluation, Supervisory Leadership Skills, Interpersonal Leadership and Team Dynamics, Dynamic Employee Engagement, Communicating With Impact, and Psychological Capital.

The Leadership Team implemented elements learned in the course as they were taught, and will continue to use the knowledge they gained to work together and individually with their departments to lead Staff in concert with the needs and demands of the organization.

COMMUNICATIONS

Media Outreach & Social Media Response

This section highlights the Library's media response, social media engagement, and website traffic as the community continues to connect with resources and staff digitally.

DATE PUBLISHED	NEWS OUTLET	TITLE
Feb. 8, 2021	Barrie 360	Join Making Change for their Tuesday Takeover of Innisfil ideaLAB & Library
Feb. 12, 2021	Innisfil Today	Library set to reopen Tuesday with "Browse, Borrow and Go" service
Feb. 13, 2021	Innisfil Today	Innisfil's "Seedy Saturday" goes virtual for the season
Feb. 13, 2021	Simcoe.com	Yearning for a good read? Innisfil library reopening to public
Feb. 16, 2021	Innisfil Today	Warming centres open in Innisfil
Feb. 16, 2021	Barrie 360	Innisfil ideaLAB and Library's Lakeshore and Cookstown Branches open as warming centres
Feb. 16, 2021	Simcoe.com	Innisfil opens two warming centres as temperature drops
Feb. 18, 2021	Simcoe.com	5 Things to Check Out in Simcoe County
Feb. 20, 2021	Simcoe.com	Innisfil Seedy Saturdays are going virtual in March
Feb. 27, 2021	Innisfil Today	Innisfil ideaLAB and Library rolling back services beginning Monday

Facebook Insights (From February 1 to February 28, 2021)

FOLLOWERS	# OF POSTS	TOTAL ENGAGEMENT	TOTAL IMPRESSIONS
2,888 (2,473 likes)	90 during this period	1,217 engagements (874 reactions, 226 shares, 117 comments)	Posts earned 26.7K impressions over this period (number of times our posts have entered a person's screen)

Top Organic Post (based on reach and engagement):

Twitter Insights (From February 1 to February 28, 2021)

FOLLOWERS	# OF TWEETS	TOTAL ENGAGEMENT	TWEET IMPRESSIONS
1,478	43 during this period	67 engagements (43 likes, 24 retweets, 0 replies)	15.1K impressions over this period (number of times users saw our tweets)

Top Tweet (based on impressions):

Top Tweet earned 1,557 impressions

February is #BlackHistoryMonth and we're celebrating with programs & special events that honour Black heritage and #uplift the voices of local Black activists, business owners & leaders! Check out a full list of events and learn more about our partners at innisfilidealab.ca/bhm. pic.twitter.com/PhxBfiJBNH

Instagram Insights (From February 1 to February 28, 2021)

FOLLOWERS	#OF POSTS	TOTAL LIKES	TOTAL COMMENTS
1,294	24 during this period	617	19 comments in total on content posted during this period

Top Post (based on engagement):

YouTube Insights (From February 1 to February 28, 2021)

SUBSCRIBERS	# OF VIDEOS	TOTAL VIEWS	TOTAL WATCH TIME
433 (+31 during this period)	12 videos published during this period	6.0K total views on videos during this period	299.2 cumulative hours on videos during this period

Top Videos in this Period (based on views):

Your top videos in this period

	Video	Average view duration	Views
1	Tinkershop Tutorial: Photo Engraving With Gimp Apr 7, 2020	4:40 (36.4%)	1,374
2	The Pollution Experiment Jul 24, 2020	1:05 (32.8%)	452
3	Make a Code Monday: MakeCode Arcade Dungeon Crawler Jun 11, 2020	3:54 (14.0%)	339
4	Tinkershop Tutorial: 3D Printed Earrings Jul 14, 2020	2:08 (26.3%)	201
5	hackLAB Helps: Cricut Ear Protectors Apr 16, 2020	3:09 (29.5%)	170

Website Analytics (innisfilidealab.ca, from February 1 to February 28, 2021)

USERS	PAGE VIEWS	AVERAGE SESSION DURATIONS	PAGES/SESSION
2,972	12,326	2 minutes, 26 seconds	1.93

Top 5 Pages:

1. Homepage
2. Employment and Volunteering
3. Digital Library
4. Black History Month
5. Adult Programming

Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended February2021
Library

5d.01.01

NOTES:		2021 Total Budget	Year to Date Actuals	YTD Actual as a Percent of Budget	Budget-Actual Year to Date Remaining Balance
	Library				
	Library Operating				
	Revenue				
	Opening (Surplus) Deficit				
	Opening (Surplus) Deficit				
	3100 Beginning Deficit(Surplus)	-1			-1
	Total Opening (Surplus) Deficit	-1			-1
1	**Total Opening (Surplus) Deficit**	-1			-1
	Registration & Facility Fees				
	Facility Rental				
	4438 Hall Rental	-2,000			-2,000
	Total Facility Rental	-2,000			-2,000
	Registration Fees				
	4464 Programming	-23,000			-23,000
	Total Registration Fees	-23,000			-23,000
	Total Registration & Facility Fees	-25,000			-25,000
	User Fees, Licences and Fines				
	Fines				
	4620 Fines		-50		50
	Total Fines		-50		50
	User Fees				
	4447 Misc. Revenue	-30,000	-2,038	6.79%	-27,962
	4490 Photocopy Etc.	-7,500	-116	1.55%	-7,384
	4491 Books	-2,800	-104	3.71%	-2,696
	4492 ideaSHOP sales	-2,000	-100	5.00%	-1,900
	Total User Fees	-42,300	-2,358	5.57%	-39,942
	Total User Fees, Licences and Fines	-42,300	-2,408	5.69%	-39,892
	External Recoveries				
	Other Municipality Revenue				
	4301 Revenue - Own Municipality				
	Total Other Municipality Revenue				
	Total External Recoveries				
	Other				
	Government Grants				
	4100 Grants - Ontario	-45,921			-45,921
	Total Government Grants	-45,921			-45,921
	Total Other	-45,921			-45,921
	Transfer from Reserve & Reserve Funds				
	Contributions from Obligatory RF				
	492507 Oblig.RF-Library DCA	-567,498			-567,498
	492513 Oblig.RF-Parks Outdoor DCA				
	492515 Oblig.RF-Parks Indoor DCA	-13,448			-13,448
	Total Contributions from Obligatory RF	-580,946			-580,946
	Total Transfer from Reserve & Reserve Funds	-580,946			-580,946

Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended February2021
Library

5d.01.01

		2021 Total Budget	Year to Date Actuals	YTD Actual as a Percent of Budget	Budget-Actual Year to Date Remaining Balance
	Total Revenue	-694,168	-2,408	0.35%	-691,760
	Expenditures				
	Wages & Benefits				
	Wages & Benefits Permanent				
	5010 Salaries - (FT)	2,251,784	201,309	8.94%	2,050,475
	5100 Benefits (FT)	519,484	50,328	9.69%	469,156
	5101 Benefit Clearing (FT)		14,766		-14,766
	7126 Contingency-Wages	-26,528			-26,528
	Total Wages & Benefits Permanent	2,744,740	266,403	9.71%	2,478,337
	Wages & Benefits Non-Permanent				
2	5011 Salaries - (PT)	18,264	68,332	374.13%	-50,068
	5102 Benefits (PT)	134,165	7,864	5.86%	126,301
	5103 Benefit Clearing (PT)		864		-864
	Total Wages & Benefits Non-Permanent	152,429	77,060	50.55%	75,369
	Total Wages & Benefits	2,897,169	343,463	11.86%	2,553,706
	Materials & Supplies				
	Facility/Park Maintenance				
	7080 Cleaning Supplies	12,000	637	5.31%	11,363
	7180 Facility/Parks Maintenance	57,603	4,636	8.05%	52,967
	Total Facility/Park Maintenance	69,603	5,273	7.58%	64,330
	Advertising & Publicity				
	7020 Advertising & Publicity	8,059	604	7.49%	7,455
	Total Advertising & Publicity	8,059	604	7.49%	7,455
	Clothing				
	5210 Clothing/PPE	675			675
	Total Clothing	675			675
	Education, Seminars & Memberships				
	5230 Education & Development	15,000	2,443	16.29%	12,557
	7100 Conferences & Seminars				
	7300 Prof. Dues & Memberships	2,993			2,993
	7620 Training (Health & Safety)				
	Total Education, Seminars & Memberships	17,993	2,443	13.58%	15,550
	Equipment Maintenance				
	7140 Equipment Maintenance	2,200			2,200
	Total Equipment Maintenance	2,200			2,200
	Equipment Utilization				
	7130 ..Equipment Utilization	3,500			3,500
	7135 ..Equipment Utilization Recvry	-3,500			-3,500
	Total Equipment Utilization				
	Fuel				
	7200 Fuel	1,846			1,846
	Total Fuel	1,846			1,846
	Office, Printing & Postage				
	7040 Books, Publications & Subscrip	143,019	17,566	12.28%	125,453

Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended February2021
Library

5d.01.01

		2021 Total Budget	Year to Date Actuals	YTD Actual as a Percent of Budget	Budget-Actual Year to Date Remaining Balance
	7360 Office Supplies	9,296	269	2.89%	9,027
	7400 Photocopy	13,000	590	4.54%	12,410
	7440 Postage	1,000	34	3.40%	966
	7460 Printing	6,582			6,582
	Total Office, Printing & Postage	172,897	18,459	10.68%	154,438
	Insurance				
	7220 Insurance	24,846	5,378	21.65%	19,468
	Total Insurance	24,846	5,378	21.65%	19,468
	Materials				
	7028 Audio Materials	54,221	2,791	5.15%	51,430
	7280 Material	22,000	4,782	21.74%	17,218
3	7283 Technology Supplies	19,500	8,292	42.52%	11,208
	7284 ideaSHOP Supplies	500			500
	7398 Periodicals	12,328	4	0.03%	12,324
	Total Materials	108,549	15,869	14.62%	92,680
	Other Expenses				
	5120 Board&Committee /Non-payroll	4,000			4,000
	7320 Mileage	4,858	423	8.71%	4,435
	7389 Culture Engagement	37,500			37,500
	7450 Pre school Storytime				
	7470 Programming - Children	9,260	1,372	14.82%	7,888
	7545 Project Expense		234		-234
	Total Other Expenses	55,618	2,029	3.65%	53,589
	Public Relations				
	7485 Public Relations	6,821	1,441	21.13%	5,380
	Total Public Relations	6,821	1,441	21.13%	5,380
	Purchased Services				
	7380 Purchased Services	751			751
	Total Purchased Services	751			751
	Software Maintenance and Licencing				
	7580 Software Annual Maint. Fees	42,252	233	0.55%	42,019
	Total Software Maintenance and Licencing	42,252	233	0.55%	42,019
	Total Materials & Supplies	512,110	51,729	10.10%	460,381
	Utilities				
	Telephone and Utilities				
	7600 Telephone	10,508	293	2.79%	10,215
	7660 Utilities - Hydro	64,995	4,675	7.19%	60,320
	7680 Utilities - Natural Gas	16,067	1,544	9.61%	14,523
	7700 Utilities - Water/Sewer	6,628	1,371	20.68%	5,257
	Total Telephone and Utilities	98,198	7,883	8.03%	90,315
	Total Utilities	98,198	7,883	8.03%	90,315
	Contracted Services				
	Audit Fees				
	8080 Audit	3,004	424	14.11%	2,580

Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended February2021
Library

5d.01.01

		2021 Total Budget	Year to Date Actuals	YTD Actual as a Percent of Budget	Budget-Actual Year to Date Remaining Balance
	Total Audit Fees	3,004	424	14.11%	2,580
	Cleaning Contract				
	8185 Cleaning	39,165	3,119	7.96%	36,046
	Total Cleaning Contract	39,165	3,119	7.96%	36,046
	Contracts				
	8250 Contracts - Labour	3,133			3,133
	8290 Contracts	15,888			15,888
	8325 Contracts - Grass Cutting	1,992			1,992
	8850 Snow Removal	37,467	5,240	13.99%	32,227
	Total Contracts	58,480	5,240	8.96%	53,240
	Total Contracted Services	100,649	8,783	8.73%	91,866
	Rents & Financial				
	Service Charges				
	9110 Debit/Visa Charges	4,481	299	6.67%	4,182
	Total Service Charges	4,481	299	6.67%	4,182
	Total Rents & Financial	4,481	299	6.67%	4,182
	Long term debt - Principal & Interest				
	L.T.D. Principal & Interest				
	5610 Debt Interest	148,421			148,421
	5620 Debt Principal	432,525			432,525
	Total L.T.D. Principal & Interest	580,946			580,946
	Total Long term debt - Principal & Interest	580,946			580,946
	Conservation Authorities, Local Boards & Grants				
	Contributions to Local Board				
	9562 Contr. from Town	-3,395,610	-565,930	16.67%	-2,829,680
	Total Contributions to Local Board	-3,395,610	-565,930	16.67%	-2,829,680
	Total Conservation Authorities, Local Boards & Grants	-3,395,610	-565,930	16.67%	-2,829,680
	Internal Recoveries/Transfers				
	Internal Rental Expenditure(Revenue)				
	9600 Facility rental revenue(Intern	-29,000	-4,830	16.66%	-24,170
	9610 Facility rental expenditures(I	26,300	4,380	16.65%	21,920
	Total Internal Rental Expenditure(Revenue)	-2,700	-450	16.67%	-2,250
	Internal Transfers				
	9630 Salaries/Ben. Internal Chgs	-101,077	-16,847	16.67%	-84,230
	9696 Depart. Overhead Allocations				
	Total Internal Transfers	-101,077	-16,847	16.67%	-84,230
	Total Internal Recoveries/Transfers	-103,777	-17,297	16.67%	-86,480
	Total Expenditures	694,166	-171,070	(24.64%)	865,236
	Total Library Operating	-2	-173,478	8,673,900.00%	173,476
	Total Library	-2	-173,478	8,673,900.00%	173,476
4	**Total Library**	-2	-173,478	8,673,900.00%	173,476
	Notes:				

Corporation of the Town of Innisfil
Budget to Actual Variance Report - Operating
For the Period Ended February2021
Library

5d.01.01

		2021 Total Budget	Year to Date Actuals	YTD Actual as a Percent of Budget	Budget-Actual Year to Date Remaining Balance
	1. Running a surplus, based on the budget of -1, the formula can create a large YTD percentage of budget. This is managed by the Town Finance Team; we cannot amend the formula.				
	2.The PT Benefits vs. Salaries were not set up correctly in FMW and are not reflecting the correct object codes. There is no impact on the dollars. Finance has advised that new financial software has been approved and once implemented, this issue will be resolved.				
	3. Technology Supplies budget overage is offset by revenue from the hackLAB.				
	4. Running a surplus, based on the budget of -2, the formula can create a large YTD percentage of budget. This is managed by the Town Finance Team; we cannot amend the formula.				

Corporation of the Town of Innisfil

Budget to Actual Variance Report - Capital

For the period Ended February 2021

Library

5d.01.02

	Carryover from Prior Years	2021 Budget Approved	In-Year Approvals Granted	Total Approved Budget	Actual Spent to Date	Expenditure Still to Occur	Service Bundle
Library							
LIB45 Updated Needs Assessment Study		40,000		40,000		40,000	Building the Town of Tomorrow
LIB5 Electronic Equipment - All Branches		59,053		59,053		59,053	Lead & Manage
LIB52 Replacement Furnishings		25,000		25,000		25,000	Community Spaces
Total Library		124,053		124,053		124,053	
Strategic Projects (Managed by Library)							
ADM25 Innisfil Engage: Community Engagement					1,791	-1,791	Lead & Manage
Total Strategic Projects (Managed by Library)					1,791	-1,791	
Total Library		124,053		124,053	1,791	122,262	

This column includes the 2020 carry forward balances & 2021 Council approved budget amounts.

Step 5. If there are budget dollars in column E, use below columns to forecast when the funds will be spent. If forecasting quarterly, use columns F to I. If forecasting 2021 as a whole, enter entire amount in column I.

Check - This column should equal zero

	Carryover from Prior Years	2021 Budget Approved	Total Approved Budget	Planned Spend in Jan - Mar	Planned Spend in Apr - Jun	Planned Spend in Jul - Sept	Planned Spend in Oct - Dec	2021 Planned Spending	2022 Total Planned Spending	2023 Total Planned Spending	Unallocated Budget Spend	PM Initials PM	
Library													
Library													
LIB27 HR Organizational Review	1,491		1,491				1,491	1,491					
LIB28 Strategic Plan	32,117		32,117				32,117	32,117					
LIB37 Cookstown Facility Assessment & Repair	112,298		112,298				56,149	56,149	56,149				
LIB39 Job Evaluation/Job Description/Pay Equi	7,562		7,562				7,562	7,562					
LIB42 Design / Preparation for ideaLAB & Libra	550,000		550,000						550,000				
LIB45 Updated Needs Assessment Study		40,000	40,000				40,000	40,000					
LIB5 Electronic Equipment - All Branches	84,908	59,053	143,961				71,981	71,981	71,981				Equipment for the public
LIB52 Replacement Furnishings		25,000	25,000				25,000	25,000					
LIB55 Master Plan/Needs Assessment Study	66,337		66,337				66,337	66,337					
LIB65 Marketing Kiosks	99,993		99,993				99,993	99,993					
LIB66 Mobile Outreach Unit (InnMotion)	78,000		78,000				78,000	78,000					
Total Library	1,032,706	124,053	1,156,759	0	0	0	478,630	478,630	678,130	0	0		
Strategic Projects (Managed by Library)													
ADM25 Innisfil Engage: Community Engageme	27,561		27,561				27,561	27,561					
ADM44 Innisfil's 200-year Anniversary	28,627		28,627				28,627	28,627					
PKS116 Recreation & Culture Master Plan	24,041		24,041				24,041	24,041					
Total Strategic Projects (Managed by Library	80,229	0	80,229	0	0	0	80,229	80,229	0	0	0		
Total Library	1,112,935	124,053	1,236,988				558,859	558,859	678,130				
November 2020 Forecast													
Total Library	1,084,830	124,053	1,208,883				480,496	480,496	728,387				

Tuesday March 9, 2021

Innisfil Public Library Board Members
c/o Innisfil Public Library
967 Innisfil Beach Road
Innisfi, Ontario
L9S 1V3

Dear Board Members,

Thank you for supporting me in the role of the Library Board Chair as we have navigated the past two years and made strategic decisions to meet the needs of our community through the pandemic.

It is with a great deal of thought that I have decided to step down from my position as Board Chair effective Monday March 15, 2021. The increased pressure from work has resulted in less time for supporting the best library system in Ontario.

The Chair role is a great learning opportunity and I urge all Board Members to consider putting your names forward.

I look forward to continuing in my board member role and supporting the new Chair to ensure that our library system continues to be responsive to Innisfil residents.

Sincerely,

Monica Goodfellow
Innisfil Library Board Member

7b.01.01

JHSC Meeting Minutes

MEETING DATE: Thursday February 18, 2021

TIME: 1:00 to 3:00 PM

LOCATION: Zoom Meeting

CO-CHAIRS: Richard Rivet, Ken Schuyler

MINUTES: Jennifer Sheremeto

ATTENDANCE Teresa Meulendyks, Jim Spring, Tim Gignac, Jennifer Sheremeto, Paul Tomaszewski, Richard Rivet, Jeff Callendar, Nicholas Skerratt

REGRETS Aimee Birt, Tim McCallum,

Item	Agenda Item	Lead	Item Details	ACTION & NOTES
1.	Call Meeting to Order	Chair	- Opened by the Co-Chair Ken Schuyler - Welcome Aimee Birt back!	- Meeting opened at 1:02pm
2.	Approval Previous Minutes	Chair	- Approval required - 2021.01.26 JHSC Meeting Minutes (Desktop, Web, Mobile)	- Approved by Richard Rivet. - All in favor. Passed.
3.	JHSC Membership		- 2020.12.17 JHSC member alternates (Desktop, Web, Mobile)	- For your reference.
4.	Covid-19	Jim	- **Covid-19 Task Force** – Tim McCallum (Fire), Sandy Foster (Health & Wellness), Jim Spring (Health & Safety), Mandy Petthick (Library), Tracey Morden (InnServices), Barb Cesarin (InnPower). - **Safety Plan** has been developed and is being reviewed by Task Force. Task Force will act as the Compliance Officer for the Town. - **Employee Self Screening App** – Updated as per the Province and Health Unit. Note the changes on the Town's app which includes under/over 18 years of age. - **Essential Visitors Screening App.** – Contact Tracing is ongoing and will be retained by Operations/Facilities. - **PPE** – Donated supply will be distributed throughout the Town's service areas and OTOT Partners. - **Rizzardo** – Screening has been implemented at entry point. With the	- Compliance Officer comprises of all OTOT partners and the Covid-19 task force. Jim is hopeful to have these plan posted in the coming weeks. - App has been updated for staff and visitors this past weekend. Changes are in place now. - Donated PPE has been received and will be dispersed accordingly. Thank you photos and letter will be provided to the company. -

			cases lowering RVH may be closing down this screening center.	
5.	Covid-19 Tracker Statistics	Jim	- No workplace transmissions. - No staff in self-isolation.	- This is great news as an organization! - The variant is in the community, so we are asking people to please be very diligent.
6.	Workplace Inspections	Jim	- **Fleet** issues have been 95% resolved and will continue to be monitored as per JHSC monthly inspections. Job well done by Fleet staff. - **Fire Services** now have the inspection electronically on Ipads and will conduct inspections electronically starting in March 2021.Training assistance may be required. - **LOTO** stations will become part of the JHSC's inspection. - Safety Blitz's – Ops has integrated starting with vehicle/equipment. - **JHSC Inspectors** are required as part of the inspection to perform observations in the field in addition to posted requirements of COVID-19 of staff adhering to the protocols i.e. masking, physical distancing, disinfection etc.	- Great work by Fleet to remove those hazards. Will go back to the norm of have regular monthly inspections completed. - Reporting structure will be the same for Fire Services on the use of Ipads. - LOTO is now implemented in MOAR under Health & Safety workplace inspection module. One module to log inspection and one to log SDS inspection. - Need an index of all products in Fleet. ACTION – Jennifer to work with Jim and other staff to work on this big task for Fleet Services. Refer to current list in MFILES as a starting point. - Inspectors, please keep your eye out on staff to observe that staff are doing what is expected regarding Covid-19. Make note of it in your inspections. - MOL may visit us and issue fines to the individuals and not the company.
7.	Face Coverings / Masks		- Update if required.	-
8.	Workplace Incidents & Accidents	Jim	- **Slip, Trip, Fall** – VFF entering Fire Hall to respond to a call slipped and fell on icy/snow surface outside entry door. - **Vehicle/Equip. Damages** – Drivers side window accidentally broke from a strike from the operators elbow. - **Vehicle/Equip. Damages** – while backing up a sand/salter pick-up truck, struck the snow bank resulting in minor damages to the sand/salter unit.	- Ensure we are always familiar with our surroundings so we do not injure ourselves. - No staff were injured. Just minor scrapes. - Lost time injury just brought forward today. Slipped on vinyl siding while on call and injured knee. - Remember best to report all incidents and accidents for we must report within 3 days to WSIB.
9.	Budget Update	Jim	- 2021 budget will now be $16,500.00 - Ipad purchase has been completed approx.. costs $600-650.00. - JHSC training costs of $600.00 - IPad monthly fee - $16.50/mth per Ipad. - Materials – CSA Standards, OHSA books or other reference materials will come out of the JHSC budget. - Fire Services are in need to train new members.	- IPad fee will be incurred monthly. This includes internet connection. - This budget will cover materials as well purchased by Jim from CHSC. Fire Services may have needs that as well will fall under this budget. - A summary of where we are at with budget will be provided each month by Jim or Ken. - Any expenditures for health & safety will come out of this account. - Committee will work out the process for expenditures between the two

				Committees to ensure we always know how much we have in the budget.
10.	Training	Jim	- Lock Out/Tag Out Program- Stations have been audited, purchasing completed, policy/procedure and training ongoing. - ETA for implementation March-April 2021.	- Supervisors will get this training to start. To be setup as a LMS module online via Halogen. Kits are ready to go in the coming months. - First Aid training being considered in Spring. A mix between inhouse and virtual training.
11.	Workplace inspection Schedule	Jim	- Ongoing throughout all facilities - Any outstanding issues or areas of concern?	- All inspectors have posted their schedules on various boards.
12.	Terms of Reference	Jim	- Tabled and will be reviewed in 2021.	- ACTION – Sub-Committee struck consisting of Jennifer, Richard, Jeff, and we will ask Aimee to join as well. - Ken will be involved too.
13.	Afterhours Contacts	Chair	- 2020.12.17 JHSC member contact list (Desktop, Web, Mobile)	- For reference.
14.	Round Table	Chair	**Jim - Procedures** - SOP's have been handed over to Operations for review and revision. SOP working groups have been established for the review process. -Jim will present a short glimpse into the process. - One Drive – set up of one drive file folder to assist members that do not have access to the Towns intranet systems to have access to files, specifically documents for H & S Center Boards. - This has been completed for Fire Services as well as many of their members do not have Town email address's. **Jim - Respectful Workplace Policy** – passed at council on Jan. 13. Ensure to post on H & S Boards. CP.11.1.14 Respectful Workplace Policy.pdf (Desktop, Web, Mobile) - **Forms Binder** – all hardcopy binders are now posted. Mfiles houses the electronic versions. One additional Form needs to be implemented into the Binder "Motor Vehicle/Equipment Incident/Accident Report". - **MOL** is looking to take on WSIB'S Reg. 1101 and will become the responsibility of the MLTSD. - **Incident Forms** to be reviewed – more user friendly approach to be considered for information, recommendations and tracking. Software to be considered is in MOAR. - **Incidents and Property Damages** moving forward are to be captured for quarterly and annual reporting and comparisons.	- Working groups have been formed. Roll out of the review of each SOP (Safe Operating Guidelines) will start in the near future. There will be alerts to Managers & Supervisors indicating they are up for renewal. Fire Services will be another major group. - Ken provided a view of the current Smartsheet created to track SOP's that are overdue. This will take a long time to complete but we anticipate to be done by the end of July. This is very important to be current in case MOL wants to view the SOP's. - ACTION – Jennifer to so send signed Respectful workplace policy to all members. - Incident forms will be created in MOAR and an additional module will be created. - Quarterly reports will be done to provide a summary with damage done to equipment, and vehicles. Need an estimate of cost to repair.

			- **WHMIS** - SDS Inspections have been implemented on a trial basis to the IPad. - All SDS sheet will need to be downloaded into MOAR for each Facility and location of stored WHMIS products. - Jim will present a short overview of the process. Other Members Updates... None at this time. 2021 Discussion Items - Workplace Inspections Forecast – each areas of responsibility. - JHSC Meeting Schedule Forecast - Budget Forecast • Investigation Kits for members. • PPE – JHSC logo – High visibility vests. • IPAD for Workplace Inspections – actioned. • Training – Risk Assessments & Hazard Analysis. • SWAG? • JHSC investigation kits for members inclusive of Incident/Accident Response Manual. • Other? - What does the JHSC want to accomplish in 2021?? • Safety blitz's	What can we do during this time? - JHSC decided to revisit our plans for 2021 in the coming months based on where we are at with Covid. JHSC – ball cap or vest may be nice to identify who we are and what we do. ACTION – Jennifer to look up previous work order with suppliers for purchase vests and ball caps. Get a reprint from the company that did the last order. Do asap prior tot the next meeting.
15.	Meeting Dates	Chair	- ALL MEETINGS WILL BE virtual until further notice once Thursday a month from 1pm – 3pm, unless otherwise stated. **Proposed Meeting Schedule 2021** - March 18 - April 15 - May 20 - June 17 - August 19 - September 16 - October 14 - November 18 - December 16	
16.	Close Meeting	Chair	- Time enter - meeting closed.	- 2:22pm meeting closed

7c.01.01

INNISFIL PUBLIC LIBRARY STAFF REPORT

STAFF REPORT NO.: **LIB-03-2021**

DATE: **March 15, 2021**

TO: **INNISFIL PUBLIC LIBRARY BOARD**

FROM: **Megan Legg, Manager, Programming & Outreach**

SUBJECT: **Holds Locker Service Point - Update**

RECOMMENDATION:

That this report be received as written and the Board move to enter into a pilot of a Holds Locker Service Point at Sandy Cove Acres.

BACKGROUND:

Further to Staff Report LIB-03-2020, provided to the Board in November 2020.

Staff contacted Parkbridge Lifestyle Communities in late 2020 to discuss the possibility of placing a service point in the Sandy Cove Acres community. Parkbridge staff were very excited by the opportunity to provide their community members with Library services within the bounds of Sandy Cove, and were also amenable to it being accessed by Innisfil residents who live near, but not in, the community.

ANALYSIS/CONSIDERATION:

Sandy Cove Acres has 1233 homes in the community with approximately 2000 residents living there. They have two volunteer run libraries in the community, both of which have had to be closed during the COVID-19 pandemic. Being able to offer their residents access to the collections and services of the Public Library on Sandy Cove

property was very appealing to Parkbridge staff, especially with the ongoing uncertainty regarding when the general public might be able to return to their “normal” pre-COVID lives.

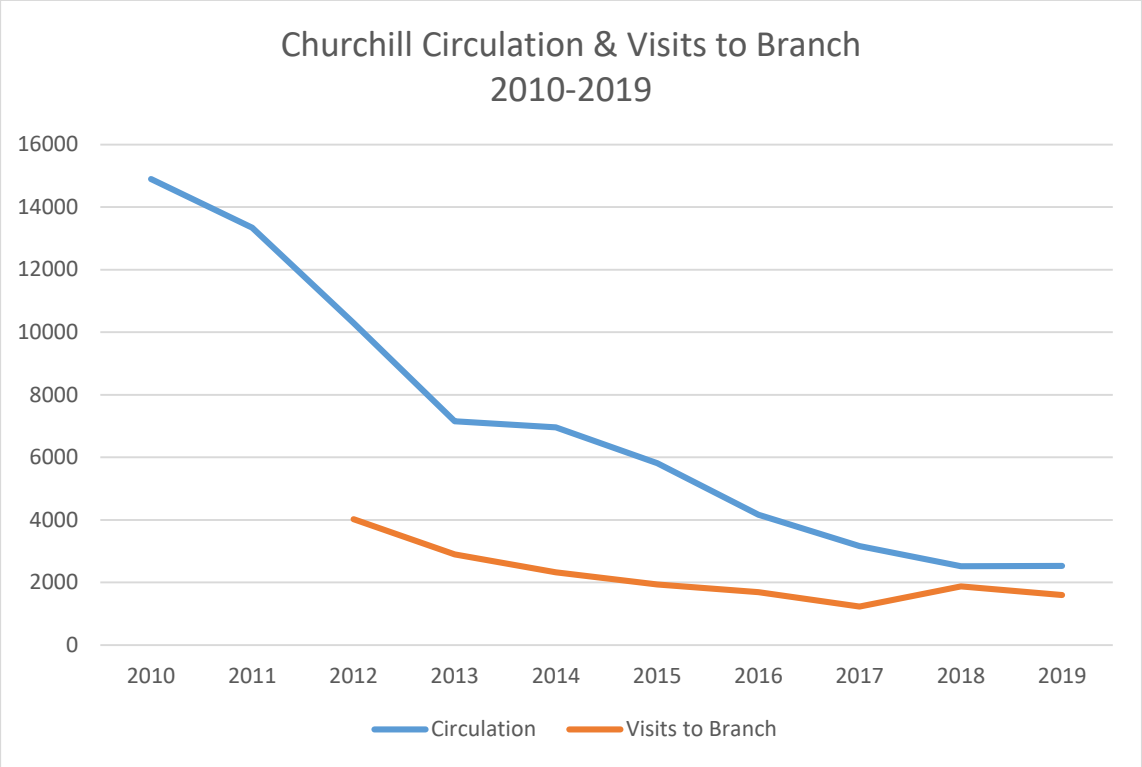
Parkbridge staff are eager to move forward with hosting the Holds Locker, recommending that the unit be placed at the Sandy Cove Mall, outside the Parkbridge offices. Placing the unit outside ensures access beyond the mall hours, visibility to the traffic coming through the community on Lockhart Road and those using the other mall amenities (i.e. pharmacy, restaurant, variety store, etc.), as well as removing the barriers to access that can be presented by placing the unit inside a building. As well, placing the unit in a plaza that is already maintained and monitored will keep both the unit and the users safer than placing it in an area away from regular traffic.

Parkbridge has agreed to find solutions for internet and power access for the Holds locker, and have indicated their comfort with the Library placing marketing materials (brochures, posters, informational content, etc.) alongside the unit.

With the planned growth in the area, Parkbridge’s Point Endeavour project, placing a Library service point in the Sandy Cove Acres community provides the Library with visibility and access to new residents in their new home. It also furthers the Library’s efforts to bring services outside branch walls and find ways to connect with more of the community.

As mentioned in the initial Staff Report, the Community Needs Assessment (CNA) highlights the lack of services and supports to seniors. This is yet another tangible way the Library can offer support to seniors locally and address the findings of the CNA. Not only would a holds locker offer Sandycove Acres residents access to traditional Library materials, but they could also gain access to the wide range of kits being offered, including *HackLAB Kits for Seniors*, and the ever expanding ‘library of things’ available to borrow, including board games and technology/robotics kits. Residents would also have access to Library marketing materials, as well as access the marketing and informational materials of our partners, including the Town, Canadian Mental Health Association, Simcoe Muskoka District Health Unit, and more. Currently, the Parkbridge staff have offered to share this information out electronically, but with the presence of the Holds Locker on site, print materials could be made accessible and refreshed regularly by Library staff.

By comparison, Churchill has approximately 217 homes within the community that are within a reasonable (10-15 minute) walk from the Branch. As shown in the graph below, usage of the Churchill Branch has steadily declined over the last 9 years, with circulation settling at or below 3000 items/year in the last 3 years and visits to the branch sitting below 2000/year since 2015. Many of the Churchill Branch users use other branches, and, since the pandemic-related closure of the Branch in 2020, active users have gone to other Library locations for service.



As mentioned in the previous Staff Report, placing the unit at the existing Churchill Branch site would require installation of a concrete pad and shelter, as well as the work needed to supply internet and power to the unit. The shelter and concrete pad would add more than $35,000.00 to the cost of the project.

OPTIONS/ALTERNATIVES:

Direct Library Staff not to pursue Holds Locker. The capital project monies would need to be assigned to another capital project or remain unspent until such time as a Holds Locker be deemed appropriate.

FINANCIAL CONSIDERATIONS:

The financial considerations for the purchase of the Holds Locker remain the same as from the report in November 2020. They are as follows:

The attached quote from Ristech provides details for the weather resistant locker. There are many configuration options, and Staff recommend the following configuration (at minimum):

Main Unit (9 lockers) + Locker Unit (15 lockers) + Return Bin Unit (8 lockers)

This configuration would provide materials lending and return functionality and 32 lockers. As well, some lockers could be sized up which would reduce the total number of lockers, but allow for an increased number of items to be held per locker for those customers with a large volume of holds. This option would cost approximately $45,000.00, not including taxes, installation or delivery.

By placing the unit at the Sandy Cove Acres plaza, the need for a shelter or the installation of a concrete pad has been eliminated. There is already a level surface on which to place the unit, as recommended by the manufacturer, and shelter from the elements. As well, the plaza is maintained year round and provides adequate shelter from the elements to ensure safe use of the Holds Locker.

Should the pilot be successful, and demand for the Holds Locker be sufficient, more locker units could be added to the existing recommended configuration in the future.

CONCLUSION:

Entering into this partnership with Sandy Cove Acres to offer a Holds Locker within their community would not only expand the Library's ability to offer services directly to a growing population, but would bring the Library to a demographic that has been identified as having a number of critical needs, particularly during a pandemic. This partnership could also inform other ways in which the Library and Parkbridge could work together to serve Innisfil's seniors and their planned communities in the future.

PREPARED BY:

_____
Megan Legg
Manager, Programming & Outreach

APPROVED BY:

_____
Erin Scuccimarri
CEO

Attachments:

D-TECH LIBRARY
SELF SERVE KIOSKS

Innisfil IdealLAB & Library
Attention: **John van Rassel**
August 17th, 2020

RISTeCH
THE AUTOMATION OF DIGITIZATION

8-5115 Harvester Road
Burlington, ON
L7L 0A3

Tel: 905-631-7451
Toll Free: 877-761-0444
Fax: 905-634-4813

HoldIT Library Lending Kiosks

Product Number	Product	Purchase Price CAD$
HoldIT	HoldIT™ secure main unit with a 19' touch screen, patron card barcode reader and receipt printer, 9 Lockers included - white	**$ 15,595**
	Option 1: 15 bay Locker Unit without Returns Bin - white	**$ 11,420**
	Option 2: 8 bay Locker unit, includes Returns Bin - white	**$ 11,420**
	Locker finishing side panels (2 required)- white	**$ 340/ea**
	Reader Software for checking items	**$ 995**
	Exterior kit / per locker unit ordered	**$ 1,650**
	Installation and delivery charges	**Dependant on #units ordered**

Terms and Conditions:

Pricing for units in white only
additional costs for color units

Prices exclude any applicable taxes.
Quotation valid for 30 days
12-months warranty on all equipment specified in quotation
Terms of Sale – Net 30 Days
Power, data in location and SIP2 connection on ILS must be setup before installation day
Warranty expires 12 months after installation.

Delivery included to customer dock. Additional Inside delivery charges will apply.

7d.01.01

INNISFIL PUBLIC LIBRARY STAFF REPORT

STAFF REPORT NO.:	**LIB-04-2021**
DATE:	March 15, 2021
TO:	Innisfil Public Library Board
FROM:	Erin Scuccimarri
SUBJECT:	**Service Level Change Request**

RECOMMENDATION:

That the Library Board accepts the recommendation to convert 2 Library Services Assistant contracts to full-time, and 1 Programmer contract to full-time.

BACKGROUND:

The Library has a mix of full-time, part-time and contract staff, including student and relief positions. The staffing model the Library currently has in place reflects the organizational culture and level of service to the community in a pre-COVID world. Over the last year, the Library displayed the qualities of a resilient organization focused on supporting residents in whatever capacity was required, with a skilled and agile staff team. We shifted roles and responsibilities of our staff and have found creative ways to keep our level of service to the community high.

The traditional complement for Library Services and Programming staff is predominantly contract and permanent part-time positions. As such, the Library has a high turnover rate for these positions as staff leave the Library when full-time positions are secured elsewhere. It has resulted in additional costs for recruitment, as well as fluctuating levels of team cohesiveness and service to the community. From a health and wellbeing perspective, staff within this team are also impacted negatively with no paid vacation or sick days, as well as limited benefits.

The recommended staffing complement for Board approval will not increase the overall complement for the Library; rather it will shift 3 positions from Non-Permanent to Permanent.

	Approved 2021	Recommended
Permanent	22.00	25.00
Non-Permanent	8.01	5.01
Students	1.89	1.89

ANALYSIS/CONSIDERATION:

Staff Complement, Shifting Roles & Community Needs

The Library is committed to reviewing current employment policies and practices to ensure that our organization appeals to current and prospective employees as a competitive and desirable place to work.

When considering the Library staff complement, the Library must adhere to the Employment – Recruitment and Selection Policy (#E-2020-31). This policy outlines that "the CEO is authorized to hire all staff to the extent of the Board-approved budget and complement, at salaries established through a job evaluation process." Additionally, the Policy states that: When a position is vacant, the CEO will review the necessity, form and function of the position, prior to recruiting for a replacement incumbent. Where substantial change has occurred with the position or the need for a new position is identified, the CEO will report to the Board.

Furthermore, the Library Board's Planning Policy (#B-2020-35) outlines the Board's commitment to efficient and effective planning for Library service within the community of Innisfil. The policy ensures that the Board is responsive to changing community needs, unique to Innisfil, and how the Library can best meet these needs.

The Library was a key partner in the Town of Innisfil's 2020 Community Needs Assessment project, initiated in response to the COVID-19 pandemic. Its purpose was to consult with the community to identify emerging COVID-related challenges and long-term pandemic impacts. Recognizing the profound impact of the pandemic on our community, the Library will use the Community Needs Assessment to inform all the Library's future work, with a staffing model which will effectively and efficiently provide service to the community. The Library's mandate aligns closely with the five priority areas identified by residents and community organizations (mental health, community-building, access to information, economic security and employment).

In order to meet the needs expressed in the Community Needs Assessment, the Library must shift our service model. More emphasis will be placed on cultivating meaningful relationships with our residents, ensuring staff have the right skill sets to address community needs, and maintaining continuity of service by retaining our key employees.

Library Services Assistant

The Library Services Assistant (LSA), previously named Circulation Assistants, is a role that has changed dramatically over the years. LSAs were originally part-time positions because it enabled the Library more flexibility with scheduling for all shifts, at each of the Library's locations. However, the Library's leadership team identified that having some full-time staff within the team would lead to positive outcomes in regards to consistency with oversight at the branches, the ability to take on new tasks, and overall improvement of the team's cohesiveness. In December 2019 the Library employed two full time contract Library Services Assistants 2.0 (LSA 2.0), which had a larger scope of responsibility compared to the part-time LSA role. The timing couldn't have been better. These two staff members were able to take on new responsibilities, such as: developing the revamped Home Library Service; acting as a Liaison for the Centre for Equitable Library Access; following up on long overdue and lost materials; working with Collection Services to better maintain collections and keep them organized; and oversight of a specific branch location. The shift in duties resulted in greater efficiency for all staff and better service for customers.

Securing the full-time employment of two LSA 2.0 will enable staff to build deeper, more significant connections with the community. The Care Calls service is a key example of how staff were able to connect with residents who knew and trusted them. It also brings to light the need for different skill sets such as understanding mental health issues in the community, addressing the needs of vulnerable populations, and an awareness of diversity and inclusion to ensure the Library plays a vital role with *all* residents. These additional responsibilities and areas of expertise change the role of the traditional LSA and present the need to have the LSA 2.0 role as part of the Library's permanent staffing complement.

The LSA 2.0 roles have proven to be indispensable during the many changes in 2020. They have greater accountabilities and a higher level of responsibility. By converting these two contract positions to permanent full-time, the Library will be able to retain skilled and committed staff who will play a larger role in serving the community during the pandemic and beyond.

Programmer

The Library's programming team has encountered a large shift this year. The need for Adult Programming and a heightened focus on Digital Literacy has had a profound impact on Library programs and offerings, especially with the Creative Making & Discovery team. The demand for HackLab programming has been steadily increasing over the years, with a substantial rise over the last year. HackLab and digital literacy programming address the

Community Needs Assessment pillars of mental heath, access to reliable information and community building.

The Creative Making & Discovery team took on a significant initiative in 2020 – the creation of the Library's ideaSHOP. Additional staff time is needed to design and make the items sold in the store. The ideaSHOP has been a huge success and the Library anticipates that as demand for locally made items increases, the revenue generated by this venture will continue to grow.

The Library has been able to address the need for more programming resources by contracting additional hours to a current permanent part-time programmer. The Library and community would benefit greatly by converting this permanent part-time position with a contract for additional hours to a permanent full-time role as the level of programming needed by the community would continue to be met, as well as the ability to expand the offerings and promotion of the ideaSHOP.

FINANCIAL CONSIDERATIONS

The additional costs involved in converting these three (3) positions to permanent full-time would be covered in the 2021/2022 operating budget.

CONCLUSION

The knowledge and experience gained by staff during their contract positions is substantial. In the event that these positions became vacant, it could become challenging to fill them to the same caliber as the current contract holders. If this change request is not approved, the impacted departments would experience capacity challenges if these positions became vacant and required replacement staff. There would also be ongoing impacts for some time after due to the learning curve required to become familiar with the community and service area needs. By approving this change request, we can effectively manage this risk. It will ensure that we can retain our skilled staff complement and can deliver the services to meet the changing needs of our community.

The Library prides itself on creating an engaging, compassionate and desirable work environment that truly values the health and wellness of employees. The security of full-time employment will lead to many benefits for employees, the organization as a whole, and our community going forward.

APPENDICES

Appendix #1 – EMPLOYMENT - RECRUITMENT AND SELECTION POLICY #E-2020-31
Appendix #2 – BOARD - PLANNING POLICY #B-2020-35

PREPARED & APPROVED BY:

_____
Erin Scuccimarri
CEO

SUBJECT: **EMPLOYMENT – RECRUITMENT AND SELECTION POLICY**

Policy No: **E-2020-31**

Date: **November 16, 2020**

Review Date: **November 2024**

Pages: **8**

PURPOSE

The purpose of this policy is to clearly define and ensure consistency in the Board's hiring and selection process and to ensure that the most capable and qualified individuals are selected in a publicly accountable manner guided by the principles of integrity and transparency.

POLICY

General

The Innisfil Public Library Board's recruitment goals and objectives are to:

- Attract, select, and retain qualified, competent candidates to meet the Library's immediate needs and develop long-range plans for future staffing;
- Provide current employees with opportunities for personal and professional development within the Library when a vacancy or new position exists;
- Provide a fair, consistent and equitable application of recruitment procedures and practices which incorporate best practices into the staffing process through the use of contemporary, objective methodology and skilled interview teams/panels;
- Promote the Library as an *Equal Opportunity Employer* to ensure workforce demographics reflect the diversity of the communities served, through adhering to the employment-related provisions of the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act* and all other legislative requirements.

- Ensure appropriate documentation and processes are in place to support all staffing decisions.

Application
The provisions of this policy shall apply to all permanent full-time, permanent part-time, contract and casual employees, volunteers who work with vulnerable library customers, co-op program participants and summer students.

Definitions
Direct Reporting Relationship *means a relationship in which an employee or appointed/elected official has authority to do the following with respect to another employee, who is a subordinate:*
- *approve or deny increments, overtime or negotiate salary levels;*
- *conduct performance appraisals;*
- *administer discipline; or*
- *direct work assignments.*

Family *– for the purpose of this policy, family includes an employee's child, parent or spouse. These terms are more specifically described as follows:*
Child *– a child born within or outside of marriage. Includes an adopted child, and a person to whom a parent has demonstrated a settled intention to treat as a child of their family.*
Parent – *a person who has demonstrated a settled intention to treat a person as a member of their family, whether or not that person is the natural parent of the person .*
Spouse - *a person to whom the employee is married, or with whom the employee is living outside of marriage in a conjugal relationship, if the two persons, have cohabited for at least one year, are together the parents of a child/ren, or have together entered into a cohabitation agreement under section 53 of the Family Law Act.*

Guidelines
Conflict Of Interest *(please see Library's current Conflict of Interest Policy)*
All employment-related decisions concerning existing or potential Library employees must be free from any real or perceived improper influence based on familial relationships.

This policy is intended to:
- prevent a conflict of interest or the appearance of such a conflict that may arise through the hiring or employment of relatives of a member of the Library Board or the hiring or employment of relatives of existing employees; and,
- prevent the exercise of any improper influence based on familial relationships, or the appearance of such influence, in the Library Board's employment practices.

Family relationships shall not form the basis of an employment decision within a public sector organization. The Board prohibits employment situations where family members would be:

- supervised by, or subordinate to another family member;
- given preferential treatment in being recruited

It is the responsibility of all staff, appointed/elected officials, to declare any conflicts of interest. At the time of an offer of employment, prospective new staff will be required to disclose any family members already working for the Library.

An employee or an appointed/elected official on the Library Board will not participate in any part of the recruitment and/or selection process, hiring, promotion, demotion, transfer, salary review, performance appraisal, where a relative is being considered for employment or an internal opportunity.

While this policy is intended to apply solely to immediate family relationships, employees and appointed/elected officials should be aware that broader familial ties and other close personal relationships may give rise to the same concerns surrounding real or perceived conflicts as those addressed in this policy; therefore, employees and appointed/elected representatives should not participate in any part of the recruitment and selection process where any other perceived conflict exists, such as the recruitment of a friend.

Equal Opportunity

- Attracting, selecting and retaining qualified staff is of prime importance to the Library. All applicants shall have an equal right to be considered for any position for which they are qualified. As an equal opportunity employer, the Library Board abides by all current legislation relating to individual rights to employment under the *Ontario Human Rights Code*. Therefore, no candidate who can perform the essential duties of the job, with or without accommodation, will be discriminated against on the basis of a protected ground. Protected grounds include, but are not limited to, race, ancestry, place of origin, ethnic origin, citizenship, creed, gender identity, gender expression, sexual orientation, age, marital status, family status or disability, if legally entitled to work in Canada.

Staff Training

The Library will provide training to all supervisory/management staff to ensure the Library has professional, competent interviewers when participating in the recruitment and selection process.

Policy Review
The CEO, who may solicit legal advice, will review and monitor the Library Board's Employment practices to ensure consistency and compliance with this policy.

Procedures Respecting Staffing Positions
Authority To Hire
The Library Board is the employer of all library staff, including the Library's CEO. The appointment of a CEO by the Library Board is a requirement of the *Public Libraries Act, R.S.O. 1990, c P.44*. The CEO has general supervision over and direction of the operations of the public library and its staff, and as such, the CEO is authorized to hire all staff to the extent of the Board-approved budget and complement, at salaries established through a job evaluation process.

Hiring Plan
When a position is vacant, the CEO will review the necessity, form and function of the position, prior to recruiting for a replacement incumbent. Where substantial change has occurred with the position or the need for a new position is identified, the CEO will report to the Board. Job description(s) will be developed and/or amended in accordance with appropriate consultation or consultants who specialize in job evaluation.

The appropriate salary evaluation will take place, either through job evaluation consultants or through an in-house job evaluation committee process, prior to placement on the appropriate salary grid.

Posting/Advertising
The CEO or designate will compose the job vacancy advertisement and arrange for its posting to designated highly visible locations and external publications or job posting sites when required.

All postings will acknowledge the Library's commitment to Accessibility and *MFFIPA* legislation by including statements similar to the following, usually at the bottom of the advertisement:

"*The Innisfil Public Library encourages employment opportunities to be available to all persons on the basis of applicable skills and qualifications. Accommodations for disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation please contact the CEO or designate."*

"Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act."

An internal search may be conducted prior to external advertising. Employment opportunities will be posted internally for a minimum of seven (7) working days.

The Library may deem it necessary to advertise vacancies externally at the same time as the internal posting.

Applications/Resumes

Solicited applications/resumes are received through the jobs email address, which is accessible by all Library Managers and will be kept on file in accordance with the Board's Records Management Policy. All applications are confidential and secured in a locked area. Unsolicited applications will be handled as required by the Board's current Records Management Policy.

Competition Files

For each job competition, an interview team will be established. The team will take part in the review of all resumes, develop a "short-list" of candidates, attend all interviews and make the subsequent selection.

The CEO or designate will advise internal applicants who do not meet minimum qualifications respecting the job vacancy***.***

External applicants will not be notified unless they are selected for an interview. External advertisements will carry the following footnote: "*We thank all applicants for applying; however, only those selected for an interview will be contacted"*.

Interview Questionnaire

To ensure a fair evaluation of all candidates, a formal interview questionnaire shall be developed and used consistently with all candidates for the specific position. The questionnaire shall be position-specific and comprised of weighted questions and job-related criteria. The questionnaires provide a means to focus the interview, facilitate a thorough exchange of information, ensure the interview is objective, serve as a defensible and measurable approach to evaluate candidates, and generally facilitate better hiring decisions.

The interview team will collaborate on the creation of the interview questionnaire to ensure that appropriate questions are developed, and hiring practices meet legislated requirements.

Pre-Selection Tests

During the development of the interview questionnaire, it shall be determined if any skills testing is necessary. If so, the skills tests will be weighted and included on the interview questionnaire. Skills testing may be provided by an agency on behalf of the Library.

The Interview
The process for the CEO position will be at the discretion of the Board.

The interview shall consist of a minimum of two (2) interviewers.

The designated interview Chair shall direct the interview by introducing the candidate to the interview panel, reviewing the candidate's resume, explaining the interview question process, asking the questions and allowing the candidate an opportunity to ask questions.
Occasionally, second interviews are conducted. If this is the case, a second interview questionnaire must be developed and used consistently.

Following the interview(s), the interview data and skills testing results (if required) will be consolidated for review by the interview team to assist in the final selection of a candidate.

The Library shall not be responsible for assuming expenses including travel and accommodation costs for a candidate to attend a job interview.

Reference Checks
Prior to any reference check, permission of the candidate to contact references must be obtained. This authorization may be obtained at any time during the selection process. Ideally, references should consist of the candidate's immediate supervisors in their current and/or former employment.

Standardized Reference Forms are available. However, if specific or technical information is required, the standardized format can and should be modified.

Valid Driver's License
A valid driver's license and/or a guaranteed method of transportation is required. Applicants will be advised that it is a condition of their employment that they maintain their license and/or guaranteed method of transportation in good standing while in the employ of the Board.

Police Record (Background) Check
(Please refer to the Library's current Policy Record (Background) Check Policy for specific details.)
The *Ontario Human Rights Code* prohibits discrimination in employment because of, among other things, a "record of offences." A Record of Offences as defined under Section 10 of the *Human Rights Code, R.S.O. 1990, Ch.H.19*, means a conviction for (a) an offence, in respect of which a pardon has been granted under the *Criminal Records Act* (Canada) and has not been revoked or (b) an offence in respect of any provincial enactment.

However, it is permissible to discriminate in employment, if the record of offence is a “reasonable and bona fide qualification/factor” because of the nature of the employment.

Current library policy requires a Police Record (Background) Check for all staff and volunteer positions with the exception of student applicants under 18. The Police Record (Background) Check form must be completed and submitted by the applicant to the Police Services Department serving the municipality where the applicant lives.

Forms and/or letters required for the Police Record (Background) Check application will be provided by the appropriate library staff, as requested by the individual being recruited for either an employee or volunteer position. **The fee for the service is the sole responsibility of the applicant, with the following exception:**

- “Volunteer workers” who do not receive remuneration from the Board, will be excluded from the cost associated with obtaining a Police Record (Background) Check, but must obtain a Police Record (Background) Check prior to commencing volunteer duties.

A Police Record (Background) Check will be requested of an applicant at the “Offer of Employment” stage and will be a condition of employment. The results of the Police Record (Background) Check must be provided to the CEO or designate immediately upon receipt and at the very latest, prior to the end of the candidate’s probationary period.

Failure on behalf of the applicant to secure the Police Record (Background) Check and to provide it to the Library, or the applicant’s Police Record (Background) Check being found by the Library to be unsatisfactory, may result in the applicant being declined for employment with the Library or termination at the end of the probationary period.

The information received is “confidential” and will be provided to CEO who, if necessary, will share the results with the Library Board.

Offers Of Employment

Once a final determination has been made as to the recommended candidate for hire, the interview team will provide a recommendation for hire to the CEO.

The CEO and/or applicable staff member will review the recommendation, ensure all approval authorizations are obtained and develop a written offer of employment (the Contract). To finalize an offer, the candidate must have signed the contract and provided it to the CEO or designate, along with all documentation relating to the terms and conditions of their employment prior to actually commencing the position with the Library.

Upon acceptance of the offer of employment, the CEO and/or applicable staff member will advise unsuccessful interviewees that the position has been filled, and upon receipt of the signed contract, will notify library employees, and the Board (as appropriate), the appropriate Town staff and/or any outside agency involved in the administration of payroll and employee benefits. If the recommended candidate declines the position, the interview team may proceed to the next candidate or re-post the position.

Employee Orientation

New employees will attend an orientation session on their first day of employment that will include, but is not limited to, legislation such as Health & Safety and Accessibility, policies and procedures, organizational structure and governance.

The necessary paperwork will be completed and processed to provide for legislative requirements and participation in the compensation and benefits package (if applicable).

Where an employee works in more than one branch, the on-the job orientation package will travel with them until all components have been reviewed.

Employment Policies

The Recruitment and Selection Policy is designed to be used in conjunction with the Library's other employment policies.

Related Policies

Conflict of Interest Policy
Police Record (Background) Check Policy
Records Management Policy
Volunteer Policy

Approved by the Innisfil Public Library Board, November 16, 2020,
Motion Number: 2020.98

Supersedes Policy #E-2019-11, approved September 16, 2019,
Motion #2019.66 & Policy #E-2014-06, approved February 18, 2014,
Motion #2014.17; & Policy #E-2008-09, approved April 21, 2008,
Motion #2008.26; & Policy #2004-11, approved December 13, 2004,
Motion #2004.63

SUBJECT: **BOARD - PLANNING POLICY**

Policy No: **B-2020-35**

Date: **December 14, 2020**

Review Date: **December 2024**

Pages: **2**

PURPOSE

This policy addresses the Innisfil Public Library Board's commitment to efficient and effective planning for Library service within the community of Innisfil.

POLICY

Application

This policy applies to all members of the current Innisfil Public Library Board as they carry out the duties and responsibilities attached to the position of Board Member as per the Board's current Procedural By-Law Policy.

General

In order to fulfill its mandate under the ***Public Libraries Act, RSO 1990, Chapter P. 44*** Section 20(a), "A board shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs", the Innisfil Public Library Board shall make certain that an effective planning process is in place for the Library.

Guidelines

The planning process will help to ensure that:

- the Library needs of the community are met;
- the Library is able to respond to changing needs and trends in the community;
- community input is received during the planning process;
- key decision makers in the community make a long-term commitment to Library services;
- there is continuity of services regardless of personnel changes in the Board or Staff;
- Library funds are spent in a deliberate and accountable manner;
- services available elsewhere in the community are not unnecessarily duplicated;
- the vision of the Library Board is met.

The Library Board shall regularly review and assess:

- customer needs in the community served by the Board;
- the services of the Library in light of assessed customer needs;
- the Board's mission statement, values and commitment;
- current Board policy in relation to the Library's mission statement, values and commitment;
- current Board planning documents, including the Master Plan and Strategic Plan;
- community demographics and population and their relationship to Development Charges legislation, Library services and/or funding.

Approved by the Innisfil Public Library Board, December 14, 2020, Motion #2020.104

Supersedes Policy #B-2016-11, approved May 16, 2016, Motion #2016.47 & Policy #B-2012-08, approved June 18, 2012, Motion #2012.47; &
Supersedes Policy #2009-08, approved April 20, 2009, Motion #2009.33; &
Supersedes Policy #2006-17, approved May 8, 2006, Motion #2006.49.

8a.01.01

SUBJECT: **COLLECTION MANAGEMENT POLICY**

Policy No: **2021-07** **DRAFT**

Date: **March 15, 2021**

Review Date: **March 2025**

Pages: **14 (*including appendices)***

PURPOSE

The purpose of the Collection Management Policy is to guide Staff in making decisions about the selection, management, and preservation of Library materials (in all formats, including print and digital/electronic); ~~-~~provide guidance on the allocation of Library budgets; and inform the public of the principles that govern collection development at the Innisfil ideaLAB & ~~Public~~ Library. This policy reflects the mission statement and strategic priorities of the Library. ~~In addition, i~~It constitutes a public declaration of the Library's commitment to the principles of free access to ideas and information and to providing collections that reflect a variety of viewpoints.

POLICY

General

The Innisfil Public Library Board recognizes that the community served includes persons of all ages, viewpoints and cultural backgrounds. The Library will provide equal access to information for all members of the community in an unbiased and non-judgmental environment. The Library's collection will attempt to reflect the~~our~~ community's diverse interests~~ity~~ in a balanced way without implying endorsement of any particular view.

The Library will maintain a collection that is varied in age suitability, intellectual content and physical format which fosters, responds to and anticipates the educational, cultural, recreational and other information needs of the community within the framework of the **Ontario Public Libraries Act**, the *Ontario Library Association's* **Statement on the Intellectual Rights of the Individual** (Appendix #1); the Library's **Children's Services Policy** and **Youth Services Policy**; the **Canadian Criminal Code**, the Accessibility for Ontarians with Disabilities Act ~~(~~**AODA**~~)~~**,** and any other applicable legislation.

Application

All who manage and use the collection of the Innisfil ideaLAB & Library.

Definitions

The term "***materials***" refers to all items in all formats, including print and digital/electronic, that comprise the intellectual content of the Library's collection.

The term "local author" refers to authors living in the Town of Innisfil or authors whose work(s) pertain to or are of interest to the Town of Innisfil.

The Term "self-published" **author**" refers to an author whose~~that has had a~~ work is printed independently and/or at one's own expense.

Guidelines

General Principles of Collection Development

Collection development at the Library is based on the principles of intellectual freedom, equal access for all and the preservation of the documentary record of culture. The Library provides a collection ~~that, which~~ which balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Using selection criteria that are flexible and responsive to the changing needs of the community, the Library builds and maintains a collection for the general public, while recognizing the need to reflect differences in perspective, authorship, audience and subject. ~~special population groups~~.

Selection Criteria

Librarians judge impartially and evaluate critically. Selection is made by use of authoritative book reviews, knowledge of the reputation and reliability of the author, selection aids such as authoritative discussions of the literature of the subject, pertinent bibliographical publications, publishers' advertising media and requests from library users. At times, the librarians may consult with subject area specialists outside the institution to obtain advice about certain fields

Assessment of materials for inclusion in the collection takes place on several levels: intellectual content, technical quality, and practical considerations. It is necessary that the material meet some, but not necessarily all, of the criteria established. The selection criteria defined below are~~is~~ considered when~~in~~ selecting materials ~~used for the development of~~ for the Library's collections.

- Availability of funds and space~~;~~
- Priced fairly for its production quality~~;~~
- Relationship to existing collections and other material on the subject~~;~~
- Interests and cultural composition of the community~~;~~
- Diversity of content in relation to the Library's wider collection
- Popular demand and current needs~~;~~
- Literary or artistic value~~;~~
- Reputation, skill competence and purpose of the originator of the work~~;~~
- Comprehensiveness and depth of treatment~~;~~
- Clarity, accuracy and logic of presentation~~;~~
- Balance of viewpoints in the collection~~;~~
- Timeliness or permanence of the work~~;~~

- Suitability of format for library use~~;~~
- Presents a uniquely Canadian viewpoint~~.~~

De-Selection and Collection Maintenance

The Library strives to maintain strong physical collections while increasing or providing access to content that reflects the growing demand for information, books, music and videos in digital formats. The Library's de-selection policy and procedures reflect this approach.

Selected materials are regularly assessed for their condition, accuracy, currency and usage, within the context of the L~~l~~ibrary collection, and relevance to Library users. The withdrawal of materials from any collection is a formal process conducted by knowledgeable Staff, according to written guidelines, as a necessary means to maintain collection vitality, size and scope.

Should the Library become aware of an item that is the subject of a libel action it will be removed from the collection until the action is ~~finally~~ resolved when, depending on the outcome of the action, it will be returned to the collection or permanently withdrawn.

Materials which are accessible through a consortium agreement may not be removed if they are outside the control of the Library, and may be subject to the policies of other consortium members.

The Library continually identifies items from its collections for discard based upon the following criteria:

- Currency of the material;
- Interest in and demand for material;
- Overabundance of material or subject as interest changes;
- Condition of copies.

Once an item has been identified for possible de-selection based on the above criteria, additional criteria are employed to make a final decision, including, but not limited to, whether:

- It is of local, regional, or national significance, including works of local or Canadian authors, artists, recording artists or film makers, and works pertaining to local history~~;~~
- It is a work by a famous author, artist, recording artist, film maker or universally accepted as a classic work~~;~~
- It is unique to the collection, in that there is little or no information available on that topic elsewhere, and the information is still relevant and useful~~.~~
- It represents a diverse experience and/or point of view and ~~whether~~ removing it c~~w~~ould result in an imbalance in representation of the voices of a generally under-represented group within the local community or wider culture

Every attempt is made to repurpose those i~~I~~tems withdrawn from the collection. Where inclusion in book sales or re-sale to an outside vendor is not possible, material will be discarded through appropriate waste management streams.

French and Other Language Collections

Print materials will be selected for a juvenile French collection ~~in the following areas: picture books, easy readers, and short novels. These materials will~~ that supports the Ontario Curriculum "French as a Second Language Grades Kindergarten to 8" and will provide leisure reading materials for children enrolled in French immersion programs up to and including Grade 6.

French language magazines will be purchased for ~~our~~ print and electronic collections.

Materials will be selected for other juvenile language collections as deemed relevant based on the evolving demographics and needs of the~~our~~ community.

To meet community demand for multilingual collections, the Library will participate in provincial and/or regional multi-lingual pools where appropriate, and available.

Local History Collection
The Local History Collection has a separate set of criteria as outlined in the current 'Local History Policy'.

Local or Self-Published Authors

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The Library wishes to recognize the creative efforts of local residents and include their materials in the collection where suitable. These materials are subject to the same Selection Criteria outlined above.

In order to be considered for the collection, local authors must submit a copy of the attached form with the work (see Appendix #~~2~~3). The L~~l~~ibrary only accepts donated material, which can be dropped off at any of the ~~l~~Library's branches or sent by post. The L~~l~~ibrary does not accept any work in electronic format.

Once the work has been submitted, the materials are reviewed by the selector responsible for that particular collection (ie. adult fiction, adult nonfiction, children's) with consideration for the Library's established Selection Criteria (see above).

The Library is not obligated or able to notify every author of the final decision nor can the Library meet with individuals to discuss their work.

Materials selected for inclusion into the collection become property of the Innisfil ideaLAB & Library. The Library reserves the right to include or exclude any title from the collection for any reason. Materials donated to the Library may be removed for any reason, at any time.

The Library is unable to offer promotional services for the material, including but not limited to, marketing, reviews, or any promotions.

The Library is under no obligation to purchase additional copies. If the Library does choose to acquire more copies, it may do so through a vendor established with the Library and not directly through the author.

Authors may donate up to three (3) items per year. Only one copy of each work will be accepted.

~~Once a work has been added to the collection, it becomes the property of the Library and becomes subject to the regular retention criteria used.~~

Book submissions must be professionally printed and bound. No works with spiral binding will be accepted.

Book Club Collection
The Book Club collection consists of sets of titles for use by the Library's Book Clubs, and clubs throughout Ontario, which are affiliated with a public library. Each set has multiple copies of the same title (usually between 10 and 20 copies).

Book Club cCollection titles are selected based on input from members of the Library's Book Clubs and in consideration of the selection criteria.

Exclusions from Selection
The Library does not knowingly keep, acquire or purchase material that violates the Criminal Code definitions of "obscene material", "hate propaganda" or "seditious material" as defined by case law interpreting those provisions, including the application of The Canadian Charter of Rights and Freedoms.

No material will be excluded from selection solely because of the "race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, receipt of public assistance, political affiliation, disability, level of literacy, language and/or socio-economic status" of the creator of the work.

No materials are excluded from selection for Library collections solely because they may come into the possession of a child.

Textbooks and curriculum-related works are not purchased unless they are considered useful to the general reader as an introduction to a subject, are the only source of information, or because their content is considered essential to a library collection.

Responsibility for Selection Activities
The overall responsibility for Library collections rests with the CEO ~~Chief Librarian~~. The responsibility for selection of materials is vested in the Collection Development Committee. All Library Staff and customers are able to make recommendations to the Committee through the use of the Purchase Request Form.

Intellectual Freedom
The Innisfil ~~Public~~ideaLAB & Library endorses The "ONTARIO LIBRARY ASSOCIATION STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL**"** (*See Appendix 1*) and the Ontario Library Association Position on Children's Rights in the Library (*See Appendix 3~~2~~*). Responsibility for children's use of Library collections rests with their parents or legal guardians.

The Library Board, in establishing this Collection Management Policy, is cognizant of Section 2(b) of the **Canadian Charter of Rights and Freedoms** which guarantees everyone the freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication.

Non-Endorsement of Content Statement
Selection of an item for a Library collection does not constitute endorsement by the Library of either the content or viewpoint expressed in the item.

Gifts and Donations
Gifts and donations of materials are accepted subject to the Library Board's current Gifts and Donations Policy.

New Formats
Careful consideration is given to the introduction of new formats to the Library's collections. Budget, community needs and the impact on existing resources are all reviewed before items in a new format are considered and introduced into the collection.

To responsibly accommodate trends in user demands and/or changes in technology, the selection of material in any new format may result in the Library's decision to retire specific items or material formats from its collections.

Housing
The Library will maintain its collection as a single entity. Each branch will house a representative selection of the Library's materials, in addition to materials of specific interest to the area served. More in-depth materials will be housed primarily in the largest branch. The depth and breadth of the collections will vary from branch to branch based on community needs. On a temporary basis, some portion(s) of the collection may be placed in storage.

Access
The Innisfil Public Library Board affirms that all persons have the right of access to varied expressions of intellectual activity and creativity in a non-judgmental environment. While recognizing that some of these expressions may be considered "controversial", and that a given item may offend some customers, the Library will not deny access to any Library materials. The ultimate responsibility for choice rests with the customer.

In accordance with the above principle, the Library will not label or shelve "controversial" materials separately from the general collection.

Parents and legal guardians are responsible for monitoring and limiting the use of Library materials by their children.

The Library will reserve the right to shelve irreplaceable materials, and materials which are essential to daily service, in non-circulating reference areas.

The Library may control use of any collection material in order to protect items deemed susceptible to theft or damage by users or to ensure the widest possible use of materials by Library customers.

Assessment
The collection will be assessed for quality and balance on an on-going basis ~~and materials~~. Access to retrospective materials will continue through the provincial Interlibrary loan system, when they are available and in accordance with interlibrary loan service parameters. ~~-~~Customers may request a reassessment of specific Library materials using the "Request for Reconsideration of Library Materials" form. (S~~s~~*ee Appendix 4~~2~~*)

Resource Sharing
The Innisfil Public Library Board affirms the value of resource sharing within the library community and supports the provincial Interlibrary loan system. Priority for borrowing materials through inter-library loan will be given to requests of an educational or research nature. The Library will strive to complement the information services of schools, agencies and other organizations within the Town of Innisfil, but will not assume their function. Customers will be referred to appropriate information sources ~~within the community~~ when the Library's collection does not meet their needs.

Appendices
***Appendix #1 - Ontario Library Association* - Statement on the Intellectual Rights of the Individual~~;~~**
Appendix #2 - Local Author Submission Form
Appendix #3~~2~~ - Ontario Library Association - Position on Children's Rights in the Library
***Appendix #4 -* Request for Reconsideration of Library Materials~~.~~**

~~Appendix #43 – Local Author Submission Form~~

Related Policies
Local History Policy
Book Club Policy
Children's Services Policy
Youth Services Policy

Approved by the Innisfil Public Library Board, February 16, 2017, Motion #2021.XX

Supersedes Policy #2017-04, approved February 21, 2017, Motion #2017.17 &
Policy #2013-18, approved November 18, 2013, Motion #2013.102; &
Policy #2010-21, approved November 8, 2010, Motion #2010.74; &
Policy #2007-06, approved October 15, 2007, Motion # 2007.51 &
Policy # 2006-04, approved March 20, 2006, Motion #2006.22 &
Policy #2001-02, approved February 1999, Motion #99.10.

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Appendix #1

ONTARIO LIBRARY ASSOCIATION
STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL

In affirming its commitment to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following propositions:

1) That the provision of library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.

2) That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, and including those ideas and interpretations, which may be unconventional or unpopular.

3) That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.

4) That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.

5) That it is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, other materials, and in the provision of access to electronic sources of information, including access to the Internet.

6) That it is therefore part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate or curtail access to information, the freedom to read, view and listen by demanding the removal of, or restrictions to library information sources in any format.

7) That it is equally part of the library's responsibility to its public to ensure that its selection of material is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentation.

Updated and Approved at the Ontario Library Association Annual General Meeting
November 7, 1998.

Appendix #2

Local Author Submission Form

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In order for the Library Staff to serve you better, please provide the following information when submitting your work for consideration:

Name:

Address:

Phone:

Email:

Title of Book:

Vendor/Publisher Information:

ISBN:

Audience:

Fiction/Nonfiction:

Author's credentials (mandatory for non-fiction):

A **brief** summary of the book's contents:

Information about illustrations (children's books only):

Reviews or links to reviews of your book (if available):

Why this book would be of interest to Innisfil ideaLAB & Library's customers:

To submit your work, you can visit one of our Branches or mail donations to:

Innisfil Public Library

Attn: Collection Services Librarian

967 Innisfil Beach Road

Innisfil, ON

L9S 1V3

Appendix #3

http://accessola2.com/data/1/rec_docs/380_ola3.pdf

Appendix #4

ideaLAB & Library

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

DATE: _____

REQUEST INITIATED BY: _____

ADDRESS: _____

PHONE NUMBER: _____

AUTHOR: _____

TITLE: _____

Have you reviewed the entire item (video, book, etc.)? YES NO

(If not, which parts have you reviewed?) _____

_____

_____

_____

What are your concerns? (Please be specific.) _____

_____

_____

_____

What do you suggest the Library do about this item? _____

_____

_____

_____

Have you read the attached Collection Management Policy? YES NO

Customer's Signature Staff Signature

0-2013-16, page 1

ADMINISTRATIVE USE ONLY:

Written Report Attached? YES NO

Recommendation:

Action Taken:

Staff Member Date

CEO/Chief Librarian/Designate Date

8c.01.02

SUBJECT: **COLLECTION MANAGEMENT POLICY**

Policy No: **2017-04**

Date: **February 21, 2017**

Review Date: **February 2021**

Number of Pages: **9 (*including appendices)***

PURPOSE

The purpose of the Collection Management Policy is to guide Staff in making decisions about the selection, management, and preservation of library materials, provide guidance on the allocation of library budgets and inform the public of the principles that govern collection development at the Innisfil Public Library. This policy reflects the mission statement and strategic priorities of the Library. In addition, it constitutes a public declaration of the Library's commitment to the principles of free access to ideas and information and to providing collections that reflect a variety of viewpoints.

POLICY

General

The Innisfil Public Library Board recognizes that the community served contains persons of all ages, convictions and cultural backgrounds The Library will provide equal access to information for all members of the community in an unbiased and non-judgemental environment. The Library's collection will attempt to reflect our community's diversity in a balanced way without implying endorsement of any particular view.

The Library will maintain a collection that is varied in age suitability, intellectual content and physical format which fosters, responds to and anticipates the educational, cultural, recreational and other information needs of the community within the framework of the **Ontario Public Libraries Act**, the *Ontario Library Association's* **Statement on the Intellectual Rights of the Individual** (Appendix #1); the Library's **Children's Services Policy and Youth Services Policy**; the **Canadian Criminal Code**, the **AODA,** and any other applicable legislation.

Application

All who manage and use the collection of the Innisfil Public Library.

Definitions
The term "***materials***" refers to all items in all formats that comprise the intellectual content of the Library's collection.

Guidelines
General Principles of Collection Development
Collection development at the Library is based on the principles of intellectual freedom, equal access for all and the preservation of the documentary record of culture. The Library provides a collection, which balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Using selection criteria that are flexible and responsive to the changing needs of the community, the Library builds and maintains a collection for the general public, while recognizing the needs of special population groups.

Selection Criteria
Assessment of materials for inclusion in the collection takes place on several levels: intellectual content, technical quality and practical considerations. It is necessary that the material meet some, but not necessarily all, of the criteria established. The selection criteria defined below is used for the development of the Library's collections.

- Availability of funds and space;
- Priced fairly for its production quality;
- Relationship to existing collections and other material on the subject;
- Interests and cultural composition of the community;
- Popular demand and current needs;
- Literary or artistic value;
- Reputation, skill competence and purpose of the originator of the work;
- Comprehensiveness and depth of treatment;
- Clarity, accuracy and logic of presentation;
- Balance of viewpoints in the collection;
- Timeliness or permanence of the work;
- Suitability of format for library use;
- Presents a uniquely Canadian viewpoint.

De-Selection and Collection Maintenance
The library strives to maintain strong physical collections while increasing or providing access to content that reflect the growing demand for information, books, music and videos in digital formats. The Library's de-selection policy and procedures reflect this approach.

Selected materials are regularly assessed for their condition, accuracy, currency and usage, within the context of the library collection, and relevance to library users. The withdrawal of materials from any collection is a formal process conducted by knowledgeable staff, according to written guidelines, as a necessary means to maintain collection vitality, size and scope.

Should the Library become aware of an item that is the subject of a libel action it will be removed from the collection until the action is finally resolved when, depending on the outcome of the action, it will be returned to the collection or permanently withdrawn.

The Library continually identifies items from its collections for discard based upon the following criteria:

- Currency of the material;
- Interest in and demand for material;
- Overabundance of material or subject as interest changes;
- Condition of copies.

Once an item has been identified for possible de-selection based on the above criteria, additional criteria are employed to make a final decision, including, but not limited to, whether

- it is of local, regional, or national significance, including works of local or Canadian authors, artists, recording artists or film makers and works pertaining to local history;
- it is a work by a famous author, artist, recording artist, film maker or universally accepted as a classic work;
- it is unique to the collection, in that there is little or no information available on that topic elsewhere, and the information is still relevant and useful.

Every attempt is made to repurpose those Items withdrawn from the collection. Where inclusion in book sales or re-sale to an outside vendor is not possible, material will be discarded through appropriate waste management streams.

French and Other Language Collections

Print materials will be selected for a juvenile French collection in the following areas: picture books, easy readers, and short novels. These materials will support the Ontario Curriculum “French as a Second Language Grades Kindergarten to 8“ and will provide leisure reading materials for children enrolled in French immersion programs up to and including Grade 6.

French language magazines may be purchased for our print and electronic collections.

Materials will be selected for other juvenile language collections as deemed relevant based on the evolving demographics and needs of our community.

To meet community demand for multi-lingual collections, the Library will participate in provincial and/or regional multi-lingual pools where appropriate.

Local History Collection

The Local History Collection has a separate set of criteria as outlined in the current ‘Local History Policy’.

Book Club Collection

The Book Club collection consists of sets of titles for use by the Library’s Book Clubs, and clubs throughout Ontario, which are affiliated with a public library. Each set has multiple copies of the same title (usually between 10 and 20 copies).

Titles of this collection are selected based on input from members of the Library’s Book Clubs and in consideration of the selection criteria.

Exclusions from Selection

The Library does not knowingly keep, acquire or purchase material that violates the Criminal Code definitions of "obscene material", "hate propaganda" or "seditious material" as defined by case law interpreting those provisions, including the application of The Canadian Charter of Rights and Freedoms.

No material will be excluded from selection solely because of the "race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, receipt of public assistance, political affiliation, disability, level of literacy, language and/or socio-economic status" of the creator of the work.

No materials are excluded from selection for library collections solely because they may come into the possession of a child.

Textbooks and curriculum-related works are not purchased unless they are considered useful to the general reader as an introduction to a subject, are the only source of information, or because their content is considered essential to a library collection.

Responsibility for Selection Activities
The overall responsibility for library collections rests with the Chief Librarian. The responsibility for selection of materials is vested in the Collection Development Committee. All Library Staff and customers are able to make recommendations to the Committee through the use of the Purchase Request Form.

Intellectual Freedom
The Innisfil Public Library endorses The “ONTARIO LIBRARY ASSOCIATION STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL**”** (*See Appendix 1*). Responsibility for children’s use of library collections rests with their parents or legal guardians.

Non-Endorsement of Content Statement
Selection of an item for a library collection does not constitute endorsement by the Library of either the content or viewpoint expressed in the item.

Gifts and Donations
Gifts and donations of materials are accepted subject to the Library Board’s current Gifts and Donations Policy.

New Formats
Careful consideration is given to the introduction of new formats to the Library’s collections. Budget, community needs and the impact on existing resources are all reviewed before items in a new format are considered and introduced into the collection.

To responsibly accommodate trends in user demands and/or changes in technology, the selection of material in any new format may result in the Library's decision to retire specific items or material formats from its collections.

Housing
The Library will maintain its collection as a single entity. Each branch will house a

representative selection of the library's materials, in addition to materials of specific interest to the area served. More in-depth materials will be housed primarily in the largest branch. On a temporary basis, some portion(s) of the collection may be placed in storage.

Access

The Innisfil Public Library Board affirms that all persons have the right of access to varied expressions of intellectual activity and creativity in a non-judgemental environment. While recognizing that some of these expressions may be considered "controversial", and that a given item may offend some customers, the Library will not deny access to any library materials. The ultimate responsibility for choice rests with the customer.

In accordance with the above principle, the Library will not label or shelve "controversial" materials separately from the general collection.

Parents and legal guardians are responsible for monitoring and limiting the use of library materials by their children.

The Library will reserve the right to shelve irreplaceable materials, and materials, which are essential to daily service, in non-circulating reference areas.

The Library may control use of any collection material in order to protect items deemed susceptible to theft or damage by users or to ensure the widest possible use of materials by library customers.

Assessment

The collection will be assessed for quality and balance on an on-going basis and materials. Access to retrospective materials will continue through the provincial Interloan system. Customers may request a reassessment of specific library materials using the "Request for Reconsideration of Library Materials" form. (*see Appendix 2*)

Resource Sharing

The Innisfil Public Library Board affirms the value of resource sharing within the library community and supports the provincial Interloan system. The Library will strive to complement the information services of schools, agencies and other organizations within the Town of Innisfil, but will not assume their function. Customers will be referred to appropriate information sources within the community when the Library's collection does not meet their needs.

Appendices

***Appendix #1 - Ontario Library Association* - Statement on the Intellectual Rights of the Individual;**

***Appendix #2* - Request for Reconsideration of Library Materials.**

Related Policies
Local History Policy
Book Club Policy
Children's Services Policy
Youth Services Policy

Approved by the Innisfil Public Library Board, February 21, 2017, Motion #2017.17

Supersedes Policy #2013-18, approved November 18, 2013, Motion #2013.102; &
Policy #2010-21, approved November 8, 2010, Motion #2010.74; &
Policy #2007-06, approved October 15, 2007, Motion # 2007.51 &
Policy # 2006-04, approved March 20, 2006, Motion #2006.22 &
Policy #2001-02, approved February 1999, Motion #99.10.

Appendix #1

STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL

In affirming its commitment to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following propositions:

1) That the provision of library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.

2) That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, and including those ideas and interpretations, which may be unconventional or unpopular.

3) That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.

4) That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.

5) That it is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, other materials, and in the provision of access to electronic sources of information, including access to the Internet.

6) That it is therefore part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate or curtail access to information, the freedom to read, view and listen by demanding the removal of, or restrictions to library information sources in any format.

7) That it is equally part of the library's responsibility to its public to ensure that its selection of material is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentation.

Updated and Approved at the Ontario Library Association Annual General Meeting
November 7, 1998.

Appendix #2

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

DATE: _____

REQUEST INITIATED BY: _____

ADDRESS: _____

PHONE NUMBER: _____

AUTHOR: _____

TITLE: _____

Have you reviewed the entire item (video, book, etc.)? YES NO

(If not, which parts have you reviewed?)_____

_____

_____

_____

What are your concerns? (Please be specific.) _____

_____

_____

_____

What do you suggest the Library do about this item? _____

_____

_____

_____

Have you read the attached Collection Management Policy? YES NO

_____ _____

Customer's Signature Staff Signature

0-2013-16, page 1

ADMINISTRATIVE USE ONLY:

Written Report Attached? YES NO

Recommendation:

_____

_____

_____

_____

_____

Action Taken:

_____

_____

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_____

_____ _____

Staff Member Date

_____ _____

Chief Librarian/Designate Date

0-2013-16, page 2

8b.01.01

SUBJECT: **EMPLOYMENT - INCLEMENT WEATHER POLICY**

Policy No: **E-2021-08** **DRAFT**

Date: **March 15, 2021**

Review Date: **March 2025**

Pages: **5**

PURPOSE

Innisfil ideaLAB & Library recognizes that *inclement weather* may temporarily prevent the availability and operations of ~~I~~Library services. As these situations can, at times, create difficult, dangerous travel and work conditions, it may interfere with the normal business operation of the Library. The purpose of this policy is ~~T~~to:

- ~~e~~Ensure that all Staff Members are aware of their responsibilities and the implications when inclement weather occurs, especially if it results in the closure of any or all ~~of the~~ Library facilities.
- Assign responsibility for determining closures and cancellations of Library workplaces;
- To clearly outline the communication protocols for Library closures resulting from inclement weather;
- To clarify the responsibilities and expectations of employees during inclement weather events.

POLICY

General

The Library Board is committed to providing excellent service to all Library customers while recognizing ~~its~~ their obligation to Staff health and safety as a top priority during episodes of inclement weather.

~~The purpose of this Policy is to:~~

~~□ A~~assign responsibility for determining closures and cancellations of ~~I~~Library ~~workplaces;~~

~~□ Tto clearly outline the communication protocol around a Llibrary closure decision resulting from inclement weather;~~
~~□ To clarify the responsibilities and expectations of employees in the event that there is an inclement weather event.~~

Senior Staff should maintain an awareness of and be prepared to act on the possibility of severe weather conditions, which may arise either unexpectedly, or as forecast by weather authorities.

Application
~~All Innisfil Public ideaLAB & Library employees.~~

This Policy applies to all Llibrary employees, including but not limited to full-time, part-time, temporary and contract staff, in addition to volunteers, students and interns.

Definitions
Alternate Work Arrangements *are work arrangements~~,~~ which are variations from the standard workday or work location.*
Inclement or Severe Weather *is defined as as any aspect of the weather that poses risks to life, property or requires the intervention of authorities~~severe, squally, turbulent or stormy weather.~~ Severe events can include tornadoes, hurricanes, hail, blizzards, ice storms, heavy rain, thunderstorms, and high velocity winds. Safe passage to and from work and working itself can be severely compromised during or following inclement weather, especially if accompanied by a power failure.*
*A **Safe Location** is an area within a facility, preferably in a basement or an interior main floor room or hallway with no windows, where Staff M~~m~~embers are to congregate in the event of an imminent ~~an impending~~ severe weather event, such as a tornado.*
Library Safe Locations:
***Churchill** – Basement – Staff Bathroom;*
***Cookstown** – Staff Bathroom or Sort Room;*
***Lakeshore** – Public Bathrooms, Staff Bathroom or Computer Room;*
***Stroud** – Public Bathrooms.*

Weather Statements
*Environment Canada issues the following**, in escalating order of severity:***

1. ***Special Weather Statement** – the least urgent type of notification to inform the public about weather conditions which are unusual and could cause safety concerns.*
2. ***Advisories** are issued for specific weather events (like blowing snow, fog, freezing drizzle and frost) that are less severe but could still have a significant impact.*
3. ***Watch** – an alert to inform the public about weather conditions that are favourable for a storm or severe weather, which could cause safety concerns.*
4. ***Warning** – as certainty increases about the path and strength of a storm system, a watch may be upgraded to a **Warning**, which is an urgent message that severe weather is either occurring or will occur. Warnings are usually issued from six (6)*

to 24 hours in advance, although some severe weather (such as thunderstorms and tornadoes) can occur rapidly, with less than one half hours' notice.

Guidelines

All employees shall make every reasonable effort, consistent with personal safety, to report to work unless instructed otherwise.

~~The Library recognizes that some employees have greater distances to travel (i.e. home to work) than others and may live well outside of the Town of Innisfil. The Library also recognizes that inclement weather can vary considerably from one region to another, and as such, employees can be impacted differently depending on where they live.~~

Management may schedule staff in an appropriate manner with consideration for ~~given regard to~~ safety, travel distance, operational need and employee concerns.

In the event that an employee is unable to arrive at their workplace at their normal starting time as a result of inclement weather conditions, the employee must make every reasonable effort to call their supervisor prior to their start time to advise that they are unable to report to work or will likely be late due to weather conditions.

Communication During Inclement Weather

If the CEO or designate determines the weather to be sufficiently inclement to prevent the opening of the Library, the Staff communication chain will be activated ~~implemented~~ to inform all Staff about the closure in a timely manner. When possible, the CEO or designate will contact ~~email all~~ Staff well before the workday begins when severe weather is occurring and/or a w~~W~~*eather* w~~W~~*arning* is issued, well before the workday begins.

If the weather appears to be deteriorating during the day, the CEO or designate will closely monitor weather reports ~~from the Town, local news updates,~~ and any ~~*Environment Canada*~~ notifications advising of severe storms, and will keep in close contact with Staff ~~at the Branches.~~

If the CEO or designate determines that the Library should close, the decision to close will be communicated to the affected Branch(es), and to all Staff and volunteers scheduled to arrive later in the day, along with those registered in programmes scheduled to run after the time of the closure.

The CEO or designate's decision will be based on a variety of information sources, including, but not limited to:

- Weather reports from Environment Canada;
- Accessibility of local roadways and municipal parking lots;
- Reports of road and highway conditions for the Town of Innisfil and surrounding areas;

- Closuresing of school boards, other municipal facilities, as well as other businesses and services.

If the CEO or designate determines that the Library should close, the decision to close will be communicated to the affected Bbranch(es), and to all Staff and volunteers scheduled to arrive later in the day, along with those registered in programmes scheduled to run after the time of the closure.

Communications Staff will notify the appropriate local media ~~local radio station(s)~~ and when possible, the closure will be posted on the Library's website and social media, at the Library facilities, and on *AMI (Accessible Media Inc.)* as per AODA requirements. Staff areis then expected to leave the Library facilitiesy as soon as is safely possible.

Staff Pay Implications

When a decision to close is issued by the CEO or designate, Staff will be paid for the shift(s), which they were scheduled to complete.

If the Library opens on inclement days, Staff are expected to report to work. Staff must always consider their own health and safety. and ilf Staffthey believe that they cannot safely navigate to work, or that they must leave early to return home safely, they have the right to make the decision to not report for work, or to request to leave before their shift is completed. The pay implications are as follows:

- Full-Time Staff must make up the time through vacation, lieu time or by working the hours at another time, subject to the approval of their reporting manager. and the scheduler;
- Part-Time Staff will not be paid for the missed time. There may be an opportunity for the hours to be worked at another time, subject to feasibility, operational requirements Library scheduling requirements and the approval of the reporting manager and scheduler.

StaffEmployees who had a leave pre-approved leave, and as such were not scheduled to report to worktheir workplace on a day where a closure or cancellation occurred, will not have their leave day reinstated or be compensated as a result of the closure or cancellation. This includes, but is not limited to, leaves such as:

- Vacation
- Unpaid leaves of absence – paid and unpaid?
- Lieu Day
- Personal time – sick time?

Where an employee has requested the use of a leave day due to inclement weather, and a decision is made to close or suspend Llibrary services on the same day that the request was made due to the same inclement weather event, the employee's initial request will be cancelled.

Employees whose scheduled time off falls on a day that their work location is closed due to inclement weather (whether for the full day or partial day) will not be compensated as a result of the closure.

~~StaffEmployees who work from home through a flexible work arrangement are expected to work their full work day, as are Staff. who have been authorized to work from home due to inclement weather .is expected to work their full shift.~~

~~An employee who has been authorized to work from home due to inclement weather is expected to work their full shift.~~

Alternate Work Arrangements
It is possible that some Bb~~b~~ranches may remain open while others close due to localized severe weather or power outages, ~~etc.,~~ in which case ***Alternate Work Arrangements*** may be initiated by the CEO or designate, and Staff may be directed to another location to fill/(complete) their shifts.

Related Policies
Health & Safety Policy
Hours of Work and Overtime Policy
Paid Holidays Policy

Approved by the Innisfil Public Library Board, March 15, 2021
Motion Number: 2021.XX

Supersedes Policy #E-2017-08, approved March 20, 2017, Motion #2017.28 &
Policy #E-2013-16, approved November 18, 2013, Motion #2013.100.

SUBJECT: **EMPLOYMENT - INCLEMENT WEATHER POLICY**

Policy No: **E-2017-08**

Date: **March 20, 2017**

Review Date: **March 2021**

Number of Pages: 3

PURPOSE

To ensure that all Staff Members are aware of their responsibilities and the implications when inclement weather occurs, especially if it results in the closure of any or all of the Library facilities.

POLICY

General

The Library Board is committed to providing excellent service to all Library customers while recognizing its obligation to Staff health and safety as a top priority during episodes of inclement weather.

Senior Staff should maintain an awareness of and be prepared to act on the possibility of severe weather conditions, which may arise either unexpectedly, or as forecast by weather authorities.

Application

All Innisfil Public Library employees.

Definitions

Alternate Work Arrangements *are work arrangements, which are variations from the standard workday or work location.*

Inclement or Severe Weather *is defined as severe, squally, turbulent or stormy weather. Severe events can include tornadoes, hurricanes, hail, blizzards, ice storms, heavy rain, thunderstorms, and high velocity winds. Safe passage to and from work and working itself can be severely compromised during or following inclement weather, especially if accompanied by a power failure.*

*A **Safe Location** is an area within a facility preferably in a basement or an interior main floor room or hallway with no windows, where Staff members are to congregate in the event of an impending severe weather event such as a tornado.*

Library Safe Locations:

Churchill –	*Basement – Staff Bathroom;*
Cookstown –	*Staff Bathroom or Sort Room;*
Lakeshore –	*Public Bathrooms, Staff Bathroom or Computer Room;*
Stroud –	*Public Bathrooms.*

Weather Statements

*Environment Canada issues the following**, in escalating order of severity:***

1. ***Special Weather Statement** – the least urgent type of notification to inform the public about weather conditions which are unusual and could cause safety concerns.*
2. ***Advisories** are issued for specific weather events (like blowing snow, fog, freezing drizzle and frost) that are less severe but could still have a significant impact.*
3. ***Watch** – an alert to inform the public about weather conditions that are favourable for a storm or severe weather, which could cause safety concerns.*
4. ***Warning** – as certainty increases about the path and strength of a storm system, a watch may be upgraded to a **Warning**, which is an urgent message that severe weather is either occurring or will occur. Warnings are usually issued from six (6) to 24 hours in advance, although some severe weather (such as thunderstorms and tornadoes) can occur rapidly, with less than one half hour's notice.*

Guidelines

Communication During Inclement Weather

If the CEO or designate determines the weather to be sufficiently inclement to prevent the opening of the Library, the Staff communication chain will be implemented to inform all Staff about the closure in a timely manner. When possible, the CEO or designate will email all Staff when severe weather is occurring and/or a ***Weather Warning*** is issued, well before the workday begins.

If the weather appears to be deteriorating during the day, the CEO or designate will closely monitor reports from the Town, local news updates, and any *Environment Canada* notifications advising of severe storms, and will keep in close contact with Staff at the Branches.

If the CEO or designate determines that the Library should close, the decision to close will be communicated to the affected branch(es), and to all Staff and volunteers scheduled to arrive later in the day along with those registered in programmes scheduled to run after the time of the closure. Communications Staff will notify the appropriate local radio station(s) and when possible, the closure will be posted on the Library's website and social media, at the Library facilities and on *AMI (Accessible Media Inc.)* as per AODA requirements. Staff is then expected to leave the Library facility as soon as is safely possible.

Staff Pay Implications
When a decision to close is issued by the CEO or designate, Staff will be paid for the shift(s), which they were scheduled to complete.

If the Library opens on inclement days, there is an expectation that Staff will report to work. Staff must always consider their own health and safety and if they believe that they cannot safely navigate to work or that they must leave early to return home safely, they have the right to make the decision to not report for work or to request to leave before their shift is completed. The pay implications are as follows:

- Full-Time Staff must make up the time through vacation, lieu time or by working the hours at another time subject to the approval of their reporting manager and the scheduler;
- Part-Time Staff will not be paid for the missed time. There may be an opportunity for the hours to be worked at another time subject to Library scheduling requirements and the approval of the reporting manager and scheduler.

Alternate Work Arrangements
It is possible that some branches may remain open while others close due to localized severe weather or power outages, etc., in which case ***Alternate Work Arrangements*** may be initiated by the CEO or designate, and Staff may be directed to another location to fill/(complete) their shifts.

Related Policies
Health & Safety Policy
Hours of Work and Overtime Policy
Paid Holidays Policy

Approved by the Innisfil Public Library Board, March 20, 2017
Motion Number: 2017.28

Supersedes Policy #E-2013-16, approved November 18, 2013, Motion #2013.100.

SUBJECT: EMPLOYMENT – PAID HOLIDAYS POLICY

Policy No:	**E-2021-09**	**DRAFT**
Date:	**March 15, 2021**	
Review Date:	**March 2025**	
Pages:	**3**	

PURPOSE

The purpose of this policy is to provide guidelines for specified paid holidays as they relate to Innisfil ~~Public~~ ideaLAB & Library Staff.

POLICY

General

According to the *Ontario Ministry of Labour*, Ontario has nine public holidays:~~–~~ New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day (December 26).

I~~n addition to the above listed public holidays~~, T~~t~~he Library Board provides the following days as paid holidays, in additional to those listed above: Easter Monday ,~~and~~ the Civic Holiday , and ~~as paid holidays. In addition,~~ one "Floating Day" ~~a year is provided~~ in place of closing on Remembrance Day.

Therefore, the Library recognizes the following days as paid holidays:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	

Application
This policy applies to all Innisfil ~~Public~~ ideaLAB & Library Staff Members, unless otherwise indicated.

Guidelines
~~1. Paid Holidays Specified~~
~~The following holidays are recognized as paid holidays:~~
~~New Year's Day; Civic Holiday;~~
~~Family Day; Labour Day;~~
~~Good Friday; Thanksgiving Day;~~
~~Easter Monday; Christmas Day;~~
~~Victoria Day; Boxing Day.~~
Canada Day;
~~Provided that the requirements in Section 3 of this policy are met,~~
~~1.~~ When Christmas Eve falls on a day when the Library is scheduled to be open, each permanent Full-Time employee shall be entitled to one half (1/2) day holiday on Christmas Eve day. ~~in circumstances where Christmas Eve falls on a day when the Library is scheduled to be open to the public as determined by the Board from time to time.~~
~~2.~~1.
2.1. When any of the Library's recognized, paid holidays ~~any of the holidays listed in Section 1~~ fall~~s~~ on a Saturday or Sunday, and is not declared or proclaimed as being observed on some other day, the holiday will be observed on the Friday or Tuesday ~~in keeping with the general practice of the community and subject to the approval of the appropriate management staff.~~

~~3.~~2. Staff~~An employee~~ shall not be eligible for holiday pay if they ~~employee~~ fail~~s~~ to work their last regularly scheduled shift before the holiday and their first regularly scheduled shift after the holiday, without reasonable cause. This provision shall not apply~~, however,~~ if the employee is absent from work with permission ~~on either or both of the above-mentioned days.~~ Similarly, this provision shall not apply if Staff~~an employee~~ fail~~s~~ to report for work due to illness~~, which is verified (if so requested), to the satisfaction of the Library.~~

~~4.~~3. Statutory holiday pay will be provided to Staff~~employees~~ in accordance with the provisions and formula for payment as set out in the *Employment Standards Act.*

~~5.~~4. If Staff are~~is~~ called in to work for emergency reasons on any of the above listed paid holidays, they shall be compensated at a rate of double time, in addition to receiving Stat Pay. Part-Time Staff may request pay or time off in lieu. Full-Time Staff may bank time off in lieu at a rate of double time for use at a future date.

~~6.~~5. Lieu Day

Permanent, Full-Time employees, who have completed their probationary period, shall be entitled to one day off with pay each year, to be known as a "Lieu Day". This day shall be taken during the calendar year, at a time mutually agreeable between the employee and the Library.

Approved by the Innisfil Public Library Board, March 15, 2021,
Motion Number: 2021.XX

Supersedes Policy #E-2017-10, approved March 20, 2017, Motion #2017.30 &
Policy #E-2016-01, approved January 18, 2016, Motion #2016.08; &
#E-2011-21, approved November 21, 2011, Motion #2011.70 &
Section 8 of the Town's Employee By-Law #038-06 appended to Policy Number 2006-20, approved June 12, 2006.

SUBJECT: **EMPLOYMENT – PAID HOLIDAYS POLICY**

Policy No: **E-2017-10**

Date: **March 20, 2017**

Review Date: **March 2021**

Number of Pages: **2**

PURPOSE

The purpose of this policy is to provide guidelines for specified paid holidays as they relate to Innisfil Public Library Staff.

POLICY

General

According to the *Ontario Ministry of Labour*, Ontario has nine public holidays - New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day (December 26).

In addition to the above listed public holidays, the Library Board provides Easter Monday and the Civic Holiday as paid holidays. In addition, one "Floating Day" a year is provided in place of closing on Remembrance Day.

Application

This policy applies to all Innisfil Public Library Staff Members, unless otherwise indicated.

Guidelines

1. Paid Holidays Specified

   The following holidays are recognized as paid holidays:

   New Year's Day;
   Family Day;
   Good Friday;
   Easter Monday;
   Victoria Day;
   Canada Day;
   Civic Holiday;
   Labour Day;
   Thanksgiving Day;
   Christmas Day;
   Boxing Day.

Provided that the requirements in Section 3 of this policy are met, each permanent Full-Time employee shall be entitled to one half (1/2) day holiday on Christmas Eve day in circumstances where Christmas Eve falls on a day when the Library is scheduled to be open to the public as determined by the Board from time to time.

2. When any of the holidays listed in Section 1 falls on a Saturday or Sunday and is not declared or proclaimed as being observed on some other day, the holiday will be observed on the Friday or Tuesday in keeping with the general practice of the community and subject to the approval of the appropriate management staff.

3. An employee shall not be eligible for holiday pay if the employee fails to work their last regularly scheduled shift before the holiday and their first regularly scheduled shift after the holiday without reasonable cause. This provision shall not apply, however, if the employee is absent from work with permission on either or both of the above-mentioned days. Similarly, this provision shall not apply if an employee fails to report for work due to illness, which is verified (if so requested), to the satisfaction of the Library.

4. Statutory holiday pay will be provided to employees in accordance with the provisions and formula for payment as set out in the *Employment Standards Act.*

5. If Staff is called in to work for emergency reasons on any of the above listed paid holidays, they shall be compensated at a rate of double time in addition to receiving Stat Pay. Part-Time Staff may request pay or time off in lieu. Full-Time Staff may bank time off in lieu at a rate of double time for use at a future date.

6. <u>Floating Day</u>
   Permanent, Full-Time employees, who have completed their probationary period, shall be entitled to one day off with pay each year, to be known as a “Floating Day”. This day shall be taken during the calendar year, at a time mutually agreeable between the employee and the Library.

Approved by the Innisfil Public Library Board, March 20, 2017,
Motion Number: 2017.30

Supersedes Policy #E-2016-01, approved January 18, 2016, Motion #2016.08; & #E-2011-21, approved November 21, 2011, Motion #2011.70 &
Section 8 of the Town’s Employee By-Law #038-06 appended to Policy Number 2006-20, approved June 12, 2006.

8d.01.01

SUBJECT: **HACKLAB POLICY**

Policy No: **2021-10** **DRAFT**

Date: **March 15, 2021**

Review Date: **March 2025**

Pages: **3**

PURPOSE

The purpose of this policy is to provide guidelines for the HackLAB service as offered to Library users.

POLICY

General

Innisfil ~~Public~~ ideaLAB & Library provides public access to the HackLAB in keeping with its role of providing equal access to information and resources, which meet the needs of the community.

Application

This policy applies to all who use the Library's HackLAB.

Guidelines

- The HackLAB is open during normal ~~l~~Library hours, but closes 30 minutes prior to the Library's closing time to facilitate cleaning of the space and shutdown of equipment. The space may also close during programs, outreach visits, or events, at the discretion of HackLAB Staff.

- The HackLAB equipment and supplies are available to all; however, priority will be given to Innisfil ideaLAB & Library members when scheduling ~~Check-Out-A-Skill appointments and~~ equipment bookings.

- Usage of the HackLAB must be supervised by Staff at all times. In the event that a trained Staff Member is not available, the HackLAB must be closed to the public.

- Parents/Guardians are responsible for their children's use of the HackLAB and equipment therein. Children are not to be left unattended in the HackLAB.

- Reserving time on HackLAB equipment is strongly encouraged. Drop-in customers will be accommodated only if there are no equipment bookings already scheduled. Bookings are limited to a maximum of two (2) hours, and can be arranged by speaking with Staff in person or on the phone on a first-come, first-served basis.

- During times of high usage, equipment bookings will be limited to one (1) hour per week per customer to ensure the space is available to the broadest number of customers. Second bookings within a week will be considered on a first-come and as-available basis. These high usage times include, but are not limited to the months of July, August and December.

- Customers using HackLAB equipment are required to remain with the equipment while their job is in progress. Customers doing 3D printing will be granted an exception to this rule due to the significant amount of time required to complete print jobs.

- A maximum of twenty (20) people are allowed in the HackLAB at a given time.

- No food of any kind is permitted within the HackLAB. Only beverages in lidded containers may be brought into the space.

- A limited supply of materials for use with HackLAB equipment is available for purchase in the HackLAB. Customers wishing to use their own materials in the HackLAB equipment will be required to provide MSDS sheets for said materials to ensure they are safe and compatible with HackLAB equipment. Anyone wishing to use large quantities of materials purchased by the Library for their projects should speak to Staff in advance.

- Customers approved to use their own materials with HackLAB equipment will be charged a machine maintenance fee.

- Files saved on the HackLAB computers may be deleted. Users must save their work on their own external memory source to ensure that it is not lost.

- Library Staff are~~is~~ available for assistance. Customers who require extra help or training are encouraged to attend Tinkershops, watch Library how-to videos and use the available instructional documents in order to gain the skills they require. ~~make an appointment through the Check-Out-A-Skill program~~.

- Users are required to use the HackLAB in a safe, responsible and ethical manner. All users must adhere to all L~~l~~ibrary policies and current applicable laws, including but not limited to health and safety policies and equipment operating procedures, copyright laws and licensing agreements, and may not create, access, display or distribute illegal material or material that contravenes the *Ontario Human Rights Code* or that is obscene, harassing, racist, malicious, fraudulent, or libelous. Library management has final authority over whether usage of the space is in line with current guidelines. The Library is not responsible for any infringement of copyright, or any other violation committed by L~~l~~ibrary users.

- Users who damage HackLAB equipment through misuse and/or contravention of equipment procedures will be charged ~~for~~ the replacement cost of the equipment and/or damaged material. Any user who introduces a virus, misuses or damages the equipment, attempts to delete or modify either hardware or software, will be held responsible for all damages.

- The Library Board reserves the right to revoke any user's HackLAB access and L~~l~~ibrary privileges if HackLAB usage is not in compliance with this policy.

- The HackLAB is an evolving resource; therefore, this policy is subject to change without notice.

Approved by the Innisfil Public Library Board, March 15, 2021
Motion Number: 2021.XX

Supersedes Policy #2017-11, approved March 20, 2017, Motion #2017.31

SUBJECT: **HACKLAB POLICY**

Policy No: **2017-11**

Date: **March 20, 2017**

Review Date: **March 2021**

Number of Pages: 3

PURPOSE

The purpose of this policy is to provide guidelines for the HackLAB service as offered to library users.

POLICY

General

Innisfil Public Library provides public access to the HackLAB in keeping with its role of providing equal access to information and resources, which meet the needs of the community.

Application

This policy applies to all who use the Library's HackLAB.

Guidelines

- The HackLAB is open during normal library hours, but closes 30 minutes prior to the Library's closing time to facilitate cleaning of the space and shutdown of equipment. The space may also close during programs, outreach visits, or events at the discretion of HackLAB Staff.

- The HackLAB equipment and supplies are available to all; however, priority will be given to Innisfil ideaLAB & Library members when scheduling Check-Out-A-Skill appointments and equipment bookings.

- Usage of the HackLAB must be supervised by Staff at all times. In the event that a trained Staff Member is not available, the HackLAB must be closed to the public.

- Parents/Guardians are responsible for their children's use of the HackLAB and equipment therein. Children are not to be left unattended in the HackLAB.

- Reserving time on HackLAB equipment is strongly encouraged. Drop-in customers will be accommodated only if there are no equipment bookings already scheduled. Bookings are limited to a maximum of two (2) hours, and can be arranged by speaking with Staff in person or on the phone on a first-come, first-served basis.

- During times of high usage, equipment bookings will be limited to one (1) hour per week per customer to ensure the space is available to the broadest number of customers. Second bookings within a week will be considered on a first-come and as-available basis. These high usage times include, but are not limited to the months of July, August and December.

- Customers using HackLAB equipment are required to remain with the equipment while their job is in progress. Customers doing 3D printing will be granted an exception to this rule due to the significant amount of time required to complete print jobs.

- A maximum of twenty (20) people are allowed in the HackLAB at a given time.

- No food of any kind is permitted within the HackLAB. Only beverages in lidded containers may be brought into the space.

- A limited supply of materials for use with HackLAB equipment is available for purchase in the HackLAB. Customers wishing to use their own materials in the HackLAB equipment will be required to provide MSDS sheets for said materials to ensure they are safe and compatible with HackLAB equipment. Anyone wishing to use large quantities of materials purchased by the Library for their projects should speak to Staff in advance.

- Customers approved to use their own materials with HackLAB equipment will be charged a maintenance fee.

- Files saved on the HackLAB computers may be deleted. Users must save their work on their own external memory source to ensure that it is not lost.

- Library Staff is available for assistance. Customers who require extra help or training are encouraged to make an appointment through the Check-Out-A-Skill program.

- Users are required to use the HackLAB in a safe, responsible and ethical manner. All users must adhere to all library policies and current applicable laws, including but not limited to health and safety policies and equipment operating procedures, copyright laws and licensing agreements, and may not create, access, display or distribute illegal material or material that contravenes the *Ontario Human Rights Code* or that is obscene, harassing, racist, malicious, fraudulent, or libelous. Library management has final authority over whether usage of the space is in line with current guidelines. The Library is not responsible for any infringement of copyright, or any other violation committed by library users.

- Users who damage HackLAB equipment through misuse and/or contravention of equipment procedures will be charged for the replacement cost of the equipment and/or damaged material. Any user who introduces a virus, misuses or damages the equipment, attempts to delete or modify either hardware or software, will be held responsible for all damages.

- The Library Board reserves the right to revoke any user's HackLAB access and library privileges if HackLAB usage is not in compliance with this policy.

- The HackLAB is an evolving resource; therefore, this policy is subject to change without notice.

Approved by the Innisfil Public Library Board, March 20, 2017
Motion Number: 2017.31

8e.01.01

SUBJECT: **STRATEGIC PARTNERSHIP POLICY**

Policy No: **2021-11** **DRAFT**

Date: **March 15, 2021**

Review Date: **March 2025**

Pages: **3**

PURPOSE

The purpose of this policy is to set out the principles for the negotiation of strategic partnerships between the Innisfil ideaLAB & Library and external organizations.

POLICY

General

This policy governs strategic relationships including, but not limited to, collaborative arrangements, partnerships, and sponsorships undertaken by the Innisfil ideaLAB & Library.

This policy does not apply to:

- Philanthropic gifts or donations
- Grants or funds obtained from other levels of government
- Arrangements where the Library sponsors or contributes to external projects or other organizations

Application

All users of the Innisfil ideaLAB & Library and Staff and external organizations with whom strategic partnerships have been established.

DEFINITIONS

Strategic Partnership

A contractual arrangement between The Innisfil ideaLAB & Library and an external organization that sets out an agreed-upon exchange of cash, goods and/or services that have a direct measurable value (which includes partnerships and sponsorships). It is mutually beneficial to both the Library and the external

organization. A strategic partnership agreement signed by an external organization and the Library covers a pre-defined period of time. Additional benefits included in a strategic partnership may take various forms such as cash, products or services in-kind, or promotional items, in exchange for marketing value back to the external organization or delivering service to their customer base. The components of a strategic partnership agreement will vary depending on the business category and the needs of the Library.

Partnership
A mutually beneficial agreement that assists both parties in the delivery of a program or service to their customer base.

Sponsorship
A sponsorship is a mutually beneficial exchange between the Innisfil ideaLAB & Library and an outside organization, in which an external party makes a contribution of cash or in-kind goods or services to the Library in return for recognition, acknowledgements, or other considerations. Sponsors receive a benefit of reciprocal value in return for their support and contribution.

Legislative Authority
The Accessibility for Ontarians with Disabilities Act, 2005 received Royal Assent on June 13, 2005. This Act applies to public and private sector organizations and mandates the development, implementation and enforcement of accessibility standards and regulations. The first standard to become law was the Accessible Customer Service Standard. On July 1, 2016, this standard was revoked and replaced with the Integrated Accessibility Standards Regulation which focuses on accessibility issues relating to employment, transportation, design of public space and information and communications. The following requirements are intended to support the purpose and application of the Ontario Human Rights Code. At no time will this policy replace or supersede the rights afforded to persons with disabilities under the Code.

Guidelines
Only companies and organizations deemed appropriate and compatible with the policies, goals, mission, vision and values of the Innisfil ideaLAB & Library will be considered. The CEO or designate will determine on a case-by-case basis whether a strategic partnership is in the best interest of the Library, which may require Board approval.

The Innisfil ideaLAB & Library does not accept any cash or gift of property, pledge of support or noncash gift or services, or enter into any alliance with any company or other organization that produces goods or services that may be considered harmful or illegal for certain members of the community. The Library, at all times, maintains an independent position on issues and concerns. The Library accepts support for collections, programs and services only when the

content is to be determined by the Library. The Library does not accept any support that implies or requires endorsement of products.

Acceptance of corporate support will take the form of a written agreement signed by representatives of the sponsoring organization and authorized representatives of the Library. The agreement will define the terms of the sponsorship and any recognition to be provided to the sponsor.

Any use of the Library's name or logo by the organization involved in a strategic partnership must be approved by the Library prior to its usage.

Parameters of Agreement Development
Strategic partnerships should be sought out and developed by the Senior Management Team. The Senior Management Team will review strategic partnerships and participate in negotiations and pass them on to the CEO for approval.

Any strategic partnership should include the following:

- A demarcation of the goals and expected outcomes for the project
- A definition of the organizational boundaries and clarification of ownership issues
- Identification of a process for communication and sharing of ideas
- A definition of project-related costs and clarification of financial responsibilities for each organization
- Creation of an overview of the project
- Clarification of recognition for each organization
- Creation of a timeline of benchmarks and deadlines
- Identification of project manager(s)

Termination of Strategic Partnership
The Innisfil ideaLAB & Library reserves the right to terminate an existing strategic partnership.

Recognition
The Innisfil ideaLAB & Library reserves the right to determine appropriate publicity, advertising, acknowledgement and recognition of those involved in the Strategic Partnership. The Innisfil ideaLAB & Library may use organizational logos as part of their recognition. Official tax receipts will not be issued to strategic partners for their contribution to the Library in accordance with Canada Revenue Agency regulations.

Related Policies
Donation, Sponsorship and Fundraising

Approved by the Innisfil Public Library Board, March 15, 2021
Motion Number: 2021.XX

10a.01.01

Centre for Equitable Library Access

We are writing to seek your help to ensure that CELA can continue to offer the choices and services your users with print disabilities depend on.

The federal government's 2020 Fall Economic Statement included an announcement of cuts to funding for accessible book production for those with print disabilities. The current annual funding of $4 million ($3 million annually to CELA and $1 million annually to NNELS) will be reduced by $1 million annually beginning in 2021 before ending entirely in 2024-2025. The decision to terminate funding for NNELS and CELA was made without consultation or advance warning.

This decision will have a devastating impact on CELA's ability to produce new books for our collection and distribute materials including audio CDs and physical braille to our users. It may also impact our ability to provide Deposit Collections and other supports to our member libraries. The initial decrease in funding in 2021-2022 will result in an immediate reduction in our services and further compound the effects of the COVID-19 pandemic, which is having a disproportionate impact on those with disabilities across Canada.

Along with our colleagues at NNELS, we are actively engaging with the federal Minister of Employment, Workforce Development and Disability Inclusion, the Hon. Carla Qualtrough, the Deputy Prime Minister and Minister of Finance, the Hon. Chrystia Freeland, and key opposition Members of Parliament in an effort to have funding restored.

We ask that you consider advocating with the federal government on behalf of your patrons with print disabilities. We have a sample letter which may be sent to both Ministers and to your local Member of Parliament to urge the federal government to honour its commitments to provide accessible reading materials. We are also launching a social media campaign and would appreciate it if you would share it on your own social media. Please use the following hashtags in any social media posts so that we can find them and track our campaign: #cdnpoli #RestoreAccessibleBookFunding
Accessible reading materials are crucial to academic and employment success and social inclusion. Unfortunately, we only have a brief time to convince the federal government that funding for accessible books matters. Please help us by raising your voice, writing letters, and sharing the impact of these devastating cuts.
Yours sincerely,
Laurie Davidson
Catherine Biss

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